

**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

**October 15, 2024
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Regular Council Meeting of September 23, 2024.

II. Old Business

A. (090224-2) The Town of Houlton ordains that Chapter 7 General Assistance Appendix A, B, C, D, E, F, G and H dated October 1, 2023 to September 30, 2024 of the Houlton Code be replaced with General Assistance Appendix A, B, C, D, E, F, G and H dated October 1, 2024 to September 30, 2025. (Note: The document in its entirety is available at the Town Office during normal business hours.)

Appendix A – Total Monthly Allowed GA Maximums

Appendix B – Food Maximums

Appendix C – Housing Maximums

Appendix D – Utilities

Appendix E – Heating Fuel

Appendix F – Personal Care & Household

Appendix G – Mileage Rate

Appendix H – Funeral Maximums

(First Reading)

The maximums are reviewed annually by the state and amended as needed.

B. (090224-3) The Town of Houlton ordains that Chapter 7 General Assistance Ordinance dated September 2021 be replaced with General Assistance Ordinance dated September 2024. (Note: Document in its entirety is available at the Town Office during normal business hours.)

(First Reading)

Important to adopt the current version.

C. (S100124-1) The Town of Houlton ordains the transfer of up to \$350,000 from the Undesignated Fund Balance to the Roads account 111-98-8-47.

(First Reading)

III. New Business:

A. (100124-1) Council notifies the voters of the Town of Houlton of the Regular Municipal Election to be held on November 5, 2024, by signing the Municipal Election Warrant.

This is a requirement, Polls will be open 7AM- 8PM at the Gentle Memorial Building, 128 Main Street.

B. (100124-2) Council authorizes 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 Monday thru Friday, 7:30 a.m. to 4:00 p.m. and on Wednesday, October 30th from 7:30 a.m. to 6:00 p.m.)

This is a state requirement to inform citizens of the times they can register to vote and make name and address changes before the election. This can also be done at the polls on election day.

C. (100124-3) Council accepts the donations totaling \$4,000 to replace the flagpole at Monument Park from the following:

- \$1,500 Houlton Lodge of Elks # 835

- \$1,000 Odd Fellows Rockabema Lodge #78

- \$1,000 Knights of Columbus

- \$500 J. McLaughlin Construction - \$500

Thank you for these donations.

D. (100124-4) Council accepts the donation of \$88.00 from the Hannaford Community Bag Program for the Houlton Fire & Ambulance Department.

Thank you.

E. (100124-5) Council accepts the bid proposal from RHR Smith & Company of Buxton, Maine, to audit the financial statements of the Town of Houlton for 2024 through 2026, with the option to extend for two years upon mutual agreement of both parties.

Only received one proposal.

F. (100124-6) Council appoints _____ to the TIF Advisory Board as the Council Representative.

Important to have a Council Representative on boards and committees.

IV. Discussion and Reports

A. Community Resilience Partnership – Nancy Ketch

B. Town Managers Report

C. Councilors' Remarks

V. Adjournment

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

**October 15, 2024
Immediately following
The Regular Council
Meeting**

Executive Session

(S100224) Council enters Executive Session with the Town Manager for the purpose of discussing a personnel matter, pursuant to MRSA Title 1, Section 405(6)A.

V. Adjournment

A H

2024

General Assistance Maximums Reference Sheet-Aroostook County

2025

Oct 1, 2024 to Sept 30, 2025

OVERALL MAXIMUMS (A)

Persons in Household				
1	2	3	4	5
\$766	\$842	\$1,043	\$1,421	\$1,524

Household of 6 = \$1,599

* Add \$75 for each additional person

FOOD MAXIMUMS (B)

Persons	Weekly	Monthly
1	\$67.91	\$292.00
2	\$124.65	\$536.00
3	\$178.60	\$768.00
4	\$226.74	\$975.00
5	\$269.30	\$1,158.00
6	\$323.26	\$1,390.00
7	\$357.21	\$1,536.00
8	\$408.37	\$1,756.00

