

Town of Hermon

Public Safety Meeting Room

September 11, 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)

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

8/7/2025

SIGNATURES

-APPROVE

RESOLVES

-SIGN

WARRANTS

-SIGN

8/15/2025, 8/29/25, & 9/12/2025

VI. NEWS, PRESENTATIONS AND RECOGNITIONS:



VII. PUBLIC HEARINGS:

- Hold Public Hearing Conley Events LLC (Morgan Hill Event Center) liquor license renewal
- Hold Public Hearing Live band at Speedway 95
- Hold Public Hearing Cottage Lane as a Public Way
- Hold Public Hearing Contractor Drive as a Public Way
- Hold Public Hearing GA Appendices A H for FY 2025-2026

VIII. COMMITTEE REPORTS:

IX. SCHEDULED AGENDA ITEMS:

1. OLD or INCOMPLETE BUSINESS:

2. NEW BUSINESS:

O25-26-06	Consider approving Conley Events LLC liquor license renewal
O25-26-07	Consider approving Roger Smith for Special Amusement /Concourse Gathering Application for a live band at Speedway 95
O25-26-08	Consider accepting updated Council rules
O25-26-09	Consider accepting Cottage Lane as public road.
O25-26-10	Consider accepting Contractor Drive as public road.
O25-26-11	Consider accepting all future donations for Greater Hermon Community Athletic Complex projects
O25-26-12	Consider selecting and accepting a utility billing software
O25-26-13	Consider approving the mill rate, due date and interest rate for 2025 taxes
O25-26-14	Consider accepting a matching grant from Eastern Maine Development Corporation for the recreational trail signage
O25-26-15	Consider abating real estate taxes for # 3148 & 1097
O25-26-16	Consider writing off real estate taxes for tax year 2021 on # 3148 & 1097
O25-26-17	Consider accepting the GA Ordinance appendices A -H for FY 2025-2026



3. WORKSHOPS:

- 1. ARPA required finance policies Stephen Fields
- 2. RFP snowplowing Scott Perkins
- 4. 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:

Sign orders and resolves from section IX

XIV. EXECUTIVE SESSION:

1. Consider entering into Executive Session to consult on acquisition of real property or economic development per 1 M.S.R.A. § 405(6)(C)

XV. ADJOURNMENT:

Please see the complete video at Town Council Meetings | Hermon (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.



August 28, 2025

Memorandum for Honorable Council Members

From: Stephen Fields, Town Manager

Re: Position Paper, Town Council Meeting September 11, 2025

Agenda Item - Public Hearing:

The noted public hearings documentation is all in order and the staff support for discussion.

- 1. Conley Events LLC (Morgan Hill Event Center) liquor license renewal. This is an annual requirement. The Town has received no complaints of the organization in violation of alcohol rules and regulations.
- 2. Live Band at Speedway 95. Requested by Roger Smith to celebrate the end of the race year with staff on Saturday, October 11, 2025.
- 3. Cottage Lane, Public Way. The Town has reviewed the documentation and reports to allow the acceptance of the public way.
- 4. Contractor Drive, Public Way. The Town has reviewed the documentation and reports to allow the acceptance of the public way.

Agenda Item - New Business:

Order 25-26-06

This order is to authorize the issuance of liquor license to Conley Events LLC (Morgan Hill Event Center). This is an annual requirement. The Town has received no complaints of the organization in violation of alcohol rules and regulations. This request for license is supported by the Administration and is in order for final Council action.

Order 25-26-07

This order is to authorize the Special Amusement/Concourse Gathering for Roger Smith to be held at Speedway 95 on Saturday, October 11, 2025, around 9pm. The event to include a live band will be held after the final race of the year until 01:00am, Sunday, October 12, 2025. All required actions for permit have been completed. This request for the event is supported by the Administration and is in order for final Council action.

Order 25-26-08

This order is to authorize the Town Council to adopt the amended Council Rules as discussed at the last Council meeting, workshop section with recommended changes. The revised version of Council Rules is included with the packet. Major changes include adding Section 2 — Workshops (removing from section 1 previously), Agenda format, and minor grammatical changes. The updated Council Rules is supported by the Administration and is in order for final Council action.

Order 25-26-09

This is to authorize the Town Council to accept Cottage Lane as a new public way. The Code Enforcement Officer and Third Party Inspector have reviewed project and documentation to allow for acceptance. Cottage Lane is located near Pendelton off of Newburg. This request for the acceptance as a public way is supported by the Administration and is in order for final Council action.

Order 25-26-10

This is to authorize the Town Council to accept Contractor Drive as a new public way. The Code Enforcement Officer and Third Party Inspector have reviewed project and documentation to allow for acceptance. Contractor Drive is off Route 2 in the Industrial Park area, near the Bark House. This request for the acceptance as a public way is supported by the Administration and is in order for final Council action.

Order 25-26-11

This is to authorize the Town Council to allow the Town Manager and Finance Director to receive current and future donations for projects recommended by the Greater Hermon Community Athletic Complex sub-committee. This will allow for ease of accepting. Finance maintains records of all transactions. Donations have been and will be received for the current PADS (elementary school) field light project. As of August 28, 2025, the poles are in place and the light fixtures being installed. This request for the acceptance of donations is supported by the Administration and is in order for final Council action.

Order 25-26-12

This is to authorize the Finance Director to expend funds to purchase a software billing program for Sewer Billing, to include use for Casella second trash bin billing. The Director and staff have compared Muni-Link and TRIO products. Both products will allow for the import of current data extract files from Bangor Wastewater. A packet has been provided for review. Funding for this fiscal year will be expended from the Sewer Reserve Account. This request for purchase is supported by the Administration and is in order for final Council action.

Order 25-26-13

This is to approve the recommendation of the Assessor for the mill rate, due date, and interest rate for the 2025 real estate and personal property taxes. The delinquent tax rate is same as State of Maine, past practice for the Town. Mill rate had a slight increase to accommodate funding the approved fiscal budget. The Assessor documentation has been reviewed by the Town Manager and Finance Director. This request is supported by the Administration and is in order for final Council action.

Order 25-26-14

This is to authorize the Town Council to accept and allocate funding for a matching grant from Eastern Maine Development Corporation to be utilize for signage on the town recreational walking trail at the schools. The signage clarifies access and usage of the trail. Mr. Perkins worked with Recreation staff and the agency to provide adequate funding for this project. This request for acceptance and expending of funds for signage is supported by the Administration and is in order for final Council action.

Agenda Item - Workshops:

- 1. ARPA required finance policies. Stephen has provided packet on required ARPA policies to become in compliance with the US Treasury. The policies are mandatory to have when receiving and using federal grant funding. Policies have been reviewed. The draft policies are ready for discussion, supported by the Administration and for first consideration by the Council.
- 2. Request for Proposal (RFP) Snowplowing operations contract for the Town. Mr. Perkins will provide overview of the upcoming RFP to allow for area contractors to bid on snow removal operations for the Town of Hermon, starting in Fiscal Year 2027. This workshop is for discussion to ensure that all facets of the Town snow operations are considered. With consensus from Council, the Town will finalize and publish the RFP. I have asked for this RFP now to allow for time of interested parties to evaluate town roads, miles, subdivisions, equipment needs, and bonding actions. The draft RFP is ready for discussion, supported by the Administration and for first consideration by the Council.

Agenda Item - Executive Session:

Town Manager is requesting a session at the request of Council.



Town of Hermon

Public Safety Meeting Room

August 7, 2025

Town Council Meeting

6:00 PM

MINUTES

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ALL ITEMS ARE SUBJECT TO APPROPRIATE COUNCIL ACTION

- I. CALL TO ORDER BY CHAIRPERSON:
- II. PLEDGE OF ALLEGIANCE:

Chair Murphy led those in attendance in the Pledge of Allegiance

III. ROLL CALL:

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

Murphy

Members Absent: Joshua Berry & Christopher Gray - Excused

Others Present: Town Manager Stephen Fields, Town Clerk Kristen Cushman,

and 3 residents/guests

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None



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

MINUTES

-APPROVE

7/24/2025

SIGNATURES

-APPROVE

RESOLVES

-SIGN

WARRANTS

-SIGN

8/1/2025

<u>Councilor Forbes moved to approve the Consent Calendar. Councilor Brewer seconded the motion.</u> Motion passes 5-0.

- VI. NEWS, PRESENTATIONS AND RECOGNITIONS:
- VII. PUBLIC HEARINGS:
- VIII. COMMITTEE REPORTS:
- IX. SCHEDULED AGENDA ITEMS:
 - 1. OLD or INCOMPLETE BUSINESS:
 - 2. NEW BUSINESS:
 - 3. WORKSHOPS:
 - Council rules Stephen Fields
 - Council goal setting Stephen Fields
 - 4. OTHER ITEMS: (FROM TABLE PACKAGE)
- X. APPOINTMENTS:
- XI. MANAGER STATUS REPORT:

Thank you to the recreation staff and town staff supporting the Summer Recreation program as they enter the final week. Job well done!

Saturday, August 23rd, Hermon Summer Sizzler to be held at Patrica A Duran School, a day of fun-filled activities for all ages and ending the day with firework display.

Special calendar note! Hermon Schools will be returning for the year on Thursday, August 28th. Please use caution the first day of school bus pick up, walkers, family pictures and traffic patterns. Good luck to all the students in the upcoming year in obtaining their goals and dreams.



Reminder to Councilors to please stop in the Town Office to sign warrants per the schedule provided. Warrants are ready after 11am. If you have any questions, please contact us. Thank you

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• NONE

XIII. COUNCIL ITEMS:

Sign orders and resolves from section IX

Richard Cyr: Concerns for the yellow markers on the natural gas line will be knocked over by the plow. Manager Fields read a statement from the gas company stating they will be monitoring the markers and replacing them as needed.

Terry Hamm-Morris: Pickleball program has finished for the season.

Ronald Murphy: Car show on 8/23 at the Hermon Sizzler. Councilor Murphy asked if the grass could be cut back at the corner of Fuller and Billings Rd.

XIV. EXECUTIVE SESSION:

XV. ADJOURNMENT:

Councilor Cyr moved to adjourn the meeting at 6:37 PM. Councilor Hamm-Morris seconded. With no objection the meeting was adjourned at 6:37 PM.

Respectfully Submitted,

Kristen Cushman, Town Clerk

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Legal Notices PUBLIC HEARING NOTICE

By Order of the Hermon Town Council, the following Public Hearings have been scheduled for Thursday, September 11, 2025 at 6:00PM at the Public Safety Meeting Room.

TO CONSIDER comments regarding:

- Liquor license renewal for Conley Events, LLC DBA Morgal Hill Event Center.
- Special Amusement Event for a live band promoted by Roger Smith and held at Speedway 95 parking lot.
- Accepting Cottage Lane as a Public Way.
- Accepting Contractor Drive as a Public Way.
- Accepting the GA Ordinance Appendices A-H for FY 2025-2026

The Public shall be given the right to comment before the Council acts. Per Order 21-22-02, July 12, 2022

September 2, 2025



O25-26-06

Conley Event LLC (DBA) Morgan Hill Event Center liquor license renewal

The Hermon Town Council herby to approve Conley Event LLC (DBA) Morgan Hill Event Center liquor license on Thursday, September 11, 2025.

	100			
	SIGNED this Septem	<u>ıber 11, 2(</u>	025 by the Hermon 1	<u> Fown Council:</u>
	Joshua Berry			Adam Brewer
	Richard Cyr			Jason Forbes
	Christopher Gray			Terry Hamm-Morris
			Ronald Murphy	y
Attest Orig	ginal:			
Motion __		Yeas		
Socond		Navs	87	Date



State of Maine

Bureau of Alcoholic Beverages & Lottery Operations

Application Copy

File Number: 94451

Job Type: Renewal Application

LICENSE#

APPLICATION DATE RECEIVED

QCS-19-104206

2025-08-13

LICENSE TYPE

LICENSEE

On-Premises: Beer, Wine & Spirits

Conley Events, LLC

AGENT NAME

EFFECTIVE DATE

2024-11-12

EXPIRES

STATUS

2025-11-11

Active

PREMISES NAME

Morgan Hill Event Center

SECONDARY LICENSE(S)

NAME

RENEW

Qualified Catering - Self Sponsored Events

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

PREMISES NAME

Qualified Catering Services

Morgan Hill Event Center

OPERATOR

Conley Events, LLC

PHYSICAL ADDRESS

82 MORGAN HILL LN HERMON ME 04401-0664

MAILING ADDRESS

82 MORGAN HILL LN HERMON ME 04401-0664

CONTACT NAME

PREFERRED CONTACT METHOD

RYAN CONLEY

Email

CONTACT PHONE

ALTERNATE PHONE

(207) 848-7100

FAX

EMAIL

ryan@morganhilleventcenter.com

QUESTIONS

On-Premises: Beer, Wine & Spirit

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes

20196576DC

2. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

No

3. Is the applicant/licensee an individual, partnership, or association?

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

No

6. Is your license application for Vessel Corporation?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes (document uploaded)

8. Do you allow dancing or entertainment on the licensed premises? If so, You need to have a a license from the Maine State Fire Marshal. See https://www.maine.gov/dps/fmo/plans-review/applications for more information.

Yes 50652

9. Will any law enforcement officer directly benefit financially from this license, if issued?

No

10 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

11 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

12 Do you have a manager employed?

No

13 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

14 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant(s) own the premises?

Yes

18 At which address are your business records located?

82 Morgan Hill Lane Hermon, ME 04401

19 What will be your business hours? Please indicate each day's open and close times.

Monday-Friday 9-430

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Hermon High School 1 mile

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

\$193,000

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

\$76,000

24 Do you have a food menu?

No

DOCUMENTS

TYPE

FILE NAME

DESCRIPTION

Premises Floor Plan

IMG 6895.jpg

Corporate Supplemental Form

BRN3C2AF4EFFF6D 001

219.pdf

Maine Health or Agriculture

BRN3C2AF4EFFF6D 001

License

218.pdf

APPLICANT

Conley Events, LLC

DECLARATION

✓ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

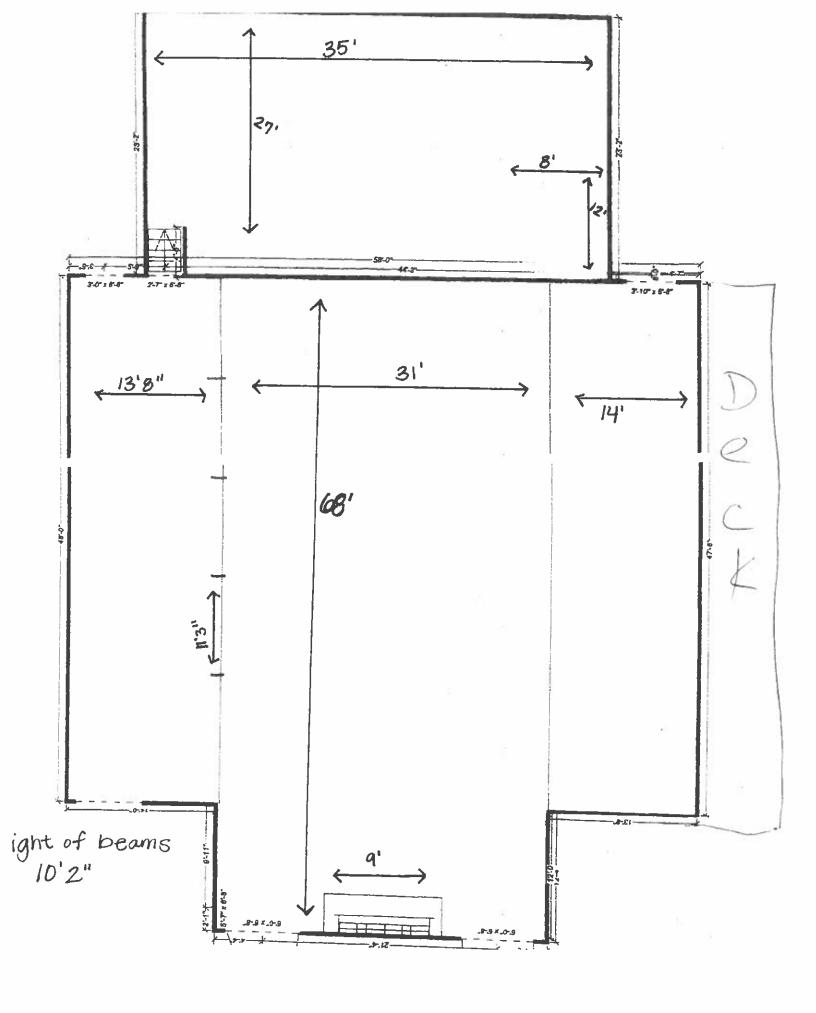


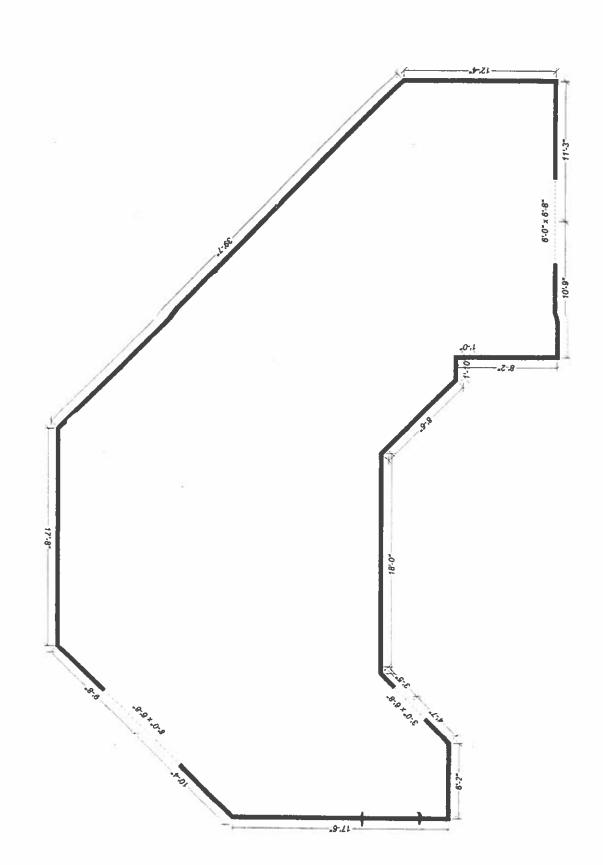
STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

All Questions Must Be Answered Completely.

