

**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

**August 10, 2026
5:55 PM**

A. (S080126-1) The Town of Houlton Ordains execution of the Purchase and Sales Agreement between the Town of Houlton and Tri County Crematory, LLC for the sale of the one-story utility building located at 163 Smyrna Street for the price of \$9,108 and for a lease of the land for \$150 per month and authorizes the Interim Town Manager to sign all documents pertaining to the sale.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on August 24, 2026.

B. (S080126-2) The Town of Houlton ordains the transfer of up to \$500,000 from the Undesignated Fund Balance for the purpose of reducing taxes. The Interim Town Manager certifies that this is in the best interest of the Town.

(Introduction)

The First Reading will be held at tonight's Regular Council Meeting and the Public Hearing will be held on August 24, 2026. This is an up to amount done annually.

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 27, 2026
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Special & Regular Council Meeting of July 27, 2026.

II. Old Business

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

B. (070126-5) Council ratifies the AFSCME Public Works Union Contract for January 1, 2026 through December 31, 2028.

C. (S080126-1) The Town of Houlton Ordains execution of the Purchase and Sales Agreement between the Town of Houlton and Tri County Crematory, LLC for the sale of the one-story utility building located at 163 Smyrna Street for the price of \$9,108 and for a lease of the land for \$150 per month and authorizes the Interim Town Manager to sign all documents pertaining to the sale.

(First Reading)

The Public Hearing will be held on August 24, 2026.

D. (S080126-2) The Town of Houlton ordains the transfer of up to \$500,000 from the Undesignated Fund Balance for the purpose of reducing taxes. The Interim Town Manager certifies that this is in the best interest of the Town.

(First Reading)

The Public Hearing will be held on August 24, 2026. This is an up to amount done annually.

III. New Business

A. (080126-1) Council approves the presentation of the 2027 Long Range Program (Capital Plan), which is subject to funding through the budget process. (Note: The document in its entirety is available for review at the Town Office during normal business hours.)

(Public Hearing)

[This is an annual Charter requirement.](#)

B. (080126-2) Council approves the application for a Secondhand Precious Metal Dealer Permit, by Cavalier Marketing. The location of the event will be at Shiretown Inn and Suites, 282 North Street on August 20th-25th, 2026.

(Public Hearing)

[See memo from Chief DeLuca.](#)

C. (080126-3) Council authorizes the Interim Town Manager to execute the Maine Municipal Association Voting Ballot for the Election of MMA Vice President and Executive Committee Members. (Note: List of candidates available at the Town Office during normal business hours.)

IV. Discussion and Reports

A. Town Manager's Report

B. Councilors' Remarks

V. Adjournment

**Special Council Meeting
July 27, 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

(S070226-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council enter Executive Session with the Town Attorney and the Interim Town Manager for the purpose of discussing police 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.

Council entered Executive Session at 5:01 PM and returned to Open Session at 5:51 PM.

III. **Adjournment:** On motion by Councilor Tortello, seconded by Councilor Torres the meeting adjourned at 5:55 PM with all in favor.

**Regular Council Meeting
July 27, 2026**

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

Public Comments - None

I. **Minutes:** It was moved by Councilor Tortello, seconded by Councilor Torees that the Special Council Meeting of June 30, 2026 postponed to July 13, 2026, Special & Regular Council Meeting of July 13, 2026 minutes be approved as presented.

Councilor Tortello noted that Regular Council Meeting of July 13, 2026, new business Item B minutes show that Councilor Grant voted yes when he abstained.

All were in favor of the minutes with the correction.

II. **Old Business**

A. (060226-3) It was moved by Councilor Tortello, seconded by Councilor Torres that Council approve the appointment of Nancy Ketch as Interim Airport Manager.

Interim Town Manager Ketch noted that it was recommended that this appointment be made.

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

The order passed.

B. (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 noted that all corrections have been made and is ready to be ratified.

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

The order passed.

C. (070126-5) It was moved by Councilor Tortello, seconded by Councilor Torres that Council ratifies the AFSCME Firefighters/Drivers Union Contract for January 1, 2026 through December 31, 2028.

Interim Town Manager Ketch noted that this contract is also ready to be ratified.

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

The order passed.

D. (070126-6) It was moved by Councilor Tortello, seconded by Councilor Torres to table the following: Council ratifies the AFSCME Emergency Medical Technicians Union Contract for January 1, 2026 through December 31, 2028.

Interim Town Manager Ketch noted that this contract needs a final review.

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

The order was tabled.

E. (070126-7) It was moved by Councilor Torres, seconded by Councilor Tortello to table the following: Council ratifies the AFSCME Public Works Union Contract for January 1, 2026 through December 31, 2028.

