



February 8, 2026 – 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.

If you would like to attend any Overseers meeting or NVC committee meeting virtually, please contact the NVC office (207-338-0751) to be added to a list of verified attendees. You will need to provide your name, Bayside address and email address. If your property is not in your name, please provide the property owner's name. Once the information is verified, you will receive Zoom links to NVC meetings. This is a temporary measure taken to address disturbing and disruptive interruptions to recent NVC meetings by unauthorized Zoom participants.

*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 December 14, 2025 meeting minutes may be postponed to March meeting.
- President's Report*
 - Report on current "Facilities Use Request Form" and "Request for Non-Exclusive Use of Public Space/Park for Event form." Recommendation to revise the "Facilities Use form" and to eliminate rental fees for chairs and tables used in Community Hall. Current and proposed forms attached.
 - Memorial benches and/or alternatives
 - Dates for 2027 Budget Workshops: We need 4: 2/28 or 3/1; 3/28; 4/18 or 4/25; 5/16 or 5/17; 6/6 or 6/7.
- Treasurer's Report*
- Village Agent Report*
- Office Manager's Report*
- Governance Committee*
 - Report on the review of the Utility and Zoning ordinances regarding the number of water connections required.
- Parks & Trees Committee
 - Recommendation to approve the expenditure of \$1,560.00 for Emerald Ash Borer treatment on specific NVC trees.
- Utilities Committee Report
- Town Liaison Report

Discussion Item

- Discuss and identify a framework for capital projects planning.

Other Committee Reports/business (as needed)

Comments by members of the public

Adjourn

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

***Written materials submitted:**

- Current Facilities Use Request form and proposed replacement, Community Hall Request Form

- February 2026 Treasurer's Report
- February 2026 Village Agent Report
- February 2026 Office Manager Report
- Ad Hoc Committee Review and Reconciliation of Water Governing Documents

Northport Village Corporation
Community Hall Use Request Form

(Please read the Community Hall Use Packet before completing this form.)

Date _____

Name _____

Address _____

Email _____

Telephone number _____

Northport/Bayside Resident? Y N

Bayside Taxpayer? Y N

Space Requested: Community Hall (upstairs)

Community Room

Rental Purpose:

Date and time requested: _____

Usage Fees:

- Hourly (\$25/hour) _____
- Day (\$150/day) _____
- Kitchen (required if food involved, not beverages only) (\$50/day) _____

Proof of insurance

Proof of insurance must be received during NVC office hours or by email prior to the event.

Payment is due within 7 days of NVC approval of this request.

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

Printed Name

Signature

Date

Date approved by NVC Board or President: _____

Payment received \$ _____ by _____ [Date] _____

Proof of insurance received and attached to this request on [Date] _____ by _____



FACILITIES USE REQUEST FORM

Date _____

Name _____

Address _____

E Mail _____

Telephone # _____

Northport/Bayside Resident? Y N

Bayside taxpayer? Y N

Space Requested: Community Hall

Community Room

Rental

purpose _____

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 _____

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 _____ Rental payment is due within 7 days of approval of this reservation request.

Payment received \$ _____ By _____

(NVC office admin.) Date _____



COMMUNITY HALL USE INFORMATION

Community Hall was created to foster our civic functions as well as the active and vibrant social life of the community. Our goal is a busy and vibrant Community Hall used by many different people. At the same time we need to be mindful of the impact Community Hall use has on the adjoining Bayside community.

Priority for Use

- Northport Village Corporation business
- Bayside and Northport community non-profits (e.g. Bayside Historical Preservation Society, Bayside Arts, Northport Food Pantry) and similar community organizations (e.g. Northport Yacht Club).
- Bayside and Northport residents, family activities (e.g. weddings, birthday parties, memorial services, etc.)
- Bayside and Northport residents, for profit use
- Non-residents, family activities
- Non-resident, for profit use

Scheduling

Individuals wishing to reserve the Community Hall should contact the NVC office to request and submit reservation forms. The Overseers will review these requests, usually at their next regularly scheduled meeting, and will approve, defer a decision to a later meeting or deny the requests. In the event a decision is required between regularly scheduled Overseers meeting, the President has the authority to approve such requests.

Community organizations are requested to submit their reservation requests prior to April 1 of each year. All other interested parties may submit reservation requests beginning April 1.

Special Events

Some events do not fit within these scheduling timeframes (for example: weddings, family reunions, and other events that need significant planning). Please submit these requests in writing whenever you are ready. The Overseers will review the request, usually at their next regularly scheduled meeting.

Considerations for Potential Community Hall Users

- Requests for large blocks of time on multiple days may not be approved. Weekends are a particularly difficult challenge in this regard.
- The Community Hall has very limited parking (4 spaces). Large groups will need to be shuttled from a remote location.
- The occupancy limit for the Hall is 200 people.
- Police officers may be required for traffic control and/or security (larger groups). The requestor will be responsible for the costs of any law enforcement/security presence required by the Overseers for the event.
- No liquor consumption in or around the building.
- No smoking, no candles, no open flames.
- The downstairs meeting room is heated, the upstairs hall is not.

- Community Hall users are required to provide proof of liability insurance protecting the NVC. Insurance sources include, among others, homeowner's insurance, event insurance sponsored by the Maine Municipal Association (information available from the NVC office) or independently secured event insurance.
- **Curfew:** any evening event must conclude no later than 10 PM, cleanup may continue until 10:30 PM if necessary.

