



Town of Hermon

Public Safety Meeting Room

June 22, 2017

Town Council Meeting

7:00 PM

AGENDA

***** 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**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. REVIEW CONSENT CALENDAR: REGULAR BUSINESS, APPOINTMENTS, SIGNATURES,
And APPROVAL OF MINUTES:**
 - **MINUTES – April 27, 2017**
- V. NEWS, PRESENTATIONS AND RECOGNITIONS**
- VI. PUBLIC ITEMS OR COMMENTS (*Items Not Already on Agenda*)**
- VII. PUBLIC HEARINGS**
- VIII. COMMITTEE REPORTS**
- IX. SCHEDULED AGENDA ITEMS**
 - A. OLD BUSINESS**
 - #1. Discuss School Construction Project.**



B. NEW BUSINESS

- #2. Consider Authorizing** Town Manager to sign Contract with Dunbar and Brawn.
- #3. Consider Authorizing** expenditure from the Recreation Reserve Account toward the Recreation Department Construction Project.
- #4. Consider Authorizing** expenditure from the School Capital Reserve Account toward the Elementary School Project.

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.

From:  Howard Kroll

Friday, June 16, 2017 10:35:53 AM 

Subject: joint council/school board

To:  Ruth Nickerson  THOMAS70SS YAHOO.COM  Patricia Duran
 Tony Reynolds  Rachel Grass

Good morning

I want to have a joint Town Council/School Committee meeting next Thursday 22 June 2017 @ 7 p.m.

Items to discuss:

School construction project

Authorizing Town Manager to sign contract with Dunbar and Brawn

Authorizing Town Manager to spend \$10,171.20 from the Recreation Reserve Account(HERM09) toward the Recreation Department project

Authorizing Town Manager to spend \$74,450.25 from the School Capital Reserve Account (HERM21) toward the Elementary School project



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Public Safety Meeting Room

Town Council Meeting

April 27, 2017 - 7:00 PM

MINUTES

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

I. CALL TO ORDER BY CHAIRPERSON

Chair Thomas called the meeting to order at 7:00pm.

II. PLEDGE OF ALLEGIANCE

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

III. ROLL CALL

Members Present: Anne Freeman, Donna Ellis, Steve Thomas, Doug Sinclair, Jeanne Jacques, John Snyer and Steve Watson

Members Absent: None

Others Present: Town Manager Howard Kroll, Town Clerk Ruth A. Nickerson, Dana Hill, Donna Pulver, Michelle Thayer, Ben Birch, Josh Berry, Scott Perkins, Frank Roma and Bob Pelletier

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

None

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 Approving FY2017-2018 budget.

Manager Kroll told how we have had a few budget meetings so far. We have had a few closed door meetings to discuss different pieces of the budget. He then highlighted some of the changes that have been made as a result.

- AV tech – hourly pay reduced from \$19.00 to \$15.00
- Finance Director Position will stay at 32 hours.
- P/T Deputy Clerk will become Full Time and take on some of the responsibilities in the finance department such as sewer billing and rec payments.
- MyRec software will continue to be used by the Recreation Department.

Manager Kroll recommended approving the 2017-2018 Budget at the next Council Meeting.

B. NEW BUSINESS

#2. Consider Approving a donation request to the Hermon Alumni Association

The Town Manager told of a request from the HAA for a donation. The donation includes an advertisement in the Program for this year's HAA Reunion. The Council agreed to spend \$300.00 from the Council's fund.

Councilor Sinclair moved to approve FR16-17-59. Councilor Freeman seconded the motion. A Roll Call vote was unanimous in favor of the motion.

The motion carries.

***(FR16-17-59 is attached for review.)**



#3. Consider Authorizing additional street sweeping

The Town Manager stated that this has been a significant winter with regard to the amount of material placed on the roads. He informed the Council that in order to cleanup properly we will need to purchase additional street sweeping. Councilor Sinclair told how sweeping too early, before the rains rinse the roads, results in the need for extra sweeping. He then asked if it snows more do we pay the snowplow contractor more. Of course not, it is a contract. Councilor Snyer agreed with Sinclair, stating that we should not spend additional funds on spring street sweeping.

