

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

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**Monday August 9, 2021
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 July 26, 2021
- V. Committee and Board Reports
- VI. Manager's Report
 - Snow Plowing for Winter 2021/22
 - Update CAI Technologies and GIS Set-up
 - Tax Rate Setting update
 - Update on Landscaping inquiries
 - Follow-up on Route 111 Question
- VII. Business
 - Municipal Release Deed Map 1 Lot 25A
 - Approval of Accounts Payable & Payroll Warrants
- IX. Other Business /Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING August 9, 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

-Snow Plowing for Winter 21/22: We continue to review options for Plowing and Treating of roads for the upcoming winter season. I will provide an RFP for advertising to seek an Independent contractor to maintain some roads in Arundel. Both Roger & I continue to view this option as it appears we may have additional employees for the town which will minimize our need.

-GIS Mapping set-up: I will be meeting with CAI Technologies to review the updating of your tax maps. The GIS map updating will provide the Town the ability to add layers to the mapping system. These layers will consist of Zones, setbacks, utility locations etc.. all in the hopes that reviewers will have information readily available. My meeting will primarily be to determine what leg work we may have to complete before our 2017 dated maps can be updated.

-Tax Rate setting update: Spoke to the Tax Assessor this past week. I have confirmed we are looking at August 23rd to have some options before you to consider on the tax rate.

-Update on Landscaping: As of this writing I have had one inquiry we have until the 23rd of August when you will review any and all proposals received.

-Follow-up on Route 111 question: As you know we had a concern expressed on the new road construction on Route 111 from New Road to Kate's Butter and the concern for crashes of the general public in this area. I have spoken to the YC Sheriff's Office, they will increase patrols. Contact was also made to Maine DOT, they provided me a website to view on crashes in Arundel in general, Route 111 and specifically New Road to Kate's Butter. I will provide a general sheet of observations with regard to New Road to Kate's Butter.

BUSINESS

-Municipal Release Deed: Both the Town Attorney and the Attorney from Peoples choice Credit Union have review the file of Map 1 Lot 25A and have determine that in 2016 a Green Card that needed to be sent to the Mortgage Holder is not in the file and Peoples choice has no knowledge of ever receiving one. With a possible error in procedure the mortgage holder is seeking reconsideration in order to protect their financial interest in the property. Both Attorney's have reviewed and signed off on a Municipal Release Deed that will protect the Mortgage Holders financial interest in the property and provide compensation for

the back taxes and penalties owed to the Town of Arundel. I will have this document presented at your meeting for review and possible action.

ADJOURNMENT

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday July 26, 2021
Arundel Municipal Building
7 PM

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

Others: TM Trefethen, Paul Greene, Rich Ganong, Susan Roth, Susan Sinnott

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

Chairman Danylik opened a public hearing to discuss the implementation of a Remote Participation Policy to assist those Boards & Committees identified that may have members that cannot attend a meeting in person, to still be involved in the meeting. This ability of remote participation is as the passage of a new Law (LD 32) and applies only to members of the respective Boards or Committee identified.

Approval on Agenda: *MOTION Hayes second Nedeau “approve agenda as amended” passed 5-0. (added RSU #21 Update by Selectmen Dubois).*

PUBLIC FORUM

-No comments

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

Committee & Board Report: Selectmen Dubois discussed the events that occurred at the RSU #21 meeting that he observed.

Managers Report:

-Old Town Hall Building: Environmental assessment of building will happen the week of August 2nd. Office furniture in building will be viewed by used surplus business from Sanford shortly.

-Landscaping Update: RFP are out to a list of businesses and posted on the website. Proposals are to be returned to the town by August 19th with opening at the BOS meeting of the 23rd.

State Revenue Sharing: A list of proposed revenue sharing was provided to the Selectmen. Manager had estimated \$275,000 for the state estimate for Arundel is now at \$427,240.26. \$152,240.26 of additional revenue should come from the state and added to the revenue/surplus accordingly.

Business:

- Acoustics, Meeting Room: Panels were placed in the room by Selectmen Nedeau. Board still felt more are needed along with the possibility of Arundel Themed fabric hung from the ceiling. *MOTION Dubois second Hayes "purchase medium panels for two side walls" passed 5-0.*

-Remote Participation Policy: *MOTION Labbe second Dubois "approve policy as reviewed" passed 5-0.*

-MMA Annual Election Vote: *MOTION Nedeau second Labbe "approve the slate of officers proposed by MMA and have the Town Manager fill out form on behalf of the Town" passed 5-0.*

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

OTHER BUSINESS: Manager asked for the approval of Patti McKenna as Deputy Code Enforcement Officer/Building Inspector. *MOTION Nedeau second Hayes approve the appointment request of Patti McKenna" passed 5-0.*

ADJOURNMENT *MOTION Nedeau second Labbe "to adjourn" passed 5-0 @ 7:41PM*

Respectfully submitted,

Keith M. Trefethen
Town Manager

REQUEST FOR PROPOSALS

Snow Plowing and Ice Control

The Town of Arundel is requesting proposals for Snow Plowing and Ice Control from Independent Contractors on roads identified by the Town of Arundel which total 11.7 miles of road. Proposals will be accepted by the Town until August 10, 2021 @ 4PM. The Board of Selectmen will open proposals at their meeting of September 1, 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 Snow Plowing and Ice Control, meeting the following criteria.

1. Duties to Snowplow and Ice Control Roads in Arundel will run from October 15th to May 15th.
2. Contractor and his/her employees are Independent Contractor and not officers or employees or agents of the town. As an independent you are responsible for maintaining your equipment in a safe, operable & legal condition.
3. Maintenance Required: Snow Plowing and Ice Control will be coordinated with the Arundel Public Works Director Roger Taschereau who will determine when and what treatment will be required for the snow or ice control event. As an independent contractor you will be assigned Town of Arundel's Roads to be maintained totaling 11.7 miles. The Town will supply all the treatment to be placed on the Roads which will be stored in the Salt & Sand Shed on Bergeron Drive.
4. You will be required to obtain a performance bond which will be in an amount of 65% of your proposed contract price.

5. Must maintain liability insurance on the amount of \$400,000 for personal injury, death and property damage claims which may arise from snow removal or ice control .

6. As an independent Contractor you are responsible for all bills for labor, equipment and fuel which are incurred in the performance of Winter Plowing operations.

The town seeks a total seasonal cost for the Work to be performed.

The town reserves the right to accept or reject any and all proposals submitted.