

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

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**Tuesday October 10, 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 September 25, 2023
- V. Committee and Board Reports
- VI. Manager Report
 - Engine 44
 - Speed/ Local Roads
 - Status of property 159 Proctor Road
 - Status of First Amendment of TIF/Seasonal Cottage Resort
 - Info Sunset Place Subdivision /Prelim Plan Application
- VII. Business
 - FY22/23 Municipal Overdraft General Assistance
 - Approval of Payable Warrant
- IX. Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING October 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

-Engine #44: Final Payment for Engine 44 has been made. Title in hand and the request for a Maine Title has been sent along. In addition as you know the Fire Service created a Truck Committee that in the future will be making a proposal to you all for the retirement of Engine 46 and Tanker 48 and combine those units into one 2,500 gallon Truck for water and fire fighting purposes.

-Speed/Local Roads: Spoke to Deputy Harmon who along with Deputy Titcomb are our contract deputies. They have been performing patrol and this summer the Sheriff's Office also provided directed speed patrols in our area. Deputies feel one of the reasons for the uptick of concern has to do with the detours we have experience and the abundance of vehicles seeking alternative routes.

-Property 159 Proctor: New property owners are working through some challenges they have experienced when they took over the clean-up and rehab of the property. I will provide to you a memo that will provide further detail as to what is being observed.

-Status First Amendment on TIF for Cottages: DECD has asked for further information from the Attorney and the town. The materials are presently being gathered.

-Sunset Place Subdivision: On October 17th the Planning Board will be conducting a Preliminary Plan Review of this proposed project. This is not a Public Hearing but based on the last public discussion the abutters of the project may be present (Clearview Estates Folks).

BUSINESS

-Municipal Overdraft GA Budget: I have provided a memo outlining the circumstances on this matter and I propose some action to correct.

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

ADJOURNMENT

**TOWN OF ARUNDEL
SELECT BOARD**
Monday September 25, 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, Members of the Arundel Cottages, Terry Merrill, Any Stevenson

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

PUBLIC HEARING On General Assistance Ordinance Changes was open at 7PM by Chairman Nedeau no questions were asked.

PUBLIC HEARING ON Food Truck at Vinegar Hill Music Theatre for “Bowlicious” and “Texas Grace” was open no questions asked. Public Hearing were closed at 7:01PM

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

Public Forum: Owners in the Arundel Cottages Seasonal Resort spoke with the Select Board with regard to the land assessment adjustments made within the Resort Property that appeared on this year’s Tax Bill.

Approve Minutes: *MOTION Dubois second Hayes “approve minutes of September 11 and 18 as reviewed and amended ” passed 5-0.*

Manager Report

-Town Signs Replacement: Manager provided the Board an estimate for replacement of Signs stolen several years back (\$15,000 for four). Board asked on Insurance and if it was collected.

-Cost on Speed Signs: Portable Speed signs (similar to what appeared in Kennebunk were viewed) and their cost were discovered by the Manager. Cost are around \$3,500 for a unit.

-Standby Generator for the Public Works were solicited. Four estimates were received ranging from \$27,166 to \$27,900 these are above the Purchasing policy with regard to a Formal Process (\$25,000) as opposed to a informal request.

MOTION Danylik second Dubois “Though the purchasing policy calls for any purchase over \$25,000 out to formal bid the assumption the Manager fulfilled the process generally outlined in the Policy was followed” passed 5-0.

MOTION Hayes second Danylik “approved the Estimate of \$27,900 for the purchase of the Generator through Power Point of Saco, Maine” passed 5-0.

Business

-Action on GA Amendments: *MOTION Dubois second Hayes “approve amendments as presented and reviewed” passed 5-0.*

-Renewal of Automobile Graveyard/Junkyard: *MOTION Dubois second Labbe “approve the renewal application presented by Randrick Trust for 2 Irving Road and sign the permit” passed 5-0.*

-Payroll Warrant Policy: *MOTION Hayes second Danylik “approve the annual renewal of the payroll policy to allow One Board member to sign-off on payroll on off Business Meeting dates” passed 5-0*

-Food Trucks: *MOTION Hayes second Dubois “approve the Food Truck “Bowlicious” and “Texas Grace” application to be located at the Vinegar Hill Music Theatre a location approved by the Planning Board for Trucks during events” passed 4-0-1 (Danylik)*

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


ADJOURNMENT

MOTION Dubois second Labbe “to adjourn” passed 5-0 @ 7:48PM

Respectfully submitted
Keith M. Trefethen
Town Manager

TOWN OF ARUNDEL

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

TO: Select Board
FR: Town Manager 
RE: 159 Proctor Road
DATE: October 3, 2023

As you know the property was sold by the previous owners to a company in the business of flipping distressed homes after a rehab has taken place.

