



Town of Pittston

Select Board Work Session Minutes

June 09, 2025

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:** 9:00 am
2. **Approval of June 02, 2025 Minutes:** 3/0 approved
3. **Cash Deposit Shortage:** The select board signed the routing sheet for a \$20.00 shortage in the front office.
4. **Executive Session:** None

5. Town Business:

- a. **Recycling inquiry:** Jane Hubert (Recycling group) attended to notify the select board that there is a person, Jessica Fyfe, who is interested in serving as backup for the recycling attendant.
- b. **Red Cross Fire Alarm Program:** Eric Lynes attended the meeting via zoom; reviewed the process for promoting and implementing the fire alarm event. A date will be decided with Josh Johnson (Fire Chief).
- c. **(ORC) Update Autumn DeVries:** an updated committee policy was discussed and submitted for approval. Campground home rules have guidance regulating private camp sites. Discussion included: 100-foot setbacks, camping over 7 days and creating a written waste disposal plan. Minimum lot area for each site can be determined by the town. No permanent foundations are allowed for private sites. This affects campsites, campgrounds, RVs and motor homes.
- d. **CEO Update:** discussed progress he is making in town.
LD1829 was discussed. This will be reviewed by the CEO and ORC. Discussion included: restriction on lot area, mandatory training. State law supersedes town ordinances. Home rule does not apply to this. The recent appeal was reviewed, CEO was glad with the results. 85 Beech Hill Rd new construction has been inspected by the CEO. A Jewett Rd subdivision was discussed. The Planning Board will require DEP testing for vernal pools that have been found on the property. This project is on the Planning Board agenda for 6/12/25.



Town of Pittston
Select Board Work Session Minutes
June 09, 2025

e. Ordinances and Policies:

- i. **Solar Farm Ordinance:**
Primary: Action:
- ii. **Building Use Policy:**
Primary: Cathy Action: has researched MMA's template as well as other policies related to building use to implement in the Pittston Building Use Policy. It will be reviewed by the select board.
- iii. **Disbursement Policy**
Primary: Action: suggested per annual town audit
- 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
- x. **System Administration Policy:**
Primary: Action:
- xi. **Automobile Expense Reimbursement Policy:**
Primary: Action:

f. PretiFlaherty Legal Retainer: Needs to be reviewed prior to approval at the Select Board Meeting.

g. Salt Shed Seal Repair:

Primary: Action: no update

- i. Congressional spending grants
- ii. Plan

h. GA Ordinance Update: The ordinance needs to be updated. The new documents will be reviewed and a special town meeting should be scheduled for adoption.

6. Road Business

a. Major Projects

- i. **Jewett Road:**



Town of Pittston
Select Board Work Session Minutes
June 09, 2025

ORIGINAL

- Primary: Action: no update
- ii. **Blodgett Rd:**
Primary: Action: no update
- b. **Medium Road Repair (>\$10,000)**
i. **Webb Rd:**
Primary: Action: Bids due 6/18
- c. **Small Projects (<\$10,000):**
i. **Muddy Roads:**
a. **Troop Rd:**
b. **Ledge Hill Rd:**
c. **N. Beech Hill Rd:**
- ii. **Ditching/Culverts:**
a. **29 Mast Rd:**
Primary: Action:
b. **245 Pinkham Rd Driveway Culvert:**
Primary: Action:
c. **Beech Hill Rd Ditching:**
Primary: Action:
d. **South Beech Hill Rd:**
Primary: Action:
e. **Hunts Meadow Rd Potholes:**
Primary: Action:
f. **Palmer Rd – Beavers:**
Primary: Action:
g. **Peaslee Rd – Ditching:**
Primary: Action:
h. **Nelson Rd – Ditching:**
Primary: Action:
- d. **Misc. Town Work:**
- e. **RFP's/Contracts:**
i. **Webb Rd Brush Cutting & Culvert RFQ:**
Primary: Action: Due 6/18
ii. **Pinkham Rd & Webb Rd Paving RFP:**
Primary: Action: Due 6/11

7. Tabled Agenda Items



Town of Pittston
Select Board Work Session Minutes
June 09, 2025

ORIGINAL

- 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. Pinkham Road - Togus Stream:
- i. Electricity Usage @ Town Office:

8. 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 16, 23, 30 Jul 07, 21, 28 (9 am)
- b. Next SB Meeting(s): Jun 11, 18, 25 Jul 02, 09, 23, 30 (6 pm)
- c. Planning Board: June 12 (6:00 pm)
- d. RiverWalk: Jul 7 (6 pm)
- e. Pittston Historical Society: Jul 08 (6pm)
- f. Budget Committee: Jun 17 (6pm)
- g. Joint Board Meeting: Jul 14 (6pm)
- h. Ordinance Review Committee:
- i. Personnel Committee:
- j. Appeals Board:
- M. **MSAD #11 Budget Election: Jun 10 *(8am – 8 pm) Town Office**

9. Meeting Adjournment: 11:15 am



Town of Pittston
Select Board Work Session Minutes
June 09, 2025

Respectfully submitted by:

Marie Anne Flowers
Marie-Anne Flowers, Admin Assistant 6.16.25 Date

CW
Catherine Thomas, Selectperson Chair 6/16/25 Date

Christine Holzinger
Christine Holzinger, Selectperson 6/16/25 Date

Joseph Caputo
Joseph Caputo, Selectperson 06/16/2025 Date

