



February 9, 2025 – 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 January 12, 2025 meeting minutes\*
- President's Report
  - Reminder: Maine Freedom of Access Act training requirement for elected officials.
  - Reminder: Use your nvc.gov email address for all NVC-related correspondence
- Treasurer's Report\*
- Village Agent Report\*
- Office Manager's Report\*
- Finance Committee Report\*
  - Recommendation: That the NVC Board of Overseers approve the inclusion of an appropriately detailed article on the August 2025 Annual Warrant, regarding the aforementioned NVC tax collections and with the board's recommended assignment of those funds to General Government Reserves. The article language should provide adequate transparency for consideration by NVC voters.
- Personnel Committee
- Utilities Committee Report\*
- Town Liaison Report
- Proposed by Vicky Matthews:
  - Finance position - discuss the feasibility of hiring this position decided with a vote
  - Videos of meetings should be posted, by office manager, within a week of the meeting
  - Taking of meeting minutes given back to office manager and drafts sent within 1 week of meeting
  - Donation fund for playground should come back to the village system (as were the donations for brown tail moth) so appropriate paper trail for expenses can be maintained.

**Other Committee Reports/business (as needed)**

Comments by members of the public.

Executive Session for personnel matters pursuant to 1 M.R.S.A. §405(6)(A)

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 signature.**

\*Written materials submitted.

- Draft January 12, 2025 Board meeting minutes
- February 2025 Treasurer's Report
- February 2025 Village Agent Report
- February 2025 Office Manager Report
- Finance Committee Report
- Utilities Department notice/explanation to customers of rate increases

**Northport Village Corporation  
Draft Minutes of the Board of Overseers Meeting  
Sunday, January 12, 2025**

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

**Public Comments:** There were no comments by members of the public.

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

**Approval of the minutes of the December 8, 2024 Overseers Meeting.**

Janae N. asked if there were any questions/comments regarding the December 8, 2024 Minutes distributed prior to the meeting.

**Vicky M. made a motion, seconded by Jeffrey W., to approve the minutes of the December 8, 2024 Overseers' meeting, distributed prior to the meeting, as written. Voted: Unanimous.**

**President's Report – Janae Novotny**

The Board's Financial Planning Workshop is scheduled for January 25<sup>th</sup> from 9:00 – 10:30 a.m. The Board will be looking at future "big picture items" at the workshop. Please send comments/ideas for your Committee's thoughts to Janae by January 17<sup>th</sup>. Celine B., Infrastructure Chair, has compiled a detailed list of their "big picture items".

Reminder: Maine Freedom of Access Act training requirement is mandatory for elected officials. Please forward your completed Certificate to Office Manager, Trish Parker.

**Treasurer's Report – Wendy Huntoon**

Wendy H. referred the Overseers to her written report circulated prior to the meeting. The 2023 Audit is on schedule and without issues going forward. We will close out the 2024 books and then schedule the 2024 audit.

The increased bookkeeping and audit fees, over what was budgeted in the past few years, was discussed. Wendy H. explained that audit problems started in 2019. Clean-up from multiple audits in a single year increased the costs over budgeted costs. We are back on track and expect 2025 to go smoothly.

**Village Agent Report – Bill Paige**

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

**Office Manager's Report – Trish Parker**

Trish P. referred the Overseers to her written report circulated prior to the meeting. In addition, the Historical Society (BHPS) has framed the list of Overseers' names and their years of service since the inception of the Northport Village Corporation. This is currently hanging in the Community Hall.

**Personnel Committee – Janae Novotny**

Recommendation to approve a one-time bonus payment of \$573.44 to Fernie Barton, a 34-year licensed Plant Operator employee, for his unpaid vacation pay.

**Jeffrey W. made a motion, seconded by Fred L., to approve the recommendation to approve a one-time bonus payment of \$573.44, for unpaid vacation pay, to Fernie Barton. Voted: Unanimous.**

Jeffrey W. reminded everyone that Fernie Barton is an “invisible” 34-year employee whose work is crucial to the sewer system. His work is done 365 days a year at 4:00 a.m.

#### **Utilities Committee – Jeffrey Wilt**

Recommendation to approve the proposed 2025 Sewer Department Budget.

Jeffrey W. explained the increases in the Budget. The trimester amount will be increased from \$377.00 (3 times a year) to \$430.00 (3 times a year), an increase of \$159.00 per year. Major drivers for this increase are: sludge removal, increased cost of living and bookkeeping and audit expenses regarding multiple audits.

**Jeffrey W. made a motion, seconded by Fred L., to approve the proposed Sewer Department Budget. Voted – Unanimous.**

Recommendation to approve the proposed 2025 Water Department Budget.

Jeffrey W. explained the increases in the Water Department Budget.

There is a 26.5% increase over the 2024 Budget. Any rate increase has to be approved by the PUC. This year the Department asked the PUC for a total increase of 26.5% which was approved by the PUC. The Water Department has not asked for a rate increase for over 18 years. The Belfast Water Department raised their rate to us by 30%. The rate increase is as follows: The trimester amount will be increased from \$159.00 (3 times a year) to \$180.16 (3 times a year); Usage will be 3.49 per cubic foot/per trimester (3 times a year).

A public hearing, required by the PUC, was held in 2024 to inform residents of potential increases.

**Jeffrey W. made a motion, seconded by Elaine M. to approve the proposed Water Department Budget. Voted – Unanimous.**

Discussion ensued regarding the above increases and alerting village residents prior to receiving their 2025 bills. It was agreed that notice regarding the increases will be mailed to residents and posted on NVC’s website with the new water and sewer rates.

Other Utility Department Business – The current moratorium for any new sewer hook-ups is in place until April 2025. We currently have 245 users on our sewer system. Our license maximum for our system is 252 users. The Department had been under the assumption the potential additional 7 customers were included in the 245 users; the assumption was incorrect, so we are now at our maximum of 252 users for our license. Allowing additional hook-ups would require a secondary treatment plant with a cost of approximately 20 million dollars. Any future landowner would have to resort to a septic system with a minimum requirement of land determined by the State, coupled with our NVC Zoning Ordinance. The seven property owners that are eligible for future sewer hook-ups currently do not receive any sewer bills. The Utility Trustees intend to change this policy to include those owners into our invoicing system.

#### **Infrastructure – Celine Bewsher**

Celine B. referred the Overseers to her written report and “Community Resilience Partnership Community Action Grant” submitted by the Town of Northport prior to the meeting. The grant application was submitted December 16, 2024. We should hear results of our application in March, 2025.

**Town Liaison – Janae Novotny**

The town is still seeking local office space to be used when construction is underway for the new Town Office and Community Center. The DOT’s plan for future road work will be on Route 1 in Lincolnton into some Route 1 sections in Northport.

**Public Comments:**

Rachel Rosa (7 Auditorium Park) requested clarification of the \$45,000 engineering fees in the Utilities Budget. Jeffrey W. explained the monies to cover the fees are offset by a grant.

**Adjournment**

A motion to adjourn was approved, and the meeting was adjourned at 9:47 a.m.

