

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

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**Monday May 11, 2026  
Arundel Municipal Building  
7PM  
Meeting Room**

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes April 27, 2026**
- IV. Public Forum** – Public comment on non-agenda items
- V. Committee and Board Reports**
- VI. Manager's Report**
  - Draft revisions Personnel Policy
  - Discussion on process and venue for Annual Town Meeting
  - Establish next business meeting
- VII. Business**
  - Moving Maine Network discussion w/Kayla Lewis
  - MMA Legislative Policy Committee
  - Request waiver of evening voter registration hours.
  - Confirm appointment of Election Warden
  - Approve Payable & Payroll Warrants
- VIII. Adjournment**

# TOWN OF ARUNDEL

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

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BUSINESS MEETING May 11, 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

**Personnel Policy Revisions:** Jenn Shea is hopeful that the review by the Attorney will be completed and you can discuss accordingly.

**ATM Preparation:** Just want to have a conversation of process and procedure if we get voters beyond the legal occupancy limit for the Meeting Room.

**Next Business Meeting:** Seeking authority to move next meeting from the 25<sup>th</sup> (Memorial Day) to Tuesday the 26<sup>th</sup>.

## BUSINESS

**Moving Maine Network:** Kayla Lewis from the Moving Maine Network would like to discuss with you all the York County Transportation needs/challenges.

**Legislative Policy Committee:** MMA is seeking members for the LPC. I have attached some background information in case anyone wishes to throw their name in the ring.

**Waiver of evening voter registration hours:** Town Clerk is seeking a modification of providing evening registration hours. Traditionally this is a yearly request of the Board.

**Confirm appointment of Election Warden :** Town Clerk is seeking confirmation of her appointment of Election Warden.

## ADJOURNMENT

**TOWN OF ARUNDEL  
SELECT BOARD**  
Monday April 27, 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, and 20 of the general citizens

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

**PUBLIC HEARING:** Opened @ 7PM to discuss the Liquor License renewal and Special Amusement submitted by Bentley's Saloon. Closed @ 7:01 no comments.

**-Approval of Agenda:** *MOTION Dubois second Labbe "approve agenda as presented" passed 5-0.*

**-Public Forum:** Melanie Mitchell asked questions related to the Solar Trackers at the Municipal Building.

**-Approval of Minutes:** *MOTION Bassett second Hayes "approve minutes of March 23, 2026 as presented" passed 5-0.*

**-Committee & Board:** None

**-Manager Report**

**Draft Personnel Policy:** No action policy still being reviewed by the Attorney

**-Business**

**Bentley's Saloon:** *MOTION Labbe second Dubois "approve the Liquor License renewal for Bentley's Saloon passed 5-0.*

*MOTION Dubois Second Labbe "approve the Special Amusement Application form Bentley's Saloon" passed 5-0.*

**Draft #8 of the Mobile Home Rent Stabilization Ordinance:** *MOTION Dubois second Labbe "approve the Mobile Home Rent Stabilization Ordinance as*

*reviewed” passed 4-1.* A Warrant Article will appear on the Annual Town Meeting Warrant for consideration and action.

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

**ADJOURNMENT**

***MOTION Dubois second Bassett “to adjourn” passed 5-0 @ 7:27PM***

Respectfully submitted

Keith M. Trefethen  
Town Manager



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To: MMA's Key Municipal Officials

From: Justin Poirier, President, Maine Municipal Association

Date: April 16, 2026

Re: Nominations to MMA's 2026-2028 Legislative Policy Committee

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This memo begins the process of electing 70 dedicated municipal officials to serve on MMA's Legislative Policy Committee (LPC) over the next two-year period. Given the importance of this Policy Committee to MMA's overall mission, I urge you to help us identify nominees for service during the 2026-2028 biennium.

The LPC brings elected and appointed officials together from towns and cities across the state. According to its by-laws, the purpose of the LPC is "*to define municipal interests and to maximize those interests through effective participation in the legislative process.*" Operating something like a town meeting, the LPC establishes MMA's public policy positions on all matters of direct and statewide municipal interest for representation in the State House.

After the next LPC is elected, its first task will be to develop MMA's legislative agenda for submission to the Legislature in January 2027. Beginning in early 2027, the LPC will meet to determine MMA's position on all municipally related legislation submitted by the Governor and legislators. MMA's legislative staff advocates for the positions established by the LPC.

The membership of the LPC tends to be a mixture of seasoned municipal officials, who bring an extraordinary depth of experience to the table, and new members with fresh concerns and insights. Speaking as a former Chair of the LPC, it is my observation that the debates and decision-making accomplished by this Committee often include public policy discussions of the highest caliber. The results certainly help establish MMA's credibility in the Maine legislative process.

A Nomination Form is enclosed. Two municipal officials are elected from each of Maine's 35 Senate Districts. What follows is background information on the process of election, and the suggested time commitment to serve.

**Background Information.** Any elected or appointed municipal official holding office in any MMA member community is eligible to serve on the Committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their Senate District.

(over)

LPC activities require a time commitment of approximately ten hours a month during legislative sessions (i.e., during the first 4 months of each calendar year) which include attendance at the monthly meeting and contacts with other communities and legislators in the district as issues arise. The LPC is also engaged in the development of MMA's legislative agenda during the fall and early winter of each even-numbered year, which typically involves at least one additional meeting in Augusta. All mileage expenses are reimbursed. MMA's strength as a municipal advocate depends on the active help of a dedicated LPC membership.

More information about MMA's Legislative Policy Committee and the Association's entire advocacy program can be found at the Legislative/Advocacy link at MMA's website <https://www.memun.org/Advocacy-Communications/Legislative-Policy-Committee/Handbook>. In particular, the *LPC Handbook* describes the Association's overall policy development process and procedures in more detail.

### **Nomination Process**

Your municipality is entitled to nominate a representative to the LPC.

- The nominee may be either elected or appointed but must be serving currently as a municipal official.
- You may nominate any municipal official from any member town or city within your Senate/LPC District; you do not have to nominate someone from your municipality.
- The names and brief bios of all municipal officials properly nominated will appear on the LPC ballot, which will be distributed on June 13<sup>th</sup>.

### ***Nominee Profile***

Because the municipal officers may not be familiar with a nominee from another municipality, a brief description of each nominee who completes the enclosed **Nominee Profile Sheet** will be provided with the ballots that are distributed in June. Please make sure that the person you nominate has a chance to complete the Nominee Profile Sheet and that it is returned to MMA with the Nomination Form.

### **Deadline for Submitting Nomination**

- ✉ The Chairman of your Selectboard, Council or Assessors (the "nominator") *and the nominee* must sign the nomination form for it to be valid. If you are unable to obtain the signature of the nominee prior to the deadline, an email from the nominee signifying their willingness to serve, will serve as their signature.
- ✉ The forms must be returned to MMA by 5:00 P.M. on June 4, 2026, to be counted. Ballots will be sent out immediately after the nomination process closes, so make sure the nomination form is received by MMA by that deadline. Please return the nomination form *and* nominee profile to **Laura Ellis** at MMA either by email ([Lellis@memun.org](mailto:Lellis@memun.org)) or by mail using the enclosed envelope.

If you have any questions, please call MMA's Advocacy & Communications staff at 1-800-452-8786 or 623-8428.

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