

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

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**Monday January 10, 2022
Arundel Municipal Building
7PM
Zoom Taping**

- I. Call to Order
- II. Approval of Agenda
- III. Public Forum – Public comment on non-agenda items
- IV. Approve Minutes of December 27, 2021 & January 3, 2022
- V. Committee and Board Reports
- VI. Manager’s Report
 - Arundel Street Design & Construction Ordinance
 - Transfer Station
- VII. Business
 - Approval of Special Town Meeting Warrant
 - Selectboard purchasing policy
 - Change to Personal Policy
 - Approval of Accounts Payable & Payroll Warrant
- VIII - Other Business /Adjournment

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday December 27, 2021
Arundel Municipal Building
6:10 PM Interviews
7PM Meeting

Members present: Selectmen Tom Danylik, Phil Labbe, Velma Hayes, Jason Nedeau

Absent: Dan Dubois

Others: Town Manager Keith Trefethen, Public Works Roger Taschereau & Terry Merrill, Planner Lee Jay Feldman, Jack & Joyce Reetz, John & Aaron Rosen, Erin Nadeau, Charles Bassett (via Zoom)

The Board of Selectmen Conducted Interviews with three candidates to fill the open position on the RSU #21 School Board with the resignation of School Board member Todd Shea. The residents interested were Jonathan Rosen, Erin Nadeau, and Charles Bassett (via zoom). Each candidate was asked a series of the same questions. The Board has decided to meet on Monday January to discuss and determine who they will appoint to the position.

Call to Order: Chairman Danylik called meeting to order @ 7:00 PM

Approval on Agenda: *MOTION Nedeau second Hayes “approve agenda as presented” passed 4-0.*

PUBLIC FORUM

-No discussion

Approval of Minutes: *MOTION Nedeau second Labbe “approve minutes of December 13, 2021 as presented” passed 4-0.*

Committee & Board Report: None

Managers Report:

- Arundel Street Design & Construction Ordinance: Planner Lee Jay Feldman and Public Works Superintendent were present to discuss some proposed changes in

the ordinance. No action was taken but the staff was instructed to continue to work on these language changes and return again when ready.

-Transfer Station Issue: The Town continues to meet with Casella to make changes at the Transfer Station that will allow more accountability on fee collection and flow of traffic. A proposal to do away with weighing materials and determine punches was presented. **Trash** Kitchen Bag or smaller 1-punch, 30 gallon bag 2-punches, loose unbagged 1-punch with attendant discretion. **Recycling** small bin (17 gallon) 1-punch, Large Tote 2-punches, Loose 1-punch with attendant discretion. ***MOTION Hayes second Nedeau "proceed with the changes outlined above and discussed in the e-mail to the town from Casella dated 12-23-21."*** ***Passed 4-0.*** Board questioned the handling of Cardboard which the manager will follow up on. Discussion will continue with Casella reference other changes being considered.

-Special Town Meeting Draft: ***MOTION Hayes second Labbe "board recommend the expenditure of \$50,000 from Fund Balance for the removal of the Old Town Hall" passed 4-0.***

-Hourly Rate Town Attorney: Drummond & Woodsum are proposing a change in the hourly rate for general legal services, from \$175/hour to \$200/hour beginning in the new calendar year. ***MOTION Labbe second Nedeau "approve the change as proposed" passed 4-0.***

Business:

- Purchasing Policy: Draft policy was developed by the Chairman Danylik and Manager Trefethen. Some language changes were made and the draft will be shared at the Charter Review Committee meeting before proposed action by the Board.

-Floating Holiday Board review the proposed language and approved of it. The Floating Holiday can be used at any time by staff once approved by the by the Board.

-MOTION Hayes second Nedeau "approve account payables & payroll as presented and reviewed" passed 4-0.

ADJOURNMENT *MOTION Labbe second Nedeau "to adjourn" passed 4-0 @ 8:02PM*

Respectfully submitted,

Keith M. Trefethen
Town Manager

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday January 3, 2022
Arundel Municipal Building
7 PM

Members present: Selectmen Tom Danylik, Phil Labbe, Velma Hayes, Jason Nedeau, Dan Dubois

Others: Town Manager Keith Trefethen

Chairman Danylik call the meeting to order.

MOTION Dubois second Labbe “enter executive session under 405 (6) (A) to discuss the candidates to fill the open RSU#21 School Board position” passed 5-0 @ 7:01PM.

MOTION Nedeau second Labbe “end executive session” passed 5-0 @ 7:18PM

MOTION Nedeau second Hayes “appoint Erin Nadeau to the RSU #21 School Board to fill the position of Todd Shea who recently resigned” passed 4-0-1 (Dubois) abstains.

ADJOURNMENT MOTION Nedeau second Dubois “to adjourn” passed 5-0 @ 7:22PM

Respectfully submitted,

Keith M. Trefethen
Town Manager

TOWN OF ARUNDEL

468 LIMERICK RD ARUNDEL MAINE 04046 (207) 985-4201 FAX (207) 985-7589

BUSINESS MEETING January 10, 2022

EXECUTIVE SUMMARY

BOS 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

- Arundel Street Design & Construction Ordinance: Lee Jay has provided another adjustment to the ordinance provisions based on the discussion with you on the 27th. I wanted you folks to see these proposed changes prior to having Lee Jay return and discuss further.

