



May 14, 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/85494216252?pwd=U2l5cC9BeFVKVWduVm03d0VtVnM0dz09>

*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. **Remote participants will not be admitted to the meeting unless the participant's name is identifiable.**

Meeting Agenda

- Comments by members of the public.
- Call to order business meeting.
- Agenda review.
- BID OPENING: RFP for Curbside Trash and Recycling Pickup 2023-2026
- Approval of April 16, 2023 meeting minutes*
- Village Agent Report*
- Treasurer's Report*
- President's Report
 - Recommendation to approve Community Hall Use Request*
 - New meeting structure, processes and communication protocols*
- Committee Reports (*as needed*)
 - Finance
 - As a move forward in preserving and building the availability of General Government Reserve funds, the Finance Committee recommends the amount used from reserves in 2024 toward payment of the seawall bond be limited to \$20,000 (a reduction of \$5,000 from the 2023 level).
 - To ensure NVC's potential financial exposure associated with donations and gifts is comprehensively understood, the Finance Committee recommends that before accepting a donation or gift other than unrestricted cash, the Board directs that a fiscal impact assessment be performed and that the Finance Committee be engaged as appropriate for an opinion regarding direct or indirect future fiscal impacts of the proposed donation or gift.
 - Governance
 - Utilities
 - Infrastructure*
 - Parks & Trees Committee/Tree Warden Report*
 - Recommendation to accept the gift of two picnic tables and benches for Merithew Square Park, subject to the conditions (1) a contact person is designated to assure that the items are cared for and maintained, (2) the tables are moved periodically to allow grass to grow and (3) the tables will be removed if a park abutter objects to them.
 - Safety
 - Waterfront
 - Communications
 - Personnel
 - Technology Officer
- Town Liaison Report
- Other business.
- Comments by members of the public
- Executive session for personnel matters pursuant to 1 M.R.S.A. § 405(6)(A).
- Report out of executive session.
- Adjourn.

*Written materials submitted.

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

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

Public Comments:

Rachel Rosa (7 Auditorium Park) requested that the Utilities Committee include that the complete breakdown of the rate increase for the sewer department in the March mailing.

Basil Littlefield asked the Board the procedure for permission for access over Village property to repair/replace private property seawalls. President Janae Novotny directed him to a "Draft" copy of "License and Indemnification Agreement" among the agenda materials that was prepared by the Governance Committee that homeowners will need to sign, and the "Application for Use of Village Public Land for Construction Activity", for contractors. These procedures have been in place for several years. The Governance Committee is in the process of finalizing the drafts and they will be presented for approval at the April Overseers' meeting.

Business Meeting called to order at 9:06 a.m.

Agenda Review

Approval of the GWI (Great Works Internet) Service Agreement was added to the Agenda.

Minutes

Janae N. asked if there were any questions or comments on the minutes of the February 12 meeting of the Overseers. Hearing none she recommended the Board approve the minutes.

Brady Brim-Deforest moved, seconded by Vicky Matthews to approve the minutes of the February 12, 2023 meeting. Voted: Unanimous.

Village Agent Report – Bill Paige

The Village continues to need a plan, money and new signage for any planned future use of Cradle Row/Grove Street. It has not been in the budget but should be placed in the 2024 Budget. Suggest that we continue to not allow any storage in Cradle Row which will give the Infrastructure Committee time to address the future of this area in the off season. He suggested, in the future, if the Village allows private boat storage, the Village should charge a storage fee. Presently, there is not office staff to handle paperwork, etc.

As stated on the Agenda, Janae N. made the recommendation to suspend Waterfront Ordinance ~10 (referring to Cradle Row) until further notice and affirm the use of Cradle Row only for summer season vehicle parking (no boats, boat trailers, boat cradles, etc.)

Judy M. moved, seconded by Brady B., to adopt the recommendation as written on the Agenda.

Voted: Unanimous.

The December storm caused significant damage with loss of shoreline embankment and erosion at the bottom of Auditorium Park and some damage at the bottom of Bayview Park, which the Infrastructure Committee will have to address very soon. It presents a high risk for losing the bottom of Auditorium Park.

The December storm also caused visible damage to the wharf composite fender pilings. The Marine Engineer will have to physically inspect the wharf and known damage before the Village knows approximate costs of repair or replacement.

Continues to address lighting in the downstairs of the Community Hall that needs to be upgraded and also upgrading all lighting to LED.

The storage garage for the police cruiser, sander, plow, etc. presently has no lighting. The lack of lighting needs to be addressed and corrected. Both of these garages are fully utilized without room for any NVC storage of mandatory files. Perhaps, an addition of a 10' x 20' space would be a solution. Any addition will need both heat and lighting. Jeffrey W. will speak with the Town of Northport to perhaps partner with them for a storage area after the construction of a new Town Hall, which will have a fireproof storage area.

It appears the construction for a new seawall at the bottom of Bayview Park on Judy Rohweder's property is not proceeding with Farley this spring.

Treasurer's Report – Wendy Huntoon

Wendy H. referred the Overseers to her Treasurer's Report circulated prior to the meeting. We are trying to move forward on the 2021 audit. Philbrook & Associates is behind on the clean up they need to do. After the 2021 audit is completed, we will proceed with the 2022 and 2023 Audits. The monthly statements of activity are incorrect; Philbrook & Associates has not properly categorized the "unspecified" amounts. We are planning to separate the departments' QuickBooks accounts when we understand the impact of the change on the 2021 and 2022 audits.

Copies of the final 2020 audit have been distributed to the Overseers' and placed on the NVC website. Also circulated, prior to the meeting, was the NVC Management Response to the 2020 Audit, written by Wendy H., and requested by the Loan Officer for the USDA. The audit for General is "clean;" the audit for the Sewer and Water Departments is not.

Jeffrey Wilt, moved, seconded by Fred Lincoln, that the Overseers approve the “Management Response” as drafted by Wendy Huntoon. Voted: Unanimous.

Working with the Finance Committee on putting together items for the 2024 Budget. They will need to have an idea on any infrastructure and “nonusual” items that need to be addressed in planning the 2024 Budget.

President’s Report – Janae Novotny

Community Hall

Changes to the “Community Hall Use Information” were circulated to the Overseers prior to the meeting. The revision included the Hall use by Northport Residents along with Bayside residents. Judy M. thanked and endorsed Janae’s revision but felt priority should be given to owners and Bayside residents for an asset that they support with their tax dollars. Thorough discussion ensued.

Vicky M., made a motion, seconded by Fred L. that the Overseers approve the new Community Hall Use Information rules and Application adding that the President of the Corporation has the authority to approve requests between regularly scheduled Overseers meeting in the event a decision is required. Voted: Unanimous.

Plowing Invoices

Two plowing invoices need approval for payment: 1) Basil Littlefield has an invoice for plowing (during Bill’s hospitalization) for \$3670.00 (8 hours of plowing and 10 hours of sanding). Janae spoke with Basil about the exorbitant amount of the invoice, and he agreed to reduce the bill by \$1,000.00. 2) An invoice was submitted from Drexel Bailey for \$1180.00 who was then hired by the Village to do plowing in Bill’s absence. The Overseers were in agreement the bill from Basil was excessive.

Judy M., moved, seconded by Michael T., that the Overseers propose to Basil, in exchange for a full release, that the village will pay him \$1180.00 in full compensation for services reflected on his invoice presented to the Village. Voted: Unanimous.

GWI Service Agreement

The Service Agreement with GWI for a monthly fee of \$139.00 and a contract term of one year was presented for Overseer approval.

Brady B. moved, seconded by Judy M., to approve the GWI (Great Works Internet) 12 month Service Agreement Voted: Unanimous.

Janae N. noted that the GWI cost of \$139.00/month is cheaper (for faster internet connectivity) than the Consolidated Communications bills for \$204.00/month.

Finance – Fred Lincoln

Fred L. referred the Overseers to his written report circulated prior to the meeting. The Committee met on March 2, and Wendy H. provided the committee with the next steps of the working draft for the 2024 Budget. There were several areas where they need input from NVC committee chairs and Village officials to facilitate development of the 2024 Budget.

The Committee proposes to have a set “fee” for the Utilities Department to pay General to cover shared expenses. The Committee would work with the Treasurer to identify areas of “shared expenses.” The Overseers concurred, and the Finance Committee and Treasurer will move forward to investigate the matter.

Michael T. noted that Budget Workshops are central to the process and very important. Last year they were scheduled for Saturday mornings for one hour and a big success. Janae N. will put together a schedule for Saturday mornings. Wendy H. suggested having an “in person” workshop on Memorial Day weekend to give the villagers the opportunity to sit and listen (without community input) to items discussed regarding the Budget. Fred L. reminded everyone that 2023 budget numbers are available to everyone and would be helpful in forecasting their needs for the 2024 budget.

Governance – Judy Metcalf

Judy M. referred the Overseers to her written report with attachments circulated prior to the meeting. The Committee addressed the three topics at the Overseers’ request.

Zoning

The Committee will present modified and clarifying language in the Zoning Ordinance as requested by Toupie Rooney, Northport’s CEO, regarding how we define pervious surface versus impervious surface in the context of parking spaces regarding grass area or gravel driveways. The Committee wants “to assure that the goal to encourage parking on private property is advanced by a clearer definition of impervious surface.” After Toupie’s review and comments, the Committee will present to the Overseers for approval and then hold public hearings on just the proposed changes to the Zoning Ordinance.

Access to Public Property

The Committee reviewed the existing policy and procedures in place for evaluating requests for access to Village property: the “License and Indemnification Agreement” and “Application for Use of Village Public Land for Construction Activity”. The Committee will continue their review, with input from Bill Paige regarding construction timelines, policies and procedures and present the final draft to the Overseers at their April meeting. Homeowners must establish that they have no reasonable alternative to access or storage on public property.

Parking Ordinance

The Governance Committee recommended that the police officer and others should continue to educate the community regarding the Parking Ordinance and issue warnings as needed. Repeat offenders would be subject to fines as set forth in the Ordinance.

Utilities – Jeffrey Wilt

The Utilities Trustees met on Friday, March 10, 2023. There were no exceedances during February 2023. There were some “big flow” days resulting from rain and snow. We are waiting on the delivery and installation of the new flow meter which is a device that helps us understand how much flow we are seeing, and we expect delivery in the next month or so.

