

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

Special Council Meeting

July 24, 2023
5:50 PM

Pledge of Allegiance

I. **New Business**

A. (S070223-1) The Town of Houlton ordains the transfer of \$51,975 from the Undesignated Fund Balance to pay for the Gentle Memorial Building chimney repair.

(Introduction)

First Reading at tonight's Regular Council Meeting.
Public Hearing will be held August 14, 2023.

Adjournment

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

AGENDA

Regular Council Meeting July 24, 2023
Immediately following the July 10, 2023 postponed Regular Council Meeting.

Public Comments

I. Minutes:

II. Old Business:

A. (S070223-1) The Town of Houlton ordains the transfer of \$51,975 from the Undesignated Fund Balance to pay for the Gentle Memorial Building chimney repair.
(First Reading)

B. (070123-8) 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.
(First Reading)
\$300,000 was transferred last year.
Public Hearing on August 14, 2023

III. New Business

A. (070223-1) Council approves the application for a Victualer License for Ken Ervin, d/b/a Tori's Cakes and Bakes located at 14 Charles Street.
(Public Hearing)
Order is Administratively Clear.

B. (070223-2) Council reappoints Nason Graham as a member of the Zoning Board of Appeals for a 3-year term.
Thank you to Mr. Graham for his willingness to serve on the Zoning Board.

C. (070223-3) Council reappoints Carl Lord Jr. as a member of the Zoning Board of Appeals for a 3-year term.

Thank you to Mr. Lord for his willingness to serve on the Zoning Board.

D. (070223-4) Council authorizes the Town Manager to execute the Maine Municipal Association Voting Ballot for the Election of MMA Vice President and Executive Committee Members. (Note: List of candidates available at the Town Office during normal business hours.)

E. (070223-5) Council accepts the resignation of Recreation Director Marie Carmichael effective July 31, 2023.

Council thanks Marie Carmichael for her 41 years of service and dedication to the Houlton Recreation Department.

IV. Discussion and Reports

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

B. Councilors' Remarks

V. Adjournment

IIA

MAINE HIGHLANDS CONTRACTING

795 Lily Bay Road Unit 301, Beaver Cove, Maine 04441

12074789248

INVOICE June 20, 2023

Marie Carmichael, Director
Houlton Parks & Recreation
128 Main Street
Houlton, Maine 04730
& Town of Houlton Maine

Project: Gentle Memorial Building chimney replacement

Total amount due: \$49,475.00 per original agreement.

Thank you for the opportunity to be your contractor!

Brock Starbird
MHC Owner/ Project Manager
Maine Highlands Contracting
12074789248
www.contractingmaine.com
bstarbird@contractingmaine.com

Total
\$51,975

4

MAINE HIGHLANDS CONTRACTING

795 Lily Bay Road Unit 301, Beaver Cove, Maine 04441

12074789248

INVOICE #2 June 20, 2023

Marie Carmichael, Director
Houlton Parks & Recreation
128 Main Street
Houlton, Maine 04730
& Town of Houlton Maine

Project: Gentle Memorial Building chimney replacement

As discussed onsite there was a change in scope, find photo attached. We were originally told and discussed that there is fire brick on the interior of the chimney so this is what we planned on and ordered for project. This was not what we discovered once opened up. There was an extremely rare, large, and heavy flue system. We had to match inner workings of the functioning system. We sourced the rare materials, ordered, drove to Kittery with a trailer and picked them up and brought to jobsite. The extra work extended boom lift time, added labor was needed to lift and install these. With added labor, added material costs, boom lift time, travelling to get etc. our cost is approximately \$5,000.00. This is an unforeseen expense by all parties so I want to be fair and help all I can. Please consider splitting this expense with us.

Change in scope total amount: \$2,500.00

Thank you for the opportunity to be your contractor!

Brock Starbird
MHC Owner/ Project Manager
Maine Highlands Contracting
12074789248
www.contractingmaine.com
bstarbird@contractingmaine.com

5





III A

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

APPLICATION FOR VICTUALER'S LICENSE

NEW RENEWAL

I/WE Ken Ervin

DBA Tori's Cakes and Bakes

Located at: 14 Charles St. Houlton, Me 04730

Signed Ken Ervin

14 Charles St. Houlton, Me 04730
Mailing Address

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 \$88.40

Renewal Fee \$25.00 - Date Paid _____

Date Received _____

7



MAINE MUNICIPAL ASSOCIATION SINCE 1936

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

TOWN OF BURLINGTON

JUL 12 2023

RECEIVED

III D

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Catherine Conlow, MMA Executive Director

DATE: July 7, 2023

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 18, 2023, by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and on the MMA Executive Committee. The MMA Nominating Committee completed its task in May and put forth the 2024 Proposed Slate of Nominees to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 7, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 18, 2023. We have enclosed a self-addressed self-stamped envelope for your convenience. MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Elaine Aloes, Chair of the Selectboard, Town of Solon.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org the following Monday. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held on Wednesday, October 4. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2024.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

8



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 18, 2023

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Melissa Doane, Town Manager, Town of Bradley

