

Northport Village Corporation
Board of Overseers
Minutes of Meeting: August 22, 2004

On August 22, 2004, President Huntoon called to order the NVC Board of Overseers who had been sworn in immediately following the Annual Meeting on August 10. Present were Overseers Brockway, Allen, Spollett, Hanrahan, Metcalf, Robbins, Crofoot, Treasurer Sheffield, and Clerk Lagner. Also attending were Bill Paige, Jane Badershall, Tim Samway, Jim Coughlin, Frank Field, and other residents.

The first part of the meeting was organizational:

1. Huntoon presented a proposed standard agenda. Robbins moved, seconded by Brockway, that we accept the new NVC agenda as proposed. **Voted.** This agenda also laid out the rules of the meetings, and Metcalf moved, seconded by Hanrahan, that we adopt the same rules that we operated under last year. **Voted.**

2. Committee assignments were made as follows:

Utility Department: The following trustees were appointed:

- Dave Crofoot - Overseer- 3 years.
- Judy Metcalf - Overseer- 1 year.
- Peter Spollett - Overseer- 2 years.

Robbins moved, seconded by Hanrahan, that the following be nominated to the two trustee positions:

- Jim Coughlin - for 2 years.
- Bill Cressey - for 1 year. **Voted.**

Finance: Julian Sheffield, Mary Hanrahan, and Mike Robbins

Facilities: Margaret Brockway

Information: Mike Robbins and Mary Hanrahan

Legal: Judy Metcalf

Parks: Jane Phillips (also Tree Warden)

Safety: Peter Allen

Wharfmaster: Metcalf moved, seconded by Robbins, that we appoint Gordon Fuller and Drexell White as co-wharfmasters. **Voted.**

Archives: Metcalf moved, seconded by Allen, to appoint Clerk Eleanor Lagner to be chairman of the Archives Committee, and choose a committee such as she wishes. **Voted.**

3. Discussion of the Annual Meeting.
4. Election of a chairman of the Board of Overseers. Metcalf nominated David Crofoot for the position. It was seconded and **Voted.**
5. Dates of the Overseers' meetings were set as follows:
 - September 12 (9:30 AM)
 - October 10 (9:30 AM)
 - November 14 (10:00 AM)
 - December 12 (10:00 AM)
 - January 16 (10:00 AM)

Utility committee meetings are usually Fridays, either 2 or 9 days before the Overseers' meetings.

Regular Business Meeting

Approval of the minutes was deferred until September.

Bill Paige, Manager

1. **Garage:** Crofoot suggested we look into storing the police car in the fire department building for the winter. Paige warned that the vehicle would have to be covered because the building is used for painting. Paige will investigate this possibility.
2. **Boat Float:** It is unclear until the floats are hauled whether the boat float will last another season. Paige was asked to prepare a cost estimate for a new float. Pressure-treated lumber would have to be purchased and stockpiled. Jim Coughlin suggested that we get a price for an aluminum float also. He will look into this for the Board.
3. **Roads:** Paige will survey the conditions of the roads, and present a plan of repairs and cost estimate to the Overseers at the October meeting. Ongoing road maintenance will continue.

Visitors' Concerns

Tim Samway: Tim Samway offered concern and criticism of information handling at the annual meeting. A discussion ensued and several areas for improvement were noted:

It was agreed that for warrant items introduced by the Overseers, it is the Overseers' responsibility to provide supporting information and documentation. While the printed Annual Report provides fairly detailed information of committee activities for the year, Overseers should be prepared to augment and update these reports orally. The Overseers were indeed prepared to do so on many issues, but documentation for proposed budgets was inadequate, and listed only budgeted amounts, not actual amounts expended. Copies of the utilities Ordinance were available for the public hearing and were appropriately posted, but copies were not available for review at the Annual Meeting.

The Overseers agreed that the Annual Report for next year should include actuals and budgets for the fiscal year, and that a mid-year general budget be available for review. Hanrahan and Brockway volunteered to prepare a to-do list in May and make sure that all was ready for the Annual Meeting.

