



June 9, 2024 – 8:00 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 at:

<https://us02web.zoom.us/j/89685517495?pwd=eTJDS3g3aUpvR2p4cVQ2L3NEVlVoUT09>

*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.**

Revised Meeting Agenda

- Comments by members of the public
- Call to order business meeting
- Agenda review

Action Items and Reports

- Approval of May 12, 2024 meeting minutes.*
- President's Report
 - Facilities use request and request for waiver of fees and insurance requirements for CPR training.*
 - Potential facilities use request for fentanyl awareness training.
 - Revised schedule for Summer 2024 Donuts and Dialog with the Board: Proposed 2025 Budget - June 29, 8-9:30 a.m.; Utilities – July 13, 8-9 a.m.; Infrastructure – July 12, 4-6 p.m. with Will Gartley, P.E. from 4-5 p.m.
 - Appointment of Nominating Committee
- Treasurer's Report*
 - Recommend approval of Journal Entries Adjustments, January 2022-May 2024*
- Village Agent Report*
 - Request from Bay Street property owners for return of the \$20,000 deposit required by the NVC for access through Bayview Park and the outfall/storm drain for the property owners' seawall projects. (See report and attachments.)
- Office Manager's Report*
- Finance Committee*
 - Recommendation: In reference to Article 5 of the Aug. 8, 2023 NVC Annual Report, it is recommended that the Board of Overseers approve a nonrecurring amount not to exceed \$5,000 toward legal expenses and/or bond counsel, along with associated processing fees, in pursuit of a \$150,000 Line of Credit available for a period up to ten years. As necessary, available funds may be borrowed on a short-term basis to provide working capital for approved expenses in anticipation of annual tax revenues.
- Parks/Trees/Tree Warden
 - Recommendation regarding tree shared by NVC and the Reas on North Ave, across from Merithew Park.

- Personnel Committee
 - Recommendation to approve the employment of Danielle Hicock and Miles Cannon as lifeguards at \$20 per hour starting and ending dates to be determined by the Village Agent and Personnel Committee.
- Utilities Committee
- Town Liaison
- Infrastructure Committee*
 - Engineering report/cost estimate to address Auditorium Park shoreline erosion.*
 - Continued discussion of capital planning timeline between now and our August meeting in 2024 and owners of different parts within the plan to have the preliminary plan ready to present at our August meeting.

Other Committee Reports/business (as needed. None reported as of agenda publication.)

- Other business
- Comments by members of the public
- Adjourn.

Warrants: reminder to Overseers to review and approve May warrants sent electronically for your review.

*Written materials submitted.

- Draft May 2024 Overseer Meeting Minutes
- Facilities use request for CPR training
- Treasurer's Report
- Journal Entries Adjustments, January 2022-May 2024
- June 2024 Village Agent Report
- June 2024 Office Manager Report (includes bank balances and financial reports)
- Finance Committee Report (6/4/24 committee meeting summary)
- Email from Will Gartley, P.E., to Celine Bewsher regarding estimated costs for proposed Auditorium Park shoreline stabilization work; Auditorium Park Shoreline Stabilization Plan – parts 1 and 2. For other Infrastructure Committee capital projects documents, please refer to May 2024 submissions.

**Northport Village Corporation
Draft Minutes of the Board of Overseers Meeting
Sunday, May 12, 2024**

Overseers, Officers and Staff present: Celine Bewsher; Brady Brim-Deforrest (via Zoom); Fred Lincoln, Judy Metcalf (via Zoom); Jeffrey Wilt; Treasurer, Wendy Huntoon (via Zoom); President, Janae Novotny; Office Manager, Trish Parker; Village Agent, Bill Paige; Clerk, Maureen (Beanie) Einstein.

Not present: Vicky Matthews & Michael Tirrell.

Community Comments: Rachel Rosa, 7 Auditorium Park, stated that she was very impressed with the post-storm clean up in the village.

Meeting was called to order at 9:05 a.m.

Approval of the Minutes of the April 14, 2024 Overseers Meeting

Janae N. asked if there were any comments or changes to the April minutes distributed prior to the meeting. Fred Lincoln – The Minutes should reflect that Treasurer, Wendy Huntoon, attended the April Meeting via Zoom.

Fred L. moved, seconded by Brady B., to approve April 14, 2024 minutes of Board of Overseers as amended above. Voted – Unanimous.

Recommendation to approve the following Community Hall Requests, subject to fulfillment of insurance and any rental fee: Keith and Maureen Robinson for dance classes, 9:30-11:30 a.m., Thursdays, 7/11/24 through 8/8/24 (excluding 8/1/24).

Brady B. moved, seconded by Fred L., to approve the above Community Hall requests, subject to fulfillment of insurance and any payment requirements. Voted – Unanimous.

Recommendation to return to Rick Fischer the remaining \$10,000 of the deposit required by the NVC for access to Merithew Square for work on the Butters cottage.

Jeffrey W. moved, seconded by Brady B., to return to Rick Fischer the remaining \$10,000 deposit required by the NVC for access to Merithew Square for work on the Butters cottage. Voted – Unanimous.

Recommendation to ratify President Janae N.'s letter sent to Maine's Senators and Northport Congressional representative supporting the Town's application for Congressionally-directed funds for a new town hall.

Judy M. moved, seconded by Brady B., to ratify the letter from Janae N. sent to Maine's Senators and Northport Congressional representative supporting the Town's application for Congressionally-directed funds for a new town hall. Voted – Unanimous.

Recommended schedule for Summer 2024 Donuts and Dialog with the Board:

Proposed 2025 Budget – June 29, 8-9:30 a.m.
Utilities – July 27, 8-9 a.m.
Infrastructure – August 10, 9-9:30 a.m.

Celine B. identified a conflict on July 27 with the Yacht Club yard sale. There appears to be a conflict concerning the July 27 Utilities meeting in connection with the community yard sale on August 27. Janae N. will firm up this date.

Treasurer's Report – Wendy Huntoon

Wendy H. referred to her written report with financials circulated prior to the meeting.

