

**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 28, 2025
5:00 PM**

A. (S040425-1) 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. (S040425-2) 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. (S040425-3) Council authorizes the Town Manager to enter into a Purchase and Sales Agreement between the Town of Houlton and _____ for the purchase of 326 Military 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. (S040425-4) Council authorizes the Town Manager to enter into a Purchase and Sales Agreement between the Town of Houlton and _____ for the purchase of 350 Military 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.

V. Adjournment

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AGENDA

Regular Council Meeting

**April 28, 2025
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Special & Regular Council Meeting of April 14, 2025 & Special Council Meeting of April 16, 2025

II. Old Business

A. (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.

(Public Hearing)

Need to pull from Undesignated to cover overspent budget lines.

B. (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.

(Public Hearing)

Need to pull from Undesignated to cover overspent budget lines.

C. (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.

(Public Hearing)

Need to pull from Undesignated to cover overspent budget lines.

D. (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.

(Public Hearing)

Need to pull from Undesignated to cover overspent budget lines.

E. (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.)

(Public Hearing)

F. (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.

(Public Hearing)

Two bids were received.

III. New Business:

A. (040225-1) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by Broadway Incorporated, d/b/a Ivey's Motor Lodge/Ivey's Bistro, located at 241 North Street, for renewal of liquor license.

(Public Hearing)

Approval required by the state.

B. (040225-2) Council approves the application for a Non-residential Solid Waste Collector's License for Charles Amara, d/b/a Automated Waste & Recycling Inc of 15 Sherman Street, Island Falls.

(Public Hearing)

C. (040225-3) Council accepts the low bid from Hi-Lite Airfield Services, LLC of \$124,300 for marking runways, taxiways and aprons at Houlton International Airport.

Funded as follows: 95% FAA, 2.5% MDOT, and 2.5% Town of Houlton from Airport Improvement Account.

D. (040225-4) Council reappoints the following to the Zoning Board of Appeals for three-year terms: John Bushey, Robert Hannigan, and Vicki Goodwin.

Thank you for volunteering.

E. (040225-5) Council accepts the Tax Anticipation Note (TAN) bid from Katahdin Trust Company for 1,523,000 at an interest of 4.22% on as an as needed basis and authorizes the Town Manager to sign all documents.

Four bids were received.

F. (040225-6) Council approves execution of the Project Certification authorizing the Town Manager to apply for financial assistance under provisions of the Division of Parks & Public Lands ATV Trail Fund, MRSA Title 12, Sec. 1893, paragraphs 1B, 2A, and 2B, for maintenance of the Town of Houlton ATV Trail System.

This is an annual requirement to assist the ATV clubs.

G. (040225-7) Council approves a streetlight to be placed on pole #18 on Green Street.

Recommended by Police Chief.

H. (040225-8) Council appoints _____ to the Houlton Town Council until the next regular Municipal Election.

Four letters of interest as of April 24, 2025.

IV. Discussion and Reports

A. NMDC Municipal Representative

B. Town Managers Report

C. Councilors' Remarks

V. Adjournment

**Special Council Meeting
April 14, 2025**

Chair Torres called the meeting to order at 5:00 PM with all councilors present except Councilor Lake and Councilor Horvath who were excused.

A. (S040225-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council Enter 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.

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

They entered Executive Session at 5:00 PM and returned to Open Session at 5:25 PM.

B. (S040225-2) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council Enter 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.

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

They entered Executive Session at 5:26 PM and returned to Open Session at 5:39 PM.

C. (S040225-3) It was moved by councilor J. McLaughlin, seconded by Councilor Peters that Council authorize the Town Manager to enter into a Purchase and Sales Agreement between the Town of Houlton and Bindar Real Estate Investments, LLC for the purchase of 11 Salem Street in the amount of \$34,901 and authorizes the Town Manager to execute any documents necessary to satisfy the Purchase and Sales Agreement.

Town Manager Clark noted that the town would receive outstanding taxes and the remainder would be given back to the previous owners.

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

The order passed.

D. (S040225-4) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council authorize the Town Manager to enter into a Purchase and Sales Agreement between the Town of Houlton and Red Door Properties for the purchase of 40 High Street in the amount of \$25,000 and authorizes the Town Manager to execute any documents necessary to satisfy the Purchase and Sales Agreement.

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

The order passed.

E. (S040225-5) Councilor J. McLaughlin introduced the following: 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.

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 28, 2025.

F. (S040225-6) Councilor J. McLaughlin introduced the following: 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.

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 28, 2025.

G. (S040225-7) Councilor J. McLaughlin introduced the following: 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.

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 28, 2025.

H. (S040225-8) Councilor J. McLaughlin introduced the following: 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.

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 28, 2025.

I. (S040225-9) Councilor J. McLaughlin introduced the following: 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.)

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 28, 2025.

J. (S040225-10) Councilor J. McLaughlin introduced the following: 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.

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 28, 2025.

V. Adjournment: On motion by Councilor J. McLaughlin, seconded by Councilor Peters, the meeting adjourned at 5:46 PM with all in favor.

**Regular Council Meeting
April 14, 2025**

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

RSU 29 Budget Presentation

Mr. Fagnant, Superintendent gave an overview of the RSU 29 upcoming budget noting that there is a 5% increase.

Public Comments

Nancy Ketch, Community Development Director notified the group about a Community Workshop that will be held on Wednesday, April 30th at 5:30 PM at the Houlton Recreation Center. She explained that this is part of the process for us to enroll in Community Resilience Partnership and that we are working with GrowSmart Maine on this process.

Ben Torres, Code Enforcement Officer announced that Kilburn (Kip) Swallow has resigned from the Planning Board. He thanked him for his time and noted that he will be missed. He announced that the town is looking to fill that vacancy and that there is a form at the Town Office for anyone interested.

Sue Tortello, Houlton resident requested that an explanation be given on the four agenda items for transfer of funds to cover budget shortfalls.

I. **Minutes:** It was moved by Councilor J. McLaughlin, seconded by Councilor Matthews that the Special & Regular Council Meeting of March 24, 2025, Special Council Meeting of March 31, 2025 & Special Council Meeting of April 4, 2025 minutes be approved as presented.

All were in favor of the minutes.

II. **Old Business**

A. (S030225-1) Chair Torres declared the Public Hearing open 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.

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

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

Chair Torres noted that 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.

Town Manager Clark stated that there would be literature distributed from his office explaining the outcomes of a yes vote or a no vote to help voters become informed.

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

The order passed.

B. (S030225-2) Chair Torres declared the Public Hearing open 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.

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

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

Town Manager Clark stated that bond counsel has been closely guiding us through this process and this is a requirement.

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

The order passed.

C. (S040225-5) Chair Torres held the First Reading on the following: 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.

Chair Torres noted that this was needed to cover overspent budget lines and that the Public Hearing will be held on April 28, 2025.

Police Chief DeLuca stated that the Protection line is to cover the traffic lights throughout town. He stated that the lights are aging and reminded everyone that the budget line was increased from \$4,000 to \$10,000 for the 2024 budget to cover projected issues. He stated that he spoke with a state traffic engineer who stated that there will be shared expenditures for repairs going forward for newly installed lights. He noted that he is working with the DOT to reconfigure the intersection at Walmart.

Town Manager Clark noted that this process is an accounting journal entry, so it is recognized as covering the overspent budget lines.

Councilor E. McLaughlin asked how we are going to move forward with the budget line items that we have. She noted that we already know that there is infrastructure across the board that needs tending to.

Chief DeLuca noted that the new traffic lights will need less repairs and that there is a shared maintenance agreement going forward.

Councilor E. McLaughlin noted that the traffic light at Walmart mixes up drivers and almost looks like a potential accident waiting to happen.

Chief DeLuca replied that he has spoken with the state several times about that intersection. He stated that in order to be in compliance, there is a certain amount of signals and spacing. He noted that a temporary change will be happening in the next month or so.

Town Manager Clark noted that this is beyond the typical timeline to correct overspent expenditures and will be handled differently going forward. He noted that nothing has been spent from this budget for 2025.

D. (S040225-6) Chair Torres held the First Reading on the following: 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.

Chair Torres noted that this was needed to cover overspent budget lines and that the Public Hearing will be held on April 28, 2025.

Fire Chief Cone explained that this department went over budget due to there being a swing person vacancy. He noted that the swing person is used to cover vacations and sick leave. He noted that there was a firefighter out on sick leave all year and another that was out for 25 weeks on worker compensation leave.

Councilor Peters asked if all of the shortfalls are for the 2024 budget year. Town Manager Clark replied yes.

E. (S040225-7) Chair Torres held the First Reading on the following: 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.

Chair Torres noted that this was needed to cover overspent budget lines and that the Public Hearing will be held on April 28, 2025.

Town Manager Clark noted that there was an increase in revenues for this department of \$120,000.

Chief Cone noted that the lack of the swing person caused overtime in this budget. He noted that interfacility transfers causes overtime but that there is offsetting revenue. He noted that even though the budget was exceeded by \$110,000 there was an extra \$120,000 in revenue which leaves us \$10,000 to the good. He noted it was difficult to try to figure out how many hours of overtime to budget for.

Councilor E. McLaughlin asked if Cone knew what the revenues were prior to losing the various catchment areas. She also asked how many trucks are working at one time. Cone replied that they've had as many as 3 trucks out at the same time. Cone noted that there are also per diems that fill in as needed.

Clark noted that 100% of the revenue isn't collected within 30 days and there isn't as much debt needing to be written off. He noted that Milton and himself are aware that there's room to improve.

F. (S040225-8) Chair Torres held the First Reading on the following: 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.

Chair Torres noted that this was needed to cover overspent budget lines and that the Public Hearing will be held on April 28, 2025.

Town Manager Clark noted that the pulls from Undesignated for the shortfalls will not affect the TAN (tax anticipation note).

Civic Center Supervisor, Serenna Fitzpatrick noted that she started in mid-June and was working with a previously submitted budget. She noted that there was an increase in open hours which increased staffing, food and beverage costs. She noted that utility costs were up for fuel, electric, water and telephone. She noted that revenues were up by \$15,754 from projected.

Clark noted that it is a wash but need to recognize the overspent budget line for the audit.

G. (S040225-9) Chair Torres held the First Reading on the following: 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.)

Chair Torres noted that this request was discussed at the March 24th Regular Council Meeting. She noted that the Public Hearing will be held on April 28, 2025.

Town Manager Clark noted that this project has an anticipated assessed value of \$2,020,000 with an estimated tax bill of \$40,400. With this agreement, the full amount of the tax bill would be paid to the town and then within 30 days a reimbursement would be made, with the estimated net tax being collected in the amount of \$6,060. He noted that this agreement would be for ten years as that is when the TIF expires. He noted that a contingency could be put in to not start the CEA until the building is issued a certificate of occupancy.

Councilor E. McLaughlin noted that this will be affordable housing, not low-income housing. She stated that she was not in agreement with the 85% reimbursement.

Chair Torres noted that 85% is not uncommon. She asked if it was possible to include a contingency that it needs to go through Maine State Housing.

Clark noted that the developer is asking for the maximum reimbursement, and the project may not happen if this isn't granted.

Councilor Matthews stated that the interpretation she got was that the developer needs the 85% reimbursement to move forward with this project.

Consensus of Council was to move forward with the CEA granting the 85% reimbursement. Councilor E. McLaughlin is opposed to the 85%.

