



Town of Hermon
Public Safety Meeting Room
January 24, 2019

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 12/19/2018 Executive Session, 12/20/2018 Minutes & Executive
Session, 12/20/2018 Special Town Meeting Minutes

WARRANTS. -SIGN 1/25/2019 Warrant

RESOLVES. -SIGN

V. NEWS, PRESENTATIONS AND RECOGNITIONS

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

VII. PUBLIC HEARINGS

Liquor License – Hermon Golf Inc.

TIF District 15 – Gardner Construction Enterprises

TIF District 16 – Hermon E-Z Mart

TIF District 17 – Ted McLeod, Inc.



VIII. COMMITTEE REPORTS

IX. SCHEDULED AGENDA ITEMS

A. OLD BUSINESS

B. NEW BUSINESS

O18-19-05 Consider approving TIF District #15 – Gardner Construction Enterprises / Fine Line Striping

O18-19-06 Consider approving TIF District #16 – Hermon E-Z Mart Inc.

O18-19-07 Consider approving TIF District #17 – Ted McLeod, Inc.

R18-19-21 Consider approving abatement for 2017 tax on Real Estate # 2217

R18-19-22 Consider holding a Public Hearing for an amendment to Chapter 154 Zone Change for a portion of Tax Map 040-062-000

R18-19-23 Consider approving Hermon Golf Liquor License Renewal

FR18-19-40 Consider approving invoice #23 from Dunbar and Brawn

FR18-19-41 Consider hiring Carpenter Associates to assist with a Site Location and Development application to MDEP.

FR18-19-42 Consider hiring Carpenter Associates to prepare design and bid documents to install a canopy entrance at the Patricia A. Duran Elementary School as part of the Addition project.

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.



Town of Hermon

Public Safety Meeting Room

December 19, 2018

Executive 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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Members Present: Douglas Sinclair Sr., Steven Watson, John Snyder, Steven Thomas and Timothy McCluskey

Members Absent: Donna Ellis & Jeanne Jacques (both members were excused by the rest of the Council)

Others Present: Town Manager Howard Kroll, Economic Development Director Scott Perkins

XIV. EXECUTIVE SESSION:

Councilor Watson moved to enter Executive Session to discuss a real estate per 1 M.S.R.A. 405 (6)(C). Councilor Snyder seconded the motion. The motion was accepted. Motion passes 5-0-2 (Ellis, Jacques absent).

Consider entering Executive Session to discuss a real estate matter per 1 M.S.R.A. 405(6)(C)



XV. ADJOURNMENT:

Councilor Snyder moved to adjourn the executive session at 8:20 p.m. Councilor Sinclair seconded the motion. With no objection the meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

**Howard Kroll
Town Manager**

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

December 20, 2018

Town Council Meeting

7:00 PM

MINUTES

SPECIAL TOWN MEETING starts at 7 p.m.

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 and Timothy McCluskey

Members Absent: Jeanne Jacques (excused by the Council)

Others Present: Town Manager Howard Kroll, Town Clerk Kristen Cushman, Scott Perkins, Frank Roma, Anthony Reynolds, Mathews Brothers Company which included: Scott Hawthorne, President, John Magri, VP- Sales, Alex Hawthorne, Executive VP & Treasurer, Kyle Hawthorne, VP Operations, Kristen Wentworth, Thomas Dunham, The Dunham Group, David Hughes, Epstein Commercial, Willard Emery, LMS Management Ed Bearor and Katie Foster.

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

MINUTES. -APPROVE 11/29/2018 Minutes, 11/29/2018 Executive Session Meeting Minutes

WARRANTS. -SIGN

RESOLVES. -SIGN



Councilor Snyder moved to approve the Consent Calendar as presented. Councilor Sinclair seconded the motion. Motion passes 6-0.

V. NEWS, PRESENTATIONS AND RECOGNITIONS

Recognition of Ntensions Corporation. Plaque presentation

Chief Roma will present a plaque at the Ntensions office.

New Business Announcement- Scott Perkins/Owner of business

Scott Perkins announced Mathews Brothers Company expanding to Hermon.

Town Manager Kroll stated the following:

Congratulations to Mr. Dunham on his ability to put this together. We have worked together patiently for a number of years on this project and finally we can claim it has been accomplished! Well Done!

Congratulations to Mr. Burkhardt- he has been a great partner with the Town and we commend him on his patience and willingness to grow his business here in Hermon. Tonight is merely the beginning of a new chapter in our relationship with Mr. Burkhardt- congratulations sir.

Congratulations to Scott Perkins- Scott I know you have taken this project very seriously and never strayed away from our philosophy of making sure we partner with businesses so they can be successful. This has been a long road but you need to take credit for brining this to reality. Finally-

Congratulations to Mr. Hawthorne, his family and employees on this historic announcement for their company!

A major expansion of this magnitude is both a testament to their commitment, ambition and belief that it is in their company's best interest for growth potential to take this leap of faith on expanding their operations to another location namely here- the Town of Hermon.

I will say this and repeat it we support you on your efforts to grow and succeed. Your success is our success. We are in this together.

We understand this was not an easy decision for your company to look outside of your home town. Change is never easy but this was a decision you obviously vetted and discussed over and over again. I am beyond happy you chose the Town of Hermon.

We respect your decision and clearly understand we, the Town, have a stake in this as well.

You are taking a risk on us just like you are on yourselves. Your company has redefined itself a number of times over its 165 years of existence. This is merely the next chapter in your company's history. I know your founding fathers and family have to be proud of your success and motivation to grow even more.

The Town Council, town staff and myself standby to assist you in whatever way possible to make sure your expansion to Hermon was not only a good decision but the best decision your company could make to grow itself methodically and strategically over the next 165 years and beyond.



I wish you nothing but continued success both in Belfast and now here in Hermon.

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

O18-19-04 To Consider Hermon Golf Inc. Hermon Meadow Golf Club's Liquor License Application – to schedule Public Hearing on January 24, 2019

Councilor Watson moved to approve O18-19-04. Councilor Sinclair seconded the motion. The motion was accepted unless doubted. Motion passes.

FR18-19-37 Consider paying Invoice #23 (FINAL) for the Elementary School Project

Councilor Snyder moved to table FR18-19-37. Councilor McCluskey seconded the motion. The motion was accepted to table item. Motion passes 6-0.

FR18-19-38 Consider paying expenses related to the new school wing addition from HERM 21

Councilor Snyder moved to approve FR18-19-38. Councilor Watson seconded the motion. The motion was accepted. Motion passes 6-0.

C. WORKSHOPS

D. OTHER ITEMS (from Table Package)

B. NEW BUSINESS

R18-19-20 A Qualified Catering Event to be held on January 26 & 27, 2019 at Speedway 95 by Waterfront Concerts, LLC for Sno-X 2019.

