

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

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**Monday October 23, 2023  
Arundel Municipal Building  
7PM**

**Meeting Room**

- I. Call to Order
- II. PUBLIC HEARING FOOD TRUCK “TRUCKIN PIZZA”
- III. Approval of Agenda
- IV. Public Forum – Public comment on non-agenda items
- V. Approve Minutes of October 10, 2023
- VI. Committee and Board Reports
- VII. Manager Report
  - TIF update
  - Little Free Library
  - Plymovent Install
  - Sinnott Road paving work
  - Haz-Mat Day established
- VIII. Business
  - Request for modification of Parks & Recreation Reserve Account
  - Business Hours for voter registration
  - Appointment of Warden
  - Food Truck Application Truckin Pizza
  - Discussion on Affordable Housing
  - Approval of Payable Warrant
- IX. Adjournment

**TOWN OF ARUNDEL**  
**SELECT BOARD**  
Tuesday October 10, 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 Seasonal Cottages

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

**Approval of Agenda:** *MOTION Dubois second Hayes "Approve Agenda as amended" passed 5-0. (added a Abatement Request)*

**Public Forum:** None

**Approve Minutes:** *MOTION Hayes second Labbe "approve minutes of September 25<sup>th</sup> amended " passed 5-0.*

**Manager Report**

**-Engine 44:** Engine has been paid in full. Fire Department has a truck committee looking at another future engine purchase with the retirement of Engine 46 and Tanker 48. Cost has risen estimated at over 1 million when approved.

**-Speed/Local Roads:** Sheriff's Department provided the manager with past steps to control speed and their assessment of the issues of speed in the community .

**-159 Proctor Road:** Board was briefed on the clean-up and struggles on the reconstruction of the property by the new owners. Issued related to trash, hazardous material clean-up, engineering of existing building was mentioned. Code Officer will continue to review property weekly.

**-Amendment to TIF/Seasonal Cottage Resort:** The Town Attorney had reached out for additional information requested by DECD. The information has been provided to the Attorney who will present to DECD on behalf of the town.

**-Sunset Place Subdivision:** The Manager informed the Board of the upcoming meeting of the Planning Board on this Preliminary application. Project has many abutters concerned with the details and as a result the meeting may be well attended.

**Business**

**-Overdraft GA Budget: *MOTION Dubois second Hayes “approve the movement of \$7,200 from the Town Administration Account to cover the overdraft in the General Assistance Budget for fiscal year ending June 30, 2023” passed 5-0.***

**-Abatement of Property Taxes: *MOTION Hayes second Dubois “approve the request from the Tax Assessor and approve an abatement of \$912.60 total of taxes for 2023 and 2022 on property located at Map 32 Lot 14C-3 as a result of the wrong square footage calculation on the property” passed 5-0.***

**-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 @ 7:26PM***

Respectfully submitted  
Keith M. Trefethen  
Town Manager

# TOWN OF ARUNDEL

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

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BUSINESS MEETING October 23, 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 Truckin Pizza (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 and it appears to be in order.

## MANAGERS REPORT

**-TIF Update:** DECD has asked for further information related to reporting and if indebtedness is outstanding.

**-Little Free Library:** Efforts are underway to place a Kiosk on the Eastern Trail to allow folks to exchange books as part of the Little Free Library Program. This is a nationwide program that promotes book exchanges.

**-Plymovent** at the Fire Station is installed (power hook-up remains). Plymovent is a system that exhaust diesel fumes from vehicles in the station directly to the outside while they leave the station.

**-Sinnott Road:** Work is underway on the road that includes grinding, fine grading and base pavement place down. Finish pavement will be placed in the spring.

**-Haz-Mat Day:** Environment Projects Inc. who coordinates our Haz-Mat Day has scheduled a spring event. This will take place Saturday April 13, 2024, 9-12 Noon. More info will follow as the date gets near.

## BUSINESS

**-Policy Modification for Parks & Recreation Reserve Account:** A memo outlining the intent is attached for reference. Staff is looking for action by the Board if you so approve the request.

**-Modification of Voter Registration Hours:** Annually the Town Clerk request a modification in the business hours which is allowed under State Statute with Select Board Approval. (Paperwork will be submitted at the meeting seeking your action.)

**-Appointment of Warden:** The Town Clerk is requesting action on the appointment of a Warden for the upcoming Elections. (Paperwork will be presented at the meeting seeking your approval.)

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

**-Discussion on Affordable Housing:** I had a meeting with the Executive Director of the Kennebunkport Heritage Housing Trust with regard to area

affordable housing issues and perhaps Arundel's participation. I will fill you in on what was discussed.

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

**ADJOURNMENT**

# TOWN OF ARUNDEL

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

TO: Select Board  
FR: Recreation Director  
RE: Modification to Parks & Recreation Reserve Account  
DATE: October 12, 2023

In October 2012 the Select Board through a recommendation from the Recreation Committee and auditor amended the Financial Policy under Miscellaneous as it related to Donations to the Department that are then entered into the Parks & Recreation Reserve Account. (see attachment).

The Policy states in part: " The Parks & Recreation Donations Reserve Account is to be used for(*expenses*), equipment and uniforms needed for the Parks & Recreation programs, events, or parks upgrades and equipment"

It goes on to inform how the Reserve Account is funded and then caps the expenditures under \$2,000 to the Department Head (sign off Manager) and anything over must have Select Board approval.

With the added word "expenses" would provide additional flexibility for the use of the funds beyond equipment & uniforms such as hiring talent for programs, purchasing refreshments for social gathering (Christmas Lighting) just to name one.

The modification to the policy and the Parks & Recreation Reserve account use would be appreciated..