

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

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**Monday October 28, 2019  
ML Day School  
7PM**

- I. Call to Order
- II. Approval of Agenda
- III. Public Forum – Public comment on non-agenda items
- IV. Approve Minutes of October 10, 2019, October 15, 2019
- V. Committee and Board Reports
- VI. Manager's Report
  - Arrow Distribution
  - Street Design & Construction Standard
  - Write off Ambulance Billing update
- VII. Business
  - Public Information Meeting
  - Draft Special Town Meeting Warrant
- XI. Other Business and Adjournment
  - Approval Payable & Payroll Warrants
  - MRSA 405 (6) (c) Possible Acquisition of Real Estate
  - Adjournment



**TOWN OF ARUNDEL  
BOARD OF SELECTMEN**

Thursday October 10, 2019  
ML Day Conference Room  
7 PM

Members present: Selectmen Dan Dubois, Tom Danylik, Phil Labbe, Jason Nedeau, & Velma Hayes

Others: Town Manager Trefethen, Jack & Joyce Reetz

**Call to Order:** Chairman Nedeau called the meeting to order @ 7PM

Meeting was called to ask a series of questions during an interview to the candidates that have shown an interest in being appointed to the RSU #21 School Board as a School Director representing Arundel.

Folks that were interviewed were in this order: E. Paul Raymond, Jenny Ingwersen, Diane Robbins, Chris Woodcock, Ken Levesque. These interview were 15 minutes a piece for each candidate.

Selectmen Nedeau left meeting for a emergency call with the Fire Department.

MOTION Dubois second Hayes “enter executive session under MRSA 405 (6) (A) to discuss candidates” passed 4-0 @ 8:18PM

MOTION Dubois second Labbe “end executive session” passed 4-0 @ 8:25PM No action taken.

*MOTION Dubois second Labbe “to adjourn” passed 5-0 @ 8:26PM*

Respectfully submitted,

Keith M. Trefethen  
Town Manager



TOWN OF ARUNDEL  
BOARD OF SELECTMEN

Tuesday October 15, 2019  
ML Day Library  
7 PM

Members present: Selectmen Dan Dubois, Tom Danylik, Phil Labbe, Velma Hayes, & Jason Nedeau.

Others: Town Manager, Joyce & Jack Reetz, Ken Levesque, Jack Turcotte, Mr. Pelletier and daughter Emily, Melody & Jack Mitchell.

**Call to Order:** Chairman Nedeau called the meeting to order @ 7:00PM

**Approval of Agenda:** *MOTION Dubois second Labbe “approve agenda as amended (RSU #21 Financial Report, discuss Street Design & Construction Ordinance) passed 5-0.*

**Public forum:** No action

**Approval of Minutes:** *MOTION Dubois second Hayes “approve Minutes of September 23, 2019 as amended and October 1, 2019 as presented” passed 5-0.*

**Committee & Board Reports:** Selectmen Hayes provided a report on the RSU Financial Meeting she attended.

**Managers Report:**

- Luncheon with School and Managers: Focus of meeting was to establish a group made up of two elected officials from each group to get together and discuss issues affecting all parties.
- Manager assisted the Sheriff’s Office with oral interviews as the Citizen Representative for the promotion of a Deputy to Patrol Deputy.
- VW Emission grant has been submitted by the town, requested (2) full size trucks with Body and Plow Gear (\$175,000/piece) if approved Town would have a payment of 20 % (\$35,000) for a truck. Manager will keep folks posted.

**Business:**

- Appointment of School Director RSU #21 *MOTION Dubois second Danylik “appoint Mr. Ken Levesque to fill the opening on the RSU #21 School Board representing Arundel as one of two Directors” passed 5-0*
- Voter Registration Hours: *MOTION Hayes second Labbe “approve the modification of voter registration hours recommended by the Town Clerk for the November 5, 2019 Election” passed 5-0*
- Election Warden: *MOTION Dubois second Hayes “Confirm the appointment of Sylvia Perrault by the Town Clerk as Election Warden for the November 5<sup>th</sup> election” 5-0.*
- Review Animal Control Ordinance: Manager provided copies of various ordinances along with some reference to State Animal Issues. Board felt a sub committee to review our ordinance and suggest changes should be formed. Board felt the Animal Control Officer, County Sheriff, Mrs. Mitchell, Town Manager and one additional person can establish the Committee to work on the ordinance.
- Special Town Meeting: *MOTION Dubois second Hayes “establish Saturday November 16, 10AM at the ML Day Gym to hold a Special Town Meeting, the meeting primarily is to act on the request for funding for the New Municipal Building Project” passed 5-0.*

**Other Business and Adjournment:**

Street Design and Construction Standard Ordinance: Selectmen Danylik suggested that the Committee who worked on this ordinance be reconvened to address limits of home construction of 10 on Private Roads. Meeting was set for Monday the 21<sup>st</sup> at 7PM at the ML Day Library.

