



Town of Pittston
Select Board Work Session Minutes
March 23, 2026

ORIGINAL

Board Members Present: Cathy Thomas (Chair), Christine R. Holzinger (*Joe Caputo did not attend*)

Other Town Officials Present: Autumn DeVries (ORC)

Recorder: Marie-Anne Flowers (Administrative Assistant)

1. **Call to Order:** 9:00 am
2. **Approval of March 16, 2026 Minutes:** 2/0/1 signed (*Joe did not attend*)
3. **Executive Session:** None
4. **Town Business:**
 - a. **ORC - Update:**
 - Autumn attended the work session to review progress on the LUO grant. She reviewed how the grant was awarded, and reviewed the next steps. The award should be distributed soon. Autumn will reach out to MOCA Housing for more information on grant distribution. Cathy inquired whether we were locked into how we spend the money or if there can be changes made in how the money is spent. The performance deadline is 07/2027 so we are well within the timeframe. Autumn will be the point person for receipts that will be submitted for the grant.
 - Autumn updated the SB on which ordinances should be reviewed and updated next. Shore Land Zoning, Flood Plain, and Resource Protected Land.
 - The land use ordinance includes the building ordinance and has a place marker for Subdivision once it is updated.
 - The following Ordinances are in need of review/updating:
 - Shore Land Zoning
 - Flood Plain
 - Resource Protected Land
 - Well Head Protection
 - Business Development
 - Subdivision
 - Entrance



Town of Pittston
Select Board Work Session Minutes
March 23, 2026

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- Autumn will ask Grey Louis for a DEP template for the following ordinances: Shore Land Zoning Ordinance, Flood Plain Ordinance, and Resources Protected Land.
 - The Planning Board should be involved in developing the Subdivision and Business Development Ordinances.
- b. CEO – Update:** Greg arrived to update the Select Board on what he is working on currently:
- Greg has reviewed 50 pages of the updated LUO. He has highlighted areas of concern in the enforcement of the ordinance. He has found errors that need to be addressed. Greg feels that state mandates should be included in the ordinance. Once he is done reviewing the document he will update the Select Board with his observations.
 - Greg will check with the Fire Marshall regarding fire codes for a small town
 - Blinn Hill Rd. a double wide being installed.
 - Nate Hall inquiry regarding adding rental units.
 - Vaughn Smith working on site design for septic at Brookside Mobile home park.
 - Mike Baker inquired about constructing a garage with an apartment.
 - Fire safety codes were discussed.
 - Moulton Rd: a 30x48 greenhouse is proposed.
 - Pinecrest builders' inquiry regarding an attached garage requirement was mentioned.
 - Energy code was discussed. MUBEC standards were discussed.
 - Septic on 194 is being researched. Unable to locate the septic tank.
 - Resident contacted Greg regarding a right of way that is shared by 3 properties. One is intending to build. The setbacks should be followed. This should be included in the updated ordinance.
 - Commercial Ventilation exam successfully completed.
- c. Morse Road Driveway Letter:** A letter from the Select Board was submitted at the work session for review. A resident is requesting a building permit on a driveway on a very steep grade. An acknowledgement letter stating the risk of First Responders' potential inability to access the site due to slope and lack of a turnaround space should be sent to the resident from the Select Board, Fire Chief, and CEO. It is recommended that a policy be created regarding driveways. Definitions of a driveway should be clear. Samples that were submitted by Josh Johnson were reviewed by Gray Louise. Driveway permitting may fall under the Land Use Ordinance. The Road Commissioner and Fire Chief should be involved in updating the entrance ordinance. More information is needed. Once signed, the acknowledgement letter should be



Town of Pittston
Select Board Work Session Minutes
March 23, 2026

recorded and run with the deed, as well as kept in the property files. Cathy will edit and update the letter prior to submitting for signatures.

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- d. Tax club:** Cathy will speak with Val about Tax Club. This may not be implemented.
- e. Budget Preparation:** in progress
- f. East Rd. (E. Webb Rd.) Maintenance:** no update
- g. Road Commissioner Job Description:** in progress
- h. Ordinances and Policies:**
 - i. Solar Farm Ordinance:**
Primary: Action:
 - ii. Fund Balance Policy:**
Primary: Action: *suggested per annual town audit*
 - iii. Formal Assessors Agreement/Contract Renewal:**
Primary: Action:
 - iv. System Administration Policy:**
Primary: Action:
 - v. Disbursement Policy:**
Primary: Action
 - vi. Purchasing Policy:**
Primary: Action:
 - vii. Refund Policy for Permits:**
Primary: Action:
 - viii. Building Use Policy:**
Primary: Action:

5. Road Business:

- a. Major Projects:**
- b. Medium Road Repair (>\$10,000)**
- c. Small Projects (<\$10,000):**
 - i. Ditching/Culverts:**
 - ii. Potholes:**



Town of Pittston
Select Board Work Session Minutes
March 23, 2026

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iii. Trees and Debris:

6. Tabled Agenda Items:

a. Review of the Following Ordinances:

Tier 1

- i. **Land Use – LD 2003 & LD 1829 (in development)**
- ii. **Building**
- iii. **Subdivision**
- iv. **Mobile home, RV, Camper**
- v. **Business Development -_maybe moved to tier 1/get feedback from PB**

Tier 2

- vi. **Shore Land Zoning**
- vii. **Resource Protected Land (needs to be developed)**
- viii. **Flood Plain**

Tier 3

- ix. **Addressing**
- x. **Entrance**
- xi. **Well Head Protection**

b. Arnold Road Complaint Update: *Uninhabited home/yard is not being maintained referred to CEO. Letter sent to property owner by CEO – 2nd letter sent certified mail. Property owner contacted CEO and stated the property will be addressed in 2026*

c. Road Striping: Spring

d. Jewett Road:

e. Identify Caretakers for Cemeteries in Need:

f. Pinkham Road - Togus Stream:

g. Salt Shed Seal Repair & Containment:

- xii. **Congressional spending grants**
- xiii. **Funding Plan for plant containment**

7. Town Announcements & Information

THERE WILL BE NO SELECT BOARD MEETING:



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MARCH 25

APRIL 08 & 22

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Next SB Work Session(s): Mar 30 Apr 06, 13, 20, 27 (9 am)

Next SB Meeting(s): Apr 01, 15, 29 (6 pm)

Planning Board: Apr 09 (6:00 pm)

RiverWalk: Apr 06 (6 pm)

Pittston Historical Society: Apr 09 (10 am)

Budget Committee: Mar 30 (6 pm)

Ordinance Review Committee: Mar 31 (2-4 pm)

Apr 07, 12 (2-4 pm)

Joint Board Meeting:
Cemetery Caretaker Meeting:
Personnel Committee:
Appeals Board:

8. Meeting Adjournment: 10:58 am

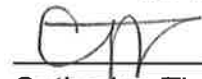
Respectfully submitted by:



Marie-Anne Flowers, Admin Assistant

4.6.26

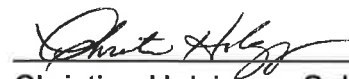
Date



Catherine Thomas, Selectperson Chair

4/6/26

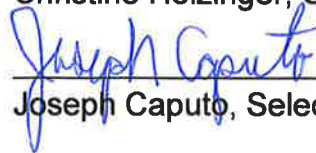
Date



Christine Holzinger, Selectperson

4/6/26

Date



Joseph Caputo, Selectperson

04/06/2026

Date

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