

BUSTINS ISLAND VILLAGE CORPORATION
Meeting of the Board of Overseers
October 2, 2016 – 10:00 AM
Approved November 5, 2016

The Board of Overseers met at 10:00 AM at the Freeport Safety Building, Freeport, ME on Sunday, October 2, 2016. Overseers present were: Robert **Boone**, Chairman; Pat **LaFleur**, Vice Chairman; Roger **Leland**, and Tanya **Sweatt**. Other officers/appointees/contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; and Linda **Sweatt**, Secretary.

MINUTES

- (1) **ACTION: A motion was made** (Boone), seconded (Leland), and unanimously voted to accept the minutes as amended for the meeting held September 4, 2016.

PUBLIC COMMENTS

No public comments at this time.

ADMINISTRATIVE ASSISTANT’S REPORT - Pat LaFleur

Pat LaFleur noted the following:

- (1) Road Closure Notice was posted on the bulletin board and web site.
- (2) Off-season Overseers’ Meeting Schedule was posted on the bulletin board and web site.
- (3) Reminder of the Transfer Station Manifest.
- (4) Certificate of Insurance notices were sent to all contractors.

CLERK’S REPORT – Sue Spalding

Sue reported that 40 Directories were unsold so fewer should be printed next year. She mentioned that each year the Board receives the MMA Municipal Directory which contains the listing of municipal services.

TREASURER’S REPORT – Tony DeBruyn

Tony presented the Check Register Report for 9/1/2016 through 9/30/2016 noting a few expenses in addition to payroll.

- (2) ACTION: A motion was made** (Leland), seconded (Sweatt), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 9/30/2016 for the period 9/1/2016 through 9/30/2016.

Tony stated that he received the standard proposal letter from RHR Smith regarding the audit.

- (3) ACTION: A motion was made** (Boone), seconded (Sweatt), and unanimously voted to engage RHR Smith and Co. as auditor for the 2015 - 2016 Fiscal Year.

Tony noted that not much changed in the Balance Sheet and Funds Activity. He reviewed the Statement of Revenues, Expenditures and Transfers explaining that the expense for the barge with gravel was shown under "Roads" and the Steve Drew donation of \$15,000 towards the Tennis Pavilion is shown under "Donations".

Tony discussed the proposal from Cross Insurance for insurance for next year and the increase in Workers' Comp Insurance.

- (4) ACTION: A motion was made** (Leland), seconded (Boone), and unanimously voted to authorize the Treasurer to purchase next year's insurance policy from Cross Insurance.

CEO/LPI REPORT – Barbara Skelton

Barbara reported that she was overwhelmed with tree cutting requests. She stated that she and the Planning Board will work on Shoreland Zoning Guidelines. Sue stated that there is no current procedure in place for Shore Reserve trimming. Barbara will get information for the Landscape Committee.

Barbara is concerned that the Permit Fee Schedule is not on the application. Presently the application fee is charged on a percentage of the cost of the proposed construction. Tony mentioned that the permit fee does not always cover the cost of the notice publication.

SUPERINTENDENT'S REPORT – Crawford Taisey

No report at this time.

CORRESPONDENCE

8/31/16 Email from Chris Martens re: Craig Allard willing to serve on the Planning Board.

9/6/16 Email from John Wood re: Easement Proposal for Thomas well.

9/7/16 Email from Kevin Quist re: Answers to questions – footprint 5'x20" without fence, will check on adding BIVC to insurance rider, revised agreement.

9/10/16 Email from Carol White re: On testing results and recommends retesting in two years.

9/10/16 Email to Sue Spalding for Charlie Johnson: Permit for well drilling equipment.

9/11/16 Email from Carol White re: Suggested edits to conditions, Chapter 241 State of Maine Subsurface Wastewater Disposal Rules.

9/15/16 Email from Crawford re: Sebago Technics Proposal for Professional Service-Marine Landing Replacement.

9/19/16 Email from Crawford re: Remove trees and chip brush across from Sweatts \$475.00. Rob approved.

