

**BUSTINS ISLAND VILLAGE CORPORATION**  
**Minutes of the Board of Overseers Meeting**  
**November 10, 2012 – 9:30 AM**  
**Approved December 16, 2012**

The Board of Overseers met at 9:30 AM at the Freeport Safety Building in Freeport, ME on Saturday, November 10, 2012. Those present were: Robert **Boone**, Chairman; Bill **Cooper**, Vice Chairman; Faith **Baker**, Ken **Barrows**, and Pat **LaFleur** (via Skype). Other officers/appointees present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; Crawford **Taisey**, Superintendent; Tanya **Sweatt**, BAC Chairman; Roger **Leland**, Finance Committee Chairman, and Jim **Boyko**, Public Safety Committee Co-Chairman.

**MINUTES**

- (1) **ACTION: A motion was made** (Baker), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to accept as amended the minutes for the meeting held September 2, 2012.
  
- (2) **ACTION: A motion was made** (Baker), seconded (Barrows), and unanimously voted 4-0 with one assent via Skype to accept as amended the minutes for the meeting held October 7, 2012.

**PUBLIC COMMENTS**

No public comment.

**SCHEDULED GUEST**

Kim Anania from KMA, a human resources consulting agency, distributed information on the distinction between an independent contractor, who has complete control of how work tasks are to be performed, versus an employee, whose work task methods are directed by the employer. Kim noted that all employee files, federal and state documents, licensure and certifications be filed with appropriate attention to confidentiality and separate filing of certain documents. She also presented a New Hire Checklist which members reviewed and applicably amended. She recommended that the Board have laminated, all-in-one, employment posters displayed in the Clerk's office window and the Community House. Kim will continue to work with the Board regarding employee recordkeeping. The Board thanked Kim for her generosity and the time she has donated to the Island in helping us prepare and retain these important documents.

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

Pat informed the Board of appointments which had to be made. She informed the Board that Douglas Arthur has resigned from the Landscape Committee.

**(3) ACTION: A motion was made** (Boone), seconded (Baker), and unanimously voted 4-0 with one assent via Skype to appoint Jeff LaFleur as an alternate member of the Public Safety Committee for a three year term ending 2015.

**(4) ACTION: A motion was made** (Baker), seconded (Barrows), and unanimously voted 4-0 with one assent via Skype to appoint Dave Dickison and John Abramson as Co-First Aid Coordinator for a one year term.

#### **CLERK'S REPORT – Sue Spalding**

Sue reminded the Board of the new Freeport Town Manager and Council members. She has an original, signed copy of the Freeport Agreement and will send a scanned copy to the Board members. Rob will write a welcome letter.

Sue reminded the Board to send out a spring letter and informed members that the addresses may be obtained from B. Kirkland. She has looked into a copy machine for the clerk's office and could use the Staple's reward points to help pay for a copier from Staple's if the Board recommends its purchase.

The four, fire proof, filing cabinets are filled. Sue needs another fire proof cabinet and presently has the BIVC on the state list for surplus equipment.

Sue presented the Maine Municipal Association's membership options. She wanted the Board to be aware of the benefits available such as the Health Trust, Risk Management and Personnel Services if its membership was upgraded from Patron to Associate. F. Baker recommended T. DeBruyn review all the documentation and thanked Sue for the presentation of the information.

#### **TREASURER'S REPORT – Tony DeBruyn**

Tony distributed the Register Report for 10/4/2012 through 11/9/2012. He noted the payment made to Stump & Grind (\$1150.40) for the chipping and stump grinding done at various locations and the payment to Lionel Plant Association (\$2990) for the barging, trucking and gravel.

**(5) ACTION: A motion was made** (Baker), seconded (Barrows), and unanimously voted 4-0 with one assent via Skype to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 11/9/2012 for the period 10/4/2012 through 11/9/2012.

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 through November 9, 2012. Tony mentioned the transfer of \$25,000 from the Reserve Fund to the Casco Fund. He noted in the Statement of Revenues, Expenditures and Transfers that more was spent on insurance but some may be returned after his discussion with Workers Comp. personnel.

**(6) ACTION: A motion was made** (Baker), seconded (Boone), and unanimously voted 4-0 with one assent via Skype to accept the Treasurer's Report dated November 9, 2012.

**CEO REPORT – Ron Tozier**

Ron Tozier was not in attendance.