H. (S040225-10) Chair Torres held the First Reading on the following: 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.

Chair Torres noted that two bids were received. She noted that the Public Hearing will be held on April 28, 2025.

Town Manager Clark noted that this expense was accounted for when calculating the need for a TAN. He stated that it was in the best interest of the town to move forward.

III. New Business:

A. (040125-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council approve the Declaration of Official Intent to proceed with a project to reconstruct Reservoir Hill Road.

Town Manager Clark noted that this is to let everyone know that the intent is to approach the bond bank with this borrowing need.

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

The order passed.

B. (040125-2) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council approve the adoption of the Post Issuance Compliance Policy.

Town Manager Clark noted that the document outlines there are rules and guidelines for the use of tax-exempt bonds as set by the United States Treasury Department.

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

The order passed.

C. (040125-3) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council authorize the Registrar of Voters to be available at the Town Office during the hours the Town Clerk's Office is open for the purpose of registering voters and making name and address changes. (Note: Office hours Monday thru Friday, 7:30 AM to 4:00 PM).

Chair Torres noted that 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.

Town Manager Clark noted that we need 412 people to vote in the upcoming election and encouraged everyone to register to vote if they aren't already.

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

The order passed.

D. (040125-4) Chair Torres declared the Public Hearing open on the following: Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by Houlton Lodge of Elks, located at 86 Main Street, for renewal of liquor license.

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

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

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

The order passed.

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

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

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

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

The order passed.

F. 040125-6) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council accept the low bid of \$14,728.75 from Jackett Enterprises of Houlton, Maine for hand-placed pavement markings throughout the town.

Chair Torres noted that two bids were received.

Town Manager Clark noted that the memo from Director Stewart notes that the striping needs to be done by June 13th.

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

The order passed.

G. (040125-7) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council accept the bid of \$17,987.50 from On-The-Line Inc. of Bangor, Maine for machine-placed pavement markings throughout the town.

Chair Torres noted that two bids were received.

Town Manager Clark noted that this is for centerline striping.

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

The order passed.

H. (040125-8) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council accept 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)

Chair Torres noted that there was only 1 bid.

Town Manager Clark noted that the price is down this year and hopes to be able to get some roadwork done this year.

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

The order passed.

I. (040125-9) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council accept the Vital Pathways Mini Grant of \$1,000 for the Houlton Parks & Recreation Department.

Town Manager Clark thanked Vital Pathways in partnership with Tate and Lyle for this grant.

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

The order passed.

J. (040125-10) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council affirm 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.

Chair Torres noted that this is required when there is a change of authorized signers for the quarterly and annual reports.

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

The order passed.

K. (040125-11) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council approve 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.

Chair Torres noted that 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.

Nancy Ketch, Community Development Director explained that this is another initiative that we are working on with GrowSmart Maine. They are submitting an application to NBRC for a Grant called "Roadmaps for Growth – Economic Development Planning for Communities in Rural Maine." They are submitting the application on behalf of six municipalities including Houlton. The grant would be \$45,000 for each community and would be used for economic development planning which could be part of our comprehensive planning. The required match is 15% or \$6,750. This could be cash or in-kind including time committed to the project by Nancy or Code Enforcement Officer Ben Torres. It is also a 3-year project period so the match could be spread out over 3 years.

Councilor E. McLaughlin asked if this was the same project as the one that the gentleman came and spoke about. Ketch replied no, this was a new project. She explained that the \$45,000 could help fund our Comprehensive Plan.

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

The order passed.

L. (040125-12) It was moved by Councilor Horvath, seconded by Councilor J. McLaughlin that Council appoint Cassandra Nightingale to the RSU 29 School Board until the next regular Municipal Election.

Chair Torres noted that there are 2 vacant seats on the board and two applications were received as of April 10, 2025.

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

The order passed.

M. (040125-13) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council appoint Eric Schools to the RSU 29 School Board until the next regular Municipal Election.

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

The order passed.

IV. Discussion and Reports

A. TIF Amendment Update

Town Manager Clark noted that he is still waiting for the approval of the TIF amendments, and should hear within a month. He noted that the North Street TIF would need to be amended to include some clarifying language related to portages from the North Street TIF to the Downtown TIF. He stated that he hopes to have that for the next meeting.

B. Town Managers Report

Town Manager Clark welcomed Deputy Clerk, Tamara Merritt who is here tonight training. He noted that he is continuing to work on a roads plan. He noted that only \$200,000 was budgeted but there were opportunities to do more with TIF funds. He noted that when TIF funds are moved, it will be a 3-meeting process to keep Council and the public informed. He noted that many roads would need engineering which is not budgeted. He noted that he will be bringing a proposal forward to move money into a new budget line for that purpose.

C. Councilors' Remarks

Councilor E. McLaughlin thanked everyone for coming. She asked if there was a plan B if we choose not to approve the CEA. She stated that she would like more details related to the parking situation for the apartment building. She stated that she had concerns in regard to the Charter and how someone is voted in. She stated that she isn't content with the process nor does she think it's democratic. She stated that she would like us to determine a better way other than nominating a replacement. She stated that she understood that it takes forever to change the Charter but feels it needs to be updated due to there being some loopholes. She stated that she would like to see some loose ends tied up.

Councilor Matthews stated that she wasn't here for the last meeting where Town Manager Clark was appointed. She stated that she was very much in support of the appointment and welcomed him onboard.

Councilor Peters stated that he also wasn't here for the last meeting and that he would've cast a yes vote. He stated that it was great that the tax-acquired properties were being sold. He noted

that he had attended the last RSU 29 budget meeting where students from Summit gave a presentation. He encouraged everyone to look into this program as it is impressive.

Chair Torres noted that tonight was Councilor Horvath's last meeting and that everyone would miss him.

Councilor Horvath stated that it has been an honor and privilege to serve the Town of Houlton. He noted that he still has a home in Maine and will eventually return. He stated that he has great faith in the town and feels there is a very bright future. He wished everyone the best.

Chair Torres noted that the vacancy will be in the paper this week and to contact Khylee if interested.

V. **Adjournment:** On motion by Councilor J. McLaughlin, seconded by Councilor Peters, the meeting adjourned at 7:27 PM with all in favor.

**Special Council Meeting
Wednesday - April 16, 2025**

Chair Torres called the meeting to order with all councilors present, except Councilor Lake who was excused.

Executive Session

(S040325-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council enter Executive Session with the Town Manager and the Town Attorney for the purpose of discussing Houlton Police Department contracts and proposals, pursuant to MRSA Title 1, Section 405(6)D.

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

They entered Executive Session at 5:30 PM and returned to Open Session at 6:06 PM.

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

II E

CREDIT ENHANCEMENT AGREEMENT

Between

THE TOWN OF HOULTON, MAINE

and

WLR RESIDENTIAL PROPERTIES, INC.

DATED: _____, 2025

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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 in the Fiscal Year starting July 1 following the April 1 before which date the Project receives a certificate of occupancy from the Town (for example, if a certificate of occupancy is received before April 1, 2026, then the term of this Agreement begins on July 1, 2026 and continuing until the earlier of a period of ten (10) years or until the end of the original Term of the District (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.

(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.

(c) Notwithstanding any other provision to the contrary, this Agreement is contingent upon the Project receiving financing from MaineHousing's Rural Affordable Rental Housing Program. In the event the Project does not receive such financing, the Town shall retain 100% of the Tax Increment Revenues for the remainder of the District term.

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; or

(f) Any discontinuance by Company of compliance with the Declaration of Covenants and Restrictions with MaineHousing which requires the Project maintain the affordability requirements for a minimum of 45 years.

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.

With a copy to:

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"

II F PROPOSAL NO. 25-022

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

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@theallencolc.com
https://www.theallencolc.com

Estimate

ADDRESS
Town of Houlton

ESTIMATE #
1242

DATE
04/07/2025

SERVICE	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
	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



State of Maine

Application Copy

File Number: 62499

Job Type: Renewal Application

LICENSE #

HOT-23-106164

APPLICATION DATE RECEIVED

2025-04-08

LICENSE TYPE

On-Premises: Beer, Wine & Spirits

LICENSEE

BROADWAY INCORPORATED

AGENT NAME

EFFECTIVE DATE

2024-05-19

EXPIRES

2025-05-18

STATUS

Active

PREMISES NAME

IVEY'S MOTOR LODGE / IVEY'S
BISTRO

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Hotel

PREMISES NAME

IVEY'S MOTOR LODGE / IVEY'S
BISTRO

OPERATOR

BROADWAY INCORPORATED

PHYSICAL ADDRESS

241 NORTH ST HOULTON ME 04730

MAILING ADDRESS

241 NORTH ST HOULTON ME 04730



III B

**APPLICATION FOR NON-RESIDENTIAL SOLID WASTE COLLECTOR'S
LICENSE**

I/We, CHARLES J AMARA, hereby apply for a Collector's License
in the Town of Houlton for the period from June 30, 2024 to July 1, 2025. I/We
understand and agree that I/We will conform to Chapter 10, Article 5, Solid Waste
Management Ordinance of the Houlton Code and to applicable State and Federal Law.

Firm Name: E11 AUTOMATED WASTE RECYCLING

Business Address: 115 SHERMAN ST ISLAND FALLS Phone: 617 842 5205

Home Address: 115 SHERMAN ST ISLAND FALLS Phone: 617-842-5205

Number of Vehicles: 2 1

Plate No: 2D-660 J Plate No: _____

Plate No: _____ Plate No: _____

Plate No: _____ Plate No: _____

License Fee: \$25.00 per vehicle x _____ = \$ _____

Date Paid: _____

Signed: _____

(New Application)

The Municipal Officers of the Town of Houlton (approved) (disapproved) the above
application for Collector's License on _____ and is recorded as
minute# _____ in the official records of the Town of Houlton.

(Re-issue)

The Code Enforcement Officer (approves) (disapproves) reissuing this application.

Signed: _____
Code Enforcement Officer

Town Clerk



Stantec Consulting Services Inc.
2211 Congress Street, Portland, ME 04102
(207) 883-3355



April 21, 2025
File: 179450995

Chris Stewart
Town of Houlton
21 Water Street
Houlton, Maine 04730

Dear Mr. Stewart,

**Reference: Bid Proposal Analysis & Recommendation
Mark Runways, Taxiways, and Aprons
AIP No. 3-23-0024-TBD-2025
Houlton International Airport, Houlton, Maine**

The Airport received three proposals for the above referenced project on April 21, 2025. The bidders were: Sir Lines-A-Lot, LLC, Madison, New Hampshire; Fine Line Pavement Striping, LLC, Hermon, Maine; and Hi-Lite Airfield Services, LLC, Watertown, New York.

Stantec Consulting Services Inc. performed a thorough review of the proposal documents from the three bidders. Below is a summary of the review findings with any irregularities, errors or omissions noted:

1. All three proposals were notarized. All three bidders acknowledged addenda 1 and 2 on page P-2.
2. The table below summarizes the "Schedule of Prices" for all proposals.

	Engineers Cost Opinion	Sir Lines-A-Lot	Fine Line Pavement Striping	Hi-Lite Airfield Services
Grand Total	\$155,725.00	\$149,906.90	\$256,165.00	\$124,300.00

3. The proposals from Sir Lines-A-Lot and Fine Line Pavement Striping were found to be free of mathematical errors. Hi-Lite Airfield Service's proposal had a mathematical error in the calculated percent DBE. This is described in more detail under Item 9 of this letter.
4. All proposals acknowledged the "Contractor's Qualifications and Certification", pages P-5 through P-8.



