

TOWN OF ARUNDEL, MAINE
BOARD OF SELECTMEN MEETING

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Monday September 9, 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 August 26, 2019, September 4, 2019
- V. Committee and Board Reports
- VI. Manager’s Report
 - Meet Deputy Sheriff Martin Harmon
 - DAR Letter
- VII. Business
 - General Construction Bids opened
 - Furniture Bids opened
 - Solar Package discussion
 - Public Works Mid-size Truck and Body Bids
 - Brimstone/Limerick Road Intersection
 - River Road/Old Post Road Intersection
 - Special Town Meeting Warrant approval and signatures
- IX. EXECUTIVE SESSION MRSA 405 (6) (A)

- X. Other Business and Adjournment
 - Approval Payable Warrants
 - Adjournment

TOWN OF ARUNDEL

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

BUSINESS MEETING 9-9-19

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

-New Deputy Sheriff: I have reached out to Sheriff King to have new assigned Deputy Sheriff Martin Harmon attend your business meeting so you may place a name with a face.

-Daughters of the American Revolution request for proclamation. Received a letter from the DAR requesting that I Proclaim September 17 thru the 23rd as Constitution Week and sign a document and post in Arundel. I will not do so without the permission of the Board of Selectmen as this in my view is outside my duties.

BUSINESS

-General Construction Bids: 12 Vendors were in attendance at the mandatory meeting held Wednesday the 28th. Not sure how many bids we may receive for the project our hope is that four submit packages. Bids will be opened and read out loud and then provided to Port City Architects.

-Furniture Bids: Bids were provided to three preferred companies with only two showing up for the mandatory bid meeting. Bids will be opened by the Board read out loud and provided to Port City for review.

-Solar Package Discussion: I am hopeful the BOS can make a determination which company we may wish to work with if our project gets approval. The power purchasing agreement which can assist any vendor with some incentive reimbursements is before legal review as I write this; it is my hope to have an answer for you at your meeting. Remember we had three proposals with only one which met every aspect of the proposal and also ends up being a local company from Arundel.

-Public works solicited through a bid process a bid on a midsize truck and body for the truck. Roger will be in attendance at the meeting to discuss his findings and provide a recommendation for the purchase of this truck/body.

-Brimstone/Limerick Road intersection: As you know we do not have the funding to complete a full blown rebuild on the intersection. Some serious thoughts can be given to a plethora of sign placements and Roger also has some information related to the land adjacent to the intersection

-River Road/Old Post Road Intersection: Folks have complained about vehicles running through this four way stop, with Roger present we may wish to have a discussion as to what options we may have to correct this from happening.

-Special Town Meeting Warrant has been developed that seeks your approval.
(see attachment)

EXECUTIVE SESSION: MRSA 405 (6) (A) Discussion of a Merit Adjustment in hourly wages.

OTHER BUSINESS AND ADJOURNMENT

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

TOWN OF ARUNDEL
BOARD OF SELECTMEN

Monday August 26, 2019
ML Day Library
7 PM

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

Others: Town Manager Trefethen, Town Clerk Nedeau, John Bell, Jack Retz, Sam Hull, Joan Hull, Naoto Inoue, Joe Simard

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

Approval of Agenda: *MOTION Dubois second Hayes “approve agenda as amended (RSU #21 Report & Security new building) passed 5-0.*

Public forum: None

Approval of Minutes: *MOTION Dubois second Danylik “approve Minutes of July 22, 2019 as presented” passed 5-0.*

Committee & Board Reports: Selectmen Dubois discussed the meeting he attended of the RSU #21 School Board.

Managers Report:

- Manager met with Lance Lemieux of MMA Loss Prevention, reviewed the Town Office, Fire Station and Public Works some repairs at all sites are necessary but not overwhelming with the repair at the Public Works (Salt Shed) completed.
- Upcoming meetings 8-27-19 (General Contractor’s 10AM Fire Station) 8-28-19 Building Committee, 9-9-19 Opening of Contractor Bids at BOS Meeting.

New Business:

- Arundel Conservation Trust: President of ACT Joan Hull provided information to the Board on their efforts for the last year or so. Many folks are participating and

the group is thriving and adding trails and great use of properties to the community.

-Solar Package three proposals were opened and discussed with no action taken. Talmage Solar Engineering \$231,120 with \$115,560 paid by the town, Maine Solar Solution several options but the one \$157,965 but was not Trackers as requested, Revision Energy Ground Mounted and above the Minimum request of 100,000 kWh @ 119,000 kW array @ \$298,534.

-Pole Permit **MOTION** Dubois second Hayes “approve pole permit application submitted by Private Power Services of Saco and signed off by Roger Taschereau for Old Limerick Road” passed 5-0.

