



June 11, 2023 – 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/88080494270?pwd=c3dMOWlUU2VmamIhRGtIOWJRdU9VQT09>

*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. **Remote participants will not be admitted to the meeting unless the participant's name is identifiable.**

Meeting Agenda

- Comments by members of the public.
- Call to order business meeting.
- Introduction of Patricia "Trish" Parker, NVC Office Manager
- Agenda review.

Action Items

- Approval of May 14, 2023 meeting minutes*
- Village Agent Report*
- Treasurer's Report
 - Recommendation from Treasurer and President to provide an NVC credit card to the Office Manager with a \$5,000 limit.
- President's Report
 - Request from Farley, Inc. to release the seawall performance bond.*
 - Recommendation to approve Facility (Community Hall and Bayview Park) Use Requests*
 - Request for discounted rental rate from local Scottish dancing group*
- Governance Committee
 - Motion: to see if the Overseers will approve and adopt the changes to the NVC Zoning Ordinance to change and clarify the definitions of Impervious Surface and Lot Coverage as set forth in the attached document, which change has been reviewed by the Governance Committee at public meetings and the subject of a public hearing on Sunday, May 28, 2023 at which time the public had an opportunity to comment upon the recommended changes.*
- Parks & Trees Committee/Tree Warden
 - Recommendation to approve the expenditure of \$5,000 for the removal of two trees, one in Auditorium Park and one near the corner of Griffin and George Streets. The requested amount includes the cost of a bucket truck needed for both projects because of the proximity of power lines.
 - Recommendation to approve removal of two dead bushes bordering the basketball court.

Discussion Topics

- **Draft 2024 Budget/Update**
- **Maine Won't Wait Community Resilience Partnership List of Community Actions***
- **Discussion Draft: NVC Donation and Gift Acceptance checklist** (Board discussion to provide input to Finance Committee.)

Presentation (10:00 a.m.): Mathew Eddy, Midcoast Council of Governments*

Town Liaison Report

General Discussion of Committee Reports/business (*as needed*)

- Finance
- Governance
- Utilities
- Infrastructure*
- Parks & Trees Committee/Tree Warden Report
- Safety
- Waterfront
- Communications
- Personnel
- Technology Officer
- Other business.
- Comments by members of the public
- Adjourn.

***Written materials submitted with the agenda.**

- Draft May 14, 2023 Overseer Meeting Minutes
- June 2023 Treasurer's Report
- Draft 2024 Budget
- June 2023 Village Agent Report
- Seawall performance bond release form
- Upstream Watch CH use request: 7/6/2023, 5-7 p.m.
- Gayle Koyanagi CH use request: Wednesday evening, June-July 2023
- Carolyn Treadwell Bayview Park use request for a wedding: 9/8/2023, 5 p.m.
- Proposed Zoning Ordinance revision
- May 2023 Infrastructure Committee Meeting Notes
- Maine Won't Wait Community Resilience Partnership List of Community Actions
- Midcoast Council of Governments Membership Benefits
- Midcoast Council of Governments Technical Assistance Policy
- Discussion Draft: NVC Donation and Gift Acceptance Checklist
- Safety Committee Meeting Summary — May 10th Meeting

**Draft Minutes Northport Village Corporation
Board of Overseers
Sunday, May 14, 2023**

Overseers, Officers and Staff present: Celine Bewsher; Fred Lincoln (via Zoom); Vicky Matthews; Judy Metcalf; Michael Tirrell (via Zoom); and Jeffrey Wilt; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein (via Zoom), Village Agent Bill Paige. Guest: Molly Schaufler

Public Comments:

Harry and Patricia Campbell (33 Broadway) and Andrew Bewsher (35 Broadway) spoke in favor of keeping the two picnic tables in Merithew Square. They opposed the Parks & Trees third recommendation that: *the tables will be removed if a park abutter objects to them.*

Dan Webster (670 Shore Road) – Thought the new meeting structure, processes and communication protocols was well thought out.

Business Meeting called to order at 9:12 a.m.

Approval of April Minutes

Janae N. asked if there were any questions or comments on the minutes of the April 16, 2023 meeting. Hearing none, she recommended the Board approve the minutes.

Jeffrey Wilt moved, seconded by Vicky Matthews to approve the minutes of the April 16, 2023 Board of Overseers meeting. Voted: Unanimous.

Bid Opening

One bid was received for a three year RFP for Curbside Trash and Recycling pick-up for 2023-2026 from Pinkerton & Sons. The bid was \$72,000 for the three year period; \$24,000 for each year. Last year's bid from Pinkerton & Sons was \$22,000 for the year.

Vicky M. made a motion, seconded by Fred L., that the Overseers accept the bid from Pinkerton & Sons. Voted: Unanimous.

Village Agent Report – Bill Paige

Bill P. referred the Overseers to his written report distributed at this meeting.

There is an encroachment at 6 Griffin Street with placement of rocks and flowerbeds. He will speak with the owners about their encroachment on Village property.

Mr. Farley of Farley, Inc., contacted him regarding the Ruggles Park turf condition. The company has applied more lime and grass seed in Ruggles Park this spring. The grass is looking better and he had a good conversation with the owner.

A tree at 16 Griffin Street is dead and needs to be addressed by the Tree & Parks Committee.

Treasurer – Wendy Huntoon

Wendy H. referred the Overseers to her report circulated prior to the meeting and also the update she sent regarding the Playground Funds. Based on recommendations from the Village Agent, Infrastructure Chair and previous Playground Committee Chair, the Board should discuss and plan for specifically finalizing the

outstanding items and determine the path forward for deciding how to allocate remaining playground funds. They are accounted for separately and not part of the overall General Reserves. Funds collected - \$52,081.12 and \$32,521.75 spent to date, remaining funds \$19,559.37.

President's Report – Janae Novotny

Recommendation to approve submitted Community Hall Requests

Janae N. referred the Overseers to the two new requests distributed prior to the meeting: a request from Gayle Koyanagi to use Community Hall on July 1, 2023, from 6:30-9 p.m. for Scottish dancing and a request from Marcia Ryan Sawyer to use Community Hall all day on June 25, 2023 to prepare for and hold a memorial gathering.

Jeffrey W. made a motion, seconded by Michael T., to approve the new requests for use of the Community Hall. Voted: Unanimous.

Bayside Arts request regarding a piano

Heidi Von Bergen (Clinton Street) has donated an electric piano to Bayside Arts. Bayside Arts would like to have the piano, which is severely out of tune, currently in the Community Hall removed, and store the new donated piano upstairs in the Community Hall.

Vicky M. made a motion, seconded by Jeffrey W., to accept Bayside Arts' proposal, providing Bayside Arts would be responsible for removing the old piano at their expense. Voted: Unanimous.

Presentation of new Board meeting structure, processes and communication protocols prepared by Michael T. and Janae N., circulated prior to the meeting.

Michael T. explained the purpose of the proposed new meeting structure. The Board would work from an agenda divided generally into three sections, briefly outlined as: 1) Action Items: Board meetings would focus on whatever items require Board discussions and a vote; 2) Critical Issues: The Board would focus on the core set of issues of critical importance at any given time. This section would allow for a deeper dive into a limited set of issues, allowing the Board to explore options, hear opinions, and ultimately move issues forward; 3) General Discussion: Will allow for committee updates or clarification.

Revised protocols and processes address how and when Board members should submit issues for Board action and written committees reports and invite guest presenters.

Discussion ensued. Future Overseers meetings will be structured as outlined and discussed.

Finance Committee – Fred Lincoln

The Finance Committee met on May 11, 2023 and, in addition to the two recommendations described on the agenda, the Committee has an additional recommendation regarding outstanding accounting tasks outlined in the Treasurer's Report.

Fred L. made a recommendation to get additional accounting support from Wilke & Associates to assist with audit and accounting follow-up. The Finance Committee sees this as critically important to help NVC move forward.

Jeffrey W. made a motion, seconded by Fred L., that NVC retain Wilke & Associates to assist with follow up and completion of outstanding accounting tasks as listed in the Treasurer's Report. Voted: Unanimous.

As a move forward in preserving and building the availability of General Government Reserve funds, the Finance Committee recommends the amount used from reserves in 2024 toward payment of the seawall bond be limited to \$20,000 (a reduction of \$5,000 from the 2023 level).

Fred L., made a motion, seconded by Judy M., to approve the motion as stated above. Voted: Unanimous.

Third Finance Committee recommendation: **To ensure NVC's potential financial exposure with donations and gifts is comprehensively understood, the Finance Committee recommends that before accepting a donation or gift or other than unrestricted cash, the Board directs that a fiscal impact assessment be performed and that the Finance Committee be engaged as appropriate for an opinion regarding direct or indirect future fiscal impacts of the proposed donation or gift.**

Fred L. explained that this recommendation is intended to address well-meaning donations by the Community to the Village, other than nonrestricted cash donations to the Village. The Committee would like to have a "Fiscal Impact Assessment" for each donation.

Fred L. made a motion, seconded by Vicky M., to adopt the recommendation as stated above.

Following a thorough discussion, the motion on the recommendation was withdrawn and returned to the Finance Committee to develop a protocol and checklist for future donations to assess each case on a individual basis when a donation is being offered to the village.

Donation of "OWL" System

Brady B. has offered to donate to the NVC an "OWL" System, which would greatly enhance remote meetings by using a voice activated speaker system where the camera focuses on the speaker. This system is currently used in the state court system. After discussion, it was concluded that this donation should not affect future budgets and have little financial impact.

Jeffrey W. made a motion, seconded by Judy M., to accept Brady Brim-Deforest's offer to donate to the NVC the "Owl" system to enhance future remote meetings. Voted: Unanimous.

Infrastructure Committee – Celine Bewsher

Celine B. referred the Overseers to her written report distributed prior to the meeting.

Community Resilience Partnership Grant Funding

Celine attended a meeting of the "Community Resilience Partnership (CRP)" on May 11. She has been working with Northport Town Administrator, James Kossuth, and Northport resident Molly Schaufler to collaborate regarding available grant funding to address and help mitigate shore land stabilization in the Village and Shore Road stabilization in Northport. Molly Schaufler explained the application process for CRP grants funded by the State of Maine with federal infrastructure funds. She explained the benefits of the Village working with the Town of Northport to partner together in the grant process.

