



Town of Hermon
Public Safety Meeting Room
July 24, 2025
Town Council Meeting
6:00 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://hermonmaine.gov)

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

I. Clerk to Elect Council Chairperson

II. Clerk to Elect Council Vice-Chairperson

III. CALL TO ORDER BY CHAIRPERSON:

IV. PLEDGE OF ALLEGIANCE:

V. ROLL CALL:

VI. 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.

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

MINUTES	-APPROVE	6/26/2025, 6/30/2025, 7/17/2025
SIGNATURES	-APPROVE	
RESOLVES	-SIGN	
WARRANTS	-SIGN	7/4/2025, 7/18/2025



VIII. NEWS, PRESENTATIONS AND RECOGNITIONS:

IX. PUBLIC HEARINGS:

1. **Hold a public hearing- Solar Ordinance Amendment**

X. COMMITTEE REPORTS:

XI. SCHEDULED AGENDA ITEMS:

1. **OLD or INCOMPLETE BUSINESS:**

2. **NEW BUSINESS:**

O25-26-01 Consider accepting and expending the Stephen and Tabitha King Grant

O25-26-02 Consider accepting and expending the Maine EMS Sustainability Grant

O25-26-03 Consider expending funds for a public facing GIS

O25-26-04 Consider approving the amendment to the Solar Ordinance

O25-26-05 Consider accepting 2026 prepayment of real estate and personal property taxes

3. **WORKSHOPS:**

1. **Public comment LD 1091 effective September 20, 2025 – Stephen Fields**

2. **ADU (Accessory Dwelling Unit) Ordinance Update – Jessefa Murphy**

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

XII. APPOINTMENTS:

XIII. MANAGER STATUS REPORT:

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

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XV. COUNCIL ITEMS:

XVI. EXECUTIVE SESSION:

1. 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)
2. Consider entering into Executive Session to consult with legal counsel regarding a matter involving potential enforcement action per 1 M.S.R.A. § 405(6)(E)

XVII. ADJOURNMENT:

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

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

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

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



July 18, 2025

To: Honorable Town Council

From: Stephen Fields, Town Manager

Subject: Position Paper for Regular Town Council Meeting on July 24, 2025

Agenda Item: Public Hearing

This is a **PUBLIC HEARING** to amend the Solar Ordinance to adjust the classification for fees in section 15.4 from “minor” to “major” The Town of Hermon Solar Energy Ordinance has been enacted for almost a year and has been highly effective in guiding solar development in our community. Upon recent review, it was identified that the section currently lists the application fee for a Photovoltaic Solar Energy System (PSES) Minor as \$500.00. This figure does not reflect the original intent of the ordinance. The \$500.00 fee was established to apply specifically to PSES Major applications, which involve more complex and largescale systems requiring additional administrative and technical oversight. The inclusion of the \$500.00 amount under the Minor system category does not align with the tiered structure and intent that differentiates between minor and major system review processes. The intent was for Minor systems to carry a lower fee, while Major systems would begin at the \$500.00 rate plus additional square footage costs. To ensure consistency and clarity in application and enforcement, I respectfully recommend amending Section 15.4 to properly reflect this distinction. The Solar Ordinance amendments are supported by the Administration, and following the public hearing, are in order for final Council action.

Agenda Item: New Business

Order 25-61-01

This is to authorize receipt of funds and to purchase the necessary equipment for the Fire Department. The Stephen and Tabith King Grant has been awarded in the amount of \$20,000.00 with no local matching funds. These funds will be used as partial payment for a Zoll cardiac monitor. This receipt of grant funding and purchase is supported by the Administration and is in order for final Council action.

Order 25-26-02

This is to authorize the receipt of grant funds and to purchase the necessary equipment for the Fire Department. The Maine EMS Sustainability Grant has awarded the amount of \$50,000.00 with no local matching funds. These funds will be used as partial payment for a Zoll cardiac monitor, and the remaining balance will be used for EMS equipment needed for the new ambulance (Unit 409) and EMS equipment needed to increase the license of our EMS engine (Unit 411) level to the Advanced EMT level. The Zoll cardiac monitor is also required to increase the license level of Unit 411. This receipt of grant funding and purchase is supported by the Administration and is in order for final Council action.

Order 25-26-03

To authorize the purchase of public facing Geographic Information System (GIS) for residents, businesses and citizens to view and see conceptually the property per map and lot with tax assessing information. GIS does not provide actual survey results per lot with a disclaimer on the GIS and town sites. Assessing obtained three quotes at the request of the Council workshop on June 26, 2025. Funding has been determined by the Town Manager to implement this current fiscal year (FY26). This purchase is supported by the Administration and is in order for final Council action.

Order 25-26-04

This amends the Solar Energy Ordinance that has been enacted for almost a year and has been highly effective in guiding solar development in our community. Upon recent review, it was identified that the section currently lists the application fee for a Photovoltaic Solar Energy System (PSES) Minor as \$500.00. This figure does not reflect the original intent of the ordinance. The \$500.00 fee was established to apply specifically to PSES Major applications, which involve more complex and largescale systems requiring additional administrative and technical oversight. The inclusion of the \$500.00 amount under the Minor system category does not align with the tiered structure and intent that differentiates between minor and major system review processes. The intent was for Minor systems to carry a lower fee, while Major systems would begin at the \$500.00 rate plus additional square footage costs. To ensure consistency and clarity in application and enforcement, I respectfully recommend amending Section 15.4 to properly reflect this distinction. A revised draft of the ordinance language will be submitted for your consideration at the next scheduled meeting. The Solar Ordinance amendments are supported by the Administration and are in order for final Council action.

Order 25-26-05

This authorizes the tax collector and treasurer allowing for acceptance on prepayment of real estate and personal property taxes not yet committed for the current tax year, and not to pay interest on the prepayments, which is my recommendation and has been past practice. Reference MRSA Title 36, Section 506. The prepayment process is supported by the Administration and is in order for final Council action.

Agenda Item: Workshop

Item 1: Public Comment LD1091.

LD1091, effective September 20, 2025, was recently enacted by the State Legislature and clarifies the process for public comment during public meetings.

“Sec. 1. 30-A MRSA §2608 is enacted to read: §2608. Public comment at public meetings of municipal officers CHAPTER 409 PUBLIC LAW A reasonable opportunity for public comment must be provided on matters addressed by the municipal governing body at any regularly scheduled public meeting of the municipal officers. This section does not apply to a subcommittee meeting of a municipal governing body. This section does not preempt or restrict the municipal governing body from adopting and enforcing reasonable standards governing public comment, including time limits and conduct standards.”

The amended clarifies that public comment is not required for sub-committees of the Council. All sub-committee work is updated and provided to the Council on a Committee Report or New Business, which would allow for public comment. The sub-committee’s tasks is to find a reasonable solution to directive. The Council will need to provide guidance on how sub-committee agenda is developed with regard to public comment. The Administration supports the statutory requirement.

Item 2. ADU (Accessory Dwelling Unit) Ordinance Update

The Sub-Committee, Ordinance Committee, is currently developing the ordinance with regards to ADU (Accessory Dwelling Unit) and how it will apply to the town. The State Legislative has provided regulatory requirements, and a recent statute amendment has been approved. The sub-committee, town attorney, and Mr. Murphy (Code Enforcement Officer) are in communication to the updates to provide guidance and direction for the development of the ordinance. The Administration is supporting the process and development of the ordinance.



Town of Hermon
Public Safety Meeting Room
June 26, 2025
Town Council Meeting
6:30 PM
MINUTES

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

I. CALL TO ORDER BY CHAIRPERSON:

II. PLEDGE OF ALLEGIANCE:

Chair 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,
41 residents/guests

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

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- **Carol Lackedy, Route 2**



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

- Resignation of Joshua Pelletier and Jeremy Snow from the Planning Board

MINUTES	-APPROVE	5/8/2025, 5/19/2025
SIGNATURES	-APPROVE	
RESOLVES	-SIGN	
WARRANTS	-SIGN	5/23/2025, 6/6/2025, 6/20/2025

Councilor Murphy moved to approve the Consent Calendar with amendment to add the warrant dates. Councilor Cyr seconded the motion. Motion passes 6-0.

VI. NEWS, PRESENTATIONS AND RECOGNITIONS:

- Presentation of the Annual Town Report to Jellison Family

We dedicate this tribute to R. Scott Jellison—a devoted husband, loving father and grandfather, loyal friend, and a man whose unwavering faith guided every step of his life.

Born in Bangor, Maine, on January 26, 1952, to Richard L. and Shirley (Pendleton) Jellison, Scott lived a life marked by integrity, hard work, and deep compassion. He graduated from Bangor High School in 1970 and soon after earned his associate degree in Electrical Power Technology from Eastern Maine Vocational Technical Institute. With quiet determination, Scott completed a four-year apprenticeship and went on to establish RSJ Electric Inc. in 1977, proudly serving as a Master Electrician for 46 years. His work was more than a career—it was a reflection of his character, rooted in honesty and excellence.

Scott's greatest pride was his family. He married his high school sweetheart, Linda Holling, and together they built a life filled with love, laughter, and purpose. In their home, they raised three incredible children—Candace, Amy, and Aaron—and modeled what it means to love unconditionally. In February 2023, Scott and Linda celebrated 53 years of marriage, a remarkable journey built on shared faith and enduring love.

