

# Minutes

## Overseers Meeting

### September 11, 2016

#### **Attendees:**

President: John Spritz  
Treasurer: Steve Kazilionis  
Office Manager: Amy Eldridge  
Village Agent: William E. Paige

#### **Overseers:**

Dick Brockway  
Vicky Matthews  
Paul Nyren  
Judy Metcalf  
John Woolsey  
Lee Huntoon

**Visitors:** Carla Paige, Tim Samway, David Crofoot, Maureen Einstein and Blair Einstein.

**Meeting called to order:** John Spritz called the meeting to order at 8:00 a.m.

**Minutes:** Dick Brockway moved to approve the August minutes, seconded by John Woolsey – All Approved.

**Questions/issues from Bayside residents and meeting attendees:** Tim S. mentioned the annual report in past has been provided to the state as well as the Town of Northport. John S. said that he would take over copies of the annual report to the town. Tim also mentioned that the Outstanding Service Award plaque is being updated by Beverly Crofoot. Tim asked if the overseers could have the wharf master provided suggestions for a permit system. A discussion continued about an ongoing dinghy issue. Lee mentioned how Rockland handles their dinghy permits and how it got up around \$100.00 for a permit. Lee made a motion to come up with a fee structure by spring for dinghys. John S. said that this is a safety issue and that the safety committee would have to look into the situation. John S. called for an end to the discussion.

John S. spoke about an issue was raised about disabled parking. Judy mentioned having the infrastructure committee look into more parking. Bill C. Dick B. made a motion to have disabled parking in front of the building. Judy seconded the motion. William P. spoke of the fire hazards when there are functions or meetings happening. John S. took a vote with amendment to the original motion (to investigate a disabled parking area). 5 approved, 1 abstained.

John S. took a moment to speak about it being the anniversary of the 9/11 attacks. John S. also distributed the Contact information for all elected, appointed officials and staff to take a look and make updates to any information that is incorrect. John S. also thanked all that was involved in the annual chili party at Lojeks and Spolletts. John S. also mentioned that he had spoken to Officer Charles Ball about his experience with NVC. John provided the overseers with a copy of the email. John asked Charles if he could send a letter of recommendations to NVC detailing any process improvements.

## **Elections of Chairman of the Board of Overseers and new (2016 – 2017) Committee chairs:**

John Spritz mentioned that the by- laws state that the committee-s elect their chairs.

Communications: John Spritz provided a description of responsibilities (5-10 documents that comes out of the office that would need to be handled, 2-5 letters that would need to be crafted all of which should span to approximately 40-80 minutes of work). John Woolsey mentioned he would like to take the position on the committee.

Finance: Steve provided a description of responsibilities for the finance committee (oversees the monthly report, keeps an eye on what is going on, such as financial structure, proof- reading for things that don't make sense. Steve recommended that individuals who are not overseers be included in the committee. Judy would like to see at least one overseer on the committee that will be able to provide updates, as needed monthly. Judy mentioned she would be happy to be on the committee. John Spritz mentioned he currently opens the bank statements but someone new would need to take over the responsibility. Vicki expressed that she would be willing to take over the responsibility going forward. Lee asked if there is a list of people recommend being on the committee. Steve mentioned a few people and indicated the goal was to bring individuals with financial backgrounds onto the committee.

Infrastructure: Judy mentioned that she would like it if Lee would be on this committee. Paul, Bill Cressey, Michael Lannan and Dick Brockway had been members of the committee in 2015. Paul, Dick and Lee all mentioned that they would be willing to be on the committee. Dick mentioned that they will get together and determine a chair.

Safety: Wendy had mentioned that she would be willing to be the chair. Beanie is on the committee as well.

Town Liaison: Paul N. is willing to be the town liaison.

Utilities: The utilities committee has spoken with Wendy H. to see if she will fill the open Overseers spot. Judy made a motion that the overseers appoint Wendy Huntoon as a member of the utilities committee, Dick B. seconded the motion, 5 approved and 1 abstained. David Crofoot. has been reappointed to the committee as well as Denis Wang. Judy moved for David Crofoot be appointed for another 2 year term on the utilities committee. John W. seconded the motion, All Approved.

## **Report of the Treasurer:**

Steve distributed reports that went over the financials.

