

**BUSTINS ISLAND VILLAGE CORPORATION**  
**Minutes of the Board of Overseers**  
**March 28, 2009**

The Board of Overseers met at 10:00 AM at the Public Safety Building in Freeport, Maine on Saturday, March 28, 2009. Those present were: Tony DeBruyn, Chairman; Roger Leland, Faith Baker, Scott Bonney; Sue Spalding, Clerk; and Peg DeBruyn, acting Secretary. Also present for the meeting were: Charles Johnson, Frank Kastenholz, and Lorraine Leland.

**Minutes**

Peg DeBruyn was appointed acting secretary for the meeting. There was discussion about having consistency in minutes, and all agreed to use the word "Action" to denote a vote, and "Follow-up" to denote further action.

**ACTION:** On a motion made by R. Leland and seconded by S. Bonney, it was voted unanimously to accept the minutes of the February 7, 2009 meeting as amended.

**Correspondence**

- From Sue Spalding, Clerk, received an application for renewing the non-hazardous waste transfer facility for a 2-year time period. **Follow-Up:** C. Johnson will handle.

**Clerk's Report – Sue Spalding**

S. Spalding reported that the minutes of the 2008 Annual Meeting have been posted on the web site. T. DeBruyn said that he will also post the revised By-Laws on the site.

**Treasurer's Report – John Garfield**

J. Garfield was absent due to illness. T. DeBruyn reported for J. Garfield that the island finances are tracking normally, and that J. Garfield has had a final meeting with Don Talbot. **Follow-Up:** T. DeBruyn will call D. Talbot to find out when his report will be ready.

T. DeBruyn raised the issue of how the BIVC should manage special funds to which people have contributed. It was clarified that special funds are managed by the Treasurer and that expenditures are approved by the BOO. **Follow-Up:** R. Leland volunteered to provide a document outlining proposed policies, procedures, and forms for making and managing gifts to the BIVC.

The Board agreed that, with the passing of Marilyn Carr, another advisor should be found for the Brewer Cottage. It was decided to first offer the position to Ben Carr or see if he had any recommendations.

Next, discussion centered on the process for giving island employees advances or loans on their future pay.

**ACTION:** On a motion made by T. DeBruyn and seconded by R. Leland, it was voted unanimously that the policy would be:

Any employee can request and receive a pay advance of up to the net amount of their next paycheck directly from the Treasurer, without need for Board approval. Approving this request and arrangement for repayment is at the discretion of the Treasurer. This would be considered an advance. A request for a greater amount would be considered a loan and requires approval by the Board of Overseers.

The Board also agreed to put C. Johnson on a bi-weekly pay schedule.

**ACTION:** On a motion made by R. Leland and seconded by F. Baker, it was voted unanimously to change C. Johnson's pay schedule to be bi-weekly.

**Follow-Up:** T. DeBruyn will inform J. Garfield of these changes.

### **Superintendent/Maintenance Supervisor Report – Charles Johnson**

C. Johnson reported that Ron Tozier has been to the island and all seems ok there. There are some ruts in the roads resulting from off-season work done by contractors. The contractors are aware of this and had already notified the Superintendent that they will repair these at their own cost. **Follow-Up:** C. Johnson will ask the Freeport Town Engineer to come to the island and evaluate the roads. It was suggested that he also contact Dan Jellis for his recommendations on road maintenance.

C. Johnson reported that he plans to have the public float in the water by May 1, if possible. He noted some problems with floatation and the treads on the ramp, which he intends to fix while the float is out of the water.

Discussion followed on how to define the "official" season on Bustins. **Follow-Up:** The Board should think about factors that determine the island season and be prepared to discuss at the next BOO meeting. Board members should send T. DeBruyn their comments.

Next, C. Johnson reported that the Brewer Barn has been offered to private contractors as a space for storing their equipment. He believes there are liability issues with the shed portion of the barn, and that it should come down. R. Leland suggested that we should fix it instead, because we might not be able to legally replace it later. **Follow-Up:** C Johnson will talk to Ron Tozier and make a proposal to the BOO.

C. Johnson presented the well schedule for Board approval. Later discussion resulted in slight changes to the schedule due to the extended season. **Follow-Up:** T. DeBruyn will update the schedule and give to C. Johnson and post on the web page.

It was suggested that the island ask Jeff Carrier to make laminated signs for the wells again. The Board acknowledged and thanks Jeff Carrier for his services to the island for many years.

C. Johnson reported that he intends to talk with Nate Saunders in Augusta about our unique situation with wells. **Follow-Up:** T. DeBruyn will call Dan Jellis, and C. Johnson will meet with D. Jellis to prepare for this discussion. C. Johnson will also talk with R. Leland about zoning and Shore Reserve issues.

Finally, C. Johnson noted that the North Yarmouth fire truck needs to be indoors for winter protection.

