

Meeting of the Board of Overseers

February 18, 2017

Approved March 11, 2017

The Board of Overseers met at 10:00 AM at the Freeport Public Safety Building on Saturday, February 18, 2017. Overseers present were: Robert **Boone**, Chairman; Roger **Leland**, Ken **Barrows**, and Tanya **Sweatt**. Other officers/appointees/contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent; Bill Cooper – Chairman, Planning Board.

- 1. MINUTES.** **On a motion made** and seconded it was **VOTED** 4-0 to approve the minutes of the Board of Overseers meeting of November 5, 2016 as presented.
On a motion made and seconded it was **VOTED** 4-0 to approve the minutes of the Board of Overseers meetings of January 21, 2017 as presented.

2. PUBLIC COMMENTS – none

3. CLERK'S REPORT – Sue Spalding

- Sue has begun to work on updating the voter list for 2017.
- Sue reported that Betty Kirkland will assemble and print the 2017 Bustins Directory.

4. TREASURER'S REPORT – Tony DeBruyn

On a motion made and seconded it was **VOTED** 4-0 to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 2/18/2017 for the period 1/19/2017 through 2/16/2017.

Tony discussed Statement of Revenue, Expenditures and Transfers as of February 16, 2017. He reported that he has been working with the auditor, which has now become a much shorter process.

Those using the BIVC Staples business account must show Staples tax-exempt card at time of purchase.

He reviewed the use of the BIVC Special Reserve Funds with the following recommendations:

1. Whoever initiates the fund must submit a written statement of its purpose and guidelines for disbursement. A sample statement will be created for guidance.
2. All disbursements must be authorized by the Board of Overseers
3. The lifespan of the fund must be defined.

5. APPOINTED OFFICIALS' AND COMMITTEE REPORTS

- a. Administrative Assistant** - via Rob Boone. Reminder that the Lilly B. Freeport mooring application is due. Tony has already paid it.
- b. Superintendent** – Crawford and Candy Taisey
- Crawford has been in touch with Bill Walsh concerning re-writing the proposal for the engineering part of the Golf Course boat ramp.
 - He has been in touch in Coley Mulkern of Lionel Plante Associates concerning construction, timing, and payment clarifications needed for the proposed Steamer Dock repairs.
 - Candy presented two draft Well Schedules – one for the Store, Ewing. Community House, and Bible Belt wells, and one for the Brewer Cottage well, which will be open on all days that the others are not.
 - Crawford suggested that Matthew Rowe, truck driver, obtain first aid training.
- c. CEO** – Rob reported that CEO Barbara Skelton will visit the island in June along with alternate CEO Nick Adams.
- d. Boat Advisory Committee** – Tanya Sweatt
- Presented draft of the Managing Captain's contract. The Board discussed coordinating mail pick-up times, disability pay issues, work schedule and pay periods.
 - Presented draft of the Ferry Schedule and special trips
 - Presented proposed equipment updates: replacement VHF radio (Coast Guard required) and an Automatic Identification System (AIS) transceiver. **On a motion made** and seconded it was **VOTED 4-0** to authorize the recommended equipment purchases at a cost not to exceed \$1500. **On a motion made** and seconded it was **VOTED 4-0** to use the Lilly B. Fund toward the purchase of the recommended equipment.
 - The BAC has completed a draft of the captain and crew handbook and will send a copy to the Board for their comments
- f. Brush and Log Committee** – Ken Barrows.
A \$500 Firewise grant is available to offset the cost of the barging for the chipping. Faith will submit application.
- j. Planning Board** – Bill Cooper
The Planning Board is working on Zoning Ordinance and Comprehensive Plan updates to comply with changes in state regulations.
- k. Public Safety Committee** – Ken Barrows. Again this year the plan is to combine the Firewise and Public Safety Day
- l. Water Commissioner** – via Sue: received MRWA membership certificate.
- m. Webmaster** – Tony reported that Peg is updating the Owners' and Renters' Manual.

