

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

www.arundelmaine.org

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**Monday June 8, 2020
ML Day Library
7PM**

- I. Call to Order
- II. Approval of Agenda
- III. Public Forum – Public comment on non-agenda items
- IV. Approve Minutes of May 26, 2020
- V. Committee and Board Reports
- VI. Manager’s Report
 - Public Hearing on York County Budget
 - Update on Offices reopening
 - Water Well Fire Station/Town Office
- VII. Business
 - Brimstone & Limerick Rd Intersection Update/Pole Permit
 - Window Shades upgrade Municipal Building
 - Adjustments in Recreation Department Budget
 - Waiver of Interest Request
 - Executive Order #56 Option instead of Open Town Meeting

- XI. Other Business and Adjournment
 - Approval Payable Warrant
 - Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING June 8, 2020

EXECUTIVE SUMMARY

BOS 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

-Public Hearing on York County Budget: If you wish to attend the Budget Public Hearing is set of Wednesday June 10, 2020 @ 6:30PM, Lower Level York County Court House. Arundel's contribution to the York County Budget is proposed at \$264,946.33 or \$264,947.00.

-Update on Office Re-opening: Temporary adjusted hours are working. Folks seem to appreciate the service provided and staff is coping.

-Water Well Fire Station and Town Offices: As I reported earlier system was completely replaced including the control panel. Seems to be working fine however we may have to add a better filtration system as the water has an abundance of iron.

BUSINESS

-Brimstone & Limerick Road: Roger, Terry and I met with the current owner. He has a potential buyer for the property as well. The taking of the sliver of property is possible. In exchange their request is to have three pins identified between Lots 5 & 6 on Map 9. At this writing we are seeking a price for this identification. In addition CMP has requested the signing of a Pole Permit to move some poles necessary to modify the intersection.

-Window Shades @ Municipal Building: The Architect and Contractor looked at Several Options as an upgrade to the shade system at the Municipal Building. They presently are recommending Comfortex Cellular Shade and insulating 3/8-inch double honeycomb fabric with insulating tracks. This system allows opening either up or down on the system and meets the Fire Resistance needed in a Commercial Building. I have provided some data on the system.

-Adjustments in Recreation Budget: I have included an adjustment in the Recreation Budget as a result of no Summer Recreation Program this summer. She is proposing a reduction in the budget of \$61,200 and a reduction in anticipated revenue of \$90,000. The total budget would be \$318,706.00

-Waiver of Interest: We have had a resident request a waiver of accrued interest on the Real Estate Tax bill of \$33.71 as a result of COVID-19. The bill without interest was paid on June 3, 2020 in full.

-Executive Order #56 provides the option of Municipalities to vote by Secret Ballot even though your Municipality may only have an Open Town Meeting

process. I have provided the order for your discussion and if you wish to consider this as an option instead of having an open session on July 15, 2020.

OTHER BUSINESS AND ADJOURNMENT

- (a) Account Payable and Payroll Warrants: Provided at Meeting for review.

MEMORANDUM

TO: Selectboards, Councils, Managers and Interested Municipal Officials
FROM: Joe Hanslip, Chairman, York County Budget Committee
DATE: May 26, 2019

The Public Hearing on the 2020 proposed budget for the County of York will be held on Wednesday, June 10, 2020 at 6:30 p.m. in the lower level of the York County Courthouse located at 45 Kennebunk Road in Alfred.

All CDC guidelines as well as Governor's Orders will be followed. Masks will be available.

This is your opportunity to attend the Public Hearing and comment on the budget.

Attached is the revenue and expenditure summary of the budget for 2021. The proposed fiscal year 2021 County of York general fund budget proposal contains a \$650,261 increase above FY 2020. That increase amounts to 3.16%.

Also, attached is a draft of the proposed FY 2021 County of York tax assessment for your review.

Depending on the comments received at the Public Hearing, the York County Budget Committee will take the appropriate steps in the process. We look forward to your comments.

If you have questions, please feel free to call me on my cell at 207-651-3300 so that we may discuss and respond to them.

Thank you for your consideration.

COUNTY OF YORK, MAINE
BUDGET YEAR JUL 2020 - JUN 2021

FY 21 COUNTY OF YORK TAX ASSESSMENT BASED ON PROPOSED BUDGET

MUNICIPALITY	2020 STATE VALUATION	FY21 COUNTY TAX	% OF FY21 COUNTY TAX	% OF FY21 BUDGET
		0.0501%		
ACTON	\$652,550,000.00	\$327,134.77	1.82%	1.54%
ALFRED	\$326,100,000.00	\$163,479.65	0.91%	0.77%
ARUNDEL	\$528,500,000.00	\$264,946.33	1.47%	1.25%
BERWICK	\$712,350,000.00	\$357,113.56	1.99%	1.68%
BIDDEFORD	\$2,639,350,000.00	\$1,323,152.49	7.36%	6.23%
BUXTON	\$885,650,000.00	\$443,991.89	2.47%	2.09%
CORNISH	\$146,700,000.00	\$73,543.29	0.41%	0.35%
DAYTON	\$251,800,000.00	\$126,231.76	0.70%	0.59%
ELIOT	\$1,034,950,000.00	\$518,838.60	2.89%	2.44%
HOLLIS	\$532,800,000.00	\$267,101.99	1.49%	1.26%
KENNEBUNK	\$2,694,150,000.00	\$1,350,624.69	7.51%	6.36%
KENNEBUNKPORT	\$2,295,400,000.00	\$1,150,724.32	6.40%	5.42%
KITTERY	\$1,866,050,000.00	\$935,483.62	5.20%	4.40%
LEBANON	\$613,050,000.00	\$307,332.73	1.71%	1.45%
LIMERICK	\$334,150,000.00	\$167,515.26	0.93%	0.79%
LIMINGTON	\$373,400,000.00	\$187,191.98	1.04%	0.88%
LYMAN	\$569,000,000.00	\$285,249.69	1.59%	1.34%
NEWFIELD	\$260,400,000.00	\$130,543.09	0.73%	0.61%
NORTH BERWICK	\$772,900,000.00	\$387,468.34	2.16%	1.82%
OGUNQUIT	\$1,529,150,000.00	\$766,589.74	4.27%	3.61%
OLD ORCHARD BEACH	\$1,856,850,000.00	\$930,871.50	5.18%	4.38%
PARSONSFIELD	\$210,350,000.00	\$105,452.15	0.59%	0.50%
SACO	\$2,653,400,000.00	\$1,330,196.00	7.40%	6.26%
SANFORD	\$1,594,850,000.00	\$799,526.30	4.45%	3.76%
SHAPLEIGH	\$605,350,000.00	\$303,472.58	1.69%	1.43%
SOUTH BERWICK	\$758,700,000.00	\$380,349.63	2.12%	1.79%
WATERBORO	\$868,300,000.00	\$435,294.03	2.42%	2.05%
WELLS	\$3,533,050,000.00	\$1,771,179.99	9.85%	8.34%
YORK	\$4,752,000,000.00	\$2,382,261.02	13.25%	11.22%
TOTAL(S)	\$35,851,250,000	\$17,972,861.00	100.00%	84.62%
MIL RATE %	0.0501%			15.38%
				ESTIMATED REV
Supplemental Information				
	BUDGET		ASSESSMENT	
\$21,238,061.00	FY21 GF EXPENDITURE BUDGET		\$ 9,151,792.00	COUNTY SHARE
(\$3,266,200.00)	FY21 GF REVENUES		\$ 8,821,069.00	JAIL SHARE
\$17,972,861.00	budgeted assessment		\$ 17,972,861.00	NET TO BE RAISED

