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

Viewing on: Pioneer Cable – Channel 400
Spectrum Cable – Channel 1301 or Channel 7

Public Participation thru Zoom:

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

AGENDA

Special Council Meeting

April 14, 2025
5:00 PM

A. (S040225-1) Council Enters Executive Session with the Town Manager and Wade Hanson for the purpose of discussing the disposition of property where premature disclosure of the information would prejudice the position of the Town, pursuant to MRSA Title 1, Section 405(6)C.

B. (S040225-2) Council Enters Executive Session with the Town Manager and Emma Peterson for the purpose of discussing the disposition of property where premature disclosure of the information would prejudice the position of the Town, pursuant to MRSA Title 1, Section 405(6)C.

C. (S040225-3) Council authorizes the Town Manager to enter into a Purchase and Sales Agreement between the Town of Houlton and _____ for the purchase of 11 Salem Street in the amount of $_____ and authorizes the Town Manager to execute any documents necessary to satisfy the Purchase and Sales Agreement.
This is a tax-acquired property, new law requires that it be listed with a real estate agent.

D. (S040225-4) Council authorizes the Town Manager to enter into a Purchase and Sales Agreement between the Town of Houlton and _____ for the purchase of 40 High Street in the amount of $_____ and authorizes the Town Manager to execute any documents necessary to satisfy the Purchase and Sales Agreement.
This is a tax-acquired property, new law requires that it be listed with a real estate agent.

E. (S040225-5) The Town of Houlton ordains the transfer of up to $12,000 from the Undesignated Fund Balance to cover the budget shortfall in the Protection Department. The Town Manager certifies such funds are available. (Introduction)
Need to pull from Undesignated to cover overspent budget lines.

F. (S040225-6) The Town of Houlton ordains the transfer of up to $19,000 from the Undesignated Fund Balance to cover the budget shortfall in the Fire Department. The Town Manager certifies such funds are available. (Introduction)
Need to pull from Undesignated to cover overspent budget lines.

G. (S040225-7) The Town of Houlton ordains the transfer of up to $111,000 from the Undesignated Fund Balance to cover the budget shortfall in the Ambulance Department. The Town Manager certifies such funds are available. (Introduction)
Need to pull from Undesignated to cover overspent budget lines.

H. (S040225-8) The Town of Houlton ordains the transfer of up to $15,500 from the Undesignated Fund Balance to cover the budget shortfall in the Civic Center Department. The Town Manager certifies such funds are available. (Introduction)
Need to pull from Undesignated to cover overspent budget lines.

I. (S040225-9) The Town of Houlton ordains approval of the Credit Enhancement Agreement (CEA) for WLR Residential Properties, INC. for the property located at 5-7 Mechanic Street, in the Downtown Omnibus Tax Increment Financing (TIF) District and authorizes the Town Manager to sign all documents pertaining to said agreement. (Note: The document in its entirety is available for review at the Town Office during normal business hours.) (Introduction)
This request was discussed at the March 24th Regular Council Meeting.

J. (S040225-10) The Town of Houlton ordains the transfer of $75,899 from the Undesignated Fund Balance to accept the low bid of $75,899 from Buildings Etcetera for the replacement of two sets of entry doors and locks on all exterior doors at the John A. Millar Civic Center. (Introduction)
Two bids were received.

V. Adjournment

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

Viewing on: Pioneer Cable – Channel 400
Spectrum Cable – Channel 1301 or Channel 7

Public Participation thru Zoom:

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

AGENDA

Regular Council Meeting

April 14, 2025
6:00 PM

Pledge of Allegiance

RSU 29 Budget Presentation

Public Comments

I. **Minutes:** Special & Regular Council Meeting of March 24, 2025, Special Council Meeting of March 31, 2025 & Special Council Meeting of April 4, 2025.

II. **Old Business**

A. (S030225-1) Council orders, pursuant to Section 508(3), Capital expenditures, of the Charter of the Town of Houlton, that the question and accompanying ballot statement set forth below be submitted to the voters of the Town of Houlton at a referendum election to be held on May 6, 2025, that the warrant for the Referendum election be approved in form presented to this meeting, that the recommendation of the Town Council and Board of Budget Review be listed on the ballot, and that the Town Clerk file an attested copy of this Order and take all other action necessary to call and conduct said referendum election:

QUESTION 1: SHALL THE TOWN BE AUTHORIZED TO COMMIT AND BORROW UP TO $750,000 TO RECONSTRUCT RESERVOIR HILL ROAD?

Required Ballot Statement: The capital funds available to the Town Council under Section 508 of the Town Charter without a referendum election are not committed to or included in the funds requested by the referendum question.
(Public Hearing)
The Municipal Referendum Election is scheduled for May 6, 2025 at the Gentle Memorial Building, 128 Main Street. Polls will be open from 7:00 AM – 8:00 PM.

B. **(S030225-2) The Town of Houlton ordains the Town to borrow not more than $750,000 to reconstruct Reservoir Hill Road in the Town. The Ordinance provides that the Town may issue the bonds and bond anticipation notes only if the voters of the Town approve a $750,000 capital commitment for the project at a municipal referendum election. Note: The Ordinance in its entirety is available for review at the Town Office during normal business hours.**
(Public Hearing)
This is a legal requirement for the borrowing process.

C. **(S040225-5) The Town of Houlton ordains the transfer of up to $12,000 from the Undesignated Fund Balance to cover the budget shortfall in the Protection Department. The Town Manager certifies such funds are available.**
(First Reading)
Need to pull from Undesignated to cover overspent budget lines.

D. **(S040225-6) The Town of Houlton ordains the transfer of up to $19,000 from the Undesignated Fund Balance to cover the budget shortfall in the Fire Department. The Town Manager certifies such funds are available.**
(First Reading)
Need to pull from Undesignated to cover overspent budget lines.

E. **(S040225-7) The Town of Houlton ordains the transfer of up to $111,000 from the Undesignated Fund Balance to cover the budget shortfall in the Ambulance Department. The Town Manager certifies such funds are available.**
(First Reading)
Need to pull from Undesignated to cover overspent budget lines.

F. **(S040225-8) The Town of Houlton ordains the transfer of up to $15,500 from the Undesignated Fund Balance to cover the budget shortfall in the Civic Center Department. The Town Manager certifies such funds are available.**
(First Reading)
Need to pull from Undesignated to cover overspent budget lines.

G. **(S040225-9) The Town of Houlton ordains approval of the Credit Enhancement Agreement (CEA) for WLR Residential Properties, INC. for the property located at 5-7 Mechanic Street, in the Downtown Omnibus Tax Increment Financing (TIF) District and authorizes the Town Manager to sign all documents pertaining to said agreement. (Note: The document in its entirety is available for review at the Town Office during normal business hours.)**
(First Reading)
This request was discussed at the March 24th Regular Council Meeting.

H. (S040225-10) The Town of Houlton ordains the transfer of $75,899 from the Undesignated Fund Balance to accept the low bid of $75,899 from Buildings Etcetera for the replacement of two sets of entry doors and locks on all exterior doors at the John A. Millar Civic Center.
(First Reading)
Two bids were received.

III. <u>New Business:</u>

A. (040125-1) Council approves the Declaration of Official Intent to proceed with a project to reconstruct Reservoir Hill Road.
This is a Bond Counsel requirement.

B. (040125-2) Council approves the adoption of the Post Issuance Compliance Policy.
This is a Bond Counsel requirement.

C. (040125-3) 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 AM to 4:00 PM).
This is to inform citizens of the times they can register to vote and make changes before an election. Changes can also be made at the polls on election day. Absentee ballots are available upon request.

D. (040125-4) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by Houlton Lodge of Elks, located at 86 Main Street, for renewal of liquor license.
(Public Hearing)
Approval is required by the state.

E. (040125-5) Council approves renewal of the Special Amusement Permit for Dancing & Entertainment by Houlton Lodge of Elks, located at 86 Main Street.
(Public Hearing)

F. 040125-6) Council accepts the low bid of $14,728.75 from Jackett Enterprises of Houlton, Maine for hand-placed pavement markings throughout the town.
Two bids were received.

G. (040125-7) Council accepts the bid of $17,987.50 from On-The-Line Inc. of Bangor, Maine for machine-placed pavement markings throughout the town.
Two bids were received.

H. (040125-8) Council accepts the bid of $110.00 per ton for 9.5 mm machine placed, $106.70 per ton for 12.5 mm machine placed, $208.75 per ton for hand-

placed asphalt, $103.25 per ton for maintenance mix, $122.75 per ton for machine placed sidewalk hot mix and $25.00 per linear foot for bituminous curbing in place from Steelstone Industries of Houlton, Maine. (Note: Funds budgeted in 2025 PWD account)
This was the only bid.

I. (040125-9) Council accepts the Vital Pathways Mini Grant of $1,000 for the Houlton Parks & Recreation Department.
Thank you for this donation.

J. (040125-10) Council affirms the resolution to authorize and direct Cameron Clark, 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.
This is required when there is a change of authorized signers for the quarterly and annual reports.

K. (040125-11) Council approves the execution of the Letter Of Commitment For Match for the Roadmaps For Growth Application being submitted to the Northern Border Regional Commission (NBRC) by GrowSmart Maine on behalf of the Town of Houlton and authorizes the Town Manager to sign the letter on their behalf.
This grant is being submitted through GrowSmart Maine and would provide the town with $45,000 for economic development planning. The required match is 15% or $6,750 which can be cash or in-kind services.

L. (040125-12) Council appoints _____ to the RSU 29 School Board until the next regular Municipal Election.
There are 2 vacant seats on the board and two applications were received as of April 10, 2025.

M. (040125-13) Council appoints _____ to the RSU 29 School Board until the next regular Municipal Election.
There are 2 vacant seats on the board and two applications were received as of April 10, 2025.

IV. Discussion and Reports

A. TIF Amendment Update

B. Town Managers Report

C. Councilors' Remarks

V. Adjournment

Special Council Meeting
March 24, 2025

Chair Torres called the meeting to order at 5:57 PM with all councilors present, except Councilor Lake who was excused.

A. (S030225-1) Councilor J. McLaughlin introduced the following: Council orders, pursuant to Section 508(3), Capital expenditures, of the Charter of the Town of Houlton, that the question and accompanying ballot statement set forth below be submitted to the voters of the Town of Houlton at a referendum election to be held on May 6, 2025, that the warrant for the Referendum election be approved in form presented to this meeting, that the recommendation of the Town Council and Board of Budget Review be listed on the ballot, and that the Town Clerk file an attested copy of this Order and take all other action necessary to call and conduct said referendum election:

> **QUESTION 1: SHALL THE TOWN BE AUTHORIZED TO COMMIT AND BORROW UP TO $750,000 TO RECONSTRUCT RESERVOIR HILL ROAD?**
>
> **Required Ballot Statement: The capital funds available to the Town Council under Section 508 of the Town Charter without a referendum election are not committed to or included in the funds requested by the referendum question.**

Chair Torres noted the following from Interim Town Manager Clark: The referendum is scheduled for May 6th, during which time voters will be asked to approve borrowing up to $750,000 for the Reservoir Hill Road rebuild project. This project has been engineered by Sewall Engineering, who is also providing project management services throughout the construction phase. Bids have been opened, and in order to sign a contract with a contractor to complete the project this summer, borrowing the necessary funds is required. Bonding a large road project like this is in the best interest of the town, as it ensures the least impact on our budget by spreading the cost over the term of the bond through debt service payments, rather than budgeting the entire project cost in one year.
Chair Torres noted that the First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on April 14, 2025.

B. (S030225-2) Councilor J. McLaughlin introduced the following: The Town of Houlton ordains the Town to borrow not more than $750,000 to reconstruct Reservoir Hill Road in the Town. The Ordinance provides that the Town may issue the bonds and bond anticipation notes only if the voters of the Town approve a $750,000 capital commitment for the project at a municipal referendum election. Note: The Ordinance in its entirety is available for review at the Town Office during normal business hours.

