



Town of Northport

16 Beech Hill Road Northport, Maine 04849
(207) 338-3819 ~ (207) 338-3596 (Fax)

www.northportmaine.org
administrator@northportmaine.org

A community of neighbors, a tradition of caring since 1796

To: Select Board
From: Town Administrator 
Date: September 3, 2026
Re: Explanatory Notes for September 9, 2026 Meeting

1. Bill Laurita of Swans Island Blankets will be there for the second public hearing regarding the Community Development Block Grant. There are several routine forms for the Board to sign. All are attached.
2. County Commissioner Breanna Pinkham Bebb and Sheriff Jason Trundy will be there to update the Board on developments in the County.
3. I have received a draft of a letter from Steve Kazilionis that the Board could send to Maine DOT regarding investigating traffic calming measures around Town.
4. I have attached a catering license request from Camp DeForest for a private event. I do not see any reason in the state law to deny the request.
5. I have been working with Amanda Austing to finalize the plans for the renovation and site work next door. I met this week with Matt Brown of Brown's Excavation, to get a quote for the site work (gravel parking lot, paved handicap stall). Amanda hopes to have the plans and scope of work finalized by next Thursday (Sept 10) so we can get bids to do the work. The bids would be due October 9, to be awarded at the Board meeting on October 14. That should give bidders enough time to put a good bid together, and be soon enough that the work could be done and we could move in October/November.
6. Northportpalooza is on target for September 20. Participants are lining up nicely.
7. We heard this week that FEMA approved the Hazard Mitigation Plan. We will now be eligible for hazard mitigation grants from FEMA to work on any of the areas that we had identified in our assessment.
8. Ruth Mazzeo and Molly handed out several more food scrap bucket kits at the Transfer Station. We are now up to 60 total kits. I also heard this week from FB Environmental, and they are planning to start working on their stormwater survey soon. They've asked the Village if they can have some plans relating to the sewer system.

9. Vicki and I met with AngelCom last week to see about updating our service agreement with them. The service contract we have has not been updated since AngelCom took over for Archangel several years ago. Our current service plan does not include some important security measures, and we are currently only paying for one computer backed up (although all of them are being backed up). I've attached their proposal.
10. Minutes from August 24 (attached).
11. Three abatement requests (attached).

AGENDA
Public Hearing and Select Board Meeting
September 9, 2026 – 6:15pm

Public Hearing: Bill Laurita, Swans Island, re Community Development
Block Grant funding

Citizen Concerns:

Waldo County: Commissioner Breanna Pinkham Bebb and Sheriff Jason
Trundy re Waldo County updates

Village Representative: Janae Novotny

Roads & Bridges: Amon Morse

Town Administrator:

- Draft Letter to Maine DOT re traffic calming
- Catering Liquor License for Camp DeForest
- Town Office / 8 Beech Hill Road update
- Fundraising Committee / Northportpalooza planning update
- Waldo County Hazard Mitigation Plan update
- Climate Resilience Committee update
- AngelCom services quote
- Minutes: August 24

Tax Collector:

- Abatement requests (36 Stone Drive (Map R8-18-10); 185 Glenwood Lane (Map R5-11-17); 430 Beech Hill Road (Map R3-1))

Finance Director:

- Warrants

Unfinished Business:

New Business:

Adjourn:

SELECT BOARD RESOLUTION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the Town of Northport wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and **the community has conducted at least one duly advertised public hearing**; and

WHEREAS, the Town of Northport is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Select Board of the Town of Northport that the Town Administrator (or other local government official or officer):

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: Economic Development Amount: \$100,000

To the Department of Economic and Community Development on behalf of the Town of Northport, substantially in the form presented to this Board;

- 2) Is authorized to make assurances on behalf of the Town of Northport required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Town of Northport and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

4)

DATE ENACTED: September 9, 2026

AUTHORIZED SIGNATURES

	September 9, 2026
Molly Schaufler, Chair	
	September 9, 2026
Jeanine Tucker, Vice Chair	
	September 9, 2026
Tinsley Morrison, Municipal Officer	



Step Two: The Community Development Advisory Committee

Each community receiving Community Development Block Grant (CDBG) funds must form a community development advisory committee (CDAC) to oversee and guide their project through its planning and implementation stages. The committee acts as an arm of the municipality and is formally created and appointed by the community's governing body.

Roles for the CDAC

The CDAC performs several functions:

- **Project manager** – making sure the project is completed in a satisfactory and timely fashion
- **Selection of consultants and/or contractors** – including developing requests for proposals
- **Compliance with CDBG regulations** – ensuring that all paperwork, drawdowns, quarterly reports and other requirements are met in an accurate and timely fashion. This often includes coordinating and completing Project Development documentation.
- **Community input** – organizing opportunities for the public to be involved in the projects.
- **Public relations** – organizing and publicizing the project and its progress.
- **Handling complaints** – developing and implementing a policy for hearing and resolving complaints about the project. (See the Policy Letter #13 on Handling Complaints following this section)

Who to appoint

Selecting members of the community to serve on the committee is very important. The community should contain representatives of the various stakeholders in your project, **ESPECIALLY** residents of your target area or individuals who may use the services you will support with CDBG funds. This will help the CDAC structure a program that truly meets the needs of the target group.

Possible Committee Members (submit actual list with your Project Development package)

Committee Member	Affiliation
Molly Schaffler	Select Board Chair
Jeanine Tucker	Select Board Vice Chair
Tinsley Morrison	Municipal Officer
James Kossuth	Town Administrator



Department
Of
Economic and Community Development
59 Statehouse Station
Augusta, Maine 04333

POLICY LETTER #13

Subject: ***CDBG Program Complaint Policy***

Revised: 02/00

During the implementation of a CDBG project, the Office of Community Development (OCD) is available to assist the community in completing the project and complying with Federal and state regulations. The CDBG Program awards funds to communities who in turn must create local guidelines to implement their programs. Communities are also responsible for local program administration.

It is the policy of the OCD that each community establish its own procedure for handling complaints about the implementation of its program. If caught early, most complaints are easily resolved and require minimal action. Because the local program administrator is most familiar with local needs, the guidelines of the community program and its implementation, every attempt should be made to resolve a complaint at the local level. Local community development staff should attempt to resolve complaints by utilizing a policy adopted by the community development program or by the municipality. OCD staff will be happy to provide guidance and advice **but will not resolve local disputes**. The role of the OCD is to ensure that the local procedure has been fairly and appropriately followed, and that it is consistent with Federal and state requirements.

At the time of a complaint, the local community development staff or CDBG administrator should share a copy of the CDBG Guidelines with the complainant. If the community does not have a set of guidelines, the individual could be provided with a copy of the project application to learn more about the project and its goals.

Local community development staff or the CDBG administrator will use the following complaint process:

1. Request that all complaints be submitted in writing to the **local** community development office.
2. The local CDBG program administrator should respond in writing within a specified time frame. If the response is not satisfactory, the complainant should request in writing that the complaint be forwarded to the Chief Executive Officer of the community. The CEO would then respond in writing within a specified time frame.
3. If the complainant remains unsatisfied with the local resolution, they may contact the Office of Community Development CDBG Program Manager. The CDBG Program Manager may request that the complainant forward the written complaint and copies of all correspondence pertaining to the complaint to the OCD.

It is the policy of the OCD and the CDBG Program Manager **not to interfere with the decisions reached by a community that is in keeping with the CDBG regulations.** The OCD review will ensure that the process has been fair and consistent with program regulations (local, federal and state). However, the decision of the Program Manager whether in favor with the community, the complainant or a compromise, will be final.

