

**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

**April 13, 2026
5:15 PM**

Executive Session

(S040226-1) Council enters Executive Session with the Interim Town Manager, Seth Lovely and Janice Bland to discuss potential property acquisition where premature disclosure of the information would prejudice the position of the Town, pursuant to MRSA Title 1, Section 405(6)C.

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

**April 13, 2026
6:00 PM**

Pledge of Allegiance

Public Comments

RSU 29 Budget- Joe Fagnant

I. Minutes: Special & Regular Council Meeting of March 23, 2026 postponed to March 30, 2026 and Special Council Meeting of March 30, 2026.

II. Old Business

III. New Business

A. (040126-1) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by B.P.O. Elks, Houlton Lodge #835 located at 86 Main Street, for renewal of liquor license.

(Public Hearing)

Approval is required.

B. (040126-2) Council approves the Special Amusement Permit for Houlton Lodge of Elks located at 86 Main Street.

(Public Hearing)

This is a renewal.

C. (040126-3) Council accepts the donation of \$200 from Machias Savings Bank for the Houlton Downtown Alliance.

Thank you for the donation.

D. (040126-4) Council appoints the attached list of Democratic Election Clerks and Republican Election Clerks. (Lists are available at the Town Office during normal business hours.)
Required every 2 years.

E. (040126-5) Council notifies the voters of the Town of Houlton of the Regional School Unit No. 29 Referendum Election to be held on June 9, 2026, by signing the Election Warrant and Notice of Election.
This is a requirement. Polls will be open 7 AM – 8 PM at the Gentle Memorial Building, 128 Main Street.

F. (040126-6) Council accepts the bid of \$10,400 from KE Customs for equipment installation for two 2026 Ford Explorer police cruisers.
Only 1 bid was received.

G. (040126-7) Council authorizes the Interim Town Manager to apply for and sign all documents pertaining to the Airport PAPI & REIL Infrastructure Grant.
Funded as follows: 95% FAA, 2.5% MDOT, and 2.5% Town of Houlton from Airport Improvement Account.

H. (040126-8) Council accepts the bid of \$274,802.50 from Brown Construction, INC. for replacement of the PAPI & REIL for Runway 23 at Houlton International Airport.
5 bids were received.

I. (040126-9) Council authorizes the Interim Town Manager to sign and issue the Memorandum of Understanding to explore the viability of a Crematory at Evergreen Cemetery.
This was presented at the last Council Meeting.

IV. Discussion and Reports

A. Town Managers Report

B. Councilors' Remarks

V. Executive Session

(040126-10) 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.

VI. Adjournment

**Special Council Meeting
March 23, 2026
POSTPONED UNTIL MARCH 30, 2026**

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

Executive Session

(S030426-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council enter Executive Session with the Town Attorney and the Interim Town Manager to discuss potential acquisition of easements for highway purposes pursuant to MRSA Title 1, Section 405(6)C, and contemplated litigation and settlement offers and matters pursuant to MRSA Title 1, Section 405(6)E regarding the Foxcroft Road reconstruction project.

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 5:01 PM and returned to Open Session at 5:36 PM.

V. Adjournment: On motion by Councilor Tortello, seconded by Councilor Torres, the meeting adjourned at 5:39 PM with all in favor.

**Regular Council Meeting
March 23, 2026
Postponed until March 30, 2026**

Chair Lake called the meeting to order at 6:00 PM with all Councilors present.

Public Comments

Chair Lake recognized Craig Harriman, Houlton resident who noted that he felt we were at a crossroads again and is feeling frustrated. He stated that it makes him want to keep peeling the onion back on certain situations. He spoke about FOIA requests that he made related to the camera system. He noted that he is still waiting for information and would like someone to get back to him so he can wrap up his research.

Chair Lake recognized Patrick Bruce, Ludlow resident who reminded Council that they had business together. He spoke about the settlement and release agreement that was signed by them and the lack of follow-up. He noted that he delivered a notice of breach and demand to cure that demands written status of all requirements under the settlement agreement. He noted that he has not been notified.

I. **Minutes:** It was moved by Councilor Tortello, seconded by Councilor Torres that the Special & Regular Council Meeting of March 9, 2026, Special Council Meeting of March 12, 2026 and Special Council Meeting of March 16, 2026 minutes be approved as presented.

All were in favor of the minutes.

II. **Old Business**

III. **New Business**

A. (030226-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council accept the Tax Anticipation Note (TAN) bid from Katahdin Trust Company for \$1,715,000 at an interest of 3.98% on as an as needed basis and authorizes the Interim Town Manager to sign all documents.

Chair Lake noted that three bids were received.

Interim Town Manager Ketch noted that this is the second year in a row that we've needed a TAN and that it was a favorable interest rate.

Councilor Tortello thanked the bank for their competitive bid.

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. (030226-2) It was moved by Councilor Tortello, seconded by Councilor Torres that Council authorize the Canopy Crew to create the proposed "Chamber Garden" at the Houlton Chamber of Commerce located at 109 Main Street. (Note: No additional funds will be provided by the town).

Chair Lake noted that this was presented at the last Council Meeting.

Interim Town Manager Ketch noted that the garden will be on the Kelleran Street side of the Chamber Building and already appropriated funds would be used.

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

The order passed.

C. (030226-3) It was moved by Councilor Tortello, seconded by Councilor Torres that Council authorize the Canopy Crew to begin development of the proposed project on the Riverfront Trail on the lot known as the "Sprague Property". (Note: No additional funds will be provided by the town).

Chair Lake noted that this was presented at the last Council Meeting.

Interim Town Manager Ketch noted that this is preliminary to start planning.

Councilor Tortello noted that she can't wait to see both projects get developed.

Councilor Grant asked for clarification if this is only permission to develop, rather than moving forward with the actual building of it. Ketch replied yes.

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

The order passed.

D. (030226-4) It was moved by Councilor Tortello, seconded by Councilor Craine that Council confirm the Interim Town Manager's appointment of Crystal Lewis as the Recreation Director.

