

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

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**Monday April 25, 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 April 11, 2022 & April 19, 2022
- V. Committee and Board Reports
- VI. Manager Report
 - Signing of Proclamation Parks & Recreation Month
 - Town Website proposed changes
 - Traffic Signals
 - LED Conversion of Street Lights
- VII. Business
 - Open Surplus Furniture Bids
 - Confirm Election Warden
 - Business Hours for Voter Registration
 - Secret Ballot Question on Charter Amendments
 - Automatic Foreclosure on properties
 - Mass Gathering Permit Application
 - Approval of Account Payable Warrant
- VII. - Other Business /Adjournment

**TOWN OF ARUNDEL
SELECT BOARD**

Monday April 11, 2022
Arundel Municipal Building
7PM Meeting

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

Others: Town Manager Trefethen, Town Clerk Nedeau, Charter Review Committee members; John Bell, Chip Bassett, Shaun Donnelly, Jake Hawkins, Committee Chairman Donna der Kinderen.

Call to Order: Chairman Danylik called **Public Hearing** with regard to Municipal Charter Amendments to order @ 7:00 PM. Committee Chairman Donna der Kinderen made a few opening comments and read a statement from School Board Member Erin Nadeau on recall. No further comments or questions. Hearing Closed @ 7:05PM.

Public Hearing on Food Truck Application was open @ 7:05PM and the Application for business “Son of a Bun” was read into the record. No question on the business was discussed. Public Hearing closed at 7:07PM.

Approval of Agenda: *MOTION Dubois second Nedeau “approve agenda as presented” passed 5-0.*

PUBLIC FORUM

-No discussion

Approval of Minutes: *MOTION Hayes second Dubois “approve minutes of 3-28-22 as presented” passed 5-0.*

Committee & Board Report: No reports

Manager Report:

-Casella Representative meeting on Transfer Station took place. Casella has informed the Town that effective at the end of the contract the punch card system will end. Contract ends December 31, 2023. Manager suggests that Casella Representatives attend a Select Board Meeting and he will coordinate.

Business:

-Renewal of Liquor License Fraternal Order of eagles: ***MOTION Hayes second Dubois “approval license renewal for Fraternal Order of Eagles as presented and reviewed and sign application accordingly” passed 5-0***

-Food Truck Application Son of a Bun: ***MOTION Dubois second Nedeau “approve application for “Son of a Bun” as submitted and reviewed” passed 5-0.***

-Proclamation for July as Parks & Recreation Month: ***MOTION Hayes second Nedeau “approve the resolution to proclaim July as Parks & Recreation Month as submitted by the Recreation Director” passed 5-0.*** Typos in document will be corrected and signed by the Board at their next meeting.

-MOTION Hayes second Dubois “approve account payables as presented and reviewed” passed 5-0.

-Selectmen Dubois asked a question related to future HAZMAT Day. Chairman Danylik asked Manager if the Planning Board Chairman had been in contact with him in reference to resuming in-person meetings.

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

Respectfully submitted,

Keith M. Trefethen
Town Manager

**TOWN OF ARUNDEL
SELECT BOARD**

Tuesday April 19, 2022
Arundel Municipal Building
7PM Meeting

Members present: Select Board Tom Danylik, Dan Dubois, Jason Nedeau, Phil Labbe

Absent: Selectmen Hayes

Planning Board Members Present: Rich Ganong, Susan Roth, Paul Green, James Lowery, Marty Cain, Tom McGinn.

Absent: Susan Sinnott

Others: Town Manager Trefethen, John Bell

Call to Order: Chairman Danylik called meeting to order @ 7PM. The purpose of the meeting was to discuss with the Planning Board the Remote Participation Policy and the aspects of how it can be utilized moving forward. The Planning Board has had much success with Zoom participation and wish to determine if this was an option moving forward. Currently as the State Statutes are written this options does not exist unless certain criteria are met (1 M.R.S. Section 403-B, eff. June 21, 2021). Therefore the Planning Board will again meet in person starting with their meeting in May. It appears they will continue broadcasting on Zoom but that folks who wish to actively participate in Planning Board meetings must be in person at the meeting.

Meeting ended at 7:23PM

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 April 25, 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

- Proclamation recognizing July as Parks & Recreation Month has been corrected and awaits your signatures.
- Town Website: I hope you all have had the opportunity to review John Bell's work on upgrading the town's website. I find the new format easy to understand takes you directly to what you are looking for, a no nonsense website. I recommend we give John the final ok for the transfer.
- Traffic Signals @ Route #1 Log Cabin and Limerick/River Road are in the design stage looking at a 2023 Construction Cycle.
- Street Lights: I have been informed by CMP that as the HPS (High Pressure Sodium) street lights fail that replacement will be with LED. I confirmed with Public Works that our total Street Lights is adequate.

BUSINESS

- Surplus Furniture Bids: I have two that were returned. I will have them for opening at meeting. NOTE: No asbestos removal bids, we need to see how you wish to proceed.
- Election Warden & Business Hours for Voter Registration: Town Clerk has made a recommendation and is seeking approval.
- Secret Ballot Questions for Charter Amendments: Ballot questions (12) Twelve have been developed, with subject pairing suggested by the Town Attorney and a review of the question by the Chairman of the Charter Committee.
- Automatic Foreclosures: We have (2) Two residential properties that we have received by automatic foreclosure. One where the Grandson of the previous owner (Deceased) wishes to pay all taxes, interest, penalties to secure ownership. I have been contacted by the grandson's attorney for consideration of this request. Property #2 was foreclosed as of 2-11-22 Letter has been written with no contact yet.
- Mass Gathering Permit from Arundel Conservation Trust will need some action.

