

SUDBURY SELECT BOARD  
POLICIES & PROCEDURES REVIEW SUBCOMMITTEE

March 11, 2022

(Meeting can be viewed at [www.sudburytv.org](http://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 11:37am., 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**

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

**Opening remarks**

The Select Board Members had no opening remarks.

**Citizen's comments on items not on agenda**

There were no citizen's comments

**Discussion on Remote Participation Policy**

Members discussed the Remote Participation Policy and how to use integrate the Chat function in the policy. The committee determined that Chat comments need to read into the public record, commenters in the Chat must be identified, and that civility and decorum must be encouraged in the communications. The Subcommittee made edits to take to the Select Board.

Kay Bell, 348 Old Lancaster Rd. stated that the Q&A feature may be a better, more controlled approach than Chat.

**Discussion on Appointment Policy**

The Subcommittee made edits to the Select Board appointment policy (based partly on suggestions from the Historical Commission) on how to manage interviews of candidates that the Town Manager appoints. The Subcommittee agreed to take it to the Select Board for review.

**Discussion on Website Display of Policies**

The Subcommittee discussed how to enhance display of the Select Board policies on the website. Member Schineller shared insights from his research of the Town website.

**Minutes Review**

Members reviewed and approved the minutes of November 19, 2021.

Member Roberts motioned to approve the minutes of November 19, 2021 as edited. Member Schineller seconded the motion.

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

VOTED: To adjourn the meeting

**Citizen's comments**

There were no citizen comments.

Member Schineller motioned to adjourn the meeting. Member 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 12:53 p.m.