

MINUTES
Overseers Meeting
March 9, 2014

Present:

President Josiah Huntoon
Treasurer Bill Cressey
Office Manager Paul Bartels
Tree Warden Jane Phillips
Acting Village Agent: Bill E. Paige

Overseers: Marge Brockway
Steve Flowers, **absent**
Lee Houghton
Judy Metcalf
Denis Wang
Maureen O'Keefe
Steve Kazilionis

Visitors: Bob Smith, Dick Brockway, Scott Leadbetter.

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

Executive Session: Steve Kazilionis moved to go into executive session, seconded by Lee Houghton – **Voted and approved.** Returned from executive session at 9:40 AM.

Subject to articulation of job description, and subject to acceptance of terms by William E. Paige, the overseers hereby declare the intention to appoint William E. Paige as Village Agent (as opposed to his current title of "acting" Village Agent.).

Minutes:

Judy Metcalf moved to approve the revised minutes from the February meetings seconded by Marge Brockway - **Voted and approved.**

Warrants were circulated for approval.

Treasurers Report:

Bill Cressey:

1. Distributed and discussed the financial reports to the end of February. There were no outstanding variations.
2. He talked about the cash flow report and what a good tool it was for moving funds from account to account.
3. Discussed the Forecast for the 2014 Budget which will have reduced Capital Expenses.
4. The second closing for 2013 will be distributed via email.

Village Agent:

Bill E. Paige:

1. Bill requested that we have a separate line item in the budget for tree work because sometimes it is difficult to allocate the expense where it belongs. Bill Cressey agreed and will have Kathy set up a line item for trees.
2. Still searching for somebody to fix the swing set in Ruggles Park.
3. Will get an estimate for the railing on ramp in Bayview Park as soon as snow clears.
4. The mowing contract is up this year and the Overseers agreed to have the same contract description as before for a term of two years. Will advertise and have bids for April meeting.
5. Looking at a new type of siding for the Utility building, will report back later.
6. Bill said he is having ongoing discussions with Barbara O'Leary about roadwork being done in Bayside and will work with them so they will not have a negative impact on each other.

Resident's Concerns:

Scott Leadbetter has a sewer application before the board for approval. Judy Metcalf explained to Mr. Leadbetter that his application shows that he intends to build a second single family residence on his lot. He confirmed that is the plan. Because the Historic District requires that each lot be used solely for single family residences, the application must be denied as inconsistent with the ordinance. Mr. Leadbetter discussed that he would consider dividing his lot into two and he was encouraged to assure that the lot coverage requires for the existing house would be preserved (it seemed likely that it would be). Denis and Judy noted that the Utility Trustees recommended denying the current applications on these bases. The Overseers adopted the recommendation of the Trustees. **(this action took the report of the Utility Trustees out of order on the agenda to accommodate Mr. Leadbetter.)**

In that context, Steve K. raised the question of limitations on expansion of the number of connections which can be made to the waste water treatment plan. Our 301(h) waiver is dependent upon not adding connections beyond those anticipated and documented at the time of the license (1986). The Overseers asked that the utility trustees identify the current number of connections remaining and to determine if any of these could be used by Mr Leadbetter to connect to the wastewater system.

Centennial Celebration:

Denis Wang presented a personalized brick sample which the committee wants to sell as a fundraising effort for the celebration. Judy Metcalf requested that Denis come up with

a budget for how many bricks will be sold, the cost, and the installation costs of developing a new patio area

Communications:

Maureen O'Keefe:

1. The Town approved the posting of no dog poop signs on Shore Road.
2. Spring Cleanup – Northeast Tree would rather go on resident's property to pick up downed branches rather than have owners pile them alongside the road as they can work faster that way.
3. Bill Paige needs to be involved with the bridge repair project in Kelly Cove. There is a 10" water main running thru the area where they will be working. He needs to ensure that service is not interrupted and the main is properly insulated / protected in the final design.
4. Bill Paige reported that several manhole covers have sunk due to very cold weather, they need to be filled in with sand/gravel.

Safety:

Denis Wang reported that Kevan Fortier is not coming back this year and the safety committee has not been successful in finding a police officer candidate. They will be running an ad and creating a detailed job description. The NVC will be getting "NVC 1" vanity plates for the police car. Marge Brockway questioned the need for an NVC police officer since we are covered by the Waldo County Sheriff's Department. Judy pointed out that County coverage did not work two years ago. Kevan had more interaction with the kids which worked well for Bayside.

Surface Runoff:

Bill Cressey reported for Blair Einstein that there is still muddy runoff from Maple Street.

Tree Warden:

Jane Phillips reported that the neighbor to Community Hall paid for taking down the dangerous tree next to it.

Utilities:

1. Getting estimates for restoring water service to the wharf.
2. I & I Brochure designed by Dick Brockway will be mailed with the May bills.
3. Bill Paige gave a report on the Birchcrest leak.

4. Lannan sewer permit: a majority of the voting trustees had recommended the approval of the permit for the proposed new house that will replace the Squirrel's Nest. The Overseers approved the recommendation. 5 yea. 1 abstention.

Easements:

Judy Metcalf reported on the following easement has been **executed**:

1. Clarifying the boundary between the dead end walkway between the Fuller and Smith properties to the abutters.

Emergency Management:

Denis presented a proposal to establish an Emergency Management plan for the Village to address situations where assistance would be required. A first draft of the proposed plan follows. Judy suggested adding wording to ensure that as agencies change titles we do not need to rewrite our plan.

During a Village emergency requiring outside-of-village assistance, the Village Agent shall be responsible for communicating or coordinating communications with the Northport Emergency Management Director and/or the Northport Office of Emergency Management, and as needed, the Waldo County Emergency Management Agency or the Waldo County Emergency Operations Center located in Belfast, or as needed, other responding agencies including the Waldo County Sheriff's Office, Northport Fire Department, Waldo County Regional Communication Center, Waldo County Incident Management Assistance Team, and Waldo County Decontamination Strike Team. A village emergency is deemed one in which broad citizen safety or health is at risk. The Village Agent will be responsible for assessing the need for outside assistance or the probability of risks to citizen safety during Village emergencies, until such time that town or county emergency management officers, the Village President, Board of Overseers, or Village Officers can assume responsibility. The Village Agent will be responsible for being familiar with the current Town of Northport and the Waldo County emergency operations plans.

Parking Notice Addendum:

Judy Metcalf moved that the winter parking notice be amended to additionally read: Street parking is prohibited during and after a snow storm to allow for snow plowing; parked cars obstructing snow plows may be towed at the owner's expense, seconded by Marge Brockway - **Voted and approved.**

July 4th Celebration:

Steve Kazilionis moved to share equally the \$700 expense for the July 4th Leaky Boot Jug Band concert with the Historical Preservation Society and the Northport Yacht Club, seconded by Judy Metcalf – **Voted and approved.**

Vacation Policy:

NVC has the following regular employees:

- Village Agent
- Distribution Officer
- Office Manager
- Field Operator

In addition, there are two seasonal positions:

- Police Officer
- Lifeguard

Lee Houghton moved that the NVC policy show that these are all hourly employees who are not entitled to paid sick leave or paid time off, seconded by Steve Kazilionis – **Voted and approved.**

Job Descriptions:

An amended job description for Village Agent has been filed at the Village office.

Next meeting will be April 13, 2014

Judy Metcalf moved to adjourn at 11:15AM, seconded by Steve Kazilionis **Voted and approved.**

Submitted by Paul E. Bartels