

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

[www.arundelmaine.org](http://www.arundelmaine.org)

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**Wednesday April 14, 2021  
Arundel Municipal Building  
7:00PM  
ZOOM**

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes March 31, 2021
- IV. 2021-22 Final Budget Review & Vote
  - A. ATM 2021 Draft Warrant
  - B. Overall Budget Sheet
  - C. New Individual Sheets for records
- V. Adjournment

## TOWN MEETING WARRANT

TUESDAY JUNE 8, 2021  
AND WEDNESDAY JUNE 9, 2021

To Roger Taschereau, a Constable or resident of the Town of Arundel in the County of York,  
State of Maine

### GREETINGS

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Arundel in said county and state, qualified by law to vote in town affairs: to meet at the **Arundel Municipal Building** in said town on Tuesday, the      day of June, A.D. 2021 at eight o'clock in the forenoon then and there to act upon Article #1 and by secret ballot on Article #2 as set out below, polling hours therefore to be from eight o'clock in the forenoon until eight o'clock in the evening. The Registrar of Voters will hold office hours while the polls are open to accept the registration of any individual eligible to vote, to accept new enrollments and to correct any error or change in name or address on the voting list.

And to notify and warn said inhabitants to meet at the **Arundel Municipal Building** in said town on Wednesday, the    of June, 2021 A.D. at seven o'clock in the evening, then and there to act on Articles # thru # as set out below, to wit.

**ARTICLE 1:** To choose a moderator to preside at said meeting and to vote by written ballot.

**ARTICLE 2:** To choose by secret ballot (2) Selectmen for a (3) three-year term; one (1) Regional School Unit #21 (RSU#21) Director for a (3) three-year term; two (2) Budget Board members for three (3) year terms, two (2) Budget Board members for two (2) year terms, two (2) Budget Board members for one year terms.

**ARTICLE :** Shall the town vote to raise and appropriate the sum of \$103,015 for the General Government Account?

Board of Selectmen recommends

Budget Board recommends

*General Government funds cover four (4) budgets Selectmen, Planning Board, Appeals, & Professional Services. Professional Services costs include Audit, Attorney Costs, Operation for Elections & Records along with the various Software Programs used by the Town to operate Vision Web Hosting, Dog License program through TRIO, costs for Election and Records for Book Preservation.*

**ARTICLE :** Shall the town vote to raise and appropriate the sum of \$919,715 for the Town Hall Administration Account?

Board of Selectmen recommends

Budget Board Recommends

***Administration covers three Budgets; Town Hall Operations, Planner, Assessor, & Code Officer Salaries, & Main Office Salaries (Manager-Town Clerk-Tax Collector-Deputy Treasurer & Customer Service) Handles our Day to Day operations***

**ARTICLE** : Shall the town vote to raise and appropriate the sum of \$665,697 for the operations of the Arundel Fire-Rescue Service Account?

Board of Selectmen recommends  
Budget Board recommends

***Fire-Rescue includes the Fire Station Operations-Call Company membership- Fire Fighter EMT per diem personnel. Major costs are surrounded around Pay & Training and Safety practices for the various employees of the Department.***

**ARTICLE** : Shall the town vote to raise and appropriate the sum of \$185,000 for police protection. Funding covers two patrol officers for a total of 80 hours per week.

Board of Selectmen recommends  
Budget Board recommends

***Patrol Officers are members of the York County Sheriff's Office through the Contract Deputy program. Our Deputies are Deputy Woodcock and Deputy Harmon. This funding covers Salaries, Uniforms, Retirement, Health Costs etc..***

**ARTICLE**: Shall the Town vote to raise and appropriate the sum of \$39,250 for the purchase of a new cruiser for the York County Sheriff's Department to support the town's contract deputies.

