

**Northport Village Corporation
Draft Minutes of the Board of Overseers Meeting
Sunday, November 12, 2023**

Overseers, Officers and Staff present: Brady Brim-Deforest; Fred Lincoln (via Zoom); Vicky Matthews; Judy Metcalf; Michael Tirrell (via Zoom); and Jeffrey Wilt; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein (via Zoom), Officer Manager, Trish Parker; Village Agent Bill Paige.

Public Comments:

Beverly Crofoot (Shore Road) urged the Board not to approve the Town of Northport's Application for Access to NVC property, relating to the Butter's cottage in Merithew Square. The cottage is in the historical district and is an historic structure that should be preserved.

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

Janae N. asked if there were questions or comments on the minutes of the October 8th meeting and the minutes of the Special Meeting of the Board on October 22, 2023. Vicky Matthews wanted to amend the minutes of the October 8th minutes to strike "and she will not do it" from her report under Parks & Trees Committee. The minutes will reflect: "Vicky M. stated that she is not comfortable asking volunteers to clear a path without a survey."

Vicky M. moved, seconded by Jeffrey W., to approve the minutes of the October 8, 2023 meeting as amended and to approve the minutes of the Special Meeting on the Board on October 22, 2023. Voted: Unanimous.

Janae N. recommended approval of the Town of Northport Climate Resilience Committee's use of the Richard Brockway Meeting Room on 11/15 from 10:00-11:30 and approximately every other Wednesday through January.

Judy M. moved, seconded by Brady B., to approve use of Richard Brockway Meeting Room by the Town of Northport Climate Resilience Committee as recommended. Voted: Unanimous.

Janae N. thanked Beverly Crofoot for detailing the history of the Bayside memorial benches that Dan W. has been posting on his website Baysidemaine.com.

Janae N. reported that in light of the Board's conditional acceptance of his proposed gift, Steve Kazilionis withdrew his proposed gift of a perennial garden in Upper Bayview Park.

Regarding time for Board member training and orientation, Janae N. recommended setting aside a half an hour prior to the regular Board meetings.

Janae N. confirmed that there will be a December Board meeting, and reminded the Overseers that their reports are due the Wednesday evening prior to the Sunday meetings. The deadline for reports for the next meeting is Wednesday, December 6th.

Treasurer's Report – Wendy Huntoon

Wendy H. referred the Overseers to her written report circulated prior to the meeting. Errors were found in the draft Financial Reports that have been corrected. When reviewing the monthly reports, if Board members find needed corrections, please send them to Trish P. and copy Wendy H. The goal is to correct the information to the reports' accuracy.

Janae N. made a recommendation that consistent with the provisions of the August 9, 2022 Warrant, the Board authorize the carryover to 2024 of funds that were budgeted in 2023 for planned maintenance, repairs and operations expenses not completed or invoiced by December 31, 2023.

Judy M. moved, seconded by Jeffrey W., that consistent with the provisions of the August 19, 2022 Warrant, to carry over to 2024 funds that were budgeted in 2023 for planned maintenance, repairs and operations expenses not completed or invoiced by December 31, 2023. Vote: Unanimous.

Judy M. emphasized that audits are a top priority for Utilities. Wendy H. will ask Purdy Powers to again send a letter to the PUC and Bond Bank indicating that the audits are underway and explaining the delays. Trish P. will follow-up with the request to Purdy Powers.

Village Agent – Bill Paige

Bill P. referred the Overseers to his written report circulated prior to the meeting.

He continues working on parking signage. Vicky M. suggested “park at your own risk” signs for Cradle Row.

Bill P. reminded everyone that his cell phone is his private phone not a work phone. Some plumbers have given his number to owners who have been calling at night and weekends. His number should not be given out to anyone. The village office phone is the right number to use for all Village business.

Janae N. recommended approval of the Town of Northport’s Application for Access to NVC Property in Merithew Square. The only document missing from the Town, because of a communications error, is a Certificate of Insurance.

The Town of Northport has gone through the legal process and found that the Butters’ cottage is unsafe. If the owner(s), Sandra & James Butters, do not meet the final deadline of December 31, 2023, to address specific safety issues with the cottage, the plans to demolish the cottage. In that case, the Town will need NVC permission to access Village property.

