



November 10, 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 and Reports

- Approval of October 13, 2024 meeting minutes*
- President’s Report
 - Bayside Arts proposal concerning Community Hall.* John Spritz will be present to present proposal.
- Treasurer’s Report*
- Village Agent Report*
- Office Manager’s Report*
- Personnel Committee
 - Recommendation to align NVC paid holidays with the Town of Northport by adding the day after Thanksgiving, Patriots' Day (third Monday in April), and Indigenous People's Day/Columbus Day.
- Utilities Committee Report
- Town Liaison Report

Other Committee Reports/business (as needed)

Other business

Comments by members of the public

Adjourn

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

***Written materials submitted.**

- Draft October 13, 2024 Board meeting minutes
- Bayside Arts Proposal regarding Community Hall
- November 2024 Treasurer’s Report
- November 2024 Village Agent Report, including MMA Risk Management Property Survey recommendations
- November 2024 Office Manager Report

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

Overseers, Officers and Staff present: Celine Bewsher; Fred Lincoln; Vicky Matthews; Kris Mix (via Zoom); Michael Tirrell (via Zoom); Jeffrey Wilt; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein (via Zoom), Office Manager, Trish Parker and Village Agent, Bill Paige.
Unavailable: Elaine Moss.

The meeting was called to order at 9:00 a.m.

Public Comments

Beverly Crofoot (Shore Road) requested the Board approve painting the willow tree stump near the library by local Belfast artist, David Hurley, with a scene to encourage children's imagination.

Don Webster (Upper Bayview Park) thanked Steve Kazilionis for organizing volunteers to paint the dock building. Steve and his volunteer painting crew – Gordon Fuller, Janae Novotny, Jim Facey, Jim Ross, Don Webster and Dave Leaming, all chipped in to finish this project.

Approval of September 8, 2024, meeting minutes

Janae N. asked if there were questions/comments to the September 8 Board meeting minutes distributed prior to the meeting.

Recommended Amendments to the September 8, 2024 minutes.

James Kossuth, Northport Town Administrator, recommended an amendment to the Infrastructure Report to clarify the reason we did not get funding for Bayview Park and Auditorium Park, as follows: *"Grants were available only for projects on "town ways" and because Bay Street (or Bayview Park) and Auditorium Park are maintained by the Village, those projects were ineligible". Also, the DOT representative Celine B. met with was Peter Coughlan, not Kaufman.*

Other amendments: Remove the "?" mark after Fred L. seconded the motion on page 2. Finish the last word to "car"; adding an "r" on page 2.

Jeffrey W. moved, seconded by Fred L. to approve the minutes of the September 8, 2024 Overseers Meeting as amended above. Voted – Unanimous.

President's Report – Janae Novotny

Recommendation to approve Johanna Knott's request for the use of Merithew Square Park on October 13 (rain date October 14) for a community Octoberfest event, to use 25 Community Hall chairs and one or more tables, and to waive the table/chair rental fee.

Fred L. moved, seconded by Vicky M., to approve the above request by Johanna Knott. Voted – Unanimous.

Fred L., moved, seconded by Jeffrey W., to approve placing a Christmas Tree in Merithew Square for the Christmas holidays. Voted – Unanimous.

Recommendation to allow Bayside Arts to use 813 Shore Road as their physical address. A mailing address for Bayside Arts has been established at a different address.

Vicky M. moved, seconded by Fred L., to allow Bayside Arts to use 813 Shore Road as their physical address. Voted – Unanimous.

Recommendation to replace long-missing NVC signs on NVC bulletin boards regarding the prohibition of public drinking, as defined by state law, in NVC parks and public places.

Jane N. explained that without posted signage, a prohibition of public drinking in NVC parks is not enforceable.

A lengthy discussion ensued.

Michael T. moved, seconded by Vicky M., to refer this matter to the Governance Committee. Voted – Unanimous.

Jeffrey W., moved, seconded by Michael T., to amend the above motion and instruct the Governance Committee to seek broad community input regarding this matter. Voted – Unanimous.

Janae N. – All NVC locks and keycodes have been upgraded. If an Overseers needs access to Community Hall, they should contact staff, and they will be given a temporary code for entrance.

Janae N. – Trish P. will be sending out a notice to the newspaper and posting notice of a Winter Parking Ban in effect on Village roads, November 15 through April 15. Parking on all Village roads and streets is prohibited between the hours of 7:00 PM and 7:00 AM. During a snow event, parking is prohibited during all hours on Village roads and streets. Michael T. will also post the parking ban on the NVC website.

Treasurer's Report – Wendy Huntoon

Wendy H. referred the Overseers to her written report circulated prior to the meeting. The 2022 Audit is completed. We will be starting the 2023 Audit at the beginning of December. Moving forward, the 2023 Audit will be completed quickly.

Village Agent Report – Bill Paige

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

Recommendation to approve Beverly Crofoot's request to paint the library's willow tree stump at no cost to the NVC.

Kris M. moved, seconded by Celine B., to approve Beverly Crofoot's request regarding painting the library willow tree stump. Voted – Unanimous.

Bill P. explained an extra \$261.25 charge from Pinkerton & Sons above the contract amount. Discussion ensued.

Recommendation to approve a license and indemnification agreement with Paul and Claudia Andrews, 6 Bay Street (Tax Map U-5, Lot 123) for access to NVC property for completion of a seawall, subject to the NVC standard conditions and a \$5,000 deposit. The Andrews plan to dump large rocks or boulders on the Village road right-of-way in front of their cottage.

Utility Superintendent Chuck Applebee recommended a \$5,000.00 deposit to cover any damage that may be incurred to the water/sewer lines, storm drain and a manhole in that area. Paul Andrews plans on putting a protective metal plate over these services with extra protection as well. Bill P. explained the metal plate disperses the weight of the pile of large rocks over the area.

Vicky M. moved, seconded by Jeffrey W., to accept the above recommendation as written.

Discussion ensued.

Jeffrey W. moved, seconded by Vicky M., to amend the above motion that includes the specific details of planned mitigation factors, with Paul and Claudia Andrews, for access to Village property for completion of a seawall, subject to NVC standard conditions and a \$5,000.00 deposit. Voted – Fred L. abstained; Five – Unanimous.

The project to repairs on the Wharf, is moving forward, and will start as soon as materials arrive.

Craig Brigham (Shore Road) has donated stones for the Bluff-Shore Road pathway for the extra steps that will be needed after the culvert is installed.

Bill P. explained the extensive procedures to request new utilities service and to install new water hook-ups.

Extremely busy reading water meters and shutting off season water customers.

Office Manager – Trish Parker

Recommendation to abate interest charged various NVC taxpayers to date in the amount of \$336.07. Note that this abatement reflects interest not owed, but shown in taxpayers' accounts as a result of the recent glitch in the Town's TRIO software.

Michael T. moved, seconded by Jeffrey W., to approve the recommendation as written above. Voted – Unanimous.

Trish P. has been working on a project with Tim Samway to document the history of former and present Overseers over the years. Trish P. thanked the many folks involved in gathering this information. Kris M. will look into the price of a plaque listing all Overseers and will get back to the Board.

Governance Committee Report

As previously discussed at the Board, Vicky Webster proposes swapping approximately 7-8 feet of her property adjoining the NVC paper Sea Street for the same amount of NVC paper Oak Street adjoining her property at 15 George Street (U05-007) to make her property conforming. The Governance Committee recommends approval of the land swap with the conditions that Vicky W. secures a survey, marks the land deeded to the NVC with permanent survey markers and discontinues all use of the land deeded to the NVC.

Vicky M. moved and Kris M. seconded that the Board approved the proposed land swap under the conditions described above. Voted – Unanimous.

