

**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 9, 2025  
6:00 PM**

**Pledge of Allegiance**

**Public Comments**

**I. Minutes: Special & Regular Council Meeting of May 27, 2025**

**II. Old Business**

**A. (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)	REMEDIATION	+\$8,000

**(Public Hearing)**

**[This will provide funds to cover the cost of remediation as needed.](#)**

**B. (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

**(Public Hearing)**

**[These funds will be used to purchase the emergency dispatch console and \\$7,000 for Fire Department equipment upgrades.](#)**

C. (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.)

(First Reading)

Public Hearing will be held on June 23, 2025.

### III. New Business

A. (060125-1) 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.

(Public Hearing)

Approval is required by the state.

B. (060125-2) 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.

(Public Hearing)

Approval is required by the state.

C. (060125-3) Council approves renewal of the Special Amusement Permit for Dancing & Entertainment by Downunder Sports Pub, located at 282 North Street.

(Public Hearing)

D. (060125-4) 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.

Two bids were received.

E. (060125-5) Council accepts the low bid of \$85.10 per ton of winter road salt, delivered from Eastern Salt Company, Inc.

Two bids were received.

F. (060125-6) Council approves execution of the application from Consolidated Communications of Northern New England Company for location of poles on Reservoir Hill Road and Reservoir Hill Court.

This is to update poles in conjunction with the reconstruction project.

### IV. Discussion and Reports

A. Aurora Circle Road Improvements

B. Revolving Loan Fund Guidelines

C. Town Managers Report

D. Councilors' Remarks

### V. Adjournment

**Special Council Meeting  
May 27, 2025**

Chair Torres called the meeting to order at 5:46 PM with all councilors present.

A. (S050225-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council Enter Executive Session with the Town Manager and for the purpose of discussing union negotiations, pursuant to MRSA Title 1, Section 405(6)D.

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

They entered Executive Session at 5:47 PM and returned to Open Session at 6:07 PM.

B. (S050225-2) Councilor J. McLaughlin introduced 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 Read the First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on June 9, 2025.

C. (S050225-3) Councilor J. McLaughlin introduced 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. She noted that the First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on June 9, 2025.

V. Adjournment: On motion by Councilor J. McLaughlin, seconded by Councilor Lake the meeting adjourned at 6:09 PM with all in favor.

**Regular Council Meeting  
May 27, 2025**

Chair Torres called the meeting to order at 6:10 PM with all councilors present.

**Public Comments**

Zach Inman, Linneus resident explained that when he lived in Las Vegas he was part of a nonprofit group that cleaned up yards for senior citizens and financially disadvantaged residents. He noted that the group helped approximately 60 families in 3 years. He stated that he would like to start a group in the Southern Aroostook area and will need volunteers.

Milton Cone, Cemetery Superintendent, thanked Mrs. Matthews, Mrs. Butler and the students from Summit Academy for placing the flags at the Veteran's Cemetery.

I. **Minutes:** It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that the Special & Regular Council Meeting of May 13, 2025 minutes be approved as presented.

All were in favor of the minutes.

II. **Old Business**

A. (S050125-3) Chair Torres declared the Public Hearing open 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)

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.

Chair Torres noted that these are state mandated changes.

Town Manager Clark noted that this is to be in compliance with LD 2003.

Councilor E. McLaughlin asked for clarification on rules and regulations of tiny houses and storage containers.

Ben Torres, Code Enforcement Officer, explained that this ordinance change has no impact on tiny houses. He gave an explanation of where tiny houses can be placed and the restrictions of shipping containers.

Councilor E. McLaughlin noted that she felt storage containers are helpful but there are properties where several are placed and it can be an eye sore. Town Manager Clark noted that he was aware that they have been popping up and will look into this further.

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

The order passed.

**B. (S050125-4) Chair Torres declared the Public Hearing open at 6:25 PM 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)**

**There being no public comments, the Chair closed the Public Hearing at 6:26 PM.**

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

**Chair Torres noted that this amendment is updating the project costs and extending the district by 10 years.**

**Town Manager Clark noted that the amendment is updating project costs and will allow more flexibility. He noted that the amendment will be renaming this district as omnibus to allow credit enhancement agreements in this district. He also noted that the amendment will be extending the district by ten years.**

**Councilor E. McLaughlin asked if the amendment will affect the new potential businesses on North Street and if there were any updates on the negotiations for road congestion. Clark replied that the district was north of I95 and not applicable.**

**Councilor Brown inquired about the ten-year extension and if there was a ten-year plan. Clark replied that after the amendments were approved, it will make it much easier to spend the funds. He noted that there were water & sewer bonds that need to be paid from this until 2032 & 2034 so it's important to keep this district going for the duration of those.**

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

**The order passed.**

**C. (S050225-2) Chair Torres held the First Reading 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 the Public Hearing will be held on June 9, 2025.**

**Town Manager Clark noted that this is for funding that was discussed at the last meeting to be used for exterior clean ups. He noted that the Charter states that transfers within appropriations are allowed but since a new line was being added, he felt that it is important to bring forward.**

D. (S050225-3) Chair Torres held the First Reading 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. She noted that the Public Hearing will be held on June 9, 2025.

Town Manager Clark noted that the equipment being purchased will be used within the districts and is in compliance with the project costs in the various districts for public safety as it relates to development and promoting our development programs.

### III. New Business

A. (050225-1) Councilor J. McLaughlin introduced 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 First Reading will be held on June 9, 2025 and the Public Hearing will be held on June 23, 2025.

Town Manager Clark noted that no matter what is decided on the current system, he feels that this policy is necessary.

B. (050225-2) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council accept 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.

Chair Torres noted that two bids were received.

It was noted at this time that the amount was inaccurate, and the order would need to be amended with the bid amount being \$63,196.74.

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

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

Vote on the amended order with the bid amount as \$63,196.74 was taken as follows: Councilor E. McLaughlin, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor J. McLaughlin, yes.

The order passed.

C. (050225-3) Chair Torres declared the Public Hearing open on the following: 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 Taste of China Lin, Inc., located at 127 Military Street, for a 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 was taken as follows: Councilor J. McLaughlin, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Matthews, yes; Councilor E. McLaughlin, yes.

The order passed.

D. (050225-4) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council reappoint Christopher Anderson to the Personnel Board of Appeals for a 3-Year Term.

Chair Torres thanked everyone on tonight's agenda for board appointments for volunteering.

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

The order passed.

E. (050225-5) It was moved by J. McLaughlin, seconded by Councilor Lake that Council reappoint Craig Harriman to the Personnel Board of Appeals for a 3-Year Term.

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

The order passed.

F. (050225-6) It was moved by Councilor J. McLaughlin, seconded by Councilor Peters that Council reappoint Craig Harriman to the Zoning Board of Appeals for a 3-Year Term.