9/23/16 Email from Nathan Curtis of Chad Little re: ATV quote.

9/23/16 Email from Caroline Pelletier/Robert O'Brien re: Submission for Freeport Town Report – need a picture.

9/26/16 Email from Ken Barrows re: Will not make Sunday's meeting – inject trees at Public, consider existing rules on well drillers, update on ATV and North Yarmouth.

9/27/16 Phone call from David Braley/ Maine Well Driller's Commission/Drinking Water Program re: Island can adopt more restrictive rules. He is willing to come to the November meeting.

9/27/16 Email – Sent Rome Maine Cutting in Shoreland Zone Handout to Barbara Skelton for review.

9/27/16 Phone call from Lucille Lockett from Lucerne Village Corporation re: General information about BIVC.

9/30/16 Mail – Motor Vehicle Request from Pat Reardon.

Email correspondence is stored on Google Drive.

OLD BUSINESS

Review Action Items and Capital Projects – The Board reviewed items on the action list.

Deed Follow-up – (1) Chris Martens is working on the drainage easement 2012; (2) Culver Barr/Barbara Peaslee conveyance in 2013 has been signed by both parties and has been given to John Wood for filing; (3) Shields transfer and easement 2016 is being worked on.

Repairs to Steamer Dock and Landing Zone – Received a quote from Sebago Technics and will be held until we hear from Crawford.

Garfield Ramp Replacement on Shore Reserve Abutting A35 – Some Board members did review the area and agreed to proceed.

(5) ACTION: A motion was made (Boone), seconded (Leland), and unanimously voted to grant permission to proceed with the Garfield ramp replacement.

Truck Driver for 2017 – There were three applicants for the island truck driver position. After reviewing the three applications the Board members made a decision.

(6) ACTION: A motion was made (Leland), seconded (LaFleur), and unanimously voted to hire Matthew Rowe as the island truck driver for the 2017 season.

Propane Dispensary Agreement – The Board reviewed the Propane Dispensary Agreement with Maine Island Energy.

(7) ACTION: A motion was made (Leland), seconded (LaFleur), and unanimously voted to approve the Propane Dispensary Agreement with Maine Island Energy.

APPOINTMENTS

Rob Boone reported that Chris Martens intends to tender her resignation as a member of the Planning Board. After reviewing all the recommendations for specific Boards' and Committees' appointments, the following action was taken.

(8) ACTION: A motion was made (Leland), seconded (LaFleur), and unanimously voted to appoint the slate of appointees as follows:

Bill Cooper appointed as a Member of the **Planning Board** replacing Chris Martens whose term expires October 31, 2019;

Jeff Leland reappointed as a Member of the **Planning Board** for a five-year term to expire October 31, 2021;

Craig Allard appointed as an Associate Member of the **Planning Board** for a five-year term to expire October 31, 2021;

Warren Baker reappointed as a Member of the **Zoning Board of Appeals** for a three-year term to expire October 31, 2019;

Kevin Petrie reappointed as a Member of the **Finance Committee** for a three-year term to expire October 31, 2019;

Scott Bonney reappointed as a Member of the **Finance Committee** for a three-year term to expire October 31, 2019;

Bill Ralph appointed as a Member of the **Finance Committee** for a three-year term to expire October 31, 2019;

Colby Shields appointed as an Associate Member of the **Finance Committee** for a three-year term to expire October 31, 2019;

Jim Boyko reappointed as a Member of the **Public Safety Committee** for a three-year term to expire October 31, 2019;

Erik Easton appointed as a Member of the **Public Safety Committee** for a three-year term to expire October 31, 2019;

Matthew Rowe appointed as a Member of the **Public Safety Committee** for a three-year term to expire October 31, 2019;

Ron Sweatt reappointed as a Member of the **Log and Brush Committee** for a three-year term to expire October 31, 2019;

Bill Ralph reappointed as a Member of the **Boat Advisory Committee** for a three-year term to expire October 31, 2019;

