



**Town of Hermon**

**Public Safety Meeting Room**

**February 28, 2019**

**Town Council Meeting**

**7:00 PM**

**AGENDA**

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 1/31/2019 Minutes, 2/7/2019 Minutes**

**WARRANTS. -SIGN 2/25/2019**

**RESOLVES. -SIGN**

**V. NEWS, PRESENTATIONS AND RECOGNITIONS**

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

**VII. PUBLIC HEARINGS**

- 1. To Consider holding a Public Hearing for an amendment to Chapter 154 Zone  
Change for a portion of Tax Map 040-062-000**

**VIII. COMMITTEE REPORTS**

**IX. SCHEDULED AGENDA ITEMS**



**A. OLD BUSINESS**

**B. NEW BUSINESS**

**R18-19-26 Approve the FY20 Capital Improvement Plan**

**FR18-19-49 Personal Property taxes deemed uncollectible**

**R18-19-27 Approve Zone Change to Chapter 154 for a portion of Tax Map 040-062-000**

**FR18-19-48 To accept a Maine Forest Service grant in the amount of \$1,945.00**

**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 Meeting Room

January 31, 2019

Special Town Council Meeting

7:00 PM

MINUTES

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**

Chair McCluskey led those in attendance in the Pledge of Allegiance

**III. ROLL CALL**

**Members Present:** Steven Watson, John Snyder, Donna Ellis, Steven Thomas, Jeanne Jacques, and Timothy McCluskey

**Members Absent:** Douglas Sinclair Sr.

**Others Present:** Town Manager Howard Kroll, Town Clerk Kristen Cushman, Josh Berry, Geoffrey Gratwick, Randy Bragg, Louis McEacharn and Brent Hartley.

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

**MINUTES. -APPROVE 1/24/2019 Minutes**

**WARRANTS. -SIGN**

**RESOLVES. -SIGN**

**Councilor Jacques moved to approve the Consent Calendar as presented. Councilor Snyder seconded the motion. Motion passes 6-0.**



V. NEWS, PRESENTATIONS AND RECOGNITIONS

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

Boston Post Cane – Geoffrey Gratwick would like to be apart of the next ceremony.

Geoffrey Gratwick spoke on many items he and others are working on in Augusta which includes Health Care and taxation committee.

VII. PUBLIC HEARINGS

VIII. COMMITTEE REPORTS

IX. SCHEDULED AGENDA ITEMS

A. OLD BUSINESS

B. NEW BUSINESS

**FR18-19-43 Consider approving the Hermon Elderly Project's PILOT request**

**Councilor Snyder moved to approve FR18-19-43. Councilor Watson seconded the motion. The motion was accepted. Motion passes 6-0.**

**FR18-19-44 Consider approving invoice #23 from Dunbar and Brawn (tabled from 24 Jan 19 meeting)**

**Motion by Councilor Jacques to approve \$102,942.07 for payment to Dunbar and Brawn Construction and to hold \$30,000.00 as retainage on FR18-19-44. Councilor Snyder seconded the motion. The motion was accepted. Motion passes 6-0.**

**FR18-19-45 Consider hiring Carpenter Associates to assist with a Site Location and Development application to MDEP. (Tabled from the 24 Jan 19 meeting).**

**Councilor Watson moved to table FR18-19-45. Councilor Snyder seconded the motion. The motion was accepted. Motion to table indefinitely, Motion was accepted unless doubted.**

C. WORKSHOPS

**PRESENTATION- FY19-20 CAPITAL IMPROVEMENT PLAN**

**Town Manager, Howard Kroll, gave a overview of the Capital Improvement Plan (CIP). Councilors will go over the CIP extensively on 2/7/2019.**



**D. OTHER ITEMS (from Table Package)**

**Councilor Watson moved to waive council rules and accept the table packet. Councilor Snyder seconded the motion. Motion was accepted unless doubted.**

**B. NEW BUSINESS**

**FR18-19-46 Consider purchasing Senior Yellow Pages from Gateway Seniors Without Walls**

**Councilor Watson moved to approve FR18-19-46. Councilor Snyder seconded the motion. The motion failed. Motion failed 6-0.**

**X. APPOINTMENTS**

**XI. MANAGER STATUS REPORT:**

**Manager thanked staff and Gardner Construction for their work this winter. He also wished the Hermon Sports teams regardless of sport/activity the best of luck in their endeavor.**

