

**Northport Village Corporation  
Approved Minutes of the Board of Overseers Meeting  
Sunday, June 8, 2025**

**Overseers, Officers and Staff Present:** Fred Lincoln; Vicky Matthews; Kris Mix; Elaine Moss (via Zoom); Michael Tirrell (via Zoom); Jeffrey Wilt; President Janae Novotny; Treasurer Wendy Huntoon; Village Agent Bill Paige; Officer Manager Trish Parker; Clerk Maureen (Beanie) Einstein (via Zoom)  
Not present: Celine Bewsher

**Public Comments:**

Gina Cressey (Bayview Park) - Regarding the recommendation from the Governance Committee to have the Overseers adopt a “Policy for Use of Outdoor Public Spaces/Parks”, circulated prior to the meeting. Gina C. asked why this Policy was not put forth at a public hearing, and requested they do so. Elaine M., Governance Committee Chair, stated that a Policy is not required to have a public hearing, as would a change to an Ordinance.

Rachel Rosa (7 Auditorium Park) - Requested that the Water & Sewer Budgets be published on the NVC Website.

**The Meeting was called to order at 8:10 a.m.**

Approval of the Minutes of the Sunday May 11, 2025 Overseers Meeting

Janae N. asked if there were any questions/comments regarding the minutes of the April 13, 2025 Overseers meeting distributed prior to the meeting.

Janae N. - Regarding the rescheduled Donuts & Dialog for July 19 at 8:00 am in the Community Hall;  
strike: “*downstairs, with a virtual component.*” This Donuts and Dialog will be held upstairs in the Community Hall.

Kris M. - Regarding the Code Enforcement Office new hours - add “*Fridays*” to complete the sentence.

**Action: Jeffrey W. made a motion, seconded by Elaine M., to approve the minutes of the May 11, 2025 meeting with the corrections as stated above. Voted – Unanimous.**

**President’s Report - Janae Novotny**

Recommendation to approve Ruggles Park Use Request from GWI to hold an event in Ruggles Park from 11:00 a.m.-1:00 p.m. in July, date pending.

**Action: Vicky M. made a motion, seconded by Jeffrey W., to approve the above recommendation for GWI’s use of Ruggles Park for an event. Voted – Unanimous.**

Recommendation to approve the Yacht Club's Community Hall use request for the annual pancake breakfast on August 23, 2025 and as a rain location for the Club's annual meeting on August 9 from 6 p.m. to 9:00 p.m., subject to the Club's payment of the annual \$200 fee to support NVC facilities.

**Action: Jeffrey W. made a motion, seconded by Kris M., to approve the Yacht Club's Community Hall use request, subject to the Club's payment of the annual \$200 fee to support NVC facilities. Voted – Unanimous.**

Recommendation to appoint a Voter Registration Committee

The NVC By-laws require the President to appoint, with the advice and recommendation of the Board, a Voter Registration Committee by June 30 of each year. Janae N. proposed the appointment of Judy Metcalf, Patti Wright, Lisa Fryer & Kris Mix to the Committee. Kris Mix will serve as Chair of the committee and serve as chair for the remainder of her term in office. Overseers were in agreement with this recommendation.

Committee Volunteer List - Janae N. encouraged committee chairs to put together their volunteer list as soon as possible. These lists need to be submitted to the insurance company for "volunteer insurance."

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

Wendy H. referred the Overseers to her written report with financial reports circulated prior to the meeting. The fourth 2026 Budget Workshop was held on May 17, 2025. The Proposed 2026 Budget will not be approved by the Overseers until after the Town of Northport's Annual meeting on June 16, 2025.

The Donuts & Dialog on the proposed budget is scheduled on Saturday, June 28 at 8:00 a.m. in the Community Hall. All Overseers are encouraged to attend.

### **Village Agent Report - Bill Paige**

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

Bill P. met with John Woolsey, Bayside Arts, regarding engineer-specific recommendations for placement of a lighting system in Community Hall. Bayside Arts will be moving forward with the installation of lights. We will continue to use Bayside Arts PA System. The current microphones are difficult to use and will need replacement.

NVC has been awarded from MMA the MacDonald Safety Grant up to \$3,000 for safety equipment.

Electrical work that MMA has required will be completed by Friday.

## Office Managers Report - Trish Parker

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

## Governance Committee Report - Elaine Moss

### Recommendation to adopt a proposed Policy for the Use of Public Spaces and Parks and Request Form

Elaine M. explained the Policy.

**Action: Elaine M. made a motion, seconded by Jeffrey W. to approve the proposed Policy for the Use of Public Spaces and Parks and implement the attached Request Form.**

A thorough discussion ensued.

**Action: Elaine M. amended the above motion to include, deletion of “cannot specifically” to read the “Board of Overseers is not authorized to approve alcohol consumption in public spaces; to add to comply “with”; and add to the Request Form, question number 11 - A request for a parking plan. Voted – Unanimous.**

### Recommendation to approve an amendment to the “Policy for Preservation of Public Spaces” to correct an error in who can vote on changes for public land.

Elaine M. explained the recommendation.

**Action: Elaine M. made a motion, seconded by Kris M., to approve the revisions to the “Policy for Preservation of Public Spaces” as amended. Voted – Unanimous.**

### Recommendation to approve a revision to our Zoning Ordinance and request to hold a public meeting on proposed changes.

