

AGENDA  
NVC Utilities Committee  
January 6, 2023  
2:30 p.m.  
Community Hall & Zoom

<https://us02web.zoom.us/j/82961508196?pwd=ekpzTIIZcmI3cnJEZmlHRmlwR3ZSZz09>

Approve Minutes from December 2022 meeting

Superintendent's Report

Report on Search for Superintendent

Financial Review – request from Finance Committee

Other business

Next Meeting – February 10, 2023, 2:30

Adjournment

NVC Utilities Committee  
Trustee Meeting  
Community Hall and by Zoom link  
Friday, December 9, 2022  
2:30 p.m.

Trustees Present: Brady Brim-Deforest (by Zoom), David Crofoot, Jeffrey Wilt  
Staff: Richard McElhaney, Bill Paige  
NVC Officials: Janae Novotny, Wendy Huntoon

Trustees Absent: Judy Metcalf, Casey Brown

The December meeting of the NVC Utilities Trustees convened at 2:38. Utilities chair, Jeffrey Wilt called the meeting to order.

Approval of November minutes: David Crofoot moved (seconded by Brady Brim-Deforest) The motion was adopted with yes votes from David Crofoot, Brady Brim-Deforest, Jeffrey Wilt

**Superintendent's Report:** Richard McElhaney presented his report for October and November (see attachment). During the reporting period there were no exceedances.

Dirigo Engineering has not yet been contacted to determine (1) the reason for recent (August/September) exceedances and (2) plan for managing future exceedances. Richard McElhaney recommends engaging Dirigo in spring closer to the 2024 summer season.

**Wastewater (Sewer) Department Financial Update:**

2022 Budget Overage: The wastewater (sewer) department is over its payroll budget by \$5418. The overage is the result of increased hours by collection and office personnel.

2022 "Due To" General Government: The wastewater (sewer) department owes approximately \$30,000 to general government for payroll reimbursements for the 2022 calendar year. As those funds were approved in the 2022 budget, there was a consensus among participating trustees that funds should be transferred from the wastewater account to the general government account.

2020 "Due To" General Government: The wastewater (sewer) department owes approximately \$64,000 (\$39,000 payroll, \$25,000 nonpayroll) to general government for related expense paid by general government in 2020 but not reimbursed by the wastewater. The wastewater (sewer) department does not have sufficient funds to transfer. Utilities Trustees will propose a 4-year payment plan to the Overseers. \$15,000 in funding for first payment will be included in the proposed 2023 wastewater (sewer) budget.

2023 proposed wastewater budget: The trustees discussed the proposed budget which includes \$29,000 for new/replacement equipment, \$3,500 to replace outfall buoy lost in recent storm, \$15,000 to make first payment on 2020 "Due To" general government, \$7,000 in reserve funds required by USDA, and necessary funds for increased material and payroll expenses. The total proposed budget is \$268,000. If adopted, the budget will require \$361 per trimester (\$1,083 per year) for each wastewater's 248 costumers. This compares to current budget of \$176,000 which is funded by \$237 per trimester (\$711 per year) customer fees.

The trustees had a long discussion considering options to fund the wastewater department including seeking budget support from future NVC general government budgets. The trustees expressed concern over a continued pattern of steep rate increases and the impact those increases have on costumers. In the end there is a realization that NVC cannot exist without the wastewater treatment facility and the proposed budget reflects the actual cost of managing the facility. In addition, the decision (2020) to fund the new waste water facility out of reserve funds has completely depleted those funds leaving no cushion for additional expenses.

Approval of 2023 Proposed Wastewater Budget: Brady Brim-Deforest moved (seconded by David Crofoot) approval of 2023 proposed budget. The motion was adopted with yes votes from David Crofoot, Brady Brim-Deforest, Jeffrey Wilt.

#### **Waste Department Financial Update:**

2022 Budget Overage: The water department is over its payroll budget by \$1,322. The overage is the result of increased hours by collection and office personnel.

2022 "Due To" General Government: The water department owes approximately \$32,000 to general government for payroll reimbursements for the 2022 calendar year. As these funds were approved in the 2022 budget, there was a consensus among participating trustees that those funds should be transferred from the wastewater account to the general government account.

2020 "Due To" General Government: The water department owes approximately \$29,000 (\$1,000 payroll, \$28,000 nonpayroll) to general government for related expense paid by general government in 2020 but not reimbursed by the water department. As the water department has sufficient funds to transfer, there was a consensus among participating trustees that those transfers should occur immediately.

2023 proposed budget: The trustees discussed the proposed budget which includes necessary funds for increased payroll expenses. The total proposed budget is \$177,000.

Approval of 2023 Proposed Water Budget: Brady Brim-Deforest moved (seconded by David Crofoot) approval of 2023 proposed budget. The motion was adopted with yes votes from David Crofoot, Brady Brim-Deforest, Jeffrey Wilt.

