

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

February 6, 2022 – Hybrid live meeting in Community Hall and virtual via Zoom

Attendees:

President: Janae Novotny
Treasurer: Wendy Huntoon (virtually)
Clerk: Beanie Einstein (virtually)

Overseers:

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

Meeting Called to Order: 9:50 a.m.

Public Comments:

Christina Bandy, 34 Main Street, said that two trees she believes are on Village property, appeared to be dead and needed to be removed. During the last storm with heavy winds, limbs on one of the trees, fell onto her son's truck. Janae N. referred this matter to the Village Agent, Bill P., and Tree Warden, Lisa F. Lisa F. will communicate with the resident via email on their findings and any action to be taken.

Dan Webster requested an explanation of our bookkeeping fees.

Business Meeting

Janae N., President, explained that this is a special meeting of the Overseers not an emergency meeting. The Overseers need a motion for approval of the three recommendations that are on the agenda to begin the discussion of these related items.

Brady B. moved, seconded by Jeffrey W., approval of the three recommendations that are on the Agenda for purposes of discussion.

- 1) Recommendation from the Finance and Personnel Committee to engage Wilkie & Associates for interim bookkeeping;
- 2) Recommendation to ratify an agreement with NR Bookkeeping for transition bookkeeping; and
- 3) Recommendation from the Personnel Committee to approve a position announcement/position description for Office Manager.

Janae N. – The Personnel Committee and Finance Committee have found a bookkeeping firm, Philbrook & Associates in Rockland; however, they will not be available to take us as a client until the end of the second quarter. After searching for an interim bookkeeper, they recommend engaging Wilkie & Associates for interim bookkeeping. This firm has been assisting with the audit and is familiar with our books. It makes sense to engage them on a

limited basis until we can transition everything to the new bookkeeping firm. This is also tied into the recommendation for the Office Manager position. The Committees felt that the Officer Manager would be able to handle many of the duties of the previous Finance Manager position for less money and with better efficiency.

The NVC has signed and a new agreement with Nina Richard, NR Bookkeeping Services, for transition bookkeeping, subject to the Overseers' ratification. This Agreement was signed, as there was a project that needed to be completed prior to a tax deadline. Nina R. is working with Wendy H. on transition work. Nina R. terminated her relationship with the NVC in part because her firm did not have the capacity to do everything that the NVC required within our time schedule.

Jeffrey W. – Nina R. had given NVC two months notice and during that time the Finance & Personnel Committees have spent the last two months trying to find firms that could step in to help us with interim bookkeeping. There were not any other options for consideration, which is why they are recommending Wilkie & Associates at the hourly rate they charge of \$150.00.

Steve K. – Inquired about the agreement with NR Bookkeeping and access to QuickBooks on line.

Wendy H. - These files can easily be migrated to NVC for our subscription. We are waiting for input from Philbrook & Associates about what they would like to do from a QuickBooks standpoint.

Steve K. had several questions regarding the job description for the part-time Office Manager position. Discussion ensued regarding eligibility for benefits, weekend work, attendance at Overseers' meeting and assisting with Budget Workshops, assisting with preparation of the annual audit, etc.

Janae N. – She will amend the job description to say “periodic weekend work to attend budget workshops and monthly Sunday Overseers meetings.”

Steve K. – Wanted clarification regarding the Office Manager position description regarding “signing” invoices.

Janae N. - The phrase “signing” of invoices will be changed to “approving invoices.”

Steve K. suggested that the Overseers validate the budget for this position by looking at past history and hours required with a previous Office Manager.

Judy M. – Due to the critical nature and need to fill this position, the Committees did not have the time to look at the past. The Committees have been optimistic in their numbers and trying their best to deal with this difficult situation in the next several months.

Brady B. – Asked whether the Utility Trustees need to approve the increase in their portion of the Budget.

Judy M. - The Utility Trustees will need to approve these recommendations and “jump on board” as there are no other options at this time.

Jeffrey W. - The Utility Committee meeting will be next Friday and it will be on the Agenda for approval prior to the Overseers meeting on Sunday.

Janae N. asked for any further comments prior to a vote on the three recommendations. There were none.

Judy M. made a motion, seconded by Jeffrey W., to approve the recommendations of the Personnel and Finance Committee to engage Wilkie & Associates for interim bookkeeping and authorize the Officers to sign the letter of engagement.

Voted – Unanimously passed.

To approve the recommendation to ratify the agreement with NR Bookkeeping Services for transition bookkeeping.

Voted – Unanimously passed.

To approve the recommendation by the Personnel Committee to approve position announcement/description for Office Manager as amended during the Overseers discussion.

Voted – Unanimously passed.

Wendy H., Treasurer, wanted to publicly thank Janae N., President, for all the hours and work she has put in as NVC is going through this transition. She thanked her for her efforts and dedication in helping the Committees move this forward and being in the office on a regular basis and paying attention to what is transpiring and working with our current employees.

Hearing no further Overseer concerns or public comments, Janae N. asked for a motion to enter into Executive Session.

Judy M. made a motion, seconded by Jeffrey W., that the Overseers go into Executive Session for personnel matters pursuant to Title 1, Maine Revised Statutes Annotated Sections 405, Subsection 6A (M.R.S.A. ~405(6)(A)).

Executive Session: 9:40 a.m.

Overseers returned from Executive Session at approximately 9:55 a.m.

Vicky M. made a motion, seconded by Judy M. to appoint Bill Paige as Interim Office Manager, compensation up to \$1,000 a month.

Voted: Unanimously passed.

The President entertained a motion to adjourn.

The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Beanie Einstein, Clerk

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