

SUDBURY SELECT BOARD
POLICIES & PROCEDURES REVIEW SUBCOMMITTEE

Thursday September 9, 2021

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

Present: Select Board Member Jennifer Roberts and Select Board Member William Schineller.

The statutory requirements as to notice having been complied with, the meeting was convened at 6:08pm., via Zoom telecommunication mode.

Select Board Member Roberts announced the recording of the meeting and other procedural aspects included in the meeting.

Call to Order/Roll call

Roll Call: Schineller-present, Roberts – present.

Opening remarks

There were no member opening remarks.

Citizen's comments on items not on agenda

There were no citizen's comments

Update on Financial Policy draft review by other committees/groups

Member Roberts described progress on review of the Financial Policies draft by the Finance Committee, Capital Improvement Advisory Committee, and Town departments.

Member Schineller brought up in incorporating the Reserve budget line appropriation in the Financial Policies draft. Member Roberts stated Finance Director Keohane did not think it is critical that it be incorporated into the Financial Policies as it is not technically considered Town reserves. Member Schineller and Roberts stated they would further explore this.

Discuss/plan future policies to be reviewed and updated by Subcommittee and Select Board

Members developed a plan to review future policies using a policy tracker excel file previously created by Select Board member Dretler. The subcommittee prioritized the policies for review based on legal compliance, urgency, and other factors.

Minutes Review

The subcommittee did not review any minutes.

Citizen's comments

There were no citizen comments.

Upcoming Agenda Items/Next Meeting Planning

The members agreed to talk about the Remote Participation Policy and the Memorial Bench/Donation Policy in upcoming meetings. They also planned to talk about minutes and the Financial Policy draft review.

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 7:33 p.m.