



Town of Hermon

Public Safety Meeting Room

April 15, 2021

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 Town Council for a Zoom 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

4/1/2021 Minutes

WARRANTS. –SIGN

4/16/2021 Warrant

RESOLVES. –SIGN

V. NEWS, PRESENTATIONS AND RECOGNITIONS:

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

VII. PUBLIC HEARINGS:

- **Hold a Public Hearing -- Special Projects CV-19 CDBG Grant. The purpose of the grant is to provide gap financing job retention and/or job growth assistance for INTENSION.**

VIII. COMMITTEE REPORTS:



IX. SCHEDULED AGENDA ITEMS:

A. OLD BUSINESS:

B. NEW BUSINESS:

- R20-21-28** Consider forming a Community Development Advisory Committee to over see the CDBG Grant for NTENSION.
- R20-21-29** Consider adopting CDGB Program Complaint Policy (2020 Special Projects CV-19 Grant program)
- FR20-21-22** Consider accepting CDGB funds (2020 Special Projects CV-19 Grant program) in the amount of \$250,000
- R20-21-30** Consider adopting CDGB2020 Special Projects CV-19 Grant program (Standards of Conduct)
- R20-21-31** Consider adopting CDGB (2020 Special Projects CV-19 Grant program) Fair Housing Resolution
- R20-21-32** Consider authorizing the Town Manager or his designee to complete and sign the Fair Housing Self Assessment for CDGB Grant (2020 Special Projects CV-19 Grant program).
- R20-21-33** Consider authorizing the Town Manager or his designee to sign the 504 Certification for the CDGB Grant (2020 Special Projects CV-19 Grant program).
- R20-21-34** Consider adopting the Residential Antidisplacement & Relocation Assistance Plan for the CDGB Grant (2020 Special Projects CV-19 Grant program)
- R20-21-35** Consider adopting the Equal Employment Opportunity Policy Statement for the CDGB Grant (2020 Special Projects CV-19 Grant program)
- O20-21-13** Consider scheduling a Public Hearing for a zone change request on 5/13/2021. Clark Road Properties, LLC (Alan Dorr, Jr.) is requesting a zone change form Residential B and Agricultural Forestry to Residential A for Map 042 Lot066, Map 049 Lot 006 and Map 041 Lot 051 for a residential subdivision. Public Hearing will be set for April 29, 2021 Town Council meeting



O20-21-14 Consider scheduling a Public Hearing for a Special Amusement Permit for Morgan Hill Event Center on May 13, 2021

O20-21-17 Consider scheduling a Public Hearing for Conley Events LLC DBA Morgan Hill Event Center Liquor License Renewal Application on May 13, 2021

O20-21-18 Consider scheduling a Public Hearing for XL Golf (DBA The Sports Arena Liquor License Renewal Application May 13, 2021

R20-21-28 Consider appointing Chief Frank Roma to be an “authorized person” for a grant application with the Penobscot Emergency Management Office for the Homeland Security Grant.

C. WORKSHOPS:

FY22 Municipal Budget Presentation

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

April 1, 2021

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 Thomas led those in attendance in the Pledge of Allegiance

III. ROLL CALL

Members Present: John Snyder III, Ronald “Ron” Murphy, Charles Lever IV, Steven “Steve” Thomas, and G. Stephen “Steve” Watson

Members Absent: Douglas “Doug” Sinclair Sr. and Anthony “Tony” Reynolds - Excused

Others Present: Town Manager Howard Kroll, Town Clerk Kristen Cushman and Hank Farrah from RKO.

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

SIGNATURES. –APPROVE Quitclaim 011-050-000 Account # 545,
Quitclaim 042-047-000 Account # 2531

MINUTES. -APPROVE 3/18/2021 Minutes

WARRANTS. –SIGN 4/2/2021 Warrant

RESOLVES. –SIGN

Councilor Snyder moved to approve the Consent Calendar as presented. Councilor Murphy seconded the motion. Motion passes 5-0.



V. NEWS, PRESENTATIONS AND RECOGNITIONS:

RKO- FY20 Audit Presentation- Hank Farrah

Mr. Farrah presented the Town side of the 2019-2020 Audit.
The School Department presentation was held at a prior School Board Meeting.

TOWN OF HERMON

FINANCIAL OVERVIEW

INSIDE

2. Summary of Audit Results
3. General Fund – Fund Balances
4. General Fund – Revenues – Town
5. General Fund – Expenditures – Town
6. Unassigned Fund Balance as Percentage of Budget
7. General Fund – Revenue Distribution
8. General Fund – Expenditure Distribution – 2020
9. General Fund – Expenditure Distribution – 2019

About this presentation

This presentation is intended as a tool to assist the Town Council and management in understanding its financial operating results. The information contained in this publication should be read in conjunction with the audited financial statements and related disclosures and should not be used for any other purposes without the expressed consent of *RUNYON KERSTEEN OUELLETTE*.

Please contact us at 207-773-2986 or 1-800-486-1784
20 Long Creek Drive, South Portland, ME 04106





TOWN OF HERMON

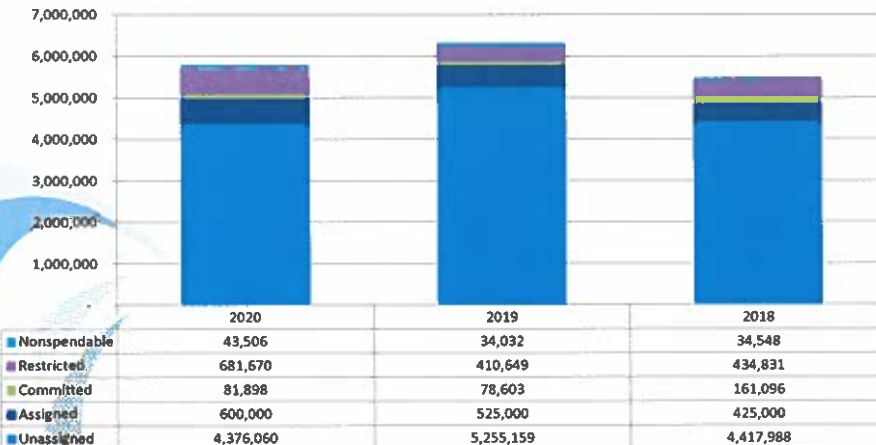
SUMMARY OF AUDIT RESULTS

- Financial Statement Opinion - Unmodified
- Report Required by *Government Auditing Standards (GAS)*
 - No material weaknesses
 - Significant deficiency for preparation of financial statements
- Recommendations / other comments related to:
 - Segregation of duties
 - Tax increment financing district tracking and budgeting (Town)
 - Purchasing procedures (Town)
 - Student activity fund procedures (School)



