

BUSTINS ISLAND VILLAGE CORPORATION
Minutes of the Board of Overseers Meeting
May 29, 2011 – 9:00 AM
Approved June 25, 2011

The Board of Overseers met at 9:00 AM at the Brewer Cottage on Bustins Island, ME on Sunday, May 29, 2011. Those present were: Faith **Baker**, Chairman; Robert **Boone**, Roger **Leland**, Scott **Bonney**, Bill **Cooper**, Tony **DeBruyn**, Treasurer; Pat **LaFleur**, Administrative Assistant; Sue **Spalding**, Clerk; and Linda **Sweatt**, Secretary. Also present for the meeting: CEO Ron Tozier, Superintendent Crawford Taisey, Candy Taisey, Alison Taisey, Ron Sweatt, Rob Taisey, Kip Shields, Frank Kastenholtz, and Tony Barr. The Chairman declared a quorum and the meeting began at 9:03 AM with a workshop to discuss the proposed Tractor Policy and the Motor Vehicle and Large Equipment Policy.

After discussion and minor revisions to the policies, the Chairman called the regular Board of Overseers' meeting to order at 10:00 AM.

MINUTES

- (1) **ACTION: A motion was made** (Baker), seconded (Leland), and unanimously passed to accept as amended the minutes of the meeting held May 7, 2011.

CORRESPONDENCE

Correspondence Received

5/09/11 from Dave Dickison re Checking AED & Safety Room

5/10/11 from Ellen Donovan re Plans for Landscape Committee

5/17/11 from Kim Adams re CABI Calendar

5/19/11 from F. Baker to US Coast Guard re Lilly B Vessel Documentation Renewal

5/20/11 from Dave Dickison re Need for New AED Battery Pack

5/26/11 from F. Baker to Yarmouth Payroll Plus by phone & email re New Treasurer

5/26/11 from F. Baker re Proposed Truck Driver Job Description

5/27/11 from F. Baker to Rosemary Thomas re Board Decision of Feb.13th

5/28/11 from John Abramson re Oxygen Tank in First Aid Room to Transport on the Lilly B

Email Correspondence Received – stored by F. Baker

CLERK’S REPORT – Sue Spalding

Sue presented the form for the appointment of T. DeBruyn as treasurer for signing. She reminded the Board to obtain the key to the safe deposit box from John and the bank form will be taken care of after the annual meeting.

Sue mentioned the appointment of the CEO/LPI. The Board agreed to take a recommendation from the Planning Board for a CEO/LPI.

Sue inquired about the request from Robert Konczal, the webmaster from Freeport. F. Baker had sent some information but she will respond to find out exactly what more is requested.

ADMINISTRATIVE ASSISTANT’S REPORT - Pat LaFleur

F. Baker handed Pat the Policies and Procedures binder to be looked over for updating. Pat will post all meeting dates and BIVC lists. She will see that the meeting minutes put on the BIVC website. She recommended she keep a calendar with information for any actions to be done.

The clerk will post the Warrant for the Annual Meeting and the voting information and procedures. F. Baker will contact committee chairmen to submit their budget requests.

TREASURER’S REPORT – Tony DeBruyn

Tony distributed copies of the Check Register Report for 4/23/2011 through 5/27/2011, Statement of Revenues, Expenditures and Transfers for FY 2010 – 2011 through May 27, 2011, Balance Sheet, and 2010 – 2011 Funds Activity. Tony discussed some major items in the Register Report.

- (2) **ACTION: A motion was made** (Baker), seconded (Leland), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Treasurer’s Register Report dated 5/27/2011 for the period 4/23/2011 through 5/27/2011.

Tony explained the Statement of Revenues, Expenditures and Transfers for the 2010 – 2011 year so the Board was aware of the commitment to the forecasted figures listed. He suggested the Board think about staging items for future needed maintenance. He presented the Balance Sheet listing assets, liabilities and fund equity. He explained that the Balance Sheet is how municipalities account for funds along with the 2010 – 2011 Funds Activity information.

- (3) **ACTION: A motion was made** (Baker), seconded (Bonney), and unanimously voted to accept the Treasurer’s Report.

