

**Draft Minutes Northport Village Corporation
Board of Overseers
Sunday, September 10, 2023**

Overseers, Officers and Staff present: Celine Bewsher; Vicky Matthews (via phone) Judy Metcalf; Michael Tirrell; and Jeffrey Wilt; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein; Village Agent Bill Paige; Office Manager Patricia "Trish" Parker.

Overseers absent: Brady Brim-Deforest, Fred Lincoln

Comments by Members of the Public

Rachel Rosa read a statement regarding state resources available to implement online/credit card payments of utilities bills, small watercraft fees, etc.

Approval of August 13, 2023 meeting Minutes

Janae N. asked if there were any questions or comments on the minutes of the August 13 meeting. Hearing none, she recommended the Board approve the minutes.

Jeffrey W. moved, seconded by Michael T., to approve the minutes of the August 13, 2023 Overseers meeting. Voted: Unanimous

President's Report – Janae Novotny

Recommendation to approve the following:

- 1) The 2023-2024 schedule of Board meetings (attached).
- 2) 2023-2024 NVC committee membership appointments (attached).
- 3) To appoint Victoria Matthews as Chairman to call and conduct a meeting of the Overseers in the absence of the President as described in the NVC Bylaws.
- 4) To appoint Fred Lincoln as Deputy Treasurer to act in the absence of the Treasurer as described in the NVC Bylaws.
- 5) To appoint Carlton Smith as the Deputy Clerk to act in the Clerk's absence as described in the NVC Bylaws.
- 6) To appoint Craig Brigham as Wharfmaster to perform the duties described in the NVC Bylaws and to appoint Gordon Fuller, Bill Haverly and Jim Coughlin as Assistant Wharfmasters to assist the Wharfmaster in performing the Wharfmaster's duties.
- 7) To appoint Victoria Matthews as Tree Warden to perform the duties described in the NVC Bylaws.
- 8) To grant and affirm the authority of Treasurer Gwendolyn Huntoon and President Janae Novotny to open any deposit account(s) in the names of the NVC; endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit in the name of the NVC with Bangor Savings Bank; place orders with Bangor Savings Bank for petty cash, coin or currency drawn on the deposit account(s) of the NVC; and delegate or revoke the delegation of authority relating to all or some of the power(s) granted in this resolution to any person(s) who is a director, officer or employee of the NVC and to grant and affirm the authority of Overseer Victoria Matthews to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit in the name of the NVC and with Bangor Savings Bank.
- 9) To approve the Warrant and Payment Policy (attached).
- 10) To approve a Facilities Use Request by Wendy Huntoon to use Community Hall for a "celebration of life" for Jo Huntoon on Sunday, October 8 at 2:00 p.m. Further, recommended waiving the rental fee in acknowledgement of Jo Huntoon's substantial and lengthy volunteer service to the NVC.
- 11) To accept a donation from Terry Samway of \$200 to support the library.

Judy M. moved, seconded by Jeffrey W. to approve the eleven recommendations as listed above.
Voted: Unanimous.

Janae N. will be setting a time for workshops for Board training in the next few weeks. She reminded Overseers that they are responsible for preparing "camera-ready" committee meeting announcements and agendas ready to be posted by staff on NVC bulletin boards and posted on the NVC website. Committee meeting announcements must be emailed to both the office and to Michael Tirrell for posting.

Treasurer's Report – Wendy Huntoon

Wendy H. recommended engaging Wilke & Associates as the NVC Bookkeeper .

Wilke & Associates hourly rate has generally ranged between \$125.00-\$150.00 an hour. Lengthy and thorough discussion ensued regarding Wilke & Associates hourly rates, whether a local bookkeeper would be less expensive, and whether the recommendation include a contract timeline and reassessment of the relationship and expenses as it proceeds. Treasurer Wendy H. explained that Wilke & Associates is presently our only reliable alternative as the bookkeeping firm going forward who are willing to do the general accounting as well as continue the audit clean up. She reviewed the recent history of bookkeeping errors and issues we have had with local bookkeepers. She noted that we engaged them briefly for bookkeeping while we were waiting for Philbrook & Associates to start working with us, and Wilke has consistently performed data entry with no errors. Wilke is also familiar with our processes and procedures. NVC already has an engagement letter in place with W & A that can be updated as needed. Final confirmation of hourly cost is pending. It is crucial to continue clean-up and prepare the audits for Purdy Powers. Jeffrey W. noted that cleaning up and catching up with the audits is crucial for the Utilities Department license.

Jeffrey W., moved, seconded by Michael T., to engage Wilke & Associates as the NVC Bookkeeper.
Voted: Judy M. , Michael T., & Jeffrey W. – yes; Celine Bewsher – No.

Judy M., moved, seconded by Celine B., that Treasurer Wendy H. and Office Manager Trish P. work together to identify a local bookkeeping firm once Trish P. feels her office systems are fully in place. J. Wilt expressed concern about our capacity to do this and noted that in the not to distant past we did search for a local bookkeeper. **Voted: Unanimous.**

Wendy H. referred the Overseers to her Treasurer's Report, circulated prior to the meeting, with the recommendations and current NVC financial priorities. She noted that the Finance Committee would address who does what financial tasks to assure NVC maintains appropriate separation of functions.