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

The order was tabled.

III. New Business

A. (070226-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council appoint James Brown as a member of the TIF Funding Advisory Board for a 3-Year Term.

Interim Town Manager Ketch noted her appreciation for Jim's willingness to serve on the board.

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

The order passed.

B. (070226-2) It was moved by Councilor Tortello, seconded by Councilor Torres that Council accept the 2026 FY2024 Edward Byrne Justice Assistance Grant of \$4,515 for the Police Department.

Interim Town Manager Ketch noted that the Police Department has received this grant several times.

Councilor Tortello noted how wonderful it is that we got this and asked Chief DeLuca what kind of equipment he planned to buy.

Chief DeLuca replied that the primary focus was replacement of firearms and details in the community. He noted that he has been able to get other firearms using drug asset forfeiture funds.

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

The order passed.

C. (070226-3) It was moved by Councilor Tortello, seconded by Councilor Torres to table the following: Council authorizes the Interim Town Manager to enter into a Purchase and Sales Agreement between the Town of Houlton and Tri County Crematory, LLC for the sale of the one-story utility building located at 163 Smyrna Street for the price of \$9,108 and for a lease of the land for \$150 per month and to sign all documents pertaining to the sale.

Interim Town Manager Ketch explained that there were changes that need to be made to the purchase and sale agreement. She also explained that it would need to be a 3 meeting process with an Introduction, First Reading and Public Hearing.

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

The order was tabled.

IV. Discussion and Reports

A. Property Valuation Adjustments – Terri Duff, Tax Assessor

Terri Duff, Assessor explained the letter that she intends to send out to taxpayers. She noted that this will allow taxpayers to notify her if they feel their assessment is out of line before we go to commitment. She explained that the reason for the increase is to stay in line with property sales to retain the full reimbursements that are received from the State of Maine.

Councilor Tortello asked why homeowners were being re-evaluated more often than in the past.

Duff explained that it was due to the real estate market. She explained that sale prices control our numbers which controls the ratio with the state. She noted that she feels that the jumps are going to cease due to higher interest rates. She noted that she is keeping close tabs in order to not adjust any higher than needed.

B. Town Manager's Report

Interim Town Manager Ketch reminded everyone that the Town Office will closed until noon on Wednesday. She also reminded everyone that nomination papers are available at the Town Office for various positions. She noted that the Peanut Carnival Parade is next Wednesday and the Peanut Carnival will be next Thursday night. She noted that it's Crystal's first Peanut Carnival and feels she's doing a great job. She noted that she appreciates all of the department heads and employees for working hard to keep everything moving forward.

C. Councilors' Remarks

Councilor Tortello reminded everyone that on Saturday, August 1st there will be a Bridge to Hope Cardboard Boat Race at Nickerson Lake. She reminded everyone that Potato Feast Days will be on August 14th and 15th. She thanked the Canopy Crew for the lovely flower beds downtown.

Councilor Torres noted the flower beds are a labor of love due to the draught conditions. She noted that the Fire Department waters them 3 days a week and the ladies from the Canopy Crew haul gallons of water to keep them alive. She noted that Potato Feast Days are coming up and will have the lobster feast, touch a truck, doll parade and all of the usuals. She noted that posters will be distributed.

She thanked Carl, Sue and Paula for coming to the Council meetings and noted that she wished more people would attend. She noted that Rotary had their International Food Festival this past weekend and raised over \$6,000. She thanked Terri Duff for coming tonight and explaining the valuation adjustments.

Councilor Schools also thanked Terri Duff for coming to explain the valuation adjustments in a way people could understand.

Councilor Craine via Zoom noted that it was good to be able to join a meeting. He noted that he's been keeping up with everything and can't wait to get back home.

Councilor Grant noted that he had emailed out blight and tax acquired property ordinance information for Council to look at. He noted that they've discussed looking at ordinances to make sure they get updated and doesn't want that to fall off their list. He noted that people come in to discuss blight and the challenges around town. He noted that it's difficult without a Code Enforcement Officer but would like to work on a policy that makes sense for the community and town to be able to address it when we're staffed to accommodate that. He noted that he would like the Council to come up with a process to evaluate the ordinances.

He noted that a salary review for managers was asked for and understands it's an ongoing process. He noted that he wants to make sure the adjustments are made before it gets any later in the year.

Interim Town Manager Ketch noted that we are supposed to review our ordinances every 10 years and in the past an Ordinance Review Committee was put together to review and bring back proposals.

