

Location: Town Office, Council Chambers
21 Water Street, 2nd Floor

Viewing on: Pioneer Cable – Channel 400
Spectrum Cable – Channel 1301

Public Participation thru Zoom: Meeting ID: 860 5034 9155
PASSCODE: 256059
CALL-IN: 1-929-205-6099

AGENDA

Regular Council Meeting

September 26, 2022
6:00 PM

Pledge of Allegiance

Public Comments

I. **Minutes:** Regular Council Meeting of August 22, 2022, and Special & Regular Council Meetings of September 12, 2022.
August 22, 2022 minutes were not approved at last meeting.

II. **Old Business:**

(S090122-1) The Town of Houlton ordains the transfer of \$11,145 from the Undesignated Fund Balance for the purchase of replacement filters at the Houlton Fire Station.

(Public Hearing)

III. **New Business**

A. (090222-1) Council authorizes the Town Manager to waive the bid process and accept the price of \$59,828 from Quirk Auto Group for a 2022 Chevrolet Silverado 2500 HD for the Public Works Department and authorizes the Town Manager to accept 3.99% interest for a five-year term from Machias Savings Bank and authorizes the Town Manager to sign all documents.

The Ford truck was lost in transit and never made it to York's, needed to find a new truck.

B. (090222-2) Council accepts the updated Zoning Map of Houlton printed on July 14, 2022 as the official Zoning Map and authorizes the Chairman to sign.
State provided updated wetlands information. No other changes.

C. (090222-3) Council accepts the updated Shoreland Zoning Map of Houlton printed on July 14, 2022 as the official Shoreland Zoning Map and authorizes the Chairman to sign.

D. (090222-4) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by Lori Spaulding d/b/a Handlebar Saloon, located at 28 Market Square, for a liquor license.
(Public Hearing)
Opening in location previously occupied by Step In Time.

E. (090222-5) Council approves the application for a Victualer License for Lori Spaulding, d/b/a Handlebar Saloon, located at 28 Market Square.
(Public Hearing)

F. (090222-6) The Town of Houlton ordains that Chapter 7 General Assistance Appendix A, B, C, D and G dated October 1, 2021 to September 30, 2022 of the Houlton Code be replaced with General Assistance Appendix A, B, C, D and G dated October 1, 2022 to September 30, 2023. (Note: Document in its entirety is available at the Town Office during normal business hours.)

Appendix A - GA Overall Maximums

Appendix B – Food Maximums

Appendix C – Housing Maximums

Appendix D – Utilities

Appendix G – Mileage Rate

(Introduction)

These maximums are reviewed annually by the State and amended as needed.

G. (090222-7) Council authorizes the Town Manager to use up to \$20,000 from the Cemetery Trust Fund to be used for digital upgrading for the Houlton Evergreen Cemetery.

Current system is on index cards, moving to digital per Intern Keegan Gentle's recommendation.

IV. Discussion and Reports

A. Civic Center Capital Plan - Haley Nickerson.

B. Town Manager's Reports.
Department Reports.

C. Councilors' Remarks.

V. Adjournment

**Special Council Meeting
September 12, 2022**

Chairman Robinson called the meeting to order at 5:00 PM, with all councilors present except Councilor Horvath who was excused.

On motion by Councilor Tortello, seconded by Councilor Lake that Council enter into Executive Session with the Town Attorney and Town Manager for the purpose of union negotiations, pursuant to Title 1, M.R.S.A, Sec. 405 6D. Vote was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Harmon, yes; Councilor McLaughlin, yes.

Council entered into Executive Session at 5:00 PM, and returned to Open Session at 6:06 PM.

Adjournment: On motion by Councilor Lake, seconded by Councilor Tortello the meeting adjourned at 6:06 PM.

**Special Council Meeting
September 12, 2022**

Chairman Robinson called the meeting to order at 6:09 PM, with all councilors present except Councilor Horvath who was excused.

A. (S090122-2) Councilor Tortello introduced the following: The Town of Houlton ordains the transfer of \$11,145 from the Undesignated Fund Balance for the purchase of replacement filters at the Houlton Fire Station.