Utility Committee – Jeffrey Wilt

The Utility Trustees held a public hearing on a proposed extension of the moratorium on new sewer hook-ups, following by a special meeting where they extended the moratorium on new sewer hook-ups from October 7, 2024 – April 6, 2025. After the end of this extension, they hope to be able to make definitive decisions on the issues we are facing and addressing these issues in the future.

The Water Department is working with the PUC to approve an increase in our current water rates. Janae N. with Superintendent, Chuck Applebee, will be meeting virtually with PUC staff on October 28th to continue this dialog.

Town Liaison – Janae Novotny

Fire Department – They are having extensive repairs on their equipment which require a special Town meeting, this fall, as this cost was not included in the town of Northport’s Budget. The church was sold in Saturday Cove, the proceeds were intended to go to the Fire Department. However, the church trustees learned that the proceeds were required to be donated to another church.

A federal law that will take effect in 2027 requires broad website accessibility, including that any meeting recordings posted on our website must be fully accessible in a variety of formats, including full transcripts. Michael T. and Janae will be looking into what accessibility will be required of the NVC and what adjustments may be required to NVC website content.

Infrastructure Report – Celine Bewsher

Celine B. reported on the status of upcoming grant submissions planned by the Town to address the Bayview Park shoreline erosion.

Public Comments:

Dan Webster (670 Shore) thanked the Overseers for approving Vicki Webster’s request (in her absence) for approving the “land swap” with the Village and her property.

Rachel Rosa (Auditorium Park) thanked all overseers shown on the new posting for their service.

Executive Session

The Overseers went into Executive Session at 11:00 a.m. The Board resumed public session at 11:47 a.m. There was no action to report out of executive session.

The meeting was adjourned at 11:48 a.m.

Respectfully submitted,

Maureen (Beanie) Einstein, Clerk

and

Janae Novotny, President

Bayside Arts Proposal

Improvement of Lights and Sound in Community Hall

Since our founding in 2015, Bayside Arts has worked to fulfill the words of the Northport Village Corporation charter: "...to contribute from time to time features of an entertaining or athletic nature..." for the Bayside community. In 2024 alone, more than 1,000 people young and old attended Bayside Arts events. Over the years, Bayside Arts has taken several steps to improve the Community Hall's technical infrastructure, used by our performers and others enjoying that space. Thanks to two grants from the Maine Community Foundation, we were able to acquire good stage lighting equipment a few years ago and excellent sound equipment this last year.

To continue to offer quality programming, we now propose taking an additional step to install this equipment in a way that is most suitable for the kinds of events that we typically schedule. It is important to recognize that in fulfilling this proposal:

1. All costs would be completely paid for by Bayside Arts, and
2. All installation would be performed by a professional crew specializing in stage equipment installation.

The new equipment we are proposing affects **lighting** and **sound**.

Lighting

Up to now, we have deployed the stage lighting on two vertical trees located in the front of Community Hall. Although suitable for some events, this lighting is problematic for many performers because it is at their eye level and interferes with their ability to see each other. One group (DaPonte Quartet) declined to use the lights altogether and performed on a dark stage. In a typical venue, the stage lighting sources are much higher than what we are able to achieve with trees. To bring our venue up to the standards that our performers experience in other locations, we are requesting permission instead to mount the lamps high on the auditorium walls—three on each side and four on the upstage wall. This arrangement is described in detail below.

Sound

Our two new speakers provide excellent acoustics, both for our musical events and for the spoken word. This year, we have deployed them on the stage floor.

This placement is not ideal; it would be better to have them attached to the building rather than free-standing. For the best acoustics, they should be higher up and a few feet further apart. Accordingly, we are requesting permission to mount these two speakers on the uprights that currently exist on each edge of the stage.

Advantages of these improvements

There are several advantages to these proposals, both for us and for other users of the hall. ***To reiterate, Bayside Arts will be pleased to make these systems available to NVC and to other users at no charge.*** The advantages for Bayside Arts have been stated: better lighting for performers and better acoustics. Once the lights and speakers are mounted, there will be no more complex setup procedures.

Other advantages include a better safety profile for both systems. All equipment will be double-mounted, with regular brackets and with safety cables as backup. Systems and cables will be out of the way of performers and audience who are moving about the area—a significant safety plus. Finally, in their mounted placements, the equipment will be less visible to spectators and other users of the hall than in their current locations on vertical trees and on the stage floor.

Installation details

On the back wall of the stage, we propose hanging four Fresnel lights from the horizontal beam that runs immediately below the uppermost window. They will be directed downwards onto the stage and will provide general lighting to the entire stage area. This improvement will require one dimmer box to be installed on the back wall to feed these four lamps, plus two heavy duty extension cords from this dimmer box to dedicated outlets on the stage. We intend to send the controller signals to these lamps wirelessly. Each Fresnel weighs about 12 pounds.



On the side walls, we propose installing a pipe to existing diagonal beams on each side of the hall, with three Leko lights mounted on each side. Lekos can be aimed, trimmed, and focused, and will provide the specific areas of lighting required for each performance. These also require a dimmer box on each side and heavy-duty extension cords on each side. We intend to control these lamps wirelessly as well. Each Leko weighs about 20 pounds.



For the speakers, we propose installing speaker brackets below the flag brackets in the vertical support beams on each side of the stage. One of our new speakers would be mounted on each bracket. Each speaker weighs about 40 pounds.

Conclusion

As noted above, the work to set in place the above lights and speakers would be performed by a professional crew specializing in stage equipment installation. Each lamp will be supported on a bracket and will also have an emergency cable attaching it to a fixed beam. All equipment will use dedicated circuits and typically draw no more than 30 amps from any individual circuit. And all costs will be paid for by Bayside Arts. Our thanks to Ben Woolsey for the photoshopped image below that shows lamps installed.



Bayside Arts At a Glance

Contact information:

Bill Cressey, President. wressey@gmail.com

John Spritz, Vice President.

Spritzjohn@gmail.com

Official Mailing Address: c/o Joe Reilly,
114 Glenwood Ave., Portland ME 04103

URL: BaysideArts.org

Founded: 2015

Incorporated Not For Profit, Maine

Approved 501(c)3, IRS.

Five full seasons of programming

Six to ten programs per season

Mostly offered free of charge—donations accepted.

Attendance generally 75 - 100

Total attendance 2024: over 1,000

Memberships: about 85 individuals & families.

Treasurer's Report
10/13/2024

- Warrants, Financial Reports, Bank Statements
 - Provided by Office Manager:
 - October Warrants
 - Financial Reports
 - Journal Entry Reports
 - Bank Statement – through October 31, 2024, available in the office upon request.
- Monthly Financial Reports
 - Monthly financial reports are all based on the office NVC financial information, either the warrants (provided to and signed by Overseers) or from the GL – specifically QBO reports. Two Monthly reports are provided – Budget vs Actual and Monthly Statement of Activity. The Village Manager's report, which includes the reports, will also indicate what date they are through.
 - In the 2024 Budget vs Actual report, the 2021B MMBB Bond interest total (acct code 6821) is incorrect. FY2024 is the last year where part of the interest payment, \$20,000, comes from reserves and not from the operating budget. The full interest payment is reflected in the Budget vs Actual. The entry will be corrected by the accountant.
- 2023 Audit
 - Start date is December 2, 2024, for initial review will full audit team available mid-January. The audit engagement letter has been signed.
 - The 2023 GL will be reviewed by Office Manager and Treasurer prior to start of the audit.
- Operating Reserves
 - The attached graph entitled General Cash on Hand by Month shows the historical trend through November of cash on hand for General.
 - Majority of General's revenue is received in September and October reflecting the yearly tax collection.
 - Prior to receiving the tax revenue, General funds its operating expenses out of its reserves.
 - FY2024 the estimated reserves required was \$292,800.
 - FY2025 the estimated reserves required is \$297,162.

