



**August 13, 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/84900399782?pwd=ckdld0FDMncycWxINVM2VS9nbFY3Zz09>



\*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 July 9, 2023 meeting minutes\*
- Approval of July 15, 2023 special meeting minutes\*
- Village Agent Report\*
  - Consideration of request by Janet and Tom Duggan to access the boat ramp and beach for repairs to their seawall at 1 Park Row.\*
  - Consideration of request by Sandra Butters to access Merithew Square Park to remove a cottage chimney.\*
- Office Manager's Report\*
- Treasurer's Report\*
- President's Report
  - Recommendation regarding dedication of the Annual Report.
- Parks & Trees Committee/Tree Warden\*
  - Recommendation to approve expenditure of \$450 for removal of a pine tree on Main Street.
  - Recommendation to approve expenditure of \$3,000 for removal of dead ash tree, leaving the stem, at the base of Ruggles Park, next to the small watercraft storage area.
  - Recommendation to approve the expenditure of \$1980 for Brown Tail Moth treatment in Auditorium Park and Blaisdell Park.
- Finance Committee
  - While respecting the Overseers July 9, 2023 approval decision for the Upper Bayview Park Garden donation, the Finance Committee recommends the approval of this significant donation be rescinded and revisited upon the Overseers approval of the formal NVC Policy for Acceptance of Donations. Upon approval of the policy, the necessary information applicable to this donation may then be appropriately documented in accordance with the policy criteria and applicable checklist requirements.
- Governance Committee and Finance Committee
  - Recommendation to adopt a proposed Policy for Acceptance of Donations.

**Discussion**

- Oversight and maintenance of playground structure area.

**Town Liaison Report**

**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
- Adjourn

\*Written materials submitted.

- Draft July 9, 2023 Overseer Meeting Minutes
- Draft July 15, 2023 Overseer Special Meeting Minutes
- August 2023 Village Agent Report
- August 2023 Office Manager Report
- Duggan application for Village property access
- Butters application for Village property access
- Treasurer's Report
- Parks and Trees Committee meeting minutes
- Governance Committee meetings minutes
- Finance Committee report.
- Infrastructure Committee (grant application).

**Draft Minutes Northport Village Corporation  
Board of Overseers  
Sunday, July 9, 2023**

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

**Comments by Members of the Public – No Comments**

**Business Meeting**

The meeting was called to order at 8:02 a.m.

**Approval of June 11, 2023 Overseers Meeting**

Janae N. asked if there were any questions or comments on the minutes of the June 11, 2023 meeting. Hearing none, she recommended the Board approve the minutes.

**Brady B. moved, seconded by Jeffrey W., to approve the minuets of the June 11, 2023 Board of Overseers meeting. Voted: Unanimous.**

**Village Agent Report – Bill Paige**

Bill P. referred the Overseers to his written report circulated prior to the meeting. He also stated that the overflow parking in Cradle Row is working.

**Treasurer’s Report – Wendy Huntoon**

Discussion and Approval of the 2024 Budget.

Wendy H. explained the Budget and suggested changes. The tax increase for 2023 was 18%; tax increase for 2024 will be approximately 19%.

**Jeffrey W. moved, seconded by Michael T., adoption of the 2024 Budget with additions to include \$6000.00 for landscape architecture, \$200 for Insurance and \$124 for tax increases for a total of \$518,024,00. Voted: Unanimous.**

**President’s Report – Janae Novotny**

Recommendation to approve August 8, 2023 Annual Warrant, consistent with the approved proposed 2024 Budget.

After discussion, the Overseers recommended to amend the Warrant as follows:

- To change the opening sentence from the “Presiding Police Officer” to *Presiding Police Officer or designated agent for the Northport Village Corporation* to post the Annual Warrant.
- If the weather is inclement as of 2:00 p.m. the location for the meeting will be at the Community Hall.

- 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 NVC and/or expend funds from accumulated surpluses, a principal amount not to *exceed \$518,000 in anticipation of 2024 taxes...*”
- “At an estimated rate of 7% for a term of one year, the estimated costs of this bond issue;”
- Article 6 – To borrow on behalf of the Northport Village Corporation a principal amount not to exceed *\$1,000,000*. This amount was increased from \$500,000 in the 2022 Warrant for replacement and repair of Community Hall, Wharf, etc. This amount is for catastrophic purposes.
- Place the Overseers’ signatures in alphabetical order.

**Brady B. moved, seconded by Judy M., to approve the August 8, 2023 Annual Warrant as verbally amended and consistent with the approved proposed 2024 Budget. Voted: Unanimous.**

Recommendation to approve Facility (Community Hall and Bayview Park) Use Requests.

**Judy M. moved, seconded by Celine B., to approve the two submitted requests from Carolyn Treadwell and Bayside Arts. Voted: Unanimous**

Request for Community Hall wifi access for Genealogy Workshop.

Brady B. noted that there would be no additional cost to the Village for “guest” wifi access.

**Michael T. moved, seconded by Celine B., for the Village to set-up “guest” wifi access. Voted: Unanimous**

Brady B. will be setting up the “guest” wifi access.

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

The Committee determined that there would be no significant impact on the view of residents in upper Bayview Park. Pictures mapping the garden were given to the Overseers.

The Committee recommended to approve the gift from the Kazilionis family of a garden in upper Bayview Park. A thorough and lengthy discussion ensued with input from Overseers, the Treasurer Wendy Huntoon and Finance Committee Chair and Overseer Fred Lincoln regarding the pros and cons of the proposed garden installation.

**Judy M. moved, seconded by Michael T., to approve the Proposal for the garden on the following conditions: 1) that the Kazilionis family comply with the Donation Policy that will be adopted at the next Overseers meeting, 2) that the Kazilionis family sign a written contract including their commitment to plant and maintain the garden for ten years and to pay to remove and resod the area if they decide not to maintain the garden after ten years, and 3) that the Kazilionis family agree to work with and be subject to the guidance of the Parks & Trees Committee. Voted: Six in favor, (Bewsher, Brim-Deforest, Matthews, Metcalf, Tirrell, Wilt) ; one opposed (Lincoln).**

The Governance Committee will work with Parks & Trees Committee to prepare draft documents for their signature.

Recommendation to authorize removal of invasive plants at the Bayside Library.

**Vicky M. moved, seconded by Brady B. to authorize removal of invasive plants at the Library. Voted: Unanimous**

Recommendation to approve the purchase of soil and mulch.

The mulch and soil are for the six trees the Committee has been taking care of. The estimated cost is between \$350-\$400.

**Brady moved, seconded by Jeffrey W., to approve the purchase of soil and mulch. Voted: Unanimous.**

Vicky M. also noted that the Green's Tree Service will be removing the tree on Griffin and George and the tree in lower Auditorium Park, weather dependent. They will also be looking at other trees in the Village brought to the Committee's attention.

Shore Road & Bluff Road connector deeded to the Village by the Samway family. The Committee has sent letters to the abutters, and is in the process of trying to define the boundaries before any work/clearing is started.

#### **Town Liaison – Jeffrey Wilt**

The Town of Northport dangerous building hearing regarding the Butters cottage in Merithew Square Park has been rescheduled to August 14, 2023.

#### **Nordic Update – Michael Lannan**

To date, Upstream Watch has petitioned that the permits issued to Nordic be revoked, rather than suspended, as requested by Nordic. Upstream Watch and Harriet Hartley have filed briefs with the DEP however, the case continues to remain in the court system. The NVC's interests continues to focus simply on not polluting our drinking water, not polluting the Bay, as it impacts the village, and protecting our air quality and available energy. DEP has agreed to continue to require water quality testing.

#### **Finance Committee – Fred Lincoln**

Referred the Overseers to his written report.

#### **Governance – Judy Metcalf**

The Committee will be posting a meeting for Sunday, July 16, to look at the changes to the Zoning Ordinance and will be reviewing the Donation Policy to be presented to the Overseers at their August meeting.

#### **Utilities – Jeffrey Wilt**

There were no exceedances in June. The numbers for BOD and suspended solvents are trending down with the use of all three tanks for pumping. This trending will impact the Committee's decision to remove or not remove the sewer moratorium in October.

#### **Infrastructure – Celine Bewsher**

The Committee met on Sunday, June 25 on the dock for a "walking tour" of Village infrastructure to develop the Committee's Mission Statement.

