



Town of Hermon

Public Safety Meeting Room

September 12, 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:**

SIGNATURES. –APPROVE Quitclaim for 011-001-000

**MINUTES. -APPROVE 8-21-2019 Special Town Meeting Minutes & 8-21-19 Council Meeting,
9-5-2019 Special Town Meeting Minutes**

WARRANTS. –SIGN

RESOLVES. -SIGN

V. NEWS, PRESENTATIONS AND RECOGNITIONS:

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

VII. PUBLIC HEARINGS:

Hold Public Hearing for Just Down the Road, Inc to have a band performed called Midnight
Rose on 9-14-2019 from 7PM – 11PM



VIII. COMMITTEE REPORTS:

IX. SCHEDULED AGENDA ITEMS:

A. OLD BUSINESS:

R19-20-15 **Consider** Amending the Purchasing Policy

B. NEW BUSINESS:

FR19-20-15 **Consider** approving the purchase of Fire Storage unit

R19-20-16 **Approve** Contract with Penobscot County Sheriff Department for Law Enforcement Services

R19-20-17 **Consider** holding a Special Town Council Meeting on Thursday, 26 September 2019 and Public Hearings to accept Logistics Lane as a public Road and amend the Cemetery Ordinance Fees

R19-20-18 **Consider** approving the proposed RFP for demolition services for 200 Fuller Road

FR19-20-16 **Consider** approving payment to Mechanical Services for the air compressor unit that failed at the Town Office

R19-20-19 **Approve** Just Down the Road Grille Concourse Gathering Permit
Application for an outside band “Midnight Rose” to perform from
7PM – 11PM.

C. WORKSHOPS:

D. OTHER ITEMS: (from Table Package)

X. APPOINTMENTS:

Reappoint personnel to various positions as required by Charter and State Statute.
Runyan Kersteen Ouellette (Auditors) 7/1/2019 to 6/30/2022

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

September 5, 2019

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

II. PLEDGE OF ALLEGIANCE

Chair McCluskey led those in attendance in the Pledge of Allegiance

III. ROLL CALL

Members Present: John Snyder III, Douglas Sinclair Sr., Donna Ellis, Anthony “Tony” Reynolds, Charles Lever IV, Steve Thomas and Timothy McCluskey

Members Absent: None

Others Present: Town Manager Howard Kroll, Town Clerk Kristen Cushman, Sheriff Troy Morton, Chief Deputy William Birch, Lieutenant Ellis and Sergeant Bobbie Pelletier

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

SIGNATURES. –APPROVE

MINUTES. -APPROVE

WARRANTS. –SIGN 9-6-2019 Warrant

RESOLVES. -SIGN

Councilor Snyder moved to approve the Consent Calendar as presented. Councilor Lever 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:

VIII. COMMITTEE REPORTS:

IX. SCHEDULED AGENDA ITEMS:

A. OLD BUSINESS:

B. NEW BUSINESS:

C. WORKSHOPS:

Sheriff Morton discussion of Law Enforcement Services

Sheriff Morton gave an overview of the history of policing in the Town of Hermon over the past 30+ years. Sheriff Morton went over the current proposal for the Town of Hermon along with how approval with the County Commissioners will work.

Town Manager Kroll recommended to the council to partner with Penobscot County.

Councilor Reynolds moved to come out of a workshop and Councilor Snyder seconded the motion. The motion was accepted. Motion passes 7-0.

Councilor Reynolds moved to accept and move forward with the proposal with Penobscot Sheriff. Councilor Snyder seconded the motion. The motion was accepted. Motion passes 7-0.

D. OTHER ITEMS: (from Table Package)

X. APPOINTMENTS:

XI. MANAGER STATUS REPORT:

Manager Kroll congratulated Rylee Cushman for becoming a Certified Maine Assessor.

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

XIII. COUNCIL ITEMS:

Charles Lever: Happy to see the Just Down the Road Grille parking lot full.



Tony Reynolds: Thanked Sheriff Moron for his presentation.

XIV. EXECUTIVE SESSION:

XV. ADJOURNMENT:

Councilor Reynolds moved to adjourn the meeting at 8:12PM. Councilor Lever gave seconded. With no objection the meeting was adjourned at 8:12 PM.

Respectfully Submitted,

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

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MINUTES

TOWN WARRANT SPECIAL TOWN MEETING WEDNESDAY, August 21, 2019

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 Wednesday, the 21st day of August A.D. 2019 at 7:00 p.m. to act on Articles 1 through 2.

The Town Manager opened the meeting at 7:02PM. 0 voters in the audience were in attendance.

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

The Town Manager asked for nominations for a Meeting Moderator. Anthony Reynolds nominated Joshua Berry and Charles Lever IV Seconded the motion. There were no other nominations. A show of hands was unanimous in favor of Mr. Berry moderating the meeting 6-0. Mr. Berry willingly accepted the nomination and signed the Moderator's Oath. Mr. Kroll then turned the meeting over to Mr. Berry.

