

BUSTINS ISLAND VILLAGE CORPORATION
Minutes of the Board of Overseers Meeting
March 16, 2013 9:30 AM

The Board of Overseers met at 9:32 AM at the Freeport Safety Building in Freeport, ME on Saturday, March 16, 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; Roger **Leland**, Finance Committee Chair; Rob **Taisey**, Harbormaster.

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 February 10, 2013.

PUBLIC COMMENT No public comment.

CLERK'S REPORT – Sue Spalding

1. Sue reported on her inquiry into preserving early Enabling and By-Laws documents. They are both in very fragile condition. A professional document preservationist was consulted and did not encourage mounted preservation since the documents were only drafts and seemingly not signed or dated. She suggested some lesser ways to store/preserve/display them. Sue will pursue with Freeport Historical Society.
2. Sue reported on legislative bills that, if enacted, might affect the BIVC.
3. She reported on successful meeting with the Freeport Assessor, who was confused about the location of land donated to the BIVC by the Kitchins.
4. In light of the BIHS interest in displaying BIVC archives for the Centennial, she reiterated the need to have a printer installed and powered in the BIVC office for BIVC use before Memorial Day weekend.
5. She received “Application for Transportation of Nonhazardous Waste”, due before 5/31/13. Crawford will submit the application.

TREASURER'S REPORT – Tony DeBruyn

1. T. DeBruyn presented Balance Sheet dated 03/14/2013, and reported that there has been very little recent action.

2. ACTION: A motion was made (Baker), seconded (Cooper), 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 3/14/2013 for the period 2/9/2013 through 3/14/2013.

2. Tony presented “BIVC Online Document Management” and described to the Board how to use the “cloud”.

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

ADMINISTRATIVE ASSISTANT REPORT – Pat LaFleur

1. All committee chairs have been asked to submit their 2013 budget requests by July 1.
2. Water Commissioner will safety check well water before Memorial Day weekend.
3. She reminded Crawford to set well schedule and submit to state.

CEO – not present (he is attending EMT training on Chebeague for several Saturdays)

1. R.Tozier reported to R. Boone that there has been no CEO activity, and that there is no significant damage to the Island.

SUPERINTENDENT’S REPORT – C. Taisey

1. Crawford presented an alternative to hauling/storing/launching the public float ourselves until we decide about repairs to the ways. Royal River Boat Yard has the equipment and can do the job for \$1500-\$2000.
2. We need a new cutting edge for the bucket on the tractor. Cost: about \$500.

4. ACTION: A motion was made (Cooper), seconded (Barrows), and unanimously voted 4-0 with one assent via Skype to authorize Crawford Taisey to have the cutting edge of the tractor bucket replaced at a cost not to exceed \$750.

3. Crawford delivered the Community House outhouse design by Al Frick, “Subsurface Wastewater Disposal System Application” dated 2/26/2013. Crawford is looking into storage tank options, which would then need to be put into any bids for the construction.
4. Crawford gave fire pump information to Ken Barrows, who will get quotes (Honda engine).
5. The Superintendent contract previously approved on 2/10/2013 was edited by KMA Consulting.

5. ACTION: A motion was made (Boone), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to approve the Superintendent contract dated 3/15/2013 to replace contract previously approved on 2/10/2013.

The contract was signed by Straight Edge Construction and will be filed with the Clerk.

BOAT ADVISORY COMMITTEE – Tanya Sweatt

1. Tanya presented the 2013 boat/fares schedule (first day dependent on date of the float launching). There are no proposed changes to fares or schedule, other than dates.

6. ACTION: A motion was made (Baker), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to approve the 2013 Bustins Island ferry schedule and rates as amended.

2. Tanya presented the Boat Manager employment agreement. The draft was discussed and will go to KMA Consulting for review.

7. ACTION: A motion was made (Boone), seconded (Baker), and unanimously voted 4-0 with one assent via Skype to approve the Boat Manager contract with Abe Whittaker as amended and subject to review by KMA Consulting.

R. Boone requested that Tanya provide to the Board of Overseers the contact information of all boat employees.

3. Tanya also presented the “Non-Competition and Non-Disclosure Agreement.” Faith suggested that we need a standard sexual harassment policy. Administrative Assistant will consult KMA Consulting about which employee information documents must be posted and will then acquire and post them.

BREWER COTTAGE – No report at this time

FINANCE COMMITTEE – Roger Leland

1. Roger presented a packet of documents with information about prioritizing and monitoring municipal expenditures. The committee is looking at trends of where we’ve been and where we’re going.
2. Discussion of Fiscal Year change to calendar year and how it would affect reporting at the Annual Meeting in August. There would need a By-Law change.
3. The Treasurer will find an auditor for the BIVC.

