

**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**

**November 25, 2024  
6:00 PM**

**Pledge of Allegiance**

**Public Comments**

**I. Minutes: Organizational Meeting of November 6, 2024 and Special & Regular Council Meeting of November 12, 2024.**

**II. Old Business**

**III. New Business:**

**A. (110324-1) Council approves execution of the application to the Department of Public Safety by Nyxus LLC d/b/a Bastions Tavern located at 43 Market Square, for a liquor license.**

**(Public Hearing)**

**Approval required by the State.**

**B. (110324-2) Council approves the application for a Victualer License for Nyxus LLC d/b/a Bastions Tavern located at 43 Market Square.**

**(Public Hearing)**

**New owners.**

**C. (110324-3) Council approves the Special Amusement Permit for Nyxus LLC d/b/a Bastions Tavern located at 43 Market Square.**

**(Public Hearing)**

**New owners.**

**D. (110324-4) Council accepts the donation of \$2,500 from the Putnam Charitable Trust to purchase an inflatable water slide for the Parks & Recreation Department.**  
**Thank you for this donation.**

**IV. Discussion and Reports**

**A. Councilors' Remarks**

**V. Adjournment**

**ORGANIZATIONAL MEETING  
NOVEMBER 6, 2024**

**Khylee Wampler, Town Clerk called the meeting to order at 12:00 PM with the following present: Councilor J. McLaughlin, newly elected Councilor Lake, Councilor Peters, newly elected Councilor Matthews, Councilor Torres, Councilor Horvath and Councilor E. McLaughlin.**

**At this time, the newly elected took their oath of office for a three-year term.**

**(110124-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake to nominate Councilor Torres as Council Chair.**

**There being no further nominations, vote to elect Councilor Torres as Council Chair was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.**

**Councilor Torres was elected as Council Chair.**

**(110124-2) It was moved by Councilor Horvath, seconded by Councilor Lake to nominate Councilor J. McLaughlin as Council Secretary.**

**There being no further nominations, vote to elect Councilor J. McLaughlin as Council Secretary was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.**

**Councilor J. McLaughlin was elected as Council Secretary.**

**(110124-3) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council confirm the Town Manager's appointment of Khylee J. Wampler as Town Clerk.**

**Vote was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.**

**The order passed.**

**(110124-4) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council confirm the Town Clerk's appointment of Shannon M. Cropley as Deputy Clerk.**

**Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.**

**The order passed.**

**(110124-5) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council confirm the Town Clerk's appointment of Khylee J. Wampler as Election Warden.**

**Vote was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.**

**The order passed.**

**(110124-6) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council confirm the Town Clerk's appointment of Shannon M. Cropley as Deputy Election Warden.**

**Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.**

**The order passed.**

**(110124-7) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council confirms the Town Manager's appointment of Kimberly M. Denbow as Treasurer/Finance Director.**

**Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.**

**The order passed.**

**(110124-8) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council confirm the Treasurer's appointment of Khylee J. Wampler as Deputy Treasurer.**

**Vote was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.**

**The order passed.**

**(110124-9) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council confirm the Town Manager's appointment of Khylee J. Wampler as Interim Tax Collector.**

**Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.**

**The order passed.**

**(110124-10) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council confirm the Interim Tax Collector's appointment of Kimberly M. Denbow as Deputy Tax Collector.**

**Vote was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.**

**The order passed.**

**(110124-11) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council confirm the Town Manager's appointment of Khylee J. Wampler as Interim General Assistance Administrator.**

**Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.**

**The order passed.**

**(110124-12) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council confirms the Town Manager's appointment of Theresa L. Duff as Assessor.**

**Vote was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.**

**The order passed.**

**(110124-13) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council confirm the Town Manager's appointment of Khylee J. Wampler as the Public Access Officer.**

**Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.**

**The order passed.**

**(110124-14) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council confirms the Town Manager's appointment of the firm of Severson, Hand, and Nelson as Town Attorney.**

**Vote was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.**

**The order passed.**

**(110124-15) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council authorizes the Council Chairman or the Council Secretary and the Town Manager to sign warrants for the expenditures of Town funds.**

**Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.**

**The order passed.**

**(110124-16) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council establish the time and place to hold its Regular Meetings as the same as it now, which is the second and fourth Monday of each month at 6:00 PM at the Town Office 2<sup>nd</sup> floor Council Chambers and if a holiday falls on that Monday, the meeting will be scheduled for Tuesday.**

**Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.**

**The order passed.**

**(110124-17) It was moved by Councilor J. McLaughlin, seconded by Councilor Horvath that Council appoint Councilor Lake and Councilor Matthews as members of the Shiretown Development Corporation Board of Directors for three-year terms.**

**Vote was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.**

**The order passed.**

### **Discussion**

#### **Right-to-Know Law Presentation by Town Attorney, Dan Nelson.**

**Attorney Nelson stated that it was an annual requirement for the Town to provide a presentation on the Freedom of Access law. He stated that there weren't any significant changes in the past year. He explained that 3 or more Councilors could not discuss town business outside of a posted meeting. Mr. Nelson asked that all Councilors sign the certification of completion of freedom of access training and return to the Public Access Officer.**

**Councilor J. McLaughlin asked if it was an illegal meeting if 3 or more councilors attended the same event. Attorney Nelson replied everyone could go to the same event, just couldn't talk about town business.**

**Adjournment: On motion by Councilor Lake, seconded by Councilor J. McLaughlin, the meeting adjourned at 12:20 PM with all in favor.**

**Special Council Meeting  
November 12, 2024**

Chair Torres called the meeting to order at 5:00 PM with all councilors present.

