

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

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**Monday September 27, 2021
Arundel Municipal Building
7PM
Zoom Taping**

- I. Call to Order
- II. PUBLIC HEARING General Assistance Ordinance Changes
- III. Approval of Agenda
- IV. Public Forum – Public comment on non-agenda items
- V. Approve Minutes of August 23, 2021 & September 13, 2021
- VI. Committee and Board Reports
- VII. Manager's Report
 - Paramedic Resources/Issues of Staffing
 - Vacation Maximum's
 - Town's Role in COVID-19 discussions
 - Impact Fee findings
 - Demo Cost Projections 468 Limerick Road
- VIII. Business
 - Approval of General Assistance Ordinance
 - Charter Review Committee
 - FY 20/21 Budget Adjustments
 - Business Hours Voter Registration
 - Appointment of Election Warden
 - Approval of Accounts Payable Warrant
- IX . Other Business /Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING September 27, 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: As you know annually the Maximum's of the General Assistance Ordinance are modified by the State. Because the Town Adopted the Maine Municipal Association's GA Ordinance we must modify the local ordinances to stay in line with the state standard. I will have full copies of the proposed changes at your meeting for additional review.

MANAGERS REPORT

-Paramedic Resources: The Fire Chief as you can determine from his attached memo is seeking additional compensation for his current paramedic per diem's in the hopes that he can continue covering a majority of shifts with (1) paramedic per shift. He will be at your meeting to discuss further.

-Vacation Maximum's : As we discussed at your last meeting you provided some financial relief to two employees in our Public Works Department who have Maxed out on approved Vacation Leave and unless used they lose any additional accumulation. I would like to recommend an expansion of those 20 Plus year employees to allow them to accumulate an additional 100 hours of vacation that would be unpaid upon separation in good standing.

-Town's Role in COVID 19 Services: As I understand lots of discussion at school board meetings are asking what services the communities they reside in may be offering there residents. As I have often said we are all better if we stay in our lane. I think services are available to residents within the state for testing and vaccinations by health professionals and that we as a community can assist our residents in locating those services. Let's have some dialog at the meeting to see what else may be needed.

-Impact Fee Findings: I have provided the list that Lee Jay developed from your last meeting with him.

-Demo Cost 468 Limerick Road: I have obtained the final estimates for Demo of the Old Town Hall. This includes Asbestos removal-Open Top Containers/ Trucking and Excavator with operator. Total estimate is \$40,000.

BUSINESS

-General Assistance Ordinance: After your review of the information a Motion to approve if you agree with the recommendation is appropriate.

-Charter Review Committee: I have nine members of the General Public who have indicated their willingness to serve on the Charter Review Committee. I will provide the list at your meeting for discussion and action.

-FY 20/21 Budget Adjustments: I have provided the final unaudited expenditures from FY 20/21 Budget and have attached a memo of my recommendation.

-Business Hours Voter Registration: The Town Clerk is recommending a modification of the Hours as proposed in years past (see attachment).

-Election Warden: The Town Clerk is seeking approval of the Election Warden as proposed for the election of 11-2-21.

ADJOURNMENT

PUBLIC HEARING

Monday, September 27, 2021

The Arundel Board of Selectmen will hold a Public Hearing at their regularly scheduled meeting to adopt the 2021 MMA Model GA Ordinance with Appendices A, B, C, D & H for the period of October 1, 2021 – September 30, 2022. A copy of the Ordinance with Appendices is available for you to review at the Town Hall.

The meeting will be held in the Meeting Room at the Arundel Municipal Building at 7:00 P.M.

MUNICIPALITY OF ARUNDEL
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of Arundel, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supersede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this 27th day of September, 2021, by the municipal officers:

_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday August 23, 2021
Arundel Municipal Building
7 PM

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

Others: TM Trefethen, Donna Der Kinderen, Jack Reetz, John Bell

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

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

PUBLIC FORUM

-No comments

Approval of Minutes: *MOTION Dubois second Hayes “approve minutes of August 9, 2021 as presented and reviewed” passed 5-0.*

Committee & Board Report: Selectmen Dubois discussed the events that occurred at the RSU #21 meeting and provided information related to employment hiring's.

Managers Report:

-Shed update: Still looking to place a shed at Arundel Municipal Building Site prior to winter season for storage of equipment and chemicals.

-Snowplowing & Ice Control: All information is out to the public and various know vendors.

-Hazmat Day: Clean Harbors still is reluctant to modify agreement for Maine Courts to rule on disputes. Manager is looking at another alternative to the Collective Hazmat Day that takes place in Kennebunk.

