



Town of Pittston  
**Select Board Work Session Minutes**  
October 27, 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:** 9:00 am
2. **Approval of October 20, 2025 Minutes:** 3/0 accepted
3. **Executive Session:** none
4. **Town Business:**
  - a. **Debra Ashline – Cemetery:** The Cemetery Caretaker meeting from last Thursday, 10/23/25, was discussed with the Select Board and Deborah Ashline. The need for some plots to be filled due to sinking, as well as reports of damaged headstones, has been reported and will need to be evaluated. Charlie Lawrence has created holders for the flags and prepare a quote for holders for all veteran sites in the Pittston cemeteries. The holders may increase the lifetime of the flags we currently use. Once a quote is received, it will be presented to the Select Board. Marie will draft a letter to send to the caretakers and schedule a Caretaker's meeting for December 04, 2025. She will ask the caretakers to list any improvements or maintenance their cemetery may require, as well as the GPS location and physical addresses of the cemeteries. A permission slip from property owners, when cemeteries are on private property, was also discussed.
  - b. **Town Website:** waiting to hear back from Catalis
  - c. **Historical Society Grant - Review draft Lease Contract:** The draft lease was reviewed by the Select Board, Louise Kruk, and Jane Hubert. Discussion ensued regarding the draft. The need for insurance was discussed. Corrections and changes were made to the draft lease. The building is not insured; the volunteers would be covered for accidents under the current HUB accidental insurance. The changes to the draft lease are anticipated to be completed by Wednesday for approval at the Select Board meeting. Marie will make the changes to the draft and submit to the select board.
  - d. **(ORC) Update Autumn DeVries:** Autumn attended the meeting to review her progress on updating ordinances. Valarie (Clerk) has been working with Autumn to format the Land Use Ordinance. The Mobile Home, RV, Camper, Tiny Homes Ordinance will be included in the Umbrella of the Land Use Ordinance. Val is standardizing the outline for future ordinances. Cathy is requesting a template be created for future informational needs. Solar farm ordinance will be reviewed by Cathy this coming weekend. The plan is to have the Solar Farm and Land Use Ordinance ready prior to the town meeting. The following Solar Farm Ordinance items require more research prior to approval: Peer Review, Escrow, Surety, and Assurance Guarantee. Autumn suggests having the attorney review these issues. Greg reviewed the current building ordinance regarding water supply and how it relates to



**Town of Pittston**  
**Select Board Work Session Minutes**  
**October 27, 2025**

tiny homes. A tiny home must be under 400 sq ft. State regulations define a seasonal dwelling as occupied for less than 180 days.

**e. CEO Update:**

- Greg reviewed conflicts in the ordinances that are making it difficult for him to do his job. He is requesting a legal review of the requirements for tiny homes as there are conflicts.
- Greg has visited the site with the barking dog and reached out to the resident. He is not getting any response. Cathy has been contacted by residents with complaints about the dog's care. There have been threats by the property owner to kill the dog. Animal control is involved. Greg suggests that a Select Board member call the State Animal Welfare Department for an update. Cathy will call Animal Control to discuss the issue.
- There have been issues with failure to obtain Dig Safe approval prior to digging.
- The CEO has had 85 calls to date for October.
- Shayanne Moody from Little Buck's and Doe's reports they are working on a septic design.
- We are still awaiting a response from DEP regarding the culvert reported by Sam Snow on Old County Rd.

**g. Ordinances and Policies:**

**i. Solar Farm Ordinance:**

**Primary:**                      **Action:** *in progress*

**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:**

**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:** Remove, add to land use.



Town of Pittston  
**Select Board Work Session Minutes**  
October 27, 2025

**ORIGINAL**

**5. Road Business:**

**a. Major Projects:**

- i. Blodgett Road:**  
Primary:

**Action:** The bridge is done.  
We are waiting for  
guard rails to be  
installed. Move to med.

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

- i. Lucas Striping:** *Sam Snow is working on a plan*

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

**i. Ditching/Culverts:**

- a. Nelson Rd - Ditching:** Completed  
**b. Old County Rd – Culvert:** Still waiting on DEP instruction.  
**c. 96 Old Town Farm Rd – Ron Smith:** no contact made

**ii. Potholes:**

- a. Hunts Meadow:** no update.  
**b. Jewett Rd:** no update  
**c. Blodgett Rd:** no update

**6. Tabled Agenda Items**

**a. Review of the Following Ordinances:**

**Tier 1**

- i. Land Use – LD 2003 & LD 1829 (in development)**  
**ii. Building**  
**iii. Subdivision**  
**iv. Business Development –** may be moved to tier 1/get feedback from PB

**Tier 2**

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

**Tier 3**

- viii. Addressing**  
**ix. Mailbox**



Town of Pittston  
**Select Board Work Session Minutes**  
October 27, 2025

- x. Entrance
- xi. Well Head Protection

- b. Jewett Road Legal:
- c. Identify Caretakers for Cemeteries in Need:
- d. Tax club
- e. Secure Records Storage Request:
- f. Engine 23 Disposition (2025)
- g. Pinkham Road - Togus Stream:
- h. Misc. Town Work:
  - i. Troop Rd
  - ii. Ledge Hill Rd:
  - iii. North (Beech Hill) Rd Plan
- i. Salt Shed Seal Repair & Containment:
  - xii. Congressional spending grants
  - xiii. Funding Plan for plant containment

**7. Town Announcements & Information**

**THERE WILL BE NO SELECT BOARD MEETING:  
NOVEMBER 05 & 19  
THERE WILL BE NO SB WORK SESSION  
NOVEMBER 10**

**Next SB Work Session(s): Nov 03, 10, 17, 24 (9 am)**  
**Next SB Meeting(s): Oct 29 Nov 05, 12, 19, 26 (6 pm)**  
**Planning Board: Nov 13 (6:00 pm)**  
**RiverWalk: Nov 03 (6 pm)**  
**Pittston Historical Society: Nov 13 (9 am) @ Town Office**  
**Cemetery Caretaker Meeting: Dec 04 (6 pm) @ Town office**  
**Ordinance Review Committee: Oct 29 (9am) & Nov 05 & 12 (9am)**

Joint Board Meeting:  
Personnel Committee:  
Appeals Board:  
Budget Committee:

**8. Meeting Adjournment: 11:17am**



Town of Pittston  
**Select Board Work Session Minutes**

October 27, 2025


**ORIGINAL**

Respectfully submitted by:

  
Marie-Anne Flowers, Admin Assistant

11.17.25

Date

  
Catherine Thomas, Selectperson Chair


11/17/25

Date

  
Christine Holzinger, Selectperson

11/17/25

Date

  
Joseph Caputo, Selectperson

11/17/2025

Date

