

**BUSTINS ISLAND VILLAGE CORPORATION**  
**Minutes of the Board of Overseers Meeting**  
**November 12, 2011 – 9:30 AM**  
**Approved December 10, 2011**

The Board of Overseers met at 9:35 AM at the Freeport Public Safety Building in Freeport, ME on Saturday, November 12, 2011. Those present were: Faith **Baker**, Chairman; Bill **Cooper**, Vice Chairman; Robert **Boone**; Roger **Leland**; Pat **LaFleur**, Administrative Assistant (via Skype); Tony **DeBruyn**, Treasurer; Sue **Spalding**, Clerk; and Linda **Sweatt**, Secretary.

**MINUTES**

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

**PUBLIC COMMENTS**

F. Baker invited any comments from the public on issues not on the agenda. There were no comments.

**CORRESPONDENCE**

10/05 & 06/11 between F. Baker & W. Butler re: Certificate of Licensing for removal of waste and transport of nonhazardous waste

10/12/11 F. Baker to Dan Adams III re: Truck Driver Position

10/12 & 25/11 from Lesley Taisey re: Renewal of Vehicle & Large Equipment Request Form for Stump & Grind Vehicles

10/12/11 F. Baker to Pat Reardon re: Temporary Permission for Vehicle Request

10/12/11 from Ron Tozier re: Renewal of Vehicle & Large Equipment Request

10/12/11 from F. Baker to Sue Spalding re: Thank You for years of service and granting of Lifetime Ridership on the Lilly B

10/12/11 from Lesley Berry re: Lilly B Stability Test

10/21/11 from R. Leland to L. Berry: Letter regarding her contract

10/24/11 F. Baker returned the completed FEMA Assistance Survey

10/27/11 F. Baker sent a note to the Freeport Economic Development Corp. re: Vision 2025 to consider the impact of their plans for parking and traffic in South Freeport

11/01/11 from F. Baker to the Store Porch re: Board of Overseers Report

Email Correspondence Received – stored by F. Baker

**ADMINISTRATIVE ASSISTANT’S REPORT - Pat LaFleur**

F. Baker commended Pat for all the work reviewing and updating policies, procedures and job descriptions. Pat set up a binder with these policies, procedures and job descriptions. She would like to complete the binder but there are still missing some committee charters. She also informed the Board that she found a number of outdated and never approved job descriptions. R. Leland recommended handling two to three proposals for job descriptions at a time, starting with the Administrative Assistant and Secretary and the Charter for the Road Committee.

Pat requested from B. Cooper and S. Spalding a list of all BIVC owned land to be compiled and updated.

**CLERK’S REPORT – Sue Spalding**

Sue recommended that the Board send a directive regarding the Right to Know Training. The Clerk will contact the Chairman of the Boards and Finance Committee should be spoken to regarding this with instructions of what is to be done and the necessary signed paper work to be handed to the Clerk.

Sue informed the Board that the Store Porch production will officially end after May 2012. Betty Kirkland will keep the directory updated. F. Baker commended Sue for maintaining the lines of communication through the Store Porch for 23 years.

**TREASURER’S REPORT – Tony DeBruyn**

Tony distributed the Register Report for 10/8/2011 through 11/10/2011. He noted that all the vehicle insurances were paid in full (\$4270) to Hanover Insurance. A discussion ensued regarding liability insurance for the island’s vehicles and buildings. Tony also mentioned the payment (\$827.63) for the completion of the library wall work and the cost of the large trash disposal. Crawford Taisey explained that the trash disposal cost of \$626.56 was for a full dumpster and 25 – 30 gallons of old paint from the Brewer barn and old gas from the fire barn – all through the Town of Freeport.

Tony noted that Kathy Stager coordinates and pays for the drug testing for the boat employees. He will request this billing be sent directly to him.

**(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 Register Report dated 11/9/2011 for the period 10/8/2011 through 11/10/2011.

Tony also distributed the BIVC Fiscal Year 2011-2012 through November 10, 2011 Balance Sheet, Funds Activity, and the Statement of Revenues, Expenditures and Transfers. Tony pointed out in the 2011 – 2012 Funds Activity report that \$1500 was transferred in payment for the Lilly B electronics cost, which had been previously approved.

**(3) ACTION: A motion was made** (Baker), seconded (Leland), and unanimously voted to accept the Treasurer's report dated November 10, 2011.

**CEO REPORT – Ron Tozier**

Ron Tozier was not in attendance.

**SUPERINTENDENT'S REPORT – Crawford Taisey**

Vehicles – Crawford stated the Colorado truck has been returned to the island after the completion of the maintenance work. The left front wheel of the tractor has a leaky wheel cylinder. He will take off the hub to be repaired. Crawford stated that Ben MacDonald and Rob Taisey are still using the trucks and tractor. When they have finished, Crawford will winterize these vehicles. The fire trucks have been drained and put away.

Generator & Fire Pumps – Crawford has placed the new generator and the fire pumps in the Community House out of the dampness.

Schoolhouse – Crawford put a temporary patch on the back wall hole.

Lilly B – Crawford informed the Board that the coolant reservoir tank is out because it is leaking antifreeze. The Board requested that Crawford get a written estimate for a replacement. Tony stated that there are new procedures for boat expenses. Crawford suggested Brewers South Freeport Marine take care of some of the maintenance responsibilities previously done by the boat keeper. Tony stated that was T. Sweatt's recommendation as well and he will speak to her.