Northport Village Corporation
Village Agent Report
November 10, 2024 Board of Overseers Meeting

Recent activities and recommendations

- Risk Management Assessment: Janae Novotny and I accompanied an MMA Risk Management Services representative on an inspection of all NVC properties – vault, wastewater testing and storage building, wharf, floats, sewer pumping stations, library, Community Hall, Bayview Park gazebo and the wastewater treatment plant building. Attached: A copy of the MMA report, status of getting estimates, email from a structural engineer.
- Bayside Arts proposal: Because of MMA Risk Management concerns about Community Hall, maybe we should wait and ask the structural engineer to look at the proposal when she looks at the building.
- MMA Property & Casualty Pool Risk Reduction Grant Program: NVC awarded \$1,544.32 to purchase a portable generator. This is a reimbursement grant we must use before October 1, 2025.

Parks

- Mowing has ended for the season and the contractor will be starting fall clean up, such as raking up leaves. I also plan to have them to clean leaves out of ditches and trim some bushes back from roads.

Wharf and floats

- Wharf: The materials arrived and Dallas Fields Dive Service has started on the wharf repairs. Right now, the tides are not cooperating, so the work will be sporadic until the tide situation improves, and we have good low tides.
- Floats: All floats and ramps are out of the water for the winter.
- Small watercraft area: A few kayaks remain at the bottom of Ruggles Park. The aluminum stairs have been removed from the seawall and placed up on the banking.

Miscellaneous

- A thank you to Steve Kazilionis for painting the Community Hall downstairs front door.
- I have been working with Pinkerton to fix some recent trash collection issues.
- Many construction projects continue in the village. For example, work continues on a number of cottages on Broadway, North Avenue, the corner of George and Griffin, Main and George; George Street, Main Street, Bay Street, Cobe Road and Shore Road, and a new house is planned next to the golf course.
- All village lighting, except streetlights, have been converted to LED. 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.)
- Parks/Trees: We need to budget for regular pruning of river birch tree by the library and the junipers around the basketball court.

Roads

- Recently did some minor pothole and road repairs on village 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

- Busy with Dig Safe requests.
- Busy finishing seasonal water disconnections.
- Busy with annual fire hydrant inspections and flushing out hydrants to prevent freezing during winter months.
- Working with Dirigo Engineering to locate all sewer manholes, pull covers and inspect them.
- Still working on 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.
- Finally finished hours of meetings with the lead & copper service line inventory folks to complete the digital inventory of service line materials that the EPA requires.

Submitted by
Bill Paige, Village Agent.
Northport Village Corporation

November 10, 2024

Status Report – Responding to MMA Risk Management Services^[1]

Fall 2024 Property Survey

MMA Identified Item	NVC Comment	Status
Electrical Safety		
<u>Wastewater testing room</u> - electrical outlet.	Used for a ceramic heater to maintain comfortable working temperature. Outlet not designed for this and should be replaced. Electrician recommends installing a wall heating unit to provide comfortable working conditions.	On list of electrical work – seeking estimates.
<u>Community Hall Meeting Room</u> - Daisy-chained extension cord to surge protector as permanent wiring (computer, monitor, Owl set up for Zoom meetings).	We can reconfigure the meeting room arrangement – move equipment next to the wall so that we can plug everything directly into outlets and eliminate the need for extension cords.	On to-do list.
<u>Exits/Egress</u> – not all exits are clearly visible and marked by EXIT signs – exit door from wastewater testing room.	Plan to install sign.	On list of electrical work – seeking estimates.
Fire Safety		
Not all portable fire extinguishers are mounted	Village Agent will install mounts.	On to-do list.
Property Hazards		
<u>Library</u> – significant amount of moss. Plan needed for moss mitigation or new roof.	Village Agent researching.	May need to budget for new roof.

<p><u>Playground</u> – merry-go-round is outdated. Recommend replacing.</p>	<p>When the new playground was purchased, a survey of villagers revealed overwhelming support for retaining the old merry-go-round, so the old merry-go-round was rebuilt. We replace the top layer of shavings, etc. under the equipment every year.</p>	<p>Unless Board directs, no plan to replace the merry-go-round.</p>
<p><u>Playground swings</u> – toddler bucket swing should not be in the same bay as a belt swing. Inadequate playground surfacing under the swings.</p>	<p>The only way to keep the toddler swing separate from the belt swings is to eliminate one belt swing and have two toddler swings in the same bay.</p> <p>Can cut out and clean out under the swings and annually fill with the same material used in the playground area.</p>	<p>Will be done in the spring.</p>
<p><u>Community Hall</u> – upper windows are open during the summer without screens and electrical outlets are located directly under the open windows. Screen windows and move electrical outlets.</p>		<p>Village agent is looking for someone with a tall enough ladder to install screens.</p> <p>On list of electrical work – seeking estimate. (Note that the current outlet location meets code.)</p>
<p><u>Community Hall</u> - rear exit steps are damaged and deteriorating. No guard rail. Should be repaired and a guard rail installed.</p>	<p>We should replace existing steps with a disability-accessible ramp and guard rails.</p>	<p>Seeking estimate for 2026 budget preparation.</p> <p>Also seeking estimate to reshingle the back of Community Hall.</p>

<p><u>Community Hall</u> – anomalies that appear to be related to the structural integrity of the building were observed. Because of the significance of these observed anomalies, we recommend you contact a professional engineer who holds a current, active professional engineer’s license in the State of Maine to assess the structural integrity. After MMA’s review of the engineer’s survey, additional recommendations may be issued.</p> <p>Metal cross supports appear to be insufficient. Building is showing bulging on both sides of the building. Please hire a structural engineer to evaluate the building.</p>		<p>See attached email from Carmen Bombeke, Gartley & Dorsky Engineering and Surveying about the cost/scope of structural engineer’s inspection – estimate of \$1,000 for site visit, initial observation report and recommendations.</p> <p>Need Board direction. Costs not in 2024 or 2025 budget.</p>
<p><u>Community Hall</u> – evidence of water intrusion. Numerous places where daylight can be seen from the interior. Make necessary repairs to mitigate water intrusion.</p>	<p>No current water intrusion to address. Area noted by inspector reflects damage from many years ago before a foundation was added under Community Hall.</p> <p>Daylight issue – this is an old historic building. Eliminating cracks letting in daylight will change the building. No water comes in through the cracks during rain.</p>	
<p><u>Storage building/garage:</u> determine source of water intrusion between sheathing/bottom plate and find a solution.</p>	<p>Village agent researching.</p>	

[1] MMA Property Survey of NVC attached.



**MAINE MUNICIPAL ASSOCIATION
RISK MANAGEMENT SERVICES**

60 Community Drive | PO Box 9109 | Augusta, ME 04330-9109

(T) 207-626-5583
800-590-5583 (in Maine)
(F) 207-624-0127
rmslosscontrol@memun.org
www.memun.org

September 03, 2024

Janae Novotny, President
Northport Village Corporation
813 Shore Rd
Northport, ME 04849

Re: Property Survey
Multiple

Janae,

MMA Risk Management Services looks forward to working with you to create a safer workplace. As part of that effort, a survey was conducted on August 15, 2024 to identify potential hazards.

The inspection report is attached, please review and correct the hazards that were identified. For your convenience there is a link provided in the body of the email that allows you to update the status of each recommendation. If any hazards require documentation, upload that when you respond. If you have questions on the update process review the Corrective Action Tracking Tutorial provided to you.

Thank you for your efforts in workplace safety and we look forward to your response. Together we are building safer communities. If you have any questions or concerns please contact me at the telephone number or email address provided below.

Sincerely,

Bob Priest
Loss Control Consultant
Maine Municipal Association
Phone: (207) 624-0165
Email: rpriest@memun.org

CC: RMS- Underwriting Department

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the

survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.

Report Summary

Report Name: Property Survey
Completed for: Northport Village Corporation
Inspection Date: August 15, 2024
Location Descr.: Multiple
Contact: Janae Novotny, President
Department: Administration

Scope of Work: Property survey of vault, waste water testing, storage building, wharf, (2) boat floats, (1) swim float, sewer pumping station, library, (3) sewer pumping stations, community hall, gazebo and WWTP CL2 Control Building.

