



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

Town of Pittston Select Board Meeting Minutes June 8, 2022

Board Present: Kerri Farris, Jean Ambrose, Jane Hubert

Staff Present: Deb MacInnes, Sam Snow, Collen Pilsbury. Via Zoom: Deb Barry

Residents Present: Wellman Cromwell, Larry Ireland, Leroy Usher, Joe Caputo, Linda Caputo, Fred Kimball, Cheryl Peaslee, Jason Farris, Jaimy Snow.

Via Zoom: Sarah Perkins, Jessica Soucy, Harris Plaistard, Greg Lumbert.

1. **Call to Order:** The meeting was called to order by Chair, Kerri Farris at 5:30 p.m.

2. **Warrants:**

Jean Ambrose made a motion to approve preview warrant #23 in the amount of \$17,662.01. Voted approved: 3-0.

Jean Ambrose made a motion to approve payroll warrant #2322 in the amount of \$3,330.18. Voted approved: 3-0.

3. **Treasurer Resignation:**

Colleen Pilsbury, Tax Collector/Treasurer, announced that she has resigned from her position at the Town Office. Colleen said that she is resigning with a heavy heart and enjoyed working with the three Select Board members. Colleen feels really good about the shape of the books and the 2021 audit is complete. The person hired to fill the position will have a fresh start. Collen wants a work/life balance. Colleen will be taking a position at the MSAD#11 superintendent's office. Colleen offered to help with anything if needed. The Select Board appreciates all of Colleen's work and thanked her.

4. **Review of protocol for Select Board meetings:**

Kerri Farris reviewed the way that the Select Board meetings are managed. Meetings need to be more productive and the Board needs to be prepared for these meetings. The agenda needs to be done by Friday and reviewed by Monday. After that, the Board can discuss if something needs to be added. Any changes between Monday and Wednesday will be discussed at the beginning of the Select Board meeting. Kerri stated that she has taken time to research other towns and this is common meeting management. Kerri stated that there have been questions about her authority and stated that she is paid an extra \$500 per year to chair the meetings and time management. Jean Ambrose stated that changes should be discussed as a Board. Residents may contact the Town Office in regards to being on the agenda then the request will be sent to the Board. A summary of what is to be discussed needs to be provided.



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5. Additions to the agenda:

Kerri Farris stated that two items should be added to tonight's agenda. The Harbor Master payment and Election booths. Jane Hubert made that motion. Voted approved: 3-0.

6. Weekly meeting start time:

Kerri Farris stated that some residents think the start time of 5:30 is too early. Kerri stated that it is hard for her to make it at 5:30. Kerri went on to say that people are busy and have projects. Kerri Farris made a motion to have the Select Board meetings start at 7:00 p.m. Discussion. Kerri said this is normal practice and many towns have this start time. Deb MacInnes stated that she was against that start time and that her research shows start times of Select Board meetings are 5:30 or 6:00. Sarah Perkins stated that if the late start time accommodates the masses, she would think the Board would want to do that. Wellman Cromwell stated just put it back to 6:00. Joe Caputo proposed a compromise start time because it is quite a jump from 5:30 to 7:00, and maybe this could be seasonal and could revisit this again later. Kerri Farris stated that she was willing to change the time in her motion to 6:30. Voted passed: 3-0. This time change will start for the June 15, 2022 meeting. It was brought to the Select Board's attention that the opening of the bids for plow routes 2 and 3 are scheduled for 5:45 on June 15, 2022.

Action items: Deb M will post the new time change and notify any bidders of the new time.

7. Water District estimate of cost for ARPA funding:

Larry Ireland came to the Select Board to present the quotes that he received for proposed changes to the East Pittston Water District. COVID money has been provided to the Town (ARPA). The Water District's projects fit the criteria laid out for the ARPA money. Larry Ireland handed out copies of the proposed projects with the estimated costs. Larry explained the projects. The total for the proposed projects is \$33,500. Larry stated that the Water District would never be able to raise this kind of money. It costs the Water District \$25,000 per year in operating costs. These projects are being proactive. Kerri Farris stated that the Board will look at the numbers and invite Larry back with the operator.



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8. Revaluation process:

Fred Kimball has questions about the Town revaluation process. Fred handed out a copy of 17 questions that he has. Some of these questions will be able to be answered from the contract with RJD Appraisal. Good communication and a plan to tell the residents will be made. The revaluation will start in the fall. The assessing work that is happening now is the yearly summer work, which is following up on folks that took out building permits.

9. Jewett Road follow-up:

A discussion was held to see if further work should be done on the Jewett Road to see what is under the pavement. Kerri Farris asked if applying 2" of pavement was a mistake. Sam Snow, Road Commissioner, stated that the Jewett Road was done just like all the other dirt roads in town. According to the Road Commissioner's Road plans, the Jewett Road will be paved again. Sam stated that at least half of the Jewett Road is in his paving plan for 2023. The reason that the invoice from Willett Family Construction was more than estimated during the phone conversation with Sam, is when the pot holes were being paved in, they were over lapped which cost more. Sam does believe that the patches will hold.

