



Select Board Work Session

Minutes

Monday, May 4, 2026 at 9:00 am

1. Call to Order

a. Meeting Started at

Minutes:
9:00 AM

b. Board Members Present:

Minutes:
Cathy Thomas (Chair), Christine R. Holzinger, Joe Caputo

c. Other Town Officials Present:

Minutes:
Jane Hubert (ORC)

d. Recorder:

Minutes:
Marie-Anne Flowers (Administrative Assistant)

Town Business

2. Jane Hubert

Minutes:

Jane reported information she received at a "Meet the Candidate" event she attended over the weekend. She attended today's work session to raise concerns about the data used by the School Board to determine Pittston's share of the budget, including the town's valuation percentage relative to other communities and per-student cost calculations.

She expressed concern that Pittston may not be accurately represented in the current methodology and suggested that the School Board be asked to review the information used to calculate the town's financial obligation to the schools.

Jane further recommended that the Town request clarification from the City of Gardiner regarding the year of Gardiner's most recent valuation and how that aligns with other municipalities that may be assessed at different valuation percentages. She also

referenced per-student cost figures by school as part of her comments.

- Gardiner (valuation at 42%) has 854 students at \$6790.00 per student
- Pittston (valuation at 94%) has 343 students at \$9875.00 per student
- W. Gardiner (valuation at 100%) has 538 students at \$8465.00 per student
- Randolph (valuation at 97%) has 167 students at \$7630.00 per student

3. CEO - Update

Minutes:

Greg was not at the meeting

4. ORC - Update

Minutes:

The Planning Board is responsible for developing the zoning for the Land Use Ordinance. Zones 1 and 3 have been completed, while Zone 2 remains under development. Autumn was expected to contact Marlene regarding the zoning updates. Cathy will also notify Marlene Colvin, Planning Board Chair, regarding the required zoning work and expectations. It was suggested that a State Representative be invited to attend the next Planning Board meeting on May 13th. Grey Louis should also be invited to attend. Christine will contact Representative Mike Lemelin to determine his availability to attend the meeting. Cathy will contact Grey Louis. Marlene Colvin will be in attendance at the next Planning Board meeting.

5. Ordinances & Policies

- a. Land Use Ord - Zoning
- b. Solar Farm Ordinance
- c. Fund Balance Policy
- d. Formal Assessors Agreement/Contract Renewal
- e. System Administration Policy
- f. Disbursement Policy
- g. Purchasing Policy
- h. Refund Policy for Permits
- i. Building Use Policy

6. Develop Road Commissioner Job Description

Minutes:

Christine reviewed the Road Commissioner Job Description. She asked if the road commissioner should also be required to report to the Select Board at a work session, like the CEO and ORC do. Cathy feels the update at the Select Board meeting is sufficient. Christine feels that an update to the select board should be included in the RC job description. Still in review. Cathy should have Ernie Martin and Paul Stilphen review the document, given their experience and knowledge in road work and expectations.

Road Business

Major Road Repair

7. Kelley Rd. - Hunts Meadow Rd. RFQ

Minutes:

No bids received yet

Medium Road Repair (>\$10,000.00)

Small Projects (<\$10,000.00)

8. Ditching/Culverts

Minutes:

Joe is primary on this. this should be added to the next SB meeting agenda for approval.

- a. Kelley Rd Culvert
- b. Old County Rd Culverts

Minutes:

Three culverts should be lowered

9. Potholes

10. Trees and Debris

11. Old County Rd - DEP Response

DEP/Calderwood report

Minutes:

no update

12. Road Striping: Spring

Minutes:

This will be addressed later in the season. Kelley Rd, Nash Rd, and Pinkham Rd were discussed for striping this year.

13. Road Sweeping: Spring

Minutes:

The fire stations, Town Office and some intersections should be swept. Joe is arranging this.

14. Snow Plow Contract

Minutes:

Joe inquired if extending the winter snowplow contract after the next year can be done, or if it has to go out to bid. Cathy feels it would be best to go out to bid. The current contract runs through the 2026-2027 season. The third-year option should be evaluated, and preparations should be made to sign an updated contract.

15. Brush Cutting Bid

Minutes:

An RFQ should be prepared for brush cutting this spring. Jewett Rd & Ripely roads were discussed. Joe will work on a priority list for brush cutting.

16. Salt Shed Seal Repair & Containment

- a. Congressional spending grants
- b. Funding Plan for plant containment

17. Town Announcements & Information**Minutes:**

- **Next SB Work Session(s):** May 11, 18 Jun 01, 08, 15, 22, 29 (9am)
- **Next SB Meeting(s):** May 13, 27 Jun 10, 24 (6pm)
- **Planning Board:** May 14 (6pm)
- **RiverWalk:** Jun 01 (6pm)
- **Pittston Historical Society:**
- **Budget Committee:**
- **Ordinance Review Committee:**
- **Joint Board Meeting:**
- **Cemetery Caretaker Meeting:**
- **Personnel Committee:**
- **Appeals Board:**

18. Meeting Adjournment**Minutes:**

Meeting adjourned at 10:20 am