



Town of Pittston
Select Board Work Session Minutes
May 12, 2025

ORIGINAL

Board Members Present: Cathy Thomas, Christine R. Holzinger,
Joe Caputo did not attend this work session

Other Town Officials Present: Autumn DeVries (ORC),
Recorder: Marie-Anne Flowers (Administrative Assistant)

1. **Call to Order:** 9:01 am
2. **Approval of May 05, 2025 Minutes:** 2-0-1 (Joe Caputo was not in attendance)
3. **Executive Session:** None
4. **Town Business**

a. **RiverWalk Group:** Jean Ambrose and Tony Garvan attended for two reasons. The 1st was a request seeking approval to add the RiverWalk bylaws to the Wednesday, 5/14/25 agenda to be voted on. The 2nd request was to resubmit the architect plan for approval. Tony and Jean explained, without the plan the group will not be able to apply for the grant at this time. Legal counsel stated that the town already owns the property. They stated that the lawyer said a quit claim deed is sufficient, a warranty deed is not necessary. V-rap is not required. DEP has already done their study. This is not an industrial waste site. V-rap is not linked to the deed. This is not what Cathy was told by DEP. The v-rap should be connected to the deed for the long-term disclosure. There is a 1% fee to register the v-rap. This would be about \$1900.00 to register the v-rap with the deed. The select board requested the V-rap should be registered with the deed. Joe had previously shared By-Law change recommendations, and questions regarding meetings and voting procedures, as well as having a question on article 5. Cathy thinks article 5 is fine. There needs to be a plan, and the landscape architect will help develop the plan. Christine feels that this area is complicated and should have a formal plan. The architect is the one who will create the formal plan. The architect can be reimbursed from the grant, if the grant is awarded. The total cost of the plan would be \$4200.00. Once the architectural plan is developed, it can be used in the future to apply for other grants, if this one is not awarded. Responsibility for registering the V-rap was questioned by Tony Garvan. Cathy does not have an answer at this time. The bylaws, and the Architect Plan will be voted on at the next select board meeting, 5/14/25.



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- b. (ORC) Update Autumn DeVries:** Autumn attended the meeting to review some of the changes taking place in the ORC. Primary concerns are getting the job done, but also remaining within the requirements of a committee. Regular members will remain regular members and Associate members will remain associate members. The policy will be updated to define that the committee requires 5 regular members appointed by the select board. A quorum is required to vote. Meetings of the committee will require a quorum (3 members) to meet. Work sessions will be paused until there is more work to do in the work sessions. Associate members are not voting members. There will be a new policy produced by the ORC. Cathy inquired the difference between bylaws and Policies for appointed committees. Discussion continued to review committees vs. boards, and elected vs. appointed, how these practices affect the municipality, and what is the correct process to follow.

Anthony Garvan, Steve Oliveri, and Autumn DeVries need to be sworn in as regular members. Sue Tardiff, Lynette Eastman, Jane Hubert, Valerie Hanson, are associate members. Cathy asked what the easiest way to get Tony and Steve sworn in again would be. Christine will send out a message to the ORC members, (once Autumn emails contact info), for confirmation that they are still interested in being regular ORC members, and to arrange to swear them in with Valerie Hanson or Sue Look.

- c. CEO Update:** Greg Lumbert did not attend the meeting. Greg reviewed the Camper on Kelley Rd. An appeal is in progress for the Hebert denial.
- i. **CEO Intern:** the time for the initial meeting should be set by the select board. 10 am is proposed. Christine will attend the luncheon with Greg Lumbert (CEO).
 - ii. **5/27/2025 Official first day;**
 - a. morning greeting at Town Office followed by a luncheon in Augusta.
 - iii. **05/30/2025 Start at the town office**
 - a. Training will start with the CEO & Deputy Clerk

d. Recycling Group: Maggie Smith is requesting to be a public speaker next Wednesday regarding recycling.

e. MaineCan email: Cathy researched the information regarding this email. The town will have to join the MaineCan group in order to receive the



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information. Marie will reply to the email letting them know that we intend to post the information on our website and fb page.

f. Ordinances and Policies:

Primary:

Action: No update

- i. **Solar Farm Ordinance:**
Primary: Action:
- ii. **Building Use Policy:**
Primary: Action:
- iii. **Disbursement Policy**
Primary: Action: suggested per annual town audit
- iv. **Purchasing Policy:**
Primary: Action:
- v. **Refund Policy @ Permits:**
Primary: Action:
- vi. **Hiring Guidelines:**
Primary: Action:
- vii. **Update 911 Roads Book:**
Primary: Action:
- viii. **Cell Tower Ordinance Review:**
Primary: Action:
- ix. **Formal Assessors Agreement/Contract Renewal or Bid:**
Primary: Action:
- x. **System Administration Policy:**
Primary: Action:
- xi. **Automobile Expense Reimbursement Policy:**
Primary: Action:
- xii. **Catering Permits – Authority to Sign:**

g. Red Cross Fire Alarm Program:

Primary:

Action: Josh believes there will be enough volunteers, but will confirm after their meeting.

h. Salt Shed Seal Repair:

Primary:

Action:

- i. Congressional spending grants
- ii. Plan

i. Little Buck's and Doe's Septic:

Primary:

Action:

j. Spring Cemetery Plan:

- i. Update on Cemetery Flags: in progress



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k. Special Town Meeting for Building Ordinance:

- i. Cathy was asked to moderate the meeting
- ii. 05 06 2025 Emergency SB Meeting
- iii. 05 06 2025 Article & Warrant posted

5. Road Business

a. Major Projects

i. Jewett Road:

Primary: Action: no update

ii. Blodgett Rd:

Primary: Action: no update

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

i. Webb Rd:

Primary: Action:

c. Small Projects (<\$10,000): in progress since last week and will continue this week.

i. Washouts/Drainage Issues:

a. Old Cedar Grove Washout:

Primary: Action:

ii. Ditching/Culverts:

a. 132 Troop Rd:

Primary: Action:

b. 13 & 55 Lancaster Rd:

Primary: Action:

c. 29 Mast Rd:

Primary: Action:

d. 33 Old Town Farm Rd:

Primary: Action:

e. Old Cedar Grove:

Primary: Action:

f. 245 Pinkham Rd Driveway Culvert:

Primary: Action:

g. Beech Hill Rd Ditching:

Primary: Action:

h. Mountain View/Blinn Hill Rd:

Primary: Action:

i. Ledge Hill Rd:

Primary: Action

j. South Beech Hill Rd:



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- Primary: Action:
k. **Peaslee Rd Culvert:**
Primary: Action:
l. **Hunts Meadow Rd Potholes:**
Primary: Action:

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d. Misc. Town Work:

i. Intersection Sweeping & Fire Station/Town Parking Lot:

Primary: Action: Steve McGee will be doing the
Sweeping. A resident offered to pay for
sweeping Pittston School Street.

e. RFP's/Contracts:

i. Municipal Plowing RFP:

Primary: Action:

ii. Brush Cutting:

Primary: Action:

iii. Pinkham Rd & Webb Rd Paving RFP:

Primary: Action:

**iv. Pinkham Road Work Ditching,
Culverts & Brush cutting RFP & Addendum:**

Primary: Action: OUT

6. Tabled Agenda Items

- a. North Beech Hill Rd Plan
- b. Tax club
- c. Secure Records Storage Request:
- d. RiverWalk Concerns
- e. Engine 23 Disposition (2025)
- f. Salt Shed Loader Repair:
- g. CEO Backlog:
- h. Purchasing Policy:
- i. Pinkham Road - Togus Stream:
- j. Electricity Usage @ Town Office:

7. Town Announcements & Information



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Monday: Closed
Tuesday: 8 am – 5 pm
Wednesday: 8 am – 6 pm
Recycling 4 pm – 7 pm
Thursday: 8 am – 5 pm
Friday: 7 am – 1 pm
Saturday Recycling 8 – 3 pm

- a. Next SB Work Session(s): May 19 Jun 02, 09, 16, 23 (9 am)
- b. Next SB Meeting(s): May 14 after Special Town Meeting, 21, 28 Jun 04, 11, 18, 25 (6 pm)
- c. Joint Board Meeting: May 12 (6 pm)
- d. Planning Board: June 12 (6:00 pm)
- e. Ordinance Review Committee:
- f. RiverWalk: June 2 (6 pm)
- g. Pittston Historical Society: May 13 (6pm)
- h. Personnel Committee:
- i. Appeals Board:
- j. Budget Committee: May 20 (6pm)
- k. Special Town Meeting – Building Ordinance: May 14 (6:00 pm)
- l. School Board Budget Meeting: May 27 (6 pm) Gardiner High School
- m. MSAD 11 School Budget Election: Jun 10 *(8am – 8 pm) Town Office closed

8. Meeting Adjournment: 10:45 AM 2-0-1

Respectfully submitted by:  5.19.25
 Marie-Anne Flowers, Admin Assistant _____ Date

 5/19/25
 Catherine Thomas, Selectperson Chair _____ Date

 5/19/25
 Christine Holzinger, Selectperson _____ Date

 Joseph Caputo, Selectperson _____ Date