**Executive Session**

(S110124) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake 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 J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.

Council entered Executive Session at 5:01 PM and returned to Open Session at 6:06 PM.

V. **Adjournment:** On motion by Councilor Lake, seconded by Councilor J. McLaughlin, the meeting adjourned at 6:07 PM with all in favor.

**Regular Council Meeting  
November 12, 2024**

Chair Torres called the meeting to order at 6:07 PM with all councilors present.

**Public Comments**

Chair Torres recognized Carl Young, Houlton resident who asked for clarification on Item IIIC from the last meeting to transfer up to \$350,000 from Undesignated Fund Balance to the Roads account. He noted that the Charter only uses the terms encumbered and unencumbered and would like to have more explanation. Mr. Young will follow up with Town Manager Smith.

I. **Minutes:** It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that the Regular & Special Council Meeting of October 28, 2024 minutes be approved as presented.

All were in favor of the minutes.

II. **Old Business** None

III. **New Business:**

A. (110224-1) It was moved by Councilor Lake, seconded by Councilor Horvath that Council approve the revised Downtown Revitalization Funding Initiative documents for the Revolving Loan Fund Program. (Old words lined through, new words underlined)

Nancy Ketch, Community Development Director, explained the changes.

Vote was taken as follows: Councilor E. McLaughlin, no; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.

The order passed.

B. (110224-2) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council approve the removal of the Micro Loan Program from the Downtown Revitalization Funding Initiative.

Town Manager Smith noted that this will help streamline the process.

Nancy Ketch, Community Development Director, explained the changes.

Vote was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.

The order passed.

C. (110224-3) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council approve the revised Downtown Revitalization Funding Initiative documents for the Façade Grant Program. (Old words lined through, new words underlined.)

Nancy Ketch, Community Development Director, explained the changes.

Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.



The order passed.

D. (110224-4) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council approve the amended By-Laws for the Houlton TIF (Tax Increment Financing) Funding Advisory Board. (Old words lined through, new words underlined)

Town Manager Smith explained that this reflects the changes that were just voted on.

Vote was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.

The order passed.

E. (110224-5) Chair Torres declared the Public Hearing open on the following: Council approves execution of the application to the Department of Public Safety by Muzzle Thump Industries, LLC d/b/a Bastion's Tavern located at 43 Market Square, for renewal of their liquor license.

There being no public comments, the Chair closed the Public Hearing.

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

Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.

The order passed.

F. (110224-6) Chair Torres declared the Public Hearing open on the following: Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by Chester L. Briggs Post 47 d/b/a American Legion Post 47 located at 184 Bangor Street, for renewal of liquor license.

There being no public comments, the Chair closed the Public Hearing.

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

Vote was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor Horvath, yes; Councilor E. McLaughlin, yes.

The order passed.

G. (110224-7) Chair Torres declared the Public Hearing open on the following: Council approves the renewal of the Special Amusement Permit for Dancing & Entertainment by Chester L. Briggs Post 47 d/b/a American Legion Post 47, located at 184 Bangor Street.  
There being no public comments, the Chair closed the Public Hearing.

There being no public comments, the Chair closed the Public Hearing.

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

Vote was taken as follows: Councilor E. McLaughlin, yes; Councilor Horvath, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.

The order passed.

**IV. Discussion and Reports**

**A. Presentation of FY2025 Budget**

Town Manager Smith explained that the 17.8% increase is due to the school budget increase, additional county tax, minimum wage increase, employee benefits increase and an increase in Police Department spending. He noted that the Board of Budget Review Committee needs 5 more members.

Councilor J. McLaughlin asked what the mil rate would be with the 17.8% increase, it was noted that the mil rate would go up to 24-25 mils.

Councilor Peters stated that he would like to see the school budget go back to a ballot vote instead of being done at the school by a show of hands.

Councilor E. McLaughlin asked why the school budget process doesn't line up with the town's budget so there could be more accurate figures. It was explained that the school operates from July-June and the town operates from January-December.

Councilor Horvath was excused at 6:43 PM.

**B. Solid Waste Management Ordinance**

Ben Torres, Code Enforcement Officer explained the proposed changes and additions.

Councilor E. McLaughlin stated her concerns about the licensing of smaller companies or individuals that wish to pick up trash. She referred to Section 10-513 Application and Issuance and asked if that meant that others could get a license even though the current contract stated that Casella has exclusive governmental rights. She stated that she felt that people should have the right to choose who picks up their trash.

Ben Torres replied that he wasn't familiar with the scope of the existing contract and recommended getting a legal opinion.

Councilor E. McLaughlin thanked Casella for everything they do for the town. She stated that historically, Casella has said it was ok for people to pick up other people's trash but is concerned that it doesn't state anywhere that it is legal.

**C. Town Managers Report**

Town Manager Smith thanked the department heads for their work preparing the budgets for their departments. He stated that interviews for the Tax Collector position would take place next week. He stated that if anyone wanted to volunteer putting up Christmas/Holiday decorations to see Nancy Ketch or Owen Gallop.

**D. Councilors' Remarks**

Chair Torres reminded everyone that the Holiday Light Parade will take place on November 30<sup>th</sup> and that entries are still welcome. She stated that she was looking for a 20-foot tree.