**Reference: Bid Proposal Analysis & Recommendation
Reconstruct Apron
Caribou Municipal Airport, Caribou, Maine**

5. All proposals acknowledged the relevant *"Individual Certificate for Proposal"*, page P-9, *"Partnership Certificate for Proposal"*, page P-10, or *"Acknowledgement of Principal"*, page P-11.
6. All proposals acknowledged the *"Buy American Certification"*, pages P-12, P-13, and P-14. All proposals certified that each product is produced in the United States and no products requesting a waiver were listed.
7. All proposals acknowledged the *"Instructions to Bidders"* on page P-16.
8. All proposals acknowledged the *"Certification for Nonsegregated Facilities"* on page P-17.
9. A Disadvantaged Business Enterprise (DBE) goal of 1.59% for this project was stated in the contract documents. Pages P-18 and P-19 of the documents required that the respective bidders submit specific information about the DBEs proposed to be used and provide evidence of the good faith efforts they have used to meet the specified goal.
 - a. Hi-Lite Airfield Services provided an assurance of DBE utilization of 1.59% for the project and provided a Schedule of Participation form indicating the work to be performed by DBEs worth 1.59% of the bid amount. The Schedule of Participation form provides an anticipated value of \$3,293.95 by DBE firms which is actually 2.65% of the total bid.
 - b. Fine Line Pavement Striping provided an assurance of DBE utilization of 100% for the project and provided a Schedule of Participation form indicating the work to be performed by DBEs worth 100% of the bid amount.
 - c. Sir Lines-A-Lot provided an assurance of DBE utilization of 0% for the project. No documentation of a good faith effort was included with the proposal.
10. It is the Airport's discretion as to whether or not the efforts made by the bidders constitute a "good faith effort" in accordance with US DOT Regulations Part 26.
11. All proposals acknowledged the *"Certification of Offerer/Bidder Regarding Tax Delinquency and Felony Convictions"* on page P-20.

In summary, no omissions were found in any of the three proposals. A minor math error was found in Hi-Lite Airfield Service's proposal.

The lowest responding bidder in good standing is Hi-Lite Airfield Services, LLC and we have therefore focused our remaining analysis on that specific bidder. We reviewed the work references as submitted in the *"Contractor's Qualifications and Certification"* section of the bid proposal. Based on this review, it appears that the contractor has the material resources, and technical and financial ability, to perform the proposed work satisfactorily.



April 21, 2025
Page 3 of 3

**Reference: Bid Proposal Analysis & Recommendation
Reconstruct Apron
Caribou Municipal Airport, Caribou, Maine**

Stantec recommends that the construction contract for AIP No. 3-23-0024-TBD-2025 be awarded to Hi-Lite Airfield Services, LLC.

We hope this information will assist you in awarding the contract. Please feel free to contact us if you have any questions or if we can be of further assistance. A bid summary has been included for your reference.

Regards,

STANTEC CONSULTING SERVICES INC.

Seth Lovley
Project Manager
Phone: (207) 631-8976
seth.lovley@stantec.com

Attachment: Bid Summary

c. Cameron Clark, Interim Town Manager
David Chamberlain, FAA
Alan Lambert, Maine DOT

Stantec			BID SUMMARY			Engineer's Estimate			Sir Lines-A-Lot, LLC			Fine Line Pavement Striping, LLC			Hi-Lite Airfield Services, LLC		
Mark Runways, Taxiways, and Aprons Houston International Airport AIP Project No. 3-23-0024-TBD-2025 Bids Received: April 21, 2025																	
Pay Item	Description of Item	Unit	Estimated Quantity	Unit Price	Total Price	Actual Quantity	Unit Price	Total Price	Actual Quantity	Unit Price	Total Price	Actual Quantity	Unit Price	Total Price	Actual Quantity	Unit Price	Total Price
C-105-6.1	Mobilization	LS	1	\$5,000.00	\$5,000.00	1	\$10,048.30	\$10,048.30	1	\$18,200.00	\$18,200.00	1	\$8,162.00	\$8,162.00	1	\$4,500.00	\$4,500.00
M-125-5.1	Temporary Closed Runway Markers	LS	1	\$1,000.00	\$1,000.00	1	\$2,500.00	\$2,500.00	13,900	\$2.25	\$31,275.00	13,900	\$2.50	\$34,750.00	13,900	\$1.25	\$17,375.00
P-620-5.1	Marking Removal	SF	13,900	\$1.25	\$17,375.00	13,900	\$1.60	\$18,400.00	11,500	\$3.00	\$34,500.00	11,500	\$1.30	\$14,950.00	11,500	\$1.30	\$14,950.00
P-620-5.2	Yellow Pavement Markings	SF	11,500	\$2.50	\$28,750.00	11,500	\$1.60	\$18,400.00	140	\$5.95	\$833.00	140	\$21.00	\$2,940.00	140	\$15.00	\$2,100.00
P-620-5.3	Red Pavement markings	SF	140	\$5.00	\$700.00	140	\$5.95	\$833.00	23,900	\$1.50	\$35,850.00	23,900	\$3.00	\$71,700.00	23,900	\$1.30	\$31,070.00
P-620-5.4	White Pavement markings	SF	23,900	\$2.00	\$47,800.00	23,900	\$1.50	\$35,850.00	9,300	\$1.25	\$11,625.00	9,300	\$2.50	\$23,250.00	9,300	\$1.25	\$11,625.00
P-620-5.5	Black Pavement markings	SF	9,300	\$1.50	\$13,950.00	9,300	\$1.25	\$11,625.00									
BASE BID TOTAL					\$114,575.00	\$110,531.30			\$200,340.00			\$89,782.00					
C-105-6.1	Mobilization	LS	1	\$1,000.00	\$1,000.00	1	\$3,579.60	\$3,579.60	1	\$5,000.00	\$5,000.00	1	\$3,138.00	\$3,138.00	1	\$2,000.00	\$2,000.00
M-125-5.1	Temporary Closed Runway Markers	LS	1	\$500.00	\$500.00	1	\$2,500.00	\$2,500.00	1	\$5,000.00	\$5,000.00	1	\$2,000.00	\$2,000.00	1	\$2,000.00	\$2,000.00
P-620-5.1	Marking Removal	SF	2,200	\$1.25	\$2,750.00	2,200	\$2.25	\$4,950.00	2,200	\$1.75	\$3,850.00	2,200	\$1.25	\$2,750.00	2,200	\$1.25	\$2,750.00
P-620-5.2	Yellow Pavement Markings	SF	2,200	\$2.50	\$5,500.00	2,200	\$1.60	\$3,520.00	2,200	\$2.25	\$4,950.00	2,200	\$1.30	\$2,860.00	2,200	\$1.30	\$2,860.00
P-620-5.3	Red Pavement markings	SF	80	\$5.00	\$400.00	80	\$5.95	\$476.00	80	\$20.00	\$1,600.00	80	\$15.00	\$1,200.00	80	\$15.00	\$1,200.00
P-620-5.4	White Pavement markings	SF	8,900	\$2.00	\$17,800.00	8,900	\$1.50	\$13,350.00	8,900	\$2.25	\$20,025.00	8,900	\$1.30	\$11,570.00	8,900	\$1.30	\$11,570.00
P-620-5.5	Black Pavement markings	SF	8,800	\$1.50	\$13,200.00	8,800	\$1.25	\$11,000.00	8,800	\$1.75	\$15,400.00	8,800	\$1.25	\$11,000.00	8,800	\$1.25	\$11,000.00
ADDITIVE BID ITEM TOTAL					\$41,150.00	\$39,375.60			\$55,825.00			\$34,518.00					
GRAND TOTAL					\$155,725.00	\$149,906.90			\$256,165.00			\$124,300.00					

*NOTE: THIS BID SUMMARY DOES NOT CONSTITUTE A NOTICE OF AWARD OR INTENT TO AWARD. IT IS FOR REFERENCE PURPOSES ONLY.



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

III E

PHONE: 207-532-7111

FAX: 207-532-1304

To: Houlton Town Council

From: Cameron Clark, Town Manager

Re: FY 2025 Tax Anticipation Note Bids

April 25th, 2025

Members of Council,

We issued an invitation to bid for a Tax Anticipation Note (TAN) to the Town on an as-needed basis, in an amount not to exceed \$1,523,000. We received four bids, which are summarized below.

My recommendation is to accept the bid with the lowest overall cost to the Town, which was submitted by Katahdin Trust Company.

For this type of borrowing, we engaged bond counsel, provided through Bernstein Shur. All bids are subject to the receipt of an unqualified opinion from bond counsel at the time of closing. Additionally, the Town will certify that the debt qualifies as a tax-exempt obligation under Section 265(b)(3)(B) of the Internal Revenue Code.

Lender	Rate
Katahdin Trust Company	4.22%
Machias Savings Bank	4.50%
Bangor Savings Bank	5.15%
Androscoggin Bank	6.25%

Sincerely,

Cameron Clark

III G



In response to a citizen's request for a traffic light on Green Street, I investigated the matter.

Yesterday afternoon, I met with a resident on Green Street. We discussed her concerns about poor lighting condition in the area during nighttime hours. The resident also expressed the frequent use of the street both vehicular and pedestrian. I explained to the resident that I would look over the entire situation and get back to her. At 8:30 pm, I returned to the location to inspect the area under darkness to observe the lighting situation.

As a result of my inquiry, I recommend a traffic light be placed on pole #18 based on the following facts and observations:

- 1- Green Street is heavily traveled both vehicular and pedestrian.
- 2- Green street is a main artery to several residential neighborhood streets.
- 3- A sidewalk is present which is frequently used.
- 4- The pattern of street light placement is every fourth (4) pole for the entire length of Green Street. However, the only exception being separated by five (5) poles in particular location directly in front of 40 Green Street.
- 5- An inspection during nighttime hours (8:30 pm) revealed complete darkness in the area on 40 Green Street and the two adjacent homes. There was no ambient lighting. Both the street and sidewalk were in darkness.
- 6- This section of Green Street approaches the intersection of South Street leading to a school zone.

Regards,

Tim



TOWN OF HOULTON
21 WATER STREET
HOULTON, MAINE 04730

PHONE: 207-532-7111

FAX: 207-532-1304

Town Treasurer Report

To: Cameron Clark, Town Manager
From: Kimberly M. Denbow, Town Treasurer
RE: March 2025 Monthly Report
Date: April 22, 2025

The Finance Department as of March 31st has spent 27.21% of its budget.

Bank Accounts as of March 31st, Town Operating is currently at \$2,214,923.73.

RECAP: As of March 31st, we've collected 22.65% of the excise tax revenues budgeted. This includes Boats, Aircrafts, and Registrations. Compared to last year we collected 23.18% of the budgeted excise tax revenues.

