

**Draft Minutes Northport Village Corporation
Board of Overseers
Sunday, August 13, 2023**

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

Comments by Members of the Public

Alma Homola, 11 Park Row, does not recommend treatment for Emerald Ash Borer until the village is within the 10 mile radius recommended by the Maine Forest Service. The public needs to be educated so that the Village is following these recommendations by the Maine Forest Service.

Beverly Crofoot spoke to support Sandra Butters and 100 years of family ownership of their cottage.

Dan Webster, 670 Shore Road, congratulated the Overseers on the Annual Town Meeting held August 8, 2023. He noted, however, that the Pledge of Allegiance was not conducted at the meeting and would like to see it reinstated at future Annual Meetings. A "Public Comment" space should be placed in next year's Annual Warrant, as it has in the past, for the public's input.

Approval of July 9, 2023 meeting Minutes

Janae N. asked if there were any questions or comments on the minutes of the July 9 meeting. Hearing none, she recommended the Board approve the minutes.

Jeffrey W. moved, seconded by Brady B., to approve the minutes of the July 9, 2023 Overseers meeting. Voted: Unanimous

Approval of the July 15, 2023 Special Meeting

Janae N. asked if there were any questions or comments on the minutes of the Special Meeting of the Overseers held on July 15, 2023. Hearing none, she recommended the Board approve the minutes

Jeffrey W. moved, seconded by Michael T., to approve the minutes of the Board of Overseers Special Meeting. Voted: Unanimous

Village Agent – Bill Paige

Bill P. referred the Overseers to his written report circulated prior to the meeting. In addition, there were two Action Items to be voted on.

Consideration of a request by Janet and Tom Duggan to access the boat ramp and beach for repairs to their seawall at 1 Park Row. Prock Marine will be starting the work after October 20. Prock will access the area using the boat ramp. They will be laying down mats in that area to preserve the ramp. The Duggans have met all the criteria required and submitted a completed "Application for Use of Village Property for Construction Activity."

Judy M. moved, seconded by Brady B., to approve the Duggan's request to access the village property for repair of their seawall. Voted: Unanimous

Consideration of a request by Sandra Butters to have access to Merithew Square Park to remove a cottage chimney.

Bill P. has had several conversations and a meeting with the owner Sandra Butters. He has not received a list of their contractors or proof of insurance with a detailed report. Their "Application for Use of Village Property for Construction Activity" is incomplete.

When a completed and detailed Application is received from Sandra Butters, the Overseers will be able to vote on a motion to approve the application.

Office Manager Report – Trish Parker

Shiloh's last day was Friday and she has graciously offered to help in any way she can.

Recommendation that we hire 5 Star Cleaners (a local cleaning Company in Belfast) to do the cleaning of the downstairs of the community building. Recently, the Office Assistant has been doing the cleaning. Since Shiloh has retired, we need to find a cleaning solution. The quote is \$280.00 a month for once-a-week cleaning.

Judy M. moved, seconded by Celine B., to hire 5 Star Cleaning for once weekly cleaning of the downstairs of the Community Hall, at a rate of \$280.00. Voted: Unanimous

Treasurer's Report – Wendy Huntton

Wendy H. referred the Overseers to her written report submitted prior to the meeting. Trish P. is doing a fabulous job with the Warrants. She has been working with Janae N. and Trish P. to provide Wilke & Associates with the list of information that is needed to reconcile the 2021 general ledger.

Fred L. reminded the Overseers that the Treasurer & Finance Committees are always looking at invoices, our expenditures and current costs.

Questions regarding the Audit, etc. can be answered with Attendance at the Finance Committee Meetings. Finance Committee members will answer any questions posed by the Overseers and any attendees.

President's Report – Janae Novotny

Dedication of the Annual Report. Janae N. noted the tradition of keeping the Annual Report dedication a surprise until it was published and that the Board could not meet in a lawful executive session to decide as a group on the honoree. Since she has been President, she has conferred with the Personnel Committee and made the decision. It has been pointed out that the dedication, and this year, the public announcement, has been made on behalf of the NVC. To accurately reflect the process and with the Overseers concurrence, Janae N. suggested that the dedication should be identified as the "President's Dedication of the Annual Report." No objection to this plan was made.

