



DRAFT
Minutes of the Town Council Policy Committee Meeting
February 25, 2025
5:00 P.M.

The Town Council Policy Committee conducted a meeting in person.

MEETING CALLED TO ORDER AT 5:00 P.M.

ROLL CALL

Members Present: Mayor Matthew Hudes, Council Member Badame.

Staff Present: Katy Nomura, Assistant Town Manager; Gabrielle Whelan, Town Attorney; and Wendy Wood, Town Clerk.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve the Minutes of the January 29, 2025, Policy Committee Special Meeting.

There was no public comment.

MOTION: Motion by Council Member Badame to approve the consent item. **Seconded** by Mayor Hudes.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

There were no verbal communications.

OTHER BUSINESS

2. Confirm 2025 Work Plan Items for the Council Policy Committee.

There was no public comment.

The committee discussed and prioritized the items listed on the work plan and made a request to add a review of the Social Media Policy.

MOTION: Motion by Council Member Badame to approve the work plan with the new revision of the additional item and prioritization of the flow of topics. **Seconded** by Mayor Hudes.

VOTE: Motion passed unanimously.

3. Discuss and Consider Revisions to the Code of Conduct Policy 2-04.

Wendy Wood, Town Clerk, presented the staff report.

Karen Delany

- Commented on concerns with the review process for complaints, reporting of conflict of interests, and code of conduct complaints during an election.

The committee discussed the proposed changes and made the following recommended changes:

Section VI. Council Conduct in Public Meetings

- Add the language, "Refrain from texting communications during the meeting to ensure the public and Council are privy to the same information."

Section VIII. Legal Requirements

- Change the language in Subsection E to align with the Fair Political Practices Commission (FPPC) guidelines.

Section XII. Enforcement

- Change the language in Subsection B(1)(a) bullet three to state, "The complaint shall be copied and forwarded to the Mayor."
- Add language in Subsection B(2)(a) to include the Ad Hoc will be composed of the Mayor and one rotating Council Member, which will be determined based on alphabetical order.
- Add language in Subsection B(4)(b)(1) remove language stating, "and provide a copy of the report (including supporting documents) and add language stating, "if there will be disciplinary proceeding then the report would be disclosed."
- Add language in Subsection B(4)(b) that a minor violation notification will state the matter has been resolved and a major violation notification will include the next steps.

The committee also discussed incorporating language to require the Town Attorney or Town Manager to provide an annual summary of all open and closed complaints. A proposal was made to add the language from Section IV into Section XII, Subsection C(2). Additionally, the committee requested that staff explore the development of a separate policy for the commissions.

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SUBJECT: Draft Minutes of the Council Policy Committee Meeting of February 25, 2025

ADJOURNMENT

The meeting adjourned at 6:52 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the February 25, 2025, meeting as approved by the Town Council Policy Committee.

Wendy Wood, Town Clerk