



September 8, 2024 – 9:00 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=eTJDS3g3aUpvR2p4cVQ2L3NEVIVoUT09>

*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.**

Meeting Agenda

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

Action Items

- Approval of August 11, 2024 meeting minutes*
- President's Report

Organizational actions and information

- Recommendation to approve the 2024-2025 schedule of Board meetings.*
- 2024-2025 NVC Committee chair and membership appointments.*
- Recommendation to appoint Victoria Matthews as Chairman to call and conduct a meeting of the Overseers in the absence of the President as described in the NVC Bylaws.
- Recommendation to appoint Fred Lincoln as Deputy Treasurer to act in the absence of the Treasurer as described in the NVC Bylaws.
- Recommendation to appoint Carlton Smith as the Deputy Clerk to act in the Clerk's absence as described in the NVC Bylaws.
- Recommendation to appoint Craig Brigham as Wharfmaster to perform the duties described in the NVC Bylaws and to appoint Gordon Fuller, Bill Haverty and Jim Coughlin as Assistant Wharfmasters to assist the Wharfmaster in performing the Wharfmaster's duties.
- Recommendation to appoint Victoria Matthews as Tree Warden to perform the duties described in the NVC Bylaws.
- Recommendation to grant and affirm the authority of Treasurer Gwendolyn Huntoon and President Janae Novotny to open any deposit account(s) in the names of the NVC; endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit in the name of the NVC with Bangor Savings Bank; place orders with Bangor Savings Bank for petty cash, coin or currency drawn on the deposit account(s) of the NVC; and delegate or revoke the delegation of authority relating to all or some of the power(s) granted in this resolution to any person(s) who is a director, officer or employee of the NVC and to grant and affirm the authority of Overseer Victoria Matthews to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit in the name of the NVC with Bangor Savings Bank.
- Current Warrant and Payment Policy* attached for information only. No changes currently proposed.

Other actions

- Recommendation to accept a donation of \$200 from the Samway family for library grounds maintenance.
- Recommendation to approve Beverly Crofoot's proposal to repair, refresh and/or repaint as needed, and at no cost to the NVC, the oval Northport Landing sign on the front of Community Hall, the Library sign and the "Welcome to Bayside" sign.
- Consideration of Victoria Webster's land swap proposal for 15 George Street.*
- Consideration of Michael Tirrell's proposed use of NVC property for construction at 10 Maple Street.*

- Recommendation to refer to the Governance Committee John Spritz' suggestion regarding a land acknowledgement.*
- Recommendation to refer to the Governance Committee the development of a pet-friendly workplace policy for Board consideration.
- Treasurer's Report*
- Village Agent Report*
 - Recommendations: (1) To ratify the President's promise that NVC would pay \$3053.00 for 3x10x16' PT 2.5CCA Xbracing and 3x10x24' PT 2.5CCA Xbracing, and (2) To approve engaging Field Dive Service to perform the wharf repairs listed in Field Dive Service 8/26/24 Estimate #2730 not to exceed \$44, 111.36 which includes the cost of the Xbracing.*
- Office Manager's Report*
 - Recommendation: To approve agreement with Hazel Finch Labs for technology support services.*

Town Liaison Report

Discussion: Evaluate this season's "Donuts and Dialog" and share community feedback.

Committee Reports/business (as needed)

- Infrastructure: grant update

Other business

Comments by members of the public

Adjourn

Warrants: reminder to Board members to review and approve warrants that were sent electronically for your review and will be available at the meeting for signature by those present.

*Written materials submitted.

- Draft August 11, 2024 Board meeting minutes
- 2024-2025 Board Meetings Schedule
- 2024-2025 Committee Appointments
- Warrant and Payment Policy for information only
- Treasurer's Report
- September 2024 Village Agent Report, including Fields Dive Service, Inc. wharf repairs estimate
- September 2024 Office Manager Report, including proposed agreement with Hazel Finch Labs
- Victoria Webster's land swap proposal for 15 George Street
- Michael Tirrell's request for access to NVC property for construction at 10 Maple Street
- Email from John Spritz to Janae Novotny regarding land acknowledgement

**Northport Village Corporation
Draft Minutes of the Board of Overseers Meeting
Sunday, August 13, 2024**

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

Community Comments

John Spritz, 40 Clinton Avenue, expressed his profound thanks to those at the table for their work over the years and a special thanks to Judy Metcalf who made him a better village president.

Dan Webster, 690 Shore Road, noted that he and several others have been aggressively confronted by Paul Bernaeki for parking along Shore Road across the street from Community Hall.

The meeting was called to order at 8:00 a.m.

Approval of the minutes of the July 14, 2024 Overseers Meeting.

Janae N. asked if there were any questions/comments to the July minutes distributed prior to the meeting.

Celine B. made a motion, seconded by Vicky M., to amend the minutes of the July 14 meeting to remove the: Infrastructure Planning List paragraph under the Infrastructure Report and replace it with: *Judy M. stated that she had a concern about the impression made by the notes in the Capital Planning List. Judy M. requested that the line of "according to Bill P., we wait until it is swept away and ask FEMA" be deleted. Celine B. declined to do so and stated that she had a duty to record people's points of view as stated in the meeting*". Celine B. stated that this discussion should also be moved and placed at the end of the meeting minutes prior to Executive Session, and also, was not an Agenda item.

Thorough discussion ensued.

**Voted: Celine B., Vicky M., J. Wilt – Affirmative.
Brady B., Fred L., Judy M., Michael T. – Opposed.**

The motion to amend failed.

Judy M., made a motion, seconded by Fred L., that the proposed minutes be amended to take the portion that says "Infrastructure Planning List" and place it immediately prior to the Executive Session"; remove the first sentence and amend the last sentence to state as follows: *Celine B. declined to do so as the List accurately reflects what she heard stated at the planning meeting and stated that she had a duty to record people's point of view*"; and that, the rest of the paragraph remain the same.

**Voted – Brady B., Fred L., Judy M., M. Tirrell – Affirmative
Celine B., Jeffrey W. – Opposed; Vicky M. – Abstained**

Motion to approve the Minutes as amended: Brady B., Fred L., Vicky M., J. Metcalf, M. Tirrell, J. Wilt – Affirmative; Celine B. – Opposed

President's Report – Janae Novotny

Executive Session was removed from the Agenda.

Consideration of Jen Lannan's proposed donation of two Adirondack chairs. This chairs would be placed at the Library.

Judy M. made a motion, seconded by Fred L., to approve the donation of the two Adirondack chairs. Voted - Unanimous.

Request from Bill Cressey (Bayview Park) to allot more time before interest accrues on tax bills. The Town of Northport is responsible for and prepares our taxes; timing on tax bills is set by the town of Northport. Janae N. will follow up and get clarification from the Town on this matter.

The annual Chili Party on Clinton Avenue is set for Saturday August 31. Realistically, the party often spills out onto Clinton Street, and Janae N. suggested that the Board proactively approve closing Clinton for the party.

Judy M. made a motion, seconded by Brady B., that Clinton Avenue between George Street and Broadway be closed to thru traffic from 4 p.m.-11 p.m. on Saturday, August 31. Voted - Unanimous.

Presentation of the Articles on the Warrant and proposed Budget. Assignments were made to Board members to answer any questions and give a brief synopsis of specific Articles at the Annual Meeting.

Janae N. acknowledged that Judy Metcalf and Brady Brim-deForrest were leaving the Board and expressed appreciation, echoed by Board members, for their service.

Treasurer's Report - Wendy Huntoon

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

Village Agent Report - Bill Paige

Bill P. referred the Overseers to his written report circulated prior to the meeting.

Parks and Trees Committee/Tree Warden - Vicky Matthews

Request for approval of expenditure of not more than \$500 for signs for the Shore to Bluff footpath.

