

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

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**Monday September 11, 2023  
Arundel Municipal Building  
7PM  
Meeting Room**

- I. Call to Order
- II. PUBLIC HEARING FOOD TRUCK “GEMINI CAKES”
- III. Approval of Agenda
- IV. Public Forum – Public comment on non-agenda items
- V. Approve Minutes of August 14 and August 28, 2023
- VI. Committee and Board Reports
- VII. Manager Report
  - Revaluation of properties
  - Maine PERS discussion
- VIII. Business
  - HOA Members of Arundel Seasonal Cottages
  - MDOT Plans Highway Improvement
  - Food Truck Application “Gemini Cakes”
  - 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 September 11, 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** An application by Gemini Cakes (Food Truck) for an activity to take place at Vinegar Hill Music Theatre (Planning Board approval) has been received. Paperwork will be presented at your meeting but appears to be in order.

## MANAGERS REPORT

**-Revaluation of Arundel Real Estate:** Based on preliminary discussions with the Tax Assessor it may be time for the Community to consider a Revaluation. I have attached a handout produced by Maine Revenue Service. It has been over 20 years since the Town performed a revaluation and the town is now experiencing a certified ratio set by the Tax Assessor @ 77% but is actually lower than that. Remember the ratio is set on sales from two years ago and not what is happening presently in the Market.

**-Maine PERS discussion:** We discussed perhaps implementing this retirement program moving forward but the cost appeared prohibited. We have now lost two employees to communities with PERS and have had two other's bow out of our hiring process for communities with PERS.

## BUSINESS

**-HOA Members from Arundel Seasonal Cottages:** Representatives have asked to meet with you as HOA is taken a leadership role in the operation and upkeep of the Seasonal Cottages.

**-MDOT:** Final Plans have been presented to MDOT with regard to the turn lane to be installed at the Arundel Seasonal Cottages as part of the entire approval process for the Seasonal Resort.

**-Food Truck Application:** Approval being sought on the Application reviewed during the public hearing.

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

## ADJOURNMENT

**TOWN OF ARUNDEL  
SELECT BOARD**  
Monday August 28, 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, Chip Bassett

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

**Approval of Agenda:** *MOTION Dubois second Labbe “Approve Agenda as amended” passed 5-0. (RSU #21 Report)*

**Public Forum:** None.

**Committee & Board Reports:** Select Board member Dubois discussed RSU #21 business.

**Manager Report**

**-TIF information:** Materials were provided to the Attorney who had some modifications needed to the required paperwork prior to submittal to the DECD.

**-DEP & PFAS Investigation:** Five properties in Arundel totaling 265+- acres have been indentified for investigation where PFAS may be present. As more information is shared with the Town it will be shared with the Select Board.

**Mass Gathering Permit:** The Arundel Historical Society Heritage Day Permit was signed by the Select Board. This permit was voted for approval on August 14, 2023.

**-Department Head Confirmation:** Manager would like to appoint Andy Stevenson as the next Fire Chief for the Arundel Fire/Rescue Department.

*MOTION Dubois second Hayes “confirm the Manager’s appointment of Andy Stevenson as Fire Chief” passed 5-0.*

**Business**

**-Liquor License for Vinegar Hill:** *MOTION Dubois second Hayes “approve the permit for Vinegar Hill Music Theatre as presented and reviewed by the Select Board” passed 4-0-1 (Danylik)*

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

**-Executive Session: *MOTION Dubois second Hayes “enter executive session under MRSA 405 (6) (A) to discuss compensation for an employee” passed 5-0 @ 7:21PM. MOTION Dubois second Labbe “end executive session with no action taken” passed 5-0 @ 7:30PM***

**-*MOTION Dubois second Labbe “pay out to employee Terry Merrill 80 hours of earned vacation” passed 5-0.***

**ADJOURNMENT**

***MOTION Dubois second Labbe “to adjourn” passed 5-0 @ 7:30PM***

Respectfully submitted  
Keith M. Trefethen  
Town Manager

**TOWN OF ARUNDEL  
SELECT BOARD**  
Monday August 14, 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, Lee Jay Feldman, Laura Novak, Brandon Solari

**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 a Food Truck application at Vinegar Hill Music Theatre for Great Wave Sushi. No Comment was given Public Hearing closed @ 7:01PM

**Approval of Agenda:** *MOTION Dubois second Hayes "Approve Agenda as presented as amended" passed 5-0. (Discuss Town Server & UPS)*

**Public Forum:** None.

**Committee & Board Reports:** Board members discussed Financial Report for RSU #21

**Approval of Minutes:** *MOTION Dubois second Hayes "approve minutes of July 24, 2023 as presented" passed 5-0.*

**Manager Report**

**-Impact Fees:** Contract Planner Lee Jay Feldman was present to discuss the development and implementation of Impact Fees and provided a Hand Out to Board Members for review.

