

TOWN OF ARUNDEL  
BOARD OF SELECTMEN

Monday November 25, 2019  
ML Day Library  
7 PM

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

Others: Town Manager, Jack Reetz, John Bell, Jack Turcotte

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

**Approval of Agenda:** *MOTION Dubois second Labbe “approve agenda as amended” passed 4-0. (added discussion on Zoning Ordinance change, Municipal Building Meeting and Contract, Role of Building Committee.*

**Public forum:** No action

**Approval of Minutes:** *MOTION Dubois second Labbe “approve Minutes of November 12, 2019 as presented” passed 4-0.*

**Committee & Board Reports:** Open no action

**Managers Report:**

-Theft of Town Signs: Manager viewed with the Board the status of the investigation. Board felt that the Insurance Company needs to be notified, history of signs and develop a cost for replacement to be discussed during the Budget process.

-Status of Office open during Christmas time. A request by the Town Clerk to be closed on the Thursday after Christmas and re-open on Friday. ***MOTION Dubois second Danylik “leave the status of the office hours during the Christmas Holiday to the discretion of the Town Manager” passed 4-0***

-FY 20/21 Budget Preparation: Board was advised that number will be in to manager by department heads around December 6<sup>th</sup> and unless told otherwise the Joint meetings will be coordinated with the Budget Board and set for Tuesdays when needed.

- Work on Animal Control Ordinance: All folks have agreed to meet. I will coordinate meeting and provide some recommendation and a new ordinance after 3-4 meetings.
- Collaboration/Communications Committee to be establish with the RSU #21 and Municipal Officials from Arundel-Kennebunk-Kennebunkport. Selectmen Tom Danylik and Dan Dubois have volunteered to serve for Arundel.
- For the RSU #21 Enrollment Committee I provided two dates in January to meet. The Enrollment Committee wishes to meet in each respective community to discuss their efforts on this issue and received comment from the residents.
- Had a request by Attorney Shepard if the Board wished to discuss an ordinance change that his client would like to propose. They advise me that these request need to be submitted to the Planning Board for review and consideration.
- Manager provided an update to the Board on his meeting with the Architect-Building Contractor and specialist on changes to the design plan as determine by the Value Management review. No action taken.
- Role of Building Committee into the future: Chairman Jack Turcotte presented to the Board how in his view the role of the Municipal Building Committee will change moving forward. The Board felt that a meeting needs to be established shortly to discuss these thoughts and develop ways to keep them involved in the building as it is constructed.

**Business:**

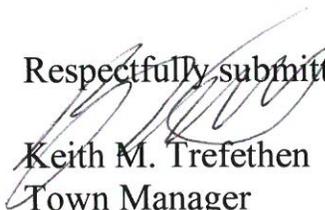
- Status of Town Attorney: Town Attorney Leah Rachin is moving her practice to a new firm. The Board felt that this substantial change requires the town to solicit RFP for Legal Services. They instructed the Town Manager to begin the process of RFP and advise Leah Rachin and Bergen Parkinson our intent moving forward.
- The Tax Collector provided a list of Mobile Homes in RV Parks that have been removed from town without paying their personnel property tax and she is requesting a formal write off from the Board on these uncollected balances. MOTION Dubois second Danylik “approve the write off of \$1,804.47 as listed in the form and provide our signatures to this request” passed 4-0.

**Other Business and Adjournment:**

Payable Warrant: *MOTION Dubois second Danylik “approve payable warrant as presented and reviewed” passed 4-0.*

*MOTION Dubois second Labbe “to adjourn” passed 4-0 @ 8:43PM*

Respectfully submitted,

  
Keith M. Trefethen  
Town Manager