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Other Business:

In executive session, Richard McElhaney announced his intention to retire effective January 15, 2023. The trustees ask him to consider a February 1, 2023, retirement date. Participating trustees thanked Dick for his years of service.

Trustees discussed plans for the transition. Brady Brim-Deforest will reach out to Maine Rural Water to determine how they may assist with the transition.

Trustees discussed the possibility of engaging an engineering firm to manage Utilities. Olver Associates was referenced as a possibility.

Approval of Utilities contribution to year-end bonus fund: Brady Brim-Deforest moved (seconded by David Crofoot) approval of \$1,026 contribution to bonus fund. The motion was adopted with yes votes from David Crofoot, Brady Brim-Deforest, Jeffrey Wilt.

The next meeting of the Trustees is a **January 6, 2023, 2:30 p.m.**, Community Hall and on-line (<https://us02web.zoom.us/j/82961508196?pwd=ekpzTlZcmI3cnJlZmIHRmlwR3ZlZz09>).

The meeting adjourned at 4:00 p.m.

Respectfully submitted,  
Jeffrey Wilt, Chairman

**NORTHPORT VILLAGE CORPORATION**  
**SEWER DEPARTMENT 2023 BUDGET - 7th DRAFT**

	2020	2021	2022	2022	2023	2023
	ACTUAL	BUDGET	BUDGET	JAN-OCT	DRAFT	CHANGE
<b>4400 REVENUE</b>						
<b>OPERATING INCOME</b>						
4510-SEWER FEES	175,013	174,260	175,688		267,960	92,272
4520-SEWER LATE FEES	0	0	0		0	0
<b>TOTAL OPERATING INCOME</b>	175013	174260	175688	0	267960	92,272
<b>4600-NONOPERATING INCOME</b>						
4910-INTEREST INCOME	0	0	0		0	0
2520-NEW INSTALLATIONS	0	0	0		0	0
<b>TOTAL NON-OPERATING INCOME</b>	0	0	0	0	0	0
<b>TOTAL INCOME</b>	175,013	174,260	175,688	0	267,960	92,272
<b>6000 EXPENSES</b>						
<b>ADMINISTRATION</b>						
6260-OFFICE SUPPLIES	622	750	800		920	120
6285-POSTAGE	384	250	275		300	25
6210-LICENSES, PERMITS & FEES	1,819	1,200	1,900		2,185	285
6060-BANK CHARGES	96	0	0		0	0
6161-PROPERTY AND CASUALTY INSURANCE	1,611	1,470	2,500		2,500	0
6240-MMA MEMBERSHIP	200	234	234		234	0
6345-OFFICE SOFTWARE	600	600	600		600	0
<b>TOTAL ADMINISTRATION</b>	5,332	4,504	6,309	0	6,739	430
<b>PROFESSIONAL SERVICES</b>						
6035-FINANCIAL OFFICER	3,458	6,000	7,500	0	0	-7,500
6036-BOOKKEEPING	1,947	4,200	1,300		6,800	5,500
6191-AUDITORS	4,150	3,600	4,200		4,200	0
6095-PAYROLL SERVICE	715	765	800		1,100	300
6192-ENGINEERING	0	0	0		0	0
6193-LEGAL FEES	0	0	0		0	0
<b>TOTAL PROFESSIONAL SERVICES</b>	10,270	14,565	13,800	0	12,100	-1,700
<b>VILLAGE TRUCK</b>						
6053-GAS	387	500	500		1,000	500
6057-REPAIRS	62	300	300		450	150
6059-ACCURE FOR TRUCK REPLACEMENT	0	1,000	1,000		1,000	0
<b>TOTAL 6700-VILLAGE TRUCK</b>	449	1,800	1,800	0	2,450	650
<b>EMPLOYEE WAGES &amp; BENEFITS</b>						
6087-BILLING CLERK	5,363	4,100	4,100	0	3,170	-930
6084-OFFICE MANAGER				0	15,477	15,477
6037-OFFICE ASSISTANT		600	3,600	0	3,681	81
6370-TRAINING/CERTIFICATION	0	0	0	0	0	0
6081-COLLECTION SYSTEM OPERATOR	3,250	4,230	4,357	0	6,350	1,993
****-ASSISTANT CSO					5,148	5,148
6086-TREATMENT PLANT OPERATOR	30,306	30,500	30,500	0	30,500	0
6046-UTILITIES SUPT	16,675	12,855	12,855	0	12,855	0
6015-CASUAL LABOR	446	4,800	500	0	500	0
6096-PAYROLL TAXES	3,111	6,100	3,700	0	6,900	3,200
<b>TOTAL EMPLOYEE WAGES</b>	59,151	63,185	59,612	0	84,581	24,969
<b>EMPLOYEE BENEFITS</b>						
6076-COMPANY PAID BENEFITS	1,623	2,450	1,600	0	1,600	0
6162-WORKER'S COMPENSATION	1,546	1,204	750	0	750	0
6077-INCOME PROTECTION	285	350	320	0	320	0
<b>TOTAL EMPLOYEE BENEFITS</b>	3,454	4,004	2,670	0	2,670	0



