



Bustins Island Village Corporation
Established 1913

Minutes
Meeting of the Board of Overseers
March 11, 2023 @ 10:00 AM
Via Zoom

**recording began*

Present: Mandy Meyer, Hank Rauch, Craig Allard, Judy Hayes, Ali Bushman, Candy and Crawford Taisey, Tony Debruyne, Emma Bushman, Sue Spalding, Matthew and Jayne Rowe, Martha Cooper, Jane Packer, Bob Canu, and Joyce Arthur.

1. Acceptance of Minutes of February 11, 2023 meeting

- a. Several edits from Hank, Judy, and Sue – Emma has made all corrections
- b. *Alison Bushman: Motion to accept the minutes from 2/11/23 meeting*
 - i. *Mandy Meyer – Yes*
 - ii. *Hank Rauch – Yes*
 - iii. *Ali Bushman – Yes*
 - iv. *Craig Allard – Yes*
 - v. *Judy Hayes – Yes*
- c. ***Motion passes, minutes from February 11, 2023 meeting are approved***

2. Treasurer's Report and Vote Register Report

- a. Treasurer's Report
 - i. Some changes in the format of the report
 - ii. Still in the process of converting long-term money market funds into CDs
 - iii. Reserve Fund and Casco Fund have been divided into MM and CD on Balance Sheet
 - iv. All 6 month CD as rates are anticipated to increase
 - v. MM were paying 2%, CDs are now paying around 5%
 - vi. Tony will be talking to Ben MacDonald about when he will be billing for the rest of his work on the Post Office
 1. Looking to move another \$100,000 into CDs
 2. Not a big deal if we need to cash out some to pay
 - vii. Already have \$700 in interest from CD purchased in January

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- viii. No other activity on debit card
- b. Register Report:
 - i. Winter payroll for the month – \$1,300
 - ii. Progress report on audit – \$1,500
 - iii. More work being done on Lily B maintenance, will be charging these soon
 - iv. Annual Transfer Station reporting fee – \$184
- c. *Hank Rauch: Motion to approve the check register from 2/10/23 through 3/8/23 in the amount of \$5,413.33*
 - i. *Mandy Meyer – Yes*
 - ii. *Hank Rauch – Yes*
 - iii. *Ali Bushman – Yes*
 - iv. *Craig Allard – Yes*
 - v. *Judy Hayes – Yes*
- d. ***Motion passes, check register from 2/10/23 through 3/8/23 is approved***
- e. No big surprises/changes with income statement

3. Old Business

- a. Succession Planning - Ali
 - i. Assistant Superintendent Employment Agreement Approval and Vote 2023 Season
 - 1. Big thank you to Hank and Mandy for their assistance with this project while Ali has been sick
 - 2. Phil Taisey will be accepting the role of Assistant Superintendent
 - 3. Phil is still investigating various outside trainings, including CEO certification
 - 4. Tony has standard employment agreement drawn up
 - a. Planning on monthly payments from April through October
 - b. Can have ready to sign electronically or in person
 - 5. *Hank Rauch: Motion to approve Assistant Superintendent Employment Agreement*
 - a. *Mandy Meyer – Yes*
 - b. *Hank Rauch – Yes*
 - c. *Ali Bushman – Yes*
 - d. *Craig Allard – Yes*
 - e. *Judy Hayes – Yes*
 - 6. ***Motion passes, Assistant Superintendent Employment Agreement approved***
 - ii. Island Administrator Employment Agreement Approval and Vote 2023 Season
 - 1. Ken Barrows will be accepting the role of Island Administrator
 - 2. Tony has standard employment agreement drawn up

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- a. Planning on monthly payments from April through October
 - b. Can have ready to sign electronically or in person
3. *Hank Rauch: Motion to approve Island Administrator Employment Agreement*
- a. *Mandy Meyer – Yes*
 - b. *Hank Rauch – Yes*
 - c. *Ali Bushman – Yes*
 - d. *Craig Allard – Yes*
 - e. *Judy Hayes – Yes*