Board of Selectmen recommends  
Budget Board recommends

***The Town supports two police cruisers for the Contract Deputies. Existing Cruisers are 2017 models with 80,000 miles +/- on each. If a new Cruiser is purchased the existing cruiser is returned to the Town to either sell or utilize as the town sees fit.***

**ARTICLE** : Shall the town vote to raise and appropriate the sum of \$60,279 for the Miscellaneous Account?

Board of Selectmen recommends  
Budget Board recommends

***Funding covers Animal Welfare, Ambulance Billing, and Dispatch Services through the City of Biddeford and Contingency Account.***

**ARTICLE** : Shall the town vote to raise and appropriate the sum of **\$850,004** for the Public Works Department Account?

Board of Selectmen recommends  
Budget Board recommends

*Used for the overall operations of Public Works. Covers all Salaries, Materials, Maintenance of Equipment & Buildings, Winter Snow Plowing and treating of roads.*

**ARTICLE** : Shall the town vote to raise and appropriate the sum of **\$117,998** for the Town Transfer/Recycling Account?

Board of Selectmen recommends  
Budget Board recommends

*Pine Tree Waste operates the Town's Transfer two days per week. Also in the budget is the oversight of the Closed Municipal Land Fill, water well monitoring and provides maintenance for the building and various equipment owned by the Town.*

**ARTICLE** : Shall the town vote to raise and appropriate the sum of **\$94,682** for the General Assistance Account?

Board of Selectmen recommends  
Budget Board recommends

*General Assistance provides funding to assist those citizens who qualify and have fallen on difficult financial situations. The department is vital in preparing Holiday items for various citizens and is instrumental in obtaining donations to assist in keeping the communities direct aid cost low.*

**ARTICLE** : Shall the town vote to raise and appropriate the sum of **\$378,406** for the Recreation Account?

Board of Selectmen recommend Yes  
Budget Board recommends Yes

*Leisure Services for both Children and Adults are offered through the Department. The Department consists of three full-time employees and various part-time and seasonal employees and is operated with an office out of the ML Day School. Generally fees are collected to offer activities and the collection rate compared to budgeted expenses runs in the 86% range.*

**ARTICLE** : Shall the voters authorize the Board of Selectmen, upon majority vote of the full Board of Selectmen, to exceed by no more than 5% annually, the amount authorized for each account approved in Article 11 through 19 above, so long as the amount spent for the sum total of those Articles does not exceed the total appropriations approved for those Articles.

**ARTICLE** : Shall the town vote to raise and appropriate the sum of \$507,226 for the Road Construction Reserve Account?

Board of Selectmen recommends  
Budget Board recommends

***Road Construction in this year's construction cycle will focus on Limerick Road. Sinnott Road, Brimstone Road.***

**ARTICLE 24:** Shall the town vote to raise and appropriate the sum of \$100,000 for the Public Works Capital Equipment Account?

Board of Selectmen recommends  
Budget Board recommends

***Town utilizes this funding to purchase needed replacement equipment. This year's funding will assist in the purchase of a Roadside Mower, and continue payments on the Bobcat & Loader.***

**ARTICLE** : Shall the town vote to raise and appropriate the sum of \$60,000 for the Arundel Fire-Rescue Capital Reserve Account?

Board of Selectmen recommends  
Budget Board recommends

***Funding along with funds from the Utility Safety TIF will provide year #3 payment of a 5 year payment for the Ferrara Fire Engine. In addition safety equipment will be purchased when needed such as air packs, gear and radios.***

**ARTICLE** : Shall the town vote to raise and appropriate the sum of \$8,850 for the Recreation Department Bus Reserve Account?

