

**Location:** Town Office, Council Chambers  
21 Water Street, 2<sup>nd</sup> 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**

**September 22, 2025  
5:00 PM**

**A. (S090325-1) 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. (S090325-2) The Town of Houlton ordains that the 2025 Municipal Budget appropriations be amended as follows:**

<b>DEPARTMENT</b>	<b>ACCOUNT</b>	<b>TITLE</b>	<b>AMOUNT</b>
SPECIAL PROJECTS	111-98-8-02	AUDIO IMPROVEMENTS	-\$15,000
SPECIAL PROJECTS	111-98-8-45 (NEW)	COMPUTER UPGRADES	+\$15,000
SPECIAL PROJECTS	111-98-8-57	WEED CONTROL	-\$4,250
SPECIAL PROJECTS	111-98-8-45 (NEW)	COMPUTER UPGRADES	+\$4,250

**(Introduction)**

**Audio improvements in Council Chambers will not be completed this year and weed control was paid with TIF funds.**

**C. (S090325-3) The Town of Houlton ordains the transfer of up to \$7,991 from the Undesignated Fund Balance to Special Projects account 111-98-8-45 for the purchase of computer equipment and installation in various departments.**

**(Introduction)**

**Up to \$25,000 was approved for transfer on February 24, 2025 to cover interest on a Tax Anticipation Note, and only approximately \$5,000 of that will be needed.**

**Adjournment**

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

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

**Public Participation thru Zoom:**

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

## **AGENDA**

**Regular Council Meeting**

**September 22, 2025  
6:00 PM**

### **Pledge of Allegiance**

### **Public Comments**

**I. Minutes: Special & Regular Council Meeting of September 8, 2025**

**II. Old Business**

**A. (S090125-3) The Town of Houlton ordains that Chapter 4 Boards, Commissions, and Special Offices of the Houlton Code be amended with the addition of Article VIII, John A. Millar Civic Center Advisory Board. (Note: The document in its entirety is available for review at the Town Office during normal business hours.)**

**(Public Hearing)**

**B. (S090325-2) The Town of Houlton ordains that the 2025 Municipal Budget appropriations be amended as follows:**

DEPARTMENT	ACCOUNT	TITLE	AMOUNT
SPECIAL PROJECTS	111-98-8-02	AUDIO IMPROVEMENTS	-\$15,000
SPECIAL PROJECTS	111-98-8-45 (NEW)	COMPUTER UPGRADES	+\$15,000
SPECIAL PROJECTS	111-98-8-57	WEED CONTROL	-\$4,250
SPECIAL PROJECTS	111-98-8-45 (NEW)	COMPUTER UPGRADES	+\$4,250

**(First Reading)**

**Audio improvements in Council Chambers will not be completed this year and weed control was paid with TIF funds.**

C. (S090325-2) The Town of Houlton ordains the transfer of up to \$7,991 from the Undesignated Fund Balance to Special Projects account 111-98-8-45 for the purchase of computer equipment and installation in various departments.  
(First Reading)

Up to \$25,000 was approved for transfer on February 24, 2025 to cover interest on a Tax Anticipation Note, and only approximately \$5,000 of that will be needed.

### III. New Business

A. (090225-1) Council accepts the bid proposal of \$27,241 from County Micro for computer equipment purchase and installation once the funding is approved.  
3 bids were received, see memo from Town Manager Clark.

B. (090225-2) Council notifies the voters of the Town of Houlton of the Regular Municipal and Referendum Election to be held on November 4, 2025, by signing the Municipal Election Warrant.

This is a requirement, Polls will be open 7AM- 8PM at the Gentle Memorial Building, 128 Main Street.

C. (090225-3) Council authorizes the Registrar of Voters to be available at the Town Office during the hours the Town Clerk's Office is open for the purpose of registering voters and making name and address changes. (Note: Office hours Monday thru Friday, 7:30 a.m. to 4:00 p.m. and on Thursday, October 30<sup>th</sup> from 7:30 a.m. to 6:00 p.m.

This is a state requirement to inform citizens of the times they can register to vote and make name and address changes before the election. This can also be done at the polls on election day.

D. (090225-4) Council confirms the appointment of Chairty Cyr to the Parks & Recreation Advisory Board for a 2-Year Term expiring 1/31/2027

Thank you for volunteering.

### IV. Discussion and Reports

A. Town Managers Report

B. Councilors' Remarks

### V. Adjournment

**Special Council Meeting  
September 8, 2025**

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

A. (S090125-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Matthews 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 E. McLaughlin, yes; Councilor Brown, yes; Councilor Matthews, yes; Councilor Peters, yes; Councilor J. McLaughlin, yes.

They entered Executive Session at 5:00 PM and returned to Open Session at 5:11 PM.

B. (S090125-2) It was moved by Councilor Peters, seconded by Councilor J. McLaughlin that Council enter into Executive Session with the Town Attorney, Town Manager and the Police Chief for the purpose of Police union negotiations, pursuant to M.R.S.A Title 1, Section 405(6)D.

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

They entered Executive Session at 5:12 PM and returned to Open Session at 5:58 PM.

C. (S090125-3) Councilor J. McLaughlin Introduced the following: The Town of Houlton ordains that Chapter 4 Boards, Commissions, and Special Offices of the Houlton Code be amended with the addition of Article VIII, John A. Millar Civic Center Advisory Board. (Note: The document in its entirety is available for review at the Town Office during normal business hours.)

Chair Torres noted that the First Reading will be held at tonight's Regular Council Meeting, and the Public Hearing will be held on September 22, 2025.

D. (S090125-4) It was moved by Councilor J. McLaughlin, seconded by Councilor Matthews that Council authorizes a pre-public comment period script to be read before the public comment period at Regular Council Meetings.

Town Manger Clark noted that this is standard procedure across the country.

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

The order passed.

Adjournment: On motion by Councilor J. McLaughlin, seconded by Councilor Peters, the meeting adjourned at 6:00 PM with all in favor.

**Regular Council Meeting  
September 8, 2025**

Chair Torres called the meeting to order at 6:00 PM with all councilors present, except Councilor Lake who was excused.

**Public Comments-** Chair Torres read the pre-public comment period script.

Patrick Bruce, Ludlow resident stated that he had a bunch of stuff he was going to talk about tonight. He noted that he felt that the script giving people 2 minutes to speak was taking away free speech. He noted that he felt it wasn't a step in the right direction to give people 120 seconds to comment on the ongoing of the town. He noted that the Council was addressed by him on matters that festered and nothing was done. He noted that it was only because of Town Manager Clark's willingness to listen that these matters have been resolved.

I. **Minutes:** It was moved by Councilor J. McLaughlin, seconded by Councilor Matthews that the Special Council Meeting of August 22, 2025 and Special & Regular Council Meeting of August 25, 2025 minutes be approved as presented.

All were in favor.

**II. Old Business**

A. (S080325-2) Chair Torres declared the Public Hearing open on the following: 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.

Sue Tortello, Houlton resident and Board of Budget Review Chair stated that she would like to reiterate the board's unanimous decision to support the ballot statement and the funding mechanism.

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

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

Town Manager Clark noted his appreciation for the Board of Budget Review's recommendation and is now looking for Council's support.

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

The order passed.

**B. (S080325-3) Chair Torres declared the Public Hearing open on the following: 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.**

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

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

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

**The order passed.**

**C. (S080325-4) Chair Torres declared the Public Hearing open on the following: 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.**

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

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

**Town Manager Clark noted that the transfers on tonight's agenda are to be transparent on how the TIF funds are being used. He noted that there isn't a policy that requires it to be done this way. He noted that he feels this should be addressed with a policy in the future.**

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

**The order passed.**

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
		<b>Total</b>	<b>\$104,142.00</b>

**D. (S080325-5) Chair Torres declared the Public Hearing open on the following: 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.**

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

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

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

**The order passed.**

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

**E. (S080325-6) Chair Torres declared the Public Hearing open on the following: 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.**

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

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

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

**The order passed.**

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
		<b>Total</b>	<b>\$43,277</b>

**F. (S080325-7) Chair Torres declared the Public Hearing open on the following: 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.**

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

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

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

**The order passed.**

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
		<b>Total</b>	<b>\$20,000</b>

**G. (S080325-8) Chair Torres declared the Public Hearing open on the following: 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 Economic Development expense items in the FY2025 Budget.**

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

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

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

**The order passed.**

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
		<b>Total</b>	<b>\$28,700.00</b>

H. (S080325-9) Chair Torres declared the Public Hearing open on the following: 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.

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

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

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

The order passed.

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
		<b>Total</b>	<b>\$46,700</b>

I. (S080325-10) Chair Torres declared the Public Hearing open on the following: 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.

Susan Tortello, Houlton resident noted that this account was budgeted \$4,080 for repairs at the Public Safety Building. She asked for clarification on why this particular number was chosen.

Clark replied that this amount would help with the installation costs of the new 911 console at the Police Station.

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

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

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

The order passed.

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

**J. (S080325-11) Chair Torres declared the Public Hearing open on the following: 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.**

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

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

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

**The order passed.**

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
		<b>Total</b>	<b>\$57,415</b>

**K. (S080325-12) Chair Torres declared the Public Hearing open on the following: 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.**

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

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

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

**The order passed.**

Dept.	Account	Account or entity to receive funds	Amount
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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
		<b>Total</b>	<b>\$32,870</b>

**L. (S080325-13) Chair Torres declared the Public Hearing open on the following: 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.**

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

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

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

**The order passed.**

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
		<b>Total</b>	<b>\$33,896</b>

**M. (S080325-14) Chair Torres declared the Public Hearing open on the following: 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.**

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

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

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

**The order passed.**

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
		<b>Total</b>	<b>\$20,000</b>

**N. (S080325-15) Chair Torres declared the Public Hearing open on the following: Council authorizes the use of up to \$39,543 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.**

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

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

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

**The order passed.**

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
			<b>Total</b>	<b>\$39,543</b>

O. (S080325-16) Chair Torres declared the Public Hearing open on the following: 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.

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

Town Manager Clark noted that there was a memo in the packet explaining what the budgeted funds were used for. He noted that he is projecting a shortfall and will keep everyone up to date.

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

The order passed.

P. (S090125-3) Chair Torres held the First Reading on the following: The Town of Houlton ordains that Chapter 4 Boards, Commissions, and Special Offices of the Houlton Code be amended with the addition of Article VIII, John A. Millar Civic Center Advisory Board. (Note: The document in its entirety is available for review at the Town Office during normal business hours.)

Chair Torres noted that the Public Hearing will be held on September 22, 2025.

### III. New Business

A. (090125-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Matthews that Council accept the 2024 Annual Audit as presented by RHR Smith & Company. (Note: The document in its entirety will be available for review at the Town Office during normal business hours and on the Town's website [houlton-maine.com](http://houlton-maine.com))

Chair Torres noted that the Audit Manager will be available via Zoom for questions.

Mary Dahlgren, Audit Manager, explained that RHR Smith & Company was hired to perform the audit and render an opinion of the Town's financial statements as of December 31<sup>st</sup>. She noted that the Town received an unmodified opinion, which is the highest opinion available. She gave an overview of the audit and asked if there were any questions.

