

**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 27, 2025
5:45 PM**

A. (S050225-1) Council Enters Executive Session with the Town Manager and for the purpose of discussing union negotiations, pursuant to MRSA Title 1, Section 405(6)D.

B. (S050225-2) The Town of Houlton ordains that the 2025 Municipal Budget appropriations be amended as follows:

DEPARTMENT	ACCOUNT	TITLE	AMOUNT
CODE ENFORCEMENT	100-48-4-46	CEO SOFTWARE	-\$8,000
CODE ENFORCEMENT	100-48-2-71 (NEW)	REMEDATION	+\$8,000

(Introduction)

This will provide funds to cover the cost of remediation as needed.

C. (S050225-3) Council authorizes the use of up to \$62,100 from the Tax Increment Financing (TIF) Reserve Funds to be used towards the purchase of public safety equipment.

DEPARTMENT	ACCOUNT	TITLE	AMOUNT
TIF ACCOUNT	209-01-8-84	NORTH ROAD/PUBLIC SAFETY	Up to \$20,700
TIF ACCOUNT	209-02-8-84	AIRPORT/PUBLIC SAFETY	Up to \$20,700
TIF ACCOUNT	209-04-8-84	TATE & LYLE/PUBLIC SAFETY	Up to \$20,700

(Introduction)

These funds will be used to purchase the emergency dispatch console and \$7,000 for Fire Department equipment upgrades.

V. Adjournment

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AGENDA

Regular Council Meeting

**May 27, 2025
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Special & Regular Council Meeting of May 13, 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)

(Public Hearing)

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)

(Public Hearing)

This amendment is updating the project costs and extending the district by 10 years.

C. (S050225-2) The Town of Houlton ordains that the 2025 Municipal Budget appropriations be amended as follows:

DEPARTMENT	ACCOUNT	TITLE	AMOUNT
CODE ENFORCEMENT	100-48-4-46	CEO SOFTWARE	-\$8,000
CODE ENFORCEMENT	100-48-2-71 (NEW)	REMEDATION	+\$8,000

(First Reading)

This will provide funds to cover the cost of remediation as needed.

D. (S050225-3) Council authorizes the use of up to \$62,100 from the Tax Increment Financing (TIF) Reserve Funds to be used towards the purchase of public safety equipment.

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TIF ACCOUNT	209-01-8-84	NORTH ROAD/PUBLIC SAFETY	Up to \$20,700
TIF ACCOUNT	209-02-8-84	AIRPORT/PUBLIC SAFETY	Up to \$20,700
TIF ACCOUNT	209-04-8-84	TATE & LYLE/PUBLIC SAFETY	Up to \$20,700

(First Reading)

These funds will be used to purchase the emergency dispatch console and \$7,000 for Fire Department equipment upgrades.

III. New Business

A. (050225-1) The Town of Houlton ordains approval of the Security Camera Purchase and Operation Policy. (The document in its entirety is available for review at the Town Office during normal business hours.)

(Introduction)

B. (050225-2) Council accepts the bid of \$65,021.74 from Radio Communications Management of Portland, Maine for the Emergency Dispatch Console for the Police Department once the funds have been approved.

Two bids were received, see memo from Chief DeLuca.

C. (050225-3) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by Taste of China Lin, Inc., located at 127 Military Street, for a liquor license.

(Public Hearing)

Approval required by the state.

D. (050225-4) Council reappoints Christopher Anderson to the Personnel Board of Appeals for a 3-Year Term.

Thank you for volunteering.

E. (050225-5) Council reappoints Craig Harriman to the Personnel Board of Appeals for a 3-Year Term.

Thank you for volunteering.

F. (050225-6) Council reappoints Craig Harriman to the Zoning Board of Appeals for a 3-Year Term.

[Thank you for volunteering.](#)

G. (050225-7) Council reappoints Francis Fitzpatrick to the Board of Assessment Review for a 3-Year Term.

[Thank you for volunteering.](#)

H. (050225-8) Council reappoints Carl Lord Jr. to the Board of Assessment Review for a 3-Year Term.

[Thank you for volunteering.](#)

I. (050225-9) Council accepts the donation of an 8"X8" brick from Ken Ervin in memory of his wife Liz Nelson Ervin to be placed in Riverfront Park.

[See memo in packet.](#)

J. (050225-10) Council accepts the donation of \$150 from Jessica Milton and Linda Polchies for the Parks & Recreation Department's Guitar Camp.

[See memo in packet.](#)

K. (050225-11) Council accepts the low bid of \$1,329,050 from Phoenix Welding of Portland, Maine for the Houlton International Airport Fueling System.

[This was the only bid, see memo in packet.](#)

L. (050225-12) Council affirms the Resolution to participate in the Community Resilience Partnership and to designate the Community Resilience Working Group.

[This is the next step in completing the process to join the Community Resilience Partnership which will allow us to be eligible for grant funding.](#)

IV. Discussion and Reports

A. Maine Tourism Rising Star Presentation

B. Camera Licensing Budget

C. Recording Council Meetings

D. Town Managers Report

E. Councilors' Remarks

V. Adjournment

**Special Council Meeting
May 13, 2025**

Chair Torres called the meeting to order at 5:45 PM with all councilors present except for Councilor Peters, who was excused.

A. (S050125-1) It was moved by Councilor Lake, 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 Brown, yes; Councilor Matthews, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.

They entered Executive Session at 5:45 PM and returned to Open Session at 6:06 PM.

B. S050125-2) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council authorize the Town Manager to enter into a Purchase and Sales Agreement between the Town of Houlton and Kearney Pallet for the purchase of 66 Industrial Drive in the amount of \$55,000 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 Lake, yes; Councilor Matthews, yes; Councilor Brown, yes; Councilor E. McLaughlin, yes.

The order passed.

C. (S050125-3) Councilor Lake introduced the following: 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)

Chair Torres noted that the First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on May 27, 2025.

D. (S050125-4) Councilor J. McLaughlin introduced the following: 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)

Chair Torres noted that the First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on May 27, 2025.

V. Adjournment: On motion by Councilor Lake, seconded by Councilor J. McLaughlin the meeting adjourned at 6:10 PM with all in favor.

**Regular Council Meeting
May 13, 2025**

Chair Torres called the meeting to order at 6:10 PM with all councilors present except for Councilor Peters, who was excused.

Maine EMS Presentation:

Chair Torres recognized Melissa Adams, Regional Manager from Maine EMS. Ms. Adams recognized the following employees for their services. Employees recognized were: Anthony White, Shelby Fenderson, Cody Fenderson, Zachary Batchelder, Daniel Norton, Jonathan Harbison and Chief Milton Cone. Ms. Adams thanked the employees for their outstanding work.

Public Comments

Chief Deluca reminded everyone that the week of May 11-17th is National Police week. Chief Deluca thanked the police for their unwavering dedication in this extremely demanding and rewarding field and thanked his fellow officers for their service.

Sue Tortello of Houlton spoke of an agenda item that will be read later in the evening regarding the fireworks bid. She said it is important to know which account the fireworks will be paid from.

I. **Minutes:** It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that the Special & Regular Council Meeting of April 28, 2025 minutes be approved as presented.

Councilor E. McLaughlin requested the following change under Old Business item E order S040225-9. The change being that she clarified that the building is actually affordable income housing not low-income housing.

All were in favor of the minutes as corrected.

II. **Old Business**

A. (S050125-3) Chair Torres held the First Reading on the following: 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)

Chair Torres noted that the Public Hearing will be held at the Regular Council meeting of May 27, 2025.

B. (S050125-4) Chair Torres held the First Reading on the following: 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)

Chair Torres stated that the Public Hearing will be held at the Regular Council meeting of May 27, 2025.

III. New Business

A. (050125-1) 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 The Vault Restaurant, located at 64 Main Street, for renewal of liquor license.

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

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

Vote to approve the order was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Matthews, yes; Councilor Brown, yes; Councilor E. McLaughlin, yes.

The order passed.

B. (050125-2) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that 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.

Vote to approve the order was taken as follows: Councilor E. McLaughlin, yes; Councilor Brown, yes; Councilor Matthews, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.

The order passed.

C. (050125-3) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council appoint Kimberly Denbow, Treasurer as the first municipal representative and Jane Torres, Council Chair as the second municipal representative to the Northern Maine Development Commission.

Town Manager Clark thanked Kim and Jane for being Houlton's Representative to the Northern Maine Development Commission.

