

**BUSTINS ISLAND VILLAGE CORPORATION**  
**Meeting of the Board of Overseers**  
**November 5, 2016 – 10:00 AM**  
**Approved February 18, 2017**

The Board of Overseers met at 10:00 AM at the Freeport Safety Building, Freeport, ME on Saturday, November 5, 2016. Overseers present were: Robert **Boone**, Chairman; Pat **LaFleur**, Vice Chairman (via Skype); Roger **Leland**, and Tanya **Sweatt**. Other officers/appointees/ contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; Crawford and Candy **Taisey** from Straight Edge Construction, Superintendent; and Bill **Cooper**, Chairman of the Planning Board.

**MINUTES**

- (1) **ACTION: A motion was made** (Leland), seconded (Boone), and unanimously voted to accept the minutes as amended for the meeting held October 2, 2016.

**PUBLIC COMMENTS**

No public comments at this time.

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

Pat LaFleur noted the following:

- (1) Need to update personnel files.
- (2) Need for updated Job Descriptions from the Boat Advisory Committee.
- (3) Thank-you letter to Henry Soule for his donation.
- (4) Thank-you letter to Steve Drew for his donation for the tennis pavilion.
- (5) Request for information from 2017 Truck Driver Matthew Rowe.

**CLERK’S REPORT – Sue Spalding**

Sue has posted the off-season Board meeting schedule on the island and at Freeport Town Hall.

Sue stated that any land conveyed to the BIVC would have had to have the deeds recorded prior to April 1<sup>st</sup> for the taxes to be in the BIVC name.

Sue informed the Board that she had received the Certificate of Insurance from Pat Reardon. She will start a Personnel File for Matthew Rowe. She will notify the new members of the Planning Board, Finance Committee and the Boat Advisory Committee that they are responsible for taking the Right to Know Training.

Sue informed the Board that she would like to attend the Municipal Grant Workshop sponsored by MMA for a \$75 fee. The Board members approved of her attending this workshop.

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

Tony presented the Check Register Report for 9/30/2016 through 11/4/2016 noting a few expenses. He informed the Board that October would be the last time to do weekly payroll, then payroll will be monthly.

**(2) ACTION: A motion was made** (Leland), seconded (Boone), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 11/4/2016 for the period 9/30/2016 through 11/4/2016.

Tony stated that RHR Smith is confirmed for the audit and work will now begin.

Tony noted not much change in the Balance Sheet and Funds Activity. He reviewed the Statement of Revenues, Expenditures and Transfers explaining that the expense for the ferry work and the Gator had been paid. He noted that under Capital Projects two-thirds of the tennis pavilion project had been paid.

### **CEO/LPI REPORT – Barbara Skelton**

No report at this time.

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

Crawford stated that things had slowed down.

Vehicles – Crawford stated that the North Yarmouth Fire Truck was at his house. He will check with the Public Safety Committee regarding its disposition.

The master cylinder of the GMC truck was clogged. Dave Stager worked on it but it needs a different master cylinder.

The Gator with the new pump in the back has been stored in the Community House for the winter.

Jim Boyko helped drain the trucks.

Tennis Courts – Chris Martens needs help to maintain the tennis courts, which is a lot of work. She suggested getting a message out to people who use the tennis courts to volunteer their help.

Steamer Dock and Landing Zone Projects – Crawford discussed the quotes from Coley Mulkern from Lionel Plante Assoc., Four River Dock and Dredge, and Sebago

Technics for the Steamer Dock repairs. The Board reviewed the quotes for both projects. Crawford suggested Coley for the Steamer Dock work.

**(3) ACTION: A motion was made** (Boone), seconded (Leland), and unanimously voted to approve the submitted proposal for Steamer Dock repairs dated October 5, 2016 from Coley Mulkern of Lionel Plante Assoc. not to exceed \$40,000.00.

## **CORRESPONDENCE**

10/4/16 Email from Matthew Rowe re: Appreciation for truck driver appointment. He will forward questions.

10/7/16 Email from Darby Mumford re: Tax bills do not reflect 2015 gift and lot re-designation.

10/7/16 Email from Marc Woodworth re: Request to cut trees and trim vegetation in Shore Reserve.

10/8/16 Email from Paul Robson re: Tax bills do not reflect 2015 gift of Stoudt lots.

10/8/16 Email from Ken Barrows re: ATV has been purchased.

