



December 11, 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/89257125197?pwd=SjVFZ2tCenU4eFF2UWJsZG9pbHpqdz09>

*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.**

Corrected Meeting Agenda

- Comments by members of the public.
- Call to order business meeting.
- Agenda review.
- Approval of minutes of November 11, 2022 meeting
- Village Agent Report
- Treasurer's Report
- President's Report
 - Recommendation to approve the temporary employment of James Mays in the role of Office Manager.
- Committee Reports (*as needed*)
 - Finance
 - Recommendation: To more fairly and equitably share estimated year-to-date 2022 payroll expenses among the General Government, Water, and Sewer Depts, and with consideration to the approved 2022 budgeted payroll expenses of all three departments, the NVC Finance Committee recommends that payments in the amount of \$29,894.41 by the Sewer Dept. and \$31,355.73 by the Water Department be made to the General Government Dept. Upon completion of the 2022 payroll analysis currently in progress with Wilke and Associates, a true-up of final 2022 Payroll expenses will be documented and reflected in QuickBooks Online.
 - Governance
 - Utilities
 - Recommendation to approve the 2023 Water and Sewer/Wastewater budgets.
 - Infrastructure
 - Parks & Trees Committee/Tree Warden Committee Report
 - Safety
 - Waterfront
 - Communications
 - Personnel
 - 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).
- Report out of executive session.
- Adjourn.

**Northport Village Corporation
Village Agent Report
December 11, 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. I haven't yet found anyone to give a quote for reseeded the problem areas. Contractors are busy getting ready for snowplow work.
- 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

- Kayaks, etc.: Only two remain. Refer to Waterfront Committee.
- 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.
- Light on end of dock: The light is flickering on and off and probably needs to be replaced. I am still 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.
- Pleasant Street: Recent heavy rain resulted in "normal" washout. Plan to repair in the spring.
- Streetlights: CMP repaired all but one of the lights, and now we have one that is on 24/7.
- 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

- Fire hydrant on Shore Road: Someone ran into it and it will need to be repaired.
- 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: Sander has been repaired. I have ordered new blades for the snowplow (estimate \$800), and the plow will be serviced when the new blades arrive and are installed.
- 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.
 - 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’ 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. Tree Warden and I will examine and identify dead trees.

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 should be released to full-duty by the first of the year. I continue to help as needed until he is released without restrictions.
- Interim Office Manager work – transitioning to Jim Mays.
- 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 required some communication with many customers who did 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. Anticipated cost of \$3500 is in the department's proposed budget.
- Holiday activities: Drove Santa's sleigh (fire department vehicle) and delivered Santa to the Bayside tree-lighting in Merithew Square Park.

Submitted by Bill Paige, Village Agent.

Treasurer's Report **12/8/2022**

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

- **Warrants and Monthly Reports**

- November warrants will be provided separately.
 - They were prepared based on a shortened timeline due to the Thanksgiving holiday and date of the Overseers meeting.
 - The new office manager was integrated into the review process with the expectation that less volunteer support will be needed in the future for preparing and reviewing the warrants.
 - Supporting documentation is provided during the board meeting but not attached to the invoices per the updated warrant process.
- No monthly financial reports are available due to pending corrections to the general ledger, including payroll information.
- November Bank Statements are available in the office.
- Bank balances as of December 8, 2022 were provided to the Overseers, Officers and NVC Staff.
 - The Utilities Superintendent has access to the bank account and QBO.

- **Bookkeeping**

- November and December warrant schedule were discussed with Philbrook & Associates and NVC staff and volunteers in order to process and pay bills effectively given the upcoming holidays.
- Meeting with Philbrook & Associates has not yet been scheduled due to the ongoing workload associated with office and financial activities.
- Philbrook & Associates has been asked to appropriately categorize all non-specified revenue and expenditures to the appropriate class and property.
- Overseer Fred Lincoln is working with the Treasurer to review the general ledger and draft statement of activities to ensure that revenue and expenditures are attributed to the correct account codes.

- **NVC Business Office Functions**

- New office manager met with current office staff and volunteer to review the invoice and warrant preparation process with the expectation these functions will be transitioned to the office manager over the next month.
- Utilities bills are included in the November warrants using the allocation spreadsheet developed by Fred Lincoln. It is expected that this process will streamline the payment of the utilities including reducing the number of checks written from other 20 to just 6.

- **Payroll**

- Wilke & Associates has completed reconciling Payroll through June 2020 and pending receipt of the remaining weekly payroll reports, reconciling and entering the remaining payroll information. An inperson meeting is set for 12/9/22 to review the work to date and provide corrections.

- Summary payroll report through payroll week 48 was provided by BangorSavings and is available for review in the NVC Office filed with the regularly available weekly payroll reports. This information was used to generate the budget vs actual report attached below. More detailed backup information is provided separately. The information provided includes:
 - Payroll costs by department through week 48. Note that timecard information was only available through week 39, thus the estimated breakdown for the Village Agent, Collection Officer and Distribution Officer was done based on the 39 weeks of information and not the full 48.
 - Estimated payroll costs by department through week 52.
 - Estimated amount due to General from Sewer and Water for payroll expenses through week 48.
- Based on these estimates for 52 payroll weeks:
 - General is expected to be over budget by \$3,932.77
 - Sewer is expected to be overbudget by \$5,418.55
 - Water is expected to be underbudget by \$1,322.66
- 2022 Payroll amounts due to General from Sewer and Water were reviewed by the Finance and Personnel Committees. As indicated on the attached report, through week 48 and accounting for 2022 reimbursements to date, amount owed is provided below.
 - From Sewer to General: \$29,894.41
 - From Water to General: \$31,355.73
- **Audit**
 - NVC's responsibilities for the 2020 audit have neared completion. Last outstanding item is the review of Purdy Power's final analysis per department. This information has been reviewed by the Treasurer with comments provided to the Audit committee for review. Response back to Purdy Powers is expected shortly.
 - NVC office and volunteers have begun to focus on preparations for 2021 audit.
 - 2021 documentation (warrants, invoices, meeting notes, etc.) will be assembled by the NVC office staff both in electronic and hardcopy.
 - Unlike 2020 most 2021 document has been archived electronically. Office manager is tasked with preserving the 2021 documents in both physical and electronic formats, including identifying any missing documentation.
 - Draft Statement of Financial Activity and Financial Position are provided to the overseers again as background. Note that these documents are not final, have been provided before and have not changed since the Audit started this past fall. Adjustments are expected from the auditors, particularly in the reserves for each department, once the audit is completed.