The Committee has a design for the signage, which was circulated in the meeting. Vicky M. will contact and work with the Town with any concerns they may have regarding signage and whether a culvert culvert is needed, etc. The purpose of the signs is to mark the path and protect the abutters' boundaries. The signage will include the "Volunteers of the Northport Village Corporation." Judy M. noted that maintaining a "forever wild" atmosphere was mandated in the donation of the land.

Brady B. moved, seconded by Celine B., to approve expenditure of not more than \$500 for signs for the Shore to Bluff footpath, with the condition that the NVC Logo is on the signage. Voted - Unanimous

They do not plan to treat village trees next spring for browntail moth.

Utilities - Jeffrey Wilt

There were no exceedances for both June and July.

Town Liaison - Janae Novotny

Broadway will not be paved this year due to high cost of bids received. The bids for culverts and ditching also exceeded the budgeted amounts, and the money budgeted for paving will be directed to culverts and ditching.

The Northport Community Church in Saturday Cove has been sold. Proceeds from the sale will be donated to the Northport Volunteer Fire Department.

The Town is still negotiating with MMA over liability insurance for the current Town Office building, which MMA has declined to insure because it is structurally unsound.

Office Manager's Report – Trish Parker

Trish P. referred the Overseers to her written report circulated prior to the meeting.

Safety/Personnel – Michael Tirrell

The Safety Bulletin is on the NVC website and also distributed by Dan W. on Baysidemaine.com.

In the absence of a police officer, the consensus was that it has been a relatively quiet summer. Speed is an issue that continues, but the electronic speed signs have helped to slow traffic. Wendy H. stated that parents should be reminded it is their job to communicate and enforce safety rules for their children.

Adjournment

The meeting was adjourned at 9:31 a.m.

Respectfully submitted,

Maureen (“Beanie”) Einstein, Clerk

And

Janae Novotny, President



Northport Village Corporation 2024-2025 Board of Overseers Meetings

All meetings are at 9:00 am on the second Sunday of the month, *except* in June, July, and August meetings are typically held at 8:00 am. Unless otherwise noticed, all meetings are held in the Brockway Meeting Room of the Community Hall, 813 Shore Road and virtually via Zoom. All meetings are open to the public. For further information, please contact the NVC office, 207-338-0751, office@nvcmaine.org

Sunday, September 8, 2024

Sunday, October 13, 2024

Sunday, November 10, 2024

Sunday, December 8, 2024 (*Date for potential meeting. Traditionally, the Board does not always meet in December.*)

Sunday, January 12, 2025

Sunday, February 9, 2025

Sunday, March 9, 2025 (*Daylight Saving Time begins.*)

Sunday, April 13, 2025

Sunday, May 11, 2025 (*Mother's Day*)

Sunday, June 8, 2025

Sunday, July 13, 2025

Sunday, August 10, 2025

NVC Annual Meeting is Tuesday, August 12, 2025:

- *pre-meeting for Overseers at 6:00 pm*
- *Annual Meeting at 6:30 pm*
- *swearing-in of newly elected officials immediately follows the Annual Meeting*

Sunday, September 14, 2025



2024-2025 Committees

Communications

Michael Tirrell (Board member and Chair), Diana Easty

Finance

Fred Lincoln (Board member and Chair), Wendy Huntoon (Treasurer), Janae Novotny (President), Bill Easty, Bill Cressey, Don Webster

Governance

Elaine Moss (Board member and Chair), Dan Webster, Jeffrey Wilt (Board member), Beverly Crofoot

Infrastructure

Celine Bewsher (Board member and Chair), Art Hall, Bill Haverty, John Lojek, Gordon Fuller, Dan Mooney, Steve Kazillionis

Safety

Michael Tirrell (Board member and Chair), Jessica Cohen, Jim Coughlin, Gina Cressey, Maureen “Beanie” Einstein, Lisa Fryer, Jim Huning, Harry Roseblum, Celine Bewsher (Board member)

Parks and Trees

Victoria Matthews (Board member and Chair), Lisa Fryer, John Hoy, John Woolsey, Bette Woolsey, Joe Reilly, Alma Homola, Shannon Blaisdell, Don Webster, Dee Gautschi

Utilities Trustees

Jeffrey Wilt (Overseer and Chair), Kris Mix (Board member); Elaine Moss (Board member). Community members: Judy Metcalf, Casey Brown, and David Crofoot, member emeritus

Waterfront

Jeffrey Wilt (Overseer and Chair), Craig Brigham (Wharfmaster), Jim Coughlin (Assistant Wharfmaster), Gordon Fuller (Assistant Wharfmaster), Bill Haverty (Assistant Wharfmaster)

Tree Warden: Vicky Matthews, Board member

Town Liaison: Janae Novotny (President) and Jeffrey Wilt (Board member) as alternate.



Warrant and Payment Policy

The Northport Village Corporation financial procedures require that all payments made by the Corporation must be listed on a warrant approved and signed by at least four Overseers. Each payment listed on the warrant will be supported by an invoice coded to the relevant accounting expense line, approved and signed by a member of the Invoice Approval Authority (see below).

As part of its normal business procedures, the Corporation needs to make recurring payments between Overseer meetings, in order to meet its business obligations. In some cases such a payment is made before being included on a monthly warrant. In order to maintain appropriate levels of oversight, the following policy is in place.

The Corporation issues checks and/or approves standard and recurring payments within the budget without the signing of a warrant in advance of the payment. When these payments are necessary, they will be listed for approval on the next warrant and will meet the documentation requirements.

Standard and recurring payments authorized under this warrant:

1. Employee wages and associated payroll expenses.
2. Invoices from Maine Municipal Employees Health Trust
3. Utility bills, specifically power, telephone, internet, fuel oil and propane within budget.
4. Credit cards including VISA, Master Card and Wex gas cards used periodically.
5. Bond payments as budgeted.
6. Village tax overpayment refunds.
7. Payments for water purchased from the Belfast Water District
8. Invoices submitted by Brown's Excavation
9. Cost of emergency work as approved by the NVC President, supported by invoices signed by the President.
10. Payments made pursuant to a written contract between NVC and a vendor, for example, but not limited to, Pinkerton Disposal and Water Quality and Compliance Services of Maine.
11. Invoices submitted to the Utility Department for testing, chemicals or services necessary to maintain licenses, for example, but not limited to, Northeast Laboratories Inc and Maine Department of Health and Human Services.

**Northport Village Corporation
Village Agent Report
September 8, 2024 Board of Overseers Meeting**

Recent activities and recommendations

- **Recommendations regarding wharf repairs.**
 - **Background:** Remember that our 2024 annual wharf inspection report from Pinnacle Hill Engineering gives very specific recommendations regarding replacement materials and repairs that need to be completed before the next storm season. I made numerous calls to Prock Marine, who has usually done our repair work, and to Isleboro Marine regarding their availability to do the work. Prock Marine is too busy with big jobs. Several times, Isleboro Marine told me that they were interested and would get back to me, and they never did. I continued to look for other companies who could do the recommended essential work.
 - Pinnacle Hill Engineering highly recommended Fields Dive Service out of Rockland. (Fields also works with Prock Marine on some jobs.) Dallas Field inspected the wharf, reviewed the needed work and gave the attached estimate of \$44,111.36 which is within the ballpark estimate from the engineer. Field also promptly provided an insurance certificate and W-9. Field said that he could fit us into his schedule, and that he would need to order the made-to-order Xbracing as soon as possible because of the lead time before delivery. He requested a promise to pay for the Xbracing, which we will own in case he is not approved for the work. If approved, Field will wait until spring for the pilings cleaning and epoxy work because he will not be able to do that work before the temperatures cool down. So, Janae Novotny, as President promised that the NVC would pay \$3053.00 for the needed Xbracing, and Field ordered those supplies immediately.
 - **Recommendations: (1) To ratify the President's promise that NVC would pay \$3053.00 for 3x10x16' PT 2.5CCA Xbracing and 3x10x24' PT 2.5CCA Xbracing, and (2) To approve engaging Field Dive Service to perform the wharf repairs listed in Field Dive Service 8/26/24 Estimate #2730 not to exceed \$44, 111.36 which includes the cost of the Xbracing.**
- **Shore to Bluff footpath:** We got the "go ahead" from the Town to install a culvert at the Shore Road end of the Shore to Bluff footpath. Sometime after October 15 is the earliest I will be able to put it in. Signs have been purchased for the path. We had some posts in our inventory, and I'm working with committee members on the best way to install the signs and path markers.
- **Risk Management Assessment:** Janae Novotny and I accompanied an MMA Risk Management Services representative on an inspection of all NVC properties – vault, waste water testing and storage building, wharf, floats, sewer pumping stations, library, Community Hall, Bayview Park gazebo and the wastewater treatment plant building. I will be able to report on the results and recommendations in my October report.

