

**Town of Pittston
Select Board Work Session Minutes
February 24, 2025**

ORIGINAL

Board Members Present: Jane H. Hubert (Chair), Cathy Thomas, Joe Caputo
(Arrived at 10:47 am)

Other Town Officials Present: Autumn DeVries (ORC Chair), Christian Jensen
(Tax Collector, Treasurer, Office Supervisor)

Recorder: Marie-Anne Flowers (Administrative Assistant)

1. Call to Order: 9:00 am

2. Approval of February 10, 2025 Minutes: Signed 3-0

3. Road Business (OLD)

a. Major Road Projects

- i. **Pinkham Road - Togus Stream:** no update
- ii. **Jewett Road:** Jane has spoken to legal and they are stating that they would only work with one contact. Cathy will take point on this and follow-up with legal. There is no update currently.
- iii. **Blodgett Rd:** no update

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

- i. **North Beech Hill Rd:** will probably need to be rebuilt after this spring.

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

- i. **Posting roads:** Sam was asked to post the frost heaves. Jane does not believe that there has been any posting of the roads done yet.

4. Road Business (NEW)

- a. **Casella Request:** Casella has requested use of posted roads. Marie-Anne will follow-up with a draft of the letter.

5. General Town Business (OLD)

a. Budget items:

- i. **Review 2025 Budget Draft:** Reviewed with Christian.
- ii. **Review 2025 Articles:**
 - Louise Kruk will be requesting a \$500.00 donation for the historical society for insurance. This will be added to the budget and an article will be created.

Agenda subject to change



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- Christian will recalculate the incoming Deputy Clerk pay and make sure that the budgeted figures are accurate.
 - There is an increase in the budgeted Trio web upgrade by \$1000.00.
 - Jane did not have exact figures, so there are 2 articles for the Blodgett Road culvert repair. Article 13 would be for road repairs and Article 14 would be for a loan. If Article 13 is not approved, or the request amount is decreased, a special town meeting can be called to authorize a loan.
 - Add Article 20 historical society
 - Add Article 21 Town of Pittston 911 Addressing Ordinance
 - Add Article 22 Town of Pittston Recall of Municipal Official Ordinance
 - Change current Article 20 to Article 23
- b. Performance Reviews:** Jane presented an example of a past review to use for future reviews. Review personnel file organization next work session.
- c. CEO Backlog:** The new deputy clerk may be able to help with the backlog.
- d. Blodgett Rd Letters:** Larry Nadeau will attend the select board meeting 2/26/25 to update the town on the Blodgett Rd repairs.
- e. MCMA Cable Provider Agreement:** no update. Jane has been unable to contact MCMA for more information on this agreement.
- f. Letters of Interest:** a deputy clerk has been hired. Remove from agenda.
- g. Clerk Temporary Pay:** Jane recommended that the clerk pay should be equal to the Deputy Clerk. Cathy agrees that there should be compensation for the increased responsibility, but to review this at another time. Joe has spoken to Val regarding compensation. Jane would suggest that after the Annual Town Meeting the clerk pay is reevaluated and possibly increased. Christian will work on the figures and present a plan that considers PTO.
- h. ORC update:** Autumn addressed the select board to review what will be addressed at the LD 2003 hearing. Autumn stated that two sections of the ordinance are related to Pittston's Land Use Ordinance; Sections 3 & 4. There are other sections that will be addressed at a later date. Those sections would relate to campers and mobile homes. There will be a future hearing to address those sections. Autumn requested that Marie-Anne attend the hearing to record any questions from the hearing attendees as well as minutes from the hearing. Marie-Anne will print up 12 copies of the Ordinance and the summary.
- i. RiverWalk Request:**

