

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

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

Public Participation thru Zoom:

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

AGENDA

Regular Council Meeting

**June 23, 2025
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Regular Council Meeting of June 9, 2025

II. Old 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.)

(Public Hearing)

[This policy was recommended by legal counsel.](#)

III. New Business

A. (060225-1) Council authorizes the Town Manager to have the town-wide camera system reactivated.

B. (060225-2) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by American Dream Restaurants, LLC d/b/a Pizza Hut located at 136 North Street, for renewal of liquor license.

(Public Hearing)

[Approval required by the state.](#)

C. (060225-3) Council approves the execution of the application for a Victualer License for Great American Real Food Fast, INC. d/b/a, located at 267 North Street.

(Public Hearing)

[Operating under new business name.](#)

D. (060225-4) Council accepts the donation of services to remove all existing pavement and excavation and placement of materials in areas requiring full reconstruction on Aurora Circle from Brown Construction.

The town is appreciative of this public/private partnership.

E. (060225-5) Council approves execution of the application to the Bureau of Alcoholic Beverages by Heather LaFontaine, for Catering Privileges Off Premise for an event on July 5, 2025 at 94 Randall Avenue.

Approval required by the state, this is for catering the Houlton High School Alumni Association Reunion.

IV. Discussion and Reports

A. Town Managers Report

B. Councilors' Remarks

V. Adjournment

**Regular Council Meeting
June 9, 2025**

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

Public Comments: None.

I. **Minutes:** It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that the Special & Regular Council Meeting of May 27, 2025 minutes, be approved as written. Councilor E. McLaughlin asked if two words could be added on page 6 near hotspots adding "Riverfront Park".

All were in favor of the minutes as corrected.

II. **Old Business**

A. (S050225-2) Chair Torres declared the Public Hearing open on the following: 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

Chair Torres noted that this will provide funds to cover the cost of remediation as needed.

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

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

Town Manager Clark shared that this is a transfer of funds from one CEO account to another CEO account. This will allow the funding to be available when the town starts the cleanup process for the proposed properties.

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

The order passed.

B. (S050225-3) Chair Torres declared the Public Hearing open on the following: 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

Chair Torres noted that these funds will be used to purchase the emergency dispatch console and \$7,000 for Fire Department equipment upgrades.

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

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

Town Manager Clark noted the equipment purchased with these funds service our TIF districts in compliance with our project costs in the various districts for public safety as it relates to development and promoting our development programs.

Councilor E. McLaughlin wondered if this includes a fetal monitor or not, Town Manager Clark shared that no this does not include one.

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

The order passed.

C. (050225-1) Chair Torres held the First Reading on the following: 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.)

Chair Torres noted that the Public Hearing will be held at the Regular Council meeting on June 23, 2025.

III. New Business

A. (060125-1) 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 Market Pizza LLC., located at 23 Market Square, for renewal of liquor license.

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

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

Councilor E. McLaughlin asked whether ADA requirements are applicable for maintaining these licenses. Town Manager Clark stated that he does not believe that this is affected.

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

The order passed.

B. (060125-2) 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 Majais Corp. d/b/a Downunder Sports Pub, located at 282 North Street, for renewal of liquor license.

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

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

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

The order passed.

C. (060125-3) Chair Torres declared the Public Hearing open on the following: Council approves renewal of the Special Amusement Permit for Dancing & Entertainment by Downunder Sports Pub, located at 282 North Street.

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

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

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

The order passed.

D. (060125-4) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council accepts the low bid of \$7.96 per cubic yard of winter sand picked up by the Public Works Department and \$11.96 per cubic yard delivered, from Richard Gogan Construction LLC.

Town Manager Clark shared that this amount is up over 30% from last year. Mr. Clark added that now we are up with market cost.

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

The order passed.

E. (060125-5) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council accepts the low bid of \$85.10 per ton of winter road salt, delivered from Eastern Salt Company, Inc.

It was moved by Councilor J. McLaughlin, seconded by Councilor Lake to amend the order to correct the name of the apparent low bidder to New England Salt Company, Inc.

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

Town Manager Clark stated that there were no issues noted with this bid.

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

The order passed.

F. (060125-6) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council approve execution of the application from Consolidated Communications of Northern New England Company for location of poles on Reservoir Hill Road and Reservoir Hill Court.

Town Manager Clark noted that this order will update poles in conjunction with the reconstruction project. He shared that there is a detailed handout in your packet that relates to this. He also noted that there is detailed maps available.

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

The order passed.

IV. Discussion and Reports

A. Aurora Circle Road Improvements – Town Manager Clark shared that the town has been approached by a private firm that will donate their services for road improvements on Aurora Circle. It was noted that Aurora Circle was not a part of the Reservoir Hill Road project but would be good to do all work at the same time and this public/private partnership will make it feasible to do so. It was noted that the construction firm doing the Reservoir Hill Road project has common ownership with the development that is served by Aurora Circle, however the road is public and the town's responsibility to maintain.

