



Minutes of the Meeting of the Northport Village Corporation Board of Overseers

8:00 am, March 15, 2020

Community Hall

Attendees

President: John Spritz
Treasurer: Steve Kazilionis
Village Agent: William Paige

Overseers in attendance

Mike Lannan
Vicky Matthews
Judy Metcalf
Jeffrey Wilt

(on telephone)

Miles Frieden
Lisa Fryer
Michael Tirrell

Meeting called to order: at 8:07 a.m.

Approval of minutes: Judy M. moved to approve the minutes from the February 2 meeting; Jeffrey W. seconded the motion. The vote was unanimous.

Review of seawall project bids: Mike Lannan explained that the seawall project ultimately included:

- The base bid, for the original project
- Alternate 1: the base bid plus the riprap in front of the Northport Yacht Club
- Alternate 2: the base bid plus the drainage project at the base of North Avenue
- Alternate 3: the base bid plus the small wall north of the boat ramp

Eight construction companies picked up bid packages and two companies returned bids: 1) Jake Barbour Inc. and 2) Farley & Son, Inc. With the assistance of Michael Sabatini, P.E., from Landmark Corporation, the Overseers interviewed Jake Barbour and Thatcher Siler (Project Manager from Farley & Son) regarding their respective bids, approaches to the project and more. Some of the key points highlighted:

Jake Barbour (Total base bid + design fees = \$1,351,735)

- Prock Marine would be a subcontractor and would bring granite blocks by barge to the Bayside beach. The only other subcontractor would be the company doing the paving.
- Work would start around September 15th, "earlier is better."
- There could be potential cost savings in determining what kind of material was used for the backfill.
- Jake himself would manage the project, plus his Operations Manager, Josh Luce.
- Barbour does not have other major projects planned for this time period (Fall 2020-Spring 2021). Jake has @ 25-30 staff he can call on.
- Adding in Alternates 1 or 3 (riprap on wall outside of Yacht Club and wall on north side of beach) would probably extend the schedule a few weeks.
- Trucks coming in with material and to do demo work and leaving with material would be constant on the Bayside roads, from September into November.
- Would need to work with contractor working on disinfection plant to coordinate schedules, mostly to ensure that staging areas for Barbour remain available.
- Barbour was not able to obtain pollution insurance (as requested by the bid) in time for the bid to be submitted.

Farley & Son (Total base bid + design fees = \$1,214,200)

1. *(many of the comments made were similar to Jake Barbour's comments)*
2. Prock Marine would be the subcontractor to bring in granite blocks; the other subcontractor would be for paving.
3. The 60-day tie frame for initial work (starting @ September 15) is sufficient.
4. Any potential cost savings might be found in using a simpler material for the (underground) backfill behind the wall.

5. Managing the project would probably be Sean Richards, site supervisor, he has worked in Bayside.
6. Final paving would occur in the spring of 2021.
7. Alternate #1 (the rip rap behind Yacht Club) could be folded into one of the already designated portions of the project.

The two contractors were thanked and they left the room; the Overseers spoke on their own. Michael Sabatini, the project engineer, noted that most of this project is land-based, which is why Prock Marine is showing up as a sub-contractor for each bid, and not the lead. Mike Lannan noted that of the three alternates under consideration, only #1 (Yacht Club riprap) is included in the original authorization made by Bayside voters at the 2019 Annual Meeting. Adding in #s 2 (North Street) and 3 (northern seawall) would require voter approval.

Mike L. made a motion to award the seawall contract to Farley & Son, based on the base bid plus design fees plus Alternate #1, for a total of \$1,244,200. The contract would include language that Alternates 2 and 3 would be included, if they are approved by the voters at the August Annual Meeting, bringing the complete total to \$1,484,200. Judy M. seconded the motion. The vote was unanimous.

Questions/issues from Bayside residents and meeting attendees: Johanna Knott, of 3 Clinton Avenue, spoke on behalf of her property, which backs up onto North Avenue. She is planning to build upon her property and will survey it to ensure that her plans coincide with the Village plans. The Infrastructure Committee will work with Ms. Knott and other neighbors to address property line issues in the area.

