



Town of Hermon
Public Safety Meeting Room
July 28, 2016
Town Council Meeting
Immediately Following
Special Town Meeting @7:00PM
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

Chair Thomas called the meeting to order at 7:05pm.

II. PLEDGE OF ALLEGIANCE

Chair Thomas led those in attendance in the Pledge of Allegiance.

III. ROLL CALL

Members Present: Anne Freeman, Steve Thomas, Doug Sinclair, John Snyder and Steve Watson

Members Absent: Donna Ellis and Jeanne Jacques

Others Present: Town Manager Roger Raymond, Town Clerk Ruth A. Nickerson, Cody Sullivan, Bob Duran, Donna Pulver, Scott Perkins, Chandler Corriveau, Frank Roma, Senator Geoff Gratwick and Sgt. Pelletier

Councilor Sinclair moved to approve the absence of Councilors Ellis and Jacques. Councilor Snyder seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

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

MINUTES. -APPROVE April 21, 2016



WARRANTS. –SIGN July 29, 2016

- **Sign – Waste Hauler Agreement from Waste Management for 16-17.**

Councilor Sinclair moved to approve the Consent Calendar as presented. Councilor Freeman seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

V. NEWS, PRESENTATIONS AND RECOGNITIONS

None

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

#1. Consider awarding contract for drainage improvements in Freedom Park

The Town Council authorized the Public Works Director to seek proposals to complete drainage improvements in Freedom Park. The funds for these improvements were approved at the Annual Town Meeting. 2 bids were received. Both bids were higher than the budgeted monies available. The Council resolved to authorize the Public Works Director to negotiate with the low bidder, D & D Construction, the scope of work by prioritizing the project components to a sum not to exceed \$23,500.

Councilor Snyder moved to approve FR16-17-02. Councilor Sinclair seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(FR16-17-02 is attached for review.)**

#2. Consider awarding contract for shoulder work on Hopkins Road

The Town Council previously authorized the Public Works Director to seek proposals to complete shoulder improvements along the Hopkins Road. 3 bids were received. The Council awarded the bid to Alan Dorr Construction.

Councilor Freeman moved to approve FR16-17-03. Councilor Snyder seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(FR16-17-03 is attached for review.)**



#3. Consider awarding contract for drainage improvements Creamery Road

The Town Council previously authorized the Public Works Director to seek proposals to complete drainage improvements along the Creamery Road. 2 bids were received. The Council awarded the bid to Alan Dorr Construction.

Councilor Sinclair moved to approve FR61-17-04. Councilor Snyer seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(FR16-17-04 is attached for review.)**

#4. Consider approving the ballot questions for the Charter amendments

The Town Clerk has prepared the ballot questions for the amendments to the Charter that were approved by the prior Town Council. The Town Attorney has reviewed the ballot at the Clerk's request. Council approval is required so the Clerk can prepare the actual ballot for the November election. Charter Amendments require 30% of the voters @ the last gubernatorial election which equals 814 voters. These items must be acted on individually because there was no Charter Commission.

Councilor Sinclair moved to approve R16-17-05. Councilor Snyer seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(R16-17-05 is attached for review.)**

B. NEW BUSINESS

#5. Consider carrying the balance forward in Police Revenues for the police cruiser purchase

The Finance Office has requested the Town Council vote to carry forward the insurance payment received for the Tahoe police cruiser that was totaled this spring to 2016-2017 because the payment is being paid during this current year. The amount of the insurance payment is \$18,550, and will be used to offset the cost of the new Ford Explorer.

Councilor Freeman moved to approve FR16-17-05. Councilor Sinclair seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(FR16-17-05 is attached for review.)**

#6. Consider Request for Bids for Mowing and Cemetery Maintenance

The Town Manager explained that the current three year contract will expire this fall. The Public Works Director has amended the current specification for the bid request from prior years to include blowing cemetery stones clean, maintaining the pump stations and maintaining Hermon Corner. Bob Duran spoke to the Council regarding his disappointment in the Cemetery Mowing and Maintenance over the last 3 years.



Councilor Sinclair moved to approve R16-17-06. Councilor Snyder seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(R16-17-06 is attached for review.)**

#7. Review and Approve amended job description for the position of Fire Chief

The Manager told how in anticipation of hiring a new Fire Chief, the officers of the Hermon Fire Department have recommended some changes to the current job description. He explained that the Department feels strongly that the new chief should be an “Active Chief” with current certifications and the ability to complete an annual fit test in addition to an annual physical. A conversation took place regarding how to write a good job description that does not drive away good candidates. The Town Manager took care to make sure the Council had a good understanding of an Administrative Chief vs. an Active Chief, clarifying that the proposed job description is for a working active chief.

Councilor Sinclair moved to table this agenda item to a workshop for further discussion and review. Councilor Freeman seconded the motion. The motion was accepted without doubt.

The motion carries.

