

- Office Manager’s Report\*
- Governance Committee
  - Request for Board guidance regarding Bayview Park garden donation
  - Request for Board guidance regarding temporary license granted to Cressey family for fence in Bayview Park
- Parks & Trees Committee/Tree Warden\*
  - Recommendation to approve expenditure of \$4800.00 for a survey to determine the property boundaries of the Bluff/Shore Roads “connector” donated to the NVC.

**Discussion**

- Board and staff current priorities
- Other topics as needed

**Town Liaison Report**

**General Discussion of Committee Reports/business (*as needed*)**

- Communications
- Finance
- Infrastructure
- Safety
- Utilities
- Waterfront
- Communications
- Technology Officer
- Other business
- Comments by members of the public
- Adjourn

**Warrants: reminder to Overseers to review and approve August warrants that were sent electronically for your review and will be available at the meeting for signature by those present.**

\*Written materials submitted.

- Warrant and Payment Policy
- 2023-2024 Board Meetings Schedule
- 2023-2024 Committee Appointments
- Draft August 13, 2023 Overseer Meeting Minutes
- Treasurer’s Report
- September 2023 Village Agent Report
- September 2023 Office Manager Report
- Treasurer’s Report
- Governance Committee meetings minutes
- Parks and Trees Committee meeting notes and recommended action

September 10, 2023 – 8:00 a.m.

## Meeting of the Northport Village Corporation Board of Overseers

This is a hybrid meeting – in person\* in the Community Room of Community Hall, 813 Shore Road, Northport, ME and virtually at:

<https://us02web.zoom.us/j/88672297517?pwd=RkcxUVZFWkNDckJ3MktiS3NoY0lFQT09>

\*This is a business meeting conducted in public; it is not a public meeting. An opportunity for comments from members of the public is provided before the business meeting begins and end of the meeting. Unless a question from the public can be answered definitively and very briefly, the Board usually does not engage in a dialog with a commenter. If the speaker addresses an item on the Board's agenda, the Board's consideration at that time may respond to the speaker's comments. When recognized, a commenter should state their name and Village address and make their point briefly. Depending on the number of public members who wish to address the Board and the length of the Board's agenda, the presiding officer may establish a time limit for speakers. Agenda items may be taken out of order to accommodate guests. **Remote participants will not be admitted to the meeting unless the participant's name is identifiable. Physical meeting participants are encouraged to wear masks in light of recent increase in Covid cases.**

### Meeting Agenda

- Comments by members of the public.
- Call to order business meeting.
- Agenda review.

#### Action Items

- Approval of August 13, 2023 meeting minutes\*
  - President's Report
    - Recommendation to approve the 2023-2024 schedule of Board meetings.\*
    - 2023-2024 NVC Committee membership appointments.\*
    - Recommendation to appoint Victoria Matthews as Chairman to call and conduct a meeting of the Overseers in the absence of the President as described in the NVC Bylaws.
      - Recommendation to appoint Fred Lincoln as Deputy Treasurer to act in the absence of the Treasurer as described in the NVC Bylaws.
      - Recommendation to appoint Carlton Smith as the Deputy Clerk to act in the Clerk's absence as described in the NVC Bylaws.
      - Recommendation to appoint Craig Brigham as Wharfmaster to perform the duties described in the NVC Bylaws and to appoint Gordon Fuller, Bill Haverty and Jim Coughlin as Assistant Wharfmasters to assist the Wharfmaster in performing the Wharfmaster's duties.
      - Recommendation to appoint Victoria Matthews as Tree Warden to perform the duties described in the NVC Bylaws.
      - Recommendation to grant and affirm the authority of Treasurer Gwendolyn Huntoon and President Janae Novotny to open any deposit account(s) in the names of the NVC; endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit in the name of the NVC with Bangor Savings Bank; place orders with Bangor Savings Bank for petty cash, coin or currency drawn on the deposit account(s) of the NVC; and delegate or revoke the delegation of authority relating to all or some of the power(s) granted in this resolution to any person(s) who is a director, officer or employee of the NVC and to grant and affirm the authority of Overseer Victoria Matthews to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit in the name of the NVC with Bangor Savings Bank.
      - Recommendation to approve Warrant and Payment Policy.\*
      - Facilities use request: Recommend approval of request by Wendy Huntoon to use Community Hall for a "celebration of life" for Jo Huntoon on Sunday, October 8 at 2:00 p.m. Further, recommend waiving the rental fee in acknowledgement of Jo Huntoon's substantial and lengthy volunteer service to the NVC.
      - Recommendation to accept a donation of \$200 from the Samway family for library grounds maintenance.
    - Board training.
  - Treasurer's Report\*
    - Recommendation to engage Wilkie & Associates as the NVC bookkeeper for enumerated tasks.(See Treasurer's Report)
    - Discussion: essential current NVC financial priorities
  - Village Agent Report\*
- 
- Office Manager's Report\*
  - Governance Committee
    - Request for Board guidance regarding Bayview Park garden donation
    - Request for Board guidance regarding temporary license granted to Cressey family for fence in Bayview Park
  - Parks & Trees Committee/Tree Warden\*
    - Recommendation to approve expenditure of \$4800.00 for a survey to determine the property boundaries of the Bluff/Shore Roads "connector" donated to the NVC.