Janae Novotny, of 7 Park Row, said that she was pleased with the aesthetic design of the new disinfection plant building to be constructed on the far side of Ruggles Park.

Mike Lannan made a motion to approve the \$10,000 designated at the February 2nd Overseers meeting to MMI, for their handling of the seawall bid process. The motion was seconded by Judy M. and the vote was unanimous.

Report of the Treasurer:

- There were no monthly financials to report on, since the accounting firm is busy with tax season.
- Approximately \$8,000 has been received in donations to help mitigate the brown tail moth infestation.
- The NVC's accounting costs have significantly improved, with the new firm we are using.
- Requests for bids for the NVC's bond anticipation note went out (the note will help to cover the costs for the seawall project). Key Bank was the low bidder, with an interest rate of 1.82%. Jeffrey W. made a motion, and Judy M. seconded, to approve Key Bank as the bank that the NVC works with for the bond anticipation note. The vote was unanimous.

[There was a break in the meeting to address the issue of how the COVID-19 pandemic might affect the ability of Overseers to physically attend meetings and thereby establish a quorum – a minimum of four Overseers is required. Judy M. made a motion and Vicky M, seconded, to temporarily remove that requirement of physical attendance at Bayside to establish a quorum, for as long as the pandemic and its restrictions are in effect. In other words, Overseers attending by telephone will count towards a quorum.]

- The Treasurer introduce Nina Richard, who will handle financials for the NVC and be present in the office form 9-12 on Tuesdays (Amy is in the office on Mondays).
- The audit went well, with some minor issues.
- Office files are being reorganized and clarified.
- The Town of Northport will no longer physically make the NVC's tax deposits; Nina Richard will handle that.

Infrastructure Committee: Mike Lannan reported that he sent out to the Committee the new proposed Parking Ordinance, for comment. He has also discussed it with the Town of Northport office.

Communications Committee: Lisa Fryer is planning a page indicating donations to the brown tail moth campaign.

Tree Committee: The Tree Committee has investigated the potential for Bayside becoming a “Project Canopy” community. The Committee will prepare to apply in the summer of 2021.

Tree Warden: Vicky Matthews received a \$7,120 estimate for injecting 22 trees that have brown tail moth cocoons in Auditorium Park and Blaisdell Park, and injecting and pruning two fruit trees in Ruggles Park. She made a motion, with a second from Judy M., to use the public donations received thus far to inject/prune, as appropriate, in those three locations.

Vicky M. received an estimate of \$2,865 to clear the stumps and improve the land in Merrithew Square behind the mailboxes to make it “plant-ready.” Judy M. made a motion to approve this expense, seconded by Jeffrey W. The vote was unanimous.

[Vicky M. had also been contacting Bayside Arts on behalf of the NVC regarding Bayside Arts’ wish to hang lights permanently on the beams of Community Hall. A motion was made by Judy M. and seconded by Vicky M. to approve this proposal, but the motion was later withdrawn in light of the Overseers’ request for more information.]

Finance Committee: Nothing to report.

Governance Committee: Judy Metcalf spoke re the new proposed Parking Ordinance. A group has been working diligently on the matter, meeting six times in recent months to look at the existing ordinance and at ordinances in other nearby municipalities. The new proposed ordinance is a shift in enforcement, with input from Police Chief Michael Boucher.

One key point is that the new ordinance recognizes parking regulations and opportunities, i.e. at the Drinkwater School and/or Cradle Row. How can these alternate parking locations be made available to the Bayside community, and when?

There will be public meetings and input on the new proposed ordinance. Meanwhile, the Overseers have copies and will review them in order to offer initial input at the next meeting, March 29th.

Personnel Committee: Jeffrey Wilt said that the Committee met on February 29, looking at various issues and positions:

- The NVC has entered into a one-year agreement with Nina Richard to provide financial services; she will be in the office Tuesdays from 9-12.
- Steve Kazilionis will be leaving the Treasurer position after the Annual Meeting; there has been interest by others in the position.
- The job description for the Office Manager is being rewritten, to reflect that it is primarily a Customer Service position.

Vicky M. asked that protocols be established for evaluating new hires on a periodic basis. Jeffrey indicated that Steve K. was charged with collecting personnel manuals from other communities; to date there have been no responses to his requests for information.

