



March 9, 2025 – 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/89685517495?pwd=eTJDS3g3aUpvR2p4cVQ2L3NEVIVoUT09>

*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 and Reports

- Approval of February 9, 2025 meeting minutes*
- President's Report
- Treasurer's Report*
- Village Agent Report*
- Office Manager's Report*
- Governance Committee Report*
 - Recommendation to adopt a workplace pet policy.
- Utilities Committee Report
- Town Liaison Report

Other Committee Reports/business (as needed)

Comments by members of the public.

Executive Session for personnel matters pursuant to 1 M.R.S.A. §405(6)(A)

Adjourn

Warrants and Journal Entries: reminder to Board members to review and approve warrants and journal entries that were sent electronically for your review and signature.

*Written materials submitted.

- Draft February 9, 2025 Board meeting minutes
- March 2025 Treasurer's Report
- March 2025 Village Agent Report
- March 2025 Office Manager Report
- Proposed NVC Workplace Pet Policy

**Northport Village Corporation
Draft Minutes of the Board of Overseers Meeting
Sunday February 8, 2025**

Overseers, Officers and Staff present: Fred Lincoln; Vicky Matthews; Elaine Moss (via Zoom); Michael Tirrell (via Zoom); Jeffrey Wilt; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein (via Zoom); Village Agent, Bill Paige; Office Manager, Trish Parker
Not present: Treasurer, Wendy Huntoon; Celine Bewsher (due to illness; joined later in the meeting)

Public Comments:

Rachel Rosa (Auditorium Park) had a question regarding an item on the Budget.

The Meeting was called to order at 9:02 a.m.

Approval of the Minutes of the January 12, 2025 Overseers Meeting.

Janae N. asked if there were questions/comments regarding the January 12, 2025 Minutes distributed prior to the meeting.

Action: Jeffrey W. made a motion, seconded by Elaine M., to approve the minutes of the January 12, 2024 meeting, distributed prior to the meeting as written. Voted: In favor of the motion: Fred L., Elaine M., Michael T., Jeffrey Wilt. Opposed to the motion: Kris M. The motion passed.

President's Report – Janae Novotny

Reminder: Maine Freedom of Access Act training requirement is mandatory for elected officials. Please forward your completed certificate to Office Manager, Trish Parker.
Reminder: Use your nvc.gov email address for all NVC-related correspondence.

Treasurer's Report – Wendy Huntoon

Janae N. referred the Overseers to Wendy H.'s detailed written report circulated prior to the meeting. Any questions regarding the report can be directed to Wendy H. or Finance Chair, Fred L.

Village Agent Report – Bill Paige

Bill P. referred the Overseers to his written report distributed prior to the meeting. In addition to his written report, Bill reported that the snowplow is no longer functioning and needs replacement due to an accident caused by rocks placed on a villager's property at the corner of North Street and Clinton make it very difficult to maneuver the plow accurately. An estimate to purchase a new plow is approximately \$5,337.00.

Action: Vicky M. moved, seconded by Jeffrey W., to authorize Bill P. to purchase a new snowplow. Voted – Unanimous.

Communication was sent to residents of North Avenue and lower Clinton owners and residents regarding the "Winter Parking Ban" which prohibits parking from 7pm-7am; during a snow event there is no parking allowed on Village streets. Primarily, it appears that contractors are not following our "Winter Parking Ban". A copy of the Winter Parking Ban is available on the NVC website. Two laminated signs have been removed and are missing; two laminated signs will be put in their place.

Office Manager's Report – Trish Parker

Trish P. referred the Overseers to the written report circulated prior to the meeting.

Finance Committee – Fred Lincoln

Fred L. referred the Overseers to his written report circulated prior to the meeting.

Regarding calendar year 2023 Village tax collection excess:

Recommendation: That the NVC Board of Overseers approve the inclusion of an appropriately detailed article on the August 2025 Annual Warrant, regarding the over collection of \$32,700 in NVC tax collections in 2023 and with the Board's recommended assignment of those funds to General Government Reserves.

Fred L. explained the recommendation. The article language will provide absolute transparency for consideration by NVC voters. Discussion ensued.

Action: Fred L. made a motion, seconded by Jeffrey W., to approve the recommendation as written above. Voted: In favor of the motion: Fred L., Kris M., Elaine M., Michael T., Jeffrey W. Abstained: Vicky M. Motion passed.

Personnel Committee – Janae N.

The Committee continues updating personnel policies and job descriptions, which will come back to the Board for their approval.

Michael T. – The Committee has reached out to past lifeguards for employment next summer; we should have an update at the March Overseers meeting.

Utilities – Jeffrey W.

Jeffrey W. referred the Board to a letter in their agenda packet to be sent to Villager's explaining water and wastewater increases.

There were no exceedances in December; January numbers will be available shortly.

Town Liaison – Janae Novotny

The budget for the new Town Center is very time consuming for the Select Board. They are looking at the Alpaca Store as an interim town office. The store is closing, and this space appears to be adequate and in a good location.

The cost of trash stickers will be increasing beginning June 1, 2025.

The town is getting ready to start their budget process and will be meeting every other Monday for their regular meetings and the Monday's in between they will be meeting as well regarding their budget. Janae N. will be attending the budget workshop meetings as well as the Select Board Meetings.

Overseers should let Janae N. know if they have any concerns, questions, etc., regarding Town issues; Janae will address them at these meetings. Bill P. meets with the Town administrator on a monthly basis, as well as Janae N. when items arise.

Proposals by Overseer Vicky Matthews

Finance position: Discuss the feasibility of hiring this position decided with a vote.

Vicky M. explained her opposition to hiring a Financial Manager at this time. A thorough and lengthy discussion ensued.

Action: Vicky M. moved that the Board table hiring a Finance Manager for a year to see what our financial costs actually are and reconsider it in 2026. There was no second to this motion; the motion failed.

Videos of meetings should be posted, by the Office Manager, within a week of the meeting.

Vicky M. explained her position regarding her recommendation.

Vicky M. made a motion, seconded by Jeffrey W., that NVC immediately start posting recordings of these meetings and that we go back in history to post them, and also provide these recordings to Dan Webster for his website.

Thorough discussion ensued regarding transparency, rules and regulations regarding ADA, cost, etc. Currently, the audio of meetings in the recent past, are available, on request, from the Village office for Board members, villagers, etc.

After discussion this item was referred to the Governance Committee and Communication Committee for review and their recommendation.

Action: Vicky M. withdrew her motion.

Taking of meeting minutes: Be given back to office manager and drafts of the minutes be sent to Overseers within one week of the board meeting.

Janae N. - Currently, the Clerk does a draft of the minutes; they are sent to the President for her review with corrections for parts that are inaudible from the recording, etc.

A thorough discussion ensued. Celine B. joined the Board meeting via Zoom during this discussion.

Action: Vicky M. moved, seconded by Jeffrey W. that taking of the Board minutes be returned to the Office Manager and publication of the draft minutes be sent within one week of the board meeting. Voted: In favor of the motion: Vicky M. Opposed to the motion: Celine B., Fred L, Kris M., Elaine M., Michael T., Jeffrey Wilt. Motion failed.

