



October 8, 2023 – 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/83323257818?pwd=VTJaOFZPVXZwWVVJUnRqckVONmVQdz09>

\*This is a business meeting conducted in public; it is not a public meeting. An opportunity for comments from members of the public is provided before the business meeting begins and end of the meeting. Unless a question from the public can be answered definitively and very briefly, the Board usually does not engage in a dialog with a commenter. If the speaker addresses an item on the Board's agenda, the Board's consideration at that time may respond to the speaker's comments. When recognized, a commenter should state their name and Village address and make their point briefly. Depending on the number of public members who wish to address the Board and the length of the Board's agenda, the presiding officer may establish a time limit for speakers. Agenda items may be taken out of order to accommodate guests. **Remote participants will not be admitted to the meeting unless the participant's name is identifiable.**

### Meeting Agenda

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

#### Action Items

- Approval of September 10, 2023 meeting minutes.\*
- President's Report
  - Recommendation to accept a donation of \$100 from Martha Block for the library.
- Treasurer's Report\*

#### Village Agent Report\*

- Consideration of James Butters application for access to NVC property.
- Consideration of Sandra Butters application for access to NVC property.
- Office Manager's Report\*
- Finance Committee
  - Recommendation: Under the condition the interest rate offered by FDIC-insured First National Bank is at least 4.3% (annul rate) for a period not less than one year on all NVC deposit accounts and with no early withdrawal restrictions, the Finance Committee recommends that the Overseers approve a graduated transfer of NVC bank deposits to the First National Bank to commence within a reasonable time determined by the Treasurer.
- Infrastructure Committee
  - See committee notes for recommendations.
- Parks & Trees Committee/Tree Warden\*
  - Recommendation to approve Good Deeds proposal of \$4800.00 for a survey to determine the property boundaries of the Bluff/Shore Roads "connector" donated to the NVC.

#### Discussion

- Parks & Trees Committee/Tree Warden: Cradle Row trees

#### Utilities Committee Report

#### Town Liaison Report

#### General Discussion of Other Committee Reports/business (as needed)

- Communications
- Governance
- Safety
- Waterfront
- Communications
- Technology Officer
- Other business

- Comments by members of the public
- Adjourn

**Warrants: reminder to Overseers to review and approve September warrants sent electronically for your review and available at the meeting for signature by those present.**

\*Written materials submitted.

- Draft September 10, 2023 Overseer Meeting Minutes
- Treasurer's Report
- October 2023 Village Agent Report
- James Butters Application for Access to NVC Property
- Sandra Butters Application for Access to NVC Property
- October 2023 Office Manager Report
- Finance Committee meetings notes
- Infrastructure Committee meeting notes and Grant Confirmation Letter to Town of Northport for a Community Resilience Partnership Community Action Grant

**Draft Minutes Northport Village Corporation  
Board of Overseers  
Sunday, September 10, 2023**

Overseers, Officers and Staff present: Celine Bewsher; Vicky Matthews (via phone) Judy Metcalf; Michael Tirrell; and Jeffrey Wilt; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein; Village Agent Bill Paige; Office Manager Patricia “Trish” Parker.

Overseers absent: Brady Brim-Deforest, Fred Lincoln

**Comments by Members of the Public**

Rachel Rosa read a statement regarding state resources available to implement online/credit card payments of utilities bills, small watercraft fees, etc.

**Approval of August 13, 2023 meeting Minutes**

Janae N. asked if there were any questions or comments on the minutes of the August 13 meeting. Hearing none, she recommended the Board approve the minutes.

**Jeffrey W. moved, seconded by Michael T., to approve the minutes of the August 13, 2023 Overseers meeting. Voted: Unanimous**

**President’s Report – Janae Novotny**

Recommendation to approve the following:

- 1) The 2023-2024 schedule of Board meetings (attached).
- 2) 2023-2024 NVC committee membership appointments (attached).
- 3) To appoint Victoria Matthews as Chairman to call and conduct a meeting of the Overseers in the absence of the President as described in the NVC Bylaws.
- 4) To appoint Fred Lincoln as Deputy Treasurer to act in the absence of the Treasurer as described in the NVC Bylaws.
- 5) To appoint Carlton Smith as the Deputy Clerk to act in the Clerk’s absence as described in the NVC Bylaws.
- 6) To appoint Craig Brigham as Wharfmaster to perform the duties described in the NVC Bylaws and to appoint Gordon Fuller, Bill Haverty and Jim Coughlin as Assistant Wharfmasters to assist the Wharfmaster in performing the Wharfmaster’s duties.
- 7) To appoint Victoria Matthews as Tree Warden to perform the duties described in the NVC Bylaws.
- 8) To grant and affirm the authority of Treasurer Gwendolyn Huntoon and President Janae Novotny to open any deposit account(s) in the names of the NVC; endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit in the name of the NVC with Bangor Savings Bank; place orders with Bangor Savings Bank for petty cash, coin or currency drawn on the deposit account(s) of the NVC; and delegate or revoke the delegation of authority relating to all or some of the power(s) granted in this resolution to any person(s) who is a director, officer or employee of the NVC and to grant and affirm the authority of Overseer Victoria Matthews to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit in the name of the NVC and with Bangor Savings Bank.
- 9) To approve the Warrant and Payment Policy (attached).
- 10) To approve a Facilities Use Request by Wendy Huntoon to use Community Hall for a “celebration of life” for Jo Huntoon on Sunday, October 8 at 2:00 p.m. Further, recommended waiving the rental fee in acknowledgement of Jo Huntoon’s substantial and lengthy volunteer service to the NVC.
- 11) To accept a donation from Terry Samway of \$200 to support the library.

**Judy M. moved, seconded by Jeffrey W. to approve the eleven recommendations as listed above.  
Voted: Unanimous.**

Janae N. will be setting a time for workshops for Board training in the next few weeks. She reminded Overseers that they are responsible for preparing "camera-ready" committee meeting announcements and agendas ready to be posted by staff on NVC bulletin boards and posted on the NVC website. Committee meeting announcements must be emailed to both the office and to Michael Tirrell for posting.

#### **Treasurer's Report – Wendy Huntoon**

Wendy H. recommended engaging Wilke & Associates as the NVC Bookkeeper .

Wilke & Associates hourly rate has generally ranged between \$125.00-\$150.00 an hour. Lengthy and thorough discussion ensued regarding Wilke & Associates hourly rates, whether a local bookkeeper would be less expensive, and whether the recommendation include a contract timeline and reassessment of the relationship and expenses as it proceeds. Treasurer Wendy H. explained that Wilke & Associates is presently our only reliable alternative as the bookkeeping firm going forward who are willing to do the general accounting as well as continue the audit clean up. She reviewed the recent history of bookkeeping errors and issues we have had with local bookkeepers. She noted that we engaged them briefly for bookkeeping while we were waiting for Philbrook & Associates to start working with us, and Wilke has consistently performed data entry with no errors. Wilke is also familiar with our processes and procedures. NVC already has an engagement letter in place with W & A that can be updated as needed. Final confirmation of hourly cost is pending. It is crucial to continue clean-up and prepare the audits for Purdy Powers. Jeffrey W. noted that cleaning up and catching up with the audits is crucial for the Utilities Department license.

**Jeffrey W., moved, seconded by Michael T., to engage Wilke & Associates as the NVC Bookkeeper.  
Voted: Judy M. , Michael T., & Jeffrey W. – yes; Celine Bewsher – No.**

**Judy M., moved, seconded by Celine B., that Treasurer Wendy H. and Office Manager Trish P. work together to identify a local bookkeeping firm once Trish P. feels her office systems are fully in place. J. Wilt expressed concern about our capacity to do this and noted that in the not to distant past we did search for a local bookkeeper. Voted: Unanimous.**

Wendy H. referred the Overseers to her Treasurer's Report, circulated prior to the meeting, with the recommendations and current NVC financial priorities. She noted that the Finance Committee would address who does what financial tasks to assure NVC maintains appropriate separation of functions.

President Janae N. updated the Board on a recent tax paying issue. The Village (NVC) gives the Town of Northport our approved budget amount to be raised through taxes. The Town then figures out the tax numbers and handles the tax billing. Because of a glitch in their software approximately \$22,000 was billed to Northport town residents on their taxes. NVC residents/taxpayers were not affected and the correct amount was billed to village taxpayers.

#### **Village Agent Report – Bill Paige**

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

#### **Office Manager Report – Trish Parker**

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

#### **Governance Committee – Judy M.**

Judy M. referred the Overseers to her written notes of the Governance Committee Meeting circulated prior to the meeting.

Request for Board guidance regarding Bayview Park garden donation.

One “action item” arises from the Draft Maintenance and Care Agreement between the Kazilionis family and the Village. One condition attached to acceptance of the gift (financial commitment to remove the garden after 10 years) is not part of the offered donation. The Committee wants Overseer guidance on this condition and also guidance on a deadline for installation of a garden.

