

**BUSTINS ISLAND VILLAGE CORPORATION**  
**Minutes of the Board of Overseers Meeting**  
**April 13, 2013 9:30 AM**  
**Approved May 26, 2013**

The Board of Overseers met at 9:32 AM at the Freeport Safety Building in Freeport, ME on Saturday, April 13, 2013. Overseers present were: Robert **Boone**, Chair; Bill **Cooper**, Vice Chair; and Faith **Baker**. Other officers/contractors/appointees present were Sue **Spalding**, Clerk and Acting Secretary; **Straight Edge Construction**, Superintendent; Tanya **Sweatt**, BAC Chair; and Roger **Leland**, Finance Committee Chair.

**MINUTES**

**1. ACTION: A motion was made** (Boone), seconded (Cooper), and voted 3-0 to accept as amended the minutes for the meeting held March 16, 2013.

**PUBLIC COMMENT** No public comment.

**CLERK'S REPORT** – Sue Spalding

1. Sue reported on legislative bills that, if enacted, might affect the BIVC.
2. She reminded the Board of the need to have a printer installed and powered in the BIVC office for BIVC use before Memorial Day weekend.
3. She expressed her intent to put MMA legal notes on the cloud for Board reference.

**TREASURER'S REPORT** – None, as the Treasurer was not present.

**ADMINISTRATIVE ASSISTANT REPORT** – None, as the Administrative Assistant was not present.

**CEO** – None, as the CEO was not present.

**SUPERINTENDENT'S REPORT** – Crawford and Candy Taisey

1. Crawford has been to the island several times. He reported that there is very little damage to the island and that the roads are still soft in places.
2. He started all of the island vehicles. The Ford pickup needs clutch work.
3. He ordered gasoline for storage in the BIVC tank near the Steamer Dock
4. The 2013 well schedule has been completed and filed with the state.
5. He is concerned about wear on the float uprights and front edges of decking. He showed samples of protective edging, and the Board chose one to try.
6. He provided his certificate of insurance to be filed with the Clerk
7. He is preparing the “State of Maine Application/License for Transportation of Nonhazardous Waste” with attachment “Fleet Application Form” for the Lilly B and the honey wagon.
8. Re projects list, agenda item 7e, he stated that we need a specifications list for the Community House outhouse (B. Cooper will compile). The choice of inside finish was discussed.

**BOAT ADVISORY COMMITTEE** – Tanya Sweatt

1. **2. ACTION: A motion was made** (Baker), seconded (Boone), and voted 3-0 to accept the Managing Captain’s Job Description v. 1.1 as revised on 4/13/2012

**3. ACTION: A motion was made** (Baker), seconded (Cooper), and voted 3-0 to approve the Managing Captain Employment Agreement with Abe Whittaker, dated 4/5/2013 as recommended by the Boat Advisory Committee.

**4. ACTION: A motion was made** (Boone), seconded (Cooper), and voted 3-0 to approve free ridership on the Lilly B. to Tom Maurier and Katie Wade on days they are volunteering to do maintenance on the Golf Course.

**FINANCE COMMITTEE** – Roger Leland

1. Roger presented information on how to prioritize capital projects and how to categorize capital expenditures.
2. The committee will report to the Board of Overseers quarterly or more often as needed.
3. Auditor – the Treasurer is still working on finding an auditor.

**PLANNING BOARD** – Bill Cooper

Bill reported a new DEP requirement that “any excavation contractor that engages in an activity that disturbs, or displaces more than one cubic yard of soil within the Shoreland Zone must ensure that a person certified in erosion and sedimentation control practices is on-site...This applies neither to municipal employees working on municipal projects nor to homeowners doing the work themselves.”

**WATER COMMISISONER** – Faith Baker reporting

Maine Rural Water Association reports that there is a new revised total coliform rule, which would be of interest to the public. The Webmaster will be requested to post a link to MRWA on bivc.net.

**WEBMASTER**

Tony DeBruyn was not at the meeting, but he will be requested to post truck rates, and links for contractors and those wishing to rent their cottage.

**LANDSCAPE COMMITTEE, PUBLIC SAFETY COMMITTEE, HARBORMASTER, BREWER COTTAGE ADVISOR, ROADS COMMITTEE, ZONING BOARD OF APPEALS** – all no report at this time.