TOWN OF HERMON

GENERAL FUND - FUND BALANCES



SUMMARY OF SIGNIFICANT CHANGES

- Total fund balance decreased \$520,309 during the fiscal year.
- Restricted is made up of amounts for TIF Districts.
- Assigned is the budgeted use of surplus for the subsequent fiscal year.





TOWN OF HERMON GENERAL FUND – REVENUES

	Budget	Actual	Variance
Taxes	\$ 9,136,651	9,503,203	366,552
Intergovernmental	822,952	939,105	116,153
Licenses and permits	59,600	63,222	3,622
Charges for services	53,100	56,322	3,222
Interest earned	70,000	167,216	97,216
Other revenues	15,000	13,294	(1,706)
Total revenues	10,157,303	10,742,362	585,059
Utilization of prior year surplus	1,184,000	-	(1,184,000)
Use of TIF funds	272,602	-	(272,602)
Total revenues and other financing sources	\$ 11,613,905	10,742,362	(871,543)

SUMMARY OF SIGNIFICANT VARIANCES

- Tax revenues were over budget due to higher-than-expected excise tax revenues.
- The Town received more state revenue sharing than originally anticipated causing Intergovernmental revenue to come in over budget.
- Interest earned was conservatively budgeted in 2020.



TOWN OF HERMON GENERAL FUND – EXPENDITURES

	Budget	Actual	Variance
General government	\$ 1,011,437	921,431	90,006
Economic development	190,602	138,033	52,569
Public safety	922,185	910,852	11,333
Public works	1,143,373	1,484,441	(341,068)
Solid waste	433,332	441,020	(7,688)
Recreation and social services	361,745	339,462	22,283
County tax	775,075	775,075	-
Tax increment financing	110,000	68,685	41,315
General assistance	5,000	2,604	2,396
Education	5,170,548	5,170,548	-
Transfers out	999,000	1,013,815	(14,815)
Appropriated for TIF	464,554	-	464,554
Total expenditures and transfers out	\$ 11,586,851	11,265,966	320,885

SUMMARY OF SIGNIFICANT VARIANCES

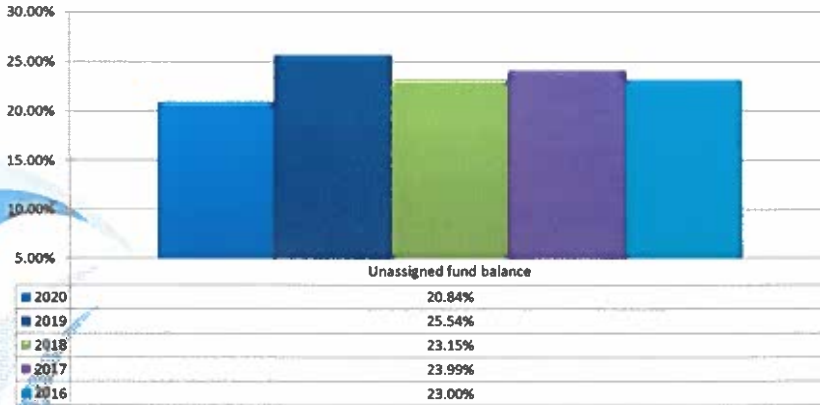
- General government was under budget due to vacancies in administration.
- Economic development projects were put on hold due to Covid pandemic.
- Public works was over budget due to repair costs for roads exceeding expectations as well as additional work needing to be done. Snow plowing came in over budget due to termination of the contract in Dec '19.





Town of Hermon

GENERAL FUND – Unassigned Fund Balance as a Percentage of Expenditures



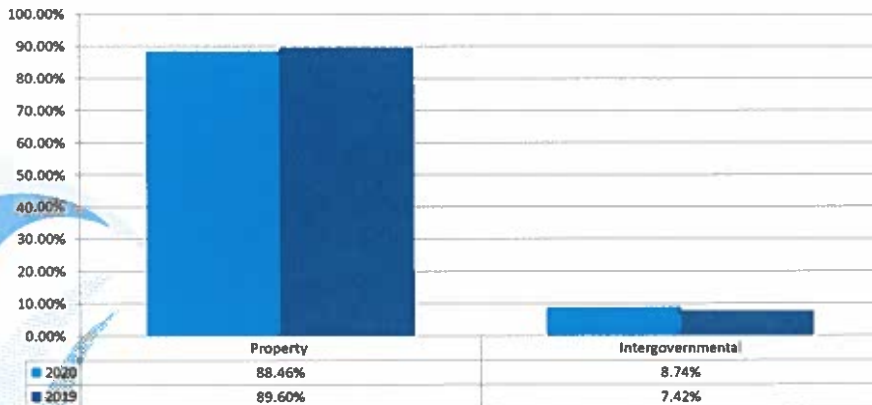
SIGNIFICANT OBSERVATIONS

- This calculation is comparing the Town's unassigned fund balance to the combined Town and School budgets.
- Town unassigned to Town budget (which includes appropriation to School) calculates to 37.77%. School has an unassigned fund balance percentage to budget of 8.96%.



