



Town of Hermon

Public Safety Meeting Room

May 8, 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)

*****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)*

*This is an opportunity for members of the public to comment on non-agenda items, contribute information that may be of interest to the Town Council or ask clarifying questions. Please wait to be recognized and identify yourself before speaking. This is not the time to register complaints or promote a personal agenda. Please remember that you may not identify any person by name or job function.

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

MINUTES	-APPROVE	
SIGNATURES	-APPROVE	Quitclaim M/L 026-098-000 # 563
RESOLVES	-SIGN	
WARRANTS	-SIGN	

VI. NEWS, PRESENTATIONS AND RECOGNITIONS:

- Sheriff Chief Morton – Department and services update
- Greater Hermon Athletic Committee (GHAC)



VII. PUBLIC HEARINGS:

- **Hold** a public hearing for Hermon Golf liquor license renewal
- **Hold** a public hearing for Hermon Recreation Almquist Invitational track meet on 5/28/25 with rain date 5/29/2025
- **Hold** Public Hearing - Penobscot Snowmobile Club, truck pulls on 7/19/2025
- **Hold** Public Hearing – Central Maine Harley-Davidson Bike Night event on 6/5/2025
- **Hold** Public Hearing -Municipal and School Budget for FY 2025-2026

VIII. COMMITTEE REPORTS:

IX. SCHEDULED AGENDA ITEMS:

A. OLD or INCOMPLETE BUSINESS:

B. NEW BUSINESS:

R24-25-27 Consider approving Hermon Golf Liquor License renewal

R24-25-28 Consider approving Hermon Recreation Almquist Invitational track meet on May 28, 2025

R24-25-29 Consider approving **Penobscot Snowmobile Club** for Concourse Gathering Application for Truck and Tractor Pulls on July 19, 2025

R24-25-30 Consider approving **Central Maine Harley** for Concourse Gathering Application for Bike Night on June 5, 2025

Consider signing the 25-26 FY Municipal Budget & School Budget Annual Town Warrant

R24-25-31 Consider scheduling a public hearing on June 26, 2025 regarding dangerous buildings

R24-25-32 Consider approving the updated purchasing policy

FR24-25-20 Consider accepting and expending the MMA Risk Reduction grant

FR24-25-21 Consider extending snow removal services for FY 25-26 with Gardner Construction Enterprises, LLC

R24-25-33 Consider authorizing the Town Manager to sign a “Memorandum of Understanding” with Gardner Construction Enterprises, LLC



C. WORKSHOPS:

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:

Consider entering into Executive Session to discuss or consider the use of real or personal property permanently attached to real property economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body per 1 M.S.R.A. § 405(6)(C)

XV. ADJOURNMENT:

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

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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 10, 2025
Town Council Meeting
6:30 PM
MINUTES

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 \(hermonmaine.gov\)](http://Town Council Meetings | Hermon (hermonmaine.gov))

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

I. CALL TO ORDER BY CHAIRPERSON:

II. PLEDGE OF ALLEGIANCE:

Chair Snyder 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 John Snyder III

Members Absent: Derek Wood - excused

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

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

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- **Haily Keezer, 208 Orchard Dr**



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

MINUTES	-APPROVE	3/13/2025, 4/3/2025
SIGNATURES	-APPROVE	Quitclaim M/L 041-091-000 # 1098
		Quitclaim M/L 050-021-000 # 1356
RESOLVES	-SIGN	
WARRANTS	-SIGN	3/28/2025 & 4/11/2025

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

VI. NEWS, PRESENTATIONS AND RECOGNITIONS:

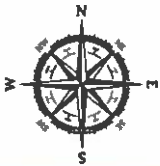
Peter J Hall CPA LLC: 2023-2024 Audit update



Town of Hermon, Maine

Financial and Compliance Audit Overview

June 30, 2024



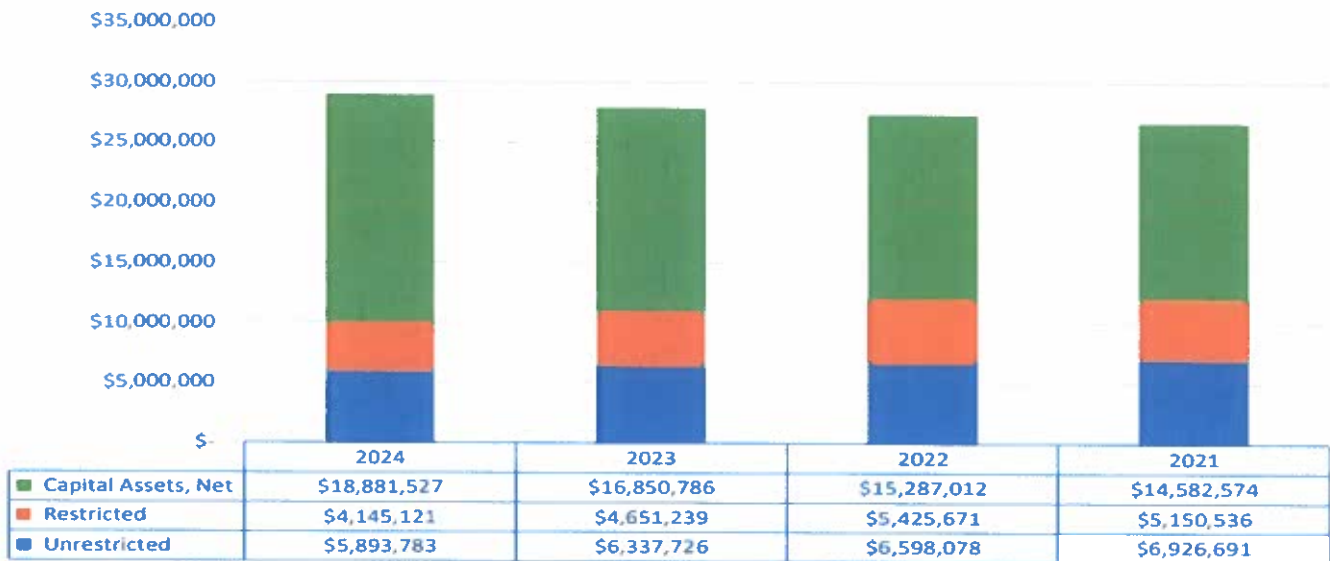
Presented by Peter J Hall CPA LLC
South Portland, Maine



Town of Hermon, Maine Overview of Audit Process and Results

- Process
 - Management Extremely Well Prepared
 - Audit Procedures Commenced in December
 - Reports Drafted and Issued in March
- Results
 - Clean Audit Opinion on Financial Statements
 - No Material Weaknesses or Significant Deficiencies Reported
 - Clean Audit Opinion on Federal Compliance
 - Advisory Comments
 - ✓ Beverage and Refreshments Policy
 - ✓ Reserves Policy
 - ✓ School Nutrition Fund Balance

Town of Hermon Net Position

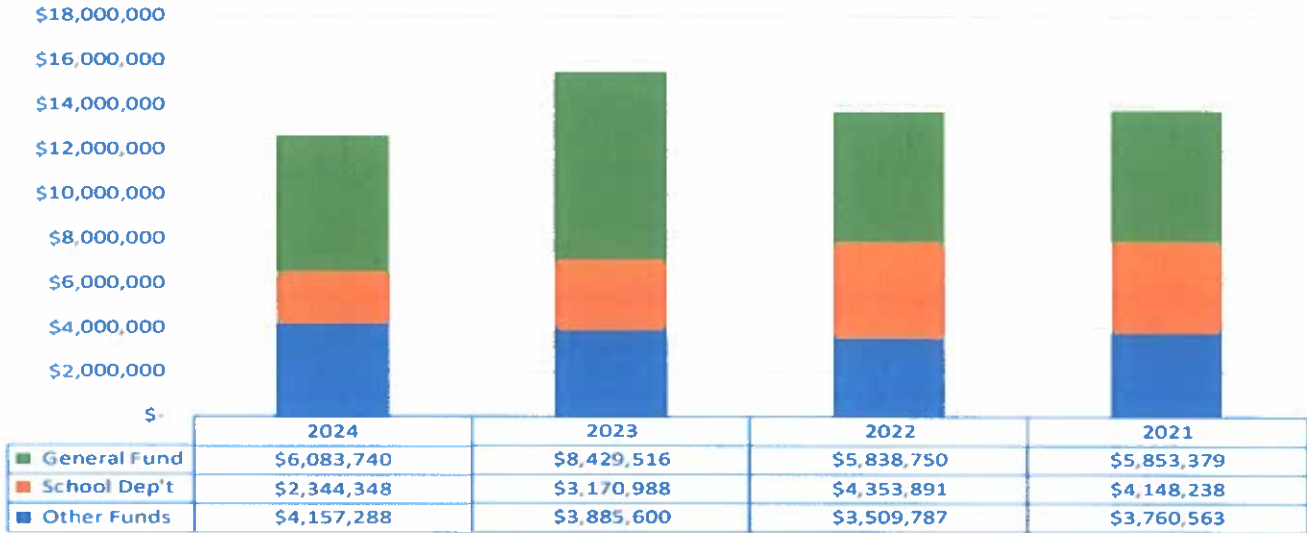


Comments

- Capital Assets, Net Represents Total Capital Assets Less Related Debt Outstanding
- Restricted Net Position Represents Net Position Subject to External Limitations
- Unrestricted Net Position is Simply the Residual After Backing Out the Above



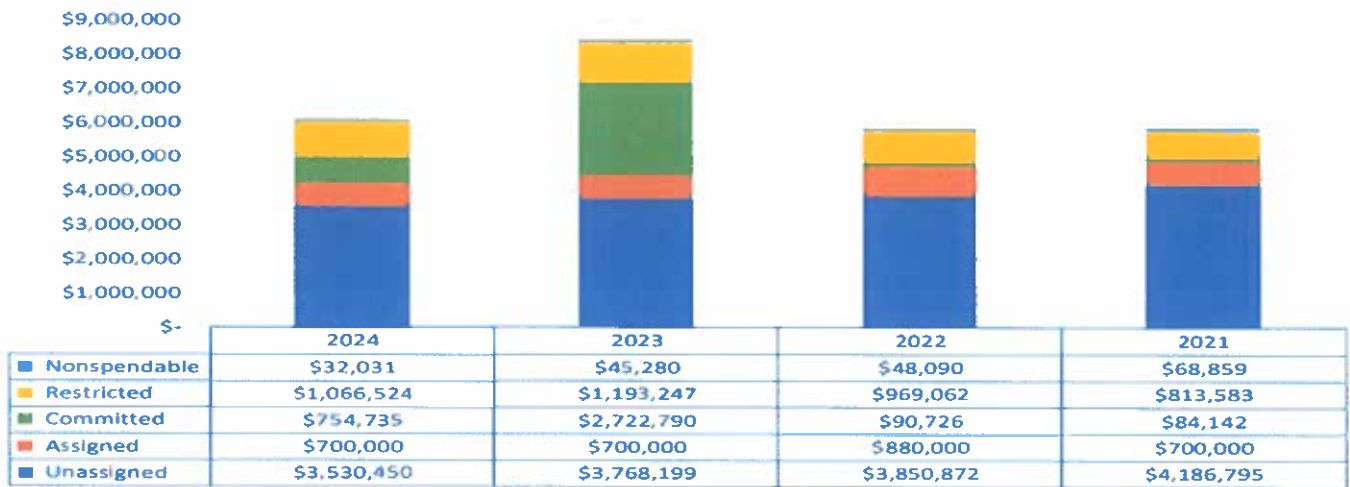
Town of Hermon Governmental Fund Balances



Comments

- General Fund Drawn Down by \$2.3M, While School Fund Balance Fell by \$825K
- Other Funds Comprise Various Reserves, Special Revenue and Other Similar Funds
- Overall, Total Governmental Funds Fell by \$2.9M, Primarily for Capital Outlays

Town of Hermon General Fund – Components of Fund Balance



Comments

- Fund Balances Subject to Various Constraints on Use are Carved Out Separately
- Unassigned Fund Balance is Residual After Excluding Such Constrained Balances
- Unassigned Fund Balance Has Been Reduced Each Year Since 2021



