

**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: 856 7271 4460  
NO PASSCODE NEEDED  
CALL-IN: 1-929-205-6099

## AGENDA

Regular Council Meeting

June 26, 2023  
6:00 PM

### Pledge of Allegiance

### Public Comments

I. Minutes: Regular Council Meeting of June 12, 2023

II. Old Business:

III. New Business

A. (060223-1) Council approves the application for a Victualer License for Rachel Mazzella, d/b/a The Sweetest Sensation located at 22 Fair Street.  
(Public Hearing)  
New business.

B. (060223-2) Council accepts the low bid of \$5.57 per cubic yard of winter sand picked up by the Public Works Department and \$8.57 per cubic yard delivered, from Richard Gogan Construction LLC.  
Two bids were received.

C. (060223-3) Council accepts a grant of \$2,000 from the Walmart Community Grant Program for the Houlton Ambulance Service.  
Thank you. Funds will be used for equipment.

D. (060223-4) Council accepts a grant of \$1,500 from the Walmart Community Grant Program for the Houlton Recreation Department.  
Thank you. Funds will be used for outdoor recreation.

E. (060223-5) Council accepts the donation of \$100 from Pamela Cowperthwaite for the Just For Kids Program.  
Thank you.

**F. (060223-6) Council accepts the donation of \$271 from SW Collins for the Just For Kids Program.**

**Thank you.**

**IV. Discussion and Reports**

**A. Labyrinth**

**B. Riverfront Trail Update**

**C. Town Manager's Reports**

**D. Councilors' Remarks**

**V. Adjournment**

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**Regular Council Meeting  
June 12, 2023**

Chairman Robinson called the meeting to order at 6:00 PM with all councilors present.

**Public Comments**

Chairman Robinson recognized Richard Rhoda who stated that he had a letter to hand out to Council. He spoke briefly about the Labyrinth and then handed out his letter.

**Building Community Strength Training – Harald Bredesen**

Mr. Bredesen joined via Zoom and explained and answered questions about the program that Grow Smart Maine is offering.

I. **Minutes:** It was moved by Councilor Tortello, seconded by Councilor Lake that the minutes of the Regular Council Meeting of May 22, 2023 be approved as presented.

All were in favor of the minutes.

II. **Old Business:** None

III. **New Business**

A. (060123-1) It was moved by Councilor Lake, seconded by Councilor Tortello that Council authorize the Tax Collector to accept prepayment of taxes not yet due or assessed for the 2024 tax year in accordance with MRSA 36, Section 506.

Town Manager Anderson stated that this was a procedural action to be able to collect prepayment of taxes.

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

The order passed.

B. (060123-2) Chairman Robinson declared the Public Hearing open on the following: Council approves the application for a Victualer License for Tom and Randi Farrar, d/b/a Lotus & Leaf located at 29 Market Square.

Councilor Tortello welcomed the Farrar's and invited them to speak about their business. Randi spoke about some of the products the business sells. She thanked the community for being so welcoming.

Hearing no further comments, Chairman Robinson closed the public hearing.

Town Manager Anderson stated that as a tea drinker she was excited about this business.

Councilor Torres welcomed them and stated their store was beautiful.

Councilor McLaughlin congratulated them and agreed the store was lovely.

It was moved by Councilor Tortello, seconded by Councilor Lake to approve the order.

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

The order passed.

**C. (060123-3) Chairman Robinson declared the Public Hearing open on the following: Council approves the application for a Victualer License for The Temple Theatre, LLC d/b/a The Temple Theatre located at 20 Market Square.**

**Chairman Robinson recognized Fred Grant, new owner of the Temple Theatre who stated he was excited to take ownership of one of the oldest businesses in Houlton.**

**Hearing no further comments, Chairman Robinson closed the Public Hearing.**

**It was moved by Councilor Tortello, seconded by Councilor Lake to approve the order.**

**Councilor McLaughlin thanked Mr. Grant for investing in Houlton as the theater means a lot to the community.**

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

**The order passed.**

**D. (060123-4) It was moved by Councilor Tortello, seconded by Councilor Lake that Council confirm the Cooperative Salt Bid from MDOT State Bureau of Purchases for \$80.82 per ton from Kingsco Transport.**

