

BUSTINS ISLAND VILLAGE CORPORATION
Minutes of the Board of Overseers Meeting
June 30, 2013 – 9:00 AM
Approved July 14, 2013

The Board of Overseers met at 9:02 AM at the Brewer Cottage on Bustins Island, ME on Sunday, June 30, 2013. Overseers present were: Robert **Boone**, Chairman; Bill **Cooper**, Vice Chairman; Faith **Baker**, and Ken **Barrows**. Other officers/appointees/contractors present were Sue **Spalding**, Clerk; Linda **Sweatt**, Secretary; Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent; Ron **Tozier**, CEO; Roger **Leland**, Finance Committee Chairman, and Tanya **Sweatt**, BAC Chairman.

MINUTES

- (1) **ACTI ON: A motion was made** (Barrows), seconded (Cooper), and unanimously voted to accept the minutes as amended for the meeting held May 26, 2013.

PUBLIC COMMENTS

There was no public comment at this time.

ADMINISTRATIVE ASSISTANT’S REPORT - Pat LaFleur

Due to Pat’s absence she sent her report to the Board.

1. Pat reminded everyone that contractors doing work for the Island must fill out a W-9 Request for Tax Payer Identification Number and Certification form, as required by the IRS. The Clerk will keep these forms on file.
2. According to Jeff Carrier, a plaque in memory of Postmaster Olive Nickerson to be placed in the Post Office will cost less than \$50.
3. Pat sent a reminder to the Clerk regarding posting voting information.
4. Pat sent a reminder to Crawford that DEP Quarterly Manifest is due July 15.
5. Pat sent out reminders to all the Chairmen of all the Boards and Committees that budget figures are due July 1.
6. A reminder was given to the Board to discuss the Truck Driver fare for Specials.

Truck driver, Danny Adams, stated his concern of the use of the truck carrying large loads for special trips and the present fare charged. After some discussion the Board agreed that the present fare of \$5 per truck load without overloading the truck would be appropriate.

CLERK’S REPORT – Sue Spalding

Sue stated that on June 1, 2013 the Clerk swore in Ron Tozier as CEO/LPI. On June 9, 2013 the Clerk swore in Barbara Skelton as Assistant CEO/LPI.

Sue informed the Board that the voting paperwork on the voting procedure is ready to be posted.

(2) ACTION: A motion was made (Baker), seconded (Boone), and unanimously voted to direct the Clerk to post the Annual Meeting Voting Procedure 2013.

A discussion ensued regarding property owners, trustees and voter eligibility documentation. The voting list is ready to be posted next weekend.

Sue informed the Board that Tony installed a printer and has used his inverter to set it up for use in the Emergency Room.

Sue mentioned pending Legislative Bill 1133 regarding the “for cause” termination for all employees. She also mentioned that all new legislation regarding fireworks will be carried over to next year’s season.

Sue attended a presentation by a Maine state geologist and a city planner regarding preparedness for the effects of storms and sea level rise. She suggested inviting them to make a similar presentation on Bustins.

Sue has copied the BIVC documents for the BIHS display. She discussed restoration of the old valuable documents. Lastly, she mentioned the limited bulletin board space and requested that notices to be posted should be small.

TREASURER’S REPORT – Tony DeBruyn

Due to Tony’s absence from this meeting, he emailed his treasurer’s report with notes which R. Boone reviewed with the Board. The Register Report for 5/24/2013 through 6/27/2013 was reviewed. Tony had noted the larger payments made to Brewers for spring commissioning of the Lilly B, to Lionel Plante for gravel and barging, and to R & D Automotive for the repair of the Ford pickup.

(3) ACTION: A motion was made (Baker), seconded (Cooper), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 6/27/2013 for the period 5/24/2013 through 6/27/2013.

The BIVC Fiscal Year 2012-2013 Balance Sheet and 2012-2013 Funds Activity shows no activity in any of the special funds. The Statement of Revenues, Expenditures and Transfer for Fiscal Year 2012-2013 through June 26, 2013 shows Ferry revenues are better than budget; General Administration costs are over budget due to volumes of printed materials, new printer and new letterhead stationery; Vehicles and Equipment is over budget due to the repairs and transport of the Ford pickup; and Roads and Drainage is over budget due to the need for a fourth barge run for gravel and vehicle transport.

(4) ACTION: A motion was made (Baker), seconded (Barrows), and unanimously voted to accept the Treasurer’s Report dated June 26, 2013.