Fees

Current fees for the use of Community Hall are described on the NVC Facilities Use Request form. The NVC reserves the right to require a security deposit depending on the planned event.

Specific Rules for Community Hall Use

- **DO NOT BLOCK THE EXITS.** All doors and hallways must be free from obstacles and barriers at all times.
- **NO SMOKING OF ANY SUBSTANCE ANYWHERE ON THE PREMISES.** This includes the porch, back entrance area, and grounds.
- **NO ALCOHOL OF ANY KIND IS ALLOWED ANYWHERE ON THE PREMISES.** This includes the porch, back entrance area and grounds.
- **HOUSEKEEPING.** You are responsible for cleaning the hall, kitchen (if used) and restroom and disposing of trash off site immediately following your event. The Community Hall will be inspected before and after your event. All trash, food, cups and dishes, decorations, etc. that you bring in, you must remove at the conclusion of your use. Place chairs back in the racks and where you found them. Fold tables and place as you found them. Sweep the floors. Other cleaning arrangements will be considered but must be requested at the time the reservation is made.
- **THE BATHROOM SHOULD BE LEFT TIDY.** Make sure paper towels are placed in the trash barrel, not on the floor. Empty the trash barrel as needed to assure the bathroom stays neat. Empty the trash barrel when your event is over.
- **DON'T INVITE PESTS.** The kitchen must be cleaned so that ants and rodents are not attracted to crumbs and spills left behind. This is an old building with lots of entrance points for critters. Treat this kitchen as you would your own.
- **TURN OFF THE LIGHTS; SHUT THE WINDOWS; LOCK THE DOORS.** When you are through with your event, please assure the building is secure. If the windows were closed when you arrived, close them. Turn off all lights. Check the stove and turn it off. Close all doors tightly and assure they are locked.
- **COMMUNITY ROOM.** The wheeled model display cabinets may be moved within the room, but they may not be moved out of the room. Tables and chairs removed from the room must be stored upstairs, as directed by NVC staff, and out of the way of other Community Hall users. NVC AV equipment must be moved only under the supervision of NVC staff. Temporary removal of any BHPS exhibits on the walls must be coordinated with the BHSP.

QUESTIONS? Feel free to ask the Office Manager or Village Agent if you have any questions or concerns. If you observe that something is not working, let them know. The Village is not an Event Manager. It does want to ensure the building is safe, clean and reasonably secure

THANK YOU!

Northport Village Corporation Board of Overseers
Approved March 2023

Protect yourself from claims for injuries or property damage during your event

Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at

www.intactspecialty.com/entertainment

Please use the online contact information for questions about whether other events are eligible for coverage

Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, *including things such as:*

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

How do I get more information about TULIP?

Visit:

www.intactspecialty.com/entertainment

or contact Susan Kludjian at (978) 661-6662 or Christine Mitchell at (978) 661-6857.

Get a Quote or Purchase TULIP coverage:

Step 1:

Visit

www.intactspecialty.com/entertainment scroll down and click on ..."Planning an Event?" **Get a Free Quote**

Step 2:

Enter...Facility/Venue ID Code

0419 - CHW

Don't have a code? Search "Maine Municipal" from the drop-down list, then select your location.

Step 3:

Describe event or activity

Select from drop-down menu. Click next.

Step 4:

Get your quote

Answer some basic questions and enter your contact and billing information.

Step 5:

Purchase when ready

A credit card is required.

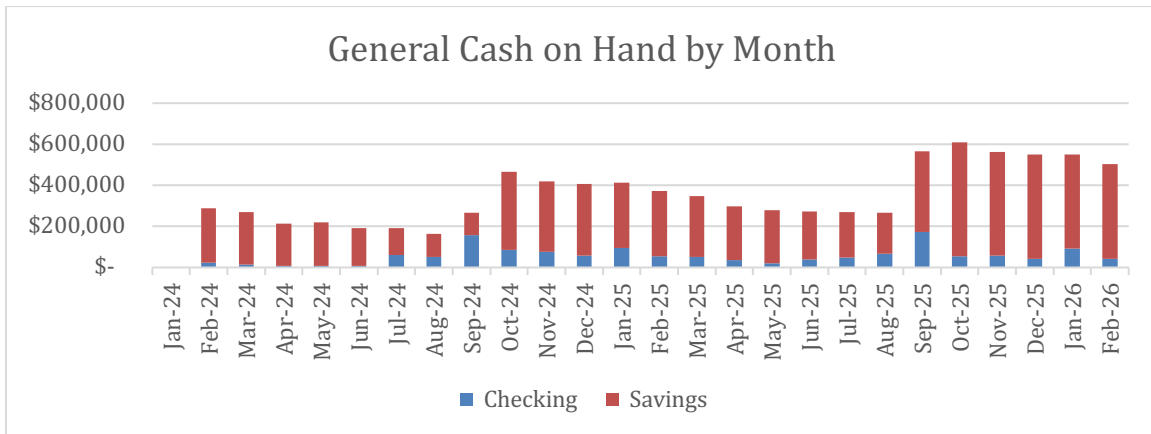


Protect yourself
and your guests
with TULIP coverage

* Exclusions apply if known attendance is greater than 5,000 people prior to the event.

