

**Town of Pittston**  
**Select Board Work Session Minutes**  
**January 13, 2025**

**Board Members Present:** Jane H. Hubert (Chair), Joe Caputo, Cathy Thomas  
**Other Town Officials Present:** Christian Jensen (Tax Collector, Treasurer, Office Supervisor), Peter Coughlan (911 Addressing Officer), Greg Lumbert (CEO)  
**Recorder:** Marie-Anne Flowers (Administrative Assistant)

**1. Call to Order: 9:00 AM**

**2. Approval of January 06, 2025 Minutes:** accepted 3-0, signed

**3. Road Business (OLD)**

**a. Major Road Projects**

- i. **Pinkham Road - Togus Stream:** there should be some follow-up in the next week following the Randolph select board meeting.
- ii. **Jewett Road:** Jane asked for clarification as to when Cathy and Joe spoke to the lawyer. Cathy and Joe stated that they contacted legal independently of each other to obtain a copy of the letter. Joe has a copy of the letter.
- iii. **Blodgett Rd. Resident Letter:** the letter was reviewed. Cathy suggested calling Litchfield regarding a similar project they completed. Cathy suggested asking how Litchfield handled the residents effected; did they consider the liability; did they consult with lawyer about the risks involved? Joe will follow-up with Litchfield and inquire if they sent out a letter to their residents regarding similar work. There was discussion of the need for a legal review of liability, getting the liability issues reviewed in writing, to inform residents before the project is started. Golf cart insurance and use issues were also discussed, if the town would be supplying carts to the residents. Joe suggests sending out the informational letter drafted. Discussion as to how the residents would respond to the letter. The draft letter should also be updated to add a directive for a response or add a date for a hearing. Marie-Anne will update the draft of the letter for the select board to review at the next meeting. Discussion regarding an attorney to review the letter prior to sending; generally agreed the information letter could be sent without attorney review, but any communication about risk/liabilities and golf cart use should be drafted by an attorney.

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



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

- i. **Trash on Old Cedar Grove Rd:** Has been cleaned up.

**4. Road Business (NEW)**

- a. **1224 E. Pittston Rd. Ice Complaint:** Jane spoke to Pete Coughlan regarding this issue. Cathy will follow up with DOT regarding ditching on the road.

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

**a. Budget items:**

- i. **Compensation for All Positions:** in progress
- ii. **Review Warrant Articles:** An error was discovered in the budget spreadsheet, corrected, and printed for the select board.

- b. **Municipal Calendar - Roadside Mowing:** The previous contract has been reviewed. Joe Caputo will contact Gary Castner regarding the work.

- c. **Performance Reviews:** in progress

- d. **Renaming of Roads @ 911 Addressing:** See Below (5-E)

- e. **911 Addressing Ordinance – Peter Coughlan:** Peter attended the meeting and reviewed the proposed updated ordinance changes. He also discussed changing the numbering on certain roads and leaving others as they are. He proposed changing the names of some of the roads in town, and offered suggestions for the changes. Some of the roads affected: East Webb Road, North Beech Hill Road, South Beech Hill Road. Marie-Anne will work with Peter on a letter to be sent out to the affected residents to inform them of the changes.

- f. **Colburn School Insurance Update:** Marie-Anne spoke to Cross Insurance regarding liability insurance on the Colburn School. We are waiting for a return call once underwriter gets back to them.

- g. **Engine 23 Disposition (2025):** No update

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

- a. **RiverWalk Easement Inquiry (Jean Ambrose):** Jean did not attend the meeting.

- b. **CEO & Jessica Soucy update:** Joe Caputo asked Jessica Soucy, and Greg Lumbert (CEO) attend the meeting to review and update work that needs to be completed. The select board inquired how training was going with Samantha. There was discussion on scheduling conflicts and the ability to coordinate schedules for training. Jane inquired about Greg meeting with Sammy. Greg stated he is not proficient with the paperwork so would not be beneficial to either party. Suggestions and discussion regarding Jess taking a month off to gauge Sammy's knowledge, and



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ability to perform the work did not materialize into a formal plan. Greg suggested consolidating the assessors' files with the CEO files. Cathy Thomas asked Jessica if she is willing to train Sammy (clerk) if schedules could be worked out. There may be other discussion with alternatives to training Sammy. The town policy requires that all town office work be processed at the town office, and that no original files are to leave the building. Marie-Anne will compose an informal informational letter citing the policy for Jessica's benefit.

- c. Municipal Internship webinar:** Jane and Cathy (from zoom) are interested. Marie-Anne will inquire if anyone else on staff would like to attend, and will sign them up.
- d. Additional attendance to Trio update training:** Jane stated that Rebecca Symes would like to attend the Trio training scheduled for 1/24/25.

## **7. Tabled Agenda Items**

- a. North Beech Hill Rd Plan**
- b. Salt Shed Seal Repair**
- c. Tax club**
- d. Secure Records Storage Request:**

## **8. 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): Jan 27 Feb 03, 10, 24 (9 am)**
- b. Next SB Meeting(s): Jan 15, 23 (**Thursday**) Feb 05,12,19,26 (6 pm)**
- c. Joint Board Meeting: Jan 27 (6 pm)**
- d. Planning Board: Feb 13 (6:00 pm)**
- e. Ordinance Review Committee: Jan 23 (9 am)**
- f. RiverWalk: Feb 3 (6 pm)**
- g. Pittston Historical Society:**
- h. Appeals Board:**
- i. Budget Committee: Jan 23 (6:30 pm)**
- j. Personnel Committee:**



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- k. Fiscal Year Change Presentation: Jan 16 (6 pm)**
- l. Land Use Ordinance Hearing: Jan 28 (6 pm)**

**9. Meeting Adjournment: 12:16 PM**



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Respectfully submitted by:

  
Marie-Anne Flowers, Admin Assistant

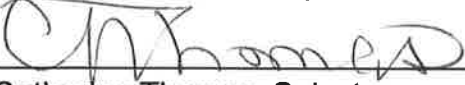
Date

1-27-25

  
Jane H Hubert, Selectperson Chair

Date

01/27/25

  
Catherine Thomas, Selectperson

Date

1/27/25

  
Joseph Caputo, Selectperson

Date

01/27/2025



