

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

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**Monday August 14, 2023  
Arundel Municipal Building  
7PM  
Meeting Room**

- I. Call to Order
- II. Public Hearing – Food Truck Application “Great Wave Sushi”
- III. Approval of Agenda
- IV. Public Forum – Public comment on non-agenda items
- V. Approve Minutes of July 24, 2023
- VI. Committee and Board Reports
  - RSU 21 Finance Info (Board Member Hayes)
- VII. Manager Report
  - Impact Fees-Lee Jay Feldman
  - Workers Comp Fund News
  - Mobile Food Pantry
  - MMA Annual Election
  - Transfer Station Sticker/ Park Collection
- VIII. Business
  - Request for Building Permit Fee Consideration
  - Bid on Fire/Rescue on Plymovent System
  - Mass Gathering Permit Application
  - Food Truck Application “Great Wave Sushi”
  - Setting of Municipal Tax Rate
  - Approval of Payable Warrant
- IX. Adjournment

# TOWN OF ARUNDEL

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

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BUSINESS MEETING July 24, 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** Food Truck "Great Wave Sushi". New to us even though it will be in an approved site at Vinegar Hill Music Theatre.

## MANAGERS REPORT

**-Impact Fees:** Planner Lee Jay Feldman will be at the meeting to discuss the process and procedure related to implementation of Impact Fees.

**-Workers Comp Fund News:** The Workers Comp Fund offered through the Maine Municipal Association is a self funded pool of the public entities involved. Often when the pool performance is good public entities receive a dividend check. This year Arundel received \$4,610 dividend check.

**-Mobile Food Pantry:** Community Outreach Services a non-profit serving the Kennebunk's and Arundel received a grant to purchase a mobile food pantry trailer that visit home bound qualified residents with necessary food and provisions. They are still working out the use of the trailer but need a place with power (Freezer and Refrigeration in trailer) to park in plug-in. They would like to have the Select Board consider parking it next to the Storage Shed at the Municipal Building.

**-MMA Annual Election:** Yearly elections are held and each municipality who is a member of MMA has a vote. I would like to have you approve the Town Manager to vote for the candidates presented by MMA.

**-TS Sticker/Park Collection:** We were approached as we have a resident who manages a Mobile Home Park and wants to continue picking up trash for residents in the park. I felt that this ran into a commercial service being provided to customers and not related to individual residents dropping off trash who are entitled a sticker.

## BUSINESS

**-Building Permit Fee Consideration:** PATCO Construction is performing a large construction project on Route #1 for Solari. A completed Building Application was submitted to the Land Use Office on July 17, 2023 which was (7) days after approval of the Board on new Fees to be charged (see attachment). The fee for the building permit has therefore increased by \$11,000+- and the owner of the project is asking for consideration to only be charged the old fee (generally the Old Permit fee was around \$26K and the new around \$37K).

**-Plymovent System:** A grant was awarded to the Town for the purchase of this equipment. This exhausts the Diesel Fumes directly out of the building when the vehicles are started because a hose is attached to the exhaust pipe of each truck and releases automatically when the truck exits the building.

**-Mass Gathering Permit Application:** Arundel Historical Society is seeking approval for Heritage Day to be held on September 16, 2023.

**-Food truck App Approval:** "Great Wave Sushi" is seeking approval for an event at Vinegar Hill Music Theater for August 25, 2023 from 3-9PM.

**-Setting the Municipal Tax Rate:** Assessor Beth Newcombe is hoping to have all the paperwork completed so it may be presented seeking approvals for the Tax Rate for FY 23/24.

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

## **ADJOURNMENT**

**TOWN OF ARUNDEL  
SELECT BOARD**  
Monday July 24, 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, Andrew Stevenson, Jack Reetz, Terry Merrill, Dave Trottier, Lance Ruck

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

**PUBLIC Hearing Food Trucks:** Chairman Nedeau opened the public hearing to take comment on the Two Food Truck application for events at Vinegar Hill Music Theatre. No Comment was given Public Hearing closed @ 7:01PM

**Approval of Agenda:** *MOTION Dubois second Labbe “Approve Agenda as presented” passed 5-0.*

**Public Forum:** None.

**Committee & Board Reports:** None

**Approval of Minutes:** *MOTION Dubois second Hayes “approve minutes of July 10, 2023 as presented” passed 5-0.*

**Manager Report**

**-Informed** Select Board of the meeting attended and the discussion taken place on Capital Projects for all communities along with general administrative business.