10/10/16 Email from Sue Spalding re: Tax bills reflect ownership designation as of April 1.

10/10/16 Email from Crawford Taisey re: Plante estimate for Steamer Dock.

10/11/16 Email to Marc Woodworth re: Permission to trim vegetation except two trees on the banking.

10/11/16 Email from Carol DiBello re: Okay to wait until next year to submit lease renewal application for submerged lands.

10/12/16 US mail received from Jensen, Bard, Gardner & Henry (J,B,G,&H) re: Court filing.

10/14/16 Email to Laura Vitali, Water Commissioner re: Invitation to wells, water and waste disposal discussion on Nov. 5<sup>th</sup>.

10/14/16 Email from Chris Martens re: Ben needs extra funds to complete shed. Chris will approach CABI.

10/15/16 Email from Susan Rauch, Debbie Crane and Mandy Meyer re: CABI will donate \$500.00 towards the tennis pavilion ramp.

10/18/16 Email from Faith Baker re: Freeport Council considering selling Soule school.

10/19/16 US mail from Pat Reardon re: Certificate of Liability Insurance.

10/19/16 Email from All Freeport Councilors and Town Manager re: Decision was made to lease school and preserve parking spots.

10/21/16 Email from Jeff Leland re: Permission needed for bow hunting?  
Responded no.

10/25/16 Email to confirm November meeting with Carol White and David Braley.

10/25/16 Email from John Wood re: Barr/Peaselee deed and Martens/Gerry easement recorded.

11/1/16 Email from Matthew Rowe re: Questions about truck driver job.

11/2/16 Roger Leland sent the letter re: Lease for Submerge Landing Coverage.

Email correspondence is stored on Google Drive.

## **OLD BUSINESS**

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

Comprehensive Water, Wells and Subsurface Disposal Policy – In light of the the recent drilling of 10 wells, the Board had invited Carol White from C. A. White & Associates LLC and David Braley from Maine Drinking Water Program, Maine Well Drillers Commission, Maine Subsurface Waste Water Unit to discuss the island aquifer, the possibility of a well ordinance regarding well drilling, and the island's public water supply. Discussion included the risk of salt water intrusion, the importance of a public education program to inform islanders, and the possibility of having the BIVC wells qualified as a public water supply. The goal is to protect the water supply. The Board has much to consider.

Steamer Dock, Landing Zone Projects – See above under Superintendent's Report

Deed Follow-up – (1) File originals – filed with Clerk for BIVC and individuals receive their own; (2) Shields transfer and easement 2016 – paperwork has been drawn up.

## **NEW BUSINESS**

Matthew Rowe's Questions for the Truck Driver position- Matthew will be trained by Crawford. The Truck Driver is insured under the BIVC. The Truck Driver will be paid through the BIVC payroll and it will be taxed.

Thomas Conveyance – The board discussed Rosemary Thomas' well having been inadvertently placed on BIVC property. .

**(4) ACTION: A motion was made** (Leland), seconded (Boone), and unanimously voted to propose the Thomas conveyance at the 2017 BIVC Annual Meeting.

## **APPOINTED OFFICIALS' and COMMITTEE REPORTS**

**Boat Advisory Committee** – No report at this time.

**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** – Work on follow-up items on the Comprehensive Plan. There are new requirements for Shoreland Zoning.

**Public Safety Committee** – No report at this time.

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

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

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

## **EXECUTIVE SESSION (1:31 PM)**

**(5) ACTION: A motion was made** (Boone), seconded (Leland), and unanimously voted to move into Executive Session – Pending litigation 1 M.R.S.A. section 405(6)(E).

Return to Public Session (1:33).

## **ADJOURNMENT (1:34 PM)**

## **FUTURE MEETING SCHEDULE**

No meeting in December 2016.

Saturday, January 21, 2017 – 10 AM at the Freeport Public Safety Building,  
Freeport, ME (snow date 1/28)

Sunday, February 18, 2017 – 10 AM at the Freeport Public Safety Building,  
Freeport, ME (snow date 2/25)

Saturday, March 11, 2017 – 10 AM at the Freeport Public Safety Building, Freeport,  
ME

Saturday, April 8, 2017 – 10 AM at the Freeport Public Safety Building, Freeport,  
ME

Sunday, May 28, 2017 – 9 AM at the Brewer Cottage, Bustins Island, 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