

**Bustins Island Village Corporation
Meeting of the Board of Overseers
August 31, 2014 – 9:00 AM
Approved September 27, 2014**

The Board of Overseers met at 9:00 AM at the Brewer Cottage on Bustins Island, ME on Sunday, August 31, 2014. Overseers present were: Robert **Boone**, Chairman; Bill **Cooper**, Vice Chairman; Pat **LaFleur**, and Roger **Leland**. Other officers/appointees/contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent; Rob **Taisey**, Harbormaster; Tanya **Sweatt**, BAC Chairman; and Faith **Baker**, Brush and Log Committee.

MINUTES

- (1) **ACTION: A motion was made** (LaFleur), seconded (Cooper), and unanimously voted to accept the minutes as amended for the meeting held August 3, 2014.
- (2) **ACTION: A motion was made** (Cooper), seconded (LaFleur), and unanimously voted to accept the minutes as amended for the meeting held August 16, 2014.

PUBLIC COMMENTS

Faith Baker informed the Board that she had some difficulty with the transfer of the Overseer gmail from her to Roger Leland. She wanted to let them know she had lost some personal notes as “sent mail”.

Faith reminded the Board that she launched and administered the Lilly B and the BIVC Facebook pages are an important link. She explained that the BIVC Facebook page provided official information as the Broadcast emails from D. Jellis. Faith would like to continue her work with the Facebook pages and proposed that (1) she will only posting pictures and notices approved by the Board Chairman or Vice Chairman; (2) no one will be able to comment on this page; and (3) and that links will be placed to contact the BIVC.net web site. She requested someone from the Board have administrator privileges. Rob said that would be Ken Barrows. The Board accepted Faith’s proposal and thanked her for her efforts.

Sue Spalding mentioned that some islanders were offended by the newly posted signs and felt the Board could effectively have been nicer.

ADMINISTRATIVE ASSISTANT’S REPORT - Pat LaFleur

Pat reported that the Freeport/Bustins Dinner went very well with a low cost to the BIVC. The Board thanked Pat for all her work on the dinner.

Pat stated that to comply with the State of Maine, the Board's Off-Season Meeting schedule must be posted on the island, on the BIVC web site and the Freeport Clerk's bulletin board. Pat prepared the schedule for the chairman's signature, which Rob signed.

Pat mentioned the manifest for non-hazardous material and, Crawford responded that it was not necessary as nothing was leaving the island.

CLERK'S REPORT – Sue Spalding

Sue stated that appropriate wording must be added to the Voting Policy to deal with a non-property owner as a legal resident of Bustins requesting a ballot for voting rights. She read the statement to be added.

- (3) **ACTION: A motion was made** (Leland), seconded (Boone), and unanimously voted to add the following wording to the eligibility section of the Voting Policy: "A non-property owner as a legal resident of Bustins requesting a ballot for any BIVC meeting must provide the same documentation as required to vote in Freeport, ME, except listing Bustins Island, ME as legal residence."

Sue informed the Board of the Deputy Clerk's appointment and the need for the Deputy to be sworn in to take on any responsible duties. She will write the oath for the Deputy Clerk to be prepared to take on the duties in the absence, disability or death of the Clerk. Sue also informed the Board that the Deputy Treasurer must be bonded but the Deputy Clerk does not handle any money so bonding will not be necessary.

TREASURER'S REPORT – Tony DeBruyn

Tony distributed copies of the treasurer's first report for the new fiscal year. He mentioned a few payments from the check register report dated 7/25/2014 through 8/29/2014, explaining that more money was spent on the large trash pick-up because three canisters were needed. He informed the Board that he transfers money from the credit card receipts into the checking account on a weekly basis. At this time Crawford requested new hose for the gas tank. Tony said funds were available to make the purchase and the Overseers authorized Crawford to buy the hose at a cost not to exceed \$100.