Chair Torres noted that the First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on April 14, 2025.

V. Adjournment: On motion by Councilor Peters, seconded by Councilor Horvath, the meeting adjourned at 6:00 PM with all in favor.

Regular Council Meeting
March 24, 2025

Chair Torres called the meeting to order at 6:00 PM with all councilors present, except Councilor Lake, who was excused.

Public Comments
Ben Torres, Code Enforcement Officer via Zoom wanted to bring attention to the following upcoming changes with Maine building codes:
The set of code standards that Maine has adopted is referred to as "MUBEC" which stands for Maine Uniform Building and Energy Code.

MUBEC is made up of 5 reference standards produced by the International Code Council (ICC), 3 standards produced by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), and a Radon standard produced by the American Society of Testing Materials (ASTM).

On April 7th, 2025 (about 14 days), the State of Maine will be updating the ICC standards and the ASHRAE standards from the 2015/2016 versions to the 2021/2019 versions respectively.

The ICC produces code standards every 3 years, so we will be skipping the 2018 standard and moving straight to the 2021 standard.

Councilor E. McLaughlin asked if he could provide a summary of changes. Torres replied that the 5 reference standards produced by the ICC (residential code, commercial code, existing building code, energy code, and mechanical code) total around 1,500 pages. He will not be able to immediately provide a summary, but will do his best to keep Houlton citizens informed and pass along any information from the State Fire Marshal's Office as it becomes available.

I. Minutes: It was moved by Councilor J. McLaughlin, seconded by Councilor Horvath that the Special & Regular Council Meeting of March 10, 2025 minutes be approved as presented.

All were in favor of the minutes.

II. Old Business

A. (020225-2) Chair Torres declared the Public Hearing open on the following: The Town of Houlton ordains the transfer of $14,836 from the Undesignated Fund Balance for the Civic Center Exit Canopy repair.

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

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

Chair Torres noted that this repair has gone over budget and needs to be completed.

Interim Town Manager Clark noted that this is in the best interest of the town as the project is half completed.

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

The order passed.

B. (S030125-1) Chair Torres declared the Public Hearing open on the following: The Town of Houlton ordains the transfer of $17,258 from the Undesignated Fund Balance to accept the low bid of $17,258 from Allied Equipment for a hydraulic truck mounted broom for the Public Works Department.

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

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

Interim Town Manager Clark noted that the broom is essential for sweeping and that having it be truck mounted allows for a water tank to be carried on the truck to manage dust. He noted that having both pieces of equipment on the same truck will make it a one-person job rather than two. He reminded everyone that this was a Capital item that Council asked to be brought back on an individual basis.

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

The order passed.

C. (S030125-2) Chair Torres declared the Public Hearing open on the following: The Town of Houlton ordains the transfer of $57,955 from the Undesignated Fund Balance to accept the bid of $57,955 from Ambrose Alta Equipment Co. for a Falcon Asphalt Recycler & Hot Box Trailer for the Public Works Department.

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

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

Interim Town Manager Clark noted that the price was different from the original bid due to Director Stewart realizing that the hydraulic lift doors weren't necessary. He also noted that this piece of equipment is used most days of the year.

Councilor E. McLaughlin thanked Director Stewart for all that he does. She asked if there was a way to line or coat to protect the equipment from the chemicals. Stewart replied that the new boxes are made of stainless steel rather than steel and will make a big difference.

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

The order passed.

D. (S030125-3) Chair Torres declared the Public Hearing open on the following: Council authorizes the use of $17,242 from the Downtown Tax Increment Financing District for the infrastructure improvements related to a development project by Shiretown Properties, LLC at the Mansur Block.

John Harvell, owner of Shiretown Properties stated that he would be happy to answer any questions and that he looks forward to a yes vote.

It was moved by Councilor Horvath, seconded by Councilor Matthews to approve the order.

Interim Town Manager Clark reminded everyone that as he explained at the last meeting, the funding would come from the same project cost as road infrastructure. He explained that if the TIF

amendments passed tonight, the cost center will have nearly $1 million in it. He reminded everyone that $325,000 of that is earmarked for the match on the sidewalk project.

Councilor E. McLaughlin asked for clarification on what impact there would be on roads and sidewalks since it comes from the same bucket of money. She noted that there had been concern about not having enough money for roads and being able to use TIF funds.

Clark replied that this and the next item both come from the infrastructure project cost center in the downtown. He noted that the map shows where the downtown really is, that there are a few streets beyond the historic downtown that can be done with TIF money.

Councilor Peters noted that between the 2 requests, it would cost the taxpayers over $70,000 for private buildings. He noted his concern that if the town pays for a quarter of the downtown, we may end up paying the total amount for the rest of the downtown for property owners in the same area. He stated that he'd like to see a match from the private citizens. He stated that he'd like to table this for now as he doesn't feel the taxpayers should fund the whole amount.

Councilor E. McLaughlin stated that she agreed with Councilor Peters and thinks we should try to negotiate.

Councilor J. McLaughlin noted that this is what TIF funds are for. He stated that this should be voted on and then brought back with the negotiated amount.

Councilor Horvath agreed with Councilor J. McLaughlin that this is what TIF funds are for.

Consensus of Council was to vote on this order and bring it back after negotiation.

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

The order did not pass.

E. (S030125-4) Chair Torres declared the Public Hearing open on the following: Council authorizes the use of $55,500 from the Downtown Tax Increment Financing District for the infrastructure improvements in the downtown by Houlton Water Company related to the development project by Shiretown Properties, LLC.

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

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

Interim Town Manager Clark explained that this transformer will feed five properties downtown and is in relation to the residential housing project by Shiretown Properties. He explained that the Maine Public Utility Commission who governs the utility districts does not allow utility companies to purchase a transformer larger than 25 kVA. He explained that because this is related to development in the TIF District, it is eligible.

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

The order did not pass.

F. (S030125-5) Chair Torres declared the Public Hearing open at 6:18 PM on the following: The Town of Houlton ordains the approval of The First Amendment to the Airport Industrial Park Municipal Development and Tax Increment Financing District.

Chair Torres noted that the Airport District seeks to extend the term of the Airport District by 10 years, amend the acreage of the district, and amend the project costs in the development program.

Susan Tortello, Houlton resident stated that she was in favor of making the changes. She thanked everyone that worked on the amendments. She gave a shout out to SADC who made it a priority project for this year. She noted that she understood that the backup documents were available at the Town Office if asked for. She stated that she had a couple of questions she'd like to cover before the vote took place. She asked how the acreage was being amended and how the project costs were being amended.

Peter Chase, Houlton resident commended Interim Town Manager Clark and his staff for their expedient work putting this together as it was no small task. He noted that the amendments weren't exactly what the TIF Committee suggested but noted that they were very well thought out. He wanted to bring to everyone's attention that there was a tax shift benefit page in each packet which gives an idea what the tax benefit is for the districts. He noted that the Airport District would be anticipation of $85,000 per tax year shift benefit. The Downtown would be $195,00 per year and Tate & Lyle would be an estimated $169,000 per year. He noted that these are based on the current assumptions with the mil rate, school subsidies, state revenue sharing, county taxes, as well as capturing 100% of the assessed increment value in the future. He stated that he strongly recommends approval of all of the districts.

There being no more public comments, Chair Torres closed the Public Hearing at 6:21 PM.

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

Interim Town Manager Clark explained that the biggest change in the acreage is the west side of the runway where it was found to be wetland. He explained that in order to develop that area, it would be an extensive process for permitting with DEP. He explained that if a large project came to town that needed a lot of space, another amendment could be considered. He explained that land from the west side of the runway was taken out and land on the south side of runway 2 3 was added. He noted that there's no access to the west side of the runway at this time. He explained that roads needed to be included with the acreage. He explained that the project cost amendments were percentage changes. He explained that the capital cost center was increased to 50% from 40% and will allow the town to do a number of things. He explained that the public safety cost center was increased as well to enable the use of funds for the Police, Fire and Ambulance departments when needed. He explained that the end of this month was the deadline to make these changes and thanked the staff that worked on these amendments.

Councilor E. McLaughlin thanked those that worked on these amendments. She stated that the Airport District was an economic gold mine for businesses.

Clark added that TIF funds were also used for grant matches, such as the fuel farm project that is currently taking place. He noted that $125,000 would be used for that grant match. He noted that there had been a pre bid meeting last week and the project is currently out to bid.

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

The order passed.

G. (S030125-6) Chair Torres declared the Public Hearing open at 6:26 PM on the following: The Town of Houlton ordains the approval of The Third Amendment to the Downtown Omnibus Tax Increment Financing District.

Chair Torres noted that the Downtown District seeks to extend the term of the Downtown District by 10 years, to clarify the boundaries of the right of ways and their acreage in the Downtown District, as well as amend the project costs in the development program.

Susan Tortello, Houlton resident stated that she was a big fan of the changes and would like an explanation of how the boundaries are being clarified and how the project costs were amended.

There being no more public comments, Chair Torres closed the Public Hearing at 6:27 PM.

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

Interim Town Manager Clark explained that the primary acreage change was clarification of the roads. He explained that DECD requires the roads to be part of the total acreage. He explained that the downtown area streets are the town's to maintain, where as Military Street gets maintained partly by the state. He explained that the line was moved back to the inner curve line of Military Street to include more of Highland Avenue and clarified the boundaries on Winter Street. He explained that the change in project costs include a decrease for Revolving Loan funds and Façade Grants. He explained that he didn't feel that the town was in a strong position to be lending money at low interest rates. He noted that the capture for the Downtown District is currently at 25% and the Airport District at 5%.

Chair Torres asked if the percentage should be brought up at the Airport District. Clark replied that the money could be used if it was available.

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

The order passed.

H. (S030125-7) Chair Torres declared the Public Hearing open at 6:29 PM on the following: The Town of Houlton ordains the approval of The First Amendment to the Tate & Lyle Municipal Tax Increment Financing District.

Chair Torres noted that The Tate & Lyle District seeks to extend the term of the Tate & Lyle District by 10 years and to amend the project costs in the development program.

Susan Tortello, Houlton resident stated that she was a big fan of the changes and asked for clarification on the project costs.

There being no more public comments, Chair Torres closed the Public Hearing at 6:30 PM.

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

Interim Town Manager Clark explained that the previous project costs was 100% for financing which he assumes was to help finance infrastructure such as water/sewer at the mill. He noted that the town would be happy to support a project like that if it came up but in the interim felt adding capital costs, professional costs and administrative costs would be more beneficial. He noted that the district has been reduced to 0% capture. He noted that it would be hard to use any TIF funds from this district if the project cost center stays at 100% for financing. He noted that whenever TIF funds are going to be used or transferred, it will come to Council for approval. He noted that it will be a 3-meeting process so that everyone will have time to think about it and is

aware of where the money is being used. He explained that there was a significant amount of money in the TIFs and many opportunities to utilize them once the amendments are approved.

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

The order passed.

I. (S030225-1) Chair Torres held the First Reading on the following: Council orders, pursuant to Section 508(3), Capital expenditures, of the Charter of the Town of Houlton, that the question and accompanying ballot statement set forth below be submitted to the voters of the Town of Houlton at a referendum election to be held on May 6, 2025, that the warrant for the Referendum election be approved in form presented to this meeting, that the recommendation of the Town Council and Board of Budget Review be listed on the ballot, and that the Town Clerk file an attested copy of this Order and take all other action necessary to call and conduct said referendum election:

> QUESTION 1: SHALL THE TOWN BE AUTHORIZED TO COMMIT AND BORROW UP TO $750,000 TO RECONSTRUCT RESERVOIR HILL ROAD?
>
> Required Ballot Statement: The capital funds available to the Town Council under Section 508 of the Town Charter without a referendum election are not committed to or included in the funds requested by the referendum question.

Chair Torres noted that the Public Hearing will be held on April 14, 2025.

