

**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

**May 13, 2025
5:45 PM**

A. (S050125-1) 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. S050125-2) Council authorizes the Town Manager to enter into a Purchase and Sales Agreement between the Town of Houlton and _____ for the purchase of 66 Industrial Drive in the amount of \$_____ and authorizes the Town Manager to execute any documents necessary to satisfy the Purchase and Sales Agreement.

[This is tax acquired property.](#)

C. (S050125-3) Council ordains that the Zoning Ordinance be amended as follows: Article IV District Regulation, Sections 14-20 be amended with the addition of Accessory Dwelling Unit. Article V, Section 25 be amended to include accessory dwelling unit regulations. Article V, Section 41B be amended to include the addition of Affordable Housing Development. Article IX, Section 54 be amended with the addition of definitions for Accessory Dwelling Unit, Affordable Housing Development, Area Median Income, Comparable Sewer System, and Potable. Also, the removal of Affordable Housing definition (being replaced with Affordable Housing Development). (Old words lined through, new words underlined)

(Note: Document in its entirety is available for review at the Town Office during normal business hours)

(Introduction)

[These are state mandated changes.](#)

D. (S050125-4) The Town of Houlton ordains the approval of The First Amendment to the North Street Tax Increment Financing District.

(Note: Document in its entirety is available for review at the Town Office during normal business hours)

(Introduction)

V. Adjournment

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AGENDA

Regular Council Meeting

**May 13, 2025
6:00 PM**

Pledge of Allegiance

Maine EMS Presentation

Public Comments

I. Minutes: Special & Regular Council Meeting of April 28, 2025

II. Old Business

A. (S050125-3) Council ordains that the Zoning Ordinance be amended as follows: Article IV District Regulation, Sections 14-20 be amended with the addition of Accessory Dwelling Unit. Article V, Section 25 be amended to include accessory dwelling unit regulations. Article V, Section 41B be amended to include the addition of Affordable Housing Development. Article IX, Section 54 be amended with the addition of definitions for Accessory Dwelling Unit, Affordable Housing Development, Area Median Income, Comparable Sewer System, and Potable. Also, the removal of Affordable Housing definition (being replaced with Affordable Housing Development). (Old words lined through, new words underlined)

(Note: Document in its entirety is available for review at the Town Office during normal business hours)

(First Reading)

[These are state mandated changes.](#)

B. (S050125-4) The Town of Houlton ordains the approval of The First Amendment to the North Street Tax Increment Financing District.

(Note: Document in its entirety is available for review at the Town Office during normal business hours)

(First Reading)

III. New Business

A. (050125-1) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by The Vault Restaurant, located at 64 Main Street, for renewal of liquor license.

(Public Hearing)

Approval is required by the state.

B. (050125-2) Council approves execution of the application to the Department of Public Safety Licensing/Inspection Unit for the Houlton Fair Association to Operate Beano/Bingo on July 11 & 12, 2025.

Approval is required by the state.

C. (050125-3) Council appoints Kimberly Denbow, Treasurer as the first municipal representative and Jane Torres, Council Chair as the second municipal representative to the Northern Maine Development Commission.

D. (050125-4) Council accepts the grant of \$6,538 from the Department of Homeland Security for the purpose of Operation Stone Garden for the Police Department.

See Chief DeLuca's memo.

E. (050125-5) Council accepts the Bond Anticipation Note (BAN) bid from Katahdin Trust Company for \$750,000 at an interest of 4.14%.

Four bids were received.

F. (050125-6) Council accepts the low bid of \$894,450 from Brown Construction, Inc. for the Reservoir Hill Road Reconstruction Project and authorizes the Town Manager to sign all documents pertaining to the project.

This is the low bid and recommended by Sewall (see memo in packet)

G. (050125-7) Council authorizes the Town Manager to waive the bid process and enter into an agreement with Central Maine Pyrotechnics for \$10,000 for the 4th of July fireworks.

This is the same company that is always used, the price has increased.

H. (050125-8) Council accepts the Maine EMS Stabilization Program Grant of \$153,350.81 for the Houlton Ambulance Service.

Will be used for various needs.

IV. Discussion and Reports

A. Blighted Properties Update

B. Camera Licensing Budget

C. Revolving Loan Fund Guidelines

D. Town Managers Report

E. Councilors' Remarks

V. Adjournment

**Special Council Meeting
April 28, 2025**

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

A. (S040425-1) 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 5:19 PM.

B. (S040425-2) 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 J. McLaughlin, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor E. McLaughlin, yes.

They entered Executive Session at 5:20 PM and returned to Open Session at 5:39 PM.

C. (S040425-3) 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 Darren Fuller for the purchase of 326 Military Street in the amount of \$12,500 and authorizes the Town Manager to execute any documents necessary to satisfy the Purchase and Sales Agreement.

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

The order passed.

D. (S040425-4) 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 Wesley Grant for the purchase of 350 Military Street in the amount of \$10,000 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.

V. Adjournment: On motion by Councilor J. McLaughlin, seconded by Councilor Peters, the meeting adjourned at 5:41 PM with all in favor.

**Regular Council Meeting
April 28, 2025**

Chair Torres called the meeting to order at 6:00 PM with all councilors present.

Public Comments

Nancy Ketch, Community Development Director reminded everyone that there was a workshop on Wednesday at 5:30 PM at the Rec Department. She noted that information about the Community Resilience Program would be shared at the meeting and that pizza would be served.

I. **Minutes:** It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that the Special & Regular Council Meeting of April 14, 2025 & Special Council Meeting of April 16, 2025 minutes be approved as presented.

All were in favor of the minutes.

II. **Old Business**

A. (S040225-5) Chair Torres declared the Public Hearing open 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 there was a need to pull from Undesignated to cover overspent budget lines.

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

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

Town Manager Clark noted that this was for 2024 overspent line items. He noted that this was needed for accounting purposes and will not affect the Tax Anticipated Note.

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

The order passed.

B. (S040225-6) Chair Torres declared the Public Hearing open 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.

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

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

Town Manager Clark noted that the department heads spoke at the last meeting on the 2024 overspent budget lines and is happy to answer any other questions.

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

The order passed.

C. (S040225-7) Chair Torres declared the Public Hearing open 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.

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

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

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

Councilor Lake noted that he wasn't in attendance at the last meeting and asked for an explanation. Chief Cone gave a brief overview.

Town Manager Clark stated that this needs to be clarified in the audit.

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

The order passed.

D. (S040225-8) Chair Torres declared the Public Hearing open 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.

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

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

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

The order passed.

At this time, it was noticed that Mark Horvath via Zoom had his hand raised. Chair Torres apologized and asked if he would like to speak. Horvath stated that he was hoping to speak during public comments. Horvath noted that there were a wide variety of candidates for his seat on Council and asked that they strongly consider Alexis Brown for the position. He noted that she is a strong leader in the community with a strong financial background.

E. (S040225-9) Chair Torres declared the Public Hearing open 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.)

Sue Tortello, Houlton resident stated that she was in favor of this project. She noted that this was what TIFs were set up for, and that this was the best use for the property. She noted the

importance of having high quality housing in the downtown. She stated that she would like it to go on record that she was in favor of this project moving forward.

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

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

Town Manager Clark noted that this project has an anticipated assessed value of \$2,020,000 and if the mil rate in 2026 was set at .20, the total tax bill would be \$40,400. He noted that if this agreement was approved, the developer would pay the full amount and then reimbursed \$34,340 making the net tax collected \$6,060. He noted the taxes on a vacant lot would be \$400 and that the taxes on the previous building were approximately \$3,000.

Councilor E. McLaughlin asked if there was an updated status on the agreement with Maine State Housing.

Kerry Simpson from WLR noted that having the CEA approved would improve the overall numbers. He explained that this project would provide affordable rents. He noted that they would be held accountable by Maine State Housing and the Town of Houlton.

Councilor E. McLaughlin asked Simpson if there was a Plan B if the CEA wasn't approved. Simpson replied that all other options have been exhausted and there are no other plans.

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

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

The order passed.

F. (S040225-10) Chair Torres declared the Public Hearing open 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.

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

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

Town Manager Clark noted that this expense has been accounted for while preparing for the TAN.

Councilor E. McLaughlin asked if there was any way to expand the search to find other reasonable ways to do the project.

Clark noted that this is the 2nd time this project has gone out to bid. He noted that the other bid received was \$151,000.

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

The order passed.

III. New Business:

A. (040225-1) 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 Broadway Incorporated, d/b/a Ivey's Motor Lodge/Ivey's Bistro, located at 241 North Street, for renewal of liquor license.

Chair Torres noted that approval required by the state.

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

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

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

The order passed.

B. (040225-2) Chair Torres declared the Public Hearing open on the following: 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.

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

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

Town Manager Clark reminded everyone that this license would only allow them to haul commercial trash. He noted that the town's contract with Casella only gives them rights to residential trash.

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

The order passed.

C. (040225-3) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council accept the low bid from Hi-Lite Airfield Services, LLC of \$124,300 for marking runways, taxiways and aprons at Houlton International Airport.

Chair Torres noted that it would be funded as follows: 95% FAA, 2.5% MDOT, and 2.5% Town of Houlton from Airport Improvement Account.

Town Manager Clark noted that this will be a great improvement to the appearance and functionality of the Airport. He noted that he is appreciative of the partnership with the FAA and MDOT.

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

The order passed.

D. (040225-4) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council reappoint the following to the Zoning Board of Appeals for three-year terms: John Bushey, Robert Hannigan, and Vicki Goodwin.

Town Manager Clark noted that this board doesn't meet very often and appreciates the volunteers.

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

The order passed.

E. (040225-5) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council accept 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.

Chair Torres noted that four bids were received.

