

**Town of Pittston Select Board Meeting Minutes
December 28, 2022**

Board Present: Kerri Farris and Jane Hubert.

Staff Present: Deb MacInnes, Sam Snow, Sarah Perkins.

Residents Present: Wellman Cromwell, Joe Caputo, Sharon Gleason, Jason Farris and Cheryl Peaslee.

Via Zoom: Deb Barry, Mike McCaslin, Linda Caputo and Todd Pilsbury.

1. **Call to Order:** The meeting was called to order by Chair, Kerri Farris, at 6:30 p.m.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Review Agenda:** Two items were added to the agenda, update on the Town Report book and the personnel file.
4. **Current Road Work:** Sam Snow, Road Commissioner, reported that the hot top on the Hanley Road is peeling up at the middle of the hill.

Action item: Debbie MacInnes will email Maine-ly Paving to request a meeting with the Road Commissioner on site at the Hanley Road to view and discuss this issue. The Select Board and Road Commissioner will be copied on this email.

Whitefield has put gravel in Philbrick Lane/Hanley Road. Philbrick Lane is in Whitefield and Hanley Road is the Pittston side of the road. Pittston will plow the entire road.

Sam Snow reported that Davis Paving did not go to the Blodgett Road to remove the hot top that they placed in the road. Davis Paving was supposed to go there last week. Sam stated that he has called them twice and has not received a call back.

Action item: Kerri Farris will forward Davis Paving email address to Sam Snow.

Sam Snow reported that the second load of salt that was ordered has been delivered.

Sam Snow reported that there was quite a lot of damage caused by the wind/rain storm. Sticks and leaves plugged culverts. Wash outs occurred on North Beech Hill Road, Old Town Farm Road, Warren Road, Crocker Road, Old Cedar Grove Road, Old County Road, the end of the Peaslee Road, and the Lancaster Road. Most of the damage has been repaired. The Pinkham Road was flooded. When the water receded, the road was sanded.

Storm damage assessment from Kennebec County Emergency

Management: Debbie MacInnes explained that she has received notification from Art True, Maine Emergency Management, that the State is doing an assessment of damages to all towns and residents' property due to the latest storm. The State is seeking an Individual Assistance Disaster Declaration for the wind/rain storm of December 23, 2022 and December 24, 2022. This is for damage to homes and businesses that are NOT covered by their insurance. A form has been provided for residents or businesses to be filled out and turned into the State. A completed copy of the form shall be turned into the Town Office to maintain a record of all claims. If there is a business in Pittston that has received damage not covered by insurance, please contact Debbie at the Town Office. The town will also be allowed to fill out the appropriate forms to record all damage to roads and infrastructure. It appears that reimbursement funds may become available at a date to be determined.

Action item: Debbie MacInnes will work with Sam Snow, Road Commissioner and Chief Josh Johnson on the paperwork for the town. Debbie MacInnes will post this information on the Town website and request an email blast be done.

5. **Microphone:** The blue tooth microphone for use with zoom is not working correctly. Pittston's IT consultant has been contacted and the best course of action is to install a hard-wired microphone. A discount of \$100 will be given, reducing the cost of the new hard-wired microphone to \$150. Kerri Farris made a motion to order a hard-wired microphone. Motion approved: 2-0.
6. **Update on Town Report Book:** The committee and board reports are coming in slowly. Kerri Farris will write the Select Board report. Jane Hubert is working on an updated 911 map for the book.
7. **Personnel file:** A new personnel file cabinet has arrived at the office. All three Select Board members will schedule a time for all to be present when the files are transferred to the new cabinet.

Action item: Jane Hubert will have one more key made.

8. **Heat in the lobby:** Debbie MacInnes reported that the heater in the lobby does not work due to the fact that the thermostat for it is in the staff office where a heat pump is being used. A thermostat will need to be added in the lobby.

Action item: Debbie MacInnes will obtain an estimate on what this project would cost.

- 9. **Approve & sign accounts payable/payroll warrants:** Kerri Farris made a motion to approve preview warrant #53 in the amount of \$42,968.36. Motion approved: 2-0.

Kerri Farris made a motion to approve payroll warrant #5322 in the amount of \$19,857.34. Motion approved: 2-0.

An invoice from the forester was discussed. Sarah Perkins, Treasurer, explained expense and revenue accounts. Jane Hubert is concerned that profit from this project would go to only the Riverwalk.

Action item: Sarah Perkins will set up a revenue account.

- 10. **Treasurer Report:** Sarah Perkins stated that the checking account is ending the year with 1.7 million dollars.

Sarah will do year end on Friday, December 30, 2022 at the close of business.

Sarah Perkins submitted her resignation. A different work opportunity came her way that she accepted. The board appreciated her work and her professionalism. Sarah's last day will be January 10, 2023.

- 11. **Approve SB minutes December 7, 2022:** Jane Hubert made a motion to approve the Select Board meeting minutes of December 7, 2022. Motion approved: 2-0

Approve SB minutes December 14, 2022: Jane Hubert made a motion to approve the Select Board meeting minutes of December 14th with edits. Motion approved: 2-0.

Approve SB minutes December 21, 2022: These minutes were tabled until next week.

Kerri Farris made a motion to adjourn at 7:16 p.m. Motion approved: 2-0.

Respectfully submitted by: Debbie MacInnes 1/4/2023
Debbie MacInnes, Administrative Assistant Date

Kerri Farris
Kerri Farris, Selectperson

Jane H Hubert 01/04/23
Jane H Hubert, Selectperson

