

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

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**Monday June 27, 2022
Arundel Municipal Building
7PM
Meeting Room**

- I. Call to Order
- II. Approval of Agenda
- III. Public Forum – Public comment on non-agenda items
- IV. Approve Minutes of June 13, 2022
- V. Committee and Board Reports
- VI. Manager Report
 - Cross Walk update
 - Asbestos Removal-Old Town Hall
 - Playground Municipal Building Property
- VII. Business
 - Nomination and action on BOS Officers
 - Renewals: Payroll Warrant, Code of Conduct, Committee Assignments
 - Appointments: Annual, Planning Brd, Appeals Brd
 - Charter Amendments future action
 - Wastewater connection request/KSD
 - Fire Protection Ordinance
 - Approval of Account Payable & Payroll Warrants
- VII. - Other Business /Adjournment

**TOWN OF ARUNDEL
SELECT BOARD**

Monday June 13, 2022
Arundel Municipal Building
Conference Room
7PM Meeting

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

Absent: Selectmen Hayes

Others: Town Manager Trefethen

Call to Order: Chairman Danylik called meeting to order @ 7:01PM

Approval of Agenda: *MOTION Dubois second Nedeau “approve as presented” passed 4-0.*

Approval of Minutes: *MOTION Labbe second Nedeau “approve minutes of May 23rd and June 7th as presented” passed 4-0.*

Manager Report: Nothing new to report as it relates to Crosswalk and or the Snow Plow estimates. Board discussed the importance of getting the Crosswalk in ASAP and Manager informed them that Stripper is presently in Maine. Tabled any action on Snow Plow purchase and are waiting for materials for review to be submitted.

Business: *MOTION Dubois second Nedeau “approve the Payroll and Payable Warrants as presented and reviewed” passed 4-0*

ADJOURNMENT *MOTION Nedeau second Labbe “to adjourn” passed 4-0 @ 7:19PM*

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 June 27, 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

- Crosswalk Update: As I provided to you via-email Sheriff King has expressed concerns with regard to the Crosswalk. I have responded to this and hopefully we will have some update on cost for a lighted system. My hope will be to share some photos of the area prior to your meeting so you can see firsthand what is on the ground.
- Asbestos Removal-Old Town Hall: Have been provided some options for removing the Asbestos from the building I want to discuss them and provide to you may plan to move forward.
- Playground Municipal Building Property: The Recreation Director was given the OK to proceed in placing the order. I have spoken to the Planner and no requirements exist for oversight we will coordinate with Public Works for Tree removal and site preparation.

BUSINESS

- Nomination and approval of BOS Officers
- Renewals for various documents and assignments that affect the BOS business.
- Appointments: Seeking approval of Rich Ganong and Susan Sinnott to the Planning Board and Paul Chansky & Joanne Grace to the Board of Appeals.
- Charter Amendments: Wish to discuss how you all wish to proceed in perhaps a resubmittal of the proposed amendments in November.
- Wastewater connection letter to KSD: I have developed a Letter for your review seeking your signatures and approval to provide to KSD our sincere interest in continuing efforts in working together on wastewater collection from Arundel.
- Fire Protection Ordinance memo from the Planner
- Approval of Account Payable & Payroll Warrants as submitted for review at your meeting.

ADJOURNMENT

Town Manager

From: Brianna Heffernan [accounting@sesofne.com]
Sent: Tuesday, June 21, 2022 10:01 AM
To: 'Town Manager'
Subject: RE: Cost Proposal Asbestos Removal

Sounds good. Keep me posted and I'll work on getting things on the schedule as soon as you get the okay from them.

In the meantime, the big thing will be having those non-load bearing walls taken care of before work can start. That saves you guys a lot of money to get that demoed before work starts. I can schedule a dumpster to be there too. If the content manipulation/clean up prior to the abatement work ends up being less time than we anticipated, then we'd adjust the price accordingly, so anything that's done beforehand could be a cost savings for the town. We're planning to be onsite for two weeks. Once the abatement work starts, no one will be able to enter the building until the work is completed.

Please let me know if you have any questions. Look forward to hearing from you after next week's meeting.