Respectfully submitted,

Maureen (Beanie) Einstein, Clerk

Janae Novotny, President

Draft

Treasurer's Report  
01/12/2025

- Warrants, Financial Reports, Bank Statements
  - Provided by Office Manager:
    - January Warrants
    - Financial Reports
    - Journal Entry Reports
  - Bank Statement – January Bank statement available in the office after February 15<sup>th</sup>.
- Financial Strategy Workshop
  - Held Financial Strategy Workshop in January, with workshop notes attached.
- 2023 Audit
  - Information on President's Certificate was provided to Purdy Powers.
  - Waiting for any remaining 2023 Audit questions.
- Expected 2025 Financial Activities
  - Met with accountant Lisa Perri (Wilkie & Associates) to review current activities and plans for 2025. Specific items:
    - Separated QBO accounts greatly facilitated the accounting for 2024. Fine tune QBO set up based on 2024 experience, including due to/due from between the three departments. (The accounting for the expenses split between General, Sewer, Water, paid for by General and reimbursed by Sewer and Water).
    - Revisit timeline for entering accounting information to facilitate monthly reports.
    - Addition of account codes for specific items, such as operating funds assigned reserve instead of bundling it with contingency funds.
    - Make Journal Entries for operating funds for reserves early in the fiscal year so that the Budget vs Actuals shows the funds committed.
  - Routine close for 2024 budget with the 2024 audit done in spring 2025. Once the 2024 audit is completed, NVC will be back on schedule for the yearly budget.
- Personnel Committee support
  - Continued review of job descriptions including identifying comparable job descriptions for NVC staff positions.
  - Attend Personnel Committee meetings
- Line of Credit
  - Reviewed Response from Dan Pittman (Bond Counsel) with Finance Committee. Working on response back to Mr. Pittman's concerns.
- 2024 Budget vs Actuals analysis
  - See attached preliminary 2024 final budget vs actuals (maybe different from official monthly report provide by office manager due to date it was generated) and analysis on end of year Revenue vs Expenses.
- Cash On Hand
  - The attached graph entitled General Cash on Hand by Month shows the historical trend of cash on hand for General.
  - Majority of General's revenue is received in September and October reflecting the yearly tax collection.
- Proposed 2026 Budget Workshop Schedule and Topics
  - Recommend 4 meetings prior to the June 2025 Overseers meeting. Possible schedule:
  - Possible Dates and topics:
    - Workshop 1: March 1 or 2; Review 2024 Actuals, 2025 Budget, 2026 priorities.
    - Workshop 2: March 29 or 30; Review preliminary 2026 budget; discuss options, priorities.
    - Workshop 3: April 26, 27 or May 3 or 4; Review updated 2026 budget and identify outstanding items.
    - Workshop: May 23 or 24; Review close to final 2026 budget.

## 2024 Budget vs Actual Analysis

Budget vs Actuals for 2024 as of Feb 1, 2025, was reviewed to understand end of year revenue verses expenses. The report includes December 2024 warrants. There is an additional \$2,210 of 2024 expenses on the January warrant, not included in the FY24 Budget vs Actuals report.

### Income

Interest received was higher than budgeted, \$10,920 instead of \$200. Utility rent payment was \$0 since the rent payment was not included in the approved 2024 Utility budgets. Watercraft registration fees was \$530 less than projected. Total Revenue was \$7,651 over budgeted.

### Expenses And Contingency

Total expenses were \$63,367 less than what was budgeted. However, of that amount listed, \$16,350 is for the Truck Reserve (6059), \$22,230 is for Wharf Repair (6337) work approved in 2024 but to be done in Spring 2025 and \$2,210 on the January warrants. Thus, the actual total expenses were \$22,577 less than what was budgeted. Including the unspent contingency funds (7100) of \$8,226, total unspent funds in 2024 were \$30,803.

### Analysis

Based on the analysis below, it is expected that General Reserves will show an increase at the end of the 2024 audit of \$18,454 (\$38,454 - \$20,000).

- General received \$7,651 more revenue and expenses were \$30,803 less than budgeted resulting in an expected Net Total Revenue of roughly \$38,454 (\$7,651 + \$30,803).
- Based on the report, the largest unrealized expense was the Engineering Fees (\$36,000) with other unspent funds in Police Wages, Legal Fees, Road Maintenance and Contingency.
- In addition, Audit, Wharf/Floats and Ground Maintenance were over budget, with final Wharf/Float expenses expected to be \$67,645 – well above the \$35,000 budgeted.
- It is also important to remember that \$20,000 from reserves was used to cover a portion of the 2021 MMBB bond interest payments. Any use of reserves such as this is represented as a decrease in reserves on the Statement of Financial Position, is not considered an operating expense thus does not appear on the Budget vs Actual report.

Thus, the actual increase in reserves, is the \$38,454 in unspent or uncommitted funds less the \$20,000 spent from reserves in 2024 to defray part of the 2021 MMBB bond interest payment, resulting in an increase of \$18,454.

The analysis above is based on unaudited reports, thus may change once FY2024 had closed, the audit has been completed and the 2024 Journal Entries placed in the General Ledger.

Northport Village Corporation  
Board of Overseers  
Summary of January 25, 2025 Strategic Financial Planning Workshop

Attendees: Overseers: Celine Bewsher, Fred Lincoln, Vicky Matthews, Kris Mix, Elaine Moss, Michael Tirrell, Jeffrey Wilt. Officers: Janae Novotny, President; Wendy Huntoon, Treasurer

Following the published agenda, the guidelines were reviewed. A review of the projects list resulted in the addition of the following items: competition of the culvert project on Pleasant Street, maintenance/repair of the old jail, and repaving of the basketball court. (The attached project list has been updated to include these projects.)

After considerable discussion of prioritization of the listed projects, a consensus developed around the following priority categories. Some cost estimates are “ballpark” figures provided for a sense of the relative costs and practical impact on sources of funding.)

**A. Critical infrastructure projects**

- Bayview Park: Bayview at risk because all abutters have done their shoreline stabilization work. Bayview engineering plan complete, ready for implementation. (\$120,000)
- Auditorium/Beale Park shoreline stabilization (Step 1- \$430,000) and related lower Clinton Street storm drainage, paving, culvert, sewer etc. project (Step 2 - \$500,000)

**B. Operating priorities**

- Replacement: plow, sander and swim float (\$40,000)

**C. Mandates**

- PUC requirement regarding fire flow (\$25,000 for 2026; \$50,000 in 2027; \$80,000 in 2028)
- MMA Risk Management list (\$25,000)

**D. Reserves improvement**

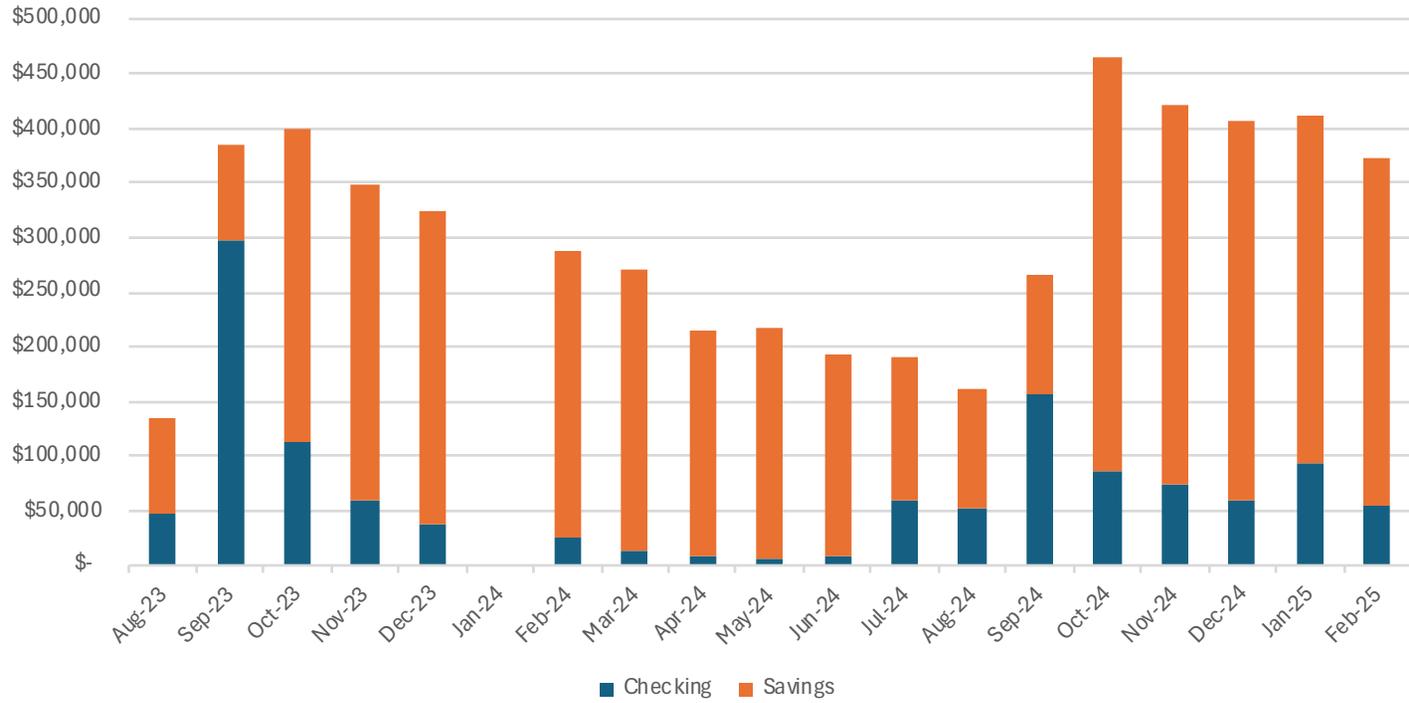
- Add \$20,000 per year per Finance Committee recommendation

