



*Bustins Island Village Corporation*  
Est. 1913

**MINUTES**

**Meeting of the Board of Overseers  
November 19th, 2022 @ 10:00AM  
Via Zoom**

*\* Recording began*

*Present: Mandy Meyer, Hank Rauch, Craig Allard, Judy Hayes, Ali Bushman, Candy and Crawford Taisey, Tony Debruyne, Sue Spalding, Matt and Jane Rowe, Jane Packer*

**1. Acceptance of Minutes of October 15, 2022 Meeting**

- Approved with no changes
  - Mandy Meyer - Yes
  - Hank Rauch - Yes
  - Ali Bushman - Yes
  - Craig Allard - Yes
  - Judy Hayes - Yes

**2. Treasurer's Report and Vote on Register Report**

- Reports distributed via Google Drive
- Balance Sheet
  - As of November 17th, not October 17th (Tony will correct this on the official copies)
  - Major Costs:
    - Yarmouth Payroll
    - Wentworth Trash Disposal (1x year, \$3,500)
    - Barging of Road Materials
    - Lilly B final fueling & winter storage costs (have increased due to inflation)
    - T-Mobile – 2 expenses (final payment of the season)
    - Radio License (1x 10-year expense)
  - Hank – motion to approve the register
    - Mandy Meyer - Yes
    - Hank Rauch - Yes
    - Ali Bushman - Yes
    - Craig Allard - Yes
    - Judy Hayes - Yes

- Register is approved unanimously
- Revenue & Expenses
  - In balance
  - Ferry payroll under budget
  - Interest rates on Money Market accounts have increased
  - Capital Projects have been divided into two categories – recurring and one-time
  - Library Work
    - Original estimate between \$150K and \$200K
    - Craig shared Ben’s estimate to discuss
  - Lilly B Projects
    - Need portable ramp and non-skid surface
    - Need to protect exterior as it begins to wear with age
    - Insurance requires a survey of the boat every five years in order to estimate the value and condition of the boat, new survey is currently underway
  - End of fiscal year audit has been scheduled for January
  - Upcoming Items:
    - Various insurance policies to review (annual)

### 3. Old Business

- Voter Eligibility Policy Amendment Draft Review – Hank/Sue
  - Still in process
  - Hank & Sue are working on it
- Succession Planning/Superintendent Role 2024 – Ali
  - Emailed everyone the updated timeline
  - Dates on timeline are guidelines/goals
  - Have received one application, two others have expressed interest
  - Would expect at least one more by the first week of December
  - Post has been promoted to island contractors, as well as put on social media, BIVC and CABI emails, and the BIVC website
  - Interview Process
    - Hoping to conduct interviews in December and January, finished by the end of January unless additional candidates are needed
    - Need to determine what the interview process is going to look like
    - Planning to run interviews ourselves, rather than outsource to KMA – max three people on the interview panel
    - Ali will pull together a preliminary list of questions and send out to BOO for feedback via email
  - Overall moving along well
  - Long-term: Need timeline/plan for when Sue and Tony will retire in order to seek out new candidates
    - Tony is looking to retire within the next year or so
    - Sue’s continued involvement depends on the job description (Ali and Sue will discuss one-on-one)

- Ali to meet with Judy next month, looking to bundle admin roles into the secretary job
  - Post Office Capital Project – Craig
    - Craig sent a copy of the quotation from Broad Sound Construction to everyone and followed up with Tony this morning
    - Quote includes all materials (no breakdown of materials vs. costs) for a total estimate of \$126,610
    - Costs will most likely be higher than expected due to current material costs, but the quote is still more manageable than the original estimate
    - Plan is to start getting materials over to the island now in order to start work first thing this spring in order to complete the project by summer of 2023.
    - No quotation as of now for the drainage, that will be a separate project
    - Painting is not included in the estimate, will be treated as a separate project
    - New additions for Craig to discuss with Ben: Must include ventilating skylights, windows that match Historical Society, and a payment schedule
    - Craig will speak to them this afternoon regarding these conditions/changes
    - Will pay for materials and delivery now
    - Mandy Meyer: Motion to approve estimate bid as presented
      - Mandy Meyer - Yes
      - Hank Rauch - Yes
      - Ali Bushman - Yes
      - Craig Allard - Yes
      - Judy Hayes - Yes
    - Bid is approved unanimously
  - Pidges Cove Stairs and Erosion (Travis Pryor) – Crawford
    - Received email from Travis Pryor, Mandy has responded requesting a bid
    - Still waiting on Travis to deliver bid and plan for project
    - Mandy will manage communications with Travis

