

BUSTINS ISLAND VILLAGE CORPORATION

Minutes of the Board of Overseers Meeting

September 2, 2012 – 9:00 AM

Approved November 10, 2012

The Board of Overseers met at 9:00 AM at the Brewer Cottage on Bustins Island, ME on Sunday, September 2, 2012. Those present were: Robert **Boone**, Chairman; Bill **Cooper**, Vice Chairman; Faith **Baker**, Pat **LaFleur**, and Ken **Barrows**. Other officers/appointees present were Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; Crawford **Taisey**, Superintendent; Ron **Tozier**, CEO; Tanya **Sweatt**, BAC Chairman; Ellen **Donovan**, Landscape Committee Chairman; and Janice **Boyko** representing the Historical Society.

MINUTES

- (1) **ACTION: A motion was made** (Baker), seconded (LaFleur), and unanimously voted to accept as amended the minutes of the meeting held August 4, 2012.

SCHEDULED GUESTS

Landscape Committee – Chairman Ellen Donovan distributed information on the Landscape Committee functions from 1999 – 2012. She requested the Board discuss a By-Law change for the committee because members feel it is no longer appropriate. Ellen stated that the committee has become an educational resource informing islanders about regulations, which are written in a three-page packet kept in the foyer of the Municipal Building. Ellen sees the committee as more advisory, recommending information and helping to complete any request form, as well as maintaining areas for aesthetics. The Board recommended the committee members draft a suggested charter and it to the Board for consideration.

Historical Society – Janice Boyko, representing the Historical Society, referred to the letter from Jenny Silberman regarding needed repairs for the Historical Society building. First, she thanked C. Taisey for power-washing the entrance ramp. Second, she requested permission to get quotes to start replacing the windows. The Historical Society would like to partner with the Board and offered to pay for the window replacements. Because the building is a BIVC public building, the project must be approved by the Board. The Board requested the Historical Society get written quotes from all four island contractors using the specifications from C. Taisey. Third, Janice mentioned the hold on the interior painting of the hutch until the leak around the vent area is repaired. Estimates for this work are to be sent to C. Taisey, who will present them to the Board.

PUBLIC COMMENTS

Nancy Adams announced she would be producing an independent, semi-annual newsletter called the “Bustins Buzz”. In the past, the Board Chair has written a report for each issue of the newsletter. Nancy would like this to continue. She would like the

report by the first of October. The first issue will be published on paper but she will find out about electronic availability.

ADMINISTRATIVE ASSISTANT'S REPORT - Pat LaFleur

Pat informed the Board of the following:

- (1) T. Sweatt with the BAC is working on the Job Description for the Deckhands.
- (2) Post Office has been notified of Rob Boone's address.
- (3) All Board Chairs have been notified regarding appointments/reappointments by Oct. 1st.
- (4) Requesting Certificate of Insurance from contractors. Pat will call MMA regarding this issue.

CLERK'S REPORT – Sue Spalding

Sue Spalding was not in attendance.

TREASURER'S REPORT – Tony DeBruyn

Tony distributed the Register Report for 7/26/2012 through 8/31/2012. He noted expenses for legal review of the Warrant and other issues for \$750, annual payment to Wentworth Rubbish Removal for \$3500 and a Workman's Comp. Insurance bill from last year for \$556. He also noted the transfer of \$15,000 out of checking into the Blue Fund.

- (2) **ACTION: A motion was made** (LaFleur), seconded (Baker), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 8/31/2012 for the period 7/26/2012 through 8/31/2012.

Tony also distributed the BIVC Fiscal Year 2012-2013 Balance Sheet, 2012-2013 Funds Activity, and the Statement of Revenues, Expenditures and Transfer for Fiscal Year 2012-2013. Tony mentioned the movement of funds and balances for all the funds.

- (3) **ACTION: A motion was made** (Baker), seconded (Cooper), and unanimously voted to accept the Treasurer's Report dated August 31, 2012.

Tony informed the Board that he appointed Judy Hayes as Deputy Treasurer. He noted that the Deputy Treasurer position expires with the Treasurer who appointed said Deputy.

