



813 Shore Road
Northport, Maine 04849

Phone (207) 338-0751

Notice of Governance Committee Meeting

The Governance Committee will be meeting on Friday, August 11, 2023 at 3:00 p.m..

Zoom Only

AGENDA

- 1. Further review and draft of maintenance and care agreement between Kazilionis family and Village in conjunction with proposed gift of garden**
- 2. Develop communication recommendations to address encroachments on Village property**
- 3. Review final draft of Donation Policy after final review by Finance Committee**

Judy Metcalf is inviting you to a scheduled Zoom meeting.

Topic: Governance Committee:

Time: Aug 11, 2023 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86805304788?pwd=MUt4cjNCbGJrVXB1Z2llZmI0ZFJuQT09>

Meeting ID: 868 0530 4788

Passcode: 262026

• +1 689 278 1000 US

Find your local number: <https://us06web.zoom.us/u/kcdRDYqKme>

**Acknowledgement and Receipt of Conditional Donation
of Garden ~~Located on Upper Bayview~~ ~~Garden Park~~**

[Should there be a lead paragraph that defines the "Agreement"?]

Whereas the Stephen and Laurie Kazilionis (~~the Kazilionis Family~~ "~~Donors~~") have offered to install, and maintain, ~~and pay for~~ a garden (~~the "Garden"~~) at their sole expense to be located on property of the Northport Village Corporation ("~~Bayside~~ NVC") ~~at the sole expense of the Kaizilionis Family Donors~~;

Whereas, the Donors submitted the proposal attached hereto as Exhibit A, along with a landscape plan attached hereto as Exhibit B and a plant material selection list attached hereto as Exhibit C;

Whereas the ~~garden-Garden~~ design and proposal has been reviewed by the NVC Parks ~~& and~~ Trees Committee ~~of the Bayside~~ and endorsed by the Committee members in an assessment presented to the NVC Board of Overseers ("~~Overseers~~") on July 9, 2023, attached hereto as Exhibit D;

Whereas, the ~~Bayside~~ Overseers recognized the generosity of the ~~Kazilionis Family Donors~~ but also recognized that a garden poses a burden on a public space which requires maintenance, potential expenses, and, if not well maintained, could become a hazard or unattractive;

Whereas ~~Bayside-the~~ NVC has the sole and exclusive power vested in it by its Charter, and pursuant to its Policy for the Preservation of Public Lands, ~~to manage its Lands;~~ _____

Whereas, the ~~Kazilionis Family Donors~~ and the ~~Bayside~~ Overseers understand that a cooperative and meaningful maintenance plan ~~was is~~ essential to ~~assure-ensure~~ the best interests of ~~the Village was~~ the NVC and its citizens are met if this donation were to be accepted.;

Whereas, the Donors are receiving no goods or services of any value nor any other consideration from the NVC in exchange for the Garden; and

Whereas, the Overseers voted on July 9, 2023 to accept the gift on the condition that the ~~Kazilionis Family Donors~~ enter, acknowledge, and agree to the conditions imposed by the Overseers herein, i

It is hereby agreed that:

- ~~1. —~~ 1. — The Kazilionis Family's donation of a garden. The Garden shall be located on the lower portion of Upper Bayview Park as depicted in the landscape plan attached as Exhibit 1B (subject to the correction of the compass rose error noted on the exhibit), hereto, solely on Bayside NVC land and no larger than the scale shown on the Exhibit ~~is accepted ("the Garden")~~.
- ~~2. —~~ 2. — The Garden shall be installed and maintained at the sole cost of the Kazilionis Family Donors for a period of ten (10) years (the "Term"), subject to revocation by the NVC should it become necessary to use this property for other public purposes. The Term shall commence upon the completion of the installation of the Garden. The Term may be extended by the Overseers NVC in its sole discretion upon request of the Donors and subject to terms and conditions the Overseers may deem appropriate at the time of any extension.
- ~~3. —~~ 3. — The Garden ~~will~~ shall be ~~constructed~~ installed by LG Whitcomb Landscaping or Plants Unlimited, per in conformance with the plans attached hereto as Exhibits 2B and C. Before undertaking work, Plants Unlimited the installer ~~must~~ shall supply proof of insurance, appropriate licenses, and other information reasonably as required by the NVC for all construction activities on NVC property. If the Garden is not installed prior to [April 15, 2024], this agreement shall terminate.
- ~~4. The Donors shall be permitted to install a small, ground-level plaque noting "This garden is gift for the enjoyment of the Bayside Community from the Kazilionis family."~~
- ~~— As no fencing is specified in Exhibit A or depicted in Exhibit B, and since the plantings have been represented as deer resistant, no fencing of any kind, whether temporary or permanent, shall be permitted.~~
- ~~5. —~~ 4. — The plantings ~~will~~ shall be maintained in such a manner so as to not create an unnecessary visual obstruction from ground level to any residences on Upper Bayview Park, and in no case any more obstructive than the illustration attached hereto as Exhibit E;

