

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Thursday, August 4, 2022

4:00 p.m.

Subcommittee Members Present: Lisa Kouchakdjian and Jennifer Roberts

Member Roberts called the Subcommittee meeting to order at 4:10 p.m. Member Roberts read the open meeting remarks. The Subcommittee did a roll call of all members. Both members Roberts and Kouchakdjian stated they were present for the meeting.

Member Roberts did not have opening remarks. Member Kouchakdjian did not have any opening remarks.

Citizen Comments:

None.

Code of Conduct/Code of Ethics Policies:

Member Kouchakdjian provided an update regarding her research on the Code of Ethics. Member Kouchakdjian reported that she called State Ethics. She stated that Ethics is concerned about the conflicts of interest laws. State Ethics stated that Select Boards like ours can institute policies around behavior, conduct, and ethics. The response from State Ethics was there is no reason why the Board cannot. Member Kouchakdjian stated that the town would have to have counsel review whatever is drafted. State Ethics does not have any templates regarding such code of ethics.

Member Kouchakdjian reported that while at her MMA new member training she learned that members in attendance are considering similar ethics policies. Member Kouchakdjian offered to speak with the MMA and another Select Board member from western Massachusetts to collaborate and see what they are doing with regard to this issue.

Member Roberts would like to consider updating and revising the current Code of Conduct document. One issue the subcommittee considered is whether the current Code of Conduct pertains to the Select Board. The Subcommittee

considered adding ethics to the Code of Conduct. Member Kouchakdjian stated that the MMA may be able to guide the Subcommittee with regard to these issues and offered to contact the MMA to inquire.

Member Roberts likes the weight of the Code of Conduct. She suggested going through the Code of Conduct in detail and adding some language around ethics, no speaking mis-truths, an expectation of honesty, no bullying, and no intimidating for example. Member Kouchakdjian recommends that the Code of Conduct and Ethics pertain to the Select Board as well.

Member Roberts will look into whether the current Code of Conduct applies to the Select Board. Member Kouchakdjian agrees with combining the Code of Conduct with a Code of Ethics. Member Kouchakdjian will seek some guidance from the MMA.

Remote Participation Policy/Appointment Policy:

With regard to the appointment policy that was voted in April 2022, there is some additions and changes that need to be made. Member Roberts sent those changes to Member Russo so the Board can vote the correct version of the policy.

With regard to the remote participation policy, the Subcommittee was waiting to see what the State was going to do. Issues regarding the chat function will need to be reviewed in the remote participation policy. The Subcommittee reviewed the remote participation policy. Member Roberts discussed some work that she and Member Schineller did with regard to this policy. Both Members agree that more work needs to be done on this policy. Member Kouchakdjian will talk with the MMA about this issue. Member Roberts will research what other communities have done with regard to their remote policies.

Minutes:

Members reviewed minutes from March 11, 2022. Member Kouchakdjian moved to approve the minutes from March 11, 2022. Member Roberts seconded the motion. Motion passed 2-0 each member stating aye.

Members reviewed minutes from June 16, 2022. The Subcommittee made edits to the minutes. Member Kouchakdjian will make additional changes to the minutes and the Subcommittee will review the minutes again at the next meeting.

Citizens Comments:

None.

Next meeting will be Thursday, September 1st at 11:00 a.m.

Motion to adjourn by Member Kouchakdjian. Seconded by Member Roberts.

Motion passed by roll call vote, stating aye. Meeting adjourned at 5:16 p.m.