

**Northport Village Corporation  
Draft Minutes of the Board of Overseers Meeting  
Sunday, April 13, 2025**

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

Not present: Celine Bewsher (due to illness)

**Public Comments:**

Dan Webster (670 Shore Road) noted that there is a basketball net on the perimeter of Merithew Square. He asked if it was approved and going to remain there, as it is not only an eyesore but poses a hazard for folks playing in the street. The basketball court in Ruggles Park should be used and would be the safe alternative.

**The Meeting was called to order at 9:00 a.m.**

**Approval of the Minutes of the Sunday, March 9, 2025 Overseers Meeting.**

Janae N. asked if there were questions/comments regarding the minutes of the March 9, 2025 Overseers meeting distributed prior to the meeting.

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**Action: Jeffrey W. made a motion, seconded by Elaine M., to approve the minutes of the March 9, 2025 meeting, distributed prior to the meeting as written. Voted – Unanimous.**

**President’s Report – Janae Novotny**

Janae N. referred the Board to her written report circulated prior to the meeting.

As President, Janae N., has appointed Fred Lincoln to fill the Utilities Committee Overseer vacancy. Kris Mix has resigned due to scheduling issues. A minimum of three Overseers needs to be on the Utilities Committee according to the Utility Ordinance.

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Please schedule the following dates for the NVC-hosted, summer 2025 “Donuts & Dialog” events in Community Hall, scheduled from 8-9:30 a.m.

- June 28 – Proposed 2026 NVC Budget
- July 12 – Recent developments with the NVC Utilities Department
- July 26 – Why a village and a town? The Town of Northport’s Select Board will attend.
- August 9 – Infrastructure Needs

Also, make sure you have on your calendars the NVC Annual Meeting on August 12 at 6 p.m. (Board gathers at 5:30 p.m.)

**Consideration of Community Hall Requests**

Recommendation to approve the use of the Community Hall on August 17, 2025 from 10 a.m. to noon for the annual Bayside Community Food Drive to support the Northport Food Pantry and to waive the rental fee and insurance requirements.

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**Action: Vicky M. made a motion, seconded by Fred L. to approve the above recommendation as written. Voted - Unanimous.**

Recommendation to approve the Bayside Historical Preservation Society's request to use Community Hall from 8 a.m. to 5 p.m. on Tuesday, August 5, 2025 for BHPS's annual Collectors' Day. (Note that BHPS has submitted the annual \$200 contribution toward Community Hall and the required certificate of liability insurance.)

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**Action: Fred L. made a motion, seconded by Jeffrey W., to approve the above recommendation as written. Voted - Unanimous.**

Recommendation to approve Bayside Arts' requests for use of NVC facilities as described in Bayside Arts' March 8, 2025 written request subject to submission of the annual \$200 contribution toward Community Hall and the required certificate of liability insurance and compliance with the structural engineer's recommendation regarding installation of equipment in Community Hall.

**Action: Jeffrey W. made a motion, seconded by Kris M., to approve the above recommendation as written. Voted - Unanimous.**

Recommendation to approve Bayside Arts' use of the basketball court for the annual community dance and Community Hall as a rain location on July 25 from 5 p.m. to 10 p.m. subject to submission of the annual \$200 contribution toward Community Hall and the required certificate of liability insurance.

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**Action: Fred L. made a motion, seconded by Jeffrey W., to approve the above recommendation as written. Voted - Unanimous.**

Recommendation to approve the request of Victoria Matthews of 33 Griffin Street for the use of Community Hall for CPR classes on Friday, June 6, 2025 from 8 a.m. to 5 p.m. and to waive the rental fee and liability insurance requirements.

**Action: Jeffrey W. made a motion, seconded by Fred L., to approve the above recommendation as written. Voted - Unanimous.**

Recommendation to approve subject to receipt of the appropriate rental fee and certificate of liability insurance the request of Keith and Maureen Robinson of 789 Shore Road to use Community Hall for dance classes from 9:30 a.m. to 11:30 a.m. on the following Thursdays: July 10, 17, 24, 31 and August 7 and 14, 2025.

**Fred L. made a motion, seconded by Jeffrey W., to approve the above recommendation as written. Voted - Unanimous.**

Recommendation to approve subject to receipt of the appropriate rental fee and certificate of liability insurance the request of Gayle Koyanagi of 3 Maple Street for Scottish country dancing on Sunday, May 25, 2025 from 12:00 p.m. to 2:00 p.m.

**Jeffrey W. made a motion, seconded by Fred L., to approve the above recommendation as written. Voted - Unanimous.**

**Proposed bid terms for "Property Maintenance and Lawn Care Bid Specifications and Contract, 2025-2028"**

Recommendation to approve proposed bid terms for "Property Maintenance and Lawn Care Bid Specifications and Contract, 2025-2028", circulated prior to the meeting. The request for bids will

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be placed in the newspaper, with the plan to have the bids opened and approved at the May Overseers meeting.

Kris M. amended the above recommendation inserting the following wording: ***"the contractor shall pay all costs of defense including reasonable attorney's fees to defend the NVC against such claims."***

**Jeffrey W. made a motion, seconded by Kris M., to approve the "Property Maintenance and Lawn Care Bid Specifications" with the above amendment, with the goal to have bids opened up at the May Overseers meeting for approval. Voted - Unanimous.**

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

Wendy H. referred the Overseers to her written report (with attachments) circulated prior to the meeting.

Detailed 2024 Actuals can be accessed in the Google Drive Excel Spread Sheet.

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

Bill P. referred the Overseers to his written report (with attachments) circulated prior to the meeting.

