

**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

**July 13, 2026
5:30 PM**

Executive Session

(S070126-1) Council enters Executive Session with the Town Attorney, the Interim Town Manager, Doug Callnan, Pete Chase, Jerry York and Albert Fitzpatrick to discuss North Street Economic Development that premature disclosure of the information would prejudice the position of the Town, pursuant to M.R.S.A Title 1, Section 405(6)C.

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

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

Pledge of Allegiance

Public Comments

I. Minutes: Regular Council Meeting of June 22, 2026 postponed to June 25, 2026.

II. Old Business

A. (060226-7) Council ratifies the AFSCME General Government Union Contract for January 1, 2026 through December 31, 2028.

III. New Business

A. (070126-1) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by American Dream Restaurants, LLC d/b/a Pizza Hut located at 136 North Street, for renewal of liquor license.

(Public Hearing)

Approval required.

B. (070126-2) Council approves the execution of the application to the Department of Public Safety Bureau of Alcoholic Beverages by Market Pizza LLC, d/b/a Market Pizza located at 23 Market Square, for renewal of liquor license.

(Public Hearing)

Approval required.

C. (070126-3) Council appoints Chris Fitzpatrick as a member of the TIF Funding Advisory Board for a 3-Year Term.

Thank you for volunteering.

D. (070126-4) Council appoints _____ as the Council Representative on the TIF Funding Advisory Board.

By-laws require a member of Council to be on the board.

E. (070126-5) Council ratifies the AFSCME Firefighters/Drivers Union Contract for January 1, 2026 through December 31, 2028.

F. (070126-6) Council ratifies the AFSCME Emergency Medical Technicians Union Contract for January 1, 2026 through December 31, 2028.

G. (070126-7) Council ratifies the AFSCME Public Works Union Contract for January 1, 2026 through December 31, 2028.

IV. Discussion and Reports

A. Town Managers Report

B. Councilors' Remarks

V. Executive Session

(070126-8) Council enters Executive Session with a representative from Maine Municipal Association and the Interim Town Manager for the purpose of discussing the search for a Town Manager, pursuant to MRSA, Title 1, Section 405(6)A.

VI. Adjournment

**Regular Council Meeting
June 25, 2026**

Chair Lake called the meeting to order at 6:01 PM with all Councilors present, except Councilor Maguire and Councilor Craine, who were excused.

Public Comments

Chair Lake closed public comments as there were none.

Minutes: It was moved by Councilor Tortello, seconded by Councilor Torres that the Regular Council meeting of June 8, 2026, minutes be approved as presented.

All were in favor.

II. Old Business

III. New Business

A. (060226-1) It was moved by Councilor Tortello, seconded by Councilor Torres that the Council accepts the low bid of \$5,898.80 from Radio Communications Management, Inc. for portable radios for the Houlton Police Department. This is the only bid that was received.

Interim Town Manager Ketch noted that this was the only bid received and invited Police Chief DeLuca to speak. He noted that this was the only bid received and that it was significantly below what was budgeted for \$8,000 this year and \$8,000 for next year. He shared that this bid was for \$6,000 to spread out cost over two years. If possible, Chief DeLuca would like to purchase 1 more as they would still be under bid.

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

The order passed.

B. (060226-2) It was moved by Councilor Tortello, seconded by Councilor Torres that Council appoints Nancy Ketch as the first municipal representative and reappoints Jane Torres as the second municipal representative to the Northern Maine Development Commission.

Interim Town Manager Ketch shared that Kim Denbow had been serving in this position and is leaving and noted that it should read re-appoints Councilor Torres.

Councilor Tortello asked Councilor Torres if she would be willing to do this to which Councilor Torres responded she is.

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

The order passed.

C. (060226-3) It was moved by Councilor Torres, seconded by Councilor Tortello, that Council approves the appointment of Nancy Ketch as Interim Airport Manager. In the past, the Town Manager has been the Airport Manager. Chair Lake would like to table this until further discussion can be had.

Interim Town Manager Ketch shared that there has not been anyone named the Airport Manager, she has been doing this function concurrently and in discussion with Town Attorney Nelson, he

suggested that Council makes it official with this appointment. Chair Lake would like to table this until the next meeting.

It was moved by Councilor Torres, seconded by Councilor Tortello that this item be tabled for further discussion.

Vote to table the order was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Torres, yes; Councilor Tortello, yes.

This is tabled until next meeting.

