

**BUSTINS ISLAND VILLAGE CORPORATION**  
**Minutes of the Board of Overseers Meeting**  
**February 13, 2011 - 10:00 AM**

The Board of Overseers met at 10:00 AM at the Freeport Public Safety Building in Freeport, ME on Sunday, February 13, 2011. Those present were: Faith **Baker** - Chair, Bill Cooper - Vice-Chair, Robert **Boone**, Roger **Leland**, Scott **Bonney**, John **Garfield**-Treasurer; Sue **Spalding** -Clerk/Acting Secretary. Also present for the meeting: Frank Kastenholz, Rob Taisey, Ron Tozier. The Chairman declared a quorum and the meeting began.

**MINUTES**

**ACTION: A motion was made** (Baker), seconded (Leland), and unanimously passed to accept as amended the minutes of the meeting held January 9, 2011.

**CORRESPONDENCE**

- 1/09/11 from B. Cooper re Tractor Repair Quote
- 1/10/11 from F. Baker and S. Spalding re ME Dept. Labor
- 1/14/11 from S. Spalding re State bills in the hopper
- 1/15/11 from F. Baker fw from F. Kastenholz re BAC Meeting
- 1/16/11 from L. Sweatt re Minutes
- 2/4/11 from E. Donovan: request for \$300 for erosion control planting for the Landscape Committee
- 1/14/11 from J. Sweatt voicing his intent to run for Treasurer
- 2/10/11- correspondence between F. Baker and R. Thomas re permitting
- F. Baker phone conversations with C. Johnson re cell phone overage, which he will pay
- F. Baker phone conversation with ME Dept. Labor re CJ unemployment application
- 2/2/11 from ME Dept. Labor re C. Johnson's unemployment benefit
- 2/7/11 from DEP re new regs on solid waste weighing. Discussion followed.
- from J. Garfield: Mane Rural Water Association re membership renewal.  
**ACTION: A motion was made** (Baker), seconded (Leland), and unanimously passed to renew membership in the MRWA for one year at a cost of \$130.
- from J. Garfield: mooring renewal for Lilly B. **ACTION: A motion was made** (Cooper), seconded (Leland), and unanimously passed to renew the mooring rental for the Lilly B. for one year.
- 1/28/11 from US Coast Guard re requirement to recalculate stability of Lilly B. based on increased average weight of riders. Copy to F. Kastenholz.
- At this time J. Garfield proposed to pay Crawford monthly instead of every two weeks off-season to reduce payroll costs. The Board agreed.
- 2/3/11 from S. Spalding. Request to purchase updates of Maine Municipal Association manuals.

Email Correspondence Received - stored by F. Baker

**CLERK'S REPORT** - Sue Spalding

**ACTION: A motion was made** (Baker), seconded (Leland), and unanimously passed to spend \$250 on updated versions of eight MMA manuals: Clerk's Manual, Moderator's Manual, Treasurer's Manual, Town Meeting and Elections Manual, Board of Appeals Manual, Municipal Officers Manual, Planning Board Manual, Municipals Roads Manual.

Re authorizing access to the BIVC Safe Deposit Box at Key Bank in Yarmouth:  
**ACTION: A motion was made** (Baker), seconded (Leland), and unanimously passed that M. Susan Spalding, an officer of this corporation is hereby authorized to lease one or more safe deposit boxes from Key Bank of Maine from its branch located at Yarmouth, Maine, for and in the name of this corporation, and the officer so executing such lease, and especially, in addition thereto, the Chair, Treasurer, and Clerk of this corporation, singly, shall have access from time to time to any such safe deposit boxes so leased and further, shall have the power to surrender the same or to take any other action of any nature and description with regard to the same. In furtherance of this resolution, Key Bank of Maine is authorized and requested to grant access from time to time to such safe deposit boxes in accordance with this resolution until the authority hereby granted has been revoked and written notice of such revocation, signed by an officer of this corporation, has been received by Key Bank at the office where such safe deposit box is located.

**TREASURER'S REPORT** - John Garfield

John distributed a summary of the deposit accounts as of 2/2/11.

**ACTION: A motion was made** (Leland), seconded (Bonney), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Treasurer's Register Report dated 2/4/2011 for the period 1/1/2011 through 1/31/2011.

**ACTION: A motion was made** (Cooper), seconded (Leland), and voted in favor of accepting the Treasurer's Report dated February 4, 2011.

**CEO REPORT** - Ron Tozier

Ron reported that the new flood plain regulations will not affect us. He issued no new permits. There are new life safety standards for public buildings. He suggested that the Pubic Safety Committee look at some of our buildings to determine and investigate the classification of an historical designation, starting with the Community House.

Re permitting of septic system in the newly cleared Frisbee lot, a propos of information request by R. Thomas, Ron stated that the CEO's job is to see that the permit is filled out and the work performed in the way the permit states. The rationale behind the permitting is in the realm of the licensed soil scientist, e.g. Al Frick or Dick Sweet.

A permit may be issued for the building of the replacement J. Thomas cottage this summer.

Ron has been approached with concerns about a captain's personal use of the Lilly B. Referred to the BAC's policy of such use.