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

**XIII. COUNCIL ITEMS:**

**Donna Ellis – Would like the heat turned up in council chambers.**

**XIV. EXECUTIVE SESSION:**

**XV. ADJOURNMENT:**

**Councilor Ellis moved to adjourn the meeting at 8:48PM. Councilor Jacques gave seconded. With no objection the meeting was adjourned at 8:48 PM.**

**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.

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Town of Hermon

Public Safety Meeting Room

February 7, 2019

Town Council Meeting

7:00 PM

MINUTES

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**

Chair McCluskey led those in attendance in the Pledge of Allegiance

**III. ROLL CALL**

**Members Present:** Douglas Sinclair Sr., Steven Watson, John Snyder, Donna Ellis, Steven Thomas, Jeanne Jacques, and Timothy McCluskey

**Members Absent:** None

**Others Present:** Town Manager Howard Kroll, Town Clerk Kristen Cushman, Scott Perkins, Ralph Shaw, Tim Richardson Jr., Phil Richardson, Deanna Leach, Holly Scott, Cody Sullivan, Byron Ouellette, Josh McPherson, Frank Roma and Bobbie Pelletier.

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

**MINUTES. -APPROVE**

**WARRANTS. -SIGN 2/8/2019 Warrant**

**RESOLVES. -SIGN**

**Councilor Snyder moved to approve the Consent Calendar as presented. Councilor Watson seconded the motion. Motion passes 7-0.**

**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**

**B. NEW BUSINESS**

**FR18-19-47 Consider sponsoring the 2019 Penobscot Snowmobile Club Event**

**Councilor Jacques moved to approve FR18-19-47. Councilor Snyder seconded the motion. The motion was accepted. Motion passes 7-0.**

**R18-19-25 Consider disbanding committees**

**Councilor Snyder moved to approve R18-19-25 with the exception of keeping Economic Development Committee active. Councilor Thomas seconded the motion. The motion was accepted. Motion passes 7-0.**

**C. WORKSHOPS**

**SNOW PLOW CONTRACT DISCUSSION- REVIEW BIDS**

**Councilor Sinclair moved to reject all current bids and meet with current contractor and see if there is something feasible. Councilor Ellis seconded the motion. The motion failed. Motion failed 3-4.**

**Councilor Snyder moved to go back to the drawing board and review how our own highway department plows – and how are we going to do this - just to review it all. Councilor Thomas seconded the motion. The motion passes. Motion passes 7-0.**

**FY19-20 CAPITAL IMPROVEMENT PLAN PRESENTATION**

**Councilor Jacques moved to accept the CIP with the adjustment to the interest rate to the current rate. Councilor Snyder seconded the motion. The motion was accepted. Motion passes 7-0.**

**D. OTHER ITEMS (from Table Package)**



**X. APPOINTMENTS**

**XI. MANAGER STATUS REPORT: None**

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

**XIII. COUNCIL ITEMS:**

**Steve Watson: Wanted to thank everyone in the audience for coming to the council meeting.**

**XIV. EXECUTIVE SESSION:**

**XV. ADJOURNMENT:**

**Councilor Sinclair moved to adjourn the meeting at 7:21 PM. Councilor Snyder gave seconded. With no objection the meeting was adjourned at 7:21 PM.**

**Respectfully Submitted,**

**Howard Kroll and Kristen Cushman  
Town Manager and Town Clerk**

**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.

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**R18-19-26**

Be it resolved by the Hermon Town Council in Town Council assembled to accept the FY20 Capital Improvement Plan as follows:

Acct #	Reserve Account	FY19	FY20	\$ Change	Explanation
HERM01	Police Equipment Reserve	25000	25000	0	
HERM02	Unemployment Reserve	5000	5000	0	
HERM03	Legal Reserve	0	0	0	
HERM04	Cemetery Reserve	8000	5000	-3000	
HERM05	Fire Equipment Reserve	153000	150000	-3000	<i>\$100K unrestricted fund balance request</i>
HERM06	Highway Improvement Res.	250000	250000	0	
HERM08	PW Equip/blg. Reserve	77000	75000	-2000	
HERM09	Recreation Facility Reserve	22000	25000	3000	
HERM11	Municipal Office Reserve	8000	5000	-3000	
HERM12	Sewer Maintenance Reserve	15000	15000	0	
HERM13	Public Land Acquisition Res.	0	0	0	
HERM14	Planning & Ordinance Res.	0	0	0	
HERM16	Economic Development Res.	100000		-100000	
HERM17	Public Safety Building Res.	10000	10000	0	
HERM19	Town Off. Equip &Tech. Res.	10000	20000	10000	
HERM24	Tax Stabilization Reserve	0	0	0	
HERM28	Jackson Beach Reserve	0	0	0	
HERM27	Transfer Station Site Reserve	0	0	0	
				0	
HERM29	Rural Fire Protection Reserve	1000		-1000	
HERM31	Snow's Corner Cemetery	0	0	0	
HERM32	Veterans Mem.Park Reserve	0	5000	5000	
HERM34	Sick Leave Reserve	6000		-6000	
HERM35	Solid Waste Reserve		559000		<i>\$559K unrestricted fund balance request</i>
	<b>Total</b>	<b>690000</b>	<b>1149000</b>	<b>459000</b>	
	<b>FY19 to FY20 Comparisons</b>				
<b>Acct #</b>	<b>Reserve Account</b>	<b>FY19</b>	<b>FY20</b>		
	Local Appropriation	490000	490000	0	
	TIF Funds	100000			
	Unrestricted Fund Balance	100000	659000		
	Grants	0	0		
	Other (Enterprise)				
	<b>Total</b>	<b>\$ 690,000.00</b>	<b>\$ 1,149,000.00</b>	<b>\$ 459,000.00</b>	

Be it further resolved that the amounts listed above will include, at a future date, the Hermon School Department Reserve Accounts and projects proposed to be funded in FY20 and ultimately be voted on by the Town of Hermon Voters on Thursday, June 13, 2019.

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**SIGNED this February 28, 2019 by the Hermon Town Council:**

\_\_\_\_\_  
Donna Ellis

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Jeanne Jacques

\_\_\_\_\_  
John Snyder

\_\_\_\_\_  
Steve Watson

\_\_\_\_\_  
Douglas Sinclair, Sr.

\_\_\_\_\_  
Steven Thomas

\_\_\_\_\_  
Timothy McCluskey

Attest Original: \_\_\_\_\_

Motion \_\_\_\_\_

Yeas \_\_\_\_\_

Second \_\_\_\_\_

Nays \_\_\_\_\_

Date \_\_\_\_\_



FR18-19-49

The Municipal Officers at a public meeting convened; resolve to abate the following Personal Property Taxes because they have been deemed uncollectible.

302	P	A & J ANTIQUES	2012	11.70
204	P	AS YOU ARE PHOTOGRAPHY	2012	35.10
45	P	AVG ACQUISITION INC	2004	109.90
45	P	AVG ACQUISITION INC	2005	89.78
45	P	AVG ACQUISITION INC	2006	146.32
45	P	AVG ACQUISITION INC	2007	133.10
45	P	AVG ACQUISITION INC	2008	139.70
45	P	AVG ACQUISITION INC	2009	127.60
45	P	AVG ACQUISITION INC	2010	133.86
45	P	AVG ACQUISITION INC	2011	127.32
45	P	AVG ACQUISITION INC	2012	129.87
170	P	BANNERS & SIGNS UNLIMITED	2008	25.30
170	P	BANNERS & SIGNS UNLIMITED	2009	20.90
170	P	BANNERS & SIGNS UNLIMITED	2010	19.62
170	P	BANNERS & SIGNS UNLIMITED	2011	17.21
170	P	BANNERS & SIGNS UNLIMITED	2012	16.38
139	P	DURAFORM STEELBUILDINGS INC	2012	46.80
127	P	EMERSON, HEATHER	2010	71.55
127	P	EMERSON, HEATHER	2011	55.06
127	P	EMERSON, HEATHER	2012	56.16
640	P	FRANKLIN VENDING	2008	14.30
640	P	FRANKLIN VENDING	2009	14.30
640	P	FRANKLIN VENDING	2010	15.00
640	P	FRANKLIN VENDING	2011	14.91
640	P	FRANKLIN VENDING	2012	15.21
200	P	HEALING HANDS MASSAGE THERAPY	2012	11.70
178	P	HEWES, DANA	2000	190.43
178	P	HEWES, DANA	2001	247.76
178	P	HEWES, DANA	2002	163.17
178	P	HEWES, DANA	2003	161.65
178	P	HEWES, DANA	2004	177.41
178	P	HEWES, DANA	2005	158.18
178	P	HEWES, DANA	2006	145.08
178	P	HEWES, DANA	2007	144.10
178	P	HEWES, DANA	2008	171.60
178	P	HEWES, DANA	2009	220.00
178	P	HEWES, DANA	2010	230.80
178	P	HEWES, DANA	2011	229.40
178	P	HEWES, DANA	2012	269.10
27	P	NORTHWOOD POWER EQUIPMENT	2012	225.81
142	P	P & S CONSTRUCTION INC	2012	23.40
217	P	PINE TREE GRAVEL	2009	27.50
217	P	PINE TREE GRAVEL	2010	28.85
217	P	PINE TREE GRAVEL	2011	28.68
217	P	PINE TREE GRAVEL	2012	29.25
192	P	PORTLAND BEVERAGE	2012	30.42

