

**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

**Postponed to July 13, 2026
4:45 PM
June 30, 2026
6:00 PM**

Special Council Meeting

Executive Session

(S060326-1) Council enters Executive Session with the Town Attorney and the Interim Town Manager to discuss the disposition of publicly held property 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.

I. New Business

A. (S060326-2) Council accepts the bid of \$29,225 from J. H. McPartland & Sons for a 48,000BTU/hour 4-Ton Mitsubishi Hyper-Heat low ambient VRF system including ceiling cassettes for the John Millar Civic Center.

B. (S060326-3) Council approves the agreement with Maine Municipal Association for Executive Search services.

II. Executive Session

(S060326-4) Council enters Executive Session with the Interim Town Manager for the purpose of discussing a personnel matter involving Nancy Ketch, pursuant to M.R.S.A Title 1, Section 405(6)A.

III. Adjournment



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



To: Interim Town Manager and Houlton Town Council

From: Serenna Fitzpatrick, Civic Center Supervisor

Date: June 26, 2026

Subject: Acceptance of low bid from J. H. Mcpartland & Sons

As required, an RFP was advertised for the purchase and installation of Heat Pumps for the Community Room, Office and Pro Shop at the John Millar Civic Center. The bids were open on June 15th. Two (2) bids were received. The bidders proposed different sizes for the units.

We sought input from sources outside the immediate service area to get additional input on the best option for our facility. I also spoke with a representative at Efficiency Maine. Following this research, I recommend the acceptance of the low bid of \$29,225 from J.H. McPartland & Sons for the installation of a 48,000 BTU/hour 4-ton Mitsubishi Hyper-Heat low ambient VRF system.

The other bidder was Harbison Plumbing, Heating & Air Conditioning.

I recommend proceeding with J.H. McPartland & Sons to finalize the contract and begin the installation process as soon as possible.

Thank you for your time

Serenna Fitzpatrick, Civic Center Supervisor

J.H. McPARTLAND & SONS

PLUMBING • HEATING • AIR CONDITIONING | CONTRACTORS • ENGINEERS
HOULTON, ME 04730 • PO BOX 665 • WWW.JHMCPTLAND.COM • 207.532.2843

PROPOSAL

To: Town of Houlton – Millar Civic Center

Date: 06.22.2026

Project: VRF Heat Pump

Provide work for utilizing variable refrigerant flow (VRF) heat pump systems as described below. The Town of Houlton specifications do not list a VRF Heat Pump capacity/size. We have priced a 48,000 BTU/hr 4 Ton system, with extreme low ambient capacity. 4 Ton Mitsubishi Hyper-Heat low ambient VRF is the most economical way to meet the heat loss and comply with Efficiency Maine's VRF rebate. Please confirm other bids for equal system and cost comparison. We can meet the project deadline. We are licensed and insured. We have successfully completed multi-million dollars of VRF rebated project with Efficiency Maine. We are a two-time recipient of Efficiency Maine's award for Commercial Programs.

- High efficient Mitsubishi single phase VRF heat pump system Low Ambient.
- Single phase outdoor unit located above warming room on stand. Drain pan with electric heat for draining condensate.
- Two ceiling cassettes indoor units for warming room, sized to fit within existing structural framing.
- One ceiling cassette indoor unit for upstairs office, sized to fit within existing structural framing.
- One ceiling cassette indoor unit for downstairs ticket and rental area, sized to fit within existing structural framing.
- Equipment stands, mounts, hangers.
- Insulated refrigeration tubing and hangers, refrigerant, brazing, Drain piping.
- Thermostats and control wiring.
- Power Wiring included, Swallow Electric has reviewed project with us and provided a detailed estimate.
- Labor, engineering, system start-up, system commissioning, Efficiency Maine rebate application and coordination.

Note: pricing does not include potential efficiency maine rebate, pending efficiency maine review.

We propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:
Twenty-Nine Thousand Two Hundred Twenty-Five Hundred _____ ***dollars (\$29,225.00).***

Payment to be made as follows: Payment Due Upon Monthly Requisitions

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.
Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted

Signed _____

You are authorized to do the work as specified



98 BANGOR STREET P.O. BOX 977
HOULTON, ME 04730
(207) 532-2600
info@hphac.com
www.hphac.net

PROPOSAL

6/22/2026

MILLAR CIVIC CENTER

THE FOLLOWING IS A PRICE IN RESPONSE TO THE TOWN OF HOULTON'S REQUEST FOR BIDS AT THE JOHN A MILLAR CIVIC CENTER IN HOULTON, MAINE. WE PROPOSE TO SUPPLY AND INSTALL THE FOLLOWING:

- 1- SAMSUNG 5 TON (60,000BTU) SINGLE PHASE CONDENSING UNIT. THIS UNIT WILL SERVE 3-18,000BTU CEILING CASSETTES IN THE WARMING ROOM, 1-5,000BTU CEILING CASSETTE IN SERENNA'S OFFICE, AND 1-5,000BTU CEILING CASSETTE IN THE PRO SHOP.
 - THE FOLLOWING PRICE INCLUDES ALL REQUIRED MATERIALS, LABOR, LINE VOLTAGE WIRING, AND CONTROL WIRING.
- THE ZONES WILL BE AS FOLLOWS:
- WARMING ROOM (ALL 3 OF THE CEILING CASSETTES WILL BE ON ONE THERMOSTAT)
 - SERENNA'S OFFICE (WILL BE ON ONE THERMOSTAT)
 - PRO SHOP (WILL BE ON ONE THERMOSTAT)

NOTES:

- THIS QUOTE EXCLUDES STATE OF MAINE SALES TAX
- IT EXCLUDES ANY AND ALL UNFORESEEN STRUCTURAL REPAIRS TO THE MEZZANINE AREA. IF ANY SUCH REPAIRS ARISE UPON THE START OF THE PROJECT, WE WILL MAKE THE MANAGER AWARE IMMEDIATELY AND HELP TO RECTIFY THE SITUATION.
- PROOF OF INSURANCE AND APPLICABLE LICENSES ARE AVAILABLE UPON ACCEPTANCE OF THIS PROPOSAL.
- EFFICIENCY MAINE REBATES ARE NOT APPLIED TO THIS PRICE. WE WILL WORK WITH THE TOWN AND EFFICIENCY MAINE TO TRY AND PROCURE ANY AND ALL REBATES AT THE TIME OF THIS INSTALLATION. SINCE YOU HAVE NOT BEEN PRE-APPROVED, WE CANNOT GUARANTEE YOU WILL GET ANY. THESE ARE NOT OUR REBATES TO GIVE BUT, WE WILL WORK DILIGENTLY ON YOUR BEHALF TO HELP YOU THROUGH THIS PROCESS.
- THIS SYSTEM WILL PROVE ENERGY EFFICIENT HEATING CAPABILITIES BUT, WE HAVE CHOSEN THE BTU SIZE AND QUANTITIES THAT WILL MAXIMIZE THE A/C IN THE WARMING ROOM, AND SERENNA'S OFFICE. THERE ARE OTHER COMBO'S IN TERMS OF BTU SIZE THAT WE CAN DISCUSS UPON ACCEPTANCE OF THIS PROPOSAL, AS LONG AS THE CHANGES ARE WITHIN

- THE CONNECTED LOAD PARAMETERS OF THE CONDENSING UNIT THAT
WAS PRICED, WE WILL NOT HAVE TO CHANGE OUR PRICE.
- WE WILL MEET THE DEADLINE AS LONG AS THE EQUIPMENT IS
AVAILAVLE AT THE TIME OF ORDER, WHICH WILL BE DONE UPON
ACCEPTANCE OF THIS PROPOSAL.

THE PRICE FOR THIS JOB SHALL BE: \$33,911.29

PAYMENT TERMS TO BE DETERMINED UPON ACCEPTANCE OF THIS PROPOSAL.

Jonathan J. Harbison Jonathan J. Harbison- Owner

Customer Signature

Date

IB



**MAINE MUNICIPAL
ASSOCIATION SINCE 1936**

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428
(f) 207-624-0118

May 29, 2025

Town of Houlton
21 Water Street
Houlton, ME 04730

Re: Town Manager Search Proposal

Dear Nancy,

Proposal for Executive Search Services

Submitted by the Maine Municipal Association for the Town of Houlton

On behalf of the Maine Municipal Association (MMA), I am pleased to submit the following proposal to assist the Town of Houlton in the search for and selection of a new Town Manager. We understand the unique challenges and stresses associated with finding the right candidate, especially for a town that has enjoyed many years with a seasoned professional. Therefore, we are committed to matching communities with consultants who are familiar with their unique needs.

MMA's Expertise in Executive Searches

The demand for high-quality executive search services remains strong, particularly for experienced municipal leaders. For decades, MMA has successfully supported its members by conducting executive searches. In the past five years alone, MMA has completed 35 executive searches, demonstrating its ongoing commitment to helping municipalities find the right leadership.

Proposed Process and Timeline

If selected to provide this assistance, MMA's anticipated start date would be Mid-June. The executive search process begins with an in-person meeting between MMA's consultant and the Council and/or the committee overseeing the hiring. This initial meeting focuses on conducting a thorough needs assessment for the Town Manager position. Its primary goal is to build consensus on the qualifications, skills, and experience the Council values most in a candidate. This input is critical in guiding the recruitment and narrowing the pool of applicants.

During this meeting—or in follow-up discussions if necessary—the group will also establish a recruitment timeline, explore advertising strategies, and outline the interview process.

Scope of Service

The following steps will be completed during the Executive Search process:

- Determine the qualifications, skills, and experience the Council desires in a candidate.
- Prepare draft job advertisement for Council review.
- Determine recruitment platforms to utilize an advertising budget.

