

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

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**Monday June 12, 2023  
Arundel Municipal Building  
7PM  
Meeting Room**

I. Call to Order

**PUBLIC HEARING**

**Regarding an Amendment to the “Arundel Seasonal Cottages  
Municipal Development and Tax Increment Financing District”**

II. Approval of Agenda

III. Public Forum – Public comment on non-agenda items

IV. Approve Minutes of May 22, 2023

V. Committee and Board Reports

VI. Manager Report

-Town Reports

-Review of ATM Warrant and discuss process and procedure for Meeting

-Request Schedule Change around 7-4-23

-Update on Status of Action 159 Proctor Road

VII. Business

-Large Culvert Replacement Log Cabin Road

-Approval of Payable & Payroll Warrant

VIII. Adjournment

# TOWN OF ARUNDEL

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

BUSINESS MEETING June 12, 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.

**PUBLIC HEARING** for the proposed Amendment to the TIF will be discussed. The Hearing minutes have to be detailed; Start & End Time, names of folks who speak and a summary of what each person says.

## MANAGERS REPORT

**-Town Reports:** They have been picked up and some have been provided to some business locations for distribution. I will have copies for you all and a box at the meeting for those folks who attend and wish to have one.

**-Review of ATM:** Just want to have a discussion on the evening and the process.

**-Temporary Schedule Change:** July 4, 2023 falls on Tuesday. Wondering if you folks would have any objections to open the Office on Friday July 7, 2023 and close the office on Monday July 3, 2023. That would provide Wednesday thru Friday on being open.

**-159 Proctor Road:** The Notice of Demolition and Order to Vacate has been provided by Regular Mail, Certified Mail and the Sheriff's Office will hand deliver one as well. The Dates set are Tuesday June 27<sup>th</sup> to be out of the house and Wednesday June 28<sup>th</sup> for the professional assessments for trash removal, asbestos identification and demolition to begin.

## BUSINESS

**-Large Culvert Replacement:** Log Cabin Road is being prepped for a box culvert installation. Paperwork from the State MDOT was generic and benign to the project. Contact has been made to MDOT to gather additional information.

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

## ADJOURNMENT

**TOWN OF ARUNDEL  
SELECT BOARD**

Monday May 22, 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, Andy Stevenson, Renald Tardif

**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. (RSU #21 Finance Meeting) .*

**Public Forum:** No discussion

**Committee & Board Reports:** Select Board Member Hayes provided information to the Board members on the recent meeting on the RSU #21 Budget

**Approval of Minutes:** *MOTION Hayes second Labbe “approve minutes of May 8, 2023 as amended” passed 5-0. MOTION Danylik second Labbe “approve minutes of May 16, 2023 as presented” passed 3-0-2 (Hayes & Nedeau)*

**Manager Report**

-Manager spoke briefly about the Crosswalk on Route #1 and the possible consideration of the site by the owner to accommodate additional Food Trucks. (Note a Planning Board issue if an expansion is requested).

**Business**

**-TIF Amendment Public Hearing:** Manager reviewed the notice with the Board to hold the Public Hearing on Monday June 12, 2023. *MOTION Nedeau second Hayes “approve the Public Hearing notice with the Hearing to take place on Monday June 12, 2023” passed 5-0.*

**-Annual Town Meeting Warrant:** *MOTION Nedeau second Labbe “approve the Annual Town Meeting Warrant as reviewed and presented” passed 5-0.*

**-Select Board Code of Conduct:** Board members are in possession of the Code of Conduct as corrected by the Town Manager to only reference Select Board instead of Selectmen. Chairman Dubois asked his colleagues to view and comment on the content at the next meeting.

**Personnel Policy:** Members discussed the possible changes in policy to identify the Full Time Fire fighters and wish to discuss the Town Managers Employment Contract in order to vote on modification to vacation.

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

#### **ADJOURNMENT**

***MOTION Nedeau second Hayes “to adjourn” passed 5-0 @ 7:49PM***

Respectfully submitted  
Keith M. Trefethen  
Town Manager

**TOWN OF ARUNDEL  
NOTICE OF PUBLIC HEARING**

**Regarding  
an Amendment to the “Arundel Seasonal Cottages Municipal Development and Tax  
Increment Financing District”**

Notice is hereby given that the Town of Arundel will hold a public hearing on

June 12, 2023  
**at 257 Limerick Road, Arundel, ME 04046  
The Public Hearing will be at 7:00 p.m.  
in person**

The purpose of the public hearings are to receive public comments on the following pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended: the First Amendment to the Arundel Seasonal Cottages Municipal Development and Tax Increment Financing TIF District and Development Program, first designated in 2014, which will add additional project costs relating to public safety infrastructure and equipment, municipal equipment costs associated with District development, stormwater and drainage improvements, environmental improvements, and recreational trails., and remove approved project costs related to sanitary sewer construction along Route 1, construction of Route 1 sidewalk, revolving business loan and/or grant program, and economic development marketing program. The Arundel Seasonal Cottages TIF District consists of approximately 158.6 acres.

