



Town of Hermon

Public Safety Meeting Room

March 13, 2025

Town Council Meeting

6:30 PM

AGENDA

To watch Council Meetings go to hermonmaine.gov click Council click Town Council Meetings click Zoom

Please see the complete video at [Town Council Meetings | Hermon \(hermonmaine.gov\)](https://www.hermonmaine.gov/council-meetings)

**\*\*\*ALL ITEMS ARE SUBJECT TO APPROPRIATE COUNCIL ACTION\*\*\***

**I. CALL TO ORDER BY CHAIRPERSON:**

**II. PLEDGE OF ALLEGIANCE:**

**III. ROLL CALL:**

**IV. PUBLIC ITEMS OR COMMENTS\*: (*ITEMS NOT ALREADY ON THE AGENDA*)**

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**V. REVIEW CONSENT CALENDAR: REGULAR BUSINESS, APPOINTMENTS, SIGNATURES, AND APPROVAL OF MINUTES:**

- **Resignation of Greg Newell from the Planning Board**

<b>MINUTES</b>	<b>-APPROVE</b>	<b>2-13-2025</b>
<b>SIGNATURES</b>	<b>-APPROVE</b>	<b>Quitclaim M/L 025-131-000T # 2965</b>
		<b>Quitclaim M/L 004-011-000 # 19</b>
<b>RESOLVES</b>	<b>-SIGN</b>	<b>1-31-2025 &amp; 2-14-2025</b>
<b>WARRANTS</b>	<b>-SIGN</b>	

**VI. NEWS, PRESENTATIONS AND RECOGNITIONS:**



**VII. PUBLIC HEARINGS:**

**VIII. COMMITTEE REPORTS:**

**IX. SCHEDULED AGENDA ITEMS:**

**A. OLD or INCOMPLETE BUSINESS:**

**B. NEW BUSINESS:**

**R24-25-24 Consider scheduling:**

- June 10, 2025 Secret ballot Election for Municipal and School
- June 12, 2025 Annual Town meeting to vote on budget warrant articles
- November 4, 2025 State Election

**R23-24-25 Consider accepting revisions of the Planning Board by laws changes**

**FR24-25-16 Consider awarding the FY26 – FY31 Sweeping Contract**

**C. WORKSHOPS:**

- **Northern Light Advanced Life Support (ALS) Backup Billing Contract - Cody Sullivan**
- **FY2026 Draft Municipal budget – Stephen Fields**
- **FY2026 Draft School budget – David Walker**

**D. OTHER ITEMS: (FROM TABLE PACKAGE)**

**X. APPOINTMENTS:**

**XI. MANAGER STATUS REPORT:**

**XII. FINAL PUBLIC ITEMS OR COMMENT\*: (ITEMS NOT ALREADY ON THE AGENDA)**

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**XIII. COUNCIL ITEMS:**

**XIV. EXECUTIVE SESSION:**



## **XV. ADJOURNMENT:**

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**Town of Hermon**  
**Public Safety Meeting Room**  
**February 13, 2025**  
**Town Council Meeting**  
**6:30 PM**  
**MINUTES**

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**I. CALL TO ORDER BY CHAIRPERSON:**

**II. PLEDGE OF ALLEGIANCE:**

Chair Murphy led those in attendance in the Pledge of Allegiance

**III. ROLL CALL:**

**Members Present:** Joshua Berry, Richard Cyr, Christopher Gray, Terry Hamm-Morris, Ronald Murphy, and Derek Wood

**Members Absent:** John Snyder III - excused

**Others Present:** Town Manager Stephen Fields, Town Clerk Kristen Cushman,  
7 residents/guests

**IV. PUBLIC ITEMS OR COMMENTS\*: (*ITEMS NOT ALREADY ON THE AGENDA*)**

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- **Hailey Keezer, Orchard Dr**
- **Steven Thomas, 585 Blackstream Rd**



**V. REVIEW CONSENT CALENDAR: REGULAR BUSINESS, APPOINTMENTS, SIGNATURES, AND APPROVAL OF MINUTES:**

MINUTES	-APPROVE	01-16-2025
SIGNATURES	-APPROVE	
RESOLVES	-SIGN	
WARRANTS	-SIGN	01-30-2025 & 02-13-2025

**Councilor Hamm-Morris moved to approve the Consent Calendar with amendment to R24-25-20 adding first motion as a tie and motion to table. Councilor Cyr seconded the motion. Motion passes 6-0.**

**VI. NEWS, PRESENTATIONS AND RECOGNITIONS:**

- Sheriff Chief Morton – Department and services update- postponed
- Fire Chief Sullivan – 20 Years of service award presented by Stephen Fields

**VII. PUBLIC HEARINGS:**

- **Hold Public Hearing** – Maine Uniform Building and Energy Code (MUBEC) Codes

**Chair Murphy opened the public hearing at 6:46PM. No public comments were given. The hearing closed at 6:47PM.**

**VIII. COMMITTEE REPORTS:**

**IX. SCHEDULED AGENDA ITEMS:**

**A. OLD or INCOMPLETE BUSINESS:**

**R24-25-20 Consider action to withdraw prior approval of Neighbors Supporting Neighbors request for use of town property (tabled from 1/16/2024 council meeting)**

**Councilor Gray made a motion to reconsider R24-25-20 from the 1/16/2025 council meeting. Councilor Berry seconded the motion. The motion was accepted. Motion passes 6-0.**

**Comments from the councilors below were before the next vote. Comment from Christopher Gray was after the vote below.**

**Councilor Hamm-Morris moved to approve R24-25-20. Councilor Wood seconded the motion. The motion was accepted. Motion passes 6-0.**



Derek Wood: I have to say Carol, I'm not denying that the work you do is important, and that the town does not appreciate it. I just think that something this big, this magnitude where it affects the entire town and the tax dollars that will go to support it. I think that we should open up some sort of workshop and put it out to vote to the entire town. I don't know how we go about doing that. But something this big, I think if the town was speaking on behalf versus just the councils on the board, I think it would get approval. But I think that we need to loop in more people within the town to show the support that's required. I think at that point, we may be able to find a lot that's appropriate and move forward with this project. But again, I'm not denying you as I know your work is important.