Celine B. continues to work with the Town and rewriting drafts for the Community Resilience Partnership Grant. Also included in this grant application are parts of Shore Road/Kelly Cove. It is a no-match grant of up to \$50,000. If we receive the grant, these funds will help finance the engineering work, which is the first step in any shoreline stabilization project. The engineering work is the primary focus for the coming year. The grant was submitted on Friday, July 10.

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

The Committee has been asked to reinforce the understanding of the state law prohibiting drinking alcohol in public parks. The Committee will put out an announcement reminding folks of various safety issues and Maine law regarding drinking alcohol in public parks.

#### **Waterfront – Brady Brim-Deforest**

The Committee is focusing on new signage on the boat float that are specific to the use of dinghies. “No Wake” buoys are on schedule and arriving at the end of the month. The Committee will continue to look at mooring fees that are set by the Town of Northport and Northport Harbormaster.

#### **Communications – Michael Tirrell**

The Annual Report will be going to the printer at the end of the week. Work continues on the Village website for measures to enable everyone to be able to navigate the site easily.

#### **Technology – Brady Brim-Deforest**

GWI has connected the Village Office to fiber optic internet. A video conferencing system has arrived which will improve audio and visual on Zoom meetings, etc. and will be installed in the next few weeks.

#### **Executive Session**

The Overseers went into Executive Session at 10:04 a.m.

The Overseers returned from Executive Session at 10:09. There was no action to report out.

#### **Adjournment**

The meeting was adjourned at 10:09.

Respectfully submitted,

Maureen “Beanie” Einstein, Clerk

Janae Novotny, President

**Draft Minutes Northport Village Corporation  
Board of Overseers  
Special Meeting – July 15, 2023**

Overseers and Officers present: Celine Bewsher; Brady Brim-Deforest; Fred Lincoln (via Zoom); Vicky Matthews; Judy Metcalf; Michael Tirrell (via Zoom); Wendy Huntoon, Treasurer; and Janae Novotny, President.

**Comments by members of the public: None.**

The meeting was called to order at 8:00 a.m.

Fred L. explained that during the July 9, 2023 Overseers meeting, a single miscalculation occurred when the Overseers reached the \$518,024 proposed 2024 budget total that was approved at that meeting. The approved amount inadvertently omitted \$1200 in Non-Operating Income shown in the budget file and worksheet provided for the July 9 meeting.

Janae N. explained that as a result, the Overseers need to approve the corrected NVC Proposed 2024 budget and 2023 Annual Warrant, as presented to the Overseers and attached to these minutes. The corrected documents presented reflect the correct budget total of \$519,224.

**Brady B. moved and Michael T. seconded a motion to approve the proposed 2023 budget and 2023 Annual Warrant as presented. Voted: Unanimous.**

The meeting was adjourned at 8:03 a.m.

Respectfully submitted,

Janae Novotny, President

**Treasurer's Report**  
**08/13/2023**

- **Warrants and Monthly Reports**
  - July warrants are provided under separate cover. Thank you to Trish for the new format.
  - Bank Statements have not yet been downloaded.
  - Bank balances as of 08/10/2023 were provided separately to the Overseers, Officers and NVC Staff.
  - Budget vs Actuals are provided in draft form to the Overseers. A more formal mechanism for providing these monthly will be developed.
- **2024 Approved Budget**
  - 2024 budget was approved at the Annual Meeting and will be entered into QBO.
  - An error was identified in Article 6 in the 2024 Annual Warrant and a correction will be issued.
- **Bookkeeping**
  - Cleanup of the 2024 monthly reports continues with just a draft of the Budget vs Actuals provided to the Overseers for the August meeting.
  - Work continues identifying and correcting data entry and other errors in the general ledger so that regular, accurate reports can be provided.
- **NVC Business Office Functions**
  - Office Manager, Treasurer, President, and Finance Committee chair met to discuss making business functions more efficient.
- **Audit**
  - Wilke & Associates provided a list of information that is needed to reconcile the 2021 general ledger.
  - The Treasurer has agreed to look at the 2021 due to/to from in order to help identify corrections that are needed to the general ledger in support of the 2021 audit.



**Northport Village Corporation  
Village Agent Report  
August 13, 2023 Board of Overseers Meeting**

**Action requested**

**Parks**

- Ruggles Park playground. Playground needs more chips – in addition to what we recently put down. The chips used on the playground are made in Canada. Looking into whether we can buy them directly, instead of buying from the playground structure company. 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 and the report given to Prock Marine to provide a cost estimate for needed repairs.
- Signage: Signage regarding swimming safety ordered. Temporary signs posted. Boat float and fishing signs being worked on.
- 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 if NVC supplies the paint.

**Roads**

- Pleasant Street: Budgeted Pleasant Street repair work will start the week of August 20-26.
- General road maintenance: Completed. Rented a roller to compact the regraded streets and they have held up so well in recent rainstorms that we plan to do it again next year.
- 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**

- **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.

- 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 in September or October.
- Truck and sander: Sander has been repaired. I have ordered new blades for the snowplow (estimate \$800), and the plow will be serviced when the new blades arrive and are installed. Blades are backordered.
- I continue to field calls from private contractors working throughout the Village on current and planned projects in the Village.
- I continue to deal with various villagers with issues they want addressed.
- Cradle Row: Still waiting for Overseers’ decision for a plan, money and new signage for planned future Cradle Row/Grove Street use.
  - If Cradle Row will continue to be used for parking, we need to prune trees. A villager recently notified us that a falling tree limb damaged their car when it was parked in Cradle Row.
  - 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 relocated to the correct position.

Submitted by Bill Paige, Village Agent.



### **Office Manager's Report**

I have now been with NVC for 12 weeks – time really flies!

Shiloh gave a 2-week notice, and her last day is Friday, 8/11/23.

She has found a new job with lots of room to grow. We sorry to see her go but are very happy for her!

### **Accomplishments**

- The office got a facelift! Shiloh, Bill and I worked on cleaning, organizing and painting the office. Old files have been organized and moved upstairs to storage under the stage. 2020 and 2021 files are stored downstairs in the locked green cabinet in the hall. 2022 and current files are in the office in our new/used filing cabinets. This organization has given the office a much needed, more space. We were able to get used filing cabinets, desks and chairs, at no charge from a local office that was closing. Fred Lincoln donated a new printer/copier, an office refrigerator and microwave. Brady Brim-DeForest donated 2 MacBook Air computers. The office staff feels that the new equipment and set up is much easier and more comfortable to work in. Thank you to everyone who helped in any and every way!
- The Village Agent, Bill, has been of great assistance in helping learn the ropes here at the Village. He has driven me around to help me get the “lay of the land” (which I still haven’t completely learned) and introduced me to many residents. We have spent some time figuring out how to organize and work out office duties etc. to be the most efficient. I can’t thank Bill enough for all his help!
- Amy has also been very helpful and full of useful knowledge to make my transition easier.
- Shiloh has been very helpful in showing me how she does her filing, both electronically and in the filing cabinets. Together we boxed up old files and set up the new filing cabinets in an organized manner. Now that she is moving on, she has typed up a useful list of the things she does and how she does them, along with any passwords etc. associated with these tasks.
- Personnel files have been organized and are kept in a secure filing cabinet. Emphasis on making sure the file is complete, with correct and appropriate tax forms, I-9 compliance and job appropriate training and compliance certificates.
- Prepared an SOP to begin paying all the bills from the warrants here in the office instead of P&A using the Bangor Savings Bank Bill Payer. I have created a “Check Template” so that all checks will be printed to achieve a more professional appearance. This will begin with the August bills/September warrant.
- Created a regular cleaning schedule to make the office and meeting room have a more professional appearance.
- Set up a “Business Acct” for Amazon so we don’t pay sales tax. Corrected the Staples Acct so we don’t pay sales tax.

## **Ongoing Projects**

- Getting down to the nitty gritty of office organization, to make working and having information easy to find and seamless between all staff members.
- Working with the President and Overseers to prepare for the Annual Meeting
- Talking and working with some local banks to see if we can get a better return (revenue interest) on our deposits. The Finance Committee discussed this at their last meeting, and I believe will have a recommendation.
- Working on coming up with a better, easier, more reader friendly solution to budgets, paying bills, and providing financial reports. I have found significant errors in the transfer of one bank account to another in paying the bills. I will be preparing a complete presentation of the problem and the solution I have come up with.
- P&A Issues have been addressed and for the most part, the corrections have been made. This is an ongoing process, and I will continue to work closely with them.
- I have been learning the basics on Water and Sewer billing.
- I've met Chuck Applebee and am looking forward to learning more about what he does and how I can be of assistance.

