

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

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

Public Participation thru Zoom:

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

AGENDA

Special Council Meeting

**August 25, 2025
5:00 PM**

A. (S080325-1) Council enters into Executive Session with the Town Attorney and the Town Manager for the purpose of union negotiations, pursuant to M.R.S.A Title 1, Section 405(6)D.

B. (S080325-2) Council orders, pursuant to Section 508(3), Capital expenditures, of the Charter of the Town of Houlton, that the question and accompanying ballot statement set forth below be submitted to the voters of the Town of Houlton at a municipal referendum election to be held on November 4, 2025. And that the recommendation of the Town Council and Board of Budget Review be listed on the ballot, and that the Town Clerk file an attested copy of this Order and take all other action necessary to call and conduct said municipal referendum election:

QUESTION 1: SHALL THE TOWN BE AUTHORIZED TO COMMIT AND BORROW UP TO \$2,200,000 TO IMPROVE AND MAINTAIN ROADS AND SIDEWALKS?

Required Ballot Statement: The capital funds available to the Town Council under Section 508 of the Town Charter without a referendum election are not committed to or included in the funds requested by the referendum question.

(Introduction)

This is for approval to allow this referendum question to be on the ballot in November. The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

C. (S080325-3) The Town of Houlton ordains the Town to borrow not more than \$2,200,000 to improve and maintain roads and sidewalks in the Town. The Ordinance provides that the Town may issue the bonds and bond anticipation notes only if the voters of the Town approve a \$2,200,000 capital commitment for

the project at a municipal referendum election. Note: The Ordinance in its entirety is available for review at the Town Office during normal business hours.

(Introduction)

Approval is required to move forward. The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

D. (S080325-4) Council authorizes the use of up to \$104,142 from the TIF (Tax increment Financing) reserve funds from the downtown omnibus district using the admin project cost for the purpose of offsetting TIF eligible Admin expense items in the FY2025 Budget related to personnel costs.

(Introduction) The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-03-8-75	Town Manager (100-40-1-10)	\$17,000
TIF ACCT	209-03-8-75	Treasurer (100-40-1-10)	\$4,900
TIF ACCT	209-03-8-75	Tax Assessor (100-41-1-03)	\$34,342
TIF ACCT	209-03-8-75	Eco/Comm Dev. Director (100-49-1-03)	\$33,000
TIF ACCT	209-03-8-75	FICA (103-93-9-41)	\$2,500
TIF ACCT	209-03-8-75	Retirement (103-93-9-42)	\$2,500
TIF ACCT	209-03-8-75	Medical (103-93-9-45)	\$2,500
TIF ACCT	209-03-8-75	Workers' Compensation (103-93-9-47)	\$500
TIF ACCT	209-03-8-75	Consultants & EC. DEV (100-40-2-10)	\$5,000
TIF ACCT	209-03-8-75	Accounting (100-40-2-08)	\$1,000
TIF ACCT	209-03-8-75	OVERTIME (101-43-1-12) Police	\$900
		Total	\$104,142.00

E. (S080325-5) Council authorizes the use of up to \$71,179 from the TIF (Tax increment Financing) reserve funds from the Airport district using the Capital project cost for the purpose of offsetting TIF eligible capital expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-02-8-74	John Deere Loader (109-95-9-68)	\$71,179
		Total	\$71,179

F. (S080325-6) Council authorizes the use of up to \$43,277 from the TIF (Tax increment Financing) reserve funds from the Airport district using the Admin project cost for the purpose of offsetting TIF eligible Admin expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-02-8-74	Town Manager (100-40-1-10)	\$10,000
TIF ACCT	209-02-8-74	Eco/Comm Dev. Director (100-49-1-03)	\$16,777
TIF ACCT	209-02-8-74	Airport Director (106-83-1-10)	\$10,000
TIF ACCT	209-02-8-74	Airport Payroll (106-83-1-10)	\$6,500
		Total	\$43,277

G. (S080325-7) Council authorizes the use of up to \$20,000 from the TIF (Tax increment Financing) reserve funds from the Airport district using the Public Safety project cost for the purpose of offsetting TIF eligible Public Safety expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-02-8-84	Sockanassett Hose Co. #1 (101-44-1-25	\$10,000

TIF ACCT	209-02-8-84	EMS Regular Payroll (101-45-1-10)	\$2,500
TIF ACCT	209-02-8-84	Fire Regular Payroll (101-44-1-10)	\$7,500
		Total	\$20,000

H. (S080325-8) Council authorizes the use of up to \$28,700 from the TIF (Tax increment Financing) reserve funds from the Airport district using the Events ED project cost for the purpose of offsetting TIF eligible Public Safety expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-02-8-86	Chamber of Commerce (104-96-9-12)	\$14,700
TIF ACCT	209-02-8-86	SADC (100-40-2-67)	\$2,000
TIF ACCT	209-02-8-86	REG. PAYROLL (106-83-1-10)	\$12,000
		Total	\$28,700.00

I. (S080325-9) Council authorizes the use of up to \$46,700 from the TIF (Tax increment Financing) reserve funds from the North Road district using the Capital project cost for the purpose of offsetting TIF eligible Capital expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-01-8-84	Street Painting (102-71-2-15)	\$34,200
TIF ACCT	209-01-8-84	Traffic Light Repair (101-42-2-60)	\$12,000
TIF ACCT	209-01-8-84	Signs (102-71-3-47)	\$500
		Total	\$46,700

J. (S080325-10) Council authorizes the use of up to \$2,000 from the TIF (Tax increment Financing) reserve funds from the North Road district using the Public

Safety project cost for the purpose of offsetting TIF eligible Public Safety expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-01-8-84	Building Maint. (101-43-2-61)	\$2,000
		Total	\$2,000

K. (S080325-11) Council authorizes the use of up to \$57,415 from the TIF (Tax increment Financing) reserve funds from the North Street district using the Admin project cost for the purpose of offsetting TIF eligible Admin expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-01-8-75	Treasurer (100-40-1-10)	\$11,500
TIF ACCT	209-01-8-75	Police Admin (101-43-1-03)	\$8,904
TIF ACCT	209-01-8-75	Fire Chief (101-44-1-03)	\$4,411
TIF ACCT	209-01-8-75	Code Enforcement (100-48-1-10)	\$16,000
TIF ACCT	209-01-8-75	Eco/Comm Dev. Director (100-49-1-03)	\$13,000
TIF ACCT	209-01-8-75	Consultants & EC. DEV (100-40-2-10)	\$3,600
		Total	\$57,415

L. (S080325-12) Council authorizes the use of up to \$32,870 from the TIF (Tax increment Financing) reserve funds from the North Street district using the Economic development project cost for the purpose of offsetting TIF eligible Economic Development expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-01-8-75	Chamber of Commerce (104-96-9-12)	\$13,300
TIF ACCT	209-01-8-75	COMPUTER (TRIO & Support) (100-40-2-42)	\$5,000
TIF ACCT	209-01-8-75	DEEDS/ TAX MAPS (100-41-2-02)	\$4000
TIF ACCT	209-01-8-75	COMPUTER LICENSE FEES (100-41-2-42)	\$4,000
TIF ACCT	209-01-8-75	SPECIAL EVENTS (Police) (101-43-1-22)	\$3,000
TIF ACCT	209-01-8-75	Office (100-49-3-01)	\$400
TIF ACCT	209-01-8-75	Travel (100-49-4-01)	\$50
TIF ACCT	209-01-8-75	Dues (100-49-4-03)	\$285
TIF ACCT	209-01-8-75	Subscriptions (Maine Downtown) (100-49-4-04)	\$775
TIF ACCT	209-01-8-75	National Main Street Center (100-49-4-14)	\$375
TIF ACCT	209-01-8-75	Training (100-49-4-05)	\$450
TIF ACCT	209-01-8-75	Advertising (100-49-4-06)	\$175
TIF ACCT	209-01-8-75	Promotional (100-49-4-07)	\$350
TIF ACCT	209-01-8-75	Telephone (100-49-5-01)	\$600
		Total	\$32,870

M. (S080325-13) Council authorizes the use of up to \$33,896 from the TIF (Tax increment Financing) reserve funds from the Tate and Lyle district using the Admin project cost for the purpose of offsetting TIF eligible Admin expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-04-8-84	Town Manager (100-40-1-10)	\$7,000

TIF ACCT	209-04-8-84	Police Admin (101-43-1-03)	\$8,896
TIF ACCT	209-04-8-84	Fire Chief (101-44-1-03)	\$3,000
TIF ACCT	209-04-8-84	Code Enforcement (100-48-1-10)	\$10,000
TIF ACCT	209-04-8-84	Consultants & EC DEV. (100-40-2-42)	\$5,000
		Total	\$33,896

N. (S080325-14) Council authorizes the use of up to \$20,000 from the TIF (Tax increment Financing) reserve funds from the Tate and Lyle district using the Public Safety project cost for the purpose of offsetting TIF eligible Public Safety expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-04-8-84	Sockanassett Hose Co. #1 (101-44-1-25)	\$10,000
TIF ACCT	209-04-8-84	EMS Regular Payroll (101-45-1-10)	\$2,500
TIF ACCT	209-04-8-84	Fire Regular Payroll (101-44-1-10)	\$7,500
		Total	\$20,000

O. (S080325-15) Council authorizes the use of up to \$36,543 from the TIF (Tax increment Financing) reserve funds from the Tate and Lyle district using the Economic/ Events project cost for the purpose of offsetting TIF eligible Economic/Events expense items in the FY2025 Budget.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-04-8-84	SADC (100-40-2-67)	\$26,000
TIF ACCT	209-04-8-84	NMDC (104-96-9-25)	\$10,543
TIF ACCT	209-04-8-84	Fire Chief (101-44-1-03)	\$3,000
		Total	\$36,543

P. (S080325-16) The Town of Houlton ordains the transfer of up to \$40,000 from the Undesignated Fund Balance to the Legal Services Account 100-40-2-01 for the purpose of covering a projected shortfall.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on September 8, 2025.

Adjournment

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NO PASSCODE NEEDED
CALL-IN: 1-929-205-6099**

AGENDA

Regular Council Meeting

**August 25, 2025
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Special & Regular Council Meeting of August 11, 2025

II. Old Business

A. (S080325-2) Council orders, pursuant to Section 508(3), Capital expenditures, of the Charter of the Town of Houlton, that the question and accompanying ballot statement set forth below be submitted to the voters of the Town of Houlton at a municipal referendum election to be held on November 4, 2025. And that the recommendation of the Town Council and Board of Budget Review be listed on the ballot, and that the Town Clerk file an attested copy of this Order and take all other action necessary to call and conduct said municipal referendum election:

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C. (S080325-4) Council authorizes the use of up to \$104,142 from the TIF (Tax increment Financing) reserve funds from the downtown omnibus district using the admin project cost for the purpose of offsetting TIF eligible Admin expense items in the FY2025 Budget related to personnel costs.

