



Town of Pittston
Select Board Work Session Minutes
September 22, 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:** 9:03 am

2. **Approval of September 015, 2025 Minutes:** signed

3. **Executive Session:** none

4. **Town Business:**

a. **Maine Public Donation Request:** A letter will be sent to inform them that we will add their request to our 2026/2027 budget. Marie will write the letter.

b. **RiverWalk Grant:** Cheryl Peaslee and Jean Ambrose attended the meeting. Cathy, Joe and Christine reviewed the grant application. Cathy clarified if the area would be plowed or have any snow removal in winter. Jean stated that cross country skiing, and snow shoeing access to the river during winter are the anticipated winter usage. No plowing will ever be done in the RiverWalk area was stated by Cheryl Peaslee. Joe would like the number of surveys that were sent out to be reflected in the grant application. Cheryl and Jean believe the low number of returned surveys were related to the numbering that was added to the surveys at the insistence of the select board. Joe wants to make sure that the grant reflects that the town does not intend to invest town money into this project. Cathy would like to add that the town historically has only budget \$1500.00 annually for the RiverWalk property. Christine had a question regarding the cost matching allowed in the grant, and if the cost of the landscape designer can be paid with the grant, if the grant is awarded. Cathy suggested the RiverWalk Committee get an updated letter from the CEO, Greg Lumbert, for the grant application.

Joe feels that in the future there will be unanticipated costs associated with the area, e.g. archeological dig. An archeological dig is expensive, and Joe believes that the cost would fall on the town. The disposal of the tires on the property will be another unanticipated cost. It was reported by the RiverWalk Committee that DEP stated the tires should be cleaned up. Christine feels that cost would be paid for or reimbursed by the grant.

c. **Historical Society Grant:** Cathy did research on a lease agreement per the suggestion of Elise Parrot. Legal counsel would be required to draft the lease agreement. Cathy has obtained samples of lease agreements to review. Cathy will call legal counsel to see if they have a boiler plate lease agreement. MMA had no templates on the website. Cathy will reach out to MMA for their advice prior to contacting legal.

d. **Charter Communications:** Cathy has been in contact with Shelly Winchenbach regarding updating our contract. Shelly refused to update the contract at this time. Cathy is still working on this. She is working with an



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advisor and will forward the information to the select board members. This will be reviewed at the next work session.

- e. Town Website – Town Cloud:** Peter Coughlan has been asked to attend the 09/29/2025 work session to discuss this change.
- f. (ORC) Update Autumn DeVries:** Autumn left before we could address ORC updates, but she gave good input regarding prioritizing the ordinance reviews.
- g. Christian Jensen:** reviewed the Municipal Bond Bank Loan agreement terms with the select board.
- h. Salt Shed Loader Sale:** An offer for \$5,465.00 was received and accepted by the select board.
- i. CEO Update:** Greg attended to review what he has been working on.
- Cathy shared the legal review of the ordinances rough estimate cost is \$10k.
 - The land use ordinance is a priority. The solar ordinance needs to be updated as we currently do not have a solar ordinance in town.
 - Greg has received 62 calls this month.
 - Jewett Rd property has been sold, and the owner is planning on erecting a tiny house with a primitive septic system on the property. Joe is concerned that the land is wetland and cannot be built on. Greg will meet with DEP to address the wetland concerns. Gray water disposal was questioned by Joe. State subsurface waste water rules would apply.
 - Albert Rd. has been notified of our ordinances and building requirements. A permit was issued with contingencies.
 - Little Buck's and Doe's no change no update. Survey has been in progress.
 - 343 Wiscasset Rd, no update
- j. Lawyer Review of the Following Ordinances:** Discussion with Greg & Autumn prioritized the importance of updating the listed ordinances. The Land Use Ordinance is a priority. This should encompass the building Ordinance, and the subdivision Ordinance. Cathy will discuss this with Gray Louis, and inquire if we can have the ordinances updated in tiers. The first tier would encompass the land use Ordinance which would cover Building Ordinance and Subdivision Ordinance. The second tier would cover the



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Shore Land Zoning, Resource Protection and Flood Plain Ordinance. The final tier would cover Business Development, Addressing, Entrance, Well Head and Mailbox. Joe suggests using the \$15k contingency fund to cover the legal review of the town ordinances. The contingency fund can be used for unforeseen expenses. The contingency fund is also used to cover overspending in other budgeted areas. It was mentioned some of the current ordinances might be out dated, and non-defendable.