Vote to approve the order was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Matthews, yes; Councilor Brown, yes; Councilor E. McLaughlin, yes.

The order passed.

D. (050125-4) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council accepts the grant of \$6,538 from the Department of Homeland Security for the purpose of Operation Stone Garden for the Police Department.

Town Manager Clark stated that the memo in today's packet summarizes the mission of Operation Stone Garden and the town's commitment to use the grant funds in compliance with that.

Vote to approve the order was taken as follows: Councilor E. McLaughlin, yes; Councilor Brown, yes; Councilor Matthews, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.

The order passed.

E. (050125-5) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council accepts the Bond Anticipation Note (BAN) bid from Katahdin Trust Company for \$750,000 at an interest of 4.14%.

Town Manager Clark shared that this order would be for short-term funding for the Reservoir Hill project. It was noted that four bids were received.

Vote to approve the order was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Matthews, yes; Councilor Brown, abstained; Councilor E. McLaughlin, yes.

The order passed.

F. (050125-6) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council accept 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.

Town Manager Clark stated that the town is now at the point of accepting a low bid for this project that has been years in the making. The project includes engineering costs and Mr. Clark added that most recently the funding challenges for this project have been solved through the special referendum vote.

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

The order passed.

G. (050125-7) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that 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.

Town Manager Clark shared that the funds are not accounted for in the 2025 budget. Funds will be accepted in the form of donations and sponsorships from local businesses. The town will use the same company as always, however with a large increase in cost.

Parks and Recreation Director Owen Gallop shared that he is very confident that the town will secure the funds through donations and sponsorships. Mr. Gallop noted that currently, the town is halfway there in regard to fundraising.

Vote to approve the order was as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Matthews, yes; Councilor Brown, yes; Councilor E. McLaughlin, yes.

The order passed.

H. (050125-8) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council accept the Maine EMS Stabilization Program Grant of \$153,350.81 for the Houlton Ambulance Service.

Town Manager Clark shared a memo that provides details on this grant and how the town intends to use these funds including \$100,000.00 for a cardiac monitor and \$33,000.00 for training. Councilor E. McLaughlin had asked if there was any thought given to the possible purchase of a fetal heart rate monitor due to the recent closure of the maternity ward at Houlton Regional Hospital. To which, Milton Cone Ambulance Director stated that these funds have already been designated to the purchase of cardiac monitors which cost \$50,000.00 each along with \$33,000.00 in training. He noted that there has been discussion in partnering with the police department concerning communication equipment.

Vote to approve the order was as follows: Councilor E. McLaughlin, yes; Councilor Brown, yes; Councilor Matthews, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.

The order passed.

IV. Discussion and Reports

A. Blighted Property Update

Town Manager Clark explained that the town's Solid Waste ordinance was updated to allow an enforcement mechanism to be in place that allows the town to fine property owners who have exorbitant amounts of trash on their property.

Code Enforcement Officer Ben Torres explained to the Council how the mechanism will work as to parameters, timeframe and amounts given for fines until cleanup is satisfied. The Police Department has partnered with Ben when needed, to address property situations as they arise. Code Enforcement Officer Torres stated that the request for proposal has been submitted to The County Newspaper. The proposal requests bids for the remediation of two exterior premises.

Councilor J. McLaughlin questioned what the recourse is to collect monies the town will pay for the remediation from the property owners. To which Town Manager Clark responded that the town would put a lien on the properties and thus the money would be collected through the lien process. Councilor Lake questioned what would happen if these properties revert back to their original cluttered condition. To which, Code Enforcement Officer Torres stated that we would start the process over again.

Councilor E. McLaughlin asked for clarification on why the town isn't fining the two properties. To which Town Manager Clark stated that the town does have a court order to remedy these properties. They are a safety hazard and this has been working its way through the Code Enforcement process prior to our Code Enforcement's tenure.

Councilor E. McLaughlin asked if the town was starting a precedent with these properties and was this enabling and decreasing the motivation of property owners. To which, Town Manager Clark stated that the town does not want to go in and spend taxpayers' money to cover the cleanup but the town at this point does not have any other options.

Town Manager Clark stated that the long-term goal would be to have an annual contract on standby for cleanups of properties in need.

B. Camera Licensing Budget

Town Manager Clark stated that currently the camera system remains off and is unable to be accessed. He stated that the license contract will be \$7,000 per year. It is currently budgeted for \$3,300. The first year payment is due upfront and the Systems Administrator cannot login without renewal of license. Town Manager Clark stated that he is looking for guidance from the Council. Councilor J. McLaughlin thinks that we should sell all the equipment and see what can be bought as a replacement. Councilor E. McLaughlin cited public safety and prevention and the need for the continuation of the cameras to work as a deterrent towards criminal behavior. Councilor E. McLaughlin asked how to manage the cameras legally without the use of facial recognition software.

Town Manager Clark stated that the cameras cannot be turned on under the radar. The town would need to approve the additional \$3,700 for the license. Chair Torres wondered if it would be possible to purchase less expensive equipment. Chief Deluca stated that whatever type of equipment we have in the future will not have facial recognition. Chief Deluca stated that he does not believe that there would be a lot of resale value with the current camera system. Councilor Matthews questioned why the increase in the licensing fees.

Consensus of the Council is to direct Town Manager Clark to research and review different camera options.

C. Revolving Loan Fund Guidelines

Town Manager Clark explained that the Revolving Loan Fund had always been intended for use in the Downtown TIF District. He noted that the attorneys discovered during preparation for the amendments, however, that the project cost is listed under a heading for community-wide use. He noted that we have updated guidelines used for the program that were approved by Council in November. Town Manager Clark asked for some direction from Council on whether to proceed using the current approved guidelines or whether Council wants to expand the program for use community-wide, which would require drafting and adopting new guidelines.

Following discussion, it was consensus to continue with the current guidelines through the end of the fiscal year. Town Manager Clark expressed that all districts should be reviewed on an annual basis, and this would be part of that review going forward.

D. Town Managers Report

Town Manager Clark stated that the school budget passed last night and the town has budgeted about \$150,000 more than what our mandate will be for FY25.

Town Manager Clark stated the Aroostook County Public Hearing for their budget is happening as we speak and that their budget is proposed to come in to us with an increase of about \$82,000 over last year or roughly 10 percent. The Town's budget line for this will have a shortfall of \$64,000.

Town Manager Clark stated that currently the Council receives monthly department head reports. Town Manager Clark asked Council if they would be open to a monthly treasurer's report and a quarterly report from the other departments. The consensus of the Council is to receive a report every other month from alternating departments.

E. Councilors' Remarks

Councilor E. McLaughlin stated that she had been asked by a citizen if there was the possibility of video archived Council meetings. Town Manager Clark stated that in order to do this we would need to put a policy in place and bring it to a future meeting.

Chair Torres welcomed Alexis Brown as a new Councilor. She reminded everyone that the next meeting will be held on Tuesday, May 27th due to Memorial Day.

Councilor J. McLaughlin noted his appreciation for the Council packets.

V. Adjournment: On motion by Councilor J. McLaughlin, seconded by Councilor Lake, the meeting adjourned at 7:19 PM with all in favor.

Tamara Merritt
Recording Secretary

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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 Å§ 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*"

IFB

**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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Exhibit List

- 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
- E Town Council Order

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 and to extend the district by 10 years to end June 30, 2036. 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. Public Safety Costs: 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 public safety facilities, the need for which is related to general economic development within the municipality, 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. Events & Marketing General Economic Development: 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. Revolving Loan Fund: 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. Downtown TIF Projects: 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 style="text-align: right;">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)

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) EXEMPTIONS ⁴		
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 PTDZ 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="display: flex; justify-content: space-between; font-size: small;"> Airport TIF/3,502,100 Brenda Brown TIF/378,000 Maple Grove TIF/12,000 </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Aroostook Water Care TIF/3,600 Downtown Omnibus TIF/8,472,300 </div> <div style="display: flex; justify-content: space-between; font-size: small;"> 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:	\$5,467,800	
<div style="display: flex; justify-content: space-between; font-size: small;"> Airport TIF/3,365,400 North Street TIF/2,102,400 </div>		
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 not be completed by the municipal or plantation assessor , 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, extend the District by 10 years, and to rename the district the ***“North Street Omnibus Tax Increment Financing District 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)

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 rename the District to the North Street Omnibus Tax Increment Financing District Development Program, extend the District by 10 years and 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

TOWN OF HOULTON SECURITY CAMERA PURCHASE AND OPERATION POLICY

As part of the Town of Houlton's (the "Town") efforts to protect Town property and promote public safety, the Town may from time to time install security cameras on Town property in a manner authorized by law.