STANDARDS OF CONDUCT

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

INTRODUCTION

Elected officials, appointed officials, employees of Community Development Block Grant (CDBG) recipients, and contractors are those responsible for administering Maine's CDBG Program and are also responsible for its integrity. Following sound business practices, prescribed standards of conduct and Department of Housing and Urban Development (HUD) requirements will help protect these grant funds, but also those who administer the program.

PURPOSE

This notice provides information on specific activities you must avoid and identifies essential HUD requirements that must be met. The requirements will help to prevent fraud and program abuse by alerting essential officials to appropriate standards of conduct.

AUTHORITIES

Pertinent laws and requirements that you should have copies of are:

- ✓ Housing and Community Development Act of 1974 as amended in 1992.
- ✓ Community Development Block Grant Regulations (24 CFR Part 570).

PROGRAM REQUIREMENTS & PROHIBITED ACTIVITIES

The following sections reviewed prohibited activities and administrative requirements that must be followed by all CDBG communities.

1. Prohibition against conflicts of interest

CDBG regulations (25 CFR, Part 570.489 (h)) prohibit conflicts of interest. For all CDBG activities: no employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients may:

- a) Obtain personal or financial interest or benefits including money, favors, gratuities, entertainment or anything of value that might be interpreted as conflict of interest.
- b) Obtain a direct or indirect interest in any contract, subcontract or agreement for any CDBG activity. This prohibition extends to contract in which your spouse, minor child, dependent or business associate may have personal or financial interest. This prohibition extends for a period of one year after you leave your position with a CDBG activity or program.
- c) HUD may grant an exception to this conflict of interest provision if it determines that such exception will enhance the effectiveness of the CDBG project. Requests for such exceptions must be made in writing to this office.

2. Procurement and Contracting Requirements

Provisions of 24 CFR Part 85 and Part 36, Administrative Requirements apply to the CDBG Program grantees. These provisions prohibit the following practices in your procurement and contract administration.

a) Circumventing competitive bidding requirements by:

- 1) failing to advertise for sealed bids or soliciting proposals and engaging in noncompetitive negotiation;

- 2) failing to use established evaluation criteria in negotiations;
- 3) splitting bids by breaking down contracts into small parts so that purchase order procedures can be used except to meet Minority/Women Business Enterprise goals;
- 4) favoring or providing a competitive advantage to any one firm or individual; identifying the names of those invited to bid; and preparing fictitious bids to simulate competition.

b) Failing to adhere to contract award requirements by:

- 1) allowing excessive price charges;
- 2) awarding contract to other than low bidder without adequate justification; and
- 3) accepting a bid that does not contain a price for all items or services included in the bid invitation.

c) Failing to verify contractual and programmatic compliance by contractors by:

- 1) authorizing payment for work not completed;
- 2) falsifying inspection reports;
- 3) altering contractor invoices; and
- 4) misusing modification or change orders.

1. Financial Management and Recording Systems

You must comply with the following requirements of 24 CFR part 85.20 and 85.42 and CDBG regulations.

- a) Establish internal controls to safeguard cash, inventory and equipment.
- b) Establish a special ledger account for all CDBG monies.
- c) Maintain financial records including:
 - 1) A register of cash receipts and disbursements;
 - 2) record of all non-cash transactions;
 - 3) General ledger to show the status of each CDBG account;
 - 4) A fixed account ledger, and
 - 5) A record of drawdowns, funds received and balance of funds.
- d) Ensure you maintain financial records and maintain for three years from final closeout.
- e) Use income generated from grant activities for other eligible activities.
- f) Use program income before drawing additional grant funds to pay for allowable program expenses.
- g) Not request or draw down more funds than needed.

4. Cost Allowance

You must comply with OMB Circular A-87, Cost Principles for State and Local Governments. You may not spend CDBG funds on ineligible activities including:

- a) Expenses required to carry out the regular responsibilities of the general local government.
- b) Partisan political activities (e.g. contributions towards political campaigns, voter registration or candidate forums).

5. Program Monitoring

Regulation CFR Part 85.40 states you must monitor the performance of grant supported activities to assure compliance with federal requirements and that performance goals are being achieved. It is suggested you:

- a) Keep records for your on-site visits to sub grantees and contractors.
- b) Place special emphasis on your monitoring of the highest risk sub recipients and contractors.

DATE ADOPTED: September 9, 2026

AUTHORIZED SIGNATURES

	September 9, 2026
Molly Schauffler, Chair	
	September 9, 2026
Jeanine Tucker, Vice Chair	
	September 9, 2026
Tinsley Morrison, Municipal Officer	

FAIR HOUSING RESOLUTION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

LET IT BE KNOWN TO ALL PERSONS of Town of Northport that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, handicap, familial status, or national origin is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law). It is the policy of the Town of Northport to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status, or national origin. Therefore, the Town does hereby pass the following Resolution:

BE IT RESOLVED that within available resources the Town will assist all persons who feel they have been discriminated against because of race, color, religion, sex, handicap, familial status, or national origin to seek equity under federal and state laws by filing a complaint with the Maine Human Rights Commission or the U.S. Department of Housing and Urban Development, Boston Regional Office Compliance Division.

BE IT FURTHER RESOLVED that the Town shall publicize this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state and local laws or ordinances.

SAID PROGRAM will at a minimum include but not be limited to: (1) the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts; (2) distribution of posters, flyers and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

DATE ADOPTED: September 9, 2026

AUTHORIZED SIGNATURES

	September 9, 2026
Molly Schauffler, Chair	
	September 9, 2026
Jeanine Tucker, Vice Chair	
	September 9, 2026
Tinsley Morrison, Municipal Officer	

FAIR HOUSING SELF ASSESSMENT

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

COMMUNITY OF NORTHPORT MAINE:

1. To the best of your knowledge has your community been involved in any complaints regarding discrimination the sale or rental of housing based on race, color, religion, sex, national origin, familial status or handicap?

Yes No

2. If yes, give a brief description of the nature of any complaints and resolutions.

Yes No

3. Has your community adopted a Fair Housing Program to help local citizens be aware of their rights regarding fair housing under federal and state law, and in filing a complaint if discrimination is suspected?

Yes No

4. What do you perceive as the most potentially serious problem areas regarding discrimination in fair housing in your community?

Problem Area	Very Serious	Serious	Moderate	Not a Problem
Color				
Familial Status				
Handicap				
National Origin				
Race				
Religion				
Sex				

1. Does your community contain any subsidized housing units?

Yes No

6. As best as can be determined, do relevant public policies/practices regarding zoning and building codes have an adverse impact on the achievement of fair housing choice?

Yes No

7. Are you aware of any practices in the local real estate community as it relates to buying, selling and house rentals that may adversely affect the achievement of fair housing choice in your community?

Yes No

8. Do your community records contain data on the actual number and percentage of persons residing in the community by race, color, religion, sex, national origin, age, handicap and familial status, as well as income characteristics by group?

Yes No

9. Is information available to you that list major local employers by type and the number of people employed within your community by salary and racial group?

Yes No

10. Is there public transportation available in your community?

Yes No

11. Do your community records contain data on the total number of housing units in the community by type, and the number of vacant units?

Yes No

12. Does your community contain any housing for the handicapped such as group homes, independent living complexes, etc.?

Yes No

13. Has your community participated in the CDBG program prior to 1993?

Yes No

14. Has your community been involved with any other state or federal programs that required the reporting of specific fair housing information?

