NVC Utilities Committee Meeting
Community Hall and by Zoom link
Friday, October 16, 2026, 2:30 P.M.

Trustees Present: Interim Chair Fred Lincoln, Judy Metcalf (Zoom), Casey Brown (Zoom), Diana Eastty (Zoom), and Sharon McCullough (Zoom)
Staff Present: Bill Paige, NVC Village Agent; Chuck Applebee, Utilities Superintendent; Alyssa Haywood, NVC Office Manager
Other: NVC Treasurer Wendy Huntoon attended the first part of the meeting for budgeting support

Community Comments: None

The October 2026 meeting was called to order by the Interim Utilities Chair at 2:31 p.m.

Approve Minutes: A motion for approval of the draft Sept. minutes as presented was made by Judy Metcalf and seconded by Sharon McCullough. Motion passed with 4 approvals and one abstention by Fred Lincoln, who did not attend the Oct. meeting due to international travel.

Water and Wastewater Budget Development: A majority of the meeting time focused on development of the recommended 2027 utilities budgets.

1. Committee briefed by the NVC Treasurer regarding the overall process, along with overview of available use of the restricted and nonrestricted Reserve balances by department.
2. Committee performed detailed reviews of Water and Wastewater accounts by line item and associated basis of estimates. Updates were made and outstanding actions were identified.
3. Utilities Chair took an action to manage the collection of data for outstanding expense estimates and coordinate with the NVC Treasurer. Updated 2027 draft Water and Wastewater budgets will be prepared for the Nov. 20th Utilities meeting, with the objective of finalizing budget recommendations and requesting overseer approval at their Dec. 2026 meeting.
4. Diana Eastty inquired about the the Fiscal Sustainability Plan from Dirgo and how the items listed might impact the 2027 and beyond budgets. The utilities committee will review a summary of these items at the November meeting.
5. Budget Narratives will be developed by Fred Lincoln for the Water and Wastewater departments, similar to the format prepared for the NVC General Government budget.

Superintendent's Report

1. October 2026 reporting data was favorable and shows no violations for the period; wastewater operations continue measuring within regulatory limits.

2. Final payments to Dirigo Engineering were authorized by the overseers for the balances due on the Fiscal Sustainability Plan (FSP) and Climate Adaptation Plan (CAP) engineering studies. The DEP was notified and NVC Wastewater awaits reimbursement from the bank.
3. WQSI Contract Addendum – the trustees approved a recommended update to the existing contract to reflect current hourly rates (already in place) and a schedule for various testing activities. The contract addendum includes no changes to the terms and conditions and will be presented to the overseers for approval, then signed by the NVC President.
4. Belfast Water Department Interlocal Agreement – A motion was made by Sharon McCullough and seconded by Judy Metcalf to approve the updated document. This administrative action is typically performed at least every 5 years as a formality, and included no material changes.
5. NVC's Sept. 2026 request to the PUC for a 1.5% increase to water rates is pending.
6. Following completion of the 2027 Water and Wastewater budgets, the utilities committee will reprioritize updating the Utilities Terms & Conditions. Draft updates are pending review.

Village Agent

1. Source(s) of remaining water leaks is being narrowed down. Maple Street Issue has been significantly reduced with the summer water lines turned off. The Utilities Superintendent will determine if an engineering study might be needed for the anticipated scope of work.
2. Wastewater Treatment Building – based on detailed feedback provided to the Committee Chair on Oct. 15th by the Town of Northport Code Enforcement Officer, the Village Agent will solicit a contractor quote to replace the existing steps and small platform. Unauthorized individuals will be respectfully reminded to stand down on this specific activity.
3. The committee agreed to continue discussions by early 2027 regarding odors periodically omitted at the Wastewater treatment building area by the dock and explore candidate remediation options.

Financial Review

1. The Office Manager furnished a Financial Review document that summarized the prior month warrant amounts and bank account balance details by dept.
2. Customer collections are approximately $1,000 and involve only a small number of accounts.
3. A Year-to-date 2026 (thru August) Budget vs. Actuals report for each department were reviewed by the trustees. A few items that appear to have been miscoded were communicated to the Office Manager, who will address them with the bookkeeper and provide an update to the committee at the November meeting.
4. The Utilities Chair acknowledged the significant financial planning support provided by both the Village Agent and the Office Manager.
5. With approval by the villagers and overseers of a new village truck, funding shortfalls of each department exist. Through 2026, the Wastewater and Water departments have accrued $8,000 and $4,000, respectively. Shortfalls may be funded through use of restricted and unrestricted reserves. As of Dec. 2025, the water dept. held $235,223 in Unrestricted Reserves. Wastewater held a balance of $58,072 in restricted USDA reserve funds that are available for expenses involving short-live assets.

The next NVC Utilities Committee meeting is scheduled for Nov. 20, 2026 at 2:30 p.m. eastern.
Adjourned @ 4:21 p.m.