



April 10, 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/81697005253?pwd=WnBSeFhRMzIOZnh3MjUrLzdkYnBIUT09>

*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 March 27, 2022 minutes (Final draft submitted.)
 - Volunteer to prepare meeting minutes
- Village Agent Report
- Treasurer's Report (Written report submitted.)
 - Recommendation to approve Philbook & Associates engagement letter. (Submitted.)
- Committee Reports (*as needed*)
 - Finance
 - Governance
 - Tree Warden and Tree Committee
 - Recommendation to approve expenditure of \$3,726.80 for Emerald Ash Borer treatment by Hawkes Tree Service. (At March meeting, Board approved \$3414.00, which was based on Hawkes' 6/21 estimate. Since 6/21, cost has increased by 10%.)
 - Utilities
 - Infrastructure
 - Recommendation to approve Property Maintenance and Lawn Care Bid Specs/Contract, Garden Maintenance Bid Specs/Contract, Curbside Trash/Recycling Pickup Bid Specs/Contract (Drafts submitted.)
 - Safety
 - Waterfront
 - Communications
 - Personnel
- Ad Hoc Parking Ordinance Implementation Committee – Final recommendations regarding signage
- Ad Hoc Playground Committee
- Technology Officer Report
- President's Report
 - Various facility use requests for Board action (Requests submitted.)
 - Recommendation to authorize the President, on the Overseers' behalf, to submit a letter of support for Town's application for federal funds to build a new Town Office.
 - Request by Gartley & Dorsky Engineering and Surveying, Inc. (P. Overgaag shoreline stabilization project). (Requested authorization submitted.)
 - With Town Liaison, report on Town budget process.
- Town Liaison Report
- Other issues or reports
- Comments by meeting attendees
- Adjourn.

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

March 27, 2022– Hybrid live meeting in Community Hall and virtual via Zoom

Attendees:

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

Overseers:

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

Meeting Called to Order 8:02 a.m.

Public Comments: No comments

Approval of Minutes:

Jeffrey W. made a motion, seconded Judy M., that the minutes of the February 13, 2022 meeting be approved with the addition of an adjournment time.

Vicky M. – Vicky is spelled with an “y” not an “i”- sorry Vicky

Village Agent Report: Bill Paige (Please see written report)

Additions:

There has been a resident who has been parking inappropriately in the park area on North Avenue. The resident has a handicapped placard. I’m recommending dedicating a handicapped sign/space where the cars park near the pump, and sending a letter to this resident explaining that no parking is allowed in this park.

Judy M. made a motion, seconded by Jeffrey W., sending a letter to that resident explaining what parking facilities we have available and also explain to them that there is going to be a designated handicap parking spot in the pump area. Non-parking areas cannot be used for parking.

Voted – Unanimously passed

A handicap sign would be around \$30.00, we may have a post and sign in storage. Any expense will come out of the road budget.

Road repair estimates for 2022:

Washouts of Pleasant Avenue: Hot top swale, culvert across Cradle Row, building up the area, for cars to come in and out from Cradle Row down to the catch basin on

Pleasant Street is \$9,500. This and all estimates may change due to increasing material and labor costs.

Washout along the bottom of Park Row/ Seawall: Install a catch basin just before the boat ramp to take the water across the road to the storm drain. Estimate: Approximately \$5,000.00.

Community Hall Door: To replace the door only, which does not include installation, is \$3,342.36. Waiting for a second estimate.

Placing rocks, gates etc. across our walkways: Estimate: Approximately \$200.00 for 4 by 4 posts and chains. Placing rocks approximately \$280.00 (no cost for rocks, the expense is for an excavator).

Two fire hydrants that have been approved near the end of the Shore Road water line and near the end of Bluff Road water line: The installation of hydrants is paid by the water utility, the hydrant “usage” fees need to be budgeted in General Government for 2023.

Action Item: Gazebo Roof Bayview Park: The shingles are almost gone and the roof is leaking. Estimate: \$5,698.00 (updated from the estimate last year of \$5,000.00). Judy M. made a motion, seconded by Steve K., that Overseers approve the repair of the Gazebo in Bayview Park for \$ 5,698.00. This is a budgeted repair.

[Voted – Unanimously passed](#)

Action Item: Ruggles Park Circle, to clean up and replace with what is there now, crushed stone or replace with gravel. Crushed stone is removed with plowing. Materials for crushed stone: \$1116.00; Materials for gravel: \$1044.00, this does not include the cost of spreading the materials

Judy M. moved, seconded by Jeffrey W., that the Overseers approve the \$1044.00 for gravel, it is less money and it has the perspective of cutting back on future maintenance. Discussion: Bill recommended leaving it as it is this year and see how it fairs after the winter of 2023. Overseers were in agreement.

[The motion was withdrawn.](#)

Vicky M. – There will be a no parking sign at the seawall stating: “No overnight parking - violators will be towed at owner’s expense”.

Vicky M. made a motion, seconded by Jeffrey W., that the Village Agent should facilitate arrangements with a towing company and that the sign include the towing company contact information.

[Voted – Unanimously passed](#)

Annual Community Hall Cleaning: Bill has found someone who will do the cleaning in the range of \$500-\$600 . . However, she does not have Liability Insurance For a one-time, one day cleaning the Liability Insurance was waived. No ladders will be used. The Overseers directed Bill P. to hire this individual for up to \$600.00

Treasurer's Report: Wendy Huntoon (please see written report)

Wendy H.- we are using all the account codes allowed by the NVC QuickBooks subscription The preferred option would be to upgrade to the a more advanced version of QuickBooks.

After some discussion the Overseers and Treasurer agreed to defer a decision until the new bookkeeper starts on May 1.

Judy M questioned the General Government bank account balances which seem low at this point in the year. Wendy responded that there are a number of transactions paid by General Government that will be reimbursed from the Utilities once the Audit and year end processes are complete.

