

ANNUAL REPORT
OF THE
MUNICIPAL OFFICERS
OF THE
TOWN OF NORTHFIELD, MAINE
FOR THE FISCAL YEAR
2020-2021
ALSO
THE WARRANT

TOWN OFFICIALS

SELECT BOARD

Greg Morgan (2023)

Ann Grange (2022)

Tom Manship (2021)

TOWN CLERK

Dana Porter (Appointed Fall 2020)

Amanda Manship (Appointed Spring 2021)

REGISTRAR OF VOTERS

Dana Porter (Appointed Fall 2020)

Amanda Manship (Appointed Spring 2021)

TREASURER

Victoria Boone (2023)

TAX COLLECTOR

Naida Pennell (2023)

DEPUTY TAX COLLECTORS (Appointed)

Sandra Clifton

Jane Foss

ASSESSOR (Appointed)

J. Douglas Guy III

GENERAL ASSISTANCE ADMINISTRATOR (Appointed)

Catherine Ryanquint

TOWN FORESTRY WARDEN(Appointed)

John Thompson

Richard Lamasney

ROAD COMMISSIONER

Terry Hayward

ANIMAL CONTROL OFFICER(Appointed)

Washington County Territories

CODE ENFORCEMENT OFFICER

Betsy Fitzgerald (2021)
James Bradley (Appointed for FY 21-22)

PLUMBING INSPECTOR

Betsy Fitzgerald (2021)
James Bradley (Appointed for FY 21-22)

PLANNING BOARD

Michael Anderson (2021)
Alex Currier (2022)
Brian Frutchey (2023)
Tom McCurdy (2022)
Kevin Millay (2023)

BOARD OF APPEALS (Appointed)

Vacant
Diane Crockett
Dena Mazur
Sherri Fraser
Catherine Ryanquint

HEALTH OFFICER

Amy Zipperer

TOWN ATTORNEY (Appointed)

Rudman Winchell Law Firm

LICENSE AGENTS (Appointed)

Sandra Clifton
Jane Foss

SUPERINTENDENT OF SCHOOLS

Scott Porter

SCHOOL COMMITTEE

Rebecca Hennessey (2022)
Sandra Anderson (2021)
Abby Frutchey (2023)

EXPENDITURES TO May 31, 2021
BY ACCOUNT NAME

ADMINISTRATION

Appropriation	\$44,000.00
Balance Forward	0.00
Total Available	\$44,000.00

Salaries

Select Board

Greg Morgan (Chair)	\$1,500.00
Ann Grange	1,200.00
Tom Manship	1,200.00

Planning Board

Thomas McCurdy (Chair)	900.00
Michael Anderson	700.00
Alex Currier	700.00
Brian Frutchey	700.00
Kevin Millay	700.00

CEO Betsy Fitzgerald \$6,000.00

LPI Betsy Fitzgerald 400.00

Treasurer

Victoria Boone \$4,000.00

Tax Collector

Naida Pennell \$2,500.00

Town Clerk

Dana Porter (appointed Fall for 2020 Election) \$1,000.00

Registrar of Voters

Dana Porter (appointed Fall for 2020 Election) 100.00

Social Security & Medicare contributions for the above \$1,637.10

<u>Elections</u>	<u>July 2020</u>		<u>November 2020</u>
Michael Frye (Clerk)	165.00		
Diane Crocket (Registrar -July)*	*126.00	(ballot clerk)	24.00
Ann Grange (Warden)	141.00		156.00
Naida Pennell (ballot clerk)	90.00		
Abby Frutchey (ballot clerk)	57.00		60.00
Catherine Ryanquint (ballot clerk)	84.00		
Elizabeth Miller (ballot clerk)			96.00
Dana Porter (Clerk/Registrar)			168.00
Roger Rivard (ballot clerk)			102.00