Conley Events LLC	LC		7-19-19	3. State of incorporation: Maine	
List the following in	formation for offi	cers, directors, owners equ	List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.	indirect financial interest in the	applicant.
Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)
Jill Conley	11.17.79	207-745-0852	307 J Husson Ave Bangor, ME 04401	Owner	50
Ryan Conley	12.28.79	207-460-4639	307 J Husson Ave Bangor, ME 04401	Owner	50





State of Mistage

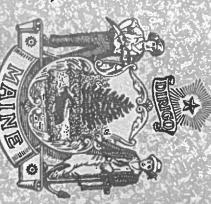
DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 19150

EATING AND CATERING 100 Seats (in)

82 MORGAN HILL LN HERMON ME 04401 MORGAN HILL EVENT CENTER

82 MORGAN HILL LN HERMON ME 04401 CONLEY EVENTS LLC
MORGAN HILL EVENT CENTER ATTN RYAN CONLEY



FEE: \$300,00

EXPIRES: 07/16/2026

Commissioner

NON-TRANSFERABLE

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O25-26-07

Live Band at Speedway 95

The Hermon Town Council herby to approve a Special Amusement/Concourse Gathering Permit Application for Roger Smith to have live band at Speedway 95 on October 11, 2025 from 9:00am to 12:00am.

	SIGNED this Septem	iber 11, 20	025 by the Hermon	Town Council:	
	Joshua Berry			Adam Brewer	
	Richard Cyr			Jason Forbes	
	Christopher Gray			Terry Hamm-Mor	ris
			Ronald Murph	у	
est Orig	inal:				
Motion_		Yeas			
Second		Navs		D	ate



	8/	15/	25	
Date received:	1	7		
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 competed 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: N/A					
Name of Contact Person for Event: Roger Smith					
Title of Contact Person:N/A					
Mailing Address:520 Hartland Rd, Canaan, ME 04924					
Daytime Telephone: (207) 249-9267					
Cell Phone:(207)249-9267					
Email Address:Smith3227@Gmail.Com					
Contact Name and Cell Phone Number DURING the Event: _Roger Smith (207) 249-9267					
Is your organization incorporated as a non-profit organization? Yes No _X					
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:N/A							
Type of Event (walk, festival, concert, etc.): _Concert -	Live Band						
Date of Event: _Saturday October 11, 2025 Rair	n Date:None						
Fimes of Event: Start Time including set-up: 1800 Ending time including clean up: 0100							
Actual Event Start Time: 2100 Actual Event End Time: 0000							
Estimated Attendance: 50 – 75 People							
Location of Event: _Speedway 95 – Parking Lot							
Have you held an event at this location within the last	12 months? Yes X No						

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

Permit Fee	Permission/Permit Type	YES	NO	NOT SUR
N/A	CROSS-STREET BANNERS		Х	
	Note: Contact power company guidelines.			
N/A	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages:			Х
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: Live Band Note: per 28-A M.R.S.A. § 1054 and local ordinance.	×		
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			х
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?	х		
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.		Х	
	Note: per 28-A M.R.S.A. § 1054 and local ordinance			
State Permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit.		х	

Permit required	FIREWORKS – Will there be a fireworks display? If yes, attach a copy of the state	Х	
	permit.		
	Note: per M.R.S.A. § 227-A and local ordinance.		

Permit Fee				
N/A	PARADE – Will there be a parade? If yes, describe route:		Х	_
	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:		х	
	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: CAMP FIRE	X		
. 14-16	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: 1 - 10X20 FOR BAND TO PLAY UNDER ONLY	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? BAND EQUIPMENT	Х		
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list:		X	
	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.?	Х		
	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? SPEEDWAY 95 PARKING LOT	Х		
	Note – Contact Penobscot County Sheriff's office.			
N/A	TOILETS – Please list amount at event and/or nearest location: 1 – PORTAPOTTY, PRIVATE CAMPERS	X		
N/A	WASTE DISPOSAL – Please list process and location: PRIVATE CAMPERS	Х		

N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: PRIVATE CAMPERS	х		
N/A	POTABLE WATER Please list amount at event and location: PRIVATE CAMPERS	x		
	₹2 W ±		fa	
Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
N/A	FIRST AID FACILITIES Please list location at event:		X	
\$ _175 <u></u> .00	TOTAL FEE INCLUDED – Checks payable to "Town of Hermon"			

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

At the completion of the last Saturday night race for the year, a majority of everyone will leave the track, our crew and a few other people would like to have a live band, and a small campfire while reflecting on the past year

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.

Pi+s	Racetrack
Portapotty gatehouse	10x20 Tent for Bond only
200	Parking lot
porking Camper parking	
Camper Parking AREA	3
a Camper Parking AREA	Camper Parking
Please attach an additional sheet if necessary.	
and/or private property arising out of or in connection the amount of five thousand (\$5,000.00) for each expected to be there.	eft in a clean and neat fashion, and damages to public on with the event will be paid promptly. Such bond shall be one thousand (1,000) persons or fractional part thereof, Information which is deemed reasonably necessary for a fair mit herein applied for.
Additional information requested:	
Council Chair Signature and Date:	Date:
Additional information attached, reviewed, and deer	med:
Acceptable Unaccepta	ble
Council Chair Signature and Date:	Date:
11/1.	rive the following requirements of this permit application:

Council Chair Signature and Date:			Date:			
<u></u>						
	t is to be held by, and on on is required.	behalf of or for, any other person ot	her than the applicant, the following			
I have authorized		to apply for a concourse gathering permit on behalf of				
Authorizin	g signature:	Title (if applicable)	: Date:			
	- <u>- 200 - 1200 - 1200 - 1</u>					
Signat	ure of Applicant:	Printed Name:	Date Submitted:			
1-1		Roger Smith	8-11-25			
Please not	te that you will be conta	acted by Town Staff if you require	additional permitting.			
Please retu	urn this completed applic	ation with diagram and any applicable	le fee to:			
MAIL: FAX: EMAIL: PHONE:	Town of Hermon Town Clerk's Office 3 Billings Road Hermon, ME 04401 207-848-3316 cushmank@hermonn 207-848-1010					
	ipal Officers of the Town ein attached.	of Hermon at a Public Meeting Conv	ened approved the Concourse Gathering			
SIGNED th	nis <u>//</u> day of <u>5<i>cpL</i> , ,</u>	2025 by the Town Council:				

****FOR STAFF USE****

DEPARTMENT COMMENTS AND RECOMMENDATIONS:

DEPARTMENT	APPROVE	DENY	DATE	INITIALS			
Clerk	\sim		8/19/25	KIL			
Code Officer/Land Use & Zoning /Health Officer	X		disho	AM			
Finance Department	X		8/15/25	B			
Fire Department	X		8/18/4	conf los			
Police Department	X		8/25/25	£0			
Public Works Department	S		6/293	01			
Plumbing Inspector	A		8/18/18	am			
Recreation Department				0			
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:	9/11/25						
License Approved/Denied:	_ Date ap	plicant noti	ified: 8/	15/25			



Speedway 95 Promotions Inc. 26 Nottingham Way Brewer, ME 04412 (207) 945-9595

Thursday August 7, 2025

To: Town of Hermon

From: Shawn Ryder, Track Manager

RE: Live Event

I am writing this letter to confirm that Roger Smith has been given permission to host a live band event at Speedway 95, located at 1070 Odlin Rd, Hermon ME 04401. This Event will take place on the premises and will be monitored by track management. If you have any questions or need anything further, please let me know. I can be reached at (207) 991-2990.

Thank You,

Shawn Ryder Track Manager Race Director Speedway 95



O25-26-08

Updates to the Council Rules

The Hermon Town Council herby to accept the revised Town Council rules, dated September 11, 2025. Policy to be in effect on September 12, 2025.

HERMON TOWN COUNCIL RULES

The Hermon Town Council adopts the following rules to maintain productivity and consistency in Council Meetings. These rules shall be administered by the Chairperson and enforced by the Council as a whole. If any section of these rules is found to be in conflict with any Federal Laws, State Laws, or the Charter of the Town of Hermon that section is voided while leaving the remainder of the rules in full force and effect. Roberts Rules of Order, latest edition, is utilized as a guideline for all Council Meetings but is not formally adopted as the Rules of the Council.

The Hermon Town Council further states, "It is the policy of the Town of Hermon to uphold, promote, and demand the highest standards of ethics and conduct from all of its employees and officials, whether elected, appointed, or hired. The Town Councilors, all Town employees, and all members of Town boards, commissions, and committees shall maintain the highest standards of personal integrity, truthfulness, honesty, and fairness in discharging their public duties."

SECTION 1: REGULAR COUNCIL MEETINGS

The Town Council shall adopt a regular meeting schedule at the first meeting in July of every fiscal year. The schedule will be through to, and including, the first meeting in July of the next fiscal year. The date of a regular council meeting may be changed by an order or resolve passed at a regular council meeting with approval of at least four councilors.

SECTION 2: WORKSHOP MEETINGS

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the Town Manager and to staff at workshop meetings, but no decisions may be made that require formal votes without waiving the rules.

SECTION 3: SPECIAL COUNCIL MEETINGS

Special Meetings may be called by the Chairperson, and in case of his/her absence, disability, or refusal may be called by the Vice-Chairperson. Notice of such meeting shall be served in no less than 24 hours to each member of the Council, by the Town Manager or his / her designee unless all members of the Council sign a waiver of said notice. The call for said Special Meeting shall set forth the matters to be acted upon at said Special. Meeting, and nothing else shall be considered at such Special Meeting.

SECTION 4: TOWN CLERK

The Town Clerk, or a designee, is responsible for recording meetings, motions, and votes. During the course of discussion or voting the Clerk or Town Manager on his/her behalf may interrupt debate to clarify a statement or verify any aspect of the meeting as it relates to the duties of recording the meeting.

SECTION 5: QUORUM

A majority of the Town Council shall constitute a quorum for the transaction of business, but a smaller number may adjourn a meeting or may compel attendance of absent members in the manner prescribed by the rules of the Council. At least twenty-four hours' notice of time and place of holding such adjourned meeting shall be served on all members who were not present at the meeting from which adjournment was taken.

SECTION 6: COUNCILOR RESIGNATION

Any Councilor resigning must present, in writing, to the Town Manager or if unavailable, the Town Clerk a signed letter with an effective date of the resignation. The resignation will then be presented to the Council on the Consent Calendar at the next scheduled Council meeting.

SECTION 7: FIRST READING

Every ordinance, order, or resolve shall have a first reading if requested by one (1) councilor and is not subject to discussion. If no request is made, the first reading shall be dispensed with and shall be by title only. All agendas shall designate or signify an item that is a first reading.

SECTION 8: AGENDA

The agenda shall be prepared by the Town Manager and/or Town Clerk, and shall contain orders, ordinances, and resolutions submitted by the Town Manager, members of the Council, Town employee, and/or any citizen of the Town of Hermon. No item which has been voted upon by the Council shall be placed on the agenda, in the same form or containing substantially the same content and/or request, as determined by the Chairperson, for reconsideration, if that item has been once reconsidered, for a period of ninety (90) days after any such vote to reconsider, except by a two-thirds (2/3) vote. Said ordinance shall follow the form designated by the Charter and rules of the Council.

All items to be placed on the agenda shall be submitted to the Town Clerk, in writing, a minimum of ten (10) days before the Council meeting. The agenda shall be emailed to the Council six (6) days prior to the meeting and the packets will be available, placed in the mail,

or placed in Council mailboxes at the same time. Any additions to the packets that require immediate attention will be placed in a Table Package that is presented at the time of the meeting. Items will only be discussed in the sequence as they appear on the agenda, unless the Council, by consensus, agrees to change the order. Items may be added to the agenda at any meeting with the unanimous vote of Council members present. The Council also acknowledges that the only requirement, in State Law, is that the agenda indicates the date, time, and place of the meeting.

Consent Calendar: Those items, which in the opinion of the Chair, are considered routine matters not requiring debate may be included on the Agenda as a consent item. Any Councilor wishing to have any item so marked removed from the consent agenda shall have the unlimited right to do so at any time prior to the vote by Council on the consent agenda. If such an item is removed from the consent agenda, it shall be considered within the normal course of the Agenda.

Agenda Order:

The standard order of the agenda for meetings shall be as follows:

- 1. Call to Order by the Chairperson
- 2. Pledge of Allegiance to the Flag of the United States
- 3. Roll Call
- 4. Public Items or Comment (Items Not Already on the Agenda)
- 5. Consent Calendar
 - a. Minutes Approval
 - b. Signatures Approval
 - c. Resolves Sign
 - d. Warrants Sign
- 6. News, Presentations, and Recognitions
- 7. Public Hearings
- 8. Committee Reports
- 9. Scheduled Agenda Items
 - a. Unfinished business
 - b. New Business
 - c. Other items from Table Packet (time sensitive material only)
- 10. Workshop
- 11. Appointments
- 12. Manager Status reports
- 13. Final Public Items or Comment
- 14. Council Items (to include Signature of documents)
- 15. Executive Session
- 16. Adjournment

SECTION 9: CHAIRPERSON'S DUTIES

The Chairperson shall preserve the decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order subject to an appeal to the Council by motion regularly seconded; no other business shall be in order until the question on appeal is decided.

Election of the Chairperson shall occur at the first meeting of the fiscal year, unless the position is vacant. If the position is vacant the Council should not conduct any business until a Chairperson is selected.

Chairperson to be Presiding Officer:

The Chairperson shall take the Chair at the time appointed for the meeting, verify quorum, and conduct the meeting pursuant to the agenda. The Chairperson shall conduct the meetings in a manner as described below and shall be the arbiter in all matters of meeting protocols.

The Chairperson shall be responsible to preserve decorum and order:

Decorum Persons present at council meetings and workshop meetings shall not applaud or otherwise express approval or disapproval of any statements made, or actions taken at such meeting. Persons at meetings may only address the Town Council after being recognized by the Chairperson and only at the lectern.

- 1. May rule any person out of order and require a speaker to take his or her seat.
- 2. May eject any person from the meeting place who, after being ruled out of order, remains disorderly.
- 3. May, in case of disorder, declare the meeting recessed until order is restored.
- 4. May, in case of serious disorder or emergency, declare the assembly adjourned to some other time (and place if necessary,) if it is impracticable to take a vote, or in his or her opinion, dangerous to delay for a vote.
- 5. May recognize a person wishing to address the Council who has raised his or her hand to be recognized by the Chairperson.
- 6. Shall insure that all comments be confined to the question under debate and shall avoid personalities.
- 7. Shall promote open discussion and assure that no person speaking is interrupted, except by the Chairperson, or to raise a point of order, or to correct an error.

Declaration of Votes:

The Chairperson shall declare all votes, but if any member questions a vote, the Chairperson shall cause a recount of the members voting in the affirmative and in the negative without debate.

SECTION 10: DEBATE ON A MOTION

The Chairperson presides over all meetings of the Town Council. Debate of Motions shall follow the rules as outlined in the Chairperson's Duties (Section 9). Motions shall follow the following guidelines:

Motions:

- 1. The Chairperson or a designee of the Chairperson shall summarize every item on the agenda following its reading by title.
- 2. Every motion shall be reduced to writing, if the Chairperson shall so direct.

