

BUSTINS ISLAND VILLAGE CORPORATION
Meeting of the Board of Overseers
May 29, 2016 – 10:00 AM
Approved June 26, 2016

The Board of Overseers met at 9:00 AM at the Brewer Cottage, Bustins Island, ME on Sunday, May 29, 2016. Overseers present were: Robert **Boone**, Chairman; Bill **Cooper**, Vice Chairman; and Pat **LaFleur**. Other officers/appointees/ contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent; Tanya **Sweatt**, BAC Chairman, and Chris **Martens**, Planning Board.

MINUTES

(1) ACTION: A motion was made (Cooper), seconded (LaFleur), and unanimously voted to accept the minutes as amended for the meeting held April 9, 2016.

PUBLIC COMMENTS

No public comments at this time.

ADMINISTRATIVE ASSISTANT'S REPORT - Pat LaFleur

Pat reported on items attended to for the Board:

Pat reported on the following:

1. Inquired if names of Boat Captains and Board Chair were sent to the USPS Contract officials.
2. Pertinent seasonal information for the Islanders was placed on the BIVC Bulletin Board.
3. Annual Transfer Station renewal completed this month.
4. She will request vehicle Certificate of Insurance forms from contractors for our files.
5. Inquired if the rope swing has been checked.
6. She has event scheduling calendars for the Community House and the Brewer Cottage.

7. Tuesday, August 23 Freeport Dinner. She will confirm date with Freeport officials.
 8. Checked to see if Board is working on any Warrant articles for the annual meeting.
- CLERK'S REPORT** – Sue Spalding

Sue had no report at this time.

TREASURER'S REPORT – Tony DeBruyn

Tony presented the Register Report for 4/8/2016 through 5/25/2016 noting a few expenses such as the annual ferry license fee, bargaining, drug testing for ferry crew, non-skid deck for the ferry, and new safety radios. He reminded the Board that Falls Point Marine takes care of the mooring in South Freeport and the truck driver and trash collector are now being paid weekly.

(2) ACTION: A motion was made (Cooper), seconded (Boone), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 5/25/2016 for the period 4/8/2016 through 5/25/2016.

Tony pointed out that there had been no changes in the Fiscal Year 2015 – 2016 Balance Sheet and the Funds Activity.

Tony reviewed the Statement of Revenues, Expenditures and Transfers and noted that the items not on the budget were land transfer fees and work on the vehicles. He informed the Board that the audit was finished and there were a few revisions to be made. So he is expecting a draft review soon.

Tony explained that the ferry procedures have changed so that all transactions are now recorded on the iPhone with the Square recording the credit card transactions. This will simplify reconciliation of tickets collected and tickets sold. All deposits are made into the ferry account.

CEO REPORT

No report at this time. The Board will look into suggestions for an Alternate CEO.

SUPERINTENDENT'S REPORT – Crawford Taisey

BIVC Wells – Crawford stated that all the wells were tested and passed.

Historical Society Building – Crawford stated that the window project for the building will begin this week.

Vehicles and Equipment – Crawford informed the Board that the pick-up truck was returned to the island and the same clutch problem returned. So the truck went back to R & D to repair previous clutch work.

First Aid Room – Crawford explained that one battery with small panels runs the street light and the office printer. The Clerk would like an outlet in the office. A discussion ensued regarding the need for a 24-volt inverter for an outlet to run the printer. Crawford will get a price for an inverter with the installation fee.

Crawford was concerned about the clutter in the First Aid room with 6 chairs, 3 wire baskets, 2 back-boards, and several walkers. He suggested a good cleaning and possibly donating the extras to the Boy Scouts. He stated the AED should be stored in a glass box with an alarm. He will contact the Safety Committee and the First Aid Coordinators. The room needs some tender loving care. Pat will organize some volunteers to help.

Golf Course and Frisbee Course – Crawford mentioned that an Ultimate Frisbee Course plan would be presented to the CABI.

Crawford mentioned that a contractor's tractor was leaking oil. He was concerned about the speed of the tractor and safety. Rob and Tony will speak to the owner.

CORRESPONDENCE

4/9/16 Email from Sue Spalding re: Develop meandering path on E11 donated by Diane Madgic

4/10/16 Email from Dori Martin re: Photos of outhouse at the Golf Course.

4/11/16 Email from Barbara Skelton re: Municipalities cannot suspend CEO/LPI during winter. Add training expense to compensation.

4/13/16 Phone call from Charlie Johnson re: permission for well driller for himself and Mike Coyle.

4/14/16 Email from Janice Knight re: Permission needed to be included in Charlie's well-drilling.

4/14/16 Phone call from Charlie Johnson re: Will submit request for well driller in the fall.

4/14/16 Email from Myra Mercado re: USPS contract renewed through 6/30/2020.

4/19/16 Email from Sue Spalding re: Holly Elliot of Freeport Library requested field trip to Bustins for 40 kids K – grade 5.

4/19/16 Phone call from Crawford re: Trailer hitch for GMC is \$740.00. Rob, Bill and Ken approved.

4/25/16 Email with Carol White re: Seeking input on well-drilling.

4/27/16 Phone call from Pat LaFleur re: MV policy – show Maine registration and add BIVC to insurance?

