

ORIGINAL

**Town of Pittston
Select Board Work Session Minutes
March 10 2025**

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

1. Call to Order: 9:00 AM

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

3. Executive Session (Personnel) 1.M.R.S.A.§405(6)(A) 3-0

Started @ 9:04 am

Ended @ 9:13 am

4. Executive Session (Legal) 1.M.R.S.A.§405(6)(A) 3-0

Started @ 9:14 am

Ended @ 9:21 am

5. Road Business (OLD)

a. Major Road Projects

- i. **Pinkham Road - Togus Stream:** Jane will contact Randolph for an update on the project, and the grant.
- ii. **Jewett Road:** No update. The sand was put down last week and the road seems to be holding up better.
- iii. **Blodgett Rd:** Jane would like to address the town at the next SB meeting. She has reviewed the purchasing policy that was revised in 2004 with the select board. Jane will review this policy at the next select board meeting. Jane suggests waiting until after town meeting to make a decision concerning that policy. Joe will provide a statement regarding the cost of assembling the Dirigo bridge. Cathy is unsure if there is enough of a timeframe for the bid process to happen before the work is expected to begin. Christian addressed the select board regarding the plan for funding of the repair. He is seeking clarification on the process. Christian reviewed the invoices he received. One was for the 60 ft. bridge kit. There was an invoice for 73k for the steel needed for the Dirigo bridge. Christian is seeking clarification on what the process for decision making on this project is. Joe is concerned that if this contractor is not approved for this project, the road will fail before the repairs are completed. Jane suggests a motion be

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made at the Wednesday select board meeting regarding this project.

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

- i. **North Beech Hill Rd:** No update. Cathy questioned if there has been an engineer report. Joe suggests waiting until mud season is over before an engineer report is requested.

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

- i. **Blinn Hill Rd:** Jason Corliss is supplying materials to repair the road because the town pit material is frozen.
- ii. **Palmer Rd:** Jason Corliss is supplying materials to repair the road because the town pit material is frozen.

6. Road Business (NEW)

7. General Town Business (OLD)

- a. **Performance Reviews:** Cathy is following through with the review process.
- b. **MCMA Cable Provider Agreement:** This has been automatically renewed. If the town does not want to renew, it has to be cancelled 3 years prior to the expiration date. This agreement is good until 2037. Remove from agenda.
- c. **Authorized Signatures at Businesses:** Authorization forms may be utilized in order to obtain supplies. We will need to create the authorization form. Cathy mentioned that there is currently a work order form that is not being used and that may have a portion for materials. The approved signatures at Randolph Hardware are: Larry Ireland, Joe Caputo, Christian Jensen, Sam Snow, Ervin Fyfe, and Valerie Hanson. Christian Jensen joined the work session to discuss creating an authorization form. Christian will work on the form with Cathy and Joe. Christian suggested that a policy should be developed for the use of authorization forms. Joe and Cathy will work on this project and hope to have progress soon.
- d. **Sam Snow Leave Request:** Sam has been asked about the dates of his leave and he has not given an answer. He stated that he is currently on leave when he was asked for the dates last Thursday, March 6, 2025.
- e. **Open Public Speaker Policy:** Cathy is still working on the policy. She is reviewing state statute as well as other public speaker policies from MSAD 11, as well as other surrounding towns. The policy will be sent to Autumn to review before it is voted on by the select board.

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8. General Town Business (NEW)

- a. CEO Fee Schedule:** a new permitting fee schedule was presented by Greg Lumbert, and discussed with the select board. Greg suggests that a fee be charged for entrance permits as well. The select board has reviewed the proposed fees and will agree with the new fee schedule. There are other things that should be added but they are not part of the policy so cannot be implemented yet. This will be voted on at the Wednesday select board meeting.
- b. Red Cross Fire Alarm Program:** Jane is still researching this issue.
- c. Private Mirror Signs:** Kathi Liscomb lives in an area with limited vision. She is requesting a traffic mirror. The town has no obligation to install the traffic mirror. There are regulations on the placement of mirrors. Cathy has information regarding the installation and will email Marie-Anne. Marie-Anne will forward the information to Kathi.
- d. Harbor Master Notification:** The CEO will be taking over this position once the term expires. Joe Caputo will notify the harbor master of the change.
- e. Hazardous Waste Recycling Event:** March 25 deadline to notify if town will participate. May 10 is the date of the event. Joe Caputo will follow-up on this. Marie-Anne will notify Hatch Hill that the town is interested.
- f. Review Job Descriptions:**
 - i. Light Maintenance:** Cathy suggests having the Personnel Committee review the job descriptions.
 - ii. Janitor:** Cathy suggests having the Personnel Committee review the job description.

9. Contracts:

- a. Brush Cutting:** Joe will follow-up with Mike Christie
- b. Municipal Plowing:** The draft of the RFP was reviewed. The previous contractor supplied his own salt and sand. The RFP will need to be updated to reflect sand and salt usage. Cathy will have a draft of the final RFP by Wednesday, March 12.

10. Tabled Agenda Items

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

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- f. Engine 23 Disposition (2025):
- g. Salt Shed Loader Repair:
- h. CEO Backlog:
- i. Purchasing Authorization/Requisition Policy:



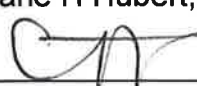
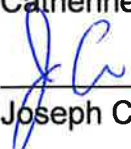
11. Town Announcements & Information

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 17, 31 Apr 07, 14, 21, 28 (9 am)
*****No work session meeting March 24*****
- b. Next SB Meeting(s): Mar 12, 19, 26 Apr 02, 09, 16, 23, 30 (6 pm)
- c. Joint Board Meeting: May 12 (6 pm)
- d. Planning Board: Mar 13 (6:00 pm)
- e. Ordinance Review Committee: Mar 14, 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:

12. Meeting Adjournment: 11:44 am

Respectfully submitted by:

 _____ Marie-Anne Flowers, Admin Assistant	03-17-25 _____ Date
 _____ Jane H Hubert, Selectperson Chair	03/17/25 _____ Date
 _____ Catherine Thomas, Selectperson	3/17/25 _____ Date
 _____ Joseph Caputo, Selectperson	03/17/2025 _____ Date

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