Jim Boone reappointed as a Member of the **Boat Advisory Committee** for a three-year term to expire October 31, 2019;

Bob Canu appointed as an Alternate Member of the **Boat Advisory Committee** for a three-year term to expire October 31, 2019;

Mitsey Baker reappointed as a Member of the **Landscape Committee** for a three-year term to expire October 31, 2019;

Becky Piecewicz reappointed as a Member of the **Landscape Committee** for a three-year term to expire October 31, 2019;

Amanda Meyer reappointed as a Member of the **Landscape Committee** for a three-year term to expire October 31, 2019;

Dr. John Abramson reappointed as **First Aid Coordinator** for a one-year term to expire October 31, 2017;

Dr. Dave Dickison reappointed as **First Aid Coordinator** for a one-year term to expire October 31, 2017;

Jim Ryan reappointed as **Advisor for the Brewer Cottage Property** for a one-year term to expire October 31, 2017;

Kim Ryan reappointed as **Advisor for the Brewer Cottage Property** for a one-year term to expire October 31, 2017;

Laura Vitali reappointed **Water Commissioner** for a one-year term to expire October 31, 2017;

Rob Taisey reappointed as **Harbormaster** for a one-year term to expire October 31, 2017;

and Andy Spalding reappointed as **Assistant Harbormaster** for a one-year term to expire October 31, 2017.

NEW BUSINESS

Comprehensive Water, Wells and Subsurface Waste Disposal Policy – The Board discussed the need to update the policy on wells, and would prefer the CEO and the Planning Board be involved. Rob proposed inviting David Braley and Carol White to the November Meeting to hear their suggestions and discuss this policy. Sue Spalding suggested the 1991 Gerber Water Report and the 1995 revised Gerber Report be made available on Google Drive.

The issue of the Awareness of Disabilities, whereby building permits for handicap accessibility would be expedited and should also be addressed by the Planning Board and the CEO.

Submerged Lands Application – Lease or easement application for Public Dock and Steamer Wharf – The BIVC received notification that Roger Leland had applied for a lease renewal for his dock. As an abutter, the BIVC is given an opportunity to challenge the permit. The Board discussed it and does not oppose the renewal. In addition, the state notified the BIVC that it is also required to apply for a renewal for the Steamer Dock and the Public Float. The completed application is due. Given all that is required and that the season is coming to an end, Rob will request an extension until next year.

Motor Vehicle/Large Equipment Application – Pat Reardon submitted the request for Motor Vehicle/Large Equipment Application.

(9)ACTION: A motion was made (Boone), seconded (Sweatt), and unanimously voted to approve the Motor Vehicle/Large Equipment Application for Pat Reardon.

Printer/Scanner – Clerk Sue Spalding is concerned about procuring requested documents off-season. Attorney Bill Dale discussed a scanning option. The Board took action.

(10)ACTION: A motion was made (Leland), seconded (Boone), and unanimously voted to approve the purchase of a printer/scanner for the Clerk not to exceed \$400.00.

Group Photo – The photo was taken for the Freeport Town Report as requested by Caroline Pelletier.

APPOINTED OFFICIALS’ and COMMITTEE REPORTS

Boat Advisory Committee – T. Sweatt informed the Board the issue of waiving the fee for infants was considered but the BAC decided to keep the current policy of charging for all passengers, including infants. Every head counts according to the Coast Guard so even infants count toward the maximum occupancy.

Tony mentioned some problems with improperly logging cash or credit card on the Square. The BAC will put together a Square use policy for employees.

Brewer Property Advisors – The new metal roof for the Brewer cottage has been completed and the chimney has been removed.

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 – Still looking for an ATV vehicle.

Water Commissioner – No report at this time.

Webmaster – No report at this time.

Zoning Board of Appeals – No report at this time.

ADJOURNMENT (12:11 PM)

FUTURE MEETING SCHEDULE

Saturday, November 5, 2016 – 10 AM at the Freeport Safety Building, Freeport, ME

Saturday, December 10, 2016 – 10 AM at the Freeport Safety Building, Freeport, ME

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