

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

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**Tuesday October 12, 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 September 27, 2021
- V. Committee and Board Reports
- VI. Manager's Report
  - Issues of EMS Staffing @ Fire Department
  - Proposed adjustments to Vacation Maximum
  - New designed rail crossing on Log Cabin Road
- VII. Business
  - Liquor License Renewal/Bandaloop Restaurant
  - Charter Review proposed amendment changes
  - Discussion on Kennebunk River Management Plan
  - Approval of Accounts Payable Warrant
- IX . Other Business /Adjournment

# **TOWN OF ARUNDEL**

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

BUSINESS MEETING October 12, 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**

-EMS Staffing: I have enclosed the proposed changes in hourly rates related to all fields of EMS Services. It actually affects two areas of the fire service those being the Per Diem and the Voluntary Call Company. Total adjustment is \$25,412.00

-Vacation Maximum's : Based on our discussions related to Vacation Maximum's for those employees with over 20 years of service, I have provided you a draft adjustment to Page 13 of the Personnel Policy that would capture the intent discussed at the last meeting. As for payment to the retirement fund in lieu of cash, that is still ongoing.

-Rail Crossing on Log Cabin Road: Pan Am Railways have completed their upgrades. In doing so the elevation of the road approaches has changed significantly and in my view has made the travel over the rails troublesome. I have reached out to the Maine DOT, instructed Bump Signs to be placed and contacted Representative Parry on what has occurred in this area.

## **BUSINESS**

-Bandaloo License: Bandaloo has filled out the necessary application to once again renew their Liquor License. Paperwork will be at your meeting for viewing before any action is taken.

-Charter Review proposed changes: I will share the working document I have developed for your comments or required additions. I think at that time you may also wish to establish a time for the first meeting.

-Kennebunk River Management Plan: Sam Hull has contacted me again to determine what direction the town wishes to take as it relates to the management plan and the topics outlined in the plan related to Arundel. This may be a great opportunity to create a committee of residents interested in such a task that can assist the Board with review and a direction to pursue.

## **ADJOURNMENT**

**TOWN OF ARUNDEL  
BOARD OF SELECTMEN**

Monday September 27, 2021  
Arundel Municipal Building  
7 PM

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

Others: TM Trefethen, Jack Reetz, Rich Ganong, Fire Chief Beaulieu, Rec Director Shea

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

**PUBLIC HEARING:** Chairman Danylik opened the Hearing on the Annual Modification of the Model GA Ordinance adopted by the Town. Hearing was closed at 7:01PM

**Approval on Agenda:** *MOTION Nedeau second Hayes “approve agenda as modified” (added School Discussion and Junk Yard Permit) passed 5-0.*

**PUBLIC FORUM**

-Planning Board Chairman Rich Ganong asked a question with regard to Board member attendance and meetings via Zoom. He was referred to the recently approved statute relative to meetings.

**Approval of Minutes:** *MOTION Dubois second Labbe “approve minutes of 8-23-21 and 9-13-21 as presented and reviewed” passed 5-0.*

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

**Managers Report:**

- Paramedic/Issues of Staffing: Fire Chief Beaulieu presented to the Board the staffing problems he is having and requested additional funding in order to entice folks to fill open shifts. Board felt that an increase in compensation should include all disciplines of EMS staffing and not just paramedic's and requested he review all and finds ways to fund inside his existing budget. *MOTION Hayes second*

**Labbe “approve \$24.00/hr for paramedic compensation” passed 5-0.** Next meeting further discussions and adjustments will follow.

-Vacation Maximum’s: Manager suggested a 100 hour additional vacation Maximum for those employees 25 years plus, and that upon separation this additional hours would not be paid out. A draft proposal for modification of the personal policy will be developed and submitted to the Board for further discussion and possible action.

-Town’s Role in Covid-19: Manager provided information on sites folks can either get testing or vaccinations locally. Recreation Director Shea provided insight on the Departments efforts to have our Before and After School program associated with the schools efforts in pool testing as this program is operated exclusively for ML Day students.

-Impact Fees: The manager shared information from the Planner and they felt that further discussion with regard to impact fees should take place.

-DEMO Costs: Manager provided a memo outlining a \$40,000 estimated price tag for building demolition at 468 Limerick Road. Selectmen Labbe felt that this may be too low to complete the entire job and suggested further information on material and seeding of the area once the building is remove needs to be added to the estimate.

#### **Business:**

- General Assistance Ordinance: ***MOTION Hayes second Dubois “approve the amendments to the GA Ordinance as presented and reviewed” passed 5-0.***

-Charter Review Committee: 10 citizens reached out and wish to be part of the Review Committee. Board members felt all residents should be invited to participate. Manager will contact them and provide the Board a working copy of the changes for discussion at their next meeting before organizing the first meeting of the Review Committee.