**COUNTY OF YORK FY 21 GENERAL FUND BUDGET
SUMMARY**

	FY20	FY21	FY21	FY21	FY20
GENERAL FUND REVENUES	BUDGET	DEPT	COMMISSIONER	INCR/(DECR)	% CHANGE
EMPG (50% EMA REIMB)	238,000	238,000	238,000	0	0.00%
MUNICIPAL ASSESSMENTS	17,423,700	17,972,861	17,972,861	549,161	3.15%
OTHER INTERGOV REV	25,000	25,000	25,000	0	0.00%
JAIL FIN/PR/HR ADMIN FEES	100,000	100,000	100,000	0	0.00%
POLICE RPTS & BACKGRND CKS	6,000	6,000	6,000	0	0.00%
PROBATE REVENUE	375,000	375,000	375,000	0	0.00%
DEEDS RECORDING	1,375,000	1,400,000	1,400,000	25,000	1.82%
DEEDS TRANSFER TAX	700,000	725,000	725,000	25,000	3.57%
DEEDS PHOTOCOPIES	50,000	70,000	70,000	20,000	40.00%
DEEDS INTERNET REV	50,000	0	0	-50,000	-100.00%
INVESTMENT EARNINGS	40,000	100,000	100,000	60,000	150.00%
EMA OPERATIONS RENT	30,000	30,000	30,000	0	0.00%
MSRS IUUAL CREDIT	9,900	0	0	-9,900	-100.00%
MISC REVENUE	2,000	3,000	3,000	1,000	50.00%
INTERFUND TRANSFERS IN	4,200	4,200	4,200	0	0.00%
TRANSFER IN FROM ADMINISTRATIVE/ SUPERVISION FUND	20,000	50,000	50,000	30,000	150.00%
UTILIZATION OF RESERVES	140,000	140,000	140,000	0	0.00%
TOTAL REVENUES	20,588,800	21,239,061	21,239,061	650,261	3.16%
DEPARTMENTS					
COMMISSIONERS/GOV BODY	66,336	68,622	68,622	2,286	3.45%
LAYMAN WAY/PUBLIC HEALTH	750,000	950,000	950,000	200,000	26.67%
MANAGEMENT/ADMINISTRATION	1,061,830	1,098,448	1,098,448	36,618	3.45%
GOV BLDG & COURT HOUSE	536,246	552,071	552,071	15,825	2.95%
TREASURER	562	562	562	0	-0.06%
DISTRICT ATTORNEY	1,406,698	1,478,738	1,478,738	72,040	5.12%
DEEDS	666,824	622,168	622,168	-44,656	-6.70%
PROBATE	624,665	646,422	646,422	21,757	3.48%
POLICE/SHERIFF	2,982,108	3,126,387	3,126,399	144,291	4.84%
COMMUNICATIONS/DISPATCH	657,516	678,715	678,715	21,199	3.22%
EMA DEPT	554,823	600,591	600,591	45,768	8.25%
YORK CO JUVENILE FIRE	31,998	32,388	32,388	390	1.22%
RETIREMENT BENEFITS	514,600	521,858	521,858	7,258	1.41%
MEDICAL & DENTAL INSURANCE	785,000	823,310	823,310	38,310	4.88%
DEBT	1,050,825	1,039,000	1,039,000	-11,825	-1.13%
PUBLIC AGENCIES	127,700	128,700	128,700	1,000	0.78%
CONTINGENCY	50,000	50,000	50,000	0	0.00%
JAIL CAP (ASSESSMENT)	8,721,069	8,821,069	8,821,069	100,000	1.15%
TOTAL EXPENDITURES	20,588,800	21,239,049	21,239,061	650,261	3.16%

