



**Town of Pittston**  
**Select Board Work Session Minutes**  
**April 14, 2025**

**Board Members Present:** Cathy Thomas, Joe Caputo, Christine R. Holzinger  
**Other Town Officials Present:** Autumn DeVries (ORC), Greg Lumbert (CEO),  
Christian Jensen (Tax Collector, Treasurer, Office Supervisor)  
**Recorder:** Marie-Anne Flowers (Administrative Assistant)

**1. Call to Order:** 9:06 am

**2. Approval of April 07, 2025 Minutes:** accepted 3/0, signed

**3. Executive Session:** None

**4. Road Business**

**a. Major Projects**

i. **Jewett Road:** no update

Primary: Cathy                      Action: Will contact legal counsel for an update

ii. **Blodgett Rd:**

Primary: Joe                              Action: Phone meeting scheduled 4/16

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

i. **Beech Hill Rd Ditching:**

Primary: Joe                              Action: No update

ii. **Pinkham Rd: no update**

Primary: Joe                              Action: create description of work for the repairs, to include measurements of the areas that need to be addressed. 3 culverts need to be replaced or reset (lowered). Joe will mark the work areas with stakes and notify the contractor of the markings. Cathy asked if one contractor can do all of the work. Joe suggests that brush cutting be a separate contract. Whitefield may have a brush cutting contact. Joe will reach out to see who they are using.

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

Primary: Joe

Action: Will create separate work orders for each of the following roads

i. **Ditching/Culverts:**

a. **Troop Rd:**

Primary:

Action:



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- b. **Lancaster Rd:**  
Primary:                      Action:
  
- c. **Mast Rd:**  
Primary:                      Action:
- d. **Old Town Farm Rd:**  
Primary:                      Action:
- e. **Cedar Grove Washout:**  
Primary:                      Action:
- f. **Beech Hill Rd Ditching:**  
Primary:                      Action:
- g. **Mountain View/Blinn Hill Rd:**  
Primary:                      Action:
- h. **Ledge Hill Rd:**  
Primary:                      Action
- i. **South Beech Hill Rd:**  
Primary: Joe    Action: This work has been completed

## 5. Town Business

a. **CEO:** Greg Lumbert (CEO) attended the meeting to discuss Code issues.

- i. Cathy reviewed the meeting with Audi Naser, and informed Greg that the contractor would like to meet with the Code Enforcement Officer. The list of required tasks that was submitted by the CEO, Greg Lumbert, was reviewed by the select board. Audi Naser and his real estate agent MJ Alsamraee. Audi Naser is willing to make sure that the listed actions have been completed. The contractor and CEO should be at the location at the same time.

Greg Lumbert (CEO) suggested an alternate CEO, Brent Lawson, attend the meeting. Greg will attend as well. Greg will contact Brent to schedule a time to meet with the contractor. Joe questioned if any of the listed work can be completed without the CEO present. Greg will update the select board once a meeting is scheduled.

- ii. **Oak Ridge Dr:** The required road frontage of 200' is lacking. It does not meet the definition of a "back lot" because there is 30' road frontage. There is not enough road frontage required to build. This lot does not meet town standards. Greg requests getting a legal opinion on this situation before speaking to the resident. The select board agrees that Greg contact Bernstein &



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Shur to review this plan with our ordinance. Cathy will forward the contact information to Greg for Bernstein & Shur, Gray Louis. Autumn suggested that the resident could file an appeal after being denied. Greg suggested that all future ordinances be reviewed by legal counsel prior to making them official.

**b. RFP's/Contracts:**

- i. **Municipal Plowing RFP:** No replies yet.  
Primary: Action:
- ii. **Brush Cutting:** Litchfield may have a brush cutter that can be leased to the town. Union Farm may also lease machines.  
Primary: Joe Action: Will reach out to Union Farm and Litchfield.