ART. 2: Shall the Town appropriate \$40,000.00 from the School Reserve Account (HERM07), for the purpose of paying for the remaining balance of the repair of the Patricia A. Duran Elementary School lobby bathroom payable to the Hermon School Department?

YES or NO

Mr. Berry read Article 2. He then asked for a motion to approve Article 2. Tony Reynolds moved to approve Article 2 as written. Charles Lever IV seconded the motion. A show of hands was unanimous in favor of the motion 6-0. Article 2 passes.

Mr. Reynolds made a motion to adjourn the meeting. Mr. Lever IV seconded the motion.

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

Respectfully Submitted,

Kristen Cushman, Town Clerk



Town of Hermon

Public Safety Meeting Room

August 21, 2019

Special Town Council Meeting

IMMEDIATELY FOLLOWING THE 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., Donna Ellis, Anthony “Tony” Reynolds, Charles Lever IV, Steve Thomas and Timothy McCluskey

Members Absent: John Snyer III

Others Present: Town Manager Howard Kroll, Town Clerk Kristen Cushman, Scott Perkins, Josh Berry and Katie Foster from Rudman Winchell and 0 residents.

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

SIGNATURES. –APPROVE Conley Event LLC liquor license – additional signatures needed because first application did not show deck on the building for the liquor license approved on 7-18-2019 council meeting

MINUTES. -APPROVE 8/8/19 Minutes

WARRANTS. –SIGN 8/23/2019

RESOLVES. -SIGN

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

Hermon Town Council Agenda

FY 2019-2020

August 21, 2019

Page 1 of 3



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:

FR19-20-13 Consider paying for all costs and services related to the demolishing of 25 Billings Road out of the Public Land Acquisition Reserve Account HERM14

Councilor Lever moved to approve FR19-20-13 Councilor Thomas seconded the motion. The motion was accepted. Motion passes 6-0.

R19-20-14 Consider amending the Town of Hermon Purchasing Policy

Councilor Thomas moved to table R19-20-14 until a later time. Councilor Reynolds seconded the motion. The motion was accepted. Motion passes 6-0.

B. NEW BUSINESS:

R19-20-12 Consider Holding a public Hearing for Just Down The Road Grille on September 12, 2019 for an outside band called "Midnight Rose"

Councilor Reynolds moved to approve R19-20-12 Councilor Lever seconded the motion. The motion was accepted. Motion passes 6-0.

R19-20-13 Approve the Mill rate, Due Date and Interest Rate for 2019 Taxes

Councilor Reynolds moved to approve R19-20-13 Councilor Thomas seconded the motion. The motion was accepted. Motion passes 6-0.

FR19-20-12 Consider paying for Engineering Services for the rehabilitation of the Patricia A. Duran School bathrooms in the entrance using HERM07 Reserve funds

Councilor Reynolds moved to approve FR19-20-12 Councilor Lever seconded the motion. The motion was accepted. Motion passes 6-0.



C. WORKSHOPS:

D. OTHER ITEMS: (from Table Package)

NEW BUSINESS:

FR-19-20-14 Consider paying for Change Orders 2, 3 and 4 for Elementary school project

Councilor Reynolds moved to approve FR19-20-14 Councilor Lever seconded the motion. The motion was accepted. Motion passes 6-0.

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

Councilor Reynolds moved to enter Executive Session to discuss two legal matters per 1 M.S.R.A. 405 (6)(E). Councilor Thomas seconded the motion. The motion was accepted. Motion passes 6-0.

X. APPOINTMENTS:

XI. MANAGER STATUS REPORT: None

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

XIII. COUNCIL ITEMS:

XIV. EXECUTIVE SESSION:

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

XV. ADJOURNMENT:

Councilor Thomas moved to adjourn the executive session at 9:05 p.m. and adjourn the meeting at same time. Councilor Lever seconded. With no objection the meeting was adjourned at 9:05 p.m.

Respectfully Submitted,

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

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TOWN OF HERMON

MUNICIPAL PURCHASING POLICY

The Hermon Town Council adopts the following policy for all purchases:

Section 1: Purpose

The purpose of this policy is to standardize the purchasing procedure of the Town of Hermon thereby securing for the town the advantages of a centralized and uniform policy saving the taxpayers' money and increasing public confidence in the procedures for municipal purchasing; to promote the fair and equitable treatment of all suppliers of goods and services; and to set forth the duties and responsibilities of the department heads, Town Manager and the Finance Director, thereby fostering interdepartmental cooperation and trust in the purchasing system.

Section 2: Definitions

- 1. Bid most advantageous to the Town.** "Bid most advantageous to the Town" means a bid chosen on the basis of price, quality of merchandise, suitability of merchandise, and service reputation of the vendor, and therefore may not necessarily mean the lowest bid received.
- 2. Competitive bidding.** "Competitive bidding" means the process of obtaining the bid most advantageous to the Town for any purchase, whether through formal or informal bidding procedures.
- 3. Informal bid.** "Informal bid" means a written or oral quotation obtained from an approved vendor but not required to be opened publicly at a specified day, place and time.
- 4. Formal bid.** "Formal bid" means a written quotation obtained in a sealed envelope from an approved vendor or through advertisement and opened at a specific day, place and time.
- 5. Cooperative purchase.** "Cooperative purchase" means a purchase made by the Town in conjunction with or from another governmental or quasi-governmental agency, such as but not limited to, the State of Maine, ~~Penobscot Valley Council of Governments~~, the School Department, or another municipality.
- 6. Purchase.** "Purchase" means buying, renting, leasing, or otherwise acquiring supplies or services for a price.