Funding sources: fees, bonds (loans), grants, donations, operating budget

Next steps:

- Treasurer will draft a multi-year budget reflecting the multi-year priorities, e.g. Auditorium/Beale/Clinton St., reserve building and mandates.
- Governance Chair will preliminarily research Maine resort fee laws and consideration.

### General Cash on Hand by Month



# Northport Village Corporation - General

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Revenue</b>			
4100 General Government Revenue			
4200 General Operating Revenue			
4210 2024 RE Tax Revenue	486,062.10	485,924.00	138.10
4220 Town of Northport Revenue	25,000.00	25,000.00	0.00
4230 Rent from Utilities		3,000.00	-3,000.00
4240 Watercraft Registration Revenue	3,570.00	4,100.00	-530.00
<b>Total 4200 General Operating Revenue</b>	<b>514,632.10</b>	<b>518,024.00</b>	<b>-3,391.90</b>
4300 General Non-operating Revenue			
4310 Interest Income	10,920.70	200.00	10,720.70
4320 Community Hall Rentals	900.00	1,000.00	-100.00
4330 Donations	200.00		200.00
4340 Miscellaneous Revenue	222.78		222.78
<b>Total 4300 General Non-operating Revenue</b>	<b>12,243.48</b>	<b>1,200.00</b>	<b>11,043.48</b>
<b>Total 4100 General Government Revenue</b>	<b>526,875.58</b>	<b>519,224.00</b>	<b>7,651.58</b>
<b>Total Revenue</b>	<b>\$526,875.58</b>	<b>\$519,224.00</b>	<b>\$7,651.58</b>
<b>Expenditures</b>			
6000 1099 Contractors			
6010 Casual Labor	533.00		533.00
6020 Contracted Services			
6021 Mowing and Trimming Service	12,550.02	12,550.00	0.02
6022 Trash Collection	24,261.25	24,000.00	261.25
<b>Total 6020 Contracted Services</b>	<b>36,811.27</b>	<b>36,550.00</b>	<b>261.27</b>
6036 Bookkeeping	9,995.86	6,806.50	3,189.36
<b>Total 6000 1099 Contractors</b>	<b>47,340.13</b>	<b>43,356.50</b>	<b>3,983.63</b>
6050 Auto Expenses			
6051 Auto Fuel Expense			
6052 Cruiser Fuel		1,600.00	-1,600.00
6053 Truck Fuel	1,045.05	2,000.00	-954.95
<b>Total 6051 Auto Fuel Expense</b>	<b>1,045.05</b>	<b>3,600.00</b>	<b>-2,554.95</b>
6055 Auto Repairs & Maintenance			
6056 Cruiser Maintenance		3,520.00	-3,520.00
6057 Truck Maintenance	3,711.34	2,500.00	1,211.34
<b>Total 6055 Auto Repairs &amp; Maintenance</b>	<b>3,711.34</b>	<b>6,020.00</b>	<b>-2,308.66</b>
6059 Accrue for Truck Replacement		16,350.00	-16,350.00
<b>Total 6050 Auto Expenses</b>	<b>4,756.39</b>	<b>25,970.00</b>	<b>-21,213.61</b>
6065 Community Events	134.20	600.00	-465.80
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	554.65	4,672.00	-4,117.35
6077 Income Protection Plan	853.61	300.00	553.61

# Northport Village Corporation - General

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Total 6075 Employee Benefits</b>	<b>1,408.26</b>	<b>4,972.00</b>	<b>-3,563.74</b>
6080 Employees Salaries & Wages			
6083 Lifeguard Wages	10,114.09	11,600.00	-1,485.91
6084 Office Personnel Wages	22,437.68	25,170.00	-2,732.32
6085 Police Wages	50.00	10,100.00	-10,050.00
6088 Village Agent Wages	37,266.03	40,996.80	-3,730.77
6089 Village Official Wages		650.00	-650.00
6090 Winter Road Wages	4,997.70		4,997.70
<b>Total 6080 Employees Salaries &amp; Wages</b>	<b>74,865.50</b>	<b>88,516.80</b>	<b>-13,651.30</b>
6095 Payroll Processing Fees	1,570.25	2,200.00	-629.75
6096 Payroll Tax Expense	5,718.11	5,500.00	218.11
<b>Total 6070 Employee Wages &amp; Benefits</b>	<b>83,562.12</b>	<b>101,188.80</b>	<b>-17,626.68</b>
6150 Information & Notices	1,437.12	3,250.00	-1,812.88
6160 Insurance			
6161 Property & Casualty Insurance	7,052.34	5,295.00	1,757.34
6162 Workers Comp insurance	4,876.43	3,900.00	976.43
<b>Total 6160 Insurance</b>	<b>11,928.77</b>	<b>9,195.00</b>	<b>2,733.77</b>
6190 Legal & Professional Services			
6191 Auditing Services	11,262.70	3,500.00	7,762.70
6192 Engineering Fees		36,000.00	-36,000.00
6193 Legal Fees		2,500.00	-2,500.00
<b>Total 6190 Legal &amp; Professional Services</b>	<b>11,262.70</b>	<b>42,000.00</b>	<b>-30,737.30</b>
6240 Membership Dues	229.50	750.00	-520.50
6260 Office Supplies	1,431.72	4,700.00	-3,268.28
6285 Postage		300.00	-300.00
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	5,983.58	5,000.00	983.58
6332 Cleaning	913.92	1,750.00	-836.08
6333 Grounds General Maintenance	38,297.24	28,000.00	10,297.24
6334 Road Maintenance	15,705.29	21,000.00	-5,294.71
6336 Tree Maintenance	7,365.43	10,800.00	-3,434.57
6337 Wharf & Floats Maintenance	45,415.11	35,000.00	10,415.11
6342 General Repairs & Maintenance	782.99	3,550.00	-2,767.01
6343 Library Operations & Maintenance	155.00	400.00	-245.00
<b>Total 6330 Repairs &amp; Maintenance</b>	<b>114,618.56</b>	<b>105,500.00</b>	<b>9,118.56</b>
6344 Safety Committee Operations		150.00	-150.00
6345 Software	2,898.91	4,000.00	-1,101.09
6360 Tax Collection Fees	15,760.21	9,724.00	6,036.21
6370 Training			
6371 Police Training		500.00	-500.00
<b>Total 6370 Training</b>		<b>500.00</b>	<b>-500.00</b>
6390 Uniforms, Equipment, & Supplies	28.42		28.42