Councilor Snyder moved to approve R18-19-20. Councilor Watson seconded the motion. The motion was accepted. Motion passes 6-0.



FR18-19-39 Consider purchasing LED sign at Patricia A. Duran Elementary School from HERM 21

Councilor Snyder moved to approve FR18-19-39. Councilor Sinclair seconded the motion. The motion was accepted. Motion passes 6-0.

X. APPOINTMENTS

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

XI. MANAGER STATUS REPORT:

Town Manager- commended Scott Perkins on his efforts with Mathews Brothers and how his hard work brought up new business to Hermon. He thanked staff for their generosity and willingness to assist citizens less fortunate. He wished everyone happy holidays this holiday season.

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

XIII. COUNCIL ITEMS:

Douglas Sinclair: Commended Scott on his career in the Town of Hermon from mowing to Economic Director.

Timothy McCluskey: Concerned about the ground work that needs to be finished by the contractor at the Elementary School project. Howard stated the contractor's engineer does not agree with the contractor that they have met their obligation of the project. Howard and Tim had a conversation about future work needing to have a DEP permit. Howard will draft a resolve to have for the 1/24/2019 meeting.

XIV. EXECUTIVE SESSION:

Consider entering Executive Session to discuss a legal matter per 1 M.S.R.A. 405(6)(E)

Consider entering Executive Session to discuss a legal matter per 1 M.S.R.A. 405(6)(E)

Councilor Snyder moved to enter Executive Session at 7:59 p.m. to discuss two legal matters per 1 M.S.R.A. 405 (6)(E). Councilor Watson seconded the motion. Motion accepted unless doubted. Motion passes. Councilor Snyder made a motion to exit executive session at 9:29 p.m. and enter back into regular Town Council meeting, motion seconded by Councilor Watson, motion accepted unless doubted.



XV. ADJOURNMENT:

Councilor Snyder moved to adjourn the meeting at 9:29PM. Councilor Watson gave seconded. With no objection the meeting was adjourned at 9:29 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.



MINUTES

TOWN WARRANT SPECIAL TOWN MEETING THURSDAY, December 20, 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 Special Town Meeting described in this Warrant.

To the Voters of Hermon qualified to vote at Town Meetings pursuant to 30-A M.R.S. § 2524(1):

You are hereby notified that a Special Town Meeting in this Municipality will be held at the **Hermon Public Safety Building** on Thursday, the 20th day of December, 2018, at 7:00 p.m., to act on Articles 1 through 3.

The Town Manager opened the meeting at 7:02PM. 1 voter were in attendance.

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

The Town Manager asked for nominations for a Meeting Moderator. John Snyder nominated Anthony Reynolds. There were no other nominations. Mr. Reynolds willingly accepted the nomination. A show of hands was unanimous in favor of Mr. Reynolds moderating the meeting. The Moderator's Oath to Mr. Reynolds and then turned the meeting over to him.

Mr. Reynolds asked for a motion to allow Mr. Howard Kroll, a non resident to read the warrant articles. Councilor Snyder moved to allow Mr. Kroll to read the warrant articles. Councilor Watson seconded the motion. The motion was accepted. Motion passes 6-0.

ART. 2: Shall the Town enter into Cooperative Agreements with the Maine Department of Transportation ("MDOT") and two Town of Hermon businesses (identified below as "Business A" and "Business B") to develop, construct, and fund a 10-foot wide shoulder on the southerly side of Route 2, beginning approximately 350 feet westerly of White Pine Road and extending easterly approximately 1,250 feet, inclusive of 150 feet long shoulder transition tapers, for a total length of the 10-foot wide shoulder of 950 feet, at a yet-to-be determined cost estimated to be approximately \$175,000, the full actual cost of which shall be borne by the Maine Department of Transportation, Business A, and Business B, subject to the following conditions:

Condition 1: The Town of Hermon shall put the Project out to bid no later than June 20, 2019.

Condition 2: Business A (Ray Wood, Jr.) shall be responsible for 33.35% of actual costs incurred in association with the Project. As provided in a Cooperative Agreement, Business A shall pay to the Town and the Town shall accept a to-be-determined amount, which shall be at least 50% of the estimated expenses for the Project. The Town may demand additional funds from Business A as necessary to cover additional expenses incurred in association with the Project. After the Town has paid for all actual costs incurred in association with the Project, the Town shall reimburse Business A for the difference between all amounts provided by Business A and 33.35% of the total actual costs incurred in association with the Project.

Condition 3: Business B (Rommie Patel) shall be responsible for 33.35% of actual costs incurred in association with the Project. As provided in a Cooperative Agreement, Business B shall pay to the Town and the Town shall accept a to-be-determined amount, which shall be at least 50% of the estimated expenses for the Project. The Town may demand additional funds from Business B as necessary to cover additional expenses incurred in association with the Project. After the Town has paid for all actual costs incurred in association with the Project, the Town shall reimburse Business B for the difference between all amounts provided by Business B and 33.35% of the total actual costs incurred in association with the Project.

Condition 4: The MDOT shall reimburse the Town for 33.3% of actual costs incurred and paid by the Town in association with the Project, subject to the terms of the Cooperative Agreement between the MDOT and the Town, and the Town shall accept said reimbursement.

Mr. Kroll read Article 2. Mr. Reynolds then asked for a motion to approve the Article. Councilor John Snyder moved to approve Article 2 as written. Councilor Douglas Sinclair Sr. seconded the motion.

The Moderator opened the floor for discussion or questions. There was no discussion. The Moderator asked for a show of hands.

A show of hands was unanimous in favor of the motion.

Article 2 passes.

ART. 3: Shall the Town establish and administer an account and fund said account with the payments made by the MDOT, Business A, and Business B, as described in Article 2?

YES or NO

Mr. Kroll read Article 3. Mr. Reynolds then asked for a motion to approve the Article. Councilor John Snyder moved to approve Article 3 as written. Councilor Douglas Sinclair Sr. seconded the motion.

The Moderator opened the floor for discussion or questions. There was no discussion. The Moderator asked for a show of hands.

A show of hands was unanimous in favor of the motion.

Article 3 passes.

Mr. Reynolds adjourned the meeting at 7:06PM.

