

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Thursday, June 16, 2022

11:00 a.m.

Subcommittee Members Present: Lisa Kouchakdjian and Jennifer Roberts

Member Roberts called the Subcommittee meeting to order at 11:09 a.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 asked about the process for public comment during the subcommittee meetings. Member Roberts stated that sometimes there is open dialogue from attendees in the meetings. Public comment is at the discretion of the members.

Citizens Comment:

No public comment from any community members.

Review of Policy Tracker File:

Member Roberts stated there are many policies that need attention. There may be some policies that need updates or we may need new policies.

Member Roberts discussed the policy tracker file and screen shared the document. The document shows the policies and when the policies were reviewed and the status of each policy. The document is how the subcommittee has tried to keep things organized. Member Roberts stated she would like to make the policies more transparent to the community once they are updated. Some policies have been prioritized based upon information had at the time.

Member Kouchakdjian mentioned she did some research about policy manuals other towns have. The subcommittee will include a review of other town policies at an upcoming subcommittee meeting.

Discussion Remote Participation Policy and Appointment Policy:

Member Roberts stated that she and Member Schineller addressed the appointment policy. The subcommittee will put the appointment policy on an upcoming Select Board meeting. Member Roberts indicated the change was essentially one line. The other policy the subcommittee may want to take a look at is the remote meeting policy. The subcommittee incorporated recommendations from counsel regarding how to run remote meetings. Next step is to have town counsel review the policy. The Subcommittee agreed to wait to see what the Legislature does with regard to remote meetings to address this policy.

Code of Conduct/Code of Ethics Policies:

The Subcommittee referenced and discussed the Code of Conduct policy for all boards, committees and commissions appointed by the Select Board. Member Kouchakdjian will contact State Ethics to receive guidance and recommendations on what the town can do with regard to establishing an ethics policy for appointed and elected officials.

Discussion of Enhancement of Policies on Website:

The Subcommittee reviewed the town website regarding how other committees' policies and information are displayed and published to the community. Member Roberts will look into how we can publish the Select Board policies on the website. Member Roberts will speak with Mark Thompson about better display of policies and procedures.

Minutes:

The Subcommittee reviewed the minutes from January 14th. Member Kouchakdjian moved to approve the January 14, 2022 Minutes from the Policies and Procedures Review Subcommittee. Member Roberts seconded the motion. Motion passed 2-0 by roll call vote, Member Kouchakdjian and Member Roberts stating aye.

Member Roberts will prepare draft minutes from March 11, 2022 and April 27, 2022. Member Kouchakdjian will prepare draft minutes from the June 16, 2022 meeting.

Next meeting will be July 15th 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 12:25 p.m.