

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

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**Monday March 13, 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 February 27, 2023
- V. Committee and Board Reports
- VI. Manager Report
 - Administrative Inspection Warrant 159 Proctor Road
 - Casella & Transfer Station Discussion
- VII. Business
 - Request to write off Ambulance Debt
 - County Budget Committee Caucuses
 - Approval of Payable Warrant
- VII. - Other Business /Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING March 13, 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

-Administrative Inspection Warrant 159 Proctor Road: Draft is completed and the process of submittal to the court will occur shortly. Some technical matters of who can attend and perform the inspection warrant is being discussed.

-Casella & Transfer Station Discussion: Had a discussion on the 2nd and several options were discussed. I am seeking some clarity from Casella in writing prior to a recommendation.

BUSINESS

-Ambulance Write off: The auditor has made a recommendation to write off certain debt that is outstanding that attempt to collect have occurred but that success is very low at this time.

-County Budget Committee: Some vacancies exist and I am wondering if we should solicit interest to fill a position.

-Payable Warrant: Will be provided for review and action.

ADJOURNMENT

**TOWN OF ARUNDEL
SELECT BOARD**
Monday February 27, 2023
Arundel Municipal Building
Meeting Room
7PM Meeting

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

Others: TM Trefethen, Donna der Kinderen

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

Approval of Agenda: *MOTION Nedeau second Labbe "Approve Agenda as amended" passed 5-0* (Discuss Office Relocation of Sheriff's local office).

Public Forum: None

Committee & Board Reports: No Reports

Approval of Minutes: *MOTION Nedeau second Labbe "approve minutes of February 13, 2023 as presented" passed 5-0.*

Manager Report

-TIF Capture Cost Meeting: Still awaiting additional opinion from the Attorney on the modification we would like to make in the use of TIF Captured Funds.

-Regional Inspection Warrant 159 Proctor Road: Draft reviewed by Board the process is to file in court.

-Casella and Transfer Station: Playing phone tag with Regional Manager from Casella still awaiting a proposal.

Business

-Cemetery Funding: A discussion of Funds for the Lunt Cemetery (\$500 ok in existing Budget of Public Works for repair of Head Stones) occurred with Donna der Kinderen. This discussion spurred on other Cemeteries discussions and additional action the Town may undertake to insure they are maintained with some

appropriate process moving forward. The Manager provided some materials published by MMA and State Statutes as to the actual Town Responsibilities with regard to these cemeteries.

-Payable Warrant: MOTION Hayes second Nedeau “approve warrant as presented and reviewed” passed 5-0.

-Relocation of Sheriff’s Local Office: This is all set for an area (Desk and Chair) near the Land Use office. A Lock Box will be purchased and a key will be placed for the Sheriff’s to use if access is needed. An Alarm Code will also be provided to entrance.

ADJOURNMENT

MOTION Nedeau second Hayes “to adjourn” passed 5-0 @ 7:28PM

Respectfully submitted
Keith M. Trefethen, Town Manager

June 30 2022	Actual	% applied	1-185-05 Balance (53,547.39)
July 1 2015 - June 30 2016	1,508.55	100% 1,508.55	(55,055.94)
July 1 2016 - June 30 2017	14,017.76	100% 14,017.76	(69,073.70)
July 1 2017- December 30 2018	28,181.94	100% 28,181.94	(97,255.64)
January 1 2019 - June 30 2019	17,981.70	50% 8,990.85	(106,246.49)
July 1 2019 - June 30 2020	18,221.54	25% 4,555.39	(110,801.88)
Total Amount for Allowance pending approval		57,254.49	

Journal Entry:

	DR	CR
R 05-28 Ambulance A/R Offset	57,254.49	
1-185-05 Allowance for Ambulance To add to Allowance for Ambulance in FY22		57,254.49

Last addition to the Allowance for Ambulance was in FY19

Comstar was replaced by Medical Reimbursement Services, Inc. March 1st, 2019.
FFR still retained. FFR remains the collection agency.