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

The order passed.

G. (050225-7) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council reappoint Francis Fitzpatrick to the Board of Assessment Review for a 3-Year Term.

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

The order passed.

H. (050225-8) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council reappoint Carl Lord Jr. to the Board of Assessment Review for a 3-Year Term.

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

The order passed.

I. (050225-9) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council accept the donation of an 8"X8" brick from Ken Ervin in memory of his wife Liz Nelson Ervin to be placed in Riverfront Park.

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

The order passed.

J. (050225-10) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council accept the donation of \$150 from Jessica Milton and Linda Polchies for the Parks & Recreation Department's Guitar Camp.

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

The order passed.

K. (050225-11) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council accept the low bid of \$1,329,050 from Phoenix Welding of Portland, Maine for the Houlton International Airport Fueling System.

Chair Torres noted that this was the only bid.

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

The order passed.

L. (050225-12) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council affirm the Resolution to participate in the Community Resilience Partnership and to designate the Community Resilience Working Group.

Chair Torres noted that 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.

Nancy Ketch, Community Development Director provided an update of the process to date including the Community Workshop that was held in April. She noted that during the workshop, those in attendance helped identify some goals. She noted that individuals volunteered to participate in the Working Group that will meet over the summer to refine those goals. She noted that the resolution is the next step in the process to enroll in the Community Resilience Partnership and also confirms the Working Group which will include Ben and herself.

Councilor E. McLaughlin inquired if an emergency preparedness plan would be part of this. Ketch replied that the funds might possibly be used towards the Comprehensive Plan that covers a little bit of everything.

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

The order passed.

#### IV. Discussion and Reports



**A. Maine Tourism Rising Star Presentation**

Chair Torres noted that this prestigious award was given to the attraction committee for their work marketing and planning the Eclipse events. Everyone watched a short video that was put together.

**B. Camera Licensing Budget**

Town Manager Clark noted that after the media covered this subject from the last meeting, he has received some phone calls. He noted that the current company reached out to him that the \$7,000 license fee was actually \$8,900. He noted that he spoke with a higher up at the company and was given a quote of \$3,290 a year for ten years. He noted that other companies don't charge licensing fees and is looking for direction on whether to put out an RFP to replace the cameras. After discussing the options, consensus of Council was to keep the current camera system and enter into the 10-year agreement.

Councilor E. McLaughlin noted that she would like to see cameras put up at the biggest "hot spots".

**C. Recording Council Meetings**

Town Manager Clark noted that many communities record and store video recordings of meetings and since it was mentioned at the last meeting, wanted to gauge the interest in doing this. He noted that a policy would need to be in place before this could begin. He noted that recording the meetings would produce transcriptions of the meetings. Consensus of Council was to move forward, Clark stated that he would get more information.

**D. Town Managers Report**

Town Manager Clark reported that the County Commissioners chose not to add anyone else to the existing Jail Committee. He noted that a nonvoting advisory committee for the project was formed and that he will be participating. He announced that the TIF amendments have been approved and signed by the Commissioner for Tate & Lyle, Downtown and Airport.

**E. Councilors' Remarks**

Councilor Peters asked for an update on the downtown sidewalk project. Town Manager Clark stated that we were still in the right of way process. He noted that the intent was to start the project this fall and finish next Spring.

Councilor J. McLaughlin asked if someone could look into having the retaining wall coming into Market Square repaired. Town Manager Clark stated that he would look into it with the Code Enforcement Officer to identify if there are any violations.

**V. Adjournment:** On motion by Councilor Lake, seconded by Councilor J. McLaughlin, the meeting adjourned at 7:16 PM with all in favor.

## **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.



## Application Copy

File Number: 71128

Job Type: Renewal Application

LICENSE #

RES-21-105086

APPLICATION DATE RECEIVED

2025-05-12

LICENSE TYPE

On-Premises: Beer & Wine

LICENSEE

MARKET PIZZA LLC

AGENT NAME

EFFECTIVE DATE

2024-08-09

EXPIRES

2025-08-08

STATUS

Active

PREMISES NAME

MARKET PIZZA

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Restaurant (not Class A)

PREMISES NAME

MARKET PIZZA

OPERATOR

MARKET PIZZA LLC

PHYSICAL ADDRESS

23 MARKET SQ HOULTON ME 04730-1703

MAILING ADDRESS

23 MARKET SQ HOULTON ME 04730-1703

CONTACT NAME

FREDERICK G GRANT

PREFERRED CONTACT METHOD

Email



State of Maine



Bureau of Alcoholic  
Beverages & Lottery  
Operations

## Application Copy

File Number: 72272

Job Type: Renewal Application

LICENSE #

CARL-09-104450

APPLICATION DATE RECEIVED

2025-05-15

LICENSE TYPE

On-Premises: Beer, Wine & Spirits

LICENSEE

MAJAIS CORP

AGENT NAME

EFFECTIVE DATE

2024-07-30

EXPIRES

2025-07-29

STATUS

Active

PREMISES NAME

DOWNUNDER SPORTS PUB

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Class A Restaurant/Lounge

PREMISES NAME

DOWNUNDER SPORTS PUB

OPERATOR

MAJAIS CORP

PHYSICAL ADDRESS

282 NORTH ST HOULTON ME 04730-3530

MAILING ADDRESS

282 NORTH ST MARTY GERVAIS HOULTON ME 04730-3530

CONTACT NAME

MARTY GERVAIS

PREFERRED CONTACT METHOD

Email

III

TOWN OF HOULTON, MAINE  
APPLICATION FOR SPECIAL AMUSEMENT PERMIT FOR  
DANCING & ENTERTAINMENT

Special Amusement Permits are valid only for the license year of the applicant's existing liquor license.

Date: 5-19-25 Application Type: New ☐ Renewal ☒

I/We, MARTY GERVAIS

d/b/a downunder Sports Pub

hereby apply to the Municipal Officers of the Town of Houlton for a permit for dancing and entertainment at the above establishment.

Has a liquor license or special amusement permit for this business ever been denied or revoked?  
Yes ☐ No ☒

Description of room(s) to be used under this permit: downunder sports pub  
UPPER lounge

Description of kind of entertainment: Acoustic Duo's

Business Street Address: 282 North St.

Mailing Address: Houlton Me 04730

Telephone: 207 5329421

Signature of Applicant:

Marty Gervais

\$10.00 Fee Paid 5/19/25 Ad Fee Paid 5/19/25

Approved by Municipal Officers on \_\_\_\_\_

Permit # \_\_\_\_\_ Issued on \_\_\_\_\_

Signed,

\_\_\_\_\_  
Town Clerk

III D

## Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1307

21 Water St.  
Houlton, Maine 04730

June 2<sup>nd</sup>, 2025

To: Cameron Clark, Town Manager

From: Chris Stewart, HPW Director

Re: 2026 Winter Sand

I recommend that Richard Gogan Construction LLC, with a bid of \$7.96 per yard picked up by the Houlton Public Works Dept., be awarded the 2025/26 winter sand bid. Pit location: Houlton Me. There was one other bid received. Brown Construction with a bid price of \$ 9.00 per yard.