Councilor Lake thanked Terri Duff for coming tonight to explain the valuation adjustments. He thanked the Canopy Crew for the beautiful flowers around town. He thanked those that come to every Council meeting to listen about the business of the town.

V. Adjournment : On motion by Councilor Tortello, seconded by Councilor Torres the meeting adjourned at 6:40 PM with all in favor.

SA+II C

BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS. that **THE TOWN OF HOULTON**, of 21 Water Street, Houlton, Maine, in consideration of Nine Thousand One Hundred and Eight Dollars and Other Valuable Considerations paid by **TRI COUNTY CREMATORY**, of 10 Water Street, Houlton, Maine, the receipt whereof is hereby acknowledged, do hereby Grant, Sell, Transfer and Deliver unto the said **TRI COUNTY CREMATORY** the following goods and chattels, in "AS IS" condition, namely:

The one story utility building located at 163 Smyrna Street, Houlton, Maine on Tax Map 33, Lot 6 said building to remain personal property and any additions thereto shall likewise be personal property and shall not become part of the realty, all located at 163 Smyrna Street, Town of Houlton, County of Aroostook and State of Maine, being conveyed from **THE TOWN OF HOULTON** to **TRI COUNTY CREMATORY**, **TO HAVE AND TO HOLD**, all and singular the said goods and chattels to the said **TRI COUNTY CREMATORY**, their heirs and assigns, to own use and behoof forever.

AND HEREBY COVENANT with the said **THE TOWN OF HOULTON**, their heirs and assigns that we are the lawful owner of the said goods and chattels, that they are free from all encumbrances: that we have good right to sell the same as aforesaid: and that we will **WARRANT** and **DEFEND** the same unto the said **TRI COUNTY CREMATORY** their heirs and assigns, against the lawful claims and demands of all persons.

IN WITNESS WHEREOF, the said **THE TOWN OF HOULTON** have

executed this Bill of Sale this _____ day of _____, 2026.

Town of Houlton – Nancy Ketch

Tri County Crematory, LLC –
Anthony V. Bowers

PURCHASE AND SALE AGREEMENT

Now comes Tri County Crematory, LLC, of 10 Water Street, Houlton, Maine, and hereby agrees to enter into the attached lease agreement and Bill of Sale with the Town of Houlton, contingent upon the LLC obtaining the required permits for the crematory.

The Town of Houlton agrees to execute the attached agreements on notice that the contingency has been satisfied and payment satisfied.

WITNESS our hand and seal this _____ day of _____, 2026.

Signed, Sealed & Delivered

in the presence of

Town of Houlton – Nancy Ketch

Tri County Crematory, LLC –
Anthony V. Bowers

STATE OF MAINE

AROOSTOOK, ss. _____, 2026.

Personally, appeared the above-named **NANCY KETCH, Town Manager for the Town of Houlton, and ANTHONY V. BOWERS of Tri County Crematory, LLC** and acknowledged the foregoing instrument to be their free act and deed.

Before me,

NOTARY PUBLIC

Type or Print Name

My Commission Expires:

REAL ESTATE LEASE AGREEMENT

LEASE AGREEMENT, made this _____ day of July, 2026, by and between **The Town of Houlton** (*hereinafter referred to as "Landlord" or "Landlords"*) and **Tri County Crematory, LLC** (*hereinafter referred to as "Tenant"*), WITNESSETH:

1. Leased Premises. Landlord leases to Tenant subject to the terms and conditions set forth herein, the following described premises (the "Leased Premises"), situate at 163 Smyrna Street, Houlton, Maine as set forth in Exhibit A.

2. Rent and Terms. The term of this Lease shall begin on _____, 2026 and shall continue month to month for so long as the tenant utilizes the leased premises for a crematorium.

3. Tenant's Duty to Maintain Premises. Tenant will keep the premises in a clean and sanitary condition and free from vermin and rodents and will otherwise comply with all state and local laws requiring tenants to maintain rented premises.

4. Lessee shall pay \$150 per month commencing on the effective date herein. Said rent shall be adjusted annually based on the annual inflation rate as published by the Wall Street Journal East addition on the anniversary date of this agreement.

5. Water and Sewer. Any upgrades of the water or sewer system required by any regulatory body as a part of the permitting process shall be the expense of the lessee. Ordinary water or sewer repair shall be paid one half by lessee and one half by lessor.