Payable & Warrant: *MOTION Dubois second Labbe “approve payable warrant as presented and reviewed” passed 5-0.*

*MOTION Dubois second Labbe “to adjourn” passed 5-0 @ 7:55PM*

Respectfully submitted,  
Keith M. Trefethen  
Town Manager

# TOWN OF ARUNDEL

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

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## BUSINESS MEETING 10-28-19

### 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

-Arrow: The Arrow has gone to the Postal Service for distribution. The Article on the Public Information Meeting is included with the Date of Thursday the 7<sup>th</sup> of November at the ML Day School.

-I have attached the memo I sent to the Planning Board seeking consideration of a modification of the definition of Street Frontage as discussed.

-Write off Ambulance billing. We have continued this discussion with the Billing Company, our collection folks, the auditor, and staff. The standard is everything still uncollectable after (6) six years seems to be the industry standard. Staff is currently preparing a figure to write off. I will provide not only the figure but a write off policy for consideration at a later date.

### BUSINESS

-Public Information Meeting: Committee member Joe Simard has put together a Power Point (see draft).

-Special Town Meeting Warrant: A work in progress my hope is to have a draft in your hands at the business meeting.

### OTHER BUSINESS AND ADJOURNMENT

- (a) Account Payable & Payroll Warrants: Provided at Meeting for review.
- (b) MRSA 405 (6) (c) Executive Session: Attorney Amy McNally who is working with the Lebarge Family has provided a proposal for the town to consider for that piece of land abutting the Brimstone/Limerick Road Intersection.



# TOWN OF ARUNDEL

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

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TO: Town Planner  
FR: Town Manager *PH*  
RE: Street Frontage Definition  
DATE: October 22, 2019

Tad, as you know last evening the Street Design and Construction Standard Committee discussed the definition of Street Frontage (Pg 25) in the Arundel Land Use Ordinance, as part of their larger meeting.

The Committee understands that the Ordinance is reviewed and modified by the Planning Board periodically and wish to have them consider a change in this definition.

The definition as written recognizes "street frontage" from a public street or approved private way. This indicates to the property owner that a "front lot line" must be designated from both of these road types. This distinction could create a hardship to the property owner when "front lot line" setback may limit the ability of the property owner to utilize the parcel.

The suggestion from the committee was to allow the property owner to choose which road would provide "street frontage" to the property, therefore indicating by their actions what would be designated as the "front lot line".

This proposed change would remove the automatic identification and provide that choice to the property owner therefore providing some flexibility to the owner with uses to their property within remaining ordinance conditions.

The Planning Boards consideration to this change would be appreciated. If you can provide to me a time and date that the subject matter may be discussed we will make sure to be in attendance.



# Arundel Municipal Building-Why are we here?

- We have a inadequate and dated existing Town Hall
- Need more room as Arundel grows
- Building committee has worked almost 18 months to get to here



# Proposed Arundel Municipal Building-Design



- Initial design from building committee
- Chose Port City Architecture to complete design of the building

## Conventional operating expenses

100% Energy use



## High Performance Building Design

15% of Conventional Is this true?  
cannot really be, need real %

# Proposed Arundel Municipal building-Design



Current Building's ~2500 sq. ft.

Energy usage (electric, heat, cooling)

\$8,000-10,000/yr



Proposed Building's ~7000 sq. ft.

Energy usage (electric, heat, cooling) est.

