

**Town of Pittston
Select Board Work Session Minutes
October 07, 2024**

ORIGINAL

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

1. **Call to Order:** 9:00 AM
2. **Approval of September 30, 2024 Minutes:** Signed & Approved 3-0
3. **Road Business (OLD)**

a. Major Road Projects

- i. **Pinkham Rd Culvert - Meadow Brook (2024):** Joe Caputo spoke to Calderwood regarding installing guard rails. There are guard rails installed on the bridge but there are not guard rails for the approach to the bridge. Joe Caputo suggests placing large rocks instead of guard rails. Paving the bridge was discussed and a time frame was reviewed. The select board would like for the bridge to be paved before winter. The town will need to pay for materials. Joe Caputo suggested that Cathy Thomas and Jane Hubert visit the site and offer their suggestions regarding paving and guard rails. The bridge will remain closed until paving can be completed. The Select Board members plan to inspect the completed work after the meeting today.
- ii. **Pinkham Rd - Togus Stream:** Jane Hubert will check with Randolph regarding this issue.
- iii. **Jewett Road:** Joe Caputo will contact Theodore Small, lawyer, regarding legal issues.

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

- i. **Crocker Rd:** the work is completed.
- ii. **Webb Road:** the road will be closed for a few hours for a culvert replacement. Joe Caputo will post a sign for the residents to let them know when the road will be closed on Wed. 10/9.

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

4. Road Business (NEW)

- a. **Budgeting/Funding:** Christian Jensen discussed the funds available for the roads in need of repairs. He suggested that there may be funds recovered from other contracts, where costs were anticipated to be higher than contracts actually are. Valerie Hanson is arranging a meeting with the budget committee. Jane Hubert asked if the state CEOs could help the

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town but Greg stated that they are too busy to handle town business. Jane suggests approving the hiring a CEO for 30 hours a week.

- b. Plow Equipment Inspection:** Cathy Thomas will need to visit the site. Jane Hubert and Joe Caputo have already been to the site.

5. General Town Business (OLD)

- a. Salt Shed Repairs:** Work will start once Crocker Rd. is completed. Work should start today. Jeremy Nadeau will install the steel I-beam "bollards".
- b. CEO update:**
 - i. Greg Lumbert attended the select board meeting and discussed his resignation. Greg mentioned that candidates should be proficient in TRIO, Word, Excel, as well as the local codes. Candidates should also be willing to go to trainings regularly to update skills and knowledge. Greg will be available to attend interviews for his replacement. It may be better to hire someone not from Pittston.
 - ii. Permit fees were discussed, and a possible increase in permit fees was discussed.
 - iii. Discussion covered the possibility of having both a building inspector, and a plumbing inspector instead of just one inspector for both building, and plumbing inspections.
 - iv. Jane Hubert discussed her reply from MMA regarding a letter of support for the planning board. MMA advised that the select board should not send any letter of support unless the planning board members are appointed vs. elected.
- c. Performance Reviews:** Jane Hubert plans to meet with Christian, and Valerie, to discuss Sammy's review. Her review should be completed by Friday.
- d. Compensation for All Positions:** the select board will work on budgeting.
- e. ORC Update - Autumn DeVries:** Autumn reviewed the ORC schedule. Autumn discussed holding a hearing on November 13, 2024 @ 6pm for the Recall Ordinance. Autumn will be meeting with Lynette Eastman regarding the draft of the Recall Ordinance.
- f. Entrance Extension:** Work is expected to be completed by Nov. 1, 2024.
- g. Outstanding Items of Concern:** Joe Caputo informed the select board that Nick Lessard has requested that the Jewett Rd. potholes be repaired before snow plowing is needed.
- h. Colburn School:** There are issues that need to be addressed before insurance will cover the building. A structural engineer is needed, the wood stove needs to be removed and any mold would need to be remediated before insurance will cover the property. Jane Hubert will meet with the Historical Society.
- i. Handyman hiring:** No update

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- j. **Marie-Anne Flowers Clerk Training:** Marie will plan on working as clerk Tuesday: 12-3, Wednesday: 2-4, Thursday: 1-4 and every other Friday 8-2, as needed.
- k. **Pest Control:** The select board agrees to treat the building for spiders in the fall and possibly again in the spring if the spiders return.
- l. **Rt 27 Fence:** Cathy Thomas will contact the state regarding the requested waiver.

6. General Town Business (NEW)

- a. **Tax Club:** Valerie Hanson is working on this.
- b. **Policy Recommendations:** Christian Jensen reviewed policies regarding controls and separation of duties, and the accounting that the select board receives.

7. Tabled Agenda Items

- a. **Engine 23 Disposition (2024)**
- b. **Fiscal Year**
- c. **Concrete Pad for Recycling**
- d. **North Beech Hill Rd Plan**
- e. **Renaming of Roads @ 911 addressing**

8. Town Announcements & Information

*******Pinkham Road will be closed to thru traffic from September 16 until October 7, 2024*******

**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 – 3 pm**

- a. **Next SB Work Session(s): Oct 14, 21, 28 (9 am)**
- b. **Next SB Meeting(s): Oct 16, 30 (6 pm)**
- c. **Planning Board: Oct 10 (6:30 pm)**
- d. **Ordinance Review Committee: Oct 17, 31 Nov 14 (9 am)**
- e. **RiverWalk: Oct 7 (6 pm)**
- f. **Pittston Historical Society: Oct 8 (6 pm, Town Office)**
- g. **Appeals Board:**
- h. **Budget Committee:**
- i. **Personnel Committee:**

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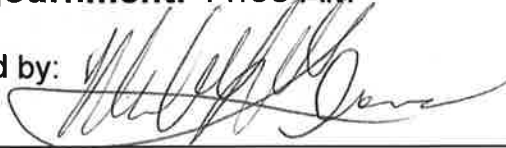


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9. Meeting Adjournment: 11:33 AM

Respectfully submitted by:



10.21.24

Marie-Anne Flowers, Admin Assistant

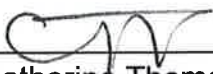
Date



Jane H Hubert, Selectperson Chair

10/21/24

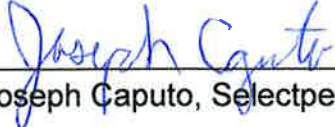
Date



Catherine Thomas, Selectperson

10/21/24

Date



Joseph Caputo, Selectperson

10/21/2024

Date

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