



Town of Hermon

Public Safety Meeting Room

February 13, 2025

Town Council Meeting

6:30 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 \(hermonmaine.gov\)](https://www.hermonmaine.gov/town-council-meetings)

*****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	01-16-2025
SIGNATURES	-APPROVE	
RESOLVES	-SIGN	
WARRANTS	-SIGN	01-30-2025 & 02-13-2025

VI. NEWS, PRESENTATIONS AND RECOGNITIONS:

- **Sheriff Chief Morton – Department and services update**
- **Fire Chief Sullivan – 20 Years of service award**



VII. PUBLIC HEARINGS:

- **Hold Public Hearing** – Maine Uniform Building and Energy Code (MUBEC) Codes

VIII. COMMITTEE REPORTS:

IX. SCHEDULED AGENDA ITEMS:

A. OLD or INCOMPLETE BUSINESS:

- R24-25-20** **Consider** action to withdraw prior approval of Neighbors Supporting Neighbors request for use of town property (tabled from 1/16/2024 council meeting)

B. NEW BUSINESS:

- R24-25-22** **Consider** accepting the Maine Uniform Building and Energy Code (MUBEC) to new I-2021 Codes

- R24-25-23** **Consider** approving Capital Improvement Plan for the June 12, 2025 Annual Town Meeting

- FR24-25-16** **Consider** accepting and expending the Maine Forest Service Volunteer Fire Assistance Program Grant

C. WORKSHOPS:

Budget – Stephen Fields

D. 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:

XIV. EXECUTIVE SESSION:

- Consider entering Executive Session for a personnel matter per 1 M.S.R.A. § 405(6)(A)

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.



Town of Hermon
Public Safety Meeting Room
January 16, 2025
Town Council Meeting
6:30 PM
MINUTES

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 \(hermonmaine.gov\)](http://Town Council Meetings | Hermon (hermonmaine.gov))

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

I. CALL TO ORDER BY CHAIRPERSON:

II. PLEDGE OF ALLEGIANCE:

Chair Snyder led those in attendance in the Pledge of Allegiance

III. ROLL CALL:

Members Present: Joshua Berry, Richard Cyr, Christopher Gray, Terry Hamm-Morris, Ronald Murphy and John Snyder III

Members Absent: Derek Wood - excused

Others Present: Town Manager Stephen Fields, Town Clerk Kristen Cushman, Attorneys Time Pease and Kristi Trafton from Rudman Winchell, Michael Behling and attorney Seth Harrow via ZOOM and 21 residents/guests

IV. PUBLIC ITEMS OR COMMENTS: (ITEMS NOT ALREADY ON THE AGENDA)

- **Steven Thomas, 585 Blackstream Rd**



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

MINUTES	-APPROVE	12/5/2024
SIGNATURES	-APPROVE	
RESOLVES	-SIGN	
WARRANTS	-SIGN	12/20/2024, 1/3/2025 & 1/17/2025

Councilor Murphy moved to approve the Consent Calendar as presented. Councilor Cyr seconded the motion. Motion passes 6-0.

VI. NEWS, PRESENTATIONS AND RECOGNITIONS:

- **Boston Post Cane awarded on December 20, 2024 and presented on January 6, 2025– Stephen Fields**

Garrett Lovett lived on the Bond Road in Hermon for decades. He and his wife had nine children. Now the 98-year-old is at Winterberry Heights Senior Living in Bangor but the change in address didn't prevent Hermon's Town Manager from awarding Lovett with the Boston Post Cane. It's a tradition that was created back in 1909 by the publisher of the Boston Post Newspaper to honor the town's oldest citizen.

"As the town manager of Hermon, I'm representing the council and we're giving you the recognition from of the town of Hermon. This certificate is a symbolic representative to Garrett Lovett Senior as the oldest citizen in the town of Hermon," said Stephen Fields, Hermon's town manager.

"Well, I'm an exception. I feel like an exception because not everyone gets something like this and I'm surprised and happy," said Lovett.

Lovett said one of his grandsons really wants him to turn 100 years old. He's got just two years to go until he reaches that milestone.



VII. PUBLIC HEARINGS:

Kristi Trafton from Rudman Winchell gave an overview of the meaning of dangerous building:

Maine State Statue 17 §2851 - §2859. Dangerous building

The law requires that to adjudge a building to be dangerous the Town Council must find the building is structurally unsafe, unstable, or unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy for which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment or is otherwise dangerous to life or property.

