



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

8:03 am, September 20, 2020

Virtual – Zoom

Attendees

President: John S.

Treasurer: Wendy H.

Village Agent: William Paige

Overseers

Janae N.

Lisa F.

Michael Lannan

Vicky M.s

Judy M.

Michael T.

Jeffrey W.

Meeting called to order: 8:03 am

Approval of Minutes: Judy M. motion to approve July 12 minutes – Lisa F. seconds – all in favor.

Approval of Minutes: Judy M. motion to approve August 16 minutes – Janae N. seconds – all in favor.

Public Comments:

- Polly Ireland. sent documents around for purchased lot last August. A survey was not received in a timely fashion – end of May. In the middle of the lot there is a thin strip of property which has no title. The builder has a problem with building onto a lot with no title. If it is in NVC and has no title, then it reverts to NVC land. Requesting NVC Quit Claim Deed the strip to her. This was not disclosed anywhere before purchase, however, when deed refreshed, it was disclosed.
 - Michael L. states there was a prior issue with another property. Does this need to be handled in Executive Session?
 - Judy M. agrees.
 - Curious about Southern-most piece, one small piece which abuts NVC property. She only wants the 610 sf.
 - Polly I. stated there was a letter dated 7/22/2019 where Dick M. says the lot was buildable.
 - John S. states this should go into Executive Session after the Overseers meeting.
- Wendy H. was wondering what Village policy was about leaving Free Items on Village property.
 - Judy M. feels the President should craft a letter to be sent out to all.

Seawall Update - Michael Lannan

- Mike L. work is mobilized. The engineer will be here and will be started on North Avenue on Tuesday, September 22nd.
- The park is starting to get roped off.
- Final paving will be done for North Avenue in Spring.
- Guardrail going up this Fall.
- Submitted invoices from contractor and engineer. Scope of work will be provided to Wendy which will be well within the upper limit of the budget.
- John L. volunteered to take weekly drone pictures.



- John S. stated that about two weeks ago, a proposed timeline was sent around and asked for it to be posted.
 - Judy M. states that a note was sent to modify bond terms. Terms were not modified.

Nordic Aquafarms Update – Michael Lannan

- Comments were provided.
 - Notice for Villagers:
 - Wednesday, 9/30/20, Nordic will be providing revised plans to the City.
 - Wednesday, 10/7/20, interested parties can give their comments on the revised and updated plans.
 - Thursday, 10/8/20, the public can comment on the project.
- NVC is not an interested party. Interested parties are only abutters.

Report of the Treasurer – Wendy Huntoon

- Please cc Nina R. on everything sent to the Treasurer. The transition is still being worked through.
- Judy M. stated that the Finance Committee met on 9/14/20. There were three motions:
 - Motion to purchase Quickbooks Online (QBO) was made to authorize up to \$600 for that changeover – Vicky M. seconds – Finance Committee supports this motion – All in favor.
 - Nina R. stated the budget won't be surpassed.
 - Motion to transition emails to GSuite, which would cost \$36/year per address for a total to complete the transition of email up to \$720. This helps with documentation of all emails instead of having them in multiple places. archive@nvcmaine.org should always be cc'd from this point forward – Jeffrey W. seconds. – All in favor.
 - Discussion among Overseers about specifics.
 - Motion to enter a contract for Square for electronic funds – Jeffrey W. seconds and states it is a cashless office now where residents have expressed concern about checks only.
 - Jeffrey W. amend motion to include surcharge to user for using credit cards – any transaction in the office - All in favor
 - Financial Reports were sent out as of 7/31/20.
 - Bill from the town was received for collecting taxes. Nina R. explained the differences in the two bills.
 - Vicky M. Judy M. and others are going to work together to talk to the town regarding the \$25,000 and report to Overseers.

Infrastructure Committee – Michael Lannan

- Judy M. wants to approve expenditures before spending
- One of the storm water catch basins will be destroyed and will need to be replaced at top of Lower Maple and Broadway and has been included in budget.
-

Tree Committee – Lisa Fryer

- Lisa F. stated that there have been four trees identified in the continuing Project Canopy work – two in Ruggles, one or two in Bayview and one in Merrithew Square. Letters will go out to those whose properties abut those areas.



- Merrithew Square – Ms. Brown was sent a letter asking her to pay the \$400 that was paid to move the Lilac bush.

Tree Warden - Vicky Matthews

- Vicky M. stated that a branch fell off a tree in Merrithew Square which will cost approximately \$300 to remove. Arborist says entire tree needs to come down sooner than later which would cost between \$1,200 and \$1,400.
 - Vicky M. motioned to approve funding to remove the entire tree – Judy M. seconds – all in favor.
 - There is only about \$1,000 left in the budget and all else will be stopped for now.

Communications – Lisa Fryer - nothing to report

Finance Committee – Judy Metcalf

- Steve K. is resigning from the committee.
- Need a replacement.

Governance Committee – Judy Metcalf – nothing to report

Personnel Committee – Janae Novotny - nothing to report.

Utilities Committee – Judy Metcalf

- John S. appointed Casey Brown as the village member to the Utility Committee.
- The building contractor is getting together a materials list.
- There are two exceedances with fecal. Exceedances are still being tracked down with Enterococci tests and IDEXX Lab will be on site.
- Dick M. will investigate costs and protocols for testing for COVID-19.

Safety Committee – Michael Tirrell

- Michael T. states that they met in August.
- Judy M. mentioned that the grant for COVID in the amount of \$6,900 is approved, however, the actual is less.
- Michael T. stated the police officers report to Bill P. currently but will have personnel committee work on this moving forward.

Waterfront Safety – Jeffrey Wilt

- Jeffrey W. stated there were fewer permits issued this year and there was ticketing on non-compliant watercrafts. He asked that the small watercraft storage issue be added to the Waterfront Safety Committee moving forward.

Town of Northport – Vicky Matthews

- Leash law

Report from President – John Spritz - nothing to report.



Report of the Village Agent - Bill Paige

- Bill P. states signage on Clinton needs to be looked and there might be money left in road budget for signs.
- Quote from Lawns R Us for Stable row is about \$500 for bushes, and mow once a month for \$50.

Report from the Finance Manager - Nina Richard

- Nina R. explained the electronic signatures for warrants and online bill pay for future accounts payable payments.
- NVC website design elements will be discussed in a meeting at a later date.
- Bill P. will not be in the office on Fridays because he will be out in the field.

Executive Session next regarding Polly Ireland – 10:50 am

Nothing to report from Executive Session.

Meeting Adjourned.

The next Overseers Meeting is at 9 am on Sunday, October 18th.

Meeting minutes submitted by Nina Richard.

Motions Approved during this Overseers Meeting:

1. Judy M. motion to approve July 12, 2020 Overseers Meeting Minutes - Lisa F. seconds – vote was unanimous.
2. Judy M. motion to approve August 16, 2020 Overseers Meeting Minutes - Janae N. seconds – vote was unanimous.
3. Judy M. motion to authorize up to \$600 to change from QuickBooks Desktop to QuickBooks Online (QBO) – Vicky M. seconds – finance committee supports this motion – vote was unanimous.
4. Judy M. motion to complete transition of email addresses for all NVC personnel and Overseers, up to \$720 to help with documentation of all emails – Jeffrey W. seconds - vote was unanimous.
5. Judy M. motion to enter contract with Square for credit card payments – Jeffrey W. amends the motion to include a surcharge to the payer for the merchant fees – Jeffrey W. seconds - vote was unanimous.
6. Vicky M. motion to approve funding to remove the tree in Merrithew Square where the branch fell off – Judy M. seconds – vote was unanimous.