

**Town of Pittston  
Select Board Work Session Minutes  
February 10, 2025**

**ORIGINAL**

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

**1. Call to Order:** 900 am

**2. Approval of February 03, 2025 Minutes:** accepted and signed

**3. Road Business (OLD)**

**a. Major Road Projects**

- i. **Pinkham Road - Togus Stream:** no update
- ii. **Jewett Road:** Joe Caputo has made contact with legal for an update. Jane requested that any communication be shared with the Select board via email.
- iii. **Blodgett Rd:** Joe is awaiting contact from Larry Nadeau to schedule a meeting. Marie-Anne will be notified once the date is set, and then notify the select board members.

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

- i. **North Beech Hill Rd:** upcoming repairs were discussed. Further review will take place this spring to determine the extend of the damage to the road.
- ii. **Ledge Hill Rd:** a large frost heave was brought up and discussed. Joe believes that the heave is due to ledge and will resolve itself once the roads thaw. There is no easy fix to this issue.

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

**4. Road Business (NEW)**

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

**a. Budget items:**

- i. **2025 Budget Warrant Articles 400 & 405:** Cathy Thomas had concerns regarding some payroll items not reflecting the actual amounts being paid currently. Some of the discrepancies could be due to the inclusion of overtime in the calculations. The overtime needs of the clerk's office were discussed. There may be a grant to cover the costs of the CEO intern, but that is not guaranteed and the



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total amount may not be covered by the grant. Some of the current categories on the budget could be consolidated. There was some question as to how a position in the town office is created and funded. Cathy Thomas relayed information from MMA regarding how positions are created and funded. MMA states that if a position is not funded in the budget, any new positions would need to be voted on by the town. Christian Jensen suggested grouping temporary office help under one category. Cathy suggests consolidating window clerk, CEO Administrative Assistant, and external office help under one budget line instead of having them listed individually. The Health Officer compensation needs to be added back into the 2025 budget. The Health Officer rate of pay was discussed and adjustments to pay were recommended. The Harbor Master position does not need to be added as his term is up in April and the CEO will be taking over the position.

ii. **Review 2025 Budget Draft:**

- Articles need to be drawn up for the Recall Ordinance, and the 911 Addressing Ordinance for the annual town meeting.
- Christian reviewed actual amounts vs. projected amounts on the draft budget for TRIO, web hosting, State of Maine dispatching services, and MMA. The adjustments will be made to the budget draft
- The contingency fund was discussed and it was agreed that this category would remain on the budget.
- Blodgett Rd culvert draft was discussed with the possibility of setting up two articles for the culvert. One article to raise and appropriate funds for the work, and another to authorize borrowing/seek funding through other means
- Colburn School article has been changed to reflect monies going to Colburn School House maintenance. Christian recommends moving this to 405 if the town manages the money.

- b. Performance Reviews:** Josh Johnson (Fire Chief) is due for review. Cathy requested reviewing a prior review for direction. Jane questioned how best to conduct the review. She questioned if the select board



members should review him individually, or should the review be conducted by the select board as a group.

- c. Colburn School Insurance Update:** Cathy has arranged for liability insurance for the Colburn School. Insurance coverage will be pending payment. The building is not covered until payment is received by the insurance.
- d. CEO Backlog:** discussion regarding the CEO backlog took place. The select board has discussed extending the hold on CEO clerical work until February 26.

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

- a. Response from Blodgett Rd Letters:** The response, and options for accommodating the residents were discussed. Joe Caputo stated that if a temporary road needs to be rebuilt, it may increase the project by \$100k, and this project may not be able to be completed this year. There are 3 residents that did not respond to the letter sent by the select board. Marie-Anne will look for phone #'s for Joe.
- b. MCMA Cable Provider Agreement:** Jane has called and sent messages with no response. Jane will continue working on this.
- c. Pittston Law Enforcement E-Signatures:** The contract was reviewed by the select board. Jane reviewed the amounts being requested.
- d. Spirit Of America:** A candidate has been selected and will be presented at the annual town meeting...if they attend. Jane will work with Cathy on this project.
- e. Letters of Interest for Deputy Clerk Position:** receipt of the letters was discussed by the select board.
- f. Public Speaker Policy:** The select board needs to create a public speaker policy for future meetings. Cathy Thomas will work on the policy.
- g. RiverWalk Money:** The scrap metal funds are in a general ledger account. The RiverWalk group can use the money. The request for use of the money would have to be brought to the select board. The select board would convey the request to the treasurer, once approved by the select board.
- h. Hiring/Interview process policy:** Interviews start tomorrow at 3:30 PM. During the process a policy needs to be drafted to make the process more manageable and consistent for future hiring. It was questioned, who would be involved in the interviewing process. The treasurer believes that he and the clerk should decide who the best candidates would be before the select board conducts interviews. Christian suggests a select board member attend with the treasurer and clerk. Cathy's understanding is that the select board hires the candidate. Christian explained the difference between hiring and appointing a candidate. The person chosen as deputy clerk by the select board would also need to be appointed as Deputy Treasurer and



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Deputy Clerk. Christian recommends having all involved in the interview process. Jane, Joe and Val intend on attending the interviews tomorrow. Cathy will try to be at the interviews. Christian is not available tomorrow.

- i. **RiverWalk:** Cathy spoke to Jean Ambrose (via phone) regarding adding a question to the upcoming election for the townspeople to vote on. It was suggested that the town list the multiple options for the RiverWalk area on the ballot. The select board would need to draft the question(s) that would be added to the ballot. A resident attended the meeting and has spoken in favor of maintaining and investing in the area. Cathy questioned if she can make a draft for the proposed referendum. Cathy will work on this.

## 7. Tabled Agenda Items

- a. North Beech Hill Rd Plan
- b. Salt Shed Seal Repair
- c. Tax club
- d. Secure Records Storage Request:
- e. 911 Addressing Resident letter
- f. RiverWalk Concerns
- g. Engine 23 Disposition (2025)
- h. Salt Shed Loader Repair:

## 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):** Feb 10, 24, Mar 03, 10, 17, 31 (9 am)  
**\*\*\*No work session meeting March 24\*\*\***
- b. **Next SB Meeting(s):** Feb 12,19,26 Mar 05, 12, 19, 26 (6 pm)
- c. **Joint Board Meeting:** May 12 (6 pm)
- d. **Planning Board:** Feb 13 (6:00 pm)
- e. **Ordinance Review Committee:** Feb 06, 13, 20, 27, Mar 05, 14 (9 am)
- f. **RiverWalk:** Mar 3 (6 pm)
- g. **Pittston Historical Society:**


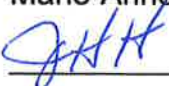
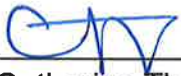
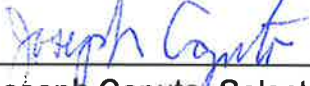


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- h. Appeals Board:**
  - i. Budget Committee:**
  - j. Land Use Ordinance (LD2003) Hearing: February 25 (6 pm)**
  - k. 911 Addressing Ordinance Hearing: February 19 (6:15 pm)**
- 9. Meeting Adjournment: 12:10 PM**

Respectfully submitted by:

	2.24.25
Marie-Anne Flowers, Admin Assistant	Date
	02/24/25
Jane H Hubert, Selectperson Chair	Date
	2/24/25
Catherine Thomas, Selectperson	Date
	02/24/2025
Joseph Caputo, Selectperson	Date