5/11/16 Phone call from Roger Leland re: Permission to have motorized cart to operate between boat and cottage, state dock regulations.

5/5/16 Email and phone call from Lebel Hicks, Pesticides Toxicologist, Board of Pesticides Control, Maine Department of Agriculture, Conservation and Forestry re: Browntail.

5/6/16 Email and phone call from Bartlett Tree Service re: Browntail – appointment to visit the island on May 20.

5/6/16 Email from Sue Nourse re: Cancelled Memorial Day visit and reschedules for Sunday, June 19.

5/9/16 Phone call from Pete Pellerin re: Follow up on first delivery, 800 gallon tank?

5/16/16 Email from Ken Barrows re: Unable to attend Memorial weekend meeting. PSC requests new Indian Pumps, discuss ATV in June.

5/17/16 Phone call from Crawford re: Ford clutch still not right, I authorized its return to the service station on 5/20/16 barge trip.

5/19/16 Email from Warren Baker re: J. Carrier ZBA appeal hearing on June 18, 2016.

5/25/16 Certified letter from John Carrier III re: Notification of ZBA hearing.

Email correspondence is stored on Google Drive.

OLD BUSINESS

Review Projects List and Action Items – The Board reviewed items on the projects list.

Code Enforcement Officer – The current CEO position ends July 31 and will be paid \$100/week through July 31. The Board is continuing the discussion of compensation for the next fiscal year.

Items for Annual Meeting – The following items were listed: (1) Steamer Dock/Golf Course capital expense items; (2) Kitchin gift acceptance lots 97, 99, 101, 103 in Section E; (3) Un-accept untraveled roads in Section C; (4) Shields transfer and easement; (5) Road acceptance to the Tennis courts; and (6) Browntail spraying.

Deed Follow-up – The five deed cases were Updated.

NEW BUSINESS

Develop Path on Lot E11 – Lot E11 was donated by Diane Madgic in 1994. A meandering path no more than 10 feet wide was discussed.

Browntail Infestation – The Board received information from the Bartlett Tree Experts regarding pest management. The Board will consider the pros and cons. The information will be posted. Individuals may call the state to get specific information for their personal use.

Review Well Drilling Permission Process - The Board is discussing requesting a list of lots and sketches with neighboring wells and septic systems as well as a site review with Carol White. John Woods had suggested developing an island map locating all wells, septic systems and leach fields. This map could then be checked before the well drilling. The Board will develop a process.

Freeport Library Field Trip to Bustins – The Board approved this trip for 40 children and 4 adults at the special rate of \$150 round trip.

Executive Session Policy – The Board members received an Executive Sessions handout from JBG&H. Tony will develop a proposal for an Executive Sessions Policy using the sample policy/protocol by changing a few words.

Propane Update and MV Application – The Board reviewed the Motor Vehicle/Large Equipment application from Maine Island Energy, LLC.

(3) ACTION: A motion was made (Boone), seconded (LaFleur), and unanimously voted to approve the Motor Vehicle request from Maine Island Energy.

Tennis Court Shed – Chris Martens discussed the proposed new shed at the Tennis Courts as a basic shed with a bench and some landscaping. She will contact the CABI to find out if they would be willing to donate money toward this project. She requested permission to apply for a building permit for this shed.

(4) ACTION: A motion was made (Boone), seconded (Cooper), and unanimously voted to give Chris Martens permission to apply for a building permit for the Tennis Court shed.

APPOINTED OFFICIALS' and COMMITTEE REPORTS

Boat Advisory Committee – T. Sweatt informed the Board that the non-skid application on the ferry deck was completed under budget. The BAC is considering replacing the hand-held CB for vocal transmissions. The boat is working very well. All needed employees have been hired.

Tanya stated that BAC will engage KMA to look at options and any nautical exemptions for employees' work schedules. The BAC is looking at schedule changes to reduce work hours.

The BAC is presently gathering personnel documentation. All employee files will be given to the Clerk.

Brewer Property Advisors – No report at this time.

Brush and Log Committee – No report at this time.

Finance Committee – No report at this time.

Harbormaster – Crawford will put out the ledge markers.

Landscape Committee – No report at this time.

Planning Board – The next meeting will be May 30.

Public Safety Committee – No report at this time.

Water Commissioner – Crawford reported that all the wells tested acceptable.

Webmaster – No report at this time.

Zoning Board of Appeals – There will be a hearing on June 18.

ADJOURNMENT (12:30 PM)

FUTURE MEETING SCHEDULE

Sunday, June 26, 2016 at 1 PM at the Brewer Cottage, Bustins Island, ME

Sunday, July 10, 2016 at 9 AM at the Brewer Cottage, Bustins Island, ME

Sunday, July 17, 2016 at 9 AM at the Brewer Cottage, Bustins Island, ME for approval of proposed budget and warrant for the Annual Meeting

Saturday, August 6, 2016 at 9 AM at the Community House, Bustins Island, ME Annual Meeting

Meetings may be cancelled or rescheduled – check for any changes online at http://www.bivc.net/docs/Meeting_Schedule.pdf

Respectfully submitted,

Linda E. Sweatt
Board Secretary