Interim Town Manager Ketch noted that she was thrilled to have Crystal join the team. She noted that she started last Tuesday.

Council welcomed Crystal.

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. (030226-5) It was moved by Councilor Tortello, seconded by Councilor Torres that Council accept the grant award of \$1,500 from the Quimby Family Foundation for the StoryWalk.

Interim Town Manager Ketch noted that previous Rec Director, Owen Gallop initiated this project that was initially funded by Snap-Ed. She noted that Owen had applied for this grant before getting done to fund additional supplies for the project.

Councilor Tortello noted that she was excited about this project. She reminded everyone that Jenny Schools who worked with Snap-Ed came up with this project to promote health and welfare. She noted that she was delighted that the Quimby Foundation recognized the importance of this grant. She noted that the foundation promotes natural programs that promote literacy, peace, and family engagement. She asked if there was a time when these funds need to be expended. Ketch replied that she would check on that.

Ketch noted that there are extra posts and plexiglass being stored at the library. She noted that these funds would be used to purchase new books periodically.

Councilor Torres asked if this would be maintained by the Rec Center. Ketch replied that right now, the library has the supplies to take care of it.

Councilor Tortello noted that Hannah Quimby mentioned in the award letter that the foundation values meeting the projects in person. She noted that she thought it would be a good idea to invite Hannah and her two boys to come up and take a walk on the StoryWalk.

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.

F. (030226-6) It was moved by Councilor Tortello, seconded by Councilor Torres that Council accept the donation of \$250 from Machias Savings Bank for the StoryWalk.

Interim Town Manager Ketch noted that Machias Savings Bank is familiar with this project and wanted to help out.

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. Crematorium

Interim Town Manager Ketch noted that this project had been discussed previously, and Tony Bowers has a new proposal to share.

Tony handed out pictures of what the new proposal would look like. He noted that the first time he came forward with a proposal wasn't the appropriate time and is now at the point where he'd like to progress with the project. He explained that he's looking to get approval to use the small building at the cemetery that is no longer used by the town. He explained that he would also like to build a 12' long x 8' high x 6.5' wide building set on concrete. He explained that it is a state statute that a crematory has to be located in a cemetery with 20-plus acres which Houlton has.

He explained that he needs a letter from the town stating that we are willing to let Tri-County Crematory operate a crematory in that facility in order to get the ball rolling with the state.

Ketch noted that if Council is open to this, we can bring back an order for approval at the next meeting.

Tony explained that for insurance purposes it would be better for him to own the building and the town lease the land to him. After discussing the project further, Council asked for Cemetery Superintendent, Milton Cone's input.

Cone explained that the building being discussed was previously used to store mowing equipment and bathroom facilities for staff. He noted that the town contracts out for mowing, so there is no need for the building. He noted that the building will need new siding and new doors. He explained that Bowers will improve the building and be a good neighbor and feels it is a win/win for the town.

Consensus was to move forward.

B. Town Managers Report

Interim Town Manager Ketch stated that the sidewalk meeting was last Tuesday night where Josh McLaughlin explained some of what he's planning. She noted that work will begin on April 20th in the Square. She noted that Josh has things planned to keep people shopping in the businesses. She announced that there will be a meeting on Thursday at 5 PM to discuss the Civic Center. She noted that it's a project that we've been working on with GrowSmart Maine to get public input.

She noted that during the budget process, there was a request to purchase an excavator for the Public Works Department. She noted that it was suggested that it be rented as needed. She noted that Interim Public Works Director, Bob Monfils was notified of a deal on a used one that appears to be in good condition. She noted that the cost could be recouped within a year or two over what it would cost to rent. She asked Bob Monfils if he could provide more information.

Bob noted that someone came into his office who saw this piece of equipment online for \$42,000. He noted that a gentleman named Cliff has a lot of equipment and is downsizing. He noted that it's a 2008 Volvo and the gentleman would really like the town to have this equipment. He noted that it comes with two buckets, a ditching bucket and a digging bucket, the only thing it doesn't have is a thumb. He noted that they may be able to attach the thumb off their old equipment. He explained what this piece of equipment is used for.

Ketch explained that the cost of renting an excavator is \$9,000 a month, if needed 4-6 months out of the year, it would more than pay for itself. She noted that we didn't want to send employees to look at it unless Council was open to approving it. After discussion, consensus was to send someone to look at the equipment.

C. Councilors' Remarks

Councilor Tortello referred to the Treasurer's report which showed the Parks & Rec building maintenance line has spent 21.53% and the revenue side has collected 21.20%. She asked for clarification if we had done maintenance that money was set aside for. She reminded everyone that there is a meeting at 6 PM next Tuesday, April 7th at the Temple Theatre to discuss consolidation of Houlton Middle & High School, Hodgdon Middle & High School, and Region 2. She also reminded everyone that Maine PBS will be showing the documentation series of the Houlton Eclipse event. She noted that it will air April 3rd at 1 AM, April 4th at 1:30 PM, April 5th at 3:30 PM and April 6th at 9 PM. She noted that it showcases Houlton at its very finest, which is something we aspire to be. She wished everyone a peaceful, joyous, rejuvenating Easter.

Councilor Torres reminded everyone that the Meduxnekeag canoe Race will be held on May 2nd. She noted that they are working in conjunction with the World Fish Migration Week and will be expanding some things. She noted that they are hoping to use a fish-themed book for the StoryWalk. She noted that the Canopy Crew doesn't have plans to build the structure in the park without Council knowing about it. She noted that they hope to get some of the groundwork done.

Councilor Craine inquired if there were any plans to fix the sign off the highway that doesn't work. Ketch replied that there wasn't a specific line in the budget for any repairs. Craine noted that a dead sign doesn't look welcoming, so feels it would be good to get it fixed.

Craine referred to the accusations that were levied against them during public comment time and noted that he felt the nature of the accusation and the tone that was given was uncalled for. He noted that Council wasn't perfect but feels they're doing their best. He noted that he hadn't been contacted about the matter and would've responded if he had. He noted that he feels accountability and transparency are important. He noted that there's a difference between information being available and information being understood and feels that it's important for

Council to help make sure information is understandable. He noted that he thinks we should explore updating some of our ordinances and our website to bring us into the modern era of communication.