Councilor E. McLaughlin asked for clarification on why this project was going to be bonded and asked Interim Town Manager Clark why he felt it was the best option. She noted that how it was going to be funded keeps switching. Clark replied that other ways have been discussed in previous meetings. He noted that he couldn't speak on the financing conversations that took place prior to him. He explained that he felt with a project as extensive as this one, bonding is in the best interest of the taxpayers. He explained that it would spread the payments at a low interest rate from Maine Municipal Bond Bank rather than pulling $750,000 from undesignated funds. He explained that this project is a complete rebuild and will outlast the bond. He reminded everyone that $150,000 was budgeted as a down payment with the realization that this project would need to be financed. He explained that the only other option would be to put this project off to 2026. He noted that there was no plan to take out another bond for roads this year. He noted that the plan for roads this year was to tackle the ones leading to TIF districts. He noted that there were a couple of items coming off debt service this year so there won't be much of an impact. He explained that the town would get a Bond Anticipation Note which is a short-term line of credit and then the Bond Bank will buy it back. He noted that we've been working with bond counsel and the Bond Bank with the application and necessary documents. McLaughlin asked why rebuilding the Reservoir Hill Road was the priority. Clark reminded everyone that the town used other funds to have this project engineered by Sewall who has worked on this project extensively. He stated that it wasn't about prioritizing, it was just one of the areas that really needs to be done. He stated that after that one is done, we'll move onto the next one.

J. (S030225-2) Chair Torres held the First Reading on the following: The Town of Houlton ordains the Town to borrow not more than $750,000 to reconstruct Reservoir Hill Road in the Town. The Ordinance provides that the Town may issue the bonds and bond anticipation notes only if the voters of the Town approve a $750,000 capital commitment for the project at a municipal referendum election. Note: The Ordinance in its entirety is available for review at the Town Office during normal business hours.

Chair Torres noted that the Public Hearing will be held on April 14, 2025.

III. New Business:

A. (030225-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Horvath that Council execute the Warrant notifying the voters of the Town of Houlton of the Municipal Referendum Election on May 6, 2025 and recommends a Yes vote.

Interim Town Manager Clark stated that the town needs support to start pushing some information out through various means. He stated that this is about doing a responsible infrastructure project that has a huge impact on the broader tax base in the entire town. He stated that the intent was to put out some information to explain this to the taxpayers and hopes that we get a yes vote.

Chair Torres asked if this would be the only item on the ballot and if there was a certain percentage of voters that would need to vote. Clark replied that this would be the only item on the ballot and Town Clerk, Khylee Wampler stated that we needed 412 people to show up and vote.

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

The order passed.

B. (030225-2) It was moved by Councilor J. McLaughlin, seconded by Councilor Horvath that Council approve the streetlight request for the intersection of Benn Street and Court Street.

Interim Town Manager Clark stated that this comes to Council as it will be an ongoing cost to the town. He stated that he checked with Houlton Water Company and depending on what streetlight is installed, it would cost around $14-$18 a month.

Councilor Peters asked who would be paying for the installation. Clark replied that he didn't believe there would be an install charge, just the monthly cost.

Councilor E. McLaughlin referred to Chief DeLuca's memo where it stated that this location is a secondary access point to the schools where occasionally school related events go into the evening. She asked if there was a thruway there that people can access.

Chief DeLuca explained that access was established during COVID but is primarily used for school functions and is gated. He explained that the gate was open during school hours and during school events and is used as secondary access. He stated that the primary focus of the lighting is for school events, especially in the wintertime when it gets dark early.

McLaughlin asked if there was any objection from the neighborhood about not wanting through traffic. Clark replied that the request for the streetlight came from a citizen and would be positioned at the intersection of Court Street and Benn Street and explained that there was a light at all the other intersections on Court Street.

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

The order passed.

C. (030225-3) It was moved by Councilor J. McLaughlin, seconded by Councilor Horvath that Council accept the $8,000 Multi-Jurisdictional ATV Enforcement Grant from Maine Department of Inland Fisheries & Wildlife for the Police Department.

Chair Torres noted that this will be used to patrol ATV trails and access roads.

Interim Town Manager Clark commended Chief DeLuca for applying for this. He noted that this will allow additional officers to patrol at no cost to the taxpayers.

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

The order passed.

IV. Discussion and Reports

A. WLR CEA Request

Interim Town Manager Clark explained that the first step was to bring this request to Council in the form of a discussion. He noted that Houlton does have a number of credit enhancement agreements that are ongoing. He explained that WLR was the owner of 5-7 Mechanic Street that is located in the Downtown District and is developing an 18-unit affordable housing project. He explained that they have requested a CEA for the maximum reimbursement of 85%. He explained that the estimated cost for the project is around $4 million and has an anticipated assessed value of about $2,020,200 and would be eligible for the maximum reimbursement. He asked Kerry Simpson of WLR to speak at this time.

Simpson explained that the building was well insured when the fire occurred but that the cost of construction has significantly changed. He explained that the town had introduced him to a new Rural Development Grant which is overseen by Maine State Housing. He explained that they were weeks from closing on the assistance required to be able to complete the project. He explained that Maine State Housing has notified them that this project is not cost effective. He stated that they are looking at ways they can improve the cost of operation and make it a viable project for Maine State Housing to want to partner with them. He explained that assistance from the town with the tax liability of the structure is the only way to get the additional funds to complete this project.

Councilor Peters asked how much the grant funds would be. Simpson replied that $4.2 million was requested. He noted that his company has funded the building as it stands and could be reimbursed through the Maine State Housing Grant.

Chair Torres asked if without the CEA, Maine State Housing wouldn't fund them at all. Simpson replied yes, that they feel it's an unviable project. He noted that they shared the proposed numbers with them if the maximum CEA was given and they were willing to relook at the project. He stated that there were no guarantees but was likely that they would be able to proceed. He explained that it was almost impossible for a private developer to build a structure like this without assistance.

Clark asked if the rent would stay at the Maine State Housing affordability rate for 30 years. Simpson replied that that it would be a 45-year commitment to maintain the affordability rate. He stated that it wasn't low-income housing, that the income has to be within the range of the median

income for the area. He stated that there are restrictions and that Maine State Housing will be overseeing the project.

Clark explained that the tax liability is the last piece to make the project work. He explained that Maine State Housing is used to working with projects that have credit enhancement agreements. He noted that Market Square Commons in the downtown was developed with an 85% CEA.

Chair Torres asked if it was unusual to have an 85% CEA. Clark replied that it has been done and there are some at 50%. Clark noted that he asked Simpson to pass the information along to Maine State Housing that all the town could do is 11 years as the district would expire. Clark explained that 15% was better than 100% of nothing as it could potentially be a vacant lot.

Councilor E. McLaughlin noted that the town wants affordable, safe, good housing. She asked if there was a way to get written proof or a contract from Maine State Housing providing their commitment. Clark replied that the developer could provide the town with any information that they wish to convince that this is necessary. He noted that there's a number of moving pieces with this development and the funding is one of the challenges. He noted that a contingency could be added to ensure the project moves forward in the capacity that's expected. He stated that he feels this project is something that the town should support.

Kerry Simpson noted that the previous building's taxes were around $4,500 each year and with the CEA the taxes on the new building would be approximately $5,900. He explained that other banks will not lend money for this type of development as there's not enough return.

Councilor J. McLaughlin noted that it would be 18 needed affordable units in the town and feels the town should do their part.

B. Town Managers Report

Interim Town Manager Clark stated that the bids closed for the Civic Center doors and that there was only 1 bid for $75,899. He stated that it was approximately $40,000 more than we were anticipating. He stated that 1 bid came in after the deadline that we were unable to open. He stated that he has rejected all bids and will go back out for another round of bids. He stated that he continues to go to the RSU 29 finance meetings, and once their budget is final there will be a better understanding. He noted that the Jail Study Committee that is made up of 13 members is assisting the county in not only finding a placement but what the needs of the new jail are. He noted that the previous Town Manager was on the committee and that he has put his name in the hat to fill the vacancy. He stated that he will keep everyone informed. He stated that he attended a scoping meeting for a traffic permit with Maine DOT and the private engineers for Wendy's and Aroma Joe's. He stated that he will keep everyone updated on the results of any impact it may have on the town. He stated that he has been communicating with our representatives in Augusta just to stay on top of any changes. He noted that he had an in-person meeting on Friday with one of the representatives. He stated that there could be some changes related to the general assistance program that could largely affect us.

C. Councilors' Remarks

Councilor J. McLaughlin stated that the information in the TIF District packets were understandable and helps it make sense.

Councilor E. McLaughlin thanked Interim Town Manager Clark and all those involved with the TIF amendments. She stated that she noticed some new faces here tonight and thanked everyone that came out. She stated that it was important to be good stewards of the money that we have. She stated that we don't know what's coming down the pike statewide and should wait on iffy costs until we know what's going to happen. She stated that she had concerns about some fast decisions that are being made.

Chair Torres stated that the Town Manager position was opened up to the public and a few applications have come in. She stated that she wants to have an Executive Session next Monday to discuss those.

V. Adjournment: On motion by Councilor J. McLaughlin, seconded by Councilor Peters, the meeting adjourned at 7:15 PM with all in favor.

Special Council Meeting
March 31, 2025

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

Executive Session

(S030325-1) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council Enter Executive Session 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 5:00 PM and returned to Open Session at 6:40 PM.

Adjournment: On motion by Councilor J. McLaughlin, seconded by Councilor Lake the meeting adjourned at 6:40 PM with all in favor.

Special Council Meeting
April 4, 2025

Chair Torres called the meeting to order at 2:00 PM with all councilors present except Councilor Peters and Councilor Matthews, who were excused.

A. (S040125-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council appoint Cameron Clark as Town Manager pursuant to Section 301 of the Town of Houlton Charter and fixes his compensation, said appointment is further subject to other conditions of employment as negotiated between the Town and in the Memorandum of Agreement, which is effective today, April 4, 2025, also Council authorizes the Chairman of the Town Council to sign all documents pertaining to said agreement.

Cameron Clark stated that it has been an honor to serve in the interim role and is looking forward to being the permanent manager.

Councilor J. McLaughlin stated that Clark was doing an excellent job and felt he was a great fit.

Councilor Lake stated that a lot has been found out since Clark has been in the Interim Town Manager position and appreciates all his efforts.

Councilor Horvath stated that Clark has brought forth depth and perception and has great confidence in him.

Councilor E. McLaughlin stated that she was excited for Clark to be taking the helm. She stated that it will be great to have someone with confidence and competence leading the town.

Chair Torres stated that Council has learned a lot in 3 short months and that it is refreshing to know Clark will be in this role.

Chief DeLuca, on behalf of town staff stated that everyone was pleased with this appointment. He wished him luck and stated that we would all support him.

Councilor J. McLaughlin announced that this was Councilor Horvath's last in person meeting and that he would be missed.

Chair Torres stated that Councilor Horvath will be moving to Ottawa. She stated that it has been amazing working with him and that the vacancy would be posted.

Councilor Lake stated that Councilor Horvath was great to work with and appreciates everything he has done.

Councilor E. McLaughlin stated that Councilor Horvath will be missed but noted her concerns about the nomination process.

V. Adjournment: On motion by Councilor Lake, seconded by Councilor Horvath the meeting adjourned at 2:08 PM with all in favor.

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SI+IIG

CREDIT ENHANCEMENT AGREEMENT

Between

THE TOWN OF HOULTON, MAINE

and

WLR RESIDENTIAL PROPERTIES, INC.

DATED: _____, 2025

TABLE OF CONTENTS

THIS CREDIT ENHANCEMENT AGREEMENT dated as of _____, 2025 between the Town of Houlton, Maine (the "Town"), a municipal corporation and political subdivision of the State of Maine, and WLR Residential Properties, Inc. (the "Company"), a Maine limited liability company.