## **Recommendation:**

I recommend that we hire 5 Star Cleaners (a local cleaning company in Belfast) to do the cleaning of the downstairs of the community building. Recently, the Office Assistant has been doing the cleaning. Since Shiloh is no longer with us, we need to find a cleaning solution.

The quote is \$280 a month for once-a-week cleaning. In the summer, we have constant traffic in to use the restroom. In the winter there is snow, salt and sand being tracked in. Because of the usage, it was highly recommended to have cleaning done once a week and I agree completely. The cost fits well within, even below our budget. I would request you authorize hiring 5 Star Cleaners to begin the cleaning, once per week, next week.

Respectfully Submitted  
Patricia "Trish" Parker  
Office Manager

*Trish Parker*

## Application for Use of Village Property for Construction Activity

Owner Name: Tom & Janet Duggan Owner Phone: 917-975-8865

Owner Mailing Address: 15 North Way, Chappaqua, NY 10514 Owner Email: tedugganlaw@aol.com

Bayside Property Address: One Park Row

Village Property Impacted: Beach

Contractor Name: Prock Marine Contractor Phone: 207-691-3000

Contractor Address: 67 Front St, Rockland Contractor Email: devin@prockmarinecompany.com

Have you or your contractor met with the Village Agent to discuss the project: ☒ Yes ☐ No

Provide a brief description of the nature of the proposed use of Village land (description of equipment to be used, type of materials to be stored, duration of storage needs, method of egress to Village land, whether alternatives have been explored, etc.). Attach additional pages as necessary.

Project will take 2-3 days, will require passage across the beach to the property adjacent to the north of the beach area. It is a repair and maintenance to the seawall so impact is minimal.  
Rip rap will be offloaded onto a mat at the landing area. Area will be cleaned up when job is complete.  
Job is scheduled to be done after October 20 and before Thanksgiving.

Explain why no commercially feasible alternative to the use of public land exists. Attach additional pages as necessary.

Contractor requests that access be granted in this way since it is so close to landing. Owner wants work complete by the onset of winter and other means are not available within timeframe and are cost prohibitive

### Required Submittals Attached:

- ☐ Timeline for Proposed Use
- ☐ Drawings
- ☐ Any Required Permits (e.g., DEP), If Already Received no permit required ☒

Northport Village Corporation Use Only:

Village Agent: ☐ Approved ☐ Disapproved Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Board of Overseers: ☐ Approved ☐ Disapproved Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Tax Parcel of Homeowner's Property: \_\_\_\_\_

Conditions of Use to Be Incorporated into License and Indemnification Agreement):

Deficiencies of Application and Conditions to be Satisfied Before License and Indemnification Agreement Is Provided:

### Application for Use of Village Property for Construction Activity

Owner Name: Sandra Butters Owner Phone: (207) 356-7659

Owner Mailing Address: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Bayside Property Address: 9 North Ave. Northport, ME

Village Property Impacted: Merithew Square Park

Contractor Name: Chris Higgins Contractor Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Have you or your contractor met with the Village Agent to discuss the project: ☒ Yes ☐ No

Provide a brief description of the nature of the proposed use of Village land (description of equipment to be used, type of materials to be stored, duration of storage needs, method of egress to Village land, whether alternatives have been explored, etc.). Attach additional pages as necessary.

Contractor who I have hired to remove a chimney from my cottage will need to drive across the land in front of the cottage for completion of work. Possibly

Explain why no commercially feasible alternative to the use of public land exists. Attach additional pages as necessary.

The left side of my cottage doesn't have access to a driveway or road.

#### Required Submittals Attached:

- ☐ Timeline for Proposed Use
- ☐ Drawings
- ☐ Any Required Permits (e.g., DEP), If Already Received

Northport Village Corporation Use Only:

Village Agent: ☐ Approved ☐ Disapproved Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Board of Overseers: ☐ Approved ☐ Disapproved Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Tax Parcel of Homeowner's Property: \_\_\_\_\_

Conditions of Use to Be Incorporated into License and Indemnification Agreement):

Deficiencies of Application and Conditions to be Satisfied Before License and Indemnification Agreement Is Provided:

Parks and Trees Committee Meeting Minutes  
July 5, 2023

Present : Victoria Matthews, chairperson, Lisa Fryer, Bette Woolsey, John Woolsey, Alma Homola, Patricia Campbell and Shannon Blaisdell

The meeting began with a review of the committee's assessment of view obstruction of the proposed garden in Upper Bayview Park. John Woolsey presented a site map he had prepared and read a statement addressing previously stated objections to the garden. A vote was taken and passed for the committee to recommend going forward with the garden as outlined in the proposal.

A discussion about the removal of the remains of the willow tree at the library proceeded with several people stating that they would like the remains of the tree to stay as growth was sprouting. The tree is on Town of Northport property and the town has made the decision to remove the tree. The chairperson recommended that the residents with concerns contact the town manager to discuss alternatives. Alma Homola agreed to contact the town manager.

Planned work to be completed in lower Bayview Park will be managed by John Woolsey and Shannon Balaisdell. This is to include the removal of a barberry shrub and flowering quince. Both are overgrown and on the invasive plant list for Maine.

Vicky reported that letters have been sent to the 3 resident abutters to the Shore/Bluff path. Vicky and Lisa spoke with Tim Samway in an effort to get a better understanding of where the property lines were. Don Webster agreed to try to define the property lines.



# PARKS AND TREES COMMITTEE/TREE WARDEN REPORT - August 13, 2023

## TREE MAINTENANCE

1. Tree at Griffin and George removed - cost \$1600
2. Tree at Auditorium Park removed - no invoice at this time - expect it to be approx \$3500.00
3. Examined several trees questioned by Bill Paige and residents:
  - A. Tree between Melone's and Crowley's at George and Griffin is healthy - could be pruned and wired for \$1500
  - B. Tree next to LoJak property on Clinton is healthy - no treatment
  - C. Pine trees on Main Street. One is healthy, just dropping needles. The other is dead. Removal cost - \$450.00
  - D. 2 trees at bottom of Ruggles by kayak storage - one is healthy the other is dead and since it has significant greenery growing on the trunk it is suggested to remove the top and leave the "stem". - cost \$2500 - \$3000.

There is a tree that is dead across the road from the library that some feel should be removed. I believe this would be a tree the town would have to remove.

There has been an incident of a falling limb in Cradle Row that damaged a car. I recommend the Infrastructure Committee develop a plan for Cradle Row and determine which trees they would like removed, if any, to fit their plans.

## TREE TREATMENTS

Hawkes Tree Service walked the parks with Bette Woolsey and me. We identified trees that needed treatment for Brown Tail Moth. Their fee is based on the diameter of the tree.

Auditorium Park - 1 tree - \$ 954.00  
Blaisdell Park - 11 trees - 1026.00

**TOTAL \$1980.00**

## EMERALD ASH BORER TREATMENT

Ruggles Park - 2 trees with double stems - \$1296.00  
Blaisdell Park - 11 trees \$ 360.00

**Total \$1656.00**

## **NVC Finance Committee Meeting (Hybrid) – August 6, 2023**

Attendees: Committee members Fred Lincoln (Chair), Wendy Huntoon (NVC Treasurer), Janae Novotny (NVC President), Brady Brim-DeForest (Overseer), Bill Cressey, and Jeff Magee. The committee was pleased to also welcome NVC Governance Committee members Judy Metcalf and Dan Webster in attendance.

Published agenda items for this meeting focused on two unrelated topics – the draft NVC Donations Policy and Checklist status (in working collaboration with the Governance Committee), and a discussion of NVC's Interest bearing bank accounts. Upon calling the meeting to order at 11:00 a.m. (eastern) at the Community Hall, Fred emphasized the agenda focus and objective for reasonably keeping the meeting time to one hour.

### **NVC DONATIONS POLICY AND CHECKLIST**

Important progress has been made over the past month with the Draft policy and corresponding checklist document in process, intended for eventual presentation to the NVC Board of Overseers for approval.

