

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

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

Public Participation thru Zoom:

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

AGENDA

Special Council Meeting

**January 26, 2026
5:30 PM**

Executive Session

(S010326-1) Council enters Executive Session with the Interim Town Manager for the purpose of discussing personnel matters, pursuant to MRSA Title 1, Section 405(6)A.

V. 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

January 26, 2026

6:00 PM

Pledge of Allegiance

Public Comments

**I. Minutes: Special & Regular Council Meeting of January 12, 2026 and
Special Council Meeting of January 14, 2026.**

II. Old Business

**A. (S010126-1) Council ordains the transfer of up to \$75,000 from the
Undesignated Fund Balance to cover the budget shortfall in the Administration
Department. The Assistant Town Manager certifies such funds are available.
(Public Hearing)
Due to overages in payroll and legal.**

**B. (S010126-2) Council ordains the transfer of up to \$72,000 from the
Undesignated Fund Balance to cover the budget shortfall in the Ambulance
Department. The Assistant Town Manager certifies such funds are available.
(Public Hearing)
Due to overage in regular payroll, offset by extra revenues.**

**C. (S010126-3) Council ordains the transfer of up to \$44,000 from the
Undesignated Fund Balance to cover the budget shortfall in the Civic Center
Department. The Assistant Town Manager certifies such funds are available.
(Public Hearing)
Due to overages in part-time payroll, food/beverage costs, utility costs and
equipment maintenance repairs.**

III. New Business

A. (010226-1) Council approves the application to the Division of Liquor Licensing and Enforcement by Temple Theatre, LLC located at 20 Market Square, for renewal of liquor license.

(Public Hearing)

Approval is required.

B. (010226-2) Council approves the application for a Victualer License for Kassi McGary d/b/a Epic Vibes located at 66 North Street.

(Public Hearing)

New ownership.

C. (010226-3) Council accepts the State of Maine Community Development Block Grant (CDBG) Program funds for a Housing Assistance Grant in the amount of \$30,000 on behalf of Serendipitous Dragonfly, pending completion of the Project Development Phase, and accepts any public comments to be submitted as part of this Phase. (Note: The purpose of the grant is for gap financing for various equipment purchases, working capital and LMI job at Serendipitous Dragonfly)

(Public Hearing)

IV. Discussion and Reports

A. Town Managers Report

B. Councilors' Remarks

V. Adjournment

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

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

**AGENDA
TOWN OF HOULTON
PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2026**

MONDAY, JANUARY 26, 2026 Immediately following Regular Council Meeting at 6:00 PM

Pledge of Allegiance

- 1. Call to Order.**
- 2. Council vote on each department budget, as listed.**
- 3. Council vote on the total budget expenditures as an amount not to exceed.**
- 4. Council authorizes the use of up to \$16,261,171 from revenues to cover the total municipal budget as approved (amount tentative based on actual budget amount adopted).**
- 5. Adjournment.**

