

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

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**Monday July 26, 2021
Arundel Municipal Building
7PM
ZOOM**

- I. Call to Order
- II. Public Hearing to discuss Remote Participation Policy
- III. Approval of Agenda
- IV. Public Forum – Public comment on non-agenda items
- V. Approve Minutes of July 12, 2021
- VI. Committee and Board Reports
- VII. Manager’s Report
 - Old Town Hall Building
 - Landscaping update/ AMB
 - State Revenue Projection/Arundel
- VIII. Business
 - Acoustics Panels Municipal Building Meeting Room
 - Remote Participation Policy action
 - MMA Annual Election vote
 - Approval of Accounts Payable & Payroll Warrants
- IX . Other Business /Adjournment

Zoom Meeting <https://zoom.us/j/93680326109?pwd=OFMrazc1UlK2S1hlz3Nkd2tVVFqT09>

Phone 1 646 558 8656

Meeting ID 936 8032 6109

Passcode 030965

TOWN OF ARUNDEL

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

BUSINESS MEETING July 26, 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.

PUBLIC HEARING

-In your packet is the Remote Participation Policy that was actually the draft at your last meeting. The material comes directly from the MMA web-site on suggestions as to develop the policy. The Public Hearing will provide others the ability to weigh in on the policy prior to action by the board further in your meeting.

MANAGERS REPORT

-Old Town Hall Building: At this writing still a work in progress I will provide an update at your meeting.

-Landscaping update/AMB: I have added the mowing to the RFP request and have sent out and posted again on our website. I hope that the mowing and fertilizer piece provides businesses the opportunity to submit a proposal on the entire work.

-State Revenue Sharing: The latest revenue projections have again increased the anticipated contribution to Arundel. I had anticipated \$275,000 which was very conservative based on projections and the uncertainty of COVID in the future. New projections of \$427,240.26 will provide Arundel with \$152,240.26 of unanticipated revenue.

BUSINESS

-Panels for meeting Room: Selectmen Nedeau has installed them. It seems to me that the sound is a bit better but not optimum, what next?

-Remote Participation in Public Proceedings: A policy has been developed following guidelines from MMA. Action on the policy is now required.

-MMA voting Ballot: Again we are asked to approve the slate of officers presented by MMA. You can either approve me signing on behalf of the town or sign yourselves.

ADJOURNMENT

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday July 12, 2021
Arundel Municipal Building
7 PM

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

Others: TM Trefethen, Jack Reetz

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

Approval on Agenda: *MOTION Nedeau second Hayes “approve agenda as amended” passed 5-0. (added discussion on topics under Manager’s Report).*

PUBLIC FORUM

-No comments

Approval of Minutes: *MOTION Dubois second Labbe “approve minutes of June 28, 2021 as presented and reviewed” passed 5-0.*

Committee & Board Report: No Discussion

Managers Report:

-CMP Credit Use: The credit we received from CMP for overcharging at the new Municipal Building has been distributed to the Fire & Public Works Departments electricity use. Further the CMP Bill for the Municipal Building has been modified as the category of the Municipality has changed which reduce the bill to single phase service charge.

-Old Town Hall Building: Still pending further information from Surplus Office Equipment, Environmental building review, Demo disposal etc...

-Speed on Route 111, in and around the new construction (Kate’s Butter) has become a concern for many. DOT will be notified for the increase speed as a result of the additional lane.

-MTA & four year Capital Investment: Limerick Road overpass is due for work in the 2025 Construction year . MTA officials will contact the Town Officials as the project nears.

-Snowplow operators: Manager is concerned with the lack of folks to plow snow this winter season. A consideration given was to contract out a portion of the town for plowing. This idea will be discussed with public works.

Business:

- Acoustics, Meeting Room: Panels have arrived and the discussion centered around where they should be placed. Selectmen Nedeau has indicate that he would install. The location and pattern will be left up to the Town Manager & Selectmen Nedeau.

-Remote Participation Policy: Manager provided a policy document for review. Board felt ok with it and that it should also include ZBA & Budget Board. A public hearing will be established for the next scheduled meeting.