Parks

- Bayview and Merithew Square Parks: Personal property continues to be left in the parks or leaning up against fencing when not in use - bikes, plastic chairs and a bench, volleyball net left on a bench, etc.
- Ruggles Park: Junipers for basketball court area and river birch for the library grounds have been ordered. I have been informed that John Woolsey and John Hoy will determine where they will be planted. Any future resurfacing of the basketball court requires leaving the space between the hoop post and Broadway clear on the Blair Agency side of the area to allow equipment access. Looking into removing rotten stumps at some point in the future.

Wharf, floats.

- Dock Building: Looking tired. Needs scraping and new paint. I have a volunteer prepared to paint it this fall.
- Status of dock/causeway-storm damage repairs: Still needs to be done when I can find someone to do the work:
 - 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.
 - Fender pilings on the boat float 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.
- Floats: Scheduled to come out of the water after October 14, Indigenous Peoples' Day. If a hurricane is predicted to come our way, the floats will need to be pulled earlier. If that happens, depending on how late in the season it happens, we may not put the floats back in the water to avoid the expense and wear and tear on the floats.
- Lifeguards: Danielle Hicock's last day was August 20, and Miles Cannon's last day was September 1.

Miscellaneous

- I expect a busy fall and spring for construction project in the village. For example, work continues on two cottages on Broadway and one on North Avenue; a new house is planned next to the golf course and a cottage on Main Street will be moved to an adjoining property and a foundation poured.
- All village lighting, except streetlights, have been converted to LED. Am exploring what is involved in changing over the streetlights.
- Continuing to assess and consider improvement of Bayview Park storm - drain/outfall adjacent to Oberg's property. Because of abundance of heavy rains the last couple of years and 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 continue to field calls from private contractors working throughout the Village on current and planned projects in the Village, and deal with various villagers with issues they want addressed.
- 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.**

Village projects/needs 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.
- Sander and plow: We should plan to replace sander in 3 years. Plow should be replaced sooner.
- Community Hall: We appear to be missing some of our wood/metal tables and a couple of plastic tables have been “donated.” Some of the tables are really showing age and wear and need to be replaced.
- Portable PA system: We need a new system for NVC outside events. (Bayside Arts allows us to use their new system inside the hall.)

Roads

- Property owner complaints about water runoff from village roads: Whenever I have an opportunity, I advise property owners building new structures 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.

Utilities

- Preparing for installation of at least 3 new water services – a new house planned next to the golf course, a house on Crest Street and the last house in Bayside on Shore Road.
- The EPA requires water systems to prepare and maintain an inventory of service line materials. Initial inventories are required to be submitted to state primacy agencies by this fall. I have continued to work with the lead & copper service line inventory folks to provide plans and documents for the digital inventory.
- Starting to prepare for October 15 seasonal water disconnections.

Submitted by Bill Paige, Village Agent.

Fields Dive Service

23 Durkee Drive
 Hope, ME 04847
 www.fieldsdiveservice.com
 207-542-2730

Estimate

Date	Estimate #
8/26/2024	2730

Name / Address
Northport Village Corporation c/o Bill Paige 813 Shore Road Northport, Maine 04849

Project

Description	Qty	Cost	Total
Repair Broke or Rotten Xbracing Remove old broken xbracing, Install new xbracing as recommended by Engineer's report. Estimating 4 or 5 days	1	11,000.00	11,000.00
3x10x16' PT 2.5CCA Xbracing	12	196.30	2,355.60
3x10x24' PT 2.5CCA Xbracing	2	348.40	696.80
(30) 1"-8x15" Galvanized Hex Bolts, washers and 2"x2" square nuts	1	1,370.98	1,370.98
Remove 3/4" bolts that have enlarged holes in wood, drill to 1" and install 1" bolts, nuts and washers Labor to replace xbracing bolts with enlarged bold holes as recommended by engineers report Estimating 2 or 3 days Roughly (30) 1"-8x18" bolts, washers and nuts that need larger bolts	1	6,480.00	6,480.00
		1,370.98	1,370.98
Clean and Paint Fiberglass Fender Pilings Labor and pressure washer to clean fender pilings Estimated to take 3 days to clean and 3 days to paint because of tide Amercoat 235 2 part epoxy paint paint supplies	1	12,960.00	12,960.00
	4	175.50	702.00
	1	350.00	350.00
Barge use to work on outer pilings and transport xbracing to site and old xbracing back to Rockland	12	350.00	4,200.00
Dumpster rental to dispose of old pressure treated xbracing	1	1,000.00	1,000.00
6oz Zinc Anode Caps + freight to get them here	50	32.50	1,625.00
		Subtotal	\$44,111.36
		Sales Tax (5.5%)	\$0.00
		Total	\$44,111.36



Office Manager's Report
September 8, 2024
For August 2024

Action Item: I would like a motion to contract with Hazel Finch Labs to be our IT Support Service. Shannon has been working with me, within her previous contract, to get our Google Drive set up and organized. Part of our problem was we needed to upgrade to a larger workspace. We couldn't do that until our contract with BlueHost expired (for the Google Workspace). It now has, so we can get to work. It will take a bit, but my goal is to have the Drive set up so everyone that has permission can find information related to NVC business, such as minutes, warrants, etc.

This NEW proposal from Hazel Finch Labs is a retainer for a year, for all our tech needs. We increased our IT budget for 2025, so even with the increase in the Google Workspace expense, we will have just enough to accept Hazel Finch Lab's proposal and stay within the budget.

There have only been 2 more watercraft permits sold since the last meeting, so I would say we have probably sold all that we will for this year. Total of 42 Dinghys and 87 Paddle Board/Kayaks sold. Total collected \$3470.00

We have a new voicemail system in the office. This new system, through GWI, allows both Bill and I to get voicemails without having to physically go to the office. This will be very helpful for water leaks and other more urgent issues.

The "Villagers" have been very good in going to pay their property taxes, even when the tax bills had not yet been received. We have collected over 25% of the Village taxes already to date. We are able, at this time, to continue without having to get a line of credit, which is good news!

Trish Parker

Office Manager
Northport Village Corporation

Attached to this report:

Hazel Finch Labs IT Support Service Proposal
Bank Account balances printout
Budget vs Actual Reports for each Department
Expense Updates for each Department



Shannon Blaisdell
 PO Box 24, Belfast, ME 04915
 shannon@hazelfinch.com

Proposal prepared for
 Northport Village Corporation
 813 Shore Rd, Northport, ME 04849

As the Northport Village Corporation looks toward a successful future as an organization and governing body, Overseers and managers have begun the work of thoughtfully updating its processes and technology. These upgrades will improve Overseer collaboration, villager experiences, and will ensure that NVC's employees have the resources they need to do their job productively, efficiently, and responsibly.

