

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Thursday, July 20, 2023

1:00 p.m.

Subcommittee Members Present: Lisa Kouchakdjian and Jennifer Roberts

Others present: Town Manager Andy Sheehan

Member Roberts called the Subcommittee meeting to order at 1:04 p.m. Member Roberts read the open meeting remarks. The Subcommittee did a roll call of all members. Both members Roberts and Kouchakdjian stated they were present for the meeting.

Public Comment:

None.

Discussion of Select Board Policy Drafts:

Code of Conduct Policy:

Town Manager Sheehan reported that he cleaned up the language of the draft Code of Conduct policy based upon comments from the last meeting. He stated that he also made some format changes. The Subcommittee discussed the policy.

Fraud, Procurement and Purchase Contracts Policies:

Town Manager Sheehan stated that there are no anti-fraud policies currently. He stated it would be appropriate to have it in the financial policies. He indicated we should have fraud and procurement policies in the financial policies.

The Subcommittee discussed putting the fraud and procurement policies on an upcoming agenda. Town Manager Sheehan stated that it would be good to have a fraud policy in place.

As it pertains to the purchase contracts policy, Town Manager stated that former Town Manager Murphy-Rodrigues proposed increasing the

threshold amount to \$200,000. Town Manager Sheehan stated it would streamline things if the threshold were increased.

Member Kouchakdjian will draft fraud, procurement and purchase contracts policies and provide them to Member Roberts and Town Manager Sheehan for the next meeting.

Minutes Policy:

The Subcommittee reviewed the draft minutes policy prepared by Member Kouchakdjian. The Subcommittee agreed to request the Chair put the draft Minutes policy on an upcoming Select Board meeting Agenda.

Licensing of Outdoor Amusements Policy:

The Subcommittee discussed the policy and made edits. Town Manager Sheehan will communicate with the building commissioner regarding the definition of circus and provide that information to the Subcommittee.

At its next meeting the Subcommittee will discuss the Code of Conduct, Fraud, Procurement, Purchase Contracts, and the Licensing of Outdoor Amusements policies.

Minutes:

The Subcommittee reviewed the subcommittee minutes from June 30, 2023. Member Kouchakdjian moved to approve the minutes. Member Roberts seconded the motion. Motion passed 2-0, Member Kouchakdjian stating aye and Member Roberts stating aye.

Member Kouchakdjian will do the minutes for this meeting.

Next meeting will be August 25, 2023 at 12:00 p.m.

Motion to Adjourn meeting by Member Kouchakdjian. Seconded by Member Roberts. Motion passed by roll call vote 2-0. Member Kouchakdjian stated aye. Member Roberts stated aye. Meeting adjourned at 2:11 p.m.

