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SUDBURY SELECT BOARD

POLICIES & PROCEDURES REVIEW SUBCOMMITTEE

April 27, 2022

(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 7:35pm, 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

Member Roberts said that Annual Town Meeting starts Monday, May 2nd and may continue for 2+ days.

Citizen's comments on items not on agenda

There were no citizen's comments

Discussion on Remote Participation Policy

Members discussed that the Remote Participation policy had been previously edited at the March 11th meeting and that it is ready to share with the Select Board.

Discussion on Appointment Policy

The Subcommittee discussed that the Appointment Policy had been approved by the Select Board the previous evening.

Discussion of Policy Tracker Sheet to assess upcoming policies for review

The Subcommittee made edits to the Tracker Sheet to make sure it reflected all work, edits, and changes by the Subcommittee from the prior year. It was noted that there were some version issues with the previously approved Appointment Policy and that it would need to be brought back for a vote to the Select Board.

Discussion on enhancing display of Select Board policies on website

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 and correspondence with the Town IT Department.

Minutes Review

Members reviewed and approved the minutes of December 15, 2021.

Member Roberts motioned to approve the minutes of December 15, 2021. 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.

Upcoming agenda items/next meeting planning/next steps

Member Schineller recommended that a discussion be held between the Town Manager, IT Department, and Subcommittee on website display options to enhance search capabilities for Town policies.

Member Schineller motioned to adjourn the meeting.

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 9:03 p.m.