



**Minutes of the Meeting of the Northport Village Corporation Board of Overseers**  
*August 15, 2021 – Hybrid live meeting in Community Hall and virtual via Zoom*

**Attendees:**

President: Janae Novotny  
Treasurer: Wendy Huntoon (virtually)  
Clerk: Beanie Einstein  
Village Agent: William Paige

**Overseers**

Brady Brim-DeForest  
Lisa Fryer  
Vicky Matthews  
Judy Metcalf  
Michael Tirrell  
Jeffrey Wilt  
Steve Kazilionis (after being elected by the Overseers and sworn in by Clerk Beanie Einstein)

**Meeting called to order:** 8:02 a.m.

**Agenda Review:** The following items were added to the agenda:

- Appointment of an Overseer to the Overseer vacancy on the Utilities Committee created by the election of Janae N. to the President position.
- Report: technology needed for more efficient hybrid live/virtual NVC meetings. (Vicky M.)
- Nordic Aquafarms Update: Vicky M.

**Approval of Minutes:** Michael T. made a motion to approve the minutes of the July 11, 2021 regular meeting; Judy M. seconded; the vote was unanimous. Judy M. made a motion to approve the minutes of the July 31, 2021 emergency meeting subject to rearranging the paragraphs chronologically; Vicky M. seconded; the vote was unanimous.

**Public Comments**

- Dan Webster, of Shore Road, thanked the Overseers for providing meeting attendees with the meeting handouts.
- Fred Lincoln raised several points regarding the process for selecting an Overseer to fill the vacancy caused by Janae N.'s election as President. He asked whether anything prohibited opening nominations for the open position at the Annual Meeting and explaining the nomination process more publically to avoid the perception of cronyism. He stated that since the additional open seat was known to the Nominating Committee, with more public information, someone might have stepped up. Dan Webster also voiced concerns about the nominating process for the vacancy, and asked whether filling the vacancy could wait. Vicky M. agreed with the expressed need for a more open process. Judy M. explained that a review of the bylaws clarified that the vacancy is the purview of

the Board to decide and select a person for only one year and that nominations for the vacancy could not be opened. She also explained that the Annual Meeting is not a Board of Overseers meeting. She agreed that the process could have been explained, stated that the process is awkward and we can always do better. Judy M. stated that the Board could delay the process, solicit nominations and come back to fill the vacancy later in the fall. She noted that the Board has never faced a vacancy created by an overseer moving up to another position. In one situation of an overseer resignation, the Board left the position vacant. She stated that the Board needs someone like Steve K. with his financial background, as soon as possible. Jeffrey W. commented that the process is awkward for the person nominated and that the Governance Committee should examine options. Michael T. also commented on looking at options. Judy M. stated that with 3-year overseer terms, this situation is more likely to come up again. She also noted that an August Overseers meeting was added 5 or 6 years ago, which compressed to 5 days, the time from the Annual Meeting to the Board's organizational meeting. She also noted that at the time of the deadline for publication of the annual warrant, the Nominating Committee's nominations, and resulting potential vacancy, was not known. She stated that she was thrilled that Steve K. is willing to serve and that he is the right person. Lisa F. stated that transparency is important; recruiting Overseer candidates is a thankless and difficult job and that the Nominating Committee and overseers reached out sufficiently for interested candidates and that the Board needs someone too much and needs to move on.

**Recommendation:** Pursuant to the Board's bylaws, in light of the vacant Board position created by Janae N's election as President, elect Steve Kazilionis to serve as an Overseer until the August 2022 Annual Meeting. Jeffrey W. made a motion to elect Steve K. to serve as an Overseer until the August 2022 Annual Meeting. \_\_\_\_\_ seconded. The vote:

- In favor (4): Jeffrey W., Lisa F., Judy M., Brady B.
- Opposed (1): Vicky M.
- Abstained (1): Michael T.

Clerk Beanie E administered the oath of office to Steve K. and he joined the meeting as an Overseer.

**Election of a Chairperson, Deputy Treasurer and Deputy Clerk to serve as needed in the absence of an officer:** Jeffrey W. made a motion to elect Vicky M. as Chairperson and Deputy Treasurer. Judy M. seconded. The vote was unanimous. Jeffrey W. made a motion to elect Carleton Smith as Deputy Clerk. Judy M. seconded. The vote was unanimous.

