

Northport Village Corporation

March 19, 2017

Overseers Meeting Minutes

**Attendees:**

President: John Spritz

Village Agent: William Paige

Office Manager: Amy Eldridge

Treasurer: Steve Kazilionis

**Overseers:**

Vicky Matthews

Paul Nyren

Judy Metcalf

Lee Houghton

Wendy Huntoon

Dick Brockway

**Visitors:**

Carla Paige, Bill Cressey, Marge Brockway, Art Hall, Rose Rapp manager of Bayside Market.

**Meeting Called to order:**

John S. called the meeting to order at 9:00 a.m.

**Approval of Minutes:**

Dick B. moved and Vicky M. seconded to approve the Overseers' Minutes from February as amended. Discussion: Steve K. would like a revision made to the February minutes correcting the following statement from the February notes: "Judy M. Mentioned that the Utilities noticed that principal bond payments had been recorded on the wrong line and that they have informed Steve K. for them to be corrected." Steve noted that the principal bond statements were, in fact, recorded correctly. Steve also reinforced that the due date for 2017 taxes should be stated as September 1, 2017. All were in favor to approve the minutes.

**Questions/issues from Bayside Residents and meeting attendees:**

Bill Cressey presented to the Overseers a proposal off a summer schedule showing the dates Bayside Arts needed for events at the Community Hall. A security deposit of \$250.00 was offered to cover all of the Bayside Arts events. He informed the Overseers that one of proposal sheets, that was handed out was missing one event of August 9 – 20<sup>th</sup> which is an exhibit of Betty Woolsey embroidery. He also clarified that July 16, at 4p.m. was the music trio and the paperwork would be filed as soon as possible. Bayside Arts would like an approval from the Overseers. Judy mentioned the Auction in support of the Northport Food Pantry is happening on the weekend proposed for the Maskers. Bill reinforced that it would be Bayside Arts intention to assure that there be no direct conflict and he will talk to Randy Nichols of the Maskers to let him know about the auction date.

John S. would prefer a deposit and mentioned that the \$250.00 presented by Bayside Arts would be adequate. Bill Cressey said that they are happy to do that. The deposit will be used to pay for any clean up needed by the Village. Wendy H. expressed her feelings on waiving the fee for groups that will be charging a fee at the door.

Vicky M. said that she is in favor of the Maskers charging a fee at the door and if they get any problems this year then they can address it next year.

The Overseers continued the discussion about charging a fee at the door and the security deposit. Bill C. answered questions from the Overseers.

Judy M. Moved and seconded by Lee H. that the schedule offered by Bayside Arts be accepted as long as there will be no fees charged at the door and they will be allowed to pass the hat for voluntary contributions. The Overseers will accept the security deposit of \$250.00 with a request that the performance be on July 7<sup>th</sup> as to not conflict with another event on July 8<sup>th</sup>. 5 in favor and 1 abstained

Bill C. provided clarification on the schedule that August 23rd which is on the form that was provided will not be a date that community hall will be needed.

Art Hall wanted to check to make sure the pancake breakfast was scheduled and approved for this year. He also mentioned that he would like to see the boat float be set up as soon as possible. Bill P. has passed onto Bayside Marine Company a letter that expresses the date request for the floats. Bill P. mentioned that we are shooting for Memorial Day for the floats.

Rose from Bayside Market informed the Overseers that they grew by 150 - 200% last year at the market. She has been approached by a local brewer in Searsmont to see if they would be able to sell alcohol at the market. She contacted the state and they informed her that she would need the Overseers permission to be able to sell alcohol at the market. No sampling would be allowed. Judy M. Mentioned that if we were to approve her request then the brewery would need to have liability insurance. Rose also informed the Overseers that she has more vendors than she has space, which is good. Vicky M. moved to approving the request by Rose to allow quest vendors to sell alcohol at the farmers market. Paul N. seconded the motion. 4 approved and 2 opposed.

Rose asked if the Overseers would be willing to forgo the rental payment so that she could take those funds to promote the Market for the 14 days of the farmers market. Judy M. moved to have the farmers market and waive the fee again this year as long as the funds are put toward marketing. Paul N. seconded the motion. Voted: 5 in Favor, 1 abstained.

