



**March 27, 2022 – 8:00 a.m.**

**Meeting of the Northport Village Corporation Board of Overseers**

This is a hybrid meeting – in person\* in the Community Room of Community Hall, 813 Shore Road, Northport, ME and virtually at:

<https://us02web.zoom.us/j/89107128529?pwd=Vm5uK0doNkRYdy9ldUVjSzFHK3dKUT09>

\*Due to the size of the meeting room and quality of air circulation, masks will be required for the in-person meeting.

**Meeting Agenda**

- Call to order
- Agenda review
- Comments by members of the public
- Approval of February 13, 2022 minutes (Final draft submitted.)
- Village Agent Report (Written report submitted.)
  - Recommendation to approve work to reshingle Bayview Park gazebo, as planned in the 2022 budget.
- Treasurer's Report (Written report submitted.)
  - Recommendation to upgrade QuickBooks subscription.
- Committee Reports, as needed
  - Finance
  - Governance
  - Tree Warden and Tree Committee
  - Utilities
  - Infrastructure (Written report submitted.)
  - Safety
  - Waterfront
  - Communications
  - Personnel
- Ad Hoc Playground Committee
- Technology Officer Report
- President's Report
  - Various facility use requests for Board action (Written descriptions submitted.)
- Town Liaison Report
- Nordic Aquafarm Update
- Other issues or reports
- Comments by meeting attendees
- Executive session for personnel matters pursuant to 1 M.R.S.A. § 405(6)(A).
- Adjourn.
- Mini Strategic Planning/Budget Workshop. (Max. 1 hour)

**Minutes of the Meeting of the Northport Village Corporation  
Board of Overseers**

*February 13, 2200 – Hybrid live meeting in Community Hall and virtual via Zoom*

**Attendees:**

President: Janae Novotny  
Wendy Huntoon (virtually)  
Clerk: Beanie Einstein (virtually)  
Village Agent: William Paige

**Overseers:**

Brady Brim-Deforest Treasurer:  
Lisa Fryer (virtually)  
Steve Kazilionis  
Vicky Matthews  
Michael Tirrell (virtually)  
Jeffrey Wilt

**Meeting Called to Order 9:00 a.m.**

**Public Comments:**

Brynna Ledyard, 1 North Avenue, wanted clarification regarding the Tax Map attached to the Governance Committee minutes. President Janae N. will speak with her off line regarding this matter. (please note additional information in the Governance committee report)

**Approval of Minutes:**

Jeffrey W. made a motion, seconded Judy M., that the minutes of the January 16, 2022 meeting be approved.

Input regarding corrections to the minutes as follows:

Vicki M. – Vicki is spelled with an “y”.

Steve K. – Page 3 – For the sake of clarity move “Currently, there are three new houses under construction” to the prior paragraph

Page 6 – “An additional fee will be added, to the increased fees, for any applicant that is not a Village or Town of Northport resident *in the amount of \$5.00.*

Page 7 – Correct spelling for the CEO is “*Toupie*” Rooney

Page 9 – President’s report – He would like clarification on the real estate process, Judy M. suggested amending the motion to attach the "Memorandum of Agreement between the Town of Northport and the Northport Village Corporation, Northport Village Corporation Real Estate Tax Commitment Payments Collection."

Jeffrey W., amended his motion, seconded by Judy M., to approve the minutes of the January 16, 2022 meeting with the above corrections and attach the Memorandum Agreement to those minutes.

**Voted – Unanimously passed.**

Jeffrey W., made a motion seconded by Vicki M., to approve the minutes of the February 6, 2022 meeting as written.

Steve K. – Page 3 – to correct the minutes to read *“Steve K. specifically requested that an analysis be put together comparing past history with current history and that analysis should be presented at an Overseers meeting sometime in the relatively near future”*.

Jeffrey W. amended his motion, seconded by Vicki M., to approve the February 6, 2022 minutes with the above correction.

**Voted – Unanimously passed.**

Steve K. felt that it was imperative that the Overseers receive draft minutes of Overseer meetings no more than two weeks after a meeting. Overseers can offer revisions to the draft while the meeting is top of mind. This allows preparation of a “final” draft including “corrections” for Overseer approval.

### **Village Agent Report: Bill Paige (Written Report Attached)**

Additions to the written report:

#### Contracted services

The curbside trash pick-up contract ends on September 19 and the Lawn contract expires on October 31, 2022. Bill suggested that these contracts be done earlier so we have them in place before they expire. The current contracts for Lawn and Trash are 3 years. Bill will work with the Infrastructure Committee to add some additional areas that will need to be taken care of.

There is general agreement that this process should be completed as soon as possible, the target is Overseers approval of the contracts at the March meeting.

#### Merrithew Square Plowing

Residents are not moving their cars during a storm therefore Bill is unable to plow that area. The Merithew square parking area is already included in the parking ban. Janae N suggested sending out a notice regarding the Winter Parking Ban in a Utility mailing. (please see offer from Paul Overgaard later in these minutes).

#### Main Street (and other) encroachments onto Village property.

Judy M. suggested reminding the residents by sending out a notice that they are exceeding the limits of their property.

Bill P. -The encroachments at 34 Main Street have not been removed. Janae N. Received an email from the residents at 34 Main stating they never received our first communication in November. This communication was sent by certified and regular mail. They did receive our latest communication regarding the Criminal Trespass process. However, the resident stated because of the frozen ground she is unable to move the encroachment. Steve K. suggested the Overseers send a letter asking for a date when the residents plan to remove the encroachment. If there is no response, the NVC should move forward with the Criminal Trespass Order.

**Treasurer's Report: Wendy Huntoon (Written Report Attached)**

Warrants have been prepared in the format the Overseers are familiar with. Overseers should review and sign the warrants after the meeting.

As indicated in the Treasurer's Report, we are paying the bills by hand, once we have four signatures on the Warrants Jeffrey W. will write the checks and Jane N. will sign the checks to maintain appropriate separation of functions. Wilke & Associates will be preparing the February 2022 warrants.

The Treasurer recommends that we return to the electronic Warrant approval process move approval up by a week. Bangor Savings bill paying function can add up to a 7-day delay in sending out the checks. If the Board moves the approval process up a week, our vendors will be receiving checks on time.

The Treasurer sent out a doodle poll to schedule budget workshops with the best days February 19, 2022 8:00am – 9:30 am and March 26, 2022 8:30-10:00 am.

Jeffrey W. There is a public meeting scheduled regarding the sewer moratorium on March 26 at 9:00 a.m. The Utilities' public hearing and the Overseers' workshop are scheduled at the same time. Proposed solution: Utilities public hearing remains at 9:00, Overseers' workshop moves to 10:00 – noon.

Steve K. offered to work with Shiloh, office assistant, to download and publish bank statements. Wendy H. will follow through with him with a list of desired bank and payroll information.

**Finance Committee: Judy Metcalf – No Report**

**Governance Committee: Judy Metcalf (Written Report Attached)**

There are two action items for the Overseers. Judy M. moved, seconded by Brady B., that the **Policy for Public Access**, which was the subject of the public hearing in February, and has had no changes since that hearing, be approved.

**Voted – Unanimously passed**

The second action item is the **Remote Participation Policy**, which was also a subject of a public hearing on January 16, 2022. As a consequence of the public hearing the Committee has incorporated, in an affirmative statement, that regardless of whether the Overseers are meeting remotely, or in person, a remote access option will be made available to the public. She moved, seconded by Jeffrey W. that the Overseers adopt the Remote Participation Policy as amended.

Voted – Unanimously passed

**Tax map** - The committee's report that was distributed has caused some confusion or concern to some residents. The purpose of the Tax Map, attached to the Report, was to do, what the Committee has been charged with, to identify the publicly owned Village property and to make plans and recommendations as to what to do about the publicly owned property. The Tax Map is a mark-up of an existing Tax Map showing what the Committee has been able to discern, to date, what NVC has legal title to. All the information the Committee has is part of public records, such as the Tax Assessor's data at the town of Northport and other information that has come to their attention. The purpose of the Tax Map is simply to show us what we know we own to date. It is important to note that the Town of Northport is solely responsible for managing the Tax Map

Secondly, at the special meeting of the Overseers on February 6, there was concern from a resident about a tree and the reference to a potential "fire lane" between the Haverty property and the Bandy property. The Committee has done substantial research at the Registry of Deeds to confirm that statement and found no records of the Northport Village Corporation owning land between those two parcels running north to south. The Committee will be corresponding both with Mr. Haverty and the Bandy's to help us identify what their lines are.

The current **Fireworks Ordinance** bans the use of consumer fireworks anywhere in the Village. Because public fireworks were displayed the past New Years Eve on Village Property, residents have asked the Committee to change the Fireworks Ordinance. Final approval of any changes would require approval of the Town of Northport. A public hearing would have to be held.

Vicki M. – The Fireworks Ordinance was put in effect for a specific reason and is not sure it needs to be changed. The Committee is going to recommend limited fireworks only in "off season" circumstances. See attached Report Janae N. Discussion regarding the Fireworks Ordinance should be placed on the Overseers agenda for the March meeting so the public has the opportunity to participate in the discussion and weigh in on whether they want the Ordinance changed.

Regarding the **Zoning Ordinance** review and revision, the Committee wants to remind residents that Zoning Ordinance review and revision has to be community driven. If there are issues residents want changed or addressed and clarified in the

Ordinance, let the Governance Committee know. The next meeting of the Committee is March 5, 2022 at 9:30 a.m.

Jeffrey W. asked if there a provision in the permitting process to require a survey to determine property lines. Judy M. not currently, one of the things the Committee discussed at their February meeting was there a way to tighten the preconditions of getting a permit. Of course, this requires input from the town CEO Toupie Rooney.

Brady B. Asked Judy M. for clarification on “Evaluating impact on community of rental use property” under Zoning Ordinance Review, and what considerations is the Committee contemplating in that regard. Judy M. The Committee has had several comments from the community particularly, about whether VRBO or Air B & B is altering the understanding of the patterns of use of the community. There was a discussion at the February meeting whether that was any different from the weekly rentals. The bullet points on the Committee report (attached) reflect emails the committee has received from residents. The Ordinance says that our districts are limited to single family use; but rental is allowed, so there was discussion about what does that mean when there are multiple families renting a property. The concerns on the report have been flagged by community members.

**Regarding storm water runoff** - Judy M. Since the Shoreland Zone Ordinance covers the first 250 feet in all of Bayside, the committee will take a look at what the statewide Shoreland Zoning Ordinance says, can we borrow some of those state recommendations and layer them over our own Ordinance. One, they work; two they will address the clear problems we identified on several occasions regarding road run-offs; and three it might make Toupie’s job a little easier if she is working with a set a rules that is broader and universal.

Brady B. – asked if the Zoning Ordinance is to be revised, does it require the Town’s approval. It does not require town approval. To revise the Ordinance there will be one or two public hearings, the public participates avidly in this process.

#### **Tree Committee: Lisa Fryer, Tree Warden**

The Tree Committee is meeting next month and will have further information regarding completing the grant. Quotes for Ash Borer treatment for the three trees at the bottom of Auditorium Park will be obtained in coming weeks. Bill has met with our Arborist in person regarding the tree on Clinton and a quote should be coming forth as well. Coordination with Bill regarding all quotes and recommendations for treatment will be had this month and presented to the Overseers at the next Board Meeting.

#### **Utility Committee: Jeffrey Wilt**

The Utility Trustees met for their regular meeting on Friday. The Trustees adopted the same agreements that the Overseers had adopted relative to Wilke & Associates

and interim bookkeeping; approval of the Officer Manager position announcement and approval of Bill Paige serving as interim Officer Manager.

Discussed the issue of elevated BOD and is it related to capacity or is it related to the way we operate the system. Casey Brown, Utility Trustee, is a scientist and he is able to ask a different level of questions and is working with our Utility Superintendent trying to get to the bottom of this issue.

The Trustees are recommending a public hearing on March 26, to discuss the six month moratorium. The Utility Trustees only have the authority to approve a six month moratorium, which can be extended for an additional six month period. The moratorium sends a message to the DEP and government agencies that we work with on a regular basis that the Village is trying to understand and get their arms around this problem.

Judy M. – The report for the performance for December & January show no violations.