CEO REPORT – Ron Tozier

Ron Tozier and C. Taisey reviewed some proposed tree-cutting in the Resource Protection area around the Fire Barn with Mike Morse of the DEP. Ron stated that the DEP and the BIVC have different definitions for Resource Protection. Resource Protection for the DEP is the land adjacent to water bodies and wetlands where no cutting

is permitted. Mike Morse said that the trees can be cut around the Fire Barn and that it is a good policy to have the DEP here to approve when there is a question.

The Board mentioned the need for a Constable and the qualifications for the position. T. DeBruyn suggested writing a definition or an appropriate job description for a constable based on BIVC needs and with consideration for cost. An officer sent from Freeport cost \$51 per hour. R. Boone suggested that the Board consider appointing someone on the island and that he be paid a stipend.

SUPERINTENDENT'S REPORT – Crawford Taisey

Public Ways – Crawford gave the Board estimates from Lionel Plante Associates and Prock Marine Company for proposed repairs to the public ways. The Board discussed the cost for the project as the estimates were higher than expected. Crawford suggested putting on skid boards to haul the float for this year.

Community House Sanitary Facilities – The Board needs a plan for extending the Community House porch 25 feet and building an 8 ft. by 8 ft. room with possibly 2 windows for the necessary handicapped assessable toilet. Crawford had looked into the cost for materials. He will ask Reid Tozier to design it.

- (4) ACTION: A motion was made** (Cooper), seconded (Baker), and unanimously voted to move the design for an ADA compliant sanitary facility to be located at the Community House based on a 25 foot extension of the southerly porch with facility located in an 8' x 8' room at the end of the porch extension.

Indian Spring Well – Crawford pumped out this well, which was pretty nasty, with the fire truck. This well probably will not be useable because the water has changed course and this well will dry up. The Board should look at other resources to provide water to the “Bible Belt” area because it would be a capital expense to drill a new well. Tom Bahun from the Maine Rural Water Association suggested putting on a locking sanitary well cap at the Community House. Crawford purchased and installed it.

Schoolhouse Sills – Crawford hired Ben MacDonald to help with the Schoolhouse sills.

Historical Society Building – Crawford received estimates from Creative Cottages LLC and Ben MacDonald for repairs to the side of this building but he is waiting to receive two more estimates.

Trash – Crawford discussed the need for a large trash pick-up at the beginning of the season, informing islanders early enough to prepare for this. He recommended brainstorming new ideas for next season's trash removal. F. Baker mentioned that the DEP has a program for recycling.

CORRESPONDENCE

8/05/12 Phone call re Dog in trash.

8/05/12 Phone call from Charles Drew to count public outhouses as available sanitary facilities for his wedding.

8/06/12 Email from Ken Barrows re Hose trailer.

8/07/12 Email from Chief Schofield re Freeport police to attend Annual Dinner.

8/14/12 Email from T. Sweatt re Designated ferry route around the Pound of Tea.

8/14/12 Email from Bill Dale re Unable to attend the Annual Dinner.

8/18/12 F. Baker sent the Bustins Island Report to Carolyn Pelletier.

8/23/12 Email from Jenny Silberman re Historical Society building repairs.

8/24/12 Phone call from JT Leonard of the Brunswick Times Record re General questions about the Freeport/Bustins Annual Dinner.

8/24/12 Verbal report that Carter Becker's boat was at the Steamer Dock and his guests were skeet shooting. R. Sweatt asked him to cease the shooting and Carter complied.

8/25/12 Phone call re Islander assaulted.

8/27/12 F. Baker spoke to Chief Schofield about a constable for the Bustins/Freeport Dinner.

Email correspondence received is stored by the Board Chairman.

OLD BUSINESS

Ways Repair Project – The Board discussed estimates for the ways replacement and repairs as noted above in the Superintendent's Report. R. Boone stated that repairs must be done for this fall's use.

Community House Sanitary Facility – Note the discussion and action taken under the Superintendent's Report.

Indian Spring Well – As noted above in the Superintendent's Report, further research for another public water supply in that area will need to be done since the Indian Spring well is no longer useable.

Tree Cutting and Brush Removal at Fire Barn – C. Taisey reported that this project is ready to act upon and chipping equipment will be available.

Ewing Ice Pond Clean Up and Vegetation Removal – T. DeBruyn and K. Barrows will check on this clean up project.

Constable – Note discussion of an island constable under the CEO Report.

NEW BUSINESS

Issues Brought up at Freeport/Bustins Dinner – The Board member thanked P. LaFleur for all her work organizing the dinner. P. LaFleur thanked everyone who cooked, served, and help in any manner. It was noted that Dale Olmstead stated “Bustins is our jewel.”