**Town Manager Anderson stated that last year's price was \$77.67 per ton.**

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

**The order passed.**

**E. (060123-5) It was moved by Councilor Tortello, seconded by Councilor Lake that Council accept the donation of \$3,800 for two granite benches from the Ricker Alumni.**

**Town Manager Anderson thanked Ricker Alumni for the generous gift.**

**Councilor Tortello also expressed appreciation for the donation, citing how passionate Ricker Alumni are toward Houlton, considering it's been 45 years since the college closed.**

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

**The order passed.**

**F. (060123-6) It was moved by Councilor Lake, seconded by Councilor Tortello that Council appoint Kimberly Denbow as the first municipal representative and reappoints Councilor Robinson as the second municipal representative to the Northern Maine Development Commission.**

**Town Manager Anderson thanked Councilor Robinson and Kimberly Denbow for their willingness to serve on this committee.**

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

**The order passed.**

#### **IV. Discussion and Reports**

##### **A. Roads**

Town Manager Anderson stated there was a document in Council packets that lists all the roads/streets and when they were last repaired. She also stated there was a survey sheet that Council could use to list those roads/streets they are recommending for priority attention.

Councilor McLaughlin said the downtown streets should be a priority as the Eclipse was happening next year and those would be some of the first streets people would see.

Chris Stewart, Public Works Director stated he was looking for guidance from Council on how to move forward on developing a strategy to address the Town roads. He continued that if Council wanted the bonding referendum to go out to the voters, he would schedule a Roads Committee meeting to discuss financials.

Chairman Robinson asked for an update on the North Street repair. Stewart replied this was a Maine DOT project and was not aware that the bid had been awarded yet. He stated that the earliest the project would start is mid-July.

Councilor Tortello stated that she felt it was important that people knew North Street was the responsibility of the State of Maine. Stewart reiterated the town was responsible for general maintenance, but the condition of the road had deteriorated beyond what could feasibly be repaired through maintenance activities only.

Consensus of the Council was to get a Roads Committee meeting scheduled and move forward.

##### **B. Town Manager's Reports**

Town Manager Anderson stated that she had received an update from Gary Hagan on the Riverfront Trail expansion and that he would be at the next Council meeting to report out to everyone.

##### **ARPA funds – audio equipment**

Anderson informed Council that the final bill for the audio equipment upgrades was more than the approved expenditure. She wanted to bring this to everyone's attention before the final project numbers were distributed.

##### **DEP notice of PFAS sampling**

Anderson stated that PFAS sampling at the Airport would be taking place on June 14<sup>th</sup>. Councilor Tortello asked about the buffer zones delineated on the map around the testing sites. She asked whether any sampling activities would extend into the buffer areas. Stewart replied it would not. He explained the sampling would be minimally invasive, involving core samples and no digging and it would occur only within the sites designated.

Tortello asked if there were other HWC sludge sites located on town property. Chris Stewart replied no.

##### **C. Councilors' Remarks**

Councilor McLaughlin thanked the Aroostook Area Agency on Aging and Bowers Funeral Home for hosting the hot dog roast downtown to commemorate their 50<sup>th</sup> anniversary. She also mentioned S.W. Collins had held a BBQ at their place of business and what fun events these are for the community. She stated the Recovery Center would be holding a cookout soon. She cited an upcoming blood drive and inquired if the American Red Cross still allowed minors to donate blood without parent's permission.

**Councilor Horvath thanked Fred Grant for saving the theater from closing. He stated that he's been working with folks on finding prime locations to view the eclipse. He stated that he was glad that the North Street road repair conversation was held tonight as many people have complained to him about the road's condition.**

**Councilor Torres stated that she had met with a group of motivated women who would be helping to beautify the town by planting trees. She thanked Sharon Campbell, Jane York, and Sue Bushey for weeding and planting flowers. She asked if a formal agreement was needed. Town Manager Anderson replied no; weeders are welcomed!**

**Councilor Lake welcomed the new businesses opening up downtown.**

**Councilor Tortello also welcomed the new downtown businesses who were represented at the meeting tonight. She commented how downtowns in many communities had been devastated by COVID, but the opposite seems to have happened in Houlton – our downtown has thrived. She reminded everyone that summer begins next week and the last day of school was today so to expect more people to be out and about on the streets and sidewalks. She urged everyone to drive with caution as often pedestrians are unaware of their surroundings and may step out into the path of traffic. She cited the Grow Smart Maine June 20 application deadline and asked if the Council wanted to take action tonight to submit an application. The consensus of the Council was to apply.**