Vicky M. made a motion, seconded by Jeffrey W., that the Infrastructure Committee move forward with the Town of Northport to pursue the possibility of Community Resilience Partnership grant funding as a partnership. Voted: Unanimous.

Electrical work in the Community Hall and the Garage at the Fire Pond

Celine B. made a motion, seconded by Jeffrey W., to move this item into the fiscal year 2023.

After thorough discussion, this motion was tabled and will be revisited at the next Overseers' meeting after Village Agent, Bill P., has received estimates for the work to be done for Budget purposes.

Committee recommends that the crack on the basketball court be fixed before the summer for safety reasons.

Celine B. made a motion, seconded by Jeffrey W., to attempt to fix the crack on the basketball court before the summer season.

Thorough discussion ensued regarding fixing the crack and resurfacing the basketball court and funding for these repairs. Bill P. has talked with contractors and the repair of the crack and/or resurfacing could not happen before the summer season, the earliest would be in October. Bill P. will attempt to repair the crack before the summer season, but again, the contractors feel it is too small of a job, but he will continue to pursue this repair. Celine B. withdrew the motion and she will report back to the Committee that Bill P. will continue to attempt to have the crack repaired.

Celine B. thanked Art Hall for volunteering his time to fix some needed wharf repairs. He has already done some work on the pilings and has met with Bill P. to discuss further fixes he will be able to do.

Celine B. met with Will Gartley from Gartley & Dorsky who came to Bayside to inspect informally Auditorium Park and Bayview Park embankments.

Celine B. continues research potential grant funding i.e., Community Resilience Partnership, Coastal Communities Grant and Boat Facilities fund for Village infrastructure projects.

Governance Committee – Judy Metcalf

There is a public hearing at 10 a.m. on May 28, via zoom and in person in the Community Hall on the proposed small changes to the Zoning Ordinance. Notice of this meeting has been published in the Republican Journal, placed on our website and the bulletin boards throughout the village.

Utilities – Jeffrey Wilt

There were no exceedances in April!

Parks & Trees – Vicky Matthews

The Committee will table a decision on the Bayview Park garden until summer when committee members can view the park and further assess the impact the proposed garden may have on residents in that area.

Merithew Square Picnic Table donations

Vicky M. made a motion, seconded by Celine B., to accept the gift of the two picnic tables and benches in Merithew Square subject to the conditions (1) a contact person is designated to assure that the items are cared for and maintained; and (2) the tables are moved periodically to allow grass to grow. Voted: Yes – Celine B., Vicky M., Judy M., Michael T., Jeffrey W.; No – Fred L. Motion passed.

Bayview Park improvements

Vicki M. made a motion, seconded by Jeffrey W., to use \$200 from the Tree Budget to purchase mulch and compost to replace the soil that has been stripped by the overgrowth in upper Bayview Park and allow wild flowers to be planted with consultation and guidance from Bill P. Voted: Unanimous.

Flowers in Blaisdell Park

Vicky M. made a motion, seconded by Jeffrey W., to allow Ned Lightner (Maple Street) to plant tulips in Blaisdell Park with consultation and guidance from Bill P. Voted: Unanimous.

Safety Committee – Michael Tirrell

The Safety Committee met and they were updated on the lifeguards and the police officer. The Personnel Committee will work out the schedules for both. The Safety Committee has two “draft” documents of the Dock

Safety Rules. They will be circulated to the Committee next week and after one document is finalized they will work with Bill P. on a sign for the dock rules.

The Waterfront Committee will work with Bill P. and the wharf master to develop a separate waterfront safety sign for the dock.

The NVC currently has one AED. A suggestion was made to possibly obtain 1-2 additional units. This discussion was moved to the Budget Workshops for possible funding options.

Waterfront

Jeffrey W. reminded everyone it is time to get Small Watercraft Registration Stickers that are available at Community Hall. \$40 for a dinghy & \$20 for paddle boards and kayaks.

Communications – Michael Tirrell

Michael T. and Diana Eastty will be meeting next week to discuss the new web service agreement. He reminded all that the deadline for Committee Reports to be included in the Annual Report is due by July 1.

Personnel – No report

Town Liaison

Janae N. has been attending the town of Northport's Select Board Meetings. The community and Select Board are very supportive of recycling and the town is exploring options in light of substantial cost increases to the Town. They are also looking at infrastructure issues. The annual Northport Town Meeting will be Monday, June 19 at the Drinkwater School. Voters need to attend to vote on the town's Annual Budget. Saturday, June 17, is the election of a Select Board member and Road Commissioner. Polls will be open at Town Hall from 8:00 a.m.-4:00 p.m.

Executive Session

The Overseers retired to Executive Session at 11:29 a.m. and returned at 11:39 a.m.

Vicky M. made a motion, seconded by Fred L. that the Board employ Patricia Parker as Office Manager, subject to the terms of Board personnel policies and employment offer letter. Voted: Unanimous.

Michael T. made a motion, seconded by Jeffrey W. that the Board employ Danny Ryosa as a seasonal Police Officer and Payton Ward and Ronin Deschamps as seasonal lifeguards, subject to the terms of Board personnel policies and their respective employment offer letters and contingent on work schedules approved by the Personnel Committee. Voted: Unanimous.

Adjournment

The meeting was adjourned at 11:41 a.m.

Respectfully submitted:

Maureen "Beanie" Einstein, Clerk

Janae Novotny, President

**Northport Village Corporation
Village Agent Report
June 11, 2023 Board of Overseers Meeting**

Action requested

- **Basketball court and Main Street repair:** Instead of resurfacing the basketball court for a cost of about \$9400, recommend having a crack seal company fill the basketball court cracks and the lower Main Street crack with the rubber sealant sued on highways. The estimate for this work is \$2,895. Recommend approving an amount not to exceed \$3,000 for this work with half (\$1447.50) coming out of roads maintenance budget (account code 6336) and half coming out of grounds general maintenance (account code 6333).
- **Needed electrical work:** Received the following estimates for needed electrical work:
 - Maintenance building: \$1300.61
 - Lab/water shed: \$954.76
 - Community Hall (meeting room, office and hallway): \$1350.08
 - Community Hall (upstairs stage area-to install proper wiring for fans added by Bayside Arts): \$936.18

If 2023 funds are available later in the year, request that the maintenance building electrical work be approved so that I will have light for maintenance work needed this fall and winter. The remaining work should be in the 2024 budget.

Parks

- Ruggles Park playground: Needed playground drainage work has not been done. Seeking cost estimate. Playground needs more chips – fabric showing through and grass growing up through chips. Need to fill areas under swings with crusher rock.
- Ruggles Park turf condition: Grass is looking better this spring. We still have places that will probably fill in over time. At this point, I believe it is time to release Farley's performance bond.
- 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. New catch basin that ties into the one further down will be installed this season. Spring maintenance will be done to clean up boat ramp.
- Ruggles Park: Looking into removing rotten stumps at some point in the future.
- Bayview Park and Auditorium Park: We lost some shoreline embankment at the bottom of these parks. Will need to have a soils engineer assess possible stabilization. See Infrastructure Committee report and grant application activities.
- All parks: Park benches need to be repositioned (close to existing locations) because they have settled. May need to fill holes when they are repositioned.

Wharf, floats and Ruggles Park seawall

- Dock: Art Hall volunteered his time to complete various wharf and causeway repairs mentioned in last month's report.

- Annual wharf inspection by a marine engineer will happen in June.
- Scott Munroe completed minor float repairs before launch.
- Signage: Signage regarding swimming safety and fishing rules almost finalized. Will repaint the white line marking where jumping off the dock is ok before the season starts.
- Light on end of dock: The light is flickering on and off and probably needs to be replaced. Finally found an electrician willing to fix this
- Dock Building: Looking tired. Needs scraping and new paint. Gordon Fuller will recruit volunteers in NVC supplies the paint.

Roads

- Pleasant Street: Recent heavy rains resulted in “normal” washout. Plan to repair in the spring. Budgeted Pleasant Street repair work depends on contractor’s schedule.
- General road maintenance: regraded and fixed upper Clinton; regraded Bayview Park and Rogers Lane; will regrade upper Main; regraded Cobe Road and added gravel where needed to restore pitch. Minimal work needed on Pleasant until major work done this season. Some minor repair done to Pleasant Lane/Pleasant Street Walkway. Oak and West Streets and Park Row look ok. Plan to rent a roller to compact the regraded streets and they should hold up better in future rainstorms. Ditch on upper Main filled with leaves and may need to be cleaned out.
- 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.

Miscellaneous

- Trees and bushes: A dead tree on NVC property near Griffin/George Street and one at the top of Auditorium Park near the power lines should be taken down. The one on Auditorium Park will be expensive because it is near power lines and a crane must be used. Two dead bushes around the basketball court need to be removed. (See Parks and Trees action items.)
- Fence around the fire pond: The frost had picked up the concrete posts and the fence was falling over before the tree fell on it. Replacing the fence was on a “10-year plan” that was never funded. A temporary fix is no longer possible. The fence needs to be replaced as soon as possible for safety reasons. First estimate about \$20,000. Talking to another fence company. We may need to do a temporary fix or fix half of the fence.
- Fire hydrants: We are installing two new hydrants. Someone ran into the Shore Road hydrant and it needs to be repaired. Work scheduled for fall.
- 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. Blades are backordered.
- 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: Still waiting for Overseers' decision for a plan, money and new signage for planned future Cradle Row/Grove Street use.
 - Grove Street/Cradle Row Preparation for Parking: (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. Estimates are out-of-date. Add 10%.

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

- **Community Hall**: Paul Overgaag volunteered his time to install the new door. A few tweaks are still needed.
- **Inshore mooring block for the boat float**: The block will be replaced this season. It has been ordered; waiting for delivery. Rough estimate of replacement cost is \$3500.
- **Floats replacement**: It is still time to begin setting aside and saving money to replace the floats; they are starting to show their age.