Town of Hermon
General Fund - Revenues

	Budget	Actual	Variance
Taxes	\$ 11,840,165	\$ 12,034,490	194,325
Intergovernmental	1,428,343	1,525,478	97,135
Licenses and Permits	64,100	112,086	47,986
Charges for Services	30,450	56,558	26,108
Interest	130,000	265,372	135,372
Miscellaneous	250,000	194,142	(55,858)
Total Revenues	\$ 13,743,058	\$ 14,188,126	445,068

Comments

- Favorable Variance in Tax Revenue Due to Better Than Budgeted Excise Taxes
- Favorable Intergovernmental Revenue Due to Higher Than Budgeted State Revenue Sharing and Homestead
- Interest Outperformed Budget per Market Conditions

Town of Hermon
General Fund – Expenditures

	Budget	Actual	Variance
General Government	\$ 1,421,450	\$ 1,432,908	(11,458)
Economic Development	881,015	678,330	202,685
Public Safety	1,675,446	1,692,144	(16,698)
Public Works	1,630,115	1,597,198	32,917
Solid Waste	530,317	622,825	(92,508)
Recreation and Social Services	2,876,533	2,273,318	603,215
Education (Transfer to School Department)	6,005,865	6,009,276	(3,411)
County Tax	1,079,962	1,079,962	0
Tax Increment Financing	124,038	95,321	28,717
General Assistance	7,500	2,824	4,676
Debt Service	460,710	459,796	914
Capital Outlay Transfers Out	590,000	590,000	0
Total Expenditures and Other Financing Uses	\$ 17,282,951	\$ 16,533,902	749,049

Comments

- Four Overspent Line Items Above Were More Than Offset by Underspent Lines Elsewhere, Leaving a Net Underspent General Fund Budget of Almost \$750K



VII. PUBLIC HEARINGS:

- **Hold Public Hearing – Accessory Dwelling Units (ADU) Moratorium Ordinance**

Chair Snyer opened the public hearing at 7:05PM. No public comments were given. The hearing closed at 7:06PM.

VIII. COMMITTEE REPORTS:

IX. SCHEDULED AGENDA ITEMS:

A. OLD or INCOMPLETE BUSINESS:

B. NEW BUSINESS:

O24-25-14 Consider enacting an ordinance to the Hermon Code of Ordinances titled “Accessory Dwelling Units (ADU) Moratorium Ordinance”.

Councilor Berry moved to approve O24-25-14. Councilor Gray seconded the motion. The motion was accepted. Motion passes 6-0.

R24-25-26 Consider scheduling a public hearing on May 8, 2025 regarding dangerous buildings

Councilor Murphy moved to approve R24-25-26. Councilor Hamm-Morris seconded the motion. The motion was accepted. Motion passes 6-0.

FR24-25-18 Consider authorizing Advanced Life Support (ALS) billing service for Hermon Fire

Councilor Murphy moved to approve FR24-25-18. Councilor Gray seconded the motion. The motion was accepted. Motion passes 6-0.

FR24-25-19 Consider amending FR21-22-06 to change the source of funds from HERM07 School Repair Reserve to HERM06 Public Works and Road Reserve Account

Councilor Murphy moved to approve FR24-25-19. Councilor Gray seconded the motion. The motion was accepted. Motion passes 6-0.



Order Consider granting an additional extension to Hermon MHP LLC
(Rudman Winchell to draft)

Councilor Murphy moved to table item until May 8, 2025. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

C. WORKSHOPS:

- Minutes of Meetings, Boards & committees: Electronic Records System – Stephen Fields
- Purchasing policy – Stephen Fields
- Draft warrant – Stephen Fields

D. OTHER ITEMS: (FROM TABLE PACKAGE)

X. APPOINTMENTS:

XI. MANAGER STATUS REPORT:

I would like to thank the citizens for understanding of having to close the town office Wednesday, April 9 for staff shortages and illness. 60% of the staff was not able to come to work.

Roads are still posted and will be removed end of the month or first week in May, all depending on weather conditions. I apologize for any inconvenience.

The transfer station will open for the season on Saturday, April 26th.

The Town Office will be closed in recognition of Patriot's Day, Monday, April 21.

Thank you to Peter Hall for joining us tonight and providing an update on the fiscal year audit.

I will also be closing the office tomorrow, Friday, April 11th for financial transaction and services for staff shortage and illness. I apologize for any inconvenience and thank you for understanding.



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

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- **Barry Pottle, 154 Klatte Rd**
- **Haily Keezer, 208 Orchard Dr**

XIII. COUNCIL ITEMS:

All Councilors welcomed Superintendent, Dr. Barbara Sargent to the Town of Hermon.

XIV. EXECUTIVE SESSION:

XV. ADJOURNMENT:

Councilor Murphy moved to adjourn the meeting at 7:50 PM. Councilor Berry seconded. With no objection the meeting was adjourned at 7:50 PM.

Respectfully Submitted,

Kristen Cushman, Town Clerk

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R24-25-27

Be it resolved by the Hermon Town Council in Town Council assembled to approve Hermon Golf Inc (DBA) Hermon Meadow Golf Club liquor license on Thursday, May 2, 2024.

SIGNED this May 8, 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 _____

Liquor License Application Review for HERMON MEADOW GOLF CLUB

From alcohol.bablo@maine.gov <alcohol.bablo@maine.gov>

Date Tue 4/22/2025 10:22 AM

To Kristen Cushman <cushmank@hermonmaine.gov>

Municipal/County Review

Application Type: Renewal Application

License Type: On-Premises: Beer, Wine & Spirits

Applicant: HERMON GOLF, INC.

Premises Name: HERMON MEADOW GOLF CLUB

Address: 281 BILLINGS RD HERMON ME 04401-0531

File Number: 65483

Submission Date: April 22, 2025

[Click here to review and indicate whether or not your jurisdiction approves of the application.](#)

If you would like to update the person receiving this message or if you have any questions, please contact us.

State of Maine

Liquor Licensing & Enforcement

Phone: (207) 624-7220 Email: alcohol@maine.gov

19 Union St, 3rd Floor, Augusta, ME 04330



R24-25-28

Be it resolved by the Hermon Town Council in town council assembled to approve Hermon Recreation Almquist Invitational track meet Special Amusement/Concourse Gathering Permit Application on May 28, 2025 with a rain date on May 29, 2025.

SIGNED this May 8, 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 _____



Date received: 4/7/25
Date approved: _____

SPECIAL AMUSEMENT/CONCOURSE GATHERING APPLICATION

Required for any gathering for the masses of people which attend public outdoor gatherings and to assure the comfort, convenience, safety, health and welfare of the citizens of the town and surrounding communities.

Concourse gathering of 500 people or more persons in an outdoor space or a temporary structure.

Applications must be submitted to the Clerk not less than 45 days before the date on which it is proposed to commence the event.

A \$50.00 filing fee is to be submitted with the completed Concourse Gathering Application.

A \$150.00 filing fee is to be submitted with the completed Special Amusement Event Application (outside: alcohol, dancing & live music). If approved, \$25.00 fee is due for Special Event Application.

SPONSOR INFORMATION

Name of Sponsoring Organization: Hermon Recreation
Name of Contact Person for Event: Isaian Marseille
Title of Contact Person: Recreation Athletic Director
Mailing Address: 29 Billings Rd.
Daytime Telephone: (207) 951-7219
Cell Phone: " "
Email Address: MarseilleI@hermonmaine.gov
Contact Name and Cell Phone Number DURING the Event: (207) 951-7219

Is your organization incorporated as a non-profit organization? Yes No

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: Almquist Invitational

Type of Event (walk, festival, concert, etc.): Track Meet

Date of Event: 5/28/25 Rain Date: 5/29/25

Times of Event: Start Time including set-up: 11:00 AM Ending time including clean up: MORNING ^{NEXT}

Actual Event Start Time: 3:30 PM Actual Event End Time: 8:00 PM

Estimated Attendance: 1,000 - 1,500 (Approx. 500 athletes)

Location of Event: HHS Track

Have you held an event at this location within the last 12 months? Yes ___ No

TYPES OF PERMITS/PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE:

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
N/A	CROSS-STREET BANNERS Note: Contact power company guidelines.		X	
N/A	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages: <u>Concessions</u>	X		
N/A	NON-FOOD ITEMS – Will products be sold or given away (such as t-shirts, crafts, souvenirs, etc.)? If yes, list what items: <u>Possibly shirts</u>			X
Separate fee and Special Amusement Application required	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe: Note: per 28-A M.R.S.A. § 1054 and local ordinance.		X	
Separate fee and Special Amusement Application required	DANCING – Will there be any outdoor dancing? If yes, please describe: Note: per 28-A M.R.S.A. § 1054 and local ordinance		X	
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?	X		
Separate fee and Catering Event Application	ALCOHOL – Will alcoholic beverages be sold? Note – Vendor must hold a valid State of Maine liquor license and submit an Off Premise Catering Event application (\$10.00 fee) 14 days prior to the event. Note: per 28-A M.R.S.A. § 1054 and local ordinance		X	
State Permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit.		X	
Permit required	FIREWORKS – Will there be a fireworks display? If yes, attach a copy of the state permit. Note: per M.R.S.A. § 227-A and local ordinance.		X	

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
N/A	PARADE – Will there be a parade? If yes, describe route: Note – Contact Penobscot County Sheriff's office.		X	
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc.? If yes, describe route: Note – Contact Penobscot County Sheriff's office.		X	
Separate permit required	BURN PERMIT – Will there be any open flame such as a bonfire? If yes, describe activity: Note - A permit from the Fire Department is required or online at Maine.gov		X	
N/A	TENT/CANOPY – Will you be setting up a tent or canopy? If yes, list number and sizes: Unsure YET...			X
N/A	ELECTRICAL POWER/EQUIPMENT – Will electrically powered equipment be utilized, if so, provide a brief description of the equipment and the entity responsible for the installation of the electrical equipment?		X	
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list: Note – Contact Penobscot County Sheriff's office.		X	
N/A	MAP/DIAGRAM – Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc.? Note: This is a mandatory requirement for this application and must be included.	X		
N/A	PARKING ACCOMODATIONS – What will be the anticipated need for parking and what is your parking plan? EST 240 SPACES @ HHS EST 55 PACES @ HMS Note – Contact Penobscot County Sheriff's office. Will contact Gary / arrival of approx 20 buses	X		
N/A	TOILETS – Please list amount at event and/or nearest location: 2 w/ running water – 2 portable toilets @ 2:45 pm	X		
N/A	WASTE DISPOSAL – Please list process and location:	X		
N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: 2	X		
N/A	POTABLE WATER – Please list amount at event and location:	X		

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
N/A	FIRST AID FACILITIES – Please list location at event: Athletic Trainer Present	X		
\$ _____.00	TOTAL FEE INCLUDED – Checks payable to "Town of Hermon"			

DESCRIPTION OF EVENT – Please describe what will occur during your event

This will be the middle school "State" meet for track & field.

Provide a freehand Plan View Drawing of the site(s) showing the location and size of the site. Also include the location and extent of the following:

- Dining Facilities
- Fire Protection Facilities
- First Aid Facilities
- Off Street Parking Facilities
- Sanitary Facilities
- Water Supply Facilities

And other pertinent data.

Attached Separately

Please attach an additional sheet if necessary.

Concourse Gathering Application: Attach with this application a corporate surety bond from a company authorized to do business in the State of Maine insuring that after the event is over and the mass of people have vacated the site or sites, the grounds shall be left in a clean and neat fashion, and damages to public and/or private property arising out of or in connection with the event will be paid promptly. Such bond shall be in the amount of five thousand (\$5,000.00) for each one thousand (1,000) persons or fractional part thereof, expected to be there.

The Municipal Officers may request any additional information which is deemed reasonably necessary for a fair determination to issue the concourse gathering permit herein applied for.

Additional information requested:

Council Chair Signature and Date: _____ **Date:** 5/8/25

Additional information attached, reviewed, and deemed:

____ Acceptable ____ Unacceptable

Council Chair Signature and Date: _____ **Date:** 5/8/25

The Municipal Officers deemed it appropriate to waive the following requirements of this permit application:

Council Chair Signature and Date: _____ **Date:** 5/8/25

If the event is to be held by, and on behalf of or for, any other person other than the applicant, the following authorization is required.

