



**MINUTES  
POLICY AND PROCEDURE SUBCOMMITTEE**

**Wednesday, May 31, 2023 – 12 PM**

**Scitico Room  
Town Hall**

1. Roll Call – The meeting was called to order at 12:02pm with Councilors Cekala, Pyznar and Santanella in attendance. Others attending included Town Clerk Sheila Bailey, Town Manager Ellen Zoppo-Sassu and Town Attorney James Tallberg via speaker phone.
2. Presentation of Minutes -Sheila and Ellen reminded the committee that Civic Clerk will change the way the minutes are presented. It was suggested that the handbook be amended to reflect this change.
3. Attendance Policy Ordinance – the committee received the draft of the proposed ordinance and are going to review it before making a recommendation to the full Town Council. Concerns were raised over the hybrid model of attendance that is still in place, as well as the 3 in a row number as it relates to boards that meet twice monthly. This will be discussed at the next meeting.
4. Agenda Order – No action taken
5. Moment of Silence v. Reflection – the committee agreed to review options and possibly recommend the change to Moment of Reflection. This will be discussed at the next meeting.
6. Reading of Constituent emails – Sheila reported that according to FOIA, the Council is under no obligation to append the minutes from items read at the Council meeting. She does attach items when it is a public hearing. The committee discussed that councilors have discretion to bring up items of concern emailed to them as points of interest under Councilor Communications if there are people interested on a particular topic.
7. Any Other Business to Come Before the Committee – other topics of concern mentioned included the Remote Policy, which boards and commissions are administered the Oath and thus receive the Ethics ordinance.

It was also decided that the next meeting will be held on June 23 at 10am.

8. Adjournment – the motion was made by Councilor Pyznar, seconded by Councilor Santanella, to adjourn at 12:54pm. The motion was approved on a voice vote 3-0.