

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

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**Monday January 9, 2023
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 27, 2022
- V. Committee and Board Reports
- VI. Manager Report
 - Meeting dates and times for Municipal Budget Review
 - Meeting dates and times for TIF Capture Cost Committee
 - Staff Request for Mid Day closure of office
- VII. Business
 - Approval of Payable & Payroll Warrants
- VII. - Other Business /Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING January 9, 2023

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

-Meeting dates for Municipal Budget Review: I have reached out to the Budget Board Chairman to gauge what days are workable. I provided Wednesday/Thursday as days to consider starting @7PM. Seek if you have any days/day that you prefer.

-Meeting dates for TIF Capture Cost Committee: I reached out to the residents who wished to serve on the Committee and floated again Wednesday/Thursday as days to consider. Out of the 7 folks wanting to serve either day works, two if given a preference looked at Wednesday. Seeking your input as I wish to make your days and times productive and minimize your travels as well.

-Staff request for continued Mid Day Closure: With the training of two new employees in the Main Office (Clerk & Deputy Clerk) a modification of hours around lunch was instructed by me for a time. In the past the office continued to stay open with staff rotating lunch, with new staff this was impossible as they were not completely trained. We are now at a time where staff has a comfort level to provide most services individually. Staff would like to continue the practice of having the office closed for the Hour. It provides them a time to relax and generally not eat lunch by answering the phone or helping a colleague in the office with a unique question. Because this would be a permanent change in Office open hours I need your input.

BUSINESS

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

ADJOURNMENT

**TOWN OF ARUNDEL
SELECT BOARD**
Tuesday December 27, 2022
Arundel Municipal Building
Meeting Room
7PM Meeting

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

Absent: Jason Nedeau

Others: TM Trefethen

Call to Order: Chairman Dubois called meeting to order @ 7:01PM

Approval of Agenda: *MOTION Hayes second Danylik “approve as amended” passed 4-0.* (Status of 159 Proctor Rd).

Public Forum: Open

Committee & Board Reports: None

Approval of Minutes: *MOTION Labbe second Hayes “approve minutes of December 12, 2022 as presented” passed 4-0.*

Manager Report

-159 Proctor Road: Owner has been in contact with Town Manager and both are presently looking for a date and time for inspection suitable to all parties.

Business

-Payable Warrant & Payroll: *MOTION Hayes second Danylik “approve warrants as presented and reviewed” passed 4-0.*

-Further Business: None

ADJOURNMENT

MOTION Hayes second Labbe “to adjourn” passed 4-0 @ 7:05PM

Respectfully submitted

Keith M. Trefethen, Town Manager