#### **Infrastructure Committee: Steve Kazilionis**

Steve K. made a motion to confirm **Pleasant Lane** as a walkway and notify abutters that it will be closed to vehicular travel in the winter and will not be plowed - seconded by Judy M.

Judy M. - Noted that residents Paul Foley Stelmack, Pleasant Lane, and Lloyd & Dorie Stills, Auditorium Park, were in attendance virtually and have not had the opportunity for their input. Steve K. withdrew his motion. Janae N. asked all abutters to email the office with their comments and concerns about the discussion regarding Pleasant Lane.

There is the issue of encroachment on Village walkways that are not well marked and are used for parking or property access without permission Steve K. moved that we prevent vehicular access to three **village walkways** by boulder placement. 1) Stable Row; 2) Location of the “old jail” (upper Griffin St.); 3) the walkway on North Avenue between Chris Maseychik and Paul Overgaag.

Judy M. – She is concerned that the property on North Avenue is not shown on the Greenlaw Plan as a walkway. It is shown as a numbered lot. We have confirmed that the Village owns that numbered lot but there is confusion between two surveys, one final and one preliminary as to the width of that lot. There is not enough evidence today that it is a walkway, it is indistinguishable.

Steve K. amended his motion, seconded by Judy M., to prevent vehicular access on two village walkways: Stable Row and the “old jail” on upper Griffin Street. (lot 32).

Much discussion ensued regarding the pros and cons of boulder placement or use of signage. Viki M. – Regarding the “old jail” walkway (lot 32 on the Greenlaw Plan) there is no evidence of abuse. It is a way to access her property and does not feel the need to place a boulder there. Jeffrey W. is in agreement with Vicki M. that it was not necessary to place a boulder on the walkway. However, there are encroachment issues throughout the village and the Village must be consistent in the way they handle these issues.

Steve K. reminded the Overseers that these are motions to provide direction for the Infrastructure road plan going forward. [Voted – Two opposed, Vicki Matthews & Jeffrey Wilt](#). The Motion carries. The infrastructure will investigate options for walkway marking and closure.

Steve K. made a motion to designate West Street as a seasonal access road to be closed during the winter, seconded by Judy M. Judy M. endorsed the motion as West Street is not used by residents during the winter.

[Voted – Unanimously passed](#)

Michael T. asked about a plan to address the crushed store that has been plowed up by the seawall. Janae N. referred this to the Infrastructure Committee to see what solution they propose.

#### **Safety Committee: Michael Tirrell**

Seasonal Staff Update: Danny Ryosa is returning as a full-time **police officer** and an effort is underway, thru the Personnel Committee, to recruit someone to work on a part time basis to largely cover Danny’s days off.

**Lifeguards:** Reached out to both Thomas and Ronan. Ronan has made a commitment for the season, days etc. will be worked out. Thomas needs a bit more time before he can commit. He definitely wants to return and will be in touch at the beginning of March. Thomas’s younger sister is potentially a candidate for a lifeguard position.

Every year at the beginning of the season, there is always heightened concern about speeding and enforcement, issuing warnings and tickets. We have a **Speeding Subgroup** looking at what we might come forward with recommendations in the years ahead. This includes, speeding signs, speed bumps, crosswalks, etc.

The Personnel Committee is looking into the enforcement of the Parking Ordinance.

The Committee is talking whether to update the “Bayside Safety Guide” and the possibility of a “Safety Day”.

The Safety Committee will get together with the Waterfront Committee to do some integrated signage on the waterfront.

**Waterfront Committee: Jeffrey Wilt**

Jeffrey W. made a motion, seconded by Judy M. to increase personal watercraft and dinghy fees as previously proposed to include: \$15.00 for small personal watercraft; \$25.00 for dinghies and an increased fee on each application of \$5.00 for individuals who are not residents of the Village or the Town of Northport.

Judy M. made a motion, seconded by Brady B., to add *“who are not property owners in the Village and/or residents of the Town of Northport.”*

**Voted – Unanimously passed**

The Committee recently met to specifically talk about signage they have some recommendations that they will get together with the Safety Committee to formalize.

**Communications Committee: Lisa Fryer**

The Committee is now meeting weekly and working hard on adding information on the website and keeping it updated. The Google Calendar is now up and running where the meetings will be posted. Our next priority is to get the Google Alerts up and running and addition of a Pay Pal on line.

**Personnel Committee: Janae Novotny – No Additional Report**

**Playground Ad Hoc Committee: Brady Brim-Deforest**

Fundraising activities continues. Presently, we have raised just over \$23,000, leaving a fundraising gap of \$14,000-\$15,000. They have been successful in soliciting donations for the upcoming Auction which will be up and running next week.

The Maine Community Foundation has a Grant that would be applicable to our fundraising efforts for the playground. One of our Committee members, Paul Hamlin, has drafted a Grant.

Brady B., moved, seconded by Judy M., that the Overseers approve submitting the Grant to the Maine Community Foundation to help fund up to \$2500.00 of the overall budget.

**Voted – Unanimously passed**

### **Ad Hoc Parking Committee: Vicki Matthews (Report & Recommendations Attached, Map)**

The Committee decided against painting paved areas, Main Street, Maple St./Ruggles Park indicating “No parking”. The painting will need to be done every two years. The Committee felt it would cost too much money and maintenance so they are recommending “No Parking” signage at the top of Park Row on the right, by the kayak storage and on Bay Street, about midway along the Blaisdell Park border.

Vicki M. made a motion, seconded by Jeffrey W. that the Overseers approve the signage, as presented, for Park Row, Main Street, Maple/Ruggles Park, Main on Sea Street near the upper border of Blaisdell Park. Also, the “No Parking” sign down by the seawall. This recommendation includes numbers 3 through 9 on the attached Parking Recommendations.

Discussed ensued. The Committee will continue discussion on Items 10-11.

[Voted – Unanimously passed](#)

Final pricing for signage and installation is to be determined and approved. Estimated at \$1,200, to be expensed to the road maintenance budget.

### **Technology Officer Report: Brady Brim-Deforest**

NVC has been officially granted the “nvcmaine.gov” domain. We are in the process of actually setting up paying servers. Will get with the Communications Committee to talk about the transition. Wendy H. had expressed concerns around the lack of an approach to security. Hopefully, at the March meeting there will be recommendations in order to improve our security posture.

### **President’s Report: Janae Novotny**

Janae N. appointed Brady Brim-Deforest to the Finance Committee. Currently, there is only one Overseer on the Committee appointing Brady B. as the second Overseer will be a help to Judy M. on the Committee work.

Received a request from Brynna Ledger, 1 North Avenue, to hold a Bayside youth craft fair (ages 4-16) on Sunday, August 7 from 11:00 a.m.-2:00 p.m. in Ruggles Park.

Judy M. made a motion, seconded by Jeffrey W., to approve the craft fair Sunday August 7 from 11:00 a.m. – 2:00 p.m. subject to their commitment to clean-up and be responsible for any trash removal.

They would like to block off the area on lower Maple from the Blair Agency to the Yacht Club for the fair. Discussion ensued. Jeffrey W. – There may be a conflict with the Yacht Club regarding a Walter Down's Race. With so many variables, Janae N. will contact Brynna L. to let her know further input from the Yacht Club is needed.

Judy M. withdrew her motion pending additional discussions with Brynna.

Janae thanked Bill P. who has stepped up and has been more than a significant help in his role as Interim Office Manager.

She will attend the Town of Northport tomorrow, February 14, in Jeffrey's stead.

If any of the Overseers' need office staff help please direct the request to the office email. [office@NVC.org](mailto:office@NVC.org). This email is read by at least three people in the office, and is more likely to get a timely response.

Judy M. meant to include with the Governance Committee report that the attorney, Jeremy Marden, representing Mr. Overgaag's family had reached out to her regarding policies for use of our public lands. Jeremy M. emailed her approximately two weeks ago asking if anything had been done. She informed the attorney that the Governance Committee is in the process of making recommendations.

#### **Public Comments:**

**Blair Einstein**, 24 Bay Street, it appears that based on the Map attached to the Parking Recommendations there is no parking in front of the Blair Agency. Judy M. said the revised Map shows two parking spaces across from the Blair Agency. Blair thanked Judy and the Parking Committee.

**Rachel Rosa**, Auditorium Park wanted clarification regarding the location of the Ash Trees in Auditorium Park. Lisa F. stated they are located at the bottom of Auditorium Park near the stairs.

Looking at the Tax Map for her property, the right of way shown on the Tax Map appears to be incorrect. Judy M. told her the deed records show where the correct right of way is...the Tax Map has not been updated by the Town of Northport.

She questioned what are the dinghy and kayak fees used for. Jeffrey W. said they are put into the General Fund.

**Paul Overgaag**, 1 North Avenue, said he would coordinate with Bill P. regarding the plowing of Merithew Square. Bill P. thanked him.

Paul also reiterated his offer to pay for the stabilization of the NVC owned portion of North Ave sea bank when he repairs his portion. He requested the appropriate written authorization from the NVC.

**Paula Foley-Stelmack**, only resident on Pleasant Lane, said she was not aware that Pleasant Lane was a walkway. She is concerned that there is no street sign for Pleasant Lane for any emergencies, etc. Bill P. said she should contact Toupee Rooney who is in charge of E-911 addresses for the Town of Northport. She felt that it was a safety issue. Her family has no issues with Pleasant Lane being plowed during the winter.

**Bill & Carla Paige** thanked the Overseers for the donation they received after Carla's mother passed away. It was very much accepted and appreciated. Thank you.

Hearing no further comments, President Janae N. asked for a motion to adjourn the meeting. The meeting was adjourned at \_\_\_\_\_.

**Northport Village Corporation  
Village Agent Report  
March 27, 2022 Board of Overseers Meeting**

**Overseers' action and/or input requested:**

- **Bayview Park Gazebo:** The updated estimate to reshingle the gazebo (old gatehouse roof) on Bay Street with good architect shingles, and add some needed bracing is \$5,698. At my request last year, \$5,000 was added to 2022 non-contracted services parks maintenance budget, for a total of \$7,000. The final cost will come from this line item.

Recommendation: Approve reshingling and repair of Bayview Park gazebo.

- **Ruggles Park Circle:** During the seawall construction project, I told the project engineer and Infrastructure Committee Chair about my concerns with the proposed crushed stone. I pointed out that the crushed stone would look good for the first year and then we would have a maintenance issue. Crushed stone does not freeze and would be scooped up by the snowplows. I recommended extending hot top for the parking area in front of the seawall and using gravel for the other areas. This winter, the Town and Village snowplows have plowed up the crushed stone, and we need to decide how to resurface the area in the spring.

What do the Overseers' want to do? Clean up and replace with same crushed stone? Clean up and replace with gravel? Clean up and put gravel on top? Clean up and leave as is? Other ideas?

Per yard cost of crushed stone: \$31/cu yd, minimum purchase is 18 yards (1 truck load), delivered and dumped. Per yard cost of gravel: \$29/cu yard, 18 yard minimum purchase (1 truck load), delivered and dumped. I checked with Farley, who did the seawall work, and Sean advises that we would need 2 truckloads.

Materials cost for crushed stone: \$1116.00

Materials cost for gravel: \$1044.00

Labor costs: undetermined at this time

**Parks**

- **Ruggles Park:** 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. Infrastructure Committee is discussing.

- 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: Provided scope of work recommendations for a scope of work for parks/grounds maintenance and lawn mowing contract.

## **Wharf and floats**

- Infrastructure Committee agrees that wharf delayed maintenance is the first priority.
- Swim float:
  - Will need two new ladders for next summer. Estimated cost is \$325 each. Due to supply issues, stainless steel rather than galvanized steel will be used. Order has been placed.
  - Metal and woodwork for landing that the ramp sets on the float needs repair. Still waiting for an estimate from Scott Munroe.
- Boat float repairs: Need new rub rail on south end of the boat float. Have purchased new rub rail and will coordinate with volunteers in the spring to install. Need to inspect boat float and dinghy float for needed repairs.
- Signage: Safety Committee and Wharfmaster have requested new signage regarding swimming safety and fishing rules. Will get estimates when I receive final language from Safety, Waterfront and Wharfmaster and work with Communications to have new signs ready for next season.

