

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, October 13, 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 12:12 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:

Licensing of Outdoor Amusements:

The Subcommittee discussed and edited the draft policy. The subcommittee included language on compliance with the Americans with Disabilities Act and the Architectural Access Board. Town Manager Sheehan indicated that a circus would constitute something like amusement park rides, a Ferris Wheel or Merry-Go-Round. Town Manager Sheehan recommends leaving the term "circus" in the policy. Motion by Member Kouchakdjian to recommend the Licensing of Outdoor Amusements policy as amended to the full Select Board for its consideration. Seconded by Member Roberts. Motion passed, 2-0 each member stating aye.

Code of Conduct Policy:

The subcommittee discussed language regarding attendance at meetings and factors influencing potential removal of members for lack of attendance. The Subcommittee added draft language regarding the process of removal of a committee member.

Town Manager Sheehan will do some research to determine how other communities address the issue of attendance and removal of committee members. The subcommittee will consider this policy at another meeting to discuss the results of Town Manager Sheehan's research.

Purchase Contracts:

Town Manager Sheehan stated that his responsibilities include acting as a certified procurement officer. He indicated there is a strong argument to raise the threshold and keep it in place. Procurement requirements are set by the state and the town cannot deviate from them. The Subcommittee requested that Town Manager Sheehan put together a list of comparable towns and their respective thresholds.

At its next meeting the Subcommittee will consider the Code of Conduct policy, flag policy, purchase contracts policy, and the traffic control policy.

Minutes:

The Subcommittee reviewed the subcommittee minutes from September 8, 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 3, 2023 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 1:30 p.m.