Town Manager Clark noted that Katahdin Trust Company was the low bidder. He noted that these funds will provide the town with the funds needed to operate through the summer.

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

The order passed.

F. (040225-6) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council approve 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.

Chair Torres noted that this is an annual requirement to assist the ATV clubs.

Town Manager Clark noted that this is a pass through for the funds.

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

The order passed.

G. (040225-7) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council approve a streetlight to be placed on pole #18 on Green Street.

Chair Torres noted that this was recommended by the Police Chief.

Town Manager Clark noted that he agrees with Chief DeLuca's recommendation and that the cost to the town will be about \$16 per month.

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

The order passed.

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

Chair Torres explained that she was going to ask for a motion and a second to allow the interested candidates to speak at this time. She stated that after the candidates speak, Councilors could make a motion for the individual that they want. She noted that there needs to be a second for each candidate in order for them to be considered for a vote. She stated that she would ask each Councilor who their choice is and that 3 votes would be needed. She stated that if there wasn't 3 votes for the same candidate, the process would be repeated.

It was moved by Councilor Lake, seconded by Councilor J. McLaughlin to allow candidates to speak.

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

Timothy Ivey stated that he has been a resident all of his life. He noted that he has experience working with the public government and most recently as a security officer at the hospital. He stated that working with the public is rewarding. He stated that he would like to follow in his father's footsteps who was on Council in the 70s and 80s. He stated that he has experience with union negotiations.

Alexis Brown stated that she is proud to call Houlton home for the past 5 years. She stated that dedication and passion is what drives her to seek a place on Council. She stated that she cares about the community and it's future. She stated that if she was a member of the Council, she would bring commitment and a forward-thinking approach to every decision made.

Jantzen Craine stated that he manages Ivey's Motor Lodge. He stated that he lives here with his wife and 4 kids and has a decade of business experience. He stated that he loves Houlton and would like to make it a great place.

Fred Grant congratulated the town on receiving great candidates for this position. He stated that he is a business owner in town and that he has passion for the community. He noted that he has served on the School Board and feels that his background and experience would be beneficial to the Council.

Town Manager Clark noted that the Charter states that 4 votes are needed but was advised at 4:40 PM by legal that only 3 votes are needed due to the empty seat. He noted that this has been done differently in the past but was advised by legal that this process is the best way.

Councilor Lake nominated Timothy Ivey, no second.

Councilor J. McLaughlin nominated Peter Chase, no second.

Councilor Matthews nominated Fred Grant, seconded by Councilor J. McLaughlin.

Councilor Peters nominated Alexis Brown, seconded by Councilor Lake.

Vote was taken as follows: Councilor E. McLaughlin, Alexis Brown; Councilor Matthews, Fred Grant; Councilor Peters, Alexis Brown; Councilor Lake, Alexis Brown; Councilor J. McLaughlin, Alexis Brown.

IV. Discussion and Reports

A. NMDC Municipal Representative

Town Manager Clark noted that Kimberly Denbow, Treasurer would remain one of the representatives for the town. He noted that the previous Council Chair, Chris Robinson was the town's other representative. He noted that most meetings are during business hours or can be attended by Zoom. Chair Torres stated that she would be happy to take on this role. Clark noted that there would be a vote at the next meeting.

B. Town Managers Report

Town Manager Clark noted all the good working being done in the Department Head Reports. He stated that he has been involved with the RSU 29 budget and will also be involved with the County budget. He noted that roads have been on his mind and will have a discussion at the next meeting to get direction on how to move forward. He reminded everyone that the Town Office will be closed on Tuesday, May 6th for the Referendum Election.

Chair Torres noted that the department head reports are wonderful and detailed but wondered if it would be better to only require them quarterly.

After discussion on this topic, Clark stated that he will review the recommendation with the department heads.

C. Councilors' Remarks

Councilor E. McLaughlin thanked everyone for coming and congratulated Alexis Brown for her seat on Council. She pointed out things from the department head reports and thanked the employees for their work.

Councilor Matthews reminded everyone to vote on May 6th and noted that if anyone is unable to make it that day to see the staff at the Town Office for an absentee ballot.

Councilor J. McLaughlin asked Chief DeLuca for an explanation of the program at the high school. DeLuca replied that daily walk throughs are done to show presence in the schools.

Chair Torres stated that she appreciated everyone that came tonight and welcomed Alexis Brown to Council. She reminded everyone that the next Council Meeting will be held on Tuesday, May 13th at 6:00 PM due to the RSU 29 meeting being on the 12th. She reminded everyone that the canoe race will be held on Saturday, May 3rd.

V. Adjournment: On motion by Councilor Lake, seconded by Councilor J. McLaughlin, the meeting adjourned at 6:57 PM with all in favor.

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Commented [BT1]: Added Accessory Dwelling Unit to all districts allowing dwelling units.

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Commented [BT2]: Added Accessory Dwelling Unit standards.

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Commented [BT3]: Added Section - Affordable Housing Developments.

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Commented [BT4]: Added Definitions

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D. Boundaries indicated as following shore lines shall be construed to follow the low water mark of such shore lines, and in the event of change in the shore line shall be construed as moving with the low water mark,

E. Distances not specifically indicated on the Official Zoning Map shall be determined by the scale of the map. Where physical or cultural features existing on the ground are at variance with those shown on the Official Zoning Map, or other circumstances not covered by A through D above, the Board of Appeals shall interpret the district boundaries.

ARTICLE IV DISTRICT REGULATIONS

Sec. 14 Low-Density Residential District "R-1"

A. Intent and purpose. The "R-1" District is established as a zone within the urban area, in which the principal use of the land is for single-family and two-family dwellings, together with recreational, educational, and religious facilities which will encourage the development of wellrounded neighborhood living. Also included in the "R-1" District are adjacent open areas where similar residential growth appears likely. Any future development which does not perform a neighborhood function, or which would interfere with the character of the district is prohibited.

B. Uses Permitted

1. Accessory Dwelling Unit
2. Assisted Living Facility
3. Dwelling, Single-Family
4. Dwelling, Two-Family (Duplex)
5. Fire, Police, or Ambulance Station.
6. Greenhouse non-commercial
7. Home Occupation (with standards)
8. Public Utility (with standards)
9. Retail Food Establishment - Mobile

Commented [BT5]: Added ADU to R-1 use table.

Sec. 23 Restoration of Unsafe Property.

Nothing in this ordinance shall prevent the strengthening or restoring to a safe condition of any part of any building declared unsafe by the Building Inspector.

Sec. 24 Front Yard Setbacks.

The front yard setback requirements of this ordinance shall not apply to any lot where the average setback on developed lots located wholly or in part within 100 feet on each side or such lot and within the same block and zoning district and fronting on the same street as such lot, is

less than the minimum setback required. In such cases the front yard setback on such lot may be less than the required setback but not less than the average of the existing setbacks on the developed lots.

Sec. 25 Principal Building and Accessory Buildings and Uses on a Lot.

Except group developments, only one principal building and its accessory buildings and uses may hereafter be erected or conducted on any one lot.

A lot where a single-family dwelling unit is the principal structure may establish one accessory dwelling unit. The accessory dwelling unit is exempt from any density requirements or lot area requirements related to the area in which the accessory dwelling unit is constructed, except that for any accessory dwelling unit within the Shoreland Zone, it may only be established on a lot where the accessory dwelling unit itself can meet the minimum lot area and minimum shore frontage requirements of Section 15(A) (e.g., for a single family residence and an ADU on a lot in the Shoreland Zone, the lot must have twice the minimum lot area and twice the minimum shore frontage). An accessory dwelling unit must meet the setback requirements set forth in Shoreland Zoning Ordinance for the Town of Houlton if located within the Shoreland Zone and the setback requirements set forth in Article IV District Regulations for the district where the lot is located.

The accessory dwelling unit must be at least 160 square feet in size, unless the Technical Building Code and Standards Board, pursuant to 10 M.R.S. § 9722, as may be amended, adopts a different minimum standard; if so, that standard applies. Other size limitations may apply if located within a subdivision. An accessory dwelling unit can be no greater than 75% of the square footage of the principal structure.

Prior to occupancy, an owner of an accessory dwelling unit must provide written verification to the Code Enforcement Officer that the accessory dwelling unit is connected to adequate water and wastewater services. Written verification under this subsection shall include the following:

- (a) If an accessory dwelling unit is connected to a public, special district or other comparable sewer system, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the sewer system;
- (b) If an accessory dwelling unit is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by the Local Plumbing Inspector pursuant to 30-A M.R.S. § 4221, as may be amended. Plans for subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with 10-144 C.M.R. Ch. 241, Subsurface Wastewater Disposal Rules;
- (c) If an accessory dwelling unit is connected to a public, special district or other centrally managed water system, proof of adequate service to support any additional flow created by the unit, proof of payment for the connection and the volume and supply of water required for the unit; and
- (d) If an accessory dwelling unit is connected to a well, proof of access to potable water, including the standards outlined in 01-672 C.M.R. Ch. 10 Â§ 10.25(J), Land Use Districts and Standards, as may be amended. Any test of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

Commented [BT6]: ADU Requirements - From NMDC model language

Sec. 26 Group Developments.

A group development is permitted provided that;

- A. Uses shall be limited to those permitted within the district in which it is located.
- B. Density and height requirements of the district are met.
- C. The distance of every building from the nearest property line shall meet all requirements of the district in which the project is located, and the development abuts a minimum of 50 feet on a public street.
- D. The Board of Appeals shall approve the location of the group development.

Sec. 27 Public Street Frontage

No building shall be erected on a lot which does not abut a minimum of 20 feet on a public street.

