

SUDBURY SELECT BOARD
POLICIES & PROCEDURES REVIEW SUBCOMMITTEE
TUESDAY FEBRUARY 2, 2021

(Meeting can be viewed at www.sudburytv.org)

Present: Select Board Vice-Chair Jennifer Roberts and Select Board Member William Schineller

The statutory requirements as to notice having been complied with, the meeting was convened at 7:15 p.m., via Zoom telecommunication mode.

Vice-Chair Roberts announced the recording of the meeting and other procedural aspects included in the meeting.

Call to Order/Roll call

Select Board Roll Call: Schineller-present, Roberts-present

Opening remarks

- Select Member Schineller explained context of how reconstituted subcommittee had come to be.

Citizen's comments on items not on agenda

There were no citizen's comments

Discussion on Goals and Deliverables

The members discussed goals and deliverables for the subcommittee.

- Work on bringing to full Select Board revised set of Financial Policies.
- Review Capital Planning/ Funding program.
- Maintain transparent communication to the public and solicit public feedback at our public meetings.

Eric Poch (Co-Chair of Finance Committee) of 29 Ruddock Rd commented how there are two parts to the subcommittee review: policy (financial policies) and practice (capital improvement plan) and described possible areas of improvement for the CIP.

Discuss approach, work schedule, and tentative timeline

Members discussed aiming to bring new set of financial policies to Select Board by end of April 2021 and to start Capital Improvement Plan review/improvements process thereafter.

Review and discuss existing policy draft documents and reports

Members discussed the new financial policy draft (provided by Finance Director Dennis Keohane on December 8, 2020) and comments and feedback of the Select Board from that evening's meeting. Members continued review of the draft policies adding further comments and questions.

Citizen's comments

Susan Berry (Finance Committee) of 4 Dawson Dr inquired if the new set of draft policy documents would be posted for public review before the next meeting. Members responded affirmatively.

Eric Poch (Co-Chair of Finance Committee) of 29 Ruddock stated that many definitions of key terms can be found in Finance Committee Section of Town Meeting Warrant.

Upcoming Agenda Items/Next Meeting Planning

Members agreed to continue review of draft financial policy to identify key feedback/questions and to formulate questions for an upcoming meeting (to be planned) with the Finance Director. They agreed to also review the Division of Local Services (DLS) report and to identify areas to incorporate into policies (and to consider for future CIP improvements).

Members agreed to seek to meet bi-weekly if possible and tentatively planned to meet next on February 16, 2020.

Board Member Schineller motioned to adjourn the meeting. Vice-Chair Roberts seconded the motion.

It was on motion 2-0; Schineller-aye, Roberts-aye

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 10:15 p.m.