

**Northport Village Corporation
Draft Minutes of the Board of Overseers Meeting
Sunday, April 12, 2026**

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

Not present: Kris Mix

Public Comments

Rachel Rosa, Auditorium Park – Questioned the truck reserves.

The meeting was called to order at 9:03 a.m.

Approval of the March 8, 2025, meeting of the Board of Overseers.

Janae N. - To change the spelling of Vicky M. to add a “y” in place of an “i” where indicated.

Action: Michael T. made a motion, seconded by Elaine M. to approve the minutes with the above changes as written. Voted – Unanimous.

President’s Report - Janae Novotny

Jeffrey Wilt has resigned from the Board of Overseers and as Chairman of the Utilities Trustees. Janae N. appoints Fred Lincoln as Interim Chair of the Utilities Committee until the Utilities Committee appoints a Chairperson following the annual appointments to the committee. Janae N. appoints Elaine M. to fill the vacant seat on the Utilities Committee. Janae N. plans to write a thank-you letter to Jeffrey W., acknowledging his accomplishments and contributions to the Board and the Utility Trustees.

Curbside Trash Pick-Up Bids – Invitation for bids for curbside trash and recycling pick-up will be publicized so that bids can be opened at the May Board Meeting. The new contract will begin September 26, 2026.

Action: Vicky M. made a motion, seconded by Fred L., to send out bids for the curbside trash and recycling pickup contract so the bids can be read at the May meeting. Voted – Unanimous.

Recommendation to approve the Community Hall Use Requests submitted for the 2026 summer season by the Bayside Historical Preservation Society (Collectors’ Day), Bayside Arts (various dates

and events), Gayle Koyanagi (Scottish country dancing), and Maureen Robinson (dance classes) and attached to the meeting agenda.

Action: Elaine M. made a motion, seconded by Michael T., to approve the above recommendations as written. Voted - Unanimous

Recommendation to waive the rental fee for M. Robinson dance classes, which are provided free of charge.

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

Recommend approval of Northport Yacht Club request to use Ruggles Park and the dock for July 4th kids' games, Community Hall for the annual pancake breakfast on August 2, and as a rain back-up location for the Yacht Club annual meeting on August 8.

Action: Elaine M. made a motion, seconded by Vicky M., to approve the above recommendation as written. Voted – Unanimous.

Recommend approval of the Northport Yacht Club's request to close the road at the bottom of Maple Street on the morning of September 12, 2026, for the AIR race.

Action: Vicky M. made a motion, seconded by Michael T. to approve the above recommendation. Voted – Unanimous.

Request for authorization (1) to notify the Northport Yacht Club, pursuant to the terms of the Land Lease Agreement between the Northport Yacht Club and the Northport Village Corporation's desire to renegotiate the terms of the lease at the expiration of the current 10-year term, (2) to negotiate an agreement between the Yacht Club and the NVC regarding the storage of Yacht Club property (floats) on NVC property (Ruggles Park), and (3) to formalize the arrangement between the Yacht Club and the NVC regarding the storage of Yacht Club sailing school boats and trailers on NVC property (Bluff Road).

After much discussion, the above recommendation was changed to "negotiate" new leases with the Yacht Club and the Bayside Historical Preservation Society.

Action: Vicky M. made a motion, seconded by Michael T., to negotiate the leases between the Yacht Club and the Bayside Historical Preservation Society. Voted – Unanimous.

Recommend engaging Gartley & Dorsky to (1) assess, and as needed, provide recommendations regarding Community Hall's structural integrity, and (2) to consult with and advise the Board's Infrastructure Chair regarding various potential NVC infrastructure projects.

Action: Fred L. made a motion, seconded by Elaine M., to approve engaging Gartley & Dorsky as written above. Voted – Unanimous.

Recommend Vicky Matthews request to use the Community Hall for the CPR class on July 10, 2026 and to waive the rental fee.

Action: Vicky M. made a motion, seconded by Michael T., to approve the use of the Community Hall for CPR class on July 10, 2026, and waive the rental fee. Voted – Unanimous.

