

**BUSTINS ISLAND VILLAGE CORPORATION**  
**Minutes of the Board of Overseers Meeting**  
**February 10, 2013 12:00 Noon**

The Board of Overseers met at 12:04 PM at the Freeport Safety Building in Freeport, ME on Sunday, February 10, 2013. Overseers present were: Robert **Boone**, Chair; Bill **Cooper**, Vice Chair; Faith **Baker**, Ken **Barrows**, and Pat **LaFleur** (via Skype, and also serving as Administrative Assistant). Other officers/contractors/appointees present were Sue **Spalding**, Clerk and Acting Secretary; Tony **DeBruyn**, Treasurer; **Straight Edge Construction**, Superintendent; Tanya **Sweatt**, BAC Chair.

**MINUTES**

**1. ACTION: A motion was made** (Cooper), seconded (Baker), and unanimously voted 4-0 with one assent via Skype to accept as amended the minutes for the meeting held December 15, 2012.

**PUBLIC COMMENT** No public comment.

**CLERK'S REPORT** – Sue Spalding

1. Sue, along with Deputy Clerks Annalee Pease and Peg DeBruyn, put the contents of the BIVC Safe Deposit Box onto a spreadsheet. In the box were badly deteriorated originals of the Enabling Act and By-Laws. Sue will take them to the Freeport Historical Society for preliminary evaluation for possible preservation. She will also check State of Maine archives for their original documents.
2. Need for a BIVC on-island copier/scanner to be located in the BIVC office. T. DeBruyn will look into which model and set up inverter.
3. Continued discussion about need for a Cloud to store BIVC documents, both for working access and archival storage.

**TREASURER'S REPORT**

1. T. DeBruyn presented balance sheet dated 02/08/2013
2. 2012-2013 Funds Activity
3. Register Report 12/15/2012 – 02/08/2013
4. Statement of Revenues, Expenditures and Transfers, Fiscal Year 2012-2013 through 02/08/2013

**2. ACTION: A motion was made** (Baker), seconded (Barrows), and unanimously voted 4-0 with one assent via Skype to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 12/9/2012 for the period 12/15/2012 through 2/08/2013.

**3. ACTION: A motion was made** (Baker), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to accept the Treasurer's Report.

**ADMINISTRATIVE ASSISTANT REPORT – Pat LaFleur**

1. 2013 Boat fares/schedules are due from BAC for Board approval at March meeting
2. Will contact all committee chairs for their 2013 budget requests.

**CEO – no report at this time**

**SUPERINTENDENT’S REPORT – C. Taisey**

Ron Tozier will go to the Island to check on it after the blizzard of 2/8-2/9

1. Maintenance is needed on the Lilly B. island mooring

**BREWER COTTAGE – No report at this time**

**FINANCE COMMITTEE**

1. The committee is researching names for possible auditor
2. Possible Fiscal Year change to calendar year. This would need a By-Law change. Pros and cons were discussed, especially how to report at the Annual Meeting in August.

**HARBORMASTER – no report at this time**

**LANDSCAPE COMMITTEE**

P. LaFleur had a discussion with Landscape Committee chair Ellen Donovan about re-writing the Landscape Committee charter. Due to illness Ellen is unable to participate in the re-writing. The Board discussed the merits of keeping it in the By-Laws, or taking it out of the By-Laws and maintaining it as a committee with powers of decisions, or, alternatively a purely advisory committee.

4. **ACTION: A motion was made** (Boone), seconded (Baker), and unanimously voted 4-0 with one assent via Skype to present for voter consideration at the 2013 Annual Meeting an amendment of Article X to remove paragraphs 1 and 2, labeled Landscape Committee, and to reword paragraph 3, labeled Landscape Regulations, by replacing “a majority of said committee” with “a majority of the Board of Overseers”, and the title of Article X being changed to “Landscape Regulations”.

**PLANNING BOARD**

- B. Cooper met with the Planning Board in January.
1. Gradual progress is being made in regard to unnumbered lots on the map.
2. The Planning Board voted to recommend for Board approval Ron Tozier as CEO/LPI and Barbara Skelton as alternate.
3. Coastal erosion – there are concerns about areas of the shore that might be impacted by erosion in view of rising sea levels. One area is the head of Pidge’s Cove as it affects the road.