Treasurer's Report
02/08/2026

- Warrants, Financial Reports, Bank Statements - Provided by Office Manager:
 - January Warrants, 2025 Budget vs Actuals and current Journal Entry Reports
 - Bank Statements – available in the office after February 15th.
- 2027 Budget Workshops
 - The January 24th budget workshop provided a review of NVC's financial management focusing on General. Handouts from the workshop are posted online.
 - 2027 Budget workshops will begin in February or March and be structured like the 2026 budgeting process. A draft budget workshop outline is attached below.
- Review of 2025 General, Sewer and Water Budget vs Actuals
 - The Budget vs Actual reports for all three departments were reviewed, questions provided to the Office Manager and/or the accountant, and a set of corrections requested.
 - The General, Sewer and Water Budget vs Actuals attached to the Office Manager's report reflect information from the December warrants and the recent corrections.
 - The reports will be reviewed at least one more time as part of the 2025 close.
- Outstanding Due to/ Due From – Non-payroll
 - Transfers for the non-payroll amounts have not been made. In December the outstanding amounts were reviewed with the accountant. There is a discrepancy between the amounts listed on the General Statement of Financial position and the Sewer and Water Statements of Financial Position, with Sewer and Water being correct.
 - It is expected that the following amounts will be transferred:
 - Sewer: 2110 Due to General - Non-payroll -\$71.61 (General owes Sewer \$71.61)
 - Water: 2110 Due to General - Non-payroll \$6,857.07
 - NVC will work with the accountant to make sure that the appropriate Journal Entries are done to update the General due from Sewer and Water to correspond to the actual amount.
- FY 2025 Close and Audit
 - NVC's accountant has begun the process to close out the year, review and balance the GL.
 - Tentative date for the 2025 audit is May 4, 2026. The Office Manager will be assembling and reviewing the 2025 documentation.
- Cash On Hand
 - General Cash on Hand by Month graph shows the historical trend of cash on hand for General.



Draft NVC 2027 Budget Workshop Agenda Topics

Meeting 1

- 1) Budget overview - format, what has been done so far.
- 2) Input from the Overseers - specifically review the information requested from committee or overseer.
- 3) Capital Budget Planning - identifying capital projects that will be included in the 2027 operating budget.
- 4) Wrap up - next steps (updated budget based on input from Meeting 1 and share updated budget with Overseers).

Meeting 2

- 1) Budget Overview - review what was provided in Meeting 1 and budget impact.
- 2) Collect any remaining input from Overseers not provided during Meeting 1.
- 3) Review budget sections (not line by line yet, but still major areas).
- 4) 2027 Capital Budget projects (if any).
- 5) Wrap up.

Meeting 3

- 1) Budget Overview.
- 2) Collect any outstanding budget information, including capital budget.
- 3) Review line by line (with the assumption first two meetings identified major changes so that this is mostly a review).
- 4) Wrap up - focus on finalizing the budget and putting it into a format for discussing with the villagers.

Northport Village Corporation
Village Agent Report to the Board of Overseers
February 2026

Recent activities

- Swim float: The contract has been finalized for the building of the new swim float by Dark Harbor Boat Yard.
- Memorial Benches: Just as a note, I have been looking into how many memorial benches we have in the Village. As on February 4th, 2026 we have 28 memorial benches.
- Winter roads: Sanding and plowing season continues. Weather conditions required me to plow through the day and night at times. I plow the following: Rogers Lane; Oak Street; Upper Maple Street; short part of Bay Street into Bayview Park; North Street; lower Clinton; Merithew Square Parking area when vehicles are out of the way; all Utilities buildings, including pump stations, area around the wastewater treatment building, Community Hall; clean up in front of the fire hydrants. I occasionally plow part of Grove Street/Cradle Row to make extra parking because Merithew Square parking is usually full and additional parking room is needed to get cars off the streets. I also frequently try to clean up the piles of snow left at the street corners by the Town plows, so drivers' views are not so blocked. All other streets and roads are plowed and sanded by the Town's contractor.

Residents should understand some weather conditions will mean that the roads are icy in spite of plowing or the roads shouldn't be plowed until conditions change. We have had weather that starts with snow, followed by frozen rain/sleet, followed by rain and then very cold temperatures. In those conditions, the sand/salt mixture melts right through the plowed dirt road surface and does not stay on the surface, so the road surface is like glass. Dirt roads can be oversanded, which thaws the ground so that the plow digs up the road. Also, North Avenue and lower Clinton "crown," and the plow cannot reach parts of the road.

- Winter trash pickup: The office has been dealing with angry residents upset that their trash was not picked up as scheduled. In some cases, the customer is a normal summer resident who has not previously used their Bayside house in the winter, and no one lives on their part of the road during the winter. We and the contractor's drivers do not know that for two specific weeks, there will be trash to be picked up on a normally unoccupied stretch of road. In other cases, residents need to understand that winter storms and dangerous road conditions may prevent the contractor from collecting trash as scheduled and will throw off the schedule for all of the contractor's customers. Residents that live on private roads and do not put trash out on a regular basis, causes the contractor to think there is no one living there in the winter and does not drive all the way down the private road just to check and find no trash. The contractor stops this practice of checking after a few times finding no trash.
- MMA Risk Management repair list: Still waiting for an estimate for the Community Hall upstairs back entrance steps and ramp.

Wharf and floats

- Wharf: I now don't expect to hear from Scott Munroe until spring about finishing piling repairs (a small, nuisance job for most contractors). Scott Munroe is looking into ways to implement the marine engineer's recommendation to paint the fender pilings to protect the fiberglass.
- Boat float: A boat float skid will need to be repaired in the spring.
- Wharf and Float Maintenance: Looking into scheduling repairs for 2026 for wharf and floats. Also looking at budgeting for 2027 repairs.

