



December 10, 2023 – 9:00 a.m.

Meeting of the Northport Village Corporation Board of Overseers

This is a hybrid meeting – in person* in the Community Room of Community Hall, 813 Shore Road, Northport, ME and virtually at:

<https://us02web.zoom.us/j/83323257818?pwd=VTJaOFZPVXZwWVVJUUnRqckVONmVQdz09>

*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 November 12, 2023 meeting minutes.
- President's Report
- Treasurer's Report*
- Village Agent Report*
 - Consideration of Sandra Butter's application for access to NVC property.*
- Office Manager's Report*

Discussion

Utilities Report

Town Liaison Report

Discussion of Other Committee Reports/business (*as needed* None reported as of agenda publication)

- Other business
- Comments by members of the public
- Adjourn

Warrants: reminder to Overseers to review and approve November warrants sent electronically for your review and available at the meeting for signature by those present.

***Written materials submitted.**

- Draft November 2023 Overseer Meeting Minutes
- Treasurer's Report
- Ad hoc Audit Committee Report
- November 2023 Village Agent Report
- November 2023 Office Manager Report
- Sandra Butter's application for access to NVC property

**Northport Village Corporation
Draft Minutes of the Board of Overseers Meeting
Sunday, November 12, 2023**

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

Public Comments:

Beverly Crofoot (Shore Road) urged the Board not to approve the Town of Northport's Application for Access to NVC property, relating to the Butter's cottage in Merithew Square. The cottage is in the historical district and is an historic structure that should be preserved.

Business Meeting called to order at 9:03 a.m.

Janae N. asked if there were questions or comments on the minutes of the October 8th meeting and the minutes of the Special Meeting of the Board on October 22, 2023. Vicky Matthews wanted to amend the minutes of the October 8th minutes to strike "and she will not do it" from her report under Parks & Trees Committee. The minutes will reflect: "Vicky M. stated that she is not comfortable asking volunteers to clear a path without a survey."

Vicky M. moved, seconded by Jeffrey W., to approve the minutes of the October 8, 2023 meeting as amended and to approve the minutes of the Special Meeting on the Board on October 22, 2023. Voted: Unanimous.

Janae N. recommended approval of the Town of Northport Climate Resilience Committee's use of the Richard Brockway Meeting Room on 11/15 from 10:00-11:30 and approximately every other Wednesday through January.

Judy M. moved, seconded by Brady B., to approve use of Richard Brockway Meeting Room by the Town of Northport Climate Resilience Committee as recommended. Voted: Unanimous.

Janae N. thanked Beverly Crofoot for detailing the history of the Bayside memorial benches that Dan W. has been posting on his website Baysidemaine.com.

Janae N. reported that in light of the Board's conditional acceptance of his proposed gift, Steve Kazilionis withdrew his proposed gift of a perennial garden in Upper Bayview Park.

Regarding time for Board member training and orientation, Janae N. recommended setting aside a half an hour prior to the regular Board meetings.

Janae N. confirmed that there will be a December Board meeting, and reminded the Overseers that their reports are due the Wednesday evening prior to the Sunday meetings. The deadline for reports for the next meeting is Wednesday, December 6th.

Treasurer's Report – Wendy Huntoon

Wendy H. referred the Overseers to her written report circulated prior to the meeting. Errors were found in the draft Financial Reports that have been corrected. When reviewing the monthly reports, if Board members find needed corrections, please send them to Trish P. and copy Wendy H. The goal is to correct the information to the reports' accuracy.

Janae N. made a recommendation that consistent with the provisions of the August 9, 2022 Warrant, the Board authorize the carryover to 2024 of funds that were budgeted in 2023 for planned maintenance, repairs and operations expenses not completed or invoiced by December 31, 2023.

Judy M. moved, seconded by Jeffrey W., that consistent with the provisions of the August 19, 2022 Warrant, to carry over to 2024 funds that were budgeted in 2023 for planned maintenance, repairs and operations expenses not completed or invoiced by December 31, 2023. Vote: Unanimous.

Judy M. emphasized that audits are a top priority for Utilities. Wendy H. will ask Purdy Powers to again send a letter to the PUC and Bond Bank indicating that the audits are underway and explaining the delays. Trish P. will follow-up with the request to Purdy Powers.

