



DRAFT

WORKING DRAFT – OVERSEER’S MEETING AUGUST 18th, 2019

Attendees:

President John Spritz	Treasurer Steve Kazilionis
Village Agent William Paige	Clerk Maureen Einstein
Office Manager Mandy Everett	Judy Metcalf
Miles Frieden	Lisa Fryer
Michael Tirrell	Michael Lannan
Jeffrey Wilt	Victoria Matthews

Approval of July 14th/ 28th minutes including an emergency meeting of the overseers, as well as the minutes from the July 14th overseers meeting.

One correction was made. Judy Metcalf moved to approve the July 14th and July 28th meeting minutes. The motion was seconded and voted in favor 6- 1 abstaining.

Public Discussion:

John Woolsey of Bayside Arts-

-Bayside Arts had a board meeting and discussion was had as to coping strategies to comply with NVC Overseer’s request as per storage of set items belonging to Bayside Arts in the upstairs Community Hall space next season.

-Damage was done to a set moved at the end of the season by an overseer.

-John Woolsey put on record that he, as president of Bayside Arts, wished that he was notified along with Bill Cressey as to the Overseers’ plan to move the set. A discussion ensued as to communication issues between Bayside Arts and the NVC Overseers.

-It was suggested by the board that John Woolsey assess the damage and make a formal request to the NVC Overseers to financially compensate for the damage done.

-Help is needed to get the set back out from under the stage to access damage and to store the items properly

President's Report- John Spritz

-The 8/18/2019 Overseers' meeting marks the beginning of the annual NVC meeting cycle

-Ned Lightner videotapes all NVC Overseers' meetings and post the videos to youtube for future viewing.

-The president explained Bayside's history in regards to its governing charter

-Bylaws can be amended at the NVC Annual Meeting each August

-The roles of the seven Overseers, the NVC president, the treasure, the Village Agent and the NVC office manager were explained to the public and to the two new Overseers that were sitting at the table.

-A request was made that everyone help make the Overseers meeting flow as efficiently as possible.

-The Village Directory as circulated to the board which contains all of the contact information for the Overseers, NVC Staff, and select Northport town officials. It was noted that this was an internal document and not distributed publicly.

-An updated Overseers' manual is needed. Judy Metcalf will put together a binder containing NVC's governing charter, current Bylaws and updated ordinances.

-Discussion of current and new committee members; The president would like an updated list of all committee members from each committee's chair by the beginning of September. It was noted that the Utilities Department needs one more Overseer to serve as a Trustee in accordance with NVC Bylaws.

-It was requested that when Overseers and community members refer to people and places in the village, that they use clarity while doing so for the understanding of the new overseers and the public.

-Email protocol – a group of 3 or more overseers legally constitutes a meeting. Email is only to be used to convey information between formally posted meetings.

-If an issue needs to be discussed between meetings, contact the NVC President who will plan and conduct an emergency meeting to discuss special issues.

-Every email between the Overseers and NVC staff is subjected to public policy. Every email exchanged in regards to NVC business must have NVCMaine@gmail.com CC'd.

-It is okay to use email to provide updates without additional dialogue.

-The president circulated a document outlining all proposed 2020 NVC Overseers' meetings. There was a request to amend the April meeting date as it would fall on Easter as proposed.

-A request from a board member was made to establish a certain day of the month to hold meetings i.e. the 1st Sunday of each month, and to avoid holidays. It was discussed and explained that holding meetings on certain holidays was purposeful and traditional, such as Columbus Day, Mother's Day, and Father's Day. The treasurer spoke to the difficulties in restructuring the financials around this proposed change. The president responded to the request stating that most meetings are roughly the second Sunday of each month.

-Michael Lannan moved to move the NVC Overseers meetings to the 3rd Sunday of every calendar month. The motion was seconded. 1 -in favor, 5- opposed, 1 abstained from voting and the motion was denied to carry forward.

-A discussion on conference calling and remote meeting technology was had. It was decided that our current system was not fulfilling everyone's needs. Judy Metcalf will have her IT people research further options and report back to the board.

-Victoria Matthews made a motion to accept the 2020 Overseers Meetings as proposed. The motion was seconded. 6- in favor, 1- opposed and the motion was carried forward.

