



November 13, 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/89737479533?pwd=bnV4eGc4SIRzTGhDTG1YNVhLWUJHdz09>

*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.**

Meeting Agenda

- Comments by members of the public.
- Call to order business meeting.
- Agenda review.
- Approval of minutes of October 9, 2022 meeting, notes of May 5, 2022 special meeting
- Village Agent Report
- Treasurer's Report
- President's Report
- Committee Reports (*as needed*)
 - Finance
 - Recommendation regarding formation of an Audit Committee
 - Recommendation regarding expenditure of not more than \$500 to ensure NVC computer is backed up on a continual basis.
 - Governance
 - Utilities
 - Infrastructure
 - Parks & Trees Committee/Tree Warden Committee Report
 - Safety
 - Waterfront
 - Communications
 - Personnel
 - Recommendation to amend/correct minutes of March 27, 2022 Board meeting to reflect the following additional action taken by the Board in public session after an executive personnel session: approval of recommendation to appoint Bill Paige Interim Office Manager and pay him a monthly interim office manager stipend of \$1,000 for the duration of the assignment.
 - Recommendation that the Board ratify its March 27, 2022 action to appoint Bill Paige Interim Office Manager and pay him a monthly interim office manager stipend of \$1,000 for the duration of the assignment.
 - Technology Officer
- Town Liaison Report
- Nordic Aquafarms update – Michael Lannan
- Other business.
- Comments by members of the public
- Executive session for personnel matters pursuant to 1 M.R.S.A. § 405(6)(A).
- Adjourn.

**Northport Village Corporation
Village Agent Report
November 13, 2022 Board of Overseers Meeting**

Parks

- Ruggles Park
 - 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: May be time to move on and fix any remaining issues ourselves. Based on recent conversations with Tom Farley, I do not believe he will do anything more. He thinks the turf is fine.
- 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.

Wharf, floats and seawall

- Floats: All floats are out for the season.
- Kayaks, etc.: Thanks to everyone who removed their kayaks as requested. Only two remain.
- 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 has been turned off.
- Light on end of dock: The light is flickering on and off and probably needs to be replaced. I am looking for an electrician willing to work on this.

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.
- Pleasant Street: Recent heavy rain resulted in "normal" washout. Plan to repair in the spring.
- Streetlights: CMP fixed several of the streetlights were out on village streets. Now, at least four more are out – 2 on Griffin Street, 1 at the yacht club and 1 at the head of Bayview Park. 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. I have ordered new blades for the snowplow (estimate \$800). The plow also 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.
- Cradle Row: Need a plan, money and new signage for planned future Cradle Row/Grove Street use. (I was pleasantly surprised that lots of folks used this parking option this past summer.)
 - 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.
 - Dead Beech Trees: I’m looking for a cheaper option than an arborist to remove all of the dead beech trees in the Cradle Row area.

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. I'm still talking to Scott Munroe regarding replacement costs.
- **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

- Ferne was released from medical leave to light duty on October 16. I am helping as needed until he is released without restrictions.
- Interim Office Manager work.
- Fall seasonal water shut offs continue. Cottage owners should let the office know when they have drained and closed up their cottages. Some cottage owners let 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. Paul Overgaag has volunteered many hours of service this past month helping with water shut offs and meter reading.
- 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.
- 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
11/13/2022

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

- **Warrants and Monthly Reports**

- October warrants were prepared based on the revised processing timeline approved by the Overseers in October and were provided to the Overseers for review in advance of the meeting.
 - Supporting documentation (invoices and bank statements) are provided during the board meeting but not attached to the invoices per the updated warrant process.
- No monthly financial reports are available.
 - See specific comments below.
- September Bank Statements are available in 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 and QBO in order to have daily access to both the bank account information and the NVC general ledger.

- **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 has been streamlined with the new timeline providing much needed time to review and correct the warrants.
- Preparing physical checks, particularly for invoices received and due between warrants continues to be challenging. The process will be eased once additional vendors are entered into the BangorSavings online billpaying portal.
- The finance committee has reviewed and recommended a process to identify and resolve data entries issues within NVC's general ledger. Steps include:
 - Shared document for collecting and recording errors to be fixed by the bookkeeper.
 - In the absence of an Office Manager, QBO access provided to Overseer Fred Lincoln so that he can help identify errors.
 - Request the Utilities to help identify errors specific to the Sewer and Water departments.
- General meeting with Philbrook & Associates is planned to be scheduled before the end of November.

- **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.
- Payment of the last set of Utilities bills is pending resolution of payment errors.
 - Payment errors have consistently occurred over the past year. A worksheet to capture all the overdue Utilities bills (due Aug. 2022) has been generated and summarized the components by department and account code as part of a process to pay the outstanding bills as well as streamline the process in the future.
- **Payroll**
 - Wilke & Associates have been engaged to reconcile the attribution of the NVC payroll across the three departments.
 - Information needed to work on the reconciliation was not provided until early November due to the NVC office workload, particularly the efforts to support the audit (see audit update below).
 - General has not been reimbursed for Sewer and Water payroll expenses since June 2022.
- **Audit**
 - MMBB has once again requested copies of the 2020 and 2021 Audit.
 - Dave Shorette (Purdy Powers) has agreed to provide a comprehensive list of outstanding 2020 audit items as well as a letter to MMBB providing an update on the audit.
 - Purdy Powers has worked consistently on the NVC 2020 audit during the past month. Activities have focused on
 - Clarification of some income or expense items such as water purchases, dates for receiving tax revenue and timing of large projects such as the seawall, wastewater treatment plant and new playground.
 - Documentation to check the NVC processes, including requests for invoices, Overseer minutes, evidence of payments.
 - Finalization of 2020 audit depends on NVC's ability to answer outstanding questions. Specific challenges include:
 - Locating documentation, particularly from early 2020 and after 2021.
 - Early 2020 included March and April when the office was unstaffed due to COVID; the transition to an outsourced office

manager; and no standard for saving or archiving electronic information.

- 2022 records where there was a transition to an interim bookkeeping services, interim office manager and no mechanism for saving or archiving electronic information.
- 2021 Audit will begin once the 2020 audit is completed.
 - Similar documentation will need to be provided by the office. Most, if not all, of the 2021 documentation is archived in the NR Bookkeeping sharefile which NVC continues to have access to.
 - 2022 documentation is not yet archived. A process for archiving it electronically would facilitate not only the 2021 audit, but also the 2022 audit.