

**BUSTINS ISLAND VILLAGE CORPORATION**

**Minutes of the Board of Overseers Meeting**

**May 27, 2012 – 9:00 AM**

**Approved June 24, 2012**

The Board of Overseers met at 9:01 AM at the Brewer Cottage on Bustins Island, ME on Sunday, May 27, 2012. Those present were: Faith **Baker**, Chairman; Bill **Cooper**, Vice Chairman; Robert **Boone**; Roger **Leland**; and Pat **LaFleur**. Other officers/appointees present were Tony **DeBruyn**, Treasurer; Sue **Spalding**, Clerk; Linda **Sweatt**, Secretary; Crawford **Taisey**, Superintendent; Ron **Tozier**, CEO; Tanya **Sweatt**, BAC Chairman; and Jason **Sweatt**, Finance Committee.

**MINUTES**

(1) **ACTION: A motion was made** (Baker), seconded (Leland), and unanimously voted to accept as amended the minutes of the meeting held April 21, 2012.

**PUBLIC COMMENTS**

F. Baker invited any comments from the public on issues not on the agenda.

J. Sweatt inquired about the meetings and information from the Finance Committee because as a new member he had not been contacted. R. Leland will remind the Finance Committee that Jason should be contacted.

S. Spalding stated she would look into the cost of having insurance through the Maine State Risk Management.

B. Cooper noted that a lobster pot had been placed where the Lilly B. docks at the public float. R. Tozier recommended that Harbormaster, Rob Taisey, call Chris of the Harbor Patrol.

**CORRESPONDENCE**

4/021/12 – 5/26/12 ongoing communication among Tanya, Lesley, Tony, and the Board regarding payroll issues

4/28/12 from S. Spalding re new certificate from the Maine Rural Water Association

4/30/12 F. Baker had a one hour phone call with Eric Hamlin and Susan Alderson, both from the DEP, discussing transporter license at the transfer station. Filing of the transfer station form is due in October.

5/01/12 F. Baker attended the Freeport Town Council Workshop with the Coastal Waters Commission regarding discussion of mooring fees outside the harbor. No action was taken on this issue.

5/05/12 Correspondence from Barney Baker re Ways maps

5/09/12 from Phil Grece informing the Board of the intent to sell the Grece cottage

5/13/12 S. Spalding re Postal Service Renewal Packet

5/21/12 F. Baker returned the USPS Inquiry Concerning the Renewal of the Transportation Service Contract

5/23/12 from L. Vitali re all public wells tested satisfactorily

5/25/12 F. Baker called Kim Anania from KMA to request her volunteer services as a consultant to review employment contracts and job descriptions for the Board employees

5/28/12 call from Joan Hunziker requesting use of the Ewing scooter

**(2) ACTION: A motion was made** (Baker), seconded (Cooper), and unanimously voted to approve the use of the Ewing scooter by J. Hunziker with the possibility of sharing said scooter.

Email Correspondence Received – stored by the Board Chairman

#### **ADMINISTRATIVE ASSISTANT'S REPORT - Pat LaFleur**

Pat informed the Board that

- (1) all requested information was posted on the store porch, Brewer cottage, and the Community House
- (2) information was requested from all committees regarding budget concerns
- (3) Committee Chairs received a written reminder regarding the Right to Know training
- (4) the Library Committee was requested to have a “volunteer paint day” to paint the new boards on the front of the library building
- (5) a list of rules for the personal use of the Community House has been approved for posting
- (6) three Draft Articles for the Annual Meeting have been received from the Planning Board regarding roads and tenting
- (7) a By-Law change must be done regarding the Landscape Committee
- (8) the fireworks wording information will be provided by S. Spalding
- (9) regarding LD 262, the cost sharing for the past clean up of the dump and the transfer station, B.I. is not eligible
- (10) CEO/LPI and alternate must be appointed
- (11) a date for the Freeport Dinner should be set at the June meeting

Pat mentioned the “stump dump” and the fact that the DEP recommends looking into options other than burning any wood debris at the transfer station on Bustins. A discussion ensued regarding obtaining information for cleaning up this dump using

whatever process. R. Leland volunteered to work on this through the Finance Committee.