Warrant Policy: The Finance Committee met to review and update the Warrant Policy & Procedures. The goal is to have them approved and in place before the new bookkeeper starts.

Judy M. moved, seconded by Brady B. that the Warrant and Payment Policy be approved as written.

[Voted – Unanimously passed](#)

Governance Committee: Judy Metcalf

The Committee is doing a line by line review of the Zoning Ordinance and we are making good progress. Our goal is clarification and simplification.

In addition to the Zoning Ordinance, the Committee is looking at a single change to Village By-Laws that will have to be approved at the Annual Meeting. The change is a recommendation which would assure that a quorum can include Overseers' who participate by Zoom.

The Committee also has the first draft of a policy on Public Land Retention and Preservation and elimination of encroachments. The Committee was asked to look at the Fire Ordinance but they were not able to get to that in the last two meetings.

Tree Warden/Tree Committee: Lisa Fryer

Action Item: Overseer approval for removal of the tree on Clinton Street, in front of the Spollett property and the tree at 34 Main closest to the street. The quote for removal of the tree on Clinton Street is \$1,500.00. The quote for the removal of the tree at 34 Main Street is \$2,200.00 for a total of \$3,700.00.

Lisa F., made a motion, seconded by Judy M. to approve \$3,700.00 for removal of the trees on Clinton Avenue and 34 Main Street.

Voted – Unanimously passed.

There is a third tree approved for removal as part of the 2021 budget in the amount of \$1,350. This will also be removed and paid from the 2022 budget.

Action Item: Ash Borer Treatment. Budget is currently \$2,500.00, additional funds are available in the tree budget.

Lisa F. made a motion, seconded by Jeffrey W., to approve \$3,414.00 for preventative Ash Borer treatments at the bottom of Bayview Park, Ruggles Park, Auditorium Park and Blaisedell Park by Hawkes Tree Service.

Voted – Unanimously passed

Utilities Committee: Judy Metcalf

Our water quality is good and the plant is working well. After a public meeting on Saturday March 26th, the Utilities Trustees unanimously approved a 6 month moratorium on the issuance of new permits to connect to the wastewater system.

The Utilities Committee is considering the hiring of a consultant to assist in the review of treatment plant operations and to provide recommendations if needed to adjust operations..

Infrastructure Committee: Steve Kazilionis (please see written report)

Action Item: Approval of the Easement and Indemnification Agreement (attached) with Paul Overgaag and Brynna Ledyard, 1 North Avenue. They plan to do work on their seawall. In the process of doing this work, they need to cross over our property. They have also generously offered to repair the Village owned portion of the seawall at the same time. This is a customary agreement we have used over the years with people request access to seawalls for repair and restoration.

Judy moved, seconded by Steve K. that the Easement and Indemnification Agreement with the owners of 1 North Avenue be approved.

Voted – Unanimously passed

Safety Committee: Michael Tirrell

Danny Ryosa is in place to return as our seasonal Police Officer and we are working with his schedule. Ronin will return as Lifeguard and has committed to working five days a week, two of them on the weekend. The Safety Committee is looking for an additional lifeguard..

Waterfront Committee: Jeffrey Wilt - No report

Communications Committee: Lisa Fryer

The Committee will start taking reports for the Annual Meeting, so please think about writing these reports and submitting them on time.

Personnel Committee: Janae Novotny – No report

Ad Hoc Playground Committee: Brady Brim-Deforest (Please see written report)

The Community has been very generous. We set our original fund raising goal at \$40,000.00. To date we have raised \$50,089.00, which does not include a potential receipt of funds from the Maine Community Foundation Grant. The Auction was a big success with over 20 local businesses donating items for the Auction. We expect to set aside any excess funds in an NVC reserve account for upkeep and maintenance of the playground.

Action Items: 1) Request for Approval: That the playground be approved for removal/disposal by Zack Marston (or an alternative party on the same terms) by 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 (Bill of Sale attached).

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

3) 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.

4) 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.

5) Request for Approval: To approve the budget outlined on page 8 of the attached document for \$36,045.75.

We have applied to the Town of Northport for a building Permit which is forthcoming; they have waived the permit fee.

We are looking to order the playset by the first of April as well as engage with Playset Services to get on their schedules for delivery hopefully in July with a dedication in the beginning of August. Judy M. inquired about the height of the playset. Brady B. – it could be anywhere from 12-15 feet to the flag on top. This should not impact any views as the current swing set and basketball nets are much higher.

Brady B. made a motion, seconded by Jeffrey W., that the Board of Overseers approve the recommendations of the Committee and approve the plan and authorize the Committee to order the proposed playset from CedarWorks and Playset Services of New England.

Voted – Unanimously passed

Please note: due to lead times there will likely be a period of time where we will be without a playground (removal of existing/ installation of new)

It is important to note that the committee has received and continues to receive kudos from many sources for a job amazingly well done!

Technology Committee: Brady Brim-Deforest

We have reserved the NVCMaine.gov domain name, this costs the NVC nothing other than some minimal reporting requirements. The NVCMaine.org domain will run in parallel for some time; the actual transition is to be determined.

The committee is working on security policy and procedures.

President's Report: Janae Novotny (written report attached)

Regarding community hall reservations.

Judy moved, seconded by Jeffrey W., to approve the Community Hall reservation requests, with the addition of Bill Paige's request for use of the Community Room April 10 at 2:00 p.m. Also, Bayside Arts schedule request be approved with the modification that all events have to end by 10:00 p.m., and that the Overseers understand and will impose the requirement that exclusivity will not exclude the

Overseers use of the room and will place the condition that the audio-visual zoom equipment used for Zoom meetings will not be disturbed and will remain in place. .

