

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

February 13, 2200 – Hybrid live meeting in Community Hall and virtual via Zoom

Attendees:

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

Overseers:

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

Meeting Called to Order 9:00 a.m.

Public Comments:

Brynna Ledyard, 1 North Avenue, wanted clarification regarding the Tax Map attached to the Governance Committee minutes. President Janae N. will speak with her off line regarding this matter. (please note additional information in the Governance committee report)

Approval of Minutes:

Jeffrey W. made a motion, seconded Judy M., that the minutes of the January 16, 2022 meeting be approved.

Input regarding corrections to the minutes as follows:

Vicki M. – Vicki is spelled with an “y”.

Steve K. – Page 3 – For the sake of clarity move “Currently, there are three new houses under construction” to the prior paragraph

Page 6 – “An additional fee will be added, to the increased fees, for any applicant that is not a Village or Town of Northport resident *in the amount of \$5.00.*”

Page 7 – Correct spelling for the CEO is “*Toupie*” Rooney

Page 9 – President’s report – He would like clarification on the real estate process, Judy M. suggested amending the motion to attach the "Memorandum of Agreement between the Town of Northport and the Northport Village Corporation, Northport Village Corporation Real Estate Tax Commitment Payments Collection."

Jeffrey W., amended his motion, seconded by Judy M., to approve the minutes of the January 16, 2022 meeting with the above corrections and attach the Memorandum Agreement to those minutes.

Voted – Unanimously passed.

Jeffrey W., made a motion seconded by Vicki M., to approve the minutes of the February 6, 2022 meeting as written.

Steve K. – Page 3 – to correct the minutes to read “*Steve K. specifically requested that an analysis be put together comparing past history with current history and that analysis should be presented at an Overseers meeting sometime in the relatively near future*”.

Jeffrey W. amended his motion, seconded by Vicki M., to approve the February 6, 2022 minutes with the above correction.

Voted – Unanimously passed.

Steve K. felt that it was imperative that the Overseers receive draft minutes of Overseer meetings no more than two weeks after a meeting. Overseers can offer revisions to the draft while the meeting is top of mind. This allows preparation of a “final” draft including “corrections” for Overseer approval.

Village Agent Report: Bill Paige (Written Report Attached)

Additions to the written report:

Contracted services

The curbside trash pick-up contract ends on September 19 and the Lawn contract expires on October 31, 2022. Bill suggested that these contracts be done earlier so we have them in place before they expire. The current contracts for Lawn and Trash are 3 years. Bill will work with the Infrastructure Committee to add some additional areas that will need to be taken care of.

There is general agreement that this process should be completed as soon as possible, the target is Overseers approval of the contracts at the March meeting.

Merrithew Square Plowing

Residents are not moving their cars during a storm therefore Bill is unable to plow that area. The Merrithew square parking area is already included in the parking ban. Janae N suggested sending out a notice regarding the Winter Parking Ban in a Utility mailing. (please see offer from Paul Overgaard later in these minutes).

Main Street (and other) encroachments onto Village property.

Judy M. suggested reminding the residents by sending out a notice that they are exceeding the limits of their property.

Bill P. -The encroachments at 34 Main Street have not been removed. Janae N. Received an email from the residents at 34 Main stating they never received our first communication in November. This communication was sent by certified and regular mail. They did receive our latest communication regarding the Criminal Trespass process. However, the resident stated because of the frozen ground she is unable to move the encroachment. Steve K. suggested the Overseers send a letter asking for a date when the residents plan to remove the encroachment. If there is no response, the NVC should move forward with the Criminal Trespass Order.

Treasurer’s Report: Wendy Huntoon (Written Report Attached)

Warrants have been prepared in the format the Overseers are familiar with. Overseers should review and sign the warrants after the meeting.

As indicated in the Treasurer’s Report, we are paying the bills by hand, once we have four signatures on the Warrants Jeffrey W. will write the checks and Jane N. will sign the checks to maintain appropriate separation of functions. Wilke & Associates will be preparing the February 2022 warrants.

