

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

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

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

AGENDA

Special Council Meeting

**September 8, 2025
5:00 PM**

- A. (S090125-1) 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. (S090125-2) Council enters 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.**
- C. (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.)
(Introduction)
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) Council authorizes a pre-public comment period script to be read before the public comment period at Regular Council Meetings.**

Adjournment

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21 Water Street, 2nd Floor**

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Public Participation thru Zoom:

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

AGENDA

Regular Council Meeting

**September 8, 2025
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Special Council Meeting of August 22, 2025 and Special & Regular Council Meeting of August 25, 2025

II. Old Business

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

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.

(Public Hearing)

This is for approval to allow this referendum question to be on the ballot in November.

B. (S080325-3) The Town of Houlton ordains the Town to borrow not more than \$2,200,000 to improve and maintain roads and sidewalks in the Town. The Ordinance provides that the Town may issue the bonds and bond anticipation notes only if the voters of the Town approve a \$2,200,000 capital commitment for the project at a municipal referendum election. Note: The Ordinance in its entirety is available for review at the Town Office during normal business hours.

(Public Hearing)

Approval is required to move forward.

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

(Public Hearing)

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

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

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

(Public Hearing)

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

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

(Public Hearing)

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

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

(Public Hearing)

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-02-8-84	Sockanassett Hose Co. #1 (101-44-1-25)	\$10,000
TIF ACCT	209-02-8-84	EMS Regular Payroll (101-45-1-10)	\$2,500
TIF ACCT	209-02-8-84	Fire Regular Payroll (101-44-1-10)	\$7,500
		Total	\$20,000

G. (S080325-8) Council authorizes the use of up to \$28,700 from the TIF (Tax increment Financing) reserve funds from the Airport district using the Events ED

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

(Public Hearing)

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

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

(Public Hearing)

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

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

(Public Hearing)

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

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

(Public Hearing)

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

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

(Public Hearing)

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

TIF ACCT	209-01-8-75	Training (100-49-4-05)	\$450
TIF ACCT	209-01-8-75	Advertising (100-49-4-06)	\$175
TIF ACCT	209-01-8-75	Promotional (100-49-4-07)	\$350
TIF ACCT	209-01-8-75	Telephone (100-49-5-01)	\$600
		Total	\$32,870

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

(Public Hearing)

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-04-8-84	Town Manager (100-40-1-10)	\$7,000
TIF ACCT	209-04-8-84	Police Admin (101-43-1-03)	\$8,896
TIF ACCT	209-04-8-84	Fire Chief (101-44-1-03)	\$3,000
TIF ACCT	209-04-8-84	Code Enforcement (100-48-1-10)	\$10,000
TIF ACCT	209-04-8-84	Consultants & EC DEV. (100-40-2-42)	\$5,000
		Total	\$33,896

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

(Public Hearing)

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

TIF ACCT	209-04-8-84	Fire Regular Payroll (101-44-1-10)	\$7,500
		Total	\$20,000

N. (S080325-15) Council authorizes the use of up to \$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.

(Public Hearing)

Dept.		Account	Account or entity to receive funds	Amount
TIF ACCT		209-04-8-84	SADC (100-40-2-67)	\$26,000
TIF ACCT		209-04-8-84	NMDC (104-96-9-25)	\$10,543
TIF ACCT		209-04-8-84	Fire Chief (101-44-1-03)	\$3,000
			Total	\$39,543

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

(Public Hearing)

P. (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.)

(First Reading)

Public Hearing will be held on September 22, 2025.

III. New Business

A. (090125-1) Council accepts 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)

Audit Manager will be available via Zoom for questions.

B. (090125-2) Council authorizes 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.

This is done annually.

C. (090125-3) Council authorizes 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.)

This will be reviewed annually.

IV. Discussion and Reports

A. Undesignated Fund Balance Policy

B. Town Managers Report

C. Councilors' Remarks

V. Adjournment

**Regular Council Meeting
August 25, 2025**

Chair Torres called the meeting to order at 6:09 PM with all councilors present except Councilor Matthews who was present via Zoom.

Public Comments

Mark Lipscombe, Houlton resident addressed the Council with the following:

The town has publicly named me as the source of unanticipated legal expenses. I only found out this afternoon, so please forgive me from reading from a prepared speech. Before we talk about lawyers and lawsuits, let me tell you about what I tried to do to prevent this. I tried to de-escalate from the very beginning. A HPD officer was being used, likely unbeknownst to the officer to retaliate against my daughter when she complained about sexual harassment at the high school by a fellow student. This was done by serving a cease harassment notice on my daughter at school. I spoke with the officer directly, and asked him to please check with either the acting district attorney or his supervising officer before proceeding. I was just asking for supervision of what appeared to be a very delicate situation involving retaliation. The conversation's captured on body camera footage. Where the officer acknowledges that he's not investigating anything, that he's simply there to serve paperwork.

Town Manager Clark reminded everyone at this time that any public comments related to any certain employees or personnel matter may just need to be proceeded with caution. He reminded everyone that this is a public forum, and that we're recording this meeting.

Lipscombe stated that he understood and then continued with the following: I tried to work within the system. When concerns remained, I attempted to make a complaint with the police chief directly. I was told to contact the captain instead. I followed those instructions. I made the calls, I left messages. Professional courtesy, chain of command, I did everything the way you were supposed to do it. But here's what happened next, absolutely nothing. No return phone call. I have an accent, but it's not thick enough that you can't hear my phone number on a voicemail. No conversation, no dialogue. No resolution. Instead, it was just silence, and then a series of broken promises.

And an expensive downstate attorney. Let's talk about the choices that really drove these costs and who made them. The town chose expensive resistance over basic communication. When I tried to resolve concerns about my daughter's treatment, I asked the officer to simply check with the acting DA or commanding officer. When I tried to file a complaint with the chief, I was redirected to the captain. Not once, not one single time, did anyone from the police department respond to my attempts at dialogue. No phone call returned, no explanations, just broken promises. The town chose delay over compliance. I submitted a straightforward freedom of access request for records about my own child. The law requires acknowledgement within 5 days. It was ignored for over 3 weeks. I was then repeatedly promised timelines that came and when.