The Town recognizes that third party security camera systems available for purchase increasingly contain software meeting the definition of a "facial surveillance system" as that term is defined in 25 M.R.S. § 6001(1)(E).

Pursuant to 25 M.R.S. § 6001, unless otherwise authorized by law, no Town official may:

- (1) Obtain, retain, possess, access, request or use a facial surveillance system or information derived from a search of a facial surveillance system;
- (2) Enter into an agreement with a 3rd party for the purpose of obtaining, retaining, possessing, accessing or using, by or on behalf of a department, public employee or public official, a facial surveillance system or information derived from a search of a facial surveillance system; or
- (3) Issue a permit or enter into any other agreement that authorizes a 3rd party to obtain, retain, possess, access or use a facial surveillance system or information derived from a search of a facial surveillance system.

To ensure compliance with State law, the Town will make every reasonable effort to ensure that any security system that the Town purchases or otherwise acquires, including but not limited to still or video security cameras or any other device that captures visual information, does not have facial surveillance capability unless such capability is authorized by law.

To the extent that any security system within the Town's ownership, custody, or control is determined to have facial surveillance capability, unless otherwise authorized by law the Town will not operate or cause others to operate that system unless and until such capability has been disabled by either (1) the manufacturer of the security system; or (2) a third-party information technology professional.

Once such facial recognition capability is disabled, neither the Town nor any Town official or person acting on the Town's behalf will cause such capability to be reinstalled or otherwise enabled, except as may be authorized by law.

This Policy will remain in force indefinitely unless amended or rescinded.

A copy of this Policy is available at the Town Office.

Date:

Signed:



HOULTON POLICE DEPARTMENT

97 Military Street
Houlton, ME 04730

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

Chief Timothy B. DeLuca

Captain Jasmine M. Cyr

Date: May 19, 2025

To: Town Manager Clark and Members of Town Council.

From: Chief Tim DeLuca

Reference: Dispatch Console Bid Summary

Mr. Clark and Members of Council,

Recently, the Houlton Police Department advertised a Request for Proposal (RFP) to replace our aging communication center console and supporting equipment. As a result, two (2) bids were submitted by Radio Communications Management, Inc (RCM) and Aroostook Technologies, Inc. In addition to the bid pricing, I recommend an extended 4-year service contract to include all parts and labor.

After review of the bids, I recommend the higher bid submitted by Radio Control Management's (RCM) be accepted and approved for the following reasons. **Difference in bids is \$2457.56.**

- 1- Radio Control Management is our current service provider for all radio communications. This includes Police, Fire, Ambulance, Public Works, and the Houlton Water Company. This includes our current communications network of two (2) communication towers and repeater systems located on Garrison Hill and Reservoir Hill.
- 2- The product presented by Aroostook Technology does not meet all specified requirements of the RFP. Specifically, the 6-speaker system which provides increased technology and clarity for the on-duty dispatcher.
- 3- Radio control Management (RCM) has a history of statewide public safety console installations including the Aroostook Country Sheriff's Office, compared to Aroostook Technologies having only one (1).
- 4- Bid specifications outlined in the Radio Control Management, Inc provides state of the art base radio technology taking into consideration future advancement.
- 5- Additional funding is available to supplement the bid as follows:
 - \$10,000.00 from the Maine EMS Stabilization Program Grant.
 - Approximately 2000.00 from the Houlton Water Company for their base radio upgrade.



158 RAND ROAD
PORTLAND, ME 04102

QUOTATION

Quote Number: 10759

Quote Date: May 1, 2025

Page: 1

Voice: 207-797-7503

Email: sales@rcm2way.com

Quoted To:

HOULTON POLICE DEPARTMENT
97 MILITARY STREET
HOULTON, ME 04730
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
HOULTON POLICE DEPT	5/31/25	Net 30 Days	MAC McKNIGHT

Quantity	Item	Description	Unit Price	Amount
		Assumes existing antennas, cables, and AC power are sufficient. Assumes City electrician will connect UPS to building AC.		
		*** Console Components ***		
1.00	NEW ITEM	750M-MAXplus - The Mindshare	6,205.71	6,205.71
1.00	NEW ITEM	100500MAXplus Dispatch Processor		
1.00	NEW ITEM	MS-CALLHIST - Instant Recall Line & Global History Interface		
1.00	NEW ITEM	MS-LOGGER - Radio / Phone Master Logger Recorder Interface		
1.00	NEW ITEM	750M-FTSW-000 - Console Position Footswitch, Single	312.86	312.86
2.00	NEW ITEM	750M-500-002 - MS Position Speaker	345.71	691.42
1.00	NEW ITEM	750M-400-000 - Operator Headset Jack, Single Line	345.71	345.71
1.00	NEW ITEM	NTSM-100-22 - Non-Touch Screen Monitor 22" Wide Screen	520.00	520.00
1.00	NEW ITEM	750M-DM-019 - Console Desk Microphone, 19" Extended Boom Goose Neck Electret	632.86	632.86
1.00	NEW ITEM	750M-100SL-000 - Mindshare Console Application Seat License	6,400.00	6,400.00
8.00	NEW ITEM	750M-1001-000 - MRI2 Standalone Unit (Supports 1 Radio Connections)	1,904.29	15,234.32
		-Includes 10' Network Cable		
2.00	RMF4012	RACK MOUNT SUPPLY, 40A/13.8 V	622.86	1,245.72

Subtotal Continued

Sales Tax Continued

TOTAL Continued

Credit card payments are limited to \$5,000.00 or less per invoice.

Past due invoices are subject to a 1.5% service charge per month, equal to an annual rate of 18%.
No additional credit or services will be extended to the Customer until all past due amounts have been received in full, including assessed late fees.



158 RAND ROAD
PORTLAND, ME 04102

QUOTATION

Quote Number: 10759
Quote Date: May 1, 2025
Page: 2

Voice: 207-797-7503
Email: sales@rcm2way.com

Quoted To:
HOULTON POLICE DEPARTMENT 97 MILITARY STREET HOULTON, ME 04730 USA

Customer ID	Good Thru	Payment Terms	Sales Rep
HOULTON POLICE DEPT	5/31/25	Net 30 Days	MAC McKNIGHT

Quantity	Item	Description	Unit Price	Amount
3.00	NEW ITEM	SKU#428169 750M-1001-RM3 - 3 Unit Rack Mount Bracket 1U - (For MRI2)	172.86	518.58
4.00	MISC-ITEM	*** Radio Components *** BR-19FP-T9300 - 19" Rack Faceplate Bracket - Fits: Tait TM9000 Radios	135.71	542.84
6.00	T02-00065-1001	TCH3 LOCAL CONTROL HEAD BLACK 8 KEY	256.00	1,536.00
7.00	TM9400B1DJ-T	TM9455 FULL 50W 136-174M MUHF LINEIF EXTALM	1,124.00	7,868.00
7.00	T02-00026-1004	CABLE KIT 50 WATT MOBILE	68.85	481.95
1.00	T02-00065-2001	TCH4 REMOTE CONTROL HEAD 9Ky KIT BLK	352.00	352.00
1.00	T02-00005-ACAA	TM DESKTOP MICROPHONE TDMA	149.60	149.60
1.00	T02-00061-3003	TM93/94 SINGLE RMT KIT 18m/60ft	338.30	338.30
4.00	RMF4012	*** Power System Components *** RACK MOUNT SUPPLY, 40A/13.8 V SKU#428169	622.86	2,491.44
1.00	AC-UPS-48-2000	120V AC 2000/1600W 48VDC 5.23" x 15.75" 28.6 lbs	2,353.65	2,353.65
1.00	48V100A-LIPO4-3U	100AH LiFePO4 BATTERY	2,785.97	2,785.97
1.00	436-COMM-0	COMMUNICATIONS CABLE FOR BMS	126.65	126.65

Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued

Credit card payments are limited to \$5,000.00 or less per invoice.

Past due invoices are subject to a 1.5% service charge per month, equal to an annual rate of 18%.
No additional credit or services will be extended to the Customer until all past due amounts have been received in full,
including assessed late fees.