Utilities

- Utility billing: We still have 8 customers that have not paid their utility bills from July 2025 to November 2025, that were invoiced in November 2025.
- I have been looking and found a water leak on lower Maple St which needs to be repaired in the future.
- Weekly trips to the wastewater lab in Wiscasset. Sometimes there are extra trips due to holidays and retests.
- Dig Safe requests are ongoing.
- Working on reviewing and organizing older Utility information, files, maps and other.
- Looking at scheduling sewer and water maintenance projects for 2026 and working on budgeting for future projects in 2027.

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.
- Working on scheduling road work for 2026 and working on road projects for budgeting purposes for 2027.

Miscellaneous

- I continue to talk or meet with Town Administrator James Kossuth on a regular basis about items that impact the village. The Town Administrator, James Kossuth has told me the Town of Northport sent out on January 30th, 2026, to all the abutters of Bayview Park, the Stabilization Project, regarding the plans and cross sections of the project.
- 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.**

Village project/needs with future budget implications

- Potential need to plow more streets: 32 West Street is being winterized. If the owners use it year-round, we will need to plow West Street. The potential buyers of 2 Bayview

Park plan to winterize the cottage. Plowing all the way across the park presents logistical problems.

- Sander: We are planning to replace sander in 3 years.
- 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.
- MMA Risk Management recommendations: I continue to get estimates and schedule work that can be accommodated in the current budget.
- 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. This project is related to the potential Auditorium Park shoreline stabilization project. The Town applied for a grant to study storm water drainage issues throughout the Town, and this area is part of the proposed study.

Submitted by
William Paige, Village Agent



Office Manager's Report
February 8, 2026
For January 2026

Wow - We have had close to a traditional Maine winter this season. Lots of snow and some cold temperatures. But we are headed towards the end of winter - Spring will be here before you know it!

Not a lot going on in the office this time of year. I have kept busy with making some collection calls for the Utilities. Also, as I mentioned in my last report, I am working on getting the new File Storage Room in order. All the files have been brought downstairs from their location under the stage. The damaged boxes are being replaced. Some boxes are able to be combined. New, more detailed labels are made and affixed. Then they are put in the storage room in a general order by year. This has been a slow process, but it is progressing! I have learned a lot about NVC in the process. You may notice many boxes in the meeting room for your February Overseers meeting, but I believe by the next meeting this will have been completed.

Preparations are still being made for the 2025 Audit to begin in May, 2026.

Trish Parker

Office Manager

Northport Village Corporation

Attached to this report:

Bank Account balances printout

Budget vs Actual Reports for each Department

Balances as of Tuesday February 3, 2026

General Gov't Checking *2618 Quick Peek
Available Balance**\$42,882.10

Wastewater Checking *2620 Quick Peek
Available Balance**\$28,198.80

Water Checking *3143 Quick Peek
Available Balance**\$26,619.05

BUSINESS COMPLETE *9504 Quick Peek
Available Balance**\$1,000.00

BUSINESS COMPLETE *1771 Quick Peek
Available Balance**\$17,643.85

General Gov't Money Market *4006 Quick Peek Interest \$36.49
Available Balance**\$11,910.37

Wastewater Sav - ICS B *4739 Quick Peek Interest \$223.41
Available Balance**\$92,338.14

Water Sav - ICS B *4747 Quick Peek Interest \$390.04
Available Balance**\$149,314.00

General Gov't Sav - ICS B *9857 Quick Peek Interest \$1,260.50
Available Balance**\$461,292.97

Total Deposit Accounts \$831,199.28

Northport Village Corporation - General

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4100 General Government Revenue			
4200 General Operating Revenue			
4216 2025 RE Tax Revenue	509,755.96	509,727.00	100.01 %
4220 Town of Northport Revenue	30,000.00	30,000.00	100.00 %
4240 Watercraft Registration Revenue	3,860.00	3,770.00	102.39 %
Total 4200 General Operating Revenue	543,615.96	543,497.00	100.02 %
4300 General Non-operating Revenue			
4310 Interest Income	8,203.02	4,000.00	205.08 %
4320 Community Hall Rentals	950.00	750.00	126.67 %
4340 Miscellaneous Revenue	4,934.50		
Total 4300 General Non-operating Revenue	14,087.52	4,750.00	296.58 %
Total 4100 General Government Revenue	557,703.48	548,247.00	101.72 %
Total Revenue	\$557,703.48	\$548,247.00	101.72 %
Expenditures			
6000 1099 Contractors			
6010 Casual Labor	0.00		
6020 Contracted Services			
6021 Mowing and Trimming Service	12,542.87	12,550.00	99.94 %
6022 Trash Collection	24,000.00	24,000.00	100.00 %
Total 6020 Contracted Services	36,542.87	36,550.00	99.98 %
6036 Bookkeeping	10,519.26	8,840.00	119.00 %
Total 6000 1099 Contractors	47,062.13	45,390.00	103.68 %
6050 Auto Expenses			
6051 Auto Fuel Expense			
6052 Cruiser Fuel		1,600.00	
6053 Truck Fuel	1,006.79	2,000.00	50.34 %
Total 6051 Auto Fuel Expense	1,006.79	3,600.00	27.97 %
6055 Auto Repairs & Maintenance			
6056 Cruiser Maintenance		3,520.00	
6057 Truck Maintenance	11,005.35	4,000.00	275.13 %
Total 6055 Auto Repairs & Maintenance	11,005.35	7,520.00	146.35 %
6059 Accrue for Truck Replacement		16,350.00	
Total 6050 Auto Expenses	12,012.14	27,470.00	43.73 %
6065 Community Events		600.00	
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	4,842.71	4,000.00	121.07 %
6077 Income Protection Plan	711.10	700.00	101.59 %
Total 6075 Employee Benefits	5,553.81	4,700.00	118.17 %
6080 Employees Salaries & Wages			