Yes No

September 9, 2026

Signature of Authorized Official

Date

ADA/SECTION 504 CERTIFICATION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Town of Northport hereby certifies that it has complied with the following requirements pursuant to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and

1. Conducted a Section 504/ADA Transition Plan and Self Evaluation of all municipal facilities.
2. Advises the public, employees, and job applicants that it does not discriminate based on handicapped status in admission or access to or treatment or employment in its programs and activities; and
3. Has designated the following person as the contact to coordinate efforts to comply with these requirements.

Name: **James Kossuth**

Title: **Town Administrator**

(Signature of Authorized Municipal Official)

September 9, 2026
(Date)

EMPLOYMENT PROFILE

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

Date: September 9, 2026

TOWN OF NORTHPORT
(Name of Town)

JOB CATEGORY

Employment Characteristics	Admin/ Officials	Professionals	Technicians	Para Professionals	Office/ Clerical	Other
Total Number	0	0	0	0	0	0
MALE:						
W						
A						
AW						
NH						
AIW						
AIB						
AI						
B						
BW						
FEMALE:						
W						
A						
AW						
NH						
AIW						
AIB						
AI						
B						
BW						

Demographic Codes: Use for Recording Racial Categories

W = White

A = Asian

AW = Asian & White

FH = Female Head of Household

NH = Native Hawaiian/Other Pacific Islander

AIW = American Indian/Alaskan Native & White

AIB = American Indian/Alaskan Native & Black/African American

B = Black/African American

BW = Black/African American & White

AI = American Indian/Alaskan Native

Instructions for completing the form:

An Employment Profile describes the characteristics of those persons administering the grant who are funded in whole, or in part, with CDBG funds. It provides insight as to possible discriminatory patterns of employment.

Neatly print or type today's date and the name of your community in the spaces provided at the top of the page.

Carefully consider all persons who are working on your community's CDBG grant that are being paid with grant funds.

Example: The County Administrator is spending time performing duties pertaining to the CDBG grant that are beyond her regular duties. The County is paying with CDBG Administrative Funds for the clerk's time. This individual is funded, in part, by CDBG dollars and must be recorded on the form.

Be sure to include those individuals whose salary or fees are paid totally with grant dollars as well as those persons whose salary or fee is only partially funded with grant monies. Each of these individuals must keep a timesheet tracking time-spent working on grant activities.

Each individual will be recorded on the Profile form by gender, ethnicity, and professional status. Use the **Demographic Codes** provided at the bottom or the Employee Profile form to ascertain the proper ethnic category.

Example: To record an Asian, female Administrator who is working on the grant, one would look at the lower half of the table, labeled Female, and proceed to the top of the table for the column marked "**Admin/Officials**". Then move down the column until you reach the row marked "**A**". Place an X in this box. Repeat this process for everyone paid with CDBG funds.

Equal Employment Opportunity Policy Statement

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Northport Select Board declare their intent that the Town will pursue a policy of non-discrimination in personnel practices, including: recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices or procedures shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age, physical handicap, where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as Federal statutes which may apply as a result of its Federal grant activities.

Compliance with EEO requirements may be enhanced through adoption of appropriate personnel policies. Assistance in drafting such policies may be obtained through the Maine Municipal Association or your Community Development Office.

DATE ADOPTED: September 9, 2026

AUTHORIZED SIGNATURES

	September 9, 2026
Molly Schauffler, Chair	
	September 9, 2026
Jeanine Tucker, Vice Chair	
	September 9, 2026
Tinsley Morrison, Municipal Officer	

RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN

Town of Northport

(under Section 104(d) of the Housing and Community Development Act of 1974, as amended).

I. PURPOSE:

This Plan is established following Section 104(d) of the Housing and Community Development Act of 1974, as amended. Its objective is to ensure persons displaced because of CDBG-assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries because of a project designed for the benefit of the public.

II. COMPLIANCE MEASURES:

Town of Northport will replace all occupiable and vacant Low - Moderate Income dwelling units demolished OR converted with funds provided under the Housing and Community Development Act of 1974, as amended, in a way as described as follows:

1. The units must be located within the state recipient's jurisdiction and to the extent possible shall be located within the same neighborhood as the units replaced.
2. The units must be sufficient in number and size to house no less than the number of occupants who could have been housed in the units that are demolished or converted.
3. The units must be provided in standard condition.
4. The replacement units must be made available for occupancy during the period beginning one year before an agreement to convert or demolish the units in question is executed and ending three years after the commencement of the demolition or rehabilitation related to the conversion.

The units must remain Low-Moderate Income dwelling units for at least 10 years from the date of initial occupancy. Before Town of Northport enters into an agreement to provide funds that will directly result in the demolition of Low-Moderate Income dwelling units or the conversion of Low-Moderate Income dwelling units, Town of Northport will make public and submit the following information in writing to the State:

- 1) A description of the proposed assisted activity;
- 2) The location on a map and the number of dwelling units by size that will be demolished or converted to a use other than for Low-Moderate Income dwelling units as a direct result of the assisted activity;
- 3) A time schedule for the commencement and completion of the demolition or conversion;
- 4) The source of funding and a time schedule for the provision of replacement dwelling units;
- 5) The basis for concluding that each replacement dwelling unit will remain a Low-Moderate Income dwelling unit for at least 10 years from the date of initial occupancy;

- 6) Information demonstrating that any proposed replacement dwelling units with smaller dwelling units is consistent with the housing needs of Low-Moderate Income households in the jurisdiction.

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act, Town of Northport will take all possible actions within its power to minimize the displacement of persons from their homes.

III. ASSISTANCE TO PERSONS DISPLACED:

Town of Northport shall provide relocation assistance and payments as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or the Housing and Community Development Act of 1974, as amended, Section 104(d) for residents displaced because of CDBG funded activities. All displaced residents who are eligible for other housing programs will be helped through that agency's process. In addition, Town staff shall provide housing counseling and referral services to assist those displaced to find alternative housing in the neighborhood.

IV. DEFINITIONS:

Displaced Person: Any person (family, individual, business, nonprofit organization, or farm operation) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition, or acquisition (privately undertaken or public) for HUD-assisted program/project.

V. AGENCY RESPONSIBILITY:

Town of Northport shall be responsible for the implementation of this Plan as well as ensuring compliance with applicable Federal and State law and regulations. Town of Northport will identify and designate a Relocation Officer to perform functions concerning this Plan.

Any questions regarding this Plan or Federal and State laws regarding displacement should be addressed to James Kossuth, Town Administrator.

VI. CERTIFICATIONS:

Town of Northport hereby certifies that it will uphold the contents of this Plan and the intentions of the compliance measures stated.

AUTHORIZED SIGNATURES

	September 9, 2026
Molly Schaffler, Chair	
	September 9, 2026
Jeanine Tucker, Vice Chair	
	September 9, 2026
Tinsley Morrison, Municipal Officer	

Municipal Seal

SECTION 504 SELF EVALUATION AND TRANSITION PLAN

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

TOWN OF NORTHPORT

The following individual is responsible for inquiries regarding this Section 504 Self-Evaluation and Transition Plan:

James Kossuth _____
(name)

Town Administrator
(title)

16 Beech Hill Road, Northport, ME 04849 _____
(address)

(207) 338-3819 x6
(telephone)

(207) 338-3596
(fax)

administrator@northportmaine.org
(e-mail)

The Section 504 Self Evaluation and Transition Plan was adopted by the following authorized individuals on behalf of the municipality:

DATE ADOPTED: September 9, 2026

AUTHORIZED SIGNATURES

	September 9, 2026
Molly Schauffler, Chair	
	September 9, 2026
Jeanine Tucker, Vice Chair	
	September 9, 2026
Tinsley Morrison, Municipal Officer	

1. EMPLOYMENT

1. Are job announcements put into newspapers that have general circulation?

☐ Yes ☐ No

If No, describe how individuals are made aware of employment opportunities:

2. Do job announcements state that the municipality is an Equal Opportunity Employer?

☐ Yes ☐ No

If No, explain why the "Equal Opportunity Employer" statement is not contained within job announcements:

3. Has the municipality adopted a Equal Employment Opportunity Policy Statement?

☐ Yes ☐ No

4. Do job applications inquire as to whether an applicant is a disabled person or as to the nature or severity of a disability?

