

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 8, 2024
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Special & Regular Council Meeting of June 24, 2024.

II. Old Business:

A. (S060224-1) The Town of Houlton ordains the transfer of up to \$7,000 from the Undesignated Fund Balance for repairs and maintenance of the Olympia Zamboni at the John A. Millar Civic Center.

(Public Hearing)

The work will be done by an Olympia mechanic/dealer from Minnesota.

B. (S060224-2) The Town of Houlton ordains the transfer of up to \$105,000 from the Undesignated Fund Balance for the salary and employee benefits for the hiring of two vacant Police Officer positions.

(Public Hearing)

Funding for positions was cut from the 2024 budget with the agreement from Council that the funds would be replaced if new hires were found.

III. New Business

A. (070124-1) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by Market Pizza located at 23 Market Square, for renewal of liquor license.

(Public Hearing)

Approval required by the state.

B. (070124-2) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by American Dream Restaurants, LLC d/b/a Pizza Hut located at 136 North Street , for renewal of liquor license.

(Public Hearing)

Approval required by the state.

C. (070124-3) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by Majais Corporation d/b/a Downunder Sports Pub located at 282 North Street, for renewal of liquor license.

(Public Hearing)

Approval required by the state.

D. (070124-4) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by A Different Point of Brew Bistro located at 28 Market Square, for a liquor license.

(Public Hearing)

Approval required by the state.

IV. Discussion and Reports

A. Town Managers Report

B. Councilors' Remarks

V. Adjournment

**Special Council Meeting
June 24, 2024**

Chairman Robinson called the meeting to order at 5:30 PM with all councilors present, except Councilor Lake and Councilor E. McLaughlin, who were excused.

I. New Business

A. (S060224-1) Councilor J. McLaughlin Introduced the following: The Town of Houlton ordains the transfer of up to \$7,000 from the Undesignated Fund Balance for repairs and maintenance of the Olympia Zamboni at the John A. Millar Civic Center.

Chairman Robinson noted that The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on July 8, 2024.

B. (S060224-2) Councilor J. McLaughlin Introduced the following: The Town of Houlton ordains the transfer of up to \$105,000 from the Undesignated Fund Balance for the salary and employee benefits for the hiring of two vacant Police Officer positions.

Chairman Robinson noted that The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on July 8, 2024.

Executive Session

(S060224-3) It was moved by Councilor J. McLaughlin, seconded by Councilor Torres that Council enter Executive Session with the Town Manager for the purpose of discussing a personnel matter, pursuant to MRSA Title 1, Section 405(6)A.

Vote was taken as follows: Councilor Horvath, yes; Councilor Torres, yes; Councilor Peters, yes; Councilor J. McLaughlin, yes.

Council entered Executive Session at 5:32 PM and returned to Open Session at 6:02 PM.

V. Adjournment: On motion by Councilor J. McLaughlin, seconded by Councilor Peters the meeting adjourned at 6:03 PM with all in favor.

**Regular Council Meeting
June 24, 2024**

Chairman Robinson called the meeting to order at 6:03 PM with all councilors present except Councilor Lake who was excused and Councilor E. McLaughlin was present by Zoom.

Public Comments

Chairman Robinson recognized Kimberly Folsom, Houlton resident who thanked Council for addressing her concerns with the weeding contract. She stated that she was curious if he would be also doing the sidewalks and if not, it would need to be addressed.

Chairman Robinson stated that this would be discussed later in the meeting.

- I. **Minutes:** It was moved by Councilor J. McLaughlin, seconded by Councilor Torres that the minutes of the Special & Regular Council Meeting of June 10, 2024 be approved as presented.

All were in favor of the minutes.

II. **Old Business:**

- A. (S060224-1) Chairman Robinson held the First Reading on the following: The Town of Houlton ordains the transfer of up to \$7,000 from the Undesignated Fund Balance for repairs and maintenance of the Olympia Zamboni at the John A. Millar Civic Center.

Chairman Robinson noted that the work will be done by an Olympia mechanic/dealer from Minnesota and that the Public Hearing will be held on July 8, 2024.