Northport Village Corporation - General

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6083 Lifeguard Wages	8,471.78	11,200.00	75.64 %
6084 Office Personnel Wages	20,040.55	18,033.00	111.13 %
6084.50 Finance Manager	283.05	7,947.50	3.56 %
6085 Police Wages		10,100.00	
6088 Village Agent Wages	44,040.40	32,450.00	135.72 %
6088.50 Village Agent Assistant	1,593.75	5,200.00	30.65 %
6089 Village Official Wages	492.00	650.00	75.69 %
6090 Winter Road Wages	9,155.21	10,140.00	90.29 %
Total 6080 Employees Salaries & Wages	84,076.74	95,720.50	87.84 %
6095 Payroll Processing Fees	1,493.50	2,200.00	67.89 %
6096 Payroll Tax Expense	7,589.88	6,800.00	111.62 %
Total 6070 Employee Wages & Benefits	98,713.93	109,420.50	90.22 %
6150 Information & Notices	2,036.08	3,250.00	62.65 %
6160 Insurance			
6161 Property & Casualty Insurance	5,963.06	6,250.00	95.41 %
6162 Workers Comp insurance	963.00	5,500.00	17.51 %
Total 6160 Insurance	6,926.06	11,750.00	58.95 %
6190 Legal & Professional Services			
6191 Auditing Services	22,935.93	9,000.00	254.84 %
6192 Engineering Fees	2,000.20	10,000.00	20.00 %
6193 Legal Fees	2,040.50	10,000.00	20.41 %
Total 6190 Legal & Professional Services	26,976.63	29,000.00	93.02 %
6240 Membership Dues	241.40	750.00	32.19 %
6260 Office Supplies	2,589.42	5,000.00	51.79 %
6285 Postage	201.58	500.00	40.32 %
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	8,740.84	8,000.00	109.26 %
6332 Cleaning	918.00	2,000.00	45.90 %
6333 Grounds General Maintenance	1,937.07	18,000.00	10.76 %
6334 Road Maintenance	45,448.52	51,850.00	87.65 %
6336 Tree Maintenance	2,655.00	10,800.00	24.58 %
6337 Wharf & Floats Maintenance	20,507.25	41,000.00	50.02 %
6342 General Repairs & Maintenance		4,100.00	
6343 Library Operations & Maintenance		500.00	
Total 6330 Repairs & Maintenance	80,206.68	136,250.00	58.87 %
6344 Safety Committee Operations		150.00	
6345 Software	2,643.06	5,000.00	52.86 %
6360 Tax Collection Fees	11,603.90	10,100.00	114.89 %
6370 Training			
6371 Police Training		500.00	
Total 6370 Training		500.00	
6390 Uniforms, Equipment, & Supplies			

Northport Village Corporation - General

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6391 Lifeguard - Uniforms, Equipment, & Supplies	927.84	750.00	123.71 %
6392 Police - Uniforms, Equipment, & Supplies	156.00	1,000.00	15.60 %
Total 6390 Uniforms, Equipment, & Supplies	1,083.84	1,750.00	61.93 %
6400 Utilities			
6401 Electricity Expense	1,348.17	1,200.00	112.35 %
6402 Oil/Propane	868.06	1,000.00	86.81 %
6403 Fire Remediation	6,428.52	6,429.00	99.99 %
6405 Street Lights	7,239.41	8,000.00	90.49 %
6406 Telephone & Internet Expenses	723.04	600.00	120.51 %
6407 Water & Sewer	3,461.11	3,200.00	108.16 %
Total 6400 Utilities	20,068.31	20,429.00	98.23 %
6800 Bond Expenses			
6816 2013 MMBB Refinance Bond Principal	6,067.08	6,067.08	100.00 %
6817 2013 MMBB Refinance Bond Interest	2,731.32	1,365.66	200.00 %
6818 2015 BHBT Bond Principal	21,162.81	21,664.31	97.69 %
6819 2015 BHBT Bond Interest	417.63	428.46	97.47 %
6820 2021 MMBB Bond Principal	45,019.90	45,019.90	100.00 %
6821 2021 MMBB Bond Interest	38,014.86	38,014.86	100.00 %
Total 6800 Bond Expenses	113,413.60	112,560.27	100.76 %
9999 Uncategorized Expense	-0.10		
Total Expenditures	\$425,778.66	\$519,869.77	81.90 %
NET OPERATING REVENUE	\$131,924.82	\$28,377.23	464.90 %
Other Expenditures			
7100 Contingency Expenses		28,377.23	
Total Other Expenditures	\$0.00	\$28,377.23	0.00%
NET OTHER REVENUE	\$0.00	\$ -28,377.23	0.00 %
NET REVENUE	\$131,924.82	\$0.00	0.00%