NVC's upgrading key systems to maintain and improve functionality must be monitored, nurtured, and supported to avoid tech issues that may disrupt operations. **Hazel Finch Lab's IT Support Service** is focused on building a long-term relationship with organizations and their stakeholders, to provide full-spectrum planning and support for IT efforts.

Personalized support: You'll have a primary point of contact for all technology-related questions and issues..

Proactive two-way communication: We will regularly monitor emails/needs from NVC and proactively communicate with stakeholders about upcoming changes, including any new technologies to be deployed, training opportunities, and timelines for the changes.

IT equipment procurement: We can help procure new IT equipment, including coordinating with vendors, negotiating pricing, and ensuring that the equipment meets the needs of the stakeholders.

Onsite support: Support can include setting up new equipment, configuring software, and troubleshooting issues.

User training: We're happy to provide user training for any stakeholder at any time, helping them become proficient and productive..

IT Support Services Monthly Retainer

- Administer and monitor NVC's technology systems, including networks, hardware, and software.
- Manage and maintain NVC's general Google Workspace structure, user accounts, google groups, administrator privileges, storage and security settings, and access permissions.
- Analyze, troubleshoot, and evaluate any technology issues as they arise.
- Provide guidance on best practices for using technology and offer advice on optimizing systems for maximum efficiency.

Rates

Hazel Finch Lab's normal rates are discounted for this client/project; please do not share.

Services	Duration	Billed	Amount
Monthly Retainer	Up to 5 hours	Flat rate, paid monthly	\$250

Ongoing Support	As needed	Hourly	\$50/hour
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Working With Hazel Finch Labs

Duration

This contract becomes effective on, and will continue in effect for 365 days from the Client signing date below.

Compensation

Client agrees to pay Contractor ("HFL") the fee for the monthly retainer in full on the first day of the month in which the consulting retainer is to be delivered. HFL will invoice the Client upon completion of hourly work, if any, beyond the retained five (5) hours, with payment due within 14 days of receipt of the invoice.

Confidentiality

HFL acknowledges that they may have access to confidential information regarding Client. HFL promises to not share this confidential information with anyone, whether during the contract or after it has ended.

Ownership of Work

Any work created or performed by HFL for the Client under this Agreement shall be the property of the Client, and HFL agrees to assign any intellectual property rights in such work to the Client.

Termination

Either party may terminate this Agreement at any time upon written notice to the other party. In the event of termination, Client shall pay HFL for all services rendered up to the effective date of termination.

Independent Contractor

HFL is an independent contractor and not an employee of the Client. HFL is responsible for payment of all taxes, social security, and other employment-related expenses and benefits provided to HFL employees.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Maine.

Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements between them. This Agreement may not be amended or modified except in writing signed by both parties.

By signing below, the parties acknowledge and agree to the terms of this Agreement.

Client Signature/Date

HFL Consultant Signature/Date

As of September 4th, 2024

[BUSINESS COMPLETE*9504](#) Quick peek

Available**\$0.00

Current\$0.00

[BUSINESS COMPLETE*1771](#) Quick peek

Available**\$13,873.33

Current\$13,873.33

[General Gov't Checking*2618](#) Quick peek

Available**\$155,874.00

Current\$155,874.00

[General Gov't Money Market*4006](#) Quick peek

Available**\$11,255.05

Current\$11,255.05

[General Gov't Sav - ICS B*9857](#) Quick peek

Available**\$110,301.29

Current\$110,301.29

[General Gov't Sav - ICS T*9857](#) Quick peek

Available**\$110,301.29

Current\$0.00

Interest \$428.23

[Wastewater Checking*2620](#) Quick peek

Available**\$44,211.84

Current\$44,211.84

[Wastewater Sav - ICS B*4739](#) Quick peek

Available**\$78,006.86

Current\$78,006.86

[Wastewater Sav - ICS T*4739](#) Quick peek

Available**\$78,006.86

Current\$0.00

Interest \$263.50

[Water Checking*3143](#) Quick peek

Available**\$19,705.71

Current\$19,705.71

[Water Sav - ICS B*4747](#) Quick peek

Available**\$149,664.72

Current\$149,664.72

[Water Sav - ICS T*4747](#) Quick peek

Available**\$149,664.72

Current\$0.00

Interest \$558.32

BALANCE TOTALS

Total Deposit Accounts \$582,892.80

Northport Village Corporation - General
Budget vs. Actuals
January - July 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
4100 General Government Revenue	0.00	0.00	0.00	
4200 General Operating Revenue	0.00	0.00	0.00	
4210 2024 RE Tax Revenue	0.00	485,924.00	-485,924.00	0.00%
4220 Town of Northport Revenue	25,000.00	25,000.00	0.00	100.00%
4230 Rent from Utilities	0.00	3,000.00	-3,000.00	0.00%
4240 Watercraft Registration Revenue	0.00	4,100.00	-4,100.00	0.00%
Total 4200 General Operating Revenue	\$ 25,000.00	\$ 518,024.00	-\$ 493,024.00	4.83%
4300 General Non-operating Revenue	0.00	0.00	0.00	
4310 Interest Income	0.00	200.00	-200.00	0.00%
4320 Community Hall Rentals	0.00	1,000.00	-1,000.00	0.00%
Total 4300 General Non-operating Revenue	\$ 0.00	\$ 1,200.00	-\$ 1,200.00	0.00%
Total 4100 General Government Revenue	\$ 25,000.00	\$ 519,224.00	-\$ 494,224.00	4.81%
Total Revenue	\$ 25,000.00	\$ 519,224.00	-\$ 494,224.00	4.81%
Expenditures				
6000 1099 Contractors	0.00	0.00	0.00	
6010 Casual Labor	328.00	0.00	328.00	
6020 Contracted Services	0.00	0.00	0.00	
6021 Mowing and Trimming Service	5,378.58	12,550.00	-7,171.42	42.86%
6022 Trash Collection	14,000.00	24,000.00	-10,000.00	58.33%
Total 6020 Contracted Services	\$ 19,378.58	\$ 36,550.00	-\$ 17,171.42	53.02%
6036 Bookkeeping	7,322.10	6,806.50	515.60	107.58%
Total 6000 1099 Contractors	\$ 27,028.68	\$ 43,356.50	-\$ 16,327.82	62.34%
6050 Auto Expenses	0.00	0.00	0.00	
6051 Auto Fuel Expense	0.00	0.00	0.00	
6052 Cruiser Fuel	0.00	1,600.00	-1,600.00	0.00%
6053 Truck Fuel	593.17	2,000.00	-1,406.83	29.66%
Total 6051 Auto Fuel Expense	\$ 593.17	\$ 3,600.00	-\$ 3,006.83	16.48%
6055 Auto Repairs & Maintenance	0.00	0.00	0.00	
6056 Cruiser Maintenance	0.00	3,520.00	-3,520.00	0.00%
6057 Truck Maintenance	1,342.59	2,500.00	-1,157.41	53.70%
Total 6055 Auto Repairs & Maintenance	\$ 1,342.59	\$ 6,020.00	-\$ 4,677.41	22.30%
6059 Accrue for Truck Replacement	0.00	16,350.00	-16,350.00	0.00%
Total 6050 Auto Expenses	\$ 1,935.76	\$ 25,970.00	-\$ 24,034.24	7.45%
6065 Community Events	0.00	600.00	-600.00	0.00%
6070 Employee Wages & Benefits	0.00	0.00	0.00	
6075 Employee Benefits	0.00	0.00	0.00	
6076 Company Paid Benefits	368.28	4,672.00	-4,303.72	7.88%
6077 Income Protection Plan	532.81	300.00	232.81	177.60%
Total 6075 Employee Benefits	\$ 901.09	\$ 4,972.00	-\$ 4,070.91	18.12%
6080 Employees Salaries & Wages	0.00	0.00	0.00	
6083 Lifeguard Wages	3,600.00	11,600.00	-8,000.00	31.03%
6084 Office Personnel Wages	13,308.25	25,170.00	-11,861.75	52.87%
6085 Police Wages	50.00	10,100.00	-10,050.00	0.50%
6088 Village Agent Wages	22,306.84	40,996.80	-18,689.96	54.41%
6089 Village Official Wages	0.00	650.00	-650.00	0.00%

