

Northport Village Corporation

August 19, 2018

Overseers Meeting Minutes

Attendees:

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

Overseers

Judy Metcalf
Dick Brockway
Michael Tirrell
Michael Lannan- by phone
Vicky Matthews
Wendy Huntoon

Visitors: Marge Brockway, Blair Einstein, Maureen Einstein, Dan Webster, Tim Samway, Dorothy & John Lloyd Still, Jim Hunning, Ryan Fryer, Bill Weisenbach, Ed Lord, Rachel Rosa and Elma Holoma

Meeting Called to order: at 8:00 am by John S.

Approval of Minutes: Judy M. motioned to approve the minutes as amended. Wendy H. seconded the motion. **6 Approved, 0 Opposed, 0 Abstained.**

Questions/issues from Bayside Residents and meeting attendees: take a look at pleasant lane she would like to be put on the list. Jim H. noticed a lot of speeding issue and would like to have 1 or 2 more signs bought for the village. Ryan F. from the end of George St agreed that speeding is an issue. He mentioned that contractors have been noticed as speeding. Bill W. appreciates the Community Hall events he asked that the overseers let the back drop stay up over the winter. Ed Lord asked for more information about the seawall. Dick B. provided some clarification on the seawall. Wendy H. confirmed that the Overseers have approved a rip rap design. Tim S. thanked the Overseers for the recognition and model he was presented with at the Annual Meeting. Rachel R asked that a beach access still be available with the new seawall.

Report of the President: John S. thanked everyone involved with setting up the Annual Meeting. John S. addressed issues provided by the residents. **Judy M. moved that John S. appoint Carlson Smith as the Deputy Clerk , Vicky M. seconded the motion. 6 Approved, 0 Opposed, 0 Abstained. Judy M. moved that the president recommend that Vicky M be appointed the Deputy Treasurer. Wendy H. seconded the motion, 6 Approved, 0 Opposed, and 0 Abstained.** John S. reported that Michael Lannan, Judy Metcalf and Vicky Matthews would be holding 3 year terms, Lee Houghton and Michael Tirrell are holding 2 year terms and Wendy Huntoon and Dick Brockway would be holding 1 year terms.

The Overseers meeting dates were distributed and were discussed. John S. went over Committee chair persons for each committee. Vicky M. expressed that she would like to have sharing responsibilities for town Liaison. **Wendy H. moved to appoint all of the following chairs to each committee. Vicky M. seconded the motion. 6 Approved, 0 Opposed, 0 Abstained.**

Communications Chair – Judy Metcalf
Tree Chair – Vicky Matthews
Utility Department Chair – Judy M. will report back
Infrastructure Chair – Michael Lannan
Finance Chair – Judy Metcalf
Governance Chair – Judy Metcalf
Safety Chair – Wendy Huntoon
Town Liaison – Undetermined at this time.

Report of the Treasurer: Steve K. went over financials and explained to the residents the structure of financials that are provided to the Overseers. Performance to budget is running as expected and he explained the warrant process as well as how spending is handled. Steve K. distributed the warrants for signing and reported on estimated variance to budget (See Appendix A & B)

Report of the Village Agent: Bill P. reported that roads in the village are in the process of being repaired. All roads in the village are being reviewed and accessed because he is trying to be more proactive rather than reactive. He would like to get started around September 5th. He also provided the Overseers with details about the new Police Cruiser. Officer Boucher would like to travel to New Hampshire to retrieve the cruiser. Wendy H suggested that Bill P., Officer Boucher and she have a meeting regarding the cruiser. Judy M. expressed retrieval of the cruiser and maintenance on the cruiser should not be handled by Office Boucher.

Bill P. reported that the electrical work will be starting in the Community Hall once scheduled events have ended. Bayside Arts and the Historical Society will have to take down anything on the walls so the electrical upgrade can begin. He mentioned that speed sign is working well but recommends purchasing a second sign. The No Parking Signs for Auditorium Park have been received and he would be placing them this week.

