

Select Board Policy Subcommittee

Work Plan

Workplan Item	Lead	Status
Encroachments (1/23/12)	KL	Reviewed with NRC director, outgoing chair and current vice chair. Reviewed with Town Counsel. KL to prepare cover memo for SB first read. Goal to have preliminary feedback and approval by SB and NRC before taking to other land-owning boards for discussion. Likely to come to the SB in October.
Town-Wide Capital Planning Committee	CA	Outline prepared and discussed twice at PSC. Reviewed by Town Counsel conducted and incorporated. First read and direction at SB 9.30.25. Second read at SB potentially 10.28.25.
Appointment Policy (3/12/24)	CA	Draft policy amendments and cover memo discussed at PSC. Ready for SB for feedback.
Building Use Policy	KL	Divided into 3 – room rental, art, and bulletin boards. PSC to discuss with Rec and COA.
Select Board Handbook	CA	Approved by SB with ministerial edits delegated to PSC. CA finalized edits and staff have posted. Complete and remove from workplan.
Boston Marathon Bib Policy (10/16/18)	CA	Approved by SB with ministerial edits delegated to PSC. CA finalized edits and staff have posted. Complete and remove from workplan.
Sale of Town Land	TBD	Next up for review
Naming of Public Assets	TBD	Get initial Board direction. Consider plaques/recognition of, and communication to, donors. Each department may need its own practice. Is there a list of named assets online?
Code of Conduct	TBD	Get initial Board direction? Discuss first steps at PSC.
Policies previously identified as potential workplan items		Notes
Citizen Speak		Inconsistent among boards and committees Distribute to board for comments Draft policy we could share with other boards and committees for their use
Executive Session (10/17)		Circulate to Board for initial review and recommendations
Election to fill Vacancy on Town Boards		Refer to state law or Town Bylaws Share our procedure with SB boards/comm's

Sponsorship of events by board members' private funds or town funds		Does not exist now – SB input requested
Invocations		Draft best practices to strengthen relationships with all faith leaders across town Evaluate other events to be added; explore whether should be a staff responsibility
Policies tabled		Notes
Recall Provisions		TABLED – Research and policy drafted by Ms. Olney and discussed at SB [dates]. Decided to defer and include with Town Government workplan item – refer to standing bylaw committee. Post draft on website under tabled policies?

Select Board Policy Subcommittee Policy Status

Policy (date adopted or revised)	Notes
Financial Policies: <ul style="list-style-type: none"> • Capital Financing (2.27.24) • Financial Reserves (12.19.23) • Indemnification (7.2.90) • Investment (6.30.25) 	<ul style="list-style-type: none"> • None • None • Old – consider for review • None
Administrative Policies <ul style="list-style-type: none"> • Appointments (3.12.24) • Boston Marathon Invitational Entries (6.24.25) • Entertainment License (2.2025) • Outdoor Dining (4.21.23) • Street Acceptance (1.16.07) • Procedure to Fill Vacancy 	<ul style="list-style-type: none"> • In review • None • None • None • Old – consider for review • Discuss at PSC – just a procedure
Governance Guidance <ul style="list-style-type: none"> • Select Board Handbook (June 2025) • Open Meeting Law Guide (June 2025) • Code of Conduct (5.2.23) • Abbreviated Code of Conduct for Boards and Committees (12.19.23) • Code of Conduct - Office Business Relationships (10.11.22) • Supervision of HR Director Memorandum of Agreement with HR Board (6.10.24) • Supervision of Fire Chief Policy (11.22.22) 	<ul style="list-style-type: none"> • None • On workplan for review • Pending above may need review • None • None • None
Select Board Meetings <ul style="list-style-type: none"> • Executive Session (3.13.17) • Minutes (7.24.2025) • Public Comment (4.4.23) 	<ul style="list-style-type: none"> • Read through to identify any needs • Pilot in place minor revision possible • On workplan for review
Community Relations <ul style="list-style-type: none"> • Flag Policy (1.16.24) • Guidelines and Procedures for Resolutions and Citations (10.18.22) • Gift Policy (4.12.17) • Naming Policy (11.3.08) • Winter Holiday Symbols Policy (4.14.25) 	<ul style="list-style-type: none"> • None • None • On workplan for review • Old – consider for review • None until amenities plan progresses and then consider for review
General Regulations	

Policy (date adopted or revised)	Notes
<ul style="list-style-type: none"> Common Victuallers Application (PDF) Common Victuallers Regulations (PDF) Hawkers and Peddlers Regulations (1.5.09) Ice Cream Truck Regulations (9.16.03) Take-out Food Regulations (9.25.06) Mobile Food Vendor Regulations (9.16.03) Public Conveyances Regulations (2.25.02) Recording of Meetings Regulations (10.8.24) Class I& II Auto Dealers Regulations 	<ul style="list-style-type: none"> Can process be brought online? Need staff input None Old – consider for review
Land, Roads, and Conveyances <ul style="list-style-type: none"> Traffic Regulations (3.25) Traffic Requests (7.6.09) Public Conveyances Regulations (2.25.02) Complete Streets Policy (8.18) Encroachment on Town Land (1.12) Engineering Division Driveway Aprons and Curb Cut Policy (2.14.13) Street Acceptance Policy (1.16.07) 	<ul style="list-style-type: none"> None Need staff input (Page/Lemenager) Need staff input (Lemenager) Need staff input (Page) In review Need staff input (Hickey) Need staff input (Jop)
Alcohol <ul style="list-style-type: none"> Approved Alcohol Regulations (1.18.22) 	<ul style="list-style-type: none"> None
Miscellaneous <ul style="list-style-type: none"> Printed Matter Vending Machines (6.25.07) Information Technology Policies (12.13.03) Registered Marijuana Dispensaries (7.15.14) March 2025 Public Engagement Process Outline 	<ul style="list-style-type: none"> Need legal counsel input Need staff input (du Pont) None None
Select Board Policy Subcommittee <ul style="list-style-type: none"> Policy Subcommittee Policy Charge to the Policy Subcommittee (adopted 8.23.23) Policy Subcommittee Work Plan 	<ul style="list-style-type: none"> None None Updated monthly – living document
Policies Under Review (DRAFTS)	

Policy (date adopted or revised)	Notes
<ul style="list-style-type: none"> • Draft Town-Wide Capital Planning Committee Memorandum 2nd read • Draft Revised Appointments Policy • Encroachments 	<ul style="list-style-type: none"> • Update to add second read • None • To be added

Administrative work ongoing

Committee work ongoing

Review for committee work