## Discussion

- Board and staff current priorities
- Other topics as needed

## Town Liaison Report

### General Discussion of Committee Reports/business (*as needed*)

- Communications
- Finance
- Infrastructure
- Safety
- Utilities
- Waterfront
- Communications
- Technology Officer
- Other business
- Comments by members of the public
- Executive session pursuant to 1 MRSA §405(6)(E) (Consultation with legal counsel)
- Adjourn

**Warrants: reminder to Overseers to review and approve August warrants that were sent electronically for your review and will be available at the meeting for signature by those present.**

#### \*Written materials submitted.

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- Treasurer's Report
- Governance Committee meetings minutes
- Parks and Trees Committee meeting notes and recommended action

**Draft Minutes Northport Village Corporation  
Board of Overseers  
Sunday, August 13, 2023**

Overseers, Officers and Staff present: Celine Bewsher; Brady Brim-Deforest (via Zoom); Fred Lincoln; Vicky Matthews; Judy Metcalf; Michael Tirrell; and Jeffrey Wilt; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein (via Zoom); Office Manager Patricia “Trish” Parker.

**Comments by Members of the Public**

Alma Homola, 11 Park Row, does not recommend treatment for Emerald Ash Borer until the village is within the 10 mile radius recommended by the Maine Forest Service. The public needs to be educated so that the Village is following these recommendations by the Maine Forest Service.

Beverly Crofoot spoke to support Sandra Butters and 100 years of family ownership of their cottage.

Dan Webster, 670 Shore Road, congratulated the Overseers on the Annual Town Meeting held August 8, 2023. He noted, however, that the Pledge of Allegiance was not conducted at the meeting and would like to see it reinstated at future Annual Meetings. A “Public Comment” space should be placed in next year’s Annual Warrant, as it has in the past, for the public’s input.

**Approval of July 9, 2023 meeting Minutes**

Janae N. asked if there were any questions or comments on the minutes of the July 9 meeting. Hearing none, she recommended the Board approve the minutes.

**Jeffrey W. moved, seconded by Brady B., to approve the minutes of the July 9, 2023 Overseers meeting. Voted: Unanimous**

**Approval of the July 15, 2023 Special Meeting**

Janae N. asked if there were any questions or comments on the minutes of the Special Meeting of the Overseers held on July 15, 2023. Hearing none, she recommended the Board approve the minutes

**Jeffrey W. moved, seconded by Michael T., to approve the minutes of the Board of Overseers Special Meeting. Voted: Unanimous**

**Village Agent – Bill Paige**

Bill P. referred the Overseers to his written report circulated prior to the meeting. In addition, there were two Action Items to be voted on.

Consideration of a request by Janet and Tom Duggan to access the boat ramp and beach for repairs to their seawall at 1 Park Row. Prock Marine will be starting the work after October 20. Prock will access the area using the boat ramp. They will be laying down mats in that area to preserve the ramp. The Duggans have met all the criteria required and submitted a completed “Application for Use of Village Property for Construction Activity.”

**Judy M. moved, seconded by Brady B., to approve the Duggan’s request to access the village property for repair of their seawall. Voted: Unanimous**

Consideration of a request by Sandra Butters to have access to Merithew Square Park to remove a cottage chimney.

Bill P. has had several conversations and a meeting with the owner Sandra Butters. He has not received a list of their contractors or proof of insurance with a detailed report. Their "Application for Use of Village Property for Construction Activity" is incomplete.

