

**Northport Village Corporation
Board of Overseers
Minutes of Meeting: November 14, 2004**

At 10:00 A.M. on November 14, 2004, President Huntoon convened the meeting of the Northport Village Corporation Board of Overseers in the Community Hall meeting room with Overseers Metcalf, Brockway, Crofoot, Spollett, Allen, Robbins, Treasurer Sheffield, and Clerk Lagner present. Also attending were Manager Paige, Utilities Dept. committee member Jim Coughlin, Secretary Karen Hoedtke, and about 10 residents.

Robbins moved, seconded by Metcalf, that on December 12 at 10:00 AM we hold a workshop-meeting to approve the minutes and work on the budget. **Voted.** Huntoon then presented the tax commitment figures for the town and the village, to be used as a reference for establishing the amount of money NVC will request from Northport.

The official meeting began with a motion by Metcalf, seconded by Allen, to approve the minutes of the September 12, 2004, meeting. **Voted.** Metcalf then moved, seconded by Robbins, that the minutes of the October 10, 2004, meeting be approved as amended. **Voted.**

Treasurer Sheffield presented the reports for the three accounts, with one figure amended.

General Government	
Checking	\$25,510.14
Community Hall	835.54
Money Market	<u>0.00</u>
Total	<u>\$26,345.68</u>

Water Department	
Checking	\$73,442.50
Petty cash	<u>41.60</u>
Total	<u>\$73,484.10</u>

Sewer Department	
Checking	\$22,820.92
Petty cash	<u>41.61</u>
Total	<u>\$22,862.53</u>

Manager

Paige reported that progress is being made on cleaning out ditches. North Street still needs grading. All seasonal water meters have been removed and stored. The boat float should last another year. Paige will work up the cost estimate for a new float, and Coughlin suggested that a fund be established to receive donations. The Bayview Park drainage problem is pending, waiting the results of the effluent test.

Residents' Issues

Huntoon presented a letter from Mr. David Felten, owner of a Kelly Cove properties. The Utility Department will review his questions and construct a reply.

Coughlin: Recommends that NVC appoint a third party who has nothing at stake in the issue, to design a methodology for reviewing the funding from the Town relative to the services they provide, and especially related to the sewer/water services we are going to undertake. Coughlin would like to see us come up with a dollar amount which more realistically represents our needs. Crofoot pointed out that Northport was a significant help to us in applying for grant money to extend the deep water line.

Facilities

Einstein: (Road study) Lower Main, Maple, and Griffin Streets need grading, the creation of swales, and paving. Paige and Einstein will consult with Dean Brown about this problem. A report should be ready by next month.

Mast storage: Bills are out.

Finance

Robbins will be working with the Treasurer and Secretary to check the bank statements. After discussion, it was agreed to ask the bank to send a copy of the statements directly to Robbins, who will initial them and fax them back to Karen, who will then send them on to Madelyn.

Safety

Ed Williams is consulting with the Traffic engineers of the State Department of Transportation and the Chief Deputy of the Waldo County Sheriff's Department about signs to be acquired.

Status of wharf light still unknown. Wharfmaster Fuller will be asked to investigate.

Information

Robbins will take on the notice posting.

Utilities: David Crofoot

1. Crofoot reviewed the contract with Dick McElhaney. Metcalf moved, seconded by Brockway, to authorize Huntoon to sign the contract with Richard McElhaney to be the NVC Superintendent of the Village's wastewater control facilities and water supply system. **Voted.** Metcalf then moved, seconded by Robbins, to authorize the payment

to Dick McElhaney as a standing warrant according to the terms of the contract.

Voted.

2. The new flow recorder cost \$1,600. The old recorder may be repaired if feasible, to serve as a back-up.
3. Five Kelly Cove manholes have been sealed.
4. The DEP asks that a buoy be anchored at the end of the sewer outfall. McElhaney will take care of this.
5. Better lighting and a fan ventilation system will be installed in the wastewater treatment space.
6. Fernie Barton will have increased duties due to increased testing.
7. 299 accounts were billed for water. Letters were sent out informing customers of penalties for unpaid bills.
8. After review, Metcalf moved, seconded by Robbins to authorize the President to sign the contract with Aqua Maine to cover our water operations with their water licenses, until such time as our Superintendent receives a Maine water operator's license.

Voted.

9. Proposed budgets were presented for water and sewer departments. Discussion followed.
10. Extensive discussion followed about new wastewater treatment plant. A meeting with DEP representatives will take place on Dec. 3.

Brockway: requested that a letter of appreciation be sent to Jane Baddershall for her work in the office and with the utility billing this past year. Metcalf will write this letter. It was suggested, and agreed, to dedicate this year's annual report to Jane Baddershall.

Huntoon: Has a data base of the evaluations of all property owners.

Clerk

1. Report of Archive committee. Information distributed.
2. Calendar punch list. Items were added. Lagner will complete the list and post it in the office.
3. To Do list. A composite list of jobs was reviewed and edited.

The meeting was adjourned at 12:03 P.M.

Eleanor Lagner, Clerk
Northport Village Corporation

To Do List For December 12, 2004

Huntoon:

- Prepare spread sheet for the December meeting of all budgets.

Paige:

- Get a figure for replacing the boat float, so money can be put aside, or applied for from the Harbor committee of the Town.
- Work with Dean Brown and Einstein on solving the lower Main, Maple, and Griffin Street problem.

Hoedtke:

- Find title for the snowplow.

McElhaney:

- Test the effluent in Bayview Park.
- Order the buoy for the sewer outfall.

Crofoot:

- Ask McElhaney to test above.
- Ask PUC if we ask for a rate increase, do we have to put it in place?

Utility Dept:

- Write a letter responding to Mr. Felten.

Sheffield:

- Ask bank to send statements to Robbins.
- Set up a standing warrant with Madelyn to permit McElhaney's paycheck to be sent on a timely basis.
- Set up a method for checking on the status of taxes overdue. (Liens)
- Finalize auditor arrangements.
- Discuss feasibility of electronically transferring payments to Rural Development. (with Crofoot)

Metcalf:

- Ask Gordon Fuller about the status of the light on the wharf. Report back in January.
- Write letter of thanks to Jane Baddershall.
- Design guidelines for those petitioning for articles in the NVC annual warrant.

Lagner:

- Finish the Calendar punch list. Post in the office.
- Check Metcalf's directions which have deadlines. See if any need to be added to the punch list.

Robbins:

- Winter parking ban notices posted.

Allen:

- Talk with Belfast about speed limit signs.
- Settle wharf light problem.

Brockway:

- Prepare presentation of MMA recommendations.

Items to be discussed at the December Budget Workshop

1. Capitalization threshold
2. Depreciation worksheet (Karen working on it)
3. Cost study for upgrading the roads for special warrant for annual meeting.
4. New float: setting aside funds for replacement.
5. Pension for Bill.
6. Money for archival preservation materials/equipment.
7. Develop a methodology for establishing a realistic dollar amount to request from the town.
8. Prepare a comprehensive budget which includes all three current budgets.

PENDING:

9. Committees appoint someone to prepare annual report contribution.
10. Web site.
11. Job descriptions.
12. Committee to take action on Broadway/Shore Road speeding problem.
13. New mail box structure.
14. Approach town for greater share of boat mooring fees/excise taxes.
15. New float design.
16. Bayview park sign.