7. **Services.** "Services" means the lease or rental of all grounds, buildings, offices, space or equipment required by the Town, the repair or maintenance of equipment or real property owned by or the responsibility of the Town and all labor furnished to the Town by persons, firms, individuals or corporations not part of or connected with the Town government. "Services" shall not include professional services provided to or for the Town by lawyers, architects, engineers, auditors and consultants. Nor shall "services" include utilities such as electricity, water, and phone services.

8. **Specifications.** "Specifications" means standards, including quality, set by department heads as a guide to the Town Manager and as a measure of that which successful vendors must achieve. Specifications shall be either technical specifications for bids, which shall state formulations as broadly as practicable, yet shall be specific enough to describe the requirements of the department or non-technical specifications for bids, which shall state the quality required in general terms.

9. **Standing Purchase Orders.** "Standing Purchase Orders" mean purchase orders that are issued with approval for a 90 day period and not to exceed \$500, without the issuance of a new purchase order.

Section 3: Applicability

This regulation shall apply to purchases made by all departments and agencies of the Town, excepting the school department.

Section 4: Appropriation

Neither the Purchasing Agent nor any Department Head shall make any purchase or allow any purchase to be made until a purchase order has been approved by the Town Manager, Deputy Treasurer, or Finance Director, in accordance with Section 5 of this policy. The only exception will be for emergency, holiday, or weekend purchases. At those times, Department Heads may sign purchase orders and then obtain approval by the Town Manager or Finance Director within 48 hours after the opening of the office on the next business day.

Section 5: Purchase Limits

\$0 - \$500. Formal competitive bidding is not required. However, the purchaser should endeavor to get the best value for the money spent. Department Head or his designee can approve purchases up to \$500 with Town Manager, Deputy Treasurer, or Finance Director approval. ~~at which time the Town Manager must approve all purchase orders.~~ Standing Purchase orders will be allowed up to \$500.

\$500 - \$2,500. Formal competitive bidding is not required. However, the purchaser should endeavor to get the best value for the money spent. Department Head or his or her designee can approve with a second signature required from the Town Manager, Deputy Treasurer, or Finance Director.

\$2,500 - \$15,000 ~~\$7,500~~. Verbal quotations shall be solicited from a minimum of three qualified bidders, if available. A summary of verbal quotes or the actual written quotes must be documented and attached to the purchase order. The purchase order can only be signed by the Town Manager. In his or her absence, the Deputy Treasurer or Finance Director may sign the purchase order if it is an emergency repair or already budgeted item.

Over ~~\$15,000~~ ~~\$7,500~~. Written bid specifications or equivalent shall be approved by the Town Council. In addition to a copy of the bid notice and specifications, a list will be provided identifying who the bid request and specifications will be mailed to. The Town Council may amend the list if so desired. A small bid notification notice will be printed in the Bangor Daily News to direct bidders to the Town's website for one the official bid notice and the specifications that have been approved by the Town Council unless waived by the Town Council. Town Council will award the bid as they deemed to be in the best interest of the Town. The Town Manager will sign the purchase order or contract once the bid has been awarded by the Town Council.

Section 6: Competitive Bidding

1. Competitive bids shall be required for all purchases in excess of \$15,000 ~~\$7,500~~ unless specifically exempted by action of the Town Council.
2. Competitive bids may be required for purchases under \$15,000 ~~\$7,500~~ when directed by the Town Manager.
3. Formal bidding procedures shall be followed when the purchase is over \$15,000 ~~\$7,500~~ unless otherwise exempted by a majority vote of the Town Council.
4. The Town Manager may make cooperative purchases for purchases less than \$15,000 ~~\$7,500~~ without competitive bidding if the Town Manager determines the purchase is being made after competitive bidding by the cooperative entity or at price more advantageous than the Town would be likely to obtain by competitive bidding.
5. The Town Manager may waive the requirements for competitive bidding for purchases of \$15,000 ~~\$7,500~~ or less in cases of emergency or when the purchase is inappropriate for competitive bidding due to the nature of the item, time constraints or other factors, provided that the Town Manager Agent shall file a full and complete statement of the reasons for waiving competitive bidding. In addition the Town Manager may submit a list to the town council, in the first month of each fiscal year, of all purchases which will

not follow the competitive bid process. Removal of an item from this list shall require a majority vote of the Town Council.

