

**ORIGINAL**

**Town of Pittston  
Select Board Work Session Minutes  
March 17 2025**

**Board Members Present:** Jane H. Hubert (Chair), Cathy Thomas, Joe Caputo  
**Other Town Officials Present:** Autumn DeVries (ORC), Christian Jensen (Tax Collector, Treasurer, Office Supervisor)  
**Recorder:** Marie-Anne Flowers (Administrative Assistant)

1. **Call to Order:** 9:00 AM
2. **Approval of March 10, 2025 Minutes:** accepted and signed 3-0
3. **Road Business (OLD)**

**a. Major Road Projects**

- i. **Pinkham Road - Togus Stream:** No update. Cathy and Joe will continue to follow-up on this with Janet at the Randolph town office.
- ii. **Jewett Road:** Cathy will follow up with legal counsel.
- iii. **Blodgett Rd:** Joe reported that the engineers are developing the specifications for the temporary road. Joe has suggested that the select board visit other bridges in Litchfield that are a 17-foot span. Joe reported that one of the Litchfield bridges is a DOT bridge that has a 17-foot span, and travels over the interstate. Cathy expressed financial concerns with widening the bridge and inquired about the price difference for a bridge over 17 feet. The cost for increasing the bridge from 17 ft to 19 ft. would add 80 to 100 thousand dollars to the cost of the bridge. If spending the money to widen the bridge to 19 feet it would not increase the price that much more to go to 22 feet wide. This does not include the cost of additional installation and aggregate costs needed to widen the road.

**b. Medium Road Repair (>\$5,000)**

- i. **North Beech Hill Rd:** Tabled for now

**c. Small Road Repair (<\$5,000)**

**4. Road Business (NEW)**

**5. General Town Business (OLD)**

- a. **Municipal Plowing Bid:** Jane reviewed the bid draft with the other board members. There were corrections made to the draft, as well as adding contact information. Cathy is applying Jane's corrections to the draft.



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- b. Hiring Guidelines:** In progress
- c. Red Cross Fire Alarm:** In progress. Marie-Anne will follow up with the Red Cross.
- d. Building Use Policy:** The historical society has requested the use of the town office building for the historical society meetings. Jean Ambrose has a key to enter the building for the RiverWalk group meetings, and is a member of the Pittston Historical Society. The town office is more convenient for the historical society to meet. Cathy has concerns that we need a use policy for equity and consistency.
- e. Purchasing Policy:** the policy was updated in 2004. The amount of 5k for small road repair should be increased. Jane feels the amount should be raised to at least 10k. The select board will add this to the agenda and work on updating the policy. Cathy stated that she feels this had been addressed in the recent past, but it has not been officially enacted and accepted. Cathy has discovered a "procurement policy" from 2023 that was never made official. Cathy would like the time to compare the existing purchasing policy and the proposed procurement policy from 2023. This should be addressed at the next work session.
- f. Hazardous Waste Recycling Event:** Marie will add to the website, and send the information to the recycling group
- g. Review Job Descriptions:** in progress, Cathy is working on this project.
  - i. Light Maintenance:** Jane believes that there is already a description for this position
  - ii. Janitor:** Jane believes that there are already descriptions for this position

## **6. General Town Business (NEW)**

- a. Planning Board Legal Request:** the select board has agreed to sign the engagement letter for legal advice for the planning board. Cathy signed the engagement letter. Marie-Anne will forward the signed engagement letter to the attorney.
- b. State Salt Pricing:** Marie-Anne will notify the state that we are interested.
- c. Backyard Compost Bin Sale flyer:** Will be added to the website.
- d. Town of Pittston Permit Fee Schedule:** was reviewed and errors were corrected. The fee schedule was signed today and Marie-Anne will have it posted on the website.

## **7. Contracts:**



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- a. **Brush Cutting:** Mike Christie is not available. He has been unreachable, and out of state for months. Joe is still trying to contact him.

**8. Tabled Agenda Items**

- a. **North Beech Hill Rd Plan**
- b. **Salt Shed Seal Repair**
- c. **Tax club**
- d. **Secure Records Storage Request:** is being researched
- e. **RiverWalk Concerns:** Jane reviewed Jean's draft of proposed bylaws/committee organization, and has tried to contact Jean, but has not made contact. Cathy will work on this.
- f. **Engine 23 Disposition (2025):** recommendation is to hold onto this engine. If this is to be sold, it would be put out to bid.
- g. **Salt Shed Loader Repair:** If this is to be sold, it would be put out to bid.
- h. **CEO Backlog:** No updates
- i. **Public Speaker Policy:**

**9. Town Announcements & Information**

**Monday: Closed**  
**Tuesday: 8 am – 5 pm**  
**Wednesday: 8 am – 6 pm**  
**Thursday: 8 am – 5 pm**  
**Friday: 7 am – 1 pm**  
**Saturday Recycling 8 – 3 pm**

- a. **Next SB Work Session(s): Mar 31 Apr 07, 14, 21, 28 (9 am)**  
**\*\*\*No work session meeting March 24\*\*\***
- b. **Next SB Meeting(s): Mar 19, 26 Apr 02, 09, 16, 23, 30 (6 pm)**
- c. **Joint Board Meeting: May 12 (6 pm)**
- d. **Planning Board: Apr 10 (6:00 pm)**
- e. **Ordinance Review Committee: Mar 26 Apr 09, 23 May 07, 21 June 04, 18 (9 am)**
- f. **RiverWalk: April 7 (6 pm)**
- g. **Pittston Historical Society:**
- h. **Appeals Board:**
- i. **Budget Committee:**

**10. Meeting Adjournment: 10:30 am**



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Respectfully submitted by:

 4.7.25

Marie-Anne Flowers, Admin Assistant

Date

Jane H Hubert, Selectperson Chair

Date



5/7/25

Catherine Thomas, Selectperson

Date



04/07/2025

Joseph Caputo, Selectperson

Date

