Northport Village Corporation
Established 1915
813 Shore Road, Northport, Maine 04849

NVC Utilities Committee Meeting
Community Hall and Zoom Link
Friday, September 18, 2026

Utilities Trustees Present: Judy Metcalf (Zoom), Casey Brown (Zoom), Sharon McCullough (Zoom), Diana Eastty (in person).

Staff Present: Chuck Applebee, Utilities Superintendent (in person); Bill Paige, Distribution Officer and Collections Operator (in person); Alyssa Haywood, Office Manager (in person)

Others: David Crofoot, Emeritus (in person); Dan Webster, Community Member (Zoom); Rachel Rosa, Community Member (in person), John LoPiccolo, Community Member (Zoom)

In the planned absence of the Utilities Chair, Fred Lincoln, Utilities Trustee Judy Metcalf was asked to serve as Chair for this meeting only. Judy Metcalf called the meeting to order at 2:30p.m.

Community Comments: Dan Webster commented that he recalled marking up a copy of the current utilities terms and conditions. Judy Metcalf stated that she recalled this previously and would work to locate the file, and confirmed that there would be an opportunity for public input regarding the 2nd draft of terms and conditions.

Approve Minutes: Diana Eastty made a motion to approve the minutes from the August 21, 2026 Utilities Committee meeting as submitted in draft. Casey Brown seconded the motion. Sharon McCullough abstained from voting as she was not present at the August 2026 meeting. Remaining trustees voted unanimously to approve the minutes.

Agenda Additions: Judy Metcalf added agenda items regarding the light at the sewer treatment plant to the agenda following the Village Agent review.

Superintendents Report: Chuck Applebee discussed the details of our drinking water and waste water usage and testing graphs. Routine results, no violations. Chuck highlighted key areas, as detailed in his report graphs.

The final pumping of the septic tanks will be scheduled in October.

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Chuck Applebee deferred to Bill Paige to offer details regarding the history and plan for the water line leak at Ruggles Park by the Yacht Club. Diana Eastty asked for clarification on the timeline, and a discussion ensued regarding the recommendation given by Chuck Applebee to replace the entire line, in particular regard to the tight constraints of the budget. An update regarding the line condition and possible plan of action for repair will be provided at the October 2026 Utilities meeting.

Chuck Applebee informed the committee that Dirigo provided draft copies of reports for both the FSP and CAP programs, which have been made available to the committee electronically; additionally, he confirmed that the next round of redlining of the Utilities Terms and Conditions was completed and forwarded from Laurie at RCAP with highlighted areas of concern, in particular rate increases.

Chuck Applebee proposed an action item be taken by the committee regarding the 1.5% rate increase letter needing to be submitted to the PUC and sent to water customers. Sharon McCullough made a motion to authorize the draft letter to be submitted to the PUC, Diana Eastty seconded the motion, Casey Brown requested an electronic copy of the letter for review prior to final vote. Alyssa Haywood sent the draft letter electronically to the trustees, Casey Brown recommended edits, Judy Metcalf discussed edits and submitted a new draft with altered language to Chuck Applebee. Sharon McCullough modified the original motion to authorize the letter be edited to reflect the language as proposed by Judy Metcalf during the meeting, Diana Eastty seconded, approval unanimous.

Chuck Applebee proposed an action item be taken by the committee to authorize the signature of the trimestral rate increase and fire protection rate letter to be submitted to the PUC by the NVC President, Janae Novotny. Diana Eastty made a motion to approve the authorization to sign, Casey Brown seconded the motion, approval unanimous.

Chuck Applebee provided detail regarding his follow up with Icecream making best practices and the wastewater system; Chuck Applebee favorably reported no issue with the resident's use. The discussion returned to the topic of Terms and Conditions, and whether this would be included in the new version. Chuck confirmed the Terms and Conditions document serves the water department only; David Crofoot proposed a Sewer Terms and Conditions, and Judy Metcalf relayed that information would be in the Utilities Ordinance.

Rachel Rosa posed a question to Chuck Applebee regarding the Hydrant Rental budgeting and the Sewer to Water Loan, which was deferred to Alyssa Haywood. Alyssa Haywood answered that the Sewer to Water Loan would be paid in full at the end of next year; Rachel Rosa commented that perhaps that expense could be reallocated to assist with major line repairs discussed earlier in the same meeting.

Village Agent Report: Bill Paige noted the issue of the light over the door at the Treatment Plant Building being taped over, and the safety concern posed to staff, etc. Judy Metcalf made a

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motion to approve immediate removal of any obstacles to the use of the light, Diana Eastty seconded the motion, unanimous approval.

The committee discussed Bill Paige's concern regarding public access to the building and the key code; it was determined that Bill Paige will follow up with Fred Lincoln on his return to make a plan to address building access.

Bill discussed the outstanding sewer application for George Metcalf and recommended that the committee waive the application and take action; Judy Metcalf requested that the application be tabled and discussed in October when Fred was chairing the meeting, considering that she was chairing the meeting.

Bill reported that he is working with Fernie, the treatment plant operator, on monitoring the pump station recordings meter equipment for troubleshooting and identifying needs for possible upgrades. Bill Paige reminded the committee that Belfast Water District had a rate increase taking effect October 1, 2026.

Financial Review: Alyssa Haywood referred to the billings recap report and provided details for receivables and payables balances per Water and Sewer, noting the count of past due balances being down to only 5 accounts. The Budgets vs Actuals reports for both departments were provided; it was specifically noted that the Hydrant Rental Revenue line item needs to be corrected in QBO. It was also noted that the budget process is underway, but a draft was not yet ready for circulation. David Crofoot asked to please note and ensure we budget for 4 septic pump outs yearly; Alyssa Haywood noted accordingly.

FOAA: Judy Metcalf provided an update regarding the outstanding request for documentation per the email from Rachel Rosa that was received following the Overseers meeting in September 2026. Judy Metcalf confirmed the process and contact person for requests, namely President Janae Novotny, and detailed the obligations of parties involved in any given request. Rachel Rosa was invited to comment, and responded that she had no comments in regards to motivations and believes all but one document has been received; Rachel confirmed understanding of the appropriate chain of contact regarding the current and any future request.

Public Comments: Dan Webster offered an idea for a light timer for the treatment plant in effort to assuage concerns about the light getting left on.

Judy Metcalf made a motion to adjourn at 3:50pm. The meeting was adjourned.

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