He noted that this public firm would be able to collaborate with PWD on Aurora Circle as they are already working on the Reservoir Hill project. Should the consensus of Council be to consider this, it will be added to the next agenda. Chair Torres shared that she feels that this does need to be paved and bringing trucks in after reconstruction would cause hardship. Town Manager Clark shared this would be beneficial to have this proposed project looped into the Reservoir Hill Road project, however that was not the initial design.

Councilor E. McLaughlin asked if there was interest from the owner of parcels in buying the road, rather than it being a town road. Town Manager Clark discussed some history regarding subdivision development. He noted that he does not believe a private firm would be interested in this. Councilor E. McLaughlin asked if this would set a precedent for it to be considered town vs private that would cause more hardship. Town Manager Clark shared that all houses in the development are served by this one street that was previously adopted as a town street through Council.

Town Manager Clark welcomed Jim Brown to discuss this project. Councilor Lake shared with Councilor E. McLaughlin that this would help avoid having construction equipment go up over this new project. Jim Brown shared that most parts of town were subdivisions at one point in time, this is how towns grow. He clarified the offer his company proposed was prior to knowing the outcome of another project. Once he knew the results of the bid on the Hartford Street project, he shared with Town Manager Clark that he would still be interested in doing this project as well. He stated that he believes this is a win-win for the community.

Consensus of the Council was to add this proposal to the next agenda.

B. Revolving Loan Fund Guidelines – Town Manager Clark noted that the intent of the discussion is to decide on maintaining current guidelines for the revolving loan or allowing the program to be used townwide. He noted that the revolving loan program has been used 4 times with 3 making payments back to the town, so it has been under-utilized. Mr. Clark noted that he has not spent a lot of time working on but will address it with Council's direction. He noted that the program had \$533,000 in it and has been cut to nearly \$100,000. Based on the guidelines the loan is used as part of a capital stack for downtown buildings. He noted that before changing the program he would appreciate time to utilize the funds, as is, since the guidelines were just put into place in November of 2024. He noted that the sidewalk project happening later this year will impact the businesses and put a 5-year moratorium on the sidewalks so they cannot be dug up. He noted that would like to communicate with all the downtown property owners and inform them of this program so that they could upgrade their underground utilities ahead of time. He noted that overall, the money that funds this revolving loan does come from the captured assessed value of the TIF districts, so it makes sense to him that the funds stay utilized within one of our districts.

Chair Torres believes that this fund is underutilized and would like for outside businesses to be able to access the funds.

Councilor J. McLaughlin asked what happens if the bids for the sidewalk project are a lot higher due to cost increases, could the funds be used? Town Manager Clark asked Community Development Director Nancy Ketch to approach the podium to address the downtown sidewalk project. Director Ketch explained that the Maine DOT has continued to add additional funds to the project as the time has gone on and costs have increased over the years. The higher anticipated project cost also increases our match requirement, but the increased match amount as it currently stands has been accounted for in the appropriate TIF account.

Town Manager Clark stated that he is looking for direction from Council on how to move forward.

Councilor Peters noted that he was leaning towards opening it up for all businesses but didn't realize it has only been open since November. Clark clarified that the guidelines had been changed in November.

Councilor Matthews shared that she feels that it is important for it to stay how it was initially intended, but if no takers, opening it up for others.

Councilor E. McLaughlin stated that she would like for it to stay in the downtown.

Chair Torres suggested that it be discussed again in 6 months.

C. Town Managers Report – Mr. Clark noted that all packets are available on the town's website the Thursday before the meeting.

Town Manager Clark noted that paving has taken place on Varney Ave, the end of High Street and Joseph Street. He noted that milling and paving of Highland Ave to Washburn and Washburn to North Street as well as Main Street will be started in the coming weeks with Winter Street and Prospect Street starting after the 4th of July. He noted that the town has gone out to bid for the rebuild of Hartford Street and have an apparent low bidder of which will be an order for a future meeting. He noted that the Reservoir Hill Road project is starting in early July and possibly Aurora Circle. He noted that legal counsel is advising the town to adopt a policy before beginning to record meetings.

D. Councilors' Remarks – Councilor E. McLaughlin noted that it was brought to her attention that the ramp where the canoe race ends/takes out, is out of the water and a potential hazard. She would like to know who is in charge of the ramp and if there could be signage for this? Town Manager Clark noted that it is the town's responsibility to keep up with that area, and he will look into it further.

Councilor E. McLaughlin requested that the town be mindful of ADA requirements (for the elderly, people with walkers and electrical vehicles) and could construction please be considerate during the sidewalk project. She stated that she is thankful for the Houlton Plaza sign change and that it looks nice. Councilor E. McLaughlin asked if there are rules concerning the removal of signs for businesses no longer in operation. She shared that some towns have tobacco settlement money and several have adopted ordinances for this and suggested we may look into this. Town Manager Clark shared that he would like consensus from Council before moving forward.

Councilor J. McLaughlin noted that changing the fiscal year has been discussed and wondered if that is still a possibility. Town Manager Clark replied that discussion will be revisited and also noted that sending out two tax bills would be helpful with cash flow.

Councilor J. McLaughlin asked if the turning arrows and crosswalks, will be completed by the 4th of July. Town Manager Clark shared that this work is being done at night.