**CLERK'S REPORT** – Sue Spalding

Sue had nothing to report at this time but she did mention that she appreciates the lights in the Clerk's office.

**TREASURER'S REPORT** – Tony DeBruyn

Tony distributed the Register Report for 4/21/2012 through 5/24/2012. He noted the expenses which had been paid specifically the Coast Guard inspection fee, drug testing arranged by Kathy Stager, Workers Comp. Insurance for truck driver and trash collector, and Air & Water Quality for the 2012 season, which includes 12 test kits and the water testing fees.

- (3) ACTION: A motion was made** (Leland), seconded (Cooper), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 5/24/2012 for the period 4/21/2012 through 5/24/2012.

Tony also distributed the BIVC Fiscal Year 2011-2012 through May 24, 2012 Balance Sheet, Funds Activity, and the Statement of Revenues, Expenditures and Transfers. He discussed the forecasted expenses in the Statement of Revenues, Expenditures and Transfers. He stated he had requested daily emails for boat deposits with total breakdowns.

- (4) ACTION: A motion was made** (LaFleur), seconded (Leland), and unanimously voted to accept the Treasurer's report dated May 24, 2012.

**CEO REPORT** – Ron Tozier

The Board took action upon the recommendations of the Planning Board to appoint Ron Tozier as CEO/LPI and Barbara Skelton as alternate.

- (5) ACTION: A motion was made** (LaFleur), seconded (Leland), and unanimously vote to appoint Ron Tozier as CEO/LPI from July 1, 2012 through June 30, 2013 for a \$4000 stipend plus a \$600 educational reimbursement.
- (6) ACTION: A motion was made** (LaFleur), seconded (Baker), and unanimously voted to appoint Barbara Skelton as Alternate CEO/LPI from July 1, 2012 through June 30, 2013.

Ron Tozier was duly sworn in as CEO/LPI for the term ending June 30, 2013.

Ron received a letter from Albert Frick regarding alternatives for a handicapped accessible toilet at the Community House. Ron and C. Taisey have been given the two alternatives, pit privy or composting toilet. Ron suggested the building size of 7'2" by 9'

and the Board needs to do a site visit to determine the position of the building. The Board requested that Crawford look at the cost of a composting toilet and the vault privy to be built off the porch on the south-west side of the Community House. Crawford suggested a hot water system for a small sink in the toilet room.

Ron informed the Board of the July 1<sup>st</sup> CUP hearings: Dickison for a black water system, Sweatt for a grey water system, Reardon requesting a commercial license, and BIVC request for the equipment and vehicle storage.

Ron reported that shellfish warnings are posted on the store porch.

## **NEW BUSINESS**

F. Baker recommended moving to new business to meet with Kim Anania, President of KMA, a human resources consulting business. Kim presented a Human Resources Audit Preparation sheet requesting available information, any forms and documentation relating to the following topics: general compliance, recruiting and selection, new hires, compensation, changes in employment status, performance management, training and safety, and termination. She has volunteered to perform the initial audit pro bono. She will return to the Board with recommendations after reviewing all documentation requested.

## **SUPERINTENDENT'S REPORT – Crawford Taisey**

Steamer Dock Pilings – Crawford looked into buying the 4 needed pylons and decided to use four straight oak trees donated by property owners, Drew, Leland, and A. Pease. He thanked S. Spalding for researching these property owners, who had the straightest oak trees. A. Pease requested an oak tree for future firewood for the two oak trees taken from the Pease property. Red Fish Construction gave Crawford an estimate of approximately \$1800 for the barge and two men to work for a day to put in the pylons.

**(7) ACTION: A motion was made** (Leland), seconded (Baker), and unanimously voted to appropriate up to \$1800 for the Steamer Dock pylon repairs.

Fire Equipment – The water pump at Leland dock was taken off the island for needed repairs. The Ewing Pond pump is mobile if needed. The hose trailer needed 3 new tires.