CEO REPORT – Ron Tozier

Ron Tozier reported that the Planning Board is functioning at a very high level and all seems to be going well. R. Boone thanked Ron for his services as CEO/LPI.

POLICE OFFICER – Ron Tozier

Ron informed the Board that he completed his police training and has been well-supported by the Freeport Police Department. Ron said if he is performing his duties on Chebeague, he will be 7 to 15 minutes away. Ron stated the need for a police badge.

(5) ACTION: A motion was made (Boone), seconded (Barrows), and unanimously voted to grant authority for Officer Ron Tozier to purchase a police officer badge not to exceed \$150.

SUPERINTENDENT’S REPORT – Crawford Taisey

Crawford reported that all is going well on the island with only a few issues.

Large Trash Pick-up – Crawford reminded everyone that the large trash pick-up will be in August.

Fireworks Display – Crawford will work on finding a sheet of plywood and suggested the ledges area or the rocks in front of the ways area due to evening high tide on August 3rd.

Golf Course Loading Zone – Crawford reported that the loading and unloading ramp at the golf course is in need of repair. He will get a quote from Plante for the necessary work.

Outhouse Signs – F. Baker thanked Crawford for the signs in the public outhouses but requested they be placed on the inside of the doors for better visibility.

Vehicles – Crawford suggested keeping the Dodge fire truck as the winch is necessary for pulling up the float. He discussed the need of a power brake, booster and master cylinder combo for the Dodge. He priced the unit at NAPA for approximately \$309. All agreed that further investment in the Dodge will be severely limited.

(6) ACTION: A motion was made (Boone), seconded (Cooper), and unanimously voted to authorize the expenditure not to exceed \$350 to purchase a power brake booster with master cylinder.

Wells – Crawford has been pumping the BIVC well on lot A40 once a week. The water is coming in clearer.

Crawford reported that he has not received any bids for the Community House bathroom project as of yet.

CORRESPONDENCE

5/29/13 Email from S. Spalding re: Annual Bustins/Freeport Dinner set for August 27th.

5/31/13 Email from R. Tozier re: Passed PE and Alert test.

6/1/13 Phone conversation with R. Tozier re: Vision of enforcement.

6/3/13 Phone call from Crawford re: Repairs to truck will cost \$2200. Repairs to the tractor bucket will cost \$750 or we can purchase a new one for \$1100.

6/4/13 Email from Staci Roman re: Questions regarding wedding on Bustins in Sept. 2014.

6/4/13 Phone call with Bill Cooper, Warren Barrows, and Chris Martens re: Update info on Comprehensive Plan.

6/7/13 Email from S. Spalding re: Sending letter to State regarding lack of proper imaging equipment at State Archives.

6/13/13 Email from Cindy Wade from MRWA re: Soil Erosion Control Field Days on July 16 and 17 from 8AM to 3PM at MRWA office.

6/13/13 Phone call with F. Baker re: Cost of two banners for \$100.

6/15/13 Phone call from C. Martens re: Permission to ask Bill Dale two questions.

6/17/13 Email from P. LaFleur re: History of Auditor discussion.

6/17/13 Email from P. LaFleur re: Admin. Assist. Report.

6/17/13 Email from Tim Baker re: Letter from John Wood asking about Tim's 2009 conveyance.

6/18/13 Phone call from R. Tozier to meet with him, Chief Schofield and Town Manager Peter Joseph on June 24th.

6/18/13 Email from F. Baker re: Centennial Logo.

6/18/13 Email with Chief Schofield re: Meeting with R. Tozier.

6/19/13 Email from C. Martens re: Bill Dale's response.

6/19/13 Email from Diane Jellis re: Changes to broadcast list.

6/20/13 Email from C. Martens re: Vinegar had been used on the Tennis Courts.

6/20/13 Email from Tim Baker re: Letter of Understanding regarding conveyances for island roads.

6/22/13 Dan and Daniel Adams conversation re: Truck fares for meeting specials.

6/24/13 Email from Chief Schofield re: Insurance.

6/26/13 Email to W. Baker, L. Larrabee and R. Leland re: Consent calendar and draft warrant.

6/26/13 Phone call from T. DeBruyn re: Not able to attend meeting and will put reports on Google Docs.

6/27/13 Email from C. Martens re: CUP notice for Whiting.

6/27/13 Email from K. Barrows re: Extra time for PSC budget.