Hold Public Hearings – Dangerous buildings for:

1. 16 Chickadee Lane real estate # 1508

Chair Snyder opened the public hearing at 6:41PM. Public comments were given. The hearing closed at 7:05PM.

2. 2027 Park Drive real estate # 1512

Chair Snyder opened the public hearing at 7:06PM. Public comments were given. The hearing closed at 7:21PM.

3. 2032 Park Drive real estate # 1516

Chair Snyder opened the public hearing at 7:21PM. Public comments were given. The hearing closed at 7:28PM.

4. 2033 Park Drive real estate # 1517

Chair Snyder opened the public hearing at 7:28PM. Public comments were given. The hearing closed at 7:32PM.



5. 2035 Park Drive real estate # 1518

Chair Snyder opened the public hearing at 7:32PM. Public comments were given. The hearing closed at 7:35PM.

Park owner Michael Behling stated this trailer will be removed or demolished.

6. 2041 Park Drive real estate # 1511

Chair Snyder opened the public hearing at 7:35PM. Public comments were given. The hearing closed at 7:42PM.

VIII. COMMITTEE REPORTS:

IX. SCHEDULED AGENDA ITEMS:

A. OLD or INCOMPLETE BUSINESS:

B. NEW BUSINESS:

O24-25-08 Consider deeming 16 Chickadee Lane account # 1508 a dangerous building

Councilor Murphy moved to approve O24-25-08 as discussed to grant 60 days to bring the building up to code/occupancy and if not, it will be demolished or removed. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

O24-25-09 Consider deeming 2027 Park Drive account # 1512 a dangerous building

Councilor Murphy moved to approve O24-25-09 as discussed to grant 60 days to bring the building up to code/occupancy and if not, it will be demolished or removed. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

O24-25-10 Consider deeming 2032 Park Drive account # 1516 a dangerous building

Councilor Murphy moved to approve O24-25-10 as discussed to grant 60 days to bring the building up to code/occupancy and if not, it will be demolished or removed. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.



O24-25-11 Consider deeming 2033 Park Drive account # 1517 a dangerous building

Councilor Murphy moved to approve O24-25-11 as discussed to grant 60 days to bring the building up to code/occupancy and if not, it will be demolished or removed. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

O24-25-12 Consider deeming 2035 Park Drive account #1518 a dangerous building

Councilor Murphy moved to approve O24-25-12 as discussed to grant 60 days to bring the building up to code/occupancy and if not, it will be demolished or removed. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

O24-25-13 Consider deeming 2041 Park Drive account # 1511 a dangerous building

Councilor Murphy moved to approve O24-25-13 as discussed to grant 60 days to bring the building up to code/occupancy and if not, it will be demolished or removed. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

FR24-25-12 Consider approval to abate uncollectible Personal Property

Councilor Berry moved to approve FR24-25-12. Councilor Murphy seconded the motion. The motion was accepted. Motion passes 6-0.

FR24-25-13 Consider approving the Hermon Elderly Project contract

Councilor Murphy moved to approve FR24-25-13. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

FR24-25-14 Consider accepting the donation from the Danforth's family for the High School Athletic Complex

Councilor Murphy moved to approve FR24-25-14. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.

R24-25-19 Consider adopting MRS Title 36 Taxation

Councilor Murphy moved to approve R24-25-19. Councilor Cyr seconded the motion. The motion was accepted. Motion passes 6-0.



R24-25-20 Consider action to withdraw prior approval of Neighbors Supporting Neighbors request for use of town property

Tabled until February 13, 2025 council meeting

R24-25-21 Consider approving amended reserve policy

Councilor Murphy moved to approve R24-25-21. Councilor Berry seconded the motion. The motion was accepted. Motion passes 6-0.

C. WORKSHOPS:

- **Maine Uniform Building and Energy Code (MUBEC) to new I-2021 Codes – Jessefa Murphy**
- **Request for Proposal (RFP) review:**
 1. Street & Parking Lot Sweeping
 2. Street & Parking Lot Striping
 3. Roadside Mowing
 4. Winter Sand Supply
 5. Transportation & Disposal – Transfer Station
 6. Transportation & Disposal – Recycling Container
 7. Sidewalk Winter Maintenance
- **Capital Improvement Plan (CIP) FY26**

D. OTHER ITEMS: (FROM TABLE PACKAGE)

X. APPOINTMENTS:

XI. MANAGER STATUS REPORT:

The Clerk, Kristen Cushman and I represented the Hermon Town Council with presenting the Boston Post Cane to the oldest living resident, Mr. Garrett Lovett Sr. Part of his family was in attendance for the ceremony which was covered by ABC Channel 7 of Bangor.