-Accounts Payable and Payroll Warrant: *MOTION Hayes second Nedeau "approve all as presented and reviewed" passed 5-0.*

OTHER BUSINESS: Selectmen Dubois asked about the concerns of staff at Transfer Station (Casella) and the landscaping items that did not survive and when it may be replaced.

ADJOURNMENT *MOTION Dubois second Nedeau "to adjourn" passed 5-0 @ 7:43PM*

Respectfully submitted,

Keith M. Trefethen
Town Manager

REQUEST FOR PROPOSALS

Landscaping & Mowing Maintenance

The Town of Arundel is requesting proposals for Landscaping & Mowing Maintenance at the New Municipal Building. Proposals will be accepted by the Town until August 19, 2021 @ 4PM. The Board of Selectmen will open proposals at their meeting of August 23, 2021, 7PM @ the Arundel Municipal Building, Meeting Room in Arundel, Maine.

Proposals will be submitted to Keith M. Trefethen, Town Manager 257 Limerick Road, Arundel, Maine 04046. Proposals should be clearly marked Landscaping Maintenance, meeting the following criteria.

1. Weed around Mulch areas as needed
2. Replace/refresh Mulch Beds once a year.
3. Maintain Shrubbery and Trees as needed.

List consist of

- (14) Deciduous Trees
- (42) Evergreen Trees
- (5) Flowering Trees
- (160) Shrubs

4. Mowing as needed and fertilize grass areas at a minimum twice a year.
5. The proposal shall provide pricing for maintenance as requested. The town reserves the right to reject any and all proposals.