Voted: Unanimously passed

There is also a request to use lower Bayview Park on Saturday September 4, 9 a.m.-12:00 noon from Wendy Huntoon for set-up, ceremony, clean up etc. In 2021, Wendy's use of the Community Hall for September 3-5 was approved. She is also specifically requesting a waiver of the village parking restrictions on Bay Street from 10-12 noon to permit limited mobility family members and guests to attend the ceremony.

Jeffrey W. moved, seconded by Brady B., to approve the request by Wendy Huntoon to use lower Bayview Park on September 4, 2022.

Voted – Unanimously passed

The town has had three Budget Workshops, meeting meeting every Monday. I have attended some of regular meetings when Jeffrey has been out of town and have also attended all the Budget Workshop meetings. Jeffrey and I have talked to the town about the areas of our Budget that the whole town of Northport benefits from. We have focused on the roads, the park and the wharf. I gave them information that shows this year's Budget for 2022 and what we were spending on those three areas, for a total of \$59,000.00. They appreciated the information and will get back to the Village.

Judy M. & Jeffrey W. - We need to educate the Town that this is a year-round Community that is providing a lot of tax revenue and not demanding much in return.

Judy M. – There is a deadline of April 15 to apply for monies from the Angus King newsletter from the Covid 19 Emergency Funds (CDS). The paperwork requirements are very substantial. Brady B. will get together with Bill P. and Steve K. to help put through the application. Discussion ensued.

The Overseers reviewed proposed adjustments to the Trash and Park Maintenance contracts. The NVC will revise them accordingly and add a third contract for maintenance of the gardens within the Village. Steve K will draft the revised version.

Brady B graciously offered explore the legal options available to the Village to assess the NVC's ability to assess fees from rental agencies. This is part of a process to assess the expenses borne by taxpayers due to the increased burden on services within the village during the summer season.

Public Comments:

Rachel Rosa, Auditorium Park, wondered if there was progress being made on pay Water/Sewer bills online. *The challenge that we are facing is that our system is small enough that we would have to incur all the costs, the Village would not be able to actually fund the online payment option without increasing water/sewer rates. We are working on trying to find options.*

Asked Lisa F. if she was able to find any grants for Ash Borer. *Lisa F. – I have not, however what ever information you can find, please pass it on to me.*

Rachel also gave a “shout-out” to the Playground Committee and the terrific job they had done.

Dan Webster, Shore Road, thanked Brady B. and the Ad Hoc Playground Committee for doing a great job. He will put something together for Brady’s review to send out to the public or write something up and he will distribute it.

He also asked when the recorded minutes of the Overseers meetings will be available online. *Janae N. – We don’t have a date but we are working on it.*

Paul Hamlin, Griffin Street the mailboxes at the top of Griffin Street are falling off the structure, and asked who is responsible for repairing them. *Janae N.- That’s the private owner’s responsibility, and usually neighbors get together for funding replacements and repair.*

Regarding the towing issue, felt it was important to include the telephone number on any sign posted regarding towing.

Ned Lightner, Maple Street, with the new playset and an enlarged footprint of the playground would the Memorial Garden he has been maintaining be affected with the new playset and enlarged footprint. *Brady B. – The Playground Committee has been really thoughtful about maintaining the integrity of the garden and the playset won’t be extended in the direction of the garden, there will be no impact on the garden.*

Hearing no further comments, the Overseers went into Executive Session at 10:25.

Return from Executive Session 10:35

Michael T. moved, seconded by Judy M. to hire Danny Ryosa as our summer police office at the rate of \$25/hr. He will work a five day schedule including both weekend days. Hours worked will not exceed budgeted funds.

Voted – Unanimously passed

Michael T. moved, seconded by Judy M, to hire Ronin Deschamps as our Lifeguard at a rate of \$20/hr. He will work a five day schedule including both weekend days. Hours worked will not exceed budgeted funds.

Voted – Unanimously passed

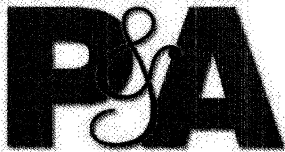
Motion to Adjourn by Vicky M, seconded by Brady B. Adjournment at 11:39 am.

Treasurer's Report

04/10/2022

Public materials can be found on the NVC website nvcmaine.org.

- **Warrants**
 - March warrants were prepared by the NVC Office staff, President and Treasurer. They will be provided by the office staff for review and signature.
 - The modified process used in March has reduced errors but required additional time from volunteers (President and Treasurer) and staff in assembling and reviewing the warrant information.
- **2022 and 2023 Budget**
 - Both working budgets are available in the 2023BudgetWorkshops Google Drive accessible to all Overseers and NVC staff.
 - 2023 Budget workshop has been scheduled for April 16, 2022 and 9am.
 - Updates have been added to the 2023 draft budget based on comments received from the President, Personnel Committee and Safety committee. Additional comments still need to be included.
- **NVC Business Office Functions**
 - NVC staff, contracted services and volunteers continue to work at capacity to support bookkeeping and finance manager duties until the office manager position is filled and the new bookkeeping firm comes on board. Activities are prioritized as follows, with bill paying taking up most of the time:
 - 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.
 - Monthly bank account statements are available in the office.
- **Bookkeeping Transition**
 - Retainer of \$1,000, included on the March warrant, is required to begin the onboarding process.
 - The office staff, volunteers and Wilke & Associates will develop the warrants and pay the bills for April.
 - The Finance Committee is reviewing the NVC Financial procedures and processes with the goal of having them revised prior to onboarding Philbrook & Associates. A redlined draft of the financial procedures is attached. The finance committee meets on 4/9/2022 to review.
 - The interim Office Manager continue to perform the finance manager duties until the approved Office Manager position is filled.
- **Audit**
 - 2020 Balance Sheet by properties was received from Wilke & Associates and needs to be reviewed to resolve any outstanding issues. Copies of the balance sheet are available in the Google Drive.