The Utility Trustees voted to authorize our Utilities Superintendent, Chuck Applebee, to actively go after two grants offered by the DEP: 1) A \$20,000 grant for Climate Adaptation Planning with stressors for climate change (requiring no match) and 2) \$20,000 for a Fiscal Sustainability Planning Grant. This is a grant that would help us develop an asset management plan to include looking at the useful life of all of our equipment as well as cost and replacement. This grant does have a one for one match. We will be asking for \$20,000; if we are funded we will have to match that with \$20,000. If funded, we would use Dirigo Engineering as our Project Manager. Chuck Applebee, our new Superintendent, has the experience and capacity to write these grants.

The Committee and Utility Superintendent are putting finishing touches on the PUC Report for 2020.

There will be no water meter readings in March due to all the remaining snow. The bills going out later this month will reflect just the base water rate without additional usage. First trimester usage will be reflected in the second trimester billing.

Consistent with the Overseers’ approved terms, the Committee is developing a formal Loan Agreement between the Sewer Department and the Water Department for the \$94,000 in funds that will be borrowed from Water Reserves. This will be a five-year note at 4% interest.

Infrastructure – Celine Bewsher

The Committee has not met. She will be meeting and conferring with Bill Paige for his crucial input to set priorities prior to a Committee Meeting.

Parks & Trees/Tree Warden Report – Vicky Matthews – No report.

Safety – Michael Tirrell

We have two lifeguards, with required certification, in place: Ronin Dechamps will be working Wednesday, Thursday & Friday and Peyton Ward will be covering the weekends, Saturday & Sunday. The Personnel Committee will draft letters, etc. to them.

Celine B. stated that her daughter had recently experienced a disturbing incident walking to Edna Drinkwater School where someone appeared to be following her, and they have talked with the Sheriff's Department. Perhaps, the community should be aware that children should travel in groups. Judy M. stated, "Bayside is idyllic but it is still part of the world." Michael Tirrell will draft an awareness message to be posted on the website and send to Dan Webster for his website as well.

Waterfront – Brady Brim-Deforest

The Committee will be meeting in the next few weeks with their focus on Small Watercraft policies changes & implementation.

Communications – Michael Tirrell

He has circulated a proposed personal services agreement for the Website Service Maintenance. Janae N. requested a motion for the Overseers to approve the substance of the proposed Agreement and document it in a better form. Brady B. recommends requiring advance written approval for work performed outside the scope of the basic \$50 per hour work. Brady B. will draft a better format for additional language and forward this language to Michael T. and Judy M. prior to adoption. All meeting updates and calendar items will still be sent to Michael T.

Michael T. made a motion seconded by Judy M., to approve the substance of the Agreement not to exceed the budgeted amount. Voted: Unanimous.

All Annual Reports will be due on July 1, 2023 with no exceptions. The Overseers will receive a memo shortly defining what the process is and how it works and what is expected of every Overseer. A Chairperson of any committee is responsible for writing their section of the Annual Report. Again, that deadline, without exception, is July 1, 2023.

Personnel – Janae Novotny

Office Manager Search

Janae N. thanked Celine B. for managing the publicity and telephone and interview screening process. There are a handful of potential candidates who will be followed up with personal interviews.

Personnel Policies

Janae N. made a recommendation from the Committee 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).

Judy M. made a motion, seconded by Brady B., to adopt the revision to Personnel Policies as stated above and on the Agenda. Voted: Unanimous.

Technology – Brady Brim-Deforest

Progress continues on technology policies drafting. The first two documents, the NVC Privacy Policy and NVC TOS, are complete and have been submitted for review.

Training of NVC office staff on the shared drive system will take place this week.

Town Liaison – Janae Novotny

Jeffrey W. has been away and she has been attending the town meetings.

The Town has entered into an agreement with Drinkwater School to provide a warming center as needed for Northport residents during the winter. At the Town's next meeting, they will be opening up bids for a recycling contract. The Town Select Board has started their budget workshops. Janae N. will attend, as she did last year, all the Budget Workshops.

Public Comments

Rachel Rosa (7 Auditorium Park) stated it was great to see Bill Paige back and on the mend. When opening the NVC Calendar on the Village website it does not give permission to view the dates of future meetings. Michael T. thanked Rosa for bringing the subject up. Brady B. will work with Michael to regroup and remedy the problem.

Brady Brim-Deforest, recommended that, given the instability in the banking ecosystem, the Village should verify its FDIC deposit insurance coverage with Bangor Savings Bank. Wendy H., Treasurer, will verify this coverage with Bangor Savings Bank.

Adjournment

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

/s/

Maureen (Beanie) Einstein, Clerk

and

/s/

Janae Novotny, President

**Draft Minutes Northport Village Corporation
Board of Overseers
Sunday, April 16, 2023**

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

Public Comments:

Don Webster (27 Rogers Lane, Upper Bayview Park) spoke in opposition to Steve Kazilionis's proposal to develop a garden adjacent to George Street in Upper Bayview Park, and he read an email he sent to the Overseers' explaining his opposition. He also requested that the Overseers consider tabling the vote on the proposed garden until the summer when a larger audience of voters could express their opinions.

Dan Webster (670 Shore Road) spoke in opposition to the proposed donation from Steve Kazilionis for a garden in Upper Bayview Park.

Jennika Lundy (66 George Street) wanted to be part of the discussion regarding NVC's ability to impose short-term rental/occupancy fees and offered to act as a resource for same.

Business Meeting called to order at 9:23 a.m.

An updated Agenda was posted on the Village website.

Minutes

Janae N. asked if there were any questions or comments on the minutes of the March 12 meeting of the Overseers. Hearing none, she recommended the Board approve the minutes.

Judy Metcalf moved, seconded by Jeffrey Wilt, to approve the minutes of the March 12, 2023 meeting. Voted: Unanimous.

Village Agent Report – Bill Paige

Bill P. referred the Overseers to his written report distributed prior to the meeting and on the Village website. The seawall work on the Oak Street Extension (22 feet between 18 & 20 Bay Street) work has been completed and looks good. The work was authorized by the Overseers not to exceed \$3500. Waiting for a final invoice.

CMP is planning on putting anchors on their pole in Bayview Park in our right of way and access to the beach. He met with CMP and they will use an anchor method that will not block access to that area.

Still waiting for language from the Safety Committee, Wharfmaster & Waterfront Committee for new signage on the dock and waterfront. Brady B., Michael T. and Craig Brigham will get together to coordinate the new signage.

Ruggles Park turf condition – Has not found anyone to give a quote for reseeding the problem areas.

Still waiting for an estimate for the fence around the fire pond. Estimates are hard to get when they are related to work to be done the next year.

Celine B. expressed concern regarding the seawall and causeway area and the gravel that has washed out. Bill P. explained that this is expected with the tides and subsequent storms. Bill P. said this issue will continue to be an ongoing maintenance issue and will be monitored by the Village Agent.

Janae N. – 18 Bay Street – Application for Access to Public Property

The owners of 18 Bay (Scholhamer's) submitted an application to gain access over Village property to repair their seawall. The Application is for Overseer approval or disapproval and if approved defining what access is being granted.

Judy M. – The application is incomplete. The DEP Permit by Rule is not included with the application and, secondly, it does not include the requirement of a binder from the insurance company with the Northport Village Corporation as an additional insured. Her recommendation is not to reject the proposal but table it with instructions that the final application be properly completed with all needed attachments.

Jeffrey W. – NVC should inform the family that access to the beach on Oak Street Extension will not be approved but access over village property in Bayview Park will be approved per Bill Paige's recommendation.

Judy M. moved, seconded by Vicky M. to table the March 31, 2023 application until the next Overseer meeting and/or the presentation of a complete application consistent with the policies of the Northport Village Corporation and subject to review by the Village Agent. Voted: Unanimous.

Janae N. –Service parameters for RFP for trash recycling/pick-up.

Currently, we have a one- year contract ending in September 2023. Thorough discussion ensued regarding one or two day pick-up in the summer and perhaps eliminating trash pick-up off-season. It was agreed that twice weekly in the summer and once weekly in the off-season was important, as we are now a year round community. Also, getting an estimate for a three- year contract was preferred which would have a set budget amount for the next three years.

Jeffrey W. moved, seconded by Fred Lincoln, to do an RFP for three years for trash pick-up assuming the status quo, which is year-round, with twice pick-up in the summer and once weekly in the off-season. Voted: Unanimous.

Janae N will work with the office staff to get RFP to the newspaper for publication to open bids in May or June. Per Wendy H. opening bids in May would be better from a 2024 budgeting standpoint.

Treasurer's Report – Wendy Huntton

Wendy H. referred the Overseers to her report circulated prior to the meeting and available on NVC and Bayside Maine.com websites. Warrants were sent out last week.

The updated Warrant Policy was also distributed prior to the meeting. No major changes were made other than taking off vendors we no longer use as well as adding on some new vendors. Wendy H. recommended that the Overseers approve the updated Warrant Policy.

Brady B. recommended adding additional language: *"Warrants may be executed in two or more counterparts, each of which together shall constitute one and the same instrument."*

Jeffrey W. moved, seconded by Brady B., to accept the updated Warrant and Payment Policy as amended. Voted: Unanimous.

Judy Rohweder (Bayview Park) is postponing work/replacement of her seawall until the fall. She is requesting return of her \$10,000 deposit.

Judy M. moved, seconded by Vicky M., that NVC return Judy Rohweder's \$10,000 deposit, given the fact that the project didn't proceed as permitted. Voted: Unanimous.

Janae N. will write a letter to Judy Rohweder returning her \$10,000 deposit and informing her that a new application will need to be submitted for a future project.

Additional Items not included in the Treasurer's Report:

Accounting priorities: Clean up of 2023, apply 2020 journal entries, clean up 2021 and prepare for the 2021 Audit, clean up 2022 and then separate the departments into individual QuickBook Online Accounts.

Celine B. had a concern regarding Reserves and if they are being added to and how much and how they are "fed". It was decided to address this subject in the planned Budget Workshops. The next Workshop is scheduled for April 29.

Wendy H. reminded the Overseers that \$100K has been earmarked to pay down the cost of the seawall bond and that up to 9 months is needed in order to cover operating costs until tax revenue is received in September.

President's Report – Janae Novotny

Recommendation to approve submitted Community Hall Requests

Janae N. referred the Overseers to the requests distributed prior to the meeting. Noted that some of the requests from Bayside Arts extend their requests until 10:30 p.m. All events in the Community Hall are to end at 10:00 p.m. Also, the Northport Food Pantry has not been asked to contribute the \$200 for their event "Fill the Hall".

Vicky M. moved, seconded by Judy M., to approve all submitted Community Hall Requests with the caveat that all events end at 10:00 p.m. Voted: Unanimous.

