

BUSTINS ISLAND VILLAGE CORPORATION
Meeting of the Board of Overseers
October 6, 2013 – 9:00 AM
Approved November 9, 2013

The Board of Overseers met at 9:00 AM at the Brewer Cottage on Bustins Island, ME on Sunday, October 6, 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; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent; Roger **Leland**, Finance Committee Chairman; and Rob **Taisey**, Harbormaster.

MINUTES

- (1) **ACTION: A motion was made** (Baker), seconded (Barrows), and unanimously voted to accept the minutes as amended for the meeting held September 1, 2013.

PUBLIC COMMENTS

Rob Taisey introduced Shawn Clark, an arborist from Clark Tree Company. Rob brought Shawn to Bustins to provide general tree work, cutting, chipping, and clean-up for islanders and any work needed by the BIVC. Shawn presented a copy of his certificate of liability insurance. Rob submitted a vehicle request form for Shawn to bring to Bustins his 24 horsepower tractor and 10 inch wood chipper to be removed by December 31, 2013.

- (2) **ACTION: A motion was made** (Baker), seconded (Barrows), and unanimously voted to approve the application for permission to bring Shawn Clark's tractor and chipper to Bustins on or after October 6, 2013 and to be removed no later than December 31, 2013.

Rob Taisey submitted a vehicle request form for Keith Frisbee to keep his mini-excavator on Bustins until December 31, 2014. Rob explained that this mini-excavator would be available for BIVC use. Crawford explained the island uses for this vehicle as a needed tool. After discussion, it was agreed that permission would be granted through May 15, 2014. Permission beyond that date would be considered next spring.

- (3) **ACTION: A motion was made** (Boone), seconded (Barrows), and unanimously voted to grant an extension to Keith Frisbee to keep his Yanmar mini-excavator from November 1, 2013 through May 15, 2014.

Rob and Shawn returned after a review of some BIVC tree work needed. The Board discussed the trimming of the dead wood from the tree in front of the Historical Society

building and a dead birch behind the building. A discussion ensued regarding the possibility of any damage from cutting and dropping large dead limbs. Shawn estimated the cost of this work to be between \$700 and \$1000.

- (4) ACTION: A motion was made** (Boone), seconded (Barrows), and unanimously voted to hire Shawn Clark under the supervision of Crawford Taisey to cut dead limbs from the large tree in front of the Historical Society building and cut the dead birch behind for an amount not to exceed \$1200.

ADMINISTRATIVE ASSISTANT’S REPORT - Pat LaFleur

Pat LaFleur was not in attendance.

CLERK’S REPORT – Sue Spalding

Sue had no report at this time.

TREASURER’S REPORT – Tony DeBruyn

Tony presented the Register Report for 8/28/2013 through 10/2/2013 noting a few expenses such as Hanover Insurance for \$4481 for auto insurance, Broad Sound Construction for \$5393.91 for the work on the east wall of the Historical Society building, and further costs for more drug testing for boat workers. He mentioned that the ninety-nine thousand check numbers are for bills paid electronically.

- (5) ACTION: A motion was made** (Cooper), seconded (Boone), and unanimously voted to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 10/2/2013 for the period 8/28/2013 through 10/2/2013.

Tony pointed out that there was no activity to date in the Fiscal Year 2013 – 2014 Balance Sheet and the Funds Activity. He reviewed the Statement of Revenues, Expenditures and Transfers to show the boat revenue was doing well and he was working on the figures for the estimate to the fiscal year. He noted that the payroll will be charged to monthly payments after the ferry service stops. He will have a calendar year report to account for boat revenue and expenses for the Board and the Boat Advisory Committee.

- (6) ACTION: A motion was made** (Cooper), seconded (Boone), and unanimously voted to accept the Treasurer’s Report dated 10/2/2013.

CEO REPORT – Ron Tozier

Ron Tozier was not in attendance.

POLICE OFFICER – Ron Tozier

Ron Tozier was not in attendance.

SUPERINTENDENT'S REPORT – Crawford Taisey

Large Trash Pick-up – Crawford spoke to Freeport regarding the large trash removal billing. BIVC owes Reynolds \$404.50 for removing the canisters (4.5 tons without dump fees).

Public Float – Crawford reminded the Board that the public float would be hauled at the end of October.

Brewer Cottage – Crawford noted that the solar charging system was down but would be fixed for next season.

Crawford informed the Board that Dan Adams bought a battery for the island phone.