6. 5.—All maintenance shall be overseen by and performed in accordance with generally accepted standards of an arborist under the direction and approval of the NVC Parks and Trees Committee Village Agent. **Discuss whether this is too vague and whether Bill has the necessary knowledge to oversee maintenance of a complex, large garden.** Any plant that does not survive or becomes diseased during the Term shall be replaced in the same location and with the same or similar plant type. Any chemical treatment of the Garden shall comply with applicable laws and application guidelines, and such treatments shall consider the potential runoff of chemicals into nearby waterways.

Commented [EMM1]: I think this should be horticulturist. Arborist just deal with trees.

7. 6.—The NVC shall not be responsible for the construction, care, or maintenance of this the Garden and, at the end of the Term or should-if the Donors fail to install or maintain the Garden in accordance with this Agreement, the NVC reserves-has the right to remove the Garden at the sole cost of the Donors and revert the property to grass or other groundcover as the Overseers Parks and Trees Committee of the NVC deems appropriate, or, in the alternative, to seek another-a replacement donor or to undertake maintenance at the NVC's expense.

Commented [EMM2]: I think this should be consistent with how other gardens are treated on NVC property.

8. 7.—In order to ensure the preservation of public lands, and to protect the NVC from incurring costs related to the deconstruction and removal or ongoing maintenance of the Garden, the Donors, prior to any work being undertaken on the Garden, shall escrow with the NVC [\$1,000] (the "Escrowed Funds") **Finance Committee suggested further discussion of this amount, as it seems too low. Should it also include a component for maintenance costs? The Finance Committee also suggested an escrow rather than a bond. Need to discuss mechanics of how the escrow will be documented and administered.** to partially cover the cost to remove the Garden and revert the land to its current state should the Donors are-become unable no longer able or unwilling to maintain this-the Garden during or-after the expiration of this Agreement Term- the Donors hereby agree to post a bond in the amount of \$1000 to cover the cost to remove the Garden and revert the land to its current state, prior to any work being undertaken on the Garden. The NVC shall hold said bond the Escrowed Funds for the tTerm of this Agreement and a period not to exceed five (5) years following the end of the Term or the expiration or termination of this Agreement for any reason. **Why is there a five-year tail?** Notwithstanding the amount of the Escrowed Funds, the Donors shall be responsible for the actual cost of maintaining the Garden for the duration of the Term or, at the option of the Overseers, removing the Garden and reverting the land to its current state.

Commented [EMM3]: That was my suggestion because it becomes a bookkeeping nightmare to hold funds indefinitely.

Commented [EMM4]: This is superfluous as the crux of the agreement is that they will maintain the garden at their expense.

9. ~~8.~~ — If at any time the ~~Kaziolins Family Donors chooses not fail~~ to ~~perform meet~~ the conditions expressed here~~in~~, they shall, at their sole expense, restore the Garden area to its current appearance and condition as determined by the Overseers.

~~The Overseers accept the Donors' gift contingent on the preceding conditions and subject to the NVC's Policy for Acceptance of Donations and Policy for Preservation of Public Land.~~

Commented [EMM5]: This seems redundant.

SO AGREED:

[Add signature blocks]

[Should the NVC Donation Evaluation Checklist be attached as an exhibit to the agreement?]

Exhibit A
Donors' Proposal

Upper Bayview Park - garden proposal

I am writing with an offer to install a garden on the lower part of Upper Bayview Park for the enjoyment of the Bayside community.

This is a very lightly used, highly visible park, ripe for beautification. The work recently done in Merithew Park, with the positive visual improvements, served as a model for what might be possible. To that end I decided to make this offer.

The garden was designed by Jason White, a landscape architect at Plants Unlimited in Rockport. It features native cultivars that are deer resistant, attract birds and butterflies, with variety that will provide color from Spring to Fall. The installation will be at my expense; I will also commit to pay for maintenance expenses for at least 10 years (perhaps longer but my crystal ball is a bit fuzzy that far out). The garden will be located just above the ditch on George Street (approx. 10') and will also have a 10' space on either side (from the woods and from Rogers Lane).

I have spoken to owners who might be impacted by this installation as well as the families I have seen using the park. Their responses were positive, which encouraged me to make this offer for your consideration. Of particular note; none of the plantings will grow to a height that will impact views from the Webster or Crowe cottages.