Treasurer's Report- Steve Kazilionis

-Warrant protocol was described for the public and the two new overseers at the table.

-No significant issue in regards to financials but they are not where they need to be recording wise. Issues continue to arise regarding the transition between old accounting staff and the new staff that NVC works with to create our warrants and our financial documents.

-Warrants were not sent in their usual format. They were circulated to the Overseers as is.

-Contingency funding started at \$19,000 however is down due to Police budget, etc.

-Road budget for the year is currently exhausted. Additional monies needed to be spent will have to come out of contingency if/when approved as needed.

-No capacity to upgrade NVC office internet.

-Spending to replace the seawall was approved during the August 13th Annual meeting by registered NVC voters. Maine Municipal Association's Bond council has been contacted for further consult.

-Final application for Bond needs to be completed by February 12th, 2020.

-This will be Steve Kazilionis last year serving as NVC Treasurer after 11 years of serving. Steve K will circulate a document describing recommendations moving forward in regards to

transitioning to a new treasurer. He will stay on the finance committee for one year after leaving his position to aid in the transition process.

-An overview of issues revolving around NVC Utilities billing system, Continental Utility Solutions, Inc (CUSI) in relations to Utility financials and reserves. It was assured that the Utilities Department is not under any financial distress.

-It was noted that the Tree budget now reflects \$4000. It had reflected \$8400 but was changed to reflect the timing of the budget.

-CUSI has been successful installed o the new NVC office computer system and no issues are expected during the next water/wastewater billing cycle.

-Steve K made a recommendation to the board that they find his replacement sooner rather than later to ease in the transitional period.

Judy Metcalf moved to recommend the appointment of Carlton Smith to the position of Assistant Clerk. The motion was seconded. All voted in favor and the motion was unanimously carried forward.

Judy Metcalf moved to recommend the appointment of Victoria Matthews to the position of Assistant Treasurer. The motion was seconded. All voted in favor and the motion was unanimously carried forward.

-President John Spritz wished to add to the current discussion. He explained that the Overseers' were operating under three terms and that the board members had rotating cycles.

-Traditionally 2 weeks prior to the overseers meeting, the president will contact everyone on the board and staff and ask for upcoming agenda items. The contacted individuals then have a week to get all items back to the president who then creates the agenda. The agenda then gets posted to all 6 village boards and to BaysideMaine.com. Agenda items can be added outside of the process.

-NVC success has been in large part to all of the work that Steve Kazilionis has done as Treasurer over the years and John wished to thank him for his service to NVC.

Village Agent

-Transmission of NVC Police cruiser is being replaced under warranty.

-The staff at the garage in which it is being repaired at took a vacation until August 19th. It was further discovered that the wrong transmission was ordered by the garage.

-The correct transmission was found and will be used in the replacement. The cruiser is expected to be completed and returned to NVC sometime in September.

-President John Spritz clarified the Village Agent's role as the person authorized to enact on decisions made at meetings, between meetings, and under the authority of the Board of Overseers to complete tasks needed to keep the Village running smoothly. Village Agent Bill Paige further clarified that his role is split between NVC's 3 business units being wastewater, water, and general government.

-It was discussed that the Village Agent's job description is evolving, as the role of the Village agent evolves to capture what the Village needs.

-When the Village Agent is on vacation Peter Simpson provides backup support for village issues.

-Lighting repairs upstairs are proving to be a long process. The electricians are awaiting a new light socket.

-There were many complaints of poor lighting during the annual meeting. This is likely due to one set of lights still that were nonfunctional during the meeting. Bill Paige and the electricians are balancing functionality vs historic ambiance when fixing and replacing lighting upstairs.

-The library fencing has been replaced.

-Issues surrounding parking on 1 North Street and 1 Clinton Streets. 1 Clinton Street sent NVC a copy of their deed in response to John Spritz's letter to the homeowners.

-The homeowners of 1 North Street have not responded to John Spirtz's letter. Letters were mailed, physically left, and emailed to both 1 North and 1 Clinton.

-The Village agent reported that he no longer felt comfortable physically going onto the properties without further representation.

-The president gave some background to the new overseers and the public as to the issues with these two properties, and overall issues stemming from resident's "inching" their personal possessions, as well as planting trees and other plantings onto village property.