Terry Hamm-Morris: Carol, I've already told you I thought that lot was not appropriate because of where it was and I've already expressed my feelings to my interest in helping you and I will do that. So, I appreciate everything that you've done so far, and I know how frustrating it's got to be that decision's need to be made.

Derek Wood: I think that the humanitarian aspects deserve a little bit more attention than just trying to put a building on that lot up there. To Carol's point, my wife got into an accident on that same location coming down the hill. So what she's (Terry) saying, I wholeheartedly believe because I've seen it. So I think we've got to give this a little more attention at a much larger scale.

Josh Berry: One thing I will add to this is I'm renting some office space in the industrial park. And we have a lot of connections over there. And I have started looking and I think you need a warehouse. I think we're beyond a food pantry because you've got furniture, appliances and other utilities. To me I picture a large open warehouse where people can come and go at all hours and get what they need. I'm appealing to some of the business owners and building owners over there to see if there's something we can do. I think that's a perfect location for what you're trying to do. Again, this is not a vote against what you're doing and when we talked about the ARPA funds trying to secure some of those for your project. In my mind, I thought you have moved on from that lot, to be honest. When we were talking, I didn't consider that we were looking to build up there. So if there was any confusion with that, I apologize. We certainly want to see you succeed and be a help to them and surrounding communities.



**Christopher Gray asked to read a statement: This past Sunday, my wife and I had the opportunity to visit with Carol at the facility she is currently using, at a local Transportation Company's warehouse just off Route 2. We had a lengthy and constructive conversation about the Neighbors Supporting Neighbors Food Pantry. What became initially clear to me, was that the sustainability of their operation in that facility is teetering on the edge of chaos. While I myself (and I'm sure Carol too), are grateful for the helping and generous hands of the transportation company, the logistics of operating the program from that facility prove too difficult to maintain composure under the confines of those conditions. To this end- I am sympathetic to Carol, the Neighbors Supporting Neighbors program, their volunteers, and the patrons that are ultimately affected.**

**However, we did also discuss business goals and models for a more sustainable Food Pantry program in the immediate, and the long-term future. As a business owner myself, it's important that I emphasize the great need for supporting infrastructure of a company first- and to lay this infrastructure as the foundation from which a successful operation is built. This infrastructure includes committing yourself and your team to the mission- for where you want to be in the future, timely filing of the necessary paperwork, a constantly evolving vision board of goals and ideals to attain, and consistently and relentlessly reinvesting in the company's brand.**

**I speak for myself- as a fellow resident of Hermon, that if I personally had the resources to donate a building and land to your cause, I would do so in a heartbeat. Undoubtedly, I assure you that a resounding majority of this council feels the same way. Do not take our vote this evening as a proverbial "nail in the coffin" or leave here believing you have no support from this Council, or from the residents of the Town of Hermon. Instead, leave here reinvigorated, that you DO have an abundance of support that you need. That the only thing stopping you from obtaining it, right now, is the ability to recognize it and capitalize on this mission of yours.**

**I want to take this opportunity to pledge my support, as much as possible, to the Neighbors Supporting Neighbors Food Pantry. Whether that be a financial in-kind donation, assistance with labor in constructing a facility in the future, volunteering at public events, or even assistance with your business model... I want you to understand Carol, that like myself- many are willing to lend out that same, generous hand to lift this program up.**

**To understand someone's motives, you first have to understand their true character. In speaking with Carol last Sunday- it's evident to me, that she puts her heart and soul into this program and that her main motivator is to help those less fortunate in our community. That is one of the most noble causes and pulls at the very heartstrings of humanity. In a world preoccupied with tearing one another**



down- to be a voice that lifts up those individuals in their time of need... is commendable and a cause worth fighting for.

With that being said- Carol, thank you for taking the time to speak with me on Sunday. I challenge the residents of Hermon, to also rally around Carol and this program. Submit a donation to this selfless cause, lend a hand in volunteering your time, or simply get the message out by voicing your support to the neighbors around you. Let's help as we can- in assisting those less fortunate or living with food insecurity in Hermon- by pledging your own support to the Neighbors Supporting Neighbors Food Pantry. After all, this is what "community" is all about.

**B. NEW BUSINESS:**

**R24-25-22** Consider accepting the Maine Uniform Building and Energy Code (MUBEC) to new I-2021 Codes

Councilor Berry moved to approve R24-25-22. Councilor Gray seconded the motion. The motion was accepted. Motion passes 6-0.

**R24-25-23** Consider approving Capital Improvement Plan for the June 12, 2025 Annual Town Meeting

Councilor Hamm-Morris moved to approve R24-25-23. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

**FR24-25-16** Consider accepting and expending the Maine Forest Service Volunteer Fire Assistance Program Grant

Councilor Wood moved to approve FR24-25-16. Councilor Hamm-Morris seconded the motion. The motion was accepted. Motion passes 6-0.

