



The Utilities Committee will meet in a regularly scheduled monthly meeting on **Friday, October 17th, 2025** at 2:30PM.

The meeting will be held in the Community Hall (downstairs) and online via Zoom.

The public is invited to attend.

The agenda for each meeting follows a standard structure:

1. CALL TO ORDER
2. APPROVE MINUTES
3. SUPERINTENDENT'S REPORT
4. SEWER RATE REVIEW UPDATES
5. FINANCIAL REVIEW
6. BEGIN 2026 BUDGET
7. OTHER BUSINESS.

Executive Session for Personnel Matters

The Utilities Department monthly reports and other materials provided to the committee in advance of the meeting are included with this agenda.

If you would like to attend any NVC committee meeting virtually, please contact the NVC office (207-338-0751 phone or email officemanager@nvcmaine.gov) to be added to a list of verified attendees. You will need to provide our 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.

NVC Utilities Committee
Trustee Meeting
Community Hall and by Zoom link
Friday, September 26, 2025, 3:30 P.M. **DRAFT**

Trustees Present: Chairman Jeffrey Wilt, Diana Easttt, Fred Lincoln Overseer and David Crofoot Member Emeritus.

Trustees Via Zoom: Casey Brown

Staff: Bill Paige, Trish Parker, Superintendent Chuck Applebee

Other: Wendy Huntoon Treasurer, Becky Gatcomb Finance Manager, Rachel Rosa, Dan Webster, via zoom,

The September 2025 meeting of the NVC Utilities Trustees convened at 3:30 p.m., Utilities chair, Jeffrey Wilt called the meeting to order.

Community Comments:

None

FINANCIAL REVIEW/BUDGET REVIEW

Treasurer, Wendy Huntoon introduced the Finance Director, Becky Gatcomb. She explained the plans for future anticipation as to how budgeting will work.

Approval of Minutes

Motion to approve the August 15th, 2025 Utilities Committee meeting minutes by Fred Lincoln and seconded by Diana second. Motion was Approved

SUPERINTENDENT'S REPORT

- 1. Moore's Septage pumped first 2 tanks on each train April 4 th 2025**
- 2. Moore's also pumped all tanks on June 27, 2025.**
- 3. Subject to change we have scheduled Oct. 3. as the last scheduled pump out.**
- 4. A new flow recorder was installed, calibrated and recording on April 4, 2025.**
- 5. All permit required public education is complete as of July 12.**
- 6. The Operations & Maintenance Plans update continues.**
- 7. Awaiting Tving report from Dirigo Engineering.**
- 8. On August 20th , NVC received a CIL from the Maine Dept. of Environmental Protection attached. We are looking to train and schedule conductivity testing with Fernie over the next few months, at times when high tide may impact the water levels in the outfall pipe. This will help determine if high bacteria levels are related to extreme tide events.**

There was a Compliance Initiative letter from DEP. That was explained and discussed. There is a plan to respond to this letter by Water Quality & Compliance Services.

A motion was made to apply to the PUC and send a letter to the customers for a yearly 1.5% rate increase for water by Fred Lincoln and seconded by Casey Brown.

Approved.

Bill added in the Superintendents report that we now have 6 new customers for Water at this time. This adds more revenue to Water.

4. SEWER APPLICATION REVIEW FOR APPROVAL

Bill presented a Sewer application for Nancy P Schohammer Trust. This is an ADU and was approved by Northport CEO, Toupee Rounney. A motion was made to approve this by Diana Eastty and seconded by Fred Lincoln. Approved.

5. SEWER RATE REVIEW UPDATES

Get the data to RCAP for recommendations

6. FINANCIAL REVIEW

Specific expense questions were asked and answered.

7. BEGIN 2026 BUDGET

Tabled until next month

8. OTHER BUSINESS

None

9. PUBLIC COMMENTS

Rachel Rosa read her written comments that are added to the minutes.