**Judy M. moved, seconded by Celine B. that the President, Janae N., be designated to discuss with the Kazilionis family whether they want to proceed with their donation or rescind it. Voted: Unanimous.**

The Committee also requested the Board’s guidance regarding the temporary license granted to the Cressey family for their fence in Bayview Park. This temporary license, by definition, is revocable. The Committee affirmed the importance of reminding all villagers of the location of public spaces and parks throughout the village.

After discussion, it was decided that Judy M. will approach the Cressey family with the Board’s decision to revoke the license and have them remove the fence.

### **Parks & Trees – Vicky Matthews**

Janae N. referred the Overseers to Vicky Matthews’ written report circulated prior to the meeting.

Recommendation to approve expenditure of \$4800.00 for a survey to determine the property boundaries of the Bluff/Shore Road “connector” donated to the NVC.

Jeffrey W., moved, seconded by Michael T.,(with a discussion) to approve expenditure of \$4800.00 for a survey to determine the property boundaries of the Bluff/Shore Road “connector” donated to the NVC.

Judy M. stated that she is not in favor of the motion; in terms of survey needs, North Avenue is a more immediate need. Jeffrey W. noted that an abutting property owner is a bully and we need to understand what property is ours. Judy M. noted that we have an essential understanding of where the boundaries are and it is up to someone who disagrees to prove it, and our survey would not stop a dispute. Jeffrey W. noted that we don’t need a survey to defend our right to use our property. Judy M. stated that we can use our property without a survey, and that the Committee should consult Bill Paige and Tim Samway.

Vicky M. stated that Tim Samway does not know exactly where the property lines are. This walkway is a positive for the village; the survey does not need to happen today. P. Ratcliff is unwilling to share his recent survey of his property. The Committee suggested fundraising for the cost of the survey.

Jeffrey W. said that one approach is to go forward and say “prove it” to the abutters who do not want the walkway. Judy M. reiterated that under the terms of the property donation, we must not cut down any trees. Michael T. stated that we should proceed based on Judy M.’s explanations. After a thorough discussion, Jeffrey W. withdrew his motion.

It was determined it was up to the abutters to prove the property lines are incorrect.

### **Town Liaison – Jeffrey Wilt**

The Town has been looking at the intersections of Bayside Road and Route 1 and Cross Street and Route 1. The Town will be submitting a proposal to the DOT for grant funding to hire an engineer to redesign the intersections for a safer entrance to Route 1.

### **Infrastructure – Celine Bewsher**

Next meeting is 9/16 at 8:00 a.m. via zoom and the Community Hall. We need to form a Community Resilience team.

### **Safety – Michael Tirrell**

This will be Danny Ryosa's last week for the 2023 season. Next season, we are planning on regular safety bulletins to the community.

### **Utilities – Jeffrey Wilt**

In August we had three exceedances on limits of the license; one BOD and two enterococci. To comply with our license requirements, we are legally required to notify the DEP of exceedances and submit our plan for addressing these exceedances. Our plan is the climate change planning grant we have applied for to make our system to make our system less susceptible to water run-off and infiltration. We have acquired our own weather station to measure rainfall at our location. This ties directly into the moratorium on new sewer connections which sunsets in October. We are currently at 248 hook-ups and a license capacity of 255. Until we can treat without exceedances in July, August and September, there is a potential question. The Utilities Committee will be holding a Public Hearing on September 30 at 10 a.m. at Community Hall to have this discussion on whether to extend the moratorium. The Utilities Committee will come back with their recommendation after the hearing to the Overseers at their October meeting.

The Committee will be submitting an application in November to the EPA to renew our five year license. Jeffrey W. noted that the EPA took ten years to respond to our last renewal application.

Currently we are testing our drinking water for lead and copper. The Committee continues to look at different options for billing for our wastewater treatment expenses. We are currently working on our 2024 budget.

### **Public Comments**

Dan Webster thanked the Overseers for their huge increase in transparency for providing all relevant information to be discussed prior to the Overseers meeting. Also, questioned why the Infrastructure meeting was an "in person" only meeting when all meetings should be available virtually and in person. Also, encroachments on village property need to be addressed by the Overseers without playing favorites.

Rachel Rosa (7 Auditorium Park) stated that the NVC website should have a link to the 2023 tax commitment and that municipal officials are required to have two hours of training regarding public access laws.

The Board adjourned into executive session pursuant to 1 MRSA §405(6)(E).

The Board returned from executive agenda. There were no reportable actions. The meeting was adjourned at 10:08 a.m.

Submitted by

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Maureen "Beanie" Einstein, Clerk

and

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Janae Novotny, President

**Treasurer's Report**  
**10/8/2023**

- **Warrants and Monthly Reports**
  - September warrants are provided under separate cover.
  - Bank Statements will be provided in the office once downloaded.
  - Bank balances are provided separately to the Overseers, Officers and NVC Staff.
  - QBO has not been updated since the July warrants, thus no Budget vs Actual report is provided.
- **Bookkeeping**
  - Office Manager is working with Wilke & Associates on the transition of bookkeeping functions.
  - In the absence of a bookkeeper to review the September warrants, they were reviewed by Fred Lincoln, the Finance Committee Chair.
- **Finance Committee**
  - See attached document provided to the finance committee regarding bookkeeping and audit expenses for 2020 – current.
- **Audit Update**
  - 2020 Audit – completed. Financial statements can be found on [nvcmaine.org](http://nvcmaine.org).
  - 2021 Audit – in preparation.
    - Wilke & Associates is cleaning up the general ledger to meet the requirements set by Purdy Powers to begin the audit.
    - Non-payroll due to/due from must be reconciled.
  - 2022 Audit – not begun.

**Northport Village Corporation  
Village Agent Report  
October 8, 2023 Board of Overseers Meeting**

**Parks**

- Ruggles Park playground. Playground needs more chips – in addition to what we recently put down. The cedar chips used on the playground are made in Canada. Not practical to buy them directly; we must purchase through a 3<sup>rd</sup> party. Need to fill areas under swings with crusher rock.
- Ruggles Park: Looking into removing rotten stumps at some point in the future.
- Bayview Park and Auditorium Park: We lost some shoreline embankment at the bottom of these parks. Will need to have a soils engineer assess possible stabilization. See Infrastructure Committee report and grant application activities.
- All parks: Park benches need to be repositioned (close to existing locations) because they have settled. May need to fill holes when they are repositioned.

**Wharf, floats and Ruggles Park seawall**

- Annual wharf inspection by a marine engineer was done and the report given to Prock Marine to provide a cost estimate for needed repairs. Unless storm damage forces an earlier replacement, 2 pilings will need to be replaced eventually. If the building does not need to be moved, today's estimate to replace them is about \$33,000. Waiting to hear when Prock Marine will be available for planned fall repairs.
- Signage: Signage regarding swimming safety finally arrived. Boat float and fishing signs being worked on.
- Light on end of dock: The light has been replaced.
- Dock Building: Looking tired. Needs scraping and new paint.
- Boat float: The boat float will be coming out for the season soon after October 9 holiday. All boats must be off the boat float by the end of the day, Monday, October 9.

**Roads**

- General road maintenance: Planned maintenance has been completed. We'll see what October brings. Rented a roller to compact the regraded streets and they have held up so well in recent rainstorms that we plan to do it again next year.
- 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.

**Miscellaneous**

- **Needed electrical work**: Received the following estimates for needed electrical work:
  - Maintenance building: \$1300.61



- Lab/water shed: \$954.76
- Community Hall (meeting room, office and hallway): \$1350.08
- Community Hall (upstairs stage area-to install proper wiring for fans added by Bayside Arts): \$936.18

If 2023 funds are available later in the year, request that the maintenance building electrical work be approved so that I will have light for maintenance work needed this fall and winter. The remaining work should be in the 2024 budget.

- Fence around the fire pond: The frost had picked up the concrete posts and the fence was falling over before the tree fell on it. Replacing the fence was on a “10-year plan” that was never funded. A temporary fix is no longer possible. The fence needs to be replaced as soon as possible for safety reasons. First estimate about \$20,000. I’m looking for another estimate.
- Fire hydrants: Two new hydrants have arrived and will be installed soon.
- Truck and sander: I have ordered new blades for the snowplow (estimate \$800), and the plow will be serviced when the new blades arrive and are installed. Blades are backordered. Still waiting for parts.
- I continue to field calls from private contractors working throughout the Village on current and planned projects in the Village.
- I continue to deal with various villagers with issues they want addressed.
- Cradle Row: Still waiting for Overseers’ decision for a plan, money and new signage for planned future Cradle Row/Grove Street use.
  - If Cradle Row will continue to be used for parking, we need to prune trees. A villager recently notified us that a falling tree limb damaged their car when it was parked in Cradle Row.
  - Parking: Well used for parking throughout the summer.