FY 2026 TOWN OF HOULTON BUDGET

ACCOUNT TITLE	2025 Budget	Original 2026 Proposed Budget	Town Managers Amended Budget	Board of Budget Recommendations	Town Council Proposed	Final Public Hearing
ADMINISTRATION	626,943	705,773	705,773	694,773	694,773	
ASSESSING	129,056	181,882	181,882	190,661	190,661	
PROTECTION	556,608	573,961	573,961	565,861	565,861	
POLICE	1,662,581	1,701,915	1,701,915	1,701,915	1,701,915	
FIRE	686,485	763,647	763,647	760,897	760,897	
AMBULANCE	983,982	1,019,542	1,019,542	1,019,542	1,019,542	
HEALTH & S.S.	32,372	33,216	33,216	28,216	28,216	
CODE ENFORCEMENT	79,385	131,604	131,604	119,604	171,604	
COMMUNITY DEVELOPMENT	68,858	70,817	70,817	70,817	70,817	
CEMETERIES	111,074	104,227	104,227	104,227	104,227	
PUBLIC BLDG -TOWN OFFICE	37,831	38,101	38,101	39,351	39,351	
WHITE BUILDING	7,964	8,055	8,055	7,255	7,255	
PUBLIC WORKS	1,316,878	1,361,414	1,361,414	1,329,414	1,329,414	
PARKS & RECREATION	291,931	328,936	328,936	319,936	319,936	
PARKS MAINTENANCE	183,248	184,659	184,659	181,659	181,659	
ARENA	287,454	383,889	383,889	357,729	357,729	
AIRPORT	206,151	197,306	197,306	197,306	197,306	
PLANNING BOARD	2,850	2,850	2,850	2,850	2,850	
EMPLOYEE BENEFITS	1,978,462	2,266,193	2,266,193	2,255,193	2,255,193	
DEBT SERVICE	485,951	329,734	414,734	280,902	280,902	
OTHER AGENCIES	251,657	277,698	277,698	258,597	258,597	
Life Flight	1,514	0	0	1,515	1,515	
CHAMBER OF COMMERCE	28,000	28,000	28,000	28,000	28,000	
Library	179,130	185,895	185,895	185,895	185,895	
NMDC	10,813	10,587	10,587	10,587	10,587	
AROOSTOOK AREA ON AGING	0	4,300	4,300	0	0	
Maine Families Aroostook	0	200	200	0	0	
ACAP	0	2,254	2,254	0	0	
Day One Windham, ME	0	1,000	1,000	0	0	
Homeless Services of Aroostook		12,112	12,112	0	0	
Snowmobile Club	2,200	2,400	2,400	2,400	2,400	
Northern Maine Veterans Cemetery		200	200	200	200	
Houlton Canopy Crew	2,000	2,000	2,000	2,000	2,000	
SADC	28,000	28,000	28,000	28,000	28,000	
Southern Aroostook Soil and Water Conservation	0	750	750	0	0	
TAX ABATEMENTS	20,000	20,000	20,000	20,000	20,000	
PROJECTS	19,250	134,250	134,250	94,250	119,250	
ROADS	200,000	200,000	200,000	200,000	200,000	
Roads Reservoir Hill (Financed over 5 yrs)	150,000	0	0	0	0	
GRANT MATCH	5,000	5,000	5,000	5,000	5,000	
CAPITAL RESERVE	0	929,559	634,559	434,840	434,840	
TAX INCREMENT FINANCE	322,241	301,882	301,882	899,703	899,703	
TOTAL MUNICIPAL BUDGET	10,704,212	12,256,110	12,046,110	12,140,498	12,217,498	0
MANDATES						
COUNTY TAX	839,505	927,825	927,825	927,825	927,825	
SAD #29	3,205,503	3,115,848	3,115,848	3,115,848	3,115,848	
TOTAL MANDATES	4,045,008	4,043,673	4,043,673	4,043,673	4,043,673	0
GRAND TOTAL	14,749,220	16,299,783	16,089,783	16,184,171	16,261,171	0
REVENUES	14,749,220	16,299,783	16,089,783	16,184,171	16,261,171	

**Special Council Meeting
January 12, 2026**

Chair Lake called the meeting to order at 5:01 PM with all Councilors present.

A. (S010126-1) Councilor Torres Introduced the following: Council ordains the transfer of up to \$75,000 from the Undesignated Fund Balance to cover the budget shortfall in the Administration Department. The Assistant Town Manager certifies such funds are available.

Chair Lake noted that the First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on January 26, 2026.

B. (S010126-2) Councilor Torres Introduced the following: Council ordains the transfer of up to \$72,000 from the Undesignated Fund Balance to cover the budget shortfall in the Ambulance Department. The Assistant Town Manager certifies such funds are available.

Chair Lake noted that the First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on January 26, 2026.

C. (S010126-3) Councilor Torres Introduced the following: Council ordains the transfer of up to \$44,000 from the Undesignated Fund Balance to cover the budget shortfall in the Civic Center Department. The Assistant Town Manager certifies such funds are available.

Chair Lake noted that the First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on January 26, 2026.

D. (S010126-4) It was moved by Councilor Tortello, seconded by Councilor Torres that Council enter Executive Session with the Assistant Town Manager for the purpose of discussing personnel matters, pursuant to MRSA Title 1, Section 405(6)A.