Action: Kris M. moved to amend the above motion, seconded by Celine B., any redlining of the minutes be available to the Overseers at the time that they vote on approval of the minutes. The original draft and all redlines are made available for their review prior to a vote, beginning at this February meeting. Voted: In favor of the motion: Celine B., Vicky M., Kris M. Michael T., Jeffrey W.- Opposed to the motion: Elaine M. and Fred L. Motion passed.

Playground fund donations: Donation fund for playground should come back to the village system (as were the donations for brown tail moth) so appropriate paper trail for expenses can be maintained.

Discussion ensued.

The Treasurer, Finance Committee and President will follow-up with the appropriate paper trails that are being followed in this matter.

Other Business:

Fred L., chairman of the Finance Committee proposed the following Budget Workshop dates which were accepted by the Board:

March 1, 2025 –9:00 a.m.
March 29, 2025 – 9:00 a.m.
April 29, 2025 – 9:00 a.m.

Public Comments:

Rachel Rosa (Auditorium Park) offered a comment about the minutes.

Dan Webster (670 Shore Road) offered a comment about the Board's agendas and meeting minutes.

Executive Session:

The Board went into Executive Session at 11:03 a.m.

The Board returned from Executive Session at approximately 12:35 p.m. There was no action taken to report.

Adjournment:

The meeting was adjourned at approximately 12:35 p.m.

Respectfully submitted,

Maureen (Beanie) Einstein, Clerk

and

Janae Novotny, President

Treasurer's Report
03/9/2025

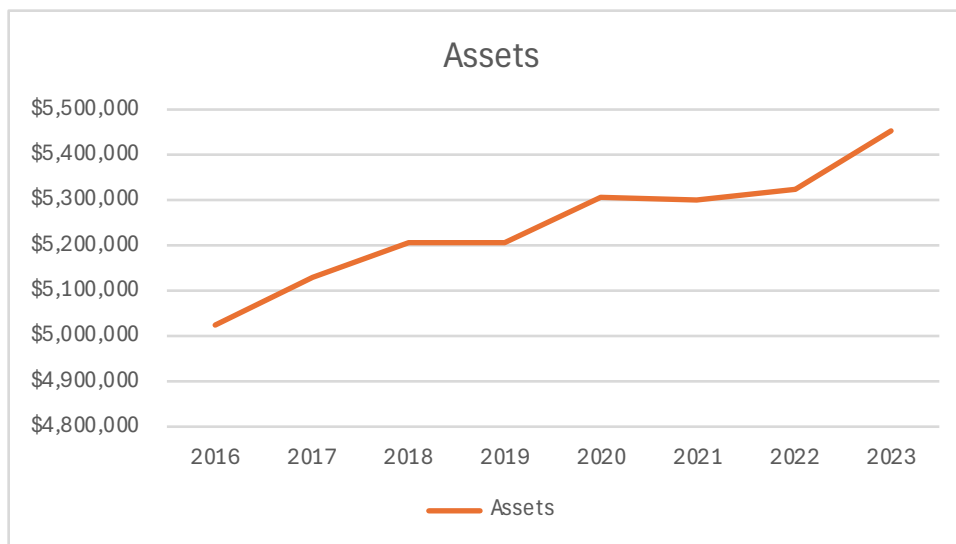
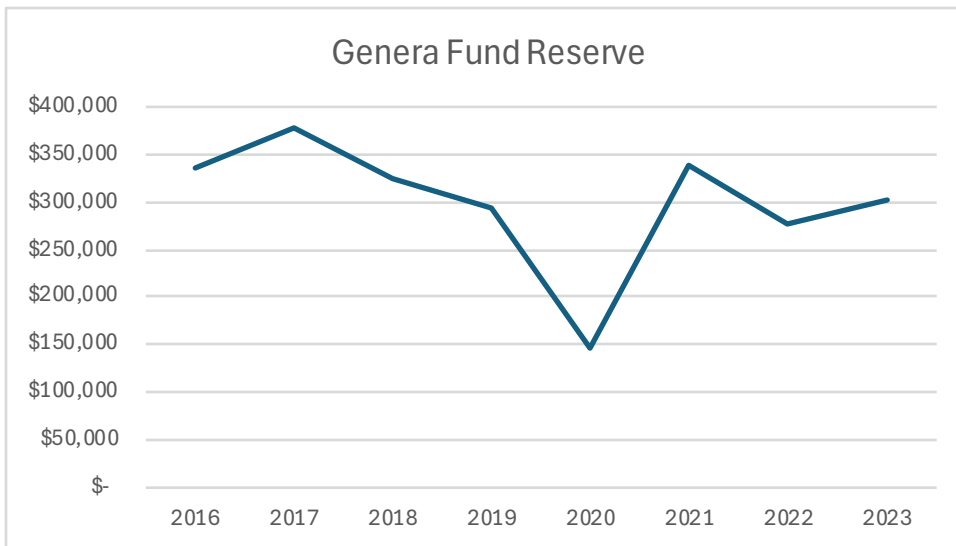
- Warrants, Financial Reports, Bank Statements
 - Provided by Office Manager:
 - January Warrants
 - Financial Reports
 - Journal Entry Reports
 - Bank Statement – February 202 bank statements available in the office after March 15th.
- 2026 Budget Workshops
 - First workshop held on March 1, 2025. Reviewed the 2026 budget process, initial 2026 draft budget, discussed high priority items, and identified areas of research and focus for next workshop.
 - Next budget workshop meeting is March 29, 2025, 9am.
 - Working 2026 Draft - In Progress and Not Final Budget is attached.
- 2023 Audit
 - 2023 NVC Financial Statement is available online at nvcmaine.org.
 - Areas to look over include pages 4-1 through 4-8 Management's Discussion and Analysis and pages 32-34, Purdy Power's report on Internal Control and Financial Reporting.
 - Attached graphs of General Reserve Fund and NVC Assets from NVC Financial statements for 2016 through 2023.
- Line of Credit
 - Reviewed Response from Dan Pittman (Bond Counsel) with Finance Committee and drafting a response back to Mr. Pittman's concerns.
- Cash On Hand
 - The attached graph entitled General Cash on Hand by Month shows the historical trend of cash on hand for General.
 - Majority of General's revenue is received in September and October reflecting the yearly tax collection.