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

- **Inshore mooring block for the boat float**: New block has arrived and will be installed next season.
- **Floats replacement**: It is still time to begin setting aside and saving money to replace the floats; they are starting to show their age.

**Other Activities**

- See attached for description of our Hurricane Lee preparation activities.
- Post-Hurricane Lee issues: Four trees down on Shore Road, trees down on Bayside Road and on Broadway – all taken care of by Road Commissioner and Fire Department. Large tree down on Oak Street removed.
- Hurricane Lee-related expenses incurred: Shore Road utilities generator repair; Oak Street tree removal and clean up; clean up of branches and debris in all parks; pulling boat float out and putting it back in.
- Talking with the new lawn-mowing contractor about trimming back the sides of Village roads and giving us an estimate for shoveling for Community Hall and the utility buildings this winter. Waiting for an estimate.
- Drexel Bailey is willing to be on standby for road plowing, if needed this winter.
- Beginning to work with plumbers getting water services turned off.

- Utilities

- Wastewater treatment plant: Small chlorine leak occurred. All state and federal agencies notified as required. Preferred clean up company not available. Company that was contacted gave estimate of nearly \$12,000 for required clean up. Ferne and Bill determined that they had the proper equipment and training to deal with the small leak and would be able to handle it without an outside contractor. Utility Superintendent agreed with the plan. State clean up response team inspected our work and confirmed that Ferne and Bill followed all necessary safety procedures and were doing everything right.
- Seasonal water shut off issues: Seasonal water shut off starts Oct 15 and all seasonal water needs to be off by Nov 1.
- Shutting off the water at the street (Village property/equipment) is prohibited unless authorized by Village Agent. Only the Village turns water on/off at the street.
- Everything from the Village shut off at the street to the house and under/in the house is the homeowner's responsibility. The homeowner arranges with a plumber to drain the house, remove the water meter in or under the house and return the water meter to the Village for winter storage.
- The water meters belong to the Water Department. The Village collects and stores them for the winter.
- Seasonal water turn on for seasonal cottages begins May 1.

Additional information regarding Samway donated property between Shore and Bluff Roads

- After the September meeting, Blair Einstein volunteered that he agreed that no survey was needed. Using available lot size information and existing survey pins, we can make a good determination of the width of the NVC property. Blair has done this on Shore Road. I have the information needed to do the same on Bluff Road.
- As I have mentioned to Vicky Matthews, one reason the abutters are upset is because the NVC volunteers appear to believe that the NVC property is an old, existing pathway that is on property owned by Sarah Ratcliff. The old pathway that we used to drive tractors on is not the NVC property; it is part of property owned by Sarah Ratcliff.

Submitted by Bill Paige, Village Agent.

Good Morning Everyone

This email is being sent out at the request of your Village Agent, Bill Paige, to keep you updated as to the efforts to keep Bayside prepared and safe as Hurricane Lee is coming upon us.

Bill has had meetings with the Wharf Master, Wharf Master Assistants, Gordon Fuller, and Harbor Master Scott Monroe discussing plans. The decision was made Wednesday morning for implementing the following:

- As of Wednesday, the swim float and Yacht Club floats were brought to shore.
- As of Thursday, the boat float and dinghy out float will be brought to the shore.
- At low tide on Thursday, all floats will be hauled up from the beach to the park.
- It is planned that the swim float and the dinghy out float will stay in the park until next spring. The boat float is planned to go back out and be hooked up after the storm passes next week. It will be pulled back out for the season after the Oct 9th holiday.
- There was a team of community minded volunteers organized and assisted in the waterfront activities.
- The Emergency Response Plan has been pulled and reviewed for procedures for the utilities. There was a conference call with the Treatment Plant Operator and the plan was discussed. There were some precautionary procedures made at the treatment plant and the wastewater pump station. Treatment Plant propane level has been checked, and the generator has been checked in case of power failure. There was an issue with the generator, so a repair company has been called from Hermon to come and service and make any repairs to ensure there are no issues if the generator is needed. They will be on site on Thursday mid day. The Utilities Superintendent, Chuck Applebee is on vacation, but on Friday his assistant, Walter Longfellow, will be at the NVC office and the complete Emergency Response Plan will be discussed with him at that time.
- All Village buildings have been checked and accessed and prepared for the storm.
- The contractor who does our maintenance for roads etc. has been contacted and is on standby for any work/repairs that may arise due to emergencies created by the storm.
- The lawn mowing contractor has been engaged to help with any downed limbs and clean up of parks that may be necessary.
- Another contractor has also been engaged and is on standby to help with any necessary cleanup for the village streets.
- The Town of Northport's EMA (Emergency Management Agency) officer has been contacted and preparedness has been discussed.
- The Town of Northport's Fire Chief has been contacted and preparedness has been discussed. Bill is a member of the Northport Fire Dept and will be responding to any calls that may arise in both the village and the town.

Hopefully, none of these precautions are not necessary, but Bill wants to ensure we are all as safe as possible and have planned for any unseen issues the weather may bring.

If you have any questions or concerns, you are welcome to call the office and we will do our best to answer them.

Thank you

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Trish Parker



William Paige <bpaige@nvcmaine.org>

**Fwd: Application for 9 Northern Avenue**

1 message

**NVC Office Manager** <officemanager@nvcmaine.org>

Fri, Sep 29, 2023 at 4:40 PM

To: NVC Office <office@nvcmaine.org>, William Paige <bpaige@nvcmaine.org>

----- Forwarded message -----

From: **Rick Fischer** <ff48@roadrunner.com>

Date: Fri, Sep 29, 2023 at 4:34 PM

Subject: Application for 9 Northern Avenue

To: NVC Office Manager <officemanager@nvcmaine.org>

CC: Paul O. Dillon, Esq <dillaw@dillaw.com>, <northportceo@gmail.com>

Hi Trish:

Per your request, I am sending you the application for your review.

Please note that I left the "Village Property Impacted" section blank so I can obtain the proper information at our meeting as I do not know how to reference the location.

I look forward to meeting you and hopefully Bill on Monday at 9:00 am.

My goal at our meeting will be to address and or/to identify any additional information you need to have a complete application to present to the Board on October 8, 2023.

Thanks for all your help. I hope you have a great weekend.

Rick

**3 attachments**



**Butters NVC Application.pdf**

2384K



**Butters Property Certificate of Insurance 9.29.23.pdf**

92K



**Butters 9 North Ave - Dangerous Building Report (230059).pdf**

2326K

RECEIVED  
9-29-2023  
MSA



### Application for Use of Village Property for Construction Activity

FOR ALL WORK SOUGHT TO BE PERFORMED BY STORAGE OR CROSSING OF CONSTRUCTION MATERIALS OR EQUIPMENT UPON VILLAGE PROPERTY, THE HOMEOWNER MUST FIRST GET PERMISSION FROM THE NORTHPORT VILLAGE CORPORATION BOARD OF OVERSEERS FOR SUCH USE.

Homeowners and contractors must complete this application and provide the following:

- A description of the proposed use of Village property, including relevant drawings;
- The timeline for proposed use of Village Property;
- A description of the nature of the burden placed on the Village property; and
- An explanation as to why there is no commercially feasible alternative to the use of Village property.

In addition, the homeowner may be required to post security to restore any damage done to Village property.

No work or storage will be allowed between May 15<sup>th</sup> and October 20<sup>th</sup> of each year, regardless of the date the permit is issued. When roads are posted by the town of Northport or the Northport Village Corporation, no work or storage will be permitted.

Kindly complete this application and provide all of the information required in order for your request to be placed on the agenda for the next Overseers meeting. Applicants are strongly advised to meet with the Village Agent prior to submitting an application to discuss the proposed project. Please be aware that failure to have submitted a completed application at least five days in advance of the scheduled Overseers meeting may result in delay in approval. The Overseers typically meet only once per month.

If permission for the use is granted either conditionally or unconditionally, a License and Indemnification Agreement will be prepared by the Village substantially in the form attached to this application and executed by the NVC President. In every instance, the License and Indemnification Agreement shall be provided to the homeowner only after the homeowner has provided the Village with proof that all required permits (e.g., DEP) have been received and proof that the homeowner has insurance coverage as required by the License and Indemnification Agreement.

**Application for Use of Village Property for Construction Activity**

Owner Name: SEE ATTACHED Owner Phone: SEE ATTACHED  
Owner Mailing Address: SEE ATTACHED Owner Email: SEE ATTACHED  
Bayside Property Address: 9 NORTHERN AVENUE, NORTHPORT, ME  
Village Property Impacted: MERTLEW SQUARE PARK  
Contractor Name: SEE ATTACHED Contractor Phone: (207) 873-8228  
Contractor Address: 315 MAIN STREET Contractor Email: FF48@REPAIRRUNNER.COM  
WATERVILLE, ME 04901  
Have you or your contractor met with the Village Agent to discuss the project: Yes No

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

SEE ATTACHED

Explain why no commercially feasible alternative to the use of public land exists. Attach additional pages as necessary.

