



**July 9, 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/82096760629?pwd=UVQ3WWZsVnFsRkJS1dSeUxrNTNMdz09>**

\*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.
- Agenda review.

### **Action Items**

- Approval of June 11, 2023 meeting minutes\*
- Village Agent Report\*
- Treasurer's Report\*
  - Discussion and approval of 2024 budget.\*
- President's Report
  - Recommendation to approve August 8, 2023 Annual Warrant, consistent with the approve 2024 budget.\*
  - Recommendation to approve Facility (Community Hall and Bayview Park) Use Requests
  - Request for Community Hall wifi access for a geneology workshop (ability to offer public guest wifi access?)
- Parks & Trees Committee/Tree Warden\*
  - Recommendation to approve gift of a garden in upper Bayview Park.
  - Recommendation to authorize removal of invasive plants at the Bayside Library.
  - Recommendation to approve purchase of soil and mulch.
  - Committee report.

### **Town Liaison Report**

### **Nordic Aquafarm Update**

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

- Finance\*
- Governance
- Utilities
- Infrastructure\*
- Safety
- Waterfront
- Communications
- Technology Officer
- 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

#### **\*Written materials submitted.**

- Draft June 11, 2023 Overseer Meeting Minutes

- July 2023 Village Agent Report
- Treasurer's Report and Draft 2024 General Budget
- Draft August 8, 2023 Annual Warrant
- Parks and Trees Committee materials related to proposed garden in upper Bayview Park
- Finance Committee report.
- Infrastructure Committee materials regarding proposed shoreline stabilization – Bayview and Auditorium Parks.

**Draft Minutes Northport Village Corporation  
Board of Overseers  
Sunday, June 11, 2023**

Overseers, Officers and Staff present: Celine Bewsher; Fred Lincoln (via Zoom); Vicky Matthews; Judy Metcalf; Michael Tirrell; Jeffrey Wilt and Brady Brim-Deforest; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein (via Zoom); Office Manager Patricia "Trish" Parker.

**Comments by Members of the Public**

Referring to an item on the Agenda regarding the Parks & Trees Committee recommendation to approve removal of two dead bushes bordering the basketball court, Blair Einstein (24 Bay Street) said the bushes do have green buds on them and don't appear to be dead.

**Business Meeting**

President Janae N. introduced Trish Parker, NVC's new Office Manager. Trish gave a brief bio of her previous work experience, mostly in finance.

**Approval of May 14, 2023 meeting Minutes**

Janae N. asked if there were any questions or comments on the minutes of the May 14 meeting. Hearing none, she recommended the Board approve the minutes.

**Jeffrey Wilt moved, seconded by Brady Brim-Deforest, to approve the minutes of the May 14, 2023 Board of Overseers meeting. Voted: Unanimous**

**Village Agent Report**

Janae N. referred the Overseers to Bill Paige's report circulated prior to the meeting.

Basketball Court and Main Street Repairs

The Village Agent made the following recommendation: 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 used on highways. The estimate for this work is \$2895. Recommended approving an amount not to exceed \$3,000 for this work with half (\$1477.50) coming out of roads and maintenance budget (account code 6336) and half coming out of grounds general maintenance (account code 6333).

**Judy M. made a motion, seconded by Celine, to approve the recommendations of the Village Agent as written on the agenda for repair of the basketball court and lower Main Street. Voted: Unanimous**

Needing Electrical Work

Bill P. has 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, he requests that the maintenance building electrical work be approved so that there will be light for maintenance work needed this fall and winter. The remaining work should be included the 2024 budget.

#### Street Sweeping

Per Janae N., Amon Morse, the Town Road Commissioner has assured us that the village is schedules for street sweeping in the near future.

#### **Treasurer's Report – Wendy Huntoon**

Janae N. referred the Overseers to Wendy's report circulated prior to the meeting.

Recommendation from the Treasurer and President to provide an NVC credit card to the Office Manager with a \$5,000.00 limit.

**Fred L. made a motion, seconded by Brady B., to approve the above recommendation as stated on the Agenda. Voted: Unanimous**

#### **President's Report – Janae Novotny.**

Request from Farley, Inc. to release the seawall performance bond

**Jeffrey W. made a motion, seconded by Michael Tirrell, to approve the request from Farley, Inc. to release the seawall performance bond and authorize the President to sign the release. Voted: Unanimous.**

Recommendation to approve submitted Community Hall request (including a request from Carolyn Treadwell, Sea Street, to have a wedding on 9/08/2023 at 5 p.m.) After discussion, this request was tabled on further information could be obtained regarding the requestor's plans for parking, etc.

**Jeffrey W. made a motion, seconded by Brady B., to approve submitted Community Hall use requests, and tabling approval for the Bayview Park wedding, until further details are obtained. Voted: Unanimous.**

#### Appointment of a Nominating Committee

President Janae N. appointed a Nominating Committee for the annual meeting: Bill Cressey, Blair Einstein and Amanda Hickman.

#### Donation two new Apple Laptops

Brady B. has generously donated two new Apple laptops for the NVC office.

**Vicky M. made a motion, seconded by Fred L., to accept the generous donation of two new Apple laptops from Brady B. Voted: Unanimous**

#### Mailboxes in disrepair

The Lincolnville United States Postmistress spoke to the Officer Manager and Village Agent about the condition and disrepair of several mailboxes throughout the Village. Thorough discussion ensued. Parks & Trees Committee will work as the liaison with the community. The Town of Northport adopted a Mailbox Policy for town roads which may be seen at Northport's website.

<https://northportmaine.org/ordinances-policies/>

#### **Governance Committee – Judy Metcalf**

**Judy M. made a motion, seconded by Jeffrey W., that the Overseers 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 was the subject of a public hearing on Sunday, May 28, 2023 at which time the public had the opportunity to comment upon the recommended changes. Voted: Unanimous.**

Judy M. noted that the change to the Ordinance has been reviewed and accepted by the Town of Northport's CEO, Toupie Rooney.

#### **Parks & Trees/Tree Warden – Vicky Matthews**

**Vicky M. made a motion, seconded by Celine B., 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. Voted: Unanimous.**

The recommendation by the Trees & Parks Committee to approve removal of two dead bushes bordering the basketball court was withdrawn, as the bushes are budding and do not appear dead. The Committee's next meeting is June 24 at 9 a.m.

#### **Discussion Items**

Draft 2024 Budget Update: Working with Bill P and the new Utilities superintendent to update our replacement values for the Utility infrastructure for our property and casualty insurance renewal.

#### Brown tail Moth

Vicky Matthews – There is a reinfestation of the Brown tail Moth, and she requested an additional \$3,000.00 added into the draft 2024 Budget. This amount was added to the draft budget.

#### Maine Won't Wait Community Resilience Partnership List of Community Actions

Celine Bewsher reported that the team coordinating efforts of Bayside and the town of Northport for grant funding under Maine's Community Resilience Partnership program has prepared a brief online survey in advance of the June 12<sup>th</sup> community workshop. Celine encourage Village residents to take a few minutes to complete the survey. The Community Workshop is scheduled for Monday, June 12 at 6p.m. at the Northport Fire Station on Beech Hill Road. She encouraged Village residents to attend because the workshop is a vital part of the grant process and will assist the grant team in prioritizing action areas to increase resilience to natural disasters and weather-driven events such as rainstorms, coastal flooding, coastal erosion, and exposure to extreme heat and cold.

To date, 59 residents have responded to the Survey, and their responses prioritize 5 areas:

- 1) Investing in Climate-Ready Infrastructure,
- 2) Building Healthy & Resilient Communities,
- 3) Reduce Emissions through Clean Energy Innovation,
- 4) Engage Maine People—youth involvement, educations, etc. to keep people engaged, and
- 5) Protect the Environment & Promote Natural Climate Solutions.

Additional Infrastructure Committee news and dates: The Infrastructure Committee will meet on Sunday, June 25<sup>th</sup>, on the Dock. It is a "walking tour" to develop the Committee's Mission Statement. Celine thanked Art Hall & John Lojek for their help in repairing portions of the dock.

#### Draft NVC Donation and Gift Acceptance Checklist

Fred L. referred the Overseers to the Finance Committee draft checklist regarding donations. The Overseers had suggestions, and Fred L. will take them back to Committee for a final version to be vetted by the Governance Committee and then presented to the Overseers.

### **Utility Committee – Jeffrey Wilt**

There were no exceedances in May! They have been operating all three trains (tanks) simultaneously and have been able to decrease the BOD numbers. The tanks are scheduled to be pumped on June 23. The Utilities Department has applied for two grants from the State of Maine for wastewater facilities – a climate adaption grant and an infrastructure-planning grant.

The date for the “Donuts & Dialog” on the Utilities has been changed to August 8 at 9 a.m. to allow all of the Utility Trustees to participate.

### **Safety Committee – Michael Tirrell**

Michael Tirrell referred the Overseers to his Safety Committee meeting summary submitted prior to the meeting. Work continues on Danny Ryosa’s schedule for the summer. A new Kevlar vest has been ordered for Danny. They are altering the lifeguards’ schedule for more coverage for the 4<sup>th</sup> of July holiday period.

### **Communications – Michael Tirrell**

All reports for the Village Annual Report are due to him no later than July 1.

### **Town Liaison – Jeffrey Wilt**

The Town continues work on their 2024 Budget, which will be approved at the Town Meeting, Monday June 19 at the Drinkwater School.

#### Butters Cottage

An Engineer has deemed the cottage in Merithew as a dangerous building. A formal notice has been sent to the property owners. There will be a hearing on July 10<sup>th</sup> at which time the Select Board will vote regarding its disposition. The owners will then have 30 days to remove the building at their expense. After the building is removed and sold, any new building needs to be constructed within one year.

### **Presentation: Matthew Eddy, Midcoast Council of Governments**

Matthew Eddy, MCOG Executive Director, gave a brief power point presentation on the benefits of our new partnership with MCOG.

- Funding & Grant Opportunities – will potentially identify grant applications and help us in bulk purchasing
- Advocacy & Communication at the State Level
- Advisory Support: Technical Assistance, Guidance, and Review
- Cooperative Purchasing Program
- Workshops & Training

Along with many additional benefits. Midcoast Council of Governments website is:  
<https://www.midcoastcog.com/about>

President Janae N. and the Overseers thanked Matthew for his helpful presentation.

