

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

AGENDA

Special Council Meeting

**June 10, 2024
5:30 PM**

Executive Session

(S060124-1) Council Enters Executive Session with the Town Attorney, Police Chief DeLuca, and the Town Manager for the purpose of consulting with legal counsel, pursuant to MRSA Title 1, Section 405(6)E regarding Harriman vs. Houlton Police Department.

V. 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

**June 10, 2024
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Regular Council Meeting of May 28, 2024.

II. Old Business:

**A. (050124-4) Council appoints Richard Tarr to the RSU 29 School Board until the next regular Municipal Election.
Thank you for volunteering.**

III. New Business

**A. (060124-1) Council appoints Mark Lipscombe to the RSU 29 School Board until the next regular Municipal Election.
Thank you for volunteering.**

**B. (060124-2) Council approves the Special Amusement Permit for Dancing & Entertainment by Temple Theatre, LLC, located at 20 Market Square.
(Public Hearing)
This will allow them to have karaoke.**

C. (060124-3) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by The Vault Restaurant located at 64 Main Street, for renewal of liquor license.

(Public Hearing)

Approval is required by the state.

D. (060124-4) Council approves the application to the Bureau of Alcoholic Beverages Division of Liquor Licensing by the Houlton Fair Association for the Houlton Agricultural Fair July 19-21, 2024.

(Public Hearing)

Approval is required by the state.

E. (060124-5) Council accepts the proposal of \$4,815 for weed control, pruning, and mulching at Riverfront Park from County Turf Pro.

This was the only proposal received.

F. (060124-6) 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.

There was only one bid, same price as last year.

G. (060124-7) Council authorizes the Tax Collector to accept prepayment of taxes not yet due or assessed for the 2025 tax year in accordance with MRSA 36, Section 506.

This is approved annually.

H. (060124-8) Council confirms the Town Clerk's appointment of Shannon Cropley as Deputy Clerk.

We welcome Shannon and look forward to working with her.

I. (060124-9) Council confirms Town Clerk's appointment of Shannon Cropley as Deputy Election Warden.

J. (060124-10) Council confirms the Tax Collector's appointment of Shannon Cropley as Deputy Tax Collector.

K. (060124-11) Council reaffirms the Safety Policy Mission Statement for the Town of Houlton.

This is reaffirmed annually.

IV. Discussion and Reports

A. Town Managers Report

B. Councilors' Remarks

V. Adjournment

**Regular Council Meeting
May 28, 2024**

Chairman Robinson called the meeting to order at 6:00 PM with all councilors present, except Councilor Horvath who was excused.

Public Comments: None

I. **Minutes:** It was moved by Councilor Lake, seconded by Councilor Torres that the Regular Council Meeting of May 13, 2024 minutes be approved as presented.

All were in favor of the minutes.

II. **Old Business:**

A. (050124-4) It was moved by Councilor Lake, seconded by Councilor E. McLaughlin to table until the next meeting for the following: Council appoints Richard Tarr to the RSU 29 School Board until the next regular Municipal Election.

Chairman Robinson stated that more applications for this position have been received and thought it would be best to extend this out two more weeks.

Motion to table passed 4-1 with Councilor J. McLaughlin opposed.

III. **New Business**

A. (050224-1) It was moved by Councilor Lake, seconded by Councilor Torres that Council approve execution of the application to the Department of Public Safety Licensing/Inspection Unit for the Houlton Fair Association to Operate Beano/Bingo on July 19th & 20th, 2024.

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

The order passed.

B. (050224-2) It was moved by Councilor J. McLaughlin, seconded by Councilor Torres that Council confirm the appointment of Cree Godfrey to the Airport Committee Advisory Board for a 3-year term.

Chairman Robinson thanked Ms. Godfrey for volunteering.

Vote to approve the order was taken as follows: Councilor E. McLaughlin, abstain; Councilor Torres, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.

The order passed.

C. (050224-3) It was moved by Councilor J. McLaughlin, seconded by Councilor Torres that Council accept the donation of \$930 to purchase a bench in memory of Estela Lane to be placed at the Pickleball Court.

Councilor Torres stated that Estela was a wonderful member of the community who loved pickleball.

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

The order passed.

D. (050224-4) It was moved by Councilor Lake, seconded by Councilor Torres that Council accept the anonymous donation of \$75 for the Marie Carmichael Scholarship Fund.

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

The order passed.