Rope Swing Signs – Crawford has put up the two rope swing warning signs “to use at own risk only at high tide”.

Wells – All public wells have been checked and have tested satisfactory. A new pitcher pump was purchased, installed at the Ewing ice pond pump, and everything tested fine. Crawford will check the foot valve in the well so the pump will hold the prime.

## **OLD BUSINESS**

Mail Renewal Contract – P. LaFleur, S. Spalding and T. Sweatt will work on the contract for the June meeting.

Community House Outhouse – See above CEO report.

Ways Project Update – Board awaits estimates.

## COMMITTEE REPORTS

**Boat Advisory Committee** – T. Sweatt reported that BAC met briefly Saturday to discuss budget and excursions. B. Dugan will chart costs for fuel and boat wear and tear. The committee would like to encourage using the boat for the CABI or Boat Manager trips. A chart will be made to figure out the overall cost for any trip by figuring out the mileage for fuel cost, crew members' fees, etc. The committee would like the Boat Manager to handle all trips due to her knowledge of the waters and areas. F. Baker and B. Cooper reviewed the revisions previously made to the ferry policies.

**(8) ACTION: A motion was made** (Leland), seconded (Baker), and unanimously voted to accept the ferry boat policies as amended on May 27, 2012.

A discussion ensued regarding alcohol on the ferry excursions. T. DeBruyn will check with insurance and Lesley will check with the Coast Guard.

Tanya wants the Board to consider upgrading the cell phones, especially for the boat phone. A smart phone with the appropriate plan would allow for not just email and pictures but may take credit cards and make reporting easy. Tony could log in any time to view activity.

There were two boat employees who had their hourly rates reported incorrectly so their rates had to be changed.

**(9) ACTION: A motion was made** (Leland), seconded (Cooper), and unanimously voted to change Kyle Warren's rate and Alex Sturtevant's rate.

**Brewer Cottage Advisor** – No report.

**Finance Committee** – R. Leland reported that the committee was working on a list of items.

**Harbormaster** – Rob Taisey has put in the ledge markers. He spoke to R. Tozier about the lobster pot in the public dock area.

**Landscape Committee** – The members are working on planting vegetation.

**Planning Board** – The members are working on the Warrant Articles for the Annual Meeting.

**Public Safety Committee** – The AED is in place. D. Dickison will check everything out in the emergency room. Safety maps are on board the Lilly B. for the captains.

**Roads Committee** – R. Leland will check to get all land gifts signed.

**Water Commissioner** – L. Vitali reported that all public wells tested satisfactory.

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

**EXECUTIVE SESSION (12:27 PM)**

**(10)ACTION: A motion was made** (LaFleur), seconded (Cooper), and unanimously voted to enter into executive session Maine Revised Statutes Title 1, Chapter 13, Subchapter 1#6, A to discuss employee compensation.

Tanya Sweatt and Lesley Berry have been invited to participate.

The Board left Executive Session at 1:15 PM to return to the public meeting. There was no further business.

**ADJOURNMENT (1:15 PM)**

**FUTURE MEETING SCHEDULE**

Sunday, June 24, 2012 – 9:00 AM at the Brewer Cottage on Bustins Island, ME

Sunday, July 8, 2012 – 9:00 AM at the Brewer Cottage on Bustins Island, ME

Sunday, July 22, 2012 – 9:00 AM at the Brewer Cottage on Bustins Island, ME (if a meeting is necessary)

Saturday, August 4, 2012 – 9:00 AM Annual Meeting at the Community House on Bustins Island, ME (Note this is the same day as the MS Walk in South Freeport, so there may be delays.)

Sunday, August 5, 2012 – 9:00 AM at the Brewer Cottage on Bustins Island, ME

Sunday, September 2, 2012 – 9:00 AM at the Brewer Cottage on Bustins Island, ME

Sunday, October 7, 2012 – 9:00 AM at the Brewer Cottage on Bustins Island, ME

Respectfully submitted,

Linda E. Sweatt  
Board Secretary