SEE ATTACHED

**Required Submittals Attached:**

- Timeline for Proposed Use - OCTOBER 20, 2023 TO DECEMBER 31, 2023
- Drawings N/A
- Any Required Permits (e.g., DEP), If Already Received N/A

Northport Village Corporation Use Only:

Village Agent:  Approved  Disapproved Date: 10-2-23 Signed: William Patis

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

Tax Parcel of Homeowner's Property: MSR 407  
45-149

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

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



RECEIVED  
9-29-2023

FISCHER PROPERTIES

315 Main Street  
Waterville, ME 04901

September 29, 2023

**NORTHPORT VILLGE CORPORATION**

813 Shore Road  
Northport, ME 04849

Dear Sir or Madam:

I am writing to request permission to cross Northport Village Corporation (the Corporation) property with equipment and materials to complete repairs to the building located at 9 North Avenue, Northport, ME (the Property). The property is land locked and only accessible by crossing the Corporation's property. There are no other access points to the property except across the Corporation's land.

The scope of the work includes the following:

- Remove and dispose of the existing front porch;
- Remove and dispose of the addition on the back of the building;
- Remove and dispose of two chimney's, one on the side and one on the back of the building;
- Use of temporary metal beams and cribbing to jack the building;
- Repair the foundation on the west side of the building;
- Grade around the building once the repairs have been completed;
- Repair any damage done to the Corporation property.

Due to the extent of work required, and the limited space between buildings, we expect the following equipment and materials will be used to complete the repairs, and will be moving over and temporally stored on the Corporation's property:

- Excavator;
- Man/Boom Lift;
- Small Truck(s);
- Equipment trailer to deliver materials and equipment;

- Dump Trailer to dispose of debris;
- Metal beams and blocking for jacking;
- Any additional equipment needed in the repair work.

An on-site review of the property and a review of the Dangerous Building Assessment by Gartley & Dorsky (see attached) have not identified any hazardous waste with the exception of roof shingles that will be disposed of property when removed from the premise.

To the extent possible, I would also request access to the parking area odd Broadway at the corner of Clinton Avenue and Broadway for delivery vehicles. We expect this parking would be for limited times while loading and unloading equipment and materials.

To be sure you have legible information in certain sections of your application where I indicated "see attached;" I offer the following:

**Owner Name:** James A. Butters, Trustee of the Butters Bayside Family Camp Irrevocable Trust, Dated March 29, 2006;

**Owner Phone:** (207) 285-7100 for Paul O. Dillon, Attorney for James A Butters Trustee of the Butters Bayside Family Camp Irrevocable Trust, Dated March 29, 2006;

**Owner Mailing Address:** c/o Paul O. Dillon, Attorney for James A Butters Trustee of the Butters Bayside Family Camp Irrevocable Trust, Dated March 29, 2006;

**Owner Email:** dillaw@dillaw.com for Paul O. Dillon, Attorney for James A Butters Trustee of the Butters Bayside Family Camp Irrevocable Trust, Dated March 29, 2006

**Contractor Name:** Frederick H Fischer, dba Fischer Properties

I have attached the following:

- Application for use of Village Property for Construction Activity
- Certificate of Insurance
- Copy of the Engineering Survey by Gartley & Dorsky

If you have any questions, please contact me at (207) 873-8228.

Sincerely,



Frederick H. Fischer



# CERTIFICATE OF LIABILITY INSURANCE

RECEIVED  
9-29-2023

DATE (MM/DD/YYYY)

09/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Higgins & Bolduc Agency Inc dba HB Insurance P O Box 369 Oakland ME 04963	<b>CONTACT NAME:</b> Matthew Marquis <b>PHONE (A/C No, Ext):</b> (207) 465-2531 <b>E-MAIL ADDRESS:</b> matt@insurewithhb.com	<b>FAX (A/C, No):</b> (207) 465-2532
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> FISCHER PROPERTIES 315 MAIN ST WATERVILLE ME 04901-4920	<b>INSURER A:</b> Main Street America Group NAIC # 29939	
	<b>INSURER B:</b> National Grange Mutual Ins Co NAIC # 14788	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL2392910218      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		MPP6611H	06/25/2023	06/25/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 GDAL \$ 25,000
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			B1P6611H	03/21/2023	03/21/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 2,000
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE    OTH-ER
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Northport Village Corporation is hereby listed as additional insured with respect to the general liability when required by a written contract.

### CERTIFICATE HOLDER

### CANCELLATION

Northport Village Corporation 813 Shore Road Northport ME 04849	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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April 13, 2023

Toupie Rooney  
Code Enforcement Officer  
Town of Northport  
16 Beech Hill Road  
Northport, ME 04849

**9 North Avenue, Northport, Maine: Dangerous Building Assessment**  
Project 2023-0059

Dear Ms. Rooney:

Per your request we conducted a site visit to inspect the building located at 9 North Avenue in Northport, Maine (Map U5 Lot 149), owned by James Butters as Trustee (50%) and Sandra Butters (50%), on April 7, 2023. This written statement addresses the condition of the residence with regard to the standard for Dangerous Buildings set forth in Maine Revised Statute Title 17, Chapter 91, Section 2851.

The front of the home is considered south in this report (actual orientation is southeast).

**OBSERVATIONS**

- The existing building is in a state of disrepair and non-conformance.
- The building is unsafe to access.
- The front/south porch roof is tarped. The tarp is loose and insufficient to keep water out of the structure.
- The side entry roof on the front/south porch is failing. It is currently held up by (2) salvaged 1x3s fastened together, reportedly installed by a neighbor.
- The front/south porch roof is structurally unsound. (2) 2x4 posts have been added (also reportedly by a neighbor), to prevent the roof from collapsing.
- The front/south porch floor is degraded and unsafe. The new posts installed to prevent porch roof collapse are causing depressions in the porch floor deck.
- The porch at the northeast corner is degraded and failing. One of the posts is not providing support. The porch floor appears to be sinking/collapsing. The porch is unsafe.
- The rear/north addition lacks proper structural support and integrity. The addition is separating from the main building, with large gaps present between the two. The ledger at the floor level is close to slipping off the foundation shelf. Any fasteners from the ledger to the main house floor system have likely pulled out and/or lack adequate penetration to transfer loads. The rear/north addition is at risk of collapsing.
- There are significant bulges in the rear/north addition walls, suggesting structural failure within the walls.
- The foundation is discontinuous and is failing in multiple locations. CMU blocks are loose and out of plane. Some blocks have dislodged. Large, structurally significant, cracks are present in numerous locations around the foundation. The sill is partially off the foundation in some locations.



- The rear/north addition has a chimney which is visible above the roof, but does not continue down to the foundation. It is surmised that the masonry chimney bears on the addition floor framing which is combustible (wood).
- The chimney on the west exterior wall is in disrepair. Spalling and cracks are visible.
- The wastewater line is disconnected under the front porch, suggesting the home has been abandoned for some time; or if occupied, has been depositing wastewater directly into the ground under the front porch.
- The building has not been maintained, is dilapidated and is in the process of slowly collapsing.
- Exterior trim and finishes are degraded.
- Some windows are broken, leaving the building open to weather.

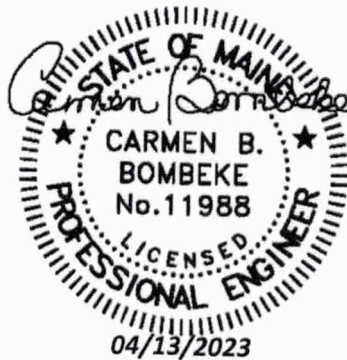
#### ASSESSMENT

The residence at 9 North Avenue in Northport, Maine is structurally unsafe, constitutes a fire hazard, is unsuitable or improper for occupancy, and constitutes a hazard to health and safety due to inadequate maintenance, dilapidation and abandonment. The building is dangerous per the standard of Dangerous Buildings in Maine Revised Statute Title 17, Chapter 91, Section 2851.

If you have any questions, please feel free to contact me at (207) 236-4365.