**V. Adjournment: On motion by Councilor Lake, seconded by Councilor Peters, the meeting adjourned at 7:04 PM with all in favor.**



# Application Copy

File Number: 15218

LICENSE TYPE

On-Premises: Beer, Wine & Spirits

APPLICATION DATE RECEIVED

2024-11-07

SECONDARY LICENSE(S)

None selected

LICENSEE LEGAL NAME

Nyxus LLC

LICENSEE TYPE

Limited Liability Company

DOING BUSINESS AS

Bastions Tavern

CORPORATE NUMBER

202506881DC

INCORPORATION DATE

2024-09-18

CORRESPONDENCE ADDRESS

89 smyrna st Houlton ME 04730

MAILING ADDRESS

PHYSICAL ADDRESS

CONTACT NAME

Logan Harvey

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

ALTERNATE PHONE

FAX

EMAIL

CORPORATE STRUCTURE



III B

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


APPLICATION FOR VICTUALER'S LICENSE  
NEW  RENEWAL

I/WE Nyxus LLC

DBA Bastions Tavern

Located at: 43 Market Sq, Houlton, ME 04730

Signed,



89 Smyrna 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 \_\_\_\_\_

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

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

III C

TOWN OF HOULTON, MAINE  
APPLICATION FOR SPECIAL AMUSEMENT PERMIT FOR  
DANCING & ENTERTAINMENT

Special Amusement Permits are valid only for the license year of the applicant's existing liquor license.

Date: 11-22-24 Application Type: New  Renewal

I/We, Nyxus LLC  
d/b/a Bastions Tavern

hereby apply to the Municipal Officers of the Town of Houlton for a permit for dancing and entertainment at the above establishment.

Has a liquor license or special amusement permit for this business ever been denied or revoked? Yes  No

Description of room(s) to be used under this permit: Dining room / Bar

Description of kind of entertainment: live music, karaoke

Business Street Address: 43 Market Sq, Houlton, ME 04730

Mailing Address: 89 Smyrna st, Houlton, ME 04730

Telephone: 207-254-2199

Signature of Applicant: 

\$10.00 Fee Paid \_\_\_\_\_ Ad Fee Paid \_\_\_\_\_

Approved by Municipal Officers on \_\_\_\_\_

Permit # \_\_\_\_\_ issued on \_\_\_\_\_

Signed,  
\_\_\_\_\_  
Town Clerk

III D

## Houlton Parks and Recreation Department

128 Main Street, Houlton, ME 04730  
Phone: (207) 532-1310 Fax: (207) 532-1311  
rec.director@houlton-maine.com



Owen Gallop, Director

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**To:** Town Council  
Jeremy Smith, Town Manager  
**From:** Owen Gallop, Parks and Recreation Director  
**Date:** November 15, 2024  
**RE:** Grant Acceptance

Request to accept a grant award from the Putnam Charitable Trust in the amount of \$2,500 to purchase an inflatable water slide.

- Please accept the awarded grant funds from the Putnam Charitable Trust. This grant will purchase a 32ft long inflatable water slide the department will be able to utilize all summer. It will be a great addition to our summer camp and other various programs. This will also be used at our now annual "Family Fun on the Fourth" event. We will no longer have to use tarps, pool noodles, and hills for our water slides. This inflatable one will be a breeze to set up, clean, and store. We will be using it with the community whatever chance we get.

Our department is very appreciative of this grant award, and we thank the businesses and individuals who continue to support our ongoing efforts to provide recreation to our community.

**SEVERSON, HAND & NELSON, P.A.**



**GARY A. SEVERSON  
DANIEL R. NELSON**

**ALBERT P. PUTNAM (1939 – 1966)  
LYNWOOD E. HAND (1947 – 2007)**

November 9, 2024

Houlton Parks and Recreation Dept  
Attn: Owen Gallup  
128 Main Street  
Houlton, ME 04730

**RE: THE PUTNAM CHARITABLE TRUST  
GRANT REQUEST: 2024**

Dear Owen,

The Trustees of the Putnam Charitable Trust are pleased to award a grant to your organization for **\$2,500.00 (two thousand five hundred dollars) to purchase an inflatable water slide for the Parks and Rec summer programs.** You should be receiving a check within the next several days directly from UBS. We request that it be cashed at your earliest convenience.

Once the project for which the grant has been awarded has been completed, please complete the "Distribution of Funds Verification Form" and return it in a timely manner in the envelope provided. **The completion and return of this form is mandatory and must be returned by October 15, 2025.**

Congratulations and should you have any questions, please let us know.

Sincerely yours,

Cecilia B. Rhoda  
Probate Paralegal to Attorneys  
P.O. Box 743  
Houlton, ME 04730  
Tel: (207) 532-4522  
Fax: (207) 521-5002  
E-mail: crhoda@rppta.com

cc: Gary A. Severson, Esq., Trustee  
Paul Callnan, Trustee

**P.O. BOX 804, 35 MARKET SQUARE, HOULTON, MAINE 04730  
Telephone: (207) 532-6527 Facsimile: (207) 532-3113 E-Mail: shn@pwless.net**

# Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1304

21 Water St.  
Houlton, Maine 04730

To: Town Manager

From: Chris Stewart  
Houlton Public Works Director

RE: October 2024 Public Works Monthly Report

## **Operations:**

- Helped clear trees and brush for JMM Services to install security fencing at Garrison Hill radio tower and Reservoir Hill radio tower.
- Park maintenance, installed boards and glass, built ice up. The arena is now ready for skating.
- McSheffery Rd. construction continues. Steelstone Industries will be placing pavement on the newly built roadway. Ditching is completed, along with new culverts. Rip-Rap and check dams were also installed. This project will be completed in the first week of November with roadway shoulders being the last item to complete.
- Street sweeper is busy cleaning up fall leaves. We will continue to sweep as long as the weather allows. Above 32 degrees.
- Working weekly with Sewell Engineering on obtaining the last few easements on the Reservoir Hill Rd. project. I am hopeful we can get this phase of the project completed by the first couple of weeks of December.
- Park maintenance members are busy completing their fall cleanup of the parks. The Riverfront restrooms will be shut down the end of October. The parks are still open for use. As time allows, team members will be installing new wooden fencing in Community Park. This has been an ongoing project for the past couple of years. I am hopeful this will get finished up next spring. Frisbee golf, tennis nets, ball fields, and picnic canopy have been put away for winter months. JFK building, Riverfront Park Restrooms, Ballfield restrooms and kitchen have been winterized.
- Hosted a training on Larue snow blowers. Public works along with Houlton International Airport have one each of these types of blowers. A gentleman from Quebec came and went over the machines with public works employees.
- Retaining wall on Chandler/Green St. is complete. Paving was completed by Steelstone Industries.



- Winter salt was ordered and received for mixing with our winter sand. We will start hauling our sand from a local contractor in the first week of November. Winter salt comes from Kingsco Transport. (Canada)
- Park maintenance removed the Chamber of Commerce building storm windows earlier this summer. The windows were cleaned and put back up this month. The storm windows are in very poor condition and should be considered for replacement.
- Received word from MDOT that public works would be receiving two sets of pedestrian crosswalk signs. I have been working on this project for some time now. The current supply of crosswalk signs that the town purchased several years ago is in very poor condition, caused by vehicles hitting and running over the signs.
- Monthly safety inspections were conducted. This is a requirement per Department of Labor.
- Patching streets as needed. We are now trying to complete as much patching as we can before the winter months come upon us.
- Screening gravel and recycled asphalt at the towns pit. We will continue to screen materials for upcoming projects, if the weather cooperates.
- Stored concrete blocks and police departments concrete parking stalls for the winter months.
- Random drug and alcohol testing is done quarterly. This quarter we had 3 team members selected for testing. This is done through Northern Light. All of our staff must possess a CDL license, which in turn puts them into federal requirements to be subject to random drug screenings.
- 2025 budget work has begun. I have three departments to complete budgets for throughout town. This takes a lot of time and consideration to complete.
- Assisted Houlton Police with the North St. accident that took out the traffic signal lights. Team members flagged the intersections and had traffic moving as smoothly as possible during the repair work.
- RCM came down from Presque Isle to install a communications radio in the public works new loader.
- New side boards were installed on our snow hauling dump trucks. This is completed every year to ensure we can haul the most snow we can efficiently and effectively from our downtown areas.

Respectfully Submitted  
Chris Stewart



## Town of Houlton Parks and Recreation Department

To: Jeremy Smith, Town Manager  
Houlton Town Council  
From: Owen Gallop, Recreation Director  
Re: October Monthly Report

### Parks and Recreation Department Updates

- Performed annual staff training with all employees prior to October.
- October is the start of more programs. Fall Soccer is over, so we now transition to inside programs and activities. All drop-in activities started at the beginning of October.
- Our After Care program for grades K-2 continues to flourish. October has been kind to us with the weather, so there have been a lot of outside activities with the group. Parents continue to say nothing but amazing and kind things about this program. It has been a huge relief on them, and they are very thankful to have a program such as this at the affordable price we set.
- Open Gym and Game Room hours for kids in grades 3-12 are every day after school.
- Parent and Tot Time is every Monday and Wednesday morning. Once every month, Aroostook Council for Healthy Families comes to this program to host an activity with those in attendance.
- Adult Basketball is every Tuesday and Thursday evening.
- Adult Pickleball is every Tuesday, Thursday, and Friday morning. There is also an evening session on Wednesdays.
- We now have Line Dancing on Monday evenings. This first started in the downstairs lounge on Wednesdays, but the attendance was too large we had to change nights to be able to use the gym. There is an average of 25/30 each night.
- The gym is open for walking Monday through Friday.
- The Game Room is open for adults Monday through Friday. We have regular CLA employees and their clients come every day.
- We have a group of rug hookers who meet every Wednesday.
- We have introduced a new time for adults to play cards. The regulars who have been coming have been learning how to play bridge. We're hoping to expand this and have other games such as mahjong, cribbage, and more. As of now, they gather on Thursdays.
- As of now, weekends are booked with birthday party rentals on both Saturdays and Sundays.
- Taking requests for birthday parties and other groups/individuals for rentals.
- Girl Scout troops will be using some space for their meetings.
- Created and sent flyers through the area school for upcoming programs. These include basketball programs, early release day programs, kids' night out programs, and more. Basketball programs will be for those in Pre K – grade 6.
- Region Two hosted a career fair on October 25<sup>th</sup>. They had around 60 businesses, organizations, and colleges in attendance. All the area schools brought their students at specific times. It was very well organized and planned.
- Prepped and implemented our annual Shiretown Spooktacular on Saturday, October 26<sup>th</sup> in Monument Park with Jane Torres with the Chamber of Commerce. Local businesses and organizations came to set up booths and hand out candy. The attendance was spectacular, and the costumes were very creative and fun to see. We decorated, handed out candy, held a costume contest, and prowled the town in a parade. There were around 1,100-1,300 who came out to the event. We bagged around 1,400 goodie bags filled with candy and prizes. We had about 200 left over. We gave the extra to the Houlton Police Department to hand out at other trick-or-treating events they are attending.
- Started to prep and set-up on October 31<sup>st</sup> for the election happening on November 5<sup>th</sup>. There's a lot of boxes to check when hosting an election, so we take the time to make sure everything is right.