HARBORMASTER – Rob Taisey

1. Rob has purchased some small buoys to mark the West Side ledge.
2. He may need to attend Harbormaster Training next year (budget note).
3. Islanders should make sure that their moorings are registered with him.

PLANNING BOARD, LANDSCAPE COMMITTEE, PUBLIC SAFETY COMMITTEE, WATER COMMISSIONER, ROAD COMMITTEE, ZONING BOARD OF APPEALS – all no report at this time.

CORRESPONDENCE

3/13/13 PH Ron Tozier – EMT training Sat, enrolling at Police Academy-No CEO activity

- 3/13/13 EM Crawford/Sue – solar fans
- 3/11/13 EM Roger Leland-capital projects
- 2/27/13 EM FPD Chief Jerry Schofield – Bustins Island Special Police Officer
- 2/25/13 EM-contract to Straight Edge Construction
- 2/18/13 EM-Roger Leland – pleased with contract for Superintendent services
- 2/14/13 EM-Anita Krieg at KMA Consulting-review Superintendent Services Contract
- 2/14/13-EN-Bill Cooper received signed permission from Connie Richardson for BIVC use of well
- 3/16/13 – in person – Rob Taisey (Stump & Grind) request to bring mini-excavator to Island to work in conjunction with chipper.

8. ACTION: A motion was made (Barrows), seconded (Boone), and unanimously voted 4-0 with one assent via Skype to grant permission to Stump & Grind to bring one mini excavator to Bustins Island to be removed by December 1, 2013.

Email correspondence received is stored by the Board Chairman.

OLD BUSINESS

- a. Island map - Bill Cooper reported that work continues on the Island map by himself, the Planning Board, and John Wood. R. Boone asked Clerk to head up work on collecting suggestions for naming the Island roads.
- b. New Letterhead – F. Baker presented two new designs for Island letterhead in order to comply with USGS-approved address. One was chosen, with a few edits. Faith will choose a logo for the Centennial.

9. ACTION: A motion was made (Baker), seconded (Cooper), and unanimously voted 4-0 with one assent via Skype to accept letterhead design as edited.

- c. Fiscal Year – see Finance Committee report
- d. BIVC Centennial celebration – F. Baker. A discussion about fireworks; need for donations to cover cost of fireworks. Watch for changes in state fireworks regs.
- e. Review projects list and action items – reviewed and revised status of seventeen projects and actions needed. Possibility of hiring a tub grinder from Chebeague to handle the disposal of stumps and other items. Question of what to do with the product of the grinding.

Reviewed project “BIVC Capital Projects” spreadsheet dated 3/14/13 and sorted items as to whether they are capital projects or budgeted/ongoing projects. Reviewed two bids for item “Re-side north wall of Hist Soc Museum”.

10. ACTION: A motion was made (Baker), seconded (Cooper), and unanimously voted 4-0 (no assent via Skype due to poor connection) to

accept and approve the bid submitted by Ben MacDonald to re-side the north wall of the BIHS building for a cost of \$5,000 plus an additional cost not to exceed \$500 for contingencies, including transportation.

- f. Spring letter topics. Topics were discussed, as well as distribution list. This year entire mailing list from the late *the Store Porch* will be used.
- g. Employee/Contracted services issues.
 - 1. CEO job description – tabled. Locate wording in Zoning Ordinance.
 - 2. Truck Driver/Trash Collector job description

11. ACTION: A motion was made (Baker), seconded (Cooper), and unanimously voted 4-0 (no assent via Skype due to poor connection) to approve Truck Driver Job Description dated 3/11/2013 as amended.

T. DeBruyn will rewrite “Truck Driver Rates for 2013 Season” as per discussion.

12. ACTION: A motion was made (Cooper), seconded (Barrows), and unanimously voted 4-0 (no assent via Skype due to poor connection) to approve Trash Collector Job Description dated 3/3/2013 as amended.

- 3. Special Police Officer Job Description

13. ACTION: A motion was made (Boone), seconded (Baker), and unanimously voted 4-0 (no assent via Skype due to poor connection) to offer a position of Special Police Officer of the BIVC for the calendar year 2013 to Ron Tozier at an annual salary of \$2,000.

Job description will be reviewed. Ron will complete training at Maine State Police Academy.

NEW BUSINESS – none at this time.

FUTURE MEETINGS

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

ADJOURN The meeting was adjourned at 1:48 PM.

Respectfully submitted,

M. Susan Spalding, Acting Secretary