## **Roads**

- Working with Infrastructure Committee Chair on road issues.
- Waiting for an estimate for cost to remove curbing on North Avenue and widen the road.
- Broadway: Residents have raised concerns about the October washout between Griffin and Main and the deepening ruts and potholes. I have spoken to the Road Commissioner about this, and a resident mentioned it at a Town Municipal Officers meeting.
- 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. Waiting for an estimate. He asked me to check into raising 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.
- 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. 34 Main Street encroachments have not been removed.
- Property owner complaints about water runoff from village roads: Whenever I have an opportunity, I advise property owners building new structures or doing major remodels to build their foundations higher than the crest of the road grade to avoid flooding. Property owners who ignore this advice then complain that runoff from the road floods their property and they want the village to do something about it. I suggest that we figure out some other ways to communicate this information. Website? Zoning ordinance?

### **Miscellaneous**

- Trees:
  - 34 Main Street - waiting for the arborist to assess tree resident is concerned about.
- Truck and sander: Truck is going in for maintenance this week. When the sander is removed from the truck and cleaned up, I have identified someone who will try to repair it. If we can't repair, we will have to replace two chains for the slide tray. In addition the snow plow needs new blades and needs to be serviced this year.
- Merithew Square parking lot: To avoid damage to cars, all cars must be moved from the area before I can plow it after a storm event. Paul Overgaag has volunteered to coordinate residents to allow this to happen as needed.
- 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. I have found someone who will do the annual clean up for \$500-600. She does similar work for the Hoot and Bayside Store. However, she does not have liability insurance.
- CMP's replacement of poles on Shore Road and Bluff Road: I continue to deal with companies regarding pole replacement and fiber optic cable.

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

- **Ruggles Park Playground:** Need to identify and budget for annual maintenance.
- **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.
  - Seeking estimate for replacement door for lower level. Will then need an installation estimate.

- **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.

#### **Other Activities**

- Interim Office Manager work.

Submitted by Bill Paige, Village Agent.

**Northport Village Corporation  
Property Maintenance and Lawn Care Contract**

<b>Current Contract</b>	
<b>Term</b>	10/31/19-10/31/22
<b>2021 Cost</b>	
<b>Scope of Work</b>	Mowing season: May 1 through October 31 each year. See attached for detailed scope of work in current contract.
<b>Bid Specifications for New Contract</b>	
<b>Term</b>	
<b>Scope of Work</b>	<p>The Village Agent recommends the following additions to the current scope of work:</p> <ul style="list-style-type: none"> <li>• Merithew Square: prune and mulch plantings next to the mail boxes</li> <li>• Library: prune and mulch plantings around the library</li> <li>• Bayview Park: prune, clean up and mulch rose bed and shrubs to preserve and maintain an attractive park. Cut back bamboo 2x a year.</li> <li>• Stable Row: mow and keep brush trimmed</li> <li>• Village right-of-way between Maple and Oak Streets: mow and keep brush trimmed</li> <li>• Ruggles Park: (1) Replace/replenish cedar chips annually before the summer season begins; (2) Annually replenish "crusher dust" under the swing set; (3) prune bushes around the basketball court and playground area</li> </ul> <p>Additional possibility:</p> <ul style="list-style-type: none"> <li>• Bottom of Clinton, referred to on map as "Beale Park:" Residents complain about the plants growing on the banking and would like more attractive plantings.</li> </ul>
<b>Overseers Guidance</b>	

## **SCOPE OF WORK**

### Lawn mowing and trimming of Village parks:

Ruggles Park and Playground

Merithew Square

Beal's Park

Auditorium Park

Scribner Park- Library

Lower, Middle, and Upper Bayview Park- Rogers Lane

Blaisedel Park

Cradle Park

### Village Property:

Community Hall, Fire Station, Water Shed area, old jail on Griffin, Pump House, Yacht Club grounds, North Seawall boat storage area.

Cut back Japanese Knot Weed (Bamboo) at the end of Auditorium and Bayview Parks when necessary

Lawn Mowing consists of cutting grass when it grows taller than 2 inches; pick up and remove cuttings. Mowing may not begin before 8 AM.

It will be necessary to meet with the Village Agent to completely understand the scope of the job. This can be done by contacting the NVC office.

### Fall and Spring Cleanup

This contract also includes Spring and Fall Cleanup:

Cleanup consist of removal of downed branches and twigs, raking all leaves and removal from Village property. Clear sand, dirt and rocks off the lawns, clean up the ditches and sides of the roads around the parks and all other Village properties, fluff up the flower garden areas and cut flowers back in the fall. Clean under and around all bushes on village parks and properties. Disposal of all cleanup materials will be handled by the contractor.

Important: The contractor shall itemize their bid showing the cost of mowing, the cost of cleanup, and the total for both.

**Northport Village Corporation  
Curbside Trash-Recycling Pickup Contract**

<b>Current Contract</b>	
<b>Term</b>	September 16, 2019 – September 19, 2022
<b>2021 Cost</b>	\$19,500
<b>Scope Of Work</b>	<p><u>What:</u> Pick up of household trash and disposing trash in an approved manner. At same time, pick up single stream recycle material in approved brown paper bags and disposal at single stream recycling facility.</p> <p><u>Frequency:</u></p> <ul style="list-style-type: none"> <li>• Mondays &amp; Thursdays, including holidays: first Monday in June - second Thursday following Labor Day.</li> <li>• Mondays only: remainder of the year.</li> </ul> <p><u>Where:</u></p> <p>From 606 Shore Road heading north, the following main streets and all side streets branching off of them:</p> <ul style="list-style-type: none"> <li>• Shore Road into George Street into Bayside Road</li> <li>• Bluff Road into Bayside Road</li> <li>• Broadway into Bayside Road</li> <li>• Bayside Road to Cross Street</li> <li>• Left side of Cross Street to Rt. 1</li> <li>• Rt. 1 to trailer park (trash bags must be left on Rt. 1 for pickup)</li> </ul>
<b>Bid Specifications for New Contract – Overseers’ Guidance</b>	
<b>Term</b>	
<b>Scope of Work</b>	

## **Treasurer's Report**

### **02/13/2022**

Public materials in support of the Treasurer's report can be found on the NVC website [nvcmaine.org](http://nvcmaine.org).

- **Action Items (for now or during the Finance Committee Update)**
  - Review and adoption of the NVC Warrant Policy (see attached).
  - Proposal to upgrade NVC's Quickbooks subscription from Quickbooks Online Plus to Quickbooks Online Advanced at an additional cost of \$130 per month (individual subscription and not purchased through an accounting firm).
    - Current subscription (through NR Bookkeeping) costs \$50 per month (or \$80 per month through Intuit) and has a limit of 250 in the Chart of Account which was reached with the Playground Fund accounts were added.
    - Quickbooks Online Advanced would cost \$90 per month for the first three months and \$180 per month thereafter, for the increased cost of \$130 per month.
- **Warrants**
  - February warrants were process, signed and bills by March 18, 2022.
    - February payments were done by hand in order to expedite the process. Shiloh wrote the checks with Janae signing consistent with NVC's financial procedures.
    - Changes are being made to the invoice tracking and uploading process in order to make the warrant and bill paying process easier while NVC has an interim bookkeeper.
  - Maine Municipal Bank Bond payment of \$19,137.07 interest payment due April 1<sup>st</sup> for the seawall bond was also paid in March. Warrant payment policy allows payment in advance but given the amount it is included here for informational purposes.
- **2022 Budget**
  - Based on input from the February budget workshop and committees 2022 projected budget was developed. See attached document.
    - Assume all line items not adjusted will stay in budget for 2022.
    - Adjustments made to specific line items are commented in the budget document, including: increase in electricity costs; revision of office and safety personnel budgets; reduction in tree removal costs.
- **NVC Business Office Functions**
  - NVC staff, contracted services and volunteers are working at capacity to do the bookkeeping and finance manager duties until the office manager position is filled and the new bookkeeping firm comes on board. Activities are prioritized based as list below, with bill paying often taking up all the time available in any given week.

- Monthly bill paying, including the receipt, coding and processing of invoices; development of the warrants including supporting document; collecting warrant signatures; and paying the bills.
    - Completing the 2020 Audit
    - Preparation for the 2021 Audit, including 2021 close
    - Monthly Financial Reports for the Overseers
  - A reminder that monthly bank account statements are available in the office. For March they have been printed out and are available during the meeting for review.
    - Online access is pending the creation of a Google directory with the appropriate protections making financial information available to the Overseers in a secure format.
- **Bookkeeping Transition**
  - Philbrook & Associates has indicated a start date of May 1, 2022 for taking NVC on as a client.
    - Onboarding will begin in early May with Philbrook & Associates expected to take on the full NVC Bookkeeping responsibilities, expected by June 1, 2022
  - The office staff, volunteers and Wilke & Associates will develop the warrants and pay the bills for the March and April warrants.
  - The Finance Committee is reviewing the NVC Financial procedures and processes with the goal of having them revised prior to onboarding Philbrook & Associates.
  - The interim Office Manager continue to perform the finance manager duties until the approved Office Manager position is filled.
  - Budgeted and projected 2022 Office budget information has been integrated into the estimated 2022 budget as indicated below.
- **2020 and 2021 Audit**
  - 2020 Audit
    - Wilke & Associates continue to work on the 2020 Audit. Needed journal entries were made and the trial balance tested. It did not balance, so is being reviewed again, with the expectation it will be resolved shortly.
    - Once the balance sheet balances, Purdy Powers will complete the audit.
    - As a reminder, the delay in the 2020 Audit stem from inconsistencies found in NVC's general ledger resulting in a Balance Sheet that while balances for NVC as a whole does not balance across the three departments. Specific aspects that have contributed to the audit delay include:
      - The starting balance for 2020 did not match the ending balance from 2019. Purdy Powers fixing the errors since they had access to the 2019 financial information.
      - Multiple versions of NVC's QuickBooks files including both desktop and online versions.

- Multiple firms (Brown and Kelly, NR Bookkeeping, Purdy Powers, Wilke & Associates) and finance managers making entries and changes to the general ledger.
- Specific documentation requested by the Auditors could not be found, including but not limited to selected invoices on the March 2020 warrants.
- Financial controls for 2020 have been included in the materials for review by the Finance Committee and should be reviewed by the overseers.
- 2021 Audit
  - While tentatively scheduled for late May, the 2021 audit cannot begin until the 2020 audit is completed.
  - 2021 books need to be closed out. NR Bookkeeping had agreed to do the work but is currently not available to do so. 2021 close will need to be done by Wilke & Associates or by Philbrook & Associates once they have been onboarded.
  - Office staff will begin assembling the 2021 audit documents as time permits. However, as indicated above the office staff and volunteers are already at capacity with day-to-day support for NVC office activities.