**C. WORKSHOPS:**

**Budget – Stephen Fields**





February 14, 2025

Memorandum for Town of Hermon, Town Council

From: Stephen Fields, Town Manager

Reference: Fiscal Year 2026 Municipal Operating Budget Summary Narrative

Greetings to the Honorable Council Members and Citizens of Town of Hermon. For the Fiscal Year 2026 Municipal Operating Budget, I implemented a team approach to the development of the budget with Department Heads, who received input from staff. My process started with individual department meetings in September 2024 through November 2024. The next few months consisted of final input of data into TRIO software budgetary module, working with Assistant Town Manager and Finance Director to obtain historical budgetary information. Overall, the process was efficient and streamlined.

A variety of factors were reviewed in the development of the budget. Some of the factors include historical expenditure levels, revenue sources, property valuation changes, annual financials, consumer inflation and the services provided to the town. The town has been providing services to meet the needs of the community, especially with the commercial and residential growth.

**Special Note 1:** The School Department and County Tax are not included in the calculated totals. The County Tax Assessment I am estimating is a 15% increase.

The following budget summary view looks at the current FY25 budget and the initial and manager requests. The initial requests show a significant increase in budgetary expenditures.

The increase is compiled of the following items:

- Consumer inflation of supplies and material required to operate the administrative requirements.
- Request for one full time equivalent (1 FTE) in Public Works for a total compensation/benefit of \$93,661.00. This position is requested for the assistance and safety of work for the department when completing projects in the roadway, shop, or within the facilities. Without adequate safety precautions, the town could face liability costs from our insurance, federal and state agencies for any injury, damage or accident.
- Request for four full time equivalent (4 FTE) Firefighter/EMT in Fire Department for a total compensation/benefit of \$471,550.00. The positions are requested to provide continuous 24-hour coverage for EMS and Fire response to the community. The Town has seen recent changes in operations for EMS/Ambulance services, to include the entire Penobscot County region. This request will allow the department to continue support of services.
- Request an increase of \$500,000.00 for public work road improvement/paving and construction projects. Historically, the Town has continued to utilize a portion of reserve



**funds to fund these projects. A typical year to maintain and not fall behind in road maintenance would be funded between \$875,000 to \$1,000,000. Labor, aggregate material, fuel, liquid asphalt is variable depending on the market, have seen increases in costs.**

- **Capital Improvement funding increased \$225,000.00 from use of unassigned fund balances to allow the administration and Council to develop and implement a sound improvement funding source for capital needs to include vehicles, equipment and facilities. The Capital Improvement Plan is a separate plan document, but the costs are included within the budget calculation.**
- **The Penobscot County Sheriff Department agreement saw a 5% increase for year one of the three-year agreement, starting in 2025. The Sheriff and County Commissioners recognize the impact of costs to the town and were reasonable in the increase rate while still maintaining services. The Town is now contracted to have four deputies and a supervisor sergeant, totaling five (5) deputies.**

**The manager request shows a reduction of expenditures that potentially impact the services, quality and funding of capital improvement. Reductions can be seen in the FY26 Municipal Operating Budget Draft V1, TRIO Report, when comparing the “Manager” to “Initial” requests.**

### **Discussion Point**

**We, myself and department heads, have provided two budget options for your review. The initial request outlines the changes needed to meet the town’s growing demand for services and capital improvement. The Manager’s request includes reductions in certain areas to maintain current service levels, though it may affect administrative expenses and operating costs.**

**Please consider the level of service, what services, quality and impact to the citizens this budget request is compiled. The Town has had growth in commercial and residential with services provided in incremental stages over the past years. To assist in this, I provided the FY2026 Council Workshop 3yr History Comparison, TRIO report, that visualizes the budget vs. actual costs for 2022, 2023, and 2024 operating years.**

**The following charts on the next page will show the Manager, Initial and FY2025 budget comparisons.**



**Fiscal Year 2025-2026 Municipal Operating Expenditure**

	<b>FY26 Manager Request</b>	<b>FY26 Initial Request</b>	<b>FY2025 Budget</b>
Dept: 10 GENERAL GOVERNMENT	\$1,682,218.00	\$1,768,718.00	\$1,524,974.00
Dept: 11 ECONOMIC DEVELOPMENT	\$724,989.00	\$724,989.00	\$618,926.00
Dept: 12 PUBLIC SAFETY	\$2,406,533.00	\$2,496,033.00	\$1,933,197.00
Dept: 13 PUBLIC WORKS	\$1,795,863.00	\$2,341,220.00	\$1,583,213.00
Dept: 14 SOLID WASTE/RECYCLING	\$766,875.00	\$776,875.00	\$665,555.00
Dept: 15 RECREATION & SOCIAL SERVICES	\$141,085.00	\$141,085.00	\$170,815.00
Dept: 16 DEBT SERVICE	\$459,800.00	\$459,800.00	\$460,710.00
Dept: 17 CAPITAL IMPROVEMENTS	\$725,000.00	\$725,000.00	\$440,000.00
Dept: 19 SPECIAL ASSESSMENTS	\$125,000.00	\$145,000.00	\$1,304,000.00
Dept: 20 SCHOOL DEPARTMENT	\$0.00	\$0.00	\$6,005,865.00
Dept: 25 GENERAL ASSISTANCE	\$5,000.00	\$5,000.00	\$5,000.00
Dept: 30 RESERVES	\$0.00	\$0.00	\$0.00
Dept: 35 RECREATION ENTERPRISE	\$642,800.00	\$642,800.00	\$519,320.00
Dept: 50 OVERLAY - ABATEMENTS	\$0.00	\$0.00	\$0.00
<b>Expense Totals</b>	<b>\$9,475,163.00</b>	<b>\$10,226,520.00</b>	<b>\$15,231,575.00</b>
<b>Modified Expense, offset by specific revenue</b>			
Dept: 11 ECONOMIC DEVELOPMENT	\$724,989.00	\$724,989.00	\$618,926.00
Dept: 35 RECREATION ENTERPRISE	\$642,800.00	\$642,800.00	\$519,320.00
Removal of Dept: 20 SCHOOL DEPARTMENT	\$0.00	\$0.00	\$6,005,865.00
Removal of Dept: 19 SPECIAL ASSESSMENTS/COUNTY TAX	\$0.00	\$0.00	\$1,179,000.00
<b>NEW EXPENSE TOTAL</b>	<b>\$8,107,374.00</b>	<b>\$8,858,731.00</b>	<b>\$6,908,464.00</b>



