

**Location:** Town Office, Council Chambers  
21 Water Street, 2<sup>nd</sup> Floor

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

**Public Participation thru Zoom:** Meeting ID: 828 3589 1704  
PASSCODE: 905912  
CALL-IN: 1-929-205-6099

**AGENDA**

**Regular Council Meeting**

**March 13, 2023  
6:00 PM**

**Pledge of Allegiance**

**Public Comments**

**I. Minutes: Regular Council Meeting of February 27, 2023**

**II. Old Business:**

**A. (020123-7) The Town of Houlton ordains that taxes are due and payable when rendered and no later than October 15, 2023, and delinquent taxes shall bear interest at the rate of 8% per annum from and after October 15, 2023 until paid in full, such interest to be added to and become part of the taxes. (Note this is in accordance with MRSA 36, Sec. 505.4)**

**(Public Hearing)**

**This is an annual requirement.**

**B. (020123-8) The Town of Houlton ordains that taxes in excess of the final assessment shall be repaid from the date of overpayment at 4% interest in accordance with MRSA 36, Sec. 506A.**

**(Public Hearing)**

**This is an annual requirement.**

**C. (020223-10) The Town of Houlton ordains the transfer of \$13,893.34 from the Undesignated Fund Balance to pay the remainder due for McPartland's agreement and for repairs at Fire Station.**

**(First Reading)**

**Amended to include an additional invoice.**

**III. New Business**

**A. (030123-1) Council ratifies the AFSCME General Government Union Contract for January 1, 2023 through December 31, 2025.**

**B. (030123-2) Council approves execution of the application to the Division of Liquor Licensing and Enforcement for the “Blackfly Brewfest” to be held at the John Millar Civic Center on May 20, 2023.**

**Approval is required by the State.**

**C. (030123-3) Council appoints \_\_\_\_\_ to the RSU#29 School Board until the next regular Municipal Election.**

**Names to date: A. John Hyman, Gary Lovell, and Chad Gentle.**

**D. (030123-4) Council appoints Stephen Graham as a member of the Planning Board, term ending 12/31/2025.**

**We appreciate the willingness to serve.**

**E. (030123-5) Council reappoints the following to the TIF Advisory Committee Board:**

**Joshua McLaughlin and Margaret York for three (3) year terms**

**Councilor Tortello for a one (1) year term (until current Council term expires)**

**We appreciate the willingness to serve.**

**F. (030123-6) Council approves the Special Amusement Permit for Dancing & Entertainment by Shiretown Gaming LLC d/b/a The Shire Ale House, located at 61 Main Street.**

**(Public Hearing)**

**G. (030123-7) Council reappoints the following to the Houlton Planning Board for five-year terms:**

**Donna Johnson-Barnard**

**Kip Swallow**

**Robert Monroe**

**We appreciate the willingness to serve.**

**H. (030123-8) Council reappoints Monique Marquis-Grant to the Rec Advisory Board for a three-year term.**

**We appreciate the willingness to serve.**

**I. (030123-9) Council authorizes the use of chairs from the Civic Center by the Houlton Chamber of Commerce for the Annual dinner on March 18, 2023.**

**There are not enough soft chairs at the Elks for the comfort of our guests and the folding chairs are very uncomfortable for the duration of the evening. We have borrowed these in the past and put covers over them so they won't get dirty. We are happy to pay a rental fee if this is possible and will pick up and return- Jane**

**J. (030123-10) Council accepts the donation of \$200 from Donna Regent for the Fire Department.**

**Thank you for this donation.**

**K. (030123-11) Council accepts the donation of \$250 from Lawrence Crystal in memory of James Cole for the Fire Department.**

**Thank you for this donation.**

**L. (030123-12) Council authorizes the Town Manager to sign the Southern Aroostook Development Services Contract (SADC).**

**M. (030123-13) Council authorizes the full up-front payment of \$67,500 to Ray Jay's Lawn Care at the beginning of the season on May 1, 2023 instead of monthly payments of \$11,250 May – October.**

**Requested by Ray Jay's Lawn Care.**

**IV. Discussion and Reports**

**A. Moosestompers update**

**B. 2003 International single axle plow truck**

**C. ARPA funds**

**D. Metal detecting policy/ordinance**

**E. Labyrinth**

**F. Town Manager's Reports**

**G. Councilors' Remarks**

**V. Adjournment**

**Regular Council Meeting  
February 27, 2023**

Chair Tortello, pro tem called the meeting to order at 6:00 PM with all councilors present except Councilor Lake and Chairman Robinson, who were excused.

