

**Northport Village Corporation  
Draft Minutes of the Board of Overseers Meeting  
Sunday, January 14, 2024**

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

**Public Comments:**

Sandra Butters, via Zoom, (Merrithew Square) urged the Overseers to approve James Butters' application allowing access over village property for removal of the cottage's two chimneys. The Butters cottage has been in the same family for over 100 years and is an historic part of Bayside.

Paul Bernacki, a contractor representing several waterfront property owners on Bay Street, spoke regarding damage to their properties from the latest storms. The NVC property between Oberg's cottage (1 Bay Street) and Bayview Park has washed out and needs repair to gain access over village land to repair their properties. Judy M. reminded Mr. Bernacki that there is a process in place, "*Application for Use of Village Property for Construction Activity*" which needs to be followed and approved by the Village Agent and also approved by the Board of Overseers.

Mr. Bernacki felt that this repair was urgent and needed immediate attention. The Board referred Mr. Bernacki to the Infrastructure Committee Chair, Celine B. and Village Agent, Bill P. Celine B. and Bill P. will meet with Mr. Bernacki prior to the Infrastructure Committee meeting at 3:00 p.m. on Thursday, January 18<sup>th</sup>. Celine B. also invited Mr. Bernacki to stay for the Infrastructure Committee meeting. Wendy H. reminded the Overseers and attendees that "barging in" is another avenue for contractors to bring in equipment and materials without accessing village property for repairs.

It was agreed that Celine B., Janae N., Bill P. and Michael T. would draft a letter to communicate to the property owners Mr. Bernacki is representing the procedures in place and steps going forward.

**Business Meeting called to order at 9:16 a.m.**

Janae N. recommended that *Consideration of James Butter's Application for Access to NVC Property* be moved to the first Item on the Agenda.

**Brady B. moved, seconded by Jeffrey W., to move the James Butters' application to the first item on the Boards agenda. Voted – Unanimous.**

Janae N. introduced Paul Dillon, attorney for James Butters and Frederick Fischer, contractor for James Butters. The contractor has until 9 a.m. tomorrow, January 15, to remove the two chimneys identified as dangerous by the CEO of Northport. He said the dangerous addition and roof have already been addressed.

**Judy M. moved, seconded by Vicky M., to approve the January 9, 2024 Application for Access to NVC property, subject to the conditions expressed in the Board's**

**last approval with emphasis the work must be done by the deadline set by the Town of Northport, that a Power of Attorney is in place, and that NVC has the funds (\$20,000) in hand, and an Indemnification & License Agreement is signed.**

A lengthy discussion ensued. Each Overseer voiced frustration regarding the property owners' repeated failures to maintain their property responsibly. The motion was restated as above and a vote was taken.

**Voted – Six Yeas; One Nay – C. Bewsher.**

The meeting was recessed briefly to allow James Butter's representative and the NVC President to execute the required indemnification and license agreement to enable the chimney removal work to begin. The meeting resumed at 9:59 a.m.

### **Approval of the Minutes of the December 10, 2023 Overseers Meeting**

Janae N. asked if there were any questions or comments on the minutes of the December 10, 2023 meeting of the Board of Overseers.

**Brady B., moved, seconded by Jeffrey W., to approve the minutes of the December 10, 2023 meeting. Voted – Unanimous.**

### **President's Report – Janae Novotny**

A list of potential dates and a schedule of Budget Workshops to work on the 2025 Budget will be sent to the Overseers and Officers shortly.

### **Treasurer's Report – Wendy Huntoon**

Wendy H. referred the Overseers to her written report and financials circulated prior to the meeting. Monthly reports were provided by the Office Manager, Trish P., as well as the December warrants. The 2021 Audit began January 2, 2024 with a meeting with Purdy Powers. Wendy H. has asked Purdy Powers, assuming a successful 2021 Audit, to schedule the 2022 Audit for late spring 2024.

### **Village Agent Report – Bill Paige**

Bill P. referred the Overseers to his written report circulated with the meeting materials. The recent storms have caused significant damage throughout the village; another storm is expected this weekend. Extremely busy with clean up; will discuss with the Utility Department clean up in the area around the waste-water treatment plant. Two trees from the Coughlin property fell on the water shed without any damage to the roof have been removed. Hoping the Town of Northport will qualify from money available from FEMA. Bill P. has been documenting the damage with photos and tracking hours worked, etc. If we qualify, FEMA has to come and assess the damage before any monies can be received. Early in the day, prior to the Board meeting, John Linn and I took drone pictures above and below the dock and we have made a video of same.