Looking back to the June 26<sup>th</sup> Finance Committee meeting, the committee members had leveraged an earlier draft policy and checklist provided by Governance for a comprehensive review. The following events occurred following the June 26 Finance meeting:

- The Finance Committee responded to Governance in early July with several suggested changes to the earlier draft policy and checklist document.
- Governance considered Finance's changes and developed an updated policy and checklist, also reflecting further refinement from Governance. The updated draft document was returned to Finance later in July for additional review.
- Prior to the Aug. 6<sup>th</sup> Finance Committee meeting, the NVC Governance Committee met earlier that same morning with the Finance Committee Chair in attendance. Further revisions to the policy/checklist document were collaboratively discussed in advance of the Finance Committee's 11 a.m. scheduled meeting.
  - On a related subject, the Governance Committee forwarded a preliminary draft of the Upper Bayview Park Garden conditional donation proposal at the meeting, requesting this also be shared with the Finance Committee today for feedback (a conditional approval of this donation by a majority of NVC Overseers occurred at the July Overseers meeting).
- The Finance Committee later welcomed the Governance Committee Chair and another Governance committee member to the 11 a.m. Finance meeting, whereupon an effective review and update to the latest draft policy and checklist document was performed. Governance agreed to provide an update of the policy revisions to the Finance Chair by Aug. 7<sup>th</sup>, for the Finance committee's opportunity to concur or offer further feedback to the updated policy in the coming week.
  - Regarding the review of the preliminary Upper Bayview Park Garden conditional donation proposal received earlier that morning, members of the Finance Committee felt the language was flawed and currently exposes significant future financial risk to NVC taxpayers. Governance indicated that the document as it currently stands was not yet ready for final consideration.
  - **While respecting the Overseers 07/09/2023 decision on the upper Bayview Park Garden donation, the Finance Committee recommends the Overseers consider rescinding their earlier approval of this significant donation and that it be revisited upon approval of the formal NVC Policy for Acceptance of Donations. Upon approval of the policy, the necessary information applicable to this donation may then be appropriately documented in accordance with the policy criteria and applicable checklist requirements. Availability of this detailed information will enable the Overseers to make a fully informed decision when the donation is presented**



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813 Shore Road  
Northport, Maine 04849

Phone (207) 338-0751

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## **Notes of Governance Committee Meeting**

**The Governance Committee met on Sunday, July 16, 2023 at 8:00 a.m.**

**Present:** Judy Metcalf, Elaine Moss, Dan Webster, Jeffrey Wilt (until connection went out for Jeffrey)

Discussion:

### **Item 2 on Agenda: Review Changes to Maine State Laws on mandatory Accessory Dwelling Units (ADU) to ensure that NVC Zoning Ordinance and Utilities Connections Requirements are consistent with law**

The committee reviewed the 2023 changes to the state's ADU law. The zoning ordinance was drafted and considered in 2022 in the context of this law and no revisions to that ordinance are necessary. Committee confirmed that given that the law in 2022 and the revised law both confirm that no ADU mandate can be imposed if there is insufficient water and sewer connection capacity, so we do not recommend any need for change to the Zoning Ordinance.

### **Item 1 on Agenda: Review Finance Committee's Recommended Donations Policy**

The Committee did a line-by-line review of the substantial and comprehensive Policy for Acceptance of Donations drafted by the Finance Committee. Redlined recommendations will be submitted to the Finance Committee for consideration. Judy Metcalf will also review with Fred Lincoln (Finance Committee Chair) the recommended changes. The goal is for both committees to jointly recommend to the overseers the final policy for adoption on August 13.

### **Item 3 on Agenda: Commence draft of maintenance and care agreement between Kazilionis family and Village in conjunction with proposed gift of garden**

The Committee reviewed the motion approved by the Overseers to accept the garden proposal with conditions. Committee will work on drafts and confer with Finance Committee. Goal to have a draft ready for final review at next Governance Committee meeting on August 6.

Other Business: The committee discussed the ongoing need for better enforcement of public use of village land (e.g., in conformance with the NVC Policy for Preservation of Public Land), including private landscaping and building improvements installed in the public right-of-way and benches placed on public property without overseer permission.



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813 Shore Road  
Northport, Maine 04849

Phone (207) 338-0751

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## **Notes of Governance Committee Meeting**

**Sunday, August 6, 2023 at 8:00 a.m.**

### **Zoom Only**

#### **1. Review Finance Committee's Recommended Donations Policy**

The Finance Committee will be meeting on August 6, 2023 at 11:00. It will report its comments and recommendations on the Governance Committee's redlined version of the policy at that time. Fred Lincoln attended the Governance Committee and reported his initial review and recommendations in advance of the meeting of the Finance Committee.

It was the sense of the Governance Committee that with the additional input from the Finance Committee, the policy as edited by the Governance Committee with a few minor edits likely will be in order to be presented to the Overseers for adoption on Sunday, August 13, 2023.

#### **2. Further Review and draft of maintenance and care agreement between Kazilionis Family and Village in conjunction with proposed gift of garden**

Due to JASM's delay in delivery of draft to the committee members, the Committee deferred consideration of this. The draft will be reviewed at the next Governance Committee Meeting on Friday, August 11, 2023 at 3:00 p.m. (Zoom Notice to follow).

#### **3. Develop communication recommendations to address encroachments on Village property**

In accordance with the Policy for the Preservation of Public Lands adopted by the Overseers in May, 2022, the committee will prepare a list of known encroachments and prepare a recommended plan for communication and removal. The priorities addressed were fences; encroachments which interfere with public works (snow plowing, etc.); and encroachments which interfere with public parking. The committee will reach out to president Janae Novotny, former president Denis Wang, and Village Agent Bill Paige to collect whatever work they may have done in terms of inventorying existing encroachments.

#### **Attachments:**

- Redline of Donations Policy as discussed at meeting
- First draft of maintenance and care agreement not discussed at meeting

**NEXT MEETING: 8/11/2023 3:00 p.m. by Zoom.**

**State of Maine**  
**Governor's Office of Policy Innovation and the Future**  
**APPLICATION COVER PAGE**  
**RFA# 202305100**  
**Community Resilience Partnership Community Action Grant**

<b>Applicant's Organization Name:</b>		Town of Northport	
<b>Chief Executive - Name/Title:</b>		James Kossuth, Northport Town Administrator	
<b>Tel:</b>	207-338-3819 ext 6	<b>E-mail:</b>	administrator@northportmaine.org
<b>Headquarters Street Address:</b>		16 Beech Hill Rd.	
<b>Headquarters City/State/Zip:</b>		Northport, ME 04849	
<i>(Provide information requested below if different from above)</i>			
<b>Lead Point of Contact for Application - Name/Title:</b>		James Kossuth	
<b>Tel:</b>	207-338-3819 ext 6	<b>E-mail:</b>	administrator@northportmaine.org
<b>Headquarters Street Address:</b>		16 Beech Hill Rd.	
<b>Headquarters City/State/Zip:</b>		Northport, ME 04849	

- This Application and the pricing structure contained herein will remain firm for a period of one hundred eighty (180) days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's Application.
- No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
- The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.*

RFA# 202305100 – APPLICATION

<b>Name (Print): James Kossuth</b>	<b>Title: Town Administrator</b>
<b>Authorized Signature: /s/ James Kossuth</b>	<b>Date: July 7, 2023</b>

**State of Maine**  
**Department of Governor's Office of Policy Innovation and the Future**  
**DEBARMENT, PERFORMANCE, & NON-COLLUSION CERTIFICATION**  
**RFA# 202305100**

**Community Resilience Partnership Community Action Grant**

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
- d. Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default.*
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification will result in the disqualification of the Applicant's Application.**

RFA# 202305100 – APPLICATION

<b>Name (Print): James Kossuth</b>	<b>Title: Town Administrator</b>
<b>Authorized Signature: /s/ <i>James Kossuth</i></b>	<b>Date: July 7, 2023</b>

**State of Maine**  
**Governor's Office of Policy Innovation and the Future**  
**APPLICATION FORM**  
**RFA# 202305100**  
**Community Resilience Partnership Community Action Grant**

In responding to each Criterion below, Applicants should refer to the information provided in the corresponding areas of the Activities and Requirements section in the RFA. Applicants must use this application to respond to all desired information outlined here and in the RFA.

