



TOWN OF HOULTON
21 WATER STREET
HOULTON, MAINE 04730

COUNCIL AGENDA

Location: Town Office, Council Chambers, 21 Water Street, 2nd Floor

Broadcast by: Pioneer Cable: Channel 400, Spectrum Cable – Channel 1301 or Channel 7

Public Participation via Zoom: Meeting ID: 856 7271 4460, NO PASSCODE REQUIRED, Call in: 1-929-205-6099

Regular Council Meeting

October 26, 2026, 6:00 PM

Pledge of Allegiance

Public Comment

I. **Minutes:** Special Council Meeting - October 5, 2026, and Regular Council Meeting - October 13, 2026.

II. **Old Business:** None.

III. **New Business**

- A. (100226-1) Council to consider ratifying Town Manager, Amber Jones', signature on the Amendment the Purchase & Sale Agreement between Terrence Beals and the Town of Houlton, to extend the closing date to November 6, 2026.
- B. (100226-2) Council to consider adopting the revised resolution to the Purchase & Sale Agreement authorizing the actions of the Town Manager and Interim Town Manager for the purchase of 19 Industrial Drive, Houlton Maine.
- C. (100226-3) Council to consider Public Works Director, Robert Monfils' request for a waiver of the bid process for the purchase of a Beau-Roc DCS 14' Dump Body, to be expended from the Parts budget line under Public Works appropriations.
- D. (100226-4) Per Town Charter Section 212 § 2; General Ordinances: Procedure:
Introduction to Council on request from Houlton Housing LLC, petitioner, for a Zoning Ordinance amendment to:
 - a) relocate the southern boundary line of the (B2) Highway Business District on North Street, and
 - b) include two abutting residential lots (west of the North Meadows subdivision) to the (R-B) Residential Business District.**(Introduction)**
- E. (100226-5) Town Manager, Amber Jones requests an extension of the Charter ruling under Article 5: Financial Procedures, Section 502: Submission of the Budget Message, which requires the budget message to be submitted on the first meeting of the eleventh month, to the first meeting of December.

IV. Reports

- A. Town Manager's Report
- B. Councilors' Remarks

VI. Discussion

- A. Schedule a training workshop on the mechanics and range of uses of Tax Increment Districts (TIF's).

VII. Executive Session

- A. Council to enter into Executive Session per Title 1 MRSA § 405 6 A; to discuss two personnel matters, and per Title 1 MRSA 405 6 F: F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute.

VII. Adjournment

**Special Council Meeting
October 5, 2026**

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

A. (S100126-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council authorizes that the following Tax Increment Finance District's capture will be the following for 2026:

North Street TIF 0%
Downtown TF 0%
Tate & Lyle TIF 0%
Airport Development TIF 0%

Many different options were discussed with consensus to vote on 0%.

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

The order passed.

B. (S100126-2) It was moved by Councilor Tortello, seconded by Councilor Torres that Council enter Executive Session with the Town Manager and the Public Works Director 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; Councilor Craine, yes; Councilor Maguire, yes; Councilor Torres, yes; Councilor Tortello, yes.

Council entered Executive Session at 6:22 PM and returned to Open Session at 6:43 PM.

V. Adjournment: On motion by Councilor Tortello, seconded by Councilor Torres, the meeting adjourned at 6:43 PM with all in favor.

**Regular Council Meeting
October 13, 2026**

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

Public Comments

Carl Lord Jr., Houlton resident noted that he was concerned about Houlton losing the jail. He noted that if it goes north, there will be three steps involved to move the County seat. He noted that Houlton can't afford to lose the jail and the jobs that go with it. He noted that he's heard things on the street and hopes someone can give information to keep people updated.

I. **Minutes:** It was moved by Councilor Tortello, seconded by Councilor Torres that the Regular Council Meeting of September 28, 2026 minutes be approved as presented.

All were in favor.

II. **Old Business**

A. (090126-6) Chair Lake declared the Public Hearing open on the following: The Town of Houlton ordains that Chapter 7 General Assistance Ordinance dated September 2021 be replaced with General Assistance Ordinance dated September 2026. (Note: Document in its entirety is available at the Town Office during normal business hours.)

There being no public comments, Chair Lake closed the Public Hearing.

It was moved by Councilor Tortello, seconded by Councilor Torres to approve the order.

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

The order passed.

B. (090126-7) Chair Lake declared the Public Hearing open on the following: The Town of Houlton ordains that Chapter 7 General Assistance Appendix A, B, C, D, E, F, G and H dated October 1, 2025 to September 30, 2026 of the Houlton Code be replaced with General Assistance Appendix A, B, C, D, E, F, G and H dated October 1, 2026 to September 30, 2027. (Note: The document in its entirety is available at the Town Office during normal business hours.)

Appendix A – Overall Maximums

Appendix B – Food Maximums

Appendix C – Housing Maximums

Appendix D – Electric Utility Maximums

Appendix E – Heating Fuel Maximums

Appendix F – Personal Care & Household Supplies Maximums

Appendix G – Mileage Rate

Appendix H – Funeral Maximums, Burial Maximums and Cremation Maximums

Chair Lake noted that these maximums are reviewed annually by the state and amended as needed.