### **Community Comments**

Rachel Rosa offered comments regarding the website calendar and the possibility of seeking donation of an EV charger.

**Adjournment**

The meeting was adjourned at 10:05 a.m.

Respectfully submitted:

Maureen “Beanie” Einstein, Clerk

Janae Novotny, President

Draft

**Northport Village Corporation  
Village Agent Report  
July 9, 2023 Board of Overseers Meeting**

**Action requested**

- **Basketball court and Main Street repair:** The approved work will be done when the company is in the area and when the weather good.
- **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: I'm looking for ways to handle the drainage work without exposed rock. Playground needs more chips – fabric showing through and grass growing up through chips. Need to fill areas under swings with crusher rock.
- 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.
- 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**

- Annual wharf inspection by a marine engineer was done.
- Signage: Signage regarding swimming safety ordered. Temporary signs posted. Boat float and fishing signs being worked on. Repainted 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. Electrician scheduled to come.
- 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: Completed. Rented a roller to compact the regraded streets and they have held up well in recent rainstorms.
- 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.
- 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.
- Cruiser: Power steering fluid line broke and the cruiser was out of commission for a couple of days being repaired.
- 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%.
  - Parking: Well used for parking over the 4<sup>th</sup> of July holiday.

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

- **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. Inboard chain broke on boat float, and Scott Munroe repaired it.
- **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 was replaced, and location needs to be adjusted.

Submitted by Bill Paige, Village Agent.

**Treasurer's Report**  
**06/08/2023**

- **Warrants and Monthly Reports**
  - June warrants are provided under separate cover.
  - Bank Statements have not been downloaded. A new process that does not involve the Treasurer is being considered.
  - Bank balances as of 07/04/2023 were provided separately to the Overseers, Officers and NVC Staff.
  - Budget vs Actuals and Statement of Financial Activity are provided in draft form to the Overseers.
- **2024 Draft Budget**
  - Draft 2024 budget was discussed during Donuts & Dialog on Saturday, July 1, 2023.
  - Only recent changes to the budget were inclusion of funds for anticipated piling repair and police cruiser replacement.
- **Bookkeeping**
  - Office Manager has worked with Philbrook & Associates to correct entries in QBO.
  - Financial reports were made available this month to both the Overseers and Utility Trustees. Errors have been identified in the reports but given but have not yet been corrected. Any noted corrections should be provided in writing to the Office Manager so that they can be reviewed and passed on appropriately to Philbrook & Associates.
- **NVC Business Office Functions**
  - Office Manager has taken on majority of office administration work that was previously supported on a volunteer basis by the Treasurer.
  - The Office Manager continues to work closely with the President, Treasurer and Finance Chair to streamline financial activities, including prompt bill payment.
- **Payroll**
  - Payroll amounts by department have been entered into QBO. Some adjustments may need to be made once reviewed.
- **Audit**
  - No update.

	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>Change</u>	<u>%Change</u>
<b>Revenue</b>				
<b>4000 Revenue</b>				
<b>4100 General Government Revenue</b>				
<b>4200 General Operating Revenue</b>				
<b>4210 RE Tax Revenue</b>				
<b>4216 2022 RE Tax Revenue</b>	\$406,440.00	\$479,600.00	\$73,160.00	
<b>Total 4210 RE Tax Revenue</b>	<b>\$406,440.00</b>	<b>\$479,600.00</b>	\$73,160.00	18.00%
<b>4230 Town of Northport Revenue</b>	\$25,000.00	\$25,000.00	\$0.00	0.00%
<b>4235 Rent from Utilities</b>	\$3,000.00	\$3,000.00	\$0.00	0.00%
<b>4240 Watercraft Registration Revenue</b>	\$3,000.00	\$4,100.00	\$1,100.00	36.70%
<b>4245 Water Late Fee Revenue</b>				
<b>Total 4200 General Operating Revenue</b>	<b>\$437,440.00</b>	<b>\$511,700.00</b>	\$74,260.00	17.00%
<b>4300 General Non-Operating Revenue</b>				
<b>4310 Interest Income (G)</b>	\$200.00	\$200.00	\$0.00	0.00%
<b>4320 Community Hall Rentals</b>	\$1,500.00	\$1,000.00	-\$500.00	-33.30%
<b>4330 Donations</b>				
<b>Total 4330 Donations</b>	<b>\$0.00</b>	<b>\$0.00</b>	\$0.00	
<b>4350 Grants</b>				
<b>Total 4300 General Non-Operating Revenue</b>	<b>\$1,700.00</b>	<b>\$1,200.00</b>	-\$500.00	-29.40%
<b>Total 4100 General Government Revenue</b>	<b>\$439,140.00</b>	<b>\$512,900.00</b>	\$73,760.00	
<b>4999 Uncategorized Income</b>			\$0.00	
<b>Total 4000 Revenue</b>	<b>\$439,140.00</b>	<b>\$512,900.00</b>	\$73,760.00	16.80%
<b>Gross Revenue</b>	<b>\$439,140.00</b>	<b>\$512,900.00</b>	\$73,760.00	16.80%
<b>Expenditures</b>				
<b>6000 Expenses</b>				
<b>6010 1099 Contractors</b>				
<b>6015 Casual Labor</b>			\$0.00	

<b>6020 Contracted Services</b>				
<b>6021 Mowing &amp; Trimming Service</b>	\$12,550.00	\$12,550.00	\$0.00	
<b>6022 Trash Collection</b>	\$22,500.00	\$24,000.00	\$1,500.00	6.70%
<b>Total 6020 Contracted Services</b>	<b>\$35,050.00</b>	<b>\$36,550.00</b>	<b>\$1,500.00</b>	<b>4.30%</b>
<b>6035 Finance Manager</b>			\$0.00	
<b>6036 Bookkeeping</b>	\$6,806.50	\$6,806.50	\$0.00	0.00%
<b>6037 Office Assistant</b>			\$0.00	
<b>Total 6010 1099 Contractors</b>	<b>\$41,856.50</b>	<b>\$43,356.50</b>	<b>\$1,500.00</b>	<b>3.60%</b>
<b>6050 Auto Expenses</b>				
<b>6051 Auto Fuel Expense</b>				
<b>6052 Cruiser Fuel</b>	\$1,000.00	\$1,600.00	\$600.00	60.00%
<b>6053 Truck Fuel</b>	\$2,000.00	\$2,000.00	\$0.00	0.00%
<b>Total 6051 Auto Fuel Expense</b>	<b>\$3,000.00</b>	<b>\$3,600.00</b>		<b>0.00%</b>
<b>6055 Auto Repairs &amp; Maintenance</b>				
<b>6056 Cruiser Maintenance</b>	\$3,520.00	\$3,520.00	\$0.00	0.00%
<b>6057 Truck Maintenance</b>	\$2,500.00	\$2,500.00	\$0.00	0.00%
<b>Total 6055 Auto Repairs &amp; Maintenance</b>	<b>\$6,020.00</b>	<b>\$6,020.00</b>		
<b>6058 Mileage Expenses</b>			\$0.00	
<b>6059 Accrue for Truck Replacement</b>	\$6,350.00	\$16,350.00	\$10,000.00	157.50%
<b>Total 6050 Auto Expenses</b>	<b>\$15,370.00</b>	<b>\$25,970.00</b>	<b>\$10,600.00</b>	<b>69.00%</b>
<b>6065 Community Events</b>	\$600.00	\$600.00	\$0.00	0.00%
<b>6070 Employee Wages &amp; Benefits</b>				
<b>6075 Employee Benefits</b>				
<b>6076 Company Paid Benefits</b>	\$1,000.00	\$4,672.00	\$3,672.00	367.20%
<b>6077 Income Protection Plan</b>	\$300.00	\$300.00	\$0.00	0.00%
<b>Total 6075 Employee Benefits</b>	<b>\$1,300.00</b>	<b>\$4,972.00</b>	<b>-\$3,672.00</b>	<b>-282.50%</b>
<b>6080 Employee Salaries &amp; Wages</b>				
<b>6083 Lifeguard Wages</b>	\$8,100.00	\$11,600.00	\$3,500.00	43.20%
<b>6084 Office Personnel Wages</b>	\$23,308.50	\$25,170.00	\$1,861.50	8.00%
<b>6085 Police Wages</b>	\$13,100.00	\$10,100.00	-\$3,000.00	-22.90%
<b>6088 Village Agent Wages</b>	\$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	
<b>Total 6080 Employee Salaries &amp; Wages</b>	<b>\$83,118.50</b>	<b>\$88,516.80</b>	\$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%
<b>Total 6096 Payroll Tax Expenses</b>	<b>\$5,500.00</b>	<b>\$5,500.00</b>	\$0.00	0.00%
<b>Total 6070 Employee Wages &amp; Benefits</b>	<b>\$92,118.50</b>	<b>\$101,188.80</b>	\$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%
<b>Total 6160 Insurance</b>	<b>\$8,495.00</b>	<b>\$8,995.00</b>	\$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%
<b>Total 6190 Legal &amp; Professional Services</b>	<b>\$6,000.00</b>	<b>\$36,000.00</b>	\$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		\$5,000.00	\$5,000.00	
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	\$35,000.00	-\$6,000.00	-14.60%
6342 General Repairs & Maintenance	\$3,550.00	\$3,550.00	\$0.00	0.00%
6343 Library Operations & Maintenance	\$903.25	\$400.00	-\$503.25	-55.70%