Judy M. moved, seconded by Celine B., that NVC waive any community hall application fees for the Northport Food Pantry. Voted: Unanimous

Seeking legal opinion regarding NVC's ability to impose short-term rental/occupancy fees

Janae N. – Legal Fees budgeted for this year remain available. A legal opinion would let us know if this is an option for the NVC.

Brady B., moved, seconded by Jeffrey W., that we seek a legal opinion regarding the ability to levy Short Term Rentals occupancy fees in general and a proposal for review not to exceed what is currently budgeted. That upfront research be done to get a sense of the cost. Voted: Unanimous.

Village Park Usage

There have been concerns from Villagers regarding personal items being left in public parks, in this case, Merrithew Square. Janae N. would like to have a clear understanding what our guidelines/rules are for use in all Village Parks. A healthy discussion ensued.

Per Judy M. villagers need to seek permission prior to placing items in all parks. Per NVC's **"Policy for Preservation of Public Land"** passed May 9, 2022: *"The Overseers may grant conditional approval for the installation of certain removable items, such as benches or gardens, subject to conditions as set out by the Board of Overseers. Such approval is in the sole discretion of the*

Board of Overseers and may be withdrawn at any time, whether or not the conditions of installation have been satisfied”.

Per Brady B. the appropriate approach concerning items in Merrithew Square and other Parks would be to first bring it to the Parks & Trees Committee who will then present it to the Overseers for their consideration.

Finance Committee – Fred Lincoln

Fred L. referred the Overseers to his report distributed prior to the meeting. The Committee is looking at the shared expenses between the three Departments: Sewer, Water & General. He will be talking with Chuck Applebee for his input and perspective from the Utilities Department to develop a possible rental fee.

Capital Planning Process/Approach: The Finance Committee would like to have a more formalized approach to promote the accuracy and forecasting current and future anticipated major projects. The Committee wants the Overseers to keep in mind what NVC needs to plan for and have a more formal schedule of those annual events so we can budget for them properly and not have any surprises arise so we can be proactive instead of reactive.

Governance Committee – Judy Metcalf

The Committee has met twice since the last Overseers meeting and there are two action items for consideration.

Page 10 of the NVC Zoning Ordinance has been revised, inspired by the guidance and input of Northport’s CEO, Tupie Rooney and how we define pervious versus impervious in the context of parking spaces regarding grass area, gravel driveways and affect on lot coverage calculations. This particular revision, if approved today, needs to be put out for a Public Hearing for these proposed changes on Memorial Day Weekend. We will have to advertise twice for the Public Hearing in the Republican Journal and post on our bulletin boards. The meeting cannot be advertised closer than seven days prior to the Hearing.

Brady B. moved, seconded by Vicky M., to approve the changes to Page 10 of the Zoning Ordinance and schedule the Public Hearing for Memorial Day Weekend. Voted: Unanimous

A redlined version of Page 10 of the existing Zoning Ordinance will be put out to the public prior to the Public Hearing.

Revised “Application for Use of Village Property for Construction Activity” & “License and Indemnification Agreement”.

Changes to License and Indemnification Agreement include: Start & end dates for projects must be defined by the owner; projects cannot be started between May 15 through October 15; policy of public liability insurance increased from \$500,00 to one million dollars.

Judy moved, seconded by Brady B., that the “Application for Use of Village Property for Construction Activity” and the related “License and Indemnification Agreement” be approved for presentation to the villagers who want to use any public property. Voted: Unanimous

Utilities – Jeffrey Wilt

The Utilities Trustees met on Friday, March 14. There were no exceedances during February and March. Under the new leadership of Chuck Applebee, and with consultation from Bill and Fernie Barton, there has been a change in how our the system is utilized; now using all three trains all the time.

Chuck A. has submitted two grants for: 1) Climate Adaptation Planning and) Fiscal Sustainability Planning. These grants will help us determine the useful life of all of our equipment. Waiting for the DEP to make an award.

In submitting a grant application to the state, we must include a medium household income survey for NVC. We last completed such a study in 2011. Best practice dictates completing an income study every 5 years. In planning for future Utility Department budgets, we must include funds for regular household income surveys. For recent grant applications census data was used, which puts NVC at a disadvantage for grant scoring.

The Utilities Trustees voted to extend the moratorium on new sewer connections another six months. A moratorium can only be done in six-month periods. They will be holding a Public Hearing on April 29 via Zoom and the Community Hall. Judy M. will publish the appropriate documents for a Public Hearing. That Hearing will be followed by a special meeting of the Utilities Trustees to further discuss the continuation of the moratorium. With the new leadership of Chuck A., operations are being handled differently and the Trustees need more time to see the impact of these decisions.

The Trustees also voted to change the time of any future meetings for the Friday before the Overseers meeting to 1:00 p.m. from 2:30 p.m.

Infrastructure Committee – Celine Bewsher

Attended a meeting of the MidCoast Council of Governments, which is a government funded organization providing assistance to municipalities such as advisory work, access to grants, grant guidance, succession planning, review of grants and applications for feedback, etc. Membership for the basic package is \$1.25 per resident. She will coordinate with MOCOG to attend a future Overseers' meeting for a presentation by them.

A Northport resident has reached out to Northport's Town Manager, James Kossuth, regarding grant writing. The Committee will explore to see if there are other experienced grant writers in Bayside who would be willing to volunteer their time for grant writing for future Bayside projects.

Contacted Heather Seiders of the Boat Facilities Program, Maine Department of Agriculture, Conservation and Forestry. With help from Bill P. we have submitted a grant pre-application with a brief description of damage to the wharf and the replacement for the two floats. The max grant is \$100,000 with a 25% match from the grantee. We are waiting for an inspection to determine whether NVC qualifies to submit a grant application.

Have reached out to Chris Mayo from the State Department of Transportation regarding "Small Harbor Improvement Grants" availability and to Doug Beck at the State Land Water Conservation Fund regarding grant opportunities and waiting to hear back from both.

Parks & Tree Committee – Vicky Matthews

Johanna & Morgan Knott (Auditorium Park) are having an addition put on their house and have requested permission to take down a tree half on their property and half on Village property. It will interfere with their construction project. The Knott's have agreed to pay for the removal of the tree.

Vicky M. moved, seconded by Celine B., to give the Knott's permission to remove the tree at their expense, with the understanding that the Tree Committee will replace the tree in a different location sometime in the future. Voted – Unanimous

Vicky M. referred the Overseers to the proposal and design from Steve Kazilionis, distributed prior to the meeting, to develop a garden at the lower portion of Upper Bayview Park adjacent to George Street. Thorough discussion ensued. It was decided that no action would be taken as presented. The Board referred the proposal back to the Parks & Tree Committee to further delineate size, species and scope of the proposed garden.

Safety Committee – Michael Tirrell

Working with the lifeguards on scheduling for this summer. The Safety Committee will be meeting within the next two weeks.

Waterfront – Brady Brim-Deforest – No report

Communications Committee – Michael Tirrell – No report

Technology Committee – Brady Brim-Deforest

Brady B. recommended approval of “NVC Privacy Policy” and “Terms of Use Policy” distributed prior to the meeting.

Jeffrey W. moved, seconded by Michael T., to approve the two policies as stated above. Voted: Unanimous.

Town Liaison – Jeffrey Wilt

The Town of Northport is thick into the process of their Budget. He and Janae have been attending Budget Meetings. Dialogue has been very positive.

Public Comments

Alma Homola (11 Park Row) stated the Tree and Parks Committee already had specific discussion regarding species of each plant the Kazilionis plan presented.

Executive Session

The Overseers retired to Executive Session at 12:00 noon and returned to public session at approximately 12:05 p.m.

Jeffrey W. moved, seconded by Judy M., to approve the Personnel Committee’s recommendation to increase the Office Assistant position from 15 hours per week to 20 hours per week. Voted: Unanimous.

The meeting was adjourned at approximately 12:06 p.m.

Respectfully submitted by

Maureen (Beanie Einstein), Clerk

And

Janae Novotny, President

**Treasurer's Report
05/14/2023**

- **Warrants and Monthly Reports**
 - April warrants are provided under separate cover.
 - Bank Statements have not yet been downloaded but will be available in the office later in the month.
 - Bank balances as of 05/11/2023 were provided to the Overseers, Officers and NVC Staff.
- **Finance Committee Update**
 - Finance committee met on 05/11/2023.
- **Budget Workshops**
 - Draft 2024 budget from 04/29/2023 Overseer Budget workshop is attached.
- **Bookkeeping**
 - Bonds associated with the March 2023 warrants were not paid correctly. President, Treasurer and Finance Chair needed to intercede, including overnighting handwritten checks to correctly pay the invoices.
 - April 2023 Budget vs Actuals were provided to the Overseer. However, it is still incorrect including does not include the payroll, has mis-categorized entries, and has not specified entries when done by properties.
- **NVC Business Office Functions**
 - Office functions continue to be supported by volunteer staff.
- **Payroll**
 - Categorization of payroll amounts by department and input into QBO is still pending completion by Philbrook & Associates.
- **Audit**
 - Philbrook & Associates has still not completed the tasks needed to update the General Ledger and then generate the reports needed to confirm acceptance from Purdy Powers for the 2021 Audit.
- **Utilities**
 - Invoice for the quarterly payment of the loan between Water and Sewer has not been done.
- **Outstanding Accounting Tasks:**
 - Listed by year, starting in 2023, these are the outstanding items to get NVC's general ledger up to date and in a form which can be audited:
 - Correct 2023 QBO entries, including by properties.
 - Divide up and correctly enter payroll information to date.
 - Determine the process for dividing up and entering payroll information going forward.
 - Determine process for generating accurate monthly reports (Budget vs Actual).
 - Separate QBO files into three departments Sewer, Water, General
 - Correct 2022 QBO general ledger.
 - Identify due to/due from for 2022.

- Correct 2021 QBO ledger, including statement of activities and statement of financial position by properties. (Much of this is already done).
- Review due to/due from. Most of this is done. I believe it is the non-payroll that needs to be corrected.
- Enter in the JE from the 2020 audit and generate corrected statement of financial activity and statement of financial position for each department.



Northport
Village Corporation

FACILITIES USE REQUEST FORM

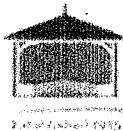
Date 7/1/23
Name GAYLE KOYANAGI
Address 3 MAPLE ST
E Mail gkoyanagi20@gmail.com
Telephone # 207-338-7727
Northport/Bayside Resident? ☒ Y ☐ N Bayside taxpayer? ☒ Y ☐ N
Space Requested: Community Hall Community Room
Rental
purpose Scottish country dancing

Rate: Hourly (\$25/hr) _____ Day (\$150/day) _____
Kitchen Usage Fee (\$50/day) _____ (when food is involved, not beverages only)
Chairs - \$50.00/day # of chairs requested _____
Tables - \$50.00/day # of tables requested _____
Proof of Insurance must be received a minimum of 30 days prior to the event and
attached to this document _____ (date received)
Date and time
requested 7/1/23 6:30 - 9 pm

By signing this document, you agree that you are the responsible party for this event, and you have read the community hall usage rules and agree to abide by them.