Last year's price was \$5.57 per yard from Richard Gogan Construction LLC.

Please fill in the following: 2025

Name, Address & Telephone Number of Contractor: Richard Gogan Const & Co  
86 Gogan Drive  
Fitcher 532-0223  
Cecil 532-8414  
Pit Location: 86 Gogan Drive David 694-4833  
Houlton, Maine 04730

Price Delivered Per Cubic Yard: \$ 11.96

Price Picked Up By Town Per Cubic Yard: \$ 7.96

All bids must be in a sealed envelope clearly marked "SAND BID". Bids may be hand delivered or mailed to Town Manager, 21 Water St., Houlton ME. 04730, on or before Wednesday 10:00 a.m. May 28<sup>th</sup> 2025, at which time the bids will be opened. The Town of Houlton reserves the right to reject or accept any or all bids.

If any additional information is required, please contact Chris Stewart, Director Houlton Public Works Department, at 532-1325, between the hours of 6:00 a.m. and 4:30 p.m. Monday – Thursday.

Please fill in the following:

Name, Address & Telephone Number of Contractor:

BROWN Construction, Inc.  
93 Military St. Houlton, ME 04731  
207-532-0910  
dana@brownconst.com

Pit Location: Gardner Rd, Houlton, ME

Price Delivered Per Cubic Yard: \$11.00

Price Picked Up By Town Per Cubic Yard: \$9.00

All bids must be in a sealed envelope clearly marked "**SAND BID**". Bids may be hand delivered or mailed to Town Manager, 21 Water St., Houlton ME. 04730, on or before Wednesday 10:00 a.m. May 28<sup>th</sup> 2025, at which time the bids will be opened. The Town of Houlton reserves the right to reject or accept any or all bids.

If any additional information is required, please contact Chris Stewart, Director Houlton Public Works Department, at 532-1325, between the hours of 6:00 a.m. and 4:30 p.m. Monday – Thursday.



III E

## Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1304

21 Water St.  
Houlton, Maine 04730

June 2<sup>nd</sup>, 2025

To: Cameron Clark, Manager  
Town of Houlton

From: Chris Stewart, Director  
Houlton Public Works

Re: 2025/26 Winter Road Salt.

I recommend we accept the bid price of **\$85.10** per ton delivered for winter road salt, by New England Salt Company, for the 2025/26 winter season.

There were two bids received. The other bidder was Eastern Salt Company, Inc. from Lowell, Massachusetts. With a bid price of \$ 116.00 per ton.

Last year's bid price was \$81.40 per ton delivered.

The Town of Houlton has had previos contracts with New England Salt Company. No issues with the company.

Chris Stewart, Director  
Houlton Public Works

# **New England Salt Co.**

P.O. Box 352  
Winterport, Me. 04496  
207-262-9779

May 20, 2025

Town of Houlton  
Attn: Town Manager  
21 Water St.  
Houlton, Me. 04730

## **Road Salt for 2025 – 2026 Season**

New England Salt Co is pleased to submit the following proposal.

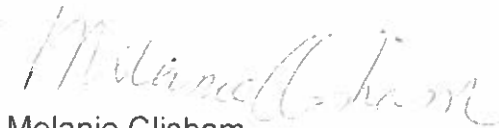
To supply road salt to Town of Houlton for the 2025 – 2026 winter season  
@ \$85.10 per ton, delivered.

Delivery within 24-48 hours after order is placed.

Contact for orders: Greg Parker, Manager (207) 262-9779  
[gregnewenglandsaltcompany@gmail.com](mailto:gregnewenglandsaltcompany@gmail.com)

We look forward to serving your road salt needs this year.

Thank you,



Melanie Clisham  
New England Salt Co.

The following conditions will apply:

1. All bids shall reflect a per ton price, using United States Dollar amounts delivered to the Houlton Public Works garage.
2. Salt must be delivered in bulk
3. All salt deliveries must meet the latest specifications of the MDOT.
4. The vendor agrees that the bid price is fixed from September 8<sup>th</sup>, 2025, until May 1<sup>st</sup>, 2026
5. The Town reserves the right to inspect the product to ensure that it meets all bid specification requirements.
6. The Town reserves the right to accept or reject product based upon specification requirements.
7. The Town reserves the right to have the product tested at an independent laboratory. Should it be determined that the product does not meet specifications, the vendor will be responsible for all laboratory fees. In addition, the vendor will replace the amount delivered free of charge.
8. Unless otherwise mutually agreed upon, the first delivery will be no later than November 10<sup>th</sup>, 2025.
9. The vendor shall deliver the product to the Town of Houlton within five (5) working days of being contacted. Contact shall be made by telephone, fax, email or letter.
10. Deliveries are expected during normal business hours. Exceptions to the time of the delivery can be made but only if it is mutually agreed to by the Public Works Director and the vendor.

Please contact Chris Stewart, Director of Houlton Public Works for any additional information needed, or for the most recent MDOT spec information. Public works hours are Monday thru Thursday 6.00 A.M. to 4:30 P.M. Public Works Department 207-532-1325

Bidders are required to use the attached bid form. All bids must be received on or before May 28th, 2025, at 10:00 A.M. Clearly marked "ROAD SALT BID" on the outside to: Town Manager, 21 Water St. Houlton Me, 04730

Company Name Eastern Salt Company, Inc

Company Location 134 Middle Street Suite 210 Lowell, MA 01852

Price Per Ton Delivered \$116.00

Signature: Shelagh E. Mahoney  
Shelagh E. Mahoney, President

Date: May 22, 2025

III F



May 30, 2025

Municipal Officers  
21 Water Street  
Houlton, ME 04730-2020

Dear Sir/Madam,

We present herewith an application for pole locations on Reservoir Hill Road in Houlton.

As provided by law, (Maine Revised Statutes Annotated, Title 35A, Section 2503) we do not propose to give public notice of this application.

When approved by a majority of the Board of Councilors, please return the permit marked "Telco Copy", duly signed, dated, recorded in the Town Records, and attested by the Town Clerk.

Please feel free to contact me on (207)745-4130, with any questions or concerns.