**Councilor Torres reminded everyone that McGills's Band first concert of the season is this Thursday night.**

**V. Adjournment: On motion by Councilor Lake, seconded by Councilor Tortello, the meeting adjourned at 7:10 PM with all in favor.**



III A

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

APPLICATION FOR VICTUALER'S LICENSE

NEW  RENEWAL

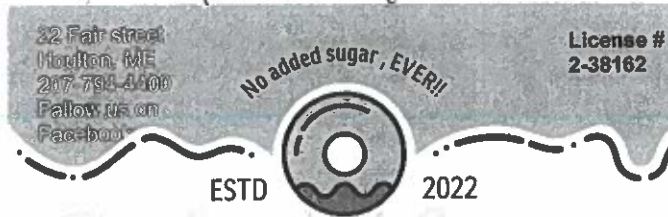
I/WE Rachel Mazza

DBA The Sweetest Sensation

Located at: 22 Fair St. Houlton ME

Signed

Rachel Mazza



(New Application) Code Enforcen

(New Application) Town Departm

We make sweets you can feel good about eating  
Featuring premium ingredients  
Phone or online orders welcome

(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 \_\_\_\_\_

Renewal Fee \$25.00 – Date Paid \_\_\_\_\_

Date Received \_\_\_\_\_

III B

## Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1307

21 Water St.  
Houlton, Maine 04730

June 14, 2023

To: Marian Anderson, Town Manager

From: Chris Stewart, HPW Director

Re: Winter Sand

I recommend that Richard Gogan Construction LLC, with a bid of \$5.57 per yard picked up by the Houlton Public Works Dept. be awarded the 2023/24 winter sand bid. Pit location: Houlton Me. There was one other bidder, Brown Construction of Houlton with a price of \$5.99 per yard.

The public works department puts up anywhere from 4000 to 5000 yards of winter sand. All depending on what was left over from the previous season.

Last year's price was \$5.93 per yard from Brown Construction.



Please fill in the following: 2023

Name, Address & Telephone Number of Contractor: Richard Gogan Const LLC  
86 Gogan Drive  
Ritche - 532-0223  
Cecil - 532-8414  
Pit Location: 86 Gogan Drive David 694-4833  
Houlton, ME

Price Delivered Per Cubic Yard: \$ 8.57

Price Picked Up By Town Per Cubic Yard: \$ 5.57

All bids must be in a sealed envelope clearly marked "SAND BID". Bids may be hand delivered or mailed to Town Manager, 21 Water St., Houlton ME. 04730, on or before Wednesday 10:00 a.m. June 14th, 2023, at which time the bids will be opened. The Town of Houlton reserves the right to reject or accept any or all bids.

If any additional information is required, please contact Chris Stewart, Director Houlton Public Works Department, at 532-1325, between the hours of 6:00 a.m. and 4:30 p.m. Monday – Thursday.

# Brown Construction

## Proposal

Phone: (207)-532-0910  
Cell: (207)-538-6502  
Fax: (207)-532-9898  
Email: [jwb@madiganestates.com](mailto:jwb@madiganestates.com)  
Address: 93 Military Street  
Houlton, ME 04730

Customer: Town of Houlton  
Project: Winter Sand

Contact Name: Jim Brown  
Date Submitted: 6-6-23

### Scope of Work:

We propose to provide all equipment, labor & materials to supply winter sand

Includes the following:

- |                                     |          |
|-------------------------------------|----------|
| - 4500 yards winter sand            | \$26,955 |
| - \$5.99 per yard                   |          |
| - Or delivered for \$10.00 per yard | \$45,000 |

Total Price \$26,955.00

### Payment Terms:

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. *The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.*

Payment to be made as follows: **Net 30 Days**

Approved by: \_\_\_\_\_

Name: Jim Brown

For: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Name: \_\_\_\_\_

For: \_\_\_\_\_

Date: \_\_\_\_\_



WHO WE ARE

WHAT WE DO



## Community Grant Program

[LOGOUT](#)

### Confirmation of Application Receipt:

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Your proposal was successfully submitted to Walmart. No further action on your part is required. A confirmation email will be sent to the email address provided during registration. Please ensure that your email client is not sending email from Cybergrants to a spam or junk email folder.

