



**April 13, 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 March 9, 2025 meeting minutes\*
- President's Report\*
  - Appointment of Fred Lincoln to fill Utilities Committee overseer vacancy.
  - Review proposed Donuts & Dialog dates and topics.
  - Recommendation to approve various requests for use of Community Hall and basketball court as described.
  - Recommendation to approve proposed bid terms for grounds maintenance contract\*
- Treasurer's Report\*
- Village Agent Report\*
  - Recommendation to approve Paul Overgaag's request for access to NVC property\*.
  - Recommendation to approve Michael Tirrell's request to extend Board's prior approval of access to NVC property.\*
  - Recommendation to consider a structural evaluation of Community Hall as recommended by Gartley & Dorsky in their preliminary structural observation report.\*
- Office Manager's Report\*
- Governance Committee Report\*
  - Recommendation to adopt a Board of Overseers conduct policy.\*
  - Recommendation to adopt a revised Policy for the Acceptance of Donations.\*
- Utilities Committee Report
- Infrastructure Chair Report
- Tree Warden Report
  - Recommendation to share equally with the Ericksons, owners of property at 9 North Avenue, the estimated \$2200 cost of pruning a tree on the parties' shared property boundary.
- 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 March 9, 2025 Board meeting minutes
- April 2025 President's Report and attached facilities use requests
- April 2025 Treasurer's Report
- April 2025 Village Agent Report
  - Paul Overgaag request for access to NVC property for seawall work
  - Michael Tirrell request for extension of Board's prior approval of access to NVC property for cottage renovations
  - Gartley & Dorsky "NVC Community Hall, Northport Maine: Structural Observations Report 1
- April 2025 Office Manager Report
- Proposed NVC Board of Overseers Conduct Policy
- Revised Acceptance of Donations Policy

**Northport Village Corporation  
Draft Minutes of the Board of Overseers Meeting  
Sunday, March 9, 2025**

Overseers, Officers and Staff present: Celine Bewsher; Fred Lincoln; Vicky Matthews; Kris Mix (via Zoom); Elaine Moss (via Zoom); Michael Tirrell (via Zoom); Jeffrey Wilt (via Zoom); President, Janae Novotny; Treasurer, Wendy Huntoon (via Zoom); Clerk, Maureen (Beanie) Einstein (via Zoom); Village Agent, Bill Paige; Office Manager, Trish Parker

**Public Comments – There were no comments from members of the public.**

**The Meeting was called to order at 9:00 a.m.**

**Additional Items to the Agenda**

Vicky M. requested to add to the Agenda approval for CPR training this summer in the Community Hall.

**Approval of the Minutes of the February 9, 2025 Overseers Meeting.**

Janae N. asked if there were any questions/comments regarding the February 9, 2025 Minutes distributed prior to the meeting.

**Action: Kris M. made a motion, seconded by Fred L., to approve the minutes of the February 8, 2025 meeting distributed prior to the meeting as written. Voted – Unanimous**

**President’s Report – Janae Novotny**

Continues working with Bill P. on a Lawn Maintenance Contract. The current contract expires this Fall.

**Treasurer’s Report – Wendy Huntoon**

Wendy H. referred the Overseers to her written report (with attachments) circulated prior to the meeting. Hard copies of the 2023 Financial Statements are available; also, an electronic version of the statements can be downloaded.

The 2024 Audit will be starting in May. The Audits should be easier going forward.

**Village Agent Report – Bill Paige**

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

Floats Replacement – The floats are approximately 30 years old. Recommendation that replacing the swim float should be in the 2026 Budget. Wendy H. will add this item to the scheduled March 29, 2025 Budget Workshop Meeting.

Snow Plow Replacement – NVC has a \$1000.00 deductible. The insurance company will give NVC \$500.00 if a claim is placed due to depreciation of the plow, which is approximately 10 years old. NVC may anticipate a rate increase in our insurance policy.

**Action: Vicky M. made a motion, seconded by Fred L., to make a claim to the insurance company. Voted – Unanimous.**

Janae N. and Bill P. have met with the structural engineer regarding Community Hall and MMA's recommendations and await her report. Also, included in the report will be the proposed Bayside Arts lighting (approved by the Board) and her recommended proper placement of those lights.

#### **Office Manager's Report – Trish Parker**

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

#### **Governance Committee – Elaine Moss**

Elaine M. referred the Overseers to the Committee's "Work-Place Pet Policy" circulated prior to the meeting, with a recommendation to adopt this Policy.

Discussion ensued. Elaine M. – Any dog bite, of a person or another dog, must be reported to the Town of Northport's Animal Control Officer. It is a law in the State of Maine.

**Vicky M. made a motion, seconded by Fred L., to adopt the "Work-Place Pet Policy" as written. Voted – Unanimous.**

Dan Webster. and Janae N. have been closely following zoning activity and permit applications in the Village. The Committee is in the process of working to clarify the NVC Zoning Ordinance. The Town's Code Enforcement Officer, in certain instances, is interpreting our Ordinance differently than the NVC's interpretation of our Ordinance.

#### **Utilities – Jeffrey Wilt**

There were no exceedances in January or February. We are in receipt of our new Sewer License for another five years. It is basically the same license as the previous five years.

Sewer Connections – We have a license for 252 sewer connections. Currently, there are 245 active connections and 7 permanent connections that are not currently active. The Trustees will have a proposal at the next meeting to charge a fee for those 7 permanent inactive connections to be part of the system.

#### **Town Liaison – Janae Novotny**

The Town continues to struggle to find temporary office space when construction begins on the new Town Hall.

The town is proposing an increase of \$1.00 for 33-gallon trash bags; each 33-gallon bag will be \$4.00. Bags larger than 33 gallons will be increased to \$6.00.

#### **CPR Offering at the Community Hall**

**Vicky M., made a motion, seconded by Michael T. to schedule CPR Training at Community Hall and waive the rental fee for the Community Hall this summer. Voted – Unanimous.**

#### **Public Comments**

There were no comments by members of the public.

#### **Executive Session**

The meeting was adjourned to Executive Session at 9:37 a.m.

The meeting returned from Executive Session at 9:51 a.m.

**Michael T. moved and Kris M. seconded that the NVC pay the 0.5% of payroll required by the State of Maine to fund the Maine paid family and medical leave program and not deducted the amount from employee wages as allowed by law. Voted-Unanimous.** (Not voting – Jeffrey W's Zoom connection dropped and he was unable to vote.)

**Adjournment**

The meeting was adjourned at 9:53 a.m.

Respectfully submitted,

Maureen (Beanie) Einstein, Clerk

and

Janae Novotny, President

Draft

**Northport Village Corporation  
President's Report  
April 13, 2025 Board of Overseers Meeting**

**Summer 2025 Donuts & Dialog**

Please schedule the following dates for the NVC-hosted events in Community Hall, scheduled from 8-9:30 a.m. on Saturday mornings:

- June 28 – Proposed 2026 NVC budget
- July 12 – Recent developments with the NVC Utilities Department
- July 26 – Why a village and a town?
- August 9 – Infrastructure Needs

Also, make sure you have calendared the NVC Annual Meeting on August 12 at 6 p.m. (Board gathers at 5:30.)

**Consideration of Community Hall Use Requests**

1. Recommendation to approve the use of Community Hall on August 17, 2025 from 10 a.m. to noon for the annual Bayside Community Food Drive to support the Northport Food Pantry and to waive the rental fee and insurance requirements.
2. Recommendation to approve the Bayside Historical Preservation Society's request to use Community Hall from 8 a.m. to 5 p.m. on Tuesday, August 5, 2025 for BHPS's annual Collectors' Day. (Note that BHPS has submitted the annual \$200 contribution toward Community Hall and the required certificate of liability insurance.)
3. Recommendation to approve Bayside Arts' requests for use of NVC facilities as described in Bayside Arts' March 8, 2025 written request subject to submission of the annual \$200 contribution toward Community Hall and the required certificate of liability insurance and compliance with the structural engineer's recommendation regarding installation of equipment in Community Hall.
4. Recommendation to approve Bayside Arts' request for the use of the basketball court for the annual community dance and Community Hall as a rain location on July 25 from 5 p.m. to 10 p.m. subject to submission of the annual \$200 contribution toward Community Hall and the required certificate of liability insurance.
5. Recommendation to approve the request of Victoria Matthews of 33 Griffin Street for the use of Community Hall for CPR classes on Friday, June 6, 2025 from 8 a.m. to 5 p.m. and to waive the rental fee and liability insurance requirements.
6. Recommendation to approve subject to receipt of the appropriate rental fee and certificate of liability insurance the request of Keith and Mauren Robinson of 789 Shore Road to use Community Hall for dance classes from 9:30 a.m. to 11:30 a.m. on the following Thursdays: July 10, 17, 24, 31 and August 7 and 14, 2025.

7. Recommendation to approve subject to receipt of the appropriate rental fee and certificate of liability insurance the request of Gayle Koyanagi of 3 Maple Street for Scottish country dancing on Sunday, May 25, 2025 from 12:00 p.m. to 2:00 p.m.

Respectfully submitted,  
Janae Novotny, President



Northport  
City of Northport, Michigan

### FACILITIES USE REQUEST FORM

Date 18 March 2025  
 Name Bayside Historical Preservation Society  
 Address 70 Croft 807 Shore Drive Northport  
 E Mail jp.Reilly@bhsociety.com + vent@square.com  
 Telephone # JR-617-875-9149 ; DB-303-2910  
 Northport/Bayside Resident?  Y  N      Bayside taxpayer?  Y  N  
 Space Requested: Community Hall      Community Room  
 Rental  
 purpose BHS Collectors' Day

Rate: Hourly (\$25/hr) \_\_\_\_\_ Day (\$150/day) \_\_\_\_\_  
 Kitchen Usage Fee (\$50/day) \_\_\_\_\_ (when food is involved, not beverages only)  
 Chairs - \$50.00/day # of chairs requested \_\_\_\_\_  
 Tables - \$50.00/day # of tables requested \_\_\_\_\_

Proof of insurance must be received a minimum of 30 days prior to the event and attached to this document \_\_\_\_\_ (date received) *to be marked by Treasurer - Helen Pelletier*  
 Date and time requested August 5, 2025 - all day  
upstairs

By signing this document, you agree that you are the responsible party for this event, and you have read the community hall usage rules and agree to abide by them.  
 Signed Therese Croft Rental payment is due within 7 days of approval of this reservation request.

Payment received \$ \_\_\_\_\_ By \_\_\_\_\_  
 (NVC office admin.) Date \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/16/2026

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).