**Criteria 1: Eligibility and Applicant Information**

<b>Applicant's Organization Name:</b>	<b>Town of Northport</b>
<b>Applicant's Organization is a:</b>	<input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Tribal Government <input type="checkbox"/> Township, plantation, or unorganized territory <input type="checkbox"/> Service provider organization <input type="checkbox"/> This is a joint application for a Group of Communities (if applicable).
<b>Is applicant(s) currently enrolled in the Community Resilience Partnership?</b>	<input type="checkbox"/> yes or <input checked="" type="checkbox"/> enrolling simultaneously
<b>In partnership with:</b> <i>Letters of Support must be provided with Application.</i>	List Partners (if any)
	Northport Village Corporation (Bayside)
	Midcoast Council of Governments (MCOG)

**Criteria 2: Previous Community Action Grant status**

<b>Is this the community's first application to the Community Action Grant?</b>	<input checked="" type="checkbox"/> <b>yes</b> or <input type="checkbox"/> <b>no</b>  (If yes, skip the rest of this section.)
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<b>Does your community currently have an active Community Action Grant?</b>	<input type="checkbox"/> <b>yes</b> , from: <input type="checkbox"/> Spring 2022 <input type="checkbox"/> Fall 2022 or <input checked="" type="checkbox"/> <b>no</b> (If no, skip the rest of this section.)
<b>Has an extension ever been requested for the active grant?</b>	<input type="checkbox"/> yes or <input type="checkbox"/> no
<b>If this grant application is successful, what specific steps will the community take to ensure both grants are completed on-time?</b>	

### **Criteria 3: Community Characteristics**

Complete the table describing the characteristics of the community. See the RFA document (Section H-2 of Activities and Requirements) for information and instructions for completing this table. If this is a multi-community application, use the additional rows for each of the communities in the Group.

<b>Community Name</b>	<b>Community Type</b> (Municipality, Tribal Government, Plantation, Township, or Unorganized territory)	<b>Region</b> (1, 2, 3, 4)	<b>Population</b>	<b>Social Vulnerability</b> (low, medium, high)
Northport	Municipality	2	1,550 (2020 census)	Low / Medium-High*

\* The Johnson-Bell Maine Social Vulnerability Index (SVI) from GOPIF ranks Northport as “Low,” but the Johnson-Bell SVI in *Shore & Beach* (Fall 2018) ranks Northport as “Medium-High”

### **Criteria 4: Maine Won’t Wait Strategy and Action(s)**

<b>Project Title</b>
Northport Coastal Stabilization Engineering Study

**For no-match grants, which Maine Won't Wait strategy and action(s) does the project seek to implement?**

*For grants to support other community-defined climate priorities, applicants must describe the project and how it meets the goals of Maine Won't Wait and complete the cost-share table in the budget worksheet below.*

This project addresses Strategy Area G: *Invest in climate-ready infrastructure through the climate actions in the list of community actions provided*, with a focus on implementing G1 and G2, while keeping the public informed about the project and nature-based strategies for shoreline stabilization (H1).

We propose to conduct engineering design and permitting work at four vulnerable shoreline sites where critical public structures are threatened by storm surge and rising sea level. The sites are two public access sites at public parks in Bayside, and two areas south of Bayside where the Shore Road abuts the shore (G1).

We will develop a funding strategy and capital investment plan, in consultation with MCOG, to fund costs of construction for this shoreline stabilization project, and to build capacity for Northport and Bayside to respond to future funding needs related to anticipated climate disruption. (G2)

We will establish an official committee of community stakeholders that will consult with MCOG as part of our partnership with them to learn about current best practices and strategies to inform the public about the project and nature-based strategies for shoreline stabilization (H1).

### **Criteria 5: Scope of Work**

#### **Project Description**

*Describe the proposed project, including the specific tasks and deliverables, roles and responsibilities, and expected outcomes.*

This Project includes assessment, survey, civil engineering and landscape design, and permitting work needed to stabilize banks and limit erosion at critical public sites on Northport and Bayside's shoreline. In May 2023, an engineering firm (Gartley and Dorsky) completed an initial shoreline assessment along the shore in Bayside. Our proposed project builds off of their recommendations in the initial assessment, and extends this initial assessment to include public beach access from the Town right-of-

way along Shore Road, including Kelly Cove and the 585-591 Shore Road area where the road abuts the shore. (See Appendix A, tax maps of the locations.)

**Task 1: Develop Request for Proposal (RFP), interview candidates, and enter into a contract with an engineering firm (Town Administrator to oversee)**

Northport will consult with Midcoast Council of Governments in selecting an engineering firm. Activities include:

- Developing a scope of work.
- Identifying potential firms.
- Drafting a Request for Proposals to be issued by the Town.
- Assisting with firm selection including reviewing proposals, conducting interviews and negotiating scope of work and budget.

Outcome: Firm hired to complete the Coastal Stabilization Study with a detailed timeline of deliverables.

**Task 2: Conduct the Coastal Stabilization Study (Engineering firm to do work; Town Administrator to oversee)**

The study will include survey, schematic design and planning, civil engineering, landscape design, and permit applications to stabilize shoreline erosion at the identified sites: Auditorium Park, Bayview Park, Kelly Cove, and Shore Road.

Survey: Collect detailed topographic survey data including vegetation, exposed ledge, detail of eroding areas, and significant trees; determine the location of the Highest Annual Tide line and the Mean High Water line to set the evaluation benchmark; prepare existing conditions plan which will show the shoreline, property lines, setbacks and features located during the topographic survey. The deliverable from this step will provide the basis for designing a shoreline stabilization plan for each area.

Schematic Design and Planning: Working off the survey results, develop designs for slope remediation and stabilization options and public beach access options with schematic plans, including landscape design. The deliverable of this step will be a preliminary construction estimate for several design options for public review and input.

Civil Engineering: Prepare multiple cross-sections for the proposed stabilization work in order to best address the conditions addressed on site. The deliverable for this step will be drawings that will be sufficient for permitting and construction.

Permitting: This step includes preparing and submitting a full NRPA application for the DEP, as well as a permit application to the U.S Army Corps of Engineers (if applicable).

Outcome: Completed written Coastal Stabilization Study, including engineering and landscaping design (where appropriate) for identified vulnerable sites in Northport and Bayside, sufficient for beginning the RFP process for the construction work itself.

**Task 3: Community outreach, education, and engagement** (Outreach Committee to oversee)

We will form a committee of Town and Bayside stakeholders that will consult with MCOG about strategies to strengthen and expand our community outreach so that residents and businesses town-wide are aware of impacts of shoreline erosion, are informed about the project, and can weigh in on options for nature-based mitigation based on results of the engineering study.

Strategies to inform and engage include town-wide public meetings, “Donuts and Dialog” gatherings, Town and Village newsletters, Northport column in the local weekly paper, postings on Town and Village bulletin boards and in our local grocery store, community survey(s), social media, or other strategies. The committee will develop and implement strategies to inform and learn from socially vulnerable populations within Northport to understand what types of specific challenges or risks they are facing.

Outcomes & Deliverables:

- Formation of a committee, documentation of outreach activities, participants, and results, with at least one new or expanded outreach effort or event per quarter.
- A significant increase in the number of subscribers to the Northport Monthly Newsletter,
- Inclusion of information and updates about the project in the Northport column in the local weekly paper,
- Increased engagement by *inland* residents,
- Increased public awareness of impacts resulting from shoreline erosion and options for nature-based mitigation.

**Task 4: Develop Funding Strategy** (Town Administrator to oversee)

Working off the engineering firm’s survey, schematic design and planning, and

permitting results, Northport and Bayside will establish a funding strategy through identifying outside funding sources and develop a Capital Investment Plan prioritizing community resilience and improvements along Bayside and Town shorelines in infrastructure construction.

The Town and the Village have also partnered with the Midcoast Council of Governments (MCOG) for technical assistance to identify additional opportunities to fund the construction work of shoreline stabilization. We will also work with our Region 2 Coordinator in securing funding for construction and implementation.

We have already spoken with Doug Beck and Mathew Henion of the Land and Water Conservation Fund and intend to complete the pre-authorization by December 31, 2023 for their 2024 funding cycle.