The town chose lawyers over transparency, rather than simply providing public records as required by law, the town hired Bernstein Shur, an expensive Portland law firm, to fight the release of the documents about a civil notice served on a child. Think about that choice. Pay downtown state lawyers, hundreds per hour to hide routine police paperwork, instead of just following Maine's transparency laws. The town's created this crisis. Government agencies must meet their burden to justify withholding records. Instead of doing the work, they chose the bills.

Nearly two months to respond to requests that should have taken hours. A downstate law firm billing taxpayers to argue why you can't see how the police interacted with your own child. These weren't my choices, these were the towns. I exhausted every reasonable channel.

I asked for supervision, I filed proper requests, I waited through broken deadlines, and at every turn the town chose expensive obstruction over simple compliance with the law. The real question isn't why I sought transparency, it's why the town is fighting it so expensively. Every taxpayer here is now paying for the town's choice to hire expensive lawyers rather than follow the law they swore to uphold. Thank you.

Clark followed up by noting that he would not be commenting on ongoing litigation. He noted that due to having to request more legal funds, he has provided what the legal funds have been used on this year. He noted there was no intention to call anyone out.

Susan Tortello, Houlton resident and Chair of the Board of Budget Review Committee announced that the committee met today at 3:00 to discuss the referendum ballot question that has been introduced. She noted that the Board of Budget Review voted unanimously in support of the referendum ballot question and recommends a yes vote.

Nancy Ketch, Community Development Director showed everyone the plaque that was received by the Maine Office of Tourism. She noted that it will be displayed at the Town Office.

Richard Rhoda, resident of Houlton and Orient reminded everyone that over a year ago he gave the town a gift of a peace labyrinth to put down along the river. He noted that he was supposed to get together with Mark Horvath, former Councilor to discuss the location. He asked if the Council would appoint someone else that he can meet with to discuss the best location for the labyrinth.

I. Minutes: It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Special & Regular Council Meeting of August 11, 2025 minutes be approved as presented.

All were in favor.

II. Old Business

A. (S080325-2) Chair Torres held the First Reading 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.

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

B. (S080325-3) Chair Torres held the First Reading 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.

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

C. (S080325-4) Chair Torres held the First Reading 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.

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

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

D. (S080325-5) Chair Torres held the First Reading on the following: A 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.

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

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

E. (S080325-6) Chair Torres held the First Reading 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.

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		Total	\$43,277

F. (S080325-7) Chair Torres held the First Reading 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.

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-02-8-84	Sockanasset Hose Co. #1 (101-44-1-25)	\$10,000
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TIF ACCT	209-02-8-84	Fire Regular Payroll (101-44-1-10)	\$7,500
		Total	\$20,000

G. (S080325-8) Chair Torres held the First Reading 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.

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		Total	\$28,700.00
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H. (S080325-9) Chair Torres held the First Reading 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.

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

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TIF ACCT	209-01-8-84	Traffic Light Repair (101-42-2-60)	\$12,000
TIF ACCT	209-01-8-84	Signs (102-71-3-47)	\$500
		Total	\$46,700

I. (S080325-10) Chair Torres held the First Reading 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.

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

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

J. (S080325-11) Chair Torres held the First Reading 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.

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

L. (S080325-13) Chair Torres held the First Reading 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.

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-04-8-84	Town Manager (100-40-1-10)	\$7,000
TIF ACCT	209-04-8-84	Police Admin (101-43-1-03)	\$8,896
TIF ACCT	209-04-8-84	Fire Chief (101-44-1-03)	\$3,000
TIF ACCT	209-04-8-84	Code Enforcement (100-48-1-10)	\$10,000
TIF ACCT	209-04-8-84	Consultants & EC DEV. (100-40-2-42)	\$5,000
		Total	\$33,896

M. (S080325-14) Chair Torres held the First Reading 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.

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

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

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

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

It was noted at this time that the order needed to be amended to reflect the total amount be \$39,543 rather than \$36,543.

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

All were in favor of the amendment.

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

O. (S080325-16) Chair Torres held the First Reading 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.

Chair Torres noted that the Public Hearing will be held on September 8, 2025.

III. New Business

A. (080225-1) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council approve execution of the application from Consolidated Communications of Northern New England Company and Houlton Water Company for location of a pole at 16 Pleasant Street.

Chair Torres noted that approval is required.

Town Manager Clark noted that there was an application in the packet that describes the nature of a new push brace to be installed.

Councilor E. McLaughlin reminded everyone that she has had concerns that some of the poles around town have excessive wires. She noted that she would like to make sure there aren't any loopholes in the application to approve more cables going up and down Pleasant Street. She noted that she would like an idea of what it will look like to be sure it won't be an eyesore.

Clark replied that there was a map included with the application that shows the change. He noted that the change is an addition of one push brace located at 2 Pleasant Court. He noted that this is just a change in location and no additional wires will be added.

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

The order passed.

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

Town Manager Clark reminded everyone that the captures in the TIF districts are 100% unless there is a vote to decrease the percentage. He noted that the Downtown District has been reduced to 25% in previous years and will be at 100% this year. He also noted that the Airport District was reduced to 5% last year and will now be 75%. He noted that there will be a large increase that will be appropriated to the districts rather than the general fund.

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

The order passed.

C. (080225-3) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council authorize the execution of the application to the Department of Public Safety Gambling Control Unit for Houlton Elks Lodge #835 to hold a Texas Hold Em Poker Tournament on September 6, 2025.

Chair Torres noted that approval is required by the state.

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

The order passed.

D. (080225-4) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that Council approve execution of the application for a BYOB Permit by Greater Houlton Chamber of Commerce for The Longest Table event on September 6, 2025.

Chair Torres noted that approval is required by the state.

Councilor E. McLaughlin asked if the permit was only good for the 2-hour period. It was clarified that the permit was only valid for the event time.

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

The order passed.