**-Workers Comp Fund News :** Manager provided that the town received a check for \$4,610 from the Workers Comp Program through Maine Municipal Association as a result of our efforts in reducing Worker Comp Claims.

**-Mobile Food Pantry:** Community Outreach Service is looking for a location to store their Mobile Food Pantry Trailer. The Board decided to allow an area near

the Storage Building here at the Municipal Building as long as Insurance is on the Unit through COS.

**-MMA Annual Election: *MOTION Dubois second Danylik “to provide the Town Manager the authority to sign off on the slate of officers for the MMA Executive Committee for the Town of Arundel” passed 5-0***

**-Server & UPS:** The Town after three years of use is beginning to have issues with the Main Server and Battery Back-up. Ralph O’Brien our IT person suggests the replacement of the Units. ***MOTION Dubois second Danylik “Based on the recommendation of the towns IT professional, replace the Server and UPS for a price of \$3,250 and pay for the purchase with Capital Reserve Funds from the Admin Capital Equipment Fund” passed 5-0.***

**-Transfer Station Sticker/ Mobile Home or Module Home community collection:** A resident who manages a Modular Home Park wanted approval to pick up trash in the Park and deposit it at the Transfer Station seeing that residents can dispose of Trash for free. The system is set up that residents can dispose of Trash as individuals and that the collection by others of residents trash is consider a commercial enterprise and it not subject to free disposal at the Transfer Station. The Select Board agreed with this opinion by the Town Manager.

## **Business**

**-Building Permit Fee Consideration:** Laura Novak and Brandon Solari have property on Portland Road that they are developing. July 10<sup>th</sup> the Select Board changed the Fee Schedule which would increase their Building Permit for their project by \$11,000. The Building Permit Application was submitted to the Town on July 17<sup>th</sup>, 10 days since the increase went into effect. They requested that the Select Board consider a reduction of the fee to the Old Fee. ***MOTION Dubois second Hayes “ Charge the project the old building permit fee based on the Planning Board approval, the Site Development application and approval and the Building Permit Application as the project was well into the construction (Extensive Site Work for project development) phase prior to the change implemented by the Select Board with regard to fees” passed 5-0.***

**-Plymovent System:** Bid for Plymovent System (Diesel Exhaust ) from Fire Station was received (only one) . A grant was awarded to the Town to pay for less 5%. Bid was for \$49,620 (Town \$2,481 funding in operating budget ). ***MOTION Hayes second Labbe “accept bid from Air Cleaning Specialist of New England LLC for \$49,620” passed 5-0.***

**-Mass Gathering Permit :** ***MOTION Dubois second Labbe “approve Mass Gathering Permit submitted by Arundel Historical Society for Heritage Days and waive fee for event to take place on September 16<sup>th</sup>” passed 4-0-1 (Hayes) .***

**-Food Truck Permit: MOTION Dubois second Hayes “approved the application and permit for Great Wave Sushi for an activity scheduled (August 25<sup>th</sup>) at Vinegar Hill Music Theatre. Passed 4-0-1 (Danylik)**

**-Setting of Municipal Tax Rate for FY23/24: MOTION Hayes second Danylik “approve the Tax Rate of \$17.00/1,000 for FY23/24 as recommended by the Tax Assessor” Passed 5-0.** The town picked up close to 34 million in new value.

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

#### **ADJOURNMENT**

**MOTION Dubois second Labbe “to adjourn” passed 5-0 @ 8:22PM**

Respectfully submitted  
Keith M. Trefethen  
Town Manager

## TAX RELIEF

*The following exemptions provide for local property tax relief. Applications are available at your town office or by contacting the Property Tax Division at 207-287-2013.*

**Veterans.** A person must be a ME resident, 62 years or older and have served on active duty during a recognized war period or; be receiving 100% disability compensation for service connected injury.

**Homestead.** A person must be a ME resident and have owned and resided in that homestead for at least 12 months prior to date of application.

