

Northport Village Corporation

April 9th 2017

Overseers Minutes

Attendees:

President: John Spritz

Treasurer: Steve Kazilionis

Village Agent: Bill Paige

Office Manager: Amy Eldridge

Overseers:

Vicky Mathews

Paul Nyren

Judy Metcalf

Lee Houghton

Wendy Huntoon

Dick Brockway

Visitors: Todd Martin, Margie Brockway, Tim Samway and Beverly Crofoot. Carla Paige

John called the meeting to order at 9:00 am

**Approval of minutes:**

Dick B. moved to approve the minutes Wendy H. Seconded the motion. (6) Approved, (0) Opposed, (0) Abstained

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

Beverly Crofoot – provided an update on the Windows, the locks would be brass and they are looking into window ladders – for the May installation Highland Window Works would need 2 or 3 good weather days at which time final payment would be due . Highland Window Works recommended Sherwin Williams paint for the windows. Greg from Highland Window Works informed Beverly that the preparation of the wood is important for either staining over painting.

Discussion: Paul N. asked if this report should be under infrastructure on the agenda. Beverly C. was fine with staying and going over the window information at that time. To clarify Paul N. question, Judy M. asked if the cast iron locks were available at six dollar. The understand in March was that Greg would investigate to see if cast iron locks could be purchase at six dollars and if not he would obtain brass locks at the six dollars. Beverly C. will speak with Greg on how the brass locks were determined. Judy M. asked if the painter that we approved to do the painting of the windows should talk to Greg from Highland Window Works. Dick B. noted that we may not need the window ladders due to when the windows are open the screens are usually in.

Tim Samway wanted to make sure that the \$25,000.00 request for reimbursement from the town had been submitted for the town warrant (it has been). He also asked for clarification as to the process and timing for this reimbursement which is included in the NVC annual budget. Judy M. explained that the budget we vote on in August includes a request for reimbursement from Town of Northport for consideration by Town voters at their annual meeting the following year

Todd Martin, Principal of the Drinkwater School invited everyone to the school for a tour, announced that Suellyn Fleming is nominated for the MPA volunteer of the year. John S. would like to arrange a time for

the Overseers to come visit. Judy M. provided good news for the school. The lead testing conducted by the Utilities Department on the school's water came back with flying colors. Tim S. mentioned that in past the Overseers meetings used to be at the school and said we may think about having the June meeting in the gym.

### **Report of the President:**

John S. reminded the Overseers he would like to have photos of the Overseers in the Annual report and requested any digital photos be sent to him. He also asked when the summer hours should commence. Monday May 1st was determined the summer hours would go into effect, day and times to be recommended by Bill and Amy for review by John and Steve. A Census Bureau Survey was received by the village and John will work with Steve K. to get it completed.

### **Treasurers Report:**

Steve K. distributed the warrants to be signed. Financials were not available at this time. He proceeded to review the 2017 estimated budget variances and encouraged the Overseers to keep these figures in mind when approving spending in the current fiscal year.

Wendy H. asked for clarification as to when the Overseers would see the Quarterly financials. May was determined as an appropriate month to provide and review more in detail the quarterly financials.

Steve advised the Overseers that the Mowing contract expires this October and recommends it be reviewed and posted for the RFP for the August meeting. Bill and Amy will work on preparing the mowing bids.

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

Bill P. reported that Ed Williams called to ask about the pruning plan for Village trees on Shore Road. Bill has spoken to CMP and they said that the trees are not near their lines so they would not be doing any maintenance to them.

Paul N. expressed that he felt we needed to revisit having Ed William handle the tree trimming commitment. Wendy H. advised the group of what was in the November minutes that were in reference to the trees. Judy M. recommended follow up with CMP and if they can't do anything then the Overseers would look into other avenues to accommodate Mr. Williams. An agreement has been in effect, 4 or 5 years after the pump station went in which was in the 80's. Further discussion with Mr. Williams will be needed before determining a long term plan of action. If CMP can't trim the trees then how much will it cost to get a company to do it?

Bill P. reported that he is renewing the village mooring permits through the town. Cost is around \$50.00. Bill has talked to the town about when the road sweeper will be here. He has determined that the road aprons will need to be cleaned in preparation of the roads being sweep. Costs to complete the aprons have been up to \$1,000.00 in past years. Judy M. moved that Bill be authorized to spend up to \$1,000.00 for doing the spring cleaning. Lee H. seconded the motion. (6) Approved, (0) Opposed, (0) Abstained.

Bill would like to know as soon as possible when a Police Officer is hired so that he can get the cruiser all

set up and ready to go.

The painter would be able to put a primer coat under the stain but it would bring up the cost from the estimate by \$250.00. There are some sills that need repairs and he mentioned that the sills were not in the contract with the window restoration company. Judy M would like to see if the painter, Highland Window Works and Bill coordinate to see what would be the best option. Bill is going to have the painter come down and he would go over the windows. Steve K. recommends that the Overseers approve an amount for Bill so that he is able to get the sills taken care of.

Wendy H. moved to add up to \$500.00 to the already approved amount of up to \$2,000.00 to cover the cost of repairs and painting of the south side windows in the community hall. Judy M. seconded. Discussion: Paul N. thinks we should wait until we get more information in hand from the painter and Highland Window Works. Wendy H. believes that the village agent should be provided approval for funds to be able handling this request. 5 Approved, 1 Opposed, 0 Abstained. Steve K. asked the Overseers where they wanted the extra funds to come from. Wendy H. clarified her motion that up to \$500.00 would come from the centennial funds, seconded by Judy M. (5) Approved, (1) Opposed, (0) Abstained.