**Public Comments**

**- Al Cowperthwaite – Wind farm project**

Mr. Cowperthwaite spoke about the King Pine Wind Farm project. He explained where the turbines would be located and all the benefits of the project. He stated Long Road Energy has already donated to many community events as a way to emphasize their role as an engaged partner in the communities which the project would serve. He stated that the proposed start date would be in 2026.

Hammond Plantation resident Glenn Hines spoke up and said he felt the project would require people in Northern Maine to sacrifice a certain quality of life they now enjoy. He stated he didn't feel there was adequate compensation for the level of loss they would experience.

Councilor McLaughlin asked if an impact study had been done. She cited that the group Aroostook Birders have expressed concerns about the bird population in the vicinity of the project and the potential negative effects it may have on other wildlife species native to the area.

Mr. Cowperthwaite replied that a study is being conducted on the environmental impact of the turbines.

Chair Tortello, pro tem asked if there would be other public forums on the wind farm project. Mr. Cowperthwaite stated there would be at some point.

I. **Minutes:** It was moved by Councilor Torres, seconded by Councilor Horvath that the minutes of the Regular Council Meeting of February 13, 2023 be approved as presented.

All were in favor of the minutes.

II. **Old Business:**

A. (020123-7) Chair Tortello, pro tem held the First Reading on the following: The Town of Houlton ordains that taxes are due and payable when rendered and no later than October 15, 2023, and delinquent taxes shall bear interest at the rate of 8% per annum from and after October 15, 2023 until paid in full, such interest to be added to and become part of the taxes. (Note this is in accordance with MRSA 36, Sec. 505.4)

Chair Tortello, pro tem noted that the Public Hearing will be held on March 13, 2023.

B. (020123-8) Chair Tortello, pro tem held the First Reading on the following: The Town of Houlton ordains that taxes in excess of the final assessment shall be repaid from the date of overpayment at 4% interest in accordance with MRSA 36, Sec. 506A.

Chair Tortello, pro tem noted that the Public Hearing will be held on March 13, 2023.

III. **New Business**

**A. (020223-1) Chair Tortello, pro tem declared the public hearing open on the following: Council approves execution of the application to the Department of Public Safety by Houlton Lodge of Elks #835, 86 Main Street, for renewal of their liquor license.**

**There being no public comments, Chair Tortello, pro tem closed the public hearing.**

**It was moved by Councilor Torres, seconded by Councilor Horvath to approve the order.**

**Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Torres, yes; Councilor Peters, yes.**

**The order passed.**

**B. (020223-2) Council approves execution of the application to the Division of Liquor Licensing and Enforcement for the "Blackfly Brewfest" to be held at the John Millar Civic Center on May 20, 2023.**

**Postponed until March 13, 2023 meeting.**

**C. (020223-3) Chair Tortello, pro tem declared the public hearing open on the following: Council approves execution of the application to the Department of Public Safety by Taste of China Inc., 127 Military Street, for renewal of their liquor license.**

**There being no public comments, Chair Tortello, pro tem closed the public hearing.**

**Vote to approve the order was taken as follows: Councilor Peters, yes; Councilor Torres, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.**

**The order passed.**

**D. (020223-4) It was moved by Councilor Torres, seconded by Councilor Horvath that Council accept criminal forfeiture funds in the amount of \$16,106 in US Currency, from the State of Maine for the Police Department.**

**Vote to approve the order was taken as follows: Councilor Peters, yes; Councilor Torres, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.**

