

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, September 13, 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 11:02 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 discussed and described the process he went through in compiling the 25-year historical review of information provided by the subcommittee members in the last meeting. Member Carty color coded the list of known policies. The green policies are the ones that appear to be the most recent version of the policy with no apparent conflict. The policies color coded in yellow are policies Member Carty states have some question associated with them while those in gray appear to be redundant or outdated versions. He added that the goal was to remove as many from yellow to either gray as redundant or green as most recent then work from the green most recent versions to determine if further work on individual policies is needed.

Member Kouchakdjian stated it was her opinion that the Minutes, fraud, and procurement policies should be in green as the Select Board voted those policies.

Member Carty and Member Kouchakdjian agreed the goal is to get a list of policies on the town's website with hyperlinks to the policies. Town Manager Sheehan agreed with the approach.

Member Kouchakdjian stated that some of the items listed as policy should be in a Select Board Handbook or operating manual. Member Carty created an “action suggested” column in the color-coded spreadsheet.

Town Manager Sheehan stated that fees are not policy and should not be included in the Select Board policies. Some fees are operational. Some fees may require the establishment of a fee schedule. Town Manager Sheehan recommended that we revoke older policies.

The Subcommittee assigned each member and the Town Manager follow up work regarding policies in the color-coded spreadsheet. Member Carty will send out a communication summarizing the action items.

The Subcommittee agreed that Member Carty will provide an update to the full Select Board at an upcoming meeting.

Members agreed that the Remote Meeting and Code of Conduct policies did not need to go through this subcommittee and could go straight to the Select Board for discussion.

Minutes:

The Subcommittee reviewed meeting minutes from July 26, 2024. 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 October 4th at 12:00 p.m. The Subcommittee scheduled an additional meeting for November 8th at 11:00 a.m.

Motion to adjourn by Member Kouchakdjian at 12:16 p.m. Seconded by Member Carty. Motion passed 2-0, each member stating aye.

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