The Board appreciated Crawford's offer to take the drug test to be available as crew on the Lilly B.

Roads – Crawford received a call from C. Martens expressing concern about the gravel on the roads as a little rocky. Crawford called to check on this and was told Pike Industries had changed the screen size on the crusher.

Crawford reported that all the process base material has been placed on the roads, especially the road by the second green on the golf course. F. Baker asked about the performance of the Harley power rake. Crawford stated that the rake was certainly doing the job. He also informed the Board that of the appropriated \$10,000 for roads and drainage, it has been spent for four loads and two trips.

Equipment – Crawford repaired the chainsaw. The pump on the power washer is not working and he found a place on line to purchase pumps. F. Baker inquired about the purchase price of a power washer and requested a recommendation from Crawford.

Brewer Barn – Crawford stated the cost of materials to redo the floor and addition for half of the roof on the Brewer barn would be \$2000. Tony requested an estimate for the labor costs.

Library – F. Baker brought up the cost for painting the library front wall. She is hoping that volunteers will paint it in the spring.

Public Float Pier – Crawford submitted an estimate of \$1750 from Cumberland Iron Works for 16 foot stainless steel ladder for the hammerhead of the public dock for use off season and for emergencies. Discussion ensued concerning costs for using other material and permanence. Tony suggested looking into another possible design and estimate.

Tony requested Crawford give an estimate for building a pressure treated wood ladder after discussion with R. Tozier regarding specifications.

Public Ways – Crawford handed in the design work for the public ways containing extension rails for tidal construction drawings and all state and local permitting. The Board discussed the cost of the project, use of money from the capital budget, looking into repair work, and the need for competent engineering design. R. Boone suggested speaking to Barney Baker about a repair design and requesting separate estimates for design work and permitting.

## **OLD BUSINESS**

Grece Cottage – F. Baker must speak to R. Tozier to find out what would have to be done to the Grece cottage to keep from condemning the cottage. S. Spalding has photographs of the cottage.

License Renewals – F. Baker reminded the Board that a copy of the license for the transport of nonhazardous waste from the DEP was required, as well as a quarterly manifest. In the spring the Transfer Station License will be renewed.

## **NEW BUSINESS**

Landscape Committee – T. DeBruyn requested a By-Law change to remove the Landscape Committee and make it advisory. This change would have to be put on the Annual Meeting Warrant for consideration.

BIVC Email Addresses – The Board discussed the need for one email account for sending and receiving email and for sharing documents. T. DeBruyn will set them all up and send out a Broadcast email.

Fireworks Policy – Freeport has taken no action yet on its Fireworks Policy. The Board is very concerned about the huge fire risk. The Board is considering putting this in the hands of the Public Safety Committee. F. Baker wants to see what Freeport does and then the Board will revisit this issue in the spring.

Freeport Town Counselors – F. Baker informed the Board that Kate Arno and Khristina Egan were elected to the Freeport Town Council. T. DeBruyn recommended gifting the Island books to them.

Vehicle Request – P. Reardon submitted his Vehicle and Large Equipment Request form.

**(4) ACTION: A motion was made** (Leland), seconded (Baker), and unanimously voted approval of the Vehicle and Large Equipment request from Pat Reardon from November 1, 2011 through October 31, 2012.

Rob Taisey submitted his Vehicle and Large Equipment Form for his John Deere tractor, stump grinder and wood chipper.

**(5)ACTION: A motion was made** (Baker), seconded (Leland), and unanimously voted approval of the Vehicle and Large Equipment request from Rob Taisey to use his John Deere tractor, stump grinder and wood chipper under the same conditions proposed last year from November 1, 2011 through October 31, 2012.

Crawford Taisey recommended and the Board agreed that from March 1<sup>st</sup> through April 15<sup>th</sup> (mud time) the roads should not be used without permission of the Superintendent.

## **COMMITTEE REPORTS**

**Boat Advisory Committee** – Chairman Tanya Sweatt reported that the Lilly B passed the Stability Test on October 14th for 49 people and 725 pounds on the roof.

**Brewer Cottage** – No report.

**Finance Committee** – No report.

**Harbormaster** – No report.

**Landscape Committee** – No report.

**Planning Board** – No report.

**Public Safety Committee** – No report.

**Roads Committee** – No report.

**Water Commissioner** – No report.

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

## **EXECUTIVE SESSION (12:51 PM)**

**(6) ACTION: A motion was made** (Baker), seconded (Cooper), and unanimously voted to enter into executive session 1 M.R.S.A. Section 405(6)(D) to discuss the labor negotiations with contracted Superintendent Straight Edge Construction: Crawford and Candy Taisey have been invited to participate.

The Board left Executive Session at 1:50 PM to return to the public meeting. There was no further business.

**ADJOURNMENT (1:50 PM) and FUTURE MEETING SCHEDULE**

Saturday, December 10, 2011 – 9:30 AM at the Freeport Public Safety Building in Freeport, ME

Saturday, January 14, 2012 – 9:30 AM at the Freeport Public Safety Building in Freeport, ME

Respectfully submitted,

Linda E. Sweatt  
Board Secretary