Sincerely,

**Gartley & Dorsky Engineering & Surveying, Inc.**



Carmen B. Bombeke, PE  
Senior Engineer

Enclosures: Selected Photos



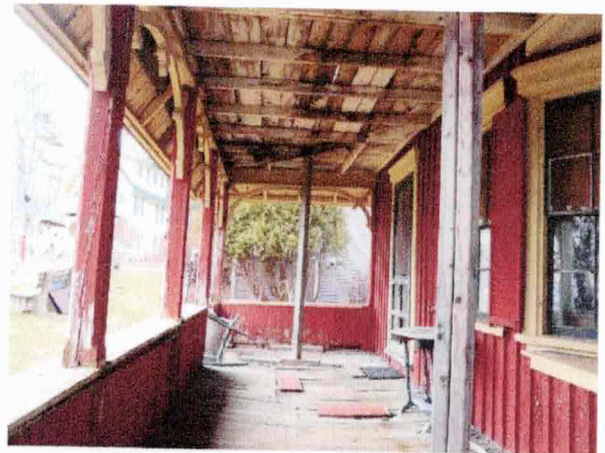
1) Exterior – South/west façades; south/front porch; porch has tarp roof; porch roof and floor are structurally unsound



2) Exterior – South/east façades; south/front porch; extended overhanging entry porch roof is failing; porch is structurally unsound



3) Exterior – South/front porch extended overhanging entry porch roof is failing



4) Exterior – South/front porch roof and floor are structurally unsound



5) Exterior – Northeast porch roof and floor are structurally unsound



6) Exterior – Northeast corner of northeast porch lacks support; blocks are toppling over (not touching post); floor is deflecting downward



7) Exterior – North addition is degraded and appears structurally unsound



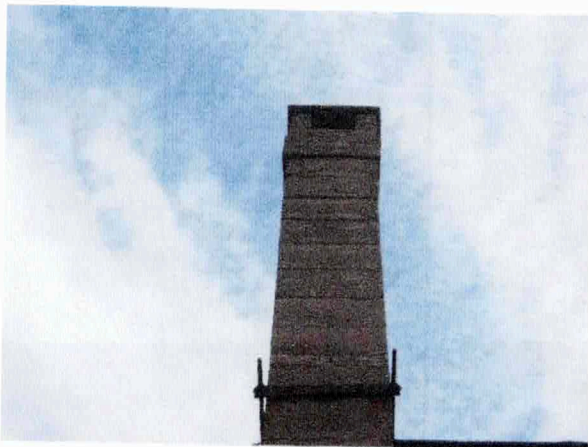
8) Exterior – North addition is separating from the main house; the chimney visible above the addition roof bears on combustible framing



9) Exterior – North addition is separating from the main house



10) Exterior – North addition has significant bulges in the exterior walls, suggesting structural failure in the wood framed walls



11) Exterior – West CMU chimney has significant cracks and may be unstable above the roof line



12) Exterior – West CMU chimney has significant cracks and spalling at the base



## **Application for Use of Village Property for Construction Activity**

**FOR ALL WORK SOUGHT TO BE PERFORMED BY STORAGE OR CROSSING OF CONSTRUCTION MATERIALS OR EQUIPMENT UPON VILLAGE PROPERTY, THE HOMEOWNER MUST FIRST GET PERMISSION FROM THE NORTHPORT VILLAGE CORPORATION BOARD OF OVERSEERS FOR SUCH USE.**

**Homeowners and contractors must complete this application and provide the following:**

- **A description of the proposed use of Village property, including relevant drawings;**
- **The timeline for proposed use of Village Property;**
- **A description of the nature of the burden placed on the Village property; and**
- **An explanation as to why there is no commercially feasible alternative to the use of Village property.**

**In addition, the homeowner may be required to post security to restore any damage done to Village property.**

**No work or storage will be allowed between May 15<sup>th</sup> and October 20<sup>th</sup> of each year, regardless of the date the permit is issued. When roads are posted by the town of Northport or the Northport Village Corporation, no work or storage will be permitted.**

**Kindly complete this application and provide all of the information required in order for your request to be placed on the agenda for the next Overseers meeting. Applicants are strongly advised to meet with the Village Agent prior to submitting an application to discuss the proposed project. Please be aware that failure to have submitted a completed application at least five days in advance of the scheduled Overseers meeting may result in delay in approval. The Overseers typically meet only once per month.**

**If permission for the use is granted either conditionally or unconditionally, a License and Indemnification Agreement will be prepared by the Village substantially in the form attached to this application and executed by the NVC President. In every instance, the License and Indemnification Agreement shall be provided to the homeowner only after the homeowner has provided the Village with proof that all required permits (e.g., DEP) have been received and proof that the homeowner has insurance coverage as required by the License and Indemnification Agreement.**



**Application for Use of Village Property for Construction Activity**

Owner Name: Sandra Butters Owner Phone: (207) 356-7659

Owner Mailing Address: 1106 Chase Rd Veazie, ME Owner Email: slpbutters@myfairpoint.net

Bayside Property Address: 9 North Ave., Northport, ME

Village Property Impacted: Merithew Square Park

Contractor Name: Chris Higgins Contractor Phone: (207) 692-8734

Contractor Address: 36 E Gulch Rd, Thorndike, ME Contractor Email: \_\_\_\_\_

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

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

The contractors/carpenters will need to drive and/or part their equipment in Merithew Square Park for completion of repairs on my cottage. Equipment to be utilized includes trailer, pick-up trucks, excavation equipment as needed for completion of work. Other alternatives have been explored.

Explain why no commercially feasible alternative to the use of public land exists. Attach additional pages as necessary.

My cottage does not have a driveway and/or access to a driveway and/or road especially on the left side. Thus carpenters/contractors will need to drive across and/or part their work-related vehicles in front of my cottage to complete required repairs. or in the park

**Required Submittals Attached:**

- Timeline for Proposed Use
- Drawings
- Any Required Permits (e.g., DEP), If Already Received

Northport Village Corporation Use Only:

Village Agent: Approved Disapproved Date: \_\_\_\_\_ Signed: \_\_\_\_\_

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

Tax Parcel of Homeowner's Property: \_\_\_\_\_

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

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

RECEIVED  
9-14-23

Mail

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## Northport

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**Chris Higgins** <chrishigginsjacking@yahoo.com>  
To: slpbutters@myfairpoint.net

Thu, Sep 14, 2023 at 7:06 AM

Good morning Sam,

I am writing to provide a quote for your job. \$40,000 to repair the one side of the foundation that is caving in and cracked. This would entail repairing or replacing the wall with new crushed stone, backfill, and drainage just on that one wall.

An additional quote of \$55,000 would be for drainage around the entire building. This would connect the two existing walls together with concrete. A knee wall would be built on top of the concrete up to the building to close it in.

Best,

Chris

Sent from my iPhone



# CERTIFICATE OF LIABILITY INSURANCE

RECEIVED  
9-26-2023

DATE (MM/DD/YYYY)  
09/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Cross Insurance 491 Main Street P.O. Box 1388 Bangor ME 04401		<b>CONTACT NAME:</b> Ashley Richard <b>PHONE (A/C, No, Ext):</b> (207) 947-7345 <b>E-MAIL ADDRESS:</b> ashley.richard@crossagency.com <b>FAX (A/C, No):</b>	
<b>INSURED</b> Chris Higgins 36 E Gulch Rd Thorndike ME 04986-3139		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Concord General Mutual Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		<b>NAIC #</b> 20672	

**COVERAGES**      **CERTIFICATE NUMBER:** CL2391847400      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			20053126	08/15/2023	08/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						\$ \$ \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E. L. EACH ACCIDENT \$ E. L. DISEASE - EA EMPLOYEE \$ E. L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> Northport village corporation 813 Shore Rd Northport ME 04849		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Ashley Richard</i>	
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Additional information to the email sent today, October 2nd..... confirming that you received another copy of Chris Higgins' certificate of liability insurance.

[Quoted text hidden]

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**NVC Office Manager** <officemanager@nvcmaine.org>

To: slpbutters@myfairpoint.net

Mon, Oct 2, 2023 at 10:50 AM

**Ms Butters**

You didn't answer my question

In your application, you say the word "contractors" but you only have one listed. Is the contractor you have given the information for going to be the General Contractor? We want to make sure you and the contractor understand that any damages caused to the village park property by using it to access to your property, are your responsibility to repair, which is why we are asking about other contractors.

Please answer this question

Thank you

Trish Parker

[Quoted text hidden]

---

**slpbutters@myfairpoint.net** <slpbutters@myfairpoint.net>

To: NVC Office Manager <officemanager@nvcmaine.org>

Mon, Oct 2, 2023 at 3:34 PM

In response to your question from your most recent email, Chris Higgins is a general contractor. I will add another contractor to the application. He will be emailing you a copy of his liability insurance tomorrow (October 3, 2023). His contact information is as follows,

Alex Bennett

14 Cook Drive

Brooks, Maine.

Sandy

[Quoted text hidden]



ALEXBEN-02

TANKERS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER: GHM, 51 Main Street, Waterville, ME 04901. CONTACT NAME: info@allenif.com, (800) 439-4311. INSURER(S) AFFORDING COVERAGE: INSURER A: United Ohio, NAIC #: 13072. INSURED: Alex Bennett DBA Backwoods Builders, 14 Cook Dr, Brooks, ME 04921.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSD, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: Northport Village Corporation, 813 Shore Rd, Northport, ME 04849. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

## Application for use of Village Property

1 message

NVC Office Manager <officemanager@nvcmaine.org>

To: slpbutters@myfairpoint.net

Wed, Sep 20, 2023 at 10:19 AM

Bcc: William Paige <bpaige@nvcmaine.org>, Janae Novotny <president@nvcmaine.org>

Good Morning Ms. Butters

I am following up from our phone conversation, yesterday, Tuesday September 19th, 2023 at 2:50pm, as I said I would. I called you this morning at around 9:30am, but with no answer, I left you a voicemail to return my call.