When a completed and detailed Application is received from Sandra Butters, the Overseers will be able to vote on a motion to approve the application.

#### **Office Manager Report – Trish Parker**

Shiloh's last day was Friday and she has graciously offered to help in any way she can.

Recommendation that we hire 5 Star Cleaners (a local cleaning Company in Belfast) to do the cleaning of the downstairs of the community building. Recently, the Office Assistant has been doing the cleaning. Since Shiloh has retired, we need to find a cleaning solution. The quote is \$280.00 a month for once-a-week cleaning.

**Judy M. moved, seconded by Celine B., to hire 5 Star Cleaning for once weekly cleaning of the downstairs of the Community Hall, at a rate of \$280.00. Voted: Unanimous**

#### **Treasurer's Report – Wendy Huntoon**

Wendy H. referred the Overseers to her written report submitted prior to the meeting. Trish P. is doing a fabulous job with the Warrants. She has been working with Janae N. and Trish P. to provide Wilke & Associates with the list of information that is needed to reconcile the 2021 general ledger.

Fred L. reminded the Overseers that the Treasurer & Finance Committees are always looking at invoices, our expenditures and current costs.

Questions regarding the Audit, etc. can be answered with Attendance at the Finance Committee Meetings. Finance Committee members will answer any questions posed by the Overseers and any attendees.

#### **President's Report – Janae Novotny**

Dedication of the Annual Report. Janae N. noted the tradition of keeping the Annual Report dedication a surprise until it was published and that the Board could not meet in a lawful executive session to decide as a group on the honoree. Since she has been President, she has conferred with the Personnel Committee and made the decision. It has been pointed out that the dedication, and this year, the public announcement, has been made on behalf of the NVC. To accurately reflect the process and with the Overseers concurrence, Janae N. suggested that the dedication should be identified as the "President's Dedication of the Annual Report." No objection to this plan was made.

The Village has received a Dividend check of \$750.00 from Maine Municipal.

Recommendation to accept the generous donation from Fred Lincoln for a printer, refrigerator and microwave for the Village Office.

**Jeffrey W. moved, seconded by Judy M., to accept Fred Lincoln's generous donation to the Village Office. Voted - Unanimous**

#### **Park's and Trees & Tree Warden– Vicky Matthews**

Recommendation to approve expenditure of \$450 for removal of a pine tree on Main Street.

**Judy M. moved, seconded by Jeffrey W., to authorize removal of the pine tree on Main Street.**

**Voted: Unanimous**

Recommendation to approve the expenditure of \$3,000 for removal of a dead Ash tree, leaving the stem, at the base of Ruggles Park, next to the small watercraft storage area. After thorough discussion regarding available funds, this recommendation was withdrawn by the Tree Warden, Vicky M.

Recommendation to approve the expenditure of \$1,980 for Brown Tail Moth Treatment in Auditorium Park and Blaisdell Park.

**Jeffrey W. moved, seconded by Brady B., to approve expenditure of \$1,980 for Brown Tail Moth treatment.**

**Voted: Unanimous.**

**Finance Committee – Fred Lincoln**

While respecting the Overseers July 9, 2023 approval decision for the Upper Bayview Park Garden donation, the Finance Committee recommends the approval of this significant donation be rescinded and revisited upon the Overseers approval of the formal NVC Policy for Acceptance of Donations. Upon approval of the policy, the necessary information applicable to this donation may then be appropriately documented in accordance with the policy criteria and applicable checklist requirements.

After a lengthy and thorough discussion with the Overseers, Fred L. withdrew the motion by the Finance Committee.

**Governance Committee and Finance Committee – Judy Metcalf**

Judy M. referred the Overseers to Notes of Governance Committee Meeting circulated prior to the meeting.

Recommendation to adopt a proposed policy for Acceptance of Donations.

The Governance Committee and Finance Committee have collaborated on the Donations Policy & Checklist that has been put through four drafts. She referred the Overseers to the final draft circulated prior to the meeting.