Very truly yours,

*Stephen Polyot*

Stephen J. Polyot

SJP/dsg  
enclosure

CCJ COPY

## APPLICATION FOR POLE LOCATIONS

May 30, 2025

To the Board of Councilors  
of Houlton, Maine

CONSOLIDATED COMMUNICATIONS OF NORTHERN NEW ENGLAND COMPANY, LLC and its successors and assigns respectfully request(s) permission for a location for poles and cables and wires thereon, including the necessary sustaining, supporting and protecting fixtures in, along, upon and across the following named public streets and highways:

**IN THE TOWN OF HOULTON:**

Reservoir Hill Road, beginning approximately 175 feet easterly of Hillview Avenue,  
continuing for approximately 946 feet... -5 poles

-1 push brace

Reservoir Hill Court, beginning approximately 227 feet northerly of Reservoir Hill  
Road... -1 pole

The foregoing locations to be identical with those of Versant.

THIS APPLICATION IS BEING SUBMITTED WITHOUT PUBLIC NOTICE BY PUBLICATION

Said poles to be erected substantially in accordance with the plan filed herewith marked CONSOLIDATED COMMUNICATIONS OF NORTHERN NEW ENGLAND COMPANY, LLC No. 389918 dated May 30, 2025 and shall be of wood or other suitable material, and the cables and wires shall be run at the height in compliance with standards of the National Electrical Safety Code at highway crossings and elsewhere for electric cables and wires, and (or) for telephone cables and wires. All cables and wires to be maintained in accordance with standards of the National Electrical Safety Code.

CONSOLIDATED COMMUNICATIONS OF NORTHERN NEW ENGLAND COMPANY, LLC

By Stephen Polyet  
Manager - Right of Way

## PERMIT FOR POLE LOCATIONS

In Board of Councilors  
Houlton, Maine

ORDERED: That CONSOLIDATED COMMUNICATIONS OF NORTHERN NEW ENGLAND COMPANY, LLC and its successors and assigns and is/are hereby authorized and permitted to erect and maintain poles and cables and wires to be placed thereon, together with such sustaining, supporting and protecting fixtures as said Company may deem requisite, in, along, upon and across the public streets and highways of said Town as hereinafter designated, as requested in application of said Company dated the day of May 30, 2025.

All construction under this permit shall be in accordance with the following specifications: The poles shall be located between the vehicular traveled section of the way and the limits of the highway, shall be set firmly in the ground, substantially at locations indicated upon the plan marked CONSOLIDATED COMMUNICATIONS OF NORTHERN NEW ENGLAND COMPANY, LLC No. 389918 dated May 30, 2025 filed with said application, and shall be of wood or other suitable material, and the cables and wires shall be run at the height in compliance with standards of the National Electrical Safety Code at highway crossings and elsewhere for electric cables and wires, and (or) for telephone cables and wires. All cables and wires to be maintained in accordance with standards of the National Electrical Safety Code. Following are the public streets and highways above referred to:

Reservoir Hill Road, beginning approximately 175 feet easterly of Hillview Avenue,  
continuing for approximately 946 feet... -5 poles

-1 push brace

Reservoir Hill Court, beginning approximately 227 feet northerly of Reservoir Hill  
Road... -1 pole

The foregoing locations to be identical with those of Versant.

### THIS PERMIT IS BEING GRANTED WITHOUT PUBLIC NOTICE BY PUBLICATION

It is further adjudged and voted that satisfactory proof of validity of the applicant's notice or procedures required by statute has been given upon the application of said Company to erect poles with the cables and wires thereon in, along, upon and across the public streets and highways of Houlton, Maine, designated by this permit.

BOARD OF COUNCILORS, HOULTON, MAINE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERMIT GRANTED

\_\_\_\_\_, 2025

This permit is recorded in the Records of the \_\_\_\_\_ of \_\_\_\_\_,  
Book \_\_\_\_\_, Page \_\_\_\_\_

\_\_\_\_\_  
Clerk



# Reservoir Hill Rd Drainage Project - CCI Pole Permitting - Town of Houlton

Print: 1 of 8



## LEGEND

ANCHORS	PATH	POLES
PROPOSED ANCHOR	PROPOSED CABLE	PROPOSED - JOINT
EXISTING ANCHOR	PROPOSED SERVICE	EXISTING - JOINT
REMOVE ANCHOR	EXISTING SERVICE	REMOVE - JOINT
	EXISTING CABLE	REMOVE - HWC

Work Request #: 389918  
 Address: RESERVOIR HILL RD, HOULTON, ME  
 Exch/Wirecenter: HLTNMECO/7169  
 Map Scale: 1:1,630  
 Project File: RESERVOIR HILL RD  
 RECON.dwg  
 Page Size: 8.5 x 11 in

0 200 400 feet



Proprietary information for use by authorized Consolidated Communications employees only.



Reservoir Hill Rd Drainage Project - CCI Pole Permitting - Town of Houlton



Work Request #: 389918  
Address: RESERVOIR HILL RD, HOULTON, ME  
Exch/Wirecenter: HLTNMECO/7169  
Map Scale: 1:366  
Project File: RESERVOIR HILL RD RECON.gg7  
Paper Size: 8.5 x 11 in



0 50 100 feet

Proprietary information for use by authorized Consolidated Communications employees only.



## Reservoir Hill Rd Drainage Project - CCI Pole Permitting - Town of Houlton



NO POLE AUGMENTS THIS PRINT

Work Request #: 389918  
Address: RESERVOIR HILL RD, HOULTON,  
ME  
Exch/Wirecenter: HLTNMECO7169  
Map Scale: 1:370  
Project File: RESERVOIR HILL RD  
RECON.qgz  
Page Size: 8.5 x 11 In



