

## **Sudbury Select Board**

### **Handbook Subcommittee Virtual Meeting**

**Wednesday, August 27, 2025**

**7:00 p.m.**

**Subcommittee Members Present:** Janie Dretler and Lisa Kouchakdjian

**Others present:** None

Member Kouchakdjian opened the meeting at 7:00 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 discussed edits to the draft Handbook beginning with section 4.0 Operations and Best practices. Member Kouchakdjian mentioned that she started creating an FAQ list. Member Dretler edited the document as well as included notes in the margin of the document as the subcommittee discussed the various sections.

The Subcommittee referred to the handbooks of other municipalities as it edited the draft document.

The Subcommittee will continue to red line the draft handbook at its next meeting.

The Subcommittee will select a next meeting date via email.

Member Kouchakdjian moved to adjourn the meeting at 8:17 p.m. Member Dretler seconded the motion. The motion passed 2-0 each member stating aye.