Janae N. noted that the amount in the draft budget for Reserves is currently \$10,000 and perhaps the Reserves amount in the draft budget should be increased to \$20,000 in light of how quickly we spent down the reserves and the length of time required to build them up again. Fred L. and Wendy H. informed the Board that the NVC will potentially encounter a cash flow issue later this summer before tax payments are expected. A larger budget requires access to more money in reserves to pay the bills before tax revenues are received. A discussion ensued regarding mechanisms to address the cash flow issue, including a bank line of credit and a tax anticipation note and the current authority provided by the annual warrant. Wendy H. noted that an LOC or TAN (Tax Anticipated Note) would be a prudent way to move forward. Fred L will confer with the Finance Committee and Fred L. will report back at the June meeting. Fred L and Janae N. will review the annual warrant presented in August to assure that the language provides sufficient flexibility for the Board to address similar issues in the future.

Village Agent Report – Bill Paige

Bill P. referred the Overseers to his written report circulated prior to the meeting. The increased severity and frequency of the storms this winter/spring has affected towns throughout Maine as they are all struggling with increased costs for repairs.

Utilities - Many villagers are requesting their water be turned on April 1. Nighttime temperature were below freezing during the week of May 1. Three water meters were frozen this spring and need to be replaced at the owner's expense. April 1 is too early to have meters installed.

Office Manager Report – Trish Parker

Trish P. referred the Overseers to her written report circulated to the meeting. It is time to start moving toward electronic records. All Committee minutes should be written in Google Drive. Trish will work with Overseers with instructions on attaining this goal.

Utilities Committee – Jeffrey Wilt

There were no exceedances in April. The Trustees are going through the process of bringing the Utility Audit into compliance with USDA requirements. The Utility Department used USDA Reserves to pay for long term capital improvements instead of short term improvements required by the USDA.

The Department has an inter-local agreement between the Northport Village Corporation and the City of Belfast Water Department for our purchase of water for our water customers. The new agreement has been modified to address the fact that we have installed a new 6" water meter, which should be replaced every 10 years.

Jeffrey W., made a motion, seconded by Brady B., to authorize Janae N. to sign our Inter-local Agreement with the City of Belfast on behalf of our Water Department. Voted – Unanimous.

Town Liaison – Jeffrey Wilt/Janae Novotny

There was a good Bayside community turnout for the Town's spring clean up. The Northport Community Church held an open house Saturday, May 4, for Northport residents to view the property inside and out, ahead of the Town Meeting vote on June 17 about the accepting the donation of the building from the Church.

Infrastructure– Celine Bewsher

Celine B. referred the Overseers to her written committee meeting report circulated prior to the meeting. She then provided an update on the grant-funded work of the engineering firm Gartley & Dorsky. They have submitted a report with a plan for repair and stabilization of lower Bay View Park. The plan calls for riprap from shore level up 15 feet. Large rocks will be buried under the riprap. Water resistant plants will be planted above the riprap. The estimated cost: \$75,000 to \$90,000, depending on the number and type of plants selected for the area above the riprap. Gartley & Dorsky's drawing and plans will be in the NVC office for review by interested people.

In conversation with Celine B., the engineer Will Gartley indicated that the project could be pushed out and that a new study would need to be done if more severe erosion occurs. He has stated that it usually takes 12 months from bid to booking. If we are in a place to go out to bid this fall, we could push out the start date by 18 months.

Gartley & Dorsky have finished the survey part for Auditorium Park area (including Beale Park) and are working on the design; they expect this design phase to be finished by June. This is a complicated area with bad erosion.

Celine B. hopes to have an informational campaign this summer regarding the Infrastructure Committee's identified Capital Planning Projects. She referred to the attachment to the Infrastructure Committee Report, the Capital Planning List, in which the committee prioritizes each project with a designation of 1-4; 1 being the highest priority. Bayview Park and Auditorium Park are the highest priority. Judy M. and Wendy H. noted that no action can be taken without knowing financial costs and whether the village will support the plan. A special meeting of the Board will be scheduled if the Auditorium Park engineering report is completed with estimated costs before the next Board meeting.

Celine B. reported that she has been working with James Kossouth on an application for a federal Land and Conservation grant after the Town had been preauthorized to apply. Due to a variety of factors associated with this grant, including matching funds, a decision was made not to pursue this particular grant.

Celine B. reported that the Town will hold another community meeting regarding citizens' climate resiliency priorities on June 12.

Governance Committee – Judy Metcalf

The Governance Committee will be scheduling a public hearing in June regarding the Fire Ordinance Updates. A definite date has not been set as yet.

Safety Committee – Michael Tirrell, as reported by Janae Novotny

Two lifeguards are on board and will be presented to the Board for formal approval at the June meeting. So, should have coverage seven days a week! We have not received any interest from our seasonal police officer recruitment efforts. Janae N. will be speaking with Waldo County Sheriff, Jason Trundy, regarding this issue. If a Bayside officer is not available this summer residents should

call the Sheriff's Office for **non-emergency issues at: (207) 338-2040** and call **911 for emergencies.**

Update on Annual Reports – Brady B. for Michael T.

Brady B. reminded the Overseers that all Annual Reports are due no later than July 1, and should be submitted to Michael Tirrell.

Adjournment

President Janae N. adjourned the meeting at 10:17 a.m.

Respectfully submitted,

Maureen (Beanie) Einstein, Clerk

And

Janae Novotny, President

Draft



FACILITIES USE REQUEST FORM

Date 5/21/24
Name Victoria MATHEWS, overseer for NVC
Address 33 Guffin St Northport
E Mail VMATHEWS@gmail.com
Telephone # 207-322-9025
Northport/Bayside Resident? Y N
Space Requested: Community Hall
Rental purpose CPR Training for American Heart Assoc, CPR certification

Bayside taxpayer? Y N
Community Room

Rate: Hourly (\$25/hr) NA Day (\$150/day) NA
Kitchen Usage Fee (\$50/day) NA (when food is involved, not beverages only)
Chairs - \$50.00/day # of chairs requested NA
Tables - \$50.00/day # of tables requested NA
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 June 28, 2024 7:30-5:30

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

Payment received \$ By
(NVC office admin.) Date



June 9, 2024

Northport Village Corporation

The Board of Overseers of the Northport Village Corporation hereby authorize the recording of the Journal Entries into QuickBooks Online, for the year of 2022, which are attached to this signature page.

Signed and approved by the Overseers of the Northport Village Corporation.

