

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Tuesday, January 16, 2024

12:00 p.m.

Subcommittee Members Present: Lisa Kouchakdjian and Jennifer Roberts

Others present: None

Member Roberts called the Subcommittee meeting to order at 12:09 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:

Purchase Contracts Policy:

The Subcommittee discussed “Whereas” language to include in the policy to address oversight process concerns. The Subcommittee and Town Manager edited the policy collaboratively. Town Manager Sheehan confirmed that he has the strongest certifications, background, experience, and knowledge to make appropriate decisions for the community. He stated that a town manager can only spend what has been appropriated and authorized by the town. With a strong town manager form of government, the town manager has full authority over the operating budget and the capital budget. Town Manager Sheehan confirmed this policy pertains solely to the town side, not the school side of the budget.

The Subcommittee discussed the threshold amount and agreed to recommend a \$250,000 threshold. In its deliberation, the Subcommittee discussed the threshold amounts of other local comparable communities and the fact that other communities have no threshold amount.

The Subcommittee recommended Town Manager Sheehan put together a short slide presentation for the full Board.

Motion by Member Kouchakdjian to recommend the purchase contracts policy as edited to the full Board for its consideration. Seconded by Member Roberts. Motion passed 2-0, each member having stated “aye”.

Code of Conduct Policy:

The Subcommittee had a brief discussion with Town Manager Sheehan. He reminded the Subcommittee the issue it was considering was the removal from office if someone was not attending meetings. Town Manager Sheehan has some examples of how other towns handle the matter. For many towns, there is a provision in the town’s charter that allows for the removal of a public official, a committee member or employee by notice and a hearing. Town Manager Sheehan is concerned about the subcommittee including removal provisions in policy as it may be an overreach since it is not in the Town of Sudbury’s Charter. He indicated some people may perceive that action as exerting too much control over boards and committees. Town Manager Sheehan stated that maybe it should be considered aspirational. The subcommittee suggested and Town Manager Sheehan agreed to discuss the issue with counsel.

The Subcommittee and Town Manager Sheehan agreed to devote the next meeting to discussing the Code of Conduct.

The Subcommittee’s next meeting will be Friday, January 26th at 12:00 p.m.

Minutes:

The Subcommittee reviewed the subcommittee minutes from December, 2023. Member Kouchakdjian moved to approve the minutes as edited. 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.

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 1:32 p.m.