Elaine Smith: Mud slides and flooding from the last rain damaged her cottage. She believes the work done by Sargent and Sargent across the road caused the problem. The culvert became blocked during the torrential rains which washed out the newly seeded grass. Smith asked for \$1,000 to replace the lost rent as her renters went home after the storm. Metcalf moved, seconded by Crofoot, that NVC pay Elaine Smith \$300 to compensate for the mud slide. Smith indicated that even if the motion passed, she would not view that as a resolution of the problem. The motion was **defeated**: (For: 0, Opposed:

6; 1 abstention.) Metcalf then moved, seconded by Robbins, that we consult with Dirigo and Sargent & Sargent to evaluate the source of the mud slides and flooding, determine if their work was defective, and seek remedial action and/or restitution by Sargent & Sargent. **Voted.**

Dick Brockway: Presented a half model of a ship to the Overseers, to be offered as a token of appreciation to John Fancy, who is leaving his post as Utility Superintendent after seven years of service.

Harry Rosenblum: Water still drains across his land from Sea Street causing erosion problems.

Frank Field: He has removed all vehicles and personal property from Village property and wishes this to be confirmed by the overseers. Allen will look to see if the property is now in compliance.

Shirley Rand: She has concerns regarding water running off Clinton Street, in back of her neighbor's land, and beneath their cottage.

Martha Borgeson: Asked that we consider asking for more money from the Town of Northport since the value of Village property has been increased relative to the town as a whole. Metcalf explained that the amount of money requested is set for this budget year; it will be possible to ask for more money in future years.

Mike Robbins: Vehicular speed on Broadway is a real problem. Robbins volunteered to look into the problem further. The Safety Committee will set up a sub-committee to explore solutions with the Town of Northport. Coughlin suggested that we borrow the Belfast speed sign.

Legal

1. A letter from Town of Northport was reviewed complaining about barking dogs in Bayside. They ask the police officer to pay attention to barking dogs. There is no Town or Village Ordinance which addresses this issue.
2. Received was a letter from the Town of Northport about the mailboxes. They do not mind mailboxes put on town's rights-of-way, but they do want action taken about mailboxes that interfere with plowing services. Allen explained a plan for installing mailboxes that can be slid back out of the snow plow's way. Huntoon will respond to the letters.

Utilities

1. The DEP reports are ready to be submitted next week. Woodard and Curran's Jim Fitch assures us that the reports are acceptable. All the options considered are far beyond the Village's financial means.
2. Authorized signatures for bank accounts must be changed to include the new Treasurer. Hanrahan moved, seconded by Brockway, that David Crofoot, as chairman of the Overseers, also be an official signer on all Northport Village

Corporation checks. **Voted.**

3. Bonding: Metcalf moved, seconded by Crofoot, that Julian Sheffield make an arrangement for bonding as treasurer. **Voted.**
4. Metcalf suggested that the Utilities Department investigate the bonding of the Utilities secretary who is handling money. We should investigate our insurance coverage, and/or contact the MMA for their input, then make a recommendation to the Overseers.
5. The committee needs technical support in integrating our meter reader with the new utility software. A consultant will be coming on September 8, at a cost of \$800. Bill Cressey and Hanrahan will attend this meeting. Allen moved, seconded by Crofoot, that we authorize this expenditure. **Voted.**
6. Notices of overdue utility bills have been sent out. Shut-offs on overdue water accounts will be done on the 25th of August unless bills are paid in full or a payment arrangement is made.
7. Sheffield and Jane Badershall have been authorized to hire a secretary for the office. They are looking for a Village office manager who can take on the accounting, with payroll still handled by Madeline Tomlin.

Treasurer

Sheffield explained the recommendations from the auditors as follows:

1. Invoices are paid before being approved by the Overseers. Bills which are approved automatically should be in place. Also, bring the accounting to our office.
2. An overseer who does not handle the money or have general ledger access should be opening the bank reconciliation, reviewing and initialing it before forwarding to the bookkeeping department. Hanrahan will do it.
3. The reconciliation of the taxes-receivable accounts to the detailed listing of taxes due by individual taxpayers each month. Someone needs to get a list from the Town office of taxes due, and it must agree with the list of accounts receivable in our bookkeeping.

Crofoot moved, seconded by Hanrahan, that we adjourn at 12:07 P.M. **Voted.**

Directly following adjournment, the newly appointed trustees of the Utility Department, Dave Crofoot, Judy Metcalf, Peter Spollett, and Bill Cressey were sworn in. Jim Coughlin was not present.

Eleanor D. Lagner
Clerk
Northport Village Corporation