

## **Sudbury Select Board**

### **Policies and Procedures Subcommittee Virtual Meeting**

**Friday, May 12, 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 12:06 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 stated that there is an agenda item on the upcoming Select Board meeting for the appointment policy. She stated that this item was not requested by the Subcommittee. Member Kouchakdjian did not have any opening remarks.

**Public Comment:** None.

### **Discussion of Select Board Policy Drafts**

#### **Meeting Policy:**

The Subcommittee discussed and proposed edits to the policy. Many of the changes pertained to providing gender neutral language.

#### **Selectmen's Liaison and Work Assignments Policy:**

The Subcommittee discussed and proposed edits to the policy. Many of the changes pertained to providing gender neutral language.

#### **Code of Conduct Policy:**

The Subcommittee discussed the issue of whether to have one code of conduct applicable to all committees, boards, and commissions, including the Select Board Board. Town Manager Sheehan stated that while a code of conduct cannot regulate free speech by elected or appointed officials, it can set a standard for behavior of all public bodies. The Subcommittee discussed changing the name of the policy to "Code of Conduct for Elected

and Appointed Officials.” Town Manager Sheehan stated he would look at how other communities are addressing the matter and bring that information back to the Subcommittee.

### **Process of Review of Policies:**

Town Manager Sheehan stated that counsel is happy to look at proposed policies in batches. The Subcommittee agreed to bring the recommended policies to the Select Board first. Once the Select Board reviews the proposed edited policies, the policies will be provided to counsel for their review.

Motion by Member Kouchakdjian to recommend the meeting policy as edited to the full Select Board. Seconded by Member Roberts. Motion passed by roll call vote 2-0. Member Kouchakdjian stated aye. Member Roberts stated aye.

Motion by Member Kouchakdjian to recommend the Liaison and Work Assignments policy as edited to the full Select Board. Seconded by Member Roberts. Motion passed by roll call vote 2-0. Member Kouchakdjian stated aye. Member Roberts stated aye.

The Subcommittee agreed to start with the code of conduct policy at its next meeting. The Subcommittee will also look at the Minutes policy and Licensing of Outdoor Amusements policy at its next meeting.

### **Minutes:**

The Subcommittee reviewed the subcommittee minutes from April 14, 2023. Member Roberts stated that she would like additional time to review the minutes so the Subcommittee will address these minutes at its next Subcommittee meeting.

Next meeting will be May 26<sup>th</sup> at 12:00 p.m.

Member Kouchakdjian will do the minutes for this meeting.

Motion to Adjourn meeting by Member Kouchakdjian. Seconded by Member Roberts. Motion passed by roll call vote 2-0. Member Kouchakdjian stated aye. Member Roberts stated aye. Meeting adjourned at 2:05 p.m.

**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.