E. (050224-5) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council affirm the resolution to authorize and direct Jeremy Smith, Town Manager to sign any documents pertaining to the Northern Border Regional Commission award in the amount of \$978,880 for the Airport Fuel Farm Replacement Project.

Chairman Robinson noted that this is required when there is a change in authorized signers.

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

The order passed.

F. (050224-6) It was moved by Councilor Lake, seconded by Councilor Torres that Council authorize that the following Tax Increment Finance District's capture will be the following for the 2024 tax year; North Street TIF and Downtown TIFs be reduced to 25% each; and Tate and Lyle TIF be reduced to 0%; Airport Development TIF remains at 5%. The TIF districts for Maple Grove, Brenda Brown, and Aroostook Water Care remain unchanged.

Town Manager Smith stated that this would allow more money to go into the general fund instead of TIF accounts. He stated that he felt the town should be focused on utilizing the funds already in the TIF accounts.

Councilor J. McLaughlin asked about the penalties for doing this. Assessor Theresa Duff explained that there wouldn't be a claw back and that it would be a couple of years down the road before knowing how this would affect the town.

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

The order passed.

G. 050224-7) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council approve the License for Sale of Goods, Wares and Merchandise for Michal Plochan d/b/a Southwestern Advantage from June 1, 2024 through August 31, 2024.

Councilor E. McLaughlin explained her concerns about this.

Chairman Robinson stated that he would like to invite Michal Plochan to a Council Meeting to talk about this business.

Vote to approve the order was taken as follows: Councilor J. McLaughlin, no; Councilor Lake, no; Councilor Peters, no; Councilor Torres, no; Councilor E. McLaughlin, no.

The order did not pass.

H. (050224-8) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council authorize the Registrar of Voters to be available at the Town Office during the hours the Town Clerk's Office is open for the purpose of registering voters and making name and address changes. (Note: Office hours are Monday thru Friday, 7:30 a.m. to 4:00 p.m.)

Chairman Robinson noted that this is a State requirement to inform residents of the times they can register to vote and make name and address changes before the election.

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

The order passed.

IV. Discussion and Reports

A. Town Managers Report Department Reports

Town Manager Smith stated that the next step would be to change project cost percentages in the TIF districts to better utilize the money. He stated that it would take 3 meetings to accomplish this.

B. Councilors' Remarks

Councilor J. McLaughlin stated that Chairman Robinson did a great job speaking at the Memorial Day service. He stated that it was a nice event and was well attended.

Councilor Lake thanked Chairman Robinson for stepping up and speaking at the Memorial Day service. He thanked everyone for the great turnout.

Councilor Torres stated that the Memorial Day Parade was great but wished it had been more publicized.

Councilor E. McLaughlin stated that she had been to a celebration with the Hawaiian Confederation, Houlton Band of Maliseet Indians, and other tribes from Maine. She stated it was a beautiful time and enjoyed watching the exchange of cultures. She welcomed Town Manager Smith aboard.

Chairman Robinson stated that he felt it was important to continue to have TIF conversations and should keep an eye on them each year. He stated that he didn't feel voting on the RSU 29 budget at the school was the best environment for the process.

V. Adjournment: On motion by Councilor Lake, seconded by Councilor Torres, the meeting adjourned at 6:38 PM with all in favor.

IIA

Town of Houlton
RSU #29 Vacancy

Appointment until the next regular Municipal Election

Name: Russell J. Tamm

Physical Address: 32 BOWDOIN ST

Mailing Address: HOULTON ME 04730

Phone Number: _____ E-Mail Address _____

How Long Have You Been a Houlton Resident: 15

Your Occupation: Retired POTATO FARMER

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

Get out of school

Please list one reference and contact information for them:

Pammy Weston

Signature: Russell J. Tamm

Date: 5/1/24

III A

Town of Houlton

RSU #29 Vacancy

Appointment until the next regular Municipal Election

Name: Mark D. Lipscombe

Physical Address: 135 Main St, Houlton, ME 04730

Mailing Address: 135 Main St, Houlton, ME 04730

Phone Number: ...3 E-Mail Address:

How Long Have You Been a Houlton Resident: Since August, 2020

Your Occupation: Software Developer

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

My family and I moved to Houlton, in part, because of RSU 29's excellent public schools. I am a passionate believer in the life-long value of a quality public education, both to each individual student, and our community as a whole.

As a relatively new resident of Houlton, I can offer a unique perspective on our community's education landscape, while also learning from long-term residents and educators to make balanced, well-informed decisions.

