



**October 9, 2022 – 9:00 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/84235455781?pwd=NIRORVN5WFRxWlc4eGlOazNMNGJKdz09>

\*Due to the size of the meeting room and quality of air circulation, **masks will be required for the in-person meeting**. This is a business meeting conducted in public; it is not a public meeting. An opportunity for comments from members of the public is provided before the business meeting begins and end of the meeting. Unless a question from the public can be answered definitively and very briefly, the Board usually does not engage in a dialog with a commenter. If the speaker addresses an item on the Board's agenda, the Board's consideration at that time may respond to the speaker's comments. When recognized, a commenter should state their name and Village address and make their point briefly. Depending on the number of public members who wish to address the Board and the length of the Board's agenda, the presiding officer may establish a time limit for speakers. Agenda items may be taken out of order to accommodate guests. **Please note that remote participants will not be admitted to the Zoom meeting unless the participant's name is identifiable.**

**Updated Meeting Agenda**

- Comments by members of the public.
- Call to order business meeting.
- Agenda review.
- Parks & Trees Committee/Tree Warden Committee Report
  - Request from Peter Sampo, 5 Griffin Street, to remove/move tree in Ruggles Park.
- Approval of minutes of September 11, 2022 meeting.
- Village Agent Report
- Treasurer's Report
- President's Report
  - Recommendation to appoint Jeffrey Wilt as Chairman to act in the President's absence.
  - Recommendation to appoint Vicky Matthews as Deputy Treasurer to act in the Treasurer's absence.
  - Recommendation to appoint Carlton Smith as Deputy Clerk to act in the Clerk's absence.
  - BHPS recommendation to name community room, "Richard J. Brockway Community Room."
- Committee Reports (*as needed*)
  - Finance
  - Governance
  - Utilities
    - Potential recommendation to increase the Superintendent's credit card limit.
  - Infrastructure
    - Consideration of Farley Construction/Judy Rohweder request for heavy equipment access to the beach from Bayview Park next to the Rohweder cottage for seawall work.
    - Consideration of release of Farley bond regarding seawall project
  - Safety
  - Waterfront
  - Communications
  - Personnel
  - Technology Officer
- Town Liaison Report
- Nordic Aquafarms update
- Other business.
- Comments by members of the public
- Executive session for personnel matters pursuant to 1 M.R.S.A. § 405(6)(A)
- Reconvene from executive session
- Adjourn.

**From:** Victoria Matthews <vlmatt00@gmail.com>  
**Sent:** Thursday, September 15, 2022 12:20 PM  
**To:** Peter Sampo  
**Subject:** Ruggles Park tree  
**Attachments:** PXL\_20220915\_155445656.MP.jpg; Letter re tree plantiing - , 10\_17\_20 (9).docx

Good morning Peter,

I did attempt to schedule a committee meeting. The sense of the committee was that the issue of the Tulip Tree planted a year ago in Ruggles Park had been reassessed previously, prior to planting, and the decision was to keep the tree in its present location. An additional meeting would most likely, not impact that decision.,

Committee members walked through the village and made a list of properties whose view might be temporarily blocked by the trees in their early years of growth. Those property owners were sent a letter outlining the committee's intent. I have attached the letter.

The trees were chosen for three main physical criteria: high canopy when mature, quick growth and beauty. There was no option in which someone's view would not be impacted temporarily.

I have located the e mail listing the properties identified as possibly being temporarily impacted by the location of the trees. The list includes #5 Griffin Street as well as #3,#7,#9. Letters were sent to the resident's address listed with the tax records as of that date, October, 2020. I have attached that e mail.

My "can of worms" statement referred to having to return to previous decisions already made concerning the new trees and the work done to complete this project with an effort towards full transparency

As I have said, I understand your concerns. Please understand that considerable time and effort, over 2 years, was put in by a small committee only trying to do its best for the community. I am hopeful that as these trees mature their impact on residents' views will be minimal.

I hope this is helpful to you.

Vicky

**Fwd: from Vicky**

4 messages

Lisa Fryer &lt;lisa.m.fryer@gmail.com&gt;

Wed, Sep 14, 2022 at 7:57 PM

To: Victoria Matthews &lt;vlmatt00@gmail.com&gt;

They received a letter - look at the addresses below. I am also attaching the letter template I used for everyone.