Jo-Ann Putnam
Chairman
York County Budget Committee
P.O. Box 1822
Wells, ME 04090
Telephone: 207-251-2602

TO: YORK COUNTY CITIES/TOWNS
SUBJECT: COUNTY BUDGET COMMITTEE CAUCUSES
DATE: March 6, 2023

The caucuses to elect municipal and public representatives to membership on the York County Budget Committee are scheduled for **Wednesday, April 12, 2023 at 6:30 P.M. at the York County Courthouse, 45 Kennebunk Road, Alfred, ME.**

In order for the caucuses to be successful, Elected Officials from the twenty- nine (29) cities and towns in the county should plan to attend. Only Elected Municipal Officials can vote to seat Budget Committee Members.

There are five (5) Districts in the County of York. Each district has two (2) elected municipal officials and one (1) member from the public for a total of three (3) members in each district and fifteen (15) members county-wide (5 districts x 3 members each = 15).

Included is a copy of the districts with the listing of the municipalities in each as well as the vacancies in each district and the length of term for each. The statute requires that only one (1) member can be elected from each town. A copy of the statute explaining the process is also attached.

Please make every effort to attend.

Thank you for your consideration.

COUNTY OF YORK
BUDGET COMMITTEE

DISTRICT # 1

ACTON, BERWICK, CORNISH, LEBANON, LIMINGTON
NEWFIELD, NORTH BERWICK, PARSONSFIELD, SHAPLEIGH & SOUTH BERWICK

Paul Philbrick-Lebanon	Elected	Term expires 3-30-24
Jonathan Kinney-Limington	Elected	Term expires 3-30-25
VACANT	Public	Term expires 3-30-26

DISTRICT #2

ARUNDEL, BIDDEFORD, KENNEBUNK & KENNEBUNKPORT

Marc Lessard-Biddeford	Elected	Term expires 3-30-24
VACANT	Elected	Term expires 3-30-25
VACANT	Public	Term expires 3-30-26

DISTRICT #3

BUXTON, HOLLIS, OLD ORCHARD BEACH & SACO

VACANT	Elected	Term expires 3-30-25
VACANT	Elected	Term expires 3-30-24
VACANT	Public	Term expires 3-30-26

DISTRICT #4

ALFRED, DAYTON, LIMERICK, LYMAN, SANFORD & WATERBORO

VACANT	Elected	Term expires 3-30-26
VACANT	Elected	Term expires 3-30-24
Jo-Ann Putnam-Alfred	Public	Term expires 3-30-25

DISTRICT #5

ELIOT, KITTERY, OGUNQUIT, WELLS & YORK

VACANT	Elected	Term expires 3-30-26
VACANT	Elected	Term expires 3-30-24
Susan Wiswell-Kittery	Public	Term expires 3-30-25

Title 30-A: MUNICIPALITIES AND COUNTIES

Part 1: COUNTIES

Chapter 3: COUNTY BUDGET AND FINANCES

Subchapter 1: TAX ASSESSMENT AND BUDGET PROCESS

Article 6-A: YORK COUNTY BUDGET COMMITTEE

§831. Committee established

There is established the York County Budget Committee, referred to in this article as the "budget committee," to carry out the purposes of this article. As used in this article, "county commissioners" means the county commissioners of York County and "county" means York County. [PL 1993, c. 623, §1 (NEW).]

SECTION HISTORY

PL 1993, c. 623, §1 (NEW).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

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Article 6-A: YORK COUNTY BUDGET COMMITTEE

§832. Membership

The budget committee consists of 15 voting members and one nonvoting member selected as follows. [PL 1993, c. 623, §1 (NEW).]

1. Municipal and public representatives. No later than 100 days before the end of the county's fiscal year, elected municipal officials within each commissioner district shall caucus and elect representatives to the budget committee from that district for terms as provided in paragraph A. There must be 3 members from each commissioner district, 2 of whom are elected municipal officials and one of whom is a public representative. No more than one member may represent the same municipality at a time.