Village Agent – Bill Paige

Bill P. referred the Overseers to his written report circulated prior to the meeting.

He continues working on parking signage. Vicky M. suggested “park at your own risk” signs for Cradle Row.

Bill P. reminded everyone that his cell phone is his private phone not a work phone. Some plumbers have given his number to owners who have been calling at night and weekends. His number should not be given out to anyone. The village office phone is the right number to use for all Village business.

Janae N. recommended approval of the Town of Northport’s Application for Access to NVC Property in Merithew Square. The only document missing from the Town, because of a communications error, is a Certificate of Insurance.

The Town of Northport has gone through the legal process and found that the Butters’ cottage is unsafe. If the owner(s), Sandra & James Butters, do not meet the final deadline of December 31, 2023, to address specific safety issues with the cottage, the plans to demolish the cottage. In that case, the Town will need NVC permission to access Village property.

Judy M. moved, seconded by Jeffrey W., that the Board approve the Town of Northport Application for Access to NVC Property, conditioned on receipt of the required insurance certificate from the Town to ensure the restoration of Merithew Square to the NVC satisfaction and the Town’s indemnification of the NVC against any actions initiated by the current cottage owners. Voted: Unanimous.

Office Manager’s Report – Trish Parker

She has been working with Bangor Savings Bank and they have agreed to match the interest rate quotes of 4.4%.

She reiterated that any Village calls need to go through the Village Office, not Bill’s private, personal cell phone.

Utilities – Jeffrey Wilt

The Utilities Committee met Friday, November 10th.

There were no exceedances in October! We have received a letter of warning from the DEP as a result of our reporting exceedances to the DEP. This is the lowest level of enforcement. The DEP is

just reaffirming what the Utilities Department has reported to them. The letter was also very complimentary about the Utility Trustees efforts to find answers and solutions to the exceedances.

A solution appears to be an increase in pumping. This year we pumped in June and October; we expect to increase pumping to perhaps four times a year. BOD numbers decrease significantly after pumping.

The Trustees continue working on the budgets for both Sewer and Water. The budgets for next year will grow. Water is a more complicated issue. Belfast will be raising their rates for water by 30% in the coming year. Any increase in our consumer rates needs approval from the PUC.

We are looking at new technology to read our meters and ways to pay for it. Our current technology is 25 years old. The new technology will reduce the time it takes to read our meters from about 30 minutes as opposed to three weeks.

The Trustees are deeply aware of the impact of any rate increases on residents, especially those on a fixed income. Research will be done on assistance programs available in the state of Maine. Brady B. mentioned that assistance for residents might be available from the State of Maine Housing Water Assistance program.

Governance – Judy Metcalf

The Committee is working on the methodology and consistency in communicating to the villagers regarding encroachments on Village property. Village property should not be used for private purposes. The Committee has made it very clear that roads need to be clear. Plows need to be able to do their job safely, and, any new encroachments will be addressed quickly with the guidance of the Village Agent, Bill P.

The Governance Committee has drafted a letter to the property owner of 31 Broadway (on the corner of Broadway and Clinton) who has established extensive plantings and rocks on Village property, which are unsafe for plowing. The Committee would like action by the Overseers to approve sending the letter to the owner.

Judy M. moved, seconded by Jeffrey W., to approve sending the letter, drafted by the Governance Committee, to the owner of 31 Broadway. Voted: Unanimous.

The next meeting of the Committee is Wednesday, November 15 at 4:00 p.m. (Zoom only) to continue their review of the Fire Ordinance, last reviewed and adopted in 2018.

Public Comments

Rachel Rosa (Auditorium Park) agreed with looking into the new technology for reading water meters. She asked for clarification of who owns and is responsible for their own water meter. Bill P. explained that initially the Water Department purchased water meters for residents. Any resident requesting access to a new connection will absorb the cost of a new meter.

Dan Webster (670 Shore Road) questioned if there was any more information available to the public regarding the Executive Session following the meeting. No further information was available.

