

Northport Village Corporation
Draft Minutes of the Board of Overseers Meeting
Sunday, November 9, 2025

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

Not Present: Overseers Michael Tirrell and Elaine Moss

Public Comments

There were no public comments.

The Meeting was called to order at 9:04 a.m.

Approval of the Minutes of the October 12, 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. Diana E. pointed out that her last name was misspelled.

Action: Vicky M. made a motion, seconded by Jeffrey W. to approve the minutes of the October 12, 2025, meeting with the correction of Diana E.’s last name Voted – Unanimous.

President’s Report - Janae Novotny

Generations Construction Invoice

Janae N. explained that the invoice was from a local contractor who completed needed work on the lab/water shed building that was identified by Maine Municipal Association Risk Management.

Jeffrey W. made a motion, seconded by Fred L. to approve Generations Construction invoice for \$5,000 for MMA Risk Management identified repairs on the lab/water shed building. Voted – Unanimous.

Recommendation to approve the swim float construction and delivery bid documents circulated with the agenda packet.

Jeffrey W. made a motion, seconded by Vicky M. to approve the swim float construction and delivery bid documents.

Bill P. explained his work with our marine engineer, Steve Ruell, Pinnacle Hill Engineering, who developed a detailed plan and specifications for a new swim float and the related bid documents.

We hope to advertise the project and open bids at the December board meeting. We are asking for float completion and delivery by May 18, 2026. The documents were reviewed by Janae N. for consistency with NVC procedures.

Kris M. pointed out that the invitation to bid document should include, “posted on the NVC website.” Diana E. asked if the float would be the same size as the current float, and Bill P. confirmed that the new float would be the same size as the existing float.

Voted – Unanimous.

Completion of 2025-26 committee appointments.

Jeffrey W. made a motion, seconded by Vicky M. to approve the following 2025-26 committee appointments: Safety Committee: Michael Tirrell, Chair; Beanie Einstein, Clerk; Community members Jim Coughlin, Jessica Cohen, Lisa Fryer, and Harry Rosenblum. Infrastructure Committee: Kris Mix, Chair; Bill Paige, Village Agent; Community Members Steve Kazilionis; Peter Spollett, Bill Haverty, John Lojek, Dan Mooney, and David Hecht. Voted – Unanimous.

Parks & Tree Committee

Proposed Wastewater Treatment Plant beautification project

Vicky M. made a motion, seconded by Jeffrey W. to approve the expenditure of no more than \$400 for landscaping at the Wastewater Treatment Plant in Ruggles Park as described in the proposal and drawing attached with the agenda.

Discussion ensued regarding, among other topics, the permitting required for the project and the proposed location of the hose bib for outside watering. The consensus of the Board was that there is plenty of time for the Utilities Superintendent and Committee to review the final plans and for the project to move forward.

The movers of the motion amended it to eliminate the plan’s reference to a specific location for the hose bib. Voted – Unanimous.

Vicky M. made a motion, seconded by Jeffrey Wilt, to approve the expenditure of up to \$4,000 for removal of two trees next to Community Hall.

Vicky M. reported that Bill P. brought to her attention MMA Risk Management’s recommendation to remove two trees that are very close to or touching Community Hall’s roof.

Voted – Unanimous.

Treasurer’s Report

Wendy H. reported that she will send out to the Board a corrected Treasurer's Report. She reported that Becky Gatcomb has taken on more responsibilities in her current full-time position and consequently has resigned from her Finance Manager position with us. In the absence of a Finance Manager, Wendy H. will work with Jeffrey W. and the Office Manager on the Utilities budget, and she and Fred L. will review General Government budget issues.

Village Agent Report

Bill P. referred the Board to his written report. In response to questions, Bill P. clarified that the Yacht Club will pay for the additional gravel the Club wants to add to the area behind the lab/garage area used by the Cub for sailing school boat storage. Responding to a question about the "elusive water leak," Bill stated that he and the Utilities Superintendent are still watching the situation; continued water shut offs will narrow the possible sources. Bill P. believes that the problem could also be a measuring equipment issue.

Kris M. shared residents' question whether a grass swale at the bottom of Ruggles Park would have been a better choice than the new blacktop swale. Bill P. explained that we have tried grass swales in the village in some areas. The swale must keep dirt out of the catch basin at the top of the boat ramp. Grass will not grow well there because of the cars driving over the area to load and unload kayaks, and what grass that will grow will be dug up every winter by the snow plows. So, the paved swale works best in that area.

Office Manager Report – Trish Parker

Trish P. reminded the Board about the upcoming holiday office closures and stated that the staff would be checking office telephone messages when the office is closed.

Town Liaison Report

Janae N. announced that the Town has issued an RFP for the Kelly Cove Shoreline Stabilization Project; bids are due later in the month. James Kossuth has reported to the Selectboard that Bayview Park is basically ready for putting out to bid. We have construction drawings and permits in place. The hope is that the bids for Kelly Cove will give us a better sense of what Bayview Park will cost. We have \$75K in grant money, and the Selectboard and Village have each earmarked \$15K, but if it comes in much higher than \$105K, we'll have to figure out where the rest of the money will come from.

Northport is revaluing all the properties in Town this year. The revaluation will take place between this fall (2025) and next spring (2026). A representative of the professional property assessment company hired by the Town will attend the November 10 Selectboard meeting to explain the assessment process and answer questions from the Board.

Public Comments
Dan Webster stated that the Town Selectboard meeting that will include a presentation about the reevaluation process will be recorded.

Executive Session for personnel matters pursuant to 1 M.R.S.A. § 405(6)(A)

The Board recessed to Executive Session at 9:47 a.m. and returned at 9:57 a.m.

Report out of Executive Session

Jeffrey W. made a motion, seconded by Vicky M. to approve an hourly salary adjustment for Ferne Barton from \$22.50 to \$25.00 effective January 1, 2025. Voted – Unanimous.

Jeffrey W. made a motion, seconded by Vicky M. to approve an hourly salary increase for Bill Paige from \$40 to \$41.25 (roughly 3%) effective January 1, 2026. Voted – Unanimous.

Jeffrey W. made a motion, seconded by Vicky M. to approve an hourly salary increase for Amy Eldridge from \$35 to \$36.25 (roughly 3%) effective January 1, 2026. Voted – Unanimous.

Jeffrey W. made a motion, seconded by Fred L. to approve the following *net* end-of-the-year holiday acknowledgements:

- Bill Paige - \$1,000
- Trish Parker - \$500
- Amy Eldridge - \$250
- Ferne Barton - \$250
- Danielle Hicock - \$100
- Aiden Huck - \$100.

Voted - Unanimous

Adjournment

The meeting was adjourned at 10:01 a.m.

Respectfully submitted,

Janae Novotny, President