IV. Discussion and Reports

A. Mil Rate for 2025 Tax Commitment

Town Manager Clark noted that he has been working closely with the Assessor to navigate different options. He noted that we are looking at holding the mil rate at 19.4. He explained how the TIF district captures affect that. He noted that we are looking at a 20% valuation increase for next year. He explained that when valuations go up, the mil rate generally decreases. He noted that the increase is necessary in order to receive the maximum reimbursements. He noted that tax bills will be going in the next period of time.

B. Town Managers Report

Town Manager Clark thanked the Council for their support of the emergency appropriation related to the Civic Center. He noted that more expenses will be coming for the Civic Center, but the repair of the sprinkler system is what needs to be done to open the doors back up. He noted that there is a need for 17 computers and 5 laptops across the town departments totaling about

\$35,000. He noted that many of the computers can't be updated to Windows 11 which means they will no longer function in October. He noted that this will go out to bid. He noted that he will be looking for Council support for the funding. He noted that there was \$15,000 budgeted for council chamber audio improvements that he would like to reappropriate. He noted that he would be out of the office for the remainder of the week and would be monitoring his email.

C. Councilors' Remarks

Councilor E. McLaughlin thanked the department heads for their monthly reports. She commended the Parks & Rec Department for all the programming. She also thanked the Community Development Director for all that she had listed in her report. She noted that she thought the story along the Riverfront Trail looked really good. She inquired about the Police Chief's report that referred to meeting with the Community Health and Counseling team, who provides services for the homeless. She asked if Chief DeLuca would explain what those were. Chief DeLuca explained that the services were drug rehabilitation, detox locations, housing and resources for food and clothing. Chief DeLuca noted that there are information packets available at the station.

Chair Torres thanked Town Manager Clark for the transparency with the TIFs. She reminded everyone that the Longest Table event is on September 6th and to call her at the Chamber or Nancy Ketch at the Town Office for more information. She announced that Erica Burkhardt will be having a ribbon cutting at her store's new location in Union Square. She announced that Fish and Friends has moved to the First National Bank and that the children's toys will remain at the other store.

V. Adjournment: On motion by Councilor Lake, seconded by Councilor J. McLaughlin, the meeting adjourned at 6:45 PM with all in favor.

**Special Council Meeting
August 25, 2025**

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

A. (S080325-1) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin 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.

All were in favor.

They entered Executive Session at 5:00 PM and returned to Open Session at 5:56 PM.

Councilor Matthews joined the meeting via Zoom.

B. (S080325-2) Councilor J. McLaughlin introduced 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.

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 8, 2025.

C. (S080325-3) Councilor Lake introduced 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.

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 8, 2025.

D. (S080325-4) Councilor J. McLaughlin introduced 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.

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 8, 2025.

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

E. (S080325-5) Councilor Lake introduced 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.

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 8, 2025.

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

F. (S080325-6) Councilor J. McLaughlin introduced 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.

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 8, 2025.

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

G. (S080325-7) Councilor J. McLaughlin introduced 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.

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 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-02-8-84	Sockanassett Hose Co. #1 (101-44-1-25)	\$10,000
TIF ACCT	209-02-8-84	EMS Regular Payroll (101-45-1-10)	\$2,500
TIF ACCT	209-02-8-84	Fire Regular Payroll (101-44-1-10)	\$7,500
		Total	\$20,000

H. (S080325-8) Councilor Lake introduced 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 Public Safety expense items in the FY2025 Budget.

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 8, 2025.

It was noted at this time that the order needed to be amended to "for the purpose of offsetting TIF eligible Economic Development expense items in the FY2025 Budget".

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

All were in favor of the amendment.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-02-8-86	Chamber of Commerce (104-96-9-12)	\$14,700

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

I. (S080325-9) Councilor Lake introduced 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.

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 8, 2025.

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

J. (S080325-10) Councilor J. McLaughlin introduced 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.

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 8, 2025.

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

K. (S080325-11) Councilor Lake introduced 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.

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 8, 2025.

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

L. (S080325-12) Councilor J. McLaughlin introduced 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.

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 8, 2025.

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

TIF ACCT	209-01-8-75	Promotional (100-49-4-07)	\$350
TIF ACCT	209-01-8-75	Telephone (100-49-5-01)	\$600
		Total	\$32,870

M. (S080325-13) Councilor Lake introduced 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.

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 8, 2025.

Dept.	Account	Account or entity to receive funds	Amount
TIF ACCT	209-04-8-84	Town Manager (100-40-1-10)	\$7,000
TIF ACCT	209-04-8-84	Police Admin (101-43-1-03)	\$8,896
TIF ACCT	209-04-8-84	Fire Chief (101-44-1-03)	\$3,000
TIF ACCT	209-04-8-84	Code Enforcement (100-48-1-10)	\$10,000
TIF ACCT	209-04-8-84	Consultants & EC DEV. (100-40-2-42)	\$5,000
		Total	\$33,896

N. (S080325-14) Councilor J. McLaughlin introduced 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.

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 8, 2025.

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

O. (S080325-15) Councilor Lake introduced the following: Council authorizes the use of up to \$36,543 from the TIF (Tax increment Financing) reserve funds from the Tate and Lyle district using

the Economic/ Events project cost for the purpose of offsetting TIF eligible Economic/Events expense items in the FY2025 Budget.

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 8, 2025.

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

P. (S080325-16) Councilor J. McLaughlin introduced 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.

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 8, 2025.

Adjournment: On motion by Councilor Lake, seconded by Councilor J. McLaughlin the meeting adjourned at 6:06 PM with all in favor.

**Special Council Meeting
August 22, 2025**

Chair Torres called the meeting to order at 8:00 AM with all councilors present except Councilor Matthews and Councilor Peters who were present via Zoom.

I. New Business

A. (S080225-1) It was moved by Councilor J. McLaughlin, seconded by Councilor Lake that The Town of Houlton ordain the transfer of up to \$70,000 from the Undesignated Fund Balance for emergency repairs to the sprinkler system at the Civic Center. The Civic Center is closed to the public until this is resolved. The Town Manager certifies that this is in the best interest of the Town.

