

BUSTINS ISLAND VILLAGE CORPORATION

Bustins Island, ME

**Meeting of the Board of Overseers**

**January 19, 2018**

Approved February 16, 2019

The Board of Overseers met at 10:01 AM at the home of Candy and Crawford Taisy on Saturday, January 19, 2019. (The meeting rooms at the Freeport Public Safety Building were unavailable.) Overseers present were: Tanya **Sweatt** – Chair; Robert **Boone** – Vice Chair, Judy **Hayes**, Hank **Rauch**, and Amanda **Meyer** (via speaker phone). Other officers/appointees/contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; and Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent.

**1. MINUTES. On a motion made** and seconded it was **VOTED** 4-0 to approve the minutes of December 1, 2018 as amended.

**2. PUBLIC COMMENTS** – Jessica Petrie, via Candy Taisey. Request to use the Community House to conduct a Yoga retreat at various times June 21, 22, 23. The Board will check concerning any other reserved uses for the Community House at that time and get back to her.

**3. CLERK’S REPORT** – Sue Spalding

- Deputy Clerk Annalee Pease has been working with Sue to organize files in the BIVC storage room.
- Tanya needs to visit Key Bank to sign the access card to the BIVC Safe Deposit Box there.
- Request for Board email address clarification.
- Need to organize Board emails on Chair’s server to comply with state disposition guidelines. Tanya will attend to this, and a policy will be drafted.
- Discussion as to whether to carry insurance on contents of storage unit. Since it is all non-replaceable documents with no monetary value - no.

**4. TREASURER’S REPORT** – Tony DeBruyn

**On a motion made** and seconded it was **VOTED** 4-0 to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 1/17/2019 for the period 11/30/2018 through 1/17/2019.

There has not been much financial activity during the winter. We have received a portion of the FEMA grant money for storm damage cleanup.

## 5. APPOINTED OFFICIALS' AND COMMITTEE REPORTS

- a. Administrative Assistant** – Pat LaFleur via written report.
- Reminder to Superintendent to submit Non-Hazardous Waste Transfer Manifest. Done.
  - DEP Annual Renewal fee for the Transfer Station is due in May. Treasurer will be billed directly.
  - Reminder to BAC to have Fares/Schedules ready to submit to Board by the March meeting. Done.
- b. Superintendent** – Crawford and Candy Taisey  
Crawford attended Freeport's Emergency Water Rescue meeting.  
ATV's transmission has been replaced (under warranty).
- c. CEO.** No report at this time.
- d. BAC** – Tanya Sweatt. Tanya presented BAC-proposed Lilly B. 2019 Schedule and Fares for Board approval. **On a motion made** and seconded it was **VOTED** 4-0 to approve the 2019 Schedule and Fares as amended.  
The BAC will be defining and clarifying freight charges.  
**On a motion made** and seconded it was **VOTED** 4-0 to accept the Managing Captain's Employment Agreement as proposed by the BAC and amended.
- e. By-Laws Review Committee** – Committee members are individually reviewing the By-Laws for committee review in the spring.
- f. Finance Committee** – No report at this time.
- g. Harbormaster** – No report at this time.
- h. Landscape Committee** – No report at this time.
- i. Planning Board** – No report at this time.
- j. Public Safety/First Aid Coordinators** - No report at this time.
- k. Water Commissioner** – No report at this time.
- l. Webmaster** – Tony added the Annual Meeting budget reports from the last two years.
- m. ZBA** – No report at this time.

## 6. CORRESPONDENCE

- 12/3/18 EM Rob Boone, Vice Chair – To BOO regarding Richardson park and zoning map errors
- 12/3/18 EM Rob Boone, Vice Chair – Final Permission for Construction on Shore Reserve Policy
- 12/14/18 EM T Sweatt, Chair – MV/LE renewal reminder sent to Ben MacDonald
- 12/14/18 EM T Sweatt, Chair – All board, committee and appointed official emails sent
- 12/14/18 EM Ben MacDonald – Motor Vehicle Request renewal
- 12/14/18 EM T Sweatt, Chair – Notify Matt Rowe of employment positions for 2019
- 12/14/18 EM T Sweatt, Chair – Island photo sent to Lynn Horr for Freeport posting

