

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

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**Monday July 10, 2023
Arundel Municipal Building
7PM
Meeting Room**

- I. Call to Order
 - II. Election of Officers/Select Board for FY 23/24
 - III. Approval of Agenda
 - IV. Public Forum – Public comment on non-agenda items
 - V. Approve Minutes of June 26, 2023
 - VI. Committee and Board Reports
 - VII. Manager Report
 - Changes Transfer Station
 - Update 159 Proctor Road
 - VIII. Business
 - Appointments Planning Board-Budget Board-Appointed Officials
 - Code of Conduct Select Board
 - Review of current fees and recommended updates
 - Approval of Payable & Payroll Warrants
 - IX. Executive Session
 - 405 (6) (A) discussion on the Town Manager's Contract
-
- X. Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING July 10, 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

-Changes in Transfer Station: Changes have gone in effect with a few issues. The biggest was that Casella Staff were telling folks to go to the Municipal Offices and get a reimbursement for the punch cards not used. This matter has yet to be resolved. I have made a proposal for the use of these issued punch cards and have yet to hear back from Casella officials on this matter.

-159 Proctor Road: Closing on this property took place on July 7th. I hope to have additional information on the 10th to share and a process moving forward.

BUSINESS

-Appointments: The annual process and list of folks to be appointed is attached. In addition we also have folks for Budget Board and Planning Board. Note* I am also proposing to appoint an Interim Fire Chief as the Fire Chief based on reports will not be prepared to return to work until September.

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

-Executive Session: This is for a review of the Town Manager's contract.

ADJOURNMENT

TOWN OF ARUNDEL
SELECT BOARD
Monday June 26, 2023
Arundel Municipal Building
Meeting Room
7PM Meeting

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

Others: TM Trefethen, Charles Bassett, Andrew Stevenson

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 #21Meeting).*

Public Forum: Resident Charles Bassett read a statement in reference to his opinion as it related to the Voting for RSU#21 School Director and the process related to the recount that took place on June 21, 2023.

Committee & Board Reports: Select Board Member Dubois informed the fellow Board Members of the swearing in ceremony he attended earlier in the day for RSU#21 School Board members.

Approval of Minutes: *MOTION Nedeau second Labbe "approve minutes of June 12, 2023 as presented" passed 5-0.*

Manager Report

-159 Proctor Road: Efforts are currently underway by the property owner to sell the property to a company that has experience in flipping properties. This is still all pending as no documents have yet to be signed. Select Board wishes for the Town to continue to move forward with whatever action needed to clean and remove dangerous building.

-Changes in Transfer Station: Manager provided a process to be followed on July 1, 2023 as the punch cards will no longer be needed. Advertisement is forthcoming and contact has been made with Casella with regard to the changes and the need for their staff to understand process moving forward.

Business

-Signing of AP Warrant 49:Board members who were present on June 12, 2023 who did not sign the warrant signed the document as they are required to do so.

-Review Food Truck Applications: *MOTION Nedeau second Hayes “approve food truck application for Wyman’s Bee Wild Mobile for July 2, 2023 at Vinegar Hill Music Theatre provided that the \$20 fee is paid” passed 4-0-1 (danylik abstains).*

MOTION Nedeau second Labbe “approve food truck application for Son of a Bun for July 2nd & 9th at Vinegar Hill Music Theatre” passed 4-0-1 (Danylik abstains).

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

Board discussed with the Town Manager if the Town had any legal exposure as a result of the issues raised by Mr. Bassett which were (1. Ballot not in alphabetically order, 2. Some absentee ballots had no date or time stamps, 3. He was asked when he voted absentee that Clerk Checked his Driver’s License). It was the opinion of the Manager that exposure was minimal and may have been more if the recount indicated other voting results from what was counted on the 12th. No changes in the outcome of the votes cast.

ADJOURNMENT

MOTION Nedeau second Labbe “to adjourn” passed 5-0 @ 7:39PM

Respectfully submitted
Keith M. Trefethen
Town Manager

**Town of Arundel
Appointments FY 2023-2024**

Planning Board thru 2026

James Lowery

Planning Board thru 2026

Paul Green

Planning Board thru 2026

Marty Cain III

Budget Board thru 2026

John Bell

Dated: _____

Majority of Municipal Officers
Town of Arundel, Maine

Town of Arundel
Annual Appointments FY 2023-2024

Town of Arundel Charter Section 9.0

Animal Control Officer	Deborah Laroche
Assistant Animal Control Officer	Teddi Myers
Building Inspector	James Nagle
Code Enforcement Officer	James Nagle
Electrical Inspector (Commercial)	James Plamondon
EMA Director	Renald Tardif
(Civil Emergency Preparedness Director)	
Interim Fire Chief – Arundel Fire-Rescue	Andy Stevenson
Freedom of Access Officer	Keith Trefethen
Health Officer	Renald Tardif
Plumbing Inspector	James Nagle
Registrar of Voters	Rachel Bull
Town Clerk	Rachel Bull
Tax Collector	Diana Boucher

Dated: _____

Majority of Municipal Officers
Town of Arundel, Maine

TOWN OF ARUNDEL
SELECT BOARD CODE OF CONDUCT

The Select Board Members agrees to adhere to the following code of conduct during their tenure in office including at all Select Board Meetings, while representing the Select Board on any committee or sub-committee and while representing the Select Board or the Town in any capacity within or outside the Town.

