

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

[www.arundelmaine.org](http://www.arundelmaine.org)

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**Monday October 24, 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 October 11, 2022
- V. Committee and Board Reports
- VI. Manager Report
  - Roof replacement Fire Station
  - Fence Removal request River Road
  - Mack Truck update
- VII. Business
  - Business Directory Arundel Website
  - TIF Arundel Cottages
- VII. - 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 24, 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**

-Roof Replacement/Fire Station: No proposals were received we will place back out in the hope we have some quotes.

-Fence Removal: The Town discovered a new fence erected in the right of way on River Road and conversations have taken place with the owner. Recently a letter was sent to encourage the removal before the town exercises some authority and hires a company to remove and place the removed fence on the home owner's property.

-Status on Mack Truck: Roger travelled to Portsmouth to view firsthand the efforts on the Truck. I have provided pictures for viewing.

## **BUSINESS**

-Business Directory Arundel Website: John and I have collaborated on the development of an application. I am still leery as to why and how the town could stay a neutral party in this type of community service. I have attached a memo with my recommendation on this matter but as always will carry out the Boards wishes.

-TIF Arundel Cottages: I have provided to you a memo on the existing options for projects as was approved by Town Meeting back in 2014. I think they may have some merit for further discussion and direction to proceed.

## **ADJOURNMENT**

DRAFT AS OF OCTOBER 13, 2022

**TOWN OF ARUNDEL  
BOARD OF SELECTMEN**

Tuesday October 11, 2022  
Arundel Municipal Building  
Meeting Room  
7PM Meeting

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

Others: Town Manager Trefethen

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

**Approval of Agenda:** *MOTION Nedeau second Hayes “approve as presented” passed 5-0.*

**Public Forum:** Selectmen Hayes asked about a view of Talbot Drive Street Light to insure it is working.

**Committee & Board Reports:** None Reported

**Approval of Minutes:** *MOTION Labbe second Danylik “approve minutes of September 26, 2022 as presented” passed 4-0-1 (Hayes)*

**Manager Report**

**-Status of open positions in Municipal Building:** They have been filled Town Clerk is Rachel Bull who has 14 years experience in Municipal Government and Deputy Clerk/Collector is Sherry Chenard. Rachel has already started work and Sherry starts November 1, 2022.

**-PP Policy Changes for FT Fire/EMS employees:** Manager informed the board that shortly changes in the Personnel Policies will be proposed. Because of their Shift Schedules the Fire Service Employees will be working 24 hour days.

**-Preliminary State Valuation:** Paperwork was shared with the Board on the calculations used to set the Towns Certified Ratio 86%. Discussions needs to begin as to how the town will proceed when time comes in updating overall values to achieve 100% Town valuation.

**Business**

**-Approval of Tri-Party Agreement: MOTION Nedeau second Labbe**  
***“Authorize the Town Manager to sign the Tri Party Agreement of behalf of the Town for the Route #1 upgrades for the Arundel Cottages Entrance” passed 5-0.***

**-Appointment of Election Warden: MOTION Nedeau second Hayes** ***“Approve the appointment of Simone Boissonneault as election warden for November 8, 2022” passed 5-0.***

**-Waiver of Business Hours Voter Registration: MOTION Hayes second Nedeau**  
***“approve the request to modify Voter Registration Hours to coincide with the Municipal Building Hours” passed 5-0.***

**-Sign Special Town Meeting Warrant 11-8-22: MOTION Nedeau second Danylik** ***“ sign the Special Town Meeting Warrant as reviewed” passed 5-0.***

**Payable Warrant: MOTION Nedeau second Labbe** ***“approve payable warrant as presented and reviewed” passed 5-0.***

**Further Business:** Roger will be meeting with Dearborn Construction this week for the DEMO of the Old Town Hall. Town may be able to secure a John Deere Tractor from RSU #21 (purpose will be to mow fields and Eastern Trail). A Draft Application for the Business Directory was shared with John Bell. Selectmen Nedeau wants to discuss other uses for TIF funds from the Route #1 Arundel Cottages TIF.