Executive Session

The Overseers went into Executive Session at 9:45 a.m. The Overseers returned from Executive Session at 10:05 a.m. Janae N. reported that a legal matter was discussed and that Judy M. would follow up and report back to the Board.

Jeffrey W. moved and Judy M. seconded approval of the Personnel Committee's recommendation of an 8% compensation increase for Village Agent Bill Paige and Office Manager Trish Parker effective January 1, 2024. Voted: Unanimous.

Jeffrey W. moved and Brady B. seconded approval of the Personnel Committee's recommendation to provide the following year-end, one-time payments in the following net amounts:

- **Bill Paige: \$1,000**
- **Trish Parker: \$500**
- **Fernie Barton: \$100**
- **Amy Eldridge: \$100**
- **Ronin Deschamps: \$100**
- **Peyton Ward: \$100**
- **Danny Ryosa: \$100.**

Voted: Unanimous.

The meeting was adjourned at 10:07 a.m.

Respectfully submitted,

Maureen ("Beanie") Einstein, Clerk

Janae Novotny, President

Treasurer's Report
12/10/2023

- Warrants and Monthly Reports
 - November warrants are provided under separate cover.
 - Bank Statements through November 2023 are available in the office.
 - Bank balances are provided separately to the Overseers, Officers and NVC Staff.
 - See information below regarding monthly reports.
- Monthly Reports
 - The task of generating the monthly financial reports is transitioning from the Treasurer to the Office Manager. Three reports are provided all in draft form.
 - Statement of Activity by Property
 - Budget vs Actuals by Property (in a single Excel file)
 - Statement of Activity by Month. (Note that this report does not breakdown the monthly information by property or class).
- NVC 2025 Budgeting Process
 - General 2025 budgeting process will begin in January 2024
 - Input will be requested from all NVC committees regarding both operating and capital expenses for 2025.
 - Budget Workshop schedule will be discussed by the Overseers at the January 2024 meeting, with a recommendation of at least three workshops scheduled between February 2024 and May 2024.
 - Draft 2025 Budget workshop agendas are provided below for review.

Draft NVC 2025 Budget Workshop Agendas

Meeting 1

- 1) Budget overview - format, what has been done so far.
- 2) Input from the Overseers - specifically review the information requested from committee or overseer.
- 3) Capital Budget Planning - identifying capital projects that will be included in the 2024 operating budget.
- 4) Wrap up - next steps (updated budget based on input from Meeting 1 and share updated budget with Overseers).

Meeting 2

- 1) Budget Overview - review what was provided in Meeting 1 and budget impact.
- 2) Collect any remaining input from Overseers not provided during Meeting 1.
- 3) Review budget sections (not line by line yet, but still major areas).
- 4) 2025 Capital Budget projects (if any).
- 5) Wrap up.

Meeting 3

- 1) Budget Overview.
- 2) Collect any outstanding budget information, including capital budget.
- 3) Review line by line (with the assumption Meeting 1 & 2 collected the major information so that the Overseers are primarily confirming line items).
- 4) Wrap up - focus on finalizing the budget and putting it into a format for discussing with the villagers.

Audit Committee Report
12/05/2023

Attendees: Wendy Huntoon, Fred Lincoln, Janae Novotny, Jeffrey Wilt (Committee Members).

NVC Staff: Trish Parker

The audit committee met to review the status for the 2021 audit. The following items were discussed.

- Audit Timeline
 - The office has provided most of the initial items requested by Purdy Powers needed to begin the audit process. Four out of 33 items are left to provide.
 - The 2021 audit, to be done remotely, is scheduled for January 2-5, 2024. A kickoff call will be held on January 2 including the Office Manager, Purdy Powers, and the Treasurer.
- The committee reviewed major activities of 2021. Specific items included:
 - Seawall construction documents including any contracts, loans, bank statements and bond agreements.
 - Wastewater treatment plant construction including contracts.
 - Documentation for any additional subsequent activities.

The audit committee will reconvene in January after the scheduled audit period.