WITNESSETH THAT

WHEREAS, the Town designated the Downtown Omnibus Municipal Development and Tax Increment Financing District (the "District") and adopted a development program for the District (the "Development Program") pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, by action of the Town Council at a meeting of the Town Council held on March 23, 2009; and

WHEREAS, the Town received the approval from the Maine Department of Economic and Community Development ("DECD") of the District and Development Program on March 31, 2009; and

WHEREAS, the Town adopted a First Amendment to the District on May 29, 2012, which received approval from DECD on April 10, 2014, adopted a Second Amendment to the District on May 11, 2015, which received approval from DECD for on June 9, 2015, and adopted a Third Amendment to the District on March 24, 2025 and expects to receive approval from DECD; and

WHEREAS, the District is a so-called "omnibus" district which means that the Town Council is permitted to enter into credit enhancement agreements with individual property owners in the District within its discretion, limited to incremental taxes from new actual value and may include up to 85% reimbursement for a term of up to 15 years; and

WHEREAS, this credit enhancement agreement is intended to provide reimbursement to the Company for a portion of property taxes paid on the increased assessed value of the Company's project for 10 years; and

WHEREAS, at a meeting of the Town Council held on [public hearing date], the Town Council held a public hearing and a vote to authorize this credit enhancement agreement with the Company in the name of and on behalf of the Town; and

NOW, THEREFORE, in consideration of the foregoing and in consideration of the mutual promises and covenants set forth herein, the parties hereby agree as follows:

ARTICLE I
DEFINITIONS

Section 1.1. Definitions.

The terms defined in this Article I shall, for all purposes of this Agreement, have the meanings herein specified, unless the context clearly requires otherwise:

"Act" means chapter 206 of Title 30-A of the Maine Revised Statutes and regulations adopted thereunder, as amended from time to time.

"Agreement" or "Credit Enhancement Agreement" shall mean this Credit Enhancement Agreement between the Town and the Company dated as of the date set forth above, as such may be amended from time to time in accordance with Section 8.8.

"Commissioner" shall mean the Commissioner of the Maine Department of Economic and Community Development.

"Captured Assessed Value" means the amount of Increased Assessed Value of the Company's Property that is retained in the District in each Tax Year during the term of the Agreement, as specified in Section 2.3 hereof.

"Company's Project Cost Account" means the subaccount within the Project Cost Account of the Development Program Fund set aside for payments to be made to the Company under this Agreement.

"Company's Property" means the property owned by the Company in the District, more specifically identified as Tax Map/Lot 034-3-164, including the land and all real property located thereon.

"Current Assessed Value" means the then-current assessed value of the Company's Property located in the District as determined by the Town Tax Assessor as of April 1 of each Tax Year during the term of this Agreement.

"DECD" shall mean the Maine Department of Economic and Community Development.

"Development Program" shall have the meaning given such term in the recitals hereto.

"Development Program Fund" means the Development Program Fund described in the Financial Plan section of the Development Program and established and maintained pursuant to Article II hereof and 30-A M.R.S. § 5227(3)(A). The Development Program Fund shall consist of a Project Cost Account with subaccounts, which shall include the Company's Project Cost Subaccount.

"District" shall have the meaning given such term in the first recital hereto, which is more specifically comprised of approximately 35.22 acres of real property as identified in the Development Program.

"Effective Date of the Development Program" means the date of final approval of the Development Program by the Commissioner pursuant to the Act.

"Financial Plan" means the financial plan described in the "Financial Plan" Section of the Development Program.

"Fiscal Year" means July 1 of a given calendar year through June 30 of the succeeding calendar year or such other fiscal year as the Town may from time to time establish.

"Increased Assessed Value" means, for each Fiscal Year during the term of this Agreement, the amount by which the Current Assessed Value of the Company's Property for such Fiscal Year exceeds the Original Assessed Value of the Company's Property. If the Current Assessed Value of the Company's Property is less than or equal to the Original Assessed Value of the Company's Property in any given Tax Year, there is no Increased Assessed Value in that year.

"Original Assessed Value" means one hundred forty-seven thousand six hundred dollars ($147,600), the taxable assessed value of the Company's Property as of March 31, 2009 (April 1, 2008).

"Project" means the Company's multi-family housing project a on the Company's Property

"Project Cost Account" means the project cost account described in the Financial Plan Section of the Development Program and established and maintained pursuant to Title 30-A M.R.S. § 5227(3)(A)(1) and Article II hereof.

"Property Taxes" means any and all *ad valorem* real property taxes levied, charged or assessed against the Company's Property located in the District by the Town, or on its behalf.

"State" means the State of Maine.

"Tax Increment Revenues" means that portion of all Property Taxes assessed and paid on the Company's Property to the Town in any Tax Year, in excess of any state, or special district tax, upon the Captured Assessed Value.

"Tax Payment Date" means the later of the date(s) on which property taxes levied by the Town are due and payable from owners of property located within the Town or are actually paid to the Town with respect to taxable property located within the District.

"Tax Year" shall have the meaning given such term in 30-A M.R.S. § 5222(18), as amended, to wit: April 1 to the succeeding March 31.

"Town" shall have the meaning given such term in the first paragraph hereto.

"Town Project Cost Account" means the subaccount within the Project Cost Account of the Development Program Fund set aside for the Town under this Agreement.

Section 1.2. Interpretation and Construction.

In this Agreement, unless the context otherwise requires:

(a) The terms "hereby," "hereof," "hereto," "herein," "hereunder" and any similar terms, as used in this Agreement, refer to this Agreement, and the term "hereafter" means after, and the term "heretofore" means before, the date of delivery of this Agreement.

(b) Words importing a particular gender mean and include correlative words of every other gender and words importing the singular number mean and include the plural number and vice versa.

(c) Words importing persons mean and include firms, associations, partnerships (including limited partnerships), trusts, corporations, and other legal entities, including public or governmental bodies, as well as any natural persons.

(d) Any headings preceding the texts of the several Articles and Sections of this Agreement, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction, or effect.

(e) All approvals, consents and acceptances required to be given or made by any signatory hereto shall not be withheld unreasonably.

(f) All notices to be given hereunder shall be given in writing and, unless a certain number of days is specified, within a reasonable time.

(g) If any clause, provision, or Section of this Agreement shall be ruled invalid by any court of competent jurisdiction, the invalidity of such clause, provision or Section shall not affect any of the remaining provisions hereof.

ARTICLE II
DEVELOPMENT PROGRAM FUND AND FUNDING REQUIREMENTS

Section 2.1. Creation of Development Program Fund.

Within sixty (60) days after the Effective Date of the Development Program, the Town shall create and establish a segregated fund in the name of the Town (hereinafter the "Development Program Fund") pursuant to, and in accordance with the terms and conditions of, the Development Program and 30-A M.R.S. § 5227(3). The Development Program Fund shall consist of a Project Cost Account that is pledged to and charged with the payment of project costs as outlined in the Financial Plan of the Development Program and as provided in 30-A M.R.S. § 5227(3)(A)(1). The Project Cost Account shall also contain at least one subaccount designated as the "Company's Project Cost Subaccount," as well as a subaccount for the Town designated as the "Town Project Cost Subaccount." The Development Program Fund is pledged to and charged with the payment of costs in the manner and priority provided in 30-A M.R.S. § 5227(3)(B) and as set forth in this Agreement.

Section 2.2. Liens.

The Town shall not create any liens, encumbrances or other interests of any nature whatsoever, nor shall it hypothecate the Company's Project Cost Subaccount described in Section 2.1 hereof or any funds therein, other than the interest in favor of the Company hereunder in and to the amounts on deposit; provided, however, that nothing herein shall prohibit the creation of

property tax liens on property in the District in accordance with and entitled to priority pursuant to Maine law.

Section 2.3. Captured Assessed Value; Deposits into Development Program Fund.

(a) Each year during the term of this Agreement, commencing with the July 1, 2026 – June 30, 2027 Fiscal Year (April 1, 2026 Tax Assessment) and continuing for a period of ten (10) years expiring on June 30, 2035 (the "CEA Years"), the Town shall retain in the District with respect to the Company's Property one hundred percent (100%) of the Increased Assessed Value of the Company's Property as Captured Assessed Value of the Company's Property as described below.

Commented [PS1]: Check with Town on starting date

(b) For each of the CEA Years, the Town shall deposit the resulting Tax Increment Revenues for the Company's Property into the Development Program Fund contemporaneously with each payment of Property Taxes during the Term of this Agreement in an amount equal to one hundred percent (100%) of that portion of the Property Tax payment constituting Tax Increment Revenues. The Town shall allocate the Tax Increment Revenues deposited in the Development Program Fund between the Company's Project Cost Subaccount and the Town Project Cost Subaccount as follows: for each of the CEA Years, eighty-five percent (85%) of the Tax Increment Revenues will be deposited into the Company's Project Cost subaccount and the remainder of the Tax Increment Revenues will be deposited into the Town Project Cost Subaccount.

Section 2.4. Use of Monies in Development Program Fund.

All monies in the Development Program Fund that are allocable to and/or deposited in Company's Project Cost Subaccount shall in all cases be used and applied to fund fully the Town's payment obligations to the Company as described in Articles II and III hereof.

Section 2.5. Monies Held in Segregated Account.

All monies required to be deposited with or paid into Company's Project Cost Subaccount under the provisions hereof and the provisions of the Development Program, and any investment earnings thereon, shall be held by the Town for the sole benefit of the Company.

ARTICLE III
PAYMENT OBLIGATIONS

Section 3.1. Payments to the Company.

(a) The Town agrees to pay the Company, within thirty (30) days following the Tax Payment Date, all amounts then on deposit in the Company's Project Cost Subaccount.

(b) Notwithstanding anything to the contrary contained herein, if, with respect to any Tax Payment Date, any portion of the Property Taxes remains unpaid, the Property Taxes actually paid with respect to such Tax Payment Date shall, first, be applied to taxes due on account of the Original Assessed Value; and second, shall constitute payment of Property Taxes with respect to the Increased Assessed Value of the Company's Property, to be applied first to payment in full of

the Town's share of the Tax Increment Revenues, and third, to the extent fund remaining, to payment of the Company's share of the Tax Increment Revenues for the year concerned, to be deposited into the Company's Project Cost Subaccount. Notwithstanding anything to the contrary contained herein, in any case where a portion of the Property Taxes assessed against the Company's Property remains unpaid for any reason other than a bona fide valuation dispute, no payment of the Company's share of the Tax Increment Revenues for the year concerned will be deposited into the Company's Project Cost Subaccount until such Property Taxes assessed against that Company's Property are paid in full.

Section 3.2. Failure to Make Payment.

(a) In the event the Town should fail to, or be unable to, make any of the payments at the time and in the amount required under the foregoing provisions of this Article III including in the event that the amount deposited into a Company's Project Cost Subaccount is insufficient to reimburse the Company for the full amount due to the Company under this Agreement, the amount or installment so unpaid shall continue as a limited obligation of the Town, under the terms and conditions hereinafter set forth, until the amount unpaid shall have been fully paid. The Company shall have the right to initiate and maintain an action to specifically enforce the Town's obligations hereunder, including without limitation, the Town's obligation to deposit Tax Increment Revenues to the Company's Project Cost Subaccount and its obligation to make payment out of the Company's Project Cost Subaccount to the Company.

Section 3.3. Manner of Payments.

The payments provided for in this Article III shall be paid directly to the Company at the addresses specified in Section 8.7 hereof (or at such other address as the Company shall instruct the Town in writing) in the manner provided hereinabove for the Company's own respective use and benefit by check drawn on the Town.

Section 3.4. Obligations Unconditional.

Subject to compliance with the terms and conditions of this Agreement, the obligations of the Town to make the payments described in this Agreement in accordance with the terms hereof shall be absolute and unconditional, and the Town shall not suspend or discontinue any payment hereunder or terminate this Agreement for any cause, other than by court order or by reason of a final judgment by a court of competent jurisdiction that the District is invalid or otherwise illegal.

Section 3.5. Limited Obligation.