Northport Village Corporation	2025 Approved	2026 Budget	Change	% change	Split G/S/W	Comments
Revenue						
4000 Revenue						
4100 General Government Revenue						
4200 General Operating Revenue						
4210 RE Tax Revenue						
4216 2025 RE Tax Revenue	\$509,727.00	\$570,521.00	\$60,794.00	11.93%		Not final; account code updated in final budget
Total 4210 RE Tax Revenue	\$509,727.00	\$570,521.00	\$60,794.00	11.93%		
4230 Town of Northport Revenue	\$30,000.00	\$0.00	-\$30,000.00	-100.00%		Update once Town of Northport Contribution is known
4235 Rent from Utilities	\$0.00	\$0.00	\$0.00	0.00%		Consider adding rental from Water; if added must appear in 2026 Water budget
4240 Watercraft Registration Revenue	\$3,770.00	\$3,770.00	\$0.00	0.00%		\$65 rowboats (42) and \$20 small watercraft (52); Confirm #'s
Total 4200 General Operating Revenue	\$543,497.00	\$574,291.00	\$30,794.00	5.67%		
4300 General Non-Operating Revenue						
4310 Interest Income (G)	\$4,000.00	\$4,000.00	\$0.00	0.00%		2026 Interest rates may be lower
4320 Community Hall Rentals	\$750.00	\$600.00	-\$150.00	-20.00%		Reduce to \$600 which is the committed rental (NYC, Bayside Arts and BHPS)
Total 4300 General Non-Operating Revenue	\$4,750.00	\$4,600.00	-\$150.00	-3.16%		
Total 4100 General Government Revenue	\$548,247.00	\$578,891.00	\$30,644.00	5.59%		
Total 4000 Revenue	\$548,247.00	\$578,891.00	\$30,644.00	5.59%		
Total Revenue	\$548,247.00	\$578,891.00	\$29,023.00	5.59%		
Gross Revenue	\$548,247.00	\$578,891.00	\$30,644.00	5.59%		
Expenditures						
6000 Expenses						
6010 1099 Contractors						
6020 Contracted Services						
6021 Mowing & Trimming Service	\$12,550.00	\$12,550.00	\$0.00	0.00%	100%	Contract expires Oct 31, 2025; Should this be bid this spring?
6022 Trash Collection	\$24,000.00	\$24,000.00	\$0.00	0.00%	100%	current contract thru 9/17/2026; budget increase remainder 2026
Total 6020 Contracted Services	\$36,550.00	\$36,550.00	\$0.00	0.00%		
6036 Bookkeeping	\$8,840.00	\$10,000.00	\$1,160.00	13.12%	34%	Assumes increase in hourly rate.
Total 6010 1099 Contractors	\$45,390.00	\$46,550.00	\$1,160.00	2.56%		
6050 Auto Expenses						
6051 Auto Fuel Expense						
6052 Cruiser Fuel	\$1,600.00	\$0.00	-\$1,600.00	-100.00%	100%	Remove for 2026 budget
6053 Truck Fuel	\$2,000.00	\$2,000.00	\$0.00	0.00%	50%	50/25/25
Total 6051 Auto Fuel Expense	\$3,600.00	\$2,000.00	-\$1,600.00	-44.44%		
6055 Auto Repairs & Maintenance						
6056 Cruiser Maintenance	\$3,520.00	\$0.00	-\$3,520.00	-100.00%	100%	Remove for 2026 budget
6057 Truck Maintenance	\$4,000.00	\$4,000.00	\$0.00	0.00%	50%	50/25/25
Total 6055 Auto Repairs & Maintenance	\$7,520.00	\$4,000.00	-\$3,520.00	-46.81%		
6058 Mileage Expenses						
6059 Accrue for Truck Replacement	\$16,350.00	\$16,350.00	\$0.00	0.00%	100%	Continues increased truck accrual as well as sander and plow
Total 6050 Auto Expenses	\$27,470.00	\$22,350.00	-\$5,120.00	-18.64%		
6065 Community Events	\$600.00	\$600.00	\$0.00	0.00%	100%	Dialog & Donuts; other community events
6070 Employee Wages & Benefits						
6075 Employee Benefits						
6076 Company Paid Benefits	\$4,000.00	\$4,000.00	\$0.00	0.00%	34%	Insurance, Employee W/S payments, & MMA benefits
6077 Income Protection Plan	\$700.00	\$700.00	\$0.00	0.00%	34%	