**Northport Village Corporation
Village Agent Report
December 10, 2023 Board of Overseers Meeting**

Recent activities

- Working with Tinsley Morrison, chair of the Town Climate Resiliency Committee, and Road Commissioner Amon Morse to map water runoff/flooding problem areas throughout the Town.
- Began working on project with Janae for the Governance Committee to identify where private property owners have encroached on NVC property.
- Helping locate documents and information for the 2021 audit.

Parks

- Ruggles Park playground. Playground needs more chips – in addition to what we recently put down. The cedar chips used on the playground are made in Canada. Not practical to buy them directly; we must purchase through a 3rd party. Need to fill areas under swings with crusher rock.
- 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

- Wharf: Still waiting for Prock Marine to schedule routine maintenance.
- Signage: Boat float and fishing signs being worked on.
- Dock Building: Looking tired. Needs scraping and new paint.

Roads

- General road maintenance: Planned maintenance has been completed. Work done on Pleasant Street working well. 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. I’m looking for another estimate.
 - 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.

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

- **Floats replacement:** It is still time to begin setting aside and saving money to replace the floats; they are starting to show their age.

Utilities

- Usual tasks, including working with DigSafe on construction projects, including State work on Route 1.
- Seasonal water shut off issues: Seasonal water shut off starts Oct 15 and all seasonal water needs to be off by Nov 1.
 - *More issues this year with several mostly new owners insisting on having their water turned back on after it had been shut off, blown out and antifreeze added for the winter.*
 - *Also more (about 10) “regulars” who wanted to leave their water on until November 1. That does not work because of the time needed to shut off a water service; I cannot leave that many until the last minute.*
 - 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.

- The Utilities Department will be sending out more reminders about these terms of service. In the future, after water shut off has happened, we will not turn water back on. Water shut offs will happen on a schedule that allows for other Village work to be done, too.
- My cell phone: Plumbers have given my cell number to some owners, who call me at night and on weekends. My cell phone is also my personal phone. **If you have my number, do not give it out to anyone. The Village office phone is the right number to use for Village business.**

Submitted by Bill Paige, Village Agent.



Office Manager's Report
Overseers Meeting 12/10/23.

The last month I have spent working on the 2021 audit, finding documents, reports and information, then uploading into the Purdy Powers portal. I have not completed this yet but should be done in the next few days. Finding the information has been challenging, so I have been making sure we have hard copies in the office and uploading to the Google Drive. As one final precaution, I will be making a flash drive with all this info on it, and it will be stored in the office. This will be my process going forward as well, so after we get 2022 audit completed, the future audits should go much smoother and be less labor intensive for the office. I would like to thank everyone that helped me in finding the documents needed, the assistance has been a great help. Our audit is scheduled for January 2nd-5th.

I would like to remind everyone that the office will be closed Christmas week, Dec 25th – 29th, and of course for the New Year's Day holiday Jan. 1, 2024. We will reopen on January 2nd, 2024.

I am wishing everyone a Very Merry Christmas and Happy New Year!

Respectfully,

Trish Parker
NVC Office Manager

Application for Use of Village Property for Construction Activity

Owner Name: Sandra Butters Owner Phone: (207) 356-7659
 Owner Mailing Address: 1106 Chase Rd Owner Email: slpbutters@myfairpoint.net
 Bayside Property Address: 9 North Ave. Northport, ME
 Village Property Impacted: Merrithew Square
 Contractor Name: Chris Higgins Contractor Phone: (207) 692-8739
 Contractor Address: 36 E Gulch Rd, Thorndike, ME 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.

The contractors/carpenters will need to drive to or park their equipment in Merrithew Square for completion of repairs, etc. with my cottage. Equipment to be utilized includes pick up truck, trailers, excavation (mini, full size excavator—depending on needs of job) for completion of work. Storage of materials may be needed, consisting of top soil only. Explain why no commercially feasible alternative to the use of public land exists. Attach additional pages as necessary. my cottage does not have a driveway to or access to a driveway to or road especially on @ side. Thus, contractors/carpenters will need access to village property for completion of work. Refer to drawings for add'l info.*

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: 12-6-23 Signed: Julianne & Paige

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:

Methods of Egress to Village land → From front of cottage, maximum of 20ft directly in front; use of pick up & trailer, driving only approx. 35ft in front.