**ADJOURNMENT**

**MOTION Nedeau second Labbe “to adjourn” passed 5-0 @ 7:34PM**

Respectfully submitted

Keith M. Trefethen  
Town Manager

**Title 23: TRANSPORTATION**  
**Part 1: STATE HIGHWAY LAW**  
**Chapter 15: PROTECTION OF HIGHWAYS**  
Subchapter 2: INSTALLATIONS AND OBSTRUCTIONS

## **§1402. Removal of obstructions**

When logs, lumber or other obstructions, without necessity, are left within the limits of any highway right-of-way under the supervision and maintenance of or construction by the department, it may cause them to be removed, and shall not be liable for loss or damage thereof, unless occasioned by design or gross negligence. When no one appears to pay for the expense and trouble of removal, the department may sell at public auction so much thereof as is sufficient for that purpose, including charges of sale. The person through whose neglect or willful default they were left may be prosecuted as for a nuisance. [PL 1971, c. 593, §22 (AMD).]

### SECTION HISTORY

PL 1971, c. 593, §22 (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.

[Office of the Revisor of Statutes \(mailto:webmaster\\_ros@legislature.maine.gov\)](mailto:webmaster_ros@legislature.maine.gov) 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

Data for this page extracted on 9/28/2022 08:27:44

**Town Manager**

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**From:**  
**Sent:**  
**To:**

Roger Taschereau [publicworksdirector@arundelmaine.org]  
Tuesday, October 18, 2022 3:27 PM  
keith.trefethen



Roger Taschereau

**Town Manager**

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**From:** Roger Taschereau [publicworksdirector@arundelmaine.org]  
**Sent:** Tuesday, October 18, 2022 2:27 PM  
**To:** Keith trefethen  
**Subject:** Mack

