

**MINUTES**  
**Overseers Meeting**  
**February 21, 2016**

**Attendees:**

President: Jo Huntoon

Treasurer: Steve Kazilionis

Village Agent: Bill E. Paige

**Overseers:**

Dick Brockway

Vicky Mathews

Judy Metcalf

Paul Nyren

John Spritz

John Woolsey (by phone; portion of meeting)

**Visitors:** there were seven visitors present throughout the meeting, including Aaron Dyer (representing Dirigo Engineering)

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

**Minutes:**

**Richard Brockway moved to accept the minutes for the 1/3/2016 meeting. John Spritz seconded. Approved.**

**Paul Nyren moved to accept the minutes for the 11/8/2015 meeting. Vicky Matthews seconded. Approved.**

**Bayside Arts:**

John Woolsey, on behalf of Bayside Arts, requested the right to use the Community Hall for community arts events with a waiver of the customary rental fee for the event time and set up time.

Following debate, John Spritz moved/seconded by Vicky Matthews that Bayside Arts originated events be allowed to use the Community Hall in the summer of 2016 without payment of the customary fees (1) on a first come/first served basis (in other words, subject to the availability of the hall due do other reservations that may be in place) and (2) subject to the oversight of the Village Agent. Approved: 6-0

The Overseers declined John Woolsey's request on behalf of the Belfast Maskers to similarly waive the fees.

John Woolsey deferred his request for repairs/improvements/modifications to the stage pending further investigation.

## **Maple Street Bids and Project**

John Spritz moved/seconded by Judy Metcalf to override the President's imposition of a rule of order that only overseers be recognized to discuss the bids. Approved: 6-0 (John Woolsey left the meeting at this point)

The Village Agent and Aaron Dyer, the Dirigo Engineering engineer, reported on the bids for the Maple Street utility and paving project. 14 parties requested bid packets and 9 parties returned completed bids. The bids were opened on February 5, 2016 and were in order.

On the recommendation of Dirigo Engineering, Judy Metcalf moved/Paul Nyren seconded to accept the bids as in order. Approved 5-0.

Aaron Dyer reported that Dirigo Engineering had interviewed references for the low bidder and recommended the contract be awarded to the lowest bidder, Farley & Son. Aaron noted that Dirigo Engineering has not worked with Farley & Son thus far, but that they spoke to several other engineering firms and received positive reports of Farley & Son. Aaron also noted that the bid package was written to oblige the NVC to accept the lowest bid.

Richard Brockway moved/Paul Nyren seconded that the bid of the lowest bidder, Farley & Son, be accepted. Approved: 5-0.

Dirigo Engineering advised that from here it will notify Farley & Son of the award and negotiate the final contract which will require work to be commenced within 10 days after the town of Northport removes the posting of the roads for spring. The contract will require that all construction be completed within 60 days. The process allows change orders to be created if any extraordinary circumstances arise during the performance of the contract.

Dirigo Engineering will be construction supervisor. Village Agent William Paige is the village contact with Dirigo. The Overseers emphasized that communication about the scope and timing of the project to the residents, particularly on Maple Street, is an essential element henceforth. Aaron Dyer of Dirigo Engineering reinforced the need for such. Residents of Maple Street who were in attendance expressed disappointment that their views on the notion of width of the road had not been solicited or invited and expressed concerns about speed and safety on the road.

Judy Metcalf moved/Vicky Matthews voted: that the President be authorized to sign on behalf of the Village all contract materials associated with the award of the bid to Farley & Son and the performance of the contract. Approved 5-0.

## **Communications**

John Spritz reported that he had investigated the condition and accessibility of the South Shore bulletin board. He recommends that another location be chosen, specifically along Kelly's Cove. He will report further.