Chairman Robinson noted that the First Reading will be held at tonight's Regular Council Meeting, and the Public Hearing will be on September 26, 2022.

Adjournment: On motion by Councilor Harmon, seconded by Councilor Lake the meeting adjourned at 6:10 PM

Town Manager Anderson noted that Wine Until Nine would be reopening in their previous location.

Councilor Tortello stated that she was thrilled to have them back in business.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Harmon, yes; Councilor McLaughlin, yes.

The order passed.

C. (090122-3) Chairman Robinson declared the Public Hearing open on the following: Council approves the application for a Victualer License for Heather Lafontaine, d/b/a Wine Until Nine, located at 84 Main Street.

There being no public comments, the Chairman closed the Public Hearing.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Harmon, yes; Councilor McLaughlin, yes.

The order passed.

D. (090122-4) It was moved by Councilor Tortello, seconded by Councilor Harmon that Council accept the 2022 State Economic & Infrastructure Development Grant funds in the amount of \$978,880 for the replacement of the fuel farm at the Houlton International Airport.

Chris Stewart, Airport Director stated that the replacement of the fuel farm is due in 2024 and the FAA does not contribute to this.

Councilor McLaughlin asked if there would be a lapse in time while the new one was being installed. Chris explained that the existing one would stay running while the new one was being installed.

Councilor Harmon inquired whether this would be above ground and how much cost there would be to the Town. Chris stated that it would be above ground and that the Town would have to contribute 10%. Town Manager Anderson stated that the Town's portion would come out of the Airport Improvement account.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Harmon, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

E. (090122-5) It was moved by Councilor Lake, seconded by Councilor Tortello that Council authorize that the Airport Development Tax Increment Finance District's captured assessed value percentage be reduced from 100% to 2% for the 2022 fiscal year.

Town Manager Anderson noted that this percentage has been done in many years past. She also noted that the reduction may not be done next year as there is at least one big project in the works.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Harmon, yes; Councilor McLaughlin, yes.

The order passed.

F. (090122-6) It was moved by Councilor Harmon, seconded by Councilor Tortello that Council accept a 1989 CamelJet sewer jetter trailer for the sum of \$1 from the Houlton Water Company for the Public Works Department.

Town Manager Anderson expressed her gratitude to Houlton Water Company for passing on this equipment to the Town.

Chris Stewart, Public Works Director stated that this equipment will be used to flush catch basins.

Councilor McLaughlin asked Chris if he knew what the maintenance costs would be, he stated that it was aging but was still in good shape. Also stated that parts are still available.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Harmon, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

IV. Discussion and Reports

A. Capital Plan – Police Dept.

Police Chief Tim Deluca reviewed his department's 2023 Capital Plan requests with Council. The items discussed were cruisers, portable radios, firearms, storage, kitchen remodel and drainage issues.

B. Capital Plan – Fire & Ambulance.

Chief Milton Cone reviewed his department's 2023 Capital Plan requests with Council. The items discussed were turn out gear, thermal imaging, headsets and portable radios, overhead doors, service bay floor, parking lot, riding lawn mower, dump tank and recliners.

C. Cemetery Roads – Milton Cone.

Town Manager Anderson spoke about complaints that have been made about the condition of the roads at the cemetery. She noted that the Public Works Department has repaired the roads. Chris Stewart stated that his department hauled 27 1-ton loads of gravel in to repair the roads.

D. Lights on for Domestic Violence – October 2nd.

Town Manager Anderson referred to the letter from the Hope & Justice Project and reminded everyone to leave "Lights on for Domestic Violence" on October 2nd.

Councilor Harmon suggested putting something on the Town's sign board for events during Domestic Violence Awareness Month.

Councilor McLaughlin stated that other agencies are also having events during October for awareness.

E. Polling Place at the Houlton Band of Maliseet Indians – Zeke Crofton-Macdonald.

Zeke Crofton-Macdonald, Tribal Ambassador for the Houlton Band of Maliseets spoke about wanting to have a new polling place at their facility. He feels that adequate transportation is an issue for some of the members.