**Judy M. moved, seconded by Brady B., that the Donation's Policy and Checklist be approved by the Overseers as presented. Voted: Yes: Celine B., Brady B., Judy M., Fred L., Michael T., Jeffrey W. Abstain: Vicky M.**

**Discussion: Oversight and maintenance of playground structure area – Brady Brim-Deforest**

Recommendation to anticipate for the 2025 Budget that we actually accrue or set aside a specific amount in the Budget to make sure we have funds available for the maintenance of the Playground, and most importantly, replenishment of the organic cedar chips that serve as the base for the playground. Based on conversations with the vendors last year, these chips should be refreshed at least every 36 months, and recommends that \$500.00 be kept Budgeted annually for ongoing costs of maintenance, replacement of the organic cedar chips as well as repair of the structure as needed. Also, recommends keeping the excess from the fundraising campaign available for non-upkeep related maintenance and repairs to the structure that require specialized labor.

**Brady B., moved, seconded by Jeffrey W., that \$500.00 be budgeted annually for ongoing costs of maintenance for the Playground. That we authorize use of the excess funds (approximately \$15,000) donated in last year's Capital Campaign and restrict the use of those funds specifically for major improvements or major repairs and excluding general costs and maintenance and upkeep of the playground. Voted: Unanimous.**

**Town Liaison – Jeffrey Wilt**

At their last meeting the Town renewed the liquor license for “The Hoot”. The Town continues ongoing discussion with the Butters’ property in Merithew Square.

**Utilities – Jeffrey Wilt**

We did have an exceedance in July. With the massive amounts of rain we have had it makes the testing more complicated. It was a one day exceedance for Enterococcus.

**Comments by members of the Public**

Alma Homola, 9 Park Row, reiterated her opposition to treatment for Emerald Ash Borer.

**Adjournment**

The meeting was adjourned at 9:43 a.m.

Respectfully submitted,

Maureen Einstein, Clerk

Janae Novotny, President



## Northport Village Corporation 2023-2024 Overseers Meetings

All meetings are at 9:00 am on the second Sunday of the month, *except* that June/July/August/September meetings are typically held at 8:00 am. Unless otherwise noticed, all meetings are held in the basement of the Community Hall, 813 Shore Road and streamed remotely. All meetings are open to the public. For further information, please contact the NVC office, 207-338-0751, [office@nvcmaine.org](mailto:office@nvcmaine.org)

Sunday, September 10, 2023

Sunday, October 8, 2023

Sunday, November 12, 2023

December 10, 2023 (*Date for potential meeting. By tradition, the Overseers do not always meet in December.*)

Sunday, January 14, 2024

Sunday, February 11, 2024

Sunday, March 10, 2024 (*Daylight Saving Time begins.*)

Sunday, April 14, 2024

Sunday, May 12, 2024 (*Mother's Day*)

Sunday, June 9, 2024

Sunday, July 14, 2024

Sunday, August 11, 2024

*NVC Annual Meeting is Tuesday, August 13, 2024:*

- *pre-meeting for Overseers at 6:00 pm*
- *Annual Meeting at 6:30 pm*
- *swearing-in of newly elected officials follows the Annual Meeting*

Sunday, September 8, 2024

9/10/2023



## 2023-24 Committees

### **Communications**

Michael Tirrell (Overseer and Chair), Diana Eastty

### **Finance**

Fred Lincoln (Overseer and Chair), Wendy Huntoon (Treasurer), Janae Novotny (President), Brady Brim-DeForest (Overseer), Bill Eastty, Jeff McGee, Bill Cressy, Don Webster

### **Governance**

Judy Metcalf (Overseer and Chair), Elaine Moss, Dan Webster, Jeffrey Wilt (Overseer), Beverly Crofoot

### **Infrastructure**

Celine Bewsher (Overseer and Chair), Art Hall, Bill Haverty, John Lojek, Gordon Fuller, Dan Mooney

### **Personnel**

Janae Novotny (President and Chair), Michael Tirrell (Overseer), Jeffrey Wilt (Overseer), Wendy Huntoon (Treasurer)

### **Safety**

Michael Tirrell (Overseer and Chair), Jessica Cohen, Jim Coughlin, Gina Cressey, Maureen "Beanie" Einstein, Lisa Fryer, Jim Huning, Harry Rosenblum, Jeffrey Wilt

### **Parks and Trees**

Victoria Matthews (Overseer, Chair and Tree Warden), Lisa Fryer, John Hoy, John Woolsey, Bette Woolsey, Joe Reilly, Alma Homola, Patricia Campbell, Shannan Blaisdell, Don Webster

### **Utilities Trustees**

Jeffrey Wilt (Overseer and Chair), David Crofoot, Judy Metcalf (Overseer), Brady Brim-DeForest (Overseer), Casey Brown