Add \$220 per month for each + person

HOUSING MAXIMUMS (C)

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$144	\$619	\$174	\$748
1	\$152	\$654	\$191	\$822
2	\$186	\$798	\$237	\$1,019
3	\$261	\$1,123	\$324	\$1,393
4	\$270	\$1,162	\$347	\$1,492
Recovery Residence			\$143.25	\$616.50

PERSONAL CARE & HOUSEHOLD SUPPLIES (F)

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

HEATING FUEL (E)

Month	Gallons	Month	Gallons
January	225	Jun-Aug	0
February	225	September	50
March	125	October	100
April	125	November	200
May	50	December	200

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and outfitment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

MILEAGE RATE (G)

50 cents (\$0.50) per mile

FUNERAL MAXIMUMS (H)

Burial: \$1,620; Cremation: \$1,125

ELECTRIC (D)

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

1-800-442-6003

Revised 8/28/24

IB

GENERAL ASSISTANCE ORDINANCE



**MAINE MUNICIPAL
ASSOCIATION SINCE 1936**

Prepared by

Maine Municipal Association

September 2024

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III A

TOWN OF HOULTON, MAINE
REGULAR MUNICIPAL ELECTION WARRANT
November 5, 2024

TO Shannon M. Cropley, a resident of the Town of Houlton: You are hereby required, in the name of the State of Maine and the Town of Houlton, to notify the voters of Houlton of the Regular Municipal Election described in this Warrant.

TO THE VOTERS OF HOULTON: You are hereby notified that the Regular Municipal Election will be held at the Gentle Memorial Building, 128 Main Street, on Tuesday, November 5, 2024 for the purpose of election to the following offices: TOWN COUNCIL, DIRECTORS OF REGIONAL SCHOOL UNIT #29, DIRECTORS OF HOULTON WATER COMPANY, BOARD OF BUDGET REVIEW; and CARY LIBRARY BOARD OF TRUSTEES.

The polls shall be open at 7:00 a.m. and closed at 8:00 p.m.

Absentee Ballot Processing processed by Clerk (*centrally, October 29, 2024 through Nov, 4 2024 at 21 Water Street) and Warden (at polls – 128 Main Street)

*Processing Time 8:00 AM or immediately following a requested inspection

Pursuant to Title 21-A, Section 759(7), absentee ballots will be processed at the polls (Nov. 5th) at the following times: 9:00 a.m., 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m., 5:00 p.m., 6:30 p.m., 7:30 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Dated at Houlton, Maine, October 15, 2024.

A Majority of Municipal Officers of Houlton

A True Copy.

Attest: _____, Clerk

Date: _____

*Clerk has read and will comply with the Uniform Guidelines for securing ballots and other materials. _____



Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1304

21 Water St.
Houlton, Maine 04730

September 16, 2024

To: Town Manager & Council Members

From: Chris Stewart, Director
Houlton Public Works

Re: Monument Park Flagpole

It was brought to my attention the need for a replacement flagpole at Monument Park. The current flagpole mechanism that is used to raise and lower the flag is not working correctly. The mechanism has been replaced twice since new. Because of the age and availability, this makes it very hard and costly to replace the internal workings of the flagpole.

I reached out to Gorham Flag Center for the cost of a new pole/Halyard/Hinged base. Replacement is going to cost roughly \$4,000. This includes a 30' Internal Halyard Fiberglass Flagpole with Hinge Base.

Next step is a funding source. I reached out to Mr. Richard Rhoda to help me contact the local lodges in our area. With the help of Mr. Rhoda, we were able to secure the \$4,000 needed for the flagpole's replacement. I can't thank Mr. Rhoda enough for his enthusiasm and support for the project.

Donations for the project:

Houlton Lodge of Elks # 835	\$1,500.00
Odd Fellows Rockabema Lodge #78	\$1,000.00
Knights of Columbus	\$1,000.00
J. McLaughlin Construction	\$500.00

Thank you for your kind donations. Your willingness to support community projects such as this exemplifies your vision for the Town of Houlton.