**The order passed.**

**E. (020223-5) It was moved by Councilor Torres, seconded by Councilor Horvath that Council ratify the AFSCME Public Works Union Contract for January 1, 2023 through December 31, 2025.**

**Town Manager Anderson stated that the Public Works employees appreciated the contract terms.**

**Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Torres, yes; Councilor Peters, yes.**

**The order passed.**

**F. (020223-6) Councilor Torres introduced the following: The Town of Houlton ordains the transfer of \$12,813.34 from the Undesignated Fund Balance to pay the remainder due for McPartland's agreement.**

Chair Tortello, pro tem noted that the First Reading would be held on March 13, 2023 and the Public Hearing will be held on March 27, 2023.

G. (020223-7) It was moved by Councilor Torres, seconded by Councilor Horvath that Council authorize the Town Manager to move forward with the upgrade of audio equipment utilizing funds of up to \$12,000 from the American Rescue Plan Act.

Councilor Horvath stated that this equipment comes with a support contract.

Councilor McLaughlin asked where the company was located. Horvath replied Bangor and that it was the closest company he had found.

Chair Tortello, pro tem stated she was glad to hear the company was based in Maine and asked what the new equipment would enable us to do. Horvath replied that it would enable us to do the same functions we are doing now but with better, less visible equipment, enhanced performance capabilities, and with greater and more reliable efficiency.

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

The order passed.

H. (020223-8) It was moved by Councilor Horvath, seconded by Councilor Peters that Council accept the donation of \$200.00 from Donna Regent for the Police Department.

Town Manager Anderson stated that the Town appreciated the donation.

Chair Tortello, pro tem stated how generous this donation was and thanked Ms. Regent.

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

The order passed.

#### IV. Discussion and Reports

A. Sidewalk update – The DOT representative was unable to attend the meeting, so this item was postponed until a later date.

B. 2003 International single axle plow truck

Town Manager Anderson referred to the packets pertaining to this topic that had been handed out to the Councilors before the meeting.

Chris Stewart, Public Works Director stated that this truck has been out of service for almost a year. He explained some of the issues with the truck and explained the importance of this piece of equipment and the extra amount of time it takes to plow, sand and salt without this truck. Chris went over various scenarios for the Councilors to consider that involved different prices and options to replace this truck. He stated he was looking for Council's guidance on how to proceed.

Chair Tortello, pro tem thanked Chris for the comprehensive information he'd provided and stated that this item would be put on the agenda for the March 13 meeting.

**C. Street Clock update**

Town Manager Anderson noted that there was communication information in the Councilor's packets on the progress of this project.

Chair Tortello, pro tem thanked the Rockabema Lodge and the Grand Lodge of Maine for this donation and stated she couldn't wait for spring to get the clock installed and ready to enjoy.

**D. Town Manager's Reports**

Town Manager Anderson stated that the Town had lost their IT support and would be putting out an RFP soon to find a replacement.

She stated that Aroostook County was bidding out ambulance/fire services for Cary Township. Legal council has advised the town not to put in a bid. She stated the town's contract with Cary Township expired in December 2022, but the town has continued to provide services to them and has yet to be paid. She stated a formal notice would be sent to them.

**Department Reports**

Town Manager Anderson stated that there had been a leak in the roof at the Town Office and thanked the Parks & Rec Department under Chris Stewart's supervision for tending to this. Powers Roofing came and repaired the roof but Anderson stated that it's been at least 20 years since the rubber roofing has been resurfaced. She also noted that the Civic Center has some heating issues that will need to be addressed. She stated that she hoped to have the rest of the union contracts on the agenda for the next meeting.