- B. (S060224-2) Chairman Robinson held the First Reading on the following: The Town of Houlton ordains the transfer of up to \$105,000 from the Undesignated Fund Balance for the salary and employee benefits for the hiring of two vacant Police Officer positions.

Chairman Robinson noted that the funding for positions was cut from the 2024 budget with the agreement from Council that the funds would be replaced if new hires were found and that the Public Hearing will be held on July 8, 2024.

Councilor Torres asked how many positions would be vacant once these two were filled. Town Manager Smith replied that this would put the Police Department at full staff.

III. **New Business**

- A. (060224-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Torres that Council accept the low bid of \$43,608 from Quirk Auto Group for a 2024 Ford Police Interceptor.

Chairman Robinson noted that two bids were received.

Town Manager Smith stated that this would get the Police Department back on schedule of replacing one cruiser annually.

Councilor J. McLaughlin asked what happens to the cruisers that are taken out of the rotation. He stated that he would like to see the Animal Control Officer be able to utilize one of the cruisers.

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

The order passed.

B. (060124-2) It was moved by Councilor Torres, seconded by Councilor J. McLaughlin that Council approve the vote for Dwayne Young and Diane T. Hines as nominated, to serve on Maine Municipal Association's Legislative Policy Committee.

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

The order passed.

C. (060124-3) It was moved by Councilor Torres, seconded by Councilor J. McLaughlin that Council accepts the proposal of \$4,815 for weed control, pruning, and mulching at Riverfront Park from County Turf Pro.

Town Manager Smith stated that he had met with the owner of the company and explained the expectations. He stated that if Council accepted the proposal, the work could be done by the 4th of July.

Councilor Horvath asked what the recourse would be if the work wasn't done to expectation. Smith replied that paying in installments could be an option.

Councilor E. McLaughlin stated that we should make the company aware of the change in fair dates.

IV. Discussion and Reports

A. Town Managers Report

Town Manager Smith stated that he had addressed the Riverfront/downtown weeding in preparation for the 4th of July events. He stated that him and Chris Stewart, Public Works Director were working on making the empty tree containers downtown more safe and visually appealing. He stated that the 4-way stop for the intersection of Market Square, Court Street, and Main Street would be installed on Thursday. He stated that volunteers were still needed for the family friendly 4th of July event and to contact Owen Gallop if interested. He stated that he had reached out to other municipalities for their garbage and dangerous structure ordinances. He asked Ben Torres, Code Enforcement Officer to speak about this.

Ben provided Council with a first draft of changes and additions to the current solid waste ordinance. He stated that the town doesn't currently have a dangerous structure ordinance and that he hopes to have a first draft done by the next council meeting. Ben explained the notice of violation process to everyone and explained what the penalties currently are.

Department Head Reports

B. Councilors' Remarks

Councilor E. McLaughlin stated that she appreciated the opportunity to be able to join the meeting by Zoom and that the audio was a little spotty.

Councilor Torres thanked Ray Jay for putting up the banners around town. She stated that she thought it was great that the town made the front cover of the Maine Town & City publication. She reminded everyone that next Tuesday was strawberry shortcake day, Wednesday was Midnight Madness, and the parade was on the 4th of July. She stated that forms were available for anyone wishing to join the parade.

Councilor J. McLaughlin wished Councilor Lake well with his knee replacement surgery tomorrow.

Chairman Robinson stated that he wanted to thank everyone that comes to the meetings to speak about their concerns. He stated that he feels public attendance is critical.

V. Adjournment: On motion by Councilor Torres, seconded by Councilor J. McLaughlin the meeting adjourned at 6:30 PM with all in favor.

IIA

Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1304

21 Water St.
Houlton, Maine 04730

May 6th, 2024th

To: Jeremy Smith, Town Manager
Town of Houlton

From: Chris Stewart, Director
Houlton Public Works

Re: John A Millar Civic Center Olympia

Attached you will see an estimate to complete much needed mechanical work and maintenance work to the civic center's ice conditioner. This unit has been in service for over twenty years. This unit operates almost daily from ice in to ice out, approximately 5 months of the year.