F. Baker mentioned that more time is needed to socialize at the reception. She felt people were rushed to move on to get to the dinner. She also mentioned that the Lilly B took the group around French’s before returning to South Freeport. She stated that was a nice touch.

T. DeBruyn noted the appreciation of the new Freeport guests who received the G. Richardson and B. Carr books.

The problem issue of how to get around burning of brush was brought up and Chief Fournier supported safely supervised, reasonable burning of brush.

Trash Removal – R. Boone requested C. Taisey look into trash removal using the island trailer and barging off the trash. The removal of household waste, hazardous waste and recyclables must be considered. The idea of renting a silver bullet or large dumpster for the transfer station should also be considered. It was noted that any property own can use the Freeport Landfill for a \$ 6 fee.

Budget Year – The Board discussed changing the fiscal year to the calendar year. Transition times would have to be figured out carefully.

Island Map – B. Cooper brought up the issues involving numbering lots for voting purposes and any new lots which must be a conforming parcel for the owner to be a voter.

Sign Transfer Station Form – F. Baker and R. Boone will take care of this.

Order to Close the Roads – P. LaFleur had the appropriate order ready.

(5) ACTION: A motion was made (LaFleur), seconded (Cooper), and unanimously voted pursuant to Title 23 MRSA Section 2953(2) and authorized by the voters of the Bustins Island Village Corporation at their Annual Meeting of August 2, 2008, I move to order all Bustins Island roads closed November 1, 2012 through April 30, 2013 with said order to be signed by the Chairman and to be filed with the Island Clerk.

Off-season Meeting Schedule – R. Boone distributed copies of a Proposed Meeting Schedule for the Board members to peruse and requested any changes be made at the October 7th meeting.

Boat Advisory Committee Charter – Chairman T. Sweatt mentioned a few word corrections on the Charter copy approved by the Board dated 4/10/04.

Appointments/Reappointments – P. LaFleur has requested from all Chairmen of Boards and Committees to give her this information by October 1st.

Audit – R. Boone stated that the State law requires an audit. A discussion ensued hiring a CPA versus a non-CPA, noting that a full audit must be sent to the State. It was suggested that the Board invite the Chairman of the Finance Committee to attend the October 7th meeting.

(6) ACTION: A motion was made (Cooper), seconded (LaFleur), and unanimously voted that the Board of Overseers request that the Finance Advisory Committee recommend an auditor for the BIVC for the fiscal year 2013 – 2014.

Unruly Dog on the Lilly B – A discussion ensued regarding an issue concerning dogs.

COMMITTEE REPORTS

Boat Advisory Committee – T. Sweatt told the Board that the Committee was working on a revenue analysis and the cost to run the boat is approximately \$153 per trip. The Boat Manager was reminded that this is a season of changes. The Captains will follow the Coast Guard Route Regulation unless a safety issue arises and then we must support and trust the Captain's decision, which will be noted.

The issue of non-island excursions was mentioned and the Board members felt they would not support any non-island excursions.

Tanya mentioned only a few changes in wording to be made on the BAC Charter, which the Board had previously approved on 4/10/04.

The Committee has working on the Captain's Handbook, the Deckhand's Handbook, Deckhand's Job Description, Policy and Procedure Form, and the Disciplinary Form. The Committee is looking into the Lifting and Physical Requirement Form, which would become part of the employee packet. Tanya reminded the Board that the contract for the Boat Manager must be renewed.

Brewer Cottage Advisors – No report at this time.

Finance Committee – No report at this time.

Harbormaster – F. Baker stated her concern regarding the west side ledge marker, which has yet to be placed.

Landscape Committee – E. Donovan expressed her concerns to the Board as noted above as she was a scheduled guest.

Planning Board – Members are working on deeds for all the little parcels of land formed by road surveying work as accepted.

Public Safety Committee – Ken Barrows will be Board liaison for the committee.

Roads Committee – No report at this time.

Water Commissioner – No report at this time.

Zoning Board of Appeals – This Board’s work is an extension of the work being done by the Planning Board.

ADJOURNMENT (1:49 PM)

FUTURE MEETING SCHEDULE

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

Respectfully submitted,

Linda E. Sweatt
Board Secretary