Jan-March
Excise Revenues

	2024	2025
Boat excise	\$67.20	\$95.20
Aircraft excise	\$0	\$0
Registration excise	\$254,833.33	\$250,167.91

Best Regards,

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

Expense Summary Report

Department(s): 100 - 199

January to March

04/22/2025

Page 1

Account	Budget	----- Y T D -----		Unexpended	Percent
	Net	Debits	Credits	Balance	Spent
100 - GENERAL GOVT	907,092.00	213,898.55	7,261.11	206,637.44	22.78
40 - ADMIN	626,943.00	159,105.44	5,969.04	153,136.40	24.43
1 - PERSONAL SER	425,543.00	116,417.12	3,354.24	113,062.88	26.57
2 - CONTRACT SER	151,600.00	24,439.83	0.00	24,439.83	16.12
3 - SUPPLIES	12,900.00	3,242.70	42.99	3,199.71	24.80
4 - EXPENSES	28,700.00	10,292.95	1,074.72	9,218.23	32.12
5 - COMMUNICATIO	8,200.00	4,712.84	1,497.09	3,215.75	39.22
41 - ASSESS	129,056.00	28,756.45	634.99	28,121.46	21.79
1 - PERSONAL SER	85,856.00	21,437.35	634.99	20,802.36	24.23
2 - CONTRACT SER	36,775.00	5,031.50	0.00	5,031.50	13.68
3 - SUPPLIES	100.00	0.00	0.00	0.00	0.00
4 - EXPENSES	6,325.00	2,287.60	0.00	2,287.60	36.17
48 - C.E.O.	79,385.00	15,631.84	457.08	15,174.76	19.12
1 - PERSONAL SER	62,722.00	15,435.96	457.08	14,978.88	23.88
3 - SUPPLIES	600.00	0.00	0.00	0.00	0.00
4 - EXPENSES	15,513.00	112.80	0.00	112.80	0.73
5 - COMMUNICATIO	550.00	83.08	0.00	83.08	15.11
49 - COMM. DEV.	68,858.00	10,404.82	200.00	10,204.82	14.82
1 - PERSONAL SER	65,288.00	10,321.74	0.00	10,321.74	15.81
3 - SUPPLIES	400.00	0.00	0.00	0.00	0.00
4 - EXPENSES	2,570.00	0.00	200.00	-200.00	-7.78
5 - COMMUNICATIO	600.00	83.08	0.00	83.08	13.85
92 - PLAN BOARD	2,850.00	0.00	0.00	0.00	0.00
2 - CONTRACT SER	2,000.00	0.00	0.00	0.00	0.00
3 - SUPPLIES	100.00	0.00	0.00	0.00	0.00
4 - EXPENSES	750.00	0.00	0.00	0.00	0.00
101 - PROTECTION	3,889,656.00	969,550.64	59,549.23	910,001.41	23.40
42 - PROTECTION	556,608.00	132,454.94	0.00	132,454.94	23.80
2 - CONTRACT SER	554,908.00	131,561.05	0.00	131,561.05	23.71
6 - UTILITIES	1,700.00	893.89	0.00	893.89	52.58
43 - POLICE	1,662,581.00	385,275.83	26,234.95	359,040.88	21.60
1 - PERSONAL SER	1,429,254.00	307,941.54	25,511.44	282,430.10	19.76
2 - CONTRACT SER	101,973.00	53,910.08	330.00	53,580.08	52.54
3 - SUPPLIES	26,000.00	3,669.09	83.87	3,585.22	13.79
4 - EXPENSES	33,181.00	5,870.25	309.64	5,560.61	16.76
5 - COMMUNICATIO	13,350.00	4,157.78	0.00	4,157.78	31.14
6 - UTILITIES	20,423.00	4,211.02	0.00	4,211.02	20.62
7 - EQUIPMENT	38,400.00	5,516.07	0.00	5,516.07	14.36
44 - FIRE	686,485.00	198,098.16	15,849.67	182,248.49	26.55
1 - PERSONAL SER	599,485.00	174,242.24	15,849.67	158,392.57	26.42
2 - CONTRACT SER	1,000.00	28.00	0.00	28.00	2.80
3 - SUPPLIES	21,900.00	3,462.08	0.00	3,462.08	15.81
4 - EXPENSES	1,850.00	450.20	0.00	450.20	24.34
5 - COMMUNICATIO	12,500.00	6,237.52	0.00	6,237.52	49.90
6 - UTILITIES	25,650.00	10,007.12	0.00	10,007.12	39.01
7 - EQUIPMENT	24,100.00	3,671.00	0.00	3,671.00	15.23
45 - AMBULANCE	983,982.00	253,721.71	17,464.61	236,257.10	24.01
1 - PERSONAL SER	831,300.00	225,627.65	17,464.39	208,163.26	25.04
2 - CONTRACT SER	28,000.00	6,054.95	0.00	6,054.95	21.62
3 - SUPPLIES	29,600.00	4,753.53	0.22	4,753.31	16.06
4 - EXPENSES	7,850.00	1,038.39	0.00	1,038.39	13.23
5 - COMMUNICATIO	2,000.00	614.43	0.00	614.43	30.72
6 - UTILITIES	6,000.00	0.00	0.00	0.00	0.00
7 - EQUIPMENT	79,232.00	15,632.76	0.00	15,632.76	19.73

Expense Summary Report

Department(s): 100 - 199
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Account	Budget Net	----- Y T D -----		Unexpended	Percent
		Debits	Credits	Balance	Spent
102 - PUBLIC SERV CONT'D					
102 - PUBLIC SERV	1,316,878.00	363,004.17	24,030.48	338,973.69	977,904.31 25.74
54 - TREE PROG	7,500.00	200.00	0.00	200.00	7,300.00 2.67
2 - CONTRACT SER	7,500.00	200.00	0.00	200.00	7,300.00 2.67
55 - PUBLIC WORKS	160,186.00	40,411.95	2,523.42	37,888.53	122,297.47 23.65
1 - PERSONAL SER	134,576.00	34,015.35	2,523.42	31,491.93	103,084.07 23.40
2 - CONTRACT SER	1,200.00	294.00	0.00	294.00	906.00 24.50
3 - SUPPLIES	18,900.00	4,085.31	0.00	4,085.31	14,814.69 21.62
4 - EXPENSES	1,710.00	568.67	0.00	568.67	1,141.33 33.26
5 - COMMUNICATIO	3,800.00	1,448.62	0.00	1,448.62	2,351.38 38.12
56 - ROAD MAINT	253,396.00	15,821.37	239.31	15,582.06	237,813.94 6.15
1 - PERSONAL SER	179,396.00	1,015.37	239.31	776.06	178,619.94 0.43
3 - SUPPLIES	74,000.00	14,806.00	0.00	14,806.00	59,194.00 20.01
62 - STORM DRAIN	16,750.00	0.00	0.00	0.00	16,750.00 0.00
2 - CONTRACT SER	750.00	0.00	0.00	0.00	750.00 0.00
3 - SUPPLIES	16,000.00	0.00	0.00	0.00	16,000.00 0.00
66 - SNOW & ICE	449,647.00	200,171.16	9,256.86	190,914.30	258,732.70 42.46
1 - PERSONAL SER	304,647.00	137,474.34	9,256.86	128,217.48	176,429.52 42.09
3 - SUPPLIES	145,000.00	62,696.82	0.00	62,696.82	82,303.18 43.24
67 - SNOW HAUL	2,600.00	0.00	0.00	0.00	2,600.00 0.00
2 - CONTRACT SER	2,600.00	0.00	0.00	0.00	2,600.00 0.00
68 - SEPTIC	3,125.00	0.00	0.00	0.00	3,125.00 0.00
2 - CONTRACT SER	1,825.00	0.00	0.00	0.00	1,825.00 0.00
4 - EXPENSES	1,300.00	0.00	0.00	0.00	1,300.00 0.00
69 - REFUSE	11,500.00	0.00	0.00	0.00	11,500.00 0.00
2 - CONTRACT SER	11,500.00	0.00	0.00	0.00	11,500.00 0.00
71 - TRAFFIC CNTL	38,900.00	0.00	0.00	0.00	38,900.00 0.00
2 - CONTRACT SER	36,000.00	0.00	0.00	0.00	36,000.00 0.00
3 - SUPPLIES	2,900.00	0.00	0.00	0.00	2,900.00 0.00
99 - GARAGE	373,274.00	106,399.69	12,010.89	94,388.80	278,885.20 25.29
1 - PERSONAL SER	108,574.00	26,461.32	1,458.55	25,002.77	83,571.23 23.03
2 - CONTRACT SER	1,200.00	0.00	0.00	0.00	1,200.00 0.00
3 - SUPPLIES	28,000.00	7,393.59	14.00	7,379.59	20,620.41 26.36
4 - EXPENSES	200.00	175.00	0.00	175.00	25.00 87.50
6 - UTILITIES	40,700.00	16,623.94	0.00	16,623.94	24,076.06 40.85
7 - EQUIPMENT	194,600.00	55,745.84	10,538.34	45,207.50	149,392.50 23.23
103 - EMP. BENEFIT	1,978,462.00	505,717.13	138.71	505,578.42	1,472,883.58 25.55
93 - EMP. BENEFIT	1,978,462.00	505,717.13	138.71	505,578.42	1,472,883.58 25.55
9 - ADMIN.SUNDRY	1,978,462.00	505,717.13	138.71	505,578.42	1,472,883.58 25.55
104 - HLTH & CULT	395,103.00	220,215.53	524.43	219,691.10	175,411.90 55.60
47 - HLTH & SOC	32,372.00	3,857.16	53.30	3,803.86	28,568.14 11.75
1 - PERSONAL SER	11,232.00	713.90	53.30	660.60	10,571.40 5.88
2 - CONTRACT SER	500.00	125.06	0.00	125.06	374.94 25.01
3 - SUPPLIES	20,200.00	2,978.20	0.00	2,978.20	17,221.80 14.74
4 - EXPENSES	440.00	40.00	0.00	40.00	400.00 9.09
51 - CEMETERIES	111,074.00	7,228.37	471.13	6,757.24	104,316.76 6.08
1 - PERSONAL SER	98,054.00	7,129.77	471.13	6,658.64	91,395.36 6.79
2 - CONTRACT SER	1,300.00	0.00	0.00	0.00	1,300.00 0.00
3 - SUPPLIES	2,800.00	0.00	0.00	0.00	2,800.00 0.00
6 - UTILITIES	120.00	23.00	0.00	23.00	97.00 19.17
7 - EQUIPMENT	8,800.00	75.60	0.00	75.60	8,724.40 0.86
96 - OTHER AGENC	251,657.00	209,130.00	0.00	209,130.00	42,527.00 83.10
9 - ADMIN.SUNDRY	251,657.00	209,130.00	0.00	209,130.00	42,527.00 83.10