### **Waterfront**

Brady Brim-DeForest (Overseer and Chair), Craig Brigham (Wharfmaster), Jim Coughlin (Assistant Wharfmaster), Gordon Fuller (Assistant Wharfmaster), Bill Haverty (Assistant Wharfmaster)



## **Warrant and Payment Policy**

The Northport Village Corporation financial procedures require that all payments made by the Corporation must be listed on a warrant approved and signed by at least four Overseers. Each payment listed on the warrant will be supported by an invoice coded to the relevant accounting expense line, approved and signed by a member of the Invoice Approval Authority (see below).

As part of its normal business procedures, the Corporation needs to make recurring payments between Overseer meetings, in order to meet its business obligations. In some cases such a payment is made before being included on a monthly warrant. In order to maintain appropriate levels of oversight, the following policy is in place.

The Corporation issues checks and/or approves standard and recurring payments within the budget without the signing of a warrant in advance of the payment. When these payments are necessary, they will be listed for approval on the next warrant and will meet the documentation requirements.

### **Standard and recurring payments authorized under this warrant:**

1. Employee wages and associated payroll expenses.
2. Invoices from Maine Municipal Employees Health Trust
3. Utility bills, specifically power, telephone, internet, fuel oil and propane within budget.
4. Credit cards including VISA, Master Card and Wex gas cards used periodically.
5. Bond payments as budgeted.
6. Village tax overpayment refunds.
7. Payments for water purchased from the Belfast Water District
8. Invoices submitted by Brown's Excavation
9. Cost of emergency work as approved by the NVC President, supported by invoices signed by the President.
10. Payments made pursuant to a written contract between NVC and a vendor, for example, but not limited to, Pinkerton Disposal and Water Quality and Compliance Services of Maine.
11. Invoices submitted to the Utility Department for testing, chemicals or services necessary to maintain licenses, for example, but not limited to, Northeast Laboratories Inc and Maine Department of Health and Human Services.

**Treasurer's Report**  
**09/13/2023**

- **Recommendations and Current NVC Financial Priorities**
  - Recommend engaging Wilke & Associates to replace Philbrook & Associates as the NVC bookkeeper. Specific tasks are described in Attachment A.
  - Given the Bookkeeping transition, the NVC Business Office current priorities through at least December 2023 are:
    - Day to day financial operations including monthly warrants and bill paying.
    - Understand, document, and maintain business office separation of functions. (See attachment B for background)
    - Accurate and timely recording of financial information in QBO.
    - 2021 Audit.
  - Moving bank accounts must wait until NVC has a dependable way to ensure the General Ledger (QBO) is able to consistently track the multiple bank accounts (estimated Dec 2023).
- **Warrants and Monthly Reports**
  - August warrants are provided under separate cover.
  - Bank Statements will be provided in the office once downloaded.
  - Bank balances are provided separately to the Overseers, Officers and NVC Staff.
  - See information below regarding monthly Budget vs Actual report.
- **Bookkeeping**
  - P&A terminated their relationship with NVC as of 8/31/2023.
  - It is recommended that NVC engage Wilke & Associates as the Bookkeeping firm going forward, who are willing to do the general accounting as well as the audit clean up. NVC already has an engagement letter in place with W&A which can be updated as needed. Confirmation of hourly cost is pending.
  - See Office Manager report for new recommended process for bill paying.
  - Wilke & Associates will retain the ability to pay bills and transfer up to \$10,000 as a backup to the proposed new warrant and bill paying process.
  - Office, Finance Committee and Treasurer will review and define the NVC process for separation of functions. Best practice for separation of functions requires that whoever initiates a transaction, for example a checking account deposits or approving of expenses, is not also the person who records the information.
    - Example includes office staff will receive, prepare, and document deposits and accounting firm will review the deposit information and record it in the General Ledger (QBO).
    - Separation of Function overview is attached.
- **Reports**
  - Budget vs Actuals as of Sept 3, 2023, is attached.
    - Does not include August warrant information. See new Office Manager report regarding warrant process.