Best,  
Lisa

----- Forwarded message -----

From: **Victoria Matthews** <vlmatt00@gmail.com>

Date: Tue, Oct 20, 2020 at 8:33 AM

Subject: from Vicky

To: Lisa Fryer <lisa.m.fryer@gmail.com>, John Woolsey <john@jbwoolsey.com>, Bette Woolsey <bwoolsey@jbwoolsey.com>, John Hoy <hoysauer@gmail.com>, Michael Tirrell <michael@michaeltirrell.com>, Joel Lipman <poemvelope@gmail.com>, Joe Reilly <jvjpreilly@aol.com>

Good morning,

On Sunday John, Bette and I reviewed the planting sites we plan to propose for our canopy grant. We were identifying sites that would have "people of interest" that may be impacted by the planting. Our results are as follows:

Bay View Park - No interference

Ruggles Park:

Griffin Street - #3, #5, #7, #9

Broadway #9 -Fritz

#11 - Gnutti

#13 - ?

#7 - Thorpe

#5 - Porter

#3 - For Sale

Main Street - #8 - Lannan

#10 - ?

Onward!!

Vicky

Oct. 25, 2020

Dear [Bayside resident],

The Bayside Tree Committee is writing to inform you of the planting of two new trees in Ruggles Park. Committee members have determined that the view of the water from your property may be affected by the proposed trees. The policy of the Bayside Tree Committee and the Bayside Tree Warden, requires that we notify property owners whose water views may be affected by new trees.

The iconic trees in Ruggles Park are ash trees, and are susceptible to being killed by the Emerald Ash Borer, an insect that has decimated 99% of Michigan's ash trees. Though there are some treatments available that may help our trees for a time, it is likely that within the foreseeable future that they will succumb to the Borer. Therefore, the Bayside Tree Committee has determined that some preemptive action is advisable. Planting new trees that will already be well into their mature size before our beloved ash trees have to be removed is, we believe, a wise action now.

While the new trees are growing, there will be some years when your water view may be partially obscured by the young trees. The Committee has selected trees that are fast-growing and, when mature, will have a large canopy but with no lower branches to obstruct your view. Enclosed are two graphics that demonstrate the scale and form of the proposed trees in red: a Tulip Poplar on the left and an American Elm on the right.

According to the policy of the Tree Committee, we are seeking your input regarding this decision. The committee will respectfully accept feedback from property owners through Dec. 31, 2020. Please address your comments to:

Northport Village Corporation  
813 Shore Rd.  
Northport, ME 04849

Thank you for your feedback. Please be aware that the Committee is balancing multiple factors in their decision, including citizen feedback, but that the Committee's decision is final.

Thank you,

Lisa Fryer,  
Bayside Tree Committee Chair



## **Minutes of Meeting of the Northport Village Corporation (NVC) Board of Overseers**

*September 11, 2022 – Hybrid live meeting in Community Hall and virtual via Zoom*

### **In attendance:**

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

### **Overseers:**

Brady Brim-DeForest  
Celine Bewsher  
Fred Lincoln  
Vicky Matthews  
Judy Metcalf  
Michael Tirrell  
Jeffrey Wilt

Janae Novotny called the meeting to order at 8:05 a.m.  
The NVC President provided a summary review of the agenda.

### **Public Comments:**

Peter Sampo of 5 Griffin St. expressed concerns regarding a tree planted in Ruggles Park that he believes interferes with the line-of-sight from his property to the bay. Mr. Sampo was reminded that tree plantings were carefully considered for betterment to the overall community, and that related planning meetings had been announced with the public strongly encouraged to participate. *(See follow-up in the Parks and Trees Committee report)*

Rachel Rosa of Auditorium Park requested the Board consider discontinuing year-round trash pickup as a cost savings measure. NVC's current contract with Pinkerton and Sons ends in Sept. 2023, comprising weekly trash pickup mid-September to mid-June, and twice weekly mid-June to mid-Sept. The contract terms do not discretely specify cost differentials by dates.