SUPERINTENDENT’S REPORT – Crawford Taisey

Trash – Crawford reported that D. Wentworth will again be collecting our trash. Crawford requested that islanders use rugged trash bags, which when filled would not be too heavy (no more than 35 lbs.) and not to contain broken glass. P. LaFleur will put up a

notice on the store porch and will request D. Jellis put this information on the general broadcast email.

Dumpsters – Crawford said he was looking into 30-yard used ones since rental seems to be about \$50 per week.

Honey Wagon – Crawford stated that the honey wagon could be dumped. He will coordinate its removal with the trailer filled with trash.

Vehicles – Crawford stated that both pickup trucks operational but they both need mud flaps for approximately \$40 per truck. He will replace the Ford pickup's seat cover for about \$50.

Fire Equipment – Crawford stated that all the fire pumps are up and operational; the life rings are up and installed; and the fire trucks are all starting and ready. The Dodge has a starting issue to which he will attend.

Brewer Well – Crawford has checked this well which needs to be pumped and cleaned out. It is a deep well which will need a long pipe. R. Tozier told Crawford to use his equipment if needed.

Sawyer Well at Richardson's – This old, shallow well is covered. Crawford said the pump should be taken apart for storing and debris removed.

New Generator – Crawford will purchase a cover for this generator for less than \$50.

Roads – Crawford emphasized the need for more gravel for the roads.

Old Gasoline – Crawford informed the Board that there is a 55 gallon drum in the Fire Barn which must be disposed of properly. R. Tozier suggested contacting an environmental tech because they may have a specific policy.

Library Wall Update – Last fall the Straight Edge Construction replaced the sills and in preparation for putting in the new library window found much wood damage. Crawford requested that this wall be rebuilt and replace the road side window upstairs to match the new vinyl Anderson window. He told the Board that the total cost would \$6028 more.

Crawford reminded the Board that the 20 hours per week for the superintendent's work time has been averaging about 30 hours per week now because of all the pre-season work which had to be completed. The Board will review the matter for which the time has been well accounted.

CEO REPORT – Ron Tozier

Ron informed the Board that the present fees: Building Permit fee of \$25 with a square footage fee, CUP fee of \$75, and Appeals fee of \$100, are too low. A building inspector is expensive and suggested looking at the fee structure. B. Cooper will discuss this with the Planning Board.

Ron stated that the DEP arrived last week after receiving a complaint. He spoke to Stewart Rose, who reviewed R. Tozier's work, which had been previously approved and found to be compliant.

Ron with Darrell Fournier will attend a six week course on fire safety. He will receive up to date safety regulations. Ron mentioned that David Campbell cares for and fixes the Chebeague fire trucks. Ron says David is very knowledgeable and would be a great resource for us. It was mentioned that Sandy (MacDonald) Colburn's husband repairs old tractors.

OLD BUSINESS

Adoption of New Vehicle Policies – F. Baker presented the new Vehicle Policies with stickers for the vehicles which will have the vehicle removal date.

- (4) ACTION: A motion was made** (Baker), seconded (Leland), and unanimously voted to accept the Motor Vehicle/Large Equipment Policy as presented.

R. Boone presented the Proposed Bustins Island Tractor Policy. The Board is concerned about the care and use of the tractor. After a slight revision, this policy clearly states the Board's expectations and procedures to be followed.

- (5) ACTION: A motion was made** (Leland), seconded (Baker), and unanimously voted to accept the new Tractor Policy as amended.

Update on MACTEC – B. Cooper stated that using MACTEC would cost possibly \$5000 to \$6000. Ron Lewis is leaving the company. The BIVC had purchased the program.

Update on Exemption from Sprinkler Systems for Historical Buildings - R. Boone will check on this.

Library Wall Update – See above discuss in the Superintendent's Report. C. Taisey informed the Board of the work which needed to be done at a cost of \$6028. B. Cooper stated the importance of having the library work completed. R. Leland stated that this was a long term capital expense and agreed with B. Cooper to have this capital job completed.

- (6) ACTION: A motion was made** (Cooper), seconded (Leland), and unanimously voted to authorize the expenditure not to exceed \$6028 with Straight Edge Construction for the completion of the work on the shore side library wall and the second floor window on the road side.