Bill P. reported that the light fixture at the entrance to the dock is fixed. He is working with Prock Marine to get the wharf repairs completed by October. Bill P. presented an application for an alteration to sewer for 31 Main Street. **Wendy H. moved to approve the Sewer Application for Beth & Anthony Defranzo with conditions of no sub pumps, foundation drains or roof leaders can be connected to the sewer drain and sewer drain must be PVC piping. Michael T. seconded the motion. 6 Approved, 0 Opposed, 0 Abstained.**

Bill reported that the brakes, tires and barring's on sander and mounts on the plow and a full service on the truck would be needed. **Judy M. moved for Bill P. to spend up to 2100.00 for repairs needed on the truck. Vicky M. seconded the motion. A discussion on when to replace the truck was had. 6 Approved, 0 Opposed, 0 Abstained.**

Office Manager Report: Amy E. reported that Monday hours will be moved to either Tuesday or Thursdays going forward until further notice. She informed the public to contact the Drinkwater School to see if leaves are needed for the compost pile. She Thanked Dan Webster for all of his wonderful assistance with informing the residents of Bayside about updated office hours.

Communications Report: Nothing to report.

Finance Committee Report: Nothing to report.

Governance Committee Report: Judy M. reported that the committee members are Dan Webster, Angela Cassidy, Dick Brockway, Tim Samway, Blair Einstein, John Spritz and herself. They have updated the Zoning Ordinance and asked the Overseers to take a look at the updated version and provide feedback. Judy M. asked the Overseers to approve the Governance Committee next actions of holding a public meeting which will continue talks concerning the Zoning Ordinance. She advised the Overseers that the meeting would be held Sunday September 2nd at 9:00 am in the conference hall at the Community Hall. **Wendy H. moved to approve the Governance Committee to proceed forward with the public meeting. Vicky M. seconded the motion. 6 Approved, 0 Opposed, 0 Abstained.**

Judy M. reported that the waterfront regulations are not being honored and the boat float regulation is what the Governance Committee will be looking into next. Wendy H. asked the committee to relook at the fee structure for parking tickets.

Infrastructure Committee Report: Michael L. provided additional information about the electrical work in the Community Hall as well as the Seawall and the roads project. He advised all attendees that next summer will be a public meeting in June to get feedback on the Seawall design. Michael L. also reported that Bayside Arts asked about storing stuff under the stage in the Community Hall and after thoughtful consideration he feels they will need to look at another area for storage.

The Committee is looking at a natural stabilization for North Street to help reduce cost of maintenance, they are assessing shore land erosion and invasive plants, parking issues throughout the village, paving of Upper Main Street, a GPS for mapping and road maintenance on Oak Street and other streets in the village. The Committee will advise the Overseers of plans going forward on these topics.

Safety committee Report: Wendy H. reported that Evan will be the only lifeguard on duty until Labor Day weekend and Michael B. will be working until Labor Day weekend as well. She informed the Overseers that speeding, parking and drinking has been some of the safety concerns that Officer Boucher has seen. She reported that grants are available for speed enforcement to help with obtaining another speed sign for the village. She also reported that the Sheriff's Department informed her of activity that occurs in Ruggles Park in the off season and having a camera in Ruggles Park may help with deterring such activity.

Wendy H. will follow up with Officer Boucher about 3 fires on the beach that did not meet the fire regulations. She also reported as a community we should be able to uphold the standards of the rules and regulations of the village wither you are a property owner or a visitor. Dick B. presented Wendy H. with a token of appreciation for her exemplary service as an Overseer.

Town Liaison Report: Judy M. reported that Tax bills are due September 1st and Bill P. reported that soon the town is going to be paving the Bluff Road.

Utility Committee Report: Judy M. reported that the Utilities Department did not have a meeting this month and that there were no action items to discuss.

