



**Town of South Thomaston, Maine**  
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**Selectboard:**  
Jan Gaudio  
Walter Reitz  
John Spear

**REV. 1**

## **SELECTBOARD MEETING MINUTES**

**Date: December 28, 2020    Time:10:00AM    Place: Remote Only,  
Zoom and You Tube Channel**

Select Board Members Present: Jan Gaudio, Walter Reitz and John Spear  
Others: Town Administrator Casas, David Elwell, Julia Obrien, Sondra Wallace, Gus Natale, Jeff Northgraves, Planning Board Chair Erwin Curtis, Ryan Miniks

Note: A listing as present does not denote attendance for the entire meeting.

### **I. Call to Order**

Chair Reitz called the meeting to order at 10:01 AM.

### **II. Adjustments to Agenda**

Without objection the following adjustments were made to the agenda:

- Item VI, e to be taken up out of order after item IV.
- Add after IX, Correspondence

### **III. Public Comment for Items not on the Agenda**

There was no public comment for items not on the agenda.

### **IV. Review and Approval of Prior Meeting Minutes**

***Spear moved and Gaudio seconded motion to approve the minutes of 12/15/20, 2/21/20, 5/4/20, 5/5/20, 11/9/20, 11/10/20@9AM, 11/10/202@6PM as amended. Spear withdrew his motion.***

***Gaudio moved and Reitz seconded a motion to approve the minutes of 2/21/20, 5/4/20 and 5/5/20. Motion passed 2-0-1. Spear abstaining.***

***Spear moved and Gaudio seconded motion to approve the minutes of 12/15/20. Motion passed 3-0.***

Item VI, e was taken up at this time. See below.

**V. Department Heads/ Committee Members**

There was no discussion or action taken.

**VI. New Business**

**a. Review of Planning Board and Code Office Documents**

There was discussion regarding past town meeting votes regarding the creation of the Planning Board and subsequent amendments to the original creation vote as well as Planning Board Bylaws. It was acknowledged that town meeting needs to update the Planning Board Ordinance. Ordinance Review Committee Chair Northgraves submitted recommendations from that Committee for consideration at the annual town meeting in June 2021. It was further acknowledged that the Planning Board should perhaps review and update its bylaws.

**b. Discussion on function of Planning Board**

- **CEO Role and Responsibilities**
- **Planning Board Chair Role and Responsibilities**

There was a lengthy discussion concerning the roles and responsibilities of the CEO and the Planning Board Chair. Discussion centered on what has been the traditional role from a historical perspective and what has been reduced to writing. It was noted that historically the CEO has served as the staff person to the Planning Board and that the CEO's jobs description specifies that duty. The CEO and the Planning Board Chair agreed that as a result of this discussion they now had a clearer understanding of the matter.

**c. Review of other local municipalities Personnel Policies**

- **Georges River Shellfish Warden language**
- **Exposure to language to be considered for South Thomaston Personnel Policy revisions**
- **Schedule Workshop**

After a brief discussion it was agreed that this item should be considered at a "workshop" meeting. Accordingly, a meeting was scheduled for January 7, 2021 at 10:00AM.

**d. Consider Joining Other Knox County Municipalities in Broadband Coalition**

*Spear moved and Gaudio seconded motion to create an ad hoc technology committee consisting of 3-5 members to serve as liaison to the Knox County Broadband Coalition. Motion passed 3-0.*

**e. Consider Approval of Expense for Remote Access to Town Server**

There was a lengthy discussion with Gus Natale of GUSCO regarding the desirability of expending \$1,500 of 2020 funds to purchase a new router that would enable remote access to the town's server. It was noted that there would be a yet to be determined additional

expense to install the router. Gus was asked to evaluate the towns current situation and provide a more comprehensive proposal which he agreed to do.

**f. Consider “Mutual Aid and Assistance Agreement for Public Works Departments Located Within Knox County**

Upon inquiry Casas indicated he did not know if the town had been a signatory to the agreement in the past. There was concern expressed that since the town has no public works department could it commit its contractors to this agreement.

***Spear moved and Gaudio seconded motion to table this item to the next meeting. Motion passed 3-0.***

**g. Update on Grant Reimbursements**

Casas provided an update regarding the status of reimbursement from Covid 19 assistance grants noting that all had been filed except the FEMA grant where the deadline had been recently extended.

**h. Consider Performance Award for Town Employee**

***Gaudio moved and Reitz seconded motion to approve a \$500 performance award to Demo Debris Facility Attendant Dana Callahan. Motion passed 2-0-1. Spear abstaining.***

**VII. Old Business**

**a. Update on Conversation about Land and Water Conservation Fund**

Spear provided an update regarding his follow up conversation with Doug Beck who is the LWCF grant administrator. Spear reported that Beck had indicated that:

- 8-9 parking spaces would be sufficient.
- the town should not conduct any work prior to the grant being opened as such work would be ineligible to be considered as match funding.
- The revised application should be submitted to him by late February.

Casas indicated that he was pursuing estimates to:

- Move the gate on Stump Dump Road
- Create parking spaces
- Create ADA compliant paths to the court gates

**b. Finalize Special Checking Account Policy**

After discussion Gaudio volunteered to finalize this policy for consideration at the next meeting.

**c. Review Status of Delinquent Personal Property Taxes**

Casas stated that Maine Coast Seafood had paid its personal property taxes for the years 2015-2019.

Casas also reported a return receipt requested letter to Spruce Head Island Pizza demanding payment of delinquent personal property taxes had been signed for on 10/31/20.

Upon inquiry from Spear, Casas stated he did not know if Russell Montgomery had signed for his return receipt requested letter demanding payment of his delinquent personal property taxes. Casas noted he would attempt to get some more clarifying information while the Board was in executive session later in the meeting.

#### **VIII. Warrants Review and Approval**

Casas indicated there were warrants that needed to be signed.

#### **IX. Schedule Future Meetings- Remote Only**

It was noted that meetings had previously been scheduled for 1/5/21, 1/26/21, 2/9/21, 2/23/21, all at 6:00 PM, and that earlier in the meeting a meeting had been scheduled for 1/7/21 at 10:00PM.

#### **Correspondence – This item was added under adjustments to the agenda.**

Reitz and Spear requested this item be a standing agenda item. Several pieces of correspondence were reviewed. No written responses were formulated. Reitz stated he found the email to the Board of 12/27/20 from Sarah Bullitt to be insulting and condescending.

#### **X. Executive Session Pursuant to 1 MRS 405 (6)(A)(1) to Discuss Personnel Matter *Spear moved and Gaudio seconded motion to enter executive session pursuant to 1 MRSA 405 (6)(A)(1) to discuss a personnel matter at 12:36PM. Motion passed 3-0.***

The Selectboard exited executive session at 1:05PM

Discussion returned to item VII, c as Casas reported that Russell Montgomery still had not been sent a return receipt requested letter demanding payment of his delinquent personal property taxes. He was asked to do so forthwith sending the latter to his last known address.

***Spear moved and Gaudio seconded motion to initiate small claims court proceedings against Spruce Head Island Pizza for delinquent personal property taxes from 2015. Motion passed 3-0.***

#### **XI. Adjourn**

***Spear moved and Gaudio seconded motion to adjourn. Motion passed 3-0.***