**Fiscal Year 2025-2026 Municipal Operating Revenues**

The Revenue projection does reflect State Revenue Sharing being estimated at the statutory level of 50% because of the potential State budget deficit that may impact the distribution.

	<b>FY26 Manager Request</b>	<b>FY26 Initial Request</b>	<b>FY2025 Budget</b>
Dept: 10 GENERAL GOVERNMENT	\$5,247,000.00	\$5,247,000.00	\$5,567,850.00
Dept: 11 ECONOMIC DEVELOPMENT	\$0.00	\$0.00	\$0.00
Dept: 12 PUBLIC SAFETY	\$200.00	\$200.00	\$1,000.00
Dept: 13 PUBLIC WORKS	\$0.00	\$0.00	\$0.00
Dept: 14 SOLID WASTE/RECYCLING	\$10,000.00	\$10,000.00	\$11,000.00
Dept: 15 RECREATION & SOCIAL SERVICES	\$0.00	\$0.00	\$0.00
Dept: 16 DEBT SERVICE	\$0.00	\$0.00	\$0.00
Dept: 17 CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00
Dept: 20 SCHOOL DEPARTMENT	\$0.00	\$0.00	\$0.00
Dept: 25 GENERAL ASSISTANCE	\$1,000.00	\$1,000.00	\$5,000.00
Dept: 35 RECREATION ENTERPRISE	\$642,800.00	\$642,800.00	\$521,500.00
<b>Revenue Totals</b>	<b>\$5,901,000.00</b>	<b>\$5,901,000.00</b>	<b>\$6,106,350.00</b>



**D. OTHER ITEMS: (FROM TABLE PACKAGE)**

**X. APPOINTMENTS:**

**XI. MANAGER STATUS REPORT:**

The Clerk, Kristen, Finance Director, Rylee, Fire Chief Sullivan and I went to the meet and greet for Dr. Barbara Sargent, the new Superintendent. We look forward to working collaboratively with her during her tenure.

As presented tonight, the fiscal year 2025-2026 budget has been submitted in final draft. The department heads have provided sound reasoning to the needs. I have worked with Scott and Rylee on variables of the three-year history on expenditures. I would like to thank the entire staff for the assistance in the development of this collaborative municipal operating budget.

The Recreation Department will be hosting the annual Daughter Dance on February 16th. May all those attending have fun and great memories to enjoy.

The Town Office will be closed on Monday, February 17<sup>th</sup> in recognition of President's Day holiday.

Sunday weather is coming with a wide range of total amounts. Please be cautious if you have to travel, check on your homes vent pipes to ensure good ventilation (such as side house vents for furnace), and your neighbors that may need assistance. Stay safe and the Town crews will be working diligently during this period to keep our roads open and safe.

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- Haily Keezer, Orchard Dr.

**XIII. COUNCIL ITEMS:**

Josh Berry: Thank you to Gardner Construction on plowing the roads and keeping the public safe.

A reminder three years ago we lost Bobbie Pelletier and please remember him for all he did for the town.

Richard Cyr: Ms. Lackedy, please come see me and I might have a solution for the food pantry.



**Terry Hamm-Morris: Congratulation to Chief Sullivan for 20 years of service and see you all working hard every day. Thank you to Carol Lackedy for everything she has done for the town, and I hope everything works. There is a lot of us willing to help and will be there to support you. Haily Keezer thank you for your services on the School Committee and coming to the town meetings.**

**Chris Gray: 20 Years is a long time Chief Sullivan, congratulations.**

**Ronald Murphy: Carol Lackedy don't give up on what you're doing because you do a good job and I agree with Josh Berry the industrial park is best place for you. Where you do more than the food pantry you need a bigger space. Work on fundraisers and get out in front of people because there are people who don't even realize what you do. Thank you for what you do. Chief, 20 years, congratulations. We really appreciate everything you do.**

#### **XIV. EXECUTIVE SESSION: Canceled**

- Consider entering Executive Session for a personnel matter per 1 M.S.R.A. § 405(6)(A)

#### **XV. ADJOURNMENT:**

**Councilor Gray moved to adjourn the meeting at 7:44 PM. Councilor Berry seconded. With no objection the meeting was adjourned at 7:44 PM.**

**Respectfully Submitted,**

**Kristen Cushman, Town Clerk**

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**MUNICIPAL QUITCLAIM DEED WITHOUT COVENANTS**

The **TOWN OF HERMON**, a Municipal corporation located in Penobscot County, Maine, in consideration of taxes and costs due, releases to **Ricigliano, Ian J** with the address of **13 Rain Drive** Penobscot County, Maine, the real estate located in Hermon, Penobscot County, State of Maine, described as follows:

Designated as **Map/Lot 025-131-000T Account 2965** on the Tax Maps of the Town of Hermon prepared by the Hermon Assessor’s Office dated January 2018 on file at the Town of Hermon municipal office.

