



**July 15, 2023 – 8:00 a.m.**

**Special 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/83869814995?pwd=YnVtZTh2MmFjZVlFWWhHSVE2dHU1Zz09>

\*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**

- Recommendation to approve the corrected proposed 2024 budget and corrected August 8, 2023 Annual Warrant

**\*Written materials submitted.**

- Proposed 2024 General Budget
- August 8, 2023 Annual Warrant

**Northport Village Corporation  
2024 Proposed Budget**

	<b>2023 Budget Approved</b>	<b>2024 Budget Proposed</b>	<b>Change</b>
<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	\$485,924.00	\$79,484.00
<b>Total 4210 RE Tax Revenue</b>	<b>\$406,440.00</b>	<b>\$485,924.00</b>	\$79,484.00
<b>4230 Town of Northport Revenue</b>	\$25,000.00	\$25,000.00	\$0.00
<b>4235 Rent from Utilities</b>	\$3,000.00	\$3,000.00	\$0.00
<b>4240 Watercraft Registration Revenue</b>	\$3,000.00	\$4,100.00	\$1,100.00
<b>4245 Water Late Fee Revenue</b>			
<b>Total 4200 General Operating Revenue</b>	<b>\$437,440.00</b>	<b>\$518,024.00</b>	\$80,584.00
<b>4300 General Non-Operating Revenue</b>			
<b>4310 Interest Income (G)</b>	\$200.00	\$200.00	\$0.00
<b>4320 Community Hall Rentals</b>	\$1,500.00	\$1,000.00	-\$500.00
<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
<b>Total 4100 General Government Revenue</b>	<b>\$439,140.00</b>	<b>\$519,224.00</b>	\$80,084.00
<b>4999 Uncategorized Income</b>			\$0.00
<b>Total 4000 Revenue</b>	<b>\$439,140.00</b>	<b>\$519,224.00</b>	\$80,084.00
<b>Gross Revenue</b>	<b>\$439,140.00</b>	<b>\$519,224.00</b>	\$80,084.00
<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
<b>Total 6020 Contracted Services</b>	<b>\$35,050.00</b>	<b>\$36,550.00</b>	\$1,500.00
<b>6035 Finance Manager</b>			\$0.00
<b>6036 Bookkeeping</b>	\$6,806.50	\$6,806.50	\$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>	\$1,500.00
<b>6050 Auto Expenses</b>			
<b>6051 Auto Fuel Expense</b>			
<b>6052 Cruiser Fuel</b>	\$1,000.00	\$1,600.00	\$600.00
<b>6053 Truck Fuel</b>	\$2,000.00	\$2,000.00	\$0.00
<b>Total 6051 Auto Fuel Expense</b>	<b>\$3,000.00</b>	<b>\$3,600.00</b>	

<b>6055 Auto Repairs &amp; Maintenance</b>			
<b>6056 Cruiser Maintenance</b>	\$3,520.00	\$3,520.00	\$0.00
<b>6057 Truck Maintenance</b>	\$2,500.00	\$2,500.00	\$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
<b>Total 6050 Auto Expenses</b>	<b>\$15,370.00</b>	<b>\$25,970.00</b>	\$10,600.00
<b>6065 Community Events</b>	\$600.00	\$600.00	\$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
<b>6077 Income Protection Plan</b>	\$300.00	\$300.00	\$0.00
<b>Total 6075 Employee Benefits</b>	<b>\$1,300.00</b>	<b>\$4,972.00</b>	-\$3,672.00
<b>6080 Employee Salaries &amp; Wages</b>			
<b>6083 Lifeguard Wages</b>	\$8,100.00	\$11,600.00	\$3,500.00
<b>6084 Office Personnel Wages</b>	\$23,308.50	\$25,170.00	\$1,861.50
<b>6085 Police Wages</b>	\$13,100.00	\$10,100.00	-\$3,000.00
<b>6088 Village Agent Wages</b>	\$37,960.00	\$40,996.80	\$3,036.80
<b>6089 Village Officials Wages</b>	\$650.00	\$650.00	\$0.00
<b>6090 Winter Roads Wages</b>	\$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
<b>6095 Payroll Processing Expenses</b>	\$2,200.00	\$2,200.00	\$0.00
<b>6096 Payroll Tax Expenses</b>	\$5,500.00	\$5,500.00	\$0.00
<b>Total 6096 Payroll Tax Expenses</b>	<b>\$5,500.00</b>	<b>\$5,500.00</b>	\$0.00
<b>Total 6070 Employee Wages &amp; Benefits</b>	<b>\$92,118.50</b>	<b>\$101,188.80</b>	\$9,070.30
<b>6150 Information &amp; Notices</b>	\$3,250.00	\$3,250.00	\$0.00
<b>6160 Insurance</b>			
<b>6161 Property &amp; Casualty Insurance</b>	\$5,095.00	\$5,295.00	\$200.00
<b>6162 Workers Comp Insurance</b>	\$3,400.00	\$3,900.00	\$500.00
<b>Total 6160 Insurance</b>	<b>\$8,495.00</b>	<b>\$9,195.00</b>	\$700.00
<b>6170 Interest Paid</b>			
<b>6190 Legal &amp; Professional Services</b>			\$0.00
<b>6191 Auditing Services</b>	\$3,500.00	\$3,500.00	\$0.00
<b>6192 Engineering Fees</b>		\$36,000.00	\$36,000.00
<b>6193 Legal Fees</b>	\$2,500.00	\$2,500.00	\$0.00
<b>Total 6190 Legal &amp; Professional Services</b>	<b>\$6,000.00</b>	<b>\$42,000.00</b>	\$36,000.00
<b>6210 Licenses, Permits and Fees</b>			\$0.00
<b>6240 Membership Dues</b>	\$231.00	\$750.00	\$519.00
<b>6260 Office Supplies</b>	\$3,500.00	\$4,700.00	\$1,200.00
<b>6285 Postage</b>	\$550.00	\$300.00	-\$250.00
<b>6330 Repairs &amp; Maintenance</b>			
<b>6331 Building Repairs &amp; Maintenance</b>		\$5,000.00	\$5,000.00
<b>6332 Cleaning</b>	\$1,750.00	\$1,750.00	\$0.00
<b>6333 Grounds General Maintenance</b>	\$7,000.00	\$28,000.00	\$21,000.00