- 3. To make a motion, all orderly motions shall start with the words "I Move"
- 4. The Chairperson shall request from Council members, a motion to place on the floor for discussion and subsequent action, any Ordinances, Orders, or Resolves.
- 5. Any Ordinance, Order, or Resolve must be moved and seconded to be discussed or acted upon.
- 6. If the Chairperson receives no motion or second from a member, the Chairperson may make the motion or second the motion, provided that no member of the Council may second his or her own motion.
- 7. A motion to adjourn, place on the table, or to take from the table, shall be decided without debate.
- 8. Any member voting in the majority, or in the negative in a tie vote, may make a motion to reconsider, provided that the motion is made at the same or the next scheduled meeting.
- 9. Motions for the Previous Question (to close debate) shall be handled according to parliamentary procedures and/or Robert's Rules of Order.
- 10. For the purposes of interpreting rules of order, a Council "session" lasts from the July 1st of the fiscal year through June 30th of the fiscal year. The general rule of order against renewal of motion during the same session applies to this period.

When a question is under debate, the Chairperson shall receive no motion other than:

- 1. To adjourn;
- 2. To place on the table;
- 3. For the previous question;
- 4. To postpone to a date certain;
- 5. To refer to committee, administrative official, or legal representative;
- 6. To amend;
- 7. To postpone indefinitely, provided that several motions shall have precedence in the order in which they stand arranged;
- 8. To divide the question in wording for separate debate.

Motions shall have precedence in the order written above.

A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments of the main question.

All questions relating to priority of business to be acted upon shall be decided without debate.

In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Robert's Rules of Order", latest edition, shall be taken as authority to decide the course of proceedings.

No debate shall be allowed on a motion for the previous question. Neither is it susceptible of amendment. All questions or order arising incidentally thereon must be decided without discussion whether appeal be had from the Chairperson or not.

SECTION 11: WORKSHOP GUIDELINES

Workshop discussion differs from debates of a motion in that workshops are intended to promote interaction and the building of ideas. To enhance discussion the following are the rules of discussion in a workshop:

- 1. Each Councilor and requested staff member agrees to fully and consistently participate in the process unless that person withdraws. Council Members who are considering withdrawing, agree to explain their reasons for doing so and give others a chance to accommodate their concerns.
- 2. Consensus is reached when the participants agree that they can "live with" the package being proposed. The package proposed must be in writing so that all can agree to the format. Some participants may not agree completely with every aspect of the proposal, but they do not disagree enough to warrant opposition.
- 3. Using straw votes the following list shall be used to determine if consensus has been reached.
 - a. Wholeheartedly agree
 - b. Good idea
 - c. Supportive
 - d. Reservations would like to talk more
 - e. Serious concerns must talk more
 - f. Cannot be part of the decision must block it

Consensus is reached if everyone falls between an A and a C. If someone falls in a D to an F they must clearly state their concern and offer a constructive alternative.

- 4. If *consensus cannot be reached*, the council agrees to document the agreements they have reached, clarify the reasons for disagreeing, and indicate how the remaining disagreement may be resolved.
- 5. If no agreement can be reached then the participants will consider the "fallback" option. Fallback options are:
 - a. Identifying issues requiring further research and suspending deliberations until that research has been completed;
 - b. Agreeing to switching to a super-majority voting rule (something that is two-thirds or greater);
 - c. Seeking a recommendation from an independent expert regarding possible ways of resolving their remaining disagreements;
 - d. Including a minority report to the final proposal;
 - e. Letting the authorized decision maker (the Town Council) impose a decision.
- 6. The Town Council, in attempt to build consensus, agrees to not amend a motion when first presented from a workshop. If the motion presented to the Council is not acceptable it will be referred back to a workshop with comments for further review. Upon a second proposal being presented from a workshop, the Council reserves the right to amend such proposal as they feel appropriate.

SECTION 12: COUNCIL & STAFF SPEAKING AT COUNCIL MEETINGS

MEMBER OF COUNCIL SPEAKING During Council Meetings:

During the Town Council meetings, Councilors shall follow Order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the Chair or the rules of the Town Council. Town Councilors desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine themselves to the question under debate and shall avoid all personalities and indecorous language. A Councilor, once recognized, shall not be interrupted while speaking unless called to order by the Chair, unless a point of order is raised

by another member or unless the speaker chooses to yield to questions from another member. If a Councilor is called to order while speaking, the Town Councilor shall cease speaking immediately until the question or order is determined. If ruled to be in order, the Town Councilor shall be permitted to proceed. If ruled to be not in order, the Town Councilor shall remain silent or shall alter the remarks so as to comply with rules of the Town Council.

All members of the Town Council shall accord the utmost courtesy to each other, to Town employees and to the public members appearing before the Town Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Town Councilors shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to issues before the Town Council. Members shall be removed from the meeting for failure to comply with decisions of the Chair or for continued violations of the rules of the Town Council. An affirmative vote of the majority of the Town Council shall require the Chair to act.

Staff Speaking During Council Meetings:

Staff members or the Town Manager desiring to address the Town Council shall be recognized by the Chair, shall state their name for the record, and shall limit their remarks to the matter under discussion. All remarks and questions addressed to the Town Council shall be addressed to the Town Council as a whole and not to any individual member thereof. No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the Chairperson.

Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to the members of the Town Council. While the Chairperson shall have the authority to preserve decorum in meetings as far as staff members and Town employees are concerned, the Town Manager shall also be responsible for the orderly conduct and decorum of all Town employees under the Town Manager's direction and control. The Town Manager shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by Town employees in Town Council meetings.

SECTION 13: INDIVIDUALS ADDRESSING THE COUNCIL

Any person wishing to address the Town Council will be given an opportunity to do so in accordance with the following procedure:

Public Participation at Regular Town Council Meetings

The public is welcome to participate at Town Council meetings. The participation may take the following forms:

1. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Chairperson announces the consideration of such item, at which time they address the Council on that particular item. However, once the Council has begun its deliberations on an item, no person shall be permitted to address the Council on such item, and any person desiring to further address the Council on such item must wait to do so until all items on the agenda have been completed.

- 2. After an item has been introduced, any person wishing to address the council shall signify a desire to speak by raising his or her hand or by approaching the lectern. When recognized by the Chairperson, the speaker shall give his or her full name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the Town Council. Comments shall be limited to 3 (three) minutes per person; however, the time may be extended by the Chairperson. For agenda items that are not formally advertised public hearings, the Chairperson or a majority of the Town Council may limit the total time of public comments to 15 (fifteen) minutes per agenda item. This time may be extended by a majority of the Town Council. The Chairperson may decline to recognize any person who has already spoken on the same agenda item.
- 3. Persons wishing to address the council on an issue or concern local in nature not appearing on the agenda may do so during the consideration of Public items. Issues raised during the non-agenda item comment period may be immediately responded to with brief answers by the Chairperson or by the Town Manager when directed by the Chairperson. After each comment period, the Chairperson will indicate that each person who did not receive an immediate response will receive a follow-up response and/or updated at the next Council meeting.
- 4. All presentations to the Council are recommended to be 15 (fifteen) minutes.
- 5. Participants or speakers are asked to refrain from reiterating points already made by themselves or another speaker.
- 6. Public members attending Town Council meetings also shall observe the same rules of propriety, decorum and good conduct applicable to members of the Town Council. Any person making personal, impertinent, derogatory, or slanderous remarks or who becomes boisterous while addressing the Town Council or while attending the Town Council meeting may be removed from the premises if a law enforcement officer is so directed by the Chair, and such person shall be barred from further audience before the Town Council for the duration of the meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Chair, who may direct an officer of the law to remove such offenders from the premises. Aggravated cases shall be prosecuted based on appropriate Council Working Rules and a complaint signed by the Chairperson. In case the Chair shall fail to act, any member of the Town Council may move to require the Chair to act to enforce the rules, and the affirmative vote of the majority of the Town Council shall require the Chair to act.

SECTION 14: BREACH OF THE RULES OR ORDERS

When any member breaches the rules or orders of the Council, he/she may, on motion, be requested to provide a satisfactory explanation for such behavior.

SECTION 15: VOTING BY THE COUNCIL

The Town Council shall act only by ordinance, order or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the document. All orders and resolves shall be numbered and must be signed by all Council

members present when the vote was called:

Every member present when a question is called shall give his / her vote, unless the Council, for special reasons, shall excuse him/her. Application to be so excused must be made before the Council is divided, or before the calling of the yeas and nays, and decided without debate.

- 1. <u>Members must vote</u>: Unless a Town Council member shall recuse him or herself from voting for reason of conflict of interest, the Town Council member must vote when the yeas and nays are called. The yeas and nays shall be taken and recorded upon passage on the signed ordinances, orders, and resolutions. Every ordinance, order, and resolve shall require, on final passage, the affirmative vote of four members of the Council.
- 2. Conflicts of Interest: The Town Council will adhere to all laws pertaining to Conflicts of Interest and the Town Charter. Each Town Council member shall be responsible to disclose any potential conflict of interest immediately after the Chairperson introduces an item. The council member shall briefly explain their reason why they believe they may have a conflict of interest. The balance of the Town Council members after reviewing applicable statutes shall by majority vote determine if the member has a conflict. If any member of the Town Council believes that another member has a statutory conflict of interest, they may raise a point of order at any time and the Town Council shall immediately suspend business to resolve the issue. If any member discovers part-way into a discussion that they may have a conflict of interest, the council member may raise a point of order and the Town Council shall immediately suspend business to resolve the issue. All resolutions of conflict of interest issues shall be by majority vote of the remaining Town Council members and after citing applicable statutory provisions. If the same issue is to be discussed at subsequent meetings, the recusal need not be revoted. The Chairperson will announce to those present the previous decision to recuse the council member.

Potential Conflicts may include, but not limited too:

- a. Financial Interest: A Town Councilor is prohibited per the Town Charter from having a contract with the Town. Similarly, a Councilor who has a financial interest in any matter before the Town Council shall disclose the interest and abstain from voting on any matter involving the interest. A copy of the disclosure and the abstention shall be recorded with the Town Clerk. A Councilor has a "financial interest" within the meaning of this section if the Councilor, or immediate family member, owns at least a ten percent interest in the business or economic entity or ten percent or more of the stock of the corporation involved in the pending transaction or matter.
- b. **Relationship.** A Town Councilor is disqualified in any quasi-judicial matter before the Town Council, if the Councilor is related to any of the parties within the sixth degree (second cousin). The Councilor shall disclose the interest and abstain from voting unless all parties waive the disqualification in writing.
- c. Appearance of Conflict. A Town Councilor shall avoid the appearance of a Conflict of interest, whether there is a technical conflict or not, by disclosure of the facts underlying the potential conflict, and where appropriate, by abstaining from voting on

the matter. If, after disclosure, the Councilor believes the interest will affect the Councilor's ability to make a fair and impartial decision faithful to the public interest, the Councilor shall abstain from voting.

d. Participation. An abstaining Councilor may but need not remain in the Town Council Chamber during debate or votes on that issue. An abstaining Councilor who wishes to be heard on the matter may join other members of the public and speak as a member of the public during that portion of the meeting when the public is being heard. In no case shall an abstaining Councilor participate in Council discussions or deliberations or otherwise act in an official capacity in the matter as to which the Councilor has abstained.

SECTION 16: ACCEPTANCE WITHOUT A ROLL CALL (ACCEPTED UNLESS DOUBTED)

The Chairperson may accept a question as moved and seconded unless any other councilor, the town manager, or the town clerk opposes. Motions that may not be accepted unless doubted include, but are not limited to, motions with a financial impact, entering executive session, acceptance or rejection of contracts, and setting elections and town meetings.

SECTION 17: DISPENSING OR WAIVING OF THE RULES

The rules shall not be dispensed or suspended unless five of the members of the Council consent thereto. No rules or order shall be amended or repealed without notice, in writing, being given at the preceding meeting. Waiving or suspension of the rules is only intended for consideration of an item that may not meet normal Council Rule notification requirements.

SECTION 18: EXECUTIVE SESSIONS

An Executive Session may be called only by a majority vote of the Council. No order, ordinance, resolution, rules, regulations, contract, appointments, or other official action, shall be finally voted in an executive session. An Executive Session shall not be used to defeat the purpose of 1964 MRSA TIME I, SEC. 401. Executive Sessions shall be in accordance with the State Law.

SECTION 19: MAINE MUNICIPAL ASSOCIATION

The Town Manager, the Town Clerk, the Tax Assessor, the Code Enforcement Officer, the Fire Chief, the Recreation Director, and the Finance Officer are the only representatives of the Town of Hermon authorized to contact Maine Municipal Association. In addition, the Chair, Vice Chair or another Council member designated by Council vote have the right to contact Maine Municipal Association.

Originally Adopted: Amended:	05/29/1974 01/02/1980 06/20/1990 12/05/1996; Effective Ju 11/3/25: Effective Nove 05/04/2006; Effective Ju 07/12/2007; Effective A 09/03/2009 09/15/2011 10/12/2023 09/11/2025	mber 20, 2005 une 4, 2006
	NDED this September 11,	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



O25-26-09

Accept Cottage Lane

	The Hermon Town Council herby accept Cottage Lane as a Public Road.							
	WL Properties, LLC is asking the town to accept Cottage Lane as a Public Road. The road 540 +/- feet long with 4 lots off of the road.							
	Plymouth Engine has determined it	eering has performed to be within the Tov	all the inspections on the road and wn's standards.					
	SIGNED this Septen	nber 11, 2025 by the Hermo	on Town Council:					
	Joshua Berry		Adam Brewer					
	Richard Cyr		Jason Forbes					
	Christopher Gray		Terry Hamm-Morris					
		Ronald Mur	phy					
Attest Ori	ginal:							
Motion	·	Yeas						

Date_

Second_

Nays__



Memo

To: Stephen Fields – Town Manager

Hermon Town Council

CC: Kristen Cushman – Town Clerk

From: Jessefa Murphy – Code Enforcement

Re: Accept Cottage Lane as a Public Way

This memo serves as a formal request for the Town Council to consider Cottage Lane, as a public way.

Background

Cottage Lane was originally approved as a subdivision in May of 2022, the Planning Board voted unanimously to approve a 5-lot subdivision of Contractor Drive. The developer did not file the subdivision with the registry of deeds within the required time frame per the Town of Hermon's Land Use Ordinance. Cottage Lane was re-approved in June of 2025. Total length of the roadway is 540 feet +/-.

Plymouth Engineering's was hired by the Town as the Third-Party Inspector of the road project, to ensure compliance with the design and conformance with the Land Use Ordinance, specifically subdivision/roadway design. The report indicates that all aspects of the construction were completed in accordance with approved plans and town standards.

Based on the report by Plymouth Engineering, I recommend the Hermon Town Council formally accept Cottage Lane as part of the town's public roadway network.

Telephone: 207-848-1010

Fax: 207-848-3316

Physical Address

Hermon, ME 04401

333 Billings Rd

Respectfully,

Jessefa Murphy

Code Enforcement Officer

Plymouth Engineering, Inc.



P.O. Box 46 – 30 Lower Detroit Road Plymouth, Maine 04969 info@plymouthengineering.com Tel: (207) 257-2071 fax: (207) 257-2130

May 19, 2025

Project No. 23043

Mr.Jessefa Murphy, Code Officer Town of Hermon PO Box 6300 Hermon, ME 04402

Final Report - Cottage Lane (Pendelton Drive) - Construction Monitoring Summary

Dear Mr. Murphy:

Plymouth Engineering, Inc. was retained by the Town of Hermon to conduct periodic visits to the proposed Cottage Lane, during construction by its owner Reece Co. In this instance, the developer/owner was also serving as the general contractor.

Plymouth Engineering conducted several visits between fall 2023 to fall 2024 from the roadway's initial grubbing, D gravel placement, A gravel placement, compaction testing of both D and A gravel, checking road cross slopes, paving base coarse and surface coarse while checking temperatures, thickness, and final stabilization serving as the Town's representative.

Pending final shoulder stabilization, as well as final full vegetation of the roadway and ditches/slopes, we find that the roadway has been constructed in general conformance with the design plans and Town of Hermon roadway standards as presented on the design plans. We offer the following as notes to the finding:

We find that, having been constructed in general accordance with the plans other than as detailed above, our recommendation to the Town of Hermon is that the road meets all requirements, and there is nothing that we are aware of that should prevent the Town Council from considering the roadway for acceptance.

Sincerely,

PLYMOUTH ENGINEERING, INC.

Scott E. Braley, PE, CPESC

President

CC: project files



Report of Field Density ASTM D6938

Project: HERMON ME - PENDLETON DRIVE CONSTRUCTION - CONSTRUCTION

Project Number:

24-1720

MATERIALS TESTING SERVICES

Client: REESE CO.