CORRESPONDENCE

8/28/13 Letter to P. LaFleur from Johanna Hanselman re: Thank you for Freeport/Bustins dinner.

9/01/13 Email from S. Spalding re: Municipal audit frequently asked questions.

9/04/13 Email from S. Spalding re: Maine Revised Statues re: audits.

9/05/13 Email from C. Martens re: Planning Board meeting on Sunday, Oct. 13th at 8:30 AM.

9/10/13 Email from Deb Crane re: Charge to use Community House for weddings.

9/11/13 Email from B. Cooper re: Specific authorization for CABI to require a security deposit for Community House.

9/17/13 Email from B. Cooper re: A. Frick design and invoice for \$500.

9/17/13 Email from P. LaFleur re: Rob Taisey will be submitting vehicle request.

9/17/13 Email from Chief Fournier re: Brian Hogan donated Cliff truck and wants it returned to Auburn, ME.

9/20/13 US mail from Bustins Builders re: Propane issues.

9/27/13 Email from J. Boyko re: Shut down safety equipment in Nov. and remove large dead branches near store.

9/28/13 Email from S. Spalding re: Pat Reardon motor vehicle request.

10/01/13 Email from C. Martens re: Recommends Simone Shields finish D. Guernsey's term on the Planning Board.

10/01/13 Email to BAC and PSC Chairs re: Form task force to work with Freeport on safety response.

10/01/13 Phone call with Gus MacDonald, Dan Adams and Charlie Johnson re: Review emergency response.

10/06/13 Email from T. Sweatt re: Will not attend Oct. meeting, will attend Nov. meeting. Discuss emergency response.

10/06/13 From Crawford Taisey re: Verbal thank you to the Board for the flowers received while in the hospital.

Email correspondence is stored on Google Drive.

OLD BUSINESS

- Review Projects List and Action Items – The Board reviewed items on the projects list.
- (1) ADA Restroom – C. Taisey and B. Cooper to solicit bids..
 - (2) Trash removal suggestions – C. Taisey working on this.
 - (3) Auditor – The Finance Committee will recommend an auditor by the end of 2013.
 - (4) Consider MMA savings on workers comp and risk insurance – This may be pursued after an audit is completed.
 - (5) Clean Ewing Ice Pond – This project was begun Labor Day weekend but there is more cleaning to be done. K. Barrows recommended using a stainless steel weed razor.
 - (6) Non-resident mooring procedures – F. Baker will work on this during the winter.
 - (7) Plan move of electronic charging system from the Community House to the Schoolhouse – Crawford will prepare a plan for next year.
 - (8) Remove Cliff truck, contact donor – Brian Hogan would like the truck returned to Auburn, ME.
 - (9) Designate time and place for individuals to use fireworks during Fourth of July celebration – This will be addressed next spring.
 - (10) Ladder at the Public – Suggestions needed.
 - (11) Discuss Brewer property with Kim Ryan – B. Cooper spoke to Kim and she will submit a list of needs in the spring.
 - (12) Helical piles – Rob Taisey looked into this method of doing foundation work for the store and Historical Society buildings.
 - (13) Task force with Freeport for emergency response – The Board will work on this with the BAC Chair, PSC Chair and officials.

Island Map – B. Cooper stated that this work is progressing. He questioned R. Leland regarding the east road way by his property and the Sweatt property, the Kirkland

sliver, and the Tozier piece. Roger stated these are being worked on and the 2012 votes dealing with Island Avenue have been filed.

BIHS Application for Grant from the Libra Foundation – This work is in progress.

Use of the Community House – The Board reviewed the policy for the Community House.

(7) ACTION: A motion was made (Baker), seconded (Boone), and unanimously voted to accept as amended the Community House Policy.

ADA Compliant Restroom – B. Cooper discussed the history of this proposition. Al Frick returned with a design for a pit privy with the need for sand for the leeching area. There would be a cost for earth moving and fill. R. Taisey mentioned the large, dead pine on that side where this restroom is to be built. After much discussion the Board suggested contacting Al Frick again.

(8) ACTION: A motion was made (Baker), seconded (Boone), and unanimously voted to authorize the expenditure not to exceed \$600 for Al Frick to further design work for the ADA Compliant Restroom.

APPOINTMENTS

After R. Boone reviewed all the recommendations for specific Boards' and Committees' appointments, the following action was taken.

