



Town of Pittston  
**Select Board Work Session Minutes**  
June 30, 2025

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

**Other Town Officials Present:** Autumn DeVries (ORC), Christian Jensen (Treasurer, Tax Collector, Office Supervisor)

**Recorder:** Marie-Anne Flowers (Administrative Assistant)

1. **Call to Order:** 9:00 am

2. **Approval of June 23, 2025 Minutes:** 3/0 Accepted

3. **Executive Session:** None

**4. Town Business:**

a. **Salt Shed Lights:** are expected to be installed Thursday, July 03, 2025.

b. **State Salt Bid:** request for 400 tons accepted, up to 500 can be obtained by the town.

c. **Red Cross Fire Alarm Program:** no contact from Eric Lynes yet.

d. **(ORC) Update Autumn DeVries:** Autumn will be meeting with Gray Louis next week to review the Solar Ordinance and Land Use Ordinance. Valerie Hanson (Clerk) is currently working on the word processing for the Land Use Ordinance. July 16 @ 9am is the next ORC meeting. Marie will add this to the website calendar.

**LD 1829 was reviewed.** There are a few changes that will affect Pittston. 2 acres will continue to be required to build.

**ORC Policy Update** was reviewed and the select board has agreed to adopt the ORC updated policy.

e. **CEO Update:**

f. **Municipal Mowing:** Joe researched mowers. He is recommending an electric mower. \$799.99 is the price, if purchased today, at Randolph Hardware. The pros are that electric mowers are smaller, lighter, take up less space, less maintenance is required easier to store, and no storage of fuel. Joe will purchase the electric mower today.

g. **PretiFlaherty:** Kristin Collins attended the work session to introduce herself to the Select Board. She reviewed what types of services they



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provide. Current issues facing the town that may require attorney review were discussed. She left her contact information and instructions to call or text her when in need of her services.

**h. 911 Addressing Complaints:**

- i. **South Tyler Road:** residents have complained about the new numbering on this road.
- ii. **Damons Way:** residents have complained that this road is a private road, and that it was named after a resident who only owns one acre.

John Andrus attended to discuss the resident complaints regarding the issue on the above roads. Joe questioned if the road is closed or discontinued. He asked how the residents know the road is private and how it became private.

**i. Salt Shed Seal Repair & Containment:** Joe will mark the holes in the roof and plan for sealing the roof while he has the lift at the shed. Containment of salt has not been completed. Joe anticipates that will be fixed before winter. Christine will research salt-tolerant plants for the area, as well as when to plant.

- i. Congressional spending grants
- ii. Plan

**j. Historical Society HUB Insurance:** Cathy is sending the HUB insurance invoice to the Treasurer, and Marie to file to invoice, and Marie to file.

**k. Riverwalk V-rap, Parking Lot & ADA Compliance:** the Riverwalk Group is aware of ADA compliance. Joe informed the select board that the parking lot is not level. V-rap cost is a legal fee. This would be repaid to the town if the grant is received by the Riverwalk group. The grant is in progress

**I. Ordinances and Policies:**

- iii. **Solar Farm Ordinance:**  
Primary: Action: in progress
- iv. **Building Use Policy:**  
Primary: Action: in progress
- v. **Disbursement Policy**  
Primary: Action: suggested per annual town audit
- vi. **Purchasing Policy:**  
Primary: Action:
- vii. **Refund Policy for Permits:**





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- a. Troop Rd
- b. Ledge Hill Rd:
- c. North (Beech Hill) Rd Plan:  
no updates

ii. **Ditching/Culverts:**

- a. **245 Pinkham Rd Driveway Culvert:** completed
- b. **South (Beech Hill) Rd:**
- c. **Hunts Meadow Rd Potholes:**
- d. **Peaslee Rd – Ditching:**
- e. **Nelson Rd – Ditching:**
- f. **Old County Rd – Pothole/Culvert Replacement:** Need to order the culvert. Joe will arrange this.

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

- i. **Assessor:** Christine spoke to Rob Duplisea at RJD. He will send a copy of the current working agreement with RJD. We have an informal arrangement with them. Christine is waiting for a copy of the formal agreement.

e. **MCMA Franchise Agreement:** Cathy will research this more.

f. **Posting of Outstanding Tax Bills:** Complaints have been received regarding posting outstanding tax bills publicly. Christian attended the meeting to discuss this issue. He reviewed the challenges in collecting taxes such as: bills being returned as undeliverable, names /addresses not being changed when properties sell, and property owners that do not live locally. It was agreed that there is no issue with posting the outstanding tax information in a booklet and keeping that information on the counter in the Clerk's office.

g. **Website Update:** Christian has researched options for the town website. Town Cloud would allow 4 administrators. It would cost \$99.00 a month. Peter is paid \$1000.00 a year as web master. Catalis is not user-friendly for cell phone users. In 2027, there will be updated ADA requirements for websites. Catalis is not compliant with ADA requirements at this time. Long-term complications, such as rotating staff, were brought up.

h. **1<sup>st</sup> Congressional Church Event (Summer wrap up event held August 15<sup>th</sup>...the rain date is August 16<sup>th</sup>):** Cathy asked if there were any policies for closing a road for an event. FCCP is requesting to close a portion of Arnold Road for this event. Cathy Stated



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FCCP is seeking resident permission, they would also notify Gardiner & Pittston Fire Departments as well as the Gardiner Ambulance. There will still be access to Route 27. It was suggested signs be placed on the road indicating the section of closed road.

**6. Tabled Agenda Items**

- a. Tax club
- b. Secure Records Storage Request:
- c. Engine 23 Disposition (2025)
- d. Salt Shed Loader Repair:
- e. CEO Backlog:
- f. Pinkham Road - Togus Stream:
- g. Electricity Usage @ Town Office:

**7. Town Announcements & Information**

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

**CLOSED**

**FRIDAY, JULY 4, 2025**

- a. Next SB Work Session(s): Jun 30 Jul 07, 21, 28 (9 am)
- b. Next SB Meeting(s): Jun 25 Jul 02, 09, 23, 30 (6 pm)
- c. Planning Board: July 10 (6:00 pm)
- d. RiverWalk: Jul 7 (6 pm)
- e. Pittston Historical Society: Jul 08 (6pm)
- f. Joint Board Meeting: Jul 14 (6pm)
- g. Ordinance Review Committee: Jul 16 (9 am)
- h. Personnel Committee:
- i. Appeals Board:
- j. Budget Committee:



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**8. Meeting Adjournment: 11: 27 am**

Respectfully submitted by: *Marie-Anne Flowers* 07.07.25

Marie-Anne Flowers, Admin Assistant	<i>MAF</i>	7/7/25	Date
Catherine Thomas, Selectperson Chair	<i>CT</i>	7/7/25	Date
Christine Holzinger, Selectperson	<i>CH</i>	07/07/2025	Date
Joseph Caputo, Selectperson	<i>JC</i>		Date