Kind Regards,

Bri Heffernan

Brianna Heffernan
Office Manager & Accounting Department
accounting@sesofne.com
Office 207-245-3232
Fax 207-245-3230
Safe Environmental Solutions
346 South St. Bldg #2 Gorham, ME 04038
www.sesofne.com

From: Town Manager <townmanager@arundelmaine.org>
Sent: Tuesday, June 21, 2022 7:48 AM
To: Brianna Heffernan <accounting@sesofne.com>
Subject: Cost Proposal Asbestos Removal

Bri: I see the information to be fine. I just want to pass by the Board of Selectmen on Monday the 27th before I sign to insure they understand how we are proceeding. Keith

**ASBESTOS ABATEMENT
COST PROPOSAL**
(SES Project 22-05018)

Prepared For:

Keith Trefethen
Town Manager
Email: townmanager@arundelmaine.org
(207) 985-4201 office

At:

Old Arundel Town Hall
468 Limerick Road
Arundel, Maine

From:

Christopher D. Lewis
Safe Environmental Solutions, Inc.
346 South Street, Bldg. 2
Gorham, Maine 04038

June 6, 2022

Safe Environmental Solutions (SES) appreciates the opportunity to assist with your abatement needs. Safe Environmental Solutions, Inc. (SES) is a leader in the Indoor Air Quality (IAQ), asbestos testing & abatement, mold remediation and radon mitigation services. Our management team has extensive experience in providing cost effective solutions for environmental issues.

The cornerstone of our company's philosophy is the concept that an informed consumer is an important partner in the successful management of any environmental remediation project.

Our fully insured professional staff at Safe Environmental Solutions are committed to providing safe & creative engineering, design, and cost-effective solutions that work to meet our individual client's needs.

The enclosed information has been assembled so that you can have a better understanding of the industry. We encourage you to ask us questions and to contact any of our clients regarding our professionalism, price, and overall response.

Our commitment is to a safe and healthy environment, satisfied customers, quality service, and of course very competitive pricing.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris D. Lewis", written in a cursive style.

Christopher D. Lewis
Owner

Safe Environmental Solutions (SES) is pleased to provide this quote for the asbestos abatement of asbestos flooring located at 468 Limerick Road in Arundel, Maine. SES previously did an asbestos survey in 2021, and we identified asbestos-containing mastic glue on most of the flooring on the 1st floor, all the flooring on the 2nd floor, and the stair treads. SES identified ~2200SF of asbestos-containing mastic in the building. SES will be removing all the tiles down to the subfloor. Abatement will take place under demolition conditions (critical barriers, negative air machine and decontamination unit), as it is SES' understanding the building will be demolished within 6 months of abatement. Personal items should be removed prior to starting the abatement activities. The non-load bearing walls should be demoed on the 1st and 2nd floors prior to SES' arrival. SES will need access to hot/cold water and electricity. All abatement activities will be completed under the State of Maine DEP Chapter 425, Federal EPA and OSHA requirements. Once abatement activities are completed, SES will provide a ME DEP Form D with the asbestos portion completed and signed.

Additionally, as discussed on-site, SES will be removing the fire escape on the side of the building and will keep it for personal use. SES appreciates the town allowing us to save this and have access to the town's excavator and forklift for removal of the fire escape. SES has included a discount below in exchange for the fire escape and use of equipment.

Breakdown of Costs:

Task 1- Content Manipulation – either dispose furniture, carpet, office materials and other demolition debris and/or manipulate it within the structure to allow SES to complete the abatement.

* SES is assuming that the Arundel Fire Department will be demolish the non-load bearing walls on the first and second floors. If this is not completed prior to SES' arrival, then there will be additional cost incurred.

➤ Labor, Materials, Waste **\$ 11,250.00**

Task 2- Abatement and disposal of all flooring that has asbestos-containing mastic on the 1st floor, 2nd floor and stairs

➤ Labor, Materials, Waste \$ 21,850.00
 ➤ DEP notification/Independent Clearance \$ 1,200.00
\$ 23,050.00

Task 3- Removal & compiling of Universal Waste for disposal

SES will remove all the U-waste and leave it for the town to dispose of properly. Per our on-site discussion, SES is not responsible for the disposal of the U-waste. SES will collect fluorescent fixtures from the building, ballasts, exit & emergency lights, thermostats, air conditioners and computers. **

** Client will handle all removal of fuel storage tanks and boilers.

➤ Labor and Materials **\$ 2,250.00**

TOTAL \$ 36,550.00

Discount for fire escape: \$2,000.00 (not included in the total)

I trust this proposal supports your asbestos abatement planning needs. We look forward to serving you and stand committed to a safe and healthful Maine environment. Should you have any further questions or concerns, please feel free to contact me directly at 207-229-5057 or cdlewis@sesofne.com.

In signing, you agree to our cost and payment terms (net due upon completion of job). We are available to schedule this project with your signed authorization. Thank you and we look forward to working with you.