Please draw or add your signature in your designated box. ([Click for directions](#))

	Yes ▾	Jun 9, 2024 12:00 PM
<i>Celine Bewsher</i>	<i>Approved?</i>	<i>Date</i>
	Yes ▾	Jun 9, 2024 12:00 PM
<i>Brady Brim-DeForest</i>	<i>Approved?</i>	<i>Date</i>
	Yes ▾	Jun 9, 2024 12:00 PM
<i>Frederic Lincoln</i>	<i>Approved?</i>	<i>Date</i>
	Yes ▾	Jun 9, 2024 12:00 PM
<i>Victoria Matthews</i>	<i>Approved?</i>	<i>Date</i>
	Yes ▾	Jun 9, 2024 12:00 PM
<i>Judy Metcalf</i>	<i>Approved?</i>	<i>Date</i>
	Yes ▾	Jun 9, 2024 12:00 PM
<i>Michael Tirrell</i>	<i>Approved?</i>	<i>Date</i>
	Yes ▾	Jun 9, 2024 12:00 ...
<i>Jeffrey Wilt</i>	<i>Approved?</i>	<i>Date</i>

Northport Village Corporation

Adjusting Journal Entries

January 2022 - May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT
12/31/2022	Journal Entry	Wilke YE 1		to allocate bookkeeping expense between properties	6036 Expenses:1099 Contractors:Bookkeeping		\$3,505.50
				to allocate bookkeeping expense between properties	6036 Expenses:1099 Contractors:Bookkeeping	\$1,191.87	
				to allocate bookkeeping expense between properties	6036 Expenses:1099 Contractors:Bookkeeping	\$1,156.81	
				to allocate bookkeeping expense between properties	6036 Expenses:1099 Contractors:Bookkeeping	\$1,156.82	
						\$3,505.50	\$3,505.50
12/31/2022	Journal Entry	Wilke YE 2		to allocate office supplies between properties	6260 Expenses:Office Supplies		\$1,076.91
				to allocate office supplies between properties	6260 Expenses:Office Supplies	\$358.97	
				to allocate office supplies between properties	6260 Expenses:Office Supplies	\$358.97	
				to allocate office supplies between properties	6260 Expenses:Office Supplies	\$358.97	
						\$1,076.91	\$1,076.91
12/31/2022	Journal Entry	Wilke YE 3		to allocate postage to Water	6285 Expenses:Postage	\$120.00	
				to allocate postage to Water	6285 Expenses:Postage		\$120.00
						\$120.00	\$120.00
12/31/2022	Journal Entry	Wilke YE 4		to allocate software exp between properties	6345 Expenses:Software		\$2,914.78
				to allocate software exp between properties	6345 Expenses:Software	\$991.03	
				to allocate software exp between properties	6345 Expenses:Software	\$961.88	
				to allocate software exp between properties	6345 Expenses:Software	\$961.87	
						\$2,914.78	\$2,914.78
12/31/2022	Journal Entry	Wilke YE 5		TO allocate Tidewater Oil between properties	6402 Expenses:Utilities:Oil/Propane		\$815.00
				TO allocate Tidewater Oil between properties	6402 Expenses:Utilities:Oil/Propane	\$277.10	
				TO allocate Tidewater Oil between properties	6402 Expenses:Utilities:Oil/Propane	\$268.95	
				TO allocate Tidewater Oil between properties	6402 Expenses:Utilities:Oil/Propane	\$268.95	
						\$815.00	\$815.00
12/31/2022	Journal Entry	Wilke YE 6		to allocate electricity exp between properties	6401 Expenses:Utilities:Electricity Expense		\$1,779.67
				to allocate electricity exp between properties	6401 Expenses:Utilities:Electricity Expense	\$1,779.67	
						\$1,779.67	\$1,779.67
12/31/2022	Journal Entry	Wilke YE 7		to adjust for general checking transactions not allocated to general acct	1005 BSB Gen Govt Ck #2618	\$16,543.60	
				to adjust for general checking transactions not allocated to general acct	1005 BSB Gen Govt Ck #2618	\$11,879.79	
				to adjust for general checking transactions not allocated to general acct	1005 BSB Gen Govt Ck #2618	\$86,294.22	
				to adjust for general checking transactions not allocated to general acct	1005 BSB Gen Govt Ck #2618		\$114,717.61
						\$114,717.61	\$114,717.61
12/31/2022	Journal Entry	Wilke YE 8		to allocate income protection plan between properties	6077 Expenses:Employee Wages & Benefits:Employee Benefits:Income Protection Plan	\$206.61	
				to allocate income protection plan between properties	6077 Expenses:Employee Wages & Benefits:Employee Benefits:Income Protection Plan	\$230.83	
				to allocate income protection plan between properties	6077 Expenses:Employee Wages & Benefits:Employee Benefits:Income Protection Plan		\$295.02
				to allocate income protection plan between properties	6077 Expenses:Employee Wages & Benefits:Employee Benefits:Income Protection Plan		\$142.42
						\$437.44	\$437.44
12/31/2022	Journal Entry	Wilke YE 9		to adjust credit card charges to General	2050 BSB Credit Card		\$2,509.24
				to adjust credit card charges to General	2050 BSB Credit Card	\$1,177.09	
					2050 BSB Credit Card	\$11,887.85	
					2050 BSB Credit Card		\$10,555.70
						\$13,064.94	\$13,064.94
12/31/2022	Journal Entry	Wilke YE 10		to adjust A/P to correct property	2000 Accounts Payable (A/P)	\$218.94	
				to adjust A/P to correct property	2000 Accounts Payable (A/P)		\$1,683.03

