



Town of Pittston
38 Whitefield Road
Pittston, ME 04345
(207) 582-4438

Town of Pittston Select Board Meeting Minutes June 22, 2022

Board Present: Kerri Farris, Jean Ambrose, Jane Hubert

Staff Present: Deb MacInnes, Sam Snow

Residents Present: Wellman Cromwell, Fred Kimball, Joe Caputo, Cheryl Peaslee, Sharon Gleason, Jim Lothridge, Jaimy Snow

Budget Committee members present: Sarah Perkins, Paula Work, Steve Costello, Rodney Hembree, Tim Lawrence, Larry Ireland

Via Zoom: Wanda Burns Macomber, Jessica Soucy, Ray Snider, Autum Deveries, Linda Caputo, Amy Cooper, Regina Stilphen, Greg Lumbert, Matt Barron, Rebecca Barron, Calvin Lawrence, Mary Lawrence.

1. **Call to Order:** The meeting was called to order by Chair, Kerri Farris at 6:30 p.m.

The Select Board reviewed the agenda.

2. **Budget Committee conversation:**

Kerri Farris stated that the Select Board would like to see the Town budget developed sooner to avoid the rushed process during the holidays at the end of the year; this would mean starting the budgeting in September. Kerri suggested that the budget committee could help develop the warrants articles and help strategize. Steve Costello, Chair of the Budget Committee stated that the Budget Committee relies on the Select Board for figures.

The revaluation process was discussed.

Tim Lawrence asked if a comprehensive audit was done when the Tax Collector/Treasurer left. Jean Ambrose stated that they really do not have to do that. The 2021 audit has been completed. Kerri Farris stated that the board has confidence in the completed audit and would like to get back to the subject but could make a time to discuss this with him further at a different time.

Kerri Farris stated that the board has discussed having the budgeting process and warrant articles completed by Thanksgiving. Sam Snow stated that the books don't close until December 31st so how are they supposed to know about their budget. Kerri Farris stated that the department heads are supposed to project their budgets. Tim Lawrence spoke about a fiscal year having been approved by voters but not implemented. Sarah Perkins supported the use of budget projection and stated that they would have a budget from the beginning and the figures would be solidified as they go along. Steve Costello stated that they should jump in to see where it takes them. Joe Caputo stated that the role of



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the Budget Committee is to examine the numbers to see if they are appropriate. The Budget Committee is to take the reins with meetings and help to draft the warrants. The Budget Committee would bring a draft warrant to the Select Board. Paula Work asked how do other towns do it. Steve Costello replied just like we do. This would require the Budget Committee to have more meetings and they would work closely with the Tax Collector/Treasurer and the Select Board. Paula Work stated that at this time there is no decision made to move forward with this. The Budget Committee was asked to get back to the Select Board regarding whether they would like to move forward with this kind of role. Jean Ambrose stated that she would be glad to help them.

3. **Updated treasurer role:**

An ad has been placed to have the new hire tax collector/treasurer also be the office supervisor. Kerri Farris stated that in the past this position had a supervisory component. The Board needs to discuss how to move forward and whether or not they are going to have the Personnel Committee look at the job description. The new officer supervisor would have a limited scope. Deb MacInnes asked Kerri Farris if she could explain why the office needs an office supervisor? Kerri stated that there needs to be someone in the office that can respond in a timely manner to the needs of the office. Deb replied that we already do that and Kerri responded with this will benefit the office and that's how the Board has decided. Kerri stated that the Select Board has no ability to act in a timely manner for the needs of the office. Tim Lawrence inquired about salary for this new position and was told that the Board has not made a determination on that. The new position would eliminate the role of Deputy Town Clerk and Deputy Registrar from the Tax Collector/Treasurer position and who will hold that position will be talked about at a later date. Kerri Farris stated that cross training is a good thing. Sarah Perkins stated that she believes the role of Office Supervisor should be held with the Tax Collector/Treasurer because that position holds a lot of liability and responsibility and this is not a negative thing. Joe Caputo was confused about what the Board was trying to accomplish. Joe wanted Deb MacInnes and Sarah Perkins to explain their reasoning. Joe asked Deb M to say why she was against the Office Supervisor position and Deb M replied that she had not seen a job description, Deb Barry and Deb M were unaware of the new position until the job posting was emailed to the office to post, office staff has always worked well together, we know our jobs, issues are always handled, never been scheduling issues, doesn't believe someone new coming into the office should tell us what to do because they don't know our jobs, doesn't feel this is useful at all and a waste of tax payer money. Also not being involved in the conversation was not cool at all. Paula Work asked what is the problem that is trying to be solved.



