



Bustins Island Village Corporation

Established 1913

MINUTES

Meeting of the Board of Overseers

June 10, 2023 @ 9:00AM

Via Zoom and In Person

**recording began*

Present (in-person): Tony Debruyn, Alison Bushman, Emma Bushman, Sue Spalding, Judy Hayes, Mandy Meyer, Candy and Crawford Taisey, Phil Taisey, Matthew and Jayne Rowe, Ken Barrows, and Jane Packer

Present (virtual): Hank Rauch and Phil Taisey

1. Acceptance of Minutes of May 3, 2023 meeting

- a. Edits from Sue accepted
- b. *Motion to accept the minutes from the 5/3/23 meeting*
 - i. *Mandy Meyer – Yes*
 - ii. *Hank Rauch – Yes*
 - iii. *Ali Bushman – Yes*
 - iv. *Craig Allard – Not present*
 - v. *Judy Hayes – Yes*
- c. *Motion passes, meeting minutes from the 5/3/23 meeting are accepted*

2. Treasurer's Report, Vote Register Report & Capital Projects Review

- a. Transition to Square from Zola is now complete
- b. *Motion to approve the register report from 5/2/2023 through 6/8/2023 in the amount of \$40,940.54*
 - i. *Mandy Meyer – Yes*
 - ii. *Hank Rauch – Yes*
 - iii. *Ali Bushman – Yes*
 - iv. *Craig Allard – Not present*
 - v. *Judy Hayes – Yes*
- c. *Register Report in net total of \$40,940.54 has been approved from 5/2/2023 through 6/8/2023*
- d. Statement of Revenues, Expenditures, and Transfers as of June 1st, 2023

Bustins Island Village Corporation

- i. Actuals to Date, Total Revenues & Transfers: \$320,026
- ii. Actuals to Date, Total Expenditures & Transfers: \$280,735
- e. Capital Projects Review
 - i. Made a progress payment on the Library/PO project
 - 1. Should be complete soon
 - ii. Just signed up with AT&T to cover cell service for Lilly B crew using a new wireless router

3. Old Business

- a. Succession Planning - Ali
 - i. Tony will be staying on as treasurer for another year, hoping to transition in January
 - 1. Ali and Tony will be meeting soon to discuss job description/transition details
 - ii. Still exploring options for a Clerk replacement
 - 1. Claire Stager will be putting together a list of islanders who are both Maine residents and voters to help with recruitment
 - iii. Will start looking soon for replacements for both Judy and Hank as well
- b. Post Office Capital Project – Craig/Crawford
 - i. Mandy will be getting a quote for painting from Ben MacDonald through a third party
 - ii. Will officially be opening June 23rd
 - iii. Need to correct error for item #2 in the contract
 - 1. Typo with regards to payment amount
 - iv. Need to obtain proof of liability insurance, have proof of car insurance now
- c. Pidges Cove Stairs and Erosion – Crawford & Phil
 - i. Phil looked yesterday with a local builder, need to fully replace stairs
 - 1. No permit necessary
 - ii. Recommending a bigger platform on top, shifted above the erosion
 - iii. Will be getting an estimate for materials/labor soon
 - iv. Design looks good, but need to add handrail
- d. Aquaculture Update – Hank/Ken
 - i. Revised application will not impact the barge
 - ii. There will be a float but no generator or lights
 - iii. Have lost intervener status
- e. Bylaws Update for Annual Meeting
 - i. Sue has compiled the proposed changes for the annual meeting
- f. Spring Letter Sent - Mandy
 - i. Has been sent, all good to go

Bustins Island Village Corporation

4. New Business

- a. Freeport Dinner Tentatively Set for Tuesday 8/15/23 – Mandy
- b. Set up Meeting/Visit with Squirrel Island / Debbie Kerr – Mandy
 - i. debbykerr1@gmail.com
 - ii. (617) 835-7969
- c. Septic Systems on Island – Ben and Easement (Biberstein Judy Edits)
 - i. Joseph and Paul Biberstein still need to sign the Subsurface Wastewater Disposal System Application affirming the accuracy and truthfulness of their application
 - ii. *Motion to approve the request for an easement on the Biberstein property as outlined in the variance request (contingent upon them updating the document with the correct property owner names and signing off on the owner's statement).*
 1. *Mandy Meyer – Yes*
 2. *Hank Rauch – Yes*
 3. *Ali Bushman – Yes*
 4. *Craig Allard – Not present*
 5. *Judy Hayes – Yes*
 - iii. *Motion is approved*
 - iv. Discussion regarding the parking of construction equipment
- d. Large Truck work – Road conditions
 - i. Discussion regarding road degradation due to large vehicles on island
- e. Any other new business