6/27/13 Email from T. DeBruyn re: Confirming reports on Google Docs.

Email correspondence is stored on Google drive.

OLD BUSINESS

Island Map – B. Cooper and C. Martens met with John Wood concerning the non-zoning island map.

Fiscal Year – There are still some reservations about changing the fiscal year to a calendar year. B. Cooper mentioned that it would be difficult planning a fiscal year starting in January when we would not receive funds until the following July. R. Boone suggested that we could use reserves to pay expenses through the end of the calendar year during the change and then start the new calendar fiscal year with funds received the previous July.

BIVC Centennial Celebration – F. Baker displayed the two banners made for the celebration. Afterward one banner will hang in the BIHS Museum and the other in the Community House. She told Board members they were welcome to ride on the old island truck which will be decorated as the BIVC float for the 4th Parade. The Pot Luck Dinner will be on August 3rd at 6 PM, then fireworks at approximately 8:30 PM. Faith discussed the expenses: \$100 for the two banners, paper products, drinks, plastic wear, and any other expenses. S. Spalding will prepare a large poster for people to write on “100 Things You Love about Bustins” for display. Faith has Centennial Celebration shirts for sale for \$12.

(7) ACTION: A motion was made (Boone), seconded (Cooper), and unanimously voted to appropriate funds not to exceed \$500 for Faith Baker to spend on the Centennial Celebration costs excluding fireworks.

Review Projects List and Action Items – The Board members agreed to review the projects list when Crawford was present. They discussed moving the electric charging station from the Community House kitchen to the Schoolhouse.

BIHS Application and Agreement – the draft letter of agreement for the building use was approved and just needed to be dated. The Board awaits updated bids on the replacement of windows and the exterior work to be done for the building.

NEW BUSINESS

Use of the Community House – The Board discussed writing a general BIVC policy for use of the Community House. The CABI has its own written policy.

Truck Fares – The Board discussed this issue with Dan Adams. See above under Administrative Assistant’s Report.

Freeport/Bustins Dinner – P. LaFleur will report on these plans at the next meeting. R. Boone announced R. Leland was retiring from hosting the pre-dinner festivities and thanked Roger for his previous service.

Unapproved Cutting – The Board will investigate the possibility of unapproved cutting on island property.

Warrant – B. Cooper reviewed each Article of the draft of the 2013 Annual Meeting Warrant. The board members were concerned about Article 14 Change Name of Resource Protection District. The following action was taken.

(8) ACTION: A motion was made (Boone), seconded (Baker), and voted with one in agreement and three opposed to present Article 14 Change Name of Resource Protection District in the Warrant.

Article 14 was removed from the Warrant. Bill discussed the need for the “Consent Calendar” to bundle the voting for Articles 8, 9, 10, 11, and 13.

(9) ACTION: A motion was made (Cooper), seconded (Barrows), and unanimously voted to move Articles 8, 9, 10, 11, and 13 on the Consent Calendar.

APPOINTED OFFICIAL’S and COMMITTEE REPORTS

Boat Advisory Committee – T. Sweatt submitted the BAC Proposed Lilly B. Budget for 2013/2014. She discussed the increase in revenue and expenses for the boat, as well

as the island subsidy. She again requested receiving all the actual boat expenses and revenue figures monthly.

Brewer Cottage Advisors – No report at this time.

Finance Committee – No report at this time.

Harbormaster – No report at this time but R. Taisey will be requested to attend the August 4th meeting to discuss a mooring approval initiative.

Landscape Committee – No report at this time.

Planning Board – No report at this time.

Public Safety Committee – K. Barrows stated that they will have a quote for the portable pump for the trailer. The Public Safety Committee suggested getting rid of the Cliff Island truck because it is no longer serviceable. As previously discussed the Dodge truck's brake system must be repaired. New flashlights have been purchased and there is new lighting for the Emergency Room. It was suggested that the Emergency Room be cleaned.

Roads Committee – The roads and ditches have been worked on.

Water Commissioner – No report at this time.

Webmaster – T. DeBruyn was not present.

Zoning Board of Appeals – No report at this time.

ADJOURNMENT (1:03 PM)

R. Boone suggested that the July 7th meeting be changed to July 14th. All agreed.

FUTURE MEETING SCHEDULE

Sunday, July 14, 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

Tuesday, August 27, 2013 – 6:30 PM Dinner Meeting with the Freeport Officials at the Community House, 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