A man of ever-deepening spirituality, Scott's devotion to God was the foundation of his life. His faith was lived out in action: through his leadership as Chairman of the Hermon GOP, his more than three decades of compassionate service with First Step Pregnancy Resource Center, and his active involvement in church communities that he helped nurture and grow. Scott didn't just speak of service—he embodied it, consistently choosing humility, kindness, and generosity.



This dedication honors the legacy of a man who led by example. Scott's life reminds us that strength is found in faith, success is built through hard work, and love is the greatest legacy we can leave behind. He touched countless lives with his presence, and his spirit will continue to inspire all who were blessed to know him.

With gratitude and love, we remember Scott Jellison—a light in our lives, a pillar in our community, and a man whose legacy will live on in every heart he touched.

- **Congratulations to Chief Sullivan for Penobscot County Chief of the Year**

It is my pleasure to notify the community that the Penobscot County Fire Chiefs Association has selected Fire Chief Cody Sullivan as the 2024 Fire Chief of the Year for all of Penobscot County. This award is an honor to be selected by your peers and recognized as the best of the best of Penobscot County. Along with the County Fire Chiefs Association, I would like to express my thanks and gratitude for all your work supporting this department and the communities within the county. Thank you and congratulations.

- **Recognize the ROTC for their help at the Election**

On behalf of the Town of Hermon, I would like to extend our sincere thanks to Major Fortier, Senior Instructor for JROTC, and the dedicated students who assisted with crowd control during the June 10, 2025 election. Your presence, professionalism, and commitment to supporting the electoral process contributed greatly to a smooth and orderly voting experience. We are truly grateful for the JROTC program's continued partnership and service to the community.

Agenda adjustment: Executive session move in front of the public hearings.

VII. EXECUTIVE SESSION:

Councilor Murphy made a motion to enter into executive session. Councilor Gray seconded the motion. The motion was accepted. Motion passes 6-0.

Executive Session started at 6:40pm

- Consider entering into Executive Session for consultation with legal counsel per 1 M.S.R.A. § 405(6)(E)

Councilor Gray made a motion to come out of executive session. Councilor Cyr seconded the motion. The motion carried and Executive Session ended at 6:56pm and returned to the regular meeting.



Councilor Murphy made a motion to enter into executive session. Councilor Gray seconded the motion. The motion was accepted. Motion passes 6-0.

Executive Session started at 6:57pm

- Consider entering into Executive Session for consultation with legal counsel per 1 M.S.R.A. § 405(6)(E)

Councilor Murphy made a motion to come out of executive session. Councilor Cyr seconded the motion. The motion carried and Executive Session ended at 7:16pm and returned to the regular meeting.

VIII. PUBLIC HEARINGS:

- Hold a public hearing – Central Maine Harley-Davidson, We Ride for Vets event on 7-26-25

Chair Snyder opened the public hearing at 7:16PM. No public comments were given. The hearing closed at 7:16PM.

- Hold a public hearing – Hermon Recreation Summer Sizzler on 8-23-25

Chair Snyder opened the public hearing at 7:17PM. No public comments were given. The hearing closed at 7:17PM.

- Hold a public hearing – Dangerous Building for:
 1. 10 Finch Lane real estate # 1503

Councilor Murphy made a motion to table the public hearing until the second to the last item under new business. Councilor Hamm-Morris seconded the motion. The motion was accepted. Motion passes 6-0.

IX. COMMITTEE REPORTS:

X. SCHEDULED AGENDA ITEMS:

A. OLD or INCOMPLETE BUSINESS:

B. NEW BUSINESS:

O24-25-15 Consider approving 2025-2026 Council Meeting Schedule

Councilor Murphy moved to approve O24-25-15. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.



O24-25-16 Consider setting Bangor Humane impound fees for FY26

Councilor Murphy moved to approve O24-25-16 Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

O24-25-17 Consider approving special amusement/concourse gathering permit for Central Maine Harley We Ride for Vets on July 26, 2025

Councilor Murphy moved to approve O24-25-17. Councilor Hamm-Morris seconded the motion. The motion was accepted. Motion passes 6-0.

O24-25-18 Consider approving special amusement/concourse gathering permit for Hermon Recreation Summer Sizzler on August 23, 2025

Councilor Murphy moved to approve O24-25-18. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

O24-25-19 Consider deeming 10 Finch Lane account # 1503 a dangerous building

Councilor Murphy moved to table O24-25-19 to be the end of new business. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

O24-25-20 Consider taking action on mobile home park with dangerous buildings (1Mr. Wagner to supply paperwork)

Councilor Murphy moved to approve O24-25-20. Councilor Hamm-Morris seconded the motion. The motion was accepted. Motion passes 6-0.

O24-25-21 Consider action on the use of Municipal owned land (2 Mr. Pease to supply paperwork)

Councilor Murphy moved to table to an undetermined time O24-25-21. Councilor Berry seconded the motion. The motion was accepted. Motion passes 6-0.

O24-25-22 Consider authorizing connection to existing infrastructure to assist with improvements.

Councilor Murphy moved to approve O24-25-22. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.



R25-26-34 Consider signing resolution in support of a new Penobscot County Jail Facility

Councilor Murphy moved to approve R24-25-34. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

R24-25-35 Consider entering into the Community Resilience Partnership with Shelby Reynolds as point of contact

Councilor Gray moved to approve R24-25-35. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 5-1. Councilor Hamm-Morris voted in opposition.

FR24-25-22 Consider awarding Street and Parking Lot Striping

Councilor Murphy made a motion to award the bid to Fine Line Striping and approve FR24-25-22. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

FR24-25-23 Consider awarding Construction and Paving Projects for FY 25-26

Councilor Berry made a motion to award the bid to B & B Paving and approve FR24-25-23. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

C. WORKSHOPS:

- Geographical Information System - Katherine Waite

D. OTHER ITEMS: (FROM TABLE PACKAGE)

XI. APPOINTMENTS:

- **Appoint to Planning Board** – Jeffrey Hallett, Robert Harvey, alternate and Lori Michaud, alternate
- **Appoint** personnel to various positions as required by Charter and State Statute.



XII. MANAGER STATUS REPORT:

Thank you to the Council for a good year. A special thank you for Councilor Wood and Councilor Chair Snyder for their service to the community over the past years. I want to congratulate Councilor Cyr for being re-elected and to Councilor-elects Adam Brewer and Jason Forbes.

The Town Office will be closing at 1pm on Monday, June 30th, to prepare for the fiscal year end closeout processing.

The Town Office will also be closed on Friday, July 4th in recognition of the holiday. Enjoy the holiday safely with family and friends.

The Council will be having a new orientation workshop on Wednesday, July 16th at 6:30pm. This will not be a regular meeting, but a workshop for this orientation and the public is welcome to attend.

The Summer Sizzler planning is in full operation with the event scheduled for Saturday, August 23rd. Information is available on the town website and recreation Facebook page.

Congratulations to Penobscot Valley Conference Coaches of the Year from Hermon High School – Stephanie Biberstein, Varsity Softball, and Matt Kinney, Varsity Baseball. Congratulations all student athletes for successful seasons.

Finally, thank you to Fire Chief Sullivan and Captain Ouellette for taking time to drive the ambulance to town.

Reminder to Council to stop by the Town Office before July 2nd to sign the warrant because of the holiday. Thank you.

Enjoy the summer and stay safe!

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

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- **Danielle Haggerty, Bog Rd**



XIV. COUNCIL ITEMS:

Councilors expressed their sincere gratitude to John Snyder for his remarkable 18+ years of dedicated service to the Town of Hermon. His longstanding commitment and contributions have left a lasting impact on our community, and his leadership will be remembered with deep appreciation.

We also proudly recognized Mr. Scott Jellison in the 2023–2024 Annual Town Report as an Outstanding Resident—a well-deserved honor for someone known for his kindness, integrity, and unwavering dedication to Hermon. He is truly a great individual to have known and worked alongside.

A heartfelt congratulations to Chief Cody Sullivan, who was recently named Penobscot County Chief for 2024. This recognition is a testament to his exceptional leadership, service, and continued commitment to public safety in our region.

XV. ADJOURNMENT:

Councilor Snyder moved to adjourn the meeting at 8:28 PM. Councilor Cyr seconded. With no objection the meeting was adjourned at 8:28 PM.

Respectfully Submitted,

Kristen Cushman
Town Clerk

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Town of Hermon

Public Safety Meeting Room

June 30, 2025

Special Town Council Meeting

6:30 PM

MINUTES

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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: Richard Cyr, Christopher Gray, Terry Hamm-Morris, Ronald Murphy, John Snyder III and Derek Wood

Members Absent: Joshua Berry - Excused

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

IV. SCHEDULED AGENDA ITEMS:

A. OLD or INCOMPLETE BUSINESS:

Councilor Cyr made a motion to revisit the FY25-26 Council schedule 024-25-15. Councilor Gray seconded the motion. The motion was accepted. Motion passes 6-0.



O24-25-15 Consider approving 2025-2026 Council Meeting Schedule

Councilor Murphy moved to adopt the FY 2025–2026 meeting schedule, changing the start time of regular meetings from 6:30 PM to 6:00 PM, with meetings continuing to be held on Thursdays, as outlined in O24-25-15. Councilor Wood seconded the motion. The motion was accepted. Motion passes 5-1. Councilor Hamm-Morris voted in opposition.

