

BUSTINS ISLAND VILLAGE CORPORATION
Minutes of the Board of Overseers meeting held
May 24, 2009 – 9:00 AM
Brewer Cottage, Bustins Island, ME

The Board of Overseers met at 9:00 AM at the Brewer Cottage on Bustins Island, ME on Sunday, May 24, 2009. Those present were: Tony **DeBruyn**, Chairman; Patricia **LaFleur**, Vice-Chairman; Roger **Leland**, Scott **Bonney**, Faith **Baker**, Sue **Spalding**, Clerk; John **Garfield**, Treasurer; and Linda **Sweatt**, Secretary. Also present for the meeting: Charles Johnson, Bill Cooper, Len Larrabee, and Frank Kastenholz. The Chairman declared a quorum and the meeting began.

MINUTES

ACTION: A motion was made (DeBruyn), seconded (Bonney), and unanimously passed to accept as amended the minutes of the meeting held April 25, 2009.

CORRESPONDENCE

4/25/09 from Sue Spalding re Letter from Len Larrabee concerning contributions

4/29/09 from Sue Spalding re DOE Info Letter on “Swine Flu” Update

4/29/09 from Sue Spalding re Brown Tail Prevention Info from L. & A. Taisey

5/09/09 from Pat LaFleur re Thank You Letter to Ron Tozier

5/09/09 from Pat LaFleur re Thank You Letters to Jeff Carrier, Fred Pease & Dan Wentworth

5/23/09 from Pat LaFleur re Ron Tozier Request for Motor Vehicle

CLERK’S REPORT – Sue Spalding

Sue stated the Maine Municipal Report Annual Patron Membership fee is \$200 for the BIVC to rejoin.

ACTION: A motion was made (Leland), seconded (LaFleur), and unanimously passed to renew the Maine Municipal Report Annual Patron Membership for the \$200 fee.

Sue mentioned she would check on stationary on hand. She stated that backing up files is done four times a year but the BOO should think about backing up files using different types of media. Tyler Tech does municipal files. Presently, back up disks are given to Sue for filing in the fireproof file.

Follow-Up: R. Leland recommended the Board definitely look into the back up process.

TREASURER’S REPORT – John Garfield

John presented the Treasurer's Talking Points which included the Register Report for 1-30 April 2009.

ACTION: A motion was made (DeBruyn), seconded (Leland), and unanimously passed to authorize the payment of checks written by the Treasurer in the Treasurer's Register Report dated 5/24/09 for the period 4/01/09 – 4/30/09.

John explained that page 2 with the Summarized Budget and Summarized Actual spending items for 7/18/08 through 4/30/09 reflected \$2000 removed from trash to put into tennis court under Parks & Recreation as amended at the annual meeting.

John discussed the barging fees round trip for the large disposal container (\$1600) and the fee for barging needed road materials is approximately \$2500. John explained page 3 presented as the Combined Balance Sheet for 7/18/08 through 4/30/09.

ACTION: A motion was made (DeBruyn), seconded (Baker), and unanimously passed to accept the Treasurer's Report as submitted.

MAINTENANCE SUPERVISOR/Superintendent (MS-S) REPORT –Charles Johnson

Fire Trucks – Charlie reported that the fire truck issues have been resolved especially the Yarmouth diesel truck is in need of moisture protection or to be run off season. The Dodge truck had a bad starter motor which has been fixed. The best stabilizer has been used in all the vehicles.

Road Upkeep – Charlie will meet with Albert Presgraves, the Town Engineer, and Dan Jellis after Memorial Day when they will tour the island to recommend road improvements.

Wells – Charlie has shut down the Store well. He and Ron Sweatt will work on the pump and may need a printed copy of the manual for this pump. R. Leland commented on checking a reasonable facsimile which may be needed. T. DeBruyn mentioned seeing about getting Indian Spring well useable but it is not a drilled well and will not pass public regulations. Charlie suggested not putting too much effort into Indian Spring well because it will not test. S. Spalding mentioned that we are members of the Maine Rural Water Association and we could get needed information.

Public Float – Charlie stated that Ron Tozier will sketch needed dock repairs and give an estimate on the work needed. The needed ramp repairs have been done—Ron Tozier's welder put in extra bars to significantly improve the ramp (\$1000 as allocated). The float swim ladder is broken again. Charlie would like price a metal flip-up ladder. Charlie will get a coat of stain on the public runway.

Charlie stated the Ron Tozier will barge off the "honey trailer" in the next week or two.

Pat LaFleur stated that Ron Tozier will make a proposal for the Brewer barn repairs allowing contractors to use and maintain the facilities.

Charlie stated that Jeff Carrier will build two public outhouses using the Bustins lumber stored on the Community House porch, which hopefully, can be stored in the School House for the time being.

Charlie mentioned that he brings people on his personal boat to Bustins for business purposes. He was told to submit to the treasurer invoices for the cost of the gasoline with the listed trips.

Future Maintenance Needs – T. DeBruyn told Charlie to think about a summer work plan such as, Brewer barn, culverts to be excavated and repaired, etc. R. Leland requested that Charlie have his list of projects to do.