6. Utilities and Maintenance. During the Lease Term and the renewal term, if applicable, the Utilities and Maintenance will be paid by the party indicated on the following chart:

	Landlord	Tenant
Electricity	_____	<u> X </u>
Heating Oil	_____	<u> X </u>
Propane Gas	_____	<u> X </u>
Wood fuel	_____	<u> X </u>
Water	_____	<u> X </u>
Sewerage	_____	<u> X </u>
Trash Removal	_____	<u> X </u>
Yard Maintenance	_____	<u> X </u>
Snow Removal	_____	<u> X </u>

7. Alterations, Renovations and Improvements. Tenant shall not have the right, but only with the written consent of the Landlords, which shall not be unreasonably withheld, to make, at Tenant's sole expense, such alterations, renovations and improvements to the Leased Premises as are necessary or desirable for Tenant's use of the Leased Premises as authorized herein; provided, however, that Tenant shall perform such alterations, renovations and improvements in a good, workmanlike and reasonable manner, and provided further that Tenant shall assume all cost, liability and responsibility for such alterations, renovations and improvements. Tenants shall not be compensated for any improvement to the premises which shall become property of landlord.

8. Electric Metering. Lessee shall be responsible for the expense of installing separate Electric Meters, including those for the shared well.

9. Damage. Tenant shall not commit or permit any harm or waste of the premises or any part thereof. Any damage to or destruction of the premises or any part thereof in or about said premises arising from the negligence, omission or willful act of Tenant, or Tenant's contractors, invitees, or guests, shall be the responsibility of the Tenant, who shall be immediately liable to Landlord for all expenses in repairing or rebuilding the premises or repairing or replacing such personal property.

10. Indemnification and Liability Insurance.

- (a) Tenant agrees to, and does hereby, indemnify, protect and hold Landlord harmless from and against all liabilities, injuries, claims, losses, or damages to persons or property, occurring or arising on or about the Leased Premises during the Lease Term and any renewal term hereof, which liabilities, losses or damages arise as a result of Tenant's use, misuse or occupation of the Leased Premises or any part thereof, except to the extent that said liabilities, losses or damages are the result of gross negligence or willful misconduct of Landlord, their agents or servants.
- (b) Tenant agrees to maintain in full force during the Lease Term and, if applicable, during the renewal term, a policy of liability and property damage insurance through a "Tenant's Policy", in such amount as is reasonable under the circumstances, as determined by Landlord and Tenant from time to time.

11. Use of Property. Tenant agrees to use the Leased Premises only for crematoria purposes, except for incidental use in trade or business, so long as such incidental use does not violate local zoning law or affect the Landlord's ability to obtain fire or liability insurance. No article or substance will be kept on the premises, nor any activity or occupation conducted, which is illegal, noisy or dangerous.

12. Right to Enter. Tenant agrees to permit Landlord or his duly authorized agents to enter on the Leased Premises upon 24-hour prior notice to the Tenant, provided such access to the Leased Premises shall not unnecessarily interfere with Tenant's use of the Leased Premises. If, however, Landlord or his agent reasonably believes that an emergency exists which requires immediate entry, such entry may be made without notice.

13. Total or Partial Destruction. If the premises becomes substantially or totally destroyed during the Lease term, either party may thereupon terminate this Lease upon reasonable notice.

14. Personal Property. Landlord shall not be liable for any loss of, damage to or destruction of property located in or about said premises occasioned by any cause whatsoever (except for the negligent or willful act of Landlord or its employees or agents) including, without limitation, fire, explosion, riot, water or any theft by any person. Upon termination of this Lease, the Tenant will vacate the premises, remove all personal property belonging to Tenant, and leave the premises as clean as Tenant found them, normal wear and tear excepted.

15. Notices. All notices required to be given pursuant to this Lease, to be effective, shall be in writing and shall be delivered by hand, postage prepaid, to the following addresses:

- (a) To Tenant at: Tri County Crematory
10 Water Street
Houlton, Maine 04730
- (b) To Landlord at: Town of Houlton
21 Water Street
Houlton, Maine 04730

Either party may, by such manner of notice, substitute persons or addresses for notice other than those listed above.

16. Default. Any violation of the provisions of this Lease by Tenant will be deemed to be a breach of the Lease, any remaining term will be forfeited, and Tenant will be subject to a forcible entry and detainer action (eviction), as well as suit for damages on thirty (30) day notice.

17. Miscellaneous Provisions.

- (a) Invalidity of Particular Provisions. If any provision of this Lease, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be effected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.
- (b) Governing Law. This Lease shall be governed exclusively by the provisions hereof and by the laws in effect in the State of Maine as those laws may be amended from time to time.
- (c) Paragraph Headings. The paragraph headings throughout this instrument are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Lease.