<u>Elections cont'd</u>	<u>July 2020</u>	<u>November 2020</u>
Julie Morgan (ballot clerk)		60.00
Greg Morgan (ballot clerk)		168.00
Total	\$663.00	\$834.00
	Elections Total	\$1,497.00
Expense Administrative Salaries		\$24,734.12
Balance Administration		\$19,265.88
All other Administrative Expenses (as of May 31):		\$9,307.39
(Not limited to and including: Postage, Insurance, Copying, Advertising, Dues, Registry Expenses, Office Supplies, Forms and Equipment)		
Balance:	\$9,958.49	
Balance Lapsed 06/30/2021:		\$0.00
<u>TOWN BUILDING</u>		
Appropriation	\$1,500.00	
Balance Forward		
Total Available	\$1,500.00	
Town Hall Expenses		\$1,554.81
Balance	(54.81)	
Balance Lapsed 06/30/2021		\$0.00
<u>FIRE PROTECTION</u>		
Appropriation	\$10,000.00	
Balance Forward		
Total Available	\$10,000.00	
Fire Protection Expense		\$7,000.00
Balance	\$3,000.00	
Balance Lapsed 06/30/2021		\$0.00
<u>AMBULANCE</u>		
Appropriation	\$1,640.00	
Balance Forward		
Total Available	\$1,640.00	
Ambulance Expense		\$1,617.00
Balance	23.00	
Balance Lapsed 06/30/2021		\$0.00

WASTE DISPOSAL

Appropriation	\$25,000.00	
Balance Forward		
Total Available	\$25,000.00	
Waste Disposal Expense (as of May 31)		\$19,529.00
Balance	\$5,471.00	
Balance Lapsed 06/30/2021		\$0.00

TOWN ROADS

Appropriation	\$5,000.00	
Balance Forward		
Total Available	\$5,000.00	
Town Roads Expense		\$5,000.00
Balance	\$0.00	
Balance Lapsed 06/30/2021		\$0.00

ANIMAL CONTROL

Appropriation	\$1,000.00	
Balance Forward		
Total Available	\$1,000.00	
Animal Control Expense		\$462.77
Balance	\$537.23	
Balance Lapsed 06/30/2021		\$0.00

SNOW REMOVAL

Appropriation	\$65,000.00	
Balance Forward		
Total Available	\$65,000.00	
Snow Removal Expense		\$61,464.94
Balance	\$3,535.06	
Balance Lapsed 06/30/2021		\$0.00

CEMETERIES

Appropriation	\$850.00	
Balance Forward		
Total Available	\$850.00	
Cemeteries Expense		\$850.00
Balance	\$0.00	
Balance Lapsed 06/30/2021		\$0.00

PLUMBING (permits) EXPENSE

Appropriation	\$500.00	
Balance Forward		
Total Available	\$500.00	
Plumbing Expense		\$0.00
Balance	\$500.00	
Balance Lapsed 06/30/2021		\$0.00

GENERAL ASSISTANCE

Appropriation	\$1,000.00	
Balance Forward		
Total Available	\$1,000.00	
General Assistance Expense		\$0.00
Balance	\$1,000.00	
Balance Lapsed 06/30/2021		\$0.00

911

Appropriation	\$200.00	
Balance Forward		
Total Available	\$200.00	
911 Expense		\$0.00
Balance	\$200.00	
Balance Lapsed 06/30/2021		\$0.00

WASHINGTON COUNTY TAX

Appropriation	\$90,450.00	
Balance Forward		
Total Available	\$90,450.00	
Washington County Tax Expense		\$90,450.00
Balance	\$0.00	
Balance Lapsed 06/30/2021		\$0.00

HISTORICAL PRESERVATION & RESEARCH FUND

Appropriation	\$0.00	
Balance Forward	\$2,200.00	
Total Available	\$2,200.00	
Fund Expense		\$0.00
Balance	\$2,200.00	