## Project Timeline

*Describe the timeline for completing each task or deliverable and the expected completion of the grant-funded project.*

### Fall 2023:

- Complete the RFP process for the engineering firm to be contracted for the project; interview and select a vendor after this process, negotiate a scope of work and contract, and develop a detailed project timeline and deliverables.
- Use an outreach committee to engage public awareness and input throughout the project. The committee meets with MCOG in fall 2023 to develop a strategic plan for outreach and community engagement.

### Winter 2023:

- Submit a pre-approval application for funding from LWCF

### Winter 2023 through Fall 2024:

- Conduct survey, design, and permitting work for four vulnerable shoreline sites: Bayview Park, Auditorium Park, and two Shore Road sites.
- Develop funding opportunities and a Capital Investment Plan to fund the shoreline stabilization scope of work, which will include options for nature-based mitigation solutions. We will work closely with the engineering firm to understand the priorities of public shore access areas, safety, protection of Shore Road, vulnerable historic assets, and costs for each priority.

**Ongoing throughout the project:** Implement community outreach and engagement strategies, with at least one new or expanded outreach effort or event per quarter.

**Winter 2025:** Begin a second RFP process to determine vendor(s) to perform the

shoreline stabilization construction and landscaping work.

**Choose the desired grant period:** ☐ 12 months or ☒ 24 months

Note: The grant performance period is expected to begin on or around September 1, 2023.

## Project Need

*Describe the need for the project. Why is this project a community priority?*

The Town of Northport, including its historic village of Bayside, has several public areas that are vulnerable to shoreline erosion threatening Town and Village infrastructure, public access to the water and beaches, and historic roots. The current erosion on the shorelines, as identified by the initial walkthrough of the engineering firm, at its varying stages, and in light of the current climate change and its future effects on the shoreline, puts all of these community, residential, historical, cultural, and scenic assets in a very vulnerable position.

The public beaches in the historic village are enjoyed not only by Village and Town residents, but also attract visitors from throughout the state and beyond, especially in summer and fall. Shore Road, which runs between Bayside and Temple Heights, provides access to those areas and has long been known as a scenic byway, with sweeping views of Penobscot Bay and Islesboro. Erosion is so serious at one of the Shore Road sites that it threatens a CMP utility pole.

Bayside's roots go back to 1849, when Methodists established a camp meeting on the shores of Penobscot Bay. Families pitched tents on platforms in the shoreline grove, which became known as the Wesleyan Grove Camp Meeting. Bayside incorporated as a village in 1873 and by that time wooden cottages replaced the former tents. Today, small historic cottages clustered around the Village are an excellent and rare example of successful "cluster housing" encouraged in town planning today. The historic village and the community continue to thrive, respecting and nurturing the historic foundations of Bayside.

As a community, we started climate resilience action a several years ago by constructing a new seawall to protect the public boating and swimming dock as well as Ruggles Park and its assets above the dock. This project cost the Village \$1.6

million, which it financed entirely through reserves, local taxes, and a bond. This grant is necessary because the Village does not have a fiscal cushion to absorb the cost of the study without substantial burden on the taxpayers.

This proposal builds on earlier and ongoing work by the community, including:

- 1) The Village's Trees and Parks Committee focuses on tree preservation in order to help further land stabilization in natural ways. A couple of examples of this activity include: treating the Village trees for browntail moths in order to preserve them; treating the Village historic trees for Emerald Ash Borer; working to preserve old historic trees in the Village and if deemed to be dead and hazardous, removing these but replacing them with new ones.
- 2) The Village's Infrastructure Committee identified storm debris as a hazard and is currently working on a management plan for this.
- 3) The Town and Village have started a partnership with MCOG in order to be more engaged and informed regarding grant opportunities, to be able to tap into a bulk purchasing program as well as learn about climate resilience and nature-based mitigation strategies.

### **Community Engagement and Equity Considerations**

*Describe your approach to community engagement. Maine's climate response must ensure shared benefits across diverse populations of Maine people. Applicants should include robust community engagement in their action grant proposals, for example inclusive planning processes so that diverse community voices are able to participate. Climate change impacts will create the greatest hardships for already marginalized communities, and Maine must identify and promote solutions to help the people most vulnerable to climate impacts. Applicants should consider the potential benefits of their proposed climate action projects and, if applicable, describe how the project distributes those benefits equitably.*

Through the Community Resilience Partnership Enrollment process, the Town of Northport has engaged over 76 community members through a survey and public meeting. (For comparison, the average attendance at the Annual Town Meeting between 2018 and 2023 was 45.)

The overwhelming result from the Town-wide survey (76 responses as of July 5) and the community workshop on June 12 (more than 40 participants), was a consensus to begin prioritizing and detailing a plan for action to identify vulnerable infrastructure. (See Appendix B, photos of June 12 Community Workshop.)

According to the results of the survey, 76 respondents represented six of the nine areas in Town. Because, however, the Town and Village's most pressing concerns include shoreline erosion, the largest contingent of responses and attendees included those most vulnerable to those impacts. The result of these engagements gave the following priority:

1. Shoreline stabilization (consensus priority)

We learned from the Community Workshop that, beyond the shoreline threat, there were varied responses as to the Town's greatest vulnerabilities, and that conducting vulnerability assessments – both of people and of infrastructure – will be important next steps. Areas of concern include:

1. Storm water drainage management analysis along with efficient culverts.
2. Creating a climate education engagement program. The outreach committee will include this as part of its mission, as described in Task 3 of the Scope of Work.
3. Community emergency alert communication.
4. Clean energy innovation through energy efficient features in the proposed new Town Office / Community Center / Fire Station, and other public buildings.

This first grant application, then, reflects the urgency of the need to protect and reinforce the shoreline.

#### **Our Community Outreach Approach:**

To spread the word for the June 12, 2023, CRP community workshop, the Town and Village used the email newsletter, Facebook, the Town website, a privately maintained Bayside page, Bayside mailing list and calendar, word of mouth, *Republican Journal* newspaper column (print and online), *Free Press* weekly calendar, direct solicitation, and the online survey.

The Town and Village use a variety of channels to engage with the community. In addition to announcements on the Town and Village's websites and Facebook pages, there is also a monthly email newsletter, announcements on a Bayside email list and calendar, news and updates from the Town columnist in the weekly newspaper, messages posted on a sandwich board outside the Town Office and on bulletin boards in the Village, paper surveys on Election Day, and announcements and surveys in the annual property tax bill. The Village also holds regular public Infrastructure Committee meetings, distributing minutes after each meeting, and



includes updates in its annual report and at its annual meeting. The Infrastructure Committee also conducts walk-throughs of vulnerable areas with interested members of the public. Each of these channels reaches a slightly different audience, with overlap in all of them, and the most comprehensive being the property tax bill insert.

“Donuts and Dialog” is a recurring monthly event in the summer that engages the Bayside community. The August event will provide updates on resilience planning, including shoreline stabilization, and seek input for future community actions.

The community workshop did raise the issue that residents feel a need for even greater communication from the Town and Village and even more involvement from more areas of Town, and the Town and Village will be working on generating even broader participation with the next round of community workshops. Engaging the widest possible audience by continued outreach, such as by including an insert in the 2023 tax bill, will be crucial for ensuring the participation of the full range of community voices so that the Town as a whole undertakes those resilience projects that will provide the greatest benefit to the largest number of residents.

The Town has had great success connecting with hard-to-reach residents through property tax bill inserts. In 2021 and 2022, the Town received strong responses from these inserts, and we expect that we would receive a similarly robust response from a climate-related insert this year.

## **Criteria 6: Budget**

### **Budget Narrative**

*Please provide a detailed explanation of your proposed project expenses organized by task, including how the proposed grant funding will be combined with other funding sources to support the project.*

- 1. Task 1, Develop and implement an RFP: (\$455 total, \$0 requested)** We are working with Midcoast Council of Governments (MCOG) who will advise on our Request for Proposals for bids to complete the assessment, design, and permitting work described in Part 2. They have quoted \$65/hour for this work (estimated 7 hours @ \$65/hour). This cost will be covered by the Town’s contingency fund or office operations line item.

- 2. Task 2, Conduct Coastal Stabilization Study (\$50,510 total, \$50,000 requested)** The proposed amount is based on estimates for engineering study and design, landscaping design and permitting work given to us by Gartley and Dorsky based on an initial site visit in May 2023, and their previous knowledge of the Shore Rd. locations. (See Appendix C, Gartley and Dorsky letters, and Appendix D, pictures of current conditions at site locations.) Any cost above the grant award will be covered by the Town and Village contingency funds.