Councilor Jacques moved to approve FR16-17-60. Councilor Watson seconded the motion. A Roll Call vote resulted in 0 Yeas and 7 Nays.

The motion fails.

#4. Consider Directing the Town Manager to seek bids for Audit Services

Manager Kroll told how we should be careful about seeking bids for Audit Services because we are near the end of the fiscal year and this bid process will require a quick turnaround. He proposed having a bid opening on May 18, 2017. The Council and Manager reviewed the proposed RFP.

Councilor Jacques moved to approve R16-17-73. Councilor Freeman seconded the motion. The motion was accepted without doubt.

The motion carries.

**(R16-17-73 is attached for review.)*

#5. Consider Directing the Town Manager to seek bids for Legal Services

Manager Kroll recommended a standard RFP when seeking bids for Legal Services. Councilor Jacques asked if we should delay this because of the present situation we are in with Bangor Water. The current attorney has significant knowledge of the situation and to overlook that would be a mistake. Town Manager Kroll agreed and thanked Councilor Jacques for her consideration.

Councilor Jacques moved to table seeking bids for Legal Services. Councilor Ellis seconded the motion. The motion was accepted without doubt.

The motion carries.

C. WORKSHOPS

None

D. OTHER ITEMS (from Table Package)

None



X. APPOINTMENTS

None

XI. MANAGER STATUS REPORT:

- **Thank You** to the Staff for their help with the budget. I am looking for feedback regarding the budget process. I would like it to be a bit smoother next year.

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 7:56pm. Councilor Sinclair seconded the motion. With no objection the meeting was adjourned.

Respectfully Submitted,

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



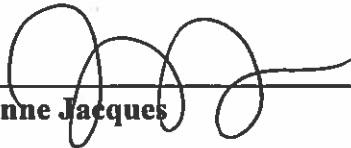
R16-17-73

Be it resolved by the Hermon Town Council in town council assembled to direct the Town Manager to seek qualified bids for Audit services for FY18, FY19 and FY20 for the town and school. Bids will be opened on Thursday May 18, 2017.

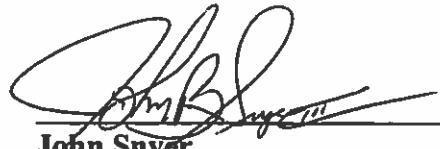
SIGNED this April 27, 2017 by the Hermon Town Council:



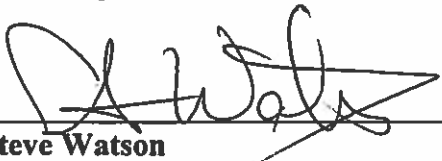
Donna Ellis



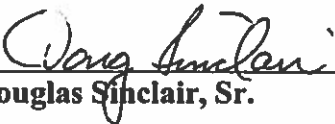
Jeanne Jacques



John Snyder



Steve Watson



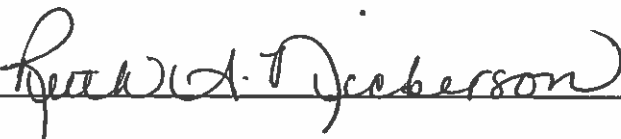
Douglas Sinclair, Sr.