Chair Torres asked for an update of the weeding in the downtown. Town Manager Clark replied that the town had did the bid process for the weeding but had received no bids. Clark noted that the town will be hiring a company to spray downtown and PWD will take care of the weeding. Chair Torres shared that the Canopy Crew has been sprucing things up in the downtown area. Clark shared that the Fire Department will be doing the watering of the flowers.

Councilor Lake recognized two of the Canopy Crew members (Paula & Susan) who were in attendance at tonight's meeting. His wife thanked them as it looks nice.

Councilor Peters asked about the condition of the Machias Savings Bank retaining wall. Town Manager Clark noted that this has been looked into by the Code Enforcement Officer. He noted that the property is possible for sale and doesn't feel that a quick fix is the best option.

Councilor E. McLaughlin asked is it possible to make the fountain in front of Key Bank functional. Chair Torres shared that there are no pipes for draining. She noted that there is a manhole cover there and that they could discuss this another year with the Houlton Water Company but not this year.

V. Adjournment: On motion by Councilor Lake, seconded by Councilor J. McLaughlin, the meeting adjourned at 6:48 PM.

Tamara Merritt
Recording Secretary

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: June 23, 2025

Signed: _____



Application Copy

File Number: 74994

Job Type: Renewal Application

LICENSE #

RES-22-106217

APPLICATION DATE RECEIVED

2025-05-29

LICENSE TYPE

On-Premises: Beer Only

LICENSEE

American Dream Restaurants, LLC

AGENT NAME

EFFECTIVE DATE

2024-07-26

EXPIRES

2025-07-25

STATUS

Active

PREMISES NAME

PIZZA HUT

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Restaurant (not Class A)

PREMISES NAME

PIZZA HUT

OPERATOR

American Dream Restaurants, LLC

PHYSICAL ADDRESS

136 NORTH ST HOULTON ME 04730-1841

MAILING ADDRESS

136 NORTH ST HOULTON ME 04730-1841

CONTACT NAME

JAMES T SOUZA

PREFERRED CONTACT METHOD

Email



III C

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

APPLICATION FOR VICTUALER'S LICENSE
NEW ☒ RENEWAL ☐

I/WE Great American Real Food Fast, Inc.

DBA I HOP

Located at: 267 North Street, Houlton

Signed,

MW

132 Riverside Ave - Bristol - CT 06010

Mailing Address

860-747-6782

Telephone Number

(New Application) Code Enforcement Officer Inspection on _____
-Inspection attached-

(New Application) Town Department Restrictions and/or Regulations _____

(New Application) Town Council Restrictions and/or Regulations _____

(New Application) Town Council Public Hearing on _____

Approved _____ Denied _____

(Renewal Application) Town Clerk Renewal on _____ License # _____ Date Issued _____

Town Clerk _____

Code Enforcement Officer _____

New Application Fee \$50.00 Plus Advertising Costs - Date Paid _____

Renewal Fee \$25.00 - Date Paid 6-2-25

Date Received 6-2-25

III



93 Military Street
Houlton, Maine 04730
Phone (207)532-0910
Fax: (207)532-9898

PROPOSAL FOR AURORA CIRCLE PAVEMENT PREPERATION

Submitted by:

Brown Construction, Inc.

93 Military Street

Houlton, ME 04730

Phone: (207) 538-6702 Email: Jim@brownconst.com

Date: June 18, 2025

To:

Town of Houlton

21 Water Street

Houlton, ME 04730

Construction Proposal: Aurora Circle Site Work

Project Location: Aurora Circle, Houlton, Maine

Scope of Work: Approximately 1,400 Linear Feet

Brown Construction, Inc. is pleased to submit the following proposal for construction services on Aurora Circle section in the Town of Houlton. The work shall be performed in coordination with the Town and in accordance with the project requirements as outlined below.

Scope of Work Includes:

1. Excavation of Existing Pavement:

- Sawcut and remove existing asphalt pavement along approximately 1,400 linear feet of roadway.
- Existing pavement materials will be excavated and loaded or stockpiled for truck-off by the Town of Houlton.

2. Manhole Adjustments:

- Reset **two (2)** existing manholes to final finished grade.
- Adjustments include rebuilding structures if required to meet grade and secure frame and covers.

3. Subgrade Preparation:

- Spread and fine grade **subgrade material** provided by the Town of Houlton.
- Compact subgrade to meet specified densities and prepare for subsequent base or pavement installation (if applicable).

Work By Others:

- Trucking and disposal of excavated pavement materials off-site will be handled by the **Town of Houlton**.
- All required fill and subgrade materials will be **provided by the Town**.

Exclusions:

- Installation of new pavement
- Additional utility adjustments beyond the specified manholes
- Material costs for gravel, fill, or pavement
- Traffic control and signage (unless otherwise agreed)
- Vacuum Truck Services if Required.

Estimated Schedule:

Work will be completed in conjunction with the Reservoir Hill Reconstruction Project.

Pricing:

This proposal is submitted as a donation of work to the Town of Houlton.

We appreciate the opportunity to work with the Town of Houlton on this important infrastructure improvement project. Please feel free to contact us with any questions.