- Worked with Serenna, the Civic Center Supervisor, and the Parks and Maintenance Crew to install the boards and glass. Once completed, started building and painting the ice. A huge thank you goes out to Marcus, Kevin, and Ralph for the continued hard work and dedication to the parks department. A lot goes into building the ice and working with them makes it a breeze.
- Planned times in the evening to flood the ice to build it up to the correct thickness before opening for the season.
- The arena officially opened for the season on October 26<sup>th</sup>. Assisted Serenna where I could this weekend to help as it was her first time. Resurfaced the ice during the weekend when needed.
- Attended Department head meetings and Town Council meetings.
- Attended our monthly NMCRA (Northern Maine Community Recreation Association) meeting in Fort Fairfield. Planning basketball games with grades 5 and 6 with northern rec departments.
- Attended our monthly Maine Recreation and Parks association conference planning committee meeting over zoom.
- Attended monthly Moosestompers meeting. Once we get closer to the event, we will begin meeting bi-weekly and then weekly.
- Hosted our annual vital pathways meetings.
- Finalizing budget information.
- Continue to work on our annual Craft Fair. Getting confirmations from crafters and filling in any empty spaces that come up. We have over 50 crafters who are registered for this fair which is scheduled for November 29<sup>th</sup> and 30<sup>th</sup>.
- Continue to keep our Facebook page, website, and LED sign updated with the most recent information.

#### **Maintenance, Cleaning, & Inspections**

- The Park Maintenance Crew, Marucs, Kevin, and Ralph, continue to keep the parks groomed and clean. They do a great job keeping everything looking tidy and clean.
- The Parks Maintenance crew are continuing to replace the wooden fence in Community Park.
- Park Maintenance crew performs the monthly inspections of the Gentle Memorial Building, Park Facilities, and Millar Arena.
- Cleaned the Just for Kids building and Bob Ruth Field house so the parks maintenance crew could winterize them.
- Continue to perform daily cleaning tasks as needed.
- Swallows working on replacing lights in the Rec Center. Ballasts are old and are needing to be replaced.

#### **Upcoming Activities**

- Election and Election Set-Up/Tear Down – 10/31/24-11/6/24
- Winter Crafts and Gifts Fair – 11/29-30/24
- Basketball Sign-Ups. Programs will start the first week in December.
- Planning youth and adult programs for November and December
- Moosestompers – 1/31/25-4/2/25



**TOWN OF HOULTON**  
21 WATER STREET  
HOULTON, MAINE 04730

PHONE: 207-532-7111

FAX: 207-532-1304

**Town Treasurer Report**

**To:** Jeremy Smith, Town Manager  
**From:** Kimberly M. Denbow, Town Treasurer  
**RE:** October 2024 Monthly Report  
**Date:** November 21, 2024

**The Finance Department** as of October 31<sup>st</sup> has spent 74.82% of its budget.

**Bank Accounts** as of October 31<sup>st</sup>, Town Operating is currently at \$5,211,589.07.

**RECAP:** As of October 31<sup>st</sup>, we've collected about 93.14% of excise tax. This includes Boats, Aircrafts, and Registrations. Compared to last year we collected 89.39%. Difference of +3.75%.

January - October  
Excise Revenues

	2023	2024
Boat excise	\$3,222.80	\$3,398.00
Aircraft excise	\$1,660.85	\$1,179.44
Registration excise	\$978,237.50	\$1,019,848.21

Best Regards,

Kimberly M. Denbow  
Town Treasurer  
207-532-7111  
town.treasurer@houlton-maine.com