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Shiloh LaFreniere, Town Manager, Town of Jay

Nathaniel Rudy, Town Manager, Town of Gray

Dina Walker, Selectperson, Town of Weld

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____

Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____
Position: _____

Signature: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:
MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: tchavarie@memun.org

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2024 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
(1-Year Term)**

MELISSA DOANE (TOWN MANAGER, TOWN OF BRADLEY)

Professional & Municipal Experience:

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissions, Town of Bradley, Maine (2005 – present)
- Membership Coordinator, GrowSmart of Maine (2016 – 2020)
- Secretary/Administrative Assistant, Roy Associates, CPAs (2004 – 2005)
- Administrative Assistant/Town Agent, Town of Bradley, Maine (1998 – 2004)
- Coor, Clinical Operations/Secretary/Patient Accounts/Registrations, Neurology Associates, (1994 – 1998)
- Secretary/Receptionist, Dr. James Iannetta Medical Office (1991 – 1994)

Other Experience, Committees and Affiliations:

- Member, MMA Executive Committee (2019 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2019 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2019 – present)
- Member, MMA Strategic & Finance Committee (2019 – present)
- Member, Executive Board, Municipal Review Committee (2021 – present)
- Member, Executive Board, Maine Town, City & County Management Association (2016 – present)
- Co-Chair Membership Committee, Maine Town, City & County Management Association (2016 – 2020)
- Chair, Sponsorship Committee, Maine Town, City & County Management Association (2020)
- Member, Maine Town, City & County Management Association (2005 – present)
- Member, Maine Town & City Clerks Association
- Member, Maine Municipal Tax Collectors & Treasurer Association
- Member, Maine Welfare Directors Association
- President, Executive Board, Living History Museum, Maine Forest and Logging Museum

Education:

- Business Management Studies, Husson College
- Associate degree, Business Management, Beal College
- Associate degree, Office Management, Beal College
- Associate College Preparation, Foxcroft Academy

Awards and Certifications:

- Certified Municipal Manager, Maine Town, City & County Management Association
- Rookie of the Year Award, Maine Town, City & County Management Association (2009)
- State of Maine Notary
- State of Maine Dedimus Justice

MMA EXECUTIVE COMMITTEE MEMBERS
(3-Year Terms)

SHILOH LaFRENIERE (TOWN MANAGER, TOWN OF JAY)

Professional & Municipal Experience:

- Town Manager, Town of Jay (2014 - present)
- Treasurer, North Jay and Jay Village Water District (2005 - 2022)
- Code Enforcement Officer, Town of Jay (1997 - 2014)
- Environmental Cod Administrator, Town of Jay (1997 - 2010)
- Wellness Coordinator, Town of Jay (2005 - 2014)
- E911 Addressing Officer, Town of Jay (2010 - 2014)
- Deputy Finance Director, Town of Jay (2012 - 2014)

Other Experience, Committees and Affiliations:

- Institute for Civic Leadership, Maine Development Foundation (2022)
- Member, Maine Town, City & County Management Association (2014 - present)
- Maine Town, City and County Management Association, Ethics Committee (2020 - present) and Membership Services Committee (2021 - present)
- Androscoggin Valley Council of Governments, Vice President (2022 - present); Executive Committee (2019 - present)
- Past Member of the State of Maine Technical Building Codes and Standards Boards (2008 - 2014)
- NorthStar Ambulance Advisory Board (2014 - present)
- Member, Jay-Livermore-Livermore Falls Chamber of Commerce (2014 - present)

Education:

- BS in Business Management, Liberty university, Lynchburg, VA (December 1996)

Awards and Certifications:

- Rising Star Award, Maine Town, City & County Management Association (2017)
- State of Maine Notary

NATHANIEL RUDY (TOWN MANAGER, TOWN OF GRAY)

Professional & Municipal Experience:

- Town Manager, Town of Gray (2021 - present)
- City Manager, City of Hallowell (2016 - 2021)
- Executive Director, Waterville Creates (2014 - 2016)
- Director of Planning and Development, City of Gardiner (2011 - 2014)
- Business Development Specialist (2010 - 2011)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association Legislative Policy Committee (2018 - 2021; 2022 - present)
- Member, Governor's Commission on Volunteerism aka Volunteer Maine (2020 - 2023)
- Board of Directors, Maine Council on Aging (2019 - 2023)
- Program Advisory Committee, University of Maine School of Architecture (2016 - present)
- Board of Directors, EcoMaine (2021 - 2022)
- Board of Directors and Treasurer, Kennebec Valley Humane Society (2019 - 2021)
- Board of Directors, Delta Ambulance (2017 - 2021); Vice President (2020 - 2021); Finance Committee (2019 - 2021)
- General Assembly, Kennebec Valley Council of Governments (2016 - 2017 and 2020 - 2021); Secretary of Executive Committee (2016 - 2017)
- Board of Directors, Independent Retailers Shared Services Collaborative (2012 - 2021); Treasurer (2012 - 2021)
- Board of Directors, Maine Craft Association (2012 - 2018; Vice President, 2014 - 2018)