-Village is unique in that residents do not truly own their front yards. Most village roads have a 35' right of way which extends onto many front yards.

-The will of the overseers was stated that the letter to 1 North was clear and that the conversation ended with the homeowner hiring legal representation. 1 North has not adequately responded to the request put forth in the letter.

-The consulting engineer will give a quote for stabilization, however the woodpile at 1 North will need to be moved prior to work being completed. It was noted by a board member that the parking signs on 1 North also need to be removed.

-It was decided that a lawyer should be involved in the next steps taken.

-While requesting that the woodpile be moved takes precedence as it is hindering community progress, there is no overall precedence in setting a conversation about signs vs. woodpiles in that the overseers can make a priority of one over the other in their communications to the homeowner.

-Judy Metcalf will write a letter as a lawyer on the board, but does not wish to become further professionally involved.

-It was deemed unlikely that the stabilization will occur this season, but the board will do everything that they can to make progress with the project move forward efficiently.

-At one point it was suggested that the Overseers take action and simply move the woodpile. It was stated that Judy Metcalf does not recommend this recourse as a primary action, however, she will incorporate that the Overseers are prepared to take this action in her follow up letter to 1 North.

-Judy Metcalf further explained that there is no precedence in ordinance form that protects the overseers legally if they were to move the woodpile as a primary action i.e. the village is allowed to move problematic vehicles under its winter parking ban ordinance. There are no ordinances in regards to problematic woodpiles.

-Jeffry Wilt moved to have Judy Metcalf draft a follow up letter to 1 North as a legal voice representative to the Village. The motion was seconded. Discussion- The letter will be written to give them all options in which to protect their woodpile. The motion was passed and carried forward unanimously.

-There was a question relating to code enforcement and permitting in relation to a new house being built on Griffen Street. One individual felt that it was being built too high and asked the Village Agent for clarification on the code and possible resource. The Village agent explained that abutters needed to go consult with the Town of Northport's Code Enforcement Officer.

Office Manager- Nothing to report

Committee Reports:

Tree Committee – Victoria Matthews

-Tagging of trees surveyed in the village is coming along fine.

-The tree committee met with Jane Santeer from the Maine Department of Agriculture.

-Emerald ash borer is in Maine but has not yet hit the midcoast. There are a lot of Ash trees in Bayside which is why the tree committee is focused on protecting them against this pest. They are 2-3 years from hitting the midcoast.

-Browntail moths are here but there is nothing as of now that the tree committee can do. Trees can last up to two infestations but commonly will not survive the third infestation. The tree committee is encouraging everyone in the village to protect their own trees.

-Clarification of tree budget; Some pruning was put off because those particular trees were not posing a hazard. The tree committee hopes to have an arborist address these trees in the near future.

-The department of Agriculture representative gave the tree committee species ideas as they plan future plantings.

The tree committee, along with Lisa Webster, are going to try and rejuvenate the garden club to care for green spaces and plantings next year.

-No action has taken place with the issues surrounding the area around the basketball court as of to date and the Tree committee is withdrawing the approved money to be spent on the project for now.

Communications- Judy Metcalf

Nothing to report

Finance Committee- Judy Metcalf

-Nothing to report other than to thank Steve K for his many years of service.

-The next steps in finding a new treasurer is unknown at this time. The nominating committee will be consulting with the HR committee to find a replacement. This does not fall under the responsibility of the finance committee.

Governance Committee- Judy Metcalf

-New Zoning regulations are to be expected coming out of the committee next year. 70% of people who responded were intent on the idea of an architectural review board in respects to the historic district.

-Issues about commerce and enforcement of ordinances were also surveyed concerns.

-Parking ordinances and their enforcement continue to be problematic. The parking ordinance issue has been raised and is being discussed amongst the Safety Committee. It was noted that chemical deliveries needed by the NVC Utilities Trustees are being negatively impacted by the parking issues down at Ruggles Park.

-Historically parking has always been unmanaged in the park and that needs to be considered when drafting possible solutions.

-Governance will continue to have public meetings to draft new ordinances. Ordinances can be voted on and approved by Overseer's at regular Overseers meetings. It is not necessary to wait until the Annual Meeting to adopt an ordinance.

-Warrants were distributed to the board of Overseers for approval and signage without corresponding invoices attached.