The purpose of this Deed is to release any interest the Grantor may have by virtue of undischarged tax liens filed in the name of to **Ricigliano, Ian J** at the Penobscot Registry as:

	<b>Year</b>	<b>Book</b>	<b>Page</b>
<b>Lien:</b>	2021	16591	310

**EXCEPTING AND RESERVING** all interests of the Municipality of Hermon in and to the above-described premises arising by virtue of undischarged tax liens for tax years subsequent to Tax Year **2021**.

The said Inhabitants of the Municipality of Hermon have caused this instrument to be signed in its corporate name by Chair John Snyder III, Vice-Chair Ronald Murphy, Richard Cyr, Derek Wood, Christopher Gray, Josh Berry, Terry Hamm-Morris its Municipal Officers duly authorized, this **13th day of March 2025**.

\_\_\_\_\_  
**John Snyder III, Chair**

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**Derek Wood**

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**Ronald Murphy, Vice-Chair**

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**Josh Berry**

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**Richard Cyr**

\_\_\_\_\_  
**Christopher Gray**

\_\_\_\_\_  
**Terry Hamm-Morris**

**ACKNOWLEDGMENT**

State of Maine  
Penobscot County, ss.

Then personally appeared before me the above named in their capacity as Chair John Snyder III, Vice-Chair Ronald Murphy, Richard Cyr, Derek Wood, Christopher Gray, Josh Berry, Terry Hamm-Morris, its Municipal Officers for the Town of Hermon, Maine and acknowledged the foregoing to be their free act and deed in their said capacity and the free act and deed of the Town of Hermon.

Dated: March 13<sup>th</sup>, 2025 Before me, \_\_\_\_\_  
Notary Public

**MUNICIPAL QUITCLAIM DEED WITHOUT COVENANTS**

The **TOWN OF HERMON**, a Municipal corporation located in Penobscot County, Maine, in consideration of taxes and costs due, releases to **Chase, Fletcher, Heirs of C/O Brenda Bradford** with the address of **465 Newburgh Rd** Penobscot County, Maine, the real estate located in Hermon, Penobscot County, State of Maine, described as follows:

Designated as **Map/Lot 004-011-000 Account 19** on the Tax Maps of the Town of Hermon prepared by the Hermon Assessor’s Office dated January 2018 on file at the Town of Hermon municipal office.

The purpose of this Deed is to release any interest the Grantor may have by virtue of undischarged tax liens filed in the name of to **Chase, Fletcher, Heirs of C/O Brenda Bradford** at the Penobscot Registry as:

	<b>Year</b>	<b>Book</b>	<b>Page</b>
<b>Lien:</b>	2022	16921	154

**EXCEPTING AND RESERVING** all interests of the Municipality of Hermon in and to the above-described premises arising by virtue of undischarged tax liens for tax years subsequent to Tax Year **2022**.

The said Inhabitants of the Municipality of Hermon have caused this instrument to be signed in its corporate name by Chair John Snyder III, Vice-Chair Ronald Murphy, Richard Cyr, Derek Wood, Christopher Gray, Josh Berry, Terry Hamm-Morris its Municipal Officers duly authorized, this **13th day of March 2025**.

\_\_\_\_\_  
**John Snyder III, Chair**

\_\_\_\_\_  
**Derek Wood**

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**Ronald Murphy, Vice-Chair**

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**Josh Berry**

\_\_\_\_\_  
**Richard Cyr**

\_\_\_\_\_  
**Christopher Gray**

\_\_\_\_\_  
**Terry Hamm-Morris**

**ACKNOWLEDGMENT**

State of Maine  
Penobscot County, ss.

Then personally appeared before me the above named in their capacity as Chair John Snyder III, Vice-Chair Ronald Murphy, Richard Cyr, Derek Wood, Christopher Gray, Josh Berry, Terry Hamm-Morris, its Municipal Officers for the Town of Hermon, Maine and acknowledged the foregoing to be their free act and deed in their said capacity and the free act and deed of the Town of Hermon.

Dated: March 13<sup>th</sup>, 2025 Before me, \_\_\_\_\_  
Notary Public





**R24-25-24**

Be it resolved by the Hermon Town Council in Town Council assembled to schedule the following dates:

June 10, 2025 Secret ballot Election for Municipal and State from 7:00am to 8:00pm at the Hermon High School Gym to elect Town Council and School Committee Members

June 12, 2025 Annual Town meeting to vote on budget warrant articles at Hermon High Auditorium at 6:30 pm

November 4, 2025 Secret ballot State Election from 7:00am to 8:00 pm at the Hermon High School Gym

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**SIGNED this March 13, 2025 by the Hermon Town Council:**

\_\_\_\_\_  
John Snyder III - Chair

\_\_\_\_\_  
Ronald Murphy – Vice Chair

\_\_\_\_\_  
Joshua Berry

\_\_\_\_\_  
Richard Cyr

\_\_\_\_\_  
Christopher Gray

\_\_\_\_\_  
Terry Hamm-Morris

\_\_\_\_\_  
Derek Wood

Attest Original: \_\_\_\_\_

Motion _____	Yeas _____	
Second _____	Nays _____	Date _____



**R24-25-25**

Be it resolved by the Hermon Town Council in town council assembled to Amend the By Laws of the Planning Board of Town of Hermon as follows:

3.2.2 A quorum shall consist of three members or associate members for the transaction of all official business.

Adopted at a Town Council Meeting on March 13, 2025.