Findings:

Electrical Safety

Issue Identified All electrical equipment is not maintained in good working order (i.e. not installed correctly, defective or missing parts, etc.) and/or does not meet the original manufacturer specifications/UL listing (1910.303)

Recommendation Inspect electrical equipment to ensure it is free from recognized hazards that are likely to cause death or serious physical harm to employees through accidental exposure to live circuits caused by damage and/or improper or defective installation. Have a qualified electrician make repairs as needed [reference 1910.303(b)(1)]. [View OSHA Standard](#)

Notes: Waste Water Testing - Brown coloring on electrical outlet. Please have a qualified contractor assess and make necessary repairs.

Photo(s)



Issue Identified Extension cord(s) and/or power strip cords were found to be "daisy-chained" (1910.303)

Recommendation As a rule, extension cords and/or power strip cords (also referred to as Surge/Spike Protectors or Portable Outlets) should not be plugged into one another (i.e. daisy chaining). Daisy chaining increases the likelihood of misuse, excessive voltage drop and overloading the extension cord (due to the cords exceeding the maximum allowed watts) which may create a fire or shock hazard. NEC 110.3(B) requires cords to be installed and/or used in accordance with the Listing installation markings. [reference 1910.303(b)(2)] [View OSHA Standard](#)

Notes: Community Hall - Extension cord is daisy-chained to a surge protector and it is being used as permanent wiring. Extension cord should not be plugged into a surge protector, Extension cord should not be used as permanent wiring.

Photo(s)



Exits/Egress

Issue Identified Not all exits are clearly visible and marked by EXIT signs (1910.37)

Recommendation Take steps to ensure each exit is clearly visible and marked by a sign reading EXIT [reference 1910.37(b)(2)]. [View OSHA Standard](#)

Notes: Waste Water Testing - Exit door must have illuminated exit sign.

Photo(s)



Fire Safety

Issue Identified Not all portable fire extinguishers are mounted (1910.157)

Recommendation Take steps to ensure all portable fire extinguishers are mounted and readily accessible to employees in an emergency [reference 1910.157(c)(1)]. [View OSHA Standard](#)

Notes: Community Hall - Fire extinguishes must be mounted securely.

Photo(s)



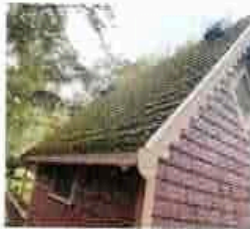
Property Hazards

Issue Identified The property/ building is in need of maintenance.

Recommendation The property/building is showing evidence of deterioration. Please conduct appropriate maintenance to the structure. See notes and / or photo(s) for details.

Notes: Library - Roof has significant amount of moss. Both structures are shaded by trees, likely causing the moss issue. Vegetation within 3ft of structure should be removed. A plan for moss mitigation and/or roof replacement should be made.

Photo(s)



Issue Identified Uncontrolled hazards were found during property survey.

Recommendation Take appropriate steps to address hazardous condition(s) that could lead to property damage. (See notes or photos for details).

Notes: Playground - Outdated playground equipment. This style of merry-go-round is outdated. We would recommend it be replaced with a new, safer version.

Photo(s)



Issue Identified Uncontrolled hazards were found during property survey.

Recommendation Take appropriate steps to address hazardous condition(s) that could lead to property damage. (See notes or photos for details).

Notes: Playground - Toddler bucket swing should not be in the same swing bay as a belt swing. Inadequate playground surfacing. Please add playground surfacing to meet ASTM standard.

Photo(s)



Issue Identified Uncontrolled hazards were found during property survey.

Recommendation Take appropriate steps to address hazardous condition(s) that could lead to property damage. (See notes or photos for details).

Notes: Community Hall - Window is kept open all-summer with no screen. There is an electrical outlet directly below window. This creates a few hazards. Water intrusion is likely and could impact electrical outlet. Since there is no screen, there is no barrier to keep animals out of the building. It would be best to add a screen and keep this window closed when people are not present to monitor.

Photo(s)



Issue Identified Uncontrolled hazards were found during property survey.

Recommendation Take appropriate steps to address hazardous condition(s) that could lead to property damage. (See notes or photos for details).

Notes: Community Hall - Rear steps are damaged and deteriorating. There is no guard rail. Please make necessary repairs and add a guard rail.

Photo(s)



Issue Identified

Major structural concerns or anomalies were observed at the survey.

Recommendation

Anomalies that appear to be related to the structural integrity of the building were observed. Because of the significance of these observed anomalies we recommend you contact a professional engineer, who holds a current, active professional engineer's license in the State of Maine, to assess the structural integrity. Please notify your Loss Control Consultant when the engineer survey will be completed, and email a digital copy to them, when available for review. After Maine Municipal Association's review of the engineer's survey, additional recommendations maybe issued.

Notes: Community Hall - Metal cross supports appear to be insufficient. Building is showing bulging on both sides of the building. Please hire a structural engineer to evaluate the building. Once the evaluation is complete, please make necessary repairs.

Photo(s)



Issue Identified

There is evidence of water intrusion.

Recommendation

Determine the source of the water intrusion and determine if further repairs are needed to mitigate damage to the property.

Notes: Community Hall - Evidence of water intrusion. There are numerous places where daylight can be seen from the interior. Please make necessary repairs to mitigate water intrusion.

Photo(s)



Issue Identified

There is evidence of water intrusion.

Recommendation

Determine the source of the water intrusion and determine if further repairs are needed to mitigate damage to the property.

Notes: Storage Building - Evidence of water intrusion between sheathing/bottom plate. Please find solution to prevent water intrusion.

Photo(s)



Member noted that there are no gutters and this may be from roof runoff.

Submitted by:

Bob Priest

Loss Control Consultant

Maine Municipal Association

(207) 624-0165

rpriest@memun.org

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.

From: Carmen Bombeke <CBombeke@gartleydorsky.com>
Date: Mon, Oct 14, 2024 at 7:55 AM
Subject: Northport Village Corp - Community Hall
To: bpaige@nvcmaine.org <bpaige@nvcmaine.org>

Bill,

Nice speaking with you Thursday about the Community Hall owned by Northport Village Corp at 813 Shore Road in Northport. I have initiated a project for you in our system and added you to our list for a structural inspection. As discussed, we have a significant backlog at present. My expectation is that we will not be able to get to the site until sometime in December, worst case January. I will be in touch as we get closer and time becomes available.

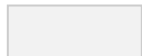
We handle assessments such as this as a consulting service, billed at our standard hourly rates on a time and materials basis. The inspection will be conducted by me or Nick Merriam, EI. My billing rate is \$175/hour. Nick's is \$115/hour. (I review and certify all of Nick's work). We charge for travel time, time on site, project coordination, project management, analysis, design, report writing, etc. all at the same rate. We also charge a \$0.58/mile mileage reimbursable.

For budgeting purposes, I suggest an allowance of approximately \$1,000 for us to conduct the site visit (including travel time) and develop an initial observations report. This will include observations, assessment and general recommendations. The report will not include construction level retrofit recommendations. If the issues noted by MMA require substantial retrofit, we will develop a subsequent proposal to perform additional structural engineering services once we have been to the site and documented the existing conditions.

Please send along the relevant pages from the MMA report. We will likely reference the report in our report, so please also include the cover page with the date their report was issued.

