

**Northport Village Corporation**  
**Approved Minutes of the Board of Overseers Meeting**  
**Sunday, September 8, 2024**

Overseers, Officers and Staff present: Celine Bewsher; Fred Lincoln (via Zoom); Vicky Matthews; Kris Mix; Elaine Moss; Michael Tirrell (via Zoom); Jeffrey Wilt; President, Janae Novotny; Clerk, Maureen (Beanie) Einstein (via Zoom), Office Manager, Trish Parker and Village Agent, Bill Paige.

**The meeting was called to order at 9:01 a.m.**

**Approval of the minutes of the August 13, 2024 Overseers Meeting.**

Janae N. asked if there were any questions/comments to the August minutes distributed prior to the meeting.

Fred Lincoln proposed the following amendment: On the vote at the September 8 meeting regarding accepting the donation of the Adirondack chairs – *Fred L. and Brady B. abstained. Vicky M. made the motion to accept the donation which was seconded by Celine B.*

**Jeffrey W. moved, seconded by Michael T., to approve the Minutes of the August Meeting, as amended. Voted – Unanimous.**

**President’s Report – Janae Novotny**

1. Recommendation to approve the 2024-2025 schedule of Board Meetings.
2. Recommendation to approve 2024-2025 Committee chair and membership appointments.
3. Recommendation to appoint Victoria Matthews as Chairman to call a meeting of the Overseers in the absence of the President as described in the NVC Bylaws.
4. Recommendation to appoint Fred Lincoln as Deputy Treasurer to act in the absence of the Treasurer as described in the NVC Bylaws.
5. Recommendation to appoint Carlton Smith as the Deputy Clerk to act in the Clerk’s absence as described in the NVC Bylaws.
6. 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.
7. Recommendation to appoint Victoria Matthews as Tree Warden to perform the duties described in the NVC Bylaws.
8. 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.
9. Current Warrant and Payment Policy. Provided for information; no changes proposed.
10. Recommendation to approve the 2024-2025 schedule of Board of Overseers Meetings.

**Michael T. moved, seconded by Jeffrey W. to approve the above recommendations as written. Voted – Unanimous.**

*Subsequently, the following changes made to Committee Appointments: Infrastructure: Dan Mooney resigned; David Hecht was added as a member to the Committee; Finance: Elaine Moss was added to the Committee; Safety: Celine Bewsher resigned from the Committee; remains chairman of the Infrastructure Committee).*

Recommendation to accept a donation from the Samway family for library grounds maintenance.

**Jeffrey W. moved, seconded by Michael T. to accept the \$200.00 donation from the Samway Family for library grounds maintenance. Voted – Unanimous.**

Recommendation to approve Beverly Crofoot’s proposal to repair, refresh and/or repaint as needed, and at no cost to the NVC, the oval Northport Landing sign on the front of Community Hall, the Library sign and the “Welcome to Bayside” sign.

**Jeffrey W. moved, seconded by Celine B., to accept Beverly Crofoot’s above proposal. Voted – Unanimous.**

Recommendation to accept a \$25.00 donation from Martha Block for the library.

**Jeffrey W. moved, seconded by Vicky M., to accept the donation from Martha Block for the library. Voted – Unanimous.**

Recommendation to authorize the President, working with the Village Agent, to apply for a “Risk Protection Grant” from the Maine Municipal Association.

**Kris M., moved, seconded by Fred L. to authorize the President, working with the Village Agent, to apply for a “Risk Protection Grant” from the Maine Municipal Association. Voted – Unanimous.**

Consideration of Victoria Webster’s land swap proposal for 15 George Street.

The Board was referred to a “land swap proposal” circulated prior to the meeting. After discussion, and input from Elaine M., Chair of the Governance Committee, it was recommended to refer Victoria Webster’s “land swap proposal” to the Governance Committee and have the Committee report back to the Overseers at their October meeting, with their recommendation.

**Jeffrey W., moved, seconded by Celine B., to accept the above recommendation to refer this request to the Governance Committee and having the Committee report back to the Overseers at their October meeting. Voted – Unanimous.**

Consideration of Michael Tirrell’s requested access to NVC property for construction at 10 Maple Street.