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Account	Budget Net	----- Y T D -----		Net	Unexpended Balance	Percent Spent
		Debits	Credits			
105 - PARKS & REC CONT'D						
105 - PARKS & REC	762,633.00	193,430.83	11,587.97	181,842.86	580,790.14	23.84
74 - P & R ADM	144,681.00	37,467.92	3,004.52	34,463.40	110,217.60	23.82
1 - PERSONAL SER	122,181.00	28,667.02	3,004.52	25,662.50	96,518.50	21.00
2 - CONTRACT SER	10,300.00	4,353.94	0.00	4,353.94	5,946.06	42.27
3 - SUPPLIES	5,700.00	1,657.52	0.00	1,657.52	4,042.48	29.08
4 - EXPENSES	3,000.00	880.38	0.00	880.38	2,119.62	29.35
5 - COMMUNICATIO	3,500.00	1,909.06	0.00	1,909.06	1,590.94	54.54
75 - P & R YOUTH	108,500.00	15,237.52	2,337.87	12,899.65	95,600.35	11.89
1 - PERSONAL SER	90,000.00	12,497.55	2,337.87	10,159.68	79,840.32	11.29
3 - SUPPLIES	18,500.00	2,739.97	0.00	2,739.97	15,760.03	14.81
77 - ARENA CONCES	23,000.00	19,065.43	1,058.40	18,007.03	4,992.97	78.29
1 - PERSONAL SER	12,000.00	8,872.80	1,058.40	7,814.40	4,185.60	65.12
3 - SUPPLIES	11,000.00	10,192.63	0.00	10,192.63	807.37	92.66
78 - P & R ARENA	264,454.00	75,725.74	2,750.77	72,974.97	191,479.03	27.59
1 - PERSONAL SER	80,587.00	27,535.86	2,750.77	24,785.09	55,801.91	30.76
2 - CONTRACT SER	61,017.00	8,428.17	0.00	8,428.17	52,588.83	13.81
3 - SUPPLIES	32,700.00	5,026.08	0.00	5,026.08	27,673.92	15.37
4 - EXPENSES	6,000.00	0.00	0.00	0.00	6,000.00	0.00
5 - COMMUNICATIO	2,800.00	1,379.53	0.00	1,379.53	1,420.47	49.27
6 - UTILITIES	75,900.00	33,356.10	0.00	33,356.10	42,543.90	43.95
7 - EQUIPMENT	5,450.00	0.00	0.00	0.00	5,450.00	0.00
79 - PARKS MAINT	183,248.00	35,595.77	2,436.41	33,159.36	150,088.64	18.10
1 - PERSONAL SER	136,348.00	31,601.50	2,436.41	29,165.09	107,182.91	21.39
3 - SUPPLIES	22,400.00	273.16	0.00	273.16	22,126.84	1.22
6 - UTILITIES	14,800.00	3,217.58	0.00	3,217.58	11,582.42	21.74
7 - EQUIPMENT	9,700.00	503.53	0.00	503.53	9,196.47	5.19
80 - BLDG MAINT	38,750.00	10,338.45	0.00	10,338.45	28,411.55	26.68
3 - SUPPLIES	9,000.00	1,119.03	0.00	1,119.03	7,880.97	12.43
6 - UTILITIES	29,750.00	9,219.42	0.00	9,219.42	20,530.58	30.99
106 - AIRPORT	206,151.00	12,387.61	275.58	12,112.03	194,038.97	5.88
83 - AIRP MAINT	206,151.00	12,387.61	275.58	12,112.03	194,038.97	5.88
1 - PERSONAL SER	46,801.00	3,146.53	275.58	2,870.95	43,930.05	6.13
2 - CONTRACT SER	11,800.00	124.69	0.00	124.69	11,675.31	1.06
3 - SUPPLIES	121,450.00	664.36	0.00	664.36	120,785.64	0.55
4 - EXPENSES	4,000.00	269.42	0.00	269.42	3,730.58	6.74
5 - COMMUNICATIO	1,700.00	464.21	0.00	464.21	1,235.79	27.31
6 - UTILITIES	17,900.00	7,708.40	0.00	7,708.40	10,191.60	43.06
7 - EQUIPMENT	2,500.00	10.00	0.00	10.00	2,490.00	0.40
107 - EDUCATION	3,205,503.00	763,875.72	0.00	763,875.72	2,441,627.28	23.83
96 - M.S.A.D. #29	3,205,503.00	763,875.72	0.00	763,875.72	2,441,627.28	23.83
9 - ADMIN.SUNDRY	3,205,503.00	763,875.72	0.00	763,875.72	2,441,627.28	23.83
108 - COUNTY TAX	839,505.00	0.00	0.00	0.00	839,505.00	0.00
96 - COUNTY TAX	839,505.00	0.00	0.00	0.00	839,505.00	0.00
9 - ADMIN.SUNDRY	839,505.00	0.00	0.00	0.00	839,505.00	0.00
109 - DEBT SERV	983,192.00	64,088.89	0.00	64,088.89	919,103.11	6.52
95 - DEBT SERV	983,192.00	64,088.89	0.00	64,088.89	919,103.11	6.52
7 - EQUIPMENT	220,908.00	0.00	0.00	0.00	220,908.00	0.00
8 - CAP. OUTLAY	322,241.00	0.00	0.00	0.00	322,241.00	0.00
9 - ADMIN.SUNDRY	440,043.00	64,088.89	0.00	64,088.89	375,954.11	14.56
110 - UNCLASSIFIED	65,795.00	12,190.12	0.00	12,190.12	53,604.88	18.53
50 - PUB BLDG WHI	7,864.00	2,693.90	0.00	2,693.90	5,170.10	34.26
6 - UTILITIES	7,864.00	2,693.90	0.00	2,693.90	5,170.10	34.26

Expense Summary Report

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Account	Budget Net	----- Y T D -----		Net	Unexpended Balance	Percent Spent
		Debits	Credits			
110 - UNCLASSIFIED CONT'D						
53 - PUB BLDG TO	37,931.00	9,428.32	0.00	9,428.32	28,502.68	24.86
2 - CONTRACT SER	16,076.00	3,907.12	0.00	3,907.12	12,168.88	24.30
3 - SUPPLIES	3,100.00	848.32	0.00	848.32	2,251.68	27.37
6 - UTILITIES	18,755.00	4,672.88	0.00	4,672.88	14,082.12	24.92
97 - ABATEMENTS	20,000.00	67.90	0.00	67.90	19,932.10	0.34
9 - ADMIN.SUNDRY	20,000.00	67.90	0.00	67.90	19,932.10	0.34
111 - SPCL PROJECT	224,250.00	0.00	0.00	0.00	224,250.00	0.00
98 - SPCL PROJECT	224,250.00	0.00	0.00	0.00	224,250.00	0.00
8 - CAP. OUTLAY	224,250.00	0.00	0.00	0.00	224,250.00	0.00
Final Totals	14,774,220.00	3,318,359.19	103,367.51	3,214,991.68	11,559,228.32	21.76

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Department(s): 130 - 199

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Account	Budget Original	Budget Net	----- Y T D -----			Uncollected Balance	Percent Collected
			Debits	Credits	Net		
130 - TAXES	0.00	8,808,069.00	0.00	0.00	0.00	8,808,069.00	0.00
30 - TAXES	0.00	8,808,069.00	0.00	0.00	0.00	8,808,069.00	0.00
131 - INTERGOVERN	0.00	2,965,936.00	0.00	418,703.27	418,703.27	2,547,232.73	14.12
31 - REVENUES	0.00	2,965,936.00	0.00	418,703.27	418,703.27	2,547,232.73	14.12
132 - EXCISE	0.00	1,104,800.00	151.96	250,415.07	250,263.11	854,536.89	22.65
30 - TAXES	0.00	1,104,800.00	151.96	250,415.07	250,263.11	854,536.89	22.65
134 - INTEREST	0.00	132,000.00	42.87	29,898.50	29,855.63	102,144.37	22.62
30 - TAXES	0.00	132,000.00	42.87	29,898.50	29,855.63	102,144.37	22.62
135 - SERVICES	0.00	1,150.00	1.00	421.00	420.00	730.00	36.52
30 - TAXES	0.00	1,150.00	1.00	421.00	420.00	730.00	36.52
136 - OTHER INCOME	0.00	76,800.00	56.69	1,330.58	1,273.89	75,526.11	1.66
30 - TAXES	0.00	75,400.00	56.69	1,330.58	1,273.89	74,126.11	1.69
31 - REVENUES	0.00	1,400.00	0.00	0.00	0.00	1,400.00	0.00
140 - ADMIN	0.00	38,300.00	3,148.20	12,825.45	9,677.25	28,622.75	25.27
40 - ADMIN	0.00	38,300.00	3,148.20	12,825.45	9,677.25	28,622.75	25.27
141 - ASSESS	0.00	0.00	0.00	0.00	0.00	0.00	----
41 - ASSESS	0.00	0.00	0.00	0.00	0.00	0.00	----
143 - POLICE	0.00	41,700.00	95.00	715.00	620.00	41,080.00	1.49
43 - POLICE	0.00	41,700.00	95.00	715.00	620.00	41,080.00	1.49
144 - FIRE	0.00	191,044.00	50.00	27,765.14	27,715.14	163,328.86	14.51
44 - FIRE	0.00	191,044.00	50.00	27,765.14	27,715.14	163,328.86	14.51
145 - AMBULANCE	0.00	1,001,171.00	29.32	314,308.29	314,278.97	686,892.03	31.39
45 - AMBULANCE	0.00	1,001,171.00	29.32	314,308.29	314,278.97	686,892.03	31.39
147 - HEALTH & SOC	0.00	14,000.00	176.88	176.88	0.00	14,000.00	0.00
47 - HEALTH & SOC	0.00	14,000.00	176.88	176.88	0.00	14,000.00	0.00
148 - CODE ENFORCE	0.00	34,500.00	0.00	700.00	700.00	33,800.00	2.03
48 - CODE ENFORCE	0.00	34,500.00	0.00	700.00	700.00	33,800.00	2.03
151 - CEMETERIES	0.00	6,000.00	0.00	700.00	700.00	5,300.00	11.67
51 - CEMETERIES	0.00	6,000.00	0.00	700.00	700.00	5,300.00	11.67
152 - REST AREA	0.00	0.00	0.00	0.00	0.00	0.00	----
52 - REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	----
155 - PUBLIC SERV	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
55 - PUBLIC SERV	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
169 - REFUSE	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
69 - REFUSE	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
175 - P & R YOUTH	0.00	60,000.00	94.50	5,643.14	5,548.64	54,451.36	9.25
75 - P & R YOUTH	0.00	60,000.00	94.50	5,643.14	5,548.64	54,451.36	9.25
176 - P & R ADULT	0.00	5,000.00	0.00	2,995.00	2,995.00	2,005.00	59.90
76 - P & R ADULT	0.00	5,000.00	0.00	2,995.00	2,995.00	2,005.00	59.90
177 - ARENA CONCES	0.00	0.00	0.00	0.00	0.00	0.00	----
77 - CONCESSIONS	0.00	0.00	0.00	0.00	0.00	0.00	----
178 - P & R ARENA	0.00	124,250.00	3,124.22	50,669.82	47,545.60	76,704.40	38.27
78 - P & R ARENA	0.00	124,250.00	3,124.22	50,669.82	47,545.60	76,704.40	38.27
179 - PARKS MAINT	0.00	0.00	0.00	0.00	0.00	0.00	----
79 - PARKS MAINT	0.00	0.00	0.00	0.00	0.00	0.00	----
180 - P&R BLD MAIN	0.00	5,000.00	0.00	2,148.00	2,148.00	2,852.00	42.96
80 - P&R BLD MAIN	0.00	5,000.00	0.00	2,148.00	2,148.00	2,852.00	42.96
183 - AIRPORT	0.00	135,500.00	925.46	9,422.81	8,497.35	127,002.65	6.27
83 - AIRPORT ADM.	0.00	135,500.00	925.46	9,422.81	8,497.35	127,002.65	6.27

