



Town of Hermon

Public Safety Meeting Room

OCTOBER 15, 2020

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**
 - MINUTES. -APPROVE 10/1/2020 Minutes**
 - WARRANTS. –SIGN 10/16/2020 Warrant**
 - RESOLVES. -SIGN**
- V. NEWS, PRESENTATIONS AND RECOGNITIONS:**
- VI. PUBLIC ITEMS OR COMMENTS: *(Items Not Already on Agenda)***
- VII. PUBLIC HEARINGS:**
- VIII. COMMITTEE REPORTS:**
- IX. SCHEDULED AGENDA ITEMS:**
 - A. OLD BUSINESS:**



B. NEW BUSINESS:

FR20-21-09 Consider authorizing Hermon Fire Department to apply and accept the Ed MacDonald Safety Enhancement Grant will cover two-thirds of cost up to but not exceed \$1,300.42. Exclusively for purchasing Ice Rescue Suite (2) with equipment.

FR20-21-10 Consider authorizing Hermon Town Office to apply and accept the "Center for Tech and Civic Life" (CTCL) Grant for \$ 5,000.00.

C. WORKSHOPS:

Discussion- Easement acquisition

D. OTHER ITEMS: (from Table Package)

X. APPOINTMENTS:

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

XI. MANAGER STATUS REPORT:

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

XIII. COUNCIL ITEMS:

XIV. EXECUTIVE SESSION:

XV. ADJOURNMENT:

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

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

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



Town of Hermon

Public Safety Meeting Room

October 1, 2020

Town Council Meeting

7:00 PM

MINUTES

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ALL ITEMS ARE SUBJECT TO APPROPRIATE COUNCIL ACTION

I. CALL TO ORDER BY CHAIRPERSON

II. PLEDGE OF ALLEGIANCE

Chair Thomas led those in attendance in the Pledge of Allegiance

III. ROLL CALL

Members Present: John Snyder III, Douglas “Doug” Sinclair Sr., Ronald “Ron” Murphy, Anthony “Tony” Reynolds, Charles Lever IV, Steven “Steve” Thomas and G. Stephen “Steve” Watson

Members Absent: None

Others Present: Town Manager Howard Kroll, Town Clerk Kristen Cushman, Jim Keizer from Kiser & Kiser, Scott Braley from Plymouth Engineering, Scott Perkins and Zach Freeman

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

SIGNATURES. –APPROVE Quit Claim 041-001-000 Account 1104

MINUTES. –APPROVE 9/17/2020

WARRANTS. –SIGN 10/2/2020

RESOLVES. –SIGN

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



V. NEWS, PRESENTATIONS AND RECOGNITIONS:

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

Zach Freeman 205 Orchard Drive: Brought a few concerns to the council.

1. Post Office will only deliver mail in one area at the beginning of the subdivision or in a cluster mailbox under new guidelines from the post office dated 2017.
2. When the town plowed last winter, by the 19 mailboxes, on Stone Farm it was 10 feet from the mailboxes. This resulted in Mr. Freeman and residents to snowblow in front of the mailboxes approximately 100 feet long.
3. Stone Farm is dealing with water issues also like Stoneybrook Way. Mr. Freeman has put in a french drain to divert water.
4. A neighbors concern: is feeling harassed by all the vehicles in the subdivision.

Tony Reynolds: We have talked about mailboxes in the past.

Howard Kroll: Has contacted the Post Master for City of Bangor and as Mr. Freeman stated the Post Office will not deliver mail to new residents in a subdivision without a cluster box or individual mailbox. I personally live on a private road with a cluster mailbox and we pay a homeowner association fees to maintain. However Stone Farm is public road with individual mailboxes.

Steve Thomas: Could this be part of the Planning Board process?

Howard Kroll: Not sure how it would work because someone would need to be responsible for the keys. If a homeowner sells their property who is responsible for getting keys back and redistributed?

Steve Thomas: What are other municipalities doing?

Howard Kroll: Not sure what they are doing.

