

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

www.arundelmaine.org

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**Monday August 8, 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 July 25, 2022
- V. Committee and Board Reports
- VI. Manager Report
 - Draft Engineering Study Portland Road Sewer Project
 - Crosswalk Route #1
 - Public Water/Arundel Municipal Building
 - Dangerous Building 159 Proctor Road
 - Town Clerk Discussion
- VII. Business
 - Ambulance Discussion with Fire Chief
 - Website Policy/John Bell
 - Approval of Account Payable & Payroll Warrants
- VII. - Other Business /Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING July 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

- Draft Engineering Study Portland Road Sewer Project: Wright-Pierce Engineers has provided you the Study which has outlined three alternatives for Sewer Development on Route#1. I believe the Study provides you the perfect backdrop for discussions prior to your scheduled meeting with the Kennebunk Sewer District.

-Crosswalk Route #1 survey from BH2M has been completed and included in your packet. It is my intention to provide and discuss the results with the abutting property owner prior to your meeting and report to you that discussion.

-Public Water/Arundel Municipal Building: Corresponded with Kate Tufts DHHS; Drinking water division. Who suggests based on the quality of water and the extensive water treatment system needed and continued regulatory review that the town remove the Water Fountains which vacates the requirement of being regulated as a public water supply. I would suggest that we follow this guidance and in its place provide bottled water for the public to consume eliminating the need for state oversight.

-Dangerous Building: I have provided to you the notice on the hearing to be held on August 22, 2022. Contact to creditors and property owners was undertaken by the Attorney's Office.

-Town Clerk Discussion: As I informed you the Town Clerk submitted her resignation effected Thursday August 11, 2022. Notice for the open position has been circulated and I have received three applications at this writing for the position.

BUSINESS

-Ambulance Discussion: Fire Chief wishes to discuss with you all the complexity of upcoming Ambulance purchases over the next 36 to 48 months. Fire Chief has secured three quotes for Ambulances that I will share with you at the meeting.

-Website Policy: John Bell has proposed a Policy to assist in proper Website content for this municipal site.

-Approval of Account Payable & Payroll Warrants as submitted for review at your meeting.

ADJOURNMENT

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday July 25, 2022
Arundel Municipal Building
Meeting Room
7PM Meeting

Members present: Select Board Dan Dubois, Phil Labbe, Velma Jones Hayes
Absent: Select Board members Danylik and Nedeau

Others: Town Manager Trefethen, Resident Lynn Mankin

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

Approval of Agenda: *MOTION Hayes second Labbe “approve as amended” passed 3-0.* (added discussion on Marijuana)

Public Forum: Resident Lynn Mankin discussed that he felt that Arundel should have a representative on the KKWWD (Kennebunk-Kennebunkport-Wells Water District) Board of Trustees. In addition seeing that the Municipal Building has a Water Fountain we are a Public Water Supply and must comply with State Regulation he indicated that the State is aware of this and may be seeking contact with the Town for an alleged violation.

Committee & Board Reports: None

Approval of Minutes: *MOTION Hayes second Labbe “approve minutes of July 11 as presented” passed 3-0.*

Manager Report

Conifer Way: Staff met on site on July 12 and discussed Culvert Sizes and Shoulder material and size. The HOA is planning on requesting the Town to accept Conifer Way as a Town Way by petition. Options were presented and further request by the HOA may be pending.

2015 Ambulance: Manager informed the Board of the needed repairs to the Ambulance. Fire Chief would like to discuss with the Board the future purchase of a New Ambulance and steps to get us in a position to purchase. Chief will attend a future meeting to discuss further.

Old Town Hall: Asbestos mitigation work at the site began today (Monday) the Manager will keep you informed of the outcome.

Update Sewer Discussion: Manager shared a letter from our Engineering Firm. Manager suggested a in person discussion with the Firm soon to discuss the letter and decide what direction the Board wishes to move in to be prepared to discuss with the Kennebunk Sewer District in September.

MDOT Traffic Movement Permit/Arundel Cottages: Efforts to mitigate traffic on Route #1 by the Cottages is now being pushed by MDOT. The Town will be a third party participate in the effort to insure funds can be released to perform the upgrades. Details on an agreement are now being formulated and will be reviewed by the Town through its attorney and the manager will seek approval of the Board to sign once agreement is in order.

