

## Minutes of the Meeting of the Northport Village Corporation Board of Overseers

8:00 am, September 15, 2019

Community Hall

### Attendees

President: John Spritz  
Treasurer: Steve Kazilionis  
Village Agent: William Paige

### Overseers

Miles Frieden  
Lisa Fryer  
Vicky Matthews  
Judy Metcalf  
Jeffrey Wilt (on telephone)

**Meeting called to order:** at 8:05 a.m.

**Approval of minutes:** Vicky M. moved to approve the minutes from the August 18 meeting. Judy M. seconded the motion. 5 approved.

**Questions/issues from Bayside residents and meeting attendees:** No guests were in attendance.

**Tree Committee Report:** Lisa Fryer is now head of the Committee, Vicky Matthews continuing as Tree Warden. The Committee has compiled a working list of all trees on NVC public property and will forward to the Overseers. Lisa met with John Hoy to discuss possible grants and the issue of “memorial trees.” The Committee continues to investigate the issue of the influx of browntail moths. Vicky M. noted that Bayside already meets three of the four criteria for being designated part of the Tree City USA directory. Judy M. recommended looking at Viles Arboretum, in Augusta, as a resource.

**Tree Warden Report:** Vicky M. noted that our arborist has pruned six trees recently. Steve K. mentioned that he has a large lilac bush he plans to take out and is offering to the Village; the Tree Warden will follow up. Bill noted that the gardens around the Village require attention, and the Tree Warden said that there is interest in re-forming the Garden Club.

**Communications Committee:** Lisa F. had no report presently, but there will be a communication going out regarding the browntail moth.

**Finance Committee:** Judy M. said that the Committee met in September and is examining how we manage “money-in/money-out” at the NVC office; the upcoming audit will likely require extra attention.

**Governance Committee:** Judy M. had nothing to report. She will look for new members to join the Committee as it turns its attention to parking in the Village. Vicky M. recommended participation by an Auditorium Park resident.

**Infrastructure Committee:** Mike Lannan was not in attendance. Judy M. said that the State Bureau of Environmental Protection (BEP) issued a finding on 9/11 that grants the submerged lands/pipe lease to Nordic Aquafarms; there may be an appeal process. John S. plans to be in attendance on October 23<sup>rd</sup> when the BEP conducts a walk-through of the Nordic Aquafarms site.

**Utility Committee:** Judy M. said that the Committee met on Friday, 9/13. The Trustees have asked that Overseer Miles Frieden be appointed to the Committee; Miles indicated his willingness, and the President appointed him. Judy also noted:

1. The NVC is on track to meet the EPA consent regarding “the little building.” The next EPA deadline is October 31, by which point there will be a design for the building. The Village is working with the Town of Northport to resolve any shoreland zoning issues.
2. There had been some false positives for fecal coliform in our sewer water. They were confirmed as false positives and the issue has been resolved.
3. The Utility Department is preparing its 2020 budget.

**Safety Committee:** Michael Tirell was not in attendance but had prepared a written report (appended to these minutes), which Steve K. read. Highlights included:

1. The Committee met on 8/28.
2. There was a question about police coverage—is it over for the year? Steve K. was checking into this, but it was believed that answer was ‘yes.’ Both police officers are available to return in 2020.
3. Lifeguards are done for the season; both are tentatively available to return in 2020.
4. The cloth at the playground is torn and shred, a potential tripping hazard. The Village Agent suggested some alternatives and will report back to the Overseers.
5. The Committee will look at traffic safety signs and will discuss at their October meeting.
6. The Committee is reviewing safety signage for the dock.

**Waterfront Safety Committee:** No report at this time; the Committee will meet before October Overseers meeting.

**Town of Northport issues:** Vicky M. attended the 9/9 meeting of the Northport Board of Selectmen. There are plans to build a new town office, to include ADA compliance. The town is also looking to create a committee to regulate marijuana usage. Vicky noted that some Bayside trees are actually on town property, and that Bayside residents with concerns regarding those trees will need to address them with the town, not the Village.

**Report of the President:** John S. presented the idea of a Personnel Committee, to develop and oversee hiring/performance policies and practices for NVC staff. Judy M. moved to create a Personnel Committee, Vicky M. seconded the motion. 5 approved. The Committee’s initial members are Judy Metcalf (chair), Steve Kazilionis and Miles Frieden.

