

**Approved Minutes Northport Village Corporation
Board of Overseers
Sunday, May 14, 2023**

Overseers, Officers and Staff present: Celine Bewsher; Fred Lincoln (via Zoom); Vicky Matthews; Judy Metcalf; Michael Tirrell (via Zoom); and Jeffrey Wilt; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein (via Zoom), Village Agent Bill Paige. Guest: Molly Schaufler

Public Comments:

Harry and Patricia Campbell (33 Broadway) and Andrew Bewsher (35 Broadway) spoke in favor of keeping the two picnic tables in Merithew Square. They opposed the Parks & Trees third recommendation that: *the tables will be removed if a park abutter objects to them.*

Dan Webster (670 Shore Road) – Thought the new meeting structure, processes and communication protocols was well thought out.

Business Meeting called to order at 9:12 a.m.

Approval of April Minutes

Janae N. asked if there were any questions or comments on the minutes of the April 16, 2023 meeting. Hearing none, she recommended the Board approve the minutes.

Jeffrey Wilt moved, seconded by Vicky Matthews to approve the minutes of the April 16, 2023 Board of Overseers meeting. Voted: Unanimous.

Bid Opening

One bid was received for a three year RFP for Curbside Trash and Recycling pick-up for 2023-2026 from Pinkerton & Sons. The bid was \$72,000 for the three year period; \$24,000 for each year. Last year's bid from Pinkerton & Sons was \$22,000 for the year.

Vicky M. made a motion, seconded by Fred L., that the Overseers accept the bid from Pinkerton & Sons. Voted: Unanimous.

Village Agent Report – Bill Paige

Bill P. referred the Overseers to his written report distributed at this meeting.

There is an encroachment at 6 Griffin Street with placement of rocks and flowerbeds. He will speak with the owners about their encroachment on Village property.

Mr. Farley of Farley, Inc., contacted him regarding the Ruggles Park turf condition. The company has applied more lime and grass seed in Ruggles Park this spring. The grass is looking better and he had a good conversation with the owner.

A tree at 16 Griffin Street is dead and needs to be addressed by the Tree & Parks Committee.

Treasurer – Wendy Huntoon

Wendy H. referred the Overseers to her report circulated prior to the meeting and also the update she sent regarding the Playground Funds. Based on recommendations from the Village Agent, Infrastructure Chair and previous Playground Committee Chair, the Board should discuss and plan for specifically finalizing the

outstanding items and determine the path forward for deciding how to allocate remaining playground funds. They are accounted for separately and not part of the overall General Reserves. Funds collected - \$52,081.12 and \$32,521.75 spent to date, remaining funds \$19,559.37.

President's Report – Janae Novotny

Recommendation to approve submitted Community Hall Requests

Janae N. referred the Overseers to the two new requests distributed prior to the meeting: a request from Gayle Koyanagi to use Community Hall on July 1, 2023, from 6:30-9 p.m. for Scottish dancing and a request from Marcia Ryan Sawyer to use Community Hall all day on June 25, 2023 to prepare for and hold a memorial gathering.

Jeffrey W. made a motion, seconded by Michael T., to approve the new requests for use of the Community Hall. Voted: Unanimous.

Bayside Arts request regarding a piano

Heidi Von Bergen (Clinton Street) has donated an electric piano to Bayside Arts. Bayside Arts would like to have the piano, which is severely out of tune, currently in the Community Hall removed, and store the new donated piano upstairs in the Community Hall.

Vicky M. made a motion, seconded by Jeffrey W., to accept Bayside Arts' proposal, providing Bayside Arts would be responsible for removing the old piano at their expense. Voted: Unanimous.

Presentation of new Board meeting structure, processes and communication protocols prepared by Michael T. and Janae N., circulated prior to the meeting.

Michael T. explained the purpose of the proposed new meeting structure. The Board would work from an agenda divided generally into three sections, briefly outlined as: 1) Action Items: Board meetings would focus on whatever items require Board discussions and a vote; 2) Critical Issues: The Board would focus on the core set of issues of critical importance at any given time. This section would allow for a deeper dive into a limited set of issues, allowing the Board to explore options, hear opinions, and ultimately move issues forward; 3) General Discussion: Will allow for committee updates or clarification.