-FY 20/21 Budget Adjustment: Under the authority provided to the Board by Article #22 of the Annual Town Meeting of 2020the following action was taken. ***MOTION Nedeau second Labbe “move \$30,000 from General Government and \$8,000 from Police Services to cover overdraft in Town Hall Administration Account, also move \$10,000 from Public Works Account to cover overdraft in Transfer Station Account” passed 5-0.***

-Hours for Voter Registration: ***MOTION Hayes second Dubois “approve the modification of voter registration hours as proposed by the Town Clerk” passed 5-0.***

Election Warden: ***MOTION Dubois second Labbe “approve the appointment of Sylvia Perreault as Election Clerk for the November 2, 2021 election as recommended by the Town Clerk” passed 5-0.***

***-MOTION Hayes second Labbe “approve account payables as presented and reviewed” passed 5-0.***

**Other Business**

-Selectmen Dubois asked the status of the intersection of Brimstone and Limerick Road.

***ADJOURNMENT MOTION Dubois second Nedeau “to adjourn” passed 5-0 @ 8:44PM***

Respectfully submitted,

Keith M. Trefethen  
Town Manager



13-03 Volunteer Call Company		2015	2016	2017	2018	2019	2020	2020	2021	2021	2022	
updated	9/7/2021											
Warrant Article #		Expenses	Expenses	Expenses	Expenses	Expenses	Budget	Expenses	Budget	Expenses	Budget	
Payroll		28091	17242	14433	22804	19980	26950	22475	36028	28006	36188	
Fica		2149	1319	1104	1745	1528	2062	1719	2756	2142	2768	
Insurance		3083	9806	7631	6708	8672	2026	3689	2028	1900	2200	
		<u>33323</u>	<u>28367</u>	<u>23168</u>	<u>31257</u>	<u>30180</u>	<u>31038</u>	<u>27883</u>	<u>40812</u>	<u>32048</u>	<u>41156</u>	
											<u>43723</u>	
Explanations		Wages blended based on experience \$18.68 with Department							\$18.68 x 1600 hrs			
		Fica: 7.65% of covered payroll										
		Insurance provided through MMA Risk Management Services										
*		In addition added Officers Stipends to this Payroll Line										
		Deputy Chief	two positions				1400x2		2800			
		Captain	two positions				1000x2		2000			
		Lieutenant	three positions				500x3		1500			
		Total							6300			
		<u>Approved Blended Rate</u>	<u>\$18.68 x 402 Hrs = 7,509</u>									
		<u>Blended Rate</u>	<u>\$20.67 x 1198 Hrs = 24763</u>									
		<u>Fica Increase</u>	<u>2951</u>									

\*

0+/-5		80 (10 days)
	.1923/days per week	
5+/-12		120 (15 days)
	.2885/days per week	
12-20		160 (20 days)
	.3846/days per week	
20+		160 (20 days) plus eight (8) hours (one (1) day) per every additional years over 20.

**(as amended by BOS 1-22-18)**

No vacation leave shall be granted to an employee during the first six (4) months of employment, but vacation time shall accrue from the start of their employment and may be used after the successful completion of four (4) months probationary period. In accordance with the vacation leave schedule, a full-time employee completing four (4) months of service, having earned regular employment status, shall be eligible for 16 hours (based on a 40 hour work week) of vacation leave. All earned vacation leave shall be based on the employee's accumulated hours on pay status from their starting date of employment with the Town.

**(as amended by BOS 12-28-20)**

Employees shall be responsible for these policies pertaining to accumulation of time as recorded on their paystub in order to remain compliant with this section.

#### **MAXIMUM ACCUMULATED VACATION LEAVE**

<u>Period of Continuous Employment</u>	<u>Maximum No. of hours of accumulated leave</u>
thru 10 years	120 (15 days)
11 thru 20 years	160 (20 days)
over 20 years	200 (25 days)*

**NOTE\*employees who have been in service for 20 plus years can accumulate up to 100 additional hours with no payment upon separation in good standing,**

Employees whose employment with the Town has been terminated either through resignation, retirement, or layoff, and are leaving the municipal service in good standing, shall be entitled to cash payment for maximum allowed accumulation **not to exceed 200 hours** as of the date of said termination.

#### **SECTION 5.6 LONGEVITY SCHEDULE**

To recognize the importance of retaining experienced employees, \$0.07/hour shall be added to the hourly wages of all regular Town Employees beginning with their third year of service and increasing \$0.07/hour per fiscal year thereafter.