Sincerely,

Jim Brown

Brown Construction, Inc.

93 Military Street, Houlton, ME 04730



State of Maine

III E
Bureau of Alcoholic
Beverages & Lottery
Operations

Application Copy

File Number: 79936

Job Type: New Application

LICENSE TYPE / EVENT TYPE

Catering Permit
Special Event

APPLICATION DATE RECEIVED

2025-06-18

LICENSEE

HEATHER LAFONTAINE

LICENSEE TYPE

Sole Proprietorship

PARENT LICENSE(S)

LICENSE

License CAR-22-106495 (Active) - On-Premises: Beer, Wine & Spirits
WINE UNTIL NINE (HEATHER LAFONTAINE)

MANAGED BY AGENT

No

LOCATION

John Millar Civic Center

EVENT DATE(S)

July 5th

NUMBER OF EVENT DAYS

1

EVENT HOURS OF OPERATION

5-10 p.m.

EVENT CONTACT INFORMATION

Nancy Ketch

207-521-7250

EVENT ADDRESS

94 Randall Ave Houlton ME 04730

Municipality

Houlton

County

Aroostook



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: June 04, 2025.
To: Town Manager Cameron Clark
Houlton Town Councilors.
From: Timothy B. DeLuca.
Reference: Monthly report, April/May 2025.

Monthly Report April/May 2025.

- Event permits requests have been on the increase. These include Rally's, events, and fundraisers. In all cases, HPD and town departments work closely to ensure the success and safety of all participants.
- In partnership with the Wabanaki Public Health, HPD officers attended **"Coffee with a Cop"** at the Houlton Band of Maliseet Indians. Officers met with members of the community to answer questions and talk about the law enforcement profession. This event was well attended by adults and youth alike.
- HPD in partnership with Border Patrol, organized and hosted an emergency preparedness tabletop exercise. All members of the emergency response team in Houlton came to the table to discuss action plans and resources to include, HPD, HFD, Houlton Ambulance, Border patrol, Port of Entry, HRH, Aroostook County EMA, Aroostook County Sheriff's Office, Code Enforcement, Public Information Officer and staff from Tate and Lyle. During the discussions, the team discussed our planned response and how all agencies would work together. Although we discovered we are well prepared, the group defined areas that need improvement and how we can move forward. Although focused on Tate and Lyle, this tabletop exercise applies to all areas of the community in the event of a large-scale emergency.
- Houlton emergency Services are please and appreciate the Town Managers and Town Council's support in the approval and accepting the bid for a new Emergency Dispatch Console. Chief DeLuca presented to Council the need to replace the aging dispatch radio communication console. An RFP was prepared.
- HPD is collaborating with Community Living Association (CLA) reviewing their emergency preparedness plans and how they integrate into the Houlton Emergency Response plan. More planning and tours of their facilities will be scheduled.



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

- *HPD held an ATV class hosted by Wilderness Pines. The Safe ATV operation class is mandatory in the State of Maine for youth 10-15. This authorizes youth to operate ATVs on the trail system under the supervision of an adult. This class was well attended by our area youth and adults.*
- *HPD was awarded 8000.00 for ATV enforcement grants from the Department of Inland Fisheries and Wildlife. These funds will dedicate officers to patrol not only the trails but ATV access roads as well. The mission is public education and voluntary compliance. Enforcement will be taken when necessitated. Along with safety, landowner relations are critical to maintain our trail system.*
- **Held on April 07 and 08, the "Every 15 Minutes" proved to be a remarkable success and had a positive educational impact on all students.**

"Members of HPD have been collaborating with a team to bring the "Every 15 Minutes" program to the RSU 29 school district. The "Every 15 Minutes" program is a two-day initiative, typically focused on high school students, which aims to raise awareness about the dangers of driving under the influence and the consequences of poor decision-making. The program uses a dramatic and emotional approach to convey the message."

- *HPD was on site for the finish line and surrounding area of the canoe race. This festive event sponsored by the Houlton area Chamber of Commerce was well attended. HPD assist with event traffic flow and security.*
- *HPD assisted "Mothers Against Drink Drivers" (MADD) "Darcey's Walk" on April 08, 2025. This is an annual walk sponsored by MADD and supported by HPD and local law enforcement. HPD escorted all the walkers throughout the course.*