<b>PRODUCER</b>		<b>CONTACT NAME</b> Agency Accounts	
Cross Insurance-Portland		<b>PHONE (A/C, Std, Ext)</b> (207) 780-1877	<b>FAX (A/C, No)</b> (207) 780-8377
2331 Congress Street		<b>E-MAIL ADDRESS</b>	
Portland ME 04102		<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>		<b>INSURER A</b> Ohio Security Ins Co	
		<b>INSURER B</b>	
		<b>INSURER C</b>	
		<b>INSURER D</b>	
		<b>INSURER E</b>	
		<b>INSURER F</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 24/25 Master Cart **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	ADOL	SUBR	INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER ACCT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER					8K558113ET	08/06/2024	09/08/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Per one person) \$ 15,000 PERSONAL & ADVERTISING \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPLETED WORK \$ 2,000,000 Experience Mod Factor 1 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOMOBILE ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY								COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> (EE) <input type="checkbox"/> RETENTION \$								EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/OWNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED BY (Mandatory in NH) Type describe job description of operations below								PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> P.L. SICK ACCIDENT \$ P.L. DISEASE - EA EMPLOYEE \$ P.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 04848

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

813 Shore Road  
Northport, Maine 04849

**NORTHPORT VILLAGE CORPORATION**

Phone: (207) 338-0751  
Fax: (207) 338-0795  
Email: nvcmaine@gmail.com

**COMMUNITY HALL RESERVATION REQUEST**

Today's Date: 03/08/25 Purpose of Rental: Bayside Arts  
Name: John Woodsey 2025 Programs  
Address: 37 George St.  
City State Zip: Bayside  
Phone: 215-805-6090

Bayside Resident?  Y N Insurance Required?  Y N

Use of Kitchen? Y  N

Dates requested: See attached list

\_\_\_\_\_ Circle one: M T W T F S S Time: \_\_\_\_\_

\_\_\_\_\_ Circle one: M T W T F S S Time: \_\_\_\_\_

Total Hours Requested: \_\_\_\_\_ X \$15.00 = Total Due: \$ exempt

100% of rental payment is due within 7 days after Overseers approval.

Received from: \_\_\_\_\_ \$ \_\_\_\_\_ deposit for the above reservation;

\_\_\_\_\_ Date: \_\_\_\_\_  
*Authorized Signature*

## Bayside Arts

### Community Hall reservation requests, 2025

Day/Date	Time	Program
Mo 05/26	9 am–5 pm	Installation of lighting and sound equipment
Tu 05/27	9 am–5 pm	Installation of lighting and sound equipment
Tu 07/08	5–9:30 pm	Film: Freaky Friday
Sa 07/12	4–9:30 pm	Bayside Artist Series: Aaron Rosenblum, sound artist
Tu 07/15	5–9:30 pm	Film: Sandlot
Fr 07/18	4–9:30 pm	Bayside Artist Series: Steven Rea, poet
Tu 07/22	5–9:30 pm	Film: Up
Fr 07/25	5–10 pm	Rain location, Community Dance
Tu 07/29	9am–11am	Install set for Peter Bole
Tu 07/29	4–10:00 pm	Peter Bole, Magician
We 07/30	9am–11am	Strike set
Fr 08/08	4–9:30 pm	Bayside Artist Series: Rich Cohen, writer
Fr 08/15	9am–11am	Install set
Fr 08/15	4–10 pm	Lake Trio
We 08/20	4–10 pm	Play" Love Letters
Tu 08/21	9am–11am	Strike set; store equipment for season

FACILITIES USE REQUEST FORM

Date 3/16/2025  
Name KEITH + MARA ROBINSON  
Address 797 SHORE RD (168 CHAMBERLAIN ST., BREWER HEIGHTS)  
E Mail rcenielynch@gmail.com  
Telephone # 207-852-1732  
Northport/Bayside Resident? Y  N  Bayside taxpayer? Y  N   
Space Requested: Community Hall  Community Room   
Rental  
purpose DANCE CLASSES

Rate: Hourly (\$25/hr)  Day (\$150/day)   
Kitchen Usage Fee (\$50/day)  (when food is involved, not beverages only)  
Chairs - \$50.00/day # of chairs requested   
Tables - \$50.00/day # of tables requested   
Proof of insurance must be received a minimum of 30 days prior to the event and attached to this document  (date received)   
Date and time requested THURSDAY - 9:30 AM to 11:30 AM  
JULY 10, 2025 - AUGUST 14, 2025 (6 WEEKS)

By signing this document, you agree that you are the responsible party for this event, and you have read the community hall usage rules and agree to abide by them.

Signed Hannah L. Robinson Rental payment is due within 7 days of approval of this reservation request.

Payment received \$  By   
(NVC office admin.) Date



June 6<sup>th</sup>

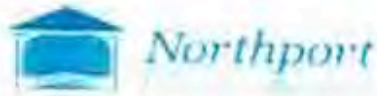
FACILITIES USE REQUEST FORM

Date 4/3/25  
 Name Victoria Matthews  
 Address 33 Guffin St  
 E Mail VLMA1122@gmail.com  
 Telephone # 207-322-9025  
 Northport/Bayside Resident?  Y  N      Bayside taxpayer?  Y  N  
 Space Requested: Community Hall      Community Room  
 Rental  
 purpose CPR class

Rate: Hourly (\$25/hr) wanted      Day (\$150/day) wanted  
 Kitchen Usage Fee (\$50/day) \_\_\_\_\_ (when food is involved, not beverages only)  
 Chairs - \$50.00/day # of chairs requested \_\_\_\_\_  
 Tables - \$50.00/day # of tables requested \_\_\_\_\_  
 Proof of Insurance must be received a minimum of 30 days prior to the event and attached to this document wanted (date received) \_\_\_\_\_  
 Date and time requested June 6<sup>th</sup> 2025 Friday 8-5

By signing this document, you agree that you are the responsible party for this event, and you have read the community hall usage rules and agree to abide by them.  
 Signed Victoria Matthews Rental payment is due within 7 days of approval of this reservation request.

Payment received \$ \_\_\_\_\_ By \_\_\_\_\_  
 (NVC office admin.) Date \_\_\_\_\_



## FACILITIES USE REQUEST FORM

Date 4/01/2025  
Name Gayle Koyanagi  
Address 3 maple street northport 04849  
E Mail gkoyanagi20@gmail.com  
Telephone # 322-7727 (cell)  
Northport/Bayside Resident?  N Bayside taxpayer?  N  
Space Requested: Community Hall Community Room  
Rental  
purpose Scottish country dancing, soft soled shoes only

Rate: Hourly (\$25/hr) \$50 Day (\$150/day) \_\_\_\_\_  
Kitchen Usage Fee (\$50/day) \_\_\_\_\_ (when food is involved, not beverages only)  
Chairs - \$50.00/day # of chairs requested \_\_\_\_\_  
Tables - \$50.00/day # of tables requested \_\_\_\_\_  
Proof of Insurance must be received a minimum of 30 days prior to the event and  
attached to this document \_\_\_\_\_ (date received)  
Date and time  
requested Sunday 5/25/25 12:00-2:00 pm

By signing this document, you agree that you are the responsible party for this event, and you have read the community hall usage rules and agree to abide by them.

Signed [Signature] Rental payment is due within 7 days of approval of this reservation request.

Payment received \$ \_\_\_\_\_ By \_\_\_\_\_  
(NVC office admin.) Date \_\_\_\_\_



**Property Maintenance and Lawn Care  
Bid Specifications and Contract  
2025-2028**

**PARTIES**

The parties to this contract are the Northport Village Corporation (NVC) and

\_\_\_\_\_ (“Contractor”)

**TERM**

The term of this contract shall be for the three (3) year period beginning January 1, 2026 through December 31, 2028. The mowing season shall run from May 1 through October 31 each year.

**SPECIFICATIONS**

Contractor shall furnish proof of public liability and property damage insurance in the amount of \$1,000,000.00 or more. Contractor will also show proof of worker’s compensation insurance if Contractor employs workers.

Contractor assumes all responsibility for damage to property and personal injury resulting from work done under this contract.

Contractor shall furnish all equipment, materials and labor necessary to complete the work detailed under the Contract and will have enough reserve equipment to compensate for any mechanical breakdowns. Reserve equipment is subject to inspection by the NVC Village Agent or other authorized NVC official.

NVC shall pay the annual contract price in six (6) equal monthly installments beginning in June. Payment will be made after the Board of Overseers meeting on the second Sunday of each month; therefore, Contractor’s invoice should be submitted by the third week of the month that services are rendered.

Contractor’s failure to perform according to the terms of this Contract shall constitute a breach of contract. NVC shall give oral notice to Contractor of any breach of this Contract. Contractor will be required to correct the breach within a reasonable period of time. “Reasonable period of time” may vary based on the nature of the breach and the weather conditions at that time. In the event that Contractor still does not perform Contractor’s contractual responsibilities within given reasonable period of time, NVC may exercise any or all of the following options:

1. **TERMINATION OF CONTRACT:** NVC may terminate this Contract by sending Contractor a written notice stating the reasons for the termination. Contractor will be paid for all work satisfactorily completed up till the time of termination. NVC may use the remainder of the money due under the Contract to obtain a new contractor to complete the work required under this Contract.
2. **SUBSTITUTION:** NVC may hire a substitute contractor to maintain NVC parks and property for any period deemed necessary by the Board of Overseers.

- 3. LEGAL REMEDIES:** NVC reserves the right to seek any other legal remedies available to enforce this Contract.

## **SCOPE OF WORK**

### **A. Lawn Mowing, Trimming and Clean-up of Designated NVC Property.**

Lawn mowing consists of cutting grass when it grows taller than two (2) inches, picking up and removing twigs and brush, and removing grass cuttings in the following areas:

- Ruggles Park and playground area,
- Yacht Club grounds,
- North seawall banking (kayak area) at bottom of Ruggles Park,
- Circle at the base of Ruggles Park,
- Merithew Square,
- Beale Park (above the fence line),
- Auditorium Park,
- Scribner Park – Library (corner of Clinton and George),
- Lower, Middle and Upper Bayview Park,
- Blaisdell Park,
- Public parking area on Grove Street,
- Stable Row,
- NVC Utility Yard, 527 Bluff Road,
- Fire Station, 529 Bluff Road,
- Community Hall, 813 Shore Road,
- Old Jail on Griffin Street, and
- Pump House, 775 Shore Road.

**Mowing may not begin before 8 a.m. and not at all on weekends, unless the Village Agent makes an exception.**

### **B. Additional Responsibilities:**

- Cut back Japanese Knot Weed (Bamboo) at the bottom (shoreline boundary) of Auditorium and Bayview Parks twice per year, as directed by the Village Agent.
- Three (3) times annually as directed by the Village Agent, rake mulch in Ruggles Park playground and beneath the Ruggles Park swing set.
- Usually two (2) time annually as directed by the Village Agent spread extra mulch in the Ruggles Playground and under the Ruggles Park swing set and under specified trees, bushes and flower beds in the following locations: upper West Street (tree); Library (trees and flower beds); Merithew Square (trees and flower beds); Ruggles Park (trees); and Bayview Park (trees and flower beds).

### **C. Fall and Spring Cleanup:**

This Contract also includes an annual Spring and Fall Cleanup. The twice-annual cleanup includes:

- Removing downed branches and twigs, raking all acorns and leaves and removing from NVC property.
- Clearing sand, dirt and rocks off NVC properties – see list of NVC properties under A above, excluding Grove Street and Beale Park.



- Clean up the ditches and sides of the road bordering NVC parks and all other NVC properties – see list of NVC property under A above.
- Cleaning under and around all bushes in NVC parks and properties. ● Fall cleanup of ditches and Village catch basins.

Contractor is responsible for appropriately disposing of all debris, leaves, acorns, twigs, branches, clean-up materials etc. collected under all tasks described under the SCOPE OF WORK.

**REQUIREMENTS**

All interested parties must meet the following conditions and requirements for their proposal to be considered.