TOWN OF HERMON

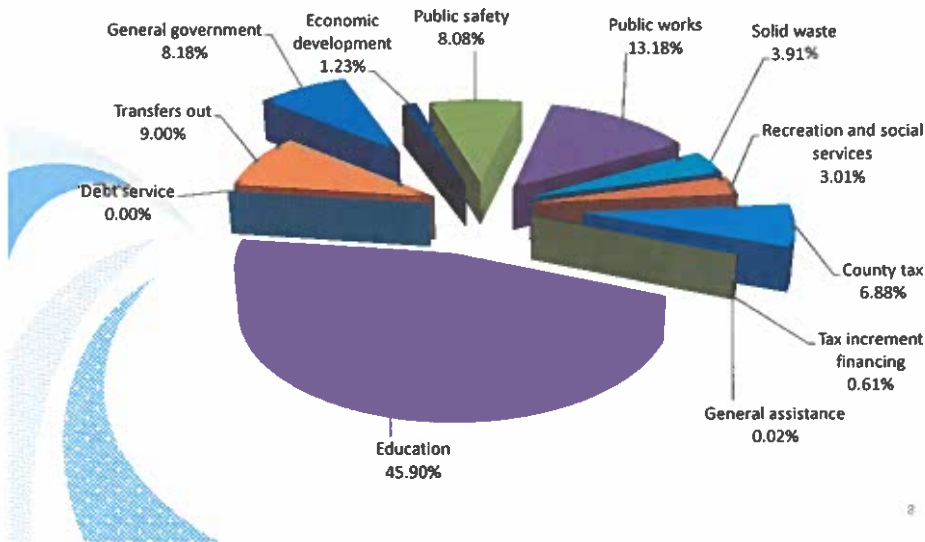
GENERAL FUND – REVENUE DISTRIBUTION





TOWN OF HERMON

GENERAL FUND – EXPENDITURE DISTRIBUTION - 2020



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:

R20-21-25 Consider appointing Chief Frank Roma to be an “authorized person” for a grant application with the Stephen and Tabitha King Foundation

Councilor Snyder moved to approve R20-21-25. Councilor Lever seconded the motion. The motion was accepted. Motion passes 5-0.



R20-21-26 Consider appointing Chief Frank Roma to be an “authorized person” for a grant application with the Firehouse Subs Public Safety Foundation

Councilor Snyder moved to approve R20-21-26. Councilor Murphy seconded the motion. The motion was accepted. Motion passes 5-0.

C. WORKSHOPS:

D. OTHER ITEMS: (from Table Package)

Councilor Snyder moved to waive council rules and accept the table packet. Councilor Lever seconded the motion. The motion was accepted. Motion passes 5-0.

XIV. EXECUTIVE SESSION:

**Consider enter into Executive Session to discuss personnel matter(s)
per 1 M.S.R.A. § 405(6)(A)**

X. APPOINTMENTS:

R20-21-27 Consider appointing Hermon residents and Town staff as Election Clerks for the State and local Elections.

Councilor Snyder moved to approve R20-21-27. Councilor Murphy seconded the motion. The motion was accepted unless doubted.

XI. MANAGER STATUS REPORT:

Manager Kroll: Thanked Hank from RKO for the Audit. Also thanking Wendy Wiles-Scott for stepping up to the plate while we were between Finance Directors. She scanned a vast amount of documentation to the Auditors to begin the Audit.

We have had seasonally warm weather but all of the Town’s roads are posted to protect your investment. Mr. Kroll asks the residents to be patient while the weather plays a major part on the road condition.

Introduce Maclaren Davis who will be helping with the audio and video meetings throughout his time until he graduates High School.



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

XIII. COUNCIL ITEMS:

Ronald Murphy: Congratulated the Hermon Cheerleaders for another State Championship.

XIV. EXECUTIVE SESSION:

Councilor Snyder moved to enter Executive Session to discuss personnel matter(s) per 1 M.S.R.A. § 405(6)(A).

Councilor Lever seconded the motion. The motion was accepted. Motion passes 5-0.

XV. ADJOURNMENT:

Councilor Snyder moved to adjourn the meeting at 8:25PM. Councilor Lever gave seconded. With no objection the meeting was adjourned at 8:25 PM.

Respectfully Submitted,

**Kristen Cushman
Town Clerk**

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R20-21-28

2021 Community Development Advisory Committee

Be it resolved by the Hermon Town Council in town council assembled that a Community Development Advisory Committee be established for the purpose of overseeing and guiding a CDBG Special Project-CV Grant project through the planning and implementation stages for INTENSION, LLC.

This ad-hoc committee will perform functions related to community input, public relations and related inquiries as part of the Community Development Grant program requirements.

Be it further resolved that the committee consist of not more than five members and that two members of the committee be members of the Town Council, including; Steven Thomas, John Snyder III, Howard Kroll, Michael Chammings, and Scott Perkins.

SIGNED this April 15, 2021 by the Hermon Town Council:

Anthony Reynolds

Steven Thomas

John Snyder III

Ronald Murphy

G. Stephen Watson

Douglas Sinclair, Sr.

Charles Lever

Attest Original: _____

Motion _____	Yeas _____	Date _____
Second _____	Nays _____	



Step Two: The Community Development Advisory Committee

Each community receiving Community Development Block Grant (CDBG) funds must form a community development advisory committee (CDAC) to oversee and guide their project through its planning and implementation stages. The committee acts as an arm of the municipality and is formally created and appointed by the community's governing body.

Roles for the CDAC

The CDAC performs several functions:

- **Project manager** – making sure the project is completed in a satisfactory and timely fashion
- **Selection of consultants and/or contractors** – including developing requests for proposals
- **Compliance with CDBG regulations** – ensuring that all paperwork, drawdowns, quarterly reports and other requirements are met in an accurate and timely fashion. This often includes coordinating and completing Project Development documentation.
- **Community input** – organizing opportunities for the public to be involved in the projects.
- **Public relations** – organizing and publicizing the project and its progress.
- **Handling complaints** – developing and implementing a policy for hearing and resolving complaints about the project. (See the Policy Letter #13 on Handling Complaints following this section)

Who to appoint

Selecting members of the community to serve on the committee is very important. The community should contain representatives of the various stakeholders in your project, **ESPECIALLY** residents of your target area or individuals who may use the services you will support with CDBG funds. This will help the CDAC structure a program that truly meets the needs of the target group.