* Refer to drawings for additional information.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/26/2023

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

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

PRODUCER Cross Insurance 491 Main Street P.O. Box 1388 Bangor ME 04401	CONTACT NAME: Ashley Richard PHONE (A/C, No, Ext): (207) 947-7345 E-MAIL ADDRESS: ashley.richard@crossagency.com FAX (A/C, No):
INSURED Chris Higgins 36 E Gulch Rd Thorndike ME 04986-3139	INSURER(S) AFFORDING COVERAGE INSURER A: Concord General Mutual Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 20672

COVERAGES**CERTIFICATE NUMBER:** CL2391847400**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			20053126	08/15/2023	08/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

Northport village corporation 813 Shore Rd Northport ME 04849	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Ashley Richard</i>
--	--



ALEXBEN-02

TANKERS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/3/2023

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

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PRODUCER
GHM
51 Main Street
Waterville, ME 04901

CONTACT
NAME:
PHONE
(A/C, No, Ext): (800) 439-4311
E-MAIL: info@allenif.com
ADDRESS:

FAX
(A/C, No):

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : United Ohio

13072

INSURED

Alex Bennett DBA Backwoods Builders
14 Cook Dr
Brooks, ME 04921

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE X OCCUR		BP 0050400	8/7/2023	8/7/2024	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB CLAIMS-MADE					AGGREGATE \$
	DED RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER

Northport Village Corporation
813 Shore Rd
Northport, ME 04849

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Timeline for proposed use -> December 11, 2023 - May 2024

Chris Higgins Jacking

36 East Gulch Rd.
Thorndike, ME 04986
(207) 692-8734

Contract: Submitted on 12/2/23

To: Sandy Butters

(207) 356-7659
slbutters@myfairpoint.net

Payable to:

Chris Higgins Jacking

Invoice #

5240101

Project: 9 North Avenue Northport ME

Damaged foundation wall under the building

Project Date:

* December 11, 2023-May 2024 *

Description

Dates may be changed if circumstances beyond the control of the contractor, including but not limited to, the lack of unavailability of the job site or the unavailability of building materials.

West side damaged wall: dig exterior wall, haul material off site, replace with crushed stone backfill, place drain pipe. Attempt to repair wall. If repair is possible: drill and pin to anchor to wall with rebar, add vertical and horizontal rebar for structural strength, add new concrete footing/wall attached to the original wall. If the wall can not be repaired I will pull the wall from underneath and replace with a new wall. The new wall will consist of 8 inch ICF with structural strength as needed.

Proper crushed stone backfill and positive drain around the remaining three sides of the building

Front porch pulled off the building and hauled off site

Rear shed removed and hauled off site

Exterior block chimney tore down and hauled off site

Rear chimney tor down and hauled off site

Any additional repair needed will be at an additional cost

Down payment will be paid December 11, 2023

The remainder of the balance will be paid in 4 \$9,000 payments at the request of the contractor with the final payment being paid at the completion of the project.

Warranty: In addition to any additional warranties required by the state, the contractor warrants that the work and the materials furnished hereunder, conforming to the provisions of the building code applicable to the structure third party who is not a contractor or supplier their name.

Attorney General: Aaron Frey, (207) 626-8800, www.maine.gov/ag

CONTRACT PREPARED BY CHRISTOPHER HIGGINS

THANK YOU FOR YOUR BUSINESS

Qty	Unit price	Total price
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	\$40,000.00	\$40,000.00
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	\$15,000.00	\$15,000.00
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	\$4,500.00	\$4,500.00
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	\$4,000.00	\$4,000.00
--	------------	------------

	\$2,000.00	\$2,000.00
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	\$2,000.00	\$2,000.00
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Subtotal	\$67,500.00
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Adjustments PAID	\$0.00
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\$67,500.00



TOWN OF NORTHPORT

16 Beech Hill Road Northport, Maine 04849
(207) 338-3819 (207) 338-3596 (fax)
www.northportmaine.org northportceo@gmail.com
A community of neighbors, a tradition of caring since 1796.