-Transfer Station: The new stickers have been ordered and should arrive shortly. The Casella Attendants have been instructed to proceed with the system as recommended and approved. Further discussion are forthcoming with Casella representatives and may occur prior to your meeting. I will keep you all posted as this process continues.

BUSINESS

-The Special Town Meeting Warrant after modification and various recommendations is now ready for action. I have provided for your review, action and signing.

-Purchasing Policy: At your last meeting changes were made. The document has been sent along to the Charter Review Committee in the hopes it will assist them in new language under 6.2 (h) within the Charter.

-Personal Policy: Final changes have been made, provided is a copy of the changes and action will be required for final approval of these changes.

ADJOURNMENT

copy shall be submitted to the Code Enforcement Officer prior to final approval of the Private Way plan.

2.4.2 NON-EXEMPT PRIVATE WAYS

All Non-Exempt Private Ways shall be reviewed by the Planning Board in accordance with the procedures of the Arundel Subdivision Regulations prior to the issuance of any building or road construction permits

2.5. EXEMPT PRIVATE WAY REVIEW PROCEDURES

2.5.1. Staff Review Committee Approval Process

All applications for Private Ways shall be reviewed by the Arundel Staff Review Committee, Within thirty (30) days of receiving a complete Private Way application, when the applicant plans on constructing a new road, the Staff Review Committee shall conduct an on-site Public Hearing in which members of the Public are invited to attend and comment. Notifications shall be mailed to all property owners located within two hundred (200) feet of the Private Way, and a public hearing announcement shall be published in a newspaper of general circulation within seven (7) days of the Public Hearing.

Within fifteen (15) days of the Public Hearing, the Committee shall render a decision to approve, deny, or approve the Private Way application with conditions.

When the applicant is seeking approval of a roadway all-ready constructed and wants to expand the number of lots under the exempt use status to no more than 10 lots the applicant may retain an Engineer If the Public Works Director, Town Planner and Code Enforcement Officer collectively agree that one is needed to certify that the road has been constructed to meet the standards of Article 2 Section 2.3 of the Street Design and Construction Standards Ordinance. If the applicant is required to upgrade the road to meet the standards of Article 2.3 then the work to meet the standards must be completed and certified prior to the Staff Review Committee signing off on the request without the need for a Public Hearing or Public Meeting.

2.5.2 Approval Criteria:

The Staff Review Committee shall review all Private Way applications in accordance with all of the evidence submitted by the applicant, and shall specific findings of fact that the following standards have been met:

1. The proposed Private Way conforms with the design standards of Section 2.3 of this Ordinance.
2. The proposed Private Way has received all applicable State and Federal permits;
3. The proposed Private Way provides adequate soil erosion and sedimentation controls in conformance with section 5.4 of the Arundel Land Use Ordinance;
4. The proposed Private Way will not adversely impact on or off-site drainage systems, particularly municipal systems, and complies with section 5.20 of the Arundel Land Use Ordinance;
5. The proposed Private Way is in conformance with section 5.8 Floodplain Management and section 8.0 Shoreland Zoning regulations of the Arundel land Use Ordinance.
6. The proposed Private Way will not have an adverse impact upon existing vehicle circulation systems and safety within the neighborhood and community.

2.6 RECORDING OF PLAN:

An approved and signed Private Way plan shall be recorded by the applicant in the York County Registry of Deeds within sixty (60) days of the signing of the plan. Failure to register the plan within the 60 days will void the Staff Review Committee's approval.

2.7 INSPECTION AND CERTIFICATION:

2.7.1 Inspections: Private Ways shall be inspected under the direction of the Arundel Public Works Director, or designee and with the assistance of the Code Enforcement Officer. The Public Works Director may mandate that a Consulting Engineer be contracted by the Town to conduct inspection services on all or portions of the Private Way construction. The applicant shall be responsible for reimbursing the Town for all inspection services.

2.7.2 Private Way Certification: Prior to the issuance of building permits, the Public Works Director or

SPECIAL TOWN MEETING WARRANT

MONDAY FEBRUARY 14, 2022

To Emily Nedeau a 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 Meeting Room in said town on Monday, the 14th day of February, A.D. 2022 at seven o'clock in the evening then and there to act upon Article #1 and Article #2 as set out below. 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.

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

ARTICLE 2: Shall the town vote to appropriate the sum of \$50,000 from fund balance for the demolition of the old town hall located at 468 Limerick Road.

Board of Selectmen recommend Yes

Budget Board recommends Yes

Dated at Arundel, Maine January 10, 2022

_____ Tom Danylik, Chair

_____ Dan Dubois

_____ Philip Labbe

_____ Velma Jones Hayes

_____ Jason Nedeau

A majority of the Municipal Officers
Arundel, Maine

**TOWN OF ARUNDEL
SELECTBOARD PURCHASING POLICY**

Upon voter approval for the expenditure of municipal funds for the acquisition or leasing of any goods, services or for municipal operations, the Selectboard shall thereafter undertake to implement the approved expenses pursuant to this Policy so as to ensure that such municipal funds are spent through processes, outlined below, that will be most advantageous to the Town.