Town Manager Anderson stated that the Town has never had this request before and would need to explore what it might involve. She stated some of the information that will need to be determined is the number of voters this would affect, the cost for equipment, staff, and training.

Councilor Harmon questioned how creating a new ward would affect other Town functions and what impact it may have on the citizenry.

F. Town Manager's Reports.

Town Manager Anderson announced that Ben Torres, Code Enforcement Officer is now a certified licensed plumbing inspector. She also stated that Ben has been going around town and identifying trash issues. She informed everyone that the Town has seven tax acquired properties for sale. She

stated that the first Music & Art Festival would be taking place in the Downtown on Saturday, September 17th from 11-9.

G. Councilors' Remarks.

Councilor Harmon asked if the Visitor Information Center had a permanent location. Town Manager Anderson noted that final negotiations are still in process.

Councilor Tortello mentioned that in addition to the Music & Art Festival, a Harvest Festival will take place in Market Square on September 17th from 8:30-1:30. She also stated that Aroostook Recovery Center of Hope (ARCH) would be doing their 9th Annual Walk for Recovery that day, beginning at 10am.

Councilor McLaughlin also noted that the ARCH center would be open the day of the walk for donuts and coffee.

Chairman Robinson stated that the 9/11 Memorial Service last weekend was well done.

V. Adjournment: On motion by Councilor Harmon, seconded by Councilor Tortello the meeting adjourned at 7:28 PM.

**Regular Council Meeting
August 22, 2022**

Chairman Robinson called the meeting to order at 6:00 PM with all councilors present with Councilor Harmon and Councilor Peters present by Zoom.

Public Comments

Chairman Robinson recognized Zeke Crofton-MacDonald, Tribal Ambassador of the Houlton Band of Maliseet Indians. He spoke about wanting to have an additional polling place at their location. He stated that it has been effective in other native communities and he would be submitting a proposal on behalf of the Tribe for an upcoming Council Meeting.

I. **Minutes:** It was moved by Councilor Lake, seconded by Councilor Tortello that the Special & Regular Council Meeting Minutes of August 8, 2022 be approved as presented, with all in favor.

II. **Old Business:**

A. (S080122-1) Chairman Robinson declared the Public Hearing open on the following: The Town of Houlton ordains the addition of Chapter 10, Article XIV Sidewalk Café Ordinance, to the Houlton Code. (Note: The ordinance in its entirety is available for review during normal business hours.)

There being no public comments, the Chairman closed the Public Hearing.

Town Manager Anderson noted that a copy of the ordinance with some additions and modifications that had been discussed by the Councilors had been provided for review.

Councilor Tortello noted that section 10-1404 item 12 states that there shall be no additional signage for the Sidewalk Café area. She stated that the Bureau of Alcoholic Beverages cites signs stating no alcohol past this point are required to grant an Extension of License Privileges, so these signs would need to be allowed under the Ordinance when applicable.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Harmon, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

B. (S080122-2) Chairman Robinson declared the Public Hearing open on the following: The Town of Houlton ordains the transfer of up to \$400,000 from the Undesignated Fund Balance for the purpose of reducing taxes. The Town Manager certifies that this is in the best interest of the Town.

There being no public comments, the Chairman closed the Public Hearing.

Town Manager Anderson stated that this is done annually and no funds were used last year.

Councilor Tortello asked if the tax rate had been set yet. Town Manager Anderson stated that numbers were still being finalized and hoping that there wouldn't be much of a change from last year.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Harmon, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.

The order passed.

III. New Business

A. (080222-1) Council accepts the 2021 Annual Audit as presented by RHR Smith & Company.

Town Manager Anderson noted that all Councilors had the draft in their packet. She thanked Ron Smith and his team for being patient as the Town had many new staff.

Ron Smith from RHR Smith & Company stated that except for one section, the Audit has been finished since May. Ron stated that the delay in completing the final product was the audit of the approximately \$3.5 million in Airport funds. Ron stated the Audit didn't raise any issues to cause alarm. He stated the Town was staying within budget and there were no concerns. He advised the Town to be looking for grant opportunities.