Utility Committee: Judy Metcalf said that the Committee had met the previous Friday and was still working on a strategy for year-round chemical testing. The new plant must be ready to operate by 1/1/2021. The new disinfection plant/building has been designed to emulate the look of the Northport Yacht Club, next door. Dirigo Engineering is working on a final plan for the building, which will go out to bid soon, with bids to be opened by the end of April.

Safety Committee: Michael Tirrell said the Committee met on March 3rd. They are addressing several issues:

- The police schedule for the 2020 season is still being determined, to include a 2nd or possibly a 3rd officer.
- The Committee has reached out to Bayside lifeguards from last year, is in negotiations with them, and will report back to the Overseers on March 29th.
- The date and specifics regarding the 2020 Safety Day are TBD.
- The Village now owns two fixed speed signs and one portable sign. The Committee recommends that the fixed signs be installed 1) coming into the Village center from Route One, on Broadway just before the Clinton Avenue intersection; and 2) coming into the Village center from Shore Road, just after Community Hall and before Rodgers Lane. The Overseers endorsed this plan for the placement and location of signs and instructed the Village Agent to check with the Town of Northport to ensure that these locations meet with the town's approval. There was a motion by Judy M., seconded by Jeffrey W., to authorize the Village Agent to spend up to \$1,000 for the installation. The vote was unanimous.

The Overseers emphasized that for consistency and clear communications, any official communications with the Town of Northport should occur through the office of the Village Agent or the Town Liaison, as directed by the Overseers.

Waterfront Safety Committee: Jeffrey Wilt said that the Committee met on March 1st. They recommend that 2019's voluntary small-watercraft registration fee be made mandatory for the 2020 season, at a rate of \$10 per watercraft. The Committee is still working on how to deal with renters and how to manage the number of kayaks and paddleboards. The Committee also discussed enforcement of the new mandatory registration fee and agreed that it should not be formally enforced during the 2020 season, but a logbook will be kept of "repeat offenders," and the Dockmaster will inform boaters of the need to adhere to the new regulations. Judy M. made a motion, and Vicky M. seconded, to set a permit rate of \$10 for all small watercraft stored on Village property. The vote was unanimous.

Town of Northport issues: None.

Report of the President: The President, John Spritz, thanked Judy M. for helping to craft the language regarding the adjustment to meeting rules to allow Overseers on the telephone to count towards a quorum. He also noted that the NVC Overseer Meeting minutes are starting to include Committee meeting notes, but that their inclusion should not necessarily be a requirement or an expectation.

Office Manager: Nina Richard is organizing the office, including paper and electronic documents, and attempting to ensure that all documents are stored electronically.

Village Agent Report: Bill Paige spoke to several issues:

1. It may be possible to have the seawall contractor (Prock Marine) take out the floats in mid-September. Another issue is where the moorings will go while work is being done on the seawall.
2. Judy M. made a motion, and Vicky M. seconded, to authorize the Village Agent to coordinate the management of the waterfront and floats throughout the seawall construction process, especially during pre-construction. The vote was unanimous.

3. The 2008 Village/utility truck needs major repairs or replacement. The Village Agent has looked at several alternatives and recommends that a new platform be put on the truck, to enable it to be used for additional years before it needs to be fully replaced. Jeffrey W. made a motion, and Judy M. seconded, authorizing the Village Agent to spend up to \$5,000 to make necessary modifications to the Village truck. The vote was unanimous.
4. The Village Agent will repair the flickering lights in the Community Hall room where meetings are held.
5. Necessary pro-active dock repairs will cost \$12,569. The Village Agent believes these repairs could be postponed into 2021—or, they might be included in the work Prock Marine does, when it is at Bayside in the fall for the seawall repairs.

Vicky M. noted that Bayside Arts is requesting to hang a photo exhibit in the Community Hall’s meeting room in early August; the Historical Society should be involved in this conversation, since it will involve the moving of Historical Society items.

Meeting adjourned: at 12:35 pm. Motion by Jeffrey W., seconded by Vicky M. The vote was unanimous.

The next Overseers meeting is at 9 am on Sunday, March 29.

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Meeting minutes submitted by John Spritz.