

**Northport Village Corporation
Draft Board of Overseers Meeting Minutes
Sunday, February 12, 2023**

Overseers, Officers and Staff present: Celine Bewsher; Brady Brim-DeForest (via Zoom); Fred Lincoln; Vicky Matthews; Judy Metcalf; Michael Tirrell (via Zoom); and Jeffrey Wilt; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein (via Zoom).

Public Comments: None

Business Meeting called to order at 9:02 a.m.

Minutes

Janae N. asked if there were any questions/comments on the minutes of the January 8, 2023 meeting and the minutes of the special meeting of the Board on January 12, 2023 meeting. Hearing none, she recommended the Board approve these minutes.

Judy Metcalf moved, seconded by Jeffrey Wilt, to approve the minutes of the January 8 and January 12, 2023 minutes of the meetings. Voted: Unanimous.

Village Agent Report

Janae N. reported that Bill Paige has been incapacitated due to illness but is on the mend. Temporary arrangements have been made for village road plowing until he is able to resume the job.

Treasurer & Audit Committee Report – Wendy Huntoon

Janae N. referred the Overseers to Treasurer Wendy Huntoon's written report circulated prior to the meeting. The 2020 Audit is completed and it will be a "clean" audit report for General and Utilities, which is better than anticipated. Janae informed the Board that the auditors recommended that the NVC have three separate QuickBook accounts: one for General, one for NVC Water and one for NVC Sewer to ensure that these books will balance. Fred Lincoln stated that each account would be an approximate cost of \$180.00 per month. Jeffrey W. reported that the Utilities Trustees met Friday, February 12, 2023, and overwhelming approved two QuickBook accounts for the Water and Sewer Departments.

Jeffrey Wilt moved, seconded by Brady Brim-Deforest, that the Board of Overseers authorizes the purchase of three QuickBook accounts to allow NVC and Utility Department to follow the recommendation of the NVC Bookkeeper and Auditing firms. Voted: Unanimous.

President's Report – Janae Novotny

In the absence of an Office Manager, she, Wendy H., Fred L. and staff continue to deal with the Warrant process of paying bills, bankroll, etc. She has completed all the necessary reports required by the Maine Criminal Justice Academy and is working on the Worker's Comp Audit that is due and the Maine Municipal Health Trust, which needs to be calculated by hand. Per Brady B., with GWI coming soon this process will be streamlined and much easier.

Bayside Arts has submitted all of their requests for the Community Hall use for this next summer. When there is available staff, a letter will go out to the Yacht Club and Historical Society to ask them to submit their requests by April 1.

Celine Bewsher has agreed to take on the job of Chair of the Infrastructure Committee. The entire Board endorsed Celine as the new Chair of the Committee.

Finance – Fred Lincoln

The Committee met February 1, 2023 with the primary purpose to launch the Budget Workshop activity for the 2024 General Budget. Principal and interest payments on existing bonds (already approved by village residents) will be included in the 2024 budget expenditures. The Committee will be communicating with the NVC Committee chairs for their input into the estimate development process. The minutes of the February 1, 2023 meeting have been posted on the NVC website. The next meeting of the Finance Committee is planned (virtually) and open to the public for March 2, 2023 at 5:00 p.m.

Governance – Judy Metcalf

The Committee met with Northport's CEO, Toupie Rooney, regarding explanation of our definitions regarding how we define pervious surface versus impervious surfaces in the context of parking spaces regarding grass area or gravel driveways. The Committee is communicating with Toupie what the intention of the NVC Ordinance is meant to be. The CEO's concerns have not been resolved by an explanation of the intent of the ordinance. As a result, the Committee will meet revise the ordinance and plan a public hearing prior to presenting the revised ordinance for Overseer approval.

Utilities – Jeffrey Wilt

The Committee met Friday, February 11, 2023 and welcomed Chuck Applebee from Water Quality Services of Maine onboard as Superintendent. Pleased to report that there were no exceedances during January 2023. Brandy Piers and Bob Hartley, from Maine DEP, visited the Village and attended the Utilities Committee meeting. They explained that they serve as a resource for the NVC. Their visit was not an enforcement issue, but an effort to partner with the NVC as we plan for the future of our systems. There is grant support out there, as an example, to look at climate adaptation planning.

To cover additional expenses with NVC's engagement of Water Quality Services of Maine, monies were moved to accommodate additional expense without changing the bottom line of the Utility Budget.

A letter will be sent to all NVC wastewater users to explain the rate increase. Bills for the first trimester of 2023, will be out by April 1, 2023.

Infrastructure – No Report

Janae reported that Bill P. is working on a list of areas that need to be addressed throughout the Village.