Councilor McLaughlin asked Ron to keep the Town in mind if he heard of any big grant opportunities.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Harmon, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

B. (080222-2) Chairman Robinson declared the Public Hearing open on the following: Council accepts the State of Maine Community Development Block Grant (CDBG) Program funds for a Housing Assistance Grant in the amount of \$500,000 on behalf of Shiretown Properties, LLC, pending completion of the Project Development Phase, and accepts any public comments to be submitted as part of this Phase. (Note: The purpose of the funds for Shiretown Properties, LLC is to renovate the 2nd floor of their building at the corner of Water Street & Market Square in Downtown Houlton converting the space from commercial use to residential use with 10 residential units being created.

Nancy Ketch, Community Development Director explained that this was the procedure for the grant process.

Councilor McLaughlin noted the need for housing and rentals in Houlton.

Nancy stated that Shiretown Properties has already been receiving many phone calls for these apartments and has developed a waiting list.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Harmon, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.

The order passed.

C. (080222-3) Council approves execution of the application to the Bureau of Alcoholic Beverages by American Legion Post #47 located at 184 Bangor Street, for Extension of License Privileges to serve liquor outside.

Councilor McLaughlin stated her concerns about underage drinking and the potential for pop-up bars. She wants to maintain a family-friendly environment for our community.

Councilor Tortello reminded everyone that this application was not for a Sidewalk Café nor was the location in the Downtown. It is on private property behind the American Legion building on Bangor Street. She also noted Post #47 has had a liquor license for many years and to her knowledge has never had a license violation.

Representatives from the American Legion shared that they have a plan in place for this event. They will ensure no one leaves the designated area with alcohol and that everyone will be asked for ID. They also shared that this event was in coordination with the Elks Lodge and that the American Legion building can only hold 170 people. They are looking to increase their occupancy level by extending the event outdoors so there will be enough room to accommodate the number of expected participants from both organizations.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Harmon, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.

The order passed.

D. (080222-4) Council approves execution of the application to the Bureau of Alcoholic Beverages by Market Pizza, LLC d/b/a Market Pizza located at 23 Market Square, for Extension of License Privileges to serve liquor outside.

Councilor Tortello noted the applicant had checked Temporary on the application. Although outdoor service is limited in Market Square to only 6 months of the year, she asked if this extension privilege should be submitted as Permanent if it is the intent of the business to serve liquor during that 6 month window of time on a recurrent basis; not just during the current year.

Fred Grant, owner of Market Pizza stated that he would like it to be permanent if that was allowed.

Councilor McLaughlin shared her concerns about the sidewalk being two different types of surfaces and making sure that the 5 foot distance had been met.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Harmon, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

E. (080222-5) Council accepts criminal forfeiture funds in the amount of \$20,681 in US Currency, from the State of Maine for the Police Department.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Harmon, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.

The order passed.

IV. Discussion and Reports

A. Charter Commission.

Councilor McLaughlin stated she felt the Charter was worth reviewing.

Attorney Nelson stated that he had provided the Councilors with information regarding the laws of revising the Charter. He stated that it depended on the type of change made as to which process must be followed to enact the desired revision(s).

Councilor Harmon stated that he felt that there were a few articles that need to be updated and would bring forth his ideas.

**B. Public Works & Airport Capital Plan.
Chris Stewart**

Chris Stewart, Public Works Director stated that Parks & Rec Maintenance is looking to convert the tennis court lights to LED as the bulbs are hard to find. The fencing at the Park also needs replacing. Chris stated the Town received approximately \$992,000 in grants for the fuel farm at the Airport. The Airport needs some new windows and siding and the West side of the building needs insulation. Chris stated he is requesting a new Airport mower because the existing one is small and less than optimal to do the job. A larger capacity mower would significantly cut down on mowing time. He is also requesting the purchase of a dirt roller/compactor as the Department is currently renting one for \$2,750 a month. He stated Maine Sprinkler Systems of Maine recommended that the sprinkler system at the Public Works building be flushed out every 10 years. The system was installed in 1953 and it's his understanding it's never been flushed during all that time. Replacement of the Town's 1988 backhoe is also on the replacement list as is a single axle plow truck. The latter has electrical problems and often breaks down.