Old Budget Format	2021 Approved Budget	2022 Approved Budget	2022 Estimated Budget	Difference	Comments
<b>Ordinary Revenue/Expenditure</b>					
<b>Revenue</b>					
<b>4000 · Operating Revenue</b>					
4005 · Taxes-Real Estate	232,238.00	295,600.00	305,600.00	10,000.00	No contribution from Northport; taxes increase
4010 · Late Fees - User	0.00	-	-	0.00	
4030 · Town Reimbursement	25,000.00	10,000.00	-	(10,000.00)	Northport Contribution is raised by taxes and not from Northport
4064 · Rent From Utilities	3,000.00	3,000.00	3,000.00	0.00	
<b>Total 4000 · Operating Revenue</b>	<u>260,238.00</u>	<u>308,600.00</u>	<u>308,600.00</u>	<u>0.00</u>	No change in operating revenue
<b>4100 · Nonoperating Revenue</b>					
4035 · Interest Income - Reserves	2,800.00	900.00	900.00	0.00	
4058 · Community Hall Rental	0	700.00	700.00	0.00	
4075 · Watercraft Registration Fees	0.00	300.00	2,500.00	2,200.00	40 Dinghy's @ \$25 and 100 Kayaks @ \$15
<b>Total 4100 · Nonoperating Revenue</b>	<u>2,800.00</u>	<u>1,900.00</u>	<u>4,100.00</u>	<u>2,200.00</u>	
<b>Total Revenue</b>	<u>263,038.00</u>	<u>310,500.00</u>	<u>312,700.00</u>	<u>2,200.00</u>	
<b>Gross Revenue</b>	263,038.00	310,500.00	312,700.00	2,200.00	Increased revenue from estimated watercraft registration
<b>Expenditures</b>					
<b>6000 · Administration</b>					
6001 · Office Supplies	750.00	750.00	750.00	0.00	
6002 · Postage	350.00	350.00	350.00	0.00	
6041 · Property and Casualty Insurance	4,400.00	4,705.00	4,705.00	0.00	
6042 · MMA Membership	234.00	231.00	231.00	0.00	
6060 · Professional Services					
6055 · Office - Services Purchased	100.00	100.00	100.00	0.00	
6061 · Financial Officer	6000.00	5,000.00	-	(5,000.00)	Office Manager takes on part of this role
6062 · Accounting	4200.00	3,300.00	7,500.00	4,200.00	Includes NR bookkeeping, transition and new firm
6063 · Auditors	2,800.00	2,800.00	2,800.00	0.00	Does not include any additional costs for 2020 or 2021 audit
6064 · Payroll Service	1,545.00	1,545.00	1,545.00	0.00	
<b>Total 6060 · Professional Services</b>	<u>14,645.00</u>	<u>12,745.00</u>	<u>11,945.00</u>	<u>(800.00)</u>	
6125 · Tax Collection	4,520.00	4,650.00	4,650.00	0.00	
<b>6700 · Village Truck</b>					
6701 · Gas-Truck	1,000.00	1,000.00	1,000.00	0.00	
6702 · Truck Maintenance	600.00	1,500.00	1,500.00	0.00	
6704 · Accrue For Truck Replacement	2,000.00	2,000.00	2,000.00	0.00	
<b>Total 6700 · Village Truck</b>	<u>3,600.00</u>	<u>4,500.00</u>	<u>4,500.00</u>	<u>0.00</u>	
<b>Total 6000 · Administration</b>	<u>28,499.00</u>	<u>27,931.00</u>	<u>27,131.00</u>	<u>(800.00)</u>	
<b>6199 · Employee Wages and Benefits</b>					

Old Budget Format	2021 Approved Budget	2022 Approved Budget	2022 Estimated Budget	Difference	Comments
6010 · Village Officials	1,100.00	1,100.00	500.00	(600.00)	Reduction in cost based on current officials
6020 · Village Agent	20,000.00	21,000.00	21,000.00	0.00	
6030 · Office Personnel	3000.00	10,200.00	11,400.00	1,200.00	Office Assistant and Office Manager
6180 · Payroll Taxes	2,650.00	3,600.00	3,600.00	0.00	
6190 · Employee Benefits					
6094 · Company Paid Benefits	3500.00	3,500.00	3,500.00	0.00	
6191 · Workers Compensation Insurance	1,900.00	2,400.00	2,400.00	0.00	
6192 · Income Protection Plan	300.00	300.00	300.00	0.00	
Total 6190 · Employee Benefits	5,700.00	6,200.00	6,200.00	0.00	
Total 6199 · Employee Wages and Benefits	32,450.00	42,100.00	42,700.00	600.00	
6200 · Building and Utilities					
6210 · Utilities					
6201 · Electricity Expense	700.00	700.00	1,281.00	581.00	Estimated electricity increase of 83%; could be higher
6202 · Telephone/ Internet	675.00	675.00	675.00	0.00	
6203 · Fuel-Oil Heat	500.00	500.00	500.00	0.00	
					Sewer/Water budget likely to increase due to increase in electrical cost as well. Sewer annual pre price hike: \$3,000 / Sewer annual pre price hike
6204 · Sewer/Water	3,200.00	3,200.00	3,200.00	0.00	\$1900
6510 · Street Lights	6,650.00	6,650.00	12,169.50	5,519.50	Assumes 83% increase in cost of electricity for street lights
Total 6210 · Utilities	11,725.00	11,725.00	17,825.50	6,100.50	
6250 · Building					
6251 · Fixtures/Supplies	200.00	200.00	200.00	0.00	
6252 · Repairs and Maintenance	1,500.00	4,500.00	4,500.00	0.00	
6255 · CH Cleaning	400.00	650.00	650.00	0.00	
Total 6250 · Building	2,100.00	5,350.00	5,350.00	0.00	
Total 6200 · Building and Utilities	13,825.00	17,075.00	23,175.50	6,100.50	
6290 · Roads					
6220 · Road Maintenance	10,000.00	10,000.00	10,000.00	0.00	
6291 · Winter Roads	6,000.00	6,000.00	6,000.00	0.00	
Total 6290 · Roads	16,000.00	16,000.00	16,000.00	0.00	
6400 · Community					
6411 · Parks - General Maintenance					
6412 · Tree Removal	8,500.00	7,800.00	5,000.00	(2,800.00)	Reduced based on 2/19 discussion
6414 · Parks - Contracted Services	12,495.00	12,495.00	12,495.00	0.00	
6415 · Parks - General Maintenance	2,000.00	7,000.00	7,000.00	0.00	\$5,700 to fix the Gazebo, \$1,300 Remaining
Caterpillar control	5,000.00	2,500.00	2,500.00	0.00	

Old Budget Format	2021 Approved Budget	2022 Approved Budget	2022 Estimated Budget	Difference	Comments
<b>Total 6411 · Parks - General Maintenance</b>	27,995.00	29,795.00	26,995.00	(2,800.00)	
<b>6420 · Community Events</b>	400.00	400.00	400.00	0.00	
<b>6430 · Information &amp; Notices</b>	2,500.00	2,500.00	2,500.00	0.00	
<b>6440 · Library - Operations &amp; Maint</b>					
<b>6441 · Repairs</b>	0.00	-	-		
<b>6440 · Library - Operations &amp; Maint</b>	275.00	275.00	275.00	0.00	
<b>Total 6440 · Library - Operations &amp; Maint</b>	275.00	275.00	275.00	0.00	
<b>6450 · Wharf &amp; Floats Maintenance</b>	16,500.00	16,500.00	16,500.00	0.00	
<b>6460 · Trash Collection</b>	19,950.00	19,950.00	19,950.00	0.00	
<b>6600 · Village Contribution to Sewer</b>	0.00	-	-	0.00	
<b>Total 6400 · Community</b>	67,620.00	69,420.00	66,620.00	(2,800.00)	
<b>6500 · Protection &amp; Safety</b>					
<b>6340 · Lifeguard</b>					
<b>6341 · Lifeguards Wages</b>	8,400.00	8,400.00	7,500.00	(900.00)	\$5,600 committed for 1 lifeguard 5 days a week
<b>6350 · Uniform, Equipment and Supplies</b>	750.00	750.00	750.00	0.00	
<b>Total 6340 · Lifeguard</b>	9,150.00	9,150.00	8,250.00	(900.00)	
<b>6509 · Safety Committee Operations</b>	150.00	150.00	150.00	0.00	
<b>6520 · Police</b>					
<b>6321 · Police Wages</b>	13,000.00	13,000.00	12,000.00	(1,000.00)	Reduce to single police coverage; based on 2021 wages. Assumes 480 hours @ \$25 per hour
<b>6523 · Gas -Cruiser</b>	500.00	500.00	500.00	0.00	
<b>6524 · Cruiser Maintenance</b>	1,520.00	1,520.00	1,520.00	0.00	
<b>6525 · Training</b>	500.00	500.00	500.00	0.00	
<b>6527 · Uniform, Equipment and Supplies</b>	500.00	500.00	500.00	0.00	
<b>Total 6520 · Police</b>	16,020.00	16,020.00	15,020.00	(1,000.00)	
<b>6530 · Hydrant Rental</b>	4,700.00	5,600.00	5,600.00	0.00	
<b>Total 6500 · Protection &amp; Safety</b>	30,020.00	30,920.00	29,020.00	(1,900.00)	
<b>6900 · Long Term Debt Service</b>					
<b>6992 · 2013 MMBB Refi - Principal</b>	5261.00	5,534.50	5,534.50	0.00	
<b>6993 · 2013 MMBB Refi - Interest</b>	3537.00	3,263.50	3,263.50	0.00	
<b>7028 · 2009 MMBB Bond -Principal</b>	30260.00	32,613.00	32,613.00	0.00	
<b>7029 · 2009 MMBB Loan Interest</b>	4431.00	2,078.00	2,078.00	0.00	
<b>7033 · 2015 BHBT Infrastructure - Prin</b>	19573.00	19,573.00	19,573.00	0.00	
<b>7034 · 2015 BHBT Infrastructure - Int</b>	2492.00	2,492.00	2,492.00	0.00	
<b>Seawall bond - Principal*</b>	0.00	31,500.00	31,500.00	0.00	Seawall principal paid out of operating funds
<b>Seawall Bond - Interest*</b>	0.00		1,536.00	1,536.00	Seawall interest not covered by reserves
<b>Total 6900 · Long Term Debt Service</b>	65,554.00	97,054.00	98,590.00	1,536.00	

Old Budget Format	2021 Approved Budget	2022 Approved Budget	2022 Estimated Budget	Difference	Comments
<b>Total Expenditure</b>	<b>253,968.00</b>	<b>300,500.00</b>	<b>303,237.00</b>	<b>2,737.00</b>	
<b>Net Ordinary Revenue</b>	<b>9,070.00</b>	<b>10,000.00</b>	<b>9,463.00</b>	<b>(537.00)</b>	
<b>Other Revenue/Expenditure</b>					
<b>Other Expenditure</b>					
<b>8200 · Capital Exp. and Contingencies</b>					
<b>8218 · Contingencies</b>	<b>9,070.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	Not yet allocated
<b>Total 8200 · Capital Exp. and Contingencies</b>	<b>9,070.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	
<b>Total Other Expenditure</b>	<b>9,070.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>(537.00)</b>	<b>(537.00)</b>	Total Remaining 2022 Budget
<b>Seawall information:</b>		Actual Bond			
<b>Sea wall bond principal</b>		44,436.25			
<b>Sea wall bond interest</b>		<u>38,598.99</u>			
<b>Total</b>		83,035.24			
<b>Researves</b>		50,000.00			Approved Aug 2021
<b>Operating Funds</b>		<u>31,500.00</u>			
<b>Total</b>		81,500.00			
<b>Remaining</b>		(1,535.24)			Additional amount from 2022 Operating Funds

## **NORTHPORT VILLAGE CORPORATION**

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**813 Shore Road  
Northport, Maine 04849**

**Phone: (207) 338-0751  
Email: [office@nvcmaine.org](mailto:office@nvcmaine.org)**

### **Warrant and Payment Policy**

The Northport Village Corporation financial procedures require that all payments made by the Corporation must be listed on a warrant approved and signed by at least four Overseers. Each payment listed on the warrant will be supported by an invoice coded to the relevant accounting expense line, approved and signed by a member of the Invoice Approval Authority (see below).

As part of its normal business procedures, the Corporation needs to make recurring payments between overseer meetings, in order to meet its business obligations. In some cases such a payment is made before being included on a monthly warrant. In order to maintain appropriate levels of oversight, the following policy is in place.

The Corporation issues checks and/or approves standard and recurring payments within budget without the signing of a warrant in advance of the payment. When these payments are necessary, they will be listed for approval on the next warrant and will meet the documentation requirements.

#### **Standard and recurring payments authorized under this warrant:**

1. Employee wages and associated payroll expenses including compensation paid to the Utility Superintendent.
2. Invoice from Maine Municipal Employees Health Trust.
3. Utility bills, specifically power, telephone, internet and fuel oil within budget.
4. Credit Cards including Bangor Savings Visa and WEX gas card as used periodically.
5. Bond payments as budgeted.
6. Village tax overpayment refunds.
7. Payments for water purchased from the Belfast Water District.
8. Invoices submitted by Peter Simpson, master electrician.
9. Invoices submitted by Brown's Excavation.
10. Cost of emergency work as approved by the NVC President, supported by invoices signed by the President.
11. Payments made pursuant to a written contract between NVC and a vendor, for example, but not limited to, Pinkerton Disposal.
12. Invoices submitted to the Utility Department for testing, chemicals or services necessary to maintain licenses, including for example, but not limited to, Northeast Laboratories, Inc. and Maine Department of Health and Human Services.

Invoice Approval **Authority:**

**Tree Committee Meeting  
Summary  
03/07/22**

The Tree Committee met on March 7, 2022 remotely. Members present included: Bette Woolsey, John Woolsey, Michael Tirell and Lisa Fryer. Also in attendance: Dan Webster.