The Town's obligations of payment hereunder shall be limited obligations of the Town payable solely from Tax Increment Revenues pledged therefor under this Agreement. The Town's obligations hereunder shall not constitute a general debt or a general obligation or charge against or pledge of the faith and credit or taxing power of the Town, the State of Maine, or of any municipality or political subdivision thereof, but shall be payable solely from that portion of Tax Increment Revenues payable to the Company hereunder, whether or not actually deposited into the respective Company's Project Cost Subaccount in the Development Program Fund. This Agreement shall not directly, indirectly, or contingently obligate the Town, the State of Maine, or

any other Town or political subdivision to levy or to pledge any form of taxation whatever therefor or to make any appropriation for their payment, excepting the pledge of the Tax Increment Revenues established under this Agreement.

ARTICLE IV
PLEDGE AND SECURITY INTEREST

Section 4.1. Pledge of and Grant of Security Interest in Company's Project Cost Subaccount.

In consideration of this Agreement and other valuable consideration and for the purpose of securing payment of the amounts provided for hereunder to the Company by the Town, according to the terms and conditions contained herein, and in order to secure the performance and observance of all of the Town's covenants and agreements contained herein, the Town does hereby grant a security interest in and pledge to the Company of the Company's Project Cost Subaccount described in Section 2.1 hereof, together with all sums of money and other securities and investments therein and all sums of money and other securities required to be transferred thereto under Section 3.1.

Section 4.2. Perfection of Interest.

(a) To the extent deemed necessary or desirable by the Company, the Town will at such time and from time to time as reasonably requested by the Company establish the Company's Project Cost Subaccount described in Section 2.1 hereof as a segregated fund under the control of an escrow agent, trustee or other fiduciary selected by the Company so as to perfect the Company's interest therein. The cost of establishing and monitoring such funds (including the cost of counsel to the Town with respect thereto) shall be borne exclusively by the Company. In the event such a fund is established under the control of a trustee or fiduciary, the Town shall cooperate with Company in causing appropriate financing statements and continuation statements naming Company as pledgee of all such amounts from time to time on deposit in the fund to be duly filed and recorded in the appropriate state offices as required by and permitted under the provisions of the Maine Uniform Commercial Code or other similar law as adopted in the State of Maine and any other applicable jurisdiction, as from time to time amended, together with any customary deposit account control agreements requested by the Company, in order to perfect and maintain the security interests created hereunder.

(b) In the event the Company requires the establishment of a segregated fund in accordance with this Section 4.2, the Town's responsibility shall be expressly limited to delivering the amounts required by this Agreement to the escrow agent, trustee or other fiduciary designated by the Company. The Town shall have no liability for payment over of the funds concerned to the Company by any such escrow agent, trustee, or other fiduciary, or for any misappropriation, investment losses or other losses in the hands of such escrow agent, trustee, or other fiduciary. Notwithstanding any change in the identity of the Company's designated escrow agent, trustee or other fiduciary, the Town shall have no liability for misdelivery of funds if delivered in accordance with the Company's most recent written designation or instructions actually received by the Town.

Section 4.3. Further Instruments.

The Town shall, upon the reasonable request of the Company, from time to time execute and deliver such further instruments and take such further action as may be reasonable and as may be required to carry out the provisions of this Agreement; provided, however, that no such instruments or actions shall pledge the credit of the Town; and provided further that the cost of executing and delivering such further instruments (including the reasonable and related costs of counsel to the Town with respect thereto) shall be borne exclusively by the Company.

Section 4.4. No Disposition of the Company's Project Cost Subaccount.

Except as permitted hereunder, the Town shall not sell, lease, pledge, assign or otherwise dispose, encumber or hypothecate any interest in the Company's Project Cost Subaccount and will promptly pay or cause to be discharged or make adequate provision to discharge any lien, charge or encumbrance on any part thereof not permitted hereby.

Section 4.5. Access to Books and Records.

All books, records and documents in the possession of either of the parties to this Agreement relating to the District, the Development Program, this Agreement and the monies, revenues and receipts on deposit or required to be deposited into Company's Project Cost Subaccount shall at all reasonable times and upon reasonable notice be open to inspection by both parties to this Agreement, and the agents and employees of the parties to this Agreement.

ARTICLE V
DEFAULTS AND REMEDIES

Section 5.1. Events of Default.

Each of the following events shall constitute and be referred to in this Agreement as an "Event of Default":

(a) Any failure by the Town to pay any amounts due the Company when the same shall become due and payable;

(b) Any failure by the Town to make deposits into Company's Project Cost Subaccount as and when due;

(c) Other than as provided in the other subsections of this Section 5.1, any failure by the Town or the Company to observe and perform in all material respects any covenant, condition, agreement, or provision contained herein on the part of the Town or the Company to be observed or performed, which failure is not cured within thirty (30) days following written notice thereof;

(d) If a decree or order of a court or agency or supervisory authority having jurisdiction in the premises of the appointment of a conservator or receiver or liquidator of, any insolvency, readjustment of debt, marshaling of assets and liabilities or similar proceedings, or for the winding up or liquidation of the Company's affairs shall have been entered against the Company, which cannot be cured within 90 consecutive days following such action, or the Company shall have consented to the appointment of a conservator or receiver or liquidator in any such proceedings of

or relating to the Company or of or relating to all or substantially all of its property, including without limitation the filing of a voluntary petition in bankruptcy by the Company or the failure by the Company to have an involuntary petition in bankruptcy dismissed within a period of ninety (90) consecutive days following its filing or in the event an order for release has been entered under the Bankruptcy Code with respect to the Company.

(e) If any written representation or warranty given to the Town by Company is knowingly incorrect or incomplete in any material respect, other than statements made about or in agreements with the Town that were later changed by mutual consent;

Section 5.2. Remedies on Default.

Subject to the provisions contained in Section 8.13, whenever any Event of Default described in Section 5.1 hereof shall have occurred and be continuing, the nondefaulting party, following the expiration of any applicable cure period, shall have all rights and remedies available to it at law or in equity, including the rights and remedies available to a secured party under the laws of the State of Maine, and may take whatever action as may be necessary or desirable to collect the amount then due and thereafter to become due, to specifically enforce the performance or observance of any obligations, agreements or covenants of the nondefaulting party under this Agreement and any documents, instruments and agreements contemplated hereby or to enforce any rights or remedies available hereunder.

Section 5.3. Remedies Cumulative.

Subject to the provisions of Section 8.13 below concerning dispute resolution, no remedy herein conferred upon or reserved to any party is intended to be exclusive of any other available remedy or remedies but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law, in equity or by statute. Delay or omission to exercise any right or power accruing upon any Events of Default to insist upon the strict performance of any of the covenants and agreements herein set forth or to exercise any rights or remedies upon the occurrence of an Event of Default shall not impair any such right or power or be considered or taken as a waiver or relinquishment for the future of the right to insist upon and to enforce, from time to time and as often as may be deemed expedient, by injunction or other appropriate legal or equitable remedy, strict compliance by the parties hereto with all of the covenants and conditions hereof, or of the rights to exercise any such rights or remedies, if such Events of Default be continued or repeated.

ARTICLE VI
EFFECTIVE DATE, TERM AND TERMINATION

Section 6.1. Effective Date and Term.

This Agreement shall remain in full force from the Effective Date of the Development Program and shall expire upon the termination of the District term unless sooner terminated pursuant to the express provisions of this Agreement. The Town's payment obligations to the

Company under this Agreement incurred prior to expiration or termination of this Agreement shall survive the expiration or earlier termination of this Agreement.

Section 6.2. Cancellation and Expiration of Term.

At the acceleration, termination, or other expiration of this Agreement in accordance with the provisions of this Agreement, the Town and the Company shall each execute and deliver such documents and take or cause to be taken such actions as may be necessary to evidence the termination of this Agreement.

ARTICLE VII
ASSIGNMENT AND PLEDGE OF COMPANY'S INTERESTS

Section 7.1. Consent to Pledge and/or Assignment or Grant of a Security Interest.

The Town hereby acknowledges that the Company may from time to time pledge and assign its right, title and interest in, to and under this Agreement as collateral for any financing of the Project in the District secured by a mortgage of the Company's Property within the District, although no obligation is hereby imposed on the Company to make such assignment or pledge. Recognizing this possibility, the Town does hereby consent and agree to the pledge and assignment of and the grant of a security interest in the Company's right, title and interest in, to and under this Agreement and in and to the payments to be made to the Company hereunder, to third parties as collateral or security for financing such development, on one or more occasions during the term hereof. The Town agrees to execute and deliver any assignments, pledge agreements, consents or other confirmations required by such prospective pledgee or assignee, including without limitation recognition of the pledgee or assignee or secured party as the holder of all right, title, and interest herein and as the payee of amounts due and payable hereunder. The Town agrees to execute and deliver any other documentation as shall confirm to such pledgee or assignee or secured party the position of such assignee or pledgee or secured party and the irrevocable and binding nature of this Agreement and provide to such pledgee or assignee such rights and/or remedies as the Company or such pledgee or assignee may reasonably deem necessary for the establishment, perfection and protection of its interest herein. The Company shall be responsible for the Town's necessary and reasonable costs of counsel with respect to any such pledge or assignment.

Section 7.2. Pledge, Assignment or Security Interest.

Except as provided in Section 7.1 hereof, neither this Agreement, nor any portion of the Company's rights in, to and under this Agreement, is assignable by the Company, in each case without the prior written consent of the Town, which consent shall not be unreasonably withheld, conditioned, or delayed.

ARTICLE VIII
MISCELLANEOUS

Section 8.1. Successors.

In the event of the dissolution, merger or consolidation of the Town or the Company, the covenants, stipulations, promises and agreements set forth herein, by or on behalf of or for the benefit of such party shall bind or inure to the benefit of the successors and assigns thereof from time to time. This Agreement shall be enforceable by and inure to the benefit of the successors to the Company of the Project, including any subsequent purchaser of the Company's Property or the Project, subject to the requirements of any process or approval identified pursuant to Article 7 hereof.

Section 8.2. Parties-in-Interest.

Except as herein otherwise specifically provided, nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person, firm or corporation other than the Town and the Company any right, remedy or claim under or by reason of this Agreement, it being intended that this Agreement shall be for the sole and exclusive benefit of the Town and the Company.

Section 8.3. Severability.

In case any one or more of the provisions of this Agreement shall, for any reason, be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement and this Agreement shall be construed and enforced as if such illegal or invalid provision had not been contained herein.

Section 8.4. No Personal Liability of Officials.

(a) No covenant, stipulation, obligation or agreement of the Town contained herein shall be deemed to be a covenant, stipulation or obligation of any present or future elected or appointed official, officer, agent, servant or employee of the Town in his or her individual capacity, and neither the Town Council nor any official, officer, employee or agent of the Town shall be liable personally with respect to this Agreement or be subject to any personal liability or accountability by reason hereof.

(b) No covenant, stipulation, obligation or agreement of the Company contained herein shall be deemed to be a covenant, stipulation or obligation of any present or future officer, agent, servant or employee of the Company in his or her individual capacity, and no official, officer, employee or agent of the Company shall be liable personally with respect to this Agreement or be subject to any personal liability or accountability by reason hereof.

Section 8.5. Counterparts.

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same Agreement.

Section 8.6. Governing Law.

The laws of the State of Maine shall govern the construction and enforcement of this Agreement.

Section 8.7. Notices.

All notices, certificates, requests, requisitions or other communications by the Town or the Company pursuant to this Agreement shall be in writing and shall be sufficiently given and shall be deemed given when mailed by first class mail, postage prepaid, addressed as follows:

If to the Town:
Town of Houlton
Attention: Town Manager
21 Water Street
Houlton, ME 04730

With a copy to:
Philip Saucier, Esq.
Bernstein Shur
100 Middle Street
P.O. Box 9729
Portland, ME 04104-5029

If to WLR Residential Properties, Inc.:
WLR Residential Properties, Inc.