Possible Committee Members (submit actual list with your Project Development package)

Committee Member	Affiliation
Steve Thomas	Hermon Town Council
John Snyder	Hermon Town Council
Howard Kroll	Hermon Town Manager
Michael Chamings	Hermon Finance Director
Scott Perkins	Hermon DECD Director



R20-21-29

Be it resolved by the Hermon Town Council in Town Council assembled to adopt and follow the CDBG (2020 Special Projects CV-19 Grant program) Program Complaint Policy below.



Department
Of
Economic and Community Development
59 Statehouse Station
Augusta, Maine 04333

POLICY LETTER #13

Subject: *CDBG Program Complaint Policy*

Revised: 02/00

During the implementation of a CDBG project, the Office of Community Development (OCD) is available to assist the community in completing the project and complying with Federal and state regulations. The CDBG Program awards funds to communities who in turn must create local guidelines to implement their programs. Communities are also responsible for local program administration.

It is the policy of the OCD that each community establish its own procedure for handling complaints about the implementation of its program. If caught early, most complaints are easily resolved and require minimal action. Because the local program administrator is most familiar with local needs, the guidelines of the community program and its implementation, every attempt should be made to resolve a complaint at the local level. Local community development staff should attempt to resolve complaints by utilizing a policy adopted by the community development program or by the municipality. OCD staff will be happy to provide guidance and advice **but will not resolve local disputes.**

The role of the OCD is to ensure that the local procedure has been fairly and appropriately followed, and that it is consistent with Federal and state requirements.

At the time of a complaint, the local community development staff or CDBG administrator should share a copy of the CDBG Guidelines with the complainant. If the community does not have a set of guidelines, the individual could be provided with a copy of the project application to learn more about the project and its goals.

Local community development staff or the CDBG administrator will use the following complaint process:

1. Request that all complaints be submitted in writing to the **local** community development office.
2. The local CDBG program administrator should respond in writing within a specified time frame. If the response is not satisfactory, the complainant should request in writing that the complaint be forwarded to the Chief Executive Officer of the community. The CEO would then respond in writing within a specified time frame.
3. If the complainant remains unsatisfied with the local resolution, they may contact the Office of Community Development CDBG Program Manager. The CDBG Program Manager may request that the complainant forward the written complaint and copies of all correspondence pertaining to the complaint to the OCD.

It is the policy of the OCD and the CDBG Program Manager **not to interfere with the decisions reached by a community that is in keeping with the CDBG regulations.** The OCD review will ensure that the process has been fair and consistent with program regulations (local, federal and state). However, the decision of the Program Manager whether in favor with the community, the complainant or a compromise, will be final.

SIGNED this April 15, 2021 by the Hermon Town Council:

Anthony Reynolds

Steven Thomas

John Snyder III

Ronald Murphy

G. Stephen Watson

Douglas Sinclair, Sr.

Charles Lever

Attest Original: _____

Motion _____	Yeas _____	Date _____
Second _____	Nays _____	



FR20-21-22

Be it resolved by the Hermon Town Council in town council assembled to accept CDGB (2020 Special Projects CV-19 Grant program) Funds.

Shall the Town of Hermon vote to approve a Community Development Block Grant application for the 2020 Special Projects CV-19 Grant program in the amount of \$250,000, and to submit same to the Department of Economic and Community Development and if said program is approved, to authorize the municipal officers to accept said grant funds, to make such assurances, assume such responsibilities, and exercise such authority as are necessary and reasonable to implement such programs. Furthermore, the Town of Hermon is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program.

SIGNED this April 15, 2021 by the Hermon Town Council:

G. Stephen Watson

Charles Lever IV

John Snyder III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

Ronald Murphy

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



R20-21-30

Be it resolved by the Hermon Town Council in town council assembled; adopting the Standards of Conduct for the CDGB (2020 Special Projects CV-19 Grant program) Grant as follows.

STANDARDS OF CONDUCT

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

INTRODUCTION

Elected officials, appointed officials, employees of Community Development Block Grant (CDBG) recipients, and contractors are those responsible for administering Maine's CDBG Program and are also responsible for its integrity. Following sound business practices, prescribed standards of conduct and Department of Housing and Urban Development (HUD) requirements will help protect these grant funds, but also those who administer the program.

PURPOSE

This notice provides information on specific activities you must avoid and identifies essential HUD requirements that must be met. The requirements will help to prevent fraud and program abuse by alerting essential officials to appropriate standards of conduct.

AUTHORITIES

Pertinent laws and requirements that you should have copies of are:

- ✓ Housing and Community Development Act of 1974 as amended in 1992.
- ✓ Community Development Block Grant Regulations (24 CFR Part 570).

PROGRAM REQUIREMENTS & PROHIBITED ACTIVITIES

The following sections reviewed prohibited activities and administrative requirements that must be followed by all CDBG communities.

1. Prohibition against conflicts of interest

CDBG regulations (25 CFR, Part 570.489 (h)) prohibit conflicts of interest. For all CDBG activities: no employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients may:

- a) Obtain personal or financial interest or benefits including money, favors, gratuities, entertainment or anything of value that might be interpreted as conflict of interest.
- b) Obtain a direct or indirect interest in any contract, subcontract or agreement for any CDBG activity. This prohibition extends to contract in which your spouse, minor child, dependent or business associate may have personal or financial interest. This prohibition extends for a period of one year after you leave your position with a CDBG activity or program.

- c) HUD may grant an exception to this conflict of interest provision if it determines that such exception will enhance the effectiveness of the CDBG project. Requests for such exceptions must be made in writing to this office.