Philbrook & Associates

Bookkeeping & Business Services
Rockland & Portland • Maine

LETTER OF ENGAGEMENT

This LETTER OF ENGAGEMENT ("LOE") is prepared on this 30th day of March, 2022, between Renee Philbrook, Inc. d/b/a Philbrook & Associates Bookkeeping & Business Services, ("P&A"), and **Northport Village Corporation** (the "Client"), each individually referred to as "Party" and, together, as "Parties", to this LOE.

Terms & Conditions

The terms and conditions outlined in this LOE are intended as a clear definition of the agreements between the Parties who mutually agree that: 1) Client intends to engage P&A to provide bookkeeping and business services to Client; and 2) the specific bookkeeping and business services to be provided by P&A to Client are fully defined under the Scope of Work ("SOW") attached to this LOE and incorporated herein by reference.

1. Price and Payment.

P&A's fees are based on all time required to complete the SOW at standardized billing rates for such work, plus out-of-pocket expenses (i.e., postage, envelopes, etc.) Associate's billing is calculated at 1/10th of an hour. President and Executive Team (CPA, DOF, DOC) billing is calculated at 1/4th of an hour. Rates for this LOE are as follows:

- Associate's bookkeeping services @ \$55.00 (Fifty-five Dollars) per hour.
- President and Executive Team bookkeeping services @ \$75.00 (Seventy-Five Dollars) per hour.
- Executive Team level business planning, process and procedure, and financial consulting work @ \$110.00 (One Hundred and Ten Dollars) per hour.
- President level business planning, process and procedure, and financial consulting work @ \$150.00 (One Hundred and Fifty Dollars) per hour.
- Reimbursable costs at 100% of direct expense.

a statement will be sent at the end of the month for payment
Invoicing is rendered weekly and ~~all invoices must be paid, in full, within five days of presentation~~ (unless otherwise agreed by the Parties). In the event of termination of this LOE (as exercised under the terms of Paragraph #4 of this LOE), all outstanding invoices, as well as additional billing through the date of termination, are due in full and Client agrees to pay the same, in full, within five days of termination.

A retainer in the amount of \$ 1,000.00 is required before work by P&A will commence. During the initial set-up phase of this LOE, P&A will be billing one week in arrears with payment due upon receipt. Such retainer will be applied to the initial invoice(s) until exhausted. If the account becomes delinquent (two weekly invoices are unpaid) P&A reserves the right to suspend further services until the account is brought back into current status.

Travel time, if any, will be calculated based on the one-way travel time to Client's location from a P&A office (located at either 17 Walnut Street, Rockland, ME or 65 West Commercial Street, Portland, ME) and Client will be charged for such time at the then prevailing hourly rate. The P&A office location will be determined based on the P&A representative's location on the date of travel. *No other travel charges will apply unless special arrangements have been made with Client in advance.*

Upon completion of one year of bookkeeping and business services by P&A for Client (or sooner, if mutually agreed to by the Parties), the Parties may execute an Annual Bookkeeping Services Contract to replace Section 1 of this LOE.

2. Due Diligence and Information Delivery.

Upon the signing of this LOE Client agrees to permit P&A, and its advisors, complete and unfettered access to Clients books, relevant business records and employees, to enable P&A to complete the tasks identified in the SOW in a timely and efficient manner. If P&A does not receive all required/requested documentation from Client in accordance with the agreed-upon delivery schedule, Client acknowledges that a delay may occur and impede P&A's ability to perform SOW tasks in a timely and efficient manner. Client acknowledges that no services will be provided, nor bookkeeping started, until adequate information has been received from Client and verified by P&A staff.

3. Confidentiality.

All information, negotiations and future agreements relating to this LOE, and all discussions as a result thereof, are confidential, and each Party to this LOE agrees to keep such information confidential. Confidentiality obligations under this LOE extend to all employees, contractors, agents and any other person or company associated with the Parties. The Parties agree to restrict access to all confidential information only to such employees, contractors or agents who need to know the confidential information in order to evaluate and perform the SOW services and who are bound by suitable confidentiality agreements. P&A agrees to keep Client books, records and business matters confidential, irrespective of whether the engagement is concluded. P&A agrees that it has, and will maintain, appropriate systems and agreements to achieve separation and confidentiality of Client records and documents.

4. Termination.

This LOE will continue, in force, unless otherwise terminated ^{60 days'} under the terms and conditions of this Paragraph #4. Either Party may terminate this LOE, for any reason, by giving ~~one month's~~ notice, in writing, to the other Party. Upon termination of this LOE, Paragraphs #1 (Price & Payment), #3 (Confidentiality), #5 (Binding Effect) and #7 (Governing Law) survive the termination of this LOE unless and until the terms and conditions of any subsequent agreement between the Parties supersede these paragraphs.

It is understood by both Parties that if P&A creates a new QuickBooks ("QB") file for the Client during the term of this LOE, or if Client's QB is housed on P&A servers during the term of this LOE, QB is proprietary to P&A. Upon termination of this LOE, a QB back-up file will be created. The QB back-up file will be provided to Client once P&A has received final payment from Client and has successfully posted the final payment to Client's account.

5. Binding Effect.

This LOE, and the discussions resulting from this LOE, do not create any future legal or binding rights or obligations between the Parties, with the exception of Paragraphs: #1 (Price & Payment); #3 (Confidentiality); #5 (Binding Effect); #6 (Relationship); and #7 (Governing Law).

6. Relationship.

Nothing in this LOE creates a partnership or relationship of employer or employee, or principal and agent, between the Parties.

7. Governing Law.

This LOE is governed by the laws of the State of Maine.