### **PLEASE READ THIS EMAIL CAREFULLY AS IT GIVES EXPLICIT INSTRUCTIONS AS TO BE ABLE TO HAVE THE MEETING YOU REQUESTED**

I am attaching the Application for use of village property to this email. There are directions included, as to how to fill this application out, but I will go over them for you here.

On the 2nd page please complete in the lines provided:

1. The Property Owners Name and phone number
2. The Property Owners mailing address
3. The Property Owners email address
4. The Property Owners Bayside address
5. The Village property that is impacted (what property you or your contractor(s) need to have access to, drive over, or park on to do the work)
6. Your contractor(s) name and phone number (if you have more than one contractor - we need the info for all of them. You may use a separate piece of paper if necessary)
7. Your contractor(s) address and email address

You **MUST** provide a description of the work to be done. This description needs to include **ALL** the work to be done and which contractor is doing what work. A time frame of the work to be done is also required (when each project is to be started and the expectation of when each one will be completed) You may use a separate piece of paper to do this.

Keep in mind that access the village property is only allowed between Oct 20th and May 15th, after permission is approved by the Board of Overseers.

**You are REQUIRED to provide an Insurance Certificate from each contractor you will be using, listing Northport Village Corporation as the certificate holder, at the time of submitting the application.**

The Village Agent, Bill Paige can meet with you, as requested on Thursday, Sept. 21st, 2023 at 1pm. He has only 30 minutes that he can meet with you. **You MUST have all**

**the forms filled out along with the documents listed above BEFORE he will meet with you.** I will take copies of your forms and documents, before you meet. I understand in the past you have stated that you can not print this application. I will direct you to Staples or any other office supply store and they can print out this application. You also may come here earlier than 1pm and get the printed application and fill it out before the meeting, but please understand - **AT 1PM ON THURSDAY, IF YOUR PAPERWORK IS NOT COMPLETE, THE VILLAGE AGENT WILL NOT MEET WITH YOU.**

**FINALLY, PLEASE BE AWARE, THE MEETING WITH THE VILLAGE AGENT IS ONLY FOR THE PURPOSE OF THE AGENT TO ASK QUESTIONS ABOUT YOUR PROJECT. HE CAN NOT FILL OUT THE PAPERWORK, OR WAIT FOR YOU TO FILL IT OUT. HE CAN NOT, IN ANY WAY, APPROVE YOUR APPLICATION. IT MUST GO BEFORE THE BOARD OF OVERSEERS TO BE APPROVED. HE ONLY CONFIRMS THAT THE APPLICATION HAS BEEN FILLED OUT AND ALL THE REQUIRED PAPERWORK HAS BEEN PROVIDED BY THE PROPERTY OWNER.**

If you have any questions you may respond to my email or call me at the Northport Village Corporation office at 207-338-0751

Sincerely  
Trish Parker

--  
Trish Parker

Office Manager  
Northport Village Corporation  
813 Shore Rd  
Northport, ME 04849  
Office 207-338-0751  
Cell 207-659-4460  
[officemanager@nvcmaine.org](mailto:officemanager@nvcmaine.org)

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 2023 Application for use of village property.pdf  
1149K



NVC Office Manager <officemanager@nvcmaine.org>

## Follow up for Application for use of village property

1 message

NVC Office Manager <officemanager@nvcmaine.org>

To: slpbutters@myfairpoint.net

Wed, Sep 20, 2023 at 12:14 PM

Bcc: William Paige <bpaige@nvcmaine.org>, Janae Novotny <president@nvcmaine.org>

Hello Ms Butters

After our conversation today, Wednesday Sept 20st, 2023 to reschedule your tentative meeting with the Village Agent initially set for tomorrow at 1, I have had a chance to talk with Bill.

He will be in meetings all day on Friday September 22nd, but, to try and accommodate you and your schedule he said he is willing to step out of his meeting for a brief conversation with you at 2pm. I will meet with you in the hall of the Community Building (same place you came to before) and collect all your paperwork and make copies. As long as you have all the paperwork required, I will interrupt Bill's meeting and he will come out and make sure everything is in order and can be presented to the Board of Overseers to request their approval. He will only have a few minutes to speak with you, but as long as you have everything you need, that should be long enough to take care of the issue.

**PLEASE UNDERSTAND YOU MUST HAVE ALL YOU DOCUMENTS AND INFORMATION, INCLUDING ALL CONTRACTORS INSURANCE CERTIFICATES BEFORE THE VILLAGE AGENT WILL MEET WITH YOU.**

I will see you on Friday Sept 22nd, 2023 at 2pm.

Thank you

Sincerely

Trish Parker

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Trish Parker

Office Manager

Northport Village Corporation

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### **Office Manager's Report - Oct. 8th, 2023**

- I have had a phone meeting with Lisa at Wilke & Assoc. We have come up with a plan as to how to keep the books and prepare the warrants all while making classes and properties match. Lisa estimates this will take her 8-10 hours per month. The rate is \$170 per hour. Lisa is the accountant that is cleaning up our books for 2021 and 2022. She will be going over the first 7 months of 2023 as well. I have done the leg work for 2023 and sent her the info in the same format as I am using now. She will review what has been entered and compare to my info and get 2023 cleaned up in what she and I feel will be reasonably quickly, so we won't have this mess to deal with later. My hope is to have the audit started very soon for 2021. Then have 2022 ready to go when 2021 is complete. 2023 should be ready as soon as 2022 audit is done. My expectation is that by the end of the year 2024 we should finally become current with all audits.
- Continuing to fine tune basic office procedures and practices
- Working with Bill and Utilities to review past expenses to help prepare the Utilities budget. I have presented our recommendations for 2024 to Chuck and I believe they will be discussing it at their next meeting
- Bill and Ferne handled our small chemical spill in the Sewer department with excellent speed and skill. All appropriate agencies were contacted and updated. I helped as I could with office issues. They both are deserving of tremendous thanks for handling this issue and saving the village a significant amount of money!
- I will be out of the office the week of November 20th (Thanksgiving week) and the week of December 25th (Christmas week). I will have my computer with me and will be handling payroll and any pertinent emails.

## **NVC Finance Committee Meeting – October 4, 2023**

Committee Attendees: Fred Lincoln (Chair), Wendy Huntoon (NVC Treasurer), Janae Novotny (NVC President), Bill Eastty (via Zoom), and Don Webster. NVC Office Manager Trish Parker also participated. No members of the invited community public were in attendance.

The meeting was called to order at 3:00 p.m. (eastern) with a welcome extended to Don Webster, who recently joined the Finance Committee as a representative of the community.

Published agenda items for the meeting focused on 4 topics: 1.) Bookkeeping Resources (current and future recurring); 2.) 2021 Audit Preparation Status; 3.) Separation of Duties/Functions (initial focus on the monthly warrant process); and 4.) NVC Bank Accounts (interest bearing opportunities)

### **Bookkeeping Resources**

Stemming from Overseer requests at the Sept. 2023 board meeting, NVC Treasurer Wendy Huntoon provided the committee with a summarized explanatory history of NVC Bookkeeping and Audit expenses covering FY2020 thru YTD Aug. 2023 (ref. information with the Treasurer's Oct. 2023 report). The historical data also includes expenses related to required ledger clean-up performed by Wilke & Associates (Wilke) during 2022 and 2023. Prior to the committee meeting, this data was reviewed and validated by the committee chair.

Based upon an estimate of required monthly hours for ongoing bookkeeping activities by Wilke, and given their hourly rate, it was determined the approved 2024 General Government budget for bookkeeping expense would be sufficient to cover their services for the coming year. The Finance committee believes an examination of NVC current priorities and perceived financial risk profile, weighing NVC's success to date with Wilke and the bookkeeper firm challenges experienced since 2020, should be a key consideration of the board.

Considering NVC critical bookkeeping needs and impact risk to the success of audit outcome for 2021-2023, and with knowledge of estimated costs being aligned with the approved 2024 Bookkeeping budget expense category, the Finance Committee recommends that NVC extend the proven relationship with Wilke and Associates and formalize a two-year engagement contract for ongoing bookkeeping support. This two-year commitment will further serve to protect NVC from potential disruptions, as experienced in the past.

### **2021 Audit Preparation Status**

Prior to today's meeting, the NVC Office Manager and Treasurer were asked to prepare a summary briefing of audit preparation activities and remaining outstanding items, which was presented to the committee. Progress has been made, with significant assistance from Lisa (Wilke & Associates). Open items primarily are clean-up of remaining Statement of Activity imbalances, and final resolution of Due To/Due From for nonpayroll expenses. The Office Manager expects a response by next week from Lisa regarding the related actions in her queue. Please refer to the October 2023 NVC Treasurer's report for additional details.