During the 2023/2024 ice season, it was brought to my attention the mechanical repairs that are needed. Such as the hydraulic pump that operates the board brush, elevator and conditioner were malfunctioning towards the end of the ice season.

To my knowledge, I don't believe the machine has ever been gone through by a professional Olympia mechanic/dealer. I feel this is a small price to pay to keep an expensive piece of equipment operational for years to come.

Chris Stewart, Director
Houlton Public Works

CTM SERVICES, INC.

PO Box 17

Lonsdale, MN 55046 US

(507) 744-4424

billing@ctm-services.com

http://www.ctm-services.com



Estimate

ESTIMATE # 2100

DATE 04/27/2024

ADDRESS

John A Millar Civic Center

94 Randall Ave.

Holton, Maine 04730

SHIP TO

John A Millar Civic Center

94 Randall Ave.

Attn: Haley 207-532-1313

Holton, Maine 04730

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

SALES REP

Chris Michael

SERIAL NUMBER/HOURS

RM030948603

ACTIVITY

QTY

RATE

AMOUNT

This is an Estimate for us to come to your facility and do Service/Maintenance on your Olympia Millennium Ice Resurfacer:

Mileage Charge

Miles Driven/Includes Travel Time (Total Mileage is split between all Service Stops, this is your share of the total):

1

1,030.00

1,030.00

HOTEL

Lodging Fees (2-Guys/2-Rooms/2-Nights)

4

190.00

760.00

Per Diem

Per Diem Allowance (2-Guys/1-Day)

2

50.00

100.00

Annual

Ice Resurfacer Annual Service/ Maintenance Package

1

2,450.00

2,450.00

45-40-3936K

Hydraulic Pump Kit/Y2K (Replaces 40-3934)

1

1,525.00

1,525.00T

45-40-2800

Bosch Main Hydraulic Bypass Valve, Millennium (D1)

1

561.23

561.23T

Labor One Tech

Labor for repairs:

-Replaced failing Hydraulic Fluid Pump and Hydraulic Bypass Valve for Customers concern of slow operating Hydraulics.

2

120.00

240.00T

SUBTOTAL

6,666.23

TAX

0.00

TOTAL

\$6,666.23

Accepted By

Accepted Date



Annual/1000 Hour Maintenance & Service Plan \$2450.00

CTM Services Inc. has developed this Service Plan according to Olympia's annual recommendations and to ensure the proper function, prevention of major repairs and costly down time for a safe and reliable season. During the service visit we will provide the following services, inspections, and replacement of parts. All parts listed below are provided with this program. Our technician will also discuss any additional repairs needed with you and the severity so you can take the best possible action for repair.

CTM Services will provide the following inspections, services and parts listed below:

Inspections performed on the Ice Resurfacing Machine

- Inspect the conditioner assembly for proper alignment and/or worn components
- Inspect the conditioner down-pressure and top link adjustments
- Inspect the flood and wash water systems
- Inspect the vertical auger assembly
 - Check all wear items
- Inspect the rear and front differentials for leaks/or worn components
- Inspect hydraulic systems for proper flow and relief pressures
- Inspect hydraulic components for leaks
 - Drive motors
 - Cylinders
 - Hoses
 - Valves
 - Main pump
- Inspect engine area for leaks and/or worn components
- Inspect all belts and cooling system hoses
- Inspect brakes for proper operation
- Inspect fuel feedback system
- Inspect all lighting systems
- Inspect all drivetrain u-joints

Services performed during Annual Maintenance and Service visits

- Tune engine
 - Replace the distributor cap and rotor
 - Replace the spark plugs and plug wires
 - Replace the fuel and air filters
 - Replace the upstream oxygen sensor
 - Replace the PVC valve
- Flush the cooling system
 - Add cleaner and conditioner
 - Refill the cooling system with extended life coolant/water mixture
- Change the engine oil and filter
- Grease the entire machine
- Check and adjust the tire pressure to factory specifications
- Flush the transmission fluid
 - Add cleaner and conditioner
- Change the transfer case fluid
- Test emissions
 - Adjust fuel system and ignition timing to achieve the lowest emissions levels possible
- Adjust conditioner top links and down-pressure if needed
- Check for proper blade installation
- Service the hydraulic fluid system
 - Replace the main hydraulic system filter
 - Drain the hydraulic fluid tank
 - Clean the in-tank strainers
 - Refill tank with new fluid
- Service both the front and rear differential fluids

