

BUSTINS ISLAND VILLAGE CORPORATION
Meeting of the Board of Overseers
October 13, 2018 – 10:00 AM
Approved December 1, 2018

The Board of Overseers met at 10:00 AM at the Freeport Public Safety Building in Freeport, ME on Saturday, October 13, 2018. Overseers present were: Tanya **Sweatt**, Chairman; Rob **Boone**, Vice Chairman; Judy **Hayes**, Hank **Rauch**, and Mandy **Meyer** (via phone). 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 (Rauch), and unanimously voted to accept the minutes as amended for the meeting held September 8, 2018.

PUBLIC COMMENTS

The Archie Ross Memorial Committee has suggested renaming the Public Float as the Archie Ross Public Landing. A historical plaque would be placed at the dock in 2021. H. Rauch requested more information and suggested sending out this committee's proposal when the Board receives more information.

CLERK'S REPORT – Sue Spalding

Sue mentioned the need to change the Chair signatory for the BIVC safe deposit box. Signees are the Board Chair, Clerk and Treasurer.

- (2) **ACTION: A motion was made** (Sweatt), seconded (Boone), and unanimously voted to remove Rob Boone from the Safe Deposit Box access at the Key Bank on Main Street in Yarmouth and add Tanya Sweatt as Chair and signee.

TREASURER'S REPORT – Tony DeBruyn

Tony presented the Check Register Report for 9/5/2018 through 10/12/2018 noting a few expenses such as the final payment for the Steamer Dock repairs, seasonal outhouse cleanings, Walsh Engineering for plans for the replacement of the public boat ramp, and the annual rubbish removal expense.

- (3) **ACTION: A motion was made** (Boone), seconded (Rauch), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 10/12/2018 for the period 9/5/2018 through 10/12/2018.

Tony noted little change in the Balance Sheet and Funds Activity. He reviewed the Statement of Revenues, Expenditures and Transfers explaining how he analyses ferry boat

revenues by (1) season, (2) fiscal year (half one season and half a second season), and (3) historical trend. He noted that the percentage paid by credit had increased. A new iPhone was purchased for the boat with a two-year Verizon payment plan. He is looking for a phone for the truck.

Tony said he received the proposal for the annual audit.

(4) ACTION: A motion was made (Boone), seconded (Sweatt), and unanimously voted to approve hiring RHR Smith to complete the Audit for the 2018 Fiscal Year,

APPOINTED OFFICIALS' and COMMITTEE REPORTS:

ADMINISTRATIVE ASSISTANT - Pat LaFleur

Pat LaFleur had sent an email regarding the following:

- (1) Reminder to set dates for future meetings.
- (2) Bustins Road Closing should be posted on Bustins and in Freeport.
- (3) Reminder to post off-season meetings.
- (4) Reminder that all new appointments and reappointments to Boards and Committees must be approved.
- (5) Reminder to the Superintendent regarding motor vehicle registrations.

Pat will send a thank you note to Jessica Petrie for her BIVC contribution for the use of the Community House for Yoga classes. She will send a thank you to Henry Soule for the BIVC contribution from the Little Bustins Association.

SUPERINTENDENT – Crawford Taisey

Crawford was not present but had previously informed the Board that work on the Golf Course landing ramp will begin in the spring.

CEO/LPI – Barbara Skelton

No report at this time.

BOAT ADVISORY COMMITTEE – Tanya Sweatt reported that the BAC is looking at employment contracts. The committee is considering a 1 PM boat run for Saturdays.

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

FINANCE COMMITTEE – T. DeBruyn stated the committee will review funds and write an investment policy.

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.

WATER COMMISSIONER – No report at this time.

WEBMASTER – No report at this time,

ZONING BOARD OF APPEALS – No report at this time.

CORRESPONDENCE:

9/5/18 Email from Adam Bliss, Freeport Town Eng. re: Seeking larger planks for Boat Ramp project from the state.

9/6/18 Email from Patrice Kastenzholz re: Vintage Gas Pump Restoration Proposal, approved 9/8/18.

9/7/18 Email from Jason Spencer, FEMA – re: PAAP- DAC submitted, once obligated schedule Recovery Transition Meeting.

9/10/18 Email from Pat LaFleur, Admin re: 2018 Freeport Dinner attendees list.

9/11/18 Email from Adam Bliss, Freeport Town Eng. re: Planks in Walsh specs are not available.

9/11/18 Email from Rob Boone, Vice Chair to A. Bliss re: Island will have planks made per Walsh Engineering specs.

9/11/18 Email from Deb Crane re: Concerns regarding playground equipment, necessity, safety, public forum.

9/13/18 Email from FEMA re: Signature from Rob Boone for PAAP- DAC.

9/18/18 Email from Pat LaFleur, Admin re: Reminder to post road closing and off season meeting dates to website.

9/21/18 Email from Pat LaFleur, Admin re: Playground equipment has been ordered.

10/7/18 Email from Rob Boone, Vice Chair to Coley and Crawford re: Ramp set for Spring 2019 replacement; new quote?

10/9/18 Email from Ken Barrows re: Recommendation for speaker system in the Community House.

10/9/18 Email from Faith Baker to Rob Boone re: Regarding use of the Broadcast emails.