**E. Councilors' Remarks**

Councilor McLaughlin stated she was looking forward to the next ARPA funds discussion. She stated that she hoped the Council would consider using the ARPA funding category outlined on page 37 under EPA's Clean Water State Revolving Fund; "Management and treatment of storm water or subsurface drainage water" section and any other American Rescue Plan funding that may be applicable to fix the antiquated and ineffective town owned catchment basin near the High School and to address the need for any additional infrastructure associated with its upgrade. She expounded on her reason for making this proposal because she believes the current conditions have had a negative effect on the abutting properties in that neighborhood and pose a health risk to the people who live in that part of the community. She stated both of the funding sources she's recommending can be used for infrastructure updates, improving health for citizens and water/sewer systems, which are all reasons pertinent to the project. She'd like to see this project designated as an essential concern and given priority over other non-vital projects. She stated that it was not a civic issue as previously stated by someone but feels it is an issue that is the responsibility of the town due to pollution to abutting landowners and the community.

Councilor Horvath thanked Al Cowperthwaite for his presentation on wind power.

Councilor Torres stated that Al Cowperthwaite was a great pick by Long Road Energy and thanked them for giving back to the community. She stated that the Houlton Chamber of Commerce would be having their annual dinner on March 18<sup>th</sup>. The award winners are:

Lifetime Achievement – David McGillicuddy  
Business of the Year – LP Building Solutions  
Community Spirit – Roxanne Bruce  
Above & Beyond – Joe Cyr

Chair Tortello, pro tem thanked Al Cowperthwaite for his wind power presentation and referenced a letter he'd written that was published in a recent issue of Downeast Magazine. Al correctly

identified the "Where in Maine" featured location for the month which was the wood yard at the LP plant. Tortello thanked him for mentioning in his letter the many ways LP supports the greater Houlton area and the positive benefit they are to our community.

She also reminded everyone to Spring Forward and to set their clocks ahead on March 12<sup>th</sup> when Daylight Savings Time begins.

V. **Adjournment:** On motion by Councilor McLaughlin, seconded by Councilor Horvath the meeting adjourned at 7:04 PM with all in favor.



II C

JH MCPARTLAND & SONS

1/15/2014	Pellet Stove – Town Office	\$35,000
5/31/2016	Air Conditioner – Town Office	\$ 6,576
9/19/2016	Boiler Replacement – White Building	\$ 9,654
5/12/2017	Heat Pump - Gentle Building	\$4,382
	<b>TOTAL</b>	<b>= \$55,612</b>

<b>Payments</b>	<b>2014</b>	<b>\$ 5,301.54</b>
	<b>2015</b>	<b>\$ 4,369.42</b>
	<b>2016</b>	<b>\$ 5,776.22</b>
	<b>2017</b>	<b>\$5,016.56</b>
	<b>2018</b>	<b>\$5,684.74</b>
	<b>2019</b>	<b>\$4,986.75</b>
	<b>2020</b>	<b>\$4,987.62</b>
	<b>2021</b>	<b>\$4,975.32</b>
	<b>2022</b>	<b>\$1,700.49</b>
	<b>TOTAL PAID</b>	<b>= \$42,798.66</b>

**BALANCE AS OF 12/31/2022 = \$12,813.34**

JAMES H. MCPARTLAND & SONS, INC

P.O. Box 665  
 Houlton, ME 04730

Invoice

Date	Invoice #
1/5/2023	26260

Phone #	207-532-2843
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Bill To
Town of Houlton 21 Water St. Houlton, ME 04730

P.O. Number	Terms	Date of Work	Project
Fire/Police Station	Net 30		Heat Repair

Quantity	Description	Price Each	Amount
1	Braeburn 1020 Thermostat	59.00	59.00
1	1/2" Watts Back Flow Preventer	132.00	132.00
1	Watts Boiler Feeder	119.00	119.00
11	Hours Labor	70.00	770.00

Past Due accounts are subject to a charge of 1.5% per month of the unpaid balance at an APR of 18%	<b>Total</b>	\$1,080.00
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STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

III B

### Application for Special Taste Testing Event License

This application is being submitted as required by 28-A M.R.S. Section 1052-D. Please complete this application in its entirety. This application must be signed by the licensee or an agent of the licensee and the municipality where the event will be located. **Completed forms and payment must be in the office 15 (fifteen) days before event is to be held.**

