

Minutes

Overseers Meeting

October 16, 2016

Attendees:

President: John Spritz
Treasurer: Steve Kazilionis
Office Manager: Amy Eldridge
Village Agent: William E. Paige

Overseers:

Dick Brockway
Vicky Matthews
Paul Nyren
Judy Metcalf
Lee Houghton
Wendy Huntoon

Visitors: David Crofoot, Maureen Einstein, Blair Einstein, Carla Paige and Ned Lightner

Meeting called to order: John Spritz called the meeting to order at 8:57 a.m.

Minutes: September minutes will be approved at the November meeting due to incomplete minutes.

Questions/issues from Bayside residents and meeting attendees:

John S. welcomed and introduces Wendy Huntoon to all. Ned Lightner asked if the Northport Village Corporation was going to approve the video taping of the Overseers meetings going forward. John S asked if anyone had any concerns or questions about the video taping process. Ned explained that he has taped in Belfast before and many people that are grateful for the video. He said the video is the official record for Belfast, there are no actual tapes, he runs the local station, he is volunteering to set up a YouTube channel for the village and upload it to the channel at no cost to the village. Paul N. asked if it could be linked to Dan Webster website and could a particular session be downloaded and Ned said yes. Wendy H. said that it is a good historical option. Matt L. said that he would store the monthly video to a hard drive as well as on the YouTube cloud.

Vicky asked if a protocol for the village needs to be set up and Ned said that he will provide a single sheet, step by step listing and will email it to the Village.

Vicky Matthews moved that the monthly meetings of the Overseers be recorded as offered by Ned Lightner and to approve the expenditure of up to \$200.00 for Ned to purchase a hard drive for storage. Judy Metcalf seconded the motion. 3 in favor, 3 abstained. Motion passes.

Ned also asked for an update of the removal of the access ramp installed across the public pathway between Oak and Maple Street. Bill P. said that he would have to cut it up and it would be gone by November. Judy M. reminded all that the ramp is owned by the village and had been installed to accommodate Rena Thondike's access when she was using a wheelchair. Now Rena

has passed away and the family has been notified of the plan to remove the ramp. Lee H. asked if one of the fishermen may be able to use it.

Report of the President

John S. noted that under the bylaws an Assistant Treasurer and Assistant Clerk may be appointed. Carlton Smith will be asked if she is willing to be Assistant Clerk again. Vicky M. said that she would be able to be the Assistant Treasurer.

John S. requested the Overseers to review the 2016 – 2017 Board of Overseers Committees listing and let him know of any corrections that need to be updated. He also asked that an Ad Hoc Governance Committee be set up to look at the By Laws & Charter. John S. advised that the last time the By Laws were amended by the villagers at the annual meeting was in 2012 and the charter was set up in 1915, and last amended in 1957. The State Legislature must approve any changes to the Charter. John S. will bring it up on the agenda for November.

Report of the Treasurer:

Steve K. circulated the warrants for signature and explained why two checks were included that had been voided. Steve distributed financials to all and went over the reports. He reported that tree work is currently at \$2,900.00 and we have \$2,000.00 in budget which means that we are overspent by \$900.00. He also mentioned that we are under budget for roads. Steve K. noted that transition of the financial reporting to the new bookkeepers continues to improve.

Steve K. distributed a revised draft of the Warrants and Payment Policy for Overseers review and approval. Lee H. asked what happens if we make a mistake and Steve K. said it is very easy to correct and we have checks and balances that prevent that from happening. A revised document will be presented at the November Meeting.

Steve K. would like the Overseers to move that we stay with Purdy Powers to do the yearly audits. They have completed NVC audits for the last 6 years and the cost is roughly \$10,000.00. Judy M. so moved and Dick B. Seconded the motion, All in Favor.

