

Northport Village Corporation

July 15, 2018

Overseers Meeting Notes

**Attendees:**

President: John Spritz

Treasurer: Steve Kazilionis

Village Agent: William Paige

**Overseers**

Judy Metcalf

Dick Brockway

Paul Nyren

Michael Lannan

Vicky Matthews

Lee Houghton

Wendy Huntoon

**Visitors:** Ned Lightner, Bill Cressey, Maureen Einstein, Blair Einstein, Deanna Wolfire, Diane Eastty, Tim Samway, Officer Michael Boucher, Carla Paige, Marge Brockway, John Woolsey, Dan Doucette.

**Meeting Called to order:** at 8:00 am

**Approval of Minutes:** Vicki M. moved to approve the May and June Overseers Minutes, Dick B. seconded the motion, 7 Approved, 0 Opposed, and 0 Abstained.

**Questions/issues from Bayside Residents and meeting attendees:** Ned Lightner of Maple Street would like the right of ways in the village identified and marked for the future. Deanna W. of Auditorium Park presented a parking issue at Auditorium Park and requested some clarification on the Parking Ordinance. John S. will get in touch with the owners while Michael L. will work with the Governance Committee at the general parking throughout the village. Michael B. reported that he can handle the parking issue by issuing ticket.

Tim S. reported that the culvert at Kelly Cove needs some attention. Bill P. advised that he is already in the process of handling the matter. Tim S. confirmed that there will be an Overseers' Meeting immediately before the annual meeting to review procedure for the annual meeting.

John W. asked the Overseers if Bayside Arts could build a storage unit under the stage as well as asked if the staging could be left up until Columbus Day. The Overseers understand the importance of the staging but would prefer it be taken down when not in use. John W. reported that Bayside Arts received a matching grant for \$2000.00. They are looking into using the funds for stage lighting. Bayside Arts is looking into another grant but would need a letter from the Overseers saying the supports can stay there as well as the lights all season. Bayside Arts would like to work with the Infrastructure Committee to determine appropriate locations for power outlets in the Community Hall as well as recommends a water cooler for the Community Hall. He expressed that Bayside Arts would be willing to share the cost to put in a cooler and plumbing for the cooler. John S. suggested that

Bayside Arts to work with the Infrastructure Committee on the details.

John S. presented a concern about Bayside Arts charging for events at the Community Hall. It was confirmed that Bayside Arts pays the required rental fee on all events for which they charge a fee. Vicky M. asked if the Office Manager could provide the Overseers in her monthly report what events Bayside Arts has paid the required fees. **A Michael L. moved to allow Laurie Kazilionis the use of the Community Hall for 60 – 90 minutes daily until September 30<sup>th</sup> for \$15.00 an hour with a cap of \$300.00 with an understanding the electric will not be used and none of the employees will need to give her access. Judy M. seconded the motion. Discussion: it was confirmed that the use would not interfere with any other scheduled events and that the time frame (early morning) was not in the customary times when the Hall is sought. 6 Approved, 0 Opposed, and 1 Abstained.**

**Report of the President:** - John S. reported that a draft of the Annual Report was provided and edits were submitted for the final copy. He advised the Overseers that Amy E. is working with the Hollowridge Communications to get the reports by the Pancake Breakfast. He thanked everyone for providing all of their reports in a timely manner.

John S. informed the Overseers that the August 19<sup>th</sup> meeting would be at Drinkwater School in the auditorium. He will work with Todd Martin to provide an environment with minimal distractions.

**Report of the Treasurer:** Steve K. provided Financials to the Overseers as well as a variance report.

Steve K. advised the Overseers that the Mac Electric bid needed approval. **Judy M. moved to approve the estimate from Mac Electric be approved for the amount proposed (\$170 higher than the authorized cap on the project). Mike L. seconded the motion. Discussion: Mike L. asked to amend the motion to pay MAC Electric for 25% of the estimate which calculates to \$2,000.00. Judy M. accepted the amendment. Paul N. and Lee H. advised against the deposit since its not common practice. Discussion was had. 5 Approved, 2 Opposed, 0 Abstained. Motion carried to allow the deposit. VOTED: 4 Approved, 2 Opposed, and 1 Abstained for the award of the Contract to Mac Electric in the amount of the bid.**

Steve K reported that after working with MMA he was able to decrease the workers compensation by \$3,250.00. The insurance is still higher than our budgeted amount, by \$2,300.00. He emphasized the importance of awarding contracts only to companies with valid workers compensation insurance to keep the Village expense on this lien item down.

