

Sudbury Select Board

Policies and Procedures Subcommittee Virtual Meeting

Wednesday, March 4, 2026

1:00 p.m.

Subcommittee Members Present: Dan Carty and Lisa Kouchakdjian

Others present: Town Manager Andy Sheehan

Member Kouchakdjian opened the meeting at 1:00 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.

The Subcommittee recapped what policies still require follow up. Town Manager Sheehan reported his office needs to do work regarding the Traffic Control Signs Policy and the Traffic Rules Policy. Once Town Manager Sheehan determines the adoption date of the Affirmative Action By-Law, the policy will be brought to the full Select Board. The Local Preference Policy needs to be addressed. The Remote Meeting Policy needs to go to the full Select Board as well.

The Subcommittee discussed its work and process moving forward. Member Carty suggested the website have a single policy page with a drop-down menu to select from that filters the policies. He indicated right now there are two separate policy lists. Neither of those lists references the following policies: Cemetery Commissioners' Policy, Turn Off Chat Policy, and BYOB Policy.

Town Manager Sheehan stated staff can go through the All-Policies page and organize the policies by entities and add a drop-down menu.

Member Carty suggested the Subcommittee look at the existing policies and meet in the next Subcommittee meeting to discuss which policies need revision, which policies will stay as is, or which policies need to be

rescinded. The Subcommittee will work off the Select Board Policy list on the website.

The Subcommittee will meet some time in April. A date for the next meeting will be determined via email.

Member Kouchakdjian will do the minutes from this meeting and the minutes from December 29, 2025.

Motion to adjourn by Member Carty. Member Kouchakdjian seconded the motion. Motion passed 2-0, each member stating aye. Meeting adjourned at 1:29 p.m.