Respectfully Submitted,

**Kristen Cushman
Town Clerk**

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
 10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
 TEL: (207) 624-7220 FAX: (207) 287-3434
 EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/>	NO <input type="checkbox"/>

PRESENT LICENSE EXPIRES: 3/28/19

NEW application: Yes No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|---|---|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input checked="" type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: HERMON GOLF INC.		Business Name (D/B/A) HERMON MEADOW GOLF CLUB	
APPLICANT(S) -(Sole Proprietor)	DOB:	Physical Location: 281 BILLINGS RD	
	DOB:	City/Town HERMON	State ME
		Zip Code 04401	
Address 56 BEECH RIDGE DR		Mailing Address 281 BILLINGS RD	
City/Town HERMON	State ME	City/Town HERMON	State ME
Zip Code 04401		Zip Code 04401	
Telephone Number (207) 266-3830	Fax Number	Business Telephone Number 207 848-3741	Fax Number
Federal I.D. # 27 - 3294902		Seller Certificate #: or Sales Tax #: 1146989	
Email Address: Please Print hermonmeadow@gmail.com		Website:	

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____

2. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

3. Is applicant a corporation, limited liability company or limited partnership? YES NO

~~If Yes, please complete the Corporate Information required for Business Entities who are licensees:~~

4. Do you permit dancing or entertainment on the licensed premises? YES NO



O18-19-05

AN ORDER

Providing for: Designation of Municipal Development and Tax Increment Financing District (No. 15) - Gardner Construction Enterprises / Fine Line Striping and Adoption of Related Development Program

WHEREAS, the Town of Hermon is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate a specified area within the Town as a municipal development district and tax increment financing district and to adopt a development program for such district; and,

WHEREAS, there is and continues to be a need to encourage the expansion, improvement and attraction of manufacturing, industrial and commercial, businesses in the Town, and to provide continuing employment opportunities for the citizens of the Town and the surrounding region, to improve and broaden the tax base of the Town, and to improve the general economy and general business development climate of the Town, the surrounding region and the State of Maine; and

WHEREAS, designating the proposed Municipal Development and Tax Increment Financing District (No. 15) - Gardner Construction Enterprises / Fine Line Striping (the "District") and adopting and implementing the proposed related Development Program (the "Development Program") will help to provide new employment opportunities for the citizens of the Town and the surrounding region and will help the Town to continue the pursuit of business development in the Town and the region; and

WHEREAS, the Town has held a public hearing on the proposed District and Development Program in accordance with the requirements of 30-A MRSA sub-section 5226(1) upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town; and,

WHEREAS, the Town desires to designate the proposed District and adopt the Development Program in accordance with the proposed amendment presented to the Town Council this day; and,

WHEREAS, it is expected that the Commissioner of the Maine Department of Economic and Community Development will approve the adoption of the above-described amendment;

NOW, THEREFORE,

IT IS ORDERED by the Hermon Town Council that:

1. The Town Council hereby finds and determines that:

(a) At least twenty-five percent (25%) of the real property within the District is suitable for commercial sites as defined in 30-A M.R.S.A. §5223(3); and

(b) The total area of the District does not exceed two percent (2%) of the total acreage of the Town, and the total area of all development districts within the Town (including the District) does not exceed five percent (5%) of the total acreage of the Town; and

(c) Subject to the exclusions permitted under 30-A MRSA §5223(3), the original assessed value of the District plus the original assessed value of all other tax increment financing districts in the Town does not exceed five percent (5%) of the total value of taxable property within the Town as of April 1, 2018; and

(d) Designation of the District and implementation of the Development Program will generate substantial economic benefits for the Town and its residents, including employment opportunities, broadened and improved tax base and economic stimulus, and therefore constitute a good and valid public purpose and will contribute to the economic growth or well-being of the inhabitants of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town; and

(e) The Town Council has considered all evidence presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that designation of the District and implementation of the Development Program will not result in a substantial detriment to any existing business in the Town, and any adverse economic effect of the proposed Development Program on any existing business in the Town is outweighed by the contributions expected to be made by the District and the projects and improvements described in the Development Program to the economic growth or well-being of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town.

2. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, and to promote completion of the projects and improvements described therein, the Town Council hereby designates the proposed Municipal Development and Tax Increment Financing District (No. 15) - Gardner Construction Enterprises / Fine Line Striping and adopts the related Development Program presented to the Town Council and such Development Program is hereby incorporated by reference into this vote as the Development Program for the District.
3. The foregoing designation of the District and adoption of the Development Program shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the designation of the District and adoption of the Development Program by the Commissioner of DECD, without requirement of any further action by the Town, the Town Council, or any other party.
4. Pursuant to the provisions of 30-A M.R.S.A. §5227, the percentage of the increased assessed value to be retained as captured assessed value in the District is hereby established as set forth in the Development Program.
5. The Town Manager be, and hereby is, authorized and empowered and directed to submit the proposed designation of the District and adoption of the Development Program to Commissioner of the Department of Economic and Community Development (DECD) for review and approval, pursuant to the requirements of 30-A M.R.S.A. §5226(2). The Town Manager is further authorized, at his discretion from time to time, to make such revisions to the Development Program as the Town Manager deems reasonably necessary or convenient in order to facilitate the process for review and approval by DECD, or for any other reason so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Development Program.

6. The Town Manager be, and hereby is authorized and directed to enter into and execute in the name of and on behalf of the Town, a credit enhancement agreement with Gardner Construction Enterprises, LLC or its designee as contemplated by the Development Program, in the name of and on behalf of the Town, such agreements to be in such form and to contain such terms and provisions, not inconsistent with the Development Program as the Town Manager may approve, his approval and the approval of the Town to be conclusively evidenced by his execution thereof.

IT IS FURTHER ORDERED that this Order shall take effect immediately upon adoption.

Jeanne Jacques

Steven Thomas

Steve Watson

Douglas Sinclair, Sr.

COPY

John Snyder, III

Donna Ellis

Timothy McCluskey

January 24, 2019

Motion _____ Yeas _____

Second _____ Nays _____

Date _____

A true copy of the Order adopted January 24, 2019, by the Town Council of the Town of Hermon, at a meeting duly convened and conducted at Hermon, Maine, attest.

Hermon Town Clerk

Date: January __, 2019



018-19-06

AN ORDER

Providing for: Designation of Municipal Development and Tax Increment Financing District (No. 16) - Hermon E-Z Mart, Inc. and Adoption of Related Development Program

WHEREAS, the Town of Hermon is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate a specified area within the Town as a municipal development district and tax increment financing district and to adopt a development program for such district; and,

WHEREAS, there is and continues to be a need to encourage the expansion, improvement and attraction of manufacturing, industrial and commercial, businesses in the Town, and to provide continuing employment opportunities for the citizens of the Town and the surrounding region, to improve and broaden the tax base of the Town, and to improve the general economy and general business development climate of the Town, the surrounding region and the State of Maine; and

WHEREAS, designating the proposed Municipal Development and Tax Increment Financing District (No. 16) - Hermon E-Z Mart (the "District") and adopting and implementing the proposed related Development Program (the "Development Program") will help to provide new employment opportunities for the citizens of the Town and the surrounding region and will help the Town to continue the pursuit of business development in the Town and the region; and

WHEREAS, the Town has held a public hearing on the proposed District and Development Program in accordance with the requirements of 30-A MRSA sub-section 5226(1) upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town; and,

WHEREAS, the Town desires to designate the proposed District and adopt the Development Program in accordance with the proposed amendment presented to the Town Council this day; and,