**Treasurer's Report:** The Treasurer's written report is attached. Wendy H. thanked Vicky M. for her service as Deputy Treasurer. Wendy H. asked if overseers had any questions regarding the warrants that were circulated. There were no questions. She noted that there was no wastewater warrant for this month. She reminded overseers that a utility invoice related to the new wastewater treatment plant had been circulated two months ago, and the overseers were subsequently asked not to sign the related warrant, pending negotiations with Blaine Casey regarding project delays. Blaine Casey was cooperative. A change order was entered; and Blaine Casey paid us for excess utilities costs and \$12,500 in liquidated damages. On Friday, August 13, the Utility Trustees approved a final payment to Blaine Casey of \$22,401.

Wendy H. noted that most NVC expenses are received in July and August, and revenue comes in after September 1.

Judy M. inquired about questions the Utilities Committee has posed to the Treasurer. Waiting for the audit before reallocating expenses among the funds (General, Water and Wastewater), instead of the previous monthly or quarterly allocation is one issue.

Wendy H. stated that we have struggled with the audit this year; 2020 is not balancing correctly. Once the audit is complete, items will be adjusted. She further stated that the bond manager is pleased with our application so far.

Vicky M. noted that the Hawkes Tree Service bill should come out of the brown tail moth funds. Vicky inquired about the playground donations. Janae N. responded that the office has received about \$5300, and Beanie has received another \$1,000.

Judy M. noted that we have received the June financials, but by August 15, we would expect to receive the July financial reports. Wendy H. responded that the July bills had not yet been paid. Brady BdF. asked whether we are on a cash or accrual basis, and Wendy H. responded that we use a modified accrual.

**Finance:**

**Governance:** Judy M. will provide all overseers with a PDF binder of all NVC ordinances and other significant NVC documents.

**Tree Warden:** Vicky M. reported that the arborist quote to remove a dead tree on Clinton Street next to the new house is \$500. The cost to remove a dead tree in Auditorium Park and prune another is \$1200. The cost to prune four maples in Bayview Park is \$750, and the cost to prune a tree on Oak Street is \$300. Michael T. made a motion to authorize the stated tree work for a total of \$2700. Brady BdF. seconded the motion. The vote was unanimous.

Vicky M. further reported that there will be no more brown tail moth treatments and that our previous treatment efforts appeared to have worked well. She also reported that the Bruce & Sharon McCullough, who purchased the triangle lot on bordered by Clinton and West Streets, across from the library, want to remove some trees to access their property. None of these trees are old and stately. Bill P. agrees that some trees could be removed to make an entry way to their property.

Emerald Ash-borer treatment plan. Accompanied by John Woolsey and me, Hawkes has examined our ash trees, and we agreed that the following trees should be treated: four in Ruggles Park, one in Blaisdale Park and three on Bay Street. Cradle Park is heavily forested, and we could sustain the loss of a few. Vicky M. made a motion, seconded by Brady BdF to allocate \$2,508 of the 2021-2022 budget to a two-year Emerald Ash-borer treatment plan. Bill P. stated that the ash trees at the bottom of Auditorium Park need to be looked at because their roots are stabilizing the bank. Vicky M. suggested that the Infrastructure Committee should look at this issue. The motion passed by a unanimous vote.

Vicky M. also reported that our arborist has valued at \$500 the tree at the corner of George and Griffin Streets. The owners will pay the cost of removing the tree and pay to the village \$500 for the value of the tree. Vicky M. requested that the \$500 be allocated to the Tree budget. A motion to allocate to the Tree budget the \$500 paid by the property owners to the village for the value of the Village tree that they are removing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_. The motion passed unanimously.

Vicky M. observed that Village trees are dying as a result of private property owners doing work on property next to the trees and suggested that the Tree Committee should consider the issue of seeking payment for the lost trees.

**Zoom Technology:** Vicky M. obtained a quote from Rockbound Computer of \$1519.20 for a 42” screen, laptop computer, which would be dedicated to Zoom meeting use, camera and microphone. In the ensuing discussion, Brady BdF, Jeffrey W, and Michael T. emphasized the importance of exploring multiple microphones before committing. Vicky M. and Brady BdF should work together to purchase the needed equipment and were reminded to use the NVC tax-exempt number. (The Overseers previously authorized an amount not to exceed \$1500 for this purpose.)

**Tree Committee:** Lisa F. reported that the Tree Committee met to review the grant implementation process required by Project Canopy and the committee will meet again with a group of volunteers who will water the new trees. Committee members will record the volunteer hours and other information required by the grantor. The five new trees are tentatively scheduled to be planted during the week of September 24. Following a discussion about appropriate site for the replacement apple tree in Ruggles Park, it was concluded that the Infrastructure Committee, Tree Committee and Bill P. will work together to agree on a location for the tree. Infrastructure’s only role is to assure that the final planting location does not interfere with the seawall.

