

BUSTINS ISLAND VILLAGE CORPORATION
Minutes of the Board of Overseers Meeting
May 26, 2013 – 9:00 AM
Approved June 30, 2013

The Board of Overseers met at 9:02 AM at the Brewer Cottage on Bustins Island, ME on Sunday, May 26, 2013. Overseers present were: Robert **Boone**, Chairman; Bill **Cooper**, Vice Chairman; Faith **Baker**, Ken **Barrows**, and Pat **LaFleur**. Other officers/appointees/contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent; Roger **Leland**, Finance Committee Chairman, and Tanya **Sweatt**, BAC Chairman.

MINUTES

- (1) **ACTION: A motion was made** (Baker), seconded (Cooper), and unanimously voted to accept the minutes as presented for the meeting held April 13, 2013.

PUBLIC COMMENTS

Nancy Adams discussed the status of the newsletter, “The Bustins Buzz”. She informed the Board that the first issue should be completed by the end of June. So if the Board wished to contribute anything for publication, to please do so by email to bustinsbuzz@gmail.com. F. Baker will submit information about the BIVC Centennial Celebration.

ADMINISTRATIVE ASSISTANT’S REPORT - Pat LaFleur

1. Pat distributed copies of the BIVC Employment Folder Guidelines to all for their information.
2. Employment folders are ready to be given to the Clerk for filing.
3. Discussion on the status of the police officer, Ron Tozier. He is presently receiving appropriate training.
4. Summer calendars are up.
5. Pat wrote to all the Chairmen of all the Boards and Committees requesting budget figures.
6. The Board must review the wording regarding the By-Law related to the Landscape Committee.
7. Pat will schedule the Annual Freeport/Bustins Dinner at the next meeting.
8. Appointment of the CEO/LPI and Alternate.

- (2) **ACTION: A motion was made** (LaFleur), seconded (Baker), and unanimously voted to appoint Ron Tozier as CEO/LPI for the term of July 1, 2013 through June 30, 2014.

- (3) ACTION: A motion was made** (LaFleur), seconded (Baker), and unanimously voted to appoint Barbara Skelton as Alternate CEO/LPI for the term of July 1, 2013 through June 30, 2014.

CLERK'S REPORT – Sue Spalding

Sue stated that the storage of the BIVC Personnel Files will be in the BIVC office on Bustins and at her home for the winter, which will allow for any needed access off-season.

Sue shared a number of articles from five MMA Legislative Bulletins regarding proposed legislative changes.

A discussion ensued regarding the documents to be displayed in the Ship's Inn Museum this season. Many are concerned about the original BIVC documents – some of which are fragile.

- (4) ACTION: A motion was made** (Boone), seconded (Baker), with three affirmative votes and two negative votes to allow the Clerk to make the decision which documents as originals or copies will be displayed in the museum.

TREASURER'S REPORT – Tony DeBruyn

Tony distributed the Register Report for 3/15/2013 through 5/23/2013. He noted the payments made for boat insurance, gasoline, drug testing, and Workman's Comp quarterly payment.

- (5) ACTION: A motion was made** (Boone), seconded (LaFleur), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 5/24/2013 for the period 3/15/2013 through 5/23/2013.

Tony also distributed the BIVC Fiscal Year 2012-2013 Balance Sheet, 2012-2013 Funds Activity, and the Statement of Revenues, Expenditures and Transfer for Fiscal Year 2012-2013 through May 23, 2013. Tony mentioned that there was no activity in the funds except for the General Fund. Tony noted in the Statement of Revenues, Expenditures and Transfers that the ferry revenue was up; there was an increase in road expenses as they have been well worked on but more gravel is needed; the pickup should go off island for clutch repair; and a large trash pick-up will be planned after August 1st.

- (6) ACTION: A motion was made** (LaFleur), seconded (Cooper), and unanimously voted to accept the Treasurer's Report dated May 23, 2013.

CEO REPORT – Ron Tozier

Ron Tozier was not in attendance at the meeting.

SUPERINTENDENT'S REPORT – Crawford Taisey

Batteries – Crawford and Rob checked the water in all the Community House batteries. Crawford purchased new solar batteries for the solar lights.

Gravel – The gravel has been used on the roads. Crawford with the help of Dan Jellis has been cleaning up the ditches on the west side.

