

## **Sudbury Select Board**

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

**Friday, July 26, 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 12:02 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:**

The Subcommittee discussed the best way to compile the historical information regarding the policy work of the Select Board. Member Carty recommended next steps should involve moving backwards from the current time to determine the known list of policies. Member Carty recommended that we end up with all the current policies in one place, a list of policies with a hyper link. Once the final list is generated, then the subcommittee could determine whether the policies should remain with the Select Board, or whether they are more operational to managed by the Town Manager. Member Carty will put the list together of current voted policies and provide it to Member Kouchakdjian and Town Manager Sheehan prior to the next meeting.

The Subcommittee agreed not to meet in August. Next meeting will be Friday, September 6th at 12:00 p.m. The Subcommittee set another meeting date of Friday October 4<sup>th</sup> at 12:00 p.m.

**Minutes:**

The Subcommittee reviewed meeting minutes from June 25, 2024. Motion to approve the minutes by Member Kouchakdjian. Member Carty seconded the motion. The motion passed 2-0 each member stating aye.

Motion to adjourn by Member Carty. Seconded by Member Kouchakdjian. Motion passed 2-0 each member stating aye. Meeting adjourned at 12:42 p.m.