Judy M. moved, seconded by Jeffrey W., that the Board approve the Town of Northport Application for Access to NVC Property, conditioned on receipt of the required insurance certificate from the Town to ensure the restoration of Merithew Square to the NVC satisfaction and the Town’s indemnification of the NVC against any actions initiated by the current cottage owners. Voted: Unanimous.

Office Manager’s Report – Trish Parker

She has been working with Bangor Savings Bank and they have agreed to match the interest rate quotes of 4.4%.

She reiterated that any Village calls need to go through the Village Office, not Bill’s private, personal cell phone.

Utilities – Jeffrey Wilt

The Utilities Committee met Friday, November 10th.

There were no exceedances in October! We have received a letter of warning from the DEP as a result of our reporting exceedances to the DEP. This is the lowest level of enforcement. The DEP is

just reaffirming what the Utilities Department has reported to them. The letter was also very complimentary about the Utility Trustees efforts to find answers and solutions to the exceedances.

A solution appears to be an increase in pumping. This year we pumped in June and October; we expect to increase pumping to perhaps four times a year. BOD numbers decrease significantly after pumping.

The Trustees continue working on the budgets for both Sewer and Water. The budgets for next year will grow. Water is a more complicated issue. Belfast will be raising their rates for water by 30% in the coming year. Any increase in our consumer rates needs approval from the PUC.

We are looking at new technology to read our meters and ways to pay for it. Our current technology is 25 years old. The new technology will reduce the time it takes to read our meters from about 30 minutes as opposed to three weeks.

The Trustees are deeply aware of the impact of any rate increases on residents, especially those on a fixed income. Research will be done on assistance programs available in the state of Maine. Brady B. mentioned that assistance for residents might be available from the State of Maine Housing Water Assistance program.

Governance – Judy Metcalf

The Committee is working on the methodology and consistency in communicating to the villagers regarding encroachments on Village property. Village property should not be used for private purposes. The Committee has made it very clear that roads need to be clear. Plows need to be able to do their job safely, and, any new encroachments will be addressed quickly with the guidance of the Village Agent, Bill P.

The Governance Committee has drafted a letter to the property owner of 31 Broadway (on the corner of Broadway and Clinton) who has established extensive plantings and rocks on Village property, which are unsafe for plowing. The Committee would like action by the Overseers to approve sending the letter to the owner.

Judy M. moved, seconded by Jeffrey W., to approve sending the letter, drafted by the Governance Committee, to the owner of 31 Broadway. Voted: Unanimous.

The next meeting of the Committee is Wednesday, November 15 at 4:00 p.m. (Zoom only) to continue their review of the Fire Ordinance, last reviewed and adopted in 2018.

Public Comments

Rachel Rosa (Auditorium Park) agreed with looking into the new technology for reading water meters. She asked for clarification of who owns and is responsible for their own water meter. Bill P. explained that initially the Water Department purchased water meters for residents. Any resident requesting access to a new connection will absorb the cost of a new meter.

Dan Webster (670 Shore Road) questioned if there was any more information available to the public regarding the Executive Session following the meeting. No further information was available.

Executive Session

The Overseers went into Executive Session at 9:45 a.m. The Overseers returned from Executive Session at 10:05 a.m. Janae N. reported that a legal matter was discussed and that Judy M. would follow up and report back to the Board.

Jeffrey W. moved and Judy M. seconded approval of the Personnel Committee's recommendation of an 8% compensation increase for Village Agent Bill Paige and Office Manager Trish Parker effective January 1, 2024. Voted: Unanimous.

Jeffrey W. moved and Brady B. seconded approval of the Personnel Committee's recommendation to provide the following year-end, one-time payments in the following net amounts:

- **Bill Paige: \$1,000**
- **Trish Parker: \$500**
- **Fernie Barton: \$100**
- **Amy Eldridge: \$100**
- **Ronin Deschamps: \$100**
- **Peyton Ward: \$100**
- **Danny Ryosa: \$100.**

Voted: Unanimous.

The meeting was adjourned at 10:07 a.m.

Respectfully submitted,

Maureen ("Beanie") Einstein, Clerk

Janae Novotny, President