V. ADJOURNMENT:

Councilor Wood moved to adjourn the meeting at 6:40 PM. Councilor Cyr seconded. With no objection the meeting was adjourned at 6:40 PM.

Respectfully Submitted,

**Kristen Cushman
Town Clerk**

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Public Safety Meeting Room
July 17, 2025
Town Council Meeting
6:00 PM
AGENDA

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

I. CALL TO ORDER BY CLERK:

II. PLEDGE OF ALLEGIANCE:

Town Clerk led those in attendance in the Pledge of Allegiance

III. ROLL CALL:

Members Present: Joshua Berry, Adam Brewer, Richard Cyr, Jason Forbes,
Terry Hamm-Morris, and Ronald Murphy

Members Absent: Christopher Gray – Excused. Councilor Gray arrived at 6:47PM

Others Present: Town Manager Stephen Fields, Town Clerk Kristen Cushman, Town Attorney
Timothy Pease and 11 residents/guests

IV. SCHEDULED AGENDA ITEMS:

A. OLD or INCOMPLETE BUSINESS:

B. NEW BUSINESS:



C. WORKSHOPS:

Councilor training for FY 25-26

Tim Pease conducted an interactive training session with the Town Council, which included FOAA (Freedom of Access Act) training, as well as a review of the Council Rules and Town Charter.

In addition, nine department heads provided an overview of their roles, outlining their current responsibilities and sharing their goals for the future.

V. ADJOURNMENT:

Stephen Fields asked for a motion to adjourn. Councilor Gray moved to adjourn the meeting at 7:26 PM. Councilor Cyr seconded. With no objection the meeting was adjourned at 7:26 PM.

Respectfully Submitted,

**Kristen Cushman
Town Clerk**

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O25-26-01

**Authorization to Accept and Expend
Stephen and Tabitha King Foundation Grant**

The Hermon Town Council hereby authorizes the Fire Chief Cody Sullivan, or his designee, to accept and expend the Stephen and Tabitha King Foundation Grant in the amount of \$20,000.00 toward the purchase of a cardiac monitor.

SIGNED this July 24, 2025 by the Hermon Town Council:

Joshua Berry

Adam Brewer

Richard Cyr

Jason Forbes

Christopher Gray

Terry Hamm-Morris

Ronald Murphy

Attest Original:

Motion_____

Yeas_____

Second_____

Nays_____

Date_____



O25-26-02

**Authorization to Accept and Expend
Maine EMS Sustainability Grant**

The Hermon Town Council hereby authorizes the Fire Chief Cody Sullivan, or his designee, to accept and expend the Maine EMS Sustainability Grant in the amount of \$50,000.00 toward the purchase of a cardiac monitor and other medical equipment.

SIGNED this July 24, 2025 by the Hermon Town Council:

Joshua Berry

Adam Brewer

Richard Cyr

Jason Forbes

Christopher Gray

Terry Hamm-Morris

Ronald Murphy

Attest Original:

Motion _____ Yeas _____

Second _____ Nays _____

Date _____



O25-26-03

**Authorization to Implementing a
Public Facing GIS**

The Hermon Town Council hereby authorizes the Town Manager or his designee, to expend for the purposes of implementing a public facing GIS (Geographic Information Systems), FY 25-26 funds for an amount not to exceed \$ _____ to be paid to _____.

Payment for services rendered to be made from General Government/Administration (10-01-14-03).

Workshop on June 26, 2025

SIGNED this July 24, 2025 by the Hermon Town Council:

Joshua Berry

Adam Brewer

Richard Cyr

Jason Forbes

Christopher Gray

Terry Hamm-Morris

Ronald Murphy

Attest Original:

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



TOWN OF HERMON - GIS PROPOSAL

	CAI TECHNOLOGIES	CGIS	DIRIGO SPATIAL
TOTAL COST - INITIAL	\$ 6,000	\$ 2,700	\$ 3,500
SET UP FEE	\$ 3,000	\$ 1,500	\$ 1,000
YEARLY	\$ 3,000	\$ 1,200	\$ 2,500



PROPOSAL FOR AXISGIS SERVICES FOR THE TOWN OF HERMON, MAINE

Submitted June 30, 2025 by



CAI Technologies

Precision Mapping. Geospatial Solutions.



11 Pleasant Street, Littleton, NH 03561

P (603) 444-6768 / (800) 322-4540

cai-tech.com



Special Achievement in GIS
2020 Award Winner



State and Local
Government
Specialty

TABLE OF CONTENTS

LETTER OF TRANSMITTAL	1
SCOPE OF WORK	2
CLIENT RESPONSIBILITIES	10
SCHEDULE	11
COST AND PAYMENT TERMS	12

LETTER OF TRANSMITTAL

Cartographic Associates, Inc.
dba CAI Technologies
11 Pleasant Street, Littleton, NH 03561
Tel: 800-322-4540 Fax: 603-444-1366
cai-tech.com



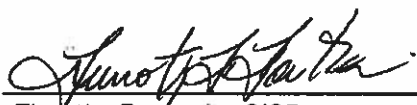
The undersigned proposer acknowledges and accepts that all the terms and conditions set forth in this proposal are mandatory and agrees that they will be included in their entirety in any contract resulting from this proposal.

CAI Technologies warrants and certifies that the individual signing this proposal is a bona fide employee of the firm and has authority to solicit and secure any agreement resulting from this proposal. The proposal has been arrived at independently, without collusion, consultation or communication as to any other proposer or with any competitor. The proposal price was not disclosed by the proposer and was not knowingly discussed prior to the submission, directly or indirectly, to any other proposer or any other competitor. No attempt was made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

No elected official or appointed official or employee of the Town of Hermon, ME shall benefit financially or materially from any contract resulting from this proposal. This proposal shall remain in full force and effect for at least ninety (90) days from the date first shown herein.

PROPOSER:

BY:


Timothy Fountain, GISP
Vice President
Contracting Officer

SCOPE OF WORK

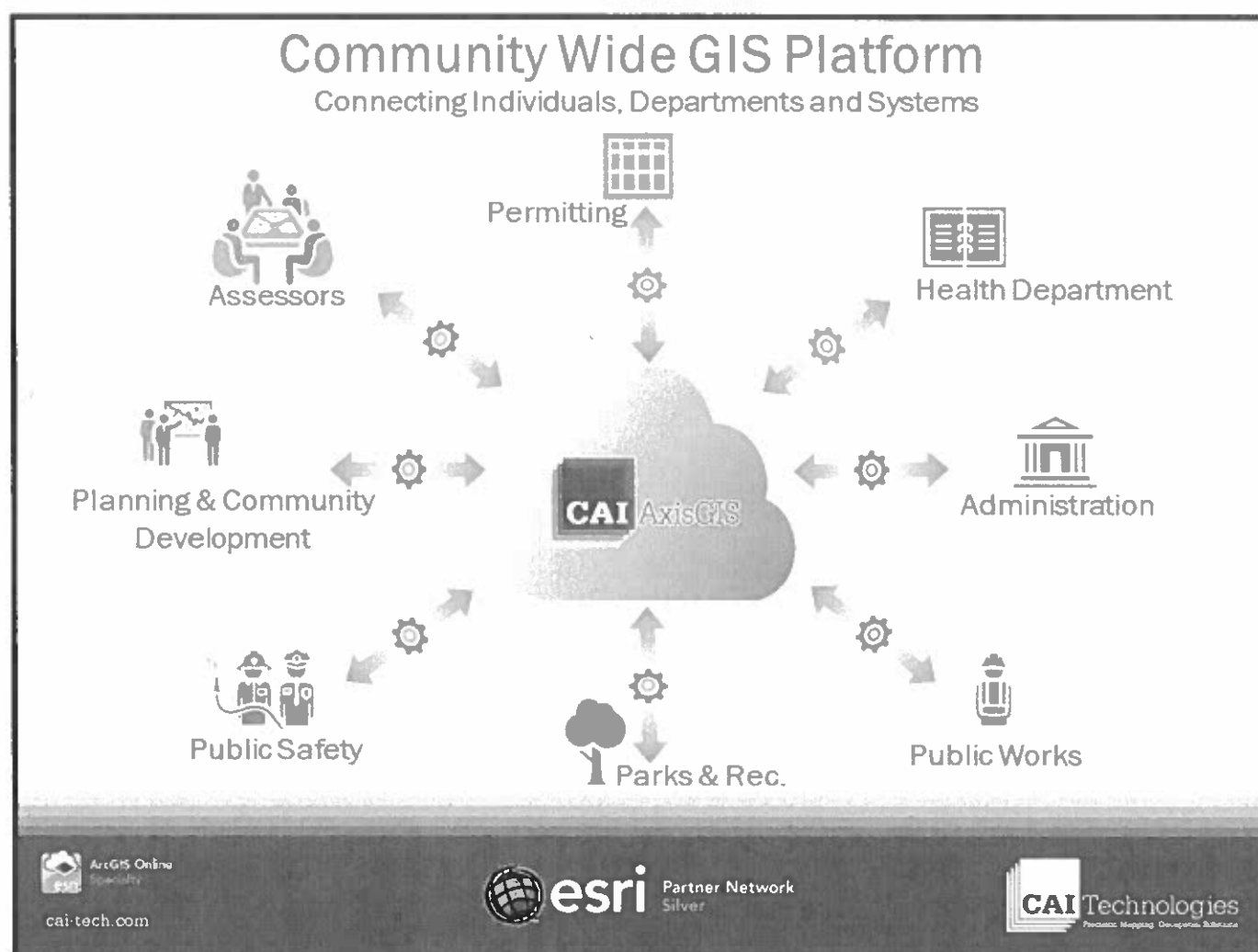
AXISGIS SERVICES

AxisGIS Product Overview:

AxisGIS is an Internet-based service for communities and businesses that want to publish their GIS online. AxisGIS is a cost-effective option to distribute GIS data and utility to multiple staff in multiple physical locations as well as to the general public. AxisGIS is developed using the ESRI JavaScript 4.X API technology which results in a responsive user interface that is cross-browser compatible and functional in a mobile environment.