- (d) Interpretation. Whenever in this Lease provision is made for the doing of any act by any party, it is understood and agreed that said act shall be done by such party at its own cost and expense, unless a contrary intent is expressed.
- (e) Entire Agreement; Binding Effect. All negotiations, considerations, representations and understandings between Landlord and Tenant are incorporated herein and may be modified or altered only by agreement in writing between Landlord and Tenant, and no act or omission of any employee or agent of Landlord shall alter, change or modify any of the provisions hereof. All rights, obligations and liabilities contained herein given to or imposed upon Landlord and Tenant shall extend to and bind the several respective administrators, trustees, receivers, legal representatives, successors, heirs, and permitted assigns of Landlord and Tenant and if there shall be more than one tenant, they shall all be bound jointly and severally by the terms, covenants and agreements herein.
- (f) Compliance with Laws. Tenant agrees to abide by and comply with all federal, state and local statutes, ordinances, rules and regulations applicable to Tenant's use of the Leased Premises.
- (g) Waiver. The waiver by Landlord of any breach of any term, covenant or condition herein will not be deemed a waiver of such term, covenant or condition or any subsequent breach of the same, or any other term, covenant or condition herein. The subsequent acceptance of rent hereunder by Landlord will not be deemed a waiver of any preceding breach by the Tenant of any term, covenant or condition of this Lease, other than failure of the Tenant to pay the particular rent so accepted.
- (h) Legal Proceedings. If either party commences a lawsuit against the other to enforce any provision of this Lease, the successful party may be awarded reasonable attorney's fees and court costs from the other.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Lease Agreement as an instrument under seal as of the day and year first above written.

LANDLORD

WITNESS

Town of Houlton – Nancy Ketch

TENANT

WITNESS

Tri County Crematory, LLC – Anthony V. Bowers

EXHIBIT A

An easement located at 163 Smyrna Street, for the real estate location of the Utility Building located therein as well as the right to extend the footprint of the addition to said structure to a total foot print of forty (40') foot by forty (40') foot footprint accommodating the anticipated addition of said structure.

Also hereby transferring an easement for the use of the well and septic located thereon in common with the Town of Houlton.

Also an easement for the access, ingress and egress to the aforesaid structure and the right of parking? located adjacent thereto in common with the Town of Houlton.

The one-story utility building located at 163 Smyrna Street, Houlton, Maine on Tax Map 33, Lot 6 said building to remain personal property and any additions thereto shall likewise be personal property and shall not become part of the realty.



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

July 15, 2026.

From: Chief Tim DeLuca
Houlton Police Department
97 Military Street
Houlton, Maine 04730

To: Cavalier Marketing
Karen Salyers
Susan Hayman
19212 Coc Road
Sutherland, VA 23885

Dear Cavalier Marketing representatives,

The Town of Houlton have received your application for a Precious Metal Dealer Permit along with all the supporting documents. I will be submitting the permit application approval to the Town Council for final approval with the following provisions:

- 1- Because you are planning to do business in Houlton for a limited number of days, the permit will only be in effect for the predetermined days listed below and will expire your last day of business.
- 2- On the day of departure, a copy of all records as outlined in the ordinance (acknowledged by you) **MUST** be handed in to the Houlton Town Offices at 21 Water Street, Houlton, Maine 04730. **These are to be held by the Town Clerk, Khylee Wampler, for one (1) year.**
- 3- **Cavalier Marketing is required to keep a copy of the records for one (1) year upon completion of the permit.**
- 4- The event is permitted for **August 20, 21, 22, 23, 24 and 25, 2026**. The location of your permit will be at the **"Shiretown Inn and Suites," 282 North Road, Houlton, Maine.**
- 5- You have signed a copy of the **Precious Metals Ordinance**, and we have it in a file. It is your responsibility to be fully aware of the contents and follow accordingly.

Any questions, please contact me at 207-532-2287 or the Town Clerk, Khylee Wampler at 207-532-7111.

Regards,

Chief Timothy B. DeLuca

APPLICATION FOR SECONDHAND PRECIOUS METAL DEALER PERMIT

PLEASE PRINT CLEARLY OR TYPE

1. BUSINESS NAME:

Cavalier Marketing

2. BUSINESS ADDRESS:

19212 Cox Rd Sutherland VA 23885
Street City/Town State Zip Code

3. TELEPHONE: 804-481-5635

4. LOCATION OF RECORDS OF SECONDHAND PRECIOUS METALS:

19212 Cox Rd Sutherland VA 23885

5. BUSINESS STRUCTURE:

[] PROPRIETORSHIP [] PARTNERSHIP [☒] CORPORATION

PROPRIETORS, PARTNERS, OR DIRECTORS:

Susan Hoylman 19212 Cox Rd Sutherland VA 23885
Name Address
Telephone 804-481-5635

Name Address
Telephone

6. COPY OF DRIVERS LICENSE
ATTACHED: Yes

7. LIST PAST CRIMINAL CONVICTIONS OR INDICATE NONE: None

CERTIFICATION

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

Dated this 2nd day of July, 2026.