Signed _____ Rental payment is due within 7 days of approval of this reservation request.

Payment received \$ _____ By _____
(NVC office admin.) Date _____



Northport
Village Corporation

FACILITIES USE REQUEST FORM

Date Marcia Ryan Sawyer

Name May 4, 2023

Address 7 Seabrook Lane, Northport (671 Shore Road)

E Mail marsea.ryan@icloud.com

Telephone # 207-338-0468

Northport/Bayside Resident? ☒ Y ☐ N

Bayside taxpayer? ☒ Y ☐ N

Space Requested: Community Hall

Community Room

Rental

purpose memorial gathering for Buck Sawyer
(Howard)

Rate: Hourly (\$25/hr) _____ Day (\$150/day) ☒

Kitchen Usage Fee (\$50/day) ☒ (when food is involved, not beverages only)

Chairs - \$50.00/day # of chairs requested ☒

Tables - \$50.00/day # of tables requested _____

Proof of Insurance must be received a minimum of 30 days prior to the event and attached to this document _____ (date received)

Date and time

requested June 25, 2023 - all day for afternoon event
3 pm

By signing this document, you agree that you are the responsible party for this event, and you have read the community hall usage rules and agree to abide by them.

Signed Marcia Ryan Sawyer Rental payment is due within 7 days of approval of this reservation request.

Payment received \$ _____ By _____

(NVC office admin.) Date _____

NVC 813 Shore Road, Northport ME 04849 | 207-338-0751 | office@nvcmaine.org

Shiloh-office



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
5/5/2023

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY Allen Insurance and Financial 94 High Street Belfast, ME 04915		PHONE (A/C, No, Ext): (800) 439-4311	COMPANY Concord Group Insurance 4 Bouton St. Concord, NH 03301	
FAX (A/C, No):	E-MAIL ADDRESS: info@allenif.com			
CODE: 825	SUB CODE:			
AGENCY CUSTOMER ID #: RYANHO0001				
INSURED Marcia Ryan 7 Seabrook Ln Northport, ME 04849		LOAN NUMBER	POLICY NUMBER 1213520 - 0	
		EFFECTIVE DATE 5/15/2023	EXPIRATION DATE 5/15/2024	<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED
THIS REPLACES PRIOR EVIDENCE DATED:				

PROPERTY INFORMATION

LOCATION/DESCRIPTION
Loc # 1, 7 Seabrook Ln, Northport, ME 04849-4264

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION

PERILS INSURED

BASIC

BROAD

SPECIAL

COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Loc # 1		
Dwelling	\$289,708	5,000
Other Structures	\$28,971	
Personal Property	\$202,796	
Loss of Use	\$86,913	
Personal Liability Each Occurrence	\$500,000	
Medical Payments Each Person	\$5,000	

REMARKS (Including Special Conditions)

Special Conditions:
PLEASE NOTE THE PERSONAL LIABILITY OF \$500,000 EXTENDS TO THE BAYSIDE COMMUNITY HALL FOR AN EVENT ON SUNDAY 6-25-2023

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

NAME AND ADDRESS Bayside Community Center Shore Rd Bayside Northport, ME 04849	ADDITIONAL INSURED	LENDER'S LOSS PAYABLE	LOSS PAYEE
	MORTGAGEE	<input checked="" type="checkbox"/> EVIDENCE HOLDER	
	LOAN #		
AUTHORIZED REPRESENTATIVE <i>Jocelyn Rossignol</i>			



5-10-23

Proposed New Meeting Structure, Processes, Communications Protocols **Prepared by: Michael Tirrell, Janae Novotny**

Overall Context

This proposal for changing the structure and protocols for monthly Board meetings comes from the need to optimize the effectiveness of monthly board meetings – and to better systematize communications for each monthly meeting. In short, the idea is to prioritize Board focus and time on issues of critical importance to village finances and operation.

This plan looks to move away from meetings structured around committee reports, and to shift to a framework emphasizing items that require action – as well as issues requiring more consistent and thorough Board discussion.

While the new meeting structure still values committee reports, the proposed change looks to have the Board spend more valuable time on *priorities* – and less meeting time on topics that often take time disproportionate to their importance.

Overriding goals: Action on pressing items. More informed discussion and focus on items of critical importance. Stronger, more proactive communication with village. Shorter, more efficient meetings.

New Meeting Structure

The idea is for the Board to work from an agenda divided into three sections, briefly outlined as:

1. **Action Items:** Board meetings would focus first on whatever items require Board decisions and a vote.
2. **Critical Issues:** The second section of each agenda would focus on the core set of issues of critical importance at any given time (, e.g. budget, capital projects planning, etc.). This section would allow for a deeper dive into a limited set of issues, allowing the Board to explore options, hear opinions, and ultimately move issues forward. **This is often how budget workshops function and how they provide for the right balance of discussion and alignment.**
3. **General Discussion:** The third section of the meeting allows for committee updates or clarification. NOTE: Under this new meeting structure, committee chairpersons are required to submit written summaries for distribution to the Board and general public. These summaries take the place of committee updates that are currently given by chairpersons in monthly meetings. *More on written summaries below.*

Committee reports requiring no Board action will be on a “consent agenda” for acceptance by the Board. Board members will have an opportunity to identify a committee report for discussion if time permits.

Revised Protocols & Processes

A. Issues presented for Board action

If you are requesting Board action, please submit a written motion and brief written rationale for the requested action. If you are submitting a committee report, an action item motion and rationale may be included in the committee report; additional documents are not needed. Any proposed motion will be included on the agenda document to provide the public a brief overview of the substantive issues the Board will be discussing.

B. Written committee summaries

As discussed earlier, written reports will take the place of committee updates. The summaries should include important information to include in all written submissions to the Board:

- Date, and
- “Draft” watermark on documents prepared for eventual Board approval. Documents may live on websites forever, and clearly identifying “drafts” is important to clarify which documents reflect final, official Board-approved action.

C. Guest presenters

A Board member who wishes to invite a guest presenter or committee members to speak to the Board should check with me to identify the best Board meeting date and time to add them to an agenda.

Pre-Meeting Monthly Timeline & Deadlines

Overseers are asked to follow the timeline structured here to avoid the rushed and at times confusing submission of materials for the monthly meeting. NOTE: We will distribute materials prior to the monthly meetings ONCE and post those materials to the village website. They are also distributed to Dan Webster for his distribution to his mailing list.

1. Committee reports, action items, other agenda materials

Deadline for submitting: Wednesday before a Sunday Board meeting

All committee reports, action/discussion items and any other agenda materials should be sent to Janae no later than: Wednesday before a Sunday Board meeting

2. Distribution of all prepared meeting materials:

On the Wednesday evening before a Board meeting, Janae sends Michael everything received from Board members and staff to post on our website and share with Dan Webster. Usually, Janae will hold agenda materials submitted after Wednesday and distribute in a second communication later in the week.

Exceptions: Utilities Committee reports and financial materials will be distributed as they are available.

(Please note that this report is in two parts: the first is the committee meeting notes and the second is a brief summary of business conducted outside the committee meeting)

I: Infrastructure committee meeting minutes May 6 ,2023

Committee members attending

Art Hall

Bill Paige

Bill Cressey

Gordon Fuller

John Lojek

Dan Mooney

Other attendees

Janae Novotny

Rachel Rosa

The committee reviewed the infrastructure priority list that we have been working with during our budget workshops, prioritizing all the fiscal year 2024 items in the discussion, as well as the two larger embankment stabilization projects that we need to start thinking about now and plan ahead accordingly.

Item by item the summary is below:

1: Auditorium Park and Bayview Park embankment stabilization:

The committee was in full agreement that the first step towards this project is the engineering design and they recommend that we include the appropriate budget for this inspection and design work in the 2024 budget. (see further notes on this in the section entitled " Summary of Business Conducted Outside the Committee Meeting").

2: Electrical Work in the Community Hall and Garage at Fire Pond:

The committee recommends moving this item into the fiscal year 2023 and tap into the contingency money or another line item where we could be under budget and redirect these funds to take care of this item within the current fiscal year.

Bill is working on getting an estimate for this.

3: Fire Pond Fencing:

The committee recognizes the safety hazard as the pond is very deep. They suggested looking into our insurance as well as grants from fire department.

We also discussed a short-term fix where the tree fell in.

Bill is working on getting other estimates

4: Basketball court:

The committee suggested that the crack be fixed before this summer for safety measures for children playing on the basketball court as well as people walking through the court.

Suggested two ways for funding are as follows:

- a. Check into the playground fund to see if there is any surplus
- b. Ask for donations.

Gordon, pointed out the shrubs behind the court, with the concern that they would scratch and harm the kids when they try to get the ball out of the shrubs.

4: Wharf Damage

Art Hall has kindly volunteered to try to fix some of the damage. Subsequent to our meeting, he already did some work on the pilings. He has also met with Bill and discussed further fixes that he will do by volunteering his time. Thank you, Art. We are very grateful!

5: Catch Basin at the bottom of Ruggles is an additional item added to the Infrastructure Priority list.

Our next Infrastructure Meeting is scheduled for June 25, Sunday at 9 am. We will meet at the dock so that we can do a walk though of the embankments first and then continue the meeting at the community hall.

II: Summary of Business Conducted Outside the Committee Meeting

1: I set up a meeting with Will Gartley from G&D who came to Bayside to inspect Auditorium Park and Bayview embankments. His next steps will be as follows:

- a. A due diligence proposal for the services to do a study
- b. Preliminary study on the solution (cost estimate of \$3000 to \$4000)
- c. Engineering design and permitting permit (cost estimate of \$25,000). This would include the design, permitting, construction work and timeline for each embankment with which we could go out to bid)

2: I have done some more research on grants and met with James Kossuth, Northport Town Manager and Molly Schaufler, a resident of Northport who is a Science Education Consultant at University of Maine, who has kindly volunteered to help us with grant writing.

Please find below the grant that we discussed for Bayside and Northport during this meeting, in view of helping fund the engineering design work:

a. Community Resilience Partnership:

This is a no-match grant of up to \$50,000. The next round of fundings is to be announced soon. There are a few steps that we would need to take in order to apply and in summary this entails: passing a resolution that we as a community care about coping with climate change; conduct a self-evaluation; from their list of suggested community actions figure out which ones are important to us; hold a public forum on priorities.