Field Density Test Results

								Moisture		
Test #	Test Date	Tech	Test Location	Elev Feet	Test Depth	Lab ID	Dry Density		Compaction Percent	Required Compaction
1	10/10/2024	NB	STA: 5+00, 15' RIGHT OF CENTERLINE	TDG	10	30703B	132.7	8.7	97.1	95
2	10/10/2024	NB	STA: 4+00, 4' LEFT OF CENTERLINE	TDG	10	30703B	134.0	7.7	98.1	95
3	10/10/2024	NB	STA: 3+00, 1' LEFT OF CENTERLINE	TDG	10	30703B	131.3	8.4	96.1	95
4	10/10/2024	NB	STA: 2+00, 10' RIGHT OF CENTERLINE	TDG	10	307038	130.1	7.0	95.2	95
5	10/10/2024	NB	STA: 1+00, 9' LEFT OF CENTERLINE	TDG	10	30703B	132.0	6.2	96.6	95
6	10/10/2024	NB	STA: 0+20, ON CENTERLINE	TDG	10	30703B	133.9	7.2	98.0	95

Laboratory Compaction Test Reference

		Date			Max Dry Density	Optimum Moisture Content		
	Lab ID	Received Material Source	Material Type	Method	PCF	(%)	Comments	
55	30703B	8/26/2024 Delivered	Gravel - Type D	ASTM D-1557 Modified C	136.6	6.3		•

Elevation Notes:

TDG denotes Type D Grade

Comments:

Chris Raymond
Reviewed By



Report of Field Density ASTM D6938

Project: HERMON ME - PENDLETON DRIVE CONSTRUCTION - CONSTRUCTION

MATERIALS TESTING SERVICES

Project Number:

24-1720

Client: REESE CO.

Field Density Test Results

								Moisture		
Test #	Test Date	Tech	Test Location	Elev Feet	Test Depth	Lab ID	Dry Density		Compaction Percent	Required Compaction
7	10/22/2024	NB	STA: 0+20 ON CENTER	TG	6	30877B	139.1	3.3	96.9	90
8	10/22/2024	NB	STA: 1+00 6' RIGHT OF CENTER LINE	TG	6	30877B	138.7	3.2	96.7	90
9	10/22/2024	NB	STA: 2+00 6' LEFT OF CENTER LINE	TG	6	30877B	138.3	3.2	96.4	90
10	10/22/2024	NB	STA: 3+00 4' RIGHT OF CENTER LINE	TG	6	30877B	139.3	2.8	97.1	90
11	10/22/2024	NB	STA: 4+00 3' LEFT OF CENTER LINE	TG	6	30877B	137.9	3.3	96.1	90
12	10/22/2024	NB	STA: 5+00 20' LEFT OF CUL-DE- SAC CENTER	TG	6	30877B	138.1	3.3	96.2	90
13	10/22/2024	NB	STA: 5+00 15' RIGHT OF CUL-DE- SAC CENTER	TG	6	30877B	137.7	2.7	96.0	90
			SAC CENTER			_				

Laboratory Compaction Test Reference

Lab ID	Date Received <u>Material Source</u>	Material Type	Method	Max Dry Density PCF	Moisture Content (%)	
30877B	10/14/2024 Delivered	Aggregate Base - Type A	ASTM D-1557 Modified C	143.5	4.7	_

Elevation Notes:

TG denotes To Grade.

Comments:

Chris Raymond
Revigived By



Report of Moisture-Density

Method ASTM D-1557 MODIFIED

Procedure C

Project Name

HERMON ME - PENDLETON DRIVE CONSTRUCTION -

CONSTRUCTION MATERIALS TESTING SERVICES

Client

REESE CO.

Material Type

AGGREGATE BASE - TYPE A

Material Source

DELIVERED

Project Number

24-1720

Lab ID

30877B

Date Received

10/14/2024

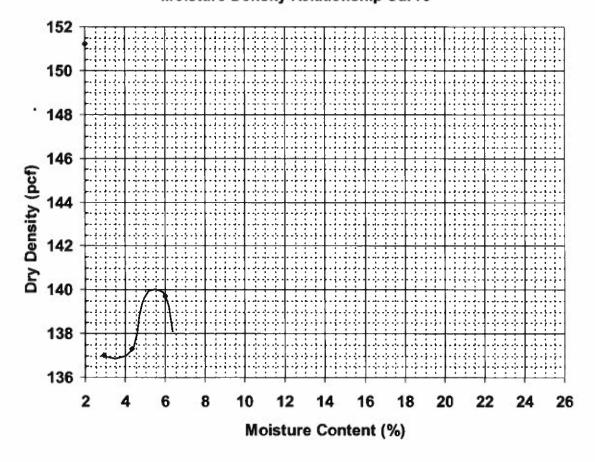
Date Completed

10/22/2024

Tested By

NICHOLAS BOUTIN

Moisture-Density Relationship Curve



Maximum Dry Density (pcf)	
Optimum Moisture Content (%)	

140 5.5 Corrected Dry Density (pcf)

143.5

Percent Oversized

22.3%

Corrected Moisture Content (%)

4.7

Comments

Tom Higgins

Company Data

CENTRAL MAINE POWER COMPANY 83 EDISON DRIVE AUGUSTA, ME 04336-0001 USA Quote



An Avangrid company
0250083497

1/1

(Customer Data

SCOTT PELLETIER 205 BEMIS RD CARMEL, ME 04419-3029 USA Service Location:

SCOTT PELLETIER COTTAGE LANE HERMON, ME 04401 USA

(Quote

Quote Number: Quote Date: 0882931024002315

Customer Number:

12/05/2024 1234550

Description:

CIAC TAX ONLY

Work Order:

PO Number: 10301120464

Description	Amount	Tax	TOTAL
Ciac Tax Only on Line Ext	\$2,152.50	\$0.00	\$2,152.50
Amount Due			\$2,152.50

PVT LINE INVOICE \$14,350.00

ONLY CHECKS ARE TO GO TO THE ADDRESS BELOW. **DO NOT OVERNIGHT OR SEND ELECTRONIC PAYMENT** SENDING OVERNIGHT OR INCLUDING ADDITIONAL DOCUMENTS WILL CAUSE DELAYS. ***PAYMENT IN FULL IS REQUIRED***INCLUDE STUB WITH YOUR CHECK AND MAIL TO BOSTON

(Payment Method

Work will not be scheduled until payment is received. The quote is valid for 90 days from the quote date. Request for additional design changes may require a new estimate. If you have any questions regarding this quote, please contact your Business Representative at 800-750-4000.

If paying by check, please send the stub with the payment to the PO Box address below. For ACH/Wire payments please contact your Business Representative for instructions.



SCOTT PELLETIER 205 BEMIS RD CARMEL, ME 04419-3029 USA

CENTRAL MAINE POWER COMPANY PO BOX 847811 BOSTON, MA 02284-7811

	Quote Number	
	0882931024002315	
le sonici	Customer Number	
	1234550	
	Amount Due	
	\$2,152.50	
	Amount Paid	
	\$	

Do not write below this line

H&M Line LLC

www.handmline.com contact@handmline.com

Phone: 1-207-956-0062 35 Evergreen Dr Hampden ME 04444



	INVOICE	DATE	15 Jan 2025	
CLIENT	Scott Pelletier		The state of the s	11 100
CONTACT	Scott			
PROJECT ID	H&M-24-212	W 14 NO 152		
EMAIL/PHONE	356-7889 - scottpelletier2@icloud.com	CURRENCY	USD	

[ατν [MOU	UNIT PRICE	TOTAL
4	EA	\$ 3,200.00	\$ 12,800.00
1	SUM	\$ 1.550.00	\$ 1,550.00
		4 EA	4 EA \$ 3,200.00

SubTotal

\$ 14,350.00

Down Payment

\$ 0.00

Final Payment

\$ 14,350.00

REMAINING AMOUNT	6000
DUE	\$ 0.00



REESE CO. 205 BEMIS RD CARMEL, ME 04419 PH. (207) 356-7889 First

9692

52-183/112

3/28/2025

PAY TO THE CMP

\$ **2,152.50

a

DOLLARS

P.O. Box 847810 Boston, MA 02284-7810

MEMO

Green

CRICING DOCUMENT FRINGED ON CHEMICAL REACTIVE PAPER WITH INCROPRINTED FUNDAMENTAL

lendy citation

0882931024002315



MAINE REAL ESTATE TRANSFER TAX DECLARATION Form RETTD Do not use red ink.

122 31	Car 1000 (1847) 2001 (1817)	THE U. SPEAKING	APACA HARAMAN	WCHILLY Y-			
1. County Penob	scot						
2. Municipality Herr	non						
3. GRANTEE/PURG	CHASER	1 O 8	1 0 1		BOOK/PAGE - R	REGISTRY U	SE ONLY
3a. Last name, first na The Town of Hermo	me, MI; or business name on			bosser _{it} u		3b. Fede	Ol len
3c. Last name, first na	me, MI; or business name					3d. Feder	al ID
3e. Malling pddress aft	er purchasing this property		31, M	unicipality		3g. State	3h: ZIP Code
333 Billings Road			He	ermon		ME	04401
4. GRANTOR/SELL	ER						
4a. Last name, first na WL Properties, LLC	me, MI; or business name					4b. Feden	el ID
4c. Last name, first nam	ne, MI; or Business name					4d. Feden	of ID
4e. Mailing address			4f. Mc	unicipality		4g. State	4h ZIP Code
209 Bemis Road			Car	mel		ME	04419
5. PROPERTY 5a	. Mep Slock	Lot Su	b-lot (Check any that apply No maps exist Multiple parcels	5b. Type of property - e number that best descr erty being sold (see ins	ibes the prop-	
5c. Physical location				Portion of percel	5d	. Acreage (see	instructions)
Cottage Lane, Herm	ion, ME 04401			Not applicable			•
6. TRANSFER TAX	6a. Purchase price (If the	fransfer is a gift, enter "(07				\$0.00
	6b. Fair merket value (En	ter a value only if you en	ntered "0" or a	nominal value on line	6a) 6b.		400
6c. Exemption claim -	Check the box if either	grantor or grantoo is cla	iming exempli	on from transfer tex s	and enter explanation below	ı.	•••
7. DATE OF TRANS	1.6	8. CLASSIFIED WAI open space, tree grow be triggered by devel	with, or work	ng waterfront, a su	perty is classified as fam ubstantial financial penal or change in use.	lty may	CLASSIFIED
the transfer that sugg	ASTANCES. Were there past the price paid was e	ither more or less tha	ances with in its fair		ME TAX WITHHELD, T Maine Income tax becau		ot required to
market value? If yes,	check the box and ente	r explanation below.		Selle	r has qualified as a Mair	ne resident	
					iver has been received i		Tax Assessor
					sideration for the propert		\$100,000
				The	transfer is a foreclosure	sale	
accompanying sched	S) UNDER THE PENAL luies and statements and is based on all informati	on of which preparer	owledge and has any kno	l belief they are tru	this return/report/docum re, correct, and complete	nent and (if a	pplicable) n of preparer
PREPARER Name	Treworgy of preparer: Services	& Baldacci - Real Est	ate Closing	Phone number:	(207) 942-8249		
Mailing address:	46 Main Street	= = = 0		Email address	info@treworgy-baldac	ci.com	
	Bangor, Maine 04401		w <u>Z</u> ywu	Fax number:	(207) 942-8335		
				DE W		Re	v::11/21

Real Estate Transfer Tax Declaration

Instructions

The Real Estate Transfer Tax Declaration (Form RETTD) must be filed with the county Registry of Deeds when the accompanying deed is recorded. The Registry of Deeds will collect a tax based on the value of the transferred property. The tax is equals \$2.20 for each \$500 of value and is imposed half on the purchaser and half on the seller. If the transferred property is in more than one municipality or if there are more than two sellers or buyers, a Supplemental Form must be completed. For more information, visit www.maine.gov/revenue/propertytax/transfertax/transfertax.htm or contact the Property Tax Division at 207-624-5606.

Line 1. County. Enter the name of the county where the property is located. If the property is in more than one county, complete separate Forms RETTD.

Line 2. Municipality. Enter the name of the municipality where the property is located. If the transferred property is located in more than one municipality, complete a Supplemental Form.

Line 3. Grantee/Purchaser. a) & c): Enter one name on each available line, beginning with last name first. If more than two purchasers, complete a Supplemental Form. b) & d): If a business entity is entered on a) or c), enter the entity's federal ID number. Do not enter a social security number. If you do not have a federal ID number, or if the transfer is of unimproved land for less than \$25,000 or land with improvements for less than \$50,000, you may enter all 0s in this field. e) through h): Enter the mailing address for the buyer after the purchase of this property.

Line 4. Grantor/Seller. a) & c): Enter one name on each available line, beginning with last name first. If more than two sellers, complete a Supplemental Form. b) & d): If a business entity is entered on a) or c), enter the entity's federal ID number. Do not enter a social security number If you do not have a federal ID number, or if the transfer is of unimproved land for less than \$25,000 or land with improvements for less than \$50,000, you may enter all 0s in this field. e) through h): Enter the mailing address for the seller after the purchase of this property.

Line 5. Property. a): Enter the appropriate map-block-lot-sub lot number. If the property has more than one map and lot number, attach a Supplemental Form. If the municipality does not have property tax maps, if the property has more than one map and lot or if the transferred property is part of a larger parcel, then check the appropriate box. b): From the list provided below, enter the property type code that best describes the entire transferred property. c): If the municipality does not have property tax maps, enter the physical location (including street and number) of the property. d): Enter the acreage of the transferred property. If you

Shopping mall

Other

314

320

don't know the exact acreage, enter an estimate based on the available information. The acreage recital is for MRS purposes only and it does not constitute a guarantee to the buyer of the acreage being conveyed, EXCEPTION: If the transferred property is a gift, you do not need to complete lines b) and d).

Line 6. Transfer tax. a): Enter the actual sale price or "0" if the transfer is a gift. b): If you entered 0 or a sale price that is considered nominal on line a), enter the fair market value of the property on this line. The thir market value is based on the estimated price a property will bring in the open market and under prevailing market conditions in a sale between a willing buyer and a willing seller and must reflect the value at the time of the transfer. c): If either party is claiming an exemption from the transfer tax, check this box and enter an explanation of the reason for the claim. See 36 M.R.S. § 4641-C for a list of exemptions.

Line 7. Date of transfer. Enter the date of the property transfer, which reflects when the ownership or title to the real property is delivered to the purchaser. This date may not be the same as the recording date.

Line 8. Classified. Check the box if the property is enrolled in one of the current use programs. Current use programs are tree growth, farm and open space, and working waterfront.

Line 9. Special circumstances. If the sale of the property was either substantially more or less than the fair market value, check this box and enter an explanation of the circumstances.

Line 10. Income tax withheld. Nonresident sellers are subject to real estate withholding under 36 M.R.S. § 5250-A. If you have any questions, please contact the Income Tax Division at 207-626-8473.

Line 11. Declaration(s) under penalty of perjury. Please provide the name, mailing address, phone number, and email address of the personer company preparing this form if diff erent from the parties of thetransaction.

PROPERTY TYPE CODES

VACANT LAND		COMMERCIAL		INDUSTRIAL		RESIDENTIAL		MISC CODES	
Rural	101	Mixed use	301	Gas and oil	401	Rural	201	Government	501
Urban	102	5+ unit apt.	303	Utility	402	Urban	202	Condominium	502
Oceanfront	103	Bank	304	Gravel pit	403	Oceanfront	203	Timeshare unit	503
Lake pond front	104	Restaurant	305	Lumber/saw mill	404	Lake pond front	204	Nonprofit	504
Stream riverfront	105	Medical	306	Pulp/paper mill	405	Stream/riverfront	205	Mobile home park	505
Agricultural	106	Office	307	Light manufacture	406	Mobile home	206	Airport	506
Commercial zone	107	Retail	308	Heavy manufacture	407	2-4-unit apt.	207	Conservation	507
Other	120	Automotive	309	Other	420	Other	220	Current use	
		Marina	310	200				classification	508
		Warehouse	311					Other	520
		Hotel/motel/inn	312						
		Nursing home	313						



O25-26-10

Accept Contractor Drive

Contractor Drive as a	ealty, LLC is asking the town to accept a Public Road. The road is approximate th 5 lots off of the road.
•	ormed all the inspections on the road and se within the Town's standards.
SIGNED this September 11, 202	5 by the Hermon Town Council:
SIGNED this September 11, 202: Joshua Berry	5 by the Hermon Town Council: Adam Brewer
Joshua Berry	Adam Brewer

Motion____

Second_____

Nays_____



Memo

To: Stephen Fields - Town Manager

Hermon Town Council

CC: Kristen Cushman - Town Clerk

From: Jessefa Murphy - Code Enforcement

Re: Accept Contractor Drive as a Public Way

This memo serves as a formal request for the Town Council to Contractor Drive, approximately 1,560+/- feet of roadway in the Industrial Zone, as a public way.

Background

Contractor Drive was originally a private road, built in the late 70's early 80's and used to serve Beauregard Equipment, a heavy equipment dealership. In September of 2024, the Planning Board voted unanimously to approve a 4-lot subdivision of Contractor Drive, requiring the private road to be built to the Town of Hermon's Industrial Road standard.

Haley Ward's attached inspection reports confirm that the construction of this portion of the roadway meets the Town of Hermon's industrial road standards. Their evaluation includes proper base material and compaction testing, drainage installation and functionality, surface paving to appropriate specifications. The reports indicate that all aspects of the construction were completed in accordance with approved plans and town standards.

Based on the findings in Haley Ward's reports and my review as Code Enforcement Officer, I recommend the Hermon Town Council formally accept Contractor Drive as part of the town's public roadway network.