Kerri Farris talked to three different engineering firms in regards to boring analysis costs. The least expensive option was \$4,900 which would include 5 locations at 3 feet down and 2 gradation tests from SW Cole. Jean Ambrose asked if it would hurt anything to wait until next year to see if the patches hold because the road is not going to be paved until next year anyways. Sam thought that was a good idea. Kerri stated that the patches are rough to drive over. Fred Kimball thinks \$4,900 for 5 borings is a good place to start, if all 5 are clean then a lot would be told. Joe Caputo stated that was not a terrible idea, but he thinks it is putting off the inevitable. Joe also explained that the patch has settled and water gathers there. Jane Hubert thinks Jean's idea of waiting is a good compromise. Jean Ambrose made a motion "concerning the Jewett Road, that we monitor the patches to see if they are holding up through summer, spring and mud season and if the road is breaking and still having road problems then we look at doing the borings before paving the top coat." Joe Caputo asked if citizens can pay for the borings. Kerri Farris will gather information on that idea. Jean Ambrose's motion was tabled until next week to wait for more information.

Jane Hubert had concerns about paving the Palmer Road, with water being close to the road and asked Sam Snow if DEP is called. Sam replied that DEP has nothing to do with it.



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Action item: Sam Snow, Road Commissioner, will go to the Jewett Road to inspect the patches for settling water.

Kerri Farris fact gathering if citizens can pay for a road test.

10. State Salt Bid.

Deb M explained that the State Salt bid was won by New England Salt at \$77.90 per ton. Deb M called Harcross to find out that their bid for Pittston was \$88.00 per ton. Harcross is going to try to get closer to the \$77.90 per ton price.

Action item: Deb M will stay in contract with Harcross to see what their final bid will be for Pittston so that the Board may make an informed discission.

11. Paving Contract.

Kerri Farris had questions about some items for the paving contract, including prep work, warrantee of work, performance bond, driveways, town right to inspect and insurance. Sam Snow stated that the Town does the prep work. Insurance is standard. Sam checks the heat of the pavement when being laid. Most of the items discussed are in general practices. Sam also said that you don't pave in the rain, but could if paving over dirt. Sam stated that a performance bond was not in the bid proposal and won't be allowed in the contract. The Select Board signed the 2022 Paving agreement.

Action item: Deb M will send the signed copy of the paving agreement to Jamie Ward, Maine-ly Paving Services, LLC for his signature.

12. Update on road work:

Sam Snow reported that there is going to be some logging done off the Lancaster Road that will last until fall, which makes this not a good time to pave that road. The Lancaster Road may come off the paving list and be replaced with another road, perhaps the Nash Road.

Sam Snow reported that the order for culverts is on its way.

Sam Snow reported that 700 or 800 yards of material will be needed for the Riverwalk Road so that people can get down the road to the river. Sam needs to process 3,000 yards of material for the Town and would like to do this work at the same time. It will cost roughly \$4,000. Sam would like to know who pays for this. Jean Ambrose stated that there is \$1,500 to start with. Kerri Farris



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requested that Sam send the Board an email stating this information.

13. Election Booths:

Town Clerk, Deb Barry researched new folding election booths to replace the old booths in the meeting room. They fold like suitcases. Each one allows two voters at a time. Six of these would cost about \$1,500 and the money is available. Jane Hubert made a motion to purchase six voting booths. Vote passed: 3-0.

Action item: Deb M will notify Deb B to make the purchase.

14. Harbor Master Payment:

The Harbor Master wanted the full stipend of \$2,500. Harbor Master work typically is from May to November. Jane Hubert made a motion to pay the Harbor Master \$2,500 by the last pay period in December. Voted passed: 3-0.

15. YouTube:

Kerri Farris wants the zoom videos posted on YouTube. It is free. People could go watch a meeting any time they wanted to. Kerri Farris made a motion to pursue setting up a YouTube channel. Voted passed: 3-0.

16. Hazard Mitigation resolution:

The Hazard Mitigation plan was discussed. Kerri Farris made a motion to sign the Hazard Mitigation resolution. Voted passed: 3-0.

Action item:

Deb M will contact Theodore Marshall at Kennebec County Emergency Management.

17. Select Board Meetings:

Kerri Farris told Sam Snow the new start time of the Select Board meetings and that they were going to try the 6:30 start time through the summer.



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A discussion was held in regards to meeting every other week for the summer. Kerri Farris mentioned that she was told they are paid all year to work all year. Fred Kimball stated that if a meeting was canceled, there needed to be better communication. Jean Ambrose made a motion to meet every other week for the months of July and August. Vote passed: 2-0-1. Dates are as follows: July 6, 2022 no meeting. July 13 SB meets. July 20, 2022 no meeting. July 27, 2022 SB meets. August 3, 2022 SB meets. August 10, 2022 no meeting. August 17, 2022 SB meets. August 24, 2022 no meeting. August 31, 2022 SB meets. Regular SB meetings will resume in September.

Action item: Deb M will post these dates in the usual places and have Pete Coughlan do an email blast.

The meeting was adjourned at 7:42 p.m.

Respectfully submitted by: _____
Debbie MacInnes, Administrative Assistant Date

Kerri Farris, Selectperson

Mary Jean Ambrose, Selectperson

Jane H Hubert, Selectperson