If municipalities join together on this grant, the sum increases and capped at \$125,000. Molly has volunteered to find out if Northport and Bayside can be combined together for this larger sum.

(Please see additional documents attached regarding this grant)

2: Other grants I have done some research on are as follows:

a. Coastal Communities Grant:

This is currently available, but the application is due in June. However, I have been informed that this is a standing grant and happens every year so could pursue next year's cycle.

Max award of 50,000 USD with a 25 % match. This would also be to help with the engineering design work.

b. Boat Facilities Fund:

As mentioned in the April Overseer meeting, we have submitted the pre-authorization. The next step is for Heather Seider to come out for an assessment. If we qualify, the application deadline is July 19.

This grant is max \$100,000 with a 25% match

May 13, 2023

Infrastructure: Additional notes on Community Resilience Partnership from Business Conducted outside of Infrastructure Committee Meetings. (This is in addition to item II a, in the Infrastructure Committee report from May 6)

Firstly, a brief summary of Community Resilience Partnership (CRP) Grants

Joining the partnership allows us to apply for the following grant:

1. Community Action Grants: Municipal and tribal governments who have joined the Partnership may apply directly for funds to support projects reducing energy use and costs and/or making their community more resilient to climate change effects, which include flooding, extreme weather, drought, and public health impacts.

More specifically these include:

- Actions from the List of Community Actions, an approved list of climate mitigation and adaptation activities that align with the strategies of Maine Won't Wait (Please see the list attached to this email)
- Other projects proposed by a community that supports capacity building, planning, and implementation projects.
- Allows us free access to a service provider who will guide us throughout the application process of this particular grant. Furthermore, she/he will be able to help us with future grants, and hopefully larger grants.

In consideration of this grant, what does this mean in terms of what needs to be done:

- Firstly, the next deadline that was announced for the Grant is *July 7*. There will be 2 more rounds: the next will be midwinter sometime, and one final one sometime later in 2024. However, by acting quickly, we can get a head start of six months in funding.
- We can submit an application for partnership and funding at the same time.
- The most important steps within this timeline would be the following:
 1. Conduct a self-evaluation (please see attachment one in this email). The self-evaluation can be done with a few people)
 2. Hold a public meeting where we discuss our priorities in relation to climate resilience. This is in tandem with the community action list (please see attachment two in this email).
 3. Adopt a Climate Plan Resolution. (Please see attachment three in this email which serves as an example)
 4. Apply for a grant.

Molly Schaufler, after attending the CRP annual meeting for municipalities on Thursday and having gathered the information above, most importantly got the sense that we fit *perfectly* into the kind of community & situation they want to bring into the Partnership and give funding to.

Community Resilience Partnership

List of Community Actions

Revised December 1, 2021

ii	Strategy Areas & Actions	Additional Resources (\$=funding source)
Strategy Area A: Embrace the Future of Transportation		
Accelerate the Transition to Electric Vehicles (EVs)		
A1	Purchase or lease electric vehicles for municipal or tribal government-owned vehicle fleets. (Grants capped at \$2,000 per light duty EV.)	Efficiency Maine: Municipal EV rebates (\$)
A2	Install EV chargers in public parking areas.	Efficiency Maine: EV supply equipment initiative (\$)
A3	Adopt ordinances to encourage EV charging infrastructure, including at multifamily dwellings, businesses, and public parking areas.	Municipal Electric Vehicle Readiness Toolkit (Southern Maine Planning and Development Commission)
A4	Adopt an anti-idling ordinance.	Example: Bar Harbor Municipal Code
Improve Mobility and Reduce Vehicle Miles Traveled (VMT)		
A5	Implement strategies that increase public transit ridership and alternative transportation modes, including bike and walking infrastructure.	
A6	Implement strategies that encourage municipal/tribal employees to commute via carpools, public transit, bike/walk, or other alternatives to single-occupancy vehicles.	
A7	Adopt a telework policy for municipal/tribal government staff positions that can work remotely some days per week.	
A8	Adopt land use and development policies in plans and codes that reduce the need for driving (e.g. locating schools, workplaces, and shopping near where people live; encouraging density of development near housing and transportation).	
A9	Adopt a Complete Streets policy which addresses safety, bike/pedestrian uses, and transit.	Maine DOT Complete Streets
A10	Adopt a broadband plan that reduces the need to drive by increasing access to high speed internet for underserved residents to support telecommuting, access to remote education and telehealth.	Connect Maine planning and infrastructure grants (\$)

Minimizing Risk and Exposure to Hazards	
1) Has your community assessed the likelihood of various types of hazards or disruptive events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your local or county hazard mitigation plan is a good starting place to find this information. Hazards can include storms, floods, wind, fire, extreme temperatures, drought, etc. Likelihood could be indicated either numerically or qualitatively as low, medium, or high.	Explanation:
2) Has your community assessed how the likelihood of each hazard has changed over time and may change in the future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your community has not tracked trends historically, you might infer past trends by determining if current priorities have shifted compared to past hazard mitigation plans. For example, drought or wildfire might be an emerging concern.	Explanation:
3) Has your community assessed the impacts or consequences of each type of hazard for the community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, flooding on Main Street impedes emergency services or affects local businesses.	Explanation:
4) Is your community taking steps to reduce exposure to multiple risk types?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your local or county hazard mitigation plan probably contains this information.	Explanation:
6) Is your community preparing for low-probability-but-high-consequence events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
These events could be, for example, a 1-in-100 year flood, or a prolonged electricity outage or heating fuel shortage. What events might the community need to consider?	Explanation:
7) Has your community assessed the consequences of multiple events or different types of hazards occurring in geographic or temporal proximity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples could include back-to-back flooding events or a power outage during a heat wave.	Explanation:
8) Is your community assessing emerging risks (e.g. drought, wildfire) and identifying blind spots?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In addition to natural hazards, consider public health threats that might be worsened by climate change,	Explanation:

such as contamination of drinking water sources and vector-borne diseases from ticks and mosquitos.	
---	--

Understanding Sensitivity and Building Resilience	
9) Is your community tracking underlying societal characteristics and trends that increase vulnerability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This information might be found in your community's comprehensive plan or economic development plan. Examples of characteristics and trends might include older or low-income populations, low housing availability, reliance on a single economic driver, aging infrastructure, environmental degradation, etc.	Explanation:
10) Is your community proactively addressing vulnerabilities associated with these underlying characteristics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look in your community's comprehensive plan or economic development plan for strategies that might address these trends.	Explanation:
10) Does your community have financial resources in reserve to cope with or absorb shocks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, a rainy-day fund.	Explanation:
12) Is your community building flexible human capacity that can be drawn on in emergencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, community emergency response teams (CERT) or mutual aid agreements with neighboring communities.	Explanation:

Improving Long-term Adaptive Capacity	
13) Does your community have plans or policies that anticipate future climate risks and community sensitivity trends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples might include a comprehensive plan chapter that describes how the community is planning for climate change impacts, or a capital improvement plan that requires construction projects	Explanation:

to consider future conditions like sea level rise, extreme rain, or drought.	
14) Are there resources to sustain new capacity when needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This is different from Question 10 in that these resources would need to sustain a new long-term commitment rather than a one-time, short-term response. For example, if flooding emerges as an issue, a revenue source such as a stormwater utility fee could sustain a new community stormwater management program.	Explanation:
15) Does the community have policies in place to build back smarter or recover with resilience after a disruptive event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples might include a flood ordinance that requires compliance with the current building codes after substantial damage, or a communitywide post-disaster recovery plan.	Explanation:
16) Does the community stress test to ensure plausible risks are manageable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This might be a table-top exercise with emergency management and community stakeholders, or a financial health analysis.	Explanation:
17) Does the community have a policy or process for managing uncertainty?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the community have a way of making important decisions when information is incomplete or unavailable?	Explanation:

Strategy Area B: Modernize Maine's Buildings

Transition to Cleaner Heating and Cooling, and Efficient Appliances in Municipal/Tribal Buildings

B1	Adopt and execute a plan for energy efficiency and building envelope weatherization improvements for municipal/tribal buildings. Collaborate with local school district for school building improvements.	Efficiency Maine: Public Sector (\$)
B2	Upgrade to energy efficient interior lighting in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B3	Upgrade to energy efficient appliances in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B4	Install a heat pump system or VRF system for heating/cooling and heat pump water heating in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B5	Upgrade streetlights and exterior lighting for municipally/tribally-owned facilities with energy efficient LED lighting (and minimize light pollution with downlighting where possible).	Efficiency Maine: Public Sector (\$)
B6	Adjust procurement policies to prioritize climate-friendly Maine forest products (e.g. mass timber, wood-fiber insulation) in construction projects.	

Advance the Design and Construction of New Buildings

B7	Adopt the energy efficiency stretch building code (currently IECC 2021).	International Energy Conservation Code 2021
B8	Require EV charging readiness and solar energy readiness for all new construction.	Municipal Electric Vehicle Readiness Toolkit (Southern Maine Planning and Development Commission)
B9	Support regular professional development for code enforcement officers, especially Efficiency Maine's code trainings.	Efficiency Maine trainings
B10	Adopt C-PACE ordinance for commercial property owners to install renewable energy systems, energy efficiency measures, and EV charging infrastructure (pending state program launch).	Efficiency Maine: Energy Loan Comparison Chart (PDF)

Strategy Area C: Reduce Emissions through Clean Energy Innovation

Reduce Greenhouse Gas (GHG) Emissions

	C1	Conduct a baseline for energy useage by municipal/tribal government including electricity, heating and transportation fuels, and other energy sources.	
	C2	Identify and track a simplified set of emissions indicators for community emissions reduction (e.g. number of EVs registered in the community, number of homes with solar panels, number of heat pump rebates from Efficiency Maine).	
	C3	Adopt a resolution setting targets and a plan for reducing emissions and advancing clean energy from municipal/tribal operations that align with the state's targets.	

Advance Clean Energy Adoption

	C4	Adopt a renewable energy ordinance(s) that allows, enables, or encourages community-appropriate renewable energy and energy storage installations.	US DOE SolSmart program and technical assistance
	C5	Adopt a streamlined permitting process for small-scale renewable energy installations.	US Department of Energy: SolarApp

Transition to Clean Energy

	C6	Enter into a long-term service contract or power purchase agreement (PPA) or adopt a clean power purchase policy to ensure increasing local government energy supplies come from renewable energy.	USDA Rural Development: Rural Energy for America (\$)
	C7	Install a renewable energy project (solar, wind, geothermal, anaerobic digestion, etc.) on municipal/tribal property (e.g. school rooftop, wellhead protection area, landfill, brownfield site, etc.).	USDA Rural Development: Rural Energy for America (\$)

Strategy Area D: Grow Jobs and Protect Natural Resource Industries

Support Maine's Natural Resource Economy

D1	Adopt policies that enable, support, or incentivize local food production and consumption, including community gardens.	
D2	Adjust procurement policies to prioritize climate-friendly Maine forest products (e.g. mass timber, wood-fiber insulation) in construction projects.	