Section 7: Administrative Procedures

1. The Town Clerk or designee shall keep a record of all bids submitted. In addition, the Town Clerk or designee will maintain a list of all individuals or companies who requested a copy of the bid documents or who were provided a copy. If the request is obtained at the Town Office, the person receiving the documents will be asked to sign an acknowledgement that a copy of the bid request was received. Contractors on the list who are qualified to submit a bid or quote will be mailed a Request for Bid packet and will be contacted by telephone or electronically several days after the request is mailed to confirm it has been received. A record will be maintained noting the date the contact was made and who confirmed receipt of the request.

2. All bidders shall be notified in writing of bid results.

3. Tie bids shall be resolved by the Town Manager, except if the bid exceeds \$15,000 ~~\$7,500~~, the Town Council shall resolve the issue.

4. All bids shall be awarded on the basis of the bid most advantageous to the Town. ~~Hermon businesses will be given preference in awarding contracts if within a reasonable amount from the next closest bid. Hermon businesses and residents that are awarded contracts or work of any kind must have their real estate and personal property taxes paid in full prior to the Town releasing payment of those services.~~

5. The Town reserves the right to accept or reject any or all bids, to investigate the qualifications of any bidder, and to waive or not waive any and all informalities in the bids when making an award.

6. The Town retains custody of all bids submitted to the Town pursuant to this policy.

~~77. The Town Clerk with assistance from the Economic Development Director, Department Heads and Town Manager will be required to develop and maintain a list of preferred Hermon businesses by category that will be given an opportunity to do business with the Town. That list will be provided to the Town Council annually for review.~~

8. All bids received for purchases exceeding \$15,000 ~~\$7,500~~ will be opened publicly at the time of bid opening. No sealed bid will be opened without having two persons present.

~~89.~~ All bid requests will be posted on the town's website.

940. Any local business who request to be notified electronically when a bid request in a category or categories of interest is made can do so in writing to the Town Clerk.

~~11. The use of the Hermon Connection to inform citizens and businesses of upcoming bid requests will continue.~~

Section 8: Purchases & Payments That Do Not Require a P.O

1. When there is a current contract in place for a service or ongoing work.

2. Abatement reimbursements, TIF/CEA payments to taxpayers, Unemployment payments to the Dept. of Labor, County Tax, legal fees, postage, mileage and cell phone reimbursements, educational trainings, advertising for public notices, cleaning services provided by the School Dept, Town Council project items, the Hermon Connection costs, liabilities to the State of Maine (vitals, IF&W, Motor Vehicle, dogs, DEP, LP), excise tax refunds, overpayment of any tax, mobile data from PSO, health evaluations for Fire Department, drug testing, City of Bangor sewer & dry hydrant services & rentals, leases, porter potty rentals.

3. Local Contribution to the School Department, social service payments approved at Annual Town Meeting, Utilities (electricity, oil, propane, telephone, internet).

4. Annual fees such as Trio software and maintenance fees, membership dues, property & casualty insurance, worker's comp insurance, any other insurances, and tax bills.

APPROVED & AMMENDED this February 27, 2014 by the Hermon Town Council.



FR19-20-15

Be it resolved by the Hermon Town Council in town council assembled the Town Manager or his Designee be authorized to pay for 27 mobile free-standing turnout gear lockers, gear hanging rods and gear drying coat hangers manufactured by Gear Grid Corporation in an amount not to exceed \$ 11,328.00 payable to Gear Grid of Forest Lake, MN.

Be it further resolved the cost of the services is to be paid for from the Fire Department Reserve Account (HERM 05).

SIGNED this September 12, 2019 by the Hermon Town Council:

Donna Ellis

Charles Lever IV

John Snyder

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

Timothy McCluskey

COPY

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



R19-20-16

Be it resolved by the Hermon Town Council in town council assembled to approve the proposed contract between Penobscot County Sheriff Department and the Town of Hermon and replace in its entirety the existing agreement dated 12 September 2019.

SIGNED this 12 September 2019 by the Hermon Town Council:

Donna Ellis

Charles Lever IV

John Snyder

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

Timothy McCluskey

COPY

Attest Original: _____

Motion _____	Yeas _____	
Second _____	Nays _____	Date _____



R19-20-17

Be it resolved by the Hermon Town Council in Town Council assembled to call a Special Town Council Meeting on Thursday, 26 September 2019. Be it further resolved to hold a Public Hearing on Thursday, 26 September 2019 to consider accepting Logistics Lane as a public road and amending the Cemetery Ordinance Fees.

SIGNED this September 12, 2019 by the Hermon Town Council:

Donna Ellis

Charles Lever IV

John Snyder

Anthony Reynolds

COPY

Douglas Sinclair, Sr.

Steven Thomas

Timothy McCluskey

Attest Original: _____

Motion _____	Yeas _____	Date _____
Second _____	Nays _____	



Plymouth Engineering, Inc.