**SUPERINTENDENT'S REPORT – Crawford Taisey**

Crawford submitted information for the 64-foot deep well, stainless steel pump (\$1700 plus) originally discussed for the Brewer well but may be used at the Richardson well near the Leonard cottage.

Community House Sanitary Facilities – Crawford awaits estimates for extending the Community House porch 25 feet and building an 8 ft. by 8 ft. room for the necessary handicapped accessible sanitary facility.

Historical Society Building – Crawford stated that the south wall is damp. The Board should plan ahead for treating the wall prior to installing new windows.

Public Float – Crawford stated that while hauling the float the cable broke. He will get information on blue steel rope for hauling the float.

Gravel – Gravel arrived and after power raking areas of the roads, two loads of gravel were put in front of S. Drew's and the road from K. Hughes' to McElwee's.

Roads – Crawford with the help of Corey from the Tozier Group worked for two days on the drainage ditches from R. Thomas' to R. Leland's ice pond. The Board received the bill (\$2075.75) for the road excavating for 12.5 hours for the machine operator and 12 hours for the machine use, as well as Al Frick's fee for the site evaluation at the Community House. Crawford stated that the Tozier Group workers have been a great help.

Transfer Station – F. Baker completed all the Quarterly Annual DEP Transfer Station documents and sent on October 20<sup>th</sup> the Annual Solid Waste Management Report for Municipalities and DEP Licensed Transfer Stations and Landfills. Next year we will have to pay the fee.

Freeport Land-fill – Crawford stated that the island could use their dumpsters. Ultimately the BIVC may have to rent one or even buy one.

Trash – Crawford suggested limiting trash bags to 25 pounds. F. Baker stated that for a \$6 fee (present tax receipt at the Town Hall) Bustins' residents have access to the Freeport Transfer Station. Bustins' residents should be informed of this.

Vehicles – All fluids have been drained. Crawford put true fuel into the carburetors.

Crawford stated that there was no major storm damage from Hurricane Sandy. He also stated that the bench on the rock before the Steamer Dock is missing.

## **CORRESPONDENCE**

10/08/12 Email from P. LaFleur re Appointing First Aid Coordinators.

10/08/12 Email F. Baker re Request Motor Vehicle/Large Equipment Applications from the Tozier Group.

10/09/12 Email F. Baker's Report to Freeport for the Annual Report.

10/16/12 Phone call from K. Anania re Confirmation of her presence at the November meeting.

10/17/12 Email from B. Cooper recommending Counsel review of Constable Job Description.

10/19/12 Email Photo of silver maple Crawford asked to remove.

10/20/12 F. Baker submitted Transfer Station and DEP forms.

10/30/12 Email to Taisey and Reardon with Motor Vehicle/Large Equipment approvals.

10/31/12 Phone call from Ron Tozier re his crew did not see any significant damage from Hurricane Sandy.

11/01/12 Email from F. Baker with Motor Vehicle/ Large Equipment Application from the Tozier Group.

11/03/12 Phone call from Crawford – inspected the island and also did not see any significant damage from Hurricane Sandy.

11/05/12 Email from S. Spalding re MMA membership and benefits.

11/05/12 Email from C. Martens re Nov. 10 meeting of the Planning Board cancelled for lack of a quorum.

11/06/12 Email from C. Martens re DEP approved Zoning Ordinance with tenting revisions.

Email correspondence received is stored by the Board Chairman.

## OLD BUSINESS

Well for North East Section of the Island – B. Cooper will draft a letter to C. Richardson regarding the use of her well for the north east section of the island. The water will need to be tested and the well must be prepared for installing a pump appropriate for a water supply. R. Leland suggested an Evergreen Clause for automatic renewal at the end of the year.

Trash Removal Guidelines – Crawford submitted a draft for Trash Removal Guidelines. The Board made revisions to the draft.

New Letterhead – F. Baker shared the information she received from Full Court Press regarding the cost for 500 # 10 envelopes (\$79.06) and 500 sheets of BIVC stationery with a smaller green logo and official address and web site address (\$76.78).

- (7) ACTION: A motion was made** (Boone), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to appropriate funds not to exceed \$180 for F. Baker to purchase BIVC stationery with envelopes.

## NEW BUSINESS

Motor Vehicle and Large Equipment Permits – F. Baker presented the Motor Vehicle and Large Equipment Permit renewals from the Tozier Group.

