

BUSTINS ISLAND VILLAGE CORPORATION
Meeting of the Board of Overseers
November 16, 2019 – 10:00 AM
Approved January 4, 2020

The Board of Overseers met at 10:00 AM at the Freeport Safety Building, Freeport, ME on Saturday, November 16, 2019. Overseers present were: Tanya **Sweatt**, Chairman; Hank **Rauch**, Vice Chairman; Judy **Hayes**, and Craig **Allard**. Other officers/appointees/contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; and Linda **Sweatt**, Secretary, and Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent.

PUBLIC COMMENTS

No public comment.

CLERK’S REPORT – Sue Spalding

Sue informed the Board that she and Deputy Clerk Annalee Pease have been working in the office and taking home boxes to sort through the paperwork.

Sue informed the Board that Daniel Pilch is the new Town Councilor.

TREASURER’S REPORT – Tony DeBruyn

Tony noted that it was a quiet month and hence, no changes in the Balance Sheet and Funds Activity. Tony presented the Check Register for 10/17/2019 through 11/15/2019 noting payments for water testing, Chad Little for the tractor seat, and the final payment to the Truck Driver.

(1) ACTION: A motion was made (Sweatt), seconded (Rauch), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 11/14/2019 for the period 10/17/2019 through 11/15/2019.

Tony noted that there was little change for the Statement of Revenues, Expenditures and Transfers. He will be working again with RHR Smith for the annual audit but will not do any more audits over the phone. The Board again discussed delaying the annual meeting which would change the actual fiscal year.

APPOINTED OFFICIAL’S and COMMITTEE REPORTS:

ADMINISTRATIVE ASSISTANT'S REPORT

Judy Hayes reviewed the following items to be completed.

- (1) Reminder for those who must complete the Right to Know.
- (2) Review charters and members of boards and committees.

SUPERINTENDENT'S REPORT – Crawford Taisey

Vehicles – Crawford reported that the tractor was taken off island to Chad Little for a leaking wheel seal, adjust brakes, check starter switch, change oil and fuel filters for an estimated cost between \$1500 and \$2000. The ATV is under cover at Jim Boyko's. John Deere will take care of issues with the ATV.

Roads – A load of gravel is to be delivered today.

Tree Work – Crawford stated that there were a few trees down after the recent wind storm. The only damage was from a limb that hit the trim board on the Community House. Tree debris on the roads was cleaned up.

CEO/LPI REPORT – Barbara Skelton

No report at this time.

BOAT ADVISORY COMMITTEE

No report at this time.

BY-LAWS 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

No report at this time.

PUBLIC SAFETY COMMITTEE and FIRST AID COORDINATOR

Ken Barrows worked on the Firewise paperwork.

WATER COMMISSIONER

No report at this time.

WEBMASTER

No report at this time.

ZONING BOARD OF APPEALS

No report at this time.

SUBCOMMITTEE REPORTS

Trash Handling Subcommittee – Needs job descriptions for personnel handling the trash. It was suggested that job descriptions be reviewed and revised as needed. Things to consider for the subcommittee should be: announcement for open applications, need for consistent management, performance reviews, handling of difficult employees, and procedure for accountability – both positive and negative.

CORRESPONDENCE

11/11/19 Email from Dave McCoy to Judy Hayes re: RAP issue and suggested contacting Simone Shields.

11/12/19 Email from T. Sweatt, Chair, to Charlotte Kahn re: Testing follow up in regards to Coastal Waters.

11/12/19 Email from Sue Spalding, Clerk, to the Planning Board re: The state assessment and re-routing traffic if needed.

11/13/19 Email from Matthew Rowe, Truck Driver re: Payroll question to which T. DeBruyn responded.

11/14/19 Email from T. Sweatt, Chair, to Adam Bliss, Freeport Engineer re: Soil testing options.

11/14/19 Email from T. Sweatt, Chair, to Board/Committee Chairs re: Updated approved rosters.

11/14/19 Email from Ken Barrows, Safety Comm., re: Firewise renewal submitted for 2020.

11/16/19 Email from Charlotte Kahn re: Info on costs for soil testing.

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.

RAP Updates – The Board discussed the information from Charlotte Kahn regarding soil testing by the Cumberland Soil & Water District. There is a specific process to the soil testing to be done in the spring after the thaw to capture dust from three locations on the roadside where the RAP has been used. They will be specifically looking for PHs and heavy metals. This testing will cost between \$2000 and \$3000. C. Allard mentioned the concern for the safety of everyone on the island and the RAP used with a function – to stop road erosion. It was noted that the DEP recommends using this RAP.

(2) **ACTION: A motion was made** (Allard), seconded (Rauch), and unanimously voted to have soil testing done in the early spring of 2020.

NEW BUSINESS

Employment Contracts – The contracts will be dealt with in January.

Job Descriptions – The Board discussed the job description for Trash Collector and will revisit with changes. Job descriptions for the ferry employees are reviewed and revised by the BAC.

2020 Proposed Meeting Schedule – Please note future meeting schedule below.

ADJOURNMENT (12:12 PM)

FUTURE MEETING SCHEDULE

Saturday, January 4, 2020 (snow date Jan. 11) – 10 AM at the Freeport Safety Building, Freeport, ME

Saturday, February 8, 2020 (snow date Feb. 15) – 10 AM at the Freeport Safety Building, Freeport, ME

Saturday, March 14, 2020 – 10 AM at the Freeport Safety Building, Freeport, ME

Saturday, April 4, 2020 – 10 AM at the Freeport Safety Building, Freeport, ME

Sunday, May 24, 2020 – 12 PM at the Brewer Cottage, Bustins Island, ME

Sunday, June 21, 2020 – 9 AM at the Brewer Cottage, Bustins Island, ME

Sunday, July 5, 2020 – 9 AM at the Brewer Cottage, Bustins Island, ME

Sunday, July 12, 2020 (approve budget and warrant) – 9 AM at the Brewer Cottage, Bustins Island, ME

Saturday, August 1, 2020 (Annual Meeting) – 9 AM at the Community House, Bustins Island, ME

Sunday, August 2, 2020 – 9 AM at the Brewer Cottage, Bustins Island, ME

Tuesday, August 18, 2020 (Freeport Dinner) – 6 PM at the Community House, Bustins Island, ME

Saturday, September 12, 2020 – 10 AM at the Brewer Cottage, Bustins Island, ME

Saturday, October 17, 2020 – 10 AM at the Freeport Safety Building, Freeport, ME

Saturday, November 14, 2020 – 10 AM at the Freeport Safety Building, Freeport, ME

Saturday, December 12, 2020 – 10 AM at the Freeport 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