Town Manager

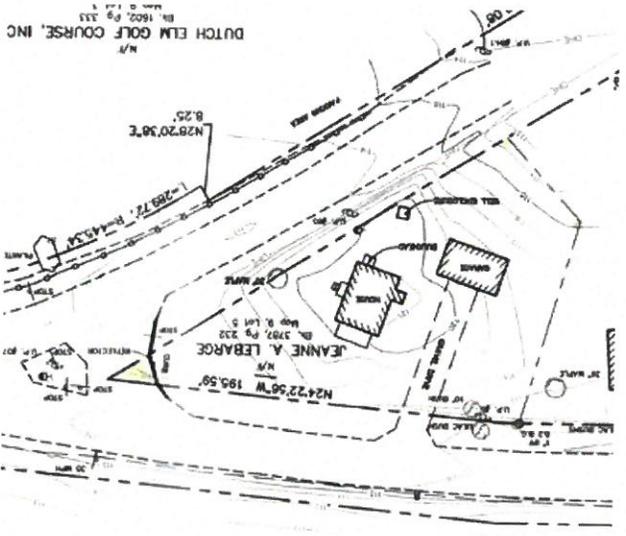
From: Kent Noble [kent.n@gintzler.com]
Sent: Thursday, June 04, 2020 9:10 AM
To: Town Manager
Cc: 'Roger Taschereau'; Rosane Hirschy (kennebunkportrealtor@gmail.com); Mike Hirschy - Cri-Sil (mhirschy@crisil-silicones.com)
Subject: RE: Intersection of Brimstone & Limerick Roads

Good morning Keith,

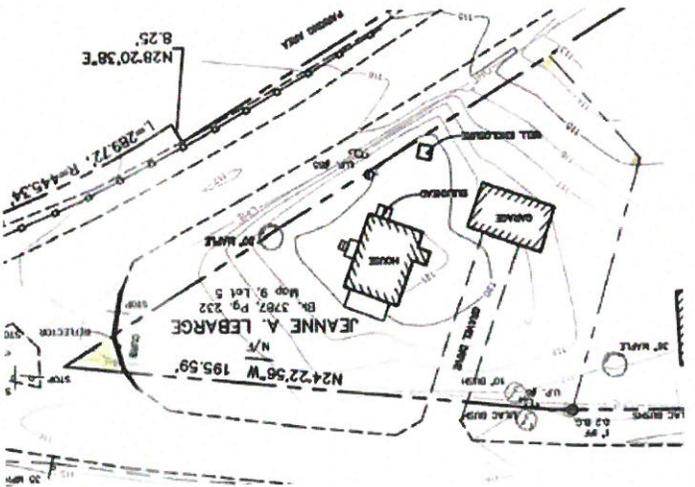
Thank you for taking the time to meet with me yesterday to discuss the intersection of Brimstone & Limerick Road.

As the current owner of 885 and 877 Limerick Rd. I think we can all agree it would be in the best interest to see this intersection changed. This intersection change would slow the traffic entering Brimstone from Limerick Road and eliminate the stop sign in front of 877 Limerick Rd., drastically decreasing the noise from the road (particularly large trucks and motorcycles stopping and starting at the stop sign).

I further recognize that 877 Limerick Rd. is a substandard lot and that it's virtually impossible to sell any piece of a substandard lot legally. The area in question is approximately 200 ft.² at the very point of the property (see images below).



Something that would be very valuable to the owner of 877 Limerick Rd. (current and future) would be a plot plan showing the points of the property away from the intersection. This line seems to be a little ambiguous (please see your two plans below, aerial and plot plan).



As you can see in the two drawings, there are three points of interest between the properties of 885 and 877 Limerick Rd. Based on the fact that the town probably has already surveyed this intersection, it should be fairly easy to identify those three points. But once again it's difficult for a layman to find those three points especially when these two drawings appear to differ (one appears to be parallel with the garage and the other does not).

Identifying these points with proper land markers (steel rods), seems to me to be a fair exchange for the small point of unusable land at the point of the property. Even though the property is currently under agreement the prospective buyer is aware of the discrepancy in the plot plan based on the abdication of this land, but I'm sure this could be an acceptable proposal to the current buyer as well as the current owner. Obviously, whatever we agree on would also need to be agreed upon by the potential buyer.

Please see what you think and let's see if we could come up with some proper verbiage for this proposal. Any questions please don't hesitate to ask.

Best regards, Kent

Kent Noble
Sales Consultant

Auto Fill Form for:
4501 - 4502 - 4503

Notification: <input type="text" value="10300670279"/>	<input checked="" type="checkbox"/> Not Published
Work Order: <input type="text" value="801000290854"/>	<input type="checkbox"/> Public Notice of this application has been given by publishing the text of the same
Field Planner Name: <input type="text" value="Donna Raymond"/>	In: <input type="text"/>
Field Planner Phone #: <input type="text" value="(207)629-2538"/>	On: <input type="text"/>
Date: <input type="text" value="May 29, 2020"/>	

City / Town

To the: City
 Town
 County of: , Maine

CMP applying for: Overhead URD

- Starting Point:
- Road (State & CMP):
- Direction:
- Distance: feet
- Number of Poles:

TEL CO: <input type="text" value="Northern New England Telephone Operations LLC"/>	Refer To Field Planner Web Page for selecting the appropriate Tel Co.: Home Page > Field Planner Resources > Telco Information
--	--

If you only need 1 copy of the 4502 Form, just click "Print Form" A print dialogue will open, click print to print all 3 forms.

If you need multiple copies of the 4502 Form, click "Print Form" A print dialogue will open, again, click print to print all. After you print all, click "Print Form" again, but this time select print range page "3" only and select the number of copies you need

Notification: 10300670279

Work Order: 801000290854

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Arundel, Maine

To the:

City

Town

County of: York, Maine

Central Maine Power hereby applies for permission to:

Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below. Consolidated Comm of Northern New England

Central Maine Power Company and Northern New England Telephone Operations LLC

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Pole 37 Old Limerick Road AKA Limerick Road

2. Road (State & CMP): Old Limerick Road AKA Limerick Road & Brimstone Road

3. Direction: Easterly and Westerly

4. Distance: 130 feet

5. Number of Poles: 2

Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

Public Notice of this application has been given by publishing the text of the same

Not Published

In: []

On: []