Executed for and on behalf of P&A:

Renee Philbrook, President
Renee Philbrook, Inc., d/b/a Philbrook & Associates

Date

Executed for and on behalf of Client:

Client Signature & Title

Date

Client's Printed Name



Philbrook & Associates
Bookkeeping & Business Services

Scope of Work

Client Name: Northport Village Corporation

Date: March 30, 2022

Please initial and check by each requested item

- | | |
|---|---|
| <input checked="" type="checkbox"/> Accounts Payable | Management of vendor payables; entering and paying of bills due to vendors and reconciliation to monthly vendor statements. |
| <input checked="" type="checkbox"/> Accounts Receivable | Management of customer receivables; creating of invoices and monthly customer statements and if needed, tracking of customer payments. |
| <input type="checkbox"/> Annual Reports | Completion and filing of corporate Annual Reports to Secretary of State. |
| <input type="checkbox"/> Business Plans | Formal statement of business goals, reasons they are attainable, and plans for reaching them. |
| <input checked="" type="checkbox"/> Communication | Weekly or monthly communication between P&A and client, set up to meet client needs. |
| <input type="checkbox"/> Daily Sales | Entering & tracking of daily transactions for revenue cycle. |
| <input checked="" type="checkbox"/> Data Entry | Data entry of all information necessary to create financial reports. |
| <input type="checkbox"/> DMR Reports | Department of Marine Resource reporting of landings. |
| <input checked="" type="checkbox"/> General Ledger | Maintenance of all accounts for the Balance Sheet and Profit (Loss) Statement. |
| <input type="checkbox"/> Job Costing | The process of determining the labor & materials cost for each job, then using this information to create quotes and invoices. Weekly and/or monthly reporting as requested to meet client needs. |
| <input checked="" type="checkbox"/> Meetings/Reports | To be set up to meet client needs. |
| <input checked="" type="checkbox"/> QB Setup/Update | Creating new and/or updating QuickBooks company file. |
| <input checked="" type="checkbox"/> Payroll | Creating payroll checks for employee services. Make required payroll tax deposits, prepare quarterly/annual payroll reports, preparation of year end W-2's/W-3. |
| <input checked="" type="checkbox"/> Reconciliation | Monthly bank statement and credit card reconciliation. |
| <input checked="" type="checkbox"/> Review of Accounts | Weekly/Monthly/Quarterly review of accounts inclusive of reconciling balance sheet accounts, obtaining fixed assets receipts, review of Miscellaneous Income and Expense accounts |
| <input type="checkbox"/> Sales Tax | Preparation of monthly/quarterly/annual filing and remittance of sales tax. |
| <input checked="" type="checkbox"/> Set up Client Portal | Set up client portal which will be used for securely sending documents, receipts, bank statements and other documents as required. |
| <input checked="" type="checkbox"/> Tax Package | A yearly synopsis of your account(s) for your tax accountant. |
| <input checked="" type="checkbox"/> 1099/1096 Forms | Preparation of Sub-contractor/Vendor year-end 1099/1096 Forms. |

Client Signature: _____

Date: _____



**Property Maintenance and Lawn
CareBid Specifications and Contract
2022-2025**

PARTIES

The parties to this contract are the Northport Village Corporation ("NVC") and _____ ("Contractor").

TERM

The term of this contract shall be for the three (3) year period beginning November 1, 2022 through October 31, 2025. The mowing season shall run from May 1 through October 31 each year.

SPECIFICATIONS

Contractor shall furnish proof of public liability and property damage insurance in the amount of \$400,000.00 or more. Contractor will also show proof of worker's compensation insurance if Contractor employs workers.

Contractor assumes all responsibility for damage to property and personal injury resulting from work done under this contract.

Contractor shall furnish all equipment, materials, and labor necessary to complete the work detailed under the Contract and will have enough reserve equipment to compensate for any mechanical breakdowns. Reserve equipment is subject to inspection by the Village Agent or authorized NVC official.

NVC shall pay the annual contract price in six (6) equal monthly installments beginning in June. Payment will be made after the NVC Board of Overseers meeting each month; therefore, Contractor's invoice should be submitted by the third week of the month that services are rendered.

Contractor's failure to perform according to the terms of this Contract shall constitute a breach of contract. NVC shall give oral notice to Contractor of any breach of this Contract. Contractor will then be required to correct the breach within a reasonable period of time. "Reasonable period of time" may vary based upon the nature of the breach and the weather conditions at that time. In the event that Contractor still does not perform Contractor's contractual responsibilities within the given reasonable period of time, NVC may exercise any/all of the following options:

1. **TERMINATION OF CONTRACT:** NVC may terminate this Contract by sending Contractor a written notice stating that the reasons for the termination. Contractor will be paid for all work satisfactorily completed up to the time of termination. NVC may use the

remainder of the money due under the Contract to obtain a new contractor to complete the work required under this Contract.

2. **SUBSTITUTION:** NVC may hire a substitute contractor to maintain NVC parks and property for any period deemed necessary by the Board of Overseers.
3. **LEGAL REMEDIES:** NVC reserves the right to seek any other legal remedies available to enforce this Contract.

SCOPE OF WORK

A. Lawn mowing and trimming of designated NVC property.

Lawn mowing consists of cutting grass when it grows taller than two (2) inches, picking up and removing cuttings in the following areas:

- Ruggles Park and Playground Area
- Merrithew Square
- Beale Park
- Auditorium Park
- Scribner Park- Library
- Lower, Middle, and Upper Bayview Park
- Blaisdell Park
- Cradle Park
- Stable Row
- Fire Station
- Community Hall
- Old Jail on Griffin Street
- Pump House
- Yacht Club Grounds
- North Seawall banking
- Circle at base of Ruggles Park

Mowing may not begin before 8 AM.

B. Additional responsibilities:

- Cut back Japanese Knot Weed (Bamboo) at the end of Auditorium and Bayview Parks twice per year.
- Replace/replenish cedar chips in the Ruggles Park playground prior to June 1.
- Replenish "crusher dust" under the Ruggles Park swing set prior to June 1.