I have authorized _____ to apply for a concourse gathering permit on behalf of _____.

Authorizing signature: _____ Title (if applicable): _____ Date: _____

Signature of Applicant:



Printed Name:

Lindsey Swellert

Date Submitted:

4/7/25

Please note that you will be contacted by Town Staff if you require additional permitting.

Please return this completed application with diagram and any applicable fee to:

MAIL: Town of Hermon
Town Clerk's Office
333 Billings Road
Hermon, ME 04401
FAX: 207-848-3316
EMAIL: cushmank@hermonmaine.gov
PHONE: 207-848-1010

The Municipal Officers of the Town of Hermon at a Public Meeting Convened approved the Concourse Gathering Permit herein attached.

SIGNED this 8 day of May, 2025 by the Town Council:

******FOR STAFF USE******

DEPARTMENT COMMENTS AND RECOMMENDATIONS:

DEPARTMENT	APPROVE	DENY	DATE	INITIALS
Clerk	X		4-7-25	KLC
Code Officer/Land Use & Zoning /Health Officer				
Finance Department	X		4-8-25	D
Fire Department				
Police Department				
Public Works Department				
Plumbing Inspector				
Recreation Department	UO		4/7/25	UO

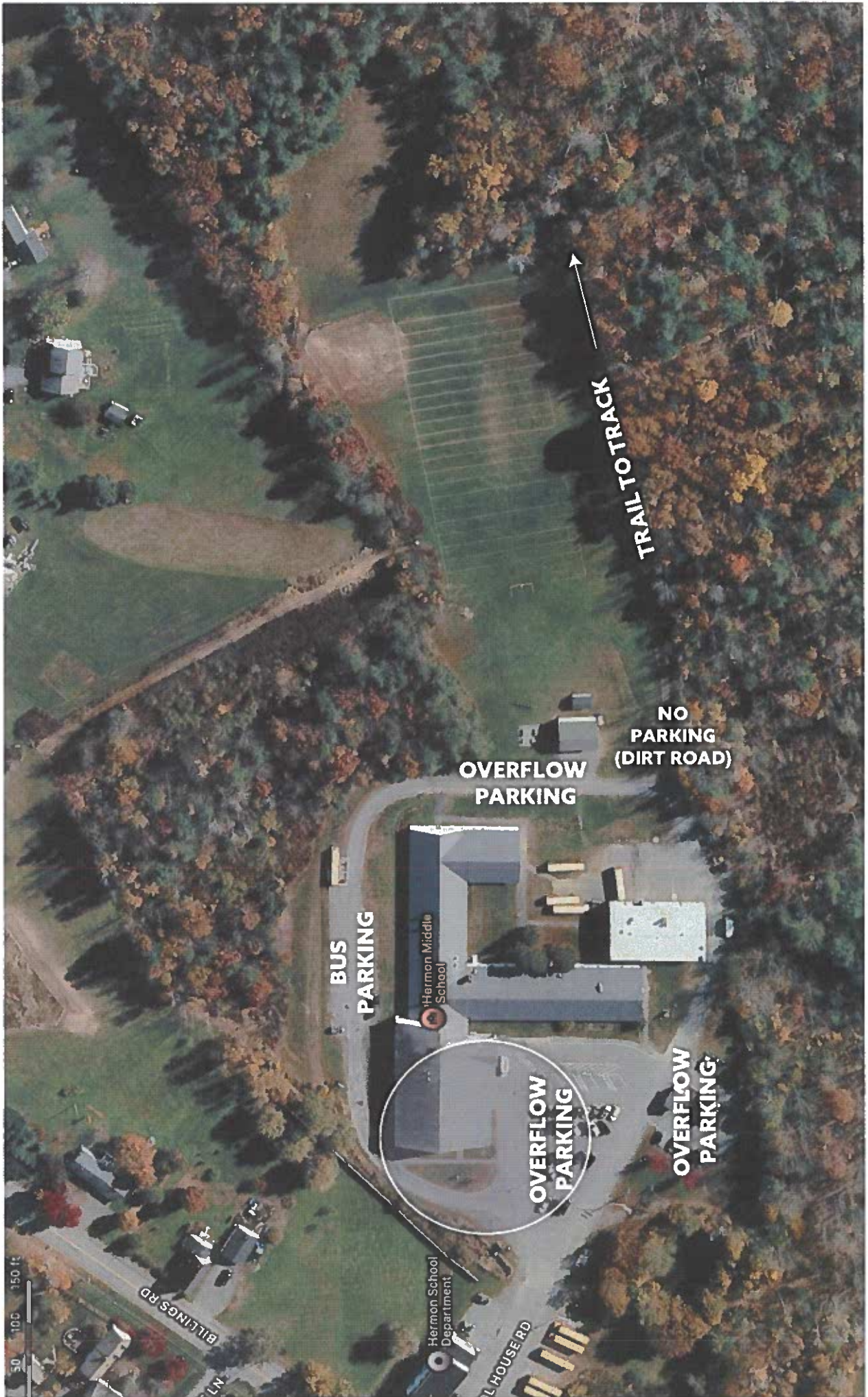
Personal Property Tax Paid: Yes N/A No _____ Sewer User Fees Paid: Yes N/A No _____

COMMENTS/CONDITIONS from any of the above departments:

See attached pages from: Chief Sullivan & Code Officer Jesse Murphy.

Town Council Public Hearing date, if applicable: 5/8/25

License Approved/Denied: _____ Date applicant notified: _____



TRAIL TO TRACK

NO PARKING (DIRT ROAD)

OVERFLOW PARKING

BUS PARKING

Hermon Middle School

Hermon School Department

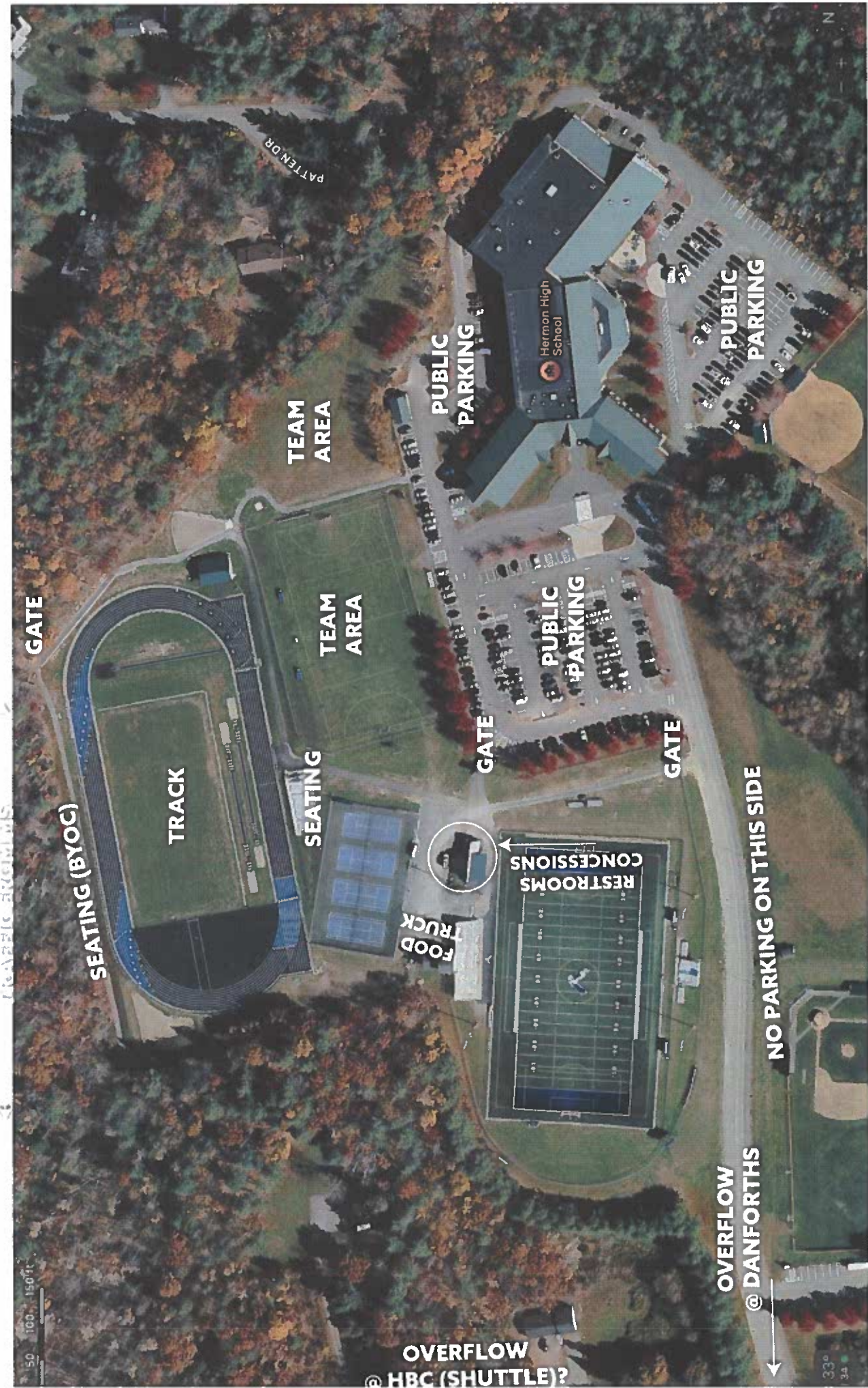
OVERFLOW PARKING

OVERFLOW PARKING

50 100 150 ft

BILINGS RD

HOUSE RD



50 100 150'

N

GATE

SEATING (BYOC)

TRACK

TEAM AREA

SEATING

TEAM AREA

FOOD TRUCK

PUBLIC PARKING

GATE

RESTROOMS
CONCESSIONS

PUBLIC PARKING

GATE

OVERFLOW
@ DANFORTH'S

NO PARKING ON THIS SIDE

PUBLIC PARKING

OVERFLOW
@ HBC (SHUTTLE)?

PATTERN DR

33°
34°

Re: Concourse Gathering Permit

From Lindsey Ouellette <ouellett@hermonmaine.gov>

Date Thu 4/3/2025 10:07 AM

To Isaiah Marseille <marseille@hermonmaine.gov>

I spoke with Cody yesterday, and here are his recommendations before we submit the application:

- The HHS Athletic Trainer on-site will cover the first aid requirement.
- The Fire Department has "No Parking" signs available for use along the roadside.
- A parking ban needs to be implemented on Route 2 (see details below).
- At least one deputy will need to be hired, though two are recommended—one for event security and another for managing traffic at the entrance and Route 2.
- We need to provide an estimate of available parking spaces at HHS and HMS for the application.
HHS: 240 HMS: 55
- How many schools are participating, and specifically, how many buses? The map indicates bus parking behind HMS, but this area is a single-lane fire lane. Unoccupied vehicles cannot remain there. However, if drivers stay in their buses and are prepared to move in case of an emergency, that will be permitted—but this must be clearly communicated before the event. If not, we'll need an alternative bus parking plan.
28 teams / approx 20 buses
- What time will athletes be arriving? Cody's concern is that their arrival may interfere with the busiest part of the school day—dismissal time when there will be heavy traffic from student pickups and buses between PADS and HMS.
*arrival 2:45
Start 3:30*

Lindsey Ouellette
Recreation Director
Town of Hermon
207-848-8014

Please be advised that email communications sent to or received from Town employees are subject to the Freedom of Information Act and may become part of public record or shared with the media.

From: Isaiah Marseille <marseille@hermonmaine.gov>

Sent: Thursday, March 27, 2025 4:40 PM

To: Lindsey Ouellette <ouellett@hermonmaine.gov>

Subject: Re: Concourse Gathering Permit

Got it.

Isaiah Marseille

Recreation AD
(207) 848-4075



From: Lindsey Ouellette <ouellette@hermonmaine.gov>
Date: Thursday, March 27, 2025 at 2:46 PM
To: Isaiah Marseille <marseille@hermonmaine.gov>
Subject: Concourse Gathering Permit

Here it is- lets go over it Wednesday @ noon?