FY 2022 Projected Municipal Revenue Sharing

07/01/2021 - 06/30/2022 Published 07/02/2021

County	Municipality Name	July 1, 2019 Census Population	2019 Tax Assessment	2021 State Valuation	Rev I Distribution Percentage	Rev II Distribution Percentage	Rev I Projected FY22 Distribution	Rev II Projected FY22 Distribution	Total Projected FY22 Distribution
Piscataquis	ABBOT	709	1,043,980.21	79,900.00	0.000442966	0.000285	63,118.16	11,289.17	74,407.33
York	ACTON	2,549	6,933,630.86	726,200.00	0.001163733	0.000000	165,820.00	-	165,820.00
Washington	ADDISON	1,257	2,040,656.61	148,300.00	0.000827071	0.000620	117,849.21	24,546.67	142,395.88
Kennebec	ALBION	2,100	1,982,402.95	150,700.00	0.001320921	0.000868	188,217.75	34,403.26	222,621.01
Washington	ALEXANDER	481	1,016,003.94	58,550.00	0.000399110	0.000464	56,869.08	18,366.52	75,235.60
York	ALFRED	3,097	4,527,506.75	359,750.00	0.001863710	0.001049	265,559.67	41,577.48	307,137.15
Aroostook	ALLAGASH	207	491,767.77	30,700.00	0.000158552	0.000163	22,592.00	6,469.79	29,061.78
Lincoln	ALNA	723	1,550,173.72	95,900.00	0.000558829	0.000584	79,627.42	23,145.50	102,772.92
Penobscot	AMHERST	897	550,225.69	48,750.00	0.000484103	0.000151	68,979.70	5,993.70	74,973.40
Hancock	AMITY	271	329,503.14	26,050.00	0.000163908	0.000094	23,355.21	3,727.88	27,083.09
Aroostook	ANDOVER	227	250,536.98	15,300.00	0.000177740	0.000190	25,326.13	7,515.11	32,841.24
Oxford	ANSON	835	1,296,462.23	89,300.00	0.000579661	0.000494	82,595.71	15,991.59	102,187.30
Somerset	ANSON	2,421	2,791,570.54	145,200.00	0.00222644	0.002927	317,131.50	115,991.31	433,122.81
Knox	APPLETON	1,369	2,744,789.40	138,250.00	0.001239649	0.001768	185,186.76	70,055.04	255,241.80
Sagadahoc	ARROWSIC	453	916,594.94	106,900.00	0.000185728	0.000000	26,464.31	-	26,464.31
York	ARUNDEL	4,232	7,040,398.97	552,900.00	0.002576768	0.001516	367,163.03	60,077.23	427,240.26
Aroostook	ASHLAND	1,221	2,006,185.42	72,150.00	0.001623414	0.002849	231,319.90	112,903.60	344,223.51
Somerset	ATHENS	995	1,279,041.04	91,350.00	0.000666159	0.000522	94,920.85	20,676.75	115,597.60
Androscoggin	AUBURN	22,951	43,736,217.88	2,175,900.00	0.022058847	0.030383	3,143,160.17	1,203,835.30	4,346,995.47
Kennebec	AUGUSTA	18,374	33,061,896.93	1,755,050.00	0.016550872	0.021284	2,358,330.09	843,328.56	3,201,658.66
Hancock	AURORA	114	292,442.30	21,250.00	0.000075018	0.000056	10,689.29	2,227.17	12,916.46
Franklin	AVON	446	702,681.83	45,100.00	0.000332274	0.000326	47,345.60	12,925.34	60,270.94
Washington	BAIDWIN	1,431	3,862,833.18	329,350.00	0.000802544	0.000324	114,353.78	12,846.36	127,200.14
Cumberland	BALDWIN	1,610	2,339,477.33	194,350.00	0.000926700	0.000430	132,045.25	17,035.05	149,080.30
Penobscot	BANGOR	31,942	57,277,946.50	2,744,650.00	0.031874360	0.045503	4,541,770.46	1,802,939.39	6,344,709.84
Hancock	BAR HARBOR	5,386	17,892,428.76	1,781,800.00	0.002586161	0.000029	368,501.53	11,660.06	369,669.90
Washington	BARING PLT	241	259,806.72	13,450.00	0.000222959	0.000294	31,718.14	11,660.06	43,378.20
Sagadahoc	BATH	8,321	19,730,698.11	1,093,400.00	0.007128990	0.008774	1,023,060.96	347,654.47	1,370,715.43
Washington	BEALS	507	1,139,373.00	74,900.00	0.000368783	0.000046	52,547.82	13,722.64	66,270.45
Piscataquis	BEAVER COVE	127	457,288.99	78,050.00	0.000035580	0.000000	5,069.72	-	5,069.72
Washington	BEDDINGTON	48	231,272.80	52,150.00	0.000010179	0.000000	1,450.35	-	1,450.35
Waldo	BELFAST	6,553	17,021,753.18	883,450.00	0.006037281	0.007960	860,250.81	315,375.60	1,175,626.41
Kennebec	BELGRADE	3,242	8,594,989.96	700,500.00	0.001902082	0.000964	271,027.18	38,214.74	309,241.93
Waldo	BELMONT	951	1,118,058.09	78,650.00	0.000646435	0.000525	92,110.42	20,819.63	112,930.05
Kennebec	BENTON	2,756	2,725,424.51	226,400.00	0.001586411	0.000736	226,047.42	29,169.91	255,217.33
York	BERWICK	7,699	12,614,777.89	770,400.00	0.006028022	0.000643	858,931.52	254,856.43	1,113,787.95
Oxford	BETHEL	2,732	6,499,599.10	510,600.00	0.001662897	0.000937	236,945.83	38,723.04	275,668.86
York	BIDDEFORD	21,393	46,738,914.17	2,823,300.00	0.016934492	0.018379	2,412,992.04	728,210.42	3,141,202.45
Somerset	BINGHAM	848	1,320,873.26	83,950.00	0.000637992	0.000637	90,907.33	25,251.59	116,158.92
Aroostook	BLAINE	691	721,191.23	41,800.00	0.000570074	0.000657	81,229.69	26,028.56	107,258.25
Hancock	BLUE HILL	2,646	7,014,877.30	798,500.00	0.001111511	0.000000	158,379.00	-	158,379.00
Lincoln	BOOTHBAY	3,174	9,142,966.53	1,012,950.00	0.001369888	0.000000	195,194.98	-	195,194.98
Lincoln	BOOTHBAY HARBOR	2,128	7,311,674.66	781,950.00	0.000951455	0.000000	135,572.66	-	135,572.66
Sagadahoc	BOWDOIN	3,232	3,625,149.31	260,450.00	0.002151056	0.001660	306,503.54	65,774.15	372,277.69
Sagadahoc	BOWDOINHAM	3,052	4,479,724.19	332,950.00	0.001963522	0.001382	279,781.76	54,754.48	334,536.24
Piscataquis	BOWERBANK	115	391,399.97	97,800.00	0.000222007	0.000000	3,135.76	-	3,135.76
Penobscot	BRADFORD	1,266	1,191,105.95	65,850.00	0.001094983	0.001342	156,023.83	53,175.99	209,199.82
Penobscot	BRADLEY	1,492	1,834,546.11	122,650.00	0.001067109	0.000969	152,052.13	38,412.23	190,464.36
Lincoln	BREMEN	812	2,230,523.65	221,450.00	0.000391080	0.000008	55,724.96	305.12	56,030.08
Penobscot	BREWSTER	8,914	16,107,748.90	782,200.00	0.008777454	0.012376	1,250,697.48	490,363.65	1,741,061.13
Aroostook	BRIDGEWATER	572	583,399.09	36,750.00	0.000344194	0.000440	61,868.14	17,451.03	79,319.17
Cumberland	BRIDGTON	5,388	14,848,704.08	1,205,750.00	0.000172764	0.001635	452,086.43	64,772.94	516,859.37