-Asbestos Survey Report is in the glue in the floor tiles tested positive for Asbestos in the Old Town Hall. Remediation will need to take place before any demolition of the building can be considered by the Townspeople.

Business:

- Municipal Release Deed for Map 1 Lot 25A was reviewed by the Board.

MOTION Labbe second Dubois “approve release deed and sign document on behalf of the Town: passed 5-0.

-Historical Society and Mass Gathering Permit: MOTION Dubois second Labbe “approve permit as presented and waive the fee for the Historical Society” passed 4-0-1 (Hayes).

-Landscaping RFP: Two were received, one from Southern Maine Landscaping and another from JW Booth Landscaping. Manager believes JW Booth proposal is the best for the town but further review and discussion is needed. Board tabled action.

-ZBA Appointment: ***MOTION Dubois second Nedeau “approve the appointment of Erik Van Sickle to the ZBA passed 5-0.***

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

OTHER BUSINESS: Board discussed Traffic on Route 111 and possible speed reduction; they wish to begin looking at a new Charter Committee, the progress at Gilliam Field and its condition, and Proctor Road Pavement repairs.

ADJOURNMENT *MOTION Nedeau second Dubois “to adjourn” passed 5-0 @ 7:47PM*

Respectfully submitted,

Keith M. Trefethen
Town Manager

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday September 13, 2021
Arundel Municipal Building
7 PM

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

Others: TM Trefethen, Jack Reetz, John Bell, Chip Bassett, Roger Taschereau, Terry Merrill, Lee Jay Feldman (Contract Planner)

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

Approval on Agenda: *MOTION Dubois second Nedeau “approve agenda as amended” passed 5-0. (added RSU #21 Update by Selectmen Dubois, Re-signing of Municipal Quit Claim Deeds, Hazmat Information, Landscaping, Junkyard/Graveyard Permit by Manager, COVID-19 by Selectmen Nedeau, Letter from DAR to Chairman Danylik).*

PUBLIC FORUM

-Note to Selectmen Dubois on audio quality of meetings, Selectmen Hayes discussed the Re-use Room status at the Transfer Station and perhaps the establishment of a committee to review its ongoing usefulness to the community.

Approval of Minutes: *Tabled action on 8-23-21 minutes not in packet.*

Committee & Board Report: Selectmen Dubois discussed the events that occurred at the RSU #21 meeting and provided information related to employment hiring's.

Managers Report:

-Vacation Maximum's: Manager provided a memo 8-25-21 that outlined some steps for those Public Works Employees over the Maximum Vacation permitted. *MOTION Hayes second Nedeau “pay back 80 hour each for these employees for a total of 160 hours with direct funding coming from the Public Works Budget” passed 5-0.* Further discussion of this will be forthcoming at the next meeting.

-Charter Review Committee: Six citizens have signed up to serve. Names will continue to be taken until the Meeting of the 27th at which time the Selectmen will establish the Committee to serve and select the first date to begin meeting.

-Re-Start 4x2 Meetings: Seeking the ok to move forward with involvement in the Joint Meetings with Two Elected Officials and Appointed Officials from RSU#21, and the towns of Kennebunk & Kennebunkport. Ok to proceed per conversation with Board.

Budget organizational meeting: For Budget Board set for 9-15-21 @7PM. BOS is invited if they wish to attend.

-MOTION Hayes second Dubois “Re-sign Quit Claim Deeds for Tax Acquired Property (Holly’s Gas and Rout #1 Condo) as recommended by Registry of Deeds” passed 5-0

Business:

- Planner Lee Jay Feldman was present to provide information to the Selectmen on Impact Fees. He will conduct a study on communities utilizing impact fees and report back to the Selectmen along with obtaining some clarification on questions asked of him as it relates to and the limitation of their use.

-Snow Plowing RFP’s: Manager reported that no proposals were submitted. Discussion with Public Works employees as to status of hires, and possible independent contractors then took place No action taken.

-Haz Mat Day: The Manager will seek out Environmental Project Inc. out of Auburn, Maine in the hopes to hold a Haz Mat Day in Arundel Exclusive for Arundel Residents. Further details will follow.