1. A Town Select Board, once sworn into public office, will at all times endeavor to serve the interests of the citizens of the Town of Arundel.

2. A Select Board Member shall refrain from participation in any matter where there exists an actual, potential or perceived conflict of interest. Such a conflict would be that as would arise from a personal relationship or a financial involvement in a matter that would cause a reasonable person to believe that the Select Board's action in his or her official capacity may be influenced by self interest or bias. In any situation where the Board determines a conflict of interest or bias exists relative to any Board Member, that Board Member shall withdraw or recuse him or herself from further participation, except as a citizen, and shall not vote on the matter involved.

3. In that a Town Select Board Member has no legal authority to take any action or make any decision on behalf of the Town outside a duly scheduled meeting of the Select Board, he or she shall conduct relationships and communications with Town personnel, the local citizenry and all media with that understanding. A Select Board Member shall request information about any specific matters from the Town Manager and not directly from other Town personnel.

4. A Select Board Member shall, once a decision has been made by a legal vote of the Select Board, refrain from obstructing or impeding the implementation of the Board's decision.

5. A Town Select Board Member will only discuss the confidential business of the Town at a duly scheduled meeting of the Select Board.

6. A Town Select Board Member will make decisions only after the facts bearing on a matter before the Board have been presented and discussed at a public meeting or hearing of the Select Board.

7. A Town Select Board Member shall always treat Board Members, citizens, Town employees, committee or members of other Town Boards with courtesy and respect.

8. A Town Select Board Member will not criticize Town employees publicly but will take such criticism to the Town Manager for investigation and action as may be necessary pursuant to Town employee policy.

9. A Town Select Board Member will bring concerns regarding the conduct or behavior of a fellow Select Board Members first to the Chair of the Select Board for investigation and action if necessary, before raising such concerns in a public forum.

10. A Town Select Board Member who, after warning, disregards or fails to abide by this Code of Conduct may, by virtue of his or her continued violation of this Code, be subject to censure by the Board or the recall provisions of the Town Charter.

Renewed w/Language Changes July 10, 2023

Current Fee Schedule with Recommended Updates

Fee Type	Current Fee	Recommended Fee
Building Permit Fees-Residential		
Minimum fee-Res.	\$50.00	\$75.00
New Construction	.40 s/f	.50 s/f
New Accessory structure (decks, sheds, barns, detached garage)	.25 s/f	.30 s/f
Renovations-per \$1,000	\$5.00	\$6.00
Swimming Pools/Solar Arrays per \$1,000	\$4.00	\$6.00
Site Work (tree clearing, filling, earth work) per \$1,000	\$4.00	\$5.00
Demolition/Move out of Town	\$50.00	\$75.00
Building Permit Fees-Comm.		
Minimum Fee-Commercial	\$50.00	\$100.00
New Construction	.50 s/f	.75 s/f
New Accessory Structure	.50 s/f	.75 s/f
Renovations-per \$1,000	\$5.00	\$7.00
Site Work (tree clearing, filling, earth work) per \$1,000	\$4.00	\$8.00
Demolition/Move out of Town	\$50.00	\$100.00
Miscellaneous		
Sign permit (per sign)	\$50.00	\$60.00
Entrance Permit (from DPW)	0	\$50.00
Re-inspection fee for C of O	\$25.00	\$25.00
Floodplain Permit (pd at time of building permit submittal)	\$100.00	\$100.00
Plumbing Permits		
Minimum Fee	\$40.00	\$50.00
Fixture Fee (per fixture)	\$10.00	\$15.00
Septic System		
Complete (non-engineered) System	\$265.00	\$300.00
Electrical Permits		
Residential	n/a	n/a
Commercial- See Attached		

*** Note: Beginning any activity before a permit is issued shall result in a double fee, or a penalty of \$250, whichever is greater.**

