



Bustins Island Village Corporation

Established 1913

MINUTES
Meeting of the Board of Overseers
April 10, 2024 @ 7:00PM
Via Zoom

**Minutes to be posted on website in lieu of zoom recording*

In Attendance:

Overseers: Mandy Meyer, Chris Zook, Craig Allard, Bob Canu (Ali Bushman absent due to migraine)

Jason Sweatt (Treasurer), Ken Barrows (Island Administrator), Emma Bushman (Secretary), Jane Packer, Judy Hayes, Matthew Rowe, Jayne Rowe, Jason Roberts, Judy Hayes, Amy White, Phil Ledin, Jim Boone, and Phil Taisey

1. Acceptance of Minutes of March 6, 2024 meeting

- a. *Motion to accept the March 6, 2024 meeting minutes*
 - i. *Mandy Meyer - Yes*
 - ii. *Ali Bushman - Absent*
 - iii. *Craig Allard - Yes*
 - iv. *Bob Canu - Yes*
 - v. *Chris Zook - Yes*
- b. *March 6, 2024 meeting minutes are approved*

2. Treasurer's Report Review, Vote Register Report

- a. *Motion to approve the Register Report as of 4/10/24 in the amount of \$13,009.42*
 - i. *Mandy Meyer - Yes*
 - ii. *Ali Bushman - Absent*
 - iii. *Craig Allard - Yes*
 - iv. *Bob Canu - Yes*
 - v. *Chris Zook - Yes*
- b. *Register Report as of 4/10/24 in the amount of \$13,009.42 is approved*
- c. *Update on investments/reserve fund*
- d. *Received bill for engine*

3. Old Business

Bustins Island Village Corporation

- a. Finalize Lilly B Fares - Jim Boone / Bob
 - i. Crew would like to keep the fall off-season Friday boat at 5pm (rather than 6pm) for safety reasons
 - ii. Financial Trending
 1. Island is still subsidizing a large % of fares according to Jason
 2. Discussion regarding fare price increases
 3. Individual fares have been stagnant since before Covid
 4. Proposed changes:
 - a. Single adult: \$14 to \$15
 - b. Round trip: \$20 to \$21
 - c. Book: \$120 to \$125
 - d. Kids book \$60 to \$65
 - e. Single kid: \$8 to \$9
 - f. Freight and pet rates remain flat
 5. *Motion to approve proposed fare increases for the 2023-2024 fiscal year*
 - a. *Mandy Meyer - No*
 - b. *Ali Bushman - Absent*
 - c. *Craig Allard - Yes*
 - d. *Bob Canu - Yes*
 - e. *Chris Zook - Yes*
 6. *Motion to approve proposed fare increases for the 2023-2024 fiscal year is passed*
 - iii. 3-5-10 year planning
 - iv. Season Pass
 1. Discussion regarding potential season pass implementation/logistics for next season
 2. Potentially implement a larger book bundle
 - a. Boat Committee will discuss
- b. Lilly B Engine, \$26K Additional Labor – Bob
 - i. Discussion regarding engine charges
- c. Website Launch May 1 – Jason
- d. Voter Registration Process 2024 - Mandy
 - i. Jason has the form, as well as a link for people to go look up their voter registration status
- e. Jason Roberts - Erosion Committee
 - i. Protocol for Storm Clean up - Jason Roberts/Phil

Bustins Island Village Corporation

1. Looking to develop protocol for storm clean-up as islanders arrive for the season
- ii. Discussion regarding Bustins Island Shoreline Erosion Committee
 1. Proposal courtesy of Jason
 2. Mission is to “provide a knowledge base and advice for islanders for their own shoreline property and to make recommendations to the Board of Overseers on BIVC owned property threatened by adverse weather events and sea level rise.”
 3. *Motion to form Bustins Island Shoreline Erosion Committee per charter as written*
 - a. *Mandy Meyer - Yes*
 - b. *Ali Bushman - Absent*
 - c. *Craig Allard - Yes*
 - d. *Bob Canu - Yes*
 - e. *Chris Zook - Yes*
 4. *Motion to form Bustins Island Shoreline Erosion Committee is passed*
- f. Liability forms for heavy equipment - Jason Sweatt
 - i. Jason has created an online form
 - ii. Very simple, will provide hard copies if needed

4. New Business

- a. Season Preparation
 - i. Good to go, Phil and Ken discussed earlier today
 - ii. Focused on getting the float in the water at the moment, goal is to have it in by the end of this month/beginning of next
 1. Weather/tide dependent
 - iii. Further discussion regarding season preparation logistics
- b. Spring Newsletter Content
 - i. Will be including Heavy Equipment Form and Directory
 - ii. Communicate Lilly B. fare increases/engine overhaul, new website info
 - iii. Will be going out in May
 - iv. Mandy will create a draft for the board to review
- c. Voter Registration Process 2024 - Mandy
 - i. Will include details on new process in spring newsletter
- d. Historical Society Request to service alcohol at opening
 - i. Has been done in past years
 - ii. *Motion to approve Historical Society Request to serve alcohol at opening event*