Demolition Permit Application

Property Location:	9 North Ave	Owner's Name:	Sandy Butters
Owner's Address:	9 North Ave.	Owner's Phone:	207-356-7659
Applicant's Name:	Christopher Higgins	City/Town:	Northport ME
Applicant's Address:	36 East Gulch Rd. Thorndike ME	Phone:	207-692-8734
Contractor's Name	Christopher Higgins	Phone:	207-692-8734

BUILDING INFORMATION

TAX MAP-LOT NUMBER	IS BUILDING SERVICED BY ELECTRICITY?	SQUARE FEET OF STRUCTURE
U5 149	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	350 sq ft
FULL BASEMENT		
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		

EXISTING OR PREVIOUS USE OF BUILDING TO BE DEMOLISHED

DWELLING		BRIEF DESCRIPTION OF WHAT IS TO BE DEMOLISHED: Tear down and haul away open porch and shed. No electricity or plumbing will need to be dealt with.
BARN		
GARAGE		
SHED	X	
OTHER		

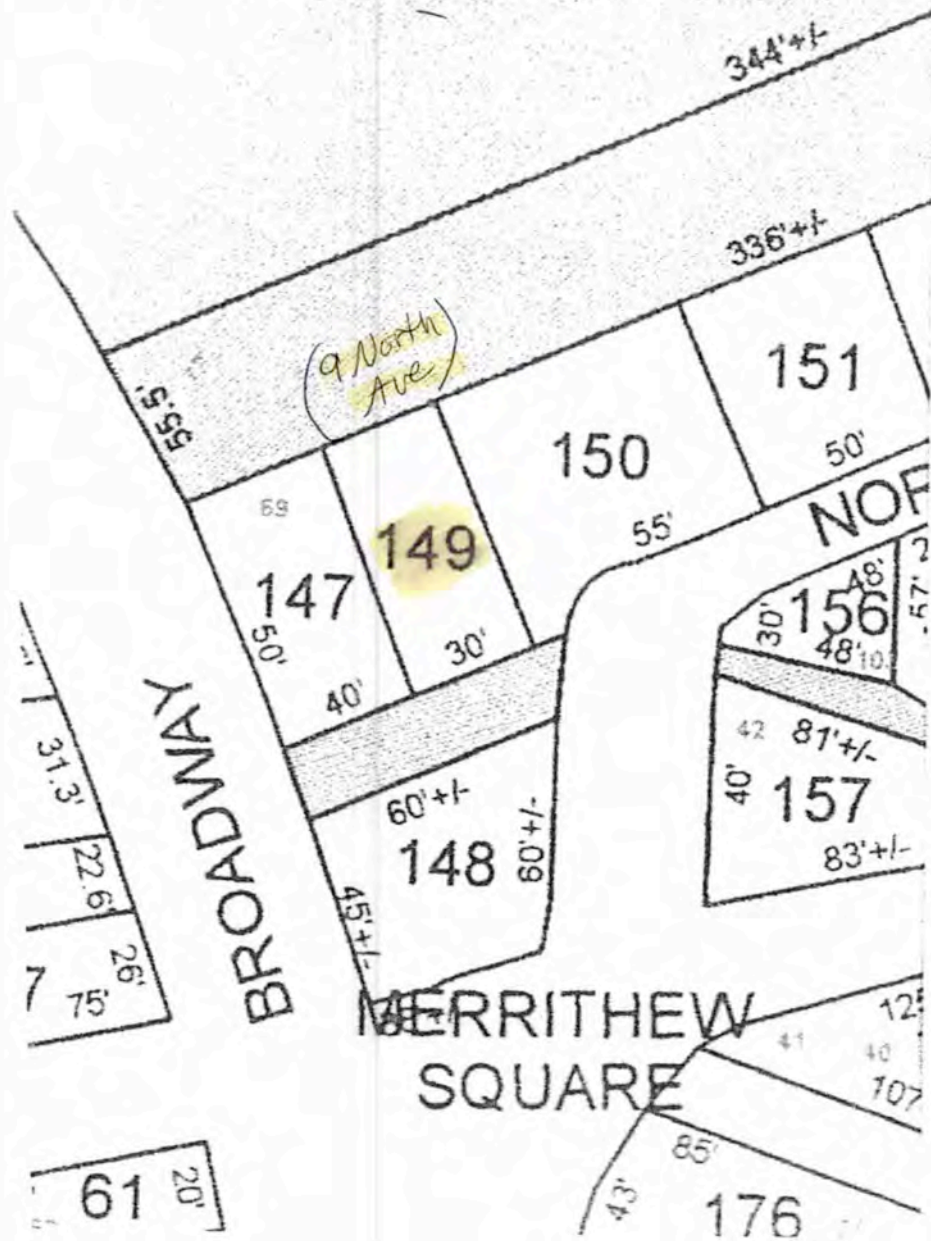
I HEREBY CERTIFY THAT THE OWNER HAS AUTHORIZED THE PROPOSED DEMOLITION AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION. I ALSO CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND AGREE TO CONFORM TO ALL APPLICABLE LAWS.