NVC- WATER

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4100 Water Revenue			
4200 Water Operating Revenue			
4210 Water Sales	218,799.30	161,000.00	135.90 %
4220 Rate Increase		42,665.00	
4230 Water Service Fee Revenue	600.00	8,000.00	7.50 %
4240 Hydrant Rental Revenue		6,279.00	
Total 4200 Water Operating Revenue	219,399.30	217,944.00	100.67 %
4300 Water Non-operating Revenue			
4310 Interest Income	5,131.20	3,000.00	171.04 %
4320 Interest on Loan Receivable Sewer	2,390.71	2,798.32	85.43 %
4340 Miscellaneous Revenue	313.16		
Total 4300 Water Non-operating Revenue	7,835.07	5,798.32	135.13 %
Total 4100 Water Revenue	227,234.37	223,742.32	101.56 %
Total Revenue	\$227,234.37	\$223,742.32	101.56 %
Cost of Goods Sold			
5000 Cost of Goods Sold			
5100 Water Purchases	36,465.37	31,590.00	115.43 %
Total 5000 Cost of Goods Sold	36,465.37	31,590.00	115.43 %
Total Cost of Goods Sold	\$36,465.37	\$31,590.00	115.43 %
GROSS PROFIT	\$190,769.00	\$192,152.32	99.28 %
Expenditures			
6000 1099 Contractors			
6010 Casual Labor		3,000.00	
6036 Bookkeeping	10,209.87	8,840.00	115.50 %
6047 Water Utilities Superintendent	22,417.02	19,540.00	114.72 %
Total 6000 1099 Contractors	32,626.89	31,380.00	103.97 %
6050 Auto Expenses			
6051 Auto Fuel Expense			
6053 Truck Fuel	517.04	1,000.00	51.70 %
Total 6051 Auto Fuel Expense	517.04	1,000.00	51.70 %
6055 Auto Repairs & Maintenance			
6057 Truck Maintenance	1,044.81	1,000.00	104.48 %
Total 6055 Auto Repairs & Maintenance	1,044.81	1,000.00	104.48 %
Total 6050 Auto Expenses	1,561.85	2,000.00	78.09 %
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	3,557.58	4,000.00	88.94 %
6077 Income Protection Plan	690.19	1,000.00	69.02 %
Total 6075 Employee Benefits	4,247.77	5,000.00	84.96 %
6080 Employees Salaries & Wages			

NVC- WATER

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6082 Distribution Officer Wages	34,646.76	40,000.00	86.62 %
6082.5 Assistant DO Wages	325.00	7,500.00	4.33 %
6084 Office Personnel Wages	19,451.14	18,100.00	107.46 %
6084.50 Finance Manager	274.73	5,148.00	5.34 %
6087 Utility Billing Wages	4,548.48	5,000.00	90.97 %
Total 6080 Employees Salaries & Wages	59,246.11	75,748.00	78.21 %
6095 Payroll Processing Fees	746.76	1,100.00	67.89 %
6096 Payroll Tax Expense	4,897.99	5,415.00	90.45 %
Total 6070 Employee Wages & Benefits	69,138.63	87,263.00	79.23 %
6150 Information & Notices	181.18		
6160 Insurance Paid			
6161 Property & Casualty Insurance	1,148.22	1,650.00	69.59 %
6162 Workers Comp Insurance	869.50	1,000.00	86.95 %
Total 6160 Insurance Paid	2,017.72	2,650.00	76.14 %
6190 Legal & Professional Services			
6191 Auditing Services	27,169.55	11,000.00	247.00 %
Total 6190 Legal & Professional Services	27,169.55	11,000.00	247.00 %
6210 Licenses, Permits, & Fees		1,800.00	
6240 Membership Dues	234.30	300.00	78.10 %
6260 Office Supplies	2,231.82	1,700.00	131.28 %
6285 Postage	934.36	1,500.00	62.29 %
6305 Regulatory Fees	1,125.00	900.00	125.00 %
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	386.76	500.00	77.35 %
6332 Cleaning	891.00	850.00	104.82 %
6342 General Repairs & Maintenance	14,830.64	5,000.00	296.61 %
Total 6330 Repairs & Maintenance	16,108.40	6,350.00	253.68 %
6345 Software	5,011.96	5,000.00	100.24 %
6350 Supplies	6,199.67	5,000.00	123.99 %
6400 Utilities			
6401 Electricity Expense	5,030.80	4,000.00	125.77 %
6402 Oil/Propane	842.53	600.00	140.42 %
6406 Telephone & Internet Expenses	863.55	600.00	143.93 %
6407 Water & Sewer	1,551.08	1,200.00	129.26 %
Total 6400 Utilities	8,287.96	6,400.00	129.50 %
6500 Water Testing	873.00	800.00	109.13 %
6700 Reserve Accrual - Loan from Sewer Interest		2,798.32	
6800 Bond Expenses			
6816 2013 MMBB Refinance Bond Principal	22,245.97	22,245.97	100.00 %
6817 2013 MMBB Refinance Bond Interest	10,014.88	5,007.44	200.00 %
Total 6800 Bond Expenses	32,260.85	27,253.41	118.37 %
Total Expenditures	\$205,963.14	\$194,094.73	106.11 %