NATHANIEL RUDY (TOWN MANAGER, TOWN OF GRAY) (continued)

- Executive Director and Board Secretary, Gardiner Board of Trade (2011 - 2014)
- International City / County Managers Association
- Maine Town / City / County Managers Association
- Maine Association of Realtors (2013 to 2020)

Education:

- Master of Business Administration, 4.0 GPA, Thomas College, Waterville, Maine
- B.S., Environmental Science and Engineering, Cum Laude, 3.5 GPA
- Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, Virginia
- Harvard Kennedy School Executive Education Program, Negotiation Strategies (2023)
- Harvard Kennedy School Executive Education Program, State and Local Government (2019)
- New England Economic Development Course, Thomas College (2010)
- Graduate studies in Civil and Environmental Engineering, Virginia Tech

Awards and Certifications:

- Certified Manager, International City / County Managers Association (2023)
- Certified Manager, Maine Town / City / County Manager Association (2019 - 2025)
- Community Development Block Grant Administrator (2018)
- Build Maine Conference Team, Lewiston, Maine (2017 - 2021)
- CityWorks(X)po Conference Fellow, Roanoke, Virginia (2017)
- Maine Licensed Real Estate Broker (2013 - 2020)
- Lead on several Grant Awards (e.g., *US Environmental Protection Agency Brownfields Assessment grant; Maine Bureau of Parks and Lands Submerged Lands Program, Harbor Management and Access Grant Program; Maine Centers for Disease Control and Prevention, Keep ME Healthy grant; Hallowell Fire Station construction grant, private and donation; American Association of Retired People Age-Friendly Community Assessment grant; Harold Alford Foundation grant; Orton Family Foundation Heart & Soul Community Planning grant; National Park Service Preserve America grant, etc.*)

DINA WALKER (SELECTPERSON, TOWN OF WELD)

Professional & Municipal Experience:

- Selectperson, Assessor and Overseer of the Poor, Town of Weld (2021 – current)
- Election Day Volunteer, Town of Weld (2019 – current)
- Partner, Jones Day (Law Firm), Beijing, China (2016 – 2018)
- International Partner, King & Wood Mallesons (Law Firm), Beijing, China (2012 – 2016)
- Managing Associate, Linklaters LLP (Law Firm), Beijing, China (2011 – 2012)
- Senior Associate, Dewy & LeBoeuf LLP (Law Firm), Beijing, China and Houston, Texas (2009 – 2011)
- Associate, Baker & Daniels, LLP (Law Firm), Indianapolis, Indiana (2005 – 2009)
- Judicial Law Clerk, the Honorable Richard K. Eaton, US Court of International Trade (2004 – 2005)

Other Experience, Committees and Affiliations:

- *Rutgers Law Review*, Editor-in-Chief (2003 – 2004)
- Founder and Organizer, Women's International Forum on Energy (2013 -2016)

Education:

- Rutgers University School of Law, Newark, New Jersey, J.D. (2004)
- University of Pennsylvania, Philadelphia, Pennsylvania, B.A., International Relations (2000)

Awards and Certifications:

- *The Legal 500 (2016)*: “Highly Recommended” Lawyer In the Areas of Projects and Energy (China)
- State of New York, Bar Admission (retired)
- State of Indiana, Bar Admission (inactive)

III E

RECEIVED

JUN 30 2023

TOWN OF HOULTON

June 30, 2023

To: Houlton Town Manager Marian Anderson & Houlton Town Council *MJA*

I am writing to announce my upcoming retirement. I am filled with mixed emotions but I am excited about my next adventure — retirement. I have loved my career with the Town of Houlton at the Parks & Recreation Department. My last day will be on July 31, 2023.

I want to express my sincere appreciation to the Town of Houlton for giving this (at the time of hiring), 24 year old young lady a chance to fulfill her dreams of being part of her hometown recreation department. It has been my pleasure & privilege to serve this community. I have enjoyed watching our town's children grow up in our programs, work for our department, move on to college & beyond. I love that for many of them, they have come back home to raise their families here in Houlton. There is nothing better than when they stay or return to live, work & play in our community.

I would like to say thank you to the individuals, businesses, & organizations that have supported our department & myself throughout the years. We are blessed to have the most generous community ever. A special thank you to the other town departments & town councils (past & present) that I have had the honor to work with for the past 41 years. They continue to have the best interest of our town in mind in all that they do.

To my immediate staff members, I could not have done this many years without their amazing help. They always have been ready for the task at hand and enthusiastically did what was needed to provide programs, activities, & events for the Town of Houlton. I will never forget all they have done!

And most importantly to my family, I would like to thank them for always being there for me. I have appreciated their continuous love, encouragement and understanding of my crazy job schedule & all that has come with it. I hope they have learned to love recreation as much as I have throughout the years.

In closing, recreation is so needed in our lives to help relieve the stresses of the world, school & work. I hope the town will always be supportive of this department in all that it does to provide healthy, fun activities for our families. Thank you again for everything & make sure you always take time for recreation.

Sincerely,
Marie Carmichael
Marie Carmichael