As a parent, community member and small business owner, I want my children—and all students in our district—to receive the best educational opportunities possible. With two children attending RSU 29, I am deeply invested in the long-term success of our district. I want to help shape policies that will positively impact our schools for years to come.

Please list one reference and contact information for them:

Nancy Ketch (207) 694-1399

Signature: 

Date: 5/24/2024



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

THD

Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant: Houlton Fair Association
2. Contact Name for Applicant: Colby Duann
3. Mailing Address of Primary Office of Applicant: PO Box 1454 Houlton Me. 04730
4. Contact Name Telephone/Mobile Number: _____
5. Email Address of Contact: houltonfair86@gmail.com

Section B: Event Information:

1. Title Event: Houlton Agricultural Fair
2. Purpose of Event: annual agricultural fair entertainment
3. Duration of Event (check one): One Day Multiple Days (only 1 permitted per year)
4. Type of Event: (check one) Indoor Outdoor
5. Town or City where Event will take place: Houlton, me.
6. Complete Physical Address of Event: 94 Randall Ave Houlton me. 04730
7. Date of Event: July 19-21 Time: From 2 Pm To 10 Pm
 Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: TBD

9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

Hand older Fenced in area under Pole tent inside
of The Fenced in Little League Field

10. Will dancing be part of the event? Yes No
- a. Does the venue have a dance license? Yes No
- b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Applicant

By signing this application, the licensee 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: 5-8-24


Signature of Duly Authorized Person

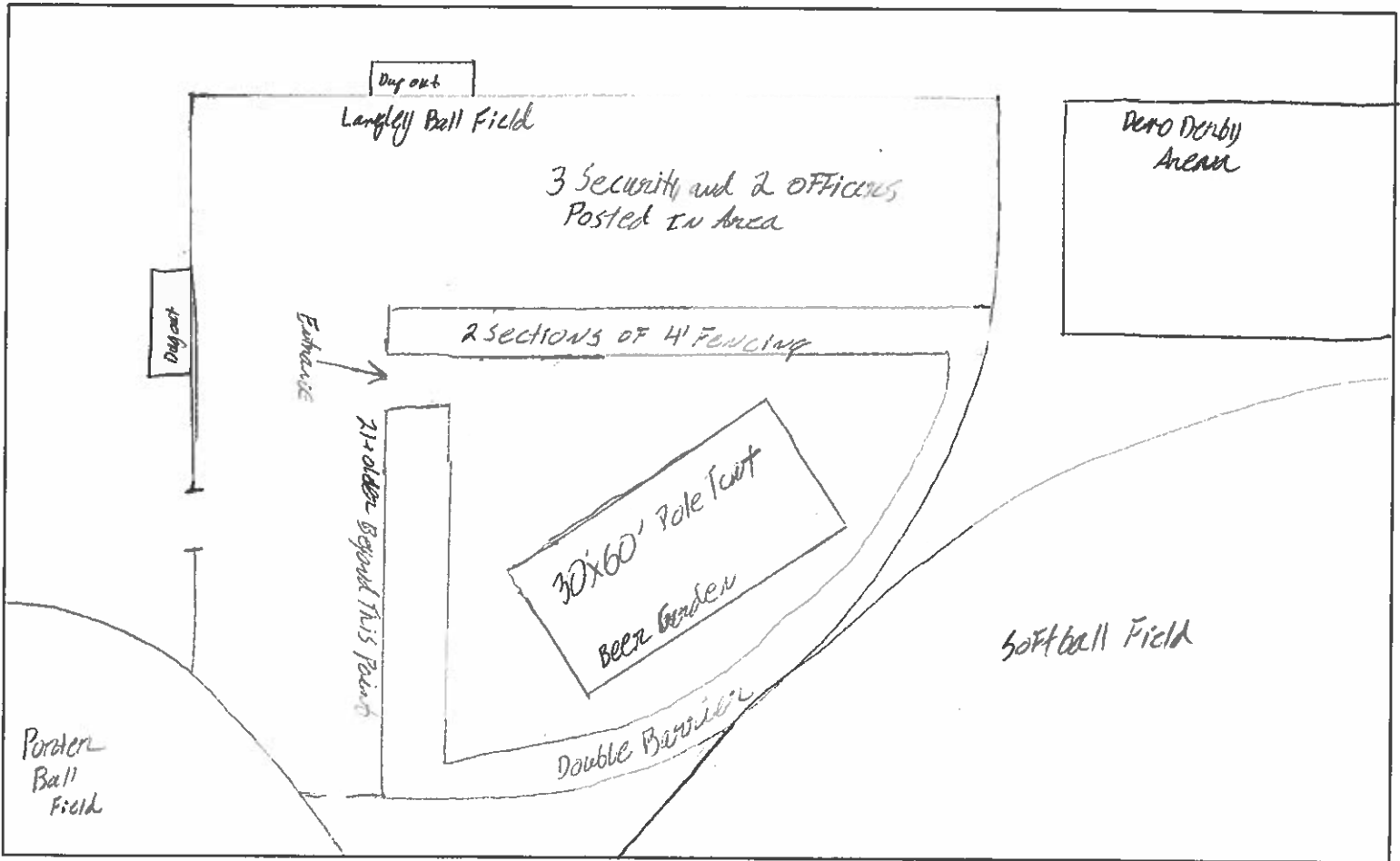
Colby Dunn
Printed Name of Duly Authorized Person