Meeting adjourned at 4:55PM

Rachel Rosa
7 Auditorium Park
September 26, 2025

- Welcome to Diana Eastty as newest member of the NVC Utilities Committee. Diana is the fourth new member appointed to the Committee in 9 months. I suggest this rate of turnover is disruptive to the ongoing work of the Utilities Committee and I am hopeful that the Committee will have more consistency going forward.
- I am looking forward to hearing from Chuck regarding the water usage data I have requested for sewer rate payers for 2022 and 2023, as noted at the July and August meetings. This information is critical in determining how the 9 percent variable rate portion of the budget is charged by water usage and will inform the 2026 budget discussion.
- By November there will be approximately 178 water meters on a shelf for 7 months. This is more than half of all water customers. It is clear that this is a golden opportunity to switch out to a remote meter system. This timeline should provide sufficient opportunity for the change out and for staff to learn the new system. If new meters aren't purchased within the 2025 fiscal year it will be another year before this opportunity is available. This will mean more cost to NVC Utilities for replacing meters, replacing failing water meters, lost revenue for the Utility due to inaccurate meters and an unnecessary drain on staff time. The 2024 Annual audit shows the water reserve account is \$230,435 with \$66,261 owed by the sewer utility to the water reserve account through 2028.

* PUC regulations 65-407, chapter 62, 3.F. states "Meter repairs and replacements necessitated by ordinary wear will be paid for by the water company."

Oct. 13, 2025

Utility Department Monthly Operating Report Sewer Department

September 2025 Effluent Monitoring Data

During the operating period of September 2025 there were no exceedances. See performance table below for further details of the regulatory monitoring data, for the month of September 2025.

See updated Flow, TSS and BOD Trend Charts at the end of this report.

WWTP Monthly Performance Table

Parameters	Sept.	August	July	YTD Low	YTD Hi	YTD	2024	DEP Limit	YTD Exceed- ances
Flow GPD Avg	7334	13734	15555	5927	32564	15404	18995	63,000	0
Precip inches	2.79	1.86	0.78	0.78	4.51	2.35	3.50	n/a	0
TSS lbs/min	1	3	3	0.3	3.0	1.63	1.41	<76	0
TSS lbs max	3	4	4	1	4.0	2.42	3.56	report	0
TSS mg/l ave	31	28	29	8	31	19.2	16.0	<145	0
TSS mg/l max	40	33	33	12	40	25.29	24.0	report	0
TSS % removal	89.3	91	91	89.3	99.7	93.9	93.8	>50	0
BOD lbs/min	6	11	11	2	11	6.21	9.5	<107	0
BOD lbs max	9	18	16	5	59	18.2	43.6	report	0
BOD mg/l ave	134	140	115	42	140	100.43	164.1	<203	0
BOD mg/l max	160	151	126	55	197	131.77	232.9	report	0
BOD % removal	53.7	67	67	53.7	85.5	68.3	43.5	>30	0
pH low	6.0	6.5	6.5	6.0	6.7	6.44	6.7	>6.0	0
pH high	6.7	6.7	6.7	6.7	7.0	6.86	6.9	<9.0	0
St solids ml/l av	0.1	0.2	0.1	0.07	0.2	0.11	0.1	report	0
TRC mg/l max	0.03	0.02	0.02	0.02	0.03	0.028	0.03	<0.3	0
Fecal cfu ave	<4	<4	<4	<4	<4	<4	<4	<14	0
Fecal cfu max	<4	<4	<4	<4	<4	<4	<4	<31	0
Entero cfu ave	<5	7	8	<4	8	6	<5	<8	0
Entero cfu max	12	49	256	<4	256	75	211	<54	1
Hg ng/l ave	n/a	n/a	n/a	n/a	n/a	n/a	3.5	33.4	0
Hg ng/l max	n/a	n/a	n/a	n/a	n/a	n/a	3.5	50.1	0