ROAD IMPROVEMENT RESERVE FUND

Appropriation	(General Fund)	\$30,000.00	
	(Unallocated Capital Reserves)	\$30,000.00	
Adjusted URIP/LRAP Funds		\$26,092.00	
Balance Forward		\$62,039.62	
Total Available		\$148,131.62	
Fund Expense	(E Ridge Gravel and Culvert work)		\$3,683.22
<i>Reserve for Paving Eastern Ridge Rd to be paid this Fiscal Year</i>			\$145,000.00
Additional From General Fund		551.60	
Balance		0.00	

General Expense FUND

Appropriation		\$0.00	
Balance Forward		\$7,234.04	
Total Available		\$7,234.04	
Fund Expense	(Storm cleanup debris & tree removal)		2,400.00
To Road IMPROVEMENT to cover overage			551.60
Balance		\$4,282.44	

TREE REMOVAL RESERVE FUND

Appropriation		\$0.00	
Balance Forward		\$700.00	
Total Available		\$700.00	
Fund Expense			\$700.00
Balance		\$0.00	

NORTHFIELD SCHOLARSHIP FUND

Appropriation		\$1,000.00	
Balance Forward		\$3,666.67	
Total Available		\$4,666.67	
Fund Expense			\$0.00
Balance		\$4,666.67	

Allocated RESERVES/ FUNDS	\$11,149.11	
Reserve for 2021 County Tax	\$88,567.00	
Education Reserve	\$10,000.00	
Estimated FY end expenses	\$95,000.00	
Total Reserve Funds		<u>\$204,716.11</u>

BANK ACCOUNTS (as of 05/31/2021)

Municipal Checking (primary account)	\$160,341.09
Municipal Savings	\$200,296.44
Municipal 48 month CD (R)	\$63,275.72
Civil Defense Fund Savings (R)	\$784.23
Soldiers' Memorial Fund Savings (R)	\$290.80
Money Market Account (Reserve/Restricted Funds)	\$37,452.43 *
<i>After anticipated bill for Road of \$145,000.00 *</i>	
Share Savings (Downeast CU)	<u>\$140,113.39</u>
Subtotal	\$602,554.10
Less Restricted & Reserve Funds	<u>(269,066.86)</u>
Unrestricted Funds to Unallocated Reserves	\$333,487.24
(R) = Restricted	

TREASURER'S REPORT

As of May 31, 2021

RECEIPTS

Excise Taxes		\$57,724.56
State of Maine		
Education (Intergovernmental) & Ed Misc.	\$17,712.03	
DOT Urban/Rural Initiative (LRAP) *restricted funds	\$2,356.00*	
Revenue Sharing	\$6,956.01	
Tree Growth	\$14,989.83	
Homestead Exemption	\$7,165.00	
Veterans' Exemption	\$83.00	
Treasurer of State Total Receipts		\$49,261.87
Real Estate Tax Lien payments	\$13,392.32	
Interest and Fees	\$1,298.74	
Total Lien Receipts		\$14,691.06
2019 Real Estate Taxes	\$18,542.33	
2019 Interest and Fees	923.21	
2020 Real Estate Taxes	\$438,966.17	
2020 Interest and Fees	\$275.94	
Taxes paid in advance (2021)	\$1,522.87	
Adjustment (Refunded overpayment of taxes)	(1,204.32)	
<i>Net Taxes Paid in Advance</i>	318.55	\$459,026.20
Permits and Clerk Fees	\$2,840.00	<u>\$2,840.00</u>
TOTAL		\$583,543.70
Less: WARRANTS DRAWN BY SELECTMEN		
As of May 31, 2021		(416,119.76)___

Balance: \$167,423.94 to General Fund Unallocated Reserves

TAX COLLECTOR'S REPORT

FY 2020/2021 AS OF MAY 31, 2021

FY 2020/21 Collections

Fees		129.35
Interest	2019	801.93
	2020	275.59
Property Taxes	2019	\$18,534.26
	2020	\$438,488.31
Taxes Paid in Advance (2021)		\$1,522.87
Adjustments	<i>(Refund of overpayment to taxpayer)</i>	<i>(1,204.32)</i>
Net Taxes paid in Advance		318.55
Other		0.00
TOTAL COLLECTIONS		\$458,547.99