5. Clerk's Report

- a. Sue will inform the state of CEO/Alternate CEO appointments
 - i. Will sign and send oath forms next time
- b. *Motion to certify the voting list for the 2023 Annual Meeting as of June 10, 2023, subject to any changes deemed necessary by the Clerk, as well as direct the Clerk to post the Annual Meeting Voting Procedure 2023. These documents, along with the Voting Eligibility Policy, as approved by the Board of Overseers on May 2023 will be posted by the Clerk*
 - i. *Mandy Meyer – Yes*
 - ii. *Hank Rauch – Yes*
 - iii. *Ali Bushman – Yes*
 - iv. *Craig Allard – Not present*
 - v. *Judy Hayes – Yes*
- c. *Motion is approved*

Bustins Island Village Corporation

6. Island Administrator Report

- a. Monthly Admin Task List – Ken/Judy
- b. Motor Vehicle/Large Equipment Requests (need to vote)
 - i. *Motion to approve Ron Tozier's heavy equipment request*
 - 1. *Mandy Meyer – Yes*
 - 2. *Hank Rauch – Yes*
 - 3. *Ali Bushman – Yes*
 - 4. *Craig Allard – Not present*
 - 5. *Judy Hayes – Yes*
 - ii. *Motion is approved*
 - iii. *Motion to approve Ben MacDonald's heavy equipment request*
 - 1. *Mandy Meyer – Yes*
 - 2. *Hank Rauch – Yes*
 - 3. *Ali Bushman – Yes*
 - 4. *Craig Allard – Not present*
 - 5. *Judy Hayes – Yes*
 - iv. *Motion is approved*
 - v. *Motion to approve Pat Reardon's heavy equipment request*
 - 1. *Mandy Meyer – Yes*
 - 2. *Hank Rauch – Yes*
 - 3. *Ali Bushman – Yes*
 - 4. *Craig Allard – Not present*
 - 5. *Judy Hayes – Yes*
 - vi. *Motion is approved*
- c. Admin Email address working?
- d. Chipping Day
 - i. Scheduled for June 15th & 16th
- e. Other

7. Superintendent's Report

- a. Workload Shift Discussion – Crawford & Phil
 - i. Crawford's work is limited due to medical issues
 - ii. Phil will help fill in this summer for what Crawford is unable to do
- b. Tested wells on island, no unusual findings

8. Appointed Official's & Committee Reports

- a. Boat Advisory Committee
- b. By-laws Review Committee
 - i. Committee to Report change proposals prep for bylaw warrant items

Bustins Island Village Corporation

- ii. Removing changes to article 11 (postponing until after community forum)
- c. Code Enforcement Officer
- d. Harbormaster
 - i. Working on replacement buoys/ledge markers
 - ii. Estimated cost ~\$1,000
- e. Landscape Committee
- f. Planning Board
 - i. David Gosnell
 - 1. Posting in local paper
 - a. Proposal to stop paying to publish hearing notices in Brunswick paper
 - b. Needs to be added to warrant for vote on new notification procedure
 - 2. New Dock conversation
 - a. New procedure regarding extending distance for notifying neighbors
- g. Public Safety Committee
- h. Water Commissioner
- i. Webmaster
- j. Zoning Board of Appeals

9. Correspondence of Note

10. Running Action Items Review

11. Public Comment

12. Next Meeting Saturday, July 8th @ 9:00AM ON ISLAND

13. Executive Session if necessary

14. Adjourn

Bustins Island Village Corporation

(8.) Correspondence of Note

- *3/12/23 email from Patrice Kastenholz on BIHS 7/1/23 4-5 opening request to serve wine
- 5/6/23 – email from Craig Nature Center Beams / Skylight
- 5/7/23 – email from Sue Annual Meeting Timeline and Warrant Draft
- 5/8/23 – email & Phone call with Debby Kerr Squirrel Island
- 5/25/23 – email from Patrice and Frank Kastenholz
- 5/27/23 – email Wendy Clark re pictures on Bustins
- 5/29/23 – email Matt Rowe trash mess from the winter months
- 6/2/23 – email from Ben MacDonald via Craig BroadSound Contract review and signature

(9.) Running Action Items

- | | |
|--|-------------|
| 1. Bailey Coffin Aquaculture – Hank | In Progress |
| 2. BI Owners & Public Safety Guide - Debbie Crane | In Progress |
| 3. Solar at PO, Fire barn – Mandy | |
| 4. Vinal Energy 1K Gallon Dispensary Tank - Crawford | |
| 5. CH WiFi Current System, WiFi PO | |
| 6. Electric Vehicles – Craig | |

2023 Proposed Annual Meeting Items

- | | Sponsor |
|---|----------------------------|
| 1. Shore Reserve Ordinance | Planning Board & Overseers |
| 2. By-law Amendments | Overseers |
| 3. Posting in Local Newspaper Requirement | Planning Board & Overseers |

2023 Summer Schedule for Board of Overseers:

- Saturday, July 8th @ 9:00AM Bustins Island, Community House
- Saturday, July 22nd @ 9:00AM Bustins Island, Community House – Annual Meeting Prep
- Saturday, August 5th @ 9:00AM Bustins Island, Community House – Annual Meeting
- Sunday, August 6th @ 9:00AM Bustins Island Community House – Post Annual Meeting Recap
- Saturday, September 9th @ 9:00AM Bustins Island Community House