



**Meeting of the Northport Village Corporation Board of Overseers
November 14, 2021 – 9:00 a.m.**

**This is a hybrid meeting – in person (masks required) in Community Hall, 813 Shore Road, Northport, ME
and virtually at:**

<https://us02web.zoom.us/j/89715642756?pwd=U0o1MldCT2I5WWJjQnhmQnJNU3hscz09>

Revised Agenda

- Call to order
- Agenda review
- Comments by members of the public
- Approval of minutes of the September 26, 2021 rescheduled regular meeting and minutes of October 10, 2021 regular meeting
- Village Agent Report
- Treasurer's Report
- Committee Reports, as needed
 - Finance
 - Governance
 - Proposed revised public access policy and proposed remote participation policy
 - Tree Warden and Tree Committee
 - Utilities
 - Recommendation to approve proposed 2022 Water Department budget
 - Recommendation to approve proposed 2022 Sewer Department budget which includes a \$75/year sewer rate increase
 - Recommendation to approve agreement with Belfast Water District
 - Infrastructure
 - Proposed policy regarding memorial benches
 - Safety
 - Waterfront
 - Communications
 - Personnel
 - Ad Hoc Playground Committee
 - Ad Hoc Parking Ordinance Implementation Committee
- Technology Officer Report
- President's Report
- Town Liaison Report
- Nordic Aquafarm Update
 - Upstream Watch
 - DEP proceedings
 - Request to join request for additional Belfast Water District water well testing
- Other issues or reports
- Comments by meeting attendees
- Executive Session regarding personnel
- Reconvene from Executive Session
- Adjourn



**Scan for most
current documents**

**Northport Village Corporation
Village Agent Report
November 14, 2021 Board of Overseers Meeting**

Parks

- Ruggles Park – status of newly seeded grass: Still mowing to encourage the grass to grow and kill the weeds. Farley continues to monitor the situation. After a couple of frosts, Farley will pre-seed for spring, and when the floats are removed in the spring, Farley will return to deal with that area.
- Bottom of Ruggles Park: Water running down the public walkway between 3 and 5 Park Row that washes silt and rocks down the side of the Park Row extension and around the corner of the boat ramp down toward the Bay. Met with contractor to discuss installing a storm drain to capture that water. Waiting for an estimate.
- Water runoff in front of the new treatment plant: The hot top elevation is not high enough to prevent water runoff from collecting at the stairs to the new treatment plant. In discussion with contractor to remedy. Contractor unofficially saying that it is “up to grade” and not really a problem.
- Parks maintenance: Plan to work with Tree Warden/Tree Committee to recommend scope of a parks/grounds maintenance contract (not the lawn mowing contract.)

Wharf and floats

- Infrastructure Committee agrees that wharf delayed maintenance is the first priority.
- Necessary repairs identified in annual wharf inspection by Pinnacle Hill Marine Engineering. Prock is waiting for materials to arrive to begin the authorized repairs.
- All floats are out of the water and in Ruggles Park until next season.
- Swim float: Will need two new ladders for next summer. Looking at options. Getting estimates from a metal fabricator. Metal and woodwork for landing that the ramp sets on the float needs repair. Seeking an estimate.
- New stairs installed on the north shore seawall have been removed for the winter.
- Boat float repairs: Need new rub rail on south end of the boat float. Have purchased new rub rail and will need to coordinate with volunteers in the spring to install. When boat float and dinghy out float are out of the water, will need to inspect for needed repairs.
- Signage: Safety Committee and Wharfmaster have requested new signage regarding swimming safety and fishing rules. Will work with Safety, Wharfmaster and Communications to have new signs ready for next season.
- Personal watercraft:

Roads

- Pleasant Street and Pleasant Alley: Continue to respond to Pleasant Street and Pleasant Alley issues.

- Water at head of Pleasant Lane: Talked with Road Commissioner about possibility of a storm drain on Broadway to address water running down Pleasant Lane. He advised me to have Brown's Excavation to look at it and give an estimate for the work. He asked me to check into raising up the storm drain at Merithew Square to reduce the depth of the "speed bump" there and give him the estimate. Unlikely that the Town will be able to address these issues in the current budget.
- Road wash out on a driveway on upper Griffin Street has been repaired. Under torrential rains, problem will continue, so it has been referred to the Infrastructure Committee. Washed out again in the Halloween storm.
- Shore Road and Bluff Road: Asked the Road Commissioner to cut back the brush in the road right-of-way at points along these roads where tree limbs and shrubs are hanging over/in the roadway. Has not been done yet.
- New encroachments on NVC property. Informed new owners of 34 Main Street that their in-progress arbor and cement block flowerbed are in the 45-foot Main Street road right-of-way and not on their property. Will work with the President to contact property owner who cleared brush and dumped it on Village property.
- Halloween Storm 2021: Village received 6" of rain in about 3 hours. Resulted in washouts:
 - At 21 Maple, owner apparently filled sluiceway with crushed stone to create a parking place. As a result, storm water could not get to the storm drain and flooded across George Street and washed out Oak Street.
 - Washouts on Pleasant Street, Rogers Lane, front of pump station on Shore Road. Small washout at bottom of Park Row.
 - Held up well: Main Street, Upper Griffin (except ongoing driveway issue); West, Clinton (except small washout mid-Clinton)
 - Bayview Park: washout near the Cressy's cottage that required repair.
 - Cleaned out storm drains after the storm.

