

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

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**Monday February 23, 2026  
Arundel Municipal Building  
7PM  
Meeting Room**

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes February 9, 2025**
- IV. Public Forum** – Public comment on non-agenda items
- V. Committee and Board Reports**
- VI. Manager's Report**
  - Process to call a Special or Annual Town Meeting
  - Posting of Roads 2/26/26
  - MDOT work plan for 26-27-28
- VII. Business**
  - Development Mobile Home Rent Stabilization Ordinance Draft #2
  - Charter Amendment Emergency Moratorium Draft #2
  - Approve Payable Warrant
- VIII. Adjournment**

# TOWN OF ARUNDEL

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

BUSINESS MEETING February 23, 2026

## 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

**Process to call Special or Annual Town Meeting:** I provided you all a memo dated 2-9-26 to address a procedural process in calling a Special or Annual Town Meeting.

**Posting of Roads to weight limitations:** Ben has been speaking to Kennebunk-Kennebunkport-Biddeford to determine when it seems appropriate to post roads. All folks have decided that either the 26th or 27<sup>th</sup> of February would be appropriate. Therefore we expect to post Arundel Roads on Thursday the 26<sup>th</sup>.

**MDOT Work Plans:** In your materials is the proposed work plan from MDOT for 2026-27-28.

## BUSINESS

**Mobile Home Rent Stabilization Ordinance:** After listening to opinions and suggestions, I took the liberty to modify the Model Ordinance into Draft #2. I also shared with you all a memo I sent to you all on 2-12-26 indicated the other individuals I have spoken with and explaining to you all my concern as it relates to "Market Rate" "Greater Rent Increase" along with "fees" charged as part of this Ordinance discussion.

**Charter Amendment:** Based on the last meeting I took the liberty to modify the emergency ordinance provision by calling it a temporary emergency ordinance to a specific time period and to include a Special and or Annual Town Meeting Warrant to address the issue.

## ADJOURNMENT

**TOWN OF ARUNDEL  
SELECT BOARD**  
Monday February 9, 2026  
Arundel Municipal Building  
Meeting Room  
7:00PM Meeting

Members present: Select Board Tom Danylik, Velma Hayes, Chip Bassett, Dan Dubois

Absent: Phil Labbe

Others: TM Trefethen, Ben Byrne (Public Works) 18 people from the General Public

**Call to order:** Chairman Danylik called the meeting of the Select Board to order @ 7:00 PM.

**-Approval of Agenda:** *MOTION Dubois second Bassett “approve agenda as presented passed (4-0).*

**-Public Forum:** None

**-Approval of Minutes:** *MOTION Dubois second Bassett “approve minutes of January 27, 2026 as presented” passed 4-0.*

**-Committee & Board:** None

**-Manager Report**

**Tanker/Engine Build:** Manager shared the most recent photos of the Truck Build. Rosenbauer (the Manufacturer) has indicated the truck will be ready in April 2026.

**Fire Station Addition:** Still awaiting the Draft Construction costs. Once obtain a Committee meeting will be scheduled.

**Intersection Brimstone & Limerick Roads:** BH2M has provided some designs for the intersection. Ben Byrne presented his opinion what best would meet the towns needs based on the design which is the slight widening of Limerick Road. BH2M will be meeting with Public Works this week to review the widening design.

**-Business**

**Warrant & Notice RSU#21:** The Select Board viewed and signed off on the Warrant for the June 9, 2026 Warrant.

**Rent Stabilization Ordinance:** The Board reviewed a variety of materials presented that included a Draft Ordinance based on the sample that appeared in the Joint Standing Committee on Housing and Economic Development released on December 31, 2025. Discussion appeared that a more constant fixed rate as opposed to 1% plus CPI may be in order as folks seemed to be concerned about existing lot owners being included in any Market Rate imposed on open existing lots being offered for rent in a Mobile Home Park. Further adjustments will be presented and discussed at the next meeting.