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**SIGNED this March 13, 2025 by the Hermon Town Council:**

\_\_\_\_\_  
John Snyder III, Chair

\_\_\_\_\_  
Ronald Murphy, Vice Chair

\_\_\_\_\_  
Joshua Berry

\_\_\_\_\_  
Richard Cyr

\_\_\_\_\_  
Christopher Gray

\_\_\_\_\_  
Terry Hamm-Morris

\_\_\_\_\_  
Derek Wood

Attest Original: \_\_\_\_\_

Motion \_\_\_\_\_

Yeas \_\_\_\_\_

Second \_\_\_\_\_

Nays \_\_\_\_\_

Date \_\_\_\_\_

BYLAWS  
OF THE  
PLANNING BOARD  
OF THE  
TOWN OF HERMON, MAINE

INCLUDES AMENDMENTS TO 7/10/91  
INCLUDES AMENDMENTS OF 07/18/96  
INCLUDES AMENDMENTS OF 07/17/97  
INCLUDES AMENDMENTS OF 11/07/98  
INCLUDES AMENDMENTS OF 12/15/99  
INCLUDES AMENDMENTS OF 2/6/02  
INCLUDES AMENDMENTS OF 3/13/25

## **ARTICLE 1 GENERAL**

### **SECTION 1.1 AUTHORITY**

1.1.1 These bylaws shall be known and may be cited as "Bylaws of the Planning Board of the Town of Hermon, Maine".

### **SECTION 1.2 PURPOSE**

1.2.1 The purpose of these bylaws are:

1.2.1.1. To provide the Board with a clear and specific legal foundation to clarify its policies, objectives and methods.

1.2.1.2. To provide a record for Board members to use in keeping their activities consistent and legal.

1.2.1.3. To provide a record for the Board to inform the townspeople how the Board operates.

### **SECTION 1.3 EFFECTIVE DATE**

1.3.1 These bylaws shall be in effect immediately upon their adoption by the Town of Hermon Planning Board.

1.3.2 The effective date of these bylaws is June 20, 1974.

### **SECTION 1.4 ADOPTION AND AMENDMENTS**

1.4.1 These bylaws shall be adopted by the Planning Board and may be amended, supplemented or expanded by the Planning Board by the following procedure.

1.4.1.1 The Board shall present the proposed bylaws and/or proposed change or amendment to the Municipal Officers at least thirty days before the Board meeting at which said bylaws or amendment thereto shall be considered for final adoption.

1.4.1.2 The Municipal Officers shall investigate the bylaws or amendment thereto to such extent deemed appropriate and submit their general opinion for consideration by the Planning Board.

1.4.1.3 These bylaws may be adopted, or changes and/or amendment may be adopted, by a majority vote of the Board at two separate meetings approximately thirty days apart.

### **SECTION 1.5 JURISDICTION**

1.5.1 The provisions of these bylaws pertain only to the Town of Hermon Planning Board.

1.5.2 The provisions of these bylaws shall not be construed to abrogate or annul the provisions of other ordinances or regulations in effect in the Town of Hermon.

1.5.3 The provisions of these bylaws represent a third level of procedural rules. The first level of rules shall be the State of Maine Constitution and Maine Revised Statutes Annotated. The second level of rules shall be the Town of Hermon, Maine Charter, Ordinances and Regulations. These bylaws are not intended to conflict with either of the first two levels of rules.

### **SECTION 1.6 SEVERABILITY**

1.6.1 The invalidity of any section or provision of these bylaws shall not be held to invalidate any other section or provision of these bylaws.

### **SECTION 1.7 WAIVER OF RULES**

1.7.1 In the case of extenuating circumstances, the Planning Board may waive any provision of these bylaws by a unanimous vote.

### **SECTION 1.8 PUBLIC RECORD**

1.8.1 These bylaws shall be filed at the Town of Hermon Municipal office building and shall be a public record.

## **ARTICLE 2 THE PLANNING BOARD**

### **SECTION 2.1 APPOINTMENTS**

2.1.1 The Municipal Officers shall appoint all members and associate members of the Planning Board.

2.1.2 All newly appointed members and associate members of the Board shall be sworn into office by the Town Clerk, Notary Public or a Justice of Peace.

### **SECTION 2.2 MEMBERSHIP**

2.2.1 The Board shall consist of five regular members and two associate members. (Amended 2/6/02)

2.2.2 The term of office of a member shall be five years. Initial appointments shall be made for 1,2,3,4, and 5 years respectively.

2.2.3 The term of office of an associate member shall be one year.

2.2.4 Members and associate members shall be at least 18 years of age, shall be qualified voters of the Town of Hermon, and shall be legal residents of the Town of Hermon during their term of office.

2.2.5 A Municipal officer shall not serve as a member or associate member.

2.2.6 When a member is unable to act because of interest, physical incapacity, absence, or any other reason satisfactory to the Chairman, the Chairman shall designate an associate member to act in his stead. When there is a permanent vacancy, the Municipal Officers shall appoint a person to serve the unexpired term.

2.2.7 All members with an unexcused absence for four (4) consecutive, regularly scheduled meetings shall be asked by the Chairman to resign from the Planning Board.