Fee Type	Current Fee	Recommended Fee
Land Use/Planning Fees		
*Note: All 3rd party review fees to be paid by the applicant.		
Conditional Use/Site Plan		
Sketch Plan	\$25.00	\$100.00
Minor Application (Staff Review)	\$250.00	\$300.00
Major Application (Plan. Brd)	\$500.00	\$750.00
Revision Application	\$250.00	\$250.00
Mailing fee per abutter	\$1.00	\$2.00
New Mineral Extraction, Auto Graveyard, Solid Waste Facility	\$700/\$500/\$700	\$700.00
Renewal Mineral Extraction, Auto Graveyard, Solid Waste	\$300/\$250/\$300	\$300.00
Subdivision Minor (up to 4 lots with no street)		
Sketch Plan	\$50.00	\$250.00
Final Plan	\$300/lot	\$500
Mailing fee per abutter	\$1.00	\$2.00
*Advertising Fee (Pd. 1x w/Final)	\$225.00	\$225.00
Subdivision Major (5 lots or more OR any SD w/ Street)		
Sketch Plan	\$50.00	\$250.00
Preliminary Plan (requires most review by Planner/Board)	\$175/lot	\$1,000
Final Plan	\$75/lot	\$500.00
Mailing fee per abutter	\$1.00	\$2.00
*Advertising Fee (Pd 2x w/Prelim. & Final)	\$225.00	\$225.00
Subdivision Amendment		
Any Amendment	\$500.00	\$500.00
Mailing fee per abutter	\$1.00	\$2.00
*Advertising fee (Pd 1x)	\$225.00	\$225.00
Private Way		
Minor Appl. (Staff Review) 2-10 lots	\$250.00	\$500.00
Zoning Amendments		
By Citizen Petition-text amend.	\$0	\$0
Zoning Map Amendment (includes notices/advertising)	\$1,000	\$1,000

Fee Type	Current Fee	Recommended Fee
Zoning Board of Appeals		
Dimensional Variance	\$250.00	\$250.00
Disability Variance	\$100.00	\$100.00
Appeal of CEO/PB Decision	\$300.00	\$500.00
*Advertising Fee	\$225.00	\$225.00
Select Board Fees		
Food Truck License (Issued by Select Board after SRC Review)		
Season (May 1 through April 30)	\$250.00	
Weekend (includes Friday)	\$50.00	
Single Day Event	\$20.00	
Special Amusement Permit		
Application Fee	\$50.00	
*Advertising Fee	\$35.00	
Auto Graveyard/Junkyard Permit		
Application Fee	\$50.00	
*Advertising Fee	\$50.00	

Note: Advertising Fees may be subject to change based on current rates at the Portland Press Herald

**TOWN OF ARUNDEL
ELECTRICAL PERMIT**

Contractor's License # _____ Phone# _____ Date _____ Permit # _____
 Electrician _____
 Address _____ Property Owner _____ Map _____ Lot _____
 Location of Work _____ Owner's Address _____
 Description of Project _____

Electrical Permit Fees Quantity Total Cost

Electrical Permit Fees	Quantity	Total Cost
Commercial New Construction		
New structure per sq. ft. (plus add in service entrance)	\$.055	
Commercial New & Renovations		
Service Entrance		
Up to 100 Amps	\$50.00	
Up to 200 Amps	\$75.00	
Each Addition 100 Amps	\$25.00	
3 Phase Meter with C.T. Cabinet	\$100.00	
Each Additional Panel	\$50.00	
Temporary Service	\$75.00	
Generator- First 10 KW	\$50.00	
Each additional 10 KW	\$5.00	
Rooftop Solar Panel/Solar Array- First 10 KW	\$50.00	
Each additional 10 KW	\$2.00	
General Wiring		
Wiring Outlets (incl. ceiling outlets, switches, plugs, lighting)		
First 10 Outlets	\$20.00	
Each Thereafter	\$.50	
220 volt Appliances/Equipment (per unit)	\$10.00	
Mechanical		
Gas, Oil Furnace, or Boiler	\$25.00	
Electric Water Heater/Water Heater	\$15.00	
Electric Heat/Per Thermostat	\$5.00	
Unit Heaters with Fan	\$10.00	
Miscellaneous		
Sign Inspection	\$50.00	
Air Conditioners (Up to 1 Ton)	\$25.00	
Each Additional Ton	\$2.00	
Burglar Alarm System	\$35.00	
Fire Alarm System	\$35.00	
Smoke/Heat Detectors (not part of a system)	\$5.00	
Sewerage Pump	\$15.00	
Well Pump	\$15.00	
Ground Faults	\$5.00	
Area Lighting Poles	\$10.00	
Electric Motors (1 H.P. or less)	\$10.00	
Each Additional H.P.	\$1.00	
Permits Not Specifically Mentioned	\$20.00	
Re-Inspection for Rejected Inspection	\$30.00	

Administration Fee + \$30.00

** Minimum Permit Fee is \$75.00; including Admin. Fee**

GRAND TOTAL \$ _____

- No Wiring shall be concealed or covered until it has been inspected/approved.
- 48 Hours' notice for inspections is required.
- Double Fee for work done before/without permit.
- Applicant certifies that all information given is correct and all pertinent electrical ordinances will be complied with in performing the work for which this permit is issued. All electrical work to be completed as per most current N.E.C.
- For inspections call Jim Plamondon @468-1194
- All Permits must be paid for at the Arundel Municipal Office.

Applicant's Signature _____
CEO Signature