-Landscaping: Manager had his questions answered. ***MOTION Dubois second Hayes “approval proposal submitted by JW Booth Landscaping to perform duties at the Arundel Municipal Building” passed 5-0.***

-Junkyard/Graveyard Permit Renewal: ***MOTION Dubois second Hayes “approve the reissuance of an Automobile Graveyard Permit for Randrick Trust on Irving Road Arundel” passed 5-0.***

COVID-19 Discussion: Selectmen Nedeau felt it may be beneficial to our employees to provide them a Quick Reference (Shared a Sheet) to outline expected steps if they have COVID-19 or become a Close Contact. Board felt that his suggestion was appropriate and instructed the Manager to provide to Arundel’s employees.

-MOTION Nedeau second Dubois “approve account payables as presented and reviewed” passed 5-0.

Draft 9-14-21

ADJOURNMENT *MOTION Nedeau second Dubois “to adjourn” passed 5-0 @ 8:35PM*

Respectfully submitted,

Keith M. Trefethen
Town Manager

Arundel Fire-Rescue

468 Limerick Road
Arundel, Maine 04046
Phone:(207) 985.2572 Fax: (207) 985.6605

To: Arundel Town Manager and Town Selectman

From: Chief Beaulieu

Date: 09/21/2021

I am writing you current concerns and request for needed adjustments in our department. For the past five years we have seen a decline in manpower in the public safety sector. In Arundel our personnel numbers have been noted to be dropping continuously every year.

When the Covid Pandemic came to our area we lost some members due to not wanting to take the extra risk of exposing themselves or were committed to only serving their fulltime services/communities. Some went to higher paying departments/services and some decided to leave their careers completely.

- Five years ago, our personnel roster had over 45 members, 9 were Basic EMT's, 8 were Advanced EMT's and 20 Paramedics, other members were firefighters and support members.
- Currently we have a roster 36 members.
- Call-force in town personnel has 15 members, 2 in-active and 5 of those members considered senior members of the department not utilized for firefighting or strenuous work (Support aid)
- Per diem staffing is at a total of 18 with two currently in-active.
 - a) 7 Basic EMT's
 - b) 7 Advanced EMT's including the fulltime employee (6)
 - c) 10 Paramedics, including 1 Chief and 1 Dep Chief and 2 in-active. (6)
- With continued increase in demand of EMT's, Paramedics and firefighters recruitment continues to be an increasing challenge.
- Retainment of current staffing and recruitment of additional staffing needs to be our goal to maintain and provide the services needed to our community.

Currently we are in the process on offering Paramedics on staff a templated shift would allow them to have a regular schedule templated to follow their career shifts. This is currently being offered through seniority based on the employees hire date. I am also proposing that Paramedics receive a wage bump to be more competitive with our neighboring communities, I am recommending an increased wage to \$24.00 per hour to offer an incentive to keep our current member status.

Thank you for your time, I hope you consider helping make these changes.

Chief Beaulieu

The following locations are now accepting appointments for eligible people in Maine. **Appointment availability is dependent on vaccine supply.** These listings are subject to change and will be updated regularly.

Type of vaccination sites: [Health Care Centers \(#healthcarecenters\)](#) | [Pharmacies \(#pharmacies\)](#) | [Pop-Up Clinics \(#vaccsites3\)](#)

Health care centers

Search: York County

Name of Organization	Municipality	County	Scheduling Information	Vaccinates 12+ or 18+	Public OR Patients Only
York County Emergency Management	Sanford	York	Tuesdays and Thursdays from 1pm-7pm, Saturdays (beginning 9/18) from 8am-4pm. 1364 Main Street in the building next to the Dollar Tree. Offering single-shot J&J, two-dose Moderna for those 18+ and two-dose Pfizer for anyone 12+. Drop-ins welcome; no appointment needed.	12+	Public

Pharmacies

Search:

The following locations are open to the public and will not bill you for testing, though many will request insurance information, if available.

This list does not include all sites available, such as urgent care facilities or primary care providers.

If you are experiencing symptoms consistent with COVID-19 or are concerned about an exposure, we encourage you to reach out to your primary care provider.

Note: Due to high testing volume at this time the sites listed below are not currently providing testing for travel clearance.