Zach Freeman: The USPS document from 2017 states the mailboxes are to be locked and the USPS will be in charge of the keys and maintaining who has the keys. It would not be the town's responsibility.

Ron Murphy: Shouldn't we have an ordinance?

Howard Kroll: I think you would have to change your subdivision ordinance or policy requirements so it would be part of the development package.

Tony Reynolds: How about an apartment complex with mailboxes...who is responsible.



John Snyder: The apartment complex owner is responsible for the cluster box and maintains the keys. New locks go through the postal service.

Steve Thomas: Would this be something the planning board needs to address?

Howard Kroll: Think it would start with the Town Council changing the ordinance so it would be a requirement as part of a subdivision development plan.

Doug Sinclair: What if the homeowners pay a flat fee towards the cluster mailbox? Let's say \$ 200.00.

Zach Freeman: We have already purchased USPS mailboxes.

Doug Sinclair: They don't look very good. They are crooked and falling over.

Scott Braley: Cluster mailboxes are a struggle in every town.

VII. PUBLIC HEARINGS:

VIII. COMMITTEE REPORTS:

IX. SCHEDULED AGENDA ITEMS:

A. OLD BUSINESS:

R20-21-08 Consider accepting Boxwood Lane (Boxwood Lane is the road in Bayberry Ridge Estate subdivision off the Fuller Rd, consisting of 1,650' of roadway and will provide for 16 house lots). TABLED from 9/17/2020 council meeting.

Steve Thomas: Is the road in a former sandpit?

Scott Braley: The rears of some of the lots on the left hand side are in what was a gravel pit. The road itself to our knowledge from what we can tell from aerial photography and existing conditions was not within the gravel pit. The road itself is not.

Steve Thomas: Is there anything you think that is lacking before we accept the road?

Scott Braley: No, I spoke with the developer a few days ago regarding a concern on removing a culvert where a driveway was not going to be and he has made the correction I asked for.

Councilor Reynolds moved to approve R20-21-08. Councilor Murphy seconded the motion. The motion was accepted. Motion passes 7-0.



B. NEW BUSINESS:

FR20-21-08 Consider awarding contract for Fire Protection Pond Maintenance Projects on Evergreen Drive and Mapleleaf Lane.

Proceeds to be paid for out of the Rural Fire Pond Reserve Account (HERM31).

Councilor Reynolds moved to award FR20-21-08 to Advanced Development for \$ \$16,390.00. Councilor Watson seconded the motion. The motion was accepted. Motion passes 7-0.

C. WORKSHOPS:

D. OTHER ITEMS: (from Table Package)

Councilor Reynolds moved to waive council rules and accept the table packet. Councilor Murphy seconded the motion. The motion was accepted. Motion passes 7-0.

Scheduled Agenda Items

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

X. APPOINTMENTS:

XI. MANAGER STATUS REPORT:

This is a Presidential Election year. The Clerks have processed over 900 absentee ballots so far. This is approximately 20% of your registered voters. Secretary of State has changed a feature to allow you to track your absentee ballot.

Scott Perkins: Preliminary suggested changes to a walkway to the Middle School. Two aerial maps were shown with changes/additions of a walkway/crosswalk from the Middle School to School House Lane. Scott is looking for the council to review the map and suggest changes while the conversations are going on with MDOT.

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

XIII. COUNCIL ITEMS: None

XIV. EXECUTIVE SESSION:

Councilor Reynolds moved to enter Executive Session to discuss 1 M.S.R.A. 405 (6)(E). Councilor Murphy seconded the motion. The motion was accepted. Motion passes 7-0.



XV. ADJOURNMENT:

Councilor Reynolds moved to adjourn the meeting at 9:30PM. Councilor Snyder gave seconded. With no objection the meeting was adjourned at 9:30 PM.

Respectfully Submitted,

**Kristen Cushman
Town Clerk**

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FR20-21-09

Be it resolved by the Hermon Town Council in town council assembled to accept a grant award from the Ed MacDonald Maine Municipal Association Safety Grant program in the amount of \$1342.00. 2/3 local match required. Grant to used for the purchase of 2 (two) ice rescue suits.

