

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

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**Monday January 8, 2024  
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 December 11, 2023
- V. Committee and Board Reports
- VI. Manager Report
  - 12/18/23 Storm
  - Review Septic System Fire Station
  - Advertisement Building Committee Fire Station upgrade
- VII. Business
  - Board of Assessment Review Appointment
  - Planning Board Appointment
  - Certificate of Settlement from Tax Collector
  - Tax Collector Appointment
  - Approval of Payable & Payroll Warrants
- VIII. –Executive Session MRS 405 (6) (A) Discussion with the Town Manager related to employees of the Town.
- IX. Adjournment

# TOWN OF ARUNDEL

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

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BUSINESS MEETING January 8, 2024

## EXECUTIVE SUMMARY

Select Board 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

**-Storm of 12/18/23:** Board member Dubois wanted to have a discussion related to the event and thought having Public Works & Fire involved in the discussion may be appropriate.

**-Septic System Fire Station:** Some issues related to the system had popped up and I want to advise the Board what was discovered.

**-Committee for Fire Station Upgrade:** Want to advise the Board of the efforts made between the Manager and Fire Chief in terms of need and possible design. Seek if the Select Board wishes to now proceed with advertisement for Committee members.

## BUSINESS

**-Board of Assessment:** At this writing I have one resident who has returned an Application for Appointment and am awaiting two more.

**-Planning Board Appointment:** I have a resident that I am seeking your approval of appointment to the Planning Board to fill a seat vacated by resignation. The seat would be filled until June 30, 2025.

**-Certification of Settlement Tax Collector:** Tax Collector is leaving our employment. In order to release the individual from the Tax Collection obligated to them a vote of the Select Board is necessary.

**-Tax Collector Appointment:** If approved and in order to keep a smooth transition. I am seeking your approval to appoint the Town Manager as Tax Collector until such time the position presently vacated can be filled and the new employee who will take on this responsibility.

**-Payable & Payroll Warrants:** Will be provided for review and action.

## EXECUTIVE SESSION

Chairman Nedeau requested a discussion with me and the Board reference Town Employees and our recent status.

## ADJOURNMENT

**TOWN OF ARUNDEL  
SELECT BOARD**  
Monday December 11, 2023  
Arundel Municipal Building  
Meeting Room  
7PM Meeting

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

Others: TM Trefethen

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

**Approval of Agenda:** *MOTION Dubois second Hayes "Approve Agenda as Amended" passed 5-0. (Added Punch Card Discussion & Next Meeting)*

**Public Forum:** None

**Approve Minutes:** *MOTION Dubois second Labbe "approve minutes of November 27, 2023 as presented" passed 4-0-1.*

**Manager Report**

**-Fire Department Updates:** Manager provided report from the Fire Chief and discussed various topics on the report. No Action taken.

**-Workforce Housing Workshop:** Scheduled with the Planning Board for Tuesday December 19, 2023 @ 6PM.

**-Manager Meeting** is scheduled for Thursday the 14<sup>th</sup>. This will be with Managers from Kennebunk & Kennebunkport. Manager asked if the Board had any subjects that they felt should be approached with other Managers.

**-Intent to sell former property:** The Town is working within the new statute to sell property the town foreclosed upon. Manager will keep the Select Board informed on the process and the efforts to insure actions by the Town are in alignment with the Statute.

**Business**

**-Schedule next Meeting:** With Christmas on Monday the 25<sup>th</sup> the Select Board will leave it up to the Chairman and Manager to decide if a meeting is needed for Tuesday the 26<sup>th</sup>.

**-Punch Cards @ Transfer Station:** The conclusion of the use of the Punch Cards at the Transfer Station is a topic that Selectmen Dubois wished to discuss. Casella wishes for the use of the Cards to end sometime in April of 2024. ***MOTION Dubois second Hayes “Honor the use of the Cards until the end of the present fiscal year which concludes on June 30, 2024” passed 5-0.***

**-Payroll & Payable Warrants:** ***MOTION Dubois second Hayes “approve warrants as presented and reviewed” passed 5-0.***

**ADJOURNMENT**

***MOTION Dubois second Hayes “to adjourn” passed 5-0 @ 7:43PM***

Respectfully submitted

Keith M. Trefethen  
Town Manager