Bill P. recommended that the Board not approve future access to village property over the storm drain/outfall area in Bayview Park for construction on shoreline cottages.

Bill P. has to coordinate with Prock Marine regarding repairs to the dock. They will be very busy this coming season with all the storms and damage to shorelines. He may try to find another company to do the repairs. He stated that when the current dock needs to be replaced, it will need to be raised higher.

Informed the Tree Warden, Vicky M., that he is in the process of getting signage for Cradle Row, i.e.  
“Park at your Own Risk”, etc.

### **Office Manager’s Report – Trish Parker**

Trish P. referred the Overseers to her written report circulated with meeting materials. NVC has tentatively engaged Purdy Powers to begin the 2022 audit as soon as they have finished the 2021 audit.

### **Governance Committee – Judy Metcalf**

Judy M. referred the Board to the Proposed Fire Ordinance Revisions circulated prior to the meeting. The Committee needs the Board’s approval to schedule a public hearing and return to the Overseers for action on the recommended revisions. Wendy H. reminded the Board as with the Parking Ordinance, Dog Ordinance and Fire Ordinance no process is in place to assess fines and collect monies.

Michael T., Chair of the Safety Committee, has received an inquiry /concern from a villager regarding the New Year’s Eve bonfire and fireworks, and whether, under the existing Ordinance, did it meet the Fire Ordinance standard of what is allowed. Per Judy M., under the existing Fire Ordinance, the bonfire needed permission from the Overseers. No request for permission was submitted; therefore, it was not permissible. The process to obtain Board of Overseers approval for large fires is easy and straightforward. The New Year’s Eve bonfire was also accompanied by fireworks. The Northport Fire Ordinance bans fireworks within the community boundaries of Bayside.

Input regarding: a simple form to fill out for permission for a bonfire to the Board; would a fire department employee be available to attend such bonfires, and the cost, if any, of same. Brady B. – Alerting the Fire Department of any approved fires would eliminate erroneous calls to the town’s Fire Department. Bill P. will speak with the town manager, James K., and Northport’s fire chief to get their recommendations regarding same.

**Jeffrey W. moved, seconded by Michael T., to grant the authority to the Governance Committee to continue to work on the Fire Permits and to schedule a public hearing on the proposed revisions to the Fire Ordinance. Voted – Unanimous.**

### **Utilities – Jeffrey Wilt**

There were no exceedences in December! The Utility Trustees will now meet at 2:30 p.m. on the third Friday of each month, the Friday after the usual Overseers meeting, to allow us better transparency with our customer base and the opportunity to share the Superintendent’s Report with members of the community.

The Trustees adopted budgets for the Water and Sewer Departments in December. Wendy H. had appropriate points and significant input that could impact the budgets. The revised budgets will be on the agenda for the meeting of the Trustees, Friday January 19<sup>th</sup> at 2:30 p.m. and will be brought to the next meeting of the Overseers for approval in February.

#### **Personnel/Safety Committee – Michael Tirrell**

Ronin will not be returning this summer season. Peyton will likely be returning in some capacity, which is still to be determined. The Committee will be actively looking for a second lifeguard.

#### **Technology – Brady Brim-DeForrest**

At the Board workshop held immediately before this meeting, we conducted training on Google Drive and our shared file system for the Overseers. We have discussed the next steps for improving our security posture, including implementing mandatory two factor authentication later in the year.

#### **Infrastructure – Celine Bewsher** *(for business conducted outside of Infrastructure meetings)*

- 1) Celine B. attended the Northport Town meeting where the bids were received for the engineering survey. We had four bids in total and Gartley and Dorsky came in person to respond to questions. After a review of the proposals, the Town Select Board unanimously selected Gartley and Dorsky to conduct the shoreline stabilization engineering study. They will begin the survey part of their work in March.
- 2) The Town received confirmation of receipt for the Land and Water Conservation Fund Grant for which we had submitted the pre-authorization form in December. We are now awaiting their visit for inspection to see if we qualify for the grant. Hoping we do, the application deadline is June.
- 3) We are also pursuing the latest Maine Infrastructure Adaptation Fund Grant (MIAF) that was released. We are in the process of finding out if we qualify. However, the announced deadlines are very short-February 2, 2024.

#### **Public Comments**

Rachel Rosa (7 Auditorium Park) thanked Trish P. and Bill Paige for their extraordinary work in the office.

#### **Adjournment**

President Janae N. adjourned the meeting at 11:10 a.m.