Councilor Lake asked Chris if he had looked at getting a used roller, Chris stated that he had looked around at them.

Councilor Tortello asked if any of the infrastructure items could be obtained through Federal Infrastructure grant funding.

**C. Recreation Department Capital Plan.
Marie Carmichael**

Marie Carmichael, Parks & Rec Director reiterated the need for new lighting at the tennis court and for new fencing at the Park. Marie spoke about the much needed repair of the chimney at the Gentle Memorial Building. It has cracks and protruding bricks and has never been repaired in the 70 years since it was built. Marie stated that the fascia around the top of building needs to be painted. At least two more sets of bleachers are needed as the previous ones were removed for insurance reasons. Marie also spoke about the front stairs. They are starting to deteriorate and will need to be repaired in the future. She also advised that in the winter months there is often heaving in the area near the handicap ramp and will need to be addressed in subsequent years.

D. Zoom Equipment.

Councilor Horvath stated that he has been researching new equipment for Zoom capability as the current system needs to be replaced. He has found many affordable solutions and is recommending having a support contract as the Town does not have a full time IT person. He will bring forth 4-5 options for Council to consider. He also stated that he would be holding workshops to teach public speaking techniques such as voice projection as microphone pick-ups have been flagged as an on-going issue.

E. Walkable Houlton Grant Update

Nancy Ketch explained that the Town had submitted a second request to expand the sidewalk project and it was not successful. She stated the program was more widely known during this funding cycle than in the past and therefore attracted more applicants. She stated that Senator King and staff were in Houlton today and they are helping the Town identify other sources to pursue for additional sidewalk funding.

Councilor McLaughlin stated that she listened to several complaints this past weekend about the condition of the Town's sidewalks. She stated one of them was not wanting it to be of brick construction due to the tendency of this material to heave. She noted people with walkers or scooters are having a hard time navigating the sidewalks due to the deteriorating condition. She stated that she had been asked when the sidewalk project will commence and if there was a tentative timeline for the construction. Nancy stated that she hoped the project would begin next year but that was not definitive, reminding everyone that we are working within the Government's timeline and not the Town's. Nancy spoke about the preliminary design and emphasized all ADA requirements will be met. McLaughlin stated that there used to be programs for safe walking/biking to school.

**F. Town Manager's Reports
Department Reports**

Town Manager Anderson commented on all the events offered during Potato Feast Days, summarizing that they "were incredible." She stated she had included ACAP's fuel assistance information in the Councilor packets if they were contacted by residents who had questions about the program. She reported that the Ambulance Dept. was at full staff and the Police Dept. and Fire Dept. each had 2 vacancies. She referenced the Public Works Department's monthly report about repairing a broken cross pipe. She stated that this was a big project as both the catch basin and pipe had to be replaced. She also thanked the Treasurer for all the projects she's been working on.

G. Councilors' Remarks.

Councilor McLaughlin asked about the Tax Collector's monthly report regarding the personal property collections. She asked if a business closed, did the Town discontinue its collection efforts. Town Manager Anderson stated that was not the Town's practice. The Tax Collector sends delinquent personal property accounts to the collection agency. Sometimes the collection agency may determine the account is not collectible and may stop action. She also stated that Houlton is a vet- friendly, elderly- friendly, and family- friendly community and she wants to ensure it stays that way. She asked about having a Historical Zoning Ordinance for the town.

Councilor Tortello referred to the monthly Department Reports. She stated she was pleased to see that the Parks & Rec revenue for both Adult and Children programs came in higher than projected. She added it was great to see people participating in all the various activities offered. She also stated she was glad to see that Haley was pursuing grants for batting cages at the Civic Center. She asked about the septic site PFAS testing that was performed in July and inquired about when the results were expected to become available. Chris Stewart said it often takes a month or two and will share that with Council once it comes back. She also asked about the stolen street signs from Military Street and asked if efforts could be made to enlist the public's help for information on who was responsible for the theft.

