

BUSTINS ISLAND VILLAGE CORPORATION
Minutes of the Board of Overseers Meeting
December 15, 2012 – 9:30 AM

The Board of Overseers met at 9:38 AM at the Freeport Safety Building in Freeport, ME on Saturday, December 15, 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; and Tanya **Sweatt**, BAC Chairman.

MINUTES

- (1) **ACTION: A motion was made** (Cooper), seconded (Baker), and unanimously voted 4-0 with one assent via Skype to accept as amended the minutes for the meeting held November 10, 2012.

PUBLIC COMMENTS

No public comment.

ADMINISTRATIVE ASSISTANT’S REPORT - Pat LaFleur

Pat stated she no report at this time.

CLERK’S REPORT – Sue Spalding

Sue stated she had no report at this time.

TREASURER’S REPORT – Tony DeBruyn

Tony distributed the Register Report for 11/10/2012 through 12/14/2012. He noted the payment to Lionel Plant Association (\$2990) for the barging, trucking and gravel and the payment to Brewer South Freeport Marine (\$4585.61) for hauling, shrink wrapping and winterizing the Lilly B. He told the Board that he had suspended satellite service and all cell phone service.

- (2) **ACTION: A motion was made** (Baker), seconded (Cooper), 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 12/13/2012 for the period 11/10/2012 through 12/14/2012.

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 December 14, 2012. Tony mentioned that there was no activity in the funds. A discussion ensued regarding the inflow and outflow of the RED Fund and

the Blue Fund. The Finance Committee will set recommended targets for work in the three funds. Tony noted in the Statement of Revenues, Expenditures and Transfers that the ferry revenue was up ahead of the forecast amount; there was an increase in permits for the 2012 season; and the remaining expenses are tracking fairly well. He was pleased that there was not much deviation from the forecast amounts.

(3) ACTION: A motion was made (Baker), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to accept the Treasurer's Report dated December 14, 2012.

CEO REPORT – Ron Tozier

Ron Tozier was not in attendance at the meeting because he was away for EMT training.

SUPERINTENDENT'S REPORT – Crawford Taisey

B. Cooper distributed copies of the latest Superintendent's Time Categorization – 2012 for the Board members perusal.

Gravel – Two more loads of gravel arrived.

Vehicles – Crawford put drip pans under all the vehicles. Crawford stated there was a problem with the hydraulic clutch in the Ford pickup.

CORRESPONDENCE

11/11/12 Email from Candy Taisey re Reid Tozier's renderings of the Community House sanitary facility.

11/12/12 Email from T. DeBruyn re updated officials on BIVC website.

11/16/12 Email from F. Baker – she will attend the Maine Rural Water Assoc. Annual Meeting on Dec. 5th.

11/19, 26, 29/12 Communication between F. Baker and Cindy Wade re the Maine Rural Water Assoc. Annual Meeting.

11/27/12 Email from P. LaFleur re duties of constable and 1992 letter from Bill Dale.

12/03/12 Phone call from Dan Adams re Adams family would like to apply for the 2013 Truck and Trash jobs.

12/12/12 F. Baker conversation with Barbara Durr from TD Bank confirming the shift of correspondence to the new Board Chairman and the address for receipt of copies of the bank statements.

12/14/12 Email from Ron Tozier re attending EMT training and constable training this winter.

Email correspondence received is stored by the Board Chairman.

OLD BUSINESS

Community House Sanitary Facility – Crawford submitted two bids for this work to the Board.

Well for North East Section of the Island – B. Cooper submitted a draft letter to C. Richardson regarding the use of her well for the north east section of the island. The Board reviewed and revised the draft letter. B. Cooper will send the letter to C. Richardson for her approval.

Constable Job Description – The Board reviewed and revised the draft of the job description for constable. P. LaFleur will complete the written revisions.

Trash Removal Guidelines – The Board made revisions to the draft of the Trash Removal Guidelines. B. Cooper will complete these revisions.

New Letterhead – F. Baker requested permission to change the font for the new letterhead with the address (contact info) on the bottom. The Board granted permission for Faith to change the artwork with the logo in forest green and get a finalized font.

Response to Letter from the Finance Committee – The letter was distributed by R. Leland to Board members at the last meeting. The members were reminded that to join MMA an audit would be needed. It was recommended that members review the estimated replacement costs submitted by the Finance Committee.