218	P	SUNBURY MEDICAL	2012	869.31
682	P	THAYERS AUTOMOTIVE	2008	399.30
682	P	THAYERS AUTOMOTIVE	2009	389.40
682	P	THAYERS AUTOMOTIVE	2010	402.75
682	P	THAYERS AUTOMOTIVE	2011	400.30
682	P	THAYERS AUTOMOTIVE	2012	408.33
682	P	THAYERS GARAGE	2001	326.00
682	P	THAYERS GARAGE	2002	402.93
682	P	THAYERS GARAGE	2003	419.38
682	P	THAYERS GARAGE	2004	467.86
682	P	THAYERS GARAGE	2005	421.80
682	P	THAYERS GARAGE	2006	400.52
682	P	THAYERS GARAGE	2007	399.30
347	P	THOMAS, DEREK R	2001	570.50
347	P	THOMAS, DEREK R	2002	641.03
347	P	THOMAS, DEREK R	2003	635.92
347	P	THOMAS, DEREK R	2004	730.05
347	P	THOMAS, DEREK R	2005	662.63
347	P	THOMAS, DEREK R	2006	638.60
347	P	THOMAS, DEREK R	2007	566.50
347	P	THOMAS, DEREK R	2008	566.50
347	P	THOMAS, DEREK R	2009	9.90
347	P	THOMAS, DEREK R	2010	9.23
347	P	THOMAS, DEREK R	2011	8.03
347	P	THOMAS, DEREK R	2012	8.19
312	P	TUCKER AUTO REPAIR	2012	258.57

Total \$15,514.07

**SIGNED** this February 28, 2019 by the Hermon Town Council:

\_\_\_\_\_  
Donna Ellis

\_\_\_\_\_  
Jeanne Jacques

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John Snyer

\_\_\_\_\_  
Steve Watson

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Douglas Sinclair, Sr.

\_\_\_\_\_  
Steven Thomas

\_\_\_\_\_  
Timothy McCluskey

Attest Original: \_\_\_\_\_

Motion \_\_\_\_\_

Yeas \_\_\_\_\_

Second \_\_\_\_\_

Nays \_\_\_\_\_

Date \_\_\_\_\_



R18-19-27

Be it resolved by the Hermon Town Council in Town Council assembled the introduction of an ordinance titled "Amendment to Chapter 154 Zone change to a portion of Tax Map 40 Lot 62 § 154-006 (b) of the Hermon Town Code from Agricultural Forestry to Residential A" be scheduled for a public hearing and potential enactment at the February 28<sup>th</sup> Town Council meeting.

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SIGNED this February 28, 2019 by the Hermon Town Council:

**COPY**

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**Donna Ellis**

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**Jeanne Jacques**

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**John Snyder**

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**Steve Watson**

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**Douglas Sinclair, Sr.**

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**Steven Thomas**

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**Tim McCloskey**

Attest Original: \_\_\_\_\_

Motion _____	Yeas _____	Date _____
Second _____	Nays _____	



LEGEND

- PROPERTY LINE
- EASEMENT
- PUBLIC RIGHT-OF-WAY
- PRIVATE RIGHT-OF-WAY
- RAILROAD RIGHT-OF-WAY
- PARCEL HOOK
- STREET NUMBER
- PARCEL NUMBER
- SURVEY DIMENSION (FT)
- WETLAND
- HYDROLOGY