# Northport Village Corporation - General

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6391 Lifeguard - Uniforms, Equipment, & Supplies	129.13	750.00	-620.87
6392 Police - Uniforms, Equipment, & Supplies	2,061.48	3,250.00	-1,188.52
<b>Total 6390 Uniforms, Equipment, &amp; Supplies</b>	<b>2,219.03</b>	<b>4,000.00</b>	<b>-1,780.97</b>
6400 Utilities			
6401 Electricity Expense	1,200.62	2,307.00	-1,106.38
6402 Oil/Propane	425.00	1,000.00	-575.00
6403 Hydrant Rental	6,428.52	6,500.00	-71.48
6405 Street Lights	7,033.03	11,516.00	-4,482.97
6406 Telephone & Internet Expenses	1,808.24	560.00	1,248.24
6407 Water & Sewer	2,616.22	3,255.00	-638.78
<b>Total 6400 Utilities</b>	<b>19,511.63</b>	<b>25,138.00</b>	<b>-5,626.37</b>
6800 Bond Expenses			
6812 2009 MMBB Bond Principal	33,984.00	33,984.00	0.00
6813 2099 MMBB Bond Interest	706.86	706.86	0.00
6816 2013 MMBB Refinance Bond Principal	5,829.97	5,867.20	-37.23
6817 2013 MMBB Refinance Bond Interest	2,923.44	2,923.44	0.00
6818 2015 BHBT Bond Principal	21,221.49	20,788.80	432.69
6819 2015 BHBT Bond Interest	843.07	1,275.76	-432.69
6820 2021 MMBB Bond Principal	44,680.32	44,680.32	0.00
6821 2021 MMBB Bond Interest	19,177.21	18,651.78	525.43
<b>Total 6800 Bond Expenses</b>	<b>129,366.36</b>	<b>128,878.16</b>	<b>488.20</b>
9999 Uncategorized Expense	-624.05		-624.05
<b>Total Expenditures</b>	<b>\$445,833.30</b>	<b>\$509,200.46</b>	<b>\$ -63,367.16</b>
NET OPERATING REVENUE	<b>\$81,042.28</b>	<b>\$10,023.54</b>	<b>\$71,018.74</b>
Other Expenditures			
7100 Contingency Expenses	1,797.59	10,024.00	-8,226.41
<b>Total Other Expenditures</b>	<b>\$1,797.59</b>	<b>\$10,024.00</b>	<b>\$ -8,226.41</b>
NET OTHER REVENUE	<b>\$ -1,797.59</b>	<b>\$ -10,024.00</b>	<b>\$8,226.41</b>
NET REVENUE	<b>\$79,244.69</b>	<b>\$ -0.46</b>	<b>\$79,245.15</b>

**Northport Village Corporation  
Village Agent Report  
February 9, 2025 Board of Overseers Meeting**

**Recent activities**

- Plowing and sanding, plowing and sanding, plowing and sanding!
- Continuing to work on getting project estimates for items on the MMA list. Contractors are scheduling out a year or more.
- I continue to talk or meet with Town Administrator James Kossouth on a regular basis about items that impact the village.
- Weather permitting, I will be meeting with a structural engineer about MMA risk management inspector's concerns about Community Hall.

**Wharf and floats**

- Wharf: Dallas Fields Dive Service completed the major brace work on the wharf. Remaining repairs will be made in the spring and summer.
- Small watercraft area: A few kayaks still remain at the bottom of Ruggles Park.

**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. I recommend that replacing the swim float should be in the 2026 budget.
- 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.
- Parks/Trees: We need to budget for regular pruning of river birch tree by the library, the junipers around the basketball court and the shrubs around Merithew Square.
- MMA Risk Management recommendations: I am still getting estimates.
- Roads/storm drainage: Area in front of mailboxes at Merithew Square to North Ave and down North Ave to the new hot top needs to be hot-topped, and another storm added. The project needs to be engineered to decide how to handle storm runoff. Lower Clinton Avenue from Merithew Square down needs curbing or storm drain to handle water that is currently washing out the embankment at the bottom of the street.

**Utilities**

- Regular water and sewer maintenance work and Dig Safe requests.
- Additional work needed after the emergency repairs on the 794, 792/290 Shore Road pump stations was done. Working on treatment plant electronics issues.
- Addressed a significant water leak at The Hoot.

**Miscellaneous**

- We have been reimbursed from the MMA Risk Management grant for the new generator.
- 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.**

## 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.

Submitted by  
Bill Paige, Village Agent.



Office Manager's Report  
February 09, 2025  
For January 2025

I would like to remind everyone that NVC does accept credit cards now. Anyone that would like to pay their Water and/or Sewer bill is welcome to go online and pay or you can call the office and I am happy to assist you. There have been many issues with US mail in the past few years that seem to be exacerbated lately, so this might be a good option for many. You can find the links to pay on our website, but I will add them here as well:

For Sewer Payments: <https://apps1.web.maine.gov/cgi-bin/ePayment/online/disclaimer?sid=2230>

For Water payments: <https://apps1.web.maine.gov/cgi-bin/ePayment/online/disclaimer?sid=2232>

There is a 2.5% fee to use the credit card service. This fee goes directly to the card servicer, NVC does not collect or control this fee.

A reminder that the office also accepts checks - but we do not accept cash.

2023 Audit is close to completion. Almost done!

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!

The financial reports attached reflect December 2024 warrants and show totals for the entire year of 2024. As part of the FY2024 close, additional invoices, including some from the January warrants will be entered into the 2024 General Ledger. The January warrants, signed in February, are not reflected in the 2024 reports since they are entered into QBO after they are approved. The final FY2024 close will reflect all approved payments invoiced prior to December 31, 2024 including those approved by 2025 Warrants. The FY2024 close includes QuickBooks adjustments for data coded or entered incorrectly, with current corrections primarily to deposits. Deposit corrections include categorizing revenue correctly into categories such as late fees, interest, hall rental, watercraft fee etc. The final FY2024 monthly reports will be provided both to the overseers and auditors once completed. Starting in March, the 2025 monthly reports will be provided to the Overseers.

Attached to this report:

Bank Account balances printout

Budget vs Actual Reports for each Department

**As of 2/4/25**

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

Available Balance\*\*\$52,520.33

Current Balance\$52,520.33

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[Wastewater Checking \\*2620](#) Quick Peek

Available Balance\*\*\$43,595.75

Current Balance\$43,595.75

[Water Checking \\*3143](#) Quick Peek

Available Balance\*\*\$33,153.78

Current Balance\$33,153.78

[BUSINESS COMPLETE \\*9504](#) Quick Peek

Available Balance\*\*\$1,000.00

Current Balance\$1,000.00

[BUSINESS COMPLETE \\*1771](#) Quick Peek

Available Balance\*\*\$17,663.97

Current Balance\$17,663.97

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

Available Balance\*\*\$11,464.09

Current Balance\$11,464.09

**Interest \$45.51**

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

Available Balance\*\*\$69,821.75

Current Balance\$69,821.75

**Interest \$140.05**

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

Available Balance\*\*\$136,255.60

Current Balance\$136,255.60

**Interest \$332.02**

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

Available Balance\*\*\$318,765.38

Current Balance\$318,765.38

**Interest \$1,014.33**

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Total Deposit Accounts\$684,240.65