**Section 1: Event Information**

Title of Event: Black fly Brewfest

Location and address of Event: Mullar Civic Center  
94 Randall Ave. Houlton, ME 04730

Date of Event: May 20, 2023 Time of Event: From: 1pm To: 6pm

Contact Person: Jane Torres Telephone: \_\_\_\_\_

Email Address: director@greaterhoulton.com

Describe specific area to be licensed and attach a diagram:  Inside Event  Outside Event

**Special Taste Testing Requirements:**

**Sample Size and Limit:** Please indicate the type of taste testing event for which you are applying. If you select "Tasting C" below, you must also choose the options of C.1 or C.2. Please note, except as otherwise provided, sample sizes and overall daily sample limits are as follows:

Spirits – ½ ounce      Beer – 4 ounces      Wine – 1½ ounces  
12 samples per person per day

A.  Taste testing-only event. There is no sit-down meal designed to promote food and alcoholic beverage pairings or substantial food offerings provided as part of the taste testing event. **Sample size applies and daily sample limit applies.**

B.  Taste testing event with substantial food offerings. The selection of food must include more than snack foods such as potato chips, crackers, popcorn, pretzels etc. **Sample size applies but 12 sample daily limit does not apply.**

C.  Food and beverage hospitality event where 50% or more of the vendors taking part in the event represent or promote a business other than a business that manufactures or distributes liquor. **Select one of the options below.**

C.1.  Event will include a multicourse sit-down meal designed to promote food and alcoholic beverage pairings. **The sample size and the 12-sample daily limit do not apply.**

Date and approximate time for sit-down multi-course meal:

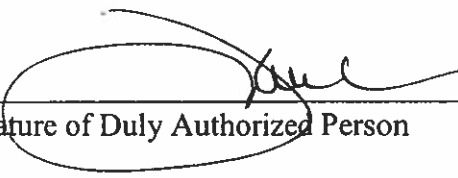
C.2.  Event will **NOT** include a multicourse sit-down meal designed to promote food and alcoholic beverage pairings but will provide substantial food offerings. **Sample size applies but 12-sample daily limit does not apply.**

**Section 2.A: Signature; Fee; Delivery of application**

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: \_\_\_\_\_

  
\_\_\_\_\_  
Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

*Jane Torres*  
\_\_\_\_\_  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

A. Your completed application must be accompanied by the fee of \$20.00 per applicant listed in sections 3, 4 or 5. Please be sure to calculate the fee by the number of pages submitted for each section 3, 4 or 5.

1. Please make your check payable to the **Treasurer, State of Maine**

## **Process for Filling a Vacant**

1. An advertisement is placed in the local paper for resident volunteers to fill the vacancy.
2. All responder names are placed before the council.
3. The Chairman accepts a motion to nominate a candidate for council vote.
4. Each nomination will be voted on (one at a time), and based upon the result of the vote the following will take place:
  - a. If four (4) votes are received that candidate will be declared the winner (the Chairman does not vote).
  - b. If three (3) votes are received, the Chairman may vote in the ascension, and the candidate is declared the winner.
  - c. If two (2) or less votes are received that nominee is rejected from that round of voting.
5. If the candidate is rejected, the Chairman will accept a new motion to nominate and step 4 is repeated.
6. If the result of that vote the candidate is rejected, step 5 is again repeated.

Nominations will be taken until a candidate is selected and candidates previously rejected can be subsequently re-nominated.

### **Ask for nominations**

**M**  
**S**

### **Ask if any further nominations**

**M**  
**S**

### **Vote for each as nominated**

**First person nominated take a vote – if 4 yes votes – the process ends**  
**-if not four votes – vote on next person nominated**

III C

Town of Houlton

RSU29 Vacancy

Appointment until the next regular Municipal Election

Name: A. John Hyman

Physical Address: 15 Great St Houlton, Me 04730

Mailing Address: SAME

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

How Long Have You Been a Houlton Resident: 18 yrs.