#8. Amend 2016-2017 Salary and Wage Schedule for the Deputy Tax Collector-Registration Agent

Manager Raymond explained to the Council that when he submitted the Wage Schedule to the Council for approval he mistakenly stated the hourly wages for the position of Deputy Tax Collector/ Motor Vehicle Agent. He requested the Town Council restate the correct hourly amount of \$17.59.

Councilor Freeman moved to approve R16-17-08. Councilor Snyder seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(R16-17-08 is attached for review.)**

#9. Consider authorizing expenditure for equipping the 2016 police cruiser

\$5,000.00 has been requested by the Hermon Policing Unit for the purpose of equipping the new Ford Explorer. This vehicle will replace the totaled Tahoe. The cost of this project will be paid for in part from the proceeds of the insurance payment and the Police Equipment Reserve Account.

Councilor Snyder moved to approve FR16-17-06. Councilor Freeman seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(FR16-17-06 is attached for review.)**

#10. Consider approving expenditure from the Public Works Facility Reserve for improvements at the salt and sand storage building



The Public Works Director asked the Council to consider spending \$1,170 from the Public Works Facility Reserve to replace the metal entrance door to the salt and sand shed. The existing door has corroded including the frame and cannot be opened without considerable force.

Councilor Freeman moved to approve FR16-17-07. Councilor Snyder seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(FR16-17-07 is attached for review.)**

C. WORKSHOPS

#11. Hold a workshop to establish the goals for the ensuring year

The Manager explained that he added two new goals to the existing list for 2016-2017 for a total of 20 goals.

1. Develop a wage scale for all hourly and salaried employees.
2. Update the 2017-2018 Capital Improvement Plan to include components of the Road and Street Improvement Plan, Economic Development Plan, Cemetery Maintenance Plan, Sewer Maintenance Plan and the School Improvement Plan including the expansion at the Hermon Elementary School for both the School Department and Recreation Department.
3. Update the Road and Street Plan including safety improvements at the intersection of Route 2.
4. Adopt the Economic Development Plan and implement the goals and objectives outlined by the plan.
5. Establish a Recycling Committee to study the feasibility of expanding the recycling program post PERC 2018.
6. Implement the activities outlined by the 2016-2017 Capital Improvement Plan including conducting a space need evaluation for the Public Safety Building and Town Office specific to record storage for the Town office and police office space for the Public Safety Building.
7. Complete an in house revaluation of all properties including update of the tax maps and property assessment cards.
8. Submit for voter approval proposed Charter changes.
9. Continue to foster and maintain a good working relationship with the members of the School Committee, Hermon Rescue and the Sherriff's Office.
10. Continue to maintain a Public Safety Committee specifically to improve the Community Policing Program, Emergency Medical Services and mutual aid for fire services with surrounding communities.
11. Hire a new fire chief.
12. Complete update of the website.
13. Continue to work with the City of Bangor to amend the sewer billing process to include funds for the maintenance and upgrade of the sewer system.
14. Continue to improve Jackson Beach.
15. Consider addressing the wetland issue on property adjacent to the high school.
16. Continue to maintain a recreation program that serves all citizens including senior citizens.
17. Continue to maintain reserve accounts for capital improvements in order to minimize sharp increases in the mill rate.



18. Continue to maintain a good working relationship with Ryder in order to encourage the registration of company trucks in Hermon.
19. Require the Town Manger to work with department heads and key staff to develop on year and five year goals for their department.
20. Complete codification of all ordinances.

Councilor Snyder moved to discuss other items in the table packet. Councilor Watson seconded the motion. The motion was accepted without doubt.

The motion carries.

D. OTHER ITEMS (from Table Package)

#12. Consider authorizing Change Order 1 for Printer's Drive paving project

The Manager requested the Council authorize and additional \$4,503.13 to cover the cost of the only change order for Printer's Drive. \$2,998.75 will be used for paving driveway aprons. \$1,506.38 will be used for an additional 100 cubic yards of RAP to build the shoulders.

Councilor Snyder moved to approve FR16-17-08. Councilor Freeman seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(FR16-17-08 is attached for review.)**

X. APPOINTMENTS

None

XI. MANAGER STATUS REPORT:

Route 2 Sidewalk Project will be 1.35 million dollar project. No local tax dollars are required. Monies for this project will come from grant money and TIF dollars.

Route 2- Annis Road intersection has been targeted for a 2019 Safety Grant.

Town Manager Schedule will be reduced through the end of August. I have relocated to Golden Pond. Do not hesitate to contact me by phone anytime.

Expansion Project at the Hermon Elementary School includes a Sr. Center. Will get to see the design at the next meeting on Monday.

Extra float at Jackson Beach has received approval. This is a 20 ft addition.

PERC contract will be signed next week. PERC has agreed to the changes we requested, which makes it so that if the PERC proposal does not work the Town of Hermon is off the hook.

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

None



XIII. COUNCIL ITEMS:

None

XIV. EXECUTIVE SESSION:

None

XV. ADJOURNMENT:

Councilor Freeman moved to adjourn the meeting at 9:07pm. Councilor Sinclair seconded the motion. With no objection the meeting was adjourned.

Respectfully Submitted,

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