

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Tuesday, June 25, 2024

12:00 p.m.

Subcommittee Members Present: Dan Carty and Lisa Kouchakdjian

Others present: Town Manager Andy Sheehan

Member Kouchakdjian opened the meeting at 12:10 p.m. and read the open meeting remarks. The Subcommittee did a roll call of all members. Both members Carty and Kouchakdjian stated they were present for the meeting.

Public Comment:

None.

Process of Policy Review:

The Subcommittee discussed how the updated policies are displayed on the town website. Member Carty would like to see the current list of policies displayed on the website. Town Manager Sheehan would like direction from the Subcommittee.

The Subcommittee discussed how the policies should be displayed. The Subcommittee reviewed how the policies are currently displayed on the website.

Member Carty is concerned about what the current list of Select Board policies is. He recommends that the Subcommittee review all the policies adopted by the Select Board since 1999. The Subcommittee agreed to review Select Board meeting minutes from 1999 to the present to determine what policies were voted. Member Carty will review the odd year meeting minutes. Member Kouchakdjian will review the even year meeting minutes.

The Subcommittee agreed to hold off on reviewing additional policies until it is determined what the current list of policies is.

Town Manager Sheehan will contact Jennifer Roberts to get the spreadsheet she created. He will also speak with staff about a better way to display the updated policies on the town website.

Next meetings of the Subcommittee will be on Friday, July 26, 2024 at 12:00 p.m. and September 6, 2024 at 12:00 p.m.

Minutes:

The Subcommittee reviewed subcommittee meeting minutes from May 24, 2024. Motion by Member Carty to approve the meeting minutes from May 24, 2024. Motion seconded by Member Kouchakdjian. Motion passed 2-0, each member stating aye.

Motion to adjourn by Member Carty. Seconded by Member Kouchakdjian. Motion passed 2-0 each member stating aye. Meeting adjourned at 12:56 p.m.

Minutes:

The Subcommittee reviewed the meeting minutes from April 26, 2024. Member Kouchakdjian moved to approve the minutes as edited. Member Roberts seconded the motion. Motion passed 2-0, each member stating aye.

Member Kouchakdjian will do the minutes for this meeting.

The Subcommittee agreed to hold off on deciding which policies the Subcommittee will consider and when to next meet until after the Committee reorganizes.

Motion to Adjourn meeting by Member Kouchakdjian. Seconded by Member Roberts. Motion passed by roll call vote 2-0, each member stated aye. Meeting adjourned at 1:18 p.m.