Vote was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Craine, yes; Councilor Maguire, yes; Councilor Torres, yes; Councilor Tortello, yes.

Council entered Executive Session at 5:04 PM and returned to Open Session at 6:05 PM.

V. Adjournment: On motion by Councilor Tortello, seconded by Councilor Grant the meeting adjourned at 6:05 PM with all in favor.

**Regular Council Meeting
January 12, 2026**

Chair Lake called the meeting to order at 6:06 PM with all Councilors present.

Public Comments

Nancy Ketch, Community Development Director acknowledged two department heads that the town lost recently. She noted that Ben Torres, Code Enforcement Officer got done last week and Owen Gallop, Parks & Rec Director will be done this Friday. She noted that it was a pleasure to work with both of them. She noted that they've done an exceptional job and wanted to publicly acknowledge their service to the town and wish them both well.

I. **Minutes:** It was moved by Councilor Tortello, seconded by Councilor Torres that the Special & Regular Council Meeting of December 22, 2025 minutes be approved as presented.

All were in favor.

II. **Old Business**

A. (S010126-1) Chair Lake held the First Reading on the following: Council ordains the transfer of up to \$75,000 from the Undesignated Fund Balance to cover the budget shortfall in the Administration Department. The Assistant Town Manager certifies such funds are available.

Chair Lake noted that this was due to overages in payroll and legal and the Public Hearing will be held on January 26, 2026.

B. (S010126-2) Chair Lake held the First Reading on the following: Council ordains the transfer of up to \$72,000 from the Undesignated Fund Balance to cover the budget shortfall in the Ambulance Department. The Assistant Town Manager certifies such funds are available.

Chair Lake noted that this is due to overage in regular payroll, offset by extra revenues and the Public Hearing will be held on January 26, 2026.

C. (S010126-3) Chair Lake held the First Reading on the following: Council ordains the transfer of up to \$44,000 from the Undesignated Fund Balance to cover the budget shortfall in the Civic Center Department. The Assistant Town Manager certifies such funds are available.

Chair Lake noted that this is due to overages in part-time payroll, food/beverage costs, utility costs and equipment maintenance repairs and the Public Hearing will be held on January 26, 2026.

III. **New Business**

A. (010126-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council accept the donation of \$6,500 from Rotary Club of Houlton to purchase a gas-powered edger to be used at the John A Millar Civic Center.

Councilor Tortello noted her appreciation to Rotary for this useful piece of equipment.

Serenna Fitzpatrick, Civic Center Supervisor thanked Rotary and the community that supports the Rotary Auction. She noted that this piece of equipment will make a huge difference at the arena. She noted that it will help make a safer environment.

Vote was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Craine, yes; Councilor Maguire, yes; Councilor Torres, yes; Councilor Tortello, yes.

The order passed.

B. (010126-2) It was moved by Councilor Tortello, seconded by Councilor Torres that Council authorizes the Assistant Town Manager to waive the bid process and accept the price of \$6,411 from CTM Services Inc. for an Olympia edger to be used at the John A Millar Civic Center and authorizes the Assistant Town Manager to sign all documents.

Chair Lake noted that this specific piece of equipment was part of the request for the donation.

Councilor Tortello noted that Serenna laid out a very compelling case on why this should happen. She thanked Serenna for giving an excellent explanation about what the ice edger does and noted that she thinks the equipment will enhance the safety and quality of the ice.

Vote was taken as follows: Councilor Tortello, yes; Councilor Torres, yes; Councilor Maguire, yes; Councilor Craine, yes; Councilor Schools, yes; Councilor Grant, yes.

The order passed.

C. (010126-3) It was moved by Councilor Tortello, seconded by Councilor Torres that Council reappoints Craig Harriman to the Zoning Board of Appeals for a 3-Year Term.

Vote was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Craine, yes; Councilor Maguire, yes; Councilor Torres, yes; Councilor Tortello, yes.

The order passed.

D. (010126-4) It was moved by Councilor Tortello, seconded by Councilor Torres that Council approves the Consent to Assignment pertaining to the contract with James W. Sewall Company (Sewall) and assigning said contract to Sevee & Maher Engineers and authorizes the Assistant Town Manager to sign the document.