2020 Property Tax Committed	\$467,974.00	
Abatements		(525.20)
Supplementals	0.00	
Credits carried from previous year		(477.59)
Total 2020 Property Tax to be collected	\$466,971.21	
Amount Collected		(438,488.31)
2020 Taxes Outstanding	05/31/2021	\$28,482.90

Delinquent Property Taxpayers

As of May 31, 2021

(Amount does not include interest due)

Property Owner(s)	2020 Tax Due
Beaudoin, Janet & Daniel Scott	\$150.80
Beaulieu, Jesse (property sold)	\$235.04
Brennan, Paul	\$226.43
Burns, Don & Carol % Dawn Burns **Paid w interest 6/2/21	\$176.80
Buzzell, Truman & Sandra	\$735.06
Calor, Aaron	\$343.20
Canane, Brian & Christy	\$711.36
Chessa, Susan	\$465.92
Chin, Gregory & Stephanie	\$127.92
Dimare, Devises of Virginia c/o Charles Dimare	\$994.24
Doten Sr., Erland	\$979.68

Durling, Glen		\$327.60
Durling, Glen		\$104.00
Feyler, Jarrett & James		\$1,045.20
Gardner, Darren		\$1,294.80
Gardner, Leslie		\$763.36
Gardner, Leslie & Sonja		\$1,124.24
Giarratano, Tina		\$204.88
Gray, Philip Jr		\$373.36
Guptill, Eric		\$102.96
Guptill, Eric L		\$384.80
Hayward, Joshua & Elizabeth		\$1,884.48
Ingram Trustees, Adam & Andrew	**Paid w interest 6/4/21	\$728.00
Kilton, Seth		\$1,524.64
Kuhns, Donald (Sold to Getchell)		\$98.25
Langdon, Melinda		\$135.20
Magee, Gary L		\$1,345.76
Mastrocola, Rocco & Vittoria		\$270.40
Ogilvie, Jeanel		\$2,938.00
Pierce, Benjamin & Katrina		\$830.96
Raffa, Marta		\$1,055.53
Rhodes, Joshua & Mary		\$976.56
Ricigliano, Ian		\$1,276.08
Roberts, Nancy/Heirs of Lewis McLain		\$176.80
Schencks, James	**Paid w interest 6/4/21	\$108.16
Schencks, James	**Paid w interest 6/4/21	\$364.00
St Cyr, Lia		\$591.76
Stevens, Edward		\$644.80
Stoddard, Eugene & Eunice		\$187.20
Thompson, Frances, Devisees of Richard Roberts		\$369.20
Westrack, Kevin & Marcia		\$173.68
Wright, Jeff		\$1,561.04
TOTAL as of 5/31/21		\$28,112.15

TOWN OF NORTHFIELD
WARRANT FOR ANNUAL TOWN MEETING
June 30, 2021

State of Maine

TO: Julie A Morgan, Resident of the Town of Northfield

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn each of the inhabitants of the Town of Northfield as are qualified to vote in Town affairs, to assemble at the Town Hall in said Town, on Monday, the thirtieth day of June 2021 at 7:00PM, to act on the following articles, to wit:

ARTICLE 1: To elect a Moderator to preside at said meeting.

