

**BUSTINS ISLAND VILLAGE CORPORATION**  
**Meeting of the Board of Overseers**  
**August 7, 2016 – 10:00 AM**  
**Approved September 4, 2016**

The Board of Overseers met at 10:00 AM at the Brewer Cottage, Bustins Island, ME on Sunday, August 7, 2016. Overseers present were: Robert **Boone**, Chairman; Ken **Barrows**, Pat **LaFleur**, and Tanya **Sweatt**. Other officers/appointees/ contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; and Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent.

**ELECTIONS**

- (1) **ACTION: A motion was made** (LaFleur), seconded (Barrows), and unanimously voted to elect Robert Boone as Chairman of the BIVC Board of Overseers for the 2016-2017 Fiscal Year.
- (2) **ACTION: A motion was made** (Boone), seconded (Barrows), and unanimously voted to elect Patricia LaFleur as Vice Chairman of the BIVC Board of Overseers for the 2016-2017 Fiscal Year.
- (3) **ACTION: A motion was made** (Boone), seconded (Barrows), and unanimously voted to appoint Linda Sweatt as Secretary of the BIVC Board of Overseers for the 2016-2017 Fiscal Year.
- (4) **ACTION: A motion was made** (Boone), seconded (Barrows), and unanimously voted to appoint Patricia LaFleur as Administrative Assistant of the BIVC Board of Overseers for the 2016-2017 Fiscal Year.

**MINUTES**

- (5) **ACTION: A motion was made** (LaFleur), seconded (Sweatt), and unanimously voted to accept the minutes as amended for the meeting held on July 10, 2016.
- (6) **ACTION: A motion was made** (LaFleur), seconded (Sweatt), and unanimously voted to accept the minutes as amended for the meeting held on July 17, 2016.

**PUBLIC COMMENTS**

Pamela Blake as Bustins Island Contract Postmaster proposed that the Board purchase from her the USPS Post Office contract for one dollar and any valuable

considerations. Then the Board would be the contract holder with Pam Blake, Linda Sweatt and Lyn McElwee as Postmaster Subcontractors. Pam explained present payment procedure and that Freeport Postmaster is the supervisor of our Post Office. Pam reminded the members that our Post Office is open 18 hours per week.

Tanya requested seeing the contract. Tony is concerned regarding payments to be made. Rob stated that the Board will take this proposal under consideration.

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

Pat reported on items to attend to for the Board:

1. Direct new officers regarding "Right to Know" Policy.
2. Reminder to Clerk to complete new Overseers' forms. Sue reported that all were completed when the Overseers were sworn in at the Annual Meeting.
3. Review of safe deposit box with any need to change name(s).
4. Treasurer's Authority and Disbursement Practices Policy.
5. Request information to prepare slate of members for boards and committees.
6. Working on finalizing plans for the Freeport/Bustins Island Dinner.

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

Sue wanted to be sure By-Laws and Ordinances were given to Tanya. Tony reminded everyone that all this information is on line at BIVC.net. Sue would like a sign above the office door; "BIVC Office". She noted that the warning sign about using the stairs outside the BIHS stairs needs to be replaced.

Sue intends to make a BIVC Clerk's Manual.

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

Tony received the check from Freeport. He distributed copies of the check register report for 7/15/2016 through 7/26/2016, the final accounting for the 2015-2016 Fiscal Year. He noted the final payment for the 2015-2016 Audit.

- (7) ACTION: A motion was made** (Boone), seconded (Barrows), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 7/25/2016 for the period 7/15/2016 through 7/26/2016.

Tony pointed out that there was a disputed Square expense but it was taken care of easily.

Sue mentioned the difficulties of printing of the Warrant at Staples and she will look into printing somewhere else.

Tony reported that the Finance Committee is continuing to look into an investment policy for BIVC funds. Tony presented copies of the Treasurer's Authority and Disbursement Practices Policy for the Overseers' signatures.

**(8) ACTION: A motion was made** (Boone), seconded (Barrows), and unanimously voted to authorize and update the Treasurer's Authority and Disbursement Practices Policy as of August 7, 2016 to include Overseer Tanya Sweatt.

## **CEO REPORT**

No report at this time.

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

Historical Society Building – Crawford stated that the outside work was completed. He will work on the interior paneling next.

Steamer Dock and Golf Course Ways Work – Crawford will speak to Roger Hale about his quote for the Steamer Dock and ways projects.

First Aid Room – Crawford put the new AED cabinet in the Emergency Room.

Brewer Cottage – Crawford will present a proposal for the cottage metal roof. He suggested removing the cottage chimney and find a place for the bricks. He will add this work to the proposal.

## **CORRESPONDENCE**

7/6/16 Email from John Carrier III re: Records request.

7/18/16 Email from CEO Skelton re: Advising John Carrier III of the need to correct the violation by July 19 or be fined \$100/day.

7/20/16 Email to Judy Kitchin re: Deed for E97, 99, 101, 103 – she and Don will sign and return.

7/22/16 Email from Kathi Dugal re: Keeping goats on Mumford property for one week. Responded with approval.

7/24/16 USM: Carrier Appeal to Cumberland Superior Court – forwarded to Bill Dale.

7/25/16 Email from Paul Digrassi re: USPS – reduce contract \$14.73 for reduced cost of fuel.

7/26/16 Email from Tanya Sweatt re: Adjust ferry schedule in light of coming overtime rules.

7/28/16 Email from Chris Martens re: ME Dept of Ag has found Comp Plan complete, will now review for consistency.

