

**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

**Tuesday
May 12, 2026
5:15 PM**

Executive Session

(S050126-1) Council enters Executive Session with the Interim Town Manager for the purpose of discussing personnel matters, pursuant to M.R.S.A 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

**Tuesday
May 12, 2026
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Special Council Meeting of April 23, 2026, and Special & Regular Council Meeting of April 27, 2026

II. Old Business

A. (S040426-1) Council authorizes the Interim Town Manager to waive the bid process and ordains the transfer of \$39,000 from the Undesignated Fund Balance for the purchase of a 2007 Volvo Wheeled Excavator, VIN VCEW180CK00120222 for the Public Works Department.

(Public Hearing)

[See memo from the Public Works Director.](#)

III. New Business

A. (050126-1) Council accepts the bid of \$50,557 from York's of Houlton for a 2026 Ford F-150 for the Houlton Fire Department.

[9 bids were received.](#)

B. (050126-2) Council authorizes the Registrar of Voters to be available at the Town Office during the hours the Town Clerk's Office is open for the purpose of registering voters and making name and address changes. (Note: Office hours Monday thru Friday, 7:30 a.m. to 4:00 p.m. and on Thursday, June 4th from 7:30 a.m. to 7:00 p.m.)

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

IV. Discussion and Reports

A. Town Managers Report

B. Councilors' Remarks

V. Adjournment

**Special Council Meeting
April 23, 2026**

Chair Lake called the meeting to order at 5:00 PM with all Councilors present, except Councilor Maguire and Councilor Craine who were excused.

Executive Session

(S040326-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council enter into Executive Session with the Town Attorney and the Interim Town Manager for the purpose of union negotiations, pursuant to M.R.S.A Title 1, Section 405(6)D.

Vote was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Torres, yes; Councilor Tortello, yes; Chair Lake, yes.

Council entered Executive Session at 5:01 PM.

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

Vote was taken as follows: Councilor Tortello, yes; Councilor Torres, yes; Chair Lake, yes; Councilor Schools, yes; Councilor Grant, yes.

Council returned to Open Session at 5:28 PM.

(S040326-2) 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 M.R.S.A Title 1, Section 405(6)A.

Vote was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Chair Lake, yes; Councilor Torres, yes; Councilor Tortello, yes.

Council entered Executive Session at 5:29 PM and returned to Open Session at 6:20 PM.

V. Adjournment: On motion by Councilor Tortello, seconded by Councilor Torres, the meeting adjourned at 6:20 PM with all in favor.

**Special Council Meeting
April 27, 2026**

Chair Lake called the meeting to order at 5:55 PM with all Councilors present, except Councilor Maguire who was excused. Councilor Grant was present via Zoom.

A. (S040426-1) Councilor Tortello introduced the following: Council authorizes the Interim Town Manager to waive the bid process and ordains the transfer of \$39,000 from the Undesignated Fund Balance for the purchase of a 2007 Volvo Wheeled Excavator, VIN VCEW180CK00120222 for the Public Works Department.

Chair Lake noted that the First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on May 12, 2026.

V. Adjournment: On motion by Councilor Craine, seconded by Councilor Tortello, the meeting adjourned at 5:56 PM with all in favor.

**Regular Council Meeting
April 27, 2026**

Chair Lake called the meeting to order at 6:00 PM with all Councilors present, except Councilor Maguire who was excused. Councilor Grant was present via Zoom.

Public Comments - None

I. **Minutes:** It was moved by Councilor Tortello, seconded by Councilor Torres that the Special & Regular Council Meeting of April 13, 2026 minutes be approved as presented.

All were in favor.

II. **Old Business**

A. (S040426-1) Chair Lake held the First Reading on the following: Council authorizes the Interim Town Manager to waive the bid process and ordains the transfer of \$39,000 from the Undesignated Fund Balance for the purchase of a 2007 Volvo Wheeled Excavator, VIN VCEW180CK00120222 for the Public Works Department.

Chair Lake noted that the Public Hearing will be held on May 12, 2026.

III. **New Business**

A. (040226-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council approve execution of the Project Certification authorizing the Town Manager to apply for financial assistance under provisions of the Division of Parks & Public Lands ATV Trail Fund, MRSA Title 12, Sec. 1893, paragraphs 1B, 2A, and 2B, for maintenance of the Town of Houlton ATV Trail System.

