

TOWN OF PITTSFIELD
Committee Communications Policy

Title: Committee Communications Policy
Committees: Theatre, Finance, Planning Board, Ordinance, Recycling, Parks and Recreation, Communications & Media, Airport, Pool & Pinnacle Park Board
Adopted: 05/21/2019, Effective 06/01/2019

SCHEDULE

- Committees shall have a set schedule of meeting times to facilitate meeting attendance for members and the public. If there is no business to conduct, then the meeting can be removed from the schedule.
- A master calendar shall be maintained in the Town Office, and be incorporated into the town website to inform the public.

AGENDA

- Agendas for meetings shall be submitted at least four business days before a scheduled meeting.

MINUTES

- Minutes of meetings shall be submitted to the town clerk.
- Minutes shall reflect attendees, actions taken or actions that need to be taken, referrals to other committees or the town council.

LOCATION OF MEETING

- Committees shall meet in the Council Chambers to utilize the Town Hall Streams service and better inform the public of business conducted. The following committees are exempt from this policy due to their confidential nature: Fair Hearing Committee, Housing Rehab Revolving Loan Fund, Police Labor Negotiating Committee, Personnel Appeals Board, Cemetery Trustees and the Library Trustees.