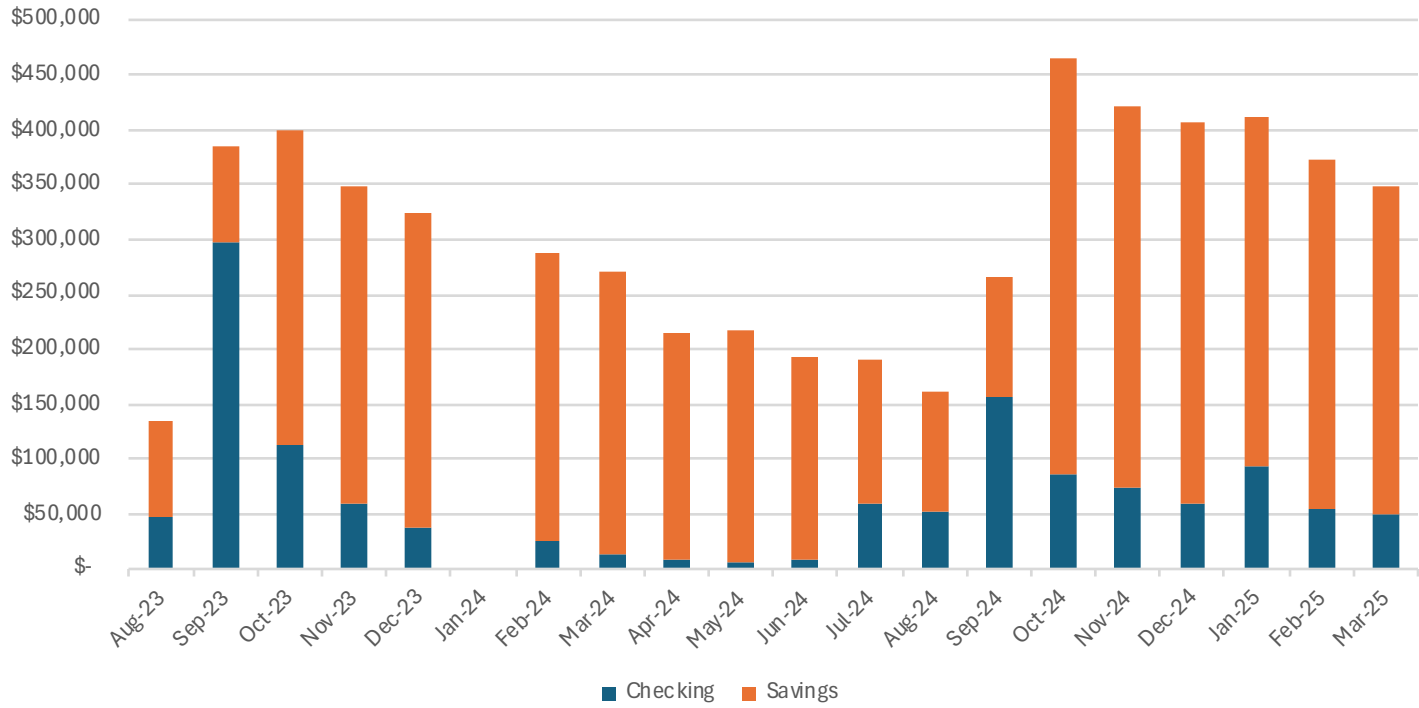
Northport Village Corporation	2025 Approved	2026 Budget	Change	% change	Split G/S/W	Comments
Total 6075 Employee Benefits	\$4,700.00	\$4,700.00	\$0.00	0.00%		
6080 Employee Salaries & Wages						
6083 Lifeguard Wages	\$11,200.00	\$11,200.00	\$0.00	0.00%	100%	Currently 2 days paid for by Northport
6084 Office Personnel Wages	\$18,033.00	\$18,033.00	\$0.00	0.00%	34%	
6084.5 Finance Manager	\$7,947.50	\$7,947.50	\$0.00	0.00%		
6085 Police Wages	\$10,100.00	\$0.00	-\$10,100.00	-100.00%	100%	Removed for 2026
6088 Village Agent Wages	\$32,450.00	\$32,450.00	\$0.00	0.00%	100%	
6088.5 Village Agent Assistant	\$5,200.00	\$5,200.00	\$0.00	0.00%		
6089 Village Officials Wages	\$650.00	\$650.00	\$0.00	0.00%	100%	No change
6090 Winter Roads Wages	\$10,140.00	\$10,140.00	\$0.00	0.00%	100%	Accounted here for insurance purposes;
Total 6080 Employee Salaries & Wages	\$95,720.50	\$85,620.50	-\$10,100.00	-10.55%		
6095 Payroll Processing Expenses	\$2,200.00	\$2,200.00	\$0.00	0.00%	Per Employee	
6096 Payroll Tax Expenses	\$6,800.00	\$6,800.00	\$0.00	0.00%	50%	
Total 6096 Payroll Tax Expenses	\$6,800.00	\$6,800.00	\$0.00	0.00%		
Total 6070 Employee Wages & Benefits	\$109,420.50	\$99,320.50	-\$10,100.00	-9.23%		
6150 Information & Notices	\$3,250.00	\$3,250.00	\$0.00	0.00%	100%	
6160 Insurance						
6161 Property & Casualty Insurance	\$6,250.00	\$6,250.00	\$0.00	0.00%	Spreadsheet	
6162 Workers Comp Insurance	\$5,500.00	\$5,500.00	\$0.00	0.00%	Per Employee	TBD from payroll
Total 6160 Insurance	\$11,750.00	\$11,750.00	\$0.00	0.00%		
6170 Interest Paid		\$0.00	\$0.00			Include amount for Line of Credit?
6190 Legal & Professional Services						
6191 Auditing Services	\$9,000.00	\$7,500.00	-\$1,500.00	-16.67%	30/30/40%	Assumes \$25K for 2025 audit in 2026
6192 Engineering Fees	\$10,000.00	\$10,000.00	\$0.00	0.00%		
6193 Legal Fees	\$10,000.00	\$10,000.00	\$0.00	0.00%	100%	Bond counsel;Resort Fee;PUC fire remission
Total 6190 Legal & Professional Services	\$29,000.00	\$27,500.00	-\$1,500.00	-5.17%		
6210 Licenses, Permits and Fees						
6240 Membership Dues	\$750.00	\$750.00	\$0.00	0.00%	100%	
6260 Office Supplies	\$5,000.00	\$5,000.00	\$0.00	0.00%	34%	
6285 Postage	\$500.00	\$500.00	\$0.00	0.00%	100%	
6330 Repairs & Maintenance						
6331 Building Repairs & Maintenance	\$8,000.00	\$33,000.00	\$25,000.00	312.50%	100%	Includes MMA recommendations
6332 Cleaning	\$2,000.00	\$2,000.00	\$0.00	0.00%	34%	\$2000 for General's portion. (includes upstairs)
6333 Grounds General Maintenance	\$18,000.00	\$18,000.00	\$0.00	0.00%	100%	For non-roads or non-wharf maintenance costs including storms
6334 Road Maintenance	\$51,850.00	\$40,000.00	-\$11,850.00	-22.85%	100%	Need to revise
6336 Tree Maintenance	\$10,800.00	\$10,800.00	\$0.00	0.00%	100%	\$7,800 for routine \$3K tree treatments
6337 Wharf & Floats Maintenance	\$41,000.00	\$61,000.00	\$20,000.00	48.78%	100%	Routine wharf maintenance; Bayside Marine; \$20K for new float
6342 General Repairs & Maintenance	\$4,100.00	\$4,100.00	\$0.00	0.00%	100%	
6343 Library Operations & Maintenance	\$500.00	\$500.00	\$0.00	0.00%	100%	Roof repair included in 6331
Total 6330 Repairs & Maintenance	\$136,250.00	\$169,400.00	\$33,150.00	24.33%		
6344 Safety Committee Operations	\$150.00	\$150.00	\$0.00	0.00%	100%	No change
6345 Software	\$5,000.00	\$5,000.00	\$0.00	0.00%	34%	Assumptions: (QBs \$750 for General) (? Old QBs \$600). TP
6360 Tax Collection Fees	\$10,100.00	\$12,565.00	\$2,465.00	24.41%	100%	2% of the total tax revenue collected
6370 Training						
6371 Police Training	\$500.00	\$0.00	-\$500.00	-100.00%	100%	
Total 6370 Training	\$500.00	\$0.00	-\$500.00	-100.00%		

Northport Village Corporation	2025 Approved	2026 Budget	Change	% change	Split G/S/W	Comments
6390 Uniforms, Equipment & Supplies						
6391 Lifeguard Uni/Equip/Supp	\$750.00	\$750.00	\$0.00	0.00%	100%	
6392 Police Uni/Equip/Supp	\$1,000.00	\$0.00	-\$1,000.00	-100.00%	100%	
Total 6390 Uniforms, Equipment & Supplies	\$1,750.00	\$750.00	-\$1,000.00	-57.14%		
6400 Utilities						
6401 Electricity Expense	\$1,200.00	\$1,200.00	\$0.00	0.00%	34% CH 100% Lib	fbl: suggest 10% increase vs. 2025 budget
6402 Oil/Propane	\$1,000.00	\$1,000.00	\$0.00	0.00%	34%	Revisit in budget workshop
6403 Fire Remediation	\$6,429.00	\$31,429.00	\$25,000.00	388.86%	100%	\$6279 per year, 1 split hydrant \$150 total \$6429; update; \$25K PUC
6405 Street Lights	\$8,000.00	\$8,000.00	\$0.00	0.00%	100%	Consider 10% increase
6406 Telephone & Internet Expense	\$600.00	\$800.00	\$200.00	33.33%	34%	Updated amount
6407 Water & Sewer	\$3,200.00	\$3,200.00	\$0.00	0.00%	34%	Comparing 2023 actuals and rate increases; ask for updated amount
Total 6400 Utilities	\$20,429.00	\$45,629.00	\$25,200.00	123.35%		
Total 6000 Expenses	\$407,309.50	\$451,064.50	\$43,755.00	10.74%		
6800 Bond Expenses						Updated with 2026 amounts, per respective Amortization Schedules
6812 2009 MMBB Bond Principal	\$0.00	\$0.00	\$0.00	0.00%		Last payment in 2024
6813 2009 MMBB Bond Interest	\$0.00	\$0.00	\$0.00	0.00%		Last payment in 2024
6816 2013 MMBB Refinance Bond Principal	\$6,067.08	\$6,285.50	\$218.42	3.60%	15%	Split 15/30/55 G/S/W; ends 2033
6817 2013 MMBB Refinance Bond Interest	\$1,365.66	\$2,512.91	\$1,147.25	84.01%	15%	Split 15/30/55 G/S/W; ends 2033
6818 2015 BHBT Bond Principal	\$21,664.31	\$0.00	-\$21,664.31	-100.00%	100%	Last payment 2025
6819 2015 BHBT Bond Interest	\$428.46	\$0.00	-\$428.46	-100.00%	100%	Last payment 2025
6820 2021B MMBB Bond Principal	\$45,019.90	\$45,429.58	\$409.68	0.91%	100%	Last payment 2049
6821 2021B MMBB Bond Interest	\$38,014.86	\$37,605.18	-\$409.68	-1.08%	100%	Last payment 2049; full interest payment from budget; none from reserves
Total 6800 Bond Expenses	\$112,560.27	\$91,833.17	-\$20,727.10	-18.41%		
Total Expenditures	\$519,869.77	\$542,897.67	\$23,027.90	4.43%		
Net Operating Revenue	\$28,377.23	\$35,993.33	\$7,616.10	26.84%		Remaining before contingency funds are used.
Other Expenditures						
7100 Contingency Expenses	\$28,377.00	\$35,993.44	\$7,616.44	26.84%		\$10K Contingency, \$6.7K Payroll, \$20K operating Reserves;
Total Other Expenditures	\$28,377.00	\$35,993.44	\$7,616.44	26.84%		
Net Other Revenue	-\$28,377.00	-\$35,993.44	-\$7,616.44	26.84%		
Net Revenue	\$0.00	\$0.00	\$0.00	0.00%		Budget always balances