Board of Selectmen recommends  
Budget Board recommends

***Cost for the 2017 Freightliner bus was 65,900 and it will be paid off in a five yearly payments. This money assists in year #3 payment.***

**ARTICLE** : Shall the town vote to raise and appropriate the sum of \$8,000 for the Eastern Trail Account?

Board of Selectmen recommends  
Budget Board recommends

***Funding is for the Town of Arundel's Membership \$5,000 in the Eastern Trail and our contribution for the maintenance of the trail system in Arundel \$3,000.***

**ARTICLE** : Shall the town vote to raise and appropriate the sum of **\$10,907** for Social Service Agencies?

Board of Selectmen recommends  
Budget Board recommends

***Yearly the town is requested to put aside funding for some agencies that assist residents of Arundel. These include York County Community Action, Visiting Nurses, and Community Outreach Services to name a few.***

**ARTICLE** : Shall the town vote to raise and appropriate the sum of **\$14,000** for the Kennebunk Free Library?

Board of Selectmen recommends  
Budget Board recommends

***The town has level funded the Free Library for many years. This provides the ability of Arundel Citizens to utilize the services that the Library and its staff have to offer.***

**ARTICLE** : Shall the town vote to raise and appropriate the sum of **\$2,500** for the Kennebunk, Kennebunkport, Arundel Chamber of Commerce?

Board of Selectmen recommends  
Budget Board recommends

***Funding assists in helping Arundel Businesses with various professional services offered through the Chamber.***

**ARTICLE** : Shall the town vote to appropriate the sum of **\$2,344,956** from estimated revenues to be used to reduce the tax commitment as follows:

Taxes (not commitment)	\$995,902
License & Permits	\$109,760
Intergovernmental Revenue	\$537,079
Service Charges	\$367,015
Interest Income	\$ 35,200
Fund Balance	\$300,000

Board of Selectmen recommends  
Budget Board recommends

**ARTICLE** : Shall the town vote to authorize the Board of Selectmen to sell, or otherwise dispose of excess vehicles and equipment pursuant to and consistent with the written policy adopted by the Board of Selectmen after public notice, and deposit any proceeds into the appropriate department's reserve account?

**ARTICLE** : Shall the town vote to authorize the Board of Selectmen to accept donations of funds, real estate and/or equipment on behalf of the town and to spend them, as they deem appropriate.

**ARTICLE** : Shall the town vote to authorize the Selectmen to transfer available funds such as tree growth, veteran's exception, excise tax, registration fees and any other funds which might be used for reduction of the tax commitment?

**ARTICLE** : Shall the town vote to authorize the Board of Selectmen to enter into multi-year contracts (not to exceed five years) for the lease or purchase of goods and services, when they deem it in the best financial interest of the Town?

**ARTICLE** : Shall the town vote to transfer funds received through the sale of tax acquired property to the Municipal Building Reserve Fund?

**ARTICLE** : Shall the town vote to authorize the Tax Collector to collect partial payments and pre-payments of real property and personal property taxes?

**ARTICLE** : Shall the town vote to authorize the Treasurer to collect partial payments of real property liens?

**ARTICLE** : Shall the town vote to set due dates on all property taxes as of October 12, 2020, or 30 days after tax bills are mailed (whichever is later) and April 12, 2021?

**ARTICLE** : Shall the town vote to charge interest at the rate of 8:00% per annum on all real and personal property taxes remaining unpaid after the due dates set in Article

**ARTICLE** : Shall the town vote to pay interest at the rate of :00% per Annum on overpayments of real and personal property taxes refunded as result of a grant or abatement?

**ARTICLE** : Shall the town vote to authorize the Board of Selectmen on behalf of the town, to sell and dispose of any property acquired by the town for non-payment of taxes, consistent with state statutes and laws, except that the Municipal Officials shall use the special sale process required by 36 M.R.S. 943-C for qualifying homestead property if they choose to sell to anyone other than the former owner (s). In all cases the conveyance is to be made by municipal quitclaim deed?

**ARTICLE** : Shall the town vote to accept and spend, as deemed by the Board of Selectmen to be in the best interest of the town, any and all grant monies awarded to the Town of Arundel by the United States Government and / or the State of Maine under the Community Development

ATM 2021 draft

Block Grant Program, the Land & Water Conservation Grant Program or any other similar grant programs in the upcoming fiscal year?