(9) ACTION: A motion was made (Boone), seconded (Cooper), and unanimously voted to appoint the slate of appointees as follows:

Charlotte Kahn reappointed as a Member of the **Planning Board** for a five-year term to expire in 2018;

Simone Shields appointed as an Associate Member of the **Planning Board** to replace David Guernsey for the remaining two years of a five-year term to expire in 2016;

Warren Baker reappointed as a Member of the **Zoning Board of Appeals** for a three-year term to expire in 2016;

Cali Veilleux reappointed as a Member of the **Zoning Board of Appeals** for a three- year term to expire in 2016;

Scott Bonney reappointed as a Member of the **Finance Committee** for a three-year term to expire in 2016;

Len Larrabee reappointed as an Associate Member of the **Finance Committee** for a three-year term to expire in 2016;

Jim Boyko reappointed as a Member of the **Public Safety Committee** for a three-year term to expire in 2016;

Dan Adams Jr. reappointed as a Member of the **Public Safety Committee** for a three-year term to expire in 2016;

Rob Boone reappointed as a Member of the **Roads Committee** for a one-year term to expire in 2014;

Bill Cooper reappointed as a Member of the **Roads Committee** for a one-year term to expire in 2014;

Crawford Taisey reappointed as a Member of the **Roads Committee** for a one-year term to expire in 2014;

Jim Boone appointed as a Member of the **Boat Advisory Committee** for a three-year term to expire in 2016;

Bill Ralph appointed as a Member of the **Boat Advisory Committee** for a three-year term to expire in 2016;

Al Spalding appointed as an Alternate Member of the **Boat Advisory Committee** replacing Jim Boone for a one-year term to expire in 2014;

Dr. John Abramson reappointed as **First Aid Coordinator** for a one-year term to expire in 2014;

Dr. Dave Dickison reappointed as **First Aid Coordinator** for a one-year term to expire in 2014;

Jim Ryan reappointed as **Advisor for the Brewer Cottage Property** for a one-year term to expire in 2014;

Kim Ryan reappointed as **Advisor for the Brewer Cottage Property** for a one-year term to expire in 2014;

Laura Vitali reappointed **Water Commissioner** for a one-year term to expire in 2014;

Rob Taisey reappointed as **Harbormaster** for a one-year term to expire in 2014; and Andy Spalding reappointed as **Assistant Harbormaster** for a one-year term to expire in 2014.

NEW BUSINESS

Follow-up on September 28 Medical Emergency – R. Boone reviewed the medical emergency which took place on September 28th. Of major concern was the time used in bringing the EMTs to Bustins. Chief Fournier suggested setting up a task force to review the emergency response procedures. He also recommended having a stair chair available on Bustins, especially since many cottages have difficult stairways to maneuver.

Request for Vehicle Permission – Pat Reardon requested renewal for permission to have his tractor on Bustins for work purposes for the next year.

(10)ACTION: A motion was made (Baker), seconded (Cooper), and unanimously voted to renew the Request for Vehicle Permission for Pat Reardon to have his Compact AG Tractor with its loader-backhoe attachment.

APPOINTED OFFICIALS' and COMMITTEE REPORTS

Boat Advisory Committee – T. Sweatt was not present but had submitted a written response regarding use of the Lilly B. for emergency situations when a captain is not on duty or available. The BAC will meet next week.

Brewer Property Advisors – No report at this time.

Brush and Log Committee – R. Leland and K. Barrows will serve as Co-chairs with members R. Sweatt, C. Taisey, R. Taisey, and F. Baker. The committee must write a brief charter and will meet during the winter.

Finance Committee – R. Leland presented a list of recommendations for priority expenditures as well as cost estimates for projects on which the Finance Committee is working. He mentioned the need of an island-owned barge and wood chipper to help with the island needs. It was suggested that the committee review the State of ME Surplus Program, which would have a list of items on line.

Harbormaster – No report at this time.

Landscape Charter Committee – P. LaFleur, S. Spalding and L. McElwee will work on a new charter for the Landscape Committee.

Planning Board – No report at this time.

Public Safety Committee – C. Taisey reported that the Ewing pond fire pump is not running. A part for the fuel pump has been ordered.

Roads Committee – No report at this time.

Water Commissioner – No report at this time.

Webmaster – No report at this time.

Zoning Board of Appeals – No report at this time.

ADJOURNMENT (12:30 PM)

FUTURE MEETING SCHEDULE

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