Support Clean Energy Jobs and Businesses

D3	Assess the suitability of privately-owned brownfield and disturbed/contaminated sites for clean energy projects and encourage project development.	US EPA RePowering America's Land program
D4	Establish incentives for clean energy industry or businesses to locate in community.	
D5	Encourage and support clean energy industries in economic development plans.	

Strategy Area E: Protect the Environment & Promote Natural Climate Solutions

Protect Natural and Working Lands and Waters

E1	Set targets for increasing green space and tree planting to increase shade and water access in public spaces and carbon sequestration.	DACF Project Canopy (\$)
E2	Incorporate a goal into conservation plans of conserving 30% of land in the community by 2030 (including undeveloped town property), with a priority on addressing conservation gaps related to high biodiversity areas, undeveloped blocks, and land and water connectivity.	IWF: Beginning with Habitat
E3	Create or update a watershed plan to identify flooding and water quality priorities and adaptation options.	
E4	Develop a natural resource and habitat inventory that includes climate stressors and impacts.	ME Natural Areas Program: Maps, Data, and Technical Assistance
E5	Conserve, revegetate and reconnect floodplains and buffers in riparian areas.	
E6	Preserve climate-threatened natural areas such as wetlands, riparian areas, and headwater streams through zoning or other regulations.	
E7	Implement a source water protection program.	
E8	Adopt policies that prioritize natural, nature-based or ecologically enhanced shoreline protection for coastlines, rivers, and lakes.	
E9	Identify and protect sites for living shorelines and saltmarsh migration areas.	ME Natural Areas Program: Maps, Data, and Technical Assistance
E10	Identify and protect open space in the floodplain to increase flood buffers and community resilience.	ME Natural Areas Program: Maps, Data, and Technical Assistance

Strategy Area F: Build Healthy & Resilient Communities

Plan for Community Resilience

F1	Conduct a community vulnerability assessment that identifies climate risks and vulnerable populations and includes a review of existing plans and policies. Adopt a climate resilience plan that describes high priority strategies for reducing risk and vulnerabilities (may be a standalone plan or included in a comprehensive plan).	
F2	Update the local or county EMA hazard mitigation plan to address changing/future conditions and identify specific strategies to reduce vulnerability and increase resilience to climate change impacts.	
F3	Develop or enhance early warning systems and community evacuation plans.	
F4	Develop a storm debris management plan.	

Reduce Flood Risk

F5	Complete the Maine Flood Resilience Checklist.	Maine Flood Resilience Checklist
F6	Participate in the National Flood Insurance Program (NFIP).	FEMA's Community Rating System
F7	Enroll in the NFIP's Community Rating System (CRS) at Class 9 or better, reducing flood insurance premiums for community residents.	FEMA's Community Rating System
F8	Achieve CRS Class 6 or better, maximizing flood insurance savings for community residents.	FEMA's Community Rating System
F9	Map sea level rise projections in the local or county EMA hazard mitigation plan.	
F10	Require consideration of sea level rise projections and impacts in planning and permitting coastal development.	
F11	Adopt freeboard requirements in the special flood hazard area and higher freeboard critical infrastructure and long-lifespan assets.	
F12	Adopt a low-impact design (LID) standard for stormwater management.	Low Impact Design Manual for Maine Communities (PDF)

Strengthen Public Health			
	F13	Identify and plan to reduce public health threats in the community that are exacerbated by climate change.	US CDC Health Harm Cards and Climate & Health Planning Worksheet
	F14	Develop and implement an extreme temperatures emergency plan, including strategies that increase use of cooling centers by residents.	US CDC Heat & Health Tracker Resources: Heat Response Plans and Use of Cooling Centers
	F15	Establish a peer-to-peer program for checking in on vulnerable community members during extreme heat or cold events.	
	F16	Increase community-level resilience to mosquito-borne diseases by implementing vector controls to decrease mosquito habitat.	Maine CDC Mosquito-Borne Illness Prevention & Response Guidance for Maine Towns and Communities (PDF)
	F17	Implement school-based programs to educate students about prevention of mosquito- and tick-borne diseases.	https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/school-curriculum/index.shtml

Strategy Area G: Invest in Climate-Ready Infrastructure

Assess climate vulnerability of infrastructure

G1	Conduct a vulnerability assessment for critical community infrastructure that includes: 1) the climate hazards to which infrastructure assets are exposed and how the intensity and likelihood will change over time; 2) the susceptibility to damage or failure given location, design, age, condition, and state of repair; and 3) the consequences that impairment or failure of the infrastructure will have on the community.	
G2	Develop a Capital Investment Plan that a) identifies vulnerable municipal/tribal facilities and assets, and b) prioritizes resilience in improvements and/or new construction.	

Utilize climate-ready standards, designs, and practices to improve infrastructure

G3	Improve and protect drinking water and wastewater treatment facilities to reduce physical damage and sustain function during extreme weather events.	
G4	Adopt a policy that prioritizes green infrastructure to manage stormwater in developed areas.	
G5	Adopt DEP's Stream Smart Crossing Guidelines as standard practice for culvert and bridge improvements. Identify vulnerable crossings and apply for DEP improvement funds.	DEP Stream Smart Crossings Grants and Pocket Guide (\$)
G6	Assess wastewater treatment facilities for clean energy potential (solar, anaerobic digester, etc.).	

Strategy Area H: Engage Maine People

	H1	Establish or recognize an official committee of community stakeholders.	
Increase public awareness of climate change impacts and opportunities to take action			
	H2	Create a climate change education, outreach, and engagement program, focusing on mitigation and adaptation for residents and businesses.	US CDC Climate & Community Health (PDF)
	H3	Amplify public health advisories for climate-related health and weather events, such as air quality advisories, extreme heat or cold events, extreme storms, power outages, waterborne disease outbreaks, harmful algal blooms, vectorborne disease trends, etc.	NWS advisories (weather.gov/gyx and weather.gov/car); DEP air quality advisories (maine.gov/dep/air/ozone/index.html); ME Tracking Network displays of near real-time heat illness, cold illness, or tickborne diseases (data.mainepublichealth.gov/tracking)
	H4	Engage youth in resilience, clean energy, and energy use reduction.	
	H5	Engage populations that are vulnerable to climate impacts in resilience, clean energy, and GHG emissions reduction.	
Engage the business community and recognize climate leadership			
	H6	Create and support an energy reduction campaign or challenge among businesses.	
	H7	Initiate a community bulk purchasing program with a vendor, or vendors, to provide low cost equipment such as heat pumps and solar for interested residents and businesses.	Portland's "Electrify Everything!" Initiative

Community Resilience Partnership

Program Contact: Brian Ambrette
brian.ambrette@maine.gov

[Community Resilience Partnership | Office of Policy Innovation & Future \(maine.gov\)](#)

Community Resilience Self-Evaluation

Instructions: This tool is intended to help organize your community's approach to increasing resilience to natural hazards and climate change impacts. Answer the questions to the best of your knowledge and seek information from your colleagues in municipal and county government and organizations in your community. Provide any relevant information in the explanation field. If it is difficult to give a clear yes or no response to a question, use the explanation field to explain why. **There are no wrong answers and the responses here will not affect your community's eligibility to receive grants.** Where the response to a question is no, that may indicate an area of opportunity to address through a Community Action Grant.

Community name:	
Self-Evaluation responses provided by: Please include contact info	
Date:	
Was this evaluation discussed during a community workshop? Include the date of the workshop.	

Once the questions on the following pages are complete, use these prompts to identify potential next steps for your community:

What are two things your community is doing well?	
What are two areas that could be improved in the short-term?	

What is important for your community to address in the long-term?	
What specific 3 to 5 actions are priorities for your community?	

Sample Municipal Resolution language

Instructions: The following language is provided for the municipal resolution. The three preamble and resolution sections on this page are required. Municipalities may select from and modify the optional preamble on statements on the following pages and add other statements as desired.

REQUIRED STATEMENTS

WHEREAS, the [Town/City of ...] has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and held a community workshop(s) on [date(s)] which prioritized the following action areas: [list 2-6 actions];

BE IT RESOLVED, the [Town/City of ...] commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts;

BE IT FURTHER RESOLVED, the [Town/City of ...] designates [choose a or b: a) name a specific municipal staff position, b) name an existing or newly established committee] to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership;

OPTIONAL PREAMBLE STATEMENTS

WHEREAS, the [Town/City of ...] experiences [**select all that apply**: coastal flooding, intense rainstorms, riverine flooding, ice jams, drought, wildfires, high heat emergencies], and other natural hazards and seeks to better prepare for future conditions;

WHEREAS, planning for community and infrastructure resilience will protect people, preserve businesses and the local economy, and reduce the impact and costs of natural disasters;

WHEREAS, investing in energy efficiency and weatherization improvements is proven to lower municipal electricity expenses and make buildings more comfortable for employees and visitors;

WHEREAS, transitioning municipal fleet vehicles to electric vehicles lowers fuel and maintenance costs and reduces the uncertainty of variable fuel prices on municipal budgets;

WHEREAS, the Gulf of Maine is warming 99% faster than other oceans around the world, and ocean acidification and warming ocean temperatures pose a serious economic and cultural risk to Maine maritime industries, heritage, and tourism;

WHEREAS, shifting seasonal temperature and precipitation patterns threaten local natural ecosystems, economic activity such as [**select all that apply**: agriculture, tourism and seasonal recreation, including winter sports and other outdoor activities], and public health due to increased incidence of heat-related illness and tick-borne illnesses such as Lyme disease;

WHEREAS, the [Town/City of ...] is prepared to demonstrate leadership in reducing energy use and greenhouse gas emissions, and increasing the resilience of people, infrastructure, and businesses;

WHEREAS, addressing climate change will present economic opportunities for the [Town/City of...] as well as opportunities to invest in the public good and cost-saving practices;

WHEREAS, the State of Maine's four-year climate action plan, *Maine Won't Wait*, seeks to put Maine on a trajectory to decrease greenhouse gas emissions 45% by 2030 and 80% by 2050, and achieve carbon neutrality by 2045;

WHEREAS, achieving these emissions and resilience goals will require Maine to act with urgency to slow the causes of climate change and prepare people, communities, and the environment for climate-related impacts to come;

WHEREAS, the Community Resilience Partnership provides grants to municipalities and Tribal Governments for activities that lower energy expenses, reduce greenhouse gas emissions, and increase community resilience in alignment with the state’s climate action plan and goals;

Tree and Parks Committee
Saturday May 6, 2023

Committee met via Zoom members present were Victoria Matthews, Chairwoman, Bette Woolsey, Alma Homola, John Hoy, Joseph Riley

The meeting was opened with comments from the public concerning the proposed gift of a garden in Upper Bay View Park from Steve Kazilionis.