Tree Committee/Warden Report: Vicky M. reported that Michael Lannan, Michael Tirrell, Mike Robbins, Jim Coughlin and she are the members of the Tree Committee. The committee went around the village and noted all of the trees on village property. She advised the Overseers that Tony Field will no longer be continuing as Tree Warden and she would be the interim tree warden. Vicky M. reported that some trees on village property that have dead branches need to be pruned and is asking the Overseers to approve Crowley and Malone to complete the work. **Judy M. moved to approve the request to have Crowley and Malone complete the pruning of the trees. Wendy H. seconded the motion. 6 Approved, 0 Opposed, 0 Abstained.**

Vicky M. also reported that Michael T. and she have been working on the landscaping issues for the basketball court. She provided 2 company quotes to the Overseers for review and after discussion determined that the quote for \$2,575.00 was the preferred option. If approved the project could be completed this fall with the preferred plants of Rosa Rugoses and Junipers. The green snow fence around the court this year helped with stray balls but was not pleasing to the eye. Safety concerns were more important to parents of kids playing on the court than appearance. Steve K. recommended that the Safety Committee, Vicky M. and Michael T. work together to determine the priority of projects that could be financed by the contingency fund. Steve K. will use the \$2,575.00 recommended by the tree committee as the projected cost for the landscaping project at the basketball court if approved.

New and continuing business: Nothing to report.

Public Comments: Elma Homola asked for guidance from the Overseers about people driving the wrong way on Park Row. She would like the traffic sign moved to the bottom of the hill. She also advised the Overseers that they may want to come up with a Rental Owners Ordinance so all of the owners would be informed and responsible for issues that occurred threw out the year with their properties. Dorothy Lloyd Stills ask to have the surface run off from pleasant lane fixed to prevent the flow running into her house.

Dan W. would appreciate if the Overseers would accept the public comments for any votes and he reported that no one has been hit in the road due to stray balls from the basketball court. He asked to please reframe from putting the green snow fence back up.

Meeting Adjourned: at 11:03 am by John S.

Executive Session: Called to order at 11:04 am

No votes were taken.

Executive Session Adjourned: 11:16 am by John S.

Appendix A

Estimated Variance to Budget 2018

2018 budget - estimated variances

As of August 19, 2018

| Estimated variances to operating budget | | 2018 Budget | 2018 projected | Variance |
|-----------------------------------------|---------------------------------|-------------|----------------|------------|
| 6041 | Property and Casualty Insurance | \$2,200 | \$1,738 | \$462 |
| 6061 | Financial Officer | \$2,800 | \$2,100 | \$700 |
| 6062 | Bookkeeper | \$4,000 | \$1,534 | \$2,466 |
| 6702 | Truck Maintenance | \$500 | \$3,105 | (\$2,605) |
| 6094 | Company paid benefits | \$2,000 | \$2,600 | (\$600) |
| 6191 | Workers Compensation | \$800 | \$3,113 | (\$2,313) |
| 6204 | Sewer / Water | \$3,000 | \$1,709 | \$1,291 |
| 6291 | Winter Roads | \$6,000 | \$7,000 | (\$1,000) |
| 6410 | Property Maintenance | \$0 | \$375 | (\$375) |
| 6411 | Parks | \$1,500 | \$3,474 | (\$1,974) |
| | | | | \$0 |
| | | | | \$0 |
| 6450 & 6490 | Waterfront combined | \$7,000 | \$14,900 | (\$7,900) |
| 6460 | Trash Collection | \$19,000 | \$17,914 | \$1,086 |
| 6340 | Lifeguards | \$6,750 | \$7,610 | (\$860) |
| 6321 | Police - compensation | \$6,500 | \$7,934 | (\$1,434) |
| 6527 & 6520 | Police uniforms / etc | \$360 | \$944 | (\$584) |
| 6530 | Hydrant rental | \$2,896 | \$1,911 | \$985 |
| 4035 | Interest income | \$1,700 | \$2,450 | \$750 |
| Total | | | | (\$11,905) |

| Contingency budget spending | | 2018 Budget | 2018 spending | Balance |
|-----------------------------|---------------------------------------|-------------|---------------|----------|
| Contingency budget | | \$22,010 | | |
| Paid | Bayview park fence | \$1,500 | \$0 | \$22,010 |
| Paid | Playground refresh | \$1,475 | \$0 | \$22,010 |
| Reserved | CH trim painting and repair | | (\$1,200) | \$20,810 |
| Paid | Ruggles Park culvert | \$3,234 | \$0 | \$20,810 |
| Reserved | New police office | | (\$750) | \$20,060 |
| Complete | Cruiser purchase (paid from reserves) | \$1,500 | \$0 | \$20,060 |
| Received | Cruiser donations | \$ 500 | | |

