

Northport Village Corporation

November 13, 2016

Overseers Meeting Minutes

**Attendees:**

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

**Overseers:**

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

**Visitors:**

Carla Paige, Tim Samway, Beanie Einstein, Blair Einstein, Gina Cressey and Ned Lightner

**Meeting Called to order:** John Spritz called the meeting to order at 9:00 am

**Approval of Minutes:**

Dick Brockway moved to approve the September and October minutes, Seconded by Vicky Matthews. All approved.

**Questions/issues from Bayside Residents and meeting attendees:**

Tim Samway asked about a street light for upper Griffin Street. Vicky M. mentioned that there is a street light at 33 Griffin. Bill P. reported that years ago a light had been there but had been removed at the requests of the residents. The Village had converted all its street lights with the assistance of CMP to downward facing lights. The Safety Committee will look into the light situation on Griffin Street.

Amy Eldridge on behalf of the Drinkwater School invited everyone to the Community Celebration unveiling the addition at the school: December 15, 2016 from 6 – 7:30 pm. John S. mentioned visiting the school in the spring for anyone that is not able to attend.

**Report of the President**

John S. reaffirmed that Vicky M. was appointed Assistant Treasurer and Carlton Smith had accepted the appointment as Assistant Clerk.

Paul Nyren requested a review of what the policy or procedure is on committee appointments. Steve K and Judy M. reviewed the by-laws regarding same.

John S. recommended incorporating the centennial logo onto our stationery and communications. The Overseers endorsed this recommendation, stating their preference that the year of the village's

organization (1915) be incorporated into it.

John S. renewed his proposal to establish an ad hoc Governance Committee. This committee would work on reviewing the by-laws, the community charter, zoning ordinance and report back to the overseers regarding any recommendations for amendments. The following committee was appointed: Judy Metcalf, Blair Einstein, Tim Samway, Vicki Matthews and John Spritz. Consistent with the by-laws, the committee will choose its chair.

### **Report of the Treasurer**

Steve K distributed financials for October to all and went over the reports. He circulated the warrants to be reviewed and signed. Income is on track and we have submitted the request for reimbursement of \$25,000 from the Town of Northport.

Steve then circulated the revised Warrant and Payment Policy incorporating the recommendations of the Overseers from the October meeting.

Judy M moved that the Warrant and Payment Policy circulated on November 13th 2016 be approved. Seconded by John W. All in favor.

Steve K. advised that Purdy Powers had scheduled the audit on January 30, 2017 through January 31, 2017. Steve K. circulated a bookkeeping expense comparison spreadsheet that provided a snapshot of the cost for professional services.

Steve K. reviewed the Budget workshop schedule for developing the 2018 budget and the work needed from the committees leading to it.

Vicky M. recommended that the Overseers reach out to community organizations about any of their expected funding needs for 2018. Vicky M. and Amy E. will be sending out a letter in January asking groups in the village for event dates for 2017.

### **Report of the Village Agent**

Bill P. said that we did receive the keys from the police officer. He also mentioned the trees have been removed on the south side of the community hall. He said that the swim float needed to be fixed and repaired and he had completed that.

Bill P. did check with CMP about trimming the Shore Road trees opposite the Williams house which are growing toward the overhead wires. CMP advised that they would look at it in the spring. Bill P. recommended that Jane Strauss be given a call in the spring to work with CMP on those trees. John S. will contact Jane Strauss.

Bill P. confirmed that the gravel discussed last month for the side of Shore Road opposite the Community Hall had been installed. He mentioned that more road work is needed and clearing of leaves in the town. Bill P. said the town usually comes through in the fall to clean the ditches. Blair E. asked if the work on Sea Street is completed yet and Bill P. said no. It is expected that the final work will be completed by the town in the spring. Paul N. and Bill P. discussed the timely and satisfactory completion of the wharf maintenance projects by Prock at a lower price than first anticipated. Bill P. reported on the annual Risk Assessment conducted by Maine Municipal Association in connection with village insurance. The assessment was conducted on 7/15/2016 but the report was only

sent at the beginning of November. Two action items were identified in the report: the need to paint the treatment plant (this was in fact completed before the report was received) and the need to document safety policies and procedures for employees of the village (the policy and procedure manual setting those forth for the utility department had been delivered to MMA in July). Policies for office staff, police, and lifeguards will need to be completed. The ramp which had been placed across the public right of way between Oak and Maple Streets has been removed. It is available for alternative use.