Steve K. reported that NVC had received a \$500.00 donation to go toward the purchase of the police cruiser authorized by the Overseers at the June meeting.

**Report of the Village Agent:** Bill P. reported that the no fishing signs down at the dock are missing. Michael B. will file a report for NVC. Bill P. also mentioned that the owner of a property on Main Street is possibly looking to have an exit to the garage on Upper Maple Street. Because there is no roadbed in that area, however, the driveway will have to be on Main Street. Bill P. also advised the Overseers of a request from 50 George Street that is asking for permission to cross village property to

take down a tree. Judy M. advised that an indemnification agreement would need to be completed of which Amy E. could prepare and the property owners would need to repair the landscaping that gets disrupted due to the heavy equipment.

Judy M. reported that NVC had received an indemnification agreement request from Patricia Gardner and Wilbur Gardner from 758 Shore Road. **Judy M. moved that the agreement presented to NVC by Patricia Gardner family be accepted by the Overseers. Lee H. seconded the motion, 7 Approved, 0 Opposed, and 0 Abstained.**

**Office Manager Report:** On behalf of the office Manager John S. reported a new reservation request that had been received from Jennifer Samway about offering a Gyro kinesis class on Tuesdays. He reported on the details of the class for all to know. Judy M. clarified that the only time approval would be needed from the Overseers on a Community Hall request would be if the person requesting the reservations wanted the fee waived. Vicky M. expressed that she would still like Amy E. to inform the Overseers of any requests.

**Communications Report:** Judy M reported that NVC had received a Village Quitclaim deed for the Arocho property to be provided to the Arocho family to extinguished two automatically foreclosed tax liens in exchange for payment of the taxes, interest, and recording fees. she moved to execute the Quitclaim Deed from the village to the Arocho. Wendy H. seconded the motion, 7 Approved, 0 Opposed, and 0 Abstained.

**Finance Committee Report:** Judy M. advised there was nothing to report.

**Governance Committee Report:** Judy M. reported that the committee is tackling the Zoning Ordinance. The following members are John Spritz, Angela Cassidy, Blair Einstein, Tim Samway, Dick Brockway and Judy Metcalf. The committee has determined sought clarification and guidance from the Overseers on the approach to be taken.

Approach #1: What does the NVC Ordinance say and is it clear.

Approach #2: What type of community aesthetic are we trying to promote.

The consensus of the Overseers was that the two step approach developed by the committee was sound.

She mentioned that they would have a public hearing Labor Day weekend and a redline version would be available at the August meeting and a final version of the ordinance would be provided to the Overseers at the October meeting.

**Infrastructure Committee Report:** Michael L. reported that they had a meeting with Milone & Macbroom about the seawall that went well. They discussed the rip rap options as well as relocating the circle and parking. **Michael L. moved to accept the proposed Rip Rap as an alternative. Dick B. seconded the motion. Discussion: Judy M. was concerned with the loss of parking. Paul N. recommended replacing the seawall with something similar. 5 Approved, 2 Opposed, 0 Abstained.**

Michael L. reported that all of the letters went out to the property owners that will be affected by the road improvements (Upper Maple; Oak; West and Cross Streets). He also reported that the GPS unit that was originally recommended would not work as intended for the mapping of the trees. He recommends tabling the GPS option. The Utilities Department is going to continue to look into a GPS and what assistance NVC may be able to get toward funding.

Steve K. asked for clarification on what is included in the \$23,500.00 estimate for the next part of the seawall project. Michael L. will confirm with Milone & MacBroom and respond.