County

- Oxford 6
- Penobscot 11
- Piscataquis 5
- Sagadahoc 3
- Somerset 4
- Waldo 2
- Washington 4
- York 14

Test Type

- Antigen 54
- NAAT 1
- PCR 39
- PCR, Antigen 3

Show 25 entries

Search:

Testing

Provider	Town	INFO	Test Type
CVS	Biddeford	More info (https://www.cvs.com/minuteclinic/covid-19-testing)	PCR, Antigen
Walgreens	Biddeford	More info (https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)	Antigen
Walgreens	Buxton	More info (https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)	PCR
Walgreens	Buxton	More info (https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)	Antigen

Provider	Town	INFO	Test Type
Walgreens	Cornish	More info (https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)	Antigen
CVS	Kennebunk	More info (https://www.cvs.com/minuteclinic/covid-19-testing)	PCR
Walgreens	Kennebunk	More info (https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)	Antigen
Walgreens	Kittery	More info (https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)	Antigen
Walgreens	Old Orchard Beach	More info (https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)	Antigen
Walgreens	Sanford	More info (https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)	Antigen
Nasson Health Care - York County Community Action	Sanford	More info (https://nassonhealthcare.org/index.html)	PCR
CVS	Wells	More info (https://www.cvs.com/minuteclinic/covid-19-testing)	PCR
Walgreens	Wells	More info (https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)	Antigen
Walgreens	York	More info (https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)	Antigen

Showing 1 to 14 of 14 entries (filtered from 97 total entries)

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Kennebunkport- Laurie Smith

We don't have impact fees but are curious about them.

Kittery – Adam Causey

Kittery has two impact fees: Public Safety & Sewer

Public Safety: <https://ecode360.com/15064421>

This fee is assessed to provide for public safety capital improvements as a result of expansion in building-related activity. Used by Police & Fire to pay for capital expenditures related to growth.

Sewer: <https://ecode360.com/32852574>

Sewer impact fees are assessed when there is a change in the use or size of any structure or any condition that results in additional sewage flow, as well as properties that were not included in a prior sewer main extension assessment. Fees are used to support sewer system upgrades.

Fee schedule: <https://ecode360.com/15149457>

North Berwick- Dwayne Morin

North Berwick has an impact fee program since 2002 and the funds are used for capital projects in the area of Recreation and Open Space. To date, over \$500,000.00 has been raised.

The Town's Impact Fee is as follows:

Home Construction:

\$500.00 per bedroom with \$333.33 going towards Recreation Fund and \$167.67 going to the Open Space Fund (2/3 1/3 split)

For Subdivisions which do not provide land for a public purpose:

\$1,000.00 per lot with \$500.00 going towards Recreation Fund and \$500.00 going towards Open Space Fund.

I have attached our program narrative to this email for your review. Back in the day, Paul Schumacher actually was the planner who assisted North Berwick in creating the impact fee program. (You can share this with him to make him feel a little old.)

Anticipated Revenue updated 9/1/2021	Taxes off set	2013	2014	2015	2016	2017	2018	2019	2020	2020	2021	2021	2022
Warrant Article									Budget	collected unaudited	Budget	collected	proposed
01 Taxes													
06 Excise Taxes	Vehicles		640,000	809,174	889,325	986,260	1,039,441	1,126,510	950,000	1,090,501	975,000	1,271,115	990,202
07 Boat Excise			5,000	5,447	4,938	6,545	5,739	5,780	5,200	5,833	5,500	7,171	5,700
											980500	1278286	995902
02 Licenses & Permits													
01 Clerk Fees			13,000	13,040	12,834	13,180	12,961	13,293	13,000	15,828	13,000	19,543	13,600
02 Vitals			3,000	3,204	3,377	3,068	3,200	2,899	3,000	3,713	3,000	3,741	3,200
03 Business License			300	880	620	780	1,050	530	750	1,320	750	1,040	860
04 Building Permits			25,000	29,750	59,430	65,473	64,874	81,754	45,000	88,954	60,000	101,821	72,000
05 Electrical Permits			4,000	2,087	7,291	5,551	8,435	10,012	4,500	7,098	7,000	5,589	7,600
06 Plumbing Permits			4,500	5,374	12,030	11,498	13,148	13,425	9,500	12,740	12,000	17,035	12,500
											95750	148769	109,760
03 Intergovernmental													
03 Highway Block Grant			47,496	40,428	40,848	40,660	41,308	40,948	40,660	42,008	42,008	39,252	42,000
04 Veteran's Exemption			2,000	67,500	69,494	92,765	125,272	166,118	150,000	179,311	150,000	227,863	158,265
05 BETE Reimbursement			14,000	17,504	36,041	46,419	45,831	57,057	34,000	68,422	50,000	80,884	50,754
06 Snowmobile			1,500	1,251	1,331	874	1,192	1,112	1,200	1,165	1,200	1,099	1,200
07 Tree Growth			5,000	5,501	5,858	5,665	5,569	6,080	5,500	6,126	5,500	5,351	5,860
08 General Assistance			10,000	2,810	1,573	4,397	4,666	3,965	2,000	4,547	4,000	4,364	4,000
14 State Revenue Sharing			221,000	159,651	161,432	146,817	156,526	165,478	150,000	254,744	157,000	361,170	275,000
											409708	719,983	537,079
04 Service Charge													
01 Lease			24,000	27,131	27,951	38,632	38,062	42,857	37,000	46,266	38,000	48,178	38,700
02 Appeals Bd			500	0	1,250	6,225	500	500	500	0	500	0	500
03 Planning Bd			3,250	4,160	7,225	6,225	3,425	12,325	4,000	10,675	6,000	12,641	7,975
04 Dogs			1,800	2,136	1,981	1,710	1,563	1,677	1,800	1,660	1,700	1,327	1,700
07 Ambulance			90,000	125,819	122,133	117,422	148,330	170,955	124,000	135,041	137,000	130,166	139,000
08 Recreation			131,825	163,035	152,426	160,681	207,062	249,645	265,000	122,887	175,000	175,461	178,540
09 Misc-Copies			500	857	841	746	825	564	600	370	600	483	600
11 Interest & Penalties			16,000	25,501	22,563	21,451	20,608	24,022	20,000	20,981	21,000	29,878	22,000
12 Interest Delinquent			8,000	7,950	6,614	5,415	4,770	5,906	6,500	6,084	5,200	9,601	6,100
13 Charges Delinquent			7,000	12,402	9,097	8,238	5,868	6,636	9,500	5,908	6,900	6,821	7,100
											391900	414556	402,215
											1877858	2,561,594	2,044,956
Fund Balance anticipation			1,278,671	1,532,592	1,658,503	1,790,472	1,960,225	2,210,048	1,883,210	2,132,182	300,000	300,000	300,000
Total									2183210.00		2,177,858	2,861,594	2,344,956