June & June Realty 1 LLC (Vinegar Hill Music Theater): Efforts are under way to complete enforcement of the violations. Discussion took place with one of the minority owners today (Monday). Ownership may modify their current efforts to revert back to their original approvals. Status is pending.

Crosswalk Route #1 update: Survey crew was on site last Thursday (7/21) and estimates on a lighted pedestrian signal is currently underway. Manager will report back with findings.

Business

Payable or Payroll Warrants: ***MOTION Hayes second Labbe “approve Payable and payroll warrants as presented and reviewed they include a account payable warrant for FY 21/22” passed 3-0.***

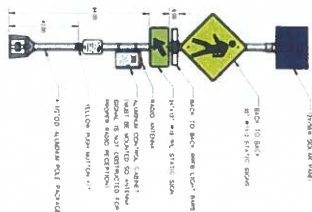
Selectmen Labbe: was asked if retail Marijuana Stores are allowed in Arundel. Currently they are not allowed per our Local Zoning Ordinance.

Chairman Dubois asked the Manager if he has contacted Minuteman for placement of a security camera to observe proposed playground area. Answer No.

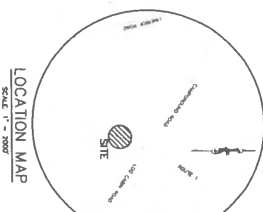
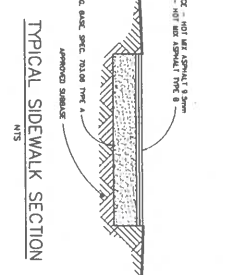
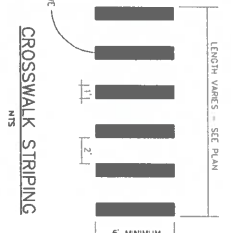
ADJOURNMENT *MOTION Labbe second Hayes “to adjourn” passed 3-0 @ 7:55PM*

