

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

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**Monday April 13, 2026  
Arundel Municipal Building  
7PM  
Meeting Room**

- I. Call to Order**
- II. Approval of Agenda**
- III. PUBLIC HEARING Food Truck Application (Texas Grace)**
- IV. Approval of Minutes March 23, 2026**
- V. Public Forum – Public comment on non-agenda items**
- VI. Committee and Board Reports**
- VII. Manager's Report**  
Draft revisions Personnel Policy
- VIII. Business**  
Food Truck Application Texas Grace  
Arundel Conservation Trust Community Event 2026  
Development Mobile Home Rent Stabilization Ordinance Draft #7  
Appointments Election Clerks 2026-2027  
Approve Payable Warrant
- IX. Adjournment**

**TOWN OF ARUNDEL**  
**SELECT BOARD**  
Monday March 23, 2026  
Arundel Municipal Building  
Meeting Room  
7:00PM Meeting

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

Others: TM Trefethen, Ben Byrne, Public Works, & 28 people from the General Public

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

**PUBLIC HEARING:** Opened @ 7PM to discuss the Food Truck Application of Somethings Fishy. No discussion Public Hearing Closed.

**-Approval of Agenda:** *MOTION Dubois second Labbe “approve agenda as amended” passed (5-0 added RSU #21 Finance Report & Memo from YC Budget Committee).*

**-Public Forum:** None

**-Approval of Minutes:** *MOTION Labbe second Bassett “approve minutes of March 9, 2026 as presented” passed 5-0.*

**-Committee & Board:** Select Board Member Hayes provided information with regard to the FY 26/27 RSU#21 School Budget. Proposed projection of Arundel’s Contribution to the Budget is \$6,913,999 and proposed increase from FY25/26 of \$386,889.

**-Manager Report**

**Volvo Loader** The 2020 Volvo Loader is experiencing a Transmission problem. Currently Volvo indicates a replacement unit for part and installation will be \$50,000. PW Director Byrne is in discussion with Volvo and our Vendor as the Loader only has 670 hours of operation.

**Efforts on the Personnel Policy:** The Board was provided a Draft Policy developed by Jenn Shea as part of her Student Internship tasks. She will be in attendance on Monday April 13<sup>th</sup> for review and discussion with the Board.

**-Business**

**Food Truck Somethings Fishy:** *MOTION Dubois second Hayes “approve application as review and discussed” passed 5-0.*

**Draft #4 & #5 of the Mobile Home Rent Stabilization Ordinance:** Discussion centered on Vacancy Base Rent and what restrictions should be expressed on the Landlord in charging lot rent. Option of 10% above existing Lot rents in park, 10% of the Median average in the Park, or allowing the Market to set Lot Rent where discussed. Board hope with Draft #6 we may achieve a consensus.

**Casella Proposal;** was tabled at this time as further information is coming.

**York County Budget Caucuses;** is to be held on Wednesday April 8, 2026 6:30PM at the YC Government Building.

**Payable Warrant:** *MOTION Dubois second Bassett “approve the warrant as reviewed” passed 5-0.*

**ADJOURNMENT**

*MOTION Dubois second Labbe “to adjourn” passed 5-0 @ 8:45PM*

Respectfully submitted

Keith M. Trefethen  
Town Manager

# TOWN OF ARUNDEL

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BUSINESS MEETING April 13, 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.

**PUBLIC HEARING**, we have a Food Truck Application from Texas Grace seeking an approval to their license for the location at 1632 Portland Road on property leased to them by Chad & Jennifer Binette (Harvest Moon Hideaway, LLC).

## MANAGERS REPORT

**Personnel Policy Revisions:** As indicated Jenn Shea will be in attendance to review and explain the proposed revisions to the policy. We are hoping that you see these proposed changes favorably. You have your Draft copy of the document if you need another please just let me know.

## BUSINESS

**Food Truck Texan Grace:** After your Public Hearing, decision to be render on the application.

**Arundel Conservation Trust:** ACT member Brady Randall will be in attendance to discuss and seek approval for a Community Event in May.

**Development of Mobile Home Rent Stabilization Ordinance Draft #7:** I think we are close to finalizing this Draft Ordinance that will be acted upon at the Annual Town Meeting in June. I have circulated this draft to folks @ Shady Oaks and the owner representative of the park as well as others of interest in this ordinance development.

**Appointments Election Clerks:** The Town Clerk is seeking appointments of Election Clerks for 2026-2027, a list will be provided at your meeting.

## ADJOURNMENT

# 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**

**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 located within the Mobile Home Overlay District identified in Section 7 of the Arundel Land Use Ordinance and which is qualified as required by Title 10 MRS Chapter 953 licensed as a manufactured housing community under the State of Maine Manufactured Housing Board.

**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:** a registered-owner 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 made up of the Town Manager, Code Enforcement Officer and Town Assessor appointed to which a park owner would submit a petition for a greater rental increase than otherwise allowed under the ordinance.

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

**Limitation on number of rent increases:** A park owner may not increase the lot rent for a mobile home park lot 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, provided that it was occupied.

**Notice Requirements:** Park owners shall provide notice of any lot rent or fees increase for a mobile home park lot 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 for occupied mobile home park lots is limited to most recently percentage change in the Consumer Price Index-Northeast plus 1%

**Greater Rent Increase:** A park owner may seek a greater rent or fee increase for mobile home park lots 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~~ **Rent Stabilization Board**. 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~~ **Rent Stabilization Board**, 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 for a mobile home park lot (by 10%), (10% of medium lot rent in park) (to market rent) whenever a lawful vacancy, mobile home sale, or ownership transfer of a mobile home park lot occurs, and this amount shall be considered the new base rent for that mobile home park lot, provided however, if any mobile home park lot vacancy is occasioned by the successful prosecution of eviction proceeding

against an existing mobile home resident/lot renter by the park owner or any agent thereof, the base rent to be charged for such a mobile home park lot shall not exceed the base rent that had been charged to the evicted mobile home resident/lot renter for such 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

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

Decisions of the ~~Administrator~~ Rent Stabilization Board 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 Select Board within **30 days** of the decision made by the Rent Stabilization Board. Appeals must be decided within **30 days** of filing and must be based solely on the information previously provided to the Rent Stabilization Board.

Town of Arundel  
Appointments for Election Clerks 2026-2027

Costas Balomenos  
Judy Balomenos  
Cathy Bansmer  
Simone Boissonneault  
Nancy Danylik  
Dorothy Gregoire  
Norma Lane  
Sylvia Perreault  
Edward Quinlan  
Darlene Welch  
Sheila Wells

In accordance with MRS Title 21-A, (503-A) the municipal officers shall appoint election clerks by May 1<sup>st</sup> of each general election year to serve at each voting place during the time the polls are open and as counters after the polls close. If there is an insufficient number of appointees who are available to serve at an election, the municipal clerk may select election clerks from major/minor parties or who are unenrolled as needed to serve at that election.

Given under our hand: \_\_\_\_\_ (date)

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

A Majority of the Select Board, Arundel, ME