As Council Representative on the Planning Board, Councilor Tortello reported on recent complaints the Board has received about color schemes in the Downtown area. She stated that some members of the community felt the paint colors some building owners were using for their facades were not conducive to the historic downtown. The Planning Board is looking for guidance from Council on how to respond to these concerns. She also announced there was a job fair at the Civic Center on August 24 from 10-2 and that school will be back in session the week of August 29 and to be on

alert for more traffic and pedestrians on Town roadways. She also wished everyone a happy and safe Labor Day holiday.

V. Adjournment: On motion by Councilor Lake, seconded by Councilor Horvath, the meeting adjourned at 7:32 PM, with all in favor.

Quirk Chevrolet Cadillac of Bangor

293 HOGAN ROAD
BANGOR, ME 04401
(207) 299-1610

Date
09/13/2022

Sales Associate

III A

Deal Number
143650

Multi Payment

GUEST INFORMATION

Guest Name TOWN OF HOULTON	Co-Buyer
Address 21 WATER ST HOULTON, ME 047302185	
Home Telephone No. (207) 532-1325	Work Telephone No. (207) 532-7111
Email PUBLIC.WORKS@HOULTON-MAINE.COM	Driver's License No.

VEHICLE DESCRIPTION

Make/Model Description CHEVROLET TRUCK SILVERADO 2500 HD CREW 4WD STD B...	Year 2022	Color SUMMIT WHT	Miles
Stock No. BC43739	Vin No. 2GC4YMEY4N1207924		

Fast, Friendly, Simple, Fair

Option "A" Base Retail Payments

Down Payment \$0.00 \$1,000.00 \$2,000.00

** Based on Avg. A.P.R., 45 Days to 1st Pmt.

Retail Value	60,920.00
Savings	1,500.00
Rebate	1,000.00
Adjusted Sale Price	58,420.00
Trade Value	0.00
Trade Difference	58,420.00
Preferred Package	795.00
Documentation Fee	579.00
Sales Sub Total	59,794.00
Tax	0.00
Non Taxable Fees	34.00
Trade Balance	0.00
Tag Fee	0.00
Net Sales Price	59,828.00
Down Payment	0.00
Balance Remaining	59,828.00

Guest Approval

Estimated Payments based on average APR. Final terms of your loan may differ depending on actual terms of financial institutions' acceptance and are negotiable. This is an offer to sell/purchase see dealership Buyer's Order for final figures, terms and conditions.

Management Approval

* With Lender Approval

III D



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

**Section I: Licensee/Applicant(s) Information;
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): <i>Lori Spaulding</i>	Business Name (D/B/A): <i>Handlebar Saloon</i>
Individual or Sole Proprietor Applicant Name(s): <i>Lori Spaulding</i>	Physical Location: <i>28 Market Square, Houlton 04730</i>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address: <i>1073 Ferry Rd. Bancroft, ME 04497</i>	Email Address: <i>lori.spaulding2012@gmail.com</i>
Telephone # Fax #: <i>207 460 5419</i>	Business Telephone # Fax #: <i>207 460 5419</i>
Federal Tax Identification Number:	Maine Seller Certificate # or Sales Tax #: <i>162211</i>
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? New Expected Start date: *10/1/22*
 Renewal Expiration Date: _____

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: _____ Beer, Wine or Spirits: _____ Guest Rooms: _____

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

- Malt Liquor (beer) Wine Spirits

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|---|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input checked="" type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

28 Market Square, Houlton, ME 04730

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Lori R. Spaulding Scharnick Bennett	3/20/54	New Jersey

Residence address on all the above for previous 5 years

Name	Address: 1073 Ferry Rd Bancroft, ME 04497
Name	Address:
Name	Address:
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

John Harvell Shirietown Properties
12 Sugarloaf St.
Houlton, ME 04730

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: NA

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Coming in the front door there are tables and chairs. To the left is an L shaped bar. Behind the bar are coolers and storage. Past the bar on your left is the bathroom. The kitchen is in the back with refrigerators and Freezers. There is a room for an office by the kitchen. And a Full basement.