Councilor E. McLaughlin asked Ms. Dahlgren for her opinion on the town's solid financial status but the need to take out bonds to do roads. Ms. Dahlgren explained restricted and unrestricted funds and the need to borrow vs wiping out the surplus.

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

The order passed.

B. (090125-2) It was moved by Councilor J. McLaughlin, seconded by Councilor Matthews that Council authorize the Town Manager to apply for financial assistance under provisions of the

**Bureau of Parks and Recreation Snowmobile Fund (MRSA Title 12, Chapter 220, Subchapter 8, Subchapter 1893-3) for the maintenance of the Town of Houlton's snowmobile system.**

**Chair Torres noted that this is done annually.**

**Town Manager Clark noted that the town is a pass-through entity and appreciates all the work that the clubs do.**

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

**The order passed.**

**C. (090125-3) It was moved by Councilor J. McLaughlin, seconded by Councilor Matthews that Council authorize the new John A. Millar Civic Center Fee Structure to become effective October 1, 2025. (Document is available at the Town Office during normal business hours.)**

**Chair Torres noted that this will be reviewed annually.**

**Town Manager Clark noted that the new fee structure was included in the packets which shows what the fees are today and the proposed increases in revenue for the facility.**

**Councilor E. McLaughlin noted her appreciation for the enthusiasm around the arena. She asked if the new rates were acceptable with the parties that we contract with. She noted that she was asking that due to the rate increases for Fire and Ambulance causing us to lose catchment areas. She asked if there was any thought to reducing staff rather than increasing rates too fast.**

**Chair Torres replied that this was discussed last year when the rates were changed. She noted that the proposed rates last year were too high, too fast and that it was agreed that a gentler increase would be done annually.**

**Councilor Peters noted that he likes that public skate prices didn't increase.**

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

**The order passed.**

#### **IV. Discussion and Reports**

##### **A. Undesignated Fund Balance Policy**

**Town Manager Clark noted that per Charter, this is the time of year that he is required to update them on the fund balance. He reminded that a few meetings ago, up to \$500,000 was appropriated from fund balance to reduce taxes. He noted that we are not at a level that is above target so there's not really any room to pull any more unless we have an emergency.**

##### **B. Town Managers Report**

**Town Manager Clark noted that he was due to be in court tomorrow at 3:00 for a hearing named Craig Harriman v. Town of Houlton. He announced that the suit has been dropped by Harriman and that he filed the stipulation of dismissal this morning in Superior Court. He noted that this was a positive outcome for the town and appreciates all the communication with Mr. Harriman and others in the past few weeks leading to this outcome.**

He noted that tax bills are going out soon, maintaining the 19.4 mil rate from last year. He noted that valuations did not change this year. He noted that we have used about \$750,000 of our tax anticipation note and will be paying that back as soon as the tax revenue comes in.

**C. Councilors' Remarks**

Councilor Peters questioned whether a citizen needs to be a Houlton resident to speak during Public Comments. He noted that the school board lets anyone speak because there are multiple towns involved but being the Houlton Town Council he feels it should be a Houlton resident.

Town Manager Clark replied that he would get clarification.

Councilor E. McLaughlin noted that she takes her role as a Councilor very seriously. She noted that she goes over the packet with a fine-tooth comb when she receives it. She noted that she tries to "get into the weeds" with what's going on in every department and wishes to clarify that. She asked if the Charter had been changed with regards to limiting time allowed to speak. She noted that she didn't feel that it gives citizens equal rights to be heard. She noted that she also has a right to be heard without being under pressure. Chair Torres noted that the time limit was only for public comment time. McLaughlin noted that she felt two minutes was limiting someone who might have something important to say.

Town Manager Clark noted that with the Chair's discretion, the time limit could be extended. He noted that this wasn't a reaction to anything specific. He noted that this was being proactive in the event that there was a hot topic, there would be a procedure in place. He noted that the statement addresses a number of things that people speaking in a public meeting may want to be aware of.

McLaughlin noted that she understood that sometimes time would need to be divided in order for everybody to be heard equally. She noted that sometimes people have information that may go beyond the two minutes and that she is not in agreement with this. She stated that in the future, when she talks she does not want to be interrupted, voices to be raised or to be yelled at. She stated that it was not appropriate in this form.

She stated that she believes there should be an ordinance for drug prevention in this town. She stated that it would include not allowing drug paraphernalia or anything addictive or advertising that could negatively affect our youth in the town. She noted that we're all from different backgrounds and may disagree on this. She stated that as a Council we can make a difference by promoting a healthy town. She noted that there are many communities that have ordinances and coalitions that are built together including their town council members. She stated that we should have an ordinance with regards to that and should vote on it. She stated that we can make a difference in this town with the choices we make, by the advertising that we monitor, and by the storefronts not having drug paraphernalia in the windows. She noted that everybody can make private decisions but doesn't think it should be advertised on windows making it acceptable behavior for the youth.

Chair Torres noted that the Council works as a body and not one Councilor makes the decisions. She noted that the ordinance could go on the agenda for the next meeting for a vote on whether to move forward.

She reminded everyone that the Harvest Festival would take place on Saturday the 13<sup>th</sup> starting at 8:30 AM. She noted that the two minutes for public comment time can be adjusted as we move forward. She noted that it was a starting point and that Council is here to hear everybody. She noted that there's often lots that needs to be talked about and that the limit was to move forward throughout the meetings as concisely as we can.

She noted that the Longest Table event had to be canceled due to the rain. She noted that some people chose to get together at home. She noted that Friday's gala event at the Temple Theatre was amazing. She urged everyone to see the movie, A Moment in the Sun as it shows the town in a fabulous light. She noted that it was great to have the filmmakers in town and great to do something big.

V. Adjournment: On motion by Councilor J. McLaughlin, seconded by Councilor Matthews, the meeting adjourned at 6:46 PM with all in favor.





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



To: Town Manager and Town Council

From: Serenna Fitzpatrick, JMCC Supervisor

Date: September 3, 2025

RE: Request to form Advisory Board for the Civic Center

Requesting advisory board for JMCC for the purpose of gaining community input on expanding the usage of the facility, and to make recommendations related to planning, policies, services, development and maintenance of the Civic Center to the Town Council.

Thank You,

Serenna Fitzpatrick

## **ARTICLE VIII JOHN A. MILLAR CIVIC CENTER ADVISORY BOARD**

### **Sec. 4-801 Board Established**

An organization to be known as the John A. Millar Civic Center Advisory Board, (hereinafter referred to as the "Advisory Board" or "the Board"), is hereby established.

### **Sec. 4-802 Membership**

The membership of the Advisory Board shall be determined by the Houlton Town Council with the recommendation of the Advisory Board. Members must be residents of the Town of Houlton.

### **Sec. 4-803 Ex-Officio Members of the Board**

The Town Council Chairman or his/her representative, the Town Manager or his/her representative and the Civic Center Supervisor shall be ex-officio members of the Board. The Civic Center Supervisor will attend all meetings. The Town Council Chairman and Town Manager will be notified of all meetings.

### **Sec. 4-804 Number of Members; Terms**

The Board shall consist of seven (7) members appointed by the Town Council for periods of from one to three years. The expiration date of terms shall be June 30th.

### **Sec. 4-805 Board Secretary**

The Civic Center Supervisor shall serve in the capacity of Board Secretary.

### **Sec. 4-806 Duties of Chairman**

The Board Chairman shall preside at all meetings of the Board and shall perform such other duties as may be determined by the Board; he shall be an ex-officio member of all committees.

### **Sec. 4-807 Vice-chairman**

The Vice-chairman shall assume the duties of the Chairman in the latter's absence.

### **Sec. 4-808 Secretary**

The Secretary shall notify members and the office of the Town Manager of all meetings; and shall mail the agenda together with the report of the Civic Center Supervisor to each Board member before the meeting; shall keep minutes of the Board meeting; shall conduct such correspondence as the Board may direct; shall forward copies of all minutes to the Town Manager for distribution to the Town Council and shall perform such other duties as may be determined by the Board.

#### **Sec. 4-809 Civic Duty**

The entire board membership shall consider it a civic duty to attend all meetings and shall endeavor to make fair and just decisions benefiting the Town of Houlton in accordance with the objectives of the Civic Center; shall aid the Department in interpreting the objectives of the department's program and problems to the public. If any member misses four(4) consecutive meetings, said member shall be replaced for the remainder of his/her term.

#### **Sec. 4-810 Duties of the Board**

The Advisory Board shall make recommendations related to planning, policies, conduct of diversified programs and services and development and maintenance of facility to the Town Council. Such recommendations shall be by letter directed to the Town Council as well as contained in the minutes of the meeting.

#### **Sec. 4-811 Regular Meetings**

A regular meeting of the Advisory Board shall be held each month unless otherwise ordered by the Board.

#### **Sec. 4-812 Special Meetings**

Special meetings may be held at any time or place at the call of the Chairman or upon request of two members of the Board.

#### **Sec. 4-813 Quorum**

A quorum shall consist of a majority of the members of the Board.

#### **Sec. 4-814 Method of Polling Members**

The Chairman, on his/her own initiative or at the request of the Director, may direct the Secretary to poll the members of the Board on any matter requiring Board action and where such an action is necessary before the stated regular meeting, provided that the number voting shall be not less than a majority of the Board. The result of such poll shall constitute the action of the Board and shall be so reported to the Chairman and incorporated in the minutes of the succeeding regular meeting of the Board.

#### **Sec. 4-815 Order of Business**

The order of business of the Advisory Board shall be:

- Call to order
- Approval of the minutes of the preceding meeting
- Consideration of proposals of delegations
- Communications
- Report of Civic Center Supervisor and  
Special Committees
- Old business
- New business
- Adjournment

#### **Sec. 4-816 Committees**

The Chairman may appoint such committees as may be authorized. The standing committees will be appointed only in accordance with real need on a continuing basis.

#### **Sec. 4-817 Ex-officio Members of Committees**

The Chairman of the Advisory Board and the Civic Center Supervisor shall be ex-officio members of all committees, and, as such, shall be notified of all meetings.

#### **Sec. 4-818 Procedure**

All meetings shall be conducted according to Robert's Rule of Order, except as otherwise provided by this article or governing law or regulation.

#### **Sec. 4-819 Liaison Between Public and Town Council**

The Advisory Board members shall represent the citizenry and shall serve in a liaison capacity between the public and the Town Council. It shall prepare recommendations of benefit to the people and to the Civic Center and shall submit these recommendations to the Town Council directly in writing.

#### **Sec. 4-820 Technical Advisor**

The Civic Center Supervisor shall be the technical advisor to the Advisory Board on matters relating to the operation and management of the Civic Center, and needed services in the community.

#### **Sec. 4-821 Advisory Capacity Only**

The Advisory Board shall serve in an Advisory capacity only to the Town Council and shall not deal with the staff or assume any administrative task except through the Supervisor.