Parks & Trees – Vicky Matthews, Tree Warden

The Committee met February 8, 2023 to begin to line up projects for the summer.

The price to remove the tree on George & Griffin, next to Nancy and Jim Corbett's house (Griffin Street) is somewhere between \$900-\$1200 dollars. Also, the tree in Auditorium Park with dead branches will be pruned. The arborist will do both, as the weather gets milder.

The Committee will assess in the early spring what projects need to be done in the parks. The rosebushes in lower Bayview Park will be removed and new soil will be placed. Paul Overgaag (1 Clinton) has volunteered to help clear the path from Bluff Road down to Shore Road (donated to the

village by Tim and Anne Marie Samway) which is to be kept “forever wild” with “pedestrian access” under the terms of the deed. The abutters will be notified.

Steve Kazilionis is working on a proposal for plantings in upper Bayview Park, which he will be presenting to the Committee.

Vicky Matthews made a motion, seconded by Jeffrey Wilt to approve \$1200.00 to remove the tree at George & Griffin next to Nancy & Jim Corbett. Voted – Unanimous.

Safety Committee – Michael Tirrell

He has reached out to both Ronin Dechamps and Peyton Ward. Ronin has expressed interested in returning with a 3-day schedule and Peyton is interested in a 2-day week (which includes the weekend).

Waterfront – Brady Brim-Deforest – No report

Communications – Michael Tirrell

He is working with Diana Eastty to identify a website services provider.

Personnel – Janae Novotny

Celine B. has volunteered to manage our publicity and initial telephone interview screening process for a new Office Manager. At present, we do have a couple of promising candidates.

Technology – Brady Brim-Deforest

The process to begin the transfer to NVC Maine.gov is underway. He will be communicating with Michael Tirrell and others to assure there is clarity with the several steps that need to be coordinated for a smooth transition without interruption. He continues to work on our data security policies and hopes to have an update by the next Overseers’ meeting.

Town Liaison – Jeffrey Wilt

The town is planning to replace the Town Hall with a new building on the same site and connected to the Fire Station.

Discussion Topics

Public Access Over Parks and Other NVC Property for Repair/Construction of Private Property

Thorough discussion ensued on guidelines and policies and financial protections for the NVC that should be in place before granting access village property. Judy M. stated that the NVC has a process that should be expressed in a written policy. The Governance Committee will take on this project.

Level of 2023 Parking Ordinance Enforcement and required support structure

Janae N. reminded the Board that the NVC has focused on public education since the Parking Ordinance was adopted, and last year, Danny R. issued written warnings to violators. She expressed her opinion that Village staff presently does not have the bandwidth to handle processing parking tickets. Thorough discussion ensued. The Board was in agreement to continue the “education process” for another year and ask the Governance Committee to prepare an information letter to be

distributed to village residents, rental agencies and renters and to work on the process for enforcement.

Identifying potential grants available for NVC projects

Celine B. suggested that perhaps we could have a Grant Committee with Overseer and Village volunteers with knowledge of grant writing, and identify and prioritize where grants are needed, and what the Office Manager's role could be in grant writing. She also suggested that we could hire a professional grant writer. Thorough discussion ensued. Jeffrey W. noted that Chuck Applebee could handle any grant proposals for the utilities. He also noted that the Northport Town Administrator does the Town grant writing, and suggested that we could look for Office Manager candidates with grant-writing experience. Janae N. asked the Committees to identify areas of need that are not covered by the budget and begin to think about topics for Donuts & Dialog this summer

Public Comments

Jim Coughlin (Bluff Road) updated the Board on his efforts to secure a replacement police cruiser. He has reached out to the Belfast Chief of Police and will also reach out to Waldo County's Sheriff Department. The Overseers thanked him for his efforts.

Rachael Rosa (7 Auditorium Park) Questioned late fees for Utility bills that will be mailed late and asked about the sewer rate increase. Per the Utility Committee, if bills are sent out late the customer will still have 30 days from receipt of the bill without receiving a penalty. The new sewer rate is \$360.00 per trimester. Jeffrey W. stated that the Utility Committee would send a letter to customers regarding the sewer increase.

Executive Session

The Overseers' retired to Executive Session at 10:14 a.m. and returned to public session at 10:37 a.m.

Judy M. moved, seconded by Vicky M. that the Board approve the dismissal of James Mays effective January 21, 2023. Voted: Unanimous.

Judy M. moved, seconded by Vicky M. that the Board increase Bill Paige's annual allotment of Paid Time Off from 15 days to 20 days. Voted: Unanimous.

The meeting was adjourned at 10:39 a.m.

Respectfully submitted by

Maureen ("Beanie") Einstein, Clerk

and

Janae Novotny, President