

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Monday, June 15, 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 2:00 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.

The subcommittee reviewed outstanding action items. Member Carty stated there were no other outdated legal references to the Massachusetts General Laws other than the one he mentioned at the last meeting.

Member Carty did state that there were some policies that referenced the old by-law numbering system. Since that has changed there are some opportunities to change references to by-laws. Member Carty will send those references to Town Manager Sheehan who will have those old by-law references changed. The BYOB Policy is on the Select Board agenda.

Town Manager Sheehan will follow up on the Access to Town Counsel Policy and the Ballot Question Policy. Member Carty has created a time line or calendar view of policies, which he has sent to Town Manager Sheehan and Chair Dretler.

Other outstanding action items involve the Turn Off Chat policy, Cemetery Commissioners Policy, Fraud Policy and Anti-Fraud Policy. Town Manager Sheehan has action items involving website administrative issues, make a single policy page with drop downs, reformat the liaison policy and update the adoption date, as we retire old policies, tag them as archived. Some policies also said Select Board or Select Board's Office. Those will be changed to Select Board. Affirmative Action policy will go back to the full Board. The Local Preference Policy will be added to the policy page.

Member Kouchakdjian stated that she looked at the minutes for the July 26, 2022 meeting which references a Turn Off chat Policy. She also looked at the packet materials for that meeting. There was no draft written policy included in the packet. Member Kouchakdjian would like to review the recording of that meeting so she requested Town Manager Sheehan get a copy of that recording and provide it to her. Member Kouchakdjian stated that she has no memory of the Select Board putting pen to paper to create a policy. For this reason, she would like to watch the meeting.

Regarding the Cemetery Commissioners Policy Member Carty reported that the June 19, 2007 references that was voted to circulate a draft of the cemetery rules and regulations for FY 2008 with a notation that the fees were adopted. Member Carty stated that in the meeting, the Select Board just declared themselves the cemetery commissioners.

The Traffic Control Signs Policy is outstanding.

Town Manager Sheehan referred the Town Counsel Policy to Attorney Lee Smith. Town Manager Sheehan stated Chapter 39 section 23(b) is a repealed statute so he indicated it is unclear as to what that was referring to. He stated that 23(d) is the Mullin Rule which allows a Board member to participate if they have missed a meeting or a session of a public hearing. The member can go back and watch the meeting and file an affidavit to indicate they are up to speed and ready to vote. On Ballot Question Policy, it is unclear to what the 46 days is referring to. Town Manager Sheehan stated there is a statute that says you need 35 days' notice to the Town Clerk of a ballot question. It could just be that they put some extra cushion in there. Town Manager Sheehan recommends that the Subcommittee look at the policy to determine whether 46 days is the right timeline or something else. The BYOB policy has been rolled into the liquor license regulations.

The subcommittee discussed the following policies:

Citations and Proclamations Policy:

The Subcommittee agreed the "Board of Selectmen" language should be updated to "Select Board". This policy will be brought back to the Select Board in potentially a consent calendar item.

Citizen's Comment and Office Hours Procedure:

The Subcommittee agreed to change the name of the policy to "Public Comment", rather than "Citizen's Comment". "Board of Selectmen" will be changed to "Select Board". The Subcommittee agreed to add language regarding people making public comments virtually and to accommodate remote meetings.

The Subcommittee discussed making the Office Hours Procedure a separate policy and made revisions to the policy. The Subcommittee agreed to recommend the office hours be virtual and agreed that it should be a separate policy.

Collective Bargaining Policy:

The Subcommittee agreed to update the "Board of Selectmen" language to "Select Board" and updated the last sentence.

Deed and Easement Procedure:

Member Carty stated this policy references the old by-law numbering. Member Carty stated this policy primarily focuses on establishing an easement, but does not provide guidance on how an easement is extinguished. Town Manager Sheehan stated the policy is very detailed in an operational standpoint. The Subcommittee agreed to put a pin in this policy and bring it back at a future meeting. Town Manager Sheehan will do some additional research internally and externally to get some clarity on it.

The Subcommittee reviewed minutes from April 21, 2026. Motion to approve the minutes as edited by Member Carty. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye.

The Subcommittee reviewed minutes from May 14, 2026. Motion to approve the minutes as edited by Member Carty. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye.

Member Carty moved to bring edits to the following policies to the full Select Board, subject to the edits of Town Manager Sheehan, Citations and Proclamations Policy, Citizens Comment and Office Hours Procedure, and Collective Bargaining Policy. Seconded by Member Kouchakdjian. Motion passed 2-0, each member stating aye.

The next Subcommittee meeting will be July 15, 2026 at 1:30 p.m.

Action Items for the next meeting:

Member Carty will bring the list of policies that have old by-law numbers, will consolidate the running list of action items, and will look for the cemeteries rules and regulations reference. Ballot Question Policy will go to the full Board to discuss the 46 days issue. Town Manager Sheehan has minor edits to make to the Citations and Proclamations Policy, Citizens Comment and Office Hours Procedure, and Collective Bargaining Policy. Town Manager Sheehan will do some research on the Deed and Easement Procedure. Town Manager Sheehan put the Local Preference in the form of a policy.

Motion to adjourn the meeting by Member Kouchakdjian at 3:01 p.m.
Seconded by Member Carty. Motion passed 2-0, each member stating aye.