Revised protocols and processes address how and when Board members should submit issues for Board action and written committees reports and invite guest presenters.

Discussion ensued. Future Overseers meetings will be structured as outlined and discussed.

Finance Committee – Fred Lincoln

The Finance Committee met on May 11, 2023 and, in addition to the two recommendations described on the agenda, the Committee has an additional recommendation regarding outstanding accounting tasks outlined in the Treasurer's Report.

Fred L. made a recommendation to get additional accounting support from Wilke & Associates to assist with audit and accounting follow-up. The Finance Committee sees this as critically important to help NVC move forward.

Jeffrey W. made a motion, seconded by Fred L., that NVC retain Wilke & Associates to assist with follow up and completion of outstanding accounting tasks as listed in the Treasurer's Report. Voted: Unanimous.

As a move forward in preserving and building the availability of General Government Reserve funds, the Finance Committee recommends the amount used from reserves in 2024 toward payment of the seawall bond be limited to \$20,000 (a reduction of \$5,000 from the 2023 level).

Fred L., made a motion, seconded by Judy M., to approve the motion as stated above. Voted: Unanimous.

Third Finance Committee recommendation: **To ensure NVC's potential financial exposure with donations and gifts is comprehensively understood, the Finance Committee recommends that before accepting a donation or gift or other than unrestricted cash, the Board directs that a fiscal impact assessment be performed and that the Finance Committee be engaged as appropriate for an opinion regarding direct or indirect future fiscal impacts of the proposed donation or gift.**

Fred L. explained that this recommendation is intended to address well-meaning donations by the Community to the Village, other than nonrestricted cash donations to the Village. The Committee would like to have a "Fiscal Impact Assessment" for each donation.

Fred L. made a motion, seconded by Vicky M., to adopt the recommendation as stated above.

Following a thorough discussion, the motion on the recommendation was withdrawn and returned to the Finance Committee to develop a protocol and checklist for future donations to assess each case on an individual basis when a donation is being offered to the village.

Donation of "OWL" System

Brady B. has offered to donate to the NVC an "OWL" System, which would greatly enhance remote meetings by using a voice activated speaker system where the camera focuses on the speaker. This system is currently used in the state court system. After discussion, it was concluded that this donation should not affect future budgets and have little financial impact.

Jeffrey W. made a motion, seconded by Judy M., to accept Brady Brim-Deforest's offer to donate to the NVC the "Owl" system to enhance future remote meetings. Voted: Unanimous.

Infrastructure Committee – Celine Bewsher

Celine B. referred the Overseers to her written report distributed prior to the meeting.

Community Resilience Partnership Grant Funding

Celine attended a meeting of the "Community Resilience Partnership (CRP)" on May 11. She has been working with Northport Town Administrator, James Kossuth, and Northport resident Molly Schaufler to collaborate regarding available grant funding to address and help mitigate shore land stabilization in the Village and Shore Road stabilization in Northport. Molly Schaufler explained the application process for CRP grants funded by the State of Maine with federal infrastructure funds. She explained the benefits of the Village working with the Town of Northport to partner together in the grant process.

Vicky M. made a motion, seconded by Jeffrey W., that the Infrastructure Committee move forward with the Town of Northport to pursue the possibility of Community Resilience Partnership grant funding as a partnership. Voted: Unanimous.

Electrical work in the Community Hall and the Garage at the Fire Pond

Celine B. made a motion, seconded by Jeffrey W., to move this item into the fiscal year 2023.

After thorough discussion, this motion was tabled and will be revisited at the next Overseers' meeting after Village Agent, Bill P., has received estimates for the work to be done for Budget purposes.

Committee recommends that the crack on the basketball court be fixed before the summer for safety reasons.

Celine B. made a motion, seconded by Jeffrey W., to attempt to fix the crack on the basketball court before the summer season.

Thorough discussion ensued regarding fixing the crack and resurfacing the basketball court and funding for these repairs. Bill P. has talked with contractors and the repair of the crack and/or resurfacing could not happen before the summer season, the earliest would be in October. Bill P. will attempt to repair the crack before the summer season, but again, the contractors feel it is too small of a job, but he will continue to pursue this repair. Celine B. withdrew the motion and she will report back to the Committee that Bill P. will continue to attempt to have the crack repaired.