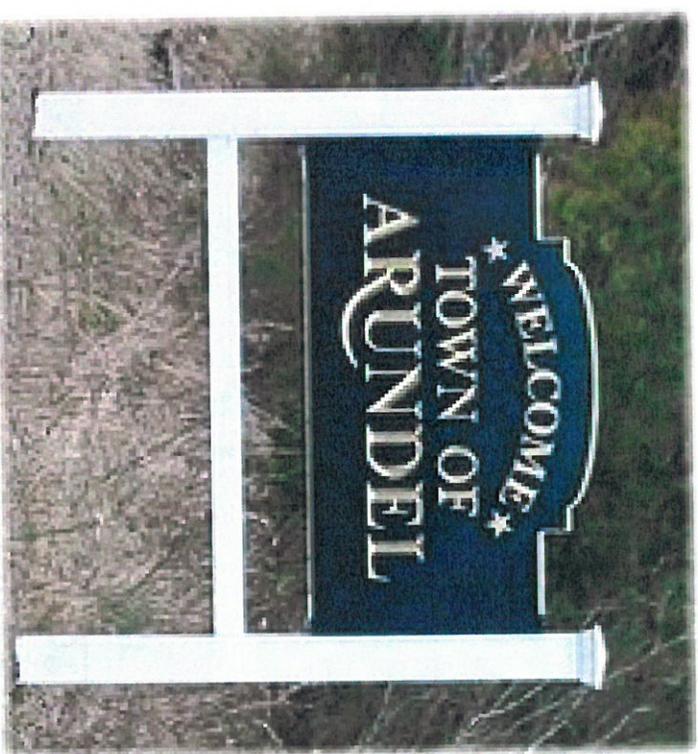
\$15,000-\$16,000/yr



PORT CITY  
ARCHITECTURE

What does the Proposed Municipal Building consist of?

- Construction
- Contingency
- Solar energy
- Furniture
- Audio/Visual, Phones, IT, Security
- Clerk of the works



# Proposed Arundel Municipal building-Who will build it?

Three low bids clustered around the same price



Original bid price

\$2,589,000



Value engineered price

\$2,483,350

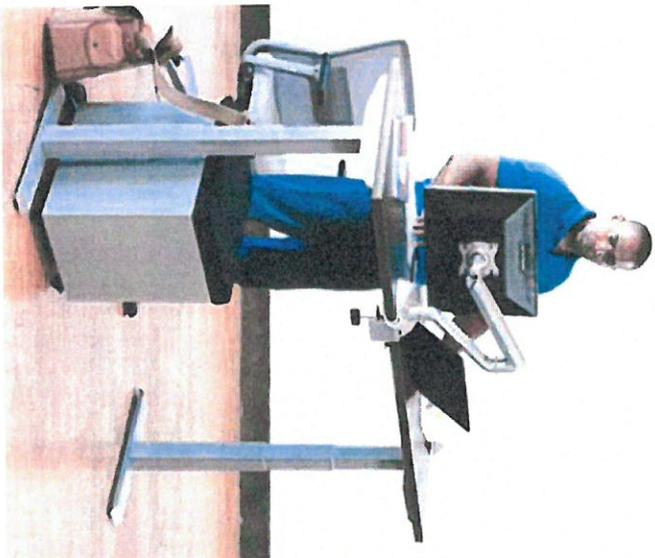
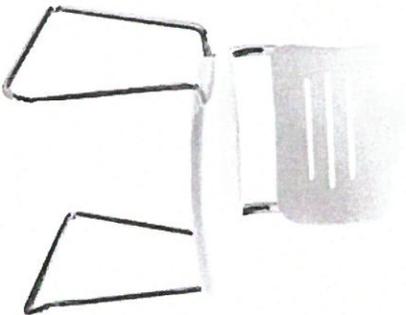
# Furniture Costs

