

BUSTINS ISLAND VILLAGE CORPORATION
Minutes of the Board of Overseers Meeting
August 7, 2011 – 9:00 AM
Approved September 4, 2011

The Board of Overseers met at 9:00 AM at the Brewer Cottage on Bustins Island, ME on Sunday, August 7, 2011. Those present were: Faith **Baker**, Robert **Boone**, Roger **Leland**, Pat **LaFleur**, Bill **Cooper**, Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; and Linda **Sweatt**. Also present for the meeting: Superintendent Crawford Taisey, Tanya Sweatt and Al Spalding.

The newly elected Board members, Faith Baker and Pat LaFleur were welcomed by all, as well as Tony DeBruyn as Treasurer and Sue Spalding as Clerk.

ELECTION of CHAIRMAN and VICE CHAIRMAN and APPOINTMENT of SECRETARY

- (1) **ACTION: A motion was made** (Cooper), seconded (Leland), and unanimously voted to elect Faith Baker as Chairman of the BIVC Board of Overseers for a one year term.
- (2) **ACTION: A motion was made** (Boone), seconded (Leland), and unanimously voted to elect Bill Cooper as Vice Chairman of the BIVC Board of Overseers for a one year term.
- (3) **ACTION: A motion was made** (Baker), seconded (Leland), and unanimously voted to appoint Linda Sweatt as Secretary of the BIVC Board of Overseers for a one year term.

MINUTES

- (4) **ACTION: A motion was made** (Baker), seconded (Leland), and unanimously voted to accept as amended the minutes of the meeting held July 17, 2011.

CORRESPONDENCE

7/19/11 Notification from S. Spalding regarding the Municipal Client Seminar on September 29, 2011 at the Wyndham Portland Hotel.

7/20/11 F. Baker had a conversation with Jay Leyden regarding a complaint which was unsubstantiated.

7/30/11 K. Adams emailed regarding the approval of Dan Adams Sr. as Assistant Truck Driver as of August 11, 2011.

8/01/11 F. Baker received a call from Assistant Administrator, Deborah Ingram, confirming the Recovery Directorate of FEMA questionnaire.

8/22/11 Clerk S. Spalding received from the Dept. of Labor notification that the unemployment payment for July was sent.

Email Correspondence Received – stored by F. Baker

CLERK’S REPORT – Sue Spalding

Sue reported that the new fireproof file cabinet is already full. She is working with the state to get a used one.

Sue received documentation from the Kirklands regarding the sliver of land transferred from Kitchen to Kirkland which may have a small gore but does not show up on the map.

Sue stated that action was to be taken to authorize access to the BIVC Safe Deposit Box at Key Bank in Yarmouth.

(5) ACTION: A motion was made (Leland), seconded (LaFleur), and unanimously passed that Faith Baker, 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 the Bustins Island Village Corporation, and the officer so executing such lease, and especially, in addition thereto, the Chair, Vice-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 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.

ADMINISTRATIVE ASSISTANT’S REPORT - Pat LaFleur

Pat noted the Treasurer’s authorization had been completed. She reformatted the Dog Policy for posting and posted the Board meeting dates. Pat stated that the Lilly B Captains were notified about the boat specials needed for the August 30th Freeport/ Bustins Dinner Meeting.

Pat will speak to the various Committee Chairs to submit names for membership. She will remind the Planning Board to take under consideration the changes in fees.

TREASURER’S REPORT – Tony DeBruyn

Tony distributed the Monthly Register Report for 7/17/2011 through 7/28/2011 and the Board had discussion. He reminded the Board that final actuals were in the August 6th Annual Meeting Report.

- (6) 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 Register Report dated 7/28/2011 for the period 7/17/2011 through 7/28/2011.

Tony reminded the Board that there is presently a checking account, a debit card account, CASCO Fund, and available funds CD. He will speak to a representative at TD Bank regarding interest for municipal investments.

Tony had authorization forms to be signed. He noted that John Garfield has been appointed the Deputy Treasurer. Tony read the Policy on Treasurer's Authority and Disbursements Practices.

- (7) ACTION: A motion was made** (Leland), seconded (LeFleur), and unanimously voted to authorize the Policy on Treasurer's Authority and Disbursements Practices.

SUPERINTENDENT'S REPORT – Crawford Taisey

Trash – Crawford will post the large trash pick-up with his phone number. L. Plante will transport the trash dumpster at a cost of \$250 for pick-up and \$250 when left off. Crawford will check with Freeport for other dumpster costs.

Roads – L. Plante submitted a cost of \$60 per cubic yard for a load of 36 cubic yards of processed base material for the roads for a total of \$2160 per load and a cost of \$10 per cubic yard for the 36 cubic yards for an additional \$360 per load.

- (8) ACTION: A motion was made** (Baker), seconded (Leland), and unanimously voted to approve an allotment not to exceed \$5200 in payment for two loads of 36 cubic yards each of processed base material.

Brewer Barn – Crawford has looked carefully at the building which needs some work. It must be cleaned out and have the building shored up. He will get estimates for the cost of bracing up the building.

Trucks – Crawford installed the switch in the Cliff Island truck and is working on the signal lights.

Fuel – Crawford has ordered fuel and it should arrive next week.

Lights for the Clerk's Office – R. Taisey is working on the solar lighting and 12 volt outlet for the Clerk's office.

Library – Crawford stated that the upstairs windows have arrived but have yet to be installed.

Public Ways for the Float – Crawford is still looking at this project and must speak to John Woods to get elevations at that area.

Pathways – Crawford said that there have been requests to clear pathways on BIVC property adjacent to individuals' cottages. T. DeBruyn stated the Landscape Committee should determine any cutting or clearing of the pathways on BIVC property.