Other Activities

- Working with CMP regarding pole replacements.
- Working with new lawn mowing contractor to make sure they understand what we want.
- Busy with plumbers getting water services turned on.
 - Seasonal water shut off issues: 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.
 - Seasonal water turn on for seasonal cottages begins May 1.
- 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 2023 budget for spring replacement.

Submitted by Bill Paige, Village Agent.

Treasurer's Report
06/08/2023

- **Warrants and Monthly Reports**
 - May warrants are provided under separate cover.
 - Bank Statements have not yet been downloaded.
 - Bank balances as of 06/08/2023 were provided separately to the Overseers, Officers and NVC Staff.
- **Budget Workshops**
 - Draft 2024 budget from 05/28/2023 Overseer Budget workshop is attached.
 - Miscellaneous budget items, identified by red comments, still need to be resolved prior to finalizing the 2024 budget.
- **Bookkeeping**
 - Bills were once again paid incorrectly, including P&A not paying themselves correctly which I believe highlighted the problem to them.
 - New Office Manager has contacted P&A to address and hopefully fix the issues going forward.
- **NVC Business Office Functions**
 - New Office Manager was hired, and onboarding has begun. Access has been provided to QBO and read-only for the BangorSavings Account. Focus for the first few months is on warrant preparation, accurate bill paying and correcting the 2023 general ledger. Additional tasks will be added over time.
- **Payroll**
 - Categorization of payroll amounts by department and input into QBO is still pending completion by Philbrook & Associates. Office Manager will review payroll and provide a means for correcting past payroll information and correctly accounting for it going forward.
- **Audit**
 - Wilke & Associates has been engaged to input JE from 2020 audit and correct the 2021 General Ledger in anticipation of the 2021 audit.
- **Outstanding Accounting Tasks:**
 - NVC continues to have outstanding items needed to NVC's general ledger up to date and in a form which can be audited.
 - NVC Office Manager and P&A tasks:
 - Correct 2023 QBO entries, including by properties.
 - Divide up and correctly enter payroll information to date.
 - Determine the process for dividing up and entering payroll information going forward.
 - Determine process for generating accurate monthly reports (Budget vs Actual).
 - Wilke & Associates
 - JE from 2020.
 - Correct 2021 QBO entries and balance GL by properties.
 - To be determined

- Separate QBO files into three departments Sewer, Water, General
- Correct 2022 QBO general ledger.
- Identify due to/due from for 2022.
- Correct 2021 QBO ledger, including statement of activities and statement of financial position by properties. (Much of this is already done).
- Review due to/due from. Most of this is done. I believe it is the non-payroll that needs to be corrected.
- Enter in the JE from the 2020 audit and generate corrected statement of financial activity and statement of financial position for each department.



30 SOUTH ROAD • FARMINGTON, CT 06032 • TELEPHONE: (860) 415-8400

RETURN TO: ACSTAR Insurance Company
30 South Road
Farmington, CT 06032

Please execute Bond Release as indicated below and return the original by mail and fax a copy of the executed Bond Release to ACSTAR at 860-404-5394, attention

BOND RELEASE

The undersigned by these presents, does for itself and its successors and assigns, unconditionally releases and discharges ACSTAR Insurance Company of and from all causes of action and all past and present claims and/or liability now or hereinafter arising under Bond No. _____ in the amount of \$ _____ issued for _____. This release shall cause this bond to be null and void and terminate any obligation of ACSTAR Insurance Company under the bond.

In witness whereof, the undersigned has caused these presents to be signed by its duly authorized agent on the _____ day of _____, 20_____.

Witness: _____

Obligee: _____

By: _____

(Signature)

(Please print or type name)

(Please print or type name)

(Title)

Telephone No.: _____

NOTARY

STATE OF _____)
COUNTY OF _____) ss:

On this _____ day of _____ 20_____, before me personally appeared _____, who acknowledged himself to be the _____ of _____, a corporation, and that he, being authorized to do so, executed the foregoing Release for the purposes therein contained by signing the name of the corporation by himself as _____.

Notary Public: _____

My Commission Expires: _____

1) request payment at the end of each month
to adjust for cancellations or
overages

2) any chance of an hourly discount



Northport
Village Corporation

rate?

class is self-
supporting

FACILITIES USE REQUEST FORM

Date 5/18/23
Name GAYLE KOYANAGI
Address 3 MAPLE ST
E Mail gkoyanagi@gmail.com (gkoyanagi20)
Telephone # 322-7727

Northport/Bayside Resident? ☒ Y ☐ N

Bayside taxpayer? ☒ Y ☐ N

Space Requested: Community Hall

Community Room

Rental

purpose weekly Scottish dance classes
Wed 7-9 June to July 2023
Boston Branch, Belfast class
Royal Scottish Country Dance Society

Rate: Hourly (\$25/hr) _____ Day (\$150/day) _____

Kitchen Usage Fee (\$50/day) _____ (when food is involved, not beverages only)

Chairs - \$50.00/day # of chairs requested _____

Tables - \$50.00/day # of tables requested _____

Proof of Insurance must be received a minimum of 30 days prior to the event and
attached to this document _____ (date received)

Date and time

requested Wed 7-9 June to July 2023

By signing this document, you agree that you are the responsible party for this event, and you
have read the community hall usage rules and agree to abide by them.

Signed [Signature] Rental payment is
due within 7 days of approval of this reservation request.

Payment received \$ _____ By _____

(NVC office admin.) Date _____



Northport
Village Corporation

FACILITIES USE REQUEST FORM

Date May 19, 2023
Name JANE Badershall
Address 361 BLUFF ROAD Northport, ME 04849
E Mail badershall852@yahoo.com
Telephone # 207-706-3899
Northport/Bayside Resident? ☒ N Bayside taxpayer? Y ☒
Space Requested: Community Hall Community Room
Rental
purpose Celebration of Life For Alden Badershall

Rate: Hourly (\$25/hr) X Day (\$150/day) _____
Kitchen Usage Fee (\$50/day) _____ (when food is involved, not beverages only)
Chairs - \$50.00/day # of chairs requested 100-150
Tables - \$50.00/day # of tables requested 5-10
Proof of Insurance must be received a minimum of 30 days prior to the event and
attached to this document _____ (date received)
Date and time
requested JUNE 3, 2023 11:00 AM - 3:00 PM

By signing this document, you agree that you are the responsible party for this event, and you
have read the community hall usage rules and agree to abide by them.

Signed Jane Badershall Rental payment is
due within 7 days of approval of this reservation request.

Payment received \$ _____ By _____
(NVC office admin.) Date _____

TENANT USERS LIABILITY INSURANCE

CERTIFICATE BINDER

THIS CERTIFICATE/BINDER REPRESENTS A SUMMARY OF THE INSURANCE PROVIDED. INSURANCE PROVIDED IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

Date: 5/19/2023 3:23 PM
Certificate Number: 223052
Broker: HUB International New England, LLC - Wilmington, MA
Tenant User: Jane Badershall
Event Title Alden Badershall Celebration of Life
Type of Event Funeral Service
Daily Attendance 50
Period of Insurance: 06/03/2023 12:01 AM To 06/04/2023 12:01 AM
Policy #1 GL01070-13

Insurance Company: Atlantic Specialty Insurance Company

Coverage Limits

General Agg. None
Products Completed Ops \$1,000,000
Personal/Adv. Injury \$1,000,000
Each Occurance: \$1,000,000
Fire Damage: \$50,000
Medical Payments: Excluded

Premium Computation

General Liability \$77.00
Liquor Liability \$0.00
Third Party Property Damage \$0.00
Excess Liability \$0.00
Total Premium \$77.00
Total Fees \$0.00
Total Due \$77.00

Certificate Holder/Additional Insured Maine Municipal Association
60 Community Drive
Augusta, ME 04332-9109
Northport Village Corp
813 Shore Road
Northport, ME 04849

To obtain a complete copy of the policy with the terms, conditions and exclusions of the policy, you must contact us at: tulip@ebi-ins.com or (800) 507-8414.



Northport
Village Corporation

FACILITIES USE REQUEST FORM

Date 5/28/23
Name Amy Grant / UPstream Watch
Address PO Box 113
E Mail LEARN@UPSTREAMWATCH.ORG
Telephone # 207-491-6839

Northport/Bayside Resident? Y ☒ (N)

Bayside taxpayer? Y ☒ (N)

Space Requested: Community Hall

Community Room

Rental

purpose As we did in 2019, the board of Upstream would like the opportunity to update Bayside on the ongoing situation w/ the proposed Nordic AgriFarm facility

Rate: Hourly (\$25/hr) \$50 Day (\$150/day) _____

Kitchen Usage Fee (\$50/day) _____ (when food is involved, not beverages only)

Chairs - \$50.00/day # of chairs requested _____

Tables - \$50.00/day # of tables requested _____

Proof of Insurance must be received a minimum of 30 days prior to the event and attached to this document _____ (date received)

Date and time

requested July 6, 2023 5:00-7:00 pm

By signing this document, you agree that you are the responsible party for this event, and you have read the community hall usage rules and agree to abide by them.

Signed [Signature] Rental payment is due within 7 days of approval of this reservation request.

Payment received \$ _____ By _____

(NVC office admin.) Date _____

NVC 813 Shore Road, Northport ME 04849 | 207-338-0751 | office@nvcmaine.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Specialty Advantage Insurance Services
505 N Brand Blvd.
Suite 1250
Glendale, CA 91203

CONTACT NAME: TULIP Administrator

PHONE (A/C, No, Ext): (800) 507-8414

FAX (A/C, No):

E-MAIL ADDRESS: tulip@IntactInsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Atlantic Specialty Insurance Company

27154

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Upstream Watch
PO Box 113
Belfast, ME 04915

COVERAGES

CERTIFICATE NUMBER: 223073

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		GL01070-13	07/06/2023	07/07/2023	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ None
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED						WC STATU-TORY LIMITS
	RETENTION \$						OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Upstream Watch Update
07/06/2023

CERTIFICATE HOLDER

Maine Municipal Association
60 Community Drive
Augusta, ME 04332-9109

Northport Village Corp
813 Shore Road
Northport, ME 04849

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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END

JPSTREAM WATCH
PO BOX 113
BELFAST, ME 04915

DATE 5/25/23

1016

PAY TO THE ORDER OF NVC

\$ \$50.00

Forty dollars

00/100 DOLLARS

Bangor
Savings Bank
Bangor, ME

Hall Rental

SN

Security features included. Details on back.