Michael T. explained his proposal to use NVC property immediately adjacent to 10 Maple Street to park a contractor’s equipment trailer during work on the cottage. With village permission, the space was used by the prior owner to park his car.

**Fred L., moved, seconded by Vicky M., to approve Michael Tirrell’s request with a \$5000.00 deposit for any damage to the area.**

**Elaine M., amended the above motion, to approve Michael Tirrell’s request subject to a \$1,000.00 deposit to assure restoration of the property to its prior state. Voted: To approve – Celine B., Kris M., Fred L., Vicky M., Elaine M. and Jeffrey W. Abstained: Michael T.**

Recommendation to refer to the Governance Committee John Spritz's suggestion that the NVC adopt a "land acknowledgement" statement.

**Jeffrey W., moved, seconded by Celine B., to refer John Spritz's land acknowledgement suggestion to the Governance Committee. Voted – Unanimous.**

Recommendation to refer to the Governance Committee the development of a pet-friendly workplace policy for Board consideration.

**Vicky M. moved, seconded by Michael T., to refer the above recommendation to the Governance Committee. Voted – Unanimous.**

Janae N. – Provided an update on the delayed mailing of the Town and NVC tax bills due to a glitch in the Town's TRIO software program. NVC taxes were due September 1, with interest charged after September 1. In fact, the NVC gave its taxpayers an additional 30 days to pay their taxes without interest because the tax bills were so late. Unfortunately, the TRIO software's program cannot now be reprogrammed to change the date interest will be charged. To resolve this issue, the Board will need to abate any interest charged to a taxpayer who pays NVC taxes after September 1 and before the new "grace period" deadline.

Working on a "Board Orientation Packet." I will be refreshing what was done in the past. I will consult with the Governance Committee, something I can bring back to the Board in terms of protocols and best practice for Board based on how the Board functions.

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

Wendy H. referred the Board to her written report circulated prior to the meeting. Reminded the Overseers that when they are looking at a grant, it is important to understand whether it is a "reimbursement grant" or a grant where "monies are received up front."

#### **Village Agent Report – Bill Paige**

Bill P. referred the Board to his written report circulated prior to the meeting. Janae N. explained the recommendations regarding needed wharf repairs. To assure that urgently needed wharf repairs can be completed prior to the approaching storm season, Field Dive Service recommended immediately purchasing the needed Xbracing which needs to be cut to order. With the President's promise to Field Dive Service that NVC would pay for the needed Xbracing that will be NVC property in the event that NVC uses a different contractor for the wharf repairs, the supplies have been ordered. The recommendations to the Board are:

1. To ratify the President's promise that NVC would pay Field Dive Service \$3053.00 for 3x10x16' PT 2.5CCA Xbracing and 3x10x24' PT 2.5CCA Xbracing, and
2. To approve engaging Field Dive Service to perform the wharf repairs listed in Field Dive Service 8/26/24 Estimate #2730 not to exceed \$44,111.36 which includes the cost of the Xbracing.

Bill P. – The wharf repairs will start as soon as the materials are available and, if need be, the less crucial repairs to the piling sheathing will be completed in the spring because work schedules are weather dependent.

**Elaine M., moved, seconded by Jeffrey W., to approve engaging Field Dive Service to perform the wharf repairs listed above not to exceed \$44,111.36. Voted – Unanimous.**

*(Note: The above action on the second recommendation encompasses the first recommendation.)*

Village agent report continued: Bill P. noted that property owners complain about water runoff from village roads: and that he always advises property owners building a new structure or doing major remodels to build their foundations higher than the crest of the road grade to avoid flooding. Michael T. will post a communication regarding water runoff issues from new structures or remodels on the website and send on to Dan. W.

John Hoy and John Woolsey have placed stakes, under his direction, for planting the juniper bushes end of the basketball (across from the Blair Agency) on lower Maple.

Michael T. -The wastewater treatment plant needs to be more aesthetically pleasing, i.e. replacing the temporary stairs, putting flower boxes on the outside, etc. This is not considered a shoreland zone or zoning issue.