Sec. 28 Off-Street Frontage

No building hereinafter shall be erected or any of the following uses established unless the minimum number of off-street parking spaces as specified below are provided. Each parking space

shall be at least 171 square feet and shall have access for vehicles to a public right-of-way. Parking lots for more than 5 vehicles shall provide sufficient turning space to prevent cars from backing into the street. If applicable, parking lots must comply with Handicapped Rules & Regulations set forth by the State of Maine Human Rights Act.

If the required automobile parking spaces cannot be provided on the same lot as the principal use, such spaces may be provided on other off-street property located within 400 feet of the main entrance of the principal use. Such parking space shall be associated with the principal use, and not thereafter reduced or encroached upon in any manner.

- A. Gasoline Filling Stations and Repair Garages. 5 spaces for each grease rack or similar facility.
- B. Hospitals and Nursing Homes. 1 space for each 4 beds.
- C. Hotels and Inns. 1 space for each 2 guest bedrooms.
- D. Industrial Establishments. 1 space for each 2 employees at maximum employment on the 2 shifts of highest employment.
- E. Lodges and Clubs. 1 space for each 5 members.
- F. Motels and Tourist Courts. 1 space for each accommodation.
- G. Offices. 1 space for each 300 square feet of office floor area.
- H. Places of Amusement or Assembly. 1 space for each 150 feet of floor area devoted to patron use.
- I. Residential. 1 space for each dwelling unit.
 - a An accessory dwelling unit may not be subject to any additional motor vehicle parking requirements beyond the parking requirements of the single-family dwelling unit on the lot where the accessory dwelling unit is located.
- J. Restaurants. 1 space for each 4 chairs.
- K. Retail and Service Business. 1 space for each 300 square feet of floor area.
- L. Schools. 1 space for each 30 pupils in primary schools; 1 space for each 4 students in secondary schools; and 1 space for each student in higher education.

Commented [BT7]: Added parking regulation prohibition for ADU.

Sec. 29 Off-Street Loading or Unloading.

Telecommunication facilities shall be considered a principal use. Pre-existing accessory use towers/antennas shall be exempt from this definition.

Tower Overlay Zone TO1: Starting at Garrison Road and the R3 zone line following the R3 Zone line west to the R2 Zone line, following the R2 Zone line north then west to Foxcroft Road, following Foxcroft Road north to the RF Zone line following the RF Zone line south back to Garrison Road and the R3 Zone line.

Tower Overlay Zone TO2: Starting at the intersection of Starkey Farm Lane and Hillview Avenue following Starkey Farm Lane east then south to the RF Zone line, following the RF Zone line south west to Hillview Ave, following Hillview Avenue north back to Starkey Farm Lane. Tower: Any structure, whether freestanding or in association with a building or other permanent structure, that is designed and constructed primarily for purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers or mono pole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, and similar structures.

Total height: The vertical distance from ground level or building roof to the highest point on the tower or other structure, even if said highest point is an antenna.

Sec. 41B Affordable Housing Developments

A. Eligibility for Density Bonus

An automatic density bonus applies to certain affordable housing developments approved after July 1, 2024 as set forth herein.

1. The proposed development must be located within a Designated Growth Area as may be established in the Town's Comprehensive Plan and be in a location that permits multi-family dwellings as of July 1, 2024.
2. The proposed development must comply with the minimum lot size standards in accordance with the State Minimum Lot Size law, 12 M.R.S. Chapter 423-A, as may be amended.
3. The proposed development must be an affordable housing development, as defined in Article IX "Definition of Terms Used in This Ordinance", where a majority of the units are affordable and meet the following requirements.
 - A. The owner of the affordable housing development executes a restrictive covenant that is enforceable by a party acceptable to the Town. This restrictive covenant must be recorded in the Southern Aroostook Registry of Deeds to ensure that for at least thirty (30) years after the completion of construction:
 - i. For rental housing, occupancy of all units designated affordable in the development will remain limited to households at or below 80% of the local

area median income at the time of initial occupancy; and

- ii. For owned housing, occupancy of all the units designated affordable in the development will remain limited to the households at or below 120% of the local area median income at the time of initial occupancy.

4. Prior to occupancy, the owner of the affordable housing development must provide written verification to the Code Enforcement Officer that each unit of the affordable housing development is connected to adequate water and wastewater services. Written verification under this subsection must include the following:

- A. If a housing unit is connected to a public, special district, or other comparable sewer system, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the sewer system.
- B. If a housing unit is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by the Local Plumbing Inspector pursuant to 30-A M.R.S. Section 4221, as may be amended. Plans for subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with 10-144 C.M.R. Ch. 241 Subsurface Wastewater Disposal Rules.
- C. If a housing unit is connected to a public, special district, or other centrally managed water system, proof of adequate service to support any additional flow created by the unit, proof of payment for the connection and the volume and supply of water required for the unit; and
- D. If a housing unit is connected to a well, proof of access to potable water, including the standards outlined in 01-672 C.M.R. Ch. 10 Section 10.25, Land Use Districts and Standards, as may be amended. Any test of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

5. At least two off-street parking spaces for motor vehicles must be provided for every three dwelling units of an affordable housing development.

B. Density Bonus

If all requirements of Section 41B above are met, the proposed development may have a dwelling unit density of 2.5 times the base density that is otherwise allowed in that location. If fractional results will occur when calculating the density bonus, the number of units is rounded down to the nearest whole number.

Commented [BT8]: Affordable Housing Development - New Section

7. Property must be fenced in its entirety to prevent livestock from exiting to ROW or adjacent properties;
8. Hours of operation limited to the hours between 7:00 am and 9:00 pm.
9. NOT allowed on properties abutting Residential Districts
 - a. Low Density Residential "R-1"
 - b. General Residential "R-2"

Abutter: One whose property abuts, is contiguous, or joins at a border or boundary, including the property across the street, road, public way or private way.

Abutting Property: Property that abuts, is contiguous, or joins at a border or boundary, including the property across the street, road, public way or private way.

Access Road: A public or private thoroughfare used, or intended to be used, for passage or travel by motor vehicles. Primarily used for access or egress, by multiple buildings or lots, for transition onto arterial road or highway.

Accessory Dwelling Unit: An independent, residential living facility located within, attached to, or detached from a single-family dwelling unit on the same parcel of land. An Accessory Dwelling Unit shall be a minimum of 160 square feet and shall be no larger than 75% of the square footage of the principal residential structure. It shall include permanent provisions for living, i.e., cooking, eating, sleeping, and sanitation, and shall not be rented for a period of less than 30 days.

Commented [BT9]: Added "Accessory Dwelling Unit" definition as defined by the Planning Board.

Accessory Structure: A structure which is incidental to that of the principal structure and which is located on the same lot. The term "*incidental*" in reference to the principal structure shall mean subordinate and minor in significance to the principal structure. In shoreland areas, a deck or similar extension of the principal structure or a garage attached to the principal structure by a roof or a common wall is considered part of the principal structure.

Accessory Heat Plant: A wood or oil fired boiler located independently from primary building, intended to provide primary or auxiliary heat. Installation must meet all Local, State and Federal regulations and permitting prior to start of work.

Accessory Use: A use which is customarily and in fact both incidental and subordinate to the principal use of the structure. The term "*incidental*" in reference to the principal use shall mean subordinate and minor in significance to the principal use. Accessory uses, when aggregated, shall not subordinate the principal use of the lot.

Acre: A unit of area in the U.S. Customary System, used in land and sea floor measurement and equal to 160 square rods, 4,840 square yards, or 43,560 square feet.

Addition: A structure added to the original structure at some time after the completion of the original.

Adjacent Grade: The natural elevation of ground surface prior to construction next to the proposed walls of a structure.

Administrative Appeal: An appeal to the Board of Appeals from a determination made by the Code Enforcement Officer or Planning Board in enforcing this Ordinance. Such determinations may have involved an interpretation of the provisions of this Ordinance or a finding of fact.

Address: The official street number assigned by the Town of Houlton for a specific lot, building or portion thereof.

Adult Entertainment: The presentation, for a fee or incidentally to another service, of material or exhibitions distinguished or characterized by an emphasis on matter depicting, describing, or relating to "specified sexual activities" or "specified anatomical areas" as defined below for observation by patrons therein.

Adult Entertainment Establishment: See Houlton Code Chapter 10 Article X "Nudity in Licensed Businesses".

~~Affordable Housing: A decent, safe and sanitary dwelling, apartment or other living accommodation for a household whose income does not exceed 80% of the median income for the area, as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 412, 50 Stat. 888, Section 8, as amended.~~

Commented [BT10]: Removed, redundant after "Affordable Housing Development" definition below is added.

Affordable Housing Development:

- (a) For rental housing, a development in which a household whose income does not exceed 80% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units that the developer designates as affordable without spending more than 30% of the household's monthly income on housing costs; and
- (b) For owned housing, a development in which a household whose income does not exceed 120% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units that the developer designates as affordable without spending more than 30% of the household's monthly income on housing costs.

Commented [BT11]: Affordable Housing Development - From NMDC model language.

Antenna: See "Towers – Commercial – Antenna"

Antique Shop: See "Retail – Antique Shop"

Apartment Building / Complex: See "Dwelling – Apartment Building"

Applicant: The person applying for approval under an ordinance.

Aquaculture: The growing or propagation of harvestable freshwater, estuarine, or marine plant or animal species.

Aquifer: A geological unit in which porous and permeable conditions exist and thus are capable of yielding usable amounts of water. (See: MDEP Aquifer Maps)

Aquifer Recharge Area: An area that has soils and geological features that are conducive to allowing significant amounts of surface water to percolate into groundwater. (See: MDEP Aquifer Maps)

Archaeological/Historic Site/Structure: Means any site or structure that is:

1. Listed individually in the national Register of Historic Places or preliminary determined by the Secretary of the Interior as meeting the requirements for individual listing on the national Register;
2. Certified or preliminary determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminary determined by the Secretary of the Interior to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either: (a) by an approved state program as determined by the Secretary of the Interior; or (b) directly by the Secretary of the Interior in states without approved programs.

