

**TOWN OF ARUNDEL
BOARD OF SELECTMEN**

Monday, August 10, 2015

Mildred L. Day Library

REGULAR MEETING

Members present: Selectmen Velma Jones Hayes, Dan Dubois, Phil Labbe, Tom Danylik, and Jason Nedeau; Town Manager Keith Trefethen and Simone Boissonneault, Town Clerk.

Attending: Jack Reetz, Shelly Wigglesworth

I. Call to Order

Chairman Nedeau called the meeting to order at 7:00 p.m. at the Mildred L. Day School Library and began with the Pledge of Allegiance.

II. Agenda

The Clerk requested the addition of

New Business D. Application for Catered Function for *The Coastal House* at the Arundel Barn Playhouse on 8/19/15

E. Review & Approve Payables warrant.

Dubois asked to add a report on the RSU#21 Board Meeting .

Motion was made by Dubois and seconded by Jones Hayes to approve the agenda as amended.

Motion carried with all in favor.

III. Public Forum –

Velma Jones Hayes wanted to note that the Arundel Historical Society will be holding Heritage Day on September 19th and has compiled a book to commemorate the 100th Anniversary of the Town. She would like to thank the AHS in the newsletter and encouraged the Board members to participate.

Jack Reetz stated that until a new town hall is built it will be difficult to promote a greater sense of community.

IV. Approve minutes of July 27, 2015 Selectmen's meetings

One correction was noted. **Motion made by Dubois seconded by Jones Hayes to approve the minutes of June 22, 2015 and as written. Motion passed 5-0**

V. Committee and Board Reports

A. Planning Board 8/13/15, MLD Library w/public hearings. Goff Mill Brook Dam Removal & Bittersweet Farms Subdivision

B. RSU #21 Board Meeting

Selectmen Dubois reported on the election of officer, appointment of teaching positions, and construction bonding update. He encouraged people to check the RSU website as they are requesting public participation.

VI. Manager's Report**A. IRS – Payroll Audit 2012**

The Town received a notice of fine from the IRS regarding W2 & Quarterly reporting. The information that was filed was faxed to the IRS in May. Another notice was received and the same information was sent certified mail and signed as received. The Town has tried to contact them by phone and has again sent the information, however, the Manager included a cover letter giving the IRS until August 21st to respond to the Town to clarify this matter. If no response is received, the Manager stated that he will contact our Senator & Representative to assist in resolving this issue.

B. Vacation

The Manager informed the Board that he will be on vacation from August 12th through the 19th.

C. Status of New Ambulance

The ambulance invoice has been paid. The vehicle is now registered and insured by the Town. AFR staff has been training with the vehicle and the goal is to have it in service at the end of the month.

The Bulldog Company has offered the \$1,000 of additional equipment if it could trailer the new ambulance to Atlanta for a convention in August. The Manager did not recommend this as it is now town owned and this is not a great incentive. The Board agreed.

D. Arundel's Contract Deputy

Officer Rachel Horning is still in probationary status and cannot bid on the contract position. Officer Jason Solomon has expressed interest and appears to be community oriented. The 40 hours are being covered.

E. Other

- A memo was included in the packet to clarify a previous discussion regarding per diem employment of an elected official.
- The Lyman CEO has returned and the Manager would like to finalize the Memorandum of Understanding adopted April 13th. Motion made by Dubois and seconded by Jones Hayes to approve the change from Interim Manager to Manager and authorize Keith Trefethen to sign on behalf of the Board. Motion carried 5-0

VII. Old Business:**A. Status of Town Office Building Repairs**

The Manager has requested the CEO recommendations. He suggested an independent contractor might be able to schedule these repairs on slow days. He will check with the fire department – heater in the bay is not operating. Dubois asked to check on substation repairs.

VIII. New Business**A. Request Closure of Hill Road**

Shaw Earthworks contractor for MDOT work on Rt 111 has requested that the Hill Road be closed to through traffic during the reconstruction of the Hill Road intersection. The Lyman Board of Selectmen has approved the closure of their portion. Following discussion, **motion made by Dubois and seconded by Labbe to close the Hill Road and Trout Brook Road to**

through traffic from August 17th through October during the reconstruction as recommended by MODT. Motion passed 5-0

B. Ambulance Write-off Policy

The Bonding insurance company has accepted the policy and agreed to provide the Town Manager's bond after the approval of the Policy. Danylik noted that paragraph 3 & 4 should state the Town "representative".

Motion was made by Jones Hayes and seconded by Dubois to approve the Ambulance Write Off Policy as amended. Motion passed 5-0

C. Historical Society Mass Gathering Permit – Heritage Day & waive application fee

The application was reviewed. CEO approval and Insurance Bond were included. Motion made by Dubois and seconded by Labbe to approve the Mass Gathering Permit for the Arundel Historical Society's Heritage Day on September 19th and to waive the application fee. Motion carried 4-0, Velma Jones Hayes abstained.

D. Catered Event

The application for a Catered Function by Coastal House for the Arundel Barn Playhouse on August 19th was reviewed by the Board. CEO approval on file.

Motion made by Jones Hayes seconded by Labbe to approve and sign the application. Motion carried 5-0

E. Review & sign Accounts Payables Warrants

Following review, motion made by Jones Hayes seconded by Dubois to approve and sign Accounts Payable Warrant #2016-6. Motion passed 5-0.

IX. Other Business and Adjournment

The Manager received a letter from MDOT State Traffic Engineer informing the Town of the change in the speed limit from the Campground Rd/Log Cabin Rd intersection to the junction with Old Post Rd near the Biddeford Line will be 50 MPH and 40 MPH from the Old Post Rd to the Biddeford line.

Suggested place 100th Anniversary banner on Town website to commemorate the event.

Davis property on the Limerick Rd has just been listed for sale.

Motion to adjourn was made by Jones Hayes and seconded by Dubois at 8:05 pm. Motion passed 5-0.

Respectfully submitted,

Simone Boissonneault
Town Clerk