Northport Village Corporation

Adjusting Journal Entries

January 2022 - May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT
				to adjust A/P to correct property	2000 Accounts Payable (A/P)		\$7,832.95
				to adjust A/P to correct property	2000 Accounts Payable (A/P)	\$9,297.04	
						\$9,515.98	\$9,515.98
12/31/2022	Journal Entry	Wilke YE 11		to adjust wages to correct property fye 12/31/22	6081 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Collection System Operator Wages	\$244.94	
				to adjust wages to correct property fye 12/31/22	6082 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Distribution Officer Wages	\$927.26	
				to adjust wages to correct property fye 12/31/22	6082 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Distribution Officer Wages	\$12,946.11	
				to adjust wages to correct property fye 12/31/22	6088 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Village Agent Wages		\$19,495.64
				to adjust wages to correct property fye 12/31/22	6081 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Collection System Operator Wages	\$4,673.51	
				to adjust wages to correct property fye 12/31/22	6086 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Treatment Plant Operator Wages	\$1,334.42	
				to adjust wages to correct property fye 12/31/22	6083 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Lifeguard Wages	\$1,312.50	
				to adjust wages to correct property fye 12/31/22	6085 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Police Wages	\$462.50	
				to adjust wages to correct property fye 12/31/22	6089 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Village Officials Wages		\$492.00
				to adjust wages to correct property fye 12/31/22	6086 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Treatment Plant Operator Wages	\$2,389.09	
				to adjust wages to correct property fye 12/31/22	6087 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Utility Billing Wages	\$114.37	
				to adjust wages to correct property fye 12/31/22	6087 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Utility Billing Wages	\$369.37	
				to adjust wages to correct property fye 12/31/22	6080 Expenses:Employee Wages & Benefits:Employee Salaries & Wages		\$7,245.30
				to adjust wages to correct property fye 12/31/22	6084 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Office Personnel Wages	\$521.35	
				to adjust wages to correct property fye 12/31/22	6084 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Office Personnel Wages	\$1,185.51	
				to adjust wages to correct property fye 12/31/22	6084 Expenses:Employee Wages & Benefits:Employee Salaries & Wages:Office Personnel Wages	\$752.01	
				to adjust wages to correct property fye 12/31/22	6096 Expenses:Employee Wages & Benefits:Payroll Tax Expenses	\$2,913.94	
				to adjust wages to correct property fye 12/31/22	6096 Expenses:Employee Wages & Benefits:Payroll Tax Expenses		\$408.48
				to adjust wages to correct property fye 12/31/22	6096 Expenses:Employee Wages & Benefits:Payroll Tax Expenses		\$2,505.46
						\$30,146.88	\$30,146.88
12/31/2022	Journal Entry	Wilke YE 12		to adjust A/R and water billed to actual as of 12/31/22	4832 Revenue:Water Revenue:Water Operating Revenue:Water Service Fee Revenue:Miscellaneous Revenue (W)		\$5,424.86
				to adjust A/R and water billed to actual as of 12/31/22	4700 Revenue:Water Revenue	\$21,645.53	
				to adjust A/R and water billed to actual as of 12/31/22	1285 Accounts Receivable (A/R):A/R - Water:Water Utilities (A/R)	\$1,752.98	
				to adjust A/R and water billed to actual as of 12/31/22	4800 Revenue:Water Revenue:Water Operating Revenue	\$53,192.38	
				to adjust A/R and water billed to actual as of 12/31/22	4810 Revenue:Water Revenue:Water Operating Revenue:Water Sales		\$71,166.03
						\$76,590.89	\$76,590.89
12/31/2022	Journal Entry	Wilke YE 13		to adjust A/R and sewer billing to actual as of 12/31/22	1265 Accounts Receivable (A/R):A/R - Sewer:Sewer Utilities (A/R)	\$2,788.61	
				to adjust A/R and sewer billing to actual as of 12/31/22	4400 Revenue:Sewer Revenue	\$10,956.46	
				to adjust A/R and sewer billing to actual as of 12/31/22	4500 Revenue:Sewer Revenue:Sewer Operating Revenue	\$60,111.31	
				to adjust A/R and sewer billing to actual as of 12/31/22	4510 Revenue:Sewer Revenue:Sewer Operating Revenue:Sewer Fees		\$78,350.26
				to adjust A/R and sewer billing to actual as of 12/31/22	4832 Revenue:Water Revenue:Water Operating Revenue:Water Service Fee Revenue:Miscellaneous Revenue (W)	\$4,493.88	
						\$78,350.26	\$78,350.26
12/31/2022	Journal Entry	Wilke YE 14		to correct cash transactions with no property or incorrect property	1005 BSB Gen Govt Ck #2618	\$86.79	
				to correct cash transactions with no property or incorrect property	1005 BSB Gen Govt Ck #2618		\$86.79
				to correct cash transactions with no property or incorrect property	1010 BSB Sewer Ck #2620	\$31,479.67	
				to correct cash transactions with no property or incorrect property	1010 BSB Sewer Ck #2620	\$785.59	