⑆211274382⑆ ⑈2822352453⑈ 1016

ZONING ORDINANCE OF THE NORTHPORT VILLAGE CORPORATION

Home Occupation: An occupation or profession which is customarily conducted on or in a residential structure or property and which is 1) clearly incidental to and compatible with the residential use of the property and surrounding residential uses; and 2) which employs no more than two (2) persons other than Family members residing in the home.

Impervious Surface: Those surfaces which prevent or impede the infiltration of stormwater into the soil as it entered in natural conditions prior to development. Common impervious areas include, but are not limited to; ~~rooftops; sidewalks, walkways, patio areas, driveways, and parking lots/areas that are surfaced with impervious asphalt, concrete, or comparable material; storage areas, compacted gravel and soil surfaces; and~~ awnings and other fabric or plastic coverings.

Citizens' Note: It is the Village's intent to encourage the provision of required off-street parking on privately-owned Village properties while balancing the need to reduce water runoff onto neighboring properties. For this reason, this Ordinance provides that only driveways and parking areas that are surfaced with impervious asphalt, concrete, and comparable material shall count toward lot coverage. Gravel and grass areas shall not be considered impervious when used for sidewalks, walkways, patio areas, driveways, and parking lots/areas. Note that properties located in the Shoreland Zone are subject to different, more restrictive interpretations in this regard, and any more restrictive regulation governs what is permissible (see Section 1.6).

Lot: A parcel of land in single ownership, described on a deed, plot or similar legal document.

Lot Area: The area of land enclosed within the boundary lines of a Lot, minus land below the normal high-water line of a water body or upland edge of a wetland and areas beneath roads serving more than two Lots.

Lot Coverage: The percentage of the Lot Area covered by all Structures and Impervious Surfaces. ~~Notwithstanding the foregoing, when a required Parking Space is not covered with concrete, impervious asphalt, or compacted gravel, the calculation of Lot Coverage shall exclude from the numerator, for each required off-street Parking Space actually constructed in an area where another Structure does not already count toward Lot Coverage (for example, a deck underneath or a garage), an area equal to the lesser of (a) 162 square feet or (b) the actual space provided for the Parking Space.~~

Lot of Record: A parcel of land, a legal description of which or the dimensions of which are recorded on a document or map on file with the Waldo County Registry of Deeds.

Mobile Home: A Structure designed as a Dwelling for location on a permanent foundation and containing sleeping accommodations, a toilet, a tub or shower bath, and kitchen facilities, including major appliances and furniture, with plumbing and electrical connections provided for attachment to outside systems, and designed to be transported after fabrication on its own wheels. A Mobile Home shall contain not less

	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>Change</u>	<u>%Change</u>
Revenue				
4000 Revenue				
4100 General Government Revenue				
4200 General Operating Revenue				
4210 RE Tax Revenue				
4211 2017 RE Tax Revenue				
4212 2018 RE Tax Revenue				
4213 2019 RE Tax Revenue				
4214 2020 RE Tax Revenue				
4215 2021 RE Tax Revenue				
4216 2022 RE Tax Revenue	\$406,440.00	\$474,500.00	\$68,060.00	
4223 RE Tax Revenue (Need Detail)			\$0.00	
4224 RE Tax Interest Revenue			\$0.00	
Total 4210 RE Tax Revenue	\$406,440.00	\$474,500.00	\$68,060.00	16.70%
4225 RE Tax Lien Revenue				
4230 Town of Northport Revenue	\$25,000.00	\$0.00	-\$25,000.00	-100.00%
4235 Rent from Utilities	\$3,000.00	\$3,000.00	\$0.00	0.00%
4240 Watercraft Registration Revenue	\$3,000.00	\$4,100.00	\$1,100.00	36.70%
4245 Water Late Fee Revenue				
Total 4200 General Operating Revenue	\$437,440.00	\$481,600.00	\$44,160.00	10.10%
4300 General Non-Operating Revenue				
4310 Interest Income (G)	\$200.00	\$200.00	\$0.00	0.00%
4311 Dividend Income				
4320 Community Hall Rentals	\$1,500.00	\$1,000.00	-\$500.00	-33.30%
4330 Donations				
4331 General Donations			\$0.00	
4332 Browntail Moth Donations			\$0.00	

4333 Library Donations			\$0.00	
4334 Playground Donations			\$0.00	
Total 4330 Donations	\$0.00	\$0.00	\$0.00	
4350 Grants				
Total 4300 General Non-Operating Revenue	\$1,700.00	\$1,200.00	-\$500.00	-29.40%
Total 4100 General Government Revenue	\$439,140.00	\$482,800.00	\$43,660.00	
4999 Uncategorized Income			\$0.00	
Total 4000 Revenue	\$439,140.00	\$482,800.00	\$43,660.00	9.90%
Gross Revenue	\$439,140.00	\$482,800.00	\$43,660.00	9.90%
Expenditures				
6000 Expenses				
6010 1099 Contractors				
6015 Casual Labor			\$0.00	
6020 Contracted Services				
6021 Mowing & Trimming Service	\$12,550.00	\$12,550.00	\$0.00	
6022 Trash Collection	\$22,500.00	\$24,000.00	\$1,500.00	6.70%
Total 6020 Contracted Services	\$35,050.00	\$36,550.00	\$1,500.00	4.30%
6035 Finance Manager			\$0.00	
6036 Bookkeeping	\$6,806.50	\$6,806.50	\$0.00	0.00%
6037 Office Assistant			\$0.00	
Total 6010 1099 Contractors	\$41,856.50	\$43,356.50	\$1,500.00	3.60%
6050 Auto Expenses				
6051 Auto Fuel Expense				
6052 Cruiser Fuel	\$1,000.00	\$1,600.00	\$600.00	60.00%
6053 Truck Fuel	\$2,000.00	\$2,000.00	\$0.00	0.00%
Total 6051 Auto Fuel Expense	\$3,000.00	\$3,600.00		0.00%
6055 Auto Repairs & Maintenance				
6056 Cruiser Maintenance	\$3,520.00	\$3,520.00	\$0.00	0.00%
6057 Truck Maintenance	\$2,500.00	\$2,500.00	\$0.00	0.00%
Total 6055 Auto Repairs & Maintenance	\$6,020.00	\$6,020.00		
6058 Mileage Expenses			\$0.00	

6059 Accrue for Truck Replacement	\$6,350.00	\$6,350.00	\$0.00	0.00%
Total 6050 Auto Expenses	\$15,370.00	\$15,970.00	\$600.00	3.90%
6060 Bank Charges & Fees			\$0.00	
6065 Community Events	\$600.00	\$600.00	\$0.00	0.00%
6067 Construction Expenses			\$0.00	
6070 Employee Wages & Benefits				
6075 Employee Benefits				
6076 Company Paid Benefits	\$1,000.00	\$4,672.00	\$3,672.00	367.20%
6077 Income Protection Plan	\$300.00	\$300.00	\$0.00	0.00%
Total 6075 Employee Benefits	\$1,300.00	\$4,972.00	-\$3,672.00	-282.50%
6080 Employee Salaries & Wages				
6083 Lifeguard Wages	\$8,100.00	\$11,600.00	\$3,500.00	43.20%
6084 Office Personnel Wages	\$23,308.50	\$25,170.00	\$1,861.50	8.00%
6085 Police Wages	\$13,100.00	\$10,100.00	-\$3,000.00	-22.90%
6088 Village Agent Wages	\$37,960.00	\$40,996.80	\$3,036.80	8.00%
6089 Village Officials Wages	\$650.00	\$650.00	\$0.00	0.00%
6090 Winter Roads Wages	\$0.00	\$0.00	\$0.00	
Total 6080 Employee Salaries & Wages	\$83,118.50	\$88,516.80	\$5,398.30	6.50%
6095 Payroll Processing Expenses	\$2,200.00	\$2,200.00	\$0.00	0.00%
6096 Payroll Tax Expenses	\$5,500.00	\$5,500.00	\$0.00	0.00%
6097 Federal Taxes (941)			\$0.00	
6098 Federal Unemployment Tax (940)			\$0.00	
6099 ME Employment Taxes			\$0.00	
Total 6096 Payroll Tax Expenses	\$5,500.00	\$5,500.00	\$0.00	0.00%
Total 6070 Employee Wages & Benefits	\$92,118.50	\$101,188.80	\$9,070.30	9.80%
6150 Information & Notices	\$3,250.00	\$3,250.00	\$0.00	0.00%
6160 Insurance				
6161 Property & Casualty Insurance	\$5,095.00	\$5,095.00	\$0.00	0.00%
6162 Workers Comp Insurance	\$3,400.00	\$3,900.00	\$500.00	14.70%
Total 6160 Insurance	\$8,495.00	\$8,995.00	\$500.00	5.90%
6170 Interest Paid				

