

BUSTINS ISLAND VILLAGE CORPORATION
BUSTINS ISLAND, MAINE
Meeting of the Board of Overseers
December 1, 2018 – 10:00 AM
Approved January 19, 2019

The Board of Overseers met at 10:00 AM at the Freeport Public Safety Building in Freeport, ME on Saturday, December 1, 2018. Overseers present were: Tanya **Sweatt**, Chair; Rob **Boone**, Vice Chair; Judy **Hayes**, Hank **Rauch**, and Mandy **Meyer** (via phone). Other officers/appointees/ contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; Crawford and Candy **Taisey** from Straight Edge Construction, Superintendent.

MINUTES

- (1) ACTION: A motion was made** (Boone), seconded (Sweatt), and unanimously voted to accept the minutes as amended for the meeting held October 13, 2018.

PUBLIC COMMENTS

No public comment at this time.

CLERK'S REPORT – Sue Spalding

Sue mentioned the two new Town Council members, Henry Lawrence and Tawni Whitney. The Chair will send them a welcome letter.

Sue stated that Chair Tanya Sweatt will go to Key Bank in Yarmouth to sign the appropriate form for the BIVC safe deposit box.

TREASURER'S REPORT – Tony DeBruyn

Tony presented the Check Register Report for 10/13/2018 through 11/29/2018 noting a few expenses such as payroll, insurances and the Brewer expense for hauling the ferry.

- (2) ACTION: A motion was made** (Boone), seconded (Hayes), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 11/29/2018 for the period 10/13/2018 through 11/29/2018.

Tony noted little change in the Balance Sheet and Funds Activity. He reviewed the Statement of Revenues, Expenditures and Transfers. He contacted Workers Comp to be sure all would remain exactly the same.

APPOINTED OFFICIALS' and COMMITTEE REPORTS:

ADMINISTRATIVE ASSISTANT - Pat LaFleur

Pat LaFleur had sent an email regarding the following:

- (1) Reminder for Mandy Meyer to complete the Right to Know.
- (2) Reminder to update any job descriptions.
- (3) Reminder to prepare contracts for employees.

SUPERINTENDENT – Crawford Taisey

Crawford reported that everything has been completed for the winter.

Vehicles – The honey wagon has been dumped. The Colorado has two new back tires and the best of the other tires has been put on the front. Both are stored at Crawford's property and will be returned to the island in the spring. The ATV has a new transmission and has been returned to the island. The ATV was under warranty and there was no charge for the replacement.

Fire Barn – Crawford is questioning if the solar system consisting of three small panels is sufficiently charging the batteries for the Dodge and GMC trucks, the lights and siren.

Historical Society Building – New windows on the road side of the building are needed with new plywood framing.

Logs from October 30, 2017 windstorm – Crawford stated that a large pile of logs from storm damage be removed. Tony requested an estimate for log removal from Crawford.

Emergency Operations Plan – Jim Boyko and Dave Dickison will coordinate with Freeport to make an Emergency Operations Plan for Bustins.

Crawford gave permission to Andy Spalding to keep his lobster traps on the Steamer Dock until spring.

CEO/LPI – Barbara Skelton

No report at this time.

BOAT ADVISORY COMMITTEE – Tanya Sweatt reported that the BAC is working on revisions for job descriptions. Janice Knight suggested extending the regular season runs for a week after Labor Day. Sue suggested extending at least for the Wednesday and Thursday after Labor Day. The committee will look into the cost effectiveness of a possible regular schedule change.

BY-LAWS REVIEW 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 – Next meeting will be December 8 at 10 AM.

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:

10/10/18 Email from Rob Boone, Vice Chair re: Response to Bustins Broadcast email from F. Baker.

10/11/18 Email from Pat LaFleur re: Soule donation thank you letter.

10/12/18 Email from Matthew Rowe re: Interested in Trash Collector Position.