Steve K. asked that the Overseers consider a cashless office. This would eliminate the need to account for petty cash. Judy noted that this may create customer relation issues for our constituents who need to pay with cash. Wendy H. is concerned that not everyone has checks. Lee H. is against going cashless and said a lot of people still pay with cash. Bill P. noted that some people pay their utilities with cash. Vicky M. made a motion to still take cash and have a protocol that Amy will provide in the upcoming meeting. Judy M. seconded the motion, All in favor.

Village Agent:

The Hoikala deed was circulated for signature. Ms. Hoikala had paid the fees for drafting the deed. Bill P. reviewed Angela Cassidy's request for the use of Bayview Park on the Memorial Day Weekend, 2018 for Brendan's wedding. Overseers approved. Vicky M. will contact Angela to confirm her needs and expectations. Steve reminded that our policy is to assure that those

who use the public spaces for such purposes do not have a right to exclude public use during the ceremony.

Bill P. reviewed the plan for a seawall construction for the Dubrow property on Shore Road. Judy M. will prepare the customary indemnification and easement agreement and work with bill on that.

Bill P. provided copies of the parking notice from last year and asked if any corrections are needed before posting. Posting of the parking notice will be put in the Republican Journal. Judy M. moved that we post the winter parking ban notice, removing the word “significant” on the bulletin boards and the Republican Journal. Vicky M. seconded the motion. All in favor.

Bill P. said that we have not received the keys back from the summer police officer. John S. will contact Officer Ball. Bill P. proposed going to a digital lock system for the Office. Bill P. will investigate the costs for that change to review at the next Overseers meeting.

Bill P. had been contacted by Ed Williams re: the need to trim the cedars planted in connection with the pump station. Bill has talked with the arborist to trim the trees. Steve K. stated that even though we have spent the full budgeted line for tree care, we can fund the trimming through the contingency rather than roll the expense into next year. Vicky M. made a motion to post pone the trimming until spring with a request to contact CMP. Lee H. seconded the motion. All in favor.

The trees on the south side of the Community Hall need to be removed to preserve the building from moisture, etc. Judy M. moved to take out the trees. Vicky M. seconded the motion. All in favor. Bill P. asked if they wanted it completed this fall or next spring and the Overseers said this fall.

Bill P. asked if we could get permission to fill in across the street with more gravel. The overseers agreed, simply recommending that Bill confer and advise Amon Morse, the town road commissioner.

Committee Reports

Communications: Nothing to report.

Finance: Nothing to report.

Infrastructure: Dick B. asked about putting \$10,000.00 aside for the seawalls. Steve K confirmed that we are building reserves for that anticipated project. Lee H. suggested selling bricks or the like to raise funds for the seawall we are going to build. You could always have an ability to sell as a way to raise funds for the Sea Wall. John S. asked for a proposed calendar and cost from the Infrastructure Committee to the Overseers.

Dick B. reviewed ideas presented by Bayside Arts for alterations to the Community Hall. Judy M. said that any ideas for changes to the hall need to be considered in the context of all the users of the hall, including the Ballet, the Historical Society and the Yacht Club.

Dick B. also reported that the committee was reviewing storage options for tables and chairs so that the village is in compliance with the obligation to keep them away from the circuit boxes. Lee H. as a member of the committee reported that they are also reviewing the condition of the

windows in the hall and whether they need to be repaired or replaced. The Infrastructure Committee will assemble a list of proposed expenditure or the Community Hall.

Safety: Wendy reported that the Committee had met on the previous day and there were no current action items to bring before the board. They would like to work with Amy on updating the Job Descriptions for police officers and lifeguard. Wendy H. reported that the committee had considered: (1) whether the continued problem of excess dinghy storage is within the purview of it the committee; (2) recommendation to paint the lines on George Street and from the School to Kelly Cove to reduce speed; and (3) a suggestion to have reduced speed zone signs. The committee will report back and will consider Paul N's observation that painted side lines may not work on narrow roads.