A. Expenditures that are necessary to carry out normal department operations shall be authorized by the Department Head, subject to review by the Town Manager and final approval by the Board upon its approval of a payable warrant upon which such expenditures are detailed.

B. Expenditures involving an amount anticipated to be less than \$25,000.00 will require an informal bid process wherein the Town, through its Purchasing Agent the Town Manager, will attempt to secure at least three (3) quotations for the goods or services sought to be purchased. The quotes shall be reviewed by the applicable Department Heads and the Town Manager who shall thereafter make a recommendation to the Board. Final approval shall be had by Board approval of the payable warrant upon which such expenditure is detailed.

C. Expenses involving an expenditure anticipated to be \$25,000.00 or more, will require a formal Bid Process wherein a Request for Proposal/Bid Request will be developed by the Board. The Request for Proposal or Bid Request shall be advertised in a newspaper of general circulation and otherwise advertised through any available means. Bid packages may be sent directly to vendors with known expertise, experience, or familiarity with the bid subject. A reasonable time (at least fourteen (14) days) shall be provided for the Proposals/Bids to be returned. All formal bids will be opened at a scheduled meeting of the Selectboard who will review the bids and either award the bid or table the award to allow for review by staff with recommendation prior to award. Bids shall be chosen on the basis of price, quality of merchandise, suitability of merchandise and service/reputation of vendor and therefore may not necessarily mean that the award

will go to the lowest bid received. A statement to that effect shall be part of any advertisements and/or bid package sent to vendors.

The foregoing purchasing policies may be waived by the Board in the event of an emergency. The Board shall meet and make a finding that an emergency exists and, upon such finding, by affirmative vote of majority of the Board, proceed with the expenditure of the funds necessary to address the emergency circumstance.

Collective purchases by either the State or County Agencies through their processes and provided to the municipality as a joint purchase will not require the Town to receive bids/proposals either informally or formally as outlined in this Policy.

DATE APPROVED

Arundel Board of Selectmen

Thomas Danylik

Dan Dubois

Velma Hayes

Phil Labbe

Jason Nedeau

The Town of Arundel recognizes the need for injured employees to return to work as soon as practical after a work-related injury. To that end, the Town Manager shall establish, in conjunction with the employee and Worker's Compensation, a light-duty return to service program for the employee. This light-duty return to service shall be developed after reviewing the employee's job description, receiving recommendations from the employee's attending physician/therapist and with discussions with the employee on their capabilities and desires. The Town Manager shall work in conjunction with Workers Compensation to insure that the employee's return is smooth and within the capabilities as enumerated by those most closely involved with the employee.

SECTION 5.8 RETIREMENT

Town employees, once they have completed six (6) months of full time employment, are eligible to participate in a 457 plan offered by the Town. The Town shall match the employees' contribution up to six percent (6%) of base salary. In addition, Town employees participate in the Social Security System.

SECTION 5.9 HOLIDAYS

The purpose of the holiday benefit is to provide employees time off, or extra pay in lieu of time off, for national holidays. Employees shall be paid at one and one-half (1½) times their regular rate of pay for working on a holiday, plus 8 hours holiday pay at their regular pay rate, this does not apply to Fire-Rescue per diem and seasonal personnel. Full-time employees, per diem employees and seasonal public works employees required to work on Thanksgiving Day or Christmas Day specifically will be compensated two (2) times their regular rate of pay for those specific holidays, plus 8 hours holiday pay at their regular pay rate. Full-time employees who do not work the holiday shall be compensated at their rate of pay for that holiday. (as amended by BOS 1-10-2022) Holidays include:

- | | |
|---------------------------------------|------------------------------------|
| (1) New Year's Day | (8) Labor Day |
| (2) Martin Luther King Day | (9) Columbus Day |
| (3) President's Day | (10) Veterans Day |
| (4) Patriots Day | (11) Thanksgiving Day |
| (5) Memorial Day | (12) Day After Thanksgiving |
| (6) Junetenth 19th (floating holiday) | (13) Christmas Day |
| (7) Independence Day | <u>(as amended by BOS 1-10-22)</u> |

When a paid holiday falls on a Saturday, it shall be observed on the preceding Friday; when a paid holiday falls on Sunday, it shall be observed on the following Monday. In addition employees shall have Christmas Eve afternoon off if it falls on a weekday. Employees shall be on pay status the day before and the day after the holiday in order to receive holiday pay benefits. Use of floating holiday, notice must be provided to Town Manager prior to usage and approved around staffing needs. (as amended by BOS 1-10-22)

Part-Time Employees - Part-time employees shall be paid their proportionate share of this ratio.

Personal Leave - In addition to the above listed holidays, each full-time employee shall receive one personal leave day per year. Employees shall give their department head one week's notice, unless waived by the department head, and shall note the personal day on their time card.