Treasurer’s Report - Wendy Huntoon

Wendy H. referred to the Board to her written report circulated before the meeting. The next 2027 Budget Workshop is scheduled for April 18, 2026, at 10 a.m.

Village Agent Report - Bill Paige

Bill P. referred the Board to his written report circulated before the meeting. Based on photos he has received of progress on the new swim float, it looks good. He will try to go over to Dark Harbor Marine to inspect the float before it is delivered. People want their water on now, but nighttime temperatures are too low, and May 1 is the seasonal water start date.

In response to a question by Fred L. regarding replacing the boat float, Wendy H. stated that we should go out to bid when we are ready to replace it and not wait for the next year operating budget. We can pay for it out of reserves. Bill P. recommended that we approve the boat float bid documents in October so that we can open bids at the November meeting.

The issue of getting the old swim float out of the park before the season started was raised.

Office Managers Report - Trish Parker

Trish thanked the Board of Overseers for the opportunity to work at NVC. Friday, April 17, will be her last day in the office. She has made an offer to assist with warrants, payroll, the 2025 audit, and other tasks until someone is hired. Fred L. and Janae N. thanked Trish for her work for the village.

Governance Committee - Elaine Moss

The Governance Committee presently has on its agenda the recent revision of Maine’s zoning regulations, especially with respect to “accessory dwelling units.” Elaine M. will be talking with the Code Enforcement Officer, Toupie Rooney and considering how this will affect our Zoning Ordinance. Elaine M. is working with Michael T. on a statement on beach fire safety. They hope to have this educational guide to beach fire safety distributed to all cottages before the summer season.

Personnel Committee - Janae Novotny

The Office Manager position has been advertised in the Republican Journal, Mid-Coast Villager, and Maine Municipal Association job posting site. Recommended the approval to hire a temporary employment agency, if needed, to help with the job search and provide a temporary employee if needed until we fill the Office Manager position.

Action: Michael T. made a motion, seconded by Elaine M., to approve the request to hire a temporary employment agency until the position is filled. Voted – Unanimous.

The ad for a Finance Manager position has been posted for two weeks.

Safety Committee - Michael Tirrell

Michael T. reported that we are in good shape for lifeguards this summer. Aiden Hauk will be hired for July at 35 hours per week. P. Hathaway will be hired to work 20 hours per week in July and possibly in August. Danielle Hicock, our lifeguard for the past two years, will be hired for August.

Utilities Committee - Fred Lincoln

There have been no exceedances in February. The next Utility Trustee meeting is on Friday, April 17, 2026.

Ad hoc Memorial Committee - Vicky Matthews

Vicky M. posed questions from the ad hoc memorial committee. Does the village want to continue having individual memorials placed on village property? If so, do we want to limit the types of memorials? If so, do we want to charge a fee for placing memorials on village property?

Vicky M. and Beverly Crofoot referred the Overseers to their report on memorial benches, rocks, and plaques in the village. Currently, there are two benches in need of repair, and they intend to advise the families of these benches and let them know they require maintenance. Beverly Crofoot noted that the BHPS has a memorial page on its website with information about the individuals who are remembered on the benches.

The Overseers have three outstanding requests for benches. The Ad Hoc Committee wants guidance from the Overseers. After a thorough discussion, the Overseers realize that the NVC owns the benches. What protocol is appropriate for the benches, in general? The Ad Hoc committee will return next month with its recommendations on the benches.

Comments by members of the public

Dan Webster (760 Shore Road) – Reminded all that we have a policy regarding the acceptance of donations and a fire ordinance.

Rachel Rosa (Auditorium Park) asked if trash receptacles will be placed on village property in the winter months?

Executive Session

The Overseers went into Executive Session at 10:33 a.m. and returned from Executive Session at 10:39 a.m.

Action: A motion was made, seconded by Vicky M., to compensate Trish Parker for her medical insurance through the month of April for \$877.50 and compensate her for 87 hours of unpaid PTO time for \$3045.00. Voted: Unanimous.

Adjournment

The meeting was adjourned at 10:39 a.m.

Respectfully submitted,

Maureen Einstein, Clerk

Janae Novotny, President

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