Appendix A

Estimated Variance to Budget 2018

| Infrastructure carryover spending | | 2018 Budget | 2018 spending | Balance |
|----------------------------------------|--------------------------------|-------------|------------------|------------|
| 2017 carryover (voter approved) | | \$53,996 | | |
| Quote | Second floor electrical work | | \$ (8,170) | \$ 45,826 |
| Paid | Seawall Consulting | | \$ (15,000) | \$ 30,826 |
| Reserved | Tree work and replacement | | \$ (4,500) | \$ 26,326 |
| Paid | Window replacement | | \$ (2,750) | \$ 23,576 |
| Received | Window donations | | \$ 4,250 | \$ 27,826 |
| Reserved | Hydrant removal | | \$ (1,500) | \$ 26,326 |
| Paid | Additional tree removal | | \$ (3,000) | \$ 23,326 |
| Reserved | Preventative wharf maintenance | | \$ (4,000) | \$ 19,326 |
| Reserved | Upper Maple Street | | \$ (4,000) | \$ 15,326 |
| Reserved | Upper Clinton street | | \$ (7,300) | \$ 8,026 |
| Reserved | West Street | | \$ (10,000) | \$ (1,974) |
| Reserved | Culverts | | \$ (4,100) | \$ (6,074) |
| Fund summary | | | | |
| Budget variances | | | \$ (11,905) | |
| Contingency fund | | | \$ 20,060 | |
| Infrastructure carryover fund | | | \$ (6,074) | |
| Total funds available | | \$ | 2,081 | |

Appendix B

8:41 AM

08/10/18

Accrual Basis

Northport Village Corporation
Balance Sheet by Class-General Government
As of July 31, 2018

| | General Government | TOTAL |
|-----------------------------------------------------|---------------------|---------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1007 · Checking Account | | |
| 1031 · Business Checking -2618 (Gen) | 67,366.44 | 67,366.44 |
| Total 1007 · Checking Account | 67,366.44 | 67,366.44 |
| 1050 · Savings and Money Market | | |
| 1029 · ICS Savings 9857 (Gov) | 180,028.87 | 180,028.87 |
| 1037 · BSB Money Market -4006 | 10,005.37 | 10,005.37 |
| Total 1050 · Savings and Money Market | 190,034.24 | 190,034.24 |
| Total Checking/Savings | 257,400.68 | 257,400.68 |
| Accounts Receivable | | |
| 1200 · RE Taxes Receivables | | |
| 1215 · 2016 RE Taxes | 544.68 | 544.68 |
| 1216 · 2017 RE Taxes | 6,058.98 | 6,058.98 |
| 1217 · RE 2018 Taxes | -1,587.18 | -1,587.18 |
| Total 1200 · RE Taxes Receivables | 5,016.48 | 5,016.48 |
| 1202 · Tax Liens Receivable | | |
| 1213 · 2014 Taxes | 61.40 | 61.40 |
| Total 1202 · Tax Liens Receivable | 61.40 | 61.40 |
| Total Accounts Receivable | 5,077.88 | 5,077.88 |
| Other Current Assets | | |
| 1300 · Other Current Assets | | |
| 1010 · Petty Cash | 241.92 | 241.92 |
| 1020 · Dump Stickers for Resale | 304.50 | 304.50 |
| 1036 · Dump Sticker Petty Cash | 265.50 | 265.50 |
| Total 1300 · Other Current Assets | 811.92 | 811.92 |
| 1450 · Due from Utilities | | |
| 1451 · Due from Water (Payroll) | 3,062.55 | 3,062.55 |
| 1452 · Due from Sewer (Payroll) | 2,881.73 | 2,881.73 |
| 1460 · Due from Water (non PR) | 798.26 | 798.26 |
| 1462 · Due from Sewer (non PR) | 1,066.05 | 1,066.05 |
| Total 1450 · Due from Utilities | 7,808.59 | 7,808.59 |
| 2012 · Prepaid Expense | 2,278.76 | 2,278.76 |
| Total Other Current Assets | 10,899.27 | 10,899.27 |
| Total Current Assets | 273,377.83 | 273,377.83 |
| Fixed Assets | | |
| 1500 · Property, Plant & Equipment | | |
| 1510 · Village Infrastructure | 456,290.02 | 456,290.02 |
| 1515 · FA Building Improvements | 121,126.75 | 121,126.75 |
| 1540 · FA Wharfs / Floats Asset | 484,573.76 | 484,573.76 |
| 1545 · Vehicles | 14,917.00 | 14,917.00 |
| 1552 · Other Accumulated Depreciation | -461,590.50 | -461,590.50 |
| 1560 · Construct in Progress - Run Off | 14,200.00 | 14,200.00 |
| 1570 · Land | 1,333,067.00 | 1,333,067.00 |
| 1610 · Land Improvements | 1,200.00 | 1,200.00 |
| 1615 · Office Equipment | 589.98 | 589.98 |
| Total 1500 · Property, Plant & Equipment | 1,964,374.01 | 1,964,374.01 |
| 7001 · Maple Street Project | 156,494.98 | 156,494.98 |
| Total Fixed Assets | 2,120,868.99 | 2,120,868.99 |