**Northport Village Corporation  
Village Agent Report  
September 10, 2023 Board of Overseers Meeting**

**Parks**

- Bayview Park: Hauled away piles of dead wood sitting in the park, removed stumps and hauled away brush cut by Parks and Trees Committee volunteers.
- Ruggles Park playground. Playground needs more chips – in addition to what we recently put down. The cedar chips used on the playground are made in Canada. Not practical to buy them directly; we must purchase through a 3<sup>rd</sup> party. Need to fill areas under swings with crusher rock.
- Bottom of Ruggles Park: New catch basin that ties into the one further down has been installed. Seems to be working as it should.
- Ruggles Park: Looking into removing rotten stumps at some point in the future.
- Bayview Park and Auditorium Park: We lost some shoreline embankment at the bottom of these parks. Will need to have a soils engineer assess possible stabilization. See Infrastructure Committee report and grant application activities.
- All parks: Park benches need to be repositioned (close to existing locations) because they have settled. May need to fill holes when they are repositioned.

**Wharf, floats and Ruggles Park seawall**

- Annual wharf inspection by a marine engineer was done and the report given to Prock Marine to provide a cost estimate for needed repairs. Unless storm damage forces an earlier replacement, 2 pilings will need to be replaced eventually. If the building does not need to be moved, today's estimate to replace them is about \$30,000.
- Signage: Signage regarding swimming safety ordered; still waiting. Temporary signs posted. Boat float and fishing signs being worked on.
- Light on end of dock: The light is flickering on and off and probably needs to be replaced. Still waiting for the electrician.
- Dock Building: Looking tired. Needs scraping and new paint. Rob Sherman and Jason Lundy replaced rotten trim board at the roofline and scraped and painted the roofline trim. Gordon Fuller may be able to recruit volunteers if NVC supplies the paint.

**Roads**

- Pleasant Street: Budgeted Pleasant Street repair work has been completed.
- General road maintenance: Planned maintenance has been completed. We'll see what October brings. Rented a roller to compact the regraded streets and they have held up so well in recent rainstorms that we plan to do it again next year.
- Property owner complaints about water runoff from village roads: Whenever I have an opportunity, I advise property owners building new structures or doing major remodels to build their foundations higher than the crest of the road grade to avoid



## Office Manager's Report

There is a new warrant format now - I have sent out to the Overseers for a preview. I hope you find it easier to read and understand. If you have suggestions, I am always open to listening to them. The warrant will now clearly state amounts spent from which bank account and the amounts transferred from one bank account to another. The main purpose for doing the warrants this way is to make the bookkeeping part of paying the bills very simple.

Payroll is now also in the warrant, so you can see the total amount of everything being spent every month. All checks are being printed and mailed from this office. This should cut down significantly on the vendor's wait time to be paid.

Our new Office Cleaning Company - 5 Star Cleaning is working out very well, and we are pleased with the results.

I believe Wilke & Associates have all the information they are needing and hopefully 2021 financials will be ready to go to the auditor at the end of September.

I am continuing to get office routines and procedures in place for the office to run smoothly. This is an ongoing process.

Respectfully Submitted,

Trish Parker  
Office Manager



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813 Shore Road  
Northport, Maine 04849

Phone (207) 338-0751

## Notes of Governance Committee Meeting

The Governance Committee met on Monday, August 21, 2023 by Zoom. In attendance were Committee members Dan Webster, Elaine Moss, Jeffrey Wilt, and Judy Metcalf.

Also in attendance were NVC President, Janae Novotny, and residents Chris Maseychik and Alma Homola.

**1. Further review and draft of maintenance and care agreement between Kazilionis family and Village in conjunction with proposed gift of garden; consider any feedback from Kazilionis family, if any, on draft prepared as a result of August 11, 2023 meeting.**

The Committee reviewed the comments offered on the draft Donation Receipt from Steve Kazilionis. It was the consensus of the Committee that before proceeding further with the review, the Committee would need further direction from the Overseers on the receipt given that one condition attached to acceptance of the gift (financial commitment to remove the garden after 10 years) is not part of the offered donation. No further action taken on the draft until the Overseers provide that guidance.

Dan also asked that the Overseers give guidance on deadline for installation of garden.

**2. Develop communication recommendations to address encroachments on Village property.**

The Committee affirmed the importance of reminding Villagers of the location of the public spaces and parks throughout the village. The committee will develop a plan to recommend clear markings of all public spaces and property so that the village and public knows that these spaces are available for use.

Public Spaces also include the roads which exceed the width of the travelled way. Janae will share with the committee the communication sent last year to residents about removing encroachments from roads and paths for safety. She will confer with the Village Agent about his observations.