Judy M. noted that at the September meeting Lee H. Had questioned the need for a police officer at all and asked the committee to consider soliciting community input on that. Wendy H. noted that the committee had determined that the hiring process for Officers will be stringent. Steve K. recommended from the financial perspective that the Safety Committee looks at the hours needed for lifeguards and Officers rather than staffing a fixed schedule which might provide coverage when it was not needed. . Vicky M. would support not having a Police Officer.

The Overseers committed to continuing to work with the wharfmaster about solutions to the overcrowding of the dinghy float.

Town Liaison: Nothing to report.

Utilities: Judy reported that there continued to be no license violations in the plant operation. The trustees presented Sewer Application received from the Melones and the Utilities Committee approved the application with conditions of no sump pumps, roof leaders or foundation drains are tied into the sewer. Judy M. moved for the Melones Sewer Application is approved with conditions. Lee H. seconded the motion, All in favor.

Judy M. requested that the Overseers provide an actions plan for how the allocation of funds between general, water, and sewer accounts for the Maple Street project should be addressed. It was recommended by the Trustees that the funds be allocated in accordance with the Village's auditor's letter shared by the treasurer with the overseers. To the extent that requires any transfer of sums among the three business units, a warrant will need to be presented at the Annual Meeting in the summer of 2017. Judy M. moved that General Government pay monies to the appropriate entity for repayment back to the Utilities. Vicky M. seconded the motion. 5 in favor, 1 opposed.

Dick B. suggested that Steve K, Dick McElhaney and any others get together and determine the actual amounts to be reallocated. Judy M. also confirmed that Utilities meetings will be the Friday before the Overseers' meetings as set by the Overseers last month.

New and Continuing Business:

Blair E. would like to have the tree warden look at the tree planted on village property in front of the Yacht Club as it may be in need of pruning.

Vicky M. distributed a report showing rental earnings for Community Hall use as offset by cleaning expense. She is going to create an inventory of what is in the Hall. She would also like to look into racks to hold the chairs. She has done some research on cost and there are racks that hold 50 or more and range from \$300.00 to 500.00 dollars. Vicky M moved to purchase 2 racks for under \$1000.00 dollars. Judy M. seconded the motion. John S. suggested amending the motion to allow up to \$1000.00 using monies from the Centennial Fund. The moving party and seconding party accepted the amendment. All in favor. Lee H. reminded that the infrastructure committee had also looked into racks and their cost.

Judy M. spoke of the Melone Porch. In June the Melones came to the Overseers about the porch. The porch overhangs the village's property line by 2 feet. A cantilevered porch was suggested to solve the problem. Judy M. made a motion to have a letter written to the Code Enforcement Officer saying that the cantilever design is acceptable to the village. Wendy H. seconded the motion. All in favor.

The Historical Society is asking if the Village will pay half of the cost for an Eastern Illustration post card event that includes Northport Village history. Judy M. moved to contribute \$400.00, which is half of the cost needed to support the event. Lee H. seconded the motion. 5 in favor, 1 opposed.

John S. informed the group that Beverly Crofoot was updating the Outstanding Service Award. She is looking to have Belfast Jewelers engrave the blank plaques with past award winners. The cost would be approximately \$5.00 a plaque to engrave. Vicky M. moved to have Beverly C. update the plaques and the village pay the cost of the engraving. Judy M. seconded the motion. 5 in favor, 1 opposed.

Executive Session:

Executive Session: 12:30 pm

Meeting resumes: 12:45 pm

Judy Metcalf moved/Vicki Matthews seconded to purchase four \$100 holiday gift cards to be given to NVC staff. Approved: 4-2.

Judy Metcalf moved/Vicki Matthews seconded for the Board to approve the Treasurer's recommended compensation levels for NVC employees in 2017, and for the Treasurer to investigate the potential for a Health Savings Account (HSA) for the Village Agent. Approved: 6-0.

Motion to adjourn, 12:50 pm.