6334 Road Maintenance	\$37,000.00	\$21,000.00	-\$16,000.00
6336 Tree Maintenance	\$7,800.00	\$10,800.00	\$3,000.00
6337 Wharf & Floats Maintenance	\$41,000.00	\$35,000.00	-\$6,000.00
6342 General Repairs & Maintenance	\$3,550.00	\$3,550.00	\$0.00
6343 Library Operations & Maintenance	\$903.25	\$400.00	-\$503.25
<b>Total 6330 Repairs &amp; Maintenance</b>	<b>\$99,003.25</b>	<b>\$105,500.00</b>	<b>\$6,496.75</b>
6344 Safety Committee Operations	\$150.00	\$150.00	\$0.00
6345 Software	\$2,000.00	\$4,000.00	\$2,500.00
6360 Tax Collection Fees	\$8,225.00	\$9,724.00	\$1,499.00
6370 Training			
6371 Police Training	\$500.00	\$500.00	\$0.00
<b>Total 6370 Training</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$0.00</b>
6390 Uniforms, Equipment & Supplies			
6391 Lifeguard Uni/Equip/Supp	\$750.00	\$750.00	\$0.00
6392 Police Uni/Equip/Supp	\$750.00	\$3,250.00	\$2,500.00
<b>Total 6390 Uniforms, Equipment &amp; Supplies</b>	<b>\$1,500.00</b>	<b>\$4,000.00</b>	<b>\$2,500.00</b>
6400 Utilities			
6401 Electricity Expense	\$1,281.00	\$2,307.00	\$1,026.00
6402 Oil/Propane	\$1,000.00	\$1,000.00	\$0.00
6403 Hydrant Rental	\$5,600.00	\$6,500.00	\$900.00
6404 Propane			\$0.00
6405 Street Lights	\$10,000.00	\$11,516.00	\$1,516.00
6406 Telephone & Internet Expense	\$800.00	\$560.00	-\$240.00
6407 Water & Sewer	\$3,520.00	\$3,255.00	-\$265.00
<b>Total 6400 Utilities</b>	<b>\$22,201.00</b>	<b>\$25,138.00</b>	<b>\$2,937.00</b>
<b>Total 6000 Expenses</b>	<b>\$305,550.25</b>	<b>\$380,322.30</b>	<b>-\$74,772.05</b>
6800 Bond Expenses			
6812 2009 MMBB Bond Principal	\$32,613.00	\$33,984.00	\$1,371.00
6813 2009 MMBB Bond Interest	\$2,078.00	\$706.86	-\$1,371.14
6816 2013 MMBB Refinance Bond Principal	\$5,534.50	\$5,867.20	\$332.70
6817 2013 MMBB Refinance Bond Interest	\$3,263.50	\$2,923.44	-\$340.06
6818 2015 BHBT Bond Principal	\$19,573.00	\$20,788.80	\$1,215.80
6819 2015 BHBT Bond Interest	\$2,492.00	\$1,275.76	-\$1,216.24
6820 2021B MMBB Bond Principal	\$45,161.00	\$44,680.32	-\$480.68
6821 2021B MMBB Bond Interest	\$12,874.00	\$18,651.78	\$5,777.78
<b>Total 6800 Bond Expenses</b>	<b>\$123,589.00</b>	<b>\$128,878.16</b>	<b>\$5,289.16</b>
<b>Total Expenditures</b>	<b>\$429,139.25</b>	<b>\$509,200.46</b>	<b>\$80,061.21</b>
<b>Net Operating Revenue</b>	<b>\$10,000.75</b>	<b>\$10,023.54</b>	<b>\$22.79</b>
Other Expenditures			
7100 Contingency Expenses	\$10,000.00	\$10,024.00	\$24.00
9999 Uncategorized Expenses (deleted)			
<b>Total Other Expenditures</b>	<b>\$10,000.00</b>	<b>\$10,024.00</b>	<b>\$24.00</b>
<b>Net Other Revenue</b>	<b>-\$10,000.00</b>	<b>-\$10,024.00</b>	<b>-\$24.00</b>
<b>Net Revenue</b>	<b>\$0.75</b>	<b>-\$0.46</b>	<b>-\$1.21</b>