WHEREAS, it is expected that the Commissioner of the Maine Department of Economic and Community Development will approve the adoption of the above-described amendment;

NOW, THEREFORE,

IT IS ORDERED by the Hermon Town Council that:

1. The Town Council hereby finds and determines that:

(a) At least twenty-five percent (25%) of the real property within the District is suitable for commercial sites as defined in 30-A M.R.S.A. §5223(3); and

(b) The total area of the District does not exceed two percent (2%) of the total acreage of the Town, and the total area of all development districts within the Town (including the District) does not exceed five percent (5%) of the total acreage of the Town; and

(c) Subject to the exclusions permitted under 30-A MRSA §5223(3), the original assessed value of the District plus the original assessed value of all other tax increment financing districts in the Town does not exceed five percent (5%) of the total value of taxable property within the Town as of April 1, 2018; and

(d) Designation of the District and implementation of the Development Program will generate substantial economic benefits for the Town and its residents, including employment opportunities, broadened and improved tax base and economic stimulus, and therefore constitute a good and valid public purpose and will contribute to the economic growth or well-being of the inhabitants of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town; and

(e) The Town Council has considered all evidence presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that designation of the District and implementation of the Development Program will not result in a substantial detriment to any existing business in the Town, and any adverse economic effect of the proposed Development Program on any existing business in the Town is outweighed by the contributions expected to be made by the District and the projects and improvements described in the Development Program to the economic growth or well-being of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town.

2. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, and to promote completion of the projects and improvements described therein, the Town Council hereby designates the proposed Municipal Development and Tax Increment Financing District (No. 16) - Hermon E-Z Mart and adopts the related Development Program presented to the Town Council and such Development Program is hereby incorporated by reference into this vote as the Development Program for the District.
3. The foregoing designation of the District and adoption of the Development Program shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the designation of the District and adoption of the Development Program by the Commissioner of DECD, without requirement of any further action by the Town, the Town Council, or any other party.
4. Pursuant to the provisions of 30-A M.R.S.A. §5227, the percentage of the increased assessed value to be retained as captured assessed value in the District is hereby established as set forth in the Development Program.
5. The Town Manager be, and hereby is, authorized and empowered and directed to submit the proposed designation of the District and adoption of the Development Program to Commissioner of the Department of Economic and Community Development (DECD) for review and approval, pursuant to the requirements of 30-A M.R.S.A. §5226(2). The Town Manager is further authorized, at his discretion from time to time, to make such revisions to the Development Program as the Town Manager deems reasonably necessary or convenient in order to facilitate the process for review and approval by DECD, or for any other reason so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Development Program.

6. The Town Manager be, and hereby is authorized and directed to enter into and execute in the name of and on behalf of the Town, a credit enhancement agreement with Kishan Realty, LLC or its designee as contemplated by the Development Program, in the name of and on behalf of the Town, such agreements to be in such form and to contain such terms and provisions, not inconsistent with the Development Program as the Town Manager may approve, his approval and the approval of the Town to be conclusively evidenced by his execution thereof.

IT IS FURTHER ORDERED that this Order shall take effect immediately upon adoption.

Jeanne Jacques

Steven Thomas

Steve Watson

Douglas Sinclair, Sr.

John Snyder, III

Donna Ellis

Timothy McCluskey

January 24, 2019

Motion _____ Yeas _____

Second _____ Nays _____

Date _____

A true copy of the Order adopted January 24, 2019, by the Town Council of the Town of Hermon, at a meeting duly convened and conducted at Hermon, Maine, attest.

Hermon Town Clerk

Date: January __, 2019



018-19-07

AN ORDER

Providing for: Designation of Municipal Development and Tax Increment Financing District (No. 17) - Ted McLeod, Inc. and Adoption of Related Development Program

WHEREAS, the Town of Hermon is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate a specified area within the Town as a municipal development district and tax increment financing district and to adopt a development program for such district; and,

WHEREAS, there is and continues to be a need to encourage the expansion, improvement and attraction of manufacturing, industrial and commercial, businesses in the Town, and to provide continuing employment opportunities for the citizens of the Town and the surrounding region, to improve and broaden the tax base of the Town, and to improve the general economy and general business development climate of the Town, the surrounding region and the State of Maine; and

WHEREAS, designating the proposed Municipal Development and Tax Increment Financing District (No. 17) - Ted McLeod (the "District") and adopting and implementing the proposed related Development Program (the "Development Program") will help to provide new employment opportunities for the citizens of the Town and the surrounding region and will help the Town to continue the pursuit of business development in the Town and the region; and

WHEREAS, the Town has held a public hearing on the proposed District and Development Program in accordance with the requirements of 30-A MRSA sub-section 5226(1) upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town; and,

WHEREAS, the Town desires to designate the proposed District and adopt the Development Program in accordance with the proposed amendment presented to the Town Council this day; and,

WHEREAS, it is expected that the Commissioner of the Maine Department of Economic and Community Development will approve the adoption of the above-described amendment;

NOW, THEREFORE,

IT IS ORDERED by the Hermon Town Council that:

1. The Town Council hereby finds and determines that:

(a) At least twenty-five percent (25%) of the real property within the District is suitable for commercial sites as defined in 30-A M.R.S.A. §5223(3); and

(b) The total area of the District does not exceed two percent (2%) of the total acreage of the Town, and the total area of all development districts within the Town (including the District) does not exceed five percent (5%) of the total acreage of the Town; and

(c) Subject to the exclusions permitted under 30-A MRSA §5223(3), the original assessed value of the District plus the original assessed value of all other tax increment financing districts in the Town does not exceed five percent (5%) of the total value of taxable property within the Town as of April 1, 2018; and

(d) Designation of the District and implementation of the Development Program will generate substantial economic benefits for the Town and its residents, including employment opportunities, broadened and improved tax base and economic stimulus, and therefore constitute a good and valid public purpose and will contribute to the economic growth or well-being of the inhabitants of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town; and

(e) The Town Council has considered all evidence presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that designation of the District and implementation of the Development Program will not result in a substantial detriment to any existing business in the Town, and any adverse economic effect of the proposed Development Program on any existing business in the Town is outweighed by the contributions expected to be made by the District and the projects and improvements described in the Development Program to the economic growth or well-being of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town.

2. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, and to promote completion of the projects and improvements described therein, the Town Council hereby designates the proposed Municipal Development and Tax Increment Financing District (No. 17) - Ted McLeod and adopts the related Development Program presented to the Town Council and such Development Program is hereby incorporated by reference into this vote as the Development Program for the District.
3. The foregoing designation of the District and adoption of the Development Program shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the designation of the District and adoption of the Development Program by the Commissioner of DECD, without requirement of any further action by the Town, the Town Council, or any other party.
4. Pursuant to the provisions of 30-A M.R.S.A. §5227, the percentage of the increased assessed value to be retained as captured assessed value in the District is hereby established as set forth in the Development Program.
5. The Town Manager be, and hereby is, authorized and empowered and directed to submit the proposed designation of the District and adoption of the Development Program to Commissioner of the Department of Economic and Community Development (DECD) for review and approval, pursuant to the requirements of 30-A M.R.S.A. §5226(2). The Town Manager is further authorized, at his discretion from time to time, to make such revisions to the Development Program as the Town Manager deems reasonably necessary or convenient in order to facilitate the process for review and approval by DECD, or for any other reason so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Development Program.

