

**TOWN OF ARUNDEL, MAINE
SELECT BOARD MEETING**

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**Monday December 8, 2025
Arundel Municipal Building
7PM
Meeting Room**

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes November 24, 2025**
- IV. Public Forum** – Public comment on non-agenda items
- V. Committee and Board Reports**
- VI. Manager's Report**
 - Residential Well Sampling Whitten Hill Road closed Landfill
 - Municipal Charter amendment or revision
 - MOU Draft between RSU#21 & Town of Arundel
- VII. Business**
 - Select Board representative Neighborhood Housing Trust
 - Liquor License approval SBJC, LLC/Bandaloop
 - Approve Payable & Payroll Warrants
- VIII. Adjournment**

**TOWN OF ARUNDEL
SELECT BOARD**

Monday November 24, 2025
Arundel Municipal Building
Meeting Room
7PM Meeting

Members present: Select Board Tom Danylik, Velma Hayes, Phil Labbe, Chip Bassett.

Absent: Board Member Dubois

Others: TM Trefethen, Fire Chief Stevenson, State Senator Ingwersen & 7 People from the General Public /Shady Oaks Mobile Home Park

Call to order: Chairman Danylik called the meeting of the Select Board to order @ 7:07 PM.

-Approval of Agenda: *MOTION Hayes second Bassett “approve agenda as presented amended passed 4-0. (RSU Finance and Board Report)*

-Public Forum: No discussion

-Approval of Minutes: *MOTION Hates second Labbe “approve minutes of November 10, 2025 as presented and reviewed” passed 4-0.*

-Committee & Board: Board member Hayes informed the Board of her attendance at the Finance Committee Meeting and Chairman Danylik read a report from Board Member Dubois who attended a School Board Meeting. No action taken.

-Manager Report

Land Fill Webber Hill Road: Manager had been in contact with St Germain Environmental who will assist the town with the review and contact the DEP on the Towns behalf. Manager has kept the Town of Kennebunkport informed on this matter.

Addition Fire Station: After review of the Drive thru bays as an alternative (Issues with Price and Lot Coverage) have taken this alternative off the table. Committee will be scheduled to meet again and focus in on original design and discuss soils review for new on-site septic system.

Manufactured Housing & Lot Fees: Manager followed up on the List for Mediators along with suggested legal counsel alternative for the Mobile Home Park Folks (Shady Oaks). Another review of Local Charter, Ordinances and State Statutes to determine if the Town had any authority to enact a Emergency Moratorium were discussed. Without any Municipal Charter provisions (which can be accomplished but will take months to perform), the Town Select Board has no authority to enact a moratorium.

Municipal Planning Services: Select Dubois had mentioned to the Manager that with the employee turnover with Northeast Planning we may wish to entertain a single Planner again. Fellow members felt because of cost this discussion should take place during the budget process.

-Business

Payable & Payroll Warrants: *MOTION Hayes second Labbe “approve the warrants as reviewed” passed 4-0.*

ADJOURNMENT

MOTION Bassett second Labbe “to adjourn” passed 4-0 @ 7:48PM

Respectfully submitted

Keith M. Trefethen
Town Manager

TOWN OF ARUNDEL

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BUSINESS MEETING December 8, 2025

EXECUTIVE SUMMARY

Select Board Members: The purpose of this summary presented is to give you some information over and above just the mentioning of the subject matter on the agenda. It is my hope that this information assists you in your decision making.

MANAGERS REPORT

- Well Sampling Whitten Hill Road: The Plan prepared by St. Germain and submitted to the DEP has been approved. This means that this plan will be reimbursable by the state. Cost for the project as approved is \$13,130 and includes coordination, sampling, analysis, and reporting of six residential wells.

-Municipal Charter Revision or Amendment: Recent events have included a discussion if the Select Board should have emergency ordinance authority over actions by private land owners that impact a certain segment of the residential population. In the most recent event this had to do with lot rental increases proposed by the property owner. My thoughts are that there are two ways the Select Board could tackle this issue within the Charter either by Revision and or Amendment. Both processes are slightly different and I would be seeking your thoughts in two matters whether, (Revision/Amendment) and if you wish to open Charter discussion on a single matter.

Memorandum of Understanding: As you know you signed and proposed a MOU with RSU #21 to provide a written record of Arundel Recreation Departments involvement and use of the ML Day School. It has taken a while but RSU #21 through the New Superintendent have proposed another MOU for consideration. I made some comments on this MOU that were included in the final MOU signed by the Superintendent but am seeking your approval to move forward as you folks signed the first submittal.

BUSINESS

- Board Representative to Neighborhood Housing Trust: We have been seeking a representative to this Board. Resident Juliette Van de Geer would like to be appointed.

-Liquor License: Bandalooop is once again seeking approval of their License.

ADJOURNMENT