

## **Sudbury Select Board**

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

**Friday, October 4, 2024**

**12:00 p.m.**

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

**Others present:** Town Manager Andy Sheehan

Member Kouchakdjian opened the meeting at 12:06 p.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 reviewed the color-coding process of reviewing Select Board policies. Member Carty stated the goal is to get a final list of policies to the Select Board. Some policies may also be more operational and the purview of the Administration. The purpose of the meeting will be to turn the yellow policies into either gray or green where gray means redundant or not applicable and green means ready for final list.

The subcommittee discussed research of certain policies assigned to each member and assigned to the Town Manager. Town Manager Sheehan recommended to the subcommittee that it rescind policies as necessary so the current policy is clear. Member Carty will reference policies in the spreadsheet that the subcommittee will recommend be rescinded by the full Board.

Member Carty will update the Select Board on the subcommittee's work at the next scheduled Select Board meeting.

#### **Minutes:**

The Subcommittee reviewed meeting minutes from September 13, 2024. Member Carty had changes to the minutes. Member Kouchakdjian was fine with the changes. Member Carty will edit the minutes and send them to

Member Kouchakdjian for posting. Member Kouchakdjian moved to approve the meeting minutes. Member Carty seconded the motion. Motion passed 2-0, each member stating aye.

Next meeting date is November 8<sup>th</sup>. The Subcommittee scheduled an additional meeting for December 6<sup>th</sup>.

Motion to adjourn by Member Kouchakdjian at 1:32 p.m. Seconded by Member Carty. Motion passed 2-0, each member stating aye.