Town of Arundel

To: Board of Selectmen
From: Registrar of Voters /Town Clerk
Date: September 21, 2021

RE: Business Hours for Voter Registration for the State Referendum Election

I am writing to request that you order a change to the statutory hours required for the Registrar to be open before an election. Title 21-A MRSA § 122(8) allows the Municipal Officers to vary the statutory hours according to the needs of the municipality.

I am requesting that you waive the evening hours for the Registrar listed under 21-A MRSA § 122 (6.A.2) and set the Registrar's hours as Monday through Thursday from 7:00 a.m. to 5:30 p.m. for the State Referendum Election to be held on Tuesday, November 2, 2021. Voter registration is also available on Election Day.

6. Schedule for acceptance of registrations. Except as provided in paragraph A, the registrar shall accept registrations on any business day or other day that the clerk's office is open. The names and other information from the voter registration applications of any persons registering must be entered into the central voter registration system and must be placed on the incoming voting list.

A. The registrar may accept only the registrations of applicants who appear in person as follows:

- (1) In a municipality with a population of 2,500 or fewer, on the last business day that the clerk's office is open before election day during the hours that the clerk's office is open;
- (2) In a municipality with a population of more than 2,500, on the last 5 business days that the clerk's office is open before election day during the hours that the clerk's office is open and for 2 hours in the evening between 5 p.m. and 9 p.m. on at least one of these days; and
- (3) The names of voters registering during these periods must be recorded as provided under subsection 7.

If you approve the change in these hours, please sign below and return the original of this form

September 27, 2021

A Majority of the Board of Selectmen, Arundel, Maine

TOWN OF ARUNDEL

September 27, 2021

To Sylvia Perreault in the County of York and State of Maine

We do in accordance with the provisions M.R.S.A Title 21-A § 501(2) hereby confirm your appointment as Warden for the Town of Arundel made by Arundel Town Clerk, Emily Nedeau, for the November 02, 2021 State Referendum Election.

Given under our hand this 27th day of September 2021.

Selectmen
of
Arundel, Maine

TOWN OFFICER'S RECORD OATH AND CERTIFICATE

Municipality of Arundel
County of York, ss
State of Maine

November 02, 2021

I, Sylvia Perreault , do swear that I will support the Constitution of the United States, and of this State, so long as I shall continue to be a citizen thereof.

I, Sylvia Perreault , do swear that I will faithfully discharge all the duties incumbent on me as Warden according to the Constitution and laws of the State.

Signed: _____

I, _____, certify that Sylvia Perreault personally appeared before me on this day and took the above oath.

Clerk / Notary Public