SIGNATURE OF OWNER/APPLICANT	DATE:
Christopher Higgins	12/2/23

BY SIGNING THIS APPLICATION, THE APPLICANT AGREES TO THE FOLLOWING:

1. DEMOLITION DEBRIS SHALL BE DISPOSED OF PROPERLY.
2. APPROPRIATE SAFETY PRECAUTIONS SHALL BE IN PLACE PRIOR TO START OF DEMOLITION.
3. DEMOLITION PERMIT REQUIRES SEWER LINE CAPPED, WATER LINE SHUT OFF AND ELECTRICITY REMOVED FROM STRUCTURE.
4. ASBESTOS BUILDING DEMOLITION NOTIFICATION FORM D TO BE COMPLETED AND ATTACHED TO APPLICATION.

Sandy Butters
9 North Ave.
Lot #149



Drawings



* Benches in Merriethew Square may need to be temporarily removed/relocated for completion of repairs.



William Paige <bpaige@nvcmaine.org>

Regular Locate Request - 20234808912

1 message

DigSafe <callcenter@digsafe.com>

Reply-To: DigSafe <callcenter@digsafe.com>

To: bpaige@nvcmaine.org

Thu, Nov 30, 2023 at 10:47 AM

(DIG SAFE SYSTEM, INC - MA) 11/30/2023 10:47:34

-MR 1-V106NTHPRT

***** REGULAR *****

TIME..10:47 DATE..11/30/2023

REQUEST NO...20234808912

STATE.....MAINE

MUNICIPALITY..NORTHPORT

ADDRESS..9

STREET...NORTH AVE

NEAREST CROSS STREET 1..UKN PER CALLER

NATURE OF WORK..REPAIR/REPLACE FROST WALL/HSE FOUND & INSTALL

EXTENT OF WORK

DRAINAGE//WKG FRONT, BACK, LEFT & RIGHT SIDES OF HSE

AREA IS PREMARKED..NO

START DATE.....12/05/2023 START TIME..11:00

CALLER.....SANDRA BUTTERS

TITLE.....

RETURN CALL.....

PHONE #.....207-356-7659

FAX #.....

ALT. PHONE #....

EMAIL ADDRESS...SLPBUTTERS@MYFAIRPOINT.NET

CONTRACTOR.....

ADDRESS.....1106 CHASE RD

CITY.....VEAZIE

STATE.....ME

ZIP.....04401

EXCAVATOR DOING WORK..CHRIS HIGGINS-THORNDIKE, ME

over →

CLinton AVE May 30-2023



April 13, 2023

Toupie Rooney
Code Enforcement Officer
Town of Northport
16 Beech Hill Road
Northport, ME 04849

9 North Avenue, Northport, Maine: Dangerous Building Assessment
Project 2023-0059

Dear Ms. Rooney:

Per your request we conducted a site visit to inspect the building located at 9 North Avenue in Northport, Maine (Map U5 Lot 149), owned by James Butters as Trustee (50%) and Sandra Butters (50%), on April 7, 2023. This written statement addresses the condition of the residence with regard to the standard for Dangerous Buildings set forth in Maine Revised Statute Title 17, Chapter 91, Section 2851.

The front of the home is considered south in this report (actual orientation is southeast).