# Northport Village Corporation - General

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Revenue</b>			
4100 General Government Revenue			
4200 General Operating Revenue			
4210 2024 RE Tax Revenue	486,062.10	485,924.00	138.10
4220 Town of Northport Revenue	25,000.00	25,000.00	0.00
4230 Rent from Utilities		3,000.00	-3,000.00
4240 Watercraft Registration Revenue	3,570.00	4,100.00	-530.00
<b>Total 4200 General Operating Revenue</b>	<b>514,632.10</b>	<b>518,024.00</b>	<b>-3,391.90</b>
4300 General Non-operating Revenue			
4310 Interest Income	10,920.70	200.00	10,720.70
4320 Community Hall Rentals	900.00	1,000.00	-100.00
4330 Donations	200.00		200.00
4340 Miscellaneous Revenue	222.78		222.78
<b>Total 4300 General Non-operating Revenue</b>	<b>12,243.48</b>	<b>1,200.00</b>	<b>11,043.48</b>
<b>Total 4100 General Government Revenue</b>	<b>526,875.58</b>	<b>519,224.00</b>	<b>7,651.58</b>
<b>Total Revenue</b>	<b>\$526,875.58</b>	<b>\$519,224.00</b>	<b>\$7,651.58</b>
<b>Expenditures</b>			
6000 1099 Contractors			
6010 Casual Labor	533.00		533.00
6020 Contracted Services			
6021 Mowing and Trimming Service	12,550.02	12,550.00	0.02
6022 Trash Collection	24,261.25	24,000.00	261.25
<b>Total 6020 Contracted Services</b>	<b>36,811.27</b>	<b>36,550.00</b>	<b>261.27</b>
6036 Bookkeeping	9,995.86	6,806.50	3,189.36
<b>Total 6000 1099 Contractors</b>	<b>47,340.13</b>	<b>43,356.50</b>	<b>3,983.63</b>
6050 Auto Expenses			
6051 Auto Fuel Expense			
6052 Cruiser Fuel		1,600.00	-1,600.00
6053 Truck Fuel	1,045.05	2,000.00	-954.95
<b>Total 6051 Auto Fuel Expense</b>	<b>1,045.05</b>	<b>3,600.00</b>	<b>-2,554.95</b>
6055 Auto Repairs & Maintenance			
6056 Cruiser Maintenance		3,520.00	-3,520.00
6057 Truck Maintenance	3,711.34	2,500.00	1,211.34
<b>Total 6055 Auto Repairs &amp; Maintenance</b>	<b>3,711.34</b>	<b>6,020.00</b>	<b>-2,308.66</b>
6059 Accrue for Truck Replacement		16,350.00	-16,350.00
<b>Total 6050 Auto Expenses</b>	<b>4,756.39</b>	<b>25,970.00</b>	<b>-21,213.61</b>
6065 Community Events	134.20	600.00	-465.80
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	554.65	4,672.00	-4,117.35
6077 Income Protection Plan	853.61	300.00	553.61

# Northport Village Corporation - General

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Total 6075 Employee Benefits</b>	<b>1,408.26</b>	<b>4,972.00</b>	<b>-3,563.74</b>
6080 Employees Salaries & Wages			
6083 Lifeguard Wages	10,114.09	11,600.00	-1,485.91
6084 Office Personnel Wages	22,437.68	25,170.00	-2,732.32
6085 Police Wages	50.00	10,100.00	-10,050.00
6088 Village Agent Wages	37,266.03	40,996.80	-3,730.77
6089 Village Official Wages		650.00	-650.00
6090 Winter Road Wages	4,997.70		4,997.70
<b>Total 6080 Employees Salaries &amp; Wages</b>	<b>74,865.50</b>	<b>88,516.80</b>	<b>-13,651.30</b>
6095 Payroll Processing Fees	1,570.25	2,200.00	-629.75
6096 Payroll Tax Expense	5,718.11	5,500.00	218.11
<b>Total 6070 Employee Wages &amp; Benefits</b>	<b>83,562.12</b>	<b>101,188.80</b>	<b>-17,626.68</b>
6150 Information & Notices	1,437.12	3,250.00	-1,812.88
6160 Insurance			
6161 Property & Casualty Insurance	7,052.34	5,295.00	1,757.34
6162 Workers Comp insurance	4,876.43	3,900.00	976.43
<b>Total 6160 Insurance</b>	<b>11,928.77</b>	<b>9,195.00</b>	<b>2,733.77</b>
6190 Legal & Professional Services			
6191 Auditing Services	11,262.70	3,500.00	7,762.70
6192 Engineering Fees		36,000.00	-36,000.00
6193 Legal Fees		2,500.00	-2,500.00
<b>Total 6190 Legal &amp; Professional Services</b>	<b>11,262.70</b>	<b>42,000.00</b>	<b>-30,737.30</b>
6240 Membership Dues	229.50	750.00	-520.50
6260 Office Supplies	1,431.72	4,700.00	-3,268.28
6285 Postage		300.00	-300.00
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	5,983.58	5,000.00	983.58
6332 Cleaning	913.92	1,750.00	-836.08
6333 Grounds General Maintenance	38,297.24	28,000.00	10,297.24
6334 Road Maintenance	15,705.29	21,000.00	-5,294.71
6336 Tree Maintenance	7,365.43	10,800.00	-3,434.57
6337 Wharf & Floats Maintenance	45,415.11	35,000.00	10,415.11
6342 General Repairs & Maintenance	782.99	3,550.00	-2,767.01
6343 Library Operations & Maintenance	155.00	400.00	-245.00
<b>Total 6330 Repairs &amp; Maintenance</b>	<b>114,618.56</b>	<b>105,500.00</b>	<b>9,118.56</b>
6344 Safety Committee Operations		150.00	-150.00
6345 Software	2,898.91	4,000.00	-1,101.09
6360 Tax Collection Fees	15,760.21	9,724.00	6,036.21
6370 Training			
6371 Police Training		500.00	-500.00
<b>Total 6370 Training</b>		<b>500.00</b>	<b>-500.00</b>
6390 Uniforms, Equipment, & Supplies	28.42		28.42

# Northport Village Corporation - General

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6391 Lifeguard - Uniforms, Equipment, & Supplies	129.13	750.00	-620.87
6392 Police - Uniforms, Equipment, & Supplies	2,061.48	3,250.00	-1,188.52
<b>Total 6390 Uniforms, Equipment, &amp; Supplies</b>	<b>2,219.03</b>	<b>4,000.00</b>	<b>-1,780.97</b>
6400 Utilities			
6401 Electricity Expense	1,200.62	2,307.00	-1,106.38
6402 Oil/Propane	425.00	1,000.00	-575.00
6403 Hydrant Rental	6,428.52	6,500.00	-71.48
6405 Street Lights	7,033.03	11,516.00	-4,482.97
6406 Telephone & Internet Expenses	1,808.24	560.00	1,248.24
6407 Water & Sewer	2,616.22	3,255.00	-638.78
<b>Total 6400 Utilities</b>	<b>19,511.63</b>	<b>25,138.00</b>	<b>-5,626.37</b>
6800 Bond Expenses			
6812 2009 MMBB Bond Principal	33,984.00	33,984.00	0.00
6813 2099 MMBB Bond Interest	706.86	706.86	0.00
6816 2013 MMBB Refinance Bond Principal	5,829.97	5,867.20	-37.23
6817 2013 MMBB Refinance Bond Interest	2,923.44	2,923.44	0.00
6818 2015 BHBT Bond Principal	21,221.49	20,788.80	432.69
6819 2015 BHBT Bond Interest	843.07	1,275.76	-432.69
6820 2021 MMBB Bond Principal	44,680.32	44,680.32	0.00
6821 2021 MMBB Bond Interest	19,177.21	18,651.78	525.43
<b>Total 6800 Bond Expenses</b>	<b>129,366.36</b>	<b>128,878.16</b>	<b>488.20</b>
9999 Uncategorized Expense	-624.05		-624.05
<b>Total Expenditures</b>	<b>\$445,833.30</b>	<b>\$509,200.46</b>	<b>\$ -63,367.16</b>
<b>NET OPERATING REVENUE</b>	<b>\$81,042.28</b>	<b>\$10,023.54</b>	<b>\$71,018.74</b>
Other Expenditures			
7100 Contingency Expenses	1,797.59	10,024.00	-8,226.41
<b>Total Other Expenditures</b>	<b>\$1,797.59</b>	<b>\$10,024.00</b>	<b>\$ -8,226.41</b>
<b>NET OTHER REVENUE</b>	<b>\$ -1,797.59</b>	<b>\$ -10,024.00</b>	<b>\$8,226.41</b>
<b>NET REVENUE</b>	<b>\$79,244.69</b>	<b>\$ -0.46</b>	<b>\$79,245.15</b>