Your Occupation: Eligibility Specialist State of Maine

Please state why you wish to serve on the RSU#29 School Board

To help ensure the students receive the best education of MSAs\*29

Please list one reference and contact information for them:

Matthew Quint Houlton Me

Signature: A. John Hyman

Date: 02/22/2023

Town of Houlton

RSU29 Vacancy

Appointment until the next regular Municipal Election

Name: GARY Lovell

Physical Address: 10 GUY ST

Mailing Address: PO Box 1541 HOULTON ME 04730

Phone Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

How Long Have You Been a Houlton Resident: 10 YEARS


Your Occupation: RETIRED

Please state why you wish to serve on the RSU#29 School Board

I have previous experience on another school board.

Please list one reference and contact information for them:

Shari Good . . . . .

Signature: 

Date: 2-16-23

Town of Houlton

RSU29 Vacancy

Appointment until the next regular Municipal Election

Name: Chad E Gentle

Physical Address: 21 Brook St

Mailing Address: 21 Brook St

Phone Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

How Long Have You Been a Houlton Resident: 20 years

Your Occupation: self employed - delivery driver

Please state why you wish to serve on the RSU#29 School Board

I want to represent

the voice of parents and our kids. I have young ones coming up and  
want to be a part of their future. I want to be a voice for them.

Please list one reference and contact information for them:

Chris McGuire - Retired Houlton Water Co  
Steelstone (C)

Signature: Chad E Gentle

Date: 2-27-23



III F



TOWN OF HOULTON  
21 WATER STREET  
HOULTON, MAINE 04730

PHONE: 207-532-7111

FAX: 207-532-1304

TOWN OF HOULTON, MAINE

APPLICATION FOR SPECIAL AMUSEMENT PERMIT FOR  
DANCING & ENTERTAINMENT

I/We, SHIRETOWN GAMING LLC  
d/b/a The Shire Ale House

hereby apply to the Municipal Officers of the Town of Houlton for a permit for dancing and entertainment at the above establishment.

Description of room(s) to be used under this permit: As referenced on  
ACTIVE OCCUPANCY PERMIT

Description of kind of entertainment: LIVE MUSIC, ART EXHIBITION,  
DANCING

Signature of Applicant: [Signature]

Mailing Address: 61 MAIN ST, SUITE A, HOULTON MAINE  
04730

Telephone: \_\_\_\_\_

\$10.00 Fee Paid \_\_\_\_\_

Approved by Municipal Officers on \_\_\_\_\_ Minute# \_\_\_\_\_

Permit # \_\_\_\_\_ issued on \_\_\_\_\_

Signed,

\_\_\_\_\_  
Town Clerk

III L



Town of  
**Houlton**  
Maine



## **SADC Services Contract With the Town of Houlton**

### **Services to Be Performed:**

1. Maintain contact with all state economic development agencies.
  - a. Update town manager on new programs and opportunities coming from the agencies.
  - b. At the request of the town manager, represent the town at economic development conferences.
2. Assist in maintaining demographic and economic related data for the Town of Houlton and help the town identify specific areas for potential economic development opportunities.
3. Participate with town management in presentations to potential developers.
4. Assist with promoting Tax Increment Financing areas with a focus on the North Road.
5. Maintain records on economic development proposals and participate in, or direct follow-up actions as agreed upon by the Town Manager.
6. Prepare and distribute development site plans to specific prospects as directed by the Town Manager.
7. Prepare and distribute press releases on new commercial enterprises as agreed on by the Town Manager.
8. Assist the Director of Community Development in the preparation of grants that enable economic development.
9. Assist in the development of business plans and sources of funding for new businesses, including assistance to existing businesses transitioning to new ownership.

10. Meet with the Town Manager and Town Council in Executive or Open Sessions as needed to discuss matters involving economic and community development quarterly or more often if needed. Submit monthly reports to the Town Manager to be distributed to the Town Council the second meeting of each month.
11. Work collaboratively with the Community Development Director, the Northern Maine Development Commission and other development agencies, on economic development programs and projects.
12. Other specialty economic development related work as mutually agreed to by the Town Manager and the SADC Executive Director.
13. Meet annually with the Town Council to review contract to determine any needed changes, including specific scopes of work for the next year. Such scopes of work will be finalized and agreed to by the Town Manger and the SADC Executive Director. Said meeting will be no later than month end after the signing of the contract.