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

To the Presiding Police Officer or Designated Agent 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 2:00 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**

Contracted Services	\$	43,356
Auto Expenses	\$	25,970
Employee Wages and Benefits	\$	101,189
Administration (ref. Note 1)	\$	32,519
Legal and Professional Services	\$	42,000
Repairs and Maintenance	\$	105,500
Protection and Safety (ref. Note 2)	\$	4,650
Utilities	\$	25,138
Long Term Debt Service (Bond Expense)	\$	128,878
Other Expenditures	\$	10,024

<b>Total Expenses</b>	<b>\$</b>	<b>519,224</b>
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<b>Total Funds to be Raised</b>	<b>\$</b>	<b>519,224</b>
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Note 1: Administration category includes: Community Events, Information and Notices,

Insurance, Membership Dues, Office Supplies, Postage, Software, and Tax Collection Fees.

Note 2: Protection and Safety category includes: Safety Committee Operations, Police Training, and Police and Lifeguard Uniforms/Equipment/Supplies.

*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 voted to raise, appropriate, and expend funds for the Northport Village Corporation in the amount of \$12,000 for wharfs/floats maintenance, \$6,000 for Village roads, \$3,500 for Parks, and \$3,500 for two days of additional lifeguard coverage (\$25,000 total) for municipal services provided by the Village that benefit the Town. The NVC also expects to raise \$8,300 from other revenue (Rent from Utilities, Community Hall Rental, Watercraft Registration fees, and Interest Income). The balance (\$485,924) is to be raised from the Northport Village Corporation 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 \$485,924 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	\$2,469,948
B.	Total bonds authorized and unissued.	\$ 906,440
C.	Bonds to be issued if this article is approved	\$ 985,924
D.	[NOTE: This bond would replace \$406,440 of the sum included in line B]	<u>(\$ 406,440)</u>
	<b>TOTAL</b>	<u><b>\$ 3,455,872</b></u>

#### **2. Costs**

At an estimated rate of 7% (seven percent) for a term of one year, the estimated costs of this bond issue will be:

Principal:	\$ 485,924
Interest:	<u>\$ 34,015</u>
<b>TOTAL DEBT SERVICE:</b>	<u><b>\$ 519,939</b></u>

### 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 \$1,000,000 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 \$1,000,000 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 12/31/2022	\$2,469,948
B.	Total bonds authorized and unissued	\$ 985,924
C.	Bonds to be issued if this article is approved	\$1,000,000
	[NOTE: This bond would replace \$500,000 of the sum included in line B]	(\$ 500,000)
	<b>TOTAL</b>	<b><u>\$3,955,872</u></b>

#### 2. Costs

At an estimated rate of 7% for a term of 20 years, the estimated costs of this bond issue will be:

Principal:	\$1,000,000
Interest:	\$ 70,000

Total Debt Service:

\$1,070,000

### **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, 2023, 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 \$1.6M 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 therefore 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 two Overseers for the NVC for three-year terms and a Treasurer for a term of three years.

**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 15, 2023

### **Northport Village Corporation**

Janae Novotny, President

Maureen Einstein, Clerk

Gwendolyn Huntoon, Treasurer



**BOARD OF OVERSEERS**

Celine Bewsher \_\_\_\_\_

Brady Brim-DeForest \_\_\_\_\_

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, 2023 Annual Meeting. Current annual financials and Auditor's Report will be provided at the Annual Meeting.