General Fund Reserve and Assets from NVC Financial Statements 2016 - 2023



General Cash on Hand by Month



**Northport Village Corporation
Village Agent Report
March 9, 2025 Board of Overseers Meeting**

Recent activities

- Working on completing the annual MMA Property & Casualty schedules.
- Janae and I met with a structural engineer who inspected Community Hall; waiting for her report.
- Plowing and sanding, plowing and sanding, plowing and sanding!
- Continuing to work on getting project estimates for items on the MMA list. Contractors are scheduling out a year or more.
- I continue to talk or meet with Town Administrator James Kossouth on a regular basis about items that impact the village.

Village projects/needs for 2026 budget consideration

- Floats replacement: It is still time to begin setting aside and saving money to replace the floats; they are starting to show their age. I recommend that replacing the swim float should be in the 2026 budget. Also recommend that we have a marine engineer draw plans for the floats to make sure they are sturdy enough to meet our needs.
- Community Hall: We are missing some of our wood/metal tables and a couple of plastic tables have been “donated.” Our tables are really showing age and wear and need to be replaced. Propose to include for 2026 budget.
- Portable PA system: We need a new system for NVC outside events.
- Lawn/Grounds Contract: Current contract expires this fall. Recommend expanding the scope of the contract to include our regular fall ditch cleaning, mulching selected trees and spreading playground ground cover. (NVC selects and purchases the playground material.)
- Parks/Trees: For grounds maintenance, we need to budget for regular pruning of river birch tree by the library, the junipers around the basketball court and the shrubs around Merithew Square.

Village project/needs with future budget implications

- Sander and plow: We should plan to replace sander in 3 years.
- MMA Risk Management recommendations: I am still getting estimates.
- Roads/storm drainage: Area in front of mailboxes at Merithew Square to North Ave and down North Ave to the new hot top needs to be hot-topped, and another storm added. The project needs to be engineered to decide how to handle storm runoff. Lower Clinton Avenue from Merithew Square down needs curbing or storm drain to handle water that is currently washing out the embankment at the bottom of the street.

Wharf and floats

- Wharf: Dallas Fields Dive Service completed the major brace work on the wharf. Remaining repairs will be made in the spring and summer.
- Small watercraft area: A few kayaks still remain at the bottom of Ruggles Park.

Utilities

- Regular water and sewer maintenance work and Dig Safe requests.
- Additional work needed after the emergency repairs on the 794, 792/290 Shore Road pump stations was done. Working on treatment plant electronics issues.
- Responded to an emergency call for water shut-off due to a leak at an unoccupied house on Shore Road.

Miscellaneous

- Continuing to assess and consider improvement of Bayview Park storm - drain/outfall adjacent to Oberg's property. Because of abundance of heavy rains the last couple of years and severity of winter storms hitting at high tide, the storm drain/outfall needs help. Any of the fixes I have thought about must be consistent with recommendations and shoreline erosion plan we received from the engineer hired by the Town. Whatever plans the Village decides on, I recommend restricting the area to storm drain/outfall purposes and no longer allow public access for construction on shoreline cottages.
- I continue to field calls from private contractors working throughout the Village on current and planned projects in the Village, and deal with various villagers with issues they want addressed.
- 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.**

Roads

- The Town has cleared snow from the catch basins in the village. As the ground thaws, the streets, Broadway, in particular, will be a mess. Broadway is on the Town's list of roads to pave. Village dirt roads will need repair/maintenance, too. The amount of snow plowing has leveled out the crest in the dirt roads.
- 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.

Submitted by
Bill Paige, Village Agent.



Office Manager's Report
March 09, 2025
For February 2025

The 2023 Audit is complete. I have a copy in the office for each Overseer. Please see me if you would like one.

The 2025 Watercraft Registration form is now available in the office. I have attached it to this report. The office can accept a payment by check or credit card (credit card in person or on the phone only). Please remember the office does not accept cash.

Anyone that would like to pay their Water and/or Sewer bill is welcome to go online and pay or you can call the office and I am happy to assist you. There have been many issues with US mail in the past few years that seem to be exacerbated lately, so this might be a good option for many. You can find the links to pay on our website, but I will add them here as well:

For Sewer Payments: <https://apps1.web.maine.gov/cgi-bin/ePayment/online/disclaimer?sid=2230>

For Water payments: <https://apps1.web.maine.gov/cgi-bin/ePayment/online/disclaimer?sid=2232>

There is a 2.5% fee to use the credit card service. This fee goes directly to the card servicer, NVC does not collect or control this fee.

A reminder that the office also accepts checks - but we do not accept cash.