**ACTION:** On a motion made by T. DeBruyn and seconded by R. Leland, it was voted unanimously to accept the Superintendent's Report.

### **Other Business**

#### Marilyn Carr Memorial Plaque

T. DeBruyn reported that there is a proposal to place a plaque in memory of Marilyn Carr on the Brewer Cottage. R. Leland suggested that the island might consider creating a memorial garden to reduce the desire for many individual plaques. The Board discussed memorials and the history of the Brewer Cottage and agreed that there should be a sign on the building designating it as the "Brewer Cottage." The BOO will take care of this. **Follow-Up:** Frank Kastenholz will talk to Kim Bohlen and ask for the BIHS' recommendation regarding memorials.

The Board agreed that there needs to be an overall plan for the Brewer Cottage including whether to make it livable. C. Johnson noted that the windows need to be replaced. **Follow-Up:** C. Johnson will put together a proposal regarding window replacement and cost.

#### Lilly B. 2009 Schedule and Rates

Frank Kastenholz reported for the Boat Committee. He noted that Lesley Berry is taking the Intermediate EMT exam, and it was suggested that she look at the Public Safety Room.

F. Kastenholz reported that the Committee has been considering how to use the Jerry Baker fund and that one possibility is to provide scholarship funds for boat-related training for the deck hands and captains. He noted that the 2008 season was very successful, with an increase in both boat ridership and fares, along with a decrease in expenses. There is only one annual loan payment remaining on the boat.

He presented the Boat Committee's recommendations for the 2009 season regarding fares and schedule which included some expansion of dates and times. After extended discussion and considering recommendations from several islanders, it was agreed that (a) fares not increase; (b) the off season schedule be expanded by 1 week at the beginning so as to start on May 15; (c) the schedule be expanded during the eight weekends comprising the off-season (excepting the holiday weekends) as follows:

Fridays: 1:00 pm (added), 5:00 pm; 7:00 pm

Saturdays: 11:00 am; 5:00 pm

Sundays: 11:00 am (added); 1:00 pm; 3:00 pm

and (d) a 3:00 pm run be added on the Friday of Memorial Day and Columbus Day weekends.

**ACTION:** On a motion made by T. DeBruyn and seconded by F. Baker, it was voted unanimously to accept the boat schedule as amended.

**ACTION:** On a motion made by T. DeBruyn and seconded by R. Leland, it was voted unanimously to accept no change in fares.

Due to the extended Lilly B. season, C. Johnson noted that we will need an additional trash pickup, which may require additional funds.

Regarding ticket use, the Board agreed that tickets for the previous year (only) would be honored with no surcharge during the current year. Older tickets will not be accepted.

During additional discussion, F. Kastenholz noted that the Boat Committee intends to conduct a survey this summer, that they need to simplify the freight schedule, and that the boat's side curtains need to be replaced.

#### BI Owners Book

P. DeBruyn discussed the availability of the second draft of the "Bustins Island Owners and Renters Guide" and asked for BOO review of this draft. The book is scheduled to be available on Memorial Day weekend. Discussion followed about the costs involved in printing the book, which are estimated to be no greater than \$600.00, and whether the Board would contribute some money to help support the project.

**ACTION:** On a motion made by F. Baker and seconded by S. Bonney, it was moved unanimously to contribute \$200.00 from the BIVC budget to be used toward print costs.

The Board recognized Peg DeBruyn and Diane Jellis for their work on this book.

### Personal Transport Policy:

T. DeBruyn presented the proposed Personal Transport Policy for Board discussion and approval. It was agreed that, as with vehicles, either the Superintendent or the BOO could give a one-day authorization for personal transport devices brought onto the island. Any additional use would require formal application and approval. **Follow-Up:** T. DeBruyn will create an application form.

**ACTION:** On a motion made by R. Leland and seconded by S. Bonney, it was voted unanimously to approve the Personal Transport Policy as amended.

### **Committee Reports**

#### Planning Board

No report.

#### Zoning Board of Appeals

No report.

#### Finance Committee

Work involving Don Talbot has nearly been completed. **Follow-Up:** T. DeBruyn will contact Len Larrabee.

#### Public Safety

No report.

#### Boat Committee

Previously presented.

#### Landscape Committee

No report.

#### By-laws Review Committee

No report.

### **Other Reports**

None.

### **Public Comment**

S. Spalding noted that the island should conduct well tests before Memorial Day weekend and more frequently during the summer. **Follow-Up:** C. Johnson will inform Laura Vitali.

### **Future Meetings**

The Board will be meeting on:

April 25            10:00 AM Freeport – Public Safety Building

May 24             9:00 AM Bustins – Brewer Cottage

The meeting adjourned at 12:50 PM.

Respectfully Submitted,

Peg DeBruyn

Acting Secretary