158 RAND ROAD
PORTLAND, ME 04102

QUOTATION

Quote Number: 10759
Quote Date: May 1, 2025
Page: 3

Voice: 207-797-7503
Email: sales@rcm2way.com

Quoted To:

HOULTON POLICE DEPARTMENT
97 MILITARY STREET
HOULTON, ME 04730
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
HOULTON POLICE DEPT	5/31/25	Net 30 Days	MAC McKNIGHT

Quantity	Item	Description	Unit Price	Amount
		*** Installation Parts / Labor ***		
1.00	MISC-ITEM	Remote Access PC	1,500.00	1,500.00
2.00	MISC-ITEM	MikroTik L009UiGS-RM / SAS / SAR	178.58	357.16
20.00	ENGINEERING	System Design, Staging, Build Acceptance	215.00	4,300.00
20.00	INSTALLATION CREW	Build, Transport, Installation, Final Testing	200.00	4,000.00
4.00	TECHNICIAN - HARRIS	On-Site Training	115.00	460.00
4.00	INSTALLATION CREW	Decommissioning of Old System	200.00	800.00
1.00	INSTALL KIT	INSTALLATION PARTS	646.00	646.00
		*** Warranty ***		
1.00	WARRANTY	NO CHARGE (Year 1)		
1.00	WARRANTY	Optional (Year 2) - \$1,161.00		
1.00	WARRANTY	Optional (Year 3) - \$1,494.00		
1.00	WARRANTY	Optional (Year 4) - \$1,825.00		
		<i>\$ 63,196.74</i>		
		<i>\$ 1,425.00 Extended Warranty 4 years.</i>		
		<i>65,021.74</i>		

Subtotal	63,196.74
Sales Tax	
TOTAL	63,196.74

Credit card payments are limited to \$5,000.00 or less per invoice.

Past due invoices are subject to a 1.5% service charge per month, equal to an annual rate of 18%.
No additional credit or services will be extended to the Customer until all past due amounts have been received in full,
including assessed late fees.



Aroostook Technologies Inc.

4 Airport Drive

Phone # (207) 762-9321
Fax # (207) 764-1463

Proposal

Bill To:				Ship To:	
Houlton Police Department 99 Military Street Houlton, ME 04730				Houlton Police Department 99 Military Street Houlton, ME 04730	
Rep.	Proposal Date	Job Type	Terms	Job Name	Proposal No.
WFM	4/22/2025		Net 15		44243
Qty	Part No.	Description		Price	Total
6	NX5700	Radio- Kenwood VHF 50w 136-174 MHz		1,195.00	7,170.00
6	LPX-18	Power Supply- Duracomm 12VDC 18A Desktop		226.15	1,356.90
2	TD2430	Monitor- ViewSonic 24" Touch Screen w/Display Port and HDMI		565.00	1,130.00
1	Desktop	Desktop Computer		1,245.00	1,245.00
1	Speaker	Speaker		175.00	175.00
1	APS750	Inverter/Charger - Tripp Lite 750W 12VDC/120VAC		605.00	605.00
1	BR-700G	UPS- APC Back Pro 700VA UPS Battery Backup & Surge Protector		265.00	265.00
1	27-AGM	Battery - 12-Volt Deep Cycle AGM		295.00	295.00
1	CPS1215RMS	PDU- 120V/15A 12 Outlet		110.00	110.00
1	BE112230-08	Outlet Strip- Belkin 12 Port w/Surge Protection		39.50	39.50
100	CAT6	Cable- CAT6 Ethernet		0.30	30.00
1	TL-SG1008D	Switch- TP Link 8 Port Gig		95.00	95.00
1	RediTalk Flex	Dispatch GUI- RediTalk Flex 2 Ch.		6,950.00	6,950.00
2	9002-43402	RediTalk 2 Ch. Flex Expansion		1,200.00	2,400.00
1	9511-20160	Microphone- USB Gooseneck w/PTT Spacebar and Logo		755.00	755.00
1	RediTalk- FS	Footswitch- RediTalk USB		350.00	350.00
1	RediTalk Headset	Headset- USB Stereo w/3.5mm Jack USB		320.00	320.00
6	0005-02011-111	ROIP & SIP Gateway for single channel		2,650.00	15,900.00
2	Shelf	Rack Shelf- 19" Ventilated		48.89	97.78
1	Misc-Part	Miscellaneous parts, connectors and other installation supplies.		250.00	250.00
1	Installation Labor	Installation / Removal Labor Added per Chief's request on 5/1/25		11,520.00	11,520.00
Customer Signature: _____ Date: _____ Salesman Signature: _____ Date: _____				Subtotal	
				Sales Tax (0.0%)	
				Total	



Aroostook Technologies Inc.

4 Airport Drive

Phone # (207) 762-9321
Fax # (207) 764-1463

Proposal

Bill To:				Ship To:	
Houlton Police Department 99 Military Street Houlton, ME 04730				Houlton Police Department 99 Military Street Houlton, ME 04730	
Rep.	Proposal Date	Job Type	Terms	Job Name	Proposal No.
WFM	4/22/2025		Net 15		44243
Qty	Part No.	Description		Price	Total
1	Maintenance	All components of this proposal are covered by a 1 year warranty. This additional service fee is for round-the-clock maintenance and technical support for the Houlton Police Department's dispatch infrastructure during that first year.		2,700.00	2,700.00
0	Maintenance	Not included on this proposal but available for future consideration Year 2 extended component warranty also is for round-the-clock maintenance and technical support for the Houlton Police Department's dispatch infrastructure during the 2nd year.		4,800.00	0.00
0	Maintenance	Year 3 extended component warranty also is for round-the-clock maintenance and technical support for the Houlton Police Department's dispatch infrastructure during the third year.		4,800.00	0.00
0	Maintenance	Year 4 extended component warranty also is for round-the-clock maintenance and technical support for the Houlton Police Department's dispatch infrastructure during the fourth year.		5,200.00	0.00
1	NX-5700BK	Added per discussion with Chief - 5/6/25 Also going with Kenwood due to future upgrade of P25 compatibility Radio - Kenwood NX-5700BK for backup radio		3,275.00	3,275.00
1	SEC-1235P-M	100w Control Deck including remote head kit, remote head, mounts, external speaker, and mic 30 Amp Switching Power Supply For Backup Radio with Backlit Meter; Input 100-240 VAC/Output 13.8 VDC		330.00	330.00
Customer Signature: _____ Date: _____				Subtotal	
				Sales Tax (0.0%)	
Salesman Signature: _____ Date: _____				Total	



Aroostook Technologies Inc.
4 Airport Drive

Phone # (207) 762-9321
Fax # (207) 764-1463

Proposal

Bill To:				Ship To:	
Houlton Police Department 99 Military Street Houlton, ME 04730				Houlton Police Department 99 Military Street Houlton, ME 04730	
Rep.	Proposal Date	Job Type	Terms	Job Name	Proposal No.
WFM	4/22/2025		Net 15		44243
Qty	Part No.	Description		Price	Total
		<p>\$ 57,364.¹⁸ \$ 5,200.⁰⁰ Extended Warranty 4 years. <hr/>\$ 62,564.¹⁸</p>			
Customer Signature: _____ Date: _____				Subtotal	\$57,364.18
				Sales Tax (0.0%)	\$0.00
				Total	\$57,364.18
Salesman Signature: _____ Date: _____					

This proposal is valid for 60 days. Each manufacturer of products sold by Aroostook Technologies Inc. (ATI) provides warranties for it's products and sets procedures for processing their warranty claims. Defective products may require returning them to the manufacturer for repair or replacement. ATI warrants it's installations to be free from defects for 90 days. Any shipping, travel, mileage or other costs incurred by ATI in the handling of factory warrantied products will be billed to the product owner unless the manufacturer has a warranty reimbursement program. ATI shall not be responsible for any incidental or consequential damages sustained by the purchaser by burglary, theft, fire, misuse, personal injury or any other cause that may arise due to a defect in the system or product.



State of Maine



Bureau of Alcoholic
Beverages & Lottery
Operations

Application Copy

File Number: 45464

Job Type: New Application

LICENSE TYPE

On-Premises: Beer, Wine & Spirits

APPLICATION DATE RECEIVED

2025-05-01

SECONDARY LICENSE(S)

None selected

LICENSEE LEGAL NAME

taste of china lin inc

LICENSEE TYPE

Limited Liability Company

DOING BUSINESS AS

CORPORATE NUMBER

202500309d

INCORPORATION DATE

2024-12-31

CORRESPONDENCE ADDRESS

127 military st houlton ME 04730

MAILING ADDRESS

PHYSICAL ADDRESS

CONTACT NAME

anna

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(207) 532-1281

ALTERNATE PHONE

FAX

EMAIL

Li.xuming26@gmail.com

CORPORATE STRUCTURE



Houlton Parks and Recreation Department

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

III I



Owen Gallop, Director

To: Town Manager and Town Council
From: Owen Gallop, Parks and Recreation Director
Date: May 20, 2025
RE: Request to accept donation

Request to accept the donation of an 8" x 8" brick from Ken Ervin in memory of his wife Liz Nelson Ervin to be placed in Riverfront Park.

