

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, December 8, 2023

11:00 a.m.

Subcommittee Members Present: Lisa Kouchakdjian and Jennifer Roberts

Others present:

Town Manager, Andy Sheehan, Chief of Police Scott Nix, Public Works Director Dan Nason, and Planning Director Adam Burney

Member Roberts called the Subcommittee meeting to order at 11:09 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:

None.

Discussion of Select Board Policy Drafts:

Traffic Control Signs Policy:

The Subcommittee discussed the policy with staff. Chief Nix indicated that both he and Director Nason were unaware of the existence of the policy until it was brought to their attention. He stated that any advisory signs were the purview of the DPW. The Police Department would collaborate and then they would be applied pursuant to the Manual Uniform Traffic Control Devices (MUTCD) regulations. Any enforceable signs were approved through the Select Board as the governing body of the town. Chief Nix stated the Traffic Safety Coordinating Committee is not useful because there is no financing behind it and no enforcement mechanism behind it. He suggested the committee be replaced by an email distribution to he and Director Nason to consider requests.

Chief Nix stated that he and Director Nason would like to focus on updating the traffic rules and regulations. Chief Nix would like to develop a policy

with respect to sidewalks and crosswalks. Director Nason agreed he would like this type of policy as well.

Town Manager Sheehan stated the traffic control signs policy does not serve a real purpose. He indicated they must put up signs that follow the MUTCD. He does not see the applicability of the policy in 2023. There is no benefit to having the policy.

Member Roberts stated she would like the community to understand the process as it pertains to signage. For advisory signs, community members would email the Chief and Director Nason and they would respond. The issue would not come before the Select Board. Director Nason would follow the MUTCD to see if it meets the criteria.

Chief Nix recommends dissolving the committee and creating an email that is a conduit for Chief Nix and Director Nason to collaborate on next steps. He also suggests updating the traffic rules and regulations and crosswalk/sidewalk policies.

The process for an enforceable sign would go through the same email address and the same process. A recommendation for an enforceable sign would go to the Select Board.

As it pertains to the existing traffic control signage policy, Town Manager Sheehan explained that we are essentially talking about traffic rules. When the Board adopts a traffic rule, there is a sign usually that goes along with the rule. Town Manager Sheehan stated that we do not really need a policy on how the sign is ordered and installed. Town Manager Sheehan further stated we should focus on the traffic rules which are under the purview of the Select Board.

Town Manager Sheehan suggested that staff put a draft work flow together that would go on the town website for people who have a request. In the short term, Town Manager Sheehan will bring a draft of a work flow back to the subcommittee at a future meeting.

In the longer term, staff will work on putting together recommended changes to the traffic rules. Any changes to the traffic rules need to go through the Select Board. Staff will make a recommendation to the Select Board regarding changes to the traffic rules.

Staff members left the meeting at 49:40.

Purchase Contracts:

The Subcommittee discussed the draft policy with Town Manager Sheehan and policies of other towns and their respective threshold amounts. Town Manager Sheehan reminded the subcommittee that capital asks would follow the typical process and reviews. Town Manager Sheehan would still be required to follow all procurement laws. He stated that the statutes lay out the rationale regarding how one ends up with the preferred vendor, usually it is the lowest bid. Increasing the threshold amount would expedite the time it takes for projects to be brought to fruition.

Town Manager Sheehan stated that this is the last task before the town actually purchases something or contracts with someone. He reminded the subcommittee that in Sudbury, under the Charter, the Town Manager is given the authority to develop both the operating and the capital budget for the fiscal year. Town Manager Sheehan stated that he cannot spend what he does not have an appropriation for.

The subcommittee discussed including some language that would lay out the procurement process as it pertains to this issue. Town Manager Sheehan will draft some policy language for the subcommittee to consider at its next meeting.

At the next meeting, the subcommittee will discuss the code of conduct and the purchase contracts policies.

Minutes:

The Subcommittee reviewed the subcommittee minutes from November 9, 2023. Member Roberts moved to approve the minutes. Member Kouchakdjian 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 December 19, 2023 at 10:30 a.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 12:33 p.m.