I will talk with Kristen and see if we can get this on next months council agenda.

[Image removed by sender.](#) [Hermon-ConcourseSpecialamusement-1-2022.pdf](#)

Lindsey Ouellette
Recreation Director
Town of Hermon
207-848-8014

Please be advised that email communications sent to or received from Town employees are subject to the Freedom of Information Act and may become part of public record or shared with the media.



From: Lindsey Ouellette <ouelletel@hermonmaine.gov>
Date: Thursday, March 27, 2025 at 2:46 PM
To: Isaiah Marseille <marseillei@hermonmaine.gov>
Subject: Concourse Gathering Permit

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Lindsey Ouellette
Recreation Director
Town of Hermon
207-848-8014

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Memo

To: Stephen Fields – Town Manager
Hermon Town Council

CC: Kristen Cushman – Town Clerk

From: Jessefa Murphy – Code Enforcement/Health/Safety Officer/ Licensed Plumbing Inspector

Re: Almquist Concourse Gathering Permit

After reviewing the plans for the upcoming Almquist event at the new track, I have the following concerns related to public health, safety, and logistics:

Restroom and Hygiene Facilities:

The current septic system at Pottle Field cannot support the number of people expected to attend. The existing bathroom is located over 350 feet from the track, which exceeds the recommended distance according to Portable Sanitation Association International (PSAI) and ADA guidelines.

Recommendations based on PSAI Special Event Guidelines:

A minimum of 12 portable toilets should be provided, including 2 ADA-compliant units.
A minimum of 3 hand washing stations should be available (at least one per four restrooms).
These measures are necessary to meet health and accessibility requirements for the expected crowd size.

Traffic and Parking:

Attendance is expected to reach approximately 1,000+/- spectators, which will require a minimum of 300 vehicle spaces plus 20+/- bus parking (60 parking spots +/-) for a total of 360 spots. This event is during the day, most spectators are expected to arrive individually from their workplaces rather than carpooling, resulting in a higher demand for parking spaces at the event. It would be safe to plan for 450 to 500 parking spots.

Current parking plans for using the high school and middle school lots assume the lots are empty, this event will occur on a school day, with students and staff already occupying a

Mailing Address
333 Billings Rd
Hermon, ME 04401

Telephone: 207-848-1010
Fax: 207-848-3316

Physical Address
333 Billings Rd
Hermon, ME 04401

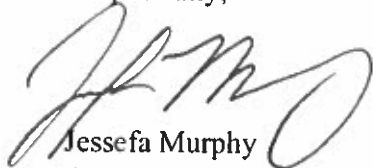
percentage of the space. Event arrival is expected to begin around 2:00pm for some participants and spectators soon after, which overlaps with school operations, creating potential safety and traffic flow issues.

Participant Safety – Athletic Trainer Coverage

I would recommend using the National Athletic Trainers' Association (NATA) and have a minimum of 2 athletic trainers on hand based on an estimate of 500 participants. The NATA also recommends having an Emergency Action Plan in place.

Please review these concerns and adjust event planning accordingly to ensure public safety, compliance, and a smooth operation. Once they have been addressed, I will review and will sign off on the department approval.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jessefa Murphy', written over a white background.

Jessefa Murphy
Code Enforcement Officer



R24-25-29

Be it resolved by the Hermon Town Council in town council assembled to approve Penobscot Snowmobile Club Truck-Tractor Pull Special Amusement/Concourse Gathering Permit Application on July 19, 2025.

SIGNED this May 8, 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 _____



Date received: 4/17/2025
Date approved: _____

SPECIAL AMUSEMENT/CONCOURSE GATHERING APPLICATION

Required for any gathering for the masses of people which attend public outdoor gatherings and to assure the comfort, convenience, safety, health and welfare of the citizens of the town and surrounding communities.

Concourse gathering of 500 people or more persons in an outdoor space or a temporary structure.

Applications must be submitted to the Clerk not less than 45 days before the date on which it is proposed to commence the event.

A \$50.00 filing fee is to be submitted with the completed Concourse Gathering Application.

A \$150.00 filing fee is to be submitted with the completed Special Amusement Event Application (outside: alcohol, dancing & live music). If approved, \$25.00 fee is due for Special Event Application.

SPONSOR INFORMATION

Name of Sponsoring Organization: PENOBSCOT SNOWMOBILE CLUB

Name of Contact Person for Event: BYRON OGDEN

Title of Contact Person: DIRECTOR

Mailing Address: 2158 OHIO ST. BANGOR

Daytime Telephone: 852-8961

Cell Phone: SAME

Email Address: SNOWBLDRS@GMAIL.COM

Contact Name and Cell Phone Number DURING the Event: SAME

Is your organization incorporated as a non-profit organization? Yes No

Non-Profit Number: E237 163510

Mailing Address
333 Billings Rd
Hermon, ME 04401

Telephone: 207-848-1010
Fax: 207-848-3316

Physical Address
333 Billings Rd
Hermon, ME 04401

EVENT INFORMATION

Name of Event: TRUCK-TRACTOR PULL

Type of Event (walk, festival, concert, etc.): PULLING

Date of Event: 7-19-25 Rain Date: N/A

Times of Event: Start Time including set-up: 8 Ending time including clean up: 8

Actual Event Start Time: 10:00 Actual Event End Time: 8

Estimated Attendance: 500+

Location of Event: 795 BOG RD

Have you held an event at this location within the last 12 months? Yes ___ No ___

TYPES OF PERMITS/PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE:

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
N/A	CROSS-STREET BANNERS Note: Contact power company guidelines.		X	
N/A	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages: <u>HOT DOGS BURGERS SODA WATER</u>	X		
N/A	NON-FOOD ITEMS – Will products be sold or given away (such as t-shirts, crafts, souvenirs, etc.)? If yes, list what items:		X	
Separate fee and Special Amusement Application required	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe: Note: per 28-A M.R.S.A. § 1054 and local ordinance.		X	
Separate fee and Special Amusement Application required	DANCING – Will there be any outdoor dancing? If yes, please describe: Note: per 28-A M.R.S.A. § 1054 and local ordinance		X	
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?	X		
Separate fee and Catering Event Application	ALCOHOL – Will alcoholic beverages be sold? Note – Vendor must hold a valid State of Maine liquor license and submit an Off Premise Catering Event application (\$10.00 fee) 14 days prior to the event. Note: per 28-A M.R.S.A. § 1054 and local ordinance		X	
State Permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit.		X	
Permit required	FIREWORKS – Will there be a fireworks display? If yes, attach a copy of the state permit. Note: per M.R.S.A. § 227-A and local ordinance.		X	

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
N/A	PARADE – Will there be a parade? If yes, describe route: Note – Contact Penobscot County Sheriff's office.		X	
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc.? If yes, describe route: Note – Contact Penobscot County Sheriff's office		X	
Separate permit required	BURN PERMIT – Will there be any open flame such as a bonfire? If yes, describe activity: Note - A permit from the Fire Department is required or online at Maine.gov		X	
N/A	TENT/CANOPY – Will you be setting up a tent or canopy? If yes, list number and sizes: POP UP	X		
N/A	ELECTRICAL POWER/EQUIPMENT – Will electrically powered equipment be utilized, if so, provide a brief description of the equipment and the entity responsible for the installation of the electrical equipment? EXISTING CLUB POWER	X		
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list: Note – Contact Penobscot County Sheriff's office.		X	
N/A	MAP/DIAGRAM – Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc.? Note: This is a mandatory requirement for this application and must be included.	X		
N/A	PARKING ACCOMODATIONS – What will be the anticipated need for parking and what is your parking plan? Note – Contact Penobscot County Sheriff's office.	X		
N/A	TOILETS – Please list amount at event and/or nearest location: 6	X		
N/A	WASTE DISPOSAL – Please list process and location: CALL SEPTIC	X		
N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: CLUB	X		
N/A	POTABLE WATER – Please list amount at event and location: BOTTLED WATER SOLD	X		

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
N/A	FIRST AID FACILITIES – Please list location at event: <i>AMBULANCE ON SITE</i>	<input checked="" type="checkbox"/>		
\$ ____ .00	TOTAL FEE INCLUDED – Checks payable to "Town of Hermon"			

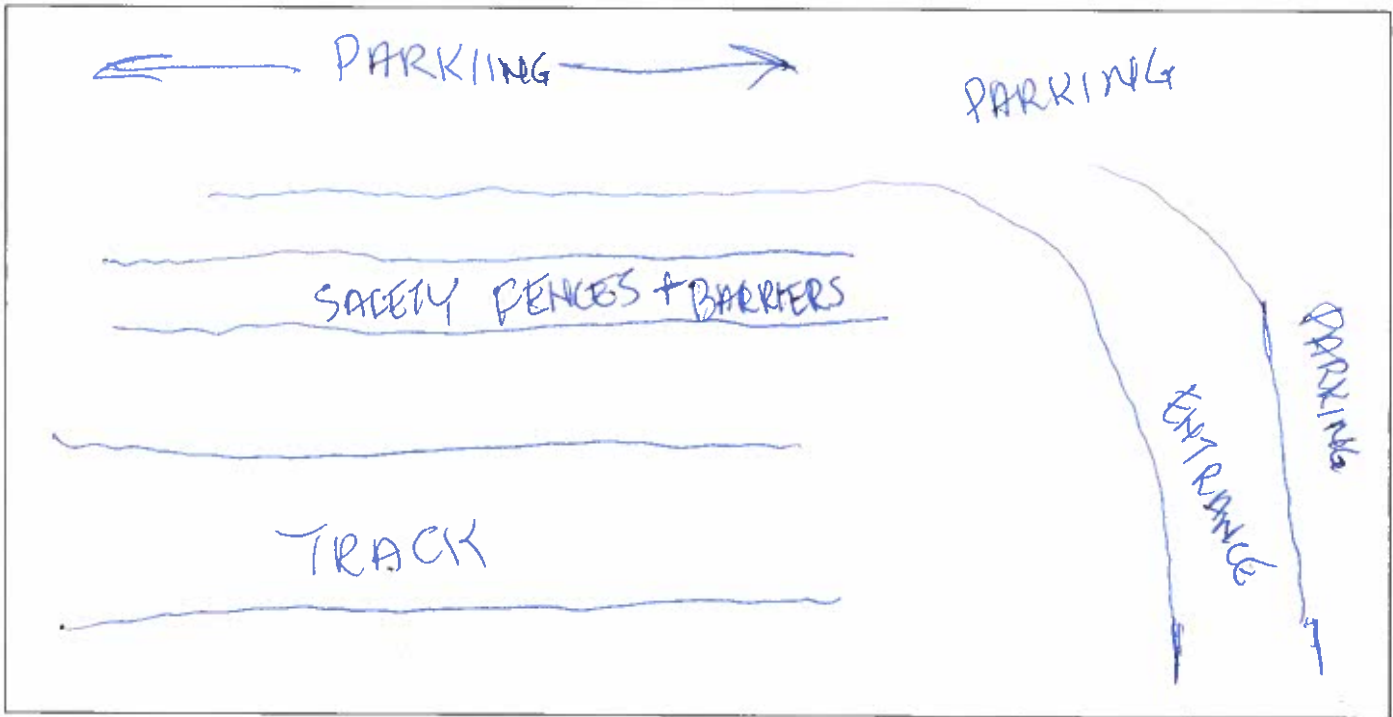
DESCRIPTION OF EVENT – Please describe what will occur during your event

TRACTOR - TRUCK PULLS

Provide a freehand Plan View Drawing of the site(s) showing the location and size of the site. Also include the location and extent of the following:

- Dining Facilities
- Fire Protection Facilities
- First Aid Facilities
- Off Street Parking Facilities
- Sanitary Facilities
- Water Supply Facilities

And other pertinent data.



Please attach an additional sheet if necessary.

