



# Bustins Island Village Corporation

Established 1913

**MINUTES**  
**Meeting of the Board of Overseers**  
**April 8, 2023 @ 7:00PM**  
**Via Zoom**

*\*recording began*

*Present: Tony Debruyn, Alison Bushman, Emma Bushman, Sue Spalding, Phil Ledin, Judy Hayes, Mandy Meyer, Candy and Crawford Taisey, Phil Taisey, Hank Rauch, Matthew and Jayne Rowe, Jane Packer, and Ken Barrows.*

**1. Acceptance of Minutes of March 11, 2023 meeting**

- a. Edits from Sue and Hank accepted
- b. Question on procedure for additions/clarifications to minutes
- c. *Mandy Meyer: Motion to accept the minutes from 3/11/23 meeting*

*i.Mandy Meyer – Yes*

*ii.Hank Rauch – Yes*

*iii.Ali Bushman – Yes*

*iv.Craig Allard – Yes*

*v.Judy Hayes – Yes*

- d. *Motion passes, Minutes from 3/11/23 meeting are accepted*

**2. Treasurer's Report and Vote Register Report (note that official acceptance of register in meeting minutes)**

- a. *Hank Rauch: Motion to approve the check register from 3/9/23 through 4/6/23 in the amount of \$4,799.84*

*i.Mandy Meyer – Yes*

*ii.Hank Rauch – Yes*

*iii.Ali Bushman – Yes*

*iv.Craig Allard – Yes*

*v.Judy Hayes – Yes*

- b. **Check Register in net total of \$4,799.84 has been approved from 3/9/23 through 4/6/23**

- c. Statement of Revenues, Expenditures and Transfers as of April 6th, 2023

i.Actuals to date, total expenditures and transfers: \$220,931

ii.Discussion regarding how subsidy for ferry should be recorded on statement

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## **3. Old Business**

### a. Succession Planning - Ali

i. Assistant Superintendent Welcome – Phil Taisey

ii. Island Administrator Welcome – Ken Barrows

iii. Clerk – eligibility for role and prospects

1. Ali held initial phone call with interested candidate

2. Still hindered by the land ownership requirement for position holders per the Enabling Act

a. Discussion regarding how to work around this requirement

b. Will potentially consult with lawyer

3. Ali and Mandy have been working to develop a job description for the position

### b. Post Office Capital Project – Craig/Crawford

i. Continuing as planned

ii. Will begin to integrate Phil & Ken into the process as well

### c. Pidges Cove Stairs and Erosion – Mandy/Crawford & Phil

i. Nothing new to report

ii. Crawford and Phil will assess when they're able to get over to the island next to figure out the best solution going forward

## **4. New Business**

### a. Postal Agreement 2023 – Open 6/23/23 – 9/2/23

i. Will coordinate with the ferry crew to ensure they are aware of the new schedule

### b. Any other new business

i. No other new business

## **5. Clerk's Report**

a. Preparing for the annual meeting

b. Preparing for directory updates

## **6. Island Administrator Report**

a. Will be a new agenda item as of May Meeting

b. Ali will serve as a point person for Ken

c. Tony has created a new Gmail account for the Island Administrator position

## **7. Superintendent's Report**

a. Repair finished on the float, now in the process of painting – looking to finish within the next week or so

