

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

March 27, 2022– Hybrid live meeting in Community Hall and virtual via Zoom

Attendees:

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

Overseers:

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

Meeting Called to Order 8:02 a.m.

Public Comments: No comments

Approval of Minutes:

Jeffrey W. made a motion, seconded Judy M., that the minutes of the February 13, 2022 meeting be approved with the addition of an adjournment time.

Vicky M. – Vicky is spelled with an “y” not an “i”- sorry Vicky

Village Agent Report: Bill Paige (Please see written report)

Additions:

There has been a resident who has been parking inappropriately in the park area on North Avenue. The resident has a handicapped placard. I’m recommending dedicating a handicapped sign/space where the cars park near the pump, and sending a letter to this resident explaining that no parking is allowed in this park.

Judy M. made a motion, seconded by Jeffrey W., sending a letter to that resident explaining what parking facilities we have available and also explain to them that there is going to be a designated handicap parking spot in the pump area. Non-parking areas cannot be used for parking.

Voted – Unanimously passed

A handicap sign would be around \$30.00, we may have a post and sign in storage. Any expense will come out of the road budget.

Road repair estimates for 2022:

Washouts of Pleasant Avenue: Hot top swale, culvert across Cradle Row, building up the area, for cars to come in and out from Cradle Row down to the catch basin on

Pleasant Street is \$9,500. This and all estimates may change due to increasing material and labor costs.

Washout along the bottom of Park Row/ Seawall: Install a catch basin just before the boat ramp to take the water across the road to the storm drain. Estimate: Approximately \$5,000.00.

Community Hall Door: To replace the door only, which does not include installation, is \$3,342.36. Waiting for a second estimate.

Placing rocks, gates etc. across our walkways: Estimate: Approximately \$200.00 for 4 by 4 posts and chains. Placing rocks approximately \$280.00 (no cost for rocks, the expense if for an excavator).

Two fire hydrants that have been approved near the end of the Shore Road water line and near the end of Bluff Road water line: The installation of hydrants is paid by the water utility, the hydrant “usage” fees need to be budgeted in General Government for 2023.

Action Item: Gazebo Roof Bayview Park: The shingles are almost gone and the roof is leaking. Estimate: \$5,698.00 (updated from the estimate last year of \$5,000.00). Judy M. made a motion, seconded by Steve K., that Overseers approve the repair of the Gazebo in Bayview Park for \$ 5,698.00. This is a budgeted repair.

[Voted – Unanimously passed](#)

Action Item: Ruggles Park Circle, to clean up and replace with what is there now, crushed stone or replace with gravel. Crushed stone is removed with plowing. Materials for crushed stone: \$1116.00; Materials for gravel: \$1044.00, this does not include the cost of spreading the materials

Judy M. moved, seconded by Jeffrey W., that the Overseers approve the \$1044.00 for gravel, it is less money and it has the perspective of cutting back on future maintenance. Discussion: Bill recommended leaving it as it is this year and see how it fairs after the winter of 2023. Overseers were in agreement.

[The motion was withdrawn.](#)

Vicky M. – There will be a no parking sign at the seawall stating: “No overnight parking - violators will be towed at owner’s expense”.

Vicky M. made a motion, seconded by Jeffrey W., that the Village Agent should facilitate arrangements with a towing company and that the sign include the towing company contact information.

[Voted – Unanimously passed](#)

Annual Community Hall Cleaning: Bill has found someone who will do the cleaning in the range of \$500-\$600 . . However, she does not have Liability Insurance For a one-time, one day cleaning the Liability Insurance was waived. No ladders will be used. The Overseers directed Bill P. to hire this individual for up to \$600.00

Treasurer’s Report: Wendy Huntoon (please see written report)

Wendy H.- we are using all the account codes allowed by the NVC QuickBooks subscription The preferred option would be to upgrade to the a more advanced version of QuickBooks.

After some discussion the Overseers and Treasurer agreed to defer a decision until the new bookkeeper starts on May 1.

Judy M questioned the General Government bank account balances which seem low at this point in the year. Wendy responded that there are a number of transactions paid by General Government that will be reimbursed from the Utilities once the Audit and year end processes are complete.

Warrant Policy: The Finance Committee met to review and update the Warrant Policy & Procedures. The goal is to have them approved and in place before the new bookkeeper starts.

Judy M. moved, seconded by Brady B. that the Warrant and Payment Policy be approved as written.

Voted – Unanimously passed

Governance Committee: Judy Metcalf

The Committee is doing a line by line review of the Zoning Ordinance and we are making good progress. Our goal is clarification and simplification.

In addition to the Zoning Ordinance, the Committee is looking at a single change to Village By-Laws that will have to be approved at the Annual Meeting. The change is a recommendation which would assure that a quorum can include Overseers’ who participate by Zoom.