2. Procurement and Contracting Requirements

Provisions of 24 CFR Part 85 and Part 36, Administrative Requirements apply to the CDBG Program grantees. These provisions prohibit the following practices in your procurement and contract administration.

a) Circumventing competitive bidding requirements by:

- 1) failing to advertise for sealed bids or soliciting proposals and engaging in noncompetitive negotiation;
- 2) failing to use established evaluation criteria in negotiations;
- 3) splitting bids by breaking down contracts into small parts so that purchase order procedures can be used except to meet Minority/Women Business Enterprise goals;
- 4) favoring or providing a competitive advantage to any one firm or individual; identifying the names of those invited to bid; and preparing fictitious bids to simulate competition.

b) Failing to adhere to contract award requirements by:

- 1) allowing excessive price charges;
- 2) awarding contract to other than low bidder without adequate justification; and
- 3) accepting a bid that does not contain a price for all items or services included in the bid invitation.

c) Failing to verify contractual and programmatic compliance by contractors by:

- 1) authorizing payment for work not completed;
- 2) falsifying inspection reports;
- 3) altering contractor invoices; and
- 4) misusing modification or change orders.

1. Financial Management and Recording Systems

You must comply with the following requirements of 24 CFR part 85.20 and 85.42 and CDBG regulations.

- a) Establish internal controls to safeguard cash, inventory and equipment.
- b) Establish a special ledger account for all CDBG monies.
- c) Maintain financial records including:
 - 1) A register of cash receipts and disbursements;
 - 2) record of all non-cash transactions;
 - 3) General ledger to show the status of each CDBG account;
 - 4) A fixed account ledger, and
 - 5) A record of drawdowns, funds received and balance of funds.

- d) Ensure you maintain financial records and maintain for three years from final closeout.
- e) Use income generated from grant activities for other eligible activities.
- f) Use program income before drawing additional grant funds to pay for allowable program expenses.
- g) Not request or draw down more funds than needed.

4. Cost Allowance

You must comply with OMB Circular A-87, Cost Principles for State and Local Governments. You may not spend CDBG funds on ineligible activities including:

- a) Expenses required to carry out the regular responsibilities of the general local government.
- b) Partisan political activities (e.g. contributions towards political campaigns, voter registration or candidate forums).

5. Program Monitoring

Regulation CFR Part 85.40 states you must monitor the performance of grant supported activities to assure compliance with federal requirements and that performance goals are being achieved. It is suggested you:

- a) Keep records for your on-site visits to sub grantees and contractors.
- b) Place special emphasis on your monitoring of the highest risk sub recipients and contractors.

SIGNED this April 15, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyer III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

DATE ADOPTED: _____

Municipal Seal

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



R20-21-31

Be it resolved by the Hermon Town Council in town council assembled; adopting the Fair Housing Resolution for the CDGB (2020 Special Projects CV-19 Grant program) Grant as follows.

FAIR HOUSING RESOLUTION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

LET IT BE KNOWN TO ALL PERSONS of the Town of Hermon that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, handicap, familial status or national origin is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law). It is the policy of the Town of Hermon to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin. Therefore, the Town does hereby pass the following Resolution:

BE IT RESOLVED that within available resources the Town will assist all persons who feel they have been discriminated against because of race, color, religion, sex, handicap, familial status or national origin to seek equity under federal and state laws by filing a complaint with the Maine Human Rights Commission or the U.S. Department of Housing and Urban Development, Boston Regional Office Compliance Division.

BE IT FURTHER RESOLVED that the Town shall publicize this Resolution and through this publicity shall cause owners of real estate, developers and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state and local laws or ordinances.

SAID PROGRAM will at a minimum include but not be limited to: (1) the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts; (2) distribution of posters, flyers and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

SIGNED this April 15, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyder III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

DATE ADOPTED: _____

Municipal Seal

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



R20-21-32

Be it resolved by the Hermon Town Council in town council assembled; adopt and authorize the Town Manager or his Designee to complete and sign the Fair Housing Self Assessment for the CDGB (2020 Special Projects CV-19 Grant program) Grant.

SIGNED this April 15, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyder III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

DATE ADOPTED: _____

Municipal Seal

Motion _____

Yeas _____

Second _____

Nays _____

Date _____

FAIR HOUSING SELF ASSESSMENT

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

COMMUNITY OF HERMON MAINE:

1. To the best of your knowledge has your community been involved in any complaints regarding discrimination the sale or rental of housing on the basis of race, color, religion, sex, national origin, familial status or handicap?

Yes No

2. If yes, give a brief description of the nature of any complaints and resolutions.

Yes No

3. Has your community adopted a Fair Housing Program to help local citizens be aware of their rights regarding fair housing under federal and state law, and in filing a complaint if discrimination is suspected?

Yes No

4. What do you perceive as the most potentially serious problem areas regarding discrimination in fair housing in your community?

Problem Area	Very Serious	Serious	Moderate	Not a Problem
Color				x
Familial Status				x
Handicap				x
National Origin				x
Race				x
Religion				x
Sex				x

1. Does your community contain any subsidized housing units?

Yes No

6. As best as can be determined, do relevant public policies/practices regarding zoning and building codes have an adverse impact on the achievement of fair housing choice?

Yes No

7. Are you aware of any practices in the local real estate community as it relates to buying, selling and house rentals that may adversely affect the achievement of fair housing choice in your community?

Yes No

8. Do your community records contain data on the actual number and percentage of persons residing in the community by race, color, religion, sex, national origin, age, handicap and familial status, as well as income characteristics by group?

Yes **No**

9. Is information available to you that list major local employers by type and the number of people employed within your community by salary and racial group?

Yes **No**

10. Is there public transportation available in your community?

Yes **No**

11. Do your community records contain data on the total number of housing units in the community by type, and the number of vacant units?

Yes **No**

12. Does your community contain any housing for the handicapped such as group homes, independent living complexes, etc.?

Yes **No**

13. Has your community participated in the CDBG program prior to 1993?

Yes **No**

14. Has your community been involved with any other state or federal programs that required the reporting of specific fair housing information?

Yes **No**

Signature of Authorized Municipal Official

Date



R20-21-33

Be it resolved by the Hermon Town Council in town council assembled; authorize the Town Manager or his Designee to sign the 504 Certification for the CDGB (2020 Special Projects CV-19 Grant program) Grant

SIGNED this April 15, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyder III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____

ADA/SECTION 504 CERTIFICATION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Town of Hermon hereby certifies that it has complied with the following requirements pursuant to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and

1. Conducted a Section 504/ADA Transition Plan and Self Evaluation of all municipal facilities;
2. Advises the public, employees and job applicants that it does not discriminate on the basis of handicapped status in admission or access to or treatment or employment in its programs and activities; and
3. Has designated the following person as the contact to coordinate efforts to comply with these requirements.