(This is an emergency appropriation and will take effect immediately upon approval)

Town Manager Clark noted that he has been working on a solution with Serenna Fitzpatrick, Civic Center Supervisor. He noted that there will be a need for a number of other expenditures over the next 3 to 6 months but this one needs to get started right away.

Clark explained that this conversation is really about if we want to open this facility or not. He noted that the facility is closed to the public and in order to open it, we would need to make this appropriation so that we can get the work done.

Serenna Fitzpatrick, Civic Center Supervisor explained that a letter of deficiency was received from the Fire Marshal. She explained what needed to be done to the sprinkler system for it to pass inspection.

Clark noted some of the projects that funds were appropriated for at the Civic Center. He noted that there are other repairs needed at the facility but this one is what needs to be done to open the facility. He noted that maintenance items related to the sprinkler system have been on the capital plan for a period of time. He noted that the facility is getting older and lots of maintenance needs are coming all at once.

He noted that using funds from the Undesignated Fund Balance typically is a 3-meeting process. He noted that this was an emergency as it will take 3 weeks to complete the repair to be able to reopen the facility.

Fitzpatrick noted that the boards were scheduled to be put up in mid-September for the ice to be ready in October. She noted that she has a gentleman coming to do a hockey camp at that time. She noted that she had reached out to other companies for quotes and learned that companies are required to do their own inspections for liability reasons. She noted that the cost for a company to do their own internal inspection is \$4,000-\$5,000.

Clark noted that he included a 5-year revenue/expense breakdown. He noted that the facility loses money every year. He reminded everyone that the facility is invested in to provide the services and activities that the facility provides for the community.

Serenna reminded everyone that she came to Council last year for approval of an increase in rental fees. She noted that in the past people weren't charged for the use of the tables and chairs. She noted that she is having to say no to that.

Chair Torres noted that the fee increases were going to happen gradually and inquired if we would expect another increase this year. Serenna replied yes.

Councilor E. McLaughlin asked when the last time the system was flushed. Serenna replied that it was completely flushed 5 years ago. They discussed the various testing that has been done and the concern that it could be worse than expected. McLaughlin spoke on her concerns about how the contract is worded and there being extra charges that we're not prepared for. She stated that she felt it was a gamble.

Clark noted that the town is relying on the contractors that do this every day. He noted that there is a chance that other work will need to be done which is why a little bit of a contingency was added. He noted that if more than \$70,000 was needed, it would come back to Council.

Councilor Peters asked if TIF funds could be used for the repairs. Clark replied that there are some project costs that allow for recreation but that it pertains to outdoor recreation. He noted that about \$500,000 in TIF transfers will be on the agenda for Monday's meeting. He noted that this will help supplement the general fund.

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

The order passed.

B. (S080225-2) It was moved by Councilor Lake, seconded by Councilor J. McLaughlin that Council authorize the Town Manager to waive the bid process to allow Sprinkler Systems Inc. powered by Encore to continue with the inspection and emergency repairs to the sprinkler system at the Civic Center.

Town Manager Clark explained that in order to go out to bid for a project like this, each sprinkler system company would need to do their own inspection. He noted that the cost for an inspection is around \$4,000 and feels it is in the best interest of the town to move forward with the company that has been doing work at the facility for a number of years.

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

The order passed.

V. Adjournment: On motion by Councilor Lake, seconded by Councilor J. McLaughlin, the meeting adjourned at 8:26 AM with all in favor.

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.

SD

Pre-Public Comment Period Script

Houlton Town Council

We are about to convene into the public comment period of our meeting and believe it is crucial for us to hear from our community members about their concerns and issues.

Having said that, please note that the Council will listen to but will not discuss or act on comments this evening. It is possible that additional information may be needed to adequately address your question or comment. Please do not anticipate a response from the Council Chair or Council members at this time.

We ask that you consider the implications of your statements, not only with regards to whom they are directed but also with regard to the general audience of listeners. We caution all speakers that it is possible that your statements could violate the rights of others under various laws including laws prohibiting defamation. No complaints or allegations will be allowed at Council meetings concerning any person employed by the town. We take complaints and personnel matters seriously and ask that you go through the appropriate administrative channels.

We ask that speakers please address their comments to the Council directly, rather than to the audience. In respect of everyone's time, each individual is allotted 2 minutes to speak. The individual time limits will be enforced so that as many members of the public who wish to speak may be allowed to do so. I will ask one of the Councilors to please lift their hand when you have 10 seconds left to speak and ask you to wrap up your comments. When addressing the Council, please state your name and town of residence. The Council will now entertain any comments from the public, so I will open up the floor.