	Actual	Budget	over Budget	% of Budget
6090 Winter Road Wages	3,734.10	0.00	3,734.10	
Total 6080 Employees Salaries & Wages	\$ 42,999.19	\$ 88,516.80	-\$ 45,517.61	48.58%
6095 Payroll Processing Fees	840.25	2,200.00	-1,359.75	38.19%
6096 Payroll Tax Expense	3,423.54	5,500.00	-2,076.46	62.25%
Total 6070 Employee Wages & Benefits	\$ 48,164.07	\$ 101,188.80	-\$ 53,024.73	47.60%
6150 Information & Notices	85.36	3,250.00	-3,164.64	2.63%
6160 Insurance	0.00	0.00	0.00	
6161 Property & Casualty Insurance	3,552.15	5,295.00	-1,742.85	67.08%
6162 Workers Comp insurance	3,512.09	3,900.00	-387.91	90.05%
Total 6160 Insurance	\$ 7,064.24	\$ 9,195.00	-\$ 2,130.76	76.83%
6190 Legal & Professional Services	0.00	0.00	0.00	
6191 Auditing Services	6,611.60	3,500.00	3,111.60	188.90%
6192 Engineering Fees	0.00	36,000.00	-36,000.00	0.00%
6193 Legal Fees	0.00	2,500.00	-2,500.00	0.00%
Total 6190 Legal & Professional Services	\$ 6,611.60	\$ 42,000.00	-\$ 35,388.40	15.74%
6240 Membership Dues	229.50	750.00	-520.50	30.60%
6260 Office Supplies	746.83	4,700.00	-3,953.17	15.89%
6285 Postage	0.00	300.00	-300.00	0.00%
6330 Repairs & Maintenance	0.00	0.00	0.00	
6331 Building Repairs & Maintenance	5,531.46	5,000.00	531.46	110.63%
6332 Cleaning	531.42	1,750.00	-1,218.58	30.37%
6333 Grounds General Maintenance	37,644.90	28,000.00	9,644.90	134.45%
6334 Road Maintenance	4,665.54	21,000.00	-16,334.46	22.22%
6336 Tree Maintenance	5,094.00	10,800.00	-5,706.00	47.17%
6337 Wharf & Floats Maintenance	10,147.51	35,000.00	-24,852.49	28.99%
6342 General Repairs & Maintenance	782.99	3,550.00	-2,767.01	22.06%
6343 Library Operations & Maintenance	0.00	400.00	-400.00	0.00%
Total 6330 Repairs & Maintenance	\$ 64,397.82	\$ 105,500.00	-\$ 41,102.18	61.04%
6344 Safety Committee Operations	0.00	150.00	-150.00	0.00%
6345 Software	1,111.37	4,000.00	-2,888.63	27.78%
6360 Tax Collection Fees	15,760.21	9,724.00	6,036.21	162.08%
6370 Training	0.00	0.00	0.00	
6371 Police Training	0.00	500.00	-500.00	0.00%
Total 6370 Training	\$ 0.00	\$ 500.00	-\$ 500.00	0.00%
6390 Uniforms, Equipment, & Supplies	28.42	0.00	28.42	
6391 Lifeguard - Uniforms, Equipment, & Supplies	65.86	750.00	-684.14	8.78%
6392 Police - Uniforms, Equipment, & Supplies	1,881.00	3,250.00	-1,369.00	57.88%
Total 6390 Uniforms, Equipment, & Supplies	\$ 1,975.28	\$ 4,000.00	-\$ 2,024.72	49.38%
6400 Utilities	0.00	0.00	0.00	
6401 Electricity Expense	670.05	2,307.00	-1,636.95	29.04%
6402 Oil/Propane	156.40	1,000.00	-843.60	15.64%
6403 Hydrant Rental	4,285.68	6,500.00	-2,214.32	65.93%
6405 Street Lights	4,075.82	11,516.00	-7,440.18	35.39%
6406 Telephone & Internet Expenses	1,050.49	560.00	490.49	187.59%
6407 Water & Sewer	1,738.46	3,255.00	-1,516.54	53.41%
Total 6400 Utilities	\$ 11,976.90	\$ 25,138.00	-\$ 13,161.10	47.64%
6800 Bond Expenses	0.00	0.00	0.00	
6812 2009 MMBB Bond Principal	0.00	33,984.00	-33,984.00	0.00%
6813 2009 MMBB Bond Interest	353.43	706.86	-353.43	50.00%
6816 2013 MMBB Refinance Bond Principal	0.00	5,867.20	-5,867.20	0.00%
6817 2013 MMBB Refinance Bond Interest	1,461.72	2,923.44	-1,461.72	50.00%
6818 2015 BHBT Bond Principal	0.00	20,788.80	-20,788.80	0.00%

	Actual	Budget	over Budget	% of Budget
6819 2015 BHBT Bond Interest	0.00	1,275.76	-1,275.76	0.00%
6820 2021 MMBB Bond Principal	0.00	44,680.32	-44,680.32	0.00%
6821 2021 MMBB Bond Interest	19,177.21	18,651.78	525.43	102.82%
Total 6800 Bond Expenses	\$ 20,992.36	\$ 128,878.16	-\$ 107,885.80	16.29%
Total Expenditures	\$ 208,079.98	\$ 509,200.46	-\$ 301,120.48	40.86%
Net Operating Revenue	-\$ 183,079.98	\$ 10,023.54	-\$ 193,103.52	-1826.50%
Other Expenditures				
7100 Contingency Expenses	0.00	10,024.00	-10,024.00	0.00%
Total Other Expenditures	\$ 0.00	\$ 10,024.00	-\$ 10,024.00	0.00%
Net Other Revenue	\$ 0.00	-\$ 10,024.00	\$ 10,024.00	0.00%
Net Revenue	-\$ 183,079.98	-\$ 0.46	-\$ 183,079.52	39799995.64%
Wednesday, Sep 04, 2024 06:51:12 AM GMT-7 - Accrual Basis				

	A	B	C	D	E	F
72	General Expense Update 2024					
73						
74	General		2024 Budget \$509,200.46			
75						
76			Amount Spent	Remaining Budget	Percentage of budget remaining to date	
77				\$ 509,200.46		
78	January Warrant		\$ 41,042.55	\$ 468,157.91	92%	
79	February Warrant		\$ 19,443.73	\$ 448,714.18	88%	
80	March Warrant		\$ 34,740.98	\$ 413,973.20	81%	
81	April Warrant		\$ 28,593.70	\$ 385,379.50	76%	
82	May Warrant		\$ 13,527.28	\$ 371,852.22	73%	
83	June Warrant		\$ 47,808.39	\$ 324,043.83	64%	
84	July Warrant		\$27,978.67	\$ 296,065.16	58%	
85	August Warrant		\$ 92,479.82	\$ 203,585.34	43%	2021 and 2013 MMBB Payments made
86	September Warrant					
87	October Warrant					
88	November Warrant					
89	December Warrant					
90	Totals		\$ 305,615.12			
91						