☐ Yes ☐ No

If Yes, explain:

5. Describe the accommodations that can be made for the known physical and mental limitations of otherwise qualified disabled persons who are currently employed or applying for employment:

2. PROGRAM ACCESSIBILITY

1. Are any of the following services or benefits provided to residents directly by the municipality?

☐ Yes ☐ No

(Please mark an "X" for all services provided by the municipality)

☐ Transportation Services	☐ Counseling Services
☐ Health Services	☐ Employment Services
☐ Public Housing	☐ Food Services
☐ General	☐ Social, Recreational, or Athletic Services

(a) For those services that are provided, describe accommodations that can be taken to make them accessible and usable for persons with disabilities (e.g. provision of auxiliary aids, relocating programs to accessible facilities, use of alternative materials, home visits, etc.):

2. Are there any limitations on the number of qualified disabled persons who may participate in or be admitted to the program?

☐ Yes ☐ No

If Yes, list the steps to eliminate the limitations:

3. Do applications for these services, in any way discriminate against persons with disabilities?

☐ Yes ☐ No

4. Describe the nature of the qualifications that are needed in order to be eligible for each respective program:

Program

Qualifications

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

3. FACILITIES

Note: The definition of "facility" under Section 504 includes all or any portion of buildings, structures, equipment, roads, walks, parking lots or other real or personal property or interest in such property, owned, operated or leased by the municipality)

1. List below all facilities and the programs or operations for which each facility houses.

Facility

Programs or Operations Housed

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Using the Uniform Federal Accessibility Standards (UFAS), each facility must be reviewed for compliance:

COMPLIANCE COMPONENT

FACILITIES

	#1	#2	#3	#4	#5	#6	#7
Accessible Route							
Outside Paths and Walks							
Parking							
Curb Ramps							
Ramps							
Entrances/interior Doors							
Elevators							
Lifts							
Toilet Rooms							
Drinking Fountains							
Warning Signals							
Assembly Areas							
Public Telephones							
Other Building Elements and Specialized Facilities							

- Place a "1" in the respective box if item is in compliance with UFAS
- Place a "2" in the respective box if item is not in compliance with UFAS
- Place a "3" in the respective box if item is not available and is not required

* #1 through #7 above must correspond to the specific facility with that same number identified on the preceding page.

2. For those facilities where a "2" was indicated for the specific component, list below the inaccessible feature that limits accessibility to the programs provided in that facility:

DRAFT

1 September 3, 2026

2
3 Darryl Belz
4 Mid Coast Region Traffic Engineer

5
6 Good morning,

7 I am writing to request your assistance in identifying speed mitigation strategies for several
8 of our town roads. The Town of Northport Selectboard would like to see both short-term
9 recommendations (to be implemented in spring 2027) as well as recommendations that
10 may take longer to implement as budgets permit.

11 In addition to the speed study information, I have included observations and background
12 on what we are trying to achieve in specific areas. One major goal is the protection of
13 pedestrians and bicyclists.

14 Steve Kazilionis is helping us to coordinate this effort. If you have questions he can be
15 reached at 207-653-1683 or skazilionis@gmail.com.

16
17 ***Bayside Village – Broadway and George Street***

18 During the spring, summer and fall months these roads see significant increases in
19 pedestrian and bicycle traffic. We also see a change in general road conditions, ie: many
20 more vehicles parked on the roadside which reduces road width and interferes with
21 sightlines.

22 **Broadway**- It is rare for vehicles to observe the 15 mph speed limit. This is a winding road
23 with poor sightlines and is also the most congested road in the Historic District. Speed
24 limits are posted and we place a flashing speed limit sign at the southbound entry from
25 George Street on a rotating basis. The northbound entry at Sea Steet was not measured,
26 traffic encounters the same congestion issues as southbound vehicles. This road has the
27 highest amount of pedestrian traffic as visitors and residents walk/bike to and from the
28 waterfront/playground/Ruggles Park.

29 **George Street** – The busiest road in the Historic District which also has winding elements
30 with poor sightlines. Speed limits are posted (25 mph) and there are permanent flashing
31 speed signs at the Community Hall northbound and at the intersection of Bluff, George and
32 Broadway southbound. There is considerable pedestrian and bicycle traffic. While the 25
33 mph speed limit is likely appropriate in the off season, the congestion due to additional
34 vehicles and foot traffic during the peak months might warrant a lower speed limit. This

suggests that even vehicles observing the speed limit may be traveling faster than is ideal due to the congestion. The challenge will be to slow vehicles down.

The primary areas where we need the most help are from the intersection of Cross Street northbound to the intersection of Bluff, George and Broadway southbound.

Bayside Road, Shore Road and Temple Heights

Bayside Road – begins at Route 1, changing to George Street by the golf course intersection of Bluff, George and Broadway. Southbound there are speed limit signs (35 mph) and a “Reduced Speed Ahead” sign at the entry to George Street. Bayside Road passes by Drinkwater School with flashing 15 mph school zone signs on either side of the school with accompanying painted road notification. Speeding along the length of this road is an issue, once again pedestrian and bicycle traffic is heavy. Unlike most of the roads above sightlines on Bayside Road are reasonably good.

Shore Road – Vehicles leaving the Historic District southbound at Cross Street or approaching Cross Street northbound travel another congested area with poor sightlines and heavy pedestrian traffic. This area extends from Cross Street to Kelly Cove. As with other Town roads, speed limits are posted (25 mph) and the mobile flashing speed sign is rotated to this location. Pedestrian and bicycle traffic are heavy the full length of Shore Road through Temple Heights. This is a winding, hilly road with very poor sightlines.

Temple Heights – this area is like the Historic District in Bayside. The road is less congested but is lined with homes and sees heavy pedestrian and bicycle traffic as does the rest of Shore Road. There are speed limit and “stop for pedestrians in crosswalk” signs posted at the entry of Temple Heights southbound near 301 Shore Road. However there is no crosswalk. The southbound entry has a winding, hilly approach beginning at 301 Shore Road, the area in most need of speed reduction is from here to Park Street.

Bluff Road

Bluff Road – has generally good sightlines both northbound and southbound except for the section from the intersection at the golf course to the golf course itself. There is very little parked vehicle congestion, but pedestrian and bicycle traffic is heavy. Speed limit signs are posted (25 mph) and the mobile flashing speed sign is rotated to this location. There is a single “slow pedestrians” diamond shaped sign northbound.

Beech Hill Road

Beech Hill Road – starts with a 35 mph speed limit from Route 1 to Nebraska Road. Speed limit signs are posted both northbound and southbound. From Nebraska Road to Flanders

Road the speed limit increases to 45 mph. There are no posted speed limit signs northbound or southbound on the remainder of Beech Hill Road

General observations

- For the most part speed limit signs are widely used with the exception noted for Beech Hill Road.
- There are no painted pavement markings.
- The Selectboard asked if creating a one-way traffic flow in the Bayside Historic District has merit. This would redirect traffic onto sub-standard gravel roads.
- We are open to removing short term mitigation tools once the longer-term options are in place.