Dan Webster of Shore Rd. suggested the pre-published Overseers agenda include additional details, for the purpose of improving public comment engagement.

### **Approval of Minutes**

The August 14, 2022 meeting minutes were approved unanimously.

### **President's Report**

The Bayside Historical Preservation Society (BHPS) presented a \$25 check to the Northport Village Corporation, as a gesture to cover prior years' annual "rent" of \$1 annually for the Shady Grove historical cottage located on Pleasant St. The Overseers graciously accepted this payment on behalf of village residents, with the funds placed into the NVC's General Government funds.

Planning for an Overseer orientation is ongoing.

The BHPS has suggested that the Community Room be named for the late Dick Brockway. No vote was taken by the Board to allow time for public comment.

## Village Agent Report

An early September site meeting held with Farley Construction regarding further lawn care needed at the lower half of Ruggles Park (disrupted by the Seawall project). Farley committed to additional seeding and maintenance through mid-Oct. to foster improvements to the regeneration of this lawn area. Farley expressed concerns that a portion of the lawn area where the wharf floats are stored for the winter continue being problematic and beyond his control. The NVC continues to hold a performance bond on Farley.

## Treasurers Report

Wendy Huntoon submitted a monthly Treasurers Report to the Overseers prior to the Sept. 11 meeting, with a reminder that public materials are located at the [nvcmaine.org](http://nvcmaine.org) website.

The August bank statements were furnished to the village office and are available for the Overseers review.

The new Bookkeeper, Philbrook & Associates, hadn't provided a final corrected copy of the August warrants in time for the Sept. Overseers meeting. **A motion was made by Jeffrey Wilt, seconded by Brady Brim-DeForest, to pay our outstanding bills associated with the August Warrant period. The motion passed unanimously.**

The Treasurer again spoke on critical concerns that the NVC Office Manager vacancy continues stressing our capabilities to perform daily operations, and that volunteer efforts alone can't adequately meet our requirements for streamlined administrative and financial duties.

The Treasurer indicated that previously unknown payroll data from Bangor Savings Payroll requires collection and analysis to resolve the year-to date issue with distributing payroll costs among General Government and the Utilities departments.

Judy Metcalf strongly expressed her concern regarding the assignment of estimated Sewer/Wastewater department labor costs to the Sewer account. The Treasurer reiterated that this is an estimate directly based on the Sewer department's 2022 Budget. The Treasurer further emphasized that taxpayer funds from the General Government account shouldn't be used to carry personnel costs associated with the Sewer department's fee-based operation. The matter will be addressed by the Finance Committee, with a near-term recommendation planned for presentation to the Board at the Oct. 9, 2022 meeting.

Our prior accounting support from Wilke & Associates will no longer be available due to a personnel transition. This may further exacerbate NVC's 2020 audit pace.

## Committee Reports

### Finance

The July 2022 Warrants are finalized and were approved by all 7 Overseers.

A Finance Committee meeting is planned to occur in the coming week (Sept. 16, 2022). The Finance Committee has a very full agenda ahead, and that the group will be identifying short and long term priorities for the Overseers' consideration, particularly in light of the continued Office Manager vacancy.

Currently, more attention has been focused on ensuring legitimate village expenses are being paid and properly accounted.

The perceived sluggish pace of the 2020 audit continues to be frustrating. NVC is currently dependent on the auditors' for fitting us into their work schedule to complete the activities.

The Finance Committee will review the concern with the accounting transactions involving the Sewer/Wastewater department, as referenced in the Treasurers' Report above, and provide an opinion to the Overseers at the October meeting.

Onboarding hiccups with the new bookkeepers are being experienced.

### **Governance**

No report

### **Parks and Trees and Tree Warden**

Vicky Matthews made a motion for the purchase of additional watering bags to support the growth development of newer trees. Brady Brim-DeForest offered to donate several bags he isn't currently using. Motion was withdrawn.

A discussion ensued with Jeffrey Wilt, the Infrastructure Chair regarding the use of pesticides in the parks and possible risk to newer trees. Consensus to investigate future levels of pesticide usage, particular to tree growth impact.