The following agenda items were discussed:

**Tree Grant**

Bette Woolsey and John Hoy have documented volunteer hours thus far. Over 50 hours have been spent thus far in administration work and watering the newly planted trees. John Woolsey felt that watering should reconvene May 1, 2022. Bette Woolsey will reach out to past volunteers to ask about availability and supplies.

**Other**

Dan asked about pruning in Bayview Park. Lisa Fryer agreed that there needs to be additional upkeep. She will be examining the Tree Committee's budget to see if it is feasible to hire someone for the work. Dan Webster suggested that if the Tree Committee is not able to fund the pruning, that volunteers working together could provide the resources. The Tree Committee will discuss this further at our next meeting.

- Utility Superintendent or Distribution Operator in the absence of the Utility Superintendent– all applicable Utility expenses.
- Village Agent – expenses related to General Government operations within the scope of his responsibilities.
- Office Manager – operational and office related expenses, payroll.
- Treasurer – bond payments, any other payments approved by the Overseers in advance.
- President – emergency expenses as outlined in the NVC bylaws.

#### **Special circumstances for December**

The Overseers generally do not meet in December. In the interest of paying our vendors in a timely fashion, the Treasurer is authorized to release any payments that are due before the January Overseers meeting. These payments will be listed on a separate warrant to be approved by the Overseers at the first meeting of the following calendar year.

Approved – November 13, 2016

Amended and Approved - March 27, 2022 (Draft)

## Northport Village Corportation Utility Committee Meeting

Friday, February 11, 2022, 4 p.m.  
Community Hall and via ZOOM

The Utilities Committee meeting convened at 4 pm.

Present: D. Crofoot, R. McElhaney, Bill Paige and Janae Novotny; by ZOOM, committee members Metcalf, Wilt, and somewhat later, B. Brim-deForest, C. Brown

**The minutes of the January 2022 meeting were accepted by vote 3:0.**

Billing report prepared by Amy Eldridge was reviewed; collections were generally satisfactory.

Superintendent's report:

Mr. McElhaney's report, as copied below, was reviewed

### Utility Department Monthly Operating Report

Sewer Department

December 2021 Effluent Monitoring Data

#### Sewer Department

December 2021 Effluent Monitoring Data

During the month there were no exceedances to report to EPA/DEP. See performance table for further details of the regulatory monitoring data.

For the January 2022 operating period there were also no exceedances to report.

#### **WTP Monthly Performance Table**

Parameters	Dec	Nov	Oct	YTD Lo	YTD Hi	YTD Ave	2020 Ave	DEP Limit	YTD Exceed- ances
Flow GPD	<b>32470</b>	27835	16687	5643	32470	<b>20228</b>	12718	<b>&lt;63,000</b>	0
Precip inches	<b>na</b>	6.20	6.79	1.58	10.10	<b>4.45</b>	3.17	<b>n/a</b>	0
TSS lbs/day	<b>2.0</b>	1.7	1.8	0.9	7.6	<b>2.6</b>	1.6	<b>&lt;76</b>	0
TSS lbs max	<b>4.3</b>	3.8	2.4	1.7	11.4	<b>5.1</b>	na	<b>report</b>	0
TSS mg/l ave	<b>11.2</b>	8.0	22.3	11.2	44.3	<b>26.1</b>	23.2	<b>&lt;145</b>	0
TSS mg/l max	<b>16</b>	11	29	16	64	<b>37.5</b>	na	<b>report</b>	0
TSS % removal	<b>96.1</b>	97.2	92.3	80.0	96.1	<b>89.7</b>	92.7	<b>&gt;50</b>	0
BOD lbs/day	<b>21.6</b>	26.6	14.8	2.8	37.6	<b>15.2</b>	6.3	<b>&lt;107</b>	0
BOD lbs max	<b>37.9</b>	44.8	19.2	6.1	73.8	<b>26.9</b>	na	<b>report</b>	0
BOD mg/l ave	<b>130</b>	128.4	193	37.2	244	<b>140.1</b>	81.1	<b>&lt;203</b>	1
BOD mg/l max	<b>170</b>	160	250	51	400	<b>161.6</b>	na	<b>report</b>	0

BOD % removal	<b>55.1</b>	55.7	33.6	-37.9	87.2	<b>51.6</b>	69.7	<b>&gt;30</b>	1
pH low	<b>6.5</b>	6.5	6.6	6.5	6.6	<b>6.5</b>	6.6	<b>&gt;6.0</b>	0
pH high	<b>6.8</b>	6.8	6.7	6.7	6.8	<b>6.8</b>	6.9	<b>&lt;9.0</b>	0
St solids ml/l	<b>0.1</b>	0.1	<0.1	0.1	0.35	<b>0.15</b>	0.13	<b>report</b>	0
TRC mg/l max	<b>0.03</b>	0.03	0.03	0.02	0.03	<b>.03</b>	.02	<b>&lt;0.3</b>	0
Fecal cfu ave	<b>&lt;7.11</b>	<8	<8	<b>&lt;7.11</b>	21.37	<b>9.58</b>	11.34	<b>&lt;14</b>	2
Fecal cfu max	<b>&lt;8</b>	<8	<8	<b>&lt;8</b>	1088	<b>19.37</b>	20.24	<b>&lt;31</b>	2
Enteroc cfu ave	<b>na</b>	na	<8	<8	29.8	<b>10.8</b>	12.23	<b>&lt;8</b>	3
Enteroc cfu max	<b>na</b>	na	<8	<8	3280	<b>26.9</b>	40.65	<b>&lt;54</b>	1
Hg ng/l ave	<b>na</b>	18.28	na	na	na	<b>18.28</b>	18.70	<b>33.4</b>	0
Hg ng/l max	<b>na</b>	7.0	na	na	na	<b>7.0</b>	14.4	<b>50.1</b>	0

**Note:** The last exceedance for flow was 187 months ago (2/2006). The last exceedance for BOD was 5 months ago (8/2021). The last exceedance for fecal coliform was 4 months ago (9/2021). The last exceedance for enterococci was 4 months ago (9/2021). The record annual average low for flow was 12,017 gpd in 2017.

## Drinking Water Department

### December 2021 Production and Water Quality.

Purchased water for the month averaged 13,252 gpd compared to 15,631 gpd for the same month in 2020. The weekly free chlorine residual in the drinking water ranged from 0.19 - 0.27 ppm/Cl<sup>2</sup> compared to the recommended goal of >.20 to <1.0 ppm/Cl<sup>2</sup>. The EPA maximum concentration level (MCL) not to be exceeded for chlorine residual is 4.0 ppm. The monthly total coliform and e-coli water sample test results were both negative.

\*\*\*\*\*

Supt. McElhaney continues to investigate possible reasons for relatively high BOD levels. BOD concentration (mg/L average) was 130, down from recent levels of 170, but still high compared with historical data. Fernie Barton has been slowly decreasing the amount of chlorine used and therefore also decreasing the amount of bisulfite used to neutralize the chlorine prior to discharge. So far, this has not resulted in fecal coliform testing violations. It is theorized that high residual bisulfite levels, by their effect as a reducing agent, may be artificially elevating the measurements of BOD.

In the winter months, the Utility has traditionally used only one of the three trains of settling tanks. In the past, this had always been Train 3 (nearest the ocean) but this year had been Train 1 (nearest the park). Measurement of BOD in wastewater issuing from Train 1 prior to chlorination was very high. McElhaney and C. Brown have raised the question of whether residual settled solids in the last two tanks of Train 1 might be resolubilizing resulting in increased BOD levels.

Historically, (for at least the last 15 years) the 3<sup>rd</sup> and 4<sup>th</sup> tanks of each train have not been pumped, based on the presumption that there were very few solids to settle after the

flow through the first two tanks in the train. (When measured, there has never been more than 8-10 inches of sludge at the bottoms of the 3<sup>rd</sup> and 4<sup>th</sup> tanks). Mr. McElhaney plans to shift flow from Train 1 to Train 2 in the coming weeks and test BOD levels in the inflowing stream as well as in the outflow of effluent before chlorination. Once that data is in hand, he plans to shift the flow of wastewater over to Train 3 (which was traditionally used in the winter and has had the benefit of having all four tanks completely cleaned when they were emptied and re-waterproofed).

In June, when the tanks are scheduled to be pumped, all four tanks in each train will be pumped. If residual solids in the 3<sup>rd</sup> and 4<sup>th</sup> tanks are affecting BOD concentrations, this will hopefully improve the situation. The 2022 budget was set up with additional money to cover this more extensive tank pumping. Incidentally, the price for pumping by Moore Septic has increased from \$240/1000 gal to \$260/1000 gallons.

Discussion about the proposed moratorium on new connections.

A one-year moratorium on new connections was voted at the January meeting in order to give the Utilities Department time to assess reasons for high levels of BOD and to assess whether the treatment plant was approaching its maximum capacity. But in further discussion between the Overseers and the Town of Northport, it was found that such a moratorium could legally be for only six months and required a public hearing before adoption. In discussion, the committee members felt that there were still strong reasons to pursue a six-month moratorium.

**MOTION by Metcalf, 2<sup>nd</sup> by Wilt:** To schedule a public hearing at the Community Hall on Friday, March 26<sup>th</sup>, at 9 a.m. **Voted 5 in favor, none opposed.**

Judy Metcalf volunteered to work with the office to publish notification on line and in the newspapers.

The Committee was made aware of actions by the NVC Overseers on February 6, 2022 that will impact on the Utilities Department with regard to billing and office personnel. These include:

- Approval of Finance and Personnel Committees' recommendation to engage Willkie & Associates for interim bookkeeping.
- Ratification of new agreement with NR bookkeeping, Inc. for transition bookkeeping.
- Approval of a position announcement/position description for an Office Manager.
- Approval of appointment of Village Agent Bill Paige to function as the interim Office Manager at not more than \$1000 for two months.

**The Utilities Committee voted unanimously to accept these recommendations.**

Meeting Adjourned at 5:40 pm.

Next meeting, Friday, March 11 at 2:30 pm.

Respectfully submitted,

David D. Crofoot

**PWSID ME0091165**  
**NORTHPORT VILLAGE CORP WATER DEPT**  
**2021 Consumer Confidence Report**

**General Information**

**Water System Contact Name:** Northport Village Corporation Water Department  
**Address:** 813 Shore Road  
**City, State, Zip Code:** Northport, Maine 04849  
**Telephone #:** 207-338-0751 **Fax#:** **Email:** office@nvcmaine.org  
**Report Covering Calendar Year:** Jan 1 - Dec 31, 2021  
**Upcoming Regularly Scheduled Meeting(s):** Monthly, 2nd Friday@2:30 pm Community Hall

**Source Water Information**

**Description of Water Source:** Consecutive Connections: 1 (Purchase From Belfast)

The NVC Water Department purchases water from the Belfast Water District (BWD) to distribute it to its customer base. BWD uses groundwater from wells as its source of water.

**Water Treatment & Filtration Information:**

BWD uses sodium hypochlorite for disinfection, sodium hydroxide for corrosion control and sodium fluoride to prevent tooth decay.

**Source Water Assessment:**

The sources of drinking water include rivers, lakes, ponds, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and radioactive material and can pick up substances resulting from human or animal activity. The Maine Drinking Water Program (DWP) has evaluated all public water supplies as part of the Source Water Assessment Program (SWAP). The assessments included geology, hydrology, land uses, water testing information, and the extent of land ownership or protection by local ordinance to see how likely our drinking water source is to being contaminated by human activities in the future. Assessment results are available at town offices and public water systems.

**Definitions:**

**Maximum Contaminant Level (MCL):** The highest level of a contaminant that is allowed in drinking water.

**Maximum Contaminant Level Goal (MCLG):** The level of a contaminant in drinking water below which there is no known or expected risk to health.

**Running Annual Average (RAA):** A 12 month rolling average of all monthly or quarterly samples at all locations. Calculation of the RAA may contain data from the previous year.

**Locational Running Annual Average (LRAA):** A 12 month rolling average of all monthly or quarterly samples at specific sampling locations. Calculation of the RAA may contain data from the previous year.

**Action Level (AL):** The concentration of a contaminant that, if exceeded, triggers treatment or other requirements that a water system must follow.

**Maximum Residual Disinfectant Level (MRDL):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

**Maximum Residual Disinfectant Level Goal (MRDLG):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

**Units:**

ppm = parts per million or milligrams per liter (mg/L).

ppb = parts per billion or micrograms per liter (µg/L).

pCi/L = picocuries per liter (a measure of radioactivity).

pos = positive samples.