Section F: Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.



For Division Use Only

Date Filed: _____

Approved Not Approved

Date Approved: _____

Approved By: _____

License No: _____

Deposit Date: _____

Amt. Deposited: _____

Payment Type: _____

RECEIVED
JUN 03 2024
TOWN OF HOULTON

JHE

**Request for Proposals
Town of Houlton**

The Town of Houlton is seeking proposals for weed control, pruning, and mulching for two designated areas at Riverfront Park.

The designated areas include the planting beds along the approach to the pedestrian bridge and adjacent to the Key Bank parking lot, and the planting beds between the Riverfront Park parking lot and US Route 1. The areas designated for treatment will be weed free by July 4th and will remain weed free until September 30th.

All proposals should include costs for the following:

- Weed control using a combination of chemical and mechanical methods.
- Mulch application around ground cover plants, shrubs and trees.
- Pruning of dead branches on ornamental plants and the removal of dead ornamental plants.
- Removal of debris.
- All debris and unwanted plant materials will be removed from the park and disposed of properly.
- Apply herbicide to Riverside Park.

A current Maine Pesticide Applicator license is required and copy will be kept on file at the Houlton Town Office. Please submit sealed proposals by 10:00 a.m., May 23, 2024, to the Houlton Town Office at 21 Water Street, Houlton, Maine. For additional information, call 207-532-7111.

The Town of Houlton reserves the right to accept or reject any and all proposals.

Date: 5/3/24

Bid Amount: \$ 4815.⁰⁰

Comments, if any: _____

Name/Address: JOEL COOK P.O. 116, DAWFORTH, MAINE 04824

Signature: 

III f

Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1307

21 Water St.
Houlton, Maine 04730

May 29, 2024

To: Jeremy Smith, 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 2024/25 winter sand bid. Pit location: Houlton Me. This was the only bid received.

Last year's price was \$5.57 per yard from Richard Gogan Construction LLC.

Please fill in the following: 2024

Name, Address & Telephone Number of Contractor: Richard Gogan Const LLC
86 Gogan Drive
Ritchie 532-0223
Cecil 532-8414
David 694-4833

Pit Location: 86 Gogan Drive
Houlton, me 04730

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. May 29th 2024, 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.

THK

Safety Policy Mission Statement

Town of Houlton employees are our most important asset. As such, the Town has set a goal of providing a safe and healthful workplace for all employees in an accident-free work environment. The Town also recognizes that the safe work behavior of each employee is key to meeting this goal.

To help meet this goal, the Town will provide needed safety training to all employees based on the particular potential hazards of their job duties. To the greatest degree possible, we will also provide the necessary personal protective equipment to help reduce exposure to potential hazards and allocate resources as needed to correct hazardous conditions brought to our attention.

Each employee must follow all safe work rules and procedures. If employees are unsure of how to do a particular task safely, they should not proceed until they have received instruction from their supervisor. Each employee is also obligated to report all unsafe working conditions to their supervisor. Each supervisor must monitor and assist employees in the safe performance of their duties. Safe work behaviors and attitudes are an expected part of each supervisor's and each employee's job performance.

The Town Council will review and revise this mission statement on a regular basis to allow the Town of Houlton to meet the mutually beneficial goal of zero workplace injuries and illnesses.

DATED: June 10, 2024

Christian J. Robinson, Chairman

Jane Torres, Secretary

Eileen E. McLaughlin

Jon A. McLaughlin

James L. Peters

Mark A. Horvath

Edward M. Lake