1. **Moore's Septage pumped first 2 tanks on each train April 4th 2025**
2. **Moore's also pumped all tanks on June 27, 2025.**
3. **Moore's pumped first two tanks on each train Oct. 4. This is the last scheduled pump out for 2025**
4. **A new flow recorder was installed, calibrated and recording on April 4, 2025.**
5. **All permit required public education is complete as of July 12.**
6. **Awaiting Tving report from Dirigo Engineering.**

7. **As agreed with MDEP Conductivity testing is beginning on bacteria samples starting next week.**

Drinking Water Department

Sept. 2025 Production and Water Quality.

I am happy to report that purchased water for the month averaged 35,405 gpd compared to 35,704 gpd for the same month in 2024. ***The small 2 – 3 gpm leak and the high use in July and August during extreme drought conditions when many residents were watering lawns, gardens etc. contributed to the high water usage for these months.*** The weekly free chlorine residual in the drinking water ranged from 0.22 - 0.36 ppm/Cl² compared to the recommended goal of >.20 to <1.0 ppm/Cl₂ at the entry point to the distribution system and a detectable residual at the tap. The EPA maximum concentration level (MCL) not to be exceeded for chlorine residual related to human health is 4.0 ppm. The monthly total coliform and e-coli water sample test results were negative.

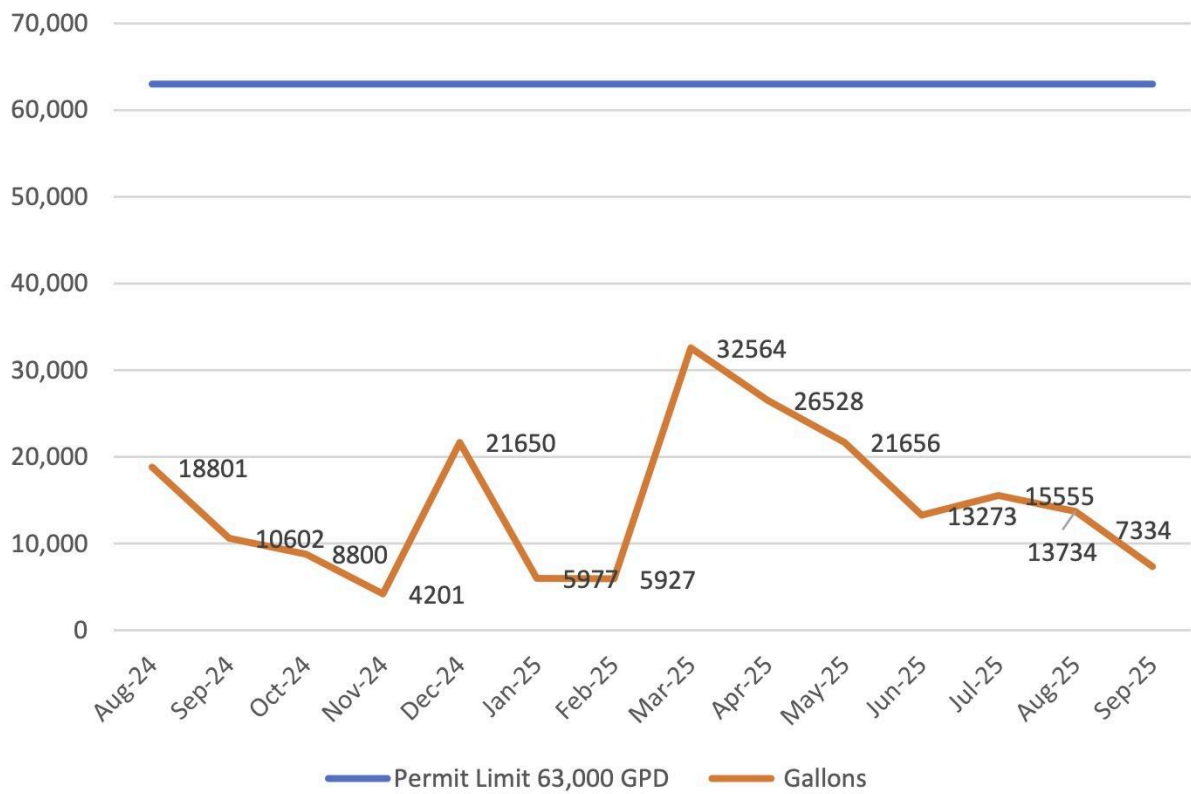
1. **Lead service line work is has started to provide the needed progress report. Follow up on unknown services has started.**