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

-
- *Congratulations to Officer Sera Smalley and Morgan Grant upon their graduation from the Maine Criminal Justice Academy on May 23, 2025. This 18-week course certifies them as a full-time police officer in the State of Maine. We are proud of Sera and Morgan for completing this regimented course of training. Both Officers bring skills, knowledge, dedication, and a positive caring attitude to HPD and our community.*
 - *HPD is collaborating with Community Health and Counseling Services "PACH team," an organization in Bangor who offers services in Aroostook County for those who are homeless or drug dependent. HPD met with the team and identified individuals and locations where homelessness is an issue in Houlton. On June 05, the team will be returning to Houlton to work with HPD to help those in need and provide them with services.*
 - *HPD assisted with the Memorial Day Parade sponsored by the American Legion. The parade was escorted from the TD Bank parking lot to Monument Park for services. The parade stopped for a brief period on the North Street Bridge for a dedication. The services set the mood for what the meaning of Memorial Day represents with an outstanding presentation by Sue Tortello.*
 - *The governor appointed Chief DeLuca to serve as a board member of the State of Maine "Juvenile Justice Advisory Group" This appointment was based on his experience with restorative justice for juveniles and associated work over the years. The Town of Houlton works with the Department of Corrections and District Court to find restorative resolutions to first time juvenile offenders rather than a punitive approach. This is a proven more effective method to reducing juvenile offenses.*
 - *HPD assisted with the "Soap Box Derby" sponsored by the recreation department. This event was well attended and a great community event. Well done, Owen. HPD was on scene to provide visibility and assistance if needed.*
 - *HPD assisted with the prom at the Elks Lodge. An HPD detail officer was assigned along with shift officers stopping in from time to time. This was an amazing event. HPD officers enjoyed interacting with the youth and had an enjoyable time.*
 - *Chief DeLuca had "Coffee with a COP" on WHOU in May to discuss motorcycle safety and driver awareness with Chris Putnam. May is Motorcycle Awareness Month and public education is critical in reducing motorcycle accidents. In addition, a motorcycle trainer joined the broadcast to discuss developing safe riding skills.*



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

-
- *HPD is actively engaged in school patrols in both morning arrivals and afternoon dismissal. This includes walking throughout the school with our students and presentations to classrooms.*
 - *HPD has increased traffic enforcement in locations throughout town, in response to citizen's complaints and officer observations. Our goal is community awareness and compliance rather than strict enforcement.*
 - *If you happen to see an HPD officer walking a foot beat in our business district or residential neighborhoods, take a moment to say hello and talk about any concerns you may have.*
 - *All the dedicated men and Women at HPD work hard to meet the demands required of them by answering calls for service, investigations, community presentations and community support throughout their workdays. The demands on HPD are higher now than ever before. Each day, the officers work hard and are dedicated to service and mission. I am proud of all HPD staff who understand the mission as we continue to build our department staffing. There has been nothing but positive enthusiasm while serving the community.*

06/04/25
16:39

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

Page: 363
1

Nature of Incident	Total Incidents

Agency: Houlton Police Department	
911 Hang up Call	31
Abandoned Vehicle	2
Animal Control Complaints	45
Residential Alarm	3
Animal Attacks	2
Animal Problem	20
Assault	9
Assist Another Agency	23
Attempt to Locate	13
ATV Complaint	11
Bail Check	4
Burglary	11
Business Alarm	18
Citizen Assist	128
Citizen Dispute	9
Civil Problem	13
Traffic Accident-Non Reportabl	6
PD-Traffic Accident	22
PI-Traffic Accident	2
Criminal Mischief	7
Criminal Threatening	4
Death Investigation	5
Detail	15
Referral DHHS	1
Disorderly Conduct	12
Domestic Disturbance	8
Drug Paraphernalia	13
Drug Intelligence Information	3
Controlled Substance Problem	4
EMS Medical	8
Erratic/Reckless Driving	1
Escort	3
Family Fight	3
Fingerprint-Non Criminal	10
Fire Other	1
Structure Fire	1
Fireworks	1
Firing Weapon	1
Follow Up to Prev Incident	24
HPD Foot Patrol	20
Found Property	9
Fraud	3
Supplying Alcohol to a Minor	1
Harassment	16
Hit And Run	4
Information Report	22
Intoxicated Person	3
Juvenile Runaway	1
Juvenile Problem	9
Litter, Pollutn, Public Health	1
Lost Property	5
Mental Health Issues	17
Missing Person	2

06/04/25
16:39

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

Page: 363
2

Nature of Incident	Total Incidents
Stranded Motorist	7
Neighborhood Dispute	1
Noise Disturbance	17
OD Death Investigation	1
Internet/Text Harassment	3
Overdose	1
Paper Service	25
Parking Problem	2
Pedestrian Check	2
Protective Order Service	6
Violation of Protection Order	2
Police Service Generic	16
Public Relations - Talk or Lec	6
Probation Violation	2
Property Check Requested	6
Property Check Officer Initiat	421
Found Property	1
Lost Property	1
Road Hazards (Sign/Signal/Debr	5
Safekeeping Property	7
School Resource Officer SRO	3
School Visit/Patrol Check	7
Sex Offense	3
Shoplifting	1
Sex Off Update Registration	3
Suspicious Person, Circumstnce	57
Theft	49
Citizen Traffic Complaint	46
Traffic Violation	1
Traffic Stop	226
Trespassing	40
Utility Problem	11
VIN Serial Nmbr Inspection	1
Violation Condition of Release	2
Wanted Person	1
Criminal Arrest Warrant	15
Weapon Offense	1
Welfare Check	38
Yellow Flag Law Case	1
Total Incidents for This Agency:	1648

Total Incidents for This Report:	1648
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Report includes:

All dates between `00:00:00 04/01/25` and `23:59:59 05/31/25`
All agencies matching `HPD`
All natures
All locations
All responsible officers
All dispositions
All clearance codes
All observed offenses
All reported offenses