Dated at Arundel, Maine June \_\_\_\_, 2020

\_\_\_\_\_ Jason Nedeau, Chair

\_\_\_\_\_ Daniel Dubois

\_\_\_\_\_ Philip Labbe

\_\_\_\_\_ Velma Jones Hayes

\_\_\_\_\_ Thomas Danylik

A majority of the Municipal Officers Arundel, Maine

21/22												
OVERALL BUDGET SHEET			2017	2018	2019	2020	2020	2021	2021	2022		
updated	4/12/2021	Article	Expenses	Expenses	Expenses	Budget	Expenses	approved	Expenses	Budget		
<b>General Government</b>												
11-01 Board of Selectmen			10666	10032	9996	11114	11368	11114	8953	11114		
11-02 Planning Board			6901	6496	9007	9856	8701	10884	5129	9884		
11-03 Board of Appeals			70	677	123	896	102	896	45	896		
11-04 Professional Services			44641	77864	77000	106483	59406	88577	39277	81121		
<b>TOTAL</b>			<b>73168</b>	<b>95069</b>	<b>96126</b>	<b>128349</b>	<b>79577</b>	<b>111471</b>	<b>53404</b>	<b>103015</b>		
<b>Town Hall Admin</b>												
12-03 Town Hall Operations			83716	88805	102851	91731	83296	94572	86802	119712		
12-04 Planner/CEO/Assessor			226075	235618	244298	256211	262719	348463	260058	354509		
12-05 Administration			325698	347246	360992	386764	386697	421046	361840	445494		
<b>TOTAL</b>			<b>635489</b>	<b>671669</b>	<b>708141</b>	<b>734706</b>	<b>732712</b>	<b>864081</b>	<b>708700</b>	<b>919715</b>		
<b>Fire Rescue Service</b>												
13-01 Fire Department			247597	243199	251555	257687	251804	285,202	201916	285696		
13-03 Call Company			23169	31257	30180	31038	27883	40812	27530	41156		
13-04 FF/EMT Per Diem			271854	277074	295709	313853	316971	328,460	253459	338845		
<b>TOTAL</b>			<b>523277</b>	<b>551530</b>	<b>577444</b>	<b>602578</b>	<b>596658</b>	<b>654,474</b>	<b>482905</b>	<b>665697</b>		
14-01 Civil Services			43514	40944	43803	47266	45035	49,070	44618	50279		
14-02 Cemeteries			0	0	0				0	0		
14-03 Miscellaneous			292701	302311	281478	289023	285806	298797	293974	296344		
14-04 Contingency			10000	4600	10000	10000	10000	10000	13790	10000		
<b>Total</b>			<b>346215</b>	<b>347855</b>	<b>335281</b>	<b>346289</b>	<b>340841</b>	<b>357867</b>	<b>352382</b>	<b>356623</b>		
15-01 Public Works			<b>690052</b>	<b>697300</b>	<b>703812</b>	<b>769434</b>	<b>709959</b>	<b>780974</b>	<b>576050</b>	<b>850004</b>		
17-01 Transfer Station			<b>107331</b>	<b>94233</b>	<b>103011</b>	<b>108982</b>	<b>118087</b>	<b>99384</b>	<b>78329</b>	<b>117998</b>		
18-01 General Assistance			<b>73020</b>	<b>77907</b>	<b>81102</b>	<b>85784</b>	<b>79271</b>	<b>88750</b>	<b>71214</b>	<b>94682</b>		
19-01 Recreation			212322	228130	242729	358648	273124	318706	157148	378406		
19-03 Recreation Bus Reserve			6250	6250	6250	6250	6250	6250	6250	8850		
<b>Total</b>			<b>218572</b>		<b>248979</b>	<b>364898</b>	<b>279374</b>	<b>324956</b>	<b>163398</b>	<b>387256</b>		
20-01 Road Construction			<b>400000</b>	<b>400000</b>	<b>425000</b>	<b>425000</b>	<b>425000</b>	<b>425000</b>	<b>420483</b>	<b>507226</b>		
21-01 PW Capital Reserve				<b>50000</b>	<b>40000</b>	<b>100000</b>	<b>100000</b>	<b>100000</b>	<b>100000</b>	<b>100000</b>		
23-01 FD Capital Reserve				<b>25000</b>		<b>45000</b>	<b>45000</b>	<b>55000</b>	<b>41679</b>	<b>60000</b>		
27-01 Police Patrol Services				<b>145294</b>	<b>153889</b>	<b>181086</b>	<b>157149</b>	<b>183390</b>	<b>39096</b>	185000		
Police Cruiser				32186	0					39250		
										<b>224250</b>		
33-01 RSU Appropriations			<b>4529366</b>	<b>4778572</b>	<b>5130549</b>	<b>5383201</b>	<b>5383201</b>	<b>5608215</b>	<b>2,804,108</b>	<b>5,664,297</b>		
Bond Arundel Municipal Building		Yr#2							<b>61937</b>	<b>189151</b>		
Cost less School				3524036		3671087		4,045,347		<b>4,575,617</b>		
Less County				269161		256724		264947		<b>260937</b>		
sub total		Municipal		3254875		3414363		3,780,400		<b>4,314,680</b>		
less anticipated revenue		30		1890810		1988210		2,177,858		<b>2,344,956</b>		
<b>raise by taxes</b>				<b>1364065</b>		<b>1426153</b>		<b>1,602,542</b>		<b>1,969,724</b>		
Municipal Tax Rate				3.13/1000		3.36/1000		3.26/1000		3.89/1,000		
for every 506717.07= 1.00 on tax rate												

























