

BUSTINS ISLAND VILLAGE CORPORATION
Meeting of the Board of Overseers
August 4, 2013 – 9:00 AM
Approved September 1, 2013

The Board of Overseers met at 9:00 AM at the Brewer Cottage on Bustins Island, ME on Sunday, August 4, 2013. Overseers present were: Robert **Boone**, Chairman; Bill **Cooper**, Vice Chairman; Pat **LaFleur**, Faith **Baker**, and Ken **Barrows**. Other officers/appointees/ contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent; and Roger **Leland**, Finance Committee Chairman.

ELECTION OF CHAIRMAN, VICE-CHAIRMAN AND APPOINTMENT OF SECRETARY

- (1) **ACTION: A motion was made** (LaFleur), seconded (Baker), and unanimously voted to elect Robert Boone as Chairman of the Board of Overseers.
- (2) **ACTION: A motion was made** (Boone), seconded (Baker), and unanimously voted to elect William Cooper as Vice-Chairman of the Board of Overseers.
- (3) **ACTION: A motion was made** (LaFleur), seconded (Boone), and unanimously voted to appoint Linda Sweatt as Secretary of the Board of Overseers.

MINUTES

- (4) **ACTION: A motion was made** (LaFleur), seconded (Boone), and unanimously voted to accept the minutes as amended for the meeting held July 14, 2013.

PUBLIC COMMENTS

There was no public comment at this time.

ADMINISTRATIVE ASSISTANT'S REPORT - Pat LaFleur

Pat reminded the Board that the form for the safe deposit box had to be brought to the Key Bank in Yarmouth.

- (5) **ACTION: A motion was made** (LaFleur), seconded (Baker), and unanimously passed that M. Susan Spalding, an officer of this corporation, is hereby authorized to lease one or more safe deposit boxes from the Key Bank of Maine from its branch located in Yarmouth, Maine, for and in the name of the Bustins Island Village Corporation, and an officer so executing such lease, and especially, in addition thereto, the Chair, Treasurer, and Clerk of this corporation, singly, shall have access from time to time to any such safe deposit boxes so leased and further, shall have the power to surrender the same or take any other action of any

nature and description with regard to the same. In furtherance of this resolution, Key Bank of Maine is authorized and requested to grant access from time to time to such safe deposit boxes in accordance with this resolution until the authority hereby granted has been revoked and written notice of such revocation, signed by an officer of this corporation, has been received by Key Bank at the office where such safe deposit box is located.

Pat reminded the Board that the Overseers appointment forms were completed at the Annual Meeting. She will write to all the Chairs of the Boards and Committees to submit the new slate of officers and members by October 1st.

Pat will post the new signs prohibiting open containers of alcohol on public roads or buildings.

CLERK'S REPORT – Sue Spalding

Sue informed the Board that there is a new inverter in the BIVC office for use with the new printer. Board members agreed that the use of the new printer would be at the discretion of the Clerk.

TREASURER'S REPORT – Tony DeBruyn

Tony reviewed some expenses such as boat fuel and crew payroll expenses, Times Record for Planning Board notices, stamps, new boat crew drug testing and test registration, truck repairs, file cabinet, and fund transfers to the BLUE and RED accounts from the Register Report dated 6/28/2013 through 7/25/2013 as the final check register report for the 2012 - 2013 fiscal year.

- (6) **ACTION: A motion was made** (Boone), seconded (Cooper), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 7/24/2013 for the period 6/28/2013 through 7/25/2013.

Tony reminded the Board that the final Fiscal Year 2012 – 2013 Balance Sheet and 2012 – 2013 Funds Activity were in the Warrant. He informed the Board the he had appointed Judy Hayes as Deputy Treasurer. He presented the Treasurer's Authority and Disbursement Practices Policy for Board members to sign and date.

- (7) **ACTION: A motion was made** (Boone), seconded (Cooper), and unanimously voted to approve the Treasurer's Authority and Disbursement Practices Policy.

- (8) **ACTION: A motion was made** (Boone), seconded (Baker), and unanimously voted to accept the Treasurer's Report dated 7/24/2013.

CEO REPORT – Ron Tozier

Ron Tozier was not in attendance.