# Revenue Summary Report

Department(s): 130 - 199

January to October

Account	Budget Original	Budget Net	----- Y T D -----			Uncollected Balance	Percent Collected
			Debits	Credits	Net		
130 - TAXES	0.00	7,948,203.00	0.00	7,508,995.10	7,508,995.10	439,207.90	94.47
30 - TAXES	0.00	7,948,203.00	0.00	7,508,995.10	7,508,995.10	439,207.90	94.47
131 - INTERGOVERN	0.00	2,728,156.00	120,897.87	2,141,694.68	2,020,796.81	707,359.19	74.07
31 - REVENUES	0.00	2,728,156.00	120,897.87	2,141,694.68	2,020,796.81	707,359.19	74.07
132 - EXCISE	0.00	1,099,800.00	843.16	1,025,268.81	1,024,425.65	75,374.35	93.15
30 - TAXES	0.00	1,099,800.00	843.16	1,025,268.81	1,024,425.65	75,374.35	93.15
134 - INTEREST	0.00	107,000.00	785.52	113,835.82	113,050.30	-6,050.30	105.65
30 - TAXES	0.00	107,000.00	785.52	113,835.82	113,050.30	-6,050.30	105.65
135 - SERVICES	0.00	1,150.00	0.00	740.00	740.00	410.00	64.35
30 - TAXES	0.00	1,150.00	0.00	740.00	740.00	410.00	64.35
136 - OTHER INCOME	0.00	130,938.00	0.00	56,317.45	56,317.45	74,620.55	43.01
30 - TAXES	0.00	125,400.00	0.00	56,167.45	56,167.45	69,232.55	44.79
31 - REVENUES	0.00	5,538.00	0.00	150.00	150.00	5,388.00	2.71
140 - ADMIN	0.00	38,300.00	4,066.78	47,803.37	43,736.59	-5,436.59	114.19
40 - ADMIN	0.00	38,300.00	4,066.78	47,803.37	43,736.59	-5,436.59	114.19
141 - ASSESS	0.00	0.00	0.00	0.00	0.00	0.00	----
41 - ASSESS	0.00	0.00	0.00	0.00	0.00	0.00	----
143 - POLICE	0.00	43,200.00	0.00	20,584.36	20,584.36	22,615.64	47.65
43 - POLICE	0.00	43,200.00	0.00	20,584.36	20,584.36	22,615.64	47.65
144 - FIRE	0.00	191,474.00	5,100.00	181,680.00	176,580.00	14,894.00	92.22
44 - FIRE	0.00	191,474.00	5,100.00	181,680.00	176,580.00	14,894.00	92.22
145 - AMBULANCE	0.00	922,708.00	4,884.36	899,813.16	894,928.80	27,779.20	96.99
45 - AMBULANCE	0.00	922,708.00	4,884.36	899,813.16	894,928.80	27,779.20	96.99
147 - HEALTH & SOC	0.00	14,000.00	0.00	5,753.88	5,753.88	8,246.12	41.10
47 - HEALTH & SOC	0.00	14,000.00	0.00	5,753.88	5,753.88	8,246.12	41.10
148 - CODE ENFORCE	0.00	34,500.00	0.00	27,741.20	27,741.20	6,758.80	80.41
48 - CODE ENFORCE	0.00	34,500.00	0.00	27,741.20	27,741.20	6,758.80	80.41
151 - CEMETERIES	0.00	8,500.00	0.00	4,600.00	4,600.00	3,900.00	54.12
51 - CEMETERIES	0.00	8,500.00	0.00	4,600.00	4,600.00	3,900.00	54.12
152 - REST AREA	0.00	0.00	0.00	0.00	0.00	0.00	----
52 - REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	----
155 - PUBLIC SERV	0.00	3,000.00	0.00	120.00	120.00	2,880.00	4.00
55 - PUBLIC SERV	0.00	3,000.00	0.00	120.00	120.00	2,880.00	4.00
169 - REFUSE	0.00	550.00	0.00	455.00	455.00	95.00	82.73
69 - REFUSE	0.00	550.00	0.00	455.00	455.00	95.00	82.73
175 - P & R YOUTH	0.00	50,000.00	1,285.00	69,355.81	68,070.81	-18,070.81	136.14
75 - P & R YOUTH	0.00	50,000.00	1,285.00	69,355.81	68,070.81	-18,070.81	136.14
176 - P & R ADULT	0.00	3,000.00	0.00	5,109.00	5,109.00	-2,109.00	170.30
76 - P & R ADULT	0.00	3,000.00	0.00	5,109.00	5,109.00	-2,109.00	170.30
177 - ARENA CONCES	0.00	0.00	0.00	0.00	0.00	0.00	----
77 - CONCESSIONS	0.00	0.00	0.00	0.00	0.00	0.00	----
178 - P & R ARENA	0.00	91,300.00	0.00	54,870.00	54,870.00	36,430.00	60.10
78 - P & R ARENA	0.00	91,300.00	0.00	54,870.00	54,870.00	36,430.00	60.10
179 - PARKS MAINT	0.00	0.00	0.00	0.00	0.00	0.00	----
79 - PARKS MAINT	0.00	0.00	0.00	0.00	0.00	0.00	----
180 - P&R BLD MAIN	0.00	5,000.00	70.00	6,421.00	6,351.00	-1,351.00	127.02
80 - P&R BLD MAIN	0.00	5,000.00	70.00	6,421.00	6,351.00	-1,351.00	127.02
183 - AIRPORT	0.00	283,800.00	3,485.03	121,209.03	117,724.00	166,076.00	41.48
83 - AIRPORT ADM.	0.00	283,800.00	3,485.03	121,209.03	117,724.00	166,076.00	41.48

### Revenue Summary Report

Department(s): 130 - 199  
January to October

Account	Budget Original	Budget Net	----- Y T D -----		Net	Uncollected Balance	Percent Collected
			Debits	Credits			
199 - PWD GARAGE CONT'D							
199 - PWD GARAGE	0.00	0.00	0.00	0.00	0.00	0.00	----
99 - PWD GARAGE	0.00	0.00	0.00	0.00	0.00	0.00	----
Final Totals	0.00	13,704,579.00	141,417.72	12,292,367.67	12,150,949.95	1,553,629.05	88.66

