

TOWN OF ARUNDEL
BOARD OF SELECTMEN

Monday, June 27, 2016

Arundel Fire Station Meeting Room

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

Attending: Will Conway of Sebago Technics; John Bell, Jack Reetz; AFR Chief Bruce Mullen & Dep Chief Renald Tardif.

I. Call to Order

Chairman Jason Nedeau called the regular meeting to order at 7:00 p.m. and began with the Pledge of Allegiance.

II. Approval of Agenda

The Manager requested the addition of the following:

Manager's Report: F. Local Road Agreement

New Business: H. Biddeford PSAP Agreement renewal

I. Payroll Spreadsheet approval

Selectmen Dubois stated that he would like to include the RSU 21 Directors Meeting report under Committee & Board Reports.

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

III. Election of Officers

Chairman vacated the seat and opened the floor to nominations for Chair. Motion made by Dubois seconded by Labbe to nominate Velma Jones Hayes as Chair. Motion carried 4-0, Jones abstained.

Vice Chair: Motion made by Dubois seconded by Nedeau to nominate Tom Danylik as Vice Chair. Motion carried 4-0, Danylik abstained.

Secretary: Motion made by Dubois seconded by Labbe to nominate Dan Dubois as secretary. Motion carried 4-0, Dubois abstained.

IV. Public Forum

Chairman Jones proceeded with the meeting and opened the floor for public comments. No comments or questions at this time.

V. Approve minutes of June 13, 2016

Motion was made by Danylik and seconded by Labbe to approve the minutes of June 13, 2016 as written. Motion carried 5-0

VI. Committee and Board Reports

A. Town Offices Closed at 2 pm on 6/30/16 for FY End

B. Town Hall Closed Monday for July 4th Holiday

C. RSU 21 Directors Meeting Report

Selectmen Dubois reported the meeting and informed everyone that the new 5 year Strategic Plan is available on the RSU 21 website.

VII. Manager's Report**A. Sub Station**

The Manager reported that the power and insurance has been discontinued on the substation building on the Old Post Road. A change in the deed language prepared by the town attorney was approved by the Gregoires. The deed needs to be signed by the AFR Association President and will then be recorded by the Gregoires.

B. Used Furniture from RSU#21

Used furniture from the RSU schools was made available to all three member towns. Most of the items were student size, however a table and a couple of file cabinets were taken for town use.

C. Grant Award from DEP

The Manager informed the Board that necessary paper work has been filed for the DEP Grant for the Duck Brook Culvert replacement.

D. Volunteers for various Boards

The Manager reminded the Board that new members are needed to fill various Board and Committee vacancies and would appreciate them reaching out to community members.

E. RFQ Proposals for Engineering Portland Road Sewer Project

Proposals were due today by 4:30 pm. Four proposals were received: Woodward & Curran; Wright-Pierce; Westwood Professional Services; Hodsdon Consulting Engineers. A committee has been formed to review the RFQ's which includes the Town Manager, the Town Planner, and Sam Hull. The Manager asked if one of the Selectmen would be available to participate.

F. Authorize TM to sign Local Road Assistance forms

The MDOT Road Assistance Program form for FY 2017 for \$40,660 has been received. The Manager requested authorization to sign on behalf of the Board. The Road Foreman has completed the "funds spent" documentation required. Motion was made by Nedeau seconded by Dubois to authorize the Town Manager to sign the MDOT Local Road Assistance FY 17 form on behalf of the Board. Motion carried 5-0.

VIII. Old Business**A. Brush Truck**

The Chief stated that they had obtained quotes from 3 companies. IPS listed a 550 at \$115,605; Bulldog listed a 450 at \$115,500; Ferrara listed a 550 at \$119,860. All units were crew cabs, however one unit had an additional 10,000-11,000 foam system which was not considered necessary. Following further discussion, the Manager stated that he will work with the Chief and Deputy Chief to assist in drawing up specs to be sent out for sealed bids in hopes of having these due by early August.

