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**MINUTES
POLICY AND PROCEDURE SUBCOMMITTEE**

Sheila M Bailey

Tuesday, January 2, 2024 – 9:30 am

**Scitico Room
Town Hall**

1. Roll Call

Meeting called at 9:35

Attending were: Mark Cerrato, Sheila Bailey, Marie Pyznar, Steve Bielenda, Chris Bromson, Lori Unghire, Bob Cressotti

2. Minutes from the November 28, 2023 meeting

Minutes from previous meeting were accepted by Bob Cressotti, 2nd by Lori Unghire – It was decided that we didn't have to accept the minutes from July 20, 2023 meeting, because FOI doesn't require it

3. Attendance Policy Ordinance

Attendance Policy will stay on the table. An orientation will be implemented through the Town Clerk to explain the duties to all members of Boards and Commissions

4. Restructure of Town Council Agenda

- a) Add "Items for Discussion"
- b) Add "Town Attorney's Report"

Items for Discussion and Town Attorney Report will be added back to agendas

5. Public Communications

- a) First opportunity to speak – limited to one hour and only 3 minutes per person (no change to second opportunity to speak)

Public communications will be limited to one hour, 3 minutes, one time for any topic. If time allows before 11 pm, another round for one time 3 minutes will occur. There was discussion if communications should only be items on the Agenda. This will be discussed in leadership

6. Meetings with Town Manager

- a) Must be in writing and must have 2 Town Councilors present to meet, regardless of party affiliation

Town Councilors must make an appointment to meet with the Town Manager. Two Councilors will be present regardless of party affiliation. Everyone was in agreement that an appointment should be necessary. There was discussion about 2 councilors being present. Again, will be discussed in leadership

7. Any Other Business to Come Before the Committee

8. **Next Meeting Date** – January 30, 2023 at 9:30 am Scitico Room

9. **Adjournment** at 10:05 by Bob Cressotti, 2nd by Lori Unghire

Respectfully submitted,

Marie Pyznar