1. Contractors must pick up a bid package at the NVC office, 813 Shore Road, Northport, Maine during normal business hours or request an emailed bid package by contacting [office@nvcmaine.gov](mailto:office@nvcmaine.gov)
2. Contractors must make an appointment to meet with the Village Agent to ensure that they understand the scope of work described in this contract.
3. As part of a Contractor’s bid package, the following documents must be submitted to the NVC office in a sealed envelope no later than 12:00 noon on Friday May 9, 2025:
  - A completed, signed copy of the entire bid package;
  - A list of three customer references;
  - A signed W-9 providing tax identification information;
  - Proof of public liability and property damage insurance as outlined in this Contract, with Northport Village Corporation, 813 Shore Road, Northport Maine 04849 listed as the certificate holder; and
  - Proof of workers compensation insurance if appropriate. If workers compensation is not necessary then the predetermination letter from the Maine Workers Compensation Board will be necessary. The insurance information must be provided within five (5) business days of NVC's acceptance of Contractor’s bid.

**INDEMNIFICATION**

Contractor agrees to hold the NVC harmless for any claims for death, injury, property damage, or other loss, which may result from the Contractor’s work under this contract. In the event such a claim is made against NVC, Contractor will defend the NVC against such claims.

**NVC’S RESERVATION OF RIGHTS**

NVC reserves the right to waive any technical or legal deficiencies in a proposal. NVC further reserves the right to accept or reject any or all proposals when deemed to be in NVC's interests.

<b>BID AMOUNT</b>	_____ / _____ / _____
<b>2026</b>	<b>2027</b> <b>2028</b> <b>TOTAL OF 3 YEARS BID</b>

**COMMUNICATIONS**

All official communications between the parties to this Contract should be directed as follows:

**NORTHPORT VILLAGE CORPORATION**

Attention: Village Agent  
813 Shore Road  
Northport, Maine 04849  
[office@nvcmaine.gov](mailto:office@nvcmaine.gov)  
207-338-0751

**CONTRACTOR**

COMPANY NAME \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

CONTACT CELL PHONE: \_\_\_\_\_

**UPON APPROVAL OF CONTRACT - SIGN BELOW**

FOR NORTHPORT VILLAGE CORPORATION:

FOR THE CONTRACTOR:

\_\_\_\_\_

NVC PRESIDENT

\_\_\_\_\_

CONTRACTOR

DATE \_\_\_\_\_

DATE \_\_\_\_\_

The Northport Village Corporation does not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation, or military status, in any of its activities or operations.. These activities include, but are not limited to hiring and firing of contractors.

Treasurer's Report  
04/13/2025

- Warrants, Financial Reports, Bank Statements
  - Provided by Office Manager:
    - March Warrants
    - Financial Reports
    - Journal Entry Reports
  - Bank Statement – March 2025 bank statements available in the office after April 15<sup>th</sup>.
- 2026 Budget Workshops
  - Second workshop held on March 29, 2025. Reviewed 2026 budget so far reviewed high priority items, identified outstanding areas for research and focus for next workshop.
  - Next budget workshop meeting is April 27, 2025 9am.
  - Working 2026 Draft - In Progress and Not Final Budget is attached.
  - Updated 2024 Budget vs Actuals will be provided once fiscal year 2024 has been closed out.
- 2024 Audit
  - Engagement letter for the 2024 Audit has been signed. 2024 Audit is due to start on May 19<sup>th</sup>. Expectation is 2024 GL will be finalized by then including the addition of the 2023 Audit Journal Entries.
  - Graphs of General Reserve Fund and NVC Assets from NVC Financial statements for 2016 through 2023 were provided with the March Treasurer's report.
  - All audited financial reports are available on the [nvcmaine.org](http://nvcmaine.org) website.
- Line of Credit
  - Engaging with bond counsel to provide a reminder that both the Bylaws and Annual warrant allows NVC to use a Line of Credit to cover any gap in reserve funds and operating expenses during the fiscal year.
  - From June 2024 Board meeting, overseers passed the motion: In accordance with Article 5 of the August 8, 2023 NVC Annual Warrant, we move that the Board of Overseers approve a nonrecurring amount not to exceed \$5,000 toward legal expenses and/or bond counsel, which bond counsel will provide an opinion as to whether Article 5 already includes the right to establish a Line of Credit and, if it does not, to provide warrant language to approve such lines of credit in future warrants, along with associated processing fees, in pursuit of a \$150,000 Line of Credit available for a period up to ten years. **As necessary, available funds may be borrowed on a short-basis to provide working capital for approved expenses in anticipation of annual tax revenues**
- Cash On Hand

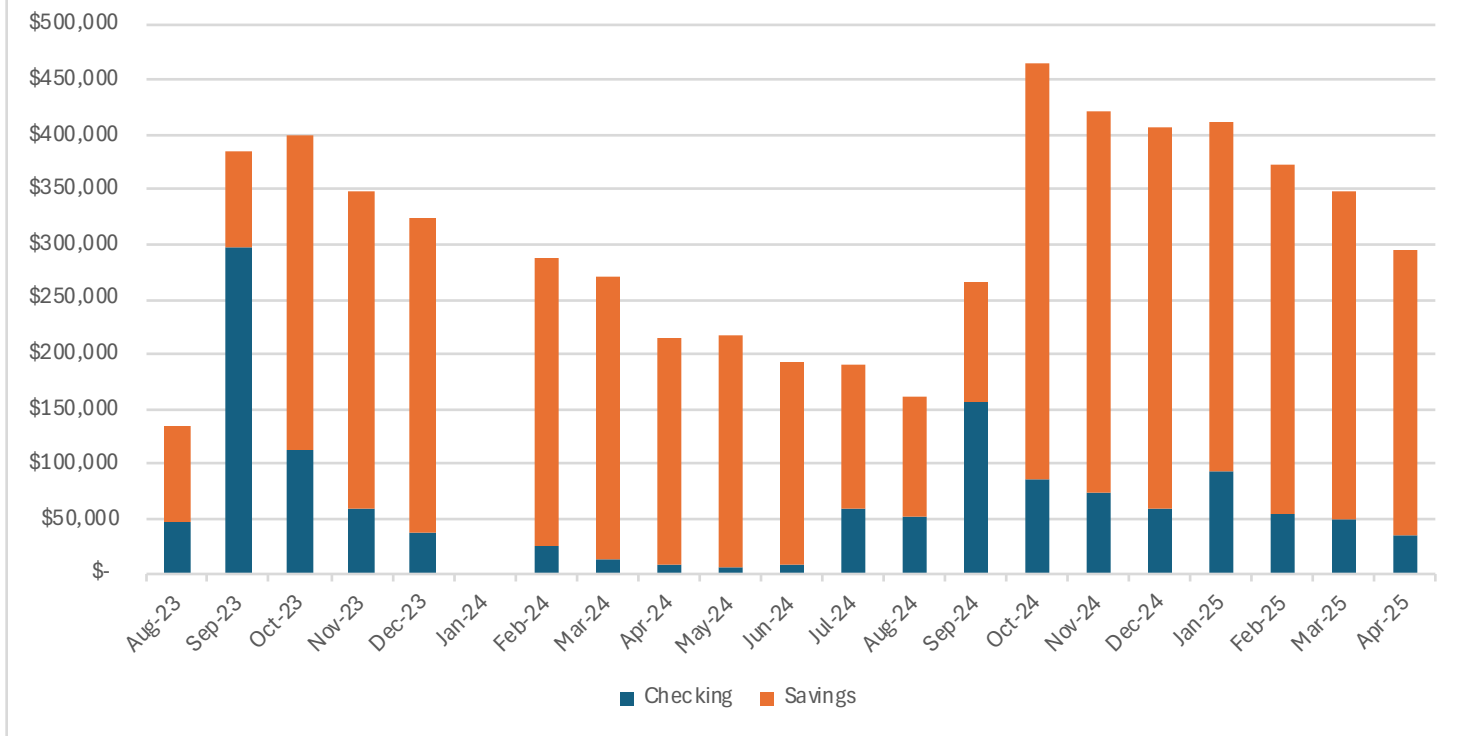
- Attached General Cash on Hand by Month graph shows the historical trend of cash on hand for General.
- Majority of General's revenue is received in September and October reflecting the yearly tax collection.

Northport Village Corporation	2025 Approved	2026 Budget	Change	% change	Split G/S/W	Comments
<b>Revenue</b>						
<b>4000 Revenue</b>						
<b>4100 General Government Revenue</b>						
<b>4200 General Operating Revenue</b>						
<b>4210 RE Tax Revenue</b>						
<b>4216 2025 RE Tax Revenue</b>	\$509,727.00	\$565,537.00	\$55,810.00	10.95%		Not final; account code updated in final budget
<b>Total 4210 RE Tax Revenue</b>	<b>\$509,727.00</b>	<b>\$565,537.00</b>	<b>\$55,810.00</b>	<b>10.95%</b>		
<b>4230 Town of Northport Revenue</b>	\$30,000.00	\$0.00	-\$30,000.00	-100.00%		Update once Town of Northport Contribution is known
<b>4235 Rent from Utilities</b>	\$0.00	\$0.00	\$0.00	0.00%		
<b>4240 Watercraft Registration Revenue</b>	\$3,770.00	\$5,760.00	\$1,990.00	52.79%		\$75 rowboats (42) and \$30 small watercraft (87);
<b>Total 4200 General Operating Revenue</b>	<b>\$543,497.00</b>	<b>\$571,297.00</b>	<b>\$27,800.00</b>	<b>5.12%</b>		
<b>4300 General Non-Operating Revenue</b>						
<b>4310 Interest Income (G)</b>	\$4,000.00	\$6,000.00	\$2,000.00	50.00%		2026 Interest rates may be lower
<b>4320 Community Hall Rentals</b>	\$750.00	\$600.00	-\$150.00	-20.00%		Reduce to \$600 which is the committed rental (NYC, Bayside Arts and BHPS)
<b>Total 4300 General Non-Operating Revenue</b>	<b>\$4,750.00</b>	<b>\$6,600.00</b>	<b>\$1,850.00</b>	<b>38.95%</b>		
<b>Total 4100 General Government Revenue</b>	<b>\$548,247.00</b>	<b>\$577,897.00</b>	<b>\$29,650.00</b>	<b>5.41%</b>		
<b>Total 4000 Revenue</b>	<b>\$548,247.00</b>	<b>\$577,897.00</b>	<b>\$29,650.00</b>	<b>5.41%</b>		
<b>Total Revenue</b>	<b>\$548,247.00</b>	<b>\$577,897.00</b>	<b>\$29,023.00</b>	<b>5.41%</b>		
<b>Gross Revenue</b>	<b>\$548,247.00</b>	<b>\$577,897.00</b>	<b>\$29,650.00</b>	<b>5.41%</b>		
<b>Expenditures</b>						
<b>6000 Expenses</b>						
<b>6010 1099 Contractors</b>						
<b>6020 Contracted Services</b>						
<b>6021 Mowing &amp; Trimming Service</b>	\$12,550.00	\$14,000.00	\$1,450.00	11.55%	100%	Contract expires Oct 31, 2025; Placeholder
<b>6022 Trash Collection</b>	\$24,000.00	\$24,900.00	\$900.00	3.75%	100%	contract thru 9/17/2026; Increase for last 3 months
<b>Total 6020 Contracted Services</b>	<b>\$36,550.00</b>	<b>\$38,900.00</b>	<b>\$2,350.00</b>	<b>6.43%</b>		
<b>6036 Bookkeeping</b>	\$8,840.00	\$10,000.00	\$1,160.00	13.12%	34%	Assumes increase in hourly rate.
<b>Total 6010 1099 Contractors</b>	<b>\$45,390.00</b>	<b>\$48,900.00</b>	<b>\$3,510.00</b>	<b>7.73%</b>		
<b>6050 Auto Expenses</b>						
<b>6051 Auto Fuel Expense</b>						
<b>6052 Cruiser Fuel</b>	\$1,600.00	\$0.00	-\$1,600.00	-100.00%	100%	Remove for 2026 budget
<b>6053 Truck Fuel</b>	\$2,000.00	\$2,000.00	\$0.00	0.00%	50%	50/25/25
<b>Total 6051 Auto Fuel Expense</b>	<b>\$3,600.00</b>	<b>\$2,000.00</b>	<b>-\$1,600.00</b>	<b>-44.44%</b>		
<b>6055 Auto Repairs &amp; Maintenance</b>						
<b>6056 Cruiser Maintenance</b>	\$3,520.00	\$0.00	-\$3,520.00	-100.00%	100%	Remove for 2026 budget
<b>6057 Truck Maintenance</b>	\$4,000.00	\$4,000.00	\$0.00	0.00%	50%	50/25/25
<b>Total 6055 Auto Repairs &amp; Maintenance</b>	<b>\$7,520.00</b>	<b>\$4,000.00</b>	<b>-\$3,520.00</b>	<b>-46.81%</b>		
<b>6058 Mileage Expenses</b>						
<b>6059 Accrue for Truck Replacement</b>	\$16,350.00	\$16,350.00	\$0.00	0.00%	100%	Continues increased truck accrual as well as sander and plow
<b>Total 6050 Auto Expenses</b>	<b>\$27,470.00</b>	<b>\$22,350.00</b>	<b>-\$5,120.00</b>	<b>-18.64%</b>		
<b>6065 Community Events</b>	\$600.00	\$600.00	\$0.00	0.00%	100%	Dialog & Donuts; other community events
<b>6070 Employee Wages &amp; Benefits</b>						
<b>6075 Employee Benefits</b>						
<b>6076 Company Paid Benefits</b>	\$4,000.00	\$4,000.00	\$0.00	0.00%	34%	Insurance, Employee W/S payments, & MMA benefits
<b>6077 Income Protection Plan</b>	\$700.00	\$700.00	\$0.00	0.00%	34%	