The Committee also has the first draft of a policy on Public Land Retention and Preservation and elimination of encroachments. The Committee was asked to look at the Fire Ordinance but they were not able to get to that in the last two meetings.

Tree Warden/Tree Committee: Lisa Fryer

Action Item: Overseer approval for removal of the tree on Clinton Street, in front of the Spollett property and the tree at 34 Main closest to the street. The quote for removal of the tree on Clinton Street is \$1,500.00. The quote for the removal of the tree at 34 Main Street is \$2,200.00 for a total of \$3,700.00.

Lisa F., made a motion, seconded by Judy M. to approve \$3,700.00 for removal of the trees on Clinton Avenue and 34 Main Street.

Voted – Unanimously passed.

There is a third tree approved for removal as part of the 2021 budget in the amount of \$1,350. This will also be removed and paid from the 2022 budget.

Action Item: Ash Borer Treatment. Budget is currently \$2,500.00, additional funds are available in the tree budget.

Lisa F. made a motion, seconded by Jeffrey W., to approve \$3,414.00 for preventative Ash Borer treatments at the bottom of Bayview Park, Ruggles Park, Auditorium Park and Blaisedell Park by Hawkes Tree Service.

Voted – Unanimously passed

Utilities Committee: Judy Metcalf

Our water quality is good and the plant is working well. After a public meeting on Saturday March 26th, the Utilities Trustees unanimously approved a 6 month moratorium on the issuance of new permits to connect to the wastewater system.

The Utilities Committee is considering the hiring of a consultant to assist in the review of treatment plant operations and to provide recommendations if needed to adjust operations..

Infrastructure Committee: Steve Kazilionis (please see written report)

Action Item: Approval of the Easement and Indemnification Agreement (attached) with Paul Overgaag and Brynna Ledyard, 1 North Avenue. They plan to do work on their seawall. In the process of doing this work, they need to cross over our property. They have also generously offered to repair the Village owned portion of the seawall at the same time. This is a customary agreement we have used over the years with people request access to seawalls for repair and restoration.

Judy moved, seconded by Steve K. that the Easement and Indemnification Agreement with the owners of 1 North Avenue be approved.

Voted – Unanimously passed

Safety Committee: Michael Tirrell

Danny Ryosa is in place to return as our seasonal Police Officer and we are working with his schedule. Ronin will return as Lifeguard and has committed to working five days a week, two of them on the weekend. The Safety Committee is looking for an additional lifeguard..

Waterfront Committee: Jeffrey Wilt - No report

Communications Committee: Lisa Fryer

The Committee will start taking reports for the Annual Meeting, so please think about writing these reports and submitting them on time.

Personnel Committee: Janae Novotny – No report

Ad Hoc Playground Committee: Brady Brim-Deforest (Please see written report)

The Community has been very generous. We set our original fund raising goal at \$40,000.00. To date we have raised \$50,089.00, which does not include a potential receipt of funds from the Maine Community Foundation Grant. The Auction was a big success with over 20 local businesses donating items for the Auction. We expect to set aside any excess funds in an NVC reserve account for upkeep and maintenance of the playground.

Action Items: 1) Request for Approval: That the playground be approved for removal/disposal by Zack Marston (or an alternative party on the same terms) by a date/time to be determined by the Committee in collaboration with Village Agent Bill Paige, subsequent to a receipt of a signed liability waiver (Bill of Sale attached).

2) Request for Approval: That the expanded playground area and cedar wood chip surface be approved and that approval is granted to engage Playset Services New England, Inc. at a total cost of \$9,356, to acquire and install the above.

3) Request for Approval: That the selected CedarWorks playset be approved for order and install by CedarWorks, subsequent to manufacturing, at a total cost including shipping and install of \$23,070.75.

4) Request for Approval: To approve purchase of the Rocker (using either proceeds from the MCF grant or surplus funds raised by the Committee), to accept the donation from Gordon Fuller, and to approve the Community funded French Drain.

5) Request for Approval: To approve the budget outlined on page 8 of the attached document for \$36,045.75.

We have applied to the Town of Northport for a building Permit which is forthcoming; they have waived the permit fee.

We are looking to order the playset by the first of April as well as engage with Playset Services to get on their schedules for delivery hopefully in July with a dedication in the beginning of August. Judy M. inquired about the height of the playset. Brady B. – it could be anywhere from 12-15 feet to the flag on top. This should not impact any views as the current swing set and basketball nets are much higher.

Brady B. made a motion, seconded by Jeffrey W., that the Board of Overseers approve the recommendations of the Committee and approve the plan and authorize the Committee to order the proposed playset from CedarWorks and Playset Services of New England.

Voted – Unanimously passed

Please note: due to lead times there will likely be a period of time where we will be without a playground (removal of existing/ installation of new)

It is important to note that the committee has received and continues to receive kudos from many sources for a job amazingly well done!