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Church of the Later Day Saints

Distance: .5 mile

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 8/29/22

Lori Spaulding
Signature of Duly Authorized Person

Signature of Duly Authorized Person

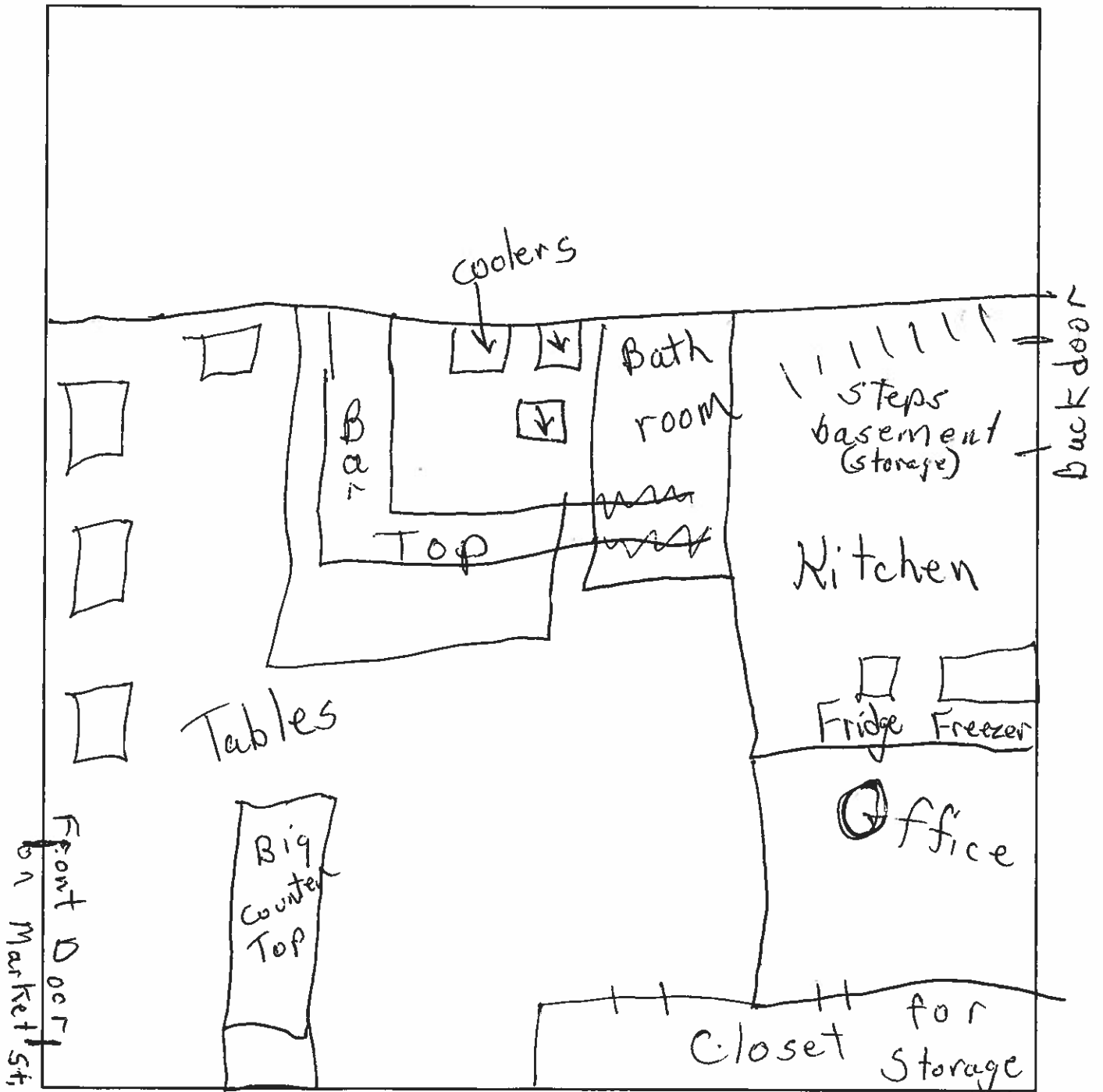
Lori Spaulding
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.