Northport Village Corporation	2025 Approved	2026 Budget	Change	% change	Split G/S/W	Comments
<b>Total 6075 Employee Benefits</b>	<b>\$4,700.00</b>	<b>\$4,700.00</b>	\$0.00	0.00%		
<b>6080 Employee Salaries &amp; Wages</b>						
6083 Lifeguard Wages	\$11,200.00	\$11,200.00	\$0.00	0.00%	100%	2 days paid for by Northport; review hours & rate
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%		Review - increase to \$25 per hour
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;
<b>Total 6080 Employee Salaries &amp; Wages</b>	<b>\$95,720.50</b>	<b>\$85,620.50</b>	<b>-\$10,100.00</b>	<b>-10.55%</b>		
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%	
<b>Total 6096 Payroll Tax Expenses</b>	<b>\$6,800.00</b>	<b>\$6,800.00</b>	<b>\$0.00</b>	<b>0.00%</b>		
<b>Total 6070 Employee Wages &amp; Benefits</b>	<b>\$109,420.50</b>	<b>\$99,320.50</b>	<b>-\$10,100.00</b>	<b>-9.23%</b>		
6150 Information & Notices	\$3,250.00	\$3,250.00	\$0.00	0.00%	100%	
<b>6160 Insurance</b>						
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
<b>Total 6160 Insurance</b>	<b>\$11,750.00</b>	<b>\$11,750.00</b>	<b>\$0.00</b>	<b>0.00%</b>		
6170 Interest Paid		\$2,000.00	\$0.00			
<b>6190 Legal &amp; Professional Services</b>						
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
<b>Total 6190 Legal &amp; Professional Services</b>	<b>\$29,000.00</b>	<b>\$29,500.00</b>	<b>\$500.00</b>	<b>1.72%</b>		
<b>6210 Licenses, Permits and Fees</b>						
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%	
<b>6330 Repairs &amp; Maintenance</b>						
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%	Review
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
<b>Total 6330 Repairs &amp; Maintenance</b>	<b>\$136,250.00</b>	<b>\$169,400.00</b>	<b>\$33,150.00</b>	<b>24.33%</b>		
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). \$1000 IT, \$500 Google TP
6360 Tax Collection Fees	\$10,100.00	\$11,400.00	\$1,300.00	12.87%	100%	2% of the total tax revenue collected
<b>6370 Training</b>						
6371 Police Training	\$500.00	\$0.00	-\$500.00	-100.00%	100%	
<b>Total 6370 Training</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>-\$500.00</b>	<b>-100.00%</b>		

Northport Village Corporation	2025 Approved	2026 Budget	Change	% change	Split G/S/W	Comments
<b>6390 Uniforms, Equipment &amp; Supplies</b>						
6391 Lifeguard Uni/Equip/Supp	\$750.00	\$1,000.00	\$250.00	33.33%	100%	Increase to \$1000 - per Bill
6392 Police Uni/Equip/Supp	\$1,000.00	\$0.00	-\$1,000.00	-100.00%	100%	
<b>Total 6390 Uniforms, Equipment &amp; Supplies</b>	<b>\$1,750.00</b>	<b>\$1,000.00</b>	<b>-\$750.00</b>	<b>-42.86%</b>		
<b>6400 Utilities</b>						
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%	Revist in budget workshop
6403 Fire Remediation	\$6,429.00	\$25,000.00	\$18,571.00	288.86%	100%	Adjusted, includes \$6,429 for the hydrant fee.
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
<b>Total 6400 Utilities</b>	<b>\$20,429.00</b>	<b>\$39,200.00</b>	<b>\$18,771.00</b>	<b>91.88%</b>		
<b>Total 6000 Expenses</b>	<b>\$407,309.50</b>	<b>\$450,070.50</b>	<b>\$42,761.00</b>	<b>10.50%</b>		
<b>6800 Bond Expenses</b>						<b>Updated with 2026 amounts, per respective Amortization Schedules</b>
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; budget error 2025
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
<b>Total 6800 Bond Expenses</b>	<b>\$112,560.27</b>	<b>\$91,833.17</b>	<b>-\$20,727.10</b>	<b>-18.41%</b>		
<b>Total Expenditures</b>	<b>\$519,869.77</b>	<b>\$541,903.67</b>	<b>\$22,033.90</b>	<b>4.24%</b>		
<b>Net Operating Revenue</b>	<b>\$28,377.23</b>	<b>\$35,993.33</b>	<b>\$7,616.10</b>	<b>26.84%</b>		Remaining before contingency funds are used.
<b>Other Expenditures</b>						
7100 Contingency Expenses	\$28,377.00	\$35,993.44	\$7,616.44	26.84%		\$10K Contingency, \$6.7K Payroll, \$20K operating Reserves;
<b>Total Other Expenditures</b>	<b>\$28,377.00</b>	<b>\$35,993.44</b>	<b>\$7,616.44</b>	<b>26.84%</b>		
<b>Net Other Revenue</b>	<b>-\$28,377.00</b>	<b>-\$35,993.44</b>	<b>-\$7,616.44</b>	<b>26.84%</b>		
<b>Net Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>		Budget always balances

### General Cash on Hand by Month





**Northport Village Corporation  
Village Agent Report  
April 13, 2025 Board of Overseers Meeting**

**Recent activities**

- The new snow plow is working well. The back windshield of the Village truck blew out and will be repaired on April 9.
- Contracted services: Current lawn/grounds contract expires this fall. Working on bid specs/contract for Board approval. The curbside trash pick up contract does not expire until September 2026. Will work on bid specs/new contract in time for 2027 budget planning.
- Continuing to work on getting project estimates for items on the MMA list. Contractors are scheduling out a year or more.
- All winter, I have been dealing with contractors who repeatedly block village roads during the day with vehicles and equipment while they work on cottages on Main Street, Lower Clinton, North Avenue and George Street.

**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.
- 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.

**Utilities**

- Gearing up for spring – checking and replenishing inventory.
- Responding to water turn on requests from owners of year-round homes. Remember that seasonal water turn on for seasonal cottages does not start until May 1.
- Looking for another water leak. Suspect that it may be another running toilet.
- Regular water and sewer maintenance work and Dig Safe requests.
- Dealing with engineer and electrician working on treatment plant electronics issues.
- Dealt with Moore’s Septic on recent pumping out of tanks.
- Talking to property owners regarding new water connections.

### 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 talk or meet with Town Administrator James Kossouth on a regular basis about items that impact the village.
- 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.



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

**FOR ALL WORK SOUGHT TO BE PERFORMED BY STORAGE OR CROSSING OF CONSTRUCTION MATERIALS OR EQUIPMENT UPON VILLAGE PROPERTY, THE HOMEOWNER MUST FIRST GET PERMISSION FROM THE NORTHPORT VILLAGE CORPORATION BOARD OF OVERSEERS FOR SUCH USE.**

Homeowners and contractors must complete this application and provide the following:

- A description of the proposed use of Village property, including relevant drawings;
- The timeline for proposed use of Village Property;
- A description of the nature of the burden placed on the Village property; and
- An explanation as to why there is no commercially feasible alternative to the use of Village property.

In addition, the homeowner may be required to post security to restore any damage done to Village property.

No work or storage will be allowed between May 15<sup>th</sup> and October 20<sup>th</sup> of each year, regardless of the date the permit is issued. When roads are posted by the town of Northport or the Northport Village Corporation, no work or storage will be permitted.

Kindly complete this application and provide all of the information required in order for your request to be placed on the agenda for the next Overseers meeting. Applicants are strongly advised to meet with the Village Agent prior to submitting an application to discuss the proposed project. Please be aware that failure to have submitted a completed application at least five days in advance of the scheduled Overseers meeting may result in delay in approval. The Overseers typically meet only once per month.

If permission for the use is granted either conditionally or unconditionally, a License and Indemnification Agreement will be prepared by the Village substantially in the form attached to this application and executed by the NVC President. In every instance, the License and Indemnification Agreement shall be provided to the homeowner only after the homeowner has provided the Village with proof that all required permits (e.g., DEP) have been received and proof that the homeowner has insurance coverage as required by the License and Indemnification Agreement.

Application for Use of Village Property for Construction Activity

Owner Name: OVERGAAS Owner Phone: 617 549 6840

Owner Mailing Address: 1 NORTH AVE Owner Email: Paul@TheKedhouse

Bayside Property Address: \_\_\_\_\_

Village Property Impacted: BOAT RAMP

Contractor Name: ROCK MARINA Contractor Phone: \_\_\_\_\_

Contractor Address: ROCKLAND 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.

Replace ZIP RAFT on 1 NORTH AVE village property 1 CLINTON

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

EASIEST WAY to work SITE for equipment will be AT LOW TIDE so ROCKS AT Auditorium will not be affected

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: 4-11-23 Signed: [Signature] Village Agent

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

Tax Parcel of Homeowner's Property: 05 153

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:

From: **Michael Tirrell** <[michael@michaeltirrell.com](mailto:michael@michaeltirrell.com)>  
Date: Tue, Apr 8, 2025 at 8:03 PM  
Subject: 10 Maple Street - Village Land Use Extension  
To: Bill Paige <[bpaige.nvc@gmail.com](mailto:bpaige.nvc@gmail.com)>

Bill:

Due to delays in the start of construction on 10 Maple Street, I am writing to request an extension on the use of the small strip of village property adjacent to the house to locate an equipment trailer for when construction gets underway.