Name: Howard Kroll

Title: Town Manager

(Signature of Authorized Municipal Official)

(Date)

Municipal Seal



R20-21-34

Be it resolved by the Hermon Town Council in town council assembled; adopt the Residential Antidisplacement & Relocation Assistance Plan for the CDGB (2020 Special Projects CV-19 Grant program) Grant as follows.

RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN

Town of Hermon

(under Section 104(d) of the Housing and Community Development Act of 1974, as amended).

I. PURPOSE:

This Plan is established following Section 104(d) of the Housing and Community Development Act of 1974, as amended. Its objective is to ensure that persons displaced as a result of CDBG-assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of a project designed for the benefit of the public as a whole.

II. COMPLIANCE MEASURES:

The **Town of Hermon** will replace all occupiable and vacant Low - Moderate Income dwelling units demolished OR converted with funds provided under the Housing and Community Development Act of 1974, as amended, in a way as described as follows:

1. The units must be located within the state recipient's jurisdiction and to the extent possible shall be located within the same neighborhood as the units replaced.
2. The units must be sufficient in number and size to house no less than the number of occupants who could have been housed in the units that are demolished or converted.
3. The units must be provided in standard condition.
4. The replacement units must be made available for occupancy during the period beginning one year before an agreement to convert or demolish the units in question is executed and ending three years after the commencement of the demolition or rehabilitation related to the conversion.

The units must remain Low-Moderate Income dwelling units for at least 10 years from the date of initial occupancy. Before the **Town of Hermon** enters into an agreement to provide funds that will directly result in the demolition of Low-Moderate Income dwelling units or the conversion of Low-Moderate Income dwelling units, the **Town of Hermon** will make public and submit the following information in writing to the State:

- 1) A description of the proposed assisted activity;

- 2) The location on a map and the number of dwelling units by size that will be demolished or converted to a use other than for Low-Moderate Income dwelling units as a direct result of the assisted activity;
- 3) A time schedule for the commencement and completion of the demolition or conversion;
- 4) The source of funding and a time schedule for the provision of replacement dwelling units;
- 5) The basis for concluding that each replacement dwelling unit will remain a Low-Moderate Income dwelling unit for at least 10 years from the date of initial occupancy;
- 6) Information demonstrating that any proposed replacement dwelling units with smaller dwelling units is consistent with the housing needs of Low-Moderate Income households in the jurisdiction.

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act, the **Town of Hermon** will take all possible actions within its power to minimize the displacement of persons from their homes.

III. ASSISTANCE TO PERSONS DISPLACED:

The **Town of Hermon** shall provide relocation assistance and payments as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or the Housing and Community Development Act of 1974, as amended, Section 104(d) for residents displaced as a result of CDBG funded activities. All displaced residents who are eligible for other housing programs will be helped through that agency's process. In addition, City staff shall provide housing counseling and referral services to assist those displaced to find alternative housing in the neighborhood.

IV. DEFINITIONS:

Displaced Person: Any person (family, individual, business, nonprofit organization or farm operation) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition or acquisition (privately undertaken or public) for HUD-assisted program/project.

V. AGENCY RESPONSIBILITY:

The **Town of Hermon** Community Development Department shall be responsible for the implementation of this Plan as well as ensuring compliance with applicable Federal and State law and regulations. The **Town of Hermon** will identify and designate a Relocation Officer to perform functions concerning this Plan.

Any questions regarding this Plan or Federal and State laws regarding displacement should be addressed to Howard Kroll, Town Manager.

VI. CERTIFICATIONS:

The **Town of Hermon** hereby certifies that it will uphold the contents of this Plan and the intentions of the compliance measures stated.

SIGNED this April 15, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyer III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

DATE ADOPTED: _____

Municipal Seal

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



R20-21-35

Be it resolved by the Hermon Town Council in town council assembled; adopt the Equal Employment Opportunity Policy Statement Plan for the CDGB (2020 Special Projects CV-19 Grant program) Grant as follows.

Equal Employment Opportunity Policy Statement

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Town Council of Hermon declares their intent that the Town will pursue a policy of non-discrimination in personnel practices, including: recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices or procedures shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age, physical handicap, where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as Federal statutes which may apply as a result of its Federal grant activities.

Compliance with EEO requirements may be enhanced through adoption of appropriate personnel policies. Assistance in drafting such policies may be obtained through the Maine Municipal Association or your Community Development Office.

SIGNED this April 15, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyder III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

DATE ADOPTED: _____

Municipal Seal

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



O20-21-13

BY ORDER of the Hermon Town Council, the following Public Hearing has been scheduled for Thursday May 13, 2021 at 7:00PM at the Public Safety Meeting Room.

TO CONSIDER comment regarding a Zone Change Request from Clark Road Properties, LLC (Alan Dorr, Jr.) to Map 042 Lot066, Map 049 Lot 006 and Map 041 Lot 051. The proposed zone change will be from Residential B and Agricultural Forestry to Residential A.

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

SIGNED this April 29, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyder III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

Motion _____	Yeas _____	Date _____
Second _____	Nays _____	



**TO: Howard Kroll, Town Manager
Hermon Town Council**

Cc/ K. Cushman, Town Clerk

FROM: Annette Merrithew, CEO

DATE: 03/23/2021

RE: Zone Change request

The Planning Board voted unanimously on the proposed zone change and has asked that I forward the attached zone change request to the Town Council for Public Hearing.

Clark Road Properties, LLC (Alan Dorr, Jr) is requesting a zone change from Residential B and Agricultural Forestry to Residential A for a residential subdivision request includes Map 42,-Lot 66 Map 49- Lot 1, Map 49- Lot 6 and Map 41, Lot 51.