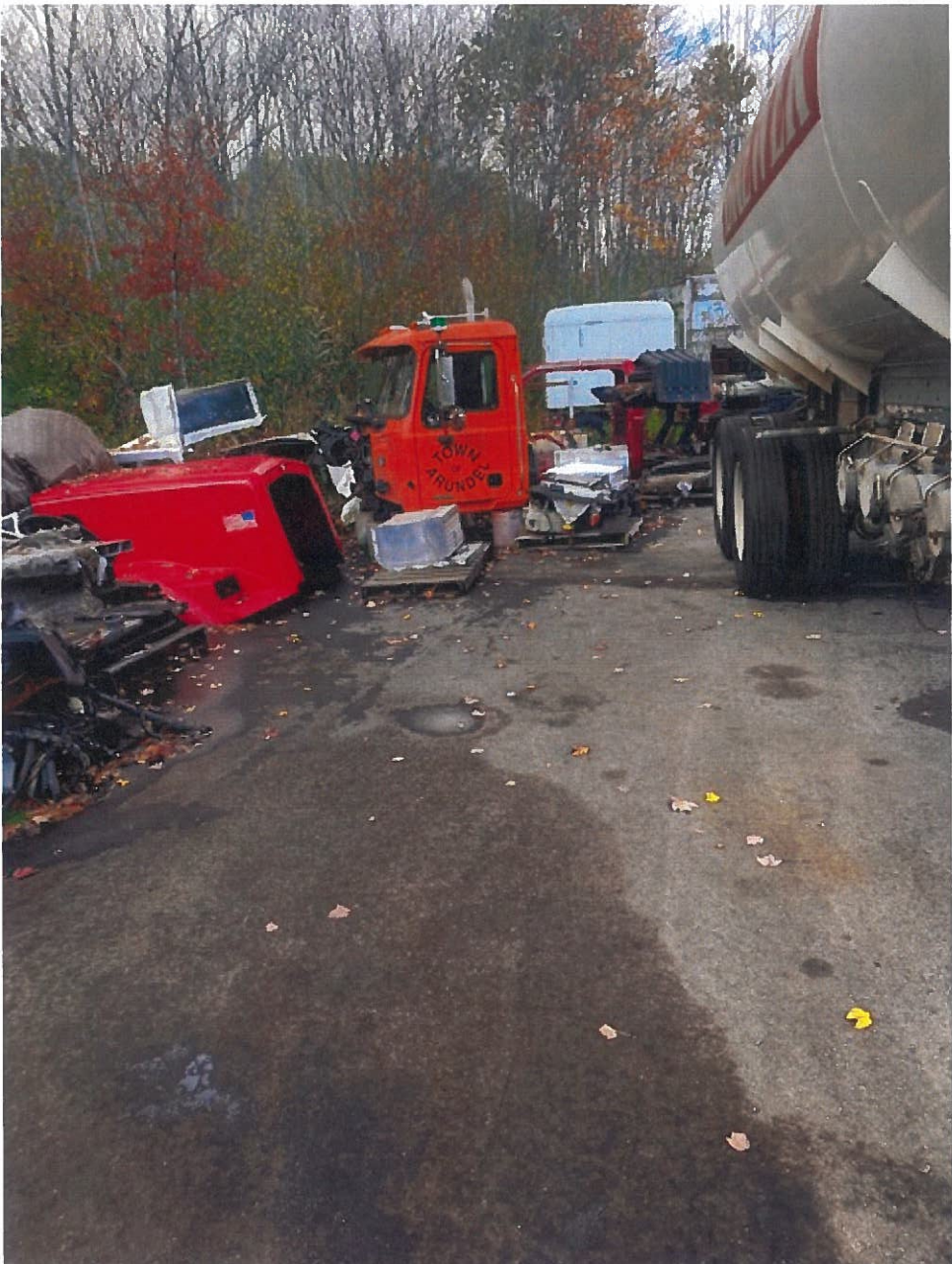


**Town Manager**

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**From:**  
**Sent:**  
**To:**

Roger Taschereau [publicworksdirector@arundelmaine.org]  
Tuesday, October 18, 2022 3:28 PM  
keith.trefethen



Roger Taschereau

# TOWN OF ARUNDEL

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

TO: Board of Selectmen  
FR: Town Manager  
RE: Listing of Business on Town Website  
DATE: October 18, 2022

As you know we have been reviewing the possibility of enhancing advertising for local businesses on the town's web page. Initially we chose to only include those businesses listed and members of the local Chamber of Commerce. Suggestions were made to enhance that list to include other businesses in town that are not Chamber members as a way to be fair for all recognized businesses in town.

John Bell and I developed an application for listing in an Arundel Business Directory. As we were speaking on this task it became clear that the list, keeping it updated would require lots of time and effort. John believes the list should just be all inclusive and list any and all businesses. I on the other hand wished for the list to be limited to those businesses in good standing and recognized by the Town.

As we discussed our differences I reviewed other Town/City web sites in our area to determine what our neighbors are doing. None of the web sites I viewed developed a list on their own. Some web sites had a business link to organizations (Chamber/Business Associations).

Based on this review and the differences to be impartial on the list development, I would recommend that we shelve any development of a list by the town but provide a link to those organizations whose efforts are centered around these efforts in our area if they exist.

# TOWN OF ARUNDEL

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

## APPLICATION FOR LISTING IN ARUNDEL BUSINESS DIRECTORY

### BUSINESS INFORMATION

NAME:

LOCATION:

PHONE:  E-MAIL:

WEBSITE:

TYPE OF BUSINESS:

BUSINESS IN GOOD STANDING WITH THE TOWN? YES  NO


IF NO PLEASE EXPLAIN:

Please return completed form to:  
Town Manager, 257 Limerick Road, Arundel, ME 04046  
or send as an email attachment to: [townmanager@arundelmaine.org](mailto:townmanager@arundelmaine.org)

# TOWN OF ARUNDEL

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

TO: Board of Selectmen  
FR: Town Manager   
RE: Economic Development Projects Cost/TIF Arundel Cottages  
DATE: October 18, 2022

It has been determined that the funds capture with the Arundel Seasonal Cottages TIF District would not pay for the development of a Route #1 Sanitary Sewer Construction in its entirety and therefore has been set aside for any further consideration.

