

MINUTES
Overseers Meeting
January 4, 2015

Attendees:

President: Denis Wang
Treasurer: Steve Kazilionis
Village Agent: Bill E. Paige

Overseers:

Lee Houghton
Judy Metcalf
Jo Huntoon
John Spritz
Marge Brockway
Steve Flowers
John Woolsey

Visitors: Dick Brockway, Carla Paige, Art Hall, Bob Smith

Meeting called to order at 10:00 a.m. by President Wang. The meeting started later than originally scheduled due to inclement weather

Minutes:

Marge Brockway moved to approve the revised minutes from the November 16th meeting, seconded by John Woolsey - **Voted and approved.**

Warrants were circulated for approval. Absent a December Overseers meeting, warrants were signed for both December and January.

Judy Metcalf moved that the Village reimburse Marge Brockway \$375 for seasonal employee bonus payments. Seconded by John Spritz – **Voted and approved.** The Overseers have historically approved seasonal bonuses for employees; the last meeting had adjourned, Marge generously offered to pay these bonuses while waiting for Overseer approval.

Jo Huntoon moved to approve the continuing resolution that allows us to pay certain bills that come due prior to an Overseers meeting where warrants are signed. This applies to a limited number of bills that are regular, budgeted and within budget, or which might otherwise create unacceptable delays in paying for certain emergency services, or which would result in late fees and penalties to the Village. Seconded by Steve Flowers – **Voted and approved**

Treasurers Report: Steve Kazilionis

1. December financials are not available due to the timing of the meeting. Steve will distribute preliminary year end numbers within the week.
2. A quick review of preliminary numbers suggests that we finished the year within budget and will contribute a modest amount to reserves although less than in recent years. The primary reason are the expenses related to ice storm damage and cleanup last winter / spring (\$11,500).
3. In 2015 our budget will be input differently than in the past. Income and expenses are listed during the month when those expected to be posted. For example - we know exactly when our bond payments are due – those are listed accordingly. We do not pay lifeguards during the off season – all those wages are loaded to the summer season, etc. This will make it easier to manage Village finances and to forecast cash flows.
4. Kathy is making final adjustments to the budget – Steve will provide copies as soon as they are available.
5. Our tax commitment letter is due to the town of Northport by the end of February.
6. We should have a quote to purchase / subscribe to the Trio software that the Town of Northport uses to bill taxes by the end of January. This research is being done to resolve an issue the billing of exemptions.
7. The process used to bill the Village for utility services may be inconsistent with the PUC terms and conditions the utilities operate under. The Utilities Committee will be reviewing the situation.
8. Our process for paying hydrant rental to the water utility has been uneven – Steve has asked Paul to set up regular trimester billing for this expense.

Village Agent: Bill E. Paige

1. The Maine Municipal Association safety inspection is complete (attached). Bill has addressed many of the concerns already, there are outstanding issues to be addressed as follows:
 - a. Safety Policies – to be addressed by the newly formed Procedures and Policy committee. This relates primarily to training and documentation. A portion of this falls to the Utilities and will be discussed at the next Utilities meeting.
 - b. Extinguisher Checks – to be added to the Office Managers calendar
 - c. Access to Pump Stations – to be discussed at the next Utilities meeting
 - d. Storage Building – it appears that replacement is one of the better options. Bill will check with the Vo Tech to see if the students would be interested in this as a project.
2. Bill has an estimate to place rocks at the old jail to prevent parking on Village property. Steve Flowers moved to have the work done not to exceed \$1,000, Seconded by Marge Brockway – **Voted and approved.**
3. Dick McElhaney recommended including the replacement of the sewer line in upper Maple Street as part of the Maple Street reconstruction currently in the

design phase. Bill will get information regarding additional engineering costs for this change.

4. The Town of Northport has not plowed Park Row – Bill was asked to handle it for this storm until we can resolve the responsibilities for plowing with the Town.

Resident's Concerns:

Art Hall – is working on bringing a restored steam yacht to Bayside for the Centennial and requested that the owner be able to use the Village storm mooring during its visit. Judy moved to approve the request, seconded by Steve Flowers – **voted and approved.**

Committee Reports:

Centennial: Denis and John Woolsey outlined some of the upcoming plans for the summer celebration. The Centennial Committed plans to hang a banner at an entrance to Bayside. Judy moved to purchase the banner not to exceed \$160, seconded by Marge Brockway. A second motion followed to table the discussion until we have a more comprehensive understanding of spending budgets for the Centennial. Moved by John Sprits, seconded by Judy Metcalf – **voted and approved**

Communications: John Spritz will work with Town representatives to resolve the plowing concern mentioned earlier in the meeting. Paul Bartels will be assigned the responsibility to respond to the MMA at the end of January with an update on our progress toward addressing the issues raised in the MMA safety report.

