



**MINUTES
POLICY AND PROCEDURE SUBCOMMITTEE**

Tuesday, November 28, 2023 – 9:30 am

**Scitico Room
Town Hall**

1. Roll Call
Meeting called at 9:36
Attending were:
Marie Pyznar, Lori Unghire, Kenzie Lee, Bob Cressotti, Steve Bielenda, Brendon Dukette, Mark Cerrato
2. Minutes from the November 21, 2023 meeting
Minutes from previous meeting were accepted by Lori Unghire, 2nd by Bob Cressotti
3. Attendance Policy Ordinance
Attendance policy for boards and commissions were discussed. Attorney Cerrato went over the language currently in our charter regarding this matter. It was decided to look his information over, as well as the recommendations made by former P&P committee before we move forward with a policy ordinance
4. Restructure of Town Council Agenda
A copy of the new Agenda was handed out and will be in TC packets for 12/4/23 meeting. It was agreed by all that if staff was attending the meeting they would be moved up on the agendas through leadership.
5. Any Other Business to Come Before the Committee - None
6. Next Meeting Date – January 23, 2024, 9:30 am
7. Adjournment
Adjourned at 9:58 by Councilor Unghire, 2nd by Councilor Cressotti

Respectfully submitted,

Marie Pyznar