AxisGIS clients pay no software fees, no annual software maintenance fees and very low setup costs. AxisGIS even provides the web server. By relieving most of the expense, AxisGIS enables the people behind the data to focus on why their GIS is on the Internet in the first place.

AxisGIS is helping communities publish their parcel data online, enabling homeowners and real estate professionals to print maps from their own computers, supporting economic development projects, providing a platform for police and school collaboration and creating a connection between local government, businesses and communities.



Functionality Overview:

The image displays the typical interface that Internet users would initially see in their web browser. This interface provides easy access to all available tools and functions.



The CLIENT's AxisGIS website will include the following tools:



Zoom-In Tool allows the user to focus on a specific, smaller area on the map.



Zoom-Out Tool allows the user to focus on a larger area on the map.



Zoom to My Location Tool zooms the map to the current location of the user.



Zoom to Full Extents Tool allows the user to quickly reset the map view to the original map extent.



Zoom Next Tool allows the user to quickly zoom to the next map extent.



Zoom Previous Tool allows the user to quickly zoom to the previous map extent.



Street View Tool allows the user to click on the map to see Street View for that location.



Bird's Eye Tool allows the user to click on the map to see Bird's Eye view for that location.



Print Map Tool allows the user to generate a printable PDF map and to include a map legend.



Drawing Tool allows the user to draw points, lines, shapes and text on the map. When adding text, the user can add "Free Text" or "Label Parcel" with Owner Name, Address or CAMA ID. Once included on the map, the user can edit the graphics too.



Measure Tool allows the user to click on the map to measure distance, area and coordinate locations.



Base Map Selector Tool allows the user to browse and select from a variety of local, Esri and Google base maps.



Areas of Interest Tool allows the user to quickly zoom to a predefined area of the map, including street intersections.



Share Map Tool allows the user to copy a link to share a map.



Identify Tool allows the user to click on any GIS feature and receive the related attribute information. This tool is useful in receiving ownership information and documents linked to a parcel. The tool also allows the user to pan the map in any direction.



Clear Selection Tool allows the user to clear the selected map features(s).



Draw to Search allows the user to add multiple parcels to the search results list by simply drawing on the map.



ArcGIS Online Login - AxisGIS tightly integrates with the Municipality's ArcGIS Online (AGOL) account. Users have the ability to login to their AGOL account, search for and import AGOL feature content, including Web Maps and Feature Layers into their AxisGIS map session. Once imported, the data will be displayed in the AxisGIS Table of Contents for map visualization, analysis and a variety of AxisGIS user functionality.



The **Search Function** enables the user to find properties by owner name, address or parcel identifier, depending on the data available. As the user types the information in the Search dialog, matching results begin to show. The search results list allows the users to view the property Building Image, Parcel #, Address, Owner and linked documents. The user can then create a Results Report, Mailing Labels, Add/Remove records from the results or select and zoom to a particular property.

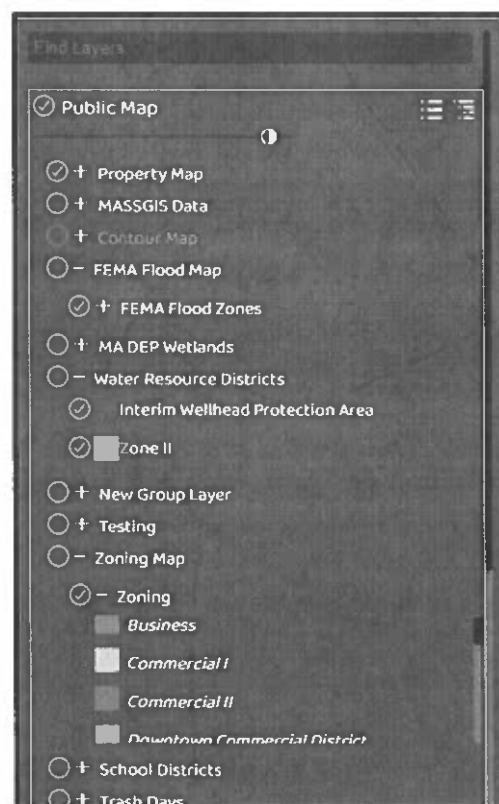


Parcel Abutters Function enables the user to select properties that are located within a specific distance to a particular property. To perform the Abutters search, the user selects the subject property and then enters the search distance. The search distance will be set to default at 200 feet. This distance remains "sticky" in the application and will be saved from the last buffer search distance performed in the interface. The map will automatically show the selected properties and the user can generate an Abutter Report, Mailing Labels formatted to Avery 5160 labels and export the results to a PDF report or an Excel file by clicking the appropriate button.

Feature Abutters Function operates similar to the **Parcel Abutters Function**, however it allows for selecting properties within a specific distance of a GIS feature other than a parcel. To perform the **Feature Buffer** search, the user selects an existing GIS feature (i.e. fire hydrant, water body, building, wetland, etc.) and then enters the search distance and clicks the select button. The map will show the selected properties and the user can generate a **PDF Abutter Report**, **Mailing Labels** formatted to Avery 5160 labels and export the results to an Excel file by clicking the appropriate button.



The map **Layers** tab allows the user to turn on and off certain layers as needed. The user selects the checkbox next to individual layers to turn them on/off. The Layers tab also includes the ability to **Find Layers**. Layer groups within the legend can be moved up/down to change their drawing order and each group has a Transparency slider that allows the user to set the transparency for map layers to “see through” onto rich base map content. **“Collapse and Expand”** buttons allow the user to either quickly minimize the Table of Contents or expand it to display legend symbology.



There are several other notable features to AxisGIS. These include:

- Map Printing Utility:** This utility allows the user to design and layout custom maps prior to generating a PDF to print, save or send via email. The user can enter a custom map title and define the printed map scale. The user has the ability to select the map template to generate the map size of 8 1/2" X 11" or 11" x 17" with either portrait or landscape orientation. This powerful utility also includes the option to include a map legend showing the symbology for the various map layers on the custom map.
- Help System:** The help system is designed to provide assistance to users while accessing the AxisGIS website. The system includes an interactive PDF document that can be viewed in a web browser or downloaded and printed for future reference.
- Building Photos & Associated Documents:** This function allows users the ability to access building photos and/or documents related to particular properties and/or features on the map. This functionality depends on the available data for the CLIENT, how it is stored and the data format. CAI can work with the CLIENT to determine if and how this functionality can be used within the AxisGIS application.

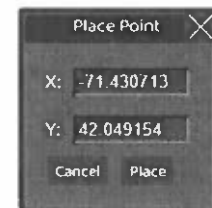


- Drawing and Labeling Tools:** In addition to standard drawing tools, users can add free text or label parcels with Owner Name, Address and/or CAMA ID. Users have the ability to set the Color and Font size as well as create Bold, Italic or Underlined text.



- Staff Login Access:** This function allows for password-protected access to a specific set of geographic data layer(s) and/or attribute data within the community, as well as additional Staff Only functionality. The annual hosting fees associated with serving one (1) secure ArcGIS Server Map Service configured for access through encrypted username & password authentication are included with the base annual hosting fees for AxisGIS. Staff logins are administered by CAI. Initial setup and configuration fees for this functionality may apply.
- Google Street View and Bing Streetside:** AxisGIS includes access to Google Street View and Bing Streetside which allows a user to click on the map to access the street view data for a particular area. This function is subject to Street View and Bing Streetside data being available within the community.

- Microsoft Bird's Eye: AxisGIS includes access to Microsoft Bird's Eye which allows a user to click on the map to access the Bird's Eye data for a particular area. This function is subject to Bird's Eye data being available within the community.
- Zoom to My Location: This function zooms the map to the current location of the user. This is particularly useful in the field and leverages the GPS technology in the user's mobile device.
- Zoom to Street Intersections: This function allows the user to quickly zoom to a specific street intersection. The user first selects a street name from the drop-down list, then AxisGIS will provide a list of intersecting streets and allow the user to zoom directly to the desired intersection.
- Zoom to Coordinates: This function allows the user to enter geographic coordinates zoom to that location and place a pin on the map.



Publish the CLIENT's GIS to the Internet

CAI shall publish the CLIENT's GIS data to the Internet.

CAI shall notify the CLIENT of the Internet Address (URL) for AxisGIS. This address can be added to the CLIENT's web page.

After the CLIENT has been notified that the AxisGIS application is on-line, the CLIENT has thirty (30) days from the date of notification to examine the site and to request changes.