#### **Sec. 4-822 Functions of Board**

A major function of the Advisory Board members is to interpret to the general public the services and problems confronting the Town Council and the Civic Center. Also, it shall advise the governing authority of the Town as to the needs and desires of the citizens, as they relate to the Civic Center.

#### **Sec. 4-823 To Appear Before Board**

If a person wishes to appear before the Advisory Board, he/she must contact the Civic Center Supervisor.

#### **Sec. 4-824 Amending These Rules**

The rules and regulations set forth in this article may be amended in accordance with Article II of the Houlton Town Charter.

III A



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

**PHONE: 207-532-7111**

**FAX: 207-532-1304**

To: Houlton Town Council

From: Cameron Clark, Town Manager

Re: Computer Upgrade Project

September 18, 2025

Members of Council,

On October 14, 2025, Windows 10 will reach its "End of Life," meaning that Microsoft will stop providing technical support, feature updates, and security fixes. The Town, through various departments, currently operates 17 desktop computers and 5 laptop computers with hardware that cannot support the requirements for Windows 11. These devices need to be replaced.

I posted a Request for Proposal (RFP) that included a scope of work to supply and install the new hardware, as well as migrate data from our existing devices to the new ones. We received three responses to the RFP:

- **R Associates Inc. (RAI)**, submitted by Bill Carter, based in Houston, TX — **\$15,642.00**
- **County Micro**, submitted by Mark Lipscombe, based in Houlton, ME — **\$27,241.00**
- **SJ Rollins Technologies**, submitted by John Ferrington, based in Bangor, ME — **\$32,828.00**

My recommendation is to accept the proposal from **County Micro**, and I base this on several factors. While RAI's proposal shows significant upfront savings, their bid includes custom-built equipment. I believe it is in the best interest of the Town to invest in equipment from established manufacturers, as proposed by County Micro and SJ Rollins. Lenovo is a leading multinational laptop and desktop manufacturer, and their equipment comes with a three-year onsite service warranty directly from Lenovo, as described in the County Micro proposal.

Relying on well-known equipment rather than custom-built systems ensures broader serviceability in future years, even after the warranty period has ended, reducing downtime and long-term costs. Both County Micro and SJ Rollins proposed Lenovo equipment. In addition, County Micro's proximity in Houlton allows for cost savings on installation and data migration labor, making their proposal the most affordable option while still providing top-of-the-line business equipment.

All three companies that submitted proposals are invited to the Town Council meeting at 6:00 p.m. on Monday, September 22, at the Town Office or via Zoom to support their proposals.

Regards,

Cameron Clark

# Computer Equipment Purchase & Installation Proposal



*Prepared for*  
**Cameron Clark**  
**Town of Houlton**

21 Water Street  
Houlton, ME 04730

*Prepared by*  
**Mark Lipscombe**  
**County Micro**

135 Main St  
Houlton, ME 04730

Tel: (207) 521-9190  
Email: [mark@countymicro.com](mailto:mark@countymicro.com)  
Web: [www.countymicro.com](http://www.countymicro.com)

*Submitted*  
September 17<sup>th</sup>, 2025

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## **Executive Summary**

County Micro is pleased to present the Town of Houlton with this proposal for computer equipment and related installation services. We understand the crucial role that we, as a trusted partner in your network and computer management, play in ensuring your success and we honor this commitment by delivering exceptional service to you.

Having duly considered your requirements, we are confident our proposed services will effectively address your stated requirements.

We understand that your requirements do not end with the deployment of equipment, which is why we back this up with great post-sales service and support, as well as additional options including our fully managed IT services.

We look forward to forming a mutually rewarding and beneficial relationship with your organization.

## **Company Background**

County Micro was founded in 2013 by a close team of computer and networking experts with many years of experience with the design, implementation and management of IT infrastructure for businesses and public sector entities of all shapes and sizes. Our expertise also extends to a full range of managed IT security and software development services. We offer our clients customized, personal attention, as well as providing ongoing support for all technical needs.

Our headquarters are based in Houlton, Maine.



## Why Choose County Micro?

We understand that you have many choices for your technology needs, and we sincerely appreciate you considering County Micro for your computer equipment purchase and installation project. We understand that your organization depends on reliable technology solutions, and our approach ensures you receive the highest quality equipment and professional installation services.

### Our Approach

Our approach focuses on delivering comprehensive technology solutions that go beyond simply supplying hardware. When you choose County Micro for your equipment needs, your organization benefits from:

- High-quality, enterprise-grade equipment selection
- Professional installation and configuration services
- Seamless data migration and system setup
- Thorough testing and quality assurance
- Complete documentation and user training
- Ongoing warranty support coordination
- Local technical expertise and support

### Quality Solutions, Not Just Quick Fixes

Unlike vendors who simply drop off equipment and leave you to figure out the rest, County Micro takes a comprehensive approach to technology deployment. We don't just deliver boxes – we deliver complete, working solutions.

Many technology vendors focus solely on the sale, leaving customers to deal with compatibility issues, setup challenges, and integration problems on their own. This often leads to frustration, downtime, and additional costs as organizations struggle to get their new equipment properly configured and operational.

Our philosophy is different. We take ownership of the entire process from equipment selection through final deployment, ensuring that your new technology works seamlessly with your existing infrastructure and meets your operational requirements from day one.

### What Sets Us Apart

**Experience.** The professionals at County Micro have decades of combined experience in network administration, system integration, and technology deployment. We have been serving northern Maine businesses and organizations for over 5 years, and we pride ourselves on our technical expertise and friendly, professional service.

**Quality Focus.** We don't cut corners on equipment quality or installation standards. We carefully select enterprise-grade equipment from trusted manufacturers and ensure every installation meets the highest professional standards.

**Thorough Approach.** We take the time to understand your specific requirements and environment. Every installation includes proper planning, professional setup, complete testing, and thorough documentation. We do things right the first time.

**Local Expertise.** As a northern Maine company, we understand the unique challenges and requirements of organizations in our region. We're not a distant corporate vendor – we're your local technology partner.

**Complete Solutions.** We handle every aspect of your technology deployment, from equipment procurement and installation to data migration and user training. You have one point of contact for the entire project.

**No Technical Jargon.** We explain our services, recommendations, and processes in clear, understandable terms. You deserve to know exactly what you're getting and how it will benefit your organization.

**Accountability.** We stand behind our work and take responsibility for successful project completion. When you work with County Micro, you can be confident that your project will be completed professionally and on time.

**Satisfaction Guarantee.** We want you to be completely satisfied with our equipment and services. We will work diligently to ensure your technology deployment exceeds your expectations.

## Proposal Summary

**Total Project Investment: \$27,241.00**

**Estimated Project Delivery: 14-21 days from confirmed order.**

We are proposing premium Lenovo business-class equipment that not only meets but exceeds your specified requirements:

### Desktop Computers (17 units)

#### Lenovo ThinkCentre M70q Gen 5 (Model: 12TD001RUS)

- **Processor:** Intel Core i5-14400T (meets 14th generation requirement)
- **Memory:** 16GB DDR5-4800 (meets minimum specification)
- **Storage:** 512 GB SSD
- **Connectivity:** Multiple USB ports, USB-C, 2x DisplayPort, HDMI 2.1 (exceeds port requirements)
- **Operating System:** Windows 11 Pro (exceeds Windows 11 requirement)
- **Included:** USB keyboard and mouse
- **Form Factor:** Ultra-compact 1L design for space efficiency
- **Warranty:** 3-year onsite service from Lenovo

### Laptop Computers (5 units)

#### Lenovo ThinkPad P16s Gen 3 (Model: 21KS0043US)

- **Display:** 16" WUXGA (1920x1200) IPS display (meets display size requirement)
- **Processor:** Intel Core Ultra 7 165H (16-core, exceeds 14th generation i5 requirement)
- **Storage:** 512 GB SSD
- **Memory:** 16GB DDR5-5600 (meets minimum specification)
- **Keyboard:** Backlit keyboard with integrated numeric keypad functionality
- **Operating System:** Windows 11 Pro (exceeds Windows 11 requirement)
- **Warranty:** 3-year Premier Support with onsite service from Lenovo

### Service Deliverables

Full professional installation and configuration of each system to integrate with existing network infrastructure.

Complete data migration from existing systems.

Testing to ensure full operability post-installation.

## Costs & Payment Terms

### Project Pricing

This quotation is based on our understanding of your requirements as detailed above and as fully set out in your request for proposal and is subject to revision should your project requirements change.

Product	Qty	Price	Extension
Lenovo ThinkCentre M70q Gen 5 12TD001RUS Desktop Computer	17	\$948.00	\$16,116.00
Lenovo ThinkPad P16s Gen 3 21KS0043US 16" Mobile Workstation	5	\$1,575.00	\$7,875.00
Installation & Setup, Data Migration, Operability Testing	1	\$3,250.00	\$3,250.00
<b>Total:</b>			<b>\$27,241.00</b>

### Payment Terms

Payment is due within thirty (30) days of invoice date. Invoicing will occur upon successful completion of equipment delivery, installation, data migration, and customer acceptance of all systems. Payment may be made by check, ACH or wire transfer.

## Conclusion

We are confident that our combination of premium Lenovo equipment, competitive pricing, and local expertise makes County Micro the ideal partner for the Town of Houlton's technology upgrade. We look forward to the opportunity to serve your community and support your operational needs.

After reviewing this document, the following are the next steps to get started:

- Submission of any questions, suggestions or other feedback on our proposal.
- Final approval of the proposal by the Town.
- Ordering the hardware.
- Coordinating a date and time that works for minimal business disruption to migrate existing data and replace each computer.

We agree to hold our proposal open for acceptance until October 17th, 2025. All equipment subject to manufacturer availability, and such availability has been confirmed at the date of this proposal.

Thank you for your interest, and the opportunity to submit this proposal.

Yours Sincerely,

*Mark Lipscombe*

County Micro, Inc.