IIB

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

II

PHONE: 207-532-7111

FAX: 207-532-1304

To: Houlton Town Council

From: Cameron Clark, Town Manager

Re: FY25 Legal Expenses

August 25th, 2025

Members of Council,

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

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

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

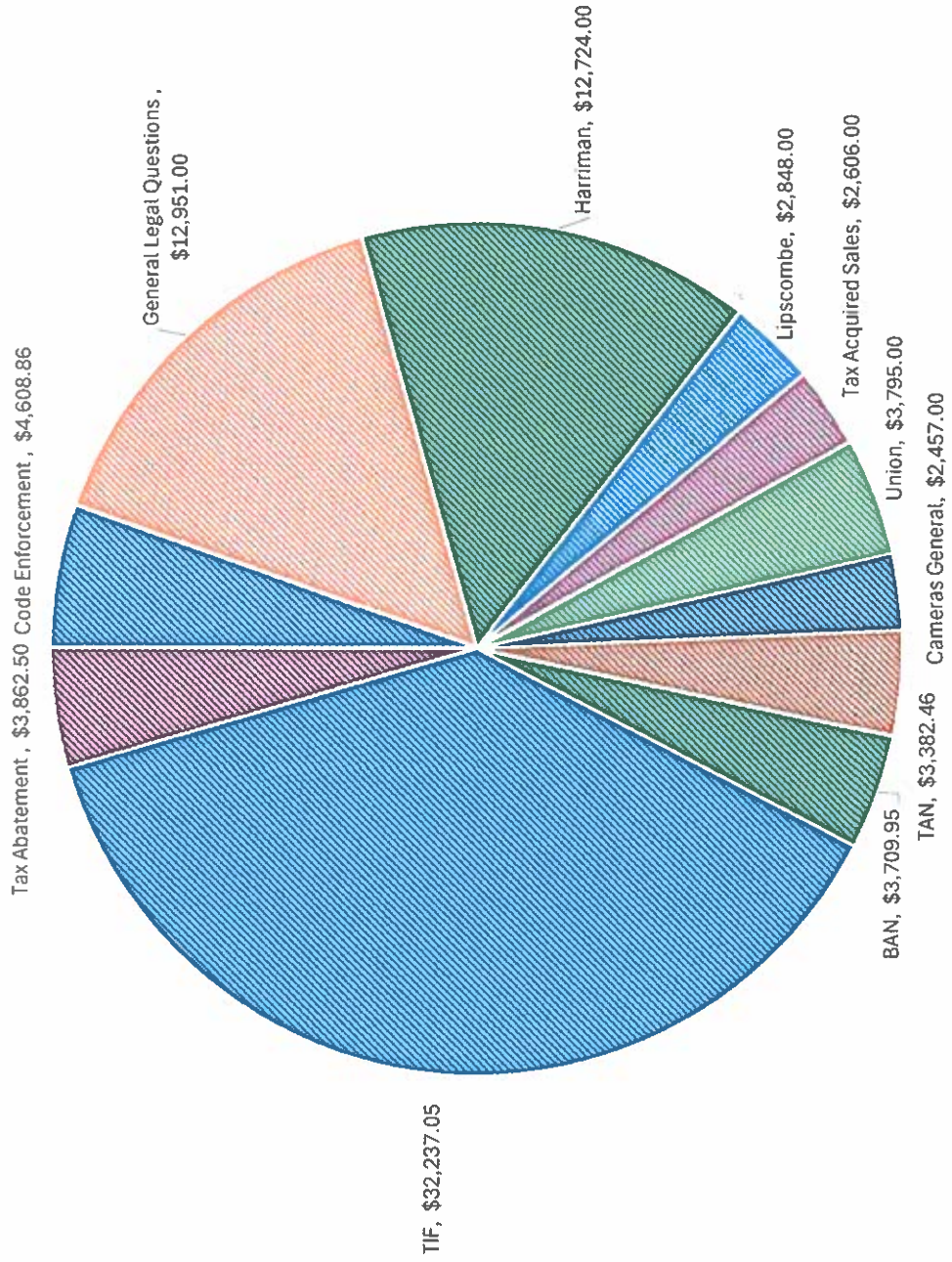
I am requesting the \$40,000 transfer due to two upcoming, publicly known court dates related to the Harriman and Lipscombe matter. In addition, there will be ongoing demand for legal counsel as the Town engages in union negotiations, which occur every three years.

Regards,

Cameron Clark

LEGAL EXPENSES JAN 1 - JULY 31

- Code Enforcement
- General Legal Questions
- Harriman
- Lipscombe
- Tax Acquired Sales
- Union
- Cameras General
- TAN
- BAN
- TIF
- Tax Abatement



III A



Proven Expertise & Integrity

August 22, 2025

Town Council
Town of Houlton
Houlton, Maine

We were engaged by the Town of Houlton, Maine and have audited the financial statements of the Town of Houlton, Maine as of and for the year ended December 31, 2024. The following schedules have been excerpted from the 2024 financial statements, a complete copy of which, including our opinion thereon, are available for inspection at the Town. Included herein are:

Balance Sheet - Governmental Funds	Statement C
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	Statement E
Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund	Schedule 1
Schedule of Departmental Operations - General Fund	Schedule A
Combining Balance Sheet - Nonmajor Governmental Funds	Schedule B
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds	Schedule C

RHR Smith & Company

Certified Public Accountants

TOWN OF HOULTON, MAINE

STATEMENT C

BALANCE SHEET - GOVERNMENTAL FUNDS
DECEMBER 31, 2024

	General Fund	Tax Increment Financing	Airport Projects	Cemetery Fund	Formerly Nonmajor Fund Public Service Projects	Other Governmental Funds	Total Governmental Funds
ASSETS							
Cash and cash equivalents	\$ 4,231,669	\$ 2,135,294	\$ -	\$ 13,055	\$ 5,531	\$ 12,107	\$ 6,397,656
Investments	79,441	1,000,000	-	526,845	-	-	1,606,286
Accounts receivable (net of allowance for uncollectibles):							
Taxes	636,253	-	-	-	-	-	636,253
Liens	166,297	-	-	-	-	-	166,297
Other	562,728	-	-	-	337,196	-	899,924
Due from other governments	-	-	-	-	-	9,234	9,234
Tax acquired property	106,586	-	-	-	-	-	106,586
Inventory	14,837	-	-	-	-	-	14,837
Due from other funds	65,887	235,323	377,961	4,748	372,912	805,564	1,862,395
TOTAL ASSETS	\$ 5,863,698	\$ 3,370,617	\$ 377,961	\$ 544,648	\$ 715,639	\$ 826,905	\$ 11,699,468
LIABILITIES							
Accounts payable	\$ 173,321	\$ -	\$ -	\$ -	\$ 337,198	\$ 50,000	\$ 560,519
Accrued payroll	181,975	-	-	-	-	-	181,975
Due to other governments	8,538	-	-	-	-	-	8,538
Due to other funds	1,796,508	-	-	-	-	65,887	1,862,395
TOTAL LIABILITIES	2,160,342	-	-	-	337,198	115,887	2,613,427
DEFERRED INFLOWS OF RESOURCES							
Prepaid taxes	36,913	-	-	-	-	-	36,913
LRAP funding	66,390	-	-	-	-	-	66,390
Deferred taxes	621,236	-	-	-	-	-	621,236
TOTAL DEFERRED INFLOWS OF RESOURCES	724,539	-	-	-	-	-	724,539
FUND BALANCES							
Nonspendable	121,423	-	-	-	-	-	121,423
Restricted	-	3,370,617	377,961	544,648	378,441	147,797	4,819,484
Committed	-	-	-	-	-	553,486	553,486
Assigned	-	-	-	-	-	65,136	65,136
Unassigned (deficit)	2,857,394	-	-	-	-	(55,401)	2,801,993
TOTAL FUND BALANCES	2,978,817	3,370,617	377,961	544,648	378,441	711,018	8,361,502
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 5,863,698	\$ 3,370,617	\$ 377,961	\$ 544,648	\$ 715,639	\$ 826,905	\$ 11,699,468

See accompanying independent auditor's report and notes to financial statements.