All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time. A copy of the relevant materials relating to the proposed First Amendment to the Arundel Seasonal Cottages TIF will be on file with the Town and a copy can be requested from the Town Clerk by calling or emailing Rachel Bull at (207) 985-4201 ext. 102, [townclerk@arundelmaine.org](mailto:townclerk@arundelmaine.org) prior to the public hearing. All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

Comments may also be submitted in writing to the Town Clerk, emailing Rachel Bull at (207) 985-4201 ext. 102, [townclerk@arundelmaine.org](mailto:townclerk@arundelmaine.org) at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town programs or services, please contact the Town Clerk so that accommodations can be made.

EXHIBIT C

**ECONOMIC DEVELOPMENT  
ARUNDEL, MAINE**

*An Application for a Municipal Development and Tax Increment Financing District  
Development Program*

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**FIRST AMENDMENT TO  
ARUNDEL SEASONAL COTTAGES MUNICIPAL DEVELOPMENT  
AND TAX INCREMENT FINANCING DISTRICT DEVELOPMENT PROGRAM**

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*Presented to:*

**Arundel Town Meeting**

**June 14, 2023**

EXHIBIT C

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**Exhibit List**

- A Notice of Public Hearing
- B Public Hearing Minutes
- C Town Meeting Warrant and Minutes Town Meeting
- D Statutory Requirements and Thresholds Form

EXHIBIT C

<p><b><u>Revolving Business Loan and/or Grant</u></b>  <b>Program:</b> Funding of a revolving low interest loan and/or grant program to assist in façade renovation or landscape improvements, provide gap financing for equipment, funding for business development services or other economic development initiatives to be further developed by the Board of Selectmen.</p>	<p>§5225 (1) (C) (3)</p>	<p>\$100,000- \$1 million</p>	<p>Remove</p>
<p><b><u>Economic Development Marketing Program:</u></b>  Programs that develop and disseminate marketing materials including brochures, website, media advertisements, and provide responses to site location requests.</p>	<p>§5225 (1) (C) (1)</p>	<p>\$20,000- \$80,000</p>	<p>Remove</p>
<p><b><u>Economic Development Municipal Staff Time:</u></b>  Staff salaries or consulting fees associated with municipal implementation of economic development initiatives. Examples tasks may include administering the marketing program, recruiting new businesses into the community, administering loan and/or grant programs, facilitating business retention efforts and serving as a business advocate.</p>	<p>§5225 (1) (C) (1)</p>	<p>\$45,000- \$85,000 per year  (\$1.125 million-\$2.125 million for District term)</p>	<p>On Going</p>
<p><b><u>Administrative and Professional Services</u></b>  <b>Costs:</b> Costs of professional services relating to economic development, including licensing, engineering, planning and legal expenses.</p>	<p>§5225(1)(A)(4), (A)(5)</p>	<p>\$10,000</p>	<p>On going</p>
<p><b>Total</b></p>		<p>1,180,000- 2,220,000</p>	



**I. Introduction**

The Arundel Seasonal Cottages Municipal Development and Tax Increment Financing District (the “District”) was first approved by the Maine Department of Economic and Community Development (“DECD”) on February 12, 2015 for a term of twenty-five (25) years. The Town of Arundel (the “Town”) created the District in order to capture increased assessed value from the development of the Arundel Cottage Preserve Seasonal Resort and to utilize tax increment revenues to fund a variety of economic development expenditures by the Town.

**II. First Amendment to Development Program**

The Town now wishes to amend the Development Program (the “First Amendment”) in order to add additional project costs to the project list as set forth in Table 1, as well as remove prior approved project costs that the Town has determined will not be acted upon now or in the future. The existing Development Program and prior approved projects shall remain in full force and effect in all other material respects except for the changes described herein.

