

TOWN OF ARUNDEL
BOARD OF SELECTMEN

Monday, September 14, 2015
Mildred L. Day Library

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

Attending: YCSO Paul Mitchell, and Greg Sevigny; Jack Reetz, Shelly Wigglesworth.

I. Call to Order

Chairman Jason 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

Velma Jones Hayes requested the addition of item B. RSU 21 Finance Committee report under Committee & Board Reports. Motion was made by Hayes and seconded by Dubois to approve the agenda as amended. Motion carried with all in favor.

III. Public Forum – York County Sheriff Officer Paul Mitchell officially introduced Arundel's new Contract Deputy Greg Sevigny to the Board.

IV. Approve minutes of August 24, 2015 Selectmen's meetings

Motion made by Hayes seconded by Labbe to approve the minutes of August 24, 2015 and as written. Motion passed 5-0

V. Committee and Board Reports

A. RSU #21 Finance Committee Meeting

Selectmen Hayes reported on the RFP's for the renovation bonds which should be finalized in October. She also noted a list of surplus equipment has been offered to the municipalities prior to going out to public bid.

VI. Manager's Report

A. Status of Landfill Groundwater Monitoring Program

MAI has resubmitted the monitoring plan and it has been approved by the State. One of the neighboring residential water system units may need to be replaced due to previous lack of maintenance. Changes are being made to more regularly monitor and maintain the systems.

B. Meeting with KSD to discuss Route 1 Sewer Expansion

The Manager attended a recent meeting of area Managers and Directors of the Kennebunk Sewer District. Upgrades, flow calculations and cost estimates were discussed. TIF funds have been approved for a sewer project as part of the Seasonal Cottages TIF. A minimum of at least 2 to 3 years is projected before any work can begin, however, if the Route 1 bridge reconstruction moves forward with MDOT, arrangements must be made to include a "sleeve" to allow for future sewer use.

C. Advertisement for open PW Position

The Manager informed the Board that one of the public works employees has resigned and the position is being advertised and will remain open until filled by a qualified individual.

D. Audit for year ended 6/30/15

The audit is scheduled for October 13th and a list of items they have requested is being gathered.

E. Loss Control Safety visit

MMA reviewed municipal facilities and provided a report with some items identified as needing to be addressed. No serious issues were noted and those items listed are being worked on.

F. Dine & Discuss

The Manager reminded the Selectmen of the "Dine & Discuss" meeting with Kennebunk and K'port Selectmen and RSU 21 Directors scheduled for Wednesday, September 16th, from 6 to 8 pm at the Kennebunk Elementary School on Alewife Road.

VII. Old Business:

A. Exempt or Non-Exempt employees

The Manager identified potential employee positions that might qualify as exempt status or salaried employees. These included the Town Planner, Deputy Treasurer, Town Clerk/Tax Collector, Recreation Director and Public Works Director along with a current wages and consideration for Exempt Status.

Staffing and positions were discussed. No action was taken and further review may be reconsidered during the budget process.

B. Re-Appointment of ZBA members

Motion made by Dubois seconded by Labbe to renew the appointment of Zoning Board of Appeals members David Berg and Rae Reimer for three year terms. Motion carried 5-0.

VIII. New Business

A. Approval of new copier

Following review of the 8 copier proposals submitted, the choice was narrowed to a Zerox (2014 model) and a Konica (2015). The models were reviewed and compared for durability, ease of use, and servicing. The Manager recommended the BEU proposal for the Konica C364e for \$7,995 and to purchase it using funds from the Administration Capital Equipment reserve account. The maintenance /service contract would come out of the Town Hall budget.

Following discussion, motion was made by Dubois seconded by Labbe to award the copier bid to BEU for the Konica C364e copier at \$7,995 and to pay the amount in full with funds from the Administration Capital Equipment reserve account. Motion carried 5-0

B. Permission to travel over Town Property

Forester David Parker has requested authorization to travel over town property to harvest trees during winter months. The Board requested proof of insurance: photo documentation of the area prior to work; a written agreement to restore the area following use; travel during winter months.

C. Repair of Engine 303

Frame repairs quotes were obtained by the mechanic. Three vendors were contacted that provide truck frame repair.

Two quotes received:	Chadwick Baross	\$27,160
	Coastal Truck & Auto Body	\$27,579.36

The Manager and Mechanic feel Coastal Truck & Auto's estimate was more detailed and they have a good work history.

Motion was made by Labbe and seconded by Dubois to approve the frame repairs to Engine 303 to Coastal Truck & Auto Body for \$27,579.36 and to authorize the expenditure to be taken from the Fire-Rescue Capital Equipment reserve account. Motion carried 4-0; Jason Nedeau abstained.

D. Review & sign Payroll and Accounts Payables Warrants

Following review, motion made by Hayes seconded by Dubois to approve and sign Accounts Payable Warrant #2016-10 and Payroll Warrant #2016-11. Motion passed 5-0.

IX. Other Business and Adjournment

IRS – An advocate from the State is working on the Town's behalf

Stickney Dialysis is having an Open House on September 25 from noon to 6 pm at 29 Enterprise Drive.

Respectfully submitted,

Simone Boissonneault
Town Clerk