Respectfully submitted

Keith M. Trefethen
Town Manager



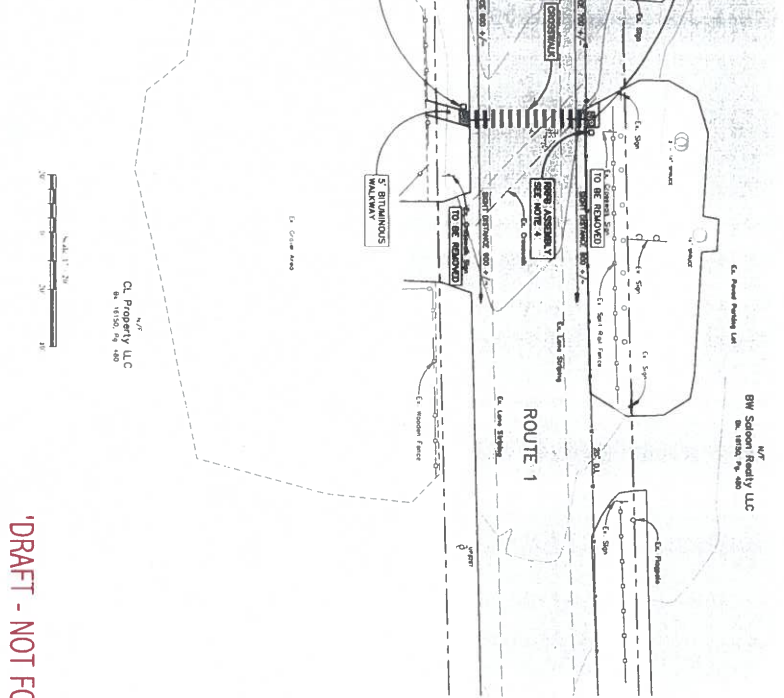
RECTANGULAR RAPID FLASHING BEACON ASSEMBLY (RRFB) ILLUSTRATION



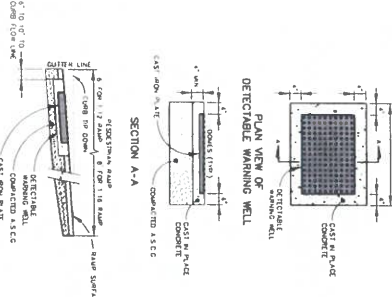
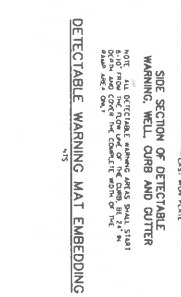
- NOTES:**
- CONTRACTOR SHALL NOTIFY THE STATE (811) AT LEAST 72 HOURS PRIOR TO BEGINNING WORK.
 - CROSSWALK HAS BEEN DESIGNED IN ACCORDANCE WITH THE LATEST CITY ORDINANCES ON CROSSWALKS. REVISION #0.
 - EXISTING CONDITIONS SHOWN AS PERFORMED BY SURV ON DATE 2/1/2022.
 - RECTANGULAR RAPID FLASHING BEACON ASSEMBLY (RRFB) SHALL BE INSTALLED IN ACCORDANCE WITH MANHOLE DETAIL ON THIS SHEET FOR AN ILLUSTRATIVE VIEW OF THE RRFB ASSEMBLY.

LEGEND

SYMBOL	DESCRIPTION
(Symbol)	SPUR
(Symbol)	SHOW
(Symbol)	WATER VALVE
(Symbol)	TRIE
(Symbol)	UTILITY POCKET
(Symbol)	DAY MARK
(Symbol)	EXISTING WATER LINE
(Symbol)	EXISTING SANITARY LINE
(Symbol)	EXISTING CONDUIT
(Symbol)	EXISTING PROPERTY LINE/RIGHT OF WAY



'DRAFT - NOT FOR CONSTRUCTION'



NO.	DATE	REVISION DESCRIPTION

DESIGNED	DATE
DRAWN	SCALE
CHECKED	200
DATE	2/1/22

TOWN OF ARUNDEL

KORTH 1
ARUNDEL MANSION

BH2M

Berry Huff, McDonald, Alligan Inc.
Engineers, Surveyors

5000 Main Street
Columbia, Maryland 21046

Tel: 410.674.2770
www.bh2m.com

PROJECT NO.	200
SHEET NO.	1

DATE	2/1/22
SCALE	AS SHOWN
PROJECT NO.	200
SHEET NO.	1

Dangerous Building Notice

The Town of Arundel's Board of Selectmen will hold a hearing on August 22, 2022 at 7 PM in the Arundel Municipal Building Meeting Room at 257 Limerick Road, Arundel, Maine 04046, to consider and decide whether a structure located at 159 Proctor Road, Arundel, Maine, such property being more generally depicted as Lot 13 on the Town of Arundel's Tax Map 1, and more particularly described in a Deed recorded in the York County Registry of Deeds at Book 17670, Page 697, is a dangerous building or a nuisance pursuant to the standards enumerated in 17 M.R.S. § 2851.

To determine whether the structure is a dangerous building the Board of Selectmen shall consider whether the structure is (1) structurally unsafe, unstable or unsanitary, (2) constitutes a fire hazard, (3) is unsuitable or improper for the use or occupancy to which it is put, (4) constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment, (5) or is otherwise dangerous to life or property.

If the Board of Selectmen find that any of the following factors are present at the property, then the Selectmen may determine that the structure is a dangerous building or a nuisance within the meaning of 17 M.R.S. § 2851, and issue an order directing appropriate remedial action. Such an order may require corrective action, including, but not limited to, demolition of the structure. The Town may undertake corrective action on its own in the event that the owner of the 159 Proctor Road property fails to comply with the mandates of the Board of Selectmen's order. The Town may then recover the expense of such corrective action, reasonable attorney's fees, and costs by either imposing a special tax on the property, or instituting a civil action to recover such expenses.

Town of Arundel Draft Website Content Policy

PURPOSE:

The sole purpose of the Arundel Website is to provide information about the town, including Municipal and other Government resources available in Arundel, availability of resident, business, and visitor services, and news & events of interest to Arundel residents and visitors.

Although the Website will contain various town records and documents, it is not intended to be used as a permanent archive.

CONTENT ALLOWED:

For the purposes of this policy, content allowed is meant to mean inclusion in the Arundel Website and/or disseminated through the Arundel Bulk Email System.