# ThinkCentre M70q Gen 5 12TD001RUS

## PERFORMANCE

**Processor**  
Intel® Core™ i5-14400T, 10C (6P + 4E) / 16T, P-core 1.5 / 4.5GHz, E-core 1.1 / 3.2GHz, 20MB

**Graphics**  
Integrated Intel UHD Graphics 730

**Chipset**  
Intel® Q670 Chipset

**Memory**  
1x 16GB SO-DIMM DDR5-4800

**Memory Slots**  
Two DDR5 SO-DIMM slots, dual-channel capable

**Max Memory<sup>[1]</sup>**  
Up to 64GB (2x 32GB DDR5 SO-DIMM)

**Storage**  
512GB SSD M.2 2280 PCIe® 4.0x4 NVMe® Opal

**Storage Support<sup>[2]</sup>**  
Dual SSD mode: up to two drives, 2x M.2 SSD  
• M.2 2280 SSD up to 2TB

**Card Reader**  
No card reader

**Optical**  
None

**Audio Chip**  
High Definition (HD) Audio, Realtek® ALC233VB or Conexant CX11771 codec

**Speakers**  
2Wx1

**Power Supply<sup>[3]</sup>**  
90W 89% Adapter

## DESIGN

**Keyboard**  
USB Traditional Keyboard, Black, English

**Mouse**  
USB Callopie Mouse, Black

**Expansion Slots**  
Three M.2 slots (one for WLAN, two for SSD)

**Case Color**  
Black

**Stand**  
Vertical Stand

**Adapter Cage**  
None

**Toolless Chassis Screw**  
None

**Dust Filter**  
None

**Mounting**  
None

**IO Box**  
No IO box

**Form Factor**  
Tiny (1L)

**Dimensions (WxDxH)<sup>[4]</sup>**  
179 x 182.9 x 36.5 mm with rubber feet (7.05 x 7.2 x 1.44 inches with rubber feet)

**Weight<sup>[5]</sup>**  
Around 1.25 kg (2.76 lbs)

## CONNECTIVITY

**Ethernet**  
Integrated 100/1000M

**WLAN + Bluetooth®**  
Intel® Wi-Fi® 6E AX211, 802.11ax 2x2 + BT 5.3, vPro®

**WWAN**

No support

**Front Ports**  
• 1x USB-C® (USB 5Gbps / USB 3.2 Gen 1), with 5V @ 0.9A charging

• 1x USB-A (USB 10Gbps / USB 3.2 Gen 2), with Always On and 5V @ 2.1A charging

• 1x USB-A (USB 10Gbps / USB 3.2 Gen 2)

• 1x headphone / microphone combo jack (3.5mm)

**Optional Front Ports (configured)**  
None

**Rear Ports**

• 1x USB-A (Hi-Speed USB / USB 2.0)

• 1x USB-A (USB 5Gbps / USB 3.2 Gen 1)

• 2x USB-A (USB 10Gbps / USB 3.2 Gen 2)

• 1x HDMI® 2.1 TMDS

• 1x DisplayPort™ 1.4a (HBR2, DSC)

• 1x Ethernet (RJ-45)

**Optional Rear Ports (configured)**

DP 1.4

## SECURITY & PRIVACY

**Security Chip**  
Discrete TPM 2.0, TCG certified

**Fingerprint Reader**  
No fingerprint reader

**Physical Locks**

Kensington® Security Slot™, 3 x 7 mm

**Kensington® Cable Lock**

None

**Chassis Intrusion Switch**

Chassis Intrusion Switch

## MANAGEABILITY

**System Management<sup>[6]</sup>**

Non-vPro®

## SERVICE

**Base Warranty**

3-year, Onsite

**Included Upgrade**  
None

## CERTIFICATIONS

**Green Certifications**

- ENERGY STAR® 8.0
- EPEAT™ Silver Registered
- ENERGY STAR® 8.0
- ErP Lot 3 and Lot 7
- RoHS compliant
- TCO Certified

**Mil-Spec Test**

MIL-STD-810H military test passed (Low Pressure [Altitude], High Temperature, Low Temperature, Humidity, Sand and Dust, Vibration, Shock, Solar Radiation, Contamination by Fluids, Salt Fog, Temperature Shock)

## SOFTWARE

**Operating System**

Windows® 11 Pro, English

**Bundled Software**

None

## ACCESSORIES

**Bundled Accessories**

None

## MODEL

**TopSeller**

: Yes

**EAN / UPC / JAN**

: 198153574407

**Announce Date**

: 2024-06-18

**End of Support**

: 2031-01-18

Note:

<sup>[1]</sup> The max memory is based on the test results with current Lenovo memory offerings.

<sup>[2]</sup> The max capacity of each disk type is based on the test results with current Lenovo storage offerings.

<sup>[3]</sup> 135w power adapter is essential if optional USB-C port is selected

When work with T10 monitor, an appropriate power adapter is needed.

Customer may need to:

• Order a Tiny for T10 MT (12TF or 12TG) models

• Or order an additional 135W power adapter, if original power adapter is 90W

<sup>[4]</sup> The system dimensions may vary depending on...

• Lenovo reserves the right to change specifications without notice.

To see more note information, please link to

<https://psref.lenovo.com/Detail/24307M=12TD001RUS>

## Premier Support - A direct 24x7x365 line to our most elite technicians.



Advanced technical support,  
24x7x365, in more than 100 markets



Technical Account Managers for  
proactive relationship and escalation  
management



Comprehensive hardware & OEM  
software support



Priority on service delivery and repair  
parts



Single point of contact for simplified  
end-to-end case management



Lenovo Service Connect Portal for  
customized reporting and product  
support

## Accidental Damage Protection - Protection of your PC from the unexpected.

Experience shows that a significant portion of devices may be damaged (and not covered under warranty) in the first three years. Lenovo's Accidental Damage Protection service covers accidents beyond the system warranty such as drops, spills, bumps and even electrical surges. Make sure your new device has maximum protection, avoid unplanned costs and get peace of mind.

## Base Warranty - Included with the systems you purchase, default 1- or 3-year coverage window.

## Warranty Extensions & Upgrades - Service and protection that's right for your circumstances.

- Pick Up & Return Courier
- Onsite Support
- Technician Installed Customer
- Replaceable Unit Service
- International Warranty Upgrade

Lenovo may not offer the products, services or features discussed in this document in all regions. Lenovo may withdraw an offering at any time. Information is subject to change without notice. Consult your local representative for information on offerings available in your area. Lenovo reserves the right to change specifications or other product information without notice. Lenovo is not responsible for photographic or typographical errors. Lenovo provides this publication "as is" without warranty of any kind, either express or implied, including the implied warranties of merchantability or fitness for a particular purpose.

## Recommended Accessories



### Lenovo 65W USB-C DC Travel Adapter

40AK0065WW

Power up and stay productive on the road with this DC Travel adapter. Lenovo 65W USB-C DC Travel Adapter is the universal DC adapter, providing 65W power via USB-C for outdoor use.

## Recommended Services

BEST	4Y Premier Support Plus upgrade from 3Y Onsite (5WSIL39202)
BETTER	3Y Premier Support Plus upgrade from 3Y Onsite (5WSIL39468)
GOOD	3Y Premier Support Upgrade from 3Y Onsite (5WSOU26647)

For a full list of accessories and services, please visit:  
<https://smartfind.lenovo.com>

**Lenovo**

**PSREF**

Product Specifications  
Reference



# Town of Houlton RFP

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Prepared by:

John Farrington

[jfarrington@sjrollins.com](mailto:jfarrington@sjrollins.com)

(207) 941-0264 x 207

September 17, 2025





## Company Profile and Background

We are a Maine corporation that has been providing **Hosted Services, Managed Services, Network Security, Software Development, and Phone & Communication** solutions since its inception in 1986. We focus on the unique computing, networking, and application needs of our clients. Serving hundreds of organizations across most major industries, we help our clients achieve their business objectives by lowering cost and maximizing the performance of their information technology. We service 400+ customers (including 20 municipalities) and we have a solid, proven 39-year history, an enduring commitment to customer satisfaction, and the expertise for your business needs. We thank you for your consideration of this proposal and we hope to work with you soon.

At S. J. Rollins Technologies, our goal is to remove the burdens of technology by providing solutions that create efficiency, stability, and security.

### Our Core Values:

We eagerly accept the challenge of solving problems. We rely on our resourceful and resilient nature to take calculated risks in solving problems that face our clients or our own organization.

We approach our work with a servant attitude. No job is beneath us. When we see a need, we offer help and support to the best of our ability.

We persevere until we succeed. When we accept a challenge, we take full responsibility and see the project or issue through to the end. No matter what it takes.

We focus on technology so you don't have to.



## Availability and Response Time

We provide direct service to all clients between the hours of 8am-5pm Monday through Friday. All day-to-day ticket requests received through email, our contact us page, or phone call are directly taken by our technical support team. Our average response time are as follows: Low Priority Tickets 20 minutes, Medium Priority Tickets 15 minutes, and High Priority Tickets 2 minutes. Any urgent or emergency calls outside of our office hours are direct to an emergency line managed 24/7 year-round. When a call is routed to this emergency line a technician will answer and actively assist for any need remotely or on-site.

## Service Approach

All service requests are assigned and taken by technicians based on complexity and urgency. For baseline every day ticket requests our Technical Support Team will assist and complete any problems that arise. Depending on the complexity and urgency of the request our team of System Administrators and Network Engineers will get involved to make sure the proposed solution is implemented thoroughly and correctly.

All projects and onboarding will be led by the System Administrators and Network Engineers. These technicians will be a direct point of contact to plan, price, and implement large scale improvements and updates across your network.

## Pricing Structure

Our pricing is based on a labor and parts model. All tickets, projects, and consultation are billed at an hourly rate in 15-minute increments. We have two different options for our hourly rates, bulk and standard. Bulk rates are purchased in 25-hour discounted blocks, never expire, and are used as needed for helpdesk tickets and projects if applicable. If a bulk purchase plan is requested, you will be billed for an initial 25-hour block and once this time is used another 25-hour block will be billed. Alternatively, you can choose to be billed at our standard hourly labor rate for services as needed. This time is billed directly by the time worked on tickets and projects. All travel time to and from on site work is billed at the full bulk or standard rate below.

## Bulk Labor Rate

\$128 Standard Rate

\$192 Engineer & Architect

Emergency line is billed a minimum of 2 hours at 1.5x rate

## Standard Hourly Labor Rate

\$145.00 Standard Rate

\$217.50 Engineer & Architect

Weekend projects are subject to a 1.5x rate

Emergency line is billed a minimum of 2 hours at 1.5x rate

## Computer Upgrades

In response to your RFP, we offer Lenovo desktops and laptops that meet your specified requirements:

- **Lenovo i5 Tiny Desktops**
  - I5 Intel Processor
  - 512 GB NVMe
  - 16 GB RAM (DDR5)
  - Inputs: 6 USB Ports, 2 DisplayPorts, 1 USB-C Port, 1 HDMI Port
  - Keyboard & Mouse Included
  - Windows 11 Pro
  - 1 Year Parts & Labor Warranty
- **Lenovo i5 Laptops**
  - 16" Screen
  - I5 Processor
  - 16GB Ram
  - 256GB SSD
  - Number Pad
  - Windows 11 Pro
  - 1 Year Warranty

## Scope of Work

- Join computers to the domain/Microsoft tenant
- Migrate data from old device to new device
- Install Office applications and other software including printers
- Ensure with user that everything is working properly

## Pricing

- 17 desktops - \$15,283
- 5 laptops - \$4,745
- Estimated Labor (100 hours) - \$12,800
  - Laptop/Desktop Setup: 3 hours per computer (66 total)
  - Travel time (2 people for 4-5 days): ~32-34 hours

**Maximum Total: \$32,828.00**

## Expected Timeline

- Device Procurement: 1 week
- On-Site Installation: 1-2 weeks

Total Timeline: 2-3 weeks



## Qualifications

We provide a full suite of technical support services, including on-site help desk/technical support, telephone systems, access control, cabling and connectivity, cloud storage, managed IT services, security, software development, data retention and backup, video conferencing, and website design. We are also a certified Microsoft 365 provider of cloud hosted services.

With over 45 full-time technicians, we have significant depth in experience and expertise to address any IT issue that our clients face. We have **35+ Technicians** (Technical Support Specialists and System Administrators) and **10+ Specialized Technicians** (Network Engineers, Structured Cabling Engineers, Software Developers). We do not subcontract any work to third-party providers.