Last Fall, the Overseers granted permission for our contractors to locate the equipment trailer on the area beside 10 Maple Street through May 15. Unfortunately, our contractors have been unable to begin the project over the Winter was planned and we are now looking at a Spring start. As such, we request permission to use the same area adjacent to 10 Maple St for the duration of the project, including over the Summer months — if necessary.

I recognize that the Village takes special care in considering the use of Village property during the Summer season. This area in question is largely unused and untrafficked by pedestrians. In fact, the prior owner of 10 Maple Street parked his car at the same location for decades, without formal permission and without objection by neighbors or others.

Unfortunately, given the limited lot size at 10 Maple Street, the best option for the equipment trailer is to locate it in the area adjacent to the house. The only other option is to park the trailer on the street in front of the house, which likely will be more of a issue for folks navigating around it by vehicle or on foot. It would also be more noticeable to neighbors across the street and elsewhere on Maple Street if the trailer was located on the street.

I welcome any questions or comments, and look forward to hearing your recommendation and the Overseers' decision.

Please let me know if I can provide any additiional information.

Thanks Bill,  
Michael

From: **Carmen Bombeke** <[CBombeke@gartleydorsky.com](mailto:CBombeke@gartleydorsky.com)>  
Date: Tue, Apr 8, 2025 at 9:10 AM  
Subject: NVC Community Hall - GD Structural Observations Report 1  
To: William Paige <[bpaige@nvcmaine.gov](mailto:bpaige@nvcmaine.gov)>

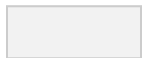
Bill,

Attached please find our Structural Observations Report for Northport Community Corporation's Community Hall. Please review and let me know if you have any questions. I do not think this will completely satisfy MMA but it shows forward progress and positive intent. Further evaluation is required to provide a comprehensive evaluation of the structure. Based on our observations, we anticipate such an evaluation will take considerable effort and the structure will be found deficient compared to modern standards. Recommendations for upgrade and repair will depend on the extent of deficiency. MMA and NVC's tolerance for risk may also influence what needs to be done, as some recommended upgrades may not necessarily be mandated per code.

Also, I have read through the Bayside Arts Proposal for new lights and sound equipment in the Community Hall. The proposed elements are relatively light and unlikely to exceed the threshold per the International Existing Building Code (IEBC), as referenced by MUBEC, that permits installation of additional equipment on existing structural members if it does not cause an increase in design load exceeding 5 percent. I think the most important thing is to not compromise the existing structure with significant drilled holes or improperly installed fasteners, and to not mount the equipment with extension arms that will create torsion or tend to rotate the members. Use of smaller diameter screws instead of bolts, installed with sufficient end and edge distances, and direct mounting of equipment to the members will minimize the impact of the additional load.

We can provide a proposal for a comprehensive structural evaluation upon request. Note that with our current workload, we anticipate we could not perform that work until fall/winter 2025+.

Sincerely,  
**Carmen B. Bombeke, P.E.**  
Senior Engineer



**Gartley & Dorsky Engineering & Surveying**  
59 Union Street Unit 1, Camden, Maine 04843  
P: (207) 236-4365 | F: (207) 236-3055  
[www.gartleydorsky.com](http://www.gartleydorsky.com)



April 8, 2025

Northport Village Corporation (NVC)  
Attn: Bill Paige  
813 Shore Road  
Northport, ME 04849

**NVC Community Hall, Northport Maine: Structural Observations Report 1**  
Project 2024-0488

Dear Mr. Paige:

We performed a site visit to Northport Village Corporation (NVC) Community Hall located at 813 Shore Road in Northport, Maine on February 19, 2025. The purpose of our visit was to garner an understanding of the structure to facilitate addressing concerns raised by Maine Municipal Association (MMA) in a recent observations report issued to Northport Village Corporation.

This report is based on our visual observations of the building during our site visit only. We have not performed calculations or performed any analyses of the structure at this time, with the exception of the stage joists.

For orientation, the Shore Road side of the building is considered east throughout this report.

#### **DESCRIPTION**

The existing approximately 45' x 60' building consists of a lower level that houses offices and meetings space and an upper level with an assembly hall and stage. The building is on the National Register of Historic Places as part of the Bayside Historic District.

The lower level is a walk-out basement with mandoor access to the small parking area at near northeast corner of the building. The original wood post on block foundation was replaced with a new cast-in-place concrete foundation in 1994. New interior posts were installed to support the assembly hall floor structure above. The assembly hall floor structure was not accessible for visual observation during our visit.

The main wood-framed building is a historic structure, originally constructed in 1915. The wood framed structure is essentially one large, open room, although a small area in the northwest corner has been partitioned off for a kitchen/storage and a stage was added at the west end at some point prior to 1957. The hall is accessed through the lower level via stairs in the southwest corner of the building and via the covered porch on the east façade.

#### **OBSERVATIONS**

The hall construction generally consists of wood-framed gambrel trusses on 4x6 wood posts spaced approximately 12' on-center with common rafters spaced approximately 2' on-center between. Steel tie rods run north-south between opposing posts, approximately 8' above the floor, although the steel tie over the stage is approximately 3' higher than the other ties. Between posts the walls are framed with 2x wall girts with 2x diagonal braces at the top and bottom of most bays. The tall gable end walls are similarly constructed with posts/studs and wall girts; the walls have a hinge point where the wall plates of the lower rectangular section and upper gambrel section meet. There are flatwise 2x diagonal braces at the building corners. Walls are sheathed with narrow vertical boards which also form the exterior siding; the roof is sheathed with narrow horizontal boards under asphalt roofing.

Previous modifications to the original framing appear to include the following:

- A steel cable was installed tying the east and west gable end walls together at the center; the cable is located at the wall plate elevation, approximately 12'-9" above the floor elevation.
- Additional 2x framing was added to each original clear-spanning frame, including horizontal members approximately 19'-7" above the floor elevation.
- Flatwise X-bracing was added at each building corner; the X-bracing bears on the new horizontal truss elements, approximately 19'-7" above the floor elevation.
- 2x longitudinal braces running in the east-west direction were installed between trusses and the gable end walls; the longitudinal bracing occurs approximately 19'-7" above the floor elevation and directly under the original upper horizontal truss tie, which is approximately 26'-3" above the floor elevation.
- The stage was added. The stage is framed 1 3/4" x 5" joists spaced 2' on-center which bear on 2x4 flatwise bearing walls that bear on the first floor (framing unknown). The two posts added at the corners of the stage appear to be non-structural.
- At the westernmost clear-spanning truss, the two truss posts were reinforced with additional posts, and steel brackets were installed. These alterations may have been made when the steel rod was raised to accommodate the stage.

The following observations suggest structural overstress or deficiency:

- The west gable end wall is not plumb. The wall was measured to be out of plumb approximately 3/4" in 4' in one accessible location.
- The east gable end wall is not plumb. The wall was measured to be out of plumb approximately 1/2" in 4' in one accessible location.
- The wood bearing plates on the exterior of the building are cupped inward at the steel rods.
- The north and south eave wall plates are pushed outward between truss frames.
- Siding on the south wall around the steel C-channel at the west tie rod is not planar and may be cracked.

Water staining is present, although we did not observe apparent structural degradation due to water intrusion.

Note: Significant snow on the ground impeded observation of some exterior conditions.

#### **ASSESSMENT**

The building is an existing structure and therefore alterations or upgrades would be analyzed according to the International Existing Building Code (IEBC 2021) as adopted, with amendments, by Maine Uniform Building and Energy Code (MUBEC) which applies statewide and is therefore in effect in Northport, even if NVC and/or the Town of Northport do not administer or enforce it.

The building appears to be well maintained and the construction of a new foundation in 1994 was surely beneficial to the building performance and longevity.

The first floor framing was not visible and therefore not assessed.

The stage joists are severely deficient compared to current minimum standards for stages in assembly halls (150 psf minimum uniformly distributed design live load), although there is no evidence of failure. The first floor structure that supports the stage bearing walls and joists is unknown.



Based on our observations, the primary wood-framed structure above the main floor, which appears to be the primary focus of MMA's structural concerns, is very lightly framed. Based on visual observation, we anticipate this structure to be deficient compared to modern minimum standards for new construction.

As an existing structure, the building is not required to comply with current minimum standards, unless dangerous conditions are identified. Although earlier editions of IEBC provided a quantitative measure of "dangerous" based on calculated overstress in structural members, the current edition in effect relies primarily on the observation. We did not observe evidence of structural distress to suggest the building is dangerous, but our observations do suggest a computational analysis would find the structure to be severely deficient.

#### **RECOMMENDATION**

We recommend a structural evaluation to assess the capacity of the existing structure, taking into account the original construction and more recent upgrades and modifications. The structural evaluation would include an additional site visit to further document the existing conditions and computational analysis of the documented structure to determine the structural capacity of primary members and assemblies. The capacity of the primary structural members and assemblies would then be compared to current minimum standards as a point of reference (typically as a percent overstressed).

In the meantime, we recommend NVC not occupy the structure during extreme events (heavy snowstorms, hurricanes, etc.). Monitoring the building for additional/future movement may also be worthwhile. Although monitoring is not a replacement for a comprehensive evaluation it may provide insight into how the building behaves over time.

#### **LIMITATIONS**

This observations report aims to provide a preliminary understanding of the existing structure of the building at the time of our site visit. This report and all recommendations included herein are preliminary; this report is not to be construed as a construction document.

Thank you for contacting Gartley & Dorsky to perform this structural service. 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 – East façade



2) Exterior – South/east façades



3) Exterior – North/east façades



4) Exterior – West façade



5) Interior – Assembly hall with stick-built gambrel trusses and steel tie rods; view looking east toward Shore Road



6) Interior – Assembly hall with stick-built gambrel trusses and steel tie rods; view looking west toward the stage



7) Interior – Gable end walls are lightly framed; walls are out of plumb; wall bracing is likely deficient



8) Interior – A cable was previously installed to tie the east and west end walls together; walls are out of plumb differing amounts



9) Interior – Typical clear-spanning trusses include 4x6 posts with double 2x webs and chords; steel rods resist outward thrust at trusses



10) Interior – Typical clear-spanning trusses were previously reinforced with additional vertical and horizontal members



11) Interior – Truss performance relies heavy on connections and bracing; failures were not observed although the assembly appears light



12) Exterior – Steel tie-rods extend to the exterior of the building and attach to wood or steel bearing plates; wood plates are bowed



13) Exterior – Wall at eave is not linear; walls pull in at trusses and bow out between, suggesting deficiencies



14) Exterior – West truss has a raised steel tie-rod with a steel bearing plate on the exterior; changing the rod elevation impacts the structure



15) Interior – The stage is not original; the stage is lightly framed and bears on flatwise 2x4 walls on unknown first floor framing



16) Interior – Stage framing is deficient compared to current minimum standards for stages in assembly halls



Office Manager's Report  
April 13, 2025  
For March 2025

The 2024 audit is scheduled to begin on May 19th! I am hoping this will be a relatively easy one, now that the office is organized and functioning as it should. I will keep you updated.

The office is getting geared up for the 2025 Summer Season. We are looking forward to seeing everyone!

NVC received and deposited in the General bank account an insurance reimbursement check from MMA for the snow plow damage in the amount of \$663.50.