**TABLE 1  
Town of Arundel’s Project Costs**

**A. Previously Approved Projects**

<i>Project Cost Description</i>	<i>Eligibility Under Title 30-A</i>	<i>Estimated Cost</i>	<i>Status</i>
<p><b><u>Sanitary Sewer Construction along Route 1:</u></b> While it is designated as Arundel’s downtown area and is identified in the Town’s comprehensive plan as the prime location for commercial enterprise, there are tremendous environmental constraints on development. The domination of high water table soils in some areas with shallow to bedrock soils in others creates extremely limited options for septic systems without municipal sewer. The 2000, 2005, 2007 and 2014 Comprehensive Plans all stress the importance of extending sewer into Arundel on Route 1 to facilitate economic development without destabilizing the environment with insufficient septic treatment in the area.</p>	<p>§5225 (1) (C) (2); (B)(1)</p>	<p>\$2.0-3.6 million</p>	<p>Remove</p>
<p><b><u>Rte 1 Sidewalk:</u></b> Construction of sidewalk along Route This project is directly related to the development within the District and will support the area businesses by getting patrons residing within the Developer’s project to other area businesses.</p>	<p>§5225 (1) (B) (1)</p>	<p>\$750,000-\$1.2 million</p>	<p>Remove</p>

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**B. Projects To Be Added in this First Amendment**

Project	Statutory Cite	Cost Estimate
<p><b><u>Public Safety Building and Public Safety Equipment/Infrastructure:</u></b></p> <p>Costs related to the construction or operation of a public safety facility in the Town, the need for which is related to general economic development within the Town, not to exceed 15% of the captured assessed value of the development district. In addition, costs related to Fire &amp; Rescue equipment made necessary by District commercial growth. Including but not limited to fire-related safety equipment and infrastructure, communications tower and related equipment, hydrants, fire fighter gear, etc.</p>	<p>30-A M.R.S.A. §5225 (1)(A); (1)(B)(1); (1)(B)(2); (1)(C)(9)</p>	<p>3 Million</p>
<p><b><u>Municipal Equipment Costs Associated With District Development:</u></b></p> <p>Prorated capital, borrowing or leasing costs to fund the purchase of equipment based on the amount each piece is to be used within the District boundaries and outside the District to the extent directly related to or made necessary by the establishment or operation of the District . Equipment purchased will enhance the ability to provide better, year-round conditions for businesses to thrive by providing consistent snow removal, safe access to businesses, cleaning municipal parking lots, and safe sidewalks for pedestrians. Equipment may include, but would not be limited to sidewalk snowplow, vacuum street sweeper, plow truck, fire truck, emergency response, note this excludes police related activities and equipment.</p>	<p>30-A M.R.S.A. §§5225 (1)(A)(1)(a); (1)(A)(2); (1)(B)(1); (1)(B)(2)</p>	<p>350,000</p>

EXHIBIT C

<p><b><u>Stormwater and Drainage Improvements:</u></b>          Costs related to operation of the District to rehabilitate existing drainage to accommodate and to meet the provisions as required in the MS4 General Stormwater. Permit Design and construction of new stormwater drainage system including but not limited to infrastructure within the District or outside as necessary to support these infrastructure systems within the District to support commercial users, such costs to be prorated as required to the extent such infrastructure systems also benefit residential users. Cost will be prorated based on the percentage of commercial activity.</p>	<p>30-A M.R.S.A. §5225          (1)(A)(1); (1)(B)(1);          (1)(C)(2)</p>	<p>50,000</p>
<p><b><u>Recreational Trails with Significant Potential to Promote Economic Development:</u></b> The Town will use TIF funds for costs related to planning, design, construction, maintenance, grooming and improvements to new or existing recreational trails designed to enhance the draw to the Town used all or in part for hiking, bicycling, cross-country skiing or other uses.</p>	<p>30-A M.R.S.A. §5225(1)(C)(6)</p>	<p>50,000</p>
<p><b><u>Environmental Improvement Projects:</u></b> This project would include improvements relating to clean-up efforts of pollution and other impairment of the Kennebunk River.</p>	<p>30-AM.R.S.A. §5225(1)(C)(2)</p>	<p>50,000</p>
<p><b>TOTAL:</b></p>		<p>3,500,000</p>

**III. First Amendment Municipal Approvals**

**A. Notice of Public Hearing**

Attached as Exhibit A hereto is a copy of the Notice of Public Hearing regarding adoption of the First Amendment to the Development Program for the District, published in a newspaper of general circulation in the Town, on a date at least ten (10) days prior to the public hearing. The public hearing on the First Amendment was held on June 12, 2023, in accordance with the requirements of 30-A M.R.S.A. § 5226(1).

**B. Minutes of Public Hearing**

Attached as Exhibit C hereto is a certified copy of the minutes of the public hearing held on June 12, 2023, at which time this First Amendment to the Development Program was discussed by the public.

**C. Authorizing Votes**

Attached as Exhibit B hereto is a copy of the Town Meeting Warrant approving this First Amendment, which Warrant and minutes of the Town Meeting held on June 14, 2023.

**D. Statutory Requirements and Thresholds Form**

Attached as Exhibit D hereto is a completed Statutory Requirements and Thresholds Form demonstrating the District's statutory compliance.

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