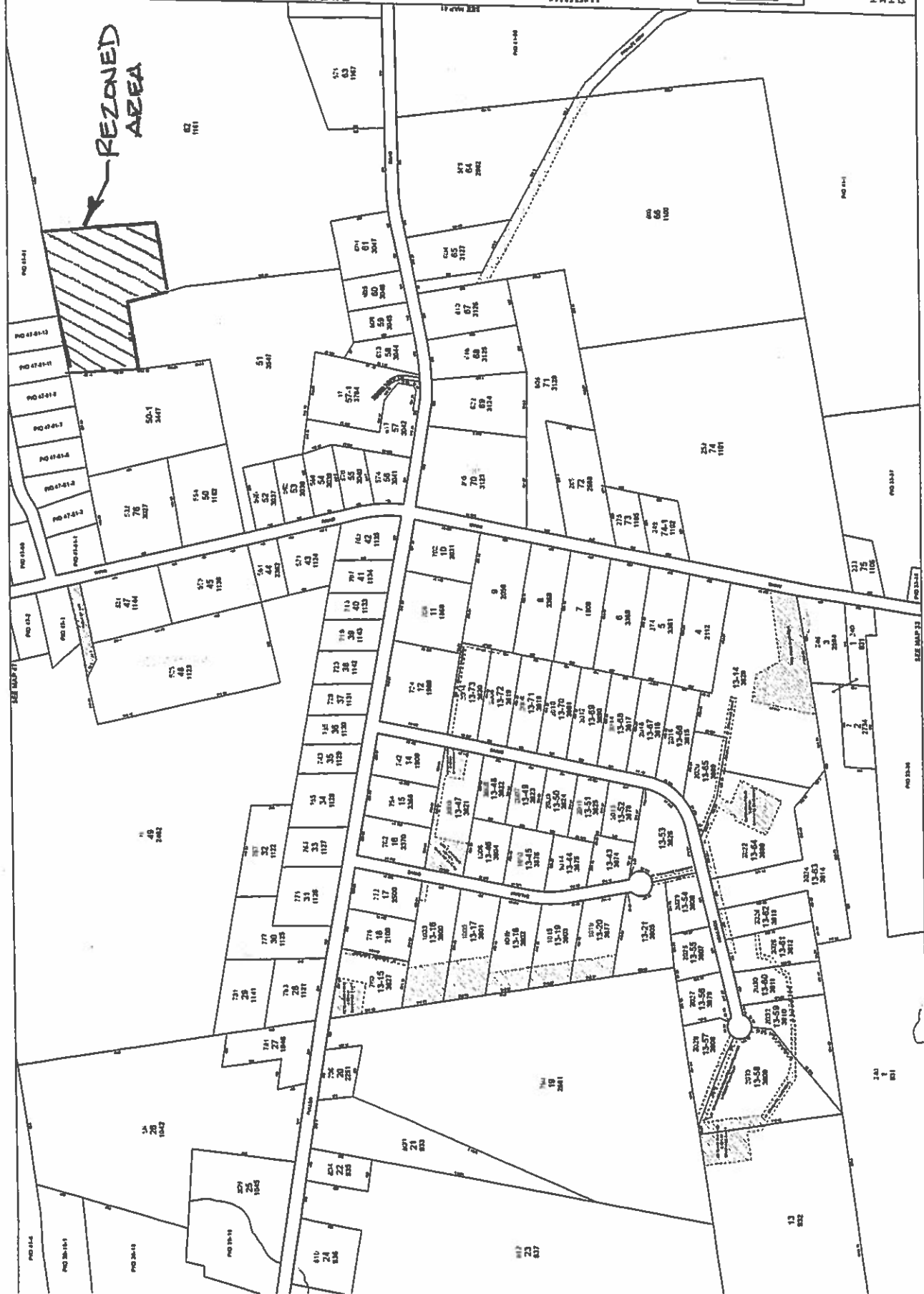
Map data is derived from aerial photography and other sources. The accuracy of the map is not guaranteed. The map is for informational purposes only. The map is not to be used for legal purposes. The map is not to be used for engineering purposes. The map is not to be used for surveying purposes. The map is not to be used for construction purposes. The map is not to be used for any other purpose.