(First Reading)

Public Hearing will be held on September 8, 2025.

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TIF ACCT	209-03-8-75	Medical (103-93-9-45)	\$2,500
TIF ACCT	209-03-8-75	Workers' Compensation (103-93-9-47)	\$500
TIF ACCT	209-03-8-75	Consultants & EC. DEV (100-40-2-10)	\$5,000
TIF ACCT	209-03-8-75	Accounting (100-40-2-08)	\$1,000
TIF ACCT	209-03-8-75	OVERTIME (101-43-1-12) Police	\$900
		Total	\$104,142.00

D. (S080325-5) Council authorizes the use of up to \$71,179 from the TIF (Tax increment Financing) reserve funds from the Airport district using the Capital

project cost for the purpose of offsetting TIF eligible capital expense items in the FY2025 Budget.

(First Reading)

Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-02-8-74	John Deere Loader (109-95-9-68)	\$71,179
		Total	\$71,179

E. (S080325-6) Council authorizes the use of up to \$43,277 from the TIF (Tax Increment Financing) reserve funds from the Airport district using the Admin project cost for the purpose of offsetting TIF eligible Admin expense items in the FY2025 Budget.

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Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
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TIF ACCT	209-02-8-74	Airport Payroll (106-83-1-10)	\$6,500
		Total	\$43,277

F. (S080325-7) Council authorizes the use of up to \$20,000 from the TIF (Tax increment Financing) reserve funds from the Airport district using the Public Safety project cost for the purpose of offsetting TIF eligible Public Safety expense items in the FY2025 Budget.

(First Reading)

Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-02-8-84	Sockanassett Hose Co. #1 (101-44-1-25)	\$10,000
TIF ACCT	209-02-8-84	EMS Regular Payroll (101-45-1-10)	\$2,500
TIF ACCT	209-02-8-84	Fire Regular Payroll (101-44-1-10)	\$7,500

		Total	\$20,000

G. (S080325-8) Council authorizes the use of up to \$28,700 from the TIF (Tax increment Financing) reserve funds from the Airport district using the Events ED project cost for the purpose of offsetting TIF eligible Public Safety expense items in the FY2025 Budget.

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Public Hearing will be held on September 8, 2025.

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TIF ACCT	209-02-8-86	SADC (100-40-2-67)	\$2,000
TIF ACCT	209-02-8-86	REG. PAYROLL (106-83-1-10)	\$12,000
		Total	\$28,700.00

H. (S080325-9) Council authorizes the use of up to \$46,700 from the TIF (Tax increment Financing) reserve funds from the North Road district using the Capital project cost for the purpose of offsetting TIF eligible Capital expense items in the FY2025 Budget.

(First Reading)

Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-01-8-84	Street Painting (102-71-2-15)	\$34,200
TIF ACCT	209-01-8-84	Traffic Light Repair (101-42-2-60)	\$12,000
TIF ACCT	209-01-8-84	Signs (102-71-3-47)	\$500
		Total	\$46,700

I. (S080325-10) Council authorizes the use of up to \$2,000 from the TIF (Tax increment Financing) reserve funds from the North Road district using the Public Safety project cost for the purpose of offsetting TIF eligible Public Safety expense items in the FY2025 Budget.

(First Reading)

Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-01-8-84	Building Maint. (101-43-2-61)	\$2,000
		Total	\$2,000

J. (S080325-11) Council authorizes the use of up to \$57,415 from the TIF (Tax increment Financing) reserve funds from the North Street district using the Admin project cost for the purpose of offsetting TIF eligible Admin expense items in the FY2025 Budget.

(First Reading)

Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-01-8-75	Treasurer (100-40-1-10)	\$11,500
TIF ACCT	209-01-8-75	Police Admin (101-43-1-03)	\$8,904
TIF ACCT	209-01-8-75	Fire Chief (101-44-1-03)	\$4,411
TIF ACCT	209-01-8-75	Code Enforcement (100-48-1-10)	\$16,000
TIF ACCT	209-01-8-75	Eco/Comm Dev. Director (100-49-1-03)	\$13,000
TIF ACCT	209-01-8-75	Consultants & EC. DEV (100-40-2-10)	\$3,600
		Total	\$57,415

K. (S080325-12) Council authorizes the use of up to \$32,870 from the TIF (Tax increment Financing) reserve funds from the North Street district using the Economic development project cost for the purpose of offsetting TIF eligible Economic Development expense items in the FY2025 Budget.

(First Reading)

Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-01-8-75	Chamber of Commerce (104-96-9-12)	\$13,300

TIF ACCT	209-01-8-75	COMPUTER (TRIO & Support) (100-40-2-42)	\$5,000
TIF ACCT	209-01-8-75	DEEDS/ TAX MAPS (100-41-2-02)	\$4000
TIF ACCT	209-01-8-75	COMPUTER LICENSE FEES (100-41-2-42)	\$4,000
TIF ACCT	209-01-8-75	SPECIAL EVENTS (Police) (101-43-1-22)	\$3,000
TIF ACCT	209-01-8-75	Office (100-49-3-01)	\$400
TIF ACCT	209-01-8-75	Travel (100-49-4-01)	\$50
TIF ACCT	209-01-8-75	Dues (100-49-4-03)	\$285
TIF ACCT	209-01-8-75	Subscriptions (Maine Downtown) (100-49-4-04)	\$775
TIF ACCT	209-01-8-75	National Main Street Center (100-49-4-14)	\$375
TIF ACCT	209-01-8-75	Training (100-49-4-05)	\$450
TIF ACCT	209-01-8-75	Advertising (100-49-4-06)	\$175
TIF ACCT	209-01-8-75	Promotional (100-49-4-07)	\$350
TIF ACCT	209-01-8-75	Telephone (100-49-5-01)	\$600
		Total	\$32,870

L. (S080325-13) Council authorizes the use of up to \$33,896 from the TIF (Tax increment Financing) reserve funds from the Tate and Lyle district using the Admin project cost for the purpose of offsetting TIF eligible Admin expense items in the FY2025 Budget.

(First Reading)

Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-04-8-84	Town Manager (100-40-1-10)	\$7,000
TIF ACCT	209-04-8-84	Police Admin (101-43-1-03)	\$8,896

TIF ACCT	209-04-8-84	Fire Chief (101-44-1-03)	\$3,000
TIF ACCT	209-04-8-84	Code Enforcement (100-48-1-10)	\$10,000
TIF ACCT	209-04-8-84	Consultants & EC DEV. (100-40-2-42)	\$5,000
		Total	\$33,896

M. (S080325-14) Council authorizes the use of up to \$20,000 from the TIF (Tax increment Financing) reserve funds from the Tate and Lyle district using the Public Safety project cost for the purpose of offsetting TIF eligible Public Safety expense items in the FY2025 Budget.

(First Reading)

Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-04-8-84	Sockanassett Hose Co. #1 (101-44-1-25)	\$10,000
TIF ACCT	209-04-8-84	EMS Regular Payroll (101-45-1-10)	\$2,500
TIF ACCT	209-04-8-84	Fire Regular Payroll (101-44-1-10)	\$7,500
		Total	\$20,000

N. (S080325-15) Council authorizes the use of up to \$36,543 from the TIF (Tax increment Financing) reserve funds from the Tate and Lyle district using the Economic/ Events project cost for the purpose of offsetting TIF eligible Economic/Events expense items in the FY2025 Budget.

(First Reading)

Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-04-8-84	SADC (100-40-2-67)	\$26,000
TIF ACCT	209-04-8-84	NMDC (104-96-9-25)	\$10,543
TIF ACCT	209-04-8-84	Fire Chief (101-44-1-03)	\$3,000
		Total	\$36,543

O. (S080325-16) The Town of Houlton ordains the transfer of up to \$40,000 from the Undesignated Fund Balance to the Legal Services Account 100-40-2-01 for the purpose of covering a projected shortfall.

(First Reading)

Public Hearing will be held on September 8, 2025.

III. New Business

A. (080225-1) Council approves execution of the application from Consolidated Communications of Northern New England Company and Houlton Water Company for location of a pole at 16 Pleasant Street.

Approval is required.

B. (080225-2) Council authorizes that the North Street Tax Increment Finance District's captured assessed value percentage be reduced from 100% to 25%, the Tate and Lyle Tax Increment Finance District be reduced from 100% to 0% and the Airport Tax Increment Finance District be reduced from 100% to 75% for the 2025 fiscal year. All other current Tax Increment Finance Districts will remain unchanged for the 2025 fiscal year.

C. (080225-3) Council authorizes the execution of the application to the Department of Public Safety Gambling Control Unit for Houlton Elks Lodge #835 to hold a Texas Hold Em Poker Tournament on September 6, 2025.

Approval is required by the state.

D. Council approves execution of the application for a BYOB Permit by Greater Houlton Chamber of Commerce for The Longest Table event on September 6, 2025.

Approval is required by the state.

IV. Discussion and Reports

A. Mil Rate for 2025 Tax Commitment

B. Town Managers Report

C. Councilors' Remarks

V. Adjournment

**Special Council Meeting
August 11, 2025**

Chair Torres called the meeting to order at 5:00 PM with all councilors present.

A. (S080125-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council enter into Executive Session with the Town Attorney and the Town Manager for the purpose of union negotiations, pursuant to M.R.S.A 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 Brown, yes; Councilor E. McLaughlin, yes.

Council entered Executive Session at 5:00 PM and returned to Open Session at 6:05 PM.

B. (S080125-2) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council approve the audio/video recording of Council Meetings for the purpose of transcriptions.

Chair Torres noted that only transcriptions will be kept on file.

Town Manager Clark stated that we will not be storing video files and that this is to save time on meeting minutes.

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

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

**Regular Council Meeting
August 11, 2025**

Chair Torres called the meeting to order at 6:07 PM with all councilors present.

Public Comments

Carl Lord Jr., Houlton resident asked if the agenda item to transfer funds from undesignated funds to reduce taxes was up to, more, less or exactly \$500,000. Town Manager Clark replied that it is up to \$500,000 and that this is done every year for an up to amount. He noted that the Budget Committee with Council's support built that amount into the budget. He noted that we may not use all of it, but is likely this year as we are already operating on a tax anticipation note.