P.O. Box 46 – 30 Lower Detroit Road
Plymouth, Maine 04969
info@plymouthengineering.com
Tel: (207) 257-2071 fax: (207) 257-2130

June 18, 2019

Project No. 19074

Mr. Scott Perkins
Town of Hermon
PO Box 6300
Hermon, ME 04402

Logistics Lane Investigation and Findings

Dear Mr. Perkins:

Pursuant to your request, Plymouth Engineering, Inc. has performed a review of the Hermon Land Use Ordinance Industrial Road classification requirements, and we have conducted a field investigation of existing conditions on Logistics Lane in Hermon. The following is a summary of our findings.

<i>Parameter</i>	<i>Field Conditions On paved section</i>	<i>Field Condition On gravel section</i>	<i>Industrial Road Requirements</i>
ROW Width	N/A	N/A	70'
Paved Travel Way Width	22' – 24.5' +/-	25' +/-	24'
Shoulder Width (each side)	0' – 4' (5)	0'	4'-8'
Pavement Thickness	1.75"-5.25"	Not paved (1"-3" gravel surface)	4" (1)
Base Gravel Thickness	18"-39" (2)	3"-4" crushed stone	6"
Sub-Base Gravel Thickness	18"-39" (2)	15" gravel/clay mix	18"
Maximum Grade	Pending surveyor	Pending surveyor	5%
Minimum Grade	Pending surveyor	Pending surveyor	0.5%
Minimum Centerline Radius	Pending surveyor (6)	Pending surveyor	400'/300' (3)
Roadway Crown	Variable (7)	Variable (7)	¼" per foot
Minimum Angle at Intersection	90°	90°	90°
Maximum Grade w/in 75' of intersection	1.5% +/-	<3%	3%
Minimum Curb Radii at intersection	Not Applicable – no curbing	Not Applicable – no curbing	30'
Minimum ROW Radii at intersection	TBD by Surveyor	TBD by Surveyor	20'
Turn-Around for Dead End	Not applicable	Not applicable	60'/50'/30' (4)

(1) 4-inch requirement is for 3" binder and 1" Safe Course (Surface)

(2) 18" - 39" of gravel was found in the seven roadway test pits with no distinct differing gravel layers found. Please note that no samples were taken or tested to classify the gravel found in MDOT

specification groups.

(3) Radius requirement is reduced to 300' if the roadway is super elevated.

(4) This is not a dead-end road.

(5) The values shown are for currently sand/vegetation that is relatively flat. There may be gravel build-up under the overgrown vegetated shoulders, but probably not the full 4 feet required everywhere. Also, it is likely that the existing shoulder is winter road sand spread vs actual gravel build-up.

(6) The existing road approximates this standard. Redesign can verify compliance.

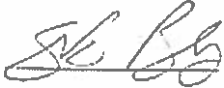
(7) The pavement section is irregular in shape due to age and less than design thickness. As such, there is currently no consistent crown. The same is true for the gravel section of the roadway.

The field memo is attached and contains more details about the field investigation for the test holes performed by Town of Hermon staff.

The roadway, as it currently exists, is a reasonable approximation of the industrial roadway classification. However, if upgrade is anticipated, and we understand it is, then the Town of Hermon should endeavor to upgrade the roadway to meet the minimum requirements in the Land Use Ordinance. The primary considerations should be the gravel build-up, pavement thickness and shoulders and turn-around criteria. Additionally, the Town should consider fabric in areas of questionable sub-soils. Plymouth Engineering is currently preparing a preliminary road plan to depict upgrades, utilities and potential future lot services.

We hope our field work and this summary have provided you the information necessary to move forward with acquisition of the roadway right-of-way to convert it to a public street.

Sincerely,
PLYMOUTH ENGINEERING, INC.



Scott E. Braley, PE, CPESC
President

Enc.



Plymouth Engineering, Inc.

P.O. Box 46 - Detroit Road
Plymouth, Maine 04969
engineering@midmaine.com
tel: (207) 257-2071 fax: (207) 257-2130

FIELD INSPECTION REPORT

Project: Propane Lane road inspections

Inspector: Darrell Crawford

PE Project No.: 17242

Date: Wed Sept 14, 2017

Weather: Sunny in the 80's

Copy To: Scott Perkins, Town of Hermon
Scott Braley, Plymouth Engineering, Inc.

Personnel On Site:

Darrell Crawford (PEI)

Town of Hermon employee running backhoe

Equipment On Site:

Cat Backhoe

Work Progress:

Plymouth Engineering and Town of Hermon personnel on site to dig test pits at edge of road to check for gravel depths in sub base of road, all test pits were dug on the right side of the road because of a water line running down the left side, the results are as follows:

Comments:

TEST PIT #1

Sta=1+95 12' rt

55" total depth

2.75" of pavement

20" gravel

22" sandy gravel

Grey clay to bottom of hole

TEST PIT #2

Sta 4+00 12' rt

50" total depth

2.5" of pavement

20" gravel

20" sandy gravel

Grey clay to bottom of hole

TEST PIT #3

Sta=5+90 12' rt

48" total depth

2.5" of pavement

20" gravel

10" sandy gravel

Grey clay to bottom of hole

TEST PIT #4

Sta=8+37 12' rt

50" total depth

2.75" of pavement

15" gravel

12" sandy gravel

Grey clay to bottom of hole

TEST PIT #5 (turn-around area)