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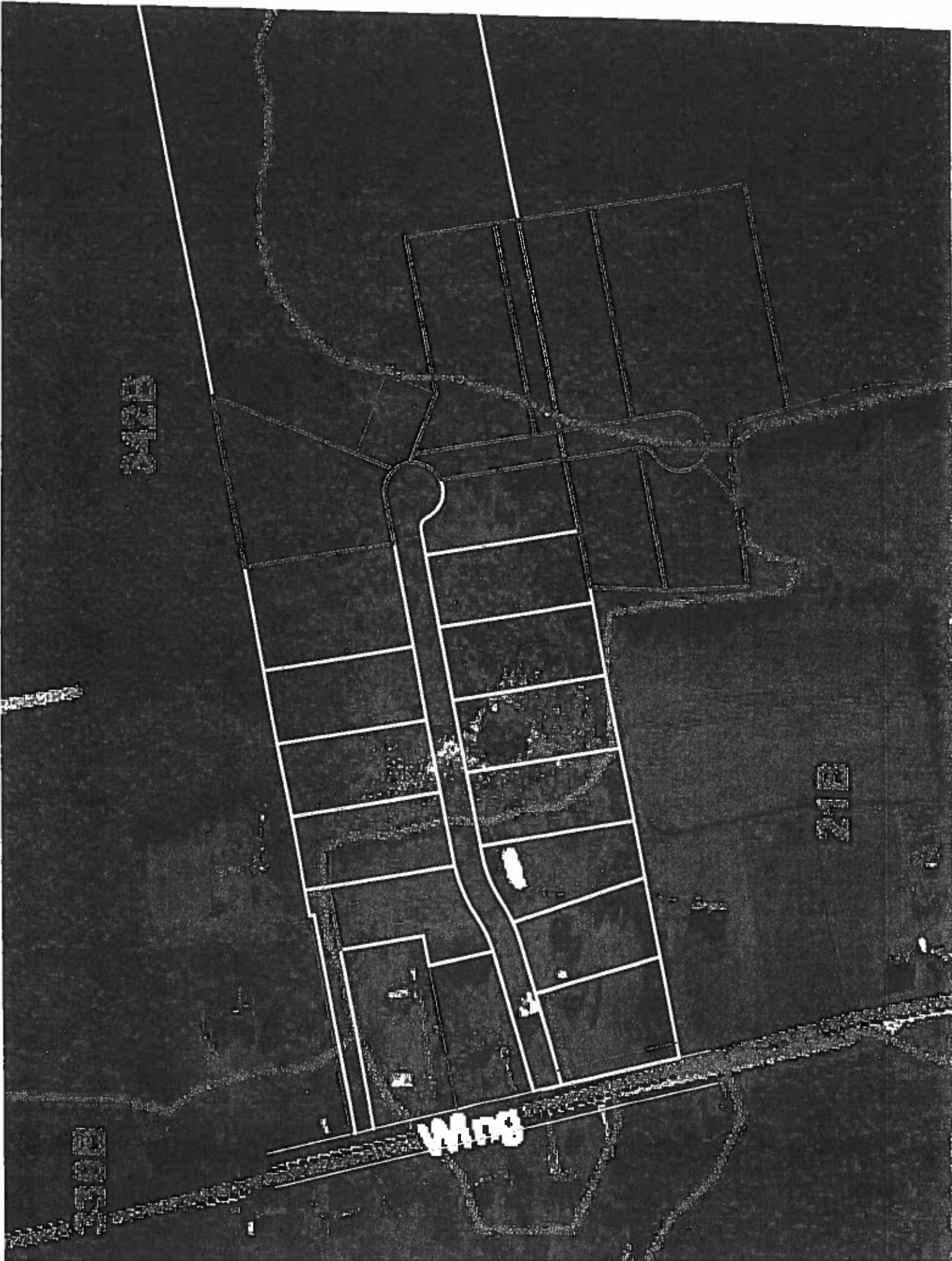
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31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Print Date: 1/23/2018

Hermon Assessor's Office  
333 Elm Street  
Hermon, ME 04431  
(207) 848-1048



N.T.S.