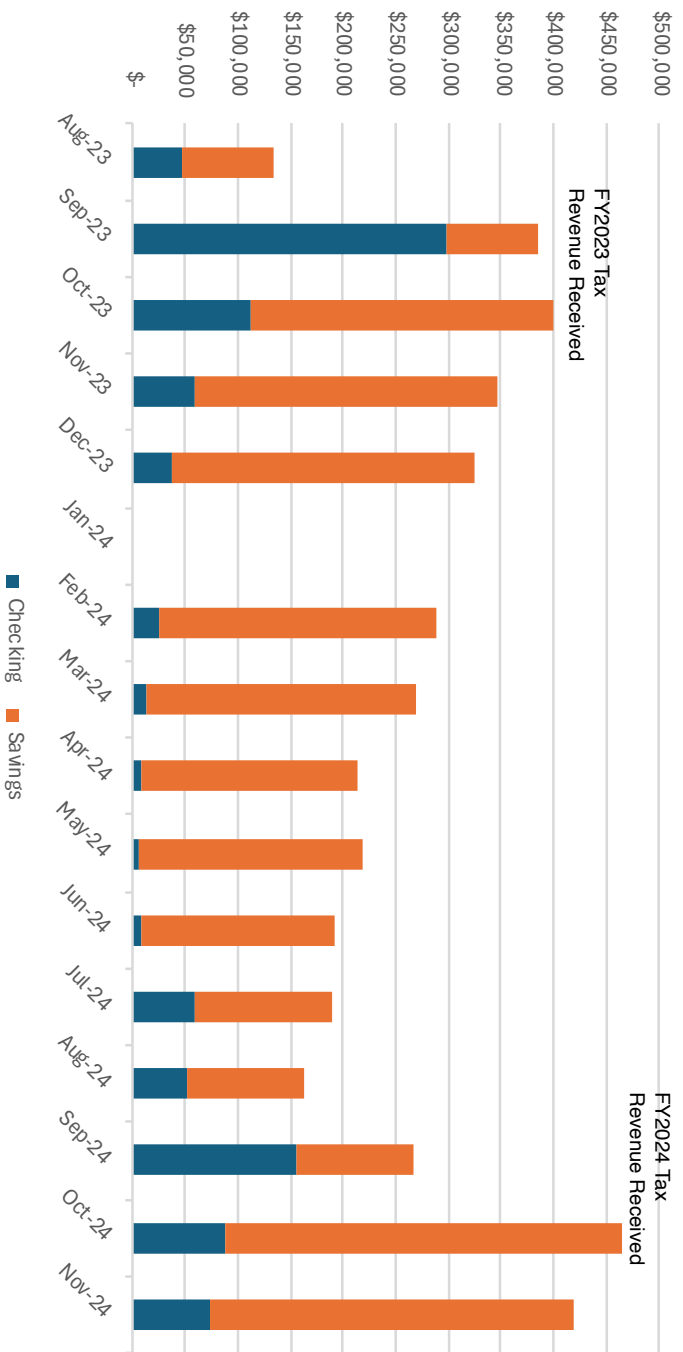
Thanks.

Carmen B. Bombeke, P.E.
Senior Engineer



Gartley & Dorsky Engineering & Surveying
59 Union Street Unit 1, Camden, Maine 04843
P: (207) 236-4365 | F: (207) 236-3055
www.gartleydorsky.com

General Cash on Hand by Month





Office Manager's Report
November 10, 2024
For October 2024

I have been working on Google Drive. You may have noticed some changes on your email. This is a work in process, so please be patient, but any suggestions are welcome - please direct them to me.

Overseers should be opening email in Chrome. If you are not, please start. **I would like you to close Chrome and reopen. Go to Gmail and log in with your NVC email. This will open you to a NEW PAGE!**

This page has 3 large icons. The first one is your email - click there and you will go directly to your email. The 2nd is an icon that says "Start Work Here". This is a place for you to write any meeting minutes, reports, agendas, etc. There is an instruction tab (once you click on "Start Work Here" to tell you exactly how to use this). It is very easy and I can help.

The 3rd icon is the "Shared Google Drive". This is where you will be able to find most everything for the Village and Utilities Government. I am still moving documents into this, so please be patient, but soon most everything will be accessible. (I got "Warrants, Deposits and Journal Entries " for 2024 done today so you can look at this one and actually see something) This has just been set up today, so very little has been moved as yet. Most things are in "view only" so don't be afraid, you can't hurt anything so feel free to check it out.

Finally, underneath the 3 icons, you will find the Office Manager's calendar. This calendar is live and for you to view only. It is bare at this time of year, but during our busy season it has Community Hall uses among other items. If you have something you would like to add to it, please send me an email and I will add it. Please don't add it yourself. Also on CH Rentals and meeting room use, please check with me for availability. The calendar is a guide, but sometimes is not immediately updated.

Time permitting, I will give a VERY brief tutorial on how to get to the Drive and find things.

2022 Audit has been completed. Please see me for a printed copy

2023 Audit is scheduled to begin on December 2, 2024, with the Auditors full staff to begin in January. My anticipation is that 2023 should be much easier to get through and hope to have it completed by March, 2025.

We plan to schedule the 2024 Audit as soon as the 2023 Audit is complete. My hope is to start around June 2025, this will put us finally on a normal schedule!

Trish Parker

Office Manager
Northport Village Corporation

Attached to this report:

Bank Account balances printout
Budget vs Actual Reports for each Department
Statement of Activity by Month for each Department

BUSINESS COMPLETE*9504

As of November 5, 2024

Available**\$1,000.00

Current\$1,000.00

BUSINESS COMPLETE*1771

Available**\$17,739.19

Current\$17,739.19

General Gov't Checking*2618

October Interest \$1370.11

Available**\$74,773.45

Current\$74,773.45

General Gov't Money Market*4006

Available**\$11,335.16

Current\$11,335.16

General Gov't Sav - ICS B*9857

Available**\$345,479.70

Current\$345,479.70

Wastewater Checking*2620

October Interest \$331.73

Available**\$29,640.45

Current\$29,640.45

Wastewater Sav - ICS B*4739

Available**\$64,230.20

Current\$64,230.20

Water Checking*3143

October Interest \$525.33

Available**\$29,179.34

Current\$29,179.34

Water Sav - ICS B*4747

Available**\$119,099.87

Current\$119,099.87

BALANCE TOTALS

Total Deposit Accounts \$692,477.36

Northport Village Corporation - General				
Budget vs. Actuals:				
January - September 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	486,062.10	485,924.00	138.10	100.03%
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	2,100.00	4,100.00	-2,000.00	51.22%
Total 4200 General Operating Revenue	\$ 513,162.10	\$ 518,024.00	-\$ 4,861.90	99.06%
4300 General Non-operating Revenue	0.00	0.00	0.00	
4310 Interest Income	5,748.09	200.00	5,548.09	2874.05%
4320 Community Hall Rentals	450.00	1,000.00	-550.00	45.00%
4330 Donations	200.00	0.00	200.00	
4340 Miscellaneous Revenue	138.34	0.00	138.34	
Total 4300 General Non-operating Revenue	\$ 6,536.43	\$ 1,200.00	\$ 5,336.43	544.70%
Total 4100 General Government Revenue	\$ 519,698.53	\$ 519,224.00	\$ 474.53	100.09%
Total Revenue	\$ 519,698.53	\$ 519,224.00	\$ 474.53	100.09%
Expenditures				
6000 1099 Contractors	0.00	0.00	0.00	
6010 Casual Labor	410.00	0.00	410.00	
6020 Contracted Services	0.00	0.00	0.00	
6021 Mowing and Trimming Service	8,964.30	12,550.00	-3,585.70	71.43%
6022 Trash Collection	18,261.25	24,000.00	-5,738.75	76.09%
Total 6020 Contracted Services	\$ 27,225.55	\$ 36,550.00	-\$ 9,324.45	74.49%
6036 Bookkeeping	7,845.02	6,806.50	1,038.52	115.26%
Total 6000 1099 Contractors	\$ 35,480.57	\$ 43,356.50	-\$ 7,875.93	81.83%
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	772.51	2,000.00	-1,227.49	38.63%
Total 6051 Auto Fuel Expense	\$ 772.51	\$ 3,600.00	-\$ 2,827.49	21.46%
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	\$ 2,115.10	\$ 25,970.00	-\$ 23,854.90	8.14%
6065 Community Events	134.20	600.00	-465.80	22.37%
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	693.21	300.00	393.21	231.07%
Total 6075 Employee Benefits	\$ 1,061.49	\$ 4,972.00	-\$ 3,910.51	21.35%
6080 Employees Salaries & Wages	0.00	0.00	0.00	
6083 Lifeguard Wages	9,200.00	11,600.00	-2,400.00	79.31%
6084 Office Personnel Wages	16,922.11	25,170.00	-8,247.89	67.23%
6085 Police Wages	50.00	10,100.00	-10,050.00	0.50%