Comments were taken from the public concerning the request to allow picnic tables to remain in Merithew Square Park. The picnic tables would be a gift from the Obergaag family and the Bewsher family.

The committee decided to table a final decision on the Bay View garden until further assessment can be done regarding the impact the plantings may have on residents in that area.

The committee decided in favor of allowing picnic tables in Merithew Square with a clear understanding of maintenance and removal if necessary.

The Committee will meet in early June to follow up on the Bay View Park assessment.

14 people attended this meeting from the public.

Attached to this report are the letters sent in from residents concerning these two items of discussion

From: John Woolsey <john@jbwoolsey.com>
Sent: Tuesday, May 2, 2023 2:09 PM
To: Victoria Matthews
Cc: John Hoy; Lisa Freyer; Joe Reilly; Alma Homola; Vicki Matthews; Bette Woolsey
Subject: Re: Committee Meeting

Sorry, everybody, I have a plane to catch on Saturday so can't come. Here are the thoughts that I would bring to the meeting.

I am not clear on what went on at the last overseers meeting re: Upper Bayview, and whether Don Webster was there and had any of his objections addressed. The minutes are usually not sent out until just before the next meeting. So...

I am strongly in favor of Steve Kazilionis' proposal. I see no downside to the village. Acceptance of the proposal can be contingent on him either restoring the park to it's former condition after 10 years; or, continuing to support the maintenance for another specified period of time; or the village deciding that the garden is an asset that they want, and can afford, to maintain. Many if not most of Baysiders have flowers on their property, either in planters, hanging baskets or in gardens that the public can enjoy. The gardens of Mary Brown, Carlton Smith, Linda Houghton, Ned Lightner, Mrs. Haverty on Bluff Road, my son, Ben, on West St. and even myself, are enjoyed, and commented on — with pleasure — by many Baysiders. Ned's children's' garden at the playground brings everybody joy. No one does not like flowers and blooming shrubs. The upper Bayview garden will bring great pleasure to all who pass by. It is in a very visible place in the village, a park that is underutilized, in my opinion.

The plan that Plants Unlimited has developed is specifically DEER RESISTANT. Many of the specified plants are in my own, and my son Ben's gardens, and while the deer enjoy our hostas and phlox, much to my distress, they do not touch those plants. I believe we can trust Plants Unlimited here.

Regarding blocking the Webster's view: I believe that the small trees/taller shrubs are in such a position in the proposed garden that they will not be in the Webster's sight-lines when they are mature. Having said that, the best way to determine that is to WALK THE LOCATION, locate from the plan where those plants will be, and, standing on the Webster's property determine whether there will be an issue. I have a process to accurately do that, the same one I used for working out where to plant our trees. I volunteer to then do a simulation, as I did for our trees and their proposed planting sites, to determine whether they would interfere with precious water views. Unfortunately, this cannot be done before the May overseers meeting. There is NO REASON however, that a decision has to be made by then. It could be done at the June meeting, and the garden planted after that. I am an avid gardener. I plant and transplant many things successfully throughout the growing season.

Regarding a picnic table in Merithew square, I approve. In fact, I would love to see picnic tables in other parks. Another great joy for me in Bayside summers, is taking a picnic out and enjoying the breezes and views over lunch. Regarding chairs, it depends entirely on what they are — wood Adirondacks, yes; the plastic ones, no — and where they are located. Again, decisions about these things are best done on the ground. The park should still be available for badminton and volley ball games as it has been the last few summers, when it was the focus of kid's play.

Some Bayside residents, Don Webster included, object to anything that is not "like it always was". There is no such thing. A perusal of historic photos shows that trees were planted everywhere, that — see a recent Picture of the Day — huge crowds of people used to come to Bayside in August. The cute little carpenter gothic cottages that everyone likes have been added to, enlarged, updated, and put on foundations over the years. Still, the essential Bayside we all love remains. Change is part of then package. The new garden would be a positive change for upper Bayview Park.

See you all after May 24!

John

John D. Woolsey
225 Race St. Unit 300
Philadelphia, PA 19106
215-805-6090

Studio:
Crane Arts Building #401
1400 N. American St.
Philadelphia, PA 19122
johnwoolseyart.com

Summer:
37 George St.
Northport, ME 04849

> On Apr 29, 2023, at 11:07 AM, Victoria Matthews <vlmatt00@gmail.com> wrote:

>

> Good morning all,

>

> We need to have a committee meeting via Zoom to discuss and hopefully put to rest the proposal for a garden in upper Bayview Park and a proposal to put chairs and picnic tables in Meritieu Square Park. would Thursday at 5 or 6 p.m. work or Saturday at 9:00 a.m.? Or another time you may suggest.

> Thank you

> Vicky

>

Upper Bayview Park Garden Proposal

Personal Statement of Position – Frederic Lincoln, 54 Broadway

Dear NVC Parks and Trees Committee,

Due to a longstanding commitment, I regret being unable to attend the May 6, 2023 committee meeting but respectfully ask that my position on the Upper Bayview Park garden proposal be shared. Speaking personally, I do not support this proposal as I feel the disruption of this lovely open landscape would create a material imbalance to the entirety of Bayview Park. I further believe the introduction of this large garden space would negatively impact the overall flow and balance of the village and its collective properties.

Bayview Park offers a unique venue that differs from our other village parks, which tend to be more hectic with daily activities. It's quietness and open expanse are the very attributes that make it special to those who sit upon its lawns as well as to the many pedestrians who pass by it daily and enjoy the reflective light and openness it offers. These attributes are important to a closely grouped village like Bayside. The early village settlers took thoughtful care with ensuring our community included open spaces for varied uses and enjoyment of all its residents and their guests. The addition of a large garden area into a wonderful, long-standing open lawn space would not add to its beautification, in my opinion. While not questioning the well-intended offer by the Kazilionis family, I'm concerned that earlier individual feedback may only have been solicited only from abutters. Care needs to be taken to ensure all village residents have an equal opportunity to weigh in, which has not really been the case since this concept was first socialized.

I'm also reminded of the painstaking efforts taken by the village and private residents to purchase the adjacent wooded area located between upper Bayview Park and Community Hall a few years ago, for the purpose of keeping that property undisturbed. The garden installation proposal currently under consideration seems contrary to that very objective.

From a historical perspective, it would be important and appropriate that the Bayside Historical Preservation Society board also be permitted an opportunity to discuss this proposal and provide an opinion on a matter of this magnitude.

Lastly, there may be associated fiscal considerations that the NVC Finance Committee will be discussing at its May 11th committee meeting, where the community is invited to attend.

Thank you for your time and consideration.

Sincerely,

Fred Lincoln

From: Donald Webster <dcwebster1@aol.com>
Sent: Tuesday, April 4, 2023 12:25 PM
To: president@nvcmaine.org; mtirrell@nvcmaine.org; vmatthews@nvcmaine.org;
jwilt@nvcmaine.org; judy@judymetcalflaw.com; bbrim-deforest@nvcmaine.org;
cbewsher@nvcmaine.org; flincoln@nvcmaine.org; bpaige@nvcmaine.org;
office@nvcmaine.org
Subject: Steve Kazilionis' Proposal to Develop a Large Garden Adjacent to George Street in Upper Bayview Park

We are opposed to Steve's proposal. We wish we had had an opportunity to discuss our concerns with our friend before this was apparently "approved" by the Parks and Trees Committee, but, that said, the following are the reasons for our opposition:

1. **Cost:** The cost of the long-term maintenance of this garden will be substantial and will ultimately be borne by the Village taxpayers. Watering, fertilizing, pruning, weeding and annual cultivating come at no small cost. We understand that the expectation may be that Steve will do this, but what is the plan once he is no longer physically able to do so?
2. **Precedent:** Approval would set an unwelcome precedent. How could the Overseers not approve other folks who would want a similar garden in one or more of our other public parks? Such approvals would exponentially increase the costs to Village taxpayers. Remember the ongoing situation with the efforts to rein in the wild growth from the plant materials installed years ago in front of the White Rock cottage at the top of lower Bayview Park.
3. **Liability:** There is inherent liability in permitting an unlicensed and uninsured person to develop and maintain a garden on public property. We're sure the Village requires all Village contractors to carry appropriate insurance. We expect that our insurance company would not look favorably on this risk. Have they been asked to opine on this matter?
4. **Attractive Nuisance:** This is an attractive nuisance. As it is, we see deer all year long on our security cameras grazing in the upper end of Bayview Park. Clearly, such a garden so approximate to George Street would encourage deer to migrate to this garden and increase the hazard of being struck by cars speeding at night along George Street, also increasing the hazard to motorists. Plus, the deer are likely to decimate the plantings. One needs only to observe the "trimming" they've done along the entire arborvitae border of upper Bayview Park. Is the solution to that going to be to wrap the plantings in some ugly protective material for much of the year, creating a months-long eyesore in our park?
5. **View:** A study of the proposal indicates that some plants will grow to 10' and 15'. This will materially reduce and change the view from our house, which has been enjoyed for over 115 years. The Village already chose to make one dramatic and material change impacting our view last year, when you approved, against the objections of more than 15 Village taxpayers, the planting of a tree with a canopy that will spread to as much as 60', blocking views from George street down to the bay. Why you would decide to approve yet another change that would significantly and negatively impact our vista is simply beyond belief. This certainly was not the intent when our park system was created over 170 years ago.

We hope you share our concerns and will be prepared to address them at the April 16th Overseers meeting while discussing the long-term ramifications of allowing this proposal to go forward. At the

least, we request that the Overseers consider tabling the vote until this summer when a larger audience of voters could hear the pros and cons and express their opinions.

Thank you for your attention to our concerns.