My only request is that I be allowed to install a small, ground level plaque – "This garden is gift for the enjoyment of the Bayside Community from the Kazilionis family".

I have attached the garden design and the list of plants for your information. I plan to retain LG Whitcomb Landscaping to do the installation as they have done work for the Village and have the requisite insurance coverage.

Looking forward to your response, happy to answer any questions you may have.

Steve Kazilionis

Exhibit B
Landscape Plan

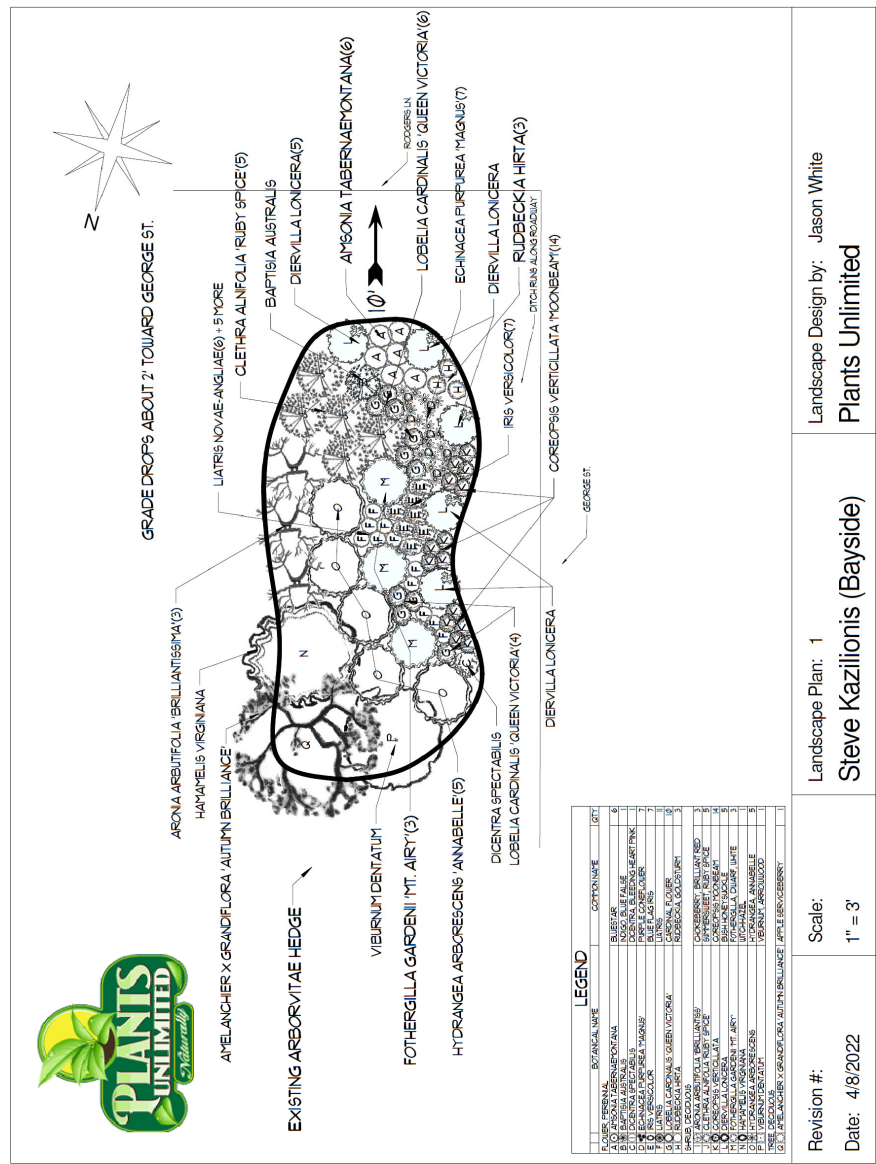


Exhibit C
Plant Material Selection List

Steve Kazilionis
February 23, 2023



Common Name Apple Serviceberry
Botanical Name *Amelanchier x grandiflora* 'Autumn Brilliance'
Classification Tree, Deciduous
Height 10' (3 m) **Width** 10' (3 m)
Color Blue-green foliage
Flower Color White
Flower Season Early Spring
Sun Full Sun, Light Shade
Soil Average, well-drained
Climate Zones 4,5,6,7,8,9

Hybrid apple serviceberry cultivar is a deciduous, early-flowering large shrub or small tree which typically grows 15-25' tall. Features 5-petaled, showy, slight fragrant, white flowers in drooping clusters which appear before the leaves emerge in early spring. Finely toothed, obovate, bluish green leaves change to brilliant orange-red in autumn. Flowers give way to small, round green berries which turn red and finally mature to a dark purplish black in early summer.