### Expense Summary Report

Department(s): 100 - 111  
January to October

Account	Budget	----- Y T D -----			Unexpended Balance	Percent Spent
	Net	Debits	Credits	Net		
<b>100 - GENERAL GOVT</b>	<b>860,998.00</b>	<b>682,818.63</b>	<b>108,800.49</b>	<b>574,018.14</b>	<b>286,979.86</b>	<b>66.67</b>
40 - ADMIN	621,067.00	494,499.34	51,702.87	442,796.47	178,270.53	71.30
41 - ASSESS	105,754.00	84,426.57	0.00	84,426.57	21,327.43	79.83
48 - C.E.O.	64,980.00	51,756.40	6,194.47	45,561.93	19,418.07	70.12
49 - COMM. DEV.	66,347.00	51,985.12	50,903.15	1,081.97	65,265.03	1.63
92 - PLAN BOARD	2,850.00	151.20	0.00	151.20	2,698.80	5.31
<b>101 - PROTECTION</b>	<b>3,497,788.00</b>	<b>3,103,422.19</b>	<b>313,631.64</b>	<b>2,789,790.55</b>	<b>707,997.45</b>	<b>79.76</b>
42 - PROTECTION	505,252.00	410,744.62	4,386.00	406,358.62	98,893.38	80.43
43 - POLICE	1,449,882.00	1,072,122.53	23,458.57	1,048,663.96	401,218.04	72.33
44 - FIRE	665,359.00	551,055.57	6,400.10	544,655.47	120,703.53	81.86
45 - AMBULANCE	877,295.00	1,069,499.47	279,386.97	790,112.50	87,182.50	90.06
<b>102 - PUBLIC SERV</b>	<b>1,260,264.00</b>	<b>896,141.31</b>	<b>68,644.68</b>	<b>827,496.63</b>	<b>432,767.37</b>	<b>65.66</b>
54 - TREE PROG	7,500.00	5,300.00	0.00	5,300.00	2,200.00	70.67
55 - PUBLIC WORKS	153,760.00	123,821.80	957.12	122,864.68	30,895.32	79.91
56 - ROAD MAINT	270,267.00	222,222.11	1,183.80	221,038.31	49,228.69	81.79
62 - STORM DRAIN	7,150.00	319.18	0.00	319.18	6,830.82	4.46
66 - SNOW & ICE	402,287.00	219,339.97	11,463.46	207,876.51	194,410.49	51.67
67 - SNOW HAUL	2,600.00	0.00	0.00	0.00	2,600.00	0.00
68 - SEPTIC	2,825.00	1,675.00	0.00	1,675.00	1,150.00	59.29
69 - REFUSE	11,200.00	9,600.00	0.00	9,600.00	1,600.00	85.71
71 - TRAFFIC CNTL	34,900.00	29,221.58	24,853.19	4,368.39	30,531.61	12.52
99 - GARAGE	367,775.00	284,641.67	30,187.11	254,454.56	113,320.44	69.19
<b>103 - EMP. BENEFIT</b>	<b>1,775,579.00</b>	<b>1,454,963.07</b>	<b>45,454.34</b>	<b>1,409,508.73</b>	<b>366,070.27</b>	<b>79.38</b>
93 - EMP. BENEFIT	1,775,579.00	1,454,963.07	45,454.34	1,409,508.73	366,070.27	79.38
<b>104 - HLTH &amp; CULT</b>	<b>351,878.00</b>	<b>324,441.90</b>	<b>38,764.46</b>	<b>285,677.44</b>	<b>66,200.56</b>	<b>81.19</b>
47 - HLTH & SOC	31,940.00	15,784.83	150.00	15,634.83	16,305.17	48.95
51 - CEMETERIES	104,869.00	95,388.61	72.00	95,316.61	9,552.39	90.89
96 - OTHER AGENC	215,069.00	213,268.46	38,542.46	174,726.00	40,343.00	81.24
<b>105 - PARKS &amp; REC</b>	<b>688,841.00</b>	<b>492,433.32</b>	<b>11,342.44</b>	<b>481,090.88</b>	<b>207,750.12</b>	<b>69.84</b>
74 - P & R ADM	140,582.00	96,355.02	1,256.15	95,098.87	45,483.13	67.65
75 - P & R YOUTH	94,000.00	94,770.13	695.05	94,075.08	-75.08	100.08
77 - ARENA CONCES	15,900.00	1,173.41	0.00	1,173.41	14,726.59	7.38
78 - P & R ARENA	220,358.00	153,009.90	5,647.43	147,362.47	72,995.53	66.87
79 - PARKS MAINT	180,451.00	129,973.53	3,743.81	126,229.72	54,221.28	69.95
80 - BLDG MAINT	37,550.00	17,151.33	0.00	17,151.33	20,398.67	45.68
<b>106 - AIRPORT</b>	<b>208,753.00</b>	<b>106,354.66</b>	<b>42,898.77</b>	<b>63,455.89</b>	<b>145,297.11</b>	<b>30.40</b>
83 - AIRP MAINT	208,753.00	106,354.66	42,898.77	63,455.89	145,297.11	30.40
<b>107 - EDUCATION</b>	<b>2,412,297.00</b>	<b>2,212,367.28</b>	<b>0.00</b>	<b>2,212,367.28</b>	<b>199,929.72</b>	<b>91.71</b>
96 - M.S.A.D. #29	2,412,297.00	2,212,367.28	0.00	2,212,367.28	199,929.72	91.71
<b>108 - COUNTY TAX</b>	<b>610,555.00</b>	<b>821,690.00</b>	<b>0.00</b>	<b>821,690.00</b>	<b>-211,135.00</b>	<b>134.58</b>
96 - COUNTY TAX	610,555.00	821,690.00	0.00	821,690.00	-211,135.00	134.58
<b>109 - DEBT SERV</b>	<b>1,283,446.00</b>	<b>167,697.95</b>	<b>5,006.47</b>	<b>162,691.48</b>	<b>1,120,754.52</b>	<b>12.68</b>
95 - DEBT SERV	1,283,446.00	167,697.95	5,006.47	162,691.48	1,120,754.52	12.68
<b>110 - UNCLASSIFIED</b>	<b>64,766.00</b>	<b>154,517.71</b>	<b>3,407.20</b>	<b>151,110.51</b>	<b>-86,344.51</b>	<b>233.32</b>
50 - PUB BLDG WHI	7,840.00	4,202.24	3,407.20	795.04	7,044.96	10.14
53 - PUB BLDG TO	36,926.00	20,115.61	0.00	20,115.61	16,810.39	54.48
97 - ABATEMENTS	20,000.00	130,199.86	0.00	130,199.86	-110,199.86	651.00
<b>111 - SPCL PROJECT</b>	<b>573,500.00</b>	<b>502,634.74</b>	<b>114,002.41</b>	<b>388,632.33</b>	<b>184,867.67</b>	<b>67.77</b>
98 - SPCL PROJECT	573,500.00	502,634.74	114,002.41	388,632.33	184,867.67	67.77
<b>Final Totals</b>	<b>13,588,665.00</b>	<b>10,919,482.76</b>	<b>751,952.90</b>	<b>10,167,529.86</b>	<b>3,421,135.14</b>	<b>74.82</b>

