

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, May 24, 2024

12:00 p.m.

Subcommittee Members Present: Lisa Kouchakdjian and Jennifer Roberts

Others present: Town Manager Andy Sheehan

Member Roberts 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 Roberts and Kouchakdjian stated they were present for the meeting.

Public Comment:

None.

Discussion of Select Board Policy Drafts:

Flag Policy:

The Subcommittee agreed the policy should apply to all municipal flag poles, excluding flag poles at the schools. The Subcommittee agreed to add language that flag poles are not intended to serve as a forum for free expression by the public. The Subcommittee agreed to include the United States flag, Massachusetts flag, POW/MIA flag and Gold Star Flag as the permissible flags that may be flown. Member Kouchakdjian moved to recommend the draft flag policy to the full Select Board for its consideration. Member Roberts seconded the motion. Motion passed 2-0, each member stating aye.

Purchase Contracts Policy:

The Subcommittee reviewed the policy. Member Kouchakdjian moved to recommend the draft purchase contracts policy to the full Select Board for its consideration. Seconded by Member Roberts. Motion passed 2-0, each member stating aye.

Code of Conduct Policy:

Town Manager Sheehan confirmed through his conversation with counsel the policy applies to both elected and appointed officials. The Subcommittee reviewed the current draft of the policy.

Member Roberts questioned why the provision in the existing Select Board Code of Conduct stating that Select Board members are one of a team and should abide by decisions of the Select Board is not in the draft. Member Kouchakdjian stated that provision was not in the MIIA version of the policy that the Subcommittee agreed to edit. Town Manager Sheehan reminded the Subcommittee that the Subcommittee by virtue of this policy is consolidating two separate code of conduct policies into one that is applicable to all Boards and Committees in Sudbury. The MIIA policy is generic and applicable to all Boards and Committees. Member Roberts stated she will discuss the policy with Town Manager Sheehan and determine the best time to put the policy on the Select Board agenda.

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.

