



March 12, 2023 – 9:00 a.m.

Meeting of the Northport Village Corporation Board of Overseers

This is a hybrid meeting – in person* in the Community Room of Community Hall, 813 Shore Road, Northport, ME and virtually at:

<https://us02web.zoom.us/j/83084797699?pwd=dVJ0d1ZCWkxiYnJGRk5TUzQxOW45UT09>

*Masks are optional for the in-person meeting. This is a business meeting conducted in public; it is not a public meeting. An opportunity for comments from members of the public is provided before the business meeting begins and end of the meeting. Unless a question from the public can be answered definitively and very briefly, the Board usually does not engage in a dialog with a commenter. If the speaker addresses an item on the Board's agenda, the Board's consideration at that time may respond to the speaker's comments. When recognized, a commenter should state their name and Village address and make their point briefly. Depending on the number of public members who wish to address the Board and the length of the Board's agenda, the presiding officer may establish a time limit for speakers. Agenda items may be taken out of order to accommodate guests. **Please note that remote participants will not be admitted to the Zoom meeting unless the participant's name is identifiable.**

Updated Meeting Agenda

- Comments by members of the public.
- Call to order business meeting.
- Agenda review.
- Approval of February 12, 2023 meeting minutes
- Village Agent Report
 - Recommendation to suspend Waterfront Ordinance §10 until further notice and affirm the use Cradle Row only for summer season vehicle parking (no boats, boat trailers, boat cradles, etc.)
- Treasurer's Report
 - Audit Committee Report
- President's Report
 - Requested approval of updated Community Hall use rules
 - Snow plowing invoices
- Committee Reports (*as needed*)
 - Finance
 - Governance
 - Utilities
 - Infrastructure
 - Parks & Trees Committee/Tree Warden Report
 - Safety
 - Waterfront
 - Communications
 - Draft Website Support Agreement
 - Personnel
 - Recommendation to revise personnel policies to pay full-time employees 8 hours of pay for approved holidays and PTO. (Current policy: 4 hours/day for part-time employees and 7 hours/day for full-time employees.)
 - Technology Officer
- Town Liaison Report
- Other business.
- Comments by members of the public
- Adjourn.

**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 overwhelmingly 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

Treasurer's Report
03/12/2023

- **Warrants and Monthly Reports**
 - February warrants will be provided in a separate email.
 - January and February Bank Statements are available in the office.
 - Bank balances as of February 8, 2023 were provided to the Overseers, Officers and NVC Staff.
- **Finance Committee Update**
 - Updated 2024 budget was provided to the Finance Committee. Budget will be updated again based on the comments from the committee.
- **Bookkeeping**
 - Philbrook & Associates were asked about the status of adding the 2020 Audit entries and any additional general ledger corrections needed in order to review the books with Purdy Powers and then schedule a date for the 2021 Audit to begin.
- **NVC Business Office Functions**
 - A number of office functions have once again been assumed by volunteer staff including NVC President (Janae Novotny), Overseer (Fred Lincoln) and Treasurer (Wendy Huntoon).
- **Payroll**
 - The Payroll Bank account continues to be used for processing payroll. Estimated 2nd Quarter amounts will be determined in March and then deposited in the account.
 - Payroll entries into the correct properties/departments is pending providing Philbrook & Associated the hourly information for staff split across the three departments.
- **Audit**
 - 2020 Audited Financial Statements were provided to the Overseers electronically with a bound copy available in the office. The 2020 Audited Financial Statements were posted on the nvcmaine.org website.
 - A draft management response to the audit will be provided to the Utility Trustees and the Overseers in a separate email.
- **Utilities**
 - The due to/due from amounts from 2020 will be processed in March.
 - Documents codifying the loan from Water to Sewer need to be drafted and reviewed.



COMMUNITY HALL USE INFORMATION

Community Hall was created to foster our civic functions as well as the active and vibrant social life of the community. Our goal is a busy and vibrant Community Hall used by many different people. At the same time we need to be mindful of the impact Community Hall use has on the adjoining Bayside community.

Priority for Use

- Northport Village Corporation business
- Bayside and Northport community non-profits (e.g. Bayside Historical Preservation Society, Bayside Arts, Northport Food Pantry) and similar community organizations (E.g. Northport Yacht Club).
- Bayside and Northport residents, family activities (e.g. weddings, birthday parties, memorial services, etc.)
- Bayside and Northport residents, for profit use
- Non-residents, family activities
- Non-resident, for profit use

Scheduling

Individuals wishing to reserve the Community Hall should contact the NVC office to request and submit reservation forms. The Overseers will review these requests, usually at their next regularly scheduled meeting, and will approve, defer a decision to a later meeting or deny the requests. In the event a decision is required between regularly scheduled Overseers meeting, the _____ has the authority to approve such requests.

Community organizations are requested to submit their reservation requests prior to April 1 of each year. All other interested parties may submit reservation requests beginning April 1.

Special Events

Some events do not fit within these scheduling timeframes (for example: weddings, family reunions, and other events that need significant planning). Please submit these requests in writing whenever you are ready. The Overseers will review the request, usually at their next regularly scheduled meeting.

