



**Town of Hermon**

**Public Safety Meeting Room**

**October 4, 2018**

**Special Council Meeting**

**7:00 PM**

**AGENDA**

Council Meetings may be viewed live online and are archived after the meeting  
has taken place – check hermon.net for link.

**\*\*\*ALL ITEMS ARE SUBJECT TO APPROPRIATE COUNCIL ACTION\*\*\***

**I. CALL TO ORDER BY CHAIRPERSON**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. REVIEW CONSENT CALENDAR: REGULAR BUSINESS, APPOINTMENTS, SIGNATURES,  
And APPROVAL OF MINUTES:**

**MINUTES. -APPROVE 8/28/2018, 9/27/2018 and 9/27/2018 Special Town Meeting Minutes**  
**WARRANTS. -SIGN 10/5/2018**  
**RESOLVES. -SIGN**

**V. NEWS, PRESENTATIONS AND RECOGNITIONS**

**Recycling Committee Report**

**Hermon Volunteer Rescue Update**

**School Department – Bus Purchase discussion**

**School Department- Ruth Hanscom Trust Account request**

**VI. PUBLIC ITEMS OR COMMENTS (*Items Not Already on Agenda*)**



**VII. PUBLIC HEARINGS**

**VIII. COMMITTEE REPORTS**

**IX. SCHEDULED AGENDA ITEMS**

**A. OLD BUSINESS**

**FR18-19-30 Consider paying Invoice #21 for the Elementary School Project (tabled 9/27/18)**

**B. NEW BUSINESS**

**APPROVE SPECIAL TOWN MEETING WARRANT APPROVAL-4 OCT 2018**

**C. WORKSHOPS**

**D. OTHER ITEMS (from Table Package)**

**X. APPOINTMENTS**

**Reappoint personnel to various positions as required by Charter and State Statute.**

**XI. MANAGER STATUS REPORT:**

**XII. FINAL PUBLIC ITEMS OR COMMENT (*Items Not Already on Agenda*)**

**XIII. COUNCIL ITEMS:**

**XIV. EXECUTIVE SESSION:**

**XV. ADJOURNMENT:**

**Explanatory note #1:** All items in the CONSENT CALENDAR are considered routine and are proposed for adoption by the Town Council with one motion without DISCUSSION or deliberation. If DISCUSSION on any item is desired, any member of the Council or public may request the removal of an item for it to be placed in the regular agenda prior to the motion to approve the Consent Agenda.

**Explanatory Note #2:** In the interest of effect decision-making: At 10:00 p.m., the Chairman shall poll the Council and Town Manager to identify remaining items which shall be carried forward to the next Regular Meeting.

**Explanatory Note #3:** A Councilor who feels the need for the Council excusing his/her absence will make the request to the Town Manager or the Town Clerk prior to the meeting.



Town of Hermon

Public Safety Meeting Room

August 28, 2018

**SPECIAL Town Council Meeting**

**7:00 PM**

**MINUTES**

Council Meetings may be viewed live online and are archived after the meeting has taken place – check hermon.net for link.

**\*\*\*ALL ITEMS ARE SUBJECT TO APPROPRIATE COUNCIL ACTION\*\*\***

**I. CALL TO ORDER BY CHAIRPERSON**

Chair McCluskey led those in attendance in the Pledge of Allegiance

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Members Present:** Douglas Sinclair Sr., Steven Watson, John Snyder and Donna Ellis, Steven Thomas, Jeanne Jacques, and Timothy McCluskey

**Members Absent:** None

**Others Present:** Town Manager Howard Kroll, Town Clerk Kristen Cushman, Josh Berry, and, Scott Perkins

**IV. REVIEW CONSENT CALENDAR: REGULAR BUSINESS, APPOINTMENTS, SIGNATURES, And APPROVAL OF MINUTES:**

**MINUTES. -APPROVE**

**WARRANTS. -SIGN**

**RESOLVES. -SIGN**

**V. NEWS, PRESENTATIONS AND RECOGNITIONS**

**VI. PUBLIC ITEMS OR COMMENTS (*Items Not Already on Agenda*)**



**VII. PUBLIC HEARINGS**

**VIII. COMMITTEE REPORTS**

**IX. SCHEDULED AGENDA ITEMS**

**A. OLD BUSINESS**

**FR18-19-23 Consider purchasing a Public Works Pickup (TABLED FROM 8/23/18 MTG)**

**The motion was to table.**

**FR18-19-24 Consider authorizing the Town Manager to sign the agreement and approve FY not to exceed \$166,666.67 for road work on Hammond St. (TABLED FROM 8/23/18 MTG)**