Common Name Chokeberry, Brilliant Red
Botanical Name *Aronia arbutifolia* 'Brilliantiss'
Classification Shrub, Deciduous
Height 10' (3 m) **Width** 5' (1.5 m)
Color White flowers; red fruit and leaves in fall
Flower Color Red, White
Flower Season Spring, Late Spring, Early Summer, Summer, Late Summer, Early
Sun Full Sun, Full Shade, Light Shade
Soil Moist soil
Climate Zones 4,5,6,7,8,9

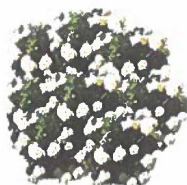
Multistemmed flowering shrub, leaves are 2-3 long, smooth, shiny and pale green. Fruits ripen in late summer, persist into winter. Pruning rarely needed. Best in moist conditions, will adapt to drier soils. Useful as hedge, accent, and in shrub border.



Common Name Fothergilla, Dwarf, white
Botanical Name *Fothergilla gardenii* 'Mt. Airy'
Classification Shrub, Deciduous
Height 6' (1.8 m) **Width** 4' (1.2 m)
Color Creamy-white flowers; foliage turns yellow-orange-red
Flower Color Red, Yellow, White, Orange
Flower Season Early Spring, Spring, Late Spring, Early Summer, Summer, Late
Sun Full Sun, Full Shade, Light Shade
Soil Acid, peaty, moist loam, well-drained
Climate Zones 5,6,7,8

Upright shrub produces clusters of fragrant blossoms before leaves unfurl in spring. Dark green leaves color consistently well each fall. Grow in groups, shrub borders, with rhododendrons.

Exhibit C Plant Material Selection List



Common Name Hydrangea, Annabelle
Botanical Name Hydrangea arborescens
Classification Shrub, Deciduous
Height 8' (2.5 m) **Width** 8' (2.5 m)
Color White
Flower Color White
Flower Season Early Summer, Summer, Late Summer, Early Fall, Fall
Sun Full Sun, Full Shade, Light Shade
Soil Moist, fertile
Climate Zones 4,5,6,7,8

It features pure white flowers which are much larger, up to 12 inches across. The strong, straight stems hold the blooms up well. Blooms in late spring to summer, often continuing into fall. This full, lush shrub needs plenty of room to show off its spectacular beauty.



Common Name Viburnum, Arrowwood
Botanical Name Viburnum dentatum
Classification Shrub, Deciduous
Height 15' (4.5 m) **Width** 12' (3.7 m)
Color White
Flower Color Blue, White
Flower Season Spring, Fall
Sun Full Sun, Full Shade, Light Shade
Soil Almost any well drained.
Climate Zones 2,3,4,5,6,7,8

Arrowwood Viburnum is a rounded multi stemmed shrub with spreading, arching branches. White spring flowers and fall bluish fruit. Excellent for hedges, groupings and filler in shrub border. Medium growth rate.



Common Name Bluestar
Botanical Name Amsonia tabernaemontana
Classification Flower, Perennial
Height 48" (1.2 m) **Width** 4' (1.2 m)
Color Green foliage turns golden-yellow in the fall.
Flower Color Blue
Flower Season Late Spring, Early Summer
Sun Full Sun, Light Shade
Soil Moderately fertile, moist yet well-drained
Climate Zones 5,6,7,8,9

Willow-like foliage is topped with pale blue star-shaped flowers in the spring. The light green foliage turns a beautiful golden-yellow in the fall. A low maintenance perennial and easily grown.

Exhibit C

Plant Material Selection List



Common Name Cardinal Flower
Botanical Name Lobelia cardinalis 'Queen Victoria'
Classification Flower, Perennial
Height 48" (1.2 m) **Width** 4' (1.2 m)
Color Bright scarlet
Flower Color Red
Flower Season Summer
Sun Full Sun, Light Shade
Soil Well-drained, moist, rich
Climate Zones 4,5,6,7,8,9

Vigorous perennial with showy deep red flowers on spikes that rise above crisp saw-toothed burgundy leaves. Often short-lived though selfseeding perpetuates display. Grow in border, natural areas.



Common Name Dicentra, Bleeding Heart Pink
Botanical Name Dicentra spectabilis
Classification Flower, Perennial
Height 36" (90 cm) **Width** 30" (75 cm)
Color Green foliage
Flower Color Pink, White
Flower Season Early Spring, Spring, Late Spring, Early Summer, Summer, Late Summer
Sun Full Shade, Light Shade
Soil Fertile, humus-rich, moist but well-drained and well mulched
Climate Zones 3,4,5,6,7,8,9

Dainty heart-shaped, pink flowers. Suitable for cutting. Great alone or in mixed shady beds.



