

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

www.arundelmaine.org

Please visit the home page of our website and click on the link to sign up for email notices, meeting agendas and alerts.

**Monday January 24, 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 January 10, 2022
- V. Committee and Board Reports
- VI. Manager's Report
 - Arundel Street Design & Construction Ordinance
 - CTR recording for payroll
 - Traffic Signals Log Cabin & Limerick Road
- VII. Business
 - Selectboard purchasing policy
 - Approval of Accounts Payable & Payroll Warrant
- VIII - Other Business /Adjournment

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday January 10, 2022
Arundel Municipal Building
7PM Meeting

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

Others: Town Manager Keith Trefethen, Jack Reetz

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

Approval on Agenda: *MOTION Hayes second Labbe “approve agenda as presented” passed 3-0.*

PUBLIC FORUM

-No discussion

Approval of Minutes: *MOTION Labbe second Hayes “approve minutes of December 27, 2021 & January 3, 2022 as presented” passed 3-0.*

Committee & Board Report: None

Managers Report:

- Arundel Street Design & Construction Ordinance: Board review the proposed changes submitted by the Planner and felt some language modification was needed with regard to staff review when no public hearing is required.
- Transfer Station: Manager informed the Board that he had had some e-mails related to the changes at the Transfer Station and asked about the observation of those Selectmen who visit the Transfer Station. All felt things were a bit quicker and ran a bit smoother.

Business:

- Special Town Meeting Warrant: *MOTION Hayes second Labbe “approve and sign Special Town Meeting Warrant for February 14, 2022 as presented” passed 3-0*

-Purchasing Policy: Board reviewed one change was made with regard to official name of Selectmen. It will be presented to the Charter Review Committee for comment.

-Change Personnel Policy: ***MOTION Labbe second Hayes “approve the changes in the Personnel Policy as it relates to Section 5.9 Holidays that includes the addition of Junetenth as a Floating Holiday for Town Employees and the elimination of the reference of 8 hours within the holiday language.” Passed 3-0.***

-MOTION Hayes second Labbe “approve account payables & payroll as presented and reviewed” passed 3-0.

ADJOURNMENT MOTION Hayes second Labbe “to adjourn” passed 3-0 @ 7:16 PM

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 24, 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: Based on your last meeting I took the liberty to add the changes as I understood them. These changes were also viewed by the Planner who thought the change was fine. I have attached another draft for your review. If ok it would be my thought that this proposed change to this ordinance can be moved forward at the Annual Town Meeting for a vote.

-Deputy Treasurer and I have met with CTR (Cincinnati Time Recording) of Maine to view the establishment of a new time recording system for the town. With 70 employees (give or take) per payroll the establishment of a unified system will allow employees to clock in and have this information available at the end of the pay period for a quick review by the supervisors then submitted electronically to the treasurer who then provides this information into the Trio Payroll system. In addition this system will talk with the new system at the Fire Station (First Due). In the end this will be a time saver for all when completing payroll for our employees.

-Traffic Signals: MDOT is starting the process of modernization of the Traffic Signals at Log Cabin and Limerick road intersections with Route #1. They have asked if we would like to meet with them prior to the upgrade taking place so they may explain the steps that will occur.

BUSINESS

-Selectboard purchasing policy: Changes have been made after meeting with the Charter Review Committee; I will provide a copy at your meeting for review. I think another item you may wish to weigh into is if you feel that aspects of statements, writings, and policies of the town should to gender neutral moving forward. This topic has created much discussion and this issue may be best served with direction from the Municipal Elected Officials.

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 without the need of a public hearing or public meeting 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

designee may ask the applicant to retain an Engineer in order to certify that the road has been constructed to the standards of Article 2 Section 2.3 of the Street Design and Construction Standards Ordinance, otherwise the Public Works Director or designee shall certify that the Private Way has been constructed in accordance with approved plans and design and performance standards in this section.

**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 expenditure of 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 a 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 Selectboard

Thomas Danylik

Dan Dubois

Velma Jones Hayes

Phil Labbe

Jason Nedeau