**Councilor Ellis abstained. Councilor Snyder moved to approve FR18-19-23. Councilor Sinclair seconded the motion. The motion was accepted. Motion failed 3-3.**

**R18-19-10 Authorize Town Manager to sign Municipal Release Deed for 12 Edgewater Lane (TABLED FROM 8/23/18 MTG)**

**Councilor Snyder moved to approve R18-19-10. Councilor Jacques seconded the motion. The motion was accepted. Motion passes 7-0.**

**Consider approving a Special Town Meeting Warrant for September 27<sup>th</sup> to use School Reserve Funds to pay for the replacement of the security system at HHS (TABLED FROM 8/23/18 MTG)**

**Councilor Jacques moved to approve Special Town Meeting Warrant for September 27, 2018. Councilor Snyder seconded the motion. The motion was accepted. Motion passes 7-0.**

**B. NEW BUSINESS**

**FR18-19-22 Consider waiving the Purchasing Policy to purchase winter sand from Gardner Construction**

**Councilor Watson moved to approve FR18-19-22. Councilor Jacques seconded the motion. The motion was accepted. Motion passes 7-0.**

**C. WORKSHOPS**



**D. OTHER ITEMS (from Table Package)**

**X. APPOINTMENTS**

**XI. MANAGER STATUS REPORT:**

**XII. FINAL PUBLIC ITEMS OR COMMENT (*Items Not Already on Agenda*)**

**XIII. COUNCIL ITEMS: Tim McCluskey commented he has asked Rachel Grass for account balances and will share with council when he receives them.**

Jeanne Jacques asked how close we are to the 5% TIF cut off.

Douglas Sinclair asked if TIF's transfer to a new property owner when the property is sold.

**XIV. EXECUTIVE SESSION:**

**XV. ADJOURNMENT:**

**Councilor Snyder moved to adjourn the meeting at 7:57PM. Councilor Jacques gave seconded. With no objection the meeting was adjourned at 7:57PM.**

Respectfully Submitted,

**Howard Kroll and Kristen Cushman  
Town Manager and Town Clerk**

**Explanatory note #1:** All items in the CONSENT CALENDAR are considered routine and are proposed for adoption by the Town Council with one motion without DISCUSSION or deliberation. If DISCUSSION on any item is desired, any member of the Council or public may request the removal of an item for it to be placed in the regular agenda prior to the motion to approve the Consent Agenda.

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## MINUTES

### TOWN WARRANT SPECIAL TOWN MEETING THURSDAY, September 27, 2018

To: Kristen Cushman, a Resident of the Town of Hermon, Penobscot County and State of Maine,

Greeting:

In the name of the State of Maine you are hereby requested to notify and warn the inhabitants of the Town of Hermon, in said County of Penobscot, qualified by law to vote in said town affairs of the Election and Town Meeting described in this Warrant.

To the Voters of Hermon – District 2, Maine State Senate District 32, and Maine House of Representatives District 23:

You are hereby notified that a Special Town Meeting in this Municipality will be held at the **Hermon Public Safety Building** on Thursday, the 27<sup>th</sup> day of September A.D. 2018 at 7:00 p.m. to act on Articles 1 through 2.

**The Town Manager opened the meeting at 7:01PM. 1 voter was in attendance.**

ART. 1: To elect a Moderator to preside at said meeting.

**The Town Manager asked for nominations for a Meeting Moderator. Jeanne Jacques nominated Joshua Berry. Seconded by Donna Ellis. There were no other nominations. Mr. Berry willingly accepted the nomination. A show of hands was unanimous in favor of Mr. Berry moderating the meeting. The Moderator's Oath to Mr. Berry and then turned the meeting over to him.**

ART. 2: Shall the Town appropriate \$29,895.75 from the School Reserve Account (HERM07), for the purpose of paying for the emergency repair and replacement of the Hermon High School Alarm system that fell into disrepair on July 19, 2018 payable to Norris Inc of South Portland, Maine?

YES or NO

**The Moderator read Article 2. He then asked for a motion to approve the Article.**

**Steve Watson moved to approve Article 2 as written. John Snyder seconded the motion.**

**A show of hands was unanimous in favor of the motion. Article 2 passes.**

Jeanne Jacques moved to adjourn the meeting at 7:05PM. John Snyder seconded the motion. Meeting adjourned.

Respectfully Submitted,  
Kristen Cushman, Town Clerk



**Town of Hermon**

**Public Safety Meeting Room**

**September 27, 2018**

**SPECIAL TOWN MEETING**

**at**

**7:00 PM**

**IMMEDIATELY FOLLOWING: Town Council Meeting**

**MINUTES**

Council Meetings may be viewed live online and are archived after the meeting  
has taken place – check hermon.net for link.