b. Chipping Day: June 15th and 16th

## **8. Appointed Official's & Committee Reports**

### a. Administrative Assistant

i. Judy will pass on Admin tasks to Ken in May

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- ii. Focusing on opening up the island this month
  - iii. Working on the spring newsletter to go out soon
  - iv. Also working on the directory to send out (by May 1st)
    - b. Boat Advisory Committee
    - c. By-laws Review Committee
  - i. Ali and Committee to Report change proposals prep for bylaw warrant items
  - ii. Ali has shared questions with the committee
  - iii. Question regarding whether insurance policy has Directors & Officers coverage
    - 1. Bustins Island has an obligation to pay legal expenses to directors and officers per bylaws
    - 2. No current insurance coverage for this, an additional policy would be needed
  - iv. Discussion regarding the use of electric bikes on the island and proposed bylaw change
  - v. Clarification from Clerk: It was confirmed that all proposed changes to the By-Laws had been vetted by counsel and approved by the Board of Overseers on June 10, 2022. Changes will be presented at the Annual Meeting for voters' approval.
    - d. Code Enforcement Officer – Phil Update
  - i. Will need to report new CEO in May
  - ii. Phil is still interested, still looking into details regarding training requirements
    - 1. Phil will provide a definitive answer on whether or not he would like to pursue the position by May 15th
    - 2. BIVC will pay for any training
  - e. Harbormaster
  - i. Andy Spalding to May Meeting
  - ii. Andy should be able to do a renewal training online
  - iii. Ali will provide Andy with official job description items found during succession planning work
    - f. Landscape Committee
    - g. Planning Board
    - h. Public Safety Committee
    - i. Water Commissioner
    - j. Webmaster
    - k. Zoning Board of Appeals
  - i. Meeting coming up on June 3rd
- 9. Correspondence of Note**
- a. See below for details
  - b. Discussion regarding the use and safety of electric bikes
- i. Will continue to approve for medical reasons only
  - ii. Further discussion regarding this policy will take place at a later date
    - c. *Motion to approve Jeff Whiting's request to renew E-Bike permit for medical reasons*

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*i. Mandy Meyer – Yes*

*ii. Hank Rauch – Yes*

*iii. Ali Bushman – Yes*

*iv. Craig Allard – Yes*

*v. Judy Hayes – Yes*

**d. Jeff Whiting's request to renew E-Bike permit for medical reasons is approved**

## **10. Running Action Items Review**

a. Will vote on Voter Eligibility Policy Amendment Draft at the next meeting

## **11. Capital Projects Review**

## **12. Public Comment**

a. Question regarding who owns the property that Pidges Cove is connected to

i. Island property – shoreline reserve

**13. RESCHEDULED: Next Meeting Wednesday, May 3rd @ 2:00PM via Zoom**

**14. Executive Session if necessary**

**15. Adjourn**

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## (8.) Correspondence of Note

- 3/9/23 – email from Nick Adams – NRPA Permit Josef and Paul Biberstein DOCK  
3/14/23 – email from Sue Spalding Picture of posting about FedEx and UPS packages  
3/15/23 – email from “HCR Support” USPS STAF Supplier Portal Sign Up  
3/22/23 – Email from Emma Bushman, Secretary, about new Letterhead to use via Tony  
3/21/23 – Email from Tony/Ali GMAIL accounts set up for  
[bivc.islandadm@gmail.com](mailto:bivc.islandadm@gmail.com) - Island Administrator (for Ken)  
[bivc.superintendent@gmail.com](mailto:bivc.superintendent@gmail.com) - Superintendent (for Phil)  
3/25/23 – email from TN Harris Keith L – Memphis – USPS Mandatory Requirements for Accidents/Injury  
3/28/23 – Email Lyn McElwee via Tony on Bustins PO opening days  
4/1/23 – Email from Straight Edge Construction Candy Taisey asking for Non-Hazardous Waste Transporter License renewal (send info & copy to Ken)  
4/1/23 – Email from Dave Dickison via Hank about new AED training and program on island  
4/4/23 – Email from Jeff Whiting via Hank for renewal request how-to for E-Bike

## (9.) Running Action Items

- |  |               |
|--|---------------|
| 1. Bailey Coffin Aquaculture Application - Ali Bushman | In Progress   |
| 2. BI Owners & Public Safety Guide - Debbie Crane      | In Progress   |
| 3. Solar at PO, Fire barn – Mandy                      | Awaiting Bids |
| 4. Vinal Energy 1K Gallon Dispensary Tank - Crawford   |               |
| 5. CH WiFi Current System, WiFi PO                     |               |
| 6. Electric Vehicles – Craig                           |               |
| 7. Voter Eligibility Policy Amendment Draft - Hank/Sue |               |

## 2023 Proposed Annual Meeting Items

- |                            | Sponsor                    |
|----------------------------|----------------------------|
| 1. Shore Reserve Ordinance | Planning Board & Overseers |
| 2. By-law Amendments       | Overseers                  |

## 2023 Summer Schedule for Board of Overseers:

- Saturday June 10 @ 9:00AM Bustins Island, Community House  
Saturday July 8 @ 9:00AM Bustins Island, Community House  
Sunday July 22 @9:00AM Bustins Island, Community House – Annual Meeting Prep  
Saturday August 5 @9:00AM Bustins Island, Community House – Annual Meeting  
Sunday August 6<sup>th</sup> @ 9:00AM Bustins Island Community House – Post Annual Meeting Recap  
Saturday September 9 @9:00AM Bustins Island Community House