

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

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**Monday February 12, 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 22, 2023
- V. Committee and Board Reports
- VI. Manager Report
 - Update on Tax Collector position
 - Request for Ordinance Amendment
 - Start of FY 24/25 Municipal Budget Review
- VII. Business
 - Business Hours for Voter Registration for Presidential Primary Election
 - Confirm Election Warden
 - Confirm Board of Assessment Review Member
 - On-Premises License Renewal - Bandalooop
 - 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 February 12, 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: I have narrowed down the search to three folks who staff and I have interviewed. We have a series of questions that have been asked seeking additional information before a final decision is made.

-Request for Ordinance Amendment: Cape Arundel Cottages Preserve has requested an amendment to the months that the Cottages can remain open (see attached letter). The Planning Board as I understand had no objections and because the Select Board makes the final determination of the Annual Town Meeting Warrant I felt the topic earned some discussion.

-FY 24/25 Municipal Budget Review: Just a reminder of the meeting of Tuesday February 13, 2024.

BUSINESS

-Hours of Voter Registration: The Town Clerk has requested a modification of the hours for Voter Registration for the Presidential Primary, (see attachment).

-Confirmation of Election Warden: The Town Clerk has requested conformation of an Election Warden for the upcoming primary.

-Confirmation of Assessment Review Member: I am requesting confirmation of another member to the Board of Assessment Review.

-On-Premises License Renewal: Bandalooop has submitted paperwork for the renewal of their Liquor License. Application will be at the meeting for your review and vote.

ADJOURNMENT

**TOWN OF ARUNDEL
SELECT BOARD**
Monday January 22, 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, Jack Reetz, Chip Bassett, Diane Robbins & Eric

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

Approval of Agenda: *MOTION Dubois second Hayes "Approve Agenda as presented" passed 5-0.*

Public Forum: Resident Diane Robbins and Chip Bassett wish to comment to the Board relative to the discontinuance of the use of Punch Cards at the Transfer Station.

Approve Minutes: *MOTION Dubois second Labbe "approve minutes of January 8, 2024 as presented" passed 5-0.*

Manager Report

-Open position Tax Collector: Manager updated the Board on the existing process and the narrowing down of applications for interviews.

-Amendment to Cape Arundel Performance Assurance: A request to an extension of the Assurance Agreement for off site Road improvements is in the process the Plans submitted to the State for review and comment had yet to be approved. The extension is requested until August 15, 2024. No action required.

-Sheriff Cruiser: Because of existing mileage and age the Sheriff's Department has taken an Arundel Cruiser out of service and a spare is presently being used. New Cruiser has been ordered (County Bid Arundel Ford). New Cruiser should be in service in 2024.

Business

- Board of Assessment Review: *MOTION Labbe second Danylik “Confirm the appointment of Jens Peter-Bergen to the Board of Assessment Review” passed 5-0.*

-Street Design and Construction Ordinance: Manager recommended that the Select Board provide authority to the Staff Review Committee to recommend additional adjustments to the Ordinance, return to the Board with the recommended adjustment and continue discussion with the board on how to proceed. (Public Hearing-Warrant Article-Voter Approval)

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

ADJOURNMENT

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

Respectfully submitted

Keith M. Trefethen
Town Manager



CAPE ARUNDEL COTTAGE PRESERVE
OWNERS ASSOCIATION

January 29, 2024

VIA ELECTRONIC MAIL TO: townplanner@arundelmaine.org
Arundel Planning Board
c/o Lee Jay Feldman
Town of Arundel
257 Limerick Road

RE: Cape Arundel Cottage Preserve
Letter of Request for Amendment to Land Use Ordinance

Dear Arundel Planning Board Members:

I write on behalf of the Board of Directors of the Cape Arundel Cottage Preserve Owners Association to request your support for amending the Town of Arundel Land Use Ordinance to extend the permitted occupancy period for Seasonal Resorts to add the month of April. With this change, the Association members, who are all owners of units in the Cape Arundel Cottage Preserve, a Seasonal Resort, could occupy their units during the 9 month period of April 1 through December 31st. Currently, the Ordinance only permits such occupancy during the 8-month period of May 1st and December 31st. Although this restriction applies to all Seasonal Resorts permitted under the Ordinance, Cape Arundel Cottage is the only such development currently located in Arundel.

