

**BUSTINS ISLAND VILLAGE CORPORATION**  
**Meeting of the Board of Overseers**  
**April 7, 2019 – 10:00 AM**  
**Approved May 26, 2019**

The Board of Overseers met at 10:00 AM at the Freeport Public Safety Building in Freeport, ME on Saturday, April 7, 2019. Overseers present were: Tanya **Sweatt**, Chairman; Rob **Boone**, Vice Chairman; Judy **Hayes**, and Hank **Rauch**. Other officers/appointees/ contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; and Crawford and Candy Taisey of Straight Edge Construction, Superintendent.

**MINUTES**

- (1) **ACTION: A motion was made** (Rauch), seconded (Boone), and unanimously voted to accept the minutes as amended for the meeting held March 9, 2019.

**PUBLIC COMMENTS**

Tom Maurier discussed the amount of work required to open and maintain the Golf Course. Volunteer help is difficult to find. Tom requested that the Board consider some payment to help with the work time and equipment expenses. H. Rauch mentioned that the Golf Course is a public facility which the BIVC maintains and everyone appreciates all the work Tom has done. T. Sweatt stated that the work had to be done and some equipment used for preparing the Golf Course for spring opening. She suggested contracting the total cost of spring cleanup and preparation of the Golf Course for a cost of \$700.

- (2) **ACTION: A motion was made** (Boone), seconded (Hayes), and unanimously voted to contract the opening season, spring cleanup of the Golf Course for \$700.00.

- (3) **ACTION: A motion was made** (Sweatt), seconded (Rauch), and unanimously voted to hire Tom Maurier to do the spring cleanup of the Golf Course for the 2019 season.

**CLERK'S REPORT – Sue Spalding**

Sue mentioned that she met with the Deputy Clerks and others to verify lists. T. Sweatt suggested the use of Google sheets for boards' and committees' membership lists. This would give the Clerk easy access.

**TREASURER'S REPORT – Tony DeBruyn**

Tony presented the Balance Sheet with Funds Activity for which there was not much change. He presented the Check Register Report for 3/7/2019 through 4/6/2019 noting a few expenses such as the Transfer Station recording fee, boat slip payment, and legal bills.

- (4) 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 4/6/2019 for the period 3/7/2019 through 4/6/2019.

Tony reviewed the Statement of Revenues, Expenditures and Transfers explaining expenses in relation to estimated expenses. He noted the fuel expense is more than anticipated.

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

### **ADMINISTRATIVE ASSISTANT - Pat LaFleur**

Pat LaFleur had sent an email regarding the following:

- (1) Reminder to post the March Minutes to the website.
- (2) Administrative Assistant prepare Summer Meeting Schedule for the website and post on the store in May.
- (3) Reminder to post Boat Schedule and Well Schedule on website and on the store in May.
- (4) Reminder to prepare Spring Letter to go out in May.
- (5) Reminder to the Planning Board to submit recommendations for CEO/LPI for appointment for Board approval by June.
- (6) Reminder to start gathering material for the Annual Meeting Warrant.
- (7) Reminder for the Superintendent to submit priority list for Capital Projects.
- (8) Reminder to the Superintendent to put registration stickers on Boat and Trailer as needed.
- (9) Reminder to the Superintendent that the Manifest for Transportation of Non-Hazardous Waste at the transfer station is due April 15.
- (10) Reminder to approve the Truck Driver for the upcoming season.
- (11) Administrative Assistant – remind the Planning Board, Public Safety Committee, and Landscape Committee to plan their budget needs for the upcoming season. Remind them to send this information to the Board of Overseers for approval no later than July1.
- (12) Annual Renewal License for Transfer Station is due in May. Has the Treasurer received paper work and paid it?

### **SUPERINTENDENT – Crawford Taisey**

Crawford reported the following:

- (1) He had worked on the Public Float.
- (2) Coley is working on the Golf Course area boat ramp. Materials should be removed this week. Presently the plan is to have the work completed by May 4<sup>th</sup>.
- (3) He ordered gasoline for the island.
- (4) Some of the roads are okay.
- (5) Surprisingly, no trees came down.
- (6) DEP Manifest for honey wagon waste disposal is not needed this quarter.
- (7) Coley is scheduled to return the honey wagon and the Colorado truck.

**CEO/LPI** – Barbara Skelton

No report at this time.

**BOAT ADVISORY COMMITTEE** – No report at this time.

**BY-LAWS REVIEW COMMITTEE** – S. Spalding reported that the committee met and identified 20 items to address. The Committee reviewed several items with the Board for Board direction.

**FINANCE COMMITTEE** – T. DeBruyn stated the committee will meet in June.

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

**LANDSCAPE COMMITTEE** – S. Spalding mentioned that there are new state regs restricting the harvesting of rockweed without permission from coastal landowners.