Parts List:

- Distributor Cap and Rotor
- Spark Plugs and Plug wires
- Air and Fuel Filters
- Oxygen Sensor (1)
- Engine Oil Filter
- New Engine Oil
- Transmission Fluid
- Transmission Cleaner and Conditioner
- New Extended Life Coolant
- Engine Cooling System Cleaner and Conditioner
- PVC Valve
- Wash Water Impeller
- Hydraulic System Filter
- Hydraulic System Fluid
- 80W-90 Gear Lube

Note: Parts and labor are included in the pricing plans. There is an additional charge for mileage traveled, see *Travel Fee/Labor Rates for all details. All repairs will be performed during regularly scheduled visits. Any additional repairs requested by the arena will be billed separately as additional work. All additional parts will be purchased and installed thru CTM Services certified technicians only. Parts that are not provided in this program will be billed separately and due upon receipt of the invoice. These preventive maintenance programs do not include parts or labor that are not specifically listed within the particular plan.

Chris Stewart

From: CTM SERVICES, INC. <quickbooks@notification.intuit.com>
Sent: Saturday, April 27, 2024 4:45 PM
To: civic.center@holton-maine.com; Public.works@houlton-maine.com
Subject: Estimate 2100 from CTM Services, Inc.
Attachments: Estimate_2100_from_CTM_SERVICES_INC.pdf, ctm services annual service plan, pre-millennium-h.doc

Dear John A Millar Civic Center,

Please review the estimate below for on-site Service and Maintenance on your 2003 Olympia Millennium Ice Resurfacer. We will be out east throughout the next month, and it looks like we have you tentatively on the schedule for June 3rd if that works for you? Feel free to contact us if you have any questions.
We look forward to working with you.

Thanks for your business!
CTM Services, Inc.

----- Estimate Summary -----

Estimate # : 2100
Estimate Date: 04/27/2024
Total: \$6,666.23

The complete version has been provided as an attachment to this email.

Chris Stewart

From: Timothy DeLuca <tim.deluca@houltonpolice.com>
Sent: Thursday, May 9, 2024 11:50 AM
To: public.works@houlton-maine.com; Town Manager
Cc: Chief Tim DeLuca
Subject: RE: Civic Center

Chris,

As we discovered this past winter, the Zamboni's performance is failing considering manufacturer maintenance has never been performed. Upgrades and rebuilding of the pumps will bring this expensive machine to full operating performance. The estimate to service this unit was not included in the 2024 budget considering a comparison to the 2023/2024 budget line had not increased. I would suggest this be presented to council to see if they would like to take this from the undesignated fund balance.

My thoughts!

Regards,

Tim

From: Chris Stewart <public.works@houlton-maine.com>
Sent: Monday, May 6, 2024 1:09 PM
To: Town Manager <town.manager@houlton-maine.com>
Cc: Chief Tim DeLuca <chief.tim.deluca@houlton-maine.com>
Subject: Civic Center

Chief,

Before I put this on the agenda for comments from the council, do you have any additional information to add? I am assuming we do not have the money in the current budget to take care of this item?

Thanks for you input Chief,

Chris

II B

Salary

Patrol - Max rate
Patrol - Max rate

Employee Benefits

FICA - 7.65%
Retirement - 12.8%
Income Protection (13*26)*2
Medical 2,788.08mth *80% family rate*6mths*2

Hourly	Weekly	6 months
\$ 30.9249	\$ 1,236.996	\$ 32,161.90
\$ 30.9249	\$ 1,236.996	\$ 32,161.90
		\$ 64,323.79

Rate Calculation	
29.2507	Patrol Base
0.2925	1%
29.5432	Subtotal
1.1817	4%
30.7249	Base w/Education
0.20	Academy
<u>30.9249</u>	