**\*\*\*ALL ITEMS ARE SUBJECT TO APPROPRIATE COUNCIL ACTION\*\*\***

**I. CALL TO ORDER BY CHAIRPERSON**

**II. PLEDGE OF ALLEGIANCE**

Chair McCluskey led those in attendance in the Pledge of Allegiance

**III. ROLL CALL**

**Members Present:** Douglas Sinclair Sr., Steven Watson, John Snyder, Donna Ellis, Steven Thomas, Jeanne Jacques, and Timothy McCluskey

**Members Absent:** None

**Others Present:** Town Manager Howard Kroll, Town Clerk Kristen Cushman, Joshua Berry, Gary Gonyar, representative from Morgan Hill and Mac Davis

**IV. REVIEW CONSENT CALENDAR: REGULAR BUSINESS, APPOINTMENTS, SIGNATURES,  
And APPROVAL OF MINUTES:**

**MINUTES. -APPROVE August 23, 2018 & September 4, 2018**

**WARRANTS. -SIGN August 21, 2018**

**RESOLVES. -SIGN**



**Councilor Watson moved to approve the Consent Calendar as presented. Councilor Snyder seconded the motion. Motion passes 7-0.**

**V. NEWS, PRESENTATIONS AND RECOGNITIONS**

**VI. PUBLIC ITEMS OR COMMENTS (*Items Not Already on Agenda*)**

**VII. PUBLIC HEARINGS**

**MORGAN HILL LIQUOR LICENSE**

**Chair McCluskey opened the public hearing at 7:05PM. No public comments were received. The hearing closed at 7:06PM**

**VIII. COMMITTEE REPORTS**

**IX. SCHEDULED AGENDA ITEMS**

**A. OLD BUSINESS**

**B. NEW BUSINESS**

**FR18-19-26 Consider paying Invoice #21 for the Elementary School Project**

**Councilor Snyder moved to table FR18-19-26. Councilor Sinclair seconded the motion. Motion accepted unless doubted. Motion passes.**

**FR18-19--27 Consider paying Carpenter Associates for Engineering the Roof Project**

**Councilor Sinclair moved to approve FR18-19-27. Councilor Snyder seconded the motion. The motion was accepted. Motion passes 7-0.**

**FR18-19-28 Consider paying Norris Inc. for additional work on the Hermon High School Fire alarm panel**

**Councilor Jacques moved to approve FR18-19-28. Councilor Snyder seconded the motion. The motion was accepted. Motion passes 7-0.**

**O18-19-03 Consider approving GA Ordinance Appendices A-D for FY2018-2019**

**Councilor Jacques moved to approve O18-19-03. Councilor Watson seconded the motion. Motion accepted unless doubted. Motion passes.**

**R18-19-12 Consider approving Morgan Hill's liquor License**





**Councilor Snyder moved to approve R18-19-12. Councilor Watson seconded the motion. Motion accepted unless doubted. Motion passes.**

**Approve a Quit Claim Deed RE # 1451**

**Councilor Jacques moved to approve Quit Claim for RE 1451. Councilor Snyder seconded the motion. The motion was accepted. Motion passes 7-0.**

**R18-19-11 Consider accepting Roads – Stone Farm Drive, Orchard Drive and Harvest Lane**

**Councilor Watson moved to approve R18-19-11. Councilor Snyder seconded the motion. The motion was accepted. Motion passes 7-0.**

**FR18-19-29 Consider sponsoring a fund raising event**

**Councilor Watson moved to approve FR18-19-29 for \$1000.00. Councilor Ellis seconded the motion. The motion was accepted. Motion passes 7-0.**

**R18-19-13 Consider to authorize Town Manager to advertise surplus property for public bid (2010 Ford Crown Vic)**

**Councilor Watson moved to approve R18-19-13. Councilor Snyder seconded the motion. The motion was accepted. Motion passes 7-0.**

## **C. WORKSHOPS**

### **D. OTHER ITEMS (from Table Package)**

## **X. APPOINTMENTS**

## **XI. MANAGER STATUS REPORT:**

**Manager reported Route 2 was tentatively scheduled for pavement on Friday, 28 September pending on weather and materials. Manager announced the auditors were going to be in town next week. He wished the Hermon football team tomorrow night for their homecoming game. Reminded all that next Thursday and the following Thursday are regularly scheduled Town Councilor meetings. Finally he thanked the Council on their generosity for supporting Jamie Kennedy who is a long time law enforcement officer in Penobscot County and a Bucksport High School graduate.**



**XII. FINAL PUBLIC ITEMS OR COMMENT** (*Items Not Already on Agenda*)

**XIII. COUNCIL ITEMS:**

**Donna Ellis:** Stated there will be a rabies clinic in Carmel Maine on October 20, 2018.

**Steve Thomas:** Spoke regarding the firearm discharge and could there be an ordinance? Howard Kroll to research and report findings to the council.