Revenue Summary Report

Department(s): 130 - 199
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Account	Budget Original	Budget Net	----- Y T D -----		Net	Uncollected Balance	Percent Collected
			Debits	Credits			
199 - PWD GARAGE CONT'D							
199 - PWD GARAGE	0.00	0.00	0.00	0.00	0.00	0.00	----
99 - PWD GARAGE	0.00	0.00	0.00	0.00	0.00	0.00	----
Final Totals	0.00	14,749,220.00	7,896.10	1,128,837.95	1,120,941.85	13,628,278.15	7.60



Town of Houlton Parks and Recreation Department

To: Town Manager

Houlton Town Council

From: Owen Gallop, Parks and Recreation Director

Re: March 2025 Monthly Report

Parks and Recreation Department Updates

- March started with enough snow to have our Winter Sports Trailer open for the community. We were able to have this open March 1st, 2nd, 8th, and 9th. During these dates, anyone can use the equipment we have, either cross country skis or snowshoes. After March 9th, the poor weather didn't allow us to have it open any longer.
- Worked with Houlton Southside to host them for their Winter Carnival on March 6th and 7th. They would be using the winter sports trailer, derby hill, and skating at the Civic Center. Unfortunately, the weather was rainy, so they cancelled the outdoor events.
- We had our last 5th and 6th grade girls basketball practice/scrimmage on March 6th.
- We were able to take our 5th and 6th grade boys basketball team to the annual NMCRA County Tournament. This was held in Caribou on Saturday, March 15th. There were 10 teams total entered in this tournament. This is hosted by the Northern Maine Community Recreation Association.
- Attended the annual Maine Parks and Recreation Association conference from March 16th – 18th. This conference saw more than 130 parks and recreation professionals in attendance. This is full of learning opportunities, vendor networking, educational sessions, awards banquet, the annual meeting, and more. This conference is a great opportunity to earn CEUs. Our Program Assistant, Kirk Ward, was able to make it to the conference on Monday 17th. We're excited he was able to make it to further his knowledge and make connections in the Parks and Recreation world.
- I am on the planning committee for the Maine Parks and Recreation Association conference. This had meetings leading up to it and wrap up meetings when it was over.
- Our After Care program continues to go great. We have exciting activities planned for when the weather gets warmer and dryer.
- Our local Hotshot Competition was held on Wednesday, March 12th. This is a basketball skills and drills competition for boys and girls between the ages of 9-15. There are three age groups for the competition: 9-10, 11-12, and 13-15. The top four in each group (boy's group and one girl's group for each age) advance to the state competition that is held on Thursday, March 20th in Caribou. The state competition is hosted by the NMCRA group. I help run/host the event. We had 12 participants from our local competition who advanced to Caribou.
- Hosted an early release after school program on March 12th. This runs directly after school until 5:30pm. Kids ride the bus directly from school.
- Hosted a Kids' Night Out program on Friday, March 21st. This is in the evening for a couple of hours. It gives parents the opportunity to have a night out. We have games, competitions, cooking activities, gym games, and more on these nights. We change activities depending on the program's theme. The theme of this one was "stepping into spring."
- Met with Evan Clark, the Athletic Director, and Chris, Public Works Director, to discuss the upcoming spring sports and the field usage.
- Continue to have our regular open gym and game room hours for students in grades 3-12 every day after school. We see an average of 25-30 each day.
- Our Walk Away Winter program came to an end on Wednesday, March 26th. This 7-week program encouraged walkers to record their times while walking at the Rec. We totaled everyone's time at the end of each week and then again for a grand total at the end. We celebrated all the time they've put in with a healthy lunch, certificates, and prizes. This program is in addition to our regular walking times. We will continue walking until the end of May.

- CLA has been using our gym weekly to have their special Olympics basketball practices. They competed in Orono in a tournament and ended up getting the gold!
- Our new drop-in women's basketball program is going great. We see between 8-12 participants each night and they are very happy to have this time.
- Daily programs continue and have a very high participation rate. These include Parent and Tot Time, Walking, Pickleball, Basketball, Line Dancing, Rug Hooking, and Card Playing. Between all of our daily programs, we see an average of 120-150 throughout each day.
- Aroostook Council for Healthy Families comes to the Parent and Tot time once a month to do activities with those who are here.
- Made flyers for upcoming April programs, which include April vacation camp, early release days, kids' night outs, and a babysitting course. Distributed these flyers through the area schools.
- Continue to take requests for birthday parties and other groups/individuals for rentals at the Rec.
- Starting to get requests for events and gatherings in parks.
- Attended Department head meetings and town council meetings.
- Attended monthly NMCRA (Northern Maine Community Recreation Association) meeting in Mars Hill.
- Hosted monthly vital pathways meeting.
- Met with the Parks and Recreation Advisory board at our monthly meeting.
- Continue to keep our Facebook page, website, and LED sign updated with the most recent information.
- Finalized details for our Summer and Fall programs. Finished our summer brochures and are off to print. Will be sending them through the area school in April. Registration for these programs will start on April 30th. Working on updating program information on our website.
- Creating sponsor letters to send out to local community members and businesses for our Family Fun on the Fourth event. Fireworks have increased in price by more than 100%, so we are hopeful to cover this cost with sponsors.

Maintenance, Cleaning, & Inspections

- The Park Maintenance Crew, Marucs, Kevin, and Ralph, continue to keep the parks groomed and clean. They were able to groom trails for a few weekends in March.
- They do a great job at making sure the Rec Center is clear of snow and is salted before people arrive. They continue to do this daily and throughout the day when it is snowing. We are very appreciative of them and the hard work they continue to do.
- Park Maintenance crew performs the monthly inspections of the Gentle Memorial Building, Park Facilities, and Millar Arena.
- Continue to perform daily cleaning tasks as needed.
- Gearing up and making plans for the construction of the Pickleball courts.

Upcoming Activities

- Summer and Fall Registrations will open on April 30th
- Track and Field program begins in May
- Family Fun on the Fourth Event on July 4th

Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1304

21 Water St.
Houlton, Maine 04730

To: Town Manager

From: Chris Stewart
Houlton Public Works Director

RE: March 2025 Public Works Monthly Report

Operations:

- The crew was busy in March pushing back snow drifts from roadways. Heavy winds along with several inches of snow caused dangerous travel several times throughout March. Sent snow blower out to Foxcroft Rd./White Settlement Rd./and Porter Settlement Rd. as the snowplow could no longer push the drifts back. This was a weeklong project.
- The sidewalk blower has been busy this month, clearing sidewalks throughout town. There are several sidewalks that are getting very hard to clear of snow, due to the asphalt breaking up and heaving.
- Working on Reservoir Hill Rd. project. March 4th was the board of budget review meeting to discuss the project funding source. The board voted unanimously to go out to the voters for a "TAN" Tax Anticipation Note. Next step will be for council members to vote in the affirmative to have the voters decide if a TAN is in the best interest of the town to fund this project.
- Public works has had several breakdowns this month, including replacing several brake components, radiators, and valves on plow trucks.
- Town mechanics are starting to get equipment serviced for spring work. This process will take a couple of months to complete.
- Heavy load road posted signs are now being made out and ready to be placed on town roads that cannot support the heavy loads of trucks. I will be posting the roads once I see evidence of frost leaving the ground. The posted road signs will be in place until the expiration date of May 1st.
- Annual training has been taking place for public works, park maintenance and airport staff. The training is for the most part handled in house. There are several requirements that have to be met each year, governed by the Maine Department of Labor. MSHA training will take place in April.
- With the heavy winds this month, we have had several trees throughout town come down on our roadways. Public works takes care of the downed trees day or night.

- I have been working on road and sidewalk plans. This includes where to start working, calling in dig safes, equipment needed, materials, culverts, catch basins, and any additional needs of the streets we plan on improving this spring. Public works plans on starting on Varney Av./Josheph St./ and End of High St. this spring. Town manager Cameron Clark and I are working on additional streets near the downtown area that can be repaired using TIF funds to do so.
- Patching holes as needed. We are having difficulties with our patch trailer, as it is 20 years old. Rust holes, burner issues, and wiring problems are keeping us from patching less than I would like. A new patch trailer was approved to be purchased by the council this month. I look forward to receiving this new unit. Once ordered, delivery date was approximately 45 days out. We are getting our patch from Trombley Industries, located in Limestone. Steelstone Industries is no longer making cold patch.
- Ordered hopefully what will be my last few loads of road salt to get us through the end of the winter months. To date we have used approximately 875 tons of salt. We budget for roughly 1500 tons.
- Several" RFP" request for proposals, will go out to bidders in the coming weeks. Including, paving, line striping, winter road salt, winter sand.
- Attended scoping meeting for both new businesses that are looking to come to town. Wendy's and Aroma Joe's. This is exiting news. We will work with MDOT on the traffic study, doing what it takes to ensure these two businesses start off successfully.
- This month we have several inspections that must be completed to our facilities. Yearly fire extinguisher inspections, rotary lift inspection, air vessel inspection, and sprinkler system inspection.
- Park maintenance removed the ice from the John Millar arena this month. The process of doing so takes roughly a week and a half from start to finish. During the winter months, maintenance team members are busy removing snow from arena doors, park maintenance building, rec. center, town office and chamber building. Clean the town office building twice a week and clean the rec. center three times weekly. Checking the ice plant at the arena, completing monthly safety checks, repairing items as needed. This month, the crew will start prepping their equipment to get ball fields ready for play, cleaning up debris in all parks from winter damage and installing new wooden fencing at Community Park.
- 2025 budget to date, looks good. We are currently within our monthly projections.

Respectfully Submitted
Chris Stewart

Houlton International Airport



Phone 207-538-7997

Fax 207-532-1304

5 Industrial Drive
Houlton, Maine 04730

To: Town Manager

From: Chris Stewart
Houlton International Airport Director

Re: March 2025 Monthly Report

Operations:

- Airport grounds are getting cleaned up from winter plow damage. We will soon be mowing and trimming.
- Installed a new Bird X box at the hangar building. This unit emits sound waves that birds do not like. Hopefully this will keep the majority of the birds from entering the airports hangar.
- Working with Stantec Engineering on the development and Implementation of the new fuel farm. This project is moving along nicely and will be completed by fall of 2025 with a new JET-A tank and Kiosk, and new 100 Low Lead Tank and Kiosk. Very much needed upgrade. Both units will be self-serve. Bid opening for the farm project is May 8th.
- Servicing winter equipment. This is a process that is completed every spring/early summer. Cleaning up winter equipment gives us a chance to make the proper repairs and keep the equipment clean from winter road salt. By doing the preventive maintenance early, we can get parts for the equipment in a timely manner.
- Staff has been repairing any lights that might have quit working during the winter months. We keep a healthy supply of bulbs and parts for all runway/taxiway/apron lights.
- Deep cleaned and painted hallway of Fixed Based Operator building. This is done annually to keep the building looking nice.
- Completed all monthly safety checks of the buildings and fuel pumps.
- Tree harvesting is going very well on airport property. Harvest crew should be getting back to finish up on Hovey Hill shortly, once the ground dries up.
- Annual plane excise tax bills will be sent out shortly. This is done yearly.

- Working with Stantec on a pavement markings project. This project is projected to be completed this summer, with new pavement markings on both runways, taxiways and apron.
- Received word from USDA that they are doing an additional rabies vaccine drop in the Caribou area from May 10th thru 17th. The planes and bait will be located at our airport. USDA does still plan on doing their big vaccine drop the first week in August. We always look forward to working with USDA on this project.

