

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

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**Monday September 12, 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 August 22, 2022
- V. Committee and Board Reports
- VI. Manager Report
 - Status of Office Employees
 - Arundel Charter Amendments
 - Development of Performance Assurance Agreement
 - MDOT-Cottages-Town
 - FT Fire Department Staff
- VII. Business
 - Renewal Liquor License Vinegar Hill Music Theatre
 - Renewal of Automobile Graveyard and/or Junkyard Permit
 - Finding of Fact & Order Dangerous Building 159 Proctor Road
 - Pole Permit Legros Lane & Irving Road
 - Status of Route #1 Sewer Discussions
 - Approval of Account Payable Warrant
- VII. - Other Business /Adjournment

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday August 22, 2022
Arundel Municipal Building
Meeting Room
7PM Meeting

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

Others: Town Manager Trefethen, Fire Chief Beaulieu, CEO James Nagle, Mr. & Mrs Lamb, Mona Wing, Robert Wing, Bill Tracy. Attorney Ben Plante, Jack Reetz

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

DANGEROUS BUILDING HEARING

The Board of Selectmen conducted a Hearing to take testimony with regard to the condition of 159 Proctor Road and to determine what action needs to be taken to insure that the property is safe for people utilizing the property.

Approval of Agenda: *MOTION Nedeau second Hayes “approve as amended” passed 5-0.* (added Town Website discussion).

Public Forum: None

Committee & Board Reports: Chairman Dubois provided information of RSU 21 meeting of August 15, 2022

Approval of Minutes: *MOTION Nedeau second Hayes “approve minutes of August 8, 2022 as presented” passed 5-0.*

Manager Report

Meet with Mike Stein: Reminder Board meets with Mike Stein from Wright-Pierce Engineering on Tuesday 8-23-22 @7PM here at the Municipal Building.

Cross Walk Route #1: Manager got bill from Traffic Engineer reduced and submitted to Mr. Binette for payment. Signal crosswalk still a work in progress looking at a less expensive alternative to determine if MDOT will approve.

Status of Office Employees: Short staffed in Central Office by two interviews this week. Land Use Office down one as a result of COVID she is now on the mend. Some hours at Building modified as a result of the Staff shortages.

Solar Panels: Talmage Solar has 9 replacement panels that they wish to sell to the town for future replacement items. ***MOTION Hayes second Nedeau “purchase these (9) Panels that measure 41” by 72” from Talmage Solar for \$6,000” passed 5-0***

Business

RFP Demo of 468 Limerick Road: No proposals were received. Thought was asbestos abatement was still active will resubmit proposals for consideration.

Appointment of Tax Collector: ***MOTION Nedeau second Hayes “appoint Diana Boucher as Tax Collector” passed 5-0.***

MOTION Nedeau second Danylik “sign the settlement form from former Tax Collector and commit 2021 remaining taxes for Collection to new Tax Collector Diana Boucher”. Passed 5-0. (all forms signed by BOS)

MOTION Hayes second Nedeau “sign the settlement form from former Tax Collector and commit 2022 remaining taxes for collection to new Tax Collector Diana Boucher” passed 5-0 (all forms signed by BOS).

MOTION Danylik second Hayes “sign the settlement form from former Tax Collector and commit remaining Personal Property Tax Collection to new Tax Collector Diana Boucher” passed 5-0 (all forms signed by BOS).

Setting 22/23 Municipal Tax Rate: ***MOTION Nedeau second Danylik “approve the use of \$102,000 which is a portion of the Fund Balance that was approved with the passage of Article #33 in this year’s Annual Town Meeting Warrant” passed 5-0. MOTION Nedeau second Hayes approve the Tax Rate of \$16.90/1,000 for the 22/23 Tax Year that provides \$1,726.72 in Overlay” passed 5-0.***

Payable or Payroll Warrants: ***MOTION Nedeau second Hayes “approve Payable and payroll warrants as presented and reviewed” passed 5-0.***

Chairman Dubois thought the business reference on the Website was very easy to access and appreciated John Bell’s efforts for the set-up.

ADJOURNMENT

MOTION Nedeau second Hayes “to adjourn” passed 5-0 @ 8:48PM

DRAFT AS OF 8-23-22

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 September 12, 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

- Status of Office Employees: At this writing I have had 35 applications cross my desk. Some were well qualified and others not so much. We continue to sift through them and continue to interview. If and when we can secure an individual I will let you know.

-Arundel Charter Amendments: I will share the Ballot for the amendments at your meeting and you should take action to hold the Public Hearing on these matters to be held at your next meeting of September 26, 2022.

-Performance Assurance Agreement: The town has been working with MDOT and the Cottages to insure the upgrades of Route #1 (as required by MDOT) are accomplished. Our part is a third party oversee of this work with the Cottages paying for third party engineer review along with any legal fees related to the project.

-Ryan Babcock and Steve Speckin have been hired and completing in house training as FT Firefighters/EMT for the Town. Their shift schedules will this coming week.

