

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, November 9, 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 12:18 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.

Public Comment:

None.

Discussion of Select Board Policy Drafts:

Traffic Control Signs Policy: Town Manager Sheehan indicated that this policy does not appear to be necessary. He stated there is a comprehensive list of rules and regulations regarding speed limits on roads, one-way roads, and stop signs. This policy was indicative of a time when there was less regulation.

The Subcommittee believed retaining the policy was more transparent for the community. Town Manager Sheehan stated that it does not hurt to keep the policy in place. The Subcommittee discussed edits to the policy. The Subcommittee would like to invite Chief Nix, Chief Whalen and Dan Nason to an upcoming meeting to discuss the policy.

Purchase Contracts:

The Subcommittee discussed thresholds from other communities. The Town's current threshold is \$25,000. Former Town Manager Melissa Murphy-Rodrigues recommended moving the threshold to \$200,000. Town Manager Sheehan is providing two options, the first option is that there is no limit. The Town Manager could sign contracts in any amount. The second option would raise the threshold to \$250,000. Town Manager

Sheehan stated making one of these changes would improve efficiency. The Town Manager would still follow procurement laws.

Town Manager Sheehan stated that making the change to the threshold is consistent with the role of the Town Manager as the Chief procurement officer.

The Subcommittee would like to have a discussion with the full Select Board regarding the threshold amount. The Subcommittee will continue the discussion at the next Subcommittee meeting.

Next Meeting the Subcommittee will discuss purchase contracts policy, traffic control signs policy, flag pole policy and code of conduct policy.

Minutes:

The Subcommittee reviewed the subcommittee minutes from October 13, 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.

Member Kouchakdjian will do the minutes for this meeting.

Next meeting will be November 27, 2023. Town Manager Sheehan will contact staff to check their availability.

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 1:31 p.m.