6190 Legal & Professional Services			\$0.00	0.00%
6191 Auditing Services	\$3,500.00	\$3,500.00	\$0.00	0.00%
6192 Engineering Fees		\$30,000.00	\$30,000.00	
6193 Legal Fees	\$2,500.00	\$2,500.00	\$0.00	0.00%
Total 6190 Legal & Professional Services	\$6,000.00	\$36,000.00	\$30,000.00	500.00%
6210 Licenses, Permits and Fees			\$0.00	
6240 Membership Dues	\$231.00	\$750.00	\$519.00	224.70%
6260 Office Supplies	\$3,500.00	\$4,700.00	\$1,200.00	34.30%
6285 Postage	\$550.00	\$300.00	-\$250.00	-45.50%
6330 Repairs & Maintenance				
6331 Building Repairs & Maintenance		\$10,000.00	\$10,000.00	
6332 Cleaning	\$1,750.00	\$1,750.00	\$0.00	0.00%
6333 Grounds General Maintenance	\$7,000.00	\$28,000.00	\$21,000.00	300.00%
6334 Road Maintenance	\$37,000.00	\$21,000.00	-\$16,000.00	-43.20%
6336 Tree Maintenance	\$7,800.00	\$10,800.00	\$3,000.00	38.50%
6337 Wharf & Floats Maintenance	\$41,000.00	\$25,000.00	-\$16,000.00	-39.00%
6338 Winter Roads				
6340 Winter Roads Maintenance			\$0.00	
Total 6338 Winter Roads	\$0.00	\$0.00	\$0.00	
6341 Browntail Moth Expenses	\$0.00	\$0.00	\$0.00	
6342 General Repairs & Maintenance	\$3,550.00	\$13,550.00	\$10,000.00	281.70%
6343 Library Operations & Maintenance	\$903.25	\$400.00	-\$503.25	-55.70%
Total 6330 Repairs & Maintenance	\$99,003.25	\$110,500.00	\$11,496.75	11.60%
6344 Safety Committee Operations	\$150.00	\$150.00	\$0.00	0.00%
6345 Software	\$2,000.00	\$4,000.00	\$2,000.00	100.00%
6350 Supplies			\$0.00	
6360 Tax Collection Fees	\$8,225.00	\$9,500.00	\$1,275.00	15.50%
6370 Training				
6371 Police Training	\$500.00	\$500.00	\$0.00	0.00%
Total 6370 Training	\$500.00	\$500.00	\$0.00	0.00%
6380 Travel			\$0.00	

6390 Uniforms, Equipment & Supplies				
6391 Lifeguard Uni/Equip/Supp	\$750.00	\$750.00	\$0.00	0.00%
6392 Police Uni/Equip/Supp	\$750.00	\$3,250.00	\$2,500.00	333.30%
Total 6390 Uniforms, Equipment & Supplies	\$1,500.00	\$4,000.00	\$2,500.00	166.70%
6400 Utilities				
6401 Electricity Expense	\$1,281.00	\$2,307.00	\$1,026.00	80.10%
6402 Oil/Propane	\$1,000.00	\$1,000.00	\$0.00	0.00%
6403 Hydrant Rental	\$5,600.00	\$6,500.00	\$900.00	16.10%
6404 Propane			\$0.00	
6405 Street Lights	\$10,000.00	\$11,516.00	\$1,516.00	15.20%
6406 Telephone & Internet Expense	\$800.00	\$560.00	-\$240.00	-30.00%
6407 Water & Sewer	\$3,520.00	\$3,255.00	-\$265.00	-7.50%
Total 6400 Utilities	\$22,201.00	\$25,138.00	\$2,937.00	13.20%
6999 Uncategorized Expense	\$0.00	\$0.00	\$0.00	
Total 6000 Expenses	\$305,550.25	\$368,898.30	-\$63,348.05	-20.70%
6800 Bond Expenses				
6812 2009 MMBB Bond Principal	\$32,613.00	\$33,984.00	\$1,371.00	4.20%
6813 2009 MMBB Bond Interest	\$2,078.00	\$706.86	-\$1,371.14	-66.00%
6816 2013 MMBB Refinance Bond Principal	\$5,534.50	\$5,867.20	\$332.70	6.00%
6817 2013 MMBB Refinance Bond Interest	\$3,263.50	\$2,923.44	-\$340.06	-10.40%
6818 2015 BHBT Bond Principal	\$19,573.00	\$20,788.80	\$1,215.80	6.20%
6819 2015 BHBT Bond Interest	\$2,492.00	\$1,275.76	-\$1,216.24	-48.80%
6820 2021B MMBB Bond Principal	\$45,161.00	\$44,680.32	-\$480.68	-1.10%
6821 2021B MMBB Bond Interest	\$12,874.00	\$18,651.78	\$5,777.78	44.90%
Total 6800 Bond Expenses	\$123,589.00	\$128,878.16	\$5,289.16	4.30%
Total Expenditures	\$429,139.25	\$497,776.46	\$68,637.21	16.00%
Net Operating Revenue	\$10,000.75	-\$14,976.46	-\$24,977.21	-249.80%
Other Expenditures				
7100 Contingency Expenses	\$10,000.00	\$10,000.00	\$0.00	0.00%
9999 Uncategorized Expenses (deleted)				
Total Other Expenditures	\$10,000.00	\$10,000.00	\$0.00	0.00%

Net Other Revenue	-	\$10,000.00	-	\$10,000.00		\$0.00	0.00%
Net Revenue		\$0.75		-\$24,976.46		-\$24,977.21	

	Comments
Revenue	
4000 Revenue	
4100 General Government Revenue	
4200 General Operating Revenue	
4210 RE Tax Revenue	
4211 2017 RE Tax Revenue	
4212 2018 RE Tax Revenue	
4213 2019 RE Tax Revenue	
4214 2020 RE Tax Revenue	
4215 2021 RE Tax Revenue	
4216 2022 RE Tax Revenue	Will be updated during Budget Workshop
4223 RE Tax Revenue (Need Detail)	
4224 RE Tax Interest Revenue	
Total 4210 RE Tax Revenue	
4225 RE Tax Lien Revenue	
4230 Town of Northport Revenue	To Be Determined prior to 08/2023 NVC Annual meeting
4235 Rent from Utilities	Identify shared expense categories for administrative fee
4240 Watercraft Registration Revenue	40dinghys \$50 and 70 kayaks\$30
4245 Water Late Fee Revenue	
Total 4200 General Operating Revenue	
4300 General Non-Operating Revenue	
4310 Interest Income (G)	Total 2022 for General Govt. is \$146 in QBO
4311 Dividend Income	
4320 Community Hall Rentals	Include NYCb, BHS, and Bayside Arts @\$200 each?
4330 Donations	
4331 General Donations	Do not specifically budget for donation
4332 Browntail Moth Donations	

4333 Library Donations	
4334 Playground Donations	
Total 4330 Donations	Donations not included in budget
4350 Grants	
Total 4300 General Non-Operating Revenue	
Total 4100 General Government Revenue	
4999 Uncategorized Income	
Total 4000 Revenue	
Gross Revenue	
Expenditures	
6000 Expenses	
6010 1099 Contractors	Check personnel assumptions for 2022
6015 Casual Labor	Budgeted in Personnel as assistant village agent.
6020 Contracted Services	
6021 Mowing & Trimming Service	James Knight Lawn Service through 2025
6022 Trash Collection	Updated
Total 6020 Contracted Services	
6035 Finance Manager	
6036 Bookkeeping	Philbrook & Associates - recurring (Ref. Personnel Worksheet)
6037 Office Assistant	took out \$100 from 2022. Not sure where it came from
Total 6010 1099 Contractors	
6050 Auto Expenses	
6051 Auto Fuel Expense	
6052 Cruiser Fuel	Based on actuals from 2022
6053 Truck Fuel	Village Truck (cost shared with Utilities)
Total 6051 Auto Fuel Expense	
6055 Auto Repairs & Maintenance	
6056 Cruiser Maintenance	Includes Cruiser replacement accrual (\$2K)?
6057 Truck Maintenance	
Total 6055 Auto Repairs & Maintenance	
6058 Mileage Expenses	

6059 Accrue for Truck Replacement	\$2K Truck, \$1,000 Plow, \$1350 \$2K for cruiser
Total 6050 Auto Expenses	
6060 Bank Charges & Fees	
6065 Community Events	Doughnuts & Dialogue, July 4th, etc. (\$600 in 2023 Budget)
6067 Construction Expenses	
6070 Employee Wages & Benefits	
6075 Employee Benefits	
6076 Company Paid Benefits	\$11.40/mo. for Basic Life (1 employee); OM health insurance (34%)
6077 Income Protection Plan	Optional Employee Paid Benefits (currently \$62.04/mo.)
Total 6075 Employee Benefits	
6080 Employee Salaries & Wages	
6083 Lifeguard Wages	No Raise; includes additional 2 days
6084 Office Personnel Wages	8% Raise. Includes Office Manager and Office Assistant
6085 Police Wages	Adjusted to correct hourly rate
6088 Village Agent Wages	8% Raise Includes Village Agent and Assistant Village Agent
6089 Village Officials Wages	
6090 Winter Roads Wages	No longer applicable? Has not been discretely budgeted in recent years
Total 6080 Employee Salaries & Wages	
6095 Payroll Processing Expenses	
6096 Payroll Tax Expenses	Estimate- based on actual payroll
6097 Federal Taxes (941)	
6098 Federal Unemployment Tax (940)	
6099 ME Employment Taxes	
Total 6096 Payroll Tax Expenses	
Total 6070 Employee Wages & Benefits	
6150 Information & Notices	Confirmed
6160 Insurance	
6161 Property & Casualty Insurance	NVC office to provide annual cost of current policy
6162 Workers Comp Insurance	Recent Payroll Audit; \$500 all General?
Total 6160 Insurance	
6170 Interest Paid	

6190 Legal & Professional Services**6191 Auditing Services**

Purdy Powers - shared with Utilities

6192 Engineering Fees

Study plus work for both Bay Veiw and Auditorium Park

6193 Legal Fees

Legal services

Total 6190 Legal & Professional Services**6210 Licenses, Permits and Fees****6240 Membership Dues**

MMA Membership; other memberships

6260 Office Supplies

Moved the accounting software to software; chairs; acrued \$1200 for replacement

6285 Postage

Adjusted

6330 Repairs & Maintenance**6331 Building Repairs & Maintenance****Electrical work & Office Update Estimates needed; unrealistic****6332 Cleaning**

Confirmed

6333 Grounds General Maintenance

Added fire pond fencing at \$20K; \$1K for misc repairs

6334 Road Maintenance

Road maintenance, catch basin cleanout, winter roads.