Calculate Revenue Sharing

Source of Funds: 5.0% of the State Government's monthly sales, corporate and personal income tax revenues are set aside to fund the municipal revenue sharing pool. During the state fiscal years of 2020 and 2021, the amount of revenue sharing will be reduced to 3.0% (2020) and 3.75% (2021) of the State Government's monthly sales, corporate and personal income tax revenues. (Title 30A, Section 5681, subsection 5)

Source Information: Three statistics for each municipality are needed to calculate the distribution percentage:

1. State Valuation (provided by the State Tax Assessor);
2. Tax Assessment (provided by the Property Tax Division of Maine Revenue Services) and
3. Estimated or Actual Population (provided by the DHHS Office of Vital Records).

Revenue Sharing I - Timing and Calculation: Municipal Revenue Sharing is distributed by the 20th of each month to each municipality* based on the Revenue Sharing I (REV-I) formula, (see 30-A M.R.S.A. s. 5681). The REV-I calculations work as follows:

1. (population x assessment)/state valuation = computed number
2. computed number/sum of all computed numbers = proportional share of REV-I distributions

REV-II Distributions: In fiscal year 2016, 2017, 2018, 2019, approximately 20% of funds are set aside in the Local Government Fund and a lump sum distribution of \$4 million at the end of each year. Distributions are to be made by the 20th of each month to each municipality under the REV-II formula. The REV-II calculation works as follows:

1. assessment/state valuation = mil. rate
2. (mil. rate - 0.01) x population = computed number
3. computed number/sum of all computed numbers = proportional share of REV-II distributions

*For purposes of the program, the unorganized territory, plantations, the Passamaquoddy Tribe, and the Penobscot Nation are treated as if they were municipalities.

REMOTE PARTICIPATION POLICY

Town of Arundel Board of Selectmen, Planning Board, ZBA, Budget Board

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the above-named body adopts the following policy to govern the participation, via remote methods, of members of the body and the public in the public proceedings or meetings of the body.

Members of the body are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the body to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the chair or presiding officer of the body as far in advance as possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The body will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the body to meet using remote methods of attendance.

The body will make all documents and materials to be considered by the body available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public. A member of the body who participates remotely will be considered present for purposes of a quorum and voting.

This policy will remain in force indefinitely unless amended or rescinded.

Dated: _____

Signed: Arundel Board of Selectmen



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 20, 2021

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Elaine Aloes, Chair of Selectboard, Town of Solon

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

David Cyr, Town Manager, Town of Frenchville

Melissa Doane, Town Manager, Town of Bradley

**Justin Poirier, Town Manager, Town Administrator
Town of Chebeague Island**

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____

Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

*MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: rlambert@memun.org*