100 feet

50



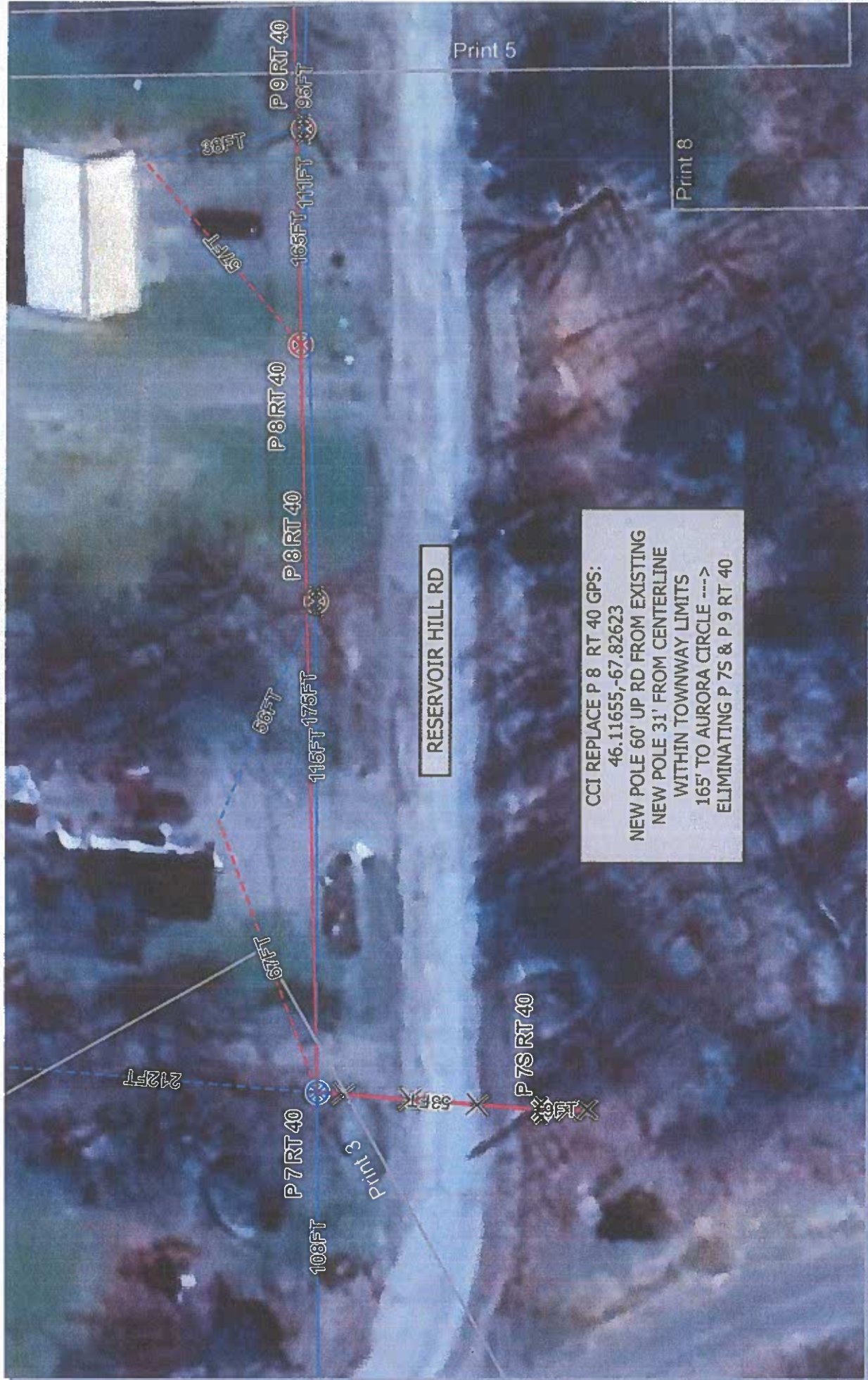
Proprietary information for use by authorized Consolidated Communications employees only.





# Reservoir Hill Rd Drainage Project - CCI Pole Permitting - Town of Houlton

Print: 4 of 8



Work Request #: 389918  
Address: RESERVOIR HILL RD, HOULTON,  
ME  
Exch/Wirecenter: HLTNMECO/7169  
Map Scale: 1:371  
Project File: RESERVOIR HILL RD  
RECON.qgz  
Page Size: 8.5 x 11 in



0 50 100 feet



Proprietary information for use by authorized Consolidated Communications employees only.



# Reservoir Hill Rd Drainage Project - CCI Pole Permitting - Town of Houlton

Print: 5 of 8



CCI REPLACE P 10 RT 40 GPS:  
46.11656,-67.82566  
NEW POLE 20' UP RD FROM EXISTING  
NEW POLE 27' FROM CENTERLINE  
WITHIN TOWNWAY LIMITS  
ADDING STUB POLE ON RESERVOIR HILL  
COURT TO SUPPORT AURORA CIRCLE  
LEAD SEE PRINT 7

CCI REPLACE P 11 RT 40 GPS:  
46.1166,-67.82498  
NEW POLE 4' AWAY FROM C/L FOR DITCH  
NEW POLE 27' FROM CENTERLINE  
WITHIN TOWNWAY LIMITS  
<--- 155' TO AURORA CIRCLE

Work Request #: 389918  
Address: RESERVOIR HILL RD, HOULTON,  
ME  
Exch/Wirecenter: HLTNMECO/7169  
Map Scale: 1:372  
Project File: RESERVOIR HILL RD  
RECON.qgz  
Page Size: 8.5 x 11 in