**-Code of Conduct:** A clean copy was shared and signed by the Board based on their previous approvals.

**-Log Cabin Road Culvert:** MDOT is anticipating closing Log Cabin Road from the beginning of August to the beginning of October. Concerns of Detours, Local Roads projects, impacts to local roads was expressed by the Manager and Superintendent of Public Works Terry Merrill. Meeting on the project is scheduled for Thursday the 27<sup>th</sup> in Scarborough to discuss further.

-**Manager** provided information to the Board on projects in and around Arundel related to the Maine Turnpike in 2026 Road repaving and 2027 Limerick Road Bridge Maintenance.

## **Business**

-**Consent Agreement 142 Proctor Road:** Dave Trottier representing the property owners requested a Consent Agreement for a setback violation with regard wetlands on a mobile home on site for 20 plus years. ***MOTION Dubois second Hayes “enter into a consent agreement on this specific Mobile Home and provide approval to the Town Manager to sign agreement once approved by the Select Board passed 3-0-2 (Danylik & Labbe).***

-**Food Truck applications:** ***MOTION Dubois second Hayes “approve Food Truck Application for “Cheese the Day” and “Barry Larry’s” for Vinegar Hill on the dates provided in the application” passed 4-0-1 (Danylik)***

-**Liquor License Renewal Fraternal Order of Eagles:** ***MOTION Hayes second Danylik “approve License Renewal as presented in application” passed 5-0.***

**Liquor License Bentley’s Saloon:** ***MOTION Dubois second Labbe “approve License Renewal as presented in application” passed 5-0.***

**SCBA Low Bid:** Mistake on the calculations of the Low Bid was identified by the vendor and bid was updated. Bid from HSE is still low \$131,500 to \$136, 500.25 ***MOTION Dubois second Danylik “accept the Low bid from HSE as adjusted for the SCBA equipment to be purchased” passed 5-0***

**Impact Fees:** Manager shared some information but the Select Board still wants to set up a meeting with Lee Jay to review the process again and determine if they wish to proceed.

**Request for speed limit review on Log Cabin Road:** Had a resident concerns about the speed on the road and requested some assistance. A review of the road by the Manager and discussing with the Select Board all felt that the posted speed is adequate and they will not request a speed limit review of this state road. Manager will contact the Sheriff’s Department about increasing patrols to slow traffic down.

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

DRAFT AS OF JULY 25, 2023

**ADJOURNMENT**

***MOTION Dubois second Labbe "to adjourn" passed 5-0 @ 8:02PM***

Respectfully submitted  
Keith M. Trefethen  
Town Manager

**PRESS RELEASE**  
**For Immediate Release**

Municipal officials are pleased to announce that the Town of Arundel has received a \$4,610 dividend check from the Maine Municipal Association because of its good performance and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: The Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.

The programs are overseen by governing boards of elected and appointed municipal officials. At its May meeting, the board approved another dividend distribution. Actual allocation and eligibility are based on the individual member's own loss experience. Michelle Pelletier, Director of Risk Management Services for MMA, said more than 82% of program participants received a dividend this year for their good risk management practices and favorable loss experience.

This year the Workers Compensation Fund has distributed almost **\$725,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$600,000**, for total payments of just over \$1.3 million returned directly to MMA members.

Maine Municipal Association has been paying dividends since 1997, the two programs have returned over **\$27 million** to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at [www.memun.org](http://www.memun.org) and click on the Risk Management Services link, or call 1-800-590-5583.