**NORTHPORT VILLAGE CORPORATION**  
**WATER DEPARTMENT 2023 BUDGET - 5th DRAFT**

	2020	2021	2022	2021	2023	2023
	ACTUAL	BUDGET	BUDGET	JAN-OCT	DRAFT	CHANGE
<b>4700 REVENUE INCOME</b>						
<b>OPERATING INCOME</b>						
4830-INTEREST	0	0	0	0	0	0
4840-HYDRANT RENTAL	4,784	5,315	5,315	0	6,212	897
4810-WATER SALES	164,581	160,866	161,838	0	162,792	954
4820-SERVICE FEES	8,908	8,800	8,000	0	8,000	0
<b>TOTAL OPERATING INCOME</b>	<b>178,273</b>	<b>174,981</b>	<b>175,153</b>	<b>0</b>	<b>177,004</b>	<b>1851</b>
<b>NON-OPERATING INCOME</b>						
2510-NEW INSTALLATIONS	650	0	0	0	0	0
<b>TOTAL INCOME</b>	<b>178,923</b>	<b>174,981</b>	<b>175,153</b>	<b>0</b>	<b>177,004</b>	<b>1851</b>
<b>EXPENSE</b>						
<b>COST OF GOODS SOLD</b>						
5100--WATER PURCHASES	23,433	24,300	24,300	0	24,300	0
<b>TOTAL COGS</b>	<b>23,433</b>	<b>24,300</b>	<b>24,300</b>	<b>0</b>	<b>24,300</b>	<b>0</b>
<b>GROSS PROFIT</b>	<b>155,490</b>	<b>150,681</b>	<b>150,853</b>	<b>0</b>	<b>152,704</b>	<b>1851</b>
<b>ADMINISTRATION</b>						
6350-OFFICE SUPPLIES	677	750	800	0	920	120
6285-POSTAGE	270	250	275	0	300	25
6210-LICENSES, PERMITS & FEES	1,786	1,750	1,800	0	1,800	0
6060-BANK CHARGES	0	0	0	0	0	0
6161-PROPERTY AND CASUALTY INS	1,525	1,575	1,625	0	1,625	0
6240-MMA MEMBERSHIP	200	234	234	0	234	0
6345-OFFICE SOFTWARE	600	600	600	0	600	0
<b>TOTAL ADMINISTRATION</b>	<b>5,058</b>	<b>5,159</b>	<b>5,334</b>	<b>0</b>	<b>5,479</b>	<b>145</b>
<b>PROFESSIONAL SERVICES</b>						
6035-FINANCIAL OFFICER	3,458	6,000	7,500	0	0	-7500
6036-BOOKKEEPING	1,947	4,200	1,300	0	6,800	5500
6191-AUDITORS	5,150	4,600	4,600	0	4,600	0
6095-PAYROLL SERVICE	715	765	750	0	1,100	350
6192-ENGINEERING	0	0	0	0	0	0
6193-LEGAL FEES	0	0	0	0	0	0
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>11,270</b>	<b>15,565</b>	<b>14,150</b>	<b>0</b>	<b>12,500</b>	<b>-1650</b>
<b>VILLAGE TRUCK</b>						
6053-GAS	388	500	500	0	1,000	500
6057-REPAIRS	62	300	300	0	450	150
6059-ACCRUE FOR TRUCK REPLACEMENT	0	1,000	1,000	0	1,000	0
<b>TOTAL VILLAGE TRUCK</b>	<b>450</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>2,450</b>	<b>650</b>
<b>EMPLOYEE WAGES &amp; BENEFITS</b>						
6087-BILLING CLERK	5,405	4,100	4,100	0	3,170	-930
6084-OFFICE PERSONNEL					15,477	15477
6037-OFFICE ASSISTANT		600	3,600	0	3,681	81
6082 DISTRIBUTION OPERATOR	18,542	19,500	20,085	0	29,250	9165
****- ASSISTAND D. O.				0	5,148	5148
6370-TRAINING/CERTIFICATION	0	0	0	0	0	0
6047-UTILITIES SUPERINTENDENT	9,528	12,855	12,855	0	12,855	0
6015-CASUAL LABOR	472	6,000	6,000	0	800	-5200
6096-PAYROLL TAXES	1,731	4,500	1,800	0	6,000	4200
<b>TOTAL EMPLOYEE WAGES</b>	<b>35,678</b>	<b>47,555</b>	<b>48,440</b>	<b>0</b>	<b>76,381</b>	<b>27941</b>
<b>EMPLOYEE BENEFITS</b>						

