

BUSTINS ISLAND VILLAGE CORPORATION
Minutes of the Board of Overseers Meeting
December 10, 2011 – 9:30 AM
Approved January 14, 2012

The Board of Overseers met at 9:36 AM at the Freeport Public Safety Building in Freeport, ME on Saturday, December 10, 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 November 12, 2011.

PUBLIC COMMENTS

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

CORRESPONDENCE

11/23/11 from R. Leland re: Return of Lesley Berry's signed acknowledgement of receipt of notice of termination of her contract under the Evergreen Clause

12/06/11 from L. Sweatt re: USPS Contract

Email Correspondence Received – stored by F. Baker

ADMINISTRATIVE ASSISTANT'S REPORT - Pat LaFleur

Pat reminded the Board about finalizing any evergreen contracts by January 1st and requested copies of the employment agreements. She reminded the Board that the Motor Vehicle and Large Equipment Permission Forms from R. Tozier, P. Reardon and R. Taisey grant permission for use until October 31, 2012. She reminded T. DeBruyn to post the final minutes for the previous meeting on the web site. Pat will send the Board the Duties of the Administrative Assistant and the documentation of the history of the Landscape Committee.

CLERK'S REPORT – Sue Spalding

Sue had nothing to report for this meeting.

TREASURER'S REPORT – Tony DeBruyn

Tony distributed the Register Report for 11/11/2011 through 12/08/2011. He noted the refund from the Workers Comp Insurance.

(2) ACTION: A motion was made (Cooper), seconded (Leland), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 12/08/2011 for the period 11/11/2011 through 12/08/2011.

Tony also distributed the BIVC Fiscal Year 2011-2012 through December 8, 2011 Balance Sheet, Funds Activity, and the Statement of Revenues, Expenditures and Transfers. Tony pointed out that the Register Report figures are posted to the actuals for the Statement of Revenues, Expenditures and Transfers.

(3) ACTION: A motion was made (Baker), seconded (Leland), and unanimously voted to accept the Treasurer's report dated December 8, 2011.

CEO REPORT – Ron Tozier (verbal through Chair)

A report from Ron Tozier stated the potential hazards of the Grece property. The biggest problem is the cottage is open and the structure does not appear safe. He said that the building should be boarded up and barriers be put up around the cottage. He suggested a letter to Bill and Phil Grece stating the Board's concern given the condition of the cottage as a safety issue and the Board could offer to rope off the property with a "Private Property -- Keep Out" sign. R. Boone stated the Board should send them a certified letter stating the Board's concerns about the conditions of the property and possibly offer to board up the doors and rope off the property. F. Baker requested R. Boone draft the letter.

SUPERINTENDENT'S REPORT – Crawford Taisey

Public Float Pier Ladder – Crawford had 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. The Board had requested Crawford give an estimate for building a pressure treated wood ladder after speaking with R. Tozier regarding specifications. Crawford reported after his discussion with R. Tozier about building the pressure treated wood ladder, that his verbal estimate would be between \$500 and \$1000. The Board requested Crawford wait until the spring to determine where and how to secure the ladder.

Public Ways – Crawford handed in the estimate from Barney Baker for just the design work for the public ways for \$1155. The Board discussed the cost of the project and use of money from the capital budget. R. Leland stated the importance of having a proper plan first and felt the Board could not delay having the design work completed. T. DeBruyn suggested paying the cost for the design work now and then pay for the actual work from next year's budget.

(4) ACTION: A motion was made (Cooper), seconded (Leland), and unanimously voted to proceed with the design work from Barney Baker.

Crawford stated that everything on the island is put away for the winter.

OLD BUSINESS

Fireworks Policy – F. Baker stated that Freeport will not allow the unlicensed sale use of fireworks. It is the right of the municipalities to deal with fireworks. A discussion ensued regarding fireworks and open fire pits on Bustins because of the concern for burning and the safety of the entire island.

BIVC Email Addresses – T. DeBruyn has yet to work on this through gmail.

Finance Committee Charter – T. DeBruyn distributed copies of the updated Finance Committee Charter. The Board reviewed the charter and made only two slight revisions.

(5) ACTION: A motion was made (Leland), seconded (Baker), and unanimously voted to accept as amended the Finance Committee Charter.

NEW BUSINESS

Road Surveys – R. Leland recognized all the surveying work on the island roads. Presently work is being done on Island Avenue Section Two, the roadway from the center to the West Shore Road.

COMMITTEE REPORTS

Boat Advisory Committee – No report.

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 (12:06 PM)

(6) ACTION: A motion was made (Baker), seconded (Leland), 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 this Executive Session at 12:56 PM to return to the public meeting. At 12:57 PM the Board entered into the following Executive Session:

(7) ACTION: A motion was made (Baker), seconded (Leland), and unanimously voted to enter into executive session 1 M.R.S.A. Section 405(6)(A) to discuss employment appointment, duties and compensation of Lilly B Boat Captain/Manager.

The Board left this Executive Session at 1:26 PM to return to the public meeting. There was no further business.

ADJOURNMENT (1:26 PM) and FUTURE MEETING SCHEDULE

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

Respectfully submitted,

Linda E. Sweatt
Board Secretary