

**Northport Village Corporation
Draft Minutes of the Board of Overseers Meeting
Sunday, September 14, 2025**

Overseers, Officers and Staff present: Diana Easty; Fred Lincoln; Vicky Matthews; Kris Mix; Elaine Moss; Michael Tirrell; President, Janae Novotny; Village Agent, Bill Paige; Clerk, Maureen “Beanie” Einstein (via Zoom); Trish Parker, Office Manager

Not Present: Overseer, Jeffrey Wilt; Treasurer, Wendy Huntoon

Public Comments

Rachel Rosa (7 Auditorium Park) - Request having NVC Budgets available online, as is done in many communities.

Dan Webster (670 Shore) - A request from Tim Samway (614 Shore Road) to ask the Treasurer and Finance Committee about the feasibility of changing the due date for Village taxes from September 1 to September 15. This change would allow for delays in the mailing and forwarding of tax bills.

The Meeting was called to order at 9:05 a.m.

Approval of the Minutes of the August 10, 2025, Overseers Meeting

Janae N. asked if there were any questions/comments regarding the minutes of the August 10, 2025, Overseers meeting, which were distributed before the meeting.

Action: Kris M. made a motion, seconded by Fred L., to approve the minutes of the August 10, 2025, meeting as written. Voted – Unanimous.

President’s Report - Janae Novotny

Organization actions and information:

Recommendation to approve the 2025-2026 schedule of Board meetings. (Attached.)

2025-2026 NVC Committee chair and membership appointments. (Attached.)

Recommendation 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.

Recommendation to appoint Fred Lincoln as Deputy Treasurer to act in the absence of the Treasurer as described in the NVC Bylaws.

Recommendation to appoint Ellen McDermott (89 Clinton Avenue) as the Deputy Clerk to act in the Clerk’s absence as described in the NVC Bylaws.

Recommendation to appoint Craig Brigham as Wharfmaster to perform the duties described in the NVC Bylaws and to appoint Gordon Fuller, Bill Haverty, and Jim Coughlin as Assistant Wharfmasters to assist the Wharfmaster in performing the Wharfmaster’s duties.

Recommendation to appoint Victoria Matthews as Tree Warden to perform the duties described in the NVC Bylaws.

Recommendation 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 with Bangor Savings Bank.

Vicky M. made a motion, seconded Elaine M., to approve the first eight recommendations as written above. Voted – Unanimous.

Recommendation to approve the Certificate of the NVC President for the collection of 2026 NVC Taxes.

Action: Fred L. made a motion, seconded by Elaine M., to approve the Certificate of the NVC President for the collection of 2026 NVC taxes. Voted – Unanimous.

Current Warrant and Payment Policy was distributed before the meeting for information only. No changes are currently proposed.

Potential dates for an (all) overseer orientation meeting: Saturday, 9/27 at 9 a.m., Sunday, 9/28 at 3:30 p.m.; Saturday, October 4 at 9 a.m., Sunday, October 5 at 3:30 p.m. After discussion, it was decided that Sunday, October 19, from 10:00 a.m.-12:00 p.m. is scheduled for the Overseer Orientation.

Consideration of Trish Parker's offer to purchase for \$1,000 the 2010 Ford Crown Victoria that has served as the NVC police cruiser.

Action: Fred L. made a motion, seconded by Michael T., to accept Trish Parker's offer to purchase for \$1,000 the 2010 Ford Crown Victoria. Voted – Unanimous.

Trish P. will be responsible for removing all decals on the vehicle and the cost of same.

Recommendation to accept a donation of \$200 from the Samway family for library grounds maintenance.

Action: Michael T. made a motion, seconded by Elaine M., to accept the Samway family's donation of \$200 for library grounds maintenance. Voted – Unanimous.

Library Director: Jennika Lundy has held this position (with help from Sue Ellen Fleming and Heidi Von Bergen) for the past 10 years. She will not be able to continue this work. Janae N. will ask Dan W. to circulate to the community the need for a new director. The Bayside Library is open from Memorial Day through Labor Day. Vicky M. volunteered to lead the search for a new Library Director.

Use of Merithew Square: Johanna Knott (Auditorium Park) has requested use of Merithew Square on October 11, from 11 a.m.-10:00 p.m., with a rain date of October 12, for the Merithew Square Annual Oktoberfest. She has also requested the use of NVC chairs and tables for that day.

It is a policy of the NVC not to lend/rent the Community Hall's tables and chairs outside of the Community Hall.

Fred L. made a motion, seconded by Kris M., to approve Johanna Knott's request to use Merithew Square on October 11, 2025 from 11 a.m.-10:00 p.m., (with a rain date of October 12) for the Merithew Square Annual Oktoberfest without the use of the Community Hall's table and chairs. Voted – Unanimous.

