

**MINUTES**  
**Overseers Meeting**  
**September 6, 2015**

**Attendees:**

President; Jo Huntoon  
Treasurer; Steve Kazilionis  
Village Agent; Bill E. Paige  
Tree Warden; Jane Phillips  
Village Clerk; Maureen Einstein  
Office Manager; Paul Bartels

**Overseers:**

Dick Brockway  
Judy Metcalf  
Vicky Mathews  
John Spritz  
Paul Nyren  
John Woolsey  
Steve Flowers

**Visitors:** Marge Brockway, Blair Einstein, Tim Samway, Harry Rosenblum, Alma Homola, Bill Cressey, Gina Cressey

**Meeting called to order** at 9:00 a.m. by President Huntoon.

**Minutes:**

Judy Metcalf moved to approve the following minutes:

- Regular Overseers meeting July 12, 2015
- Special Overseers meeting July 19, 2015 with revision for Olivia Lovejoy's title
- Special Overseers meeting August 11, 2015

**Voted and approved.**

**Overseer Rules:**

Judy Metcalf gave a brief description of the Overseer's job and what will be expected from them. She pointed out that as elected public officials the Overseers are bound by the public meeting laws and therefore must not discuss Village business among themselves or with other residents except to gather information for the next public meeting, but to not offer any opinions. Discussions cannot be had with email. Steve Kazilionis said that information can be distributed in advance as background for issues to be discussed at the meetings.

Paul Nyren asked who the chairman is and was told that Jo Huntoon was president and will appoint a chairman in his absence.

**Brockway committee comments:**

Dick Brockway expressed a desire to combine the Roads, Buildings and Runoff into one infrastructure committee.

**Committee Assignments:**

**Centennial :**

The committee is finished with all their functions and have funds left over.

**Communications:**

John Spritz will continue as chair of that committee.

**Facilities:**

Judy recommended Dick Brockway and Paul Nyren for this committee. Vicky asked and was given the current definition of the Facilities committee. Jo Huntoon assigned Dick Brockway the responsibility to organize this area and make recommendations at the next Overseers meeting.

**Finance Committee:**

John Woolsey will continue as chair. Paul Nyren expressed interest in participating as a member of the committee.

**Safety Committee:**

Steve Flowers will continue as chair.

**Runoff:**

Will be possibly combined with another committee. Will be decided at the next Overseers meeting.

**Town Liaison:**

John Spritz is currently doing this but asked if a year round resident Overseer could attend the Town meetings. Paul Nyren was assigned with Vicky Mathews as backup.

**Tree Warden:**

Jane Phillips would like to have Jane Strauss assist her and take over as Tree Warden. Jo Huntoon appointed Jane Strauss as Tree Warden..

**Utilities Committee:**

David Crofoot's term does not expire until 2017.

Denis Wang was appointed as public at large member for two years (exp. 2017).

Judy Metcalf, trustee, current term does not expire until 2016. year.

Dick Brockway was appointed as an overseer member to fill the term vacated by Marge Brockway, which term expires in 2017.

Steve Flowers was appointed trustee to replace expired term of Jo Huntoon for 3 years.

### **Treasurers Report:**

Steve Kazilionis:

- Gave an explanation of the Warrant process and how to read the financial reports for the benefit of the new Overseers.
- The financial details of the regarding “Land Purchase” are included in the August P&L..
- Current P&L is on track, no surprises. There are funds remaining in the capital expense / contingency budget that the Overseers should use before the end of the fiscal year if there are projects they would like to complete. The total funds available are roughly \$12,500.
- The AED will be moved from the Blair Agency to the Village office Judy Metcalf said that Paul Bartels and Bill Paige will obtain certification to use it.
- Steve asked if the Centennial Committee Denis and John Woolsey) could review their records to clarify some questions about the funds remaining in the Centennial accounts. before the next meeting.
- Judy Metcalf moved to have Purdy Powers to perform the financial audit for 2015, seconded by John Spritz – **Voted and approved.**
- Discussion of reserved funds (again to benefit new Overseers) and how taxes are collected which always requires us to use a portion of the reserves (\$120,000 to \$140,000) to fund Village operation until taxes are collected in November. Steve asked if the Overseers would like him to explore the possibility of changing the tax collection process to a twice per year system which could reduce the amount of reserves required to fund Village operations. The Overseers agreed that Steve should explore those options.

