

Minutes Northport Village Corporation
Sunday, October 9, 2022, 9:00 a.m.

Attendees: Overseers: Celine Bewsher; Brady Brim-DeForest; Fred Lincoln; Vicky Matthews; Judy Metcalf; Michael Tirrell (via Zoom); and Jeffrey Wilt; President Janae Novotny; Treasurer: Wendy Huntoon; Clerk: Beanie Einstein; Village Agent: Bill Paige.

Visitors.

Visitor's Comments:

1. Sampo Family (5 Griffin Street) made a presentation and request that a tree planted in Ruggles Park under the auspices of the tree grant be moved.
2. Alma Homola (Park Row) spoke about the work of the tree committee and the need for more trees.
3. Dan Webster (670 Shore Road) spoke in favor of the agenda item to name the Community Room of the Community Hall after Richard Brockway. He also spoke about the decision of the Overseers in 2021 not to grant the request of the Webster family to move a tree planted in Bayview Park under the tree grant.

Business Meeting called to order at 9:15.

Parks and Trees Committee:

Vicky Matthews referred the Overseers to her report circulated earlier.

- the Tree Grant reimbursement has been processed and check received from Project Canopy.
- The Committee is considering a plan to locate and clean out path owned by the Village 17 feet wide on the south side of Bayside. The deed will be reviewed and neighbors will be consulted before and if any work is recommended.
- Consideration was given to the Sampo family request. No action was taken.

Minutes: Moved (JASM/Jeffrey Wilt) Minutes of the September 11, 2022 meeting as amended by the recommendations of Vicky Matthews to clarify the Parks and Trees Committee report: Voted: Unanimous.

Village Agent Report:

The Village Agent referred the Overseers to his written report circulated prior to the meeting. He noted that the ramp and float seemed to have been unscathed by Ian. We will need to look for stronger eye bolts for next season.

Bill reminded everyone that navigational hazards like items loosed from their moorings by the storm should be reported to the Harbor Master for the town of Northport as they are beyond the village responsibility.

Bill asked for approval of the Winter Parking Ban. So MOVED: (Jeffrey Wilt/Brady Brim-DeForest) Voted: Unanimous.

Treasurer's Report:

The Treasurer referred the Overseers to her written report provided earlier. Warrants for August and September were circulated. Wendy answered questions about the status of the bookkeeping and the auditors.

As part of this report and the Finance Committee report, recommendations of the Finance Committee were discussed:

The following actions were taken:

Payroll Records (current state) – MOVED (Jeffrey Wilt/Brady Brim-DeForest): that the accounting firm Wilke & Associates, LLC for the following be retained :

a.) Analyze the detailed data now available from Bangor Payroll to reconcile the January thru June 2022 records and make the appropriate monthly adjusting entries in QBO

b.) Review weekly payroll information from June 2022 to the present, and correctly assign the information in Quickbooks Online.

c.) Perform monthly a review and reconciliation of the weekly payroll processing in Quickbooks Online going for the remainder of CY2022.

The rate for Wilke & Associates is estimated at \$140-\$160 per hour. Without currently knowing the full scope of the above efforts, the number of required hours is undetermined but could be at least 30-40 hours. This work could commence after Oct. 17, 2022.

VOTED: Unanimous.

2.) **Payroll Processing (future state)** – MOVED (JASM/Jeffrey Wilt) that NVC explore the use of an independent bank account in 2023 dedicated solely to employee payroll processing of the General Government, Water, and Sewer departments.

Discussion was had. Fred opined that this will help rectify the fundamental issue of available resources to process the weekly payroll, and to address current record keeping problems primarily caused by lack of NVC office resources. This will further ensure each department more evenly shares the timing of payroll expenses to their respective departments and reduce reconciliation gaps. JASM noted that accounts designated "payroll" are exempt from attachment.

VOTED: Unanimous.

3.) **Warrant Process** – MOVED (Brady Brim-DeForest/Jeffrey Wilt); To meet relevant expectations and objectives of the Overseers and Utilities Trustees in providing necessary reporting information in a more efficient and timely manner, that the monthly cut-off date for the Warrants cycle be modified to the 25th within each month (or the last business day preceding the 25th, if occurring on a weekend/holiday). This offers 1 additional week for coordination and review of appropriate backup artifacts for submittal and processing by the bookkeeper, and appropriate time for final analysis and real-time corrections of

results by the NVC office. This change is expected to significantly reduce the risk of errors and ensure availability of the completed Warrants for the timing of monthly Overseer meetings.