AxisGIS shall be accessible using the current versions of Microsoft's Edge, Chrome, Firefox or Safari web browsers over cable, DSL or T1 (or greater) internet connections.

GIS Data Update:

CAI shall refresh the GIS data on the AxisGIS website annually. Should the CLIENT be using CAI's annual parcel map maintenance services, this refresh of the GIS data shall be performed upon delivery of the annual map update data. Additional GIS data refresh may be provided for \$250 per event.

Attribute Data Update

CAI shall design and create a Data Processing Utility for the CLIENT to use for periodic uploading of an export file(s) from the CAMA system to an online database accessed by the AxisGIS website.

It is the CLIENT's responsibility to maintain the Tabular attribute data, including a database table for any records to be excluded, for use by the AxisGIS website.

General Conditions

CAI shall provide the AxisGIS service to the CLIENT with commercially reasonable access to an Internet-based mapping application service provider (ASP) environment through which the CLIENT can access the CLIENT data.

In order to provide the CLIENT with commercially reasonable access to the ASP environment, CAI shall periodically schedule the complete or partial shutdown of the ASP Environment for maintenance, bug fixes, updates or other reasons. CAI will make commercially reasonable efforts to perform Scheduled Maintenance during off-peak hours.

CLIENT Support

CAI shall provide telephone, fax and email support services concerning AxisGIS to the CLIENT. These services can be used to answer usage and technical questions.

CAI shall respond to any CLIENT alerts concerning poor performance or lack of performance of the site and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

CLIENT RESPONSIBILITIES

AXISGIS SERVICE

- A. The CLIENT shall designate a project liaison who will be CAI's main contact during the course of the project and who will be responsible for all CLIENT related obligations in this project.
- B. The CLIENT shall provide CAI with an ASCII text or DBF formatted export file from the CLIENT's CAMA system containing the attribute information for inclusion into the site.
- C. The CLIENT shall provide and authorize CAI to acquire all necessary data for the successful completion of the project. In order to ensure the project timetable, authorization shall be provided within fifteen (15) days of CAI's request.
- D. The CLIENT shall provide CAI with any custom GIS data layers for inclusion into the site.
- E. After the CLIENT has been notified that the site is on-line, it must advise CAI of any changes, modification and enhancements to the data available within thirty (30) days.
- F. The CLIENT shall maintain the tabular attribute data for the AxisGIS website.

SCHEDULE

AXISGIS SERVICE

- A. CAI shall commence on the project upon receipt of a fully executed contract.
- B. All setup work and initial publishing of data to the Internet, except the on-going support and Internet availability of the CLIENT's GIS data, shall be completed within ninety (90) days of receipt of a fully executed contract.
- C. Internet access to the CLIENT's AxisGIS will begin within ninety (90) days of a fully executed contract and shall conclude on the last day of the twelfth month following.

COST AND PAYMENT TERMS

AXISGIS SERVICE

Total cost of this project as proposed is **\$ 6,000.00** broken down as follows:

SERVICES		ONE TIME SETUP FEE	ANNUAL FEE
AXISGIS	Setup & Implementation.....	\$ 3,000.00	
	Annual Hosting/Support.....		\$ 3,000.00

Additional GIS Data Uploads shall be invoiced \$250.00 upon completion of each upload event.

Payment shall be made to CAI within 30 days of invoicing. Said invoicing to be done as follows:

- Set Up Fee shall be invoiced upon receipt of a fully executed contract.
- Annual Hosting/Support Fees shall be invoiced on the first full month of Internet availability.

Note: The Annual Hosting/Support will automatically renew at the above shown fee twelve (12) months after the service is made available. Said renewal can be canceled at any time with 30 days notification.

Proposal
**Geographic Information Systems
Viewer**
Hermon ME



CGIS SOLUTIONS

CGIS Solutions

Prepared For:
Town of Hermon ME
July 2025

Project Overview

The Town of Hermon ME is seeking a full-service company with specific technical expertise to assist with the creation of a public-facing web GIS viewer. Having routinely performed dozens of similar GIS System implementations, CGIS Solutions is uniquely qualified to provide the expert system consulting services to aid in the Town's technical needs.

CGIS Solutions (formerly known as Corson GIS Solutions) specializing in all phases of GIS as well as online web-mapping implementations and is part of the ESRI Business Partner Program and an ESRI ArcGIS Online Specialty Partner. Staff at CGIS Solutions have *end-to-end* expertise in *system architecture and design* as well as developing both data and custom applications for municipalities and utilities. Furthermore, CGIS Solutions has extensive experience data maintenance and updates, mapping and updating numerous municipalities throughout the State of Maine.



As part of the ESRI Business Partner Program, CGIS Solutions specializes in ArcGIS Server and Online implementations with third-party databases and systems. As a Portland ME based firm, our *local presence* will allow us to support the Town of Hermon by attending in-person meetings as needed.

Project Approach

CGIS Solutions will work with the Town of Hermon to a public-facing GIS Viewer to host and maintain the Town's GIS system, much as it does with dozens of communities throughout Maine and New England.

Our first step in the process will be to conduct a kick-off meeting with the Town. This meeting will include key stakeholders from various Town departments that use, or will use the parcel mapping and GIS. The format of this meeting will be to gather information on the current and proposed needs of Town Staff. From this meeting we will further define what tools and data layers are desired in the online GIS application if that option is chosen.

Also during the meeting we will go over the existing parcel maps and data the Town has, and make sure we have the most current data.

After the kick-off meeting, CGIS will immediately begin work on a beta version of the online viewer.

Web GIS Viewer- CGIS-WorX

It is understood the Town wishes to optionally have an externally facing, publicly available web-GIS application. Furthermore, CGIS Solutions realizes there are many times not all GIS information, as well as advanced GIS tools are desired or necessary for public consumption. As a result, we provide an internal, password protected site through our CGIS-WorX platform. Our CGIS-WorX has extended capabilities such as document management, work order management, and mobile data collection that although is not part of this initial project scope, can be extended at a later date as the Town desires.

There are three main tasks to be accomplished:

Task 1. Data Preparation and Consolidation

CGIS Solutions will work with the Town of Hermon to define existing digital GIS datasets that that would be useful to have in the web-mapping application. While most of these data reside at the Town, CGIS Solutions will then look at other available data layers the Town may either currently maintain or are available from other state and federal agencies that should be added to the application.

It should be noted that while we will be assembling existing data, we will not be creating or updating data (other than the parcel data) that does not exist at this time, as the goal of this project is to consolidate and web-enable the existing GIS data. Future data development will take place on an as-needed basis.

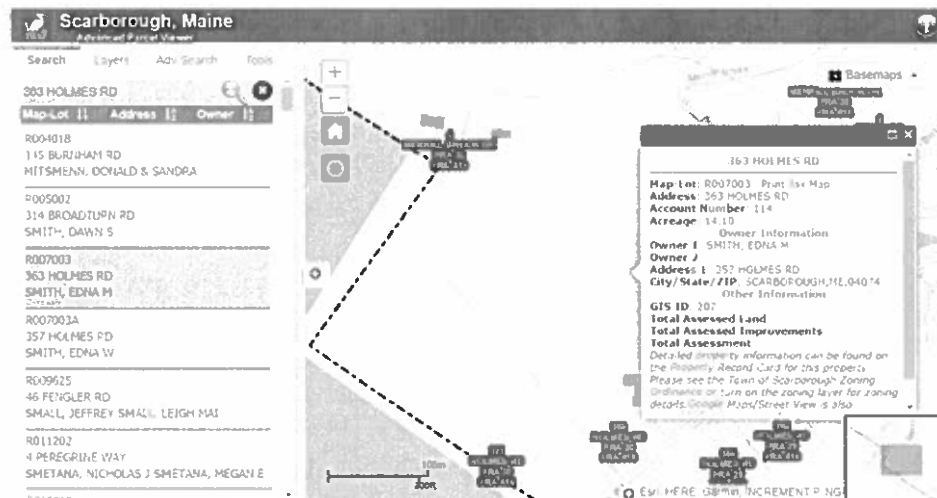
CGIS Solutions will work with the Town to ensure all data is consolidated and cataloged. There are many ways to store data both on-site and offsite and CGIS Solutions will work with the Town to make sure all data is consolidated into one location so there is no confusion over versions, ensuring the latest version is always available to users on the web application. This will greatly help with interdepartmental efforts such as planning and economic development projects. Ultimately, all data will also reside on CGIS Solutions enterprise database servers where it will be backed up in no less than three separate locations.

Task 2. Application Development - External

The web application will utilize the latest in HTML5 technology, allowing it to be used on virtually any modern device or browser. It should be noted this is not common among our various competitors that use Flash or Silverlight plugins which will not work on most mobile devices or Apple products.

The web application will be fully public, and available to anyone through a public URL. As demonstrated, the application will have all the typical pan, zoom, and searching tools, plus a host of other tools such as zoom to current location, printing, and layer transparency to name a few. The interface is extremely flexible, and we can tailor the functionality of the application to the Town's needs.