Concourse Gathering Application: Attach with this application a corporate surety bond from a company authorized to do business in the State of Maine insuring that after the event is over and the mass of people have vacated the site or sites, the grounds shall be left in a clean and neat fashion, and damages to public and/or private property arising out of or in connection with the event will be paid promptly. Such bond shall be in the amount of five thousand (\$5,000.00) for each one thousand (1,000) persons or fractional part thereof, expected to be there.

The Municipal Officers may request any additional information which is deemed reasonably necessary for a fair determination to issue the concourse gathering permit herein applied for.

Additional information requested:

Council Chair Signature and Date: _____

Date: 5/8/25

Additional information attached, reviewed, and deemed:

Acceptable

Unacceptable

Council Chair Signature and Date: _____

Date: 5/8/25

The Municipal Officers deemed it appropriate to waive the following requirements of this permit application:

Council Chair Signature and Date: _____

Date: 5/8/25

If the event is to be held by, and on behalf of or for, any other person other than the applicant, the following authorization is required.

I have authorized _____ to apply for a concourse gathering permit on behalf of _____.

Authorizing signature: _____ Title (if applicable): _____ Date: _____

Signature of Applicant:

Byron G. J. J. J.

Printed Name:

Byron G. J. J.

Date Submitted:

4-17-25

Please note that you will be contacted by Town Staff if you require additional permitting.

Please return this completed application with diagram and any applicable fee to:

MAIL: Town of Hermon
Town Clerk's Office
333 Billings Road
Hermon, ME 04401
FAX: 207-848-3316
EMAIL: cushmank@hermonmaine.gov
PHONE: 207-848-1010

The Municipal Officers of the Town of Hermon at a Public Meeting Convened approved the Concourse Gathering Permit herein attached.

SIGNED this 8 day of May, 2025 by the Town Council:

******FOR STAFF USE******

DEPARTMENT COMMENTS AND RECOMMENDATIONS:

DEPARTMENT	APPROVE	DENY	DATE	INITIALS
Clerk				
Code Officer/Land Use & Zoning /Health Officer	✓		4-17-25	JOM
Finance Department	✓		4/14/25	[Signature]
Fire Department	✓		4/18/25	
Police Department	✓		4/21/25	GO
Public Works Department	X		4-17-25	[Signature]
Plumbing Inspector	✓		4-17-25	JOM
Recreation Department	X		4/17/25	UO

Personal Property Tax Paid: Yes No Sewer User Fees Paid: Yes N/A No

COMMENTS/CONDITIONS from any of the above departments:

Town Council Public Hearing date, if applicable: 5/8/25

License Approved/Denied: _____ Date applicant notified: _____



R24-25-30

Be it resolved by the Hermon Town Council in town council assembled to approve Central Maine Harley-Davidson -Bike Night Special Amusement/Concourse Gathering Permit Application on June 5, 2025.

SIGNED this May 8, 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 _____



Date received: 4/30/25
Date approved: _____

SPECIAL AMUSEMENT/CONCOURSE GATHERING APPLICATION

Required for any gathering for the masses of people which attend public outdoor gatherings and to assure the comfort, convenience, safety, health and welfare of the citizens of the town and surrounding communities.

Concourse gathering of 500 people or more persons in an outdoor space or a temporary structure.

Applications must be submitted to the Clerk not less than 45 days before the date on which it is proposed to commence the event.

A \$50.00 filing fee is to be submitted with the completed Concourse Gathering Application.

* A \$150.00 filing fee is to be submitted with the completed Special Amusement Event Application (outside: alcohol, dancing & live music). If approved, \$25.00 fee is due for Special Event Application.

SPONSOR INFORMATION

Name of Sponsoring Organization: Central Maine Harley-Davidson

Name of Contact Person for Event: Cheryl Oliver

Title of Contact Person: Owner

Mailing Address: 2387 Rt 2 Hermon ME 04401

Daytime Telephone: 299-8700

Cell Phone: 299-8700

Email Address: Cheryl@centralmaineharley.com

Contact Name and Cell Phone Number DURING the Event: Cheryl Oliver

Is your organization incorporated as a non-profit organization? Yes No

Non-Profit Number: _____

Mailing Address
333 Billings Rd
Hermon, ME 04401

Telephone: 207-848-1010
Fax: 207-848-3316

Physical Address
333 Billings Rd
Hermon, ME 04401

EVENT INFORMATION

Name of Event: Bike Night

Type of Event (walk, festival, concert, etc.): Street Dance

Date of Event: June 5th 2005 Rain Date: None

Times of Event: Start Time including set-up: 4:00 PM Ending time including clean up: 8 PM

Actual Event Start Time: 4:00 PM Actual Event End Time: 7 PM

Estimated Attendance: 300

Location of Event: 2387 Rt 2 Hermon, ME 04401

Have you held an event at this location within the last 12 months? Yes No

TYPES OF PERMITS/PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE:

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
N/A	CROSS-STREET BANNERS Note: Contact power company guidelines.		<input checked="" type="checkbox"/>	
N/A	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages: <u>Food Truck (BBQ) Soda, beer</u>	<input checked="" type="checkbox"/>		
N/A	NON-FOOD ITEMS – Will products be sold or given away (such as t-shirts, crafts, souvenirs, etc.)? If yes, list what items:			
Separate fee and Special Amusement Application required	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe: <u>Between buildings 5-7 PM</u> Note: per 28-A M.R.S.A. § 1054 and local ordinance.	<input checked="" type="checkbox"/>		
Separate fee and Special Amusement Application required	DANCING – Will there be any outdoor dancing? If yes, please describe: Note: per 28-A M.R.S.A. § 1054 and local ordinance			<input checked="" type="checkbox"/>
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?	<input checked="" type="checkbox"/>		
Separate fee and Catering Event Application	ALCOHOL – Will alcoholic beverages be sold? Note – Vendor must hold a valid State of Maine liquor license and submit an Off Premise Catering Event application (\$10.00 fee) 14 days prior to the event. <u>Mossy Ledge Spirits</u> Note: per 28-A M.R.S.A. § 1054 and local ordinance	<input checked="" type="checkbox"/>		
State Permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit.		<input checked="" type="checkbox"/>	
Permit required	FIREWORKS – Will there be a fireworks display? If yes, attach a copy of the state permit. Note: per M.R.S.A. § 227-A and local ordinance.		<input checked="" type="checkbox"/>	

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
N/A	PARADE – Will there be a parade? If yes, describe route: Note – Contact Penobscot County Sheriff's office.		✓	
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc.? If yes, describe route: Note – Contact Penobscot County Sheriff's office.		✓	
Separate permit required	BURN PERMIT – Will there be any open flame such as a bonfire? If yes, describe activity: Note - A permit from the Fire Department is required or online at Maine.gov		✓	
N/A	TENT/CANOPY – Will you be setting up a tent or canopy? If yes, list number and sizes:		✓	
N/A	ELECTRICAL POWER/EQUIPMENT – Will electrically powered equipment be utilized, if so, provide a brief description of the equipment and the entity responsible for the installation of the electrical equipment? Band Equipment responsible by Band	✓		
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list: Note – Contact Penobscot County Sheriff's office.		✓	
N/A	MAP/DIAGRAM – Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc.? Note: This is a mandatory requirement for this application and must be included.	✓		
N/A	PARKING ACCOMODATIONS – What will be the anticipated need for parking and what is your parking plan? Overflow parking in field Note – Contact Penobscot County Sheriff's office.			
N/A	TOILETS – Please list amount at event and/or nearest location: Portto Potties	✓		
N/A	WASTE DISPOSAL – Please list process and location: Trash cans + recycle bins	✓		
N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: Bathroom + Portto Potties	✓		
N/A	POTABLE WATER – Please list amount at event and location: water bottles	✓		

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
N/A	FIRST AID FACILITIES – Please list location at event:	✓		
\$ <u>150</u> .00	TOTAL FEE INCLUDED – Checks payable to “Town of Hermon”			

DESCRIPTION OF EVENT – Please describe what will occur during your event

Food via Food Truck
 Motorcycle field events (slow race, biker bite)
 Live Band (5-7 PM)
 Beer Garden via Mossey Ledge Spirits

Provide a freehand Plan View Drawing of the site(s) showing the location and size of the site. Also include the location and extent of the following:

- Dining Facilities
- Fire Protection Facilities
- First Aid Facilities
- Off Street Parking Facilities
- Sanitary Facilities
- Water Supply Facilities

And other pertinent data.

Please, see attachment. ☺

Please attach an additional sheet if necessary.



2391

Central Maine
Hardware dealer
Hart
2391

Beer
Garden

Band

Body
Truck

Fire Hall

Parts

Shag
Wares

Google

Concourse Gathering Application: Attach with this application a corporate surety bond from a company authorized to do business in the State of Maine insuring that after the event is over and the mass of people have vacated the site or sites, the grounds shall be left in a clean and neat fashion, and damages to public and/or private property arising out of or in connection with the event will be paid promptly. Such bond shall be in the amount of five thousand (\$5,000.00) for each one thousand (1,000) persons or fractional part thereof, expected to be there.

The Municipal Officers may request any additional information which is deemed reasonably necessary for a fair determination to issue the concourse gathering permit herein applied for.
Additional information requested:

Council Chair Signature and Date: _____ **Date:** _____

Additional information attached, reviewed, and deemed:

____ Acceptable ____ Unacceptable

Council Chair Signature and Date: _____ **Date:** _____

The Municipal Officers deemed it appropriate to waive the following requirements of this permit application:

Council Chair Signature and Date: _____ **Date:** _____

If the event is to be held by, and on behalf of or for, any other person other than the applicant, the following authorization is required.

I have authorized _____ to apply for a concourse gathering permit on behalf of _____.

Authorizing signature: _____ Title (if applicable): _____ Date: _____

Signature of Applicant:



Printed Name:

Date Submitted:

Please note that you will be contacted by Town Staff if you require additional permitting.

Please return this completed application with diagram and any applicable fee to:




MAIL: Town of Hermon
Town Clerk's Office
333 Billings Road
Hermon, ME 04401
FAX: 207-848-3316
EMAIL: cushmank@hermonmaine.gov
PHONE: 207-848-1010

The Municipal Officers of the Town of Hermon at a Public Meeting Convened approved the Concourse Gathering Permit herein attached.

SIGNED this 8 day of May, 2025 by the Town Council:

******FOR STAFF USE******

DEPARTMENT COMMENTS AND RECOMMENDATIONS:

DEPARTMENT	APPROVE	DENY	DATE	INITIALS
Clerk	X		5-1-25	KC
Code Officer/Land Use & Zoning /Health Officer	✓		5-2-25	JCM
Finance Department			5-2-25	
Fire Department	✓		5/1/25	ASD
Police Department	X		5-2-25	
Public Works Department				
Plumbing Inspector	✓		5-2-25	JCM
Recreation Department	X		5/1/25	UD

Personal Property Tax Paid: Yes No Sewer User Fees Paid: Yes No

COMMENTS/CONDITIONS from any of the above departments:

Town Council Public Hearing date, if applicable: 5/8/25

License Approved/Denied: _____ Date applicant notified: _____



Annual Town Meeting

Budget Approval

Fiscal Year 2025-2026

Thursday, June 12, 2025

~ Warrant ~

To: Keely Gonyea a Resident of the Town of Hermon, in the County of Penobscot, State of Maine,

GREETING:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Hermon in Penobscot County, Maine, qualified by law to vote in town affairs, the Election in this Municipality will be held at the **Hermon High School Gymnasium** on Tuesday, June 10, 2025, to act on Article 1 at 6:45 a.m. and Article 2 from 7:00 a.m. to 8:00 p.m. The Annual Town Meeting will be held at the **Hermon High School in the Auditorium, 2415 Route 2 in Hermon on Thursday, June 12, 2025, at 6:00 p.m.** to act on the remaining articles.

ARTICLE 1: To elect a Moderator by written ballot to preside at said meeting.

ARTICLE 2: To elect all municipal officers and school committee members as are required to be elected.

ARTICLE 3: Shall the Town vote to appropriate the revenues received for the following accounts to offset the associated expense accounts, for Fiscal Year 2026 with approval of the Town Council?