Common Name Rudbeckia, Goldsturm
Botanical Name Rudbeckia hirta
Classification Flower, Perennial
Height 24" (60 cm) **Width** 2' (60 cm)
Color Yellow
Flower Color Yellow
Flower Season Summer
Sun Full Sun, Light Shade
Soil Moist, well-drained, loam
Climate Zones 3,4,5,6,7,8,9,10

Easy to grow. Produces masses of golden daisy-like flowers with brownish centers on hairy stems. A popular favorite for sunny mixed beds and borders.

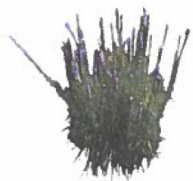
Exhibit C
Plant Material Selection List



Common Name Purple Coneflower
Botanical Name Echinacea purpurea 'Magnus'
Classification Flower, Perennial
Height 48" (1.2 m) **Width** 1' (30 cm)
Color Green leaves with pink flowers.
Flower Color Pink
Flower Season Summer, Fall
Sun Full Sun
Soil Moist to wet soil, well-drained/loamy, sandy or clay.
Climate Zones 4,5,6,7,8,9
 Flowers are showy, great for cut flowers and as dried flowers.

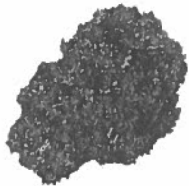


Common Name Coreopsis Moonbeam
Botanical Name Coreopsis verticillata
Classification Shrub, Deciduous
Height 18" (45 cm) **Width** 18" (46 cm)
Color Green leaves with yellow flowers.
Flower Color Yellow
Flower Season Summer
Sun Full Sun
Soil
Climate Zones 3,4,5,6,7,8,9
 Its has pale yellow flowers in great abundance above delicate, needlelike foliage.



Common Name Liatris
Botanical Name Liatris
Classification Flower, Perennial
Height 24" (60 cm) **Width** 2' (60 cm)
Color Pink, lavender, or white
Flower Color Pink, White, Lavender
Flower Season Summer, Late Summer, Early Fall, Fall
Sun Full Sun, Full Shade, Light Shade
Soil Loamy, well-drained
Climate Zones 4,5,6,7,8,9
 Easy to grow. Produces feathery spike flowers popular in fresh or dried flower arrangements.
 Looks great combined with ornamental grasses.

Exhibit C
Plant Material Selection List



Common Name Indigo, Blue False
Botanical Name Baptisia australis
Classification Flower, Perennial
Height 36" (90 cm) **Width** 2' (90 cm)
Color
Flower Color Yellow, Orange
Flower Season Summer, Late Summer
Sun Full Sun, Light Shade
Soil Dry to medium wet soils
Climate Zones 3,4,5,6,7,8,9

This Indigo is a showy, tall grass treasured for its lush blue-green foliage and stunning deep blue, flowering spikes. Blooming in the summer, Baptisia has an enormous, deep reaching root system and is long lived, so give it a few growing seasons to reach the mature size.



Common Name Summersweet, Ruby Spice
Botanical Name Clethra alnifolia 'Ruby Spice'
Classification Shrub, Deciduous
Height 5' (1.5 m) **Width** 2' (60 cm)
Color White, also shades of pale pink
Flower Color Pink
Flower Season Summer
Sun Full Sun, Full Shade, Light Shade
Soil Moist, acid, moisture retentive
Climate Zones 3,4,5,6,7,8,9

Medium size shrub with vertical branches produces 3-5 spires of tiny fragrant flowers in mid- to late summer. Deep green leaves grow 2-4" long, turn clear yellow in fall. Tolerates coastal climate. Use as accent, foundation planting, near ponds or along seashore.

Common Name Bush Honeysuckle
Botanical Name Diervilla lonicera
Classification Shrub, Deciduous
Height 36" (90 cm) **Width** 36"
Color Green - orange, red and yellow in the fall
Flower Color Yellow
Flower Season Early Summer, Summer
Sun Full Shade, Light Shade
Soil Adaptable. Average moisture, well-drained.
Climate Zones 3,4,5,6,7

Exhibit C
Plant Material Selection List

Common Name Witchhazel
Botanical Name Hamamelis virginiana
Classification Shrub, Deciduous
Height 15' (4.5 m) **Width** 12'
Color Green with yellow fall foliage
Flower Color Yellow
Flower Season
Sun
Soil Tolerates wet soils, well drained soil that may be clay based
Climate Zones 4,5,6,7,8

Common Name Blue Flag Iris
Botanical Name Iris versicolor
Classification Flower, Perennial
Height 36" (90 cm) **Width** 2'
Color
Flower Color Blue, Purple
Flower Season Spring, Early Summer
Sun Full Sun, Light Shade
Soil Moist to wet
Climate Zones 3,4,5,6,7,8,9

Exhibit D
Recommendation by NVC Parks and Trees Committee

Bayside Parks and Trees Committee

Notes regarding a perennial garden in upper Bayview Park

The Committee has studied the proposal for a garden in Upper Bayview, a gift from the Kazilionis family. There have been numerous reactions to this proposal, both pro and con. The committee has carefully considered each point made by community members in making its decision.