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

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

- Taking various phone calls related to all aspects of the assessor's position.
- Assisting taxpayers with various record inquiries.
- Maine Association of Assessors (MAAO) Board Meeting.
- Maine Chapter of International Association of Assessing Officers (IAAO ME) Board Meeting.
- Continued education/trainings offered through IAAO, MAAO, and MRS. Regarding Income approach to valuation, Abatement procedures, Guide to Reviewing Single Property & Mass Appraisals, Creating Formulas that Work
- Assisted Town Manager with TIF related matters.
- Continued assistance from Nikki Roy, Tax Collector, greatly appreciated. She is currently assisting with personal property declarations and BETE applications.
- Working on appeals/abatement requests.
- Working on inspections and transfers for 2025 commitment.
- Working with consultant on Power BI indicators regarding database.
- As always, I am available if you have any questions or concerns.

Respectfully submitted.

**COMMUNITY DEVELOPMENT DEPARTMENT
REPORT
MAY 2025**

Economic Development Activities

- **Downtown TIF Programs** – Fielded inquiries about the Façade Grant program and sent out materials for their review. Ordered promotional signs for grant recipients to display.
- **Attraction Committee/Gateway Ambassadors** – Attended a meeting of the Attraction Committee. Assisted with cooperative tourism advertising. Attended a Gateway Ambassadors meeting at the Visitor Information Center.
- **Houlton Downtown Alliance (HDA)** – Sent notice of monthly meeting and attended. Did research on a project the group is looking into for late summer. Attended a Zoom meeting to acquire additional information.

Community Development & Enhancement Activities

- ◆ **Building Community Strength (BCS) Program** – Worked with the Code Enforcement Officer & our GrowSmart Maine reps to review results of the Community Workshop held in April. Participated in an interview about the workshop & the BCS event we attended in April. Prepared resolution for Town Council & completed enrollment steps for the Town to join the Community Resilience Partnership. Received notification that we are fully enrolled.
- ◆ **CDBG Public Infrastructure (PI) Program/Aroostook ARPA Grant** – Helped arrange & attended meeting with CDBG rep, Houlton Water Company, Engineer and Contractor to review project & discuss reimbursement process.
- ◆ **CDBG Housing Assistance (HA) Program** – Reviewed & signed a change order for our 2nd grant.
- ◆ **Sidewalk Grant** – Met with project engineer. Worked on expense tracking.
- ◆ **Northern Border Regional Commission (NBRC) Grant – Airport Fuel Farm Project** – Reviewed and reconciled reimbursement requests. Worked on amended agreement to get signed and submitted.
- ◆ **Congressionally Directed Spending (CDS) – Walkable Houlton Project** – Continued work on Environmental Review.
- ◆ **Congressionally Directed Spending (CDS) – Police Department Project** – Worked on & submitted extension request for project timeline. Renewed registration in payment portal.
- ◆ **Snowmobile Grant** – Compiled and submitted reimbursement documentation to state for final reimbursement.
- ◆ **Election Grant** – Prepared & submitted final report to the Center for Tech and Civic Life (CTCL) for the grant award we received to assist with Election expenses and materials necessary to running the election in a safe manner.
- ◆ **Radio Station Rugby** – Reignited this connection with the folks in Rugby, England where a new community is being built named Houlton in honor of the first transoceanic phone call that was transmitted from Rugby to Houlton, Maine on January 7th, 1927. Working with their group to commemorate the anniversary. A few E-mails and a couple of Zoom meetings.

Miscellaneous Duties & Activities

- ✓ **Election** – Assisted with the special election held for the road bond.
- ✓ **Mass Casualty Table Top Exercise** – Participated as Public Information Officer in this exercise to simulate response to an active shooter incident.

Community Partnerships & Affiliations

- ❖ **Meetings**
 - **Planning Board** – Attended 1 meeting of the Planning Board which included a review of a subdivision application.
 - **Maine Downtown Center (MDC)** – Participated in a Zoom meeting to share ideas with other communities.
 - **Rotary Meetings** – Attended 3 meetings. Programs included a Student Recognition Luncheon, a program on club business and a presentation about the stock market by Adam Bither.
- ❖ **Training, Education & Information**
 - **Maine Municipal Association Planning Board Training** – Attended this training in Presque Isle on the functions and procedures for Planning Boards and Boards of Appeal.
 - **MDC Grant Training** – Attended this webinar to get information on the REvitalizeME grant program.
 - **Main Street America (MSA) Grant Training** – Attended this webinar to learn about the Levitt Foundation Grant.
 - **Partners In Education** – Attended this session to learn about programs RSU 29 has in place to coordinate with businesses for workforce development, mentoring, internships and more.
 - **SADC Networking Event** – Attended this event to talk with new & existing businesses in the area.



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: May 2025 Monthly Report
Date: June 18, 2025

The Finance Department as of May 31st has spent 36.14% of its budget.

Bank Accounts as of May 31st, Town Operating is currently at \$1,683,342.81.