<b>Total 6330 Repairs &amp; Maintenance</b>	<b>\$99,003.25</b>	<b>\$105,500.00</b>	\$6,496.75	6.60%
<b>6344 Safety Committee Operations</b>	\$150.00	\$150.00	\$0.00	0.00%
<b>6345 Software</b>	\$2,000.00	\$4,000.00	\$2,500.00	125.00%
<b>6360 Tax Collection Fees</b>	\$8,225.00	\$9,600.00	\$1,375.00	16.70%
<b>6370 Training</b>				
<b>6371 Police Training</b>	\$500.00	\$500.00	\$0.00	0.00%
<b>Total 6370 Training</b>	<b>\$500.00</b>	<b>\$500.00</b>	\$0.00	0.00%
<b>6390 Uniforms, Equipment &amp; Supplies</b>				
<b>6391 Lifeguard Uni/Equip/Supp</b>	\$750.00	\$750.00	\$0.00	0.00%
<b>6392 Police Uni/Equip/Supp</b>	\$750.00	\$3,250.00	\$2,500.00	333.30%
<b>Total 6390 Uniforms, Equipment &amp; Supplies</b>	<b>\$1,500.00</b>	<b>\$4,000.00</b>	\$2,500.00	166.70%
<b>6400 Utilities</b>				
<b>6401 Electricity Expense</b>	\$1,281.00	\$2,307.00	\$1,026.00	80.10%
<b>6402 Oil/Propane</b>	\$1,000.00	\$1,000.00	\$0.00	0.00%
<b>6403 Hydrant Rental</b>	\$5,600.00	\$6,500.00	\$900.00	16.10%
<b>6404 Propane</b>			\$0.00	
<b>6405 Street Lights</b>	\$10,000.00	\$11,516.00	\$1,516.00	15.20%
<b>6406 Telephone &amp; Internet Expense</b>	\$800.00	\$560.00	-\$240.00	-30.00%
<b>6407 Water &amp; Sewer</b>	\$3,520.00	\$3,255.00	-\$265.00	-7.50%
<b>Total 6400 Utilities</b>	<b>\$22,201.00</b>	<b>\$25,138.00</b>	\$2,937.00	13.20%
<b>Total 6000 Expenses</b>	<b>\$305,550.25</b>	<b>\$373,998.30</b>	-\$68,448.05	-22.40%
<b>6800 Bond Expenses</b>				
<b>6812 2009 MMBB Bond Principal</b>	\$32,613.00	\$33,984.00	\$1,371.00	4.20%
<b>6813 2009 MMBB Bond Interest</b>	\$2,078.00	\$706.86	-\$1,371.14	-66.00%
<b>6816 2013 MMBB Refinance Bond Principal</b>	\$5,534.50	\$5,867.20	\$332.70	6.00%
<b>6817 2013 MMBB Refinance Bond Interest</b>	\$3,263.50	\$2,923.44	-\$340.06	-10.40%
<b>6818 2015 BHBT Bond Principal</b>	\$19,573.00	\$20,788.80	\$1,215.80	6.20%
<b>6819 2015 BHBT Bond Interest</b>	\$2,492.00	\$1,275.76	-\$1,216.24	-48.80%
<b>6820 2021B MMBB Bond Principal</b>	\$45,161.00	\$44,680.32	-\$480.68	-1.10%
<b>6821 2021B MMBB Bond Interest</b>	\$12,874.00	\$18,651.78	\$5,777.78	44.90%
<b>Total 6800 Bond Expenses</b>	<b>\$123,589.00</b>	<b>\$128,878.16</b>	\$5,289.16	4.30%

<b>Total Expenditures</b>	<b>\$429,139.25</b>	<b>\$502,876.46</b>	<b>\$73,737.21</b>	<b>17.20%</b>
<b>Net Operating Revenue</b>	<b>\$10,000.75</b>	<b>\$10,023.54</b>	<b>\$22.79</b>	<b>0.20%</b>
<b>Other Expenditures</b>				
<b>7100 Contingency Expenses</b>	\$10,000.00	\$10,000.00	\$0.00	0.00%
<b>9999 Uncategorized Expenses (deleted)</b>				
<b>Total Other Expenditures</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Net Other Revenue</b>	<b>-\$10,000.00</b>	<b>-\$10,000.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Net Revenue</b>	<b>\$0.75</b>	<b>\$23.54</b>	<b>\$22.79</b>	



	Comments
<b>Revenue</b>	
<b>4000 Revenue</b>	
<b>4100 General Government Revenue</b>	
<b>4200 General Operating Revenue</b>	
<b>4210 RE Tax Revenue</b>	
<b>4216 2022 RE Tax Revenue</b>	Updated
<b>Total 4210 RE Tax Revenue</b>	
<b>4230 Town of Northport Revenue</b>	Approved
<b>4235 Rent from Utilities</b>	Identify shared expense categories for administrative fee
<b>4240 Watercraft Registration Revenue</b>	40dinghys \$50 and 70 kayaks\$30
<b>4245 Water Late Fee Revenue</b>	
<b>Total 4200 General Operating Revenue</b>	
<b>4300 General Non-Operating Revenue</b>	
<b>4310 Interest Income (G)</b>	Total 2022 for General Govt. is \$146 in QBO
<b>4320 Community Hall Rentals</b>	Include NYCb, BHS, and Bayside Arts @\$200 each?
<b>4330 Donations</b>	
<b>Total 4330 Donations</b>	Donations not included in budget
<b>4350 Grants</b>	
<b>Total 4300 General Non-Operating Revenue</b>	
<b>Total 4100 General Government Revenue</b>	
<b>4999 Uncategorized Income</b>	
<b>Total 4000 Revenue</b>	
<b>Gross Revenue</b>	
<b>Expenditures</b>	
<b>6000 Expenses</b>	
<b>6010 1099 Contractors</b>	Check personnel assumptions for 2022
<b>6015 Casual Labor</b>	Budgeted in Personnel as assitant village agent.

<b>6020 Contracted Services</b>	
<b>6021 Mowing &amp; Trimming Service</b>	James Knight Lawn Service through 2025
<b>6022 Trash Collection</b>	Updated
<b>Total 6020 Contracted Services</b>	
<b>6035 Finance Manager</b>	
<b>6036 Bookkeeping</b>	Philbrook & Associates -( Ref. Personnel Worksheet)
<b>6037 Office Assistant</b>	took out \$100 from 2022. Not sure where it came from
<b>Total 6010 1099 Contractors</b>	
<b>6050 Auto Expenses</b>	
<b>6051 Auto Fuel Expense</b>	
<b>6052 Cruiser Fuel</b>	Based on actuals from 2022
<b>6053 Truck Fuel</b>	Village Truck (cost shared with Utilities)
<b>Total 6051 Auto Fuel Expense</b>	
<b>6055 Auto Repairs &amp; Maintenance</b>	
<b>6056 Cruiser Maintenance</b>	Inclundes Cruiser replacement accrual (\$2K)?
<b>6057 Truck Maintenance</b>	
<b>Total 6055 Auto Repairs &amp; Maintenance</b>	
<b>6058 Mileage Expenses</b>	
<b>6059 Accrue for Truck Replacement</b>	\$2K Truck, \$1,000 Plow, \$1350 \$12K for cruiser
<b>Total 6050 Auto Expenses</b>	
<b>6065 Community Events</b>	Doughnuts & Dialogue, July 4th, etc. (\$600 in 2023 Budget)
<b>6070 Employee Wages &amp; Benefits</b>	
<b>6075 Employee Benefits</b>	
<b>6076 Company Paid Benefits</b>	\$11.40/mo. Basic Life ; 50% OM health insurance
<b>6077 Income Protection Plan</b>	Optional Employee Paid Benefits (currently \$62.04/mo.)
<b>Total 6075 Employee Benefits</b>	
<b>6080 Employee Salaries &amp; Wages</b>	
<b>6083 Lifeguard Wages</b>	No Raise; includes additional 2 days
<b>6084 Office Personnel Wages</b>	8% Raise. Includes Office Manager and Office Assistant
<b>6085 Police Wages</b>	Adjusted to correct hourly rate
<b>6088 Village Agent Wages</b>	8% Raise Includes Village Agent and Assistant Village Agent

<b>6089 Village Officials Wages</b>	
<b>6090 Winter Roads Wages</b>	No longer applicable?
<b>Total 6080 Employee Salaries &amp; Wages</b>	
<b>6095 Payroll Processing Expenses</b>	
<b>6096 Payroll Tax Expenses</b>	Estimate- based on actual payroll
<b>Total 6096 Payroll Tax Expenses</b>	
<b>Total 6070 Employee Wages &amp; Benefits</b>	
<b>6150 Information &amp; Notices</b>	Confirmed
<b>6160 Insurance</b>	
<b>6161 Property &amp; Casualty Insurance</b>	NVC office to provide annual cost of current policy
<b>6162 Workers Comp Insurance</b>	Recent Payroll Audit; \$500 all General?
<b>Total 6160 Insurance</b>	
<b>6170 Interest Paid</b>	
<b>6190 Legal &amp; Professional Services</b>	
<b>6191 Auditing Services</b>	Purdy Powers - shared with Utilities
<b>6192 Engineering Fees</b>	Study plus work for both Bay Veiw and Auditorium Park
<b>6193 Legal Fees</b>	Legal services
<b>Total 6190 Legal &amp; Professional Services</b>	
<b>6210 Licenses, Permits and Fees</b>	
<b>6240 Membership Dues</b>	MMA Membership; other memberships
<b>6260 Office Supplies</b>	acct software to software; chairs; \$1200 replacing computers
<b>6285 Postage</b>	Adjusted
<b>6330 Repairs &amp; Maintenance</b>	
<b>6331 Building Repairs &amp; Maintenance</b>	Reduced to \$5K based on estimate
<b>6332 Cleaning</b>	Confirmed
<b>6333 Grounds General Maintenance</b>	Added fire pond fencing at \$20K; \$1K for misc repairs
<b>6334 Road Maintenance</b>	Road maintenance, catch basin cleanout, winter roads.
<b>6336 Tree Maintenance</b>	\$7,800 for 2024; includes browntail moth and emerald ash
<b>6337 Wharf &amp; Floats Maintenance</b>	Add \$10K - make it \$35K taking for replacing the pilings.
<b>6342 General Repairs &amp; Maintenance</b>	Includes repaving Basketball court
<b>6343 Library Operations &amp; Maintenance</b>	Updated for 2024 expected costs