Thanks in advance for your assistance,

James Kossuth
Town Administrator

Cc: Molly Shauffler, Jeanine Tucker, Tinsley Morrison, Janae Novotny, Steve Kazilionis



Application Copy

File Number: 171929

Job Type: New Application

LICENSE TYPE / EVENT TYPE

Catering Permit
Special Event

APPLICATION DATE RECEIVED

2026-08-26

LICENSEE LEGAL NAME

LICENSEE TYPE

Limited Liability Company

DOING BUSINESS AS

Camp DeForest

CORPORATE NUMBER

20228607DC

INCORPORATION DATE

2022-01-18

CORRESPONDENCE ADDRESS

12 WHITNEY RD LINCOLNVILLE ME 04849-5250

MAILING ADDRESS

PHYSICAL ADDRESS

CONTACT NAME

Brady Brim-DeForest

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(213) 268-0395

ALTERNATE PHONE

(207) 789-5777

FAX

EMAIL

office@campdeforest.com

CORPORATE STRUCTURE

None selected

NAME

POSITION/TITLE

% Interest

Brady Brim-DeForest

Owner

100

PARENT LICENSE(S)

LICENSE

HOF-25-114668 (Active) - On-Premises: Beer, Wine & Spirits
Camp DeForest (Camp DeForest, LLC) 09/22/2025 to 09/21/2026

MANAGED BY AGENT

Yes

AGENT

Benjamin Gabriel Gustin

AGENT TYPE

Individual

LOCATION

Oak Hall

EVENT DATE(S)

Saturday September 26th

NUMBER OF EVENT DAYS

1

EVENT HOURS OF OPERATION

12pm to 11pm

EVENT CONTACT INFORMATION

Ben Gustin
503-201-6987
ben@campdeforest.com

EVENT ADDRESS

459 Bluff Road Northport ME 04849

Municipality

Northport

County

Waldo

QUESTIONS

Catering Permit

1. What is the purpose of the event?
Wedding

2. Is the event open to the public?

No

3. Will the event be outdoors?

Yes

(document uploaded)

4. How many people are expected at the event?

100

5. Were your services requested by a non-profit organization?

No

6. How will you control and keep alcohol contained to the event area?

Please describe physical and staffing measures to be taken.

Alcohol will be stored and served by Camp DeForest employees and distributed to guests

7. How many staff/volunteers will be working the event? Serving?

Security?

5

8. Have you contacted your municipality (or county if the premises is in an unincorporated places) to determine whether there are any required municipal permits or fees, including those related to code enforcement, music, dancing, or entertainment?

Yes

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Event Area Description and Diagram	OakHallDiagram-EventLayout.jpg	Diagram of Oak Hall showing event areas marked in red

APPLICANT

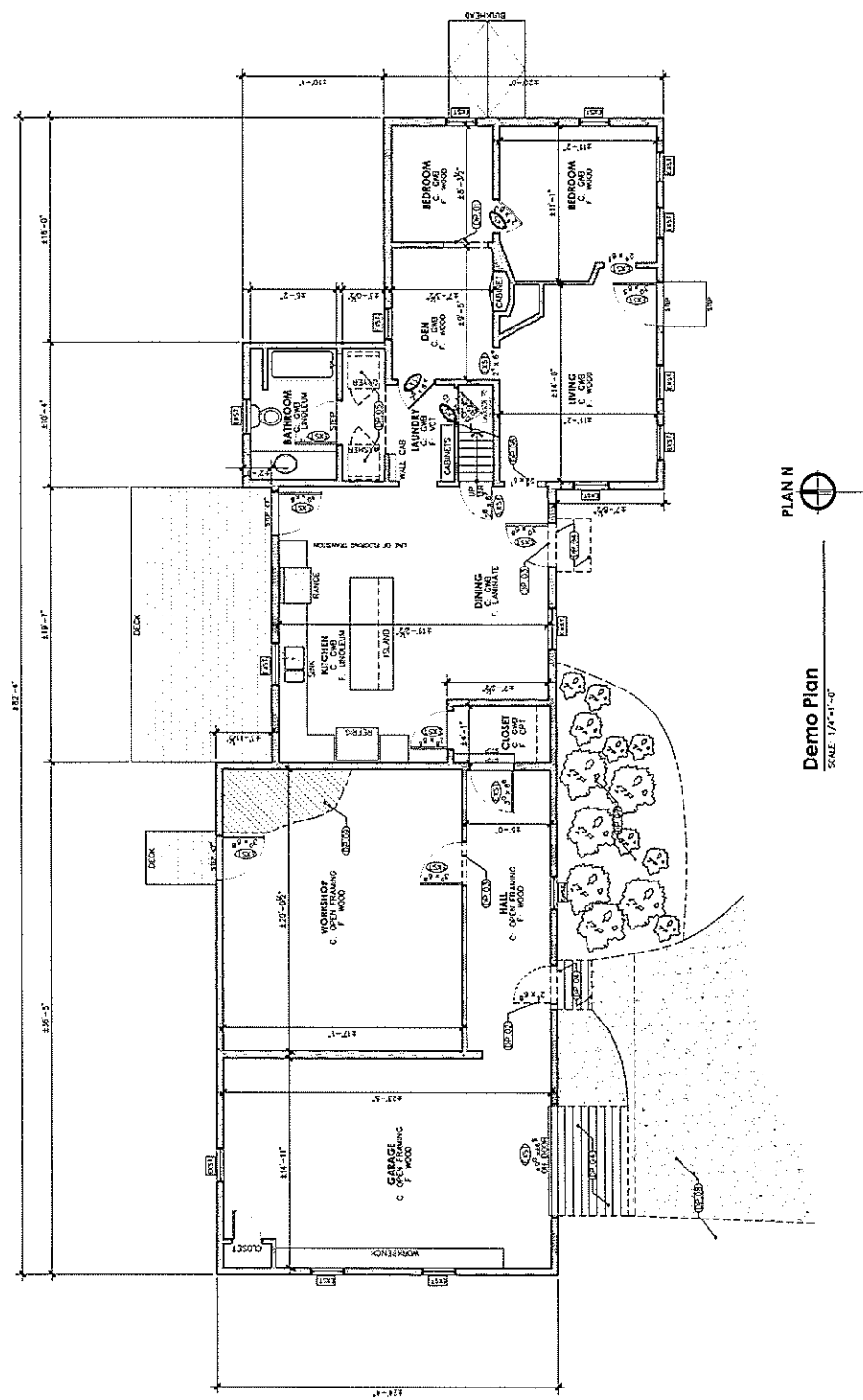
Ben Gustin

DECLARATION

- ☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

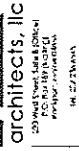
All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.