6336 Tree Maintenance

NVC Tree Committee suggests using \$7,800 for 2024; includes browntail r

6337 Wharf & Floats Maintenance

Confirmed

6338 Winter Roads**6340 Winter Roads Maintenance**

Included in General Road Maintenance and Village Agent Salary

Total 6338 Winter Roads**6341 Browntail Moth Expenses**

Get rid of line item

6342 General Repairs & Maintenance

Includes repaving Basketball court

6343 Library Operations & Maintenance

Updated for 2024 expected costs

Total 6330 Repairs & Maintenance**6344 Safety Committee Operations**

Done

6345 Software

Previously 6001 (Office Supplies) QBO, Bluehost, Tech support; reserve for

6350 Supplies

No longer used

6360 Tax Collection Fees**2% of tax revenue collected - Update with final budget****6370 Training****6371 Police Training**

Done

Total 6370 Training**6380 Travel**

6390 Uniforms, Equipment & Supplies	
6391 Lifeguard Uni/Equip/Supp	Done
6392 Police Uni/Equip/Supp	Added \$2500 for 2nd AED
Total 6390 Uniforms, Equipment & Supplies	
6400 Utilities	
6401 Electricity Expense	Based ~\$36, Comm. Hall is ~\$270 total (split) with a 49% increase
6402 Oil/Propane	Assumes no change in Propane/Oil costs
6403 Hydrant Rental	Confirmed
6404 Propane	
6405 Street Lights	49% increase over the current \$700 per month less \$1K
6406 Telephone & Internet Expense	New GWI quote is \$140/mo; G pays 1/3
6407 Water & Sewer	March 2023 utilities bills, \$3,105. add 5%
Total 6400 Utilities	
6999 Uncategorized Expense	
Total 6000 Expenses	
6800 Bond Expenses	
6812 2009 MMBB Bond Principal	Last payment year for this bond
6813 2009 MMBB Bond Interest	Last payment year for this bond
6816 2013 MMBB Refinance Bond Principal	Split 15/30/55 G/S/W; payment ends 2033
6817 2013 MMBB Refinance Bond Interest	Split 15/30/55 G/S/W; payment ends 2033
6818 2015 BHBT Bond Principal	Last payment 2025; update based on actuals
6819 2015 BHBT Bond Interest	Last payment 2025; update based on actuals
6820 2021B MMBB Bond Principal	Updated princpal payment; last payment 2049
6821 2021B MMBB Bond Interest	\$20K from Reserves per 5/14 Overseers Meeting
Total 6800 Bond Expenses	
Total Expenditures	
Net Operating Revenue	
Other Expenditures	
7100 Contingency Expenses	Standard \$10,000 contingency
9999 Uncategorized Expenses (deleted)	
Total Other Expenditures	

Net Other Revenue
Net Revenue

.

Revenue**4000 Revenue****4100 General Government Revenue****4200 General Operating Revenue****4210 RE Tax Revenue****4211 2017 RE Tax Revenue****4212 2018 RE Tax Revenue****4213 2019 RE Tax Revenue****4214 2020 RE Tax Revenue****4215 2021 RE Tax Revenue****4216 2022 RE Tax Revenue****4223 RE Tax Revenue (Need Detail)****4224 RE Tax Interest Revenue****Total 4210 RE Tax Revenue****4225 RE Tax Lien Revenue****4230 Town of Northport Revenue****4235 Rent from Utilities****4240 Watercraft Registration Revenue****4245 Water Late Fee Revenue****Total 4200 General Operating Revenue****4300 General Non-Operating Revenue****4310 Interest Income (G)****4311 Dividend Income****4320 Community Hall Rentals****4330 Donations****4331 General Donations****4332 Browntail Moth Donations**

4333 Library Donations

4334 Playground Donations

Total 4330 Donations

4350 Grants

Total 4300 General Non-Operating Revenue

Total 4100 General Government Revenue

4999 Uncategorized Income

Total 4000 Revenue

Gross Revenue

Expenditures

6000 Expenses

6010 1099 Contractors

6015 Casual Labor

6020 Contracted Services

6021 Mowing & Trimming Service

6022 Trash Collection

Total 6020 Contracted Services

6035 Finance Manager

6036 Bookkeeping

6037 Office Assistant

Total 6010 1099 Contractors

6050 Auto Expenses

6051 Auto Fuel Expense

6052 Cruiser Fuel

6053 Truck Fuel

Total 6051 Auto Fuel Expense

6055 Auto Repairs & Maintenance

6056 Cruiser Maintenance

6057 Truck Maintenance

Total 6055 Auto Repairs & Maintenance

6058 Mileage Expenses

6059 Accrue for Truck Replacement
Total 6050 Auto Expenses
6060 Bank Charges & Fees
6065 Community Events
6067 Construction Expenses
6070 Employee Wages & Benefits
 6075 Employee Benefits
 6076 Company Paid Benefits
 6077 Income Protection Plan
 Total 6075 Employee Benefits
6080 Employee Salaries & Wages
 6083 Lifeguard Wages
 6084 Office Personnel Wages
 6085 Police Wages
 6088 Village Agent Wages
 6089 Village Officials Wages
 6090 Winter Roads Wages
 Total 6080 Employee Salaries & Wages
6095 Payroll Processing Expenses
6096 Payroll Tax Expenses
 6097 Federal Taxes (941)
 6098 Federal Unemployment Tax (940)
 6099 ME Employment Taxes
 Total 6096 Payroll Tax Expenses
Total 6070 Employee Wages & Benefits
6150 Information & Notices
6160 Insurance
 6161 Property & Casualty Insurance
 6162 Workers Comp Insurance
Total 6160 Insurance
6170 Interest Paid

6190 Legal & Professional Services**6191 Auditing Services****6192 Engineering Fees****6193 Legal Fees****Total 6190 Legal & Professional Services****6210 Licenses, Permits and Fees****6240 Membership Dues****6260 Office Supplies**

ing computers

6285 Postage**6330 Repairs & Maintenance****6331 Building Repairs & Maintenance****6332 Cleaning****6333 Grounds General Maintenance****6334 Road Maintenance****6336 Tree Maintenance**

noth and emerald ash

6337 Wharf & Floats Maintenance**6338 Winter Roads****6340 Winter Roads Maintenance****Total 6338 Winter Roads****6341 Browntail Moth Expenses****6342 General Repairs & Maintenance****6343 Library Operations & Maintenance****Total 6330 Repairs & Maintenance****6344 Safety Committee Operations****6345 Software**

technology

6350 Supplies**6360 Tax Collection Fees****6370 Training****6371 Police Training****Total 6370 Training****6380 Travel**

6390 Uniforms, Equipment & Supplies
 6391 Lifeguard Uni/Equip/Supp
 6392 Police Uni/Equip/Supp
Total 6390 Uniforms, Equipment & Supplies
6400 Utilities
 6401 Electricity Expense
 6402 Oil/Propane
 6403 Hydrant Rental
 6404 Propane
 6405 Street Lights
 6406 Telephone & Internet Expense
 6407 Water & Sewer
Total 6400 Utilities
6999 Uncategorized Expense
Total 6000 Expenses
6800 Bond Expenses
 6812 2009 MMBB Bond Principal
 6813 2009 MMBB Bond Interest
 6816 2013 MMBB Refinance Bond Principal
 6817 2013 MMBB Refinance Bond Interest
 6818 2015 BHBT Bond Principal
 6819 2015 BHBT Bond Interest
 6820 2021B MMBB Bond Principal
 6821 2021B MMBB Bond Interest
Total 6800 Bond Expenses
Total Expenditures
Net Operating Revenue
Other Expenditures
 7100 Contingency Expenses
 9999 Uncategorized Expenses (deleted)
Total Other Expenditures

Net Other Revenue
Net Revenue

Community Resilience Partnership

List of Community Actions

Revised December 1, 2021

ii	Strategy Areas & Actions	Additional Resources (\$=funding source)
Strategy Area A: Embrace the Future of Transportation		
Accelerate the Transition to Electric Vehicles (EVs)		
A1	Purchase or lease electric vehicles for municipal or tribal government-owned vehicle fleets. (Grants capped at \$2,000 per light duty EV.)	Efficiency Maine: Municipal EV rebates (\$)
A2	Install EV chargers in public parking areas.	Efficiency Maine: EV supply equipment initiative (\$)
A3	Adopt ordinances to encourage EV charging infrastructure, including at multifamily dwellings, businesses, and public parking areas.	Municipal Electric Vehicle Readiness Toolkit (Southern Maine Planning and Development Commission)
A4	Adopt an anti-idling ordinance.	Example: Bar Harbor Municipal Code
Improve Mobility and Reduce Vehicle Miles Traveled (VMT)		
A5	Implement strategies that increase public transit ridership and alternative transportation modes, including bike and walking infrastructure.	
A6	Implement strategies that encourage municipal/tribal employees to commute via carpools, public transit, bike/walk, or other alternatives to single-occupancy vehicles.	
A7	Adopt a telework policy for municipal/tribal government staff positions that can work remotely some days per week.	
A8	Adopt land use and development policies in plans and codes that reduce the need for driving (e.g. locating schools, workplaces, and shopping near where people live; encouraging density of development near housing and transportation).	
A9	Adopt a Complete Streets policy which addresses safety, bike/pedestrian uses, and transit.	Maine DOT Complete Streets
A10	Adopt a broadband plan that reduces the need to drive by increasing access to high speed internet for underserved residents to support telecommuting, access to remote education and telehealth.	Connect Maine planning and infrastructure grants (\$)

Strategy Area B: Modernize Maine's Buildings

Transition to Cleaner Heating and Cooling, and Efficient Appliances in Municipal/Tribal Buildings

B1	Adopt and execute a plan for energy efficiency and building envelope weatherization improvements for municipal/tribal buildings. Collaborate with local school district for school building improvements.	Efficiency Maine: Public Sector (\$)
B2	Upgrade to energy efficient interior lighting in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B3	Upgrade to energy efficient appliances in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B4	Install a heat pump system or VRF system for heating/cooling and heat pump water heating in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B5	Upgrade streetlights and exterior lighting for municipally/tribally-owned facilities with energy efficient LED lighting (and minimize light pollution with downlighting where possible).	Efficiency Maine: Public Sector (\$)
B6	Adjust procurement policies to prioritize climate-friendly Maine forest products (e.g. mass timber, wood-fiber insulation) in construction projects.	