ARTICLE 2: To elect all other necessary Town Officers for the ensuing year or for the term specified:

(1)	Select Board member	(3 Year Term)
(1)	Planning Board members	(3 Year Term)
(1)	School Committee member	(3 Year Term)
	General Assistance Administrator	(1 Year Term)
	Health Officer	(1 Year Term)
	Road Commissioner	(1 Year Term)

ARTICLE 3: To see what sum the Town will vote to raise and/or appropriate for the following categories (listed amounts are recommendations from the Select Board):

A. Town Roads	\$5,000.00
B. Snow Removal (Plow/Sand/Salt)	\$65,000.00
C. Administration	\$44,000.00
D. Assessor	\$7,200.00
E. Town Buildings	\$2,500.00**
F. Waste Disposal (Includes pick up)	\$25,000.00
G. Fire Protection	\$10,000.00
H. Ambulance Contract	\$1,640.00
I. Animal Control	\$1,000.00
J. General Assistance	\$1,000.00
K. Cemeteries	\$850.00
L. Plumbing Inspections	\$500.00
M. 911 Account	\$200.00

Total: \$163,890.00* See Article 4

As to ARTICLE 3, the total reflects the addition of salary increases proposed by the Board of Selectmen in Article 4 below, if approved, **without raising additional money.** *(Last year's appropriation left about \$7,600 unused [calculated as of June 8] **Increase of \$1,000 from last year for Town Building. Reason: Versant Power Transmission charge has almost doubled the bill. This will also cover heating fuels which we purchase about every 18 months.)*

The Board of Selectmen recommends the total of \$57,725 be appropriated from Excise Tax receipts, and the balance of \$106,165 appropriated from the General Fund (Unallocated Reserves) for the accounts listed in ARTICLE 3.

ARTICLE 4: To see if the Town wishes to increase the salary of the following Town employees.

- a) Town Treasure from \$4,000 to \$5,000 annually (increase of \$1,000)
 - b) Town Clerk from \$1,000 to \$2,500 annually (increase of \$1,500)
 - c) Registrar of Voters from \$100 to \$500 annually (increase of \$400)
- (Associated with the above increases is the Town's share of payroll taxes by \$221.85)
Total increase of \$3,121.85 which is half of our unused budgeted funds last FY.

ARTICLE 5: To see if the Town will approve the addition of \$10,000 to the General EXPENSE Fund. *This past year, the General Expense Fund has been used for overages in budget appropriations for the Town Road project, tree removal from storm damage and we received a mutual aid response bill from the Town of Wesley for the recent forest fire, which will take the \$3,000 Fire Protection balance and an additional \$435.58 from the General Expense Fund.*

ARTICLE 6: Shall the Town of Northfield continue to subcontract the collection of Excise Taxes to the Town of Machias at the cost of approximately \$1,723 per annum for the ensuing year? *(Increase of \$50 from last year).*

ARTICLE 7: To see if the Town will vote to allow Wireless Realty Advisors (WRA) to market and find a wireless carrier that would be interested in leasing a Town-owned property to place a cell tower. *(The proposed location would be just south of the Northfield Town Office on the opposite side of the road.)*

ARTICLE 8: To see if the Town will vote to raise funds for renovating our town hall; adding bathroom facilities and additional meeting space. *Selectmen recommend that we appropriate \$5,000 annually for a Capital Projects Fund with the funds to be used solely for the Town Hall.*

ARTICLE 9: To see if the Town will vote to charge interest on delinquent taxes after the annual March 15 due date, and if they vote to do so, to set the rate of interest of **6%**, the maximum rate allowed by the State. *(This rate has been decreased per Title 36, M.R.S.A Section 505.4)*

ARTICLE 10: To see if the Town will vote to authorize the Selectmen, on behalf of the Town to dispose of any real estate acquired by the Town for nonpayment of taxes thereon, on such terms

as they may deem advisable and to execute a Quit Claim Deed for such property when appropriate.

ARTICLE 11: To see if the Town will vote to authorize the Selectmen and the Treasurer to borrow when necessary, up to and not exceeding \$20,000 upon the faith and credit of the Town, during the municipal year July 1, 2021 to June 30, 2022, in anticipation of and to be paid from the amount collected from taxes of the said municipal year, and if the Town votes to do so, to authorize the Treasurer to execute the Promissory Note of the Town for the amount so borrowed.