IT IS FURTHER ORDERED that this Order shall take effect immediately upon adoption.

Jeanne Jacques

Steven Thomas

Steve Watson

Douglas Sinclair, Sr.

John Snyder, III

Donna Ellis

1c COPY

Timothy McCluskey

January 24, 2019

Motion _____	Yeas _____	
Second _____	Nays _____	Date _____

A true copy of the Order adopted January 24, 2019, by the Town Council of the Town of Hermon, at a meeting duly convened and conducted at Hermon, Maine, attest.

Hermon Town Clerk

Date: January __, 2019

COUNCIL TO ABATE

January 24, 2019

Real Estate Property: Account #2217 Map 033-023-000

Property Physical Location: 85 Stoneybrook Way

Mailing Address: **Aaron Newcomb Building Construction
C/O David Kempton
85 Stoneybrook Way
Hermon, ME 04401**

4/1/2017 Assessment date FY17 - Assessed amount \$243,000
s/h/b \$223,800
\$ 19,200 over assessed
Tax Rate \$12.20 = **\$234.24 ***
***(Should have been abated)**

Abatement certificate #26 typing clerical error has the amount to abate \$34.24 (See attachment)

Council needs to abate \$200.00

Original abatement certificate #26 dated 1/17/18 was issued for \$34.24, due to a typing clerical error. The correct amount on the certificate should have been in the amount of \$234.24.

The 4/1/2017 commitment date was 9/29/2017. The window of time for the Assessor by law to correct the clerical error on the abatement certificate has passed. (noted below)

§ 841. Abatement procedures 1. Error or mistake. The assessors, either upon written application filed within 185 days from commitment stating the grounds for an abatement or on their own initiative within one year from commitment, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment, provided that the taxpayer has complied with section 706. 5 **The municipal officers, either upon written application filed after one year but within 3 years from commitment stating the grounds for an abatement or on their own initiative within that time period, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment, provided the taxpayer has complied with section 706. The municipal officers may not grant an abatement to correct an error in the valuation of property.**

Town of Hermon Certificate of Abatement

36 M.R.S.A., Section 841

COPY

FISCAL YEAR 2017

I, the undersigned Assessor of the Town of Hermon, hereby certify to Tax Collector, Rachel Grass that an abatement of property taxes has been granted by me as follows:

Name of Taxpayer: **AARON NEWCOMB BUILDING CONSTR.
C/O DAVID KEMPTON**

Property Description: **ACCOUNT #2217**

Type of tax for which abatement sought: **REAL ESTATE**

Amount of tax assessed: **\$2,964.60**

Amount of abatement granted: **\$34.24** *S/B 234.24*

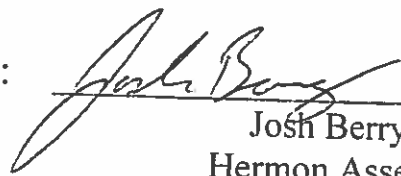
Date granted: **1/17/2018**

You are hereby discharged from any further obligation to collect the amount abated.

Certificate #26

Date: 1/17/18

Signed:


Josh Berry
Hermon Assessor



OFFICE OF ASSESSING

 COPY

January 17, 2018

David Kempton
85 Stoneybrook Way
Hermon, Maine 04401

RE: Tax Abatement for Real Estate Taxes Map 033 Lot 023
Account: #2217

The following outlines your abatement:

Original Taxable Valuation on Tax Bill: **\$243,000** Revised Taxable Valuation: **\$223,800**

Original Amount of Taxes on Tax Bill: **\$2,964.60** Revised Taxes Due **\$2,730.36**

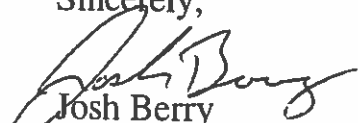
Tax Amount abated: **\$234.24**

Certificate: #26 for Fiscal Year 2017/2018

Abatement issued: Assessed house at 95% complete should have been 85%.

If you have any questions, please feel free to call me at 848-1042.

Sincerely,



Josh Berry
Assessor/Code Enforcement Officer

Mailing address
PO Box 6300
Hermon, ME 04402-6300

Physical Address:
333 Billings Rd
Hermon, ME 04401

Telephone: 207 848-1010
FAX: 207 848-3316
www.hermon.net



R18-19-22

Be it resolved by the Hermon Town Council, the following Public Hearing has been scheduled for Thursday, February 28, 2019 at 7:00PM at the Public Safety Meeting Room.

CONSIDER the introduction of an ordinance titled "Amendment to Chapter 154 Zone change for a portion of Tax Map 40 Lot 62 § 154-006 (b) of the Hermon Town Code". The Planning Board will be holding its own public hearing and review of the application at its next scheduled Planning Board meeting.

The Public Shall be given the right to comment before the Council takes action.

Jeanne Jacques

Steven Thomas

Steve Watson

Douglas Sinclair, Sr.

John Snyder, III

Donna Ellis

Timothy McCluskey

January 24, 2019

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____

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

PROJECT: Hermon Elementary

APPLICATION NO: 23
D&B Job #: 1706

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

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

FROM: 1-Oct-18
TO: Final

Contract Date: May 1, 2017 Invoice Date: Final

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

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: *Wendy J Clancy*

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.

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

1. ORIGINAL CONTRACT SUM..... \$4,590,160.00
2. Net change by All Revisions..... \$394,245.66
3. CONTRACT SUM TO DATE (Line 1+2)..... \$4,984,405.66
4. TOTAL COMPLETED AND STORED..... \$4,812,964.66
 - A. TOTAL COMPLETED TO DATE..... \$4,812,964.66
 - B. TOTAL STORED TO DATE..... \$0.00
5. RETAINAGE:
 - a. 0.0% of completed work..... \$4,812,964.66
 - b. 0.0% of Stored Material..... \$0.00
- TOTAL RETAINAGE (Line 5A + 5B)..... \$0.00
6. TOTAL EARNED LESS RETAINAGE..... \$4,812,964.66
- (Line 4 less Line 5 total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)..... \$4,680,040.59
8. CURRENT PAYMENT DUE..... \$132,924.07
9. BALANCE OF REMAINING BUDGET..... \$171,441.00

Wendy J Clancy
WENDY J CLANCY
 Notary Public - Maine
 My Commission Expires
 December 9, 2021

AMOUNT CERTIFIED..... \$132,924.07

(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.