15-01 Public Works	2015	2016	2017	2018	2019	2020	2020	2021	2021	2022		
updated 4/8/2021	Expenses	Expenses	Expenses	Expenses	Expenses	Budget	Expenses 6/30/2020	Budget	Expenses	Budget		
Salaries	276138	256458	299819	298135	269690	334984	unaudited 270764	349,312	214504	389916		
Part time	29561	20165	28962	21339	55083	33900	56832	33900	53058	33900		
Overtime	41877	17137	35204	40194	36617	31400	32664	32185	38741	32185		
Fica	27763	24099	26682	29490	29195	30622	30026	31294	25054	34884		
Retirement	11006	10451	13675	13612	12154	20099	11239	20959	9384	23395		
Electricity	4140	4620	4054	3688	4082	4200	4187	4200	2388	4200		
Communications	2249	2148	2421	2405	3049	2500	2554	2500	1980	2500		
Heating Oil/Propane	4926	1009	1732	5876	4959	4000	4657	5000	4561	6000		
Street Lights	4579	4152	4670	4413	4585	4600	4586	4700	3205	4700		
Traffic Signals	1630	1613	5431	2808	962	3000	2749	3000	1835	3000		
Services	22875	21612	23781	26134	25441	25000	28472	25000	27978	30000		
Property Insurance	3418	3302	3436	3381	1764	1764	1617	1682	1586	1681		
Vehicle Insurance	4490	5120	5623	6268	9704	11669	12520	15198	13231	14995		
Workers Comp	13935	13339	14567	15713	16278	17655	16486	17812	11929	18401		
Gen Liability	7284	7405	7400	7400	4407	4407	3856	4314	3508	3718		
Health Ins	56244	58595	67456	67180	58835	83534	53626	72418	44623	89029		
Office Supplies	35	727	665	407	98	250	152	250	173	250		
Operating Supplies	64279	72493	62833	65542	80791	75000	76468	75000	64126	75000		
Workplace Safety	974	1397	530	1505	2566	1100	1591	1500	1489	1500		
Vehicle Fuel	25630	10945	19345	23886	23623	28000	22691	28000	16401	28000		
Tools & Minor Equip	10	1949	3381	2362	1180	3000	5302	3000	6277	3000		
Uniforms	5757	6362	7284	6142	3914	6600	4857	6600	3283	6600		
Travel & Cont	40	20	38	0	65	150	12	150	0	150		
Building Maint	159	1374	3686	6106	4638	4000	5031	5000	0	5000		
Vehicle Maint	37367	31746	46379	43312	50133	38000	57020	38000	26736	38000		
Improvements	0	0	0	0								
Explanations	Salaries	Supervisor	84,344	Mechanic	61,069	Foremen	66,976	Driver III	53,000			
							Driver II	46,640				
							Driver I	42,061				
	Overtime	Generally used during winter snow plow operations					Driver I	41,234	new position			
	FICA	7.65% of covered payroll							total cost w/benefits 62,258			
	Retirement	6% of qualified payroll										
	Health	POC C. includes Life Ins, LTD/STD, Dental Insurance MMA no increase for FY 21/22										
			646366	578438	689054	697298	703813	769,434	709,959	780974	576050	850004