	Actual	Budget	over Budget	% of Budget
6088 Village Agent Wages	30,895.05	40,996.80	-10,101.75	75.36%
6089 Village Official Wages	0.00	650.00	-650.00	0.00%
6090 Winter Road Wages	3,734.10	0.00	3,734.10	
Total 6080 Employees Salaries & Wages	\$ 60,801.26	\$ 88,516.80	-\$ 27,715.54	68.69%
6095 Payroll Processing Fees	1,073.25	2,200.00	-1,126.75	48.78%
6096 Payroll Tax Expense	4,699.04	5,500.00	-800.96	85.44%
Total 6070 Employee Wages & Benefits	\$ 67,635.04	\$ 101,188.80	-\$ 33,553.76	66.84%
6150 Information & Notices	1,247.36	3,250.00	-2,002.64	38.38%
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	2,799.69	3,900.00	-1,100.31	71.79%
Total 6160 Insurance	\$ 6,351.84	\$ 9,195.00	-\$ 2,843.16	69.08%
6190 Legal & Professional Services	0.00	0.00	0.00	
6191 Auditing Services	7,829.80	3,500.00	4,329.80	223.71%
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	\$ 7,829.80	\$ 42,000.00	-\$ 34,170.20	18.64%
6240 Membership Dues	229.50	750.00	-520.50	30.60%
6260 Office Supplies	1,271.97	4,700.00	-3,428.03	27.06%
6285 Postage	0.00	300.00	-300.00	0.00%
6330 Repairs & Maintenance	0.00	0.00	0.00	
6331 Building Repairs & Maintenance	5,698.52	5,000.00	698.52	113.97%
6332 Cleaning	684.42	1,750.00	-1,065.58	39.11%
6333 Grounds General Maintenance	38,297.24	28,000.00	10,297.24	136.78%
6334 Road Maintenance	5,165.54	21,000.00	-15,834.46	24.60%
6336 Tree Maintenance	7,365.43	10,800.00	-3,434.57	68.20%
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	155.00	400.00	-245.00	38.75%
Total 6330 Repairs & Maintenance	\$ 68,296.65	\$ 105,500.00	-\$ 37,203.35	64.74%
6344 Safety Committee Operations	0.00	150.00	-150.00	0.00%
6345 Software	1,677.76	4,000.00	-2,322.24	41.94%
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	129.13	750.00	-620.87	17.22%
6392 Police - Uniforms, Equipment, & Supplies	2,018.50	3,250.00	-1,231.50	62.11%
Total 6390 Uniforms, Equipment, & Supplies	\$ 2,176.05	\$ 4,000.00	-\$ 1,823.95	54.40%
6400 Utilities	0.00	0.00	0.00	
6401 Electricity Expense	857.80	2,307.00	-1,449.20	37.18%
6402 Oil/Propane	263.84	1,000.00	-736.16	26.38%
6403 Hydrant Rental	4,285.68	6,500.00	-2,214.32	65.93%
6405 Street Lights	5,212.13	11,516.00	-6,303.87	45.26%
6406 Telephone & Internet Expenses	1,352.48	560.00	792.48	241.51%
6407 Water & Sewer	1,738.46	3,255.00	-1,516.54	53.41%
Total 6400 Utilities	\$ 13,710.39	\$ 25,138.00	-\$ 11,427.61	54.54%
6800 Bond Expenses	0.00	0.00	0.00	
6812 2009 MMBB Bond Principal	33,984.00	33,984.00	0.00	100.00%
6813 2099 MMBB Bond Interest	706.86	706.86	0.00	100.00%
6816 2013 MMBB Refinance Bond Principal	5,829.97	5,867.20	-37.23	99.37%

	Actual	Budget	over Budget	% of Budget
6817 2013 MMBB Refinance Bond Interest	2,923.44	2,923.44	0.00	100.00%
6818 2015 BHBT Bond Principal	0.00	20,788.80	-20,788.80	0.00%
6819 2015 BHBT Bond Interest	0.00	1,275.76	-1,275.76	0.00%
6820 2021 MMBB Bond Principal	44,680.32	44,680.32	0.00	100.00%
6821 2021 MMBB Bond Interest	38,354.42	18,651.78	19,702.64	205.63%
Total 6800 Bond Expenses	\$ 126,479.01	\$ 128,878.16	-\$ 2,399.15	98.14%
Total Expenditures	\$ 350,395.45	\$ 509,200.46	-\$ 158,805.01	68.81%
Net Operating Revenue	\$ 169,303.08	\$ 10,023.54	\$ 159,279.54	1689.05%
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	\$ 169,303.08	-\$ 0.46	\$ 169,303.54	-36805017.38%
Tuesday, Nov 05, 2024 09:39:00 AM GMT-8 - Accrual Basis				

**Northport Village Corporation - General
Statement of Activity**

September 2024

	Total
Revenue	
4100 General Government Revenue	
4300 General Non-operating Revenue	
4310 Interest Income	510.73
Total 4300 General Non-operating Revenue	\$ 510.73
Total 4100 General Government Revenue	\$ 510.73
Total Revenue	\$ 510.73
Expenditures	
6000 1099 Contractors	
6010 Casual Labor	41.00
6020 Contracted Services	
6021 Mowing and Trimming Service	1,792.86
6022 Trash Collection	2,261.25
Total 6020 Contracted Services	\$ 4,054.11
6036 Bookkeeping	522.92
Total 6000 1099 Contractors	\$ 4,618.03
6050 Auto Expenses	
6051 Auto Fuel Expense	
6053 Truck Fuel	72.47
Total 6051 Auto Fuel Expense	\$ 72.47
Total 6050 Auto Expenses	\$ 72.47
6070 Employee Wages & Benefits	
6075 Employee Benefits	
6077 Income Protection Plan	80.20
Total 6075 Employee Benefits	\$ 80.20
6080 Employees Salaries & Wages	
6083 Lifeguard Wages	480.00
6084 Office Personnel Wages	1,626.36
6088 Village Agent Wages	3,774.60
Total 6080 Employees Salaries & Wages	\$ 5,880.96
6095 Payroll Processing Fees	105.50
6096 Payroll Tax Expense	448.78
Total 6070 Employee Wages & Benefits	\$ 6,515.42
6190 Legal & Professional Services	
6191 Auditing Services	666.20
Total 6190 Legal & Professional Services	\$ 666.20
6260 Office Supplies	210.49
6330 Repairs & Maintenance	
6331 Building Repairs & Maintenance	132.38
6332 Cleaning	76.50
6333 Grounds General Maintenance	57.34
6334 Road Maintenance	500.00
6336 Tree Maintenance	2,271.43
Total 6330 Repairs & Maintenance	\$ 3,037.65
6345 Software	261.02
6390 Uniforms, Equipment, & Supplies	
6392 Police - Uniforms, Equipment, & Supplies	137.50
Total 6390 Uniforms, Equipment, & Supplies	\$ 137.50
6400 Utilities	
6401 Electricity Expense	92.82
6402 Oil/Propane	53.72
6405 Street Lights	573.19
6406 Telephone & Internet Expenses	151.92
Total 6400 Utilities	\$ 871.65
6800 Bond Expenses	
6812 2009 MMBB Bond Principal	33,984.00
6813 2099 MMBB Bond Interest	353.43
Total 6800 Bond Expenses	\$ 34,337.43
Total Expenditures	\$ 50,727.86
Net Operating Revenue	-\$ 50,217.13
Net Revenue	-\$ 50,217.13
Tuesday, Nov 05, 2024 09:53:35 AM GMT-8 - Accrual Basis	