Dan will update the color-coded sketch drawn on the tax map to reflect the public holdings.

Judy will develop a draft "welcome" letter for all new property owners to include with their first utility bill to remind new homeowners of the importance of respecting the public land, and other community matters. Dan will also assemble for this purpose the various documents that exist

Parks and Trees Committee Meeting Minutes  
August 18, 2023

Present : Victoria Matthews, chairperson, Lisa Fryer, Bette Woolsey, John Woolsey, Alma Homola, Patricia Campbell and Shannon Blaisdell, John Hoy, Joe Riley

The meeting began with a review of the committee member's reports on work assignments:

- John Woolsey reported that removal of invasive bushes in lower Bayview in the area of the new tree was completed. It was decided to mow over the flowers at the new tree in the fall and see if they come back next year before any further plans are advanced for that space.
- Vicky and Don Webster reported little success in identifying lot lines at the Bluff/Shore Road Path and recommend having it surveyed to avoid any conflict with the abutters. A quote for surveying from Good Deeds came in at \$4800.00. Vicky will ask the overseers for their approval for a survey at the next Overseers Meeting.
- Patricia reports continuing weeding going on at Merithew Square gardens.
- Vicky and Bette will continue with the updating of the Tree Inventory. It was reported by Alma that tags from trees in Blaisdell Park had been removed. We will replace them.

Vicky reported on the cost and proposal to treat Oak trees for Brown Tail Moth, \$1980.00 for this fall. Their treatment this fall was approved by the overseers.

A discussion of the Emerald Ash borer treatment led to the need for further information on treatment. The ash trees were treated 3 years ago and it is time for a 2nd treatment. Alma Homola reported that the

Maine Forest Service says there are no EAB in Waldo county, it is a quarantine zone, therefore, no need to treat at this time. Our treating arborist's advice was to treat before the EAB arrived. We treated the ash trees 3 years ago and the recommendation is to treat every 2-3 years. I will seek a definitive recommendation.

Future projects were discussed:

- Removal of bittersweet at bottom of Park Row. Alma will begin that process.
- Evaluate trees for pruning in Cradle Row. Arborist Mike Grant will evaluate and give us a quote on pruning when he comes to remove a tree on Main Street in September.
- A suggestion was made for signs to be posted on the paths in the village that are open for public use
- The Crab Apple tree at the bottom of Ruggles Park is still a concern. The damage seems to be deliberate.
- A plan for our Beech trees that are suffering from Beech Leaf Disease.
- Recommendation for top soil and grass seed in Bayview Park where the Bayberry and Quince were removed.
- Recommendation for Pruning of shrubs in the spring in Merithew Square Park and to add mulch.
- A request to have another letter sent to Mary Brown explaining again, that she is not to prune the lilac tree as she did this summer.
- Sign in Cradle Row to "Park at your own Risk"
- John Hoy will investigate fencing for the basketball court and John Woolsey will speak to Plants Unlimited about plants around the basketball court.
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Respectfully submitted

Victoria matthews, Chairperson



discussing aspects of the community (“Welcome to Bayside” flyer, safety, trash collection and recycling, parking, sewer use, sewer moratorium).

All agreed that the priorities on addressing encroachments should be those that interfere with parking; snow removal; and emergency access. Fences and similar visible barriers should also be addressed. Encroachments of recent vintage will be addressed so that they do not become entrenched. Gardening is an encroachment, particularly where it takes away public parking access.

The Committee will seek guidance from the Overseers about whether the temporary license granted to the Cressey family in 2011 should be terminated in light of the fact that the original purpose for the fence (keeping the dog safe) is no longer relevant, in light of the apparent rebuilding of the fence, and to be consistent with the direction of the Overseers instructing the Governance Committee to address encroachments.

**Next Meeting: September 14, 2023, 4:00 p.m. via Zoom only.**

flooding. Property owners who ignore this advice then complain that runoff from the road floods their property and they want the village to do something about it.

### Miscellaneous

- **Needed electrical work:** Received the following estimates for needed electrical work:
  - Maintenance building: \$1300.61
  - Lab/water shed: \$954.76
  - Community Hall (meeting room, office and hallway): \$1350.08
  - Community Hall (upstairs stage area-to install proper wiring for fans added by Bayside Arts): \$936.18

If 2023 funds are available later in the year, request that the maintenance building electrical work be approved so that I will have light for maintenance work needed this fall and winter. The remaining work should be in the 2024 budget.