Large Trash Pick-up – Crawford stated that the large trash pick-up will be in August. P. LaFleur will put up a sign on the store porch.

Nature Center – There is a new fan in the Nature Center.

Public Float – Crawford reported that Abe will counter-sink the screws on the rub rails.

Vehicles – Crawford stated the Ford pickup must go off island to have the hydraulic clutch repaired. Presently, the Honey Wagon is off and the trailer filled with debris from the Dugan cottage is off island. Plante will bill \$1600 for the transportation of these two vehicles.

Wells – All public wells were tested. The Ewing and C. Richardson wells tested positive for coliform and will be treated and retested. In the meantime, water from those two wells must be boiled for one minute prior to consumption.

Crawford did inform the Board that he has found a number of doggie bags on the side of the road, under leaves, and hanging in trees. He feels the dog owners should take care of the disposal of these doggie bags.

CORRESPONDENCE

4/15/13 Email from R. Boone to Coast Guard re: Renewal of vessel certification.

4/17/13 Email from C. Martens re: Marc Woodworth's application for CUP to build on lot E8.

4/19/13 from R. Leland forwarded to T. Sweatt re: Peter Thomas as possible boat captain.

4/20/13 from P. Blake re: Naming post office area as Olive Sweatt Nickerson Postal Annex.

4/27/13 from T. DeBruyn re: Employment agreements needed Truck Driver, Trash Collector, CEO, and Police Officer.

- 4/29/13 Proposal from Ross Cudlitz to review banking at Pidge's Cove.
- 5/07/13 BIHS Jenny Silberman re: Applying for grant from Libra Foundation.
- 5/14/13 CABI Debbie Crane re: Offer of \$300 - \$500 for Centennial Fireworks.
- 5/20/13 USPA from Nancy Adams re: Placement on Agenda for 5/26.
- 5/21/13 Received registration stickers for non-hazardous waste transport vehicles.
- 5/22/13 Text Message from L. Vitali re: Well testing.
- 5/22/13 Email letter from D. Gosnell re: Dog Concerns.
- 5/22/13 Email from Jenny Silberman re: Attending 5/25 meeting to discuss BIHS/Libra Foundation.
- 5/23/13 Email from P. Kastenholz re: Death of Scooter last fall.
- 5/24/13 Email from C. Martens re: 8AM Planning Board meeting.

Email correspondence received is stored by the Board Chairman.

OLD BUSINESS

Island Map – B. Cooper stated that work is being done to develop a map other than the official zoning map to show non-zoning items.

Fiscal Year – R. Leland reported that the Finance Committee is discussing this matter.

BIVC Centennial Celebration – F. Baker will inform Freeport of the celebration plans. The evening of August 3rd is planned for the fireworks display and it will be high tide. The CABI has offered to contribute money towards the purchase of the fireworks. R. Sweatt will price fireworks for the display.

Faith is planning to use the island truck for a BIVC float for the 4th of July Parade. She plans to display a list of previous and present Board members for recognition. S. Spalding will provide this list. Faith will work with the CABI to help with ideas.

Review Projects List and Action Items – R. Boone emailed the Projects List to the Board members and the Finance Committee for review. He reviewed the Action Items to note which items had been completed.

CEO Job Description – The Board reviewed the edits to the CEO Job Description made by the Planning Board.

(7) ACTION: A motion was made (Barrows), seconded (LaFleur), and unanimously voted to accept the edits to the Code Enforcement Officer Job Description from the Planning Board.

Review of Proposed Community House Addition and Bathroom – Board members reviewed the proposed ADA compliant bathroom addition to the Community House submitted by Reid Tozier and the vault privy designed by A. Frick. B. Cooper will send out these plans and specifications for bids.

NEW BUSINESS

BIHS Application for Grant from Libra Foundation – Jenny Silberman, President of the BIHS, discussed the proposed repairs to the Museum. Crawford recommends that replacing the windows include having new siding on the building. The BIHS is looking into fund raising options to raise money to replace the windows in the building. Jenny was looking into the Libra Foundation for a grant but was not sure if the Board had to apply because the building belongs to the BIVC. The Board reviewed a draft agreement granting the BIHS a 10-year extension for the use of the Ships Inn building as a museum. Rob will make the recommended changes to the draft agreement.

