

Sudbury Select Board

Handbook Subcommittee Virtual Meeting

Friday, August 11, 2025

12:00 p.m.

Subcommittee Members Present: Janie Dretler and Lisa Kouchakdjian

Others present: None

Member Kouchakdjian opened the meeting at 12:08 p.m. and read the open meeting remarks. The Subcommittee did a roll call of all members. Both members Dretler and Kouchakdjian stated they were present for the meeting.

The subcommittee stated that the Select Board has charged the subcommittee with creating a handbook applicable to all boards, committees, and commissions in town.

Member Dretler stated that she began a draft of a handbook using a similar format as other communities. The draft handbook was compiled using information from multiple towns. The Subcommittee began its review of the draft handbook, and discussed sections 1-3.

The Subcommittee will continue its review of the other sections at its next meeting. Member Dretler will forward the draft to Member Kouchakdjian. Member Dretler will copy Town Manager Sheehan on the email.

Next meeting date is August 21st at 7:00 p.m.

Motion to adjourn by Member Kouchakdjian at 12:51 p.m. Seconded by Member Dretler. Motion passed 2-0, each member stating aye.