Facilities: nothing to report

Finance: John Woolsey reported that he and Steve met for a general overview of Village finances and financial procedures.

Safety:

1. Steve Flowers reported that the committee will begin the search for a lifeguard or perhaps two to provide 7 day coverage. It was suggested that the Committee reach out to Universities to see we can locate a lifeguard who might stay with us for a few years.
2. A question was raised regarding the need to replace our Police Cruiser. Our officer recommended replacement. Bob Smith, who has generously helped the Village with this vehicle, maintains that the cruiser is safe and serviceable for several more years. Steve will have Brian Blood (who maintains the Belfast Police cruisers) check it out when it goes in for seasonal service prior to summer.
3. Dick Brockway presented a proposal to purchase an AED for placement in the Village. An anonymous donor has agreed to fund half of the cost. Lee Houghton moved to accept the proposal, the cost to the Village not to exceed \$971, seconded by Marge Brockway. **Voted and approved.** The safety committee is working on the best location for the device, they currently favor mounting it on

Blair's porch for the summer season and moving it to the Community Hall in the off season.

Surface Runoff: the catch basin at the corner of Main and Broadway is not meeting the need to control runoff – a considerable amount of gravel covers the pavement after a storm creating a slip/fall hazard. This is a Town of Northport Street. Bob Smith volunteered to review the site with John Spritz. John will then take the issue to the Town.

Town Liaison: nothing additional to report

Tree Warden, Utility Companies: nothing to report

Old Business:

1. Steve Kazilionis reported that additional drivers who are employees are covered under our existing policy at no additional cost
2. Bill Paige reported that Dick McElhaney is still working on the Kelly Cove agreement with the Town of Northport.

New Business:

1. Emerson Smith would like to hold his wedding ceremony in Bayview Park. As a public space it is certainly available to him and the Village appreciates the advance notice. Denis will confirm the date, the Overseers will respond with some recommendations to help keep the public space accessible to others
2. The document signing completing the purchase of the parcel next to the Community Hall has been postponed to February due to illness. The final purchase price is \$68,000, at the time of the offer the Village had received donations for this purpose of \$22,667, one third of the purchase cost as voted at the annual meeting. Since that time additional donations totaling roughly \$16,000 have been received – these are funds dedicated to reducing the tax burden on Village property owners. Fundraising for this purpose is ongoing.
3. The Overseers signed a corrective deed for a sewer lien (Paige) and a municipal quitclaim deed for a second property (Tucker).
4. Denis suggested that we create an ad hoc committee to better define and document Village policies, procedures and practices. Committee members are Denis Wang, John Spritz, Marge Brockway, Judy Metcalf and Steve Kazilionis.
5. John Spritz had originally proposed another ad hoc committee to look at succession planning. He recommended rolling those responsibilities into the Policy Committee.
6. Steve Kazilionis will work with Bill Paige to update the 3 year capital plan for the General Government portion of the NVC. He hopes to have identified key projects by the February Overseers meeting.
7. Reconstruction of the North Seawall is inevitable as the supporting structure is failing. We have made temporary repairs that currently get us by, but which will

most likely not survive a major storm; this project should be completed as soon as possible.

- a. Steve proposed beginning the process with the goal of voter approval at the 2016 annual meeting, construction in 2017. If possible we would move the entire project up by a year.
- b. Steve will start the process by soliciting information regarding design/build options from several firms.
- c. Included in this process will be a proposal to return the North Seawall to its natural state (circa 1950 - similar to the current South Seawall).

Executive Session - Personnel: Entered at 11:37 AM, ended at 11:54 AM

1. The Policy committee will work with Bill Paige and Paul Bartels to determine how best to retain, document and transfer the knowledge those individuals have regarding their jobs
2. Steve Kazilionis will investigate options for a personal day/sick day policy for Village employees.

The next Overseers meeting is scheduled for February 8th at 9:00 AM

Marge Brockway moved that we adjourn the meeting at 11:55 AM

Respectfully submitted by Steve Kazilionis