Appendix B

8:41 AM
08/10/18
Accrual Basis

**Northport Village Corporation
Balance Sheet by Class-General Government
As of July 31, 2018**

| | <u>General Government</u> | <u>TOTAL</u> |
|-------------------------------------------|---------------------------|-------------------|
| Other Assets | | |
| 1900 · Investment in Gen. F. A. | -2,120,868.99 | -2,120,868.99 |
| Total Other Assets | -2,120,868.99 | -2,120,868.99 |
| TOTAL ASSETS | 273,377.83 | 273,377.83 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Other Current Liabilities | | |
| 2010 · Deferred Tax Revenue | 4,000.00 | 4,000.00 |
| 21000 · Interfund Transfers | | |
| 2120 · Due to Water Department | 190.55 | 190.55 |
| 2130 · Due to Sewer Department | 190.55 | 190.55 |
| Total 21000 · Interfund Transfers | 381.10 | 381.10 |
| 2112 · Accrued Expenses | 600.00 | 600.00 |
| Total Other Current Liabilities | 4,981.10 | 4,981.10 |
| Total Current Liabilities | 4,981.10 | 4,981.10 |
| Long Term Liabilities | | |
| 2256 · 2009 MMBB Bond | 217,902.00 | 217,902.00 |
| 2266 · BHBP General Obligation Bond | 161,161.16 | 161,161.16 |
| 2821 · MMBB Refinancing Bond | 100,831.30 | 100,831.30 |
| 2000 · Debit reserved for Debt Retirement | -479,894.46 | -479,894.46 |
| Total Long Term Liabilities | 0.00 | 0.00 |
| Total Liabilities | 4,981.10 | 4,981.10 |
| Equity | | |
| 3909 · Assigned Fund | | |
| 3904 · Village Truck | 4,000.00 | 4,000.00 |
| 3905 · Fund Balance Cruiser | 7,609.59 | 7,609.59 |
| 3912 · Nonspendable (Assigned) | 210.00 | 210.00 |
| 3916 · Infrastructure Reserves | 53,996.00 | 53,996.00 |
| Total 3909 · Assigned Fund | 65,815.59 | 65,815.59 |
| 3911 · Unassigned Fund | 292,652.37 | 292,652.37 |
| Net Income | -90,071.26 | -90,071.26 |
| Total Equity | 268,396.70 | 268,396.70 |
| TOTAL LIABILITIES & EQUITY | 273,377.80 | 273,377.80 |
| UNBALANCED CLASSES | 0.03 | -0.03 |