10/15/18 Email from Tony DeBruyn, Treasurer re: Boards/Committees/Appointed Officials list update.

10/18/18 Email from Rob Boone, Vice Chair re: Testing email blast options for Bustins Broadcast.

10/19/18 Email from Pat LaFleur re: Playground equipment response letter.

11/4/18 Letter from Pat Reardon re: Vehicle application renewal for 2019.

11/13/18 Email from Rob Boone, Vice Chair re: Broadcast email policy draft and Shore reserve construction permission draft.

11/20/18 Phone call from Rob Boone, Vice Chair to Pete Pellerin of Maine Island Energy re: Information on the 55 larger propane tanks.

11/21/18 Email from Janice Knight re: Asking about extending ferry service through the week after Labor Day.

11/22/18 Email from Bob Dugan, BAC Chair re: Response to J. Knight inquiry.

11/28/18 Email from Lyn Horr, Freeport Deputy Town Clerk re: Board photo or scenic shot.

11/29/18 Email from Naomi Petley, MEMA re: ME Emergency Management Agency Award letter and financial breakdown.

Email correspondence is stored on Google server.

OLD BUSINESS

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

Landing Ramp Rebuild Update – Crawford is awaiting an updated estimate for the project. The project will be done in the spring.

Microphone Fix for Community House – The Board will take action in the spring.

Bustins Broadcast Policy and Email Distribution Method – Rob Boone had emailed to Board members a draft of the Bustins Broadcast Emails and Address List policy. A discussion ensued regarding user-friendliness, number of addresses but with unlimited emails. Rob will revise the draft.

Shore Reserve Construction Permission – Rob Boone had emailed the Board members a draft of the Permission for Construction on the Shore Reserve policy. After a simple revision the Board took the following action:

- (3) ACTION: A motion was made** (Sweatt), seconded (Rauch), and unanimously voted to approve the amended draft of the Permission for Construction on the Shore Reserve policy adopted December 1, 2018.

Annual Officials Appointments to be Made for 2019 – The Board acted upon the following appointments.

- (4) **ACTION: A motion was made** (Boone), seconded (Hayes), and unanimously voted to reappoint Sue Spalding as **Public Access Officer** for a one-year term to expire in 2019.
- (5) **ACTION: A motion was made** (Sweatt), seconded (Boone), and unanimously voted to reappoint Crawford Taisey as **Water Commissioner** for a one-year term to expire in 2019.
- (6) **ACTION: A motion was made** (Boone), seconded (Sweatt), and unanimously voted to reappoint Rob Taisey as **Harbormaster** for a one-year term to expire in 2019 and Andy Spalding as **Assistant Harbormaster** for a one-year term to expire in 2019.
- (7) **ACTION: A motion was made** (Boone), seconded (Hayes), and unanimously voted to reappoint Anthony DeBruyn as **Webmaster** for a one-year term to expire in 2019.

Trash Collector and Truck Driver Contracts – The members discussed the responsibilities of the trash collector and the truck driver. The following appointments were made.

- (8) **ACTION: A motion was made** (Boone), seconded (Rauch), and unanimously voted to reappoint Daniel Adams as **Trash Collector** for the 2019 season and Matthew Rowe as **Truck Driver** for the 2019 season.

Playground Equipment – The members discussed the letter written by Annalee Pease and Pat LaFleur regarding the purchase and installation of the playground equipment, which the Board had previously approved. The equipment will be installed in the spring.

NEW BUSINESS

Vehicle Application Renewal – Pat Reardon submitted his renewal vehicle application form for his tractor with the back hoe.

- (9) **ACTION: A motion was made** (Sweatt), seconded (Rauch), and unanimously voted to approve permission for Pat Reardon's tractor to be on Bustins with the appropriate standard conditions.

AJOURNMENT (12:08 PM)

FUTURE MEETING SCHEDULE

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)

Sunday, September 7, 2019 – 12 PM 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