

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, June 9, 2023

11:00 a.m.

Subcommittee Members Present: Lisa Kouchakdjian and Jennifer Roberts

Others present: Town Manager Andy Sheehan

Member Roberts called the Subcommittee meeting to order at 11:07 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.

Public Comment:

Member Roberts stated that she provided a clean copy and red-lined copy of the draft Meeting policy to be considered by the full Board at its next meeting.

Karyn Jones, 27 Pendleton Road. Had a question about the Licensing of outdoor amusements and whether that policy pertains to an outdoor accessible Halloween for Sudbury.

Discussion of Select Board Policy Drafts

Code of Conduct Policy:

The Subcommittee discussed the Massachusetts Interlocal Insurance Association (MIIA) Code of Conduct policy Town Manager Sheehan provided to the Subcommittee for its review. Town Manager Sheehan provided background information regarding the MIIA code of conduct policy for elected and appointed officials.

MIIA was created by MMA to help communities mitigate loss and develop best practices. This Code of Conduct policy is one of the policies that MIIA has distributed as a best practice.

Town Manager Sheehan stated it is typical for municipalities to have one Code of Conduct policy that applies equally to all. He stated that by adopting this type of policy the Board is setting a standard for boards and

committees to follow. The Select Board would be held to the same standard.

The Subcommittee discussed some basic changes to the policy, but the subcommittee was pleased with the MIIA policy. Town Manager Sheehan will put the policy into a Word document for the Subcommittee to continue to work on for the next meeting.

Remote Meeting Policy:

The Subcommittee reviewed the policy based upon the recent discussion with the full Select Board. The Subcommittee struck language from the Permissible Reasons for Remote Participation section. The Subcommittee made some additional changes to the policy based upon the request of other Board members. Member Roberts will provide a red-lined version and a clean copy of the remote meeting policy for the full Select Board's consideration.

Minutes Policy:

The Subcommittee initially referred to a Minutes policy referred to on page 62 of the draft policies prepared by former Town Manager Melissa Murphy-Rodrigues.

Member Kouchakdjian shared a draft Minutes policy she prepared using language from the Sudbury School Committee Minutes Policy. She will provide the draft to Member Roberts and Town Manager Sheehan.

Licensing of Outdoor Amusements Policy:

The Subcommittee discussed the purpose of the policy and its applicability. The Subcommittee agreed to discuss this policy again at its next meeting. Members will review the applicable state statute.

The Subcommittee will discuss the Code of Conduct, Minutes, and Licensing of Outdoor Amusements policies at the next meeting.

Minutes:

The Subcommittee reviewed the subcommittee minutes from April 14, 2023. Member Kouchakdjian moved to approve the minutes. Member Roberts seconded the motion. Motion passed 2-0, Member Kouchakdjian stating aye and Member Roberts stating aye.

The Subcommittee reviewed the subcommittee minutes from May 12, 2023. Motion to approve the minutes by Member Kouchakdjian. Member Roberts seconded the motion. Motion passed 2-0, Member Kouchakdjian stating aye and Member Roberts stating aye.

Member Kouchakdjian will do the minutes for this meeting.

Next meeting will be June 30th at 12:00 p.m.

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 12:24 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.