Steven Thomas



Anne Freeman

Attest Original: 


Motion	<u>Jacques</u>	Yeas	<u>accepted</u>	Date	<u>4-27-17</u>
Second	<u>Freeman</u>	Nays	<u>w/o doubt</u>		

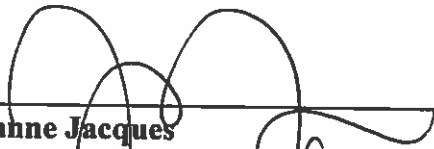


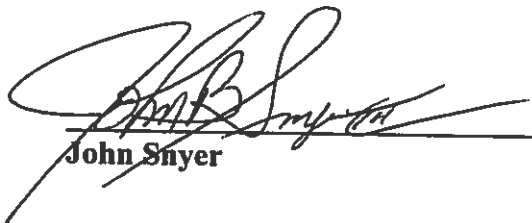
ER16-17-59

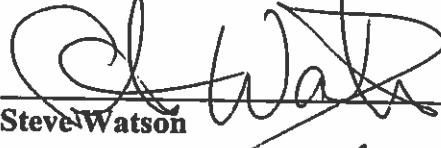
Be it resolved by the Hermon Town Council in town council assembled to approve a donation request from the Hermon Alumni Association for \$ 300.00 for scholarships to graduating Hermon High School seniors and graduates.


SIGNED this April 27, 2017 by the Hermon Town Council:

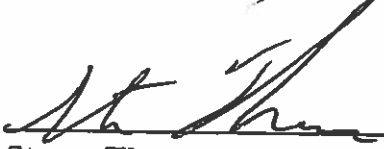

Donna Ellis


Jeanne Jacques

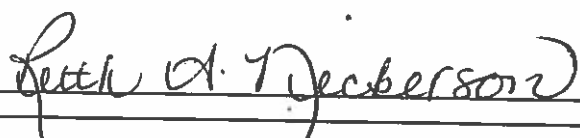

John Snyder


Steve Watson


Douglas Sinclair, Sr.


Steven Thomas


Anne Freeman

Attest Original: 

Motion <u>Sinclair</u>	Yeas <u>7</u>	Date <u>4-27-17</u>
Second <u>Freeman</u>	Nays <u>0</u>	

MEMORANDUM

To: Members of the Hermon Town Council
From: Howard Kroll, Town Manager
Re: 22 June 2017 Town Council/School Committee Joint Meeting
Date: 15 June 2017

#1. Discussion- Patricia A. Duran Elementary School Construction Project Update.

The Hermon Elementary School Building Committee has been working with Dunbar and Brawn and their engineer, Carpenter & Associates for over 45 days. We have reviewed their plan and have had staff (school and town) review their respective projects in depth with the engineer. While this has taken place we have had boring samples taken with positive results of ledge, little impact to the existing sewer system, and continuous dialogue on this project. Tonight the Town Council and School Committee need to discuss the project and its options.

#2 Consider- Authorizing the Town Manager to sign a contract with Dunbar and Brawn for the Hermon Elementary School Addition and Renovation of space for the Recreation Department.

Staff is seeking Town Council authorization to allow the Town Manager to sign a contract with Dunbar and Brawn for the Hermon Elementary School Addition and renovation of space for the Recreation Department. Town Attorney, Ed Bearor, has reviewed the contract and did not find any exposure to the town that is not typical in a construction contract. Dunbar and Brawn and their Engineer, Carpenter & Associates, have been working with town and school staff as well as our building committee on plan development and preparing the school for eventual construction.

Town Manager recommends authorization to allow the Town Manager to sign the contract between the Town and Dunbar and Brawn.

#3. Consider- Authorizing Town Manager to spend \$10,171.20 from the Recreation Reserve Account(HERM09) toward the Recreation Department construction project

Staff is seeking Town Council authorization to spend \$10, 171.20 from the Recreation Reserve (HERM09) toward the purchase of engineering services for the Recreation Department construction project at the Patricia A. Duran Elementary School.

Town Manager recommends authorization.

#4 Consider – Authorizing Town Manager to spend \$74,450.25 from the School Capital Reserve Account (HERM21) toward the Elementary School project

Staff is seeking Town Council authorization to spend \$74,450.25 from the School Capital Reserve Account (HERM21) toward the purchase of engineering services for the Elementary School construction project at the Patricia A. Duran Elementary School.

Town Manager recommends authorization.