Demo Plan
 SCALE: 1/4" = 1'-0"

GENERAL DEMO PLAN NOTES:	
01. NEW WORK SHALL BE ACCORDING TO THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS.	06. EXISTING WALLS TO REMAIN FROM DAMAGE DURING ADJACENT DEMOLITION WORK.
02. THIS PLAN SHOWS GENERAL DEMOLITION WORK TO BE PERFORMED AND DOES NOT REFLECT THE CONTRACTOR'S FIELD OBSERVATIONS OR MODIFICATIONS SHOWN ON THE REMAINING CONTRACT DOCUMENTS.	07. CONTRACTOR SHALL MAINTAIN THE BUILDING WITH THE CLIENT PRIOR TO DEMOLITION TO CONFIRM ALL ELEMENTS TO BE DEMOLISHED.
03. CONTRACTOR SHALL ADVISE THAT THIS PROJECT AND ALL CONSTRUCTION ACTIVITIES RELATED HERETO CONFORM WITH ALL LOCAL, REGIONAL, STATE, AND/OR FEDERAL REGULATIONS AND ORDINANCES REGARDING THE PROPER HANDLING, STORAGE, AND DISPOSAL OF ASBESTOS-CONTAINING MATERIALS AND MATERIALS CONTAINING LEAD.	08. EXISTING WALLS, WHEN EXTERIOR WALL CHANGES ARE REQUIRED, SHALL BE DEMOLISHED TO FULL DEPTH OF EXISTING FOUNDATION.
04. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS PRIOR TO DEMOLITION.	09. EXTERIOR WALLS SHALL BE DEMOLISHED TO FULL DEPTH OF EXISTING FOUNDATION.
05. RESISTIVE LIFTING SHALL BE USED FOR DEMOLITION PLAN SHALL BE PERFORMED AS NOTED.	10. INTERIOR AND EXTERIOR FINISHES, FIXTURES, CABINETS, DOORS, AND WINDOWS TO REMAIN, UNLESS NOTED OTHERWISE.
DEMO PLAN KEYNOTES:	
01. DEMOLISH EXISTING WALLS AND ASSOCIATED TRIM FOR NEW DOOR.	02. DEMOLISH EXISTING WALLS AND ASSOCIATED TRIM FOR NEW DOOR.
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10/27/2014

3eayr(2102): 3eayr(2102) is a light gray textured background.

Figure 1

**Temporary
Northport Town Office**
8 Beech Hill Road
Northport, ME 04849

Philip Weiss

Work In Progress
Client Review Only

2014-01-01 2014-01-01 2014-01-01

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CH_3COO^- CH_3COOH H_2O H^+

DOI 10.1007/s10687-009-9250-9

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Author's Present Address: *Department of Psychology, University of California, San Diego, La Jolla, CA 92037, U.S.A.*

23-108

Ground Water

EXTERIOR

What the Code:

1. The first part of the paper is devoted to the study of the properties of the function $f(x)$ defined by the equation $f(x) = \int_0^x f(t) dt$. It is shown that $f(x)$ is a continuous function and that it satisfies the functional equation $f(x+y) = f(x) + f(y)$.

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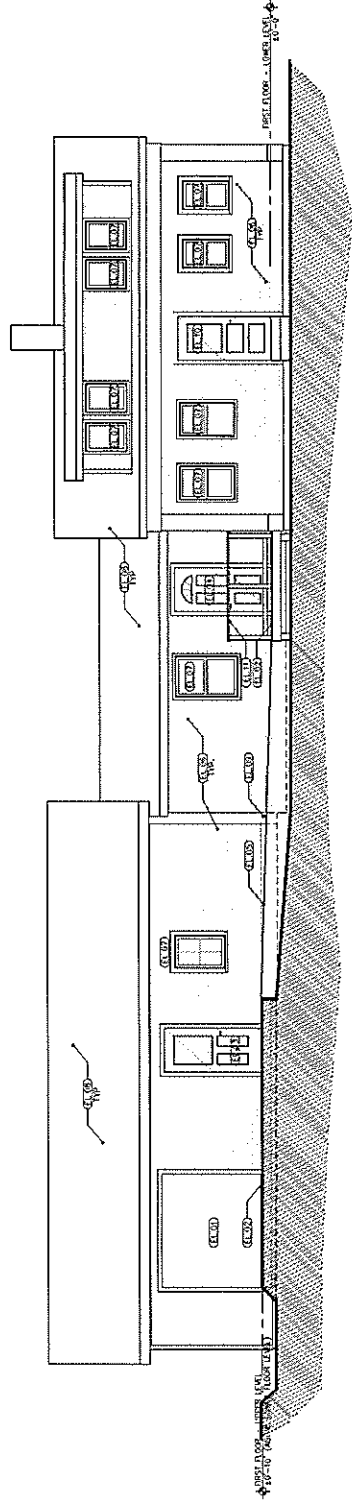
A4.0

GENERAL ELEVATION NOTES:

EVALUATION KEYNOTES.

ELEVATION NOTEDS:

(CL10) (C) GARAGE DOOR TO REMAIN.
(CL11) LINE OF NEW ENTRY DOOR.
(CL12) (C) WOOD ENTRANCE DOOR IN MODIFIED OPENDING DOOR PER SCHEDULE.
(CL13) (C) DOOR TO REMAIN. SILL TO BE WOODPED. REFER TO PLAN.
(CL14) ACCESSIBLE RAMPWAY PER PLAN.
(CL15) (C) SLOTTING TO REMAIN.
(CL16) (C) WINDOW TO REMAIN.
(CL17) (C) ASPHALT SLOTTING TO REMAIN.
(CL18) LINE OF (C) STEP TRANSITION IN FLOOR LEVELS SETQO.
(CL19) (C) DOOR TO REMAIN.
(CL20) P.T. CAR RAMPING AND POSTS. HORIZONTAL RAIL BETWEEN POSTS.



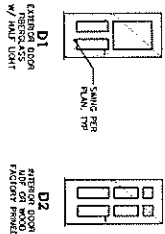
South Elevation

SCALE: 1/4" = 1'-0"

DOOR SCHEDULE:

DOOR NO.	ROOM LOCATION	DOOR TYPE	DOOR SIZE	HARDWARE	RATING	DOOR FRAME	HEADINGS
1	HALL	DOOR	3'0" x 7'0"	DOOR	1 HR	DOOR	
2	HALL	DOOR	3'0" x 7'0"	DOOR	1 HR	DOOR	
3	LOBBY	DOOR	3'0" x 7'0"	DOOR	1 HR	DOOR	
4	FINANCE OFFICE	DOOR	3'0" x 7'0"	DOOR	1 HR	DOOR	
5	STORAGE	DOOR	3'0" x 7'0"	DOOR	1 HR	DOOR	

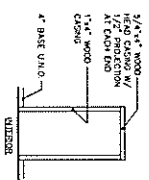
DOOR TYPE:



DOOR HARDWARE SETS:

DOOR NO.	DOOR TYPE	DOOR SIZE	HARDWARE	RATING	DOOR FRAME	HEADINGS
1	DOOR	3'0" x 7'0"	DOOR	1 HR	DOOR	
2	DOOR	3'0" x 7'0"	DOOR	1 HR	DOOR	
3	DOOR	3'0" x 7'0"	DOOR	1 HR	DOOR	
4	DOOR	3'0" x 7'0"	DOOR	1 HR	DOOR	
5	DOOR	3'0" x 7'0"	DOOR	1 HR	DOOR	

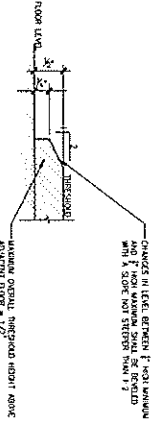
TYP. WOOD DOOR TRIM:



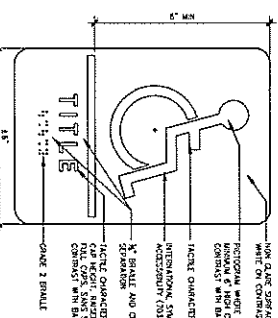
DOOR GENERAL NOTES:

- CONTRACTOR TO VERIFY ALL ROOM OPENING SIZES WITH ROOM SUPPLIER PRIOR TO CONSTRUCTION.
- DOOR SUPPLIER SHALL PROVIDE SHOP DRAWINGS TO ARCHITECT FOR APPROVAL PRIOR TO ORDERING.
- INSTALL PER DOOR MANUFACTURER'S RECOMMENDATIONS (NOTIFY ARCHITECT OF DISCREPANCIES).
- DOOR FINISHES / HANDING PER PLAN.
- ALL EXTERIOR GLASSING TO BE DOUBLE PANE & LOW-E HIGH PERFORMANCE GLASSING.
- NEW EXTERIOR DOOR TO HAVE INTERNAL, WARMING/KEEPING, ACCESSIBLE, INSULATION, AND NON-REMOVABLE HINGE PINS.
- VERIFY ALL ACTING / MASTER KEY REQUIREMENTS WITH CLIENT.
- COORDINATE SECURITY REQUIREMENTS ON ALL DOORS / WINDOWS WITH SECURITY SERVICE PROVIDER.
- ALL DOOR HARDWARE TO BE ACCESSIBLE. ROOM CLOSURES TO MEET ACCESSIBILITY REQUIREMENTS FOR GLASSING SPEEDS AND FORCE (PER 101/102 AND 101/103) PER 101/103 AND 101/104.

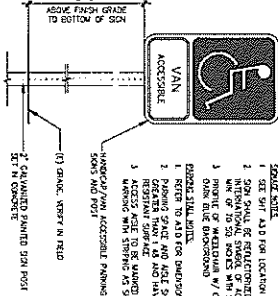
4 ACCESSIBLE SILL



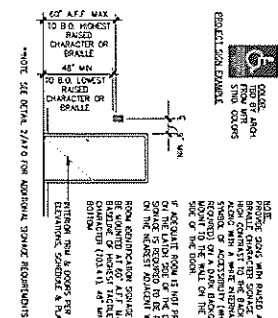
2 ACCESSIBLE SIGNAGE DETAIL



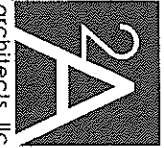
3 ACCESSIBLE PARKING - SIGN / STALL



1 ADA / ANSI SIGNAGE



Temporary
Northport Town Office
8 Beech Hill Road
Northport, ME 04849



Work In Progress
For Client Review Only

23-108
A7.0



Managed Services Agreement

Prepared for Town of Northport

By Jeremy Brabham // jeremy@angelcorp.com

Valid until Thursday, September 10, 2026

WELCOME!

Dear James Kossuth,

We're thrilled to partner with you to look after your IT!

We really don't like long and boring legal documents (who does?).

But it is important to have some things written down so that we both know what's what, who should do what and when, and what will happen in the unlikely event something goes wrong.

We try hard to not include complicated legal terms or long passages of unreadable text in our Agreement and we have no desire to trick you into signing something that we've tried to hide in legalese.

However, we do want what's best for the safety of both parties, now and in the future.

We can't wait to start working with you!

Talk soon.

Regards,

OVERVIEW

We love simplicity – so in short;

You Town of Northport,

located at:

16 Beech Hill Road

Northport, Maine 04849, United States

("You", "Yourself" or "Your")

are engaging us AngelCom

of ~~<Insert Your Address>~~ ("We", "Us" or "Our")

to provide:

The services to you as outlined in this Agreement for the pricing as outlined in our initial Proposal

You: You have the authority to enter into this agreement on behalf of Your Business and will do everything you can to allow Us to provide Our World Class services to You.

Us: We have the experience and ability to do everything. We've agreed with You and We'll do it all in a professional and timely manner.

We'll endeavor to provide World Class support to You and on top of that We'll maintain the confidentiality of everything We come across.

Of course, it's a little more complex than that and there are a few more areas we need to cover, so let's get down to the Nitty Gritty!

Our Mission

Angel Computer Systems is committed to serving as a trusted technology partner by helping clients maintain secure, reliable, and well-managed technology environments. We strive to improve each client's security posture to the greatest extent reasonably achievable within budgetary constraints while minimizing unnecessary impacts to business productivity. Our objective is to reduce the day-to-day technology burden on client personnel, maintain accurate and comprehensive documentation of the client's IT environment, and work collaboratively with clients to develop and execute technology strategies that support operational efficiency, business continuity, and long-term organizational goals.

KEY SERVICE TERMS

Governing Documents

This Proposal is governed by the Angel Computer Systems, Inc. Master Services Agreement ("MSA") and the Angel Computer Systems Services Guide.

- <https://angelcom.com/legal>
- Services Guide: AngelCom
 - <https://angelcom.com/servicesguide>

By accepting this Proposal, Client agrees to the terms and conditions contained in those documents.

Where a term in this Proposal conflicts with the MSA or Services Guide, the terms of this Proposal shall govern solely with respect to the Services described herein.

SERVICE TERM

The Services described in this Proposal are provided for an initial term of one (3) month commencing on the first day of August 2026. Recurring managed services automatically renew in accordance with the terms of the MSA unless otherwise specified in this Proposal.

SERVICE REQUESTS

Service requests should be submitted using the support methods designated by Angel Computer Systems.

To ensure proper prioritization and response, certain urgent or business-critical issues may require telephone notification in addition to electronic ticket submission.

Only authorized client contacts may submit service requests that result in billable work, service changes, or administrative modifications.

AUTHORIZED CONTACTS

Client agrees to designate one or more Authorized Contacts who are empowered to:

- Submit service requests
- Approve project work
- Authorize service changes
- Provide operational direction to Angel Computer Systems

Angel Computer Systems may rely upon instructions and approvals provided by Authorized Contacts unless notified otherwise in writing.

Access Requirements

Client agrees to provide reasonable access to facilities, systems, accounts, devices, software, cloud services, and third-party vendors as necessary for Angel Computer Systems to provide the Services.

Delays resulting from unavailable access, unavailable personnel, unavailable credentials, third-party authorization issues, or client-side restrictions may impact service delivery and response commitments.

Minimum Requirements

The Services described in this Proposal assume that covered systems meet Angel Computer Systems' minimum hardware, software, security, licensing, and supportability requirements.

If portions of the environment do not meet these requirements, remediation services may be required and may fall outside the scope of this Proposal.

Third-Party vendors

Client agrees to authorize Angel Computer Systems to communicate with and coordinate services through applicable third-party providers when necessary to facilitate support and service delivery.

Examples may include:

- Internet Service Providers
- Cloud Service Providers
- Telecommunications Providers
- Software Vendors
- Domain and DNS Providers
- Hosting Providers

Where third-party cooperation or authorization is required, service delivery timelines may depend upon such third-party responsiveness.

Business Reviews

As part of our ongoing partnership, Angel Computer Systems may conduct periodic business and technology review meetings to discuss:

- Technology planning
- Infrastructure lifecycle management
- Service performance trends
- Security recommendations
- Budget and roadmap considerations
- Strategic IT initiatives

Client participation in these reviews helps ensure the greatest value and effectiveness of the Services.

Out of Scope Services

Unless specifically included within this Proposal, project work, new technology deployments, regulatory remediation, migration services, security incident remediation, major upgrades, and other non-recurring activities may be considered outside the scope of the recurring Services described herein and may be quoted separately.

Acceptance

By accepting this Proposal, Client acknowledges that they have reviewed and agree to:

1. This Proposal
2. The Angel Computer Systems Master Services Agreement
3. The Angel Computer Systems Services Guide

and agree to be bound by all applicable terms and conditions governing the Services.