Councilor Grant noted that he believes as a body, we have to own responsibility for any perceptions about the town and the processes that we are responsible for. He noted that he understands people's frustrations when they have an expectation of an outcome that hasn't happened. Whether it's either our fault as a town or inappropriate expectations on our part or the publics. He noted that frustrations exist and it's our responsibility to follow those through and resolve the issues.

He noted that there doesn't appear to be standard operating procedures about cases that involve court outcomes. He noted that he thinks Council should receive some guidance as to what their responsibility is. He noted that Council only has one employee, the Town Manager and would be good to know where the separation of responsibility lies for the Council. He noted that their response to frustrations is their responsibility and they should be glad that people feel comfortable enough to come here and say what's on their mind.

Chair Lake thanked Mr. Bruce for coming tonight. Mr. Bruce asked if he could address the Council.

Mr. Bruce spoke about his frustration of the lack of follow-up and lack of responses regarding the settlement agreement.

Councilor Craine noted that he did not mean to imply in his original comment that they didn't have responsibility for the agreement. He noted that he takes it seriously and would respond to anyone even if it's just that he would look into it and get back to them.

V. Executive Session

(030226-7) It was moved by Councilor Tortello, seconded by Councilor Torres that Council enter Executive Session with the Interim Town Manager and Janice Bland to discuss potential property acquisition where premature disclosure of the information would prejudice the position of the Town, pursuant to MRSA Title 1, Section 405(6)C.

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

Council entered Executive Session at 7:12 PM.

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

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

Council returned to Open Session at 7:37 PM.

(030226-8) It was moved by Councilor Tortello, seconded by Councilor Torres that Council enter Executive Session with the Interim Town Manager and the Police Chief for the purpose of discussing personnel matters, pursuant to MRSA Title 1, Section 405(6)A.

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

Council entered Executive Session at 7:38 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 8:03 PM.

VI. Adjournment: On motion by Councilor Tortello, seconded by Councilor Torres the meeting adjourned at 8:03 PM with all in favor.

**Special Council Meeting
March 30, 2026**

Chair Lake called the meeting to order at 8:03 PM with all Councilors present.

Executive Session

(S030526-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council enter Executive Session with the Interim 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 8:04 PM.

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

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

Council returned to Open Session at 9:11 PM.

V. **Adjournment:** On motion by Councilor Tortello, seconded by Councilor Torres, the meeting adjourned at 9:11 PM with all in favor.



Application Copy

File Number: 139766

Job Type: Renewal Application

LICENSE #

CCP-90-100014

APPLICATION DATE RECEIVED

2026-03-25

LICENSE TYPE

On-Premises: Beer, Wine & Spirits

LICENSEE

B. P. O. ELKS, HOULTON LODGE
#835

AGENT NAME

EFFECTIVE DATE

2025-04-26

EXPIRES

2026-04-25

STATUS

Active

PREMISES NAME

ELKS #835 Houlton Lodge

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Club with catering privileges

PREMISES NAME

ELKS #835 Houlton Lodge

OPERATOR

B. P. O. ELKS, HOULTON LODGE
#835

PHYSICAL ADDRESS

86 MAIN ST HOULTON ME 04730-2121

MAILING ADDRESS

86 MAIN ST HOULTON ME 04730-2121

III B

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

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

Date: 03/25/2026 Application Type: New Renewal

I/We, Robert Cleary
d/b/a Houlton Lodge of Elks

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

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

Description of room(s) to be used under this permit: _____
1st Floor Lounge + 3rd Floor Lodge Hall

Description of kind of entertainment: _____
dancing + Karaoke

Business Street Address: 86 Main St.

Mailing Address: 86 Main St.
Houlton, ME 04730

Telephone: 207-532-2791

Signature of Applicant:
Robert W. Cleary

\$10.00 Fee Paid 3/26/26 Ad Fee Paid 3/26/26

Approved by Municipal Officers on _____

Permit # _____ issued on _____

Signed,

Town Clerk



III C

March 19, 2026

Nancy Ketch
Town of Houlton
21 Water St
Houlton, ME 04730


Dear Nancy,

Our employees are our biggest asset, and they are eager to invest their time with community difference-makers like you.

One of our community engagement programs, Leveraging Leaders, offers our employees the opportunity to share their leadership skills with nonprofits throughout the state. We are pleased to inform you that Connie Drake a valued member of our team, earned this distinction. In recognition of their time and dedication to your cause, please accept this donation to help further your impact on the community.

At Machias Savings Bank, we say "YES! to Communities" and are grateful for the opportunity to support your mission. Thank you for all you do: together, we are creating thriving communities!

Warmly,


Melissa Moffett Denbow for
SVP, Community Impact Manager

4 Center Street, PO Box 318 Machias, ME 04654-0318

{T} 800-339-3347 | {W} machiassavings.bank

Member FDIC | Equal Housing Lender

III D

Democrat
Election/Ballot Clerks

Dimarco, Mary Beth
Dow, Gwen
Gallop, Karen
Graham, Nason
Harnish, Kathryn
Lowe, Mary
Lovell, Gary
Lundin, Tannis
Merry, Joellen
Monroe, Robert I.
Torres, Benjamin
Parks, Wanda
Rush, Alane
Willette, Alison
Williamson, Mary
York, Jane

Republican
Election/Ballot Clerks

Bates, Lisa

Blanchette, Rhonda

Britton, Nancy

Hanson, Nedra

Graham, Susan

Henderson, Diana

Kelley, Janice

Ketch, Nancy

Ritchie, Tamara

Riley, Glenda

Pettit, Barbara

**WARRANT AND NOTICE OF ELECTION
TO CALL REGIONAL SCHOOL UNIT NO. 29 REFERENDUM
(20-A M.R.S. §§ 1501-04)**



TO: Alfredo Casillas, a resident of Regional School Unit No. 29, composed of the Towns of Hammond, Houlton, Littleton, and Monticello, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within Regional School Unit No. 29, namely, the Towns of Hammond, Houlton, Littleton, and Monticello, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers. The municipal officers shall meet forthwith and countersign this warrant and notice of election. The municipal officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF HOULTON
REGIONAL SCHOOL UNIT NO. 29 REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Aroostook County, ss.