- This brick will be placed on the west side of the Gateway Bridge alongside the already installed bricks from previous donations. These are in the ground as you walk onto the bridge from Riverfront Park. This is an ongoing program through the Parks and Recreation Department for individuals to donate bricks in honor of friends, loved ones, or special events. There is plenty of space for new bricks. The brick will read as follows:

IN LOVING MEMORY OF
LIZ NELSON ERVIN
3/4/1975 – 9/11/2018
MOTHER WIFE EDUCATOR
WE LOVE & MISS YOU!!

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



Houlton Parks and Recreation Department

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



Owen Gallop, Director

To: Town Manager and Town Council
From: Owen Gallop, Parks and Recreation Director
Date: May 20, 2025
RE: Request to accept donation

Request to accept the donation from Jessica Milton and Linda Polchies of \$150.00 for the purpose of covering the registration fees for the Parks and Recreation Department's Guitar Camp.

- Please accept this donation in loving memory of Fred Spellman and Rick Spellman for the Parks and Recreation Department's Guitar Camp. These gentlemen had a passion for guitar playing and the donors wanted to extend their love back to the community. These funds will go towards covering the cost of the registration fee for all the participants. Any remaining funds will go towards equipment such as sheet music, stands, and snacks for the participants.

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



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

May 21, 2025
File: 179450540

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

Dear Mr. Stewart,

**Reference: Bid Proposal Analysis & Recommendation
Airport Fueling Systems
NBRC22GME07
Houlton International Airport, Houlton, Maine**

The Airport received one proposal for the above referenced project on May 8, 2025. The bidder was Phoenix Welding, Portland, Maine.

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

1. The proposal was notarized and addenda 1, 2, and 3 were acknowledged on page P-2.
2. The table below summarizes the "Schedule of Prices" for all proposals. The base bid total provides for complete Avgas and Jet A fueling systems and includes a submersible turbine pump for the Jet A fueling system. If the Bid Alternate is included in the contract, the Jet A fueling system will be upgraded to include offloading capability, inbound filtration, and recirculation.

	Engineers Cost Opinion	Phoenix Welding
<i>Base Bid Total</i>	\$1,130,000.00	\$1,233,340.00
<i>Bid Alternate 1 Total</i>	\$150,000	\$95,710.00
Grand Total	\$1,280,000	\$1,329,050

3. The proposal from Phoenix Welding was found to be free of mathematical errors.



May 21, 2025
Page 2 of 2

**Reference: Bid Proposal Analysis & Recommendation
Airport Fueling Systems
Houlton International Airport, Houlton, Maine**

4. The proposal acknowledged the "Contractor's Qualifications and Certification", pages P-4 through P-7.
5. The proposal acknowledged the relevant "Individual Certificate for Proposal", page P-8, "Partnership Certificate for Proposal", page P-9, or "Acknowledgement of Principal", page P-10.
6. The proposal included a check for bid security for 5% of the bid amount.
7. The proposal acknowledged the "Instructions to Bidders" on page P-15.

In summary, no omissions or math errors were found in the one bid proposal from Phoenix Welding.

The only responding bidder is Phoenix Welding and we have therefore focused our remaining analysis on that specific bidder. We reviewed the work references as submitted in the "Contractor's Qualifications and Certification" section of the bid proposal. Based on this review, it appears that the contractor has the material resources, and technical and financial ability, to perform the proposed work satisfactorily.

Stantec recommends that the construction contract for the Airport Fueling Systems project be awarded to Phoenix Welding. The project was advertised for bid on the Town website and online plan rooms. Several bidders received bidding documents and indicated they would submit bids. While only one bid was received, the bid price compares favorably with the Engineer's estimate, therefore we consider their price fair and reasonable.

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

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink that reads "Seth Lovley".

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

Attachment: Bid Summary

c. Cameron Clark, Interim Town Manager

BID SUMMARY Airport Fueling Systems Houlton International Airport NBRC22GME07 Bids Received: May 8, 2025			Engineer's Estimate				Phoenix Welding			
Pay Item	Description of Item	Unit	Estimated Quantity	Unit Price	Total Price	Actual Quantity	Unit Price	Total Price		
1	Mobilization	LS	1	\$100,000.00	\$100,000.00	1	\$108,980.00	\$108,980.00		
2	Earthwork	LS	1	\$80,000.00	\$80,000.00	1	\$137,900.00	\$137,900.00		
3	Concrete Work	LS	1	\$50,000.00	\$50,000.00	1	\$126,380.00	\$126,380.00		
4	Aviation Gasoline and Jet A Fueling Systems	LS	1	\$825,000.00	\$825,000.00	1	\$803,220.00	\$803,220.00		
5	Removal of Petroleum Storage Tank Systems	LS	1	\$75,000.00	\$75,000.00	1	\$56,860.00	\$56,860.00		
BASE BID TOTAL					\$1,130,000.00	\$1,233,340.00				
6	Jet A Fueling System - Addendum 3	LS	1	\$150,000.00	\$150,000.00	1	\$95,710.00	\$95,710.00		
ADDITIVE BID ITEM TOTAL					\$150,000.00	\$95,710.00				
GRAND TOTAL					\$1,280,000.00	\$1,329,050.00				

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



III L

TOWN COUNCIL RESOLUTION

WHEREAS, the Town of Houlton has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and held a community workshop on 30 April 2025 which prioritized the following action areas:

- Infrastructure Improvements: Assess and upgrade roads, sidewalks, storm drains, and trail lighting.
- Support for Vulnerable Populations: Ensure ADA-compliant infrastructure and strengthen outreach to vulnerable populations during extreme weather events.
- Natural Resource Management: Address river pollution, enhance stormwater management, explore a watershed plan with tribal collaboration, plant trees, and expand environmental education.
- Economic Development: Update zoning to support higher-density development in downtown, plan for shorter winter recreation seasons, address workforce housing and retention, and support energy-efficient business practices.
- Transportation Connectivity: Improve pedestrian and bicycle access, connect trails to key services, and expand electric vehicle (EV) charging infrastructure.

BE IT RESOLVED, the Town of Houlton commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resilience to extreme weather and climate change impacts;

BE IT FURTHER RESOLVED, the Town of Houlton designates the Community Resilience Working Group to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership.

DATE ENACTED: May 27, 2025

Municipal Seal

AUTHORIZED SIGNATURES

Name: Jane R. Torres	Date: May 27, 2025
Name: Jon A. McLaughlin	Date: May 27, 2025
Name: Edward M. Lake	Date: May 27, 2025
Name: Eileen E. McLaughlin	Date: May 27, 2025
Name: Erin M. Matthews	Date: May 27, 2025
Name: Alexis L. Brown	Date: May 27, 2025
Name: James L. Peters	Date: May 27, 2025



TOWN OF HOULTON
21 WATER STREET
HOULTON, MAINE 04730

PHONE: 207-532-7111

FAX: 207-532-1304

Town Treasurer Report

To: Cameron Clark, Town Manager
From: Kimberly M. Denbow, Town Treasurer
RE: April 2025 Monthly Report
Date: May 19, 2025

The Finance Department as of April 30th has spent 28.65% of its budget.

Bank Accounts as of April 30th, Town Operating is currently at \$1,850,203.23.

RECAP: As of April 30th, we've collected 32.81% of the excise tax revenues budgeted. This includes Boats, Aircrafts, and Registrations. Compared to last year we collected 33.77% of the budgeted excise tax revenues.