Sta=8+50 32' lt

45" total depth

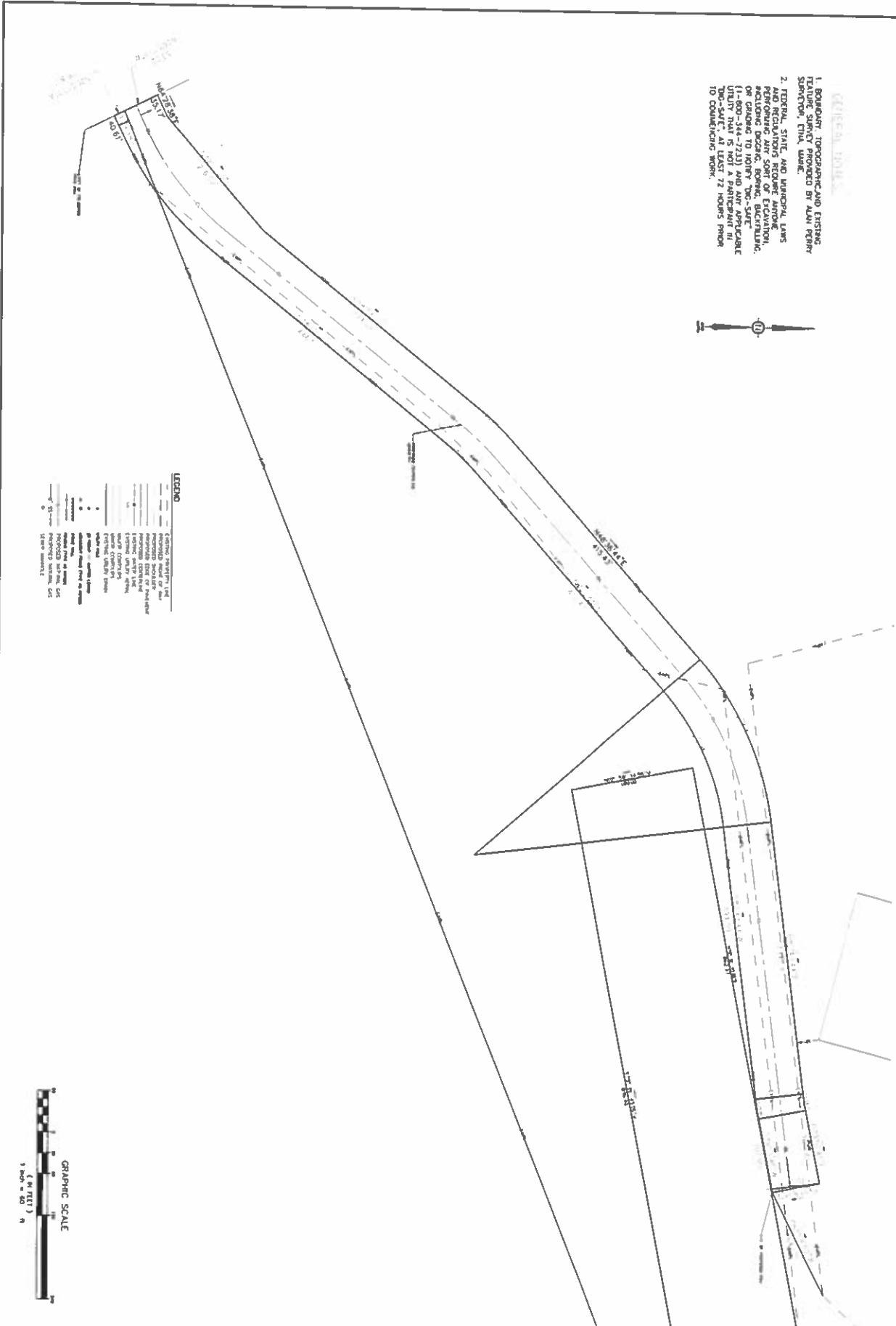
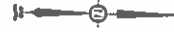
36" gravel

Fabric

Grey clay under fabric

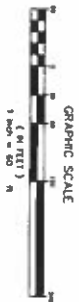
CITIZEN BOARD

1. BOUNDARY TOPOGRAPHIC AND EXISTING SURFACE SHALL BE PROVIDED BY ALTA SURVEY COMPANY, L.L.C.
2. FEDERAL, STATE, AND MUNICIPAL LAWS PERTAINING TO THE DESIGN AND CONSTRUCTION OF ANY HIGHWAY INCLUDING DESIGN, BIDDING, BIDDING, OR GRADING TO MEET THE STATE (16-800, 844-7233) AND ANY APPLICABLE FEDERAL (23-104, 23-105) REQUIREMENTS TO COMPLETING WORK.