Revenues

10-130 Hermon Connection
 12-183 Animal Impound Fees
 12-185 Fire Dept. Revenue
 14-140 Transfer Station Fees
 14-150 PERC/EPIC Reimbursements (Tipping Fee)
 35 Recreation Enterprise Revenues **

Expenses

10-13-04-05 Hermon Connection
 12-01 Public Safety/ACO Expense
 12-02 Fire Dept. Expenses
 14-01 Landfill Expense
 14-02 Household Waste Expense
 35 Recreation Enterprise Expenses **

Note 1. Explanation: The listed revenue accounts are special funds received by the Town for specific purposes. Approval by the citizens will allow the Town Council to expend these revenues for the expense accounts listed above.

** Note 2. Revenue/Expense #35, Recreation Enterprise is an enterprise fund. The enterprise fund establishes a separate accounting and financial reporting mechanism for a municipal service for which a fee is charged in exchange for goods or services. The Recreation Enterprise Fund is designated in the chart of accounts within the municipal operating budget, Department #35.

Recommended by the Town Council

ARTICLE 4: Shall the Town vote to appropriate the anticipated revenues for municipal purposes for Fiscal Year 2026 for the period July 1, 2025, to June 30, 2026, the following sums of money to be used to reduce amounts raised from property tax commitment to fund appropriations in subsequent articles?

Appropriation by category:

Dept: 10 GENERAL GOV	100 AGENT FEES	\$ 40,000.00
	110 AUTO EXCISE	\$ 3,175,000.00
	111 STATE TRUCK EXCISE	\$ 20,000.00
	112 BOAT EXCISE	\$ 7,000.00
	115 DOGS LICENSE FEE	\$ 1,500.00
	120 BUILD PERMITS	\$ 15,000.00
	121 LOCAL PLUMBING INSPECT FEE	\$ 13,000.00
	125 PLAN/ZONE BOARD FEE	\$ 5,000.00
	130 HERMON CONNECTION	\$ 1,000.00
	135 CEMETERY	\$ 4,500.00
	145 MISC REV - NO SPECIFIC CATEGORY	\$ 25,000.00
	146 PILOT/PAYMENT IN LIEU OF TAX	\$ 10,000.00
	148 CABLE	\$ 15,000.00
	160 SEWER ASSESS	\$ 2,000.00
	167 TIF REVENUES	\$ 750,000.00

	170 INTEREST ON INVESTMENT	\$ 150,000.00
	175 FUND BALANCE	\$ 925,000.00
	250 SNOWMOBILE	\$ 3,000.00
	300 URIP/LRAP STATE ROAD ASSIST	\$ 75,000.00
	550 INTEREST ON TAXES	\$ 15,000.00
Dept: 12 PUBLIC SAFE	185 FIRE DEPT	\$ 60,000.00
Dept: 14 SOLID WASTE	140 LANDFILL FEE	\$ 10,000.00
Dept: 25 GEN ASSIST	210 GEN ASSIST	\$ 1,000.00

**Total Municipal Revenue
Appropriation**

\$ 5,323,000.00

200 STATE REVENUE SHARE

\$ 700,000.00

**Total Municipal Revenue
with State Share**

\$ 6,083,000.00

Dept: 35 REC ENTER

	102 BEFORE & AFTER SCHOOL	\$ 366,973.00
	103 SUMMER ELEM	\$ 119,000.00
	105 SOCCER	\$ 19,000.00
	108 DAUGHTER DANCE	\$ 7,500.00
	109 SUMMER SIZZLER	\$ 11,000.00
	111 BASKETBALL	\$ 21,000.00
	112 FOOTBALL	\$ 39,000.00
	114 PARENTS NIGHT	\$ 3,500.00
	115 SPRING CELEBRATION	\$ 1,500.00
	120 TRACK & FIELD	\$ 11,000.00
	121 MIDDLE AFTER SCHOOL	\$ 33,000.00
	123 ADULT ED PROGRAM	\$ 2,000.00
	132 TRAVEL BASKETBALL	\$ 15,000.00
	133 FIELD HOCKEY	\$ 2,700.00
	144 YOUTH SOCCER	\$ 8,700.00
	146 CHEERING	\$ 5,900.00
	147 HMS SUMMER	\$ 33,000.00

**Recreation Enterprise
Revenue Appropriation**

\$ 699,773.00

Total Revenue Appropriation

\$ 6,722,773.00

ARTICLE 5: Shall the Town raise and appropriate the following sums of money for each of the listed Capital Improvement Plan (CIP) reserves?

HERM05 Public Safety & Fire Dept Res	\$ 170,000
HERM06 Public Works & Road Reserve	\$ 130,000
HERM09 Parks & Recreation Reserve	\$ 25,000
HERM11 Public Facility Reserve	\$ 25,000
HERM12 Sewer Maintenance Reserve	\$ 50,000
Total Appropriation to CIP/Reserves	\$ 400,000

Recommended by the Town Council

ARTICLE 6: Shall the Town vote to authorize the expenditure of up to **\$25,000** from the Parks & Recreation Reserve (HERM09) for the purchase of stone repair/cleaning, gazebo repair and tree removal our cemeteries and veteran memorial park?

Recommended by the Town Council

ARTICLE 7: Shall the Town authorize the expenditure of up to **\$165,000** from the Sewer Maintenance Reserves (HERM12) for generator installs at Cedar Brook Drive, North Street extension and other wastewater lift stations, and to engineer and repair clean water infiltrate damages in our sewer infrastructure using Wright-Pierce and Gardner Construction Enterprises?

Recommended by the Town Council

ARTICLE 8: Shall the Town vote to authorize the expenditure of up to **\$15,000** from the Public Works and Road Reserve (HERM06) for the removal and cleanup of the vault located at the Public Works yard?

Recommended by the Town Council

ARTICLE 9: Shall the Town vote to authorize the expenditure of up to **\$150,000** from the Public Safety & Fire Department Reserve (HERM05) for the purchase of 2025 Ambulance equipment and 2023 Tahoe EMS to Command Vehicle Conversion?

Recommended by Town Council

ARTICLE 10: Shall the Town vote to authorize the transfer of funds from Tax Incremental Financing (TIF) Revenue in the amount up to **\$834,489** to off-set authorized expenditures for Economic Development general expense accounts #11-01-01-01 to 11-01-06-03 in the amount of \$694,489 including the Coldbrook Park Phase III Expansion incentive, industrial park and commercial upgrades, NBRC Matching Grant for Hammond Street Sewer Lift Station, GIS mapping, engineering and design costs, industrial park drainage projects; business attraction incentive programs and account # 19-02-25-03 TIF Credit Enhancement Agreements \$145,000?

Recommended by Town Council

ARTICLE 11: Shall the Town vote to raise and appropriate for municipal purposes for Fiscal Year 2026 for the period July 1, 2025, to June 30, 2026, the following sums of money?

Appropriation by category:

General Government/Administration (#10)	\$ 1,700,218
Economic Development/Technology (#11)	\$ 694,489
Public Safety (#12)	\$ 2,333,833
Public Works (#13)	\$ 2,046,620
Solid Waste (#14)	\$ 776,875
Recreation/Social Service (#15)	\$ 83,933
Debt Services (#16)	\$ 459,800
Reserves (#17)	\$ 400,000
Special Assessments (<i>includes County Tax</i>) (#19)	\$ 1,459,259
General Assistance (#25)	\$ 5,000
Total Municipal & County Appropriation	\$ 9,960,027

Recommended by the Town Council

ARTICLE 12: Shall the Town authorize the Recreation Enterprise (#35) to receipt revenues to off-set expenses appropriate for municipal purposes for Fiscal Year 2026 for the period July 1, 2025, to June 30, 2026, for expenditures of **\$669,773**?

Recommended by the Town Council

ARTICLE 13: Shall the Town vote to authorize use of approved revenue and expenditure totals within the annual town warrant for municipal and school purposes for the period July 1, 2025, to June 30, 2026, to establish the next issued Tax Commitment, excluding Overlay?

Recommended by Town Council

**ARTICLES 14 THROUGH 35
AUTHORIZE SCHOOL DEPARTMENT EXPENDITURES IN COST CENTER
CATEGORIES**

ARTICLE 14: Shall the School Department be authorized to spend **\$8,783,111.34** for Regular Instruction?

Town Council and School Committee Recommend \$8,783,111.34

ARTICLE 15: Shall the School Department be authorized to spend **\$3,202,284.43** for Special Education?

Town Council and School Committee Recommend \$3,202,284.43

ARTICLE 16: Shall the School Department be authorized to spend **\$0** for Career and Technical Education?

Town Council and School Committee Recommend \$0

ARTICLE 17: Shall the School Department be authorized to spend **\$745,347.27** for Other Instruction (summer School/extra Act)?

Town Council and School Committee Recommend \$745,347.27

ARTICLE 18: Shall the School Department be authorized to spend **\$1,879,593.00** for Student/Staff Support?

Town Council and School Committee Recommend \$1,879,593.00

ARTICLE 19: Shall the School Department be authorized to spend **\$612,575.95** for System Administration?

Town Council and School Committee Recommend \$612,575.95

ARTICLE 20: Shall the School Department be authorized to spend **\$1,153,767.77** for School Administration?

Town Council and School Committee Recommend \$1,153,767.77

ARTICLE 21: Shall the School Department be authorized to spend **\$1,019,971.37** for Transportation/buses?

Town Council and School Committee Recommend \$1,019,971.37

ARTICLE 22: Shall the School Department be authorized to spend **\$2,634,683.82** for Facilities/Maintenance?

Town Council and School Committee Recommend \$2,634,683.82

ARTICLE 23: Shall the School Department be authorized to spend **\$561,229.50** for Debt/Other Commitments?

Town Council and School Committee Recommend \$561,229.50

ARTICLES 24-25

RAISE FUNDS FOR THE SCHOOL BUDGET

ARTICLE 24: Shall the Town of Hermon appropriate the recommended amounts below for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with Maine Revised Statutes, Title 20-A, section 15688.

Town Council and School Committee Recommend the Below Amounts:

Total Appropriated: \$13,678,653.24

Total Raised: \$4,441,511.67

Explanation: The school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise to receive the full amount of state dollars.

ARTICLE 25: Shall the Town of Hermon raise and appropriate \$561,229.50 for the annual payments on debt service previously approved by the town voters for non-state funded school construction projects, or non-state funded portions of school construction projects in addition to funds appropriated as local share of the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12.

Town Council and School Committee Recommend \$561,229.50

Explanation: Non-state funded debt service is the amount of money needed for annual payments on Hermon's long-term debt service for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters.

WRITTEN BALLOT REQUIRED

ARTICLE 26: (WRITTEN BALLOT REQUIRED) Shall the Town of Hermon raise and appropriate \$2,495,301.84 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$2,495,301.84 as required to fund the budget recommended by the School Committee?

Town Council and School Committee Recommend \$2,495,301.84

Explanation: Additional local funds are those locally raised funds over and above the Town's contribution to the School Unit's local contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the State's Essential Programs and Services Funding Act (EPS) and local amounts raised for the annual payment on non-state funded debt service that will help achieve the School Unit's budget for educational programs.

SUMMARIZES THE SCHOOL BUDGET

ARTICLE 27: Shall the Town authorize the School Committee to expend \$20,592,564.45 for the fiscal year beginning July 1, 2025 and ending June 30, 2026 from the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Act, non-state funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for support of schools?

Town Council and School Committee Recommend \$20,592,564.45

ARTICLE 28: In addition to the amounts approved in the preceding Articles, shall the Town authorize the School Committee to expend other such sums as may be received from state and federal grants, aid, and receipts during the fiscal year beginning July 1, 2025 and ending June 30, 2026 for school purposes, provided that such grants, aid and receipts do not require expenditure of local funds not previously appropriated?

Town Council and School Committee Recommend YES

ARTICLE 29: Shall the Region Four Vocational Budget as approved by the Cooperative Board for the year July 1, 2025 – June 30, 2026 be approved in the amount of \$5,603,413.72?

Explanation: Cooperative Board for Regional Vocational Budget is not subject to amendment from the floor. It may be accepted or rejected by the voters. Hermon's share of the Region Four budget is \$0.