Northport Village Corporation

Adjusting Journal Entries

January 2022 - May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT
				to correct cash transactions with no property or incorrect property	1010 BSB Sewer Ck #2620	\$36,397.24	
				to correct cash transactions with no property or incorrect property	1010 BSB Sewer Ck #2620		\$68,662.50
				to correct cash transactions with no property or incorrect property	1015 BSB Water Ck #3143	\$33,483.99	
				to correct cash transactions with no property or incorrect property	1015 BSB Water Ck #3143	\$3,107.35	
				to correct cash transactions with no property or incorrect property	1015 BSB Water Ck #3143	\$20,524.30	
				to correct cash transactions with no property or incorrect property	1015 BSB Water Ck #3143		\$57,115.64
						\$125,864.93	\$125,864.93
12/31/2022	Journal Entry	Wilke YE 15		to record 2022 payments for due to/from properties for payroll	1352 Current Assets:Monies Due From:Due from Sewer (Payroll)		\$55,656.89
				to record 2022 payments for due to/from properties for payroll	2401 Current Liabilities:Monies Due To:Due to General (Sewer Payroll)	\$55,656.89	
				to record 2022 payments for due to/from properties for payroll	1353 Current Assets:Monies Due From:Due from Water (Payroll)		\$40,874.68
				to record 2022 payments for due to/from properties for payroll	2405 Current Liabilities:Monies Due To:Due to General (Water Payroll)	\$40,874.68	
				to record 2022 payments for due to/from properties for nonpayroll exp	1356 Current Assets:Monies Due From:Due from Sewer (Non Payroll)		\$16,287.14
				to record 2022 payments for due to/from properties for nonpayroll exp	2406 Current Liabilities:Monies Due To:Due to General (Sewer-Non Payroll)	\$16,287.14	
				to record 2022 payments for due to/from properties for nonpayroll exp	1357 Current Assets:Monies Due From:Due from Water (Non Payroll)		\$14,414.50
				to record 2022 payments for due to/from properties for nonpayroll exp	2407 Current Liabilities:Monies Due To:Due to General (Water-Non Payroll)	\$14,414.50	
						\$127,233.21	\$127,233.21
12/31/2022	Journal Entry	Wilke YE 16		July-dec payroll due to general	1352 Current Assets:Monies Due From:Due from Sewer (Payroll)	\$32,460.01	
				July-dec payroll due to general	2401 Current Liabilities:Monies Due To:Due to General (Sewer Payroll)		\$32,460.01
				July-dec payroll due to general	1353 Current Assets:Monies Due From:Due from Water (Payroll)	\$29,102.20	
				July-dec payroll due to general	2405 Current Liabilities:Monies Due To:Due to General (Water Payroll)		\$29,102.20
						\$61,562.21	\$61,562.21
12/31/2022	Journal Entry	Wilke YE 17		to allocate expense to correct property	6407 Expenses:Utilities:Water & Sewer	\$1,615.65	
				to allocate expense to correct property	6407 Expenses:Utilities:Water & Sewer	\$1,107.49	
				to allocate expense to correct property	6407 Expenses:Utilities:Water & Sewer		\$2,723.14
				to allocate expense to correct property	6406 Expenses:Utilities:Telephone & Internet Expense		\$1,836.39
				to allocate expense to correct property	6406 Expenses:Utilities:Telephone & Internet Expense	\$920.80	
				to allocate expense to correct property	6406 Expenses:Utilities:Telephone & Internet Expense	\$915.59	
				to allocate expense to correct property	6161 Expenses:Insurance:Property & Casualty Insurance	\$700.60	
				to allocate expense to correct property	6161 Expenses:Insurance:Property & Casualty Insurance		\$2,709.05
				to allocate expense to correct property	6161 Expenses:Insurance:Property & Casualty Insurance	\$2,008.45	
				to allocate expense to correct property	6162 Expenses:Insurance:Workers Comp Insurance		\$1,139.32
				to allocate expense to correct property	6162 Expenses:Insurance:Workers Comp Insurance	\$1,427.26	
				to allocate expense to correct property	6162 Expenses:Insurance:Workers Comp Insurance		\$287.94
				to allocate expense to correct property	6053 Expenses:Auto Expenses:Auto Fuel Expense:Truck Fuel		\$1,374.59
				to allocate expense to correct property	6053 Expenses:Auto Expenses:Auto Fuel Expense:Truck Fuel	\$687.30	
				to allocate expense to correct property	6053 Expenses:Auto Expenses:Auto Fuel Expense:Truck Fuel	\$687.29	
						\$10,070.43	\$10,070.43
12/31/2022	Journal Entry	Wilke YE 33		to record expenses paid by general for sewer and water	1356 Current Assets:Monies Due From:Due from Sewer (Non Payroll)	\$64,852.68	
				to record expenses paid by general for sewer and water	1357 Current Assets:Monies Due From:Due from Water (Non Payroll)	\$1,016.01	
				to record expenses paid by general for sewer and water	2406 Current Liabilities:Monies Due To:Due to General (Sewer-Non Payroll)		\$64,852.68
				to record expenses paid by general for sewer and water	2407 Current Liabilities:Monies Due To:Due to General (Water-Non Payroll)		\$1,016.01
						\$65,868.69	\$65,868.69
TOTAL						\$723,635.33	\$723,635.33



Village Agent Report June 9th, 2024 Board of Overseers Meeting

Recent Activities and Recommendations

- The Bay St. Seawall project has been completed as of May 15th. I have passed along to Sharlene Kelley that some loam and seeding needs to be done in the area that was used to go up and down to the beach for the project. She says they are working on that. I have a picture of the access point to the beach taken on 2/14/24 which was before the project began. I also have a picture of the same area taken 6/4/24. I am asking the Overseers to look at these and make a recommendation as to whether what has been done is complete and acceptable in order to return the deposit.
- Some Yacht Club representatives want the cleats on the dinghy outfloat replaced with the pipe system used on the boat float. Cost of materials, not including labor to install, is \$500. This is not a budgeted expense. Suggest that the Yacht Club could pay for and do this work if they decide it is a priority.
- Continuing to assess and consider improvement of Bayview Park storm drain/outfall adjacent to Oberg's property. Because of the abundance of heavy rains the last couple of years and the severity of winter storms hitting at high tide, the storm drain/outfall needs help. Any of the fixes I have thought about must be consistent with recommendations we expect from the engineer hired by the Town to assess shoreline erosion. Whatever plans the Village decides on, I recommend restricting the area to storm drain/outfall purposes and no longer allow public access for construction on shoreline cottages.
- I have called and talked with the trash and recycling contractor to remind them that the seasonal people have started to arrive so they can begin their seasonal routes. Also I have reminded them that starting June 6th, we are now on the Monday and Thursday pickups. All trash should be in 33 gallon bags and all bags must have a Town of Northport Transfer Station sticker. You can get your trash stickers at the Town of Northport town office at 16 Beech Hill Rd, in Northport. All recyclables must be in a large brown leaf bag, with the top of the bag folded down and sealed with duct tape. All cardboard needs to be flattened. As a reminder, the contractor may start at 8am on pickup days, so your trash must be out before that time. The contractors have all day to pick up, so your pickup time could be anytime during the day and change week to week.

Parks

- Ruggles Park Playground Continuing to source chips and chip alternatives. White Cedar chips are hard to find. At this time, I recommend putting in the tan mulch in the playground area, which is the same mulch put in Merithew Square and around the trees from Project Canopy.
- Ruggles Park Looking into removing rotten stumps at some point in the future.
- Bayview Park and Auditorium Park We lost more shoreline embankment at the bottom of these parks in recent storms. A soil engineer is assessing possible stabilization as part of the climate resiliency grant.
- All Parks: Park benches need to be repositioned (close to existing locations) because they have settled. May need to fill holes when they are repositioned.
- Lawn contractor has begun the mowing of the parks for the season.
- I would like to thank Shannon and Byran Blaisdell for their volunteer work in cleanup in Bayview Park of the flower gardens and mulching in Merithew Square of the trees.

Wharfs, Floats and Ruggles Park Seawall

- Bayside Marine in coordination with Brown's Excavation have removed all floats from Ruggles Park. The boat float has been hooked up to the pier and ready for the season. The dinghy outfloat has been installed and is ready for the season. The swim float is on its storm mooring and will be installed for the season in late June. I would like to thank Bayside Marine and Brown's Excavation for another job well done.

- I contacted our marine engineer on May 30th, to get us on his inspection schedule. He is planning on fitting us in in June, to do the inspection of the pier and get back to us with his report.
- Signage: Boat float, Swim float and Fishing signs have been installed on the dock for the season.
- Dock Building: Looking tired. Needs scraping and new paint.
- Status of dock/causeway storm damage repairs:
 - Needs to be Done:
 - Lost more fiberglass coating on the fender pilings. Coverings need to be removed and pilings painted. Asked Bayside Marine if he was interested and he has not replied as yet.
 - Fender pilings on the boat side of the dock are loose and need repair

Current high tides are reaching the level of the dock planking. The next major dock rebuild should raise the dock.