Critiques of the proposal were in five general areas which the Committee answers as follows:

1. Precedent

There have been many precedents of non-monetary gifts to the Village, including numerous memorial park benches, playground equipment (funds raised privately), Brockway models, fences, benches, and paving at the library, paving the CH parking area, etc. Gift proposals involving village property do not automatically have to be accepted. They are accepted or rejected by the Overseers on their own merits.

2. Financial burden to the Village

There will be no cost to the village. The Kazilionis family is paying for the garden installation and all maintenance for 10 years. At that time, they may decide to continue that support or not. If they don't, the village can either require them to remove the garden and replant grass – returning the park to its former condition; OR the village may or seek another donor; OR decide that they wish to keep the garden and take over the maintenance as part of the Parks budget. The acceptance of the gift does not necessitate the latter option. The garden maintenance should be required to be done by an insured service, like all Village work. Plants Unlimited, who will be doing the work, will need to provide proof of insurance.

3. Change in views (i.e., "It's always been that way")

In Bayside's history, the most constant thing is change. Looking at the material on the walls in the current exhibit will make that obvious. Bayview Park has not always been an unobstructed lawn. As late as the early 20th C, there were many trees planted in Lower Bayview, according to photos from the BHPS. A recent picture of the day of Society Cottages, showed that the grass was not mowed then. Bayside is a living, breathing organism and changes, big and small, have been made throughout its history. And no landscape lasts forever.

4. Views from residences on upper Bayview will be blocked

On a walk-through by the committee, the basic outline of the proposed garden was laid out according to the design. Photos were taken from below the porch steps of the property of Don Webster at the top of the park including a pole scaled to provide for measurements on a diagrammatic simulation of the plantings, their locations and heights. Plant sizes on the diagram were obtained from the Missouri Botanical Garden

Exhibit D
Recommendation by NVC Parks and Trees Committee

Plant Finder, an authoritative source. The simulation shows that the mature plants will not block views of the water when viewed from the ground level at the Webster's. More elevated views from the first and second stories of the house will be still higher above the plantings.

5. Deer/bears

The garden design has been prepared by an landscape architect specifically with the deer problem in mind. He has used plants that deer are not attracted to – like the arbor vitae, a favorite deer food, they are now browsing in the park. Many of these plants exist in other Bayside gardens, even out of the central village, where they are not bothered by deer. Thus, they will not attract deer to areas where they are not already a problem. Regarding bears: there have been no bear sightings in Bayside in recent memory.

The views from above and below the garden will, of course, change. Looking from the water, there will now be a bright spot of color on the park during three seasons, instead of just a swath of green. Bayside has many gardens and many of them are on public property (the rights-of-way of most village streets extend to porches and the lovely gardens on those streets are mostly on public land). There will remain several major open swaths of grass, including lower Bayview and Ruggles Parks. Aside from the residents on Rogers Lane, Upper Bayview Park is not widely used by the general public.

Nobody doesn't like flowers. The gardens of Mary Brown, Carlton Smith, Linda Ellis, and Ned Lightner, to name just a few, delight the senses of everyone throughout the summer. Different individuals have different tastes in landscaping, which the Committee respectfully acknowledges. The offer of the Kazilionis family would create another lovely experience, not only for the residents around the park, but for everyone who walks or drives past it.

Accordingly, the Parks and Trees Committee has voted to recommend that the overseers of the NVC accept the Kazilionis family's gift with the provisos listed above.