Miscellaneous

- I continue to field calls from private contractors working throughout the Village on current and planned projects in the Village.
- I continue to deal with various villagers with issues they want addressed.
- Community Hall cleaning. We still need to find an affordable option for annual spring-cleaning upstairs. (Commercial companies want \$1,000+ for one annual cleaning.)
- Streetlights: CMP repaired a couple of non-working streetlights. Now, I need to notify them about another that needs repair.
- Pending issues: (1) determined that tree near 34 Clinton Street that needs to be removed is in the Village 40 foot right-of-way in that area. Arborist determined that it is not dead, but dead limbs need to be removed. Property owner has tagged about 15 trees for his removal, and need to confirm that arborist examined the correct tree.

Village projects/needs on the near and far horizon with budget implications

- **Ruggles Park Playground:** New playground equipment needed soon; committee working on this.
- **Basketball court:** Resurfacing needs to be included in 2023 budget.
- **Parking Ordinance Implementation:** Requires new signage and work to prepare Cradle Park/Grove Street for parking.
- **Community Hall:** The back of the hall needs to be assessed for potential reshingling needs. The bottom trim needed to be repaired, patched and cracks filled to reduce a rodent issue.
- **Floats replacement:** It is time to begin setting aside and saving money to replace the swim float. Replacement cost ballpark: \$25-45, 000. Then, it will be time to save for a new boat float. Working on refining a cost estimate.
- **Inshore mooring block for the boat float:** The block is near the end of its life and needs to be replaced. The cement and metal block was ballast out of a Great Northern Paper Company locomotive that was donated to the Village many years ago. The previous owner of Oriental Cottage was a Great Northern manager and he donated the block and cables used for years to pull in the floats.
- I am still seeking estimates from companies and individuals who consistently do good work with projects like Merithew Square and Library ground maintenance, so that we can add these areas to our parks maintenance plan to be included in the budget and managed by the Village. Donations can continue to be accepted, as available, and the work will be arranged for and overseen by the Village.
- **Bayview Park:** The estimate to reshingle the gazebo (old gatehouse roof) on Bay Street with good architect shingles, and add some needed bracing is \$5,000.

Recent Utilities Activities

- Seasonal water shut-off occurred.
- Water service at lot at corner of Griffin & George installed to curb stop.
- Researching future water line on Bluff Road.

Submitted by Bill Paige, Village Agent.

Treasurer's Report
11/09/2021

• **Warrants**

- Review of October 2021 warrants
- Warrant process for December 2021

• **Seawall Project**

- Bond sale was successful. Final yearly payment is \$83,034.74, slightly higher (\$2,026) than estimated.
- Keybank Loan was paid off in person on November 4, 2021. ○

December final review of total Seawall expenses will be completed. •

Financial Reports

- Pulled by the Treasurer and not the Financial Manager from QB. □
Reflects information in QB through Nov 8, 2021. Does not include October 2021 expenses.
 - Reports, unless otherwise indicated “as-is” from QB. Have not been reformatted, titles changes, etc.
- Documents provided
 - BudgetvsActuals
 - StatementActivity_Monthly – Actuals on a month-by-month basis
 - BudgetvsEstimatedActuals – includes estimated revenue and expenses (in red) not included in the BudgetvsActuals from QB.
 - UseofFundsEstimate – based on Estimated BudgetvsActuals provides a rough estimated of remaining funds for 2021.
 - Estimated \$12,000 of unspent fund by the end of the year.
 - BudgetvsActualWorksheet – the Excel file that generated the estimated budget and Use of Funds documents.
 - Comment column for providing questions or comments on any line item. Please initial if you add a comment or question.

• **2020 Audit**

- Background:
 - Financial Position Transitions 2020
 - Brown & Kelly engaged in Jan 2020; resigned July 2020; NR Bookkeeping engaged in August 2020 (Bookkeeping and Finance Manager)
 - Office Admin/Office Manager position transitioned during the year (NR Bookkeeping hired for Office Admin function Feb 2020?)
 - New Treasurer Aug 2020
 - 2020 General Ledger
 - Feb 2021 – discovered Jan 2020 balance was not consistent with Dec 2019 balance. Could not being the audit until this was corrected.
 - 2020 financial information was re-entered into QB Online

from QB Desktop (done prior to discovering Journal Entries were missing and one to correct and potential corruption in the 2020 QB Desktop file).