Please note: Applications are generally reviewed within 90 days of the submission date. Once funding decisions have been made, you will receive a follow up status email.

To print a copy of this completed application go to 'File', then 'Print' on your browser toolbar. Click here to [return to the homepage](#) when you are finished.

### Contact Information

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<b>* First Name</b>	milton
<b>* Last Name</b>	cone
<b>* Contact Title</b>	chief
<b>* Address</b>	97 MILITARY ST
<b>* City</b>	HOULTON
<b>* State</b>	Maine
<b>* Zip</b>	04730
Telephone	2075321320
<b>* E-mail Address</b>	
<b>* Contact Type</b>	Grant Preparer

### Program Information

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Grant Type	Local Community Contribution
<b>* Program Name</b>	Houlton ambulance

**\* Requested Grant Amount** \$5,000.00

**\* International Funding** No

**\* Focus Area** Public Safety

You have selected: Public Safety

## Organization Information

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**Legal Name** Town of Houlton

**AKA Name** Houlton Ambulance Service

**\* Organization Address** 21 Water St

**\* Organization City** Houlton

**\* Organization State** Maine

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**\* Organization Zip / Pin Code or Postal Code** 04730

**Telephone** 2075327111

**Fax** 2075321309

**Organization's Website Address** [www.houlton-maine.com](http://www.houlton-maine.com)

**\* Organization Mission** We are an ambulance service run by the town of Houlton serving three communities (Houlton Oakfield and Dyer Brook). Our mission is to provide the highest level of paramedic care to every resident in our coverage area.

Our goal is to maintain the highest standards of medical care and equipment possible. With this grant we would be adding child restraints, lift belts, equipment bags and several other needed pieces of equipment.

**\* Organization's Facebook Site** Houlton ambulance service

**\* Organization's Twitter Handle** N/A

## Agreement

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**\* MOU Applicant's Name** Milton Cone

TIL D,E,F



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

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June 17, 2023

To: Marian Anderson, Houlton Town Manager & Houlton Town Council  
From: Marie Carmichael, Director Houlton Parks & Recreation

Memo: Request to accept three donations

- Wal-Mart has donated \$1500 to our outdoor recreation programming for youth. We were presented the check at their June 17, 2023, Grand Re-opening.
- SW Collins donated \$271.00 to our "Just for Kids" Summer playground program. They held a cookout at their Bangor Street location on June 1, 2023.
- Pam Cowperthwaite donated \$100 to our "Just for Kids" Summer playground program when she was attending the SW Collins Cookout.

Our department is very appreciative of all three donations, and we thank the businesses & individuals that continue to support our ongoing efforts to provide recreation to our community.



## Community Grant Program

### Your Submitted Application

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The application you previously submitted appears below. No further changes may be made to this application. [Click here to return to the Welcome page.](#)

### Contact Information

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**\* First Name** Marie  
**\* Last Name** Carmichael  
**\* Contact Title** Recreation Director  
**\* Address** 128 Main Street  
**\* City** Houlton  
**\* State** Maine  
**\* Zip** 04730  
 Telephone 2075321310  
**\* E-mail Address** rec.programs@houlton-maine.com  
**\* Contact Type** Primary Contact

### Program Information

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**Grant Type** Local Community Contribution  
**\* Program Name** Houlton Parks & Recreation  
**\* Requested Grant Amount** \$2,500.00  
**\* International Funding** No  
**\* Focus Area** Quality of Life

You have selected: Quality  
of Life

## Organization Information

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Legal Name	Town of Houlton Parks & Recreation Department
AKA Name	Town of Houlton Parks & Recreation Department
<b>* Organization Address</b>	128 Main Street
<b>* Organization City</b>	Houlton
<b>* Organization State</b>	Maine
<b>* Organization Zip / Pin Code or Postal Code</b>	04730
Telephone	2075321310
Fax	207532-1311
Organization's Website Address	Town of Houlton Parks & Recreation Department
<b>* Organization Mission</b>	Our mission is to provide our community with opportunities for recreational activities & experiences that support healthy living & community involvement.
<b>* Organization's Facebook Site</b>	Houlton Parks & Recreation
<b>* Organization's Twitter Handle</b>	N/A