State of Maine

TO: Rhonda Blanchette, Resident of the Town of Houlton: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF THE TOWN OF HOULTON: You are hereby notified that a Regional School Unit No. 29 referendum election will be held at the Gentle Memorial Building, 128 Main Street in the Town of Houlton on Tuesday, June 9, 2026 for the purpose of determining the following question:

Question 1: Do you favor authorizing the School Board of Regional School Unit No. 29 (the "RSU") to issue bonds and other evidences of indebtedness in the name of the RSU in an amount not to exceed **\$1,949,453** through the State of Maine's zero interest rate/loan forgiveness School Revolving Renovation Fund ("SRRF") Program to fund Priority 1 Health, Safety, and Compliance repairs to address hazardous materials at Houlton Middle High School and Houlton Elementary School and to make insulation improvements to Houlton Southside School (collectively, the "Project")?

- A. Zero Interest/Loan Forgiveness Program: The Maine Department of Education has awarded the RSU a total approved loan of **\$1,949,453** for the Project through the State's zero interest rate/loan forgiveness SRRF Program.
- B. Loan Principal Forgiveness: Under this SRRF program, the Maine Municipal Bond Bank will give the RSU loan forgiveness of 70% of the loan principal (up to an estimated **\$1,364,617**).
- C. Interest Free Loan: Under this SRRF program, the RSU will be obligated to repay only 30% (up to an estimated **\$584,836**) of the RSU's total approved loan amount. Repayment is to occur over ten (10) years. The loan interest rate will be 0%.

The polls must be opened at 7:00 A.M. and closed at 8:00 P.M.

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

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

Given under our hand this day, April 6, 2026 at Houlton, Maine.

Jeannie Tapley
Christopher B. Coi

Cassandra Nightingale
Cliff L.

Kelly [Signature]
Michael [Signature]

Jennifer D Johnston

[Signature]

Thomas R Scherz

Susan McLaughlin

Ray M [Signature]

A majority of the School Board of Regional School Unit No. 29

A true copy of the Warrant and Notice of Election, attest:

[Signature]
Alfredo Casillas
Resident of
Regional School Unit No. 29

Countersigned this _____ day of _____, 2026 at the Town of Houlton, Maine.

A majority of the municipal officers of the Town of Houlton

A true copy of the Warrant and Notice of Election, attest:

Khylee Wampler, Municipal Clerk
Town of Houlton



HOULTON POLICE DEPARTMENT

III F



97 Military Street
Houlton, ME 04730

Phone: 207-532-2287
Fax: 207-532-1323

Chief Timothy B. DeLuca

Captain Jasmine M. Cyr

April 10, 2026

Reference: Acceptance of Bid. Cruiser "set up" and installation of equipment costs.

Members of Council,

As required, an RFP outlining specifications for the decommission and installation "set-up" for two (2) Ford Police Interceptor's was posted as required. The work will reinstall existing equipment from retired cruisers to the new units. Minimal new equipment will be needed. As a result, one (1) bid was received and after review, I recommend the following.

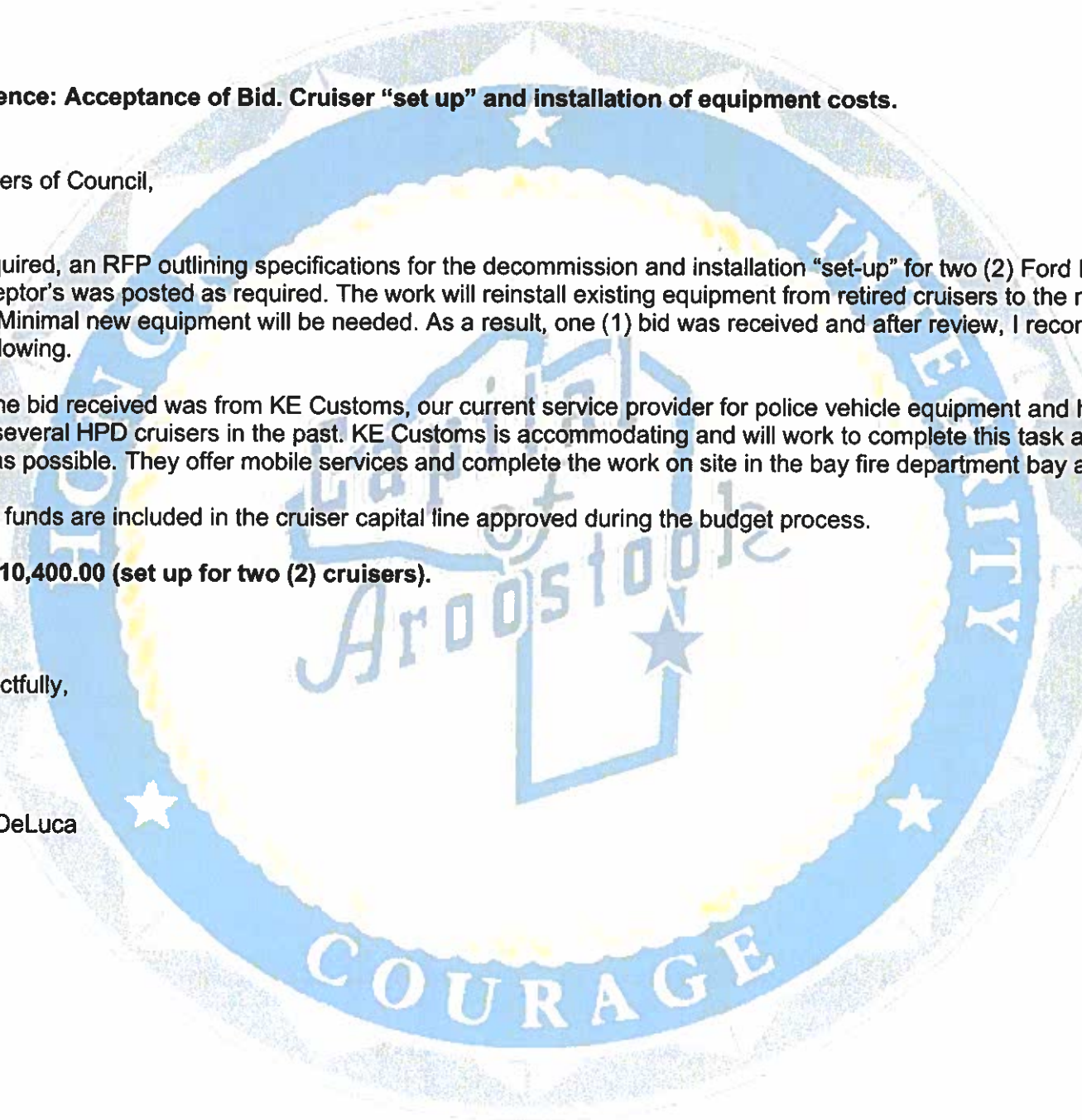
The one bid received was from KE Customs, our current service provider for police vehicle equipment and has done several HPD cruisers in the past. KE Customs is accommodating and will work to complete this task as soon as possible. They offer mobile services and complete the work on site in the bay fire department bay area.