OBSERVATIONS

- The existing building is in a state of disrepair and non-conformance.
- The building is unsafe to access.
- The front/south porch roof is tarped. The tarp is loose and insufficient to keep water out of the structure.
- The side entry roof on the front/south porch is failing. It is currently held up by (2) salvaged 1x3s fastened together, reportedly installed by a neighbor.
- The front/south porch roof is structurally unsound. (2) 2x4 posts have been added (also reportedly by a neighbor), to prevent the roof from collapsing.
- The front/south porch floor is degraded and unsafe. The new posts installed to prevent porch roof collapse are causing depressions in the porch floor deck.
- The porch at the northeast corner is degraded and failing. One of the posts is not providing support. The porch floor appears to be sinking/collapsing. The porch is unsafe.
- The rear/north addition lacks proper structural support and integrity. The addition is separating from the main building, with large gaps present between the two. The ledger at the floor level is close to slipping off the foundation shelf. Any fasteners from the ledger to the main house floor system have likely pulled out and/or lack adequate penetration to transfer loads. The rear/north addition is at risk of collapsing.
- There are significant bulges in the rear/north addition walls, suggesting structural failure within the walls.
- The foundation is discontinuous and is failing in multiple locations. CMU blocks are loose and out of plane. Some blocks have dislodged. Large, structurally significant, cracks are present in numerous locations around the foundation. The sill is partially off the foundation in some locations.



- The rear/north addition has a chimney which is visible above the roof, but does not continue down to the foundation. It is surmised that the masonry chimney bears on the addition floor framing which is combustible (wood).
- The chimney on the west exterior wall is in disrepair. Spalling and cracks are visible.
- The wastewater line is disconnected under the front porch, suggesting the home has been abandoned for some time; or if occupied, has been depositing wastewater directly into the ground under the front porch.
- The building has not been maintained, is dilapidated and is in the process of slowly collapsing.
- Exterior trim and finishes are degraded.
- Some windows are broken, leaving the building open to weather.

ASSESSMENT

The residence at 9 North Avenue in Northport, Maine is structurally unsafe, constitutes a fire hazard, is unsuitable or improper for occupancy, and constitutes a hazard to health and safety due to inadequate maintenance, dilapidation and abandonment. The building is dangerous per the standard of Dangerous Buildings in Maine Revised Statute Title 17, Chapter 91, Section 2851.

If you have any questions, please feel free to contact me at (207) 236-4365.

Sincerely,

Gartley & Dorsky Engineering & Surveying, Inc.



Carmen B. Bombeke, PE
Senior Engineer

Enclosures: Selected Photos



1) Exterior – South/west façades; south/front porch; porch has tarp roof; porch roof and floor are structurally unsound



2) Exterior – South/east façades; south/front porch; extended overhanging entry porch roof is failing; porch is structurally unsound



3) Exterior – South/front porch extended overhanging entry porch roof is failing



4) Exterior – South/front porch roof and floor are structurally unsound



5) Exterior – Northeast porch roof and floor are structurally unsound



6) Exterior – Northeast corner of northeast porch lacks support; blocks are toppling over (not touching post); floor is deflecting downward



7) Exterior – North addition is degraded and appears structurally unsound



8) Exterior – North addition is separating from the main house; the chimney visible above the addition roof bears on combustible framing



9) Exterior – North addition is separating from the main house



10) Exterior – North addition has significant bulges in the exterior walls, suggesting structural failure in the wood framed walls



11) Exterior – West CMU chimney has significant cracks and may be unstable above the roof line



12) Exterior – West CMU chimney has significant cracks and spalling at the base



13) Foundation – CMU block courses are tipping, rotating and otherwise failing; large cracks and displaced blocks are present



14) Foundation – CMU block courses are tipping, rotating and otherwise failing; large cracks and displaced blocks are present



15) Foundation – CMU block courses are tipping, rotating and otherwise failing; large cracks and displaced blocks are present



16) Foundation – CMU block courses are tipping, rotating and otherwise failing; large cracks and displaced blocks are present



17) Foundation – CMU block courses are tipping, rotating and otherwise failing; large cracks and displaced blocks are present



18) Utilities – Main wastewater line runs southerly from north addition to south/front porch where it is disconnected and ends on the ground