D. (060226-4) It was moved by Councilor Tortello, seconded by Councilor Torres that Council confirms the reappointment of Stephen Graham to the Planning Board for a 5-Year term. Thank you for volunteering.

Interim Town Manager Ketch noted that we appreciate Steve's willingness to continue to serve on the board.

Councilor Tortello noted that she has had the honor of serving on the board with Stephen and that he is a very good member. Chair Lake questioned which Steve Graham it is.

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

The reappointment passed.

E. (060226-5) It was moved by Councilor Tortello, seconded by Councilor Torres that Council confirms the appointment of Benjamin Torres to the Planning Board, term expiring 3/31/2028. Thank you for volunteering.

Interim Town Manager Ketch noted that as you know Ben was the CEO and worked with the Planning Board for several years. He is filling in somebody's vacant spot which is why the term expires when it does. He had hoped to be here to let everyone know that he is interested. Interim Town Manager Ketch shared that he is looking forward to serving and we appreciate his willingness.

Councilor Tortello is thoroughly delighted to confirm this appointment. Councilor Torres believes he is well suited for this position.

Vote to confirm this appointment was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Torres, yes; Councilor Tortello, yes.

The appointment passed.

F. (060226-6) It was moved by Councilor Tortello, seconded by Councilor Torres that Council authorizes Interim Town Manager Ketch to waive the bid process to utilize the funds awarded from the Department of Justice Congressionally Directed Spending Grant for the purchase of a TruNarc Analyzer and Mystaire Filtered Hood that are specific to the grant. These items are specific to the grant and only sold by one vendor.

Interim Town Manager Ketch noted that this was a Grant submitted through the congressionally directed spending but that it was awarded and the money is coming from the DOJ. We had been looking to see if there had been other vendors to put them out for bid and in review of the requirements, they were made by the one manufacturer. The grant was specific to purchase a TruNarc and Mystaire. Therefore, we would like to waive the bid to purchase and use the grant funds available.

Chief DeLuca noted that the other requirement in writing this bid was that it had to be American made products before they would accept it. These were the ones limited to American made products, one of these products will be custom built in the USA.

Councilor Torres asked what the cost of this is. Chief DeLuca responded that it is \$57,000 and that the TruNarc is just shy of \$40,000. The hood system, which is a filter-less hood system is around \$12,500 and Harbison's will be put in a ventilation hood just to be on the safe side, this is ventless, the total of this all is just about \$57,000. Chief DeLuca noted that we were very fortunate to get this Grant.

Councilor Tortello asked if there is a deadline for when this expenditure has to be made. Chief DeLuca noted that we are working on this now to be in compliance with the deadline. He explained how the systems work, TruNarc is a device that gives the PD the test samples of all of the drug samples picked up off of the street, when they arrest someone. This TruNarc will presumptively identify what we have for drugs in possession so we can accurately charge people because this is a certified device and this will be what goes to court.

Councilor Tortello noted that the concept of this equipment is that it limits the exposure to the officers of harmful drugs, this is really important. Chief DeLuca explained that the confiscated product is put into a container and it gives an inaccurate test or it won't register through the opaque material, then we can do what is referred to as a "wet test". A sample is put in an analyzer, during this process the officer is gloved and the system is vented. They can get an actual sample at the time of testing. Interim Town Manager Ketch noted that we have been working with Susan Collins' office and have submitted an extension to be safe, and they are supporting this and will let the vendors know that they support this.

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

G. (060226-7) It was moved by Councilor Tortello, seconded by Councilor Torres that Council ratifies the AFSCME General Government Union Contract for January 1, 2026, through December 31, 2028.

Interim Town Manager Ketch asked that this item be tabled until the next meeting, during the review and comparison process of the prepared contracts and in having some discussions around them, some discrepancies were noted. We want everyone to take a final look at them before the next meeting. Therefore, she would like to have this tabled until next meeting.

Vote to table the order was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Torres, yes; Councilor Tortello, yes.

This item is tabled until the next meeting.

H. (060226-8) It was moved by Councilor Tortello, seconded by Councilor Torres that Council confirms the Interim Town Manager's appointment of Khylee Wampler as Interim Treasurer effective July 3, 2026. Kimberly Denbow's last day is July 2, 2026, thank you for your service to the town.

Interim Town Manager Ketch shared that we are very sorry to see Kim go, she is getting done on the 2nd of July. This is a requirement that we have to have a named Treasurer, and Khylee is the deputy treasurer so this makes the most sense and will fulfill that obligation.

