

**Minutes of the Meeting of the Northport Village Corporation  
Board of Overseers**

*November 15, 2021 – Hybrid live meeting in Community Hall and virtual via Zoom*

**Attendees:**

President: Janae Novotny  
Treasurer: Wendy Huntoon (virtually)  
Clerk: Beanie Einstein  
Village Agent: William Paige

**Overseers:**

Brady Brim-Deforest  
Lisa Fryer (virtually)  
Steve Kazilionis  
Vicky Matthews (virtually)  
Judy Metcalf  
Michael Tirrell (virtually)  
Jeffrey Wilt

**Meeting Called to Order** 9:04 a.m.

**Approval of Minutes:**

Jeffrey Wilt made a motion to approve the minutes of the October 10, 2021 Overseers meeting, seconded by Brady Brim-Deforest.

**Voted:** Unanimously passed.

**Public Comments:**

Dan Webster thanked the Overseers for providing handouts prior to the meeting.

**Village Agent:**

Bill Paige said a copy of the Village Agent's Report is available on the NVC Website.

The memorial park bench at the playground in Ruggles Park has been removed, and a family member, Ed Lord, funded a new memorial bench. The memorial bench in Bayview Park was destroyed when a vehicle backed into it, and it has been removed.

Due to the torrential storms we have been experiencing in short periods of time, several areas have washed out again and there are more repairs to be done. It is imperative that these roads be made accessible so fuel trucks can access the homes. Bill P. recommended that repairs on Pleasant Street be deferred to the spring as no one is in residence until next year. Steve K., Infrastructure Chair, and Bill P. will meet to address the road issues. Future budget planning needs to address funds for infrastructure and increased costs for upkeep and repair. We can't stay on a "shoestring" budget.

Janae N. asked what the process was if the Village experiences another washout. Wendy H. stated the village currently has \$3,000.00 left in the budget for roads and some funds available in Contingency Fund as well.

Bill P. is currently waiting on invoices from the Town of Northport for shared road and catch basin expenses and an invoice from Scott Munroe from Bayside Marine. Wendy H. will contact Scott Munroe regarding his invoice.

Prock Marine is waiting for materials to start the project on the Wharf.

A letter has been sent to the property owner on 34 Main regarding their encroachment. There is a deadline of December 1, 2021 to remove these materials.

Bill's temporary assistant worked out well and may be available in the spring.

### **Treasurer's Report:**

Wendy H. stated that some of Project Canopy's costs were mistakenly put on the Seawall Warrant. Judy M. made a motion, seconded by J. Wilt, that the \$1570.00 invoice on the Seawall Warrant for the Project Canopy activities be moved to the General Warrant.

**Voted - Unanimously** passed.

Discussion ensued about improving the process for presenting overseers with warrants and related invoices. Judy M. said warrants could be signed electronically with invoices attached.

It was noted that the Maine Municipal Bond payment did not appear on the Warrant. Judy M. made a motion, seconded by Steve K., to approve the Maine Municipal Bond payment for \$6293.45 out of the Sewer Account.

**Voted – Unanimously** passed.

Wendy H. recommended that the Overseers review and approve the December warrants electronically because they will not meet in December. Jeffrey W. made a motion, seconded by Steve K. to pay the December warrants electronically since there will not be a December meeting of the Overseers.

**Voted – Passed** unanimously.

Discussion ensued regarding frustrations regarding the process for warrant approvals and financial reporting to the overseers. Janae N. suggested that these financial process issues would be addressed at the Overseers workshop on December 12.

### **Finance Committee:**

Judy M., Chair, stated that the committee had a very productive meeting on November 9, 2021. Any unexpended money budgeted for this year should go into reserves to spend, not hold. She encouraged Committee chairs to create a “wish list” for their committees. J. Wilt stated that Waterfront Safety is looking into signage for the waterfront and will receive quotes for it.