# NVC- WATER

## Budget vs. Actuals: Budgets - Revenues and Expenses - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Revenue</b>			
4100 Water Revenue			
4200 Water Operating Revenue			
4210 Water Sales	171,772.90	161,000.00	10,772.90
4220 Rate Increase		15,936.00	-15,936.00
4230 Water Service Fee Revenue	1.00	7,750.00	-7,749.00
4240 Hydrant Rental Revenue		6,279.00	-6,279.00
<b>Total 4200 Water Operating Revenue</b>	<b>171,773.90</b>	<b>190,965.00</b>	<b>-19,191.10</b>
4300 Water Non-operating Revenue			
4310 Interest Income	5,239.00	3,000.00	2,239.00
4320 Interest on Loan Receivable Sewer		2,798.32	-2,798.32
4340 Miscellaneous Revenue	9,144.00		9,144.00
<b>Total 4300 Water Non-operating Revenue</b>	<b>14,383.00</b>	<b>5,798.32</b>	<b>8,584.68</b>
<b>Total 4100 Water Revenue</b>	<b>186,156.90</b>	<b>196,763.32</b>	<b>-10,606.42</b>
<b>Total Revenue</b>	<b>\$186,156.90</b>	<b>\$196,763.32</b>	<b>\$ -10,606.42</b>
<b>Cost of Goods Sold</b>			
5000 Cost of Goods Sold			
5100 Water Purchases	27,988.78	31,500.00	-3,511.22
<b>Total 5000 Cost of Goods Sold</b>	<b>27,988.78</b>	<b>31,500.00</b>	<b>-3,511.22</b>
<b>Total Cost of Goods Sold</b>	<b>\$27,988.78</b>	<b>\$31,500.00</b>	<b>\$ -3,511.22</b>
<b>GROSS PROFIT</b>	<b>\$158,168.12</b>	<b>\$165,263.32</b>	<b>\$ -7,095.20</b>
<b>Expenditures</b>			
6000 1099 Contractors			
6010 Casual Labor		3,000.00	-3,000.00
6036 Bookkeeping	9,626.82	8,000.00	1,626.82
6047 Water Utilities Superintendent	23,257.42	19,540.00	3,717.42
<b>Total 6000 1099 Contractors</b>	<b>32,884.24</b>	<b>30,540.00</b>	<b>2,344.24</b>
6050 Auto Expenses			
6051 Auto Fuel Expense			
6053 Truck Fuel	429.11	1,200.00	-770.89
<b>Total 6051 Auto Fuel Expense</b>	<b>429.11</b>	<b>1,200.00</b>	<b>-770.89</b>
6055 Auto Repairs & Maintenance			
6057 Truck Maintenance	771.76	1,000.00	-228.24
<b>Total 6055 Auto Repairs &amp; Maintenance</b>	<b>771.76</b>	<b>1,000.00</b>	<b>-228.24</b>
<b>Total 6050 Auto Expenses</b>	<b>1,200.87</b>	<b>2,200.00</b>	<b>-999.13</b>
6065 Community Events	39.72		39.72
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	537.95	2,500.00	-1,962.05
6077 Income Protection Plan	828.57	1,000.00	-171.43
<b>Total 6075 Employee Benefits</b>	<b>1,366.52</b>	<b>3,500.00</b>	<b>-2,133.48</b>

# NVC- WATER

## Budget vs. Actuals: Budgets - Revenues and Expenses - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6080 Employees Salaries & Wages			
6082 Distribution Officer Wages	32,614.91	31,590.00	1,024.91
6082.5 Assistant DO Wages		7,500.00	-7,500.00
6084 Office Personnel Wages	20,675.11	16,715.00	3,960.11
6087 Utility Billing Wages	3,789.29	3,750.00	39.29
<b>Total 6080 Employees Salaries &amp; Wages</b>	<b>57,079.31</b>	<b>59,555.00</b>	<b>-2,475.69</b>
6095 Payroll Processing Fees	795.14	1,100.00	-304.86
6096 Payroll Tax Expense	4,278.90	6,000.00	-1,721.10
<b>Total 6070 Employee Wages &amp; Benefits</b>	<b>63,519.87</b>	<b>70,155.00</b>	<b>-6,635.13</b>
6150 Information & Notices	218.21		218.21
6160 Insurance Paid			
6161 Property & Casualty Insurance	3,225.00	1,625.00	1,600.00
6162 Workers Comp Insurance	772.66	1,000.00	-227.34
<b>Total 6160 Insurance Paid</b>	<b>3,997.66</b>	<b>2,625.00</b>	<b>1,372.66</b>
6190 Legal & Professional Services			
6191 Auditing Services	14,435.16	4,600.00	9,835.16
<b>Total 6190 Legal &amp; Professional Services</b>	<b>14,435.16</b>	<b>4,600.00</b>	<b>9,835.16</b>
6210 Licenses, Permits, & Fees	506.00	200.00	306.00
6240 Membership Dues	804.00	300.00	504.00
6260 Office Supplies	1,268.10	1,000.00	268.10
6285 Postage	802.00	800.00	2.00
6305 Regulatory Fees	894.00	200.00	694.00
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	480.27	500.00	-19.73
6332 Cleaning	887.04	850.00	37.04
6342 General Repairs & Maintenance	17,618.30	5,000.00	12,618.30
<b>Total 6330 Repairs &amp; Maintenance</b>	<b>18,985.61</b>	<b>6,350.00</b>	<b>12,635.61</b>
6345 Software	2,473.19	3,500.00	-1,026.81
6350 Supplies	1,614.27	5,000.00	-3,385.73
6400 Utilities			
6401 Electricity Expense	3,373.49	3,600.00	-226.51
6402 Oil/Propane	450.45	600.00	-149.55
6406 Telephone & Internet Expenses	596.00	900.00	-304.00
6407 Water & Sewer	1,313.46	1,200.00	113.46
<b>Total 6400 Utilities</b>	<b>5,733.40</b>	<b>6,300.00</b>	<b>-566.60</b>
6500 Water Testing	715.00	800.00	-85.00
6600 Lead Pipe Testing Expenses	15,737.35		15,737.35
6700 Reserve Accrual - Loan from Sewer Interest		2,798.32	-2,798.32
6800 Bond Expenses			
6816 2013 MMBB Refinance Bond Principal	21,541.56	21,541.56	0.00
6817 2013 MMBB Refinance Bond Interest	10,719.28	5,359.64	5,359.64
<b>Total 6800 Bond Expenses</b>	<b>32,260.84</b>	<b>26,901.20</b>	<b>5,359.64</b>

