

# Town of Pittston



## BOARDS & COMMITTEE MEETING August 26, 2024

### AGENDA

#### **Select Board Members Present**

Jane Hubert (Chair), Joe Caputo, Cathy Thomas

#### **Other Town Officials Present**

#### **Invited Planning Board:**

#### **Invited Ordinance Committee:**

#### **Invited Appeals Board:**

#### **Invited CEO:**

#### **Other considerations to Clerk, Deputy Clerk, Treasurer for future meetings**

1. Welcome and introduction of Board/Committee Chair & members
2. Municipal Goal
  - a. To serve the Town and its residences in the most collaborative, professional, and respectful way possible while maintaining productive relationships with staff, other Board and Committees.
3. Scope of Work
  - a. To create effective communication among Pittston Representative with the Select Board as the central leader
  - b. To collectively standardize procedures
  - c. To inform and update all departments of updates in procedures, policy, and resources
  - d. To create a Standard of Procedure for each Board/Committee
  - e. Create mandated training schedule for each Board, Committee, and staff
  - f. Maintain certificates/trainings
  - g. Create bridge of information sharing that keeps Boards, Committee, and staff aware and updated on Maine Statutes, regulations, and Ordinances
4. Expected outcome for today's meeting
  - a. Introduction to idea with discussions
  - b. Maybe draft rough plan outline to get started