August 24 - September 2025 Northport Village

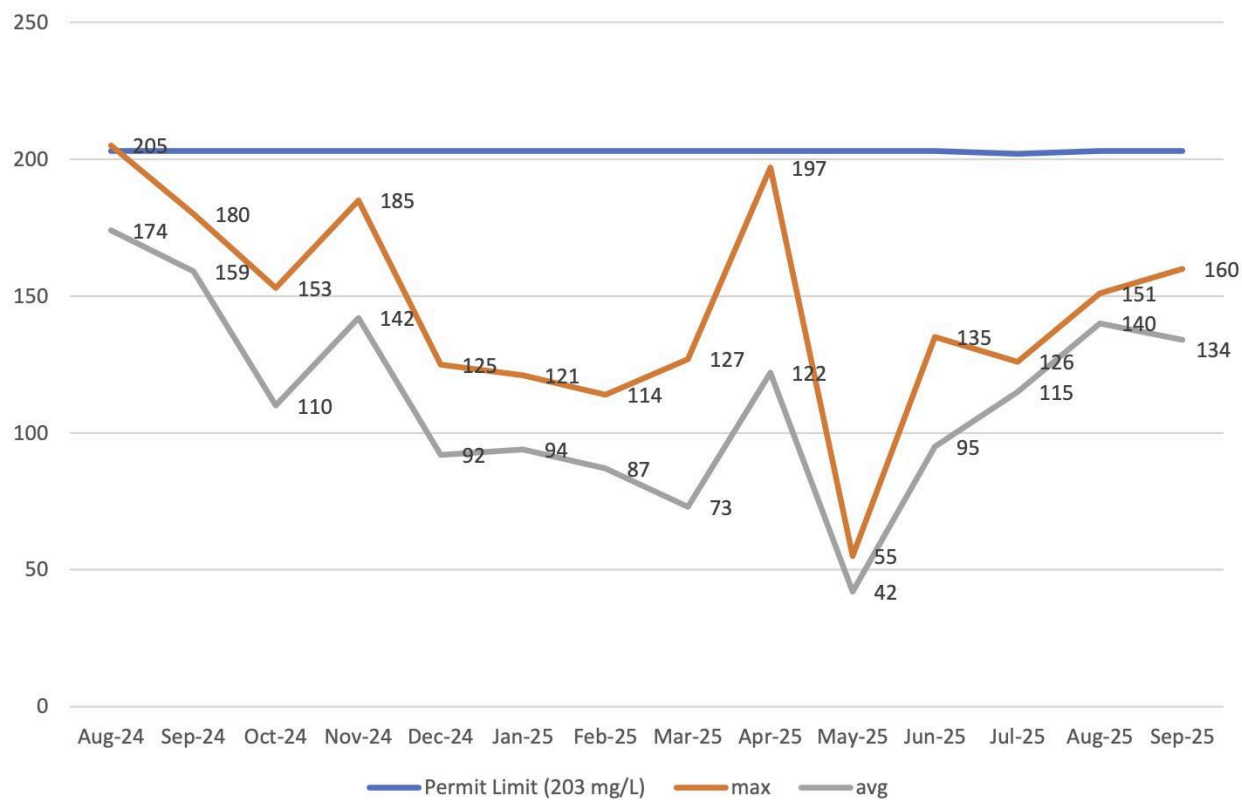
Flow Bod TSS Data

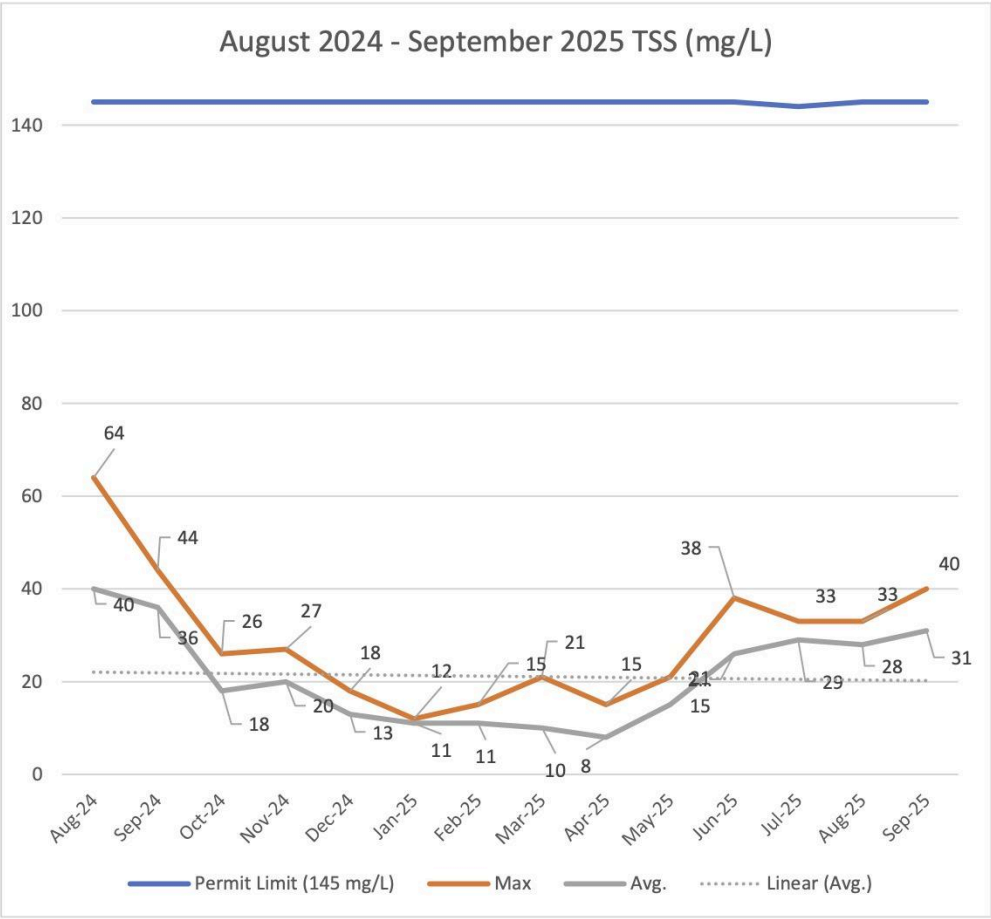
	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
Flow Avg														
Gals	18801	10602	8800	4201	21650	5977	5927	32564	26528	21656	13273	15555	13734	7334
BOD mg/l														
max	205	180	153	185	125	121	114	127	197	55	135	126	151	160
avg	174	159	110	142	92	94	87	73	122	42	95	115	140	134
TSS mg/l														
max	64	44	26	27	18	12	15	21	15	21	38	33	33	40
avg	40	36	18	20	13	11	11	10	8	15	26	29	28	31

August 2024 - September 2025 Daily Flow Average



August 2024 - September 2025 BOD (mg/L)