The Sanitary Sewer Construction project along with five other projects received approval at a Special Town Meeting of July 23, 2014 and was identified in Exhibit B. Explanations provided at this Town Meeting indicated that any changes to the List in Exhibit B (see attachment) would again need Town Meeting approval.

MRSA 30-A Section 5225 (see attachment) identifies project costs for various Development Districts. Any modification of Projects Costs approved for the Arundel Cottages TIF would not only need Local Town Meeting Approval but would also need approval and review by the Maine Department of Economic and Community Development.

Though it may be possible to modify what the TIF Funding could be utilized for, we do have a list to follow that has been approved and could lead to enhancement related to the District and for the Town. It would be my recommendation to review the existing list and develop action centered on the existing approvals.

**EXHIBIT B**

**ESTIMATED DEVELOPMENT COSTS**

**Developer Portion of Development Program:**

The Developer's portion of the project costs will be used to help offset \$58,390,000 in estimated development costs of its project.

**Town Portion of Development Program:**

The Town's portion of the project costs will be used to finance the following estimated costs for the specified economic development activities:

<i>Project Cost Description</i>	<i>Eligibility Under Title 30-A</i>	<i>Estimated Cost</i>
<b><u>Sanitary Sewer Construction along Route 1:</u></b> While it is designated as Arundel's downtown area and is identified in the Town's comprehensive plan as the prime location for commercial enterprise, there are tremendous environmental constraints on development. The domination of high water table soils in some areas with shallow to bedrock soils in others creates extremely limited options for septic systems without municipal sewer. The 2000, 2005, 2007 and 2014 Comprehensive Plans all stress the importance of extending sewer into Arundel on Route 1 to facilitate economic development without destabilizing the environment with insufficient septic treatment in the area.	§5225 (1) (C) (2); (B)(1)	\$2.0-3.6 million
<b><u>Rte 1 Sidewalk:</u></b> Construction of sidewalk along Route 1. This project is directly related to the development within the District and will support the area businesses by getting patrons residing within the Developer's project to other area businesses.	§5225 (1) (B) (1)	\$750,000-\$1.2 million
<b><u>Revolving Business Loan and/or Grant Program:</u></b> Funding of a revolving low interest loan and/or grant program to assist in façade renovation or landscape improvements, provide gap financing for equipment, funding for business development services or other economic development initiatives to be further developed by the Board of Selectmen.	§5225 (1) (C) (3)	\$100,000-\$1 million
<b><u>Economic Development Marketing Program:</u></b> Programs that develop and disseminate marketing materials including brochures, website, media advertisements, and provide responses to site location requests.	§5225 (1) (C) (1)	\$20,000-\$80,000

<p><b><u>Economic Development Municipal Staff Time:</u></b> Staff salaries or consulting fees associated with municipal implementation of economic development initiatives. Examples tasks may include administering the marketing program, recruiting new businesses into the community, administering loan and/or grant programs, facilitating business retention efforts and serving as a business advocate.</p>	<p>§5225 (1) (C) (1)</p>	<p>\$45,000-\$85,000 per year</p>
<p><b><u>Administrative and Professional Services Costs:</u></b> Costs of professional services relating to economic development, including licensing, engineering, planning and legal expenses.</p>	<p>§5225(1)(A)(4), (A)(5)</p>	<p>\$10,000</p>

**Title 30-A: MUNICIPALITIES AND COUNTIES**

**Part 2: MUNICIPALITIES**

**Subpart 8: DEVELOPMENT**

**Chapter 206: DEVELOPMENT DISTRICTS**

**Subchapter 1: DEVELOPMENT DISTRICTS FOR MUNICIPALITIES AND PLANTATIONS**

**§5225. Project costs**

✓ ① **Authorized project costs.** The commissioner shall review proposed project costs to ensure compliance with this subsection. Authorized project costs are:

A. Costs of improvements made within the tax increment financing district, including, but not limited to:

(1) Capital costs, including, but not limited to:

(a) The acquisition or construction of land, improvements, public ways, buildings, structures, fixtures and equipment for public, arts district, new or existing recreational trail, commercial or transit-oriented development district use.