\$ 4,920.77
\$ 8,233.45
\$ 676.00
\$ 26,765.57
<u>\$ 40,595.78</u>

Kim Denbow

From: Timothy DeLuca <tim.deluca@houltonpolice.com>
Sent: Friday, June 14, 2024 11:53 AM
To: Marian Anderson; town.treasurer@houlton-maine.com
Cc: Timothy DeLuca; Jasmine Cyr; Teresa Lajoie
Subject: FW: Budget Increase for new hires
Attachments: Police_Employee Benefits Budget increase.xlsx

Kim,

Thank you for putting this together.

Jeremy, here are the numbers we will be asking for to provide funding for our last two positions at HPD. We have one waiting for a conditional employment offer and we have other applicants waiting to be processed. We cannot move forward until we have these finds.

Regards,

Tim

Timothy B. DeLuca
Chief of Police
Houlton Police Department
97 Military St
Houlton, Maine 04730
Chief.tim.deluca@houlton-maine.com
207-532-5916

“Proactive is early...reactive is late”



From: Kim Denbow <town.treasurer@houlton-maine.com>
Sent: Friday, June 14, 2024 8:45 AM
To: Timothy DeLuca <tim.deluca@houltonpolice.com>
Subject: RE: Budget Increase for new hires

Good Morning Tim,

I updated the pay rate for the two positions. Please see attached.

III A



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

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only
License No:
Class: By:
Deposit Date:
Amt. Deposited:
Payment Type:
OK with SOS: Yes No

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

Table with 2 columns: Applicant Information and Business Details. Rows include: Legal Business Entity Applicant Name (Market Pizza, LLC), Business Name (Market Pizza), Individual or Sole Proprietor Applicant Name(s) (Frederick Grant), Physical Location (23 Market Square, Houlton, ME 04730), Mailing address, if different from DBA address, Email Address, Telephone # Fax # (207-521-5045), Business Telephone # Fax #, Federal Tax Identification Number, Maine Seller Certificate # or Sales Tax #, Retail Beverage Alcohol Dealers Permit, Website address (eatmarketpizza.com).

1. New license or renewal of existing license? [] New Expected Start date:
[] Renewal Expiration Date: 8/8/2024

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: Beer, Wine or Spirits: Guest Rooms:

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
[] Malt Liquor (beer) [] Wine [] Spirits

III B



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

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only
License No:
Class: By:
Deposit Date:
Amt. Deposited:
Payment Type:
OK with SOS: Yes No

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

Table with 2 columns: Applicant Information and Business/Location Information. Rows include: Legal Business Entity Applicant Name (AMERICAN DREAM RESTAURANTS, LLC), Business Name (PIZZA HUT), Individual or Sole Proprietor Applicant Name(s) (JAMES SOUZA), Physical Location (136 NORTH ST, HOULTON, ME 04730), Mailing address, if different (PO BOX 781486, WICHITA, KS 67278), Email Address (americandream.licensing@issvc.com), Telephone #, Fax #, Business Telephone #, Fax #, Federal Tax Identification Number, Maine Seller Certificate # or Sales Tax #, Retail Beverage Alcohol Dealers Permit (1), Website address (WWW.ADPHUT.COM).

1. New license or renewal of existing license? [] New Expected Start date:
[X] Renewal Expiration Date: 07/25/2024

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: \$ Beer, Wine or Spirits: Guest Rooms:

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

[X] Malt Liquor (beer) [] Wine [] Spirits

IID



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

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

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

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

Legal Business Entity Applicant Name (corporation, LLC): A Different Point of Brew Bistro LLC	Business Name (D/B/A):
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 28 Market Sq. Houlton, ME 04730
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address:	Email Address:
Telephone # Fax #:	Business Telephone # Fax #:
Federal Tax Identification Number:	Maine Seller Certificate # or Sales Tax #:
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? New Expected Start date: 07/01/24
 Renewal Expiration Date: _____

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: _____ Beer, Wine or Spirits: _____ Guest Rooms: _____

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
 Malt Liquor (beer) Wine Spirits