BUSINESS

-Renewal Liquor License Vinegar Hill Music Theatre: Their Liquor License expires on September 18th and as of this writing they have issues related to their request related to Local Land Use Matters, Status with the Secretary of State's Office and advertising for activities that they have no approvals for. This information may be important to you prior to you making a decision on their renewal request.

-Automobile Graveyard and or Junk Yard Permit/ Randrick Trust: Renewal has been viewed and approved by the Code Enforcement Officer.

-Findings of Fact on 159 Proctor Road has been written by Attorney Plante. These findings will be delivered to you at the meeting and must be signed and notarized for recording purposes.


-Pole permit which has been viewed and approved by staff needs your approval.

-Status of Route #1 Sewer: I have provided a memo to you based on the workshop with the Sewer District Trustees and my recommendation on how we should proceed. Action will be required.

ADJOURNMENT

**Town of Arundel
Official Referendum Ballot
November 8, 2022
Arundel Charter Amendments**

Instructions to Voters

To vote for a question, fill in the oval to the right of the "Yes" or "No" choice, like this: 
To have your vote count, do not erase or cross out your choice.
If you make a mistake, ask for a new ballot.

Question 1: Shall the Town approve the following Charter amendment?

Change "Board of Selectmen" to "Select Board" and change the document to be gender neutral.

Question 2: Shall the Town approve the following Charter amendment?

Select Board sections 4.1 Eligibility, 4.9.a Responsibilities, 4.9.i Purchase policy and 4.9.j Bid policy.

Question 3: Shall the Town approve the following Charter amendment?

School Board/Director related to sections 5.1 Eligibility, 5.2 Term of Office, 5.3 Filling of vacancies; Delete old sections 5.3 Compensation & 5.4 Duties.

Question 4: Shall the Town approve the following Charter amendment?

Town Manager section 6.2.h Powers and Duties

Question 5: Shall the Town approve the following Charter amendment?

Compensation of Appointed Officers, Officials and Board Members, sections 6.3; 7.3; 8.3; 9.1.3; 9.2.3; 9.3.3; 9.4.3; 9.5.3; 9.6.3; 9.7.3; 9.8.3; 9.9.3; 10.1.4 & 10.4.4.

Question 6: Shall the Town approve the following Charter amendment?

Fire Chief section 9.5.2 Duties

Question 7: Shall the Town approve the following Charter amendment?

Composition of Board & Committees sections 10.2.2 Board of Assessment Review; 10.3.2 Budget Board; 10.4.2. Planning Board; 10.5.1 Cemetery Maintenance Committee and 10.8.2 Recreation Committee.

Question 8: Shall the Town approve the following Charter amendment?

10.0 Boards & Committees; 10.0.2 Quorum; 10.3.3 Budget Board Duties; 10.3.4.b Budget Board Vacancies.

Question 9: Shall the Town approve the following Charter amendment?

Recreation Committee section 10.8.3 Purpose and Delete section 10.8.4 Duties.

Question 10: Shall the Town approve the following Charter amendment?

Arundel Fire-Rescue, Inc - Delete entirely sections 10.9; 10.9.1 Purpose; 10.9.2 Prerogatives; and 10.9.3 Organization.

Question 11: Shall the Town approve the following Charter amendment?

Annual & Special Town Meetings 11.2

Question 12: Shall the Town approve the following Charter amendment?


General Provisions of 14.3 Recall of Elected Officials, 14.3.1 Petitions for recall, and 14.3.3 Recall limitations.

Question 13: Shall the Town approve the following Charter amendment?

Correct non-substantive edits of wording, numbering of sections and pages, including the Table of Contents.

TOWN OF ARUNDEL

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

TO: Board of Selectmen
FR: Town Manager 
RE: Workshop with Kennebunk Sewer District
DATE: September 7, 2022

Our meeting with the Sewer Trustees was informative and provides us a larger picture of our entire infrastructure cost if we were all successful in moving forward.

Last evening we were informed that infrastructure cost for KSD to accept Arundel Waste would be around 3.2 million, this includes Pump Station forced main and gravity main upgrades to handle the additional flow. This number along with the estimated cost of infrastructure in Arundel on Route one to include Pump Station, force and gravity mains would be close to 16 million bringing the total infrastructure cost to 19.2 million or 21 million for estimated infrastructure cost.

Funding for these infrastructure costs would be collected through the Credit Enhancement Agreement with the Arundel Cottage Preserve. When built out 263 lots would be taxed, (223 are built presently) Using the formula, 33% of this new value would be placed in the TIF town project account would be a total of \$326,891.24/year, once totally built and taxed, this ends in 2039.

Maine Municipal Bond Bank has a program called the Clean Water SRF that is seed money provided by the Federal EPA to the state and administered by the Bond Bank and Maine DEP for sewer projects. With a cost of 21 million and 16 years remaining on the TIF would mean that our yearly cost to pay back the Bond would be on average 1.5 million yearly.

Based on the estimates for infrastructure placement and the TIF funds we would collect would leave the Town 1.2 million short which would have to be collected from the Tax Payer after their approvals are granted.

None of these estimates include the cost to the district to take our Flow and our local operation and maintenance costs to operate the Arundel System.

Based on the information we presently have my recommendation would be to shelve any consideration to move forward with this Project.