Exhibit E
Illustration by NVC Parks and Trees Committee



Acknowledgement and Receipt of Conditional Donation of Garden located on Upper Bayview Garden

Whereas the Stephen and Laurie Kazilionis ("the Kazilionis Family") have offered to install, maintain, and pay for a garden to be located on property of the Northport Village Corporation ("Bayside") at the sole expense of the Kaizilionis Family;

Whereas the garden design and proposal has been reviewed by the Parks & Trees Committee of the Bayside and endorsed by the Committee members;

Whereas, the Bayside Overseers recognized the generosity of the Kazilionis Family but also recognized that a garden poses a burden on a public space which requires maintenance, potential expenses, and, if not well maintained, could become a hazard or unattractive;

Whereas Bayside has the sole and exclusive power vested in it by its Charter, and pursuant to its Policy for the Preservation of Public Lands to manage its Lands;;

Whereas, the Kazilionis Family and the Bayside Overseers understand that a cooperative and meaningful maintenance plan was essential to assure the best interests of the Village was met if this donation were to be accepted:

Whereas, the Overseers voted to accept the gift on the condition that the Kazilionis Family enter, acknowledge, and agree to the conditions imposed by the Overseers, it is hereby agreed that:

1. The Kazilionis Family's donation of a garden on Upper Bayview Park as depicted in Exhibit 1, hereto solely on Bayside land and no larger than the scale shown on the Exhibit is accepted ("the Garden");

2. The Garden shall be installed and maintained at the sole cost of the Kazilionis Family for a period of ten (10) years, subject to revocation by the NVC should it become necessary to use this property for public purposes.

3. The Garden will be constructed by Plants Unlimited, per the plans attached hereto as Exhibit 2. Before undertaking work, Plants Unlimited must supply proof of insurance as required by the NVC for all construction activities on NVC property.

4. The plantings will be maintained in such a manner so as to not create an unnecessary visual obstruction from ground level to any residences on Upper Bayview Park;

5. All maintenance shall be overseen by and performed in accordance with the direction of the Parks and Trees Committee.

6. The NVC shall not be responsible for the construction, care, or maintenance of this Garden and should the Donors fail to maintain the Garden in accordance with this Agreement, the NVC reserves the right to remove the Garden and revert

the property to grass or other groundcover as the Parks and Trees Committee of the NVC deems appropriate, or, in the alternative, to seek another donor.

7. In order to ensure the preservation of public lands, and to protect the NVC from incurring costs related to the deconstruction and removal of the Garden, should the Donors are no longer able or willing to maintain this Garden during or after the expiration of this Agreement, the Donors hereby agree to post a bond in the amount of \$1000 to cover the cost to remove the Garden and revert the land to its current state, prior to any work being undertaken on the Garden. The NVC shall hold said bond for the term of this Agreement and a period not to exceed five (5) years following the expiration of this Agreement.

8. If at any time the Kaziolins Family chooses not to perform the conditions expressed here, they shall at their sole expense restore the Garden area to its current appearance and condition.

SO AGREED:



Northport Village Corporation
813 Shore Rd
Northport, Me 04849

Via Regular USPS

Addressee

Re: Encroachment on Village property: Village Address

Dear *****

The Board of Overseers directed me to correspond with you about an encroachment arising from your _____ on village property.

In accordance with the Policy for the Preservation of Public Lands memorialized in May, 2022, the Board of Overseers has a duty to assure that public lands are not used or possessed exclusively by private property owners for their own purposes. You do not own the property on which your _____ has been placed. For public safety, the road must be left clear. Furthermore, Village property cannot be set aside for personal use.

We ask that you communicate with the office to discuss your plan for timely removing the _____ from village property.

I appreciate your understanding and action consistent with this letter.

Sincerely,

Janae Novotny, President
Northport Village Corporation

POLICY FOR ACCEPTANCE OF DONATIONS

~~6/26/23~~8/9/23 DRAFT

The Northport Village Corporation (“NVC”) Board of Overseers hereby adopts this policy to ensure transparency, fairness, accountability, and responsible stewardship of public resources in the acceptance and management of donations to the NVC while aligning with the NVC's charter, values, financial resources, and legal requirements:

1. Donation Acceptance Criteria:

- a. Donations may include monetary contributions, real property, tangible assets, services, and other non-monetary items that may be used for public benefit.
- b. All donations immediately become the property of NVC and are accepted with the understanding the donation may be repurposed, reused, or disposed of in the future as deemed appropriate by the NVC Board of Overseers.
- c. Any donation intended for the enjoyment and use of the public shall be implemented or installed in such a manner that the intended benefit or usage is equally available to all members of the public without implicitly or explicitly excluding any members of the public.
- d. No donation shall be accepted if such acceptance would be in conflict with the charter of the NVC or any law or regulation.
- e.e. No donation shall be accepted if the donation is made with the expectation by the donor of receiving goods or services of any value or any other consideration from the NVC in exchange for the donation. [Discuss: Might there be circumstances where an expectation of value would be appropriate (e.g., a land swap like was done on Maple/Oak Street?]