Chris Stewart, Director
Houlton Public Works



IID

Community Bag Program

Your Donations Have Arrived!

Supporters raised \$88.00 from the purchase of **Community Bags** in February at your selected store locations.

We thank you for the important work you do in the communities we serve.

Questions? Contact us at (603) 380-9339 or hannaford@bags4mycause.com

Below is the list of stores which sold the bags that generated the donations (not including stores where the Giving Tag was redeemed)

Hannaford, 33 Ludlow Road, Houlton, ME

Please note: During your selection month, stores were out of alternate lower-cost reusable bags, and only the Hannaford Helps Community Bags and Fight Hunger bags were available for purchase. The donation amount from your selection month is greater than an average month and should not necessarily be expected in the future.

About the Community Bag Program

This program allows shoppers to contribute to a local non-profit with every Community Reusable Bag sold.

Every month, at every Hannaford location a different, local non-profit organization is selected by Store Leadership to benefit from the sale of the \$2.5 Community Bag. For every Community Bag, \$1 is donated to a non-profit organization local to the store in which it was purchased.

PS814-HD6171

Learn more by visiting hannaford2give.local.com/program/hannaford-helps-reusable-bag.

REMOVE DOCUMENT ALONG THIS PERFORATION



Community Bag Program

Bangor Savings Bank ⁵²⁻⁷⁴³⁸/₂₁₁₂

August 1 2024

054163

\$ 88.00

PAY TO THE ORDER OF

Houlton Fire/Ambulance Department
Eighty-eight Dollars



CHECK IS VOID IF COLORED BACKGROUND IS ABSENT

NOT VALID WITHOUT AUTHORIZED FACSIMILE SIGNATURE

DOCUMENT CONTAINS GREEN PANTOGRAPH & MICROPRINTING. BACK HAS THERMOCHROMIC INK & A WATERMARK. HOLD AT AN ANGLE TO VIEW. VOID IF NOT PRESENT.

⑈054163⑈ ⑆211274382⑆ 4021746171⑈

*For Council agenda - Donation
Houlton Fire Ambulance*

III E

ENGAGEMENT FEES

Estimate of Hours & Fees

Process	Responsible Staff	Rate	Total Hours	Total Cost
Preliminary & Planning Our review of internal controls to help us understand the internal control over major financial operations in order to design our audit procedures.	Audit Manager	\$125	20	\$2,500
Fieldwork Our team will conduct specific tests on the account balances and transactions of the provided financial statements, including confirming balances and transactions with third parties, review of supporting balances and transactions, and other procedures.	Audit Manager	\$125	15	
	Audit Staff	\$100	31	\$4,975
Preparation of Audited Financial Statements Once the audit fieldwork is complete, our firm will perform a review of the audit workpapers and prepare the audit report. This work will be performed to ensure that all audit standards are followed and that the audit report meets the required criteria.	Engagement Partner	\$150	10	
	Financial Reporting	\$125	27	\$6,125
	Audit Manager	\$125	10	
			113	\$13,600

ANNUAL AUDIT PRICE WILL NOT EXCEED \$15,200, broken down as follows:

Audit Year – December 31, 2024: \$13,600

Audit Year – December 31, 2025: \$13,600

Audit Year – December 31, 2026: \$13,600

Optional renewal for two subsequent years upon mutual agreement of both parties:

Audit Year – December 31, 2027: \$15,200

Audit Year – December 31, 2028: \$15,200

If required, the Annual Price of Single Audit is \$5,000 for one (1) major program and \$3,000 for each additional major program.

Annual Mid-Year Review in Compliance with Charter: \$2,500

Our price includes travel, all out of pocket expenses, and all client communications related to the audit.

Other Services

Hourly rates for accounting services beyond the scope of the audit through non-attest engagements:

- Management Advisory and Consulting: \$150 (Principal)
- Accounting Services: \$125 - \$150
- Fixed Assets Services: option 1 - \$650 fixed rate, option 2 - \$150 hourly.