Lord noted that he has been a taxpayer here for 48 years and noted that he has only seen a few places that have worse roads than ours. He reminded everyone that the Board of Budget Review Committee has been recommending more money for roads for years. He noted that Houlton is the capital of Aroostook County and feels that we should start acting it. He noted that he would rather have the \$500,000 be used towards roads rather than reducing taxes. He noted that road work has been done this year but there are back roads that are in terrible condition. He noted that he'd love to see residents get a tax break but would rather see the money used for infrastructure.

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

Councilor E. McLaughlin asked that the 9th paragraph of the Regular Council Meeting be clarified to say: Councilor E. McLaughlin thanked Mr. Landry for his work here in Houlton and noted that the Town wants Wendy's, Aroma Joe's and other new businesses.

All were in favor of the amended minutes.

II. **Old Business**

A. (S070325-1) Chair Torres declared the Public Hearing open on the following: The Town of Houlton ordains the transfer of up to \$500,000 from the Undesignated Fund Balance for the purpose of reducing taxes. The Town Manager certifies that this is in the best interest of the Town.

Carl Lord Jr., Houlton resident, urged Council to put this money towards infrastructure to make the town better.

There being no other public comments, Chair Torres 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.

III. **New Business**

A. (080125-1) Chair Torres declared the Public Hearing open on the following: Council approves the presentation of the 2026 Long Range Program (Capital Plan), which is subject to

funding through the budget process. (Note: The document in its entirety is available for review at the Town Office during normal business hours.)

Chair Torres noted that this is an annual Charter requirement.

Sue Tortello, Houlton resident and member of the Board of Budget Review Committee noted the importance of the capital needs brought forward by the department heads. She noted the importance of being prepared to raise the funds for the projects that will be funded. She noted that the projected costs for 2027 are expected to be 3 times more than the cost for 2026. She reminded everyone that no monies were allocated for capital plan expenditures that were presented for the 2025 budget. She noted that she felt the needs were justified and needed. She noted her appreciation for Chief Cone's explanation for the need of a pumper and ladder truck. She stated that she would like to see a commitment that the capital budget items are seriously considered. She also recommended that a strategy is developed and presented for capital reserve items during the budget process. She noted that there are different types of funding sources available to tap into to fund some of the projects. She noted that some funding avenues take time and suggested putting together a funding game plan and timeline.

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

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

Town Manager Clark stated that he had worked closely with department heads to create this. He reminded everyone that the items are subject to the budget process and that grants will be approached for many of the items. He noted that that we've had to pull from undesignated fund balance to purchase equipment or assets that were needed this year. He noted that large items for the Fire Department are included for 2027. He noted that the town will continue to apply for grants for those items but will remain in the capital plan. He noted that the Civic Center was granted a letter of commitment from the Rotary Club for an edger. He noted that during the budget process is when we will go into more detail about the plan.

Councilor E. McLaughlin noted her appreciation for the breakdown of urgent, short-term and long-term needs in the plan.

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. (080125-2) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council authorize the Town Manager to execute the Maine Municipal Association Voting Ballot for the Election of MMA Vice President and Executive Committee Members. (Note: List of candidates available at the Town Office during normal business hours.)

Town Manager Clark noted that this is part of our responsibility as a member of the Maine Municipal Association.

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. (080125-3) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council approve the revised Downtown Revitalization Funding Initiative documents for the Revolving Loan Fund Program. (Old words lined through, new words underlined)

Chair Torres noted that there was only one change per consensus of Council.

Town Manager Clark noted that this change would allow for a business to have more than one loan.

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.

IV. Discussion and Reports

A. Roads

Town Manager Clark noted that a roads plan has been put together for years that has lacked funding. He noted that we have \$280,000 in debt coming off of debt service in 2025. He noted that \$69,000 will be added to debt service next year for the Reservoir Hill Road payment. He noted that we could add approximately \$211,000 in payments next year and run a flat debt service budget line. He stated that he didn't know how we could get caught up on roads without bonding. He stated that one bond could cover a complete rebuild of South Street for approximately \$1,200,000 for 15 years with an estimated payment of \$111,000. Another bond for downtown streets such as Water Street, Court Street from Main Street to Military Street, Broadway, Pleasant Street and Mechanic Street for milling and filling would be approximately \$700,000 for seven years with an estimated payment of \$116,000. He noted that the payment for the downtown streets could come from the Downtown TIF funds. He noted that this would not have a huge increase to debt service and would get a substantial amount of work done. He noted that they are large projects that would go out to bid and be done by a contractor.

He noted that we are only capturing 25% in the Downtown TIF District this year and would need to change it back to 100% to make the payment. He noted that putting more money in the TIF affects the amount of money that goes into the general fund. He noted that Chris Stewart has brought a roads plan forward every year that is often only appropriated \$200,000. He noted that he would like to have this on the November ballot so that a special election doesn't have to be held.

Councilor J. McLaughlin asked for clarification on the term length in the TIF district to ensure the district won't be expired. Clark replied that it would be for approximately 7 years.

Councilor Peters asked for clarification on the amount coming off debt service and the amount that would be added. Clark explained the amounts and the amount that would be paid out of TIF funds.

Councilor E. McLaughlin thanked everyone who has worked to improve our roads. She asked if there had ever been a study done to show traffic usage and level of impairment. She asked that the roads with the most impairment and the most traffic usage be on the top of the list for repair.

Clark replied that there are a lot of factors to consider. He noted that traffic volume is noted on the roads capital maintenance plan. He noted that we just completed a project on Highland Avenue that may not be the highest used area in town but has been over 30 years so it was time.

B. Town Managers Report

Town Manager Clark noted that the Town Office was open for a cooling station today and tomorrow during regular business hours. He noted that no one utilized it today, but it was available.

Clark followed up on aircraft excise tax from the last meeting and noted that it was due to a high-end aircraft no longer parked at our facility. He noted that there are less planes than last year and the updated current amount collected this year is \$250.

He noted the discussion from the last meeting to extend a CEA for Market Square Housing and that he had heard back from DECD. He noted that due to CEAs being based on the increased assessed value and there being no project, we are unable to engage in an extension based on the current document language. He noted that the property owner wants some time to find a different interpretation of the language and will come back for a future meeting.

He announced that we received approval from the Maine Municipal Bond Bank for the Reservoir Hill Road Project. He noted that right now we're paying for the project from a bond anticipation note and then in the fall the Bond Bank will buy our BAN in its entirety. He noted that at that time we'll be on a longer-term bond with a mid-3% interest rate.

He noted that we've been selling off many tax acquired properties that all had nine months to comply with code requirements. He noted that many of them look much better already. He noted that earlier in the year, funds were appropriated to clean up exterior properties. He noted that two properties have been cleaned up and feels that it has made an impact. He noted that \$8,000 was appropriated and that \$2,000 has been spent so far.

He noted that he can't comment on ongoing litigation but can comment on articles the press is writing. He noted that there are lots of good things going on in our community, but we continue to get negative coverage. He noted that it was his understanding that there will be another article coming out later this week that legal counsel advised him not to comment on. He stated that it was challenging to not be able to stand up for our perspective given his efforts of full transparency for the past 6 months that he has been in this role.

He noted that at around 2 o'clock this afternoon our legal counsel was served with a complaint that was mentioned in the media four days ago. He noted that somehow, information is traveling faster to the media than to our mailbox. He noted that the town does not have a formal written policy regarding FOA requests. He noted that the town adheres to statutory requirements of Maine's Freedom of access act with respect to request for public documents. This includes designating a Public Access Officer, handling, reviewing, responding to public records requests and ensuring training requirements are met. He stated that he was incredibly proud of what we're accomplishing together, despite those who maintain efforts to bring us down.

He noted that there is a \$50,000 legal budget for this year and that there is only about \$4,000 left to get us through until December. He stated he would be asking at the next meeting for support to appropriate more funds to legal. He noted that he would provide a breakdown of where and what the funds were spent on.

C. Councilors' Remarks

Councilor Peters asked if we could publish what the lawsuits are costing the town. Clark replied that he intended to.

Councilor E. McLaughlin asked what the plans were for sidewalks as she has reiterated her concern for them since 2003. She noted that the sidewalks in the Winter Street, and Summer Street area need repairing. Clark replied that those will all be done over the next 3 years. McLaughlin asked if there was a start date for the sidewalks that we got grants for. Clark replied that the grants are funding the Downtown Sidewalk Project and the Walkable Houlton Project. He

noted that congressionally directed spending gets funneled through federal agencies and sometimes takes years and that he didn't have an exact start date. McLaughlin noted that she's getting ongoing feedback that people are frustrated that certain sidewalks are not walkable.

She asked what the status and decision was in regards to Wendy's and Aroma Joe's. She asked for an update on how North Street was going to be dealt with and noted that the DOT recommended an access road in the past. She noted that she would like to revisit that recommendation now that we have new businesses coming our way.

She noted that she appreciated everyone that has worked on the pickleball courts. She noted her concerns that the fence seemed rather low around the courts and the possible accidents that could happen.

She stated that she was grateful that we had a cooling emergency plan in place. She asked if this could be advertised so people will know in the future.

She noted that many towns have a drug-free community alliance and coalition. She noted that she felt it would be great if we could be proactive and should think about a coalition planning committee. She asked if it was possible to look into signage and a potential ordinance related to addictive substances. She noted that things are changing statewide and wonders what the state regs are and if we are all in agreement. She noted the importance of not negatively impacting our youth. She noted that she would like there to be an ordinance that signage can't have anything addictive or anything that resembles paraphernalia in windows.

Clark replied that he was not able to give legal direction for an ordinance on his own. He noted that we need to have a discussion about any matters that Council would like to bring up. He noted that the Chair is responsible for the agenda and if that is a discussion that we would like to have on an agenda it can be discussed in detail at that time. He noted that if it was consensus of Council for him to work with legal and staff to draft an ordinance, he would do so.

Chair Torres noted that she drove by Prospect Street and was happy to see it was being repaired. She noted that there's not a lot of traffic on that street but that it was terrible to drive on. She reminded everyone that Potato Feast Days are coming up this weekend.

V. Adjournment: On motion by Councilor J. McLaughlin, seconded by Councilor Lake, the meeting adjourned at 6:49 PM with all in favor.