Recommendation to approve Paul Overgaag's request for access to NVC property.

Paul Overgaag will be replacing rip rap at the bottom of North Avenue, Village property and Clinton Prock Marine will be bringing in an excavator stored at low tide during the project. Bill P. referred the Overseers to Paul Overgaag's "Application for Use of Village Property for Construction Activity" distributed prior to the meeting.

**Jeffrey W. made a motion, seconded by Fred L., to approve Paul Overgaag's request for access to NVC property. Voted – Unanimous.**

Recommendation to approve Michael Tirrell's request to extend the Board's prior approval of access to NVC property (next to 10 Maple Street).

**Jeffrey W. made a motion, seconded by Fred L., to approve Michael's Tirrell's request for access to Village property. Voted – Unanimous; Michael Tirrell abstained.**

Recommendation to consider a structural evaluation of Community Hall as recommended by Gartley & Dorsky in their preliminary structural observation report. A copy of this report was circulated prior to this meeting. Gartly & Dorsky will get back to NVC with an official report hopefully by the next meeting. An "unofficial" cost would be around \$10,000—this approximate fee would be for an "official report" and does not include implementation of said report and any rental equipment needed. Bill P. will get back to the Board with estimated costs after hearing from Gartley & Dorsky, for the May Overseers meeting.

The Structural Observation Report addresses the lighting Bayside Arts has presented. This will be presented to Bayside Arts, which they will have to sign, indicating they will follow the engineer's recommendation of placement of said lights before they proceed with installation.

Wendy H. – Suggested that NVC get a quote for replacement of the PA system and purchase same this year. It could fit into the fiscal 2025 Budget.

**Jeffrey W. made a motion, seconded by Michael T., to approve the purchase of a PA portable system up to \$1000.00. Voted – Unanimous.**

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#### **Office Managers Report – Trish Parker**

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

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

Recommendation to adopt a “Board of Overseers Board Member Conduct Policy” circulated prior to the meeting.

#### **Jeffrey W. made a motion, seconded by Michael T., to adopt the “Board of Overseers Board Member Conduct Policy”.**

A thorough and lengthy discussion ensued regarding the tone, pros and cons of the Policy. Jeffrey W. withdrew his motion. The recommendation was sent back to the Governance Committee for revision.

Recommendation to adopt a revised “Policy for the Acceptance of Donations”.

#### **Fred L. made a motion, seconded by Jeffrey W., to adopt a revised “Policy for the Acceptance of Donations” with the deletion on the bottom of page A-1 “*Estimate of Present Value/Cost Estimated Useful Life (Yrs.)*, as it is a duplicate of the previous line. Voted – Unanimous.**

#### **Utilities – Jeffrey Wilt**

There were no exceedances in February. Moore’s Septic was here on April 4<sup>th</sup> getting us ready for the summer season. Discussion continues with guidance from ARCAP on the rate structure for the Sewer Department. The moratorium we have had on new sewer connections sunsets in mid-April. The connections are at maximum capacity; therefore, there is no longer a need for a moratorium.

There are seven “ready to use” hookups that are not currently being used. The Trustees are looking at having a regular cost associated to these hook-ups for the owners. The Utility Committee will bring their recommended cost for these “ready to use” hook-ups at the next Overseers meeting.

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

In Celine B.’s absence, Janae N. stated that although the 2026 budget discussions have not included shoreline stabilization work, Celine B. has worked hard on these projects and the Board will want to keep them in mind moving forward.

#### **Tree Warden Report – Vicky Matthews**

Recommendation to share equally with the Erickson’s, owners of the property at 9 Clinton Avenue, the estimated \$2200 cost of pruning a tree on the parties’ shared property boundary. (Note: this request was approved by the Overseers with the previous owners of the property).

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

#### **Town Liaison – Janae Novotny**

Janae N. has been attending the town’s Selectmen meetings as well as their Budget meetings. The Town is looking at contributing \$30,000 to the Village as they did last year. Broadway is in the works to be paved this year.

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The Town is looking at a Building Permit revision for a substantial renovation.

The Town of Northport will not be receiving \$2.35 million in federal funds for the new Town Office/Community Center project as Congress did not pass a budget for this year. The Town will submit an updated application for congressional funding again. The Town will hold an informational session about the project at the Drinkwater School on Wednesday, April 30, at 6 p.m. Residents are encouraged to attend.

Vicky Matthews stated that the CPR classes that were held last summer were well received. There will be a \$50.00 charge for newcomers and a \$25.00 charge for repeats from last year. Michael T. will post this on the NVC website.

**Executive Session** – The Board went into Executive Session at 10:26 a.m. and returned to public session at 10:50 a.m.

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**Jeffrey W. made a motion, seconded by Michael T. that the NVC engage Becky Gatcomb as an independent contractor to serve as Finance Manager to perform the responsibilities outlined in the NVC Finance Manager position description at the hourly rate of \$45.00 and under the further terms of a contract to be prepared by the President. Voted: Unanimous.**

**Jeffrey Wilt made a motion, seconded by Fred L. that the NVC fill the Facilities Assistant position at the hourly rate of \$25.00 for a 6-month period from April 15, 2025 through October 15, 2025, including a 30-day probationary period, term renewable by mutual agreement between the President and the employee, to address current general facilities' needs for the general government and utilities departments as directed by the Village Agent and Distribution/Collection Operator. The position is to be filled by Bryan Lhuiller. Voted: Unanimous.**

The meeting adjourned at 10:52 a.m.

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Respectfully submitted,

Maureen (Beanie) Einstein, Clerk

Janae Novotny, President

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