**Charter Amendment Emergency Moratorium:** A Charter Amendment was prepared by the Town Attorney to be included in the Enactment of Ordinances portion of the Town Charter. Discussion centered around wording presented, the actual need for the amendment seeing that the calling of a special town meeting to act on an emergency event is not excessive and if the voters feel that this amendment may provide more authority to the Select Board to act then is needed.

**Payable Warrant:** *MOTION Dubois second Hayes “approve the warrant as reviewed” passed 4-0.*

**ADJOURNMENT**

*MOTION Dubois second Bassett “to adjourn” passed 4-0 @ 8:30PM*

Respectfully submitted

Keith M. Trefethen  
Town Manager

# TOWN OF ARUNDEL

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

TO: Select Board  
FR: Town Manager  
RE: Time required to conduct a Special Town Meeting  
DATE: February 9, 2026

Last evening the question on the preparation time to schedule a Special Town Meeting was discussed. The specifics express do not include a petition warrant request.

-To call a Special Town Meeting the Select Board have to vote to call the meeting. This generally occurs at a scheduled business meeting after discussion by the Board as to the purpose expressed. This could be initiated by the Board itself, a request from the public or a recommendation by staff.

-Once approval is voted to proceed by the Select Board, a Warrant Article (s) have to be developed calling the meetings place and time and generally how many Article (s) will be upon the warrant. The Warrant also has to include an article on who will moderate this meeting. Once review of the Warrant is completed and the Warrant is in final form the Board will sign the Warrant. (14 days after first Vote if we stay to establish meeting schedule).

-With the Warrant signed, it is provided to the Town Clerk who follows the posting procedure which requires seven days or more before a meeting is held after the Warrant is posted. (7 days after warrant signatures minimum).

Therefor with a reasonable approach to the process it will be around 21 days +-to have a Warrant before the voters for a vote.

**Arundel**

This report shows the 2026-2028 Work Plan for Arundel. The total estimated project costs may extend into neighboring towns. It also shows a listing of maintenance work specifically recorded to Arundel in 2025, as well as Local Road Assistance payments. Finally, any capital projects that were completed in 2025 are also listed.

**Planned Capital and Maintenance Work 2026-2028**

**Work Plan Year:** 2027  
**Municipalities(s):** Arundel  
**Asset(s):** Log Cabin Road/Old Post Road  
**Description:** Located at the intersection of Log Cabin Road and Old Post Road.

ID	Scope of Work	Highway Corridor Priority	Estimated Funding
027046.00	Highway Construction/Rehabilitation Rural Highways Reconstruction	HCP 4	\$1,500,000

**Work Plan Year:** 2027  
**Municipalities(s):** Arundel  
**Asset(s):** Downing Road  
**Description:** Downing Bridge (#5939) over Kennebunk River. Located 0.68 of a mile northeast of Route 35.

ID	Scope of Work	Highway Corridor Priority	Estimated Funding
028316.00	Highway-Bridges Bridge Replacement	HCP 5	\$3,000,000

**Work Plan Year:** 2027  
**Municipalities(s):** Arundel  
**Asset(s):** Route 111  
**Description:** Located at the intersection of Thompson Road and Trout Brook Road.

ID	Scope of Work	Highway Corridor Priority	Estimated Funding
029362.00	Highway Safety and Spot Improvements Rural Highways Safety Improvements	HCP 1	\$1,060,000

**Work Plan Year:** 2027  
**Municipalities(s):** Arundel  
**Asset(s):** Route 111/Limerick Road  
**Description:** Located at the intersection of Route 111 and Limerick Road.

ID	Scope of Work	Highway Corridor Priority	Estimated Funding
029364.00	Highway Safety and Spot Improvements Rural Highways Install Or Replace Traffic Signals	HCP 1	\$1,300,000

**Work Plan Year:** 2026  
**Municipalities(s):** Arundel  
**Asset(s):** Route 111  
**Description:** Located at various locations.