Please Print (F, MI, Last)

Date

Signature

Chairman**Vice-Chairman****Secretary**

2022-2023	Dan Dubois	Jason Nedeau	Velma Jones Hayes
2021-2022	Tom Danylik	Dan Dubois	Jason Nedeau
2020-2021	Velma Jones Hayes	Thomas Danylik	Daniel Dubois
2019-2020	Jason Nedeau	Velma Jones Hayes	Thomas Danylik
2018-2019	Dan Dubois	Jason Nedeau	Velma Jones Hayes
2017-2018	Thomas Danylik	Dan Dubois	Jason Nedeau
2016-2017	Velma Jones Hayes	Thomas Danylik	Daniel Dubois
2015-2016	Jason Nedeau	Velma Jones Hayes	Tom Danylik
2014-2015	Dan Dubois	Jason Nedeau	Velma Jones Hayes
2013-2014	Thomas Danylik	Dan Dubois	Velma Jones Hayes
2012-2013	Velma Jones Hayes	Thomas Danylik	Daniel Dubois
2011-2012	Velma Jones Hayes	Mark Paulin	Phil Labbe
2010-2011	Tom Danylik	Velma Jones Hayes	Mark Paulin
2009-2010	Dana Peck	Thomas Danylik	Byron Kindley
2008-2009	Mark Paulin	Dana Peck	Tom Danylik
2007-2008	David Lane	Mark Paulin	Dana Peck
2006-2007	Mark Laprel	David Lane	Mark Paulin
2005-2006	Velma Jones Hayes	Mark Laprel	Roland Drew
2004-2005	David Lane	Velma Jones Hayes	Roland Drew
2003-2004	Paul Brouillard	David Lane	Velma Jones Hayes
2002-2003	Roland Drew	Velma Jones Hayes	Paul Brouillard
2001-2002	Tom Danylik	David Lane	Velma Jones Hayes
2001-2000	Roland Drew	Tom Danylik	Velma Jones Hayes
2000-1999	Velma Jones Hayes	Roland Drew	Tom Danylik
1999-1998	David Lane	Velma Jones	Roland Drew
1998-1997	John Cliché	David Lane	Velma Jones
1997-1996	Roland Drew	John Cliché	David Lane
1996-1995	Velma Jones	Tom Danylik	John Cliché
1995-1994	Tom Danylik	Therese Cliché	Velma Jones
1994-1993	David Lane	Therese Cliché	Tom Danylik

Town of Arundel
BOARD OF SELECTMEN'S POLICY

RE: Payroll Warrant

As per M.R.S.A. Title 30A, Section 5603, it shall be the policy of the Arundel Board of Selectmen to permit the disbursement of Employees' Wages and Benefits when the Disbursement Warrant has been signed by ONE (1) or more of the Municipal Officers.

Renewal for FY 2023

Effective July 1, 2022 to June 30, 2023

Renewed: June 14, 2021

A Majority of the Board of Selectmen

Arundel, Maine

TOWN OF ARUNDEL
BOARD OF SELECTMEN CODE OF CONDUCT

The Board of Selectmen Members agrees to adhere to the following code of conduct during their tenure in office including at all Board of Selectmen Meetings, while representing the Board of Selectmen on any committee or sub-committee and while representing the Board of Selectmen or the Town in any capacity within or outside the Town.

1. A Town Selectman, once sworn into public office, will at all times endeavor to serve the interests of the citizens of the Town of Arundel.

2. A Town Selectman shall refrain from participation in any matter where there exists an actual, potential or perceived conflict of interest. Such a conflict would be that as would arise from a personal relationship or a financial involvement in a matter that would cause a reasonable person to believe that the Selectman's action in his or her official capacity may be influenced by self interest or bias. In any situation where the Board determines a conflict of interest or bias exists relative to any Board Member, that Board Member shall withdraw or recuse him or herself from further participation, except as a citizen, and shall not vote on the matter involved.

3. In that a Town Selectman has no legal authority to take any action or make any decision on behalf of the Town outside a duly scheduled meeting of the Board of Selectmen, he or she shall conduct relationships and communications with other Town Selectmen, Town personnel, the local citizenry and all media with that understanding. A Selectman shall request information about any specific matters from the Town Manager and not directly from other Town personnel.

4. A Town Selectman shall, once a decision has been made by a legal vote of the Board of Selectmen, refrain from obstructing or impeding the implementation of the Board's decision.

5. A Town Selectman will only discuss the confidential business of the Town at a duly scheduled meeting of the Board of Selectmen.

6. A Town Selectman will make decisions only after the facts bearing on a matter before the Board have been presented and discussed at a public meeting or hearing of the Board of Selectmen.