## FEE SCHEDULE

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

*Note: square footage calculations include basements & attic space with a height more than 7 feet floor to ceiling or rafter.*

### **Building Permit Fees**

#### ***Residential***

Minimum fee	\$75.00
New Structures & additions incl. attached garages	\$ .50 s/f
New decks, sheds, barns, detached garages	\$.30 s/f
Renovations-per \$1,000	\$6.00
Swimming Pools & Solar Arrays per \$1,000	\$6.00
Site Work i.e. clearing, fill, earth work per \$1,000	\$5.00
Demolition or Move out of town(taxes paid)	\$75.00

#### ***Commercial***

Minimum fee (commercial)	\$100.00
New Structures & additions (commercial)	\$ .75 s/f
Renovations-per \$1,000	\$7.00
Site Work i.e. clearing, fill, earth work per \$1,000	\$8.00
Demolition	\$100.00

#### ***Miscellaneous***

Sign Permit.... Per sign	\$60.00
Entrance Permit from D.P.W.	\$50.00
Re-inspection fee for any permit	\$25.00
Floodplain Permit( pd at time of submittal)	\$100.00

#### ***Plumbing***

Minimum Fee	\$50.00
Fixture fee, per fixture	\$15.00

#### ***Septic***

Complete System non-engineered	\$300.00
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#### ***Electrical***

The TOA does not issue residential permits

#### ***Commercial Electrical***

See Permit Application

#### ***Food Truck License (Issued by Select Board after SRC Rev.)***

Season (May 1 through April 30)	\$250.00
Weekend (includes Friday)	\$50.00
Single Day Event	\$20.00

### **Land Use Fees**

***\*Note: All 3rd Party Review Fees Are To Be Paid By The Applicant***

#### ***Conditional Use/Site Plan***

Mailing Fee per abutter	\$2.00
Sketch Plan	\$100.00
Minor Application	\$300.00
Major Application	\$750.00
Revision Application	\$250.00

<i>New</i> Min. Extrac., Auto Graveyard, Solid Waste Facility	\$700.00
<i>Renewal</i> Min. Extrac., Auto Graveyard, Solid Waste Facility	\$300.00

#### ***Subdivision Minor (up to 4 lots w/ no street)***

Sketch Plan	\$250.00
Final Plan	\$500.00
Mailing Fee per abutter	\$2.00
Advertising Fee	\$225.00

#### ***Subdivision Major (more than 4 lots OR any SD with a street)***

Sketch Plan	\$250.00
Preliminary Plan	\$1,000.00
Final Plan	\$500.00
Mailing Fee per abutter	\$2.00
Advertising Fee (Paid once w/ Prelim & once w/ Final)	\$225.00

#### ***Subdivision Amendment***

Any Amendment	\$500.00
Mailing Fee per abutter	\$2.00
Advertising Fee	\$225.00

#### ***Private Way***

Minor Application (2-10 lots)	\$500.00
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#### ***Zoning Amendment***

By Citizen Petition	No Fee
Zoning Map Amendment (incl. notices/advert.)	\$1,000.00

#### ***Zoning Board of Appeals***

Dimensional Variance	\$250.00
Disability Variance	\$100.00
Appeal of CEO/PB Decision	\$500.00
Advertising Fee	\$225.00

Approved by the Arundel Select Board on 7/10/2023



TK 8/7/23

# ARUNDEL FOOD TRUCK APPLICATION

Name: Alexander Herzog / Great Wave Sushi

Mailing Address: 11 Lamb Street Westbrook ME 04092

Business location: 300 Main St, Westbrook ME 04092

Telephone: (207) 671-5864

Driver's License #: State ME # 3611323

Proof of Identity verified: yes

Copy of lease or permission from property owner:

**RECEIVED**  
AUG - 7 2023  
BY: \_\_\_\_\_

Describe nature, character and quality of food to be sold:

Japanese food, fusion style sushi

Give specific location(s) where the food truck intends to conduct business:

Vinegar Hill

Times of operation:

3pm - 9pm / August 25<sup>th</sup>

Name & business address of any company or organization hired or employed by:

Great Wave Sushi, 11 Lamb Street, Westbrook ME 04092

Registration / License number of any vehicle used in business:

Attached

Town of Arundel  
----- Receipt -----

DATE	TIME	TYPE	REF	AMOUNT
08/07/23	10:52 AM	BUSINESS LICENSES		
		FOOD TRUCK VINEGAR HILL		
		FEE		20.00
Total:				20.00*
Paid By:				GREAT WAVE SUSHI
COPY				
Cash	:			20.00