The Treasurer recommends that we return to the electronic Warrant approval process move approval up by a week. Bangor Savings bill paying function can add up to a 7-day delay in sending out the checks. If the Board moves the approval process up a week, our vendors will be receiving checks on time.

The Treasurer sent out a doodle poll to schedule budget workshops with the best days February 19, 2022 8:00am – 9:30 am and March 26, 2022 8:30-10:00 am.

Jeffrey W. There is a public meeting scheduled regarding the sewer moratorium on March 26 at 9:00 a.m. The Utilities’ public hearing and the Overseers’ workshop are scheduled at the same time. Proposed solution: Utilities public hearing remains at 9:00, Overseers’ workshop moves to 10:00 – noon.

Steve K. offered to work with Shiloh, office assistant, to download and publish bank statements. Wendy H. will follow through with him with a list of desired bank and payroll information.

Finance Committee: Judy Metcalf – No Report

Governance Committee: Judy Metcalf (Written Report Attached)

There are two action items for the Overseers. Judy M. moved, seconded by Brady B., that the **Policy for Public Access**, which was the subject of the public hearing in February, and has had no changes since that hearing, be approved.

Voted – Unanimously passed

The second action item is the **Remote Participation Policy**, which was also a subject of a public hearing on January 16, 2022. As a consequence of the public hearing the Committee has incorporated, in an affirmative statement, that regardless of whether the Overseers are meeting remotely, or in person, a remote access option will be made available to the public. She moved, seconded by Jeffrey W. that the Overseers adopt the Remote Participation Policy as amended.

Voted – Unanimously passed

Tax map - The committee's report that was distributed has caused some confusion or concern to some residents. The purpose of the Tax Map, attached to the Report, was to do, what the Committee has been charged with, to identify the publicly owned Village property and to make plans and recommendations as to what to do about the publicly owned property. The Tax Map is a mark-up of an existing Tax Map showing what the Committee has been able to discern, to date, what NVC has legal title to. All the information the Committee has is part of public records, such as the Tax Assessor's data at the town of Northport and other information that has come to their attention. The purpose of the Tax Map is simply to show us what we know we own to date. It is important to note that the Town of Northport is solely responsible for managing the Tax Map

Secondly, at the special meeting of the Overseers on February 6, there was concern from a resident about a tree and the reference to a potential "fire lane" between the Haverty property and the Bandy property. The Committee has done substantial research at the Registry of Deeds to confirm that statement and found no records of the Northport Village Corporation owning land between those two parcels running north to south. The Committee will be corresponding both with Mr. Haverty and the Bandy's to help us identify what their lines are.

The current **Fireworks Ordinance** bans the use of consumer fireworks anywhere in the Village. Because public fireworks were displayed the past New Years Eve on Village Property, residents have asked the Committee to change the Fireworks Ordinance. Final approval of any changes would require approval of the Town of Northport. A public hearing would have to be held.

Vicki M. – The Fireworks Ordinance was put in effect for a specific reason and is not sure it needs to be changed. The Committee is going to recommend limited fireworks only in "off season" circumstances. See attached Report Janae N. Discussion regarding the Fireworks Ordinance should be placed on the Overseers agenda for the March meeting so the public has the opportunity to participate in the discussion and weigh in on whether they want the Ordinance changed.

Regarding the **Zoning Ordinance** review and revision, the Committee wants to remind residents that Zoning Ordinance review and revision has to be community driven. If there are issues residents want changed or addressed and clarified in the

Ordinance, let the Governance Committee know. The next meeting of the Committee is March 5, 2022 at 9:30 a.m.

Jeffrey W. asked if there a provision in the permitting process to require a survey to determine property lines. Judy M. not currently, one of the things the Committee discussed at their February meeting was there a way to tighten the preconditions of getting a permit. Of course, this requires input from the town CEO Toupie Rooney.