These funds are included in the cruiser capital line approved during the budget process.

Bid: \$10,400.00 (set up for two (2) cruisers).

Respectfully,

Chief DeLuca





Quote

KE Customs

Edward J. Hamele III
 98 Main Street
 Corinth, ME 04427
 (207) 285-0392 • ed@kecustoms.com

Date: April 7, 2026
 Quote #: 2413

To: Houlton Police Department
 Purchasing Agent - Attn: Chief Timothy DeLuca
 97 Military Street
 Houlton, ME 04730
 (207) 532-2287

Job	Delivery Date	Payment Terms
RFP - (2) 2026 PIU Upfitting - With Reuse of Equipment from (2) Decommissioned PIUs	TBD	Due Upon Receipt

Qty	Description	Unit Price	Line Total
2.00	Decommission of old PIU - Flat Rate (section 1 of RFP)	\$ 500.00	\$ 1,000.00
2.00	Installation Supplies - includes: power distribution, high current relay, wire, loom, connectors, etc. Labor to install department supplied equipment from decommission of old PIU in new 2026 PIU - includes the following department supplied equipment: Whelen lightbar, Whelen siren controlhead, accessory lighting (including side lighting, front and rear lighting, alternating headlights, LED accessory lighting, and LED accessory rear lighting), center console, shot gun/rifle mount, prisoner transport system - both front and rear, Mobile Data Terminal System, phone mount, radar system, modified interior lighting system, and flashlight charger on driver door. (section 2 of RFP)	\$ 500.00	\$ 1,000.00
2.00	Note - KE Customs will install the above listed equipment to mirror the existing fleet units' functionality (section 3 of RFP) and we guarantee our labor for the life of the installation and follow manufacturers' warranty on all equipment (please note some of this department supplied equipment will likely be outside of manufacturers' warranty due to the age of the equipment - section 5 of RFP) Note - Installation will be completed within (2) two weeks the original RFP due date of 04/17/2026 and upon notification via email of the bid award - section 4 of RFP. KE Customs staff will pick-up and return the PIU's to be decommissioned and the new 2026 PIU's to and from Houlton PD	\$ 4,200.00	\$ 8,400.00

Thank you for supporting Maine's local small businesses - we appreciate you choosing KE Customs and thank you for your business!

Subtotal \$	10,400.00
Sales Tax	-
Total \$	10,400.00



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HOULTON POLICE DEPARTMENT



97 Military Street
Houlton, ME 04730

Phone: 207-532-2287
Fax: 207-532-1323

Chief Timothy B. DeLuca

Captain Jasmine M. Cyr

Request for Proposal Town of Houlton.

Decommission, installation and equipment assembly of two (2) police cruisers.

The Town of Houlton Police Department is seeking bid proposals to complete equipment installation for two (2) 2026 Ford Explorer police cruisers. These cruisers will replace aging units using existing equipment.

Specifications:

- 1- Removal of equipment (decommissioning) two existing cruisers. The existing equipment will be utilized and re-installed into two (2) new units with the same body specifications.
- 2- The scope of work will include the following equipment as listed below:
 - Whelen Light bar.
 - Installation of Whelen control head (Lights, siren, and accessories)
 - Accessory lighting includes side lighting, front and rear lighting, alternating headlights, LED accessory lighting, and LED accessory rear lighting.
 - Installation of center console.
 - Installation of shot gun/rifle mount.
 - Installation of cage system both front and rear.
 - Installation of prisoner transport system.
 - Installation of Mobile Data Terminal System.
 - Installation of Phone mount.
 - Installation of radar system.
 - Installation of modified interior lighting system.
 - Installation of flashlight charger on driver side door.
- 3- The installation will be required to "mirror" all other units as to functionality.
- 4- The installation will be required to be completed within two (2) weeks of bid award.
- 5- The proposal will include a one-year warranty expressing the installation will be free of defects.

Please submit sealed proposals by 10:00 a.m. on April 9, 2026, at which time they will be officially opened and read. Submit bids in a sealed envelope, plainly marked on the outside "Cruiser set-up" and addressed to the Purchasing Agent, attention Chief Tim DeLuca to the Town of Houlton, 21 Water Street, Houlton, Maine, 04730 OR emailed to town.clerk@houlton-maine.com.

Contact Police Chief Timothy DeLuca at 207-532-2287 for further information.
The Town of Houlton reserves the right to accept or reject any or all proposals.

Federal Aviation Administration (FAA) Airport Infrastructure Grant (AIG) 3-23-0024-TBD-2026 for the construction of new Precision Approach Path Indicator (PAPI) and Runway End Identifier Lights (REILs) for Runway 23 at Houlton International Airport.