There being no public comments, Chair Lake closed the Public Hearing.

It was moved by Councilor Tortello, seconded by Councilor Torres to approve the order.

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

The order passed.

III. New Business

A. (100126-1) It was moved by Councilor Tortello, seconded by Councilor Torres that Council confirms the Town Manager's appointment of Ryan Cleary as the Code Enforcement Officer.

Town Manager Jones noted that she was excited to have him on board and asked if he would introduce himself.

Mr. Cleary told everyone that he was born and raised in the area and is excited for the opportunity.

Councilor Tortello noted that the town is glad to have this position filled and feels we've got a good candidate.

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

The order passed.

B. (100126-2) It was moved by Councilor Tortello, seconded by Councilor Torres that Council confirms the Town Manager's appointment of Ryan Cleary as the Health Officer.

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

The order passed.

C. (100126-3) It was moved by Councilor Tortello, seconded by Councilor Torres that Council confirm the Town Manager's appointment of Emily Crofoot as Treasurer/Finance Director.

Town Manager Jones noted that she worked with Ms. Crofoot today and asked her to introduce herself.

Ms. Crofoot told everyone that she moved here from Virginia and is prepared for the winter. She noted that she learned a lot today and it's a special, hardworking team and is delighted to be part of it.

Councilor Tortello welcomed Ms. Crofoot and noted that it's the first time in a long time that all the major positions have been filled and that she is delighted.

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

The order passed.

D. (100126-4) It was moved by Councilor Tortello, seconded by Councilor Torres that Council confirms the Treasurer's appointment of Khylee Wampler as Deputy Treasurer.

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

The order passed.

E. (100126-5) It was moved by Councilor Craine, seconded by Councilor Torres that Council appoint Susan Tortello as the Council Representative to the Planning Board.

Town Manager Jones thanked Councilor Tortello and reminded everyone that we still need people on this board and to contact her if interested.

Councilor Tortello noted that unfortunately, the Planning Board finds itself without a quorum when there's important business that needs to be taken care of right away. She noted that she's agreeable to this appointment, with the caveat that she will only be serving until the board reestablishes a quorum.

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

The order passed.

F. (100126-6) It was moved by Councilor Tortello, seconded by Councilor Torres that Council accepts the donation of \$197.95 from Jim McPartland to purchase helmets for the Parks & Recreation Department.

Councilor Tortello thanked Mr. McPartland for seeing the need and addressing it.

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

The order passed.

G. (100126-7) It was moved by Councilor Tortello, seconded by Councilor Torres that Council authorizes the submission of a letter of support signed by the Council Chair for the proposed consolidated high school including RSU 29 Houlton, MSAD 70 Hodgdon, and Region Two CTE.

Chair Lake noted that the town has been asked to send a letter of support.

Town Manager Jones stated that she was glad to be supporting this.

Councilor Tortello noted that this is an important project and is glad that Council is supporting it with this letter.

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

The order passed.

IV. Discussion and Reports

A. Town Manager's Report

Town Manager Jones noted that she needs to prioritize the upcoming budget. She noted the different organizations and people that she met with during her first two weeks on the job. She noted that the town is due 2 years of LRAP funds and she will let them know the final amount once she knows. She noted that she's been looking at addressing some of the administrative processes. She announced that absentee ballots are available and to call the Town Office for more information.

B. Councilors' Remarks

Councilor Tortello announced that AVEC which was previously ACAP is having a home energy assistance virtual zoom tomorrow from 10 to 11. She noted that there's no registration cost and is to give resources to organizations to assist residents.

Councilor Torres announced that the Rec Department and the Chamber of Commerce are partnering again for the Spooktacular event and if any business or individual wants to give out candy at the event, to give her a call. She reminded everyone that tomorrow is apple crisp day which is done for businesses in town to thank their employees. She noted that the community market is over for the year and that 387 \$50 vouchers were given out to low-income senior citizens. She noted that they gave away almost as much as Portland did.

Councilor Maguire thanked Ryan, Emily, Khylee and Sue for stepping up and filling important positions.

Councilor Schools reminded everyone that winter is coming and hopefully we will get lots of snow for sledding as the industry up here has been suffering the past few years without a lot of snow.

Councilor Grant noted that Carl Lord had asked a good question and feels at least a partial answer should be given as it impacts our community and Aroostook County. He noted that the town had put together a very extensive proposal for the jail to remain in Houlton. He noted that it will only require one vote for Aroostook County if the jail remains in Houlton, but three votes if it goes to another location, which will delay the project. He spoke about different reasons he feels it should stay in Houlton.

Chair Lake noted that he also feels that the jail should remain in Houlton and feels it should be a priority to keep it here.

H. (100126-8) Council enters Executive Session with the 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; Councilor Craine, yes; Councilor Maguire, yes; Councilor Torres, yes; Councilor Tortello, yes.