TOWN OF HOULTON, MAINE

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2024

	General Fund	Tax Increment Financing	Airport Projects	Cemetery Fund	Formerly Nonmajor Fund Public Service Projects	Other Governmental Funds	Total Governmental Funds
REVENUES							
Taxes:							
Property taxes	\$ 7,655,914	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,655,914
Excise taxes	1,181,801	-	-	-	-	-	1,181,801
Intergovernmental revenue	2,895,350	-	89,601	-	711,621	214,716	3,911,288
Interest	189,672	32,452	-	451	-	564	223,139
Charges for services	1,596,957	-	-	-	-	-	1,596,957
Other revenues	226,042	24,199	146,431	1,700	5,180	340,697	744,249
TOTAL REVENUES	13,745,736	56,651	236,032	2,151	716,801	555,977	15,313,348
EXPENDITURES							
Current:							
General government	726,422	-	-	-	-	-	726,422
Protection	3,535,387	-	-	-	-	-	3,535,387
Public services	1,105,271	-	-	-	-	-	1,105,271
Employee benefits	1,742,371	-	-	-	-	-	1,742,371
Health and culture	294,080	-	-	-	-	-	294,080
Parks and recreation	669,704	-	-	-	-	-	669,704
Airport	122,248	-	-	-	-	-	122,248
Education	2,721,618	-	-	-	-	-	2,721,618
County tax	821,690	-	-	-	-	-	821,690
Unclassified	684,577	-	-	-	736,522	268,240	1,689,339
Capital outlay	-	423,775	150,262	-	-	586,966	1,161,003
Debt service:							
Principal	484,328	-	-	-	-	-	484,328
Interest	32,587	-	-	-	-	-	32,587
TOTAL EXPENDITURES	12,940,283	423,775	150,262	-	736,522	855,206	15,106,048
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	805,453	(367,124)	85,770	2,151	(19,721)	(299,229)	207,300
OTHER FINANCING SOURCES (USES)							
Proceeds from debt issuance	-	-	-	-	-	245,000	245,000
Transfers in	-	258,180	-	-	104,900	355,150	718,230
Transfers (out)	(718,230)	-	-	-	-	-	(718,230)
TOTAL OTHER FINANCING SOURCES (USES)	(718,230)	258,180	-	-	104,900	600,150	245,000
NET CHANGE IN FUND BALANCES	87,223	(108,944)	85,770	2,151	85,179	300,921	452,300
FUND BALANCES - JANUARY 1, AS PREVIOUSLY REPORTED	2,874,991	3,723,876	292,191	542,497	-	688,985	8,122,540
FUND BALANCE CORRECTION	16,603	(244,315)	-	-	-	14,374	(213,338)
CHANGE IN REPORTING ENTITY	-	-	-	-	293,262	(293,262)	-
FUND BALANCES - JANUARY 1, AS RESTATED	2,891,594	3,479,561	292,191	542,497	293,262	410,097	7,909,202
FUND BALANCES - DECEMBER 31	\$ 2,978,817	\$ 3,370,617	\$ 377,961	\$ 544,648	\$ 378,441	\$ 711,018	\$ 8,361,502

See accompanying independent auditor's report and notes to financial statements.

TOWN OF HOULTON, MAINE

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>Budgeted Amounts</u>			Variance
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Positive (Negative)</u>
Budgetary Fund Balance, January 1, Restated	\$ 2,891,595	\$ 2,891,595	\$ 2,891,595	\$ -
Resources (Inflows):				
Property taxes	7,507,357	7,507,357	7,655,914	148,557
Excise taxes	1,099,800	1,099,800	1,181,801	82,001
Intergovernmental	2,827,039	2,827,039	2,895,350	68,311
Interest income	107,000	107,000	189,672	82,672
Charges for services	1,593,032	1,593,032	1,596,957	3,925
Other revenues	228,388	228,388	226,042	(2,346)
Amounts Available for Appropriation	<u>16,254,211</u>	<u>16,254,211</u>	<u>16,637,331</u>	<u>383,120</u>
Charges to Appropriations (Outflows):				
General government	860,998	860,998	726,422	134,576
Protection	3,497,788	3,497,788	3,535,387	(37,599)
Public services	1,260,264	1,260,264	1,105,271	154,993
Employee benefits	1,775,579	1,775,579	1,742,371	33,208
Health and culture	351,878	351,878	294,080	57,798
Parks and recreation	688,841	688,841	669,704	19,137
Airport	208,753	208,753	122,248	86,505
Education	2,721,618	2,721,618	2,721,618	-
County tax	821,690	821,690	821,690	-
Unclassified	656,125	656,125	684,577	(28,452)
Debt service:				
Principal	492,979	492,979	484,328	8,651
Interest	32,587	32,587	32,587	-
Transfers to other funds	723,230	723,230	718,230	5,000
Total Charges to Appropriation	<u>14,092,330</u>	<u>14,092,330</u>	<u>13,658,513</u>	<u>433,817</u>
Budgetary Fund Balance - December 31	<u>\$ 2,161,881</u>	<u>\$ 2,161,881</u>	<u>\$ 2,978,818</u>	<u>\$ 816,937</u>
Utilization of Unassigned Fund Balance	<u>\$ 729,714</u>	<u>\$ 729,714</u>	<u>\$ -</u>	<u>\$ (729,714)</u>

See accompanying independent auditor's report and notes to financial statements.