Councilor Tortello noted that she wishes Kim all the best in her future endeavors, she will really be a hard act to follow. She especially appreciates her dedication and diligence at the end of last year, Kim had a lot on her plate with the budget and all the year-end activities for the financial part. She

came through it with flying colors. Councilor Torres noted that she is happy that we have Khylee to step up.

Vote to confirm the appointment was taken as follows: Councilor Grant, yes; Councilor Schools, yes; Councilor Torres, yes; Councilor Tortello, yes.

The appointment passed.

IV. Discussion and Reports

A. Noise Related Ordinances

Interim Town Manager Ketch noted that this had been brought up at a previous meeting and there are a number of ordinances related to what have been discussed. Interim Town Manager Ketch recommends putting a committee together or suggests asking the Planning Board to review some of these things and bring some recommendations back and wants you to have copies of some of the various ordinances that are at play. The noise ordinance does not have much to it. There are several of these ordinances that need to be reviewed and updated.

Councilor Torres noted that Chief DeLuca shared a state ordinance on mufflers that was spot on, laid it all out on what it allowed and what is not. Chief DeLuca noted on the excessive exhaust noise, plus the modified mufflers. That can result in a fine, it gives the police officers a tool but would be nice to have.

Interim Town Manager Ketch asked if we could have the planning board tackle this and bring back some recommendations. Councilor Torres asked if they have been meeting regularly. Interim Town Manager Ketch noted that they have been meeting regularly because we have some subdivisions and other items that they have been meeting around. Councilor Torres asked if they are meeting every two weeks and Interim Town Manager Ketch shared that they did not do this last time because they did not have any business. Councilor Tortello noted that it would be kind of important because there have been some Councilors that have been receiving some complaints from citizens, so it might be a good idea for us to get together and decide what are we looking for regarding this ordinance. Councilor Schools notes that it can be difficult because a lot of this should be common sense which is lacking in today's environment, what might be considered noise to me might not be to the next person. Interim Town Manager Ketch noted that generally for an enforceable ordinance, there would be a decimal level and there is no reference to that, and she was unsure if there were phonographs available and there is reference to that there. Councilor Grant referenced the state ordinances for this are good and shared that there is an ability to create a standard for noise that exceeds vehicles of a similar type and a modified style example given, without a decimal reader. Councilor Grant noted that Portland has a great ordinance that is based on state law that makes an enforceable with fines on first offense all the way through multiple offenses. Interim Nancy Ketch recommends having a working session for Council following a meeting, possibly after the next meeting.

B. Town Managers Report

Interim Town Manager Ketch noted that the sidewalk project is coming along well, they started painting the stamped part of the pavement today, it looks great and they are making good progress Market Square should be completed before the 4th of July activities. She shared that after 4th they will begin work on North Street. She also wanted to remind folks that the office is closed next Friday, July 3rd as July 4th will be observed. On the 4th, the rec department is hosting a family activity on the 4th from noon until 6, they designed it to start shortly after the parade, in the park with music, concessions and activities for the kids. She again mentioned Kim Denbow leaving, how much we appreciate how much she has done, she truly is going to be missed and we wish her well. Town Manager Ketch noted that at the next meeting also having some replacements needed for the TIF advisement board, it does require a Council representative on this, please bring names to next meeting for appointment.

C. Councilors' Remarks

Councilor Grant shared excitement in seeing the pavement/paint going in on the sidewalk project. The timeline for project has been pushed over time, will be interesting to see the roadway when it is all said and done. He wonders if we will want to do something for the roads in relation to pavement. He reminded all that WHOU does livestream the parade.

Chairman Lake thanked everyone and wished all a good and happy 4th!

Councilor Schools discussed the ATV registration dilemma, come June 30th. He noted that this is a vendor issue, it is not the town of Houlton's fault, and the Game Wardens are checking so make sure you get these done. He asked what the issue is with the traffic light sensor in town when leaving Market Square. On note, he sat through 4 light change cycles and still was not able to proceed. Chief DeLuca noted that this has been brought up to Lajoie's Electric (they do the service) and that this has to do with the sensors (weather, etc. can create issues for it) and the State installed this equipment 4 years ago that we now own. Chief DeLuca will follow up with the company on this issue.

