

MINUTES
Overseers Meeting
March 13, 2011

Present:

President: Josiah Huntoon
Village Agent: Bill Paige & Billy Paige
Office Manager: Paul Bartels
Tree Warden: Jane Phillips

Overseers: Steve Kazilionis
Ned Lightner
Maureen O'Keefe
Lee Houghton
Judy Metcalf

Visitor: Bob Smith.

Absent: Overseers Marge Brockway, Denis Wang; Treasurer Bill Cressey

Meeting called to order at 9:00 a.m. by President Huntoon.

Minutes:

Judy Metcalf moved that the February 13, 2011 minutes be approved, seconded by Steve Kazilionis – **Voted: majority approved.**

Warrants were circulated.

Financial:

Steve Kazilionis reviewed the treasurer's report including the year end totals for 2010, provided by Bill Cressey. He also reviewed the year to date report which showed the unexpected expense of the Little River crossing repairs that were done.

Steve also pointed out that Bill made some suggestions in his report for people that would have signing authority for the "2010 Sewer Improvement Projects" account. Judy Metcalf moved that the recommendations made by Bill Cressey in his report be adopted, seconded by Steve Kazilionis – **Voted: majority approved.**

Village Agent:

Bill E. Paige reported that the washouts were at a minimum after the last big storm and ice melt. He said that it worked especially well around the Blair agency area.

Visitors Concerns:

Bob Smith reported that the NVC Police wanted access to the police car in his garage. He told them they would have to talk to Ned Lightner first. They claim to have a lot of items that they personally purchased. Ned said that he will get a list of items from Joan

Demeo and check with our bookkeeper to make sure NVC did not pay for any them. Bob pointed out that if these items are removed it is no longer a police car. He suggested that NVC might offer to buy the items since using a new police service is on a trial basis and we may want to have the police car in the future.

Communications / Liaison:

No report.

Facilities:

No report

Safety:

Ned Lightner reported that Michelle Nealey is definitely coming back as our life guard this year.

Tree Warden:

Nothing new to report.

Utilities:

Judy Metcalf reported:

There were no sewer department violations again this month. Our sewer license is in the processes of being renewed. This will be finalized after the outfall project has been completed.

Dick McElhaney has engaged Aqua Maine, Inc. as a backup licensed water system operator as required by the Maine Drinking Water Program.

Discussions:

Residents have asked if the Village will pick up recyclables with the regular trash. Ned Lightner indicated that the Town would possibly accept recyclables in a large leaf bag. It may be possible to begin a recycling program if recyclables were picked up as part of our regular trash collection one day per week and could be dumped, bag and all at the transfer station. It would not be workable if the bags needed to be emptied. Ned will follow up with Pine Tree Waste and Maureen O'Keefe will follow up with the Town selectmen and Town Manager to ensure that everyone who has a say in this process buys in. We will continue discussions at the next Overseers meeting.

Judy Metcalf reported that she has not heard from Rob Frank about the wharf problem and left a message inviting him to this meeting. She will write another letter to him to "please respond" to the Overseers.

Management Structure:

Steve Kazilionis reviewed the job descriptions for Distribution Operator, Plant Operator and Village Agent..

Judy Metcalf moved to accept the Water and Wastewater Distribution Operator job description be accepted as written with minor revisions pointed out at this meeting, seconded by Ned Lightner **Voted: majority approved.**

Judy Metcalf moved to accept the Village Agent job description be accepted as written, seconded by Ned Lightner **Voted: majority approved.**

Judy Metcalf moved to that the Plant Operator job description be accepted as written with, seconded by Maureen O'Keefe - **Voted: majority approved.**

Posting and Hiring practices were reviewed. Steve presented a job application that could be used for screening applicants. The Overseers approved the posting of the Distribution Operator position.

At that time it was noted that the Village Agent should be appointed. Judy Metcalf moved to appoint William W. Paige as Village Agent, seconded by Steve Kazilionis - **Voted: majority approved.**

Steve Kazilionis moved that the Village Agent shall line up workers to perform the annual park cleanup and float launches, seconded by Lee Houghton - **Voted: majority approved.**

Steve reviewed the bidding process and noted that we need to get bids for mowing and trash collection in the near future. Bill Paige Sr. will provide the scope of work and Judy Metcalf will provide insurance requirements to be included in this documents. It was also noted that we needed a payment schedule for these contracts.

Judy Metcalf moved to approve \$600.00 in consulting support to assist the Paige family in formulating some form of business entity to provide contracted services for the NVC, seconded by Steve Kazilionis - **Voted: majority approved.**

Discussion:

Judy Metcalf reported that she has not heard back from Lee Woodward about the D'Amico and Cressey license agreement. Jo Huntoon said it was probably just miscommunication and will see what he can find out.

Executive Session:

Ned Lightner moved to go into executive session at 10:37 AM; re: personnel matters - **Voted: unanimous.**

Executive session ended at 10:56 AM and returned to meeting.

Judy Metcalf moved to establish an hourly wage for the Distribution Operator to be between \$14.00 and \$18.00 per hour, seconded by Ned Lightner - **Voted: majority approved.**

Adjourn:

Next meeting was scheduled for 4/10/2011, 9:00 AM.

Lee Houghton moved to adjourn 11:03 AM, **Voted all in favor.**

Respectfully submitted by Paul E. Bartels