-FY 19 Overdrafts: **MOTION** Dubois second Labbe “approve the movement of \$19,000 from Town Hall Administration to General Government to cover overdraft in FY 18/19 fiscal year” passed 5-0.

MOTION Dubois second Danylik “approve the movement of \$3,500 from Public Works Budget to Transfer/Recycling to cover overdraft in FY 18/19 fiscal year” passed 5-0.

-Service Restitution Ordinance: Board wants to establish it as a policy instead as an Ordinance and review the language before any formal action is taken.

-Tax Rate Setting: Tabled as the Vision and Trio in house computer systems are having trouble merging the data. Meeting will be set up just to set tax rate soon.

-Special Town Meeting **MOTION** Dubois second Hayes “establish September 23, 2019 for the Special Town Meeting” Passed 5-0.

-Building Security: Selectmen Dubois provided some insight on a proposal drafted. Thought was to add some exterior monitoring camera’s and have Lita review the information before it is released.

Other Business and Adjournment:

Payable & Payroll Warrant: **MOTION** Hayes second Danylik “approve payable & payroll warrants as presented and reviewed” passed 5-0.

MOTION Dubois second Labbe “to adjourn” passed 5-0 @ 8:25PM

Respectfully submitted,

Keith M. Trefethen
Town Manager

TOWN OF ARUNDEL
BOARD OF SELECTMEN

Wednesday September 4, 2019
Town Office
6:30 PM

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

Absent: Jason Nedeau.

Others: Town Manager Trefethen

Call to Order: Vice Chairman Hayes called the meeting to order @ 6:30PM

The purpose of the meeting was to review the information prepared by the Tax Assessor and reviewed by the Town Manager in order to set the Municipal Tax Rate for FY 19/20.

Discussion centered around the increase in value \$16,861,213.00, discussed the Certified Ratio being @ 90% and the Manager's concerns to keep an eye on this trend and what aspect of value is driving the ratio. Paperwork on an option of a tax rate of \$16.30/1,000 and \$16.32/1,000 were reviewed (see attachments).

MOTION Dubois second Danylik "approve the rate of \$16.30/1,000 for FY 19/20" passed 4-0.

MOTION Dubois second Labbe "to adjourn" passed 4-0 @ 6:36PM

Respectfully submitted,

Keith M. Trefethen
Town Manager

MAINE REVENUE SERVICES - 2019 MUNICIPAL TAX RATE CALCULATION STANDARD FORM

Municipality: 0

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

- | | | | |
|---|------|---|-----------------------|
| 1. Total taxable valuation of real estate | 1 | 449,991,200
<small>(must match MVR Page 1, line 6)</small> | |
| 2. Total taxable valuation of personal property | 2 | 6,941,743
<small>(must match MVR Page 1, line 10)</small> | |
| 3. Total taxable valuation of real estate and personal property (Line 1 plus line 2) | 3 | 456,932,943
<small>(must match MVR Page 1, line 11)</small> | |
| 4. (a) Total exempt value for all homestead exemptions granted | 4(a) | 16,996,600
<small>(must match MVR Page 1, line 14f)</small> | |
| (b) Homestead exemption reimbursement value | 4(b) | 10,622,875
<small>(line 4(a) multiplied by 0.625)</small> | |
| 5. (a) Total exempt value of all BETE qualified property | 5(a) | 8,393,131
<small>(must match MVR Page 2, line 15c)</small> | |
| (b) The statutory standard reimbursement for 2019 is 50%
Municipalities with significant personal property & equipment
may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Calculator Form. | 5(b) | 4,196,566
<small>(line 5(a) multiplied by 0.5)</small> | DO NOT QUALIFY |
| 6. Total valuation base (Line 3 plus line 4(b) plus line 5(b)) | 6 | 471,752,384 | |

ASSESSMENTS

- | | | | |
|--|----|---|--|
| 7. County tax | 7 | \$256,380.46 | |
| 8. Municipal appropriation | 8 | \$3,636,323.00 | |
| 9. TIF Financing plan amount | 9 | \$407,608.46
<small>(must match MVR Page 2, line 16c + 16d)</small> | |
| 10. Local education appropriation (local share/contribution)
<small>(Adjusted to municipal fiscal year)</small> | 10 | \$5,383,201.00 | |
| 11. Total assessments (Add lines 7 through 10) | 11 | \$9,683,512.92 | |

ALLOWABLE DEDUCTIONS

- | | | | |
|--|----|-----------------------|--|
| 12. Anticipated state municipal revenue sharing | 12 | \$150,000.00 | |
| 13. Other revenues: (All other revenues that have been formally
appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank
interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)) | 13 | \$1,849,210.00 | |
| 14. Total deductions (Line 12 plus line 13) | 14 | \$1,999,210.00 | |
| 15. Net to be raised by local property tax rate (Line 11 minus line 14) | 15 | \$7,684,302.92 | |