## References

S. J. Rollins has performed near identical work for the following three Maine Cities/Town Offices. Please discuss with the below listed contacts to learn how we solved similar problems for these municipalities.

### **City of Old Town**

Danielle Berube, Finance Director  
265 Main Street Old Town, ME 04468  
(207) 827-3965  
[DBerube@old-town.org](mailto:DBerube@old-town.org)

### **Hermon Town Office**

Stephen Fields, Town Manager  
333 Billings Rd Hermon, ME 04401  
(207) 848-1010  
[sfields@hermonmaine.gov](mailto:sfields@hermonmaine.gov)



(207) 941-0264

John Farrington  
jfarrington@sjrollins.com

www.sjrollins.com

931 Union Street  
Bangor, Maine 04401

## Town of Houlton

**Estimate # 110124-6**

Expires 10/17/2025

Attention: Cameron Clark

### Computer Equipment Purchase and Installation

Description	Price	Quantity	Total
<b>Scope of Work</b> - Migrate data from 22 old computers to 22 Lenovo desktops and laptops - Estimate includes travel for 2 people for 4 days of work to setup all devices	\$0.00	1	\$0.00
<b>i5 Lenovo Tiny</b> i5 Intel Processor 512 GB NVMe 16 GB RAM (DDR5) Inputs: 6 USB Ports, 2 DisplayPorts, 1 USB-C Port, 1 HDMI Port Keyboard & Mouse Included Windows 11 Pro 1 Year Parts & Labor Warranty	\$899.00	17	\$15,283.00
<b>i5 Lenovo Laptop</b> 16" Screen i5 - 14th Gen Processor 16 GB Ram 256 SSD With Number Pad Windows 11 Pro 1 Year Warranty	\$949.00	5	\$4,745.00
<b>Bulk Hourly Labor Rate</b> Hourly Labor Rate is \$128 Standard Rate \$192 Engineer & Architect Hours are estimate only, used and billed as needed.	\$128.00	100	\$12,800.00

#### Payment Methods Accepted

#### Business Check Preferred

Card Payment Accepted With 3%  
Convenience Fee Applied  
Visa, MasterCard & Discover

One Time Cost: **\$32,828.00**

Estimated Tax: **\$0.00**

**One Time Total: \$32,828.00**

### Thank you for your business!

**Terms:** Please wait for an official invoice prior to issuing payment. Labor is an estimate only, and will be charged as used and needed. Software quality and compatibility is warranted solely through the software manufacturer. Payment is due at the time of installation unless otherwise arranged. Taxes may differ depending on work completed. Special Order items are non-returnable/refundable.

# TOWN OF HOULTON (MAINE)



Town of  
*Houlton*  
Maine

## REQUEST FOR PROPOSAL

### Computer Equipment Purchase and Installation

by

Bill Carter, President

R Associates Inc. (RAI)

1080 W Sam Houston Parkway N

Houston, TX 77043

Phone: 800.635.0909

Email: [bill@r-associates.com](mailto:bill@r-associates.com)



**R Associates Inc.**

1080 W Sam Houston Pkwy N #115

Houston, TX 77043

(800) 635-0909

[sales@r-associates.com](mailto:sales@r-associates.com)

High Performance Computing | Networking | Data Center Maintenance | Cloud Hosting

September 17, 2025



## **BACKGROUND + EXPERIENCE**

R Associates Inc.

1080 W Sam Houston Parkway N #115

Houston, TX 77043

Phone: 800-635-0909

R Associates Inc.

6145 Alma Road

McKinney, TX 75070

Phone: 800-635-0909

I will be personally supporting your account from this moment forward:

Bill Carter, President

Office Phone: 800-635-0909

Cell Phone: 832-326-9479

Email: [bill@r-associates.com](mailto:bill@r-associates.com)

We are a small, Texas-based private corporation that has been driving IT Solutions and Hardware, Software and Managed Services projects since our inception on December 23, 1976. We have less than 10 full-time employees; yet utilize a list of over 150 contractors at locations around the world for us to fulfill services to over 70 countries, which gives us broad experience across storage solutions (SAN, NAS, Cluster Computing, Cloud). We know how information technology affects the Public Sector vertical market through many of the organizations in which we have conducted business, such as Hudson ISD, Baylor College of Medicine, Texas A&M University, Brackett ISD, Massachusetts Dept of Transportation, Harris County Toll Road Authority and Immigration and Custom Enforcement.

Let me explain and justify why RAI, as a System Integrator (SI) and Managed Services Provider (MSP), should be considered above and beyond other IT providers you may be evaluating or might have selected in the past for storage solutions. Of the many benefits that we deliver, the primary one is the ability to bring our Lean Six Sigma experience to the execution of technology service delivery. We do this by teaming the best industry technology tools with our experienced engineering team to ensure we deliver a 99.9999% functioning IT infrastructure – whereby, customers get the latest and greatest technologies from across the industry, certified to work in your environment, meeting your exact needs for technology at the lowest possible price.

We have built RAI to adapt to you, the customer, to be responsive. I know the difference between speed of care and being part of the mother ship, as I was an executive with HP for eighteen (18) years. And, please remember the finer point, we may not offer technology vastly different from competing offers, RAI delivers and can be at your facility when you need us, often to proactively assist trouble spots before they become uptime risks.

We are confident that our proposed solution and well-known extensive history will exceed your expectations. We are confident in our knowledge and leadership in delivering proactive maintenance, support, and other IT-related functions we propose and stand behind every word of this proposal. Please allow us to show our capabilities.



## **SIMILAR ACCOUNTS**

As stated previously, we have done full network management, disaster recovery, fault tolerance and failover services for several companies, some of which are named below:

1. Hudson Independent School District
2. St. Cecilia Catholic School
3. Second Baptist School
4. Brackett Independent School District
5. Massachusetts Dept of Transportation
6. Harris County Toll Road Authority and
7. Elgin Community College
8. Second Baptist School
9. University of Mary Hardin-Baylor
10. Baylor College of Medicine

## **REFERENCES**

1. Brackett ISD: Michael Munoz, IT Director, 402 Ann Street, Brackettville, TX 78832, 830-563-2491
2. Midani Law Firm: Mark Midani, Partner, 1616 S Voss Rd, #450, Houston, TX 77057, 713-871-1001
3. Forland Geophysical: Xianhuai Zhu, CEO, 16000 Barkers Point Ln #145, Houston, TX 77079, 832-850-7680

## **EVALUATION CRITERIA**

1. We are quoting all new equipment, not refurbished and including data migration services – no other costs.
2. The only variant to the specifications is the i5 processor on the laptop; though we are quoting a brand new i5 with a 3 year NBD warranty, full replacement for all non-damage product failures.
3. R Associates has been in business for close to 49 years, servicing State and Local governments.
4. We expect these to be delivered within 10 days after receipt of order (ARO).
5. We offer a three (3) year next business day warranty, same day response with perpetual / lifetime phone and email technical support, included in our quote.





R-ASSOCIATES INC.

www.r-associates.com

1080 W Sam Houston Pkwy #115  
Houston, TX 77043

P: 800-635-0909  
F: 713-973-8969

"Smart Solutions for  
Information Technology"

TO: Town of Houlton  
ATTN: Cameron Clark, Computer Equipment Purchase and Installation  
Address: 21 Water Street, Houlton, Maine 04730  
Phone: 207.532.7111 (town.manager@houlton-maine.com)

Date: 9/17/2025

Qty	Description	Unit Price	Total Price
17	RFP - Computer Equipment Purchase and Installation Line 1: New RAI Custom Desktop Computers, shown as below - 1x Micro Chassis, MicroATX 15" H x 7.8" W x 16.2" D; 4x Expansion Slots - 1x ASUS Intel LGA 1700, microATX Motherboard; PCIe 4.0; 2.5GB LAN + WIFI 6 - 1x Intel Core i5-14400 10 (6 + 4) Cores 3.2 - 4.7GHz, LGA 1700, 20MB Smart Cache 82W Processor - 1x 16GB DDR5 4800MHz Unbuffered DIMM Memory - 1x 250GB M.2 2280 PCIe NVMe TLC Solid State Drive - 1x 400W Mini ITX Solution / Micro ATX / SFX 400W Power Supply - 1x Logitech Keyboard and Mouse Combo, Wired - 1x Microsoft Windows 11 Pro license - 1x Three Year Parts + Labor Warranty, Repair within 3 Business Days - 1x Headphone/microphone audio ports - 1x 3 years next business day (NBD) onsite hardware support	\$739.00	\$15,642.00 \$12,563.00
5	Line 2: New RAI ASUS Vivobook, shown as below: - 1x Microsoft Windows 11 license - 1x Intel i5-13420H processor - 1x 16 GB DDR5 RAM - 1x 1TB PCIe NVMe SSD - 1x Graphics controller supporting multiple displays at a minimum resolution 1920x1200 - 1x 16" WUXGA display Full HD (1920X1080) - 1x Wi-Fi 6E 802.11AX + Bluetooth 5.3 - 1x RJ-45 network port - 1x HDMI or 1 DisplayPort video port - 1x Separate numeric keypad - 1x USB-C Port with power delivery (for external dock and laptop charging) - 1x Headphone/microphone audio port - 1x 3 years next business day (NBD) onsite hardware support	\$561.80	\$2,809.00
1	Line 3: Data migration, installation + setup	\$270.00	\$270.00
SUB-TOTAL			\$15,642.00
Shipping is FOB Destination (UPS Ground unless otherwise requested)		Shipping	Included
Taxes are not included in the Total.		Total	\$15,642.00

This quote is valid for 90 days unless otherwise stated. We bill at Net 30 Days term. If payments are more than 15 days late, we reserve the right to charge a late fee up to 1.5% of the late amount. We may continue to charge 1.5% on any outstanding balance every 30 days until payment is received in full. We accept returns only in the first 30 days. If a return is requested after 30 days, we may grant the return with an added 10% restocking charge.