Roads

- The Town of Northport hired a contractor to come and sweep the hot topped roads in Bayside. This has been completed
- The Town of Northport has hired the contractor that cleans the storm drains. That has been completed. The Northport Village Corp has to reimburse the Town for their share which is half of the bill. We haven't received this bill yet.
- I have started the process of repainting the "No Parking" areas on the streets and the 15 MPH on Broadway.
- I have installed the "Public Parking" signs on both ends of Grove St.
- Sander and Plow: We should plan to replace the sander in 3 years. The plow should be replaced sooner.
- Property Owner complaints about water runoff from Village roads: Whenever I have an opportunity, I advise property owners that are building new construction 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.

Miscellaneous

- Fence around the Fire Pond: I am waiting to hear any day now, as to when the contractor has us in his schedule to replace the fence.
- I continue to field calls from private contractors working throughout the Village on current and planned projects in the Village.
- I continue to deal with various villagers with issues they want addressed.

Village Projects / needs on the near and far horizon with budget implications

- Floats Replacement: It is still time to begin setting aside and saving money to replace the floats; they are starting to show their age.

Utilities

- Busy chasing seasonal water leaks. We have a water leak on Park row on the public pathway. Hopefully the excavator will arrive and it will be fixed before the June Overseers meeting.
- Usual tasks, including working DigSafe on construction projects throughout our utility area.
- We have a service box on North St. that needs to be dug up and fixed, so we can restore water service to 36 Broadway. Also at the same time, we are going to inspect another service box in the same location for 5 North Ave.
- Almost completed the color coding and painting of all hydrants that belong to NVC Utilities.
- I would like to thank Paul Overgag for all his volunteer help with utilities projects.
- My Cell Phone: Plumbers have given my cell number to some owners, who call me at night and on weekends. 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.**

Submitted by

William Paige

William Paige, Village Agent







Office Manager's Report
June 9, 2024
For May 2024

News regarding our Bangor Savings Accounts: I had noticed in the last couple of months that I didn't think the interest was correctly calculated. I reached out to our representative at the bank and asked if we were indeed still collecting interest at the rate of 4.4%, as was previously agreed upon. She said she would review. After a couple of weeks, she got back to me and explained that the calculating code had been entered with an incorrect end date. She told me we would be credited the difference, as the bank would be honoring their agreement with us. On June 3rd, 2024, Bangor Savings has now listed "Interest Adjustments" as follows:

General \$1,330.24
Water \$ 878.32
Sewer \$ 509.65

This makes a total adjustment to NVC of \$2,718.21

Our 2022 audit is scheduled to begin on June 9th. Hopefully, this one will go as smoothly as the last.

As you know, we are now accepting credit card payments. I am accepting them at the window for watercraft registrations and online for Utility payments. I have created a spreadsheet to keep track of the payments and when the funds actually reach our accounts. This has gone extremely smoothly thus far, with no issues.

After conferring with Brady and Janae, we recommend that we budget in 2025 to replace the 2 office laptops with new. Both are old and sluggish. I have recommendations from Shannon Blaisdell with the suggestion we budget \$600 each.

Watercraft registrations have begun. As of 6/3/24 I have sold 22 stickers.

The Google Drive process is moving along. I am getting better at it and have started getting things uploaded. Organization will be coming in a few months, once we get our .gov accounts. Then it should be much easier to use. Please make sure you are signing the warrants on the drive.

Trish Parker

Office Manager
Northport Village Corporation

Attached to this report:

Bank Account balances printout

Accounts

BUSINESS COMPLETE*9504

Current \$20,000.00

BUSINESS COMPLETE*1771

Current \$9,285.85

General Gov't Checking*2618

Current \$8,123.75

General Gov't Money Market*4006 May Interest \$538.58

Current \$11,131.26

General Gov't Sav - ICS B*9857

Current \$184,730.51

Wastewater Checking*2620

Current \$19,166.55

Wastewater Sav - ICS B*4739 May Interest \$334.09

Current \$126,012.34

Water Checking*3143

Current \$11,395.40

Water Sav - ICS B*4747 May Interest \$469.61

Current \$172,952.56

BALANCE TOTALS

Total Deposit Accounts \$562,798.22

NVC Finance Committee Meeting (Virtual) – June 4, 2024

Participants: Fred Lincoln (Chair) and Committee Members Wendy Huntoon (NVC Treasurer), Bill Eastty, Bill Cressey, and Don Webster. Two members of the village public also attended.

F. Lincoln called the Zoom meeting to order at 5:05 p.m. (Eastern), with the following two agenda items on deck as previously communicated:

1. Discuss NVC Financing options to cover potential short-term operating funding gaps of approved expenditures, in anticipation of annual tax revenues (ref. Article 5 of the NVC Aug. 8, 2023 Annual Report)
2. Capital Projects Financial Planning discussion, Tax Implications, and Priorities Setting as related to the total General Government Annual Budget (ref. Bill Cressey's Capital Projects Bond Financing Notes, previously provided)

Item 1 – Short-term Operating Funds Gap Coverage (See Below Recommendation)

The NVC Finance Chair opened the meeting with a review of increasing risk concerns involving General Government's working capital shortfall potential during the final months leading up to the annual collection NVC taxes, with a reminder that taxes corresponding to the General Government Budget approved at the NVC Annual Meeting each August are not due until Sept. of the following year (e.g., village taxes due in Sept. 2024 represent the 2024 General Govt. budget approved at the August 2023 Annual Meeting).

For contextual background reference, NVC Treasurer Wendy Huntoon provided committee members with a current version of the Draft 2025 NVC General Govt. budget working file, Millage Calculator backup, and Cash, Revenue, and Operating Reserve Estimate trend data, along with a Reserves Estimate Summary. Wendy pointed out to the committee historical trends which show annual operating expenses are continuing to significantly increase concurrent to trending annual reductions to Reserve balances, therefore increasing NVC's future risk of working capital shortfalls in the months prior to receipt of annual tax revenues.