Discussion ensued regarding a process for assuring that unspent 2021 funds can be spent in 2022 on pending and identified needs rather than going into reserves. A motion regarding funds for signage was withdrawn. Judy M. made a motion, seconded by J. Wilt, to address the unexpended funds issue at the December 12, 2021 Finance Workshop being held from 10 a.m.-12:00 noon.

**Voted** – Unanimously passed

### **Governance Committee:**

Judy M., Chair, stated there will be a public hearing in January on a Remote Participation Policy and a Policy for Public Access.

The current NVC Zoning Ordinance needs clarifications regarding public space use. The committee is reviewing the public lands owned by the NVC to develop policies to recommend.

### **Tree Committee:**

Lisa F., Chair, reported that a representative from the Canopy Tree Grant visited Bayside and made recommendations for caring for the new trees that will be implemented in the spring. 48 ½ volunteer hours has been logged and submitted to the grantor. The Tree Committee is still waiting to hear back from Hawks on a quote for Ash Borer treatment, and may look for an alternative resource.

The arborist has looked at a tree on Clinton and indicated that it needs pruning and will check the tree in the spring. Pruning of the dead limbs was quoted at \$500.00.

Judy M. made a motion, seconded by Brady B., that \$500.00 be approved to prune the tree on Clinton Avenue.

**Voted** – Passed unanimously.

### **Utilities:**

David Crofoot, Chair, reported. As a result of September violations, the Sewer Department has increased pumping of the tanks.

### 2022 Water Budget

Water Budget is straightforward. It includes a 3% salary increase for B. Paige and it includes S. Field's salary, shared with General and Sewer. The 2022 budget needs to be approved by the Overseers.

J. Wilt moved, seconded by Judy M., that the Overseers approve the Water Department 2022 Budget recommended and approved by the Utility Committee.

**Voted** – Passed unanimously.

### 2022 Sewer Budget

Expenses have increased substantially due to the more frequent sludge pumping now required by the DEP and related electricity costs, plus the increase amount of chemicals required and increase year-round use. The Utility Department is looking at a \$12,000-\$13,000 deficit. The Committee is proposing a \$75.00 a year rate hike billed at an increase of \$25.00 for each trimester. The previous rate increase was intended to cover the cost of moving from 4 months to 12 months a year treatment, but it was insufficient to cover the actual increased costs.

Judy M. made a motion, seconded by Jeffrey W., to approve a sewer rate increase of \$75.00 a year, \$25.00 per trimester, for a total of \$789.00 per year and approve the 2022 budget as amended. Discussion ensued.

**Voted** – Passed unanimously

An insert will be included with the March utility bills informing residents of the increased rate and reasons for the increase in their sewer bills. David C. will draft a letter to the customers and the Communications Committee will post on the NVC website.

### **Infrastructure Committee:**

Steve K., Chair, and B. Paige will assess needed road repairs.

The owners of 21 Maple Street filled a ditch with crushed stone to create a parking place. Filling in the ditch resulted in a washout that damaged Oak and George Streets, which need to be repaired. Recommends notifying the property owners of 21 Maple Street that the ditch needs to be restored and the washout needs repair at the owners' expense.

Judy M. moved, seconded by Steve K. that the owners of 21 Maple Street be notified that they need to restore the ditch and repair the washout on Oak and George Streets caused when they filled the ditch with crushed stone.

**Voted** – Passed unanimously.

Steve K. suggested that the NVC approach the Yacht Club regarding funding the mooring for the boat float, as they are the primary users of the float.

Steve K. made a motion, seconded by Judy M., that the Overseers may approve removal of memorial benches as needed.

**Voted** – Passed unanimously.

Steve K. noted that Ed Lord recently funded the replacement of a memorial bench.

**Safety Committee:**

Michael T., Chair, no report. Committee will be meeting soon.

**Waterfront Committee:**

Jeffrey W., Chair. No report. Committee has not met since the last Overseer meeting.