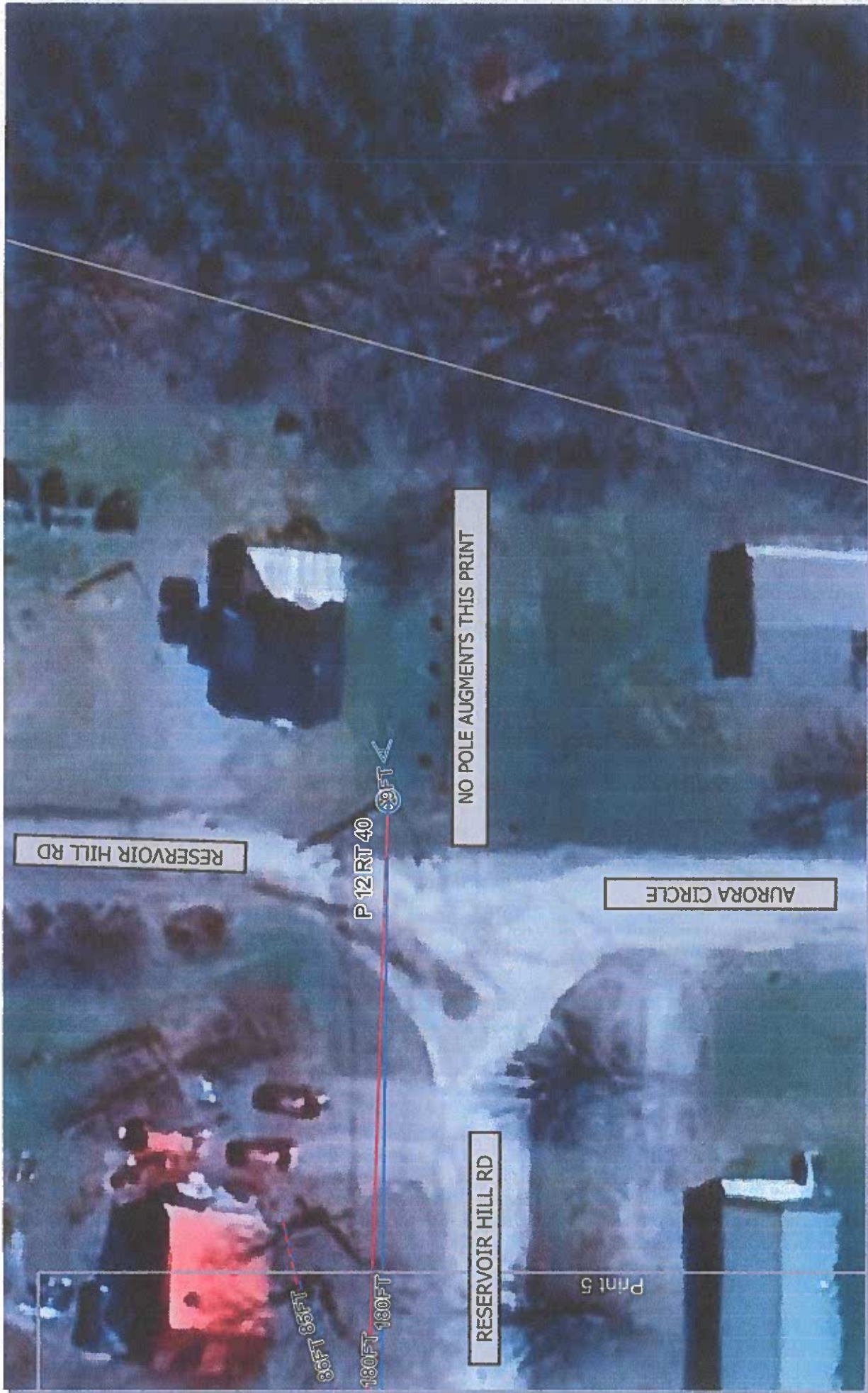


Proprietary Information for use by authorized Consolidated Communications employees only.



Reservoir Hill Rd Drainage Project - CCI Pole Permitting - Town of Houlton

Print: 6 of 8



Work Request #: 389918  
Address: RESERVOIR HILL RD, HOULTON, ME  
Exch/Wirecenter: HLTNMECO/7169  
Map Scale: 1:372  
Project File: RESERVOIR HILL RD  
RECON.qgz  
Page Size: 8.5 x 11 in



0 50 100 feet

Proprietary information for use by authorized Consolidated Communications employees only.





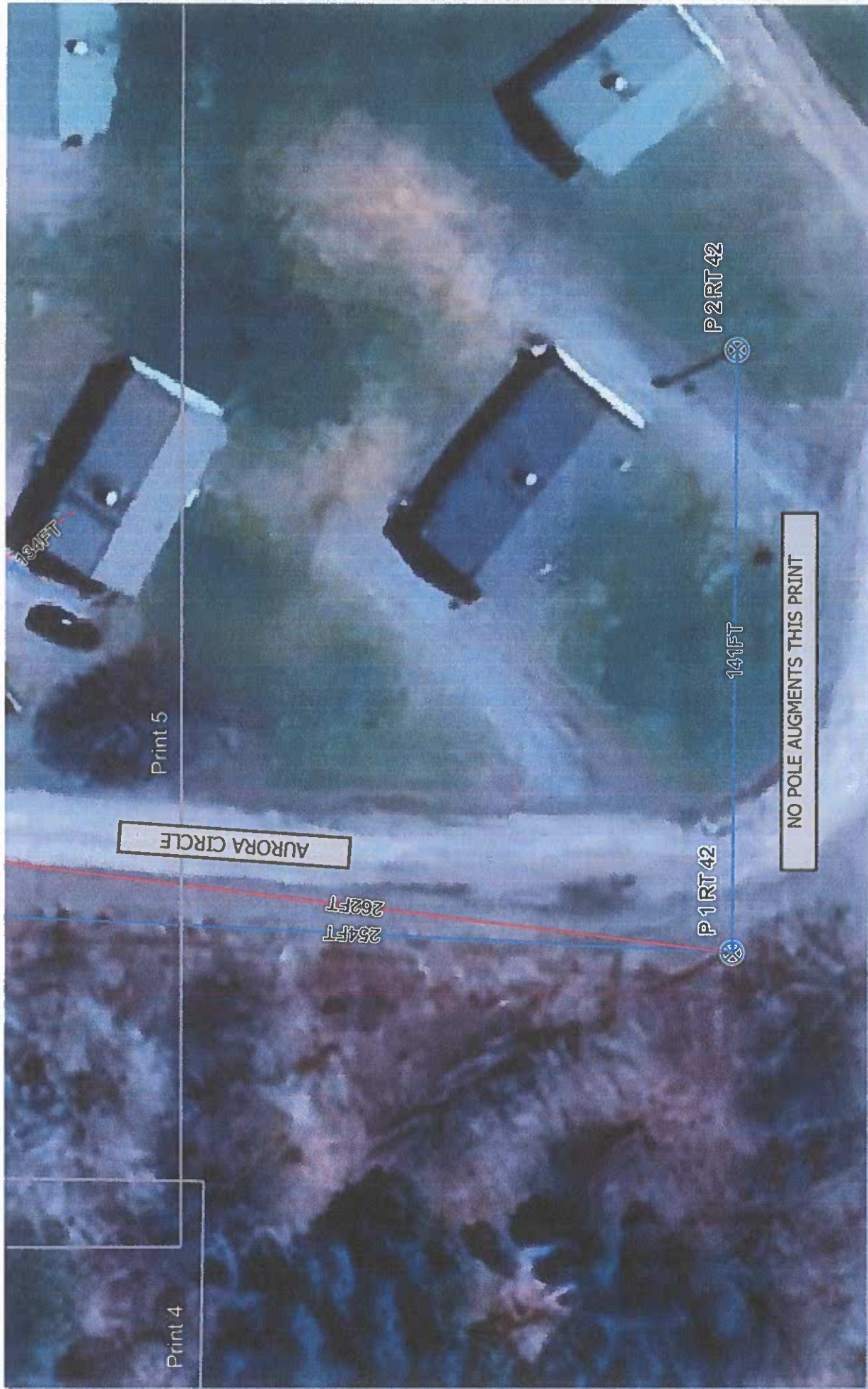
Work Request #: 389018  
Address: RESERVOIR HILL RD, HOULTON, ME  
Exch/Wirecenter: HLTNMECO/7169  
Map Scale: 1:372  
Project File: RESERVOIR HILL RD  
RECON.007  
Page Size: 8.5 x 11 in



0 50 100 feet

Proprietary information for use by authorized Consolidated Communications employees only.





Work Request #: 389918  
Address: RESERVOIR HILL RD, HOULTON, ME  
Exch/Wirecenter: HLTNMECO7169  
Map Scale: 1:372  
Project File: RESERVOIR HILL RD  
RECON.097  
Page Size: 8.5 x 11 in

0 50 100 feet



Proprietary information for use by authorized Consolidated Communications employees only.



