

**TOWN OF ARUNDEL**  
**BOARD OF SELECTMEN**

---

**Monday, January 11, 2016**  
**Mildred L. Day School Library**

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

Attending: Don Dewitt, Reporters Shelley Wigglesworth and Duke Harrington.

**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**

Motion was made by Dubois seconded by Hayes to approve the agenda as presented. Motion carried 5-0.

**III. Public Forum**

Velma Jones Hayes

- #1. Asked when the next newsletter "Arrow" would be sent out.
- #2. Inquired if the other Board members had also received a copy of a letter to the Assessor from the Curtis Road landowner regarding the abatement. The Board had received copies.

**IV. Approve minutes of December 28, 2015**

Motion was made by Dubois and seconded by Danylik to approve the minutes of December 28, 2015 with the correction of the number of affirmative votes on II Agenda and IV Minutes which should have been noted as 4-0. Motion to approve the minutes of December 28, 2015 as corrected passed 5-0.

**V. Committee and Board Reports –**

Dan Dubois requested that the Manager list upcoming meetings to keep the Board members informed of other meeting times and locations.

The Town Manager updated the Board on the primary focus of the recent Dine & Discuss Meeting. Further joint cost saving measure will continue to be discussed and reviewed. A joint meeting with the Rec Directors from all three towns is scheduled to be held on February 3<sup>rd</sup> to discuss shared recreation activities to provide more opportunities for RSU students to meet.

**VI. Manager's Report**

**A. Arundel Estates – Stonybrook Lane**

The Manager stated that the residents have inquired about having the road adopted as a town road. Reviewing construction, it was noted that filing some of the ditch lines were not approved which may cause drainage issues. Three culverts were used in place of a large box culvert. A petition could require it to be placed on the town meeting warrant, however, it does not appear to meet the requirements for approval as a town way.

**B. 2012 IRS Penalty**

The Manager reported that the staff had contacted a Public Advocate after multiple unsuccessful attempts to clarify the information with the IRS. All filing data is cleared and the fine has been removed.

**C. Administrative Fee – Board of Appeals**

The Manager reported that the current ZBA application fee covers the abutter's notification and newspaper publications. The current fee is in line with other communities and any additional costs can be billed to the applicant. It is recommended that no changes are needed at this time.

**D. Financial Audit Report**

Copies of the FY 2015 Financial Audit were distributed to the Board. The Manager reported a clean audit with the town in good financial standing with no municipal debt and a 2.5 million dollar fund balance. The only item noted at the start of the audit was a recommendation to have a policy on Ambulance Billing Write-offs. The Board adopted this last fall.

**VII. Old Business****A. Questions - FY 16/17 Municipal Budget**

1. Road and Bridges List: There are only 3 municipal bridges listed. Duck Brook is the only one that needs repair at this time. A list of roads /maintenance is being compiled.
2. Eastern Trail: The PWD has a list for ongoing maintenance. The primary concern is a 20' wide, 3100' section which was poorly engineered and captures water. Total cost to upgrade is estimated at \$62,000 for material and labor. Incremental rebuilding was discussed. Jason Nedeau suggested contacting the Seasonal Cottages to possibly obtain material.
3. Transfer Station roll-off container: Initially budgeted at \$10,000, replacement costs have been obtained at approximately \$6,200.
4. Budget Board: Their initial meeting has been scheduled for Wed. Jan 13<sup>th</sup> to elect officers and review the initial draft FY 2017 budget as seen by the Selectmen. Joint meeting dates will then be set along with scheduling Department Heads.

Tom Danylik stated that after discussion with Comp Plan members, the Board should budget engineering costs to begin sewer planning as earlier recommended by the Manager. The Manager stated that he is having the Planner develop an RFP for engineering services. Dan Dubois agreed that it was important to get involved with the Kennebunk Sewer District while it is in the planning stages for expansion.

The Manager stated that information is being gathered on Social Service funding and he has a meeting scheduled with the Director of the Kennebunk Free Library.

**VIII. New Business****A. Personnel Policy Section 5.8 Retirement**

The Manager suggested a modification to the **Personnel Policy Section 5.8 Retirement** to contribute the 6% currently budgeted by the town for each employee into the 457 plan rather than as a match. This would assist employees who cannot afford to contribute or only contribute a smaller percentage and make the benefit equal for all employees. Jason Nedeau suggested that perhaps the contribution could be applied after the employee has been with the town a few years rather than as a new hire. Tom Danylik questioned administering the account if the employee does not match. More information will be obtained and discussed.

**B. Personnel Policy Appendix C Cell Phone Use Policy**

The Manager explained that the current cell phone policy only deals with personal cell phone use during working hours. The addition would apply to cell phones provided by the town. Following review and discussion, motion was made by Danylik and seconded by Dubois to amend Appendix C – Cell Phone Use Policy in the Town's Personnel Policy as written:

*In some instances the Town of Arundel supplies a cell phone to an employee for work related functions. This town property may from time to time be used for personal reasons. If this becomes the case so long as no additional costs are imposed upon the town then the use is authorized. Employees need to understand that this phone is public property and employees have no right to privacy. If additional costs are incurred as a result of this private use then any costs will be paid by the employee.*

Motion carried 5-0 in favor.

**C. Review and sign Payables Warrant**

Following review, motion was made by Hayes and seconded by Dubois to approve and sign the Payables Warrant 2016-27. Motion carried 5-0

**IX. Other Business and Adjournment**

**Fire Department Sub-Station – Old Post Road:** Copies of quotes obtained by Chief Mullen in 2014 for roofing, doors and other maintenance repairs totaled \$32,835. The property is not town owned, but leased to the town on condition that it is use by the fire department. Currently, the Fire-Rescue is storing old equipment and gear, but no active equipment is located there as response is from the central station. The Public Works Department has two trucks parked there as well.

Following discussion of repair costs and use of the building, motion was made by Dubois and seconded by Hayes to have the Town Manager proceed with any legal steps necessary to return the property to the landowner. Motion carried 4-0, Jason Nedeau abstained. Tom Danylik suggested that it may require a town meeting vote to end the lease agreement.

**Weight Limits** – Roger Taschereau, PWD, is requesting the Board of Selectmen set posted Weight Limits of 15 tons on the Hill Road and Trout Brook Road. The Board has adopted an Ordinance ***Restricting Vehicle Weight on Posted Ways*** which gives them the authorization to set the limits. It was agreed to place this item on the next agenda.

Brian Lippold will be at the next meeting to discuss Broadband. His presentation will be approximately 1 hour and he requested meeting at 6:30 pm instead of 7:00 pm. The Board agreed to meet at 6:30 pm on January 25<sup>th</sup>.

Motion made by Dubois and seconded by Hayes to adjourn at 8:12 pm.

Respectfully submitted,

Simone Boissonneault  
Town Clerk