Review of Pidge's Cove Bank Erosion – Warren Barrows from the Planning Board discussed the need for an inspection report from an engineer regarding the erosion of the banking at Pidge's Cove. He is particularly interested in this banking as it supports a heavily traveled road. Ross Cudlitz, PE, sent a proposal to inspect, evaluate, and report including recommendations pertaining to this shoreline.

(8) ACTION: A motion was made (Barrows), seconded (LaFleur), and voted with 4 in agreement and one abstention to approve the Planning Board's recommendation to hire Ross Cudlitz, PE, not to exceed \$500 for his proposal for the Bustins Island Shoreline Stabilization submitted April 29, 2013.

DEP Reporting – F. Baker submitted the report, which is on Cloud.

Tennis Courts – F. Baker stated her concerns regarding the use of Round-Up on the tennis courts, which are close to three wells. She would like the CABI to find a non-toxic, organic spray to replace the Round-Up spray. It was recommended she speak to C. Martens.

APPOINTED OFFICIAL'S and COMMITTEE REPORTS

Boat Advisory Committee – T. Sweatt was thanked for scheduling the boat runs to accommodate the Board members. She informed the Board that they were looking into hiring new captains. Captain Abe has signed his paperwork and his file will be submitted with all the boat employee forms. Kyle is captain on Fridays. Alex, Ellie and Laura are

the deckhands. Tanya has all the contact information for all and the employee list to date. She feels there is very good communication with the boat employees.

Tanya informed the Board that the handbooks are being revisited and phone number changes are being made.

New lines have been purchased. The new budget is in the works. Bob Dugan will contact T. DeBruyn regarding the proposed budget. Tanya is recommending cell service for credit card transactions.

Brewer Cottage Advisors – No report at this time but it was recommended that the open areas under a few windows should be repaired.

Finance Committee – R. Leland stated that he had a productive meeting with the members on Saturday and shared the agenda with the Board. They established the capital budget and prioritized it. The committee members agreed that an informed audit review is good for the protection of the treasurer and the Board.

Harbormaster – No report at this time but the Board discussed the need for a mooring application for non-residents. In the Harbor By-Laws it is stated that the harbormaster may grant a mooring for a Bustins non-resident.

Landscape Committee – The Landscape Committee Charter will be redefined after the Annual Meeting.

Planning Board – See above regarding Pidge’s Cove bank erosion review.

Public Safety Committee – K. Barrows communicated with J. Boyko and C. Taisey regarding the new portable water pump. The Cliff Island truck is marginally serviceable but the pump may be useable. Jim tried to find specs for that pump. Crawford thought of hooking up this pump using a small engine. Brakes on the Dodge must be checked. The Indian pumps are filled and distributed. Covering the North Yarmouth truck is being considered.

Roads Committee – No report at this time.

Water Commissioner – L. Vitali is considering a less expensive method of water testing.

Webmaster – T. DeBruyn reported that the waste disposal documents are online. He will email instructions to use Google Docs. The spring newsletter has been posted. The boat manager has been corrected on bivc.net to managing captain. Tony will set up a Twitter account so boat specials will be posted there.

Zoning Board of Appeals – No report at this time.

ADJOURNMENT (12:31 PM)

FUTURE MEETING SCHEDULE

Sunday, June 23, 2013 – 9:00 AM at the Brewer Cottage , Bustins Island, ME

Sunday, July 7, 2013 – 9:00 AM at the Brewer Cottage, Bustins Island, ME

Sunday, July 21, 2013 – 9:00 AM at the Brewer Cottage, Bustins Island, ME

**Saturday, August 3, 2013 – 9:00 AM Annual Meeting at the Community House,
Bustins Island, ME**

Sunday, August 4, 2013 – 9:00 AM at the Brewer Cottage, Bustins Island, ME

Sunday, September 1, 2013 – 9:00 AM at the Brewer Cottage, Bustins Island, ME

Sunday, October 6, 2013 – 9:00 AM at the Brewer Cottage, Bustins Island, ME

Saturday, November 9, 2013 – 9:30 AM at the Freeport Safety Building, Freeport,
ME

Saturday, December 14, 2013 – 9:30 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