- (8) ACTION: A motion was made** (Boone), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to approve the Motor Vehicle and Large Equipment Permit for the Tozier Group with conditions as included in the document dated 3/1/13 through 10/31/13 for the Tozier Group.

Maine Rural Water Association Conference – F. Baker mentioned that she was interested in attending this conference in December for a fee.

- (9) ACTION: A motion was made** (Boone), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to authorize up to \$90 for F. Baker to attend the Maine Rural Water Association Conference in December.

100<sup>th</sup> Anniversary of the BIVC – B. Cooper mentioned a celebration for the 100<sup>th</sup> Anniversary of the BIVC. F. Baker volunteered to chair the Centennial Celebration Committee. The Board will discuss a plan for this celebration.

Review Projects List –

Replace Battery Terminals in the Community House – This project has been completed.

Trash Removal Suggestions – B. Cooper will complete the revisions.

Signs in the Public Outhouse Facilities – Crawford will take care of this pre-season.

West Side Ledge Marker – R. Taisey has purchased new buoys and weight markers for the ledges.

Deep Well Pump for Brewer Well – Crawford has received an estimate.

## **COMMITTEE REPORTS**

**Boat Advisory Committee** – T. Sweatt requested the Board invite the boat manager to discuss employee performance specifics in an executive session at the next meeting.

The Committee is working on the Captain's Handbook and the Deckhand's Handbook, both need substantial revision. The BAC is working on revisions for the Deckhand's Job Description.

Tanya received much feedback regarding the Board's directive regarding the Coast Guard route around the Pound of Tea. Captains feel the route change should be discretionary regarding safety circumstances such as the Harraseeket sailing classes. The Board believes the captains should be instructed to use the Coast Guard's recommended route whenever they can do so safely.

**Brewer Cottage Advisors** – No report at this time.

**Finance Committee** – Chairman R. Leland submitted a letter to the Board members for their perusal. He requested input for expenses to start planning for reserves and a copy of the monthly Treasurer's Reports.

The Board requested the Finance Committee seek candidates for the Board to consider as auditors for the BIVC accounts. R. Leland will have the Finance Committee look into a firm for performing an audit for 2013-2014.

A discussion ensued regarding fiscal year versus calendar year. Since the island season falls within the calendar year, it would be logical for the budget year to be the calendar year. The Board will discuss a change and a possible change for the Annual Meeting.

**Harbormaster** – No report at this time.

**Landscape Committee** – No report at this time.

**Planning Board** – No report at this time.

**Public Safety Committee** – J. Boyko reported on the fire apparatus test done in June after refurbishing the old trailer and putting on the new hose.

The Public Safety Committee recommends purchasing a Hale HP75-B11 Series Pump (B11 Briggs & Stratton engine) for approximately \$5000 (105 lbs.) to pump high pressure. This pump can be deliver 100 gals./min. Chief Fournier recommends portable

as well as stationary pumps. The goal is to get things ready for the Freeport Firemen. It was recommended that the Committee get a quote for a comparable pump made by Honda. R. Boone thanked J. Boyko for the presentation.

**(10)ACTION: A motion was made** (Cooper), seconded (Barrows), and unanimously voted 4-0 with one assent via Skype to have Jim Boyko get an opinion and firm quote for the complete package dealing with the portable pump after discussion with Chief Fournier.

**Roads Committee** – No report at this time.

**Water Commissioner** – No report at this time.

**Zoning Board of Appeals** – No report at this time.

**ADJOURNMENT** (2:08 PM)

#### **FUTURE MEETING SCHEDULE**

Saturday, December 15, 2012 – 9:30 AM at the Freeport Safety Building, Freeport, ME  
Saturday, January 12, 2013 – 9:30 AM at the Freeport Safety Building, Freeport, ME  
Saturday, February 9, 2013 – 9:30 AM at the Freeport Safety Building, Freeport, ME  
Saturday, March 16, 2013 – 9:30 AM at the Freeport Safety Building, Freeport, ME  
Saturday, April 13, 2013 – 9:30 AM at the Freeport Safety Building, Freeport, ME  
Sunday, May 26, 2013 – 9:00 AM at the Brewer Cottage, Bustins Island, ME

Respectfully submitted,

Linda E. Sweatt  
Board Secretary