CENTRAL MAINE POWER COMPANY

Consolidated Communications

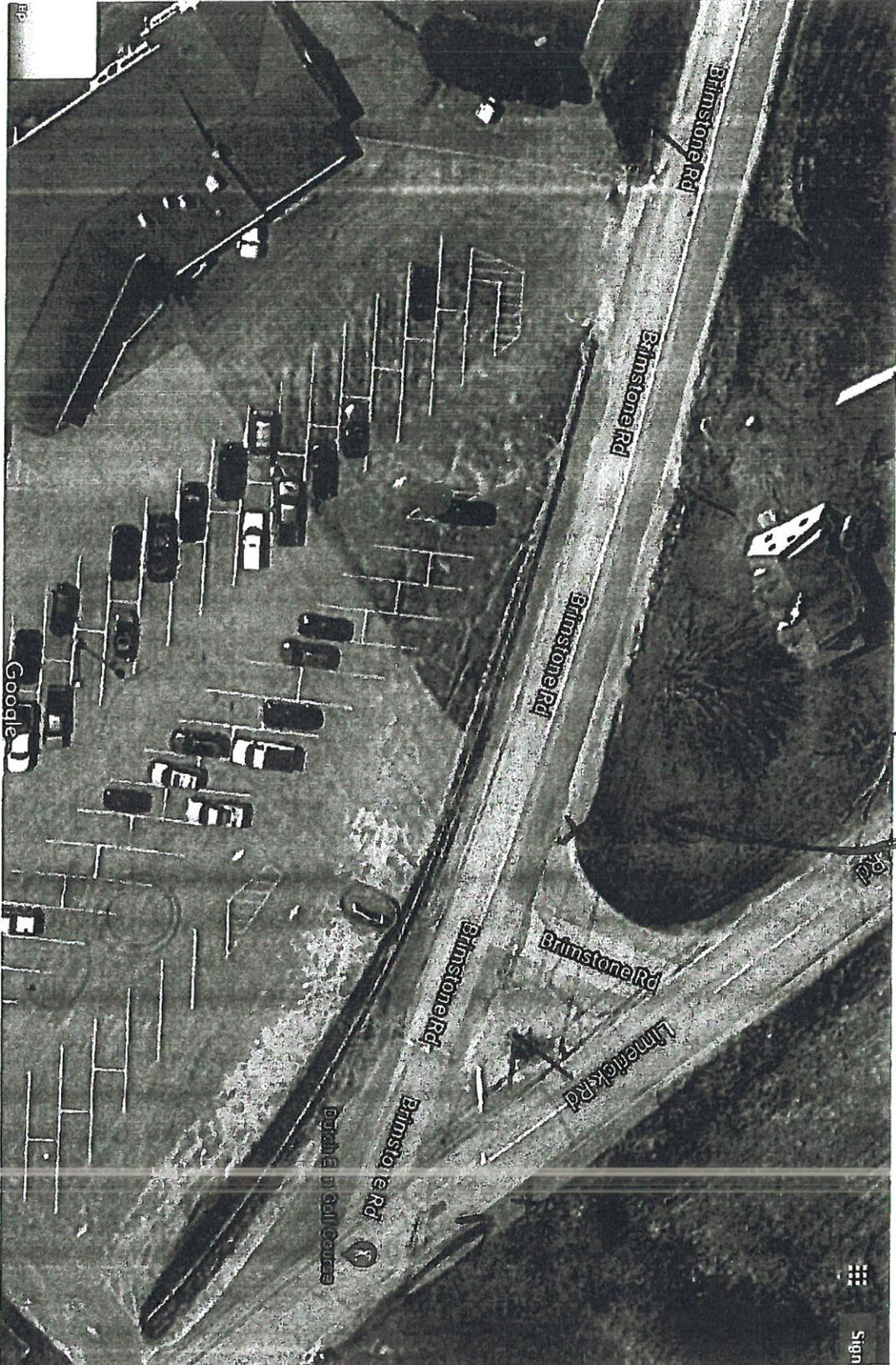
Northern New England Telephone Operations LLC

By: Donna Raymond

Date: May 29, 2020

By: Jessica Theriault Date: 6/2/2020
Jessica Theriault - Right of Way

New pole 37 Old Limerick Rd AKA Limerick Rd



New pole 85 Brimstone Rd

Relocating pole 37 Old Limerick Road AKA Limerick Road across the street with two anchors, and pole 85 Brimstone Road to bring in line with pole 84.1 to accommodate road job for Town of Arundel to correct intersection of Limerick Road & Brimstone Road.

Notification: 10300670279

Work Order: 801000290854

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Northern New England Telephone Operations LLC, dated May 29, 2020, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Arundel,

approximately located as follows:

- 1. Starting Point: Pole 37 Old Limerick Road AKA Limerick Road
2. Road (State & CMP): Old Limerick Road AKA Limerick Road & Brimstone Road
3. Direction: Easterly and Westerly
4. Distance: 130 feet
5. Number of Poles: 2

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

INSULATING Cellular Shades



 **Comfortex**
WINDOW FASHIONS

Saving energy never looked so good!

.....

Comfortex Energy Smart Cellular Shades minimize window drafts and limit solar heat gain for year-round insulating performance. Boost efficiency, enhance privacy and block damaging UV rays with our exceptional collection of non-woven polyester fabrics.



Virtuoso Blackout Single Honeycomb fabric shown on Cordless hardware.



Premier 1/2" Blackout Single Honeycomb fabric shown on Cordless Top Down-Bottom Up hardware.