### **SECTION 2.3 COMPENSATION**

2.3.1 Compensation of the members and associate members shall be established by the Municipal Officers.

### **SECTION 2.4 CHAIRMAN AND VICE-CHAIRMAN**

2.4.1 The Board shall elect annually by a majority vote, one of its members as Chairman and another member to serve as Vice-Chairman for a one-year term.

2.4.2 The annual election of the Chairman and Vice-Chairman shall be held during a meeting in July, following the annual Town Meeting.

2.4.3 The term of office of the Chairman and Vice-Chairman shall commence on the next regular meeting.

2.4.4 In the temporary absence or disability of the Chairman and Vice-Chairman, the Board shall elect by a majority vote a Chairman protempore from among its members. The Chairman protempore shall exercise the powers of Chairman during the absence or disability of the Chairman and Vice-Chairman.

### **SECTION 2.5 SECRETARY**

2.5.1 The Board shall appoint annually by a majority vote a secretary for a one year term.

2.5.2 The annual appointment of the secretary shall be held during a meeting in July, following the annual Town Meeting.

2.5.3 The term of office of secretary shall commence on the next regular meeting.

2.5.4 In the temporary absence or disability of the secretary, the Board shall elect by a majority vote a secretary protempore. The secretary protempore shall exercise the powers of secretary during the absence or disability of the secretary.

### **SECTION 2.6 RESPONSIBILITIES OF PLANNING BOARD**

2.6.1 Basically Town planning involves the relationship of man to land. Therefore, the main responsibility of the Planning Board is to make an effort to allow the land to provide maximum satisfaction to the present citizens and still provide a decent heritage to future citizens.

2.6.2 In order to fulfill its main responsibility, the Board must provide the Town with certain tools and constantly maintain them. These tools are more specifically called "planning ordinances."

2.6.3 The first planning ordinance the Board must provide and maintain is the Comprehensive Plan. The Comprehensive Plan contains the recommendations for the development of the Town. The Board shall prepare, and recommend adoption or amendments to the Comprehensive Plan to the Hermon Town Council.

2.6.4 Other ordinances the Board must provide and maintain are listed as follows:

1. Zoning Regulations
2. Subdivision Regulations
3. Mobile Home Ordinance
4. Building Code
5. Housing Code
6. Sanitary Codes
7. Shoreland Zoning Ordinance
8. Floodplain Management Ordinance

The list is an example of regulations the Board is responsible for and shall not limit the Board's responsibility only to those specific regulations.

## **SECTION 2.7 RESPONSIBILITIES OF MEMBERSHIP**

2.7.1 The Chairman shall be the official spokesman of the Board and shall preside at all meetings.

2.7.2 The secretary shall be responsible for maintaining a permanent record of all Board meetings and correspondence. All records prepared and maintained by the secretary are deemed public. These records shall be filed in the Town Clerk's office and shall be available for inspection at reasonable times.

2.7.3 A member is expected to attend all Board meetings and participate in its proceedings.

2.7.4 An associate member is expected to attend all Board meetings and participate in its proceedings. An associate member may vote only when designated by the Chairman to act for a member.

2.7.5 A member or associate member may be dismissed by the Municipal Officers before expiration of his term.

2.7.6 A member or associate member shall forfeit his office upon conviction of a felony or crimes of moral turpitude, or if he lacks any of the prescribed qualifications.

2.7.7 Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the members, except the member who is being challenged.

## **SECTION 2.8 VACANCIES**

2.8.1 The office of a member or associate member shall become vacant upon his death, resignation, forfeiture or dismissal.

## **ARTICLE 3 PLANNING BOARD MEETINGS**

### **SECTION 3.2 TIME OF MEETING**

3.1.1 Regular meetings shall be held on the third Tuesday of each month in the evening at the Municipal Building unless otherwise designated.

3.1.2 Special meetings shall be called by the Chairman only. Notice of at least seventy-two hours prior to the time set for a special meeting shall be given each member and associate member.

3.1.3 The date of any regular meeting may be changed by a unanimous vote of the Board at the previous meeting provided that the change in date allows for one regular meeting in each month.

3.1.4 Cancellation and/or postponement of meetings shall be the responsibility of the Chairman.

### **SECTION 3.2 CONDUCT OF MEETING**

3.2.1 All meetings shall be open to the public except for executive sessions.

3.2.2 A quorum shall consist of three members or associate members for the transaction of all official business.

3.2.3 All decisions with the exception of final decisions on the comprehensive plan, shall be decided by a majority vote of those present after motion has been duly made and seconded. The secretary shall record all motions and the vote thereon.

3.2.4 Final decisions on the Comprehensive Plan must be voted upon by the entire membership.

3.2.5 An agenda for each month shall be prepared by the Chairman. The order of business shall be substantially as follows:

1. Reading of the minutes of the preceding meeting unless waived.
2. Public Hearing (if any)
3. Unfinished business
4. New business

3.2.6 Every decision of determination of the Board shall be filed as a part of the minutes of the meeting.

3.2.7 No determination of the Board shall be made except in a duly called regular or special meeting.

3.2.8 Any decision may be reconsidered by the Board upon request of a party to the decision (i.e. Board member, applicant or other affected party). A vote to reconsider and the action taken on that reconsideration requires an affirmative majority of the Planning Board and must occur and be completed within 21 days of the date of the original decision. The Board may conduct additional hearings and receive additional evidence and testimony as provided in section 3. of these By-Laws.