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

**IVA**

**PHONE: 207-532-7111**

**FAX: 207-532-1304**

**To:** Houlton Town Council

**From:** Cameron Clark, Town Manager

**Re:** Aurora Circle Road Work Proposal

June 5, 2025

Members of Council,

I am bringing forward a discussion related to road work for which I am seeking direction. Recently, the Town issued a Request for Proposals (RFP) for a road construction project on Hartford Street, and the specifications for that project are enclosed. The RFP received responses from J. McLaughlin Construction, LLC and Brown Construction, Inc.

I have enclosed an email communication thread from Brown Construction, Inc. related to their submission for the Hartford Street Project. The email outlines a proposal from the firm to provide donated services for road work on Aurora Circle, a different area of town located at the top of Reservoir Hill.

This is a unique proposal, and I believe it is important for Council to be aware of this type of dynamic and opportunity. The firm has also requested a review by Council.

Aurora Circle is located in an area that is only accessible via Reservoir Hill Road. As you know, Reservoir Hill Road is undergoing complete reconstruction this summer. However, Aurora Circle was not included in that scope of work, nor was it included in the proposed funding mechanism approved at the special referendum. Therefore, Aurora Circle did not have any planned improvements this year. It is currently in poor condition and, as a public way, the Town is responsible for its maintenance.

When making decisions on which roads to repair, we consider several factors, including the time since the last work was done, the current condition of the road, and the level of traffic volume. While Aurora Circle has low traffic volume, its condition is poor. If funding were available, it would have been in the Town's best interest to extend the Reservoir Hill Road project to include Aurora Circle. We know this area will need to be paved in the coming years, and this proposal would assist the Town financially in getting the work done this year.

The Reservoir Hill Road reconstruction project has already been awarded to the low bidder, which was Brown Construction, Inc. All of the residential driveways on Aurora Circle serve properties owned by Hestia Property, LLC. In the interest of full transparency, I want to note that both Brown Construction, Inc. and Hestia Property, LLC are Maine corporations that share a mailing address here in Houlton, indicating common ownership. While I view this proposal as an opportunity rather than a conflict, I feel it is my responsibility to bring this information to you publicly, as you may not otherwise make the connection.

I believe the private firm's incentives align with the Town's goal of improving public infrastructure, and this partnership could result in a mutual benefit. I appreciate Jim Brown bringing this proposal forward. His generosity and willingness to engage in public-private partnerships is exactly the kind of community-minded spirit that makes Houlton a great place to live and work.

Moving forward, I support Public Works Director Chris Stewart in his initial recommendation to award the Hartford Street project to the low bidder, which is not Brown Construction, Inc. I arrived at this recommendation after reviewing the project-specific bid documents and the scope of work included. I intend to come before you at a later date to formally accept the bid from J. McLaughlin Construction, LLC for the Hartford Street project.

It is my understanding that Brown Construction, Inc. remains interested in the proposed partnership for Aurora Circle, regardless of the outcome of the Hartford Street project. My intention is to bring this discussion to the next Council meeting to gain support for a future agenda item to formally accept the donation from Brown Construction, Inc. for the work they propose to provide for Aurora Circle.

Sincerely,



Cameron Clark

**cc:**

Chris Stewart – Public Works Director, Town of Houlton

**Enclosed Documents:**

Email communication

Hartford Street RFP

Hartford Street Bid Results



## Cameron Clark

---

**From:** Jim Brown <jwb@madiganestates.com>  
**Sent:** Tuesday, June 3, 2025 4:11 PM  
**To:** Chris Stewart; Jim Brown; 'Cameron Clark'  
**Cc:** Dana Brown  
**Subject:** RE: Proposal Addendum: Hartford Street Project & Aurora Circle Improvements

Thank you for that information. I would respectfully ask that the offer be conveyed to the Council for their review and consideration.

I understand that this may be a unique situation, but I believe it represents an excellent opportunity to leverage a public-private partnership. This is a significant contribution that will provide lasting benefits to the entire community.

Thank you again for your time and attention to this matter.

Jim

**From:** Chris Stewart <public.works@houlton-maine.com>  
**Sent:** Tuesday, June 3, 2025 4:02 PM  
**To:** Jim Brown <Jim@brownconst.com>; 'Cameron Clark' <town.manager@houlton-maine.com>  
**Cc:** Dana Brown <dana@madiganestates.com>; Jim Brown <jwb@madiganestates.com>  
**Subject:** RE: Proposal Addendum: Hartford Street Project & Aurora Circle Improvements

Good afternoon Jim,

There were two bidders on the Hartford Street Project. Bids as received: J. McLaughlin Construction \$127,132.00 / Brown Construction \$ 143,700.00.

With that being said Cam and I are discussing the project and how best to proceed. With the bid just recognizing the Hartford Street Project, I would advise that we move forward with the low bidder for the project.

I appreciate your willingness to work with the town on Aurora Circle. Cam and I need to come up with a funding mechanism to complete a project the size of Aurora Circle, as paving would roughly cost around \$48,000.00

The town currently has a few projects going on that need to first be completed to see where we stand financially. If there is a way we can work together to get the circle completed as part of the Reservoir project we will certainly take a good look at it.

Let me know if you have any questions Jim.

Thanks,  
Chris Stewart

**From:** Jim Brown <Jim@brownconst.com>  
**Sent:** Tuesday, June 3, 2025 2:20 PM  
**To:** Cameron Clark <town.manager@houlton-maine.com>; 'Chris Stewart' <public.works@houlton-maine.com>  
**Cc:** Dana Brown <dana@madiganestates.com>; Jim Brown <jwb@madiganestates.com>  
**Subject:** Proposal Addendum: Hartford Street Project & Aurora Circle Improvements

Cam and Chris,

Following our recent submission for the Hartford Street Project, we would like to propose a public-private partnership that brings added value to the Town at no additional cost.

If awarded the Hartford Street Project, we are prepared to assist with improvements to **Aurora Circle** as follows, at **no cost to the Town**:

- **Removal of all existing pavement** on Aurora Circle, preparing the area for future repaving by the Town.
- **Excavation and placement** of materials in any areas requiring full reconstruction.
- The **Town would provide all gravel** (delivered to the site) and coordinate **trucking for removal** of excavated materials. The town would pave the Aurora Circle to complete the project.

This partnership represents a cost-effective opportunity to support infrastructure improvements in a neighborhood home to over 20 plus families. It also complements and supports the completion of our ongoing efforts on the **Reservoir Hill Project**, creating continuity across related public works.

We see this as a valuable opportunity to work together in rebuilding an important area of the community and are committed to delivering high-quality work with long-term benefits for the Town and its residents.

Jim Brown

***Invitation to Bid***  
***Hartford St. Reconstruction***

The Town of Houlton is requesting sealed bids for reconstruction of approximately 950' of Hartford St.

The contractor may visit the job site and familiarize themselves with the job conditions and obtain all required measurements.