Fred Lincoln reported on his general fact-finding dialogue conducted May 14-16 with the Town of Northport Finance Director regarding the town's prior experience with Tax Anticipation Notes (TANs). In summary, the town has not used TANs since 2009 as they became unnecessary once the town's tax due dates were changed to better align with operating cash flow cycles. Prior to 2009, it was indicated that the town's operating cash flow needs were accomplished thru a bank and performed more like a line of credit (use only as needed). When hypothetically (informally) discussing the feasibility of NVC assigning an earlier annual tax collection date (e.g., June vs. Sept.), the town Finance Director opined that this would be likely be challenging and possibly create an administrative processing issue.

Fred further shared with the committee a summarization of email correspondences held with Bangor Savings Bank in mid-May, most recently on May 16th with the Vice President of Commercial Banking and Community Development. The bank concluded, while a bit challenging, that they have been successful with providing lines of credit to organizations like NVC and it would be priced at the Prime rate (currently 8.5%). Other terms and conditions mentioned by the bank are align to those previously reported by the NVC Treasurer.

Following lengthy engagement among the Finance Committee attendees, the consensus reached was the intent of Article 5 of the Annual Report permits NVC the opportunity to prudently proceed on a path to proactively and appropriately secure short-term credit from financial institutions such as Bangor Savings Bank.

The committee further suggests that while borrowing from other departments (i.e., Water) shouldn't be dismissed, it would be a less preferred mechanism on a continuing basis.

Recommendation: In reference to Article 5 of the Aug. 8, 2023 NVC Annual Report, it is recommended that the Board of Overseers approve a nonrecurring amount not to exceed \$5,000 toward legal expenses and/or bond counsel, along with associated processing fees, in pursuit of a \$150,000 Line of Credit available for a period up to ten years. As necessary, available funds may be borrowed on a short-term basis to provide working capital for approved expenditures in anticipation of annual tax revenues.

Item 2 – Capital Projects Financial Planning

The diligent work undertaken to date by the Infrastructure Committee was acknowledged and utilized in the Finance committee's discussion. General consideration was taken of currently estimated costs and the potential significant multi-year impacts to NVC's increasing General Government annual budget. As mentioned in prior Finance Committee reporting, members overwhelmingly expressed concerns about needing to formally document competing priorities from a holistic approach, considering how Infrastructure priorities fit within the context of the overall total General Government budget.

Expressions of concern were made about taking on additional long-term debt and affordability to taxpayers, keeping in mind the potential of concurrent town tax increases and unknown cost risk drivers involving existing infrastructure (e.g., future wharf repairs or replacement).

The Finance Committee is poised to provide support for a review of key priorities and performing financial assessments, upon receipt of relevant cost data and additional guidance/direction from the board of Overseers. Cost/Benefit impacts would be helpful in setting consequential parameters and determining if/how objectives are resolved to maximize benefit and enjoyment to the overall village.

Meeting adjourned at 6:10 p.m. (Eastern)

Respectfully submitted by Fred Lincoln, NVC Board Member and Finance Committee Chair

Attachments for the Sunday Meeting

Celine Bewsher

12:53 PM (9 minutes ago)

to me, NVC

Hi Janea,

I hope you are doing well. I was finally able to get the preliminary designs for AP area from Gartley and Dporsky along with the estimate.

Please find attached the digital preliminary designs for AP. (Bayview was already submitted for the last meeting.)

Reading the estimate, please see the copy paste of his email below.

Thank you
-celine

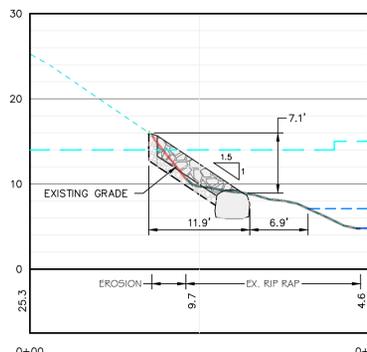
Celine,

The preliminary estimate for Auditorium Park, is \$240k to \$270k, which includes, mobilization, layout, erosion control, temporary access road, blasting mats to work from the shore, install shoreline stabilization per plan, remove and restore temporary access road, landscaping.

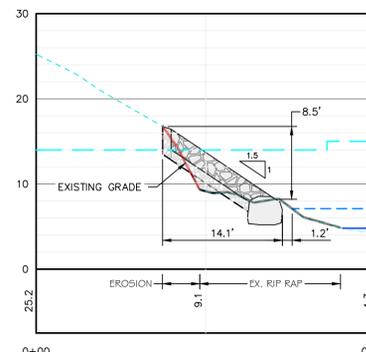
This is a difficult site to access and there is a lot of shoreline that needs stabilizing.

Let me know if you have any questions.