Steve reported that Paul Bartels is now done and asked if we need to change locks on the Community Hall. Dick mentioned changing the office door and Judy mentioned the closet door. Steve asked Bill to change the locks as mentioned.

Steve asked for the overseers to think about events, contracts and other items that Amy would add to a "come up" calendar to ensure these issues are handled in a timely fashion. For example: Post fireworks ordinance, put mowing contract out to bid, award moving contract, request reports for the annual meeting booklet, etc.

Paul Bartels kept a log of meetings and functions for the Community Hall. Vicki would like to work with Amy to come up with a better system on the Hall usage calendar. Vicki will be the point person for the Hall. John Woolsey would like to have items like the pancake breakfast on the calendar. Judy mentioned reaching out to community organizations on yearly or upcoming events.

Steve provided balance sheet financials and mentioned he has not had time to review them. He asked if everyone would like him to go over them right then and try to field questions, or distribute the usual commented reports at a later date. The Overseers chose the second option. Dick asked if the overseers meeting need to be moved to the 3<sup>rd</sup> week of the month so a review of the financials could be completed and available. Judy recommended for this month getting a copy of the financials and have the oversees look them over.

Steve spoke about the Farley bill for the Maple Street project. A shortage of payments was determined and Farley was under paid by \$1117.57. Steve would like a motion to pay the remaining balance. Judy so moved, Dick seconded the motion, 4 in favor 2 abstained.

Office coverage: Steve proceeded to pass out a draft recommendation on the structure of the Office Manager. John Spritz mentioned moving office hours for one day of the week when meetings are happening. William expressed in the spring to have the office manager available due to a larger volume of customer requests and billing. Amy will look at what Paul worked in April/May to see if summer hours are needed to commence before Memorial Day. Amy will work as needed for jobs requiring more time. A large sign was mentioned to put on the office door. (Please see enclosed documentation.)

Request for a contribution to the July 4<sup>th</sup> celebration: Steve mentioned a request for payment on services performed for the 4<sup>th</sup> of July celebration. Judy moved to pay 250.00 which is a 1/3 of the amount owed. Judy explained historically the Village, Yacht Club and BHPS would split the cost of the celebration. Paul seconded the motion, All Approved.

#### **Village Agent:**

Inspection for the dock occurred and Prock Marine has provided an estimate of \$5180.00. Bill solicited multiple offers and Prock was the only one to get back in touch. An October repair timeframe determined.

Judy moved that we accept the bid for Prock on the improvements; Dick seconded the motion. Paul mentioned that he would like another bid. Lee asked if we would be able to dicker with Prock. Lee would give William the authorization to except the bid if Prock didn't come down on the bid. Judy and Dick, as moving parties, accepted the amendments that Lee mentioned above up to the motion package. All Approved.

Swim float needs to be fixed and Bill found a gentleman that was recommended by the Belfast water and waste. Columbus day weekend is when the floats will be pulled at which time a further inspection would be able to be completed. Bill would be able to report back.

Utilities building painting job Bill has 3 estimates: Barb's Landscaping was \$2453.00, Lawns-R-Us was \$ 2514.00 and Cunningham Painting was \$ 2500.00. Judy moved that we accept Barb's Landscaping bid, Vicki seconded the motion, All Approved.

Bill went over the two trees that were taken down. The total bill was \$2000.00 and would like to get it paid before the October meeting. Judy made a motion that upon the receipt of the bill for the tree removal a warrant would be released. Vicki seconded the motion; Steve mentioned tree work will be overspent for this year. All Approved.

John Spritz mentioned that going forward the Infrastructure Committee will be the negotiator of projects going forward.

Bill sent an email to Jane Strauss about planting a tree for Jane Philips. John Spritz suggested a different idea that would take the adjacent property to the NVC office to be named in memory to Jane. Judy expressed she would like a tree for Jane. Tim spoke about a granite bench that he saw would be nice as well. John Spritz would like Jane Strauss be the point person on what would be set up. John Spritz will speak to Jane Strauss.

Bill explained the status of Karen Hoikala's work to remove the dangerous trees. Judy expressed needing to call CMP next spring to trim the cedar trees across from the pump house at Shore Road in front of the Williams house. They are getting to the height were they need to get trimmed.