#### **4. New Business**

- Welcome Emma Bushman Secretary!
  - Mandy Meyer recommends Emma Bushman to assume the role of secretary
  - Vote to approve:
    - Mandy Meyer - Yes
    - Hank Rauch - Yes
    - Ali Bushman - Yes
    - Craig Allard - Yes
    - Judy Hayes - Yes
  - Motion approved unanimously
- Do we need a December Meeting?
  - In the past this meeting has been as needed basis

- No need for one this year
- Next official meeting will be January 7th, unless extenuating circumstances arise
  - Craig will be unable to attend, will make sure to communicate all necessary materials prior to the meeting
- Any other new business
  - No other new business

## 5. Clerk's Report

- Sue is in the process of going through files in the "Cave" storage unit
- Appointment forms sent out on October 25th, still waiting on several responses
- Right to Know are also due
- No need to send out Bylaws etc since they are all available on the website

## 6. Superintendent's Report

- Barge trip over on October 25th
- New gravel brought over with gas
- Honey Wagon and the Colorado have been sent off
  - New location in Rockland for Honey Wagon, cheaper than Kennebunk location who discontinued services
- The Colorado is at Chevrolet in Brunswick
- Damage to Leland's runway, Andy Spaulding's boat, and more as a result of recent storm
  - Public float in need of various repairs, including new ladder

## 7. Appointed Official's & Committee Reports

- Administrative Assistant
  - Judy sent over the list
  - Two Freeport council members reelected, Mandy needs to reach out
  - Hank will look up examples and send these to Mandy
- Boat Advisory Committee
  - Held meeting last Saturday to discuss some upcoming projects going into next season
  - Thinking about moving away from Zola as a result of some issues and returning to Square
    - No longer need reservations after Covid
  - No extra trips occurred this past summer
- By-laws Review Committee
  - No business
- Code Enforcement Office
  - No business
- Harbormaster
  - Training conference coming up
- Landscape Committee
  - No business
- Planning Board
  - No business

- Public Safety Committee
  - No business
- Water Commissioner
  - No business
- Webmaster
  - No business
- Zoning Board of Appeals
  - No business

## 8. Correspondence of Note

- D&O Policy
  - Ali: Reached out to regarding D&O policy for insurance (Directors and Officers Liability Coverage) to see if insurance will cover officers in event of a lawsuit
  - Important to know what our coverage is in the event that someone decides to personally name someone in a lawsuit, since the BIVC would then have a legal responsibility to pay for competent legal counsel
- Exploding E-Bike Batteries
  - Sue reached out regarding exploding batteries
  - Most fires only occur when charging, as a result of improper monitoring or usage of an improper charger
  - Probably not the greatest fire risk on the island, still a very small percentage

## 9. Running Action Items Review

- Bailey Coffin Aquaculture Proposal
  - Ali: Seeking clarification regarding current status of proposal and communications
  - Hank met with Coffin family to communicate our concerns
  - Coffin said she was going to shrink the zone she was asking for, as well as remove the float, generator, and lights and change the the anchors to helix anchors
    - Nothing official in writing
  - Proposal is still in review, has not yet been approved by the DMR
  - Will discuss more once the hearing has been scheduled, most likely at the January 7th meeting
  - Need to keep up to date on the issue and solidify our standing in order to be prepared for the hearing, while respectfully supporting local aquaculture
- BIVC & Lilly B Facebook Page
  - Ali will speak with Tanya regarding these pages, looking to connect in December
  - BIVC Facebook page is currently inactive, directs people to the website
  - Mandy has concern about making sure that the Lilly B Facebook page is properly vetted
  - Consensus was to let the Boat Advisory Committee monitor the page

- Hank will discuss with them at the next meeting

**10. Capital Projects Review**

- No business - now part of Tony's Treasurer's Report

**11. Public Comment**

- No business

**12. Next Meeting Saturday, December 10th OR January 7th at 10:00AM via Zoom**

- Will be canceling the 12/10 meeting if no other urgent business arises
- Next meeting will be via Zoom on 1/7 @ 10:00AM via Zoom

**13. Executive Session (If necessary)**

- No business

**14. Adjourn**