ID	Scope of Work	Highway Corridor Priority	Estimated Funding
029378.00	Highway Safety and Spot Improvements Rural Highways Modify Traffic Signals	HCP 1, 2, 4	\$230,000

**Local Road Assistance – Fiscal Year – 2026**

\$55,384

**Maintenance Accomplishments – 2025**

Activities managed on a larger scale, such as snow & ice control, and work done by contract are not listed. *The maintenance accomplishments may extend into neighboring towns but are listed in the first town where the work was reported.*

11.00	Trees Removed
4.00	Bridge(s) Washed
0.10	Ton(s) of Patch Applied
20.20	Shoulder Miles of Mowing
5.00	Emergency Event Responses
15.40	Miles of Striping Applied
5.30	Shoulder Miles of Sweeping
8.00	Drainage Structures Cleaned

# **MOBILE HOME**

## **RENT STABILIZATION ORDINANCE**

### **ARTICLE 1: PURPOSE**

This ordinance is to protect the health, safety, and welfare of the residents living in mobile home parks by preventing unreasonable lot rent and fee increases. Mobile homes represent a crucial source of unsubsidized affordable housing. However, because residents typically own their homes but not the land underneath them, they face unique vulnerabilities to excessive rent and fee increases. While mobile home park owners should expect to receive a reasonable return on their investment, residents of those parks should expect to be protected from unnecessary, excessive cost increase because they may be put at risk of homelessness or severe housing insecurity.

### **ARTICLE 2: DEFINITIONS**

**Administrator:** The municipal official responsible for the administration and enforcement of this mobile home park stabilization ordinance.

**Base Rent:** The rent amount charged for any mobile home park lot which is in effect on any specific date.

**Consumer Price Index:** CPI or Consumer Price Index (CPI-U), Northeast Region as published by the U.S. Department of Labor, Bureau of Labor Statistics.

**Mobile Home:** A structure, transportable in one or more sections, which is 8 body feet or more in width and 32 body feet or more in length, is built on a permanent chassis, is designed to be used as a dwelling unit with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained in the structure.

**Mobile Home Park:** any parcel (s) of land under a single or common ownership or control which contains, or is designed, laid out or adapted to accommodate, two or more mobile homes.

**Mobile Home Park Lot:** an area of land on which and individual mobile home is situated within a mobile home park and which is reserved for use by the occupants of that home.

**Mobile Home Resident:** an occupant of a mobile home who rents a parcel of land in a mobile home park.

**Park Owner:** a person, corporation or other entity that owns a mobile home park.

**Rent Increases:** any additional lot rent or fees demanded of, or paid by, a mobile home resident, and includes any reduction in services without a corresponding reduction in the amount demanded or paid for in lot rent or fees.

**Rent Stabilization Board:** the municipal body appointed to hear and decide petitions or additional rent increases and other matters.

**ARTICLE 3: Lot Rent and Fee Increase Limitations**

**Limitation on number of rent increases:** A park owner may not increase the lot rent more than 1 time in a 12- month period in the mobile home park.

**Base Rent Calculation:** A park owner shall not demand, accept, or retain rent for a mobile home park lot that exceeds the rent in effect for that lot on the **date of ordinance approval**. In the event the lot was not occupied on the **date of ordinance approval**, the base rent for that lot shall not exceed the most recent **average lot rent and fees for a manufactured housing community with equivalent services and amenities in the area**. ~~plus any amount specified in Article 3 under **Vacancy Base Rent**.~~

**Notice Requirements:** Park owners shall provide notice of any lot rent or fees to the affected mobile home residents, no less than **90 days** before the effective date of the increase. The notice must include: (a) Name, Address, Telephone number and e-mail address of the park owner and (b) amount of increase in the lot rent or fees in dollars, and the type of fee increase.