- 12/15/18 EM Rob Boone, Vice Chair – To planning board (Gosnell & Boone) regarding zoning map error
- 12/15/18 EM Rob Boone, Vice Chair – Zoning map changes are easy but will wait until Planning Board has similar other similar issue to address
- 12/16/18 EM Matthew Rowe - Receipt and thank-you regarding employment
- 12/21/18 EM Naomi Petley, MEMA – FEMA check returned due to address
- 12/21/18 EM Rob Boone, Vice Chair – Response to FEMA check issue, updated address
- 1/3/19 EM Rob Boone, Vice Chair – Plante deposit to be discussed next meeting
- 1/4/19 EM Laura Vitali – Notify R. Boone of new island owners to add to broadcast email list
- 1/5/19 EM Rob Boone, Vice Chair – To K. Hyde, welcome to new owners and added to Email list
- 1/13/19 EM Tony DeBruyn, Treasurer – Updated BIVC.net with 2019 BOO meeting schedule, Construction on Shore Reserve policy, Motor Vehicle request terms and conditions
- 1/14/19 EM Rob Boone, Vice Chair – Removal of duplicate statement on the MV/LE request and conditions
- 1/14/19 Tony DeBruyn, Treasurer – Fixed MV/LE and posted on BIVC.net
- 1/15/19 EM Adam Bliss, Free. Town Eng. – Received VM for bid interest for RFP for ramp
- 1/15/19 EM Rob Boone, Vice Chair – To Lucinda Tills from Chesterfield Assc. regarding ramp rebuild availability
- 1/16/19 EM T Sweatt, Chair – Welcome from BI to new Freeport TCs Lawrence and Whitney
- 12/19/18 Letter from the state regarding unemployment application

Email correspondence is stored on Google server.

**7. ACTION ITEMS.** The Board reviewed and updated Action Items.

**8. CAPITAL PROJECTS.** The Board reviewed and updated Capital Projects.

**9. OLD BUSINESS**

- a. Ramp rebuild – On a motion made** and seconded it was **VOTED** 4-0 to accept the contract from Plant Associates. **On a motion made** and seconded it was **VOTED** 4-0 to approve the payment of a deposit to Plant Associates in the amount of \$24,167 based on the written quote.
- b. Bustins Broadcast policy/email distribution method.**  
**On a motion made** and seconded it was **VOTED** 4-0 to approve the Bustins Broadcast Email and Address List Policy as edited.
- c. Employment for 2019**  
**Truck Driver - On a motion made** and seconded it was **VOTED** 4-0 to approve the Truck Driver 2019 Employment Agreement with Matthew Rowe, as amended.

**Trash Collector - On a motion made** and seconded it was **VOTED 4-0** to approve the Trash Collector 2019 Employment Agreement with Daniel Adams, Jr., as amended.

**Superintendent - On a motion made** and seconded it was **VOTED 4-0** to approve the Superintendent Services Contract 2019 with Straight Edge Construction, Inc., as amended.

**10. NEW BUSINESS**

**a. Vehicle/large Equipment Request – MacDonald. On a motion made** and seconded it was **VOTED 4-0** to approve the motor vehicle request of Ben MacDonald.

**b. Any other new business.** The need for trash disposal guidelines for islanders was discussed. Rob will make a draft.

**11. NEXT MEETINGS: 2019 Schedule for Board of Overseers**

Saturday February 16 (snow date 2/23)	Freeport Safety Building	10AM
Saturday March 9	Freeport Safety Building	10AM
Saturday April 6	Freeport Safety Building	10AM
Sunday May 26	Brewer Cottage, Bustins Island	<b>12PM</b>
Sunday June 23	Brewer Cottage, Bustins Island	9AM
Sunday July 7	Brewer Cottage, Bustins Island	9AM
Sunday July 14, Approve budget, warrant	Brewer Cottage, Bustins Island	9AM
Saturday August 3, Annual Meeting	Community House, Bustins Island	9AM
Sunday August 4	Brewer Cottage, Bustins Island	9AM
Tuesday August 20, Freeport Dinner	Community House, Bustins Island	6:00 PM
Sunday September 7	Brewer Cottage, Bustins Island	<b>12PM</b>
Saturday October 19	Freeport Safety Building	10AM
Saturday November 16	Freeport Safety Building	10AM
Saturday December 14	Freeport Safety Building	10AM

**12. ADJOURN.** The meeting adjourned at 12:43 PM.

Respectfully submitted,

M. Susan Spalding, Acting Secretary