- | | |
|--|--|
| 16. \$7,684,302.92 x 1.05 = \$8,068,518.07 Maximum Allowable Tax
<small>(Amount from line 15)</small> | |
| 17. \$7,684,302.92 ÷ 471,752,384 = 0.016289 Minimum Tax Rate
<small>(Amount from line 15) (Amount from line 6)</small> | |
| 18. \$8,068,518.07 ÷ 471,752,384 = 0.017103 Maximum Tax Rate
<small>(Amount from line 16) (Amount from line 6)</small> | |
| 19. 456,932,943 x 0.016300 = \$7,448,006.97 Tax for Commitment
<small>(Amount from line 3) (Selected Rate) (Enter on MVR Page 1, line 13)</small> | |
| 20. \$7,684,302.92 x 0.05 = \$384,215.15 Maximum Overlay
<small>(Amount from line 15)</small> | |
| 21. 10,622,875 x 0.016300 = \$173,152.86 Homestead Reimbursement
<small>(Amount from line 4b) (Selected Rate) (Enter on line 8, Assessment Warrant)</small> | |
| 22. 4,196,566 x 0.016300 = \$68,404.02 BETE Reimbursement
<small>(Amount from line 5b) (Selected Rate) (Enter on line 9, Assessment Warrant)</small> | |
| 23. \$7,689,563.85 - \$7,684,302.92 = \$5,260.93 Overlay
<small>(Line 19 plus lines 21 and 22) (Amount from line 15) (Enter on line 5, Assessment Warrant)</small> | |

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

MAINE REVENUE SERVICES - 2019 MUNICIPAL TAX RATE CALCULATION STANDARD FORM

Municipality: 0

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

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|---|------|---|-----------------------|
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| 2. Total taxable valuation of personal property | 2 | 6,941,743
<small>(must match MVR Page 1, line 10)</small> | |
| 3. Total taxable valuation of real estate and personal property (Line 1 plus line 2) | 3 | 456,932,943
<small>(must match MVR Page 1, line 11)</small> | |
| 4. (a) Total exempt value for all homestead exemptions granted | 4(a) | 16,996,600
<small>(must match MVR Page 1, line 14f)</small> | |
| (b) Homestead exemption reimbursement value | 4(b) | 10,622,875
<small>(line 4(a) multiplied by 0.625)</small> | |
| 5. (a) Total exempt value of all BETE qualified property | 5(a) | 8,393,131
<small>(must match MVR Page 2, line 15c)</small> | |
| (b) The statutory standard reimbursement for 2019 is 50%
Municipalities with significant personal property & equipment
may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Calculator Form. | 5(b) | 4,196,566
<small>(line 5(a) multiplied by 0.5)</small> | DO NOT QUALIFY |
| 6. Total valuation base (Line 3 plus line 4(b) plus line 5(b)) | 6 | 471,752,384 | |

ASSESSMENTS

- | | | | |
|--|----|---|--|
| 7. County tax | 7 | \$256,380.46 | |
| 8. Municipal appropriation | 8 | \$3,636,323.00 | |
| 9. TIF Financing plan amount | 9 | \$408,108.60
<small>(must match MVR Page 2, line 16c + 16d)</small> | |
| 10. Local education appropriation (local share/contribution)
<small>(Adjusted to municipal fiscal year)</small> | 10 | \$5,383,201.00 | |
| 11. Total assessments (Add lines 7 through 10) | 11 | \$9,684,013.06 | |

ALLOWABLE DEDUCTIONS

- | | | | |
|--|----|-----------------------|--|
| 12. Anticipated state municipal revenue sharing | 12 | \$150,000.00 | |
| 13. Other revenues: (All other revenues that have been formally
appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank
interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)) | 13 | \$1,849,210.00 | |
| 14. Total deductions (Line 12 plus line 13) | 14 | \$1,999,210.00 | |
| 15. Net to be raised by local property tax rate (Line 11 minus line 14) | 15 | \$7,684,803.06 | |