**Jeanne Jacques:** Thank you to Josh Berry for offering to let her into the Council chambers. Jeanne stated our roads are kept very well in the winter compared to neighboring towns. She would like to see snow fence used on a few roads in town.

**Doug Sinclair:** There is a mattress on Annis Road. He asked if Public Works would pick it up Friday. Would like a container for water put in the cemeteries. Howard Kroll reported the Fire Department has a tank to put in a cemetery.

**Tim McCluskey:** Pleased to hear Gary Gonyar has great employees.

**Steve Watson:** None

**John Snyder:** Would like history of sand/salt purchases over the past 5 years. Howard Kroll to gather this information.

**XIV. EXECUTIVE SESSION:**

**XV. ADJOURNMENT:**

**Councilor Jacques moved to adjourn the meeting at 8:20PM. Councilor Snyder gave seconded. With no objection the meeting was adjourned at 8:20 PM.**

Respectfully Submitted,

**Howard Kroll and Kristen Cushman**  
Town Manager and Town Clerk

Explanatory note #1: All items in the CONSENT CALENDAR are considered routine and are proposed for adoption by the Town Council with one motion without DISCUSSION or deliberation. If DISCUSSION on any item is desired, any member of the Council or public may request the removal of an item for it to be placed in the regular agenda prior to the motion to approve the Consent Agenda.  
Explanatory Note #2: In the interest of effect decision-making: At 10:00 p.m., the Chairman shall poll the Council and Town Manager to identify remaining items which shall be carried forward to the next Regular Meeting.  
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# Recycle Committee Report to Town Council

October 2018

1. Our Goal was to study the feasibility of expanding the Town recycling program.
2. Effort
  - a. Looked at the existing program in the Town of Hermon
  - b. Attended the State Recycling Summit meeting
  - c. Observed the existing recycling effort at the Town Office location and at the Transfer Station
  - d. Interviewed managers of recycling programs in other towns
  - e. Provided recycling education at the voting poll in June and through the Hermon Connection
  - f. Researched recycling options for Hazardous and Electronic wastes
  - g. Provided a survey of the town's public to assess the wants and needs regarding recycling
3. Observations
  - a. The current utilization of the recycling containers is popular, but has drawbacks. Contamination of the recycled items is a big problem. Some of this is unintentional (individuals don't know what to put in the containers) but some is very intentional (just dumping whatever). There is also a problem with the containers being full when people want to drop recyclables off.
  - b. The value of recycled material is low and may become lower. It costs to recycle!
  - c. Education of the Hermon community is needed to improve the quality of the recycled materials.
  - d. The Town can provide information on where and when to recycle hazardous and electronic wastes
4. Survey Results We received 205 completed surveys.
  - 74% say they recycle
  - 87% would like to recycle
  - What prevents you from recycling?
    - 10% too much trouble
    - 12% where do I take it?
    - 9% no place to keep recyclables at home
  - What could change?
    - 22% provide us recycle containers
    - 37% let's have curb side pick up
  - Do you use the transfer station?
    - 17% yes
    - 17% would like more hours
    - 19% would like fee waived
  - Hazardous and e-waste days?
    - 85% yes

## 5. Committee Conclusions

- a. It appears that many residents would like a curb side recycling program
  - The cost of such a program must consider that it will offset some of the cost of trash disposal (less trash if some becomes recycle)
  - Curb side pick- up would also improve the quality of the recyclables
  - The overall cost of Trash plus Recycling will be significantly more than the existing programs
  - The value of recycled materials is low at this time and will likely be low and variable in the near future.
- b. The existing recycling program can be improved by updating the recycle bin area
  - The public needs education regarding the program
  - The recycle area needs to have an attendant at least part time to provide guidance on what can be recycled and minimize contamination
  - There needs to be more containers or more frequent emptying
  - There needs to be better signage and lights and maybe a video camera
- c. There needs to be more available hours at the transfer station and better education about when, where, and what is accepted and about fees
- d. The committee has organized an e-waste disposal day at the Town Office on October 6.

