



Town of Pittston  
**Select Board Work Session Minutes**  
November 03, 2025

ORIGINAL

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

**Other Town Officials Present:** Josh Johnson (Fire Chief), Greg Lumbert (CEO), Valerie Hanson (Clerk), Sue Look (Deputy Clerk), Christian Jensen (Treasurer, Tax Collector, Office Supervisor)

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

1. **Call to Order:** 9:00 AM
2. **Approval of October 27, 2025 Minutes:** Waiting on suggested edits. Will be reviewed at the next WS
3. **Executive Session:** none
4. **Town Business:**
  - a. **Purchasing Policy – Fire Department:** Josh Johnson (Fire Chief) attended the work session to review the Fire Department Purchasing Policy. He reviewed the changes that have been made. The Select Board agrees with the suggested changes. This does not need to be approved by the Select Board at a meeting. Josh reviewed the bids he received regarding the purchase of a truck that included all the items needed for the use of said truck. Three prices were reviewed by Josh. The quotes received are roughly \$65k, \$71k, \$59k. The lowest quote did not have all of the items requested.
  - b. **Cemetery Maintenance Update:** Day Cemetery needs fill. Marie reviewed the letter she will be sending out to the Cemetery Caretakers.
  - c. **ORC - Review of update:** Autumn's update email was reviewed by the Select Board.
  - d. **Tuition Reimbursement Request:** A request from the treasurer for tuition reimbursement was discussed.
  - e. **Quit claim deed – Wiscasset Rd:** Joe believes that the town should be reimbursed before releasing the deed. More research is needed. No action at this time.
  - f. **CEO Update:**
    - Kelley Rd property (camper) for which the town has received complaints was discussed. Christine stopped by and left a note for him inviting him to attend a work session to discuss the issues.
    - 106 calls for October.
    - Old County Rd culvert –The Road Commissioner filed a complaint reporting that the repair was not installed properly. DEP is sending a letter to the town regarding this issue
    - Greg investigated Arnold Road vacant home complaint. The home has been vacant for almost a decade. No known maintenance has been done on the property. Greg will visit the site to determine if the



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building is a “dangerous” structure. There has been no landscaping on the property and it is now overgrown.

- Greg is in contact with Novel Energy regarding the Hembree Solar.
- Webb Rd. horse therapy stable inquiry.
- Dave Harris, Grange Hall property, has not made any further contact with Greg.
- Assessor/CEO: Providing informational updates and communicating with the assessor were discussed. There is a delay in updating map and lot #'s when a property is subdivided or sold. Discussion included: ways to identify properties that are subdivided and/or sold, getting the records recorded in Trio promptly, and who should or could be doing this. Greg will start to require proof of sale, and the registered deed prior to issuing permits. Joe will meet with Ellery on Wednesday to discuss the needs of the CEO and the town. Sue Look will review her duties and create a plan on how best to help the Assessor in updating records. Val stated that there is a disk sent to us every month from the Registry of Deeds that Ellery handles. We may be able to update records using the disk.

- g. **Fidium Fiber Quote:** We have not received any quotes from Fidium.
- h. **Town Website:** waiting to hear back from Catalis. Peter Coughlan has not replied to us regarding setting up a presentation with Catalis.
- i. **Arnold Road Complaint Update:** Uninhabited home/yard is not being maintained referred to CEO. Greg is investigating. Marie will try to locate the property owner contact information.
- j. **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:**

- Primary: Action:

- viii. **Refund Policy for Permits:**

- Primary: Action:



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**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. Blodgett Road:**

Primary:

Action: Guard Rails – no update

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

- i. Lucas Striping:** The Select Board reviewed the plan submitted by the Road Commissioner, Sam Snow. The budget was reviewed. Discussion regarding the budget, striping cost and spring road work ensued. Joe reminded the Select Board that the RC had mentioned at a prior SB meeting the snow plows will damage any striping done now. Joe recommends waiting until spring. Striping will be discussed at the next Select Board Meeting.
- ii. Treasurer Update:** Treasurer Christian Jensen was invited to join the meeting and was asked to explain how Culvert Reserve funds can be used and to state how much is remaining in Culvert Reserve with spending to date, the borrowed funds of \$350,000, and with the anticipated funds from both the Grant (\$125,000) and Warrant Article 12 (\$10,000). Culvert Reserve funds are limited to “completing major culvert projects” and there is approximately \$87,000 remaining in the Culvert Reserve given those conditions.

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

**i. Ditching/Culverts:**

**a. Old County Rd – Culvert:** *waiting for DEP letter*

**b. 96 Old Town Farm Rd – Ron Smith:** Joe will reach out but has not

**ii. Potholes:**

**a. Hunts Meadow:** No update

**6. Tabled Agenda Items:**



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

**Tier 1**

- i. **Land Use – LD 2003 & LD 1829 (in development)**
- ii. **Building**
- iii. **Subdivision**
- iv. **Mobile home, RV, Camper**
- v. **Business Development -\_maybe moved to tier 1/get feedback from PB**

**Tier 2**

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

**Tier 3**

- ix. **Addressing**
- x. **Mailbox**
- xi. **Entrance**
- xii. **Well Head Protection**

**b. Jewett Road:**

**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:**

- xiii. **Congressional spending grants**
- xiv. **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**



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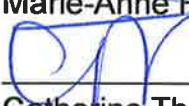
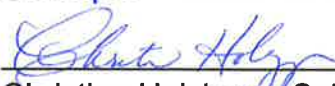
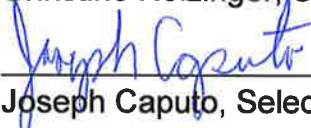
**NOVEMBER 10**

- Next SB Work Session(s): Nov 17, 24 (9 am)**
- Next SB Meeting(s): Nov 12, 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: Nov 05 & 12 (9am)**

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

**8. Meeting Adjournment: 12:30 PM**

Respectfully submitted by:

	11-17-25
_____ Marie-Anne Flowers, Admin Assistant	Date
	11/17/25
_____ Catherine Thomas, Selectperson Chair	Date
	11/17/25
_____ Christine Holzinger, Selectperson	Date
	11/17/2025
_____ Joseph Caputo, Selectperson	Date