III B

**TOWN OF HOULTON, MAINE  
REGULAR MUNICIPAL ELECTION WARRANT  
November 4, 2025**

**TO Rhonda Blanchette, a resident of the Town of Houlton: You are hereby required, in the name of the State of Maine and the Town of Houlton, to notify the voters of Houlton of the Regular Municipal and Referendum Election described in this Warrant.**

**TO THE VOTERS OF HOULTON: You are hereby notified that the Regular Municipal and Referendum Election will be held at the Gentle Memorial Building, 128 Main Street, on Tuesday, November 4, 2025 for the purpose of election to the following offices: TOWN COUNCIL, DIRECTORS OF REGIONAL SCHOOL UNIT #29, DIRECTORS OF HOULTON WATER COMPANY, BOARD OF BUDGET REVIEW; and CARY LIBRARY BOARD OF TRUSTEES and**

**To determine the following referendum question:**

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

**The polls shall open at 7:00 a.m. and close at 8:00 p.m.**

**Absentee Ballot Processing processed by Clerk (\*centrally, October 28, 2025 through November 3, 2025 at 21 Water Street) and Warden (at polls – 128 Main Street)**

**\*Processing Time 8:00 AM or immediately following a requested inspection**

**Pursuant to Title 21-A, Section 759(7), absentee ballots will be processed at the polls (Nov. 4th) at the following times: 9:00 a.m., 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m., 5:00 p.m., 6:30 p.m., 7:30 p.m.**

**The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.**

**A person who is not registered as a voter may not vote in any election.**

**Dated at Houlton, Maine, September 22, 2025.**

_____	_____
_____	_____
_____	_____
_____	_____

**A Majority of Municipal Officers of Houlton**

**A True Copy.**

**Attest: \_\_\_\_\_, Clerk**

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

**\*Clerk has read and will comply with the Uniform Guidelines for securing ballots and other materials. \_\_\_\_\_**



Town of Houlton  
Board/Committee Application

Name: Charity Cyr

Address: 5 Pearce Ave, Houlton

Phone Number:  E-Mail Address

How Long Have You Been a Houlton Resident: 16 years

Your Occupation: Assistant Director, Boys and Girls Club of Maliseets

Please indicate which Boards/Committee you would like to be a member of:

Any Board/Committee	<u></u>
Airport Advisory Committee	<u></u>
Board of Assessment Review	<u></u>
Zoning Board	<u></u>
Planning Board	<u></u>
Recreation Advisory Bd	<u>X</u>
Personnel Bd of Appeals	<u></u>

Please state why you wish to serve on a board/committee:

I am looking for a way to give back to my community and I have a passion to help our younger generation.

Please list your interests/skills that would benefit the committee(s) you indicated:

I have worked with children for about 14 years and I have a passion to help them succeed and the recreation department does great things for our community youth.

Please list one reference and contact information for them:

Lori Weston

Signature: Charity Cyr

Date: 9/9/25



**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:** August 2025 Monthly Report  
**Date:** September 15, 2025

**The Finance Department** as of August 31<sup>st</sup> has spent 56.29% of its budget.

**Bank Accounts** as of August 31<sup>st</sup>, Town Operating is currently at \$1,440,710.44.

**RECAP:** As of August 31<sup>st</sup>, we've collected 75.77% of the excise tax revenues budgeted. This includes Boats, Aircrafts, and Registrations. Compared to last year we collected 74.65% of the budgeted excise tax revenues.

Jan-August  
Excise Revenues

	2024	2025
Boat excise	\$3,375.20	\$3,475.60
Aircraft excise	\$1,179.44	\$274.26
Registration excise	\$816,498.29	\$833,384.52

**TAN:** As of July 31<sup>st</sup>, we have utilized \$750,000 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](mailto:town.treasurer@houlton-maine.com)

# Expense Summary Report

Department(s): 100 - 111  
January to August

Account	Budget Net	----- Y T D -----		Unexpended Balance	Percent Spent
		Debits	Credits	Net	
100 - GENERAL GOVT	907,092.00	667,980.40	18,196.06	649,784.34	257,307.66 71.63
40 - ADMIN	626,943.00	497,564.87	12,891.90	484,672.97	142,270.03 77.31
41 - ASSESS	129,056.00	86,062.19	1,940.49	84,121.70	44,934.30 65.18
48 - C.E.O.	79,385.00	43,572.95	3,068.27	40,504.68	38,880.32 51.02
49 - COMM. DEV.	68,858.00	39,283.59	200.00	39,083.59	29,774.41 56.76
92 - PLAN BOARD	2,850.00	1,496.80	95.40	1,401.40	1,448.60 49.17
101 - PROTECTION	3,889,656.00	2,489,354.69	72,564.05	2,416,790.64	1,472,865.36 62.13
42 - PROTECTION	556,608.00	381,116.12	12,439.03	368,677.09	187,930.91 66.24
43 - POLICE	1,662,581.00	960,950.66	26,284.95	934,665.71	727,915.29 56.22
44 - FIRE	686,485.00	439,234.79	15,849.67	423,385.12	263,099.88 61.67
45 - AMBULANCE	983,982.00	708,053.12	17,990.40	690,062.72	293,919.28 70.13
102 - PUBLIC SERV	1,316,878.00	803,592.25	54,781.46	748,810.79	568,067.21 56.86
54 - TREE PROG	7,500.00	450.00	0.00	450.00	7,050.00 6.00
55 - PUBLIC WORKS	160,186.00	106,768.61	2,620.24	104,148.37	56,037.63 65.02
56 - ROAD MAINT	253,396.00	195,947.55	3,798.58	192,148.97	61,247.03 75.83
62 - STORM DRAIN	16,750.00	5,352.39	0.00	5,352.39	11,397.61 31.95
66 - SNOW & ICE	449,647.00	233,939.89	9,256.86	224,683.03	224,963.97 49.97
67 - SNOW HAUL	2,600.00	0.00	0.00	0.00	2,600.00 0.00
68 - SEPTIC	3,125.00	500.00	0.00	500.00	2,625.00 16.00
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	240,918.70	39,105.78	201,812.92	171,461.08 54.07
103 - EMP. BENEFIT	1,978,462.00	1,338,951.55	6,291.20	1,332,660.35	645,801.65 67.36
93 - EMP. BENEFIT	1,978,462.00	1,338,951.55	6,291.20	1,332,660.35	645,801.65 67.36
104 - HLTH & CULT	395,103.00	320,168.03	524.43	319,643.60	75,459.40 80.90
47 - HLTH & SOC	32,372.00	10,563.41	53.30	10,510.11	21,861.89 32.47
51 - CEMETERIES	111,074.00	75,661.78	471.13	75,190.65	35,883.35 67.69
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	513,189.80	11,587.97	501,601.83	261,031.17 65.27
74 - P & R ADM	144,681.00	92,357.25	3,004.52	89,352.73	55,328.27 61.76
75 - P & R YOUTH	108,500.00	106,407.25	2,337.87	104,069.38	4,430.62 95.92
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	161,881.21	2,750.77	159,130.44	105,323.56 60.17
79 - PARKS MAINT	183,248.00	109,426.15	2,436.41	106,989.74	76,258.26 58.39
80 - BLDG MAINT	38,750.00	19,456.78	0.00	19,456.78	19,293.22 50.21
106 - AIRPORT	206,151.00	99,453.58	275.58	99,178.00	106,973.00 48.11
83 - AIRP MAINT	206,151.00	99,453.58	275.58	99,178.00	106,973.00 48.11
107 - EDUCATION	3,205,503.00	2,039,384.86	0.00	2,039,384.86	1,166,118.14 63.62
96 - M.S.A.D. #29	3,205,503.00	2,039,384.86	0.00	2,039,384.86	1,166,118.14 63.62
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	31,656.28	21.99	31,634.29	34,160.71 48.08
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	18,166.74	21.99	18,144.75	19,786.25 47.84
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	8,367,820.33	164,242.74	8,203,577.59	6,370,642.41 56.29

# Revenue Summary Report

Department(s): 130 - 199  
January to August

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	473,475.33	2,160,898.29	1,687,422.96	1,278,513.04	56.89
31 - REVENUES	0.00	2,965,936.00	473,475.33	2,160,898.29	1,687,422.96	1,278,513.04	56.89
132 - EXCISE	0.00	1,104,800.00	1,961.57	839,095.95	837,134.38	267,665.62	75.77
30 - TAXES	0.00	1,104,800.00	1,961.57	839,095.95	837,134.38	267,665.62	75.77
134 - INTEREST	0.00	132,000.00	52.88	126,029.26	125,976.38	6,023.62	95.44
30 - TAXES	0.00	132,000.00	52.88	126,029.26	125,976.38	6,023.62	95.44
135 - SERVICES	0.00	1,150.00	1.00	688.00	687.00	463.00	59.74
30 - TAXES	0.00	1,150.00	1.00	688.00	687.00	463.00	59.74
136 - OTHER INCOME	0.00	76,800.00	56.69	8,430.50	8,373.81	68,426.19	10.90
30 - TAXES	0.00	75,400.00	56.69	8,130.50	8,073.81	67,326.19	10.71
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	5,857.75	45,733.00	39,875.25	-1,575.25	104.11
40 - ADMIN	0.00	38,300.00	5,857.75	45,733.00	39,875.25	-1,575.25	104.11
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	20,245.00	20,150.00	21,550.00	48.32
43 - POLICE	0.00	41,700.00	95.00	20,245.00	20,150.00	21,550.00	48.32
144 - FIRE	0.00	191,044.00	128,322.00	312,605.14	184,283.14	6,760.86	96.46
44 - FIRE	0.00	191,044.00	128,322.00	312,605.14	184,283.14	6,760.86	96.46
145 - AMBULANCE	0.00	1,001,171.00	256,415.82	1,204,793.23	948,377.41	52,793.59	94.73
45 - AMBULANCE	0.00	1,001,171.00	256,415.82	1,204,793.23	948,377.41	52,793.59	94.73
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	1,250.00	11,792.00	10,542.00	23,958.00	30.56
48 - CODE ENFORCE	0.00	34,500.00	1,250.00	11,792.00	10,542.00	23,958.00	30.56
151 - CEMETERIES	0.00	6,000.00	530.00	9,755.00	9,225.00	-3,225.00	153.75
51 - CEMETERIES	0.00	6,000.00	530.00	9,755.00	9,225.00	-3,225.00	153.75
152 - REST AREA	0.00	0.00	0.00	0.00	0.00	0.00	----
52 - REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	----
155 - PUBLIC SERV	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
55 - PUBLIC SERV	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
169 - REFUSE	0.00	1,000.00	0.00	455.00	455.00	545.00	45.50
69 - REFUSE	0.00	1,000.00	0.00	455.00	455.00	545.00	45.50
175 - P & R YOUTH	0.00	60,000.00	3,007.75	82,557.32	79,549.57	-19,549.57	132.58
75 - P & R YOUTH	0.00	60,000.00	3,007.75	82,557.32	79,549.57	-19,549.57	132.58
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	3,526.96	72,797.34	69,270.38	54,979.62	55.75
78 - P & R ARENA	0.00	124,250.00	3,526.96	72,797.34	69,270.38	54,979.62	55.75
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	4,245.00	4,245.00	755.00	84.90
80 - P&R BLD MAIN	0.00	5,000.00	0.00	4,245.00	4,245.00	755.00	84.90
183 - AIRPORT	0.00	135,500.00	4,421.33	57,653.20	53,231.87	82,268.13	39.29
83 - AIRPORT ADM.	0.00	135,500.00	4,421.33	57,653.20	53,231.87	82,268.13	39.29

# Revenue Summary Report

Department(s): 130 - 199

January to August

09/15/2025

Page 2

Account	Budget Original	Budget Net	----- Y T D -----		Uncollected Balance	Percent Collected
			Debits	Credits		
199 - PWD GARAGE CONT'D						
199 - PWD GARAGE	0.00	0.00	0.00	0.00	0.00	----
99 - PWD GARAGE	0.00	0.00	0.00	0.00	0.00	----
Final Totals	0.00	14,749,220.00	879,150.96	4,964,164.37	4,085,013.41	10,664,206.59 27.70



# Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1304

21 Water St.  
Houlton, Maine 04730

To: Town Manager  
Members of Council

From: Chris Stewart  
Houlton Public Works Director

RE: August 2025 Public Works Monthly Report

## Operations:

- Road construction on Varney Ave, Joseph St., and High St. is complete. Public works have a small section of Varney Ave. that will receive filter fabric and stone lined ditches.
- Main St. Highland Ave. and Washburn St. is now completed.
- Construction of Reservoir Hill Road started on July 7<sup>th</sup>. This will be a major reconstruction project with a new drainage system. The project is estimated to be completed in late September. Project to be completed by Brown Construction.
- New base and flagpole were installed in Monument Park. There were several donations to make this project happen.
- Set up for fourth of July events.
- Prospect St. construction has started. Completion of project is looking like the second week of September.
- Two new stop signs along with painted stop bars have been added to Old Court St. and Chandler St. Please use caution when traveling through the intersection until the motoring public gets used to the change.
- While we are paving and reconstructing roadways, we take this time to clean out every catch basin that's in the roadway. This is very time-consuming work but will pay off in the long run. By doing so, we ensure water can flow freely from basin to basin with no obstructions.
- Roadsides have been mowed, along with the town's landfill site and septic site.
- Capital plans have been sent to town hall for further review.
- Rebuilt small section of paved sidewalk in front of the Chamber building.
- Screening bank run gravel at our Smyrna St. gravel pit location.
- Completed monthly safety checks of all equipment and buildings. This is completed to stay in compliance with the Maine Department of Labor.