- (4) **ACTION: A motion was made** (Boone), seconded (LaFleur), and unanimously voted to authorize the payment of checks written and submitted for the pay period of 7/25/2014 through 8/29/2014.

Tony commented on the Balance Sheet and Funds Activity report that a little more than \$40,000 was spent on various items. From the Statement of Revenues, Expenditures and Transfers, Tony noted that the ferry had generated good revenue. He stated that Coastal Barge and Mooring will be working on the Lilly B mooring.

(5) ACTION: A motion was made (Cooper), seconded (Leland), and unanimously voted to accept the Treasurer’s Report as presented.

Tony reviewed the 2012 – 2013 Audit. He informed the Board that the important section was on page 2 under “Opinions” in the Independent Auditors’ Report. He brought to the attention of the Board “ Significant Deficiencies: Ferry Tickets and Internal Controls – Corporation Debit Card” as found in the Management Letter dated August 1, 2014. Tony explained that the ferry boat tickets are numbered so the first deficiency stated was due to misinformation and is not valid.. For the second deficiency dealing with the debit card, there were some expenses on the debit card which were taxed even though they were not subject to sales tax.. This was a valid finding.

(6) ACTION: A motion was made (Leland), seconded (LaFleur), and unanimously voted to require the sales tax exemption be applied for debit card purchases over \$200.

Tony explained that the BIVC operates on a cash basis but the State uses the accrual accounting basis. Tony said he will try recording on the accrual basis.

S. Spalding mentioned looking into savings using MMA insurance now that the audit has been completed.

R. Boone thanked Tony for all his good work on the audit.

CEO REPORT – Ron Tozier

Ron was not in attendance. R. Boone stated that M. Coyle submitted a Building Permit Application to combine two sheds into one.

POLICE OFFICER – Ron Tozier

Ron was not in attendance. Therefore, there was no report at this time.

SUPERINTENDENT’S REPORT – Crawford Taisey

Brewer Barn – Crawford stated that Coley from Lionel Plant Associates Inc. will be here in three weeks to remove the barn and complete the site stabilization.

Community House – Rob Taisey checked and serviced the solar batteries.

Large Trash – Reynolds Inc. picked up their canisters.

Lawn Mower – Crawford informed the Board that the new lawn mower is on the island and he will purchase a dust cover for it for about \$100.

Public Float – Crawford reported that the ramp roller on the right-hand side is wearing. He purchased new rollers from Superior Welding.

The public float will be hauled by Coastal Barge and Mooring the same as last year. They will check the chains as well.

Roads – Crawford noted that getting gravel was a necessity especially after the heavy rain storm. The Board complimented Crawford on the good job done on the road repairs.

Tree Trimming – Crawford will use R. Sweatt’s pole saw to trim trees along the roadway. Arborist Shawn will return to trim the tree hanging over the Historical Society building.

Crawford put the seat covers on the Colorado truck.

CORRESPONDENCE

8/10/14 Email from Janice Knight re: Pumping Leonard/Richardson Bible Belt Well daily – forwarded to Carol White.

8/12/14 Email from Janice Knight re: Her brother, Don, will be pumping Bible Belt Well daily. Field promotion to Assistant Deputy Water Commissioner.

8/14/14 Email from Chris Martens re: Permission to have Crawford trim around the tennis courts.

8/14/14 Email from Patrice Kastenzholz re: Kevin Petrie requested permission to use the museum for A. Petrie Memorial.

8/15/14 Email from Janice Knight re: Pumping Bible Belt Well twice a day for a week and still no improvement.

8/18/14 Email from Chief Schofield re: Family commitment prevents attendance at the dinner.

8/18/14 Email with R. Leland and F. Baker re: Pass along Overseer 4 Gmail account.

8/22/14 Email from T. DeBruyn re: Audit is fini and the report in on Google Docs.

8/23/14 Personal conversation with Kevin Petrie and Chris Martens re: Both will accept reappointment to the Planning Board.

