

BUSTINS ISLAND VILLAGE CORPORATION
Minutes of the Board of Overseers meeting held
June 21, 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, June 21, 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, and Len Larrabee. The Chairman declared a quorum and the meeting began.

MINUTES

ACTION: A motion was made (Baker), seconded (Bonney), and unanimously passed to accept as amended the minutes of the meeting held May 24, 2009.

CORRESPONDENCE

5/26/09 from C. Martens re Planning Board Minutes for 3/21/09

5/26/09 from Sue Spalding re State Budget Update

5/28/09 from Bill Cooper re Notice of CUP Hearings

6/02/09 from Bill Cooper re CEO/LPI Appointment

6/04/09 from Bill Cooper re Publishing of Planning Board Public Hearing

CLERK'S REPORT – Sue Spalding

Sue stated there was nothing to report at this time.

TREASURER'S REPORT – John Garfield

John explained that the mother board on his computer died and after purchasing a new computer, he has been busy re-entering treasurer data. A discussion ensued concerning the need to adopt an off-line back-up system, its cost, and the need for more than one person having the needed password.

John presented the Register Report for 1-31 May, 2009. Discussion ensued regarding the cost for the upkeep of the tennis courts. C. Johnson stated the C. Martens oversees this project and makes necessary arrangements for the delivery of needed materials. Once the allocated BIVC funds have been spent, then the CABI must pay any remaining expenses.

ACTION: A motion was made (Leland), seconded (Bonney), and unanimously passed to authorize the payment of checks written and submitted by the Treasurer in the Treasurer's Register Report dated 6/18/09 for the period 5/1/09 – 5/31/09.

John explained page 2 with the Summarized Budget and Summarized Actual spending items for 7/23/08 through 5/31/09 and page 3 presented as the Combined Balance Sheet for 7/23/08 through 5/31/09. John also presented to the BOO a 2008 – 2009 Cash Flow sheet which is a detailed spending of the first 325 days as the spending to date for this current fiscal year, which John felt would be appropriate when the BOO discusses budget.

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

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

Fire Alarms – Charlie reported that he will need help from a Public Safety Committee volunteer installing the alarms at Cousins' Corner and the Store.

Road Upkeep – Charlie met with Albert Presgraves, the Town Engineer, and he taught Charlie how to repair pot holes by scraping the silt out and replacing this with $\frac{3}{4}$ stone (good for drainage) and then $\frac{3}{4}$ gravel to be put down on top. He mentioned cutting down banking four to five feet so water will run off in a fan effect. There are areas which need culverts and roads need to be built up. Charlie stated that he needs to have excavation work with R. Tozier using his mini-excavator at a cost of \$100/hour. Charlie gave costs for needed materials and transportation from Lionel Plante & Assoc. and Island Transportation. Charlie will make the contacts for receipt of the most cost affective contractor.

ACTION: A motion was made (DeBruyn), seconded (Leland), and unanimously passed to appropriate money not to exceed \$2500 for the needed road materials and barging.

Wells – Charlie, C. Taisey, and R. Sweatt have taken apart the Store well pump, which must be replaced. Charlie has received estimated costs for the piping. He stated that his helpers would be submitting bills for their time. Charlie was reminded that he is responsible for contracting help.

Public Float – Charlie stated that Ron Tozier will sketch needed dock repairs and give an estimate on the work needed to be done in the fall. Charlie has yet to price a metal flip-up ladder for the Public Float. Charlie will get a coat of stain on the public runway as soon as the weather allows.

Honey Trailer – Charlie stated the Ron Tozier did barge off the "honey trailer" for a barging cost of \$500 and removal of sewage material for a cost of \$450.

Charlie mentioned the need for a trailer to barge off the trash and return it with needed road materials. This trailer would be for the island's needs to haul materials on and off the island. We do not use dumpsters. We presently use R. Tozier's trailer for collection. Our own trailer would be at the transfer station for large trash collected, barged off by R.