Councilor Torres noted some town happenings that will be taking place including the Strawberry Shortcake sales in Market Square on Thursday, July 2nd from 11:00 AM – 2:00 PM. She noted that on Friday, the main road downtown will be closing around noon, to allow the vendors to move in for Midnight Madness. There are 3 bands scheduled to play, starting at 4:00 PM. The Fireworks will be at 9:30 PM, this will be the only fireworks display that the town will have this year. She noted that on the 4th of July, there will be staging at 7:00 AM in the Catholic Church parking lot. The Craft Fair will be in Monument Park starting ____ and stay as long as they would like. Then it will move back to Market square on July 11th. The Canopy Crew has been hard at work. The cobblestones were donated from Josh McLaughlin, and they have been placed in the gardens, and it has really made them pop. She talked to Josh who will put benches downtown next week. The planters will go on each side of the bench downtown. She noted that the whiskey barrels will be moved downtown, these will go where the trees used to be. She gives a lot of credit to the workers for sidewalks; they even helped her carry produce into the market. She noted that she hopes to get the fountain going soon. Chief DeLuca noted that the downtown grid will be closed from noon to midnight Friday, for the Midnight Madness festivities, there will be barricades again. Residents, vendors and business owners will be able to get where they need to be. She noted that we have more than ever signed up to be in the parade this year.

Councilor Tortello noted that the second Monday of the month does not fall until July 13th and noted that with all of the happenings in town, there is so much planning going into these, kudos to all those who are able to pull this off behind the scenes. She noted that next weekend, July 10th-12th, is the Houlton Agricultural Fair, the alumni events will follow that. She noted that McGill's community band is playing tonight. She also would like an update on the status of the apartment complex on Mechanic Street.

Interim Town Manager Nancy noted that last week there was a conference on building community strength, and that we were presented with a plaque (Smart Growth Planning), this is through USDA Rural Development. We will find a nice place to put it. This is in relation to the work that was done from 2023-2026.

Chairman Lake wished everyone a happy 4th and asked when Council might be able to get together for an Exec Session, possibly this coming Monday. This is not an option as there is a scheduling conflict in the conference room. He wondered if maybe Tuesday, June 30th would work. This way discussions could be had there. The town seems to be moving ahead from where things had been this past fall. He has received positive feedback as it relates to Council and notes that they are trying to put things back together.

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



State of Maine

III A
Bureau of Alcoholic
Beverages & Lottery
Operations

Application Copy

File Number: 157318

Job Type: Renewal Application

LICENSE #

RES-22-106217

APPLICATION DATE RECEIVED

2026-06-11

LICENSE TYPE

On-Premises: Beer Only

LICENSEE

American Dream Restaurants, LLC

AGENT NAME

EFFECTIVE DATE

2025-07-26

EXPIRES

2026-07-25

STATUS

Active

PREMISES NAME

Pizza Hut

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Restaurant (not Class A)

PREMISES NAME

Pizza Hut

OPERATOR

American Dream Restaurants, LLC

PHYSICAL ADDRESS

136 NORTH ST HOULTON ME 04730-1841

MAILING ADDRESS

136 NORTH ST HOULTON ME 04730-1841

CONTACT NAME

James T Souza

PREFERRED CONTACT METHOD

Email



State of Maine



Application Copy

File Number: 157875

Job Type: Renewal Application

LICENSE #

RES-21-105086

APPLICATION DATE RECEIVED

2026-06-16

LICENSE TYPE

On-Premises: Beer & Wine

LICENSEE

Market Pizza, LLC

AGENT NAME

EFFECTIVE DATE

2025-08-09

EXPIRES

2026-08-08

STATUS

Active

PREMISES NAME

Market Pizza

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Restaurant (not Class A)

PREMISES NAME

Market Pizza

OPERATOR

Market Pizza, LLC

PHYSICAL ADDRESS

23 MARKET SQ HOULTON ME 04730-1703

MAILING ADDRESS

23 MARKET SQ HOULTON ME 04730-1703

CONTACT NAME

Frederick G Grant

PREFERRED CONTACT METHOD

Email

HOULTON TIF FUNDING ADVISORY BOARD

21 Water Street
Houlton, Maine 04730

BY-LAWS



Section I: Purpose:

The purpose of the Houlton TIF Funding Advisory Board is to provide guidance for the Downtown Revitalization Funding Initiative and to make recommendations to the Town Manager on applicants to the Façade Grant Program. The Advisory Board will ensure that all applicants meet the objectives of the program.

1.1 For Grant applications, the Advisory Board will review applications to make recommendations to the Town Manager.

Section II. Limitations:

1. These By-Laws shall govern the Advisory Board's actions and limit its duties to those of reviewing grant applications; making recommendations on the grant applications for final approval by the Town Manager; and, reviewing the Downtown Revitalization Funding Initiative Programs to make reports and/or recommendations to the Town Manager, as necessary.