(i) Eligible transit-oriented development district capital costs include but are not limited to: transit vehicles such as buses, ferries, vans, rail conveyances and related equipment; bus shelters and other transit-related structures; benches, signs and other transit-related infrastructure; bicycle lane construction and other bicycle-related improvements; pedestrian improvements such as crosswalks, crosswalk signals and warning systems and crosswalk curb treatments; and the nonresidential commercial portions of transit-oriented development projects.

(ii) Eligible recreational trail-related development district capital costs include but are not limited to new or existing trails, including bridges that are part of the trail corridor, used all or in part for all-terrain vehicles, snowmobiles, hiking, bicycling, cross-country skiing or other related multiple uses, signs, crosswalks, signals and warning systems and other related improvements.

(iii) Eligible development district capital costs for public ways include but are not limited to scenic turnouts, signs, railing and other related improvements;

(b) The demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures;

✓ ① (c) Site preparation and finishing work; and

(d) All fees and expenses that are eligible to be included in the capital cost of such improvements, including, but not limited to, licensing and permitting expenses and planning, engineering, architectural, testing, legal and accounting expenses;

(2) Financing costs, including, but not limited to, closing costs, issuance costs and interest paid to holders of evidences of indebtedness issued to pay for project costs and any premium paid over the principal amount of that indebtedness because of the redemption of the obligations before maturity;

(3) Real property assembly costs;

(4) Professional service costs, including, but not limited to, licensing, architectural, planning, engineering and legal expenses;

(5) Administrative costs, including, but not limited to, reasonable charges for the time spent by municipal or plantation employees in connection with the implementation of a development program;

(6) Relocation costs, including, but not limited to, relocation payments made following condemnation;

(7) Organizational costs relating to the establishment of the district, including, but not limited to, the costs of conducting environmental impact and other studies and the costs of informing the public about the creation of development districts and the implementation of project plans;

(8) In the case of transit-oriented development districts, ongoing costs of adding to an existing transit system or creating a new transit service and limited strictly to transit operator salaries, transit vehicle fuel and transit vehicle parts replacements; and

(9) Costs associated with the development and operation of housing, including, but not limited to, authorized project costs for improvements as described in [section 5249 \(../30-A/title30-Asec5249-1.html\)](#) even if such improvements are not made within an affordable housing development district as defined in [section 5246, subsection 2 \(../30-A/title30-Asec5246-1.html\)](#); [PL 2021, c. 261, §§2-4 (AMD).]

B. Costs of improvements that are made outside the tax increment financing district but are directly related to or are made necessary by the establishment or operation of the district, including, but not limited to:

(1) Costs related to the construction, alteration or expansion of any facilities not located within the district that are required due to improvements or activities within the district, including, but not limited to, sewage treatment plants, water treatment plants or other environmental protection devices; storm or sanitary sewer lines; water lines; electrical lines; improvements to public safety facilities; and amenities on streets;

(2) Costs of public safety improvements related to the establishment of the district;

(3) Costs of funding to mitigate any adverse impact of the district upon the municipality or plantation and its constituents. This funding may be used for public facilities and improvements if:

(a) The public facilities or improvements are located in a downtown tax increment financing district; and

(b) The entire tax increment from the downtown tax increment financing district is committed to the development program of the tax increment financing district; and

(4) Authorized project costs for improvements as described in section 5249 (../30-A/title30-Asec5249-1.html) in support of municipal economic development activities regardless of whether such costs are within an affordable housing development district as defined in section 5246, subsection 2 (../30-A/title30-Asec5246-1.html); [PL 2021, c. 261, §5 (AMD).]