Advance the Design and Construction of New Buildings

B7	Adopt the energy efficiency stretch building code (currently IECC 2021).	International Energy Conservation Code 2021
B8	Require EV charging readiness and solar energy readiness for all new construction.	Municipal Electric Vehicle Readiness Toolkit (Southern Maine Planning and Development Commission)
B9	Support regular professional development for code enforcement officers, especially Efficiency Maine's code trainings.	Efficiency Maine trainings
B10	Adopt C-PACE ordinance for commercial property owners to install renewable energy systems, energy efficiency measures, and EV charging infrastructure (pending state program launch).	Efficiency Maine: Energy Loan Comparison Chart (PDF)

Strategy Area C: Reduce Emissions through Clean Energy Innovation

Reduce Greenhouse Gas (GHG) Emissions

C1	Conduct a baseline for energy useage by municipal/tribal government including electricity, heating and transportation fuels, and other energy sources.	
C2	Identify and track a simplified set of emissions indicators for community emissions reduction (e.g. number of EVs registered in the community, number of homes with solar panels, number of heat pump rebates from Efficiency Maine).	
C3	Adopt a resolution setting targets and a plan for reducing emissions and advancing clean energy from municipal/tribal operations that align with the state's targets.	

Advance Clean Energy Adoption

C4	Adopt a renewable energy ordinance(s) that allows, enables, or encourages community-appropriate renewable energy and energy storage installations.	US DOE SolSmart program and technical assistance
C5	Adopt a streamlined permitting process for small-scale renewable energy installations.	US Department of Energy: SolarApp

Transition to Clean Energy

C6	Enter into a long-term service contract or power purchase agreement (PPA) or adopt a clean power purchase policy to ensure increasing local government energy supplies come from renewable energy.	USDA Rural Development: Rural Energy for America (\$)
C7	Install a renewable energy project (solar, wind, geothermal, anaerobic digestion, etc.) on municipal/tribal property (e.g. school rooftop, wellhead protection area, landfill, brownfield site, etc.).	USDA Rural Development: Rural Energy for America (\$)

Strategy Area D: Grow Jobs and Protect Natural Resource Industries

Support Maine's Natural Resource Economy

D1	Adopt policies that enable, support, or incentivize local food production and consumption, including community gardens.	
D2	Adjust procurement policies to prioritize climate-friendly Maine forest products (e.g. mass timber, wood-fiber insulation) in construction projects.	

Support Clean Energy Jobs and Businesses

D3	Assess the suitability of privately-owned brownfield and disturbed/contaminated sites for clean energy projects and encourage project development.	US EPA RePowering America's Land program
D4	Establish incentives for clean energy industry or businesses to locate in community.	
D5	Encourage and support clean energy industries in economic development plans.	

Strategy Area E: Protect the Environment & Promote Natural Climate Solutions

Protect Natural and Working Lands and Waters

E1	Set targets for increasing green space and tree planting to increase shade and water access in public spaces and carbon sequestration.	DACF Project Canopy (\$)
E2	Incorporate a goal into conservation plans of conserving 30% of land in the community by 2030 (including undeveloped town property), with a priority on addressing conservation gaps related to high biodiversity areas, undeveloped blocks, and land and water connectivity.	IWF: Beginning with Habitat
E3	Create or update a watershed plan to identify flooding and water quality priorities and adaptation options.	
E4	Develop a natural resource and habitat inventory that includes climate stressors and impacts.	ME Natural Areas Program: Maps, Data, and Technical Assistance
E5	Conserve, revegetate and reconnect floodplains and buffers in riparian areas.	
E6	Preserve climate-threatened natural areas such as wetlands, riparian areas, and headwater streams through zoning or other regulations.	
E7	Implement a source water protection program.	
E8	Adopt policies that prioritize natural, nature-based or ecologically enhanced shoreline protection for coastlines, rivers, and lakes.	
E9	Identify and protect sites for living shorelines and saltmarsh migration areas.	ME Natural Areas Program: Maps, Data, and Technical Assistance
E10	Identify and protect open space in the floodplain to increase flood buffers and community resilience.	ME Natural Areas Program: Maps, Data, and Technical Assistance

Strategy Area F: Build Healthy & Resilient Communities

Plan for Community Resilience

F1	Conduct a community vulnerability assessment that identifies climate risks and vulnerable populations and includes a review of existing plans and policies. Adopt a climate resilience plan that describes high priority strategies for reducing risk and vulnerabilities (may be a standalone plan or included in a comprehensive plan).	
F2	Update the local or county EMA hazard mitigation plan to address changing/future conditions and identify specific strategies to reduce vulnerability and increase resilience to climate change impacts.	
F3	Develop or enhance early warning systems and community evacuation plans.	
F4	Develop a storm debris management plan.	

Reduce Flood Risk

F5	Complete the Maine Flood Resilience Checklist.	Maine Flood Resilience Checklist
F6	Participate in the National Flood Insurance Program (NFIP).	FEMA's Community Rating System
F7	Enroll in the NFIP's Community Rating System (CRS) at Class 9 or better, reducing flood insurance premiums for community residents.	FEMA's Community Rating System
F8	Achieve CRS Class 6 or better, maximizing flood insurance savings for community residents.	FEMA's Community Rating System
F9	Map sea level rise projections in the local or county EMA hazard mitigation plan.	
F10	Require consideration of sea level rise projections and impacts in planning and permitting coastal development.	
F11	Adopt freeboard requirements in the special flood hazard area and higher freeboard critical infrastructure and long-lifespan assets.	
F12	Adopt a low-impact design (LID) standard for stormwater management.	Low Impact Design Manual for Maine Communities (PDF)

Strengthen Public Health			
	F13	Identify and plan to reduce public health threats in the community that are exacerbated by climate change.	US CDC Health Harm Cards and Climate & Health Planning Worksheet
	F14	Develop and implement an extreme temperatures emergency plan, including strategies that increase use of cooling centers by residents.	US CDC Heat & Health Tracker Resources: Heat Response Plans and Use of Cooling Centers
	F15	Establish a peer-to-peer program for checking in on vulnerable community members during extreme heat or cold events.	
	F16	Increase community-level resilience to mosquito-borne diseases by implementing vector controls to decrease mosquito habitat.	Maine CDC Mosquito-Borne Illness Prevention & Response Guidance for Maine Towns and Communities (PDF)
	F17	Implement school-based programs to educate students about prevention of mosquito- and tick-borne diseases.	https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/school-curriculum/index.shtml

Strategy Area G: Invest in Climate-Ready Infrastructure

Assess climate vulnerability of infrastructure

G1	Conduct a vulnerability assessment for critical community infrastructure that includes: 1) the climate hazards to which infrastructure assets are exposed and how the intensity and likelihood will change over time; 2) the susceptibility to damage or failure given location, design, age, condition, and state of repair; and 3) the consequences that impairment or failure of the infrastructure will have on the community.	
G2	Develop a Capital Investment Plan that a) identifies vulnerable municipal/tribal facilities and assets, and b) prioritizes resilience in improvements and/or new construction.	

Utilize climate-ready standards, designs, and practices to improve infrastructure

G3	Improve and protect drinking water and wastewater treatment facilities to reduce physical damage and sustain function during extreme weather events.	
G4	Adopt a policy that prioritizes green infrastructure to manage stormwater in developed areas.	
G5	Adopt DEP's Stream Smart Crossing Guidelines as standard practice for culvert and bridge improvements. Identify vulnerable crossings and apply for DEP improvement funds.	DEP Stream Smart Crossings Grants and Pocket Guide (\$)
G6	Assess wastewater treatment facilities for clean energy potential (solar, anaerobic digester, etc.).	

Strategy Area H: Engage Maine People

	H1	Establish or recognize an official committee of community stakeholders.	
Increase public awareness of climate change impacts and opportunities to take action			
	H2	Create a climate change education, outreach, and engagement program, focusing on mitigation and adaptation for residents and businesses.	US CDC Climate & Community Health (PDF)
	H3	Amplify public health advisories for climate-related health and weather events, such as air quality advisories, extreme heat or cold events, extreme storms, power outages, waterborne disease outbreaks, harmful algal blooms, vectorborne disease trends, etc.	NWS advisories (weather.gov/gyx and weather.gov/car); DEP air quality advisories (maine.gov/dep/air/ozone/index.html); ME Tracking Network displays of near real-time heat illness, cold illness, or tickborne diseases (data.mainepublichealth.gov/tracking)
	H4	Engage youth in resilience, clean energy, and energy use reduction.	
	H5	Engage populations that are vulnerable to climate impacts in resilience, clean energy, and GHG emissions reduction.	
Engage the business community and recognize climate leadership			
	H6	Create and support an energy reduction campaign or challenge among businesses.	
	H7	Initiate a community bulk purchasing program with a vendor, or vendors, to provide low cost equipment such as heat pumps and solar for interested residents and businesses.	Portland's "Electrify Everything!" Initiative

Midcoast Council of Governments

Planning, Project Development & Mapping Technical Assistance Policy

Land Use Planning:

A. Technical Assistance included in annual membership dues will include:

A1. Consultation with Planning Board members, the Town's Code Enforcement Officer, the Town Planner, if applicable, the Select Board and Town Manager, or other administrative staff to the Select Board.

A2. E-mail or written correspondence offering opinions and guidance on the development of new ordinances, changes to existing ordinances, and the administration and interpretation of existing ordinances and state laws.

A3. Providing model ordinances with opinions and guidance on changes needed to adapt the ordinance to the local situation and the adoption process.

A4. Minor amendments to ordinances, when in the opinion of staff, the work will take less than 16 hours of professional staff time, including meeting time, for review for one or more ordinances.

A5. Meetings with Planning Board or other municipal officials to discuss the general direction the Town should take regarding planning, workshops, and need for ordinances.

A6. For municipalities that do not have an ordinance that enables third party review and applicant escrow accounts: within any 12-month period, one detailed development review per town. Development review is limited to determination of completeness of application and compliance with applicable town standards and allows for attendance of up to two meetings where the project is discussed.

A7. A written review of municipally owned development projects to determine compliance with town standards only, additional review services and meeting time will be billed.