Hourly rates are based on the level of expertise required and are subject to change.

Invoicing

Progress bills are sent periodically as work progresses. The final bill will not be sent until the audit is complete and presentation has been made to the Town of Houlton.



Resilience is preparing for, responding to and recovering from hazardous events or disturbances. A resilient community has a plan to protect its people, infrastructure and environment from coming risks.

Resilience planning often takes form as projects familiar to planning boards and committees. A few examples:

- Ensuring roads and bridges are prepared for sudden floods
- Taking steps to cope with drought and other extreme weather conditions
- Assessing regional and demographic vulnerabilities
- Incorporating changing concerns into town policies, plans, processes and ordinances
- Reducing emissions and transitioning to sources of clean energy

The Governor's Office of Policy, Innovation, and the Future is offering funding opportunities (up to \$50,000) for communities to address climate mitigation and adaptation. To qualify for funding communities must be enrolled in the "community resilience partnership". There are two available options for communities to take when applying for this partnership. They can either tackle the enrollment for the partnership on their own or they can work with a service provider (i.e. a community-focused organization) to support their application to the partnership.

The requirements for a community to enroll in the partnership are outlined below and this information can also be found [on their website:](#)

<https://www.maine.gov/future/climate/community-resilience-partnership/join>

- **Adopt a municipal resolution** that establishes or designates either a citizen committee or a municipal employee to coordinate activities to reduce energy use and costs, transition to clean energy, and make the community more resilient to climate change
- **Complete a Community Resilience Self-Evaluation** and **review the List of Community Actions** to assess existing progress and identify potential next steps;
- **Hold a public workshop(s)** to review the self-assessment results and prioritize projects for implementation.

Service Providers can provide support by guiding the community through the requirements for enrollment in the community resilience partnership, including facilitating a public workshop and leading the community through the self-evaluation. Once enrollment is completed, the Service Provider can then help the community apply for a Community Action Grant of up to \$50,000.00. The \$50,000.00 grant can address any (and multiple if need be) of the list of community actions.

Community Resilience Partnership (CRP) – Process Outline

1. Information meeting

As a part of a city council meeting: GrowSmart Maine presents this proposed workplan for discussion and any revisions. **Result:** Timeline and scope of work agreed.

2. Self-assessments

Conducted by the town with support from GrowSmart Maine.

- [Community Resilience Self-Evaluation](#) – to assess how the community is addressing resilience in existing planning and operations
- [List of Community Actions](#) – to indicate which actions the community has already completed or are in progress.

Result: Draft self-assessments completed.

3. Community Workshop

GrowSmart Maine will prepare and facilitate a community workshop to review self-assessment and identify project priorities. **Result:** Self-assessments discussed, amended as appropriate, and validated by the community. Consensus on list of priority projects for each town achieved as well as a list of collaborative (regional) opportunities.

4. Adopt a Municipal Resolution to Enroll and Submit Enrollment Documentation

A [draft resolution](#) to participate in the partnership will be shared with the selectboard for adoption, reflecting the project priorities identified at the community workshop. GrowSmart Maine document the steps taken, ensuring completeness of the communities' enrollment materials, and submit the required materials using the CRP [online form](#). **Result:** Documentation deemed complete and enrollment in the Community Resilience Partnership completed.

5. Grant Research and Proposal Writing

GrowSmart Maine will provide support to the development of an application for a Community Action Grant (up to \$50,000 per town or \$125,000 for joint projects) and in identifying other sources of funding. **Result:** At least one grant application submitted within the first 3-6 months of enrollment.

6. Developing Metrics and Reporting

GrowSmart Maine will assist the town in developing and tracking relevant metrics, as well as in collecting information and submitting quarterly updates, project deliverables, and a brief final case study that communicates lessons learned during the project. **Result:** The town meets reporting obligations, track project implementation, and are well-positioned to apply for additional funding for priority actions in the future.

Contact: Harald Bredesen, Program Director, hbredesen@growsmartmaine.org, 207-248-8166