NVC- WATER				
Budget vs. Actuals:				
January - September 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	4,815.01	3,000.00	1,815.01	160.50%
4320 Interest on Loan Receivable Sewer	0.00	2,798.32	-2,798.32	0.00%
4340 Miscellaneous Revenue	3,068.00	0.00	3,068.00	
Total 4300 Water Non-operating Revenue	\$ 7,883.01	\$ 5,798.32	\$ 2,084.69	135.95%
Total 4100 Water Revenue	\$ 116,597.16	\$ 196,763.32	-\$ 80,166.16	59.26%
Total Revenue	\$ 116,597.16	\$ 196,763.32	-\$ 80,166.16	59.26%
Cost of Goods Sold				
5000 Cost of Goods Sold	0.00	0.00	0.00	
5100 Water Purchases	20,017.81	31,500.00	-11,482.19	63.55%
Total 5000 Cost of Goods Sold	\$ 20,017.81	\$ 31,500.00	-\$ 11,482.19	63.55%
Total Cost of Goods Sold	\$ 20,017.81	\$ 31,500.00	-\$ 11,482.19	63.55%
Gross Profit	\$ 96,579.35	\$ 165,263.32	-\$ 68,683.97	58.44%
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	5,990.49	8,000.00	-2,009.51	74.88%
6047 Water Utilities Superintendent	16,684.05	19,540.00	-2,855.95	85.38%
Total 6000 1099 Contractors	\$ 22,674.54	\$ 30,540.00	-\$ 7,865.46	74.25%
6050 Auto Expenses	0.00	0.00	0.00	
6051 Auto Fuel Expense	0.00	0.00	0.00	
6053 Truck Fuel	292.84	1,200.00	-907.16	24.40%
Total 6051 Auto Fuel Expense	\$ 292.84	\$ 1,200.00	-\$ 907.16	24.40%
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	\$ 1,064.60	\$ 2,200.00	-\$ 1,135.40	48.39%
6065 Community Events	39.72	0.00	39.72	
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	672.87	1,000.00	-327.13	67.29%
Total 6075 Employee Benefits	\$ 1,029.93	\$ 3,500.00	-\$ 2,470.07	29.43%
6080 Employees Salaries & Wages	0.00	0.00	0.00	
6082 Distribution Officer Wages	21,475.31	31,590.00	-10,114.69	67.98%
6082.5 Assistant DO Wages	0.00	7,500.00	-7,500.00	0.00%
6084 Office Personnel Wages	15,321.79	16,715.00	-1,393.21	91.66%
6087 Utility Billing Wages	2,767.65	3,750.00	-982.35	73.80%

	Actual	Budget	over Budget	% of Budget
Total 6080 Employees Salaries & Wages	\$ 39,564.75	\$ 59,555.00	-\$ 19,990.25	66.43%
6095 Payroll Processing Fees	539.63	1,100.00	-560.37	49.06%
6096 Payroll Tax Expense	2,984.61	6,000.00	-3,015.39	49.74%
Total 6070 Employee Wages & Benefits	\$ 44,118.92	\$ 70,155.00	-\$ 26,036.08	62.89%
6150 Information & Notices	218.21	0.00	218.21	
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	11,692.78	4,600.00	7,092.78	254.19%
Total 6190 Legal & Professional Services	\$ 11,692.78	\$ 4,600.00	\$ 7,092.78	254.19%
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	959.05	1,000.00	-40.95	95.91%
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	379.29	500.00	-120.71	75.86%
6332 Cleaning	664.29	850.00	-185.71	78.15%
6342 General Repairs & Maintenance	14,835.54	5,000.00	9,835.54	296.71%
Total 6330 Repairs & Maintenance	\$ 15,879.12	\$ 6,350.00	\$ 9,529.12	250.06%
6345 Software	1,292.08	3,500.00	-2,207.92	36.92%
6350 Supplies	1,512.55	5,000.00	-3,487.45	30.25%
6400 Utilities	0.00	0.00	0.00	
6401 Electricity Expense	2,535.74	3,600.00	-1,064.26	70.44%
6402 Oil/Propane	294.03	600.00	-305.97	49.01%
6406 Telephone & Internet Expenses	444.80	900.00	-455.20	49.42%
6407 Water & Sewer	877.55	1,200.00	-322.45	73.13%
Total 6400 Utilities	\$ 4,152.12	\$ 6,300.00	-\$ 2,147.88	65.91%
6500 Water Testing	625.00	800.00	-175.00	78.13%
6600 Lead Pipe Testing Expenses	6,632.86	0.00	6,632.86	
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	21,541.56	21,541.56	0.00	100.00%
6817 2013 MMBB Refinance Bond Interest	10,719.28	5,359.64	5,359.64	200.00%
Total 6800 Bond Expenses	\$ 32,260.84	\$ 26,901.20	\$ 5,359.64	119.92%
Total Expenditures	\$ 147,053.53	\$ 164,269.52	-\$ 17,215.99	89.52%
Net Operating Revenue	-\$ 50,474.18	\$ 993.80	-\$ 51,467.98	-5078.91%
Net Revenue	-\$ 50,474.18	\$ 993.80	-\$ 51,467.98	-5078.91%