- Auditors identified missing Journal Entries from 2019 audit and provided the information implementing them.
- Based on recent information from the Auditors, NVC's books were changed (by Brown & Kelly) from individual companies (General, Sewer and Water) to a single company with three Properties (General, Sewer, Water) and multiple classes. Has complicated the Audit, in particular the way that specific reports (Statement of Financial Position) can be pulled from QB and how items are categorized within QB.

○ Status

- Significant time was spent by Office Assistant, NVC President, NVC Treasurer and NK Bookkeeping to prepare for in person Audit on Oct 18th

- Audit was attended by Auditors (Purdy Powers), Treasurer, Utilities Billing Clerk with an introduction to NVC President.

- List of outstanding items was generated from the visit.

- See attached Notes on Outstanding Items.

- Summary – Remaining Items

- Find remaining 4 outstanding invoices for warrants from the period Mar – May 2020.
- Fix outstanding General Ledger items – most are associated with discrepancies from the Utilities Billing Software reports (CUSI) and QB.
- Final adjustment to balance sheet once all other items are fixed.

○ Financial Controls

- Document attached not included as a public document.
- Document produced by Auditors regarding NVC Financial Controls. Needed to be updated due to personnel transition in 2020; change in processes due to COVID. Needs to be reviewed by NVC to ensure that stated controls are followed.

• **Projected budget through 2025**

- Still only contains increased bond payments; does not project increases in other areas.

Governance Committee Report
For Overseers Meeting 11/14/21

The Governance Committee has met twice since the last Overseers Meeting. The current participants are Dan Webster, Elaine Moss, Beverly Crofoot, and Jeffrey Wilt.

Members Sandy Hall, Deanna Madvin, Gina Cressey, and Martha Beiser who were each essential contributors to the Committee's efforts on the Parking Ordinance have each asked to step back and away from the Committee for now. We thank them for their conscientious work in the past.

The Committee has reviewed and presents to the public and to the Overseers two policies for review and adoption.

The first policy is the Policy for Public Access. The village has had a written policy for public access to its records for many years but it has not been updated since 2009. The laws have been change at least twice since that time, regulating copy charges, hourly rates for village time in complying with a request, and the manner in which requests are made, complied with, and evaluated in the event of a dispute about compliance.

This version addresses all the law changes through the 121st Maine Legislative session. It incorporates and does not deviate from the mandates of the law.

The second policy grows out of changes in the laws regarding remote participation and observation in Overseers and Committee Meetings. These changes arise out of the pandemic. In fact, the Village's bylaws have allowed remote participation since 2012, allowing overseers to participate remotely as long as a quorum is physically present at the Village during meetings. This was aspirational in terms of the public's opportunity to observe in real time until we acquired new equipment in September.

The Governance Committee recommends the adoption of a policy which will serve as a guidepost for public observation remotely. The Maine Municipal Association has drafted a sample policy that advances that goal. While the Committee has not yet completed its review of the policy, we would welcome public and overseer comment.

Both Policies are attached here.

The Committee next meets on December 5, 2021. It has set as agenda goals for the months to come:

1. Further review of Remote Participation Policy
2. Identifying and developing a uniform plan for management of the NVC real property assets.
3. Zoning Ordinance review and modification

Members of the public who are interested in joining or sharing ideas should contact me at metcalf442@myfairpoint.net

Judy Metcalf

Northport Village Corporation

Policy for Public Access

Reflecting Statutory Updates Through the
130th Legislature (2021)

Maine law provides as follows:

“Except as otherwise provided by statute, a person has the right to inspect and copy any public record in accordance with [1 MRSA § 408-A] within a reasonable time of making the request to inspect or copy the public record.” 1 MRSA § 408-A.

In order to assure that the Village citizens and the general public have access to these public records, the Village hereby adopts the following policies, all as permitted by the Law:

- 1. Public records.** The term “public records” means any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension, that is in the possession or custody of the Village, its employees, or its elected or appointed officials and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business, except those records designated confidential by statute. 1 MRSA § 402(3).
- 2. Exclusions.** The statute and definitions exclude many categories from the definition of Public Records, including, but not limited to: employees’ personnel files; Village papers and reports until signed and publicly distributed, working papers, drafts and interoffice and intraoffice memoranda used or maintained by any Overseer or Officer, committee chairperson to prepare proposed papers or reports for consideration by Village Overseers; and those matters which are designated as confidential or privileged under the law in 1 MRSA § 402(3A). The Village will comply with the mandate of the statute to read any exceptions narrowly so as to assure as complete public access as required by the laws of Maine.
- 3. The right to inspect.** “A person may inspect any public record during reasonable office hours,” meaning during the regular office hours of the NVC or at other times as may be agreed between the Village and the requesting party. 1 MRSA §§ 408-A(1) and 402(6). The Village will not charge a fee for inspection unless the public record “cannot be inspected without being converted or compiled.” See below for the amount and scope of an allowed fee in the event compilation or the like is requested or required.
- 4. The right to copy.** “A person may copy a public record in the office of the agency or official having custody of the public record during reasonable office

hours or may request that the agency or official having custody of the record provide a copy.” 1 MRSA § 408-A(2). The amount of the charge is set forth below.