Elaine M. explained the revisions and thanked Dan Webster for his relentless support and input regarding this redlined version specifically regarding allowable height additions to existing non-conforming structures.

**Action: Elaine M. made a motion, seconded by Michael T., to approve the proposed revisions to the NVC Zoning Ordinance and hold a public hearing on the proposed changes this summer 2025. Voted – Unanimous.**

## Utilities Committee - Jeffrey Wilt

### Recommendation to amend the Utilities Ordinance to modify the rate structure approved at the May 2025 Overseers meeting.

Jeffrey W. explained the recommendation. Our Superintendent has recommended modification to the rate structure approved at the May 11, 2025 Overseers meeting: clarifying Section B and removing “252” from Section C.

In accordance with Section 201.1 and 201.3 of the Utilities Ordinance, the Trustees recommend the following modification and addition to the Utilities Ordinance.

“All those owners of residences or property within the service area of the Northport Village Corporation Wastewater and Sewer System (“the Sewer System”) shall pay the Sewer Service Charges of the Sewer System in accordance with the following Schedule of User Fees:

- A. Owners of residences which have current active connections linked to existing structures shall timely pay as a User Fee the amount assessed as shown on the trimester billing for that residence.
  - 1. A “current active connection” is one where there is a residence in existence connected to the sewer system and the connection has not been terminated due to nonpayment or uninhabitability of the residence.
- B. Owners of real estate who have a permitted connection onto their property but have not yet built their residence or whose residence has been deemed uninhabitable, shall pay a Ready to Serve Fee equal to 25% of the base trimester rate charged as a User Fee for current active connections.
  - 1. An owner of real estate who has received a permit to connect but has not yet connected and wishes to be relieved of the duty to pay the Ready to Serve Fee may surrender their permit to connect. In that circumstance, the owner relinquishes their right to a connection and is not entitled to a new connection unless a new permit application, with applicable connection fees, is approved.
- C. The Sewer System is limited to the treatment capacity and conditions under the 301(h) Waiver from the EPA.
  - 1. No property owner is entitled to a connection simply because they own property within the service area of the Sewer System.”

**Jeffrey W. made a motion, seconded by Elaine M., that the Board of Overseers approve this updated modification to the fee structure. Voted – Unanimous.**

Jeffrey W. explained that the Utilities Trustees will hold a Public Hearing on the changes and will bring the Ordinance back to the Overseers for their final approval.

**Parks & Trees Committee/Tree Warden Report - Vicky Matthews**

Recommendation to approve the request of Margaret Wolley, 38 Clinton, to remove, at her expense, a tree on NVC property whose roots are damaging her porch.

**Action: Vicky M. made a motion, seconded by Kris M., that the Overseers approve her request to remove this tree at her expense. Voted – Unanimous.**

Recommendation to accept Ned Lightner’s offer to plant bulbs, with boundaries, to facilitate mowing and approval /review of the Parks & Trees Committee.

**Action: Vicky M. made a motion, seconded by Elaine M., to accept Ned Lightner’s offer to plant bulbs with boundaries once the Committee and Bill Paige have reviewed and approved his plans. Voted – Unanimous.**

Recommendation to approve \$200.00 for the Parks & Trees budget to pay for supplies to erect a bridge on the Shore Road/Bluff path over the marshy area, make the path more navigable and designate markers for the path.

**Action: Vicky M. made a motion, seconded by Elaine M., to approve \$200 for the Parks & Trees budget to pay for supplies needed for volunteer work to erect a bridge over the marshy area on the Shore Road/Bluff path. Voted – Unanimous.**

Vicky M. presented a request from Rachel Rosa (7 Auditorium Park) regarding two signs in Auditorium Park reading “Do not Park on this Side.” One sign is in front of her porch; Rachel R. would like them moved. After discussion, this request was referred to the Governance Committee.

### **Town Liaison - Janae Novotny**

President’s Certificate - This Certificate basically tells the Northport Tax Collector how much money to collect for NVC taxes. After our overcollection of 2023 taxes, this is for Board review prior to sending the Certificate to Northport. To assure that the amount of taxes to be collected is correct, you will need to compare the amount in the certificate to the amount listed to be raised from property taxes in Article 4 of the Annual Warrant in the 2024 Annual Report. Janae N. requested that each Overseer review the President’s Certificate and confirm that it is accurate.

Northport’s Annual Town Meeting will be on Monday, June 16, at 6:30 p.m.. at the Drinkwater School. The 2025 Northport, Maine Spirit of America Foundation Tribute Award will be presented at the Annual Meeting on June 16 to a Bayside resident.

### **Other Business Vicky Matthews**

Vickyj M. reported that the CPR class was held last Friday with 11 folks in attendance. She will be able to schedule another class later this summer if eleven people sign-up. Pass the word!

### **Public Comments**

Bill Cressey, President of Bayside Arts, requested the Overseers to look for a volunteer to set up the portable sound system. Bill has, in the past, set up the system for meetings, etc. He will not be available to do so in the future.

Adjournment

The meeting was adjourned at 9:32 a.m.

Respectfully submitted,

Maureen (Beanie) Einstein, Clerk

/s/

And

/s/

Janae Novotny, President

Approved by the Board of Overseers July 13, 2025