NVC- WATER
Budget vs. Actuals
January - July 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
4100 Water Revenue	0.00	0.00	0.00	
4200 Water Operating Revenue	0.00	0.00	0.00	
4210 Water Sales	108,714.15	161,000.00	-52,285.85	67.52%
4220 Rate Increase	0.00	15,936.00	-15,936.00	0.00%
4230 Water Service Fee Revenue	0.00	7,750.00	-7,750.00	0.00%
4240 Hydrant Rental Revenue	0.00	6,279.00	-6,279.00	0.00%
Total 4200 Water Operating Revenue	\$ 108,714.15	\$ 190,965.00	-\$ 82,250.85	56.93%
4300 Water Non-operating Revenue	0.00	0.00	0.00	
4310 Interest Income	0.00	3,000.00	-3,000.00	0.00%
4320 Interest on Loan Receivable Sewer	0.00	2,798.32	-2,798.32	0.00%
Total 4300 Water Non-operating Revenue	\$ 0.00	\$ 5,798.32	-\$ 5,798.32	0.00%
Total 4100 Water Revenue	\$ 108,714.15	\$ 196,763.32	-\$ 88,049.17	55.25%
Total Revenue	\$ 108,714.15	\$ 196,763.32	-\$ 88,049.17	55.25%
Cost of Goods Sold				
5000 Cost of Goods Sold	0.00	0.00	0.00	
5100 Water Purchases	10,639.55	31,500.00	-20,860.45	33.78%
Total 5000 Cost of Goods Sold	\$ 10,639.55	\$ 31,500.00	-\$ 20,860.45	33.78%
Total Cost of Goods Sold	\$ 10,639.55	\$ 31,500.00	-\$ 20,860.45	33.78%
Gross Profit	\$ 98,074.60	\$ 165,263.32	-\$ 67,188.72	59.34%
Expenditures				
6000 1099 Contractors	0.00	0.00	0.00	
6010 Casual Labor	0.00	3,000.00	-3,000.00	0.00%
6036 Bookkeeping	5,482.95	8,000.00	-2,517.05	68.54%
6047 Water Utilities Superintendent	12,386.48	19,540.00	-7,153.52	63.39%
Total 6000 1099 Contractors	\$ 17,869.43	\$ 30,540.00	-\$ 12,670.57	58.51%
6050 Auto Expenses	0.00	0.00	0.00	
6051 Auto Fuel Expense	0.00	0.00	0.00	
6053 Truck Fuel	203.16	1,200.00	-996.84	16.93%
Total 6051 Auto Fuel Expense	\$ 203.16	\$ 1,200.00	-\$ 996.84	16.93%
6055 Auto Repairs & Maintenance	0.00	0.00	0.00	
6057 Truck Maintenance	771.76	1,000.00	-228.24	77.18%
Total 6055 Auto Repairs & Maintenance	\$ 771.76	\$ 1,000.00	-\$ 228.24	77.18%
Total 6050 Auto Expenses	\$ 974.92	\$ 2,200.00	-\$ 1,225.08	44.31%
6070 Employee Wages & Benefits	0.00	0.00	0.00	
6075 Employee Benefits	0.00	0.00	0.00	
6076 Company Paid Benefits	357.06	2,500.00	-2,142.94	14.28%
6077 Income Protection Plan	517.17	1,000.00	-482.83	51.72%
Total 6075 Employee Benefits	\$ 874.23	\$ 3,500.00	-\$ 2,625.77	24.98%
6080 Employees Salaries & Wages	0.00	0.00	0.00	
6082 Distribution Officer Wages	17,868.71	31,590.00	-13,721.29	56.56%
6082.5 Assistant DO Wages	0.00	7,500.00	-7,500.00	0.00%
6084 Office Personnel Wages	11,814.22	16,715.00	-4,900.78	70.68%
6087 Utility Billing Wages	2,062.50	3,750.00	-1,687.50	55.00%
Total 6080 Employees Salaries & Wages	\$ 31,745.43	\$ 59,555.00	-\$ 27,809.57	53.30%
6095 Payroll Processing Fees	420.13	1,100.00	-679.87	38.19%

	Actual	Budget	over Budget	% of Budget
6096 Payroll Tax Expense	2,418.86	6,000.00	-3,581.14	40.31%
Total 6070 Employee Wages & Benefits	\$ 35,458.65	\$ 70,155.00	-\$ 34,696.35	50.54%
6160 Insurance Paid	0.00	0.00	0.00	
6161 Property & Casualty Insurance	1,786.84	1,625.00	161.84	109.96%
6162 Workers Comp Insurance	11.55	1,000.00	-988.45	1.16%
Total 6160 Insurance Paid	\$ 1,798.39	\$ 2,625.00	-\$ 826.61	68.51%
6190 Legal & Professional Services	0.00	0.00	0.00	
6191 Auditing Services	10,170.03	4,600.00	5,570.03	221.09%
Total 6190 Legal & Professional Services	\$ 10,170.03	\$ 4,600.00	\$ 5,570.03	221.09%
6210 Licenses, Permits, & Fees	506.00	200.00	306.00	253.00%
6240 Membership Dues	222.75	300.00	-77.25	74.25%
6260 Office Supplies	461.63	1,000.00	-538.37	46.16%
6285 Postage	510.00	800.00	-290.00	63.75%
6305 Regulatory Fees	894.00	200.00	694.00	447.00%
6330 Repairs & Maintenance	0.00	0.00	0.00	
6331 Building Repairs & Maintenance	217.14	500.00	-282.86	43.43%
6332 Cleaning	515.79	850.00	-334.21	60.68%
6342 General Repairs & Maintenance	14,562.54	5,000.00	9,562.54	291.25%
Total 6330 Repairs & Maintenance	\$ 15,295.47	\$ 6,350.00	\$ 8,945.47	240.87%
6345 Software	621.50	3,500.00	-2,878.50	17.76%
6350 Supplies	1,236.47	5,000.00	-3,763.53	24.73%
6400 Utilities	0.00	0.00	0.00	
6401 Electricity Expense	2,157.79	3,600.00	-1,442.21	59.94%
6402 Oil/Propane	189.75	600.00	-410.25	31.63%
6406 Telephone & Internet Expenses	345.80	900.00	-554.20	38.42%
6407 Water & Sewer	877.55	1,200.00	-322.45	73.13%
Total 6400 Utilities	\$ 3,570.89	\$ 6,300.00	-\$ 2,729.11	56.68%
6500 Water Testing	235.00	800.00	-565.00	29.38%
6700 Reserve Accrual - Loan from Sewer Interest	0.00	2,798.32	-2,798.32	0.00%
6800 Bond Expenses	0.00	0.00	0.00	
6816 2013 MMBB Refinance Bond Principal	0.00	21,541.56	-21,541.56	0.00%
6817 2013 MMBB Refinance Bond Interest	5,359.64	5,359.64	0.00	100.00%
Total 6800 Bond Expenses	\$ 5,359.64	\$ 26,901.20	-\$ 21,541.56	19.92%
Total Expenditures	\$ 95,184.77	\$ 164,269.52	-\$ 69,084.75	57.94%
Net Operating Revenue	\$ 2,889.83	\$ 993.80	\$ 1,896.03	290.79%
Net Revenue	\$ 2,889.83	\$ 993.80	\$ 1,896.03	290.79%