### **Communications report:**

John Woolsey was not available for any updates. Wendy H. asked that if an Overseer was not going to be at the meeting to please provide an update in writing. Vicky M. mentioned putting the Dog Ordinance on the village website so that everyone would be aware of the expectations.

### **Finance report:**

Nothing new to report at this time.

### **Infrastructure report:**

Dick B. provided a chart to show the Overseers of project forecast. There are two big projects that the infrastructure has determined. One being \$25,000.00 dollars for renovation of the Community Hall and the second project would be \$15,000.00 for engineering necessary to determine the best course for restoration of the Seawall.

Steve K. reviewed Dick B recommendations and mentioned that the increase of \$2,000.00 on the wharves may not be enough and he would work on getting a number that may be more around what the village spends on yearly basis. He also mentioned winter roads and advised no need for an increase.

Dick B. went over seawall information and provided a schedule of time as to when he felt the process of the seawall project to be finished. There were 2 major decisions that would need to be determined. First - what type of seawall would the village want and second – what specific details would the village want.

Paul N – expressed that the 4 designed provided are great examples but not all options are displayed. Once the engineer experts provide their recommendations more models can be provided. Dick B. has made four models that are being displayed at the Town Office for anyone interested in visualizing some

of the range of options which might be considered.

Steve K. recommended that the Infrastructure Committee attempt to provide a concrete number for the preliminary work required for Seawall project in time for the June budget workshop. Further discussion followed to determine what projects might be completed in fiscal 2017 with the funds available this year instead of budgeting the work for fiscal 2018.

Judy M. moved that we spend up to \$5,000.00 of the Centennial funds to be put towards the cost of the 2<sup>nd</sup> part of the window restoration. Seconded by Vicky M. Discussion: Lee H. is in favor of \$7,500.00 of the centennial funds. Not 5000.00. Wendy H. would recommend a modification of the motion to pay the full amount. \$5,000.00 from centennial funds and \$3,000.00 and change from the contingency fund. Judy M. accepts the modification, Lee H. Seconded the modification. (6) Approved, (0) Opposed, (0) Abstained. Note: if the grant application is approved these 3 funds may be available for use on other projects.

Bill P. needs to get clarification on "place of assembly" and how the determination may affect the electrical needs for the community hall. Wendy H. would like to have any electrician keep in mind the village needs for the hall. The Infrastructure and Village Agent will work together on the electrical needs of the Community Hall upstairs.

### **Safety Report:**

Wendy H. provided the following report:

- We have heard back from Evan and Olivia Damuck, both of whom are interested in returning to the summer lifeguard positions. The safety committee is following up with both of them to understand the hours that they can work and put together a proposed lifeguard schedule and corresponding budget for summer 2017.
- We will re-advertise the police position for the summer, looking for additional candidates. Interviews with the most promising candidates will be held sometime in May with a recommendation to the Overseers expected by the June meeting at the latest.
- The safety budget for FY2018 includes the rental fee but not the engineering costs for a fire hydrant off of the main water line in the Ruggles Park area. The FY2018 budget does not include any costs associated with a handicap parking spot at the Community Hall with the expectation that the Infrastructure committee and the Overseers will make the decision on whether or not to implement the spot based on costs.

Wendy H. informed The Overseers the only thing that wasn't on the safety committee budget was the rental fee for an extra fire hydrant. Discussion about the installation and engineering cost of an extra fire

hydrant was clarified. Lee H. asked if we had any applications for the Police Officer. Applications have been received a new posting will be published and interviews will be determined. Wendy also informed the Overseers that Bill P. got a quote for the extra parking space of \$2,800.00 dollars which would have stone and not pavement.

### **Town Liaison:**

Paul N. presented a concern to the Overseers that he had about the Town Liaison position. To prevent duplication of effort Paul recommended that Town Liaison responsibilities be handled by Bill P. This would eliminate the need for a separate person and prevent duplication of efforts. Discussion: Lee H. feels that we should have a separate member as the town Liaison that would communicate with the town's selectmen. Bill P. said that there are a lot of redundant issues that cross between the Village Agent and the Town Liaison. The responsibilities of the Village Agent and Town Liaison were discussed and what the Overseers are looking to receive from both. Wendy H. asked that the Governance Committee determine the responsibilities of both positions to be presented to the Overseers.

### **Utilities report:**

Judy M. mentioned there are no action items for the overseers. She mentioned that Denis Wang will be moving in June and has provided his resignation to the committee. Wendy H. mentioned that recommendations for the citizen position will be presented in May to the Overseers.

### **Governance report:**

They have a meeting after the Overseers meeting today and will provide updated information in May.

### **New and continuing business:**

Vicky M. recommended the establishment of dog stations in Bayside. It cost about \$275.00 per dog station. We have 4 signs that are available to let the Bayside residents be aware of the ordinance. People are leaving the blue dog bags on the side of the road to be picked up instead of disposing them. It was determined that since this was happening throughout the village that communication with the public needs to be available more. John S. recommends speaking with Dan Webster and John Woolsey, the communication person.

Vicky M. expressed her concern with the disbursement of remaining Centennial funds. She expressed her view that the spirit of those moneys was to add entertainment and events. Her thought was to come up with a sum and give it to Bayside Arts and the Historical Society. \$4,100.00 is left in the fund. Wendy H. mentioned that \$2,500.00 of the \$4,100.00 was gifted by the Historical Society. Discussion on what the monies should be used for was expressed.

Amy advised the Overseers of two Community Hall reservation applications received. One from Keith and Maureen Robinson for the dance classes and one for rental of tables needed from Kathy Robbins.

Bill P. mentions he is getting a list together of the Maple Street home owners to see if anyone has any concerns. The year warranty on the project is expiring soon and any issues should be handled prior to the

warranty expiration.

Next meeting is May 14, 2017

Meeting adjourned at 11:46 a.m.