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



September 4, 2025

Town of Hermon
Attn: Mr. Jessefa Murphy
333 Billings Road
Hermon, Maine 04401
murphyi@hermonmaine.gov

Re: Beauregard Subdivision | Third Party Construction Observation and Design Certification | Contractor Road, Hermon, Maine

Dear Mr. Murphy:

As you are aware, Haley Ward, Inc. (Haley Ward) has conducted construction observation services to assess whether the Contractor Road improvements have been built in accordance with the approved Plymouth Engineering Subdivision Plans. This project involved road reclaim, road rebuild, utility stubs, and relocation of the existing sewer main. On September 3, 2025, Haley Ward conducted a final on-site observation to evaluate compliance with the plans. Below, we summarize our observations throughout the project, along with our recommendations and findings from the final site visit. Dorr Construction (Contractor) was the contractor awarded the project.

COMPLIANCE WITH DESIGN

Haley Ward conducted on-site observation visits throughout the duration of the project to check various milestones of construction and determine whether the road and utilities were being constructed in accordance with the approved design plans prepared by Plymouth Engineering, Inc. (Plymouth). Our visits included assessments of subgrade preparation, sewer installation, placement of Type D Gravel, Type A Gravel, fine grading, paving, and a post-paving inspection.

Best practices were followed throughout the site preparation and construction process. Care was taken by the Contractor to schedule construction and inspection activities to minimize rework and mitigate against shifting weather conditions.

Sewer installation observations confirmed that sewer service lines were installed per the details provided on the plan set. In areas where adequate cover was not achievable, the Contractor installed board insulation to meet minimum cover requirements.

Locations of the services were adjusted slightly but were approved by Plymouth prior to installation.



C & C Lynch completed the relocation of the sewer main from approximately ST 4+50 to the tie in within Hammond Street. Manholes and sewer pipe were installed following typical engineering practices. The structures were bedded in crushed stone, backfilled with common borrow and compacted around the manhole using a vibratory plate compactor. Manholes were adequately parged at all penetrations to prevent infiltration.

The Bangor Water District performed inspections for all water services that were installed for this project.

The subgrade preparation met the required standards and demonstrated acceptable bearing capacity based on observations and proof rolling. Any unsuitable areas encountered were excavated and replaced to establish a stable, uniform subgrade.

The subgrade cross slope met the design requirement of 2%, satisfying the intent of the project design.

Gravel materials used for the project met the design specifications for both Type D and Type A gravels. In-place compaction testing was conducted by John Turner Consulting and results were submitted to Haley Ward. The tests confirmed that all sections of the road achieved the required minimum compaction of 95%.

Fine grading was completed on August 27, 2025. Field verification confirmed that the road met the specified 2% cross slope in both the crowned and superelevated sections. From approximately Station 6+25 to 8+50, the cross slope was modified from a standard crown to a superelevated configuration. This design adjustment was made to preserve access to existing infrastructure—specifically a hydrant and utility poles—by maintaining a portion of the original roadway in that area. During construction, two areas presented issues with the proposed design elevations: one where the new corner of the road transitions back into the existing alignment near Station 11+00, and another at the cul-de-sac. In both locations, the Contractor was directed by the Engineer of Record to field-adjust the grading to ensure a smooth transition and to provide adequate slope for positive drainage.

Paving of the binder course occurred on August 28, 2025, achieving a compacted depth of 2.5 inches. The final wearing course was installed on August 29, 2025, with a compacted thickness of 1.5 inches. Haley Ward personnel were not present for paving. The finished surface appears uniform and appropriately compacted. Eaton Paving recorded thickness and compaction of the asphalt for both base and surface paving.

A final inspection was completed on September 3, 2025. Overall, the road plan and profile align with the design intent. The standard industry tolerance for cross slope is typically within $\pm 0.5\%$ of the specified value. Cross slopes were measured along the length of the roadway during inspection. While several locations exceeded the 0.5% tolerance, the slope direction consistently promotes drainage toward the ditch. Vertical alignment falls below 1% in some isolated areas but is generally surrounded by steeper slopes that allow for adequate drainage. The road has a paved width of 24 feet.



It was observed that there is standing water in the ditch line at approximately ST 0+50 (R). It appears the ditch could be graded to promote positive drainage towards the cross culvert on Hammond Street.

Based on our on-site observations, the road geometry, drainage, and utilities generally meet the intent and function of the approved plans. The shoulders have not been backed up with gravel. Additionally, it was observed that there are gravel windrows along the shoulder which should be cleared.

OBSERVATIONS AND POSSIBLE RISK FACTORS

Driveway aprons were not included in the contract drawings for this project; however, existing driveway aprons and associated culverts were present for access to Lots 1, 2, and 4. Because these culverts were not identified in the design documents, the Contractor was not responsible for resetting them or for installing riprap inlet and outlet protection. Two driveway aprons providing access to Lot 1 were installed earlier this year as part of ongoing site development for a new dog daycare facility and were already in place at the time of the sewer line relocation. The driveway apron located at approximately Station 3+00 was disturbed during construction and was subsequently restored by the Contractor in accordance with typical construction practices. The second driveway apron installed by the Owner of Lot 1 remains in place but does not appear to meet the Town's construction standards.

Following a rain event on August 29, 2025, two areas were observed to have minor puddling: one at the intersection with Hammond Street and another on the right side of the cul-de-sac. Haley Ward recommended that Plymouth review these locations to determine if any action was needed.

Plymouth reviewed the areas and noted that at the Hammond Street intersection, water appears to collect due to a slightly high spot on the east (Hermon) side of a sewer trench repair. They suggested that grinding this area may help relieve water, although they also noted that Hammond Street has a flat profile and contributes runoff to the intersection. While the water does not appear to create a safety concern, the ride over the trench is uneven, and grinding may improve both drainage and ride quality. In the cul-de-sac, shallow and intermittent puddling was observed in photos taken after the rain event, but no standing water remained during a later site visit. This was attributed to minor paving imperfections in a large, flat area and is not expected to become a long-term issue.

The Town's Code Enforcement Officer (CEO) met with the contractor to review both locations. Based on that site visit, it is our understanding that there are no immediate plans to perform additional corrective work, and the Town appears to be generally acceptant with the current condition of the roadway. The CEO also acknowledged that this section of the road is relatively flat, and that, given the existing grades, there may be limited practical options available to significantly improve drainage in these areas.



While we recognize the reasoning behind this position and the assessments provided by Plymouth, we would encourage the Town to remain mindful of the potential long-term impacts of even minor areas of water retention. Water that may evaporate quickly during warm weather is likely to linger in cooler seasons. Persistent ponding, even if shallow, can contribute to premature pavement deterioration and increased maintenance costs over time. Furthermore, conditions observed prior to the road's reconstruction—particularly at the Hammond Street intersection—suggest a history of drainage-related issues, as evidenced by significant potholing. Given this history, it may be prudent to continue monitoring these areas to mitigate the risk of future pavement issues.

PUNCH LIST ITEMS

During the final on-site walk, it was observed that the following items needed to be completed to allow Haley Ward to offer our final opinion on whether the project is compliant with the approved plans:

- Larger rocks should be removed out of the ditch lines.
- Shoulders need to meet 4 feet wide detail.
- Edge of pavement shall be backed up with gravel.
- Gravel windrows from shoulders should be removed/graded into finished grade.
 - Care shall be taken to not damage the new pavement during clean-up and punch list activities.
- Gravel should be removed from culvert inlets.
- Ditch at entrance should be dug out to promote positive drainage towards the cross culvert on Hammond Street.
- Slope gravel area on curve to ditch to promote positive drainage, clean up gravel piles.
- All trash shall be removed from the site.
- Final ditch shaping after shoulder installment.

CONCLUSION

Based on the results of our construction observation services, it appears that, upon final completion of the punch list items mentioned above, the construction of the roadway and associated utilities are generally in compliance with the approved plans.

Please feel free to reach out to us with any questions at 207-989-4824, or by email at Ifeeney@haleyward.com.

Sincerely,

Haley Ward, Inc.

Project Engineer

ALF/SMT/leb

Sean Thies, P.E.

Senior Project Manager



DAILY CONSTRUCTION REPORT

PROJECT:	Beauregard Subdivision	DATE:	08.04.2025
OCATION:	Hermon	WEATHER:	Sunny
OB NO:	11985.011	TEMPERATURE:	85°F
CLIENT:	Town of Hermon	PRECIPITATION:	0%
SITE OBSERVER(S):	Lucy Feeney		
	CONTRACT	ORS	
Contractor:		C&C Lynch	
	Personnel		marks
Superintendent	Cam Lynch	Re	IIIMINA
Foreman	1		
Operators	3	2 Truck driv	ers, 1 operator
Laborer	2		
	EQUIPMENT O	N-SITE	
Bulldozer	1		
Roller	1		
ſri-Axle	2		
excavator	1		
	CONSTRUCTION A (HW) arrives on-site.	CTIVITIES:	
 C&C Lynch p Cam Lynch pavement n Cam asks if a 12" or less to 0830 - Contractor co 0845 - Telecom line 0945 - Sewer main in 	preparing to trench on Hammond Stree (Super) states they will be separating outleeded as the road is going to be rectail compaction tests are required on trenctachieve compaction. omes across 6" HDPE connected to 8" Refound at approximately \$1.0+14 (below n Hammond Street located. e installed and working.	ut gravels to put back in place. imed. h. HW states that lifts should be	No temporary compacted eve

JN: 11985.011

Lucy Feeney

Prepared by:



Photo No. 1

Photo Date: 08/04/2025

Site Location: Hermon, Maine

Description:Existing under

Existing underdrain pipe located at intersection of Hammond Street and Contractor Drive.

Photo By: ALF

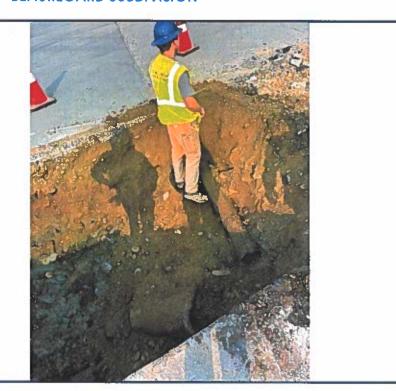


Photo No. 2

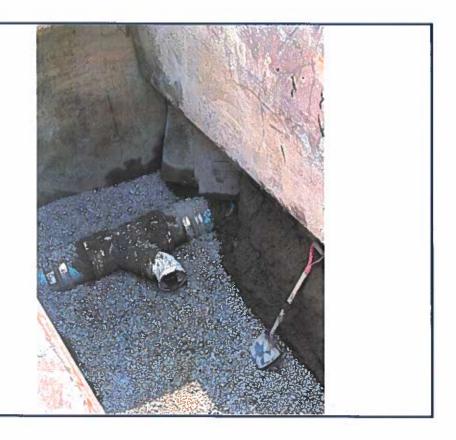
Photo Date: 08/04/2025

Site Location: Hermon, Maine

Description:

Wye into sewer main on Hammond Street.

Photo By: ALF





DAILY CONSTRUCTION REPORT

PROJECT:	Beauregard Subdivision	DATE:	08.06.2025
LOCATION:	Hermon	WEATHER:	Sunny
JOB NO:	11985.011	TEMPERATURE:	85°F
CLIENT:	Town of Hermon	PRECIPITATION:	0%
SITE OBSERVER(S):	Lucy Feeney		
Contractor:	Dorr Cons	truction and C&C Lynch	
Secretary and the second	Personnel	THE RESERVE AND ADDRESS OF THE PARTY OF THE	marks
Superintendent	0	NG.	marks
Foreman	1		
Operators	6		
Laborer	4		

CONSTRUCTION ACTIVITIES:

- 0800 Haley Ward (HW) arrives on-site.
 - Dorr on site working to excavate for sewer stub to Lot #2.
 - C&C Lynch on site working to place first sewer stick of the day. Discussion with foreman regarding cover in ditch. Detail calls for 4.5' min. cover without insulation.
 - C&C Lynch compacts backfill in lifts.

 $\frac{1}{2}$

<u>4</u>

- 0845 Dorr works to attach saddle to sewer main in Contractor Drive for sewer service.
- 0920 Dorr has 1 stick of sewer pipe placed at approximately ST 4+76. Cover is less than 4.5'.

 Dorr to insulate pipe that has less than 4.5' of cover.
- 1000 Dorr has 2 sticks of sewer pipe and insulation placed; working to backfill.
 - C&C Lynch prepares for manhole placement.
- 1030 C&C Lynch has manhole placed. HW discusses inverts with foreman and slope of pipe.
- 1045 HW departs site.

Bulldozer

Excavator

Roller Tri-Axle

Construction Photos

Photographic documentation contains photographs in different stages of construction and may not represent finished product.

Prepared by:	Lucy Feeney

JN: 11985.011



Photo No. 1

Photo Date: 08/06/2025

Site Location: Hermon, Maine

Description:

Placed sewer service (stick 1) for Lot #2.

Photo By: ALF

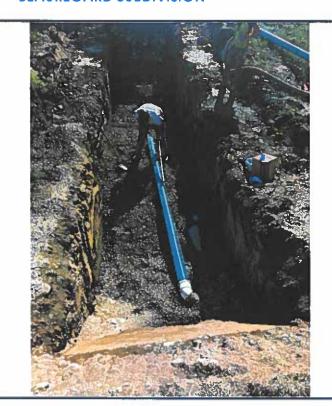


Photo No. 2

Photo Date: 08/06/2025

Site Location: Hermon, Maine

Description:

Placed sewer service (stick 2) for Lot #2.

Photo By: ALF

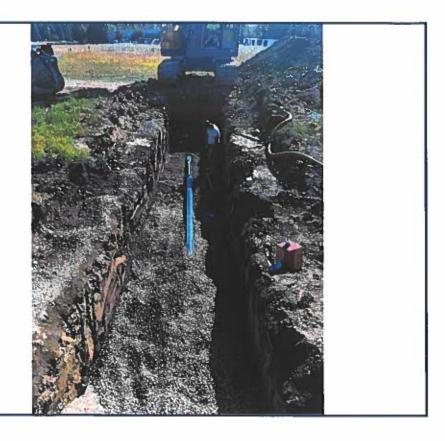




Photo No. 3

Photo Date:

08/06/2025

Site Location:

Hermon, Maine

Description:

Sewer manhole base placed.

Photo By:

ALF

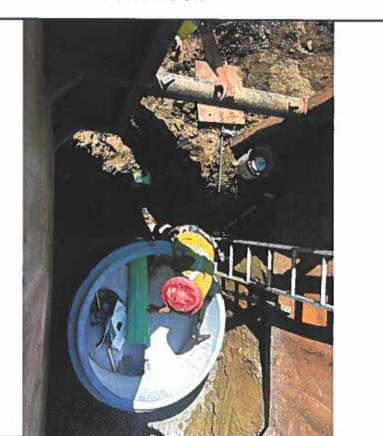


Photo No. 4

Photo Date:

08/06/2025

Site Location:

Hermon, Maine

Description:

Sewer manhole with cone placed.

Photo By:

ALF





DAILY CONSTRUCTION REPORT

PROJECT:	Beauregard Subdivision	DATE:	08.27.2025
LOCATION:	Hermon	WEATHER:	Partly cloudy
JOB NO:	11985.011	TEMPERATURE:	75°F
CLIENT:	Town of Hermon	PRECIPITATION:	0%
SITE OBSERVER(S):	Lucy Feeney		

	CON	ITRACTORS		
Contractor:	Ec	aton Paving and Dor	r Construction	
	Personnel		Rem	arks
Superintendent				
Foreman	1		-	· · · · · ·
Operators	2	1 30		
Laborer	1			
	EQUIPA	MENT ON-SITE		
Bulldozer	1		Grader	1
Roller	1			
Tri-Axle	1	-		·
Excavator	1			

CONSTRUCTION ACTIVITIES:

1230 – Haley Ward (HW) arrives on-site.

- HW checks fine grade cross slope of road.

Cross Slope Measurements:

- ST 0+50: 1.45% (R), 2.05% (L)
- ST 1+00: 2.00% (R), 3.75% (L)
- ST 2+00: 0.65%, 2.05% (L)
- ST 3+00: 2.00% (R), 2.85% (L)
- ST 4+00: 2.35% (R), 2.05% (L)
- ST 5+00: 2.00% (R), 2.35% (L)
- ST 6+00: 2.00% (R), 2.05% (L)
- ST 7+00: 2.00% (ky, 2.00% (c)
- ST 8+00: 1.80% (supered right)
- ST 9+00: 2.00% (supered right)
- ST 10+00: 0.65% (R), 0.45% (L) transition section between super and crowned.
- ST 11+00: 2.15% (R), 1.80% (L)
- ST 12+00: 1.45% (R), 2.00% (L)
- ST 13+00: 4.25% (R), 3.65% (L)
- ST 14+00: 2.15% (R), 3.40% (L)

Cul-de-sac - flat, ranging from 0.30-1.2% has not yet been graded.

HW discusses with Eaton and Dorr to grade cul-de-sac, and fix areas that do not fall within typical slope tolerances prior to paving.

1330 – HW departs site.

Construction Photos



Photographic documentation contains photographs in different stages of construction and may not represent finished product.