IX. New Business**A. Discuss additional dedicated Patrol Deputy in town**

The Sheriff was unable to attend due to a prior commitment. This discussion will be rescheduled for the next Board meeting and more financial information should be available for review.

B. Review Town Hall Site Work Materials from Sebago Technics

Will Conway of Sebago Technics reviewed the Site Work Costs estimates prepared on both the Limerick Road and the Portland Road sites. The pros and cons of each site were discussed as well as the impact of smaller parking lot and/or building size. Jim Plamondon has spoken to the

Manager regarding possibly sharing the existing right-of-way which could decrease cost. It was agreed to have Jim attend the next Board meeting and to possibly begin public forum meetings.

C. Annual Appointments

Selectman Nedeau requested the renewal for the Fire Chief be voted on separately. Following review, motion was made by Dubois seconded by Danylik to renew the following annual appointments as per the Town Charter:

Animal Control Officer	Deborah Laroche
Assistant Animal Control Officer	Teddi Myers
Building Inspector	James Nagle
Code Enforcement Officer	James Nagle
Electrical Inspector	James Nagle
Electrical Inspector (Commercial)	James Plamondon
EMA Director	Renald Tardif
Freedom of Access Officer	Keith Trefethen
Health Officer	Renald Tardif
Plumbing Inspector	James Nagle
Registrar of Voters	Simone Boissonneault
Tax Collector	Simone Boissonneault
Town Clerk	Simone Boissonneault

Motion to renew annual appointments listed 5-0.

Motion made by Danylik seconded by Dubois to renew the appointment for Bruce Mullen as Fire Chief. Motion carried 3- 2.

D. Committee Assignments & Appointments

The Manager recommended appointment renewals for 4 Planning Board members and 1 Budget Board member at this time.

Motion was made by Nedeau seconded by Labbe to renew Richard Ganong and Roger Morin to the Planning Board for 3 year terms and Martin Cain III and John derKinderen for 1 year terms. Motion carried 5-0

Motion was made by Dubois seconded by Nedeau to renew the appointment of John Bell to the Budget Board for a 1 year term. Motion carried 5-0

The Selectmen will act as Board representatives to the following Boards/Committees:

Tom Danylik: Appeals Board & Assessment Review Board, Comprehensive Plan and Planning Board.

Jason Nedeau: Parks & Rec Committee and Economic Development Committee

Dan Dubois: Comprehensive Plan, Planning Board and RSU #21

Velma Jones Hayes: RSU#21 Finance Committee

Phil Labbe: Arundel Fire-Rescue Association

E. Code of Conduct

The Board of Selectmen's Code of Conduct was reviewed and motion made by Labbe seconded by Danylik to renew with no changes. Motion carried 5-0.

F. Payroll Warrant Policy

Motion was made by Nedeau seconded by Dubois to renew the Payroll Warrant Policy per MRS Title 30A§5603 (2) 2 as written. Motion carried 5-0

G. Payable Warrant

Following review, motion was made by Nedeau seconded by Dubois to approve and sign Payables Warrant 2016-50. Motion carried 5-0.

H. PSAP Agreement with Biddeford

The Manager presented a copy of the Biddeford PSAP Interlocal Cooperative Agreement for renewal. The cost is calculated at \$7.00 per capita for a total of \$28,154 for FY 2017. Motion was made by Dubois seconded by Nedeau. Motion carried 5-0

I. Payroll Spreadsheet

The Payroll spreadsheet reflecting the payroll adjustments presented during the budget meetings and approved at Town Meeting was reviewed. The Board questioned the need to sign as this is authorized by Town Meeting vote. The Manager believed that this was past practice, however questioned the need as well. Motion was made by Dubois seconded by Nedeau to sign the payroll spreadsheet as presented. Motion carried 5-0.

X. Other Business and Adjournment

Motion made by Nedeau seconded by Dubois to adjourn at 8:35 pm. Motion carried 5-0.

Respectfully submitted,

Simone Boissonneault
Town Clerk