Discussion ensued regarding the possible disposal of village tree/garden refuse on vacant village land. It was determined, consistent with the Village Agent's suggestion, that parks refuse disposal onto village wooded areas was not an acceptable solution, and that other arrangements would need to be sought (and budgeted) for the proper disposal.

Vicky Matthews raised the subject of purchasing mulch for the improvement of village park spaces in 2023. This cost would fall under the Parks General Maintenance in the approved 2023 budget, and further funding is therefore unnecessary.

Concerns have been expressed from village residents regarding branches located at the foot of Bayview Park and the health of a tree in Auditorium Park. An arborist has been requested to investigate.

Regarding a public comment from the property owner at 5 Griffin St. (stated earlier in this report), Vicky Matthews and Janae Novotny reiterated that the Tree Canopy project volunteers had indeed solicited public commentary on multiple occasions and that there was a public review process where significant feedback from village residents was factored into the planning for locating the new trees. At Michael Tirrell's suggestion, the concern was referred to the Parks and Trees Committee for Committee input.

### **Utilities**

Jeffrey Wilt reported the committee last met on Sept. 9<sup>th</sup>, and their consensus is that our wastewater readings continue to be concerning. The Committee plans to hold another public hearing on Oct. 7, 2022, to extend the existing moratorium on new hookups, to allow additional time to collect readings for adequate analyses in meeting acceptable DEP thresholds.

The chair briefly addressed a public comment regarding equity in the billing process for seasonal vs. year-round system usage. The flat rate basis was considered by the trustees as the most fair and practical approach at this time, with a reminder the system has to continue as operational year-round, regardless of reduced usage.

Liens for nonpayment of utility bills are being prepared.

The 2023 Water and Sewer/Wastewater budgets are being finalized by the Utilities trustees and should be ready for review in October.

Due to unforeseen Wastewater challenges associated with significantly increasing costs of chemicals, along with unplanned increases in required pumping, the committee is investigating the potential need for an additional rate increase.

### **Infrastructure**

A discussion from the Aug. 14, 2022 Overseers meeting continued regarding Judy Rohweder's request for contractor access to village property adjacent to her property at the foot of Bayview Park. Concerns voiced by the Overseers centered on proper repair of the impacted park areas by Ms. Rohweder's contractor. A consensus developed that the village require (1) appropriate funds be placed in an escrow account by the property owner, refundable by NVC upon the satisfactory re-establishment of the village land area impacted at the foot of lower Bayview Park or (2) a performance bond. Janae Novotny and Judy Metcalf agreed to circle back with Ms. Rohweder and her contractor regarding this solution.

Release of the Farley Construction Performance Bond (from the seawall project) was discussed, with concerns voiced over the lawn at the lower end of Ruggles Park not yet being back to its "pre-seawall construction" condition. The contractor agreed in early Sept. to take additional measures this fall for the lawn work, and this matter will be discussed further at the Oct. 9, 2022 Overseers meeting.

Brady Brim-DeForest mentioned the possibility of further federal funding availability for potential infrastructure projects, to be further investigated. Wendy Huntoon suggested the Finance Committee be involved in the process, since receipt of public funds may require additional financial reporting requirements that NVC may or may not be currently staffed to produce.

### **Safety**

Michael Tirrell reported the NVC Police Officers duties have concluded for the season, absent a few administrative hours to conclude remaining business and meet with the Safety Committee. The police officer will offer a summary of the season's highlights - what worked well, and perceived areas for further improvement.

The Lifeguard duties have ended for the 2022 season.

### **Waterfront**

No report.

### **Communications**

Michael Tirrell reported that an update/maintenance of the NVC website may be necessary.



Based upon comments from the public, Michael recommended we seek ways to reconfigure the Community Hall meeting room to improve audio and visual quality of our meetings, particularly for individuals participating virtually. Michael agreed to investigate solutions.

### **Personnel**

Janae Novotny informed the Overseers that an advertisement for the NVC Office Manager position was placed with the Republican Journal and all of its related publications. The position description is also posted at the NVC website. Janae emphasized the need for Overseers to also circulate the job listing information to help secure a qualified candidate.