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- i. Cathy was going to work on a straw poll question for the upcoming election, but, after talking with the clerk, realized there is not enough time to do this before the election.
 - ii. Jean Ambrose did not attend work session regarding forming an official committee. Jane and Cathy reviewed the draft presented by Jean Ambrose regarding forming an official RiverWalk committee. Jane reviewed errors in the draft and informed the Select Board that she has asked for corrections to be made by the RiverWalk group.
 - iii. The architectural design agreement was reviewed.
- j. Historical Society:** Louise Kruk attended the work session to review the historical society budget for 2025. She had asked for \$3000.00, for a structural engineer as well as \$300.00 for insurance to cover anyone that works on site. Cathy clarified the difference between "event" coverage vs. liability. Louise stated that there is another policy that other historical societies use that would cover the historical society itself, regardless of location. That would cost \$500.00 a year. Louise inquired how the money should be distributed. Jane asks that any requests for money be made through the select board when the money needs to be distributed. Cathy suggested that the town should be the one to get the policy that covers events at the school house vs. the historical society. Jane would like another article be added to the budget for the historical society, and that they obtain the insurance for the historical society. There is confusion over the type of policy needed. Jane Inquired how other towns are handling historical building insurance. Jane inquired if the historical society would be comfortable working in the building without insurance. Louise says they are not. Jane would like \$500.00 annually added to the historical society budget, as a separate article. \$4500.00 will remain in the budget for the historical society. The historical society will submit a separate \$500.00 warrant article request to cover insurance for the historical society itself.
- k. Public Speaker Policy:** Jane asked Cathy if she has been able to update the public speaker policy. She is working on it, but has not had the time to finish it.

6. General Town Business (NEW)

- a. Red Cross Smoke Alarm Program:** In 2015 the Red Cross sponsored a free smoke alarm program. The fire department installed them for citizens. Jane will reach out to see if the Red Cross still offers this service.

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- b. Confirm recycling contact:** Jane reviewed what the procedure would be if the recycling attendant is sick or unable to work. Once her term expires, Jane will no longer be handling staffing for the recycling committee. Joe had offered to take over this responsibility. Christian will arrange for backup if the recycling group attendant is unable to work. A policy should be drawn up for recycling procedures, as well as parameters for closing due to weather conditions.
- c. Spirit of America Presentation:** Jane confirmed the procedure for presenting the Spirit of America award.
- d. Hiring guidelines Policy:** Cathy will work on a hiring policy with Christian and Valerie.

7. Contracts:

- a. Brush Cutting:** Was not reviewed- tabled until the next work session
- b. Ditching:** Ditching should be done on any new road work. Sam recommended that Hunts Meadow Rd, Pinkham Rd, and Kelley Rd. should be ditched soon. Joe recommends waiting until after Town Meeting to decide where the ditching should be done.

8. 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:**
- i. Compensation for Clerk:**

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 03, 10, 17, 31 (9 am)**
*****No work session meeting March 24*****

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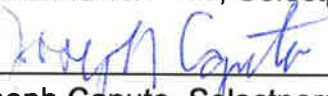


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- b. Next SB Meeting(s): Feb 26 Mar 05, 12, 19, 26 (6 pm)
 - c. Joint Board Meeting: May 12 (6 pm)
 - d. Planning Board: Mar 13 (6:00 pm)
 - e. Ordinance Review Committee: Feb 27, Mar 05, 14 (9 am)
 - f. RiverWalk: Mar 3 (6 pm)
 - g. Pittston Historical Society:
 - h. Appeals Board:
 - i. Budget Committee: Feb 24 (6:30 pm)
 - j. Land Use Ordinance (LD2003) Hearing: February 25 (6 pm)
10. Meeting Adjournment: 12:00 pm

Respectfully submitted by:

	<u>03-03-25</u>
Marie-Anne Flowers, Admin Assistant	Date
	<u>03/03/25</u>
Jane H Hubert, Selectperson Chair	Date
	<u>3/3/25</u>
Catherine Thomas, Selectperson	Date
	<u>03/3/2025</u>
Joseph Caputo, Selectperson	Date

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