**Utilities Committee:** Judy M. introduced three action items from the Utilities Committee. Jeffrey W. made a motion, seconded by Michael T., to approve a sewer permit requested by Jim Bahoosh for Lot US-116 at 3 Oak Street, a lot of record. Unanimous vote to approve. Jeffrey W. made a motion to approve a sewer connection to an existing stub at 22 West Street, Lot US-39, requested by Ben Woolsey. This is a lot of record. Utilities Committee approved an additional condition for these two permits and all future permits or modifications to sewer permits to prohibit the installation of garbage disposals. Judy M. reported that the Utilities Committee is undertaking an analysis of the capacity of the wastewater treatment plant as defined in the original license to determine the plant’s capacity for new connections. Janae N.’s election as President creates a vacancy for an Overseer member of the Utility Trustees. \_\_\_\_\_ moved to appoint Brady BdF. to the Utility Trustees. \_\_\_\_\_ seconded the motion. Approval was unanimous. The plant is working well. We are working with the state to resolve IDEX testing issues experienced by several plants

**Safety Committee:** Michael T. stated that the committee met on August 20<sup>th</sup>. A subcommittee is looking at “speed humps” used in Portland and Bangor. A subcommittee will learn how to maintain our digital speed signs. Concerns have been expressed that the child safety signs placed along George Street are blocking drivers’ sight lines. Officer Ryosa has increased speed limit enforcement in the village “hot spots.” Michael Boucher resigned as Police Chief. Michael T., Bill P. and Janae N. continue to meet with Officer Ryosa regularly. He has identified a need for additional uniform items and a Kevlar vest that fits properly. We are exploring what purchases the budget will allow. Lifeguard coverage is down to 5 days a week with coverage on Friday, Saturday, Sunday, Monday and Tuesday.

**Parking Ordinance Enforcement:** Michael T. inquired about parking ordinance enforcement next steps. Judy M. stated that a summary has been prepared for inclusion in rental packets. The current enforcement is a warning; a ticket only for flagrant violations. Signage is needed. Officer Ryosa is concerned about becoming a traffic cop. Wendy H. suggested hiring a parking enforcement person at a lower pay rate. Discussion ensued regarding which committee should be responsible for the next level of enforcement – Governance or Safety? The sense of the Board appeared to coalesce around Michael T.’s suggestion of an ad hoc committee with the specific purpose of addressing the next steps needed to enforce the new parking ordinance.

**Waterfront Safety:** Jeffrey W. reported that the committee will meet in September or October to review the summer. He expressed a desire to change the name of the committee to reflect more accurately the scope of their responsibilities.

**Communications:** Lisa F. stated that the committee is working on the final tweaks and fixes for the NVC website.

**Personnel: President's Report:** Noting that the President appoints various positions with input from the Overseers, Janae N. announced the following appointments:

- 2021-2022 Board Liaison to the Town of Northport – Jeffrey W.
- NVC representatives to meet with Town officials at Town's invitation: Jeffrey W. Village Agent Bill P. and President Janae N.
- 2021-2022 Committee Chairperson Appointments: Communications-Michael Tirrell, Finance-Judy Metcalf, Governance-Judy Metcalf, Infrastructure-Steve Kaziliones, Personnel-Janae Novotny, Safety-Vicky Matthews, Tree and Tree Warden-Lisa Fryer, Utilities-David Crofoot, Waterfront Safety-Jeffrey Wilt.
- Appointment of Lisa F. to chair an Ad Hoc Playground Committee to (1) research ADA compliant playground equipment options and costs and make recommendations to the Overseers and (2) undertake fundraising efforts for the approved equipment.

Committee chairs are asked to confirm their committee membership so that Janae N. can update our committee roster.

Janae N. noted that the Board usually meets on the second Sunday of the month and usually does not meet in December. She asked overseers to check their calendars and let her know of any known conflicts with the second Sundays for 2021-2022.

**Village Agent's Report:** The Village Agent's written report is attached. Bill P. said that he appreciated his recent vacation. He noted that summer is the only time when his workload allows him to get away.

**Nordic Aquafarm/Upstream Watch Update:** Vicky M. reported that an intertidal map has been shown to the Town of Northport to point out that NAF and the City of Belfast are trying to take Northport resident's property through the City's eminent domain action. The Town of Northport has declined to weigh in. Although the NVC Overseers have taken a neutral position, water quality concerns remain that would impact the community.

The meeting adjourned at \_\_\_\_\_ a.m.