### **Village Agent:**

Bill Paige:

- The outside entry light needs to be replaced, may have caused electrical problems.
- Several issues were discussed about Community Hall cleanup and managing between events. Large parties and the use of a port-a-potty on premises as requested by the Van Peski renters were discussed. The permission of the port-a-potty will be determined by the Overseers. John Woolsey moved to grant the Van Peski party use of a port-a-potty, seconded by Vicky Mathews – **Voted and approved.**
- There are some park benches that need repairs. Judy will take a condition / inventory of all the benches and make the owners aware of any repairs needed.
- We are out of room for storing files. Judy said any billing and files related to the daily business of the office over 7 years old may be thrown out. Personnel files, as well as historical documents such as NVC minutes should continue to be segregated and retained.

- Final version of the mowing contract was circulated for approval. Judy moved to approve the mowing contract, seconded by John Woolsey **Voted and approved.**
- The parking ban notice was circulated for approval to be posted and put in the paper in October. Steve Flowers moved to approve this years parking ban notice, seconded by Vicky Mathews – **Voted and approved.**
- The sand/salt contract(which is basically the same as last year) will be presented to the Town for their approval.
- Bill briefly discussed the preliminary engineering report from Dirigo and their recommendation that it be put out to bid in February. Dick Brockway will get together with the Utilities department, Bill Paige and Mike Lannan to move forward with the project on Maple Street.
- The ladder on the wharf needs to be replaced.
- Dick Brockway reviewed the engineers report on the structure of the wharf which recommended a few minor repairs a metered depth sign for the outfall pipe. He recommends keeping Steve Rule for the annual inspections. Bill was instructed to place depth readings on the pilings. Also the sign regarding loading and unloading at the boat float needs to be replaced.
- Bill reviewed the specs and bids for the new Village garage project on Bluff Road. Dick Brockway moved to have Bill move forward with the lowest bid for the building + site work + demolition, seconded by Steve Flowers – **Voted and approved.**
- John Spritz moved to purchase sand/salt as outlined in the agreement, seconded by John Woolsey – **Voted and approved.**
- John Spritz circulated an agreement, to be signed by the Overseers, with the Town of Northport for streets to be plowed.
- Frank Field issues are still there. He has not moved the cord wood but has added to it, the clothes line is still on Village property, cars are now sometimes parked on the jail property lawn west of the building. The presence of the rope also encourages parking on Griffin Street, making the route for vehicular traffic narrower.

### **Community Hall:**

John Woolsey recapped the past summer's events. He wants to waive the rental fees for Bayside Arts and Community Hall performances. This will be considered when the Overseers approve the usage applications for CH.

John said there is grant money available to make improvements to the Community Hall. The grant would be used to build a generic stage set for future performances. As part of the grant application, Bayside Arts needs a letter from the Board of Overseers stating that the set may be attached to the structures of the community hall using the minimum of means possible, and those means would be reviewed with the facilities committee prior to building the set. Judy Metcalf moved to have Jo Huntoon write the letter and send it to John Woolsey in order to complete the grant application. **Voted and approved.**

John Woolsey reported that Bayside Historical Preservation Society is planning to purchase 50 chairs for Community Hall and suggests that NVC purchase 50 chairs as well for less than \$22.00 each. **So moved and Voted.**

**Safety:**

Steve Flowers was told to sell the police cruiser before winter storage is needed and get information on a new police cruiser.

**Visitors Comments:**

Tim Samway suggested purchasing a tree for Jane Phillip. Tim also recommended restating a summary of the land purchase + a library report in the 2016 annual report in addition to the summaries already provided.

John Spritz moved to purchase a tree for Jane Phillips, tree warden emeritus, seconded by Jo Huntoon – **Voted and approved.**

Alma Homola told the Overseers that cars are going the wrong way in front of her house. Relocating the one way sign might be the answer. Bill will look into it. She also complained about kids riding their bicycles down in Ruggles Park at a high rate of speed. This will be brought to the attention of the police officer.

The next meeting is scheduled to be on October 11, 2015, 9:00 AM.

**Meeting adjourned, 11:55 AM**

Respectfully submitted by Paul Bartels.