5. **Acknowledgement and time estimate.** The Village will acknowledge any request within 5 working days of receipt. Within a reasonable time of receiving the request, the Village will provide a good faith estimate of the time necessary to comply with the request, identify any clarifications of the scope of the request, and include an estimate of potential cost of production. 1 MRSA §§ 408-A(3) and 408-A(9).
6. **No requirement to create new record.** The Village has no duty to create a public record that does not exist. 1 MRSA § 408-A(6).
7. **Electronically stored public records.** The Village recognizes that Public Records include those Public Records stored electronically, whether on-site or off-site. Those documents will be produced in paper form unless otherwise agreed between the Village and the requesting party. 1 MRSA § 408-A(7).
8. **Public Access Officer.** The Village designates the President of the Board of Overseers as the Public Access Officer. Requests for records may be submitted to the Public Access Officer through the email president@nvcmaine.org or by USPS to:

Public Access Officer
Northport Village Corporation
813 Shore Road
Northport, ME 04849
9. **Response to Request.** If the Village determines the request is inconsistent with the Freedom of Access statutes, within five working days of the receipt of the request, a written notice of denial setting forth the reasons for the denial shall be provided. 1 MRSA §§ 408-A(4) and 408-A(4-A).
10. **Public Access Ombudsman.** Any complaints about the Village’s compliance with any request should be directed to the Maine Public Access Ombudsman at (207) 626-8577. Under no circumstance shall any requesting party berate, harass, or intimidate any employee or representative of the Northport Village Corporation.
11. **Original Records.** No original records belonging to the Northport Village Corporation shall be removed by any requesting party at any time
12. **Fees.**
 - a. **Paper Copies.** From original paper source or from electronic copies, \$0.10 per copy for standard 8x11 black and white copies, provided that this amount may be adjusted as permitted by future changes to Maine statutes. 1 MRSA §

408-A(8-A) and PL 2021, c. 313, §1. Postage will be charged with a handling fee of \$2.00, in addition to the copy cost.

- b. **Research.** If the Village may charge a fee to cover the actual cost of searching for, retrieving and compiling the requested records, which time shall include any reviewing and redacting of confidential information. The Village will not charge for the first 2 hours of staff time per request, but will charge \$25 per hour for any time after 2 hours, provided that this amount may be increased as permitted by future changes to Maine statutes. 1 MRSA § 408-A(8-B) and PL 2021, c. 375, §1. There shall be no research charge for standing orders other than for research required at the time the standing order is initiated.
- c. **Payment.** Payment may be required in advance if the estimate of cost exceeds \$100, subject to prompt refund of any excess amount received, or if the requester has previously failed to pay a properly assessed fee. If advance payment is inadequate, final payment shall be made before delivery of copies. 1 MRSA § 408-A(10).
- d. Nothing in this section shall limit the right of the Village to distribute copies free of charge in connection with the conduct of a public proceeding.

Resources:

- 1 MRSA § 402: <https://www.mainelegislature.org/legis/statutes/1/title1sec402.html>
- 1 MRSA § 408-A: <https://www.mainelegislature.org/legis/statutes/1/title1sec408-A.html>

REMOTE PARTICIPATION POLICY
Board of Overseers Northport Village Corporation

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the above-named Board of Overseers adopts the following policy to govern the participation, via remote methods, of members of the Board of Overseers and the public in the public proceedings or meetings of the Board of Overseers.

Members of the Board of Overseers are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the Board of Overseers to meet via remote methods, or an illness or absence of a member that causes significant difficulty traveling to the meeting location. The chair or presiding officer of the Board of Overseers, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the chair or presiding officer as far in advance as reasonably possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the Board of Overseers participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the Board of Overseers and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire Board of Overseers to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The Board of Overseers will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the Board of Overseers to meet using remote methods of attendance. The Board of Overseers will make all documents and materials to be considered by the Board of Overseers available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the Board of Overseers.

All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Board of Overseers and the public.

This policy will remain in force indefinitely unless amended or rescinded.

IMPORTANT MESSAGE REGARDING VILLAGE STREETS AND ROADS

This is a reminder to Northport Village Corporation (Bayside) property owners and residents about the Village's ownership of Village roads. (This reminder does not apply to Town of Northport roads, such as Shore Road, Bluff Road, Bayside Road or private roads.)