Considerations for Potential Community Hall Users

- Requests for large blocks of time on multiple days may not be approved. Weekends are a particularly difficult challenge in this regard.
- The Community Hall has very limited parking (4 spaces). Large groups will need to be shuttled from a remote location.
- The occupancy limit for the Hall is 200 people.
- Police officers may be required for traffic control and/or security (larger groups). The requestor will be responsible for the costs of any law enforcement/security presence required by the Overseers for the event.
- No liquor consumption in or around the building.
- No smoking, no candles, no open flames.
- The downstairs meeting room is heated, the upstairs hall is not.

- Community Hall users are required to provide proof of liability insurance protecting the NVC. Insurance sources include, among others, homeowner's insurance, event insurance sponsored by the Maine Municipal Association (information available from the NVC office) or independently secured event insurance.
- **Curfew:** any evening event must conclude no later than 10 PM, cleanup may continue until 10:30 PM if necessary.

Fees

Current fees for the use of Community Hall are described on the NVC Facilities Use Request form. The NVC reserves the right to require a security deposit depending on the planned event.

Specific Rules for Community Hall Use

- **DO NOT BLOCK THE EXITS.** All doors and hallways must be free from obstacles and barriers at all times.
- **NO SMOKING OF ANY SUBSTANCE ANYWHERE ON THE PREMISES.** This includes the porch, back entrance area, and grounds.
- **NO ALCOHOL OF ANY KIND IS ALLOWED ANYWHERE ON THE PREMISES.** This includes the porch, back entrance area and grounds.
- **HOUSEKEEPING.** You are responsible for cleaning the hall, kitchen (if used) and restroom and disposing of trash off site immediately following your event. The Community Hall will be inspected before and after your event. All trash, food, cups and dishes, decorations, etc. that you bring in, you must remove at the conclusion of your use. Place chairs back in the racks and where you found them. Fold tables and place as you found them. Sweep the floors. Other cleaning arrangements will be considered but must be requested at the time the reservation is made.
- **THE BATHROOM SHOULD BE LEFT TIDY.** Make sure paper towels are placed in the trash barrel, not on the floor. Empty the trash barrel as needed to assure the bathroom stays neat. Empty the trash barrel when your event is over.
- **DON'T INVITE PESTS.** The kitchen must be cleaned so that ants and rodents are not attracted to crumbs and spills left behind. This is an old building with lots of entrance points for critters. Treat this kitchen as you would your own.
- **TURN OFF THE LIGHTS; SHUT THE WINDOWS; LOCK THE DOORS.** When you are through with your event, please assure the building is secure. If the windows were closed when you arrived, close them. Turn off all lights. Check the stove and turn it off. Close all doors tightly and assure they are locked.
- **COMMUNITY ROOM.** The wheeled model display cabinets may be moved within the room, but they may not be moved out of the room. Tables and chairs removed from the room must be stored upstairs, as directed by NVC staff, and out of the way of other Community Hall users. NVC AV equipment must be moved only under the supervision of NVC staff. Temporary removal of any BHPS exhibits on the walls must be coordinated with the BHSP.

QUESTIONS? Feel free to ask the Office Manager or Village Agent if you have any questions or concerns. If you observe that something is not working, let them know. The Village is not an Event Manager. It does want to ensure the building is safe, clean and reasonably secure

THANK YOU!

Northport Village Corporation Board of Overseers

[Northport Village Corporation](#) | 813 Shore Rd, Northport, ME 04849 | 207-338-0751 | office@nvcmaine.org

WEBSITE SUPPORT AGREEMENT

This is an agreement between _____ (The Client) and Nate Hoffelder (The Contractor), which describes the standard terms for Nate Hoffelder's \$50 per month website support service.

As The Contractor, Nate Hoffelder affirms to:

- Install on a daily basis any pending updates of WordPress and the website plugins currently in use, ensuring website and plug-in compatibility and functionality upon installation.
- Ensure proper functionality/website recognition of the SSL certificate.
- Backup and maintain a current file library of all assets, files, and graphics for The Client's website.
- Run weekly security checks, and fix any malware or hacks found.
- Install code or plugins required to connect the website to third-party services.
- Update the website's content with new content provided by The Client.
- Maintain respect and confidentiality when handling private information of The Client's.
- Reply to The Client's inquiries within 24 hours, excluding weekends, or except when The Client has been previously notified of a period of limited availability.
- In the event of a fault with The Client's web hosting service provider, The Contractor will initiate an inquiry into the service disruption within 24 working hours of the issue being reported.

The Client affirms to:

- Provide bi-annually, scheduled payments of \$300.00 to Nate Hoffelder.
- Inform The Contractor **in advance** of any work performed on the website by a third-party.
- Separately compensate The Contractor for work that is outside of the regular scope of work at an hourly rate of \$100 per hour.
- Provide a point of contact (_____) for The Contractor who is able to respond within 48 hours.
- Indemnify and hold The Contractor harmless from any and all claims or demands arising out of any alleged libel or copyright infringement committed by The Client in hosting the website.

This agreement will remain in effect until canceled by one of the two parties. Any cancellation (by one of the two parties) must allow for one month's notice, provided that payment to The Contractor is up to date.

Nate Hoffelder

Name: __Nate_Hoffelder_____ Name: _____
Title: __web_designer_____ Title: _____
Main phone number: _571-406-2539_____ Main phone number: _____

Email: __natehoffelder@gmail.com_____ Email: _____
Date: _____ Date: _____
Signature: _____ Signature: _____