## CORRESPONDENCE

- 4/7/13 EM – Jason Sweatt regarding Bustins Island Community website. Action - bivc.net will link to his Bustins Community for cottage rental information
- 4/4/13 EM – Candy proposed well schedule
- 4/4/13 EM - Diane sent broadcast list
- 4/2/13 EM – Tony will be away until 4/18.
- 3/26/13 EM Warren Barrows – study Pidge’s Cove banking erosion as it impacts the road. Action – Planning Board will contact professional for a study.
- 3/25/13 PH with Diane Jellis – broadcast news of social nature? Action – broadcast once with recipient’s option to opt out.
- 3/20/13 – 4/5/13 EM’s with Tanya, Faith and KMA re: Managing Boat Captain
- 3/18/13 EM’s from John Mellecker and Len Larrabee – both pleased with Ron’s appointment as Police Officer.
- 4/6/13 – From Coast Guard – Vessel Renewal Notification Application for Renewal

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, John Wood, and S. Spalding in conjunction with assistant assessor Louise Thibeault.
- b. New Letterhead – F. Baker distributed new BIVC letterhead to comply with USPS address requirements.
- c. Fiscal Year –Finance Committee is discussing
- d. BIVC Centennial celebration – F. Baker. Faith asked for Board discussion about allowing beer and wine in the Community House at Centennial potluck supper. The opinion of those in the room was that it would set a difficult precedent.
- e. Review projects list and action items – reviewed and revised status of twenty projects and actions needed.
- f. Spring letter topics. Draft letter was reviewed and revised. Distribution will be by email to those for whom we have email addresses, and then by US mail to the rest. Betty Kirkland has volunteered to do the mailing. Discussion on how best to maintain voter list with US mail addresses, broadcast email list, and non-voter US mail addresses. The BIVC will be responsible for only the voter list, which will be maintained by The Clerk and Bill Cooper.
- g. Employee/Contracted services issues.
  1. CEO job description
    - 5. ACTION: A motion was made** (Cooper), seconded (Baker), and voted 3-0 to approve the CEO job description as revised 4/13/2013.
    - 6. ACTION: A motion was made** (Cooper), seconded (Baker), and voted 3-0 that the Board of Overseers make a recommendation to the Planning Board that it establish a two-tiered fee structure for building permit applications with a non-refundable application fee

and a separate issuance fee payable only after a permit has been issued.

2. Police Officer Job Description

**7. ACTION: A motion was made** (Baker), seconded (Boone), and unanimously voted 3-0 to accept the “Job Description of the Bustins Island Police Officer” as revised 4/13/2-13.

**NEW BUSINESS**

- a. Partnership voting question – joint tenants within a partnership will have the same voting rights as owners or trustees.
- b. Road naming – in the absence of a clear mandate to name the Bustins roads it was decided not to pursue the project.
- c. Other new business – none at this time

**FUTURE MEETINGS**

Saturday, February 10, 2013	9:30 AM, Freeport Safety Building, Freeport, Maine
Saturday, March 16, 2013	9:30 AM, Freeport Safety Building, Freeport, Maine
Saturday, April 13, 2013	9:30 AM, Freeport Safety Building, Freeport, Maine
Sunday, May 26, 2013	9:00 AM, Brewer Cottage, Bustins Island, Maine
Sunday, June 23, 2013	9:00 AM, Brewer Cottage, Bustins Island, Maine
Sunday, July 7, 2013	9:00 AM, Brewer Cottage, Bustins Island, Maine
Sunday, July 21, 2013	9:00 AM, Brewer Cottage, Bustins Island, Maine
<b>Saturday, August 3, 2013</b>	<b>9:00 AM, Community House, Bustins Island, Maine</b>
Sunday, August 4, 2014	9:00 AM, Brewer Cottage, Bustins Island, Maine
Sunday, September 1, 2013	9:00 AM, Brewer Cottage, Bustins Island, Maine
Sunday, October 6, 2013	9:00 AM, Brewer Cottage, Bustins Island, Maine
Saturday, November 9, 2013	9:30 AM, Freeport Safety Building, Freeport, Maine
Saturday, December 14, 2013	9:30 AM, Freeport Safety Building, Freeport, Maine

Meetings may be cancelled or rescheduled-check [http://www.bivc.net/docs/Meeting\\_Schedule.pdf](http://www.bivc.net/docs/Meeting_Schedule.pdf) for changes.

**ADJOURN**

**8. ACTION: A motion was made** (Cooper), seconded (Baker), and unanimously voted 3-0 to adjourn the meeting at 12:41 PM

Respectfully submitted,

M. Susan Spalding, Acting Secretary