

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Friday, December 20, 2024

11:00 a.m.

Subcommittee Members Present: Dan Carty and Lisa Kouchakdjian

Others present: Town Manager Andy Sheehan

Member Kouchakdjian opened the meeting at 11:13 a.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 reviewed and discussed a draft webpage that Member Carty prepared modeled after the Town of Stow. The subcommittee discussed how the policies should be displayed, whether a PDF or through a webpage. Town Manager Sheehan stated that other municipalities typically display the policies in a PDF.

The Subcommittee discussed its process moving forward. Member Carty moved to recommend rescission of traffic control signs policy, policy for use of town hall facilities, advertising and directional signs policy, facility use policy, Selectmen's rules and regulations regarding site plans, investment guidelines, Board of Selectmen's budget policies, Electric Sign Board Policy, Road Opening Policy, Email Communications Policy and Code of Conduct for Committees Created or Whose Members are Appointed by the Board of Selectmen, Portable Sign Permit 2007 form & Policy, and Permission to grant alcohol sales during poling hours. Motion seconded by Member Kouchakdjian. Motion passed 2-0, each member stating aye.

Member Carty moved to recommend rescission of the following policies pending a replacement appropriate fee schedule, Fee schedules and changes for all licenses and permits commencing January 1, 2004, Traffic Rules and Order, Transfer Station Fees, Ambulance Fees, Trash Disposal

Fees, Package Store Annual License Fees, Cemetery Fee, Increase in Billiards and Bowling Fees, Increase in Fire Dept. permit fees, Bus revolving fund fees, Instrumental music fund fee, and Town Clerk fee increase. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye.

The Subcommittee discussed the policies that are active, but require follow-up including the Affirmative Action policy, Town Trust Fund Investment policy, Sudbury Trust Program policy, BYOB policy to be moved to the active list, Training for Dispensers and Sellers of Alcoholic Beverages counsel to review this policy to determine whether to rescind, Revised Policy for definition of Local Preference Households, Selectmen Alcohol Rules and Regulations Dan to look into this policy, Procedure for Adding Agenda Items Member Carty moved to add this policy to the list of recommended policies to rescind. Member Kouchakdjian seconded the motion. The Motion passed 2-0, each member stating aye., Board of Selectmen Chairman and Vice-Chairman Responsibilities Member Carty moved to add this policy to the list of recommended policies to rescind. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye., Code of Conduct, Town Manager Evaluation Procedure/policy Member Carty moved to add this policy to the list of recommended policies to rescind. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye., Remote Participation Policy, Flag policy, and Sewataro Use policy Town Manager Sheehan stated they never found anything to show that this policy was voted. Member Carty moved to discuss the status of this policy with the full Select Board. Member Kouchakdjian seconded the motion. The motion passed 2-0, each member stating aye.

As a result of the subcommittee meeting, Town Manager Sheehan will look at the Affirmative Action policy, Victor Garofalo will provide investment policy which the Select Board will review, BYOB will move to the active tier, Counsel will review Training for Dispensing and Selling of Alcoholic Beverages, Local Preference Definition, staff will find the most recent vote and create a PDF (will be an active policy), Dan will look into the Selectmen Alcohol Rules and Regulations policy to determine whether it is redundant. The Procedure for Adding Agenda Items and the Board of Selectmen Chairman and Vice-Chairmen are recommended for rescission, the most

recent versions of the Code of Conduct and Remote Participation policy will be placed on the website, Town Manager Evaluation Procedure/policy is recommended for rescission, the Flag policy will move to the current list, and the Sewataro Use policy will be discussed with the full Select Board as the policy was ever voted.

Member Kouchakdjian suggested the Subcommittee discuss the issue of a Handbook with the full Select Board. Member Carty agreed.

The Subcommittee will refrain from scheduling a next meeting pending direction from the full Select Board.

The Subcommittee reviewed the subcommittee meeting minutes of October 4, 2024. Member Carty moved to approve the meeting minutes as amended. Member Kouchakdjian seconded the motion. The motion passed 2-0, each member stating aye.

The Subcommittee reviewed subcommittee meeting minutes of November 8, 2024. Member Carty moved to approve the meeting minutes as amended. Member Kouchakdjian seconded the motion. The motion passed 2-0, each member stating aye.

Member Kouchakdjian will do the minutes from this meeting.

Motion to adjourn by Member Carty. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye. Meeting adjourned at 12:19 p.m.