Trish Parker

Office Manager

Northport Village Corporation

Attached to this report:

Bank Account balances printout

Budget vs Actual Reports for each Department

2025 Watercraft Registration

AS OF 3/3/2025

[General Gov't Checking *2618](#)Quick Peek

Available Balance**\$50,019.52

Current Balance\$50,019.52

[Wastewater Checking *2620](#)Quick Peek

Available Balance**\$26,850.07

Current Balance\$26,850.07

[Water Checking *3143](#)Quick Peek

Available Balance**\$24,331.99

Current Balance\$24,331.99

[BUSINESS COMPLETE *9504](#)Quick Peek

Available Balance**\$1,000.00

Current Balance\$1,000.00

[BUSINESS COMPLETE *1771](#)Quick Peek

Available Balance**\$17,642.84

Current Balance\$17,642.84

[General Gov't Money Market *4006](#)Quick Peek

Available Balance**\$11,499.32

Current Balance\$11,499.32

[Wastewater Sav - ICS B *4739](#)Quick Peek

Available Balance**\$69,821.75

Current Balance\$69,821.75

Interest \$140.05

[Water Sav - ICS B *4747](#)Quick Peek

Available Balance**\$136,255.60

Current Balance\$136,255.60

Interest \$332.02

[General Gov't Sav - ICS B *9857](#)Quick Peek

Available Balance**\$298,765.38

Current Balance\$298,765.38

Interest \$1014.33

Total Deposit Accounts **\$636,186.47**

Northport Village Corporation - General

Budget vs. Actuals

January 1 - March 3, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4100 General Government Revenue	2,193.10	548,247.00	-546,053.90
Total Revenue	\$2,193.10	\$548,247.00	\$ -546,053.90
Expenditures			
6000 1099 Contractors			
6010 Casual Labor	41.00		41.00
6020 Contracted Services			
6021 Mowing and Trimming Service		12,550.00	-12,550.00
6022 Trash Collection	2,000.00	24,000.00	-22,000.00
Total 6020 Contracted Services	2,000.00	36,550.00	-34,550.00
6036 Bookkeeping	750.38	8,840.00	-8,089.62
Total 6000 1099 Contractors	2,791.38	45,390.00	-42,598.62
6050 Auto Expenses			
6051 Auto Fuel Expense			
6052 Cruiser Fuel		1,600.00	-1,600.00
6053 Truck Fuel	153.70	2,000.00	-1,846.30
Total 6051 Auto Fuel Expense	153.70	3,600.00	-3,446.30
6055 Auto Repairs & Maintenance			
6056 Cruiser Maintenance		3,520.00	-3,520.00
6057 Truck Maintenance	44.97	4,000.00	-3,955.03
Total 6055 Auto Repairs & Maintenance	44.97	7,520.00	-7,475.03
6059 Accrue for Truck Replacement		16,350.00	-16,350.00
Total 6050 Auto Expenses	198.67	27,470.00	-27,271.33
6065 Community Events		600.00	-600.00
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	51.00	4,000.00	-3,949.00
6077 Income Protection Plan	109.40	700.00	-590.60
Total 6075 Employee Benefits	160.40	4,700.00	-4,539.60
6080 Employees Salaries & Wages			
6083 Lifeguard Wages		11,200.00	-11,200.00
6084 Office Personnel Wages	2,154.85	18,033.00	-15,878.15
6084.50 Village Assistant		7,947.50	-7,947.50
6085 Police Wages		10,100.00	-10,100.00
6088 Village Agent Wages	5,424.40	32,450.00	-27,025.60
6088.50 Village Agent Assistant		5,200.00	-5,200.00
6089 Village Official Wages		650.00	-650.00
6090 Winter Road Wages	1,615.21	10,140.00	-8,524.79
Total 6080 Employees Salaries & Wages	9,194.46	95,720.50	-86,526.04
6095 Payroll Processing Fees	127.50	2,200.00	-2,072.50
6096 Payroll Tax Expense	856.85	6,800.00	-5,943.15
Total 6070 Employee Wages & Benefits	10,339.21	109,420.50	-99,081.29

Northport Village Corporation - General

Budget vs. Actuals

January 1 - March 3, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6150 Information & Notices		3,250.00	-3,250.00
6160 Insurance			
6161 Property & Casualty Insurance		6,250.00	-6,250.00
6162 Workers Comp insurance		5,500.00	-5,500.00
Total 6160 Insurance		11,750.00	-11,750.00
6190 Legal & Professional Services			
6191 Auditing Services	3,920.13	9,000.00	-5,079.87
6192 Engineering Fees		10,000.00	-10,000.00
6193 Legal Fees		10,000.00	-10,000.00
Total 6190 Legal & Professional Services	3,920.13	29,000.00	-25,079.87
6240 Membership Dues	241.40	750.00	-508.60
6260 Office Supplies	307.74	5,000.00	-4,692.26
6285 Postage		500.00	-500.00
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	322.03	8,000.00	-7,677.97
6332 Cleaning	76.50	2,000.00	-1,923.50
6333 Grounds General Maintenance		18,000.00	-18,000.00
6334 Road Maintenance		51,850.00	-51,850.00
6336 Tree Maintenance		10,800.00	-10,800.00
6337 Wharf & Floats Maintenance		41,000.00	-41,000.00
6342 General Repairs & Maintenance		4,100.00	-4,100.00
6343 Library Operations & Maintenance		500.00	-500.00
Total 6330 Repairs & Maintenance	398.53	136,250.00	-135,851.47
6344 Safety Committee Operations		150.00	-150.00
6345 Software	286.84	5,000.00	-4,713.16
6360 Tax Collection Fees		10,100.00	-10,100.00
6370 Training			
6371 Police Training		500.00	-500.00
Total 6370 Training		500.00	-500.00
6390 Uniforms, Equipment, & Supplies			
6391 Lifeguard - Uniforms, Equipment, & Supplies		750.00	-750.00
6392 Police - Uniforms, Equipment, & Supplies	69.81	1,000.00	-930.19
Total 6390 Uniforms, Equipment, & Supplies	69.81	1,750.00	-1,680.19
6400 Utilities			
6401 Electricity Expense	110.57	1,200.00	-1,089.43
6402 Oil/Propane	107.44	1,000.00	-892.56
6403 Hydrant Rental		6,429.00	-6,429.00
6405 Street Lights	612.86	8,000.00	-7,387.14
6406 Telephone & Internet Expenses	151.92	600.00	-448.08
6407 Water & Sewer		3,200.00	-3,200.00
Total 6400 Utilities	982.79	20,429.00	-19,446.21
6800 Bond Expenses			

Northport Village Corporation - General

Budget vs. Actuals

January 1 - March 3, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6816 2013 MMBB Refinance Bond Principal		6,067.08	-6,067.08
6817 2013 MMBB Refinance Bond Interest		1,365.66	-1,365.66
6818 2015 BHBT Bond Principal		21,664.31	-21,664.31
6819 2015 BHBT Bond Interest		428.46	-428.46
6820 2021 MMBB Bond Principal		45,019.90	-45,019.90
6821 2021 MMBB Bond Interest		38,014.86	-38,014.86
Total 6800 Bond Expenses		112,560.27	-112,560.27
Total Expenditures	\$19,536.50	\$519,869.77	\$ -500,333.27
NET OPERATING REVENUE	\$ -17,343.40	\$28,377.23	\$ -45,720.63
Other Expenditures			
7100 Contingency Expenses		28,377.23	-28,377.23
Total Other Expenditures	\$0.00	\$28,377.23	\$ -28,377.23
NET OTHER REVENUE	\$0.00	\$ -28,377.23	\$28,377.23
NET REVENUE	\$ -17,343.40	\$0.00	\$ -17,343.40