**Rent Increase Formula:** Lot rent or fee increase is limited to ~~lesser or greater?~~ of

- (a) Most recently percentage change in the Consumer Price Index-Northeast ~~plus or minus~~ **X%-1%**
- ~~(b) X % of the then current base rent or fee.~~

**Greater Rent Increase:** A park owner may seek a greater rent or fee increase to cover the cost of increased operating expenses such as taxes, insurance, utility charges and maintenance costs, in addition to certain capital improvements or other emergencies. Improvements must directly benefit mobile home residents and be necessary for the maintenance or the correction of health and safety conditions in the mobile home park. A park owner seeking such a greater increase must submit a petition to the **administrator**. The petition must be filed in advance of the rent or fee increase notice and contain documentation that the increase is necessary to cover increases in operating or maintenance expenses, the cost of eligible capital improvements, or unforeseeable expenses incurred at the mobile home park. Park owners that fail to maintain a mobile home park in decent, safe, sanitary condition, as determined by the **administrator**, shall not be allowed to exceed the basic rent increase unless the increase is used to correct health and safety violations in the mobile home park.

~~**Vacancy Base Rent** A park owner shall be permitted to increase the lot rent by up to **x%** whenever a lawful vacancy occurs, and this amount shall be considered the new base rent for that mobile home park lot.~~

#### **ARTICLE 4. APPLICABILITY**

**Applicability:** This ordinance applies to every mobile home park within the Town except those to which an exemption applies.

**Exemptions:** Ordinance does not apply to:

1. Parks owned by a cooperative or other entity in which membership is limited to mobile home residents.
2. Mobile home lots subject to any agreement that restricts lot rent or fee increases in a manner that is more restrictive than this ordinance: or
3. Mobile home lots subject to an aggregate lot rent and fee amount that is less than the **X%** of the local Fair Market Value when applicable based on bedroom size, as posted on the website of the Maine State Housing Authority.

#### **ARTICLE 5. APPEALS**

Decisions of the Administrator may be appealed by:

1. Park owners: or
2. Affected mobile home residents, when **51%** or more of the households then living in the mobile home park, who are affected by the proposed rent or fee increase agree to seek such an appeal via written petition.

Appeals as described herein are to be filed with the **local appeals board** with **30 days** of the decision made by the **administrator**. Appeals must be decided within **30 days** of filing and **must be based solely on the information previously provided to the administrator**.

**13.2.2** One copy of the proposed ordinance shall be certified by the Board to the Town Clerk as required by Ordinances or Statute to be preserved as a public record, and copies shall be made available for distribution to the voters by the Town Clerk as well as at the time of Town Meeting.

**13.2.3** The subject matter of the proposed ordinance shall be reduced to the question, “*Shall an ordinance entitled .....be enacted?*”; and shall be submitted to the Town Meeting for action as an article in the Warrant or as a question on a secret ballot.

**13.2.4** To the extent authorized by Statute, the Board may, by majority vote, enact ordinances for the regulation of vehicular traffic and for the promotion of public safety on public ways as they deem necessary following proper posting in a local newspaper seven (7) days before the hearing is held.

**13.2.5** Except as provided in Section 13.2.4, the provisions of this section shall not apply to ordinances which may be enacted by the Board.

**13.3** The Board shall have the power to enact temporary emergency ordinances for a 25 day period to meet a public emergency affecting life, health, property, or the peace. An temporary emergency ordinance shall be plainly designated as such and shall contain a statement that an emergency exists and describing in in clear and specific terms. An temporary emergency ordinance may be adopted at the meeting at which it is introduced upon affirmative vote of at least three (3) members of the Select Board. It shall become effective immediately at the time of adoption, or at such later time as the Board may specify. An emergency ordinance may be repealed by the adoption of a repealing ordinance in the same manner as the emergency ordinance was originally adopted by the Board. Once enacted the Select Board will develop a Warrant to address this emergency that will be presented to the voters either at a Special or Annual Town Meeting but prior to the sunset of the 25 day temporary emergency ordinance. Every emergency ordinance shall stand repealed as of the 91st day following the date on which it was adopted; but, this shall not prevent reenactment of the ordinance in the manner specified in this section, if the emergency still exists. Every emergency ordinance may be reconsidered and repealed at a