

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

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**Monday October 26, 2020
Arundel Municipal Building
Meeting Room
7PM**

- I. Call to Order
- II. Approval of Agenda
- III. Public Forum – Public comment on non-agenda items
- IV. Approve Minutes of October 13, 2020
- V. Committee and Board Reports
- VI. Manager's Report
 - Acoustic Panels
 - Security System
 - AV System
 - Phone System
 - Water System update
- VII. Business
 - Review Meeting Room Agreement
 - Review the Suggestions from Pine Tree Waste on Traffic Flow
- XI. Other Business and Adjournment
 - Approval Payable Warrant
 - Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING October 26, 2020

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

-Acoustic Panels: Completed on Tuesday of this week. I believe it solves 98% of the problem but I think I seek your thoughts as we sit in the room and determine if it is enough.

-Security System: This is up and running. The Vigilant System is user friendly and will provide the town the ability to produce Card to enter the building and provide the Manager of the system to set dates and times that doors are opened and locked.

-AV System: Still a work in progress. Some additional equipment is needed to operate correctly. Training is still required before the system is fully operational.

-Phone System: I was informed today (10-22-20) that Spectrum will install the Phone modem on Monday (your meeting day) between 10AM- 2PM. I am hopeful this is true. Our actual Phone provider, Business Communications of Maine, has been notified. My hope is they will be on site and complete the installation.

-Water System Update: All the paperwork from the state has been completed. The installer has to wait until approval is granted by the state before he completes the filtration installation.

BUSINESS

-Meeting Room Agreement: I have provided a very simple Agreement Form and will provide some thoughts. I would be seeking suggestions and possible modification before vote and implementation by the Board.

-Review Pine Tree Waste Suggestions: I think we need to review their thoughts and based on your observations see if the plan they propose works or modify the plan to make it work. I still believe more than a month's time will be necessary to notify residents.

OTHER BUSINESS AND ADJOURNMENT

(a) Account Payable Warrant: Provided at Meeting for review.

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Tuesday October 13, 2020
Arundel Municipal Building
7 PM

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

Others: TM Trefethen, Jack Reetz, Joan Hull, Sam Hull, Jake Hawkins, Dan Finn

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

Approval of Agenda: *MOTION Nedeau second Danylik “approve agenda as amended” passed 5-0. (added a discussion on RSU 21 Meeting by Selectmen Dubois).*

Public Forum: Jack Reetz on Time Capsule discussion and Jake Hawkins on Arrow publication 4 times a year.

Approval of Minutes: *MOTION Labbe second Danylik “approve minutes of September 28, 2020 as reviewed and amended” passed 5-0.*

Committee & Board Report: Selectmen Dubois updated on School Board discussion on use of excess Bond Funds. Selectmen Hayes discussed the Finance Committee meeting.

Managers Report:

-Manager provided information on remaining outstanding items related to the new Municipal Building.

-Brief Ceremony and an open house: Board decided that on Saturday the 17th at 9AM they will have a brief ribbon cutting ceremony. Folks invited are the Board and Building Committee with speeches from the Chairman’s of the Selectmen and Building Committee along with the Town Manager.

Business:

-

DRAFT AS OF 10-14-20

Other Business and Adjournment: Payable Warrant: *MOTION Dubois second Nedeau “approve warrant as presented and reviewed” passed 5-0.*

ADJOURNMENT *MOTION Dubois second Nedeau “to adjourn” passed 5-0 @ 8:01PM*

Respectfully submitted,

Keith M. Trefethen
Town Manager

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MEETING ROOM USE AGREEMENT

At the Board of Selectmen meeting held on Tuesday October 13, 2020 the Selectmen decided to allow local civic groups the ability to use the meeting room space at the new Arundel Municipal Building.

-Use will be coordinated through the Arundel Town Manager's Office

-Use will be allowed only when Municipal Board or Committee's are not utilizing. Local Civic Groups may be bumped from use as a result of the Municipalities need to use the room.

-Key Card and Code will be necessary to enter the meeting space. These will be issued prior to the event by the Town Manager and can be returned after the event by dropping into the Drop Box located outside of Meeting Room.

-By using the meeting room, you are responsible to insure it is left in the condition in which you find it. If it is necessary for the Town to clean the area a charge for cleaning will be assessed to the group.

-Any damage to the meeting room will be the responsibility of the Group using it. When you arrive to use the Room and observe damage of any kind, contact must be made immediately to the Town Manager so as to not be charged by the Town for any damage observed after your use.

MEETING ROOM USE AGREEMENT

Name of Group _____

Address _____

Phone Number (s) _____

Contact Person _____

Email Address _____

Date & Time of meeting event _____

Purpose of Meeting _____

The above group has read and understands all guidelines for use of the Meeting Room and any additional verbal requirements express by the Town for use of the Meeting Room.

Date _____ Signature _____

Print Name _____

Title _____

Accepted by the Town of Arundel

Date _____ Signature _____

Title _____

Town Manager

From: Nathan P McLean [nathan.mclean@casella.com]
Sent: Monday, October 05, 2020 2:37 PM
To: Town Manager
Cc: Nate D Chapman; Erica Bayley; 'Roger Taschereau'
Subject: RE: Traffic Pattern Changes @ Arundel Transfer Station

Good afternoon,

Please see responses in red

Thank you

Nathan Mclean
Site Manager
Casella Waste Systems, Inc.
87 pleasant hill rd, Scarborough, ME 04074
c. 207.303.4897 p. 207.791.2357 | e. Nathan.mclean@casella.com

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From: Town Manager <townmanager@arundelmaine.org>
Sent: Tuesday, September 29, 2020 8:14 AM
To: Nathan P Mclean <nathan.mclean@casella.com>
Cc: Nate D Chapman <Nate.Chapman@casella.com>; Erica Bayley <Erica.Bayley@casella.com>; 'Roger Taschereau' <publicworksdirector@arundelmaine.org>
Subject: Traffic Pattern Changes @ Arundel Transfer Station

Nathan :

The Board met last evening and discussed the request by Casella to modify the traffic pattern and flow of customers to the site to dispose of their trash. Though they seem to be in approval of the request they held a final go ahead until several factors are presented to them and discussed. They need to view the following:

-Specific detail in the traffic pattern and logistics to implement. We believe moving the 2 roll off cans with tires and mattress further in and putting up either cones or barriers to stop traffic into one lane would be the best approach. This will help funnel traffic in to where it needs to go and stop customers from going all over.

-Process in staffing needed to implemented and how their roles will be defined. (example: who will weigh trash? Who punches the cards? Who sells the Cards). They feel specific roles may need attention. We believe to start(maybe a week or 2) we should have one person from the town and another from casella helping to get this going. After that I believe it will only take one person to sell cards and over see traffic. The second person to punch tickets and weigh the trash and see the customers out.

-Movement of Bulky Waste and perhaps others to an alternate location to clean up bulky disposals which causes Traffic congestion. We would be looking to put these back to back on the left grass/road across from the compactors towards the old landfill.

-No Loitering permitted, Re-use room stays closed and no authorized personnel enter facility. The re-use room has almost been fully cleaned and we have been on a full court press to clean up the facility

-Plenty of notice to the public prior to start-up of changes Newsletter, Handouts, Website notification, etc, They see several weeks of notice prior to changes in order to capture as many folks who use facility as some only come once a month. I would think a months' notice would work, what are your thoughts?

The Town stands ready to assist in any way we can as we see you as our partners in this but the Board wants to avoid the issues we experienced the last time with a complete lack of planning.

Keith M. Trefethen
Town Manager

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