

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, February 9, 2024

11:30 a.m.

Subcommittee Members Present: Lisa Kouchakdjian and Jennifer Roberts

Others present: Town Manager Andy Sheehan

Member Roberts called the Subcommittee meeting to order at 11:35 a.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:

The Subcommittee reviewed and edited the policy. The Subcommittee discussed the policy as to whether it pertains to elected and appointed officials. Town Manager Sheehan stated the Board can adopt an aspirational code or an expectation of conduct. There cannot be repercussions associated with it for an elected official. The Subcommittee discussed that the Board or Town Manager cannot remove an elected official and whether the entirety of the policy applies to appointed and elected officials. The Subcommittee also discussed the process of removal for appointed officials.

The Subcommittee agreed to forward the draft policy to counsel prior to presenting it to the full Select Board.

Member Kouchakdjian moved to recommend the Code of Conduct policy to the full Board subject to comments by counsel. Member Roberts seconded the motion. Motion passed 2-0, each member stating aye.

Purchase Contracts Policy:

Member Roberts stated that she would like to hold off on presenting the purchase contracts policy to the full Board until after May Town Meeting. Member Kouchakdjian stated that there is benefit for the Board to begin a discussion of the policy. Member Roberts believes it is best to present the policy to the Board after Town Manager completes a full budget cycle.

Member Roberts moved to refer the proposed purchase contracts policy after completion of 2024 Town Meeting. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye.

Member Kouchakdjian stated she would like to see the Subcommittee move more quickly through the policies. Town Manager Sheehan recommended the Subcommittee look at the flag policy at the next meeting as well as the traffic control policy.

At its next meeting the Subcommittee will discuss the Flag policy, the traffic control policy and Member Roberts will select another policy to include.

The Subcommittee's next meeting will be Friday, March 8th at 12:00 p.m.

Minutes:

No minutes were voted at the meeting.

Member Kouchakdjian will do the minutes for this meeting.

Motion to Adjourn meeting by Member Roberts. Seconded by Member Kouchakdjian. Motion passed by roll call vote 2-0. Member Kouchakdjian stated aye. Member Roberts stated aye. Meeting adjourned at 12:28 p.m.