Chair Lake noted that Sewall is selling its engineering, traffic and survey practices to Sevee & Maher Engineers. This provides consent for our current contract to be assigned to Sevee & Maher.

Councilor Tortello asked how long the contract will remain in effect. Nancy Ketch, Community Development Director replied that it will be until the end of the project. Ketch noted that this is for the contract with Sewall for the Downtown Sidewalk Project. She noted that the employees at Sewall that the town has been dealing with, except for Jan Murchison are transferring over to Sevee & Maher. She noted that the town has been satisfied with the services from Sewall and doesn't anticipate having any issues.

Vote was taken as follows: Councilor Tortello, yes; Councilor Torres, yes; Councilor Maguire, yes; Councilor Craine, yes; Councilor Schools, yes; Councilor Grant, yes.

The order passed.

E. (010126-5) It was moved by Councilor Tortello, seconded by Councilor Torres that Council accepts the donation of \$10,000 from the Christopher and Nancy Pierce Charitable Foundation for the Parks & Recreation Department.

Councilor Tortello noted that this foundation has quietly and generously provided funding for social service organizations throughout Maine. She noted that they have been very generous in Houlton. She thanked them for their continued support.

Vote was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Craine, yes; Councilor Maguire, yes; Councilor Torres, yes; Councilor Tortello, yes.

The order passed.

IV. Discussion and Reports

A. Mini Pumper for Fire Department

Milton Cone, Fire Chief passed around pictures of what this apparatus will look like. He noted that this will replace the 1993 Dodge brush truck that has numerous problems. He noted that the truck was used for brush and grass fires. He noted that once it was discovered that it couldn't be repaired, different options were researched to replace it. He noted that a replacement has been in the Capital Plan and not funded.

He noted that the option of using his truck, replacing the back body with a flat body and changing the pumps over was discussed. He noted that would cost approximately \$100,000 and would only last maybe 5 years. He noted that a committee was formed, including the former Town Manager to assess the needs. He noted that the brush truck only responds to roughly 7-15 calls per year so the needs of the department was looked at. He noted that the mini pumper would assist the ambulance service with responding to calls as needed. He noted that if there was a CO call, this apparatus could respond instead of taking the large apparatus out. He noted that many people live off the grid now and some areas are hard to get a large apparatus into.

He noted that the department has an off-road rescue trailer that hauls a snowmobile and rescue toboggan for snowmobile accidents. He noted that they also have a four-wheeler with a tank on back for responding to grass fires and a hazmat trailer. He noted that the mini pumper would be a smaller apparatus to perform these functions instead of responding with a larger apparatus. He noted that it will be built with equipment that would classify it as a quick attack pumper.

He noted that because this mini pumper would be utilized town wide, the former Town Manager felt TIF funds could be used to purchase the equipment. He noted that the bid process is complete and a recommendation has been put together. He noted that the apparatus will last the town at least 30 years. He noted that he will be recommending the bid from the company that the town has purchased several pieces of equipment from. He noted that the delivery time for the apparatus will be approximately 9 months.

Assistant Town Manager Wampler noted that if there was a consensus to move forward, an RFP for financing would be put out. She noted that the first payment wouldn't be due until next year and if it's found that TIF funds could be utilized, the annual payment would be taken from there. She noted that there's not enough TIF funds in the public safety cost centers at this time.

After discussing further, consensus was to get more information on TIF allowable expenses and the funds available.

B. Town Managers Report

Assistant Town Manager Wampler noted that we have received 5 applications for Code Enforcement and 6 applications for Rec Director so far. She noted that we're working on getting hiring committees together to start interviewing for these positions. She thanked Owen Gallop, Parks & Rec Director and noted that we will miss him.

C. Councilors' Remarks

Councilor Grant thanked Owen for everything and asked him to visit often.

Councilor Schools reminded everyone that Council is still a work in progress as far as getting things moving forward for the town. He noted that that people make comments about the town being corrupt, and during his short time on the Council, he hasn't seen any of that going on. He thanked everyone for their patience to allow them to get things done legally for the best interest of the town, the businesses, and the people that live here.