There was no report at this time for the following officials and committees: Brewer Property, Finance Committee, Harbormaster, Landscape Committee, ZBA.

6. CORRESPONDENCE

- 1/22/17 EM-Sue-trimming trees on Shore Reserve. BOO will conduct site walk at Mem Day meeting
- 1/22/17-EM-Tony-contracts for Straight Edge, Truck Driver and Trash Collector
- 1/23/17-EM-all Brewers Marinas sold to Safe Harbor Marinas except South Freeport
- 1/23/17-EM-Candy – agrees to 2017 Superintendent contract
- 1/30/17-EM-Mathew Rowe – agrees to 2017 Truck Driver contract. Will confirm begin and end date
- 2/2/17-EM-Barbara – will visit island with Nick Adams on a June Saturday. Answer questions, conduct site walks
- 2/4/17-EM-Chris Martens Chapter 1000 amendments adopted by DEP for Guidelines for Municipal Shoreland ZO's
- 2/4/17 – MRWA membership certificate
- 2/5/17-EM-Sue-report of PB discussion re: Shoreland Zoning trimming
- 2/7/17-EM-Mathew Rowe- available for Truck Driver Memorial Day through September.
- 2/9/17-EM-Bill Cooper-Planning Board meeting March 11.
- 2/14/17-EM-Kent Nelson-Firewise grant, Browntail method
- 2/14-17- USPS Bartlett Tree Service - \$6,000 for day's browntail treatment
- 2/15/17 – EM-follow-up with Simone Shields on deeds – signing and sending to Roger
- 2/15/17 – EM – Dave McCoy – Browntail injections – using Hughes from Freeport, wants others to participate – BIVC?
- 2/15/17 – Sue – Spring Letter recipients via mail
- 2/16/17 – EM – Faith – will submit Firewise grant application
- 2/16/17 – EM – Tanya – BAC documents for 2017

Email correspondence is stored on Google Drive.

7. REVIEW PROJECTS LISTS AND ACTION ITEMS. The Board reviewed and updated projects lists, actions items, and capitol projects.

8. OLD BUSINESS

a. Comprehensive Water, Wells, and Subsurface waste Disposal policy.

Rob presented a draft of Bustins Island Water Protection Ordinance.

Suggested changes were discussed.

b. Steamer Dock, Landing Zone projects.

See Superintendent's report 5b.

c. Deed follow-up

i. Kip and Jean Shields,

1. BIVC to Shields - Rob signed and sent to Leland Law

2. Easement to BIVC is still needed

ii. BIVC to Simone Shields – 2 parcels - Rob signed and sent to Leland Law

- iii. Simone Shields to BIVC-1 parcel - needs to be signed by Simone
- iv. BIVC to Bill and Martha Cooper – 1 parcel - Rob signed and sent to Leland Law

d. North Yarmouth Fire Truck

Ken reported that there is no sale pending as yet

9. NEW BUSINESS

a. Browntail injections for trees by Public Float.

Discussion trimming vs. injections

b. Large trash pickup in 2017

A large trash pickup is planned. There need to be some parameters as to amount for each cottage and time window of pickup.

c. Spring newsletter topics – suggested topics

e. Other new business. No new business

10. NEXT MEETINGS

The next meeting will be on Saturday, March 11, 2017, 10 AM at the Pubic Safety Building in Freeport, ME.

2017 Proposed Schedule:

	Saturday August 5, Annual Meeting
	Sunday August 6
Saturday, March 11	Tuesday August 22 - Freeport Dinner
Saturday April 8	Sunday September 3
Sunday May 28	Sunday October 1
Sunday June 25	Saturday November 4
Sunday July 9	Saturday December 9
Sunday July 16 - Approve proposed budget & warrant for Annual Meeting	
To reserve Freeport conference room, call Amy 207-865-4800	

11. ADJOURN. The meeting adjourned at 12:16 PM.

Respectfully submitted,

M. Susan Spalding
Acting Secretary