## **PUBLIC SAFETY**

K. Barrows reported that Jim Boyko will talk to Freeport Fire Chief Fournier for mobile pump recommendations.

## **WATER COMMISSIONER, ROADS COMMITTEE, ZONING BOARD OF APPEALS** – no report at this time

## **BOAT ADVISORY COMMITTEE**

Tanya Sweatt presented the 2013 Wage Base and the BAC 2013 Employment Recommendations dated 2/9/2013.

**5. ACTION: A motion was made** (Baker), seconded (Barrows), and unanimously voted 4-0 with one assent via Skype to accept the recommendation of the Boat Advisory Committee that Abe Whittaker be hired as Boat Manager for the 2013 season.

Tanya will draft an employment agreement.

The Deckhand Job Description Draft dated 12/10/2012 was reviewed and edited.

**6. ACTION: A motion was made** (Boone), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to adopt as edited the Deckhand Job Description dated 12/10/2012.

A letter of appreciation of service will be sent to Lesley Berry.

## **CORRESPONDENCE**

12/31 from Sue – Maine law employee /contractors

1/3 Emails to Dan Adams-truck driver/trash collector

1 /3 email from Pat – CEO job description

1/13 email from Chris Martens-Planning Board meeting Jan 26

1/14-emails from BIHS officers re: BIVC centennial 1/16-email from Melanie Sachs – thanks for welcome letter

1/21 Faith-Lesley removing herself from consideration for boat manager

1/27-email from Kim Anania and Anita Krieg-contractor option for Dan

1/27-phone call with Dan Adams-treat as employee, doesn't need insurance

1/30 email from Warren Barrows-bidding practices for engineering report on coastal erosion

1/16, 2/1 F. Baker from Cindy Wade re Maine Rural Water Association

1/19, 1/24 F. Baker from J. Silberman re BIVC archives for centenary

2/10 F. Baker from Rob Taisey. He agrees to be harbormaster again.

Email correspondence received is stored by the Board Chairman.

## **OLD BUSINESS**

a. The ways repair plans are in progress

- b. Repairs to Museum: there is wetness on the inside of the shore wall. Repair to the outside of the wall needs to be completed before replacing any windows.
- c. Two quotes have been received for the Community House outhouse.

**7. ACTION: A motion was made** (Boone), seconded (Barrows), and unanimously voted 4-0 with one assent via Skype that the design for the ADA-compliant outhouse for the Community House will be a vault privy. The bidders will be requested to re-submit their bids to include a vault privy and a cold water sink.

- d. Well for Bible Belt/northeast section of the Island. B. Cooper re-wrote the agreement indemnifying C. Richardson from any liabilities.
- e. Map – see report under Planning Board
- f. F. Baker presented several designs for new letterhead and centenary items. Suggestions were made and F. Baker will come back with new designs proposals.
- g. Fiscal Year - See Treasurer's Report
- h. Superintendent Services Contract draft. Discussed and edited. B. Cooper will made edits as decided run it by K. Anania, and present to C. Taisey to sign.
- i. BIVC Centennial Celebration – F. Baker and Board discussed ideas
  - Potluck supper the evening of the Annual Meeting
  - Fireworks the night of the Annual Meeting to be coordinated by the CABI
  - Link with BIHS – “What was Bustins like 100 years ago?”, using BIVC and BIHS records and archives. All BIVC records searches must take place in the BIVC office, with no records leaving the office.
- j. Review projects list and action items. The Board reviewed and prioritized project lists and action items.
  - 1. CEO job description – tabled until March
  - 2. Truck Driver/Trash Collector job description – Admin. Ass't. will send out current copy for review
  - 3. Constable job description. Reviewed. Chair will check with Chief Schofield on several items.
  - 4. Deckhand job description – reviewed. B. Cooper will make final draft for acceptance.
  - 5. Outhouse cleaning by Bustins Builders – No job description needed.
  - 6. Employee handbook – Only for boat employees

## **NEW BUSINESS**

- a. Topics for a Board of Overseers Spring Letter were discussed.

## **FUTURE MEETINGS**

Saturday, March 16, 2013 – 9:30 AM at the Freeport Safety Building, Freeport, ME  
Saturday, April 13, 2013 – 9:30 AM at the Freeport Safety Building, Freeport, ME  
Sunday, May 26, 2013 – 9:00 AM at the Brewer Cottage, Bustins Island, ME

## **ADJOURN**

The meeting was adjourned at 4:30 PM

Respectfully submitted,

M. Susan Spalding  
Acting Secretary