Brady B. Asked Judy M. for clarification on “Evaluating impact on community of rental use property” under Zoning Ordinance Review, and what considerations is the Committee contemplating in that regard. Judy M. The Committee has had several comments from the community particularly, about whether VRBO or Air B & B is altering the understanding of the patterns of use of the community. There was a discussion at the February meeting whether that was any different from the weekly rentals. The bullet points on the Committee report (attached) reflect emails the committee has received from residents. The Ordinance says that our districts are limited to single family use; but rental is allowed, so there was discussion about what does that mean when there are multiple families renting a property. The concerns on the report have been flagged by community members.

Regarding storm water runoff - Judy M. Since the Shoreland Zone Ordinance covers the first 250 feet in all of Bayside, the committee will take a look at what the statewide Shoreland Zoning Ordinance says, can we borrow some of those state recommendations and layer them over our own Ordinance. One, they work; two they will address the clear problems we identified on several occasions regarding road run-offs; and three it might make Toupie’s job a little easier if she is working with a set a rules that is broader and universal.

Brady B. – asked if the Zoning Ordinance is to be revised, does it require the Town’s approval. It does not require town approval. To revise the Ordinance there will be one or two public hearings, the public participates avidly in this process.

Tree Committee: Lisa Fryer, Tree Warden

The Tree Committee is meeting next month and will have further information regarding completing the grant. Quotes for Ash Borer treatment for the three trees at the bottom of Auditorium Park will be obtained in coming weeks. Bill has met with our Arborist in person regarding the tree on Clinton and a quote should be coming forth as well. Coordination with Bill regarding all quotes and recommendations for treatment will be had this month and presented to the Overseers at the next Board Meeting.

Utility Committee: Jeffrey Wilt

The Utility Trustees met for their regular meeting on Friday. The Trustees adopted the same agreements that the Overseers had adopted relative to Wilke & Associates

and interim bookkeeping; approval of the Officer Manager position announcement and approval of Bill Paige serving as interim Officer Manager.

Discussed the issue of elevated BOD and is it related to capacity or is it related to the way we operate the system. Casey Brown, Utility Trustee, is a scientist and he is able to ask a different level of questions and is working with our Utility Superintendent trying to get to the bottom of this issue.

The Trustees are recommending a public hearing on March 26, to discuss the six month moratorium. The Utility Trustees only have the authority to approve a six month moratorium, which can be extended for an additional six month period. The moratorium sends a message to the DEP and government agencies that we work with on a regular basis that the Village is trying to understand and get their arms around this problem.

Judy M. – The report for the performance for December & January show no violations.

Infrastructure Committee: Steve Kazilionis

Steve K. made a motion to confirm **Pleasant Lane** as a walkway and notify abutters that it will be closed to vehicular travel in the winter and will not be plowed - seconded by Judy M.

Judy M. - Noted that residents Paul Foley Stelmack, Pleasant Lane, and Lloyd & Dorie Stills, Auditorium Park, were in attendance virtually and have not had the opportunity for their input. Steve K. withdrew his motion. Janae N. asked all abutters to email the office with their comments and concerns about the discussion regarding Pleasant Lane.

There is the issue of encroachment on Village walkways that are not well marked and are used for parking or property access without permission Steve K. moved that we prevent vehicular access to three **village walkways** by boulder placement. 1) Stable Row; 2) Location of the “old jail” (upper Griffin St.); 3) the walkway on North Avenue between Chris Maseychik and Paul Overgaag.

Judy M. – She is concerned that the property on North Avenue is not shown on the Greenlaw Plan as a walkway. It is shown as a numbered lot. We have confirmed that the Village owns that numbered lot but there is confusion between two surveys, one final and one preliminary as to the width of that lot. There is not enough evidence today that it is a walkway, it is indistinguishable.

Steve K. amended his motion, seconded by Judy M., to prevent vehicular access on two village walkways: Stable Row and the “old jail” on upper Griffin Street. (lot 32).

Much discussion ensued regarding the pros and cons of boulder placement or use of signage. Viki M. – Regarding the “old jail” walkway (lot 32 on the Greenlaw Plan) there is no evidence of abuse. It is a way to access her property and does not feel the need to place a boulder there. Jeffrey W. is in agreement with Vicki M. that it was not necessary to place a boulder on the walkway. However, there are encroachment issues throughout the village and the Village must be consistent in the way they handle these issues.