It should be noted that CGIS Solutions does not provide a "one-size fits all" web-GIS solution. As you review some of the web-GIS sites we provide our customers, you will note no two look alike. We are a group of highly skilled web developers and provide *customized solutions* to all of our clients. Our web-GIS interface is highly customizable, and the results of our products are from each clients specific desires for a web-GIS solution, both internally and externally. If there is something you see on one site, but not another, or a functionality that exists on a non-CGIS Solution site that you desire, we will attempt to customize that solution for you.



The externally facing application will be much simpler in nature than the internally facing application, due to it needing to provide information to the general public. It will also only display non-sensitive data or information. All data on this application will have only the data the Town deems appropriate to share with the public. Full data sets will be available in the internally facing application in Task 3.

Task 3. Application Development- Internal

The internally facing application will utilize the same technology and framework as described in Task 2. The primary difference in this application is the fact it will have more advanced tools, as well as full access to all data as deemed appropriate.

The internally facing application will be accessed through our CGIS-WorX dashboard, which allows a portal into other tools and applications which can be expanded upon at a later date if so desired. The internally facing application will also not be available to the public and will be password protected.

It should be noted CGIS Solutions *has no limit on user logins* to the CGIS-WorX platform, and all users and logins can be controlled by someone at the Town designated as an administrator to the system. CGIS Solutions is also available to assist with any user setup and password management as desired by the Town.

It should be noted the applications are a web-based application solution and will not be device-specific, although some very small devices (mostly older phones) can be difficult to utilize as compared to today's modern phones.

CGIS Solutions understands the Town may desire future ability to complete tasks such as field editing, inspections, work orders, or other mobile-GIS workflows, as well as direct (near live) integration with the assessing database. CGIS Solutions has helped dozens of organizations in similar efforts, and provides comprehensive solutions for both data collection, inspections, work order management, etc. Although not part of this immediate project, we can extend this project to provide a complete enterprise solution for the Town.

Schedule

It is understood the Town of Hermon would like to start this project immediately upon award, and we have the capacity to do so. CGIS Solutions also realizes responsibilities may override project schedules, so we are flexible in terms of any schedule changes necessary during the project.

Details on specific dates on all phases of project work will be mutually identified during our initial meetings. We expect the entire project to take less than 60 days from time of award to deployment.

Price

Total initial setup cost: \$1500.00

Cost for annual hosting: \$1200.00

Total project cost for all options above: \$2700.00*

If additional hours or scope is desired, CGIS Solutions will honor those rates for six months from the project acceptance date.

Rates:

Application Development- \$110

Data Production/Analysis- \$55

CGIS Solutions will host the web-based application for the Town. Costs for hosting will be \$100 per month (\$1200 annually) for both the internal and external viewers. Charges will not accrue until the beta version of the internal viewer has been deployed.

Terms

All payments to CGIS Solutions must be paid within 30 days of invoice.

Qualifications and Experience

The CGIS Solutions Team has a vast amount of experience in comprehensive system design and implementation. CGIS Solutions has been involved, installed, or administered dozens of ArcGIS Server installations across New England, many of which have complex database and infrastructure challenges, as well as scheduling challenges in keeping staff working without disruption.

CGIS works with dozens of Maine communities conducting online web-GIS implementations such as *The City of Portland, City of Auburn, City of Lewiston, Town of Skowhegan, City of Saco, and Town of Scarborough and Town of Kennebunk* to name a few. A couple of sample communities that integrate assessing data on a live/daily basis that we would encourage you to visit their public online web-GIS would be:

- Town of Scarborough- <https://webapps2.cgis-solutions.com/scarboroughadvanced/>
- Town of Kennebunk- <https://webapps2.cgis-solutions.com/kennebunk/>

You can also find these sites easily by visiting the Town webpage and searching on GIS.

Conducting implementations on a wide variety of platforms is *what we do*. Specifically, designing workflows between various 3rd-party databases and ArcGIS Server system architecture, is one of our core competencies. This is largely due to the fact we do an enormous amount of complex database migration on third-party systems. Last year alone we installed and/or upgraded well over 20 ArcGIS Server-based systems. We are both extremely qualified and comfortable to be working on the Town's systems.

References

Micah Warnock, Town of Scarborough - GIS System Design & App Development/Third Party Integrations
mwarnock@scarboroughmaine.org , 207-730-4406

Daniel Robinson, Town of Kennebunk- ArcGIS System Design/Third Party Integrations
drobinson@kennebunkmaine.us, 207-604-1310

Jim Ward- City of Lewiston ME - ArcGIS Server Installation/System Design
JWard@lewistonmaine.gov , 207-513-3009 x3424

Contact Information

CGIS Solutions looks forward to working with the Town of Hermon on this important project. If there are any questions, please contact Ray Corson (ray@cgis-solutions.com 240-405-5542)

Accepted and agreed as of
July 1 ,2025

CGIS Solutions LLC

By: Ray Corson
Name: Ray Corson, President

Accepted and agreed as of
_____,2025

Town of Hermon

By: _____
Name:



Dirigo Spatial Systems, Inc.

**700 Main Street, Suite 3 Bangor, ME 04401
207.631.8621**

June 27, 2025

Town of Hermon, Maine
333 Billings Road
Hermon, Maine 04401

Subject: Web Map Solutions for Municipal Use

Dear Members of the Hermon Town Council,

Thank you for your inquiry.

In collaboration with Brauer Concepts LLC, we've been working to provide a more cost-effective solution for developing and hosting web maps tailored specifically for municipal needs.

These web maps offer an interactive platform where users—such as town residents—can explore tax parcels, land use zoning, and shoreline zoning data. They feature aerial orthophotography (similar to Google Maps or Google Earth) as a background layer. Users can click on individual parcels to view selected property details, including owner name, acreage, street address, property valuations, and more. This data is typically exported directly from the town's CAMA system—TRIO, in Hermon's case.

This approach offers a convenient, self-service tool for residents, realtors, and others to access public property information without needing to contact or visit the town office.

We've structured our pricing with affordability in mind, especially for small- to mid-sized Maine towns. We offer two service options:

Option A – One-Year Commitment

- **Initial Year:** \$2,500
- **One-Time Setup Fee:** \$1,000
- **Subsequent Years:** \$2,500 annually

Option B – Three-Year Commitment

- **Annual Cost:** \$2,500 (billed annually)
- **No upfront setup fee**

Both options include one annual update per year of contract, during which we upload your most recent parcel and zoning data. Additional updates or customizations are available at a rate of \$125/hour.

Once we receive the parcel polygon data, CAMA export, and other relevant layers, the web map can be launched within two weeks of approval.

I'd be happy to schedule a demonstration or answer any questions you may have.

Thank you again for your interest.

Sincerely,

A handwritten signature in black ink that reads "R. Michael White". The signature is fluid and cursive, with the first name "R." and last name "White" clearly legible.

R. Michael White, President
Dirigo Spatial Systems, Inc.
700 Main Street, Suite 3
Bangor, Maine 04401
207.631.8621
mwhite@dirigospatial.com

cc. Timothy Brauer, Brauer Concepts LLC



O25-26-04

Hermon Solar Energy Ordinance Amendment

The Hermon Town Council hereby is amending the Hermon Solar Energy Ordinance section 15.4 from the word minor to major as follows.

- 1.1 PSSES-Major Application Fee - the application fee for PSSES- Major shall be \$500, plus the standard building permit fee for an accessory structure.

BE IT FURTHER ORDERED, this ordinance amendment shall take effect immediately upon adoption.

SIGNED this July 24, 2025 by the Hermon Town Council:

Joshua Berry

Adam Brewer

Richard Cyr

Jason Forbes

Christopher Gray

Terry Hamm-Morris

Ronald Murphy

Attest Original:

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



Memo

To: Stephen Fields – Town Manager
Hermon Town Council

CC: Kristen Cushman – Town Clerk

From: Jessefa Murphy – Code Enforcement

Re: Recommendation for Amendment of Solar Ordinance

Date: 7/14/2025

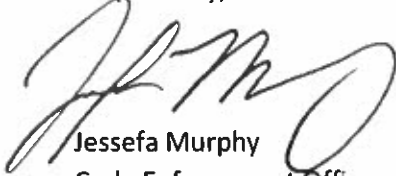
The Town of Hermon Solar Energy Ordinance has been enacted for almost a year and has been highly effective in guiding solar development in our community. Upon recent review, it was identified that the section currently lists the application fee for a Photovoltaic Solar Energy System (PSES) Minor as \$500.00. This figure does not reflect the original intent of the ordinance. The \$500.00 fee was established to apply specifically to PSES Major applications, which involve more complex and larger-scale systems requiring additional administrative and technical oversight.

The inclusion of the \$500.00 amount under the Minor system category does not align with the tiered structure and intent that differentiates between minor and major system review processes. The intent was for Minor systems to carry a lower fee, while Major systems would begin at the \$500.00 rate plus additional square footage costs.

To ensure consistency and clarity in application and enforcement, I respectfully recommend amending Section 15.4 to properly reflect this distinction. A revised draft of the ordinance language will be submitted for your consideration at the next scheduled meeting.

Please feel free to contact me with any questions or if further clarification is needed.

Respectfully,



Jessefa Murphy
Code Enforcement Officer

Mailing Address
333 Billings Rd
Hermon, ME 04401

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

Physical Address
333 Billings Rd
Hermon, ME 04401



025-26-04
TOWN OF HERMON

Hermon Solar Energy Ordinance

Amended 7-24-2025

1. TITLE

This Ordinance shall be known and may be cited as the "Hermon Solar Energy Systems Ordinance" and will be referred to herein as the "Ordinance".