I believe the folks who purchased this home may have bit off more than they understand but the CEO is keeping tabs on the progress of putting this property back in shape. Permits issued to date is a Demo & Septic permits.

Exterior efforts of cleaning are still ongoing as recently (5) five roll-off containers with debris were removed from the property. (12) Twelve Barrels of Gasoline/Motor Oil were discovered. DEP was notified and the Barrels were marked for pick up, removal and reporting, which is still pending.

Questions still remain on the integrity of the home as the windows and doors were removed, centered chimney removed, roof re-shingled. The CEO has requested a structural report of the building as in his opinion and his observations the house still has many obstacles remaining (Stone Foundation- Rotted floor joists and sills directly on the ground) to name a few. In addition the rehab must meet current Building Code Standards for energy efficiency.

A new Septic System was installed but only after the CEO had it corrected on two occasions. In addition the old tank remains and the CEO is walking the contractor through the proper process of removal and or burial only after pump reports were submitted.

Obviously the property is in much better shape than in the past but continues to be a work in progress for staff.

**Office of the Town Planner
Town of Arundel
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Tel: (207) 985-4201 ext.108
E-mail: townplanner@arundelmaine.org**

October 4, 2023

Dear Abutter:

The Planning Office has received an application for a subdivision amendment along with a Preliminary Plan application for a new subdivision. You are receiving this notice because your property is either in the subdivision that is being amended or you are an abutter to it or to the new subdivision. The applications will be reviewed by the Planning Board on October 17, 2023 at 7p.m. at the Arundel Municipal Office. This meeting is open to the public and you are welcome to attend or you may view the proceedings via Zoom.


Sunset Place Subdivision-*Preliminary Plan Application* and Clearview Estates-*Subdivision Amendment*: The applicant, Michael Thomas, is proposing to develop a 6-lot subdivision on parcels (Tax Map 17, Lot 14-14 & a portion of Map 9 Lot 3). The project will consist of 5 single family homes known as the Sunset Place Subdivision as well as a 10-unit condominium community on Lot 6 known as Sunset Community Condominiums. The proposed project will be accessed by a proposed public roadway across 189 Clearview Drive (Lot 14 Clearview Estates –Tax Map 17 Lot 14-14).

Since access to this project will be across lot 14 Clearview Estates –Tax Map 17 Lot 14-14 an amendment to the Clearview Estates subdivision will be required as part of this review.

The application and Planning Board agenda will be posted on the town website at www.arundelmaine.org The application is also available at the municipal office during regular business hours.

TOWN OF ARUNDEL

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

TO: Select Board
FR: Town Manager 
RE: Overdraft/General Assistance Budget
DATE: October 3, 2023

Our unaudited financials for FY 22/23 had the year ending June 30, 2023 with a Municipal Operating Budget surplus of \$255,277.23. Yearly the Annual Town Meeting Warrant seeks voter approval to allow the Select Board to move up to 5% annually of the Municipal Operating Budget (\$3,713,899) to cover those Municipal Operating Budgets that exceed the requested amount. This year the 5% equals \$185,694.95.

This past year which ended June 30, 2023 had the General Assistance budget exceeding the voter approved amount of \$95,279.00 by **(\$7,126.21)** for a total expense in the Budget of \$102,405.21 unaudited.

Therefore I am seeking Select Board approval to move \$7,200 from the Town Hall Administration Budget which had an ending balance of \$36,639.80 to cover this overdraft.

Finally a word of caution; the GA Administrator and I believe that this pattern will continue as the frequency of people seeking assistance is slowly rising. We will keep you posted if the uptick is linked to any particular issue.