The Village has received a Dividend check of \$750.00 from Maine Municipal.

Recommendation to accept the generous donation from Fred Lincoln for a printer, refrigerator and microwave for the Village Office.

Jeffrey W. moved, seconded by Judy M., to accept Fred Lincoln's generous donation to the Village Office. Voted - Unanimous

Park's and Trees & Tree Warden– Vicky Matthews

Recommendation to approve expenditure of \$450 for removal of a pine tree on Main Street.

Judy M. moved, seconded by Jeffrey W., to authorize removal of the pine tree on Main Street.

Voted: Unanimous

Recommendation to approve the expenditure of \$3,000 for removal of a dead Ash tree, leaving the stem, at the base of Ruggles Park, next to the small watercraft storage area. After thorough discussion regarding available funds, this recommendation was withdrawn by the Tree Warden, Vicky M.

Recommendation to approve the expenditure of \$1,980 for Brown Tail Moth Treatment in Auditorium Park and Blaisdell Park.

Jeffrey W. moved, seconded by Brady B., to approve expenditure of \$1,980 for Brown Tail Moth treatment.

Voted: Unanimous.

Finance Committee – Fred Lincoln

While respecting the Overseers July 9, 2023 approval decision for the Upper Bayview Park Garden donation, the Finance Committee recommends the approval of this significant donation be rescinded and revisited upon the Overseers approval of the formal NVC Policy for Acceptance of Donations. Upon approval of the policy, the necessary information applicable to this donation may then be appropriately documented in accordance with the policy criteria and applicable checklist requirements.

After a lengthy and thorough discussion with the Overseers, Fred L. withdrew the motion by the Finance Committee.

Governance Committee and Finance Committee – Judy Metcalf

Judy M. referred the Overseers to Notes of Governance Committee Meeting circulated prior to the meeting.

Recommendation to adopt a proposed policy for Acceptance of Donations.

The Governance Committee and Finance Committee have collaborated on the Donations Policy & Checklist that has been put through four drafts. She referred the Overseers to the final draft circulated prior to the meeting.

Judy M. moved, seconded by Brady B., that the Donation's Policy and Checklist be approved by the Overseers as presented. Voted: Yes: Celine B., Brady B., Judy M., Fred L., Michael T., Jeffrey W. Abstain: Vicky M.

Discussion: Oversight and maintenance of playground structure area – Brady Brim-Deforest

Recommendation to anticipate for the 2025 Budget that we actually accrue or set aside a specific amount in the Budget to make sure we have funds available for the maintenance of the Playground, and most importantly, replenishment of the organic cedar chips that serve as the base for the playground. Based on conversations with the vendors last year, these chips should be refreshed at least every 36 months, and recommends that \$500.00 be kept Budgeted annually for ongoing costs of maintenance, replacement of the organic cedar chips as well as repair of the structure as needed. Also, recommends keeping the excess from the fundraising campaign available for non-upkeep related maintenance and repairs to the structure that require specialized labor.

Brady B., moved, seconded by Jeffrey W., that \$500.00 be budgeted annually for ongoing costs of maintenance for the Playground. That we authorize use of the excess funds (approximately \$15,000) donated in last year's Capital Campaign and restrict the use of those funds specifically for major improvements or major repairs and excluding general costs and maintenance and upkeep of the playground. Voted: Unanimous.

Town Liaison – Jeffrey Wilt

At their last meeting the Town renewed the liquor license for “The Hoot”. The Town continues ongoing discussion with the Butters’ property in Merithew Square.

Utilities – Jeffrey Wilt

We did have an exceedance in July. With the massive amounts of rain we have had it makes the testing more complicated. It was a one day exceedance for Enterococcus.

Comments by members of the Public

Alma Homola, 9 Park Row, reiterated her opposition to treatment for Emerald Ash Borer.

Adjournment

The meeting was adjourned at 9:43 a.m.

Respectfully submitted,

Maureen Einstein, Clerk

Janae Novotny, President