



Town of Pittston
Select Board Work Session Minutes
December 08, 2025

Board Members Present: Cathy Thomas (Chair), Christine R. Holzinger, Joe Caputo (Joe excused himself at 10:50 am for a meeting)

Other Town Officials Present: Greg Lumbert (CEO)

Recorder: Marie-Anne Flowers (Administrative Assistant)

1. **Call to Order:** 9:00 AM
2. **Approval of December 01, 2025 Minutes:** signed
3. **Executive Session:** none
4. **Town Business:**
 - a. **Appoint General Assistance Hearing Officer:** Marie will reach out to Greg to see if he would be available for this position.
 - b. **Appeals Board Chair Terry Marks resignation:** Terry notified the board that he would be resigning.
 - c. **Bulletin Board:** Joe has repaired the bulletin board, and will install this week where it was. Marie will ask Val and Christian if there had been a discussion of another location for the board.
 - d. **ORC - Update:** Autumn and Greg met to review the ordinances that are being updated. She feels there was much progress made in that meeting. She anticipates the updated draft will be ready by Wednesday, December 10 for review by the select board. Town road specifications; and current issues with snow plowing were discussed. Autumn would like to schedule a joint board meeting on January 14 at 6pm. An email will be sent to all planning board members with a copy of the draft Land Use Ordinance-Subdivision, and an invitation to the meeting once the subdivision and land use drafts are ready for review. The invitation should be sent by December 17.
 - e. **CEO - Update:** Greg did not attend the work session
 - f. **December 22 Work Session:** will be cancelled
 - g. **Marie Vacation Request (12/22 – 12/26):** approved
 - h. **Cheryl Peaslee Questions:** the attached list of questions presented by Cheryl was reviewed by the Select Board in an email the morning of December 08, 2025. The board will review the questions. This will be discussed at the next work session.
 - i. **Arnold Road Complaint Update:** Uninhabited home/yard is not being maintained referred to CEO. Letter sent to property owner by CEO. There has been no response to date.
 - j. **Notification Process Re: Road Complaints:** once a road complaint is made to front office the staff should notify the appropriate person to address the complaint. Due to current working relationships: if it is a winter road maintenance complaint, the plowing contractor and SB should be notified. If it is a road maintenance issue, the Road Commissioner and SB should be notified. It was discussed that the road commissioner should be notified for



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pot holes, culvert, drainage issues and road repairs. Cathy stated that the Road Commissioner has given up the responsibility for those issues in 2024. Christine feels the road commissioner should be advised of issues and notification, as well as his response should be documented. There is a log book for complaints in the clerk's office that can be reviewed by officials.

- k. Health Officer Notification:** Will be notified by the select board.
- l. Town Officials Notified of Extension of term:** Marie will get a list from Valerie of whose terms should be ending this March, so that notifications can be made to those whose terms should be over in March 2026.
- m. Trash on Old Cedar Grove:** Sam was notified of the location at the last SB meeting. There has been no response from the Road Commissioner to date.
- n. Pinkham Rd - Beavers:** Still in progress, Joe is researching options.
- o. Budget Schedule:** Budget will be discussed on Jan 5 and Jan 12 work session meetings.
- p. Dog Complaint:** a response has been created by Cathy to address inquiries and complaints related to the dog.
- q. Consent Agreement:** Greg was not in attendance to update.
- r. Website Change:** The contract for Catalis expires in February 2027. After receiving said updated information, the decision to change sites will be rescinded at the next Select Board Meeting for further investigation.
- s. 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:
 - ix. Cell Tower Ordinance Review:**
Primary: Action:
 - x. Building Use Policy:**
Primary: Action:
 - xi. Mobile Home Ordinance:**



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Primary: Action:

5. Road Business:

a. Major Projects:

i. Old County Rd: Culvert

Primary:

Action: waiting for Calderwood response. Joe is meeting with Eric Calderwood to discuss this issue.

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

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

i. Ditching/Culverts:

ii. Potholes:

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. 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. Road Striping: Spring



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

DECEMBER 24 & 31

JANUARY 14 & 28

THERE WILL BE NO SB WORK SESSION

JANUARY 19

Next SB Work Session(s): Dec 15, 22, 29 Jan 05, 12, 26 (9 am)

Next SB Meeting(s): Dec 10, 17 Jan 07, 21 (6 pm)

Planning Board: Dec 11 (6:00 pm)

RiverWalk: Jan 05 (6 pm)

- Cemetery Caretaker Meeting:
- Pittston Historical Society:
- Ordinance Review Committee:
- Joint Board Meeting:
- Personnel Committee:
- Appeals Board:
- Budget Committee:

8. Meeting Adjournment: 10:46 am



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Respectfully submitted by:

[Signature] 12.15.25

Marie-Anne Flowers, Admin Assistant Date

[Signature] 12/15/25

Catherine Thomas, Selectperson Chair Date

[Signature] 12/15/25

Christine Holzinger, Selectperson Date

Joseph Caputo, Selectperson Date