The Village owns the land over which the Village roads travel as laid out and shown on the Greenlaw Plan. A copy of the Greenlaw Plan is displayed in the Meeting Room of the Community Hall. Although the current roadbeds themselves are narrow, the land owned by the Village is as wide as shown on the Greenlaw Plan. For example, the width of the land owned by the Village over which Maple Street travels is 35 feet wide, although the paved portion of Maple Street is noticeably narrower.

Another way of describing this situation is that each lot owner abutting Village roads owns only the land described in their deed, which typically refers to the lot number on the Greenlaw Plan. This means that although the roadbed may be narrow, *the lot owner does not own to the edge of the roadbed*. If you have plantings, stones, gardens, grasses, lawn ornaments, arbors, etc., on land owned by the Village as shown on the Greenlaw Plan, they are subject to removal.

Keeping the width of Village-owned roadways clear, regardless of the width of the paved or unpaved roadbed, is important to maintain safe passage for road users; to permit unimpeded road maintenance such as ditching, brush cutting, culvert placement and cleaning, and sanding and plowing in the winter; and to avoid the use of Village land for private purposes. In addition, encroachments on Village roadways interfere with storm water drainage, with unintended consequences for other property owners.

The Village is not liable for damage to encroachments by snow plowing or other Village road maintenance work of any kind. The Village will seek reimbursement from a property owner for any damage to Village equipment caused by encroachments on Village roadways.

If you have questions about the impact of this information on your property, please contact Village Agent Bill Paige. Also, if you have a survey of your property, please share a copy with the Village Agent.

NORTHPORT VILLAGE CORPORATION
WATER DEPARTMENT 2022 BUDGET - 2nd DRAFT

	2019	2020	2021	2021	2022	2022
	ACTUAL	ACTUAL	BUDGET	JAN-AUG	DRAFT	CHANGE
INCOME						
OPERATING INCOME						
4830-LATE FEES-USERS	51	0	0	28	0	0
4840-HYDRANT RENTAL	4,717	4,784	5,315	0	5,315	0
4810-WATER SALES	164,328	164,581	160,866	131,936	161,838	972
4820-SERVICE FEES	10,731	8,908	8,800	150	8,000	-800
TOTAL OPERATING INCOME	179,827	178,273	174,981	132,114	175,153	172
NON-OPERATING INCOME						
2510-NEW SERVICE FEES	10063	650	0	0	0	0
TOTAL INCOME	189,890	178,923	174,981	132,114	175,153	172
EXPENSE						
COST OF GOODS SOLD						
5100--WATER PURCHASES	22,542	23,433	24,300	14,874	24,300	0
TOTAL COGS	22,542	23,433	24,300	14,874	24,300	0
GROSS PROFIT	167,348	155,490	150,681	117,240	150,853	172
ADMINISTRATION						
6350-OFFICE SUPPLIES	2,255	677	750	184	800	50
6285-POSTAGE	323	270	250	186	275	25
6210-LICENSES, PERMITS & FEES	1,654	1,786	1,750	1,119	1,800	50
****-BANK CHARGES	0	0	0	0	0	0
6061-PROPERTY AND CASUALTY INS	1,322	1,525	1,575	701	1,625	50
6240-MMA MEMBERSHIP	198	200	234	208	234	0
6345-OFFICE SOFTWARE	633	600	600	173	600	0
TOTAL ADMINISTRATION	6,385	5,058	5,159	2,571	5,334	175
PROFESSIONAL SERVICES						
6035-FINANCIAL MANAGER/OFFICER	3,027	3,458	6,000	5,016	7,500	1500
6036-ACCOUNTING/BOOKKEEPING	5,125	1,947	4,200	866	1,300	-2900
6191-AUDITORS	5,158	5,150	4,600	0	4,600	0
6095-PAYROLL SERVICE	665	715	765	503	750	-15