Financial:

100LL for the first three months of the year are 627.7 gallons sold, with a sale price of \$3,697.15 JET-A sales were 927.5 gallons, with a sale price of \$4,628.03 Current fuel prices are \$5.89 per gallon for 100LL and \$4.99 per gallon for JET-A fuel. We are getting into the busy season; we are hopeful that fuel sales will continue to increase throughout the spring and summer months.

The overall budget for Houlton International Airport looks good. We had very little breakdown over the winter months.



Houlton Fire Ambulance

Chief Milton J. Cone

97 Military St.

Houlton, ME 04730



Houlton 2025 Ambulance Runs

2025	Houlton	Oakfield	Dyer Brook	Other	Total
January	162	9	0	6	177
February	155	8	1	1	165
March	191	5	1	7	203
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total	508	22	2	14	545

	Bangor	P. Isle	Portland	Boston	Other	Total
January	20	1	1	1	2	25
February	18	0	0	0	1	20
March	19	1	1	0	0	21
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total	57	2	2	1	3	66

• Telephone (207)532-1320

• Fax (207)532-1309

• Email: Chiefmjccone@houlton-maine.com



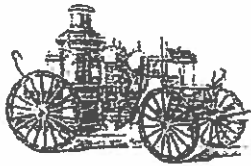
2024

	Jan-24	Feb-24	Mar-24	Totals
Beginning AR	\$405,411.57	\$480,258.93	\$435,663.40	\$405,411.57
Charges	\$147,950.00	\$82,983.40	\$110,040.00	\$340,973.40
Contractual Adjustments	(\$9,203.13)	(\$17,250.46)	(\$35,422.20)	(\$61,875.79)
Gross Net Charges	\$138,746.87	\$65,732.94	\$74,617.80	\$279,087.61
Courtesy Discounts	\$0.00	\$0.00	\$0.00	\$0.00
Bad Debt Write Off	(\$3,273.66)	(\$5,892.40)	(\$3,386.00)	(\$12,552.06)
Bankruptcy	\$0.00	\$0.00	\$0.00	\$0.00
Misc Adjustments	\$71.01	(\$22,302.23)	\$0.53	(\$22,230.69)
Adjusted Charges	\$135,544.22	\$37,538.31	\$71,222.33	\$244,304.86
Insurance Refunds	\$0.00	\$0.00	\$0.00	\$0.00
Patient Refunds	(\$35.40)	\$0.00	\$25.26	(\$10.14)
Returned Checks	\$0.00	\$0.00	\$25.26	\$25.26
Total Refunds	(\$35.40)	\$0.00	\$25.26	(\$10.14)
Insurance Payments	(\$58,358.43)	(\$81,127.20)	(\$134,112.03)	(\$273,597.71)
Patient Payments	(\$2,303.03)	(\$1,006.64)	(\$4,359.77)	(\$7,669.44)
Bad Debt Recovery	\$0.00	\$0.00	\$0.00	\$0.00
Total Payments	(\$60,661.46)	(\$82,133.84)	(\$138,471.85)	(\$281,267.15)
Net Payments	(\$60,661.46)	(\$82,133.84)	(\$138,471.85)	(\$281,267.15)
Ending A/R	\$480,258.93	\$435,663.40	\$368,439.14	\$368,439.14
COLLECTIONS ACTIVITY				
Beginning Collections	\$342,818.23	\$346,091.89	\$351,984.29	\$342,818.23
Accounts Sent to Collections	\$3,273.66	\$5,892.40	\$3,396.00	\$12,562.06
Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Bad Debt Recovery	\$0.00	\$0.00	\$0.00	\$0.00
Ending Collections	\$346,091.89	\$351,984.29	\$355,380.29	\$355,380.29
OPERATING RATIOS				
Total # of Claims Filed	243	270	481	994
Total Lines Filed on Claims	484	533	959	1,976
Runs	204	119	132	455
Denials (By Line)	15	24	95	134
Gross Days in AR	133.9	141.32	97.25	127.75
Avg Mileage / Transport	16.13	13.55	23.77	17.67
Avg Charge / Transport	\$725.25	\$697.34	\$833.64	\$749.39
Avg Revenue / Transport	\$297.36	\$590.20	\$1,049.03	\$618.17
A0425 - Ground Mileage (ALS)	1,508.00	714.8	1,599.20	3,820.00
A0425 - Ground Mileage (BLS)	1,785.00	897.3	1,538.80	4,221.10
A0426 - Advanced Life Support	8	3	7	18
A0427 - Advanced Life Support	84	53	50	187
A0428 - Basic Life Support	28	18	15	61
A0429 - Basic Life Support Emergent	82	44	57	183
A0433 - ALS LV12	0	1	1	2
A0998 - AMB RESPONSE FEE - TNT	2	0	1	3
Patient Assist Lift-A0998	0	0	0	0



2025

	Jan-25	Feb-25	Mar-25	Totals
Beginning AR	\$359,619.67	\$428,115.16	\$548,817.81	\$359,619.67
Charges	\$138,156.80	\$196,403.80	\$265,138.80	\$599,699.20
Contractual Adjustments	(\$5,574.77)	(\$9,002.85)	(\$112,517.00)	(\$127,094.62)
Gross Net Charges	\$132,581.83	\$187,400.95	\$152,621.80	\$472,604.58
Courtesy Discounts	\$0.00	\$0.00	\$0.00	\$0.00
Bad Debt Write Off	(\$2,143.89)	(\$10,082.15)	(\$12,474.08)	(\$24,700.12)
Bankruptcy	\$0.00	\$0.00	\$0.00	\$0.00
Misc Adjustments	\$0.00	(\$2,773.40)	(\$4,836.60)	(\$7,610.00)
Adjusted Charges	\$130,437.94	\$174,545.40	\$135,311.12	\$440,294.46
Insurance Refunds	\$0.00	\$101.65	\$507.45	\$609.10
Patient Refunds	\$0.00	\$131.75	\$0.00	\$131.75
Returned Checks	\$0.00	\$0.00	\$0.00	\$0.00
Total Refunds	\$0.00	\$233.40	\$507.45	\$740.85
Insurance Payments	(\$55,568.47)	(\$52,150.43)	(\$148,363.19)	(\$255,082.09)
Patient Payments	(\$4,373.98)	(\$3,925.72)	(\$1,334.04)	(\$9,633.74)
Bad Debt Recovery	\$0.00	\$0.00	(\$1,385.96)	(\$1,385.96)
Total Payments	(\$60,942.45)	(\$56,076.15)	(\$149,083.19)	(\$266,101.79)
Net Payments	(\$60,942.45)	(\$56,076.15)	(\$147,697.23)	(\$264,715.83)
Ending A/R	\$428,115.16	\$546,817.81	\$534,939.15	\$534,939.15
COLLECTIONS ACTIVITY				
Beginning Collections	\$408,850.28	\$410,994.17	\$421,076.32	\$408,850.28
Accounts Sent to Collections	\$2,143.89	\$10,082.15	\$13,140.12	\$25,366.16
Adjustments	\$0.00	\$0.00	(\$666.04)	(\$666.04)
Bad Debt Recovery	\$0.00	\$0.00	(\$1,385.96)	(\$1,385.96)
Ending Collections	\$410,994.17	\$421,076.32	\$432,164.44	\$432,164.44
OPERATING RATIOS				
Total # of Claims Filed	150	361	242	753
Total Lines Filed on Claims	281	716	472	1,479
Runs	171	146	172	489
Denials (By Line)	34	40	52	128
Gross Days in AR	119.18	112.18	80.28	103.88
Avg Mileage / Transport	21.72	16.41	20.37	19.66
Avg Charge / Transport	\$807.93	\$1,345.23	\$1,541.50	\$1,226.38
Avg Revenue / Transport	\$356.39	\$384.08	\$668.76	\$544.18
A0425 - Ground Mileage (ALS)	1,807.80	1,196.40	1,185.80	4,190.00
A0425 - Ground Mileage (BLS)	1,907.10	1,239.60	2,317.00	5,463.70
A0426 - Advanced Life Support	10	7	5	22
A0427 - Advanced Life Support	86	70	87	243
A0428 - Basic Life Support	20	15	24	59
A0429 - Basic Life Support Emergent	50	48	48	146
A0434 - SPECIALTY CARE TSPT	0	1	1	2
A0998 - AMB RESPONSE FEE - TNT	0	5	7	12
A0998 - AMB RESPONSE FEE - TNT	5	0	0	5



THE SOCKANOSSETT

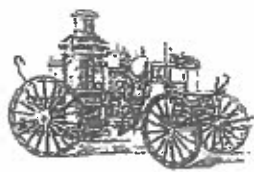
Houlton Fire Department

Chief Milton J. Cone
97 Military St.
Houlton, ME 04730



February 2025 Monthly Report

- 2/5 Smoke in Building, 23 Court Street**
- 2/8 Escort, HHS Varsity Cheerleaders**
Fire Alarm, S. A. Ambulance Service
- 2/10 Furnace Malfunction, Highland Ave.**
Unlock Vehicle, Military Street Food Trend
- 2/11 Business Meeting**
- 2/12 Fire Alarm, 89 High Street**
- 2/14 Accident, North Street TD Bank**
- 2/16 Ambulance Assist, Kelloran Street**
- 2/22 CO Check, Gallop Lane**
- 2/25 Sprinkler Alarm, Wallgreens**
Training Meeting
- 2/26 Electrical Fire, Hogan Street**
- 2/27 Fire Alarm, Walmart**



THE SOCKANOSSETT

Houlton Fire Department

Chief Milton J. Cone
97 Military St.
Houlton, ME 04730



March 2025 Monthly Report

- 3/5 Ambulance Assist, Military Street
- 3/9 Ambulance Assist, Military Street
- Ambulance Assist, Military Street
- 3/14 Accident, Ludlow Road
- 3/18 Fire Prevention, Church on the Hill
- 3/20 Accident Clean Up, North Street
- 3/21 Fire Inspection, Summit Academy
- 3/22 Kitchen Fire, Grove Street
- 3/24 Accident, Smyrna Street
- Trailer Truck Fire, I95
- 3/25 Ambulance Assist, County Jail
- 3/28 Escort, CLA Basketball Team
- 3/31 CO Inspection, Green Street



HOULTON POLICE DEPARTMENT

97 Military Street
Houlton, ME 04730

Phone: 207-532-2287
Fax: 207-532-1323



Chief Timothy B. DeLuca

Captain Jasmine M. Cyr

Date: April 23, 2025
To: Town Manager Cameron Clark
Houlton Town Councilors.
From: Timothy B. DeLuca.
Reference: Monthly report, March 2025.

Monthly Report March 2025.