Broadway will not be paved this year because the paving bids received by the Town of Northport far exceeded the Town's paying budget. Instead, the Town will focus on culverts and trenching and increase the recommended paving budget in the 2025-2026 budget.

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

Trish P. referred the Overseers to her written report circulated prior to the meeting.

Recommendation to contract Hazel Finch Labs to be our IT support. The new proposal from Hazel Finch Labs is a retainer for a year.

**Jeffrey W., moved, seconded by Celine B., to contract Hazel Finch Labs IT services to help with IT issues. Voted – Unanimous.**

### **Town Liaison – Janae Novotny**

Update regarding Paul Bernaeki confronting villagers for parking along Shore Road across from the Community Hall. James Kossuth, Town Administrator, has sent a letter to the owners of 814 Shore Road asking that they instruct their agent, Bernaeki, not to harass anyone going forward as the area he parks in is not considered a driveway, therefore, it is a legal parking spot.

The Town is proceeding with plans for a new Town Office.

Janae N. will be attending MMA's regional forum for local governments as part of her efforts to educate state legislators about village corporations.

### **Committee Reports:**

#### **Infrastructure – Celine Bewsher**

Update of Shoreline Stabilization Grant – The Town was awarded \$133,000 to perform shoreline stabilization work at Kelly Cove. The proposals for Bayview Park and Auditorium Park were not funded. She spoke with Peter Coughlan, DOT, and learned that the grants were available only for projects on "town ways" and because Bay Street (or Bayview Park) and Auditorium Park are maintained by the Village, those projects were ineligible.

#### **Tree Warden – Vicky Matthews**

The Rea's property, adjacent to Merrithew Square, is for sale and is now under contract. The NVC has agreed to share the cost of pruning a tree half on Village property and half on the Rea's. Vicki asks for guidance on the Village's position on this specific tree. Discussion ensued. It was decided that the

Village will wait until the new owners have taken possession to decide this issue. The tree limb will not be trimmed until the new owners agree to the trimming. The current owners, the Rea's, will be advised of the Board's decision.

Vicky M. thanked Dan & Don Webster for all their help in clearing the path between Shore Road and Bluff Road on property donated to the Village by the Samways.

### **Safety – Michael Tirrell**

Michael T. received a letter from Jim Coughlin, 526 Bluff Road, with his concerns (after his recent waterfront emergency) about EMS response to a waterfront emergency. (Note that Mr. Coughlin did not call for emergency assistance.) A thorough discussion ensued.

Bill P., Village Agent and longtime Northport first responder and member of Northport's Fire Department, emphasized that it is paramount to follow 911 emergency protocols; responders are on call 24/7. The response, once a waterfront emergency 911 call is:

- 1) A call is placed is to 911, it goes to a regional dispatch center.
- 2) They dispatch the appropriate people to handle the emergency, for example, Belfast Ambulance and Northport First Responders.
- 3) At the same time, they dispatch the Belfast Fire Department which would dispatch an EMT to commandeer the Belfast harbormaster's boat as needed for a water emergency.
- 4) The EMT's would then bring the injured to Bayside's boat float for transport via ambulance to Waldo County General Hospital.

Training folks as EMT's, having a boat available in Bayside for such emergencies, etc. would be cost prohibitive and not as productive as following the existing 911 emergency protocols. The City of Belfast will dispatch all personnel to take care of waterfront emergencies. The Town of Northport does not have a harbormaster's boat or another boat available for emergencies. Again, following the existing 911 protocol in an emergency is the most effective and safest way to be safe. The City of Belfast has the fire station EMT's available 24/7. Jeffrey W. emphasized that the Town of Northport is responsible for the anchorage; the village is responsible for the dock and floats.

### **Discussion: Donuts & Dialog**

The Board overwhelming felt "Donuts & Dialog" was well received by the villagers and was determined a success and a necessary activity. Celine B. shared a community member's suggestion for a 10-year plan, and there was some discussion to understand the suggestion. Elaine M. reminded all that our governance structure is incorporated in our Charter.

### **Adjournment**

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Maureen (Beanie) Einstein, Clerk

s/s

Janae Novotny, President, NVC

s/s

Approved by the Board of Overseers, October 13, 2024.