<b>Total 6330 Repairs &amp; Maintenance</b>	
<b>6344 Safety Committee Operations</b>	Done
<b>6345 Software</b>	QBO, Bluehost, Tech support; reserve for technology
<b>6360 Tax Collection Fees</b>	2% of tax revenue collected - Update with final budget
<b>6370 Training</b>	
<b>6371 Police Training</b>	Done
<b>Total 6370 Training</b>	
<b>6390 Uniforms, Equipment &amp; Supplies</b>	
<b>6391 Lifeguard Uni/Equip/Supp</b>	Done
<b>6392 Police Uni/Equip/Supp</b>	\$2500 for 2nd AED;
<b>Total 6390 Uniforms, Equipment &amp; Supplies</b>	
<b>6400 Utilities</b>	
<b>6401 Electricity Expense</b>	~\$36, Comm. Hall is ~\$270 total (split) with a 49% increase
<b>6402 Oil/Propane</b>	Assumes no change in Propane/Oil costs
<b>6403 Hydrant Rental</b>	Confirmed
<b>6404 Propane</b>	
<b>6405 Street Lights</b>	49% increase over the current \$700 per month less \$1K
<b>6406 Telephone &amp; Internet Expense</b>	New GWI quote is \$140/mo; G pays 1/3
<b>6407 Water &amp; Sewer</b>	March 2023 utilities bills, \$3,105. add 5%
<b>Total 6400 Utilities</b>	
<b>Total 6000 Expenses</b>	
<b>6800 Bond Expenses</b>	
<b>6812 2009 MMBB Bond Principal</b>	Last payment year for this bond
<b>6813 2009 MMBB Bond Interest</b>	Last payment year for this bond
<b>6816 2013 MMBB Refinance Bond Principal</b>	Split 15/30/55 G/S/W; payment ends 2033
<b>6817 2013 MMBB Refinance Bond Interest</b>	Split 15/30/55 G/S/W; payment ends 2033
<b>6818 2015 BHBT Bond Principal</b>	Last payment 2025; update based on actuals
<b>6819 2015 BHBT Bond Interest</b>	Last payment 2025; update based on actuals
<b>6820 2021B MMBB Bond Principal</b>	Updated princpal payment; last payment 2049
<b>6821 2021B MMBB Bond Interest</b>	\$20K from Reserves per 5/14 Overseers Meeting
<b>Total 6800 Bond Expenses</b>	

<b>Total Expenditures</b>	.
<b>Net Operating Revenue</b>	.
<b>Other Expenditures</b>	
<b>7100 Contingency Expenses</b>	Standard \$10,000 contingency
<b>9999 Uncategorized Expenses (deleted)</b>	.
<b>Total Other Expenditures</b>	.
<b>Net Other Revenue</b>	.
<b>Net Revenue</b>	.

Public Notice  
Northport Village Corporation  
Annual Meeting  
August 8, 2023  
6:00 PM

To the Presiding Police Officer for Northport Village Corporation in the County of Waldo, State of Maine.

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Northport Village Corporation in Waldo County, Maine, qualified by law to vote in village affairs, to meet at Basketball Court in Bayside on Tuesday the 8<sup>th</sup> day of August, 2023, at 6:00 o'clock in the evening, then and there to act upon the following articles. If the weather is inclement as of 1:00 p.m., the location will be the Community Hall at 813 Shore Road, Bayside.

**Article 1:** To choose a Moderator by written ballot to preside at said meeting.

**Article 2:** President's Report.

**Article 3:** Treasurer's Report.

**Article 4:** To see what sums of money the Northport Village Corporation will raise and appropriate for the following accounts for the fiscal year 2024.

**OVERSEERS PROPOSED BUDGET**

**Expenses**

Administration	\$ _____
Employee Wages and Benefits	\$ _____
Building and Utilities	\$ _____
Roads	\$ _____
Community	\$ _____
Protection and Safety	\$ _____
Long Term Debt Service	\$ _____
Other Expenditures	\$ _____
<b>Total Expenses</b>	<b>\$ _____</b>

**Total Funds to be Raised** \$ \_\_\_\_\_

*The money will be raised as follows: At the Town of Northport Annual Meeting on June 19, 2023, as part of the warrants of the Town's Annual Meeting, the Town \_\_\_\_\_ to raise, appropriate and expend funds for the Northport Village Corporation in the amount of \$ \_\_\_\_\_. The NVC expects to raise \$7,700 from other*

revenue (\$\_\_\_\_\_). The balance (\$\_\_\_\_\_) is to be raised from the Village property tax.

**Article 5:** To see if the Northport Village Corporation will vote to appropriate and authorize a majority of the overseers of the Corporation to borrow on behalf of the Northport Village Corporation and/or expend funds from accumulated surpluses, a principal amount not to exceed \$\_\_\_\_\_ in anticipation of 2024 taxes and to issue and sell for that purpose general obligation bonds or notes of the Northport Village Corporation, the proceeds to be used for the purpose of providing working capital for governmental activities of the Corporation, such bonds and notes to be issued upon such further terms or conditions as may be determined by a majority at least of the Overseers of the Northport Village Corporation.

### Financial Statement

#### 1. Total Village Indebtedness

- A. Total bonds outstanding and unpaid as of 12/31/2022 \$\_\_\_\_\_  
B. Total bonds authorized and unissued. \$\_\_\_\_\_  
C. Bonds to be issued if this article is approved \$\_\_\_\_\_  
D. [NOTE: This bond would replace \$\_\_\_\_\_ of the (\$\_\_\_\_\_) sum included in line B]  
**TOTAL** \$\_\_\_\_\_

#### 2. Costs

At an estimated rate of \_\_\_\_\_ for a term of one year, the estimated costs of this bond issue will be:

Principal: \$\_\_\_\_\_  
Interest: \$\_\_\_\_\_  
TOTAL DEBT SERVICE: \$\_\_\_\_\_

#### 3. Validity

The validity of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not by reason of the variance.

\_\_\_\_\_/S/\_\_\_\_\_

Treasurer, Northport Village Corporation

**Article 6:** To see if the Northport Village Corporation will vote to authorize a majority of the Overseers of the Corporation to borrow on behalf of the Northport Village

Corporation a principal amount not to exceed \$\_\_\_\_\_, and to issue and sell general obligation bonds or notes of the Northport Village Corporation for that purpose and/or to expend funds from accumulated surpluses (the combined borrowing and use of surplus funds not to exceed \$\_\_\_\_\_), for replacement and repair of Community Hall and Wharf as needed, repairs to utilities operated by the Village Corporation, for reconstruction of shoreline damage to property owned by Northport Village Corporation or repairs of roads owned by the Village, such bonds and notes to be issued upon such further terms or conditions as may be determined by a majority of the Overseers of the Northport Village Corporation, and further to authorize the overseers to accept and expend federal or state grants, execute any and all contracts and documents and take any and all actions necessary or convenient to issue the bonds or notes of the Northport Village Corporation and accomplish the Project.

**Financial Statement**

**1. Total Village Indebtedness**

A. Total bonds outstanding and unpaid as of 12/31/2021	\$ 2,572,829
B. Total bonds authorized and unissued.	\$ 764,100
C. Bonds to be issued if this article is approved	\$ 500,000
[NOTE: This bond would replace \$500,000 of the sum included in line B]	
<b>TOTAL</b>	<u>\$ 3,336,929</u>

**2. Costs**

At an estimated rate of 4.0% for a term of 20 years, the estimated costs of this bond issue will be:

Principal:	\$ 500,000
Interest:	<u>\$ 235,813</u>
Total Debt Service:	<u>\$ 735,813</u>

**1. Validity**

The validity of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue differs from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

\_\_\_\_\_/S/\_\_\_\_\_  
Treasurer, Northport Village Corporation

**Article 7:** To fix a rate of interest on taxes delinquent after September 1, 2022, equal to that charged by the Town of Northport.



**Article 8:** To see if the Village will vote to use reserves to fund the 2024 interest payment on the \$1.6MM Seawall Bond in an amount not to exceed \$20,000. The Seawall Bond was authorized at the 2019 annual meeting.

**Article 9:** To see if the Northport Village Corporation will vote to authorize a majority of the Overseers of the Corporation to use the balance of revenues in excess of expenses at the end of 2024 for improvements to Village infrastructure and/or for support in providing entertainment and cultural events and the facilities therefor in the Village.

**Article 10:** To see if the Village will vote to authorize the Overseers to establish rules and regulations, from time to time, addressing the use, protection, and preservation of Village owned assets in the interest of the Village and public safety of its residents, after public hearings on any such rules and regulations.

**Article 11:** To elect by written ballot 2 Overseers for the NVC for 3-year terms and to vote for 1 Overseer for the completion of a 3 year term which expires in August, 2023 and has been currently filled by overseer appointed due to resignation. .

**Article 12:** Reports of Committees.

**ADJOURNMENT**

**NOTICE OF OVERSEERS MEETING:**

The newly elected Board of Overseers will meet to be sworn in and attend to village business immediately upon the conclusion of the Annual Meeting.

Dated: July 10, 2022

**Northport Village Corporation**

Janae Novotny, President  
Maureen Einstein, Clerk  
Gwendolyn Huntoon, Treasurer

**BOARD OF OVERSEERS**

Brady Brim-DeForest	_____
Celeste Bewsher	_____
Frederic B. Lincoln	_____
Victoria Matthews	_____
Judy A.S. Metcalf	_____
Michael Tirrell	_____

Jeffrey Wilt \_\_\_\_\_

A true copy of the warrant,

Attest: Maureen Einstein, Clerk \_\_\_\_\_  
Northport Village Corporation

Note: Due to early publication, this warrant may be changed or amended before the August 8<sup>th</sup> Annual Meeting. Current annual financials and Auditor's Report will be provided at the Annual Meeting.

DRAFT

## **Bayside Parts and Trees Committee**

Notes regarding a perennial garden in upper Bayview Park

The Committee has studied the proposal for a garden in Upper Bayview, a gift from the Kazilionis family. There have been numerous reactions to this proposal, both pro and con. The committee has carefully considered each point made by community members in making its decision.

Critiques of the proposal were in five general areas which the Committee answers as follows:

1. Precedent

There have been many precedents of non-monetary gifts to the Village, including numerous memorial park benches, playground equipment (funds raised privately), Brockway models, fences, benches, and paving at the library, paving the CH parking area, etc. Gift proposals involving village property do not automatically have to be accepted. They are accepted or rejected by the Overseers on their own merits.