2025

Water Budget Revenue Breakdown

Water Sales	\$161,000.00	\$180.16
Rate Increase	\$42,665.00	
Water Service Fee	\$8,000.00	
Hydrant Rental	\$6,279.00	
Interest from Loan to Sewer	\$2,798.32	
Bank Interest Income	\$3,000.00	
2025 Budget	\$223,742.32	Total Revenue

Water Financial Review in Brief

	# Customers Billed	# Customers Paid	# Customer not paid	Amount Billed	Amount Paid	Amount still due	Monthly Warrant Total	Budget Total % Used	Notes
January							\$15,879.73	7.10%	Audit (\$5200)
February							\$14,306.39	13.49%	Audit (\$3000)
March	337			\$68,273.43	\$62,029.57	\$6,243.86	\$20,077.23	22.48%	2013 Bond Payment
April							\$12,857.06	28.21%	
May		329	8		\$66,767.42	\$1,506.01	\$16,785.05	35.71%	\$2500 in new water service will be paid by customer
June		335	2		\$67,619.42	\$654.01	\$16,538.80	43.11%	
July				\$71,768.93			\$30,050.70	56.54%	New Service Overpayment Refund
August							\$49,277.05	78.56%	2013 Bond Payment Lg BWD Bill
September			4			\$1,860.05	\$23,121.82	88.89%	
October									
November									
December									
Totals				\$140,042.36			\$198,893.83	88.89%	

NVC- WATER

2025 Water Budget vs Actual Jan-August

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4100 Water Revenue			
4200 Water Operating Revenue			
4210 Water Sales	140,042.36	161,000.00	86.98 %
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	140,642.36	217,944.00	64.53 %
4300 Water Non-operating Revenue			
4310 Interest Income	3,488.79	3,000.00	116.29 %
4320 Interest on Loan Receivable Sewer		2,798.32	
4340 Miscellaneous Revenue	313.16		
Total 4300 Water Non-operating Revenue	3,801.95	5,798.32	65.57 %
Total 4100 Water Revenue	144,444.31	223,742.32	64.56 %
Total Revenue	\$144,444.31	\$223,742.32	64.56 %
Cost of Goods Sold			
5000 Cost of Goods Sold			
5100 Water Purchases	20,151.16	31,590.00	63.79 %
Total 5000 Cost of Goods Sold	20,151.16	31,590.00	63.79 %
Total Cost of Goods Sold	\$20,151.16	\$31,590.00	63.79 %
GROSS PROFIT	\$124,293.15	\$192,152.32	64.68 %
Expenditures			
6000 1099 Contractors			
6010 Casual Labor		3,000.00	
6036 Bookkeeping	6,699.66	8,840.00	75.79 %
6047 Water Utilities Superintendent	13,038.87	19,540.00	66.73 %
Total 6000 1099 Contractors	19,738.53	31,380.00	62.90 %
6050 Auto Expenses			
6051 Auto Fuel Expense			
6053 Truck Fuel	381.00	1,000.00	38.10 %
Total 6051 Auto Fuel Expense	381.00	1,000.00	38.10 %
6055 Auto Repairs & Maintenance			
6057 Truck Maintenance	138.40	1,000.00	13.84 %
Total 6055 Auto Repairs & Maintenance	138.40	1,000.00	13.84 %
Total 6050 Auto Expenses	519.40	2,000.00	25.97 %
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	622.24	4,000.00	15.56 %
6077 Income Protection Plan	477.82	1,000.00	47.78 %
Total 6075 Employee Benefits	1,100.06	5,000.00	22.00 %
6080 Employees Salaries & Wages			