Bustins Island Village Corporation

1. *Mandy Meyer - Yes*
 2. *Ali Bushman - Absent*
 3. *Craig Allard - Absent (lost internet connection)*
 4. *Bob Canu - Yes*
 5. *Chris Zook - Yes*
- iii. *Motion to approve Historical Society Request to serve alcohol at opening event is passed*
- e. Post Office Opening
- i. [Lyn McElwee](#) - email PO opening Friday 6/21/24 closing Saturday 8/31/24
 - ii. Still need to look into postal contracts for Painter as a courier
- f. Set dates for on island meeting schedule June - December
- i. June 15th, 2024 (10am, on island)
 - ii. July 6th, 2024 (10am, on island)
 - iii. July 20th, 2024 (10am, on island) – Annual Meeting Prep
 - iv. August 3rd, 2024 – Annual Meeting
 - v. August 4th, 2024 (10am, on island) – Post-Annual Meeting
 - vi. September 14th, 2024 (10am, in-person/virtual)
- g. Sue Spalding request follow up on Solar Fan in Nature Center
- i. Ben MacDonald quoted \$450/skylight for shades (works off solar)
 - ii. Discussion regarding temperature solutions for Nature Center
- h. Any other new business
- i. Discussion regarding long-term storm/weather damage solutions

5. Island Administrator Report

- a. Monthly Admin Task List - Access to preview, Calendar?
- b. WiFi Update
 - i. Starlink is available!
 - ii. Will order next Monday, then have a month to install/test
- c. Grant Update
- d. 2024 Season Start Plan - Ken

6. Appointed Officials, Employee & Committee Reports

- a. Superintendent's Report - Phil (Also see running action items list)
 - i. Request for early lawn mowing golf course - Phil or hire?
- b. Boat Advisory Committee
- c. Brewer Cottage Advisor
- d. By-laws Review Committee
- e. Code Enforcement Officer

Bustins Island Village Corporation

- i. Swearing in, Alt CEO, Barbara
 - ii. Discussion regarding CEO and Alt CEO positions
 - f. Harbormaster
 - g. Landscape Committee
 - h. Planning Board
 - i. Public Safety Committee
 - j. Water Commissioner
 - k. Webmaster
 - l. Zoning Board of Appeals
- 7. Correspondence of Note**
- 8. Running Action Items Review**
- 9. Public Comment**
- 10. Next Meeting Wednesday, May 8th 7PM EST Via Zoom**
- 11. Executive Session**
- 12. Adjourn**

(7.) Correspondence of Note -

- 3/6/24-3/8/24 - BAC Financials emails
- 3/8/24 - email Chris Zook on Columbus Day date correction
- 3/8/24 - email from Phil Taisey - CEO Signed Working Contract
- 3/13/24 - email Ken and Steve Crane on Narcan for 2024 Season
- 3/15/24 & 3/17/24 - email Bob Canu and [Painter Soule](#) signed Managing Captain Contract
- 3/22/24 - email Sue Spalding on Solar Fan in Nature Center and Voting List
- 3/23/24 - email Sue Spalding on Annual Meeting Process
- 3/27/24 - email Patrice Kastenholtz BIHS serve alcohol 7/6/24 4-close at season open
- 3/28/24 - email Bob Canu on additional \$26K labor costs for Lilly B Engine replacement
- 3/30/24 - email Bob Canu pictures of Lilly B new engine
- 4/1/24 - Lyn McElwee PO opening and closing Season 2024
- 4/3/24 - email Sue Spalding Freeport new CEO Alex Sirios
- 4/7/24 - email Sue Spalding on Island Directory
- 4/8/24 - email Ken MMA material Supporting v Affiliate subscription
- 4/8/24 - email Ken 2 new Fire Deputies
- 4/8/24 - email Sue Spalding CEO Appointment Process

(8.) Running Action Items

Bustins Island Village Corporation

- Ben MacDonald Golf Course Drive Over - Spring 2024
- PO Drainage & Underpinnings - Craig
- Cave Work, J. Woods maps - Ali
- Brush Pick Up Service Reenacted, Large Trash Pickup 2024, Chemical Disposal
- Gasoline Storage/Transport
- Post Office Underpinnings/Drainage – Craig
- Grant Updates - Ken
- Possible New Island Vehicles
 - Superintendent Truck / Gator – Phil
 - Lawn Mower
 - Fire Truck - Ken
- Solar Upgrades on BIVC Buildings – Mandy
- Set up Meeting/Visit with Squirrel Island / Debbie Kerr – Mandy
debbykerr1@gmail.com (617) 835-7969

2024 Proposed Annual Meeting Items

Sponsor

2024 Schedule for Board of Overseers:

Wednesday, May 8, 2024

7:00PM

Via Zoom