Tuesday, Sep 03, 2024 11:49:49 AM GMT-7 - Accrual Basis

	A	B	C	D	E	F
2						
3	Water		2024 Budget \$195769.52			
4	Expenses		Amount Spent	Remaining Budget	Percentage of budget remaining to date	Notes
5				\$ 195,769.52		
6	January Warrant		\$ 11,907.43	\$ 183,862.09	93.92%	CUSi and Workers Comp paid for the year.
7	February Warrant		\$ 13,336.69	\$ 170,525.40	87.11%	Property & Casualty Insurance paid for 6 months
8	March Warrant		\$ 23,984.92	\$ 146,540.48	74.85%	6" water meter purchased and 2013 MMBB Interest payment made
9	April Warrant		\$ 11,155.80	\$ 135,384.68	69%	
10	May Warrant		\$ 16,425.52	\$ 118,959.16	61%	
11	June Warraant		\$ 14,317.22	\$ 104,641.94	53%	
12	July Warrant		\$ 17,544.41	\$ 87,097.53	44%	
13	August Warrant		\$ 40,784.01	\$ 46,313.52	25%	2013 MMBB Payment made
14	September Warrant					
15	October Warrant					
16	November Warrant					
17	December Warrant					
18	Totals		\$ 149,456.00			
19						

**NVC- Sewer
Budget vs. Actuals**

January - July 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
4000 Revenue	0.00	0.00	0.00	
4400 Sewer Operating Revenue	0.00	0.00	0.00	
4410 Sewer Fees	188,229.82	277,625.00	-89,395.18	67.80%
Total 4400 Sewer Operating Revenue	\$ 188,229.82	\$ 277,625.00	-\$ 89,395.18	67.80%
4600 Sewer Non-operating Revenue	0.00	0.00	0.00	
4610 Interest Income	259.85	2,000.00	-1,740.15	12.99%
4620 Grants	0.00	45,000.00	-45,000.00	0.00%
Total 4600 Sewer Non-operating Revenue	\$ 259.85	\$ 47,000.00	-\$ 46,740.15	0.55%
Total 4000 Revenue	\$ 188,489.67	\$ 324,625.00	-\$ 136,135.33	58.06%
Total Revenue	\$ 188,489.67	\$ 324,625.00	-\$ 136,135.33	58.06%
Gross Profit	\$ 188,489.67	\$ 324,625.00	-\$ 136,135.33	58.06%
Expenditures				
6000 1099 Contractors	0.00	0.00	0.00	
6010 Casual Labor	105.00	2,000.00	-1,895.00	5.25%
6036 Bookkeeping	5,482.95	8,000.00	-2,517.05	68.54%
6047 Sewer Utilities Superintendent	13,023.48	28,060.00	-15,036.52	46.41%
Total 6000 1099 Contractors	\$ 18,611.43	\$ 38,060.00	-\$ 19,448.57	48.90%
6050 Auto Expenses	0.00	0.00	0.00	
6051 Auto Fuel Expense	0.00	0.00	0.00	
6053 Truck Fuel	203.14	1,200.00	-996.86	16.93%
Total 6051 Auto Fuel Expense	\$ 203.14	\$ 1,200.00	-\$ 996.86	16.93%
6055 Auto Repairs & Maintenance	0.00	0.00	0.00	
6057 Truck Maintenance	771.74	0.00	771.74	
Total 6055 Auto Repairs & Maintenance	\$ 771.74	\$ 0.00	\$ 771.74	
6058 Mileage Expenses	0.00	1,000.00	-1,000.00	0.00%
6059 Accrue for Truck Replacement	0.00	2,000.00	-2,000.00	0.00%
Total 6050 Auto Expenses	\$ 974.88	\$ 4,200.00	-\$ 3,225.12	23.21%
6070 Employee Wages & Benefits	0.00	0.00	0.00	
6075 Employee Benefits	0.00	0.00	0.00	
6076 Company Paid Benefits	357.06	2,500.00	-2,142.94	14.28%
6077 Income Protection Plan	439.29	1,000.00	-560.71	43.93%
Total 6075 Employee Benefits	\$ 796.35	\$ 3,500.00	-\$ 2,703.65	22.75%
6080 Employees Salaries & Wages	0.00	0.00	0.00	
6081 Collection System Operator	5,397.33	7,500.00	-2,102.67	71.96%
6081.5 Assistant CSO	0.00	5,000.00	-5,000.00	0.00%
6084 Office Personnel Wages	11,814.14	16,715.00	-4,900.86	70.68%
6086 Treatment Plant Operator	18,172.36	30,000.00	-11,827.64	60.57%
6087 Utility Billing Wages	2,062.50	3,750.00	-1,687.50	55.00%
Total 6080 Employees Salaries & Wages	\$ 37,446.33	\$ 62,965.00	-\$ 25,518.67	59.47%
6095 Payroll Processing Fees	420.12	1,100.00	-679.88	38.19%
6096 Payroll Tax Expense	2,958.61	6,000.00	-3,041.39	49.31%
Total 6070 Employee Wages & Benefits	\$ 41,621.41	\$ 73,565.00	-\$ 31,943.59	56.58%
6150 Information & Notices	85.39	0.00	85.39	

	Actual	Budget	over Budget	% of Budget
6160 Insurance Paid	0.00	0.00	0.00	
6161 Property & Casualty Insurance	2,427.33	2,500.00	-72.67	97.09%
6162 Workers Comp Insurance	11.55	1,000.00	-988.45	1.16%
Total 6160 Insurance Paid	\$ 2,438.88	\$ 3,500.00	-\$ 1,061.12	69.68%
6170 Interest	1,621.56	0.00	1,621.56	
6190 Legal & Professional Services	0.00	0.00	0.00	
6191 Auditing Services	21,599.89	10,000.00	11,599.89	216.00%
6192 Engineering Fees	0.00	45,000.00	-45,000.00	0.00%
Total 6190 Legal & Professional Services	\$ 21,599.89	\$ 55,000.00	-\$ 33,400.11	39.27%
6210 Licenses, Permits, & Fees	0.00	2,500.00	-2,500.00	0.00%
6240 Membership Dues	222.75	300.00	-77.25	74.25%
6260 Office Supplies	461.54	1,000.00	-538.46	46.15%
6285 Postage	510.00	800.00	-290.00	63.75%
6305 Regulatory Fees	1,241.93	0.00	1,241.93	
6330 Repairs & Maintenance	0.00	0.00	0.00	
6331 Building Repairs & Maintenance	217.14	500.00	-282.86	43.43%
6332 Cleaning	515.79	850.00	-334.21	60.68%
6335 Sludge Removal	38,410.00	45,000.00	-6,590.00	85.36%
6337 Wharf & Floats Maintenance	0.00	2,500.00	-2,500.00	0.00%
6342 General Repairs & Maintenance	1,935.06	5,000.00	-3,064.94	38.70%
Total 6330 Repairs & Maintenance	\$ 41,077.99	\$ 53,850.00	-\$ 12,772.01	76.28%
6345 Software	528.00	3,500.00	-2,972.00	15.09%
6350 Supplies & Chemicals	6,086.98	15,000.00	-8,913.02	40.58%
6400 Utilities	0.00	0.00	0.00	
6401 Electricity Expense	3,004.47	5,000.00	-1,995.53	60.09%
6402 Oil/Propane	151.80	600.00	-448.20	25.30%
6403 Hydrant Rental	99.66	150.00	-50.34	66.44%
6406 Telephone & Internet Expenses	340.13	900.00	-559.87	37.79%
6407 Water & Sewer	877.54	1,200.00	-322.46	73.13%
Total 6400 Utilities	\$ 4,473.60	\$ 7,850.00	-\$ 3,376.40	56.99%
6500 Water Testing	3,969.00	8,500.00	-4,531.00	46.69%
6800 Bond Expenses	0.00	0.00	0.00	
6810 2008 MMBB Bond Principal	0.00	6,020.00	-6,020.00	0.00%
6811 2008 MMBB Bond Interest	699.75	699.75	0.00	100.00%
6814 2012 MMBB Refinance Bond Principal	5,365.81	5,365.81	0.00	100.00%
6815 2012 MMBB Refinance Bond Interest	2,147.19	2,147.19	0.00	100.00%
6816 2013 BHBT Bond Principal	0.00	11,749.94	-11,749.94	0.00%
6817 2013 BHBT Bond Interest	2,923.44	2,923.44	0.00	100.00%
6821 Loan Payment to Water - Principal	0.00	18,037.84	-18,037.84	0.00%
6822 Loan Payment to Water - Interest	0.00	2,798.32	-2,798.32	0.00%
Total 6800 Bond Expenses	\$ 11,136.19	\$ 49,742.29	-\$ 38,606.10	22.39%
Total Expenditures	\$ 156,661.42	\$ 317,367.29	-\$ 160,705.87	49.36%
Net Operating Revenue	\$ 31,828.25	\$ 7,257.71	\$ 24,570.54	438.54%
Other Expenditures				
7300 Sewer Reserve Fund	0.00	7,200.00	-7,200.00	0.00%
Total Other Expenditures	\$ 0.00	\$ 7,200.00	-\$ 7,200.00	0.00%
Net Other Revenue	\$ 0.00	-\$ 7,200.00	\$ 7,200.00	0.00%
Net Revenue	\$ 31,828.25	\$ 57.71	\$ 31,770.54	55152.05%