MFL = million fibers per liter

## Water Test Results

Contaminant	Date	Results	MCL	MCLG	Possible Sources of Contamination
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### Microbiological

COLIFORM (TCR) (1)	2021	0 pos	1 pos/mo or 5%	0 pos	Naturally present in the environment.
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### Inorganics

NITRATE (5)	3/19/2021	0.68 ppm	10 ppm	10 ppm	Runoff from fertilizer use. Leaching from septic tanks, sewage. Erosion of natural deposits.
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### Lead/Copper

COPPER 90TH% VALUE (4)	1/1/2018 - 12/31/2020	0.14 ppm	AL = 1.3 ppm	1.3 ppm	Corrosion of household plumbing systems.
LEAD 90TH% VALUE (4)	1/1/2018 - 12/31/2020	2.1 ppb	AL = 15 ppb	0 ppb	Corrosion of household plumbing systems.

### Disinfectants and Disinfection Byproducts

#### DISTRIBUTION SYSTEM

TOTAL HALOACETIC ACIDS (HAA5) (9)	LRAA(2021)	1.2 ppb Range (1.2–1.2 ppb)	60 ppb	0 ppb	By-product of drinking water chlorination.
TOTAL TRIHALOMETHANE (TTHM) (9)	LRAA(2021)	6.3 ppb Range (6.3–6.3 ppb)	80 ppb	0 ppb	By-product of drinking water chlorination.

#### Notes:

- 1) Total Coliform Bacteria: Reported as the highest monthly number of positive samples, for water systems that take less than 40 samples per month.
- 2) E. Coli: E. coli are bacteria whose presence indicates that the water may be contaminated with human or animal wastes. Human pathogens in these wastes can cause short-term effects, such as diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a greater health risk for infants, young children, the elderly, and people with severely-compromised immune systems.
- 3) Fluoride: For those systems that fluoridate, fluoride levels must be maintained between 0.5 to 1.2 ppm. The optimum level is 0.7 ppm.
- 4) Lead/Copper: Action levels (AL) are measured at consumer's tap. 90% of the tests must be equal to or below the action level.
- 5) Nitrate: Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant you should ask advice from your health provider.
- 6) Arsenic: While your drinking water may meet EPA's standard for Arsenic, if it contains between 5 to 10 ppb you should know that the standard balances the current understanding of arsenic's possible health effects against the costs of removing it from drinking water. EPA continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems. Quarterly compliance is based on running annual average.
- 7) Gross Alpha: Action level over 5 pCi/L requires testing for Radium 226 and 228. Action level over 15 pCi/L requires testing for Uranium. Compliance is based on Gross Alpha results minus Uranium results = Net Gross Alpha.
- 8) Radon: The State of Maine adopted a Maximum Exposure Guideline (MEG) for Radon in drinking water at 4000 pCi/L, effective 1/1/07. If Radon exceeds the MEG in water, treatment is recommended. It is also advisable to test indoor air for Radon.
- 9) TTHM/HAA5: Total Trihalomethanes and Haloacetic Acids (TTHM and HAA5) are formed as a by-product of drinking water chlorination. This chemical reaction occurs when chlorine combines with naturally occurring organic matter in water. Compliance is based on running annual average.

**All other regulated drinking water contaminants were below detection levels.**

## Health Information

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk.

Contaminants that may be present in source water include:

**Microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

**Inorganic contaminants**, such as salts and metals, which can be naturally occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

**Pesticides and herbicides**, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

**Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production and can also come from gas stations, urban runoff, and septic systems.

**Radioactive Contaminants**, which can be naturally-occurring or be the result of oil and gas production and mining activities.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers.

EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791) or at the following link:

**<https://www.epa.gov/ccr/forms/contact-us-about-consumer-confidence-reports>**

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Northport Village Corp Water Dept is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at the following link:

**<http://www.epa.gov/safewater/lead>**

## Violations

**No Violations in 2021**

**Waiver Information (to be included in the CCR for systems that were granted a waiver)**

**No Water Testing Waivers in 2021**

## ***Infrastructure***

### ***Infrastructure committee report 3/27/2022***

- The committee had planned to meet with North Avenue residents to discuss road improvement options. That meeting has not occurred as we are waiting to obtain the survey that was conducted as part of that project in 2021. Attempts to obtain the survey have been unsuccessful, we may need to purchase a copy from the survey company.
- Bill is continuing to solicit bids for various road projects – this process has been slow and has been impacted by Bill's focus on office related functions.
- Bill is looking for a contractor to bid and install a replacement entry door to the community hall.
- Bill is also looking for a contractor to shore up and reshingle the gazebo at the base of Bayview Park. This is a "must do" project for 2022.

Respectfully,

Steve Kazilionis - Chair



## **Ad-Hoc Playground Committee Recommendation to the Board of Overseers**

March 27, 2022

Committee Chair: Brady Brim-DeForest  
Secretary: Lindsay Moore  
Research Leads: Beanie Einstein and Johannah Knott  
Fundraising Lead: Jessica Eriksen  
Members: Bo Christin, Paul Hamlin

## I. HISTORY/SUMMARY OF PROCESS

The Playground Committee began to recruit members and conduct initial research in early September, 2021. It held its initial meeting on October 20, 2021 and held weekly meetings henceforth. All meetings were conducted via Zoom and public participation was invited. Many members of the community participated in one or more meetings. Minutes for each weekly meeting are available for review in the NVC Playground Committee Google Drive.

The initial consensus among committee members was that the basketball court and swings are not in need of repair or replacement at this time, but the existing playground structure should be replaced, rather than repaired. Being in its current state, the existing structure makes repair challenging and unsustainable. The committee was initially undecided on what to do with the Merry-Go-Round structure.

In order to solicit input from the community on this and many other factors, a community survey was distributed in November. 126 community members responded to the survey. See Appendix A for a summary of results (names and general comment section not included here). These results were used to guide committee decisions throughout the process. A majority of respondents elected to keep the Merry-Go-Round structure. Upon approval of the Board of Overseers, the committee arranged for volunteers to refurbish the Merry-Go-Round, which took place in December 2021.

## II. MANUFACTURER SELECTION

The Committee initially focused on researching available options for obtaining a replacement commercial structure. The Committee balanced several core requirements in its assessment of manufacturers:

- Manufacturing lead time under six months
- Commercial grade options
- ADA compliant options
- Cost

Many companies were considered as we made our selection. The following table lists the seven companies that were contacted during our research process:

Company Name	Basic Structure Description	Commercial Use/ADA Compliant	Initial Estimate/Quote	Remarks
Shed Happens	Wooden structures in	No	NA	No

	themed shapes			Commercial Options
Cabinfield/Amish	Wooden structures in themed shapes	No	NA	No Commercial Options
Bienenstock	Nature-based materials in organic arrangements	Yes	>\$20,000 + shipping	Concerns Over Long-Term Maintenance and Shipping Costs
American Parks	Metal and plastic general play structures	Yes	\$26,614 + shipping	Heavy use of plastic
Landscape Structures	Metal and plastic general play structures	Yes	\$24,000 + shipping	Heavy use of plastic
Maine Parks and Recreation	Metal and plastic general play structures	Yes	\$25,300 + shipping	Heavy use of plastic
<b>CedarWorks</b>	Wooden play structures with plastic slides and features	Yes	\$23,425 <i>(including shipping + install)</i>	Best overall economics

All companies had manufacturing lead times in the 8-12 week range, so that did not play a large factor in the Committee's recommendation. Based on cost, proximity, aesthetic, and commercial certification, CedarWorks was selected in November 2021 as the recommended manufacturer.

### III. BUDGET AND FUNDRAISING CONSIDERATIONS

After early stage contacts were made with these companies, the committee decided to set a fundraising goal at \$40,000. With initial quotes for structures (plus delivery and install) coming in around \$25,000, we estimated an additional \$15,000 needed for demolition, installation, ground preparation, play surface material, and any other associated costs (plus contingency). Our intention was to set the fundraising goal high, find ways to keep the costs down wherever feasible and, if left with funds greater than our eventual required budget, to place the extra money in a fund for future playground costs.

Prior to our initial recommendation in January we found no feasible opportunities for grant funding. However, after that meeting an opportunity did arise. We have subsequently submitted, with advance approval of the Board of Overseers, an application to Maine Community Foundation (“MCF”) that could fund additional items for the broader playground project including: additional greenery plantings around the playground, replacement swingset seats and chains, playground rocker, sailboat upgrades, plus a sunshade and supports for the donated sailboat for the playground project. Recipients will be selected and announced on June 1.

The grant application stated, “The goal is to further enhance the new playground by raising funds, procuring and installing additional features not included in the initial design. The playground committee determined that a shrubbery border would enhance safety and delineate the playground area from the roadway, a sunshade would be welcome by parents of young children, and the sailboat hull donated by a long-term local resident is in need of improvements to make it an attractive and safe part of the playground. In addition, an ADA compliant swing and new swing seats will complete the renewal project.” The full application is available upon request.

As noted above, we have also received a donation of an extra small sailboat hull from a community member, that will be used as a playground experience for our youngest playground guests (1-5 year olds).

Fundraising has been ongoing since the summer and we have exceeded our fundraising goal. To date we have secured \$40,0709.89 in standard donations and our silent auction raised an additional \$10,810 for a total of \$50,889.89 (pending collection of all outstanding auction funds). If selected for the MCF grant, this total could be up to \$53,889.89. Any excess funds would be set aside in a dedicated playground fund account secured specifically for ongoing costs of maintenance of the playground in subsequent years.

#### **IV. REQUEST FOR APPROVAL**

In order to proceed with the original target of replacing the playground in time for the Summer 2022 season, the Committee is requesting the swift approval from the Board of Overseers to proceed with ordering the playground structure from CedarWorks, as the manufacturing time is 8-12 weeks in duration, as well as approval of the other core elements of the plan.

##### **A. Removal of Existing Structure**

1. Inline with approval from the Board of Overseers, the Committee listed existing playground structure for free (in exchange for removal/disposal) on various public sites and garnered a lot of interest. We have selected a recipient (Zack Marston) who will come to remove the equipment for his own use. The recipient has agreed to sign a liability waiver.
2. Due to supply chain issues, CedarWorks has not been confident in their ability to precisely predict a date for delivery and installation of the new structure. The timing of the removal will be determined by the manufacturing timeline provided by CedarWorks, but we anticipate no more than 3-4 weeks time between removal and installation of the new playground. Therefore, pending the order of the playground equipment from CedarWorks in early April, the Committee anticipates that the play structure will be removed towards the of May or early June. This recommendation may shift based on our final contract with Cedarworks, but we feel that it is best to leave ample time in between the removal of the old structure and the anticipated delivery date in case any issues should arise.

**Request for Approval: That the playground be approved for removal/disposal by Zack Martson (or an alternative party on the same terms) at a date/time to be determined by the Committee in collaboration with Village Agent Bill Paige, subsequent to a receipt of a signed liability waiver.**

**B. Footprint and Ground Cover**

3. The Committee seeks approval to expand the footprint of the play area slightly as shown in Figure A to allow ample space for benches, tables, or other play structures. This will require installation of a new rubber border at the cost of \$2,750.00, and this work would be performed by CedarWorks partner, Playsite Services New England, Inc.. The Committee has assessed the parking ordinance and related parking diagrams as well as the existing utility and sewer lines, subsequent to a meeting and walkthrough with Village Agent Bill Paige.
4. The Committee seeks approval to cover the entire play area (including the expanded portion) with natural cedar wood chips at a

cost of \$6,606.00 (Geo-textile fabric underlayment is included in the cost of playground structure installation). The cedar wood chips have been filtered and processed to remove sap and other contaminants. Because the cedar wood chips are imported from Canada, they are resistant to wood boring insects native to Maine, thus improving their durability in this environment. The cedar wood chips are sold by a CedarWorks partner, Playsite Services New England, inc., and are one of three options recommended for playground surfacing, including: Loose rubber mulch (\$11,364.00) and bonded rubber mulch (\$16,940.00). Concerns over cost, maintenance, environmental impact, and aesthetic made natural wood chips the most appealing.