 Signature

Susan Hoylman
Name typed or printed legibly

manager
Title

Fee of \$50.00 paid Paid., 2026.

Copy of Secondhand Precious Metal Dealer Ordinance received

B.D.
Initials



See attached.

See attached provisions.



ARTICLE XII SECONDHAND PRECIOUS METAL DEALER ORDINANCE

Sec. 10-1201 Definitions

For the purpose of this ordinance the following terms have the meaning indicated in this section.

A. Dealer: The term "dealer" means a person who engages in the business of purchasing, selling or acquiring through exchange, secondhand precious metals.

B. Minor: The term "minor" shall mean any person who has not yet attained eighteen years of age.

C. Precious metals: The term "precious metals" means any item composed in whole or in part of gold, silver or platinum, but does not include dental gold, unrefined metal ore, an electronic product, any part of a mechanical system on a motor vehicle.

D. Seller: The term "seller" means a person who sells or provides through an exchange, secondhand precious metals to a dealer.

Sec. 10-1202 Records required

A dealer shall maintain the following records with respect to each transaction conducted by the dealer involving secondhand precious metals:

A. The date, time and place of the transaction;

B. The name and address of the seller or other person from whom the dealer acquired the precious metals;

C. A digital photograph of each item of precious metals that is the subject of the transaction, as well as a complete description of the item purchased or acquired from the seller, including the weight of the item and any identification numbers, names, initials, serial numbers or identifying marks on the item;

D. The consideration paid pursuant to the transaction; and

E. A signed statement of ownership from the seller of the secondhand precious metals stating that the seller is the owner or is otherwise authorized to sell the precious metals made on a form provided by the dealer that conspicuously bears the warning that making a false statement is a Class D crime under Title 17-A, section 453.

Before recording the information required by this section, a dealer shall require reasonable proof of the seller's identity in the form of a government-issued identification card such as a motor vehicle operator's license or military identification card.

Sec. 10-1203 Retention and maintenance of records

The records required under Sec. 10-1202 must be kept for a period of one year and maintained in order by date of purchase.

Sec. 10-1204 Availability for inspection

Upon request by a law enforcement officer or prosecuting attorney, a dealer in secondhand precious metals shall promptly make available for inspection, at the dealer's principal place of business, the records required under Sec. 10-1202.

Sec. 10-1205 Holding period

A dealer may not sell or alter any precious metals until the precious metals have remained in the dealer's possession for 15 (fifteen) business days after the date of acquisition by the dealer, except that a dealer who determines that the precious metals are not listed in an electronic database designed to catalog stolen property may sell or alter the precious metals 5 (five) business days after the date of acquisition or unless sooner released by the Chief of Police.

Sec. 10-1206 Municipal Permit Required

A. No person, firm, association partnership or corporation shall act as a dealer without a permit issued by the municipal officers of the municipality in which the person intends to maintain a permanent place or places of business. A dealer shall provide the address of the permanent place of business to the municipality and shall notify the municipality if the location changes. The municipal officers may require other reasonable information as to the identity of the persons managing, supervising or conducting the business as necessary in order to fulfill the purposes of this section. The municipal officers may not issue a permit to act as a dealer to a person if they find that issuance of the permit would be detrimental to the public health, safety or welfare. Without a municipal permit, a person may not engage in the business of dealing in secondhand precious metals.

1. New Permit: The municipal officers may grant permits, after conducting a public hearing and upon the recommendation of the Chief of Police, to be dealers if such person demonstrates the following:

- a. The person is 21 years of age or older
- b. The person has no criminal convictions for the following offenses:
 - Theft by Unauthorized Taking or Transfer
 - Theft by Extortion
 - Receiving Stolen Property
 - Theft by Deception
 - Insurance Deception
- c. The person has not been convicted of a criminal offense for which a term of imprisonment in excess of one year is authorized.

2. Renewals: An existing permit may be renewed by the Chief of Police with no public hearing required. The Chief of Police shall renew a permit if satisfied that the applicant meets all the requirements of this ordinance. If the Chief of Police is not satisfied that the application meets all requirements of this ordinance, the renewal application shall be referred to the municipal officers, which shall process the application in the same manner as an application for a new permit.

B. Applications for all permits shall be completed on a form furnished by and filed with the Chief of Police. The Chief has the authority to deny an application if the application has been misrepresented.

