



Town of Hermon

Public Safety Building Meeting Room

May 5, 2016

Town Council Meeting

7:00 PM

AGENDA

*** Televised live on Cable Channel 121.5 ***

Council Meetings may be viewed live online and are archived after the meeting
has taken place – check hermon.net for link.

ALL ITEMS ARE SUBJECT TO APPROPRIATE COUNCIL ACTION

- I. **CALL TO ORDER BY CHAIRPERSON**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **REVIEW CONSENT CALENDAR: REGULAR BUSINESS, APPOINTMENTS, SIGNATURES,
And APPROVAL OF MINUTES:**
 - MINUTES. -APPROVE March 31, 2016
 - WARRANTS. –SIGN May 6, 2016
- V. **NEWS, PRESENTATIONS AND RECOGNITIONS**
- VI. **PUBLIC ITEMS OR COMMENTS** (*Items Not Already on Agenda*)
- VII. **PUBLIC HEARINGS**
 - #1. **Hold** Public Hearing to hear public comment regarding Sport's Arena's liquor license application
- VIII. **COMMITTEE REPORTS**
- IX. **SCHEDULED AGENDA ITEMS**



A. OLD BUSINESS

B. NEW BUSINESS

- #2. **Consider** request to grant an extension for construction of a cul-de-sac at the terminus of Allard Drive
- #3. **Hear** presentation by Superintendent regarding the 2016-2017 School Budget

C. WORKSHOPS

D. OTHER ITEMS (from Table Package)

X. APPOINTMENTS

XI. MANAGER STATUS REPORT:

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

XIII. COUNCIL ITEMS:

XIV. EXECUTIVE SESSION:

XV. ADJOURNMENT:

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

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

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



Town of Hermon

Public Safety Building Meeting Room

March 31, 2016

Town Council Meeting

7:00 PM

Minutes

*** Televised live on Cable Channel 121.111 ***

Council Meetings may be viewed live online and are archived after the meeting
has taken place – check hermon.net for link.

ALL ITEMS ARE SUBJECT TO APPROPRIATE COUNCIL ACTION

I. CALL TO ORDER BY CHAIRPERSON

Vice-Chair Alden Brown called the meeting to order at 7:00pm.

II. PLEDGE OF ALLEGIANCE

Vice-Chair Alden Brown led those in attendance in the Pledge of Allegiance.

III. ROLL CALL

Members Present: Douglas Sinclair, Sr., Steven Thomas, Alden Brown, William Scott, Donna Ellis
and Anne Freeman

Members Absent: Timothy McCluskey

Others Present: Town Manager Roger Raymond, Town Clerk Ruth A. Nickerson, Assessor Ben
Birch, Josh Berry, Wendy Wiles-Scott, Rec Director Michelle Thayer, Finance
Director Rachel Grass, Code Enforcement Officer Annette Merrithew, Larry
Merrithew, and Chandler Corriveau

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

None



V. NEWS, PRESENTATIONS AND RECOGNITIONS

Town Manager Raymond asked Assessor Ben Birch to introduce Josh Berry to the Council. Mr. Birch informed the Council that Josh Berry, who is a Hermon resident, has accepted the position of Residential Lister for the Town. He told how he is confident in Josh's ability, telling of his great personnel skills and his experience in design and construction, stating how pleased he is to work with Josh. Mr. Berry introduced himself to the Council. He told how he is from Houlton and has been active in the carpentry/construction business for the last six years. Mr. Berry lives here in Hermon with his wife and two children. He is excited to get to work, and pleased to have the opportunity to serve the Town of Hermon.

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

None

VII. PUBLIC HEARINGS

None

VIII. COMMITTEE REPORTS

None

IX. SCHEDULED AGENDA ITEMS

A. OLD BUSINESS

None

B. NEW BUSINESS

None

C. WORKSHOPS

**Hold workshop to review the following department budgets:
Protection, Recreation, Administration, Public Works and Solid Waste**

Manager Raymond explained the format of the budget to the Council before providing them with updated pages for their budget notebooks. He then reviewed the proposed budget line by line with the Council. These minutes will offer a summary of that review.

General Government

Administration ↑5.53% or \$13,245.00



The Manager explained that Health Insurance is one of the biggest increases this year. Additionally, the cost of Elections has increased by \$1,200.00, MMA dues are up \$190.00, and postage for tax bills has increased in addition to our overall postage costs. The cost of our computer software has increased as well. We have seven bonded employees that handle money and the Public Official Liability Insurance has increased by \$331.00.

Town Manager ↑1.65% or \$1,693.00
Town Clerk ↑4.73% or \$2,153.00

The Manager spoke regarding MMA's salary survey, and told how this increase is intended to bring our Town Clerk's pay in line with the market.

Finance Office ↑20.91% or \$17,523.0

The Manager told how our Finance Director currently works 28 hours per week. He explained that her job description now includes Human Resources Officer and Tax Collector and with the anticipation of a new Town Manager he has increased her schedule to 32 hours per week.

