



Town of Pittston

Select Board Work Session Minutes

June 02, 2025

ORIGINAL

Board Members Present: Cathy Thomas (Chair), 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:** 9:01 am

2. **Approval of May 19, 2025 Minutes:** 2/0/1 Christine was not in attendance at the 5/19 meeting.

3. **Executive Session:** None

4. Town Business

a. (ORC) Update Autumn DeVries: Autumn updated the select board on the progress of the ORC. She noted that she has not received a return call from legal counsel. Autumn updated the progress of LD2003 and current issues with our existing building code. Autumn reviewed that wetland research should be done to determine if wetland/swamp land would be considered part of the required acreage to build. Non-traditional septic waste disposal was discussed regarding campers/camp sites. The Solar Ordinance is still in progress. Autumn recommends requiring FOAA training for all boards moving forward. Cathy shared her research for FOAA training at a joint board meeting. Next joint meeting scheduled for July 14 @ 6pm.

c. CEO Update:

i. Intern Alex Emery has arrived, and started working with Greg. He spent last Friday with Greg for training.

ii. Merging the Code and Assessor office was discussed as well as the location of said office. The select board discussed switching the administrative and CEO offices.

iii. Greg notified the select board that there are changes in LD 1829 to the Accessory Dwelling Units. These changes would supersede any existing ordinances.

iv. The septic problem (343 Wiscasset Rd) was discussed, but there has been no action yet due to short staffing at the state level.

v. The Little Buck's and Doe's septic problem will be worked on soon.

vi. Jewett Rd inspection and the gravel pit DEP testing and permits were discussed.

vii. Vernal pools were discovered on the Hall subdivision on Jewett Rd, and testing needs to be completed to determine if they are active vernal pools. DEP will determine if a stop work order is needed. Cathy asked for clarification on the process if DEP determines work needs to



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stop. The CEO and Select Board agree that the Planning Board Chair should be updated regarding the DEP investigation.

viii. New England Rd. - Rideout letter has been sent out by certified mail.

f. Ordinances and Policies:

- i. **Solar Farm Ordinance:**
Primary: Autumn Action: in progress
- ii. **Building Use Policy:**
Primary: Action:
- iii. **Disbursement Policy**
Primary: Action:
- iv. **Purchasing Policy:**
Primary: Christine Action: in progress
- v. **Refund Policy @ Permits:**
Primary: Action:
- vi. **Hiring Guidelines:**
Primary: Action:
- vii. **Update 911 Roads Book:**
Primary: Action:
- viii. **Cell Tower Ordinance Review:**
Primary: Action:
- ix. **Formal Assessors Agreement/Contract Renewal or Bid:**
Primary: Action: The need for a contract or agreement with RJD Assessors was discussed. The need for An assessor for more than one day monthly was discussed.
- x. **System Administration Policy:**
Primary: Action:
- xi. **Automobile Expense Reimbursement Policy:**
Primary: Action:

b. Red Cross Fire Alarm Program:

Primary: Action: Marie-Anne has reached out to the red cross and is awaiting contact

c. Salt Shed Seal Repair:

Primary: Joe Action: Joe visited the sight to evaluate the lighting and electricity usage. It was discovered that an exhaust fan had been running constantly.

Mr. Maine evaluated the salt shed tractor, and offered information on selling. It was discussed if it should be repaired prior to selling or if it should be sold "as is". Joe suggested replacing the Starter to get it running before selling.



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Congressional spending grants

i. Plan

5. Road Business

a. Major Projects

i. Jewett Road:

Primary:

Action: an email from the lawyer
Has been received with
the responses from Sam
Snow, Inc.

ii. Blodgett Rd:

Primary:

Action: the bids submitted were
reviewed by the SB. Three
were received. The
difference in pricing was
discussed. Joe has
spoken to Greg @
Calderwood Engineering.
A decision will be made on
Wednesday.

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

i. Webb Rd:

Primary:

Action: The RFP has been
reviewed. This needs to
be completed ASAP. Bids
will be due back @ 2pm
on June 18.

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

i. Washouts/Drainage Issues:

a. Old Cedar Grove Washout:

Primary:

Action: completed

ii. Muddy Conditions:

a. Troop Rd:

b. Ledge Hill Rd:

c. N. Beech Hill Rd:



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iii. **Ditching/Culverts:**

- a. **29 Mast Rd:**
Primary: Action:
- b. **Old Cedar Grove:**
Primary: Action: completed
- c. **245 Pinkham Rd Driveway Culvert:**
Primary: Action:
- d. **Beech Hill Rd Ditching:**
Primary: Action:
- e. **South Beech Hill Rd:**
Primary: Action:
- f. **Hunts Meadow Rd Potholes:**
Primary: Action:
- j. **Palmer Rd – Beavers:**
Primary: Action:

d. **Misc. Town Work:**

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

- i. **Municipal Plow Contract:** Will be signed @ Wednesday SB meeting.
- ii. **Pinkham Rd & Webb Rd Paving RFP:** Three have been hand delivered. An addendum needs to be added to the three that have been handed out. Those will be emailed. The other two will be mailed with the changes.
Primary: Action: Marie-Anne will send the remaining RFQ's once the email addresses are received.
- iii. **Webb Rd – RFP:** This will be sent out today once Marie-Anne receives the document.
- iv. **Legal Review of Contracts/RFP/RFQ:** Cathy discussed having a lawyer create a boiler plate RFP, RFQ & Contract to ensure we are up to standards with state contract laws. She also discovered their "List Serve" groups willing to share contracts their town uses; however, we run the risk of getting contract examples that might not be in compliance with state law.

6. Tabled Agenda Items

- a. **North Beech Hill Rd Plan**
- b. **Tax club**
- c. **Secure Records Storage Request:**



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- d. RiverWalk Concerns
- e. Engine 23 Disposition (2025)
- f. Salt Shed Loader Repair:
- g. CEO Backlog:
- h. Pinkham Road - Togus Stream:
- i. Electricity Usage @ Town Office:

7. Town Announcements & Information

TOWN OFFICE IS CLOSED JUNE 10 (ELECTION) & JUNE 19

Monday: Closed
Tuesday: 8 am – 5 pm
Wednesday: 8 am – 6 pm
Recycling 4 pm – 7 pm
Thursday: 8 am – 5 pm
Friday: 7 am – 1 pm
Saturday Recycling 8 – 3 pm

- a. Next SB Work Session(s): Jun 09, 16, 23 (9 am)
- b. Next SB Meeting(s): Jun 04, 11, 18, 25 (6 pm)
- c. Planning Board: June 12 (6:00 pm)
- d. RiverWalk: June 2 (6 pm)
- e. Pittston Historical Society: Jun 10 (6pm)
- f. Budget Committee: Jun 17 (6pm)
- g. Ordinance Review Committee:
- h. Joint Board Meeting: Jul 14 (6pm)
- i. Personnel Committee:
- j. Appeals Board:
- M. **Election: Jun 10 *(8am – 8 pm) Town Office closed**

8. Meeting Adjournment: 11:11 am



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Respectfully submitted by:

Marie-Anne Flowers 6.9.2025

Marie-Anne Flowers, Admin Assistant Date

Catherine Thomas 6/9/25

Catherine Thomas, Selectperson Chair Date

Christine Holzinger 6/9/25

Christine Holzinger, Selectperson Date

Joseph Caputo 06/09/2025

Joseph Caputo, Selectperson Date