There have recurring issues with Bangor Savings Payroll that are causing missing and erroneous employee paychecks. There have been multiple personnel changes within Bangor Savings Payroll that may be the cause of these problems. Janae is working with the BP supervisor to correct the errors and hopefully setting a better path forward with the payroll process.

Bill Paige is temporarily performing the Wastewater Treatment Plant Operator job responsibilities of Fernie Barton, who is on medical leave.

### **Technology Officer**

Brady Brim De-Forest reported that he's worked with BlueHost for a successful renewal of the NVC.org domain. This includes the capability for creating new email accounts for \$5/month each.

Electronic filing system updates require review

### **Town Liaison**

No report.

### **Nordic Aquafarms Update**

Michael Lannan provided a comprehensive status of DEP permitting briefs and other legal filings involving Nordic Aquafarms. Recent briefings have included tidal rights, along with concerns over electric power and power loss risks to surrounding communities potentially caused by megawatt demand surge.

**A motion was made by Jeffrey Wilt, seconded by Vicky Matthews, that Michael Lannan continue as NVC's representative (to act, affirm, and ratify) on all matters regarding Nordic Aquafarm with the Department of Environmental Protection. Motion Passed Unanimously.**

### **Comments by Members of the Public**

Peter Sampo reiterated his earlier comments regarding a line-of-sight obstruction caused by a tree in Ruggles Park. Mr. Sampo stated that he did not receive any advance notice of the tree planting, and offered to pay the costs to move the tree.

Alma Homola commented on the Kentucky Bluegrass planted by Farley Construction at the lower half of Ruggles Park, as part of the seawall project and lawn restoration. This variety is not part of the natural composition of the area and our surrounding parks. On another topic, Ms. Homola suggested the Tree

Committee ascertain if Central Maine Power can share in the costs of addressing the tree issue at Auditorium Park, if the problem poses a threat to the electric wires.

Rachael Rosa commented that people continue dumping branches and other lawn waste over the embankment at lower Auditorium Park. Ms. Rosa also echoed the earlier comment regarding a needed improvement to the audio/video equipment used for our meetings.

#### **Executive Session**

Pursuant to M.R.S.A Statute 405(6)(A), the meeting went to Executive session for personnel matters at 10:20 a.m.

The meeting reconvened from Executive Session at 11:10 a.m.

It was reported that the Overseers gave direction to the Personnel Committee regarding a personnel matter.

**A motion was made by Brady Brim De-Forest, seconded by Jeffrey Wilt, to install video surveillance cameras at the Community Hall, with a not-to-exceed initial cost of \$500 and a not-to-exceed recurring cost of \$50 per month. The motion passed unanimously.**

**A motion was made by Jeffrey Wilt, seconded by Judy Metcalf, to compensate Bill Paige in the amount of \$575 per week while temporarily assuming the job duties of Fernie Barton (during his medical leave). The motion passed unanimously.**

**A motion to adjourn at 11:13 a.m. a.m. was made by Janae Novotny, seconded by Vicky Matthews. Passed unanimously.**

Minutes submitted by Fred Lincoln.

**Northport Village Corporation  
Village Agent Report  
October 9, 2022 Board of Overseers Meeting**

**Parks**

- Ruggles Park
  - New playground and basketball signs have been installed.
  - Playground drainage work needs to be done this fall. I haven't received any information about this yet. Also have received no information about planned purchase of rocker.
- Ruggles Park turf condition: Farley wanted the grass cut shorter and more often. Farley and our contractor have been mowing shorter and 2x a week. Farley has aerated the lawn. I have not seen them reseeding. We have had our first frost that limits what else can be done now.
- 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. Estimate is \$5,000 for new catch basin that ties into the one further down.
- Bayview Park: Contractor completed the gazebo repair. Beverly Crofoot donated new fasteners to strengthen the structure.

