



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

9:00 am, February 2, 2020

Community Hall

Attendees

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

Overseers

Lisa Fryer
Vicky Matthews
Judy Metcalf
Jeffrey Wilt

(on telephone)

Michael Tirrell

Meeting called to order: at 9:03 a.m.

Approval of minutes: Jeffrey W. moved to approve the minutes from the January 12 meeting; Vicky M. seconded the motion. The vote was unanimous.

Questions/issues from Bayside residents and meeting attendees: On behalf of John Woolsey (not in attendance), Vicky Matthews spoke regarding issues brought forth by Bayside Arts, which anticipates a four-week, four-event season in 2020. Attached to these minutes are those two issues:

1. A request to install the Bayside Arts set (white panels) before the start of the season, keep them up four approximately a month, and strike them after the season.
2. A request to install permanent lights in Community Hall to improve lighting during performances.

The Overseers discussed these proposals, expressed their interest in supporting Bayside Arts, and instructed Vicky to get back to John Woolsey and determine exact dates proposed and how a light set would be installed. Vicky is to report back to the Overseers at the March 15 meeting.

Report of the Treasurer:

- A motion was required to allow Steve K to pay January warrants, which the Overseers will see at the March 15 meeting. The motion was moved by Vicky M., seconded by Lisa F., and passed unanimously.
- Steve noted that the second closing for 2019 has been sent out, and the accounting firm we are working with now is doing very well. In general, the 2019 budget numbers look good. Steve's initial read is that payments for the seawall project will start later and incur lower interest rates than originally projected.
- The tax collection letter for Bayside will be sent to the Town of Northport, asking them to continue collecting taxes on Bayside's behalf.

Seawall financing: Steve noted that there were some issues regarding language in the proposed bid for the seawall contract. Following general discussion among the Overseers, there was a motion by Judy M., seconded by Jeffrey W., to authorize the team of Steve K//President John Spritz/Overseer Mike Lannan to make any necessary changes to the bidding language to reflect the following topics:

1. Allow the Overseers flexibility in awarding the contract to the firm they deem the most appropriate for the project;
2. Ensure that bidders coordinate the seawall project with the work being down on the new Utility Building.
3. Eliminate the language regarding "cash" in the bid surety section.
4. Be more specific about what "substantial completion" means.

5. Check with Mike Lannan that bids open on March 13th will in fact be ready for Overseer review and approval on March 15th.
6. The agreement will need to be signed by President John Spritz (and/or Vicky M. acting in his place), with a witness signing by Clerk Maureen Einstein and/or Assistant Clerk Carlton Smith.

Steve K. noted that he may require an Overseer to act as backup for payroll approval and signing in the near future. Jeffrey W. agreed to the task.

Judy M. asked the Treasurer if the warrants accurately reflected Bayside payments to utilities such as Consolidated Communications and Central Maine Power. Steve K. said that the warrants are correct.

Infrastructure Committee: Nothing to report.

Tree Committee: The Tree Committee spoke jointly with the (acting) Tree Warden, Vicky M., regarding the brown tail moth problem. Vicky said that a certified arborist had visited Bayside and walked through the village with her, examining infestation among trees with “the most activity.” The arborist noted that brown tail moths tend to favor oak trees and fruit trees, of which there are many in Bayside. Brown tail cocoons are throughout the village, especially Blaisdell Park and Auditorium Park. According to the arborist, if a tree is infested with/attacked by brown tail moths three years in a row, it is likely to die. There are three ways to combat infestation:

1. Pruning trees (i.e. cutting out cocoons and infested areas); must be done before April
2. Injecting trees (must be done between April-June)
3. Pruning and injecting trees

The arborist gave Vicky a rough quote of \$12-\$15K to inject the public parks in Bayside, per year, for (at least) three years. The Overseers discussed the difference between a health issue (the rash from brown tail moths) and an esthetics issue (the loss of trees). Vicky was instructed to ask the arborist for an agreement for the Tree Committee and Overseers to examine at the March 15 meeting. The Tree Committee will communicate with the Bayside residents who have written a letter to the Overseers on this topic.

On a separate topic, Vicky noted that the Tree Committee will need to determine what to put behind the mailboxes at Merrithew Square, to replace the bushes/stumps that were cut down.

Communications Committee: Lisa F. noted that the second seawall report went out from Mike Lannan and the seawall committee to Bayside residents.

Finance Committee: Nothing to report.

Governance Committee: The Committee met on February 1 (*MINUTES ATTACHED*), focusing on updates and improvements to the Parking Ordinance. The Committee plans to have a revised Ordinance to present to the Overseers at the March 15 meeting, with public meetings to follow.