ORDINANCE AUTHORIZING TOWN OF HOULTON BOND ISSUANCE TO IMPROVE AND MAINTAIN ROADS AND SIDEWALKS

SUMMARY OF ORDINANCE AUTHORIZING TOWN OF HOULTON BOND ISSUANCE TO IMPROVE AND MAINTAIN ROADS AND SIDEWALKS

This Ordinance authorizes the Town to borrow not more than \$2,200,000 to IMPROVE AND MAINTAIN ROADS AND SIDEWALKS. However, the Ordinance provides that the Town may issue the bonds only if the voters of the Town approve a \$2,200,000 capital commitment for the project at a municipal referendum election.

The Town of Houlton ordains pursuant to sections 211 and 212 of the Charter of the Town of Houlton and 30-A M.R.S.A. Section 5772 that the Town be authorized to issue general obligation bonds in an amount not to exceed \$2,200,000 (the "Bonds") to improve and maintain roads and sidewalks (the "Project");

That the Town be authorized to enter into a Loan Agreement with the Maine Municipal Bond Bank to effect the sale of the Bonds in the principal amount of not more than \$2,200,000, and that the Treasurer and Council Chairperson be authorized to execute and deliver the Loan Agreement on behalf of the Town on such terms not inconsistent with this Ordinance as they may approve, such approval to be conclusively evidenced by the execution and delivery of said Loan Agreement;

That the Treasurer and Council Chairperson be authorized to sell the Bonds to a party or parties other than the Maine Municipal Bond Bank on such terms not inconsistent herewith if they deem such other sale arrangement to be in the interests of the Town;

That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the Project, including issuance costs;

That the Council intends to apply funds received from the Downtown Omnibus Tax Increment Financing District to the debt service on the Bond, which applied to funds are anticipated to be in the amount of approximately \$115,000 per year.

That to the extent not inconsistent with this ordinance, the Treasurer and Council Chairperson approve the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, form(s) and other details of the Bonds, such approval to be conclusively evidenced by the execution thereof as herein provided, and provide for the sale and delivery against payment thereof,

That the Treasurer be authorized to provide on behalf of the Town that the Bonds may be redeemable or callable, with or without premium, prior to their maturity,

That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Treasurer and countersigned by the Council Chairperson under the official seal of the Town attested by the Town Clerk, and that any signature thereon may be by facsimile to the extent permitted by law;

That the Bonds otherwise be issued in such form and contain such terms and provisions, not inconsistent herewith, as may be approved by the Treasurer and Council Chairperson, such approval to be conclusively evidenced by the execution thereof;

That the Treasurer be authorized to designate the Bonds, and any temporary notes issued in anticipation of the issuance of the Bonds, as qualified tax-exempt obligations for purposes of Section 265(b) of said Code;

That no part of the proceeds of the Bonds shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code");

That in connection with the Bonds, the Treasurer be authorized to execute and deliver on behalf of the Town an Arbitrage and Use of Proceeds Certificate in form approved by the Town's bond counsel, and to covenant on behalf of the Town to file any information report and pay any rebate due to the United States in connection with the issuance of the Bonds, and to take all other lawful actions necessary to insure that the interest on the Bonds will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the Bonds to become includable in the gross income of the owners thereof;

That appropriate officials of the Town be authorized to execute and deliver on behalf of the Town such other documents and certificates as maybe required in connection with the Bonds;

That if the Clerk, Treasurer or Council Chairperson are for any reason unavailable to, as applicable, approve, execute or attest the Bonds or any related financing documents, the person or persons acting in any such capacity, whether as assistant, deputy, or otherwise, be authorized to act for such unavailable official with the same force and effect as if such official had himself/herself performed such act;

That the summary of this ordinance appearing at the top of this ordinance be approved as to form;

That, pursuant to sections 214 and 212(2) of the Town Charter, the Clerk, following adoption of this Ordinance, record a copy authenticated by the signatures of the chair and secretary of the Town Council, and publish the summary of this ordinance together with a notice of its adoption and the effective date, which effective date shall be the seventh day after such publication; and

That notwithstanding anything to the contrary in this Ordinance, it shall be a condition to the issuance of the Bonds that the voters of the Town, pursuant to section 508(3) of the Town Charter, approve a referendum question with accompanying ballot statement to be presented in the following form at a municipal election:

QUESTION 1: SHALL THE TOWN BE AUTHORIZED TO COMMIT AND BORROW UP TO \$2,200,000 IMPROVE AND MAINTAIN ROADS AND SIDEWALKS?

Required Ballot Statement: The capital funds available to the Town. Council under Section 508 of the Town Charter without a municipal referendum election are not committed to or included in the funds requested by this referendum question.



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

SP+II O

PHONE: 207-532-7111

FAX: 207-532-1304

To: Houlton Town Council

From: Cameron Clark, Town Manager

Re: FY25 Legal Expenses

August 25th, 2025

Members of Council,

At tonight's Council meeting, I am requesting support for a transfer of \$40,000 from the Undesignated Fund Balance to be appropriated to the legal budget line (100-40-2-01). The Fund Balance is sitting at nearly \$2,200,000

It is important to note that legal expenses related to TIF are paid from the TIF reserve accounts and are not part of the overruns we are currently experiencing. Additionally, legal costs associated with tax-acquired property sales are reimbursed once those sales are finalized.

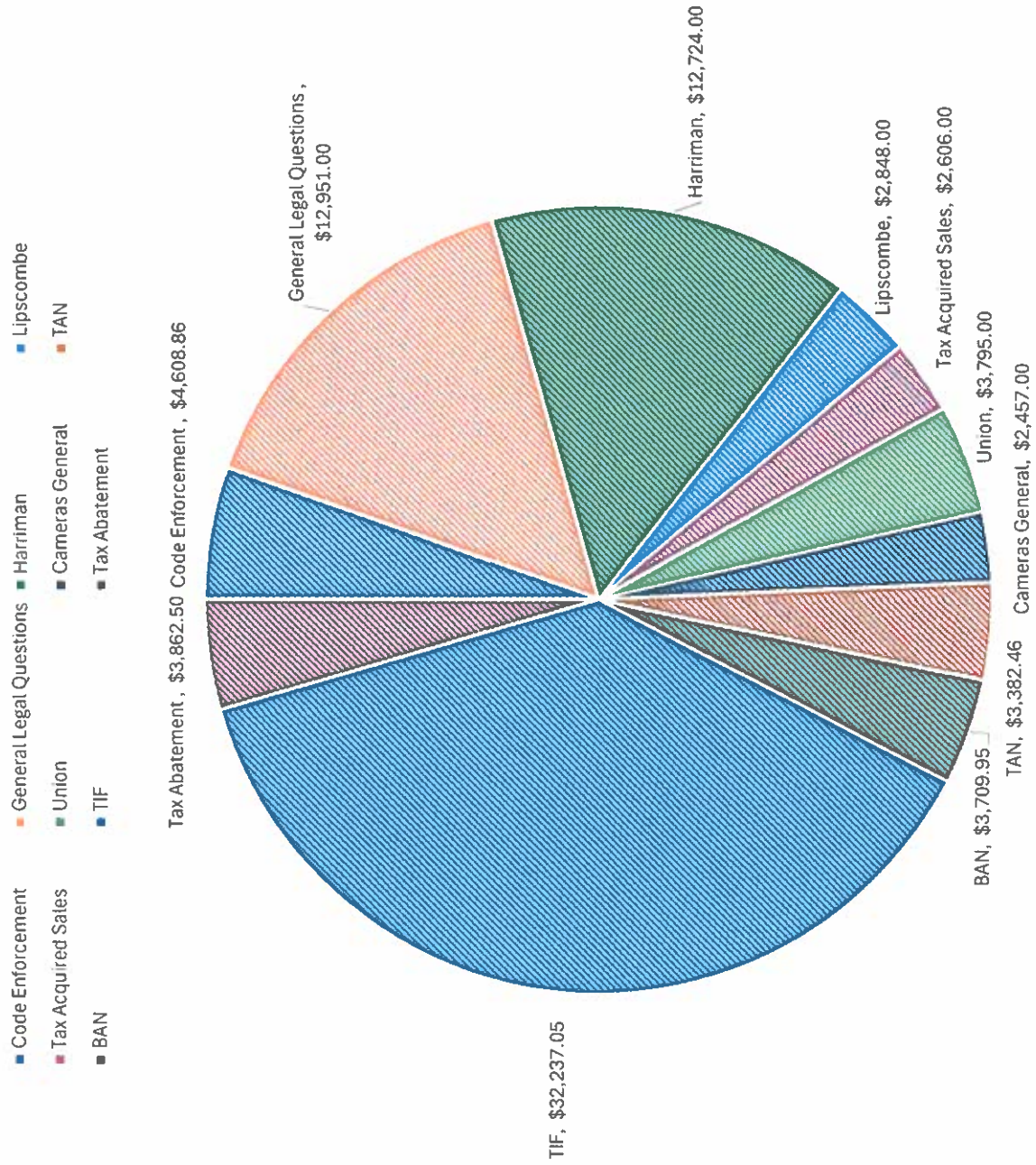
As of the end of July, we have spent nearly 100% of the legal budget appropriation for the fiscal year. The enclosed pie chart provides a breakdown of each major category. The primary driver of the overage is the \$12,724 invested in legal guidance related to the Harriman correspondence. You will also see legal expenses totaling \$7,092.41 for the Bond Anticipation Note and the Tax Anticipation Note—costs we have not incurred in the budget for many years. These expenses are tied to legal counsel regarding short-term cash flow for operations and infrastructure projects, in anticipation of permanent funding.

I am requesting the \$40,000 transfer due to two upcoming, publicly known court dates related to the Harriman and Lipscombe matter. In addition, there will be ongoing demand for legal counsel as the Town engages in union negotiations, which occur every three years.

Regards,

Cameron Clark

LEGAL EXPENSES JAN 1 - JULY 31



CCC COPY
III A

APPLICATION FOR POLE LOCATIONS

August 6, 2025

Board of Councilors
Houlton, Maine

CONSOLIDATED COMMUNICATIONS OF NORTHERN NEW ENGLAND COMPANY, LLC and HOULTON WATER COMPANY 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 HOULTON, MAINE:

Pleasant Street, beginning approximately 10 feet easterly of Pleasant Court...
-1 new push brace

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. 391848 dated August 6, 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 Polyzot
Manager - Right of Way

HOULTON WATER COMPANY

By Jugary A. Shewman
Joint Use of Plant

PERMIT FOR POLE LOCATIONS

Board of Councilors
Houlton, Maine

ORDERED: That CONSOLIDATED COMMUNICATIONS OF NORTHERN NEW ENGLAND COMPANY, LLC and HOULTON WATER COMPANY be 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 Companies 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 Companies dated the 6th day of August 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. 391848 dated August 6, 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:

Pleasant Street, beginning approximately 10 feet easterly of Pleasant Court...

