

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

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

---

Please visit the home page of our website and click on the link to sign up for email notices, meeting agendas and alerts.

**Monday January 22, 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 January 8, 2023
- V. Committee and Board Reports
- VI. Manager Report
  - Update on Tax collector Advertisement
  - Amendment to Cape Arundel Performance Assurance
  - Sheriff Cruiser
- VII. Business
  - Board of Assessment Review Appointment
  - Discussion Street Design & Construction Ordinance
  - Approval of Payable & Payroll Warrants
- VIII. Adjournment

# TOWN OF ARUNDEL

---

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

BUSINESS MEETING January 22, 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

**-Tax Collector Position:** Have received 40 +- Resumes for the position with various skill sets. Presently have narrowed it down to ½ dozen to contact and set up interviews.

**-First Amendment of Performance Assurance:** The Route #1 turn lane for the Cottages (Final Design approval) was delayed. A request to extend the agreement has been requested.

**-Sheriff Cruiser:** A new Cruiser for the York County Contract Sheriff has been ordered I will provide some discussion detail on the matter.

## BUSINESS

**-Board of Assessment:** Have another appointment that I am seeking confirmation.

**-Street Design & Construction Ordinance:** Just wish to have a discussion on the Ordinance and the section related to Exempt Private Ways.

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

## ADJOURNMENT

**TOWN OF ARUNDEL**  
**SELECT BOARD**  
Monday January 8, 2024  
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, Terry Merrill (Public Works) Andrew Stevenson (Fire), Emily Nedeau, Jake Hawkins, Chip Bassett, Patrick Steiner.

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

**Approval of Agenda:** *MOTION Dubois second Labbe “Approve Agenda as Amended” passed 5-0. (Added RSU Finance Committee Letter Clearview Estates)*

**Public Forum:** End of Meeting Resident Patrick Steiner voiced his concerns on the Sunset Place Subdivision which will be adjacent to Clearview Estates. Public Hearing for project planned by the Planning Board for January 16, 2024

**Approve Minutes:** *MOTION Dubois second Labbe “approve minutes of December 11, 2023 as presented” passed 5-0.*

**Manager Report**

**-12/18/23 Storm:** Select Board member Dubois discussed the event and the lack of some Utility Providers (Consolidated Communications) from having a prompt response. Staff (Fire & Police) provided their efforts related to the storm. Manager will attempt to once again contact this company in the hopes to begin a good dialog to correct some of the issues the town is experiencing.

**-Review Septic System Fire Station:** Initially thoughts were that the system was on the verge of failure however it was discovered that a sump area used to collect soils from Apparatus Bay washing was full and needed servicing. Once cleaned the system seems to be operating correctly.

**-Advertise Building Committee (Fire Station):** The Manager & Fire Chief have done some preliminary review of the possible size of the project. A rough sketch

was developed and now a committee to look at this draft work and begin to fine tune is necessary. The Select Board felt it was ok to proceed with efforts to seek members for the committee.

### **Business**

**- Board of Assessment Review: MOTION Hayes second Danylik “Confirm the appointments of Amy McNally and Shaun Donnelly to the Board of Assessment Review” passed 5-0.**

**-Planning Board Appointment: MOTION Dubois second Hayes “Confirm the appointment of Zach Shapiro to the Planning Board with a term that expires of June 30 2025” passed 5-0.**

**-Certificate of Settlement: MOTION Dubois second Labbe “settle the personal property taxes yet to be collect of the amount of \$7,752.13 from Dianna Boucher” passed 5-0. MOTION Hayes second Dubois “settle the real estate taxes yet to be collected of the amount of \$4,419,362.24from Dianna Boucher” passed 5-0.**

**-Tax Collector Appointed: MOTION Hayes second Danylik “appoint Keith Trefethen as Tax Collector” passed 5-0.**

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

### **EXECUTIVE SESSION**

**MOTION Dubois second Hayes “enter executive session under MRS 405 (6) (A) Discussion with the Town Manager related to employees of the Town” passed 5-0 @7:47PM. MOTION Dan second Labbe “end executive session” passed 5-0 @ 7:55 PM” No action taken or decisions made.**

### **ADJOURNMENT**

**MOTION Dubois second Labbe “to adjourn” passed 5-0 @ 7:56 PM**

Respectfully submitted

Keith M. Trefethen  
Town Manager