Discussion was had.

VOTED: Unanimous.

Finance Committee:

- The Finance Committee met on Sept. 16 and Oct. 8, 2022 to discuss and prioritize activities for the coming year. In reviewing current challenges with the Warrant and Payroll processes, the Finance Committee presented the three recommendations for the board's consideration acted on as reflected in the above Treasurer's Report.

President's Report:

On motion of Vicky Matthews, seconded by Fred Lincoln, the President appointed Jeffrey Wilt as Chair of the Board; Vicky Matthews as the Deputy Treasurer; and Carlton Smith as the Deputy Clerk.

Judy Metcalf moved, Fred Lincoln seconded that the Community Room in the Community Hall be named forever and always after Richard Brockway. VOTED: Unanimous. Discussion occurred after re: signage and the like. Bill Paige will work with Joe Reilly re: same.

The Plaque for Presidents needs to be updated. Bill will look into that too.

Utilities:

Jeffrey Wilt provided the summary of the Utilities Trustees Meeting and Public Hearing on October 7, 2022. The Trustees adopted a new six month moratorium on sewer connections after the public hearing. The Moratorium will be in effect from October 7, 2022 to April 6, 2023.

He provided a summary of the enterococci and fecal coliform exceedances and staff's efforts to identify the cause and working closely with DEP.

He reviewed the budget process and advised the Overseers that the Water and Sewer budgets for 2023 will be on the agenda for adoption in November. The sewer user fee will need to increase beginning the billing in March, 2023 to \$300 a trimester.

A recommendation of the Utilities Trustees to increase the Superintendent's limit on the department credit card to \$5,000 was considered. MOVED (Brady Brim-DeForest/Vicky Matthews): Unanimous.

Infrastructure:

Further discussion on the Rohweder Seawall Construction. The Easement and Indemnification was reviewed. Rohweder has agreed to set aside \$10,000 in an escrow account held by the Village for any potential damage to the park. MOVED: (JASM/JW): that the form circulated be executed, that the 10K be accepted, and that the insurance binder be provided. UNANIMOUS. It was agreed that decisions regarding the release of the 10K to Judy Rohweder after the project is complete be made by the Overseers.

Farley Bond The Village Agent reviewed the rehabilitation work undertaken by Farley to date. MOVED (Brady Brim-DeForest/Vicky Matthews) to release all but \$100,000 of the Seawall bond to acknowledge the substantial satisfactory completion of the wall but the continuing issues with the park. UNANIMOUS. Jeffrey also noted that we should assure that the type of grass planted be suitable for our area to assure the best chance for growth and establishing a healthy grass in the park.

Communications.

Michael Tirrell reminded everyone of the protocol of sharing and distributing meeting agendas; remote access information; and supporting materials all at the same time and not piecemeal.

Discussion was had on the economies and perceived efficiencies to be had by switching to Microsoft Meets rather than Zoom. MOVED: (Vicky Matthews/Celine Bewsher): to move our on-line meeting presence to Microsoft Meets. UNANIMOUS.

Personnel.

Janae reported that interviews are being conducted for the opening in the Office.

Technology.

Brady reported that he has reviewed an “Acceptable Use Policy” and a “Information Technology Security Policy” for recommendation. He is having a friend who is a lawyer in Portland review and then he will share with the Overseers with recommendations.

Wendy reminded that the Laptop which has financials on it must have a backup and security plan.

Town Liaison.

Jeffrey reported that the Selectmen, town manager, he, Janae, and Bill will be meeting that afternoon (10/9) at Bayside to review Bayside’s infrastructure (seawall, parks, catch basins, etc.). This meeting is designed to help the Selectmen better visualize these matters when they come up in discussion. Also, Jeffrey and Bill discussed the rising costs of cleaning out the catch basins which is a shared expense with the town.

Nordic Aquafarms.

Janae reported that DEP had rejected the Village’s request to extend the standing already granted to the Village. She will forward the written decision.

Community Comments.

Rachel Rosa (7 Auditorium Park) endorsed the decision to name the Community Room after Dick Brockway. She also requested a copy of the Public Access Policy. She asked how much the Tree Grant was (Vicky answered about \$4,000). She encouraged a shift of meetings to Microsoft Meets.

Whereupon the Overseers went into Executive Session (Personnel Matters) at 11:06.

The Overseers meeting reconvened at 11:41.

No further action taken.

Adjourned at 11:45 p.m.

Submitted by Judy Metcalf

Approved, November 13, 2022