2. Financial burden to the Village

There will be no cost to the village. The Kazilionis family is paying for the garden installation and all maintenance for 10 years. At that time, they may decide to continue that support or not. If they don't, the village can either require them to remove the garden and replant grass – returning the park to its former condition; OR the village may or seek another donor; OR decide that they wish to keep the garden and take over the maintenance as part of the Parks budget. The acceptance of the gift does not necessitate the latter option. The garden maintenance should be required to be done by an insured service, like all Village work. Plants Unlimited, who will be doing the work, will need to provide proof of insurance.

3. Change in views (I.e., "It's always been that way")

In Bayside's history, the most constant thing is change. Looking at the material on the walls in the current exhibit will make that obvious. Bayview Park has not always been an unobstructed lawn. As late as the early 20<sup>th</sup> C, there were many trees planted in Lower Bayview, according to photos from the BHPS. A recent picture of the day of Society Cottages, showed that the grass was not mowed then. Bayside is a living, breathing organism and changes, big and small, have been made throughout its history. And no landscape lasts forever.

4. Views from residences on upper Bayview will be blocked

On a walk-through by the committee, the basic outline of the proposed garden was laid out according to the design. Photos were taken from below the porch steps of the property of Don Webster at the top of the park including a pole scaled to provide for measurements on a diagrammatic simulation of the plantings, their locations and heights. Plant sizes on the diagram were obtained from the Missouri Botanical Garden

Plant Finder, an authoritative source. The simulation shows that the mature plants will not block views of the water when viewed from the ground level at the Webster's. More elevated views from the first and second stories of the house will be still higher above the plantings.

#### 5. Deer/bears

The garden design has been prepared by a landscape architect specifically with the deer problem in mind. He has used plants that deer are not attracted to – like the arbor vitae, a favorite deer food, they are now browsing in the park. Many of these plants exist in other Bayside gardens, even out of the central village, where they are not bothered by deer. Thus, they will not attract deer to areas where they are not already a problem. Regarding bears: there have been no bear sightings in Bayside in recent memory.

The views from above and below the garden will, of course, change. Looking from the water, there will now be a bright spot of color on the park during three seasons, instead of just a swath of green. Bayside has many gardens and many of them are on public property (the rights-of-way of most village streets extend to porches and the lovely gardens on those streets are mostly on public land). There will remain several major open swaths of grass, including lower Bayview and Ruggles Parks. Aside from the residents on Rogers Lane, Upper Bayview Park is not widely used by the general public.

Nobody doesn't like flowers. The gardens of Mary Brown, Carlton Smith, Linda Ellis, and Ned Lightner, to name just a few, delight the senses of everyone throughout the summer. Different individuals have different tastes in landscaping, which the Committee respectfully acknowledges. The offer of the Kazilionis family would create another lovely experience, not only for the residents around the park, but for everyone who walks or drives past it.

Accordingly, the Parks and Trees Committee has voted to recommend that the overseers of the NVC accept the Kazilionis family's gift with the provisos listed above.



UPPER BAYVIEW PARK FROM MR. AND MRS. DON WEBSTER'S



Garden width ca 36.5'

Amalanchier "Autumn Brilliance"  
ca 20' h x 20' w

Witchhazel  
ca 15' x 15'

Viburnum "Arrowood"  
ca 10' x 8'

Aronia "brilliantissima"  
ca 7.5' x 4'

Perennials  
ca 2'- 3'

Hydrangea "Annabelle"  
ca 5' x 5'





2022

**Donald Webster**

Archive - NV...Maine (All Mail) July 4, 2023 at 7:37 PM

Residents' Response to the Parks and Trees Committee's 7/2/23 Assessment &amp; Recommendation of Bayview Park Garden Pr...

[Details](#)

To: president@nvcmaine.org, jmetcalf@nvcmaine.org, mtirrell@nvcmaine.org &amp; 9 more

To the NVC Board of Overseers and the NVC Parks and Trees Committee (Vicky: Please share with your committee prior to tomorrow's meeting):

We offer the following in response to the Parks and Trees Committee's 7/2/23 Assessment & Recommendation to approve a large garden in the lower part of Upper Bayview Park. This garden will be approximately 40 feet long and 20 feet wide, with 16 species of plants some of which will grow to 15' tall and 12' wide. This garden would cover 66% of the width of this section of Upper Bayview Park, essentially blocking views Baysiders have enjoyed for decades.

**Precedent**

It is hard to image that we would sanction such a large privately developed garden in our public park. Approval could set an unwelcome precedent. How could the Overseers not approve other folks' requests for similar gardens in their front yards in one or more of our parks? Such approvals would exponentially increase the cost to Village taxpayers.

**Cost**

Steve, now in his 70s, has volunteered to maintain his garden for 10 years, but he presents no guarantee he will perform. Nor does he speak about what standard of maintenance he will follow. Any undertaking this large by a private citizen acting, effectively, as a contractor should provide a performance bond or should escrow sufficient funds to ensure taxpayers are not burdened with early unanticipated costs. Ultimately, the Village taxpayers will bear the full cost of maintaining the garden. The Overseers have a fiduciary responsibility to insure performance and advise taxpayers what the additional cost will be. NVC is headed for another year of double-digit tax increases. We would doubt this garden would be on the list of future undertakings for the Overseers to consider with all the important priorities they currently have before them.

**Nuisance**

Despite what has been stated in Steve's proposal and in the Parks and Trees Committee's "recommendation" of 7/2/23, a simple Google search shows a number of the plantings are very attractive to deer. For instance, the specified species of Hydrangea is, and we quote, "a tempting treat to deer." Not only is it likely these five Hydrangea will be eaten by the growing number of deer that graze all season long now in Upper Bayview Park, but they will also create an unsightly mess of this large segment of the garden.

**Process**

To our knowledge, this proposal has never been presented by Steve to either the Parks and Trees Committee or to the Overseers, so the committee and the community at large would have an opportunity to ask questions of him and more clearly understand his proposal. This proposal should have an open full airing.

Please seriously consider this letter and our previous letters on the subject when you consider this proposal, and publish all pro and con comments so all taxpayers can see the various opinions, not just those of the committee.

Respectfully,

Don and Lynda Webster  
27 Rogers Lane  
[dcwebster1@aol.com](mailto:dcwebster1@aol.com)  
(401) 524-0404

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

From: **Wendy Huntoon** <[glhuntoon@comcast.net](mailto:glhuntoon@comcast.net)>

Date: Wed, Jul 5, 2023 at 8:41 AM

Subject: Bayview park garden

To: Victoria Matthews <[vmatthews@nvcmaine.org](mailto:vmatthews@nvcmaine.org)>

Cc: Janae Novotny <[president@nvcmaine.org](mailto:president@nvcmaine.org)> <mailto:vmatthews@nvcmaine.org>

Vicky -

Unfortunately I will not be able to attend today's in person NVC Parks and Trees committee meeting since I need to take my father to a doctor's appointment.

I would like to reiterate my concerns regarding the garden. While I was unable to attend the walk through I have discussed the garden and walkthrough with others who were able to attend. Below is a brief update on my comments.

- It is my understanding, both from Don Webster's recent email and those attending the walkthrough, that the proposer, Steve Kazilionis, did not attend the walkthrough, however others who live in the area have and object to the garden. In addition, I have yet to hear Mr. Kazilionis advocate for the garden himself, including at the multiple overseers meetings when this issues has been discussed. My expectation for any villager that is passionate about a project would advocate for that project themselves.
- Given Mr. Kazilionis's proximity to Bay View park, the same result could be achieved by him planting the garden on his own property. The area would be beautified, he would be solely responsible for its upkeep, including after 10 years, Issues associated with the plantings, including height, attraction of deer and other pests, would be his alone to deal with and not the village's or his neighbor's.
- Based on recent information, the garden appears to be a substitute for a personal garden. Given the ongoing encroachment issues within the village, I believe this is a bad precedent to start. Given the lack of support for the garden from others in the area, what would stop a single villager from proposing a personal garden in Merithew Sq, Blaisedale Park, Schribner Park, lower Bayview Park or any other public lands within the village. Once the Overseers approve this garden in a public space, there will be fairly high burden for the Overseers to refuse other such requests.
- There are other public areas with the village that are in need of beautification. A directed donation such as this circumvents the prioritization by the villagers on areas that need to be cleaned up. Frankly upper Bayview park looks fine, but the lower part of Bayview Park, particularly around the new tree where the previously planted bushes looks unkempt. Other areas that could benefit from the donation: improving the landscaping around the basketball court, any remaining work for Ruggles Park after the seawall build, around the fire pond (either a donation for the fence replacement or landscaping once that has been completed), etc.
- The actual cost of the garden has not been evaluation. While Mr. Kazilionis has offered to maintain the garden for up to 10 years, there is no written agreement to that effect. What are the plans if he is no longer able to take care of the garden going forward for whatever reason? We have seen from other projects - the seawall, project canopy, Merithew Sq., etc. that landscaping projects can have unexpected expenses. Has the Parks and Trees committee assessed what the costs might be and planned accordingly.

Finally, based on the draft 2024 budget NVC and the villagers are seeing increasing expenses associated with core services. Most recently, as discussed at donuts and dialog this past weekend, wharf piling repairs, new police cruiser, the aforementioned fire pond fence, and the basketball court repair, A garden in an area that currently looks fine is an unnecessary luxury.

Thanks,

Wendy

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

From: **Judy Rohweder** <[judy.rohweder@gmail.com](mailto:judy.rohweder@gmail.com)>

Date: Sun, Jun 25, 2023 at 10:19 PM

Subject: Upper Bayview Park

To: <[vmatthews@nvcmaine.org](mailto:vmatthews@nvcmaine.org)>

I see absolutely no need for any plantings being put in that location. There is plenty of gardening and gardens to look at in Bayside now. There has never been a garden there and it would not respect the historic property boundaries and interfere with views.

Please don't let this happen.

--Judy Rohweder  
owner of the white cottage on the water at the bottom of that park



## ***Upper Bayview Park - garden proposal***

I am writing with an offer to install a garden on the lower part of Upper Bayview Park for the enjoyment of the Bayside community.

This is a very lightly used, highly visible park, ripe for beautification. The work recently done in Merithew Park, with the positive visual improvements, served as a model for what might be possible. To that end I decided to make this offer.