**Cost of Services:**

While the number of hours needed per week to address these tasks will vary, SADC charges will be fixed at \$2,333.33 per month; regardless of the actual number of hours worked in excess of twenty (20) hours per week. Additionally, travel related costs for out of town travel, when **authorized in advance**, will be invoiced at 82% of the allowable IRS reimbursement rate per mile, plus meals and hotel expenses.

**Contract Specifics:**

By virtue of the position, Houlton’s Community Development Director will be an Ex-Officio, Voting member of the SADC Board of Directors. If the position should be eliminated or changed in description, a new, mutually agreed to, Ex-Officio, Voting-member from the town administration will be the replacement.

SADC will invoice the town the first of each month. This contract will become effective on March 27, 2023, and remain in force until December 31, 2023. Cancellation of the contract may be initiated by either party without cause, subject to thirty (30) day notice.

The above terms are hereby agreed to by the signed parties:

Date: \_\_\_\_\_, SADC President

Date: \_\_\_\_\_, Houlton Town Manager  
Marian L. Anderson

MEMORANDUM

III M

Ray Jay's Lawn Care of Houlton  
Mowing contract payment schedule: Evergreen, Soldiers, Bray and Presbyterian Cemeteries

TO: Kim Denbow, Treasurer

Gail Cleary, Accounts payable

FROM: Marian L. Anderson, Town Manager

DATED: May 3, 2022

On October 25, 2021, the Houlton Town Council voted to award the 2022, 2023 & 2024 cemeteries mowing contract to Ray Jay's Lawn Care for \$67,500 each year. Payable for 2022 via direct deposit as follows:

Account 104-51-1-11

May 6, 2022	\$ 11,250.00
June 3, 2022	\$ 11,250.00
July 1, 2022	\$ 11,250.00
August 5, 2022	\$ 11,250.00
September 2, 2022	\$ 11,250.00
October 7, 2022	\$ 11,250.00

**Clean Up of the cemeteries is a separate agreement payable for 2022 as follows:**

May 6, 2022	\$ 2,500.00	Account 104-51-7-16
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IV A



**TOWN OF HOULTON  
COMMUNITY DEVELOPMENT DEPARTMENT  
21 WATER STREET ♦ HOULTON, MAINE 04730**



Phone: (207) 521-5938

[comm.development@houlton-maine.com](mailto:comm.development@houlton-maine.com)

Fax: 207-532-1304

## MEMO

**To:** Marian Anderson, Town Manager  
**From:** Nancy Ketch, Community Development Director  
**Date:** March 8, 2023  
**Re:** Moosestompers Weekend

Another successful Moosestompers Weekend was held last month – the 27<sup>th</sup> Annual. Despite the necessary adjustments in the schedule due to the severe cold temperatures, a day packed with activities was held on Sunday, February 5<sup>th</sup>. Attendance was good and those participating in activities were having a good time. We heard multiple positive comments about the event during and after.

The event is put together by a Planning Committee which consists of representatives from several Town Departments as well as individuals from organizations that hold activities during the event and several business people. Many organizations and individuals are involved in putting this beloved community event on for the public. Work on the event usually begins in September and a wrap-up meeting is held the week following the festivities to review activities and evaluate adjustments that may be necessary for the next year's event. The 2024 Moosestompers Weekend is scheduled for February 2<sup>nd</sup>-4<sup>th</sup>.

Thanks to the generosity of our amazing sponsors, most Moosestompers activities are held for FREE for participants. The total amount of sponsorships has increased each of the last three years. New sponsors have signed on each year and other previous sponsors have increased their level of giving. A list of sponsors is attached.