RECAP: As of May 31st, we've collected 42.73% of the excise tax revenues budgeted. This includes Boats, Aircrafts, and Registrations. Compared to last year we collected 43.84% of the budgeted excise tax revenues.

Jan-May
Excise Revenues

	2024	2025
Boat excise	\$1,603.80	\$1,683.80
Aircraft excise	\$1,896.20	\$0
Registration excise	\$479,047.33	\$470,372.28

Best Regards,

Kimberly M. Denbow
Town Treasurer
207-532-7111

town.treasurer@houlton-maine.com

Expense Summary Report

Department(s): 100 - 111

January to May

Account	Budget	----- Y T D -----		Unexpended	Percent
	Net	Debits	Credits	Net	Spent
100 - GENERAL GOVT	907,092.00	425,921.56	10,995.52	414,926.04	45.74
40 - ADMIN	626,943.00	318,366.90	8,899.55	309,467.35	49.36
41 - ASSESS	129,056.00	58,469.00	1,285.49	57,183.51	44.31
48 - C.E.O.	79,385.00	27,141.17	553.48	26,587.69	33.49
49 - COMM. DEV.	68,858.00	21,887.49	200.00	21,687.49	31.50
92 - PLAN BOARD	2,850.00	57.00	57.00	0.00	0.00
101 - PROTECTION	3,889,656.00	1,560,029.70	67,646.26	1,492,383.44	38.37
42 - PROTECTION	556,608.00	207,947.92	8,097.03	199,850.89	35.91
43 - POLICE	1,662,581.00	624,049.75	26,234.95	597,814.80	35.96
44 - FIRE	686,485.00	290,884.75	15,849.67	275,035.08	40.06
45 - AMBULANCE	983,982.00	437,147.28	17,464.61	419,682.67	42.65
102 - PUBLIC SERV	1,316,878.00	539,878.56	33,376.00	506,502.56	38.46
54 - TREE PROG	7,500.00	200.00	0.00	200.00	2.67
55 - PUBLIC WORKS	160,186.00	67,108.56	2,523.42	64,585.14	40.32
56 - ROAD MAINT	253,396.00	79,327.79	239.31	79,088.48	31.21
62 - STORM DRAIN	16,750.00	279.41	0.00	279.41	1.67
66 - SNOW & ICE	449,647.00	226,962.45	9,256.86	217,705.59	48.42
67 - SNOW HAUL	2,600.00	0.00	0.00	0.00	0.00
68 - SEPTIC	3,125.00	0.00	0.00	0.00	0.00
69 - REFUSE	11,500.00	0.00	0.00	0.00	0.00
71 - TRAFFIC CNTL	38,900.00	0.00	0.00	0.00	0.00
99 - GARAGE	373,274.00	166,000.35	21,356.41	144,643.94	38.75
103 - EMP. BENEFIT	1,978,462.00	859,305.65	138.71	859,166.94	43.43
93 - EMP. BENEFIT	1,978,462.00	859,305.65	138.71	859,166.94	43.43
104 - HLTH & CULT	395,103.00	259,939.36	524.43	259,414.93	65.66
47 - HLTH & SOC	32,372.00	4,439.19	53.30	4,385.89	13.55
51 - CEMETERIES	111,074.00	39,370.17	471.13	38,899.04	35.02
96 - OTHER AGENC	251,657.00	216,130.00	0.00	216,130.00	85.88
105 - PARKS & REC	762,633.00	310,345.74	11,587.97	298,757.77	39.17
74 - P & R ADM	144,681.00	59,501.81	3,004.52	56,497.29	39.05
75 - P & R YOUTH	108,500.00	22,459.79	2,337.87	20,121.92	18.55
77 - ARENA CONCES	23,000.00	22,307.94	1,058.40	21,249.54	92.39
78 - P & R ARENA	264,454.00	126,209.90	2,750.77	123,459.13	46.68
79 - PARKS MAINT	183,248.00	62,775.45	2,436.41	60,339.04	32.93
80 - BLDG MAINT	38,750.00	17,090.85	0.00	17,090.85	44.11
106 - AIRPORT	206,151.00	72,773.47	275.58	72,497.89	35.17
83 - AIRP MAINT	206,151.00	72,773.47	275.58	72,497.89	35.17
107 - EDUCATION	3,205,503.00	1,273,126.20	0.00	1,273,126.20	39.72
96 - M.S.A.D. #29	3,205,503.00	1,273,126.20	0.00	1,273,126.20	39.72
108 - COUNTY TAX	839,505.00	0.00	0.00	0.00	0.00
96 - COUNTY TAX	839,505.00	0.00	0.00	0.00	0.00
109 - DEBT SERV	983,192.00	64,088.89	0.00	64,088.89	6.52
95 - DEBT SERV	983,192.00	64,088.89	0.00	64,088.89	6.52
110 - UNCLASSIFIED	65,795.00	25,827.32	0.00	25,827.32	39.25
50 - PUB BLDG WHI	7,864.00	3,529.33	0.00	3,529.33	44.88
53 - PUB BLDG TO	37,931.00	13,963.75	0.00	13,963.75	36.81
97 - ABATEMENTS	20,000.00	8,334.24	0.00	8,334.24	41.67
111 - SPCL PROJECT	24,250.00	0.00	0.00	0.00	0.00
98 - SPCL PROJECT	24,250.00	0.00	0.00	0.00	0.00
Final Totals	14,574,220.00	5,391,236.45	124,544.47	5,266,691.98	36.14