Chair Lake noted that this is an annual requirement to assist the ATV clubs.

Interim Town Manager Ketch noted that this is done annually to allow the town to submit grant applications on their behalf.

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

The order passed.

B. (040226-2) It was moved by Councilor Tortello, seconded by Councilor Torres that Council accepts the low bid of \$23,300.80 from Jackett Enterprises of Houlton, Maine for hand-placed pavement markings throughout the town.

Chair Lake noted that 3 bids were received.

Interim Town Manager Ketch noted that the low bidder withdrew their bid which is why the second lowest bidder is being recommended.

Councilor Tortello noted that there was an error on the form that needs to be revised.

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

The order passed.

C. (040226-3) It was moved by Councilor Tortello, seconded by Councilor Torres that Council accepts the low bid of \$15,144.40 from Fine Line Pavement Striping of Hermon, Maine for machine-placed pavement markings throughout the town.

Chair Lake noted that 3 bids were received.

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

The order passed.

D. (040226-4) It was moved by Councilor Tortello, seconded by Councilor Torres that Council accepts the bid of \$117.10 per ton for 9.5 mm machine placed, \$113.80 per ton for 12.5 mm machine placed, \$215.84 per ton for hand-placed asphalt, \$110.35 per ton for maintenance mix, and \$25.50 per linear foot for bituminous curbing in place from Steelstone Industries of Houlton, Maine. (Note: Funds budgeted in 2026 PWD account)

Chair Lake noted that 3 bids were received.

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

The order passed.

E. (040226-5) It was moved by Councilor Tortello, seconded by Councilor Torres that Council authorizes the Interim Town Manager to apply for and sign all documents pertaining to the Airport Infrastructure Grant and the Airport Improvement Program Grant.

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

The order passed.

F. (040226-6) It was moved by Councilor Tortello, seconded by Councilor Torres that Council authorizes the Interim Town Manager to enter into a Purchase and Sales Agreement between the Town of Houlton and Terrance Beals for the purchase of 19 Industrial Drive in the amount of \$1,090,000.

Chair Lake noted that approval is required to apply for the grant which will fund the majority of the cost.

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

The order passed.

G. (040226-7) It was moved by Councilor Tortello, seconded by Councilor Torres that Council confirms the Interim Town Manager's appointment of Robert Monfils as Public Works Director effective April 29, 2026.

Interim Town Manager Ketch thanked Bob for the work he's done as the Interim Public Works Director the last several months.

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

The order passed.

H. (040226-8) It was moved by Councilor Tortello, seconded by Councilor Torres that Council confirms the Interim Town Manager's appointment of Robert Monfils as Parks Maintenance Director effective April 29, 2026.

Interim Town Manager Ketch noted that this is a separate job title to oversee the parks maintenance.

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

The order passed.

IV. Discussion and Reports

A. Town Managers Report

Interim Town Manager Ketch noted that the school's information meeting on the budget is also being held tonight and wanted to share some information about how this will affect our taxpayers. She explained that if there's no adjustments to the school budget, the increase that will be needed for the second half of 2026 is equivalent to a quarter of a mil.

She reminded everyone that the school will have a hearing about the referendum on May 4th at 6:00 at the Elementary School. She also reminded everyone that the public vote on the school budget will be held on May 11th and as a result, the next Council Meeting will be held on May 12th. She also reminded everyone that the vote on the referendum will be held at the election, June 9th.

She updated everyone that the inspection will be done on the fuel farm at the airport this week to complete the project. She noted that the Houlton Downtown Alliance in conjunction with Houlton Band of Maliseets is putting on some activities around World Fish Migration Day.

She noted that the Maine Tourism Association is hosting a Toast to Tourism event at the UpOver at the Shiretown Inn on May 6th at 4:00. She announced that due to staff shortages, the Town Office will be opening at noon on Wednesdays through June 3rd.

B. Councilors' Remarks

Councilor Grant reminded everyone that on May 16th at the Temple Theatre will be a club and organization fair which will start with a movie called Join or Die. He noted that it will be a great opportunity for people to get involved in the community, and for the clubs and organizations to recruit folks.

Councilor Schools noted that the Downtown is looking good and appears that it will get done fairly quickly. He noted that he appreciates what is being done down there.