- Officer Sera Smalley and Morgan Grant are currently attending the 18-week academy to obtain their full-time officer certification. They will graduate on May 23, 2025. This course of training is a very regimented course of study covering all aspects of law enforcement. This includes both classroom and practical application. Both Sera and Morgan are progressing well and will be ready to work patrol upon their return. Upon receipt of an application, it can take 12-18 months to be fully certified.
- Officer Miles will attend the academy in August of 2025. We are thankful to have the new employees. Currently, we have two open positions and are working diligently to fill these slots.
- HPD has made a conditional employment offer to a new applicant, we are working with the applicant to meet all the benchmarks which will qualify them to begin training.
- HPD attended "Coffee with a Cop" sponsored by Wabanaki Public Health and Wellness. The event took place at the Houlton Band of Maliseet Indians Elder Center. The event was well attended. Sgt. Smith and Officer Jacques fielded questions surrounding our profession.
- HPD and Border Patrol are planning a "tabletop" exercise in response to a critical incident at any location in our community. This exercise will focus on response to "Tate and Lyle. The intent is to update current response plans, identify emergency partners, resources, and protocol. This is a progressive planning opportunity to ensure we are prepared if confronted with such an event.
- Chief DeLuca presented to Council the need to replace the aging dispatch radio communication console. An RFP was prepared. Two vendors responded and the proposals are currently under review to present to council for approval.
- HPD has attended planning meetings regarding the North Street development specific to traffic flow.



HOULTON POLICE DEPARTMENT



97 Military Street
Houlton, ME 04730

Phone: 207-532-2287
Fax: 207-532-1323

Chief Timothy B. DeLuca

Captain Jasmine M. Cyr

-
- *Members of HPD have been collaborating with a team to bring the "Every 15 Minutes" program to the RSU 29 school district. The "Every 15 Minutes" program is a two-day initiative, typically focused on high school students, which aims to raise awareness about the dangers of driving under the influence and the consequences of poor decision-making. The program uses a dramatic and emotional approach to convey the message.*
 - *HPD assist with a road race charity fundraiser for the Ewings family. This event was well attended for such a great cause.*
 - *HPD has permitted and assisted with rallies over the past few weeks such as "40 Days for Life", "Restoration" and "Hands Off". These were peaceful events.*
 - *Officers responded to an armed robbery at 9 Court Street. After an in depth and ongoing investigation, the suspect was apprehended on April 01, 2025. The effort and outstanding policework led to the successful apprehension the suspect.*
 - *Chief DeLuca attended the Maine Criminal Justice Academy for Inspection of the recruits. This is an impressive meeting with recruits and staff to update us on the progress of the recruits. I am please to report that both Sera and Morgan are doing very well and representing HPD with the highest level of professional standards.*
 - *HPD is actively engaged in school patrols in both morning arrivals and afternoon dismissal. This includes walking throughout the school with our students and presentations to classrooms.*
 - *HPD has increased traffic enforcement in locations throughout town, in response to citizen's complaints and officer observations. Our goal is community awareness and compliance rather than strict enforcement.*
 - *HPD is working with Dirigo Safety L.L.C. who provides professional training requirements and standards in updating our one hundred policies. HPD administrative team is always working to update policies as required, however this process will allow all our policies to be reviewed by their legal team ensuring all lawful changes have been updated as required by legislation and required by the Attorney General's Office. Our goal is to receive the Law Enforcement State of Maine Accreditation.*
 - *All the dedicated men and Women at HPD work hard to meet the demands required of them by answering calls for service, investigations, community presentations and community support throughout their workdays. The demands on HPD are higher now than ever before. Each day, the*



HOULTON POLICE DEPARTMENT

97 Military Street
Houlton, ME 04730

Phone: 207-532-2287
Fax: 207-532-1323



Chief Timothy B. DeLuca

Captain Jasmine M. Cyr

officers work hard and are dedicated to service and mission. I am proud of all HPD staff who understand the mission as we continue to build our department staffing. There has been nothing but positive enthusiasm while serving the community.



04/23/25
17:31

Houlton Police Department
Law Total Incident Report, by Agency, Nature

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1

Nature of Incident	Total Incidents

Agency: Houlton Police Department	
911 Hang up Call	20
Abandoned Vehicle	1
Animal Control Complaints	14
Residential Alarm	1
Animal Problem	2
Assault	1
Assist Another Agency	13
Assist DHHS	2
Attempt to Locate	8
ATV Complaint	1
Bail Check	3
Burglary	5
Business Alarm	14
Carrying Concealed Weapon	5
Citizen Assist	80
Citizen Dispute	4
Civil Problem	8
Traffic Accident-Non Reportabl	7
PD-Traffic Accident	15
Criminal Mischief	3
Criminal Threatening	1
Death Investigation	2
Detail	2
Referral DHHS	2
Disorderly Conduct	5
Domestic Disturbance	4
Drug Paraphernalia	2
Drug Intelligence Information	1
Controlled Substance Problem	1
EMS Medical	3
Erratic/Reckless Driving	2
Escort	2
Family Fight	3
Fingerprint-Non Criminal	4
Structure Fire	1
Follow Up to Prev Incident	18
HPD Foot Patrol	1
Found Property	7
Fraud	6
Harassment	4
Hit And Run	2
Information Report	14
Juvenile Runaway	1
Juvenile Problem	5
Litter, Pollutn, Public Health	2
Lost Property	2
Mental Health Issues	11
Missing Person	1
Stranded Motorist	4
Noise Disturbance	4
Driving Under Influence Liquor	1
Overdose	2
Paper Service	18

04/23/25
17:31

Houlton Police Department
Law Total Incident Report, by Agency, Nature

363
Page: 2

Nature of Incident	Total Incidents
Parking Problem	2
Pedestrian Check	1
Protective Order Service	5
Violation of Protection Order	2
Property Check Requested	3
Property Check Officer Initiat	328
Found Property	1
Road Hazards (Sign/Signal/Debr	2
Robbery	1
School Resource Officer SRO	3
School Visit/Patrol Check	9
Sex Offense	1
Sex Off Update Registration	3
Sex Offender Registration Viol	1
Suspicious Person, Circumstnce	30
Theft	25
Citizen Traffic Complaint	7
Traffic Violation	1
Traffic Stop	89
Trespassing	11
Unauthorized Use of Vehicle	1
Utility Problem	2
VIN Serial Nmbr Inspection	1
Criminal Arrest Warrant	9
Weapon Offense	1
Welfare Check	15
Total Incidents for This Agency:	899

Total Incidents for This Report: 899

Report includes:

All dates between `00:00:00 03/01/25` and `23:59:00 03/31/25`
All agencies matching `HPD`
All natures
All locations
All responsible officers
All dispositions
All clearance codes
All observed offenses
All reported offenses
All offense codes
All circumstance codes

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To: Houlton Town Council
From: Theresa L Duff, Assessor

MONTHLY REPORT OF ACTIVITIES FOR THE ASSESSOR January, 2025 to April, 2025

- Taking various phone calls related to all aspects of the assessor's position.
- Assisting taxpayers with various record inquiries.
- Maine Association of Assessors (MAAO) Board Meeting.
- Maine Chapter of International Association of Assessing Officers (IAAO ME) Board Meeting.
- Continued education/trainings offered through IAAO, MAAO, and MRS. Regarding Income approach to valuation, tax acquired properties, legislation proposals regarding taxation, changes in use regulation changes, real estate market analysis.
- Assisted Town Manager with TIF related matters.
- Continued assistance from Nikki Roy, Tax Collector, greatly appreciated. She is currently assisting with personal property declarations and BETE applications.
- Express appreciation to the Council for hiring our new Town Manager, Cameran Clark. Obviously well known in our area for his town spirit and entrepreneurial endeavors. From showing town spirit by participating in many parades on his unicycle, to attendance at council meetings from the time he was a teenager, to his many business ventures including most recently building several new residential apartment complexes. His energy and business/financial knowledge has already proven to be of great benefit to the Town of Houlton, in his new role. Thank you!
- As always, I am available if you have any questions or concerns.

Respectfully submitted.



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Monthly Reports January-March 2025

- **January**

January was a busy month to say the least. We implemented a new POS system that includes a webpage, scheduling, billing and most of all, we gained the ability to accept debit and credit cards. Having access to this program has made a very positive impact on revenue at JMCC. We hosted many hockey teams from all over the state of Maine and Western New Brunswick between youth and varsity hockey. Our winter figure skating program began again with Coach Katelyn White from Mars Hill. We are collaborating with her to start again in the fall, with the hopes of offering a highly anticipated adult session and private lessons.

- **February**

February was also an extremely busy month for JMCC. We hosted the County Classic Hockey tournament organized by Southern Aroostook Minor Hockey Association. This tournament was well attended by teams and families. At the end of February, we were pleased to play host to the Maine Amateur Hockey Association's Northern Regional Tournament. This tournament was played by the top eight 10u teams in the North with the winner going on to play in the State finals. We are excited to say one of our SAMHA teams came in runners up at this tournament. Again, this tournament was extremely well attended and brought an increased amount of business to the community. It began on a Friday, and the final games were played on Sunday. We had long hours that weekend as we still offered public skate in addition to the hockey games.

- **March**

March came with some mixed emotions for me as the supervisor. I was exhausted from long open and operating hours and trying to maintain all aspects of the facility from paperwork to cleaning, to supervising concessions, maintaining the ice, scheduling and staff schedules. It was with a heavy heart that it was time to turn off the compressors and begin preparation for the off-ice season. I want to openly thank my amazing staff who worked hard and made my first busy season a memorable one.

- April

April started with the welcoming our new Town Manager, Cameron Clark. I look forward to working with him and am so pleased with the council's decision. Having a young and motivated manager that has made Houlton his first priority. That week also began with prepping the facility for the Shift into Spring Expo hosted by Priority Auto and Tractor, Ride North Recreation and Ride North Harley Davidson. Over 600 people attended the event. We had concessions open, and we were very busy keeping everyone fed. It was a great success. A bid was accepted by the Town Council to replace some of the doors at the civic center that have been deteriorating rapidly over the last few years. I want to thank the council for seeing the need and assisting with this much needed project. CTM Services were here to service the Olympia Ice Resurfacers. They stated that the machine is pretty good shape considering its age. As long as we can keep up on the services once a year with them doing a full overhaul, we could buy ourselves many more years of use. We are, however, going to need to invest in a new set of studded tires as they are 23 years old and are starting to lose their studs and also deteriorate. If the auger were to pick up a stud it could result in severe damage to the machine and a much more expensive fix. They are going to send us a quote as soon as possible.

- Upcoming Events

April 26th and 27th is the Annual Gun show with over 90 vendors. This year the Military Museum will also be attending the show, displaying relics from the military as well as motor vehicles. JMCC will be open for concessions for the entirety of the weekend.

April 28th- 30th I will be attending the NE Ice Management Association Spring conference and taking part in the operations and risk management course. I am looking forward to learning more about the operational part of our facility and how to improve moving forward. At the end of the course, I will be required to take an exam to receive my certificate of completion. I will also be attending their trade show, giving me the opportunity to make connections with people in the industry that will only further my knowledge.

May 17th and May 31st Soap Box Derby will be having their tech day and race day. I know so many people are looking forward to this event as well as we are. We will be offering concessions for "Race Day" on May 31st.

- Other News

JMCC has the honor of having one of our employees shipping out to the Army this week. He is very humble and would like his name to be left out of this update. We are so proud and honored to call him part of our team. We thank him and his family for their service, commitment and sacrifices for our country.

At the top of this report, please note the new JMCC Logo with John Millar's signature discovered in an old book when sorting through old filing cabinets. I am in the hopes to generate some revenue by selling merchandise with the new logo by next season. I am pleased to report his signature will also be on display under the ice next hockey season, and for many more to come.

Thank you,

Serenna Fitzpatrick, Supervisor , John A. Millar Civic Center