

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, March 8, 2024

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 12:05 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:

Attorney Lee Smith provided a red-lined copy of the policy for the Subcommittee to consider to Town Manager Sheehan. The Subcommittee discussed the draft with counsel's suggested changes. The Subcommittee will request of counsel whether the policy is applicable to both elected and appointed officials. Town Manager Sheehan will provide the draft Code of Conduct policy to counsel, as well as the MIIA policy for their consideration. This policy will be reviewed by counsel and then go directly to the Select Board.

Member Roberts moved to pursue answers to final questions and then take the policy to the Select Board at a future date. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye.

Flag Policy:

Town Manager Sheehan mentioned that the Subcommittee discussed this policy last summer. He indicated the original policy seems like it was written in the 1970s following the cessation of the Vietnam War. The Subcommittee considered and discussed a red-lined version of the policy

edited by Town Manager Sheehan. The Policy applies to the flag at Town Hall, the seat of local government. Town Manager Sheehan does not recommend we fly flags that are not governmental. The Subcommittee added language specifying that the flags to be flown are the United States flag, the Commonwealth of Massachusetts flag, and the POW/MIA flag. The Subcommittee agreed town counsel should review the draft policy prior to submitting it to the Select Board. Town Manager Sheehan will provide the draft policy for counsel's review.

Traffic Control Signs Policy:

The Subcommittee confirmed the recommendation of the administration that we do not require this policy. Town Manager Sheehan reiterated the policy pertains to the mechanics of how a sign is put up. For this reason, the policy is not needed.

Motion by Member Kouchakdjian to recommend removal of Policy N, traffic control signs policy to the full Select Board. Seconded by Member Roberts. Motion passed 2-0, each member stating aye.

Licensing of Outdoor Amusements:

The Subcommittee determined this policy is ready for review by the Select Board. Town Manager Sheehan stated the Subcommittee approved forwarding this policy to the Select Board in October.

Fee Schedule Policy:

The Subcommittee began an initial discussion of the licensing fees. Town Manager Sheehan stated the administration is reviewing the fees. He will provide guidance to the Subcommittee at a future meeting. The Subcommittee should be able to review the draft at its next meeting.

Minutes:

The Subcommittee reviewed meeting minutes from January 26, 2024. Motion to approve the minutes by Member Kouchakdjian. Seconded by Member Roberts. Motion passed 2-0, each member stating aye.

The Subcommittee reviewed meeting minutes from February 9, 2024. Motion to approve the minutes by Member Kouchakdjian. Seconded by Member Roberts. Motion passed 2-0, each member stating aye.

The Subcommittee discussed where on the town's website the updated policies are located.

Member Roberts stated that she owes changes to the Minutes policy to Patty Golden. That policy was voted by the Select Board.

Public Comment: Kay bell, 348 Old Lancaster Road, asked if the town has a town flag.

At the next meeting the Subcommittee will discuss the flag policy and fee schedule policy.

The Subcommittee's next meeting will be Monday, April 1st at 12:00 p.m.

Member Kouchakdjian will do the minutes for this meeting.

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 1:21 p.m.