

**Northport Village Corporation
Approved Minutes of the Board of Overseers Meeting
Sunday, March 10, 2024**

Overseers, Officers and Staff present: Celine Bewsher; Brady Brim-Deforrest (via Zoom); Fred Lincoln (via Zoom); Michael Tirrell (via Zoom); Jeffrey Wilt (via Zoom); President, Janae Novotny; Clerk, Maureen (Beanie) Einstein (via Zoom), Office Manager, Trish Parker and Village Agent, Bill Paige. Not Present: Overseers Vicky Matthews and Judy Metcalf.

Public Comments:

Rachael Rosa (Auditorium Park) – Two elm trees at the bottom of Auditorium Park were not mentioned in the Tree Warden’s recommendation for Emerald Ash Borer treatment and questioned whether these two trees had been evaluated and are healthy.

Business Meeting called to order at 9:03 a.m.

Approval of the Minutes of the February 11, 2024 Overseers Meeting

Janae N. had received corrections to the February Minutes from Fred Lincoln as follows:

Page Two, second paragraph, change the wording “**2020 Audit to 2021 Audit.**”

Page Two – in the motion made by Fred L.: Correct the spelling from **Charlene Kelly to Sharlene Kelly**; and insert the wording: for construction activity on “**the NVC property area**” adjacent to the white fence.....

Jeffrey W. moved, seconded by Fred L., to approve the minutes of the February 11, 2024 minutes to include the corrections from Fred L. Voted – Unanimous.

President’s Report – Janae Novotny

The Northport Town Select Board has accepted the March 18 date for a joint workshop with the Board of Overseers and suggested another joint workshop to discuss roads tentatively on April 1. The meeting will be held in Community Hall and via Zoom with a 6:15 p.m. start time.

Janae N. reminded the Overseers the next Budget Workshop is scheduled on Saturday, March 16 at 9:00 a.m. She also reminded the Overseers to sign the March warrants.

Janae N. presented a recommendation to approve Bayside Arts Requests for Community Hall use for their various summer 2024 activities described in the form included in the agenda and to approve their use of the basketball court for a community dance from 5 p.m.-10 p.m. on July 26, 2024, to include use of the community hall as a back-up rain location for the community dance.

Michael T. moved, seconded by Celine to approve the recommendation for use of the Community Hall by Bayside Arts for the summer of 2024. Voted – Unanimous

Treasurer’s Report – Wendy Huntoon

Wendy H. referred the Overseers to her written Treasurer’s report distributed prior to the meeting. She also referred the Overseers to the Audit Report and the Draft 2021 Audit prepared by Purdy Powers, distributed prior to the meeting. She noted that consistent with the auditors’ recommendation, in the future, Overseers will be presented with journal entries for review and approval. She noted that timely accounts reconciliation is now occurring with coordination between Trish P. and Wilkie & Associates. She also noted that the auditors’ comment regarding the Utilities

set-aside required by our USDA note will be implemented. The final 2021 audit report will be issues after we provide a few needed corrections.

Village Agent Report – Bill Paige

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

Wendy H. –For work that is needed to be done to the playground, money is still available from money raised from donations for the playground. Brady B. and Bill P. will get together to discuss same.

Office Manager’s Report – Trish Parker

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

Recommendation to approve using the INFORME service at no cost to the NVC to accept credit card payments for NVC fees. This service would allow NVC to accept credit card payments online or in the office. There are no set-up fees, merchant fees, no cost to NVC. A fee for using a credit card is charged directly to the customer.

Jeffrey W. moved, seconded by Brady B. to approve using the INFORME service, at no cost no the NVC, to accept credit card payments for NVC fees. Voted – Unanimous.

Tree Warden/Tree Committee – Vicky Matthews

In Vicky M.’s absence, Janae N. presented Vicky’s recommendation to approve Hawkes Tree Service proposals to treat various NVC trees for Brown Tail Moth and Emerald Ash Borer for a total of \$3,951.00, as follows: Proposal 1584 for Brown Tail Moth, Bayview Park (\$315); Proposal 2714 for Brown Tail Moth, Blaisdell Park (\$1,026); Proposal 2715 for Brown Tail Moth, Auditorium Park (\$954); Proposal 1582 for Emerald Ash Borer, Blaisdell Park (\$360); and Proposal 1583 for Emerald Ash Borer, Broadway (\$1,296).

Jeffrey W. moved, seconded by Fred L., to approve the Tree Warden’s recommendation as stated above.