-1 new push brace

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 Companies 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

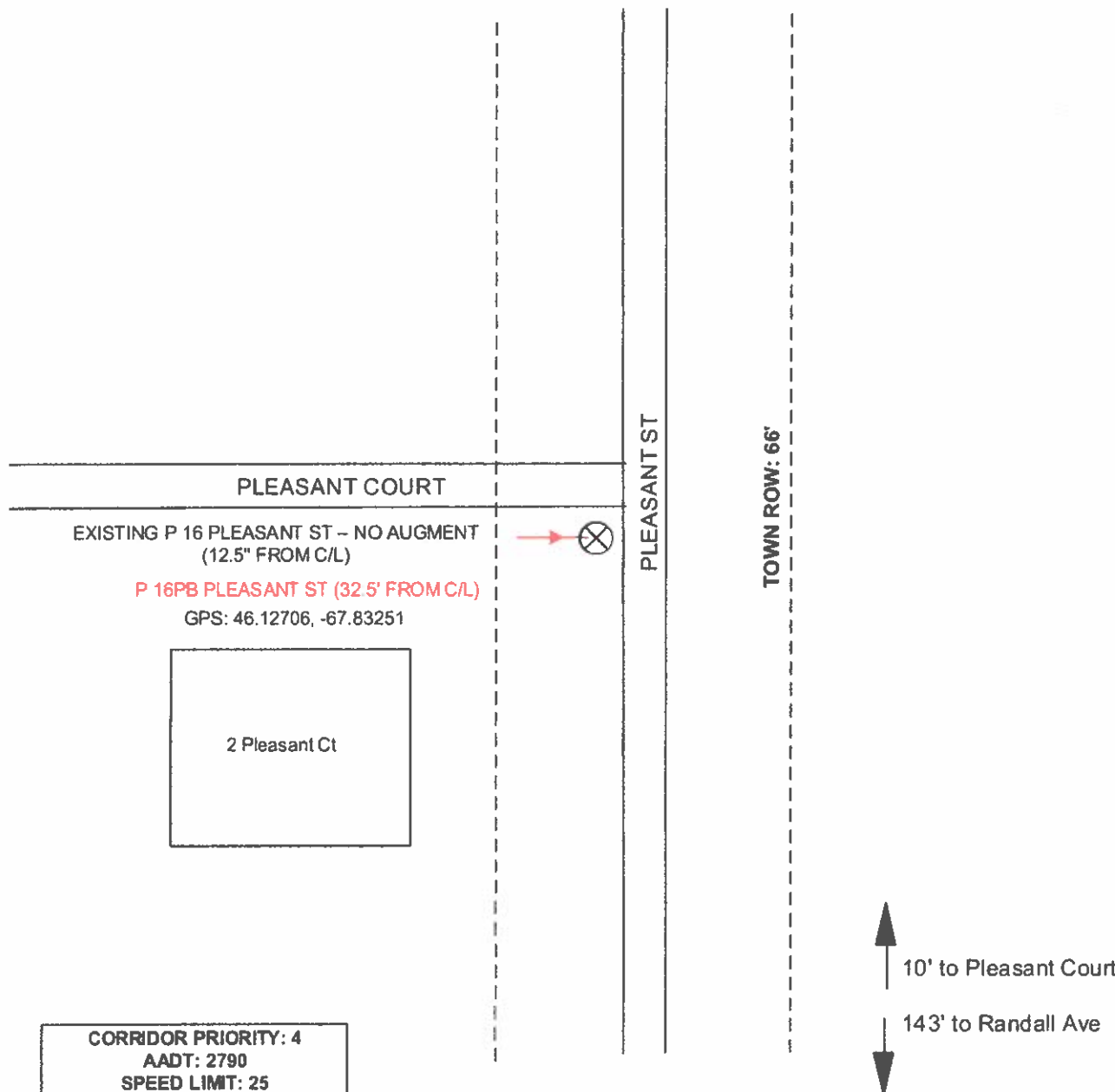
This permit is recorded in the Records of the _____ of _____,

Book _____, Page _____

Clerk

CCI E.W.O. No. 391848 MUNICIPALITY HOULTON

PLAN FOR NEW PUSH BRACE (POLE) @ P 16 PLEASANT ST



NOT TO SCALE

LEGEND

- | | | | |
|--|--------------------------------------|--|---------------------------------|
| | = NEW 100% TEL POLE | | = PEDISTAL POST LOCATION |
| | = NEW 50% OWNED POLE, HWC & TEL | | = WARNING SIGN LOCATION |
| | = EXISTING 50% OWNED POLE, HWC & TEL | | = MANHOLE LOCATION |
| | = CENTER LINE | | = BURIED CABLE/CONDUIT LOCATION |
| | = EXISTING POLE 100% ELCO (VP) | | = NEW PUSH BRACE |

DOT NO. _____
NO. _____
PREPARED BY DAVID PARADIS
CHECKED BY _____
PUBLISH _____
NON-PUBLISH ☒

INITIAL PROPOSED FACILITIES TO BE: (1) New 50% CCI(HWC) Push Brace

POWER CO. = UNK KV SINGLE PHASE TEL. CO. = Consolidated Communications

PERMIT BY RULE ☒

DISTANCES SHOWN ARE APPROXIMATE AND ALL SPANS MEASURED ALONG APPLICANT'S CONSTRUCTION CENTERLINE

STATUTORY PROCEDURE ☐





FOR OFFICE USE ONLY

Check # _____

Amount \$ _____

III

Application to License Games of Chance

MGCU - 5300

****The application (to include the rules for the game(s)) and license fees must be received by the Gambling Control Unit at least ten business days prior to the Game(s) of Chance requested****

Games of Chance (I.E. Poker, Blackjack): \$15 Calendar Week (Monday through Sunday); \$60 Calendar Month; \$700 Calendar Year

Video Poker: \$15 Calendar Week (Monday through Sunday) or \$60 Calendar Month

Cards (Cribbage): \$30 Calendar Year or Portion Thereof

Super Cribbage Tournament Game: \$75.00 Per Tournament

Tournament Game (up to 50 players) (I.E. Texas Hold'em): \$40.00 Per Tournament; \$100.00 Calendar Month (Two Tournaments Per Month); \$750.00 Calendar Year (Two Tournaments Per Month)

Tournament Game (51 to 100 players) (I.E. Texas Hold'em): \$75.00 Per Tournament; \$200.00 Calendar Month (Two Tournaments Per Month); \$1,500 Calendar Year (Two Tournaments Per Month)

Tournament Game (101 to 150 players) (I.E. Texas Hold'em): \$300.00 Per Tournament

Tournament Game (151 to 200 players) (I.E. Texas Hold'em): \$400.00 Per Tournament

Tournament Game (201 to 250 players) (I.E. Texas Hold'em): \$500.00 Per Tournament

Tournament Game (251 to 300 players) (I.E. Texas Hold'em): \$600.00 Per Tournament

Make check payable to Treasurer, State of Maine

Return the completed and signed application to:

**Department of Public Safety
Gambling Control Unit
Central Maine Commerce Center
87 State House Station
45 Commerce Drive, Suite 5
Augusta, Maine 04333-0087
(207) 626-3900 – Office
(207) 287-4356 – Fax**

1. For what game(s) are you licensing (please indicate number adjacent name and attach rules for the game(s)):

Tournament (Up to 50 Players) 1 Tournament (51 to 100 Players) _____

Video Poker _____ Cards (Cribbage) 1 Poker _____ Super Cribbage Tournament _____

Other _____ (Specify Name of Game) Texas Hold em

2. Organization Name: Houlton Elks Lodge #835

Organization Number (NPO or NOC): NPO Federal Tax ID # (EIN): 01-0027746

Business Address: 86 Main Street

City: Houlton State: ME Zip Code: 04730

Mailing Address: 86 Main Street Phone: 207-532-2791

City: Houlton State: ME Zip Code: 04730

3. Current Officers:

Jason Clayton ER	86 Main Street	04730	207-532-2791	3/31/26
NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES

Mike Jenkins Treasurer	86 Main Street	04730	207-532-2791	3/31/26
NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES

Bob Lorum Secretary	86 Main Street	04730	207-532-2791	3/31/26
NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
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4. Location where Game of Chance is to be conducted:

86 Main Street	04730
BUILDING	CITY / ZIP
ADDRESS	

5. Person responsible for the conduct of the Game(s) of Chance:

Jason Clayton	207-694-1002
NAME	DAYTIME PHONE & EVENING PHONE

E-Mail Address: jayclay13@hotmail.com

6. Check the day(s) of the week you will be conducting Game of Chance:

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

7. What time do the doors open? 11:00 What time does the game start? 12:00p.m.

8. Dates – Please specify weeks (Monday through Sunday), full calendar months or calendar year.

Sept 6th 12:00	Hold em Tournament			

9. Does the organization own all the equipment used in operating the Game of Chance? Yes ☒ No ☐

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

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

Yes ☐ No ☒

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

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

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

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

13. **Tournament Game Only:** Specify the name(s) of the charitable organization(s) that the proceeds of the tournament will benefit.

Houlton Elks Lodge #835

14. The following consent must be completed by the municipal officers of the city or town where the Game(s) of Chance will take place unless a separate "Letter of Approval" is attached to this application.

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

Municipal Consent to License

The undersigned being municipal officers of the City/Town of Houlton hereby certify that we consent to the application for licensure by Houlton Elks Lodge #835 to operate Games of Chance in accordance with the provisions of 17 M.R.S.A. Chapter 62 and in accordance with the Rules promulgated by the State of Maine, Department of Public Safety, Gambling Control Unit governing the conduct of Games of Chance.