Celine B. thanked Art Hall for volunteering his time to fix some needed wharf repairs. He has already done some work on the pilings and has met with Bill P. to discuss further fixes he will be able to do.

Celine B. met with Will Gartley from Gartley & Dorsky who came to Bayside to inspect informally Auditorium Park and Bayview Park embankments.

Celine B. continues research potential grant funding i.e., Community Resilience Partnership, Coastal Communities Grant and Boat Facilities fund for Village infrastructure projects.

Governance Committee – Judy Metcalf

There is a public hearing at 10 a.m. on May 28, via zoom and in person in the Community Hall on the proposed small changes to the Zoning Ordinance. Notice of this meeting has been published in the Republican Journal, placed on our website and the bulletin boards throughout the village.

Utilities – Jeffrey Wilt

There were no exceedances in April!

Parks & Trees – Vicky Matthews

The Committee will table a decision on the Bayview Park garden until summer when committee members can view the park and further assess the impact the proposed garden may have on residents in that area.

Merithew Square Picnic Table donations

Vicky M. made a motion, seconded by Celine B., to accept the gift of the two picnic tables and benches in Merithew Square subject to the conditions (1) a contact person is designated to assure that the items are cared for and maintained; and (2) the tables are moved periodically to allow grass to grow. Voted: Yes – Celine B., Vicky M., Judy M., Michael T., Jeffrey W.; No – Fred L. Motion passed.

Bayview Park improvements

Vicki M. made a motion, seconded by Jeffrey W., to use \$200 from the Tree Budget to purchase mulch and compost to replace the soil that has been stripped by the overgrowth in upper Bayview Park and allow wild flowers to be planted with consultation and guidance from Bill P. Voted: Unanimous.

Flowers in Blaisdell Park

Vicky M. made a motion, seconded by Jeffrey W., to allow Ned Lightner (Maple Street) to plant tulips in Blaisdell Park with consultation and guidance from Bill P. Voted: Unanimous.

Safety Committee – Michael Tirrell

The Safety Committee met and they were updated on the lifeguards and the police officer. The Personnel Committee will work out the schedules for both. The Safety Committee has two “draft” documents of the Dock

Safety Rules. They will be circulated to the Committee next week and after one document is finalized they will work with Bill P. on a sign for the dock rules.

The Waterfront Committee will work with Bill P. and the wharf master to develop a separate waterfront safety sign for the dock.

The NVC currently has one AED. A suggestion was made to possibly obtain 1-2 additional units. This discussion was moved to the Budget Workshops for possible funding options.

Waterfront

Jeffrey W. reminded everyone it is time to get Small Watercraft Registration Stickers that are available at Community Hall. \$40 for a dinghy & \$20 for paddle boards and kayaks.

Communications – Michael Tirrell

Michael T. and Diana Eastty will be meeting next week to discuss the new web service agreement. He reminded all that the deadline for Committee Reports to be included in the Annual Report is due by July 1.

Personnel – No report

Town Liaison

Janae N. has been attending the town of Northport's Select Board Meetings. The community and Select Board are very supportive of recycling and the town is exploring options in light of substantial cost increases to the Town. They are also looking at infrastructure issues. The annual Northport Town Meeting will be Monday, June 19 at the Drinkwater School. Voters need to attend to vote on the town's Annual Budget. Saturday, June 17, is the election of a Select Board member and Road Commissioner. Polls will be open at Town Hall from 8:00 a.m.-4:00 p.m.

Executive Session

The Overseers retired to Executive Session at 11:29 a.m. and returned at 11:39 a.m.

Vicky M. made a motion, seconded by Fred L. that the Board employ Patricia Parker as Office Manager, subject to the terms of Board personnel policies and employment offer letter. Voted: Unanimous.

Michael T. made a motion, seconded by Jeffrey W. that the Board employ Danny Ryosa as a seasonal Police Officer and Payton Ward and Ronin Deschamps as seasonal lifeguards, subject to the terms of Board personnel policies and their respective employment offer letters and contingent on work schedules approved by the Personnel Committee. Voted: Unanimous.

Adjournment

The meeting was adjourned at 11:41 a.m.

Respectfully submitted:

s/s

Maureen "Beanie" Einstein, Clerk

s/s

Janae Novotny, President