Their estimate is broken down into costs associated with each shore area. Where they estimated a range, we included the higher value in the sum. We have added 10% to each line quoted in May 2023 to accommodate inflation over the intervening months before bids are received in the fall.

Their estimate for the Shore Rd. sites (lines 9 & 10) was given over the phone; the vulnerability at those sites is straightforward, and they are familiar with both situations. The estimate for landscaping design (line 11) was also given over the phone. Gartley and Dorsky expressed greater uncertainty in their estimate for Auditorium Park, due to its complex nature, high and steep slope, and the potential for problems not apparent during the walk-through. We included \$4,500 in the budget to accommodate potential unseen problems there (line 8).

Gartley and Dorsky also estimated an additional \$1,600 to reimburse for expenses (e.g. DEP application, mileage, printing, postage, etc.) (Line 12)

	Task 2: Detailed Description	Requested amount
1	Bayview Park – Survey	2,090
2	– Landscape design	2,000
3	– Civil Engineering	2,420
4	– Permitting	2,640
5	Auditorium Park – Survey	2,640
6	– Schematic design & planning	3,740 - 4,840
7	– Landscape design	6,000
8	– Civil engineering	3,300 - 4,400

9	– Permitting	3,080
10	– Estimated additional for potential unseen problems	4,500
11	Shore Rd. sites – Kelly Cove	7,150
12	– 585-591 Area	7,150
13	Misc reimbursed expenses (DEP fees, mileage, printing...)	1,600
14	<b>Task 2 TOTAL</b>	<b>50,510</b>

### 3. Task 3: Community outreach and engagement (\$0 requested)

Costs associated with project community outreach and public engagement will be absorbed by the Town and Bayside, in staff time, printing, and other related expenses. The Outreach Committee will consist of volunteers. The Town and Bayside Village have independently joined MCOG and are thus entitled to a combined 32 hours of consulting time, some of which will be used to build our capacity to expand our public outreach. Much of this work will be volunteer time (estimated at 80 hours at \$28.89/hour (per [IndependentSector.org](http://IndependentSector.org)), \$2311.20) and Town Administrator overhead (estimated 40 hours at \$32.07/hour, \$1282.68), for a total in-kind contribution of \$3593.88.

### 4. Task 4: Develop Funding Strategy (\$0 requested)

This work will be ongoing as the results of the study emerge and construction costs become apparent. We know that the study and construction will involve costs well beyond the reach of taxpayers and Town and Village reserves, and will likely include additional grant support, and/or bonds. We will begin outlining and discussion options among Town and Village administrators, in consultation with MCOG and with public input. Much of this work will be volunteer time (estimated at 20 hours at \$28.89/hour (per [IndependentSector.org](http://IndependentSector.org)), \$577.80) and Town Administrator overhead (estimated 30 hours at \$32.07/hour, \$962.01), for a total in-kind contribution of \$1539.81.

### Cost-Share Table (if applicable)

Which cost share applies to the lead applicant?

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What is the project cost share amount?

A cost share will apply For Climate Action Grants that implement other community climate and energy priorities (i.e., activities not found in the Community Action Inventory).

Tier 1: Communities with populations less than 4,000

Tier 2: Communities with EITHER populations between 4,000 and 10,000 OR tax assessment less than \$25 million (according to State Revenue Sharing data).

Tier 3: Communities with populations greater than 10,000 AND tax assessment greater than \$25 million (according to State Revenue Sharing data).

Tier 1	Tier 2	Tier 3
10% local match	10% local match	20% local match

Budget Worksheet			
Project Task	Funds Requested	Other Funds (match, rebates, etc.)	Total Project Budget
<b>Task 1: Develop Request for Proposal (RFP)</b> , interview candidates, and enter into a contract with a consultant	0	455	455
<b>Task 2: Conduct the Coastal Stabilization Study</b>	50,000	510	50,510
<b>Task 3: Community outreach and engagement</b>	0	3,593.88	3,593.88
<b>Task 4: Develop funding strategy</b>	0	1,539.81	1,539.81

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<b>Total</b>	50,000	6,098.69	56,098.69
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**IMPORTANT:** The applicant's budget narrative and budget worksheet must include any applicable incentives or rebates (for example, from Efficiency Maine) at the time of application, including for electric vehicles and charging equipment, heat pumps and VRF systems, LED lighting, and water heaters.

**State of Maine**  
**Governor's Office of Policy Innovation and the Future**  
**LETTERS OF SUPPORT**  
**RFA# 202305100**  
**Community Resilience Partnership Community Action Grant**

Applicants are strongly encouraged to include letters of support from municipal and county officials, local civic leaders, or state legislators.

If this is a collaborative application from multiple communities, all participating communities must include a letter of support.

See Appendix E, Letters of Support from:

1. Senator Chip Curry
2. Representative Jan Dodge
3. James Kossuth, Town Administrator, Town of Northport
4. Janae Novotny, President, Northport Village Corporation
5. Meg Rasmussen, Community Sustainability Planner, Midcoast Council of Governments
6. Joe Reilly, President, Bayside Historic Preservation Society

**POLICY FOR ACCEPTANCE OF DONATIONS**  
**6/26/23 DRAFT**

The Northport Village Corporation (“NVC”) Board of Overseers hereby adopts ~~the following~~this policy to ensure transparency, fairness, accountability, and responsible stewardship of public resources in the acceptance and management of donations ~~and gifts to the NVC~~ while aligning with the NVC's ~~mission~~charter, values, financial resources, and legal requirements:

**1. Donation Acceptance Criteria:**

- a. Donations may include monetary contributions, real property, tangible assets, services, and other non-monetary items that may be used for public benefit.
- a.b. All donations immediately become the property of NVC and are accepted with the understanding the donation may be repurposed, reused, or disposed of in the future as deemed appropriate by the NVC Board of Overseers.
- c. No donation shall be accepted if such acceptance would be in conflict with the charter of the NVC or any law or regulation.

**2. Donation Approval Process:**

- a. All potential donations will be evaluated by the NVC Board of Overseers, utilizing the NVC Donation Evaluation Checklist attached as Exhibit A hereto and other methods as may be determined by the Board of Overseers ~~a., to ensure they meet the acceptance criteria.~~
- b. The Board of Overseers will ~~assess~~consider the potential financial and non-financial impacts, risks, and benefits of each donation, including, for example, ongoing costs or obligations associated with accepting the donation, the impact on taxable property, and any required matching contributions.
- c. The final decision to accept or decline a donation will be made by the Board of Overseers after consideration of the input from designated NVC committees and the public, as the Board of Overseers deems appropriate.
- b.d. The Board of Overseers reserves the right to refuse any donation for any reason or no reason, or to impose conditions on the acceptance of any donation.

- ~~3.~~ **Restricted Donations:** ~~The NVC reserves the right to respectfully decline donations that are offered with overly restrictive caveats or conditions, or pose significant long-term financial, operational, or other burdens.~~

~~4.3.~~ **Donor Recognition; Confidentiality; Recordkeeping:**

- a. The NVC may acknowledge and recognize donors in appropriate ways (e.g., mention at the Overseers monthly meeting, bulletin board posting, etc.).
- b. The NVC will respect the donor's wishes regarding anonymity, if requested, unless there are legal or reporting obligations.
- c. For monetary donations, the NVC will provide donors with written acknowledgements of their donation that may be used for tax reporting purposes. For non-monetary donations, including tangible, intangible or real property, upon receipt of a statement of value as required by the IRS, The the NVC will provide donors with written acknowledgements of the their gift donation that -may be used -for -tax reporting purposes.
- d. The NVC will maintain accurate records of all donations ~~and gifts.~~

**5.4. Review and Amendment:**

- a. This policy will be periodically reviewed to ensure its effectiveness and current relevance.
- a.b. Amendments to this policy may be made by the Board of Overseers.



**Exhibit A**  
**NVC Donations and Gifts Evaluation Checklist (Other than**  
**Unrestricted Cash)**

**Purpose:** The Northport Village Corporation (“NVC”) serves a beneficent community. Donations ~~and gift offerings~~ that provide an overall benefit or enjoyment to the community are appreciated and welcomed for approval consideration by the NVC Board of Overseers.