Treasurer's Report - Wendy Huntoon

Janae N. referred the Overseers to Wendy Huntoon's written report, with financial statements, circulated before the meeting.

Village Agent - Bill Paige

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

Office Managers Report - Trish Parker

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

Governance - Elaine Moss

Recommendation to hire the law firm of Brann & Isaacson for Bond counsel, etc.

Outside counsel search: After an exhaustive search, the Governance Committee is recommending that we engage Brann & Isaacson, a state-wide law firm with offices in Lewiston and Portland, as our Counsel.

Action: Elaine M. made a motion, seconded by Vicky M., to enter into an agreement with Brann & Isaacson to serve as our Counsel in an as-needed basis." Voted – Unanimous.

Recommendation to approve revisions to the NVC Zoning Ordinance. These revisions were previously reviewed by the Board and subject to a public hearing.

Action: Elaine M. made a motion, seconded by Vicky M., to approve the revisions to the NVC Zoning Ordinance. Voted – Unanimous.

(Note: A Scribner's error on page 29, Article 5.1.3, was corrected, which does not need an amendment to the Ordinance.)

Fire Ordinance – In conjunction with the Safety, the Committee will undertake examination/revision of our current Fire Ordinance due to recent concerns about fires on the beach.

Parks & Trees Committee/Tree Warden - Vicky Matthews

Request approval of the expenditure of \$600 to remove a tree adjacent 625 Shore Road on the Shore/Bluff Footpath. The tree is dead with the potential to fall on a house.

Action: Vicky M. made a motion, seconded by Fred L., to approve an expenditure of \$600 to remove a tree adjacent to 625 Shore Road on the Shore/Bluff Footpath. Voted – Unanimous.

Request approval of monies to improve the area in lower Bayview Park where a new tree was planted and invasive growth removed. Recommendation is to remove the roots of invasive plants, replace the tree that has not thrived, cover the area with black tarp to kill any remaining roots, and plant a new tree and grass next year.

After consideration by the Parks & Trees Committee, the above request was withdrawn. They will reevaluate this area next year after "nature has had time to take its course", in hopes of rectifying this situation.

Request authorization to apply for a grant from the Maine Trails Program. Joe Reilly and John Hoy will be writing this grant and need Board of Overseer approval.

Action: Vicky M. made a motion, seconded by Elaine M., to approve the application for a grant to the Maine Trails Program. Voted – Unanimous.

Safety - Michael Tirrell

Citizen concern regarding beach fires: Michael T. has received a letter from John Bartusek (752 Shore Road) that was distributed before the meeting, regarding his concern about fires on the beach on his property (750 Shore Road) and the neighboring property (752 Shore Road). A thorough discussion ensued. As discussed, the Governance Committee will be looking at updating the NVC Fire Ordinance in conjunction with the Safety Committee's input.

Utilities Committee - Elaine Moss

Request approval to expend funds from the utilities budgets to connect the lab/water building and garage to the internet and install outside security cameras.

Action: Elaine M. moved, seconded by Fred L., to approve expenditure of funds from the utilities budgets to connect the lab/water building and the garage to the internet and install outside security cameras. Voted – Unanimous.

Two sewer application requests have been submitted for a primary dwelling on 3 Oak Street, and one for an accessory unit on 3 Oak Street. The Utility Trustees have approved the request for the primary dwelling, which has a building permit. The Trustees informed the applicant, Jim Bahoosh, that a building permit has to be attained for the accessory unit from the CEO of the Town of Northport before a decision on approving a sewer connection is made.

Action: Elaine M. made a motion, seconded by Fred L., to approve Jim Bahoosh's application for one sewer connection at his property at 3 Oak Street, Map U05, Lot 116. Voted - 5 in favor; Vicky M. abstained.

Property owners of 30 Main Street request for a new sewer connection: James and Vivien Leary, 30 Main Street, Map U-05, Lot 17, are requesting a single sewer connection for their property.

Action: Elaine M. made a motion, seconded by Vicky M., to approve a sewer connection for the property of James and Vivien Leary, on 30 Main Street, Map U-05, Lot 17. Voted – Unanimous.

Town Liaison Report - Janae Novotny

The Town of Northport has applied for another "Community Resiliency Partnership Grant" to address stormwater drainage throughout the town.

Northport "Palooza" is scheduled for Saturday, September 20, 2025, at Northport's town hall. This event is a celebration for community building and fundraising. Please come!

Public Comments

Chris Maseychik, (5 North Avenue) - Stormwater drainage on North Avenue needs to be addressed and remedied.

Adjournment

The meeting was adjourned at 10:33 a.m.

Respectfully submitted,

Maureen Einstein, Clerk

Janae Novotny, President