**Blind.** A person determined to be legally blind by a medical doctor.

**Business Equipment Tax Exemption.** For businesses that own qualified equipment placed in service after April 1, 2007.

*The following Current Use Programs provide for a reduced valuation; however a penalty is assessed upon withdrawal from the program. Applications are available at your town office or by contacting the Property Tax Division at 207-287-2013.*

**Tree Growth.** A parcel of land with at least 10 forested acres which are harvested for commercial purposes.

**Farm Land.** Property must have a minimum of 5 acres and produce an income from agricultural use.

**Open Space.** No minimum acreage but the parcel must be undeveloped and provide a public benefit.

**Working Waterfront.** No minimum acreage but the parcel must be providing access to or in support of the conduct of commercial fishing activities.

*The following programs provide for property tax relief as a reimbursement. Please contact the Income Tax Division at 207-626-8465.*

**Maine Residents Property Tax & Rent Refund.** Eligible Maine residents can receive a partial refund of property taxes and/or rent paid on their primary residence.

**Business Equipment Tax Reimbursement.** Eligible Maine Businesses may receive a rebate of property tax paid on eligible equipment.

## FREQUENTLY ASKED QUESTIONS

*If we have a revaluation, will my taxes go up?*

Not necessarily. A town will raise exactly what they vote to appropriate. A revaluation will not raise any more or any less than that amount.

*But what if my taxes do increase?*

If you see an increase in your individual tax bill, then most likely you were paying less than your fair share of the overall tax burden the year before. Some tax bills may even decrease.

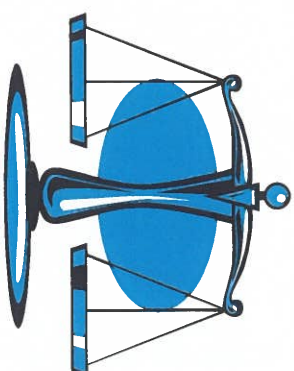
*Will we lose Education Funding?*

Unlikely. Both the education funding and revenue sharing are based on the town's equalized valuation (state valuation) which is determined by the Maine Revenue Services. A revaluation only solidifies the base for your state valuation.

*Do I have to let them into my home?*

No. You have a right to deny entrance. However, in the inspection process of the revaluation, the more information made available, the more fair and equalized will be your assessment. It is very important that the inspector review not only the quality of your construction, but also any deterioration or negative influences.

## REVALUATIONS



*Understanding the Process  
And the Myths*

Maine Revenue Services  
Property Tax Division  
PO Box 9106  
51 Commerce Drive  
Augusta, Maine 04332-9106

Tel: 207-624-5600

E-Mail: [prop.tax@maine.gov](mailto:prop.tax@maine.gov)

[www.maine.gov/revenue/propertytax](http://www.maine.gov/revenue/propertytax)

**A Revaluation** is a process which creates a solid base of inventory for tax purposes. The Maine Constitution states that *all taxes upon real and personal estate, assessed by authority of this State, shall be apportioned and assessed equally according to the just value thereof.*

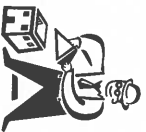
In order to apportion the tax burden equally, the assessor(s) must establish assessed valuations in accordance with just value. Just value is synonymous with market value.

Each year a town votes to raise a certain amount of money in order to provide and pay for local services, such as education, administration, plowing, etc. Some of the town's revenue comes from the State such as Revenue Sharing, reimbursement for tree growth tax loss and education subsidy. Other revenue may come from local service fees or excise tax.

There are several methods in performing a revaluation. A town may opt to make in-house adjustments at little or no administrative cost. There are also professional firms certified to do the job. A thorough revaluation by a professional firm would require a town vote in order to appropriate the money to pay for the process.

**A town votes** to pay for a revaluation because they recognize the need to equalize the valuations so that no one taxpayer pays more or less than their fair share of the tax burden. The need to

have a revaluation may be due to the lack of an inventory of parcels and building components or due to a change in market value.



**During a revaluation.** Ordinarily, if a professional firm is hired, they will have a crew that will visit every property within the town and record data such as land acreage and building components including age, dimensions, quality of construction.

Land data will also be collected based on the acreage, topography, improvements, restrictions and covenants.

The firm will review local sales that are considered "arms length" transactions and start creating pricing schedules for land and buildings.

As a result, all properties will have an assessed value for tax purposes typically based on current cost of construction and local market sales.

The information collected and the ownership of the property will reflect the status on April 1<sup>st</sup>.

In most revaluations, the taxpayer will have the opportunity to review their new assessment and ask the professional firm specific questions. The municipality may hold informational meetings as the revaluation progresses.

**The municipal assessor(s)** are the legal officials who validate the valuations for tax purposes.

**After the revaluation.** Once the taxable values are established, the municipal officials will set a tax rate (mil rate). This is done by dividing the town's net appropriations (as voted) by the town's taxable value.

