Sudbury Select Board

Handbook Subcommittee Virtual Meeting

Tuesday, December 9, 2025

6:00 p.m.

Subcommittee Members Present: Janie Dretler and Lisa Kouchakdjian

Others present: Town Manager Andy Sheehan

Member Kouchakdjian opened the meeting at 6:00 p.m. and read the open meeting remarks. The meeting was conducted remotely pursuant to Chapter 2 of the Acts of 2025. 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 October 20, 2025 Handbook Subcommittee meeting minutes. Member Kouchakdjian seconded the motion. The motion passed 2-0, each member stating aye.

The Subcommittee continued its review of the draft Select Board Handbook with assistance from Town Manager Sheehan. Discussion focused on proposed revisions, internal procedures, and guidance for boards and committees. The Subcommittee agreed to the proposed changes reviewed during the meeting.

The Subcommittee discussed the need to clarify procedures for boards and committees without dedicated staff support, particularly regarding the submission and filing of approved meeting minutes. Town Manager Sheehan agreed to revise and simplify the relevant operational guidance and incorporate it into the handbook.

The Subcommittee also discussed the agenda submission process. Town Manager Sheehan agreed to make a final revision to that section. Additional formatting adjustments and an update to the table of contents will be completed before the draft is circulated.

Member Kouchakdjian made a motion to recommend the draft Select Board Handbook to the full Select Board for its consideration, subject to the

revision to the agenda submission process. Member Dretler seconded the motion. The motion passed 2-0, each member stating aye.

The Subcommittee agreed that another meeting was not necessary before forwarding the draft to the full Board. Town Manager Sheehan will circulate the revised handbook to Board members, allowing time for review before it is placed on a future agenda for discussion.

Member Dretler made motion to adjourn. Member Kouchakdjian seconded the motion. The motion passed 2-0, each member stating aye.

The meeting adjourned at 6:12 PM.