III E

Town of Houlton
21 Water Street
Houlton, ME 04730
(207) 532-7111

APPLICATION FOR VICTUALER'S LICENSE
NEW RENEWAL

I/WE Lori Spaulding
DBA ~~To be determined~~ Handlebar Saloon
Located at: 28 Court St, Houlton, ME 04730

Signed, Lori Spaulding
1073 Ferry Ad. Bancroft, ME 04497
Mailing Address
207 460 5419
Telephone Number

(New Application) Code Enforcement Officer verified Town permits on _____

(New Application) Town Department Restrictions and/or Regulations _____

(New Application) Town Council Restrictions and/or Regulations _____

(New Application) Town Council Public Hearing on _____

Approved _____ Denied _____

(Renewal Application) Town Clerk Renewal on _____ License # _____ Date Issued _____

Town Clerk _____

Code Enforcement Officer _____

New Application Fee \$50.00 Plus Advertising Costs - Date Paid 09/06/2022

Renewal Fee \$25.00 - Date Paid _____

Date Received 09/06/2022

\$38.40 Ad
50.00 Permit
\$88.40

Oct 1, 2022 to Sept 30, 2023

OVERALL MAXIMUMS

Persons in Household				
1	2	3	4	5
\$692	\$754	\$881	\$1,185	\$1,353

Household of 6 = \$1,428

* Add \$75 for each additional person

HOUSING MAXIMUMS

BEDROOM	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	\$123	\$528	\$157	\$676
1	\$126	\$541	\$171	\$735
2	\$140	\$604	\$200	\$859
3	\$197	\$846	\$270	\$1,159
4	\$218	\$935	\$308	\$1,323

ELECTRIC

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities for lights, cooking and other electric uses excluding electric hot water and heat.

Number in Household	Weekly	Monthly
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

FOOD MAXIMUMS

Persons	Weekly	Monthly
1	\$65.35	\$281
2	\$120.00	\$516
3	\$172.09	\$740
4	\$218.37	\$939
5	\$259.53	\$1,116
6	\$311.40	\$1,339
7	\$344.19	\$1,480
8	\$393.26	\$1,691

Add \$211 per month for each + person

PERSONAL CARE & HOUSEHOLD SUPPLIES

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

HEATING FUEL

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year. 8 cords of wood per year. 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

***New - Appendix H Revisions

Burial Maximum: \$1,475
Cremation Maximum: \$1,025

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat.

Number in Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

1-800-442-6003

Revised 9/06/22

A 7

2022-2023 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 46 cents (46¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <http://www.state.me.us/osc/>



**American
Red Cross**



Be Red Cross Ready

Free Community Training Classes in Aroostook!

Home fires can be devastating to our loved ones, properties and communities. Build confidence by learning simple steps you can take now, to help prepare and protect your family. It's easy to learn through one of our free disaster preparedness trainings!

WEDNESDAY, OCT. 19, 2022 AT 6 PM AT THE MADAWASKA FIRE DEPT.

THURSDAY, OCT. 20, 2022 AT 6 PM AT THE HOULTON FIRE DEPT.

VIRTUAL CLASS: MONDAY, OCT. 24, 2022 AT NOON

To register for Be Red Cross Ready training, email brian.bouley@redcross.org

Many know the Red Cross helps people during emergencies, but you may not know that our mission is also to help you help yourself. Becoming "Red Cross Ready" means learning simple steps to prepare you and your loved ones for an emergency or crisis..

LEARN MORE: Red Cross volunteers and staff work hard to deliver vital services – from providing humanitarian relief and support to those in crisis – to preparing you to respond to emergencies. Discover how you can play an active role in the Red Cross mission.

Contact: Brian Bouley, Community Manager - Aroostook, 7 Hatch Street Caribou, Maine 04736 - (207) 436-0424