Assessing Office ↑47.85% or \$32,419.00
Code Office ↑1.89% or \$1,040.00
Clerks ↑3.84% or \$3,989.00

Manager Raymond informed the Council that Deputy Clerk Donna Shorey will be retiring at some point in the near future.

Municipal Building ↑2.04% or \$407.00
Town Council no change from last year
Town Boards ↓15.06% or 1,507.00

Board stipends have decreased because Annette Merrithew is acting Secretary for the Planning Board.

Economic Development ↑4.41% or \$2,281.00

This account is entirely reimbursed with TIF funds. It currently covers a 24 hour position, which the Manager recommended be increased to 40 hours once the Economic Development Plan is established. He spoke regarding Scott's performance as Interim Director telling how hard he works and how well he represents the Town of Hermon promoting significant positive change in our Economic Development Program.

IT ↑1.50% or \$1,195.00



Public Safety

Police Department	↑2.13% or \$7,987.00
Fire Department	↑5.73% or \$17,479.00
Utilities	↑4.19% or \$3,878.00
Public Works	↑1.27% or \$10,962.00
Solid Waste	↑1.40% or \$7,806.00

Recreation

Rec Director	↑5.00% or \$2,056.00
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The Manager told how Michelle has done a really great job with the Recreation Department, emphasizing the success of our Senior Program that has several available activities for our residents.

Social Services	↓11.46% or \$2,000.00
Library	↓5.88% or \$500.00
Jackson Beach	↓3.62% or \$300.00

Special Assessments

County Tax	↑2.86% or \$16,876.00
TIF (CEA Payouts)	no change

General Assistance

General Assistance	↓6.67% or \$1,000.00
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Rec Enterprise

Total Program Costs	↑27.00% or \$49,824.00
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The Manager explained that the Rec Enterprise account is self-funded and bears no burden on our taxpayers.

D. OTHER ITEMS (from Table Package)

None

X. APPOINTMENTS

None



XI. MANAGER STATUS REPORT:

None

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

None

XIII. COUNCIL ITEMS:

Councilor Scott thanked Manager Raymond for a great job putting the budget together.

XIV. EXECUTIVE SESSION:

None

XV. ADJOURNMENT:

Councilor Scott moved to adjourn the meeting at 8:21pm. **Councilor Freeman** seconded the motion. The motion was accepted without doubt.

The motion carries.

Respectfully Submitted,

**Ruth A. Nickerson, CCM
Town Clerk**

MEMORANDUM

To: Members of the Town Council

From: Roger Raymond, Town Manager

Re: Town Council Meeting Agenda May 5, 2016

Date: April 29, 2016

Consider request to grant an extension for construction of a cul-de-sac at the terminus of Allard Drive- Allan Dorr Jr. has requested the Town Council consider granting a one year extension for building out the cul-de-sac at the terminus of Allard Drive to allow the necessary time to investigate the feasibility of continuing with Phase 2. I met with Mr. Dorr and suggested I would recommend the extension on the condition the remaining three undeveloped lots in Phase I could not be developed until the cul-de-sac is constructed or a subdivision application for Phase II is approved by the Hermon Planning Board. Mr. Dorr has agreed to the condition. I have attached a copy of Mr. Dorr's request for your consideration and approval.

Hear presentation by Superintendent regarding the 2016-2017 School Budget- Patricia Duran, Superintendent of Schools will be present to review the proposed School Budget for the period 7-1-2016 to 6-30-2017. I provided the Town Council with a copy of the proposed budget during the last Town Council meeting. During the meeting, I will also take time to update the Town Council and School Board members present regarding the status of the School Department's Reserve Accounts administered by the Town under the supervision of the Superintendent of Schools and Town Manager.

#1.
5-5-16

Legal Notices

PUBLIC HEARING

BY ORDER of the Hermon Town Council, the following Public Hearing has been scheduled for Thursday, May 5, 2016 at 7:00pm in the Public Safety Building Meeting Room.

TO HEAR public comment regarding a liquor license application submitted by Sport's Arena.

April 28, 2016

2.
5-5-16

April 16, 2016

Annette M. Merrithew
Code Enforcement Officer
PO Box 6300
Hermon, Maine 04402-6300

Via Email

Dear Ms. Merrithew;

Thank you for your correspondence date March 4, 2016 concerning the construction of a cul-de-sac in the Alard Drive Subdivision. As you know, once our subdivision was approved, the real estate market took a dramatic downturn and our house lots did not sell as quickly as anticipated. Due to this slow rate of sales, we have been extremely hesitant to commence with the second phase of the development until it was known if the initial phase would sell through.

In the past several months, we have seen a healthy upswing in the market and it appears as though by the end of this year, all lots in Phase 1 may be sold. In view of this upturn, we request that the Town of Hermon extend the time frame for building out the cul-de-sac until May 1, 2017 while we investigate the feasibility of continuing on with Phase 2. Due to the complexity of the second phase being partially in Bangor, we feel that this extended time is necessary as we explore the permitting process.

Thank you for your consideration of this matter and we appreciate your willingness to work with us in the future as you have done so in the past.

Sincerely,



Alan Dorr, Jr.
President
Richardson Development Corporation