I have a number of Community Hall use requests including from Bayside Arts, BHPS, Maureen Robinson, Vicky Matthews for community CPR training, and Gayle Koyanagi for Scottish Dancing. I also have a date of Sunday, August 17, 2025 for the Northport Food Drive.

Water and Sewer bills were sent out to customers on March 17th, 2025. 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

## As of April 4, 2025

[General Gov't Checking \\*2618](#) Quick Peek  
Available Balance\*\*\$35,429.46

[Wastewater Checking \\*2620](#) Quick Peek  
Available Balance\*\*\$33,218.61

---

[Water Checking \\*3143](#) Quick Peek  
Available Balance\*\*\$24,782.16

[BUSINESS COMPLETE \\*9504](#) Quick Peek  
Available Balance\*\*\$1,000.00

[BUSINESS COMPLETE \\*1771](#) Quick Peek  
Available Balance\*\*\$13,212.97

[General Gov't Money Market \\*4006](#) Quick Peek  
Available Balance\*\*\$11,535.92

[Wastewater Sav - ICS B \\*4739](#) Quick Peek  
Available Balance\*\*\$70,229.02

**Interest \$188.79**

[Water Sav - ICS B \\*4747](#) Quick Peek  
Available Balance\*\*\$142,278.26

**Interest \$374.13**

[General Gov't Sav - ICS B \\*9857](#) Quick Peek  
Available Balance\*\*\$260,597.06

**Interest \$896.51**

[General Gov't Sav - ICS T \\*9857](#) Quick Peek  
Available Balance\*\*\$260,597.06  
Current Balance\$0.00

[Wastewater Sav - ICS T \\*4739](#) Quick Peek  
Available Balance\*\*\$70,229.02  
Current Balance\$0.00

[Water Sav - ICS T \\*4747](#) Quick Peek  
Available Balance\*\*\$142,278.26  
Current Balance\$0.00

---

Total Deposit Accounts **\$592,283.46**

# Northport Village Corporation - General

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Revenue</b>			
4100 General Government Revenue			
4200 General Operating Revenue			
4216 2025 RE Tax Revenue		509,727.00	-509,727.00
4220 Town of Northport Revenue	30,000.00	30,000.00	0.00
4240 Watercraft Registration Revenue		3,770.00	-3,770.00
<b>Total 4200 General Operating Revenue</b>	<b>30,000.00</b>	<b>543,497.00</b>	<b>-513,497.00</b>
4300 General Non-operating Revenue			
4310 Interest Income	2,193.10	4,000.00	-1,806.90
4320 Community Hall Rentals		750.00	-750.00
4340 Miscellaneous Revenue	1,544.32		1,544.32
<b>Total 4300 General Non-operating Revenue</b>	<b>3,737.42</b>	<b>4,750.00</b>	<b>-1,012.58</b>
<b>Total 4100 General Government Revenue</b>	<b>33,737.42</b>	<b>548,247.00</b>	<b>-514,509.58</b>
<b>Total Revenue</b>	<b>\$33,737.42</b>	<b>\$548,247.00</b>	<b>\$ -514,509.58</b>
<b>Expenditures</b>			
6000 1099 Contractors			
6010 Casual Labor	82.00		82.00
6020 Contracted Services			
6021 Mowing and Trimming Service		12,550.00	-12,550.00
6022 Trash Collection	4,000.00	24,000.00	-20,000.00
<b>Total 6020 Contracted Services</b>	<b>4,000.00</b>	<b>36,550.00</b>	<b>-32,550.00</b>
6036 Bookkeeping	2,227.34	8,840.00	-6,612.66
<b>Total 6000 1099 Contractors</b>	<b>6,309.34</b>	<b>45,390.00</b>	<b>-39,080.66</b>
6050 Auto Expenses			
6051 Auto Fuel Expense			
6052 Cruiser Fuel		1,600.00	-1,600.00
6053 Truck Fuel	226.98	2,000.00	-1,773.02
<b>Total 6051 Auto Fuel Expense</b>	<b>226.98</b>	<b>3,600.00</b>	<b>-3,373.02</b>
6055 Auto Repairs & Maintenance			
6056 Cruiser Maintenance		3,520.00	-3,520.00
6057 Truck Maintenance	5,783.95	4,000.00	1,783.95
<b>Total 6055 Auto Repairs &amp; Maintenance</b>	<b>5,783.95</b>	<b>7,520.00</b>	<b>-1,736.05</b>
6059 Accrue for Truck Replacement		16,350.00	-16,350.00
<b>Total 6050 Auto Expenses</b>	<b>6,010.93</b>	<b>27,470.00</b>	<b>-21,459.07</b>
6065 Community Events		600.00	-600.00
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	76.50	4,000.00	-3,923.50
6077 Income Protection Plan	164.10	700.00	-535.90
<b>Total 6075 Employee Benefits</b>	<b>240.60</b>	<b>4,700.00</b>	<b>-4,459.40</b>
6080 Employees Salaries & Wages			

# Northport Village Corporation - General

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6083 Lifeguard Wages		11,200.00	-11,200.00
6084 Office Personnel Wages	3,811.50	18,033.00	-14,221.50
6084.50 Village Assistant		7,947.50	-7,947.50
6085 Police Wages		10,100.00	-10,100.00
6088 Village Agent Wages	8,304.40	32,450.00	-24,145.60
6088.50 Village Agent Assistant		5,200.00	-5,200.00
6089 Village Official Wages		650.00	-650.00
6090 Winter Road Wages	5,315.21	10,140.00	-4,824.79
<b>Total 6080 Employees Salaries &amp; Wages</b>	<b>17,431.11</b>	<b>95,720.50</b>	<b>-78,289.39</b>
6095 Payroll Processing Fees	233.50	2,200.00	-1,966.50
6096 Payroll Tax Expense	1,562.22	6,800.00	-5,237.78
<b>Total 6070 Employee Wages &amp; Benefits</b>	<b>19,467.43</b>	<b>109,420.50</b>	<b>-89,953.07</b>
6150 Information & Notices	96.00	3,250.00	-3,154.00
6160 Insurance			
6161 Property & Casualty Insurance		6,250.00	-6,250.00
6162 Workers Comp insurance		5,500.00	-5,500.00
<b>Total 6160 Insurance</b>		<b>11,750.00</b>	<b>-11,750.00</b>
6190 Legal & Professional Services			
6191 Auditing Services	6,979.83	9,000.00	-2,020.17
6192 Engineering Fees		10,000.00	-10,000.00
6193 Legal Fees		10,000.00	-10,000.00
<b>Total 6190 Legal &amp; Professional Services</b>	<b>6,979.83</b>	<b>29,000.00</b>	<b>-22,020.17</b>
6240 Membership Dues	241.40	750.00	-508.60
6260 Office Supplies	388.69	5,000.00	-4,611.31
6285 Postage		500.00	-500.00
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	356.71	8,000.00	-7,643.29
6332 Cleaning	153.00	2,000.00	-1,847.00
6333 Grounds General Maintenance		18,000.00	-18,000.00
6334 Road Maintenance	1,000.00	51,850.00	-50,850.00
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
<b>Total 6330 Repairs &amp; Maintenance</b>	<b>1,509.71</b>	<b>136,250.00</b>	<b>-134,740.29</b>
6344 Safety Committee Operations		150.00	-150.00
6345 Software	505.68	5,000.00	-4,494.32
6360 Tax Collection Fees	11,603.90	10,100.00	1,503.90
6370 Training			
6371 Police Training		500.00	-500.00
<b>Total 6370 Training</b>		<b>500.00</b>	<b>-500.00</b>
6390 Uniforms, Equipment, & Supplies			



# Northport Village Corporation - General

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6391 Lifeguard - Uniforms, Equipment, & Supplies		750.00	-750.00
6392 Police - Uniforms, Equipment, & Supplies	225.81	1,000.00	-774.19
<b>Total 6390 Uniforms, Equipment, &amp; Supplies</b>	<b>225.81</b>	<b>1,750.00</b>	<b>-1,524.19</b>
6400 Utilities			
6401 Electricity Expense	210.41	1,200.00	-989.59
6402 Oil/Propane	161.16	1,000.00	-838.84
6403 Hydrant Rental		6,429.00	-6,429.00
6405 Street Lights	1,235.19	8,000.00	-6,764.81
6406 Telephone & Internet Expenses	303.84	600.00	-296.16
6407 Water & Sewer		3,200.00	-3,200.00
<b>Total 6400 Utilities</b>	<b>1,910.60</b>	<b>20,429.00</b>	<b>-18,518.40</b>
6800 Bond Expenses			
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
<b>Total 6800 Bond Expenses</b>		<b>112,560.27</b>	<b>-112,560.27</b>
<b>Total Expenditures</b>	<b>\$55,249.32</b>	<b>\$519,869.77</b>	<b>\$ -464,620.45</b>
NET OPERATING REVENUE	\$ -21,511.90	\$28,377.23	\$ -49,889.13
Other Expenditures			
7100 Contingency Expenses		28,377.23	-28,377.23
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$28,377.23</b>	<b>\$ -28,377.23</b>
NET OTHER REVENUE	\$0.00	\$ -28,377.23	\$28,377.23
NET REVENUE	\$ -21,511.90	\$0.00	\$ -21,511.90

# NVC- WATER

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Revenue</b>			
4100 Water Revenue			
4200 Water Operating Revenue			
4210 Water Sales		161,000.00	-161,000.00
4220 Rate Increase		42,665.00	-42,665.00
4230 Water Service Fee Revenue		8,000.00	-8,000.00
4240 Hydrant Rental Revenue		6,279.00	-6,279.00
<b>Total 4200 Water Operating Revenue</b>		<b>217,944.00</b>	<b>-217,944.00</b>
4300 Water Non-operating Revenue			
4310 Interest Income		3,000.00	-3,000.00
4320 Interest on Loan Receivable Sewer		2,798.32	-2,798.32
<b>Total 4300 Water Non-operating Revenue</b>		<b>5,798.32</b>	<b>-5,798.32</b>
<b>Total 4100 Water Revenue</b>		<b>223,742.32</b>	<b>-223,742.32</b>
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$223,742.32</b>	<b>\$ -223,742.32</b>
<b>Cost of Goods Sold</b>			
5000 Cost of Goods Sold			
5100 Water Purchases	3,672.46	31,590.00	-27,917.54
<b>Total 5000 Cost of Goods Sold</b>	<b>3,672.46</b>	<b>31,590.00</b>	<b>-27,917.54</b>
<b>Total Cost of Goods Sold</b>	<b>\$3,672.46</b>	<b>\$31,590.00</b>	<b>\$ -27,917.54</b>
<b>GROSS PROFIT</b>	<b>\$ -3,672.46</b>	<b>\$192,152.32</b>	<b>\$ -195,824.78</b>
<b>Expenditures</b>			
6000 1099 Contractors			
6010 Casual Labor		3,000.00	-3,000.00
6036 Bookkeeping	2,161.83	8,840.00	-6,678.17
6047 Water Utilities Superintendent	3,400.44	19,540.00	-16,139.56
<b>Total 6000 1099 Contractors</b>	<b>5,562.27</b>	<b>31,380.00</b>	<b>-25,817.73</b>
6050 Auto Expenses			
6051 Auto Fuel Expense			
6053 Truck Fuel	113.49	1,000.00	-886.51
<b>Total 6051 Auto Fuel Expense</b>	<b>113.49</b>	<b>1,000.00</b>	<b>-886.51</b>
6055 Auto Repairs & Maintenance			
6057 Truck Maintenance	63.40	1,000.00	-936.60
<b>Total 6055 Auto Repairs &amp; Maintenance</b>	<b>63.40</b>	<b>1,000.00</b>	<b>-936.60</b>
<b>Total 6050 Auto Expenses</b>	<b>176.89</b>	<b>2,000.00</b>	<b>-1,823.11</b>
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	74.25	4,000.00	-3,925.75
6077 Income Protection Plan	159.27	1,000.00	-840.73
<b>Total 6075 Employee Benefits</b>	<b>233.52</b>	<b>5,000.00</b>	<b>-4,766.48</b>
6080 Employees Salaries & Wages			
6082 Distribution Officer Wages	3,411.76	40,000.00	-36,588.24

