

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

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**Monday May 10, 2021
Arundel Municipal Building
7PM
Zoom**

- I. Call to Order
- II. Approval of Agenda
- III. Public Forum – Public comment on non-agenda items
- IV. Approve Minutes of April 26, 2021
- V. Committee and Board Reports
- VI. Manager's Report
 - Landscaping RFP
 - Bench's & Time Capsule
 - Gilliam Field status
 - Arundel Municipal Building
- VII. Business
 - Business Hours for Voter Registration
 - Renewal Food Truck Application "Tasting Maine Food Truck"
 - Approval & Signing Quit Claim Deed
 - Approval of Annual Town Meeting Warrant
 - Approval of Accounts Payable Warrant
- X. Other Business /Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING May 10, 2021

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

- Landscaping RFP: At this writing I sent out 11 letters to Landscaping Contractors and have had no responses for services.
- Final bench that was anticipated has been purchased and installed outside of the meeting room.
- Gilliam Field has had a review of the condition of the grass and steps that need to be taken to restore the grass to a healthy condition.
- Arundel Municipal Building: Want to provide an update on pending issues with the building that still need some attention from the General Contractor.

BUSINESS

- Business Hours for Voter Registration: The Town Clerk has requested a modification of voter registration as has been requested in the past and a waiver of the evening hours as provided by State Statute.
- Food Truck renewal: Tasting Maine Food Truck has requested a Food Truck renewal for the location of last year at Hemlock Grove Campground. The renewal application is in your packet.
- Quit Claim Deed: This is for Portland Road tax acquired property and once signed will place this property in new ownership.
- Annual Town Meeting Warrant: The Town Clerk and I are working on in the hopes it will be completed for Monday evening and the required signatures for posting.

ADJOURNMENT

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday April 26, 2021
Arundel Municipal Building
7 PM

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

Others: TM Trefethen, Matt Taschereau, Fire Chief Beaulieu, Sheriff King, Stacy Gile (Zoom) Sarah Dearing (Zoom).

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

Approval on Agenda: *MOTION Dubois second Nedeau “approve agenda as amended” passed 5-0 (added action on two Quit Claim Deeds)*

PUBLIC HEARNG ON FUTURE OF OLD TOWN HALL

Meeting was opened by Chairman Hayes @ 7PM. This is the last public hearing to be held no comments expressed. Hearing closed 7:04PM.

PUBLIC HEARING SPECIAL AMUSEMENT LICENSE BENTLEY’S SALOON.

Meeting opened at 7:04 by Chairman Hayes. The License request is the same as past years. No further comments. Public Hearing closed at 7:05PM

PUBLIC FORUM

-Fire Chief Beaulieu brought in for the Board to view the LUCAS Device that provides heart compressions when needed to free up staff to perform other emergency needs on the patient.

-In addition Chief Beaulieu also felt that a discussion on the need for additional per diem staff was warranted based on his observations and lack of response when additional staff is needed. This will be discussed by the Selectmen and Budget Board at a meeting to be called by the Town Manager for additional discussion.

-Matt Taschereau reported to the Board that some folks are looking at the grass quality issue we have at Gilliam Field and that a dollar amount for this area will be forthcoming and possibly added to the Municipal Budget for FY 21/22.

Approval of Minutes: *MOTION Dubois second Danylik “approve minutes of April 12, 2021 as presented and reviewed” passed 5-0.*

Committee & Board Report: Open no discussion.

Managers Report:

- Landscaping RFP have been sent out looking for some discussion at your meeting of May 10, 2021. This is for the Arundel Municipal Building.
- Quit Claim Deed Draft reviewed by the Board some propose changes were viewed and the Draft will be adjusted for action on the 10th of May.
- Resignation Planning Board: Submittal by Jens Bergen. Manager is seeking any additional folks interested in serving before a recommendation is made to the Board by the Town Manager for confirmation.
- Votes cast: Manager sought direction from the Board as to votes cast with a minimum quorum present (3). All board members felt a majority vote (2) from a minimum quorum (3) was a legal vote.