NORTHPORT VILLAGE CORPORATION
WATER DEPARTMENT 2022 BUDGET - 2nd DRAFT

	2019	2020	2021	2021	2022	2022
	ACTUAL	ACTUAL	BUDGET	JAN-AUG	DRAFT	CHANGE
6192-ENGINEERING	0	0	0	0	0	0
****-LEGAL FEES	0	0	0	0	0	0
TOTAL PROFESSIONAL SERVICES	13,975	11,270	15,565	6,385	14,150	-1415
VILLAGE TRUCK						
6053-GAS	420	388	500	225	500	0
6057-REPAIRS	170	62	300	20	300	0
6059-ACCRUE FOR TRUCK REPLACEMENT	0	0	1,000	0	1,000	0
TOTAL VILLAGE TRUCK	590	450	1,800	245	1,800	0
EMPLOYEE WAGES & BENEFITS						
6084-BILLING CLERK	5,416	5,405	4,100	2,602	4,100	0
6037-OFFICE ASSISTANT			600	350	3,600	3000
6082 DISTRIBUTION OPERATOR	17,286	18,542	19,500	11,731	20,085	585
***TRAINING/CERTIFICATION	0	0	0	0	0	0
6047-UTILITIES SUPERINTENDENT	8,734	9,528	12,855	7,394	12,855	0
6015-CASUAL LABOR	869	472	6,000	0	6,000	0
6096-PAYROLL TAXES	2,519	1,731	4,500	1,181	1,800	-2700
TOTAL EMPLOYEE WAGES	34,824	35,678	47,555	23,258	48,440	885
EMPLOYEE BENEFITS						
6076-COMPANY PAID BENEFITS	1,516	580	1,900	689	1,100	-800
6162-WORKER'S COMPENSATION	849	930	750	263	750	0
6077-INCOME PROTECTION	259	285	315	213	320	5
TOTAL EMPLOYEE BENEFITS	2,624	1,795	2,965	1,165	2,170	-795
6200-BUILDING & UTILITIES						
6401-ELECTRICITY	2,324	1,828	1,900	1,050	1,900	0
6406-PHONE/PAGER/INTERNET	634	654	600	546	800	200
6402-FUEL	377	368	300	438	300	0
6407-WATER & SEWER	1,034	1,171	450	509	1,200	750
6325BUILDING RENT	3,000	3,000	3,000	0	3,000	0
6331-CH REPAIRS AND MAINTENANCE	61	48	200	294	200	0
6332-CH CLEANING	68	275	300	225	300	0

NORTHPORT VILLAGE CORPORATION
WATER DEPARTMENT 2022 BUDGET - 2nd DRAFT

	2019	2020	2021	2021	2022	2022
	ACTUAL	ACTUAL	BUDGET	JAN-AUG	DRAFT	CHANGE
TOTAL BUILDING & UTILITIES	7,498	7,344	6,750	3,062	7,700	950
OPERATION & MAINTENANCE						
6500-WATER TESTING	450	821	600	435	1,200	600
6331-BUILDING REPAIRS	0	5,802	250	294	250	0
6350-SUPPLIES/ 2 hydrants	2,280	8,873	3,500	5,452	13,500	10000
****-OUTSIDE SERVICES	130	235	400	0	300	-100
6342-REPAIRS & MAINTENANCE	6,667	5,802	4,400	1,786	6,000	1600
****-NEW SERVICE EXPENSES	16,754	442	0	0	0	0
TOTAL OPERATION & MAINTENANCE	26,281	21,975	9,150	7,967	21,250	12100
TOTAL OPERATING EXPENSE	92,177	83,570	88,944	44,653	100,844	11900
LONG TERM DEBT						
6816-PRIN 2013 MMBB REFI 55% Oct 23	18,892	19,291	19,752	0	20,293	541
6817-INT 2013 MMBB REFI 55% Oct 23	13,368	12,970	12,509	6,254	11,968	-541
TOTAL LONG TERM DEBT	32,260	32,261	32,261	6,254	32,261	0
TOTAL EXPENSE	124437	115831	121205	50907	133105	11900
NET ORDINARY INCOME	42911	39659	29476	66333	17748	-11728
OTHER INCOME						
4610-INTEREST INCOME	2,316	216	500	135	500	0
OTHER EXPENSE						
7100-CONTINGENCIES	127,050	39,875	29,976	66,468	18,248	-11728
9011-SINKING FUND/RESERVES	0	0	0	0	0	0
TOTAL OTHER EXPENSE	127,050	39,875	29,976	66,468	18,248	-11728
NET INCOME	-81823	0	0	0	0	0

NORTHPORT VILLAGE CORPORATION
SEWER DEPARTMENT 2022 BUDGET - 2nd DRAFT

	2019	2020	2021	2021	2022	2022	
	ACTUAL	ACTUAL	BUDGET	JAN-AUG	DRAFT	CHANGE	
INCOME							
OPERATING INCOME							
4510-USER FEES	134,000	175,013	174,260	133,987	175,688	1,428	
4520-LATE FEES-USERS	40	0	0	29	0	0	
TOAL OPERATING INCOME	134040	175013	174260	134016	175688	1,428	
4100-NONOPERATING INCOME							
4910-INTEREST	3,768	0	0	99	0	0	
2510-NEW SERVICE DEPOSITS	2,700	0	0	1,000	0	0	
TOTAL NON-OPERATING INCOME	6468	0	0	1099	0	0	
TOTAL INCOME	140,508	175,013	174,260	135,115	175,688	1,428	
EXPENSES							
ADMINISTRATION							
6260-OFFICE SUPPLIES	3,069	622	750	184	800	50	
6285-POSTAGE	424	384	250	186	275	25	
6210-LICENSES, PERMITS & FEES	1,069	1,819	1,200	1,155	1,900	700	
****-BANK CHARGES	0	96	0	111	0	0	
6161-PROPERTY AND CASUALTY INSURANCE	1,533	1,611	1,470	937	2,500	1,030	
6240-MMA MEMBERSHIP	198	200	234	208	234	0	
6345-OFFICE SOFTWARE	633	600	600	173	600	0	
TOTAL ADMINISTRATION	6,926	5,332	4,504	2,954	6,309	1,805	
PROFESSIONAL SERVICES							
6035-FINANCIAL MANAGER/OFFICER	3,027	3,458	6,000	5,016	7,500	1,500	
6036-ACCOUNTING/BOOKKEEPING	5,124	1,947	4,200	860	1,300	-2,900	
6191-AUDITORS	4,158	4,150	3,600	0	4,200	600	
6095-PAYROLL SERVICE	675	715	765	503	800	35	
6192-ENGINEERING	0	0	0	0	0	0	
****-LEGAL FEES	0	0	0	0	0	0	
TOTAL PROFESSIONAL SERVICES	12,984	10,270	14,565	6,379	13,800	-765	
VILLAGE TRUCK							
6053-GAS	420	387	500	225	500	0	