Follow-up Discussion to KMA Presentation – The Board must discuss the contracts for the truck driver, trash personnel, CEO, and constable with Kim from KMA. R. Boone will contact Kim.

Review Projects List – The Projects List was discussed.

ADA Restroom and Estimates to extend the Community House porch – This is a work in progress.

Well Agreement with C. Richardson – Draft letter has been revised and B. Cooper will send final letter to C. Richardson for her approval.

Estimate for Deep Well Pump for the Brewer Well – Crawford handed in an estimate for \$1700.

Trash Guidelines Redraft – Completed by Board and B. Cooper will complete the finalized, written Guidelines.

Rename Resource Protection – B. Cooper will speak to C. Martens for the Planning Board to take action.

Consider MMA Savings on Workers Comp. - T. DeBruyn and S. Spalding will work to get a quote.

Constable Job Description – The Board has made revisions to the draft and P. LaFleur will complete the final revisions for approval.

Document Repository – T. DeBruyn will create a file for the BIVC documents, setting up different folders, and set up the procedures for how this is to be done. He did state that Google Docs is free.

NEW BUSINESS

Contract Renewal for the Superintendent – F. Baker suggested the new contract for the Superintendent reflect the same as the last contract with all dates revised as needed.

(4) ACTION: A motion was made (Baker), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to renew the contract for superintendent services with Straight Edge Construction Inc. for 2013 under the same terms as the previous contract.

A discussion ensued regarding bonus payments. T. DeBruyn stated that the Board think about incentive bonus which must be defined ahead of time. B. Cooper may write in incentives in the contract with procedures.

Maine Rural Water Association Annual Meeting – F. Baker attended this meeting and relayed information on water sampling procedures to C. Taisey and L. Vitali.

2013 BIVC Centennial – F. Baker suggested that the Historical Society consider a display about the centenary, and that the CABI consider activities throughout the season. She suggested a fireworks display either on July 4 or the evening of the Annual Meeting. Faith suggested fundraising with items for sale such as jackets, hats, mugs, and souvenirs of the events. She would like to use her known vendors. The Board will continue to discuss the plans for this celebration.

COMMITTEE REPORTS

Boat Advisory Committee – T. Sweatt presented the rewrite for the Deckhand’s Job Description. The Board made revisions and the BAC will review these.

Tanya informed the Board that the review with the Boat Manager went very well. It was agreed that the season went well considering all the changes. The Board must hire a Boat Manager for the first of the year. The BAC has discussed its recommendation for Boat Manager, and the Board awaits the BAC recommendation. The Boat Manager must review candidates for captains and deckhands. F. Baker thanked Tanya for all her work with the BAC.

The Board was reminded to approve the revised BAC Charter.

(5) ACTION: A motion was made (Baker), seconded (Barrows), and unanimously voted 4-0 with one assent via Skype to approve the Boat Advisory Committee Charter dated October 7, 2012.

Brewer Cottage Advisors – No report at this time.

Finance Committee – No report at this time.

Harbormaster – No report at this time. F. Baker questioned if R. Taisey was still interested in this position.

Landscape Committee – P. LaFleur will contact E. Donovan regarding the committee’s charter revisions for the February meeting.

Planning Board – No report at this time.

Public Safety Committee – K. Barrows reported that J. Boyko will talk to Chief Fournier about the portable water pump. C. Taisey suggested looking into a pump with a Honda engine.

Through his work, K. Barrows attended a seminar on “Dealing with Difficult People”. Ken will share the written information he obtained with the Board members for review.

Roads Committee – No report at this time but the new gravel arrived.

Water Commissioner – No report at this time.

Zoning Board of Appeals – No report at this time.

EXECUTIVE SESSION (1:06 PM)

(6) ACTION: A motion was made (Boone), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to move into Executive Session: 1 M.R.S.A. Section 405(6) (A) to discuss employment and payroll issues related to the operation of the ferry boat, Lilly B.

T. Sweatt and A. Spalding were invited to attend this session.

Executive Session ended at 1:52 PM.

Return to Regular Session at 1:52 PM. No further business was conducted.

ADJOURNMENT (1:53 PM)

FUTURE MEETING SCHEDULE

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