ARTICLE 12: Shall the Selectmen be authorized to exceed the property tax levy limit for the municipal year July 1, 2021 to June 30, 2022?

ARTICLE 13: To see if the Town wishes to combine the money from the Northfield Scholarship Fund with the Josephine Cox Memorial Fund (which is currently \$42,640) and discontinue annual contributions at this time. *The former currently has a balance of \$4,666.67. This would make a single scholarship fund with a total of \$47,306.67.*

ARTICLE 14: To see if the Town will vote to raise and appropriate amounts for any or all of the following: (Amounts listed are the past year's contributions totaling \$428.00) *Any discussion of increasing/decreasing the amounts, other suggestions welcome.*

Downeast Community Partners (Matching Funds)	\$178.00
Machias Little League	\$200.00
American Red Cross	\$50.00

ARTICLES FOR TOWN OF NORTHFIELD 2021/2022 SCHOOL BUDGET

ARTICLE 15: Shall the Town be authorized to expend \$266,733.00 for Regular Instruction?

ARTICLE 16: Shall the Town be authorized to expend \$20,899.00 for Special Education?

ARTICLE 17: Shall the Town be authorized to expend \$13,508.00 for System Administration?

ARTICLE 18: Shall the Town be authorized to expend \$35,417.00 for Transportation and Buses?

ARTICLE 19: Shall the Town be authorized to expend \$5,000.00 for All Other Expenditures?

ARTICLES 20 THROUGH 21 RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET

ARTICLE 20: Shall the Town appropriate \$195,298.99 for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and shall the Town raise \$187,064.44 as the Town's contribution to the total cost of

funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688?

Explanation: The Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

ARTICLE 21: (Written ballot required) Shall the Town raise and appropriate \$104,420.79 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$104,420.79 as required to fund the budget recommended by the school committee?

The school committee **recommends \$104,420.79** for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$104,420.79: The Northfield School Department budget is over the Essential Programs and Services model in system administration, and the difference between the elementary and secondary tuition rates and the EPS tuition rates. In addition, the Essential Programs and Services model does not fully fund co-curricular activities and the model has not been fully funded by the State.

Explanation: The additional local funds are those locally raised funds over and above the Town's local contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act that will help achieve the Town budget for educational programs.

ARTICLE 22 SUMMARIZES THE PROPOSED SCHOOL BUDGET

ARTICLE 22: Shall the Town authorize the school committee to expend \$341,577.00 for the fiscal year beginning July 1, 2021 and ending June 30, 2022 from the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools?

ARTICLE 23 AUTHORIZES EXPENDITURES OF GRANTS AND OTHER RECEIPTS

ARTICLE 23: Shall the Town be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

ARTICLE 24 AUTHORIZES THE ADULT EDUCATION PROGRAM AND RAISES THE LOCAL SHARE

ARTICLE 24: Shall the Town appropriate \$850.00 for adult education and raise \$850.00 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

**ARTICLE 25 AUTHORIZES THE ADULT BASIC EDUCATION PROGRAM AND
RAISES THE LOCAL SHARE**

ARTICLE 25: Shall the Town appropriate \$410.00 for adult basic education and raise \$410.00 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult basic education program.

Given under our hands this 22nd day of June 2021 Northfield, Maine

BOARD OF SELECTMEN
TOWN OF NORTHFIELD

/s/ Gregory Morgan, Chair

/s/ Thomas Manship

/s/ Ann Grange

CERTIFIED: A true copy of the “Warrant for the 2021 Annual Town Meeting for the Town of Northfield.”

RESIDENT’S RETURN

I have this day posted a certified true copy of the Warrant for the 2021 Annual Town Meeting at the Northfield Town Hall, the same being a public and conspicuous place within the said Town of Northfield, on June 22, 2021, which date is at least seven days prior to said meeting.

/s/ Julie A Morgan

Resident of Northfield