Steve K. reminded the Overseers that these are motions to provide direction for the Infrastructure road plan going forward. **Voted – Two opposed, Vicki Matthews & Jeffrey Wilt.** The Motion carries. The infrastructure will investigate options for walkway marking and closure.

Steve K. made a motion to designate West Street as a seasonal access road to be closed during the winter, seconded by Judy M. Judy M. endorsed the motion as West Street is not used by residents during the winter.

Voted – Unanimously passed

Michael T. asked about a plan to address the crushed store that has been plowed up by the seawall. Janae N. referred this to the Infrastructure Committee to see what solution they propose.

Safety Committee: Michael Tirrell

Seasonal Staff Update: Danny Ryosa is returning as a full-time **police officer** and an effort is underway, thru the Personnel Committee, to recruit someone to work on a part time basis to largely cover Danny’s days off.

Lifeguards: Reached out to both Thomas and Ronan. Ronan has made a commitment for the season, days etc. will be worked out. Thomas needs a bit more time before he can commit. He definitely wants to return and will be in touch at the beginning of March. Thomas’s younger sister is potentially a candidate for a lifeguard position.

Every year at the beginning of the season, there is always heightened concern about speeding and enforcement, issuing warnings and tickets. We have a **Speeding Subgroup** looking at what we might come forward with recommendations in the years ahead. This includes, speeding signs, speed bumps, crosswalks, etc.

The Personnel Committee is looking into the enforcement of the Parking Ordinance.

The Committee is talking whether to update the “Bayside Safety Guide” and the possibility of a “Safety Day”.

The Safety Committee will get together with the Waterfront Committee to do some integrated signage on the waterfront.

Waterfront Committee: Jeffrey Wilt

Jeffrey W. made a motion, seconded by Judy M. to increase personal watercraft and dinghy fees as previously proposed to include: \$15.00 for small personal watercraft; \$25.00 for dinghies and an increased fee on each application of \$5.00 for individuals who are not residents of the Village or the Town of Northport.

Judy M. made a motion, seconded by Brady B., to add *“who are not property owners in the Village and/or residents of the Town of Northport.”*

Voted – Unanimously passed

The Committee recently met to specifically talk about signage they have some recommendations that they will get together with the Safety Committee to formalize.

Communications Committee: Lisa Fryer

The Committee is now meeting weekly and working hard on adding information on the website and keeping it updated. The Google Calendar is now up and running where the meetings will be posted. Our next priority is to get the Google Alerts up and running and addition of a Pay Pal on line.

Personnel Committee: Janae Novotny – No Additional Report

Playground Ad Hoc Committee: Brady Brim-Deforest

Fundraising activities continues. Presently, we have raised just over \$23,000, leaving a fundraising gap of \$14,000-\$15,000. They have been successful in soliciting donations for the upcoming Auction which will be up and running next week.

The Maine Community Foundation has a Grant that would be applicable to our fundraising efforts for the playground. One of our Committee members, Paul Hamlin, has drafted a Grant.

Brady B., moved, seconded by Judy M., that the Overseers approve submitting the Grant to the Maine Community Foundation to help fund up to \$2500.00 of the overall budget.

Voted – Unanimously passed

Ad Hoc Parking Committee: Vicki Matthews (Report & Recommendations Attached, Map)

The Committee decided against painting paved areas, Main Street, Maple St./Ruggles Park indicating “No parking”. The painting will need to be done every two years. The Committee felt it would cost too much money and maintenance so they are recommending “No Parking” signage at the top of Park Row on the right, by the kayak storage and on Bay Street, about midway along the Blaisdell Park border.

Vicki M. made a motion, seconded by Jeffrey W. that the Overseers approve the signage, as presented, for Park Row, Main Street, Maple/Ruggles Park, Main on Sea Street near the upper border of Blaisdell Park. Also, the “No Parking” sign down by the seawall. This recommendation includes numbers 3 through 9 on the attached Parking Recommendations.