Navigational Equipment for the Lilly B – F. Baker misunderstood the need for the GPS for the Lilly B to pass inspection. F. Kastenzholz, the Boat Committee Chairman, submitted a Proposal to Upgrade the Lilly B's Electronics Suite. He stated that nothing was critical at this time but there are future concerns as stated in the proposal with a total cost for everything about \$8224. The Boat Committee gave three options in the proposal: (1) Do nothing for the time being; (2) Divide the equipment purchases and installation in thirds; or (3) Replace all equipment at the same time to be sure everything would work in conjunction. B. Cooper recommended that the Treasurer mention this expense at the Annual Meeting. R. Taisey recommended from a Captain's point of view that the need for the new technology and radar image overlay is important.

LLC Voters Update – B. Cooper presented a new Voting Policy (Draft of 5/25/2011) and stated this policy is within the By-Laws. B. Cooper will advise the existing LLCs of the new voting policy and their one-year grace period.

(7) ACTION: A motion was made (Cooper), seconded (Bonney), and unanimously voted to adopt the BIVC Voting Policy as attached.

Navigational Markers – Harbormaster, R. Taisey stated that the buoys are out on Turtle Rock and Nubble ledge. He is presently looking into using the base of slalom sticks for the others.

NEW BUSINESS

Warrant Articles for the Annual Meeting – B. Cooper presented a draft for the following articles: Article AA Proposed Amendments to Sections 4.2.4 and 4.3.4 of the Zoning Ordinance to add Municipal Use Exemption; Article BB Authorization of a Municipal Use Exemption for Vehicle Storage on Lots E-7D and E-68; and Article CC Accept Portions of Public Ways in Section E by Metes and Bounds.

Chipping/Brush and Log Removal – A discussion ensued regarding the removal of wood debris and wood chips. When asked, R. Tozier stated the cost for two men using his chipper is presently \$110 per hour.

Truck Driver Job Description – F. Baker presented the Truck Driver Job Description and fee structure proposed on May 29, 2011. After some discussion, a vote was taken.

(8) ACTION: A motion was made (Baker), seconded (Bonney), with a vote of four in favor and one opposed, the Truck Driver Job Description and Fees for 2011 was accepted as proposed.

COMMITTEE REPORTS

Boat Committee – F. Kastenholz stated that measuring the stability of the Lilly B would be costly and could cause a change in ridership limit from 44 to 38 – 40. S. Bonney stated that Dave Stager is stepping down as Boat Keeper immediately but he told Scott that he follows the Caterpillar Manual to make oil changes, etc. based on the hours of use. The Captain and the Boat Manager could keep track of the time period. Brewers could take over the maintenance. At 10,000 hours the boat engine and transmission would need maintenance work. The boat is presently at about 5000 hours. A question on free ridership was posed. S. Spalding suggested keeping a log for free riders to sign in. F. Baker suggested a review of the boat policies. Please note above in Old Business the discussion of the Navigational equipment for the Lilly B.

Brewer Cottage – It was noted that nice “Forget Me Not” flowers were left on the table on the cottage. Thank you!

By-Laws Review Committee – No report.

Finance Committee – No report but there is a vacancy on the committee.

Harbormaster – See the report above under Old Business regarding the navigational markers.

Landscape Committee – No report.

Parking Advisory – No report.

Planning Board – No report.

Public Safety Committee – The First Aid Coordinators have purchased a new battery and filled the oxygen tank.

Water Commissioner – L. Vitali reports that all the BIVC wells tested satisfactorily.

Zoning Board of Appeals – No report.

PUBLIC COMMENT

None at this meeting.

ADJOURNMENT (2:33 PM) and FUTURE MEETING SCHEDULE

Saturday, June 25, 2011 – 10:00 AM at the Brewer Cottage on Bustins Island, ME

Sunday, July 10, 2011 – 9:00 AM at the Brewer Cottage on Bustins Island, ME

Sunday, July 17, 2011 – 9:00 AM if needed at the Brewer Cottage on Bustins Island, ME

Saturday, August 6, 2011 – 9:00 AM Annual BIVC Meeting at the Community House on Bustins Island, ME

Sunday, August 7, 2011 – 9:00 AM at the Brewer Cottage on Bustins Island, ME

Respectfully submitted,

Linda E. Sweatt
Board Secretary

FOLLOW UP SECTION

R. Boone will check on the exemption from sprinkler systems for historical buildings.

B. Cooper will check with the Planning Board regarding the present permit fees, etc.