4. Motion passes, Island Administrator Employment Agreement approved

iii. Clerk Position Search

1. Starting the search for a new Clerk
2. Chris Anania is interested
3. Looking into making wood lots available to any interested candidates since Clerk must be a landowner (per Section 6 of the Enabling Act)
 - a. Can potentially change this verbiage, but would need to define what it means to be a voter on the island if not based on lot ownership
 - b. Hank and Ali are in favor of looking into these changes
 - c. Will need to get state legislature approval for any changes, might be difficult
 - d. Tony will look into those wood lots (potentially offer rotating ownership options)
 - e. Potentially also clarify with state legislature that water around island is island property
 - f. Will discuss more next month after exploring options available
4. Sue is still willing/able to handle the voter list for the next year

b. Post Office Capital Project – Craig

- i. No updates from Craig
- ii. All materials on island
- iii. Work on pause until later in the year when the snow clears
- iv. Crawford Taisey did receive a phone call from Ben MacDonald, no updates
- v. Still hoping to have everything finished by this spring

c. Pidges Cove Stairs and Erosion (Travis Pryor) – Mandy/Craig/Crawford

- i. Email from Sue regarding the situation
- ii. Sue Spalding:
 1. Need access, stairs have been blocked off for years
 2. Potentially need to extend ramp
 3. Could be done quickly in time for this summer
 4. Many people on the island use the cove

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- iii. Attempting to get the work outsourced, have been having some issues
 - 1. Currently not safe to use, stairs have been blocked off
- iv. Should focus on the stairs first rather than the erosion
- v. When originally built, the BIVC funded the materials and volunteers on the island did the work
- vi. Will need to raise the height of the existing stairs and lengthen the ramp to make them functional with the erosion
- vii. Phil Taisey may be able to assist with this project in future, will discuss
- viii. Erosion will be a much bigger issue down the line, very expensive
 - 1. Main issue is in regards to controlling run-off that may cause further erosion
- ix. Looking to fix cove access for now, potentially add handrails to increase accessibility
 - 1. Could potentially encourage accidents due to risk compensation
- x. Shifting our focus to the stairs/access to the cove for now, rather than erosion
 - 1. Phil and Crawford Taisey will take a look as soon as possible, will report back with estimates on when this project could be completed by

4. New Business

- a. Managing Captain Employment Agreement Approval and Vote 2023 Season - Hank
 - i. Hank Rauch sent out email with details
 - ii. Painter has accepted offer
 - iii. *Hank Rauch: Motion to approve the Managing Captain Employment Agreement*
 - 1. *Mandy Meyer – Yes*
 - 2. *Hank Rauch – Yes*
 - 3. *Ali Bushman – Yes*
 - 4. *Craig Allard – Yes*
 - 5. *Judy Hayes – Yes*
 - iv. ***Motion passes, Managing Captain Employment Agreement approved***
- b. Any other new business
 - i. N/A

5. Clerk's Report

- a. Will be working on the voter list after April 1st
- b. David Gosnell – Still need appointment/oath form signed and returned
- c. Connor Leland – needs to complete Right to Know training by April 19th
- d. Peter Josephs, Freeport town manager, is leaving
- e. Craig will remind Jeff Leland about these items

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6. Superintendent's Report

- a. Tractor was removed from barn, is now secure
- b. All equipment locked securely in future

7. Appointed Official's & Committee Reports

a. Administrative Assistant

i. Equipment Permits:

1. Will remind contractors to request/renew large equipment permits
2. Applies to outside contractors and any new equipment being brought over
3. Any same day projects do not need permit
4. Any equipment staying on island for an extended period of time need approval and proof of insurance

ii. Truck/Trash Service:

1. Matthew Rowe will be continuing in the role
2. Tony suggested a 5-6% increase in pay in-line with other pay increases
3. Tony will draw up the employment agreement for Matthew to sign
4. *Tony Debruyne: Motion to approve pay increases for truck/trash service*
 - a. *Mandy Meyer – Yes*
 - b. *Hank Rauch – Yes*
 - c. *Ali Bushman – Yes*
 - d. *Craig Allard – Yes*
 - e. *Judy Hayes – Yes*

5. Motion passes, pay increases for truck/trash service approved

b. Boat Advisory Committee

i. 2023 Ferry Schedule and Rates:

1. BAC is recommending to remove 1pm boats on Mondays and Fridays
2. Offseason schedule 11am boat will be added back on Fridays, while 7pm boat will be dropped (except for Memorial Day weekend)
3. Hoping that these shifts in the schedule will increase ridership by adding runs at a more popular time and removing those with low ridership
4. Will return to having normal runs on Tuesdays (8:40am Bustins-So. Freeport and 11am So. Freeport-Bustins) with trash run (independent of passenger runs) in between
5. BAC recommends no changes to the fare system for this year
6. Little Bustins:

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- a. Will continue to offer service
 - b. Same rate is paid as for Bustins trip
 - c. Donation has been given at end of year to help cover maintenance/taxes
7. Have had inquiries from other island (included Crab Island) about potentially using the boat
- a. Would pay special rate and an additional \$100 for any special trips
8. Current ferry/special rates are still drastically smaller than the costs to maintain a personal boat
9. Bob Canu: These decisions aren't permanent, these changes can be reviewed next year and reversed/changed if necessary
10. Increased individual boat ownership among islanders could be leading to decrease in ridership, can continue to monitor the situation going forward
11. *Hank Rauch: Motion to approve the ferry schedule and rates for 2023 as proposed*
- a. *Mandy Meyer – Yes*
 - b. *Hank Rauch – Yes*
 - c. *Ali Bushman – Yes*
 - d. *Craig Allard – Yes*
 - e. *Judy Hayes – Yes*
- 12. Motion passes, ferry schedule and rates for 2023 are approved as proposed**
- ii. Will additionally be getting rid of Xola in favor of Square, reservations no longer needed
- iii. 2023 Boat Salaries:
1. Will be increasing salaries for both captains and crew
 2. Built in wage increases each year as individuals gain experience
 3. *Hank Rauch: Motion to approve pay rates for captain and crew as discussed*
- a. *Mandy Meyer – Yes*
 - b. *Hank Rauch – Yes*
 - c. *Ali Bushman – Yes*
 - d. *Craig Allard – Yes*
 - e. *Judy Hayes – Yes*
- 4. Motion passes, pay rates for captain and crew are approved for 2023**
- c. By-laws Review Committee
- i. Need all suggested edits/additions to bylaws in by June 1st, 2023
 - ii. Ali Bushman will pass on suggestions for bylaw edits related to succession planning

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and the new Assistant Superintendent and Island Administrator positions to Sue Spalding

1. Minor edits related to procedures, want to ensure that everything is updated before the annual meeting
- d. Code Enforcement Officer
- e. Harbormaster
- f. Landscape Committee
- g. Planning Board
- h. Public Safety Committee
- i. Water Commissioner
- j. Webmaster typing like this
- k. Zoning Board of Appeals

8. Correspondence of Note

- a. Email from Robin Doak, who is in charge of Freeport Annual Town Review
 - i. Passed email along to Debby Crane with CABI to assist
- b. Email from Judy regarding shoreline erosion and sea-walls
- c. Email from Sue discussed earlier regarding Pidges Cove

9. Running Action Items Review

- a. Voter Eligibility:
 - i. Hank sent a document for everyone to review
 - ii. Per estate guidelines: Only need property deed to be eligible
 - iii. After death of deed owner:
 1. Removed item that allowed the state attorney to tell us who the voter would be
 2. Will defer to who now has the physical deed or trust agreement (separate eligibility document may be required)
 - iv. Will discuss next meeting, focus is on the bylaws currently
- b. Aquaculture Project:
 - i. No updates

10. Capital Projects Review

- a. No changes from last month

11. Public Comment

- a. No public comment

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12. Next Meeting Saturday, April 8th @ 7:00 PM EST via Zoom

- a. Originally Saturday, April 8th @ 10:00 AM
- b. Mandy will potentially be on the road during the meeting
- c. Looking to potentially move the meeting
- d. New date: Saturday, April 8th @ 7:00 PM via Zoom

13. Executive Session if necessary

- a. Not necessary

14. Adjourn

- a. *Mandy Meyer: Motion to adjourn the meeting*
 - i. *Mandy Meyer – Yes*
 - ii. *Hank Rauch – Yes*
 - iii. *Ali Bushman – Yes*
 - iv. *Craig Allard – Yes*
 - v. *Judy Hayes – Yes*
- b. ***Motion passes, meeting is adjourned***

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Reminders

3/11/2023

Correspondence of Note

2/22/23 – email from Robin Doak – In Charge of Freeport Annual Town Review asking for photos of Bustins Events, passed email to CABI to assist

2/28/23 – email from Judy Hayes Portland Press Article about Managing shoreline erosion and seawalls

3/7/34 – email from Sue Spalding re Pidges Cove Access

Running Action Items

STATUS

- | | | |
|---|--------------|---------------|
| 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 Q1& Q2 Schedule for Board of Overseers:

Saturday April 8 @ 10:00AM Zoom

Saturday May 6 @ 10:00AM Zoom