Architectural Elevations: Drawings depicting the geometrical projections of a building's architectural features as seen from various angles, typically north, south, east and west. These viewpoints refer to the direction from which the viewer is looking at the building.

Area Median Income: The midpoint of a region's income distribution calculated on an annual basis by the U.S. Department of Housing & Urban Development.

Commented [BT12]: Area Median Income - From NMDC model language.

Community Sewage Disposal System: A shared, non-municipal sewage system for domestic, commercial, industrial or institutional uses.

Community Water System: A shared, non-municipal water system that supplies water for domestic, commercial, industrial, or institutional uses.

Comparable Sewer System: Any subsurface wastewater disposal system that discharges over 2,000 gallons of wastewater per day as regulated by 10-144 C.M.R. Ch. 241 Subsurface Wastewater Disposal Rules.

Commented [BT13]: Comparable Sewer System - From NMDC model language.

Complete Application: An application shall be considered complete upon submission of the required fee, a signed application, and all information required by the appropriate application, except as validly waived by the vote of the Planning Board to waive the submission of required information.

Composting Operation: Any activity designed for the biological decomposition and stabilization of organic matter under aerobic conditions of high temperature, resulting in a humus-like product that can be used as a soil amendment. Composting activities that are exempt from obtaining a permit from the Department of Environmental Protection or require a permit under the permit by rule standards are exempt from this definition.

Comprehensive Plan: A document or interrelated documents adopted by the Town's legislative body, containing an inventory and analysis of existing conditions, a compilation of goals for the development of the community, an expression of policies for achieving these goals, and a strategy for implementation of the policies.

Condominium: *"See Dwelling – Condominium"*

Confined Animal Feeding Operations: Specialized livestock production enterprises with confined beef cattle and hog feeding and poultry and egg farms and accessory structures. These operations have large animal populations restricted to small areas.

Confined Aquifer (artesian aquifer): An aquifer with a dense layer of compacted earth material over it that prevents passage of water.

Conference / Convention Center: A facility which provides meeting halls, trade centers, merchandise marts, or convention centers for training and other gatherings for large numbers of people for similar functions; may be developed separately or in combination with another permitted use.

Conforming: A building, structure, use of land, or portion thereof, which complies with all the provisions of an appropriate ordinance.

Congregate Housing: *"See Dwelling – Congregate Housing"*

Places of Religious Assembly: A building or structure, or group of buildings or structures, designed, primarily intended, and used for the conduct of religious services.

Planning Board: The Planning Board for the Town of Houlton.

Plat: A map or representation on paper of land subdivided into lots and streets, drawn to scale.

Plaza: An open area at ground level accessible to the public at all times, and which is unobstructed from its lowest level to the sky. Any portion of a plaza occupied by landscaping, statuary, pools and open recreation facilities shall be considered to be a part of the plaza for the purpose of computing a floor area premium credit. The term "plaza" shall not include offstreet loading areas, driveways, off-street parking areas or pedestrian ways accessory thereto.

Point Source: A discharge of pollution from a specific source such as a pipe or chimney.

Pond: See "*Body of Water*"

Potable: Safe for drinking as defined by the U.S. Environmental Protection Agency's (EPA) Drinking Water Standards and Health Advisories Table.

Commented [BT14]: Potable - From NMDC model language.

Preliminary Subdivision Plan: The preliminary drawings indicating the proposed layout of the subdivision to be submitted to the Planning Board for its consideration.

PPM: Parts per million; a measure of concentration.

Printing Plant / Facility: The offices of and printing production facilities of printed publications, such as a magazine or newspaper, card stock items, sales medium and other printed matter.

Primary Area: In septic design, the land area designated for the original wastewater system including a leach field or mound.

Primary System: Those portions of the state highway system which the Department of Transportation has by official designation incorporated into the Federal-Aid Primary System.

Prime Farmland: Land that has been identified in the comprehensive plan that has the best combination of physical and chemical characteristics for producing food, feed, forage, fiber and oil-seed crops, and meets all of the criteria established by the US Department of Agriculture.

Principal Structure: The building other than one which is used for purposes wholly incidental or accessory to the use of another building or use on the same premises.

Principal Use: The primary use other than one which is wholly incidental or accessory to another use on the same premises.

Private Club: "*See Club - Private*"

**ECONOMIC DEVELOPMENT
HOULTON, MAINE**

*An Application for a Municipal Development and Tax Increment Financing District
Development Program*

**FIRST AMENDMENT TO
NORTH STREET TAX INCREMENT FINANCING DISTRICT DEVELOPMENT
PROGRAM**

Approved by:

Town of Houlton

May 27, 2025

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- A Statutory Requirements and Thresholds Form
- B-1 Captured Assessed Value & TIF Revenue Projections
- B-2 Tax Shift Benefits
- C Notice of Public Hearing
- D Public Hearing Minutes
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I. Introduction

The North Street Tax Increment Financing District (the “District”) was first approved by the Maine Department of Economic and Community Development (“DECD”) on July 1, 2006, for a term of twenty (20) years, ending June 30, 2026. The corresponding Development Program was approved by DECD on October 26, 2006. The Town of Houlton (the “Town”) created the District in order to capture increased assessed value from real property improvements made within the district and to utilize tax increment revenues to fund a variety of economic development expenditures by the Town.

II. First Amendment to Development Program

The Town now wishes to further amend the Development Program (the “First Amendment”) to amend the approved project costs as set forth in Table 1. Additionally, the Town seeks to clarify the District has been “Omnibus District” allowing the Town to enter into credit enhancement agreements (“CEAs”) with individual commercial property owners within the District and to rename the District to the *“North Street Omnibus Tax Increment Financing District Development Program.”* The existing Development Program shall remain in full force and effect in all other material respects except for the changes described herein.

A. Project Costs

Below in Table 1a is a list of previously approved project costs to be removed. As a part of this amendment please see Table 1b to see project costs to be added in this First Amendment.

TABLE 1: Town of Houlton’s Project Costs
a. Project Costs to be Removed in the First Amendment

Capital Costs:

- 5% for licensing and permitting; acquisition, and fixtures for District.

Financing Costs:

- 45% for Bond financing for transportation, sewer and water, and storm drainage extension or upgrades in the District.

Professional Services:

- 5% for engineering services for transportation, sewer and water, and storm drainage upgrades in the district.

Administrative Expenses:

- 5% for administrative expenses in the Assessing Department to ensure accurate assessments of properties located in the North Street TIF District.

Public Safety Costs:

- 5% for New fire apparatus to serve new buildings and development

Economic Development Costs:

- 5% for Economic development materials, advertising, and web site and GIS support designed to encourage business relocation and expansion.

Downtown Revolving Loan Funds:

- 20% for Loan funds for building owners and businesses to upgrade their facilities to enable them to compete with new retail construction in North Street TIF District. Downtown TIF District will be implemented in 2006 and will allocate 100% of captured TIF revenue. North Street TIF District funds can only be used if Downtown Funds are not adequate to cover costs outlined in Development Program.

Downtown Infrastructure Improvements:

- 10% for Infrastructure upgrades to downtown to enable it to compete with new retail construction on North Road. North Street TIF District funds can only be used if Downtown Funds are not adequate to cover costs outlined in Development Program.

b. Project Costs to be Added in the First Amendment

Project	Statutory Cite	Cost Estimate
1. <u>Capital Costs</u> : Capital costs, including, but not limited to: (a) The acquisition or construction of land, improvements, public ways, buildings, structures, fixtures and equipment for public use; (b) The demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures; (c) Site preparation and finishing work; and (d) All fees and expenses that are eligible to be included in the capital cost of such improvements, including, but not limited to, licensing and permitting expenses and planning, engineering, architectural, testing, legal and accounting expenses	30-A M.R.S. §5225(1)(A)(1)	[\$TBD based on projections] (5% of anticipated TIF Funds)
2. <u>Financing Costs</u> : Financing costs, including, but not limited to, closing costs, issuance costs and interest paid to holders of evidences of indebtedness issued to pay for project costs and any premium paid over the principal amount of that indebtedness because of the redemption of the obligations before maturity	30-A M.R.S. §5225(1)(A)(2)	[\$TBD based on projections] (40% of anticipated TIF Funds)
3. <u>Administrative Costs</u> : Costs associated with the administration of the District, including, but not limited to, reasonable charges for the time spent by municipal employees in connection with the implementation of a development program	30-A M.R.S. §5225(1)(A)(5)	[\$TBD based on projections] (5% of anticipated TIF Funds)

Project	Statutory Cite	Cost Estimate
<p>4. <u>Public Safety Costs:</u> Costs incurred to mitigate any adverse impact of the District upon the municipality including but not limited to:</p> <p><u>A.</u> Costs of improvements made within the tax increment financing district related to public safety</p> <p><u>B.</u> Costs of improvements that are made outside the District but are directly related to or are made necessary by the establishment or operation of the District, including, but not limited to costs of public safety improvements related to the establishment of the district</p> <p><u>C.</u> Costs related to the construction or operation of municipal or plantation public safety facilities, the need for which is related to general economic development within the municipality or plantation, not to exceed 15% of the captured assessed value of the development district</p>	<p>30-A M.R.S. §5225(1)(A); (1)(B)(1); (1)(B)(2);(1)(C) (9)</p>	<p>\$(TBD based on projections) (10% of anticipated TIF Funds)</p>
<p>5. <u>Events & Marketing General Economic Development:</u> Costs of funding economic development programs or events developed by the Town or funding the marketing of the Town as a business or arts location, including economic development materials, advertising, website support and Geographic Information System (GIS) mapping support designed to encourage business relocation and expansion.</p>	<p>30-A M.R.S. §5225(1)(C)(1)</p>	<p>\$(TBD based on projections) (10% of anticipated TIF funds)</p>
<p>6. <u>Revolving Loan Fund:</u> Funding to establish permanent economic development revolving loan funds and façade grants for building owners and businesses.</p>	<p>30-A M.R.S. §5225(1)(C)(3)</p>	<p>\$(TBD based on projections) (5% of anticipated TIF funds)</p>
<p>7. <u>Downtown TIF Projects:</u> The Town will use funds to mitigate adverse impact upon the Downtown Omnibus TIF by funding public facilities and improvement projects that are described in the Downtown Omnibus Tax Increment Financing District Development Program; provided that such Development Program complies with the provisions of Section 5225(1)(B)(3) of the TIF Statute. Specifically, the site location of certain businesses in this District (e.g. professional offices) instead of the downtown creates an adverse impact Houlton's downtown area.</p>	<p>30-A M.R.S. §5225(1)(B)(3)</p>	<p>\$(TBD based on projections) (25% of anticipated TIF funds)</p>
<p>TOTAL</p>		<p>\$(TBD based on projections) (100% of anticipated TIF Funds)</p>

A. The Development District

1. Statutory Requirements and Thresholds

The Statutory Requirements and Thresholds form addressing the acreage and valuation conditions for approval mandated by 30-A M.R.S. § 5226(3) is set forth in Exhibit A.