**PLANNING BOARD** – R. Boone will help with the necessary permitting for the new Playground Set.

**PUBLIC SAFETY COMMITTEE** – No report at this time.

**WATER COMMISSIONER** – No report at this time.

**WEBMASTER** – T. DeBruyn stated that the 2019 Ferry Schedule and Well Schedule are posted on the website.

**ZONING BOARD OF APPEALS** – No report at this time.

**CORRESPONDENCE:**

3/9/19 Email from S. Spalding, Clerk re: By-Laws Committee identifying changes but none before the Annual Meeting.

3/12/19 Email from R. Boone, Vice Chair re: Email from Tom Maurier about possible Golf Course pre-season preparation and maintenance stipend.

3/13/19 Email from S. Spalding, Clerk re: Pricing for composting units from Suzanne Duplissis and ordering timeline.

3/14/19 Email from R. Boone, Vice Chair re: Shared counsel Mark Bower's (legal) summary of Trusts, corporations and partnerships for island voting purposes.

3/15/19 Email from F. Baker re: Firewise signs delivered and given to Superintendent.

3/16/19 Email from Suzanne Duplissis, Freeport to S. Spalding re: Costs from MRRA composting units.

3/17/19 Email from T. Sweatt, Chair re: Copy of Managing Captain contract to Abe Whittaker.

3/17/19 Email from T. Sweatt, Chair re: Copy of Truck Driver contract to Matthew Rowe.

3/18/19 Email from Local Transportation Office, USPS re: Contract modification for current year signature needed.

3/19/19 Email from R. Boone, Vice Chair to Keith Frisbee re: Voter eligibility for Family Partnerships per policy.

3/19/19 Email from Janis Knight re: Inquiring about permitting and timing; R. Boone followed up with questions.

3/22/19 Email from Gus MacDonald re: Forwarded email from legal Counsel about voter eligibility.

3/26/19 Phone call from T. Sweat, Chair to R. Boone discussing composter purchase and moving forward.

3/26/19 Phone call from Patrice Kastenholz to T. Sweatt re: Update on referb to old gas tank.

3/28/19 Email from S. Spalding, Clerk re: Info on State regulations on rockweed harvesting.

3/29/19 Email from S. Spalding, Clerk re: Earth Machine composters update info.

3/29/19 Email from R. Boone, Vice Chair re: Okay to the Clerk to purchase composters.

4/2/19 Email from S. Spalding, Clerk re: By-Laws Comm. list of items needing direction from BOO.

4/2/19 Email from Matthew Rowe, Truck Driver re: Employment question regarding withholding change; Treasurer responded.

4/2/19 Email from T. Sweatt, Chair re: Response to LDT, USPS with signed Modification document for the current year.

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 – Superintendent is monitoring the job and Coley plans to complete the work by May 4<sup>th</sup>.

Trash Guidelines Update and Handout – The Board reviewed and revised the draft of the Household Trash Disposal Guidelines submitted by R. Boone.

Voting Policy Review/ Eligibility Issues – The Board members discussed the eligibility issue dealing with Trusts noting that trusts do have a number of trustees but only one trustee would vote per lot. The trustees may change which trustee votes but the Board must be informed of any change. H. Rauch suggested creating a document to notify the Board of a change in trustees to the trust for voting purposes. The Introduction to the Voting Policy will state “Persons entitled to vote shall be the natural persons who own a lot of land either directly or as trustees in a trust. Non-natural persons such as corporations, limited liability companies (LLCs) and partnerships of any type are not entitled to vote.” Further amendments were made to the Policy regarding trustee documentation.

**(5) ACTION: A motion was made** (Boone), seconded (Sweatt), and unanimously voted to approve the amended BIVC Voting Policy as amended on April 7, 2019.

Transfer Station Paperwork Follow Up – Judy Hayes will complete the Transfer Station paperwork to be given to C. Taisey for submission. The Treasurer will pay the fee.

## **NEW BUSINESS**

Spring Newsletter – Board members perused the draft of the Spring Newsletter, changes were discussed and revisions were made.

Golf Course – Stipend? – See above under Public Comment.

Email Lists – Directory – The Directory deadline for updates is May 15<sup>th</sup>. The BIVC Broadcast List is not public.

September 7<sup>th</sup> Meeting – date check – The September meeting date is Sunday, September 8<sup>th</sup> at 12 PM and will be corrected on the Meeting Schedule.

**AJOURNMENT (12:47 PM)**

## **FUTURE MEETING SCHEDULE**

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 8, 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](http://www.bivc.net/docs/Meeting_Schedule.pdf)

Respectfully submitted,

Linda E. Sweatt  
Board Secretary