I would like to thank the citizens for their patience and assistance through the holiday season as the transition of Casella side load waste pick up continues.

The Daughter Dance will be held on February 16th. Please see the Hermon Recreation website and social media for additional information.



The Recreation Team is collecting donated dresses at the Town Office during normal business hours for the young ladies in need of a dress for the Daughter Dance. There is additional information with the Recreation website and social media on how to donate and when to select that beautiful dress. Thank you to all that donate, as it is very well appreciated!

I would like to thank the “elves” from the Recreation Team and the volunteer for assisting with the Santa letter project.

I attended and would like to thank the American Legion Posts for coordinating the Wreathes Across America ceremony held on December 14th at the Veterans Memorial Park.

Councilor/Resident Hamm-Morris, the Recreation Team is coordinating with the schools to determine what may be the access and impact to the current tennis courts. We are looking for a resolution to accommodate all parties. Thank you and the citizens for your patience on the Pickleball court requirements.

The Town FY2026 budget will be presented to the Council on February 13, 2025.

The town currently has an immediate vacancy for a Town Assessor. Please contact the Town Manager or Rylee Cushman for more information.

I would like to thank our local celebrity, Fire Chief Cody Sullivan as he is volunteering his time for the Egg Ride on Saturday, February 1st to support the Pine Tree Camp. He is joined by Sherriff Morton, Hermon JROTC teachers and other local celebrities. Chief, enjoy the ride and thank you for representing the Town on this excellent fundraiser.

I would like to publicly inform the citizens and Town Council members you are invited to a public meet and greet with Dr. Barbara Sargent, Superintendent (starting April 1st). The meet and greet will be in the Hermon High School cafeteria on Monday, February 3rd from 5:30 to 6:30 pm prior to the regular school committee meeting.

XII. FINAL PUBLIC ITEMS OR COMMENT: (ITEMS NOT ALREADY ON THE AGENDA)

- Haily Keezer, Orchard Dr



XIII. COUNCIL ITEMS:

Richard Cyr: Thanked everyone for supporting him over the past year with his wife's passing.

Chris Gray: Congratulation to Mr. Lovett for receiving the Boston Post Cane and we hope he has it for a long time. Hermon Recreation is collecting dress for the daughter dance and have 68 dress and their goal is 100 and will gladly accept more donations. Thank you, Chief Cody Sullivan and Chief Morton, for participation in the Pine Tree Camp egg ride fundraiser.

XIV. EXECUTIVE SESSION:

Councilor Murphy moved to enter Executive Session to discuss a personnel matter per 1 M.S.R.A. 405 (6)(E). Councilor Gray seconded the motion. The motion was accepted. Motion passes 6-0.

The motion carries. Executive Session started at 9:27 p.m.

Executive Session ended at 9:50 p.m.

- Consider entering Executive Session for consultation with legal counsel per 1 M.S.R.A. § 405(6)(E)

XV. ADJOURNMENT:

Councilor Gray moved to adjourn the meeting at 9:55 PM. Councilor Murphy seconded. With no objection the meeting was adjourned at 9:55 PM.

Respectfully Submitted,

**Kristen Cushman
Town Clerk**

[Please see the complete video at Town Council Meetings | Hermon \(hermonmaine.gov\)](#)

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Legal Notices

PUBLIC HEARING

By order of the **Hermon Town Council**, the following Public Hearings have been scheduled for **Thursday, February 13, 2025, at 6:30 PM** in the Public Safety Meeting Room.

TO CONSIDER comments regarding:

- Maine Uniform Building and Energy Code to new I-2021 Codes

The Public shall be given the right to comment before the Council acts.