A8. Providing initial meetings to provide in-depth details on other Technical Assistance services outside of Section A.

B. Other services that are offered under a Department of Agriculture, Conservation and Forestry grant agreement or the Department of Economic and Community Development Agreement include:

B1. Work, including meetings with town officials, in preparation for comprehensive planning or comprehensive plan implementation.

B2. Consultation, as noted in 1 above, on state Shoreland zoning and subdivision law.

B3. Assistance with understanding the Northern Border Commission or Community Development Block Grant Programs for municipal project application.

B4. Assistance in understanding other state housing and financing programs, including Tax Increment Financing.

B5. Providing in-person presentations regarding topics listed under this Section.

C. Technical Assistance will be considered above that supported by annual membership dues and will be billed on a time and expense basis:

- C1. Substantial modifications to model ordinances or amendments to existing ordinances when such work would require more than 16 hours of professional staff time, including meeting time, for any one or more ordinances.
- C2. Frequent meetings to discuss adoption of new ordinances or substantive amendments to existing ordinances.
- C3. Development reviews done for Towns having the ability to charge applicants for third party development review will be charged to the Town. The Town is responsible for payment and is encouraged to establish escrow accounts for MCOG reviewed projects. Development review is typically a determination of completeness of the application and compliance with applicable town standards, including findings of fact, but may include additional services at the request of the Town.
- C4. Assisting a Town with development review that requires over 2 hours of staff time after one detailed review is done for the Town as defined in item A6 above.
- C5. Comprehensive Planning assistance in the support and development of a new or amended Comprehensive Plan under a fee-for-service contract.
- C6. Project Development Assistance leading to private or public development, including strategic planning, project development and assistance in identifying financial support, including the preparation of grants.
- C7. Development of or amendment to a Tax Increment Financing program, or similar municipal finance strategy.

D. Meetings and Travel:

- D1. Towns that contract annually for Town Planner services will be provided up to two hours per month uncharged time to cover routine business of the Planning Board at its regular meeting. Additional meeting time (not charged to a project), will be charged to the town.
- D2. Travel time will not be billed for services covered by the technical assistance policy. Charges for travel time for work above the TA policy will be negotiated as part of any fee-for-service contract. Communities working under a fee-for-service contract will be billed mileage for travel at the federal mileage rate.

E. *GIS Mapping*: Technical Assistance included in annual membership dues will include:

- E1. One set of GIS base maps, consisting of up to three maps, may be provided to each Town over a three-year period. The map shall be at a scale such that the entire Town fits on one piece of plotter width paper.
- E2. A Shoreland Zoning map will be developed for each Town over a three-year period and is based on a copy of the municipal map that the town shall provide to MCOG. Two paper copies of the final adopted map will be provided. The scale will be as required by state law or other scale as requested by the town.
- E3. All other mapping services not covered by dues and grants are billed on a time and materials basis.

F. Additional Maps and Non-Members and Private Sector

F1. Members will be charged for additional maps not included in the membership dues (above), billed on a time and materials basis.

F2. Non-Members and the private sector will be additionally charged a minimum of \$25 each for existing maps and will be charged time and materials for all maps requiring modification but no less than \$25.

G. Billable Rates for Services

G1. The Board of Directors shall establish billable rates at the beginning of the fiscal year, after approval of the annual budget. Staff, with the approval of the Executive Director, shall negotiate contracts for services with member communities. For non-member communities asking for additional contracted services and served through the above noted state contracts, that billable rate will include a 25% surcharge.



What is included in a membership with MCOG?

Membership structure: \$1.25 per resident, annually

Regional Coordination & Facilitation

- Resource & service sharing
- Regional problem solving
- Community cohesion

Funding & Grant Opportunities

- Project development & implementation
 - Opportunity to participate in larger, multi-town projects
- Grant tracking for town's specified needs
- Help with strategizing for matching funds

Advocacy & Communication at the State Level

- Ensuring municipalities current on State requirements i.e., LD2003
- Keeping towns informed about new state and federal programs i.e., GOPIF's Community Resilience Partnership
- Representing towns' interests

Advisory Support: Technical Assistance, Guidance, and Review

- Resilience planning & consultation
- Best practices and statewide perspectives
- Planning oversight as desired
- Services covered under our Technical Assistance Policy
 - Data, Mapping, & Informational Resources
 - Development review
 - Pre-planning
 - Ordinance review and consultation

Cooperative Purchasing Program through GPCOG

(more info: www.gpcog.org/161/cooperative-purchasing)

- | | |
|------------------------|------------------------------------|
| • Bulk copy paper | • Road salt |
| • Catch basin cleaning | • Road striping & pavement marking |
| • Crack sealing | • Snow plow cutting edges |
| • Heating fuels | • Transportation fuels |
| • Paving | |

Workshops & Training

- Planning board and selectboard trainings
- Topic-specific workshops depending on towns' interests and needs i.e., solar ordinances, LD2003, TIF districting

Economic Development

- MCOG's loan programs for local businesses
- Assistance with business development grant & loan applications
- Hub of Excellence small business grants program
- Business development

DISCUSSION DRAFT

NVC Donations and Gifts Acceptance Checklist (Other than Unrestricted Cash)

June 2023

Purpose: To provide relevant information, including a brief financial impact assessment, for use by the NVC Board of Overseers in considering the approval of non-monetary (unrestricted) gifts from personal donors.

Name/Address of Donor(s):

Donation/Gift Description and Purpose:

Estimated Present Value/Cost:

Estimated Useful Life (Years):

Please provide a brief response to the following:

1. Is the purpose of the gift/donation for the replacement of existing NVC property that has become obsolete, is nearing the end of its designed lifecycle, has become inoperable, and/or for the intended improvement of NVC process or administrative efficiencies?
2. For donations/gifts not involving the express replacement of an existing NVC item, please describe the anticipated betterment to the NVC and village residents, along with an estimate of ongoing annual maintenance costs and/or final disposal expense (**consult with the NVC Finance Committee, as appropriate**).
3. For the offered item(s), has the respective NVC Committee or Official been engaged in advance for review and approval (e.g., Parks & Trees for a park ornament donation, the NVC Technology Officer and Office Mgr. for an office printer, etc.)?
4. For a single donation exceeding \$5,000?? in value, has the NVC Finance Committee been consulted for an opinion?
5. Has the NVC Village Agent been consulted for a professional opinion, including concurrence with any related terms and conditions of the offered item(s)? Please summarize.

Northport Village Corporation

I: Infrastructure committee meeting minutes May 20,2023

Committee members attending

Art Hall

Bill Paige

Bill Haverty

Gordon Fuller

John Lojek

Dan Mooney

Other attendees

Janae Novotny

The Infrastructure Committee met in order to review the Community Resilience Self-Evaluation as well as the Community Resilience Partnerships' List of Community Actions.

In the discussion of the self-evaluation, the group identified that the community did well by starting this process and focusing on the immediate need for the project of the sea wall two years ago. In addition, they identified that the second thing we have done well as a community has been our current focus on shoreline stabilization.

In relation to the List of Community Actions, in addition, to the already identified priority project of shoreline stabilization in Auditorium Park and Bayview Park, the following areas were mentioned for further consideration and discussion:

- Consider the use of LED lights in the Community Hall as well as the possibility of looking into this for streetlights in cooperation with Northport.
- Consider the use of Solar Panels for the Community Hall.
- Consider the use of more efficient heating systems in the Community Hall, Grage, Labs and Wastewater Treatment.
- Consider evaluating the height of our dock for future years.
- Consider having a set budget for storm clean-up on the shoreline to ensure waterfront safety.

Celine Bewsher, Committee Chair



Bayside Safety Committee — Meeting Summary

Meeting Date: May 10, 2023

The Safety Committee met via Zoom on May 10, 2023. Committee members present: Michael Tirrell (committee chair), Gina Cressey, Beanie Einstein, Jim Coughlin, Harry Rosenblum, Jessica Cohen, Jim Huning, and Lisa Fryer.

The committee discussed the following issues:

Summer Staffing

Michael updated the committee that summer season staffing is in place for the waterfront and police coverage. Police officer, Danny Ryosa, will be back this summer and working a 40-hour week. Also returning is lifeguard Ronin Deschamps, and Bayside will have a new lifeguard: Payton Ward. The budget allows for lifeguard coverage for five days a week this summer. Ronin will work Weds thru Friday, and Payton will cover Saturday and Sunday. Bayside will not have lifeguards on duty on Mondays and Tuesdays.

Police Cruiser

Jim Coughlin spoke about the police cruiser and, specifically, his research into options for when the village needs to replace the current car. Jim has explored how the village might acquire a cruiser from a police department that is replacing existing/aging cars — or perhaps purchase a retired cruiser from another municipality. Jim also raised the need for the village to continue to budget money every year toward replacing the current cruiser, which Michael confirmed is in the proposed 2024 budget.

2024 Budget Planning

Michael updated the committee on the 2024 budget and indicated that safety related line items will be mostly the same as 2023 budgeted amounts.

Automated External Defibrillator (AED)

Jessica Medoff asked about our AED and about lifeguard training for using it. Beanie confirmed that lifeguards are trained in AED use. The current AED machine is picked up every morning from the Blair Agency, where it is stored overnight.

Dan Webster wrote to the committee with the suggestion (from him and Tim Samway) that the village consider buying an additional AED for placement at Community Hall or elsewhere. A new AED costs \$2500 and the Overseers are exploring purchasing a new one for next year.

Wharf Safety Signage

The committee discussed language for new signage on the wharf and floats detailing rules for behavior. Michael has drafted language and will circulate it to Wharfmaster and Waterfront Safety Committee.

Parking Ordinance Compliance

Michael updated the committee about compliance last year with the new parking ordinance. According to Danny Ryosa, compliance has been very good, and most people are doing their best to understand the new parking rules and to comply with them. The practice so far has been to issue warnings for violators, as part of an ongoing education and awareness effort. Most responses to those warnings have been very positive, with less push-back than was feared and predicted by some folks when the parking rules were proposed.

Meeting Summary by:

Gina Cressey & Michael Tirrell