SIGNED this October 15, 2020 by the Hermon Town Council:

G. Stephen Watson

Charles Lever IV

John Snyder III

Tony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

Ronald Murphy

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



FR20-21-10

Be it resolved by the Hermon Town Council in town council assembled to accept a grant award from the Center for Tech and Civic Life Grant program in the amount of \$5000. No local match required. Grant to used for administrative election related activities and equipment purchases.

SIGNED this October 15, 2020 by the Hermon Town Council:

G. Stephen Watson

Charles Lever IV

John Snyder III

Tony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

Ronald Murphy

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



Certificate of Appointment

To: **Deborah Whitman:**

In accordance with the provisions of the laws of the State of Maine, the undersigned municipal officers of the Town of Hermon do hereby vote to appoint and confirm you as a **Member of the Planning Board** for the Town of Hermon.

Your term of office will expire on June 30, 2025.

Given under our hands on this day, October 15, 2020.

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

Signature

State of Maine
County of Penobscot

_____, 2020

Personally appeared the above named, **Deborah Whitman**, and took the oath necessary to qualify for office and perform the duties thereof for the above stated term according to law.

Before me,

Kristen Cushman, Town Clerk



October 8, 2020

Memo: Center for Tech and Civic Life- Election Grant

Howard,

The Town of Hermon has been awarded a \$5,000 dollar grant from the "Center for Tech and Civic Life" ("CTCL"), a non profit, tax exempt organization releasing funds for administrative election related activities and equipment purchases.

Please add an agenda item for the Town Council to accept this grant and I will report and administer. Kristen Cushman worked together with my office to get me the information (and reminders) I needed in order to be successful regarding this work.

The grant could cover some recent election equipment purchases we have made such as a card file, occupancy counters, PPE and other COVID-19 related purchases for safety.

Thanks,

A handwritten signature in cursive script that reads "Scott Perkins".

Scott Perkins
DECD Director



CITIZEN INVOLVEMENT FORM

All residents of the Town of Hermon interested in having their names considered for appointment by the Hermon Town Council and/or the Town Manager, at such time a vacancy may occur on any Board or Special Committee, should please fill out this application and return it to the Town Clerk at the Hermon Town Office.

Contact Information

Name Deb Whitman Phone # 848-7318- Home
478-4873- cell
Street Address 31 Kelley Rd.
City, State, Zip Code Hermon, ME 04401
E-Mail Address (Optional) dwhitman@ctmaine.com - work

Position of Interest

Committee or Board Applying For: Zoning Board of Appeals - JDP
10/18/20

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

I have been in the Real Estate industry
for 25+ years. I have worked with several
Attorneys, Surveyors & Real Estate Agents over the
years, as well as, served on many committees.



Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am selected, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Deborah Whitman Date 4/7/18
Signature Deborah Whitman

Our Policy

It is our policy of the Town of Hermon to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in serving your community!

Deborah A. Whitman
31 Kelley Rd.
Hermon, ME 04401
207-848-7318

SUMMARY OF QUALIFICATIONS

Over 25 years of Customer service, Supervisory, Real Estate and Marketing experience. In addition to the experience summarized below, my husband and I also owned and operated a furniture restoration business enabling me to gain experience overseeing all business operations and personnel. Expertise includes:

- Customer relation's
- Problem analysis
- Effective communication
- Proficient computer skills
- Leadership/ team oriented
- Educating/Motivating/Marketing
- Relationship management
- Knowledge of financial services
- Team management
- Self motivated

EXPERIENCE

Consumer Title Services **3/2018 - Present**
Vice President of Marketing/ Closing Officer

- Attend local conventions and industry-affiliated meetings and seminars to actively market settlement services to lenders & realtors.
- Identify and call on potential customers to obtain business from by building personal and business relationships that will lead to new and recurring business.
- Maintain strong relationships with real estate offices throughout Maine.
- Manage transaction progress to ensure that customer contracts close smoothly.

