

Town of Northport

Select Board Meeting

September 22, 2025 @ 6:15 pm

Chair: Breanna Pinkham Bebb  
Vice Chair: Jeanine Tucker  
Municipal Officer: Molly Schaufler  
Town Administrator: James Kossuth

Finance Director: Vicki Eugley  
Road Commissioner: Amon Morse – excused absence  
NVC Representative: Janae Novotny

**Present:** Breanna Pinkham Bebb, Jeanine Tucker, Molly Schaufler, James Kossuth, Vicki Eugley, Amy Eldridge, Robin Coombs, Janae Novotny, Amanda Austin, Christine Anderson-Morehouse, Rob Brown.

**Citizen Concerns:** None at this time.

**Northport Village Corporation:** Novotny reported that residents have raised concerns about campfires on the beach because of the drought. The Village has recently submitted an application for a \$6000 grant to build stairs on the Bluff-Shore Road connector trail. Novotny reported that she had had positive feedback from the Northportpalooza event on September 21.

**Road Commissioner:** In Morse's absence, Novotny requested that the tree at the corner of Clinton and Broadway be examined to see if needs to be removed. Novotny also requested that the Town cut brush along Bayside Road between Route 1 and the Drinkwater School. Kossuth said that he will talk to Morse about those issues.

**Town Administrator:** **Town Administrator Report:** In the interest of time, Kossuth had submitted a report to the Board before the meeting, which is attached as Appendix A. The Board had no questions about the report.

**Minutes:** Kossuth presented the Board with minutes for the Select Board meeting of September 8. The Board approved the minutes with edits.

**Finance Director:** **Warrants:** Eugley provided the Payroll & Accounts Payable warrants to the Board for review and approval. The Board approved and signed the Payroll & Accounts Payable warrants.

**New WEX credit card user:** Eugley reported that Fire Chief Paul Rooney had asked to add Fire Captain Paul Paige to the WEX credit card account for refueling fire engines. The Board approved adding Paul Paige and asked Eugley to provide Paige with a copy of the Town's credit card policy.

**Moving money from Salt/Sand Special Reserve and Digital Mapping Special Reserve:** Eugley asked the Board for authorization to move \$1585.28 from the Salt / Sand Special Reserve Fund to the general fund to pay for new light bulbs at the Salt and Sand Shed. Eugley asked the Board for authorization to move \$1652.63 from the Digital Mapping Special Reserve to the general fund to pay for the Town's updated tax maps.

***Schaufler moved to authorize both transfers, seconded by Pinkham Bebb. Board voted 3-0, transfers authorized.***

**Unfinished Business:** None at this time.

**New Business:** **Pre-Mortem / Contingency Planning Exercise:** Kossuth introduced the concept of the pre-mortem exercise, which is intended to identify reasons why the Town Office project could fail and then develop solutions to avoid or mitigate those outcomes.

Those present wrote some possible reasons for failure on sticky notes, which Kossuth posted and read aloud. Kossuth and those present then grouped those reasons into themes (e.g., Personnel; Funding; Timing or Delays; Cost Overruns; Voter Opposition). Those present then voted on which themes were most likely to cause failure or to pose the greatest challenges to the project, and ranked them as follows: (1) Staff/ Personnel Issues; (2) Timing / Project Delays; (3) (tie) Cost Overruns; (3) (tie) Voter Opposition; (5) Lack of Funding.

Those present discussed ways to mitigate or alleviate those concerns. Suggestions included:

(1) Staff/ Personnel Issues:

- Consider hiring an intern for summer 2026 to handle some of the communications projects
- Consider other staffing support, such as grant manager for handling federal funding
- Consider hiring an owner's representative to keep project on time and within budget

(2) Timing / Project Delays:

- Permits have been issued by Maine DEP, Maine State Fire Marshall, and Army Corps of Engineers; all of those can be renewed as a matter of course
- At what point does the delay in waiting for federal funding cost more than proceeding without federal funding?

(3) (tie) Cost Overruns:

- Update the project cost estimate (last estimate December 2024)
- Develop more detailed estimate of operating costs (heating, cooling, electrical, cleaning, etc.) for new building
- Regularly examine project budget and contingency estimate

(3) (tie) Voter Opposition:

- Important to provide frequent updates through a variety of channels, including one-on-one meetings and the press
- Important to educate voters about the upcoming property revaluation and its relationship to taxes and funding, including an informational session with the revaluation team
- Important to treat the property revaluation and the Town Office project as separate issues
- Keep the project FAQ updated
- Flyers or postcards with important updates

(5) Lack of Funding.

- Make sure the fundraising committee has sufficient support and begins public phase sooner rather than later
- Continue outreach to congressional delegation, including encouraging letters of support from residents to Sen. King and Sen. Collins
- If federal funding does not come through, make sure other sources are in place or available

**Executive Session under 1 MRSA § 405(6)(C) to discuss or consider the use of real property or interests therein.**

***Pinkham Bebb opened the Executive Session at 8:32pm.***

***Pinkham Bebb closed the Executive Session at 8:52pm.***

No action taken.

**Adjourn: *Tucker moved to adjourn at 8:53pm, seconded by Pinkham Bebb. Board voted 3-0, meeting adjourned.***

Respectfully submitted by,

James Kossuth, Town Administrator

# APPENDIX A



# Town of Northport

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*A community of neighbors, a tradition of caring since 1796*

**To:** Select Board  
**From:** James Kossuth, Administrator  
**Re:** Administrator's Report for September 22 Select Board Meeting  
**Date:** September 18, 2025

## **1. Northportpalooza!**

It is on Sunday, September 21, and will have been a great time. The Fundraising Committee will do a full debrief at its next meeting on September 30.

## **2. MMA Legislative Policy Committee Update.**

The Legislature reconvenes for the second session in January, and the LPC met on September 16 to decide whether to propose any legislation for the second session. The second session is generally limited to emergency legislation, and any newly proposed legislation must be approved by the Legislative Council.

The LPC decided to try to submit a single bill to make two technical corrections to new legislation: (a) to clarify that the new parking lot bill (LD1794), which imposes restrictions on parking tickets and towing, does not apply to on-street parking or municipal parking lots; and (b) to clarify the definition of "employee" in LD598 so that it does not apply to employees covered by a collective bargaining agreement in a bill that requires employers to pay employees for at least two hours' work if the employer reduces their scheduled hours without prior notice, and fixes a typo in that same bill.