# NVC- WATER

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6082.5 Assistant DO Wages		7,500.00	-7,500.00
6084 Office Personnel Wages	3,699.40	18,100.00	-14,400.60
6084.50 Finance Manager		5,148.00	-5,148.00
6087 Utility Billing Wages	524.35	5,000.00	-4,475.65
<b>Total 6080 Employees Salaries &amp; Wages</b>	<b>7,635.51</b>	<b>75,748.00</b>	<b>-68,112.49</b>
6095 Payroll Processing Fees	116.75	1,100.00	-983.25
6096 Payroll Tax Expense	635.82	5,415.00	-4,779.18
<b>Total 6070 Employee Wages &amp; Benefits</b>	<b>8,621.60</b>	<b>87,263.00</b>	<b>-78,641.40</b>
6160 Insurance Paid			
6161 Property & Casualty Insurance		1,650.00	-1,650.00
6162 Workers Comp Insurance		1,000.00	-1,000.00
<b>Total 6160 Insurance Paid</b>		<b>2,650.00</b>	<b>-2,650.00</b>
6190 Legal & Professional Services			
6191 Auditing Services	5,894.75	11,000.00	-5,105.25
<b>Total 6190 Legal &amp; Professional Services</b>	<b>5,894.75</b>	<b>11,000.00</b>	<b>-5,105.25</b>
6210 Licenses, Permits, & Fees		1,800.00	-1,800.00
6240 Membership Dues	234.30	300.00	-65.70
6260 Office Supplies	265.95	1,700.00	-1,434.05
6285 Postage		1,500.00	-1,500.00
6305 Regulatory Fees		900.00	-900.00
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	67.32	500.00	-432.68
6332 Cleaning	148.50	850.00	-701.50
6342 General Repairs & Maintenance	248.64	5,000.00	-4,751.36
<b>Total 6330 Repairs &amp; Maintenance</b>	<b>464.46</b>	<b>6,350.00</b>	<b>-5,885.54</b>
6345 Software	479.16	5,000.00	-4,520.84
6350 Supplies	98.43	5,000.00	-4,901.57
6400 Utilities			
6401 Electricity Expense	896.35	4,000.00	-3,103.65
6402 Oil/Propane	156.42	600.00	-443.58
6406 Telephone & Internet Expenses	100.80	600.00	-499.20
6407 Water & Sewer		1,200.00	-1,200.00
<b>Total 6400 Utilities</b>	<b>1,153.57</b>	<b>6,400.00</b>	<b>-5,246.43</b>
6500 Water Testing	85.00	800.00	-715.00
6700 Reserve Accrual - Loan from Sewer Interest		2,798.32	-2,798.32
6800 Bond Expenses			
6816 2013 MMBB Refinance Bond Principal		22,245.97	-22,245.97
6817 2013 MMBB Refinance Bond Interest		5,007.44	-5,007.44
<b>Total 6800 Bond Expenses</b>		<b>27,253.41</b>	<b>-27,253.41</b>
<b>Total Expenditures</b>	<b>\$23,036.38</b>	<b>\$194,094.73</b>	<b>\$ -171,058.35</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -26,708.84</b>	<b>\$ -1,942.41</b>	<b>\$ -24,766.43</b>
Other Expenditures			

# NVC- WATER

Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
7100 Contingency Expenses		5,911.00	-5,911.00
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$5,911.00</b>	<b>\$ -5,911.00</b>
NET OTHER REVENUE	<b>\$0.00</b>	<b>\$ -5,911.00</b>	<b>\$5,911.00</b>
NET REVENUE	<b>\$ -26,708.84</b>	<b>\$ -7,853.41</b>	<b>\$ -18,855.43</b>

# NVC- Sewer

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Revenue</b>			
4000 Revenue			
4400 Sewer Operating Revenue			
4410 Sewer Fees		316,050.00	-316,050.00
<b>Total 4400 Sewer Operating Revenue</b>		<b>316,050.00</b>	<b>-316,050.00</b>
4600 Sewer Non-operating Revenue			
4610 Interest Income		2,000.00	-2,000.00
4620 Grants		45,000.00	-45,000.00
<b>Total 4600 Sewer Non-operating Revenue</b>		<b>47,000.00</b>	<b>-47,000.00</b>
<b>Total 4000 Revenue</b>		<b>363,050.00</b>	<b>-363,050.00</b>
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$363,050.00</b>	<b>\$ -363,050.00</b>
<b>GROSS PROFIT</b>	<b>\$0.00</b>	<b>\$363,050.00</b>	<b>\$ -363,050.00</b>
<b>Expenditures</b>			
6000 1099 Contractors			
6010 Casual Labor		2,000.00	-2,000.00
6036 Bookkeeping	2,161.83	8,840.00	-6,678.17
6047 Sewer Utilities Superintendent	4,717.79	28,060.00	-23,342.21
<b>Total 6000 1099 Contractors</b>	<b>6,879.62</b>	<b>38,900.00</b>	<b>-32,020.38</b>
6050 Auto Expenses			
6051 Auto Fuel Expense			
6053 Truck Fuel	113.49	1,000.00	-886.51
<b>Total 6051 Auto Fuel Expense</b>	<b>113.49</b>	<b>1,000.00</b>	<b>-886.51</b>
6055 Auto Repairs & Maintenance			
6057 Truck Maintenance	22.49	1,000.00	-977.51
<b>Total 6055 Auto Repairs &amp; Maintenance</b>	<b>22.49</b>	<b>1,000.00</b>	<b>-977.51</b>
6059 Accrue for Truck Replacement		2,000.00	-2,000.00
<b>Total 6050 Auto Expenses</b>	<b>135.98</b>	<b>4,000.00</b>	<b>-3,864.02</b>
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	255.14	4,000.00	-3,744.86
6077 Income Protection Plan	159.30	1,508.00	-1,348.70
<b>Total 6075 Employee Benefits</b>	<b>414.44</b>	<b>5,508.00</b>	<b>-5,093.56</b>
6080 Employees Salaries & Wages			
6081 Collection System Operator	2,184.60	10,400.00	-8,215.40
6081.5 Assistant CSO		5,000.00	-5,000.00
6084 Office Personnel Wages	3,699.39	18,100.00	-14,400.61
6084.5 Finance Manager		5,150.00	-5,150.00
6086 Treatment Plant Operator	6,986.54	34,500.00	-27,513.46
6087 Utility Billing Wages	524.38	5,000.00	-4,475.62
<b>Total 6080 Employees Salaries &amp; Wages</b>	<b>13,394.91</b>	<b>78,150.00</b>	<b>-64,755.09</b>
6095 Payroll Processing Fees	116.75	1,100.00	-983.25

# NVC- Sewer

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6096 Payroll Tax Expense	1,255.30	6,370.00	-5,114.70
<b>Total 6070 Employee Wages &amp; Benefits</b>	<b>15,181.40</b>	<b>91,128.00</b>	<b>-75,946.60</b>
6160 Insurance Paid			
6161 Property & Casualty Insurance		2,500.00	-2,500.00
6162 Workers Comp Insurance		1,300.00	-1,300.00
<b>Total 6160 Insurance Paid</b>		<b>3,800.00</b>	<b>-3,800.00</b>
6170 Interest	654.96		654.96
6190 Legal & Professional Services			
6191 Auditing Services	7,586.38	9,000.00	-1,413.62
6192 Engineering Fees		45,000.00	-45,000.00
<b>Total 6190 Legal &amp; Professional Services</b>	<b>7,586.38</b>	<b>54,000.00</b>	<b>-46,413.62</b>
6210 Licenses, Permits, & Fees		2,500.00	-2,500.00
6240 Membership Dues	234.30	300.00	-65.70
6260 Office Supplies	265.93	1,700.00	-1,434.07
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	67.32	500.00	-432.68
6332 Cleaning	148.50	850.00	-701.50
6335 Sludge Removal		50,000.00	-50,000.00
6337 Wharf & Floats Maintenance		2,500.00	-2,500.00
6342 General Repairs & Maintenance	5,817.83	17,000.00	-11,182.17
<b>Total 6330 Repairs &amp; Maintenance</b>	<b>6,033.65</b>	<b>70,850.00</b>	<b>-64,816.35</b>
6345 Software	479.05	5,000.00	-4,520.95
6350 Supplies & Chemicals	1,074.49	12,000.00	-10,925.51
6400 Utilities			
6401 Electricity Expense	1,159.29	5,300.00	-4,140.71
6402 Oil	156.42	600.00	-443.58
6403 Hydrant Rental		150.00	-150.00
6404 Propane		500.00	-500.00
6406 Telephone & Internet Expenses	100.80	1,200.00	-1,099.20
6407 Water & Sewer		1,600.00	-1,600.00
<b>Total 6400 Utilities</b>	<b>1,416.51</b>	<b>9,350.00</b>	<b>-7,933.49</b>
6500 Water Testing	963.25	7,600.00	-6,636.75
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

# NVC- Sewer

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
6822 Loan Payment to Water - Interest		2,798.32	-2,798.32
<b>Total 6800 Bond Expenses</b>		<b>50,407.17</b>	<b>-50,407.17</b>
<b>Total Expenditures</b>	<b>\$42,199.36</b>	<b>\$354,535.17</b>	<b>\$ -312,335.81</b>
NET OPERATING REVENUE	<b>\$ -42,199.36</b>	<b>\$8,514.83</b>	<b>\$ -50,714.19</b>
Other Expenditures			
7100 Contingency Expenses		4,054.00	-4,054.00
7300 Sewer Reserve Fund		7,200.00	-7,200.00
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$11,254.00</b>	<b>\$ -11,254.00</b>
NET OTHER REVENUE	<b>\$0.00</b>	<b>\$ -11,254.00</b>	<b>\$11,254.00</b>
<b>NET REVENUE</b>	<b>\$ -42,199.36</b>	<b>\$ -2,739.17</b>	<b>\$ -39,460.19</b>

# BOARD OF OVERSEERS BOARD MEMBER CONDUCT POLICY

4/13/25

## Purpose

Pursuant to Maine Statute, it is the policy of the Northport Village Corporation (“NVC”) that the proper operation of democratic government requires that members of NVC Board of Overseers (“Board,” **and its members**, “Board Members”) be independent, impartial, and responsible to the citizens; that public service not be used for personal gain; and that the public has confidence in the integrity of its government.

## Section 1. Authority and Statutory Standards

This policy has been prepared in accordance with 30-A M.R.S.A. § 2605(7).

## Section 2. Code of Conduct

### A. Act in the Public Interest

Recognizing that stewardship of the public interest is our primary concern, Board Members shall work for the common good of the NVC community in the execution of their public duties and not for any group, private or personal interest.

