

**BUSTINS ISLAND VILLAGE CORPORATION**  
**BUSTINS ISLAND, MAINE**  
**Meeting of the Board of Overseers**  
**May 23, 2020 – 9:00 AM**  
*Approved May 30, 2020*

**Note: The USA is currently under a State of Emergency due to the coronavirus pandemic. Meeting was held via ZOOM virtual meeting, authorized by the State of Maine.**

The Board of Overseers met at 9:03 AM via ZOOM virtual meeting on Saturday, May 23, 2020. Overseers present were: Tanya **Sweatt** – Chair, Hank **Rauch** - Vice-Chair, Judy **Hayes**, Craig **Allard**, and Mandy **Meyer**. Other officers/appointees/contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer, and Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent. 19 islanders attended via ZOOM.

**1. MINUTES. On a motion made** and seconded it was **VOTED 5-0:** Tanya-yes, Hank-yes, Judy-yes, Mandy-yes, Craig-yes, to approve the minutes of the May 16, 2020 Board meeting as amended.

**2. PUBLIC COMMENTS** – At end of meeting

**3. CLERK’S REPORT** – Sue Spalding

The Directory is ready to be sent to the printer.

For next meeting Sue will prepare issues to address concerning the 2020 Annual Meeting, e.g. postponement or protocol for holding meeting safely.

**4. TREASURER’S REPORT**

No report since we are still in the same month as last meeting’s report.

**5. APPOINTED OFFICIALS’ AND COMMITTEE REPORTS**

**a. Administrative Assistant** - Reminders of June tasks

**b. Superintendent** –not a lot of people on the island. Fire equipment has been set out.

**c. CEO** - No report at this time

**d. BAC** – Bob Canu and Bob Dugan

Coast Guard inspection is scheduled for May 28.

Drug testing for captains and crew will be completed by June 10.

Draft of passenger and crew safety protocol is being finalized.

Bob Dugan shared a demonstration of the Xola reservation system.

Passengers must make reservations from South Freeport to Bustins, from Bustins to South Freeport (with or without truck use), or for just truck (private boats). Passengers limited to 8 per trip due to state limit of 10 per gathering. There is a wait list feature.

There will be an 8% Xola charge to the passenger There are lots of payment options.

Questions included round-trip option and cancellation option. Bob will look into these. No-shows or late arrivals – no refund possible. Bob addressed many other questions during discussion. He is still in process of setting up the system.

—Reservations are to be made through bivc.net. Connectivity may be an issue on both sides of the trip. We will have to look at our technology to be sure it's up-to-date.

Target date of June 19 to try it out before a full start.

Communication to islanders must address the issue of why we need to do this, as well as how to use it. Although a very different way to use the ferry, at this point the alternative is no ferry at all. Some features may change as Maine opens up.

**e. By-Laws Review Committee, f. Finance Committee, g. Harbormaster,**

**h. Landscape Committee, i. Planning** - No reports at this time.

**j. Public Safety/First Aid** – Ken Barrows

Ken has been in correspondence with Freeport heads of police and fire.

- The Harbormaster boat will be available for transport by them if necessary
- We need to be prepared to administer to those ill and staying on the island, e.g. food.
- Need a plan in case of mass infection on the island.
- Need a plan for contact tracing. Ferry passenger lists could be one tool.

**k. Water Commissioner** – wells are to be tested this week

**l. Webmaster** – will add boat/truck reservation button to bivc.net

**m. ZBA, n. Subcommittee Reports: Trash Handling** – No reports at this time.

## **6. Correspondence of note**

5/7/20 EM & TC Hans Hunziker – To CEO/PB/BOO building permit application resubmission

5/7/20 EM Mike Coyle – Requesting follow up on CEO/PB contact for septic replacement

5/11/20 EM T. Sweatt, Chair – To Mike Morse regarding public hearing date postponement for Kirland/Martin dock

5/12/20 EM Kim Anania – Coffin aquaculture application update, proposed denial by the DMR

5/15/20 EM & TC T. Sweatt, Chair – Dan Adams regarding employment updates

5/15/20 EM Ben MacDonald – Inquiry about small tool trailer on island and storage, MV/LE request sent