### **Report of the President**

John S. reviewed the meeting dates for the rest of the year for the Overseers. September 10, October 15th and November 12 are dates that were published on Baysidemaine.com. He asked for feedback to

determine any conflicts. Steve K. would like to have Dan Webster put the meeting dates down as tentative because the next Board of Overseers may wish to meet on a different schedule and he needs to check with the accounting firm to see if financials will be available for those meeting. John S. reminded everyone that August 13th will be the first meeting of the Overseers for the newly elected Overseers.

John S. is going to make a call into the company that puts the booklet together to get details for the Annual report. John S. would like to have pictures submitted of the overseers to put in the Annual Report. Tim Samway has been the moderator and he requested a year and half ago to give up his title. Vicky M. has asked multiple people to be the moderator. Judy M. is going to speak with Lee Woodward to be the moderator of the annual meeting. Paul N. would like to ask Mark Lynch. John S. mentioned that Tim S. would train the person and assist them during the meeting if they have any questions. Amy was asked to circulate the summary of deadlines for annual report information.

### **Report of the Treasurer**

Steve K. went over the Financials for the last month, commenting on the timing of some expense payments and posting to the financials. One significant, unplanned expense was for catch basin cleaning. He explained that it was an expense for last year but the invoice just came in, however that will not put the village off budget. Judy M. asked how refunds for the dehumidifier recall are applied to the financials.

Wendy H. mentioned since financials do not change much from month to month, she asked if it may be more feasible and helpful to discuss the financials on a quarterly basis. Steve K. said that he would still provide the financials on a monthly base to the Overseers. Dick B. said that if something comes up that the Overseers need to know about then they can discuss the financials at that time. Wendy H. moved that we go to quarterly financial review but still have monthly financial reports. Vicky M. seconded the motion. 5 in favor 1 abstained.

Steve K. asked if the overseers would like to continue to have a commented financial report because there are costs associated with generating that report. All would like to still like to have commented financials. Steve K. reminded the Overseers that expenses that are approved in a particular year need to be spent in that year.

Steve also presented an overview of:

- The 2017 budget and likely variances to budget.
- A review of the impact of the change in tax due date on cash flow. The amount the NVC draws from reserves to support cash flow should decrease by roughly \$100,000.
- A review of 2015 bookkeeping expenses vs 2016 bookkeeping expenses. Savings of approximately \$3,242 in the last half of 2016 compared to prior year due to the change in the bookkeeping process and office staffing.

Judy M. moved to reauthorizes the expense for the purchase of the chair racks. Dick B. seconded it, all in favor.

Judy M. mentioned that \$11,600.00 should be the actual amount remaining in the centennial funds due to an approved contribution for \$400.00 to BHPS that was approved back in October and a \$450 expense for the Community Hall chair rack.

Steve K. asked if the Overseers had any additions/revisions to the proposed warrants for the 2018 annual meeting. The Overseers indicated that Steve should prepare the warrants as recommended in his March 8<sup>th</sup> e-mail. He also asked there are any large projects or capital needs that should be included in the 2018 budget. Judy M. mentioned the Utilities committee decided at their meeting to obtain approval from the Overseers to approve adding another hydrant in the village. In addition to the cost of installation, the village would have an additional expense of \$1,752.00 for the hydrant rental. The utilities committee voted to ask the Overseers to approve hiring an engineer to determine the cost and maintenance of the extra hydrant. Steve K. asked for Judy M. to have Utilities committee provide a proposal to the Overseers on the steps and costs to add an additional hydrant. Dick B. expressed that the engineering for the sea-wall would be an expense for 2018 that the infrastructure would like to see completed. Steve K. is hopeful the committees will be able to present their preliminary 2018 budgets at regular overseers meetings as originally planned. He also reminded the Overseers that the schedule for the April Overseers meeting anticipated the preliminary Infrastructure Committee budget.

John S. thinks that an introduction of the sea wall needs to mentioned at the annual meeting.

### **Report of the Village Agent**

Bill P. checked into the additional parking for handicapped parking. The Village would need to stay 25 feet from the stream. Paul N. said that we could expand over to the stream to make a bigger parking area. Bill P. mentioned that all invoices have been paid to the town and are up to date for sand and salt.