Per Order 21-22-02

Feb. 4, 2025



R24-25-20

WHEREAS, beginning in 2009, Neighbors Supporting Neighbors Community Food Pantry (“Pantry”) approached the Hermon Town Council regarding locating the Pantry on a Town-owned lot located off Billings Road identified on Hermon Map 42 Lot 73 (“Billings Road Lot”); and

WHEREAS, on March 13, 2014, the Town Council signed Resolve R13-14-93 authorizing the preparation of, for future Town Council approval, a lease agreement between the Town and the Pantry for the Billings Road Lot subject to certain conditions specified in Resolve R13-14-93; and

WHEREAS, after the entry of Resolve R13-14-93, the Town Council did not enter into a lease agreement with the Pantry for the Billings Road Lot; and

WHEREASE, after conducting due diligence regarding the history of discussions between the Town Council and the Pantry and having concluded there is no definitive agreement obligating the Town to allow the Pantry to use the Billings Road Lot; and

WHEREAS, the Pantry has recently approached the Town Council requesting the Town Council consider entering into a lease agreement or otherwise allowing the Pantry to use the Billings Road Lot; and

WHEREAS, after careful consideration of the Pantry’s most recent request to allow it to use the Billings Road Lot through a lease agreement or other mechanism;

Be it resolved by the Hermon Town Council in Town Council assembled that the request from the Neighbors Supporting Neighbors Community Food Pantry

to build a food pantry on property owned by the Town and located off Billings Road identified on Hermon Map 42 Lot 73 is denied.

SIGNED this February 13, 2025 by the Hermon Town Council:

John Snyder III, Chair

Ronald Murphy, Vice Chair

Joshua Berry

Richard Cyr

Christopher Gray

Terry Hamm-Morris

Derek Wood

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



R24-25-22

Be it resolved by the Hermon Town Council in town council assembled to formally adopt and enforce the 2021 Maine Uniform Building and Energy Codes (MUBEC) as follows:

1. Adoption of the 2021 MUBEC Standards: The Town of Hermon hereby adopts the 2021 Maine Uniform Building and Energy Code, including all amendments, as issued by the State of Maine.
2. Enforcement: The Code Enforcement Officer and any designated officials of the Town of Hermon are hereby authorized and directed to enforce the 2021 MUBEC standards in accordance with state law and local ordinances.
3. Public Notification: The Town of Hermon will take all necessary steps to notify the community, builders, and other stakeholders of the adoption and enforcement of the 2021 MUBEC standards.
4. Effective Date: This resolution shall take effect immediately upon adoption, with enforcement of the 2021 MUBEC standards beginning on April 7, 2025, as mandated by the State of Maine.

SIGNED this February 13, 2025 by the Hermon Town Council:

John Snyder III, Chair

Ronald Murphy, Vice Chair

Joshua Berry

Richard Cyr

Christopher Gray

Terry Hamm-Morris

Derek Wood

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



STATE OF MAINE
Department of Public Safety
Office of State Fire Marshal
52 State House Station
Augusta, ME 04333-0052

JANET T. MILLS
GOVERNOR
MICHAEL SAUSCHUCK
COMMISSIONER
SHAWN ESLER
STATE FIRE MARSHAL

January 9, 2025

Maine Uniform Building and Energy Code – Code Adoption Update

The State of Maine has amended the Maine Uniform Building and Energy Code adoption. On Tuesday, January 7, 2025, the Commissioner of the Department of Public Safety signed the amendments into rule. Municipalities must enforce the newly adopted 2021 I-codes and corresponding standards as of April 7, 2025. The Fire Marshal's Office, Division of Building Codes website's information and links will be updated in the coming weeks. Please notify your communities and other constituents of the adoption.

Greg Gilbert
CEO / CFPE / CFI-1 / LPI
State Building Official
Division Of Building Codes & Standards
Office of State Fire Marshal
45 Commerce Drive, Suite 1
Augusta, Maine 04330
Phone: (207) 441-0996



R24-25-23

Be it resolved by the Hermon Town Council in Town Council assembled, that the Town Manager is hereby authorized to include the approved Capital Improvement Plan for FY202 in the warrant for the Annual Town Meeting on June 12, 2025.

Account	Res Acct	FY 2024	FY2025	FY2026	Comment
Herm 02	Administrative Reserve	\$0	\$0	\$100,000	Legal, IT upgrade forecast, Land
Herm 05	Public Safety and Fire Department Reserve	\$75,000	\$160,000	\$170,000	Fire Pond maintenance, Vehicle/Equipment purchase
Herm 06	Public Works and Road Reserve	\$280,000	\$175,000	\$355,000	Public Works Light/Fuel Station upgrade, emergency road repairs
Herm 09	Parks and Recreation Reserve	\$15,000	\$45,000	\$25,000	Jackson Beach future paving, cemetery stone cleaning/repair
Herm 11	Public Facility Reserve	\$100,000	\$90,000	\$25,000	Town Office/Fire Dept phased paving project
Herm 12	Sewer Maintenance Reserve	\$20,000	\$20,000	\$50,000	Wright Pierce Capacity Study
	Total	\$490,000	\$440,000	\$725,000	
	Revenue Account				
	Local Appropriation	\$490,000	\$440,000	\$475,000	
	TIF Funds				
	Unrestricted Fund Balance			\$225,000	
	Grants				
	Other (Equipment Sale)		\$50,000		
	Total	\$490,000	\$490,000	\$725,000	

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 the FY2026 and ultimately be voted on by the Town of Hermon Voters on June 12, 2025.

