

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Tuesday, April 21, 2026

2:00 p.m.

Subcommittee Members Present: Dan Carty and Lisa Kouchakdjian

Others present: Town Manager Andy Sheehan

Member Kouchakdjian opened the meeting at 2:01 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.

Town Manager stated he looked into the policy on cemetery commissioners. He was not able to find the policy. He was also not able to find a turn off chat policy. Since the town uses the webinar feature now, the chat feature is not an issue at this point. Member Kouchakdjian does not remember a separate turn off chat policy. Member Carty recalls that it had to do with zoom bombing. He indicated the Select Board minutes of July 26, 2022 reflect that the policy was adopted at that meeting. Member Kouchakdjian will research the turn off chat issue.

Member Carty suggested that the BYOB policy be included in the general alcohol policy.

Member Carty will research the history of the cemetery commissioners.

The Subcommittee discussed how the policies are displayed on the town website. Member Carty would like to see the two policy pages consolidated. The Subcommittee would like to see archived policies referenced as such on the website.

The affirmative action policy is to go back to the full Board. Member Kouchakdjian will find space on an upcoming agenda to add the affirmative action policy.

Traffic Control policies are still outstanding.

The Subcommittee proceeded to review the list of current policies. The Subcommittee decided which current policies it will review and which current policies will not be reviewed.

The following current policies will be reviewed by the Subcommittee:

Access to Town Counsel, Ballot Question, BYOB, Citations and Proclamations, Citizen's Comment and Office Hours, Collective Bargaining, Deed & Easement Procedure, Regional Governing Electric Companies, Entertainment License, Financial, Fraud, Anti-Fraud, Hearing Before the Select Board, Licensing of Outdoor Amusements, Life-Threatening Illnesses, Meeting, Parade, Performance Review, Political Signs, Procurement and Recycled Product Procurement to be reviewed together, Remote Participation, Safe Community, Select Board Meeting (to be reviewed with Meeting), Treasury Warrants & Tax Anticipation Notes, Tree and Bench, and Use of Town Vehicles.

The Subcommittee will review the policies in the order in which they are listed. Member Kouchakdjian and Town Manager Sheehan will decide which policies will be reviewed for each meeting.

Town Manager Sheehan will have staff fix the Liaison and Work Assignments policy formatting.

Member Carty will find the anti-fraud policy.

Member Carty will find the cemetery commissioners' policy.

Member Carty will create a time line for the Select Board calendar based upon some of the policies. The Subcommittee will discuss this issue at an upcoming meeting.

The Subcommittee reviewed the minutes of December 29, 2025. Motion to approve the minutes as amended by Member Carty. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye.

The Subcommittee reviewed the minutes of March 4, 2026. Motion to approve the minutes as amended by Member Carty. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye.

The next meeting will take place on May 14th at 1:00 p.m.

Motion to adjourn by Member Kouchakdjian. Member Carty seconded the motion. Motion passed 2-0, each member stating aye. Meeting adjourned at 2:59 p.m.