**Report of the Treasurer:** Steve K. explained how warrants are developed and circulated among the Overseers at meetings for their signatures. Miles F. asked if it were possible to see warrants before the meeting, to allow more time to review them. Steve K. explained that there is a tight window between when invoices are approved and when they are available; Judy M. noted that bank statements are not opened by Steve, and that the NVC generally knows who its vendors are and the general amounts of invoices. Other issues discussed by Steve K. included:

1. The Village truck recently passed inspection but the Village Agent will “have to work on it through the winter.” He will start looking for a new truck now.
2. Monthly financials were not available by the time of the meeting, he is working on them.
3. Amy Eldridge is working to rebuild the utility system billing.
4. The NVC needs to replace the position of Office Manager (Mandy Marriner-Everett had resigned on 9/13). The immediate need is to process invoices and make sure financial data is accurate. Judy M. moved to appoint Steve K. to work one day a week in this position, at a rate of \$42.50/hour; Lisa F. seconded the motion. 5 approved.
5. Steve K. recommended that Amy Eldridge work in the office from 9am-12pm on Mondays, with office hours while she is there. The ultimate goal is to take certain financial processes out of the

office, such as bank deposits and utility billing. The Village Agent will plan to be in the office Fridays 9-12 for the next few weeks, and be available for resident questions.

6. Miles F. and Lisa F. wanted an analysis of “what went wrong with the current office manager.” Lisa also asked if we could outsource the job or change the job description.
7. The Village Agent noted that in winter months, the office is mostly concerned with utility billing, filing, and audits. There are also occasional walk-ins from contractors and year-round residents. In the summer months, it is more of a communications hub for the Village.

There was general agreement among the Overseers that we “need to find a balance” in terms of what the NVC office needs to provide.

The NVC received one bid for Parks Maintenance, from Lawns-R-Us, for \$38,975 for three years. Judy M. moved to accept this bid, seconded by Vicky M. 5 approved.

The NVC received one bid for Trash Pickup, from Pinkerton & Sons, for \$59,400 for three years. Judy M. moved to accept this bid, seconded by Lisa F. 5 approved.

**Report of the Village Agent:**

1. The lighting issue in Community Hall involves the use of dimmers and LED lights. The Village Agent will research solutions.
2. The woodpile at 1 North Street is gone; the “no parking” signs are still there.
3. The boat floats will come out right after Columbus Day weekend.
4. The bench at Blaisdell Park has been repaired.
5. The “Old Jail” (on upper Griffin Street) is in bad shape and may need to be restored or stabilized.
6. The police cruiser is waiting to have its transmission installed.

**New and Continuing Business:** Miles F. made a request to have Committee reports provided to the Overseers in advance of the monthly meetings, with action steps required.

Next Overseers meeting is at 9 am on Sunday, October 13.

**Meeting adjourned:** at 10:20 a.m.

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Meeting minutes submitted by John Spritz.

# Safety Committee Report for 09-15-19

Overseers:

I'm in touch to briefly update the board on Safety Committee items because I won't be able to attend our meeting tomorrow (Sunday, 9/15). This email is provided as an information update only, and not to prompt responses or an email exchange among Board members in violation of the open meeting statute.

The committee met on Weds, 8/28 and we agreed to meet again in late October (date TBD) to advance some of the issues discussed. Here is a quick review of the most important committee matters:

1. Police coverage: Steve K has inquired about whether the police coverage has finished for the season. I have asked Michael Boucher if he's complete or if there are a few hours left to work tying up loose ends. I've not heard back from Michael as of this writing and will update Steve and the Board when I do. Bill Paige might have an update that I don't have currently. NOTE: Both Michael Boucher and Ben Kolko are planning to return next summer.

2. Lifeguards: Lifeguard coverage is complete for the season. We are hopeful that both lifeguards will return next year, though Mackenzie has mentioned that she might have a nursing position by next Summer.

3. Playground: Nan Thorpe raised a concern at the last Safety Committee meeting about the condition of the playground in Ruggles Park — specifically the groundcloth that is posing a hazard to children and the need for more mulch etc. Steve K was in attendance at the meeting and suggested that the repairs/upgrades to the playground could be handled by the Overseers in a line item separate from the Safety Committee budget. *This item should be discussed at the Overseers meeting on 9/15 for clarity and direction on next steps, though it's not a Safety Committee item, per se.*

4. Traffic Safety: We continue to have numerous concerns — among residents and with perhaps all Safety Committee members — about speeding in Bayside. The committee will focus on this in our October meeting — with a specific eye towards how best to pay for more digital speed signs like the one currently in use in the village and a new hand-held radar device. Options include allocating any funds saved from reduced police coverage over the season (if we're underspent in that area), as well as running a few fundraising initiatives next season. I'm hopeful that our October meeting (date TBD) will result in the naming of a sub-committee of members to focus on fundraising options. More on that after the October meeting.

5. Waterfront Safety: Also at our October meeting, the committee will review and refine language for a proposed sign for the dock detailing swimming rules and dock etiquette. Additionally, we will be looking to approve the purchase of waterfront safety flags for next season — details on that will follow later. Lastly: Bill Paige is exploring how best to address the slippery conditions on the area of the dock where swimmers dive from — one or two planks are particularly slippery.

I have no update on the police cruiser repair and assume that Bill Paige will provide that in the Overseers meeting.

More to come on the items above — no action necessary at this time from the Overseers.

Thank you,  
Michael Tirrell