<b>19-01 Recreation</b>			2015	2016	2017	2018	2019	2020	2020	2021	2021	2022
<b>updated 4/9/2021</b>			Expenses	Expenses	Expenses	Expenses	Expenses	Budget	Expenses unaudited	Budget	Expenses	Budget
FT Director/Coordinator/Programmer			44208	39856	48531	49819	51135	119974	88762	130,838	96826	130838
Part-Time			60093	58626	69694	81542	91635	93220	80654	54110	10967	97310
Overtime			2662	1569	1661	3229	3540	4000	3045	4000	82	4000
Fica			8307	7874	9867	11026	12353	16554	14910	18054	9604	18054
Retirement			2645	2391	4232	4515	4661	7198	4939	7850	4200	7850
Communications			1635	1743	1838	1740	1734	2500	1707	2500	1466	2500
Oh Services			39285	27017	33959	38358	39917	60000	38531	42000	5059	60000
Vehicle Ins			335	312	422	495	810	1810	1826	1899	1717	1899
Workers Comp			1815	2166	2629	2973	3283	3783	4611	4827	3286	4827
General Liability Ins			3129	4852	5236	5535	4891	581	2077	2100	1894	2100
Health Ins		Volunteer ins	11520	12306	19716	20762	16088	30528	22283	30528	17758	30528
Operating Supplies			1349	961	1936	1057	1142	3000	1549	4000	250	4000
Vehicle Fuel			1397	570	695	792	1108	2000	957	2000	0	2000
Uniforms			3496	1504	3464	1672	4677	5000	791	5000	0	5000
Dues & Subscriptions			845	321	255	330	275	500	190	1000	190	1000
Vehicle Maint			1101	5200	3043	190	1294	3000	2462	3000	0	1000
Software			5170	3970	4369	3595	3595	4000	3595	4000	3345	4000
Travel			458	413	769	500	590	1000	234	1000	504	1500
			<u>189450</u>	<u>171651</u>	<u>212316</u>	<u>228130</u>	<u>242728</u>	<u>358,648</u>	<u>273,123</u>	<u>318706</u>	<u>157148</u>	<u>378406</u>
Rec Revenue	Actual		163035	148343	160680	207062	249665	265000	122887	175000	62216	265000
		<b>net</b>	<b>26415</b>	<b>23308</b>	<b>51636</b>	<b>21068</b>	<b>-6937</b>	<b>93649</b>	<b>150236</b>	<b>143,706</b>	<b>40701</b>	<b>113406</b>
<b>BUS RESERVE</b>										<b>6250</b>		<b>8850</b>
Full Time	Recreation Director	27.20/hr	40 hours									
	Coordinator	17.24/hr	36 hours									
	Programmer	19.00/hr	40 hours								*	
Part Time	Includes the Part Time Staff that manages before and after school staff summer rec staff and various referees and officials.											
	Fica 7.65% of staff costs											
	Vehicle Insurance-Workers Comp-General Liability calculated though Infor from Maine Municipal Association											
	Health Insurance includes Towns Contribution for Staff needs and Volunteer Insurance protection offered by MMA (\$2/pp)											
	Anticipated Revenue											

NOTE\* Bus Reserve at \$8,850 that will provide enough balance in the Reserve Fund for payment #3 on Recreation Bus