LEGEND

	EXISTING PROPERTY LINE
	PROPOSED SHOULDER
	PROPOSED EDGE OF TRAVEL
	EXISTING UTILITY LINE
	UTILITY EASEMENT
	UTILITY LINE
	WATER EASEMENT
	WATER LINE
	EXISTING WETLAND
	PROPOSED WETLAND
	OTHER WETLAND



DESIGNER	REV	DATE	DESCRIPTION
MEG	001	09/11/2019	ISSUE FOR CONSTRUCTION
MEG	002	09/11/2019	REVISED TO MATCH SURVEY
MEG	003	09/11/2019	REVISED TO MATCH SURVEY

APPROVALS	DATE



Town of Hermon
Contact Information & Rates for Cemetery Services
2019

	<u>Weekdays</u>	<u>Weekends</u>
Full Burial Services	\$625	\$675
Cremation Services	\$175	\$250

Contact Information:

Dick Coffin-Cemetery Sexton
Phone 992-7619
Email: dick coffin dickcoffin33@gmail.com

Hermon Town Office
333 Billings Road
Hermon, Maine 04401
Phone: 848-1010
Email: CushmanK@Hermon.net
Kristen Cushman, Town Clerk

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
Website: www.Hermon.Net

**REQUEST FOR BIDS
TOWN OF HERMON**

200 Fuller Road Demolition Project

The Town of Hermon is accepting bids from qualified contractors to demolish and completely remove the primary dwelling, additional structures and any related appurtenances at 200 Fuller Road, Hermon, Maine 04401. Project also includes removal of two concrete slab foundations and restoration of the landscaping to grade by filling voids left by demolition work. Installation of loam and seed with erosion control is required for a clean finish. An existing 4" PVC sewer line to septic tank will be cut and capped at a convenient location below grade and marked for potential future use. Bids must be submitted no later than 4:00 p.m. E.S.T, Tuesday, September 25, 2019 in accordance to the bid and project specifications. Copies of the Request for Bids, bid specifications and instructions may be obtained on line at www.hermon.net or by contacting the Hermon Town Office at 848-1010 during normal business hours.

The Town of Hermon is an Equal Opportunity Employer

200 Fuller Road Demolition Project

INSTRUCTIONS

All bids must be submitted on the form attached to the Request for Bids.

All bids must be submitted in a sealed envelope marked on the outside of the envelope "200 Fuller Road Demolition Project".

All bids must be submitted no later than 4:00 p.m., Tuesday, September 25, 2019 at which time bids will be opened and publicly read aloud at the Hermon Town Office, Conference Room.

All bids must be addressed to: Town Manager, 333 Billings Road, Hermon, Maine 04401 and dropped off at the Hermon Town Office at 333 Billings Road with the Town Clerk.

Award of the contract by the Town Council will be based on the bid "most advantageous to the Town of Hermon".

The Town reserves the right to accept or reject any or all bids, or to waive any bid requirement if it is determined by the Town Council to be in the best interest of the Town.

The Town of Hermon reserves the right to purchase more or less work mutually agreed upon between Owner and Contractor.

Questions regarding the Request for Bids may be addressed to the Project Manager: Scott Perkins, DECD Director at 848- 1010, or email address at: SPerkins@Hermon.net

SPECIFICATIONS

200 Fuller Road Demolition Project

Section 1- Extent of Work

To provide all necessary materials, labor; equipment; supervision and knowledge necessary to demolish and completely remove the primary dwelling, additional structures and any related appurtenances at 200 Fuller Road, Hermon, Maine 04401. All items on the property (both interior and exterior) are to be completely removed by contractor, including, but not limited to heating systems, appliances, household furnishings and all related miscellaneous deleterious material to an off site disposal facility. Contractor will remove contents of any oil/propane storage containers and dispose of the holding systems for any fuel products. Excavator (or similar) machinery will be used to demolish building(s) and to load the demolition debris including miscellaneous deleterious material. No burning or explosives will be allowed. Project also includes removal of two concrete slab foundations and restoration of landscaping to grade by filling voids left by demolition and clean-up work. An existing 4" PVC sewer line to septic tank will be cut, capped and marked with a grade stake at a convenient location below grade for potential future use. Holes requiring large fill amounts will be filled using common borrow of similar type and rock size, free from refuse. Compaction in 12" lifts is required before final grading. Contractor will clean the property and dispose of all small dangerous debris including nails and glass including adjacent walkways, streets and parking areas, and dispose of all debris. All disturbed areas will require the installation of 3" loam with grass seed and erosion control in the form of blown hay for a clean finish. Contractor may also hydro seed if preferable. Grass seed will be "Maine Park Mix" or similar.

Photographs of subject property attached.

Note: The water well is not included as a job item and will remain in place unaffected.