Revenue Summary Report

Department(s): 130 - 199

January to May

06/18/2025

Page 1

Account	Budget Original	Budget Net	----- Y T D -----			Uncollected	Percent
			Debits	Credits	Net	Balance	Collected
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	242,496.89	987,143.45	744,646.56	2,221,289.44	25.11
31 - REVENUES	0.00	2,965,936.00	242,496.89	987,143.45	744,646.56	2,221,289.44	25.11
132 - EXCISE	0.00	1,104,800.00	1,499.92	473,556.00	472,056.08	632,743.92	42.73
30 - TAXES	0.00	1,104,800.00	1,499.92	473,556.00	472,056.08	632,743.92	42.73
134 - INTEREST	0.00	132,000.00	52.88	59,745.20	59,692.32	72,307.68	45.22
30 - TAXES	0.00	132,000.00	52.88	59,745.20	59,692.32	72,307.68	45.22
135 - SERVICES	0.00	1,150.00	1.00	472.00	471.00	679.00	40.96
30 - TAXES	0.00	1,150.00	1.00	472.00	471.00	679.00	40.96
136 - OTHER INCOME	0.00	76,800.00	56.69	2,636.74	2,580.05	74,219.95	3.36
30 - TAXES	0.00	75,400.00	56.69	2,486.74	2,430.05	72,969.95	3.22
31 - REVENUES	0.00	1,400.00	0.00	150.00	150.00	1,250.00	10.71
140 - ADMIN	0.00	38,300.00	4,357.54	28,836.80	24,479.26	13,820.74	63.91
40 - ADMIN	0.00	38,300.00	4,357.54	28,836.80	24,479.26	13,820.74	63.91
141 - ASSESS	0.00	0.00	0.00	5.00	5.00	-5.00	----
41 - ASSESS	0.00	0.00	0.00	5.00	5.00	-5.00	----
143 - POLICE	0.00	41,700.00	95.00	9,985.00	9,890.00	31,810.00	23.72
43 - POLICE	0.00	41,700.00	95.00	9,985.00	9,890.00	31,810.00	23.72
144 - FIRE	0.00	191,044.00	128,322.00	176,247.14	47,925.14	143,118.86	25.09
44 - FIRE	0.00	191,044.00	128,322.00	176,247.14	47,925.14	143,118.86	25.09
145 - AMBULANCE	0.00	1,001,171.00	127,995.86	963,470.66	835,474.80	165,696.20	83.45
45 - AMBULANCE	0.00	1,001,171.00	127,995.86	963,470.66	835,474.80	165,696.20	83.45
147 - HEALTH & SOC	0.00	14,000.00	176.88	1,845.12	1,668.24	12,331.76	11.92
47 - HEALTH & SOC	0.00	14,000.00	176.88	1,845.12	1,668.24	12,331.76	11.92
148 - CODE ENFORCE	0.00	34,500.00	0.00	3,302.00	3,302.00	31,198.00	9.57
48 - CODE ENFORCE	0.00	34,500.00	0.00	3,302.00	3,302.00	31,198.00	9.57
151 - CEMETERIES	0.00	6,000.00	480.00	2,355.00	1,875.00	4,125.00	31.25
51 - CEMETERIES	0.00	6,000.00	480.00	2,355.00	1,875.00	4,125.00	31.25
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	1,426.12	71,735.30	70,309.18	-10,309.18	117.18
75 - P & R YOUTH	0.00	60,000.00	1,426.12	71,735.30	70,309.18	-10,309.18	117.18
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	3,338.20	66,841.31	63,503.11	60,746.89	51.11
78 - P & R ARENA	0.00	124,250.00	3,338.20	66,841.31	63,503.11	60,746.89	51.11
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	3,633.00	3,633.00	1,367.00	72.66
80 - P&R BLD MAIN	0.00	5,000.00	0.00	3,633.00	3,633.00	1,367.00	72.66
183 - AIRPORT	0.00	135,500.00	4,050.43	16,565.06	12,514.63	122,985.37	9.24
83 - AIRPORT ADM.	0.00	135,500.00	4,050.43	16,565.06	12,514.63	122,985.37	9.24

Houlton
10:14 AM

Revenue Summary Report

Department(s): 130 - 199
January to May

06/18/2025

Page 2

Account	Budget Original	Budget Net	----- Y T D -----			Uncollected	Percent
			Debits	Credits	Net	Balance	Collected
199 - PWD GARAGE CONT'D							
199 - PWD GARAGE	0.00	0.00	0.00	0.00	0.00	0.00	----
99 - PWD GARAGE	0.00	0.00	0.00	0.00	0.00	0.00	----
Final Totals	0.00	14,749,220.00	514,349.41	2,872,744.78	2,358,395.37	12,390,824.63	15.99