

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, September 8, 2023

12:00 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 12:04 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:

Kay Bell, 248 Old Lancaster Road. Ms. Bell stated that some towns are including language regarding accessibility in their amusements policies. She referenced the Barnstable policy. Ms. Bell would like the Board and the administration to consider including similar language.

Discussion of Select Board Policy Drafts:

Code of Conduct Policy:

Motion to recommend the Code of Conduct Policy to the full Select Board subject to any typographical changes. Seconded by Member Roberts. Motion passed 2-0 each member stating aye. Member Roberts will contact Chair Dretler to request the policy be put on an upcoming agenda.

Fraud Policy:

Town Manager Sheehan confirmed there is no current fraud policy. The Subcommittee reviewed and edited the draft policy Member Kouchakdjian prepared from the version Town Manager Sheehan provided. Member Kouchakdjian moved to recommend the fraud policy to the full Board for its consideration. Member Roberts seconded the motion. Motion passed 2-0 each member stating aye. Member Roberts will contact Chair Dretler to request the policy be placed on an upcoming agenda.

Procurement Policy:

The Subcommittee reviewed and edited the draft policy Member Kouchakdjian prepared from the version Town Manager Sheehan provided. Town Manager Sheehan stated that the structure of the policy should not be too detailed as things change at the State level. Referencing the statute in the policy makes it cleaner. Motion by Member Kouchakdjian to recommend the procurement policy to the full Select Board for its consideration. Member Roberts seconded the motion. Motion passed 2-0 each member stating aye.

Gift & Grant Acceptance Policy:

The Subcommittee reviewed and edited the draft policy provided by Town Manager Sheehan. Town Manager Sheehan confirmed a gift could be monetary or something tangible like a piece of art work. Member Kouchakdjian moved to recommend the gift and grant acceptance policy to the full Select Board for its consideration. Seconded by Member Roberts. Motion passed 2-0 by roll call vote each member stating aye.

Purchase Contracts Policy:

The Subcommittee reviewed and discussed the draft purchase contracts policy. Town Manager Sheehan stated the primary revisions should be to consider changing the thresholds and changing the language to Select Board. The Subcommittee decided to hold off making recommendations to the full Select Board until it conducts more research on the policy.

Licensing of Outdoor Amusements Policy:

Motion by Member Kouchakdjian to recommend the licensing and outdoor amusements policy to the full Select Board for its consideration. Seconded by Member Roberts. Motion passed 2-0 by roll call vote each member stating aye. Town Manager will report to the full Select Board on whether the "circus" language can be removed without impacting the community.

At its next meeting the Subcommittee will consider the purchase contracts policy and the next three policies on the list. Member Roberts will determine the policies the Subcommittee will consider.

Minutes:

The Subcommittee reviewed the subcommittee minutes from July 20, 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 October 13, 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 1:05 p.m.