A. Members shall serve for 3-year terms, except that initially each district caucus shall select one member for a one-year term, one member for a 2-year term and one member for a 3-year term. If a committee member ceases to be a municipal officer or official during the term of membership, the committee member shall resign the membership and the next district caucus shall elect a qualified municipal officer or official to fill the membership for the remainder of the unexpired term. [PL 1993, c. 623, §1 (NEW).]

[PL 2007, c. 663, §14 (AMD).]

2. Legislative member. No later than 100 days before the end of the county's fiscal year, the York County legislative delegation shall elect one of the delegation's members to serve as a nonvoting member on the budget committee.

[PL 2007, c. 663, §14 (AMD).]

3. Committee chair. The budget committee shall select its own chair each year.

[PL 1993, c. 623, §1 (NEW).]

SECTION HISTORY

PL 1993, c. 623, §1 (NEW). PL 2007, c. 663, §14 (AMD).

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Article 6-A: YORK COUNTY BUDGET COMMITTEE

§833. Budget procedures

1. Budget procedures. The county commissioners shall submit itemized finance estimates in the form of a budget to the budget committee no later than 60 days before the end of the county's fiscal year.

[PL 1993, c. 623, §1 (NEW).]

2. Budget review process. The budget committee shall review the itemized estimated budget prepared by the county commissioners, together with any supplementary material prepared by the head of each county department or provided by any independent board or institution or another governmental agency. The budget committee shall prepare a proposed budget and may increase, decrease or alter the estimated budget as long as:

A. The budget committee enters into its minutes an explanation for any suggested change in the estimated expenditures and revenues as initially presented by the county commissioners; and [PL 1993, c. 623, §1 (NEW).]

B. In the proposed budget, the total estimated revenues, together with the amount of county tax to be levied, equal the total estimated expenditures. [PL 1993, c. 623, §1 (NEW).]

[PL 1993, c. 623, §1 (NEW).]

3. Public hearing. The budget committee shall hold a public hearing in the county on the proposed budget before the end of the county's fiscal year and before the final adoption of the budget. Notice of the hearing must be given in all newspapers of general circulation within the county at least 10 days before the hearing. Written notice and a copy of the proposed budget must be sent by mail, or delivered in person, to the clerk of each municipality in the county. The municipal clerk shall notify the municipal officials of the proposed budget.

[PL 1993, c. 623, §1 (NEW).]

4. Adoption of budget; tax levy. After the public hearing is completed, the budget committee shall adopt a final budget and transmit that budget to the county commissioners.

A. The budget adopted by the budget committee may be changed only by a majority vote of the county commissioners and a majority vote of all elected members of the budget committee. Those actions are final and are not subject to further action by either the county commissioners or the budget committee. [PL 1993, c. 623, §1 (NEW).]

B. The budget adopted and changed under this subsection is the final authorization for the assessment of county taxes and the county tax authorized is apportioned and collected in accordance with section 706 ([./30-A/title30-Asec706.html](#)). [PL 1993, c. 623, §1 (NEW).]

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§834. Interim budget

If the budget is not approved before the start of a fiscal year, until a budget is finally adopted, the county shall operate on an interim budget which may not exceed 80% of the previous year's budget. [PL 1993, c. 623, §1 (NEW) .]

SECTION HISTORY

PL 1993, c. 623, §1 (NEW) .

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§835. Filing of final budget

The budget committee shall file a copy of the final budget with the State Auditor on forms approved by the Office of the State Auditor. The State Auditor shall retain the forms for 3 years. [PL 1993, c. 623, §1 (NEW); PL 2013, c. 16, §10 (REV).]

SECTION HISTORY

PL 1993, c. 623, §1 (NEW). PL 2013, c. 16, §10 (REV).

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