Personnel Committee: The Committee met on February 1, focusing on replacements for three positions and a personnel manual. *MEETING MINUTES ARE ATTACHED.*

1. Treasurer: Various possible candidates are being approached.
2. Finance Manager: The Overseers are looking at outsourcing this position and are meeting with someone later today (February 2).
3. Office Manager: Three individuals have responded to the ad in the media for this position.

Utility Committee: Judy M. said that the Overseers had rejected a proposed 2020 sewer budget, which had eliminated \$3K in rent from the Utility Department to General Government. A new budget was

presented, with that rent payment retained, and \$13,958 remaining in Utility Department contingency funds. This new budget requires each sewer household to pay \$165/year more in sewer taxes. Judy made a motion to approve this new budget; Jeffrey W. seconded; the vote was unanimous.

Judy noted that Bayside's wastewater treatment plant has again had no recent violations, and she singled out Dick McElhaney, Bill Paige and Fernie Barton for ensuring that Bayside's plant works effectively year-round. A new sewage treatment plant/building is being constructed this coming year at the bottom of Ruggles Park; bids will be put out soon for its construction.

Safety Committee: Michael T. said the Committee will soon have proposals from the Bayside Police Chief to address staffing in 2020, with recommendations for the Overseers to consider at the March 15 meeting. The Committee is also refining language for signage on the dock addressing safety issues.

Waterfront Safety Committee: The Committee will meet later in February. (*MINUTES ATTACHED*)

Town of Northport issues: 1) Regarding the Nordic Aquafarms issue, Vicky M. noted that Upstream Watch, with whom the NVC has an affiliation, has retained the counsel of Curtis Thaxter, in Portland. 2) The Town of Northport will revisit the issue of depositing taxes (for Bayside) with their selectmen.

Report of the President: Nothing to report.

Village Agent Report: Billy P. spoke to several issues:

1. A request to use the meeting room in Community Hall on 2/8 and 3/8 for a birthday party/baby shower.
2. A request for greater clarification from the Overseers as to how the Village Agent is supposed to interact with the Committees, and how to prioritize work among them.
3. A note that the playground area, in Ruggles Park, requires new mulch. There was discussion about plastic mulch, and various forms of wood mulch. Billy was instructed by the Overseers to try to obtain wood mulch without colored dye.
4. Community Hall requires cleaning before the 2020 season. Steve K. and Vicky M. said they have ideas on the matter, and will follow up.
5. A reminder for the Overseers that "Bayside" is larger than the central part of the village, and includes areas, especially towards Route 1 and along Shore Road, away from the central area.
6. Given the seawall project's needs, the boat float and swim float may need to come out of the water sooner than they usually do, at the end of the season. Boat-owners, especially, will need to be notified of this.
7. Likewise, the regular Prock inspection of the dock may need to occur at a different time.
8. There is a recommendation to spend @ \$12K to fix the strips where the dock meets the pilings. Bill will check to see if this project can be delayed to 2021.

Comments from Meeting Attendees: None. There was discussion as to when the next Overseers meeting would occur; there may be a meeting on March 29 to replace the April 5 meeting, but that will depend on what can be accomplished March 15th.

Meeting adjourned: at 11:50 pm. Motion by Judy M., seconded by Vicky M.

The next Overseers meeting is at 8 am on Sunday, March 15.

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Meeting minutes submitted by John Spritz.

Bayside Parking Ordinance Committee

Meeting Notes 2/1/2020

Attending: Judy Metcalf, Sandy Hall, Bill Page, Jeffrey Wilt, Dan Webster, Elaine Moss, Deanna Wolfire, Gina Cressey

Additional guests: Blair and Beanie Einstein

Review of items from previous meetings;

- Bill has not yet checked width of Bay Street, to determine if we need to disallow parking anywhere to allow passage of emergency vehicles. **Action item:** Bill will check and give dimensions to Judy.
- 6.1.11- New wording regarding the no parking allowances near the fire station was reviewed and approved by all.
- Discussed again the possibility of storing cradles during the summer behind the fire pond and water district building. Bill expressed concerns about reserving space for long trailers, excavators, and dump trucks on an as-needed basis, as well as temporary storage of road improvement materials (gravel). Bill also asked that spaces continue to be reserved for emergency personnel only (needed to access fire station and vehicle). Jeff reiterated that there would be little reason for traffic flow in this space; cradles would be delivered, empty, in June after the NYC fleet was launched, and picked up in August for fleet storage. *(Note: because AIR is in September and the Cradle Row space will be needed at that time, we might have to put the cradles with boats in the new location until after AIR.)* **Action item: this space needs further review for potential use as cradle storage. Accurate count of trailers needed.**
- Winter parking ban: **Action item: update the ordinance in Section 4 to match the wording of the actual ban** (already completed at time of these notes.)