Budget Information 2022 (52 Weeks)					Actuals (48 Weeks)				
Positions Budgeted	General	Sewer	Water	Totals	General	Sewer	Water	Totals	Comments
Village Agent	\$ 21,000.00			\$ 21,000.00	\$ 28,243.01	\$ -	\$ -	\$ 28,243.01	
Office Personnel	\$ 10,200.00			\$ 10,200.00	\$ 2,380.00	\$ 2,310.00	\$ 2,310.00	\$ 7,000.00	
Billing Clerk		\$ 4,100.00	\$ 4,100.00	\$ 8,200.00	\$ -	\$ 3,133.80	\$ 3,133.80	\$ 6,267.60	
Office Assistant		\$ 3,600.00	\$ 3,600.00	\$ 7,200.00	\$ 6,200.00	\$ 3,100.00	\$ 3,100.00	\$ 12,399.99	
Collection Systems Operator		\$ 4,357.00		\$ 4,357.00	\$ -	\$ 6,361.35	\$ -	\$ 6,361.35	
Treatment Plant Operator		\$ 30,500.00		\$ 30,500.00	\$ -	\$ 28,723.88	\$ -	\$ 28,723.88	
Utilities Superintendent		\$ 12,855.00	\$ 12,855.00	\$ 25,710.00	\$ -	\$ 11,865.50	\$ 11,865.50	\$ 23,731.00	
Casual Labor		\$ 500.00	\$ 6,000.00	\$ 6,500.00	\$ -	\$ -	\$ -	\$ -	
Distribution Officer			\$ 20,085.00	\$ 20,085.00	\$ -	\$ -	\$ 20,303.02	\$ 20,303.02	
Police Officer	\$ 13,000.00			\$ 13,000.00	\$ 12,554.48			\$ 12,554.48	
Lifeguard	\$ 8,400.00			\$ 8,400.00	\$ 5,250.00			\$ 5,250.00	
NVC Board Secretary	\$ 1,100.00			\$ 1,100.00	\$ 167.28	\$ 162.36	\$ 162.36	\$ 492.00	
Totals	\$ 53,700.00	\$ 55,912.00	\$ 46,640.00	\$ 156,252.00	\$ 54,794.77	\$ 55,656.89	\$ 40,874.68	\$ 151,326.33	
Reimbursement April & July 2022						\$ 25,762.48	\$ 9,518.95		
Estimated Outstanding Owed to General (2022)						\$ 29,894.41	\$ 31,355.73		

	December Estimates			Total 2022 (52 weeks) Estimate			Over (Under) Budget Estimate		
Positions Budgeted	General	Sewer	Water	General	Sewer	Water	General	Sewer	Water
Village Agent	\$ 1,750.00	\$ -	\$ -	\$ 29,993.01	\$ -	\$ -	\$ 8,993.01	\$ -	\$ -
Office Personnel	\$ 1,088.00	\$ 1,056.00	\$ 1,056.00	\$ 3,468.00	\$ 3,366.00	\$ 3,366.00	\$ (6,732.00)	\$ 3,366.00	\$ 3,366.00
Billing Clerk	\$ -	\$ 341.67	\$ 341.67	\$ -	\$ 3,475.47	\$ 3,475.47	\$ -	\$ (624.53)	\$ (624.53)
Office Assistant	\$ -	\$ 300.00	\$ 300.00	\$ 6,200.00	\$ 3,400.00	\$ 3,400.00	\$ 6,200.00	\$ (200.00)	\$ (200.00)
Collection Systems Oper	\$ -	\$ 363.08	\$ -	\$ -	\$ 6,724.43	\$ -	\$ -	\$ 2,367.43	\$ -
Treatment Plant Operate	\$ -	\$ 2,541.67	\$ -	\$ -	\$ 31,265.55	\$ -	\$ -	\$ 765.55	\$ -
Utilities Superintendent	\$ -	\$ 1,071.25	\$ 1,071.25	\$ -	\$ 12,936.75	\$ 12,936.75	\$ -	\$ 81.75	\$ 81.75
Casual Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (500.00)	\$ (6,000.00)
Distribution Officer	\$ -	\$ -	\$ 1,673.75	\$ -	\$ -	\$ 21,976.77	\$ -	\$ -	\$ 1,891.77
Police Officer	\$ -			\$ 12,554.48	\$ -	\$ -	\$ (445.52)	\$ -	\$ -
Lifeguard	\$ -			\$ 5,250.00	\$ -	\$ -	\$ (3,150.00)	\$ -	\$ -
NVC Board Secretary	\$ -	\$ -	\$ -	\$ 167.28	\$ 162.36	\$ 162.36	\$ (932.72)	\$ 162.36	\$ 162.36
Totals	\$ 2,838.00	\$ 5,673.67	\$ 4,442.67	\$ 57,632.77	\$ 61,330.55	\$ 45,317.34	\$ 3,932.77	\$ 5,418.55	\$ (1,322.66)