Commented [KM2]: WLR Contact needed

With a copy to:

Commented [KM3]: WLR Counsel needed

Either of the parties may, by notice given to the other in accordance with this section, designate any further or different addresses to which subsequent notices, certificates, requests, or other communications shall be sent hereunder.

Section 8.8. Amendments.

This Agreement may be amended only with the concurring written consent of the parties hereto. Section 2.3 may be amended by the Town upon approval from the Commissioner without consent from the Company as long as any change in the percentage of the Increased Assessed Value retained as Captured Assessed Value in the District pursuant to Section 2.3(a) does not affect the amount of Tax Increment Revenues transferred to the Company's Project Cost Subaccount of the Project Cost Account pursuant to Section 2.3(a). In the unlikely event that DECD or the State of Maine prevents the Town from capturing Increased Assessed Value and/or spending Tax Increment Revenues in a manner consistent with the provisions of this Agreement or the Development Program, to the extent possible the percentages of Property Taxes paid on Increased Assessed Values listed in Section 2.3(a) hereof, and the payment obligations related thereto, shall be reduced pro rata for the applicable Tax Year. In such circumstances, the parties agree to enter into discussions in good faith about whether an amendment hereto is warranted in response to the prevention by the State from capturing value.

Section 8.9. Reserved.

Section 8.10. Benefit of Assignees or Pledgees.

The Town agrees that this Agreement is executed in part to induce assignees or pledgees to provide financing for improvements by or on behalf of Company within the District and accordingly all covenants and agreements on the part of the Town as to the amounts payable hereunder as hereby declared to be for the benefit of any such assignee or pledgee from time to time of Company's right, title and interest herein.

Section 8.11. Integration.

This Agreement completely and fully supersedes all other prior or contemporaneous understandings or agreements, both written and oral, between the Town and the Company relating to the specific subject matter of this Agreement and the transactions contemplated hereby.

Section 8.12. Reserved.

Section 8.13. Dispute Resolution.

In the event of a dispute regarding this Agreement or the transactions contemplated by it, the parties hereto will use all reasonable efforts to resolve the dispute on an amicable basis. If the dispute is not resolved on that basis within sixty (60) days after one party first brings the dispute to the attention of the other party, then either party may refer the dispute for resolution by one arbitrator mutually agreed to by the parties, and judgment on the award rendered by the arbitrator may be entered in any Maine state court having jurisdiction. Any such arbitration will take place in Portland, Maine or such other location as mutually agreed by the parties. The parties acknowledge that arbitration shall be the sole mechanism for dispute resolution under this Agreement. In the event the parties are unable to agree, within a reasonable period, on the selection of an arbitrator, each party shall appoint a neutral and the selected neutrals shall be charged with selecting an arbitrator. Provided however, that in the event the selection of an arbitrator by the parties and through neutrals fails, either party may file suit to resolve the dispute in any court having jurisdiction within the State of Maine. This arbitration clause shall not bar the Town's assessment or collection of property taxes in accord with law, including by judicial proceedings, including tax lien thereof.

Section 8.14. Tax Laws and Valuation Agreement.

The parties acknowledge that all laws of the State now in effect or hereafter enacted with respect to taxation of property shall be applicable and that the Town, by entering into this Agreement, is not excusing any non-payment of taxes by the Company. Without limiting the foregoing, the Town and the Company shall always be entitled to exercise all rights and remedies regarding assessment, collection and payment of taxes assessed on the Company's property. In addition, the Development Program makes certain assumptions and estimates regarding valuation, depreciation of assets, tax rates and estimated costs. The Town and the Company hereby covenant and agree that the assumptions, estimates, analysis and results set forth in the Development Program shall in no way (a) prejudice the rights of any party or be used, in any way, by any party in either presenting evidence or making argument in any dispute which may arise in connection

with valuation of or abatement proceedings relating to the Company's property for purposes of ad valorem property taxation or (b) vary the terms of this Agreement even if the actual results differ substantially from the estimates, assumptions or analysis.

(Signature Pages Follow)

IN WITNESS WHEREOF, the Town and the Company have caused this Agreement to be executed under seal in their respective corporate or other entity names and attested by the duly authorized officers, all as of the date first above written.

WITNESS:

_____

TOWN OF HOULTON

By:_____
Name: Cameron Clark
Its Town Manager, Duly Authorized by the Town Council at its meeting on _____, 2025

WITNESS:

BY: WLR RESIDENTIAL PROPERTIES, INC.

_____

By:_____
Printed Name: _____
Its: _____

Buildings Etcetera
"Build/Design Since '89"

SJ+IH

PROPOSAL NO. 25-022

Proposal Submitted to		Phone	Date
Town of Houlton			3/12/25
		Job Name	
21 Water Street		JMCC Entrance Doors	
		Job Location	
Houlton, ME 04730		Houlton	
Submitted By	Date of Plans		Fax
Zack Chase			

We propose to furnish all labor, materials, disposal, equipment and incidentals necessary to remove and replace the existing entrance doors:

- Remove and dispose of existing entrance door systems at both lobbies of the John Millar Civic Center.
- Install 2 sets of entrance doors similar to existing configurations with insulated steel doors and hollow metal frames. Includes glass configuration matching existing. See attached literature on door products included in pricing.
- Repair any sheetrock returns damaged during construction. Adjacent walls to receive new paint. All doors and frames to receive two coats finish paint.
- Replace existing metal head trim at exterior of openings with new.
- Replace 3 existing exterior door rim cylinders with new matching keyed system of new entrances.

Includes:

- Supervision, Clean-up/disposal of our materials

Excludes:

- Building permit
- Sales Tax
- Removal/disposal of hazardous/contaminated materials.
- Power, water, sanitary facilities (to be provided by owner).
- Any damage to existing utilities unless clearly identified by owner prior to construction start.
- Anything not explicitly stated herein.

Notes:

1) Project Timeline: 2 weeks for submittal review, 8-16 weeks for product lead times, 1 month construction including painting.
2) Price Breakdown:
   - Labor: $6,836
   - Materials/Small Tools & Supplies: $64,264
   - Subcontractors: $4,799
3) 10% contingency should be figured for unforeseen conditions. This is not included in our pricing.

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
Seventy-Five Thousand Eight Hundred Ninety-Nine Dollars and No Cents.....$75,899.00

The Allen Company, LLC
PO Box 608
Presque Isle, ME 04769 US
2077623190
joseph@theallencollc.com
https://www.theallencollc.com

Estimate

ADDRESS
Town of Houlton

ESTIMATE #	DATE
1242	04/07/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	JMCC Door Proposal Proposal to replace doors, frames, and hardware in front of building to match existing. Replace hardware on rear doors. Project to be completed spring of 2025.			
Building	Materials	1	94,782.00	94,782.00
Building	Labor/equipment	1	57,085.00	57,085.00

TOTAL **$151,867.00**

Accepted By

Accepted Date

IIA

OFFICIAL BALLOT
MUNICIPAL REFERENDUM
MAY 6, 2025
FOR THE TOWN OF HOULTON

TOWN CLERK

INSTRUCTIONS TO VOTERS

Vote "yes" or "no" by making a cross (X) or check mark (✓) in the square of your choice at the left of each question. If you make a mistake, you may ask for a new ballot. DO NOT ERASE.

QUESTION 1: SHALL THE TOWN BE AUTHORIZED TO COMMIT AND BORROW UP TO $750,000 TO RECONSTRUCT RESERVOIR HILL ROAD?

Required Ballot Statement: The capital funds available to the Town Council under Section 508 of the Town Charter without a referendum election are not committed to or included in the funds requested by this referendum question.

YES ☐ NO ☐

Houlton Town Council Recommends a YES vote.
Board of Budget Review Recommends a YES vote.

IIB

ORDINANCE AUTHORIZING TOWN OF HOULTON BOND ISSUANCE TO RECONSTRUCT RESERVOIR HILL ROAD

SUMMARY OF ORDINANCE AUTHORIZING TOWN OF HOULTON BOND ISSUANCE TO RECONSTRUCT RESERVOIR HILL ROAD

This Ordinance authorizes the Town to borrow not more than $750,000 to reconstruct Reservoir Hill Road. However, the Ordinance provides that the Town may issue the bonds only if the voters of the Town approve a $750,000 capital commitment for the project at a municipal referendum election.

The Town of Houlton ordains pursuant to sections 211 and 212 of the Charter of the Town of Houlton and 30-A M.R.S.A. Section 5772 that the Town be authorized to issue general obligation bonds in an amount not to exceed $750,000 (the "Bonds") to reconstruct Reservoir Hill Road (the "Project";

That the Town be authorized to enter into a Loan Agreement with the Maine Municipal Bond Bank to effect the sale of the Bonds in the principal amount of not more than $750,000, and that the Treasurer and Council Chairperson be authorized to execute and deliver the Loan Agreement on behalf of the Town on such terms not inconsistent with this Ordinance as they may approve, such approval to be conclusively evidenced by the execution and delivery of said Loan Agreement;

That the Treasurer and Council Chairperson be authorized to sell the Bonds to a party or parties other than the Maine Municipal Bond Bank on such terms not inconsistent herewith if they deem such other sale arrangement to be in the interests of the Town;

That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the Project, including issuance costs;

That to the extent not inconsistent with this ordinance, the Treasurer and Council Chairperson approve the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, form(s) and other details of the Bonds, such approval to be conclusively evidenced by the execution thereof as herein provided, and provide for the sale and delivery against payment thereof,

That the Treasurer be authorized to provide on behalf of the Town that the Bonds may be redeemable or callable, with or without premium, prior to their maturity,

That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Treasurer and countersigned by the Council Chairperson under the official seal of the Town attested by the Town Clerk, and that any signature thereon may be by facsimile to the extent permitted by law;

That the Bonds otherwise be issued in such form and contain such terms and provisions, not inconsistent herewith, as may be approved by the Treasurer and Council Chairperson, such approval to be conclusively evidenced by the execution thereof;

That the Treasurer be authorized to designate the Bonds, and any temporary notes issued in

anticipation of the issuance of the Bonds, as qualified tax-exempt obligations for purposes of Section 265(b) of said Code;

That no part of the proceeds of the Bonds shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code");

That in connection with the Bonds, the Treasurer be authorized to execute and deliver on behalf of the Town an Arbitrage and Use of Proceeds Certificate in form approved by the Town's bond counsel, and to covenant on behalf of the Town to file any information report and pay any rebate due to the United States in connection with the issuance of the Bonds, and to take all other lawful actions necessary to insure that the interest on the Bonds will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the Bonds to become includable in the gross income of the owners thereof;

That appropriate officials of the Town be authorized to execute and deliver on behalf of the Town such other documents and certificates as maybe required in connection with the Bonds;

That if the Clerk, Treasurer or Council Chairperson are for any reason unavailable to, as applicable, approve, execute or attest the Bonds or any related financing documents, the person or persons acting in any such capacity, whether as assistant, deputy, or otherwise, be authorized to act for such unavailable official with the same force and effect as if such official had himself/herself performed such act;

That the summary of this ordinance appearing at the top of this ordinance be approved as to form;

That, pursuant to sections 214 and 212(2) of the Town Charter, the Clerk, following. adoption of this Ordinance, record a copy authenticated by the signatures of the chair and secretary of the Town Council, and publish the summary of this ordinance together with a notice of its adoption and the effective date, which effective date shall be the seventh day after such publication; and

That notwithstanding anything to the contrary in this Ordinance, it shall be a condition to die issuance of the Bonds that the voters of the Town, pursuant to section 508(3) of the Town Charter, approve a referendum question with accompanying ballot statement to be presented in the following form at a municipal election:

QUESTION 1: SHALL THE TOWN BE AUTHORIZED TO COMMIT AND BORROW UP TO $750,000 TO RECONSTRUCT RESERVOIR HILL ROAD?

Required Ballot Statement: The capital funds available to the Town. Council under Section 508 of the Town Charter without a referendum election are not committed to or included in the funds requested by this referendum question.