News & Announcements: News & Announcements may include items/events originating from any of the following sources:

- Town of Arundel (*Including published material from The Arrow*)
- Other Government Agencies, including surrounding communities whose activities may impact Arundel.
- RSU21
- Recognized volunteer organizations serving the Arundel community, such as the Arundel Historical Society and the Arundel Conservation Trust.
- Libraries which serve Arundel residents including the Kennebunk Free Library, Graves Library and MacArthur Library.
- Kennebunk, Kennebunkport & Arundel Chamber of Commerce.
- Elected local legislators for the purpose only of disseminating legislative information and updates.

Town Calendar: The Town Calendar may show the date, time and place (when applicable) of Municipal and Community events including:

- Town Meetings & Public Hearings
- Elections
- Board & Committee meetings
- Municipal holidays
- Other events which result in a reduction of services at the Municipal Building.
- Meetings or Public Hearings held by other Government agencies.
- RSU21 meetings and events.
- Meetings and events, including fund raisers, of recognized volunteer organizations serving the Arundel community.
- Kennebunk, Kennebunkport & Arundel Chamber of Commerce events.
- Meetings or caucuses of recognized political parties held primarily for the purpose of nominating or electing party candidates for political office.

The Town Calendar may include links to the websites of event sponsors which contain more detailed information about Calendar listings.

Business Directory: A listing of Businesses which are physically located in Arundel and are in good standing with the Town. Listings will include only businesses which have requested inclusion to the Town Manager. Participation will be limited to businesses which are members of the KK&A Chamber of Commerce. Listed information will be limited to:

Business Name
Principal or Contact Person
Physical Address
Phone Number
Email address
Link to website

Other Allowed Content:

Listing of Town Departments including personnel, responsibilities, municipal phone numbers, municipal email addresses, hours of operation, description of services rendered and programs administered.

Listing of Town Boards and Committees including membership.

Public Records of all Municipal activities including Annual Reports, Warrants and Videos of Town Meetings, Agenda, Minutes and Videos of Board & Committee Meetings and Public Hearings, Planning Board Submissions and Board & Committee Progress Reports.

Public Records such as the Tax Assessment Database and Arundel Tax Maps.

Arundel Ordinances.

Municipal forms and applications which residents and businesses may need to conduct business with the municipality.

Listings of Emergency phone numbers.

Links to other websites which may be of use to Arundel residents and visitors provided they are not specifically disallowed by this policy..

Surveys of Arundel residents by Municipal personnel and Arundel Boards & Committees.

Pertinent weather information including local forecasts, weather radar, local tides, sunrise/sunset times and phases of the moon. This information should be sourced from other government agencies when available.

This listing of allowed content is not meant to be comprehensive. Other material may be included at the discretion of the Town Manager.

DURATION OF ALLOWED CONTENT:

Content posted in News & Announcements should, at the time of posting, be assigned a date when it is to be taken down. This could be recorded in the form of a fine print expiration date at the lower corner of a web page or included in the file name of a posted document.

Town Calendar events should be deleted after the date/time of the event.

Public Records including Agenda, Minutes and Videos must be kept for a minimum of five years. Retention for a longer period is permitted provided that digital storage space is available at an acceptable cost to the Town. If YouTube's video retention period is reduced to less than five years, videos should be retained for the maximum length of time allowed.

Other website data will remain in perpetuity, with the recognition that regular updates will be required.

CONTENT NOT ALLOWED:

Links to corporate or for-profit organizations, other than inclusion in the Business Listing.

Promotion or advertisement of business or special interest groups. This will include Calendar listing of events which are held solely for the profit of a commercial entity.

Listing of events held by political or religious organizations, except as specifically allowed under this policy.

Links to websites of political organizations, candidates for Public Office, or religious organizations, except as specifically allowed under this policy.

Opinions or endorsements regarding political candidates or political issues.

Personal phone numbers, addresses and email addresses. This includes personal information for municipal employees with the exception of the Select Board and Town Manager.

Links to individual or personal home pages (i.e., Facebook) or web sites.

Any item deemed to be inappropriate by the Town Manager.

OVERSIGHT:

The Town Manager, in consultation with the Select Board, will be responsible for the content of the website, and will have the authority to approve or disapprove material for the website. The Town Manager will ensure that only qualified individuals have access to the Admin Section of the website.