



Town of Pittston
Select Board Work Session Minutes
April 28, 2025

ORIGINAL

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

Other Town Officials Present: Autumn DeVries (ORC), Greg Lumbert (CEO)

Recorder: Marie-Anne Flowers (Administrative Assistant)

1. Call to Order: 9:00 AM

2. Approval of April 14, 2025 Minutes: 3/0 signed

3. Executive Session: none scheduled today

- a. RiverWalk Bylaws & Grant Update:** Tony Garvin, Jean Ambrose, Todd Lindstrom, Wayne and Cheryl Peaslee attended the WS to review the updated bylaws of the riverwalk group. Cathy reviewed the function of committees and boards, and why they function as they do. She reviewed the difference between elected and appointed positions and why certain positions are appointed and not elected. She reviewed who can be a member of the committee (Pittston resident vs. nonresident). The only positions that require Pittston residency are Select Board members and School Board members. Other positions cannot be restricted to residential requirements. Officers will be elected by the group and may make recommendations to the Select Board for appointments. Jane Hubert mentioned each group elects their officers annually. Autumn clarified that appointed positions need to be renewed annually. SB appoints members to the committee. The committee members appoint their leadership positions annually and internally. There should be more details about subcommittees, and their duties, as well as who can participate on a subcommittee. The bylaws cannot be changed in any manner that changes the intent of the original purpose of the organization. Suggested changes to the bylaws would go through the committee as outlined in the bylaws, and given to the select board for final approval. Concern was expressed about outside sources infiltrating the group to disrupt the committee and their work. Voting membership and how they vote/who can vote, needs to be clarified in the bylaws. Cathy is recommending they review the number that makes the first level of membership (the appointed membership). Whoever shows an interest in an appointment should email Marie-Anne so that the select board can review the candidates. It was noted by Jane Hubert that the group needs to be an official committee before appointing members. This is in progress and will be reviewed again once the requested changes are made. Joe inquired if the RiverWalk group has the \$4200.00 that the architect is requiring to complete her work. The group said that the landscape architect is knowledgeable of the requirements



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for the grant. The grant has increased from 50k to 250k. This increase would not require the town to front money for the project. The RiverWalk group will update the bylaws and present them to the select board after their meeting on May 5, 2025, for review and acceptance at the following select board meeting.

Cathy Thomas (Chair): reviewed information she collected regarding boards, committees, elected vs. appointed. She is suggesting some of the elected positions either need to change to appointment or revise the function of the board/committee to align with the intentions of elected positions. Cathy is still doing research and may be recommending some changes. In order to change a board or committee from an elected to an appointed position, or appointed to elected position, it has to be voted upon at a town meeting.

4. Historical Society:

- i. **Review Insurance Form:** Louise was not sure about how to fill out the insurance form for the Historical Society. She brought the form to the select board and this will be reviewed by the select board.

5. Recycling Group

- i. **Review Hatch Hill Information:** The town will not be participating. This event requires volunteers, as well as preparation, prior to the event. This would have to be considered at budgeting time, should the recycling group advise that this event be considered next year. Currently, they budget 1k a year for expenses such as battery recycling boxes and a bulletin board for this year. These funds are almost spent for the current year so there are no funds available to pay for the cost.

6. **(ORC) Autumn DeVries:** Autumn delivered the updated Building Ordinance for review. The only change is to delete the fees attached to the Building Ordinance. The town anticipates holding a special town meeting on May 14, 2025 to accept the updated Building Ordinance. She also updated the select board on what she has been working on. She is focusing on the solar policy. Autumn feels that we should be ready for the June 7th expiration of the moratorium.

7. Road Business

- a. **Major Projects**
 - i. **Jewett Road:**



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Primary: Action: FOAA request on hold

ii. **Blodgett Rd:**
Primary: Action:

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

i. **Pinkham Rd:**
Primary: Action: sign on 126 needs to be reset. Sam has been notified

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

- i. **Washouts/Drainage Issues:**
- a. **Cedar Grove Washout:**
Primary: Action:
- ii. **Ditching/Culverts:**
- a. **Troop Rd:**
Primary: Action:
 - b. **Lancaster Rd:**
Primary: Action:
 - c. **Mast Rd:**
Primary: Action:
 - d. **Old Town Farm Rd:**
Primary: Action:
 - e. **Old Cedar Grove:**
Primary: Action:
 - f. **Pinkham Rd Culvert Replacement:**
Primary: Action:
 - g. **Beech Hill Rd Ditching:**
Primary: Action:
 - h. **Mountain View/Blinn Hill Rd:**
Primary: Action:
 - i. **Ledge Hill Rd:**
Primary: Action
 - j. **South Beech Hill Rd:**
Primary: Action:

d. Misc. Town Work:

- i. **63 Country Lane Cul De Sac:** will be fixed at cost by Nick Lessard.
- ii. **Stoney Acres – Lawn Ruts:** will be fixed at cost by Nick Lessard.
- iii. **Lancaster Rd – Stop Sign:** Has been replaced.



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- iv. **Intersection Sweeping:** Joe contacted Steve McGee and will arrange sweeping. Nate Tuttle pays for Pittston School Street sweeping.
- v. **Road Grading:** should be completed once the roads dry up.

e. RFP's/Contracts:

- i. **Municipal Plowing RFP:**
Primary: Action: is out, no responses
- ii. **Brush Cutting:**
Primary: Action: still in progress
- iii. **Pinkham Rd/Webb Rd Paving RFP:**
Primary: Action: is out, no responses
- iv. **Pinkham Rd Work Ditching,
Culverts & Brush cutting RFP:**
Primary: Action: is out, no responses

8. Town Business

- a. **CEO Update:** Sue is working out very well. Greg attended the meeting to update the select board on his work.

- b. **CEO Intern:**

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

- c. **Ordinances and Policies:**

- i. **Solar Farm Ordinance:**
Primary: Autumn Action: updating is in progress
- ii. **Building Use Policy:**
Primary: Autumn Action: In progress, will anticipate this be ready for Wednesday.
- iii. **Purchasing Policy:**
Primary: Cathy Action: still determining if this will be an independent policy or combined with the Procurement Policy.
- iv. **Procurement Policy:**
Primary: Cathy Action: unsure if this will be part of the purchasing policy or if it will be its own policy.
- v. **Refund Policy @ Permits:**
Primary: Action:
- vi. **Hiring Guidelines:**



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- 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:

10. 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): May 05, 12, 19 Jun 02, 09, 16, 23 (9 am)
- b. Next SB Meeting(s): May 07, 14, 21, 28 Jun 04, 11, 18, 25 (6 pm)
- c. Joint Board Meeting: May 12 (6 pm)
- d. Planning Board: May 08 (6:00 pm)
- e. Ordinance Review Committee: May 07, 21 June 04, 18 (9 am)
- f. RiverWalk: May 05 (6 pm)
- g. Pittston Historical Society: May 13 (6pm)
- h. Personnel Committee: May 08 (5:30pm)
- i. Appeals Board:
- j. Budget Committee:

11. Meeting Adjournment: 1:30 PM

Respectfully submitted by:


Marie-Anne Flowers, Admin Assistant

25.05.25

Date



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CTT
Catherine Thomas, Selectperson Chair
Date 5/5/25

Christine Holzinger
Christine Holzinger, Selectperson
Date 5/5/25

Joseph Caputo
Joseph Caputo, Selectperson
Date 05/05/2025