TOWN OF HOULTON
21 WATER STREET
HOULTON, MAINE 04730

PHONE: 207-532-7111 FAX: 207-532-1304

IIIA

DECLARATION OF OFFICIAL INTENT

WHEREAS, the Town of Houlton, Maine (the "Issuer") currently intends to proceed with a project consisting of reconstructing Reservoir Hill Road (the "Project");

WHEREAS, the Issuer intends to finance the cost of the Project through the issuance of tax-exempt bonds (the "Obligation");

WHEREAS, the Issuer anticipates making certain expenditures with respect to the Project prior to the issuance of the Obligation;

WHEREAS, the Issuer intends to allocate certain proceeds of the Obligation to reimburse the Issuer for any such expenditures made with respect to the Project; and

WHEREAS, Treasury Regulation Section 1.150-2 requires that the Issuer declare its official intent no later than sixty (60) days after the payment of such expenditures to reimburse any expenditures with respect to the Project;

NOW THEREFORE, the Issuer does hereby declare its official intent as follows:

1. Declaration of Intent. This declaration is a Declaration of Official Intent under Treasury Regulation Section 1.150-2.

2. Intention to Reimburse. On the date hereof, the Issuer reasonably expects to reimburse its expenditures made with respect to the Project from the proceeds of the Obligation. All expenditures to be reimbursed will be made prior to the date of the issuance of the Obligation.

3. General Description of Property to Which Reimbursement Relates. The following is a general functional description of the type of property for which the expenditures to be reimbursed are paid: design, engineering and construction.

4. Statement of Expected Debt. The maximum principal amount of debt expected to be issued for the Project is $750,000.

5. Identification of Source of Funds. Expenditures made on the Project shall be paid from the Issuer's General or Capital Improvement Funds.

6. Public Availability of Official Intent. This Declaration of Official Intent shall be maintained as a public record of the Issuer and shall be maintained and otherwise supervised by the Clerk of the Issuer. This Declaration of Intent shall be continuously available for public inspection at the office of the Clerk during normal business hours of the Issuer until the date of the issuance of the Obligation.

7. Reimbursement Period. The Issuer intends to reimburse expenditures made with respect to the Project within three (3) years of the later of the date on which the expenditure was paid or the date on which the Project is placed in service. Moreover, the Issuer intends that any expenditure to be reimbursed will be a capital expenditure as defined in Treasury Regulation Section 1.150-(b).

8. Reasonableness Standard for Declaring Official Intent. The Issuer believes that this Declaration of Official Intent is consistent with its budgetary and financial circumstances. None of the revenues for the Project have been budgeted by internal funds by the Issuer or otherwise provided for by reserves or other long-term holdings established by the Issuer. Moreover, the Issuer has not developed a pattern of failing to reimburse expenditures subject to other Declarations of Official Intent.

9. Miscellaneous Restrictions. The Issuer intends that none of the proceeds from the Obligation shall be used directly or indirectly in violation of the "anti-abuse rules" set forth in Treasury Regulation Section 1.150-2(h).

10. Authority of Declaration. This Declaration of Official Intent is adopted pursuant to Project approvals duly adopted by the legislative body of the Issuer.

Adopted by vote of the Municipal Officers at a duly noticed meeting at which a quorum was present on April 14, 2025.

III B

STATE OF MAINE
TOWN OF HOULTON

POST ISSUANCE COMPLIANCE POLICY

The Town of Houlton (the "Town") issues tax-exempt bonds from time to time to finance various capital improvements. As an issuer of such tax-exempt bonds, the Town is required by the Internal Revenue Code of 1986, as amended, (the "Code") and regulations promulgated by the United States Treasury Department to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of the bonds.

The Town recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of a bond issue, and is an integral component of the Town's overall debt-management responsibilities. These requirements apply equally to capital leases. Accordingly, the implementation of these requirements will require on-going monitoring and consultation with Bond Counsel.

Issuance.

The Town Council shall approve the terms and structure of bonds issued by the Town. Such bonds shall be issued in accordance with United States Treasury Department Regulations, the Internal Revenue Code of 1986, as amended, State statutes and the Town's ordinances. Specific post-issuance compliance procedures are addressed below.

General Procedures.

The following guidelines will be used to monitor compliance with post-issuance requirements:

1. The Town's Treasurer shall serve as the Compliance Officer and shall be the person primarily responsible for ensuring that the Town successfully carries out its post-issuance responsibilities. The Treasurer shall be assisted by the following persons or entities:

    a. Bond Counsel
    b. Financial Advisor
    c. Paying Agent
    d. Rebate Specialist

The Treasurer shall be responsible for assigning post-issuance responsibilities to other staff, Bond Counsel, the Financial Advisor, the Paying Agent and the Rebate Specialist, and shall utilize such other professional services as are necessary to ensure compliance with all post-issuance requirements.

2. The Treasurer shall verify that the following post-issuance actions have been taken on behalf of the Town with respect to each issue of tax-exempt bonds:

    a. Ensure that a full and complete record for the principal documents of each

the issue has been completed by Bond Counsel and the Financial Advisor;

b. Ensure that the Internal Revenue Service (IRS) forms 8038 are properly filed with the IRS by Bond Counsel within the time limits imposed by Section 149(e) of the Code;

c. Account for the allocation of the proceeds of the tax-exempt bonds to expenditures as required by the Code;

d. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditures of the issue proceeds;

e. Identify proceeds of tax-exempt obligations, in consultation with Bond Counsel and the Financial Advisor, that are yield-restricted and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the bond yield to which such investments are restricted;

f. Determine, in consultation with Bond Counsel and the Financial Advisor, whether the Town is subject to the rebate requirements of Section 148(f) of the Code and related Treasury Regulations with respect to each issue of the Town. The Treasurer shall contact a Rebate Specialist, as required, prior to the fifth anniversary of the date of issuance of each issue and each fifth anniversary thereafter until the obligation has matured to arrange for calculation of the rebate requirements, as needed, to be paid by the Town. If any rebate is required to be paid to the IRS, the Town Treasurer will file Form 8038-T, along with the required payment.

g. Shall monitor the use of all financed facilities in order to determine whether private business uses of financed facilities have exceeded the de minimus limits set forth in Section 141(b) of the Code (generally a value or benefit equal to 10% of issue proceeds) that provide special legal entitlements to non-governmental persons.

h. With the assistance of professional services as needed, shall ensure that any and all nonqualified bonds are remediated according to the requirements of the Code and relevant regulations.

3. The Treasurer shall collect and retain the following records with respect to each issue of tax-exempt obligations and with respect to the facilities financed with the proceeds of such Obligations:

a. Audited financial statements of the Town;

b. Appraisals, surveys, feasibility studies, if any, with respect to the facilities to be financed with issue proceeds;

c. Trustee or Paying Agent statements;

d. Records of all investments and the gains (or losses) from such investments;

e. Expenditures reimbursed with the issue proceeds;

f. Allocation of issue proceeds to expenditures (including cost of issuance) and the dates and amounts of each expenditure (including requisitions, draw down schedules, invoices, bills and cancelled checks as related to each expenditure);

g. Construction or renovation contracts for financed facilities or projects;

h. Maintain an asset list of all tax-exempt financed depreciable property and sales of tax-exempt financed assets;
i. Arbitrage rebate reports and records of rebate and yield reduction payments, if any;
j. Orders, Resolutions and other actions, if any, adopted by the Town subsequent to the date of issue of the obligations; and
k. Relevant correspondence relating to such bonds.

The records collected by the Town shall be stored in any format deemed appropriate by the Treasurer and shall be retained for a period equal to the life of the tax-exempt obligations, including the life of any obligations issued to refund obligations, plus three (3) years.

4. In addition to its post-issuance compliance requirements under the Code and Treasury Regulations, the Town has agreed to provide Continuing Disclosure, such as annual financial information and material event notices when required. The continuing disclosure obligations are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12 under the Securities and Exchange Act of 1934, as amended and officially interpreted from time to time.

5. Prior to the change in use, sale, lease, or rent of any bond-financed asset, the Compliance Officer shall be consulted in order to ensure compliance with applicable Code provisions and Treasury Regulations. In the event that an action is found to cause an issue to meet the private business tests or the private loan financing tests, the Compliance Officer and other necessary Town officials, in consultation with Bond Counsel, may undertake the remedial action steps listed in 26 C.F.R. § 1.141-12.

6. In the event of a violation of the applicable rules for tax-exempt bonds, the Compliance Officer, and other necessary Town officials, in consultation with Bond Counsel, may participate in the Tax Exempt Bonds Voluntary Closing Agreement Program in order to conclusively resolve the violation as expeditiously as possible.

Date Adopted: _____

IFD

State of Maine

Bureau of Alcoholic Beverages & Lottery Operations

Application Copy

File Number: 54637 Job Type: Renewal Application

LICENSE #

CCP-90-100014

APPLICATION DATE RECEIVED

2025-03-17

LICENSE TYPE

On-Premises: Beer, Wine & Spirits

LICENSEE

B. P. O. ELKS, HOULTON LODGE #835

AGENT NAME

EFFECTIVE DATE

2024-04-26

EXPIRES

2025-04-25

STATUS

Active

PREMISES NAME

ELKS #835 Houlton Lodge

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Club with catering privileges

PREMISES NAME

ELKS #835 Houlton Lodge

OPERATOR

B. P. O. ELKS, HOULTON LODGE #835

PHYSICAL ADDRESS

86 MAIN ST HOULTON ME 04730-2121

MAILING ADDRESS

86 MAIN ST HOULTON ME 04730-2121

III E

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: 3-17-25 **Application Type: New**____ **Renewal** X

I/We, Houlton Lodge of Elks #835,

d/b/a same,

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** X

Description of room(s) to be used under this permit: Large meeting room with bar, lounge area with bar

Description of kind of entertainment: Music and dancing

Business Street Address: 86 Main St Houlton ME 04730

Mailing Address: 86 Main St Houlton ME 04730

Telephone: (207) 532-2791

Signature of Applicant: Robert Boston

$10.00 Fee Paid _____ **Ad Fee Paid**_____

Approved by Municipal Officers on _____

Permit #_____ **issued on** _____

Signed,

_____
Town Clerk

III F+G

Town of Houlton Public Works Department

Phone 207-532-1325 Fax 207-532-1307
21 Water St.
Houlton, Maine 04730

March 28, 2025

To: Cameron Clark, Town Manager

From: Chris Stewart, PWD Director

Re: Pavement markings Hand Work/Centerline

I recommend the 2025 pavement markings hand work bid at **$14,728.75**, be awarded to **Jackett Enterprises Inc.** of Houlton, Maine. Two bids were received for hand work. The second bid received was from **K5 Corporation**, located in Rockland, MA. With a bid price of **$46,371.60** Jackett Enterprises has been doing the pavement markings hand work for the Town of Houlton for many years. Jackett Enterprises has always done an exceptional job.

I recommend the 2025 pavement markings for Centerline striping bid at **$17,987.50** be awarded **to On-The-Line** from Bangor, Me. There was one other bidder for center line markings, with a bid price of **$21,470.00** from **K5 Corporation** located in Rockland, MA. On-The-Line has completed centerline striping for the Town of Houlton for the past several years. Always doing an exceptional job.

This years striping must be completed by June 13th.