ADJOURNMENT

Secret Ballot Question

Question #1

Shall the Town approve the following Charter Amendments?

Change "Board of Selectmen" to "Select Board" and change the Document to be gender neutral.

Question #2

Shall the Town approve the following Charter Amendments?

Select Board Eligibility under Section 4.1 and Select Board duties under 4.9

Question #3

Shall the Town approve the following Charter Amendments?

School Board related to Section 5.1 Eligibility, 5.2 Term of Office, 5.3 Filling of Vacancies

Question #4

Shall the Town approve the following Charter Amendments?

Compensation of Appointed Officers, Officials, & Board Members under Sections 6.3, 7.3, 8.3, 9.1.3, 9.2.3, 9.3.3, 9.4.3, 9.5.3, 9.6.3, 9.7.3, 9.8.3, 9.9.3, 10.1.4, and 10.4.4

Question #5

Shall the Town Approve the following Charter Amendments?

Fire Chief Duties under section 9.5.2

Question #6

Shall the Town approve the following Charter Amendments?

Composition of Boards & Committees sections 10.2.2, 10.3.2, 10.4.2, 10.5.1, 10.8.2

Question #7

Shall the Town approve the following Charter Amendments?

Boards & Committees 10.0.2 Quorum, 10.3.3 Duties, 10.3.4 Vacancies of Office

2022 HPP

C/o Henry Ingwersen, ACT Board President - 251-6278

TOWN OF ARUNDEL
APPLICATION FOR MASS GATHERING PERMIT

(All questions must be answered if more space is needed, add sheets)

- 1. Name of applicant Henry Ingwersen, President, Arundel Conservation Trust
- 2. Address of applicant PO Box 2704, Kennebunkport, ME 04046
Phone: (207) 251-6278
- 3. Location of property where gathering is to be held Arundel Town Hall
- 4. Name of record owner of project, if different from applicant.
(If applicant is the owner, write "same".)
Same
- 5. Date of gathering Sat, Sept. 24 2022 Time 7:00 AM ~ 1:00 (AM)(PM)
- 6. Expected length of time it will continue 6 hrs
- 7. Number of people expected 200 +
- 8. Purpose of gathering: 2nd Annual 2022 ACT TRAILFEST 5K/10K/1/2 TRAIL WALK/RUN + KIDS BIKE Ride ~ fundraiser for ACT MARATHON
- 9. Is the gathering exempt from the fee, bond and insurance requirements under section 3.13 of the ordinance? ACT has insurance ~ will request bond waiver, like last year
(If so, what exempt category does it fall into?) N/A.
- 10. What entertainment is proposed? D.J. for sure, but we will look into live music as well
- 11. What off street parking will be available? (include a rough sketch on an attached sheet, showing access and parking areas) New Town Hall, and we are applying for overflow parking permission at Mc Day School.
- 12. What drinking water will be available? Bottled water and Town Hall drinking
- 13. What toilet facilities will be available? Use of Town Hall Restrooms. fountains
- 14. What medical facilities will be available? Will be requesting Arundel Fire + Rescue volunteer
- 15. How will refuse be collected and disposed of? ACT will collect + dispose EMT
- 16. What lighting (if applicable) is planned? NONE
- 17. What noise generating activities will be carried on? (entertainment, loud speakers, equipment or other) ONE portable mic + loudspeaker, + DJ or live music

18. Will the noise carry beyond the boundaries of the property? Not likely, maybe a little

19. If so, how will it be controlled? Adjustment of volume if needed

20. If liability insurance is required, when will the policy be made available to the Town?

upon application submital

21. Has the York County Sheriff's Department been notified of the gathering? Yes - Chief Deputy Forbes

22. Has the Arundel Fire Chief been notified of the gathering? ± notified dep chief Ronald Tardis - they are willing to provide EMT for first aid on that day.

23. What police, traffic or other security protection will be provided? (give details) At Limerick Rd Crossing, traffic volunteers will be present during race - there will also be traffic volunteers at the Kennebunk end of Eastern Trail

In making this application the undersigned applicant certifies (1) the information in it is correct to the best of his/her knowledge and belief, (2) he/she is familiar with the terms of the Arundel Mass Gathering Ordinance, and (3) he/she agrees to comply with all its applicable provisions.

Date of application: April 11 20 22

Henry Ingwersen
Arundel Conservation Trust President
Applicant

NOTE: If the applicant is not the record owner of the property, the owner must give his consent:

I consent to the gathering here applied for on my property - Map ___ Lot ___ in Arundel.

Date of consent: _____ 20 _____
Record Owner of Property

ACTION BY TOWN OF ARUNDEL (As part of the application process the town has the right to require additional information and proof that any of the above requirements have been met, before a gathering can be held.)

1. Above application received by Town Clerk:

Date: 4-11-22 Time: 10:30 (AM) (PM)

Emily Becker
Town Clerk

2. Action by Selectmen

The above application is : denied _____ granted: _____

a. If denied, the reasons are: _____

b. If granted, any additional requirements made a part of the granting are as follows: (if none, write "none"). _____

The fees set forth in the ordinance are: required _____ waived _____

The bond and insurance set forth in the ordinance are: required _____ waived _____

If any other requirements are waived, set them forth below: (if none are waived, write "none")

Dated: _____ 20 _____

Arundel Board of Selectmen