CARPENTER ASSOCIATES

CONSULTING ENGINEERS

January 7, 2019

Howard Kroll
Town of Hermon
383 Billings Road
Hermon, ME 04401

Re: Site Location of Development Location Application

Dear Howard:

Please accept this letter as Carpenter Associates' proposal to provide services to prepare a Site Location of Development application for Maine Department of Environmental Protection (MDEP) review and ultimate approval for any future work or construction to take place at the Patricia A. Duran School property proper. As you know, currently the elementary school property is at the limit for this requirement; any new construction will trigger the need for the application. The process is fairly lengthy and has several moving pieces requiring input from multiple parties. We will need to understand your planned build out or master plan; we will need a complete well-defined boundary (school versus town, etc.). We will require topography over the entire property and a delineation of all wetlands on the property. There are several additional agencies that we will need to contact such as: Inland Fisheries & Wildlife, Historical, FEMA, etc. to rule out or identify any sensitive areas.

It is difficult to estimate the required amount of time without knowing Hermon's future plans. It is typically necessary to design the site to properly treat and control stormwater. Since a large portion of the project is developed, there may be areas already constructed that need to be adjusted.

We suggest that you budget \$5,000 for Carpenter Associates to collect existing available information and schedule a meeting with MDEP staff to determine exact submission requirements. Based on the outcome of that meeting, we will be able to provide a more accurate estimate to prepare the application. To give an understanding of the amount of effort required to prepare an application, we have attached a copy of the SLODA Submission checklist for your reference.

If these terms are acceptable, we will forward our standard agreement for signatures and begin work. This agreement would be amended as needed to proceed. Please feel free to call with any questions.

Sincerely,



Randy Bragg, P.E.

Cc: Gary Gonyar

Attachment

SUBMISSIONS CHECKLIST

If a provision is not applicable, put "NA"

Section 1. Development description

A. Narrative

- _____ 1. Objectives and details
- _____ 2. Existing facilities (with dates of construction)

B. Topographic map

- _____ 1. Location of development boundaries
- _____ 2. Quadrangle name

C. Construction plan

- _____ 1. Outline of construction sequence (major aspects)
- _____ 2. Dates

D. Drawings

- _____ 1. Development facilities
 - _____ a. Location, function and ground area
 - _____ b. Length/cross-sections for roads
- _____ 2. Site work (nature and extent)
- _____ 3. Existing facilities (location, function ground area and floor area)
- _____ 4. Topography
 - _____ a. Pre- and post-development (contours 2 ft or less)
 - _____ b. Previous construction, facilities and lot lines

_____ **Section 2. Title, right or interest (copy of document)**

Section 3. Financial capacity

A. Estimated costs

B. Financing

- _____ 1. Letter of commitment to fund
- _____ 2. Self-financing
 - _____ a. Annual report
 - _____ b. Bank statement
- _____ 3. Other
 - _____ a. Cash equity commitment
 - _____ b. Financial plan
 - _____ c. Letter
- _____ 4. Affordable housing information

Section 4. Technical ability (description)

- _____ A. Prior experience (statement)
- _____ B. Personnel (documents)

Section 5. Noise

- _____ A. Developments producing a minor noise impact (statement)
 - _____ 1. Residential developments
 - _____ 2. Certain non-residential subdivisions
 - _____ 3. Schools and hospitals
 - _____ 4. Other developments
 - _____ a. Type, source and location of noise
 - _____ b. Uses, zoning and plans
 - _____ c. Protected locations
 - _____ d. Minor nature of impact

- _____ e. Demonstration
- _____ B. Developments producing a major noise impact (full noise study)
- _____ 1. Baseline
- _____ a. Uses, zoning and plans
- _____ b. Protected locations
- _____ c. Quiet area
- _____ 2. Noise generated by the development
- _____ a. Type, source and location of noise
- _____ b. Sound levels
- _____ c. Control measures
- _____ d. Comparison with regulatory limits
- _____ e. Comparison with local limits

_____ **Section 6. Visual quality and scenic character**(narrative, description, visual impact analysis)

_____ **Section 7. Wildlife and fisheries** (narrative)

_____ **Section 8. Historic sites** (narrative)

_____ **Section 9. Unusual natural areas** (narrative)

Section 10. Buffers

- _____ A. Site plan and narrative

Section 11. Soils

- _____ A. Soil survey map and report
- _____ 1. Soil investigation narrative
- _____ 2. Soil survey map
- _____ B. Soil survey intensity level by development type
- _____ 1. Class A (High Intensity) Soil Survey
- _____ 2. Class B (High Intensity) Soil Survey
- _____ 3. Class C (Medium High-Intensity) Soil Survey
- _____ 4. Class D (Medium Intensity) Soil Survey
- _____ C. Geotechnical Investigation
- _____ D. Hydric soils mapping

Section 12. Stormwater management

- _____ A. Narrative
- _____ 1. Development location
- _____ 2. Surface water on or abutting the site
- _____ 3. Downstream ponds and lakes
- _____ 4. General topography
- _____ 5. Flooding
- _____ 6. Alterations to natural drainage ways
- _____ 7. Alterations to land cover
- _____ 8. Modeling assumptions
- _____ 9. Basic standard
- _____ 10. Flooding standard
- _____ 11. General standard
- _____ 12. Parcel size
- _____ 13. Developed area
- _____ 14. Disturbed area
- _____ 15. Impervious area
- _____ B. Maps
- _____ 1. U.S.G.S. map with site boundaries
- _____ 2. S.C.S. soils map with site boundaries
- _____ C. Drainage Plans (a pre-development plan and a post-development plan)

- 1. Contours
- 2. Plan elements
- 3. Land cover types and boundaries
- 4. Soil group boundaries
- 5. Stormwater quantity subwatershed boundaries
- 6. Stormwater quality subwatershed boundaries
- 7. Watershed analysis points
- 8. Hydrologic flow lines (w/flow types and flow lengths labeled)
- 9. Runoff storage areas
- 10. Roads and drives
- 11. Buildings, parking lots, and other facilities
- 12. Drainage system layout for storm drains, catch basins, and culverts
- 13. Natural and man-made open drainage channels
- 14. Wetlands
- 15. Flooded areas
- 16. Benchmark
- 17. Stormwater detention, retention, and infiltration facilities
- 18. Stormwater treatment facilities
- 19. Drainage easements
- 20. Identify reaches, ponds, and subwatersheds matching stormwater model
- 21. Buffers
- D. Runoff analysis (pre-development and post development)
 - 1. Curve number computations
 - 2. Time of concentration calculations
 - 3. Travel time calculations
 - 4. Peak discharge calculations
 - 5. Reservoir routing calculations
- E. Flooding Standard
 - 1. Variance submissions (if applicable)
 - a. Submissions for discharge to the ocean, great pond, or major river
 - i. Map
 - ii. Drainage plan
 - iii. Drainage system design
 - iv. Outfall design
 - v. Easements
 - b. Insignificant increase
 - i. Downstream impacts
 - c. Submissions for discharge to a public stormwater system
 - i. Letter of permission
 - ii. Proof of capacity
 - ii. Outfall analysis and design (pictures)
 - 2. Sizing of storm drains and culverts
 - 3. Stormwater ponds and basins
 - a. Impoundment sizing calculations
 - b. Inlet calculations
 - c. Outlet calculations
 - d. Emergency spillway calculations
 - e. Subsurface investigation report
 - f. Embankment specifications
 - g. Embankment seepage controls
 - h. Outlet seepage controls
 - i. Detail sheet
 - j. Basin cross sections
 - k. Basin plan sheet
 - 4. Infiltration systems
 - a. Well locations map
 - b. Sand and gravel aquifer map
 - c. Subsurface investigation report with test pit or boring logs