- Establish a timeline for the search, including recruitment posting, candidate screening, and candidate interview process.
- Develop the candidate interview process.
- MMA will receive and review all applicant materials and provide a summary of the applicants for the Council as well as provide all the applicant materials.
- A discussion of the candidates with the Council will be held to determine the need for candidate pre-screening and/or selection of candidates to move forward in a formal interview process.
- MMA will schedule interviews as well as assist in the development of interview questions and partake in the interview process as a logistical and observing partner.

Please note that due to the location of the Town in relation to the location of MMA's Consultant, initial interviews will be held by Zoom, and final candidate interviews will be held in person.

Once a candidate(s) has been selected for a contingent offer of employment, MMA will complete a thorough background check and provide the information to the Council for review.

The MMA Consultant will be available to assist in the negotiation process of the employment contract, if the Council requests.

The summary of services above are standard, however MMA is open to discussing other specific needs the Town may have or would like to explore.

Fee

The fee for Maine Municipal Association's services for the Executive Search process is six thousand six hundred dollars (\$6,600.00) with two thousand dollars (\$2,000.00) being paid prior to the first meeting. This fee includes all MMA staff services, mileage, meals, lodging, postage, phone charges, and photocopying. The fee does not include advertising or any candidate expenses that the Town might incur. The fee includes all staff time and expenses that are incurred as part of the first complete search process. If the Town, after completing all stages of the search, elects to re-advertise the position and start over, the Town will be billed three thousand three hundred dollars (\$3,300.00) plus advertising.

Conclusion

MMA is dedicated to assisting local governments in meeting the needs of their citizens and serving as responsible partners in the intergovernmental system. We believe that local government is the foundation of a strong democracy and is fundamental to the provision of essential services that promote the safety, health, and well-being of residents and communities.

The Maine Municipal Association appreciates the opportunity to assist the Town of Houlton with its Executive Search process. We look forward to continued discussions and collaboration.

If you agree with the proposal and would like to use our services, please sign the attached Purchase of Service Agreement and return it to me.

If you have any questions or would like to discuss this further, please feel free to contact me. I can be reached at (207) 579-6319 or via email at jlin@memun.org

Sincerely,

Jada Lin

Jada Lin
Human Resources Generalist



PURCHASE OF SERVICE AGREEMENT

The Maine Municipal Association, hereinafter MMA, agrees to provide the Town of Houlton and Interim Town Manager, Nancy Ketch, hereinafter Users, with the following assistance in its search and selection of a Town Manager:

I. The Maine Municipal Association agrees to:

1. Assign a staff person to work with the Users in the Town Manager selection process as described herein. (Jarrett "Jay" Feyler assigned).
2. Meet with the Council to conduct a needs assessment pertaining to the Town and the Town Manager position.
3. Provide a resume rating document for use by the resume review committee in reviewing resumes.
4. Develop an interview structure and rating document for use by the interview panel during the interviewing of candidates.

Please note that due to the location of the Town in relation to the location of MMA's Consultant, initial interviews will be held by Zoom, and final candidate interviews will be held in person.

5. Provide a staff person to be present during the interviewing of candidates. Their function will be to provide a briefing for the interview board and to coordinate the work of the town as a non-voting member.
6. Assist in the development and placement of recruitment advertisements for the position.
7. Arrange for or conduct background investigations on up to two finalists after the interviews are concluded. These investigations will involve character reference, employment history, credit checks, and verification of educational attainment.

II. The User Agrees:

1. To a candidate examination process which will include:
 - a) a resume rating phase
 - b) interview of top candidates
 - c) background check on up to two finalists (additional background checks will be at Town expense)

Service Agreement
Town of Houlton

2. That the role of the MMA representative is limited to providing administrative support and advice to the Town and Interim Town Manager.
3. MMA to handle all correspondence and direct contact with candidates.
4. To arrange for the location of interviews.

III. Both Parties agree:

1. To the tentative work calendar as discussed at the Needs Assessment meeting.
2. To the following financial arrangements:

The User will pay the Maine Municipal Association the sum of \$6,600.00 for its part in this agreement as described herein for up to five meetings. Meetings beyond the sixth will be charged at Mr. Feyler's normal billing rate, plus expenses.

3. The Town will pay for advertising costs, but all arrangements will be made by MMA. MMA will pre-pay for all advertising and then invoice the Town accordingly when the executive search is complete.
4. Care will be taken to ensure that no candidate is discriminated against based on sex, age, nationality, race, religion, color, physical handicap or any other protected class.
5. That Interim Town Manager, Nancy Ketch will serve as the primary contact person and will assist MMA with routine administrative decisions and press relations.

Nancy Ketch,
Interim Town Manager
Town of Houlton

DATE: _____

Catherine Conlow
Executive Director
Maine Municipal Association

DATE: _____