SCHEDULE A

TOWN OF HOULTON, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2024

	Original Budget	Adjustments	Final Budget	Actual Expenditures	Variance Positive (Negative)
GENERAL GOVERNMENT					
Administration	\$ 621,067	\$ -	\$ 621,067	\$ 563,702	\$ 57,365
Assessing	105,754	-	105,754	103,094	2,660
Code enforcement	64,980	-	64,980	56,677	8,303
Community development	66,347	-	66,347	2,798	63,549
Planning board	2,850	-	2,850	151	2,699
Total	860,998	-	860,998	726,422	134,576
PROTECTION					
Protection	505,252	-	505,252	516,943	(11,691)
Police department	1,449,882	-	1,449,882	1,346,813	103,069
Fire department	665,359	-	665,359	683,983	(18,624)
Ambulance department	877,295	-	877,295	987,648	(110,353)
Total	3,497,788	-	3,497,788	3,535,387	(37,599)
PUBLIC SERVICES					
Public services	989,997	-	989,997	873,618	116,379
Road maintenance	270,267	-	270,267	231,653	38,614
Total	1,260,264	-	1,260,264	1,105,271	154,993
EMPLOYEE BENEFITS	1,775,579	-	1,775,579	1,742,371	33,208

SCHEDULE A (CONTINUED)

TOWN OF HOULTON, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2024

	Original Budget	Adjustments	Final Budget	Actual Expenditures	Variance Positive (Negative)
HEALTH AND CULTURE					
Health and social services	31,940	-	31,940	17,829	14,111
Outside agencies	215,069	-	215,069	174,727	40,342
Cemeteries	104,869	-	104,869	101,524	3,345
Total	351,878	-	351,878	294,080	57,798
PARKS AND RECREATION					
Administration	140,582	-	140,582	121,273	19,309
Youth	94,000	-	94,000	107,408	(13,408)
Maintenance	218,001	-	218,001	189,934	28,067
Arena	236,258	-	236,258	251,089	(14,831)
Total	688,841	-	688,841	669,704	19,137
AIRPORT					
Administration	208,753	-	208,753	122,248	86,505
Total	208,753	-	208,753	122,248	86,505
EDUCATION	2,721,618	-	2,721,618	2,721,618	-
COUNTY TAX	821,690	-	821,690	821,690	-
DEBT SERVICE					
Principal	492,979	-	492,979	484,328	8,651
Interest	32,587	-	32,587	32,587	-
Total	525,566	-	525,566	516,915	8,651

SCHEDULE A (CONTINUED)

TOWN OF HOULTON, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2024

	Original Budget	Adjustments	Final Budget	Actual Expenditures	Variance Positive (Negative)
UNCLASSIFIED					
Public buildings	36,926	-	36,926	30,536	6,390
White building	7,840	-	7,840	5,709	2,131
Capital plan projects	561,752	-	561,752	517,752	44,000
Abatements	20,000	-	20,000	130,580	(110,580)
Overlay	29,607	-	29,607	-	29,607
Total	656,125	-	656,125	684,577	(28,452)
TRANSFERS					
Capital projects funds	465,050	-	465,050	460,050	5,000
Tax increment financing	258,180	-	258,180	258,180	-
Total	723,230	-	723,230	718,230	5,000
TOTAL DEPARTMENTAL OPERATIONS	\$ 14,092,330	\$ -	\$ 14,092,330	\$ 13,658,513	\$ 433,817

See accompanying independent auditor's report and notes to financial statements.

SCHEDULE B

TOWN OF HOULTON, MAINE

COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2024

	Special Revenue Funds	Capital Projects Funds	Total Nonmajor Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 1,252	\$ 10,855	\$ 12,107
Due from other governments	9,234	-	9,234
Due from other funds	212,933	592,631	805,564
TOTAL ASSETS	<u>\$ 223,419</u>	<u>\$ 603,486</u>	<u>\$ 826,905</u>
LIABILITIES			
Due to other funds	\$ 65,887	\$ -	\$ 65,887
TOTAL LIABILITIES	<u>65,887</u>	<u>50,000</u>	<u>115,887</u>
FUND BALANCES			
Nonspendable	-	-	-
Restricted	147,797	-	147,797
Committed	-	553,486	553,486
Assigned	65,136	-	65,136
Unassigned (deficit)	(55,401)	-	(55,401)
TOTAL FUND BALANCES	<u>157,532</u>	<u>553,486</u>	<u>711,018</u>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 223,419</u>	<u>\$ 603,486</u>	<u>\$ 826,905</u>

See accompanying independent auditor's report and notes to financial statements.

SCHEDULE C

TOWN OF HOULTON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Special Revenue Funds	Capital Projects Funds	Total Nonmajor Governmental Funds
REVENUES			
Intergovernmental	\$ 5,000	\$ 209,716	\$ 214,716
Interest income	-	564	564
Other	201,843	138,854	340,697
TOTAL REVENUES	<u>206,843</u>	<u>349,134</u>	<u>555,977</u>
EXPENDITURES			
Capital outlay	-	586,966	586,966
Other	139,935	128,305	268,240
TOTAL EXPENDITURES	<u>139,935</u>	<u>715,271</u>	<u>855,206</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>66,908</u>	<u>(366,137)</u>	<u>(299,229)</u>
OTHER FINANCING SOURCES (USES)			
Proceeds from debt issuance	-	245,000	245,000
Transfers in	-	355,150	355,150
Transfers (out)	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>600,150</u>	<u>600,150</u>
NET CHANGE IN FUND BALANCES	<u>66,908</u>	<u>234,013</u>	<u>300,921</u>
FUND BALANCES - JANUARY 1, AS PREVIOUSLY REPORTED	90,624	598,361	688,985
FUND BALANCE CORRECTION	-	14,374	14,374
CHANGE IN REPORTING ENTITY (NONMAJOR TO MAJOR FUND)	<u>-</u>	<u>(293,262)</u>	<u>(293,262)</u>
FUND BALANCES - JANUARY 1, AS RESTATED	<u>90,624</u>	<u>319,473</u>	<u>410,097</u>
FUND BALANCES - DECEMBER 31	<u>\$ 157,532</u>	<u>\$ 553,486</u>	<u>\$ 711,018</u>

See accompanying independent auditor's report and notes to financial statements.



