

**TOWN OF ARUNDEL  
BOARD OF SELECTMEN**

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Tuesday, May 26, 2015

Mildred L. Day Library

Present: Selectmen Dan Dubois, Velma Jones Hayes, Phil Labbe, Tom Danylik; Jack Turcotte, Interim Town Manager and Simone Boissonneault, Town Clerk.

Attending: Jack Reetz.

**I. Call to Order**

Chairman Dan Dubois 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**

Interim Manager Jack Turcotte requested to add two items under the Manager's Report –d. Recreation bus; e. Personnel Policy Amendment clarification – 1<sup>st</sup> draft.

Motion was made by Velma Jones Hayes and seconded by Phil Labbe to approve the agenda as amended. Motion carried with all in favor.

**III. Public Forum** – Jack Reetz thanked the members of the Board for their outstanding support of the school district renovations.

**IV. Approve minutes of May 11, 2015 Selectmen's meetings**

Motion was made by Velma Jones Hayes and seconded by Tom Danylik to approve the minutes of May 11, 2015 with the addition of Jack Reetz in attendance at the meeting. Motion carried with all in favor.

**V. Committee and Board Reports**

- a) Planning Board meeting, Thursday, May 28, 2015 at MLD School Library at 7 pm
- b) Special Selectmen's Meeting – June 1, 2014 at 6:30 pm at Town Hall

**VI. Manager's Report**

**a. Thank you**

Jack thanked the Board for the article in the Town Report book as well as thanking the Staff for their support. He stated he will be available on call to the new Manager and also provided a list of ongoing projects and issues to assist in the transition.

**b. Air Conditioner Damage – Fire Station**

The Manager reported that the large central air conditioning unit at the fire station was either hit by lightning from the last storm or was damaged by a power surge. The computers at the Town office also had to be reset following that same weekend. An insurance claim has been filed with a \$1,000 deductible; however, the estimate to repair is approximately \$3,326.39.

**c. Discussion with Sheriff's Office**

Jack informed the Board that he met with Dept Sheriff and discussed the ongoing issues of the contract deputy billing. They requested that Deputy Chenard be transferred to Massabesic

until at least the end of the school year since he is a trained resource officer. They assured him that Arundel coverage would continue on a 40 hour basis as contracted. They discussed that need to have a contract that specifies costs for budgeting purposes. It was mentioned that there are currently 6 towns that have contract deputies and that the towns may want to conduct a workshop to standardize and renegotiate the contracts.

**d. Parks & Rec bus**

The Manager explained that the current bus will not pass its next inspection in the fall due to corrosion in the cross members of the bus frame. Jack stated that there are sufficient funds in the Rec Bus Reserve account to purchase a good used bus by this fall. Roger and Jenn discussed the option of having the current funds left in the bus maintenance line transfer to the Bus Reserve account at year end. It was suggested that the auditors be consulted to see if this is allowed without a town meeting vote.

**e. Personnel Policy amendment clarification**

The Manager distributed copies of a first draft to clarify the amendment made to the policy in December 2014.

**VII. New Business:**

**A. Request Town hall close at 12:00 pm on Tuesday, June 30<sup>th</sup> for FY End**

The Clerk explained that this is usually done and posted in order to close the year end accounts and set up the accounts for the new fiscal year. Motion was made by Velma Jones Hayes and seconded by Tom Danylik to authorize the early closing to the public on June 30<sup>th</sup> to allow for FY year-end activities. Motion carried with all in favor.

**B. Appoint Lyman CEO Pattie McKenna as Deputy Code Enforcement Officer for Arundel as stated in the Memorandum of Understanding.**

The Manager asked the Board to table this as he just found out that Patti Mckenna is leaving Lyman.

**C. Approve & sign Registrar's Hours for June 9<sup>th</sup> Election**

Following review, motion was made by Velma Jones Hayes and seconded by Tom Danylik to waive the Registrar hours listed under 21-A MRSA § 122 (6.A.2) and to set the hours as Monday through Friday from 8 am to 4:30 pm. Motion carried with all in favor.

**D. Municipal Officers' Certification of Office Text of Proposed Ordinance**

The Clerk had a copy of each of the Town Meeting Warrant appendices for the Boards review. Motion was made by Velma Jones Hayes and seconded by Tom Danylik to certify the following Appendices for the June 9, 2015 Annual Town Meeting Warrant. Motion carried with all in favor.

Appendix A: Comprehensive Plan Amendments

Appendix B1, B-2, B-3, B-4, B-5: Land Use Ordinance Amendments including amendments, deletions, and additions to *Section 2.2 Definitions, 6.2 District Regulations, 6.3 dimensional Requirements, 7.5 Lighting and 7.6 Off-Street Parking & Loading*, in accordance with district changes, and to make grammatical, spelling, and numbering corrections.

Appendix C: Land Use Ordinance Amendments including amendments, deletions, and additions to *Section 7.12 Signs*, in accordance with district changes, and to make grammatical, spelling, and numbering corrections.

Appendix D-1 & D-2: Land Use Ordinance Amendments – to add Section 8.21 Downtown Business 1 District and Section 8.22 Downtown Business District 2.

Appendix E: Land Use Ordinance Amendment – to add Section 8.23 Townhouse Corner District.

Appendix F: Land Use Ordinance Amendment – to add Section 8.24 Alfred Road Business District.

Appendix G: Land Use Ordinance Amendment – to add Section 8.25 Business/ Office Park/ Industrial District

Appendix H: Land Use Ordinance Amendment – to add Section 8.26 Gateway District

Appendix I: Land Use Ordinance Amendment – to add Section 8.28 Pet Day Care standards.

Appendix J: Land Use Ordinance Amendment – to add Section 8.29 Contractor Yards.

Appendix K: Land Use Ordinance Amendment – to add Section 8.30 Drive Thru Facilities.

Appendix L: Amendments to the Official Land Use Map to incorporate the boundaries of zoning districts adopted by the Town.

Appendix M: Amendments to the Arundel Land Use Ordinance to amend Section 13.0 to provide verbal description of Zoning District boundaries amended and adopted by the Town this June 10, 2015.

Appendix N: Amendments to the Official Land Use Map to amend the boundaries of the Resource Protection District and the Shoreland Overlay District on property identified by the town Assessor's Maps as Tax Map 19, Lot 7 and Tax Map 23, Lot 15 to reflect field location of regulation wetlands and watercourses.

**E. Review and sign Payroll Warrant and Accounts Payables Warrant**

Motion was made by Velma Jones Hayes and seconded by Phil Labbe to approve and sign Payroll Warrant 2015-48 and Payables Warrant 2015-#49. Motion carried with all in favor.

**VIII. Other Business and Adjournment**

**A. Executive Session per 1 MRSA §405(6)(A) to discuss a personnel matter**

Motion was made by Velma Jones Hayes and seconded by Tom Danylik to go into executive session per 1 MRSA §405(6) (A) to discuss a personnel matter at 8:04 pm. Motion carried with all in favor.

Motion was made by Phil Labbe and seconded by Tom Danylik to come out of executive session at 9:45 pm with no action taken. Motion carried with all in favor.

Motion to adjourn was made by Velma Jones Hayes and seconded by Phil Labbe at 9:46 pm. Motion carried with all in favor.

Respectfully submitted,

Simone Boissonneault  
Town Clerk