

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

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**Monday February 9, 2026
Arundel Municipal Building
7PM
Meeting Room**

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes January 27, 2025**
- IV. Public Forum** – Public comment on non-agenda items
- V. Committee and Board Reports**
- VI. Manager's Report**
 - Tanker/Engine Build
 - Fire Station Addition
 - Intersection Brimstone & Limerick Roads
- VII. Business**
 - Warrant & Notice RSU#21
 - Development & Discussion Rent Control Ordinance
 - Charter Amendment Authority to Enact Emergency Ordinances
 - Approve Payable Warrant
- VIII. Adjournment**

TOWN OF ARUNDEL
SELECT BOARD
Tuesday January 27, 2026
Arundel Municipal Building
Meeting Room
7:00PM Meeting

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

Others: TM Trefethen, Fire Chief Stevenson

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

-Approval of Agenda: *MOTION Dubois second Amended “approve agenda as presented passed 5-0).*

-Public Forum: None

-Approval of Minutes: *MOTION Dubois second Bassett “approve minutes of January 12, 2026 as amended” passed 5-0. (add RSU#21 Finance Committee)*

-Committee & Board: None

-Manager Report

MDOT (on demand Meeting): MDOT set up a site for folks to engaged the MDOT on the Intersection Project proposed for Log Cabin and Old Post Road. Project anticipated for construction in 2028.

Whitten Hill Road Sampling: Water sampling at this old Transfer Station Site has concluded with the exception of one home. Sampling indicates that water within acceptable standard with the exception of one site with elevated arsenic reading level.

Wi-Fi Upgrade: Town has experienced malfunction issues with the Wi-Fi in building. Fortress (IT folks) have proposed an upgrade to provide remote access and better security cost around \$2,000.

-Business

Rent Stabilization Ordinance: Select Board has decided to place Ordinance Discussion and Proposed Charter Amendment on their Business Agenda’s moving

forward until a decision is reached. The Board also ask the Manager to contact the owner of the Mobile Home Park (Shady Oak) so they can have an opportunity to engage the Board. A contact with the Lot renters at Shady Oak will also take place as well.

Update Gilliam Field Use Application: Staff has removed the Arundel Little League (they no longer exist) from the series of approvals on the application. Select Board-Recreation Dept- Public Works remain. ***MOTION Dubois second Hayes “approve new application” passed 5-0.***

MOTION Dubois second Hayes “approve the use of Gilliam Field by the Kennebunk-Arundel-Kennebunkport Little League as requested using the new application form” passed 5-0.

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

ADJOURNMENT

MOTION Dubois second Labbe “to adjourn” passed 5-0 @ 7:57PM

Respectfully submitted

Keith M. Trefethen
Town Manager

TOWN OF ARUNDEL

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

BUSINESS MEETING February 9, 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

Tanker/Engine Build: Truck appears to be in construction if you recall the last photo was just cab and chassis. Anticipate April delivery.

Fire Station Addition: Still waiting for final plan for presentation to the Committee. Plan from Port City is being circulated for a general cost to construct and contractor have yet to return an estimate. This number will be vital to our Committee discussion and what if anything will need to be modified on this project.

Intersection Brimstone & Limerick: BH2M are completing a plan for the intersection, we have yet to see this document. They have indicated to the town we should have it this week.

BUSINESS

Warrant RSU #21: School has provided the town a warrant that requires your signatures.


Rent Control Ordinance: Attached is a Memo on the subject and a Draft Rent Stabilization Ordinance to begin the discussion. Other collected materials will be at your meeting for reference.

Charter Amendment and discussion on Emergency Ordinance enactment will also take place. Attached is a memo to provide thoughts for discussion.

ADJOURNMENT

TOWN OF ARUNDEL

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

TO: Select Board
FR: Town Manager 
RE: Rent Control Ordinance
DATE: February 4, 2026

As I put together materials for your review and discussion on Monday I want to share with you what I am discovering.

-Not many municipalities have developed an ordinance. The Towns and Cities that had the authority placed a Temporary Moratorium so they could work on the development of an Ordinance. (Example: Waterville-Brunswick-Sanford) and another is seeking Town Meeting Approval giving the Select Board Authority to enact an Emergency Moratorium (Jay).