NORTHPORT VILLAGE CORPORATION

SEWER DEPARTMENT 2022 BUDGET - 2nd DRAFT

	2019	2020	2021	2021	2022	2022	
	ACTUAL	ACTUAL	BUDGET	JAN-AUG	DRAFT	CHANGE	
6057-REPAIRS	170	62	300	20	300	0	
6059-ACCRUE FOR TRUCK REPLACEMENT	0	0	1,000	0	1,000	0	
TOTAL 6700-VILLAGE TRUCK	590	449	1,800	245	1,800	0	
<u>EMPLOYEE WAGES & BENEFITS</u>							
6084-BILLING CLERK	5,455	5,363	4,100	2,602	4,100	0	
6037-OFFICE ASSISTANT			600	350	3,600	3,000	
****-TRAINING/CERTIFICATION	0	0	0	0	0	0	
6081-COLLECTION SYSTEM OPERATOR	2,705	3,250	4,230	3,723	4,357	127	
6086-TREATMENT PLANT OPERATOR	21,879	30,306	30,500	21,012	30,500	0	
6046-UTILITIES SUPT	15,285	16,675	12,855	9,416	12,855	0	
6015-CASUAL LABOR	315	446	4,800	2,078	500	-4,300	
6096-PAYROLL TAXES	3,629	3,111	6,100	2,463	3,700	-2,400	
TOTAL EMPLOYEE WAGES	49,268	59,151	63,185	41,644	59,612	-3,573	
<u>EMPLOYEE BENEFITS</u>							
6076-COMPANY PAID BENEFITS	1,560	1,623	2,450	689	1,600	-850	
6162-WORKER'S COMPENSATION	855	1,546	1,204	475	750	-454	
6077-INCOME PROTECTION	259	285	350	213	320	-30	
TOTAL EMPLOYEE BENEFITS	2,674	3,454	4,004	1,377	2,670	-1,334	
<u>BUILDING & UTILITIES</u>							
6401-ELECTRICITY	3,166	2,937	2,400	2,350	3,000	600	
6406-PHONE/PAGER/INTERNET/DIALER	634	654	900	546	800	-100	
6402-FUEL	377	367	400	1,178	500	100	
6407-WATER/SEWER	1,217	1,267	450	509	1,200	750	
6325-BUILDING RENT	3,000	3,000	0	0	0	0	
6331-CH REPAIRS AND MAINTENANCE	61	73	204	512	200	-4	
6332-COMMUNITY HALL CLEANING	68	275	300	225	300	0	
TOTAL BUILDING & UTILITIES	8,523	8,573	4,654	5,320	6,000	1,346	
<u>OPERATION & MAINTENANCE</u>							
6500-EFFLUENT TESTING	4,495	5,371	5,400	4,286	6,350	950	
6331-BUILDING REPAIRS	0	0	480	0	250	-230	
6350-SUPPLIES/CHEMICALS	8,405	5,015	12,600	9,358	17,600	5,000	
6335-SLUDGE REMOVAL	10,825	9,080	10,250	7,290	27,000	16,750	

**2021 REVIEW OF
INTERLOCAL AGREEMENT BETWEEN BELFAST WATER DISTRICT AND
NORTHPORT VILLAGE CORPORATION FOR PURCHASE OF WATER**

Agreement made by and between the Belfast Water District, a quasi-municipal corporation existing under the laws of Maine and operating under the Rules & Regulations as put forth by the Maine Public Utilities Commission and the Maine Department of Human Services Drinking Water Program with its principal office located in Belfast, Waldo County, Maine (hereinafter referred to as the “District”) and Northport Village Corporation, a Maine village corporation located in Northport, Waldo County, Maine (hereinafter referred to as “NVC”).

1. The District and the NVC entered into the Interlocal Agreement between Belfast Water District and Northport Village Corporation for the Purchase of Water (“Interlocal Agreement”) on April 27, 1998, under which the District and the NVC agreed to terms under which the NVC could purchase water from the District.