Phenix Title Services LLC - **4/2012 - 3/2018**
Loan Closing Officer- Marketing Director

- Attend local conventions and industry-affiliated meetings and seminars to actively market settlement services to lenders & realtors.
- Identify and call on potential customers to obtain business from by building personal and business relationships that will lead to new and recurring business.
- Maintain strong relationships with real estate offices throughout Maine.
- Manage transaction progress to ensure that customer contracts close smoothly.

Market Street Settlement Group - **4/2008 - 4/2012**
Relationship Manager - Bangor, ME

- Attend local conventions and industry-affiliated meetings and seminars to actively market settlement services to lenders & realtors in assigned territory.
- Identify and call on potential customers to obtain business from by building personal and business relationships that will lead to new and recurring business
- Maintain strong relationships with franchise real estate offices.
- Manage transaction progress to ensure that customer contracts close smoothly.

First Horizon Bank **6/2006 - Present**
Financial Services Manager, Bangor, ME 04401

- Provide direct support to the Financial Services Regional Manager by supporting a district of offices throughout Maine, New Hampshire and Vermont in the cross-sell efforts of bank products and services
- Produced over one million dollars in bank deposits through June 2007 while successfully maintaining a self sourced portfolio of customer accounts

- Energetically educated, trained and supported all new/existing First Horizon Home Loan employees on bank products and services
- Established relationships with individual and business customers through direct marketing, networking and referral based leads

First Horizon Home Loans
Relationship Manager, Bangor, ME 04401

4/2005 -6/2006

- Develop and retain long-term customer relationships. Promotion, marketing and sales of various financial products and services offered by the company. Promotion of company through community involvement with various organizations

CUSO Mortgage Corporation
Loan Closing Officer, Hampden, ME 04444

2/2001 - 4/2005

- Instrumental in developing loan closing department, including, but not limited to, preparation of policies and procedures manual and training materials
- Training of loan officers to perform mortgage loan closings
- Developed and maintained a strong working relationship with Credit Union partners, CEO's and clients
- Preparation, disbursement and delivery of loan closing packages
- Assisted upper management with training and implementation of on-line mortgage application program
- Monitored rate lock expirations and target lists to ensure timely deliveries
- Assisted accounting and underwriting departments as needed
- Mortgage loan officer duties, including performing loan closings

Fleming Title Services/ Stewart Title
Branch Manager/ Assistant VP/ Marketing Manager
Bangor, ME 04401

3/1998 - 2/2001

- Developed and managed branch office of title company hiring, training and overseeing all personnel while administering daily operation of the branch
- Created and implemented training, business development and marketing materials
- Responsible for preparation of monthly and year-end reports to upper management
- Within first year of operation, Fleming Title Services, Bangor Branch, had doubled its income
- Performed group and individual presentations to discuss company products and services
- Performed title searches and loan closings
- Managed office checking accounts, including real estate escrow account

Brewer Federal Credit Union
Director/ Secretary to the Board, Brewer, ME 04412
Supervisory Committee Chairperson

1990- 2007

- Directors are elected by Credit Union members to set policies, appoint committees and hire the Chief Executive Officer (CEO) of the credit union. The Directors establish monthly rates and policies for all programs offered, including CD's, checking, savings and loan product accounts. We review the Credit Union's operation and CEO's progress in achieving goals and objectives. We review and establish the yearly budget as well as monthly financial statements. As secretary to the Board I was responsible for preparing reports, keeping the directors and membership informed through preparation of minutes of all meetings

EDUCATION

University of Maine - 1988- Obtained Real Estate Agents License
University of Maine- 9/79 - 5/81- Majored in Elementary Education

ADDITIONAL ACTIVITIES/ SPECIAL SKILLS

- **Have attended several training seminars including: How to Handle People With Tact and Skill; Building Customer Service Skills; Nexus Financial Group Top Producer Training Course; Fraud, Motivational and Marketing Seminars presented through the Maine Credit Union League; Various Federal Institutional Lending seminars and courses**
- **Active in Community and Local organizations**
- **Recently Received the 2015 - 2016 Affiliate of the Year award with the Bangor Board of Realtors**