Order Form - Managed Services

Town of Northport

Select Board Meeting

August 24, 2026 @ 6:15 pm

Chair: Molly Schauffler

Finance Director: Vicki Eugley

Vice Chair: Jeanine Tucker

Road Commissioner: Amon Morse

Municipal Officer: Tinsley Morrison

NVC Representative: Janae Novotny

Town Administrator: James Kossuth

Present: Molly Schauffler, Jeanine Tucker, Tinsley Morrison, James Kossuth, Vicki Eugley, Amon Morse, Janae Novotny, Steve Kazilionis, Dan Webster.

Citizen Concerns: Steve Kazilionis presented the results of additional traffic studies that he had performed at the Town's request on several Town roads, using Maine DOT traffic counters. The data showed traffic counts, speeds, and times of day. Kazilionis asked the Board to consider adding some temporary traffic calming measures to roads in the Village as a trial, and he offered to draft a formal written request. The Board thanked Kazilionis for his work, and agreed that some of the areas in the study show that speeding is common. The Board will look forward to reading his request.

Northport Village Corporation: Novotny reported that summer activities are winding down. Pinkerton & Sons will be moving trash pick-up to Tuesdays only, starting after Labor Day. Late pick-up continues to be a problem, and she hopes that Pinkerton will be able to collect all the trash and bring it to the Transfer Station before it closes. Kossuth asked about a tree that a resident had been asking the Village and Town to look at, and Novotny reported that the tree is entirely on private property.

Road Commissioner: Morse reported that the winter sand has been delivered. The vent fan in the sand garage is malfunctioning and needs service. He is finalizing the specs for fall brush cutting. He will move the speed feedback trailer to Beech Hill Road near the Town Office.

Town Administrator: Joint Lincolnville / Northport Select Board meeting discussion items: Kossuth reported that the Lincolnville Select Board had asked whether there were any topics that the two Boards should discuss after their joint meeting with Maine DOT. The Board would like to discuss issues such as the Pitcher Pond dam, Northport's recent grant proposal for an energy coaching program, and pedestrian safety efforts in Lincolnville Center and Lincolnville Beach.

Town Office / 8 Beech Hill Road update: Kossuth reported that he had received an updated cost estimate for the renovations at 8 Beech Hill Road. The new estimate includes \$15,700 for an ADA bathroom, which, given that that would be approximately 1/3 of the total renovation costs, means that the Town will not be required to install it. The Town still needs to submit the permit application to the State Fire Marshall's Office and receive approval before it can begin construction next door. The Board asked Kossuth to put the renovations out to bid as soon as a full scope of work is available.

Andrew Hedrich of Gartley & Dorsky is working on a sketch showing the new septic field and the temporary parking lot, which the Town will need both for the Planning Board and State Fire Marshall review.

Zuhlke can remove the two trees after Northportpalooza on September 20.

GWl Poles update: Kossuth reported that GWl informed him that they intend to remove all of the unpermitted poles on Prescott Hill Road before the end of September.

Fundraising Committee / Naming Rights policy: Kossuth presented the Board with a draft naming rights policy. The Board had some additional edits.

Climate Resilience Committee update: Kossuth reported that members of the Committee had handed out ten food scrap buckets at the Transfer Station in just about an hour. Kossuth also presented the Board with a chart showing the week-by-week food scrap collection totals.

Northport College Scholarship: Kossuth reported that a 2025 recipient of the Northport scholarship did not use his award in 2025, because his tuition was entirely covered by other scholarships and grants, and he would like to use the funds towards his sophomore year tuition. The Board asked Kossuth to revise the scholarship policy to allow that, as long as the Town has sufficient funds available.

Social Services Donations: The Board decided to fund the following organizations: Northport Food Pantry, \$2500; Waldo Community Action Partners, \$3500; Waldo County Woodshed, \$1000; Spectrum Generations, \$500.

Browns Head Notice of Violation: Kossuth reported that the Code Enforcement Officer had issued a notice of violation to a resident on Browns Head Rd for clear-cutting land within the shoreland zone. Kossuth will keep the Board updated as the CEO works towards a resolution with the landowner.

ScrapDogs memorandum of understanding: Kossuth reported that he had received a draft memorandum of understanding from ScrapDogs, which covers both the subscriber and free drop-offs at the Transfer Station. Kossuth explained the new MOU to the Board, and the Board agreed that Kossuth could sign it.

Distribution of Meeting Packets: Kossuth reported that he had received a request to post not just the agenda, but also the meeting materials, prior to Board meetings. The Board agreed that Kossuth should do that, so long as all draft materials are appropriately labeled as such.

Minutes: Kossuth presented the Board with minutes from the August 10 Select Board meeting. The Board approved the minutes with minor edits.

Tax Collector: Abatement Requests: Kossuth presented the Board with abatement requests for 1367 Atlantic Hwy (Map U2-2) and 38 Broadway (Map U4-19). The Board approved both requests.

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.

Reserve Fund Balance Transfers: Eugley asked the Board for authorization to take the following actions: (a) transfer \$2,063.42 from the Sand/Salt Shed Special Reserve to the General Fund to pay the Chris Alley Electric invoice; (b) transfer \$778.85 from the Digital Mapping Special Reserve to the General Fund to be applied towards the Dirigo Spatial Systems invoice of \$1,230.15 and to close that account; (c) transfer \$16,393.00 from the Marine Special Reserve to the General Fund for the Prock Marine invoice for a float. The Board approved all of the transfers and closing the Digital Mapping Special Reserve account.

77 **Waldo County Finance Advisory Committee:** Eugley reported on the most recent meeting of the
78 County's Finance Advisory Committee. The Committee will be meeting weekly as County budget season
79 begins.

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

81 **New Business:** None at this time.

82 **Adjourn:** *Tucker moved to adjourn at 7:39pm, seconded by Morrison. Board voted 3-0, meeting*
83 *adjourned.*

84 Respectfully submitted by,

85 James Kossuth, Town Administrator

DRAFT

Town of Northport, Maine
16 Beech Hill Road
Northport, ME 04352

ABATEMENT OF PROPERTY TAX

August 26, 2026

Steven & Jillian Rourke
36 Stone Drive
Northport, ME 04849

PROPERTY REVIEWED

MAP: R08 LOT: 018-10 Acct. #517

Abatement Amount 2026 \$ 78,800 Tax Amount \$ 571.30

To correct building value.

Regards,

Kolbey Ouellette, CMA
Assessors Agent
Town of Northport

Date

**Town of Northport, Maine
16 Beech Hill Road
Northport, ME 04352**

ABATEMENT OF PROPERTY TAX

August 26, 2026

Amy Davis
185 Glenwood Lane
Northport, ME 04849

PROPERTY REVIEWED

MAP: R05 LOT: 011-17 Acct. #1659

Abatement Amount 2026 \$ 7,300 Tax Amount \$ 52.93

To correct building value.

Regards,

Kolbey Ouellette, CMA
Assessors Agent
Town of Northport

_____ Date

Town of Northport, Maine
16 Beech Hill Road
Northport, ME 04352

ABATEMENT OF PROPERTY TAX

August 26, 2026

Laura Tasheiko
430 Beech Hill Road
Northport, ME 04849

PROPERTY REVIEWED

MAP: R03 LOT: 01 Acct. #844

Abatement Amount 2026 \$ 36,100 Tax Amount \$ 261.73

To correct building value.

Regards,

Kolbey Ouellette, CMA
Assessors Agent
Town of Northport

Date