- d. Permeability analysis
- e. Infiltration structure design
- f. Pollutant generation and transport analysis
- g. Monitoring and operations plan
 - i. Locations of storage points of potential contaminants
 - ii. Locations of observation wells and infiltration monitoring plan
 - iii. Groundwater quality monitoring plan
- 5. Drainage easement declarations.
- F. Stormwater quality treatment plan peak discharge calculations
 - 1. Basic stabilization plan
 - a. Ditches, swales, and other open channel stabilization
 - b. Culvert and storm-drain outfall stabilization
 - c. Earthen slope and embankment stabilization
 - d. Disturbed area stabilization
 - e. Gravel roads and drives stabilization
 - 2. General Standard
 - a. Calculations for sizing BMP
 - b. Impervious area calculation
 - c. Developed area calculation
 - d. Summary spreadsheet of calculations
 - 3. Phosphorus control plan
 - a. Calculations for the site's allowable phosphorus export
 - b. Calculations for determining the developed site's phosphorus export
 - c. Calculations for determining any phosphorus compensation fees
 - 4. Offset Credits
 - a. Urban impaired stream
 - Offset credit calculation
 - b. Phosphorus credit determination
 - i. Location map
 - ii. Scaled plan
 - iii. Title and right
 - iv. Demolition plan
 - v. Vegetation plan
 - vi. Offset credit calculation
 - vii. Calculation for the new allowable export
 - 5. Runoff treatment measures
 - a. structural measures
 - i. Design drawings and specifications
 - ii. Design calculations
 - iii. Maintenance plan
 - iv. TSS removal or phosphorus treatment factor determinations
 - v. Stabilization plan
 - b. Vegetated buffers
 - i. Soil survey
 - ii. Buffer plan
 - iii. Turnout and level spreader designs
 - iv. Deed restrictions
 - 6. Control plan for thermal impacts to coldwater fisheries
 - 7. Control plan for other pollutants
 - 8. Engineering inspection of stormwater management facilities
- G. Maintenance of common facilities or property
 - 1. Components of the maintenance plan
 - A. Maintenance of facilities by owner or operator
 - 1. Site owner or operator (name legally responsible party)
 - 2. Contact person responsible for maintenance
 - 3. Transfer mechanism

- 4. List of facilities to be maintained
- 5. List of inspection and maintenance tasks for each facility
- 6. Identifications of any deed covenants, easements, or restrictions
- 7. Sample maintenance log
- 8. Copies of any third-party maintenance contracts
- B. Maintenance of facilities by homeowner's association
 - 1. Incorporation documents for the association
 - 2. Membership criteria
 - 3. Association officer responsible for maintenance
 - 4. Establishment of fee assessment for maintenance work
 - 5. Establishment of lien system
 - 6. Reference to department order(s) in association charter
 - 7. Transfer mechanism from developer to association
 - 8. List of facilities to be maintained
 - 9. Identification of any deed covenants, easements, or restrictions
 - 10. Renewal of covenants and leases
 - 11. List of inspection and maintenance tasks for each facility
 - 12. Sample maintenance log
 - 13. Copies of any third-party maintenance contracts
- C. Maintenance of facilities by municipality or municipal district
 - 1. Identification of the municipal department or utility district
 - 2. Contact person responsible for maintenance
 - 3. Evidence of acceptance of maintenance responsibility
 - 4. Transfer mechanism from developer
 - 5. List of facilities to be maintained
 - 6. List of inspection and maintenance tasks for each facility
 - 7. Identifications of any deed covenants, easements, or restrictions
 - 8. Sample maintenance log
- 2. General inspection and maintenance requirements
 - a. Drainage easements
 - b. Ditches, culverts, and catch-basin systems
 - c. Roadways and parking surfaces
 - d. Stormwater detention and retention facilities
 - 1. Embankment inspection and maintenance
 - 2. Outlet inspection and clean-out
 - 3. Spillway maintenance
 - 4. Sediment removal and disposal
 - e. Stormwater infiltration facilities
 - 1. Sediment protection plan
 - 2. Infiltration rehabilitation plan
 - 3. Sediment removal and disposal
 - 4. Groundwater monitoring plan
 - f. Proprietary treatment devices
 - g. Buffers
 - h. Other practices and measures

Section 13. Urban Impaired Stream Submissions

- 1. Off-site credits
- 2. Compensation fees (Urban Impaired Stream/Phosphorus)
- 3. Development impacts

Section 14. Basic Standards

- A. Narrative
 - 1. Soil types
 - 2. Existing erosion problems
 - 3. Critical areas
 - 4. Protected natural resources
 - 5. Erosion control measures

- 6. Site stabilization
- B. Implementation schedule
- C. Erosion and sediment control plan
 - 1. Pre-development and post-development contours
 - 2. Plan scale and elements
 - 3. Land cover types and boundaries
 - 4. Existing erosion problems
 - 5. Critical areas
 - 6. Protected natural resources
 - 7. Locations (general)
 - 8. Locations of controls
 - 9. Disturbed areas
 - 10. Stabilized construction entrance
- D. Details and specifications (for both temporary and permanent measures)
- E. Design calculations
- F. Stabilization plan
 - 1. Temporary seeding
 - 2. Permanent seeding
 - 3. Sodding
 - 4. Temporary mulching
 - 5. Permanent mulching
- G. Winter construction plan
 - 1. Dormant seeding
 - 2. Winter mulching
- H. Third-party inspections
 - 1. Inspector's name, address, and telephone number
 - 2. Inspector's qualifications
 - 3. Inspection schedule
 - 4. Contractor contact
 - 5. Reporting protocol

