

**Town of Pittston
Select Board Work Session Minutes
March 31 2025**

ORIGINAL

Board Members Present: Cathy Thomas (Chair), Christine R. Holzinger, Joe Caputo

Other Town Officials Present: Christian Jensen (Treasurer, Tax Collector, Office Supervisor)

Recorder: Marie-Anne Flowers (Administrative Assistant)

1. Call to Order: 9:00 am

2. Approval of March 17, 2025 Minutes: signed

3. Executive Session (Personnel) 1.M.R.S.A.§405(6)(A)

9:01am - start of ES.

9:37am - return from ES

4. Road Business

a. Major Projects

i. Jewett Road:

Primary: Joe Caputo

Action: There is no update. Joe is working on a "history of the road" file, and will highlight the issues that have occurred on the road.

ii. Blodgett Rd:

Primary: Joe Caputo

Action: Waiting for the Army Corps of Engineers. The ACE permit application form has been signed, and returned to the ACE.

b. Medium Road Repair (>\$10,000)

Primary: Joe Caputo

Action: Write up a description of work and send out to bid.

i. Little buck's and doe's: Major ditching/reshaping project

ii. Beech hill Rd: Drainage/catch basin

c. Small Projects (<\$10,000):

i. Washouts/Drainage Issues: See list below

Primary: Joe Caputo

Action: The small projects listed will be put out to bid as one project. The bid will be created to include all of the listed washouts, ditching, and culverts.

Christine feels that the smaller projects should be done rather than putting them out to bid. This will be



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addressed at upcoming work sessions to prepare the RFP/RFQ.

1. **Cedar Grove Washout:**
2. **Old Town Farm Road:**
3. **Pinkham Rd:**

Primary: Joe

Action: This will be arranged by Joe

- ii. **Ditching/Culverts:** See note above. RFP/RFQ to be created

1. **Troop Rd:**
2. **Lancaster Rd:**
3. **Mast Rd:**

Primary: Joe

Action: To create work description

j. Town Business (OLD)

a. RFP's/Contracts:

i. Municipal Plowing RFP:

Primary: Marie-Anne

Action: No bids have been received.

ii. Brush Cutting:

Primary: Joe

Action: Joe has tried to reach Mike Christie many times, but has not been able to reach him. Joe will be reaching out to other contractors on the list that Sam Snow (Road Commissioner) had supplied for last year before going to the MMA site.

b. Ordinances and Policies:

i. Hiring Process:

Primary: Cathy, Valerie and Christian will be involved as well.

Action: Cathy is still working on the guidelines. Christine will also be involved.

ii. Building Use Policy:

Primary: Cathy & Christine

Action: Cathy has been gathering information to create a policy. Christine will be working on this as well.

iii. Purchasing Policy:

Primary: Cathy & Christine



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Action: in progress

c. Red Cross Fire Alarm Program:

Primary: Marie-Anne

Action: Waiting for a reply from Josh Johnson (fire chief) regarding the required volunteer commitment.

d. Hazardous Waste Event:

Primary: Joe

Action: Joe will attend the informational meeting to gather more information.

e. Review Job Descriptions:

Primary: Cathy

Action: Cathy suggests comparing, and merging self-job descriptions into town job descriptions. In progress. A Personnel Committee review will be requested.

f. State Salt Pricing:

Primary: Joe and Marie-Anne

Action: Marie-Anne will notify the state that the town will be requesting 400 tons for the 2025/2026 winter season.

k. Town Business (NEW)

a. RFP/RFQ Custody:

Primary: Cathy

Action: Create a policy for RFP/RFQ process.

Jane Hubert attended the work session to express her displeasure that the custodian of the RFP/RFQ was changed from the Treasurer to the Administrative Assistant by Cathy, after the select board agreed to send out the RFP. Cathy apologized, addressed, and explained the change. Cathy explained that it was changed due to the fact that the Administrative Assistant handles all other aspects of the process so for continuity it seems more practical that the Administrative Assistant hold the bids as well.

b. CEO Intern:

Primary: Greg

Action: Cristine and Greg will plan to attend the luncheon. The hours of the intern were questioned by Cathy.

i. 5/27/2025 Luncheon

ii. 05/30/2025 Start at the town office

1. Training; Who/What



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Greg will get started with training the intern. He will take the intern to other town Offices for training. Greg stated that there should be a primary contact for the intern. Greg will be the point person for the intern.

c. CEO Update:

- i. **Kelley Subdivision:** Changes were reviewed
- ii. **House on Rt 27 at the end of Rt 126:** was demolished without a permit and a building permit has not been sought. Greg is addressing this issue.
- iii. **Dennis Rideout property:** There are several rental trailers on the property. There are no mobile homes listed on the property. There is an illegal junk yard on the property. Greg is investigating.

d. Refund Policy for Permits

Primary: Christine & Cathy

Action: create a refund policy. Greg will notify Freedom Forever that there are no refunds.

- i. **183 Hunts Meadow Rd. - Freedom Forever**
 - a. Permit issued 12/04/2024

e. Electricity Usage for Town Office:

Primary:

Action: The select board is addressing this to find an explanation, and solution to this issue. We will review next month.

I. Tabled Agenda Items

- a. **North Beech Hill Rd Plan**
- b. **Salt Shed Seal Repair**
- c. **Tax club**
- d. **Secure Records Storage Request:**
- e. **RiverWalk Concerns**
- f. **Engine 23 Disposition (2025)**
- g. **Salt Shed Loader Repair:**
- h. **CEO Backlog:**
- i. **Purchasing Policy:**
- j. **Pinkham Road - Togus Stream:**



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m. Town Announcements & Information

Monday: Closed
Tuesday: 8 am – 5 pm
Wednesday: 8 am – 6 pm
Thursday: 8 am – 5 pm
Friday: 7 am – 1 pm
Saturday Recycling 8 – 3 pm

- a. Next SB Work Session(s): Apr 07, 14, 21, 28 (9 am)**
- b. Next SB Meeting(s): Apr 02, 09, 16, 23, 30 (6 pm)**
- c. Joint Board Meeting: May 12 (6 pm)**
- d. Planning Board: Apr 10 (6:00 pm)**
- e. Ordinance Review Committee: Apr 09, 23 May 07, 21 June 04, 18 (9 am)**
- f. RiverWalk: April 7 (6 pm)**
- g. Pittston Historical Society: April 8 (6 pm)**
- h. Appeals Board:**
- i. Budget Committee:**

n. Meeting Adjournment: 11:51 am

Respectfully submitted by:  4-7-25

Marie-Anne Flowers, Admin Assistant Date

 4/7/25

Catherine Thomas, Selectperson Chair Date

 4/7/25

Christine Holzinger, Selectperson Date

 04/07/2025

Joseph Caputo, Selectperson Date