Jan-April
Excise Revenues

	2024	2025
Boat excise	\$476.00	\$576.40
Aircraft excise	\$1,105.71	\$0
Registration excise	\$369,834.40	\$361,941.32

Best Regards,

Kimberly M. Denbow

Town Treasurer

207-532-7111

town.treasurer@houlton-maine.com

Expense Summary Report

Department(s): 100 - 199
January to April

Account	Budget Net	----- Y T D -----			Unexpended Balance	Percent Spent
		Debits	Credits	Net		
100 - GENERAL GOVT	907,092.00	333,458.61	7,789.62	325,668.99	581,423.01	35.90
40 - ADMIN	626,943.00	247,906.99	6,344.15	241,562.84	385,380.16	38.53
41 - ASSESS	129,056.00	48,770.59	634.99	48,135.60	80,920.40	37.30
48 - C.E.O.	79,385.00	21,155.63	553.48	20,602.15	58,782.85	25.95
49 - COMM. DEV.	68,858.00	15,568.40	200.00	15,368.40	53,489.60	22.32
92 - PLAN BOARD	2,850.00	57.00	57.00	0.00	2,850.00	0.00
101 - PROTECTION	3,889,656.00	1,284,660.70	67,646.26	1,217,014.44	2,672,641.56	31.29
42 - PROTECTION	556,608.00	201,850.96	8,097.03	193,753.93	362,854.07	34.81
43 - POLICE	1,662,581.00	498,250.50	26,234.95	472,015.55	1,190,565.45	28.39
44 - FIRE	686,485.00	241,827.91	15,849.67	225,978.24	460,506.76	32.92
45 - AMBULANCE	983,982.00	342,731.33	17,464.61	325,266.72	658,715.28	33.06
102 - PUBLIC SERV	1,316,878.00	457,281.80	33,212.98	424,068.82	892,809.18	32.20
54 - TREE PROG	7,500.00	200.00	0.00	200.00	7,300.00	2.67
55 - PUBLIC WORKS	160,186.00	52,024.11	2,523.42	49,500.69	110,685.31	30.90
56 - ROAD MAINT	253,396.00	44,743.61	239.31	44,504.30	208,891.70	17.56
62 - STORM DRAIN	16,750.00	0.00	0.00	0.00	16,750.00	0.00
66 - SNOW & ICE	449,647.00	218,228.86	9,256.86	208,972.00	240,675.00	46.47
67 - SNOW HAUL	2,600.00	0.00	0.00	0.00	2,600.00	0.00
68 - SEPTIC	3,125.00	0.00	0.00	0.00	3,125.00	0.00
69 - REFUSE	11,500.00	0.00	0.00	0.00	11,500.00	0.00
71 - TRAFFIC CNTL	38,900.00	0.00	0.00	0.00	38,900.00	0.00
99 - GARAGE	373,274.00	142,085.22	21,193.39	120,891.83	252,382.17	32.39
103 - EMP. BENEFIT	1,978,462.00	675,251.37	138.71	675,112.66	1,303,349.34	34.12
93 - EMP. BENEFIT	1,978,462.00	675,251.37	138.71	675,112.66	1,303,349.34	34.12
104 - HLTH & CULT	395,103.00	239,057.17	524.43	238,532.74	156,570.26	60.37
47 - HLTH & SOC	32,372.00	4,115.84	53.30	4,062.54	28,309.46	12.55
51 - CEMETERIES	111,074.00	18,811.33	471.13	18,340.20	92,733.80	16.51
96 - OTHER AGENC	251,657.00	216,130.00	0.00	216,130.00	35,527.00	85.88
105 - PARKS & REC	762,633.00	245,916.73	11,587.97	234,328.76	528,304.24	30.73
74 - P & R ADM	144,681.00	47,702.75	3,004.52	44,698.23	99,982.77	30.89
75 - P & R YOUTH	108,500.00	18,982.51	2,337.87	16,644.64	91,855.36	15.34
77 - ARENA CONCES	23,000.00	21,358.39	1,058.40	20,299.99	2,700.01	88.26
78 - P & R ARENA	264,454.00	94,600.85	2,750.77	91,850.08	172,603.92	34.73
79 - PARKS MAINT	183,248.00	47,964.86	2,436.41	45,528.45	137,719.55	24.85
80 - BLDG MAINT	38,750.00	15,307.37	0.00	15,307.37	23,442.63	39.50
106 - AIRPORT	206,151.00	19,878.09	275.58	19,602.51	186,548.49	9.51
83 - AIRP MAINT	206,151.00	19,878.09	275.58	19,602.51	186,548.49	9.51
107 - EDUCATION	3,205,503.00	1,018,500.96	0.00	1,018,500.96	2,187,002.04	31.77
96 - M.S.A.D. #29	3,205,503.00	1,018,500.96	0.00	1,018,500.96	2,187,002.04	31.77
108 - COUNTY TAX	839,505.00	0.00	0.00	0.00	839,505.00	0.00
96 - COUNTY TAX	839,505.00	0.00	0.00	0.00	839,505.00	0.00
109 - DEBT SERV	983,192.00	64,088.89	0.00	64,088.89	919,103.11	6.52
95 - DEBT SERV	983,192.00	64,088.89	0.00	64,088.89	919,103.11	6.52
110 - UNCLASSIFIED	65,795.00	15,228.08	0.00	15,228.08	50,566.92	23.14
50 - PUB BLDG WHI	7,864.00	3,017.20	0.00	3,017.20	4,846.80	38.37
53 - PUB BLDG TO	37,931.00	12,142.98	0.00	12,142.98	25,788.02	32.01
97 - ABATEMENTS	20,000.00	67.90	0.00	67.90	19,932.10	0.34
111 - SPCL PROJECT	224,250.00	0.00	0.00	0.00	224,250.00	0.00
98 - SPCL PROJECT	224,250.00	0.00	0.00	0.00	224,250.00	0.00
Final Totals	14,774,220.00	4,353,322.40	121,175.55	4,232,146.85	10,542,073.15	28.65

Revenue Summary Report

Department(s): 100 - 199

January to April

05/19/2025

Page 1

Account	Budget Original	Budget Net	----- Y T D -----			Uncollected Balance	Percent Collected
			Debits	Credits	Net		
100 - GENERAL GOVT	0.00	101,900.00	0.00	0.00	0.00	101,900.00	0.00
40 - ADMIN	0.00	101,900.00	0.00	0.00	0.00	101,900.00	0.00
130 - TAXES	0.00	8,808,069.00	0.00	0.00	0.00	8,808,069.00	0.00
30 - TAXES	0.00	8,808,069.00	0.00	0.00	0.00	8,808,069.00	0.00
131 - INTERGOVERN	0.00	2,965,936.00	0.00	501,817.67	501,817.67	2,464,118.33	16.92
31 - REVENUES	0.00	2,965,936.00	0.00	501,817.67	501,817.67	2,464,118.33	16.92
132 - EXCISE	0.00	1,104,800.00	1,487.92	364,005.64	362,517.72	742,282.28	32.81
30 - TAXES	0.00	1,104,800.00	1,487.92	364,005.64	362,517.72	742,282.28	32.81
134 - INTEREST	0.00	132,000.00	52.88	51,621.30	51,568.42	80,431.58	39.07
30 - TAXES	0.00	132,000.00	52.88	51,621.30	51,568.42	80,431.58	39.07
135 - SERVICES	0.00	1,150.00	1.00	444.00	443.00	707.00	38.52
30 - TAXES	0.00	1,150.00	1.00	444.00	443.00	707.00	38.52
136 - OTHER INCOME	0.00	76,800.00	56.69	1,591.34	1,534.65	75,265.35	2.00
30 - TAXES	0.00	75,400.00	56.69	1,591.34	1,534.65	73,865.35	2.04
31 - REVENUES	0.00	1,400.00	0.00	0.00	0.00	1,400.00	0.00
140 - ADMIN	0.00	38,300.00	3,619.66	19,950.25	16,330.59	21,969.41	42.64
40 - ADMIN	0.00	38,300.00	3,619.66	19,950.25	16,330.59	21,969.41	42.64
141 - ASSESS	0.00	0.00	0.00	0.00	0.00	0.00	----
41 - ASSESS	0.00	0.00	0.00	0.00	0.00	0.00	----
143 - POLICE	0.00	41,700.00	95.00	9,790.00	9,695.00	32,005.00	23.25
43 - POLICE	0.00	41,700.00	95.00	9,790.00	9,695.00	32,005.00	23.25
144 - FIRE	0.00	191,044.00	50.00	156,257.14	156,207.14	34,836.86	81.77
44 - FIRE	0.00	191,044.00	50.00	156,257.14	156,207.14	34,836.86	81.77
145 - AMBULANCE	0.00	1,001,171.00	127,995.86	596,381.41	468,385.55	532,785.45	46.78
45 - AMBULANCE	0.00	1,001,171.00	127,995.86	596,381.41	468,385.55	532,785.45	46.78
147 - HEALTH & SOC	0.00	14,000.00	176.88	501.42	324.54	13,675.46	2.32
47 - HEALTH & SOC	0.00	14,000.00	176.88	501.42	324.54	13,675.46	2.32
148 - CODE ENFORCE	0.00	34,500.00	0.00	2,488.00	2,488.00	32,012.00	7.21
48 - CODE ENFORCE	0.00	34,500.00	0.00	2,488.00	2,488.00	32,012.00	7.21
151 - CEMETERIES	0.00	6,000.00	480.00	1,605.00	1,125.00	4,875.00	18.75
51 - CEMETERIES	0.00	6,000.00	480.00	1,605.00	1,125.00	4,875.00	18.75
152 - REST AREA	0.00	0.00	0.00	0.00	0.00	0.00	----
52 - REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	----
155 - PUBLIC SERV	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
55 - PUBLIC SERV	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
169 - REFUSE	0.00	1,000.00	0.00	455.00	455.00	545.00	45.50
69 - REFUSE	0.00	1,000.00	0.00	455.00	455.00	545.00	45.50
175 - P & R YOUTH	0.00	60,000.00	113.40	9,619.60	9,506.20	50,493.80	15.84
75 - P & R YOUTH	0.00	60,000.00	113.40	9,619.60	9,506.20	50,493.80	15.84
176 - P & R ADULT	0.00	5,000.00	0.00	3,915.00	3,915.00	1,085.00	78.30
76 - P & R ADULT	0.00	5,000.00	0.00	3,915.00	3,915.00	1,085.00	78.30
177 - ARENA CONCES	0.00	0.00	0.00	0.00	0.00	0.00	----
77 - CONCESSIONS	0.00	0.00	0.00	0.00	0.00	0.00	----
178 - P & R ARENA	0.00	124,250.00	3,259.52	63,134.97	59,875.45	64,374.55	48.19
78 - P & R ARENA	0.00	124,250.00	3,259.52	63,134.97	59,875.45	64,374.55	48.19
179 - PARKS MAINT	0.00	0.00	0.00	0.00	0.00	0.00	----
79 - PARKS MAINT	0.00	0.00	0.00	0.00	0.00	0.00	----
180 - P&R BLD MAIN	0.00	5,000.00	0.00	2,853.00	2,853.00	2,147.00	57.06
80 - P&R BLD MAIN	0.00	5,000.00	0.00	2,853.00	2,853.00	2,147.00	57.06

