



Town of Hermon

Public Safety Meeting Room

October 25, 2018

Town 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 10-11-2018 Special Town Meeting Minutes, 10-11-2018 Minutes
WARRANTS. -SIGN
RESOLVES. -SIGN
- V. NEWS, PRESENTATIONS AND RECOGNITIONS**

Chief Roma presentation to Cody Sullivan for a promotion to Assistant Chief

Banking presentations: Camden National Bank, Machias Savings Bank & The First
- VI. PUBLIC ITEMS OR COMMENTS (*Items Not Already on Agenda*)**
- VII. PUBLIC HEARINGS**
- VIII. COMMITTEE REPORTS**



IX. SCHEDULED AGENDA ITEMS

A. OLD BUSINESS

FR18-19-31 Dunbar & Brawn Construction invoice # 21

R18-19-15 Banking services for Cy2019, Cy2020 and Cy2021.

B. NEW BUSINESS

FR18-19-32 Dunbar & Brawn Construction invoice # 22

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:

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.



MINUTES

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 11th day of October A.D. 2018 at 7:00 p.m. to act on Articles 1 through 5.

The Town Manager opened the meeting at 7:01PM. 10 voters were 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 John Snyder. 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 \$25,000.00 from the Undesignated Fund Balance, for the purpose of paying for Hermon Volunteer Rescue Service for Emergency Medical Services?

YES or NO

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

John Snyder moved to approve Article 2 as written. Timothy McCluskey seconded the motion.

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

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 (1/3) of the new school bus payable to Machias Savings Bank?

YES or NO

The Moderator read Article 3. He then asked for a motion to approve the Article.

John Snyder moved to approve Article 3 as written. Steve Watson seconded the motion.

A show of hands was unanimous in favor of the motion. Article 3 passes.

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

The Moderator read Article 4. He then asked for a motion to approve the Article.

John Snyder moved to approve Article 4 as written. Steve Watson seconded the motion.

A show of hands was unanimous in favor of the motion. Article 4 passes.

ART. 5: Shall the Town appropriate \$34,600.00 from the School Repair Reserve Account (HERM07), for the purpose of paying Mechanical Services for the replacement and repair of the Hermon High School Heating Controls?

YES or NO

The Moderator read Article 5. He then asked for a motion to approve the Article.

John Snyder moved to approve Article 5 as written. Steve Watson seconded the motion.

A show of hands was unanimous in favor of the motion. Article 5 passes.

Jeanne Jacques moved to adjourn the meeting at 7:10PM. Donna Ellis seconded the motion. Meeting adjourned.

**Respectfully Submitted,
Kristen Cushman, Town Clerk**



Town of Hermon

Public Safety Meeting Room

October 11, 2018

Town Council Meeting

IMMEDIATELY FOLLOWING SPECIAL TOWN 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

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 Snyer, Donna Ellis, Steven Thomas, Jeanne Jacques, and Timothy McCluskey

Members Absent: None

Others Present: Town Manager Howard Kroll, Town Clerk Kristen Cushman, Joshua Berry, Rachel Grass, Camden National Bank, Machias Savings Bank, The First, Doris Rogerson, Lois Brice, Tony Reynolds and approximately 6 residents.

******SPECIAL TOWN MEETING WILL TAKE PLACE AFTER ROLL CALL******

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

MINUTES. -APPROVE 10/4/2018

WARRANTS. -SIGN

RESOLVES. -SIGN



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

V. NEWS, PRESENTATIONS AND RECOGNITIONS

Economic Development Reserve Account/ TIF Account Discussion- Rachel Grass, Finance Director

Rachel Grass made a presentation on where and how the TIF funds have been spent over the past 10 to 12 years.

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

VII. PUBLIC HEARINGS

VIII. COMMITTEE REPORTS

IX. SCHEDULED AGENDA ITEMS

A. OLD BUSINESS

B. NEW BUSINESS

R18-19-14 Award Banking Services

Camden National Bank, Machias Savings Bank and The First were asked to make presentations to the council regarding their bid packets on banking services.

Councilor Thomas moved to table R18-19-14. Councilor Ellis seconded the motion. The motion was tabled until the 10-25-2018 council meeting. Motion tabled 7-0.

C. WORKSHOPS

D. OTHER ITEMS (from Table Package)

X. APPOINTMENTS



XI. MANAGER STATUS REPORT:

Manager thanked all the bank representatives for attending the meeting this evening and providing excellent presentations. Manager thanked Rachel Grass for the TIF/Economic Development Reserve Account presentation. Gardner Construction has exercised their option to not to continue the snow plowing contract after this winter. Manager thanked Gardner Construction for their excellent work they have done over the last 2 years and is confident they will finish out the terms of the contract on a high note.

Manager informed Council that the last Snow Plow bid is going to be amended for new roads/mileage so it can be put out to bid over the next month since the Council will need that information for the FY20 budget.