C. Fall and Spring Cleanup

This Contract also includes an annual Spring and Fall Cleanup. The twice-annual cleanup includes:

- Removing downed branches and twigs, raking all leaves and removing from NVC property;
- Clearing sand, dirt and rocks off NVC lawns,
- Clean up the ditches and sides of the roads bordering NVC parks and all other NVC

- properties; and
- Cleaning under and around all bushes in NVC parks and properties.

Contractor is responsible for appropriately disposing of all cleanup materials.

REQUIREMENTS

All interested parties must meet the following conditions and requirements for their proposal to be considered.

- Contractors must pick up a bid package at the NVC office during normal business hours.
- Contractors must make an appointment to meet with the Village Agent to ensure that they understand the scope of work described in this Contract.
- The Following documents must be submitted as part of Contractor's bid package:
 - A completed, signed copy of the entire bid package
 - A list of three customer references
 - A signed W-9 providing tax identification information
 - Proof of public liability and property damage insurance as outlined in this document.
 - Proof of workers compensation insurance if appropriate. If Workers compensation is not necessary than the Predetermination letter from the Maine Workers Compensation Board will be necessary. The insurance information must be provided within five (5) business days of NVC's acceptance Contractor's bid.

INDEMNIFICATION

Contractor agrees to hold the NVC harmless for any claims for death, injury, property damage, or other loss, which may result from the Contractor's work under this Contract. In the event such a claim is made against the NVC, Contractor will defend the NVC against such claims.

BID AMOUNT

COMMUNICATIONS

All official communications between the parties to this Contract should be directed as follows:

NORTHPORT VILLAGE CORPORATION
Attn: Village Agent
813 Shore Road
Northport, ME 04849

office@nvcmaine.org

207-338-0751

CONTRACTOR

Name: _____

Address: _____

Email: _____

Telephone: _____

FOR NORTHPORT VILLAGE CORPORATION:

FOR THE CONTRACTOR:

NORTHPORT VILLAGE CORPORATION PRESIDENT

DATE _____

DATE _____

The Northport Village Corporation does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to hiring and firing of contractors and selection of vendors.



Garden Maintenance Bid Specifications and Contract 2022-2025

PARTIES

The parties to this contract are the Northport Village Corporation ("NVC") and

("Contractor").

TERM

The term of this contract shall be for the period beginning May 1, 2022 through October 31, 2025.

SPECIFICATIONS

Contractor shall furnish proof of public liability and property damage insurance in the amount of \$400,000.00 or more. Contractor will also show proof of worker's compensation insurance if Contractor employs workers.

Contractor assumes all responsibility for damage to property and personal injury resulting from work done under this contract.

Contractor shall furnish all equipment, materials, and labor necessary to complete the work detailed under the Contract and will have enough reserve equipment to compensate for any mechanical breakdowns. Reserve equipment is subject to inspection by the Village Agent or authorized NVC official.

NVC shall pay the annual contract price in two (2) equal monthly installments, one in June after the spring cleanup and one in November after the fall cleanup. Payment will be made after the NVC Board of Overseers meeting in those months; therefore, Contractor's invoice should be submitted by the third week of the month that services are rendered.

Contractor's failure to perform according to the terms of this Contract shall constitute a breach of contract. NVC shall give oral notice to Contractor of any breach of this Contract. Contractor

will then be required to correct the breach within a reasonable period of time. "Reasonable period of time" may vary based upon the nature of the breach and the weather conditions at that time. In the event that Contractor still does not perform Contractor's contractual responsibilities within the given reasonable period of time, NVC may exercise any/all of the following options:

1. **TERMINATION OF CONTRACT:** NVC may terminate this Contract by sending Contractor a written notice stating that the reasons for the termination. Contractor will be paid for all work satisfactorily completed up to the time of termination. NVC may use the remainder of the money due under the Contract to obtain a new contractor to complete the work required under this Contract.
2. **SUBSTITUTION:** NVC may hire a substitute contractor to maintain NVC parks and property for any period deemed necessary by the Board of Overseers.
3. **LEGAL REMEDIES:** NVC reserves the right to seek any other legal remedies available to enforce this Contract.

SCOPE OF WORK

Garden Maintenance within the NVC:

- Merithew Square – clean up and re-mulch the planting beds surrounding the park. Prune shrubs as needed.
- Scribner Park (Library) – clean up and re-mulch the planting beds surrounding the park. Prune shrubs as needed.
- Middle Bayview Park - clean up and re-mulch the planting beds surrounding the park. Prune shrubs as needed.

Contractor is responsible for appropriately disposing of all cleanup materials.

REQUIREMENTS

All interested parties must meet the following conditions and requirements for their proposal to be considered:

- Contractor must pick up a bid package at the NVC office during normal business hours or contact the NVC Office to request an emailed copy of the bid package.
- Contractor must make an appointment to meet with the Village Agent to ensure that they understand the scope of work described in this Contract.
- The following documents must be submitted as part of Contractor's bid package:
 - A completed, signed copy of the entire bid package

- A list of three (3) customer references
- A signed W-9 providing tax identification information
- Proof of public liability and property damage insurance as outlined in this document.
- Proof of workers compensation insurance if appropriate. If workers compensation insurance is not necessary than the Predetermination letter from the Maine Workers Compensation Board will be necessary. The insurance information must be provided within five (5) business days of NVC's acceptance Contractor's bid.

INDEMNIFICATION

Contractor agrees to hold the NVC harmless for any claims for death, injury, property damage, or other loss, which may result from the Contractor's work under this Contract. In the event such a claim is made against the NVC, Contractor will defend the NVC against such claims.

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**Curbside Trash-Recycling Pickup
Bid Specifications and Contract
2022-2023**

PARTIES

The parties to this contract are the Northport Village Corporation ("NVC") and

("Contractor").

TERM

The term of this contract shall be for the period beginning September 19, 2022 with the last pickup occurring on September 14, 2023.