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

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

Signed: Jason Clayton

Print Name: Jason Clayton Title: Exalted Ruler

Date: 08/13/2025 Age 18 or older: Yes ☒ No ☐

HOULTON ELKS LODGE # 835

TEXAS HOLD EM POKER TOURNAMENT HOUSE RULES

- Buy in is \$100 per person. Each player starts with \$500.00 in chips, with all beginning chips carrying value shown on chip.
- Seating will be randomly assigned once the number of entries is determined.
- 25% of buy ins will be kept for charity, with the remaining 75% being split among the winners.
- Number and amount of payouts will be determined prior to the start of the tournament, after all entrants are registered.
- Tables will be broken throughout the tournament to keep the number of players at all tables relatively even throughout the tournament, this will be done by one of the tournament officials.
- Each blind level will last 15 minutes, and blind increments will be announced by a tournament official. Blind levels and a schedule of changing of chips can be found on the following page.
- When chips are cashed in, chips are rounded to nearest denomination 1 greater than chips being cashed in. Chips must be cashed in during these designated times.
- There will be 10-minute breaks before the 5-10. And 50-100 blind levels to trade in 1's, 5's, and 10's respectively. These are the only official breaks taking place during the tournament.
- Players can go all in on any turn, with no exceptions (some casinos and games prohibit players from going all in after another player has gone all in without enough chips to make a legal raise).
- A verbal bet takes precedent over the number of chips put into the pot. For example, if a player announces a bet of 100 and puts 200 into the pot, the bet is a 100.
- If a card is exposed during the deal while the first cards are being dealt to each player, the hand will be redealt. If a card is exposed during the deal while the second cards are being dealt to each player, the exposed card will be the "burn" card and dealing will proceed, with the player whose card was exposed receiving his 2nd card last.
- If cards are exposed to any player(s) during or after a hand, all players at that table must be allowed to see exposed cards.
- Players may not miss blinds. If a player is knocked out and passing the deal to the players on the left would result in a player missing a blind, the player who dealt the

prior hand will deal again. This makes it possible for there to be a big blind in a hand with no small blind. Rule also applies if a player leaves at any time.

- Any cards that touch the muck (any dead cards in the middle of the table) will be mucked and the player will forfeit his/her chance to win the pot.
- Players can't reach into the muck to check their cards after their hand has been folded.
- All final decisions will be made by a tournament official. If there is a situation requiring the judgment of an official, please get the tournament official.
- Any play deemed inappropriate by the tournament officials will result in a time out penalty as decided by the tournament officials.
- The number one rule is to have fun and be a part of supporting Houlton Elks #835.

BLIND STRUCTURE

BLINDS	TIME(MINS)	
1-2	15	
2-4	15	
3-6	15	
4-8	15	
5-10	15	1's to be traded in prior to level
10-20	15	
15-30	15	
20-40	15	
30-60	15	
40-80	15	
50-100	15	5's and 10's to be traded in prior to level
75-150	15	
100-200	15	
150-300	15	
200-400	15	
300-600	15	
400-800	15	
500-1000	15	
750-1500	15	



**Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement**

8 State House Station, Augusta, ME 04333-0008 (Regular Mail)

10 Water Street, Hallowell, ME 04347 (Overnight Mail)

Telephone: 207-624-7220 Fax: 207-287-3434

Email inquiries: MAINELIQUOR@MAINE.GOV

IID

DIVISION USE ONLY

Permit No:

Deposit Date:

By:

Amt. Deposited:

Cash Ck Mo:

Application for a BYOB Permit

\$10.00 (per day) Check Payable: Treasurer State of Maine

The law requires the application to be submitted at least 24 Hours prior to the function, however a longer notice is appreciated to allow additional time for processing.

Check One: ☒ Event Open to Public ☐ Private Event

Name of Applicant Greater Houlton Chamber of Commerce

Mailing Address: 109 Main Street

Town/ City: Houlton

State: ME

Zip Code: 04730

Telephone: 207-532-4216

Fax: _____

Email Address: director@greaterhoulton.com

If Organization, name of responsible person: Jane Torres

Birth of Date of Applicant(s): _____

Location of Function: Main Street

Physical Address of Function: 48-86 Main Street

Town/City: Houlton

State: ME

Zip Code: 04730

☐ Indoor Event ☒ Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)

Describe specific indoor and/or outdoor area to be licensed: A dinner will be held on Main St. with tables set up from 48-86 Main St. People will bring their own food & this would allow them to also bring beverages.

Number of Persons attending: 200

Date of Function: 9/6/25

Time of Function: From: 4:00pm To: 6:00pm

Name of Function: The Longest Table

(Note: By law, liquor can only be served from 5:00am to 1:00am of the next day, Sunday through Saturday. Function times cannot deviate from this statutory requirement.)

8/21/25

Date


Applicant Signature

Jane Torres

Print Name of Applicant



Houlton Parks and Recreation Department

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



Owen Gallop, Director

August 2025 Monthly Report

Parks and Recreation Department Updates

- Track and Field ran May – June. We had 34 participants between the ages of 7-14. All athletes attended the State Track and Field meet that was held on June 20th in Caribou. I plan and help run this event with other Rec Directors in the Northern Maine Community Recreation Association.
- Just for Kids Summer Camp had 168 participants. These ages run from 5-13 years. Camp ran Monday-Friday from 8:30am-3:00pm for eight weeks. For this program, I had 18 Youth Supervisors, 2 Adult Supervisors, and 6 Volunteers. This summer was packed with fun activities and even greater memories.
- Just for Me is a program we brought back from 2018. The department struggled to get participation for this program since then. This year we had 6 registered, so we continued with it. Our limit was 10. This program goes with our Just for Kids Summer Camp, except is for ages 4 and 5 going into kindergarten. This program runs 8:30am-11:00am. The purpose is to introduce them to a summer camp setting, so they are prepared for the following year. These kids had a blast this summer.
- Our annual Peanut Carnival was held on the last day of Just for Kids on August 7th. The summer camp kids run the games on the evening of the carnival. This event is always a huge staple of our summer and so much fun was had by all. Attendance was an all-time high. The Peanut King and Queen Coronation was held that evening as well.
- Our new inflatable water slide, purchased with a grant from the Putnam Trust in 2024, was a huge hit this summer. We had it out quite often with our summer campers, along with our Family Fun of the Fourth event. This cooled us down a lot this summer!
- The second annual Family Fun on the Fourth event was a great success this summer, besides the little bit of rain we encountered. We had inflatable games, bounce houses, a dunk tank, and our water slide for the community to use. We had live music by The Dustpans from 6:00 until the fireworks at 9:20. There was a food truck and gift card giveaways to Mother Hen. All of this, besides purchasing food, was free to the community. This is all thanks to our community sponsors who supported this event. We are very fortunate to have the support we have. We look forward to future events.
- Other programs this summer included Tennis Lessons, Flag Football Camp, T-Ball, First Pitch, Science Camp, and more.
- Adult softball league used the Chase McGuire field 2-3 times per week.
- We introduced hiking trips into our lineup of programs this summer. We took a handful of participants into Baxter State Park. We hope to expand this next summer.
- We also introduced a new Guitar Camp this summer. This was a weeklong camp where participants learned basic chords and progressions to help them learn any music. They practiced a song and performed it for their parents on the last day.
- We partnered with the library to host our annual Lego Camp. We use the space at the Rec and the library brings their Legos. We had two groups of 20 participate in this program. This is a free program.
- We brought Brazilian United Soccer Camp into our lineup this year. This is a weeklong soccer camp with experienced coaches. For every registration they get, we get a portion of the fee for hosting.
- Our annual Touch-A-Truck event was hosted on August 15th as part of the Potato Feast festivities. We had 14 vehicles on display on Broadway for this event. It went very well and the kids a blast.
- The Friends and Needles Quilt Guild had their annual quilt show at the Rec Center during Potato Feast weekend. This was their first year using the space (41st show) and they were very happy. They are booked for next year.

- Pickleball Courts are finally completed! This project was done completely with donations, and we could not be more thankful. The minute they were complete, they were being used. The department is hosting learn to play nights for beginners on August 19th and 21st. Free to attend.
- Partnered with Jennie Schools with SNAP-ED Maine to host the grand opening of the StoryWalk on Riverfront Trail. This came out great and we hope community members take the time to check it out.
- The Rec helped host an outdoor movie with the Houlton Fair during the fair weekend. They provided the movie and the license, and the Rec provided the outdoor movie equipment.
- We are continuing to sell discounted tickets to Funtown/Spashtown, York's Wild Kingdom Zoo, and Aquaboggan. We are able to sell these because of our members of the Maine Recreation and Parks Association.

Upcoming Programs and Activities

- Summer Soccer Clinic. We have two groups for this program. Grades K-2 and 3-6.
- Summer Basketball Clinic. We have two groups for this program. Grades K-2 and 3-6.
- We have two Mountain Biking Trips planned in August. We will travel to the Penobscot River Trails for these trips.
- Outdoor Movie Nights are planned for a couple of nights in August. We are partnering with Living Innovations for one on August 22nd and are hosting a second one on August 29th.
- Fall Soccer begins the last week in August and runs the entire month of September and into October. This is for grades K-1, 2-3, and 4-6.
- Evening programing will start again in October once Fall Soccer has ended.

Summer Pictures





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: July 2025 Monthly Report
Date: August 19, 2025

The Finance Department as of July 31st has spent 49.88% of its budget.

Bank Accounts as of July 31st, Town Operating is currently at \$1,656,582.

RECAP: As of July 31st, we've collected 65.52% of the excise tax revenues budgeted. This includes Boats, Aircrafts, and Registrations. Compared to last year we collected 65.69% of the budgeted excise tax revenues.

Jan-July

Excise Revenues

	2024	2025
Boat excise	\$3,256.20	\$3,314.80
Aircraft excise	\$1,179.44	\$274.26
Registration excise	\$718,059.57	\$720,311.10

TAN: As of July 31st, we have utilized \$550,000 of the \$1,523,000 tax anticipation note for cash flow.