-One Municipality had decided to seek the developed of not just an ordinance to address Lot Rentals in Mobile Home Parks but have expanded to address Rental Control on certain rental properties. (Standish)

-One Municipality had enacted a Mobile Home Park Rent Stabilization Ordinance under the Town Council Authority. (Old Orchard Beach).

-It appears most were waiting to see what Joint Standing Committee on Housing & Economic Development would be proposing in their report released on December 31, 2025. (see sample ordinance).

-Also because this proposed ordinance development has a direct effect on the Park Ownership I have sent a letter to the Park Owner advising them of the subject being discussed..

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 ___times 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 lot rent 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%**
- (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 **x days** of the decision made by the **administrator**. Appeals must be decided within **x days** of filing and **must be based solely on the information previously provided to the administrator**.

TOWN OF ARUNDEL

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

TO: Select Board
FR: Town Manager 
RE: Charter Amendment – Emergency Ordinance enactment
DATE: February 5, 2026

We have been discussing the enactment of a Moratorium/Emergency Ordinance to address items that may be an emergency to the public affecting life, health, property, or public peace, most recently is the increase in Lot Rent proposed by the property owner at Shady Oaks Mobile Home Park. You have had residents of Shady Oaks provide to you their personal struggles with this Lot increase.

You had asked the Town Attorney to develop an amendment to the Charter that would essentially provide the Select Board the ability to act on these matters quickly and provide a period of time that all parties could address the matter. I have included this proposed amendment to the Charter into the Charter as a draft document in red so you may discuss the context of the proposal. As written I provided a 90-day repeal of the ordinance this could be shorter or longer what ever you prefer and if the voters via petition vote to remove this authority from the Select Board and the Charter it could not be reenacted until six months have passed or any length of time the Board feels appropriate.

By statute the process to enact amendments to the Charter (30-A 2104) are a bit more streamlined and do not require the establishment of a Charter Commission but would require the amendment be placed on a ballot for the voters to decide along to requiring a public hearing by the Board prior to a ballot vote by the voters.

12.0 MUNICIPAL ELECTIONS AND TOWN MEETINGS

12.1 ELECTIONS

Regular elections for the Board, School Board, and Budget Board, except as otherwise provided herein for the filling of vacancies, shall be held at the annual Town Meeting. Nominations for these offices shall be in accordance with the general laws of the State of Maine and this Charter.

12.2 CONDUCT OF MUNICIPAL ELECTIONS AND TOWN MEETINGS

The provisions of Title 30-A M.R.S.A. Section 2528, et seq., relating to the qualifications of voters, the registration of voters, the nomination for any office, the manner of voting, the duties of elected officials, and all other particulars relative to preparation for the conducting of and the management of Town Meetings, so far as they may be applicable, shall govern all municipal elections and Town Meetings.

13.0 ENACTMENT OF ORDINANCES

13.1 The Town may enact ordinances for all purposes authorized or permitted under the Constitution of Maine and Statute, including without limitation ordinances promoting the general welfare, preventing disease, providing for the public health and safety, and restricting the use of real property by zones as provided by the Statutes.

13.2 Proposed ordinances to be presented to the voters of the Town shall be written by or under the direction of the Board, except as provided by ordinance existing at the time of adoption of this Charter, in such fashion as they shall deem necessary and enacted by the Town in the following manner:

13.2.1 A proposed ordinance may be brought before a Town Meeting on the Warrant, either at the direction of the Board to include it, or by petition procedures duly established by the laws of the State, and any proposed amendment to the Ordinances of the Town shall be established and enacted in accordance with the provisions for such action as the same are set forth within the Ordinances of the Town, as the same shall be amended from time to time.

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 entitledbe 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 emergency ordinances to meet a public emergency affecting life, health, property, or the peace. An 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 emergency ordinance may be adopted at the meeting at which it is introduced upon affirmative vote of at least three (3) members of the 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. 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 special or annual Town Meeting, and if an emergency ordinance is repealed at a special or annual Town Meeting, it shall not be reenacted by the Select Board for a period of at least six months from the date of repeal