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
email:

Tax Map
42

HERMON
MAINE



LEGEND

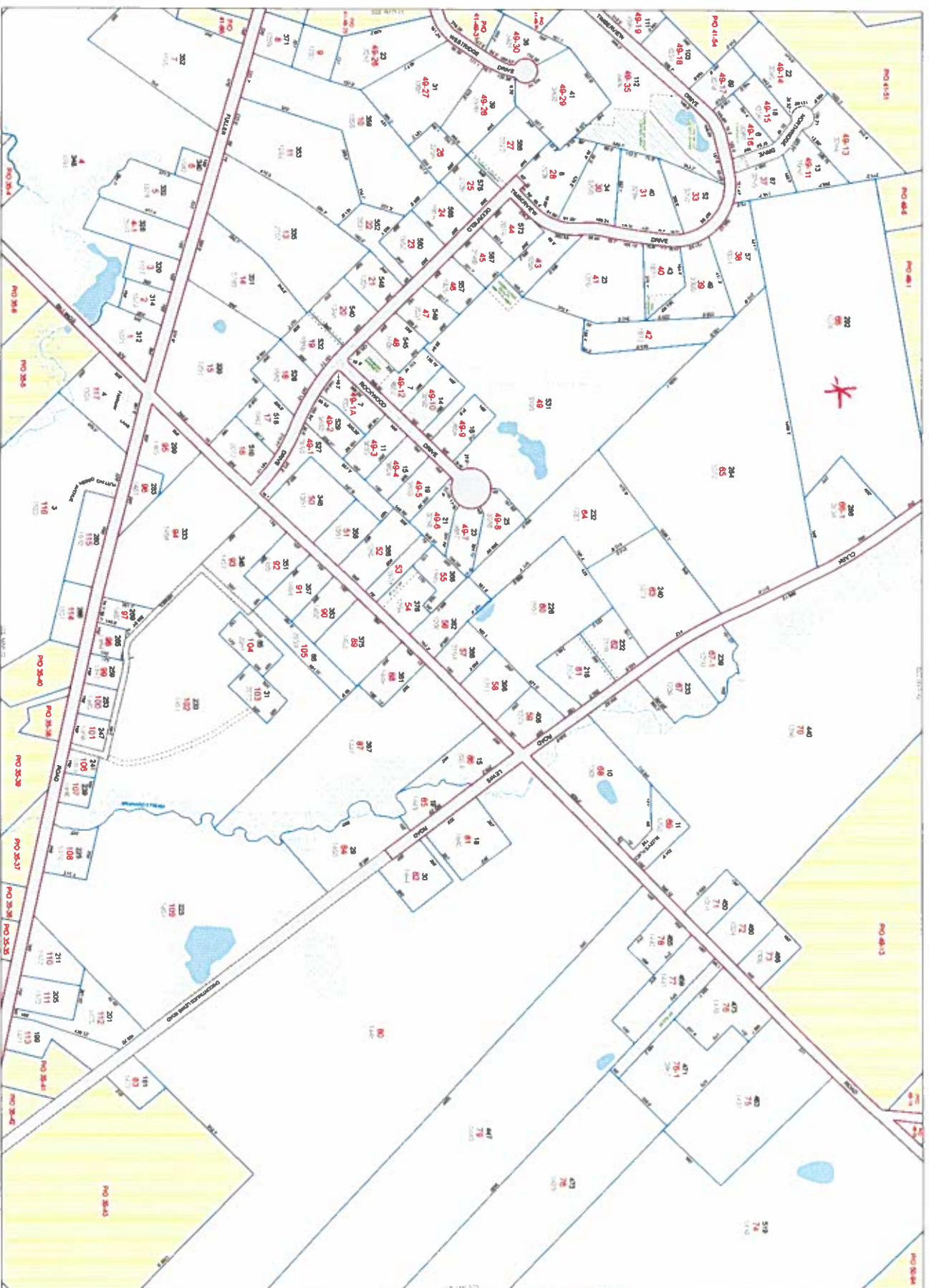
- PROPERTY LINE
- EASEMENT
- PUBLIC RIGHT-OF-WAY
- PRIVATE RIGHT-OF-WAY
- RAILROAD RIGHT-OF-WAY
- PARCEL HOOK
- STREET NUMBER
- PARCEL NUMBER
- SUBDIVISION (FT)
- WETLAND
- HYDROLOGY

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SCALE: 1 in = 200 ft
0 200 400



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Map updated by Paul Brown
Print Date: 3/15/2021
Hermon Assessor's Office
333 Davison Road
Hermon, ME 04401
(207) 848-1046



Tax Map
49

HERMON
MAINE



LEGEND

- PROPERTY LINE
- EASEMENT
- PUBLIC RIGHT-OF-WAY
- PRIVATE RIGHT-OF-WAY
- ROAD/LOAD RIGHT-OF-WAY
- FENCE MARK
- TRAIL MARK
- UTILITY NUMBER
- SURVEY/DIVISION (M)
- WETLAND
- HYDROLOGY

This map is prepared by the Hermon GIS Department...
Data is derived from the Hermon GIS Department...
Map updated by the Office of Information Systems

SCALE 1 in = 200 ft
0 200 400



Original map prepared by: M. Simon, Cartographer
Map updated by: M. Simon, Cartographer
Print Date: 3/15/2021
Hermon Assessor's Office
333 Baring Road
Hermon, ME 04401
(207) 848-1048