5/15/20 EM T. Sweatt, Chair – To Pat Reardon regarding MV/LE request for 2020

5/15/20 EM T. Sweatt, Chair – To Maine Island Energy regarding MV/LE request for 2020  
5/15/20 EM Ben MacDonald – Estimate for BIHS roadside work  
5/15/20 EM Mark Bower, legal – Clarity around hearings and posting notices to public in current State of Emergency  
5/18/20 EM Hans Hunziker – To PB follow up on permits and request for information  
5/18/20 Lyn McElwee, Postmaster – To H. Rausch regarding the closure of the BI Post Office for 2020 season due to health and safety concerns  
5/18/2020 EM Sue Spalding – stating that the Nature Center will be closed this season  
5/22/20 EM T. Sweatt, Chair – Contract and updated job description sent to Dan Adams for 2020 season

*Email correspondence is stored in Google Mail.*

**7. ACTION ITEMS** – Update *Owners and Renters Guide*, but to reflect normal times.

**8. CAPITAL PROJECTS** – Need to adjust BIHS building projected cost and barging on list. **On a motion made** and seconded it was **VOTED 5-0**: Tanya-yes, Hank-yes, Judy-yes, Craig-yes, Mandy-yes to engage Broad Sound Construction to repair the road side and gable side of the Historical Society building per the estimates received in May of 2020

## **9. OLD BUSINESS**

**a. RAP update** – No new information re soil testing. On hold.

**b. Employment updates**

Rehires for captains and crew are in place.

Matt has signed his contract. Tony will draft Transport Assistant job description for Matt to consider, once approved.

Dan is ready to engage as trash handler. Trash runs need to be firmly coordinated with boat schedule, starting on June 30. Crawford will coordinate with Dan Wentworth shoreside.

All employees are waiting to learn their new protocol.

**c. COVID 19 Preparedness/Response/Communications to islanders, based on Timeline Covid-19 Opening Procedure Checklist**

i. Ferry – see BAC report. Safety Protocols have been written and accepted for truck and trash.

ii. Emergency Response – see agenda item 5j above

iii. PPE has been ordered and is en route.

iv. Communications – all in the works, always being updated and will be ready to send out to islanders in the next few weeks.

Public Spaces/Buildings: Craig and Hank are working on public spaces protocol. The Municipal Building will be closed. Certain other spaces will have to be “use at your own risk”. Instructions needed about using BIVC wells, e.g. do not apply any cleaning agent to well parts.

Parking: Judy noted that parking restrictions (just boat slip holders allowed) at the boatyards in South Freeport will need to be communicated to islanders.

**10. NEW BUSINESS**

- a. BIHS building repairs – see agenda item 8: Capital Projects
- b. Appointed Officials – CEO. Need recommendation from Planning Board.  
Sue will find out if Augusta will accept electronic signatures for appointment papers.
- c. Public Hearings - can be virtual. Notifications: do not have to posted on island, will be posted on bivc.net, applicant must place notice in newspaper.
- d. Meeting schedule adjustments – see agenda item 11.
- e. Other new business - none.

**Public Comment**

Jane Packer – kudos to Board of Overseers for their work  
David Garfield – question re timing of new protocol notifications and suggests reference to specific supporting state protocols. Objects to requirement of mask use on ferry.

**11. NEXT MEETINGS: 2020 Schedule for Board of Overseers:**

**The following meetings are subject to change, depending on coronavirus response as needed:**

Saturday May 30	Online- Zoom	9AM
Saturday June 6	Online- Zoom	9AM
Saturday June 13	Online- Zoom	9AM
Sunday June 21	Online- Zoom	9AM
Sunday July 5	TBD	9AM
Sunday July 12 Approve budget, warrant	TBD	9AM
Saturday August 1, Annual Meeting	TBD	9AM
Sunday August 2	TBD	9AM
Tuesday August 18, Freeport Dinner	Tentative	6PM
Saturday September 12	Brewer Cottage, Bustins Isl	10AM
Saturday October 17	Freeport Safety Building	10AM
Saturday November 14	Freeport Safety Building	10AM
Saturday December 12	Freeport Safety Building	10AM

**Note: Meetings may be cancelled or additional meetings called with due notice. Please confirm by checking BIVC.net**

**12. ADJOURN.** The meeting adjourned at 10:48 AM.

Respectfully submitted,

M. Susan Spalding, Acting Secretary