Respectfully,

Don and Lynda Webster
27 Rogers Lane (top of upper Bayview Park)

From: dan@baysidemaine.com
Sent: Friday, May 5, 2023 3:27 PM
To: Vicky Matthews; Lisa Fryer; John Hoy; Joe Reilly; Patricia Campbell; 'Alma Homola'; Bette Woolsey; 'John Woolsey'; Michael Tirrell; Victoria Matthews
Cc: NVC Office; NVC Archive; Janae Novotny
Subject: Opposition to Proposed Garden in Bayview Park

NVC Parks and Trees Committee,

I'd like to offer my comments on Steve Kazilionis's Garden proposal for upper Bayview Park. As I testified to at the last Overseers' meeting, I believe the proposal was inappropriately brought to the Overseers for action at the April 16 meeting, for all the reasons presented at that meeting. I won't restate those reasons here, but thank you for including the proposal on the May 6 committee meeting agenda.

I don't think the garden is, at all, an appropriate use of the park. As Don Webster (27 Rogers Lane, at the very top of Bayview Park) testified to at the April 16 Overseers' meeting and wrote to the committee and to the Overseers, there are many good reasons why the garden is an inappropriate use of public land, regardless of Steve's commitment to pay for the installation and maintain the garden for at least 10 years. I am in total agreement with Don's perspective. Between the Bayview Park tree last year and now this garden proposal, I feel like the Webster family's property rights on Rogers Lane are under an ongoing assault.

Bayview Park provides a continues greenway from the top of the park to the beach. Placing a garden in the middle of it, particularly such a large garden, interrupts what has been a beautiful view for a hundred plus years. And to what end? **This isn't something the community asked for or demanded. It's a single property owner's desire. It also sets a dangerous precedent.**

According to committee's own minutes, the last time the proposed garden was mentioned prior to the February 11 meeting was 18 months prior at the August 21, 2021 meeting. The minutes stated, "Steve Kazilionis presented an idea for donated shrub garden at the bottom of Upper Bayview. He will talk with neighbors and generate a plan to be submitted to the Tree Committee." In an email from committee member John Woolsey to the committee after that meeting, John addressed the need to protect views, in the context of the new tree to be planted in lower Bayview Park. In that email, John wrote, "I am frankly more concerned about Kaz's proposal to do plantings in upper Bayview Park. I will take some photos with my scale stick to determine how tall plantings could be without getting in the way of anyone's views." With trees now proposed that might grow to 15-25 feet, has even that consideration been undertaken? Not according to any minutes.

In addition to asking you to heed the excellent summation of drawbacks as presented by Don Webster and NOT recommend that the Overseers approve the proposal, I would like to request/suggest that any written input this committee receives related to the proposal be included as attachments to the committee's minutes so the public has an opportunity to read those viewpoints.

Thank you.

Dan Webster
670 Shore Road, Bayside
743 Shore Road, Bayside
751 Shore Road, Bayside
dan@baysidemaine.com

From: dan@baysidemaine.com
Sent: Friday, May 5, 2023 3:47 PM
To: Vicky Matthews; Lisa Fryer; John Hoy; Joe Reilly; Patricia Campbell; 'Alma Homola'; Bette Woolsey; 'John Woolsey'; Michael Tirrell; Victoria Matthews
Cc: NVC Office; NVC Archive; Janae Novotny
Subject: Opposition to Picnic Tables and Chairs in Merithew Square Park
Attachments: Policy for Preservation of Public Lands - Final.pdf

NVC Parks and Trees Committee,

I'd like to offer my comments on the agenda item "Some residents' desire to place picnic tables and chairs in Merithew Park." I was a frequent observer of the chairs and tables in the park last summer and fall, and I think they create an eyesore and were placed there to benefit a limited number of neighboring residents. As was discussed at the last Overseers' meeting on April 16, it was inappropriate for any resident to place them there without the prior permission of the Overseers, as documented in the Overseers Policy for Preservation of Public Land dated 5/9/22 and attached. As a member of the NVC Governance Committee, I was directly involved in drafting the policy.

One of the catalysts for the Overseers adopting that policy last year was because of the dilapidation of many of the benches that have been placed around the community. If the table and chairs are allowed to remain, who's going to be responsible for their maintenance, and who's going to be responsible for someone getting hurt by poorly maintained furniture? Who will periodically monitor their condition? That park has historically been used by children for outdoor activities. I think the placement of hard, semi-permanent structures like those proposed creates a potential interference with others' enjoyment of the park, as well as a hazard to the public. It also sets a bad precedent. If it's allowed, no doubt others will want to take over parts of the public lands for their personal enjoyment, and who's to say they are any less entitled than the current requestor?

If neighbors want to use our parks for assembly purposes, they should utilize temporary/portable furniture that can be removed at the conclusion of their event. Please don't encourage the cluttering of our public lands.

Thank you.

Dan Webster
670 Shore Road, Bayside
743 Shore Road, Bayside
751 Shore Road, Bayside
dan@baysidemaine.com

From: Wendy Huntoon <glhuntoon@comcast.net>
Sent: Friday, May 5, 2023 4:02 PM
To: Victoria Matthews
Subject: Parks and Trees Committee

Vicky -

I hope to attend Saturday's Parks and Trees Committee meeting. However, in order to same time, I thought I would submit my comments to the committee in writing.

I am personally not in favor of either of the donations currently under consideration by the committee. My objection to both are the same, specifically:

- While each could provide some level of service to the specific park, local neighborhood or villagers in general, neither are actually needed by the community.

- All donations, other than unrestricted cash, has underlying costs associated with it. Neither proposal adequately address the underlying costs associated with the donation, including long term sustainability. The Bay View park proposal clearly indicates that there is no way to predict covering the long term costs associated with a permanent park. Similarly the proposal to place picnic tables, chairs and other furniture in Merithew Square does not address the age, conditions or maintenance of such items.

- What is the convention for establishing gardens or placing items, including furniture, in public areas? In the absence of a policy, the acceptance of the two donations sets a precedence. Specifically is the committee, and then the overseers, willing to accept all garden proposals and donations of items on village land? could gardens be added to the middle and lower Bay View, Ruggles, Schribner, Auditorium, Blaisedall, Merithew Parks as well as in the various paths and walkways the village owns? Similarly can all parks accept picnic tables, lawn chairs and other items? If not, then what are the parameters for making a decision? Is it first come first served, those adjacent to the property, the community as a whole?

- NVC has a number of high priority items including staffing the office, balancing the budget, funding infrastructure projects, which neither of the donations address.

- The village is already struggling with maintaining the common grounds, is another garden, even if funded for 10 years, a good use of Village resources.

- If villagers are willing to donate to NVC, I believe the preference should be given to the things NVC needs and not based on personal preference or needs, which both the current donations seem to address.

Finally, while change can be good, I do not believe either proposed donation improves the area in question. Both donations obscure what is currently an open area and will actually serve as an impediment to the enjoyment of the area by the community as a whole.

Thanks,

Wendy

From: Patricia <peasea218@yahoo.com>
Sent: Friday, May 5, 2023 7:17 PM
To: Dan Webster; Bayside Victoria Matthews; Vicky Matthews; Victoria Matthews
Subject: Support of Merithew Tables

I'd like to state my thoughts regarding the tables in Merithew Square

I live directly across from Merithew and spent last summer enjoying the park with neighbors and Bayside friends

I was enthralled with children, the use of the park, parties, games and all the happenings.

The picnic tables in question are managed by all of us and are well built, heavy and quite sturdy. We all care for them and certainly make sure the park is neat and tidy. The tables are placed out of the way for children activities. Children use these tables for meals, activities, art & painting and even writing letters to friends and family. These are just a few of my observations of last summer.

There are other picnic tables in bayside. 2 at the children's playground and one at the yacht club. How are these managed, cared for, inspected for damage and kept tidy?

One of the many reasons I purchased my cottage is inclusivity and freedom provided to children who come and go, play their games and friendship during the summer in a safe space without a care. How magical is that?!!! Having your negative email arrive the night before the meeting is somewhat concerning

I look forward to our meeting -although by zoom.

As I sit here in the park enjoying friends and neighbors a few have asked to be included along with my name

Patricia Campbell
Harry Wollman
Celine Bewsher
Andrew Bewsher
Linda Elliott
Carlton Smith
Dan Mooney
Marisa Nopakun
Connie Rea
Steve Rea
Any Tingle
Maya Stein
Johanna Knott
Don Knott
Paul Weisenbach
Christy Weisenbach
Bryanna Ledyard

Patricia

To unsubscribe from this group and stop receiving emails from it, send an email to baysidemainecom+unsubscribe@googlegroups.com.

To view this discussion on the web visit

<https://groups.google.com/d/msgid/baysidemainecom/011801d97cff%2435c5a3f0%24a150ebd0%24%40baysidemaine.com>.

From: Paul Hamlin <phamlin68@gmail.com>
Sent: Tuesday, May 2, 2023 12:43 PM
To: vmatthews@nvcmaine.org
Subject: Fwd: New Bayside Event: NVC Parks and Trees Committee Meeting on Saturday, May 6 at 9 AM
Attachments: 2023-04-16-overseers-agenda-bayview-park-garden-proposal.pdf

Hello Vicky,

Not sure I will join the meeting so wanted to register my very positive comments in advance. I appreciate the offer and they are being very generous to offer 10 years of maintenance as well, so I for one am fully supportive. Just two comments:

1. I understand the general area, but still being somewhat new to Bayside, it would be helpful to see where this will be sited on a map.
2. I think whenever we can involve community members to do some of the work, even basic tasks like spreading mulch or cleanup, it brings a strong sense of community and ownership of the installation.

Sincerely,
Paul

----- Forwarded message -----

From: <dan@baysidemaine.com>
Date: Tue, May 2, 2023 at 11:11 AM
Subject: New Bayside Event: NVC Parks and Trees Committee Meeting on Saturday, May 6 at 9 AM
To: <dan@baysidemaine.com>

Attached is the Bayview Park garden proposal that was presented at the April 16 Overseers' meeting and is item #1 on the committee meeting agenda. See the link below as to where relevant documents may be posted prior to the meeting.

5/6/23 (Sat)

NVC Parks and Trees Committee Meeting (Virtual; 9 AM) The agenda includes: 1. A proposal for a donated garden in upper Bayview Park; and 2. Some residents' desire to place picnic tables and chairs in Merithew Park. The full agenda and any related documents should be available at <http://www.nvcmaine.org/about/northport-village-corporation-news/> in advance of the meeting. The public is welcomed to participate online at <https://us02web.zoom.us/j/89640938642?pwd=N0VjemVPQVpuMmhXcUFaeHILVUdwZz09>. The meeting ID is 896 4093 8642, and the passcode is 748303. To join by phone, dial 646-931-3860. Contact the Parks and Trees Committee chair, Vicky Matthews, at vmatthews@nvcmaine.org or 207-338-0751.

The full Bayside calendar is always available at <https://baysidemaine.com/calendar/>.

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