**Wharf, floats and seawall**

- Float hauling:
  - A recent storm from the NW with high winds and swells broke the safety chains holding the swim float ramp on the float deck. The ramp fell off the float and rested on the bottom. The dock and the ramp were not damaged, but we will need new fasteners. Scott Munroe used yacht club floatation devices and hauled out the ramp, swim float and two yacht club floats at the same time.
  - I asked Dan Webster and Michael Tirrell to post notices on baysidemaine.com and nvcmaine.org that all small watercraft (dinghies, kayaks, paddleboards, etc.) must be removed from NVC property by the end of the day on October 10. As soon after the holiday weekend that the tides and schedules permit, the remaining floats will be hauled out.
- 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. Dock activity this year shows that new signage is needed. Also need to repaint the white line marking where jumping off the dock is ok.
- Water: The water at the dock will be turned off on October 10. The missing hose and broken bracket will need to be replaced.

- Light on end of dock: The light is flickering on and off and probably needs to be replaced.

## Roads

- Brush cutting: We're starting to work on cutting back brush overgrowth into village streets. The Town will also be trimming overgrowth into Town roads in the village.
- North Avenue: before fuel costs skyrocketed, estimate to cut out curbing, dig out and fill in with gravel and hot top new area was \$5,000. Oil truck wheels may deteriorate the new hot top, and there is no guarantee about how long this "fix" will last.
- Streetlights: At least 5 streetlights are out on village streets. I have notified CMP for the second time. Any village resident can report street light outages on the CMP website. Maybe if more people report them, we will get some attention from CMP.
- 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

- Tree by fire pond: After recent storms, the roots of the big tree are lifting and the tree needs to be removed before it falls into the pond.
- Fence around the fire pond: The frost has picked up the concrete posts and the fence is falling over. Replacing the fence was on a "10-year plan" that was never funded. Looking at temporary fix to reset the posts, but longer-term fix is needed soon.
- Truck and sander: 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 snowplow needs new blades (estimate \$800) and needs to be serviced this year.
- 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.

## Parking Ordinance Implementation

- Cradle Row: Need a plan, money and new signage for planned future Cradle Row/Grove Street use.
  - Grove Street/Cradle Row Preparation for Parking: Working with Brown's Excavation on an affordable solution. (1) First option, although better, is too expensive: 4' wide trench by 140' long filled with rock tailings; 12" of -2" gravel over everything, except first 40' from Clinton in because that area is in

better shape and needs less gravel. \$9,000. (2) 4' x 140' 2' deep trench, filled with rock tailings and 6" of -2" gravel, except 4" of gravel over first 40' in from Clinton. \$6,800. (3) Same as option 2, except only 4" of -2" gravel throughout. Cars may sink down and this option may not last as long as other options. \$6,200. All options will direct water to the Pleasant Lane ditch.

I was pleasantly surprised that lots of folks used this parking option this summer.

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

- **Basketball court:** Resurfacing will need to be done in the near future. The crack(s) is widening and will present a hazard at some point. Jim and Cathy Ross decided not to organize pickleball until the crack is repaired.
- **Community Hall:**
  - Hammond Lumber informed me that the hardware for the new double door is still backordered. I said that the new door needs to be installed before the cold weather sets in. They proposed a plan to install the door with different hardware that can be used until the planned hardware arrives.
- **Inshore mooring block for the boat float:** The block is near the end of its life and needs to be replaced.
- **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.

## **Other Activities**

- Effective the end of August, assumed temporary responsibilities of Treatment Plant Operator until Ferne returns from medical leave.
- Interim Office Manager work.
- Wastewater and water department work with new connections.
- Fall seasonal water shut offs have begun. Cottage owners should let the office know when they have drained and closed up their cottages. Some cottage owners have been letting us know when they are ready for us to shut off the water at the street, and this helps us stagger the shut off work. Still looking for casual labor help with this work and other projects.
- Seasonal water shut off issues: Peter Simpson's decision to no longer do water shut offs requires some communication with many customers who do not understand the process. I talked to Janae about a notice posted on websites and added to utility bills to cover the basics:
  - Seasonal water shut off starts Oct 15 and all seasonal water needs to be off by Nov 1.
  - Shutting off the water at the street (Village property/equipment) is prohibited unless authorized by Village Agent. Only the Village turns water on/off at the street.