C. Costs related to economic development, environmental improvements, fisheries and wildlife or marine resources projects, recreational trails, broadband service development, expansion or improvement, including connecting to broadband service outside the tax increment financing district, employment training or the promotion of workforce development and retention within the municipality or plantation, including, but not limited to:

✓ (1) Costs of funding economic development programs or events developed by the municipality or plantation or funding the marketing of the municipality or plantation as a business or arts location;

(2) Costs of funding environmental improvement projects developed by the municipality or plantation for commercial or arts district use or related to such activities;

✓ (3) Funding to establish permanent economic development revolving loan funds, investment funds and grants;

(4) Costs of services and equipment to provide skills development and training, including scholarships to in-state educational institutions or to online learning entities when in-state options are not available, for jobs created or retained in the municipality or plantation. These costs must be designated as training funds in the development program;

(5) Costs associated with quality child care facilities and adult care facilities, including finance costs and construction, staffing, training, certification and accreditation costs related to child care and adult care;

(6) Costs associated with new or existing recreational trails determined by the department to have significant potential to promote economic development, including, but not limited to, costs for multiple projects and project phases that may include planning, design, construction, maintenance, grooming and improvements with respect to new or existing recreational trails, which may include bridges that are part of the trail corridor, used all or in part for all-terrain vehicles, snowmobiles, hiking, bicycling, cross-country skiing or other related multiple uses;

(7) Costs associated with a new or expanded transit service, limited to:

(a) Transit service capital costs, including but not limited to: transit vehicles such as buses, ferries, vans, rail conveyances and related equipment; bus shelters and other transit-related structures; and benches, signs and other transit-related infrastructure; and

(b) In the case of transit-oriented development districts, ongoing costs of adding to an existing transit system or creating a new transit service and limited strictly to transit operator salaries, transit vehicle fuel and transit vehicle parts replacements;

- (8) Costs associated with the development of fisheries and wildlife or marine resources projects;
- (9) Costs related to the construction or operation of municipal or plantation public safety facilities, the need for which is related to general economic development within the municipality or plantation, not to exceed 15% of the captured assessed value of the development district;
- (10) Costs associated with broadband and fiber optics expansion projects, including preparation, planning, engineering and other related costs in addition to the construction costs of those projects. If an area within a municipality or plantation is unserved with respect to broadband service, as defined by the ConnectMaine Authority as provided in Title 35-A, section 9204-A, subsection 1 ([../35-A/title35-Asec9204-A.html](#)), broadband and fiber optics expansion projects may serve residential or other nonbusiness or noncommercial areas in addition to business or commercial areas within the municipality or plantation; and
- (11) Costs associated with the operation and financial support of:
- (a) Affordable housing in the municipality or plantation to serve ongoing economic development efforts, including the further development of the downtown tax increment financing districts; and

- (b) Housing programs and services to assist those who are experiencing homelessness in the municipality or plantation as defined in the municipality's or plantation's development program;

[PL 2021, c. 676, Pt. A, §46 (RPR).]

D. Costs of constructing or improving facilities or buildings leased by State Government or a municipal or plantation government that are located in approved downtown tax increment financing districts; and [PL 2021, c. 261, §7 (AMD).]

E. Costs associated with the development and operation of affordable housing or housing services for persons who are experiencing homelessness as defined in the municipality's or plantation's development program. [PL 2021, c. 261, §8 (NEW).]

[PL 2021, c. 676, Pt. A, §46 (AMD).]

**2. Unauthorized project costs.** Except as provided in subsection 1, paragraph C ([../30-A/title30-Asec5225-2.html](#)), subparagraph (9) and subsection 1, paragraph D ([../30-A/title30-Asec5225-2.html](#)), the commissioner may not approve as a project cost the cost of facilities, buildings or portions of buildings used predominantly for the general conduct of government or for public recreational purposes, including, but not limited to, city halls and other headquarters of government where the governing body meets regularly, courthouses, jails and other state and local government office buildings, recreation centers, athletic fields and swimming pools.

[PL 2019, c. 148, §4 (AMD).]

**3. Limitation.** Tax increments received from any development program may not be used to circumvent other tax laws.

[PL 2001, c. 669, §1 (NEW).]