7. A Town Selectman shall always treat Board Members, citizens, Town employees, committee or members of other Town Boards with courtesy and respect.

8. A Town Selectman will not criticize Town employees publicly but will take such criticism to the Town Manager for investigation and action as may be necessary pursuant to Town employee policy.

9. A Town Selectman will bring concerns regarding the conduct or behavior of a fellow Selectman first to the Chair of the Board of Selectmen for investigation and action if necessary, before raising such concerns in a public forum.

10. A Town Selectman who, after warning, disregards or fails to abide by this Code of Conduct may, by virtue of his or her continued violation of this Code, be subject to censure by the Board or the recall provisions of the Town Charter.

Renewed June 27, 2022

Selectmen's Committee Assignments 2022-2023

Committees & Boards

Budget Board

All Selectmen

Planning Board

RSU #21 Finance Committee

RSU #21 Directors Meeting

**Town of Arundel
Annual Appointments FY 2023**

Town of Arundel Charter Section 9.0

Animal Control Officer	Deborah Laroche
Assistant Animal Control Officer	Teddi Myers
Building Inspector	James Nagle
Code Enforcement Officer	James Nagle
Electrical Inspector (Commercial)	James Plamondon
EMA Director (Civil Emergency Preparedness Director)	Renald Tardif
Fire Chief – Arundel Fire-Rescue	Jerry Beaulieu
Freedom of Access Officer	Keith Trefethen
Health Officer	Renald Tardif
Plumbing Inspector	James Nagle
Registrar of Voters	Emily Nedeau
Tax Collector	Jessica McPherson
Town Clerk	Emily Nedeau

Dated June 27, 2022

Majority of Municipal Officers
Town of Arundel, Maine

TOWN OF ARUNDEL

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

June 27, 2022

Board of Trustees
Kennebunk Sewer District
44 Water Street
Kennebunk, Maine

Chairman Price & Fellow Trustee Members:

The Town of Arundel over the past several years has been working with our consulting engineer Wright-Pierce, evaluating wastewater collection along Portland Road within Arundel from the Mousam River north to approximately the Cape Arundel Cottage Preserve. The Town had previously had conversations with the District (KSD) referencing Arundel potentially connecting the wastewater collection system to the KSD wastewater system for treatment and disposal.

Since the initial conversations Arundel had with KSD we understand several members of the Board of Trustees along with the superintendent have changed. To continue the discussion, Wright-Pierce had recently developed several questions reference Arundel's potential wastewater connection to KSD that were presented to the KSD Board of Trustees meeting on May 3, 2022.

Responses to the questions were reviewed by our Board. We are interested in moving forward in good faith in pursuing a future wastewater connection to the KSD wastewater system. We understand a number of improvements within the collection system may be required and that KSD is also in the process of wastewater treatment facility evaluations and design.

As KSD further develops their capital improvement plans and capacity evaluations, the Town of Arundel requests KSD to consider the projected annual average daily flow of approximately 160,000 gallons per day, which includes and infiltration allowance, from Arundel as part of the planning of improvements or modifications to the KSD wastewater collection or treatment systems. The Town of Arundel working with Wright-Pierce, welcome the opportunity for further discussion including an agreed upon cost associated to accept flow from Arundel and for the opportunity of advancing at a commitment of developing an agreement with KSD to move forward.

Respectfully
Arundel Board of Selectmen

To: Select Board
From: Lee Jay Feldman, Contract Planner
Date: 6/22/2022
Re: Fire Protection Ordinance

A few weeks back it was brought to my attention that in May of 2019, there had been some discussion amongst the Planning Board and others that there may be a need for some sort of Fire Protection Ordinance. It is my understanding that there was never any follow up to this discussion as suggested there be in the attached portion of the minutes from the planning board meeting of May 30, 2019. As I try to bring some of these issues to closure, I figured I would jump into the issue with you for discussion.

Currently, the town has adopted the Maine Uniform Building and Energy Code (MUBEC), the State has also adopted NFPA 1 and NFPA 101. In doing this, the state has also coordinated the MUBEC and the NFPA codes to work in conjunction with each other. Based on this situation the town has the right to enforce NFPA 1 & 101. The State Fire Marshalls Office has said, "it will hold much more weight for the municipality if they adopt NFPA 1 and 101 in ordinance. That will allow them to do more things...as well as a sprinkler ordinance. If they just use us, they cannot enforce sprinklers..."

Based on this information, I would suggest that the town should adopt NFPA 1 & 101 by reference and develop a sprinkler system ordinance to tag along to those. There is no reason to place the requirements in the zoning or subdivision regulations.