The actual and estimated captured assessed values and TIF revenues generated for operating years of the District are shown in Exhibit B-1, and the estimated tax shift benefits are set forth in Exhibit B-2.

III. First Amendment Municipal Approvals

A. Notice of Public Hearing

Attached as Exhibit C hereto is a copy of the Notice of Public Hearing regarding adoption of the First Amendment to the Development Program for the District, published in a newspaper of general circulation in the Town, on a date at least ten (10) days prior to the public hearing. The public hearing on the First Amendment was held on May 27, 2025, in accordance with the requirements of 30-A M.R.S. § 5226(1).

B. Minutes of Public Hearing

Attached as Exhibit D hereto is a certified copy of the minutes of the public hearing held on May 27, 2025, at which time this First Amendment to the Development Program was discussed by the public.

C. Authorizing Votes

Attached as Exhibit E hereto is a copy of the Town Council Order approving this First Amendment and minutes of the Town Council Meeting, which the Order was adopted by the Town at the Council Meeting held on May 27, 2025.

Exhibit A

(Statutory Requirements and Thresholds Form)

DRAFT

STATUTORY REQUIREMENTS AND THRESHOLDS
North Street TIF District | AMD-1

SECTION A. Acreage Caps		
1. Total municipal acreage;	23,040	
2. Acreage of proposed Municipal TIF District;	634.71	
3. Downtown-designation ¹ acres in proposed Municipal TIF District;	0	
4. Transit-Oriented Development ² acres in proposed Municipal TIF District;	0	
5. Total acreage [=A2-A3-A4] of proposed Municipal TIF District counted toward 2% limit;	452.22***	
6. Percentage [=A5÷A1] of total acreage in proposed Municipal TIF District (CANNOT EXCEED 2%).	1.96%	
7. Total acreage of all <u>existing/proposed</u> Municipal TIF districts in municipality including Municipal Affordable Housing Development districts: ³ Airport TIF/162.11* Brenda Brown TIF/0.82 Maple Grove TIF/0.16 Aroostook Water Care TIF/0.13 Downtown Omnibus TIF/33.5** North Street TIF/634.71 Tate & Lyle TIF/53.15	Existing	249.87
	Proposed	634.71
	Total:	884.58
30-A § 5223(3) EXEMPTIONS⁴		
8. Acreage of an <u>existing/proposed</u> Downtown Municipal TIF district;	35.22	
9. Acreage of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts:		
10. Acreage of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts:		
11. Acreage in all <u>existing/proposed</u> Municipal TIF districts common to ⁵ Pine Tree Development Zones per 30-A § 5250-I (14)(A) excluding any such acreage also factored in Exemptions 8-10 above: Airport TIF/68.75 North Street TIF/182.49	251.24	
12. Total acreage [=A7-A8-A9-A10-A11] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit;	599.84	
13. Percentage of total acreage [=A12÷A1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%).	2.60%	
14. Real property in proposed Municipal TIF District that is:	ACRES	% [=Acres÷A2]
a. A blighted area;		
b. In need of rehabilitation, redevelopment or conservation;		
c. Suitable for commercial or arts district uses.	634.71	100%
TOTAL (except for § 5223 (3) exemptions a., b. OR c. must be at least 25%)		

*The total includes the First Amendment to the Airport TIF District which has been submitted but has not yet been approved.

**The total includes the Third Amendment to the Downtown Omnibus TIF District which has been submitted but has not yet been approved.

***This represents the acreage of the District that is not common to the Pine Tree Development Zone.

¹ Before final designation, the Commissioner will seek advice from MDOACF and MDOT per 30-A § 5226(2).

² For Transit-Oriented Development (TOD) definitions see 30-A § 5222 sub-§§ 19-24.

³ For AH-TIF acreage requirement see 30-A § 5247(3)(B). Alternatively, Section B. must exclude AH-TIF valuation.

⁴ Downtown/TOD overlap nets single acreage/valuation caps exemption.

⁵ PTOD districts approved through December 31, 2008.

STATUTORY REQUIREMENTS AND THRESHOLDS
North Street TIF District | AMD-1

SECTION B. Valuation Cap		
1. Total TAXABLE municipal valuation—use most recent April 1;	\$403,500,000	
2. Taxable Original Assessed Value (OAV) of proposed Municipal TIF District as of March 31 preceding municipal designation—same as April 1 prior to such March 31.	\$11,329,700	
3. Taxable OAV of all <u>existing/proposed</u> Municipal TIF districts in municipality excluding Municipal Affordable Housing Development districts: <div style="font-size: small; margin-top: 5px;"> Airport TIF/3,502,100 Brenda Brown TIF/378,000 Maple Grove TIF/12,000 </div> <div style="font-size: small; margin-top: 5px;"> Aroostook Water Care TIF/3,600 Downtown Omnibus TIF/8,472,300 North Street TIF/11,329,700 Tate & Lyle TIF/2,209,600 </div>	Existing	\$14,577,600
	Proposed	\$11,329,700
	Total:	\$25,907,300
30-A § 5223(3) EXEMPTIONS		
4. Taxable OAV of an <u>existing/proposed</u> Downtown Municipal TIF district;	\$8,472,300	
5. Taxable OAV of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts:		
6. Taxable OAV of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts:		
7. Taxable OAV of all <u>existing/proposed</u> Single Taxpayer/High Valuation⁶ Municipal TIF districts:		
8. Taxable OAV in all <u>existing/proposed</u> Municipal TIF districts common to Pine Tree Development Zones per 30-A § 5250-I (14)(A) excluding any such OAV also factored in Exemptions 4-7 above: <div style="font-size: small; margin-top: 5px;"> Airport TIF/3,365,400 North Street TIF/2,102,400 </div>	\$5,467,800	
9. Total taxable OAV [=B3-B4-B5-B6-B7-B8] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit;	\$11,967,200	
10. Percentage of total taxable OAV [=B9+B1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%).	2.97%	

COMPLETED BY			
PRINT NAME	Philip Saucier, Esq.		
SIGNATURE		DATE	
If this form has <u>not be completed by the municipal or plantation assessor</u> , the assessor must sign and date below, acknowledging he/she agrees with the information reported on this form, and understands the OAV stated in Section B, line 2, will be used to determine the IAV for this District.			
PRINT NAME	Theresa Boyd Duff		
SIGNATURE		DATE	

⁶ For this exemption see 30-A §5223(3)(C) sub-§§ 1-4.

Exhibit B-1

(Captured Assessed Value & TIF Revenue Projections)

Exhibit B-2

(Tax Shift Benefits)

Exhibit C

(Notice of Public Hearing)

**TOWN OF HOULTON
NOTICE OF PUBLIC HEARING**

Regarding

“The First Amendment to the North Street Tax Increment Financing District”

Notice is hereby given that the Town of Houlton (the “Town”) will hold a public hearing on:

May 27, 2025
**at 21 Water Street, Houlton, ME 04730,
at 6:00 p.m.**

The purpose of the public hearings is to receive public comments on the following items pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended:

- (1) The First Amendment to the North Street Tax Increment Financing District and Development Program (the “District”) seeks to amend the project costs in the Development Program.

A copy of the relevant materials relating to the proposed amendments will be on file with the Town and a copy can be requested from the Town by calling 207-532-7111 prior to the public hearing and requesting a copy be mailed or emailed to you. All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

Public comments will be taken at the hearing and written comments should be submitted to Town Clerk Khylee Wampler at town.clerk@houlton-maine.com. Written comments will be accepted until 4:00 pm the day before.