8/25/14 Email from Warren Baker re: Tony DeBruyn and Jeanne Santella will accept reappointment to ZBA.

8/26/14 Email from Faith Baker re: Email from Lyn McElwee – Lyn’s winter home, Savannah Lakes Village, South Carolina is a Firewise Community.

8/26/14 Email from Bill Cooper re: Bill Dale wants to golf next year.

Email correspondence is stored on Google Drive.

OLD BUSINESS

Review Projects List and Action Items – The Board reviewed items on the projects list.

- (1) Municipal Building Roof – On hold until next year.
- (2) Remove Brewer Barn – Should be completed in three weeks.
- (3) Schoolhouse – run electricity from Community House – working on this for next year.
- (4) Large Trash Pick-up – Put on hiatus for 2015?

The Board reviewed the Follow-up Items:

- (1) Outhouse at the Golf Course – Pending septic approval.
- (2) Consider MMA savings on workers comp (after audit) – Tony and Sue are considering this.
- (3) Clean Ewing Ice Pond – Ken and Tony have this on the agenda.
- (4) Designate time and place for individuals to use fireworks during the Fourth of July Celebration – Will be prepared for 2015.
- (5) Ladder at the Public – Crawford will look into this.
- (6) Stain Public runway – Crawford will plan this for the fall.

Island Map – B. Cooper stated that the map is essentially where it is going to be except for a few more road distinctions to be taken care of at the next Annual Meeting. See discussion under the Planning Board report.

Water Survey – The public wells and the Jellis well have been tested by C. White Assoc.

Bustins Directory – S. Spalding reported that Betty Kirkland is happy to maintain and print the Directory, but not at her expense. The Board discussed putting all this information online. It was suggested that CABI be contacted to see if they would be interested in selling the Directory as a fundraiser.

NEW BUSINESS

Firewise Program – Kent Nelson from the MSF presented the Firewise Program. He was very impressed with the organization and preparation when he came to Bustins for the Chipping Program. He recommends Bustins Island become a Firewise Community.

Kent provided handouts: Maine Forest Service Firewise Communities USA Program, Selecting a Firewise Community for Maine, Process for Becoming a Firewise Community in Maine, Maine Forest Service Firewise Annual Checklist, and an article entitled “Small actions can reduce wildlife risks. He discussed the process and the

importance of informing the community residents. He will make a presentation for Fire Prevention Week in October at the Freeport Fire Department. F. Baker suggested Kent make the presentation for Bustins Safety Day next year. Kent is very willing to make this presentation. T. DeBruyn requested a permanent display with the pertinent information for Bustins. It is important that cottage owners understand their responsibility to clean up the brush around their cottages, remove pine needles on roofs and under porches and decks, and prune trees 8 feet up from the bottom of the trees.

Kent informed the Board that the first step is to form a Firewise Board so the members' names, addresses and phone numbers will be on the application, which is the second step of the process. The third step would be for the Firewise Board to make a 3-year plan with chipping dates to be submitted to the MFS.

Freeport/Bustins Dinner –The dinner went very well – good food and well attended. Holding the reception at the museum worked well. Candy Taisey was thanked for her work on the reception. Inviting Freeport officials to play golf in the afternoon of the dinner was appreciated. For next year, the special ferry run for golfers will be 1 PM instead of 3 PM.

Audit – Tony discussed the audit. See above in the Treasurer's Report

Five Year Capital Investment Plan – The Comprehensive Plan must include a capital investment plan that:

- (1) Identifies and summarizes anticipated capital investment needs within the planning period in order to implement the Comprehensive Plan, including estimated costs and timing. And identifies which are municipal growth-related capital investments,
- (2) Establishes general funding priorities among the community capital investments, and
- (3) Identifies potential funding sources and funding mechanisms.

Tony distributed the Capital Projects History for the Board's perusal. He stated the Finance Committee is looking into a Scheduled Maintenance Plan noting that some projects are repeatable such as building upkeep and runway painting and some projects are one-time such as the Schoolhouse electrical charging center.