**Safety committee Report:** Wendy H. reported that they had their first safety fair and she thanked the committee members for all of their help to make the fair a success. They look forward to offering the fair on yearly basis. The lifeguards are working full time 7 days a week. Evan had two situations he had to handle which reinforces the need to have full time lifeguards to maintain the safety of the community. Wendy H. also mentioned the police officer has been hired and she asked that the Overseers review the letter of agreement confirming his at-will employment in executive session where it is a personnel issue. She mentioned that she is provided a weekly report and everything seems to be going well. She appreciated all of the hard work Michael Boucher has done to assure NVC's police department is operating a manner that is consistent with Maine laws and regulations. **Wendy H. moved to pay up to \$1500.00 to build a secure room for the Police Department in the Community Hall. Judy M. seconded the motion. Discussion was had. 6 Approved, 0 Opposed, 1 Abstained.**

Paul N. asked what is being done to address the speeding on Bluff and Shore road during the months when Michael B. is not on duty. Wendy H. mentioned that they are always interested in ideas from the public on ways to help with the speeding. Judy M. expressed that the sheriff's department is always a resource to be contacted.

Michael B. asked for more information on the recent lifeguard incident. Judy M. was able to provide further information about the situation as well as she mentioned her concerns with the violations happening at the wharf with the amount of dinghies. She reported that the Governance Committee with the help of the Safety Committee and the Wharf Master will be recommending changes to the waterfront ordinance.

**Town Liaison Report:** Paul N. reported that John Larson is resigning and the Town of Northport is looking at alternative solutions to appoint a new CEO or extend Toupie Rooney's hours.

**Utility Committee Report:** Judy M. reported that they had a meeting on Friday and there were no action items for the Overseers consideration. The plant is operating beautifully. She mentioned that it is that time of the year when they start worrying about BOD concentration so citizens are encouraged to keep water running through their pipes. Dick B. reported that Chairman David Crofoot was presented with a model with a plaque expressing the trustees and citizens' appreciation for his past and continuing services.

**Tree Warden Report:** Nothing to report.

**Meeting Attendees Comments:** Tim S. reported there will be a year-end food pantry project that will involve the Community Hall. In August there will be a campaign to fill the Community Hall with food where they will be filling as many chairs with food. All donated food will be provided to the Northport Food Pantry.

Dan D. Reported on the town's exploration of ideas for bring high speed internet to the community, including grant opportunities. He informed the Overseers that he would be continuing to gather information and if both entities decided to expand on high speed internet he would be willing to serve on a committee if needed. Judy M. thanked Dan for all of his work and knowledge that he has provided to the village in this area. Dan suggested a survey monkey to obtain the answer.

**New and continuing business:** John S. reiterated that a brief meeting would be held in the conference room at the Community Hall before the Annual Meeting on August 14<sup>th</sup>. He mentioned that any new Overseers would be sworn in after the meeting in the conference room. Judy M. reminded the Overseers to come sign the supplemental Warrants.

Vicky M. reported that the Tree Committee will be using a spreadsheet for the tree inventory. She also mentioned the green fence on the basketball court is still being looked at. Mike Tirrell will be helping with that project where he has a vested interest. Vicky M. outlined memorial ideas for future memorial requests in the village. They have looked at memorial trees, benches and plaques. If someone requests a memorial established, she would like an agreement established that would have the family responsible for maintaining the item with a note saying that NVC reserves the right to remove it or replace it. Vicky M. is going to come up with a book of options that the office will be able to provide in the future.

Executive Session: Personnel and Legal Advice. 10: 47

Meeting Resumed (11:10):

Judy M. moved/ Houghton seconded: that Judy M. contact the attorney for Deane Wood and advice that the Village Overseers have no authority to grant a deed to Deane Wood for land which his attorney had concluded was owned by the Village. Voted: 7 approved. 0 opposed.

Wendy H. moved/Judy M. seconded: to approve the letter of agreement outlining the terms of the at-will employment of the Chief of Police, Michael Boucher. VOTED: 7 approved. 0 opposed.

**Meeting Adjourned:** at 11:30a.m.

Next Overseers meeting is Tuesday, August 14, at 6:00 (Single Agenda Item: Annual Meeting Preparation). Full meeting: August 19<sup>th</sup> 2018 at Drinkwater School in the auditorium.