- Everything from the Village shut off at the street to the house and under/in the house is the homeowner's responsibility. The homeowner arranges with a plumber to drain the house, remove the water meter in or under the house and return the water meter to the Village for winter storage.
  - The water meters belong to the Water Department. The Village collects and stores them for the winter.
- Shore Road hot top: The trench across the road will be filled with hot top in a few weeks. We are waiting to complete another water job and then both road trenches will be filled in. Until the hot top work is done, people should just slow down.
- Outfall pipe buoy: The sewer department's outfall pipe buoy is missing and must be replaced. Have asked Scott Munroe for a cost estimate for a new buoy and installation.

Submitted by Bill Paige, Village Agent.



## **Treasurer's Report** **10/09/2022**

Public materials can be found on the NVC website [nvcmaine.org](http://nvcmaine.org).

- **Warrants and Monthly Reports**

- NVC continues the transition to providing monthly warrants on a timely basis.
  - Warrant status is provided in a separate document.
- No monthly financial reports are available.
  - See specific comments below.
- September Bank Statements were provided to the office.
- Bank balances as of October 6, 2022 were provided to the Overseers, Officers and NVC Staff.
  - The Utilities Superintendent continues to have access to the bank account for viewing both daily balances and transactions as well as access to QBO.

- **Bookkeeping**

- Overseer Fred Lincoln continues to assist the NVC Treasurer and President in working with the NVC Office and accounting firm in the preparation of the monthly warrants given the absence of an Office Manager.
  - The process for collecting the invoices, preparing and reviewing the audits and paying the bills continues to be very complicated, requiring significant volunteer time to complete and often not within the timeline preferred by the Board.
  - August warrants have been reviewed and corrections are pending. September warrants are being prepared.
- Data entry errors have been noticed in NVC's general ledger. A process needs to be developed and staff identified to review the general ledger, identify corrections, get the corrections put into QBO and then the general ledger reviewed to ensure the corrections were implemented.
  - Once the initial corrections are made, a process to review regularly must be established.
  - Accurate statement of financial position and financial activities are not possible until the corrections are made.

- **NVC Business Office Functions**

- Routine Office Functions continue to be distributed to the interim office manager, office assistant, billing clerk and volunteers. Current volunteers include the NVC Treasurer, President and an Overseer, Fred Lincoln.
  - Day-to-day office activities supported over the past month include review and coding of selected invoices, administrative support for preparing the warrants; review of outstanding payroll issues, bank

account management; audit support and, answering questions from vendors.

- Office demands continue to exceed the existing allocated staff time and available volunteer time. Many essential NVC office functions continue to be delayed or not completed.
- Personnel costs assumed in the General budget were provided to the Utilities for review as part of the annual budgeting process.

- **Payroll**

- Bangor Payroll provided detailed timecard information showing the hours charge for each position: Collection Operator, Distribution Officer, Village Agent, along with snowplowing and unattributed holiday time. The hours charged through 10/3/2020 are summarized in the table below.
  - The report provided hours only and not total wages, benefits, taxes, etc.
  - For these three positions, someone will need to use the weekly timecard and paycheck information to correct the payroll information

Type	Collection Operator	Distribution Officer	Snowplowing	Village Agent	Holiday (Unattributed)	Grand Total
Emergency	1			0		1
Holiday			7		42	49
Regular	183.5	642.5	107	776		1709
Vacation				21		21
Grand Total	184.5	642.5	114	797	42	1780
Percentage	10.37%	36.10%	6.40%	44.78%	2.36%	100.00%

for Jan – Jun and then to enter the correct information from June – present and then going forward.

- Payroll for June to present needs to be reviewed and entered into QBO.
- A regular process for reviewing and entering payroll needs to be defined.
  - Currently not supported by P&A. Wilke & Associates has been asked if they can support this activity through the end of the year when it would then be taken over by P&A.
  - If time permits, the payroll process will be reviewed to find a simplified way for recording payroll information into QBO.

- **Audit**

- Purdy Powers has resumed the audit with requests for additional documents as well as clarification on balance sheet items.
  - The Office and Treasurer and responding to the requests as time permits.
  - A new accountant has been assigned to NVC by Wilke & Associates.
- No specific timeline was provided for completing the audit.