Exhibit D

(Public Hearing Minutes)

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Exhibit E

(Town Council Order)

**TOWN OF HOULTON, MAINE
TOWN COUNCIL ORDER**

Adopting the First Amendment to the North Street Tax Increment Financing District Development Program

WHEREAS, the Town of Houlton (the “Town”) is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to amend previously established tax increment financing (“TIF”) districts and development programs within the Town; and

WHEREAS, the Town designated the North Street Tax Increment Financing District (the “District”) and adopted a Development Program for the District on March 30, 2006 in order to capture the value of real property improvements made within the District and to enable the use of TIF revenues for various municipal and other economic development projects, which received approval from the Maine Department of Economic and Community Development (“DECD”) on October 26, 2006; and

WHEREAS, the Town desires to adopt a first amendment to the District and Development Program (the “First Amendment”) to amend the allowable project costs in order to allow the Town to use TIF Revenues to continue to achieve the District’s original goals; and

WHEREAS, the Town Council has held a public hearing on May 27, 2025, upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town, on the question of adopting the First Amendment to the Development Program for the District in accordance with the requirements of 30-A M.R.S. § 5226; and

WHEREAS, the Town Council has considered the comments provided at the public hearing, both for and against the adoption of the First Amendment to the Development Program, if any; and

WHEREAS, it is expected that approval will be sought and obtained from the Department approving the First Amendment to the North Street Tax Increment Financing District and Development Program.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1. The Town of Houlton hereby adopts the First Amendment to the North Street Tax Increment Financing District and Development Program, pursuant to the following findings, terms, and provisions:

Section 2. The Town Council hereby finds and determines that:

a. Pursuant to Title 30-A M.R.S. Section 5226(5) pertaining to TIF district and development program amendments, this First Amendment to the Development Program does not result in the District being out of compliance with any of the conditions of 30-A M.R.S. Section 5223(3) which pertain to the percentage of area within the District that is suitable for commercial use, the TIF acreage caps for single TIF districts and for all TIF districts in the Town, and the total TIF district valuation cap.

b. The First Amendment to the Development Program will make a contribution to the economic growth and well-being of the Town of Houlton and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the Town of Houlton, including a

broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose.

Section 3. The Town Manager, or his duly appointed representative, is hereby authorized, empowered and directed to submit the First Amendment to the Development Program to the Department for review and approval pursuant to the requirements of 30-A M.R.S. § 5226.

Section 4. The foregoing adoption of the First Amendment to the Development Program shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the First Amendment to the Development Program by the Department, without requirement of any further action by the Town, the Town Council, or any other party.

Section 5. The Town Manager, or his duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the documents related to the First Amendment to the Development Program as he may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the First Amendment to the Development Program by the Department, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Council in adopting the First Amendment to the Development Program.

Section 6. This Order shall take effect immediately upon adoption.

Adopted by Town Council: May 27, 2025



State of Maine



Bureau of Alcoholic
Beverages & Lottery
Operations

Application Copy

File Number: 64014

Job Type: Renewal Application

LICENSE #

CAR-20-104154

APPLICATION DATE RECEIVED

2025-04-16

LICENSE TYPE

On-Premises: Beer, Wine & Spirits

LICENSEE

THE VAULT RESTAURANT LLC

AGENT NAME

EFFECTIVE DATE

2024-05-29

EXPIRES

2025-05-28

STATUS

Active

PREMISES NAME

VAULT RESTAURANT, THE

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Class A Restaurant

PREMISES NAME

VAULT RESTAURANT, THE

OPERATOR

THE VAULT RESTAURANT LLC

PHYSICAL ADDRESS

64 MAIN ST HOULTON ME 04730-2119

MAILING ADDRESS

64 MAIN ST HOULTON ME 04730-2119

CONTACT NAME

KRISTEN WELLS

PREFERRED CONTACT METHOD

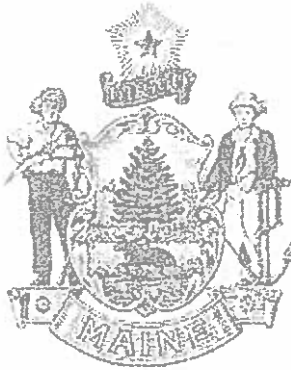
Email

III B

FOR OFFICE USE ONLY

Check # _____

Amount \$ _____



Application to Register Beano/Bingo

MGCU 5000

****The application (to include the house rules) and registration fee must be received by the Gambling Control Unit at least ten business days prior to the Bingo Occasion****

Beano/Bingo: \$5.00 Special Per Game Registration; \$12 Calendar Week (Monday through Sunday); \$36 Calendar Month; \$400 Calendar Year

Make check payable to Treasurer, State of Maine

Return the completed and signed application to:

Department of Public Safety
Gambling Control Unit
Central Maine Commerce Center
87 State House Station
45 Commerce Drive, Suite 3
Augusta, Maine 04333-0087
(207) 626-3900 – Office
(207) 287-4356 – Fax

1. Organization Name: Houlton Fair Association

Organization Number (NPO or NCO): 19880419ND Federal Tax ID # (EIN): 04-0435222

Business Address: 95 Randall Ave

City: Houlton State: Maine Zip Code: 04730

Mailing Address: PO Box 1454 Phone: 207-532-8976

City: Houlton State: ME Zip Code: 04730

2. Current Officers:

Matthew Tribou, President	899 Eastabrook Rd	Amity	207-538-7883	09/2027
NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
Colby Dunn, Vice-President	79 Park Street	Houlton	207-532-4076	09/2026
NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
Shelly DeLuca	10 State Street	Houlton	207-532-8976	09/2027
NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
Justin Smith	926 Bangor Rd	Linneus	207-694-4056	09/2025
NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES

3. Location where Beano/Bingo is to be conducted:

Millar Civic Center	94 Randall Ave	Houlton, 04730
BUILDING	ADDRESS	CITY/ZIP

4. Person responsible for conduct of Beano/Bingo:

Shelly DeLuca	207-532-8976
NAME	DAYTIME PHONE & EVENING PHONE

E-Mail Address: shelly.deluca@houltonfair.org

5. Check the day(s) of the week you will be conducting Beano/Bingo:

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☒ Sat ☒ Sun ☐

6. What time do the doors open? 5:30 What time does the game start? 6:00-8:00

7. Dates – Please specify the dates of the Bingo Occasion(s). If more space is needed, please attach a separate sheet of paper with this information on it.

<u>07/11/25</u>	<u>07/12/25</u>			

8. Does the organization own all the equipment used in operating Beano/Bingo? Yes ☒ No ☐

If "NO". Attach a sheet of paper to this application explaining the circumstances under which the equipment was acquired. Please write your organization name and number on the sheet.

9. Has any current officer of the organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine?

Yes ☐ No ☒

If "YES" attach a sheet of paper to this application providing the person's name, address, and date and place of conviction or date and location of pending charge. Please write your organization name and number on the sheet.

10. Does the organization have any delinquent / outstanding Disposition of Funds Reports? Yes ☐ No ☒

If "YES" include all reports with this application. If the reports are not included, this application is considered incomplete.

11. **Fair Association Only:** Attach a list of the names and home addresses of the persons operating or assisting in the registered activity. Please write your organization name and number on the list.

12. The following consent must be completed by the municipal officers of the city or town where the Beano/Bingo will take place unless a separate "Letter of Approval" is attached to this application.

☐ Check here if you have attached a "Letter of Approval." Letters that have an expiration date of greater than five years from the issue date will not be accepted by this office.

Municipal Consent to Register

The undersigned municipal officers of the City/Town of Houlton hereby certify that we consent to the registration by Houlton Fair Association to operate Beano/Bingo in accordance with the provisions of 17 M.R.S.A. Chapter 13-A and in accordance with the Rules promulgated by the State of Maine, Department of Public Safety, Gambling Control Unit governing the operation of Beano/Bingo.

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

13. The applicant agrees to obey Federal, State of Maine laws, and rules governing Beano/Bingo promulgated by the Department of Public Safety, Gambling Control Unit. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed: Matthew Tribou

Print Name: Matthew Tribou Title: President

Date: 04/28/25 Age 18 or older: Yes ☒ No ☐

NOTE: Ensure a Copy of the House Rules for Bingo are attached to the application.

Houlton Fair Bingo

House Rules

- 1. No Charge for admission to play bingo**
- 2. Players must be 16 years or older to play and must have valid ID.**
- 3. No one under the age of 16 years will be permitted in the bingo area.**
- 4. No prizes will be awarded for attendance.**
- 5. It is the responsibility of the player to be recognized by the caller and stop the game and verify your BINGO!**
- 6. YOU DO NOT have to have the last number called. We do not penalize you for missing your bingo. If the game is not closed you may still bingo.**
- 7. The number drawn and called is official. The bingo flashboard is for players' convenience only.**
- 8. Seats may not be reserved.**
- 9. Bingo management reserves the right to refuse services to any person.**
- 10. Verbal abuse and or disorderly behavior directed to guests or bingo associates will not be tolerated.**
- 11. In the event of multiple bingos, all payouts are aggregate.**
- 12. No wild number games.**

TLD

Cam and Khylee,

Good afternoon!

HPD has been awarded 6538.00 in grant funds from the Department of Homeland Security for the purpose of OPSG (Operation Stone Garden). I request this be put on the next council agenda for approval. Below I have attached a copy of the award and a summary of the OPSG mission. This grant includes over-time, Fringe, and mileage. Officers will focus of suspicious activity on our borders in conjunction with the US Border Patrol.

Regards,

Tim

Summary of OPSG grant mission and purpose:

A Department of Homeland Security program, OPSG (Operation Stone Garden Grants) supports enhanced cooperation and coordination among Customs and Border Protection (CBP), United States Border Patrol (USBP), and federal, state, local, tribal, and territorial law enforcement agencies to improve overall border security. OPSG provides funding to support joint efforts to secure the United States' borders along routes of ingress/egress to and from international borders, to include travel corridors in states bordering Mexico and Canada, as well as states and territories with international water borders.

