

## **Sudbury Select Board**

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

**Friday, November 8, 2024**

**11:00 a.m.**

**Subcommittee Members Present:** Dan Carty and Lisa Kouchakdjian

**Others present:** Town Manager Andy Sheehan

Member Kouchakdjian opened the meeting at 11:03 a.m. and read the open meeting remarks. The Subcommittee did a roll call of all members. Both members Carty and Kouchakdjian stated they were present for the meeting.

#### **Public Comment:**

None.

#### **Process of Policy Review:**

Member Carty presented and highlighted a spreadsheet depicting the policies marked as green. The Subcommittee designated the referenced policies as either active or to be rescinded. Member Carty will create a webpage mockup.

Member Carty took every effort to locate the Revised policy for definition of Local Preference households policy. He could not find the policy anywhere even though it was referenced in the minutes. Town Manager Sheehan agreed to try to locate the policy.

Town Manager Sheehan will review the affirmative action, town trust fund, and Sudbury Trust policies for the next meeting. Town Manager Sheehan will find the wording for Town Manager Evaluation Policy. Member Kouchakdjian will look for remote participation policy, draft and outline for a Select Board Handbook and do the minutes for the meeting.

#### **Minutes:**

The Subcommittee did not vote any minutes. Minutes from this meeting and the October meeting will be considered at the next subcommittee meeting.

Next meeting date is December 6, 2024.

Motion to adjourn by Member Kouchakdjian at 12:03 p.m. Seconded by Member Carty. Motion passed 2-0, each member stating aye.



