

## **Sudbury Select Board**

### **Policies and Procedures Subcommittee Virtual Meeting**

**Friday, April 26, 2024**

**12:07 p.m.**

**Subcommittee Members Present:** Lisa Kouchakdjian and Jennifer Roberts

**Others present:** Town Manager Andy Sheehan

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:**

Kay Bell, 348 Old Lancaster Road. Would be a benefit to the public that all committees make sure the recordings of the meetings record close captioning.

#### **Discussion of Select Board Policy Drafts:**

##### **Flag Policy:**

Town Manager Sheehan confirmed this policy only pertains to the flag pole at Town Hall. He will send the policy to counsel and then bring it back to the Subcommittee for our next meeting. The Subcommittee discussed other flag poles at Grinnell Park, etc. and whether this policy should apply to those poles. Town Manager Sheehan will edit the draft policy by adding a note at the bottom indicating the Commonwealth of Massachusetts flag is under review. He will also edit the policy to potentially include other flag pole locations. Town Manager Sheehan will discuss the policy with department heads. The Subcommittee will review the flag policy after counsel reviews it.

##### **Licensing of Outdoor Amusements Policy:**

The Subcommittee discussed the policy in terms of other events in town. Town Manager Sheehan stated that things like Fall Fest, the Earth Day event, etc. do not fall under this policy. The Subcommittee discussed whether the policy is needed. Considering the improved permitting

requirements since the policy was first implemented, the Subcommittee discussed whether the policy is required. The Subcommittee discussed having some type of check list that a group would need to follow in the event they wanted to have an event on town property. Town Manager Sheehan will reach out to Acton to see if they have a policy because they have still have a carnival.

### **Fee Schedule Policy:**

Town Manager Sheehan stated the administration is looking at the fees. They are working on putting together a document that will list the fees. He indicated it may take a couple of months to provide to the Subcommittee. The Subcommittee reviewed the existing fee schedule policy. Town Manager Sheehan indicated that some of the fees listed are set by the Select Board, some of the fees are set by the Town Clerk, but there are other fees that are in the by-laws that are set by Town Meeting. The Subcommittee discussed a policy that clearly delineates what groups are responsible for their fee schedules.

Town Manager Sheehan stated that when he brings the fees back to the Subcommittee, he will include what the existing fee is, what the recommended fee is, and what the comps are.

Member Roberts will reach out to the Commission on Disability to see whether they can put together some recommended practices to improve accessibility of documents like minutes and agendas.

At its next meeting the Subcommittee will discuss the Flag policy, licensing of outdoor amusements policy, code of conduct policy (depending upon what Town Manager finds out from counsel regarding whether the policy applies to elected and/or appointed officials), and purchase contracts policy.

The Subcommittee's next meeting will be Friday, May 24, 2024 at 12:00 p.m.

### **Minutes:**

The Subcommittee reviewed the meeting minutes from March 8, 2024. Member Kouchakdjian moved to approve the minutes as edited. Member Roberts seconded the motion. Motion passed 2-0, each member 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, each member stated aye. Meeting adjourned at 1:26 p.m.