NVC- WATER

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET OPERATING REVENUE	\$ -15,194.14	\$ -1,942.41	782.23 %
Other Expenditures			
7100 Contingency Expenses		5,911.00	
Total Other Expenditures	\$0.00	\$5,911.00	0.00%
NET OTHER REVENUE	\$0.00	\$ -5,911.00	0.00 %
NET REVENUE	\$ -15,194.14	\$ -7,853.41	193.47 %

NVC- Sewer

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4000 Revenue			
4400 Sewer Operating Revenue			
4410 Sewer Fees	322,872.67	316,050.00	102.16 %
Total 4400 Sewer Operating Revenue	322,872.67	316,050.00	102.16 %
4600 Sewer Non-operating Revenue			
4610 Interest Income	1,804.33	2,000.00	90.22 %
4620 Grants	4,812.92	45,000.00	10.70 %
4630 Miscellaneous Revenue	80.00		
Total 4600 Sewer Non-operating Revenue	6,697.25	47,000.00	14.25 %
Total 4000 Revenue	329,569.92	363,050.00	90.78 %
Total Revenue	\$329,569.92	\$363,050.00	90.78 %
GROSS PROFIT	\$329,569.92	\$363,050.00	90.78 %
Expenditures			
6000 1099 Contractors			
6010 Casual Labor		2,000.00	
6036 Bookkeeping	10,209.87	8,840.00	115.50 %
6047 Sewer Utilities Superintendent	29,680.51	28,060.00	105.78 %
Total 6000 1099 Contractors	39,890.38	38,900.00	102.55 %
6050 Auto Expenses			
6051 Auto Fuel Expense			
6053 Truck Fuel	517.03	1,000.00	51.70 %
Total 6051 Auto Fuel Expense	517.03	1,000.00	51.70 %
6055 Auto Repairs & Maintenance			
6057 Truck Maintenance	1,003.88	1,000.00	100.39 %
Total 6055 Auto Repairs & Maintenance	1,003.88	1,000.00	100.39 %
6059 Accrue for Truck Replacement		2,000.00	
Total 6050 Auto Expenses	1,520.91	4,000.00	38.02 %
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	3,739.28	4,000.00	93.48 %
6077 Income Protection Plan	1,207.12	1,508.00	80.05 %
Total 6075 Employee Benefits	4,946.40	5,508.00	89.80 %
6080 Employees Salaries & Wages			
6081 Collection System Operator	17,274.60	10,400.00	166.10 %
6081.5 Assistant CSO	312.50	5,000.00	6.25 %
6084 Office Personnel Wages	19,451.13	18,100.00	107.46 %
6084.5 Finance Manager	274.73	5,150.00	5.33 %
6086 Treatment Plant Operator	36,873.54	34,500.00	106.88 %
6087 Utility Billing Wages	4,548.60	5,000.00	90.97 %
Total 6080 Employees Salaries & Wages	78,735.10	78,150.00	100.75 %

NVC- Sewer

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6095 Payroll Processing Fees	746.76	1,100.00	67.89 %
6096 Payroll Tax Expense	6,906.49	6,370.00	108.42 %
Total 6070 Employee Wages & Benefits	91,334.75	91,128.00	100.23 %
6150 Information & Notices	52.30		
6160 Insurance Paid			
6161 Property & Casualty Insurance	3,499.22	2,500.00	139.97 %
6162 Workers Comp Insurance	1,073.50	1,300.00	82.58 %
Total 6160 Insurance Paid	4,572.72	3,800.00	120.33 %
6190 Legal & Professional Services			
6191 Auditing Services	23,542.48	9,000.00	261.58 %
6192 Engineering Fees	9,625.85	45,000.00	21.39 %
Total 6190 Legal & Professional Services	33,168.33	54,000.00	61.42 %
6210 Licenses, Permits, & Fees	67.56	2,500.00	2.70 %
6240 Membership Dues	234.30	300.00	78.10 %
6260 Office Supplies	2,161.22	1,700.00	127.13 %
6285 Postage	622.35	1,500.00	41.49 %
6305 Regulatory Fees	1,293.84	1,500.00	86.26 %
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	386.76	500.00	77.35 %
6332 Cleaning	891.00	850.00	104.82 %
6335 Sludge Removal	44,130.00	50,000.00	88.26 %
6337 Wharf & Floats Maintenance	1,164.35	2,500.00	46.57 %
6342 General Repairs & Maintenance	25,497.34	17,000.00	149.98 %
Total 6330 Repairs & Maintenance	72,069.45	70,850.00	101.72 %
6345 Software	3,761.85	5,000.00	75.24 %
6350 Supplies & Chemicals	10,247.24	12,000.00	85.39 %
6400 Utilities			
6401 Electricity Expense	4,873.94	5,300.00	91.96 %
6402 Oil	842.53	600.00	140.42 %
6403 Hydrant Rental	149.50	150.00	99.67 %
6404 Propane		500.00	
6406 Telephone & Internet Expenses	863.52	1,200.00	71.96 %
6407 Water & Sewer	1,551.08	1,600.00	96.94 %
Total 6400 Utilities	8,280.57	9,350.00	88.56 %
6500 Water Testing	6,772.75	7,600.00	89.12 %
6800 Bond Expenses			
6810 2008 MMBB Bond Principal	6,321.00	6,658.32	94.93 %
6811 2008 MMBB Bond Interest	1,068.40	534.20	200.00 %
6814 2012 MMBB Refinance Bond Principal	5,473.12	5,473.12	100.00 %
6815 2012 MMBB Refinance Bond Interest	2,039.88	2,039.88	100.00 %
6816 2013 BHBT Bond Principal	12,134.18	12,134.16	100.00 %
6817 2013 BHBT Bond Interest	5,462.66	2,731.33	200.00 %