SPECIFICATIONS

Contractor shall furnish proof of public liability and property damage insurance in the amount of \$400,000.00 or more. Contractor will also show proof of worker's compensation insurance if Contractor employs workers.

Contractor assumes all responsibility for damage to property and personal injury resulting from work done under this contract.

Contractor shall furnish all equipment, materials, and labor necessary to complete the work detailed under the Contract and will have enough reserve equipment to compensate for any mechanical breakdowns. Reserve equipment is subject to inspection by the Village Agent or authorized NVC official.

NVC shall pay the annual contract price in equal monthly installments after the monthly NVC Board of Overseers meetings.

Contractor's failure to perform according to the terms of this Contract shall constitute a breach of contract. NVC shall give oral notice to Contractor of any breach of this Contract. Contractor will then be required to correct the breach within a reasonable period of time. "Reasonable

period of time" may vary based upon the nature of the breach and the weather conditions at that time. In the event that Contractor still does not perform Contractor's contractual responsibilities within the given reasonable period of time, NVC may exercise any/all of the following options:

1. **TERMINATION OF CONTRACT:** NVC may terminate this Contract by sending Contractor a written notice stating that the reasons for the termination. Contractor will be paid for all work satisfactorily completed up to the time of termination. NVC may use the remainder of the money due under the Contract to obtain a new contractor to complete the work required under this Contract.
2. **SUBSTITUTION:** NVC may hire a substitute contractor to maintain NVC parks and property for any period deemed necessary by the Board of Overseers.
3. **LEGAL REMEDIES:** NVC reserves the right to seek any other legal remedies available to enforce this Contract.

SCOPE OF WORK

Trash collection consists of picking up household trash and disposing of it in an approved manner. At the same time as trash collection, recycle material in approved brown paper bag containers will be picked up and disposed of at a single stream recycling facility. **For the term of this contract, pickups will be done on Mondays only.**

All roads designated on the attached NVC area map will be serviced beginning no earlier than 8:00 a.m. on the designated days. Contractor must select vehicles for NVC pick up with care; many NVC roads cannot accommodate a large truck.

Trash and recycling pick up area: from 606 Shore Road heading north, the following main streets and all side streets branching off them –

- Shore Road into George Street into Bayside Road,
- Bluff Road into Bayside Road,
- Broadway into Bayside Road,
- Bayside Road to Cross Street,
- Left side of Cross Street to Route 1, and
- Route 1 to trailer park (Trash bags must be left on Route 1 for pickup.).

REQUIREMENTS

All interested parties must meet the following conditions and requirements for their proposal to be considered:

- Contractor must pick up a bid package at the NVC office during normal business hours or contact the NVC Office to request an emailed copy of the bid package.
- Contractor must make an appointment to meet with the Village Agent to ensure that they understand the scope of work described in this Contract.
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INDEMNIFICATION

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Approved Parking Ordinance Signs

1. “No parking this side of street” at top of Park Row on right side



2. “No parking this side or street” by kayak storage

See #1

3. “No overnight parking” sign at the seawall



4. “No parking between signs” as designated on the map on lower Main St. (mounted perpendicular to road)



5. “No parking between signs” on right side of Ruggles Park (commonly referred to as Lower maple Street Lower Maple St.) as shown on map (mounted perpendicular to road)

See #4

6. “No parking this side of street” on Bay Street about midway along the Blaisdell Park border

See #1

7. “No parking this side of street” on Sea Street, near upper border of Blaisdell Park

See #1

Additional Signage:

8. Parking Ordinance signs at seawall and at bulletin board



9. Handicap parking signs at seawall (two similar signs already installed)



10. 48-Hour Parking sign at base of Ruggles Park slope (two locations: across from circle and across from kayak storage)



11. "No overnight parking" sign at top of Ruggles Park (lower Maple Street) and lower Main Street

See #3

12. "NO PARKING" stenciling around circle



Sources:

- No Parking This Side of Street: <https://www.myparkingsign.com/signs/no-parking-street-sign/sku-k-7882>
- No Overnight Parking: <https://www.myparkingsign.com/xp5/designer.aspx>
- No Parking Between Signs (Arrow Right): <https://www.myparkingsign.com/no-parking-sign/no-parking-between-sign/sku-k-1629>
- No Parking Between Signs (Arrow Left): <https://www.myparkingsign.com/parking-only-signs/no-parking-between-signs/sku-k-1627>
- NVC Parking Rules (red, white and blue): <https://www.myparkingsign.com/fos/custom-multi-colored-parking-sign/sku-K2-3261>
- 48-Hour Parking Sign: <https://www.myparkingsign.com/signs/48-hour-parking-sign/sku-k-8510-48>
- No Parking Stencil: <https://www.myparkingsign.com/stencils/floor-stencils/sku-st-0052>