- Fence around the fire pond: The frost had picked up the concrete posts and the fence was falling over before the tree fell on it. Replacing the fence was on a “10-year plan” that was never funded. A temporary fix is no longer possible. The fence needs to be replaced as soon as possible for safety reasons. First estimate about \$20,000. I’m looking for another estimate.
- Fire hydrants: We are installing two new hydrants in September or October.
- Truck and sander: Sander has been repaired. I have ordered new blades for the snowplow (estimate \$800), and the plow will be serviced when the new blades arrive and are installed. Blades are backordered.
- I continue to field calls from private contractors working throughout the Village on current and planned projects in the Village.
- I continue to deal with various villagers with issues they want addressed.
- Cradle Row: Still waiting for Overseers’ decision for a plan, money and new signage for planned future Cradle Row/Grove Street use.
  - If Cradle Row will continue to be used for parking, we need to prune trees. A villager recently notified us that a falling tree limb damaged their car when it was parked in Cradle Row.
  - Parking: Well used for parking throughout the summer.

### Village projects/needs on the near and far horizon with budget implications

- **Inshore mooring block for the boat float:** The block will be replaced this season. It has been ordered; waiting for delivery. Rough estimate of replacement cost is \$3500. Inboard chain broke on boat float, and Scott Munroe repaired it.
- **Floats replacement:** It is still time to begin setting aside and saving money to replace the floats; they are starting to show their age.

### Other Activities .

- Talking with the new lawn-mowing contractor about trimming back the sides of Village roads and giving us an estimate for shoveling and plowing for Community Hall and the utility buildings this winter.
- Beginning to work with plumbers getting water services turned off.

- Seasonal water shut off issues: Seasonal water shut off starts Oct 15 and all seasonal water needs to be off by Nov 1.
- Shutting off the water at the street (Village property/equipment) is prohibited unless authorized by Village Agent. Only the Village turns water on/off at the street.
- Everything from the Village shut off at the street to the house and under/in the house is the homeowner's responsibility. The homeowner arranges with a plumber to drain the house, remove the water meter in or under the house and return the water meter to the Village for winter storage.
- The water meters belong to the Water Department. The Village collects and stores them for the winter.
- Seasonal water turn on for seasonal cottages begins May 1.

Submitted by Bill Paige, Village Agent.

- Has not been reviewed for accuracy. May lack specific information and/or include mis-coded information. All corrections should be sent directly to the Office Manager ([officermanager@nvcmaine.org](mailto:officermanager@nvcmaine.org)).
  - Updates cannot be posted until NVC has engaged a new bookkeeping firm. Priority will be given to adding new, current information with corrections done as possible.
  - New accounting codes are needed as well.
- Statement of Financial position is pending completion of the clean-up work required for the 2021 audit.
- **Audit**
  - NVC Office is providing Wilke & Associates the information needed to address requirements set by Purdy Powers.
    - Still pending is the Treasurer reviewing the 2021 due to/to from to help identify corrections that are needed to the general ledger in support of the 2021 audit.
  - Purdy Powers needs to review the requested reports before they will accept NVC and then schedule the 2021 Audit.
  - Background on the NVC audit can be found online at [nvcmaine.org](http://nvcmaine.org).

## Attachment A Overview of Bookkeeping Functions

Below is an overview of the basic bookkeeping functions that will be outsourced to a bookkeeping firm. Note that NVC is responsible for providing all the information to the bookkeeping firm, typically by uploading the information into the bookkeeping portal. Accuracy of the data entered, thus the General Ledger, depends on the accuracy associated with the information provided.

- Recording yearly amount billed for each department (General, Sewer and Water).
- Recording deposits for all departments.
- Reconciling amount billed with amount received.
- Recording expenses for each department using appropriate documentation, including invoices.
- Adding accounting codes based on input from NVC.
- Providing information, clarification, and advice on appropriate classification of deposits, expenses, including bond payments.
- Enter yearly budget information for each department.
- Balance the general ledger by property.
- Generate monthly reports including Statement of Activity, Budget vs Actuals, Statement of Financial Position.
- Close out the fiscal year and prepare for the yearly audit.
- Provide financial reports in support of the yearly audit.
- Update General Ledger based on annual audit information.

