

SUDBURY SELECT BOARD
POLICIES & PROCEDURES REVIEW SUBCOMMITTEE

September 9, 2022

(Meeting can be viewed at www.sudburytv.org)

Present: Select Board Member Jennifer Roberts and Select Board Member Lisa Kouchakdjian.

The statutory requirements as to notice having been complied with, the meeting was convened at 12:11 p.m., via Zoom telecommunication mode.

Select Board Member Roberts announced the recording of the meeting and other procedural aspects included in the meeting.

Call to Order/Roll call

Select Board Roll Call: Kouchakdjian -present, Roberts-present

Opening remarks

Select Board Member Kouchakdjian asked about the existence of a public packet. Select Board Member Roberts stated they were posted on the Town website in the subcommittee section.

Citizen's comments on items not on agenda

Resident Kay Bell, 348 Old Lancaster Road expressed gratitude for the Subcommittee work. She said there had been a question about community event signs on Town property at a meeting the day before and that there may be an answer in the packet. She asked about procedures/policy about committee postings on the Town website and suggested that the Policies & Procedures Subcommittee might be the best group to assess this topic.

Review of existing policy set versions

Select Board Member Roberts shared with Member Kouchakdjian that there are two current policy sets (one on Town website and another that appears was put together by Town Manager Rodrigues). The set created by the prior Town Manager was edited by the prior Subcommittee but not fully reviewed by the Subcommittee and Select Board. The Subcommittee compared the two sets and determined the policies in each.

Discussion on Code of Conduct/Code of Ethics Policies

The Subcommittee had an initial conversation on updates to the Committee Code of Conduct and discussed exploration of an additional or combined Code of Ethics policy. They analyzed a similar policy to the conduct of Littleton, MA. The members agreed that Member Kouchakdjian would work on defining a Code of Conduct Policy and a Code of Ethics Policy to make it easier to draft the policies. Both members agreed to review the Select Board Code of Conduct vs the Conduct for Appointees.

Discussion/next steps on previously updated policies: Remote Participation Policy

The Subcommittee determined that they would postpone discussion on about the Remote Participation Policy until closer to the expiration of the current legislation that allows a quorum of a municipal body to meet remotely.

Minutes Review

Members reviewed and approved the Subcommittee minutes of April 27, 2022, June 16, 2022, August 4, 2022.

For each set of minutes, Board Member Roberts motioned to approve the minutes of April 27, June 16, August 4, 2022. Board Member Kouchakdjian seconded the motions.

It was on motion by roll call 2-0; Kouchakdjian -aye, Roberts-aye

Citizen's comments

Kay Bell, 348 Old Lancaster Road discussed formatting that would be helpful to people with vision challenges for the Subcommittee to utilize moving forward in meeting minutes (including Sans Serifs fonts).

Upcoming Agenda Items/Next Meeting Planning

Members decided it was not yet necessary to plan a next meeting.

Board Member Roberts motioned to adjourn the meeting at 2:06pm. Board Member Kouchakdjian seconded the motion.

It was on motion 2-0; Kouchakdjian -aye, Roberts-aye

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 2:06pm.