The garden was designed by Jason White, a landscape architect at Plants Unlimited in Rockport. It features native cultivars that are deer resistant, attract birds and butterflies, with variety that will provide color from Spring to Fall. The installation will be at my expense; I will also commit to pay for maintenance expenses for at least 10 years (perhaps longer but my crystal ball is a bit fuzzy that far out). The garden will be located just above the ditch on George Street (approx. 10') and will also have a 10' space on either side (from the woods and from Rogers Lane).

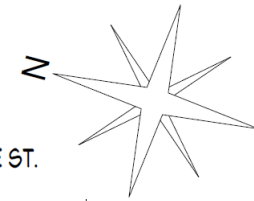
I have spoken to owners who might be impacted by this installation as well as the families I have seen using the park. Their responses were positive, which encouraged me to make this offer for your consideration. Of particular note; none of the plantings will grow to a height that will impact views from the Webster or Crowe cottages.

My only request is that I be allowed to install a small, ground level plaque – “This garden is gift for the enjoyment of the Bayside Community from the Kazilionis family”.

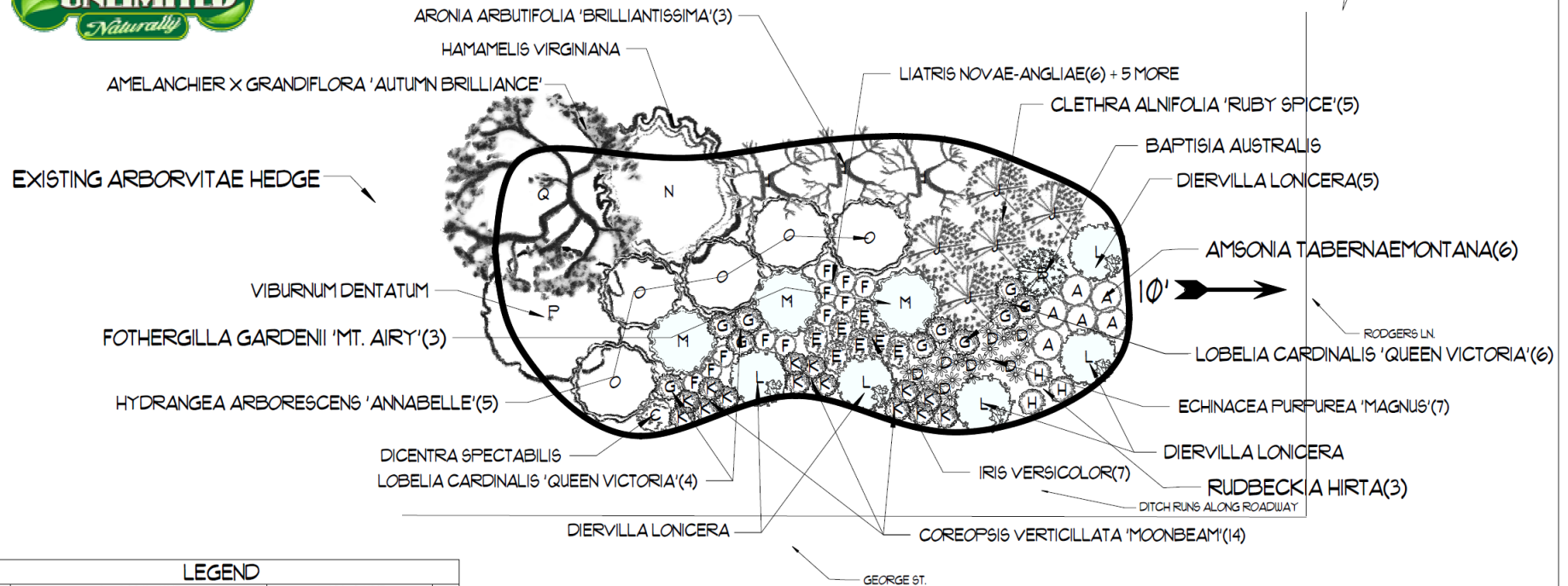
I have attached the garden design and the list of plants for your information. I plan to retain LG Whitcomb Landscaping to do the installation as they have done work for the Village and have the requisite insurance coverage.

Looking forward to your response, happy to answer any questions you may have.

Steve Kazilionis



GRADE DROPS ABOUT 2' TOWARD GEORGE ST.



### LEGEND

BOTANICAL NAME	COMMON NAME	QTY
<b>FLOWER, PERENNIAL</b>		
A (O) AMSONIA TABERNAEMONTANA	BLUESTAR	6
B (X) BAPTISIA AUSTRALIS	INDIGO, BLUE FALSE	1
C (I) DICENTRA SPECTABILIS	DICENTRA, BLEEDING HEART PINK	1
D (H) ECHINACEA PURPUREA 'MAGNUS'	PURPLE CONEFLOWER	7
E (O) IRIS VERSICOLOR	BLUE FLAG IRIS	7
F (O) LIATRIS	LIATRIS	11
G (O) LOBELIA CARDINALIS 'QUEEN VICTORIA'	CARDINAL FLOWER	10
H (O) RUDBECKIA HIRTA	RUDBECKIA, GOLDSTURM	3
<b>SHRUB, DECIDUOUS</b>		
I (O) ARONIA ARBUTIFOLIA 'BRILLIANTISS'	CHOKEBERRY, BRILLIANT RED	3
J (O) CLETHRA ALNIFOLIA 'RUBY SPICE'	SUMMERSWEET, RUBY SPICE	5
K (O) COREOPSIS VERTICILLATA	COREOPSIS MOONBEAM	14
L (O) DIERVILLA LONICERA	BUSH HONEYSUCKLE	5
M (O) FOTHERGILLA GARDENII 'MT. AIRY'	FOTHERGILLA, DWARF, WHITE	3
N (O) HAMAMELIS VIRGINIANA	WITCHHAZEL	1
O (X) HYDRANGEA ARBORESCENS	HYDRANGEA, ANNABELLE	5
P (I) VIBURNUM DENTATUM	VIBURNUM, ARROWWOOD	1
<b>TREE, DECIDUOUS</b>		
Q (O) AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE'	APPLE SERVICEBERRY	1

Revision #:

Scale:

Landscape Plan: 1

Landscape Design by: Jason White

Date: 4/8/2022

1" = 3'

Steve Kazilionis (Bayside)

Plants Unlimited

## Steve Kazilionis

February 23, 2023



<b>Common Name</b>	Apple Serviceberry		
<b>Botanical Name</b>	<i>Amelanchier x grandiflora</i> 'Autumn Brilliance'		
<b>Classification</b>	Tree, Deciduous		
<b>Height</b>	10' (3 m)	<b>Width</b>	10' (3 m)
<b>Color</b>	Blue-green foliage		
<b>Flower Color</b>	White		
<b>Flower Season</b>	Early Spring		
<b>Sun</b>	Full Sun, Light Shade		
<b>Soil</b>	Average, well-drained		
<b>Climate Zones</b>	4,5,6,7,8,9		

Hybrid apple serviceberry cultivar is a deciduous, early-flowering large shrub or small tree which typically grows 15-25' tall. Features 5-petaled, showy, slight fragrant, white flowers in drooping clusters which appear before the leaves emerge in early spring. Finely toothed, obovate, bluish green leaves change to brilliant orange-red in autumn. Flowers give way to small, round green berries which turn red and finally mature to a dark purplish black in early summer.



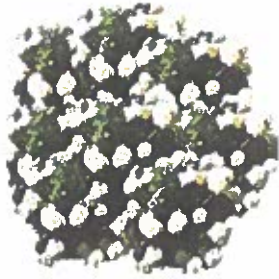
<b>Common Name</b>	Chokeberry, Brilliant Red		
<b>Botanical Name</b>	<i>Aronia arbutifolia</i> 'Brilliantiss'		
<b>Classification</b>	Shrub, Deciduous		
<b>Height</b>	10' (3 m)	<b>Width</b>	5' (1.5 m)
<b>Color</b>	White flowers; red fruit and leaves in fall		
<b>Flower Color</b>	Red, White		
<b>Flower Season</b>	Spring, Late Spring, Early Summer, Summer, Late Summer, Early Fall, Late Fall		
<b>Sun</b>	Full Sun, Full Shade, Light Shade		
<b>Soil</b>	Moist soil		
<b>Climate Zones</b>	4,5,6,7,8,9		

Multistemmed flowering shrub, leaves are 2-3 long, smooth, shiny and pale green. Fruits ripen in late summer, persist into winter. Pruning rarely needed. Best in moist conditions, will adapt to drier soils. Useful as hedge, accent, and in shrub border.



<b>Common Name</b>	Fothergilla, Dwarf, white		
<b>Botanical Name</b>	<i>Fothergilla gardenii</i> 'Mt. Airy'		
<b>Classification</b>	Shrub, Deciduous		
<b>Height</b>	6' (1.8 m)	<b>Width</b>	4' (1.2 m)
<b>Color</b>	Creamy-white flowers; foliage turns yellow-orange-red		
<b>Flower Color</b>	Red, Yellow, White, Orange		
<b>Flower Season</b>	Early Spring, Spring, Late Spring, Early Summer, Summer, Late Summer, Early Fall, Fall		
<b>Sun</b>	Full Sun, Full Shade, Light Shade		
<b>Soil</b>	Acid, peaty, moist loam, well-drained		
<b>Climate Zones</b>	5,6,7,8		

Upright shrub produces clusters of fragrant blossoms before leaves unfurl in spring. Dark green leaves color consistently well each fall. Grow in groups, shrub borders, with rhododendrons.



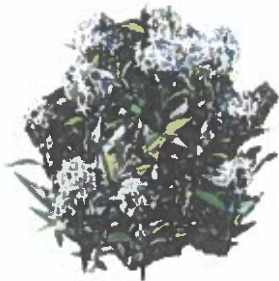
<b>Common Name</b>	Hydrangea, Annabelle		
<b>Botanical Name</b>	Hydrangea arborescens		
<b>Classification</b>	Shrub, Deciduous		
<b>Height</b>	8' (2.5 m)	<b>Width</b>	8' (2.5 m)
<b>Color</b>	White		
<b>Flower Color</b>	White		
<b>Flower Season</b>	Early Summer, Summer, Late Summer, Early Fall, Fall		
<b>Sun</b>	Full Sun, Full Shade, Light Shade		
<b>Soil</b>	Moist, fertile		
<b>Climate Zones</b>	4,5,6,7,8		

It features pure white flowers which are much larger, up to 12 inches across. The strong, straight stems hold the blooms up well. Blooms in late spring to summer, often continuing into fall. This full, lush shrub needs plenty of room to show off its spectacular beauty.