## 6. Committee Recommendations

- a. Long term options and plans
  - A curb side recycling program is a service that many Hermon residents would like to see initiated. The feasibility of such a program is dependent on the Town being able to budget it.
  - The cost of pickup and transport can be determined with some accuracy, but the value or cost of disposal of the recycled materials will likely be volatile at least for the near future.
  - The evaluation and feasibility assessment of this program should be done over the next 1 to 3 years so that the Town is ready to proceed if and when the recycle market improves.
- b. Short term options and plans
  - An Electronics waste (e-waste) disposal day has been organized and scheduled for Saturday, October 6. Information has been posted to inform the Town residents of this opportunity.

-Significant improvements can be made in the existing Zero-Sort recycle program. Education of those willing to use the dumpsters at the Town office location could reduce the contamination of the materials deposited and therefore reduce the cost by improving the quality. It appears that an attendant would be needed. This could be part time with variable hours to interact with recyclers who go to the facility at various times. Better signage, lights and a recording video camera could also help. More containers and more frequent emptying may also be needed. It appears that the Town needs someone to be designated as Recycling Coordinator to carry these recommendations forward. These efforts will require a budget to be successful.

-Improvements can also be made in the Transfer Station operation. It appears that more hours of operation are needed, likely an afternoon and evening during the week. Operating through the winter should be considered. An educational campaign is needed to explain what is accepted/permitted and what the fees/costs are for specific items. New signage may be helpful to educate those using the facility. This effort will also require a budget.

-The Recycling Committee needs to know what the Council wants from here forward. We need direction if further work is desired. Otherwise, our volunteer committee will be done in January 2019. Consideration should be given to having a permanent Recycling Committee which could continue the recycling education effort, and organize e-waste and haz-waste days. If tasks involve more than a few meetings and making recommendations to the Town Council a budget for expenses and a stipend may be needed.



**TOWN WARRANT  
SPECIAL TOWN MEETING  
THURSDAY, October 11, 2018**

To: Kristen Cushman, a Resident of the Town of Hermon, Penobscot County and State of Maine,

Greeting:

In the name of the State of Maine you are hereby requested to notify and warn the inhabitants of the Town of Hermon, in said County of Penobscot, qualified by law to vote in said town affairs of the Election and Town Meeting described in this Warrant.

To the Voters of Hermon – District 2, Maine State Senate District 32, and Maine House of Representatives District 23:

You are hereby notified that a Special Town Meeting in this Municipality will be held at the **Hermon Public Safety Building** on Thursday, the 11<sup>th</sup> day of October A.D. 2018 at 7:00 p.m. to act on Articles 1 through 4.

**ART. 1:** To elect a Moderator to preside at said meeting.

**ART. 2:** Shall the Town appropriate \$25,000.00 from the Undesignated Fund Balance, for the purpose of paying for Hermon Volunteer Rescue Service for Emergency Medical Services from 11 October 2018 until 30 June 2019?

**YES or NO**

**ART. 3:** Shall the Town appropriate \$35,000.00 from the School Bus Reserve Account (HERM33), for the purpose of paying for the first installment (1/???) of the new school bus payable to Machias Savings Bank?

**YES or NO**

**ART. 4:** Shall the Town transfer \$158,391.47 from the Ruth Hanscom Trust Account and close the Account to the Hermon School Department Accounts Payable Bank Account, for the purpose of reimbursing the School Department for past purchases of furniture, technology and books for the School Department Libraries?

**YES or NO**



## Certificate of Appointment

To: **Rachel Grass**

In accordance with the provisions of the laws of the State of Maine, I do hereby appoint and confirm you as a **Finance Director**.

Your term of office will expire on June 30, 2019.

Given under my hand on this day, October 4, 2018.

\_\_\_\_\_  
Town Manager

\*\*\*\*\*

I, **Rachel Grass**, do swear, that I will support the constitution of the United States, and of this State, so long as I shall continue a citizen thereof, that I will in all respects observe the provisions of the Charter and all the duties incumbent upon me as a **Finance Director** for the Town of Hermon, according to the Constitution and laws of the State of Maine, So Help Me God.

\_\_\_\_\_  
Signature

Subscribed and sworn before me, \_\_\_\_\_  
Title Hermon, Maine

\_\_\_\_\_  
Date

*(Before assuming the duties of office, a town official or deputy shall be sworn by the Moderator in open Town Meeting, by the Clerk, or any other person authorized by law to administer an oath. Unless the oath is administered in the presence of the Clerk, the person who administers it shall give the official or Deputy sworn a certificate which he shall return to the Clerk for filing. Title 30, M.R.S.A. 2060(9)(a).*