Bill P. said that he has received an invoice for \$2,500.00 which is the next payment on the windows from the restoration company. Bill P. has received one estimate for the repairs to the south side of the Community Hall. Judy M. moved to approve the hiring of Green Shire (Grant Lipmann the sole bidder on the project) and the funds be used out of the centennial fund up to \$2,000.00 as long as he presents proof of insurance paperwork. Lee H. seconded it. Discussion: the expectation is that Grant Lipmann will complete a primer coat and 2 finish coats. John S. advised the overseers that the amount available from the centennial fund would be dropped down to \$9,600.00 if this is approved. Vicky M. expressed that if we keep spending money from the centennial fund then we will not have any left. All in favor. Steve K. reminded the Overseers that \$7,500 of the centennial funds came from NVC tax revenue.

Bill P. provided a report on his review of the electrical needs of the Community Hall, particularly in the context of the electrical code application to buildings used for public accommodation. He received an estimate from B&R Electric from \$12,700 this would include B&R's view of the code compliance and

2 more rows of lighting. The Overseers advised that they wanted more information particularly regarding code before authorizing that expense

Bill P. would like to be able to get permission to contact the same engineer from last year to complete the dock inspections. Judy M. moved and seconded by Lee H. that Bill P. be authorized to refer and retain the dock inspector for the annual review and be paid. All in favor.

**Communication Report:**

No updates at this time.

**Finance Committee Report:**

Judy M. reported that there are no additional updates to report but did express to the Overseers that an extra look by all at the monthly financials would be appreciated. Steve K. has spoken to the Accounting firm about a meet and greet for a time after tax season.

**Infrastructure Committee Report:**

Judy M. reported at Beverly's request that the window restoration company are ahead of schedule and are at the point of matching the colors. He agreed to do the latches at the \$6.00 cost that was expressed at a previous Overseers meeting. Judy M. mentioned that the grant has been submitted and if approved then we wouldn't have the funds until September.

Judy M. faxed to CMP a letter informing them of the issues that needed to be fixed in the village and within 24 hrs the issues were completed, including the realignment of the North Street light.

Dick B. would like to get authorization to get crash bars for the emergency exits in the community hall doors with a limit of \$1,000.00, Vicky M. so moved and Lee H. seconded it. Discussion: Paul N. expressed his concerns about starting to go more modern in fear of jeopardizing potential benefits associated with future National Historic Register status. 5 in favor 1 obtained. Funding from this project will come from the contingency fund budget line.

**Safety Committee:**

Wendy H. informed the overseers that there are no updates. Steve K. asked if the Safety Committee was ready to present their preliminary 2018 budget (they are not quite ready). John S. would like to have the committees come up with a figure to provide the Treasurer at next month meeting.

**Town Liaison:**

Paul N. mentioned the request for an evaluation for a center line in the village is still pending. Broadway drainage issue is still under consideration. Paul N. also spoke with the Code Enforcement Officer about the expansion of the parking lot at the Community Hall. He also spoke to John Larson

about the pesticide concern and advise the owner to publish the Northport Shore land Ordinance on Webster's website . John L. said he would need to further look into it and make a determination. John L. did provide the home owner with options.

**Utility Committee:**

Judy M. informed the Overseers of one application for water and sewer for 763 shore road. Judy M. moved that the overseers approve the sewer request with conditions upon no roof leaders, sump pumps or foundation/floor drains are tied into the building sewer drain, seconded by Vicky M., All in favor.

The Utilities are working great and Fernie is up to speed and back to work. A 3rd leak was discovered and the source promptly Bill P. and David Crofoot.

Last month we signed warrants for the update of the plaques. It was paid out of all 3 funds. Judy M. would like to reverse the money out of Water and Sewer funds and applied to the general government fund. Vicky M. seconded the motion. 5 in favor and 1 opposed.

**Governance Committee:**

Judy M. mentioned that the meeting has been post-poned until April.

**New and continuing business**

Vicky M. mentioned a property on the Bluff Road that has a vehicle that goes out into the road. .Judy M. mentioned if a vehicle blocks a public way, then the sheriff needs to be contacted. Discussion: Vicky M. mentioned that the residents may only need to be able of the parking ordinance. Bill P. will contact the resident.

Judy M. moved that we approved the Quitclaim Deed for 9 Clinton Avenue that the town of Northport has submitted back to Edward Miklos. Vicky M. seconded it and all in favor.

Next meeting is April 9th 2017 @ 9:00 a.m.

Adjourned at 11:29