Requirements and specifications are available at the Houlton Town Office or at the Houlton Public Works Garage. Contact Chris Stewart, Public Works Director or Robert Monfils, Assistant Public Works Director at 173 Bangor St., Houlton, or Phone 532-1325 Monday through Thursday, 6 a.m. to 4:30 p.m.

The Town of Houlton reserves the right to accept or reject any or all bids and the right to waive any informality therein. All bids shall be plainly marked "***Hartford St. Reconstruction***" and addressed to the **Town Manager, 21 Water St. Houlton Me. 04730, by 10:15 A.M. on Wednesday May 28<sup>th</sup> 2025**

### **General scope of the work**

1. Remove existing asphalt, approximately 950 feet in length. Contractors can use Town of Houlton's gravel pit for dumping asphalt if not wanted by contractor.
2. Remove 24" of existing road base materials.
3. Install geotextile filter fabric entire length and width of roadway.
4. Install 18" of Type D ledge rock for subbase material. Must meet Maine DOT Standard Specification for Base and Subbase Aggregate 703.06(c)
5. Install 6" of Type A crushed base gravel to go on top of the subbase. Gravel must meet current Maine DOT Standard Specification for Base and Subbase Aggregate section 703.06(a)
6. Materials shall be compacted using a dirt roller compactor at minimum every 9" of material placed. Compacting the top layer of aggregate once put to grade.
7. The finished roadway shall have a 2% crown from centerline to edge of asphalt.
8. Roadways final grade shall be +/-1/2"
9. Paving shall be completed by the Town of Houlton and their contractor.
10. The contractor shall adhere to the Manual on Traffic Control Devices. Contractors shall supply traffic control devices/flagger/signage as needed following such manual.

### **Economy of Preparation**

- All pricing and all requested information are to be in the proposal and outlined in a narrative text explaining the services to be performed, the equipment to be provided, the cost for the equipment and services and the tentative schedule. This is a turnkey project with the contractor responsible for coordinating all aspects of the project.

### **Time period of Evaluation**

- Selection of the contractor will be made as soon as possible after the closing date of RFP. It will be understood that construction will be completed by September 5<sup>th</sup>. 2025 This is to ensure that paving can be completed.

### **Proposal/Contract Award**

- The Town of Houlton may award a single contract to the lowest responsible qualified bidder. The award will be for all the components of the project listed within this RFP. The Town of Houlton will reserve all rights to award a contract as it determines who will best serve the Town. The selected contractor will be required to assume full responsibility for all services offered in his/her RFP. The Town of Houlton will consider the selected contractor to be the sole point of contact with regard to contractual matters. The Town of Houlton reserves the right to accept or reject any or all bids and the right to waive any informality therein.

### **Incurred Contractor Cost**

- The Town of Houlton will not be liable for any costs incurred by the contractor or other respondents to this RFP.

### **Qualifications**

- The selected contractor shall have a proven record of performing work of a similar nature to the project described herein. The contractor may be required to submit the names of 3 references and include the name of the entity, contact person, telephone number, and a brief description.
- Contractor is required to obtain, maintain, and furnish certificates of insurance of the following:
  - o General Liability insurance - \$1,000,000 each occurrence/ \$2,000,000 aggregate
  - o Workers Compensation insurance - \$500,000 each occurrence
  - o Automotive Liability - \$1,000,000 combined
  - o Copies of these certificates of insurance shall be furnished to the Town Manager prior to commencement of the project. Such policies shall be non-cancellable except on thirty (30) days' written notice to the Town of Houlton.

### **Law, Rules and Regulations**

- The work shall comply with all federal, state, and local codes, rules, and regulations, including all ordinances. Any conflict between the RFP requirements and the aforementioned rules shall be noted by the contractor at the time the proposal response is submitted. All safety precautions shall be taken by the contractor to ensure a safe work environment for employees performing the work on behalf of the contractor and to protect the site to prevent visitors from being injured.

**Total Proposed cost of Hartford St. Reconstruction described in RFP**  
**Dollars (\_\_\_\_\_)**

**Start Date:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Total Proposed cost of Hartford St. Reconstruction described in RFP

Dollars ( 127,132.00 )

Start Date: August 2025 (maybe sooner if available)

Completion Date: Mid August

Submitted By: Josh McLaughlin

Contractor: J. McLaughlin Construction LLC

Address: 13 PARK ST. HARTFORD State: Maine Zip: 04730

Telephone: 207-644-2546 Date: 5-23-2025

E-mail: josh@jmlconstruction.com

**J. McLAUGHLIN**  
**Construction, LLC**  
**EXCAVATING CONTRACTORS**  
Houlton, Maine  
*"Excellence at the Ground Level"*  
**PROPOSAL**

We hereby propose to furnish the labor, materials, and any incidentals necessary to perform the following work for the Town of Houlton-Hartford Street Reconstruction project as per specifications from Public Works:

- DIGSAFE Site
- Topo existing roadway and edges of pavement. Design an infield design for GPS equipment use.
- Saw cut pavement as needed.
- Remove and dispose of pavement.
- Excavate for subgrade. Approximately 24 inches in depth.
- Excavation limits to go 12 inches beyond the edge of pavement.
- Achieve positive subgrade and proof roll.
- Place Mirafi 600x woven geotextile fabric on subgrade with 12-inch overlap.
- Place 18 Inches of MeDOT Type D gravel and compact in two lifts.
- Place 6 inches of MeDOT Type A gravel and compact.
- Fine grade with 2% cross slope from centerline crown point and compact.
- Traffic control as needed including signage, detours as needed, and/or certified flaggers.
- Site shoulders, slopes, etc. cleaned up by contractor.
- Proposed Equipment onsite: GPS Base and Rover, Volvo 160 excavator w/GPS, CAT D3K bulldozer w/GPS, 84-inch Bomag Roller, operators and a site foreman.

**Notes:**

1. Pavement by others.

We propose to do the above-mentioned work for the lump sum cost of one hundred twenty-seven thousand one hundred thirty-two dollars and no cents (**\$127,132.00**).

Thank you for the opportunity to price this work for you. We look forward to collaborating with you on this project.

Respectfully submitted,

*Joshua McLaughlin*

J. McLaughlin Construction, LLC 05/23/2025



Total Proposed cost of Hartford St. Reconstruction described in RFP  
one hundred forty three thousand ~~four hundred~~ Dollars (\$143,700.00)

Start Date: August 15, 2025

Completion Date: Estimated August 29, 2025

Submitted By: Dana Brown, aka

Contractor: Brown Construction Inc

Address: 93 Military St State: Maine Zip: 04730

Telephone: 207-532-0910 Date: 05/27/2025

E-mail: dana@brownconst.com



# IVB

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

### **Revolving Loan Fund Program:**

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

The following criteria will apply:

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

### **Loan Process:**

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

#### **For More Information**

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