Manager also thanked the residents that came out to attend the meeting.

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

XIII. COUNCIL ITEMS:

Doug Sinclair: Gave a suggestion to grid off the town and look for different plow contractors for each grid.

Tim McCluskey: Spoke on the safety issues/clean up Dunbar and Brawn looking to have cleaned up around the new school addition. Howard Kroll stated the staging was gone and would look on 10-12-2018 to see the progress.

XIV. EXECUTIVE SESSION:

XV. ADJOURNMENT:

Councilor Jacques moved to adjourn the meeting at 9:05PM. Councilor Ellis gave seconded. With no objection the meeting was adjourned at 9:05 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.

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.

APPLICATION AND CERTIFICATION FOR PAYMENT

TO: Town of Hermon
 333 Billings Rd
 Hermon, ME 04401
PROJECT: Hermon Elementary
 APPLICATION NO: 21
 D&B Job #: 1706
FROM: Dunbar & Brawn Construction
 223 Hildreth St
 Bangor, Maine 04401
ARCHITECT: Carpenter Associates
 687 Stillwater Ave
 Old Town, ME 04468
Contract Date: May 1, 2017
Invoice Date: 02-Sep-18
Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00

1. ORIGINAL CONTRACT SUM..... \$4,590,160.00
2. Net change by All Revisions \$388,638.05
3. CONTRACT SUM TO DATE (Line 1+2)..... \$4,978,798.05
4. TOTAL COMPLETED AND STORED..... \$4,666,519.40
 - A. TOTAL COMPLETED TO DATE..... \$4,666,519.40
 - B. TOTAL STORED TO DATE..... \$0.00
5. RETAINAGE:
 - a. 2.2% of completed work \$102,663.43
 - b. 2.2% of Stored Material \$0.00
- TOTAL RETAINAGE (Line 5A + 5B)..... \$102,663.43
6. TOTAL EARNED LESS RETAINAGE..... \$4,563,855.97
(Line 4 less Line 5 total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)..... \$4,476,713.86
8. CURRENT PAYMENT DUE..... \$87,142.12
9. BALANCE TO FINISH, PLUS RETAINAGE..... \$414,942.08

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: DUNBAR & BRAWN CONSTRUCTION

Submitted By: *K. S. B.*
 Alison E. Brawn, VP/FO

Kristal Trott
 Notary Public, State of Maine
 My Commission Expires October 18, 2023

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$87,142.12
 (Attach explanation if amount certified differs from the amount applied for.)
 ARCHITECT, OWNER OR OWNER'S REPRESENTATIVE

By: *Kristal Trott* Date: _____
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION AND CERTIFICATION FOR PAYMENT

TO: Town of Hermon
333 Billings Rd
Hermon, ME 04401

PROJECT: Hermon Elementary
APPLICATION NO: 22
D&B Job #: 1706

FROM: Dunbar & Brawn Construction
223 Hildreth St
Bangor, Maine 04401

ARCHITECT: Carpenter Associates
687 Stillwater Ave
Old Town, ME 04468

Contract Date: May 1, 2017 Invoice Date: 30-Sep-18

FROM: 2-Sep-18
TO: 30-Sep-18

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00

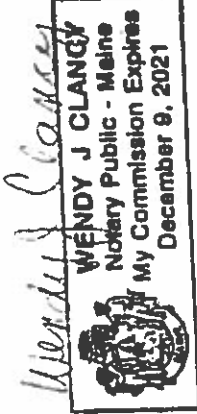
- 1. ORIGINAL CONTRACT SUM..... \$4,590,160.00
- 2. Net change by All Revisions..... \$388,638.05
- 3. CONTRACT SUM TO DATE (Line 1+2)..... \$4,978,798.05
- 4. TOTAL COMPLETED AND STORED..... \$4,785,317.58
 - A. TOTAL COMPLETED TO DATE..... \$4,785,317.58
 - B. TOTAL STORED TO DATE..... \$0.00
- 5. RETAINAGE:
 - a. 2.2% of completed work..... \$105,276.99
 - b. 2.2% of Stored Material..... \$0.00
- TOTAL RETAINAGE (Line 5A + 5B)..... \$105,276.99
- 6. TOTAL EARNED LESS RETAINAGE..... \$4,680,040.59 (Line 4 less Line 5 total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)..... \$4,563,855.97
- 8. CURRENT PAYMENT DUE..... \$116,184.62
- 9. BALANCE TO FINISH, PLUS RETAINAGE..... \$298,757.46

NET CHANGE BY CHANGE ORDERS

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: DUNBAR & BRAWN CONSTRUCTION

Submitted By: *Alan E. Brown, VP/CO*



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$116,184.62

(Attach explanation if amount certified differs from the amount applied for.) ARCHITECT, OWNER OR OWNER'S REPRESENTATIVE

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.