# NVC- WATER

## Budget vs. Actuals: Budgets - Revenues and Expenses - FY24 P&L

January - December 2024

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
<b>Total Expenditures</b>	<b>\$198,089.49</b>	<b>\$164,269.52</b>	<b>\$33,819.97</b>
NET OPERATING REVENUE	\$ -39,921.37	\$993.80	\$ -40,915.17
NET REVENUE	\$ -39,921.37	\$993.80	\$ -40,915.17

# NVC- Sewer

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Revenue</b>			
4000 Revenue			
4400 Sewer Operating Revenue			
4410 Sewer Fees	286,214.63	277,625.00	8,589.63
<b>Total 4400 Sewer Operating Revenue</b>	<b>286,214.63</b>	<b>277,625.00</b>	<b>8,589.63</b>
4600 Sewer Non-operating Revenue			
4610 Interest Income	3,331.50	2,000.00	1,331.50
4620 Grants		45,000.00	-45,000.00
<b>Total 4600 Sewer Non-operating Revenue</b>	<b>3,331.50</b>	<b>47,000.00</b>	<b>-43,668.50</b>
<b>Total 4000 Revenue</b>	<b>289,546.13</b>	<b>324,625.00</b>	<b>-35,078.87</b>
<b>Total Revenue</b>	<b>\$289,546.13</b>	<b>\$324,625.00</b>	<b>\$ -35,078.87</b>
<b>GROSS PROFIT</b>	<b>\$289,546.13</b>	<b>\$324,625.00</b>	<b>\$ -35,078.87</b>
<b>Expenditures</b>			
6000 1099 Contractors	35.29		35.29
6010 Casual Labor	105.00	2,000.00	-1,895.00
6036 Bookkeeping	8,078.07	8,000.00	78.07
6047 Sewer Utilities Superintendent	28,833.78	28,060.00	773.78
<b>Total 6000 1099 Contractors</b>	<b>37,052.14</b>	<b>38,060.00</b>	<b>-1,007.86</b>
6050 Auto Expenses			
6051 Auto Fuel Expense			
6053 Truck Fuel	429.06	1,200.00	-770.94
<b>Total 6051 Auto Fuel Expense</b>	<b>429.06</b>	<b>1,200.00</b>	<b>-770.94</b>
6055 Auto Repairs & Maintenance			
6057 Truck Maintenance	771.74		771.74
<b>Total 6055 Auto Repairs &amp; Maintenance</b>	<b>771.74</b>		<b>771.74</b>
6058 Mileage Expenses		1,000.00	-1,000.00
6059 Accrue for Truck Replacement		2,000.00	-2,000.00
<b>Total 6050 Auto Expenses</b>	<b>1,200.80</b>	<b>4,200.00</b>	<b>-2,999.20</b>
6065 Community Events	39.72		39.72
6070 Employee Wages & Benefits			
6075 Employee Benefits			
6076 Company Paid Benefits	357.06	2,500.00	-2,142.94
6077 Income Protection Plan	750.65	1,000.00	-249.35
<b>Total 6075 Employee Benefits</b>	<b>1,107.71</b>	<b>3,500.00</b>	<b>-2,392.29</b>
6080 Employees Salaries & Wages			
6081 Collection System Operator	9,418.34	7,500.00	1,918.34
6081.5 Assistant CSO		5,000.00	-5,000.00
6084 Office Personnel Wages	20,675.00	16,715.00	3,960.00
6086 Treatment Plant Operator	31,408.32	30,000.00	1,408.32
6087 Utility Billing Wages	3,789.29	3,750.00	39.29
<b>Total 6080 Employees Salaries &amp; Wages</b>	<b>65,290.95</b>	<b>62,965.00</b>	<b>2,325.95</b>

# NVC- Sewer

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6095 Payroll Processing Fees	795.11	1,100.00	-304.89
6096 Payroll Tax Expense	5,020.60	6,000.00	-979.40
<b>Total 6070 Employee Wages &amp; Benefits</b>	<b>72,214.37</b>	<b>73,565.00</b>	<b>-1,350.63</b>
6150 Information & Notices	261.39		261.39
6160 Insurance Paid			
6161 Property & Casualty Insurance	3,443.98	2,500.00	943.98
6162 Workers Comp Insurance	928.70	1,000.00	-71.30
<b>Total 6160 Insurance Paid</b>	<b>4,372.68</b>	<b>3,500.00</b>	<b>872.68</b>
6170 Interest	3,066.30		3,066.30
6190 Legal & Professional Services			
6191 Auditing Services	34,390.41	10,000.00	24,390.41
6192 Engineering Fees		45,000.00	-45,000.00
<b>Total 6190 Legal &amp; Professional Services</b>	<b>34,390.41</b>	<b>55,000.00</b>	<b>-20,609.59</b>
6210 Licenses, Permits, & Fees	60.49	2,500.00	-2,439.51
6240 Membership Dues	222.75	300.00	-77.25
6260 Office Supplies	1,113.90	1,000.00	113.90
6285 Postage	802.00	800.00	2.00
6305 Regulatory Fees	1,241.93		1,241.93
6330 Repairs & Maintenance			
6331 Building Repairs & Maintenance	480.26	500.00	-19.74
6332 Cleaning	887.04	850.00	37.04
6335 Sludge Removal	49,560.00	45,000.00	4,560.00
6337 Wharf & Floats Maintenance		2,500.00	-2,500.00
6342 General Repairs & Maintenance	3,763.18	5,000.00	-1,236.82
<b>Total 6330 Repairs &amp; Maintenance</b>	<b>54,690.48</b>	<b>53,850.00</b>	<b>840.48</b>
6345 Software	2,372.17	3,500.00	-1,127.83
6350 Supplies & Chemicals	9,235.87	15,000.00	-5,764.13
6400 Utilities			
6401 Electricity Expense	4,971.11	5,000.00	-28.89
6402 Oil	412.50	600.00	-187.50
6403 Hydrant Rental	149.50	150.00	-0.50
6404 Propane	595.04		595.04
6406 Telephone & Internet Expenses	590.32	900.00	-309.68
6407 Water & Sewer	1,313.45	1,200.00	113.45
<b>Total 6400 Utilities</b>	<b>8,031.92</b>	<b>7,850.00</b>	<b>181.92</b>
6500 Water Testing	10,239.00	8,500.00	1,739.00
6800 Bond Expenses			
6810 2008 MMBB Bond Principal	6,020.00	6,020.00	0.00
6811 2008 MMBB Bond Interest	699.75	699.75	0.00
6814 2012 MMBB Refinance Bond Principal	5,365.81	5,365.81	0.00
6815 2012 MMBB Refinance Bond Interest	2,147.19	2,147.19	0.00
6816 2013 BHBT Bond Principal	11,749.94	11,749.94	0.00

## NVC- Sewer

### Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
6817 2013 BHBT Bond Interest	5,846.88	2,923.44	2,923.44
6821 Loan Payment to Water - Principal		18,037.84	-18,037.84
6822 Loan Payment to Water - Interest		2,798.32	-2,798.32
<b>Total 6800 Bond Expenses</b>	<b>31,829.57</b>	<b>49,742.29</b>	<b>-17,912.72</b>
<b>Total Expenditures</b>	<b>\$272,437.89</b>	<b>\$317,367.29</b>	<b>\$ -44,929.40</b>
NET OPERATING REVENUE	\$17,108.24	\$7,257.71	\$9,850.53
Other Expenditures			
7300 Sewer Reserve Fund		7,200.00	-7,200.00
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$7,200.00</b>	<b>\$ -7,200.00</b>
NET OTHER REVENUE	\$0.00	\$ -7,200.00	\$7,200.00
<b>NET REVENUE</b>	<b>\$17,108.24</b>	<b>\$57.71</b>	<b>\$17,050.53</b>

## **NVC Finance Committee Meeting (virtual) – Jan. 31, 2025**

**Participants:** Fred Lincoln (chair) and committee members Janae Novotny (NVC President), Wendy Huntoon (NVC Treasurer), Bill Eastty, Bill Cressey, and Don Webster. Two members of the village public also attended.

