

**MINUTES**  
**Overseers Meeting**  
**March 13, 2016**

**Attendees:**

President: Jo Huntoon

Treasurer: Steve Kazilionis

Village Agent: Bill E. Paige

**Overseers:**

Dick Brockway

Vicky Matthews

Judy Metcalf

Paul Nyren

Absent: Steve Flowers; John

Woolsey; John Spritz

**Visitors:** there were three visitors present throughout the meeting, namely Jane Phillips, Carla Paige, and Margaret Brockway.

**Meeting called to order** at 9:00 a.m. by President Huntoon.

**Minutes:**

Richard Brockway moved to accept the minutes for the 2/21/2016 meeting. Vicky Matthews seconded. Approved, 4-0.

**Bayside Historical Society: Rebuild of Merrithew Sq Pump Shelter**

Dick Brockway circulated photos and design drawings for the project approved by the Overseers in February to rebuild the Pump Shelter under the supervision of the Historical Society (specifically Rob Sherman and Dick Brockway). Dick reported that an anonymous donor has agreed to pay for materials as well.

**Village Agent**

Bill reported:

- Contract for Maple Street has been signed. Initial preconstruction planning meeting was held on March 11, 2016. Timing of commencement of project is dependent on when towns lift road postings so that trucks can retrieve materials to bring to site. It is anticipated that with the cooperation of Amon Morse, the Northport Road Commissioner, the portion of the project that addresses the water line changes may be able to be started in early April. Billy will speak with Drex and Gayle specifically re: same. Balance of construction will depend on the road posting. Billy confirmed Dirigo's supervisory role and discussed

manner in which sewer connections will be inspected. Contract to be complete in 60 days.

- Maple Street discussion prompted a discussion on need for communication. Several tiers of communication were identified: (1) notice to whole community (through website notice and potential mailing with May utility bills) (2) specific communications with residents on Maple Street regarding anticipated disruptions (by mail and email); and (3) reminder to residents on Maple St. – and beyond – that questions and concerns need to be addressed to Billy. [John Spritz will organize upon his return from vacation]
- Swing Set Installation: Billy had solicited bids for the installation of the new swing set. Two written bids were received. Metcalf moved/seconded by Vicky Matthews that Lawns R Us (the low bidder) be engaged provided they supply proof of insurance and that the contract is dependent on work being completed by Memorial Day weekend, for a contract price of \$2965. Voted: approved, 3-1.
- Library Roof: Billy had solicited bids for new roof on Building #1. Two written bids were received. Metcalf moved/seconded by Dick Brockway that Barb's Landscaping (the low bidder) be engaged provided they supply proof of insurance and that the contract is dependent on work being completed by Memorial Day weekend, for a contract price of \$1,299. Voted: approved, 4-0.
- Billy showed photos of the location selected for moving the South Shore bulletin board from its present location to a more accessible location, within the public right of way on the east side of Shore Road just south of tennis court on the east side of the road. Billy is working with Amon Morse to assure town has no issues with location.
- Billy continues to investigate bids for staining the new utility building; paving of lower Maple, Auditorium Park, the path from Auditorium Park to Ruggles Park; and repairs to curbing on Griffin Street.

### **Finance and Treasurer's Report:**

Warrants were circulated for approval.

- Metcalf moved/seconded by Matthews that the Warrant and Payment Policy dated 3/13/2016 be adopted. (see copy in files) Approved: 4-0.
- Steve answered questions about the transition to Bangor Savings Bank for payroll processing and checks and balances in place to assure integrity in employee reporting of hours worked.
- Steve agreed to create a "flow chart" which provides a pictorial representation of the personnel oversight in place.
- Dick Brockway/seconded by Matthews moved for a vote of confidence and gratitude to Steve for his careful work and clear presentation of financial data and recommendations. Approved: 4-0.
- Steve noted that the computer authorized to be purchased last month is now in the office and that he was able to get it for less than the total price authorized.
- Steve reported that the transition to the new bookkeepers is going very smoothly. He reported that the bookkeepers also provide full backup on all our data which

in addition to the backup policy we have in place gives our data even better protection than that we had in place

- Steve reported the initial meeting with the auditors had gone smoothly and that they had posed few questions so far. He will report further as the process continues.
- Steve reported on the advice from counsel (authorized to be obtained at last month's meeting) that the transition of the payment due date on taxes from 11/30 to 9/1 is feasible and appropriate. He will confer further with town to keep it advised of process and plan. The goal would be to move the due date of taxes starting in calendar year 2017 from 11/30 to 9/1.
- As part of the transition of bookkeeping responsibilities, Vicky Matthews volunteered to meet with and confer with the Village Office Manager to work on an updated job description and review current office hours.

### **Town Liaison**

Nyren reported on the status of request for replacement of a stop sign at the top of Sea street. He also noted that a public hearing would be held at the Drinkwater School on March 15 at 6:00 to discuss the Town's upgrade of the Saturday Cove Bridge. The current plan involves the road in that area being closed from May to October.

### **Safety:**

Steve Flowers was not present but had copied the overseers on emails with the two lifeguards about courses for open water certification. Action items for the Safety Committee are (1) securing new police cruiser; (2) firming up certifications for lifeguards and contracts for both

### **Utilities:**

There was no quorum at the meeting which was to be held on 3/11 (Metcalf tied up in court; Brockway unable to travel). Billy reported, however, that he and Dick McElhaney used the time to review construction timelines and needs on Maple Street Project. Superintendent's report (see files) reported that once again the Waste Water Treatment plant was in full compliance with its license. Billy reported that a water leak was detected and found in home on Bluff Road.

### **New Business:**

Nyren's request that the Overseers discuss the propriety of a stipend: Paul Nyren sought to discuss this but declined to make a motion. No one else made a motion. President ruled that absent a motion indicating an interest in the discussion, no discussion would be held.

Videotaping Overseers meetings: At John Spritz's request in his absence, Metcalf showed a photo of potential camera set up. Jo Huntoon ruled that discussion would be deferred until all overseers could be present.

Nyren left meeting.

**Next Meeting**

**Sunday, April 10<sup>th</sup> at 9:00 a.m. (second Sunday of the month)**

**Executive Session: In light of no quorum due to Nyren's departure, planned and noticed executive session to address personnel issue was not held.**

**Meeting adjourned: 11:20.**

Respectfully submitted by Judy Metcalf, scribe pro tem