10/9/18 Email from Jason Spencer re: Recovery Transition Meeting is all set and signed off by his group advisor.

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 Ramp Rebuild Update – Specific planks are to be made and work will begin spring 2019.

Microphone Fix for Community House – The Board will review the attached proposal. The present speakers in the Community House will be used but may need new wiring.

NEW BUSINESS

Bustins Broadcast Email Use – Faith Baker had prepared and submitted Bustins Island Village Corporation Municipal Email List – A Little History for the perusal of the Board members. Faith said that the BIVC Broadcast email list is owned by the BIVC. Diane Jellis verified that she had maintained the BIVC email list for many years. Diane always checked with the Chair before sending out any BIVC broadcast. Faith was concerned about commercial sales ads because the BIVC Broadcast was a publically owned document. This municipal government document should not be used for commercial sales ads as that is the law. Rob read an email he received from Faith after he broadcast information about two island properties that were for sale. She felt it was spam. He replied that he disagreed, noted it was rarely done, had been done before but he did agree to make sure she didn't receive any more like that one, He was surprised that wasn't the end of the discussion,

The Chair stated the Board would set up policies and procedures for the BIVC Broadcast list. It was suggested that after each meeting the Board could put out an informational email. Rob Boone will draft a policy dealing with communication management for the BIVC Broadcast.

Board and Committee Appointments FY 2019 – Note the following action.

APPOINTMENTS

After presentation of the recommendations for specific Boards' and Committees' appointments, the following action was taken.

(5) ACTION: A motion was made (Boone), seconded (Sweatt), and unanimously voted to appoint the slate of appointees as follows:

Charlotte Kahn reappointed as a Member of the **Planning Board** for a five-year term to expire in 2023;

Tim Baker reappointed as a Member of the **Zoning Board of Appeals** for a three-year term to expire in 2021;

Frank Kastenholz reappointed as a Member of the **Zoning Board of Appeals** for a three-year term to expire in 2021;

Hank Rauch appointed as a Member of the **Finance Committee** to complete Kevin Petrie's term to expire in 2019;

Colby Shields reappointed as Associate Member of the **Finance Committee** for a three-year term to expire in 2021;

Andrew Adams reappointed as Alternate Member of the **Public Safety Committee** for a three-year term to expire in 2021;

Rob Boone appointed Board Liaison of the **Public Safety Committee**.

Bob Canu appointed as a Member of the **Boat Advisory Committee** for a three-year term to expire in 2021;

Steve Crane reappointed as a Member of the **Boat Advisory Committee** for a three-year term to expire in 2021;

Jeffrey Giles reappointed as a Member of the **Boat Advisory Committee** for a three-year term to expire in 2021;

Lyn McElwee reappointed as a Member of the **Landscape Committee** for a three-year term to expire in 2021;

Doug Arthur reappointed as an Alternate Member of the **Landscape Committee** for a three-year term to expire in 2021; and

Dr. John Abramson reappointed as **First Aid Coordinator** for a one-year term to expire in 2019.

2019 Meeting Schedule – See below under Future Meeting Schedule.

Trash Collector Position – The Board received an email from Matthew Rowe with a letter of interest for the Trash Collector position.

AJOURNMENT (12:15 PM)

FUTURE MEETING SCHEDULE

Saturday, December 1, 2018 – 10 AM at the Freeport Public Safety Building, Freeport, ME
Saturday, January 19, 2019 – 10 AM at the Freeport Public Safety Building, Freeport, ME
(snow date 1/26)
Saturday, February 16, 2019 – 10 AM at the Freeport Public Safety Building, Freeport, ME
(snow date 2/23)
Saturday, March 9, 2019 – 10 AM at the Freeport Public Safety Building, Freeport, ME
Saturday, April 6, 2019 – 10 AM at the Freeport Public Safety Building, Freeport, ME
Sunday, May 26, 2019 – 12 PM at the Brewer Cottage, Bustins Island, ME
Sunday, June 23, 2019 – 9 AM at the Brewer Cottage, Bustins Island, ME
Sunday, July 7, 2019 – 9 AM at the Brewer Cottage, Bustins Island, ME
Sunday, July 14, 2019 – 9 AM at the Brewer Cottage, Bustins Island, ME (Approve budget
and Warrant)
Saturday, August 3, 2019 – 9 AM at the Community House, Bustins Island, ME (Annual
Meeting)
Sunday, August 4, 2019 – 9 AM at the Brewer Cottage, Bustins Island, ME
Tuesday, August 20, 2019 – 6 PM at the Community House, Bustins Island, ME (Annual
Freeport/Bustins Dinner)
Saturday, September 7, 2019 – 10 AM at the Brewer Cottage, Bustins Island, ME
Saturday, October 19, 2019 – 10 AM at the Freeport Public Safety Building, Freeport, ME
Saturday, November 16, 2019 – 10 AM at the Freeport Public Safety Building, Freeport, ME
Saturday, December 14, 2019 – 10 AM at the Freeport Public Safety Building, Freeport, ME

Meetings may be cancelled, rescheduled, or additional meetings called with due notice. Please
check for any changes online at http://www.bivc.net/docs/Meeting_Schedule.pdf

Respectfully submitted,

Linda E. Sweatt
Board Secretary