NVC- Sewer

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6821 Loan Payment to Water - Principal		18,037.84	
6822 Loan Payment to Water - Interest	2,390.71	2,798.32	85.43 %
Total 6800 Bond Expenses	34,889.95	50,407.17	69.22 %
Total Expenditures	\$310,940.47	\$354,535.17	87.70 %
NET OPERATING REVENUE	\$18,629.45	\$8,514.83	218.79 %
Other Expenditures			
7100 Contingency Expenses		4,054.00	
7300 Sewer Reserve Fund		7,200.00	
Total Other Expenditures	\$0.00	\$11,254.00	0.00%
NET OTHER REVENUE	\$0.00	\$ -11,254.00	0.00 %
NET REVENUE	\$18,629.45	\$ -2,739.17	-680.11 %

Memorandum

FROM: Judy Metcalf, Ad Hoc Committee Chair, Utilities Trustee

TO: Jeffrey Wilt, Chair, Utilities Trustees
Elaine Moss, Chair, Governance Committee

CC: Janae Novotny, President, Northport Village Corporation
Trish Parker, Office Manager, Northport Village Corporation
Dan Webster, Ad Hoc Committee Member, Governance Committee Member
Beverly Crofoot, Ad Hoc Committee Member, Governance Committee Member

Re: Ad Hoc Committee Review and Reconciliation of Water Governing Documents

Date: January 25, 2026

The Ad Hoc Committee met this morning to discuss our review of the following documents:

1. Northport Village Corporation Utilities Ordinance adopted August 6, 2006 (“Utilities Ordinance”);
2. 2013 Terms and Conditions: Northport Village Corporation Water Department (“Terms and Conditions”); and
3. NVC Zoning Ordinance – as amended September 14, 2025 (“Zoning Ordinance”).

The purpose of our review was to identify any inconsistencies between the three documents, most specifically regarding the authority or possible requirement of the water department to charge separately for water service to separate buildings on a single property supplied with a single service line.

In advance of the meeting, the Committee reviewed an email from Angela Cassidy dated January 23, 2026, which is on file at the Village Office.

BACKGROUND

It was brought to the attention of the Utilities Department in 2025 that there might be an inconsistency between the Terms and Conditions and the Zoning Ordinance when it comes to water service to properties. While the Zoning Ordinance has specific rules to address Accessory Dwelling Units (“ADUs”) and related multiple uses of properties vis-à-vis the sewer system, it is silent on water metering and use. The Ad Hoc Committee, therefore, looked at the three governing documents to identify and clarify the authority of the water department to compel the installation of additional meters when additional residential units exist.

The Committee concluded that there is no inconsistency. With respect to “Leased or Rented Single-meter, Multi-unit Residential Property,” the Terms and Conditions specifically allow the Water Department “At its discretion [to] separately meter or cause to be separately metered, at the landlord’s expense, each dwelling unit within the property” See Section 15, last sentence. The “Separate Metering of Buildings or Mobile Homes” provision in the Terms and Conditions similarly provides that “The Utility reserves the right to require each Customer to have a separate meter and service under the control of a single shut-off, for each building or mobile home as a condition of service.” See section 33.A., last sentence. In addition and more generally, the Terms and Conditions provide the “The Utility reserves the right to require each customer to have a separate meter and service under the control of a single shut-off, for each building or mobile home as condition of service.” See Section 33.A. This provision builds in a prospective opportunity to impose these separate meters for new construction and new connections. Thus, if the Water Department determines that the

nature of the use and the burden on the system warrants a separate meter and charge, then it may implement the charge.

As to old connections, they are not “grandfathered” or excused from an additional charge except in the discretion of the utility trustees. Thus, if a premises is used for income production for an owner, the Trustees may impose a requirement that the landlord put in an additional meter and pay for that installation and then receive more bills. If, in the Trustees’ discretion, they determine that, despite the presence of outbuildings, there is not an additional burden on the system, they have the discretion not to impose a change or a charge. The flexibility already built into the Terms and Conditions addresses the concern expressed in the summer of 2025 regarding the water system. Vigilance on the part of the Trustees to assure that this discretion is exercised appropriately is necessary.

Recommendation.

In light of these provisions, which already allow the Utilities Trustees the power to change the billing practices for individual properties, the committee found no inconsistencies in the governing documents and no requirement that the water department must charge separately for water service to separate buildings on a single property supplied with a single service line. Consequently, no change to governing documents is recommended.

Further.

The Committee noted that the Terms and Conditions are now 13 years old and include references to some base charges for repairs and the like which the Trustees may want to reconsider. That was viewed as beyond the scope of the Ad Hoc Committee’s mandate.

The Committee noted that the Zoning Ordinance refers to plumbing and “water” only in the context of the sewer connections. In the running “list” of possible prospective changes to the Zoning Ordinance, clarity that the village supplies both utilities in the right circumstances should be added.

The Committee noted that the Utilities Ordinance refers to both Utilities in its title but the lion’s share of the Ordinance addresses only Sewer. The Terms and Conditions should be incorporated as an Appendix to the Utilities Ordinance. They should also be posted on the village website.

The Committee views this review and report as a completion of its mandate and await further instructions from the Governance Committee or the Utilities Trustees if more is required.