SYMPHONY®

CELL CONSTRUCTION:
3/8-inch Double Honeycomb

OPACITY:
Light Filtering or Blackout

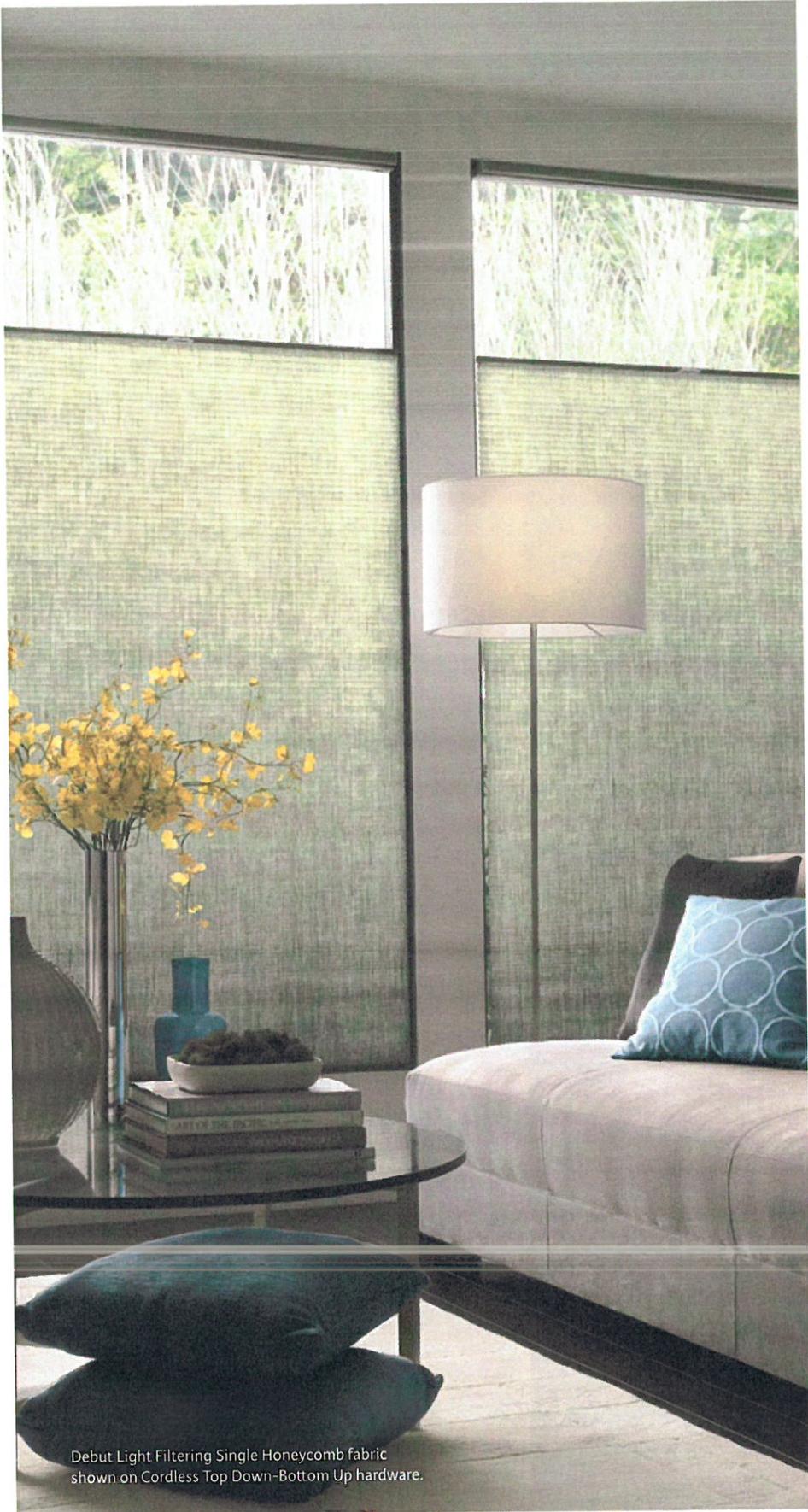
- FEATURES:**
- Provides more than double the insulation value of single cell fabrics
 - Eliminates air flow when paired with ComforTrack Plus or SlumberShade Sidetrack Systems
 - Offers 99% UV light blockage

PREMIERE™

CELL CONSTRUCTION:
1/2-inch & 3/4-inch Tru-Cell Single Honeycomb

OPACITY:
Light Filtering or Blackout

- FEATURES:**
- D-shaped cell structure which ensures excellent insulation and crisp pleat retention.
 - Available in a wide range of on-trend solids and patterns.
 - Design-your-own PERSONA™ Shades with textures, patterns and custom graphics.
 - Customize with **Major League Baseball™**, National Hockey League or collegiate team logos.
 - Premiere Blackout features a 3 layer substrate so even on outside mount there is no visible aluminum liner. The interior lining is always white, like the back of the shade.



DEBUT™

CELL CONSTRUCTION:

1/2-inch Single Honeycomb

OPACITY:

Light Filtering

FEATURES:

- Available in the latest fashion-forward colors and patterns
- Features effective insulation with a white exterior side to reflect the incoming sun
- Compatible with the energy-saving ComforTrack Sidetrack System

BARITONE™

CELL CONSTRUCTION:

3/4-inch Single Honeycomb

OPACITY:

Light Filtering or Blackout

FEATURES:

- Incorporates a larger cell size to insulate expansive windows
- Limits excessive passive heating by reflecting harsh rays
- Controls drafts at the source with ComforTrack Sidetrack System

VIRTUOSO®

Cell Construction:

1/2-inch Single Honeycomb

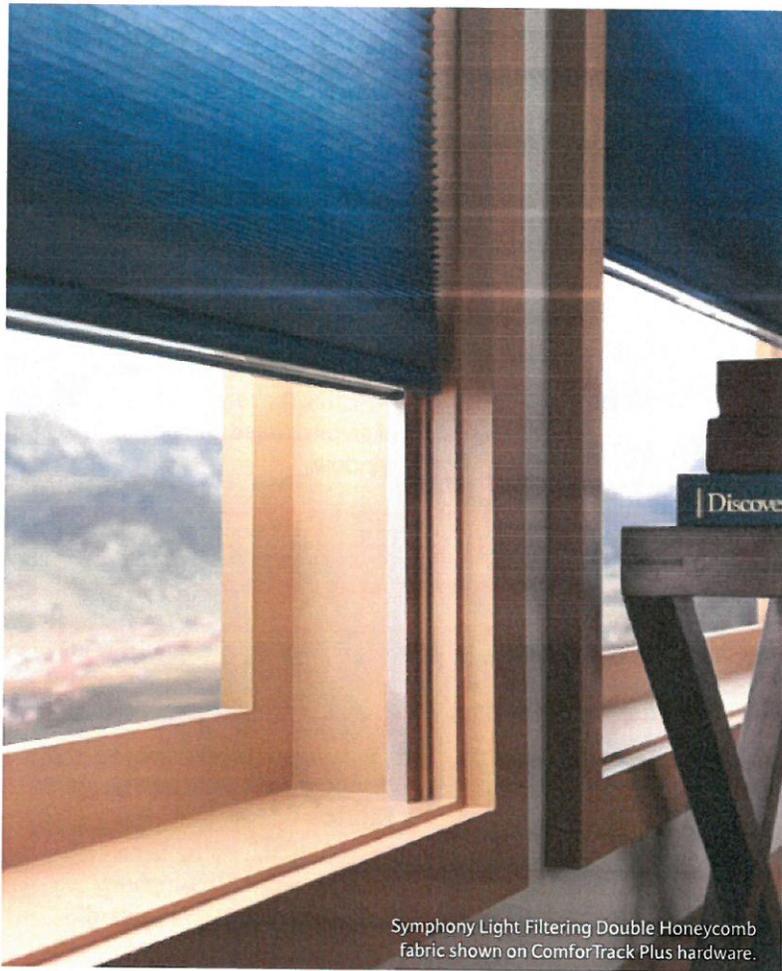
Opacity:

Light Filtering or Blackout

FEATURES:

- Delivers quality insulation at an affordable price
- Maximize energy performance with ComforTrack or SlumberShade Hardware
- Raises to a compact stack height

Debut Light Filtering Single Honeycomb fabric shown on Cordless Top Down-Bottom Up hardware.



Symphony Light Filtering Double Honeycomb fabric shown on ComforTrack Plus hardware.

COMFORTTRACK ENERGY SAVING SIDETRACK SYSTEM

Close the gap and cut your energy loss by two-thirds!

This revolutionary hardware design creates a formidable draft barrier along the window frame. The ComforTrack Energy Saving Sidetrack System locks out the cold and seals in the heat for the ultimate in energy savings. When paired with Symphony Blackout fabric, ComforTrack reduces energy loss by two-thirds and virtually eliminates air movement between the window and the shade.



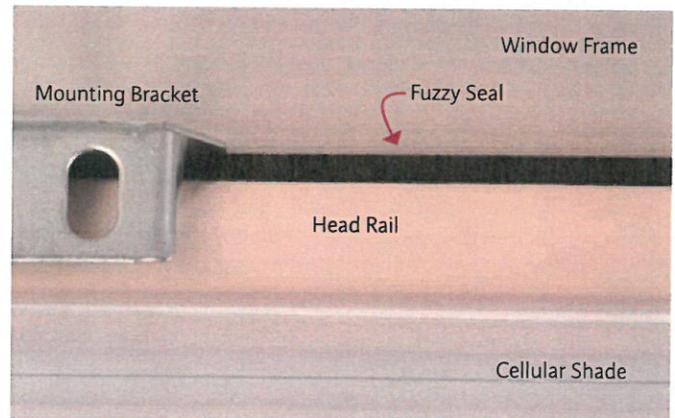
1st Energy Gap Barrier: Sidetracks

The ComforTrack Sidetracks are the first defense against your window's energy gap. The sidetracks seal off the gap between the shade and window to create a solid insulating barrier.



2nd Energy Gap Barrier: Flex seal

The ComforTrack Flex Seal is a clear spring seal that is hidden between the cellular shade and the sidetracks. It flexes open and closed when the shade is raised and lowered to help create an energy tight seal.



3rd Energy Gap Barrier: Fuzzy Seal

The final barrier is easy to miss, but makes a big impact in closing the energy gap. The small space between the head rail and the window frame is sealed off with the Fuzzy Seal which is discretely attached to the back of the head rail.

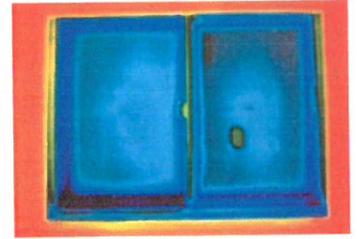


Testing confirms the ComforTrack difference!

While working through the U.S. Department of Energy, the Consortium for Advanced Residential Buildings (CARB) investigated the thermal benefits of insulating window shades in cold climates. Their research concluded the following:

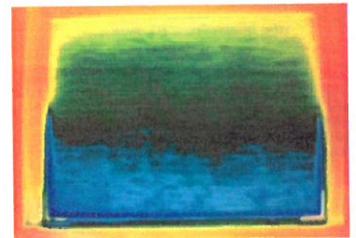
- To limit heat loss and significantly reduce airflow, CARB recommends sidetrack systems like ComforTrack.
- ComforTrack sidetracks increased the R-Value of cellular window shades by 2.5 to 3 times.
- CARB test results showed R-Values greater than 7.0 for the ComforTrack System including Symphony Blackout fabric installed over a vinyl framed double pane window.

Removable Sidetracks make it easy to clean windows.



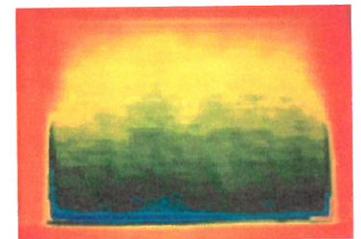
Uncovered Window

The blue color in this photo indicates the temperature loss of an uncovered, single pane window.



Window with Symphony Fabric

This photo shows the same window wearing a Symphony Cellular Shade with standard hardware. Note the color gradation from blue to green to yellow. The warmer colors indicate a temperature increase due to the inherent insulating effect of cellular fabric.



Window with Symphony Fabric and ComforTrack

Add the ComforTrack Energy Saving Sidetrack Insulation System and the coldest blues fade away! Energy leaks are nearly eliminated since ComforTrack seals the gap between the fabric edge and window frame.