New discussion:

- Sewage disposal upgrade design: Judy stated that the new system proposal which is close to completion requires access for a large delivery truck to be able to park within 10 feet of the chemical receptor location (below the yacht club, south side of Ruggles Park). Proposals included: 1) establishing a specific time and day for no parking (ie: no parking every Monday from 8 to noon) or 2) blocking parking area with traffic cones after delivery is scheduled. Bill preferred making the required area into a permanent no parking zone, due to the inconsistent delivery schedule (based on usage/flow), and excessive man hours to block off parking prior to delivery.
 - o Uncertain location of the changed circle after the seawall project may impact this parking area
 - o **Action item:** amend 6.1.4 to allow the Village Agent to impose a temporary parking ban (already completed at the time of these notes.)
 - o Parking restriction within 15' of a corner will include the point at the foot of the playground area.
- Make sure the proposed ordinance clarifies that the Village Agent is superior to the Chief of Police (reference 6.2) (already completed at the time of these notes.)
- Section 7. Designated allowed parking on Village property.
 - o Ruggles Park: continued discussion from previous meeting.

- The seawall plan allows for some increased parking at the base of Ruggles Park, across from the kayak area. This has been proposed as angle parking, which may cause problems. If angled uphill, cars backing out might be inclined to proceed wrong way uphill around Park Row, or would need to turn around in front of the two properties at the base of the row. Angling downhill would encourage more traffic to come down Park Row (also not a desired outcome.) Could this be enlarged to be straight head-in parking? For the purposes of the ordinance, this will not be designated as a no-parking zone. (see 7.2.2)
- Maple Street parking in Ruggles Park was discussed at length. Conclusion: no parking on the south side of Maple Street from the corner of Broadway to the flagpole at the yacht club (curb area). Parking allowed on the north side of Maple Street (along the playground) from Broadway to the bottom, excepting the 15' corner restrictions at both ends. Parking allowed on the south side of Maple Street from the yacht club flagpole to the causeway, except as restricted by chemical delivery access, as noted above. (see 7.2.3 and 7.2.4)
- Main Street parking in Ruggles Park was discussed further. Proposal: no parking allowed on the south side of Main Street in the park (along the playground) from Broadway to the merry-go-round. Parking allowed on the south side below the merry-go-round to the base, excepting the 15' corner restriction, as the road widens at this point. Parallel parking allowed on the north side of Main Street from Broadway to the base, excepting the 15' corner restriction. Sandy proposed expanding this parking area to make the parking along the north side head-in parking into the park, with boulder barriers to delineate the area available into the park (Dan expressed concerns about needing to pave this area, though grass parking might be acceptable. Bill added that this might be a good use of the stone which will have to be removed from the existing causeway during the Seawall Project.) No definite conclusions reached at this meeting. (see 7.2.5)
 - No further discussion of section 7 at this meeting. Still to be discussed regarding Ruggles Park: Overnight parking? 7.2.1 clarification?
- All general parking areas and no parking areas to be delineated on a map as an attachment (Exhibit A) to the ordinance
 - Participants agreed that we need to be careful about where we indicate that parking is allowed. We should be cognizant that while parking is allowed in many locations (such as along Park Row, north side) this is not intended to be general public parking, but rather acceptable parking for abutting homeowners. Excessive signage may not be in the spirit of currently accepted community usage.

Process clarification, per Judy~

- These proposed changes to the parking ordinance will be given a public hearing, then passed (or rejected) by the Board of Overseers
- Any future change would have to go through the same process: be proposed as a change to the ordinance, reviewed by a committee, subject to a public hearing, and then voted upon by the Board of Overseers.
- Future amendments would not necessarily mean a review of the entire ordinance, but could be restricted to a single location

Action item: Budget

- For future meeting. A budget will need to be proposed to include
 - Signage
 - Improvements to Cradle Row to allow for increased traffic and parking

- Improvements/clearing to another location (behind water district building/fire pond?) to allow for summer storage of empty yacht club trailers and/or cradles

Next meeting: Saturday, February 22, 2020 at 8:30 AM. Judy to send invitation; same call-in number will apply. Dan to put notice on website.

NVC Personnel Committee Meeting Re-cap Meeting Date: February 1, 2020

Meeting Attendees: Miles Frieden, Judy Metcalf, Jeffrey Wilt Steve Kazilionis, John Spritz, Michael Tirrell

Action Items:

Treasurer Position:

- The committee reviewed a list of 5 potential candidates and assigned follow-up calls to gauge interest
- Contact Blair Einstein to keep him apprised of the process (assigned to John)

Finance Manager:

- The committee discussed out-sourcing options for the tasks that are currently part of the financial officer role.
- Steve, John and Jeffrey our scheduled to meet with NR Bookkeeping Services to discuss options.
- The committee consensus is to reorganize the office manager, financial officer and treasurer roles to:
 - § Remove most financial tasks from the office manager position
 - § Remove tactical financial tasks from the treasurer role
 - § Consolidate these responsibilities into a revised financial officer / financial analyst role
- For the immediate future, Amy's consultative role with Utility department will continue.