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NVC- WATER	
Statement of Activity	
September 2024	
	Total
Revenue	
4100 Water Revenue	
4300 Water Non-operating Revenue	
4310 Interest Income	558.32
Total 4300 Water Non-operating Revenue	\$ 558.32
Total 4100 Water Revenue	\$ 558.32
Total Revenue	\$ 558.32
Cost of Goods Sold	
5000 Cost of Goods Sold	
5100 Water Purchases	4,026.93
Total 5000 Cost of Goods Sold	\$ 4,026.93
Total Cost of Goods Sold	\$ 4,026.93
Gross Profit	-\$ 3,468.61
Expenditures	
6000 1099 Contractors	
6036 Bookkeeping	507.54
6047 Water Utilities Superintendent	2,250.09
Total 6000 1099 Contractors	\$ 2,757.63
6050 Auto Expenses	
6051 Auto Fuel Expense	
6053 Truck Fuel	36.24
Total 6051 Auto Fuel Expense	\$ 36.24
Total 6050 Auto Expenses	\$ 36.24
6070 Employee Wages & Benefits	
6075 Employee Benefits	
6077 Income Protection Plan	77.85
Total 6075 Employee Benefits	\$ 77.85
6080 Employees Salaries & Wages	
6082 Distribution Officer Wages	1,814.40
6084 Office Personnel Wages	1,578.52
6087 Utility Billing Wages	375.15
Total 6080 Employees Salaries & Wages	\$ 3,768.07
6095 Payroll Processing Fees	55.75
6096 Payroll Tax Expense	273.34
Total 6070 Employee Wages & Benefits	\$ 4,175.01
6150 Information & Notices	218.21
6190 Legal & Professional Services	
6191 Auditing Services	832.75
Total 6190 Legal & Professional Services	\$ 832.75
6260 Office Supplies	192.03
6330 Repairs & Maintenance	
6331 Building Repairs & Maintenance	128.49
6332 Cleaning	74.25
6342 General Repairs & Maintenance	273.00
Total 6330 Repairs & Maintenance	\$ 475.74
6345 Software	380.02
6350 Supplies	188.90
6400 Utilities	
6401 Electricity Expense	189.90
6402 Oil/Propane	52.14
6406 Telephone & Internet Expenses	50.40
Total 6400 Utilities	\$ 292.44
6500 Water Testing	280.00
6600 Lead Pipe Testing Expenses	6,632.86
Total Expenditures	\$ 16,461.83
Net Operating Revenue	-\$ 19,930.44
Net Revenue	-\$ 19,930.44
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NVC- Sewer				
Budget vs. Actuals:				
January - September 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	2,719.77	2,000.00	719.77	135.99%
4620 Grants	0.00	45,000.00	-45,000.00	0.00%
Total 4600 Sewer Non-operating Revenue	\$ 2,719.77	\$ 47,000.00	-\$ 44,280.23	5.79%
Total 4000 Revenue	\$ 190,949.59	\$ 324,625.00	-\$ 133,675.41	58.82%
Total Revenue	\$ 190,949.59	\$ 324,625.00	-\$ 133,675.41	58.82%
Gross Profit	\$ 190,949.59	\$ 324,625.00	-\$ 133,675.41	58.82%
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	5,990.49	8,000.00	-2,009.51	74.88%
6047 Sewer Utilities Superintendent	20,903.73	28,060.00	-7,156.27	74.50%
Total 6000 1099 Contractors	\$ 26,999.22	\$ 38,060.00	-\$ 11,060.78	70.94%
6050 Auto Expenses	0.00	0.00	0.00	
6051 Auto Fuel Expense	0.00	0.00	0.00	
6053 Truck Fuel	292.80	1,200.00	-907.20	24.40%
Total 6051 Auto Fuel Expense	\$ 292.80	\$ 1,200.00	-\$ 907.20	24.40%
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	\$ 1,064.54	\$ 4,200.00	-\$ 3,135.46	25.35%
6065 Community Events	39.72	0.00	39.72	
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	594.97	1,000.00	-405.03	59.50%
Total 6075 Employee Benefits	\$ 952.03	\$ 3,500.00	-\$ 2,547.97	27.20%
6080 Employees Salaries & Wages	0.00	0.00	0.00	
6081 Collection System Operator	6,324.14	7,500.00	-1,175.86	84.32%
6081.5 Assistant CSO	0.00	5,000.00	-5,000.00	0.00%
6084 Office Personnel Wages	15,321.71	16,715.00	-1,393.29	91.66%
6086 Treatment Plant Operator	23,456.20	30,000.00	-6,543.80	78.19%
6087 Utility Billing Wages	2,767.65	3,750.00	-982.35	73.80%
Total 6080 Employees Salaries & Wages	\$ 47,869.70	\$ 62,965.00	-\$ 15,095.30	76.03%
6095 Payroll Processing Fees	539.62	1,100.00	-560.38	49.06%
6096 Payroll Tax Expense	3,726.08	6,000.00	-2,273.92	62.10%
Total 6070 Employee Wages & Benefits	\$ 53,087.43	\$ 73,565.00	-\$ 20,477.57	72.16%
6150 Information & Notices	85.39	0.00	85.39	
6160 Insurance Paid	0.00	0.00	0.00	

	Actual	Budget	over Budget	% of Budget
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	2,366.25	0.00	2,366.25	
6190 Legal & Professional Services	0.00	0.00	0.00	
6191 Auditing Services	24,949.94	10,000.00	14,949.94	249.50%
6192 Engineering Fees	0.00	45,000.00	-45,000.00	0.00%
Total 6190 Legal & Professional Services	\$ 24,949.94	\$ 55,000.00	-\$ 30,050.06	45.36%
6210 Licenses, Permits, & Fees	60.49	2,500.00	-2,439.51	2.42%
6240 Membership Dues	222.75	300.00	-77.25	74.25%
6260 Office Supplies	958.86	1,000.00	-41.14	95.89%
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	379.28	500.00	-120.72	75.86%
6332 Cleaning	664.29	850.00	-185.71	78.15%
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	2,770.68	5,000.00	-2,229.32	55.41%
Total 6330 Repairs & Maintenance	\$ 42,224.25	\$ 53,850.00	-\$ 11,625.75	78.41%
6345 Software	1,191.06	3,500.00	-2,308.94	34.03%
6350 Supplies & Chemicals	8,187.37	15,000.00	-6,812.63	54.58%
6400 Utilities	0.00	0.00	0.00	
6401 Electricity Expense	3,557.26	5,000.00	-1,442.74	71.15%
6402 Oil/Propane	851.12	600.00	251.12	141.85%
6403 Hydrant Rental	99.66	150.00	-50.34	66.44%
6406 Telephone & Internet Expenses	439.12	900.00	-460.88	48.79%
6407 Water & Sewer	877.54	1,200.00	-322.46	73.13%
Total 6400 Utilities	\$ 5,824.70	\$ 7,850.00	-\$ 2,025.30	74.20%
6500 Water Testing	8,163.00	8,500.00	-337.00	96.04%
6800 Bond Expenses	0.00	0.00	0.00	
6810 2008 MMBB Bond Principal	6,020.00	6,020.00	0.00	100.00%
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	11,749.94	11,749.94	0.00	100.00%
6817 2013 BHBT Bond Interest	5,846.88	2,923.44	2,923.44	200.00%
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	\$ 31,829.57	\$ 49,742.29	-\$ 17,912.72	63.99%
Total Expenditures	\$ 211,445.35	\$ 317,367.29	-\$ 105,921.94	66.62%
Net Operating Revenue	-\$ 20,495.76	\$ 7,257.71	-\$ 27,753.47	-282.40%
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	-\$ 20,495.76	\$ 57.71	-\$ 20,553.47	-35515.09%

NVC- Sewer	
Statement of Activity	
September 2024 - September 2025	
	Total
Revenue	
4000 Revenue	
4600 Sewer Non-operating Revenue	
4610 Interest Income	543.06
Total 4600 Sewer Non-operating Revenue	\$ 543.06
Total 4000 Revenue	\$ 543.06
Total Revenue	\$ 543.06
Gross Profit	\$ 543.06
Expenditures	
6000 1099 Contractors	
6036 Bookkeeping	507.54
6047 Sewer Utilities Superintendent	3,090.51
Total 6000 1099 Contractors	\$ 3,598.05
6050 Auto Expenses	
6051 Auto Fuel Expense	
6053 Truck Fuel	36.23
Total 6051 Auto Fuel Expense	\$ 36.23
Total 6050 Auto Expenses	\$ 36.23
6070 Employee Wages & Benefits	
6075 Employee Benefits	
6077 Income Protection Plan	77.84
Total 6075 Employee Benefits	\$ 77.84
6080 Employees Salaries & Wages	
6081 Collection System Operator	356.40
6084 Office Personnel Wages	1,578.52
6086 Treatment Plant Operator	2,416.64
6087 Utility Billing Wages	375.15
Total 6080 Employees Salaries & Wages	\$ 4,726.71
6095 Payroll Processing Fees	55.75
6096 Payroll Tax Expense	348.02
Total 6070 Employee Wages & Benefits	\$ 5,208.32
6190 Legal & Professional Services	
6191 Auditing Services	1,832.05
Total 6190 Legal & Professional Services	\$ 1,832.05
6260 Office Supplies	191.98
6330 Repairs & Maintenance	
6331 Building Repairs & Maintenance	128.48
6332 Cleaning	74.25
6342 General Repairs & Maintenance	835.62
Total 6330 Repairs & Maintenance	\$ 1,038.35
6345 Software	372.50
6350 Supplies & Chemicals	1,048.50
6400 Utilities	
6401 Electricity Expense	270.50
6402 Oil/Propane	647.18
6406 Telephone & Internet Expenses	50.40
Total 6400 Utilities	\$ 968.08
6500 Water Testing	2,560.00
6800 Bond Expenses	
6810 2008 MMBB Bond Principal	6,020.00
Total 6800 Bond Expenses	\$ 6,020.00
Total Expenditures	\$ 22,874.06
Net Operating Revenue	-\$ 22,331.00
Net Revenue	-\$ 22,331.00
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