

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, April 14, 2023

12:00 p.m.

Subcommittee Members Present: Lisa Kouchakdjian and Jennifer Roberts

Others present: Town Manager Andy Sheehan

Member Roberts called the Subcommittee meeting to order at 12:00 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.

Public Comment:

Pat Brown, 34 Whispering Pine Road. Requested that the 2018 draft version of the policies and procedures be posted.

Discussion of Select Board Policy Drafts and Process:

Member Roberts reported that she compared the two sets of policies, the current policies on the website and the 2018 draft policies that the prior subcommittee worked that were provided by former Town Manager Melissa Murphy-Rodrigues. Member Roberts created a spreadsheet comparing the policies and presented this spreadsheet to the subcommittee. The spreadsheet indicates that some policies were removed by Town Manager Murphy-Rodrigues. Member Kouchakdjian recommended that the subcommittee proceed with editing former Town Manager Murphy-Rodrigues' version of the policies. Member Kouchakdjian suggested that Town Manager Sheehan review the policies that former Town Manager Murphy-Rodrigues removed.

Town Manager Sheehan agrees the best process moving forward is to use former Town Manager Murphy-Rodrigues' version of the policies. Town Manager Sheehan will review the policies that were removed.

The Subcommittee and Town Manager Sheehan recognize that after there is a review of current policies, there may be policies that need to be added. Town Manager Sheehan recommends that the Subcommittee stay away from superfluous procedures that do not belong in the Select Board policies.

The Subcommittee discussed how policies are displayed on the Town website.

Member Roberts recommended the Subcommittee select three or four policies to review at the next meeting.

Member Roberts questioned why there is a separate Code of Conduct for the Select Board. Town Manager Sheehan stated that typically there is one Code of Conduct applicable to all elected and appointed officials. There should be a consistent policy for all officials.

The Subcommittee agreed with Town Manager Sheehan's recommendation that once the Subcommittee is content with a draft policy, Town Manager Sheehan will provide the policy for town counsel's review.

The Subcommittee agreed to review both Code of Conduct policies and reconcile the differences, the meeting policy and liaison and work assignments at its next meeting.

Remote Meeting Policy:

Member Roberts reported that she provided the remote meeting policy to town counsel for their review.

Minutes:

The Subcommittee reviewed the subcommittee minutes from February 17, 2023. Motion to approve the subcommittee meeting minutes of February 17, 2023 as edited by Member Kouchakdjian. Seconded by Member Roberts. Motion passed via roll call vote, Member Kouchakdjian stated aye and Member Roberts stated aye.

Final Public Comment:

Pat Brown, 34 Whispering Pine Road. Previous iterations of the policy subcommittee had very strong opinions about whether policies should be discussed in general session. Advocated for keeping history on the town website.

Next meeting will be Friday, May 12, 2023 at 11:00 a.m.

Motion to adjourn by Member Kouchakdjian. Seconded by Member Roberts. Motion passed 2-0 by roll call vote.

Member Roberts stated aye.

Member Kouchakdjian stated aye.

Meeting adjourned at 1:21 p.m.