Section III: Responsibilities:

1. Town Council shall:
 - 1.1 Appoint a board of five members to the Houlton TIF Funding Advisory Board that are all Houlton residents and one of whom is a Town Councilor.
2. Houlton TIF Advisory Board shall:
 - 2.1 Be stewards of the program ensuring adherence to the guidelines and proper application of loan and grant funds. They will actively promote the program and encourage applications.
 - 2.2 Put forward nominees of Advisory Board members to the Houlton Town Council for confirmation whenever vacancies on the Board occur. The nominations will be based on those applying in writing to the Town Manager and review of potential members by the Board.
 - 2.3 Select a Chair and Vice-Chair from its membership on an annual basis. The Chair shall preside at all meetings of the Advisory Board and shall perform all duties incident to the office. The Vice-Chair shall preside in the absence of the Chair and shall perform all duties incident to the office.
 - 2.4 Establish regular meeting times at the first meeting of the calendar year. Meetings will be held as scheduled, when applications or other business are pending, or as deemed necessary by the Chair.
 - 2.5 Evaluate Façade Grant applications including review of a Project Overview and memo from the Community Development Director. The Board will then issue a recommendation regarding the grant applications to the Town Manager for action ~~by the Town Council~~.
 - 2.6 Report activities of the Advisory Board to the Town Manager.
 - 2.7 Agree to maintain confidentiality as it pertains to applicants' personal financial information and to sign confidentiality statements.
 - 2.8 Review the Downtown Revitalization Funding Initiative programs annually and make recommendations to the Town Manager, as necessary.
3. The Community Development Director shall:
 - 3.1 Handle the administrative functions of the Advisory Board and will attend and participate in all meetings of the board.
 - 3.2 Meet with applicants for the loan and grant programs to review guidelines and ensure their projects align with the program objectives prior to their submission of application documents to NMDC.
 - 3.3 Prepare a summary memo of projects for review by the Advisory Board.
 - 3.4 Seek additional funding for the Façade Grant Program.

4. Composition of the Houlton TIF Funding Advisory Board:
 - 4.1 There shall be five (5) members on the Advisory Board. Nominations for Board members shall be sought from a cross-section of the community, recommended to the Town Manager by the members of the Advisory Board for appointment by the Houlton Town Council.
 - 4.2 The Advisory Board shall include one member of the Houlton Town Council.
5. Terms of Office:
 - 5.1 Advisory Board members shall be appointed by the Town Council for a three-year term. In order to provide for staggered terms, the initial Advisory Board shall be constituted as follows:

Term of One Year:	1 person
Term of Two Years:	2 persons
Term of Three Years:	2 persons
 - 5.2 Advisory Board members may serve no more than two consecutive three-year terms. After two full years off the Advisory Board, former board members may seek reappointment.
6. Advisory Board Meetings:
 - 6.1 Meetings will be held as needed when necessary to review grant applications.
 - 6.2 The Advisory Board will meet no less than four (4) times per year.
 - 6.3 One meeting per year will include a review of available funds, program procedures and progress.
7. Quorums:
 - 7.1 The presence of at least three (3) members shall be required to transact the business of the Board.
 - 7.2 Should less than four Board members be present at a meeting, unless the vote is unanimous, the matter at hand will be tabled until such time as there are sufficient members present to ensure a majority vote of the Board.

Section IV: Rules and Regulations:

1. Members of the Houlton Town Council shall not be eligible to apply for a loan or grant from these programs while they are in office. Active account holders of the loans must pay off any loan obligation prior to running for a position on the Houlton Town Council.
2. Members of the Advisory Board shall not be eligible to apply for a loan or a grant from these programs during their term of office.
3. Members of the Advisory Board must be current on all tax payments and fees owed to the Town.
4. Borrowers shall be ineligible for appointment for the Advisory Board during the time that they have an active loan.
5. Applicants must provide evidence of approval for all permits, licenses or clearances required to operate the proposed business prior to release of funds.
6. Applicants shall provide proof that all taxes, fees, or duties owing to the Town of Houlton historically have been paid in a reasonable manner and are current prior to the application of a loan. All taxes, fees and duties owed to the Town of Houlton during the term of the loan shall, likewise, be kept current or the loan shall be considered to be in default.
7. Notification of approval or disapproval of applications shall be in writing. If disapproved, the reason for such action shall be explained.
8. Advisory Board members may, from time to time, amend these rules and regulations, as necessary.

Approved November 12, 2024