**-Donor Information**

Date of Donation Proposal: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Donor /Address of Donor(s): \_\_\_\_\_

Donor Bayside Address (if different): \_\_\_\_\_

Donor Phone Number: \_\_\_\_\_

Donor Email Address: \_\_\_\_\_

Donation/Gift Description and Purpose: \_\_\_\_\_

Estimated Present Value/Cost: \_\_\_\_\_

Estimated Useful Life (Years): \_\_\_\_\_

Estimated Annual Maintenance Cost to Village: \_\_\_\_\_

**Please provide a brief response to the following:**

**1. Community Benefit:**

a. Is the purpose of the gift/donation for the replacement of existing NVC property that has become obsolete, is nearing the end of its designed lifecycle, or has become inoperable? \_\_\_\_\_

b. Is the purpose of the donation, and/or intended for the improvement of the operations of the NVC process or administrative efficiencies? \_\_\_\_\_

1.—

c. For donations/gifts not involving the express replacement of an existing NVC item/asset, please describe the anticipated betterment to the NVC village community, along with an estimate of ongoing annual maintenance costs and/or potential final disposal expense. \_\_\_\_\_

d. For donations of real property, is a survey available, are there any known hazardous conditions associated with the property, and is a building inspection available? \_\_\_\_\_

2.—

### 3.2. **Resources and Capacity:**

a. Does the NVC have existing resources and capacity necessary to effectively utilize and manage the donation?

b. Will accepting the donation require additional staff, infrastructure, or ongoing support?

c. For the offered item(s), has the appropriate NVC ~~C~~committee or ~~O~~official been engaged for review/approval recommendation (e.g., Parks and Trees for a park bench, the NVC Technology Officer and Office ~~Mgr.~~ Manager for an office printer, etc.)?

a.d. F  
or a single donation exceeding \$250.~~00~~ in estimated value, has the NVC Finance Committee been contacted for a general financial assessment?

### 4.3. **Transparency and Accountability:**

a. Is the donation offered with clear terms and conditions? If so, what are they?

b. Are there any expectations or conditions/restrictions attached to the donation that may impact NVC's decision-making or independence or the value of the donation to NVC?

c. As appropriate, has the village public (and abutters, in the case of a land or building donation or improvement) been given an opportunity to comment on the donation through a public meeting or publicly available record? If so, what has been the reaction of the public?

~~b. As appropriate, has the village public been given an opportunity to opine on the donation through a public meeting or otherwise? If so, what has been the reaction of the public?~~

4. **Village Agent Consultation:** Has the NVC Village Agent been consulted for a professional opinion, including concurrence with any related terms and conditions of the offered item(s)?

5. O  
**ther Considerations:** ~~Does the donor understand that all donations and gifts immediately become the property of NVC and are accepted with the understanding the~~

donation or gift may be repurposed, reused, or disposed of in the future as deemed appropriate by the NVC board of Overseers?

6.5. Are there any other considerations not listed above that should be considered in the evaluation of the acceptance of the donation or gift? Please attach any pertinent documentation regarding the proposed donation.

The donor(s) signature below indicates concurrence with the above information and their full understanding of the NVC Donation policy.

Signature of Donor(s):

Date: \_\_\_\_\_  
-Northport Village Corporation Use Only:

Village Agent: Review Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Board of Overseers: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Initial Reviewer Comments or Additional Information Needed (If Any):

NVC Committees to Review:

Conditions Applied by NVC to the Acceptance of the Donation (If Any):

## **Acknowledgement and Receipt of Conditional Donation of Garden located on Upper Bayview Garden**

Whereas the Stephen and Laurie Kazilionis ("the Kazilionis Family") have offered to install, maintain, and pay for a garden to be located on property of the Northport Village Corporation ("Bayside") at the sole expense of the Kaizilionis Family;

Whereas the garden design and proposal has been reviewed by the Parks & Trees Committee of the Bayside and endorsed by the Committee members;

Whereas, the Bayside Overseers recognized the generosity of the Kazilionis Family but also recognized that a garden poses a burden on a public space which requires maintenance, potential expenses, and, if not well maintained, could become a hazard or unattractive;

Whereas Bayside has the sole and exclusive power vested in it by its Charter, and pursuant to its Policy for the Preservation of Public Lands to manage its Lands;;

Whereas, the Kazilionis Family and the Bayside Overseers understand that a cooperative and meaningful maintenance plan was essential to assure the best interests of the Village was met if this donation were to be accepted:

Whereas, the Overseers voted to accept the gift on the condition that the Kazilionis Family enter, acknowledge, and agree to the conditions imposed by the Overseers, it is hereby agreed that:

1. The Kazilionis Family's donation of a garden on Upper Bayview Park as depicted in Exhibit 1, hereto solely on Bayside land and no larger than the scale shown on the Exhibit is accepted ("the Garden");

2. The Garden shall be installed and maintained at the sole cost of the Kazilionis Family for a period of ten (10) years, subject to revocation by the NVC should it become necessary to use this property for public purposes.

3. The Garden will be constructed by Plants Unlimited, per the plans attached hereto as Exhibit 2. Before undertaking work, Plants Unlimited must supply proof of insurance as required by the NVC for all construction activities on NVC property.

4. The plantings will be maintained in such a manner so as to not create an unnecessary visual obstruction from ground level to any residences on Upper Bayview Park;

5. All maintenance shall be overseen by and performed in accordance with the direction of the Parks and Trees Committee.

6. The NVC shall not be responsible for the construction, care, or maintenance of this Garden and should the Donors fail to maintain the Garden in accordance with this Agreement, the NVC reserves the right to remove the Garden and revert

the property to grass or other groundcover as the Parks and Trees Committee of the NVC deems appropriate, or, in the alternative, to seek another donor.

7. In order to ensure the preservation of public lands, and to protect the NVC from incurring costs related to the deconstruction and removal of the Garden, should the Donors are no longer able or willing to maintain this Garden during or after the expiration of this Agreement, the Donors hereby agree to post a bond in the amount of \$1000 to cover the cost to remove the Garden and revert the land to its current state, prior to any work being undertaken on the Garden. The NVC shall hold said bond for the term of this Agreement and a period not to exceed five (5) years following the expiration of this Agreement.

8. If at any time the Kaziolins Family chooses not to perform the conditions expressed here, they shall at their sole expense restore the Garden area to its current appearance and condition.

SO AGREED:

**NEXT meeting: Sunday, August 6, 2023 at 8:00 a.m. via Zoom.**  
**Adjourned at 9:30.**

**for a future approval vote, and ensuring future financial exposure to village taxpayers is fully disclosed and/or negated.**

- The Governance Committee also indicated their plan to reconvene on Friday, Aug. 11, for follow-up to the above and its status (with planned participation of the Finance Committee Chair).

#### NVC INTEREST BEARING BANK ACCOUNTS

The committee discussed the detailed information previously provided by the NVC Office Manager regarding improved interest earning opportunities on NVC bank accounts. The committee concurs with the Office Manager's detailed position on pursuing better interest offerings with local financial institutions who offer similar or better interest-bearing products, which will benefit NVC revenues and not add risk.

Meeting adjourned at 11:55 a.m.

Respectfully submitted by Fred Lincoln, NVC Board Member and Finance Committee Chair



After significant research and effort we are unable to determine boundary lines of the village property that connects Bluff road to Shore Road. I have given the information I have to Good Deed Surveyors and they will prepare an estimate for surveying the property. No work will be done until the boundary is clarified.

Clearance of invasive bushes at Lower Bayview Park has been completed.

Submitted by Victoria Matthews , Chairperson

Alma Homola has recommended that a rose bush (invasive) at the Library be removed. Vicky will request the overseers approve the removal of the rose bush.

Treatment options for the many tree diseases were discussed. Bette Woolsey will contact Hawkes and schedule a walk through to discuss options in treatment.

The committee recommends mulching around the 6 new trees. John Woolsey will calculate and estimate the cost and Vicky will present this expenditure to the overseers.

A suggestion has been made to have a reception to honor the many volunteers who helped with the planting and maintenance of the new trees over the last 2 years. The reception will take place on August 9th at Vicky's home.

The meeting was adjourned.

Vicky Matthews, Chairperson