C. In addition to this ordinance, all dealers shall be subject to all state statutes and regulations relating to precious metal transactions.

Sec. 10-1207 Permit Fee

Upon approval by the municipal officers, a dealer's permit shall be issued upon an annual payment of fifty dollars (\$50.00) to the Town Clerk. Said permit shall be effective from the date issued and be valid for a period of one (1) year unless sooner revoked by the Chief of Police, or designated representative.

Sec. 10-1208 Appeal

If an applicant for a dealer's permit is denied by the municipal officers for a new permit, or by the chief of police for a renewal, suspended or revoked permit pursuant to Section 10-1409, the denial, suspension or revocation may be appealed to the personnel board of appeals within ten (10) days after notification thereof is mailed to the applicant. An appeal from the decision of the personnel board of appeals may be taken to the Superior Court as provided by applicable law.

Sec. 10-1209 Suspension or Revocation of Permit

The chief of police or designated representative, may suspend or revoke a permit for violations of this ordinance, convictions of any offenses set forth in Section 10-1406 A1(b) or (c) or failure to correct any deficiencies five (5) days after notice.

The chief of police, or designated representative, shall give the owner written notice of any deficiencies which must be corrected and a clear warning that failure to correct these deficiencies within five (5) business days shall constitute good cause for suspending or revoking the secondhand precious metal dealer permit.

If revoked or suspended, the permittee may appeal as set forth in Section 10-1408.

Sec. 10-1210 Purchase from Minors

No dealer shall directly or indirectly conduct any transaction with a minor.

Sec. 10-1211 Violations

The Secondhand Precious Metal Dealer Ordinance shall be enforced by the Houlton Police Department. Any dealer who violates sections 10-1203, 10-1204, 10-1205, or 10-1206 of this Ordinance commits a civil violation for which a forfeiture not to exceed two hundred and fifty dollars (\$250.00) may be adjudged.

Sec. 10-1212 Severability

If any provision of this Ordinance is determined invalid by a court of competent jurisdiction, such determination shall not render invalid the remaining portions of the Ordinance.



**MAINE MUNICIPAL
ASSOCIATION SINCE 1936**

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

III C

To: Key Municipal Officials of MMA Member Municipalities
From: Catherine Conlow, Executive Director
Date: July 27, 2026
Subject: MMA Annual Election: Vice President & Executive Committee Members

DEADLINE: Friday August 28, 2026, 12:00 p.m.

CAST YOUR VOTE FOR THE 2027 MMA EXECUTIVE COMMITTEE

Election Process. Your ballot is attached to help chart the future of MMA. You are voting for Vice President and three committee seats. The Maine Municipal Association (MMA) Executive Committee is elected by member municipal select boards and councils to oversee the Association's operations.

Pursuant to MMA by-laws, these candidates were interviewed by a six-member Nominating Committee, which includes a former Executive Committee past president, an elected municipal officer, a municipal employee, a town or city manager, an MMA affiliate group representative, and an individual from a community-based organization representing the interests of an underrepresented group. As you will note, unlike municipal elections MMA does not provide an option for write-in candidates since our process includes an opportunity to nominate a candidate by petition. The petition process expired on July 20, 2026.

The candidates have provided a brief biography of themselves for you to reference.

The ballot must be signed by a majority of the municipal officers (e.g., select board or council), or a municipal official designated by a majority of the municipal officers and received by MMA no later than **12:00 p.m. (noon) on Friday, August 28, 2026**. We have enclosed a self-addressed, stamped envelope for your convenience. Ballots will be counted on the afternoon of August 28, with the election results confirmed by MMA President Justin Poirier, Monmouth Town Manager.

Election results will be available no later than September 1, 2026, and can be accessed by either contacting the MMA Executive Office or visiting MMA's website at www.memun.org. A formal announcement of the election results will be made at the MMA Annual Business Meeting, and the newly elected members will be introduced at the Awards Luncheon, both of which will be held during MMA's annual convention on Wednesday, October 7.

The newly elected Executive Committee members will take office on January 1, 2027.

If you have any questions on the election process, please do not hesitate to contact me or Kelly Maines at 1-207-623-8428 or by e-mail at kmaines@memun.org. Thank you.



WWW.MEMUN.ORG



**MAINE MUNICIPAL
ASSOCIATION SINCE 1936**

BALLOT

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Ballots – 12:00 noon on Friday, August 28, 2026

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Shiloh LaFreniere, Jay Town Manager

☐

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Chris Camire, Lisbon Council Chair

☐

Michele LaBree Daniels, Brewer City Council

☐

Richard Petrie, Jackman Town Manager

☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, which ended on July 20, 2026.

The ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

DATE: _____ **MUNICIPALITY:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

PRINT NAME: _____ **POSITION:** _____

SIGNATURE: _____

OR

Signed by a majority of Municipal Officers:

Current Number of Officers: _____

PRINT NAME

SIGNATURE

Return to: MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: kmaines@memun.org

NOMINATIONS - 2027
Maine Municipal Association
EXECUTIVE COMMITTEE – BIOGRAPHIES

VICE PRESIDENT NOMINEE: 1-YEAR TERM

Shiloh LaFreniere – Town Manager, Town of Jay

Professional & Municipal Experience & Committees:

Jay Town Manager	2014-present
Code Enforcement Officer, Town of Jay	1997-2014
Environmental Code Administrator, Town of Jay	1997-2010
Wellness Coordinator, Town of Jay	2005-2014
E911 Addressing Officer, Town of Jay	2010-2014
Deputy Finance Director, Town of Jay	2012-2014

Education & Certificates:

Bachelor's in business administration
State of Maine Notary Public

Affiliations & Certifications:

- Maine Municipal Association Executive Committee & Strategic Finance Committee
- Maine Town, City and County Management Association Ethics Committee
- Androscoggin Valley Council of Governments – Past President, Executive Committee
- Maine Infrastructure Rebuilding and Resilience Commission Member
- Maine Health Franklin Community Health Network EMS Advisory Board Member
- Institute for Civic Leadership, Maine Development Foundation 2022
- Past Member of the State of Maine Technical Building Codes and Standards Board

EXECUTIVE COMMITTEE NOMINEES: 3-YEAR TERMS

Chris Camire – Town Council Chair, Town of Lisbon

Professional & Municipal Experience & Committees:

Senior Manager, Technical Services, Tyler Technologies, Inc.	2023-present
Manager, Technical Services, Tyler Technologies, Inc.	2021-2023
Town Council, Town of Lisbon	2024-present
General Assembly, Androscoggin Valley Council of Governments (AVCOG)	2026-present

Education & Certificates:

University of Southern Maine – Bachelor of Arts, Political Science and Information & Communications

Michele LaBree Daniels – City Council, City of Brewer

Professional & Municipal Experience & Committees:

City Council Member, City of Brewer	2019-Present
Mayor, City of Brewer	2020-2022
	2024-2025
Budget Committee Member, Penobscot County	2020-2024
Telecommunications, Customer Service, Supervisor/Trainer	1995-2015
General Manager, Hospitality Management	1989-1995

Committee Membership 1999-2019:

Member - Greater Bangor Regional Economic Group
Board Member - Brewer Land Trust
Board Member - Brewer Conservation Commission
Member - Greater Bangor Regional Economic Group
Board Member - Brewer Cemetery Board
President - Brewer Library Trustees
Member - Brewer Parks & Recreation Advisory Commission
Liaison - Penobscot County Commissioners

Education & Certificates:

John Bapst Memorial High School
Trinity College, Burlington, Vermont – U.S. History and Canadian Studies
National League of Cities University – Grant Writing Bootcamp
Maine Municipal Association – Ongoing Training
National League of Cities University – Housing as an Economic Development Tool

Affiliations & Certifications:

- National League of Cities – Public Safety & Crime Prevention; Small Cities Council
- Maine Municipal Association Co-Ambassador for NLC Congressional City Conference -Hill Day.

Richard Petrie – Town Manager, Town of Jackman**Professional & Municipal Experience & Committees:**

Jackman Town Manager	2025-present
North East Mobile Health Services	
- Chief Executive Officer	2023-2025
- Chief Operations Officer	2021-2023
Atlantic Partners EMS - CEO	2011-2021
Kennebec Valley EMS Council - Regional Director	2000-2011
Chair, Maine Trauma Advisory committee	2018- 2025
Member, Maine Legislative EMS Blue Ribbon Commission	
Member, Maine General Medical Center Institutional Review Board	

Education & Certificates:

- MMA Leadership Program
- Adjunct Faculty, National Ambulance Training Schools (Ireland & Northern Ireland)
- Adjunct Professor, Fiji National University
- Active educator and presenter on leadership, governance, and EMS administration
- Contributing Author: Mosby EMT Text, Legal Issues for EMS

Affiliations & Certifications:

- ICS 100, 200, 700, 800
- Local Health Officer Certification
- Town Meeting & Election Law Training
- General Assistance (Foundations & Advanced)
- Vital Records Training
- Transfer Station Operations (Core 1 & Core 3)
- Notary Public
- BMV Registration Training (Standard & Commercial)