Technology Committee: Brady Brim-Deforest

We have reserved the NVCMaine.gov domain name, this costs the NVC nothing other than some minimal reporting requirements. The NVCMaine.org domain will run in parallel for some time; the actual transition is to be determined.

The committee is working on security policy and procedures.

President's Report: Janae Novotny (written report attached)

Regarding community hall reservations.

Judy moved, seconded by Jeffrey W., to approve the Community Hall reservation requests, with the addition of Bill Paige's request for use of the Community Room April 10 at 2:00 p.m. Also, Bayside Arts schedule request be approved with the modification that all events have to end by 10:00 p.m., and that the Overseers understand and will impose the requirement that exclusivity will not exclude the

Overseers use of the room and will place the condition that the audio-visual zoom equipment used for Zoom meetings will not be disturbed and will remain in place. .

Voted: Unanimously passed

There is also a request to use lower Bayview Park on Saturday September 4, 9 a.m.-12:00 noon from Wendy Huntoon for set-up, ceremony, clean up etc. In 2021, Wendy's use of the Community Hall for September 3-5 was approved. She is also specifically requesting a waiver of the village parking restrictions on Bay Street from 10-12 noon to permit limited mobility family members and guests to attend the ceremony.

Jeffrey W. moved, seconded by Brady B., to approve the request by Wendy Huntoon to use lower Bayview Park on September 4, 2022.

Voted – Unanimously passed

The town has had three Budget Workshops, meeting meeting every Monday. I have attended some of regular meetings when Jeffrey has been out of town and have also attended all the Budget Workshop meetings. Jeffrey and I have talked to the town about the areas of our Budget that the whole town of Northport benefits from. We have focused on the roads, the park and the wharf. I gave them information that shows this year's Budget for 2022 and what we were spending on those three areas, for a total of \$59,000.00. They appreciated the information and will get back to the Village.

Judy M. & Jeffrey W. - We need to educate the Town that this is a year-round Community that is providing a lot of tax revenue and not demanding much in return.

Judy M. – There is a deadline of April 15 to apply for monies from the Angus King newsletter from the Covid 19 Emergency Funds (CDS). The paperwork requirements are very substantial. Brady B. will get together with Bill P. and Steve K. to help put through the application. Discussion ensued.

The Overseers reviewed proposed adjustments to the Trash and Park Maintenance contracts. The NVC will revise them accordingly and add a third contract for maintenance of the gardens within the Village. Steve K will draft the revised version.

Brady B graciously offered explore the legal options available to the Village to assess the NVC's ability to assess fees from rental agencies. This is part of a process to assess the expenses borne by taxpayers due to the increased burden on services within the village during the summer season.

Public Comments:

Rachel Rosa, Auditorium Park, wondered if there was progress being made on pay Water/Sewer bills online. *The challenge that we are facing is that our system is small enough that we would have to incur all the costs, the Village would not be able to actually fund the online payment option without increasing water/sewer rates. We are working on trying to find options.*

Asked Lisa F. if she was able to find any grants for Ash Borer. *Lisa F. – I have not, however what ever information you can find, please pass it on to me.*

Rachel also gave a “shout-out” to the Playground Committee and the terrific job they had done.

Dan Webster, Shore Road, thanked Brady B. and the Ad Hoc Playground Committee for doing a great job. He will put something together for Brady’s review to send out to the public or write something up and he will distribute it.

He also asked when the recorded minutes of the Overseers meetings will be available online. *Janae N. – We don’t have a date but we are working on it.*

Paul Hamlin, Griffin Street the mailboxes at the top of Griffin Street are falling off the structure, and asked who is responsible for repairing them. *Janae N.- That’s the private owner’s responsibility, and usually neighbors get together for funding replacements and repair.*

Regarding the towing issue, felt it was important to include the telephone number on any sign posted regarding towing.

Ned Lightner, Maple Street, with the new playset and an enlarged footprint of the playground would the Memorial Garden he has been maintaining be affected with the new playset and enlarged footprint. *Brady B. – The Playground Committee has been really thoughtful about maintaining the integrity of the garden and the playset won’t be extended in the direction of the garden, there will be no impact on the garden.*

Hearing no further comments, the Overseers went into Executive Session at 10:25.

Return from Executive Session 10:35

Michael T. moved, seconded by Judy M. to hire Danny Ryosa as our summer police office at the rate of \$25/hr. He will work a five day schedule including both weekend days. Hours worked will not exceed budgeted funds.

[Voted – Unanimously passed](#)

Michael T. moved, seconded by Judy M, to hire Ronin Deschamps as our Lifeguard at a rate of \$20/hr. He will work a five day schedule including both weekend days. Hours worked will not exceed budgeted funds.

Voted – Unanimously passed

Motion to Adjourn by Vicky M, seconded by Brady B. Adjournment at 11:39 am.