### **Separation of Duties/Functions**

The committee reviewed a Task Responsibility Matrix of Cash Handling, Purchase, and Billing and Receivables activities applicable to an organization of NVC's size and complexity. The general objective is to ensure NVC's continuance with having reasonable process controls in place for checks and balances. The Oct. 4<sup>th</sup> meeting focused on the monthly Warrant process, where working notes were also shared by the NVC Office Manager.

It was concluded that an added review step of the monthly warrant backup details by someone other than the Office Mgr. (who consolidates and prepares the warrant information) is appropriate to validate accuracy, prior

to the QBO entries and before the resulting Warrants are furnished to the Overseers. For the September 2023 Warrants, this activity was performed by the NVC Finance Committee Chair. This engagement may be necessary for the October Warrants as well, but with the goal of this responsibility ultimately residing with the bookkeeping firm. Otherwise, no impact resulted to the existing Warrant process.

A further committee review of the Task Responsibility Matrix (for applicability to activities among all 3 NVC depts.) will continue at the next Finance Committee Meeting.

### **NVC Bank Accounts**

Background: At the August 6, 2023 committee meeting, information provided by the NVC Office Manager was reviewed regarding an opportunity for earning significantly higher interest yields on NVC bank deposit balances (vs. the lower avg. rate experienced at NVC's existing financial institution). Included was a proposal from The First National Bank in Belfast, an FDIC insured institution, who extended NVC an offer to earn ~4.4% on all accounts (guaranteed at least 1 year). The committee opined that a potential transition to this institution would pose no additional financial risk to NVC. The committee then asked the Office Manager to solicit NVC's existing financial institution and other banks to ascertain if equal or better interest rates might be available.

The NVC Office Manager reported at the October 4<sup>th</sup> committee meeting those multiple inquiries with other area financial institutions resulted in no higher rate offerings. It has been further estimated that transitioning to The First National Bank, assuming their rate offer has not expired, would result in over \$15,000 of additional interest revenue for NVC in 2024 (total of 3 depts.). However, concerns have been expressed regarding the timing of a bank transition due to the critical bookkeeping clean-up activities now ongoing and a potential disruption to audit work activities in process. An opinion was further expressed by our present bookkeeping firm that this transition should not be delayed, given the material revenue impact to NVC.

If pursued, the migration of bank account deposits to the new bank may occur gradually to allow for processing of latent transactions through the current bank. It was suggested that the NVC credit card should eventually move to the new financial institution. The Office Manager also expressed that it would be appropriate to establish independent bank accounts for other items (e.g., Truck Accrual).

The Finance Committee has submitted a related Recommendation for the Oct. 8, 2023 Overseer board meeting agenda.

Meeting adjourned at 4:20 p.m.

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

### Audit Status

NVC has only completed the 2019 and 2020 audits, both are available on the [nvcmaine.org](http://nvcmaine.org) website. As indicated in the 2023 Treasurer's reports, the 2021 audit is pending cleanup of the 2021 general ledger to meet the audit requirements set forth by Purdy Powers. These requirements include correct entry 2020 audit journal entries, statement of financial position balanced by properties (General, Sewer, Water), Purdy Powers review of the 2021 financial reports, Purdy Powers agreement to and then scheduling of the 2021 audit.

### Explanation of Costs

Table 1 below indicates the bookkeeping and audit expenses by year spent. The information is taken from QBO so reflects the actuals and not the budgeted amounts. In addition, 2023 are the expenses paid to date and do not include any expenses not yet recorded or paid. Table 2 provides the same information but for the fiscal year the expenses applied to. For example, \$12,100 was spent in 2020 (Table 1) for the 2019 Audit (Table 2).

As indicated in Tables 1 and 2, the Audit costs spent in 2021 – 2023 (Table 1) are the costs for completing the 2020 audit (Table 2). Thus, for 2020, \$85,122.06 (Table 2) was spent across all three NVC departments for bookkeeping, audit, and cleanup costs. Note that these costs do not include the significant volunteer time expended to complete the 2020 audit.

Table 1: Bookkeeping and Audit Expenses by Year Spent

Expense	2020	2021	2022	2023	Grand Total
Audit	\$12,100.00	\$ 11,738.36	\$ 13,055.00	\$ 19,761.00	\$ 56,654.36
Bookkeeping	\$ 7,076.49	\$ 3,170.00	\$ 6,953.00	\$ 7,827.87	\$ 25,027.36
Finance Mgr	\$13,027.78	\$ 26,116.50			\$ 39,144.28
Clean up			\$ 20,463.43*	\$ 4,973.00	\$ 25,436.43
<b>Grand Total</b>	<b>\$32,204.27</b>	<b>\$ 41,024.86</b>	<b>\$ 40,471.43</b>	<b>\$ 32,561.87</b>	<b>\$ 146,262.43</b>

The notation \* indicates the 2022 Clean-up amount also includes expenses associated with standard bookkeeping activities provided by Wilke & Associates from January thru June 2022.

Table 2: Bookkeeping and Audit Expenses by Fiscal Year (Year Expenses Apply To)

Expense	FY2019	FY2020	FY2021	FY2022	FY2023	Grand Total
Audit	\$12,100.00	\$ 44,554.36				\$ 56,654.36
Bookkeeping*		\$ 7,076.49	\$ 3,170.00	\$ 6,953.00	\$ 7,827.87	\$ 25,027.36
Finance Mgr		\$ 13,027.78	\$ 26,116.50			\$ 39,144.28
Clean up		\$ 20,463.43	\$ 4,973.00			\$ 25,436.43
<b>Grand Total</b>	<b>\$12,100.00</b>	<b>\$ 85,122.06</b>	<b>\$ 34,259.50</b>	<b>\$ 6,953.00</b>	<b>\$ 7,827.87</b>	<b>\$ 146,262.43</b>

Appendix A below provides the same information but broken down by Department.

**Appendix A**  
**Bookkeeping and Audit Information by Department**

Table A.1 Year expense is incurred.

Expense/Year	2020	2021	2022	2023	Grand Total
<b>G</b>	\$ 9,939.91	\$ 13,841.51	\$ 14,293.38	\$ 9,263.47	\$ 47,338.27
Audit	\$ 2,800.00	\$ 2,987.41	\$ 4,784.20	\$ 4,912.24	\$ 15,483.85
Bookkeeping	\$ 2,406.00	\$ 1,438.60	\$ 3,046.79	\$ 2,660.41	\$ 9,551.80
Finance Manager	\$ 4,733.91	\$ 9,415.50			\$ 14,149.41
Clean up			\$ 6,462.39	\$ 1,690.82	\$ 8,153.21
<b>S</b>	\$ 10,387.07	\$ 14,125.18	\$ 12,744.77	\$ 11,287.90	\$ 48,544.92
Audit	\$ 4,150.00	\$ 4,908.98	\$ 3,933.80	\$ 7,063.08	\$ 20,055.86
Bookkeeping	\$ 2,335.25	\$ 865.70	\$ 1,903.10	\$ 2,583.73	\$ 7,687.78
Clean up				\$ 1,641.09	\$ 1,641.09
Finance Manager	\$ 3,901.82	\$ 8,350.50			\$ 12,252.32
Clean up			\$ 6,907.87		\$ 6,907.87
<b>W</b>	\$ 11,877.29	\$ 13,058.17	\$ 13,433.28	\$ 12,010.50	\$ 50,379.24
Audit	\$ 5,150.00	\$ 3,841.97	\$ 4,337.00	\$ 7,785.68	\$ 21,114.65
Bookkeeping	\$ 2,335.24	\$ 865.70	\$ 2,003.11	\$ 2,583.73	\$ 7,787.78
Finance Manager	\$ 4,392.05	\$ 8,350.50			\$ 12,742.55
Clean up			\$ 7,093.17	\$ 1,641.09	\$ 8,734.26
<b>Grand Total</b>	\$ 32,204.27	\$ 41,024.86	\$ 40,471.43	\$ 32,561.87	\$ 146,262.43

Table A.2 Fiscal Year the expense applies to.