UMBRELLA OF ORDINANCES;

Tier 1

- i. **Land Use – LD 2003 & LD 1829**
- ii. **Building**
- iii. **Subdivision**

Tier 2

- iv. **Shore Land Zoning**
- v. **Resource Protected Land (needs to be developed)**
- vi. **Flood Plain**

Tier 3

- vii. **Business Development**
- viii. **Addressing**
- ix. **Mailbox**
- x. **Entrance**
- xi. **Well Head Protection**

k. Ordinances and Policies:

- i. **Solar Farm Ordinance:**
Primary: Action:
- ii. **Fund Balance Policy:**
Primary: Action: suggested per annual town audit
- iii. **Formal Assessors Agreement/Contract Renewal:**
Primary: Action:
- iv. **Update 911 Roads Book:**
Primary: Action:
- v. **System Administration Policy:**
Primary: Action:
- vi. **Disbursement Policy:**
Primary: Action
- vii. **Purchasing Policy:**



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- Primary: Action:
- viii. Refund Policy for Permits:
Primary: Action:
- ix. Cell Tower Ordinance Review:
Primary: Action:
- x. Building Use Policy:
Primary: Action:
- xi. Mobile Home Ordinance:
Primary: Action:

5. Road Business:

a. Major Projects:

- i. Jewett Road:
Primary:
- ii. Blodgett Road - Loan Update
Primary:

Action:

Action: Army Corps of Engineers' permits have been received. Work is starting today. Pilings should be started today.

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

- i. Lucas Striping – Pinkham Rd: Will know more next week.

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

- i. Ditching/Culverts:
 - a. Nelson Rd - Ditching:
 - b. 54 Beech Hill Rd – Ditching needed: The culvert has been reset. Ditching is needed.

6. Tabled Agenda Items

- a. Identify Caretakers for Cemeteries in Need:
- b. Tax club
- c. Secure Records Storage Request:
- d. Engine 23 Disposition (2025)
- e. Pinkham Road - Togus Stream:
- f. Misc. Town Work:
 - i. Troop Rd
 - ii. Ledge Hill Rd:
 - iii. North (Beech Hill) Rd Plan



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g. Salt Shed Seal Repair & Containment:

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- i. Congressional spending grants
- ii. Funding Plan for plant containment

7. Town Announcements & Information

**THERE WILL BE NO SELECT BOARD MEETING:
OCTOBER 08 & 22
THERE WILL BE NO SB WORK SESSION
OCTOBER 13 (HOLIDAY)**

- a. **Next SB Work Session(s): Sept 29 Oct 06, 20, 27 (9 am)**
- b. **Next SB Meeting(s): Sept 24 Oct 01, 15, 29 (6 pm)**
- c. **Planning Board: Oct 09 (6:00 pm)**
- d. **RiverWalk: Oct 06 (6 pm)**
- e. **Pittston Historical Society: Oct 09 (6pm)**
- f. **Joint Board Meeting:**
- g. Ordinance Review Committee:
- h. Personnel Committee:
- i. Appeals Board:
- j. Budget Committee:

8. Meeting Adjournment: 11:23 am 3/0

Respectfully submitted by:


 Marie-Anne Flowers, Admin Assistant 9-29-25
Date


 Catherine Thomas, Selectperson Chair 9/29/25
Date


 Christine Holzinger, Selectperson 9/29/25
Date


 Joseph Caputo, Selectperson 09/29/2025
Date