NVC- WATER

2025 Water Budget vs Actual Jan-August

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6082 Distribution Officer Wages	23,856.76	40,000.00	59.64 %
6082.5 Assistant DO Wages	325.00	7,500.00	4.33 %
6084 Office Personnel Wages	14,436.78	18,100.00	79.76 %
6084.50 Finance Manager	103.95	5,148.00	2.02 %
6087 Utility Billing Wages	2,909.76	5,000.00	58.20 %
Total 6080 Employees Salaries & Wages	41,632.25	75,748.00	54.96 %
6095 Payroll Processing Fees	461.75	1,100.00	41.98 %
6096 Payroll Tax Expense	3,345.28	5,415.00	61.78 %
Total 6070 Employee Wages & Benefits	46,539.34	87,263.00	53.33 %
6150 Information & Notices	181.18		
6160 Insurance Paid			
6161 Property & Casualty Insurance	574.11	1,650.00	34.79 %
6162 Workers Comp Insurance		1,000.00	
Total 6160 Insurance Paid	574.11	2,650.00	21.66 %
6190 Legal & Professional Services			
6191 Auditing Services	23,707.75	11,000.00	215.53 %
Total 6190 Legal & Professional Services	23,707.75	11,000.00	215.53 %
6210 Licenses, Permits, & Fees		1,800.00	
6240 Membership Dues	234.30	300.00	78.10 %
6260 Office Supplies	1,312.99	1,700.00	77.23 %
6285 Postage	466.36	1,500.00	31.09 %
6305 Regulatory Fees	1,125.00	900.00	125.00 %
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	238.92	500.00	47.78 %
6332 Cleaning	594.00	850.00	69.88 %
6342 General Repairs & Maintenance	5,001.02	5,000.00	100.02 %
Total 6330 Repairs & Maintenance	5,833.94	6,350.00	91.87 %
6345 Software	2,874.04	5,000.00	57.48 %
6350 Supplies	3,928.81	5,000.00	78.58 %
6400 Utilities			
6401 Electricity Expense	3,690.85	4,000.00	92.27 %
6402 Oil/Propane	604.93	600.00	100.82 %
6406 Telephone & Internet Expenses	403.20	600.00	67.20 %
6407 Water & Sewer	1,022.06	1,200.00	85.17 %
Total 6400 Utilities	5,721.04	6,400.00	89.39 %
6500 Water Testing	473.00	800.00	59.13 %
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	\$145,490.64	\$194,094.73	74.96 %

NVC- WATER

2025 Water Budget vs Actual Jan-August

January - December 2025

	ACTUAL	TOTAL	
		BUDGET	% OF BUDGET
NET OPERATING REVENUE	\$ -21,197.49	\$ -1,942.41	1,091.30 %
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	\$ -21,197.49	\$ -7,853.41	269.91 %

NVC- Sewer

2025 Sewer Budget vs Actual Jan-August

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4000 Revenue			
4400 Sewer Operating Revenue			
4410 Sewer Fees	215,086.00	316,050.00	68.05 %
Total 4400 Sewer Operating Revenue	215,086.00	316,050.00	68.05 %
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	221,783.25	363,050.00	61.09 %
Total Revenue	\$221,783.25	\$363,050.00	61.09 %
GROSS PROFIT	\$221,783.25	\$363,050.00	61.09 %
Expenditures			
6000 1099 Contractors			
6010 Casual Labor		2,000.00	
6036 Bookkeeping	6,699.66	8,840.00	75.79 %
6047 Sewer Utilities Superintendent	20,312.11	28,060.00	72.39 %
Total 6000 1099 Contractors	27,011.77	38,900.00	69.44 %
6050 Auto Expenses			
6051 Auto Fuel Expense			
6053 Truck Fuel	380.99	1,000.00	38.10 %
Total 6051 Auto Fuel Expense	380.99	1,000.00	38.10 %
6055 Auto Repairs & Maintenance			
6057 Truck Maintenance	97.49	1,000.00	9.75 %
Total 6055 Auto Repairs & Maintenance	97.49	1,000.00	9.75 %
6059 Accrue for Truck Replacement		2,000.00	
Total 6050 Auto Expenses	478.48	4,000.00	11.96 %
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	803.94	4,000.00	20.10 %
6077 Income Protection Plan	822.45	1,508.00	54.54 %
Total 6075 Employee Benefits	1,626.39	5,508.00	29.53 %
6080 Employees Salaries & Wages			
6081 Collection System Operator	10,854.60	10,400.00	104.37 %
6081.5 Assistant CSO	312.50	5,000.00	6.25 %
6084 Office Personnel Wages	14,436.77	18,100.00	79.76 %
6084.5 Finance Manager	103.95	5,150.00	2.02 %
6086 Treatment Plant Operator	23,980.10	34,500.00	69.51 %
6087 Utility Billing Wages	2,909.82	5,000.00	58.20 %
Total 6080 Employees Salaries & Wages	52,597.74	78,150.00	67.30 %