Bill mentioned that the police cruiser needs to be serviced now that it is not in use. There were a few repairs that would need to be completed. First an oil change, fuel filter, repair headlights, put guard back in cruiser and undercoat.

Parking ordinance for winter was mentioned and William will work with Amy on updating the book on the parking ordinance. Lee mentioned painting a line on the road for the catch basins. William said that Amon Morse III did a good job knowing were the catch basins were in the village.

Lastly Bill spoke about the bench in the park approved last fall in memory of Angela Field. He has spoken to Tracy Drinkwater which mentioned that she is still working on it.

### **Committee Reports:**

Communications: Steve asked that ideas be sent to Amy to add to a calendar.

Finance: Nothing to report.

Infrastructure: Nothing to report. Lee asked what finances we have for repairs. Steve mentioned that the NVC budgets 9,000.00 annually for roads. Steve asked the Infrastructure Committee to identify future projects and costs- so they could be put into the 2018 budget draft next June.

Safety: Police officers would be looked at next year. Beanie mentioned the officers are done for the year as well as the life guards. They would like to have Evan and Olivia back as life guards next year full time but they would need to look into two new police officers due to the previous officers will not be returning. Community policing and the goals of the residents of the village will guide the decision to hire and whom to hire for a police officer next summer. Lee wondered about the need for a police officer at all. David C., as a resident, advocated for an electronic speed indicator. John Woolsey mentioned speed bumps. Dick mentioned that electronic speed

indicators may not be as effective. John Spritz would like that the Safety Committee to provide recommendations for safety to the Overseers.

Town Liaison: Paul Nyren reported on the status of the repairs to the Saturday Cove bridge and wharf. He noted that the town had been successful in renegotiating with the contractor to reduce the anticipated expense on cost overruns on the project.

Utilities: Judy mentioned that there was 3 action items. First was Todd Howard at 436 Bluff Road submitted a sewer application for approval. Judy moved that the sewer application be approved; Dick seconded the motion, All Approved.

Second action item was Danny Miska at 738 Shore Road submitted a sewer application for approval. Judy made a motion to accept the Miska sewer application; Dick seconded the motion, All Approved.

Lastly a discussion about the allocation of funds on the Maple Street project by Farley was expressed. Judy made a motion that we accept the percentages that are recommended by Aaron on the email that was sent 9-8-16. Vicki seconded the motion. Steve said that a new email was received from Aaron on Friday, Steve printed up the new email for everyone. Judy made another motion that the first motion be deferred pending questions on the new information that was obtained. Lee seconded the motion, All Approved.

David Crofoot, as chair of the Utility Trustees, expressed his thoughts about the allocation. He mentioned that Water and Sewer funds could not be used for General expenses. John Spritz mentioned the overseers will look over and prepare questions on the new information from Dirigo Engineering.

### **New and Continuing Business:**

Judy made a motion to complete a release deed to Karen Hoikala for the 321 square feet triangle conditioned upon Ms. Hoikala paying for the expense for such deed (\$350) which is the cost of drafting the deed. Vicki Matthews seconded the motion. Lee asked if the village is giving the land away. Judy explained why the land is being deeded and informed the tax map would be adjusted for the land that is being deeded. All Approved.

9 North Avenue: John S. noted that the neighbors of this property had forwarded a copy of a letter which they had sent to the Town of Northport Code Enforcement Officer about the conditions of the property. Judy noted that she had spoken with the Talbots and advised that the town CEO was the appropriate point of contact.

John Spritz mentioned that he would like to move a discussion about videotaping the overseers meetings until the October meeting.

### **Overseers and Utilities Meeting Schedules for 2016-2017:**

John Spritz opened up a discussion about meeting dates. Changing the meeting dates would provide more time for the financials to be completed. The following dates were decided upon for future overseers meetings.

October 16, 2016

November 13, 2016

December (No Meeting)

January 15, 2017

February 19, 2017

March 19, 2017

April 9, 2017

May 14, 2017

June 18, 2017

July 16, 2017

August 13, 2017

Utilities meeting dates could be determined now that they were aware of the Overseers meeting dates.

**Executive Session:**

John Spritz asked if an executive session was needed, none was needed today; however Steve Kazilionis mentioned one will be needed next month.

**Adjourn:**

Meeting adjourned at 11:20 a.m.