

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

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**Monday September 13, 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 August 23, 2021
- V. Committee and Board Reports
- VI. Manager's Report
 - Vacation Maximum's
 - Status of Charter Review Committee Development
 - Joint 4x2 meetings re-start
 - Budget Board Organization Meeting
- VII. Business
 - Discussion with Planner /Impact Fees
 - Snowplowing & Ice Control Proposals
 - 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 September 13, 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

-Vacation Maximum's: We have several employees that are pushing up on maximums allowed and are finding it difficult to take lengthy time off. I developed a memo for review with some options to consider and would like your direction to proceed.

-Charter Review Organization is coming along I have had folks reach out to me for involvement and I would like to share my thoughts on how to proceed.

-Joint 4x2 Meetings: Just prior to COVID an effort was made by the Neighbors in the school system and the RSU itself to get together and discuss like issues we all may be dealing with and how we may work together to solve. An effort is being made to start again and I would like to gauge your interest in this effort before committing the Town to involvement.

-Budget Board organization meeting set for Wednesday September 15th, 7PM, Arundel Municipal Building meeting room.

BUSINESS


-Discussion with Planner and Impact Fees: I have asked Lee Jay to attend your meeting to discuss this concept with you and the process and procedure that needs to be followed. Attached are some materials from Lee Jay.

-Snowplowing & Ice Control Proposals: It is our hope we will have some Proposals to discuss.

ADJOURNMENT

TOWN OF ARUNDEL

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

TO: Board of Selectmen
FR: Town Manager 
RE: Vacation Maximum's
DATE: August 25, 2021

Presently we are experiencing two employees within the Public Works Department who have Maxed out on their vacation time. The reasons for this occurring are clear to me with the lack of staff and a young staff, leadership and oversight of the Public Works activities falls on these two individuals. Their window of taking any vacation is centered only around non-winter conditions as both employees are vital in maintaining the roads for the travelling public.

The max out for both employees leaves them with the loss of earned vacation or taking time in increments of a day or two a week in order to use some time that they have earned.

I am wondering if we can develop a plan that provides them some relief to the max out requirement they find themselves in. This could take on a buyback, allow them to max additional time, or do nothing at all.

A buyback on some vacation will relieve the max accumulation they find themselves in. If you provided 80 hours of buyback for both employees this would total 160 hours or a total of \$5,701.60. With the Public Works Budget calculated on a full crew employed (which is not the case) we have the funds within the existing budget to pay this out. This would be a decision that would need to be rendered by the Board of Selectmen on a case by case basis and not be included in the Personal Policy if you are going to provide a buyout.

If you provide some relief within the Policy, an ability to accumulate additional vacation time without losing it BUT limit how much vacation time an employee can take on separation. This would give them some relief as well from the immediate situation.

Finally you could do nothing at all, leave things as is and encourage time off when earned as addressed in the existing policy.



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Maine

- **Why do you want to Institute Impact Fees?**
- **Do you know how Impact Fees work?**
- **Does the Town Currently have a CIP program?**
- **Does the Current Comp Plan recommend Adoption of Impact Fees?**

Title 30-A: MUNICIPALITIES AND COUNTIES
Part 2: MUNICIPALITIES
Subpart 6-A: PLANNING AND LAND USE REGULATION
Chapter 187: PLANNING AND LAND USE REGULATION
Subchapter 3: LAND USE REGULATION

§4354. Impact fees

A municipality may enact an ordinance under its home rule authority requiring the construction of off-site capital improvements or the payment of impact fees instead of the construction. Notwithstanding section 3442, subsection 2 ([./30-A/title30-Asec3442.html](http://30-A/title30-Asec3442.html)), an impact fee may be imposed that results in a developer or developers paying the entire cost of an infrastructure improvement. A municipality may impose an impact fee either before or after completing the infrastructure improvement. [PL 1991, c. 722, §8 (RPR); PL 1991, c. 722, §11 (AFF) .]

1. Construction or fees may be required. The requirements may include construction of capital improvements or impact fees instead of capital improvements including the expansion or replacement of existing infrastructure facilities and the construction of new infrastructure facilities.

A. For the purposes of this subsection, infrastructure facilities include, but are not limited to:

- (1) Waste water collection and treatment facilities;
- (2) Municipal water facilities;
- (3) Solid waste facilities;
- (4) Public safety equipment and facilities;
- (5) Roads and traffic control devices;
- (6) Parks and other open space or recreational areas; and
- (7) School facilities. [PL 1999, c. 776, §11 (AMD) .]

[PL 1999, c. 776, §11 (AMD) .]

2. Restrictions. Any ordinance that imposes or provides for the imposition of impact fees must meet the following requirements.

A. The amount of the fee must be reasonably related to the development's share of the cost of infrastructure improvements made necessary by the development or, if the improvements were constructed at municipal expense prior to the development, the fee must be reasonably related to the portion or percentage of the infrastructure used by the development. [PL 1991, c. 18, §3 (AMD) .]

B. Funds received from impact fees must be segregated from the municipality's general revenues. The municipality shall expend the funds solely for the purposes for which they were collected. [PL 1989, c.

104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

C. The ordinance must establish a reasonable schedule under which the municipality is required to use the funds in a manner consistent with the capital investment component of the comprehensive plan. [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

D. The ordinance must establish a mechanism by which the municipality shall refund impact fees, or that portion of impact fees, actually paid that exceed the municipality's actual costs or that were not expended according to the schedule under this subsection. [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW); PL 1989, c. 562, §17 (AMD).]

E. [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW); PL 1989, c. 562, §18 (RP).]

[PL 1991, c. 18, §2 (AMD).]

3. Deposit fees in trust fund. Municipalities that are part of a school administrative district or other single or multicomunity school district may deposit collected impact fees in a trust fund to be used to pay their proportionate share of anticipated school capital costs.

[PL 2001, c. 38, §1 (NEW).]

SECTION HISTORY

PL 1989, c. 104, §§A45,C10 (NEW). PL 1989, c. 562, §§16-18 (AMD). PL 1991, c. 18, §§2,3 (AMD). PL 1991, c. 236, §2 (AMD). PL 1991, c. 722, §8 (AMD). PL 1991, c. 722, §11 (AFF). PL 1999, c. 776, §11 (AMD). PL 2001, c. 38, §1 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

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