

BUSTINS ISLAND VILLAGE CORPORATION
Meeting of the Board of Overseers
September 8, 2018 – 10:00 AM
Approved October 13, 2018

The Board of Overseers met at 10:00 AM at the Brewer Cottage, Bustins Island, ME on Saturday, September 8, 2018. Overseers present were: Tanya **Sweatt**, Chairman; Robert **Boone**, Vice Chairman; Judy **Hayes**, and Mandy **Meyer**. Other officers/appointees/ contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Pat **LaFleur**, Administrative Assistant; Linda **Sweatt**, Secretary; Crawford and Candy **Taisey** from Straight Edge Construction, Superintendent.

MINUTES

- (1) **ACTION: A motion was made** (Boone), seconded (Hayes), and unanimously voted to accept the minutes as amended for the meeting held August 8, 2018.

PUBLIC COMMENTS

Pat LaFleur presented the Board with a Public Playground Safety Handbook with a picture of the playground equipment which will be gifted to Bustins Island. She requested that this playground equipment be allowed to be installed by McVety's Hearth and Home of Yarmouth in the spring of 2019 in the playground area where the volleyball court is presently. All costs will be paid by grateful contributions.

- (2) **ACTION: A motion was made** (Sweatt), seconded (Boone), and unanimously voted to allow the new playground equipment be installed by McVety's Hearth and Home of Yarmouth in the spring where the volleyball court presently is.

CLERK'S REPORT – Sue Spalding

Sue informed the Board members that four, large, 4-drawer filing cabinets have been moved to the storage facility in Falmouth. She stated that BIVC needs a legal size, locking, filing cabinet and may need a larger storage unit. John Wood will give the BIVC a large, wood, file cabinet with all the files he has.

Sue mentioned the need for the safe deposit box which presently stores mostly deeds. Tony suggested keeping the safe deposit box for another year.

TREASURER'S REPORT – Tony DeBruyn

Tony distributed the Balance Sheet and Funds Activity and explained the individual bank accounts and the money market accounts. He reminded members that the Capital Maintenance Fund is the money put aside for capital projects and maintenance, such as the Steamer Dock work done this past spring and the Golf Course landing area, which will be the next large project. The Casco Fund is a disaster fund and any expense must be approved at the Annual Meeting.

Tony presented the Check Register Report for 7/27/2018 through 9/4/2018 noting a few expenses and the transfer of \$15,000.00 into the Capital Maintenance Fund.

- (3) ACTION: A motion was made** (Sweatt), seconded (Boone), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 9/4/2018 for the period 7/27/2018 through 9/4/2018.

Tony reviewed the Statement of Revenues, Expenditures and Transfers explaining the Forecast and Variance to Budget columns.

Tony said he was appointing Judy Hayes and Hank Rauch as Deputy Treasurers. He requested the Board approve the Treasurer's Authority and Disbursement Policy.

- (4) ACTION: A motion was made** (Sweatt), seconded (Boone), and unanimously voted to approve the Treasurer's Authority and Disbursement Practices Policy.

APPOINTED OFFICIALS' and COMMITTEE REPORTS:

ADMINISTRATIVE ASSISTANT - Pat LaFleur

Pat LaFleur mentioned the following reminders:

- (1) Bustins Road Closing should be voted and posted on Bustins and in Freeport.
- (2) Mandy Meyer must complete Right to Know Forms due in November.
- (3) Reminder that all new appointments and reappointments to Boards and Committees must be approved.
- (4) Manifest to the DEP is due in October.

- (5) ACTION: A motion was made** (Sweatt), seconded (Boone), and unanimously vote to approve the following Order to close Bustins roads: Following a public hearing pursuant to Title 23 MRSA section 2953(2), and authorized by the voters of the Bustins Island Village Corporation at their Annual Meeting on August 2, 2008, and voted unanimously by the Board of Overseers at their meeting on the 8th of September 2018, the undersigned Chairman of the Board of Overseers of the Bustins Island Village Corporation, Maine hereby orders all Bustins Island roads closed from November 1, 2018 through April 30, 2019.

SUPERINTENDENT – Crawford Taisey

Vehicle and Equipment – Crawford stated that the ATV was at Chad Little undergoing clutch work. He is looking into repairing the island weed whacker or purchasing a new one. The island chain saw needs a new bar and chain.