CEO REPORT – Ron Tozier

Ron was not in attendance.

F. Baker did state some concerns regarding the Grece property: the farmhouse seems uninhabitable and abandoned, the dangers of vandalism and fire, and the worry for children venturing about the house. She suggested writing a letter to William and Phil Grece regarding the Board's concern regarding the status of the property with pictures. She would like to request they make the building safe.

OLD BUSINESS

Dogs Policy Update – B. Cooper presented the revised Dogs Policy.

(9) ACTION: A motion was made (Baker), seconded (LaFleur), and unanimously voted to accept the Dogs Policy #102 as revised.

Consider Request from the CABI for Outhouse Cleaning Funds – The Board did agree that the public outhouses are BIVC property and it should be responsible for the cleanings. R. Sweatt has been cleaning all the public outhouses for many years.

(10) ACTION: A motion was made (Leland), seconded (LaFleur), and unanimously voted to pay for the public outhouses' cleanings contracting Ron Sweatt at the agreed upon price of \$500 for the season.

The Board discussed its responsibilities verses the CABI responsibilities. B. Cooper discussed the maintenance of all public buildings and some contents. T. DeBruyn suggested an open discussion with the CABI, remembering the BIVC annual allocation of \$3000 to the CABI. P. LaFleur and F. Baker will outline ideas, needs and responsibilities for the BIVC and the CABI. The Board will request meeting with the CABI officers or representatives at the Board's September 4th meeting.

Anchorage – F. Baker felt Bustins should look into creating a special anchorage. T. DeBruyn stated that we have a general agreement with Freeport about managing our waterways. F. Baker suggested Andy Spalding look into special anchorage.

NEW BUSINESS

Determine Voter Eligibility for 2012 – As previously discussed, the Board agreed to drop the reference to LLCs in the Determination of Voter Eligibility Policy for 2012.

Discussion with Boat Advisory Committee Members – The Board thanked Tanya Sweatt as Chairman Pro-tem and Al Spalding as a returning member to the Boat Committee for attending the meeting to share ideas. Concerning the strange vibration and oil smell on the Lilly B, Tanya said she would speak to D. Stager and L. Berry, the Boat Manager for possible answers and a resolution. Tanya stated that she was in contact with Lesley Berry regarding a number of issues. She reported that our Captains; Lesley, Abe, as primary Captain, Kyle, and Rob will be notified of any changes and noted the deckhands were reporting their time. F. Baker requested the phone numbers of all the

Boat Captains. F. Baker questioned who should authorize the Brewer mechanic and the Board agreed that Tanya, Lesley and Crawford should be the contact people.

Al Spalding spoke about the notice from the Coast Guard regarding the changing of the passenger weight number which will be increased. Therefore the stability test might have to be retaken. Al volunteered to draft a letter to the Coast Guard to compare the stability of the Lilly B with a sister ship in Bass Harbor. This request for the Lilly B would allow for keeping the 44 passenger capacity if acceptable. The Board granted permission for Al to present the letter.

(11) ACTION: A motion was made (Leland), seconded (Baker), and unanimously voted to authorize Al Spalding to construct a letter to the Coast Guard regarding the comparison ship, which Al also designed, with the Lilly B to take care of its stability test.

The Board suggested the Boat Committee review and possibly revise the Boat Policies and update the job descriptions. Al stated that there was a handbook. Tanya suggested that the price sheet for freight and lumber be reviewed. F. Baker suggested reviewing salaries of the boat manager and captains. Tanya stated her concern about ridership accountability. T. DeBruyn reviewed the revenue numbers and spoke to Lesley about ridership statistics.

Lesley Berry has been researching GPS and radar systems for better prices.
The Boat Committee will review the Board recommendations.

Finance Committee Amendment – The Finance Committee submitted an amendment to revise its membership to include two alternate members along with the five regular members. The Board will expect to receive recommendations from the Finance Committee regarding appointments.

Rope Swing – After much discussion concerning the liability of the municipality regarding the much used rope swing, R. Boone requested the Board present this situation to Bill Dale.

CUP Hearing – The Board must complete a CUP for BIVC vehicles and equipment storage.

(12) ACTION: A motion was made (Baker), seconded (Leland), and unanimously voted to request Bill Cooper fill out the CUP for vehicle and equipment storage on the following lots: E – 7D, E – 7C, E – 68, E – 69, E – 142, and E – 68A.

COMMITTEE REPORTS

Boat Advisory Committee – See above under New Business.

Brewer Cottage – No report.

By-Laws Review Committee – No report.

Finance Committee – No report.

Harbormaster – No report.

Landscape Committee – No report.

Parking Advisory – No report.

Planning Board – No report.

Public Safety Committee – R. Boone discussed the need to repair the roof hailer on the Community House for approximately \$94 plus shipping. The committee had budgeted \$2000 to purchase a new hose trailer. However, after inspecting the unused shingle trailer, it was determined that it could be repaired and outfitted as a hose trailer. That is now in process and should cost less than \$1000.

Roads Committee – S. Spalding volunteered to trim along the road edges. She was given permission to use the Superintendent's truck.

Water Commissioner – No report.

Zoning Board of Appeals – No report.

PUBLIC COMMENT

None at this meeting.

ADJOURNMENT (12:49 PM) and FUTURE MEETING SCHEDULE

Tuesday, August 30, 2011 – 6:00 PM Freeport/Bustins Annual Dinner at the Community House on Bustins Island, ME

Sunday, September 4, 2011 – 9:00 AM at the Brewer Cottage on Bustins Island, ME

Respectfully submitted,

Linda E. Sweatt
Board Secretary