**Request for Approval: That the expanded playground area and cedar wood chip surface be approved and that approval is granted to engage Playsite Services New England, Inc. at a total cost of \$9,356, to acquire and install the above.**

#### C. Play Structure

1. The Committee seeks approval to order the CedarWorks structure shown in Figure B. The structure is made of Canadian cedar (which is more resistant to pests native to Maine). Its size allows for two play spaces one rated for the 2-5 and the other for the 5-12 age ranges while still allowing the required 6 foot fall zone around the footprint of the structure. It meets commercial and ADA compliance regulations, provides a variety of play experiences, and creates shaded areas for sun protection. The cost of the structure is \$18,605, plus \$1,675 for shipping and \$2,790.75 for install.
2. CedarWorks offers the option of sealant for wooden play structures, but the Committee does not recommend sealant at this time. The charge is 17% of the cost of the structure, which would be roughly \$4,250. Sealant would then need to be reapplied approximately every three years at the same cost. Our understanding is that the sealant is mostly for aesthetic purposes (see Figure C) and would not significantly extend the lifespan of the structure. Therefore we do not feel it would be prudent to take on the commitment of continual cost and maintenance.

**Request for Approval: That the selected CedarWorks playset be approved for order and install by CedarWorks, subsequent to manufacturing, at a total cost including shipping and install of \$23,070.75.**

D. Additional Items

1. The Committee still recommends purchasing a standalone CedarWorks rocker (see Figure D) at a cost of \$600.00 to be placed in the expanded play area. This will allow for more safe play options for younger playground users in the 2-5 years age range at a very reasonable price. However, because this piece is separate and does not require installation by Cedarworks, we included it in the grant application for Maine Community Foundation. If we are awarded those funds, we will use them to purchase the rocker. If for any reason our grant application is denied, we can still use excess funds from our own fundraising campaign.
2. The Committee recommends leaving the existing two benches and two picnic tables in or near the playground area, as these have been recently repaired.
3. Community member Gordon Fuller purchased a boat that he has agreed to donate to the playground to serve as an additional play structure for younger children. The committee will work on modifying the boat for safety and longevity. The MCF grant also included funding for a sunshade and related supports, and improvements to the boat.
4. Village Agent Bill Paige has requested that the Committee consider adding a French Drain to the immediate southwest border of the playground area to help manage runoff. Community members, including existing Committee members have agreed to provide the labor and supplies (at their own expense) to install a french drain in coordination with and at direction of Village Agent Bill Paige.

**Request for Approval: To approve purchase of the Rocker (using either proceeds from the MCF grant or surplus funds raised by the Committee), to accept the donation from Gordon Fuller, and to approve the Community funded french drain.**

The costs of the core elements of the recommendation articulated in Sections IV.A-D are included in the budget below:

### Budget

Line Item	Cost
Play Structure	\$18,605.00
Shipping	\$1,770.00
Installation	\$2,880.75
Border	\$2,750.00
Wood fiber ground cover	\$6,606.00
Permitting	<i>Waived</i>
<i>Contingency</i>	\$3,400
<b>APPROXIMATE TOTAL <sup>†</sup></b>	<b>\$36,045.75</b>

<sup>†</sup> These figure are based on an understanding that as a municipal entity, NVC purchases are not subject to sales tax. If that is not the case, the total sales tax owed would be approximately \$1,550. Additionally, these figures do not include cost of removal and disposal of the existing structure, which the Committee is seeking approval for at zero cost to the village.

*Note: Complete quotes from CedarWorks including all options explore can be found in Appendix C. Existing quote is good through April 15, 2022. If the order is not placed by then, we expect prices to rise 2-3%. This gap would be absorbed by the contingency.*

**Request for Approval: To approve the budget outlined above.**

## V. ONGOING COSTS AND MAINTENANCE

- A. Mulch will need to be periodically raked as dictated by patterns of play and replenished every 2-3 years. CedarWorks gave us a rough estimate of replenishing mulch at half the original cost, which is roughly \$3,000.00. Therefore, the Committee recommends budgeting \$1,000.00 per year towards mulching. *(Note: Whether to source mulch from CedarWorks or*

*elsewhere in the future can be decided after the first year or two with the CedarWorks mulch in place.)*

- B. The Committee also recommends budgeting \$500.00 per year towards additional playground maintenance. This figure is less than 3% of the original cost of the structure and would allow funds to accumulate to cover smaller items such as new planks on benches, new swings or chains for the swingset, new basketball nets, minor repairs to the play structure, or any other “rainy day” needs. Funding not used each year should be maintained in the playground budget to be used when needed for larger projects such as resurfacing the basketball court or eventually, refurbishing the playground again.

## **VI. NEXT STEPS**

- A. The Committee seeks:
  - 1. Approval of the above Requests for Approval from the Board of Overseers
- B. Coordination with NVC Office Staff to Submit the Order and Remit Payment to CedarWorks and Playsite Services as soon as reasonably possible and ideally by April 1, 2022.
- C. Removal of Current Play Structure
  - 1. Once the order has been placed with CedarWorks, the Committee would coordinate with the third party to whom the playground would be ideally donated to coordinate removal dates. There would by necessity be a short period (ideally no more than a 3-4 weeks) where the no playground structure is present (between removal and install).
- D. Installation of French Drain on southwest border of playground area by Community members under the direction of Village Agent Bill Paige.
- E. Installation of New Playground Structure
  - 1. Once the playground structure has been manufactured (8-12 weeks from order), installation dates would be assigned by CedarWorks. CedarWorks would be responsible for the installation, and would coordinate install with

2. Installation will require 4-5 business days, during which the playground area would be inaccessible to the public.

F. Target Timeline:

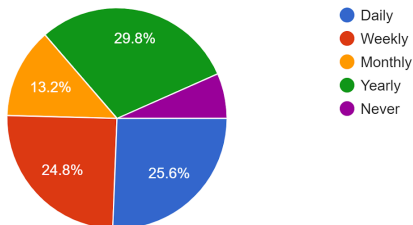
1. The Committee believes that the current plan would enable the new playground structure to be installed no later than August 1, 2022, but we anticipate that delays in manufacturing could result in this date shifting out to later in the season.

## Appendix A

### Summary of Community Survey Results (126 responses)

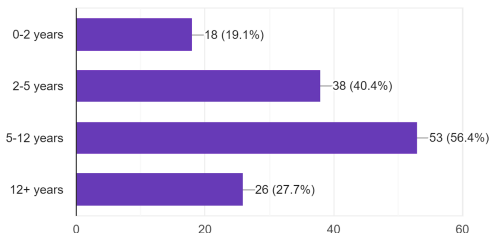
How often do you visit the playground?

121 responses

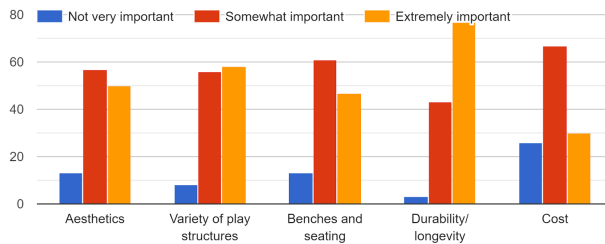


Please indicate the ages of children in your household that visit the playground. Check all that apply.

94 responses

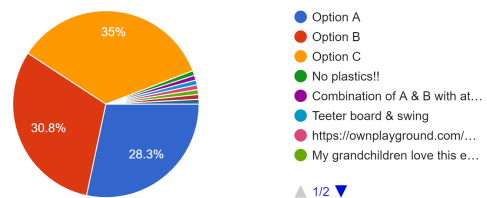


How important are the following factors to you in the playground rebuild?



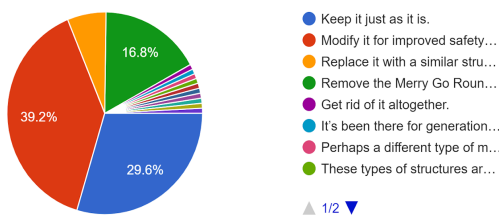
Which playground aesthetic most appeals to you? (These are NOT the actual structures to be considered, just examples of colors, materials, themes...)

120 responses



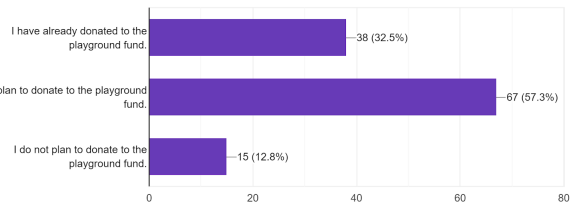
What you most like to see happen with the Merry Go Round?

125 responses



Are you interested in supporting these efforts with a donation?

117 responses



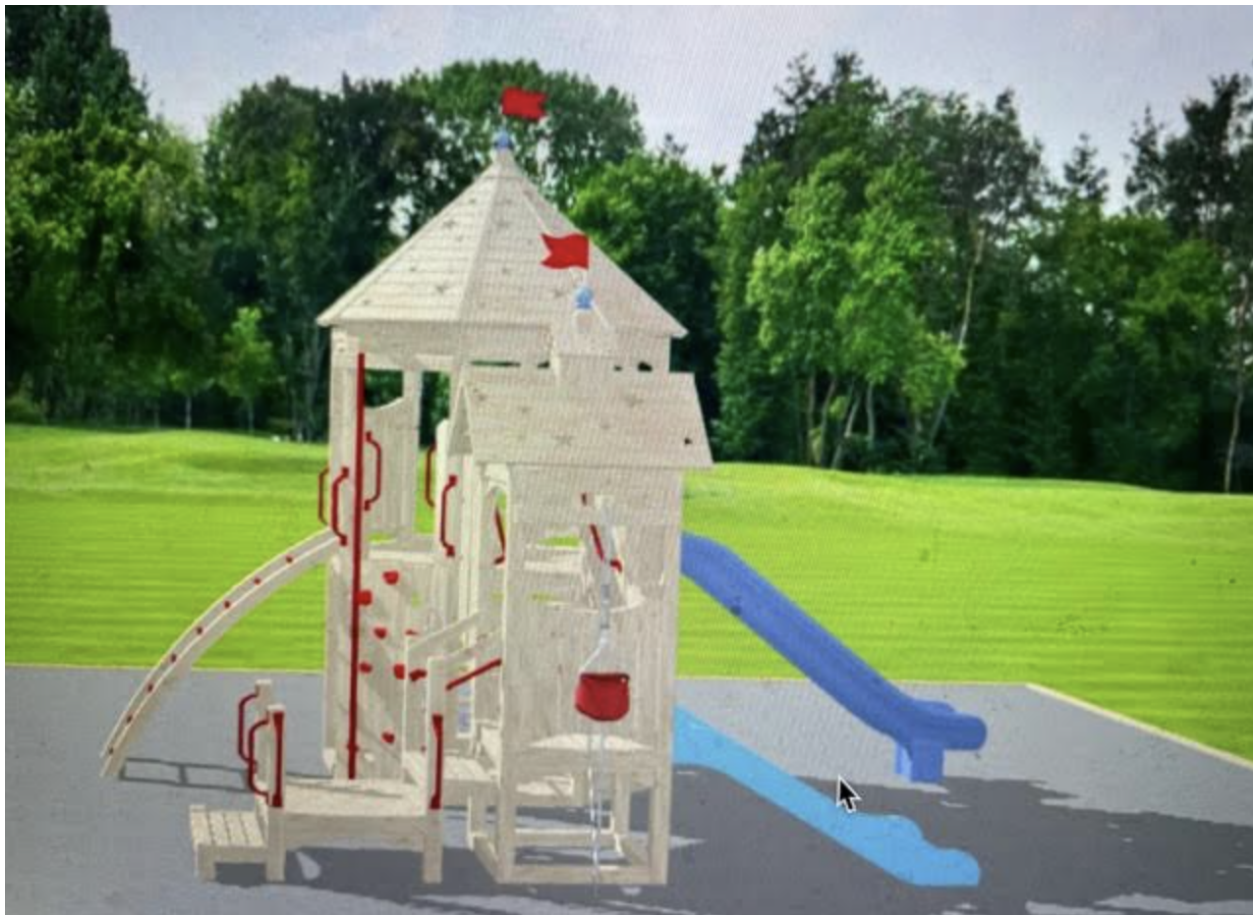
## **Appendix B** **Images**

Figure A - Expanded playground footprint (recommended)