Public Boat Ramp at the Golf Course – The quote from Plante for this work must be updated. Along with the cash grant, the state offered to supply the planks. The state planks do not meet the specifications in the Walsh design, so the BIVE will purchase the sturdier planks as planned.

File Cabinets – Crawford reported that the very heavy filing cabinets have been transported to the mainland with the help of Matthew and Jayne Rowe.

Unauthorized Structure – Crawford informed the Board that John Carrier III has cleaned the platform and the structure is gone.

CEO/LPI – Barbara Skelton

No report at this time.

BOAT ADVISORY COMMITTEE – The Board discussed boat delays of which there were a number this year. Tanya stated that held-up runs may be held for 10 minutes at which time riders and their items must be fully on board. Rob suggested a 1 PM run for Saturdays.

BREWER PROPERTY ADVISORS – No report at this time. The Board will discuss the removal of this position at the October meeting.

BY-LAWS REVIEW COMMITTEE – No report at this time.

FINANCE COMMITTEE – No report at this time.

HARBORMASTER – No report at this time.

LANDSCAPE COMMITTEE – No report at this time.

PLANNING BOARD – Bill Cooper’s Planning Board files will transferred to the storage unit.

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 – Warren Baker emailed T. DeBruyn that there were no variance applications.

CORRESPONDENCE:

8/2/18 Email from Lynn Horr, Freeport Deputy Clerk re: Info request for Town Report.

8/7/18 Phone call from Ron Sweatt re: Brewer Cottage gas lines to code – confirmation for replacing at a cost of under \$500.

8/10/18 Email from Jason Spencer, FEMA re: Contact the State DEP regarding storage of debris.

8/11/18 Email to Kim and Claudia Larson re: Notified that trash left out was picked up by Straight Edge. They will be invoiced directly by Straight Edge for the pickup and disposal.

8/13/18 Email from FEMA re: Docusign for Damage Description & Dimensions for grant – Rob signed 8/14/18.

8/15/18 Email from Faith Baker re: Use of Bustins Broadcast for Island properties for sale; objections.

8/15/18 Email from Bill Dale re: Retiring end of August.

8/17/18 Email from Eric Hamlin, DEP re: Expectations for debris storage from storms.

8/19/18 Phone call from Patrice Kastenholz re: Historical Society wants to restore the old gas pump at the public landing.

8/19/18 Email from T. Sweatt, Chair re: To all BOO about the gas pump to get the ball rolling, confirm support, vote next meeting.

8/20/18 Phone call from Eric Hamlin, DEP re: Call from Rob Boone.

8/20/18 Email from Eric Hamlin, DEP re: Island plans for debris management acceptable.

8/23/18 Email from Rob Boone, Vice Chair re: Boat Ramp Grant signed by Freeport.

8/24/18 Email from Leslie Taisey re: BP Solar panels potential fire hazard, lawsuit notification, Community House.

8/24/18 Email from Tony DeBruyn, Treasurer re: New ferry phone purchased due to old phone crash.

8/27/18 Email from Rob Boone, Vice Chair re: Jessica Petrie donated check to BIVC, given to Tony D.

8/31/19 Email from Rob Boone, Vice Chair re: ME Island Energy MV/LE approval sent out, need insurance doc.

Email correspondence is stored on Google Drive.

OLD BUSINESS

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

Landing Zone Ramp – The Grant has been approved for \$15,000. See above information under Superintendent.

Microphones for the Community House – The wireless microphones are not working. The Board will look into a mixer.

NEW BUSINESS

Old Gas Pump Restoration – The Historical Society has requested permission to remove and restore the old gas pump at the public landing.

(6) ACTION: A motion was made (Boone), seconded (Meyer), and unanimously voted to grant permission to the Bustins Island Historical Society for the restoration of the old gas pump to be placed in the same location.

Nature Center Roof Fan – Sue Spalding requested replacing the roof fan above the Nature Center. Crawford will research the cost for replacing this fan.

AJOURNMENT (11:57 AM)

FUTURE MEETING SCHEDULE

Saturday, October 13, 2018 – 10 AM at the Freeport Public Safety Building, Freeport, ME

Saturday, November 3, 2018 – 10 AM at the Freeport Public Safety Building, Freeport, ME

Saturday, December 8, 2018 – 10 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

Respectfully submitted,

Linda E. Sweatt
Board Secretary