**c. Ordinances and Policies:**

- i. **Solar Farm Ordinance:** The moratorium is set to expire on 6/7/25 and the ordinance should be completed prior to the expiration of the moratorium.  
Primary: Autumn Action: is working on updating the ordinance.
- ii. **Building Use Policy:**  
Primary: Action: no update
- iii. **Purchasing Policy:**  
Primary: Cathy Action: Comparing 2004/2023 policies.
- iv. **Non-Resident Notary fee Policy:**  
Primary: Action: no Action required. Non-residents will not be notarized.
- v. **Refund Policy @ Permits:**  
Primary: Action: Policy needs to be written to reflect we do not refund permit fees.
- vi. **Hiring Guidelines**  
Primary: Cathy Action: In progress. Clerk, Deputy Clerk & Treasurer have been asked for their input.
- vii. **Update 911 Roads Book:**  
Primary: Action: No update
- viii. **Cell Tower Ordinance Review:**  
Primary: Action: No update



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- ix. **Formal Assessors Agreement/Contract Renewal or Bid:**  
Primary: Action: The treasurer suggested a formal contract or agreement should be created and signed. There is no formal contract or agreement with RJD. The daily rate of \$725.00 per day is what we are currently paying. Current average is 1 day every 3 weeks, plus field days. We could also put this out to bid for 2026 to get a better price.

**d. Personnel Committee:**

Primary: Cathy Action: Ask Personnel Committee to review the employee's edits, suggest changes to the job description as needed

- i. Personnel Committee Meeting 04/17/2025

**e. Red Cross Fire Alarm Program: In progress**

Primary: Josh Johnson Action: is working on recruiting volunteers

**f. Hazardous Waste Event:**

Primary: Action: Pittston will not be participating this year. Remove from agenda. This event is asking for guaranteed payment without enough time to gather information to make this decision.

**g. Review Job Descriptions:**

Primary: Personnel Committee Action: Personnel Committee will be working on the job descriptions.

**h. CEO Intern:**

Primary: Greg & Cathy Action: The anticipated hours and schedule was discussed.

- i. **5/27/2025 Luncheon**  
ii. **05/30/2025 Start at the town office**  
a. **Training; Who/What**

**i. Salt Shed Seal Repair:**

Primary: Joe Action: Connect with contractor for runoff remediation

- i. Congressional spending grants



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- ii. Plan
- j. **Little Buck's and Doe's Septic:**  
Primary: A soil specialist, Bob Lightspot, Joe & Greg      Action: A meeting has taken place and they may attempt to tap into the sewer line rather than rebuilding the septic tank. The resident will follow-up with Greg once she has a plan in place. She is meeting with a contractor for solutions.
- k. **(ORC) Autumn DeVries:** Autumn reviewed roadblocks she is encountering in the ORC. She reviewed her work load. The areas where she could use some extra help is administrative/secretarial support, report writing and document controls.
- l. **Pittston Historical Society:** Inquired about the insurance form.  
Primary: Historical Society      Action: fill out the application and get it back to the Select Board Admin.

## 6. Tabled Agenda Items

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

## 7. Town Announcements & Information

Monday: Closed  
Tuesday: 8 am – 5 pm



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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 28 May 05, 12, 19 (9 am)
- b. Next SB Meeting(s): Apr 16, 23, 30 May 07, 14, 21, 28 (6 pm)
- c. Joint Board Meeting: May 12 (6 pm)
- d. Planning Board: May 08 (6:00 pm)
- e. Ordinance Review Committee: Apr 23 May 07, 21 June 04, 18 (9 am)
- f. RiverWalk: May 05 (6 pm)
- g. Pittston Historical Society:
- h. Appeals Board: April 15 (6 pm)
- i. Budget Committee:

**8. Meeting Adjournment: 12:12 PM**

Respectfully submitted by:

4/28/25

Marie-Anne Flowers, Admin Assistant

Date

Catherine Thomas, Selectperson Chair

Date

4/28/25

Christine Holzinger, Selectperson

Date

4/28/25

Joseph Caputo, Selectperson

Date

04/28/2025