NVC- WATER

Budget vs. Actuals

January 1 - March 3, 2025

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4100 Water Revenue			
4200 Water Operating Revenue			
4210 Water Sales		40,250.01	-40,250.01
4220 Rate Increase		10,666.26	-10,666.26
4230 Water Service Fee Revenue		2,000.01	-2,000.01
4240 Hydrant Rental Revenue		1,569.75	-1,569.75
Total 4200 Water Operating Revenue		54,486.03	-54,486.03
4300 Water Non-operating Revenue			
4310 Interest Income		750.00	-750.00
4320 Interest on Loan Receivable Sewer		699.57	-699.57
Total 4300 Water Non-operating Revenue		1,449.57	-1,449.57
Total 4100 Water Revenue		55,935.60	-55,935.60
Total Revenue	\$0.00	\$55,935.60	\$ -55,935.60
Cost of Goods Sold			
5000 Cost of Goods Sold			
5100 Water Purchases	1,830.55	7,897.50	-6,066.95
Total 5000 Cost of Goods Sold	1,830.55	7,897.50	-6,066.95
Total Cost of Goods Sold	\$1,830.55	\$7,897.50	\$ -6,066.95
GROSS PROFIT	\$ -1,830.55	\$48,038.10	\$ -49,868.65
Expenditures			
6000 1099 Contractors			
6010 Casual Labor		750.00	-750.00
6036 Bookkeeping	728.31	2,210.01	-1,481.70
6047 Water Utilities Superintendent	1,561.76	4,884.99	-3,323.23
Total 6000 1099 Contractors	2,290.07	7,845.00	-5,554.93
6050 Auto Expenses			
6051 Auto Fuel Expense			
6053 Truck Fuel	76.85	249.99	-173.14
Total 6051 Auto Fuel Expense	76.85	249.99	-173.14
6055 Auto Repairs & Maintenance			
6057 Truck Maintenance	63.40	249.99	-186.59
Total 6055 Auto Repairs & Maintenance	63.40	249.99	-186.59
Total 6050 Auto Expenses	140.25	499.98	-359.73
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	49.50	999.99	-950.49
6077 Income Protection Plan	106.18	249.99	-143.81
Total 6075 Employee Benefits	155.68	1,249.98	-1,094.30
6080 Employees Salaries & Wages			
6082 Distribution Officer Wages	1,877.00	9,999.99	-8,122.99

NVC- WATER

Budget vs. Actuals

January 1 - March 3, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6082.5 Assistant DO Wages		1,875.00	-1,875.00
6084 Office Personnel Wages	2,091.47	4,524.99	-2,433.52
6084.50 Finance Manager		1,287.00	-1,287.00
6087 Utility Billing Wages	314.36	1,250.01	-935.65
Total 6080 Employees Salaries & Wages	4,282.83	18,936.99	-14,654.16
6095 Payroll Processing Fees	63.75	275.01	-211.26
6096 Payroll Tax Expense	349.29	1,353.75	-1,004.46
Total 6070 Employee Wages & Benefits	4,851.55	21,815.73	-16,964.18
6160 Insurance Paid			
6161 Property & Casualty Insurance		412.50	-412.50
6162 Workers Comp Insurance		249.99	-249.99
Total 6160 Insurance Paid		662.49	-662.49
6190 Legal & Professional Services			
6191 Auditing Services	5,197.95	2,750.01	2,447.94
Total 6190 Legal & Professional Services	5,197.95	2,750.01	2,447.94
6210 Licenses, Permits, & Fees		450.00	-450.00
6240 Membership Dues	234.30	75.00	159.30
6260 Office Supplies	196.10	425.01	-228.91
6285 Postage		375.00	-375.00
6305 Regulatory Fees		225.00	-225.00
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	33.66	125.01	-91.35
6332 Cleaning	74.25	212.49	-138.24
6342 General Repairs & Maintenance	3.00	1,250.01	-1,247.01
Total 6330 Repairs & Maintenance	110.91	1,587.51	-1,476.60
6345 Software	272.58	1,250.01	-977.43
6350 Supplies	62.94	1,250.01	-1,187.07
6400 Utilities			
6401 Electricity Expense	413.37	999.99	-586.62
6402 Oil/Propane	104.28	150.00	-45.72
6406 Telephone & Internet Expenses	50.40	150.00	-99.60
6407 Water & Sewer		300.00	-300.00
Total 6400 Utilities	568.05	1,599.99	-1,031.94
6500 Water Testing	30.00	200.01	-170.01
6700 Reserve Accrual - Loan from Sewer Interest		699.57	-699.57
6800 Bond Expenses			
6816 2013 MMBB Refinance Bond Principal		5,561.49	-5,561.49
6817 2013 MMBB Refinance Bond Interest		1,251.87	-1,251.87
Total 6800 Bond Expenses		6,813.36	-6,813.36
Total Expenditures	\$13,954.70	\$48,523.68	\$ -34,568.98
NET OPERATING REVENUE	\$ -15,785.25	\$ -485.58	\$ -15,299.67
Other Expenditures			

NVC- WATER

Budget vs. Actuals

January 1 - March 3, 2025

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
7100 Contingency Expenses		1,477.74	-1,477.74
Total Other Expenditures	\$0.00	\$1,477.74	\$ -1,477.74
NET OTHER REVENUE	\$0.00	\$ -1,477.74	\$1,477.74
NET REVENUE	\$ -15,785.25	\$ -1,963.32	\$ -13,821.93

NVC- Sewer

Budget vs. Actuals

January 1 - March 3, 2025

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4000 Revenue			
4400 Sewer Operating Revenue			
4410 Sewer Fees		316,050.00	-316,050.00
Total 4400 Sewer Operating Revenue		316,050.00	-316,050.00
4600 Sewer Non-operating Revenue			
4610 Interest Income		2,000.00	-2,000.00
4620 Grants		45,000.00	-45,000.00
Total 4600 Sewer Non-operating Revenue		47,000.00	-47,000.00
Total 4000 Revenue		363,050.00	-363,050.00
Total Revenue	\$0.00	\$363,050.00	\$ -363,050.00
GROSS PROFIT	\$0.00	\$363,050.00	\$ -363,050.00
Expenditures			
6000 1099 Contractors			
6010 Casual Labor		2,000.00	-2,000.00
6036 Bookkeeping	728.31	8,840.00	-8,111.69
6047 Sewer Utilities Superintendent	2,393.19	28,060.00	-25,666.81
Total 6000 1099 Contractors	3,121.50	38,900.00	-35,778.50
6050 Auto Expenses			
6051 Auto Fuel Expense			
6053 Truck Fuel	76.85	1,000.00	-923.15
Total 6051 Auto Fuel Expense	76.85	1,000.00	-923.15
6055 Auto Repairs & Maintenance			
6057 Truck Maintenance	22.49	1,000.00	-977.51
Total 6055 Auto Repairs & Maintenance	22.49	1,000.00	-977.51
6059 Accrue for Truck Replacement		2,000.00	-2,000.00
Total 6050 Auto Expenses	99.34	4,000.00	-3,900.66
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	230.39	4,000.00	-3,769.61
6077 Income Protection Plan	106.20	1,508.00	-1,401.80
Total 6075 Employee Benefits	336.59	5,508.00	-5,171.41
6080 Employees Salaries & Wages			
6081 Collection System Operator	1,084.60	10,400.00	-9,315.40
6081.5 Assistant CSO		5,000.00	-5,000.00
6084 Office Personnel Wages	2,091.47	18,100.00	-16,008.53
6084.5 Finance Manager		5,150.00	-5,150.00
6086 Treatment Plant Operator	4,348.70	34,500.00	-30,151.30
6087 Utility Billing Wages	314.37	5,000.00	-4,685.63
Total 6080 Employees Salaries & Wages	7,839.14	78,150.00	-70,310.86
6095 Payroll Processing Fees	63.75	1,100.00	-1,036.25

