

**Town of Pittston Select Board Meeting Minutes  
November 2 2022**

**Board Present:** Kerri Farris, Jean Ambrose, Jane Hubert

**Staff Present:** Deb MacInnes

**Residents Present:** Autumn DeVries, Todd Lindstrom, Mike Salonen, Sharon Gleason, Susan Tardiff, Joe Caputo, Tony Garvan, Jason Farris.

**Via Zoom:** Deb Barry, Linda Caputo, Jessica Soucy, Mike McCaslin, Jaimy Snow, Amy Cooper, Greg Lumbert.

1. **Call to Order:** The meeting was called to order by Chair, Kerri Farris at 6:32 p.m.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Sign entrance permit:** The Select Board signed an entrance permit that was approved by the Road Commissioner.
4. **Autumn Devries, letter:** Autumn wrote a letter to the Select Board regarding the Jewett Road dilemma. Autumn read her letter. Kerri Farris stated that it was a well thought out letter and asked if Autumn would be available next week for discussion, due to the Road Commissioner being unable to attend tonight's meeting, so that he may be part of the conversation. This will be on next week's agenda.

Moving forward there is a need for a scope of work for construction work and better communication especially with other elected officials.

5. **Policy Review:** Jane Hubert spoke about the Paperwork Town Business policy. Jane would like to see formatting be the same on all policies. Jane will present a draft. The "z" drive (electronic record management) and backing up documents will be added to this policy.
6. **Approve & sign accounts payable/payroll warrants:** Kerri Farris questioned the Sam Snow Construction invoice. It does not define what the 20 hours of truck time was for. Kerri stated that this is an area where we can improve and start practicing adding details for documentation. For that reason, she will not sign the preview warrant. Jean Ambrose stated that invoice can be taken out so as not to hold up the entire warrant. That is what the Select Board did. Kerri Farris made a motion to approve preview warrant #46, with item 384 taken out. Motion approved: 3-0.

Jane Hubert made a motion to approve payroll warrant #4422 in the amount of \$3,475.19. Motion approved: 3-0.

7. **Approve SB minutes October 26, 2022:** There was a minor correction in section #8 "...more participation on zoom if the meeting is at 6:30" edited to "more participation from the public". Two typos were corrected. Jane Hubert made a motion to approve the minutes of October 26, 2022. Motion approved: 3-0.
8. **Sign SB minutes of October 12, 2022:** The pre-approved Select Board meeting minutes were signed.

Jean Ambrose suggested that most of next week's Select Board meeting be about the budget. The Select Board will speak with Sarah Perkins, Treasurer for a schedule.

Either next week or the week after there will be an update on the North Tyler Road.

Kerri Farris made a motion to adjourn at 6:55 p.m. Motion approved: 3-0.

Respectfully submitted by: \_\_\_\_\_  
Debbie MacInnes, Administrative Assistant      Date

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Kerri Farris, Selectperson

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Mary Jean Ambrose, Selectperson

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Jane H. Hubert, Selectperson