Tax Map
41
HERMON
MAINE



LEGEND

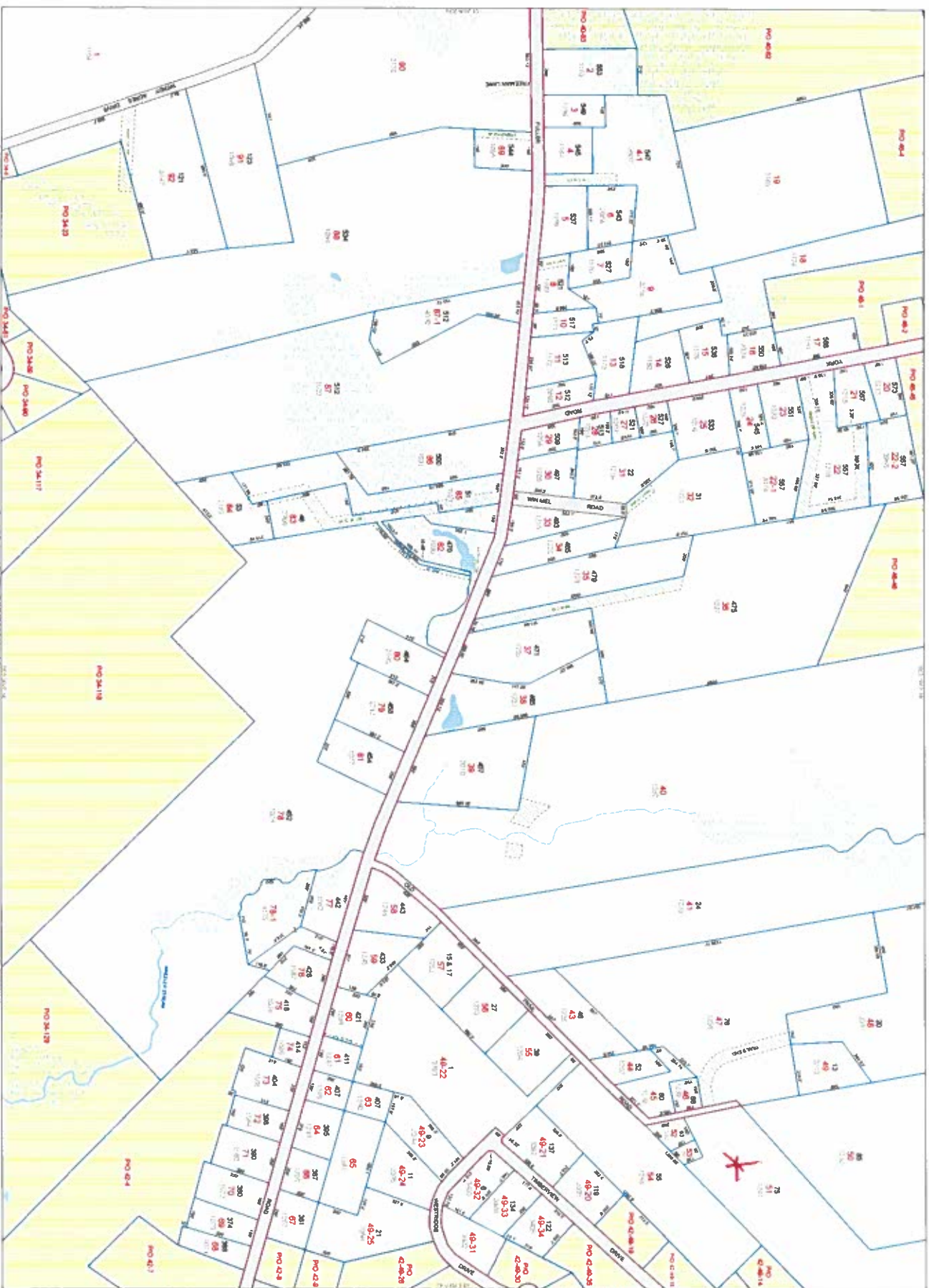
- PROPERTY LINE
- EASEMENT
- PUBLIC RIGHT-OF-WAY
- PRIVATE RIGHT-OF-WAY
- RAILROAD RIGHT-OF-WAY
- PARCEL NUMBER
- 125 PARCEL NUMBER
- ACCOUNT NUMBER
- SUPERVISOR'S DIMENSION (FT)
- WETLAND
- HYDROLOGY

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SCALE 1 in = 200 ft
0 200 400



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Map updated by the Assessor's Office
Print Date 3/16/2021
Hermon Assessor's Office
333 Ballings Road
Hermon, ME 04401
(207) 866-1049
41





O20-21-14

BY ORDER of the Hermon Town Council, the following Public Hearing has been scheduled for Thursday May 13, 2021 at 7:00PM at the Public Safety Meeting Room.

TO CONSIDER comment regarding a Special Amusement Permit for Morgan Hill Event Center on June 25th & 26th 2021. The performer will be David Allen Coe & band from 6:30 PM to 10PM each night.

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

SIGNED this April 15, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyder III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

Motion _____	Yeas _____	Date _____
Second _____	Nays _____	



O20-21-17

BY ORDER of the Hermon Town Council, the following Public Hearing has been scheduled for Thursday May 13, 2021 at 7:00PM at the Public Safety Meeting Room.

TO CONSIDER comment regarding a Liquor License Renewal for Conley Events LLD DBA Morgan Hill Event Center.

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

SIGNED this April 15, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyder III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

Motion _____	Yeas _____	Date _____
Second _____	Nays _____	



O20-21-18

BY ORDER of the Hermon Town Council, the following Public Hearing has been scheduled for Thursday May 13, 2021 at 7:00PM at the Public Safety Meeting Room.

TO CONSIDER comment regarding a Liquor License Renewal for XL Golf.

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

SIGNED this April 15, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyder III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

Motion _____	Yeas _____	Date _____
Second _____	Nays _____	



R20-21-28

Be it resolved that Chief Frank Roma be appointed as an “authorized person” for a grant application with the Penobscot Emergency Management Office for the Homeland Security Grant. This grant request will be to purchase and have installed one Generac 10kW 7171 to serve as emergency back-up power for the Hermon Fire Department repeater site. This repeated radio frequency is used by several area departments daily and is available for all fire departments in southern Penobscot County as a repeated radio frequency. This site is currently served by the commercial power grid with no back-up power source, funding this project would address emerging threats to our municipality/region. Anticipated expenses would be \$10,000.00. The grant award would require zero dollars from the Town and would be funded at 100%.

SIGNED this April 15, 2021 by the Hermon Town Council:

Ronald Murphy

Charles Lever IV

John Snyder III

Anthony Reynolds

Douglas Sinclair, Sr.

Steven Thomas

G. Stephen Watson

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____