<b>Common Name</b>	Viburnum, Arrowwood		
<b>Botanical Name</b>	Viburnum dentatum		
<b>Classification</b>	Shrub, Deciduous		
<b>Height</b>	15' (4.5 m)	<b>Width</b>	12' (3.7 m)
<b>Color</b>	White		
<b>Flower Color</b>	Blue, White		
<b>Flower Season</b>	Spring, Fall		
<b>Sun</b>	Full Sun, Full Shade, Light Shade		
<b>Soil</b>	Almost any well drained.		
<b>Climate Zones</b>	2,3,4,5,6,7,8		

Arrowwood Viburnum is a rounded multi stemmed shrub with spreading, arching branches. White spring flowers and fall bluish fruit. Excellent for hedges, groupings and filler in shrub border. Medium growth rate.



<b>Common Name</b>	Bluestar		
<b>Botanical Name</b>	Amsonia tabernaemontana		
<b>Classification</b>	Flower, Perennial		
<b>Height</b>	48" (1.2 m)	<b>Width</b>	4' (1.2 m)
<b>Color</b>	Green foliage turns golden-yellow in the fall.		
<b>Flower Color</b>	Blue		
<b>Flower Season</b>	Late Spring, Early Summer		
<b>Sun</b>	Full Sun, Light Shade		
<b>Soil</b>	Moderately fertile, moist yet well-drained		
<b>Climate Zones</b>	5,6,7,8,9		

Willow-like foliage is topped with pale blue star-shaped flowers in the spring. The light green foliage turns a beautiful golden-yellow in the fall. A low maintenance perennial and easily grown.



<b>Common Name</b>	Cardinal Flower		
<b>Botanical Name</b>	<i>Lobelia cardinalis</i> 'Queen Victoria'		
<b>Classification</b>	Flower, Perennial		
<b>Height</b>	48" (1.2 m)	<b>Width</b>	4' (1.2 m)
<b>Color</b>	Bright scarlet		
<b>Flower Color</b>	Red		
<b>Flower Season</b>	Summer		
<b>Sun</b>	Full Sun, Light Shade		
<b>Soil</b>	Well-drained, moist, rich		
<b>Climate Zones</b>	4,5,6,7,8,9		

Vigorous perennial with showy deep red flowers on spikes that rise above crisp saw-toothed burgundy leaves. Often short-lived though selfseeding perpetuates display. Grow in border, natural areas.



<b>Common Name</b>	Dicentra, Bleeding Heart Pink		
<b>Botanical Name</b>	<i>Dicentra spectabilis</i>		
<b>Classification</b>	Flower, Perennial		
<b>Height</b>	36" (90 cm)	<b>Width</b>	30" (75 cm)
<b>Color</b>	Green foliage		
<b>Flower Color</b>	Pink, White		
<b>Flower Season</b>	Early Spring, Spring, Late Spring, Early Summer, Summer, Late Summer		
<b>Sun</b>	Full Shade, Light Shade		
<b>Soil</b>	Fertile, humus-rich, moist but well-drained and well mulched		
<b>Climate Zones</b>	3,4,5,6,7,8,9		

Dainty heart-shaped, pink flowers. Suitable for cutting. Great alone or in mixed shady beds.



<b>Common Name</b>	Rudbeckia, Goldsturm		
<b>Botanical Name</b>	<i>Rudbeckia hirta</i>		
<b>Classification</b>	Flower, Perennial		
<b>Height</b>	24" (60 cm)	<b>Width</b>	2' (60 cm)
<b>Color</b>	Yellow		
<b>Flower Color</b>	Yellow		
<b>Flower Season</b>	Summer		
<b>Sun</b>	Full Sun, Light Shade		
<b>Soil</b>	Moist, well-drained, loam		
<b>Climate Zones</b>	3,4,5,6,7,8,9,10		

Easy to grow. Produces masses of golden daisy-like flowers with brownish centers on hairy stems. A popular favorite for sunny mixed beds and borders.



**Common Name** Purple Coneflower  
**Botanical Name** Echinacea purpurea 'Magnus'  
**Classification** Flower, Perennial  
**Height** 48" (1.2 m)      **Width** 1' (30 cm)  
**Color** Green leaves with pink flowers.  
**Flower Color** Pink  
**Flower Season** Summer, Fall  
**Sun** Full Sun  
**Soil** Moist to wet soil, well-drained/loamy, sandy or clay.  
**Climate Zones** 4,5,6,7,8,9  
 Flowers are showy, great for cut flowers and as dried flowers.




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**Common Name** Coreopsis Moonbeam  
**Botanical Name** Coreopsis verticillata  
**Classification** Shrub, Deciduous  
**Height** 18" (45 cm)      **Width** 18" (46 cm)  
**Color** Green leaves with yellow flowers.  
**Flower Color** Yellow  
**Flower Season** Summer  
**Sun** Full Sun  
**Soil**  
**Climate Zones** 3,4,5,6,7,8,9  
 Its has pale yellow flowers in great abundance above delicate, needlelike foliage.

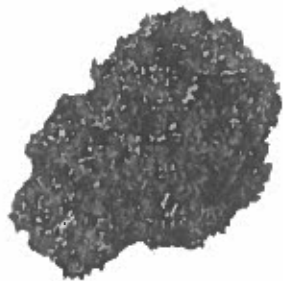



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**Common Name** Liatris  
**Botanical Name** Liatris  
**Classification** Flower, Perennial  
**Height** 24" (60 cm)      **Width** 2' (60 cm)  
**Color** Pink, lavender, or white  
**Flower Color** Pink, White, Lavender  
**Flower Season** Summer, Late Summer, Early Fall, Fall  
**Sun** Full Sun, Full Shade, Light Shade  
**Soil** Loamy, well-drained  
**Climate Zones** 4,5,6,7,8,9  
 Easy to grow. Produces feathery spike flowers popular in fresh or dried flower arrangements.  
 Looks great combined with ornamental grasses.

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<b>Common Name</b>	Indigo, Blue False		
<b>Botanical Name</b>	Baptisia australis		
<b>Classification</b>	Flower, Perennial		
<b>Height</b>	36" (90 cm)	<b>Width</b>	2' (90 cm)
<b>Color</b>			
<b>Flower Color</b>	Yellow, Orange		
<b>Flower Season</b>	Summer, Late Summer		
<b>Sun</b>	Full Sun, Light Shade		
<b>Soil</b>	Dry to medium wet soils		
<b>Climate Zones</b>	3,4,5,6,7,8,9		

This Indigo is a showy, tall grass treasured for its lush blue-green foliage and stunning deep blue, flowering spikes. Blooming in the summer, Baptisia has an enormous, deep reaching root system and is long lived, so give it a few growing seasons to reach the mature size.




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<b>Common Name</b>	Summersweet, Ruby Spice		
<b>Botanical Name</b>	Clethra alnifolia 'Ruby Spice'		
<b>Classification</b>	Shrub, Deciduous		
<b>Height</b>	5' (1.5 m)	<b>Width</b>	2' (60 cm)
<b>Color</b>	White, also shades of pale pink		
<b>Flower Color</b>	Pink		
<b>Flower Season</b>	Summer		
<b>Sun</b>	Full Sun, Full Shade, Light Shade		
<b>Soil</b>	Moist, acid, moisture retentive		
<b>Climate Zones</b>	3,4,5,6,7,8,9		

Medium size shrub with vertical branches produces 3-5 spires of tiny fragrant flowers in mid- to late summer. Deep green leaves grow 2-4" long, turn clear yellow in fall. Tolerates coastal climate. Use as accent, foundation planting, near ponds or along seashore.

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<b>Common Name</b>	Bush Honeysuckle		
<b>Botanical Name</b>	Diervilla lonicera		
<b>Classification</b>	Shrub, Deciduous		
<b>Height</b>	36" (90 cm)	<b>Width</b>	36"
<b>Color</b>	Green - orange, red and yellow in the fall		
<b>Flower Color</b>	Yellow		
<b>Flower Season</b>	Early Summer, Summer		
<b>Sun</b>	Full Shade, Light Shade		
<b>Soil</b>	Adaptable. Average moisture, well-drained.		
<b>Climate Zones</b>	3,4,5,6,7		

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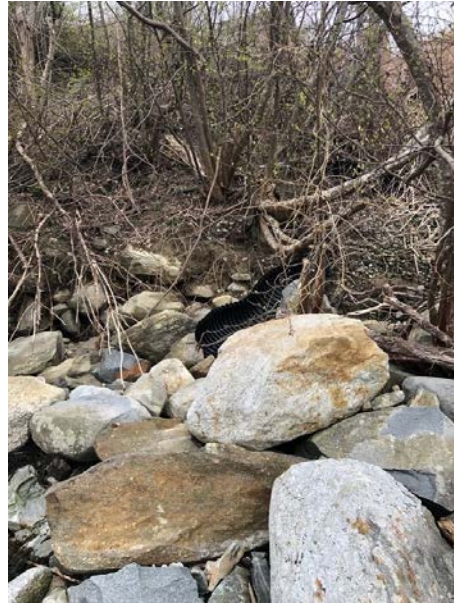
**Common Name** Witchhazel  
**Botanical Name** Hamamelis virginiana  
**Classification** Shrub, Deciduous  
**Height** 15' (4.5 m) **Width** 12'  
**Color** Green with yellow fall foliage  
**Flower Color** Yellow  
**Flower Season**  
**Sun**  
**Soil** Tolerates wet soils, well drained soil that may be clay based  
**Climate Zones** 4,5,6,7,8

