

**NorthportVillage Corporation  
Draft Minutes of the Board of Overseers Meeting  
Sunday, December 8, 2024**

Overseers, Officers and Staff present: Celine Bewsher; Fred Lincoln (via Zoom); Vicky Matthews; Elaine Moss (via Zoom); Michael Tirrell (via Zoom); Jeffrey Wilt; President, Janae Novotny; Treasurer, Wendy Huntoon (via Zoom); Clerk, Maureen (Beanie) Einstein (via Zoom); Village Agent, Bill Paige; Office Manager, Trish Parker

Not present: Kris Mix (illness).

**Public Comments:**

Rachel Rosa (Auditorium Park) – The Utilities minutes have not been posted on the NVC website since July and she would appreciate updating the website with these minutes.

**Approval of the Minutes of November 10, 2024 Overseers Meeting.**

Fred L. recommended adding the word “with” in the Jeffrey Wilt’s motion to read: “.....that this is done working *with* Bill Paige...”

**Jeffrey W. made a motion, seconded by Elaine M., to approve the minutes of the November 10, 2024 Overseers meeting as amended above. Voted – Unanimous.**

**President’s Report – Janae Novotny**

Recommendation that the Board of Overseers, consistent with the provisions of Article 9 of the 2023 Warrant, vote to carry over to 2025 the balance of revenues in excess of expenses at the end of 2024 for improvements to Village infrastructure, including planned engineering, maintenance, repairs and operations expenses not completed or invoiced by December 31, 2024.

**Fred L. made a motion, seconded by Elaine M., to approve the above recommendation as written. Voted – Unanimous.**

After discussion regarding availability, the “Board Financial Strategic Planning Workshop” is set for January 25, 2025 from 9 a.m. – 10: 30 a.m.

**Treasurers Report – Wendy Huntoon**

Wendy H. referred the Overseers to her written report circulated prior to the meeting.

**Village Agent Report – Bill Paige**

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

Manhole inspections continue and they are in the process of locating each individual water service.

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

Trish P. referred the Overseers to her written report circulated prior to the meeting. The 2022 Audit has been completed. The 2023 Audit has begun and should go smoothly.

**Personnel Committee – Janae Novotny**

Janae N. referred the Overseers to the Personnel Committee report circulated prior to the meeting. The Board previously approved reallocating funds budgeted for the Office Assistant position that we no longer need to a Finance Manager position. The Personnel Committee has developed a "Finance Manager" job description also circulated prior to this meeting and plans to recruit for the position after the first of the year. NVC has employed a Finance Manager in the past. Over the past few years volunteers, primarily the Treasurer, Finance Committee chair and President, have assumed these tasks that would more appropriately be done by a Finance Manager.

Discussion ensued regarding costs, etc. of this position. Further discussion will be held in Executive Session for personnel matters pursuant to 1 M.R.S.A. ~ 404(6)(A).

#### **Utilities – Jeffrey Wilt**

The Utility Trustees are now in receipt of a draft wastewater treatment license from the EPA; a process that the Sewer Department goes through every five years. The draft license resembles the one we have been working under the past five years, with the following changes: the permit will require a "Wet Weather Flow Management Program," which addresses how we manage rain run-off; and an "Adaptability Plan" that will address sea water encroachment and ties to a previous grant the department has received. An updated "Operational Maintenance Manual" is required, and the NVC will need to ensure that the Utility Department continues to be proactive with public education. Jim Crowley of Water Quality & Compliance Services, Inc., our Utilities Superintendent's firm, has submitted comments to EPA and MDEP regarding the draft permit.

There were two exceedances in October. The Department is trying to determine what is driving these exceedances. Vigorous pumping seems to be working well.

#### **Governance Committee – Elaine Moss**

There are no action items for today's meeting. The Committee met last week and are very close to putting a "Pet Policy" into effect.

There is some confusion and difference of opinions on how our Zoning Ordinance is being interpreted among the Town Code Enforcement Officer, Tupie Rooney, villagers, architects, etc.. Janae N. will act as a liaison with the Town to address these issues going forward and report back to the Governance Committee and Board regarding their concerns.

#### **Town Liaison – Janae Novotny**

The Town's plan for a new Town Office/Community Hall is going forward. The Town has been working with architects and engineers to finalize the design for the new Town Office/Community Center.

#### **Infrastructure Committee – Celine Bewsher**

Celine B. referred the Overseers to her written report circulated prior to the meeting and available on the NVC website. The committee discussed the idea of fundraising for shoreline stabilization and looking for Overseers input.

#### **Other Business**

**Fred L. made a motion, seconded by Jeffrey W., to approve an expenditure, not to exceed \$2500.00 for purchase of a portable generator for use in Community Hall. Voted – Unanimous.**

Note: Janae N. explained that the NVC has already been approved by MMA for a reimbursement grant. The money from this grant will be received by NVC after purchasing the generator.

**Public Comments**

Rachel Rosa (Auditorium Park) had requested to be present at the Sewer Rate Assessment Committee discussion but has not heard back whether she will be able to be in on that discussion.

**Executive Session**

The Overseers went into Executive Session at 9:39 a.m.

The Board returned from Executive Session at 10:48 a.m.

Michael Tirrell moved and Vicky Matthews seconded a motion to approve the following end-of-the-year acknowledgements for employees in the following amounts:

- William Paige: \$1,000
- Trish Parker: 500
- Amy Eldridge: 100
- Fernie Barton: 100
- Danielle Hicock 100
- Miles Cannon 100

**Voted - Unanimous.**

Michael Tirrell moved and Elaine Moss seconded a motion to establish the following hourly payrates effective January 1, 2025 for NVC employees: William Paige, Village Agent and Utilities Distribution/Collection Officer, \$40; Trish Parker, Office Manager, \$35; and Amy Eldridge, Billing Clerk, \$35.

**Voted - Unanimous.**

**Adjournment**

Elaine Moss moved to adjourn the meeting at 10:50 a.m., and the meeting was adjourned.

Respectfully submitted,

Maureen (Beanie) Einstein, Clerk

And

Janae Novotny, President