Section 15. Groundwater

- A. Narrative
 - 1. Location and maps
 - 2. Quantity
 - 3. Sources
 - 4. Measures to prevent degradation
- B. Groundwater protection plan
- C. Monitoring plan
 - 1. Monitoring points
 - 2. Monitoring frequency
 - 3. Background conditions
 - 4. Monitoring parameters
 - 5. Personnel qualifications
 - 6. Proof of training
 - 7. Equipment and methods
 - 8. Quality assurance/quality control
 - 9. Reporting requirements
 - 10. Remedial action plan
- D. Monitoring well installation report
 - 1. Well location map
 - 2. Elevation data
 - 3. Well installation data
 - 4. Well construction details
 - 5. Borehole logs
 - 6. Summary of depth measurements
 - 7. Characteristics of subsurface strata
 - 8. Well installation contract

- _____ 9. Schematic cross-sections
- _____ 10. Monitoring point summary table
- _____ 11. Protective casing
- _____ 12. On-site well identification

_____ **Section 16. Water supply**

_____ A. Water supply method

- _____ 1. Individual wells (evidence of sufficient/healthful supply)
 - _____ a. Support of findings by well drillers
 - _____ b. Support of findings by geologist
- _____ 2. Common well(s) (reports)
 - _____ a. Hydrogeology report
 - _____ b. Engineering report
 - _____ c. Well installation report
 - _____ d. Long-term safe yield and zone of influence determination
 - _____ e. Public water supply
 - _____ i. Proposed well or wells
 - _____ ii. Existing well or wells
 - _____ iii. Water quality analysis
- _____ 3. Well construction in shallow-to-bedrock areas
- _____ 4. Additional information
- _____ 5. Off-site utility company or public agency
- _____ 6. Other sources

_____ B. Subsurface wastewater disposal systems (locations of systems and wells)

_____ C. Total usage (statement re: total anticipated water usage)

_____ **Section 17. Wastewater disposal**

_____ A. On-site subsurface wastewater disposal systems (investigation results)

- _____ 1. Site plan
- _____ 2. Soil conditions summary table
- _____ 3. Logs of subsurface explorations
- _____ 4. Additional test pits, borings or probes
 - _____ a. Soil conditions A
 - _____ b. Soils with Profiles 8 and 9 parent material
 - _____ c. Soil conditions D
 - _____ d. Disposal field length 60 feet or greater
- _____ 5. 3-bedroom design
- _____ 6. Larger disposal systems
 - _____ a. System design details
 - _____ b. Plan view
 - _____ c. Cross sections
 - _____ d. Test pit data
 - _____ e. Mounding analysis

_____ B. Nitrate-nitrogen impact assessment

_____ 1. When required

- _____ a. Exempted _____
 - _____ i. Conventional systems meeting certain setbacks
 - _____ ii. Denitrification systems
- _____ b. Special conditions and other exemptions

_____ 2. Assumptions

- _____ a. Initial concentration
- _____ b. Background concentration
- _____ c. Contribution from development
- _____ d. Mixing and dilution
- _____ e. Severe-drought scenario
- _____ f. Wastewater flow to subsurface wastewater disposal fields

- ___ 3. Assessment report minimum requirements
 - ___ a. Narrative and calculations
 - ___ b. Site plan
 - ___ i. Well locations
 - ___ ii. 10 mg/l and 8 mg/l isocons
 - ___ iii. Groundwater contours and groundwater flow divides
 - ___ c. References
- ___ 4. Denitrification systems
 - ___ a. Design plans and specifications
 - ___ b. Installation information
 - ___ c. Monitoring plan
 - ___ d. Maintenance
 - ___ e. Backup system
- ___ D. Municipal facility or utility company letter
- ___ E. Storage or treatment lagoons

- ___ **Section 18. Solid waste (list: type, quantity, method of collection and location)**
 - ___ A. Commercial solid waste facility (final disposal location)
 - ___ B. Off-site disposal of construction/demolition debris (final disposal location)
 - ___ C. On-site disposal of woodwaste/land clearing debris
 - ___ 1. Applicability of rules (evidence re: applicability of rules)
 - ___ 2. Burning of wood wastes
 - ___ a. Delineation on site plan
 - ___ b. Plans for handling unburned woodwaste and woodash
 - ___ c. Evidence of capacity to accept waste (approved facility)
 - ___ d. Usage of materials
 - ___ e. Data on mixing ratios and application rates
 - ___ D. Special or Hazardous Waste

- ___ **Section 19. Flooding**
 - ___ A. Explanation of flooding impact
 - ___ B. Site plan showing 100-year flood elevation
 - ___ C. Hydrology analysis
 - ___ D. FEMA flood zone map with site boundaries

- ___ **Section 20. Blasting**
 - ___ A. Site Plan or map
 - ___ B. Report
 - ___ 1. Assessment
 - ___ 2. Blasting plan

- ___ **Section 21. Air emissions (narrative and summary)**
 - ___ A. Point and non-point sources identified
 - ___ B. Emission components (point sources)

- ___ **Section 22. Odors**
 - ___ A. Identification of nature/source
 - ___ B. Estimate of areas affected
 - ___ C. Methods of control)

___ **Section 23. Water vapor (narrative)**

___ **Section 24. Sunlight (statement and drawing, if required)**

- ___ **Section 25. Notices**
 - ___ A. Evidence that notice sent
 - ___ B. List of abutters for purposes of notice

Supplemental requirements for Wind Energy Developments only:

Section 26. Shadow flicker

_____ A. A copy of the Windpro Analysis and associated narrative

Section 27. Public Safety

_____ A. Design safety certifications or other documents attesting to the safety of the wind turbine equipment.

_____ B. Evidence pertaining to overspeed controls

_____ C. Site plan documenting safety setbacks zones for each wind turbine

_____ D. Other documents as necessary to demonstrate safety considerations

Section 28. Tangible Benefits

_____ A. Narrative demonstration of tangible benefits

Section 29. Decommissioning

_____ A. Description of implementation trigger for decommissioning

_____ B. Description of extent of decommissioning

_____ C. Itemization of total cost to complete decommissioning

_____ D. Demonstration of financial assurance for completeness of decommissioning plan

Section 30. Generating Facility-visual Quality and Scenic Character

_____ A. (narrative, description, visual impact analysis)



CARPENTER ASSOCIATES

CONSULTING ENGINEERS

January 7, 2019

Howard Kroll
Town of Hermon
383 Billings Road
Hermon, ME 04401

Re: Canopy Entrance
Patricia A. Duran Elementary School

Déar Howard:

Please accept this letter as our proposal for design work to design and prepare bid documents for a canopy entrance at the Patricia A. Duran Elementary School. The design will be based on a simplified flat roof style as discussed. Our estimated fee to provide a complete design bid package, including drawings, technical specifications, and bid documents is \$18,500. We will also assist with the bid process and with construction administration. Our intent is to complete the work and open bids in time to order materials and begin construction during the school summer break. This work will likely be concurrent with the Lobby Restroom renovations.

If this proposal is acceptable we will prepare our standard agreement for signatures and begin work immediately. Please call with any questions.

Sincerely,

Randy Bragg, P.E.

Cc: Gary Gonyar