7/28/16 Email from islander re: Truck going too fast. Rob spoke with driver.

7/29/16 Email from Chris Martens re: Where to place files? – forwarded to Sue Spalding.

7/29/16 Email from Tanya Sweatt re: Gel coat repair can wait.

8/1/16 Email from Chief Nourse re: Review response protocol for island calls.

8/2/16 Email from Chris Martens re: CUP issued for Allard shed.

8/2/16 Email from Chris Martens re: CUP issued for Leland ramp.

8/2/16 Email from islander re: Dog complaint.

8/2/16 Email from Dog owner re: Received second complaint. Invite owner to 8/7 meeting. Owner will attend.

8/2/16 Email from Shawn at Maritime Construction and Engineering is interested in looking at shore projects.

8/3/16 Email from Freeport Bulletin re: New Fire/Rescue Chief Charlie Jordan started 8/1/16.

8/3/16 Email Shoreland project quotes from Fore River Dock & Dredge.

8/4/16 Spenser Rauch applied for Truck Driver position.

8/5/16 Andrew Adams hand delivered his letter of application for the Truck Driver position.

Email correspondence is stored on Google Drive.

## **OLD BUSINESS**

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

Windows on BIVC Office – Crawford will work on the proposal for this project.

Deed Follow-up – Chris Martens is working on the 2012 drainage easement. Chris Martens will follow up on E71 and E91 from Kitchens in 2012. New deeds need to be signed from the Culver Barr/Barbara Peaslee conveyance of 2013.

## **NEW BUSINESS**

Annual Meeting Follow up – Board members were pleased that all went well at the Annual Meeting. Rob thanked Bill Cooper for moderating the meeting.

Freeport/Bustins Island Dinner – Pat LaFleur will coordinate workers and order food and paper products. Crawford will grill meat. The reception will be held on the S. Drew porch.

Garfield Ramp – The replacement of the Garfield ramp on Shore Reserve abutting A35 will be review at a Board meeting.

Planning Board Appointment – Open Associate Membership – Bill Cooper will fill this position.

**(9) ACTION: A motion was made** (Boone), seconded (LaFleur), and unanimously voted to appoint Bill Cooper to fill an Associate Member position of the Planning Board to expire October 31, 2016.

Dog Complaint – The Board reviewed an islander’s complaint against Debbie and Steve Crane’s black, mixed breed dog, Lucky. After listening to their version and the islander’s version, it was determined that a violation of the BIVC Dog Policy did occur. Neither side disputed that Lucky became unleashed and attacked another dog. This was the second reported incident with Lucky. The first was resolved with an agreement to keep Lucky restrained (leashed while outdoors) at all times

**(10)ACTION: A motion was made** (Boone), seconded (LaFleur), and unanimously voted for the Board of Overseers to order Debbie and Steve Crane to keep Lucky, their mixed breed dog, on a leash at all times while outdoors or in a public building while on Bustins Island.

Going forward, simply being unleashed and at large on Bustins will be a violation of the order and cause for Lucky’s permanent from the island.

Schedule Public Meetings with Carol White and Maine Island Energy – Rob will set up meeting dates for Carol White to be involved with well policy and Maine Island Energy to consider bulk tanks on a pad to be filled by a propane truck.

Committee Record Keeping – Sue Spalding as Clerk receives requests for records. Committees should keep records. She suggested committees keep their own records and pass them on to the next committee chair. It was decided that anything sent to the Clerk by committees should be kept by the Clerk in separate committee files. The Planning Board and the Zoning Board of Appeals have legal documents to be kept by the Clerk. Tony stated official files should be on Google Drive.

## **APPOINTED OFFICIALS’ and COMMITTEE REPORTS**

**Boat Advisory Committee** – Tanya Sweatt will remain Chairman/ Boat Supervisor until a BAC member is ready and willing to take this position. She stated that the whole boat will need gel coating. She requested authorization for the BAC to look into the use of smaller bumpers all around the public dock to preserve the dock.

It was suggested that the BAC consider no fee for children under one year old.

**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** – No report at this time.

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

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

**Public Safety Committee** – No report at this time but the Public Safety Map should be updated.

**Water Commissioner** – Crawford reported that all the wells tested fine.

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

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

## **EXECUTIVE SESSION**

**(11)ACTION: A motion was made** (Boone), seconded (Barrows), and unanimously voted to move at 12:27 PM into Executive Session – Pending litigation 1 M.R.S.A. s405(6)(E).

The public meeting resumed at 12:32 PM.

## **ADJOURNMENT (12:36 PM)**

## **FUTURE MEETING SCHEDULE**

Tuesday, August 23, 2016 at 6 PM for the Freeport/ Bustins Island Dinner at the Community House, Bustins Island, ME

Sunday, September 4, 2016 at 9 AM at the Brewer Cottage, Bustins Island, ME

Sunday, October 2, 2016 at 10 AM at the Freeport Public Safety Building, Freeport, ME

Saturday, November 5, 2016 at 9:30 AM at the Freeport Public Safety Building,  
Freeport, ME

Saturday, December 10, 2016 at 9:30 AM at the Freeport Public Safety Building,  
Freeport, ME

Meetings may be cancelled or rescheduled – check for any changes online at  
[http://www.bivc.net/docs/Meeting\\_Schedule.pdf](http://www.bivc.net/docs/Meeting_Schedule.pdf)

Respectfully submitted,

Linda E. Sweatt  
Board Secretary