## **SUPERINTENDENT'S REPORT - C. Taisey**

Crawford was not present to report, but sent in reports, which were read by F. Baker.

1. Chad Little finished the tractor repair work on 2/1/11.
2. The tractor is now at Dugas' for sandblasting and painting of wheels.
3. Well schedule draft
4. Draft tractor sign-out sheet. Scott Bonney proposed a "Driver Vehicle Inspection Report" form. He will bring a sample at the next meeting.
5. Draft of tractor and vehicle service records sheet for his use.
6. Attended erosion control classes with R. Boone

## **OLD BUSINESS**

Map - Bill Cooper presented Map Correction Items dated 1/26/11 and complied by him and S. Spalding. Some can be corrected by J. Woods, Surveyors, and some will have to be resolved by the Board, since they may affect voting rights.

Water Study - MACTEC. B. Cooper reiterated the need for a warrant article to fund the updating of MACTEC information to make it usable to the island.

Trash - **ACTION: A motion was made** (Bonney), seconded (Boone), and unanimously voted to pay \$225 as a fee per occurrence of trash removal from the island: \$150 to designated remover of the trash, and \$75 to boat personnel. R. Leland brought up the notion of pay-per-bag, but it was felt not a practical idea at this time.

Draft Board Policy re Conflict of Interest draft from 2001. R. Leland recommended it be used only as needed.

## **OTHER BUSINESS**

Records Storage -

1. Discussion re storage of financial records so that Board can easily access them. J. Garfield said he would look into that. R. Boone stated that in the meantime he would like John to resume filing a CD of records with the Clerk regularly.
2. Immediate need of more storage space. It was determined that while our Secretary has earned an A+ using the criterion of complete records, we need to reduce recent Board records binder size by removing items that can easily be accessed elsewhere, and to adopt a new criterion based on saving space.
3. Email - the Board needs to draft an email policy for its use, and a retention system as per required. We may draw on Freeport's recently drafted policy. S. Spalding will continue to investigate options. Meanwhile F. Baker will retain a computer file of all emails.

## **COMMITTEE REPORTS**

**Boat Committee** - BAC chair F. Kastenholz presented a report of the boat financials and ridership from last summer. The Board asked the BAC to review the policies about

free riders, and on the personal use of the boat by captains. The BAC recommend to the Board that Lesley Berry be rehired as Boat Manager and Captain. Since she now has other work, she will operate the boat three days a week. She has secured other captains for the remainder of the week. **ACTION: A motion was made** (Cooper), seconded (Boone), and unanimously voted to hire L. Berry as our boat manger and primary captain for 2011 at a rate of \$22.50/hour for captain, and a flat fee of \$7,480 for manager. The Board stated that it would prefer a 5-days a week main boat captain in the future, if possible.

Fares - As recommended by the BAC - **ACTION: A motion was made** (Baker), seconded (Bonney), and unanimously voted that the fares will remain the same as last year.

Schedule - the boat will start weekend service on May 14 and adopt full schedule on June 17. The mail starts June 25.

**Brewer Cottage** - No report.

**By-Laws Review Committee** - No report.

**Finance Committee** - No report.

**Harbormaster** - Rob Taisey presented four options for replacement of navigational buoys for the Board's consideration. The Board postponed decisions on purchasing of new navigational buoys pending pertinent information from Rob Taisey. **ACTION: A motion was made** (Baker), seconded (Leland), and unanimously voted to allot \$350 for the Advanced Harbormaster Training for Assistant Harbormaster Andy Spalding, with additional pay for mileage as submitted.

**Landscape Committee** - the Landscape committee has requested \$300 for shrubs for erosion control purposes. The Board will request more information - what kind of shrubs and where will they be put?

**Parking Advisory** - F. Baker reported that Freeport is in the process of reviewing parking at the Town landing.

**Planning Board** - Next meeting March 19.

**Public Safety Committee** - new Co-Chairs Jim Boyko and Ken Barrows are transitioning into their positions. Within the PSC budget, a new fire pump for the LaFleur well house and five new Indian pumps have been purchased.

**Roads Committee** - Rob Boone and Crawford attended erosion control training, and will next attend a gravel roads maintenance workshop. There was further discussion of the drainage issue on the West Side. F. Baker reported her exchanges with Rosemary Thomas regarding the drainage pipe R. Thomas installed on BIVC property and has been asked to produce the permit therefor. R. Thomas has been informed by the Chair not to touch the pipe until the Road committee can look at the whole area affected. In addition,

it was discovered that R. Thomas has been storing stumps on the BIVC road that abuts her property. The Board decided to require her to remove the stumps from BIVC property. That road is under consideration for access to the Frisbee property.

**Water Commissioner** - no report

**Zoning Board of Appeals** - No report.

**PUBLIC COMMENT**

None at this meeting.

**ADJOURNMENT (2:06 PM) and FUTURE MEETING SCHEDULE**

Saturday, March 5, 2011 - 10:00 AM at the Freeport Public Safety Building in Freeport, ME

Saturday, April 2 - 10:00 AM at the Freeport Public Safety Building in Freeport, ME

Respectfully submitted,

M. Susan Spalding  
Acting Board Secretary