Tuesday, Sep 03, 2024 10:38:40 AM GMT-7

	A	B	C	D	E	F
37						
38	Sewer		2024 Budget \$324,567.29			
39						
40			Amount Spent	Remaining Budget	Percentage of budget remaining to date	Notes
41				\$ 324,567.29		Budget included \$45,000 Grant and \$2000 for Interest Billed Amount Only is \$277567.29
42	January Warrant		\$ 16,285.58	\$ 308,281.71	95%	CUSi and Workers Comp paid for the year. Property & Casualty insurance paid for 6 months
43	February Warrant		\$ 31,242.91	\$ 277,038.80	85%	Loan Payment made and Sludge pump \$6300
44	March Warrant		\$ 27,138.02	\$ 249,900.78	77%	Sludge Pump \$11,040 and 2013 MMBB Interest payment made
45	April Warrant		\$ 11,631.48	\$ 238,269.30	73%	Interest paid for 2008 MMBB
46	May Warrant		\$ 15,664.46	\$ 222,604.84	69%	
47	June Warrant		\$ 41,032.54	\$ 181,572.30	56%	2012 USDA Bond payment paid / \$21,000 Moores Septic bill paid
48	July Warrant		\$ 25,260.77	\$ 156,311.53	48%	
49	August Warrant		\$ 36,374.25	\$ 119,937.28	39%	2013 MMBB Payment made
50	September Warrant					
51	October Warrant					
52	November Warrant					
53	December Warrant					
54	Totals		\$ 204,630.01			

Victoria Webster
15 George Street
Northport, ME 04849
(610) 637-8417

August 31, 2024

Dear Janae and the Board of Overseers,

I am the owner of property at 15 George Street (Map U-5 Lot 7) as depicted on the attached sketch by Good Deeds dated 6/6/2000. My lot is between Oak Street and Sea Street, both unimproved paper streets. Because the northwest corner of the house slightly encroaches on (paper) Oak Street, the sketch suggests my property is non-conforming since it does not have the six-foot setback required by the zoning ordinance for properties in the Bayside Historic District. The property is conforming in every other respect (minimum lot size, road frontage, height, lot coverage, off-street parking, and sewer connection).

I would like to bring my lot into conformance to eliminate the need to seek a variance to add a second floor, so I am asking the Overseers to consider the exchange of an approximately 7-foot-wide strip along the unimproved Oak Street paper street for a like-sized piece of my property along the unimproved Sea Street paper street on the opposite side of my house. I say approximate because the attached is only a sketch, and we'd need to clearly establish where the building perimeter sits on the lot to ensure the six-foot setback is achieved. That goes for the Sea Street side of the property, as well.

This would not add any net frontage on George Street to my property, nor would it enlarge or diminish the square footage of my lot or the Village property. This exchange would not affect the neighboring properties (beyond both paper Oak and Sea Streets, which are unused).

The attached sketch depicts the proposed equal exchange.

Of course, any costs associated with the exchange would be borne entirely by me.

I hope this request can be added to the September 8 Overseers' meeting agenda for consideration and approval by the Overseers.

Respectfully,

Vicky Webster



Attachment: Good Deeds sketch dated 6/6/2000

MARTY
BAYBIDE TOP
MADE CO. 1888

01/10

THIS IS NOT A
BOUNDARY SURVEY



Application for Use of Village Property for Construction Activity

Owner Name: MICHAEL TIPPELL Owner Phone: 712 804 8687
Owner Mailing Address: 2 SELDEN RD LYME CT 06371 Owner Email: MICHAEL@MICHAELTIPPELL.COM
Bayside Property Address: 10 MAPLE ST.

Village Property Impacted: SMALL COMMON AREA TO RIGHT OF HOUSE
Contractor Name: HAYRUNNER Contractor Phone: 207 230 0034
Contractor Address: 446 WEST ST. PORTPORT Contractor Email: TIM.LEWIS@HAYRUNNER.COM

Have you or your contractor met with the Village Agent to discuss the project: X Yes _ No

Provide a brief description of the nature of the proposed use of Village land (description of equipment to be used, type of materials to be stored, duration of storage needs, method of egress to Village land, whether alternatives have been explored, etc.). Attach additional pages as necessary.

CONTRACTOR WOULD LIKE TO LOCATE AN EQUIPMENT TRAILER ON THE COMMON AREA NEXT TO HOUSE FOR STORAGE OF TOOLS ETC. TIMELINE IS OCT 21 THRU MAY 14.

Explain why no commercially feasible alternative to the use of public land exists. Attach additional pages as necessary. REQUIRE TOOLS + EQUIPMENT STORAGE ADJACENT TO PROPERTY. HOUSE ITSELF WILL UNDERGO EXTENSIVE RENOVATION - TOOLS/EQUIPMENT CANNOT BE STORED ON-SITE. NO COMMERCIALY FEASIBLE OPTION EXISTS.

- Required Submittals Attached:
 Timeline for Proposed Use — OCT 21 — MAY 14.
 Drawings
 Any Required Permits (e.g., DEP), If Already Received

Northport Village Corporation Use Only:

Village Agent: [X] Approved _ Disapproved Date: 9-3-24 Signed: [Signature]

Board of Overseers: _ Approved _ Disapproved Date: _____ Signed: _____

Tax Parcel of Homeowner's Property: 178-05

Conditions of Use to Be Incorporated into License and Indemnification Agreement):

Deficiencies of Application and Conditions to be Satisfied Before License and Indemnification Agreement Is Provided:



John

Tue, Sep 3, 11:29 AM (1 day ago)

Spritz <spritzjohn@gmail.com>

to me

Janae, I am sure that you are familiar with the "land acknowledgement" statements that organizations, municipalities, etc. have been using in the last few years, to acknowledge that the land and waters we enjoy were originally "owned" by indigenous/native peoples. A few hastily grabbed examples from online are:

- <https://usm.maine.edu/center-compassion/land-acknowledgement/>
- <https://www.bowdoin.edu/oid/land-acknowledgement/index.html>
- <https://www.portlandlibrary.com/land-acknowledgment/>

The language varies but the intent is the same. Acknowledging that this land and these waters has not always been "ours" helps people to consider more thoughtfully the history and responsibility of our environment.

To my knowledge there is no such statement on the NVC website--and perhaps there should be? Likewise, such a statement read aloud at the beginning of the NVC Annual Meeting would not be out of place. (Like you, I regularly hear such statements read aloud at the outset of organizational meetings.)

Unfortunately I won't be able to attend the next meeting of the NVC Overseers, or I would bring this issue up then. Please consider this matter; I look forward to hearing how you and the Overseers respond.

-- John Spritz

spritzjohn@gmail.com

207-415-5659