The reason behind this request is that many unit owners and members of the Association have expressed to the Board that they would like an additional month to enjoy their cottages. The weather in April is often temperate enough that members would be able to enjoy the natural beauty of the town of Arundel and surrounding areas and continue to patronize local businesses. These businesses would likely appreciate this opportunity for generating additional income during the traditionally slower period of April.

The Board has spent much time considering and evaluating this request before bringing it to you. After such consideration, it does not believe that the granting of this request would result in an adverse impact on the Town or its resources. The Association is not requesting any change to the zoning classification for the Condominium property or alteration of the terms of the TIF District created for the Condominium. The unit owners would use their cottages for the same recreational purposes for which they are used now. Their children would not be enrolled in the Town schools. The Association pays for the maintenance and snow plowing of its roads, and the units are served by septic.

The changes to the Land Use Ordinance would be minimal. For your convenience, included with this letter are the relevant provisions of the Land Use Ordinance with the proposed changes marked.

We greatly appreciate your consideration of this request. If you have any questions or would like further information, please do not hesitate to reach out to:

Ryan Lawler
ryan@cacphoa.com
207-505-6092

Best regards,

Board of Directors
Cape Arundel Cottage Preserve Owners Association
BOD@

Section 3.0 "Construction of Language and Definitions"

SEASONAL COTTAGE: A detached one-story single unit structure, designated as part of an overall Seasonal Resort, made up of a room or group of rooms containing cooking, sleeping, bathing and sanitary facilities and that is not occupied between January 1 and ~~March 31st~~ April 30. As a requirement of this designation, water service to the unit shall be turned off during the same period.

SEASONAL RESORT: A business consisting of a minimum of twenty (20) seasonal cottage units as part of a comprehensively planned and designed development operated by an identified management group on a minimum of 10 acres. The seasonal cottage units may be occupied for a time period of up to nine (9) months between ~~May~~ April 1 and December 31. Such a resort would also typically have associated guest amenities including, but not limited to, a community center, swimming pool facilities, convenience store and active and/or passive recreational facilities. The resort's management group would be responsible for operating and maintaining the complex, including providing year 'round maintenance and on-site security.

Section 9.3.37 "Seasonal Resorts"

e. Seasonal resorts shall be open to the cottage owners and their guests from ~~May~~ April 1 to December 31. Other than maintenance and security staff, no full-time, year 'round residents will be allowed to live on the resort premises.

Town of Arundel

To: Board of Selectmen
From: Registrar of Voters /Town Clerk
Date: February 12, 2024

RE: Business Hours for Voter Registration for the Presidential Primary Election

I am writing to request that you order a change to the statutory hours required for the Registrar to be open before an election. Title 21-A MRSA § 122(8) allows the Municipal Officers to vary the statutory hours according to the needs of the municipality.

I am requesting that you waive the evening hours for the Registrar listed under 21-A MRSA § 122 (6.A.2) and set the Registrar's hours as Monday through Thursday from 7:00 a.m. to 5:30 p.m. for the Presidential Primary Election to be held on Tuesday, March 5, 2024.

Voter registration is also available on Election Day.

6. Schedule for acceptance of registrations. Except as provided in paragraph A, the registrar shall accept registrations on any business day or other day that the clerk's office is open. The names and other information from the voter registration applications of any persons registering must be entered into the central voter registration system and must be placed on the incoming voting list.

A. The registrar may accept only the registrations of applicants who appear in person as follows:

- (1) In a municipality with a population of 2,500 or fewer, on the last business day that the clerk's office is open before election day during the hours that the clerk's office is open;
- (2) In a municipality with a population of more than 2,500, on the last 5 business days that the clerk's office is open before election day during the hours that the clerk's office is open and for 2 hours in the evening between 5 p.m. and 9 p.m. on at least one of these days; and
- (3) The names of voters registering during these periods must be recorded as provided under subsection 7.

If you approve the change in these hours, please sign below and return the original of this form

February 12, 2024

A Majority of the Board of Selectmen, Arundel, Maine