T. DeBruyn wants to sit down to start work on budgeting within the next month so he wants the information on barging off trash and the “honey trailer”, road maintenance, and whatever repair projects for next year. Charlie stated that he needs a trailer to barge stuff off and use on the mainland roads, the North Yarmouth fire truck needs to be sheltered, check roofs, any needs for the Lilly B, and whatever major projects are needed for planning rather than having surprise expenses. Charlie mentioned that some wiring in the Community House is needed and that Rob Taisey has had an electrician look it over and requested an estimate to update the wiring and why it would need to be replaced.

Bill Cooper stated that the Planning Board is looking into septic tank sewage disposal.

Follow-Up: T. DeBruyn stated the need for long range planning for painting buildings, roof repairs, repairs for docks and floats, etc. must be better accomplished in planning ahead for funding. The BOO should discuss this funding with the Finance Committee in order to prioritize for next year.

OTHER BUSINESS

Browntail Moths – Sue Spalding reported that Charlene Donahue, the state entomologist, returned to Bustins to do a survey of the browntail moth infestation and chose three heavily infested areas – Tozier’s, Leland’s, and the area where the swings are for the controlled research project.

Motor Vehicle Permission – P. LaFleur received a request for an extension of permission from Ron Tozier to continue the use of his excavator and dump truck and requested his gator to be return to the island. Ron needs to submit the appropriate paper work for these requests.

Renters’ and Owners’ Guide – This publication will be continually updated as needed and people are encouraged to present any suggestions.

Warrant Articles – T. DeBruyn requested ideas for Warrant articles. The Planning Board is working presentation of the roads in section A. The By-Laws Committee has

nothing planned to date. Discussion ensued about the budget planning for next year – preliminary budget proposals and on-going expenses, major projects, and services. F. Baker suggested a plan for annual major item removal, not only metal. She also questioned how to remove hazardous waste materials. T. DeBruyn suggested sorting recyclables such as metal, glass, plastic, and paper. R. Leland mentioned things to consider such as paying for some disposals, use of recycle bags, and who would be assigned to collect fees.

Financial Review – T. DeBruyn presented a copy of the Financial Review done by Don Talbot, CPA and Associates to the Board members for review. Treasurer, John Garfield worked with Don. R. Leland stated the Board’s appreciation for John’s work. Discussion ensued about the management letter containing comments on how we do things and things we should consider. Financial reports from Frye Island, Chebeague Island, and Bustins Island were provided in the report for comparisons. This report took much work and thought. Len Larrabee brought to everyone’s attention the time and cost, which was over the budgeted amount of \$5500. F. Baker reminded the Board that money was appropriated for this report. Len requested the Board pay \$6000 for all their work. R. Leland suggested payment up to the voted amount and he would find a donation of \$500.

ACTION: A motion was made (DeBruyn), seconded (LaFleur), and unanimously passed to pay \$6000 to Berry, Talbot, Royer, CPA for the financial review from budgeted funds of \$5500 and \$500 from a committed donation to the BIVC.

R. Leland stated this was a major step for the BOO to carefully review this quality work for the treasurer’s and the Board’s protection. Len Larrabee stated that some of the report’s suggestions may not apply to Bustins.

Follow-Up: T. Bruyn suggested carefully reviewing this Financial Report and prepare to report with suggestions for discussion.

COMMITTEE REPORTS

Boat Committee – F. Kastenholz reported that the Lilly B started her off season schedule the weekend before Memorial Day weekend and each trip had passengers. The new curtains are very nice. Captain Lesley requested roof painting (\$300 -- \$500) because lines from the present old paint are staining the new curtains. This cost should fit well in the boat maintenance budget.

Brewer Cottage – No report.

By-Laws Review Committee – No report.

Finance Committee – R. Leland stated the committee is looking into the following: (1) set targets for reserve or CASCO funds; (2) capital planning and long-range

planning funds; (3) set up an island trust fund for substantial donations or legacy trusts; and (4) insurance coverage from financial review replacement costs for island assets.

Harbor Master – No report.

Landscape Committee – No report.

Planning Board – Bill Cooper reported that the Planning Board is preparing the Warrant Article on Section A roads. The Board will check costs for its expenses. There are two CUP Hearings planned.

Public Safety Committee – C. Johnson reported that the fire trucks are ready and the Indian pumps are filled and placed.

Water Commissioner – No report.

Zoning Board of Appeals – No report.

PUBLIC COMMENT

All quiet.

ADJOURNMENT (12:02 PM) and FUTURE MEETING SCHEDULE

Sunday, June 21, 2009 – 9:00 AM at the Brewer Cottage

Sunday, July 12, 2009 – 9:00 AM at the Brewer Cottage

Sunday, July 19, 2009 – 9:00 AM at the Brewer Cottage (if needed to finish the budget and the Warrant)

Sunday, August 2, 2009 – 9:00 AM at the Brewer Cottage (the day after the Annual Meeting)

Sunday, September 6, 2009 – 9:00 AM at the Brewer Cottage (Labor Day weekend)

Sunday, October 11, 2009 – 9:00 AM at the Brewer Cottage

Respectfully submitted,

Linda E. Sweatt
Board Secretary