2. AUTHORITY

This Ordinance is adopted pursuant to Home Rule Powers as provided for in Article VIII of the Maine Constitution and Maine Revised Statutes, Title 30-A.

3. PURPOSE

This section regulates the development and installation of solar energy systems in the Town of Hermon. This Ordinance is intended to balance the interests of the residents of the Town of Hermon and the users and installers of all solar energy systems by providing standards for the siting, design, construction, operation, monitoring, modification, decommissioning of such systems, and to address public safety. These standards are also intended:

- 3.1 To minimize the adverse impacts of solar energy systems on surrounding land use, including but not limited to visual impacts, environmental impacts, impacts to historically significant areas, health safety impacts, and property value impacts.
- 3.2 To allow the Town of Hermon to protect public health, safety, and welfare.
- 3.3 To support the goals and policies of the Town's Comprehensive Plan.
- 3.4 To provide for the decommissioning and removal of solar panels and associated equipment which are no longer being used for energy generation and transmission purposes.

4. DEFINITIONS

- 4.1 **"Solar Energy System"** (SES) A solar photovoltaic cell, module, or array, or solar hot air or water collector device, including all Solar Related Equipment, which relies upon solar radiation as an energy source for collection, inversion, storage, and distribution of solar energy for electricity generation or transfer of stored heat. The physical size of an SES includes all cleared land, solar panels with ground mounting systems, fencing, transformer and electrical equipment pad(s), solar energy storage systems, light and power poles, access road(s) beyond property setback area and any other cleared area necessary to support the solar installation. Cleared areas for staging the installation will not be included in the solar energy project's maximum size limitation as long as they are returned to their natural pre-installation state.

- 4.2 "Solar Energy System. Ground-Mounted" A Solar Energy System that is structurally mounted to the ground and is not roof-mounted.
- 4.3 "Solar Energy System. Roof-Mounted" A Solar Energy System that is mounted on the roof of a building or structure.
- 4.4 "Solar Energy System. Wall-Mounted" A Solar Energy System that is mounted on the wall or side of a building or structure.
- 4.5 "Personal Scale Solar Energy System - Major" (PSSES-Major) Solar Energy Systems with an array greater than 1200 square feet and less than 21,780 square feet (0.5 acres) on any one lot, are accessory to the principal use on the parcel, consist of one or more ground, roof, or wall mounted systems, and are intended to primarily reduce onsite consumption of utility power or fuels on the parcel in which they sit and on immediately adjacent lots. The sale and/or distribution of excess energy to a public utility for distribution shall be incidental to any PSSES and shall not be its primary purpose.
- 4.6 "Personal Scale Solar Energy System - Minor" (PSSES-Minor) Solar Energy Systems with an array less than or equal to 1200 square feet on any one lot, are accessory to the principal use on the parcel, consist of one or more ground, roof, or wall mounted systems, and are intended to primarily reduce onsite consumption of utility power or fuels on the parcel in which they sit and on immediately adjacent lots. The sale and/or distribution of excess energy to a public utility for distribution shall be incidental to any PSSES and shall not be its primary purpose.
- 4.7 "Kilowatt" (kW) A unit for measuring power that is equivalent to 1,000 watts. Megawatt (MW): a unit for measuring power that is equivalent to one million watts, or 1,000 kilowatts.
- 4.8 "Megawatt Hour" (MWh) A megawatt hour is equal to 1,000 Kilowatt hours (Kwh). It is equal to 1,000 kilowatts of electricity used continuously for one hour.
- 4.9 "Rated Nameplate Capacity" The maximum rated output of electric power production of the photovoltaic system in watts of Direct Current (DC).
- 4.10 "Solar Energy" Radiant energy (direct, diffuse and/or reflective) received from the sun.
- 4.11 "Solar Array" A grouping of multiple solar modules with the purpose of harvesting solar energy.
- 4.12 "Solar Farm" See Solar Energy System.

- 4.13 "Solar Related Equipment" Items including but not limited to, a solar photovoltaic cell, module, or array, solar hot air or water collector device panels, lines, pumps, batteries, mounting brackets, framing, fencing, foundations, or other structures used or intended to be used for collection and management of solar energy.
- 4.14 "Pure Tone" The simplest periodic sound, a constant sound created as a pressure disturbance that fluctuates sinusoidally as a fixed frequency.

5. APPLICATION

- 5.1 The provisions of this Ordinance shall apply to Solar Energy Systems as defined by this Ordinance and by Title 28-A, MRSA, Section 1421, 1423, within the boundaries of the Town of Hermon.
- 5.2 The requirements of this Ordinance shall apply to all Roof Mounted, Wall Mounted, and Ground Mounted SES's, whether Minor or Major, installed after, September 12, 2024
- 5.3 Solar Energy Systems with an array in physical size greater than 21,780 square feet (0.5 acres) are prohibited.
- 5.4 All Solar Energy Systems shall be designed, erected, and installed in accordance with all applicable local, state, and federal codes, regulations, and standards including but not limited to Section 11.10, and Section 11.12 of the Fire Code, NFPA 70, and EPA Tier II reporting.
- 5.5 Any modification, upgrade, or structural change that materially alters the size, placement or output of an existing Solar Energy System shall comply with this Ordinance.

6. CONFLICT WITH OTHER ORDINANCES

Whenever the requirements of this Ordinance conflict with the requirements of any other lawfully adopted rule, regulation, Ordinance, deed restriction, or covenant, the more restrictive or higher standard covenant shall govern, unless otherwise prohibited by State Law.

7. SEVERABILITY

If any section, subsection, or provision of this Ordinance shall be declared by any court or competent jurisdiction to be invalid for any reason, such decision shall not be deemed to affect the validity of any other section, subsection, or other portion of this Ordinance; to this end, the provisions of this Ordinance are hereby declared to be severable.

8. AMENDMENTS

- 8.1 Initiation - An amendment to this Ordinance may be initiated by an individual through one of the following:
 - 8.1.1 The Planning Board provided a majority of the board has so voted.
 - 8.1.2 Request of the Hermon Town Council to the Planning Board.
 - 8.1.3 Written petition of 10% of the number of registered voters who voted in the most recent gubernatorial election, in accordance with 30-A MRSA § 2522 or 2528.
- 8.2 Hearings - All proposed amendments shall be referred to the Planning Board for their recommendation. The Planning Board shall hold a public hearing at least 30 days before submitting any proposed amendment and shall make a written recommendation to the Hermon Town Council within 30 days from the public hearing.
- 8.3 Majority Vote - After receiving the recommendation of the Planning Board, the amendment may be adopted or rejected by majority vote of the Hermon Town Council after convening for a public hearing.

9. EFFECTIVE DATE

This Ordinance, when adopted, and any amendments thereto, shall be effective immediately following its their adoption or approval by the Hermon Town Council. A copy of this Ordinance, certified by the Hermon Town Clerk shall be filed with the Hermon Town Clerk.

10. SCHEDULE OF USES

10.1 District symbols.

AF - Agriculture/Forestry
RA - Residential A District
RB - Residential B District
RC - Residential C District
C - Commercial District
VC - Village Commercial
I - Industrial District

10.2 Permit Required Symbols

Y - Uses allowed without a permit.

P - Uses requiring a building permit or other type of permit from the Code Enforcement Officer. All "class I", as defined in the Town of Hermon Land Use Ordinance, require site plan review approval from the Code Enforcement Officer.

S - Use requiring site plan review approval from the Planning Board in accordance with the requirements of §§ 154.065 through 154.096, using the procedures found in §§ 154.180 through 154.190. (d)

N - Not permitted.

Type	AF	RA	RB	RC	VC	C	I
PSSSES - Minor Roof Mounted	Y	Y	Y	Y	Y	Y	Y
PSSSES - Minor Wall Mounted	N	N	N	N	N	Y	Y
PSSSES - MINOR Ground	P	P	P	P	P	P	P
PSSSES - MAJOR Roof Mounted	S	N	N	N	S	S	S
PSSSES - MAJOR Wall Mounted	N	N	N	N	N	N	S
PSSSES - MAJOR Ground	S	N	N	N	N	N	S

11. STANDARDS FOR ALL SOLAR ENERGY SYSTEMS

11.1 Glare - All SES shall be placed such that concentrated solar radiation or glare does not project anywhere off site.

11.2 Noise - All noise produced by any SES shall be less than 10 decibels (dB) above preconstruction / existing background levels, as measured from any street where the parcel has frontage, and any parcel abutting the installation site.

11.3 Maximum Height - All SES mounted on buildings shall be subject to the maximum height regulations specified for principal and accessory buildings within the applicable zoning district.