Revenue Summary Report

Department(s): 100 - 199
January to April

Account	Budget Original	Budget Net	----- Y T D -----		Uncollected Balance	Percent Collected
			Debits	Credits		
183 - AIRPORT CONT'D						
183 - AIRPORT	0.00	135,500.00	1,081.82	11,249.50	10,167.68	125,332.32 7.50
83 - AIRPORT ADM.	0.00	135,500.00	1,081.82	11,249.50	10,167.68	125,332.32 7.50
199 - PWD GARAGE	0.00	0.00	0.00	0.00	0.00	0.00 ----
99 - PWD GARAGE	0.00	0.00	0.00	0.00	0.00	0.00 ----
Final Totals	0.00	14,851,120.00	138,470.63	1,797,680.24	1,659,209.61	13,191,910.39 11.17

Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1304

21 Water St.
Houlton, Maine 04730

To: Town Manager
Members of Council

From: Chris Stewart
Houlton Public Works Director

RE: April 2025 Public Works Monthly Report

Operations:

- Public works summer hours have started. We are currently on our ten-hour day schedule, Monday through Thursday 6 A.M. to 4:30 P.M.
- Patching streets has been our main focus this month. We are buying our cold patch from Trobley Construction out of Limestone, Maine. The product Trobley's produces adheres to the roadway very well, with little to no heat required. We have having better luck with this type of material staying in our holes compared to traditional cold patch. We will continue to place cold patch until Steelstone Industries hot top plant starts up for the summer.
- Public works new patch trailer should be delivered in early May.
- Repairing and replacing street signs, stop signs and such throughout town. Throughout the winter months, a lot of our signs get bent or broken during the snow removal process.
- Ordered and received our first load of Magnesium Chloride. The chemical is used as a dust control agent on our dirt roads during the spring into summer months. There is still a lot of grading and repairing of our dirt roads before the chemical can be placed. Public works spread roughly 20,000 gallons of the product.
- Heavy load road posted signs are now removed. Crew members took down the heavy load posted signs on the last day of April. Roads are drying up nicely.
- The crew is getting geared up for construction, along with that duty, making sure all areas we plan on digging are called in for dig safe, which is state law. You must have the site properly marked out in white spray paint and give contractors three working days to mark out any utilities that are in the area we wish to excavate.
- Believe it or not, I did have to call the crew in to plow, sand and salt during April. April 14th was the last time we had to come in for inclement weather. I am hopeful we are done for the spring.

- Street sweeping has begun. We will continue to sweep the streets as the weather permits. We typically start on more heavily traveled roadways and roads that are going to be striped with paint first, then working our way throughout town. The process of cleaning all the town streets takes roughly three to four months, depending on how much sand we used on the roadways throughout the winter months.
- Sidewalk sweeping is currently underway. The operation takes two to three days to complete.
- The town's road grader will be disassembled of its winter gear and get prepped to start grading roads. Front plowed removed, wing removed, winter carbide blades removed cleaned and serviced. Weight box placed on front of machine, carbide summer blades placed on machine.
- Public works had an emergency dig on Mill St. One of our catch basins have failed, causing the roadway around the basin to collapse. Crew stabilized the site and rebuilt the catch basin from its base back up to street level.
- Screening recycled asphalt at the town pit, located off Smyrna St. Public works will have an employee at the gravel pit full time for most of the spring/summer months.
- Completed monthly safety checks of all equipment and buildings. This is completed to stay in compliance with Maine Department of Labor.
- Flower pots were delivered to Callahan's Florist in New Limerick for the planting of this year's flower pots.
- Pulled out eleven shrubs that were damaged during the construction of the library windows project.
- Park maintenance has now completed the new wooden fencing located at Community Park. Looks great! Removed old metal building at Community Park, the building was used in the past for storage. Cleaned up around the old metal building, hauling in several loads of screened gravel to the driveway around the current storage building. Park maintenance pickup truck is undergoing much needed mechanical work, as several front end parts are in rough shape and will currently not pass inspection. The truck is also very rusty from years of road chemicals eating away at the metal components of the truck. Body repair will have to be completed in the near future to keep this truck on the roadway. With baseball/softball season just around the corner, staff will be turning over the ball fields, trimming grass, painting lines, placing bases and applying turf to the fields as needed.

Riverfront Park restrooms are now open for the summer. Park maintenance crew worked with Mcpartlands Plumbing and Heating to get the water and sewer turned back on. Restrooms were cleaned and stocked back up with cleaning supplies.

Park staff will help get the Rec. Center ready for the May 6th town vote.

Park maintenance budget to date is looking favorable, with expense reports showing we are just under budget going into the month of May.

- Public works budget looks to be slightly above bench mark going into the month of May. This is typical, as winter months are harder on the budget due to purchasing winter materials such as winter salt, parts and overtime to keep the roads cleared. During the summer months, the expense budget will gradually come back in under benchmark.

Respectfully Submitted
Chris Stewart



John A. Millar Civic Center
94 Randall Ave.
Houlton, ME 04730
civic.center@houlton-maine.com
207-694-0439



Monthly Reports January-March 2025

● **April**

April started with the welcoming of our new Town Manager, Cameron Clark. I look forward to working with him and am so pleased with the council's decision. I take comfort in having a young and motivated manager that has made Houlton his first priority. That week also began with prepping the facility for the Shift into Spring Expo hosted by Priority Auto and Tractor, Ride North Recreation and Ride North Harley Davidson. Over 600 people attended the event. We had concessions open, and we were very busy keeping everyone fed. It was a great success. A bid was accepted by the Town Council to replace the front exterior doors at the civic center that have been deteriorating rapidly over the last few years. I want to thank the council for seeing the need and assisting with this much needed project. CTM Services was here to service the Olympia Ice Resurfacer. They stated that the machine is pretty good shape considering its age. As long as we can keep up the services once a year with them doing a full overhaul, we could buy ourselves many more years of use. We are, however, going to need to invest in a new set of studded tires as they are 23 years old and are starting to lose their studs and also deteriorate. If the auger were to pick up a stud it could result in severe damage to the machine and a much more expensive fix. It was also suggested that we invest in a new edger to maintain the ice at a certain depth. The typical depth of the ice should be between 1.25 and 1.50" in thickness. Our ice was nearing 3.5" around the edges at the end of our season. With the increased thickness of the ice our compressors are working harder than they should given their age and the increased amount of utilities it takes to run such equipment. This thickness also increases the risk of injury to players, coaches, officials and the general public. I am in hopes to secure sponsorships for both of these items.