F. Lincoln called the Zoom meeting to order at 4:00 p.m. EST and briefed the following three agenda items for committee discussion, as publicly communicated prior to the meeting:

1. Calendar Year 2023 village tax collection excess
2. Status of NVC annual operations borrowing/line of credit
3. NVC Debt Load (future year projects)

### **Item 1 – Calendar Year 2023 village tax collection excess (see below committee recommendation):**

**Background:** Referencing the Jan. 2025 NVC Treasurer’s report, it was disclosed that an excess of \$32,700 was inadvertently collected in calendar year (CY) 2023 village taxes. On a related note, a shortfall of \$10,000 in CY 2021 village tax collections previously occurred. NVC Financial Procedures have been modified, adding additional checks and balances to mitigate the risk of a future occurrence. The Finance Committee is satisfied that adequate controls are being implemented to provide reasonable assurance on the accuracy of future tax collection information furnished annually to the Northport town office.

Following detailed discussion, the committee overwhelmingly opined as a rectifying measure that the prior years’ net tax overcollection be assigned to General Government Reserves, if approved by a majority of NVC voters at the Aug. 2025 annual meeting. Any impact to the 2026 budget may be explained during the Doughnuts & Dialogue briefing held prior to the NVC Annual meeting.

**Recommendation:** That the NVC Board of Overseers approve the inclusion of an appropriately detailed article on the August 2025 Annual Warrant, regarding the aforementioned NVC tax collections and with the board’s recommended assignment of those funds to General Government Reserves. The article language should provide adequate transparency for consideration by NVC voters.

### **Item 2 – Status of NVC annual operations borrowing/line of credit:**

**Background:** Referencing the June 2024 NVC Finance Committee report and the recommendation approved at the June 9, 2024 NVC board of overseers meeting, and with reference to Article 5 of the Aug. 13, 2024 Annual Warrant, the NVC Treasurer briefed the committee on her recent legal correspondence with bond council regarding NVC’s securing of a multi-year line of credit. The borrowing purpose is to provide NVC with short-term working capital for operating expenses, in advance of annual village tax collections (which don’t occur until the third trimester of each tax year).

The Finance Committee reaffirmed their concurrence that a line of credit provides a reasonable and cost-effective path forward. The NVC Finance Committee Chair and the former NVC Treasurer (committee member) accepted an action to assist the current NVC Treasurer in drafting language to bond council that supports NVC’s position for obtaining a line of credit. An opinion from Bond Council is required for financial institution loan approval.

***Continued on next page***

**Item 3 – NVC Debt Load (future years projects):**

**Background:** Referencing the Jan. 25, 2025 Strategic Financial Workshop and associated materials, the NVC Treasurer and NVC President briefed the Finance Committee on the general purpose of this workshop (i.e., exploring potential projects outside of annual operating expenses, prioritization, cost estimating, annual budget impact, and multi-year project scheduling). Reference was also made to projects indicated within the Village Agent’s monthly reporting.

Regarding potential long-term debt/bond issuance, it was reiterated that pursuit of this borrowing would take into consideration all three NVC departments (General Govt., Water, and Sewer), since NVC is viewed by bond agencies and financial institutions as a whole (i.e., not by individual department). This reminder triggered discussion of potential long-term needs involving the Utilities departments and available visibility into those associated projects.

The committee revisited the April 14, 2024 “Bond Financing for Capital Projects” briefing presented to the overseers by former NVC Treasurer (and Finance Committee member) Bill Cressey. Bill again pointed to one of the financing guidelines where bond agencies generally require a Debt to Valuation ratio of under 5%. As of 2024, NVC was at 2.25%. It was further opined that the 2<sup>nd</sup> guideline of Total Annual Debt Service Cost vs. Expenses isn’t appropriate for NVC, since we aren’t a true municipality with other heavy expenditures such as Schools, County Levy, etc. that would mathematically distort (negatively) NVC’s overall financial picture.

The Finance Committee concurred with the Treasurer that bundled borrowing vs. borrowing by individual project, as practical, is more cost advantageous (e.g., reduced administrative fees). The Finance Committee is poised to provide further assistance to the board of overseers as the development of a more detailed listing of potential projects, priorities, costs, and potential implementation schedule takes shape.

Meeting adjourned at 5:00 p.m. EST

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

January 2025

Dear NVC Utilities Customers --

We write today first to thank you for your patronage and support of Northport Village Corporation's Water and Wastewater systems.

You will notice a rate increase reflected in your March 2025 invoice. The new rates are as follows:

- Waste-water connections -- \$430 per trimester (\$1290 per year) (14% increase)
- Water connections -- \$180.16 base rate, \$3.49 rate per 100 cubic feet of water purchased (26% increase)

These are substantial increases over the 2024 rate. What follows is an explanation of each rate increase and some important context.

Wastewater Department – The 2025 expense budget is approximately \$32,000 (10%) larger than the 2024 budget. Why? Costs associated with equipment maintenance, repair and replacement are up \$12,000 (140%) to bring the budget in line with the actual cost associated with maintaining and replacing equipment. Payroll costs are up \$12,000 (16%) which includes the addition of a \$5,150 allocation for a NVC finance manager (this is a position which is shared with general government, water & wastewater) plus an 8% cost of living increase for all NVC employees. The cost of sludge removal is up \$5,000 (11%) to bring the budgeted amount in line with actual spending in 2024.

Water Department – The 2025 expense budget is approximately \$42,000 (26%) larger than the 2024 budget. Why? Water department rates are set by the Public Utilities Commission. NVC has not requested PUC approve for increased rates in 18 years, which runs counter to best-practice annual rate increases of 1.5% to 3.0%. The PUC recommends modest annual rate increases to avoid periodic large increases.

What do increased water rates cover? The cost of water purchased from Belfast, up over 30% (\$7200) since 2023. Audit/bookkeeping costs are up \$7,200 (57%). Payroll costs are up \$12,000 (16%) which includes the addition of a \$5,150 allocation for a finance manager (shared with general government, water & wastewater) plus an 8% cost of living increase for all Village employees. In addition, approximately \$20,000 will be added to recently depleted reserves.

It's important to stress that, as Utility Trustees, and Overseers, we are aware of the financial burden increased rates place on the households we serve. We believe that we have done all we can to budget carefully. And we also know that the difficult reality is the fact that small Utilities departments are expensive, especially for a system with such a small user base. While this may be little comfort to everyone managing their personal budgets, it does reflect the situation faced by all systems experiencing the escalating

cost associated with year-round wastewater treatment and increased expenses associated with purchasing water. This is part of the cost we bear to protect the bay we all love and enjoy.

As much as we would like to assure you that rate increases are behind us, we unfortunately cannot. We can, however, assure you that we are committed to being good stewards of your trust and the department's resources. In addition, we remind you that Utilities meetings are open to the public, held monthly, and all are welcome to attend and observe the proceedings and provide input. We value your thoughts and opinions.

Thank you!

Northport Village Corporation Utility Trustees

Casey Brown (Trustee)

David Crofoot (Trustee-Emeritus)

Judy Metcalf (Trustee)

Kristen Mix (Trustee & Overseer)

Elaine Moss (Trustee & Overseer)

Jeffrey Wilt (Chairman, Trustee & Overseer)