To: Jeremy Smith, Manager & Houlton Town Council  
From: Theresa L Duff, Assessor

**MONTHLY REPORT OF ACTIVITIES FOR THE ASSESSOR**

**September, 2024 to November, 2024**

- My apologies to Council for not reporting in September and October, in September I was away for training when the report was due and in October was away due to a death in my family.
- Taking various phone calls related to all aspects of the assessor's position.
- Assisting taxpayers with various record inquiries.
- The 2024 tax commitment completed September 9, 2024. Previous 2023 commitment was done on 09/12/23.
- Completing annual reports for Maine Revenue Service on 2024 commitment. Currently working on annual Sales Ratio Study.
- Continued processing abatements/supplementals for 2024.
- Currently working on 801s. This program reimburses the business taxpayer for qualifying personal property tax.
- Budget request submitted. Changed Cornell Consultants line item from Capital Budget to Assessing Budget as suggested by Council during last budget season.
- Maine Association of Assessors (MAAO) Board Meeting.
- Maine Chapter of International Association of Assessing Officers (IAAO ME) Board Meeting.
- As always, I am available if you have any questions or concerns.

Respectfully submitted.





# Town of Houlton CODE \* ENFORCEMENT \* OFFICE



21 Water St. Houlton, ME. 04730  
Tel. (207)521-5928, Fax (207)532-1304  
E-mail: [code.enforcement@houlton-maine.com](mailto:code.enforcement@houlton-maine.com)

To: Town Manager Jeremy Smith

From: Benjamin Torres, Code Enforcement Officer

RE: Monthly Report – October 2024

### Permits Issued –

Permit Type	Owner	Location	Est. Cost	Permit Fee
Building	Jonathan Boehmer	291 Smyrna	\$150,000.00	\$500.00
Building	Michael Hale	42 Guy Street	\$250,000.00	\$1,000.00
Building	County Plaza Holdings	137-143 North Street	\$79,431.00	\$397.31

### Addresses Assigned –

Address	Owner	Location
469 Callaghan Road	Kyle Davis	007-0-004-000
654 North Street	H.B.M.I.	010-0-003-000
43 Guy Street	Michael Hale	034-2-019-001

### Planning Board Activities –

There are typically two meetings scheduled for the Planning Board each month, these meetings are held on the 1st and 3rd Tuesdays.

=====

The October 1<sup>st</sup> regular meeting was cancelled due to lack of business.

=====

The October 15<sup>th</sup> regular meeting was cancelled due to a confliction with the regular Town Council meeting.

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# Town of Houlton **CODE \* ENFORCEMENT \* OFFICE**

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## **Code Enforcement Training Activities –**

- 10/18/2024 – Aroostook Code Enforcement Organization – ADA Accessibility & Legal Issues.
- 10/31/2024 – Maine Department of Environmental Protection – Live Staking in The Shoreland Zone.

## **Regular Code Enforcement Activities –**

Issue/Inspect building permits and plumbing projects (internal and subsurface).  
Field and answer code, zoning, and building requirements from the public.  
Address FOAA requests as they are received. General public outreach for code deficient situations.

## **Inspection Summary –**

- 1 – Internal plumbing inspections
- 2 – Septic system installation
- 4 – Site visits
- 2 – Shoreland Zoning inspection
- 4 – Municipal Facility
  - 2 – Cary Library for biomass boiler issues
  - 1 – Town Office for fire monitoring system update
  - 1 – McSheffery Road w/ Public Works & Maine DEP

## **Miscellaneous – Ongoing**

- Documents to be drafted:
  - Building Permit Application help sheet – In Progress
  - Use Permit Application – initial draft
  - Demolition Permit Application – initial draft
  - Dangerous Structures Ordinance – final revision complete, ready for legal review.
- Documents to be revised:
  - Solid Waste Ordinance – final revision complete, ready for legal review.



**Town of Houlton**  
**CODE \* ENFORCEMENT \* OFFICE**

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### **Miscellaneous – CEO Comment**

Economic Development Director Nancy Ketch and I were invited to participate in the GrowSmart Maine Annual Conference and represent the Town of Houlton as presenters during their Community Spotlight session. Houlton was 1 of 10 communities that were highlighted, specifically due to our event during the April 2024 solar eclipse, and the activities undertaken by the Gateway Ambassador program.

During the summit, Houlton was also recognized as a beneficiary of the Community Facilities Technical Assistance and Training Grant Program. While the grant was awarded to GrowSmart Maine by the USDA, it will assist the Town of Houlton with planning for potential new public facilities.

The two visits to the Cary Library were spent checking the basic functions of the MeSYS biomass boiler after it was fired for the first time for the 2024/2025 winter season. McPartland's Plumbing & Heating performed the annual service. Occasionally, fine particulate from multiple bulk wood pellet deliveries will accumulate and cause the boiler to flame out due to fuel starvation. When this happens, the chokepoints are cleaned and the boiler is restored to proper function.

In the month of October the Code Enforcement Office saw 104 outgoing and 88 incoming phone calls.

Thank you for your time and consideration,

Benjamin Torres, CEO/LPI/LHO/AO