Celine B. noted that an oak tree on Village property, next to the Lojek property on Clinton Street is not included in the above motion. She stated that it is heavily infested with Brown Tail Moth nests and is located very close to several cottages near Merithew Square. Celine B. requests that the above motion include assessment and treatment of the oak tree by Hawkes.

Michael T. and Fred L. expressed a preference to wait until Vicky M. was present to address this additional tree. Wendy H. reminded the Overseers that not all Village trees are treated for Brown Tail Moth; the focus has been treatment around parks and gathering places. The cost would be prohibitive for the Village to treat all trees near cottages. In the past, individual property owners, adjacent to infested trees, have chosen to pay for Brown Tail Moth treatment.

Jeffrey W. moved, seconded by Fred L., to amend his motion, to approve, no more than \$1,000.00, to address the oak tree next to the Lojek’s property pending approval of the Tree Warden, Vicky Matthews. Voted – Unanimous.

Technology Officer – Brady Brim-Deforest

Brady B. referred the Board to this policy circulated prior to the meeting.

Recommendation to approve an “Acceptable Use Policy for IT.” Brady B. requested approval/adoption of this initial baseline set of policies for data security and privacy for the NVC.

This includes the initial draft of a set of policies that are intended to cover essential basics for security for our organization; ensuring that we keep our data as secure as possible and at the same time being flexible regarding the legality NVC operates under.

Janae N. questioned the large number of IT email addresses and whether the "Records Retention Policy" conformed to state law. Brady B. was in agreement.

Brady B. moved, seconded by Jeffrey W., to adopt the policy as drafted with the exception of the "Records Retention Policy," and any references be removed regarding the Records Retention Policy. Voted – Unanimous.

Personnel Committee – Michael Tirrell

An offer letter will be going out soon for an individual for Monday – Friday lifeguard coverage. The Committee will continue to look for lifeguard coverage on the weekends.

Danny Ryosa will not be able to commit to returning this summer until the end of March due to a personal matter. The Committee will go forward with recruiting a police officer at this time.

Utilities – Jeffrey Wilt

There were two exceedances in January. The tanks were pumped on February 14; we are budgeting for pumping 4 times this year. The increased pumping schedule will allow us to monitor the effects of the new pumping schedule and track BOD data.

The Utility trustees voted to extend the moratorium on new hookups to the sewage treatment plant for six months, April 7 – October 7, 2024. There will be a Public Hearing regarding the moratorium on March 15, 2024 at 2:00 p.m. in the Community Hall and via Zoom. After the Public Hearing and public input, the trustees will formally adopt the moratorium at their next meeting.

Town Liaison – Janae Novotny

The town's Road Commissioner has updated his 2025 budget proposal to the Town Select Board to include paving Broadway.

The Northport Community Church on Saturday Cove Road has dissolved, and they propose to donate it to the Town.

The Town is not currently taking any position with regard to Nordic Aquafarms and the Belfast-Northport boundary line because, to date, the Town has not been approached by the City of Belfast or Nordic regarding the issue.

Infrastructure – Celine Bewsher

Celine B. referred the Overseers to her written report circulated prior to the meeting.

Other Business – Janae Novotny

Vicky M. has found an instructor for CPR training. The cost will be \$50.00 per person, with a maximum number of 12 participants. Vicky was seeking guidance regarding scheduling and going forward with recruiting the Instructor. The consensus was that there would be considerable interest in the course and early July would be opportune for a course. CPR/AED Certification would be obtained after completion of the course.

Public Comments

Rachel Rosa (Auditorium Park) – The “Acceptable Use Policy for IT” was not included with the meeting Agenda. Michael T. stated that the report was posted to the NVC Website and sent to Dan W. and published on his website baysidemaine.com. Office Manager, Trish P., will send a copy to Rachel R. as well.

Dan Webster (670 Shore Road) – Thanked the Overseers and staff for distributing information for discussion prior to their meetings.

Executive Session

The Board entered Executive Session at 9:54 a.m. The Board returned from Executive Session at 10:01 a.m. To address the fact that a benefit previously provided to Bill Paige is no longer available, Celine B. moved and Fred L. seconded to increase Bill Paige’s annual compensation up to a maximum of \$1,000. **Voted: Unanimous.**

Adjournment

President Janae N. adjourned the meeting at 10:02 a.m.

Respectfully submitted,

/s/
Maureen “Beanie” Einstein, Clerk

and

/s/
Janae Novotny, President

Approved by the Board of Overseers, April 14, 2024.