The project includes the construction services and construction costs for the replacement of the PAPI and REIL for Runway 23. Construction services include consultant costs for grant administration, construction administration, and technical observations. Construction costs include demolition of the existing PAPI and REIL and associated electrical, new foundations, new PAPI and REIL, all associated electrical and new electrical home runs. The REIL are being replaced in approximately the same location with minor adjustments to meet current FAA standards. The new PAPI will be a 4-box system and will be located pilot right due to existing obstacles in Canada. Construction also includes excavation, subbase, base, and pavement for a new PAPI access drive at the new PAPI location.

Both systems are 29 years old, have passed their useful life, and need replacement. The REIL were taken out of service approximately a year and a half ago, because they stopped working. They have stopped working several times over the last five years and they continue to malfunction even after the airport performs repairs. The PAPI have been out of service for approximately a decade, and the airport was recently advised by the manufacturer that it was not worth putting money into the system due to the age. Runway 23 PAPI and REIL will require a flight check prior to being commissioned and this cost is also included in the grant application. See table below for estimated project costs.

Category	Cost
Administrative (estimated)	\$844
Engineering	\$80,653
Construction	\$274,802
FAA Flight Check	\$17,701
Total Project Costs	\$374,000
FAA Share (95%)	\$355,300
Maine DOT Share (2.5%)	\$9,350
Local Share (2.5%)	\$9,350



Stantec Consulting Services Inc.
2211 Congress Street, Portland, ME 04102
(207) 883-3355

March 27, 2026
File: 179450943

Nancy Ketch
Town of Houlton
21 Water Street
Houlton, Maine 04730

Dear Ms. Ketch,

**Reference: Bid Proposal Analysis & Recommendation
Replace Runway 23 PAPI & REIL
AIP No. 3-23-0024-TBD
Houlton International Airport, Houlton, Maine**

The Airport received five bids for the above referenced project on March 26, 2026. The bidders were: Kobo Utility Construction Corp, Sandwich, Massachusetts; Brown Construction, Inc., Houlton, Maine; Buildings Etcetera, Inc., Houlton, Maine; Soderberg Company, Inc., Caribou, Maine; and B&L Construction Inc., Presque Isle, Maine.

Stantec Consulting Services Inc. performed a thorough review of the proposal documents from the five bidders. Below is a summary of the review findings with any irregularities, errors or omissions noted:

1. All five proposals were notarized. All five proposals acknowledged Addenda 1, 2, and 3 on page P-2.
2. The table below summarizes the "Schedule of Prices" for all proposals.

	Engineers Cost Opinion	Kobo Utility Construction Corp	Brown Construction, Inc.	Buildings Etcetera, Inc.	Soderberg Company, Inc.	B&L Construction Inc.
Grand Total	\$343,187.50	\$384,715.00	\$274,802.50	\$353,876.72	\$305,120.00	\$352,793.00

3. All five proposals were found to be free of mathematical errors.
4. All proposals acknowledged the "Contractor's Qualifications and Certification", pages P-7 through P-10.



March 27, 2026
Page 2 of 2

**Reference: Bid Proposal Analysis & Recommendation
Replace Runway 23 PAPI & REIL
Houlton International Airport, Houlton, Maine**

5. All proposals acknowledged the relevant "Individual Certificate for Proposal", page P-11, "Partnership Certificate for Proposal", page P-12, and "Acknowledgement of Principal", page P-13.
6. All proposals included a bid bond, pages P-15 and P-16, for 5% of the bid amount.
7. All proposals acknowledged the "Buy American Certification", pages P-18 and P-19. All proposals certified that they will comply with 49 U.S.C 50101, BABA, and other related statutes and no products requesting a waiver were listed by any bidder.
8. All proposals included the required certifications and insurance requirements pages P-20 through P-23.

In summary, no omissions or math errors were found in any of the proposals.

The lowest responding bidder in good standing is Brown Construction, Inc. and we have therefore focused our remaining analysis on that specific bidder. We reviewed the work references as submitted in the "Contractor's Qualifications and Certification" section of the bid proposal. Based on this review, it appears that the contractor has the material resources, and technical and financial ability, to perform the proposed work satisfactorily.

Stantec recommends that the construction contract for AIP No. 3-23-0024-TBD be awarded to Brown Construction, Inc., Houlton, Maine.

We hope this information will assist you in awarding the contract. Please feel free to contact us if you have any questions or if we can be of further assistance. A bid summary has been included for your reference.


Regards,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink that reads "Seth Lovley".