Prepared by: Lucy Feeney

JN: 11985.011



Photo No. 1

Photo Date: 08/27/2025

Site Location:

Hermon, Maine

Description:

At approximately ST 10+50 looking up station.

Photo By:

ALF

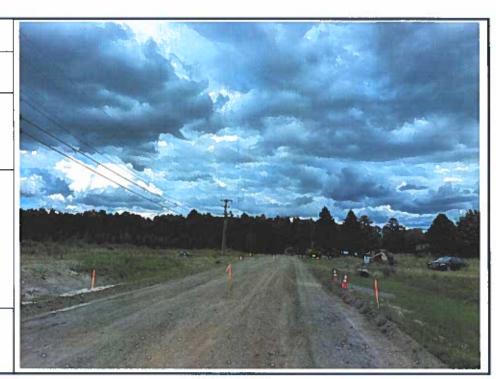


Photo No. 2

Photo Date:

08/27/2025

Site Location:

Hermon, Maine

Description:

At approximately ST 6+00 looking up station.

Photo By:

ALF





Photo No. 3

Photo Date:

08/27/2025

Site Location:

Hermon, Maine

Description:

At approximately ST 15+00 looking up station.

Photo By:

ALF



Photo No. 4

Photo Date:

08/27/2025

Site Location:

Hermon, Maine

Description:

At approximately ST 9+50 looking down station.

Photo By:

ALF





DAILY CONSTRUCTION REPORT

PROJECT:	Beauregard Subdivision	DATE:	08/28-29/2025
LOCATION:	Hermon	WEATHER:	Partly cloudy, rain
JOB NO:	11985.011	TEMPERATURE:	70°
CLIENT:	Town of Hermon	PRECIPITATION:	50%
SITE OBSERVER(S):	Lucy Feeney		

CONTRACTORS

Contractor:		
	Personnel	Remarks
Superintendent		
Foreman		
Operators		
Laborer		
	EQUIPMENT ON-SITE	
Bulldozer	1	
Roller	1	
Tri-Axle	1	
Excavator	1	

CONSTRUCTION ACTIVITIES:

1700 – Haley Ward (HW) arrives on-site.

- Base pavement slopes were generally close to the design target of 2% across most sections.
- Localized deviations were observed, including areas that appeared either flatter than expected or steeper:
 - Around the new curve pavement appeared flatter than 2%.
 - Approx. ST 13+00 (R) steep slope observed on the right side.
 - Cul-de-sac area pavement slopes measured between 0.3% and 1.2%, indicating a relatively flat profile.
 - All station markings had been removed at the time of observation and reported station locations are based on approximate field estimation.

1800 – HW departs site.

08/29/2025

1500 - HW arrives on site and does drive of road after rain event.

- Ponding/puddling observed at the intersection near the sewer trench.
- Water accumulation present on the right side of the cul-de-sac, indicating a low spot or inadequate cross slope in the pavement.
- These areas may require regrading or surface corrections to improve drainage and prevent future pavement damage.
- Recommend monitoring during or after rainfall to confirm drainage issues and determine the extent of necessary corrective measures.

1515 - HW departs site.

JN: 11985.011



Construction Photos

Photographic documentation contains photographs in different stages of construction and may not represent finished product.

Prepared by: Lucy Feeney

JN: 11985.011



Photo No. 1

Photo Date:

08/28/2025

Site Location:

Hermon, Maine

Description:

At approximately ST 13+00 looking up station. Right lane steeper than 2.5%.

Photo By:

ALF



Photo No. 2

Photo Date:

08/28/2025

Site Location:

Hermon, Maine

Description:

At approximately ST 8+50 looking up station. Cross slope of curve flatter than 2%.

Photo By:

ALF





Photo No. 3

Photo Date: 08/28/2025

Site Location:

Hermon, Maine

Description:

At approximately ST 6+00 looking up station.

Photo By:

ALF

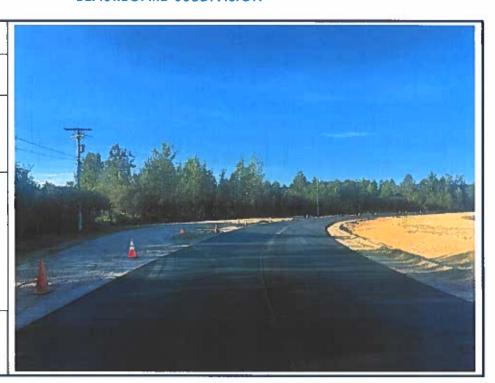


Photo No. 4

Photo Date:

08/28/2025

Site Location:

Hermon, Maine

Description:

At approximately ST 6+00 looking down station.

Photo By:

ALF

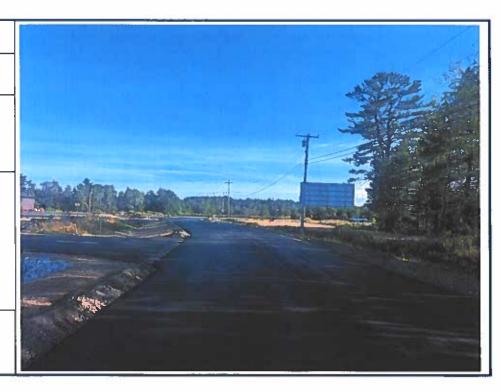




Photo Date: 08/28/2025

Photo No. 5

Site Location: Hermon, Maine

Description:At approximately ST 15+50 (L) looking up station.

Photo By: ALF

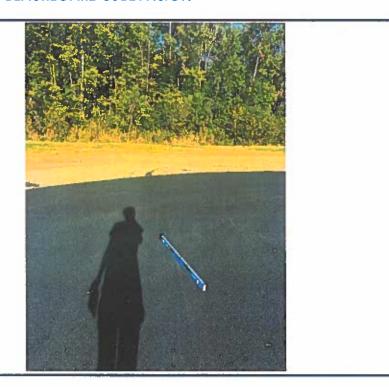


Photo No. 6

Photo Date: 08/28/2025

Site Location: Hermon, Maine

Description:Slope on left side of cul-de-sac.

Photo By: ALF





Photo No. 7

Photo Date:

08/29/2025

Site Location:

Hermon, Maine

Description:

Puddles on cul-desac. Looking up station from approximately ST 15+00 (R)

Photo By:

ALF

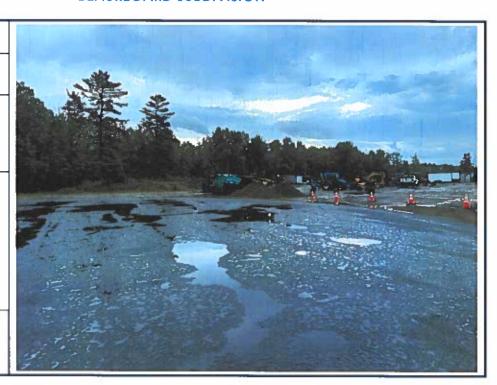


Photo No. 8

Photo Date:

08/29/2025

Site Location:

Hermon, Maine

Description:

Looking up station at cul-de-sac from approximately ST 14+75. Puddles to right.

Photo By:

ALF

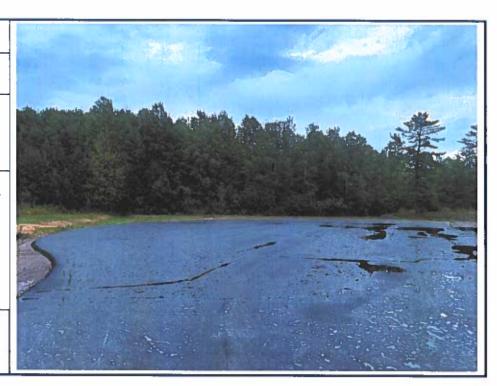




Photo No. 9

Photo Date:

08/29/2025

Site Location: Hermon, Maine

Description:

Puddle at intersection of Contractor Drive and Hammond Street looking east.

Photo By:

ALF



Photo No. 10

Photo Date:

08/29/2025

Site Location:

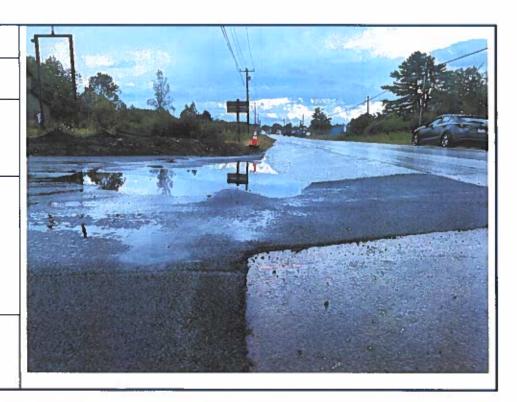
Hermon, Maine

Description:

Puddle at intersection of Contractor Drive and Hammond Street looking east.

Photo By:

ALF





DAILY CONSTRUCTION REPORT

PROJECT:	Beauregard Subdivision	DATE:	09.03.2025
LOCATION:	Hermon	WEATHER:	Sunny
JOB NO:	11985.011	TEMPERATURE:	70°F
CLIENT:	Town of Hermon	PRECIPITATION:	0%
SITE OBSERVER(S):	Lucy Feeney		

CONTRACTORS

Contractor:		
E CHEMILEN IN THE STR	Personnel	Remarks
Superintendent	0	
Foreman	0	
Operators	0	
Laborer	0	
	EQUIPMENT ON	I-SITE
Bulldozer	0	
Roller	0	
Tri-Axle	0	
Excavator	0	

CONSTRUCTION ACTIVITIES:

0800 - Haley Ward (HW) arrives on-site.

Cross Slope Measurements:

- ST 0+25: 0.30% (R), 1.45% (L)
- ST 1+00: 0.30% (R), 3.40% (L)
- ST 2+00: 2.15%, 2.40% (L)
- ST 3+00: 2.50% (R), 3.70% (L)
- ST 4+00: 1.90% (R), 1.90% (L)
- ST 5+00: 1.90% (R), 1.60% (L)
- ST 6+00: 2.40% (R), 2.00% (L)
- ST 7+00: 2.00% (supered right)
- ST 8+00: 1.80% (supered right)
- ST 9+00: 2.00% (supered right)
- ST 10+00: 1.30% (R), 0.75% (L) transition section between super and crowned.
- ST 11+00: 3.90% (R), 2.95% (L)
- ST 12+00: 2.00% (R), 2.55% (L)
- ST 13+00: 2.75% (R), 2.05% (L)
- ST 14+00: 1.90% (R), 2.50% (L)
- ST 15+00: 0.50% (R), 1.20% (L)
- *stations are approximate as all stakes were removed.

JN: 11985.011



0845 – HW observes remaining items to be completed

- Shoulders do not meet design width (4 feet) and need to be completed.
- Windrows on sides of roads need to be removed.
- Culvert inlets should be cleanout.
- Large rocks from ditches should be removed.
- Road should be swept where dirt and rocks have been tracked onto the pavement.
- Gravel area adjacent to the curve should be sloped towards ditch on left and gravel piles should be removed.

0930 – HW observes that there is standing water on the outlet end of the cross culvert located at approximately \$T 0+30. Ditch should be dug out to promote positive drainage.

<u></u>	
	Construction Photos
Photographic docu	mentation contains photographs in different stages of construction and may not represent finished product.
Prepared by:	Lucy Feeney

JN: 11985.011



Photo Date: 09/03/2025

Photo No. 1

Site Location: Hermon, Maine

Description:Typical shoulder measurement.

Photo By: ALF



Photo No. 2

Photo Date: 09/03/2025

Site Location: Hermon, Maine

Description:
Typical windrow
along shoulder at
approximately ST
12+00 looking down
station.

Photo By: ALF

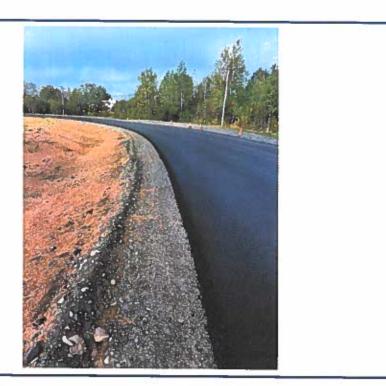




Photo No. 3

Photo Date: 09/03/2025

Site Location:

Hermon, Maine

Description:

Typical windrow to be removed.

Photo By:

ALF



Photo No. 4

Photo Date: 09/03/2025

Site Location: Hermon, Maine

Description:

Gravel section of curve, looking up station.

Photo By: ALF

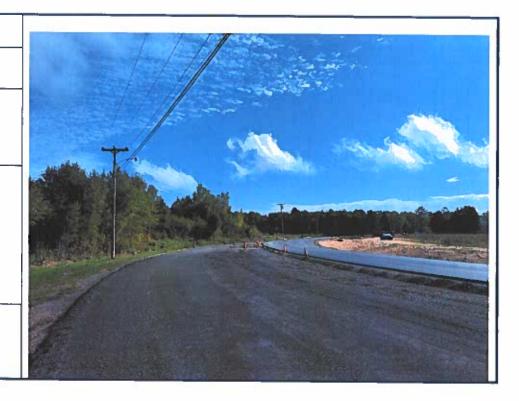




Photo No. 5

Photo Date:

09/03/2025

Site Location:

Hermon, Maine

Description:

Standing water at culvert outlet at approximately ST 0+30

Photo By:

ALF



Photo No. 6

Photo Date:

09/03/2025

Site Location:

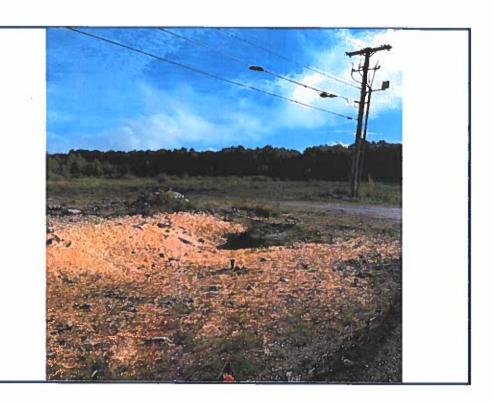
Hermon, Maine

Description:

Larger rocks and dirt in culvert in front of Lot #4

Photo By:

ALF





Work Order

Mechanical Services Inc. / Maine Controls

Portland 207-774-1531, Augusta 207-626-0822, Bangor 207-947-6250, Presque Isle 207-554-1212

09/04/25 Page 1

HERMON SCHOOL DEPT 31 BILLINGS RD HERMON ME 04401-6360 HERMON ELEMENTARY SCHOOL 235 BILLINGS RD HERMON ME 04402

Call Slip Number

372007

Problem Reported:

PROB: REP-REPAIR EQUIPMENT

Cafeteria 3 heatpumps need service. Left has blinking lights, middle

is dripping, right one insp. See Julie 478-5416 Or 478-0297

Tech

Date

Hours

2ERF

09/04/2025 1.0000 RT hours

2ERF

09/04/2025 1.0000 OT hours

ADDITIONAL DETAILS:

9/4/25 ERF cafe Fujitsu heat pumps. Middle head reported to be leaking. Removed shroud

check condensate pan and drain. Used wet vac on drain and fed gallon of water to tray, drain is clear and pan drains. The unit is very dirty and condensate is being blown out due to dirty coil. Right and left unit coils do appear more clean than center one but they all have mold buildup on blower wheels. Cafeteria is tough environment for ductless heatpumps.