Office Manager:

- The OM role will become administrative in nature going forward—filing, answer telephone, interact with the public.
- The recent posting of the OM position resulted in 3 completed applications.
- The committee will reconsider OM staffing options following discussion with NR Bookkeeping.

Personnel Manual:

- Steve will seek to collect examples from other municipalities via a list serve.
- We currently have the following documents – job descriptions, employee classifications, paid time-off policy, automobile use policy, compensations letters, on-boarding letters

Next Meeting: TBD after Jeffrey, Steve & John meet with NR Bookkeeping.

Minutes
Safety Committee Meeting
March 3, 2020

The Safety Committee met by telephone on Wednesday, March 3, 2020. Present were our chair, Michael Tirrell, Lisa Fryer, Jessica Cohen, Jim Coughlin, Jim Huning, Beanie Einstein, Harry Rosenblum, and Gina Cressey. Bill Paige was on the line as well.

The following agenda items were discussed:

Police Coverage: The committee reviewed efforts being coordinated with Chief of Police Michael Boucher to recruit a new part-time police officer for the 2020 season. Officer Ben Kolko has accepted a full-time position with another police department and likely cannot commit to the number of weekly hours he worked last year. The goal is to have a new part-time officer for 2020.

Lifeguards: We are awaiting word back from our two lifeguards from last year – Evan and Mackenzie – about whether they can return for the coming season. Working with Bill Paige, the committee will step up recruiting for new lifeguards, if one or both of our veteran lifeguards choose to not work at Bayside.

Speed Signage: The committee reviewed location options for the two new digital read-out speed signs. We agree that the signs should be at locations near the north and south entrances of the village. Options will be discussed at the next Overseers meeting. A third sign is the portable digital read-out sign that we've used for the past several years. Bill Paige suggested moving that sign around inside the village on a weekly basis. Locations would include George Street, Bluff Road, and the Shore Road, as well as other hot spots where speeding is an ongoing problem. Discussion of how to fund a couple of additional signs is ongoing.

Dock Safety Signage: The committee discussed next steps for moving forward on the dock safety sign that has been discussed in prior meetings. Once language is final, and Bill Paige will work with an outside vendor on a sign prototype for review by the committee. The goal is for a new dock safety sign to be in place for Summer 2020.

Safety Day 2020: This popular event will be chaired again by Lisa Fryer and Jessica Cohen, working with Jim Huning, who headed this effort for several years. Jim established contacts with Northport first responders who bring emergency vehicles for kids and adults to explore. Harry has volunteered to bring hotdogs again this year. Jessica and Lisa will present a 2020 plan to the committee at an upcoming meeting, including date options. We'd like a sunny July day with temps in the low seventies and a moderate breeze off the water.

Respectfully submitted,
Gina Cressey

Waterfront Safety Committee

Meeting Date: March 1, 2020, 10:00 a.m. at Village Office and via conference call
Meeting Recap Date: March 6, 2020

Attendees:

Committee: Craig Brigham, Jim Coughlin, Gordon Fuller, Bill Haverty, Mike Lannan, Bill Paige, Jeffrey Wilt

Community

Members: Dan Webster

Discussion Topics:

Updating 2019 Registration Packet –

--Add box for Sticker # in the upper right-hand corner

--Add space for check number and amount paid

--Add instruction to please display registration sticker where can be easily seen.

--Add information on seawall project and its impact on small watercraft storage

Registration Process for 2020 Season

The committee will recommend to the Overseers that registration of small watercraft be mandatory for the 2020 boating season. In addition, the committee will recommend a \$10 mandatory registration fee for small watercraft stored on village property for the 2020 season. This is consistent with the plans established at the start of the 2019 season.

The committee discussed, at length, options for enforcement. There is consensus that a formal enforcement protocol should not be implemented until the 2021 season. However, the Dock Master and appointees will continue to inform boaters when they are out of compliance with the waterfront rules. Ideas include placing “tickets” on offending watercraft (those without registration and those inappropriately stored); maintaining a log-book to track “repeat offenders,” continuing the practice of moving dinghies stored on the wrong float. The committee will revisit enforcement at future meetings.

Seawall Project’s impact on length of season

There was a lengthy discussion on the seawall project and its impact on the 2020 boating season. A September start date – post Around Islesboro – could necessitate early removal of the floats and result in limited or no access to the dock and north shore. There will be a better understanding of the project timing and impact when a contractor selected. The Overseers will review contractor bids at their March 15 meeting. The committee consensus is that all floats should be pulled and stored before the start of construction.

The project will make communication will be especially critical this season. The committee will add information on the construction project and its impact on those storing small watercraft to the registration packet.

Signage will be critical – on the north shore and at the dock. Budget implications will be discussed with the Overseers.