Best Regards,

Kimberly M. Denbow

Town Treasurer

207-532-7111

town.treasurer@houlton-maine.com

Expense Summary Report

Department(s): 100 - 111

January to July

08/19/2025

Page 1

Account	Budget Net	----- Y T D -----			Unexpended Balance	Percent Spent
		Debits	Credits	Net		
100 - GENERAL GOVT	907,092.00	577,622.12	15,789.36	561,832.76	345,259.24	61.94
40 - ADMIN	626,943.00	429,206.89	11,140.20	418,066.69	208,876.31	66.68
41 - ASSESS	129,056.00	77,119.79	1,285.49	75,834.30	53,221.70	58.76
48 - C.E.O.	79,385.00	36,907.92	3,068.27	33,839.65	45,545.35	42.63
49 - COMM. DEV.	68,858.00	32,967.52	200.00	32,767.52	36,090.48	47.59
92 - PLAN BOARD	2,850.00	1,420.00	95.40	1,324.60	1,525.40	46.48
101 - PROTECTION	3,889,656.00	2,207,282.55	68,222.05	2,139,060.50	1,750,595.50	54.99
42 - PROTECTION	556,608.00	376,683.43	8,097.03	368,586.40	188,021.60	66.22
43 - POLICE	1,662,581.00	840,492.83	26,284.95	814,207.88	848,373.12	48.97
44 - FIRE	686,485.00	377,785.71	15,849.67	361,936.04	324,548.96	52.72
45 - AMBULANCE	983,982.00	612,320.58	17,990.40	594,330.18	389,651.82	60.40
102 - PUBLIC SERV	1,316,878.00	730,138.98	35,702.09	694,436.89	622,441.11	52.73
54 - TREE PROG	7,500.00	200.00	0.00	200.00	7,300.00	2.67
55 - PUBLIC WORKS	160,186.00	92,001.46	2,620.24	89,381.22	70,804.78	55.80
56 - ROAD MAINT	253,396.00	163,735.90	2,428.58	161,307.32	92,088.68	63.66
62 - STORM DRAIN	16,750.00	4,212.09	0.00	4,212.09	12,537.91	25.15
66 - SNOW & ICE	449,647.00	230,769.74	9,256.86	221,512.88	228,134.12	49.26
67 - SNOW HAUL	2,600.00	0.00	0.00	0.00	2,600.00	0.00
68 - SEPTIC	3,125.00	0.00	0.00	0.00	3,125.00	0.00
69 - REFUSE	11,500.00	0.00	0.00	0.00	11,500.00	0.00
71 - TRAFFIC CNTL	38,900.00	19,715.11	0.00	19,715.11	19,184.89	50.68
99 - GARAGE	373,274.00	219,504.68	21,396.41	198,108.27	175,165.73	53.07
103 - EMP. BENEFIT	1,978,462.00	1,168,039.51	157.20	1,167,882.31	810,579.69	59.03
93 - EMP. BENEFIT	1,978,462.00	1,168,039.51	157.20	1,167,882.31	810,579.69	59.03
104 - HLTH & CULT	395,103.00	315,698.62	524.43	315,174.19	79,928.81	79.77
47 - HLTH & SOC	32,372.00	8,682.40	53.30	8,629.10	23,742.90	26.66
51 - CEMETERIES	111,074.00	73,073.38	471.13	72,602.25	38,471.75	65.36
96 - OTHER AGENC	251,657.00	233,942.84	0.00	233,942.84	17,714.16	92.96
105 - PARKS & REC	762,633.00	435,436.22	11,587.97	423,848.25	338,784.75	55.58
74 - P & R ADM	144,681.00	79,271.77	3,004.52	76,267.25	68,413.75	52.71
75 - P & R YOUTH	108,500.00	75,076.91	2,337.87	72,739.04	35,760.96	67.04
77 - ARENA CONCES	23,000.00	23,661.16	1,058.40	22,602.76	397.24	98.27
78 - P & R ARENA	264,454.00	145,771.50	2,750.77	143,020.73	121,433.27	54.08
79 - PARKS MAINT	183,248.00	93,105.00	2,436.41	90,668.59	92,579.41	49.48
80 - BLDG MAINT	38,750.00	18,549.88	0.00	18,549.88	20,200.12	47.87
106 - AIRPORT	206,151.00	90,577.28	275.58	90,301.70	115,849.30	43.80
83 - AIRP MAINT	206,151.00	90,577.28	275.58	90,301.70	115,849.30	43.80
107 - EDUCATION	3,205,503.00	1,783,568.15	0.00	1,783,568.15	1,421,934.85	55.64
96 - M.S.A.D. #29	3,205,503.00	1,783,568.15	0.00	1,783,568.15	1,421,934.85	55.64
108 - COUNTY TAX	839,505.00	0.00	0.00	0.00	839,505.00	0.00
96 - COUNTY TAX	839,505.00	0.00	0.00	0.00	839,505.00	0.00
109 - DEBT SERV	983,192.00	64,088.89	0.00	64,088.89	919,103.11	6.52
95 - DEBT SERV	983,192.00	64,088.89	0.00	64,088.89	919,103.11	6.52
110 - UNCLASSIFIED	65,795.00	30,040.73	11.99	30,028.74	35,766.26	45.64
50 - PUB BLDG WHI	7,864.00	4,064.80	0.00	4,064.80	3,799.20	51.69
53 - PUB BLDG TO	37,931.00	16,551.19	11.99	16,539.20	21,391.80	43.60
97 - ABATEMENTS	20,000.00	9,424.74	0.00	9,424.74	10,575.26	47.12
111 - SPCL PROJECT	24,250.00	0.00	0.00	0.00	24,250.00	0.00
98 - SPCL PROJECT	24,250.00	0.00	0.00	0.00	24,250.00	0.00
Final Totals	14,574,220.00	7,402,493.05	132,270.67	7,270,222.38	7,303,997.62	49.88

Revenue Summary Report

Department(s): 130 - 199
January to July

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	209.52	209.52	8,807,859.48	0.00
30 - TAXES	0.00	8,808,069.00	0.00	209.52	209.52	8,807,859.48	0.00
131 - INTERGOVERN	0.00	2,965,936.00	278,879.36	1,576,738.31	1,297,858.95	1,668,077.05	43.76
31 - REVENUES	0.00	2,965,936.00	278,879.36	1,576,738.31	1,297,858.95	1,668,077.05	43.76
132 - EXCISE	0.00	1,104,800.00	1,747.32	725,647.48	723,900.16	380,899.84	65.52
30 - TAXES	0.00	1,104,800.00	1,747.32	725,647.48	723,900.16	380,899.84	65.52
134 - INTEREST	0.00	132,000.00	52.88	94,185.26	94,132.38	37,867.62	71.31
30 - TAXES	0.00	132,000.00	52.88	94,185.26	94,132.38	37,867.62	71.31
135 - SERVICES	0.00	1,150.00	1.00	675.00	674.00	476.00	58.61
30 - TAXES	0.00	1,150.00	1.00	675.00	674.00	476.00	58.61
136 - OTHER INCOME	0.00	76,800.00	56.69	6,773.40	6,716.71	70,083.29	8.75
30 - TAXES	0.00	75,400.00	56.69	6,473.40	6,416.71	68,983.29	8.51
31 - REVENUES	0.00	1,400.00	0.00	300.00	300.00	1,100.00	21.43
140 - ADMIN	0.00	38,300.00	5,323.81	40,473.99	35,150.18	3,149.82	91.78
40 - ADMIN	0.00	38,300.00	5,323.81	40,473.99	35,150.18	3,149.82	91.78
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	10,990.00	10,895.00	30,805.00	26.13
43 - POLICE	0.00	41,700.00	95.00	10,990.00	10,895.00	30,805.00	26.13
144 - FIRE	0.00	191,044.00	128,322.00	310,343.14	182,021.14	9,022.86	95.28
44 - FIRE	0.00	191,044.00	128,322.00	310,343.14	182,021.14	9,022.86	95.28
145 - AMBULANCE	0.00	1,001,171.00	256,415.82	1,127,798.46	871,382.64	129,788.36	87.04
45 - AMBULANCE	0.00	1,001,171.00	256,415.82	1,127,798.46	871,382.64	129,788.36	87.04
147 - HEALTH & SOC	0.00	14,000.00	176.88	2,261.62	2,084.74	11,915.26	14.89
47 - HEALTH & SOC	0.00	14,000.00	176.88	2,261.62	2,084.74	11,915.26	14.89
148 - CODE ENFORCE	0.00	34,500.00	0.00	9,622.00	9,622.00	24,878.00	27.89
48 - CODE ENFORCE	0.00	34,500.00	0.00	9,622.00	9,622.00	24,878.00	27.89
151 - CEMETERIES	0.00	6,000.00	530.00	8,005.00	7,475.00	-1,475.00	124.58
51 - CEMETERIES	0.00	6,000.00	530.00	8,005.00	7,475.00	-1,475.00	124.58
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	1,943.99	79,577.00	77,633.01	-17,633.01	129.39
75 - P & R YOUTH	0.00	60,000.00	1,943.99	79,577.00	77,633.01	-17,633.01	129.39
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	3,383.15	71,859.84	68,476.69	55,773.31	55.11
78 - P & R ARENA	0.00	124,250.00	3,383.15	71,859.84	68,476.69	55,773.31	55.11
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	3,743.00	3,743.00	1,257.00	74.86
80 - P&R BLD MAIN	0.00	5,000.00	0.00	3,743.00	3,743.00	1,257.00	74.86
183 - AIRPORT	0.00	135,500.00	4,145.36	50,657.05	46,511.69	88,988.31	34.33
83 - AIRPORT ADM.	0.00	135,500.00	4,145.36	50,657.05	46,511.69	88,988.31	34.33

Revenue Summary Report

Department(s): 130 - 199

January to July

08/19/2025

Page 2

Account	Budget Original	Budget Net	----- Y T D -----			Uncollected Balance	Percent Collected
			Debits	Credits	Net		
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	681,073.26	4,123,935.07	3,442,861.81	11,306,358.19	23.34

**COMMUNITY DEVELOPMENT DEPARTMENT
REPORT
JULY 2025**

Economic Development Activities

- ***Downtown Revolving Loan Fund (DTRLF)*** – Participated in review of Revolving Loan Fund (RLF) Program for Council action. Processed 2 completed Façade grant reimbursements. Requested additional info on a new application.
 - ◆ ***Downtown TIF Committee*** – Coordinated & attended a meeting of the TIF Advisory Board where they recommended approval of two new Façade Grant applications. Submitted memo to Town Manager on their behalf outlining their recommendation for approval. Prepared meeting minutes & award letters for the grantees.
- ***Attraction Committee/Gateway Ambassadors*** – Attended 4 meetings of the group working on marketing & updates to Upgrade To Houlton website. Assisted with idea development for promotional videos through grant funding from the Maine Office of Tourism. Worked in the Ambassador booth during Midnight Madness.
- ***Houlton Downtown Alliance (HDA)*** – Sent notice of monthly meeting & attended. Working with the Chamber & WHOU on development of The Longest Table event. Attended webinar on a Virtual Accelerator Program offered by Main Street America. Coordinated advertising for the group about Downtown activities during July 4th celebrations. Coordinating with Small Business Administration (SBA) to help promote their Next Level CEO program they will be running in the fall. Sessions will be at the Town Office.
- ***Roadmaps For Growth Program*** – Received notification of Northern Border Regional Commission (NBRC) grant awarded to GrowSmart Maine to assist with Economic Development Planning for rural communities. We are one of 6 municipalities benefiting from this grant. Helped coordinate & participated in news story about the program.
- ***EDA/CDBG Grants*** – Met with a business about applying for CDBG funds through their Business Assistance Program. Coordinated meeting with State reps to review steps for submitting a Letter of Intent (LOI). Began work on LOI and information need for this process. Provided additional documentation for the closeout of our EDA grant.