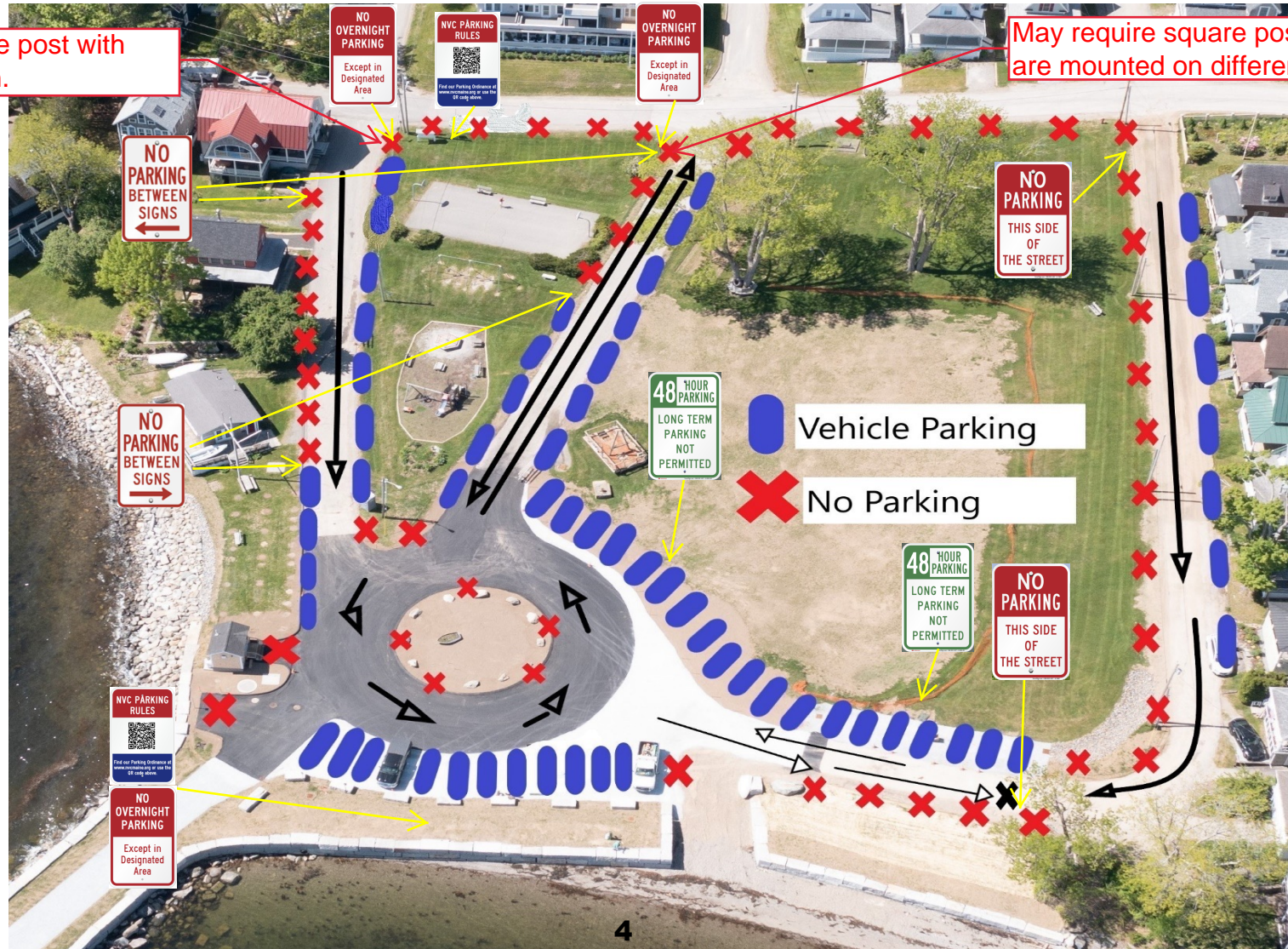
RUGGLES PARK

Parking area is designated by **blue oval**. No parking area is designated with a **red X**.

NOTE: Under no circumstance should a Vehicle be parked on a roadway in any manner that results in the area of passage being less than fourteen (14) feet.

May be able to share post with "No Right Turn" sign.

May require square post as signs are mounted on different faces.







SUPPLIER IN ME

DO BEFORE BUSY TIME
PICKUP INSTALLED

Billy - TYPE

SIZE

11/12
@ 11:45 AM

STD NO PARKING 18" SIZE

12"

COST

\$19.95/per

1/11
DEC,
up by 6%

GALV. U CHANNEL POST 8' SIZE
10' SIZE

\$34.75/per
\$43.40/per

up by 12%
"

5/16" BREAKAWAY NUTS 5
(2 HOLE / SIGN)

\$2/per

5/16" BOLT (need 4)

00\$.76 per

5/16 NYLON WASHERS

.13 each

PAINT COST WHEN MORE DETAILS
STENCILS

TBD

LABOR COSTS

\$100 or cheaper
(dep. on size)

Specialty Sign

12x8

→ TBD

\$38.05

November 2021
pricing; to be
updated by Village
Agent Bill Paige

**Northport Village Corporation
April 10, 2022 Board of Overseers Meeting
NVC Facility Use Requests**

Community Hall 2022 Reservation Requests

Requester	Purpose	Date	Time	Comments	Board Action/ Conditions
Gayle Koanagi Bayside resident	Scottish Country Dancing	5/28 (Sat)	7-9 p.m.	Upstairs.	
Bayside Arts	Requests permission to set up their stage set and lights on Monday, 8/1 and strike everything on Sunday, 8/7. BA has requested and received permission for evening events on 8/2 and 8/6. Between shows, the lights will be moved back against the wall out of the way of others.				

Other Facilities Use Requests

Requestor	Purpose	Date	Time	Facility Requested	Board Action/ Conditions
Bayside Arts	Community dance	Friday, 7/29	7-10 p.m. (Dance) 10-10:30 (Cleanup)	Ruggles Park basketball court	



Northport Village Corporation
813 Shore Rd
Northport, Me 04849

April 10, 2022

William Gartley, P.E.
Gartley & Dorsky Engineering & Surveying, Inc.
59 Union Street, Unit 1
P.O. Box 1031
Camden, Maine 04843

Re: Shoreline Stabilization, North Avenue

Dear Mr. Gartley:

The Northport Village Corporation has given Paul Overgaag permission to stabilize 25 feet of NVC shoreline adjacent to Mr. Overgaag's property in conjunction with his project on his North Avenue property. At Mr. Overgaag's request, to facilitate this project, the Board of Overseers of the Northport Village Corporation authorizes Gartley & Dorsky Engineering & Surveying, Inc. to act as agent of the Northport Village Corporation solely for the purpose of submitting municipal, state and federal permit applications and answering questions directly associated with the shoreline stabilization project located at the end of North Avenue within the Northport Village Corporation.

Sincerely,

Janae Novotny, President
Northport Village Corporation