Infrastructure Committee- Michael Lannan

-Parking and signs- Speed signs need to be placed where there are none. Speed has been better under control this summer but parking continues to be an issue.

Seawall update:

-Marine Engineers want to know when building can commence. Consultation with Prock Marine resulted their recommendation to get started as soon as possible in order to capture the best costs associated with the project.

-Engineers are developing scope. Prock fees that it can be done with a Farley and Sons type of general contractor along with Prock Marine in one package.

-The infrastructure committee cannot use reserves as bridge funding until the borrowed funds clear as per the way that the warrant was written and approved at the August 13th annual meeting.

-There was strong support at the annual meeting behind the overseers and trust from the community that the right decisions will be made regarding what design works best for the new seawall.

Utilities Committee - Judy Metcalf

-Need at least one more Overseer appointed to the board

-The Utilities Trustees ask that Gordon Fuller get reappointed as a community member on the board, and that Dr. David Crofoot get reappointed as chair of the board

-Richard Brockway will remain a technical advisor to the board

-There were 2 notices of violation that are being modified due to procedural issues which are currently being addressed.

-Utility Billing issues are being addressed along with additional reporting of billing to the trustees during their regular meetings.

-Utilities Trustees typically meet the Friday prior to the regularly scheduled overseers meetings at 2:30 p.m.

Safety Committee – Michael Tirrell

- Flags that mark swimming conditions were suggested by the lifeguards
- The safety committee will draft a set of dos/don'ts of the swimming dock. Basic rules are not clear. A large sign stating the rules will be created.
- Decking issues: slippery at the edge of dock where people jump off into the water. Injuries' were reported this summer and solutions are being addressed.
- Staffing life guards next year- Mackenzi may not come back and lifeguards are challenging to hire.
- It was put on record by John Spirtz that both Evan and Mackenzi have been a blessing to the village as lifeguards as they have both been spectacular.
- Speeding issues- Village speeding issues were under control then increased after the NVC PD cruiser broke down.
- It was requested of the Town of Northport that they add additional speed signs on the Shore Road. Town will not commit to putting additional signs in the village on town roads.

Town of Northport News- Bill Paige and Victoria Matthews:

- Victoria Matthews is the official liaison between the NVC Overseers and the Northport Select board.
- No news from liaison
- Bill Paige reported that the village recycling is still "too dirty"
- The recycling bins are smaller than they used to be and now combined due to single stream. Issues around storage of recycling materials and possible solutions were discussed.
- Victoria Matthews will readdress education as a means to a pathway to clean recycling.
- It is unknown as to when the town brush pile will reopen.

Public Commentary II-

Mandy Marriner-Everett of Belfast Maine would publicly like to thank the Northport PD for the exceptional work that they have done this summer.

- Bill Paige reported that contracts will be up for bid for both Village curbside trash and recycling, and for Village property and lawn care.

-Judy Metcalf moved that the Village Agent post opportunity for public bid of curbside trash and recycling. The motion was seconded.

- Discussion- Reminder to have overseers approve the language of the contracts prior to public posting. ***All voted in favor and the motion was carried forward unanimously.***

-Judy Metcalf moved that the Village Agent put out contracts for Village property maintenance and lawn care. The motion was seconded and all voted unanimously to carry the motion forward.

-Treasurer Steve Kazilionis circulated his written recommendations for transitioning a new treasurer to the board.

Nordic Aquafarms Update- Michael Lannan

-BEP hearing update. October 23rd will be a site visit. It was requested by Michael Lannan that the BEP visit the village as part of this site visit.

-Site visit will happen before any further meetings are scheduled.

-All questions need to be submitted in writing. The BEP will not address every issue, but will address the primary concerns of the intervenors.

-Primary concerns as heard from the bayside community:

-Groundwater Salinization/ groundwater pollution

-Property values

-Traffic

-Quality and quantity of drinking water purchased from the Belfast Water District.

-It was suggested that the quality of the bay be a priority of concern and that property values are irrelevant to the BEP intervenor process. The loss of the ability to recreationally enjoy the natural resource if the quality of the bay is compromised.

-NVC will continue to gather concerns stemming from the community in regards to the Nordic project and the potential impacts on Bayside.

-motion was made to go into executive session and the public portion of the meeting was adjourned.