



GOVERNANCE COMMITTEE MEETING NOTICE

May 1, 4:00 PM AGENDA

1. Approve Minutes of November 23, 2024 meeting
2. Use of public spaces policies
3. Update on Board Member Policy Guidelines
4. Template for Minutes of Board of Overseers Meetings
5. Update on zoning ordinance proposed revisions

Join Governance Committee Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84045137826?pwd=aleecMeh3BrWO7dCcJ3aUJlhB4s2IK.1>

Meeting ID: 840 4513 7826

Passcode: 461120

To dial-in via audio: Find your local number: <https://us02web.zoom.us/u/kkH7fyLYG>

Minutes of Governance Committee Meeting

March 27, 2025

Committee members present:

Dan Webster, Beverly Crofoot, Elaine Moss, Jeffrey Wilt

Public Present: Rachel Rosa, Jim Coughlin, Rudy Wildenstein

Jane Novotny President of the Board of Overseers.

1. **Motion to approve Minutes** of March 1, 2025 made by Dan Webster, Seconded by Jeffrey Wilt, minutes unanimously approved.
2. **Board Member Policy Guidelines** discussed and changes recommended to delete application to Committee Members. Section III was stricken as repetitive. With those changes the Policy guidelines will be presented at the April Overseers meeting.
3. **Zoning Ordinance Clarification regarding non-conforming structure and height allowance.** The committee reviewed and suggested revisions to the ordinance with the goal to submit to the Board of Overseers for the June meeting. Dan will make the suggested changes. Dan reminded the Committee of the procedure for revising the Ordinance including the need for a public hearing.

Janae advised the committee that the Town of Northport would be requiring building permits for new construction going forward.
4. **Review of Donation Form for use by Board of Overseers.** The committee reviewed the updated form for acceptance of donations and recommended that it be submitted to the Board of Overseers for approval.
5. **Minutes Template.** Jeffrey had prepared a proposed template for the minutes of the Board of Overseers and committee chair use. Rachel Rosa raised the issue of whether the guidelines would be applicable to committee members. Further action deferred in the interest of time.
6. **Use of Public Space Policies.** Brief discussion about whether a similar policy existed. Further action deferred in the interest of time.

Jeffrey Wilt moved to adjourn the meeting, Dan Webster seconded. Meeting adjourned.

POLICY FOR USE OF OUTDOOR PUBLIC SPACES/PARKS

Recognizing that the Bayside is a special place to be enjoyed by all community members, the Board of Overseers has adopted the following guidance regarding to use of public spaces for gatherings and events. This policy is not intended to address the wonderful gathering of neighbors that happen in the daily course of life in the Village, except where noted. Rather, this policy addresses planned gatherings and events.

SCHEDULED EVENTS

Bayside has been the chosen location for many weddings, celebrations of life, and other special events over the years. The persons planning these events have often petitioned the Board of Overseers for approval for the events, which is freely granted. While this had not been a formal policy, the Board has determined that as a best practice the process for such requests and the conditions for use be set forth as policy.

REQUEST TO USE PUBLIC SPACE/PARKS

People requesting to use an outdoor space in one of Buyside's many parks for scheduled events should request permission from the Board of Overseers at least 30 days before the event. The application for permission should include the following information:

- Date and time of event (including how long the event is anticipated to last);
- Anticipated number of guests;
- Whether chairs, tables, or other equipment will be brought to the public space;
- Whether alcohol will be allowed/consumed at the event;
- Plan for trash removal and returning space to its condition before the event;
- Confirmation that the applicant understands that the Board of Overseers cannot guarantee exclusive use of the public space and that the Northport Village Corporation is not responsible for any injury to any guests during the event.

The Board of Overseers will review the application as soon as feasible and notify the applicant of the response to the request and any special conditions for the event.

All events shall be subject to the following general conditions:

GENERAL CONDITIONS FOR EVENTS IN PUBLIC SPACES/PARKS

- No event (including set up for the event) shall start before 8 a.m. or extend past 9 p.m.;
- Generally, events should be limited to three hours or less;
- No physical alteration of the space is allowed;

- Any item brought to the space for the event, including decorations, service items, chairs, etc., must be removed at the end of the event;
- All trash and recyclables must be taken away at the end of the event;
- If any physical damage is done to the area, the applicant must notify the Village office or the President of the Board of Overseers as soon as possible;
- Other park users cannot be excluded from the area during an event, although the applicant/event coordinator can advise that a private event is happening;
- The applicant/event coordinator is responsible for all guests' behavior;
- Maine law prohibits public drinking, and this law will be enforced by public safety/police officers when present and/or when an area is posted for no alcohol consumption – the Board of Overseers cannot specifically approve alcohol consumption in public spaces;
- No prolonged use of any amplification device (sound system) during the event; brief use is allowed at a volume that will not negatively impact neighboring properties.

The Northport Village Corporation is not liable for any injury to any person attending an approved event, no matter the cause of that injury. The applicant/event coordinator may want to consider obtaining insurance for the event.

MEETING MINUTES TEMPLATE

Meeting minutes typically include the following components:

1. Header/Title:

- **Meeting title** (e.g., "Board of Directors Meeting")
- **Date** of the meeting
- **Time** the meeting began and ended
- **Location** of the meeting (if applicable)
- **Type** of meeting (e.g., regular meeting, special meeting)

2. Attendees:

- List of **participants** (including their titles or roles)
- Note any **absentees** and the reason if available
- Identify any **guests** or presenters attending

3. Approval of Previous Minutes:

- Mention if the previous meeting minutes were approved, amended, or deferred.

4. Agenda Items:

- A detailed listing of each topic discussed, usually following the order on the meeting agenda.

For each agenda item, include:

- **Topic/Subject:** A brief title or summary of the topic.
- **Discussion:** A summary of the key points discussed during the meeting for each agenda item.
- **Decisions/Outcomes:** Any decisions or resolutions made.
- **Action Items:** Any tasks assigned, including the person responsible and deadlines.

5. Reports:

- **Updates** or reports from specific departments or individuals (e.g., financial reports, progress updates).
 - Key points discussed and any resulting action items.
6. **New Business:**
- Additional items raised during the meeting that were not part of the pre-set agenda.
7. **Old Business:**
- Follow-up on previous action items, unresolved matters, or ongoing issues from prior meetings.
8. **Next Meeting:**
- The **date, time, and location** of the next meeting, if determined.
9. **Adjournment:**
- The time the meeting was officially adjourned.
10. **Signature** (optional):
- The **name and title** of the person who prepared the minutes or took notes.

These elements ensure that the meeting minutes are complete, clear, and useful for reference later.

