

**Northport Village Corporation
Draft Minutes of the Board of Overseers Meeting
Sunday, October 12, 2025**

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

Not present: Kris Mix and Jeffrey Wilt

Public Comments

Dan Webster (670 Shore Road) - Congratulated the staff, Treasurer and Overseers for completing the 2024 Audit. He supports the enforcement of NVC’s sign limits per our Zoning Ordinance. He noted that cash on hand this September and October is higher than past years.

The Meeting was called to order 9:01 a.m.

Approval of the Minutes of the September 14, 2025, Overseers Meeting

Janae N. - Correction to the minutes on page 3, under Safety, *“Bartusek property is at 752 Shore Road, and the neighboring property is at 750 Shore Road”*.

Action: Michael T. made a motion, seconded by Elaine M., to approve the September 14, 2025 Overseers minutes as corrected. Voted - Unanimous.

President’s Report - Janae Novotny

Winter Parking ban. Recommend approval of publication of the annual winter parking ban notice in a local paper.

Elaine M. made a motion, seconded by Fred L., to approve the publication of the annual parking ban notice in a local paper. Voted - Unanimous.

President’s enforcement of Zoning Ordinance sign limits - The property at 514 Bluff Road and the property at 48 Bayside Road have multiple “for sale” signs exceeding the Zoning Ordinance limit of one sign per property. After thorough discussion, Janae N. will notify the property owners and the real estate agent, by phone, giving the owners 48 hours to comply with the Ordinance; if not, she will notify the owners, real estate agent, and the Town of Northport Code Enforcement Officer, Toupie Rooney (to enforce the ordinance) in writing to have these residents adhere to the NVC Zoning Ordinance.

President Janae N. approved a last-minute, weather-related request of a Bayside resident to rent Community Hall for a family and friend Rosh Hashanah celebration held on September 23, 2025. They were very grateful and left the Community Hall as they found it.

Library donation – Recommendation to accept Martha Block’s donation of \$25.00 for library maintenance.

Action: Michael T. made a motion, seconded by Fred L., to accept the donation of \$25.00 for the library from Martha Block. Voted - Unanimous.

Treasurer's Report - Wendy Huntoon

Wendy H. referred the Overseers to her written report, with financial statements, circulated prior to the meeting.

The 2024 Audit has been completed! We fully expect the 2025 Audit to be done in a timely matter. Fred L. expressed a concern that the 2024 audit costs were higher than expected, and he suggested that the Audit committee explore potential process improvement opportunities to reduce future audit expenses.

Village Agent Report - Bill Paige

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

Office Manager's Report - Trish Parker

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

Parks & Trees Committee/Tree Warden report.

Vicky M. referred the Overseers to the August 5th and September 11 committee meeting minutes circulated prior to the meeting.

Landscaping around Utility Plant - John Woolsey consulted with Bill Paige and the Utilities Superintendent regarding the landscaping project around the Wastewater Treatment building.

Blaisdell Park Plantings - Vicky M. distributed Ned Lightner's plan for planting daffodils in Blaisdell Park. Two beds would be done each year for a total of six beds.

Maine Trail's Program - John Hoy and Joe Reilly developed and submitted a proposal for the Maine Trail's Grant. President Janae N. reviewed and signed the grant application.

Utilities Committee - Janae Novotny (for Jeffrey Wilt)

Recommend approval of Nancy P. Scholhammer Trust's application for a sewer connection 18 Bay Street, Map U05, Lot 188.

Action: Elaine M. made a motion, seconded by Fred L., to approve the application for a sewer connection on 18 Bay Street, Map U05, Lot 188. Voted - Unanimous.

Recommend approval of the Utilities Department's filing with the PUC a revised water rate schedule with a 1.5% increase effective November 15, 2023.

Michael T. made a motion, seconded by Fred L., to approve the Utility Department's filing with the PUC of a revised water rate schedule with a 1.5% increase effective November 15, 2023. Voted – Unanimous.

Town Liaison Report - Janae Novotny

Shore Road at Kelly Cove – construction of the remainder of the shoreline stabilization on Town-owned portion of Kelly Cove should be completed in the Spring.

Town Administrator James Kossuth confirmed that the town is planning to take down the tree at Broadway & Clinton and is making arrangements for the tree's removal. However, because of power lines, etc., it takes time to make these arrangements, but it is on target to be removed when all arrangements are solidified.

Communications - Michael Tirrell

The Communications team is restoring content on the NVC Website. They have changed the update regimen to a monthly update. Communication Protocol for staff and Overseers will be part of the Overseer Orientation on October 19, 2025.

Discussion

Janae Novotny - Availability of tables and chairs for community events. Currently, it is the policy of the NVC not to lend/rent the Community Hall's tables and chairs for events outside the Community Hall. However, there have been exceptions for Bayside Arts, the Historical Society, and the Yacht Club. A request for tables and chairs for the "Oktoberfest" held in Merithew Square was denied. After a lengthy discussion, it was decided that Janae N. would review the forms for the rental of Community Hall and the use of Public Spaces, make any necessary adjustments, and bring this discussion back to the next Overseer's meeting.

Fred Lincoln - Consider purchasing new chairs for Board meetings. A lengthy discussion ensued regarding cost, storage, etc. Janae N. suggested first purchasing three chairs for the office staff before purchasing chairs for the Overseers.

Action: Fred L. made a motion, seconded by Elaine M., to approve the purchase of three office chairs for staff not to exceed \$750.00. Voted - Unanimous.

Public Comment

Rachel Rosa (7 Auditorium Park) questioned whether the Yacht Club pays for water and sewer. The Overseers assured her the Yacht Club is billed and pays for this service.

Adjournment

The meeting was adjourned at 10:14 a.m.

Respectfully submitted,

Maureen Einstein, Clerk

Janae Novotny, President