Business:

- Sheriff King was present to explain his staffing letter of March 31, 2021. He assured the Board of Selectmen that this will have no affect on the Arundel Contract Deputies and their commitment here in Arundel.
- Pole Permit: *MOTION Dubois second Nedeau “approve River Road permit as presented” passed 5-0.*
- Renewal Bentley’s Saloon Amusement License: *MOTION Labbe second Nedeau “approve as presented and reviewed” Passed 5-0.*
- Renewal Liquor Application Bentley’s Saloon: *MOTION Dubois second Labbe “approve application as presented and reviewed” passed 5-0.*
- Renewal Liquor Application Vinegar Hill Music Theatre: *MOTION Nedeau second Danylik “approve application as presented and reviewed” passed 5-0.*
- Municipal Charter: Board will develop a list of issues to be discussed in a workshop session and determine if the list warrants the development and sitting of a Municipal Charter Commission for review development and action to the Charter.
- Account payable warrant: *MOTION Nedeau second Dubois “approve a presented and reviewed” passed 5-0.*
- Quit Claim Deeds: *MOTION Dubois second Danylik “approve and sign deeds for 243 Curtis Road and 7 Kathy Avenue as viewed and reviewed” passed 5-0*

DRAFT AS OF APRIL 28, 2021

ADJOURNMENT *MOTION Nedeau second Dubois "to adjourn" passed 5-0 @ 8:17PM*

Respectfully submitted,

Keith M. Trefethen
Town Manager

Town of Arundel

To: Board of Selectmen
From: Registrar of Voters /Town Clerk
Date: May 10, 2021

RE: Business Hours for Voter Registration for the Municipal Election & RSU 21 Budget Validation Referendum Election

I am writing to request that you order a change to the statutory hours required for the Registrar to be open before an election. Title 21-A MRSA § 122(8) allows the Municipal Officers to vary the statutory hours according to the needs of the municipality.

I am requesting that you waive the evening hours for the Registrar listed under 21-A MRSA § 122 (6.A.2) and set the Registrar's hours as Monday through Thursday from 7:00 a.m. to 5:30 p.m. for the Municipal Election & RSU 21 Budget Validation Referendum Election to be held on Tuesday, June 8, 2021. Voter registration is also available on Election Day.

6. Schedule for acceptance of registrations. Except as provided in paragraph A, the registrar shall accept registrations on any business day or other day that the clerk's office is open. The names and other information from the voter registration applications of any persons registering must be entered into the central voter registration system and must be placed on the incoming voting list.

A. The registrar may accept only the registrations of applicants who appear in person as follows:

- (1) In a municipality with a population of 2,500 or fewer, on the last business day that the clerk's office is open before election day during the hours that the clerk's office is open;
- (2) In a municipality with a population of more than 2,500, on the last 5 business days that the clerk's office is open before election day during the hours that the clerk's office is open and for 2 hours in the evening between 5 p.m. and 9 p.m. on at least one of these days; and
- (3) The names of voters registering during these periods must be recorded as provided under subsection 7.

If you approve the change in these hours, please sign below and return the original of this form

MAY 10th 2021

A Majority of the Board of Selectmen, Arundel, Maine

ARUNDEL FOOD TRUCK APPLICATION

Name: Tasting Maine Food Truck

Mailing Address: POB 82 Kennebunkport, Maine 04046

Business location: Hemlock Grove Campground / 1299 Portland Road
Telephone: (207) 590-2867 / Arundel, Me 04046

Driver's License #: State Maine # 7130036

Proof of Identity verified: OK - ejn

Copy of lease or permission from property owner:

Describe nature, character and quality of food to be sold: New England Seafood with a twist... for "meats"

Give specific location(s) where the food truck intends to conduct business: Front entrance to campground.

Times of operation: 11 A.M. - ? 7 days a week

Name & business address of any company or organization hired or employed by: n/a

Registration / License number of any vehicle used in business:

See Attached.

COMPANY NUMBER: AWF-D562774
 COMPANY: 04-20-21
 POLICY NUMBER: 99
 EFFECTIVE DATE: 04-20-22
 EXPIRATION DATE: 04-20-22

HANOVER OF MAINE OFFERS AFTER HOURS AND WEEKEND EMERGENCY CLAIMS SERVICE. TO CONTACT A MEMBER OF OUR EXPERIENCED CLAIMS STAFF FOR ASSISTANCE WITH YOUR EMERGENCY, PLEASE CALL:

1-800-492-0532 OR 1-207-771-5000

AGENCY/COMPANY ISSUING CARD: BROWN & BROWN INS SERVICES
 3697 MT. DIABLO BLVD, #100
 LAFAYETTE, CA 94549


INSURED: TASTING MAINE LLC
 PO BOX 82
 KENNEBUNKPORT ME 04046

MEETS MINIMUM COVERAGE - MAINE LAW
 SEE IMPORTANT NOTICE ON REVERSE SIDE

State of Maine Vehicle Registration

Eff Date is Validation Date But Not Prior To: 04/01/2020 Expires: 04/30/2021

Mileage 220,380

VIN	4UZA3NT21XCBI3338	YEAR	1999	MAKE	FRHT	MODEL	MT35	COLOR	WH	INSURANCE:	STYLE	VN	TIRES	4	AXLES		NET WEIGHT		REGISTERED WEIGHT		FUEL	D
REGISTRANT(S)	TASTING MAINE, LLC																					
LESSOR																						
MAILING ADDRESS	599 MORRILLS MILL RD																					
NORTH BERWICK ME 03906	Registration Void Unless Validated																					
LEGAL RESIDENCE	VALIDATED REGISTRATION NORTH BERWICK ME 031190																					
599 MORRILLS MILL RD	31190 05/21/2020 \$154.11																					
NORTH BERWICK ME	22755372																					
										User Id: _____ LPC: _____ E-Re-reg: _____												
Tax Receipt #: 22755372 MVR-3E Rev. 08-2016 REGISTRATION										Sticker # (VN): _____ (Y): 21D 03239136 www.maine.gov/sos												

State of Maine Vehicle Registration

Expires: 04/30/2022

Mileage 121,945

CLASS	REGISTRATION NUMBER
PC	9646WQ
NET WEIGHT	REGISTERED WEIGHT
FUEL	D



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/28/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BROWN & BROWN INS SERVICES OF CALIFORNIA INC. 3697 MT. DIABLO BLVD, #100 LAFAYETTE CA 94549	CONTACT NAME: PHONE (A/C, No, Ext): (855) 711-3925 FAX (A/C, No): (866) 828-2424 E-MAIL ADDRESS: Certificate@Hanover.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED TASTING MAINE LLC PO BOX 82 KENNEBUNKPORT ME 04046	INSURER A: Citizens Ins Co of America	NAIC # 31534
	INSURER B: Allmerica Financial Benefit	41840
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	OBF D562765 03	04/20/2021	04/20/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY	N	N	AWF D562774 03	04/20/2021	04/20/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

HEMLOCK GROVE CAMPGROUND 1299 PORTLAND ROAD ARUNDEL ME 04046	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Permission Letter

4-29-2021

Town of Arundel

468 Limerick Rd.

Arundel, ME 04046

RE: Hemlock Grove Campground (1299 Portland Rd., Arundel, ME 04046)

Attn: Permit Office:

I, Audrey Wakefield, hereby grant permission for Tasting Maine and Patty Arsenault (Tasting Maine owner) to lease and use my property located at 1299 Portland Rd., Arundel, ME 04046 to park her Food Truck as of May 1st, 2021.

If you have any questions regarding this correspondence, please contact me at the number below.



Thank You!

Audrey

Hemlock Grove Campground

1299 Portland Rd. US RTE 1
Kennebunkport/

Arundel, ME 04046

Phone: (207) 985-0398 or 207-590-2807

www.hemlockgrovecampground.com

hemlockcg@roadrunner.com



State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 26752

EATING PLACE - MOBILE

TASTING MAINE
1090 POST RD
WELLS ME 04090

EXPIRES: 06/15/2021

FEE: \$200.00

ATTN FRED OWEN
TASTING MAINE LLC
TASTING MAINE
PO BOX 82
KENNEBUNKPORT ME 04046



Jeanne M. Lombardi

Commissioner

NON-TRANSFERABLE

Space Above This Line For Recording Data

QUIT CLAIM DEED WITHOUT COVENANT

KNOW ALL PERSONS BY THESE PRESENTS, that **TOWN OF ARUNDEL**, a municipal corporation existing under the laws of the State of Maine and located in the County of York, State of Maine, with a mailing address of 257 Limerick Road, Arundel, Maine 04046, hereby grants to **Stovocorp LLC** with a place of business in West Kennebunk, York County, State of Maine, having a mailing address of PO Box 215 West Kennebunk, Maine 04043 with QUIT CLAIM WITHOUT COVENANT, a certain lot or parcel of land situated in Arundel, York, Maine being the same premises tax acquired to the Town of Arundel as recorded on **July 22, 2019** in the York County Registry of Deeds **Book 18000, Page 72** .

The Inhabitants of the Municipality of Arundel have caused this instrument to be signed in its corporate name by Jason Nedeau, Thomas Danylik, Daniel Dubois, Velma Jones Hayes, Philip Labbe, its Municipal Officers duly authorized.

Witness our hands and seals this 10th day of May, 2021.

Municipal Officers of Arundel, Maine

ACKNOWLEDGEMENT

State of Maine
County of York, ss

Date: _____

Then personally appeared before me the above-named Jason Nedeau, Thomas Danylik, Daniel Dubois, Velma Jones Hayes, Philip Labbe, Municipal Officers of the Municipality of Arundel, and acknowledged the forgoing to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of said Municipality.

Before me,

Emily Nedeau
Notary Public
My commission expires: May 31, 2026