Council entered Executive Session at 6:35 PM and returned to Open Session at 7:38 PM.

V. Adjournment: On motion by Councilor Tortello, seconded by Councilor Torres, the meeting adjourned at 7:40 PM with all in favor.

AMENDMENT
TO
PURCHASE AND SALE AGREEMENT

For good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, **TERRANCE BEALS** as Seller, and the **TOWN OF HOULTON** as Buyer under that certain Purchase and Sale Agreement dated as of April 30, 2026 (the "Agreement") regarding certain real property located at 19 Industrial Drive, Houlton, Maine hereby agree as follows:

1. Notwithstanding the language if Section 4 of the Agreement, the closing date for the transaction contemplated by the Agreement shall be **November 6, 2026**.
2. All capitalized terms used herein shall have the same meanings given to them in the Agreement unless specific definitions for such terms are set forth herein.
3. In the event any portion of this Amendment conflicts in whole or in part with any of the terms contained in the Agreement, the terms of this Amendment shall control and the conflicting terms are hereby considered deleted and expressly waived by all parties.
4. The Agreement, except as modified herein, remains in full force and effect.
5. This Amendment may be simultaneously executed in any number of counterparts, each of which when so executed and delivered shall be an original, but such counterparts shall constitute one and the same instrument. This Amendment may be transmitted between the parties by and email and signatures appearing on scanned PDF or other electronically transmitted instruments (e.g. DocuSign) shall be treated as original signatures.

IN WITNESS WHEREOF, Seller and Buyer have executed this Agreement under seal as of the date first above written.

WITNESS:

SELLER:

Megan Beals

Terrance Beals
Terrance Beals

BUYER:

TOWN OF HOULTON

Amber L. Jones

By:

Name
Title:

Amber Jones

Resolution for October 26, 2026 Houlton Town Council Meeting

The Council hereby authorizes the Town Manager to take such actions, pay such funds, and execute and deliver such documents for and on behalf of the Town of Houlton as are necessary or appropriate in order to consummate the transaction contemplated by that certain Purchase and Sale Agreement dated as of April 30, 2026 between the Town of Houlton and Terrance Beals for the purchase of 19 Industrial Drive, Houlton, Maine for the purchase price of \$1,090,000.00, as amended (the "P&S Agreement"), including, without limitation, acquisition documents, lease documents, title insurance documents, and a closing statement. The Council further hereby ratifies, confirms and approves in all respects, all actions and agreements heretofore taken or given by the Town Manager and the Interim Town Manager in connection with the transactions contemplated by the P&S Agreement.

Town of Houlton Public Works Department



Phone 207-532-1325

Fax 207-532-1307

21 Water St.
Houlton, Maine 04730

Oct. 13, 2026

To: Amber Jones
Houlton Town Manager

From: Robert Monfils, Director
Houlton Public Works

Re: Wavier Bid Process and Purchase

Amber,

I am requesting that council waive the bid process for the purchase of a Beau-Roc DCS 14' 40/60 Dump Body and use money from my parts line item.

Maine Equipment company has two of these dump bodies in stock currently. It is the closest dealer in Maine. And we would be able to pick it up and save some on a delivery charge.

We purchased one in 2023 and it has worked out for our needs. The quoted price of 12,199.63 really hasn't gone up much. The purchase price was \$653.56 less back then.

Time is of the essence for this purchase because the winter sand hauling is in mid-November.

Thank you for your consideration in this request as I believe Council agreement to waive the bid process would be beneficial to the town.

Robert Monfils, Director
Houlton Public Works

Town of Houlton
HOULTON PLANNING BOARD

21 Water St. Houlton, ME. 04730
tel. (207) 532-7111, fax (207)532-1304

MEMORANDUM

TO: The Honorable Houlton Town Council

FROM: Stephen Graham, Chairman Houlton Planning Board

DATE: October 6, 2026

RE: Recommendation to relocate zoning district boundary line

On July 16, 2026, August 18, 2026, and September 15, 2026, during their regular meetings, the Houlton Planning Board considered a request from Houlton Housing LLC (petitioner) to relocate the southern boundary line of the (B-2) Highway Business District on North Street. The petitioner requests that the zone boundary be relocated approximately 270 feet southerly to incorporate lots #6, #7, and #8 of the North Meadows Subdivision. The subject lots are currently zoned (R-1) Low Density Residential district.

Additionally, the Planning Board considered including in the zone boundary change, the two abutting lots to the west of the North Meadows Subdivision, identified as Tax Map 4, Lots 27 and 27-1. (see Exhibit A). These lots are currently zoned as (R-B) Residential Business district.

The Town of Houlton Zoning Ordinance, Section 6 states that the Town Council may, from time to time, amend this Ordinance pursuant to the Town Charter.

On September 15, 2026, the Houlton Planning Board voted to recommend the above-described amendment to the official Zoning Map of the Town of Houlton but acknowledges that vehicular access to future commercial developments on these lots may not be appropriate using the existing access roadway to North Meadows Subdivision (Lupine Lane) and that alternative access routes should be considered for future development.