Each year, the municipal assessor(s) should review the assessment records, make updates for new construction and land splits and monitor sales activity.

Some towns may hire a part time agent or a full time assessor to maintain the records. This will depend on the needs of the town and how much money the voters want to spend.

In 1975, Maine's Property Tax Law added language that required a town to maintain valuations equitably to at least 70%. This allowed a taxpayer to understand their own valuation and relate it to other property values within the town. **Myth:** If a town's assessment ratio falls below 70%, then the State will step in and order a revaluation. This is not true.

**Appeal.** A taxpayer has the right to legally appeal their tax assessment if they feel that it is unfair or unjust. The first advice, however, is to visit the local assessor(s) and discuss your concerns.



## Town Manager

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**From:** rlicht@securespeed.net  
**Sent:** Tuesday, August 22, 2023 4:09 PM  
**To:** 'Steve Lopes'; 'Jim Tice'; 'Faith Easter'; 'Joan Stephenson'; 'Ron'; 'Ryan Lawler'; 'Michael Bridges'; 'Alan Marks'; 'Cape Leslie'  
**Cc:** 'Town Manager'  
**Subject:** CACP MDOT Draft Final Highway Improvement Plans for MDOT Review  
**Attachments:** CACP\_DraftFinal\_2023-08-22.pdf

Steve, et al:

Attached are the final DRAFT MDOT Plans (rev 08-22-23) for the Route One Highway Improvements at Cape Arundel Cottage Preserve. These were submitted to MDOT Today for review by Ania Chandler at Barton & Loguidice. I had reviewed and provided design comments prior to.

There are a couple of things I want to point out for coordination during the MDOT review process expected to take several months.

1. This looks to be a spring 2024 construction project.
2. We will be coordinating with CMP on the proposed pole/line relocation and three phase service to CACP at the front drop poles which we reviewed in the field earlier this year. I have copied Mike Bridges (Bridges Electric) above as well to discuss. These plans will be forwarded to CMP as well.
  - a. On the north side of the CACP Drive, the pole line has been changed from initial plans to carry one more pole south on the EAST (opposite) side of Route One then cross to the CACP Side eliminating one pole on your side of the road.
  - b. On the south side of the CACP Drive, the relocation of several poles back a few feet from Route One will require that the overhead primary lines are on CACP property such that an easement will be required from Central Maine Power Co. We will coordinate this with you and Legal Counsel to get a standard CMP easement executed. There will be minor impacts to some of the plantings along the front of the pond on Route One as well -this will have to be coordinated in the field with the site contractor and CACP during construction.
3. There will be "temporary" grading and cutting easements into the CACP property which will be part of the MDOT review/approval process. We will identify these to be sure legal counsel has the opportunity to review and comment during the MDOT review process.
4. We have been looking closely at the potential MDOT cuts on the "backslopes" of the ledge cuts on the NORTH side of the CACP Drive which with safety setbacks and the like end up potentially taking and grading a ways into the frontage/treeline along Route One. We are asking MDOT to consider the visual impacts and allow for modifications to backslopes to reduce tree line cuts as they review the plans. (Refer to plan sheets 16-18 to see visually the potential cut backs into the slopes in front of CACP Lot C-1)
5. Finally, you will notice that the entire project only involves working on the west (CACP SIDE) half of Route One. No impacts will occur to the easterly - north bound lanes or shoulders.

# ARUNDEL FOOD TRUCK APPLICATION

Name: Sarah Seale / Gemini Cakes

Mailing Address: 158 Downing Rd  
Arundel, ME 04040

Business location: Same

Telephone: (207) 494,0077

Driver's License #: State \_\_\_\_\_ # \_\_\_\_\_

Proof of Identity verified:

Copy of lease or permission from property owner:

**RECEIVED**  
SEP - 5 2023  
BY: \_\_\_\_\_

Describe nature, character and quality of food to be sold:  
Sweet treats / desserts

Give specific location(s) where the food truck intends to conduct business:  
Vinegar Hill - Arundel

Times of operation:  
Oct 8th, 2023  
12 pm - 5 pm

Name & business address of any company or organization hired or em

Registration /License number of any vehicle used in business:

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

09/05/23 9:39 AM	ID:RAE	#1353-1
TYPE-----	REF---	AMOUNT
BUSINESS LICENSES		
FOOD TRUCK VINEGAR HILL		
FEE		20.00
Total:	20.00*	
Paid By: SEALE, SARAH		
COPY		

Check : 20.00  
210 - 20.00