Councilor Craine agreed with Councilor Schools statements and noted that he didn't have anything further to add.

Councilor Maguire thanked everyone for their hard work and noted it was nice to see people focusing on solutions, not problems.

Councilor Torres noted how great it has been working with Owen.

Councilor Tortello reminded everyone that dog licenses are required for all dogs that are 6 months of age or have been in your possession for 10 days. She noted that the \$25 late fee kicks in after January 31st. She told Owen that she hopes his new position is everything he hopes it to be as he deserves it. She thanked Owen.

Chair Lake thanked Owen, he noted that it's been a pleasure working with him and wishes him the best. He noted that Council is working hard to repair the ills and get everything back on track. He noted when there's a hiccup in the road, it takes awhile to get everything back in order. He asked everyone to be patient.

Chief DeLuca asked if he could speak at this time. He noted that the loss of Owen as the Rec Director will have a huge impact on the community. He also noted that Ben Torres, former Code Enforcement Officer came to the town without code enforcement experience, he went on to self-train and get the endorsements and certifications. He noted that Ben was doing an outstanding job and sorry to see him go.

V. Adjournment: On motion by Councilor Craine, seconded by Councilor Tortello the meeting adjourned at 6:41 PM with all in favor.

**Special Council Meeting
January 14, 2026**

Chair Lake called the meeting to order at 5:00 with all Councilors present.

Executive Session

(S010226-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council enter Executive Session with the Assistant Town Manager for the purpose of discussing personnel matters, pursuant to MRSA Title 1, Section 405(6)A.

Vote was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Craine, yes; Councilor Maguire, yes; Councilor Torres, yes; Councilor Tortello, yes.

Council entered Executive Session at 5:00 PM.

It was moved by Councilor Tortello, seconded by Councilor Torres to exit Executive Session.

Vote was taken as follows: Councilor Tortello, yes; Councilor Torres, yes; Councilor Maguire, yes; Councilor Craine, yes; Councilor Schools, yes; Councilor Grant, yes.

Council returned to Open Session at 6:47 PM.

It was moved by Councilor Tortello, seconded by Councilor Torres that Councilor confirm the Assistant Town Manager's appointment of Kevin Tingley as the Interim Code Enforcement Officer.

Vote was taken as follows: Councilor Tortello, yes; Councilor Torres, yes; Councilor Maguire, yes; Councilor Craine, yes; Councilor Schools, yes; Councilor Grant, yes.

The order passed.

It was moved by Councilor Tortello, seconded by Councilor Torres that Councilor confirm the Assistant Town Manager's appointment of Kevin Tingley as the Interim Plumbing Inspector.

Vote was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Craine, yes; Councilor Maguire, yes; Councilor Torres, yes; Councilor Tortello, yes.

The order passed.

It was moved by Councilor Tortello, seconded by Councilor Torres to appoint Nancy Ketch as Interim Town Manger effective January 15, 2026.

Vote was taken as follows: Councilor Tortello, yes; Councilor Torres, yes; Councilor Maguire, yes; Councilor Craine, yes; Councilor Schools, yes; Councilor Grant, yes.

The order passed.

V. Adjournment: On motion by Councilor Tortello, seconded by Councilor Torres the meeting adjourned at 6:50 PM with all in favor.



Application Copy

File Number: 121144

Job Type: Renewal Application

LICENSE # CAU-23-113760	APPLICATION DATE RECEIVED 2025-12-22
LICENSE TYPE On-Premises: Beer, Wine & Spirits	LICENSEE Temple Theatre, LLC
AGENT NAME	EFFECTIVE DATE 2025-07-25
EXPIRES 2026-03-21	STATUS Active
PREMISES NAME Temple Theatre	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Civic Auditorium	PREMISES NAME Temple Theatre
OPERATOR Temple Theatre, LLC	
PHYSICAL ADDRESS 20 MARKET SQ HOULTON ME 04730-1704	
MAILING ADDRESS 20 MARKET SQ HOULTON ME 04730-1704	
CONTACT NAME Frederick Grant	PREFERRED CONTACT METHOD Email