19-01 Recreation			2015	2016	2017	2018	2019	2020	2020	2021	w/o SR
updated	3/11/2020		Expenses	Expenses	Expenses	Expenses	Expenses	Budget	Expenses	Budget	
									2/19/2020		
FT Director/Coordinator/Programmer			44208	39856	48531	49819	51135	119974	58490	130,838	
Part-Time			60093	58626	69694	81542	91635	93220	67910	97310	54110
Overtime			2662	1569	1661	3229	3540	4000	3045	4000	
Fica			8307	7874	9867	11026	12353	16554	11102	18054	
Retirement			2645	2391	4232	4515	4661	7198	3267	7850	
Communications			1635	1743	1838	1740	1734	2500	1003	2500	
Oth Services			39285	27017	33959	38358	39917	60000	32247	60000	42000
Vehicle Ins			335	312	422	495	810	1810	1826	1899	
Workers Comp			1815	2166	2629	2973	3283	3783	2860	4827	
General Liability Ins			3129	4852	5236	5535	4891	581	2077	2100	
Health Ins	Volunteer ins		11520	12306	19716	20762	16088	30528	15472	30528	
Operating Supplies			1349	961	1936	1057	1142	3000	1004	4000	
Vehicle Fuel			1397	570	695	792	1108	2000	713	2000	
Uniforms			3496	1504	3464	1672	4677	5000	791	5000	
Dues & Subscriptions			845	321	255	330	275	500	190	1000	
Vehicle Maint			1101	5200	3043	190	1294	3000	339	3000	
Software			5170	3970	4369	3595	3595	4000	3595	4000	
Travel			458	413	769	500	590	1000	234	1000	
			189450	171651	212316	228130	242728	358,648	206,165	379906	318706
Rec Revenue	Actual		163035	148343	160680	207062	249665	265000		265000	175000
		net	26415	23308	51636	21068	-6937	93649		114,906	143706
BUS RESERVE										6250	
Full Time	Recreation Director	27.20/hr	40 hours								
	Coordinator	17.24/hr	36 hours								
	Programmer	19.00/hr	40 hours								*
Part Time	Includes the Part Time Staff that manges before and after school staff summer rec staff and various referees and officials.										
Fica	7.65% of staff costs										
Vehicle Insurance-Workers Comp-General Liability	calculated though info from Maine Municipal Association										
Health Insurance	includes Towns Contribution for Staff needs and Volunteer Insurance protection offered by MMA (\$2/pp)										
Anticipated Revenue	is calculated @ \$265,000 which leaves a net cost for Recreation of 114,906.										
NOTE Bus reserve @ \$6,250 this contribution will provide \$33,733 will be set aside for future bus replacement.											



Office of
The Governor

No. 56 FY 19/20
DATE June 3, 2020

AN ORDER TO FURTHER FACILITATE THE STATE PRIMARY AND LOCAL ELECTIONS WITHIN PUBLIC HEALTH RESTRICTIONS DUE TO COVID-19

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and a renewed state of emergency on April 14, 2020 and on May 13, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency, enacted on an emergency basis and effective upon the Governor's signature on March 18, 2020, authorizes the Governor to take any reasonable administrative actions necessary with respect to the elections originally scheduled for June 9, 2020 to facilitate voting by all residents registered to vote in this State in a manner that preserves and protects public health in response to COVID-19; and

WHEREAS, in Executive Order 39 FY 19/20 ("Executive Order 39") I postponed Maine's primary election to July 14, 2020 due to the risk that voters, poll workers and election officials would be exposed to COVID-19, which is highly contagious and presents a serious risk to life and health; and

WHEREAS, the provisions of Executive Order 39 continue to be in effect but require supplementation in order to address local government and school entities, as well as certain additional general election procedures, preserving the fundamental right of the citizenry to debate and vote on budgets and public policy matters, while limiting large public gatherings in order to protect public health and safety; and

WHEREAS, the governor's emergency powers expressly include the authorities to adjust time frames and deadlines imposed by law, 37-B M.R.S. §742(1)(C)(13)(a), and to suspend the enforcement of a statute prescribing the procedures for conduct of state business pursuant to 37-B M.R.S. §742(1)(C)(1) and §834;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, and P.L. 2019, c. 617, including but not limited to the provisions cited above, do hereby Order as follows:

I. ORDERS

- A. As the statewide election (both primary and referendum elections) will be held on July 14, 2020 instead of in June 2020 in accordance with Executive Order 39 FY 20/21, the language in PL 2019, c. 673, sections A-9 and B-10 that provides, “This Part must be submitted to the legal voters of the State at a statewide election held in June 2020,” is modified by substituting “July 2020” for “June 2020” to permit the people of the State of Maine to vote on the ratification of bonds.
- B. A town meeting, budget hearing or public hearing on county estimates may be conducted within the current 50 person gathering limitation in a manner so as to preserve the right to debate and the right to vote, but also protecting the public health by preserving social distancing and restricting shared microphones, restrooms, seating and observing any other guidance prescribed by the Maine Center for Disease Control (“MECDC”).

Alternatively, if such a meeting or hearing cannot be held within MECDC guidance, municipal officers or local officials authorized to call open town meetings, open budget meetings or budget hearings may conduct referenda and/or secret ballot elections, including a secret ballot referendum, on July 14 or such other date in calendar year 2020 as the officials may determine, provided that they follow guidance developed by the Secretary of State in consultation with the MECDC. This guidance shall address physical distancing, sanitation and other requirements deemed necessary to provide appropriate protection to voters, clerks, poll workers, and others who may be present in and outside the polling place.