Seth Lovley
Project Manager
Phone: (207) 631-8976
seth.lovley@stantec.com

Attachment: Bid Summary

 BID SUMMARY Replace RW23 PAPI & REIL Houston International Airport AIP No. 3-23-0024-TBD Bids Opened: March 26, 2026			Engineer's Estimate			Kobo Utility Construction			Brown Construction			Buildings Etcetera		
Pay Item	Description of Item	Unit	Estimated Quantity	Unit Price	Total Price	Est Quantity	Unit Price	Total Price	Est Quantity	Unit Price	Total Price	Est Quantity	Unit Price	Total Price
C-102-5.1	Silt Fence	LF	575	\$5.00	\$2,875.00	575	\$9.00	\$5,175.00	575	\$1.00	\$575.00	575	\$3.75	\$2,156.25
C-102-5.2	Catch Basin Inlet Protection	EA	1	\$500.00	\$500.00	1	\$250.00	\$250.00	1	\$100.00	\$100.00	1	\$97.55	\$97.55
C-105-6.1	Mobilization	LS	1	\$30,000.00	\$30,000.00	1	\$33,000.00	\$33,000.00	1	\$15,000.00	\$15,000.00	1	\$6,717.93	\$6,717.93
P-101-5.1	Pavement Removal	SY	300	\$10.00	\$3,000.00	300	\$75.00	\$22,500.00	300	\$9.00	\$2,700.00	300	\$12.61	\$3,843.00
M-125-5.1	Temporary Closed Runway Markers	LS	1	\$2,500.00	\$2,500.00	1	\$8,900.00	\$8,900.00	1	\$1,000.00	\$1,000.00	1	\$18,661.05	\$18,661.05
P-152-4.1	Unclassified Excavation	CY	175	\$25.00	\$4,375.00	175	\$33.00	\$5,775.00	175	\$40.00	\$7,000.00	175	\$15.00	\$2,625.00
M-304-5.1	Subbase Course	CY	140	\$60.00	\$8,400.00	140	\$85.00	\$11,900.00	140	\$30.00	\$4,200.00	140	\$62.34	\$8,727.80
M-304-5.2	Aggregate Base Course	CY	70	\$80.00	\$5,600.00	70	\$90.00	\$6,300.00	70	\$36.00	\$2,520.00	70	\$116.71	\$8,169.70
M-304-5.3	Separation Geotextile	SY	380	\$5.00	\$1,900.00	380	\$19.50	\$7,410.00	380	\$2.50	\$950.00	380	\$4.04	\$1,535.20
M-401-5.1	12.5 mm Asphalt Mix Pavement	TON	60	\$300.00	\$18,000.00	60	\$400.00	\$24,000.00	60	\$520.00	\$31,200.00	60	\$504.84	\$30,290.40
T-905-5.1	Topsoil (inc. seed & mulch)	CY	185	\$75.00	\$13,875.00	185	\$45.50	\$8,417.50	185	\$43.00	\$7,955.00	185	\$67.91	\$12,563.35
L-108-5.1	Removal of Cable from Conduit or Duct Bank	LF	650	\$2.25	\$1,462.50	650	\$3.50	\$2,275.00	650	\$1.35	\$877.50	650	\$1.56	\$1,014.00
L-108-5.2	Trenching and Backfill for Direct Buried Cable (inc. removal of existing cables)	LF	1025	\$8.00	\$8,200.00	1025	\$16.50	\$16,912.50	1025	\$10.50	\$10,762.50	1025	\$16.26	\$16,716.50
L-108-5.3	No. 8 AWG, 5 kV, L-824, Type C Cable, Installed in Trench or Duct Bank	LF	1050	\$3.00	\$3,150.00	1050	\$3.00	\$3,150.00	1050	\$2.35	\$2,467.50	1050	\$2.73	\$2,866.50
L-108-5.4	No. 6 AWG, 5 kV, L-824, Type C Cable, Installed in Trench or Duct Bank	LF	7000	\$3.50	\$24,500.00	7000	\$4.50	\$31,500.00	7000	\$3.00	\$21,000.00	7000	\$3.39	\$23,730.00
L-108-5.5	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed Above the Cables or Duct Bank, Including Connections/Terminations	LF	1700	\$5.00	\$8,500.00	1700	\$3.75	\$6,375.00	1700	\$2.15	\$3,655.00	1700	\$2.61	\$4,437.00
L-110-5.1	Direct Buried Sch. 40 PVC Electrical Conduit, 1-Way & 2"	LF	900	\$25.00	\$22,500.00	900	\$19.50	\$17,550.00	900	\$11.50	\$10,350.00	900	\$6.23	\$5,607.00
L-110-5.2	Direct Buried Sch. 80 PVC Electrical Duct Bank, 2-Way & 2"	LF	25	\$80.00	\$2,000.00	25	\$55.00	\$1,375.00	25	\$40.00	\$1,000.00	25	\$64.57	\$1,614.25
L-115-5.1	Demolish Electrical Junction Can	EA	3	\$400.00	\$1,200.00	3	\$450.00	\$1,350.00	3	\$700.00	\$2,100.00	3	\$2,127.04	\$6,381.12
L-115-5.2	L-868 Electrical Junction Can	EA	4	\$600.00	\$2,400.00	4	\$1,975.00	\$7,900.00	4	\$1,300.00	\$5,200.00	4	\$2,654.45	\$10,617.80
L-125-5.1	Remove Existing Runway End Identifier Light and Equipment	EA	2	\$2,250.00	\$4,500.00	2	\$2,500.00	\$5,000.00	2	\$600.00	\$1,200.00	2	\$2,059.11	\$4,118.22
L-125-5.2	Remove Existing Precision Approach Path Indicator and Equipment	EA	1	\$5,250.00	\$5,250.00	1	\$14,900.00	\$14,900.00	1	\$1,400.00	\$1,400.00	1	\$8,236.46	\$8,236.46
L-125-5.3	Furnish and Install L-849 LED Runway End Identifier Lights and Equipment	EA	2	\$22,500.00	\$45,000.00	2	\$19,200.00	\$38,400.00	2	\$13,000.00	\$26,000.00	2	\$19,851.08	\$39,702.16
L-125-5.4	Furnish and Install L-880(L) LED Precision Approach Path Indicator and Equipment	EA	1	\$100,000.00	\$100,000.00	1	\$74,500.00	\$74,500.00	1	\$97,650.00	\$97,650.00	1	\$116,745.14	\$116,745.14
L-125-5.5	Flight Check and Final Commissioning for Approach Lighting Systems	LS	1	\$5,000.00	\$5,000.00	1	\$6,500.00	\$6,500.00	1	\$5,500.00	\$5,500.00	1	\$1,835.65	\$1,835.65
L-125-5.6	Airfield Lighting Vault Modifications	LS	1	\$8,500.00	\$8,500.00	1	\$13,400.00	\$13,400.00	1	\$2,300.00	\$2,300.00	1	\$2,727.69	\$2,727.69
L-125-5.7	Airfield Lighting Spare Parts	ALLOW	1	\$10,000.00	\$10,000.00	1	\$10,000.00	\$10,000.00	1	\$10,000.00	\$10,000.00	1	\$10,000.00	\$10,000.00
GRAND TOTAL					\$343,187.50			\$364,715.00			\$274,802.50			\$353,676.72

*NOTE: THIS BID SUMMARY DOES NOT CONSTITUTE A NOTICE OF AWARD OR INTENT TO AWARD. IT IS FOR REFERENCE PURPOSES ONLY.