The sponsorships completely cover all Moosestompers expenses and allow for seed money for the following year. Because of the level of sponsorship, we have been able to add fireworks to the event the last two years and plan to do so again in 2024. In both 2022 & 2023, we had intended to cover the expense of the fireworks from reserves. This was unnecessary because enough sponsorships came in to cover that cost in addition to all of the other expenses with still some funds to carry over for next year.

We have a few sponsorship checks pending and a few invoices yet to be received. All sponsorships have been confirmed and payments are forthcoming. Pending final numbers, the projected budget is \$8,900 in sponsorships and \$7,300 in expenses with approximately \$5,000 anticipated as carryover.

We want to sincerely thank all of the sponsors, organizers, Town staff and those who attend for making the 2023 Moosestompers Weekend another success!

# MOOSESTOMPERS WEEKEND

## 3 DAYS OF WINTER FUN!



### 2023 SPONSORS & CONTRIBUTORS

Brown Construction  
WHOU FM

BlueWater Health  
Bowers Funeral Home  
Coastal Auto Parts - NAPA  
Hogan Tire  
Houlton Regional Hospital  
Houlton Rotary Club  
Houlton Water Company  
J McLaughlin Construction  
Longroad Energy  
Louisiana Pacific

Agri-Cal  
Aroostook Milling Company  
Becky Day at First Choice Real Estate  
County Yankee Grocer  
Currier, Trask & Jordan  
Dead River Company  
F. A. Peabody Company  
Horten's Building Supplies  
Houlton Power Sports  
Katahdin Trust Company  
Machias Savings Bank  
Madigan Health Care Services  
Military Street Baptist Church  
Print Works  
Seiders Variety Store  
Serendipitous Dragonfly  
Severson, Hand & Nelson  
The County Federal Credit Union  
WAGM TV  
York's of Houlton

Cecilia Rhoda, Probate Paralegal to Attys  
S. W. Collins Company

Bates Fuel  
Chester M. Kearney  
Fitzpatrick & Peabody Farms  
Harbison Plumbing, Heating & Air  
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Houlton Farms Dairy  
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Ross Sheet Metal  
Shiretown Inn/Downunder Sports Pub  
Shiretown Stove & Outdoor Living  
Southern Aroostook Development Corp.  
Stairs Welding  
TD Bank  
Ward Log Homes  
  
American Legion Post 47  
Bangor Savings Bank  
Greater Houlton Chamber of Commerce  
Greater Houlton Christian Academy  
HFD Ladies Auxiliary  
Houlton Border Patrol Explorer Post 1820  
Houlton Fair Association  
Houlton Pioneer Times  
Interact  
KIXX FM  
Market Pizza  
Meduxnekeag Ramblers  
Vital Pathways  
Russell Stairs  
Kim & Mike Folsom

IVE



Houlton Parks & Recreation Department  
Marie Carmichael – Recreation Director  
128 Main Street Houlton Maine 04730  
Tel. 207-532-1310 Fax 207-532-1311

March 2, 2023

TO: Marian Anderson, Houlton Town Manager & Houlton Town Council  
FROM: Marie Carmichael, Director Houlton Parks & Recreation  
Re: Houlton Parks & Recreation Department Advisory Board response to Labyrinth at Riverfront Park

At our February 28, 2023, Houlton Parks & Recreation Advisory Board meeting, I presented an update on the proposed Labyrinth for Riverfront Park. I provided the following materials for the members; the information handouts from Mr. Rhoda about the Labyrinth, the news article in the Bangor Daily news as well as the councilors comments from the February 13, 2023, Houlton Town Council meeting. After much discussion, the Board came to an agreement of it not being a good fit to represent the park. They feel the trail should continue its core values of connecting with nature; having a structure as large as this would disrupt that value. They also had concerns that the park already had enough amenities such as the picnic area, restrooms, wind spinners, eagle statue, play equipment, benches, and chairs. They feel it is important to preserve as much green space as possible. Although this is a generous gift, the board agreed it would be a benefit at a different location other than Riverfront Park.

If the Town Council decides to move forward with this project in Riverfront Park, the Rec Board would rather see it located on the former Sprague lot.