### B. Comply with the Law

Board Members shall comply with all federal and state laws and the charter, bylaws, ordinances and policies of the NVC in the performance of their public duties.

### C. Conduct of Board Members

Board Members shall endeavor to be respectful in their conduct while performing their public duties.

### D. Respect for Process

Board Members shall act according to applicable written charters, bylaws, ordinances, and policies, including guidelines and ground rules that may be adopted for meetings and other activities of the bodies they serve. Once the Board has acted, Board Members must support that decision and shall refrain from making **any public comment that may undermine the public’s perception of the Board’s actions. This is in no way intended to limit the First Amendment** rights of any Board Member. However, Board Members must be clear when speaking in their personal capacity and when speaking as Board Members.

### E. Conduct of Public Meetings

Board Members are expected to prepare for meetings by familiarizing themselves with relevant materials, including proposals, applications, and applicable ordinances. Board Members are expected to listen attentively to fellow Board Members and the public. Board Members shall base their decisions on the applicable laws and ordinances and on consideration of the information that has been presented to the Board. Board Members shall familiarize themselves with the Remote Participation Policy.

### F. Communications

Communication includes all forms of oral, written, or electronic communication, including telephonic, e-mail, text message, the Internet, *etc.* It is incumbent on the Board Members to



# BOARD OF OVERSEERS BOARD MEMBER CONDUCT POLICY

4/13/25

use the prescribed channels for communications, including their @nvc.org or @nvc.gov email if they have one, for all communications discussing public business or interests. Board Members should regularly check their @nvc.org or @nvc.gov email to ensure they are aware of arising issues and to respond promptly to communications directed to them.

Board Members shall exercise caution so as to ensure that communications by any method are not used as a means for the Board to deliberate outside of an agendaized Board meeting, circumvent the public's right to access records regarding NVC business, or restrict access to a public forum. A majority of the Board Members shall not, outside of an authorized meeting, use one or a series of communications of any kind, including, but not limited to electronic, telephonic, in-person, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board.

## **G.** Scope of Authority

Board Members act as part of the *body politic* only. A Board Member has no individual authority except as provided in the bylaws or an ordinance or by Board action. Board Members do not have the authority to make or commit to expenditures of NVC funds, any such expenditure or commitment must be approved by the Board as a whole, or the President where allowed by the bylaws. Board Members also do not have the authority to direct any NVC staff or contractors unless otherwise directed by the President or the Board. This includes directing work, advising on procedure, etc. Excepting the Tree Warden or Board Member appointed as Tree Warden, Board Members may not solicit proposals for NVC projects without specific Board authorization. Suggestions for potential NVC contractors, suppliers and resources should be shared with the appropriate NVC staff member.

## **H.** Conflict of Interest

To assure independence and impartiality for the benefit of the common good, Board Members shall not use their positions to influence Board Member, Board, or committee decisions in which they have a direct or indirect pecuniary interest, or where they or an immediate family member has an organizational or personal relationship that may give the appearance of a conflict of interest with regard to a potential or pending decision. Board Members shall at the earliest opportunity disclose any potential or perceived conflicts of interest pertaining to a matter, application or decision at hand, and Board Members shall abstain from participating as a Board Member in all relevant Board votes on matters where such conflicts or the perception of such conflicts exist.

Any challenge or question of whether a Board Member shall be disqualified from participating in discussions of or voting on a particular matter before the Board because of a conflict of interest or appearance of a conflict of interest shall be discussed in public at the relevant meeting, and the disqualification decided by a majority vote of the Board Members present except the Board Member who is being challenged. Any disclosures and abstentions, and any challenges raised and voted on, shall be documented for the record in meeting minutes.

Notwithstanding the foregoing, Board Members may share their expertise and opinions in public meetings as a member of the general public on relevant issues. In such cases, the Board Member shall vacate their official position and seat and join the general public for the relevant discussion.

# BOARD OF OVERSEERS BOARD MEMBER CONDUCT POLICY

4/13/25

## I. Confidential Information

Board Members shall respect the confidentiality of information regarding personnel, property, and other affairs of the NVC that are not a matter of the public record as defined by law. Board Members shall not disclose such information without proper authorization, nor use such information to advance personal, financial, or other private interests.

## J. Use of Public Resources

Board Members shall not use public resources such as staff time, equipment, supplies, and access to resources or facilities for private gain or personal purposes beyond such uses as are available to the public in general.

## K. Representation of Private Interests

Board Members shall not appear before either the Board of Overseers or any committee of the NVC on behalf of the private interests of any third parties, including community members, on any matter which has or is likely to come before the Board Member in the course of their official duties. Board Members may report concerns of citizens of NVC, which shall include identifying the concern and the person raising that concern, unless asked by the citizen to keep their identity confidential.

## L. Advocacy

When speaking on behalf of the NVC, Board Members shall represent the official policies or positions of the NVC to the best of their ability. When presenting personal opinions and positions, Board Members shall explicitly state that such personal opinions and positions do not necessarily represent the NVC, the Board of Overseers, or the Committee with which the Board Member is affiliated, and the Board Member shall avoid making the inference that they do **if they don't**. This shall be made clear whether the opinion or positions are spoken publicly or whether they appear in print or electronically, such as in an e-mail, in a text message, on the internet, *etc.*

## M. Positive Work Environment

Board Members shall support the maintenance of a positive and constructive work environment for NVC employees and for citizens and businesses dealing with the NVC while serving in their official capacity. Board Members shall not make unnecessary demands upon NVC employees. Further, Board Members shall not direct any NVC employee in the **performance of that employee's work, unless specifically authorized by the President** or the Board of Overseers.

## Section 3. Accountability of Board Members

Each Board Member is responsible for the conformance to **this policy throughout the NVC's** positions, boards and committees. The President shall have the responsibility to intervene and engage the Board when actions of Board Members appear to be in violation of this policy or are brought to their attention.

Complaints of violations of this policy may be brought by any member of the public and any investigation shall be directed by the President or the Board .

# BOARD OF OVERSEERS BOARD MEMBER CONDUCT POLICY

4/13/25

## Section 4. Amendments

This policy may be amended by a majority vote of the Board after such amendment is published in a properly noticed meeting agenda, the opportunity for public comment is provided, and the amendment is discussed prior to a vote.

## Section 5. Severability

If any section, subsection, sentence, clause, or phrase of this policy is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of the policy.

## Section 6. Conflicts with Other Ordinances or Policies

Whenever a provision of this policy conflicts with or is inconsistent with another provision of this policy or of any other policy, ordinance, regulation or statute, the more restrictive provision shall control.

## Section 7. Effectiveness

This policy was adopted by the Board on the date in the heading and will remain in force indefinitely unless amended or rescinded.

## **POLICY FOR ACCEPTANCE OF DONATIONS**

**8/13/23**

**Amended: 4/13/25**

The Northport Village Corporation (“NVC”) Board of Overseers hereby adopts this policy to ensure transparency, fairness, accountability, and responsible stewardship of public resources in the acceptance and management of donations to the NVC while aligning with the NVC's 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.
- 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. Any donation intended for the enjoyment and use of the public shall be implemented or installed in such a manner that the intended benefit or usage is equally available to all members of the public without implicitly or explicitly excluding any members of the public.
- d. No donation shall be accepted if such acceptance would be in conflict with the charter of the NVC or any law or regulation.
- e. No donation shall be accepted if the donation is made with the expectation by the donor of receiving goods or services of any value or any other consideration from the NVC in exchange for the donation.

### **2. Donation Approval Process:**

- a. All potential donations will be submitted utilizing the NVC Donation Form attached as Exhibit A hereto and evaluated by the NVC Board of Overseers utilizing the NVC Donation Evaluation Checklist attached as Exhibit B hereto and other methods as may be determined by the Board of Overseers
- b. The Board of Overseers will 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.
- d. The Board of Overseers reserves the right to decline any donation for any reason or no reason, or to impose conditions on the acceptance of any donation.

## **POLICY FOR ACCEPTANCE OF DONATIONS**

**8/13/23**

**Amended: 4/13/25**

### **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 NVC will provide donors with written acknowledgements of their donation that may be used for tax reporting purposes.
- d. The NVC will maintain accurate records of all donations.

### **4. Review and Amendment:**

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

**Exhibit A**  
**NVC Donation Form**

**Northport Village Corporation Donation Form**

Donor Name \_\_\_\_\_ Date \_\_\_\_\_

Donor Address \_\_\_\_\_

Donor Phone \_\_\_\_\_ Donor Email \_\_\_\_\_

Donor Bayside Address \_\_\_\_\_

Donation Description and Purpose (please be specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed Location of Donation \_\_\_\_\_

Any other information the donor wishes to share regarding the proposed donation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Community Benefit \_\_\_\_\_

\_\_\_\_\_

Estimate of Present Value/Cost \_\_\_\_\_ Estimated Useful Life (Yrs) \_\_\_\_\_

Estimate of Present Value/Cost Estimated Useful Life (Yrs) \_\_\_\_\_

Estimated Average Annual Maintenance Cost to NVC \_\_\_\_\_

Estimated Disposal Cost to NVC \_\_\_\_\_

The donation will be reviewed and accepted or declined by the Overseers. The Overseers reserve the right to decline any donation for any reason or no reason, or to impose conditions on the acceptance of the donation.

**Exhibit B**  
**NVC Donation Evaluation Checklist**

**Purpose:** The Northport Village Corporation (“NVC”) serves a beneficent community. Donations 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:** As provided on the Northport Village Corporation Donation Form attached to this checklist.

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

**1. Community Benefit:**

- a. Is the purpose of the donation for the replacement of existing NVC property that has become obsolete, is nearing the end of its designed lifecycle, or has become inoperable? Explain as necessary.  
\_\_\_\_\_
- b. Is the purpose of the donation for the improvement of the operations of the NVC?  
\_\_\_\_\_
- c. For donations not involving the express replacement of an existing NVC asset, please describe the anticipated benefit to the NVC community, along with a description of how the ongoing annual maintenance costs and/or potential final disposal expense were determined.  
\_\_\_\_\_
- 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? Please provide details.  
\_\_\_\_\_
- e. For donations intended for the general use of the public, will the donation be implemented or installed in such a manner that the intended benefit or usage is equally available to all members of the public and not implicitly or explicitly excluding any members of the public?  
\_\_\_\_\_

**2. Resources and Capacity:**

- a. Does the NVC have existing resources and capacity necessary to effectively utilize and manage the donation? If not, please discuss how this will be accomplished.  
\_\_\_\_\_
- b. Will accepting the donation require additional staff, infrastructure, or ongoing support? Explain as necessary.  
\_\_\_\_\_

**Exhibit B**  
**NVC Donation Evaluation Checklist**

- c. For the offered item(s), has the appropriate NVC committee or official been engaged for review/approval recommendation (e.g., Parks and Trees for a park bench, the NVC Technology Officer and Office Manager for an office printer, etc.)?  
\_\_\_\_\_
- d. For a single donation exceeding \$250 in estimated value, has the NVC Finance Committee been contacted for a general financial assessment?  
\_\_\_\_\_

**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? If so, what are they?  
\_\_\_\_\_
  - 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?  
\_\_\_\_\_
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. **Other Considerations:** Are there any other considerations not listed above that should be considered in the evaluation of the acceptance of the donation? Please attach any pertinent documentation regarding the proposed donation.  
\_\_\_\_\_  
\_\_\_\_\_



**Exhibit B**  
**NVC Donation Evaluation Checklist**

**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):