2. The District and the NVC agreed to amend the Interlocal Agreement by an Amendment to Interlocal Agreement between Belfast Water District and Northport Village Corporation for Purchase of Water, dated July 8, 2003.

3. The District and the NVC agreed to again amend the Interlocal Agreement to allow the NVC a larger Maximum Daily Amount and to clarify that the intended use of the interconnection was for domestic use and to make other changes as needed going forward to the Interlocal Agreement, dated March 13, 2006.

a. The District and the NVC agreed to amend the Interlocal Agreement, as follows:

i. The Maximum Daily Amount, under Section 2. (1) Of the Interlocal Agreement was increased from 6,685 cubic feet to 8,020 cubic feet.

b. Section 2.(3) was added, as follows:

“In the event of an emergency consuming large quantities of water not capable of being anticipated or calculated in advance, such as a broken water line, NVC may exceed the Maximum Daily Amount. If such an emergency results in the likelihood that NVC will require a total amount of water in excess of the Maximum Annual Amount, following that emergency NVC and the District shall negotiate any required temporary changes to the Maximum Daily Amount and Maximum Annual Amount as may be necessary to allow NVC to fill its water requirements, while not exceeding the District’s ability to provide water to NVC, in light of its total water supply commitments. NVC agreed that the intention of the interconnection was for domestic water only. However, with the recent upgrade of the Belfast Water District water transmission line leading to the NVC interconnection and the resulting significant increase in flow capacity, both parties now agree that the system is also adequate for fire suppression and can be used as such.” In the event of a fire that anticipates excessive use, the NVC and/or Northport Fire Department agrees to notify the Belfast Water District as soon as possible.

c. Section 2.(4) is revised as follows:

“NVC agrees to replace the Unitized Measuring Element (UME) on the existing water meter body every five (5) years with the next replacement of the UME to be scheduled in March of 2025.”

d. Section 2.(5) was added, as follows:

“NVC and the District may amend these Water Requirements at any time by the mutual written agreement of both parties.”

4. All other terms and agreements set forth in the Interlocal Agreement between the District and the NVC for Purchase of Water shall remain in full force and effect.

5. There is no term limit to this Interlocal Agreement between Belfast Water District and Northport Village Corporation for Purchase of Water. This Agreement shall be reviewed every five (5) years from the effective date of the signing of this Agreement.

Signed this ____ day of _____ signed this ____ day of _____

NORTHPORT VILLAGE CORP

BELFAST WATER DISTRICT

By: _____ by: _____

By: _____ by: _____

By: _____ by: _____

By: _____ by: _____

By: _____ by: _____

By: _____ by: _____

By: _____ by: _____

Infrastructure

Infrastructure committee report

- No meetings since the last report
- Chris Maseychik is joining the infrastructure committee
- **Wharf**
 - There are repairs that will need to be completed in 2022 in addition to the regular preventative maintenance. The galvanized bands that attach the wharf to the pilings need to be replaced; a working estimate is \$12,000. Bill is working to update the estimate. I understand that the Town has expressed interest in funding some specific projects, this may be an appropriate “ask”.
 - Bill and I have taken a preliminary look at the swim float. While repairs are needed, we do not need to replace the float in the immediate future. Bill is working to get repair estimates; this work to be completed before the float goes in next season.
- **Park benches** – I will propose a motion as outlined below
 - Overseers may approve the placement of memorial benches based upon Village needs. The ongoing maintenance of these benches is the responsibility of the bench sponsor; if the sponsor cannot be contacted or chooses not to repair the bench, the Overseers may remove the bench or repair the bench making it available for re-dedication.

Ad-Hoc Playground Committee Report

11/12/2021

For November Overseers Meeting

The Playground Committee has met four times over the last month (10/20, 10/27, 11/3, 11/10). The following committee members are serving:

Brady Brim-DeForest (Chair)
Lindsay Moore (Secretary)
Jessica Eriksen (Fundraising Chair)
Beanie Einstein (Research Co-Lead)
Johanna Knott (Research Co-Lead)
Bo Christin
Paul Hamlin
Michael Tirrell

A variety of community members have joined including but not limited to:

Dan Webster, Alma Homola, Caitlin Leclair, Jessica Medoff

We have kicked off five primary workstreams:

1. Planning:
 - a. Timelines and scheduling
2. Fundraising
 - a. Planning for community oriented fundraising events
 - b. Research for grant based funding resources
3. Research
 - a. Identification of potential manufacturers
 - b. Solicitation of initial designs and budgets
 - c. Gap assessment for installation costs
4. Budgeting
 - a. Total anticipated budgetary requirements: \$40k+
 - b. Amount raised to date: \$14,805
5. Community Feedback:
 - a. We have launched a community survey to collect feedback from the community. The survey will run until mid-November.

The Committee will next meet on November 17th, 2021