R. Leland discussed the Pidge's Cove project to build up the cove banking using stones on site or nearby as a base first. Then using galvanized wire and plastic coating to cover and secure this area. This would be a 5 – 10 year plan with a possible cost of \$75,000.

Tony will take identified projects and divide them as ongoing or multi-year plans. He will submit a plan within a few months and take it to the Finance Committee.

APPOINTED OFFICIALS' and COMMITTEE REPORTS

Boat Advisory Committee – Tanya Sweatt reported that the BAC is updating documents such as the Policies and Procedures and reformatting the Captain and Deckhand Handbooks. She noted that merchandise sales were going very well. She is considering new graphics for next year's shirts.

The fall maintenance list will be performed after the Lilly B is hauled.

P. LaFleur volunteered to be the new Board liaison to the BAC.

Tanya discussed the present electronically logging on sales for recording on the iPhone and the possible need to use a Mini-iPad for a cost of \$200 to \$300. This would allow for logging all charged and cash sales to be recorded more easily. She also stated that they would need to add a new data package to the cost.

- (7) **ACTION: A motion was made** (Leland), seconded (LaFleur), and unanimously voted to purchase a Mini-iPad with accessories not to exceed \$500.

Tanya mentioned that selling merchandise required reporting sales tax. Tony will check on regulations for sales tax.

Brewer Property Advisors – No report at this time.

Brush and Log Committee – The committee will appoint the Firewise Board.

- (8) **ACTION: A motion was made** (Boone), seconded (Cooper), and unanimously voted to pursue application to become a Firewise community with a Firewise Board comprised of the members of the Brush and Log Committee.

Finance Committee – Roger Leland reported that T. DeBruyn made an excellent presentation of the audit to the committee. He stated that the Finance Committee membership is as follows: Scott Bonney, Chairman; Jason Sweatt, Vice Chairman; John Mellecker; Fred Bohlen, Associate Member; and Len Larrabee, Associate Member. Kevin Petrie will replace Roger Leland, as Roger volunteered to be Board liaison to the committee.

- (9) **ACTION: A motion was made** (Boone), seconded (LaFleur), and unanimously voted to appoint Kevin Petrie to complete Roger Leland's term on the Finance Committee (date of term needed)

- (10) **ACTION: A motion was made** (Boone), seconded (Cooper), and unanimously voted to appoint Roger Leland as Board liaison to the Finance Committee.

Tony DeBruyn noted that there is \$150,000 in the Casco Fund earning 0.5% interest, which he feels needs to be invested responsibly but made available. There are other reserves available in Capital Maintenance and the BLUE Fund, which can be used immediately. There is a need for the Casco Fund to be put in a diversified portfolio. The committee will come to the Board with a package to be done relatively soon.

Harbormaster – No report at this time.

Landscape Charter Committee – P. LaFleur is preparing a slate of members for appointment..

Planning Board – Bill Cooper reported that a Capital Expenditures Plan from the Finance Committee is needed to submit the Comprehensive Plan to the State.

M. Coyle has applied for a CUP and variance to combine 3 or 4 sheds for consolidation into one shed.

Bill stated there are proposals set forth for land agreements and portions to be ceded for roadway purposes.

S. Spalding informed the Board that the Freeport Assessor will come to Bustins with Sue on Tuesday.

Public Safety Committee – No report at this time.

Roads Committee – No report at this time.

Water Commissioner – The Bible Belt well tested fine.

Webmaster – No report at this time.

Zoning Board of Appeals – No report at this time.

ADJOURNMENT (11:58 AM)

FUTURE MEETING SCHEDULE

Saturday, September 27, 2014 – 9:00 AM at the Brewer Cottage, Bustins Island, ME

Saturday, November 8, 2014 – 9:30 AM at the Freeport Safety Building, Freeport, ME

Saturday, December 13, 2014 – 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
BIVC Board Secretary