

BUSTINS ISLAND VILLAGE CORPORATION
Meeting of the Board of Overseers
January 4, 2020 – 10:00 AM

The Board of Overseers met at 10:00 AM at the Freeport Safety Building, Freeport, ME on Saturday, January 4, 2020. Overseers present were: Tanya **Sweatt**, Chairman; Hank **Rauch**, Vice Chairman; and Judy **Hayes**. Other officers/appointees/ contractors present were Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; and Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent.

MINUTES

The Board members reviewed and revised the Draft Minutes for the Meetings held on September 8th, October 19th and November 16th of 2019.

- (1) **ACTION: A motion was made** (Sweatt), seconded (Hayes), and unanimously voted to accept the revised minutes for the Board meetings held on September 8, 2019, October 19, 2019 and November 16, 2019.

PUBLIC COMMENTS

No public comment.

CLERK’S REPORT – Sue Spalding

No report at this time.

TREASURER’S REPORT – Tony DeBruyn

Tony noted that it was another quiet month and hence, no changes in the Balance Sheet and Funds Activity. Tony presented the Check Register for 11/16/2019 through 1/2/2020 noting few payments for the last load of gravel, ferry boat mooring service, and bottom washing and winter storage of the public float.

- (2) **ACTION: A motion was made** (Sweatt), seconded (Rauch), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 1/2/2020 for the period 11/16/2019 through 1/2/2020.

Tony noted that there was little change for the Statement of Revenues, Expenditures and Transfers. He will schedule the first meeting with RHR Smith for the annual audit.

APPOINTED OFFICIAL’S and COMMITTEE REPORTS:

ADMINISTRATIVE ASSISTANT’S REPORT

Judy Hayes reviewed the following items to be completed.

- (1) Reminder to the Superintendent to file Quarterly Manifest.
- (2) Remind BAC to work on Summer Schedule for 2020 to be ready for the March Board meeting.

SUPERINTENDENT’S REPORT – Crawford Taisey

Vehicles – Crawford reported that the tractor is being worked on by Chad Little for a leaking wheel seal, adjusting brakes, checking the starter switch, and whatever else may be needed.

Roads – A load of gravel was delivered.

Soil Testing – Crawford stated that he would attend the meeting with Charlotte Kahn regarding the green deal. Further information is under Old Business for RAP Updates.

CEO/LPI REPORT – Barbara Skelton

No report at this time.

BOAT ADVISORY COMMITTEE

No report at this time but the Board did discuss the number of USPS packages being transported to and from the Lilly B and the need for a cart for the Captain’s use to help with this. It was suggested the BAC look into purchasing a garden cart of appropriate size for the Lilly B.

BY-LAWS COMMITTEE

No report at this time.

FINANCE COMMITTEE

No report at this time.

HARBORMASTER

No report at this time.

LANDSCAPE COMMITTEE

No report at this time.

PLANNING BOARD

No report at this time.

PUBLIC SAFETY COMMITTEE and FIRST AID COORDINATOR

No report at this time.

WATER COMMISSIONER

No report at this time.

WEBMASTER

No report at this time.

ZONING BOARD OF APPEALS

No report at this time.

SUBCOMMITTEE REPORTS

Trash Handling Subcommittee – No report at this time.

CORRESPONDENCE

11/25/19 Email from Koffi Soedje, USPS re: Notification of intent to extend contract through 6/30/2021.

11/26/19 Phone call from C. Taisey, Superintendent re: Discuss additional costs for tractor repairs.

12/3/19 Email from B. Skelton, CEO re: Forwarded notification from Maine DMR conducting pollution source survey on Dec. 5 on island via visual inspection.

12/8/19 Email from Abe Whittaker, Capt. re: Requesting funds for replacement of hydraulic cylinder on the Lilly B.

Email correspondence is stored on Google Drive.

OLD BUSINESS

Action Items and Capital Projects – The Board members noted no changes with the Action Items list and Capital Projects.

RAP Updates – The Board was reminded of the Monday meeting with Charlotte Kahn and the Cumberland County Soil and Water District regarding the soil testing to be done and options on RAP for needed road drainage.

Employment Contracts – The Board will work on Employment Contracts after reviewing and revising job descriptions.

Job Descriptions – Board members discussed the Truck Driver Job Description and made a revision to notify the Superintendent of any alternate drivers. Then the Board members discussed the Trash Collector Job Description making a few revisions. The members discussed the need for an assistant worker for the Tuesday Trash Run. The Chair will make a draft of the job description for a trash assistant worker to transport the trash on Tuesdays.

NEW BUSINESS

No new business at this time.

ADJOURNMENT (11:32 AM)

FUTURE MEETING SCHEDULE

Saturday, February 8, 2020 (snow date Feb. 15) – 10 AM at the Freeport Safety Building, Freeport, ME

Saturday, March 14, 2020 – 10 AM at the Freeport Safety Building, Freeport, ME

Saturday, April 4, 2020 – 10 AM at the Freeport Safety Building, Freeport, ME

Sunday, May 24, 2020 – 12 PM at the Brewer Cottage, Bustins Island, ME

Sunday, June 21, 2020 – 9 AM at the Brewer Cottage, Bustins Island, ME

Sunday, July 5, 2020 – 9 AM at the Brewer Cottage, Bustins Island, ME

Sunday, July 12, 2020 (approve budget and warrant) – 9 AM at the Brewer Cottage, Bustins Island, ME

Saturday, August 1, 2020 (Annual Meeting) – 9 AM at the Community House, Bustins Island, ME

Sunday, August 2, 2020 – 9 AM at the Brewer Cottage, Bustins Island, ME

Tuesday, August 18, 2020 (Freeport Dinner) – 6 PM at the Community House,
Bustins Island, ME

Saturday, September 12, 2020 – 10 AM at the Brewer Cottage, Bustins Island, ME

Saturday, October 17, 2020 – 10 AM at the Freeport Safety Building, Freeport, ME

Saturday, November 14, 2020 – 10 AM at the Freeport Safety Building, Freeport, ME

Saturday, December 12, 2020 – 10 AM at the Freeport Safety Building, Freeport, ME

Meetings may be cancelled or rescheduled – check for any changes online at
http://www.bivc.net/docs/Meeting_Schedule.pdf

Respectfully submitted,

Linda E. Sweatt
Board Secretary