## **Village Agent**

Bill reported:

- That the Tardif family would like to use the Community Hall for a memorial service for Jeanette Tardif on Sunday, June 26, 2016 at 1:00. Judy Metcalf moved/John Spritz seconded that any rental fees customarily charged be waived in recognition of Jeanette's long term service to the community. Approved: 5-0. The date was reserved.
- That David Deacon sought leave to use the dock for a small wedding on June 25. Judy Metcalf moved/John Spritz seconded that David Deacon be advised that his requested permission is given and that (1) the wedding should not result in any tying up at the boat float of any vessels for longer than the customary loading/unloading time; (2) no chairs could be used on the dock due to possible congestion; and (3) the dock will still be open to the public and community for its customary uses during the time of the wedding.
- The project on the repairs to the Merrithew Sq. pumphouse will be put on hold in light of the generous offer of the Bayside Historical Preservation Society's members to provide free labor for the restoration of the structure in exchange for purchase of materials by the village. Dick Brockway and the Village Agent will work on an estimate for the list of materials for consideration next week.
- The marine inspector had presented a proposal for a visual inspection of the north sea wall with written report and three week completion deadline for \$400. Judy Metcalf moved/John Spritz seconded the acceptance of this proposal. Approved: 5-0.
- Frank Field is concerned about a woodpecker and tree on village property behind his house. The Village Agent will confer with the tree warden, Jane Strauss.
- The new utility building will need to be stained this spring.
- The prioritization of projects related to and arising from the \$68,000 bond approval continues under way (The construction of the new utility building which represents approximately one half of that bond is complete).

## **Finance and Treasurer's Report:**

Warrants were circulated for approval.

- Steve reminded the Overseers that last year he had been authorized to purchase a new computer for the office and he had not done so due to cash flow. He sought reauthorization to do so. Judy Metcalf moved/Richard Brockway seconded: the purchase of a new computer with associated software for the office not to exceed \$750. Approved: 5-0.
- Steve reported that he had been contacted by the Maine Municipal Bond Bank regarding a refunding of a portion of the Village 2009 bond. He is preparing the paperwork associated therewith.
- Steve sought leave to purchase the desktop version of Quickbooks. Judy Metcalf moved/Vicky Matthews seconded. Approved: 5-0.

- Steve reported that he had moved the payroll processing system to Bangor Savings Bank. This should result in an expense savings.
- Steve reviewed his analysis of cash flow and of reserves. He reported his investigation and conferences with the town about moving the due date of Bayside taxes to a date closer to the date of billing. He sought authorization to retain counsel to assure that there are no state statues that would specifically define the date the Overseers might choose to approve as due date of taxes (not the assessment and commitment dates which are set by statute). Vicky Matthews moved/Paul Nyren seconded: to engage Eaton Peabody to review this question. Judy Metcalf recused. Approved 4-0.

### **Safety:**

In his absence, Steve Flowers had submitted a written report. The police cruiser is sold. He is pursuing leads for a new one. He has confirmed that Boucher's certificates are all in order for next summer and that he will return. He has confirmed in writing that both lifeguards are prepared to return subject to open water certification. (John Spritz offered to investigate and report to Steve resources for open water certification classes).

### **Utilities:**

Richard Brockway and Judy Metcalf reported on the Utilities meeting of 2/13. In response to Paul Nyren's question regarding whether changes at the Drinkwater School would have an impact on the Water department, Bill Paige reported that no application for any service change has been presented to the Utility department for consideration.

### **New Business:**

Richard Brockway reported that the Library Committee continues its good work and this summer will be offering a weekly children's reading.

### **Visitor's Concerns:**

Gayle and Drexell White, John Lightner, and Ned Lightner, each residents of Maple Street, spoke about their concerns on the status of the Maple Street project.

### **Next Meeting**

**Sunday, March 13, 2016 at 9:00 a.m. (second Sunday of the month)**

**Executive Session: 12:00**

**Meeting Resumes: 12:20.**

Judy Metcalf moved/seconded by Richard Brockway to retain Dawson, Smith, Purvis & Bassett of Portland, Maine to perform bookkeeping services for the Village effective at

the earliest opportunity that the Treasurer could effect a smooth transition. Approved: 5-0.

Judy Metcalf moved/Richard Brockway seconded that the Treasurer secure the services of Kathy Flynn during the period of transition and pay \$150 a week for that consultancy up to four weeks, which amount is payable only at the end of the consulting period, said fee to be in addition to her customary hourly rate for bookkeeping. Approved: 5-0.

Paul Nyren moved that overseers should be paid a stipend for their service. The motion failed for want of a second.

**Motion to adjourn, 12:30 PM**

Respectfully submitted by Judy Metcalf, scribe pro tem