### **Communication Report:**

John W. sought authority to continue to pursue technologically proficient ways to participate in meetings via remote connection. The overlap of this consideration with our duty to adhere to the public meeting laws was discussed. John S. suggested that the Governance committee could explore that. Tim Samway and Ned Lightner offered insight from their perspectives (technology and access). John W. will continue to investigate options and report back.

### **Finance Committee Report:**

The finance committee has not met but has been formed. Judy expects that they will be having meetings soon. Members of the committee are Judy M., Jo Huntoon, and Steve K.

### **Infrastructure Committee Report:**

Dick B. passed out a list of items that the committee had identified as potential projects for the Community Hall. He advised that they were not prioritized. Lee H. made a proposal to replace the windows with vinyl clad windows. He had negotiated prices for these replacements which he believed were fair and competitive.

Judy M. would like to get input from The Maine State Preservation or Historical Preservation (Earl Shettleworth) and the Bayside Historical Preservation Society to obtain their input on suitable substitutes and repairs. . Paul N. also mentioned that Mathew Brothers make nice windows and we may want to look into them. John S. would like the Infrastructure Committee to prioritize the list provided to see if replacing the windows is high on the list

Steve K. mentioned on the financial side there is \$17000.00 in contingencies that could be used for such projects for the village. Lee H. will look into getting more costs for replacing the windows in the Community Hall.

Judy M. asked if Dick B. had heard back from The University of Maine when they came to visit and he has not. John W. mentioned that he has a meeting with a lighting specialist about the lighting in the hall and he should have that information by December.

Paul N. and John W. are not convinced that we need a new door on the north wall. Vicky M. expressed that making sure we are up to code is very important and would like to make sure that is done.

### **Safety Committee:**

Wendy H. reported that the committee had met and recommends adding Handicap parking to the north side of the building. A cost has not been determined at this time. The committee continues to explore

speed regulation and had considered input from Paul N. on lines on road, distracted driving, and the town's input.

John S. clarified that the Town of Northport has no issues with painting lines and putting up speed signs in the Village and Wendy H. agreed.

Wendy H. mentioned that the Safety committee did discuss the survey that was mentioned at the last meeting about police officers and the Safety Committee is recommending that a warrant be placed on the warrant for the annual meeting to have the public determine if police officer is needed. The Safety Committee will look into what the logs of our police officers reflect in terms of activity of the police.

### **Town Liaison:**

Paul N. mentioned the roads have been paved. He reported that the town has no objection to posting reduced speed ahead signs. He said that area across the street has been filled in. Bill P. asked if Paul N. can have the town fill the substantial pothole on Bayside Road across from the school.

### **Utility Committee:**

The Utilities Committee met on Friday, November 11, 2016 and had its draft budgets for 2017 for water and sewer to be approved by the Overseers. Judy M. asked that the Overseers approve the Utilities budget as revised on 11-11-16. So moved by Wendy H, seconded Discussion. Judy M and Bill P. answered questions about the Utilities department budget. Steve K. noticed that there were no funds in regulatory fees; historically we have books funds in that line item. Judy M. felt that it was due to funds had been distributed to another area but would have Dick M. take a look. Sludge removal line item had been specifically increased. All in favor.

Every five years our inter-local agreement with the Belfast Water District needs to be reviewed and the Overseers need to review and sign the renewal. The renewal had been signed by the Belfast Water District Trustees and was circulated for the Overseers' signature.

### **New and continuing business**

Dubrow Seawall: The Dubrows had promptly signed the indemnification and easement agreement for access of heavy equipment on the beach. It was circulated for signature by the overseers.

Cassidy wedding in 2018: Vicky M. has spoken to them and confirmed that during wedding, park remains assessable to the public. Angela expressed agreement. Vicky M. will send written confirmation.

Vicky M. discussed the need to assure that applicants for use of the Community Hall know to get their requests in for consideration after April 1st. John W. wanted to make sure that Bayside Arts was still set up for times they had requested previously and John S. said that Bayside Arts, The Northport Yacht Club, and the Historical Preservation Society are groups that receive consideration promptly assuming they get their requests in timely.

Executive Session: Personnel.

Public Meeting Resumes:

Lee H moved to establish an HSA (Health Savings Account) in the amount of \$760.00 for Bill P.  
Seconded by Judy M., All approved.

Wendy H. motived to approve the compensation adjustments as discussed during the Executive Session  
and to communicate appropriately to the employees, seconded by John W. all in favor

Adjourned at 11:27