President Janae N. updated the Board on a recent tax paying issue. The Village (NVC) gives the Town of Northport our approved budget amount to be raised through taxes. The Town then figures out the tax numbers and handles the tax billing. Because of a glitch in their software approximately \$22,000 was billed to Northport town residents on their taxes. NVC residents/taxpayers were not affected and the correct amount was billed to village taxpayers.

Village Agent Report – Bill Paige

Bill P. referred the Overseers to his written report circulated prior to the meeting.

Office Manager Report – Trish Parker

Trish P. referred the Overseers to her written report circulated prior to the meeting.

Governance Committee – Judy M.

Judy M. referred the Overseers to her written notes of the Governance Committee Meeting circulated prior to the meeting.

Request for Board guidance regarding Bayview Park garden donation.

One “action item” arises from the Draft Maintenance and Care Agreement between the Kazilionis family and the Village. One condition attached to acceptance of the gift (financial commitment to remove the garden after 10 years) is not part of the offered donation. The Committee wants Overseer guidance on this condition and also guidance on a deadline for installation of a garden.

Judy M. moved, seconded by Celine B. that the President, Janae N., be designated to discuss with the Kazilionis family whether they want to proceed with their donation or rescind it. Voted: Unanimous.

The Committee also requested the Board’s guidance regarding the temporary license granted to the Cressey family for their fence in Bayview Park. This temporary license, by definition, is revocable. The Committee affirmed the importance of reminding all villagers of the location of public spaces and parks throughout the village.

After discussion, it was decided that Judy M. will approach the Cressey family with the Board’s decision to revoke the license and have them remove the fence.

Parks & Trees – Vicky Matthews

Janae N. referred the Overseers to Vicky Matthews’ written report circulated prior to the meeting.

Recommendation to approve expenditure of \$4800.00 for a survey to determine the property boundaries of the Bluff/Shore Road “connector” donated to the NVC.

Jeffrey W., moved, seconded by Michael T.,(with a discussion) to approve expenditure of \$4800.00 for a survey to determine the property boundaries of the Bluff/Shore Road “connector” donated to the NVC.

Judy M. stated that she is not in favor of the motion; in terms of survey needs, North Avenue is a more immediate need. Jeffrey W. noted that an abutting property owner is a bully and we need to understand what property is ours. Judy M. noted that we have an essential understanding of where the boundaries are and it is up to someone who disagrees to prove it, and our survey would not stop a dispute. Jeffrey W. noted that we don’t need a survey to defend our right to use our property. Judy M. stated that we can use our property without a survey, and that the Committee should consult Bill Paige and Tim Samway.

Vicky M. stated that Tim Samway does not know exactly where the property lines are. This walkway is a positive for the village; the survey does not need to happen today. P. Ratcliff is unwilling to share his recent survey of his property. The Committee suggested fundraising for the cost of the survey.

Jeffrey W. said that one approach is to go forward and say “prove it” to the abutters who do not want the walkway. Judy M. reiterated that under the terms of the property donation, we must not cut down any trees. Michael T. stated that we should proceed based on Judy M.’s explanations. After a thorough discussion, Jeffrey W. withdrew his motion.

It was determined it was up to the abutters to prove the property lines are incorrect.

Town Liaison – Jeffrey Wilt

The Town has been looking at the intersections of Bayside Road and Route 1 and Cross Street and Route 1. The Town will be submitting a proposal to the DOT for grant funding to hire an engineer to redesign the intersections for a safer entrance to Route 1.

Infrastructure – Celine Bewsher

Next meeting is 9/16 at 8:00 a.m. via zoom and the Community Hall. We need to form a Community Resilience team.

Safety – Michael Tirrell

This will be Danny Ryosa's last week for the 2023 season. Next season, we are planning on regular safety bulletins to the community.

Utilities – Jeffrey Wilt

In August we had three exceedances on limits of the license; one BOD and two enterococci. To comply with our license requirements, we are legally required to notify the DEP of exceedances and submit our plan for addressing these exceedances. Our plan is the climate change planning grant we have applied for to make our system to make our system less susceptible to water run-off and infiltration. We have acquired our own weather station to measure rainfall at our location. This ties directly into the moratorium on new sewer connections which sunsets in October. We are currently at 248 hook-ups and a license capacity of 255. Until we can treat without exceedances in July, August and September, there is a potential question. The Utilities Committee will be holding a Public Hearing on September 30 at 10 a.m. at Community Hall to have this discussion on whether to extend the moratorium. The Utilities Committee will come back with their recommendation after the hearing to the Overseers at their October meeting.

The Committee will be submitting an application in November to the EPA to renew our five year license. Jeffrey W. noted that the EPA took ten years to respond to our last renewal application.

Currently we are testing our drinking water for lead and copper. The Committee continues to look at different options for billing for our wastewater treatment expenses. We are currently working on our 2024 budget.

Public Comments

Dan Webster thanked the Overseers for their huge increase in transparency for providing all relevant information to be discussed prior to the Overseers meeting. Also, questioned why the Infrastructure meeting was an "in person" only meeting when all meetings should be available virtually and in person. Also, encroachments on village property need to be addressed by the Overseers without playing favorites.

Rachel Rosa (7 Auditorium Park) stated that the NVC website should have a link to the 2023 tax commitment and that municipal officials are required to have two hours of training regarding public access laws.

The Board adjourned into executive session pursuant to 1 MRSA §405(6)(E).

The Board returned from executive agenda. There were no reportable actions. The meeting was adjourned at 10:08 a.m.

Submitted by

Maureen "Beanie" Einstein, Clerk

and

Janae Novotny, President