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 for increase in rental rates

Requesting various rates be increased to align with competitive ice arenas in our area and to further increase the revenue brought in by the Civic Center. I am asking for this increase to be effective October 1st, 2025.

Thank You,

Serenna Fitzpatrick



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



Requested Fee Schedule Changes for October 2025- September 30, 2026

Off Ice Rental	Current Fees	2025 change Requests
Full Arena – Full Day	\$1000	\$1200
Full Arena – Half day	\$700	\$800
Activity Room	\$35	\$50
Locker Room	\$35	\$50
Community Room	\$50	\$65
Staff Rate per hour for Event Rental	\$25	\$30
Table – Rectangle	\$4 each	\$6 each
Table – Circular	\$8 each	\$10 each
Metal Folding Chair	\$50 per 100	\$2 each
Premium Chair	\$75/100	\$4 each
Stage per 4 x 8' section	\$50	\$65
Pipe and Drape per 7-12' section	\$8	\$10
Electrical receptacle usage per event	\$110	\$125
Fork Lift/Scissor Lift w/operator per hour	\$65	\$75
Kitchen Rental per hour	\$75	\$100
On-Ice rental	Current Fees	2025 Change Requests
Ice Rental – per hour	\$180	\$210
Skate Sharpening	\$6	No change
Public Skate 5 years and older	\$5	No change
Skate Rental	\$3	No change
Youth Stick Time	\$5	No change
Varsity Stick Time	\$8	No change
Adult Drop-in Hockey	\$10	No change

****Special Pricing for packages and discounted promotional events is at the discretion of Supervisor under the advisement of the Town Manager.**



TOWN OF HOULTON
21 WATER STREET
HOULTON, MAINE 04730

IVA

PHONE: 207-532-7111

FAX: 207-532-1304

To: Cameron Clark, Town Manager
From: Kimberly M. Denbow, Town Treasurer
RE: Undesignated fund balance policy
Date: September 8, 2025

The Town of Houlton ordinance on undesignated fund balance policy instructs how to calculate the target level of undesignated fund balance and requires the calculation be reported to council at the time of commitment. The 2024 audited undesignated fund balance is \$2,978,817 which is above the target level and below the maximum level.

- **MINIMUM LEVEL: \$1,229,101** Funds equal to 30-days of funds based on the current year's approved expense budget
- **TARGET LEVEL: \$2,458,202** Funds equal to 60-days of funds based on the current year's approved expense budget
- **MAXIMUM LEVEL: \$3,687,303** Funds equal to 90-days of funds based on the current year's approved expense budget

According to the ordinance, if balance is between the target level and the maximum level: Upon proper authorization by the town council, the use of undesignated funds may be used to offset the budgetary impact on the tax rate, or for other valid purposes which benefit the taxpayer. However, said actions shall not result in the depletion of the undesignated fund balance below the target level.

Best Regards,

Kimberly M. Denbow
Town Treasurer
207-532-7111
town.treasurer@houlton-maine.com

ARTICLE IX UNDESIGNATED FUND BALANCE POLICY

Sec. 2-901 Objectives & Definitions

The objective of this policy is to provide for sound financial management of the Town's undesignated funds, as reported annually in the year-end Financial Audit, and to establish procedures for management of those funds.

Sec. 2-902 Purpose & Use

The undesignated fund balance serves a number of purposes. It represents a source of funding which is available for unforeseen emergencies, provides cash flow to offset the need for borrowing in anticipation of tax receipts, and provides evidence to the Town's bond holders and bond rating agencies of financial stability and credit worthiness. Undesignated funds may also be used, with approval of the Town Council, at the time of tax commitment to offset budgetary impacts on the tax rate calculation.

Sec. 2-903 Target Balances

Based on guidelines provided by the Town auditor, the target balance for undesignated fund balance consists of three tiers:

- **MINIMUM LEVEL:** Funds equal to 30-days of funds based on the current year's approved expense budget
- **TARGET LEVEL:** Funds equal to 60-days of funds based on the current year's approved expense budget
- **MAXIMUM LEVEL:** Funds equal to 90-days of funds based on the current year's approved expense budget

Sec. 2-904 Target Level Calculation

The calculation of each tier's financial target shall take place annually, and be reported to the Council, at the time of tax commitment. The target is determined by dividing the Total Municipal Budget (including final SAD 29 and County costs) by the number of days in that calendar year, and multiplying that by the number of days in each tier target.

Sec. 2-905 Required Actions

The following actions shall be taken based upon the amount of undesignated fund balance relative to the established tier targets:

- A. **BALANCE IS BELOW THE MINIMUM LEVEL:** When the undesignated fund balance is below the minimum level, steps shall be taken to increase fund balance level, bringing it closer, or to, the minimum level. Funds shall not be used to offset budgetary impact on the mil rate or for other non-emergency uses.
- B. **BALANCE IS ABOVE THE MINIMUM LEVEL BUT UNDER THE TARGET LEVEL:** Efforts shall be made to bring the fund balance to the target level. With town council authorization, funds may be used for mitigating the budgetary impact on the mil rate, or for other valid purposes which benefit the taxpayer. After subtraction of these amounts the remaining fund balance level must show a net gain.
- C. **BALANCE IS BETWEEN THE TARGET LEVEL AND THE MAXIMUM LEVEL:** Upon proper authorization by the town council, the use of undesignated funds may be used to offset the budgetary impact on the tax rate, or for other valid purposes which benefit the taxpayer. However, said actions shall not result in a depletion of the undesignated fund balance below the target level.

D. **BALANCE IS IN EXCESS OF THE MAXIMUM LEVEL:** Amounts in excess of the maximum level must be used to offset the budgetary impact on the tax rate, or for other valid purposes which benefit the taxpayer. However, said actions shall not result in a depletion of the undesignated fund balance below the target tier.

Sec. 2-906 Emergency Actions Permitted

Notwithstanding any provision of this ordinance, the Houlton Town Council may vote at any time to use undesignated fund balance funds to respond to emergency funding needs.