

**Northport Village Corporation  
Meeting of the Board of Overseers  
March 21, 2004**

On March 21, 2004, at 10:05 AM, President Huntoon called to order the meeting of the Northport Village Corporation Board of Overseers in the meeting room at the Community Hall. Present were Overseers Robbins, Brockway, Crofoot, and Metcalf, Treasurer Doucette, and Clerk Lagner. Superintendent Fancy, Agent Paige, and about 15 residents also attended.

The minutes of the February 22, 2004, meeting, taken by Lindsay Huntoon, were approved by vote of Metcalf, second by Brockway.

The treasurer's report was accepted as follows:

Balances on Hand:

General Government	\$101,316.21
Water Department	\$19,640.15
Sewer Department	\$29,038.03

**John Fancy, Utilities Report**

Fancy presented a letter to Karen Hefler at the **DEP** outlining an **agreement** reached with them. An income survey of sewer customers is to be conducted by Maine Rural Water Association, to formulate a more reliable income figure on which to base potential grant funding in the future. NVC has also contracted with Woodard & Curran to gauge the existing collection system during the spring high groundwater conditions in March and/or April.

The two **Rural Development loans** were closed on Wednesday for the Phase I project costs. Huntoon mentioned two points he noted at that meeting: (1) there is a condition in the loan agreement that Rural Development can call the loan at any time they want, regardless of the rates. (2) If the Village's general fund contributes to the fees (say, sewer), when the time comes for another funding request, the authority will separate out that general fund contribution before figuring the amount they will support. In other words, what NVC raises in taxes is outside the purview of RD's analysis.

The **Village office secretary** has resigned, and the position is being advertised. Metcalf moved, seconded by Brockway, to authorize Fancy to review the applications, to interview suitable applicants, and hire at the hourly rate previously approved. **Voted.**

Fancy presented the draft of the first four sections of the proposed Utility Ordinance to be brought before voters on August 10, 2004. Members are asked to review the document which is basic to the establishment of a Utilities Department.

**Sewer liens:** Doucette has requested a change in payment policy which would allow a payment schedule. (Fancy: Some people pay bills on time-payments now.)

**Liens** signed by Overseers at the last meeting were not mailed out to homeowners. The law allows 12 months from the date of billing to send out liens. Bills were mailed a year ago February, so the 12-month period has ended. It now would take legal action to collect those outstanding bills.

After discussion, Metcalf requested that the monthly agenda include deadlines that must be met. She also asked the Utility Committee to look into several things: to evaluate Small Claims Court as an option for collecting the liens; to study the possibility of offering a payment plan with credit cards; and to design a process for handling the situation in the future.

### **Bill Paige, Agent**

Northport does not want glass in the **recyclables**. Also, no corrugated light-weight cardboard. Rules for recyclables should be available. Bill will bring a copy of Northport's rules to the next meeting so it can be copied and posted. Paige will collect recyclables on the 1st and 3rd Tuesday of each month, with items to be placed by the roadside no later than 1:00 PM.

### **Announcements/General information**

**Town Compost:** The town is going to have compost cans for residents, to be ordered in May. Further information will be available on Webster's website.

**Town Revaluation Update:** To take place in late May. A complete listing will be available.

**Enhanced 911:** A separate street name will be necessary for each road. The town will take care of this.

**Annual Report:** First drafts of report articles are due to Clerk by April 18th.

**General Information Pack:** Final corrections made.

**Zoning Board of Appeals:** Zoning Ordinance changes are being considered. Town and Village municipal officers will be working with John Dykstra and Eric Gallant (State Planning Office) who are studying Zoning changes being initiated by the comprehensive plans. Areas under study are the powers of the CEO, the Planning Board, and the appeals process, among others. A copy of the Metcalf letter responding to Gallant's comments will be sent to John Dykstra.

**Minutes:** Discussed was a report of research by John Loyd, Village attorney, about the laws governing the minutes taken at Board of Overseers' meetings. Following is a summary of points made:

1. The Charter/Bylaws do not address the keeping of minutes. The matter of minutes taken is based on custom. The need for minutes occurred when business became too complex to be trusted to the memories of those involved. In actuality, the more concise the minutes, the better, as long as they contain motions, votes, and critical information.
2. Roberts Rules of Order list the "required" content.
3. The Municipal Clerk is not legally required to take the minutes, only to keep the records. The person who takes the minutes is appointed by the Board.

The issue for discussion is the type of minutes taken. Some Board members feel that the minutes should contain only actions taken; the present clerk feels that the minutes should

include information critical to the readers' understanding of what led up to the Board's decisions. Also at issue is the amount of editing that the Board should be doing.

After lengthy discussion, it was decided that the Clerk could take any type of minutes she deems correct, and then the Board of Overseers could edit and make any changes they felt would be necessary before approving them.

Crofoot moved, seconded by Robbins, that Clerk Lagner be asked to record the minutes for the April meeting. **Voted.**

The meeting adjourned at 12:00 Noon.