Chris Stewart, Director
Houlton Public Works

Handwork Pavement Marking Bids - 2025

Subject to additions or deletions

Item	Basis	Jackett Enterprises	K 5 Corporation
Single Lines	100	0.10	0.90
Cost		**10.00**	**90.00**
Single Arrows	72	25.00	88.00
Cost		**1,800.00**	**6,336.00**
Double Arrows	33	40.00	140.00
Cost		**1,320.00**	**4,620.00**
Stop Bars (12)	817	0.95	1.80
Cost		**776.15**	**1,470.60**
Stop Bars (24)	210	1.70	3.60
Cost		**357.00**	**756.00**
Word Only	22	50.00	100.00
Cost		**1,100.00**	**2,200.00**
Curbing (Ft)	60	0.50	2.00
Cost		**30.00**	**120.00**
Parking Stalls - Re-Marked	465	5.00	15.00
Cost		**2,325.00**	**6,975.00**
Parking Stalls - New	0	12.00	8.00
Cost			
Cross Walks (Ft)	14,370	0.38	1.20
Cost		**5,460.60**	**17,244.00**
Hanicapped Parking	13	30.00	110.00
Cost		**390.00**	**1,430.00**
Chevron (Ft)	5,300	0.20	0.90
Cost		**1,060.00**	**4,770.00**
Piano Crosswalks	0		
Cost			
YLD AHD	2	50.00	180.00
Cost		**100.00**	**360.00**
TOTAL COST		**14,728.75**	**46,371.60**

Centerline Marking Bids
Subject to additions or deletions
2025

Item	Basis		Bus. Name	On-The-Line	K 5 Corporation
Double Yellow Centerline*	69,650	lf.	0.000	0.150	0.200
Cost			0.00	10,447.50	13,930.00
Single Line Solid & Dashed	75,400	lf.	0.000	0.100	0.100
Cost			0.00	7,540.00	7,540.00
TOTAL COST			0.00	17,987.50	21,470.00

Combination Handwork and Centerline

	Jackett Enterprises	Fine Line
Parking	14,728.75	
Centerline	0.00	17,987.50

Total Cost	$32,716.25

BUDGET	36,000.00

III H

Town of Houlton Public Works Department

Phone 207-532-1325 Fax 207-532-1304
21 Water St.
Houlton, Maine 04730

March 28, 2025

To: Cameron Clark, Town Manager
Town of Houlton

From: Chris Stewart, Director
Houlton Public Works

Re: 2025 Street Paving Bid.

I recommend we accept the bid of **$110.00** per ton for 9.5mm machine placed asphalt and **$106.70** per ton for 12.5 mm machine placed asphalt, from Steelstone Industries of Houlton Me. Steelstone Industries was the only bid received.

Last year's prices were as follows $116.25 per ton for 9.5mm and $113.30 for 12.5 mm per ton. The bid is favorable this year, I am looking forward to getting roads into drivable conditions.

Steelstone hand placed per ton **$208.75**

Prices are based on 2,300-ton machine placed and 100-ton hand placed asphalt.

You will see on the bid form for 2025 I added a line for sidewalk paving. The bid came in at **$122.75** per ton. Sidewalk reconstruction is slated to start this spring.

Chris Stewart, Director
Houlton Public Works

BID FORM 2025
HOT MIX ASPHALT STREET

To:

Town Manager
21 Water Street
Houlton Me. 04730

From: Company name Steelstone Industries

P.O. Box 746

(Address 154 Steelstone street, Houlton Me. 04730

(Phone 207-532-9675

Re: Hot mix asphalt paving bid in response to request for "Invitation to bid" advertised on Town of Houlton's web page with end date for bid of **March 27th, 2025**

Our firm bids the following price per ton of hot mix asphalt, tacked, and placed in accordance with specifications and requirements provided with the bid request and, in case of award, hereby enters a contract incorporating all bid specifications and any exemptions accepted by the Municipality to supply all the labor, materials, and equipment to manufacture, transport and place the asphalt on specified ways in the Town of Houlton.

Please include the terms of your firm's "escalator clause" with bid.

Proposed pricing is as follows:

Machine placed 9.5 mm hot mix asphalt _____ **$** 110.00 **per ton**
Hand placed 9.5 mm hot mix asphalt _____ **$** 208.75 **per ton**
Machine placed 12.5 mm hot mix asphalt _____ **$** 106.20 **per ton**
Hand placed 12.5 mm hot mix asphalt _____ **$** 208.75 **per ton**
Bituminous Curbing, in place _____ **$** 25.00 **per lin. Foot**
Maintenance Mix asphalt _____ **$** 103.25 **per ton**
Machine placed hot mix asphalt Sidewalk's _____ **$** 122.75 **per ton**
Machine placed Fine Grading Sidewalk's (Town Providing Gravel) **$** 675.00

Exceptions (if any) _____

Estimated date work can be started _____

Date: 3/27/2025 Authorized Representative: Rick McIntosh

Signature: Rick McIntosh Title: Pres.

III

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

To: Town Manager and Town Council
From: Owen Gallop, Parks and Recreation Director
Date: April 1, 2025
RE: Request to accept grant

Request to accept a Vital Pathways Mini grant of $1,000 for the Houlton Parks and Recreation Department.

- Please accept the grant from Vital Pathways of $1,000 to be put towards science equipment for the Houlton Parks and Recreation Department. Vital Pathways, in partnership with Tate & Lyle, has a mini-grant application for area schools, municipalities, and non-profit organizations which is awarded throughout the year. These applications must pertain to STEAM and/or nutrition to promote the growth of either. This grant money will go towards the purchase of LEGO Robotic sets to enhance our Science Camps. We have a specific summer science camp as part of our summer program line-up, which these will play a pivotal role in. We will also utilize them through other science opportunities in more of our programs such as Just for Kids Summer Camp, After Care, Vacation weeks, and more. We are very grateful to be awarded these funds and look forward to growing our programs. Thank you to Vital Pathways for this opportunity.

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

TOWN OF HOULTON
21 WATER STREET
HOULTON, MAINE 04730

Phone (207)532-7111 Fax (207)532-1304

RESOLUTION

TOWN OF HOULTON

A Resolution authorizing that Cameron Clark, who is the Town Manager, is empowered to act on behalf of Town of Houlton & Shiretown Development Corporation as the Authorized Official.

Resolved by the Town Council of the Town Houlton as follows:

WHEREAS, the Town Charter requires the Town Council to designate the source of any money appropriated after the budget is adopted; and

WHEREAS, the Town of Houlton has been awarded $978,880 for the Airport Fuel Farm Replacement Project;

NOW THEREFORE, the Town Manager, Cameron Clark is hereby authorized, on behalf of the Town of Houlton to apply for, accept, and expend grant funds from the Northern Borders Regional Commission. The named authorized official has permission to sign all NBRC investment documents that bind the applicant.

_____

Signature of Chairperson, Houlton Town Council

Passed and approved this 14th day of April, 2025.

III K

TOWN OF HOULTON
21 WATER STREET
HOULTON, MAINE 04730

Phone (207)532-7111 Fax (207)532-1304

April 14, 2025

Northern Border Regional Commission (NBRC)
James Cleveland Federal Building, Suite 1501
53 Pleasant Street
Concord, NH 03301

RE: Letter Of Commitment For Match

This letter is to confirm that the Town of Houlton commits to providing the following matching funds and/or in-kind cost share to the 2025 Northern Border Catalyst Program application: *Roadmaps for Growth.*

The Town of Houlton commits cash and/or in-kind match of $6,750.00, which we will provide during the grant period of July 1, 2025 through September 30, 2028. The funds will be used for local economic development planning as outlined in the project proposal.

We thank you for this opportunity and look forward seeing the project move forward. We encourage you to look favorably upon the application.

Sincerely,

Cameron Clark
Interim Town Manager

GrowSmart Maine

PROJECT PROPOSAL: Roadmaps for Growth – Economic Development Planning for Communities in Rural Maine

Many rural municipalities often manage on a shoestring budget with limited capacity for longer term, strategic economic planning, leading to an economic development approach that can be described as reactive. Conversely, a planning framework for strategic decision-making enables municipalities to make informed decisions regarding where to deploy limited resources for optimal economic development impact.

"Roadmaps for Growth" is a 3-year project that will provide technical assistance and up to $45,000 in sub-grants to six municipalities - Calais, Danforth, Houlton, Machias, Mexico, and Van Buren - to develop Local Economic Development Plans. The plans are intended to help communities take control of their economic development, set clear and attainable economic development objectives, and design policies and programs to achieve them.

Impact: Maine communities move from reactive economic development to taking control of their economic development, improving their economic future, and the quality of life for all residents.

Project outcome: By the end of the project period (Sept. 2028) each municipality will have strategic economic development policy goals, a plan for reaching those goals, and a system for tracking and monitoring local economic development. By 2030 each municipality will have: A) Implemented at minimum three priority policies/programs/actions from their economic development plans; B) Outperformed comparable municipalities by 20% on economic KPIs; and C) Reduced the gap between local and statewide economic KPIs.

Strategy:

1. **Develop community-based "Roadmaps for Growth" i.e., Local Economic Development Plans:** These are either "free-standing" or developed as a part of a broader Comprehensive Plan process. The plans will include policies/programs/actions for:
    - Workforce training, attraction and retention, inc. workforce housing;
    - Industry diversification and meeting the current and future needs of the major regional employers;
    - Business retention and expansion, inc. municipal regulatory reforms and strategies;
    - Weather preparedness, renewable energy business opportunities, and mitigating economic impact of extreme weather
    - Promotion of resource conservation, tourism, or recreation as part of an asset-based economic development approach.

2. **Public participation process in each municipality:** The project is designed to ensure strong public participation in the local economic development processes. Thoughtful public engagement will help identify unique challenges and opportunities for the economic development in the community, as well as confer legitimacy and support for specific local economic development initiatives.

3. **The development of the "Prosperity Scorecard":** The scorecards are online tools for quantifying local economic development goals. They will be used to establish baselines and track economic performance in each municipality using SMART KPIs. These will be informed by the indicators identified in Maine's Economic Development Strategy, but tailored to the local economy (forestry, tourism, agriculture). As such, the scorecards align local economic development efforts with the statewide strategy.

4. **The establishment of the partnership platform "Partners for Rural Prosperity"** to cultivate partnerships and opportunities for long-term economic growth and business development in the municipalities and their respective regions. This will consist of:
   - An online platform for sharing of resources, partnership opportunities, and expertise. The website will also host the "Rural Prosperity Scorecards".
   - Three Annual (in-person) Partners for Rural Prosperity Workshops designed to develop networks between the municipalities, and with public, private, non-profit, and education sectors to inform the development and implementation of the "Roadmaps for Growth". The workshops will also be an opportunity to review and validate the scorecards.

   The platform will serve as a vehicle for inter-municipal learning, as well as be an opportunity to: 1) involve statewide stakeholders in the planning process; and B) showcase assets and business opportunities in rural Maine to the rest of the state and country.

Sub-grants to municipalities and match requirement:
Sub-grants to participating municipalities of up to $45,000 to contract for economic development technical assistance providers to assist in plan development. Participating municipalities will have to provide minimum 15% match ($6,750) in cash and/or in-kind. Workshops, partnerships platform, and overall project management will be provided by GrowSmart Maine at no cost to the municipalities.

Town of Houlton

RSU29 Vacancy

Appointment until the next regular Municipal Election

Name: Eric Schools

Physical Address: 15 Elm St Houlton Me 04730

Mailing Address: Same

Phone Number: _____ E-Mail Address _____

How Long Have You Been a Houlton Resident: 24 years

Your Occupation: Sales Manager

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

The only way to make a difference is to be involved. I would like to make a positive impact anyway that I can.

Please list one reference and contact information for them:

Brian House

Signature: [signature]

Date: 3-18-2025

Town of Houlton

RSU #29 Vacancy

Appointment until the next regular Municipal Election

Name: Cassandra Nightingale

Physical Address: 1 Williams St, Houlton, ME 04730

Mailing Address: 1 Williams St, Houlton, ME 04730

Phone Number: E-Mail Address:

How Long Have You Been a Houlton Resident: Since 2005

Your Occupation: I am a stay-at-home mom

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

As a dedicated stay-at-home mom with a background in advocacy and a degree in psychology, I am deeply invested in the education and well-being of my children and their peers at RSU 29. My experience working at Community Living Association ignited my passion for advocacy and helping others. I am committed to fostering an environment where our children can thrive, discover their passions, and succeed in life. Where our educators have the tools to aid our children's success, together we can empower our future leaders.

Please list one reference and contact information for them:
Mark Lipscombe, 925-405-6623

Signature: Cassandra Nightingale

Date: 3/25/25