## Agreement

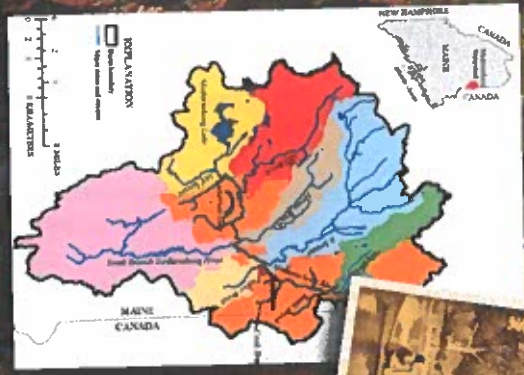
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<b>* MOU Applicant's Name</b>	Marie Carmichael
<b>* MOU Applicant's Title</b>	Park & Recreation Director
<b>* Acknowledgement of Terms and Conditions</b>	AGREE

### **Need Support?**

[Terms of Service](#) [Privacy Policy](#)

IVB



Left: South Branch of the Meduxnekeag Watershed above historic photo from Shroveton Historic and Art Museum

The river has been traveled by people since soon after the last ice age. The Maliseet tribe has lived in the area for countless generations, they named the river "Meduxnekeag" or "rocky at its mouth." The Maliseet nation is part of the five-tribe Wabanaki confederacy or "people of the dawn."

Europeans settled along the river in the 18th century and brought many land use changes, which were unintentionally detrimental to the river's health.

In recent years, the Houlton Band of Maliseets, along with several non-profits, has worked to restore and protect the river.

Photos by Bruce Chet Design by Brown Day Ink

# TRAIL

## DO'S AND DON'T'S:

### DO GET SOME EXERCISE

### DO ENJOY NATURE

DO report trail damage or an obstruction such as a fallen tree to (207)532-0045

Restrooms are at the Riverside Park trailhead.

**DON'T** use motorized wheeled vehicles of any kind. They are prohibited.

If you encounter a vehicle on the trail, DO please report it to the Houlton Police Dept. (207) 532-2287



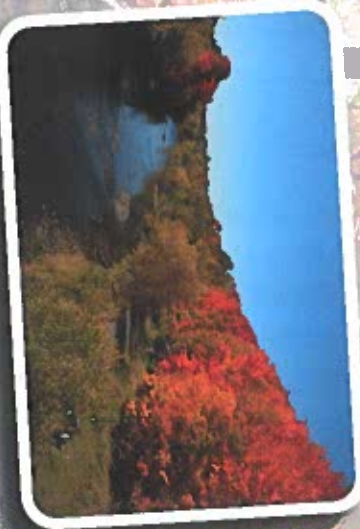
**DON'T** litter and if you do see litter on the trail, consider DOING a good deed and dispose of it properly.



Camping and fires are strictly prohibited.

WELCOME TO THE  
**Meduxnekeag River Trail**  
HOULTON, ME

**WALKERS, BIRDERS, FISHERMEN, BICYCLERS, PICNICKERS, SKIERS & EXPLORERS ARE WELCOME!**



Get some exercise, enjoy nature and tread a riverside path used for thousands of years. You may see eagles, moose, deer, osprey, bears and all manner of small game.

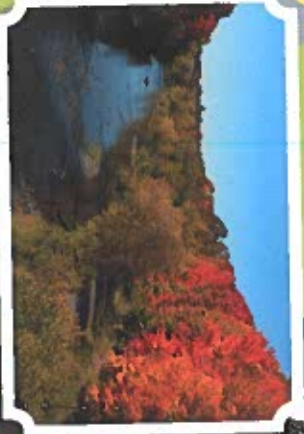
The trail crosses property owned by the Town of Houlton and several public and private landowners who allow free public use of the trail. That permission is conditioned upon the public's respect for property along the trail. Access is either from Riverside Park near the North Street Bridge or from Houlton Community Park behind the John H. Millar Civic Center.



# MEDUXNEKEAG RIVER HIKING TRAIL

Trail loop from Riverfront Park  
 Trailhead is 3 miles.  
 Community Park Trail loop is 3.6  
 miles traversing on both sides of  
 the river.


95



1000 Feet

SCALE



MAP KEY	
	Settled Area
	Fields
	Forest