Tozier (\$500 round trip) and returned with needed road material or whatever. Charlie stated that the cost for a 6 foot by 10 foot trailer similar to the Honey Trailer would cost about \$5000. This would be a needed budget request.

Future Maintenance Needs – Charlie again stated the need for road material and needed road work to be done, some of the Community House wiring to be upgraded, Brewer barn work, Fire barn work, and the Public Dock repairs.

Follow-Up: Charlie will contact R. Tozier for an estimate on the Brewer barn work, an estimate to extend the Fire barn and an estimate for the Public Dock repair.

OTHER BUSINESS

Motor Vehicle Permission – R. Tozier submitted requests for an extended stay for the mini-excavator stored on the Brewer property and the dump truck stored at the transfer station. Both vehicles may have island use.

ACTION: A motion was made (Leland), seconded (DeBruyn), and unanimously passed to approve R. Tozier's vehicle requests.

Appointments of CEO and LPI – The following action was taken.

ACTION: A motion was made (LaFleur), seconded (Bonney), and unanimously passed to appoint Ron Tozier as primary CEO.

ACTION: A motion was made (LaFleur), seconded (Baker), and unanimously passed to appoint Ron Tozier as primary LPI.

ACTION: A motion was made (LaFleur), seconded (Baker), and unanimously passed to appoint Barbara Skelton as alternate CEO.

ACTION: A motion was made (LaFleur), seconded (Bonney), and unanimously passed to appoint Barbara Skelton as alternate LPI.

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

Financial Review – T. DeBruyn began the discussion of the Financial Review done by Don Talbot, CPA and Associates. Tony called on Len Larrabee to discuss his letter regarding the Financial Review management letter which points out issues which may cause problems. It is not meant to criticize and it contains some issues to review. Tony mentioned that we were viewed as a large community but we must consider our small Bustins community and interpret topics important to Bustins.

Len Larabee mentioned some items to consider such as, the recommendation that the BOO should approve payments prior to payments being made, reconciliation of bank statements be made in a more timely fashion as received, upgrading bookkeeping

software (Quickbooks was suggested), and review of the checks and balances for fee collections for the ferry. Len graciously quoted “an ounce of prevention is worth a pound of cure.”

T. DeBruyn did mention that the treasurer has two deputies (Sandy Colburn and Frank Kastenzholz) and the Board’s approval of disbursements with the treasurer given the duty to pay according to budgeted amounts. This is an appropriate procedure for the Board. It was noted that Yarmouth Payroll Plan goes into the account to make payments and the treasurer is bonded.

Follow-Up: T. DeBruyn requests the Board members carefully review this Financial Review.

Budget Preparation – T. DeBruyn stated that under budget preparation in the Financial Review, it was proposed to have two reports, a summary report and a more detailed report. Tony brought up issues to consider: budget items which may be significantly out of line to be sure to bring into line; expenses for operating the island such as superintendent, truck driver, maintaining building upkeep, trash removal, etc.; capital expenses; and long range expenses. F. Baker mentioned brush removal but free handling of private brush collection is a thing of the past. The Board must look at scheduled trash collections and large trash pick up. Capital expenses to be considered such as island trailer, extension to the Fire barn, Brewer barn repairs, last Ferry boat payment, Brewer Cottage repairs, and definitely road repairs and upkeep.

The BOO should work on the public water supply. There was a discussion on drilling a well on the Golf Course. The members agreed to look at the present wells and useage.

P. LaFleur brought up the idea of a future Island Manager to supervise the superintendent, truck driver, and Board contractors.

COMMITTEE REPORTS

Boat Committee – No report.

Brewer Cottage – No report.

By-Laws Review Committee – No report.

Finance Committee – L. Larrabee stated the committee is working on a charitable corporation with the help of Warren Baker.

Harbor Master – No report.

Landscape Committee – No report.

Planning Board – No report.

Public Safety Committee – No report.

Water Commissioner – No report.

Zoning Board of Appeals – No report.

PUBLIC COMMENT

All quiet.

ADJOURNMENT (1:04 PM) and FUTURE MEETING SCHEDULE

Saturday, July 4, 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