

Sudbury Select Board

Handbook Subcommittee Virtual Meeting

Monday, October 20, 2025

7:00 p.m.

Subcommittee Members Present: Janie Dretler and Lisa Kouchakdjian

Others present: Town Manager Andy Sheehan

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.

Member Dretler moved to approve the September 24, 2025 Handbook Subcommittee meeting minutes. Member Kouchakdjian seconded the motion. The motion passed 2-0, each member stating aye.

Town Manager Andy Sheehan was in attendance to discuss suggested edits to the draft Handbook. The Subcommittee discussed recommended edits by Town Manager Sheehan and suggested edits by the Subcommittee.

Town Manager Sheehan will confirm the requirement regarding interpreter services referenced on page 10 of the draft Handbook. Town Manager Sheehan stated that staff will draft a document that will outline the process committees without staff support should follow when posting agendas, and posting minutes, reference to language on page 11. Once the document is created a link will be included in the Handbook. Town Manager Sheehan also will provide a link on page 13 of the Handbook for meeting locations and how committees reserve spaces for their meetings.

Member Dretler will accept all the changes and clean up the document. Member Kouchakdjian will send Town Manager Sheehan a picture of Town Hall for the cover. Member Dretler will forward the new draft to Town Manager Sheehan to make his updates.

The Subcommittee agreed to get the draft to the full Select Board as soon as the draft is ready.

Member Dretler moved to adjourn the meeting at 7:50 p.m. Member Kouchakdjian seconded the motion. The motion passed 2-0 each member stating aye.