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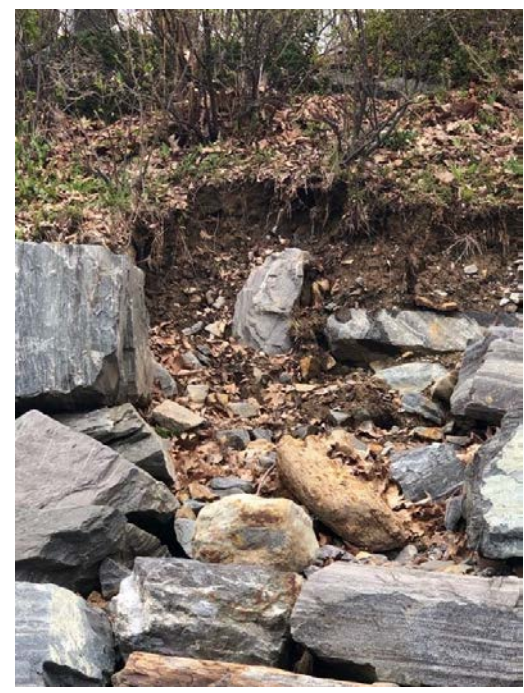
**Common Name** Blue Flag Iris  
**Botanical Name** Iris versicolor  
**Classification** Flower, Perennial  
**Height** 36" (90 cm) **Width** 2'  
**Color**  
**Flower Color** Blue, Purple  
**Flower Season** Spring, Early Summer  
**Sun** Full Sun, Light Shade  
**Soil** Moist to wet  
**Climate Zones** 3,4,5,6,7,8,9

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June 16, 2023

Northport Village  
c/o Celine Brewsher  
Via email: [cbewsher@clubztutoring.com](mailto:cbewsher@clubztutoring.com)

**Auditorium Park: Professional Services Proposal**  
Project 2023-0212

Dear Celine:

Thank you for the opportunity to present this proposal for professional services associated with the desired shoreline stabilization project located adjacent to Auditorium Park, Clinton Avenue, and North Avenue, Northport, ME. Services include surveying, schematic design, civil engineering, and permitting. This proposal is based on our recent phone and email conversations, site visit, and aerial views.

**PROJECT UNDERSTANDING**

We understand that you would like to stabilize the erosion that is taking place along the shoreline adjacent to the above-mentioned locations. These areas of shoreline are in differing states of erosion, vegetated cover, and/or old retaining walls, some stone and other debris. The toe of the slope and up above the elevation of storm surge and wave action should be armored with large stones over 6" blasted rock and geotextile fabric. In some locations, the stone may need to extend higher due to the steepness of the slope and to protect the structures above. There are also multiple access points that need to be evaluated and new stairs or access ways provided. All these locations are abutting privately owned shorelines with differing states of erosion or old walls that are also in need of repair or stabilization. We propose to complete an as built/topographic survey of the slopes, stairway locations, and shoreline, develop schematic design solutions for discussion and coordination with abutting properties. Once design solutions are selected for each location, we will proceed with a stabilization plan for the shoreline and prepare and submit all applicable permit applications.

**PROPOSED WORK SCOPE**

Based on the understanding outlined above, we propose to perform the following services:

**SURVEY (\$2,400.00)**

1. Collect detailed topographic survey data in the area where stabilization is proposed to support our stabilization design. This data will include features such as salt tolerant vegetation, exposed ledge, detail of eroding areas, and significant trees. We will also determine the location of the Highest Annual Tide (HAT) line and the Mean High Water (MHW) line and we will set an elevation benchmark.
2. Prepare an existing conditions plan showing the shoreline, approximate property lines, applicable setbacks and the features located during the topographic survey. Contours will be shown with a one-foot interval referenced to NAVD 88 and the bench mark will be shown on the plan.

**SCHEMATIC DESIGN AND PLANNING (\$3,400.00 - \$4,400.00)**

1. Review the results of the as-built survey.
2. Develop slope remediation and stabilization options with schematic plans.
3. Develop stairway and access options with schematic plans.
4. Client meetings to review design options and schematic plans.
5. Develop a preliminary construction estimate for the selected design options.

**CIVIL ENGINEERING (\$3,000.00 to \$4,000.00)**

1. Use the selected schematic design options as the basis for designing a shoreline stabilization plan.
2. Prepare multiple cross sections for the proposed stabilization work in order to best address the conditions observed on site.
3. Prepare a plan view showing the extents of stabilization and where each design section will be applied.
4. Conduct a site visit and coordinate the project.
5. The drawings we prepare will be sufficient for permitting and construction.

**PERMITTING (\$2,800.00)**

1. Prepare a full NRPA application for the DEP. This includes public notification and other requirements of the application process.
2. If the design includes impacts below the HAT (Highest Annual Tide), a permit application to the U.S. Army Corps of Engineers will be submitted.
3. Prepare and submit a building permit application to the Town of Northport.

**PROPOSED FEE**

Our fee range for the proposed professional services described above is \$11,600.00 to \$13,600.00, plus reimbursable expenses. Reimbursable expenses (MDEP application fee, Town of Northport building permit application fee, printing, postage, mileage, etc.) are not included in the budget; we estimate the reimbursable expenses to be up to \$800.00. This proposal is limited to the services described above. If we encounter any change in the description of services, we will communicate the amendment to the work scope and associated fee prior to completion.

**EXCLUSIONS**

In addition to the armoring (riprap) there will be new planting required above the elevation of the stone. G&D will identify these areas to be planted with native salt tolerant vegetation, however G&D will not develop a landscape plan or select specific plants. We can assist with coordinating that or hire a subconsultant to assist with landscape design.

**SCHEDULE**

The survey will be completed within 14 weeks of receiving approval to proceed with the services outlined in this proposal. After the survey has been completed, we will proceed with the civil engineering design and file the full NRPA permit with MDEP. If we do not receive an approval to proceed within one week of the date of this proposal, we may need to adjust the schedule.

**APPROVAL**

If you are in agreement with the proposed scope of work and associated fee for professional services, please sign your approval below, fill out the agent authorization form, and return both to our office.

Thank you for contacting us to provide a proposal for this work. If you have any questions, please feel free to contact us at (207) 236-4365.

Sincerely,

**Gartley & Dorsky Engineering & Surveying, Inc.**



William B. Gartley, P.E.  
President

By signing below, you are hereby agreeing to the terms and conditions of this proposal. Please keep a copy for your records as well.

**ACCEPTED BY:**

\_\_\_\_\_ Date \_\_\_\_\_  
Celine Bewsher for Northport Village Corporation

*Enclosures:*

*Fee Schedule*

*Agent Authorization Letter*

June 14, 2023

Northport Village Corporation  
c/o Celine Brewsher

Via email: [cbewsher@clubztutoring.com](mailto:cbewsher@clubztutoring.com)

**Bayview Park: Professional Services Proposal**  
Project 2023-0149

Dear Celine:

Thank you for the opportunity to present this proposal for professional services associated with the desired surveying and shoreline stabilization project located at Bayview Park, Northport, ME. Services include surveying, civil engineering, and permitting. This proposal is based on our recent phone and email conversations, site visit, and aerial views.

**PROJECT UNDERSTANDING**

We understand that you would like to stabilize the erosion that is taking place along the shoreline adjacent to Bayview Park. This area of shoreline is approximately 125 feet long with significant erosion at the toe of the slope. The vegetation is dominated by the invasive Knot Weed. The toe of the slope and up above the elevation of storm surge and wave action should be armored with large stones over 6" blasted rock and geotextile fabric. The Knot Weed should all be removed, and new native salt tolerant vegetation planted on the slope above the armoring. We propose to complete an as built/topographic survey of the slope, stairway location, and shoreline as well as design a stabilization plan for the shoreline. We will include the preparation and submission of all applicable permit applications.

**PROPOSED WORK SCOPE**

Based on the understanding outlined above, we propose to perform the following services:

**SURVEY (\$1,900.00)**

1. Collect detailed topographic survey data in the area where stabilization is proposed to support our stabilization design. This data will include features such as salt tolerant vegetation, exposed ledge, detail of eroding areas, and significant trees. We will also determine the location of the Highest Annual Tide (HAT) line and the Mean High Water (MHW) line and we will set an elevation benchmark.
2. Prepare an existing conditions plan showing the shoreline, approximate property lines, applicable setbacks and the features located during the topographic survey. Contours will be shown with a one-foot interval referenced to NAVD 88 and the bench mark will be shown on the plan.

**CIVIL ENGINEERING (\$2,200.00)**

1. Use the existing conditions survey plan as the basis for designing a shoreline stabilization plan.
2. Prepare multiple cross sections for the proposed stabilization work in order to best address the conditions observed on site.
3. Prepare a plan view showing the extents of stabilization and where each design section will be applied.
4. Conduct a site visit and coordinate the project.
5. Client meetings.
6. The drawings we prepare will be sufficient for permitting and construction.

**PERMITTING (\$2,400.00)**

1. Prepare a full NRPA application for the DEP. This includes public notification and other requirements of the application process.
2. If the design includes impacts below the HAT (Highest Annual Tide), a permit application to the U.S. Army Corps of Engineers will be submitted.
3. Prepare and submit a building permit application to the Town of Northport.

**PROPOSED FEE**

Our fee for the proposed professional services described above is \$6,500.00, plus reimbursable expenses. Reimbursable expenses (MDEP application fee, Town of Northport building permit application fee, printing, postage, mileage, etc.) are not included in the budget; we estimate the reimbursable expenses to be up to \$800.00. This proposal is limited to the services described above. If we encounter any change in the description of services, we will communicate the amendment to the work scope and associated fee prior to completion.

**SCHEDULE**

The survey will be completed within 14 weeks of receiving approval to proceed with the services outlined in this proposal. After the survey has been completed, we will proceed with the civil engineering design and file the full NRPA permit with MDEP. If we do not receive an approval to proceed within one week of the date of this proposal, we may need to adjust the schedule.

**APPROVAL**

If you are in agreement with the proposed scope of work and associated fee for professional services, please sign your approval below, fill out the agent authorization form, and return both to our office.

Thank you for contacting us to provide a proposal for this work. If you have any questions, please feel free to contact us at (207) 236-4365.

Sincerely,

**Gartley & Dorsky Engineering & Surveying, Inc.**



William B. Gartley, P.E.  
President

By signing below, you are hereby agreeing to the terms and conditions of this proposal. Please keep a copy for your records as well.

**ACCEPTED BY:**

\_\_\_\_\_ Date \_\_\_\_\_  
Celine Bewsher for Northport Village Corporation

*Enclosures:*  
*Fee Schedule*  
*Agent Authorization Letter*