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**Board of Selectmen
Policy Subcommittee
Minutes of June 16, 2022**

2022 SEP 16 AM 9:14

TOWN CLERK BOURNE

No one acknowledged recording.

The meeting was called to order at 4:23 P.M. Call Public Session to Order in Open Session.

Present were Judith MacLeod Froman and Mary Jane Mastrangelo

1. Minutes: Minutes of 4/21/22 – Motion made and duly seconded to approve the minutes of 4/21/22. Minutes were approved 1 – 0 – 1 (Judith MacLeod Froman abstained).
2. Board of Selectmen Policy Subcommittee Workshop
 - Code of Conduct Policy – Draft Code of Conduct policy was reviewed and discussed. Section III A.7 was amended and #11 was moved up to after #7. There was discussion of #14 deleting 14 b. Ethics Policy and adding Ethics to 15 c. There was a question on Town of Bourne Social Media Policy – if there is one and, if so, is it outdated. Section B. 6 was amended. In Section C should was changed to shall. In Section IV. Code of Conduct was capitalized. It was agreed that the Draft policy as amended should go to the Town Administrator and Town Counsel for review. Any recommended change could be discussed at the next Policy sub-committee meeting. Or, if not changes are recommended to the Full Board for Second Reading.
 - Review list of policies for review
 - Road Acceptance Policy and Procedures – it was discussed that procedures for Road Acceptance need to be drafted as soon as administratively possible, but that the preliminary work needed to be done by staff. There should be an agenda item in the near future to review and discuss with staff.
 - Other Lists of policies – prior lists compiled by the Board of Selectmen and policy subcommittee were reviewed. It was agreed that there should be further discussion on hiring a consultant to review and organize policies and procedures. Policies identified for priority discussion were identified as future agenda items.
3. Sub-Committee Organization – it was agreed that MJ would continue as organizer and note-taker for the sub-committee.
4. Correspondence – No Correspondence
5. Next Meeting Date was tentatively set for July 14, 2022 at 4:00 pm subject to Town Administrator availability. Policies for discussion: Code of Conduct, Public Records Compliance, Sale of Town Owned Property and Purchase of Property – including easements.

6. Future Agenda Items

- Public Records Compliance
- Sale of Town Owned Property and Purchase of Property – including easements
- Continued Discussion: Financial Policy, Wedding Policy, BB Park Special Events Policy, Community Building Reservation , Outdoor Recreation Reservation, Code of Conduct Policy
- Road Acceptance Policy
- Board of Selectmen Rules of Procedure
- Policy for Consultation with Town Counsel
- Consultant for Policy Review
- Community Engagement Policy
- Social Media Policy
- Information Technology Resources
- Policies identified in the Local Comprehensive Plan

7. Adjourn – Motion made and duly seconded to adjourn the meeting. The meeting adjourned at 5:40 pm.

Respectfully submitted,

MJ Mastrangelo
Notetaker