- Transported a scissor lift to Riverfront Park Pedestrian Crossing for further inspection by outside agency.
- Attending weekly progress meetings on several job sites.
- Putting numbers together for future construction projects.

Respectfully Submitted  
Chris Stewart



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



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### Monthly Reports July-August 2025

#### July 2025

July was one of the busiest and most challenging months since I started at the arena over a year ago. With the visit from the Fire Marshal, it brought some much-needed repairs to the arena. These repairs took many hands and many local contractors to complete. We were able to host the Alumni Drive-in social event. We made onion rings to mimic those from years past at York's Dair Bar. The Houlton Agricultural Fair took place, and it was great to see so many people out at the fair this year. The facility was utilized by the fair association as their exhibit hall. This event is getting larger every year, and we were happy to work with the Fair Association again this year. MMA building inspection took place. This visit also proved to be deficient with some aspects of the aging building. Many of these items have been repaired, however many of the larger items are on the capital plan again this year. There was a morning that we needed to call the HPD due to some people rummaging in the dumpster for bottles. This ended in a search of the vehicle and the people were told to leave the premises. That afternoon we called the HFD due to the smell of ammonia from the compressor room infiltrating the facility. It was found to be a valve burp due to the heat outside. This was eradicated quickly, and the team was able to secure the facility for occupancy. I am very grateful for both the Houlton Police Department and the Houlton Fire Department for their quick response to our calls. Sprinkler Systems Inspection company arrived at the end of July to complete the 5-year internal inspection. At the beginning of their inspection, it was made evident that the system was not functioning properly and needed complete flushing of the system. This was going to require a large amount of funds and an extended amount of time to complete, however it was necessary in order for the facility to be open to the public. The building was temporarily closed, and all necessary entities were notified and precautions were taken to ensure safety of staff and community. All scheduled events were cancelled until further notice.

#### August 2025

After much time closely working with the Town Manager, we were able to hold a special meeting with the Town Council to discuss the emergent repairs at the Civic Center. I would like to thank the Town Manager, the Town Council and the Town Clerk for holding this meeting at such short notice. With the support of council, we were able to waive the bidding process and have funds allocated from the undesignated fund balance to complete the flushing and all the repairs. Sprinkler Systems Inspection began this process on August 25<sup>th</sup>. This will take approximately 3 weeks to complete. I am pleased to inform you that after months of trying to repair the fire alarm panel for monitoring purposes it has been completed. Johnson's

controls came at the end of July to attempt to correct this deficiency. They were able to temporarily correct the problem, however, as a result of the age of the panel it is highly suggested that we start thinking about replacing the panel before we are faced with a safety monitoring system that is not functioning properly. This is on the capital plan for replacement.

I have been working closely with the Town Treasurer and the Town Manager monitoring my budget. There are some lines that are being watched carefully as they are already in the red or are close to the red and we have not yet started the 2025/2026 hockey season.

#### **Other News**

Ryker Forbush, one of our JMCC team and a Hockey Alumni, has successfully completed his basic training for the Air Force in Texas. I was honored by Ryker and his family to be invited to and present for his graduation ceremonies. He graduated with honors and is currently completing his technical training in Texas for Heavy Avionics. He will graduate in December and return to Maine for Christmas. We are so proud and honored to call him part of our team. We thank him and his family for their service, commitment and sacrifices for our beautiful country.

Thank you,

Serenna Fitzpatrick, Supervisor, John A. Millar Civic Center



**Town of Houlton**  
**CODE \* ENFORCEMENT \* OFFICE**

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



To: Town Manager Clark & Town Councilors

From: Benjamin Torres, Code Enforcement Officer

RE: Monthly Report – July/August 2025

**Permits Issued –**

Permit Type	Owner	Location	Est. Cost	Permit Fee
Building Permit	Higgins	42 High Street	\$125,000.00	\$500.00
Building Permit	KOA	659 North Street	\$100,000.00	\$500.00
Building Permit	NEPSK Inc.	83 Reservoir Hill Road	\$75,000.00	\$375.00
Building Permit	McAtee	3 South Street	\$20,000.00	\$80.00
Certificate of Occupancy	K&E Holdings Group Inc.	76 Military Street	N/A	\$595.00*
Certificate of Occupancy	Vargas Farm	28 Airport Drive	N/A	N/A**
Certificate of Occupancy	Houlton Housing LLC	3 Lilac Lane	N/A	\$1,300.00*
Certificate of Occupancy	Houlton Housing LLC	9 Lilac Lane	N/A	\$1,360.00*

\* Building permit fee previously collected applies toward C of O.

\*\* Reissuance of an existing C of O due to clerical error.

**Addresses Assigned/Confirmed –**

Address	Owner	Location

There were no addresses assigned or confirmed in the months of July and August.



# **Town of Houlton**

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### **Planning Board Activities –**

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

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The July 1<sup>st</sup> regular meeting of the Board saw a review and public hearing for a daycare request by Ms. Katelyn LaFerriere for her family home at 7 Maple Street. After a review of her application the Board approved the use with an all-in-favor vote.

Additionally, Mr. Brian Stewart on behalf of the H.B.M.I. continued with the subdivision approval process with the submission of a preliminary plat plan. CEO Torres met with Mr. Stewart on site at the proposed location on the Currier Road, tax map/lot 005-0-001-000 to discuss the site and view the proposed location of the septic system(s).

During the July 15<sup>th</sup> regular meeting, a public hearing was held for the formation of this subdivision. Several abutting property owners attended and spoke during the public hearing. Ms. Rosa McNally, a full time employee of the Houlton Band of Maliseet Indians, attended to share additional information and was able to address the concerns of those abutters.

After a thorough review of the application, the Board approved the subdivision with an all-in-favor vote.

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The August 5<sup>th</sup> regular meeting of the Houlton Planning Board was cancelled.

During the August 19<sup>th</sup> regular meeting the Houlton Planning Board reviewed a Design Review Application submitted by Mr. Eric Nelson for exterior alterations to his structure at 52-54 Main Street. The alterations include the replacement of both windows on the 2<sup>nd</sup> floor, one of which has been boarded up since the window pane departed the structure. Both single fixed pane windows will be replaced with a new configuration. The new design features a large center fixed pane flanked on both sides by a double hung window. Each double hung window will take up ¼ of the horizontal distance, with the center ½ being a fixed pane. These alterations were approved by the Planning Board with an all-in-favor vote.

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# **Town of Houlton**

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### **Zoning Board of Appeals Activities –**

The Zoning Board of Appeals (ZBA) also met on July 15<sup>th</sup> immediately after the regular meeting of the Planning Board. There is a requirement in section 37 of our zoning ordinance which reads "...after approval of the proposed plan and location of such mobile home park or camping area by the Board of Appeals." After speaking with Attorney Nelson about this requirement, the ZBA was convened to hold a public hearing and subsequently approve the location. Mr. Card Lord was unable to attend, and Mr. Nason Graham presided over the meeting as acting Chair.

Ultimately, the location was approved by the ZBA with an all-in-favor vote.

### **Code Enforcement Training Activities –**

- **None in June.**

### **Regular Code Enforcement Activities –**

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

### **Miscellaneous – Ongoing**

- Documents to be drafted:
  - Use Permit Application – initial draft
  - Demolition Permit Application – initial draft
  - Planning Board Documents & Review Sheets
    - A "Chairman's Opening Statement" shared by ZBA Chairman Mr. Carl Lord will be reworked for use by the Planning Board. This sheet covers the expected conduct of the attending public, and those who may speak during public hearings.

### **Miscellaneous – CEO Comment**

From July 1<sup>st</sup>, 2025 to August 31, 2025, the Code Enforcement Office saw a total



**Town of Houlton**  
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of 470 calls, with 222 outgoing, and 248 received.

Thank you for your time and consideration,

A handwritten signature in black ink, which appears to read "Benjamin R.".

Benjamin Torres, CEO/LPI/LHO/AO



# Houlton Fire Ambulance

Chief Milton J. Cone  
97 Military St.  
Houlton, ME 04730



## Houlton 2025 Ambulance Runs

2025	Houlton	Oakfield	Dyer Brook	Other	Total
January	162	9	0	6	177
February	155	8	1	1	165
March	191	5	1	7	203
April	183	7	0	3	193
May	172	8	0	1	181
June	166	7	1	1	175
July	169	5	1	1	176
August	162	8	0	1	171
September					
October					
November					
December					
Total	1360	57	4	21	1441

	Bangor	P. Isle	Portland	Boston	Other	Total
January	20	1	1	1	2	25
February	18	0	0	0	1	20
March	19	1	1	0	0	21
April	19	3	1	0	0	23
May	13	5	0	1	0	19
June	22	5	2	1	2	32
July	14	5	1	0	4	24
August	21	3	1	0	5	30
September						
October						
November						
December						
Total	146	23	7	3	14	194





