

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Monday, December 29, 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 9:01 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.

The Subcommittee discussed policies that still need revision. The Subcommittee discussed these policies as contained within a Memorandum date November 24, 2025 from Town Manager Sheehan to the Policies and Procedures Subcommittee. Policies included:

The Affirmative Action Policy. Stephanie Oliver revised the policy so that it is consistent with the By-Law. The Administration recommends adoption of the policy as edited by Stephanie Oliver. The Subcommittee reviewed a red-lined version of the recommended changes. Town Manager Sheehan stated that the Town probably does not need both the policy and the By-Law. Town Manager Sheehan will find the date of the adoption of the By-Law. The Subcommittee agreed to update the policy with the recommended revisions, but the issue regarding whether both the policy and By-Law are both needed will be a discussion with the full Select Board.

The Town Trust Fund Investment Policy and Investment Guidelines.

These are two separate policies that became outdated when Victor Garofalo prepared the Comprehensive Investment Policy that the Board adopted in September. The newer policy consolidates all the investment matters in one document.

Motion by Member Kouchakdjian to recommend rescission of the Town Trust Fund Investment Policy dated June 28, 1999 and Investment

Guidelines. Seconded by Member Carty. Motion passed 2-0, each member stating aye.

Training for Dispensers and Sellers of Alcoholic Beverages. Town Manager Sheehan stated this is covered by the alcohol rules and regulations. He indicated it does not need to be in two places at the same time. The Administration recommends rescission of the policy and rely on the alcohol rules and regulations. Member Carty would like to make certain this issue stays within the purview of the Select Board.

Motion to recommend rescission of Training for Dispensers and Sellers of Alcoholic Beverages dated June 10, 2000. Seconded by Member Carty. Motion passed 2-0, each member stating aye.

Selectmen Alcohol Rules and Regulations. The Subcommittee deferred a decision regarding this policy.

Local Preference Households, June 24, 2008. This is related to 40B projects. Town Manager Sheehan indicated the Administration could not find a date for adoption of this policy. He suggests that this issue be rescinded. Member Carty does not want to leave the issue project to project. He would like to maintain the local preference. The Subcommittee confirmed revisions to the Local Preference was voted and approved on June 24, 2008. The Subcommittee agreed that it is unclear what the definition is that was revised on that date. The Subcommittee will hold off on recommending revision of this policy.

Remote Participation. Town Manager stated changes to this policy are on hold due to changes to the open meeting law stemming from the Pandemic. Member Kouchakdjian stated there is a more recent policy from 2021 that is in effect. The Legislature adopted another extension that goes out to June 30, 2027. Town Manager Sheehan stated that we do not need a policy now unless we want to be more stringent than the State. Member Kouchakdjian would like to have a conversation with the Select Board about having a policy that requires either all remote meetings or hybrid meetings. Member Kouchakdjian stated that having that type of policy would not conflict with the Legislative requirements. Member Carty would like to have further discussion regarding this policy as he sees a difference between public participation and members of a public body. The

Subcommittee agreed to bring the policy to the full Select Board for further discussion.

Flag Policy. Town Manager Sheehan stated the policy was adopted by the full Select Board in 2024. No further discussion is needed.

Sewataro Use Policy. Town Manager Sheehan stated there was no formal policy adopted. The Subcommittee agreed no action needs to be taken as there was no policy adopted.

Traffic Control Signs Policy. Town Manager Sheehan stated the policy details how a new sign gets installed. It dates back to 1999. Town Manager Sheehan stated it is more detail than is needed.

Traffic Rules and Orders, 2008. Town Manager Sheehan stated it is not exactly a policy, but it is a series of rules and orders. This policy references the Select Board's statutory authority. Town Manager Sheehan stated these Rules and Orders need to be revisited and revised.

Town Manager Sheehan and staff will look at both the Traffic Control Signs Policy and the Traffic Rules and Orders and come back to the Subcommittee with recommendations.

Motion to approve the December 20, 2024 meeting minutes as amended. Seconded by Member Kouchakdjian. Motion passed 2-0, each member stating aye.

Motion to approve the September 22, 2025 meeting minutes as amended. Seconded by Member Kouchakdjian. Motion passed 2-0, each member stating aye.

Motion to adjourn by Member Carty. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye. Meeting adjourned at 10:07 a.m.