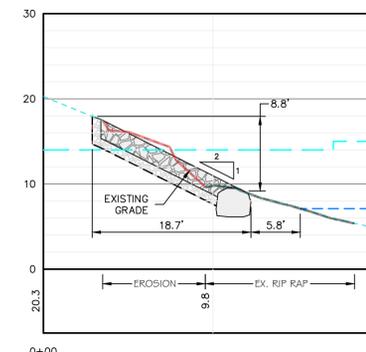
Thanks
Will



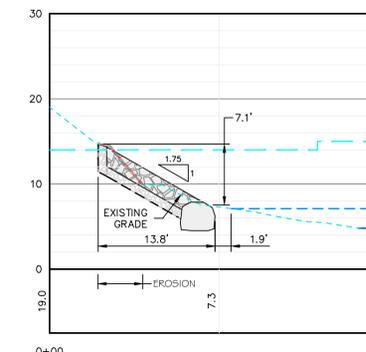
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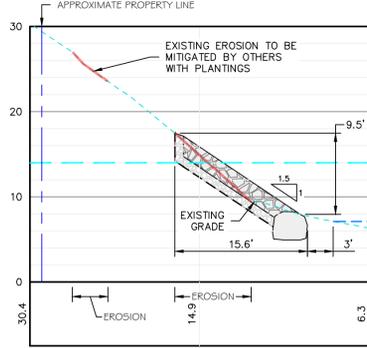
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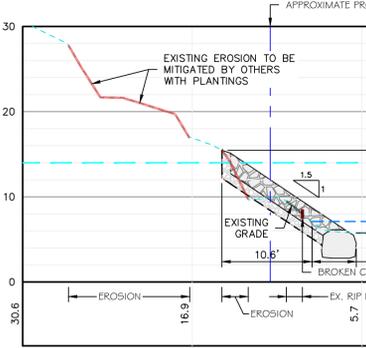
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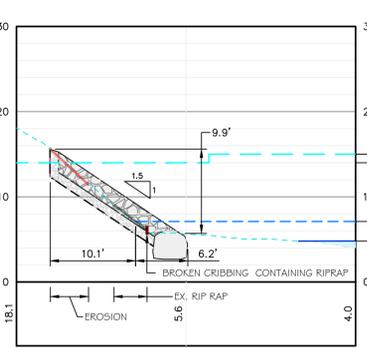
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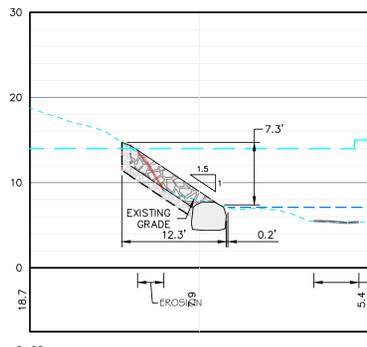
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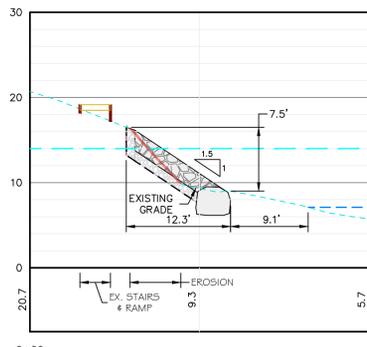
SECTION 6
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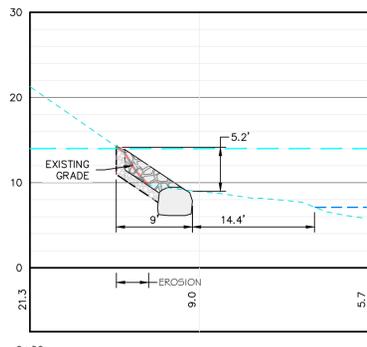
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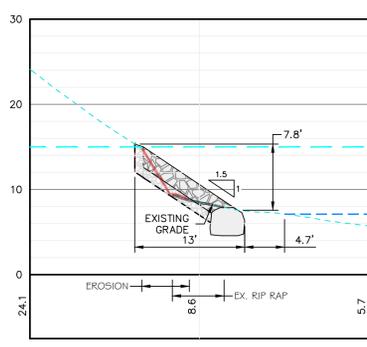
SECTION 8
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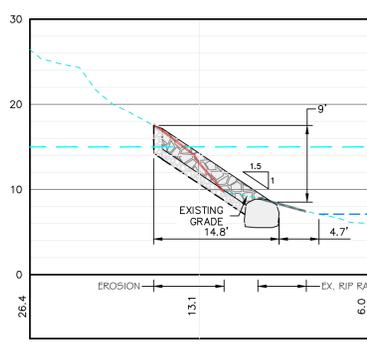
SECTION 9
SCALE: 1"=10'



SECTION 10
SCALE: 1"=10'



SECTION 11
SCALE: 1"=10'



SECTION 12
SCALE: 1"=10'

CONSTRUCTION NOTES:

- ALL STONE SHALL BE QUARRIED ANGULAR RIPRAP APPROVED BY THE DESIGN ENGINEER.
- ALL GRANULAR FILL USED FOR TEMPORARY CONSTRUCTION ACCESS SHALL BE REMOVED UPON COMPLETION AND ALL DISTURBED AREAS SHALL BE REVEGETATED.
- TREES REMOVED DURING CONSTRUCTION SHALL BE REPLACED. PLANTING LOCATION, SIZE AND SPECIES OF REPLACEMENT TREES SHALL BE COORDINATED WITH OWNER AND SHALL COMPLY WITH SHORELAND ZONING ORDINANCE REQUIREMENTS.

VEGETATED SLOPE
(SEE PLAN VIEW)

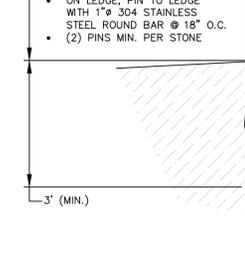
- SLOPE VARIES (MAX. 2:1)
- PROVIDE 4" (MIN.) LOAM, SEED, CURLEX OVER ANY DISTURBED AREAS.
- INSTALL ANCHORED CURLEX I OVER LOAM (INSTALL PER MANUFACTURES INSTRUCTIONS)
- ADDITIONAL PLANTINGS PER OWNER.
- ADDITIONAL PLANTINGS TO BE CONSISTENT WITH MDEP BUFFER HANDBOOK PLANT LIST.

NEW RIPRAP:

- 36" ANGULAR STONES (SEE SECTION FOR SLOPE ANGLE).
- ALL STONE SHALL BE QUARRIED ANGULAR RIPRAP APPROVED BY THE DESIGN ENGINEER.
- THE RETEMENT SHALL BE BUILT BY THE PLACEMENT OF INDIVIDUAL STONES RATHER THAN DUMPING AND SHAPING.
- STAGGER JOINTS
- GREATEST DIMENSION FLAT

BASE KEYSTONES:

- 48" (MIN. LEAST DIMENSION) BURY KEYSTONES WITH WIDEST DIMENSION FLAT.
- BURY KEYSTONES 3" BELOW TOE OF SLOPE.
- ON LEDGE, PIN TO LEDGE WITH 1" 304 STAINLESS STEEL ROUND BAR @ 18" O.C.
- (2) PINS MIN. PER STONE



TYPICAL RIPRAP STABILIZATION DETAIL
NO SCALE

NO.	REVISIONS	DATE

SHEET TITLE: **SHORELINE STABILIZATION SECTIONS & DETAIL**

SCALE: 1" = 10'

DRAWN BY: LP

CHECKED BY: HEG

DATE: MAY 30, 2024

CLIENT/PROJECT: **TOWN OF NORTHPORT AUDITORIUM PARK**

LOCATION: AUDITORIUM PARK

TOWN: NORTHPORT COUNTY: WALDO STATE: MAINE

Gartley & Dorsky
ENGINEERING SURVEYING

59 Union Street, Unit 1, Camden, ME 04843
Ph. (207) 256-4365 • Fax (207) 256-3055 • Toll Free: (888) 282-4365
165 Main Street, Suite 212, PO Box 1072, Damariscotta, ME 04843
Ph. (207) 790-5005

ADVANCE COPY

PROJ. NO. 2023-0212

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FOR PERMIT PURPOSES ONLY
NOT FOR CONSTRUCTION