Project ID#										
oulton Police Department		Overtime	Fringe	Equipment	County M&A	Fuel	Mileage	Maintenance	Travel	Total
	Original Project	\$4,305.00	\$1,189.00				\$1,044.00			\$6,538.00
	Modifications									\$0.00
	Balance after MMFs	\$4,305.00	\$1,189.00				\$1,044.00			\$6,538.00
	Payments									\$0.00
	Project Balance	\$4,305.00	\$1,189.00				\$1,044.00			\$6,538.00



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

PHONE: 207-532-7111

FAX: 207-532-1304

To: Houlton Town Council

From: Cameron Clark, Town Manager

Re: Bond Anticipation Note Bids

May 8th, 2025

Members of Council,

We issued an invitation to bid for a Bond Anticipation Note (BAN) to the Town for the purpose of providing short-term funding for the Reservoir Hill Road reconstruction project. The Maine Municipal Bond Bank General Resolution Program will fund the project on a permanent basis. 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	4.14%
Machias Savings Bank	4.35%
Bangor Savings Bank	5.25%
Androscoggin Bank	5.99%

Sincerely,

Cameron Clark

III



May 2, 2025

Cameron Clark, Town Manger
Town of Houlton
21 Water Street
Houlton, ME 04730

**Subject: Reservoir Hill Road Reconstruction Project
Houlton, Maine**

Dear Mr. Clark:

We have completed our review of the bids received on February 27, 2025 for the above-noted project.

The low bidder of the two bids received was Brown Construction, Inc., with a bid of \$894,450.00. The next lowest bidder was J. McLaughlin Construction, LLC., with a bid of \$982,721.80. During our review of the bids, we found that all documents to be submitted with each bid were in order for all bidders. Please note, however, that we found a math error in the bid received from J. McLaughlin Construction, LLC., which when corrected reduced his bid to \$978,721.80. As McLaughlin's revised bid is still greater than the lowest bid received, we do not feel that this observation will affect the low bid. Therefore, we have found the bid received from Brown Construction, Inc., to be valid and acceptable.

We spoke with several people listed as references for Brown Construction, Inc., relative to performance on recently completed projects. Comments regarding Brown Construction, Inc., included: they are up and coming contractors; they have the equipment and personnel to complete the job; always went above and beyond; Jim Brown is very good to his crew; very capable; no issues with paperwork; integrity; highly recommended. While we have no experience with Brown Construction, Inc., we are very optimistic about the success of the Reservoir Hill Road project based on the above comments.

In conclusion, we recommend the low bid of \$894,450.00 from Brown Construction, Inc., be accepted by the town of Houlton. Please find enclosed the Notice of Award for your review and signature. Should you have any questions or comments, please contact this office.

Sincerely,
James W. Sewall Company

Janine S. Murchison, PE
Project Engineer

Encl. Notice of Award
cc. Chris Stewart, Public Works Director
(232.23.01)

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

SECTION 00510

NOTICE OF AWARD



ACEC

AMERICAN COUNCIL OF ENGINEERING COMPANIES

ASCE

AMERICAN SOCIETY OF CIVIL ENGINEERS



NATIONAL
SOCIETY OF
PROFESSIONAL
ENGINEERS

Endorsed By



NUCA

We Dig America

EJCDC® C-510, Notice of Award.

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National Society of Professional Engineers
1420 King Street, Alexandria, VA 22314-2794
(703) 684-2882
www.nspe.org

American Council of Engineering Companies
1015 15th Street N.W., Washington, DC 20005
(202) 347-7474
www.acec.org

American Society of Civil Engineers
1801 Alexander Bell Drive, Reston, VA 20191-4400
(800) 548-2723
www.asce.org

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NOTICE OF AWARD

Date of Issuance: May 7, 2025
Owner: Town of Houlton, Maine Owner's Project No.:
Engineer: James W. Sewall Company Engineer's Project No.: 232.23.01
Project: Reservoir Hill Road Reconstruction
Contract Name: Reservoir Hill Road Reconstruction Project
Bidder: Brown Construction, Inc.
Bidder's Address: 93 Military Street, Houlton, ME 04730

You are notified that Owner has accepted your Bid dated **February 27, 2025** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Full-depth reconstruction of Reservoir Hill Road, approximately 1,370 LF; excavation of existing materials; installation of ditches, culverts, and associated riprap; installation of gravel subbase and base materials; placement of bituminous pavement.

Note that the Houlton Water Company will be doing the following work concurrent with this project:

- **Replacement of the existing sewer main in kind, approx. sta. 10+09 to 23+00, and potentially extending easterly beyond project limits**
- **Installation of new water main, approx. sta. 20+00 to 23+00 and extending easterly beyond project limits**

The Contract Price of the awarded Contract is **\$894,450.00**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

You must comply with the following conditions precedent within 20 days of the date of receipt of this Notice of Award:

1. Execute minimum three (3) copies of the Agreement
2. Provide the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Provide schedule of work. Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **Town of Houlton, Maine**

By (signature): _____

Name (printed): _____

Title: _____

Copy: Engineer

EJCDC® C-510, Notice of Award.

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CENTRAL MAINE PYROTECHNICS
PO BOX 322
HALLOWELL, ME 04347

III



Town of Houlton
21 Water Street
Houlton, ME 04730

DATE	INVOICE - Deposit #
5/1/2025	741
Fourth of July 2025	

DESCRIPTION	QTY	COST	TOTAL
Fireworks Display, including site survey, filing of all permits, general liability insurance, licensed technician, fireworks shells/box barrages and notification to all necessary authorities. Fireworks Display on July 4, 2025 <div>A 50% DEPOSIT IS NEEDED IN ORDER TO RESERVE YOUR TECHNICIAN, PRODUCT AND DISPLAY DATE.</div> <div>If you would like to pay with a Credit Card, please respond to email with a cell phone number and a link will be text to you.</div>	1	10,000.00	10,000.00
WWW.CENTRALMAINEPYROTECHNICS.COM THANK YOU FOR YOUR BUSINESS!		Total	\$10,000.00

Khylee J Wampler

From: Owen Gallop <rec.director@houlton-maine.com>
Sent: Wednesday, May 7, 2025 3:01 PM
To: 'Khylee Wampler'
Cc: 'Cameron Clark'
Subject: Fireworks

Good afternoon,

I just spoke with Ocean State Pyrotechnics in Rhode Island and JPI Pyrotechnics in New Hampshire about shows on the 4th of July. They both said it wasn't worth putting a quote together because it's too far to travel, they're booked for the next few years, and they both charge a minimum of \$25,000-\$30,000 for a show on that date. Maine Pyrotechnis is already booked, willing to travel, and only charging \$10,000 this year.

Thanks,
Owen

Owen Gallop | Recreation Director
Houlton Parks and Recreation Department
Town of Houlton
128 Main Street Houlton, ME 04730
P(207) 532-1310



State of Maine Department of Public Safety
Maine EMS Sustainability Program
Grant Agreement
32 M.R.S. § 98

III H

Department: Department of Public Safety
Address: 45 Commerce Drive, Suite 1
Augusta, Maine 04333-0104

Provider: Houlton Ambulance Service
Address: 97 Military St
Houlton, ME 04730

Provider's Vendor Customer: VC1000036890
Contract Number: SUST-0360-0083
Contract Amount: 153350.81

Remittance Address

Name: Houlton Town of
Address: 21 Water Street
Address 2:
City, State, Postal Code Houlton, ME 04730

Purpose:

The EMS Sustainability Grant awarded funds must be used only for the purposes outlined in the Grant Application. If there are changes to the approved project plan a Change of Scope Request must be submitted for approval and receive written approval from the director of Maine EMS. Failure to obtain prior approval may result in voiding the grant and requiring immediate repayment of grant funds in part or in whole.

Grant Term/Period of Performance:

Unless otherwise specified, funded projects for EMS Agencies must be completed (or funds encumbered) by March 31, 2026.

Eligible Grant Funded Activities:

Recipients shall ensure that awarded grant funding is used for approved expenses only.

The funding shall only be utilized for the following activities:

1. The initiation or support of programs, applications, or the use of consultants or experts to establish or support an ongoing mental health and wellness program.
2. The consolidation and/or regionalization of the delivery of emergency medical services.
3. Inter-municipality EMS planning for rural patient transport.
4. Supporting training directly related to the provision of clinical care, safety, leadership, or management of EMS.

5. Supplementing wages, benefits, stipends, and incentives for EMS clinicians, Ambulance Operators, and/or administrative support staff (e.g. service-level medical director, quality assurance and improvement officer, infection control officer, training officer, and administrative aid).
6. Implementation of other programming directly related to the Maine EMS Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035, as published on May 22, 2023, which is incorporated into this rule by reference and available for download online: <https://www.maine.gov/ems/sites/maine.gov/ems/files/inline-files/20230522-Maine-EMS-Vision-and-Plan.pdf>.
7. Investment in capital expenditures not to exceed \$100,000.00 in the aggregate.

Ineligible Grant Funded Activities and Expenses:

The following are unauthorized uses of the funding:

1. Expenses or losses reimbursed from any other source(s) or that other sources are obligated to repay
2. Expenses related to staffing needs that exceed an annual salary of \$76,500, as prorated over the applicable period. This limit does not include standard employee benefit offerings (i.e., the cost of a staff member may be higher because the cost of benefits and salary exceeds \$76,500)
3. Construction, renovation, purchase, or acquisition costs for facilities
4. Payment for existing indebtedness
5. Payment on obligations incurred prior to the award of funds
6. Supplanting existing local subsidies or funding sources except if they replace volunteer labor, donated services, donated goods, or funds raised through community fundraising efforts (e.g., bake sales, dinners, etc.)
7. Funds cannot be used for entities engaged in illegal activity under federal or state law or regulation
8. Expenses that have been or will be reimbursed by insurance
9. Working capital expenses (i.e., cash for daily business operations)
10. The recipient is not receiving indirect costs

Grant Distribution:

The recipient is awarded grant funds from the State of Maine Department of Public Safety to assist with the sustainability of their agency for the continuity of emergency medical services. Funds are anticipated to be released within three (3) weeks of receiving this executed agreement and will be mailed via USPS to the address listed above under the remittance address section. State of Maine checks are mailed with instructions not to forward; updated forms are the awardee's responsibility. DPS reserves the right to request funds in whole or in part if determined that the funds were not used for the intended purpose, as described in the application (or through a formal amendment to the project filed with and approved by DPS). Grant recipients will be required to return unspent funds.