**Communications Committee:**

Lisa F., Chair, reported. The Committee continues to make improvements to the NVC website. A letter regarding encroachments on NVC property has been posted on the website. Public notice regarding the Winter Parking Ban is also on the website and has been published in the newspaper.

Any committee announcements, meeting summaries, etc., should be send to the Committee as a PDF so they can be posted in a timely manner. The Committee should receive this information first and they will then pass on to Dan W. for his website. Judy M. asked the Overseers to get this information to the Committee five (5) business days prior to the announcement.

Brady B. is providing technical assistance and is working on a “bill pay” link for the Website.

Michael T. – We are applying for a domain name for .gov designation. Shifting the domain from .org to .gov is a cost saving measure. They had hoped to choose a more intuitive name with “Bayside” however there are restrictions when using “.gov”

Brady B. made a motion, seconded by Judy M. to that the NVC apply for a .gov domain name.

**Voted:** Passed unanimously.

Brady B. will prepare a .gov domain request letter for President J. Novotny’s signature.

**Personnel Committee:** No report.

**Playground Committee:**

Brady B. – The Committee has had four meetings since October 10 and continues to meet on a weekly basis. The Committee has hit the ground running with a research team and fund raising team and looking into grants. Their goal is currently \$40,000, which will include the play set structure, ground prep, etc. The Committee plans to bring a recommendation to the Overseers' at their January meeting and hopes to have the equipment installed prior to the start of the season.

A survey was posted on Dan Webster's website for public input.

Judy M. made a motion, seconded by Brady B., that the Playground Fund be set-up in a separate account and any donations received in excess of their goal be put in said account.

**Voted** – Passed unanimously.

**Parking:** No report.

**Technology Committee:**

Brady B. – The Committee is engaged with a company who provides our utility software for an on line "bill pay" option.

**President's Report:**

Halloween: A Town Selectperson suggested that as an outreach to the Town, the NVC could consider organizing "trick-or-treating" and invite Drinkwater School children to trick or treat in Bayside. If we want to pursue this, we have time to find an organizer for an event in 2022.

Pending Town issues: We need to update our three contractual agreements with the Town for tax collection, sanding and plowing, and roads and catch basins.

Other: I have asked Brady B. to identify confidential email procedures and a potential portal on our website for officers and overseers to communicate regarding legal matters, personnel and other issues protected from disclosure under the public records laws. As directed, I sent a letter to the upper Main Street property owners about their encroachments in the road.

**Nordic Aquafarms:** No report.

**Comments by meeting attendees:**

Chris Maseychik, 5 North Avenue, informed the Overseers' that a five foot strip of land between 7 North Avenue and 9 North Avenue, according to the Greenlaw Map, belongs to the village.

Chris M. – There is construction planned, per a Building Permit issued, on the property at 1 North Avenue for extensive renovation. He would like the owner to be aware of the “15 Minute Standing Rule” in the Parking Ordinance.

Judy M. will make contact with the property owner and inform him of the Parking Ordinance requirements.

Janae N. asked whether the Town of Northport's Code Enforcement Officer sends copies to the Village of building permits issued. Jeff W. indicated that there is no pre-inspection of properties if a sewer permit is not required.

**Executive Session:**

The Overseers convened in Executive Session at \_\_\_\_\_ and returned to public session at 11:28 a.m.

Judy M. made and \_\_\_\_\_ seconded a motion to increase Bill Paige's hourly rate of pay by 3.0% for all hours worked effective January 1, 2022.

**Voted:** Passed unanimously.

Brady B. made and Michael Tirrell seconded a motion to approve \$1800.00 net for fund end-of-the-year recognition checks for employees.

**Voted:** Passed unanimously.

J. Novotny will arrange for checks to be prepared in the amounts discussed in executive session and will arrange for their delivery on behalf of the Overseers and Officers.

**Adjournment:**

Janae N. made a motion, seconded by \_\_\_\_\_ and the meeting was adjourned at 11:55 a.m.