Left hand unit is operating as it is low on charge. Next step is to recover refrigerant to verify and then search for leak. 6:15-10am and after 1pm for service



MAINE REAL ESTATE TRANSFER TAX DECLARATION FORM RETTD

	Do not use	red ink.			
1. County Penboscot		and the second			
2. Municipality Hermon					
3. GRANTEE/PURCHASER	H III-R		BOOK/PAGE	- REGISTRY US	SE ONLY
3a. Last name, first name, MI; or business name		_		3b. Feder	al ID
Hermon, Town of				01-61	22803
3c. Last name, first name, MI; or business name				3d. Federa	
Social Control of Cont				Su. Feder	ai iD
3e. Mailing address after purchasing this property		3f. Municipality		3g. State	3h. ZIP Code
333 Billings Road		Hermon		ME	04401
4. GRANTOR/SELLER			 -		
4a. Last name, first name, MI; or business name				4b. Federa	al ID
Beauregard Maine Realty, LL0	3				
4c. Last name, first name, MI; or Business name				4d. Federa	al ID
4e. Mailing address		4f. Municipality		4q. State	4h. ZIP Code
14 Gibson Road		Scarborough		ME	04074
	Profession (Control of				04074
5. PROPERTY 5a. Map Block	Lot Sub-lot	Check any that apply No maps exist Multiple parcels	5b. Type of property number that best de erty being sold (see	escribes the prop-	501
5c, Physical location		Portion of parcel		5d. Acreage (see	instructions)
Contractor Drive		✓ Not applicable			•
6. TRANSFER TAX 6a. Purchase price (If the	transfer is a gift, enter "0")		6a.		\$0.00
6b. Fair market value (En	ter a value only if you entered "	"0" or a nominal value on line	6a)6b.		\$0.00
6c. Exemption claim - ✓ Check the box if either	grantor or grantee is claiming	exemption from transfer tax ar	nd enter explanation b	elow.	
36 MRS s.4641-C(1) - gift to g	overnmental entity	for public road p	urposes		
Sweet and political and a second and a second	8. CLASSIFIED. WARNING	CANAL SECTION		farmland	
	open space, tree growth, o be triggered by developme	er working waterfront, a sul	bstantial financial pe	enalty may	CLASSIFIED
9. SPECIAL CIRCUMSTANCES. Were there the transfer that suggest the price paid was e	ither more or less than its f		ME TAX WITHHELD Maine income tax be		ot required to
market value? If yes, check the box and ente			has qualified as a l	Maine resident	
Conveyance of Contractor Dri		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ver has been receiv		
Town as public way under 23	MRS S. 3025		deration for the pro ansfer is a foreclos	and the second second second	\$100,000
11. DECLARATION(S) UNDER THE PENAL accompanying schedules and statements and (other than taxpayer) is based on all informations.	d to the best of my knowled	lge and belief they are true	this return/report/do e, correct, and com	ocument and (if a plete. Declaration	pplicable) n of preparer
PREPARER. Name of preparer: Plymout	h Engineering, Inc	Phone number: ((207) 257-207	71	
8 Main St., Suite		ir Email address:	nfo@plymouth	nengineerin	g.com
Newport, ME 0	4953	Linui addioss			
		Fax number:		Re	ev. 11/21

Real Estate Transfer Tax Declaration Instructions

The Real Estate Transfer Tax Declaration (Form RETTD) must be filed with the county Registry of Deeds when the accompanying deed is recorded. The Registry of Deeds will collect a tax based on the value of the transferred property. The tax is equals \$2.20 for each \$500 of value and is imposed half on the purchaser and half on the seller. If the transferred property is in more than one municipality or if there are more than two sellers or buyers, a Supplemental Form must be completed. For more information, visit www.maine.gov/revenue/propertytax/transfertax/transfertax.htm or contact the Property Tax Division at 207-624-5606.

Line 1. County. Enter the name of the county where the property is located. If the property is in more than one county, complete separate Forms RETTD.

Line 2. Municipality. Enter the name of the municipality where the property is located. If the transferred property is located in more than one municipality, complete a Supplemental Form.

Line 3. Grantee/Purchaser. a) & c): Enter one name on each available line, beginning with last name first. If more than two purchasers, complete a Supplemental Form. b) & d): If a business entity is entered on a) or c), enter the entity's federal ID number. Do not enter a social security number. If you do not have a federal ID number, or if the transfer is of unimproved land for less than \$25,000 or land with improvements for less than \$50,000, you may enter all 0s in this field. e) through h): Enter the mailing address for the buyer after the purchase of this property.

Line 4. Grantor/Seller. a) & c): Enter one name on each available line, beginning with last name first. If more than two sellers, complete a Supplemental Form. b) & d): If a business entity is entered on a) or c), enter the entity's federal ID number. Do not enter a social security number If you do not have a federal ID number, or if the transfer is of unimproved land for less than \$25,000 or land with improvements for less than \$50,000, you may enter all 0s in this field. e) through h): Enter the mailing address for the seller after the purchase of this property.

Line 5. Property. a): Enter the appropriate map-block-lot-sub lot number. If the property has more than one map and lot number, attach a Supplemental Form. If the municipality does not have property tax maps, if the property has more than one map and lot or if the transferred property is part of a larger parcel, then check the appropriate box. b): From the list provided below, enter the property type code that best describes the entire transferred property. c): If the municipality does not have property tax maps, enter the physical location (including street and number) of the property. d): Enter the acreage of the transferred property. If you

Shopping mall

Other

314

320

don't know the exact acreage, enter an estimate based on the available information. The acreage recital is for MRS purposes only and it does not constitute a guarantee to the buyer of the acreage being conveyed. EXCEPTION: If the transferred property is a gift, you do not need to complete lines b) and d).

Line 6. Transfer tax. a): Enter the actual sale price or "0" if the transfer is a gift. b): If you entered 0 or a sale price that is considered nominal on line a), enter the fair market value of the property on this line. The fair market value is based on the estimated price a property will bring in the open market and under prevailing market conditions in a sale between a willing buyer and a willing seller and must reflect the value at the time of the transfer. c): If either party is claiming an exemption from the transfer tax, check this box and enter an explanation of the reason for the claim. See 36 M.R.S. § 4641-C for a list of exemptions.

Line 7. Date of transfer. Enter the date of the property transfer, which reflects when the ownership or title to the real property is delivered to the purchaser. This date may not be the same as the recording date.

Line 8. Classified. Check the box if the property is enrolled in one of the current use programs. Current use programs are tree growth, farm and open space, and working waterfront.

Line 9. Special circumstances. If the sale of the property was either substantially more or less than the fair market value, check this box and enter an explanation of the circumstances.

Line 10. Income tax withheld. Nonresident sellers are subject to real estate withholding under 36 M.R.S. § 5250-A. If you have any questions, please contact the Income Tax Division at 207-626-8473.

Line 11. Declaration(s) under penalty of perjury. Please provide the name, mailing address, phone number, and email address of the person or company preparing this form if different from the parties of the transaction.

PROPERTY TYPE CODES

VACANT LAND		COMMERCIAL		INDUSTRIAL		RESIDENTIAL		MISC CODES	
Rural	101	Mixed use	301	Gas and oil	401	Rural	201	Government	501
Urban	102	5+ unit apt.	303	Utility	402	Urban	202	Condominium	502
Oceanfront	103	Bank	304	Gravel pit	403	Oceanfront	203	Timeshare unit	503
Lake/pond front	104	Restaurant	305	Lumber/saw mill	404	Lake/pond front	204	Nonprofit	504
Stream/riverfront	105	Medical	306	Pulp/paper mill	405	Stream/riverfront	205	Mobile home park	505
Agricultural	106	Office	307	Light manufacture	406	Mobile home	206	Airport	506
Commercial zone	107	Retail	308	Heavy manufacture	407	2-4-unit apt.	207	Conservation	507
Other	120	Automotive	309	Other	420	Other	220	Current use	
		Marina	310					classification	508
		Warehouse	311					Other	520
		Hotel/motel/inn	312						
		Nursing home	313						



Greater Hermon Community Athletic Complex Donations

The Hermon Town Council herby	y accepts all	future dor	nations on	behalf of
the Greater Hermon Community	Athletic Con	nplex for	projects.	

	SIGNED this September 11, 2025 by	y the Hermon Town Council:
	Joshua Berry	Adam Brewer
	Richard Cyr	Jason Forbes
	Christopher Gray	Terry Hamm-Morris
	$\overline{\mathbf{R}}$	onald Murphy
Attest	Original:	
Mot	tionYeas	W_
Sec	ondNays	Date



Utility Billing Software

Φ	to be pai	d to
_		
	nent for services rendered to be need to be	be made from the HERM12 (Sewer ount) F30-12-57-12
171411	monumoe resorve expense acc	ounty E30-12-37-12.
	SICNED this Sontombox 11 2025 h.	the Hanner Team Court
	SIGNED this September 11, 2025 by	the Hermon Town Council:
	Joshua Berry	Adam Brewer
	P. I. I.O.	
	Richard Cyr	Jason Forbes
	Richard Cyr	Jason Forbes
	Christopher Gray	Terry Hamm-Morris
	Christopher Gray	
	Christopher Gray	Terry Hamm-Morris
st Orig	Christopher Gray	Terry Hamm-Morris
st Orig	Christopher Gray	Terry Hamm-Morris
	Christopher Gray Ro	Terry Hamm-Morris
	Christopher Gray	Terry Hamm-Morris



Memorandum

To: Hermon Town Council

From: Rylee Cushman, Finance Director Town of Hermon

Date: August 22, 2025

Subject: Utility Billing Transition

With the sewer contract ending in February 2026, the Town must begin preparations for managing Utility Billing. To support this transition, we have reviewed available software solutions and attached quotes from the two most viable options, along with a summary and comparison.

To secure a place on the providers' implementation schedules and avoid delays or gaps in billing, it is important that the Town make a timely decision. After careful review, I respectfully recommend Muni-Link as the solution that will best serve the Town through its enhanced functionality, online payment integration, and customer convenience.

Your prompt review and guidance will be greatly appreciated as we move forward with this transition.

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

Utility Billing Software Comparison & Recommendation

This document provides a cost comparison between two proposed utility billing software solutions for the Town of Hermon: TRIO (Harris Local Government) and Muni-Link. The analysis focuses on upfront and recurring costs while also considering long-term value and functionality.

1. TRIO Utility Billing (Harris Local Government)

Upfront / One-Time Costs

- Utility Billing License: \$5,500
- Conversions (Balances, Customer Master, Meter Master): \$3,600 total (\$1,200 each)
- Installation, Setup, Configuration, Project Management: \$800
- Training (10 hours): \$2,000
- Total One-Time Costs: \$11,900

Recurring Costs

- Annual Maintenance: \$1,375 per year
- Additional training available at \$200/hr if needed
- Travel and lodging billed separately if applicable

Year 1 Total Cost: \$13,275

2. Muni-Link Utility Billing

Upfront / One-Time Costs

Data Conversion, Implementation & Training: \$16,250
 (Includes up to 3 years of historical data, training, and implementation)

Recurring Costs

- Monthly Fee: \$500 (\$6,000 annually)
- Includes unlimited users, unlimited support, and ongoing enhancements
- Notifications Module (usage-based costs):
 - Calls: \$0.06 per minute
 - SMS: \$0.045 per message
 - Email: \$3 per 1,000

Potential Savings

- CASS-Certified Addressing: up to \$0.05 per mailed piece (500+ pieces)
- E-Billing: \$168/year savings at 15% adoption, or \$336/year at 30% adoption

Year 1 Total Cost: \$22.250

3. Side-by-Side Cost Comparison

Cost Category	TRIO (Harris)	Muni-Link
One-Time Setup & Conversion	\$11,900	\$16,250
Annual Maintenance/Subscription	\$1,375/year	\$6,000/year
Year 1 Total	\$13,275	\$22,250
Year 2+ Annual Recurring	\$1,375	\$6,000
Extra Training/Support	\$200/hr + travel	Included
Notifications/Mailing Costs	Not Available	Calls/SMS/Email billed as used

4. Key Takeaways

- TRIO is less expensive both upfront and annually. Year 1 costs are about \$9,000 lower, and ongoing annual costs are about \$4,600 less.
- Muni-Link, while more costly, includes unlimited users, unlimited support, ongoing enhancements, and advanced features such as e-billing, online payment integration, a customer portal, and robust reporting.

5. Recommendation

While TRIO offers lower costs, it provides a more basic utility billing system and may require additional expenses for training, support, and travel. In contrast, Muni-Link's higher cost is offset by increased functionality, including online payment integration, automated reminders, and a customer self-service portal. These features will improve customer satisfaction, reduce manual work, and increase ease of payment collection.

Therefore, it is recommended that the Town Council select Muni-Link as the preferred utility billing solution. The investment in functionality will provide long-term value through efficiency, customer convenience, and modernized operations.

6. Additional Considerations

It is also important to note that the utility service from which the Town of Hermon will receive meter data is currently undergoing a transition to Muni-Link. This alignment will allow for seamless integration of meter data into the billing system, reducing potential complications and ensuring smoother operations.

Furthermore, Muni-Link has the capability to manage billing for additional municipal services, such as extra trash cans. Residents who opt for this service will be able to benefit from the same online payment options, reminders, and customer self-service features available for utility billing. This expanded functionality provides the Town with greater flexibility and residents with improved convenience.

7. Existing System Consideration

It should also be noted that Bangor Sewer currently uses TRIO for its utility billing. Because the Town of Hermon's data is already a part of that system, adopting TRIO would require less startup work and potentially streamline the initial data conversion process. This is a factor to consider when evaluating the balance between upfront implementation effort and the long-term functionality provided by each solution.



Quote Information

Account Name

Hermon, Town of (ME)

Billing Address

333 Billings Rd PO Box 6300

Hermon, Maine 04402-6300

United States

Solution

TRIO

Quote Name

TRIO's Utility Billing Module

Contract Number

WAW-HER-060325

Created Date

6/3/2025

Expiration Date

9/30/2025

Contact Information

Prepared By

Email

Allison Whelchel

wwhelchel@harriscomputer.com

Contact Name

Rylee Cushman

Email

rylee.cushman@hermonmaine.gov

Phone

(207) 848-1010 \$

Product	Product Type	Billing Type	Quantity	Sales Price		Recurring Billing Total	Line Item Description
Utility Billing	License	One Time	1.00	\$5,500.00	\$5,500.00	\$0.00	TRIO's Utility Billing system handles tracking and billing of water and sewer usage with a simple user friendly interface and step by step billing process. Electronic handheld import or manual entry of usage is supported in TRIO's Utility Billing module
Utility Billing Conversion - Balances only	Services	One Time	1,00	\$1,200.00	\$1,200.00	\$0.00	Extract data from City of Bangor and populate Hermon database
Utility Billing Conversion - Customer Master	Services	One Time	1.00	\$1,200.00	\$1,200.00	\$0.00	Extract data from City of Bangor and populate Hermon database
Utility Billing Conversion - Meter Master	Services	One Time	1.00	\$1,200.00	\$1,200.00	\$0.00	Extract data from City of Bangor and populate Hermon database
Utility Billing Installation, Implementation, Setup, Configuration, Project Management	Services	One Time	1.00	\$800.00	\$800.00	\$0.00	
Utility Billing Maintenance	Maintenance	Recurring	1.00	\$1,375.00	\$1,375.00	\$1,375.00	
Utility Billing Training - 10 Hours	Services	One Time	1.00	\$2,000.00	\$2,000.00	\$0.00	
Recurring Billing Total			\$1,37	5.00		ubtotal I Price	\$13,275.00 \$13,275.00

Pricing Notes

Pricing Notes

Thank you for your continued support and business!

Maintenance and/or Annual Charges on items quoted will be added to coincide with your current maintenance agreement and pro-rated if necessary.

To move forward with this purchase, please approve this quote/contract and return in its entirety to:



Allison Whelchel wwhelchel@harriscomputer.com or via Fax # 1-800-616-0963

Terms & Conditions

Thank you for your continued support and business!

Please note: Additional training is available at a rate of \$200.00 per hour. Hours quoted above are calculated based on the modules purchased. Harris reserves the right to charge for overages on the data conversion process.

Payment Terms: Order will be processed with the return of signed quote. Licenses, hardware and services, including travel and lodging expenses, will be billed as product is delivered and/or the work is performed. Maintenance and/or Annual Charges on items quoted will be added to coincide with your current maintenance agreement and pro-rated if necessary.

Travel and Lodging for Services: All charges are exclusive of out-of-pocket expenses for services performed. Charges for actual and reasonable out-of-pocket expenses, including but not limited to travel and lodging expenses, will be billed monthly as accrued. Travel and lodging expenses will be billed in conjunction with any services work performed at the Purchaser 's offices by Harris personnel. Lodging expenses will include hotel expenses and will only be charged if an employee is required to spend the evening. Travel expenses may include airfare if the employee is required to travel by air to reach the Purchaser 's offices. Travel may include the cost of a rental car. If an employee uses his/her personal vehicle, mileage will be charged at the currently published IRS reimbursement rate. When an employee is at or traveling to the Purchaser 's offices, sixty-five dollars (\$65) per day will be charged to cover meals and incidentals. If an employee must travel on Saturday, Sunday, or a holiday, or is at the purchaser's office on a holiday, one hundred-thirty dollars (\$130) per day will be charged to cover meals and incidentals. Harris will use its best efforts to minimize all travel and lodging expenses. Only actual travel and lodging expenses will be billed to the Purchaser.

Scheduling: Harris will use its best efforts to select a mutually agreeable date for services. Cancellation or rescheduling of services must be done five business days or one calendar week prior to scheduled service date. A five-hundred-dollar (\$500) cancellation fee will be assessed for cancellations/rescheduling done outside of the time frame specified.

Applicable Tax: Quote does not include applicable sales tax. If the Purchaser is Tax Exempt, a Tax Exemption Certificate (or other documentation) must be provided with this signed Contract otherwise applicable sales tax will be applied at the time of billing.

Maintenance and Support Fees: Maintenance on items quoted will be added to coincide with your current maintenance agreement and pro-rated if necessary. Maintenance and Support fees ("MSF") include all program updates, enhancements and general releases that Harris makes available to the Purchaser as part of its regular software maintenance program. MSF does not include fees for any third-party licenses or Harris services that may be necessary to perform a third-party license upgrade. MSF also includes access to the Harris support hotline.

The initial maintenance amount will be billed and due the earlier of sixty (60) days from the date of signing of the Agreement or the date which represents the Completion of Services. Harris reserves the right to change maintenance and support fees from time to time.