- 11.4 Setbacks-All SES shall comply with the setbacks for principal and accessory structures in the underlying zoning districts.
- 11.5 Visual Impacts - When a proposed development is located in an area that is visible from a public street, road, water body, or facility, the development must be designed so that it fits harmoniously into the visual environment when viewed by the public from public areas. In predominantly natural environments, site clearing must be minimized and vegetation must be retained or provided to minimize the visual intrusion of the development. In developed environments, the appearance of the new development, when viewed by the public from public areas, must be compatible with the existing visual character in terms of scale, massing and height to the maximum extent possible.
- 11.6 Shadows and Obstructions - The issuance of a permit under this Ordinance does not create in the property owner, its, his, her or their successors and assigns in title, or create in the property itself the right to remain free of shadows and/or obstructions to solar energy caused by development or growth of any trees or vegetation on other properties.
- 11.7 Maintenance - SES must be properly maintained and be kept free from all hazards, including but not limited to faulty wiring, loose fastenings, or other conditions that are deemed unsafe and detrimental to public health or general welfare. In the event failure of property owner to maintain the SES in good working order will constitute grounds for appropriate enforcement actions pursuant to Section 11.11 of this Ordinance. Enforcement may include but is not limited to orders for decommissioning and removal of the SES.

11.8 Decommissioning and Abandonment.

11.8.1 In addition to any state laws related to the decommissioning of solar energy systems, the following provisions apply to all solar energy systems constructed in Hermon. Solar energy systems that have reached the end of their useful life, that has been abandoned, or that has been damaged and will not be repaired or replaced consistent with this Ordinance shall be decommissioned and the parcel restored to its condition prior to development of the solar energy system. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notice the Town of Hermon Planning Department of the proposed date of discontinued operations and plans for removal. The Town of Hermon is not responsible for disposal or cost of disposal of solar energy panels or any aspect of a solar energy system.

Decommissioning shall, at a minimum, consist of:

- 11.8.2 Physical removal of all aspects of the solar energy systems, structures, equipment, security barriers, transmission lines, and foundations to a depth of at least three feet from the site.
- 11.8.3 Disposal of all solid and hazardous waste in accordance with local state and federal waste disposal regulations.
- 11.8.4 Restore the land to a condition reasonably similar to its condition before the solar energy system development, including replacement of topsoil removed or eroded.
- 11.8.5 Stabilization or re-vegetation of the site to minimize erosion. Native, pollinator- friendly seed mixtures shall be used to the maximum extent possible.

11.8.6 Abandonment

11.8.6.1 Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, all solar energy system shall be considered abandoned when it ceases to produce energy on a continuous basis for 150 days.

11.8.6.2 If the owner or operator of the solar energy system fails to remove the installation within 150 days of abandonment or the proposed date of decommissioning, the Town of Hermon or the obligee retains the right to use all available means to cause an abandoned, hazardous, or decommissioned solar energy system to be removed.

11.9 Failure to Decommission - If the owner or operator of the solar energy system fails to remove the installation within 150 days of abandonment or the proposed date of decommissioning, the Town of Hermon or the obligee retains the right to use all available means to cause an abandoned.

12. ROOF/WALL PERSONAL SCALE SOLAR ENERGY SYSTEM

In addition to meeting all SES requirements stated in Section 11, Roof/Wall PSSES shall meet the following conditions:

12.1 Collateral Load - The owner shall provide evidence certified by an appropriately licensed professional that the roof/wall can support the collateral load of the SES.

12.2 Access - a minimum three (3) foot buffer zone is required from the ridge and one (1) foot buffer zone from the edge of the roof or parapet.

13. GROUND MOUNTED SOLAR ENERGY SYSTEM

In addition to meeting all SES requirements all stated in Section 11, Ground Mounted PSSES shall meet the following conditions:

13.1 Minimum Height - The minimum ground clearance height of ground mounted SES solar panels shall be four (4) feet from ground to, regardless of the mounted angle of any solar panels, lowest point of panel.

13.2 The Surface Area-The surface area of the arrays of a ground mounted SES, regardless of the mounted angle of any solar panels,

shall be considered impervious and included in the lot coverage calculation for the parcel on which it is located.

The area beneath the ground mounted SES is considered pervious cover. However, use of impervious construction materials under the system could cause the area to be considered impervious and subject to the impervious surfaces limitations for the applicable zoning district.

- 13.3 Appropriate safety warning signage concerning voltage shall be placed at ground mounted electrical devices, equipment, and structures. All electrical control devices associated with the PSSSES-Major shall be locked to prevent unauthorized access or entry.
- 13.4 Placement Ground-Mounted SES shall not be constructed or installed within any
 - 13.4.1 legal easement;
 - 13.4.2 right-of-way location or be placed;
 - 13.4.3 within any storm water conveyance system or in any other manner that would alter or impede storm water runoff from collecting in a constructed storm water conveyance system;
 - 13.4.4 within any Resource Protection, Stream Protection, Shoreland Limited Residential, or Aquifer Protections Overlay Districts.

14. PERSONAL SCALE SOLAR ENERGY SYSTEM - MAJOR

- 14.1 All on-site, utility, collector, or transmission lines connected to a PSSSES-Major shall be placed underground.
- 14.2 No portion of the PSSSES-Major shall contain or be used to display advertising. The manufacturer's name and equipment information or indication of ownership shall be allowed on any equipment of the PSSSES-Major, provided they comply with the prevailing sign regulations.

15. APPLICATION PROCESS AND FEES

- 15.1 PSSES-Minor Approval Process - Any building permit issued for a PSSES-MINOR shall be approved by the Code Enforcement Officer in consultation with the Fire Chief. Prior to approval, the Code Enforcement Officer in consultation with the Fire Chief shall determine that any roof or wall mounted PSSES- Major does not present any unreasonable safety risk to a structure, including but not limited to weight load, wind resistance, and emergency ingress and egress.
- 15.2 PSSES-Minor Application Fee - the application fee for PSSES- Minor shall be the standard building permit fee for an accessory structure.
- 15.3 PSSES-Major Approval Process - Any building permit issued for a PSSES-Major shall be approved by the Planning Board in consultation with the Code Enforcement Officer and the Fire Chief.
 - 15.3.1 Permit - PSSES-Major shall require a building permit.
 - 15.3.2 Zoning and/or building permit application(s) shall document compliance with this Ordinance and any applicable land use requirements not otherwise covered in this Ordinance. Furthermore, zoning and/or building permit application(s) shall be accompanied by drawings showing the location of the system on the building or property, including relative location to property lines. Permits must be kept on the premises where the PSSES-Major is constructed.
 - 15.3.3 Any application filed with the Code Enforcement Officer to construct a PSSES- Major that intends to connect to the power grid shall be accompanied by the written confirmation that the utility company whose grid to which it will connect has been notified of the intent to connect. Furthermore, any application shall be accompanied by the approval or conditional approval by said utility company of the connection.
 - 15.3.4 The zoning and or building permit(s) shall be void if the PSSES-Major, whether new or pre-existing, is moved or otherwise altered, either intentionally or by natural forces in a manner which causes the PSSES-Major not to be in conformity with this Ordinance.
- 15.4 PSSES-Major Application Fee - the application fee for PSSES-Major shall be \$500, plus the standard building permit fee for an accessory structure.

16. VIOLATIONS AND ENFORCEMENT

Any construction of buildings or structures, and any use of land, buildings, or structures except in conformance with the provisions of this Ordinance shall be deemed a violation of this Ordinance and a nuisance.

16.1 Code Enforcement Officer

It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance. If the Code Enforcement Officer shall find that any provision of this Ordinance is being violated, he she shall notify in writing the person responsible for such violation, indicating the nature of the violation, and ordering the action necessary to correct the violation, including discontinuance of illegal use of land, buildings, structures, and abatement of nuisance conditions. A copy of such notice shall be maintained as a permanent record.

16.2 Legal Actions

When the above does not result in the correction or abatement of the violation or nuisance condition, the Town Council, upon notice from the Code Enforcement Officer, are hereby authorized to institute any and all actions and proceedings, either legal or equitable, including seeking injunctions of violations and the imposition of fines, that may be appropriate or necessary to enforce the provisions of the Ordinance in the name of the municipality.

16.3 Penalties

Any person or persons who violate any provision(s) of this Ordinance or any permit issued under the provisions of this Ordinance, shall be subject to civil penalties in accordance with the provisions of Title 30-A MRSA § 4452.

16.4 Contractor Liability

Any contractor involved in any activity regulated by the provisions of this Ordinance may be held liable for violating this Ordinance if the necessary permits for said activity have not been obtained or if work performed by the contractor does not conform to all conditions of approval of the permit or the terms of this Ordinance.

16.5 Appeals

The Board of Appeals shall hear appeals from final decisions of the Code Enforcement Officer and or Planning Board on decisions to grant or deny permits or approvals pursuant to this Ordinance in accordance with the Town's Board of Appeals Ordinance. Appeals shall be filed within 30 days of the Code Enforcement Officer or Planning Board's official, written decision on the application.

17. ADOPTIONS

Adopted by Town Council Meeting September 12, 2024

SIGNED this July 24, 2025 by the Hermon Town Council:

Joshua Berry

Adam Brewer

Richard Cyr

Jason Forbes

Christopher Gray

Terry Hamm-Morris

Ronald Murphy

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



025-26-05

2026 Prepayments for Real Estate and Personal Property

The Hermon Town Council hereby authorizes the Tax Collector and Treasurer to accept prepayment of real estate and personal property taxes for future tax years, with no interest paid on such prepayments.

SIGNED this July 24, 2025 by the Hermon Town Council:

Joshua Berry

Adam Brewer

Richard Cyr

Jason Forbes

Christopher Gray

Terry Hamm-Morris

Ronald Murphy

Attest Original:

Motion _____

Yeas _____

Second _____

Nays _____

Date _____