POLICE OFFICER – Ron Tozier

Ron Tozier was not in attendance.

SUPERINTENDENT’S REPORT – Crawford Taisey

Large Trash Pick-up – Crawford stated that there is still much trash to be collected from individual’s property. He may have to get another container.

Gravel – Crawford reminded the Board that one load of reclaim will come over in the trailer on the return trip.

Public Float – Crawford stated that the Royal River Boat Yard will pull the float in the fall.

CORRESPONDENCE

7/01/13 Email from S. Spalding re: Warrant schedule.

7/01/13 Email T. DeBruyn to Board re: Draft budget.

7/01/13 Email to B. Cooper re: Suggestions for Landscape article from L. Larrabee.

7/03/13 Email to Janice Boyko re: Permit to serve wine at BIHS Museum opening.

7/07/13 Conversation with David Norris re: Proposed conveyances for roads.

7/09/13 Email from Warren Barrows from Planning Board re: Requesting documented history of 60/40 split.

7/09/13 Email to B. Cooper re: Warrant edits.

7/10/13 Email from C. Martens from Planning Board re: Steve Kirkland proposed conveyances for roads.

7/11/13 Email to C. Martens from Planning Board re: Conveyances.

7/11/13 Email from C. Martens re: Whiting CUP information.

7/11/13 Email from R. Leland re: Conveyances for roads.

7/11/13 Email to C. Martens re: Draft of letter explaining conveyances for roads.

7/15/13 Email from K. Barrows re: Fire pump quote \$4684.01.

7/15/13 Email from K. Barrows re: Tent to cover fire truck is approximately \$2000.

7/15/13 Phone call & email to Bob Hayward at Fisher James re Order one fire- proof file cabinet for \$ 1339.

7/15/13 Email from F. Baker re: Freeport Annual Report.

7/16/13 Email from P. LaFleur re: Accomplishments since 2012 Annual Meeting.

7/17/13 Email with T. DeBruyn re: Capital projects list.

7/18/13 Email with B. Cooper and C. Martens and Warren Barrows from the Planning Board re: Contractor certification.

7/19/13 Email from C. Martens re: Notice of 9/2/13 Comprehensive Plan hearing.

7/22/13 Email from K. Barrows re: PSC meeting postponed to 7/27/13.

7/25/13 Email from Jenny Silberman re: Information for Libra Grant.

7/29/13 Email from Be Carr re: Information on donor of Cliff truck.

7/30/13 Email from F. Baker to Chief Fournier re: Notice of Fireworks Display.

8/03/13 R. Boone conversation with Anthony Barr.

Email correspondence is stored on Google Drive.

OLD BUSINESS

ADA Compliant Restroom – B. Cooper spoke to Al Frick concerning the design and the need to relieve moisture in the tank. A soil test at the location would be needed at a cost of \$250 to \$500. R. Leland stated for technical reasons the area should be perked.

(9) ACTION: A motion was made (Boone), seconded (Barrows), and voted four in favor and one abstention to direct Bill Cooper to get Al Frick to make a soil test, not to exceed \$600, in the area for the ADA Compliant Restroom at the Community House.

Review Projects List and Action Items – The Board reviewed items on the projects list. (1) ADA Restroom – bids will be solicited with references to specifications. (2) Trash removal suggestions – There is still a problem with heavy trash bags. The trash collectors have left heavy trash bags for individuals to take care of themselves. (3) Auditor – An auditor will be selected by the end of 2013. (4) Consider MMA savings on workers comp – This cannot be pursued until an audit is completed as per MMA.

- (5) Clean Ewing Ice Pond – K. Barrows stated that the pond has a clay bottom and the cleaning is planned for Labor Day.
- (6) New fire pump – K. Barrows stated that the purchase will be completed soon.
- (7) Post job descriptions to BIVC website – T. DeBruyn will complete this task.
- (8) Train Ken Barrows on DEP reporting – F. Baker stated that this has been done and the file folder with all the paperwork will be stored on the island.
- (9) Updated bid on Museum siding and windows – This is still being worked on.
- (10) Non-resident mooring procedures – F. Baker agreed to review the non-resident mooring procedure and suggest revisions to the mooring registration form.
- (11) Plan move of electronic charging system from the Community House to the Schoolhouse – The Schoolhouse needs repairs before an electronic charging station can be installed. Board members will discuss the action needed after reviewing the building.
- (12) Mic cord extension – K. Barrows has made this purchase.