Subsequent years' MSF shall be rendered at the beginning of each year in which services are to be furnished. Lapses in annual MSF will be monitored and will lead to denial of support and upgrade privileges. In the event of a lapse, Purchaser will be subject to reactivation fees not to exceed 40% of the current annual MSF applied to each year of the lapse including partial year lapses plus the amount representing the lapsed MSF. The specific services provided by the technical support staff are outlined in the Harris Software Support Agreement Standard Guidelines.

Quote Acceptance Information

Signature

Name

Title

Date







Thursday, August 21, 2025

Town of Herman Attn: Rylee Cushman

Dear Rylee,

Thank you for your interest in Muni-Link Utility Billing/CIS. Our entire team is extremely proud of our solution, support and our customers. We believe our offer is unique based on the following features and more:

- ✓ **Tailored for Utilities**: Muni-link is specifically designed to meet the needs of municipal utility billing.
- ✓ Comprehensive Billing Solutions: Muni-link provides comprehensive billing solutions, including meter reading integration, bill calculation, invoice generation, payment processing, and customer communication.
- ✓ Automation: Muni-link automates many aspects of utility billing, reducing manual work and the potential for errors. It can automatically import meter readings, calculate bills based on predefined rates or formulas, and generate invoices and statements.
- ✓ Customer Self-Service Portal: Muni-link includes a customer self-service portal where utility customers can view their bills, make payments, update their account information, and communicate with the utility company.
- ✓ Reporting and Analytics: Muni-link includes robust reporting and analytics features, allowing utility managers to gain insights into billing trends, revenue collection, customer usage patterns, and more.
- ✓ Integration Capabilities: Muni-link can often integrate with other systems used by municipalities, such as accounting software, GIS (Geographic Information System) platforms, Asset Management solutions and more.
- ✓ Scalability: Muni-link is scalable, meaning it can accommodate the needs of municipalities of various sizes, from small towns to large cities.
- ✓ Exception Customer Support: Live Help Desk via 800# and online Chat functionality

DCI (Data Conversion, Implementation & Training):

- One-time cost of \$16,250
 - o Billed in (2) equal increments during implementation
- Includes up to 3 years of historical data, training and implementation
- Note: Some Accounting & Asset Management solutions with API integration have an additional one-time fee

Monthly Fee:

- Monthly fee for 400 accounts = \$500
- Includes unlimited users and unlimited user support as well as ongoing enhancements

Notifications Module Pricing:

- Calls .06 per minute (whole minute increments)
- SMS .045 per each 160-character message
- Email \$3 per 1,000 (.3 cents each)

Potential Savings:

- US Postal CASS Certification Savings:
 - We CASS-Certify all addresses, saving as much as .05 cents per piece per mail run
 - Need 500 or more pieces of mail to qualify
- E-Bill Savings
 - We estimate 70 cents savings per e-bill customer per mailing run
 - Most of our customers realize a 15% e-bill adoption rate within 12 months
 - 400 x 15% = 60 e-bill customers x 70 cents = \$42 potential savings per mailing run (quarterly) or \$168 per year
 - Note: many of our customers get to 30% or higher e-bill adoption rate after several years of using Muni-Link. In your case, a 30% e-bill adoption rate equals savings of \$336 per year

*Pricing valid for 90 days



2025-2026 Fiscal Year Tax Levy

The Hermon Town Council herby resolves to adopt the tax levy for Fiscal Year 2025-2026 to be set at 11.85 mills. Furthermore, a due date of April 01, 2026 is established with interest to start on April 02, 2026 at the annual interest rate of 7.5% on the unpaid balance.

SIGNED this Septemb	per 11, 2025 by the Hermon Tow	n Council:
Joshua Berry		Adam Brewer
Richard Cyr		Jason Forbes
Christopher Gray		Terry Hamm-Morris
	Ronald Murphy	
Attest Original:	•••	
Motion	Yeas	
Second	Nays	Date



EMDC "GBR" Sign Grant

The Hermon Town Council herby accepts the Eastern Maine Development Corporation GBR Sign Grant for the purposes of trail identification to aid in the public's ability to access a QR code for mapping to assist in their fitness and wellness planning.

The grant is a 50% matching opportunity with a total Town of Hermon responsibility of \$311.90 to be paid from the Recreation Department regular operating/ enterprise account as directed by the Town manager or his designee.

Jos	Joshua Berry Richard Cyr			Adam Brewer Jason Forbes		
Ric						
Chi	istopher Gray			Terry Hamm	n-Morris	
			Ronald Murphy		_	
Attest Original:						
Motion	N.	Yeas				
Second		Nays			Date	



August 28, 2025

Memo: Council Agenda Item Request- Accepting EMDC "GBR" Sign Grant

Stephen,

Please include an agenda item to accept the "GBR" trail sign grant from Eastern Maine Development Corporation for the purposes of trail identification to aid in the public's ability to access a QR code for mapping to assist in their fitness and wellness planning. Please see sign proof below:



The grant is a 50% matching opportunity with a total Town of Hermon responsibility of \$311.90 to be paid from the Recreation Department regular operating/ enterprise account as directed by the Town manager or his designee.

Thanks,

Scott Perkins

Assistant Town Manger DECD Director

Caron Signs 41 Daves Way Hermon, ME 04401 accounting@caronsigns.com (207) 848-7889 EIN #: 85-3788645

Tax ID: 1213022

http://www.caronsigns.com



Invoice 10670

QT# 1007947 TERMS Net 30

Trail signs

ORDERED BY
Town of Hermon
Account Number: 338
333 Billings Rd
Hermon, ME 04401

SHIPPING ADDRESS 333 Billings Rd Hermon, ME 04401

CONTACT INFO
Scott Perkins

sperkins@hermonmaine.gov

(207) 848-1010 Mobile: (207) 852-2403

н	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TOTAL (INCL. TAX)
1	Printed vinyl on aluminum Digitally printed vinyl mounted to a substrate to make a sign Width: 24 Inches Height: 24 Inches Avery MPI 2105EZ-RS Sign digital vinyl 0.0	4 n	Each	\$100.01	\$400.04	\$400.04
2	Sign Posts - galvanized U channel posts 8ft Steel U-Channel (Galvanized) 0.0	4	Each	\$55.94	\$223.76	\$223.76
3	Trail Signs for GBR grant - due 9/15	1	Unit	\$0.00	\$0.00	\$0.00

Final payment is due when invoices are received unless credit terms have been extended to include NET 30. If payments for past orders are not received within 60 days, we reserve the right to cancel future orders.

Subtotal:

\$623.80

Sales Tax (0%):

\$0.00

Total:

\$623.80

SIGNATURE:

DATE:



Council Abatements

Be it ordered by the Hermon Town Council in Town Council assembled to authorize the abatement of the following real estate taxes due to illegality, error or irregularity in assessment totaling \$9,649.34:

Account #	Address	Year	Name	Amount
1097	119 Wendy Acres	2023	Treworgy, Grace C Trust	\$2,544.4
3148	119 Wendy Acres	2023	Hansen, Joel & Hansen, Gayle Treworgy	\$2,611.4
1097	119 Wendy Acres	2022	Treworgy, Grace C Trust	\$2,211.02
3148	119 Wendy Acres	2022	Hansen, Joel & Hansen, Gayle	\$2,282.42
			Treworgy	217
			Treworgy	<u> </u>
			Treworgy	
SIGNED th	is September 11, 2025 by t	he Hermon T		
SIGNED th	is September 11, 2025 by t	he Hermon 1		
SIGNED th		he Hermon T		
	rry	he Hermon 1	Cown Council:	
Joshua Be	yr	he Hermon 1	Cown Council: Adam Brewer	\$9,6
Joshua Be Richard C	yr er Gray	he Hermon 1	Adam Brewer Jason Forbes Terry Hamm-Morris	\$9,6

Date_

Second

Nays_



Council Write-Off

Be it ordered by the Hermon Town Council in Town Council assembled to authorize the Treasurer or his/her designee, to write off the following real estate taxes because they have been deemed uncollectible:

Account #	Address	Year	Name	Amount
1097	119 Wendy Acres	2021	Treworgy, Grace C Trust	\$2,155.80
3148	119 Wendy Acres	2021	Hansen, Joel & Hansen, Gayle Treworgy	\$2,227.74
				To:

SIGNED this September 11, 2025 by the Hermon Town Council:

Joshua Berry Adam Brewer Richard Cyr Jason Forbes Christopher Gray Terry Hamm-Morris

Christopher Gray	Тетту	Hamm-Morris
Attest Original:	Ronald Murphy	
Motion	Yeas	Date



General Assistance Ordinance – Amendment to Appendix A - H

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of Hermon, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4) and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

SIGNED this Septer	<u>nber 11, 20</u>	25 by the Hermon To	Town Council:		
Joshua Berry	_		Adam Brewer		
Richard Cyr			Jason Forbes		
Christopher Gray			Terry Hamm-Morris		
		Ronald Murphy			
Attest Original:					
Motion	Yeas				
Second	Nays		Date		

Appendix A Effective: 10/01/25-09/30/26

2025-2026 GA Overall Maximums

Metropolitan Areas

Persons in Household

1 et sous in Household					
COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	1,137	1,225	1,566	2,008	2,401
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,317	1,463	1,920	2,410	2,934
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	988	1,093	1,395	1,829	2,030
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	923	968	1,271	1,601	1,895
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,517	1,721	2,212	2,798	3,429
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	1,141	1,285	1,579	2,212	2,651

Appendix A Effective: 10/01/25-09/30/26

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,278	1,443	1,778	2,347	2,586
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,487	1,681	2,168	2,807	3,641

^{*}Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	803	871	1,085	1,486	1,569
Franklin County	842	936	1,228	1,621	1,816
Hancock County	1,139	1,140	1,349	1,787	1,791
Kennebec County	985	991	1,276	1,599	1,913
Knox County	972	987	1,200	1,597	1,780
Lincoln County	1,190	1,213	1,375	1,807	2,217
Oxford County	937	942	1,223	1,623	2,024
Piscataquis County	848	943	1,236	1,489	1,738
Somerset County	932	1,002	1,177	1,532	1,661
Waldo County	1,117	1,123	1,347	1,734	2,284
Washington County	871	875	1,136	1,582	1,695

^{*} Please Note: Add \$75 for each additional person.

Appendix B Effective: 10/01/25 to 09/30/26

2025-2026 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2025, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	69.30	298.00
2	126.98	546.00
3	182.56	785.00
4	231.16	994.00
5	275.12	1,183.00
6	330.47	1,421.00
7	365.35	1,571.00
8	416.05	1,789.00

Note: For each additional person add \$218 per month.

Effective: 10/01/25-09/30/26

2025-2026 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! ONLY consider adopting the following numbers if these figures are consistent with local rent values. If not, a market survey should be conducted, and the figures altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)

Non-Metropolitan FMR Areas

Aroostook County Unheated			He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	149	640	181	779
	155	667	196	844
2	192	826	245	1,054
3	273	1,174	338	1,451
4	278	1,196	356	1,529
Franklin County	Unhe	ated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	158	679	190	818
	170	732	211	909
2	225	969	278	1,197
3	304	1,309	369	1,586
4	336	1,443	413	1,776
Hancock County	Unhe	ated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	231	995	260	1,118
1	231	995	260	1,118
2	260	1,118	307	1,322
3	351	1,509	408	1,756
4	351	1,509	408	1,756
Kennebec County	Unhe	ated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	196	841	224	964
	196	841	225	968
2	243	1,045	291	1,249
3	307	1,321	365	1,568
4	367	1,578	437	1,877

Appendix C Effective: 10/01/25-09/30/26

Non-Metropolitan FMR Areas

Knox County	Unhe	ated	<u>Heated</u>		
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	192	828	221	951	
	192	828	224	964	
2	225	969	273	1,173	
3	307	1,319	364	1,566	
4	336	1,445	406	1,744	
Lincoln County	Unhe	eated	He	ated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	243	1,046	272	1,169	
	243	1,046	277	1,190	
2	266	1,144	314	1,348	
3	356	1,529	413	1,776	
4	438	1,882	507	2,181	
Oxford County	Unhe	eated	He	ated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	184	793	213	916	
	184	793	214	919	
2	231	992	278	1,196	
3	313	1,345	370	1,592	
4	393	1,689	462	1,988	
Piscataquis County	Unhe	ated	Ца	ated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	159	685	192	824	
1	172	739	213	916	
2	227	977	280	1,205	
3	274	1,177	338	1,203	
4	317	1,365	395	1,698	
Somerset County	Unhe	eated	Но	ated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	183	788	212	911	
	191	820	228	979	
2	220	946	267	1,150	
3	292	1,254	349	1,501	
4	308	1,326	378	1,625	

1,551

1,659

Appendix C Effective: 10/01/25-09/30/26

361

386

Non-Metropolitan FMR Areas

Waldo County	Unhe	ated	Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	226	973	255	1,096
	226	973	256	1,100
2	260	1,116	307	1,320
3	339	1,456	396	1,703
4	453	1,949	523	2,248
Washington County	Unhe	ated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	727	198	850
	169	727	198	852
2	210	905	258	1,109

1,305

1,360

Metropolitan FMR Areas

303

316

3

Bangor HMFA	<u>Unheated</u>		Hea	Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	231	993	260	1,116	
	243	1,043	280	1,202	
2	310	1,335	358	1,539	
3	402	1,730	460	1,977	
4	481	2,066	550	2,365	
Cumberland Cty. HMFA	<u>Unheated</u>		<u>Heated</u>		
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	273	1,173	301	1,296	
	298	1,281	335	1,440	
2	393	1,689	440	1,893	
3	496	2,132	553	2,379	
4	604	2,599	674	2,898	
Lewiston/Auburn MSA	Unhe	eated	Hea	ıted	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	196	844	225	967	
	212	911	249	1,070	
2	271	1,164	318	1,368	
3	361	1,551	418	1,798	
4	394	1,695	464	1,994	

Appendix C Effective: 10/01/25-09/30/26

Metropolitan FMR Areas

Penobscot Cty. HMFA	Unh	eated	He	ated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	181	779	210	902	
	183	786	220	945	
2	242	1,040	289	1,244	
3	308	1,323	365	1,570	
4	363	1,560	432	1,859	
Portland HMFA	Unheated		Heated		
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	319	1,373	348	1,496	
	358	1,539	395	1,698	
2	461	1,981	508	2,185	
3	586	2,520	644	2,767	
4	720	3,094	789	3,393	
		, ,		3,072	
Sagadahoc Cty. HMFA	Unh	eated	He	ated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	232	997	261	1,120	
	256	1,103	293	1,262	
2	313	1,348	361	1,552	
3	450	1,934	507	2,181	
4	539	2,316	608	2,615	
York Cty. HMFA	IInh	anta-d	TT.		
Bedrooms		eated		ated	
0	Weekly 264	Monthly	Weekly	Monthly	
1		1,134	292	1,257	
1	293	1,261	330	1,420	
2	360	1,547	407	1,751	
3	481	2,069	539	2,316	
4	524	2,251	593	2,550	
York/Kittery/S. Berwick					
HMFA .		eated		<u>ated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	312	1,343	341	1,466	
3/41,11,111,111,111,111,111	349	1,499	386	1,658	
2	450	1,937	498	2,141	
3	588	2,529	646	2,776	
4	769	3,306	838	3,605	

2025-2026 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in Appendices A, B, C, D, E, and F are effective from October 1, 2025 to September 30, 2026.

APPENDIX A - OVERALL MAXIMUMS

County		Persons in Household				
	1	2	3	4	5	6
	NOTE: For each additional person add \$75 per month. (The applicable figures from Appendix A, once adopted, should be inserted here.)					

APPENDIX B - FOOD MAXIMUMS

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 69.30	\$ 298.00
2	126.98	546.00
3	182.56	785.00
4	231.16	994.00
5	275.12	1,183.00
6	330.47	1,421.00
7	365.35	1,517.00
8	416.05	1,789.00

APPENDIX C - HOUSING MAXIMUMS

	Unh	eated	Hea	<u>ited</u>
Number of Bedrooms	Weekly	Monthly	Weekly	Monthly
0				
Ī				
2				
3				
4				
(The applicable figures from Appendix C, once adopted, should be inserted here.)				

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is *not automatically* entitled to the "maximums" established—applicants must demonstrate need.

1) Electricity Maximums for Households <u>Without</u> Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50
NOTE: For each additional person	add \$10.50 per month.	

2) Electricity Maximums for Households <u>With</u> Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50
NOTE: For each additional person	add \$14.50 per month.	

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	Gallons	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50_

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

Number in Household	Weekly Amount	Monthly Amount		
1-2	\$10.50	\$45.00		
3-4	\$11.60	\$50.00		
5-6	\$12.80	\$55.00		
7-8	\$14.00	\$60.00		
NOTE: For each additional person add \$1.25 per week or \$5.00 per month.				

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

Effective: 10/01/25-09/30/26

2025-2026 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 54 cents (54¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit https://www.maine.gov/osc/travel/mileage-other-info.

Effective: 10/01/25-9/30/26

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is <u>\$1,620</u>. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality
 is able to provide a cemetery lot in a municipally owned cemetery or
 in a cemetery under municipal control, the cost of the cemetery lot in
 any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be \$1,125.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

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• other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.