### **SECTION 3.3 PUBLIC HEARINGS**

3.3.1 The Board shall hold a public hearing whenever it deems necessary.

3.3.2 Public hearings shall be advertised in a newspaper of general local circulation at least seven days prior to and not more than fourteen days prior to the date of said hearing. The cost of advertising for public hearings shall be paid by the applicant involved with such hearing. (Amended 7/10/91)



3.3.3 The advertisement of the hearing shall state the general nature and location of the question involved.

3.3.4 Any person may appear in person or by agent at the hearing.

3.3.5 The applicant involved with the hearing shall appear in person or agent at the hearing.

3.3.6 Orderly procedure shall be maintained. The Board Chairman shall preside and all persons shall abide by the order of the Chairman.

3.3.7 The order of business at the hearing shall be substantially as follows:

1. The Chairman or Secretary shall give a statement of the question.
2. Arguments in support of the question shall be heard.
3. Arguments opposed to the question shall be heard.
4. At the discretion of the Chairman, rebuttal and cross-examination may be allowed.

In order to maintain orderly procedure, each side of the argument shall proceed without interruption by the other.

3.3.8 Postponement of a public hearing shall be the responsibility of the Chairman only. Postponement of a hearing shall be done only in case of an emergency.

O99-00-22

## ORDER

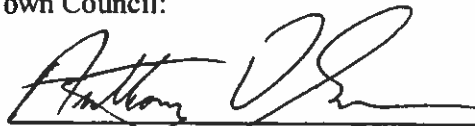
**BY ORDER** of the Municipal Officers of the Town of Hermon at a Public Meeting convened:

It is hereby ordered that the Planning Board Bylaws will be amended as follows:

SECTION 3.2 TIME OF MEETING

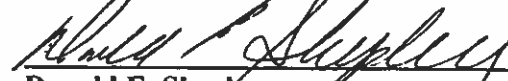
- 3.1.1 Regular meetings shall be held on the third ~~Thursday~~ Tuesday of each month in the evening at the Municipal Building unless otherwise designated.

**SIGNED** this 15th day of December, 1999 by the Town Council:



Anthony Smen, Chair

Peggy Elmer, Vice-Chair



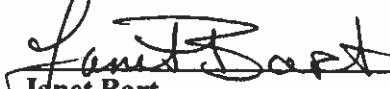
Donald E. Shepley



Robert J. Duran



Anne S. Freeman



Janet Bart



Robert D. Dorr

Attest a true copy:

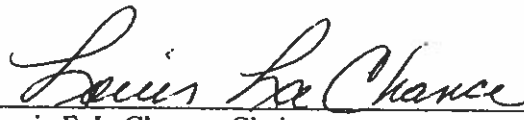
 12/15/99

Town Clerk/Date

**Amendment to By Laws of the Planning Board of the Town of Hermon,  
to Section 2.2.1 to read**

**2.2.1 The Board shall consist of five regular members and two associate members.  
adopted at a Public Hearing on February 20, 2002.**

**SIGNED THIS 20<sup>th</sup> day of February 2002, BY THE MUNICIPAL OFFICERS:**

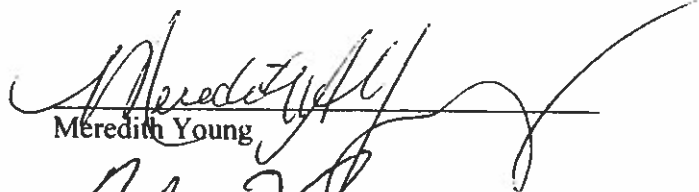


Louis F. LaChance, Chair

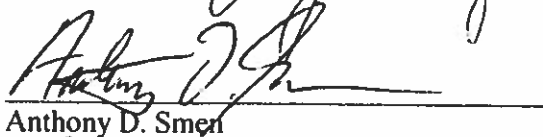


Stanley E. Chapman, Vice-Chair

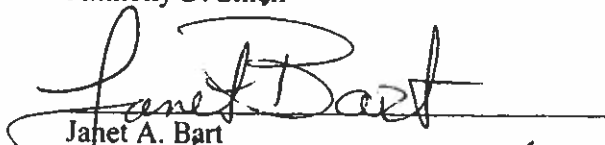
Brooke Green




Meredith Young



Anthony D. Smer



Janet A. Bart



Michael S. Guthrie

Attest Original/True copy:





**FR24-25-16**

Be it resolved by the Hermon Town Council in town council assembled to award a five-year contract for street sweeping services to \_\_\_\_\_ for FY2026-2027, FY2027-2028, FY2028-2029, FY2029-2030 and FY2030-2031. Hermon Town Council hereby authorizes the Town Manager or his Designee to expend an amount not to exceed \$ \_\_\_\_\_ for the street sweeping services totaling 62 plus/minus miles for:

- FY2026-2027 \$ \_\_\_\_\_
- FY2027-2028 \$ \_\_\_\_\_
- FY2028-2029 \$ \_\_\_\_\_
- FY2029-2030 \$ \_\_\_\_\_
- FY2030-2031 \$ \_\_\_\_\_

Be it further resolved the cost of the services is to be paid for from the appropriate Public Works (13-02-20-17).

SIGNED this March 13, 2025, by the Hermon Town Council:

\_\_\_\_\_  
John Snyder III, Chair

\_\_\_\_\_  
Ronald Murphy, Vice Chair

\_\_\_\_\_  
Joshua Berry

\_\_\_\_\_  
Richard Cyr

\_\_\_\_\_  
Christopher Gray

\_\_\_\_\_  
Terry Hamm-Morris

\_\_\_\_\_  
Derek Wood

Attest Original: \_\_\_\_\_

Motion _____	Yeas _____	
Second _____	Nays _____	Date _____