BID SUMMARY
 Replace RW23 PAPI & REIL
 Houlton International Airport
 AIP No. 3-23-0024-TBD
 Bids Opened: March 26, 2026

Soderberg Company

B&L Construction

Pay Item	Description of Item	Unit	Estimated Quantity	Unit Price	Total Price	Est Quantity	Unit Price	Total Price	Est Quantity	Unit Price	Total Price	Est Quantity	Unit Price	Total Price
C-102-5.1	Silt Fence	LF	575	5.00	\$2,875.00	575	\$10.00	\$5,750.00						
C-102-5.2	Catch Basin Inlet Protection	EA	1	\$500.00	\$500.00	1	\$1,500.00	\$1,500.00						
C-105-6.1	Mobilization	LS	1	30,000.00	\$30,000.00	1	\$20,000.00	\$20,000.00						
P-101-5.1	Pavement Removal	SY	300	10.00	\$3,000.00	300	\$30.00	\$9,000.00						
M-125-5.1	Temporary Closed Runway Markers	LS	1	5,000.00	\$5,000.00	1	\$12,000.00	\$12,000.00						
P-152-4.1	Unclassified Excavation	CY	175	25.00	\$4,375.00	175	\$35.00	\$6,125.00						
M-304-5.1	Subbase Course	CY	140	50.00	\$7,000.00	140	\$100.00	\$14,000.00						
M-304-5.2	Aggregate Base Course	CY	70	75.00	\$5,250.00	70	\$140.00	\$9,800.00						
M-304-5.3	Separation Geotextile	SY	380	5.00	\$1,900.00	380	\$10.00	\$3,800.00						
M-401-5.1	12.5 mm Asphalt Mix Pavement	TON	60	400.00	\$24,000.00	60	\$400.00	\$24,000.00						
T-905-5.1	Topsoil (inc. seed & mulch)	CY	185	60.00	\$11,100.00	185	\$75.00	\$13,875.00						
L-108-5.1	Removal of Cable from Conduit or Duct Bank	LF	650	1.25	\$812.50	650	\$6.00	\$3,900.00						
L-108-5.2	Trenching and Backfill for Direct Buried Cable (inc. removal of existing cables)	LF	1025	13.90	\$14,247.50	1025	\$45.00	\$46,125.00						
L-108-5.3	No. 8 AWG, 5 kV, L-824, Type C Cable, Installed in Trench or Duct Bank	LF	1050	2.20	\$2,310.00	1050	\$3.16	\$3,318.00						
L-108-5.4	No. 6 AWG, 5 kV, L-824, Type C Cable, Installed in Trench or Duct Bank	LF	7000	2.70	\$18,900.00	7000	\$3.66	\$25,760.00						
L-108-5.5	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed Above the Cables or Duct Bank, Including Connections/Terminations	LF	1700	2.10	\$3,570.00	1700	\$3.06	\$5,202.00						
L-110-5.1	Direct Buried Sch. 40 PVC Electrical Conduit, 1-Way & 2"	LF	900	18.40	\$16,560.00	900	\$5.92	\$5,328.00						
L-110-5.2	Direct Buried Sch. 80 PVC Electrical Duct Bank, 2-Way & 2"	LF	25	52.00	\$1,300.00	25	\$43.00	\$1,075.00						
L-115-5.1	Demolish Electrical Junction Can	EA	3	500.00	\$1,500.00	3	\$600.00	\$1,800.00						
L-115-5.2	L-868 Electrical Junction Can	EA	4	1,500.00	\$6,000.00	4	\$1,500.00	\$6,000.00						
L-125-5.1	Remove Existing Runway End Identifier Light and Equipment	EA	2	1,360.00	\$2,720.00	2	\$600.00	\$1,200.00						
L-125-5.2	Remove Existing Precision Approach Path Indicator and Equipment	EA	1	2,000.00	\$2,000.00	1	\$1,800.00	\$1,800.00						
L-125-5.3	Furnish and Install L-849I LED Runway End Identifier Lights and Equipment	EA	2	13,500.00	\$27,000.00	2	\$11,640.00	\$23,680.00						
L-125-5.4	Furnish and Install L-880(L) LED Precision Approach Path Indicator and Equipment	EA	1	95,000.00	\$95,000.00	1	\$85,255.00	\$85,255.00						
L-125-5.5	Flight Check and Final Commissioning for Approach Lighting Systems	LS	1	2,000.00	\$2,000.00	1	\$7,500.00	\$7,500.00						
L-125-5.6	Airfield Lighting Vault Modifications	LS	1	2,500.00	\$2,500.00	1	\$5,000.00	\$5,000.00						
L-125-5.7	Airfield Lighting Spare Parts	ALLOW	1	10,000.00	\$10,000.00	1	\$10,000.00	\$10,000.00						
GRAND TOTAL						\$305,120.00		\$352,783.00		\$0.00		\$0.00		\$0.00

*NOTE: THIS BID SUMMARY DOES NOT CONSTITUTE A NOTICE OF AWARD OR INTENT TO AWARD. IT IS FOR REFERENCE PURPOSES ONLY.



TOWN OF HOULTON
21 WATER STREET
HOULTON, MAINE 04730



Phone (207)532-7111

Fax (207)532-1304

April 13, 2026

Tony Bowers
Tri-County Crematory, LLC
c/o Bowers Funeral Home
10 Water Street
Houlton, ME 04730

Dear Tony,

The Town of Houlton supports the concept of a proposed crematory to be located in a Town-owned building located at Evergreen Cemetery. The building identified for the project is the easternmost of the two buildings located at 163 Smyrna Street that currently serves as winter storage of remains awaiting spring interment. No work or alteration may be performed upon or within said building until a lease and/or formal agreement is executed between the Town of Houlton and Tri-County Crematory, LLC. Any lease or transfer is contingent upon approval by the Houlton Town Council. This letter represents the memorandum of understanding between the parties.

Sincerely,

Nancy Ketch
Interim Town Manager