NVC- Sewer

2025 Sewer Budget vs Actual Jan-August

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6095 Payroll Processing Fees	461.75	1,100.00	41.98 %
6096 Payroll Tax Expense	4,473.24	6,370.00	70.22 %
Total 6070 Employee Wages & Benefits	59,159.12	91,128.00	64.92 %
6150 Information & Notices	52.30		
6160 Insurance Paid			
6161 Property & Casualty Insurance	1,749.61	2,500.00	69.98 %
6162 Workers Comp Insurance		1,300.00	
Total 6160 Insurance Paid	1,749.61	3,800.00	46.04 %
6170 Interest	1,264.38		
6190 Legal & Professional Services			
6191 Auditing Services	20,946.13	9,000.00	232.73 %
6192 Engineering Fees	9,625.85	45,000.00	21.39 %
Total 6190 Legal & Professional Services	30,571.98	54,000.00	56.61 %
6210 Licenses, Permits, & Fees	67.56	2,500.00	2.70 %
6240 Membership Dues	234.30	300.00	78.10 %
6260 Office Supplies	1,290.25	1,700.00	75.90 %
6285 Postage	466.35	1,500.00	31.09 %
6305 Regulatory Fees	1,293.84	1,500.00	86.26 %
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	238.92	500.00	47.78 %
6332 Cleaning	594.00	850.00	69.88 %
6335 Sludge Removal	32,610.00	50,000.00	65.22 %
6337 Wharf & Floats Maintenance		2,500.00	
6342 General Repairs & Maintenance	15,667.44	17,000.00	92.16 %
Total 6330 Repairs & Maintenance	49,110.36	70,850.00	69.32 %
6345 Software	1,623.93	5,000.00	32.48 %
6350 Supplies & Chemicals	7,604.00	12,000.00	63.37 %
6400 Utilities			
6401 Electricity Expense	3,302.02	5,300.00	62.30 %
6402 Oil	604.93	600.00	100.82 %
6403 Hydrant Rental	99.67	150.00	66.45 %
6404 Propane		500.00	
6406 Telephone & Internet Expenses	403.20	1,200.00	33.60 %
6407 Water & Sewer	1,022.06	1,600.00	63.88 %
Total 6400 Utilities	5,431.88	9,350.00	58.09 %
6500 Water Testing	4,265.25	7,600.00	56.12 %
6800 Bond Expenses			
6810 2008 MMBB Bond Principal		6,658.32	
6811 2008 MMBB Bond Interest	534.20	534.20	100.00 %
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 %

NVC- Sewer

2025 Sewer Budget vs Actual Jan-August

January - December 2025

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
6817 2013 BHBT Bond Interest	5,462.66	2,731.33	200.00 %
6821 Loan Payment to Water - Principal		18,037.84	
6822 Loan Payment to Water - Interest		2,798.32	
Total 6800 Bond Expenses	25,644.04	50,407.17	50.87 %
Total Expenditures	\$217,319.40	\$354,535.17	61.30 %
NET OPERATING REVENUE	\$4,463.85	\$8,514.83	52.42 %
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	\$4,463.85	\$ -2,739.17	-162.96 %