Section 2- Insurance Requirements

Except as otherwise provided by the Agreement, the Contractor and its subcontractors and consultants shall obtain and maintain, throughout the term of this Agreement, at no expense to the Owner, the following coverage:

- A. Public Liability Insurance in the amount of not less than One million dollars (\$1,000,000), combined single limit, to protect the Contractor, any subcontractor performing services under the Contract, and the Owner from claims and damages that may arise from operations under the Contract, whether such operations be by Contractor or by a subcontractor or by anyone directly or indirectly employed by them.
- B. Automobile Liability Insurance in the amount of not less than Five Hundred Thousand Dollars (\$500,000), combined single limit, to protect the Contractor, any subcontractor performing work covered by this Contract, and the Owner from claims and damages that may arise from operations under the Contract, whether such operations be by Contractor or by subcontractor or by anyone directly or indirectly employed.
- C. Workers' Compensation Insurance in amounts required by State of Maine statute and Employer's Liability Insurance, as necessary, as required by Maine law must be maintained by the Contractor.
- D. All such insurance policies shall name the Owner and its officers, agents and employees as "additionally insured". The Contractor, at time of contract signing shall deliver to the Owner certificates satisfactory to the Owner evidencing such insurance listed in Section 2, which certificates shall state that the Contractor and its subcontractors must provide written notice to the Owner at least thirty (30) days prior to cancellation, non-renewal, material modification or expiration of any such insurance policy.

Section 3- Indemnification

The Contractor will defend, indemnify and hold harmless the Owner and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work.

Section 4- Equipment and Labor

Equipment used shall meet all State and Federal regulations including but not limited to Department of Labor and Maine Motor Vehicle Regulations and all work will be completed in accordance to all safety regulations established by the Department of Labor and OSHA.

Section 5- Work Schedule

Contractor shall start the work for 200 Fuller Road within five days after receiving the Notice to Proceed. Work shall be completed by October 11, 2019 unless extended by the Town of Hermon. Work hours shall be from 7 a.m. to 7 p.m.

Section 6- Penalty

The contractor shall be penalized \$250 per day for every day after October 11, 2019 if the project has not been completed to the satisfaction of the Town unless the date has been extended by Owner.

Section 7- Breach of Contract

In the event the contractor fails to complete the work as herein agreed, the town shall among its other remedies have the right to cancel the agreement by sending written notice of such cancellation by regular United States Mail, postage prepaid, to contractor at its last known business address. Such notice and cancellation does not constitute an election or waiver of any other remedy or remedies that the town may have against the contractor. In the event the town shall bring suit on account of breach of covenant, agreement or conditions herein written, contractor agrees to pay the town reasonable attorney's fees, in addition to the amount of judgment and costs

Section 8- Payment Schedule

Payments will be made in full by Owner after satisfactory project completion by Contractor and after submittal of an invoice by the Contractor to the Town of Hermon. The Town will make payment at the next available warrant.

Section 9- Safety Controls

The Contractor will be responsible for making sure the construction area is properly secured at all times, kept in good order and provide safe travel for pedestrians and motorist. Pavement areas or driveway entrances will be clean and free from demolition debris prior to the end of every work day. Contractor will police the adjacent abutting properties for demo debris daily.

Section 10- Contractor's Responsibility

The Contractor will provide all materials, supplies, labor, equipment, and supervision to complete the project. Contractor must notify Owner of start date and confirm work hours at contract signing.

Section 11- Change Order

No change orders will be paid for if not first approved by the Town.

Section 12- Permits

The contractor will obtain the Dig Safe permit and any environmental permits required by law.

Section 13- Erosion Control

The Contractor will follow all MDEP erosion control requirements.

Section 14- Guarantee

To the extent construction or materials are provided in the provision of Services hereunder, the Contractor and the subcontractors, if any, shall guarantee their work against any defects in workmanship and materials for a period of one year from the date of the Owner's written acceptance of this project, and agree to repair or replace at no cost or expense to the Owner all work, materials and fixtures at any time during said one-year period.

Section 16- Traffic Control and Signing

All traffic control and signing will be the responsibility of the Contractor and will be in accordance to federal and State safety requirements following MUTCD signage if required.

TOWN OF HERMON

200 Fuller Road Demolition Project

I _____ doing business as _____ agree to complete all work and provide all materials, equipment and supervision associated with the 200 Fuller Road Demolition Project as noted by the specifications, for the lump sum price of \$ _____.

Signed _____

Name of Company _____

Contact Person _____

Address: _____

Phone Number _____





FR19-20-16

Be it resolved by the Hermon Town Council in town council assembled the Town Manager or his Designee be authorized to pay for the replacement of the air compressor unit that failed at the Town Office in an amount not to exceed \$ 3,100 payable to Mechanical Services.

Be it further resolved the cost of the services is to be paid for from the Municipal Office Reserve Account (HERM 11).

SIGNED this September 12, 2019 by the Hermon Town Council:

Donna Ellis

Charles Lever IV

John Snyder

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

Timothy McCluskey

COPY

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



R19-20-19

Be it resolved by the Hermon Town Council in Town Council assembled to approve Just Down the Road Grille Concourse Gathering Application for an outside band "Midnight Rose" to perform on Saturday September 14, 2019 from 7PM – 11PM.

SIGNED this September 12, 2019 by the Hermon Town Council:

Donna Ellis

Charles Lever IV

John Snyder

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

Timothy McCluskey

COPY

Attest Original: _____

Motion _____	Yeas _____	
Second _____	Nays _____	Date _____