Island Map – B. Cooper stated that this work is progressing.

BIHS Application for Grant from the Libra Foundation – This work is in the process of completion.

Use of the Community House – R. Boone reviewed the draft policy. The clean-up must include sweeping the floors, removing trash, cleaning the kitchen, and returning the tables and chairs to the previous location. There will be no smoking or drinking of alcoholic beverages in the Community House, which has been policy. The Board will work with the CABI regarding responsibility of housekeeping and floor treatment. All events are scheduled through the CABI but BIVC events, especially a legal meeting, does take precedent. It was mentioned that new curtains should be purchased. The Board will meet with CABI officers.

Freeport/Bustins Dinner – P. LaFleur discussed the need for volunteers, the menu, reception, preparation, and purchases. The Taisey family will host the reception at the Miller cottage. The dinner will begin at 6:30 PM at the Community House

NEW BUSINESS

Follow-up on Annual Meeting – R. Boone mentioned Dave Norris' suggestion to schedule a time and place for individuals to shoot off their own fireworks. The Board members felt the meeting went well. The Board thanked the Clerk and Moderator.

Comprehensive Plan – Charlotte Kahn informed the Board that the committee working on revising the Comprehensive Plan will meet September 2nd at 10 AM.

Centennial Celebration – F. Baker discussed the success of the celebration. Board members thanked F. Baker for all her work.

Brewer Barn – The Board discussed the plan to dismantle and replace the barn.

Roadway Bushes – S. Spalding mentioned the need to trim the brush along the roadways to keep the roads from changing course.

APPOINTED OFFICIAL’S and COMMITTEE REPORTS

Boat Advisory Committee – No report at this time.

Brewer Property Advisors – No report at this time.

Finance Committee – R. Leland reported that the Finance Committee is working on projects such as brush removal and the expense of using a large chipper, expenditure for float hauling this year, rebuilding the ways for the public float, and any other issues to have the committee look into. The Board recommended setting up a Brush and Log Subcommittee to review what can be done. The members of this committee will be Roger Leland, Crawford Taisey, Ken Barrows, Ron Sweatt, and Faith Baker.

Harbormaster – No report at this time.

Landscape Committee – No report at this time.

Planning Board – No report at this time.

Public Safety Committee – K. Barrows mentioned a safety issue with bikers going too fast especially down the hill to store area. The committee suggested a “Walking Zone” sign. The Board agreed.

(10)ACTION: A motion was made (Boone), seconded (Barrows), and unanimously voted to direct the Superintendent to post a sign, “Bicycles must be walked down this hill. Per order of the BIVC Board of Overseers”, at the top of the hill leading to the store.

K. Barrows also mentioned the need to trim and prune trees along the roads for visual safety. He stated that the trauma kit in the First Aid room has been replenished.

Water Commissioner – Crawford reported that he has treated the well at the store but the turn-around time has not improved. At this time there is no plan for the Brewer well. He did state that there was a need for sanitary well caps. The Board members told Crawford to get the caps needed.

Webmaster – T. Debruyne will work on posting the job descriptions on the website.

Zoning Board of Appeals – No report at this time.

ADJOURNMENT (11:59 AM)

FUTURE MEETING SCHEDULE

Tuesday, August 27, 2013 – 6:30 PM Dinner with the Freeport officials at the Community House, Bustins Island, ME

Sunday, September 1, 2013 – 9:00 AM at the Brewer Cottage, Bustins Island, ME

Sunday, October 6, 2013 – 9:00 AM at the Brewer Cottage, Bustins Island, ME

Saturday, November 9, 2013 – 9:30 AM at the Freeport Safety Building, Freeport, ME

Saturday, December 14, 2013 – 9:30 AM at the Freeport Safety Building, Freeport, ME

Meetings may be cancelled or rescheduled – check for any changes online at http://www.bivc.net/docs/Meeting_Schedule.pdf

Respectfully submitted,

Linda E. Sweatt
Board Secretary