SIGNED this February 13, 2025 by the Hermon Town Council:

John Snyder III, Chair

Ronald Murphy, Vice Chair

Joshua Berry

Richard Cyr

Christopher Gray

Terry Hamm-Morris



FR24-25-16

Be it resolved by the Hermon Town Council in Town Council assembled to authorize the Fire Chief Cody Sullivan, or his designee, to accept and expend the Maine Forest Service Volunteer Fire Assistance Program Grant in the amount of \$1,530.00, and expend in local matching funds from the following accounts: \$720.00 from FD Equipment Account (12-02-10-22) and \$810.00 from FD Radio Maintenance Account (12-02-12-08)

SIGNED this February 13, 2025 by the Hermon Town Council:

John Snyder III, Chair

Ronald Murphy, Vice Chair

Joshua Berry

Richard Cyr

Christopher Gray

Terry Hamm-Morris

Derek Wood

Attest Original: _____

Motion _____

Yeas _____

Second _____

Nays _____

Date _____



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

**JANET T. MILLS
GOVERNOR**

**AMANDA E. BEAL
COMMISSIONER**

January 15, 2025

Hermon Fire Department
327 Billings RD Hermon ME 04401-0412

Dear Deputy Fire Chief Michael Simmons,

My name is Terri Teller, and I have recently taken on the role of Forest Fire Prevention Specialist for the Maine Forest Service. For the past five years, I worked as a Forest Ranger in the Saco River District before moving to this position. Kent Nelson has moved into a different role with the Maine Forest Service and will be focusing his time on Community Wildfire Defense Grants. Kent got this year's Volunteer Fire Assistance (VFA) grant process off to a great start, which included the new digital application. I will be the primary point of contact for the remainder of this year's grant process, but Kent is providing lots of assistance, so we hope it will be a seamless transition for you. My full contact information is at the bottom of this letter.

The Maine Fire Chief Association's Forestry Committee and four Forest Rangers met on December 19, 2024, to review applications for this year's VFA grants. We are pleased to inform you that the Committee awarded your fire department / town \$1530.00 in grant funds (to be used with an equal share of local funds) to purchase the following items:

Item(s):	Quantity:	Total award amount for item(s):
pager	4	810
5 Gallon Pail of Class A Foam	10	720

**PATTY CORMIER, DIRECTOR
MAINE FOREST SERVICE
18 ELKINS LANE, HARLOW BUILDING**



PHONE: (207) 287-2791

WWW.MAINEFORESTSERVICE.GOV

We received 126 applications this year and due to several 2024 VFA grants that forfeited and were not reimbursed, there was a surplus amount of funds available for the 2025 VFA grants. However, the VFA grant committee still reviewed each application to ensure the requested items were within the scope of the program.

The next part of the process requires you to complete and sign the *Agreement for State Assistance* and *Assurances for non-Construction Projects* forms no later than March 14, 2025. As with the online VFA application, we are trying to streamline this portion of the project by using digital forms. They can be accessed online: <https://survey123.arcgis.com/share/58b54d522d124571a546149e26d8fecf> but if that won't work for your agency, we can send you a hard copy if you contact us at 207-287-4990.

The *Assurances* form requires a Unique Entity Identifier (UEI) from the Federal System for Award Management (SAM). **This UEI has replaced the Federal DUNS.** The UEI expiration date must also be listed. The *Agreement for State Assistance* 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 June 30), written notification must be made to the State Supervisor, Forest Protection Division, at least seven (7) days prior to June 30, 2025.

*****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; 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 15, 2025. 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 30, 2025.**

Reminders for deadlines are sent generally via email and posted on MFCA and MSFFF websites. Our goal is to reduce the amount of unclaimed grants, and to limit the time spent tracking down receipts required by the USDA Forest Service. Please check your email frequently for these notices. Any email correspondence should have "VFA" and your town in the subject line. If you have any questions about these procedures or deadlines, please call (207) 287-4993 or email me at terri.teller@maine.gov.

Sincerely,



Terri Teller
Forest Ranger Specialist