Town Council and School Committee Recommend YES

ARTICLE 30: In the event that the Hermon School Department receives more state education subsidy than the amount included in its budget, shall the School Committee be authorized to use all or part of the additional state subsidy to increase expenditures for school purposes in cost center categories approved by the School Committee and/or the allocation of finances to reserve funds approved by the School Committee?

Town Council and School Committee Recommend YES

ARTICLE 31: Shall the Region Four Vocational Budget as approved by the Cooperative Board for **adult education** for the year July 1, 2025 – June 30, 2026 be approved in the amount of \$217,507.63?

Explanation: The Region Four Vocational Budget for Adult Education supports adult education classes held at United Technologies Center in Bangor for communities that belong to the Region Four consortium. Hermon's share of the regional adult education budget is \$3,410.77.

Town Council and School Committee Recommend YES

ARTICLE 32: Shall the Town vote to authorize an expenditure of up to \$175,000 from School Repair Reserve (HERM07) for parking lot paving at Hermon Middle School.

Recommended by the Town Council and School Committee

ARTICLE 33: Shall the Town vote to authorize an expenditure of up to \$50,000 from School Repair Reserve (HERM07) for district wide upgrades to the door lock control system.

Recommended by the Town Council and School Committee

ARTICLE 34: Shall the Town vote to authorize an expenditure of up to \$50,000 from School Bus Reserve (HERM33) towards the state approved bus purchase.

Recommended by the Town Council and School Committee

ARTICLE 35: Shall the Town vote to authorize an expenditure of up to \$100,000 from School Fuel Reserve (HERM27) towards annual heating costs.

Recommended by the Town Council and School Committee



R24-25-31

Be it resolved by the Hermon Town Council in Town Council assembled to schedule a public hearing on June 26, 2025 for one (1) dangerous building.

SIGNED this May 8, 2025 by the Hermon Town Council:

John Snyder III

Ronald Murphy

Joshua Berry

Richard Cyr

Christopher Gray

Terry Hamm-Morris

Derek Wood

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____

NOTICE OF HEARING
Pursuant to 17 M.R.S.A. §§ 2851-2859
(Dangerous Buildings)

TO:
Property Owner
Parties in Interest

You are hereby notified that the Municipal Officers of the **TOWN OF HERMON, MAINE** will hold a public hearing on _____, at _____ P.M., at the Hermon Town Office at **333 BILLINGS ROAD, HERMON, MAINE 04401** for the purpose of determining whether one or more buildings or other structures located on the property identified as **10 FINCH LANE, HERMON, MAINE 04401**, and more particularly described in a deed from Hermon Park, LLC to **HERMON MHP, LLC**, dated October 9, 2013, and recorded in **BOOK 13363, PAGE 1**, of the Penobscot County Registry of Deeds, constitutes a “dangerous building,” as that term is defined in Title 17 M.R.S.A. § 2851.

If the Municipal Officers, following the public hearing, find that one or more buildings or structures on the properties constitutes a “dangerous building,” they may order appropriate corrective action, including but not limited to demolition and removal of the buildings or structures. If the order is not complied with by the deadline stated in the order and no appeal is taken, the Municipal Officers may take the corrective action at municipal expense and recover all expenses, including reasonable attorney’s fees, by means of a special tax or civil action. This hearing is your opportunity to present evidence as to why the buildings or structures are not dangerous and to oppose any corrective action ordered by the Municipal Officers.

Dated: _____, Municipal Officers of the Town of Hermon, Maine

Joshua Berry

Richard Cyr

Christopher Gray

Terry Hamm-Morris

Ronald Murphy

John Snyder III, Council Chair

Derek Wood

STATE OF MAINE
PENOBSCOT COUNTY, ss.

Date: _____, 2025

Then personally appeared the above-named Joshua Berry, Richard Cyr, Christopher Gray, Terry Hamm-Morris, Ronald Murphy, John Snyder III, and Derek Wood, and acknowledged the foregoing instrument to be their free act and deed in their said capacities.

Before me,

Notary Public/ Attorney at Law

NOTICE OF HEARING
Pursuant to 17 M.R.S.A. §§ 2851-2859
(Dangerous Buildings)

TO: Hermon MHP, LLC
C/O Michael & Johnathan Behling
12630 Huston Street
Valley Village, CA 91607

Building at 10 Chickadee Lane, Hermon, Maine

You are hereby notified that the **HERMON TOWN COUNCIL** will hold a hearing at **THE HERMON TOWN OFFICE, 333 BILLINGS ROAD, HERMON, MAINE 04401** on _____ AT _____ P.M, to determine whether the residential building located on land owned by **HERMON MHP, LLC**, as shown on **MAP 35, LOT 26-011T** of the current Tax Maps of Hermon, Maine, described in **BOOK 13363, PAGE 1** at the Penobscot County Registry of Deeds, is a nuisance or dangerous within the meaning of 17 M.R.S. § 2851.

If the Council, following the public hearing, find that one or more buildings or structures on the properties constitutes a “dangerous building,” they may order appropriate corrective action, including but not limited to demolition and removal of the buildings or structures. If the order is not complied with by the deadline stated in the order and no appeal is taken, the Council may take the corrective action at municipal expense and recover all expenses, including reasonable attorney’s fees, by means of a special tax or civil action. This hearing is your opportunity to present evidence as to why the building(s) or structure(s) are not dangerous and to oppose any corrective action ordered by the Hermon Town Council.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals this ____ day of _____, 2025.

Joshua Berry

Richard Cyr

Christopher Gray

Terry Hamm-Morris

Ronald Murphy

John Snyder III, Council Chair

Derek Wood

STATE OF MAINE
COUNTY OF PENOBSCOT

_____, 2024

Then personally appeared the above-named Joshua Berry, Richard Cyr, Christopher Gray, Terry Hamm-Morris, Ronald Murphy, John Snyder III, and Derek Wood, and acknowledged the foregoing instrument to be their free act and deed in their said capacities.

Before me,

Notary Public/Maine Attorney-at-Law
Printed Name:
Commission Expires:

NOTICE OF HEARING

Pursuant to 17 M.R.S.A. §§ 2851-2859
(Dangerous Buildings)

**TO: Machias Savings Bank
P.O. Box 318
Machias, Maine 04654**

Building at 10 Chickadee Lane, Hermon, Maine

You are hereby notified that the **HERMON TOWN COUNCIL** will hold a hearing at **THE HERMON TOWN OFFICE, 333 BILLINGS ROAD, HERMON, MAINE 04401** on _____ AT _____ P.M, to determine whether the residential building located on land owned by **HERMON MHP, LLC**, as shown on **MAP 35, LOT 26-011T** of the current Tax Maps of Hermon, Maine, described in **BOOK 13363, PAGE 1** at the Penobscot County Registry of Deeds, is a nuisance or dangerous within the meaning of 17 M.R.S. § 2851.

You are an interested party in this hearing by virtue of: (i) Mortgage dated October 9, 2013, and recorded at the Penobscot County Registry of Deeds in **Book 13363, Page 7**; (2) Assignment of Leases and Rents dated October 9, 2013, and recorded at the Penobscot County Registry of Deeds in **Book 13363, Page 22**; and (iii) UCC Financing Statement recorded October 11, 2013, at the Penobscot County Registry of Deeds in **Book 13363, Page 38**; UCC Continuation recorded September 19, 2018, at the Penobscot County Registry of Deeds in **Book 14943, Page 318**; and UCC Continuation recorded November 8, 2023, at the Penobscot County Registry of Deeds in **Book 16996, Page 17**.

If the Council, following the public hearing, find that one or more buildings or structures on the properties constitutes a “dangerous building,” they may order appropriate corrective action, including but not limited to demolition and removal of the buildings or structures. If the order is not complied with by the deadline stated in the order and no appeal is taken, the Council may take the corrective action at municipal expense and recover all expenses, including reasonable attorney’s fees, by means of a special tax or civil action. This hearing is your opportunity to present evidence as to why the building(s) or structure(s) are not dangerous and to oppose any corrective action ordered by the Hermon Town Council.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals this ____ day of _____, 2025.

Joshua Berry

Richard Cyr

Christopher Gray

Terry Hamm-Morris

Ronald Murphy

John Snyer III, Council Chair

Derek Wood

STATE OF MAINE
COUNTY OF PENOBSCOT _____, 2025

Then personally appeared the above-named Joshua Berry, Richard Cyr, Christopher Gray, Terry Hamm-Morris, Ronald Murphy, John Snyer III, and Derek Wood, and acknowledged the foregoing instrument to be their free act and deed in their said capacities.

Before me,

Notary Public/Maine Attorney-at-Law
Printed Name:
Commission Expires:



R24-25-32

Be it resolved by the Hermon Town Council in Town Council assembled to accept the revised Town of Hermon Municipal Purchasing Policy, dated April 2025. Policy to be in effect on July 1, 2025.

TOWN OF HERMON

MUNICIPAL PURCHASING POLICY

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

Section 1: Purpose

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

In general, persons authorized to make purchases on behalf of the town are expected to take all reasonable steps to ensure the best value for the least amount of money. The degree of effort expected is in direct proportion to the price or value of the good(s) or service(s) being purchased. Where the town is enrolled in corporate, or similarly advantageous purchasing programs, they are to be used unless the good or service can be purchased for less where time is of the essence or received sooner. Particularly when making major purchases of durable equipment or vehicles, authorized purchasers are expected to determine whether other alternatives are available that satisfy the need – i.e. used, reconditioned, or leftover stock. They are also expected to document their efforts in this regard prior to seeking purchasing agent or Town Council approval.

Section 2: Definitions

Bid: For purposes of this policy, the term “request for bids” shall also include “request for proposals” or “request for qualifications.”

Bid most advantageous to the Town: Bid most advantageous to the Town is a bid chosen on the basis of price, quality of merchandise, suitability of merchandise, and service reputation of the vendor, and therefore may not necessarily mean the lowest bid received.

Bonds: The Town is responsible for procurement of Bond Council and Financial Advisor as it relates to any Bond Issues as well as procurement of bonded items.

Competitive bidding: Competitive bidding is the process of obtaining the bid most advantageous to the Town for any purchase, whether through formal or informal bidding procedures.

Cooperative purchase: Cooperative purchase is a purchase made by the Town in conjunction with or from another governmental or quasi-governmental agency, such as but not limited to, the State of Maine, the School Department, or another municipality.

Emergency: Any situation or circumstance that will inhibit a department from delivering services when said services are, or may be, needed.

Field Purchase: An informal purchase of supplies needed in small quantities from any vendor for day-to-day operation made directly by a department head or his/her designee.

Informal bid: A written or verbal quotation from a vendor that is not required to be opened publicly at a specified time, day and place.

Invitation to Bid: The complete assembly of specific related material (whether attached or incorporated by reference) furnished to prospective bidders in a formal bid process

Formal bid: Formal bid is a written quotation obtained in a sealed envelope from an approved vendor or through advertisement and opened at a specific day, place and time.

Purchase: Purchase is buying, renting, leasing, or otherwise acquiring supplies or services for a price.

Purchasing Agent: Purchasing Agent means the town manager or the town manager's designee.

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

The lease or rental of equipment, the repair or maintenance of equipment owned by the Town or that is the responsibility of the Town; all labor furnished to the Town by persons, firms, individuals, or corporations not part of, or connected with, Town government. It shall not include:

- a. Professional services provided to or for the Town by attorneys, architects, engineers, auditors, and other professional consultants; should the Town elect to purchase professional services using the competitive bidding process, a Request for Qualifications (RFQ) will be issued.
- b. Utilities such as electricity, water, sewer, etc.

Specifications: Standards, including quality, set by department heads as a guide to the purchasing agent and as a measure that successful vendors must achieve. Specifications shall be either technical specifications for bids, which shall state formulations as broadly as is practicable, yet be specific enough to meet the requirements of the department; or non-technical specifications for bids that shall state in general terms how the quality requirements will be achieved. Department heads may rely on technical advice from suppliers, salespersons and other agencies in developing specifications.

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

Supplies: All materials and equipment.

Vendor List: The Town Manager shall establish a Vendor List, maintain a list of preferred Hermon businesses by category that will be given an opportunity to do business with the Town, organized based on different types of goods and services that the Town may wish to procure, from time to time.