Expense/FY	FY2019	FY2020	FY2021	FY2022	FY2023	Grand Total
<b>G</b>	\$2,800.00	\$ 26,286.15	\$ 12,544.92	\$ 3,046.79	\$ 2,660.41	\$ 47,338.27
Audit	\$2,800.00	\$ 12,683.85				\$ 15,483.85
Bookkeeping		\$ 2,406.00	\$ 1,438.60	\$ 3,046.79	\$ 2,660.41	\$ 9,551.80
Finance Manager		\$ 4,733.91	\$ 9,415.50			\$ 14,149.41
Clean up		\$ 6,462.39	\$ 1,690.82			\$ 8,153.21
<b>S</b>	\$4,150.00	\$ 29,050.80	\$ 10,857.29	\$ 1,903.10	\$ 2,583.73	\$ 48,544.92
Audit	\$4,150.00	\$ 15,905.86				\$ 20,055.86
Bookkeeping		\$ 2,335.25	\$ 865.70	\$ 1,903.10	\$ 2,583.73	\$ 7,687.78
Clean up			\$ 1,641.09			\$ 1,641.09
Finance Manager		\$ 3,901.82	\$ 8,350.50			\$ 12,252.32
Clean up		\$ 6,907.87				\$ 6,907.87
<b>W</b>	\$5,150.00	\$ 29,785.11	\$ 10,857.29	\$ 2,003.11	\$ 2,583.73	\$ 50,379.24

Audit	\$5,150.00	\$ 15,964.65				\$ 21,114.65
Bookkeeping		\$ 2,335.24	\$ 865.70	\$ 2,003.11	\$ 2,583.73	\$ 7,787.78
Finance Manager		\$ 4,392.05	\$ 8,350.50			\$ 12,742.55
Clean up		\$ 7,093.17	\$ 1,641.09			\$ 8,734.26
<b>Grand Total</b>	<b>\$12,100.00</b>	<b>\$ 85,122.06</b>	<b>\$ 34,259.50</b>	<b>\$ 6,953.00</b>	<b>\$ 7,827.87</b>	<b>\$ 146,262.43</b>

## Audit, Bookkeeping, Finance Manager and Clean Up Expense Data

Year	Task	Vendor	Department	Amount	Fiscal Year
2020	Bookkeeping	Brown & Kelly	G	\$ 2,406.00	FY2020
2020	Bookkeeping	Brown & Kelly	S	\$ 2,335.25	FY2020
2020	Bookkeeping	Brown & Kelly	W	\$ 2,335.24	FY2020
2020	Finance Manager	S. Kazilonis	G	\$ 2,096.94	FY2020
2020	Finance Manager	NR Bookkeeping	G	\$ 2,636.97	FY2020
2020	Finance Manager	S. Kazilonis	S	\$ 2,035.28	FY2020
2020	Finance Manager	NR Bookkeeping	S	\$ 1,866.54	FY2020
2020	Finance Manager	S. Kazilonis	W	\$ 2,035.26	FY2020
2020	Finance Manager	NR Bookkeeping	W	\$ 2,356.79	FY2020
2020	Audit	Purdy	G	\$ 2,800.00	FY2019
2020	Audit	Purdy	S	\$ 4,150.00	FY2019
2020	Audit	Purdy	W	\$ 5,150.00	FY2019
2021	Bookkeeping	NR Bookkeeping	G	\$ 1,438.60	FY2021
2021	Bookkeeping	NR Bookkeeping	S	\$ 865.70	FY2021
2021	Bookkeeping	NR Bookkeeping	W	\$ 865.70	FY2021
2021	Finance Manager	NR Bookkeeping	G	\$ 9,415.50	FY2021
2021	Finance Manager	NR Bookkeeping	S	\$ 8,350.50	FY2021
2021	Finance Manager	NR Bookkeeping	W	\$ 8,350.50	FY2021
2021	Audit	Purdy	G	\$ 2,987.41	FY2020
2021	Audit	Purdy	S	\$ 4,908.98	FY2020
2021	Audit	Purdy	W	\$ 3,841.97	FY2020
2022	Bookkeeping	P&A	G	\$ 2,046.79	FY2022
2022	Clean up	Wilke	G	\$ 6,462.39	FY2020
2022	Bookkeeping	NR Bookkeeping	G	\$ 1,000.00	FY2022
2022	Bookkeeping	P&A	S	\$ 1,886.60	FY2022
2022	Clean up	Wilke	S	\$ 6,907.87	FY2020
2022	Bookkeeping	NR Bookkeeping	S	\$ 16.50	FY2022
2022	Bookkeeping	P&A	W	\$ 1,986.61	FY2022
2022	Clean up	Wilke	W	\$ 7,093.17	FY2020
2022	Bookkeeping	NR Bookkeeping	W	\$ 16.50	FY2022
2022	Audit	Purdy	G	\$ 4,784.20	FY2020
2022	Audit	Purdy	S	\$ 3,933.80	FY2020
2022	Audit	Purdy	W	\$ 4,337.00	FY2020
2023	Bookkeeping	P&A	G	\$ 2,660.41	FY2023
2023	Clean up	Wilke	G	\$ 1,690.82	FY2021
2023	Bookkeeping	P&A	S	\$ 2,583.73	FY2023
2023	Clean up	Wilke	S	\$ 1,641.09	FY2021
2023	Bookkeeping	P&A	W	\$ 2,583.73	FY2023
2023	Clean up	Wilke	W	\$ 1,641.09	FY2021
2023	Audit	Purdy	G	\$ 4,912.24	FY2020
2023	Audit	Purdy	S	\$ 7,063.08	FY2020
2023	Audit	Purdy	W	\$ 7,785.68	FY2020

***(Please note that this report is in two parts: the first is the committee meeting notes and the second is a brief summary of business conducted outside the committee meeting)***

***I: Infrastructure committee meeting minutes September 23, 2023***

**Committee members attending**

Art Hall

Bill Haverty

Gordon Fuller

John Lojek

For reference, the meeting agenda that was emailed out prior to the meeting consisted of:

1. A quick review of the points brought to our attention during Infrastructure Donuts and Dialogue (D&D) in August.
2. Review the Infrastructure list for 2025 and work on priority recommendations for these.
3. Identify any action time that would be suitable for our committee members to take and work on between now and our next meeting.

In a review of the items that were brought up at D&D, the committee recommends the following:

- Re Cradle Row: Leave Cradle Row as is without further construction and continue to use it as overflow parking. However, maybe have the tree committee inspect some of the trees to see if some branches need trimming.
- Re Fencing work around the pond: The committee recommends leaving it as it is for now and not spending the \$20,000 and instead keeping the funds for infrastructure emergencies that may come up.
- However, the committee recommends proactively evaluating the trees around the pond as to avoid another situation that will damage the fence.

In reviewing the Infrastructure List for 2025 and priorities to consider, the committee discussed the floats and suggested asking Scott for an assessment of the floats in order to be able to make a more informed recommendation regarding the time to replace these. Based on Scott's assessment, if doable, it was suggested that we consider replacing one float per fiscal year at a time in order to spread the cost and reduce the financial impact in one year.



The last item that we discussed was the grant application process and whether it made sense to pursue grants separately from Northport, in particular for the one that we have been pursuing already which is “ Land and Water Conservation Fund”. The Committee recommends that we continue to apply for these grants with Northport, in order to avoid complications that can come up later on in the process due to our charter and village status.

## **II: Summary of Business Conducted Outside the Committee Meeting**

We have been informed that we were awarded the Community Resilience Grant of \$50,000. Please see the attached award confirmation letter.

On October 3, I attended the Community Action Grant Kick-Off Webinar which was hosted for the award recipients during which timelines for the award payout and responsibilities were discussed.

As part of the deliverables, we will need to continue engagement with Bayside and Northport through the formation of the Community Resilience Committee which meets once a month. During our community Resilience meeting back in June, some Bayside residents had signed up indicating they would be interested in joining this committee. I will follow up with them individually. This committee will continue to engage and discuss future Resilience projects throughout Bayside and Northport.

Further to this, James Kossuth and I will meet to coordinate the next necessary steps for the engineering study of shoreline stabilization.



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## Notes of Governance Committee Meeting

The Governance Committee met on Thursday, September 14, 2023 at 4:00 p.m. The meeting was held by Zoom. In attendance were committee members Judy Metcalf (chair), Beverly Crofoot, Elaine Moss, and Dan Webster.

The Committee discussed:

1. Continue review and development of communication recommendations to address encroachments on Village property.

The committee members affirmed the priority for removal of encroachments will be those encroachments which impede and interfere with safe travel on the public roads, protection of the village's plow equipment, and encroachments which interfere with parking on public lands. Even though those are the priorities, the committee also confirmed that the Policy for Preservation of Public Land requires that the public land not be co-opted for private use or exclusion.

Elaine will draft a proposed communication for review at the next meeting and then to present to Overseers for approval.

Judy will follow up with the NVC President to develop the list of known encroachments as identified by the Village Agent.

2. The Committee discussed the goals expressed in 2022 by the community to learn more about design review options for buildings, including what that might look like and whether it has a role to play in preserving the historic character of the Village. A plan will be developed to solicit community input.

3. New Business:

- a. The Committee discussed the need to regularly review each policy and ordinance in place to confirm their clarity and appropriateness and whether they comply with existing law. The goal would be to review each on a three-year cycle.

- b. There was discussion regarding what resources or tools are available to the Village to secure the safe removal of debris and detritus left by catastrophes like the fire on Bayside Road. Coordination with the town's Code Enforcement Officer may be an option.

Next Meeting: October 5, 2023, 4:00 p.m. via Zoom only.