2. Donation Approval Process:

- a. All potential donations will be evaluated by the NVC Board of Overseers, utilizing the NVC Donation Evaluation Checklist attached as Exhibit A hereto and other methods as may be determined by the Board of Overseers
- b. The Board of Overseers will consider the potential financial and non-financial impacts, risks, and benefits of each donation, including, for example, ongoing costs or obligations associated with accepting the donation, the impact on taxable property, and any required matching contributions.
- c. The final decision to accept or decline a donation will be made by the Board of Overseers after consideration of the input from designated NVC committees and the public, as the Board of Overseers deems appropriate.

- d. The Board of Overseers reserves the right to ~~refuse~~decline any donation for any reason or no reason, or to impose conditions on the acceptance of any donation.

3. Donor Recognition; Confidentiality; Recordkeeping:

- a. The NVC may acknowledge and recognize donors in appropriate ways (e.g., mention at the Overseers monthly meeting, bulletin board posting, etc.).
- b. The NVC will respect the donor's wishes regarding anonymity, if requested, unless there are legal or reporting obligations.
- c. For monetary donations, the NVC will provide donors with written acknowledgements of their donation that may be used for tax reporting purposes. For non-monetary donations, including tangible, intangible or real property, upon receipt of a statement of value as required by the IRS, the NVC will provide donors with written acknowledgements of their donation that may be used for tax reporting purposes.
- d. The NVC will maintain accurate records of all donations.

4. Review and Amendment:

- a. This policy will be periodically reviewed to ensure its effectiveness and current relevance.
- b. Amendments to this policy may be made by the Board of Overseers.

Exhibit A

NVC Donation Evaluation Checklist

Purpose: The Northport Village Corporation (“NVC”) serves a beneficent community. Donations that provide an overall benefit or enjoyment to the community are appreciated and welcomed for approval consideration by the NVC Board of Overseers.

Donor Information

Date of Donation Proposal: _____

Donor Name: _____

Donor Address: _____

Donor Bayside Address (if different): _____

Donor Phone Number: _____

Donor Email Address: _____

Donation Description and Purpose: _____

Proposed Location of the Donation (If Applicable): _____

Estimated Present Value/Cost: _____

Estimated Useful Life (Years): _____

Estimated Average Annual Maintenance Cost to VillageNVC: _____

Estimated Disposal Cost to NVC: _____

Please provide a brief response to the following:

1. Community Benefit:

- a. Is the purpose of the donation for the replacement of existing NVC property that has become obsolete, is nearing the end of its designed lifecycle, or has become inoperable? Explain as necessary.
- b. Is the purpose of the donation for the improvement of the operations of the NVC?
- c. For donations not involving the express replacement of an existing NVC asset, please describe the anticipated betterment benefit to the NVC community, along with a description of how the ~~n-estimate of~~ ongoing annual maintenance costs and/or potential final disposal expense were determined.
- d. For donations of real property, is a survey available, are there any known hazardous conditions associated with the property, and is a building inspection available? Please provide details.
- e. For donations intended for the general use of the public, will the donation be implemented or installed in such a manner that the intended benefit or usage is equally available to all members of the public and not implicitly or explicitly excluding any members of the public?

2. Resources and Capacity:

a. Does the NVC have existing resources and capacity necessary to effectively utilize and manage the donation? If not, please discuss how this will be accomplished.

b. Will accepting the donation require additional staff, infrastructure, or ongoing support? Explain as necessary.

c. For the offered item(s), has the appropriate NVC committee or official been engaged for review/approval recommendation (e.g., Parks and Trees for a park bench, the NVC Technology Officer and Office Manager for an office printer, etc.)?

d. For a single donation exceeding \$250 in estimated value, has the NVC Finance Committee been contacted for a general financial assessment?

3. Transparency and Accountability:

a. Is the donation offered with clear terms and conditions? If so, what are they?

b. Are there any expectations or conditions/restrictions attached to the donation that may impact NVC's decision-making or independence or the value of the donation to NVC? If so, what are they?

c. As appropriate, has the village public (and abutters, in the case of a land or building donation or improvement) been given an opportunity to comment on the donation through a public meeting or publicly available record? If so, what has been the reaction of the public?

4. **Village Agent Consultation:** Has the NVC Village Agent been consulted for a professional opinion, including concurrence with any related terms and conditions of the offered item(s)?

5. **Other Considerations:** Are there any other considerations not listed above that should be considered in the evaluation of the acceptance of the donation? Please attach any pertinent documentation regarding the proposed donation.

Northport Village Corporation Use Only:

Village Agent: Review Date: _____ Signed:

Board of Overseers: ___ Approved ___ Disapproved Date: _____ Signed:

Initial Reviewer Comments or Additional Information Needed (If Any):

NVC Committees to Review:

Conditions Applied by NVC to the Acceptance of the Donation (If Any):

DRAFT