

**Town of Pittston
Select Board Work Session Minutes
April 07, 2025**

ORIGINAL

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

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

Recorder: Marie-Anne Flowers (Administrative Assistant)

1. Call to Order: 9:00 am

2. Approval of March 31, 2025 Minutes: signed

a. Approval of Amended March 17, 2025 Minutes: signed

3. Executive Session: none

4. Road Business

a. Major Projects

i. Jewett Road: No update

Primary:

Action:

ii. Blodgett Rd: Greg McAllister, Calderwood Engineering, has been on vacation. We should receive the specifications for the road this week.

Primary: Joe

Action: Joe will contact Greg this week to follow-up on the specifications.

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

i. Culvert Replacement/Ditching/Brush Cutting

a. Beech Hill Rd Ditching: No update. The landowner would like to meet with someone to discuss this project.

Primary: Joe

Action: Will plan to meet the landowner this week.

b. Pinkham Rd: Will need to be prepared for paving.

Primary: Joe

Action:

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

i. Washouts/Drainage Issues:

a. Little Buck's and Doe's: The ditch has been cleaned out and the issue should be remedied. We will continue to evaluate the drainage issues, and if they persist, a



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- Primary: Action:
- iii. **Non-Resident Notary fee Policy: No update**
Primary: Action:
 - iv. **Refund Policy @ Permits: No update**
Primary: Action:
 - v. **Hiring Guidelines: No update**
Primary: Action:
 - vi. **Cell Tower Ordinance Review: No update**
Primary: Action:
 - vii. **Journal Entry Policy: to be signed Wednesday.**
 - viii. **Internal Controls Policy: to be signed Wednesday.**
- c. Red Cross Fire Alarm Program: Meeting scheduled 04/08/25 @ 1pm with Josh Johnson (Fire Chief) at the town office.**
Primary: Marie Action: attend meeting
- d. Hazardous Waste Event: Joe will attend the meeting with Maggie Smith.**
Primary: Joe Action: attend meeting
- e. Review Job Descriptions: The self-job descriptions from the staff will be evaluated by the personnel committee.**
Primary: Cathy Action: refer to personnel committee
- f. RFP/RFQ Custody: Standard Operating Procedures will be developed, and voted on Wednesday if ready.**
Primary: Cathy Action: Develop SOP
- g. CEO Intern:**
Primary: Greg Action: Greg and Christine will attend the luncheon.
- i. **5/27/2025 Luncheon**
 - ii. **05/30/2025 Start at the town office**
- h. CEO Update: Greg Attended the meeting to discuss a few of the issues he has been working on.**
- There is a septic issue on Rt. 126 that is being evaluated.
 - Cedar Grove Rd trash warning letter will be sent.
 - A verbal warning was given 05/17/2025.
 - Cedar Grove Rd burned out house.
 - CEO assistant from Hallowell should be sworn in.
- i. Backup Request: Greg is recommending that we swear in the Hallowell CEO, Sarah, Moore, as his backup, in the event that Greg is on vacation or unable to perform the duties of CEO.**
- j. Salt Shed Seal Repair: Nate Durant (DEP) will meet with the select board on 4/8 @ 10 am at the salt shed to evaluate the salt shed, and to offer recommendations for containment, loading and repairs.**
Primary: Joe, Christine Action: Attend the 10 am meeting.



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- k. Textmygov Inquiry from Treasurer:** Christian received a cold call regarding this service. This seems to be a text-based way to receive and file complaints or comments.
Primary: Christian **Action:** Not sure if this is in the best interest of the town.
- l. J Corliss Concerns:** Jason sent a complaint letter regarding several issues that include the riverwalk area, updates to the website to remove RiverWalk "committee" from the website, review the town pit information on the website & trash not being cleaned up by the road commissioner along the roads.
Primary: Marie **Action:** Marie will contact Peter and have him change the website information regarding the town pit usage.

Tabled Agenda Items

- m. North Beech Hill Rd Plan**
- n. Tax club**
- o. Secure Records Storage Request:**
- p. RiverWalk Concerns**
- q. Engine 23 Disposition (2025)**
- r. Salt Shed Loader Repair:**
- s. Pinkham Road - Togus Stream:**
- t. Electricity Usage @ Town Office:**

6. 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 14, 21, 28 (9 am)**
- b. Next SB Meeting(s): Apr 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)**



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- g. Pittston Historical Society: April 8 (6 pm)
- h. Appeals Board: April 15 (6 pm)
- i. Budget Committee:

7. Meeting Adjournment: 12:06 PM

Respectfully submitted by:  4-14-25

Marie-Anne Flowers, Admin Assistant Date

 4/14/25
Catherine Thomas, Selectperson Chair Date

 4/14/25
Christine R. Holzinger, Selectperson Date

 04/14/2025
Joseph Caputo, Selectperson Date



