

BUSTINS ISLAND VILLAGE CORPORATION
Minutes of the Board of Overseers Meeting
January 14, 2012 – 9:30 AM
Approved 02/04/2012

The Chair called to order the meeting of the Board of Overseers at 9:36 AM at the Freeport Public Safety Building in Freeport, ME on Saturday, January 14, 2012. Those present were: Faith **Baker**, Chairman; Bill **Cooper**, Vice Chairman; Robert **Boone**; Roger **Leland**; Pat **LaFleur**, Administrative Assistant (via Skype); Tony **DeBruyn**, Treasurer; and Sue **Spalding**, Clerk.

MINUTES

- (1) **ACTION: A motion was made** (Cooper), seconded (Baker), and voted 4-0 plus 1 vote via Skype to accept as amended the minutes of the meeting held December 10, 2011.

BOAT ADVISORY COMMITTEE

Tanya Sweatt, Chair of the BAC, reported on the work of her committee regarding employment on the Lilly B. She presented “BAC 202 Employment Recommendations”. Discussion followed. It was determined that

- We need much more information about actual jobs performed by the boat manager. The manager must log hours and tasks in the future.
- The boat manager will be accountable to the Chair of the BAC on a regular basis.
- A time line must be created as to what is done, when, and by whom.
- The Board of Overseers needs to know and approve individual salaries of boat employees.

- (2) **ACTION: A motion was made** (Baker), seconded (Leland), and voted 4-0 plus 1 vote via Skype, to accept the recommendations of the BAC as presented to the Board on 1/14/12, and to give them the authority and flexibility to adjust pay rates while keeping within the boat labor 2011-2012 budget.

Tanya was commended for her work. Tanya will work with Sue on the mail contract.

PUBLIC COMMENTS

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

CORRESPONDENCE

01/9/12 F. Baker consulted with Bill Dale via phone:

- Voting via Skype has not yet been addressed by the Maine legislature, so Skype votes are not legal at this time. Skype votes should be recorded, however, and noted as such.

- Any restrictions as to the use and sale of fireworks on Bustins must be done as a change to the By-Laws.

01/13/21 F. Baker via email from Jim Cassida, Freeport Town Council Chair, re their fireworks ordinance.

01/13/12 F. Baker via phone to Barney Baker confirming that he received the agreement for design of the ways.

12/9/11 S. Spalding from State of Maine re changes in registration requirements of family burying grounds.

12/30/11 – S. Spalding from the Depart of Labor: “Unemployment Contribution Rate Update” and “Notice of Contribution Rate 2012”.

Email Correspondence Received – stored by F. Baker

ADMINISTRATIVE ASSISTANT’S REPORT - Pat LaFleur

1. It is time to ask committee chairs for their budget needs for July
2. When BAC makes up schedule make sure start-up is noted as dependent on the launching of the float on Bustins.
3. Question of progress re installation of hot water heater in the Community House. Crawford responded that he and R. Sweatt are working together on this.
4. Reminder re looking into LD 262 to possibly recoup some funds for installation of the transfer station – F. Baker will follow-up
5. Reminder that it is time to submit manifests for transfer station. Crawford will send a zero activity manifest.
6. Pat will send Landscape Committee information to Board to draft Annual Meeting warrant article proposing removal of the Landscape Committee from the By-Laws.

CLERK’S REPORT – Sue Spalding

Sue reported that most of the committee members who were requested to complete the Right-to-Know training have not yet done so. She was asked to send a list of those names to the Board.

TREASURER’S REPORT – Tony DeBruyn

Tony reported that there was little action this month.

- (3) ACTION: A motion was made** (Baker), seconded (Cooper), and voted 4-0 plus 1 vote via Skype to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 1/3/2012 for action 12/9/11 through 1/13/12.

(4) ACTION: A motion was made (Baker), seconded (Leland), and voted 4-0 plus 1 vote via Skype to accept the report of the Treasurer.

CEO REPORT – No report at this time.

SUPERINTENDENT’S REPORT – Crawford Taisey

Crawford reported that the Lilly B. radiator reservoir has been repaired, and that water pump needs repair. He recommends that any Lilly B. mechanical maintenance, including routine oil changes, be done by Brewer’s Marine. The Board will direct the BAC to implement this recommendation.

OLD BUSINESS

- a. Superintendent’s Contract** - Crawford and the Board signed the superintendent contract for Straight Edge Construction, dated 1/14/2012.
- b. Grece Cottage Letter** - Faith read a draft letter of concern to the Greces about the unsafe condition of their cottage, requesting them to secure it, and with a reply date of April 1. It was amended and will be sent via certified mail.
- c. Finance Committee Charter** - The Finance Committee charter, version 1.2, was approved as amended

(5) ACTION: A motion was made (Baker), seconded (Leland), and voted 4-0 plus 1 vote via Skype to approve the Finance Committee Charter as amended.

- d. BIVC email addresses** – T. DeBruyn reported that he has created five overseers addresses for use in conducting BIVC business in the form of bivc.overseer1@gmail.com. He has also created bivc.overseers@gmail.com, which will be forwarded to all overseers. Additional addresses are for the Chair, Clerk, Treasurer, and Secretary. We will continue to work on implementing this.
- e. Fireworks** – Will be addressed at the next meeting. F. Baker will review ordinances of other towns and islands.

f. Other Old Business

Crawford is checking state regulations concerning the possibility of our burning brush again.
Bill Cooper is working with John Wood on lots definitions, missing lot numbers, etc. He presented “Lots & Voting” dated 1/13/2012, which outlines some guidelines and suggestions on lot numbering and voting.

NEW BUSINESS

- a. Roads Committee Charter** – Rob Boone presented a draft Roads Committee charter.

(6) ACTION: A motion was made (Baker), seconded (Leland), and voted 4-0 plus 1 vote via Skype to accept the Roads Committee charter as presented and amended.

b. Administrative Assistant Job Description – Pat reviewed with the Board the division of labor between the Clerk, the Secretary, and the Admin. Ass't. The list was updated, and Pat will prepare a draft AA job description.

OTHER COMMITTEE & APPOINTED OFFICIAL'S REPORTS – None at this time.

FUTURE MEETINGS

Saturday, Feb. 4 - 9:30AM at the Freeport Public Safety Building

Saturday, March 3 - 9:30AM at the Freeport Public Safety Building

Saturday, April 21 - 9:30AM at the Freeport Public Safety Building

Sunday, May 27 - 9:00 AM at the Brewer Cottage

ADJOURN – the meeting adjourned at 12:57 PM.

Respectfully submitted,

M. Susan Spalding
Acting Secretary