- C. Title 30-A M.R.S. § 2528(1) is suspended to allow the municipal officers of a municipality that has not voted to accept secret ballot voting to nevertheless do so during the state of emergency. Elected officials in those municipalities may remain in office until an election is called pursuant to 30-A MRS § 2525.
- D. The deadline in 21-A M.R.S. §121-A requiring that voter registration applications submitted by mail or by a third person must be received by the close of business on the 21st day before election day is suspended and modified to allow such applications to be received by mail or by third person through close of business on July 7, 2020.
- E. The requirement in 21-A M.R.S. § 631-A(2) that a public hearing be held at least 90 days prior to an election in order to consolidate polling places is suspended and modified to require such a hearing to be held at least 15 days prior to the election and to be held within MECDC guidelines for gatherings of up to 50 people, or to

be held remotely pursuant to 1 M.R.S. § 403-A, or by an opportunity for comment by email or mail. The requirement in 21-A M.R.S. § 631-A(3) that application must be made to the Secretary of State for approval to change polling places 60 days prior to an election absent an emergency is suspended and modified to authorize submission of such an application up to 10 days prior to the election, preserving the opportunity for a later application due to an emergency situation. The voting place report required to be filed by the clerk under 21-A M.R.S. § 626-A may also be filed with the Secretary of State up to 10 days prior to the election.

F. The requirement in 21-A M.R.S. § 753-B(5) that the municipal clerks facilitate absentee balloting through personal visits to certain licensed facilities is suspended, such balloting to be conducted in accordance with guidance from the Secretary of State in consultation with municipal clerks, the Department of Health and Human Services and Maine Center for Disease Control, so as to maximize voter participation, while reducing personal contact and protecting the health and safety of voters and municipal staff.

G. The requirement of 60 days' notice to be given by a municipality of its intent to process absentee ballots prior to election day pursuant to 21-A M.R.S. § 760-B(2) is suspended and modified to require 21 days' notice.

H. The provisions in 30-A M.R.S. § 2528(4) and (5) that municipal officers file with the clerk the order establishing the wording of any referendum question by the 60th day before the election is suspended and modified to provide for such filing by the 30th day before the election.

I. For school budget year 2020/2021 only, voter approval of the school budget may be by referendum vote, notwithstanding any statute to the contrary.

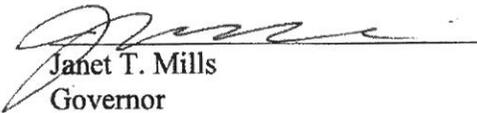
J. Any statute requiring a public hearing or public meeting in advance of a town meeting, school budget meeting, municipal referendum vote or a referendum on a school budget shall be suspended, provided that an opportunity for public comment is afforded by:

1. A hearing conducted within MECDC guidelines for gatherings of up to 50 people;
2. A hearing conducted in accordance with the remote participation requirements of 1 M.R.S. § 403-A;
3. Provision of the statutorily required information at a time and in such a manner as is sufficient to reach voters, together with an opportunity for written comment; or
4. Any combination of the above reasonably intended to maximize both public participation and public health and safety.

- K. A municipal clerk may provide a secure drop box for the return of absentee ballots until 8:00 p.m. on election day in accordance with guidance provided by the Secretary of State.
- L. Solely to the extent that 30-A M.R.S. § 5721-A(7)(A) requires a written ballot to exceed or increase the property tax levy limit at an open town meeting held in compliance with relevant gathering limits, it is suspended in favor of either a show of hands vote or a voice vote during the state of emergency.
- M. The Secretary of State is authorized to issue appropriate guidance, to perform those tasks identified in this Order and as provided in 21-A M.R.S. § 663 (first sentence), and those necessary to facilitate municipal elections and school budget voting during this state of emergency to carry out the intent of this Order.

II. EFFECTIVE DATE

This Order shall take effect on June 3, 2020.


Janet T. Mills
Governor

Town Manager

From: Leah B. Rachin [LRachin@dwmlaw.com]
Sent: Wednesday, June 03, 2020 10:36 PM
To: 'Town Manager'; 'townclerk@arundelmaine.org'
Subject: Executive Order 56
Attachments: EO 56 FY 20.21 (002).PDF

Keith and Emily,

I was able to digest the EO a bit more this evening and drafted the following for clients. One thing we might want to discuss is the issue about the 50 person gathering limit (see below). If you think that the open town meeting is likely to attract more than 50, I have some ideas about how to make it work.

Attached please find the Governor's Executive Order # 56 ("EO56") relating to elections, town meetings, and school budgets, which was enacted today.

A highlight of EO56 is that it appears to require all town meetings, public hearings, budget hearings, and/or public hearings to be conducted in a manner consistent with the current 50 person gathering limit established by the Governor's prior Executive Orders and with Maine CDC guidelines. In the event that such gathering limits and guidelines cannot be complied with, then municipalities have the option of converting their open town meetings into secret ballot referenda. Accordingly, if you are planning to hold an open town meeting and believe that attendance may exceed 50, I would be happy to discuss ways to comply with EO56.

Additional details of EO56 that will be of particular interest to town clerks are as follows:

- Shortens deadlines for voter registration applications (from the 21st day prior to election day until the close of business on July 7th);
- Shortens deadlines for public hearings required prior to consolidating polling places (from 90 days to 15 days) and provides alternative methods for conducting said public hearings;
- Suspends requirement that clerks must personally visit certain licensed facilities to facilitate voting provided that other mechanisms are put in place to maximize voter participation by individuals residing in said facilities;
- Reduces the amount of notice (from 60 to 21 days) that must be given if a municipality intends to process absentee ballots in advance of an election;
- Reduces the number of days (from 60 to 39 days) that municipal officers must certify referenda questions to the town clerk;
- Allows school budgets to be approved by referendum vote for school budget year 2020/2021;

- Suspends any statutory public hearing or meeting requirement in advance of any town meeting, school budget meeting, municipal referendum vote, or any referenda on a school budget so long as an opportunity for public comment is provided as specified in EO56;
- Allows the municipal clerk to receive absentee ballots via a secure drop box up until 8:00 p.m. on election day; and
- Suspends the statutory requirement that any vote (at an open town meeting) to exceed the property tax levy limit be conducted written ballot and allows said vote to occur by a show of hands or voice vote.

I appreciate that every municipality does things a differently and that the directives and guidelines contained in EO56 may not apply to your particular situation. However, I wanted to make sure that you were up to date on the Governor's most recent Executive Order.

Please let me know if you would like to discuss any of these issues further.

Leah B. Rachin

Attorney

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ATTORNEYS AT LAW

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