Discussed ensued. The Committee will continue discussion on Items 10-11.

[Voted - Unanimously passed](#)

Final pricing for signage and installation is to be determined and approved. Estimated at \$1,200, to be expensed to the road maintenance budget.

Technology Officer Report: Brady Brim-Deforest

NVC has been officially granted the “nvcmaine.gov” domain. We are in the process of actually setting up paying servers. Will get with the Communications Committee to talk about the transition. Wendy H. had expressed concerns around the lack of an approach to security. Hopefully, at the March meeting there will be recommendations in order to improve our security posture.

President’s Report: Janae Novotny

Janae N. appointed Brady Brim-Deforest to the Finance Committee. Currently, there is only one Overseer on the Committee appointing Brady B. as the second Overseer will be a help to Judy M. on the Committee work.

Received a request from Brynna Ledger, 1 North Avenue, to hold a Bayside youth craft fair (ages 4-16) on Sunday, August 7 from 11:00 a.m.-2:00 p.m. in Ruggles Park.

Judy M. made a motion, seconded by Jeffrey W., to approve the craft fair Sunday August 7 from 11:00 a.m. – 2:00 p.m. subject to their commitment to clean-up and be responsible for any trash removal.

They would like to block off the area on lower Maple from the Blair Agency to the Yacht Club for the fair. Discussion ensued. Jeffrey W. – There may be a conflict with the Yacht Club regarding a Walter Down's Race. With so many variables, Janae N. will contact Brynna L. to let her know further input from the Yacht Club is needed.

Judy M. withdrew her motion pending additional discussions with Brynna.

Janae thanked Bill P. who has stepped up and has been more than a significant help in his role as Interim Office Manager.

She will attend the Town of Northport tomorrow, February 14, in Jeffrey's stead.

If any of the Overseers' need office staff help please direct the request to the office email. office@NVC.org. This email is read by at least three people in the office, and is more likely to get a timely response.

Judy M. meant to include with the Governance Committee report that the attorney, Jeremy Marden, representing Mr. Overgaag's family had reached out to her regarding policies for use of our public lands. Jeremy M. emailed her approximately two weeks ago asking if anything had been done. She informed the attorney that the Governance Committee is in the process of making recommendations.

Public Comments:

Blair Einstein, 24 Bay Street, it appears that based on the Map attached to the Parking Recommendations there is no parking in front of the Blair Agency. Judy M. said the revised Map shows two parking spaces across from the Blair Agency. Blair thanked Judy and the Parking Committee.

Rachel Rosa, Auditorium Park wanted clarification regarding the location of the Ash Trees in Auditorium Park. Lisa F. stated they are located at the bottom of Auditorium Park near the stairs.

Looking at the Tax Map for her property, the right of way shown on the Tax Map appears to be incorrect. Judy M. told her the deed records show where the correct right of way is...the Tax Map has not been updated by the Town of Northport.

She questioned what are the dinghy and kayak fees used for. Jeffrey W. said they are put into the General Fund.

Paul Overgaag, 1 North Avenue, said he would coordinate with Bill P. regarding the plowing of Merithew Square. Bill P. thanked him.

Paul also reiterated his offer to pay for the stabilization of the NVC owned portion of North Ave sea bank when he repairs his portion. He requested the appropriate written authorization from the NVC.

Paula Foley-Stelmack, only resident on Pleasant Lane, said she was not aware that Pleasant Lane was a walkway. She is concerned that there is no street sign for Pleasant Lane for any emergencies, etc. Bill P. said she should contact Toupee Rooney who is in charge of E-911 addresses for the Town of Northport. She felt that it was a safety issue. Her family has no issues with Pleasant Lane being plowed during the winter.

Bill & Carla Paige thanked the Overseers for the donation they received after Carla's mother passed away. It was very much accepted and appreciated. Thank you.

Hearing no further comments, President Janae N. asked for a motion to adjourn the meeting. The meeting was adjourned at _____.