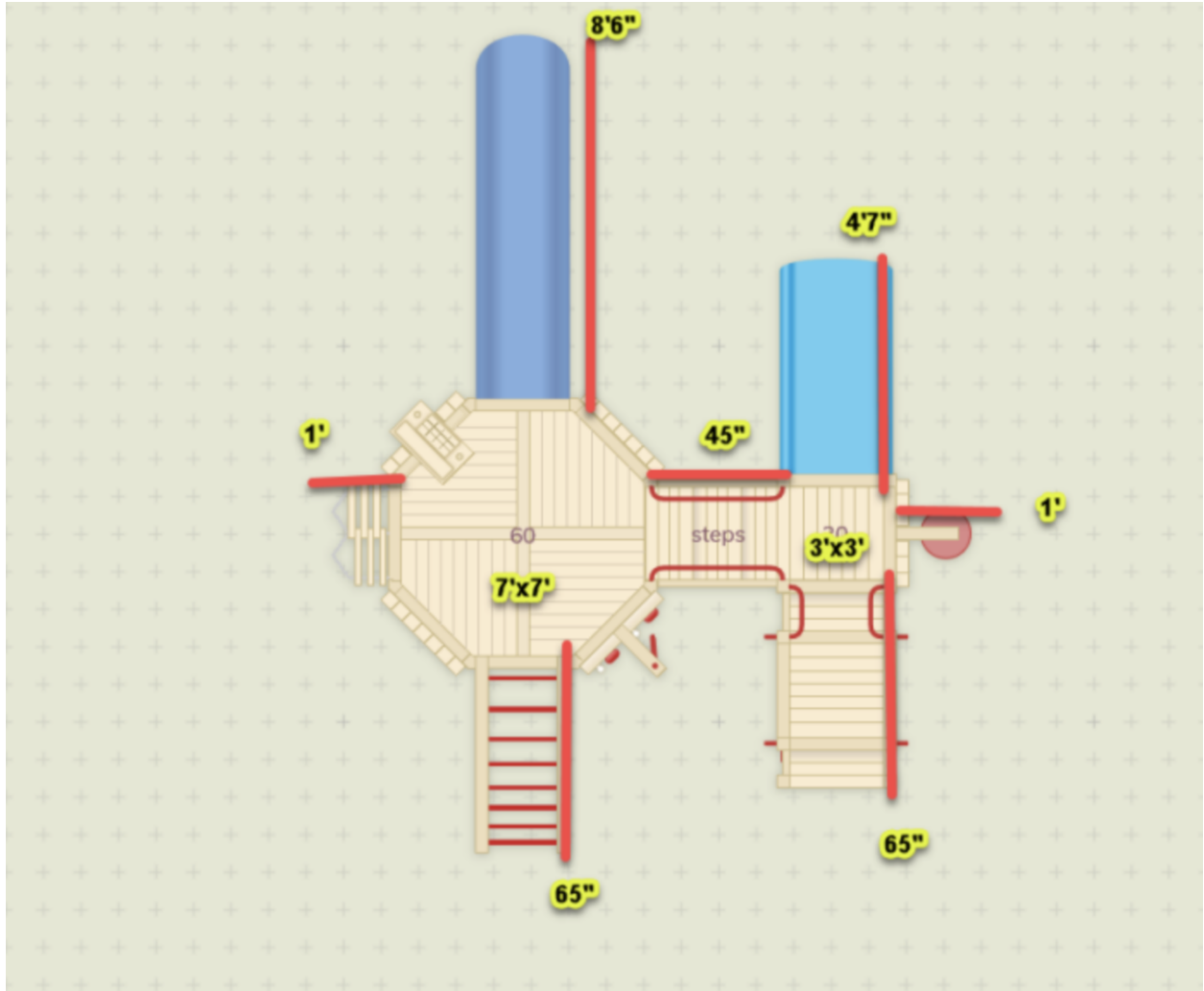


Figure B - Play structure (recommended)









Current



Planned



Figure C - Sealant Color Options (not recommended)



Figure D - Rocker (recommended)



**Appendix C**  
**CedarWorks Options with Costs**

		<u><b>Expanded Area</b></u>
Play Set Cost	\$25,000	\$25,000
Sealtant (17% of cost)	4,250	\$ 4,250
<b>Wood Fibers</b>	\$ 6,000	\$ 6,576 (exp. Area)
Rubber Timber Border	<u>\$ 2,500</u>	<u>\$ 2,750</u>
	\$37,750	\$38,576
Rubber Timber Border	(\$ 2,500)	
Not Necessary may use Our border		
No Sealtant	<u>(\$ 4,250)</u>	<u>(\$ 4,250)</u>
Total:	\$31,000	\$34,326
<hr/>		
Play Set Cost	\$25,000	\$25,000
Sealant	\$ 4,250	\$ 4,250
<b>Bonded Rubber Mulch</b>	\$15,500	\$16,940 (exp. Area)
Rubber Timber Border	<u>\$ 2,500</u>	<u>\$ 2,750</u>
	\$47,250	\$48,954
No Sealant	<u>(\$ 4,250)</u>	<u>\$ (4,250)</u>
Total:	\$43,000	\$44,704
<hr/>		
Play Set Cost	\$25,000	\$25,000
Sealant	\$ 4,250	\$ 4,250
<b>Loose Rubber Mulch</b>	\$10,500	\$11,364 (exp. Area)
Rubber Timber Border	<u>\$ 2,500</u>	<u>\$ 2,750</u>
Total:	\$42,250	\$43,364
No Sealant	(\$ 4,250)	(\$ 4,250)
Rubber Timber Border	<u>(\$ 2,500)</u>	<u></u>
	\$35,500	\$39,114

**Playsite Services New England, INC.**

109 Coyote Ridge Drive  
Vassalboro, ME 04989 US  
schedule@playsiteservices.com



**INVOICE**

BILL TO  
Blair Einstein  
24 Bay St  
Northport, ME 04849

INVOICE 1591  
DATE 01/13/2022  
TERMS Due on receipt  
DUE DATE 01/13/2022

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Cedar Wood Fibers	Premium Northern White Cedar Wood Fibers	1	6,606.00	6,606.00
	Rubber Timber Border	Rubber Timber Border	1	2,750.00	2,750.00

BALANCE DUE **\$9,356.00**

## BILL OF SALE

**Northport Village Corporation** does hereby sell, convey, transfer and release to Buyer, his heirs and assigns forever, the Wooden Playscape currently located at Ruggles Park, Bayside, Maine. The Wooden Playscape and each of its components is delivered without warranty, as is, where is and the Village, its employees, and representatives make no representations as to condition of the Wooden Playscape nor do they have any obligation or responsibility, individually or jointly, to assist with the removal or to protect the Buyer or the Wooden Playscape from injury, damage, or harm in its removal from Village Property.

Buyer signs this Bill of Sale as an acknowledgement that he has read it and understands and agrees to its terms of transfer and release. o

IN WITNESS WHEREOF, \_\_\_\_\_, has hereunto set his hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Buyer

**Northport Village Corporation  
March 27, 2022 Board of Overseers Meeting  
NVC Facility Use Requests**

**Community Hall 2022 Reservation Requests**

<b>Requester</b>	<b>Purpose</b>	<b>Date</b>	<b>Time</b>	<b>Comments</b>	<b>Board Action/ Conditions</b>
Wendi Samway (R)	Birthday party	8/3 (W)	3-10 p.m.	Upstairs.	
Bayside Arts	Rain location for community dance	7/29 (F)	6-11 p.m.	Upstairs. <u>Note:</u> rental rules require events to end at 10 p.m., clean up allowed until 11 p.m.	
Bayside Arts	Exhibition of Dick Brockway models (Set up, opening reception, gallery hours)	8/1-8/15 15 days	"24/7"	Community Room downstairs. <u>Note:</u> Requester asks for <u>exclusive</u> use of the Community Room for 15 days, "24/7." BA requires room cleared of all non-exhibition items, e.g. tables, chairs, TV and related equipment, etc.	
Bayside Arts	Children's/Teens' Programs (free)	7/12 (T) 7/19 (T) 7/26 (T) 8/2 (T)	5-10 p.m. 5-10 p.m. 5-10 p.m. 5-9 p.m.	Upstairs.	
Bayside Arts	Adult programs (free)	7/9 (Sat) 7/16 (Sat) 7/23 (Sat) 8/6 (Sat) 8/14 (Sun)	6-10:30 6-10:30 6-10:30 6-10:30 6-9 p.m.	Upstairs. <u>Note:</u> Rental rules require events to end at 10 p.m., clean-up allowed until 11 p.m.	
Bayside Historical Preservation Society	Collectors' Day	8/5 (F)	10 a.m. – 3 p.m.	Upstairs.	

**March 27, 2022 Board of Overseers Meeting  
Lower Bayview Park 2022 Use Request**

<b>Requestor</b>	<b>Purpose</b>	<b>Date</b>	<b>Time</b>	<b>Comments</b>	<b>Board Action</b>
Wendy and Rasha Huntoon	Wedding	Saturday, 9/4	9-12 noon (Set-up, ceremony, clean up)	<p>In 2021, Wendy's use of Community Hall for September 3-5 was approved.</p> <p>In addition to the park use request, Wendy requests a waiver of Village parking restrictions on Bay Street from 10 a.m. to 12 noon to permit limited mobility family members and guests to attend the ceremony.</p>	

## INDEMNIFICATION AGREEMENT

This indemnification agreement, effective on the date below written, is made by and between **Northport Village Corporation**, hereinafter called *NVC*, and **Brynna Ledyard and Paul Overgaag** hereinafter called the *Owner*.

### PURPOSE

The purpose of this agreement is to grant Owner and their contractors and agents permission to enter property of NVC adjacent to and abutting Owner's property at One North Avenue, Northport (shown generally as Tax Map U-05, Lot 153) for the purpose of repairing the seawall and drainage at Owner's property and, to the extent necessary, repair and restore the seawall and drainage on the adjoining Village property and to indemnify and hold harmless, NVC, from any acts, or failure to act, by the Owners, or their agents, during and after the repair and reconstruction of the seawall and drainage at that location hereinafter the **Project**.

### INDEMNIFICATION

In addition to the other obligations created by this agreement, the Owner jointly and severally agree to indemnify, and hold harmless, NVC, from any now pending or subsequently initiated, suits, claims, judgments, costs or expenses of any kind, including any fees, penalties or attorneys' fees, associated with any acts or failure to act, by the Owner, or their agents, during and after the Project. This indemnification agreement shall include a right to reimbursement of attorneys' fees incurred by NVC in responding, in any way, to any now pending or subsequently initiated, suits, claims, judgments, costs or expenses of any kind, associated with any acts or failure to act, by the Owner, or their agents during and after the Project. NVC agrees to provide timely notice, in writing, of any claims outlined in this paragraph. Such notice shall be given in a reasonable and timely manner so as to provide the Owner an opportunity to defend, negotiate, and mitigate the damages and costs arising therefrom.

### INSURANCE

The Owner shall at all times during the Project, keep and maintain a policy of public liability insurance having policy limits of at least five-hundred thousand dollars (\$500,000) for death or injury to a person or persons and five-hundred thousand dollars (\$500,000) for damage or injury to property. The Owner assume all liability for, and indemnify NVC against, any claims, demands, liens or other charges, including attorneys' fees incurred by it, on account of any death or injuries to person or property relating to the Project. If NVC recovers a final judgment against the Owner regarding any loss or damages to persons or property, NVC agrees to reach and apply any insurance money from all of the Owner's insurers before attempting to collect on that judgment directly from the Owner. NVC agrees to provide timely notice, in writing, of any claims

outlined in this paragraph. Such notice shall be given in a reasonable and timely manner so as to provide the Owner an opportunity to defend, negotiate, and mitigate the damages and costs arising therefrom.

In exchange for the agreement of the Owner stated herein, NVC hereby grants permission to the Owner and his agent to cross over and upon NVC land, including the beaches and intertidal zone, for the purpose of the Project upon reasonable notice to NVC.

Agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by signature below.

**Northport Village Corporation  
By its Overseers**

\_\_\_\_\_  
Stephen Kazilionis

\_\_\_\_\_  
Lisa Fryer

\_\_\_\_\_  
Brady Brim-Deforest

\_\_\_\_\_  
Victoria Matthews

\_\_\_\_\_  
Judy A. S. Metcalf

\_\_\_\_\_  
Michael Tirrell

\_\_\_\_\_  
Jeffrey Wilt

**The Owner**