Post Award Reporting Requirements:

Recipients of awarded grant-funded projects are required to submit performance progress reports to summarize the use of funds, progress of the projects, and outcome of the projects:

1. Report quarterly within the calendar year for the period between the execution of this contract and the completion of your grant projects. The quarterly report will be due fifteen (15) days after each calendar quarter. Due dates are as follows: April 15th, July 15th, October 15th, and January 15th.
2. Final reports will be due on the completion of the grant projects within the earlier of sixty (60) days of the completion of the projects utilizing funding received or April 30, 2026.
3. Supporting documents showing applied grant funds must be submitted quarterly following the due date listed in this section. These documents include, but are not limited to, invoices, payroll, journal entries, purchase orders, quotes, work orders, and signed contracts,
4. Required post-award reporting will be submitted using Microsoft Forms,
5. Recipients who spent more than awarded allocations to cover the costs of the grant projects are to report the difference on your performance progress reports. Explanation statements used but are not limited to in-kind contributions, agency operating budget, and or municipality/town budget.
6. Past due reports – Grace period: fifteen (15) days past due reporting deadline. Recipients past due fifteen (15) days from the reporting deadline must email their assigned grant specialist with an explanation no later than twenty (20) days past due.

Failure to comply with the required post-award reporting may result in the suspension of future funding, termination of the award, and a requirement to return all awarded grant funds.

Awarded funds not spent or encumbered to complete the approved grant projects will be returned to the State within thirty (30) days of the required post-award final report.

Failure to comply with the rules, requirements, and restrictions outlined in this grant agreement may result in recoupment of funds.

Post award reporting for Transporting and Non-Transporting EMS Agencies shall at a minimum include for each approved activity:

1. The initiation or support of programs, applications, or the use of consultants or experts to establish or support an ongoing mental health and wellness program
 - a. Provide documentation of the programs or support provided
 - b. The number of personnel who accessed or utilized the program(s)
 - c. The impact of the training on the sustainability of care provided by the agency
2. The consolidation and/or regionalization of the delivery of emergency medical services
 - a. Provide documentation of programs, applications or the use of consultants or experts to coordinate consolidation and /or regionalization of EMS delivery
 - b. Provide the number of Maine licensed EMS agencies, towns, or unincorporated areas engaged in your regionalization or consolidation efforts
3. Inter-municipality planning for rural patient transport
 - a. Provide documentation of programs, applications or the use of consultants or experts to coordinate inter-municipality planning for rural patient transport
 - b. Provide the number of Maine licensed EMS agencies, towns, or unincorporated areas engaged in your inter-municipality planning for rural patient transport.
4. Supporting training directly related to the provision of clinical care, leadership, or management of EMS
 - a. Provide documentation of the training provided
 - b. The number of personnel who received training
 - c. The impact of the training on the quality of care provided by the agency
5. Supplementing wages, benefits, stipends, and incentives for EMS clinicians, Ambulance Operators, and/or administrative support staff
 - a. The number of administrative staff who received supplemental pay
 - b. The amount of pay provided
 - c. The impact of the supplemental pay on the agency's ability to recruit and retain qualified personnel
 - d. Any changes in the number of administrative support staff
6. Implementation of programming directly related to the Maine EMS Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035
 - a. Which Domain the expected use of the funds impacted
 - b. The amount of funding dedicated to each domain
 - c. The impact on the EMS agency regarding their ability to continue to fund daily EMS operations or to recruit and retain qualified personnel
7. Investment in capital expenditures not to exceed \$100,000 in the aggregate
 - a. Documentation of the capital expenditures made

- b. The purpose of the expenditure
- c. The impact of the expenditures on the agency's ability to provide sustainable EMS care
- d. Any positive changes in the amount or quality of care provided because of the expenditure(s)

Record Retention Requirements:

Records shall be maintained for three (3) years following the State's expenditure of EMS Sustainability funds and subsequent required reporting and at least through June 30, 2032.

Agency Signature:

The signatory below represents the person who has the requisite authority to enter into this Contract.
I have read and understood the requirements and expectations outlined in this agreement.

Signature:

Milton J. Cone
Milton J. Cone (Apr 25, 2025 13:10 EDT)

04/25/2025

Milton J. Cone

Department of Public Safety Signature:

The signatory below represents that the person has the requisite authority to enter into this Contract.
I have read and understood the requirements and expectations outlined in this agreement.

Signature:

Wil O'Neal
Wil O'Neal (Apr 25, 2025 14:20 EDT)

Apr 25, 2025

Wil O'Neal, Maine EMS Director











SUST-0360-0083

Final Audit Report

2025-04-25

Created:	2025-04-25
By:	darren.w davis (Darren.W.Davis@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjc3ZiKI4xTvJZkX66YnguiZoCBEMVpff

"SUST-0360-0083" History

-  Document created by darren.w davis (Darren.W.Davis@maine.gov)
2025-04-25 - 3:06:43 PM GMT
-  Document emailed to chiefmjcone@houlton-maine.com for signature
2025-04-25 - 3:06:46 PM GMT
-  Email viewed by chiefmjcone@houlton-maine.com
2025-04-25 - 5:07:32 PM GMT
-  Signer chiefmjcone@houlton-maine.com entered name at signing as Milton J. Cone
2025-04-25 - 5:10:29 PM GMT
-  Document e-signed by Milton J. Cone (chiefmjcone@houlton-maine.com)
Signature Date: 2025-04-25 - 5:10:31 PM GMT - Time Source: server
-  Document emailed to wil.oneal@maine.gov for signature
2025-04-25 - 5:10:32 PM GMT
-  Email viewed by wil.oneal@maine.gov
2025-04-25 - 6:20:20 PM GMT
-  Signer wil.oneal@maine.gov entered name at signing as Wil O'Neal
2025-04-25 - 6:20:47 PM GMT
-  Document e-signed by Wil O'Neal (wil.oneal@maine.gov)
Signature Date: 2025-04-25 - 6:20:49 PM GMT - Time Source: server
-  Agreement completed.
2025-04-25 - 6:20:49 PM GMT



Adobe Acrobat Sign

This is the second year Maine EMS is awarding a Grant to the Houlton Ambulance Service. In 2024 they awarded \$200,000 dollars. This year the amount is \$153,350.81. The intent is to spend approximately \$100,000 in Capital ,(replacing the remaining two Cardiac Monitors,) \$20,000 for equipment, and the remaining \$33,000 for training.

Milton J. Cone

Fire Chief
Town of Houlton
97 Military Street
Houlton, ME 04730

(207) 532-1320

Chiefmjcone@houlton-maine.com



IVC

TOWN OF HOULTON DOWNTOWN REVITALIZATION FUNDING INITIATIVE *Revolving Loan Fund*

Revolving Loan Fund Program:

The objective of this program is to encourage investments that improve the longevity of buildings in the Downtown TIF District through projects such as upgrading & improving roofing, repairing bricks, heating & cooling systems, windows & doors, ADA & life safety compliance. The mortgages placed on property will provide an incentive to pay the funds back to the program so that they can be used to help fund future needs of businesses & building owners in the Downtown TIF District.

The following criteria will apply:

- Loans are based upon the applicant's credit worthiness and ability to repay.
- Maximum loan amount is \$100,000.
- The interest rate is 3% fixed for the term of the loan.
- The term of the loan is based on the use of proceeds, collateral and cash flow.
- The applicant is responsible for all closing costs.
- Funds are approved on a "first come-first served" basis to qualified applicants.
- Only buildings in the Downtown TIF District are eligible.
- Applicants must be a for-profit entity. Loans are not made to public, quasi-public and non-profit entities.
- Applicant must be
 - the building owner or
 - a tenant with the consent of the landlord for leaseholder improvements allowed and the term of the lease must be the length of the loan, at a minimum.
- A person or ownership interest can only hold one loan from this program at any given time. Once a loan is paid off, a new application will be considered.
- Building project designs and signage must be in accordance with Houlton's Historic District Ordinance.
- Applicant must owe no outstanding property taxes, fees, judgements or liens to the Town of Houlton and have no outstanding code violations, unless the loan is to ameliorate the violation.
- Loans provide gap funding. They are not to be the primary source of financing for a project. Loans are made in conjunction with conventional bank financing, owner equity & other private sources. Preferred project financing structure is 45/45/10:
 - Minimum 45% lead lender/bank financing
 - Minimum 10% owner/borrower equity
 - Maximum 45% Downtown RLF financing
- Insurance is required.
- Loan recipients agree to place a Downtown TIF Financing sign at the construction site during the time of improvements and in their storefront window for 180 days after completion of the project.
- Application Package will include the following:
 - Completed application
 - Written Business Plan (*assistance is available through Small Business Development Center – 207-498-8736*)
 - Personal Financial Statement (*viewed only by loan officer*) (form provided)
 - Cash Flow Projections with the first 12 months of the first year detailed by month
 - Schedule of liabilities (*viewed only by loan officer*)
 - Personal tax returns (2 years) (*viewed only by loan officer*)
 - Business tax returns (2 years) (*viewed only by loan officer*)

Loan Process:

- Application package is submitted to Northern Maine Development Commission (NMDC). They will review the application for completeness and process the loan application.
- The Houlton Town Manager reviews NMDC's proposed loan package and prepares a recommendation for the Town Council.
- Town Council will take action on recommendations forwarded to them.
- Approved loans will be issued a commitment letter and closing procedures will be initiated.

For More Information

Nancy Ketch, Director ~ Houlton Community Development Department
21 Water Street ~ Houlton, Maine ~ 04730 ~ Phone: (207)521-5938 ~ E-mail: comm.development@houlton-maine.com