April 26th and 27th we hosted the Annual Gun show. This year the Military Museum was also in attendance displaying relics from the military as well as military motor vehicles. This event brought in an enormous amount of people from the community and surrounding areas. It was wonderful to see so many enjoying the event and our facility. JMCC was open for concessions for the entirety of the weekend, and we had a great turn out for that as well.

April 28th- 30th I attended the NE Ice Management Association Spring conference. I took part in the operations and risk management course. At the completion of the course, I was required to take an exam to receive my certificate of completion. I also attended their trade show. This gave me the opportunity to make connections with people in the industry and ask questions. I received a lot of feedback on ways to maintain our facility and to make it more economically sustainable.

Upcoming Events:

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

June 7th we will host the All-Star Gymnastics and Cheerleading Spring Fling. This will be the first time the event will be held in Houlton. We have a huge number of talented young people in our area that attend the Houlton division of All Star Gymnastics, and we are looking forward to supporting them and watching them showcase their hard work. Please make time to come to this event.

June 12th is Houlton High School's graduation ceremony. JMCC alone has 5 employees that will be graduating. Ryker, Olivia, Isaiah, Mark and Mason. If you happen to see them, please congratulate them on their accomplishments. I am so proud of them.

June 21st will be the Summer Solstice Artisan Craft Fair and Indoor Flea Market; this is shaping up to be a great show with many vendors in attendance.

Thank you for your time.

Kindly Serenna Fitzpatrick



Town of Houlton
CODE * ENFORCEMENT * OFFICE

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



To: Town Manager Clark & Town Councilors

From: Benjamin Torres, Code Enforcement Officer

RE: Monthly Report – April 2025

Permits Issued –

Permit Type	Owner	Location	Est. Cost	Permit Fee
Building	Anthony Bowers	10 Water Street	\$275,000.00	\$1,625.00
Certificate of Occupancy	Shiretown Properties	17 Court Street	N/A	\$30.00
Certificate of Occupancy	H.B.M.I.	496 North Street	N/A	\$30.00
Certificate of Occupancy	H.B.M.I.	654 North Street	N/A	\$30.00
Certificate of Occupancy	Wireless Zone	139 North Street, Suite 1	N/A	\$0.00*
Certificate of Occupancy	RE/MAX	141 North Street	N/A	\$30.00

* No change in occupancy classification.

Addresses Assigned/Confirmed –

Address	Owner	Location
139 North St. Suite 1	Ellis Commercial Development	028-0-024-000
139 North St. Suite 2	Ellis Commercial Development	028-0-024-000
243 B Road	Katheryn Harnish	021-0-011-000
247 B Road	Joan Harnish	021-0-011-000

Planning Board Activities –

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



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The April 1st 2025 regular meeting was centered on a question and answer session with Town Attorney Mr. Daniel Nelson. Mr. Nelson attended the meeting and spent most of it at the podium answering legal questions for the Board members.

The April 15th, 2025 regular meeting saw the resignation of longtime Planning Board member and past Chairman Mr. Kilburn (Kip) Swallow. He had been with the Planning Board for nearly 20 years, and brought a combination of professional expertise and historical knowledge that was invaluable. His kind demeanor and easy going attitude will be missed, and the Town of Houlton thanks him for his decades of volunteer service.

Mr. Swallow has tendered his resignation to me in advance of the meeting, and informed me that he would be working with local company K&E Holdings Group Inc. as their agent for a subdivision application.

Mr. Swallow attended the April 15th, 2025 meeting to present the “Pre-Application & Submission of Sketch Plan” phase of subdivision review. The proposed subdivision would split an existing 12 acre lot located at 60 Drews Lake Road into residential lots arranged on the west and east sides of a central road (4 lots west side, 2 lots east, for a total of 6). These lots will eventually contain single family homes each with their own well and septic system.

After the presentation, Mr. Swallow returns to the audience and the Board discussed an in person training opportunity hosted by the Maine Municipal Association (MMA) in Presque Isle on May 21st, titled “Planning Board & Zoning Board of Appeals Workshop”. Ben and Nancy will be attending this workshop and the option is available to any Planning Board member who wishes to attend as well. Ultimately, the Planning Board sent 3 members to this training.

Code Enforcement Training Activities –

On April 7th, the package of building codes adopted by the State of Maine, more commonly referred to as MUBEC (Maine Uniform Building & Energy Code), was updated from the 2015 Code Standards to the 2021 Code Standard, which now includes the following:

- 2021 International Residential Code (IRC)
- 2021 International Building Code (IBC)



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- 2021 International Existing Building Code (IEBC)
- 2021 International Energy Conservation Code (IECC)
- 2021 International Mechanical Code (IMC)

All of the above standards are published by the International Code Council (ICC)

The following standards were also adopted as part of the MUBEC update:

- 2019 ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) 62.1 (Ventilation for Acceptable Indoor Air Quality)
- 2019 ASHRAE 62.2 (Ventilation for Acceptable Indoor Air Quality in Low-Rise Residential Buildings **OR** the CSA-F326-M91 Canadian Standards Association Standard for Residential Mechanical Ventilation Systems (*Alternative to ASHRAE 62.2*))
- 2019 ASHRAE 90.1 (Energy Standard for Buildings except Low-Rise Residential Buildings) editions without addenda
- ASTM (American Society for Testing and Materials) E-1465-2008, Standard for Radon Control Options for the Design and Construction of New Low-Rise Residential Buildings.

With this new adoption, the State of Maine brings us into a new, more modern era of building standards. The State of Maine has provided a number of training opportunities for CEOs and TPIs (Third Party Inspectors) around the state. I was able to attend the following classes virtually.

1. April 2nd, 2025 – 9AM to 4PM – Energy Code Transition 2015 -> 2021 – Residential & Commercial.
2. April 3rd, 2025 – 9AM to 4PM – Residential Construction – IRC Transition 2015 -> 2021.
3. April 17th, 2025 – Noon to 4PM – ACEO - Shoreland Zoning – Introduction to MELS (Maine Enterprise Licensing System)

There were a number of training opportunities that were only held in person with no virtual option. Unfortunately the closest location was Brewer, and I am rarely able to leave my office for the whole day in the Springtime.

Between the collaborative network of Aroostook County Code Enforcement Officers (ACEO) and recorded training sessions offered by the State the materials are available and readily accessible.

On April 16th, from 1PM to 2PM there was a Local Health Officer (LHO) training updating LHOs statewide on the highly pathogenic Avian Influenza.



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On April 23rd, I was invited on a private tour of the KBS Builders Inc. factory in South Paris Maine, to see first hand how modular buildings are designed, constructed, and transported. The tour was specifically arranged to be held 1 day before the GrowSmart Maine Building Community Strength Meeting in Skowhegan for convenience.

On April 24th and 25th, Economic Development Director Nancy Ketch and I attended the GSM BCS Skowhegan meeting. This meeting was focused on Economic Development, Downtown Revitalization & Climate Resilience.

On April 30th, in conjunction with GrowSmart Maine program staff, we held a Community Resilience Workshop at the Gentile Memorial Building at 5:30PM. The public was invited to this meeting and I'm happy to say we had around 30 members of the public in attendance. Individuals were placed into breakout groups and a small committee was formed which includes citizens and Town Staff.

Regular Code Enforcement Activities –

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

Miscellaneous – Ongoing

- Documents to be drafted:
 - Use Permit Application – initial draft
 - Demolition Permit Application – initial draft
 - Planning Board Documents & Review Sheets
- After a discussion with Town Manager Clark, the “busy season” for my department did not seem like a prudent time for onboarding new software. In light of this, I will be pushing back software adoption until the 4th quarter of 2025. My intention is to be training and have a fully functioning system available to the public by January 1st of 2026.



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Miscellaneous – CEO Comment

The Code Enforcement Office has moved from the 1st floor to a 2nd floor within the Town Office. This has allowed for a greater consolidation of department records, and increased privacy for individual meetings.

From April 1st, 2025 to April 30th, 2025, the Code Enforcement Office saw a total of 368 calls, with 177 outgoing, and 191 received.

Thank you for your time and consideration,

Benjamin Torres, CEO/LPI/LHO/AO