- | |
|---|
| 16. \$7,684,803.06
<small>(Amount from line 15)</small> x 1.05 = \$8,069,043.21 Maximum Allowable Tax |
| 17. \$7,684,803.06
<small>(Amount from line 15)</small> ÷ 471,752,384
<small>(Amount from line 6)</small> = 0.016290 Minimum Tax Rate |
| 18. \$8,069,043.21
<small>(Amount from line 16)</small> ÷ 471,752,384
<small>(Amount from line 6)</small> = 0.017104 Maximum Tax Rate |
| 19. 456,932,943
<small>(Amount from line 3)</small> x 0.016320
<small>(Selected Rate)</small> = \$7,457,145.63 Tax for Commitment
<small>(Enter on MVR Page 1, line 13)</small> |
| 20. \$7,684,803.06
<small>(Amount from line 15)</small> x 0.05 = \$384,240.15 Maximum Overlay |
| 21. 10,622,875
<small>(Amount from line 4b)</small> x 0.016320
<small>(Selected Rate)</small> = \$173,365.32 Homestead Reimbursement
<small>(Enter on line 8, Assessment Warrant)</small> |
| 22. 4,196,566
<small>(Amount from line 5b)</small> x 0.016320
<small>(Selected Rate)</small> = \$68,487.95 BETE Reimbursement
<small>(Enter on line 9, Assessment Warrant)</small> |
| 23. \$7,698,998.90
<small>(Line 19 plus lines 21 and 22)</small> - \$7,684,803.06
<small>(Amount from line 15)</small> = \$14,195.84 Overlay
<small>(Enter on line 5, Assessment Warrant)</small> |

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.



Catherine Fisher, Chairman
Constitution Week
Rebecca Emery Chapter, NSDAR
578 New Dam Road
North Waterboro, ME 04061
(207) 929-0245 Fisherpbs@gmail.com

September 2, 2019

Keith Trefethen, Town Manager
Town of Arundel
486 Limerick Road
Arundel, ME 04046

Dear Mr. Trefethen:

Enclosed is a Constitution Week Proclamation. The Rebecca Emery Chapter of the National Society of the Daughters of the American Revolution is requesting Arundel's active participation in this year's celebration of our United States Constitution's 232nd Anniversary. The DAR is a non-profit, volunteer service organization.

If you will date, sign and have sealed the Proclamation and display it at town hall, it will be our honor to include you in our yearly report provided to the National Society. We would also like to honor each town that participates in signing their Proclamation with a mention in our state DAR newsletter and in a newspaper article, and other publicity about Constitution Week. The DAR is a non-profit, volunteer service organization.

I am hoping to send a chapter representative to take a photo of the displayed Proclamation, and if you, or any other representatives of the town, would like to be in that photo – wonderful!

Please, contact me if you have questions; and please notify me if, when, the Proclamation is signed.

In anticipation of a favorable response,

In DAR service to America,



Catherine Fisher

Constitution Week Proclamation

WHEREAS: The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law;

and WHEREAS: September 17, 2019, marks the two hundred and thirty-second anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention;

and WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it;

and WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Keith Trefethen by virtue of the authority vested in me as Town Manager in the Town of Arundel in the State of Maine do hereby proclaim the week of September 17 through 23 as CONSTITUTION WEEK

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this _____ day of September of the year of our Lord two thousand nineteen.

Signed _____

SEAL Attest _____

**SPECIAL TOWN MEETING WARRANT
MONDAY, SEPTEMBER 23, 2019**

To Roger Taschereau, a resident of the Town of Arundel in the County of York, State of Maine

GREETINGS

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Arundel in said county and state, qualified to vote in town affairs: to meet at the Mildred Day School Library in said town on Monday, September 23rd 2019 AD., at seven o'clock in the evening, then and there to act on Article 1 thru 4 as set out below, to wit.

ARTICLE 1

To choose a moderator to preside at said meeting and vote by voting cards and/or written ballot.

ARTICLE 2

Shall the Town vote to adopt an Ordinance entitled "Amendment to Section 1.6.2.6 of the Street Design and Construction Ordinance?", as follows:

- 1.6.2.6 Developments containing over 25 dwelling units or which generate average daily traffic (ADT) of over 250 trips per day, shall have at least two street connections either with existing public streets, or with streets shown on an approved subdivision plan or site plan for which a performance guarantee has been filed and accepted. The Planning Board shall permit commercial subdivisions or commercial projects generating 250 trips or more per day to establish a single street connection if said street connection is to a State of Maine highway and approved by the Arundel Fire Chief.

ARTICLE 3

Shall the Town vote to adopt "Ordinance changes for Pet Day Care 9.3.33.3 "

1. Delete "K" (Reserved)
2. Add r. to read as follows

Potable water shall be provided. Plumbing is not required, Provided attendants have access to a nearby source of potable water and hose and suitable containers to transport water to the facility.

Bathroom facilities are not required for attendant, provided such facilities are located within 60' of the pet day care facility. (By Petition)

ARTICLE 4

Shall the Town vote to adopt "Local option exemption for residents permanently stationed or deployed for military service outside the State" which allows an exemption of excise tax as described in MRSA Title 36 §1483-A.

Dated at Arundel Maine on September 9, 2019

Jason Nedeau, Chairman _____

Velma Hayes _____

Dan Dubois _____

Phil Labbe _____

Tom Danylik _____

A majority of the Municipal Officers, Arundel Maine