**FR18-19-48**

Be it resolved by the Hermon Town Council in town council assembled the Town Manager or his Designee be authorized to accept a Maine Forest Service grant in the amount of \$1945.00 for the purchase of Class A foam, (50 gal) Safety Glasses, (20 ea) Pagers, (4 ea) Chaps, (4 ea), Pulaski, (4 ea) to be matched by an equal amount of Fire Department budgeted funds as found in FD account 12-02-10-22.

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**SIGNED this February 28, 2019 by the Hermon Town Council:**

\_\_\_\_\_  
Donna Ellis

\_\_\_\_\_  
Jeanne Jacques

\_\_\_\_\_  
John Snyder

\_\_\_\_\_  
Steve Watson

\_\_\_\_\_  
Douglas Sinclair, Sr.

\_\_\_\_\_  
Steven Thomas

\_\_\_\_\_  
Timothy McCluskey

Attest Original: \_\_\_\_\_

Motion \_\_\_\_\_

Yeas \_\_\_\_\_

Second \_\_\_\_\_

Nays \_\_\_\_\_

Date \_\_\_\_\_





JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
MAINE FOREST SERVICE  
22 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0022

January 9, 2019

Michael Simmons  
Hermon Fire Department  
327 Billings Rd  
Hermon ME 04401

Dear Mr. Simmons,

The Maine Fire Chief Association's Forestry Committee and two Forest Rangers met on December 21, 2018 to review applications for Volunteer Fire Assistance (VFA) grants for 2019. We are pleased to inform you that the Committee awarded the Hermon Fire Department \$1945 in grant funds, to be used with an equal share of local funds, to purchase the following items:

Item:	Quantity:	Approved Unit Cost:
class A foam, 5 gal	10	\$95.00
safety glasses	20	\$9.00
paggers	4	\$465.00
chaps	4	\$160.00
pulaski	4	\$65.00

We received about 100 applications this year, but the USDA Forest Service funding for this program remained near the same level as in the past. Due to this limited funding, the Committee may not have approved all requested items, may have reduced the number of items requested, and in some cases, may have reduced the per item cost.

I have enclosed the original "Agreement for State Assistance" and "Assurances" forms for your review and signature. Please return these forms to my attention at the address above no later than March 15, 2019. These forms now require a Federal DUNS number and must be on file before we can process your reimbursement. Read the "Agreement for State Assistance" carefully. The agreement specifically states that you must complete the project before submitting your invoices for reimbursement. The agreement also states that "if the recipient is unable to meet the deadline of the aforementioned date, written notification must be made to the State Supervisor, Forest Protection Division, at least seven (7) days prior to June 28, 2019.

**\*\*\*REIMBURSEMENTS\*\*\***

As soon as your purchases have been made, and as soon as your project is complete, you must send copies of the original invoice(s) and documented proof of payment. The following is a list of what is needed to process a reimbursement through the state accounting department:

**If purchase is made by the town:**

1. A copy of the town warrant sheet(s) indicating the vendor paid, date paid, check number and amount;

DOUGLAS P. DENICO  
DIRECTOR

18 ELKINS LANE, HARLOW BUILDING  
AUGUSTA, ME 04330  
[www.maineforestservice.gov](http://www.maineforestservice.gov)

PHONE: 207-287-2791

- If a credit card is used, then the credit card statement\* should also be provided.
2. A copy of all invoices indicating the items purchased.

**If purchase is made by the Fire Department:**

1. A copy of the canceled check(s) or credit card statement\*
2. A copy of the actual invoice(s) indicating the items purchased.

\*If a personal credit card is used to purchase the items, then a credit card statement is acceptable, as long as the town or privately owned Fire Dept. can show proof that they reimbursed the person who initially paid with the credit card.

As soon as all documentation is received, your town or department will be reimbursed one-half of the authorized project costs. To qualify for reimbursement, the purchase(s) must be made after January 10, 2019. Only individual items listed as approved in this letter costing less than \$4,999 each will be reimbursed.

**The deadline for completing projects and submitting all necessary paperwork is June 28, 2019.**

Reminders for deadlines are sent generally via email and posted on MFCA and MSFFF websites. Last year, approximately \$21,186 was awarded and not claimed by Fire Depts. Our goal is to reduce the amount of unclaimed grants, but we can't do it without your help.

If you have any questions about these procedures or deadlines, please call (207) 287-4989.

Sincerely,



Kent Nelson  
Forest Ranger Specialist