Interruption: 7:33 p.m. Sam Snow, Road Commissioner got up and needed to leave. Sam stated that he had another meeting to get to. He was scheduled for 6:45 on the agenda. Kerri Farris asked him about calling DOT in regards to the Jewett Road and Sam said table it until next week. Kerri stated that it had already been tabled and is it ok to make a decision without him and he said no, table until next week. Sam was asked if there were any updates on plowing and Jean Ambrose had given him 2 names to call. Kerri Farris stated that it was unfortunate that Sam Snow had not told them earlier that he would need to leave the meeting.

Back to the Updated treasurer role conversation: Paula Work had asked what is the issue that is trying to be solved and was told that is more of a detailed conversation then the Board intended to have. That is a different conversation for a different time. After a brief discussion it was decided to have the Personnel Committee review the new Office Supervisor job description.

Action item: The Select Board will send the new Office Supervisor job description to the Personnel Committee.

4. **Current road work:** No discussion. Road Commissioner was not present.
5. **Jewett Road follow-up:** Kerri Farris made a motion to follow up with DOT to review the Jewett Road to help determine why the road deteriorated so quickly. Jean Ambrose objected because Sam Snow, Road Commissioner was not present. Voted approved: 2-1-0

Action item: Kerri Farris will find out who to contact at DOT.

6. **Plowing update:** Jane Hubert reported that she had spoken to past plowing contractors and they were not interested in bidding to plow Pittston at this time. Jane spoke with a company, Sea Breeze, who plows Dresden and is waiting to hear back from them. Jean Ambrose gave Sam Snow a couple of names of contractors to call. Kerri Farris is concerned with the potential increase in plowing costs and would like Sam Snow to look at projects and the budget to see how to pay for the increase costs in plowing. Sarah Perkins talked about money and excise tax, and don't lean too hard on excise tax reserve. Kerri Farris asked Sarah what she would advise. Sarah stated that her advice would be a brainstorming discussion with the Select Board, Sam Snow and the Treasurer. Sarah also stated that they should rely on the expertise of the Road Commissioner and then the Board would decide what is best for the Town, raise more in appropriations or best to take off some paving. Sarah stated to do what is best for the Town as a whole. Sarah also stated for the immediate 2022-2023



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season, lean on excise tax reserve and in the future curb using excise tax reserve.

Fred Kimball stated that Route 1 went up about 40% and we need to ask the Road Commissioner what is available in the budget. Sarah Perkins replied that we need to find out how much money is in excise tax reserve. Fred Kimball stated we should ball park all 3 plowing routes cost and see how much money is available to pay plowing contracts. Kerri Farris stated that there is a potential public safety issue. Jean Ambrose stated that they need to think about the quality of work as well. Jean also stated to let Sam Snow contact the names of contractors that he was given.

7. Harbor Master payment schedule:

Jane Hubert made a motion to pay the Harbor Master monthly, 7 payments starting the end of June. Voted approved: 3-0

8. Weekly work sessions: This item will be a standing item on the agenda each week. There will be no Select Board work session on Thursday, June 23, 2022.

9. Approve and sign accounts payable/payroll warrants:

Jane Hubert made a motion to approve preview warrant #25 in the amount of \$193,321.62. Voted approved: 3-0.

Jane Hubert made a motion to approve payroll #2522 in the amount of \$5,335.71. Voted approved: 3-0.

The checkbook balance is \$839,155.69.

10. Approve the Select Board minutes of June 15, 2022:

Jean Ambrose made a motion to approve the Select Board meeting minutes of June 15, 2022. Voted approved: 3-0.

11. Executive Session Personnel Matters 1M.R.S.A.§405(6)(A): This item was canceled.



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Kerri Farris made a motion to adjourn at 8:16 p.m. Voted approved: 3-0.

Respectfully submitted by: _____
Debbie MacInnes, Administrative Assistant Date

Kerri Farris, Selectperson

Mary Jean Ambrose, Selectperson

Jane H Hubert, Selectperson