NVC- Sewer

Budget vs. Actuals

January 1 - March 3, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6096 Payroll Tax Expense	746.28	6,370.00	-5,623.72
Total 6070 Employee Wages & Benefits	8,985.76	91,128.00	-82,142.24
6160 Insurance Paid			
6161 Property & Casualty Insurance		2,500.00	-2,500.00
6162 Workers Comp Insurance		1,300.00	-1,300.00
Total 6160 Insurance Paid		3,800.00	-3,800.00
6190 Legal & Professional Services			
6191 Auditing Services	4,526.68	9,000.00	-4,473.32
6192 Engineering Fees		45,000.00	-45,000.00
Total 6190 Legal & Professional Services	4,526.68	54,000.00	-49,473.32
6210 Licenses, Permits, & Fees		2,500.00	-2,500.00
6240 Membership Dues	234.30	300.00	-65.70
6260 Office Supplies	196.10	1,700.00	-1,503.90
6285 Postage		1,500.00	-1,500.00
6305 Regulatory Fees	1,293.84	1,500.00	-206.16
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	33.66	500.00	-466.34
6332 Cleaning	74.25	850.00	-775.75
6335 Sludge Removal		50,000.00	-50,000.00
6337 Wharf & Floats Maintenance		2,500.00	-2,500.00
6342 General Repairs & Maintenance	4,747.20	17,000.00	-12,252.80
Total 6330 Repairs & Maintenance	4,855.11	70,850.00	-65,994.89
6345 Software	272.58	5,000.00	-4,727.42
6350 Supplies & Chemicals	519.42	12,000.00	-11,480.58
6400 Utilities			
6401 Electricity Expense	573.44	5,300.00	-4,726.56
6402 Oil	104.28	600.00	-495.72
6403 Hydrant Rental		150.00	-150.00
6404 Propane		500.00	-500.00
6406 Telephone & Internet Expenses	50.40	1,200.00	-1,149.60
6407 Water & Sewer		1,600.00	-1,600.00
Total 6400 Utilities	728.12	9,350.00	-8,621.88
6500 Water Testing	342.00	7,600.00	-7,258.00
6800 Bond Expenses			
6810 2008 MMBB Bond Principal		6,658.32	-6,658.32
6811 2008 MMBB Bond Interest		534.20	-534.20
6814 2012 MMBB Refinance Bond Principal		5,473.12	-5,473.12
6815 2012 MMBB Refinance Bond Interest		2,039.88	-2,039.88
6816 2013 BHBT Bond Principal		12,134.16	-12,134.16
6817 2013 BHBT Bond Interest		2,731.33	-2,731.33
6821 Loan Payment to Water - Principal		18,037.84	-18,037.84
6822 Loan Payment to Water - Interest		2,798.32	-2,798.32

NVC- Sewer

Budget vs. Actuals

January 1 - March 3, 2025

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
Total 6800 Bond Expenses		50,407.17	-50,407.17
Total Expenditures	\$25,174.75	\$354,535.17	\$ -329,360.42
NET OPERATING REVENUE	\$ -25,174.75	\$8,514.83	\$ -33,689.58
Other Expenditures			
7100 Contingency Expenses		4,054.00	-4,054.00
7300 Sewer Reserve Fund		7,200.00	-7,200.00
Total Other Expenditures	\$0.00	\$11,254.00	\$ -11,254.00
NET OTHER REVENUE	\$0.00	\$ -11,254.00	\$11,254.00
NET REVENUE	\$ -25,174.75	\$ -2,739.17	\$ -22,435.58



**Northport Village Corporation
Small Watercraft Registration 2025**

**813 Shore Road
Northport, ME 04849**

Registration of all dinghies, kayaks, canoes, paddleboards and other small watercraft that may be approved by the Wharfmaster and display of registration sticker on the watercraft is required for storage or tie-ups at any NVC-owned facilities, including dock, floats, shore, waterfront.

Applicant Information

Last Name: _____ First Name: _____

Permanent/mailling address

Email address

Primary phone and/or cell phone

Emergency contact name and phone

Resident or taxpayer of Town of Northport or Northport Village Corporation? Yes No

Local address

Watercraft Information

	Type Dinghy, canoe, paddle-board, kayak, other	Make/Model	Length Dinghy 10' max	Beam Dinghy 5.5' max	Engine HP (NA if none)	Sticker #
#1						
#2						
#3						
#4						

Watercraft use (check one): Personal Commercial

**2025 Fees: Dinghy - \$65. Kayak/canoe/paddleboard - \$20. Registration by mail - Add \$10.
Additional \$5 per watercraft for non-resident or non-taxpayer of Town of Northport or Northport Village Corporation.**

Fees due for this application: _____

Applicant acknowledges receipt of the NVC Waterfront Ordinance and agrees to comply with the Ordinance. Applicant understands and acknowledges that permission to store/tie up small watercraft on NVC property/facilities may be revoked for non-compliance with the Waterfront Ordinance.

Applicant signature

Date

Check#

NORTHPORT VILLAGE CORPORATION

WORK-PLACE PET POLICY

Scope

- This workplace pet policy applies to employees only. While we know certain members of the community may bring their pets into public buildings, this policy is not intended to address those situations.

Pet Requirements

To participate, pets must be:

- Up to date on vaccinations required by state law.
- Free of any communicable infections or any parasites such as fleas.
- House-trained.
- Obedient, well-socialized and with NO HISTORY OF BITING, excessive barking, chasing or aggressive behavior.
- Covered under their owner's homeowners/renters insurance policy, which must cover dog bites.

Pet Parent Responsibilities

To comply with our workplace pet policy, pet parents who want to bring their pets to work must agree to:

- Be 100% responsible for their pet's behavior, well-being, hygiene and happiness the entire time he or she is visiting.
- Manage their workspace to ensure it is "pet-proofed" and safe for their visiting pet.
- Keep their pet with them and controlled throughout the day. Or, make arrangements with a colleague to do so if they need to step away.
- Ensure that their pet's behavior does not interfere with other employees' comfort or ability to do their work.
- Provide their own pet items to ensure pet safety, such as leashes, crates or gates to keep the pet securely in the employee's work area.
- Provide their own pet wellness items, such as waste bags, toys, food and water bowls.
- Clean up after their pet immediately if any accidents occur.
- Maintain homeowners/renters insurance that covers dog bites.
- Be legally and financially responsible for any damage caused by their pet.
- Provide annual proof of vaccination and health for their visiting pets.
- Keep pets out of pet-free areas.
- Use alternate pet care away from work on days when the employee would be unable to fully manage the pet at work (e.g., numerous meetings or scheduled visitors) or the pet is ill.
- Take their pet home at any time if the pet's behavior or health makes it a distraction, nuisance or danger to anyone else, or if asked to do so by their manager.