Councilor Torres asked Councilor Grant if organizations need to call WHOU to sign up for a table space. Councilor Grant replied that people can call WHOU at 532-3600 or use the link on the Temple Theatre's website.

Councilor Torres reminded everyone that Saturday is canoe race day. She noted that Clint Cushman went down the river today and removed snags. She noted that there will also be a 5k race around the trail. She noted that the Nature Conservancy and Houlton Band of Maliseet Indians will be talking about fish migration and introducing kids to different aspects of the river. She also noted that the StoryWalk book will be changed to a related topic.

Councilor Tortello thanked Interim Town Manager Ketch for mentioning all the meetings that are coming up related to the school budget and referendum. She noted that the Aroostook Agency on Aging is holding a get-together on May 5th at The Living Room at 5:30 PM.

Chair Lake congratulated Bob Monfils and noted that he believes he will do a great job.

Councilor Torres thanked the Elks for bringing a lot of people into the town over the last few days. She noted that the parking lots were full and the streets were alive with people. Councilor Schools explained that the Elks hosted the Eastern Maine Women's Bowling Tournament.

V. **Adjournment:** On motion by Councilor Tortello, seconded by Councilor Torres, the meeting adjourned at 6:27 PM with all in favor.

IIA

Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1304

21 Water St.
Houlton, Maine 04730

April 23, 2026

To: Nancy Ketch, Interim Town Manager
Town of Houlton

From: Robert Monfils, Interim Director
Houlton Public Works

Re: Purchase of Wheeled Excavator

I recommend the purchase of a 2007 Volvo Wheeled Excavator from Dionne Construction for the price of \$39,000.00 dollars. As is, as seen to be delivered to the Houlton Public Works Garage, 173 Bangor St. Houlton, Maine 04730.

The Public Works Mechanic, Operator and I inspected the excavator on site. We found it to be in good condition. The Operator was able to get in the unit and operate it. The Mechanic found no leaks and all pins, joints and arms were in tight condition. The machine comes with 2 buckets. We were able to review all operational and maintenance records. It has been well maintained.

Since the funds to purchase a new excavator were removed from the 2026 budget and no amount was added for rental, the only way to fund this purchase is through the Undesignated Fund Balance. This purchase price could pay for itself in less than 5 months compared to renting similar equipment.

Robert Monfils, Interim Director
Houlton Public Works

Town of Houlton



Phone 207-532-7111 Fax 207-532-1307
21 Water St.
Houlton, Maine 04730

Sales Agreement

4-22-2026

Dionna Construction

This is a agreement with the Town of Houlton and seller (*Cliff Dionna*) for the sale of a 2007 Volvo EW180C Wheeled Excavator purchased from a private contractor. Unit has 9000 hrs, (2) buckets. Used condition, as is/as seen.

Vin# YCEW180CK00120222

Buyer:

Robert A. Manfell

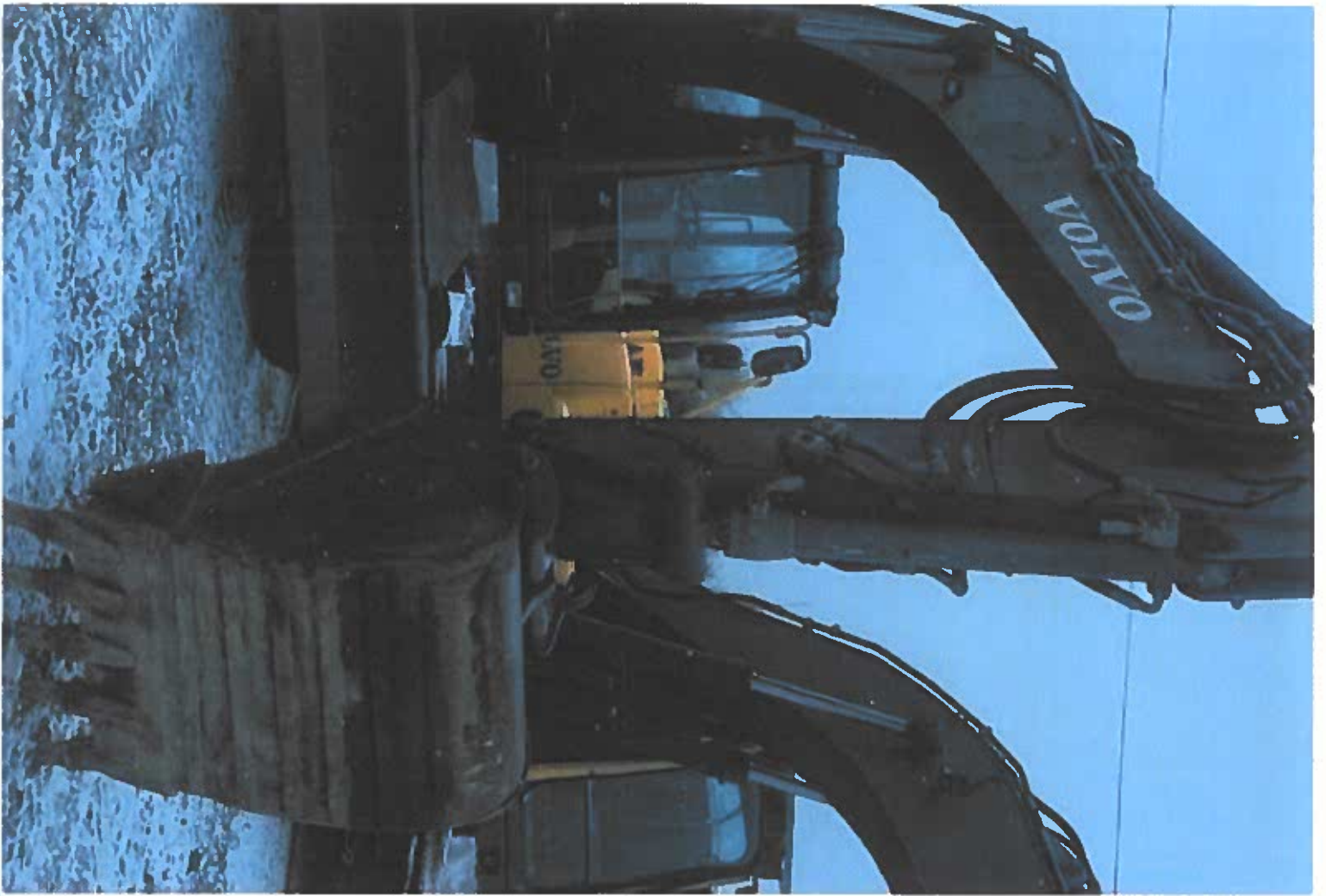
Seller:

Clifford Dionna President

The following agreement only being approved by vote of the Town Council of Houlton, Maine.

The agreed price is \$38,000.00 dollars. And \$1000.00 dollars to deliver to Houlton Public Works Garage, 173 Bangor Road, Houlton, Maine 04730

Total selling price \$39,000.00



III A

Memo

To: Houlton Town Council

From: Milton J. Cone, Fire Chief

Re: Fire Department Pickup Bid

Date: 5/7/2026

On May 5, 2026 nine (9) bids from six (6) companies were opened at the Houlton Town Office. The lowest bid was submitted by York's of Houlton for a Toyota Tundra SR for \$47,700. Upon review of the specs for the bid submitted, it was discovered that the engine did not meet minimum requirements. The minimum requirements were V6 4.2L and the Toyota has a 3.4L with turbo boost.

When responding to emergencies a normal response is start the vehicle and go. My concern is not waiting for the motor and oil to warm up may lead to early engine to turbo failure.

With the smaller engine and the turbo my recommendation is to **NOT** accept the lowest bid, and accept the next lower bid from York's of Houlton for the 2026 Ford F-150, for \$50,557.

Fire Department Pickup Bids

Opened May 5, 2026 10 a.m. Lowest to highest.

York's of Houlton	Toyota Tundra SR	\$47,700
Does not meet engine min: V6 4.2L (3.4L Turbo), remote start app only		
York's of Houlton	Ford F-150 XL	\$50,557
Recommended		
Thornton Brothers Inc.	Dodge 1500	\$52,652
Quirk	Dodge 1500	\$54,043
Varney	GMC Sierra 1500 SLE	\$54,704
York's of Houlton	Ford F-150 XLT	\$56,911
Darlings	GMC Sierra 1500 SLE	\$58,721.84
York's of Houlton	Toyota Tundra SR5	\$61,969
One Nation	Ford F-150	\$69,989