Sent out to bid, obtained two

Original bid  
\$83,130.68

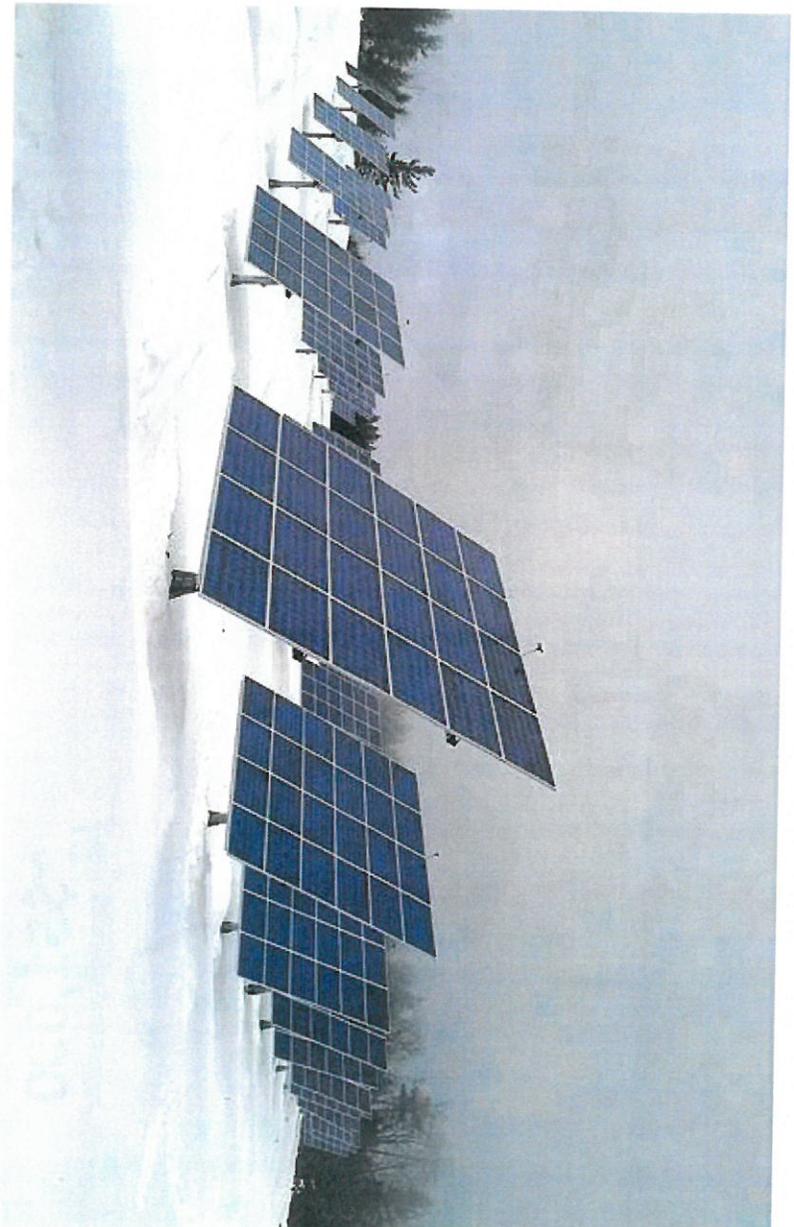


Value engineered  
\$65,379.43



# Solar

3 Bids, one local and lowest price



Covers all energy usage!!!

Full bid price  
\$231,000



Discounted Price  
\$115,000

# Phone system, IT, Audio/Visual, Security

~\$51,000



# Clerk of the works

~\$70,000



Keep the Town of Arundel's best interest

Be our advocate!

## Total costs

- Construction \$2,483,350
- Contingency \$ 173,834
- Solar \$ 115,000
- Furniture \$ 65,400
- A/V, IT, phone, security \$ 51,000
- Clerk of the works \$ 70,000

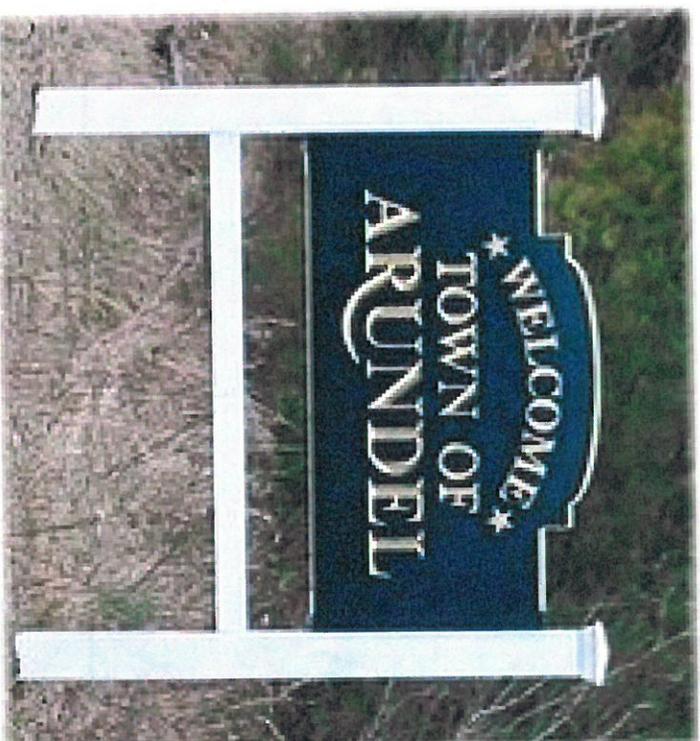
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~\$2,960,000

How do we pay?  
-Bond

	<u>Year 1</u>	<u>Year 2</u>	<u>Cost to \$200K home</u>	
• 20 yr	\$0.19	\$0.45	Yr 1: \$38	Yr 2: \$90
• 25 yr	\$0.21	\$0.40	Yr 1: \$42	Yr 2: \$80
• 30 yr	\$0.23	\$0.37	Yr 1: \$46	Yr 2: \$74

We hope for your support!



Questions?