Community Development & Enhancement Activities

- ◆ ***Building Community Strength (BCS) Program*** – Worked with the Code Enforcement Officer & our GrowSmart Maine reps to begin process for us to host the Fall workshop in Houlton welcoming in representatives from the other 9 municipalities and speakers from around the State. Hosted a site visit with the rep from GrowSmart Maine. Working on application for Community Resilience Grant.
- ◆ ***CDBG Public Infrastructure (PI) Program/Aroostook ARPA Grant*** – Compiled documentation for a drawdown of funds and processed reimbursement payment. Completed monitoring of grant with State rep.
- ◆ ***CDBG Housing Assistance (HA) Program*** – Completed monitoring of our 2nd grant with State rep. Began review of reimbursement documents for our 2nd grant.
- ◆ ***Sidewalk Grant*** – Met with project engineer. Reviewed inquiry from a property owner. Processed modification paperwork for the grant. Received notification that Right of Way process for the project was completed by the state.
- ◆ ***Congressionally Directed Spending (CDS) – Walkable Houlton Project*** – Finalized Environmental Review process on the project. Worked on getting set up in their grant system. E-mailed with delegation rep.
- ◆ ***Congressionally Directed Spending (CDS) – Police Department Project*** – Completed & submitted quarterly reporting.
- ◆ ***Radio Station Rugby*** – Helped coordinate and attended a Zoom meeting about plans for the 100th anniversary.

Miscellaneous Duties & Activities

- ✓ ***Audit*** – Compiled documentation of several grants for the audit process.

Community Partnerships & Affiliations

❖ **Meetings**

- ***Planning Board*** – Attended 2 meetings of the Planning Board which included a review of day care and review & Public hearing about a subdivision application.
- ***Zoning Board of Appeals*** – Attended this meeting that reviewed the location of a mobile home park.
- ***Maine Downtown Center (MDC)*** – Participated in a Zoom meeting to share ideas with other communities.
- ***Rotary Meetings*** – Attended 4 meetings. Programs included club business, a walking tour of some downtown businesses and a presentation by a local arborist.

❖ **Training, Education & Information**

- ***Placer Code Webinar*** – Attended this training presented by Build Maine and the Maine Downtown Center about new concepts for developing codes.



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: August 21, 2025.
To: Town Manager Cameron Clark
Houlton Town Councilors.
From: Timothy B. DeLuca.
Reference: Monthly report, June/July 2025.

Monthly Report June/July 2025.

- HPD met with staff from the **Community Health and Counseling (PACH)** team from Bangor. The PACH team's mission is to assist those who are homeless providing them with resources. A list of the area homeless and locations were presented to the PACH team. Later, a visit with these individuals and locations was completed with PACH team members and members of HPD. Although most declined assistance, they are aware services are available.
- HPD has permitted several public gatherings (vigils/specials/protest) events throughout the spring, summer and fall of 2025. We have worked with each organizer to ensure their safety during their appearance. Locations have varied such as the peace pole in Monument Park, North Road, Military Street, and other locations. HPD has assisted to ensure it was a peaceful event.
- HPD assisted with the security plans for "Midnight Madness" in advance to increase security levels for the attendees. Specifically, "Jersey" barriers were strategically placed to limit vehicular traffic from entering the venue. In addition, all HPD staff were on hand during the event, were visible and interactive with the attendees. Signage was also put in place in advance.
- HPD, Chief DeLuca presented on the morning show with WHOU to discuss upcoming events in the community such as "Midnight Madness" and the "Houlton Agricultural Fair." The purpose was to explain street closures in advance to allow the community to prepare for these community events. This was a remarkable success.
- Members of HPD attended the Maliseets annual health fair at the tribal community center. HPD provided information on bicycle safety, child safety seats and other materials to the public. A great community event.



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- All members of HPD assisted with the annual 4th of July parade. All intersections were monitored and closed as needed for traffic flow during the event. These efforts by HPD provided a safe event for the community. This event sponsored by the Greater Houlton Chamber of Commerce was a remarkable success.
- Just for boys from the Military Street Baptist Church toured HPD and were given the opportunity to have access to the cruisers. Several youths attended with staff and had a positive interaction with HPD.
- HPD held a department wide scenario-based training for active shooter and tactical movement over the course of two days. This included classroom time discussing use of force and other related policies. In addition, officers had firsthand training in response to active shooter at the High School and later live fire drills at the range. We have scheduled a tabletop exercise with of emergency services partners in this region. We are planning a live exercise in early 2025. This training provided HPD staff with updated tactics in responding to critical incidents at all venues. Most importantly, it increases officer and community safety.
- HPD attended the "Lemonade Luncheon" at the "Laugh and Learn Academy". Officers interacted with the children and were able get a drink of lemonade.
- HPD assisted Airport Director Stewart with the planning of the "Props and Pistons" event at the Houlton International Airport. Specifically, HPD assisted with a traffic and security plan to ensure smooth traffic flow and community safety. This was a successful event.
- HPD has been continuing with the ATV details under the 2025 grant from the Department of Inland Fisheries and Wildlife. These details include access roads and ATV trails. HPD has had impressive results and positive contacts. Our mission is community education and awareness before enforcement.
- The emergency Dispatch Console update. All the hardware has arrived and is currently in being built by the technician. HPD will be visiting the build next week to review the system and ensure it meets specifications. Projected installation will be mid-September.
- HPD will be gearing up with RSU 29 in anticipation of the start of the new school year. This will include public service announcements and putting the signboards in strategic locations.
- HPD sent two officers to "ALICE" instructor training. This is the model used by the RSU 29 school district for critical incidents. These two instructors will be providing RSU 29 staff with training to include an active training scenario with students.



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-
- *HPD continues increase specialized training. Currently, Officers are completing mandatory annual training as required by state law and regulations. This is an ongoing process.*
 - *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.*
 - *Included are the June and July statistical summary for calls for service in Houlton. Many of these calls require hours of investigations to complete the investigation. HPD has one of the highest clearance rates in Aroostook County.*
 - *All the 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.*

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15:52

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	49
Abandoned Vehicle	1
Animal Control Complaints	47
Residential Alarm	1
Animal Attacks	3
Animal Problem	12
Assault	9
Assist Another Agency	33
Assist DHHS	1
Attempt to Locate	4
ATV Complaint	9
Background Investigation	4
Bail Check	3
Burglary	7
Business Alarm	31
Citizen Assist	118
Citizen Dispute	4
Civil Problem	8
Traffic Accident-Non Reportabl	5
PD-Traffic Accident	35
PI-Traffic Accident	1
Criminal Mischief	15
Criminal Threatening	7
Death Investigation	3
Detail	20
Referral DHHS	4
Disorderly Conduct	24
Domestic Disturbance	14
Drug Paraphernalia	4
Drug Intelligence Information	2
Controlled Substance Problem	7
EMS Medical	9
Escort	4
Family Fight	3
Fingerprint-Non Criminal	16
Fire Alarm	2
Electrical Fire	1
Structure Fire	1
Fireworks	6
Follow Up to Prev Incident	26
HPD Foot Patrol	24
Found Property	34
Fraud	4
Supplying Alcohol to a Minor	2
Harassment	18
Hit And Run	5
Information Request	1
Information Report	33
Juvenile Runaway	1
Juvenile Problem	17
Liquor Offenses	1
Lost Property	11
Mental Health Issues	24

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

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Nature of Incident	Total Incidents
Miscellaneous CAD Call Record	1
Missing Person	2
Stranded Motorist	5
Neighborhood Dispute	3
Noise Disturbance	21
Internet/Text Harassment	6
Driving Under Influence Liquor	2
Driving Under Influence Drugs	2
Overdose	1
Paper Service	17
Parking Problem	6
Pedestrian Check	3
Protective Order Service	8
Violation of Protection Order	3
Police Service Generic	2
Public Relations - Talk or Lec	1
Probation Violation	2
Property Check Requested	5
Property Check Officer Initiat	402
Found Property	3
Lost Property	1
Recovered Stolen Property	1
Repossession	2
Returned Property	1
Road Hazards (Sign/Signal/Debr	7
Safekeeping Property	13
School Resource Officer SRO	1
School Visit/Patrol Check	3
Search Warrant	1
Sex Offense	6
Shoplifting	1
Sex Off Update Registration	6
Suspicious Person, Circumstnce	86
Theft	61
Citizen Traffic Complaint	48
Traffic Violation	2
Traffic Stop	209
Trespassing	43
Utility Problem	9
Violation Condition of Release	5
Criminal Arrest Warrant	20
Weapon Offense	1
Welfare Check	46
Yellow Flag Law Case	1
Total Incidents for This Agency:	1797

Total Incidents for This Report: 1797

Report includes:

All dates between `00:00:00 06/01/25` and `23:59:59 07/31/25`
All agencies matching `HPD`
All natures
All locations

08/21/25
15:52

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

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All responsible officers
All dispositions
All clearance codes
All observed offenses
All reported offenses
All offense codes
All circumstance codes

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

MONTHLY REPORT OF ACTIVITIES FOR THE ASSESSOR July, 2025 to August, 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.
- 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.
- Regarding the 2025 commitment, it does appear that we can hold the mil rate (same as 2024) at 19.40 (0.0194), and recertify at 100% ratio. This means we will receive the maximum reimbursements from the State of Maine. It should be noted that this mil rate also allows the Airport and Downtown TIF Districts captures to be increased to 75% and 100% respectively. Had we not increased those TIF accounts, the mil rate would have been able to be decreased to 18.7 (0.0187). It is important to note that the certified ratio for next year has been reported to us by Maine Revenue Service to be 80% for the 2026 tax year. What this means for the 2026 tax year, is that valuations will increase approximately 20% to enable us to continue receiving the maximum reimbursements from the State of Maine. What does this mean to the tax bills for 2026? Tax bills and the mil rate are determined by the town's expenses and revenue streams, not the valuations. Theoretically, if the expenses and revenues stay the same and the valuation increases, the mil rate should go down in direct proportion, thus no change in the tax bill. However, if the expenses go up and/or the revenues go down, with an increased valuation, the resulting tax bill would increase.
- As always, I am available if you have any questions or concerns.

Respectfully submitted.