Houlton Ambulance Service - HME  
Financial Summary - 01/01/25 to 08/31/25

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Totals
Beginning AR	\$358,619.67	\$428,115.16	\$546,817.81	\$534,939.15	\$559,938.70	\$559,427.07	\$606,065.54	\$553,616.77	\$358,619.67
Charges	\$138,156.80	\$196,403.80	\$285,138.80	\$280,357.60	\$218,305.30	\$256,864.70	\$210,384.30	\$142,013.70	#####
Contractual Adjustments	(\$5,574.77)	(\$9,002.85)	(\$112,517.00)	(\$123,523.38)	(\$119,078.04)	(\$129,959.02)	(\$155,321.14)	(\$98,567.89)	(\$753,544.09)
Gross Net Charges	\$132,581.83	\$187,400.95	\$172,621.80	\$156,834.22	\$99,227.26	\$126,905.68	\$55,063.16	\$43,445.81	\$994,080.71
Courtesy Discounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bad Debt Write Off	(\$2,143.89)	(\$10,082.15)	(\$12,474.08)	(\$8,714.68)	(\$6,690.30)	(\$3,961.72)	(\$7,204.40)	(\$10,166.17)	(\$61,436.39)
Bankruptcy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc Adjustments	\$0.00	(\$2,773.40)	(\$4,836.60)	(\$3,591.00)	\$2.63	(\$31.56)	\$0.38	(\$4,201.16)	(\$15,430.71)
Adjusted Charges	\$130,437.94	\$174,545.40	\$135,311.12	\$144,528.54	\$92,539.59	\$162,912.40	\$47,859.14	\$29,079.48	\$917,213.61
Insurance Refunds	\$0.00	\$101.65	\$507.45	\$0.00	\$0.00	\$0.00	\$0.00	\$888.25	\$1,477.35
Patient Refunds	\$0.00	\$131.75	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$281.12	\$487.87
Returned Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Refunds	\$0.00	\$233.40	\$507.45	\$0.00	\$75.00	\$0.00	\$0.00	\$1,149.37	\$1,965.22
Insurance Payments	(\$56,568.47)	(\$52,150.43)	(\$146,363.19)	(\$117,561.08)	(\$90,951.00)	(\$111,983.75)	(\$99,328.89)	(\$98,508.08)	(\$774,385.89)
Patient Payments	(\$4,373.98)	(\$3,925.72)	(\$1,334.04)	(\$1,967.91)	(\$2,175.22)	(\$4,320.18)	(\$968.02)	(\$3,324.77)	(\$22,369.84)
Bad Debt Recovery	\$0.00	\$0.00	(\$1,385.95)	(\$25.00)	\$0.00	(\$770.20)	\$0.00	\$0.00	(\$2,181.16)
Total Payments	(\$60,942.45)	(\$56,076.15)	(\$149,083.19)	(\$119,553.99)	(\$93,126.22)	(\$117,054.13)	(\$100,297.91)	(\$102,832.85)	(\$798,966.89)
Net Payments	(\$60,942.45)	(\$56,076.15)	(\$147,607.23)	(\$119,528.99)	(\$93,126.22)	(\$116,283.93)	(\$100,297.91)	(\$102,832.85)	(\$796,786.73)
Ending AR	\$428,115.16	\$546,817.81	\$534,939.15	\$559,938.70	\$559,427.07	\$559,055.54	\$553,616.77	\$481,012.77	\$481,012.77
COLLECTIONS ACTIVITY									
Beginning Collections	\$408,850.28	\$410,994.17	\$421,076.32	\$432,164.44	\$440,854.12	\$447,544.42	\$450,735.94	\$457,940.34	\$408,850.28
Accounts Sent to Collections	\$2,143.89	\$10,082.15	\$13,140.12	\$8,714.68	\$8,690.30	\$3,961.72	\$7,204.40	\$10,166.17	\$62,102.43
Adjustments	\$0.00	\$0.00	(\$666.04)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$666.04)
Bad Debt Recovery	\$0.00	\$0.00	(\$1,385.95)	(\$25.00)	\$0.00	(\$770.20)	\$0.00	\$0.00	(\$2,181.16)
Ending Collections	\$410,994.17	\$421,076.32	\$432,164.44	\$440,854.12	\$447,544.42	\$450,735.94	\$457,940.34	\$468,105.51	\$468,105.51
OPERATING RATIOS									
Total # of Claims Filed	150	361	276	263	279	281	240	153	2,003
Total Lines Filed on Claims	291	716	538	516	546	551	467	300	3,927
Runs	171	148	172	175	157	175	141	89	1,226
Denials (By Line)	34	40	52	63	43	56	73	44	405
Gross Days in AR	119.18	112.18	80.28	67.93	65.92	68.56	68.67	66.68	
Avg Mileage / Transport	21.72	16.41	20.37	22.03	15.28	26.03	19.53	21.56	20.47
Avg Charge / Transport	\$807.93	\$1,345.23	\$1,541.50	\$1,902.04	\$1,390.48	\$1,696.37	\$1,492.09	\$1,595.66	\$1,425.47
Avg Revenue / Transport	\$356.39	\$384.08	\$666.76	\$683.17	\$593.16	\$698.88	\$711.33	\$1,155.43	\$651.69
A0425 - Ground Mileage (ALS)	1,807.80	1,156.40	1,185.80	2,248.30	1,519.60	1,886.00	1,400.10	967.6	12,171.60
A0425 - Ground Mileage (BLS)	1,907.10	1,239.60	2,317.00	1,607.30	878.9	2,669.70	1,354.20	951.1	12,924.90
A0426 - Advanced Life Support	10	7	5	14	11	13	6	2	68
A0427 - Advanced Life Support	86	70	87	89	88	71	52	46	589
A0428 - Basic Life Support	20	15	24	18	17	19	12	150	
A0429 - Basic Life Support Emergent	50	48	48	48	35	61	56	26	372
A0433 - ALS LVL2	0	0	0	0	0	0	2	1	3
A0434 - SPECIALTY CARE TSPT	0	1	1	0	0	0	0	0	2
A0998 - AMB RESPONSE FEE - NTMT	0	5	7	5	5	5	6	2	35
A0998 - AMB RESPONSE FEE - TNT	5	0	0	1	1	0	0	0	7



Houlton Ambulance Service - HME  
Financial Summary - 01/01/24 to 08/31/24

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Totals
Beginning AR	\$405,411.57	\$480,258.93	\$435,663.40	\$368,439.14	\$391,572.82	\$386,029.64	\$392,639.32	\$352,447.43	\$405,411.57
Charges	\$147,950.00	\$82,983.40	\$110,040.00	\$111,716.00	\$101,868.20	\$105,615.60	\$114,522.40	\$92,354.00	\$866,848.60
Contractual Adjustments	(\$9,203.13)	(\$17,250.46)	(\$35,422.20)	(\$19,240.74)	(\$15,634.88)	(\$30,326.27)	(\$28,607.34)	(\$9,073.30)	(\$164,758.32)
Gross Net Charges	\$138,746.87	\$65,732.94	\$74,617.80	\$92,475.26	\$86,033.32	\$75,289.33	\$85,915.06	\$83,280.70	\$702,090.28
Courtesy Discounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bad Debt Write Off	(\$3,273.66)	(\$5,892.40)	(\$3,396.00)	(\$3,612.24)	(\$2,128.80)	(\$2,240.62)	(\$5,701.74)	(\$4,364.44)	(\$30,610.10)
Bankruptcy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc Adjustments	\$71.01	(\$22,302.23)	\$0.53	(\$64.43)	(\$1,263.87)	(\$3,909.31)	(\$6,135.77)	\$4.29	(\$33,599.78)
Adjusted Charges	\$135,544.22	\$37,538.31	\$71,222.33	\$88,798.59	\$82,640.65	\$69,139.20	\$74,077.55	\$78,920.55	\$637,861.40
Insurance Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$594.50	\$0.00	\$0.00	\$0.00	\$594.50
Patient Refunds	(\$35.40)	\$0.00	\$25.26	\$0.00	\$0.00	\$0.00	\$0.00	\$128.00	\$117.86
Returned Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Refunds	(\$35.40)	\$0.00	\$25.26	\$0.00	\$594.50	\$0.00	\$0.00	\$128.00	\$712.36
Insurance Payments	(\$59,358.43)	(\$81,127.20)	(\$134,112.06)	(\$64,106.16)	(\$87,268.03)	(\$50,112.24)	(\$59,479.57)	(\$58,883.99)	(\$553,447.70)
Bad Debt Recovery	\$0.00	\$0.00	\$0.00	(\$1,558.75)	(\$1,510.30)	\$0.00	\$0.00	\$0.00	(\$1,938.11)
Total Payments	(\$60,661.46)	(\$81,133.84)	(\$138,471.85)	(\$65,664.91)	(\$88,778.33)	(\$52,529.52)	(\$104,269.44)	(\$70,876.46)	(\$677,193.21)
Net Payments	(\$60,661.46)	(\$81,133.84)	(\$138,471.85)	(\$65,664.91)	(\$88,778.33)	(\$52,529.52)	(\$104,269.44)	(\$70,876.46)	(\$673,385.81)
Ending A/R	\$480,258.93	\$435,663.40	\$368,439.14	\$391,572.82	\$386,029.64	\$392,639.32	\$382,447.43	\$370,619.52	\$370,619.52
COLLECTIONS ACTIVITY									
Beginning Collections	\$342,618.23	\$346,091.89	\$351,984.29	\$355,380.29	\$355,185.13	\$357,313.93	\$359,554.75	\$365,256.49	\$342,618.23
Accounts Sent to Collections	\$3,273.66	\$5,892.40	\$3,396.00	\$3,612.24	\$2,128.80	\$2,240.62	\$5,701.74	\$4,364.44	\$30,610.10
Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bad Debt Recovery	\$0.00	\$0.00	\$0.00	(\$3,807.40)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,807.40)
Ending Collections	\$346,091.89	\$351,984.29	\$355,380.29	\$355,185.13	\$357,313.93	\$359,554.75	\$365,256.49	\$369,620.93	\$368,620.93
OPERATING RATIOS									
Total # of Claims Filed	243	270	481	208	235	252	259	198	2,144
Total Lines Filed on Claims	484	533	959	412	469	504	518	395	4,274
Runs	204	119	132	133	112	145	173	109	1,127
Denials (By Line)	15	24	95	41	30	30	35	35	305
Cross Days in AR	133.9	141.32	97.25	115.64	107.42	110.78	101.37	106.74	
Avg Mileage / Transport	16.13	13.55	23.77	22.58	27.98	14.83	9.33	23.05	18.15
Avg Charge / Transport	\$725.25	\$697.34	\$833.64	\$839.97	\$907.75	\$728.38	\$661.98	\$847.28	\$769.17
Avg Revenue / Transport	\$297.36	\$690.20	\$1,049.03	\$522.35	\$792.86	\$431.24	\$602.71	\$650.24	\$600.88
A0425 - Ground Mileage (ALS)	1,506.00	714.8	1,599.20	2,037.80	1,911.80	1,614.80	568.7	1,324.40	11,276.30
A0425 - Ground Mileage (BLS)	1,785.00	897.3	1,538.80	962.2	1,222.20	535.1	1,044.90	1,188.10	9,173.60
A0426 - Advanced Life Support	8	3	7	9	4	9	2	5	47
A0427 - Advanced Life Support	84	53	50	67	61	79	95	60	549
A0428 - Basic Life Support	28	18	16	8	15	13	14	11	123
A0429 - Basic Life Support Emergent	82	44	48	48	32	44	59	32	398
A0433 - ALS LVL2	0	1	1	1	0	0	2	1	6
A0588 - AMB RESPONSE FEE - TNT	2	0	1	0	0	0	0	0	4
Patient Assist Lvl-A0988	0	0	0	0	0	0	0	0	0