

**Town of Pittston  
Select Board Work Session Minutes  
August 05, 2024**

**Board Members Present** Jane Hubert (Chair), Joe Caputo, Cathy Thomas  
**Other Town Officials Present** Peter Coughlin (911 Addressing Officer), Christian Jensen (Tax Collector, Treasurer)  
**Recorder** Marie-Anne Flowers (Administrative Assistant)

1. **Call to Order** 9 am
2. **Approval of Old Minutes from 7/29/2024** Accepted and signed 3-0
3. **Road Business (OLD)**

**a. Major Road Projects**

- i. **Pinkham Rd Culvert – Meadow Brook (2024)** Dirigo is asking for a down payment. The select board needs to approve funding of a \$100k deposit. The balance on the culvert savings account has been requested from Christian Jensen (Tax Assessor, Treasurer). The culvert savings account balance \$193k (plus an additional \$50k after taxes are received. Christian Jensen has also investigated options for obtaining a loan. An invoice from Dirigo is needed to approve the down payment.
- ii. **Pinkham Rd – Togus Stream** There may be grants available to help with funding this project. Jane Hubert (chair) met with the Randolph Select Board to discuss funding for the project. The town could be responsible for up to \$125k to pay for the repairs. A joint letter between Randolph and Pittston should be sent out for grant approval. Jane Hubert (chair) will contact Randolph to inquire if the letter has been drafted.
- iii. **Jewett Road** Telephone conference scheduled 8/12 @ 9am

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

- i. **Kelley Rd. Culvert Flooding** no update
- ii. **North Beech Hill Rd Plan** Joe Caputo spoke to Jeremy Prue. FEMA funds received for storm damage have already been spent. Crushed material samples will be sent to S.W. Cole for testing.

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

- i. **Crocker Rd ditching Contract** Joe Caputo spoke to CMP regarding the tree removal. CMP will not contribute to the cost of removal, and they will not drop the lines to assist in the tree removal. If the trees are not removed, the roots would have to



12:00

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be cut. If the trees do fall in the future, it is predicted that they would fall, away from the roadway. Joe Caputo suggests asking for 2 bids, one ditching around the trees and another if the contractor feels the trees need to be addressed. Should be added to the agenda for 8/7.

- ii. **58 Stoney Acres** Dig safe was there. Light post has been removed. Awaiting ditching.
- iii. **Palmer Rd Dust Complaint** No calcium has been spread. Sam Snow (Road Commissioner) was asked to spread the calcium last week, but he has reported that he can not find road work signage in the shed in order to spread the calcium on the road. Joe Caputo stated that there are plenty of signs available. Joe Caputo will arrange for the calcium to be spread.
- iv. **Pinkham Rd Brush** Marie-Anne (Administrative Assistant) will contact Sam Snow for location.

#### **4. Road Business (NEW)**

- a. **Webb Rd Washout** Joe Caputo could not find any washout. Marie-Anne (Administrative Assistant) will contact Sam Snow regarding the washout area.
- b. **Webb Rd Truck Traffic** Peter Coughlin discussed the issue.
- c. **Webb Rd Addressing** Peter Coughlin attended the work session to discuss the issues with 911 addressing. He provided maps demonstrating the problems encountered with naming roads similarly or using North, South, East, West, Old, New, Beach, Beech, Etc...Peter asked for the select board to support his efforts to reorganize the 911 addressing in town to reflect the existing ordinance.
- d. **Rt 27 Bridge Closure** has been discussed and concern over overlapping bridge projects was alleviated.

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

- a. **Salt Shed Repairs** Joe Caputo and Cathy Thomas are still discussing and reviewing the options to seal and repair the salt shed.
- b. **Entrance Extension & Concrete Pad for Recycling** Has been discussed and should be addressed. Table concrete pad for Recycling for the time being. **Joe Caputo will arrange for the work to be completed before the November election.**
- c. **Brush Cutting Contract** Joe will contact Mike Christie for the contract.
- d. **CEO update** The well issue has been addressed and repaired. The septic issue on Rt 27 is being addressed as well.
- e. **Performance Reviews** Cathy Thomas has produced and reviewed a form for administrative assistant review. She was hoping to use a generic form



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for all positions but is finding that the forms need to be more specific to the position. The rating system was reviewed and discussed. The select board will review the form this week and readdress at the next work session.

- f. **Compensation for All Positions** The form has been reviewed
- g. **Maine Town & City Clerk nominations** Jane Hubert (chair) has delivered the nomination paperwork.
- h. **General Assistance Ordinance** Hearing 8/7/24 and vote.
- i. **Move Select Board meetings to bi-weekly** Starting on 8/14 select board meetings may be moved to every other week.
- j. **Mil Rate** The select board discussed the options of a 10.6 mil rate.
- k. **Solar Moratorium Ordinance** No update from Autumn DeVries. Jane Hubert recommends having the MMA lawyers review the ordinance.
- l. **Fiscal Year** The select board addressed the pros and cons of moving to a 6- and 12-month fiscal year budget vs. an 18-month fiscal year budget to determine what the best way to change the fiscal year would be. Joe Caputo mentioned adding taxpayer list to the annual report as it had been added previously. Christian Jensen (Tax Assessor, Treasurer) explained that the taxpayer list is readily available and not necessary to add to the town report book, but could be included in the next Town Report.
- m. **MMA inquiry on withholding pay** Cathy Thomas has inquired through MMA information on withholding pay for positions that fail to perform their duties.

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

- a. **Historical Society 9:30 AM** Louise Kruk met with the select board to address issues with the Colburn School and how to obtain insurance for the building/property.

**7. Tabled Agenda Items**

- a. **Engine 23 Disposition (2024)**
- b. **Handyman hiring**

**8. Town Announcements & Information**

**Monday closed**  
**Tuesday 12 – 6 pm**  
**Wednesday 10 – 7 pm**  
**Recycling 4 – 7 pm**  
**Thursday 8 – 5 pm**  
**Friday 9 – 2 pm**  
**Saturday Recycling 8 – 1 pm**



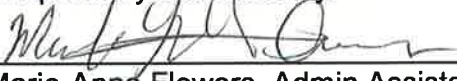
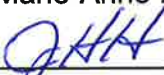
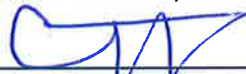
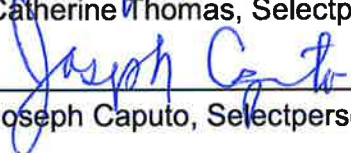
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- a. Next SB Work Session(s): Aug 12, 19, 26 (9 am)
- b. Next SB Meeting(s): Aug 7, 14, 28 (6 pm)
- c. Planning Board: August 8 (6:30 pm)
- d. Appeals Board:
- e. Ordinance Review Committee: Aug 8 (9 am)
- f. Personnel Committee: Aug 12 (5:30 pm)
- g. Riverwalk: Aug 5 (6 pm)
- h. Pittston Historical Society: Aug 13 (6 pm, Town Office)

**9. Meeting Adjournment 11:55 am**

Respectfully submitted by:

	8.12.24
Marie-Anne Flowers, Admin Assistant	Date
	08/12/24
Jane H Hubert, Selectperson Chair	Date
	8/12/24
Catherine Thomas, Selectperson	Date
	08/12/2024
Joseph Caputo, Selectperson	Date