Section 3: Applicability

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

The Hermon School Department will maintain and approve a bid and purchase policy.

Section 4: Appropriation

Neither the Purchasing Agent nor any Department Head shall make any purchase or allow any purchase to be made until a purchase order has been approved by the Finance Director, Assistant Town Manager, or Town Manager. The only exception will be for any purchase required outside of operational business hours for the need of an emergency purchase to sustain operations. At those times, Department Heads may sign purchase orders and then obtain approval by the Town Manager or Finance Director within 24 hours after the opening of the office on the next business day.

Section 5: Purchase Limits

Purchases will be classified into three categories:

- a. Small purchases of less than \$1,000
- b. Mid-size purchases of \$1,000 to \$24,999
- c. Large purchases of \$25,000 or more.

Small Purchases (less than \$1,000) – Town small purchases may be made by each department in accordance with the department’s budget and with department manager’s or designee approval. The department may use its discretion in determining the vendor and the best possible price. The splitting of purchases into multiple small purchase orders, so as to avoid a more formal process, shall not be permitted.

Mid-size Purchases (\$1,000 up to \$24,999) – Purchases of \$1,000 or more but less than \$25,000 may, but are not required, to be made using a formal competitive procurement process. If the formal bid process is not used these purchases, it must be supported by a record of price quotation from at least three (3) competitive sources or adequate explanations, from the department, justifying the absence of such competition (“single source”). Quotations must be obtained in writing. Selection of a vendor will not be based solely on price but will include judgments for price, quality and experience with the vendor.

Large Purchases (\$25,000 and up) – All purchases if \$25,000 or more are required to obtain formal competitive bids (RFP) for purchases of equipment, materials, services or for construction projects totaling \$25,000 or more.

All purchases will require to have a purchase order approved and signed prior to purchase, except for the emergency operational purchase after business hours. Purchase Orders must be signed by one of the following Finance Director, Assistant Town Manager or Town Manager.

Section 6: Competitive Bidding

Competitive bids are required for all purchases more than \$25,000 unless specifically exempted by action of the Town Council.

Competitive bids may be required for purchases under \$24,999.99 when directed by the Town Manager.

Formal bidding procedures must be followed when the purchase is over \$25,000 unless otherwise exempted by a majority vote of the Town Council.

The Town Manager may make cooperative purchases for purchases less than \$25,000 without competitive bidding if the Town Manager determines the purchase is being made after competitive bidding by the cooperative entity or at price more advantageous than the Town would be likely to obtain by competitive bidding.

The Town Manager may waive the requirements for a formal bid process in cases of emergency or time constraints that would affect the Town’s ability to perform mandated functions, provided that the Town Manager files a full and complete statement of the reasons for waving the formal bid process.

Oral quotations from vendors must be documented in writing by the department head; the documentation should include the vendor, the quote and the time and date at which it was rendered.

The Town Manager or designee may make cooperative purchases in conjunction with other governmental entities, without competitive bidding, if individual determines the purchase is being made after competitive bidding by the cooperative entity or at terms more than advantageous than the Town would be likely to obtain by competitive bidding.

Section 7: Administrative Procedures and Administration Responsibility

The Finance Director under the supervision of the Town Manager shall establish and administer procedures for purchase of goods and services consistent with this policy.

The Town Clerk or designee shall keep a record of all bids submitted. In addition, the Town Clerk or designee will maintain a list of all individuals or companies who requested a copy of the bid documents or who were provided a copy. A record will be maintained noting the date the contact was made and who confirmed receipt of the request.

All bidders shall be notified in writing of bid results.

Tie bids shall be resolved by the Town Manager, except if the bid exceeds \$25,000, the Town Council shall resolve the issue.

All bids shall be awarded based on the bid most advantageous to the Town.

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

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

The Town Manager shall establish a Vendor List based on vendor responsibility and quality, or upon submittal of qualifications materials. Vendor List shall be a public document available for inspection upon request and shall be updated by the Town Manager at least annually.

All formal bids received for purchases will be opened publicly. No sealed bid will be opened without having two persons present.

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

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

The Town Manager may submit a list to the town council, in the first month of each fiscal year, of all purchases which will not follow the competitive bid process. Removal of an item from this list shall require a majority vote of the town council.

The Town Council without seeking competitive bids may authorize the renewal of contractual service contracts where the Town Council determines that such renewal is in the public interest and any increase in cost for such services is less than twenty-five thousand dollars (\$25,000.00) per contract year.

The Town shall retain required bid documents in accordance with State of Maine Local Government Retention Schedule.

The Town may dispose of town-owned equipment when no longer required to utilize and/or maintain for service.

In the event the Town or Department wishes to dispose of town-owned equipment with value exceeding \$5,000.00, the Town Council will request advertisement for the bid process. A majority vote is required to accept a bid. The Town Council reserves the right to accept or reject any or all bids.

For Town-owned equipment less than \$5,000.00 the Town Manager will shall handle such disposition under a notice of public sale. Under this process, there will be no formal bid process. Payment is due with in seven (7) business days and no item will be released to the purchaser until payment is received.

Equipment that is used for traded in value as part of a separate but related equipment purchase shall not be required to undertake a separate bid process provided that the purchase that includes the trade-in, is handled in accordance with current procedures. It shall be at the discretion of the Town Manager as to when a trade-in is the most advantageous to the Town regarding pricing, timing, and any legal requirements.

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

APPROVED & AMMENDED this May __, 2025 by the Hermon Town Council.

SIGNED this May 8, 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 _____



FR24-25-20

Be it resolved by the Hermon Town Council in Town Council assembled to authorize the Fire Chief Cody Sullivan, or his designee, to accept and expend the Maine Municipal Association, Ed MacDonald Safety Grant in the amount of \$2,798.62 for the purchase of Ice/Cold Water Rescue Equipment.

SIGNED this **May 8, 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 _____



FR24-25-21

Be it resolved by the Hermon Town Council in Town Council assembled to authorize the Town Manager, or his designee to sign a contract amendment to extend snow removal services for the 2025-2026 season with Gardner Construction Enterprises, LLC. Payments for services rendered to be made from the Public Works Regular Operating Budget (13-02-20-23).

SIGNED this **May 8, 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 _____



2729 US Rt. 2
Hermon, Maine 04402
(207) 478-6369 Fax (207) 945-3595
www.gardnerconstructionenterprises.com
info@gardnerconstructionenterprises.com

August 28, 2024

To: Town of Hermon

Attn: Mr. Stephen Fields, Mgr.
Mr. Scott Perkins, Asst. Mgr.

RE: Plow Season 2025-2026

Dear Sirs,

Per our conversation concerning extending our contract for a second year, I offer the following.

Contract Extension for the 2025 -2026 Season.

Base Contract:	42.96 miles
Town List	14.20 miles
Added Miles	<u>15.26 miles</u>
Total	72.42 miles

We propose a 5% increase per mile for the 2025-2026 season.

72.42 miles @ \$8,700.00 =	\$630,054.00
Jackson Beach \$8,700.00	<u>\$ 8,700.00</u>
Total for 2025 -2026 Season	\$638,754.00

Payment terms and equipment agreements to remain the same.

After consideration, please notify me of your decision as it affects my intentions for disposition of my equipment.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy S. Gardner".

Randy S. Gardner



R24-25-33

Be it resolved by the Hermon Town Council in Town Council assembled to authorize the Town Manager, or his designee to sign the “Memorandum of Understanding” with Gardner Construction Enterprises, LLC for providing Public Works services. Payments for services rendered to be made from the Public Works Regular Operating Budget (13-02-12-10), and Public Works Reserve Accounts (HERM06)

SIGNED this **May 8, 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 _____



May 9, 2025

Memorandum of Understanding

This Memorandum of Understanding (MOU) for Hermon Public Works services between the *Town of Hermon* (Owner), a municipality in Maine, and *Gardner Construction Enterprises, LLC* (Contractor) is a non-binding agreement that outlines the terms and conditions for potential future work and responsibilities. This framework for collaboration defines the scope to include services the Owner desires to privately employ regarding a scope of services, roles, responsibilities, and financial arrangements that will single source to the work outside the scope and abilities of the Owner.

- **Non-Binding:**

This "MOU" is not a legally enforceable contract and does not create legal obligations for either party.

- **Scope of Work:**

The scope of work is wide and varied, specifically including Emergency Sewer System Repair, Road Construction Projects and Traffic Control according to MUTCD standards, Storm and Emergency Response, Infrastructure Improvement Projects and Maintenance, ROW (Right-of-Way) and Drainage Improvement Projects, Public Facility and Roadway Emergency Repair Projects, Public Building and Property Expansions including New Construction, Supplying Aggregate Materials, Patching Roadways and Installing/ Expansion of Utilities to the extent that the Owner is not able to complete projects because of staffing or equipment requirements.

- **Roles and Responsibilities:**

The "Contractor" will provide project management, resource allocation, and communication protocols with the Town Manager, or designee, as requested. The Contractor will provide all labor, materials, fuel, equipment and planning as part of services requested by the Owner.

- **Financial Arrangements:**

Funding mechanisms include the Town of Hermon Operating Budget, Grant Awards, Donations, Tax Increment Finance Sinking Fund and cost-sharing arrangements for services. Payments will be made to the contractor after detailed invoices are submitted and approved after Town staff inspection. Reference an annually adjusted price sheet for services and negotiate uncovered items, both reoccurring and unexpected, see attached price sheet.

- **Indemnification:**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Town of Hermon, their agents, and employees against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the work regardless of standard of care. This indemnification extends to all costs and all attorneys' fees incurred by the Town of Hermon.

- **Compliance and General Liability Insurance:**

The contractor will comply with local, state, and federal regulations, environmental protection laws and all safety and labor standards. The Contractor shall maintain during the period of the contract such Contractor's General Liability and Property Damage Insurance and statutory Workers Compensation that shall protect the Town and Contractor from claims for damage for personal, bodily and property damage in an amount of \$1,000,000 for general liability and \$500,000 for workers compensation (each occurrence). A Certificate of Insurance shall be provided annually listing the Town of Hermon as being "additionally insured" and showing the Worker's Compensation certificate. Note: Gardner Construction provides a certificate of insurance that exceeds the minimum requirements.

- **Transition to Contract:**

The MOU serves as a steppingstone towards a formal contract if a "request for bids" is initiated by the Town of Hermon, allowing both parties to explore potential collaborations and develop a clearer understanding of expectations before committing to full, or partial bid award or legally binding agreement.

This "MOU" will automatically renew each fiscal year, unless either party notifies the other in writing with 60 days' notice.

This collaborative relationship with Gardner Construction Enterprises, LLC provides a framework for future Public Works projects. See attached "Rate Sheet" labelled as Exhibit A".

This Agreement will be effective May 9, 2025, until June 30, 2026.

Owner: _____ Contractor: _____

Stephen Fields, Town Manager
Town of Hermon

Randy Gardner
Gardner Construction Enterprises, LLC



2729 US Rt. 2
 Hermon, Maine 04402
 (207) 478-6369 Fax (207) 945-3595
www.gardnerconstructionenterprises.com
info@gardnerconstructionenterprises.com

**TOWN OF HERMON – PUBLIC WORKS RATE SHEET
 EFFECTIVE JANUARY 1, 2025**

Foreman w/Truck and Hand Tools	\$70.00 hr.
Labor	\$54.00 hr.
Mechanic	\$65.00 hr.
One Ton Truck	\$85.00 hr.
One Ton with Sander	\$100.00 hr.
Tandem Dump	\$100.00 hr.
Tri-Axle Dump	\$110.00 hr.
Tandem Plow Truck with Spreader	\$150.00 hr.
Lowbed	\$200.00 hr.
Dozer	\$125.00 hr.
Loader	\$150.00 hr.
Excavator	\$150.00 hr.
Roller	\$100.00 hr.
Skid Steer	\$100.00 hr.
Chain Saw/Demo Saw	\$50.00 day
Compactor	\$70.00 day
Pump with hoses	\$70.00 day
Traffic Control (2 signals, signs, cones)	\$850.00 day