

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, September 22, 2025

9:00 a.m.

Subcommittee Members Present: Dan Carty and Lisa Kouchakdjian

Others present: Town Manager Andy Sheehan

Member Kouchakdjian opened the meeting at 9:02 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.

Minutes for December 20, 2024 will be reviewed at the next meeting of the Subcommittee.

The Subcommittee discussed policies that are active, but require follow-up. Regarding the Affirmative Action policy, Town Manager Sheehan will follow up on this policy. The two investment policies will roll into a new investment policy that the administration will bring to the Select Board. Once the liquor rules are updated, the Training for Dispensers and Sellers of Alcohol Beverages will become moot. Regarding the Revised Definition for Local Preference Households staff will find the latest version. Staff will find the most recent remote participation policy and flag policy. The full Select Board will discuss the draft Sewataro Use policy when Town Manager Sheehan presents to the Board in December.

Regarding the Traffic Control Signs policy, the Subcommittee wants to make certain they do not rescind something that is within its purview. Town Manager Sheehan stated that this policy is more operational in nature and suggested that Traffic Rules and Order would stay as policy, and the Control Signs policy should be rescinded. Member Carty suggests reviewing the Traffic Rules and Order policy before the Select Board rescinds the Traffic Control Signs policy.

The Subcommittee will seek direction from the full Select Board regarding which of the current policies to review first. Member Kouchakdjian suggests the Subcommittee review the current policies that are older first.

Member Carty will update the prototype webpage and present to the full Select Board at the first meeting in October.

Motion to adjourn by Member Kouchakdjian. Member Carty seconded the motion. Motion passed 2-0, each member stating aye. Meeting adjourned at 9:43 a.m.