

BUSTINS ISLAND VILLAGE CORPORATION
Meeting of the Board of Overseers
January 18, 2014 – 9:30 AM
Approved February 8, 2014

The Board of Overseers met at 9:40 AM at the Freeport Public Safety Building on Saturday, January 18, 2014. Overseers present were: Robert **Boone**, Chairman; Bill **Cooper**, Vice Chairman; Pat **LaFleur** via Skype, Faith **Baker**, and Ken **Barrows**. Other officers/appointees/ contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent; and Roger **Leland**, Finance Committee Chairman.

1. MINUTES. A motion was made (Boone), seconded (Cooper), and **VOTED** 4-0 plus one assent via Skype to accept the minutes as amended for the meeting held November 9, 2013.

2. PUBLIC COMMENTS – none

3. CLERK’S REPORT - The Clerk reported that the minutes of the 2013 Annual Meeting have been completed and saved on Google Drive.

4. TREASURER’S REPORT – Tony DeBruyn

A motion was made (Baker), seconded (Cooper), and **VOTED** 4-0 plus to authorize the payment of checks written and submitted by the Treasurer in the Register Report dated 1/17/2014 for the period 11/8/2013 through 1/16/2014. **A motion was made** (Barrows), seconded (Baker), and **VOTED** 4-0 plus one assent via Skype to approve the Treasurer’s report as submitted.

Tony reported that he had to negotiate at length with Verizon Wireless concerning our practice of suspending the BIVC cell phone contract off-season.

Insurance: Hanover Insurance stipulated that

1. They need to see progress on the re-roofing of both the Historical Society building and the Fire Barn. Replacing one in 2014 and another in 2015 would fulfill the requirement.
2. Contractor insurance
 - a. Contractors need to provide us with a copy of their insurance.
 - b. Contractors must sign a Hold Harmless Agreement
 - c. Contractors must name the BIVC as an additional insured on their liability policy.

Straight Edge Construction has complied with the above.

Question concerning Workman’s Comp: Individual contractors who are sole proprietors do not need to carry it. Others hired by the BIVC would fall under the BIVC Workman’s Comp coverage.

Roger presented a draft “Hold Harmless and Insurance Coverage Agreement. Faith suggested that all contractors agree to the Hold Harmless Agreement.

Auditor search progress report: Tony reported that he has interviewed several auditors for job bids. He found out that we will need to determine the historical original cost of all of our assets.

5. APPOINTED OFFICIALS’ AND COMMITTEE REPORTS

a. Administrative Assistant - Pat LaFleur

Pat raised the question of how we keep track of the BIVC keys. Crawford will open a building when requested and warranted, but will retain the key.

Sue reminded us to take note when committee officers are newly elected.

b. CEO – Ron Tozier. CEO was not in attendance.

c. Superintendent – Crawford Taisey

•Leonard-Richardson well: Although the new BIVC-maintained Leonard-Richardson well has not yet tested acceptable he plans to install a sealed hand pump. (see 7.a.ii for action) With use (boil order) or flushing the well may improve. If not, the pump could be used for the Brewer well.

•Benches: Crawford distributed information about composite benches to replace missing and aging benches. **A motion was made** (Barrows), seconded (Baker), and **VOTED** 4-0 plus one assent via Skype to authorize the Superintendent to spend up to \$1200 plus shipping for two six-foot composite benches as selected by the Board, with gray bases and green slats.

•Brewer barn demolition: Preliminary estimate from Plante to demolish and remove rubble is \$15,000. No action. We should have John Wood put the dimensions on a plot plan to retain the footprint.

•ADA-compliant outhouse at Community House: Crawford estimates \$9,000-\$10,000 to build. (see 7.a.i for action)

•Contract: **A motion was made** (Baker), seconded (Barrows), and **VOTED** 4-0 plus one assent via Skype to approve Straight Edge Construction contract dated 1/18/2014 for the year 2014. Crawford and Candy signed it. SEC 2013 time categorization was distributed and reviewed.

- d. BAC** – no report
- e. Brewer Property Advisor** – no report
- f. Brush and Log Committee** – no report
- g. Finance Committee** – Roger Leland. Committee needs more figures for capital budget issues. He distributed an article re changes in auditing requirements.
- h. Harbormaster**– no report
- i. Landscape Committee** – New charter. Committee has begun process.
- j. Planning Board** – new officers: Warren Barrows, chair; Dave Gosnell, vice-chair; Kevin Petrie – secretary.
- k. Public Safety Committee, First Aid Coordinators** – no report
- l. Water Commissioner** – no report
- m. Roads Committee** – no report.
- n. Webmaster** – Tony DeBruyn. Noted that BIVC web page needs updating.
- o. Zoning Board of Appeals** – no report.

6. CORRESPONDENCE

- 11/9-EM from Sue-meeting dates
- 11/9-EM to/from Sue-re: voting
- 11/14-EM from Sue-Municipal audit sample from RHR Smith
- 11/14-EM from Chris Martens-Mike Morse of DEP-unofficial approval of ZO changes
- 11/20-EM from Sue- meeting last Sunday in August is 8/31 not 8/30
- 11/24-EM from Bill-water study
- 11/26-EM from Charlotte Kahn-draft of Comprehensive Plan
- 12/1 phone call C. Johnson to Faith re tree down across tennis courts behind Faith's house on BIVC land
- 12/2-EM from Jenny Silberman-received IRS affirmation of 501(c)(3) status of BIHS for grant application
- 12/5-EM to/from BOO-FEMA
- 12/5 EM from Chris Martens-Official DEP approval of ZO changes
- 12/19 EM from Bill- Ron Lewis willing to work on Groundwater study
- 12/23 EM from Tony-Hanover Insurance wants roof replaced on Historical Museum and Fire Barn
- 12/23 EM from Roger-consider Hanover requests, consider other carriers
- 12/23 EM from Bob Konczal, Freeport Assessor, with Bustins map update request.
Referred to B. Cooper
- 1/4 – EM from Bill-new software available for groundwater model-\$800.00

Email correspondence is stored on Google Drive.

7. OLD BUSINESS

- a. Review project list and action items – 2014
 - i. Community House Restroom. **A motion was made** (Baker), seconded (Cooper), and **VOTED** 4-0 plus one assent via Skype to approve the expenditure of up to \$10,000 for the building of the ADA-compliant outhouse on the site of the current outhouse.
 - ii. Leonard-Richardson well. **A motion was made** (Boone), seconded (Barrows), and **VOTED** 4-0 plus one assent via Skype to spend up to \$1800 on the pump for the BIVC-maintained Leonard-Richardson well.
 - iii, iv. Municipal Building Roof . **A motion was made** (Boone), seconded (Cooper), and **VOTED** 4-0 plus one assent via Skype to request SEC to solicit estimates to replace roof on the Historical Society building, the northeast side of the Library, and the fire barn.
 - v. Brewer barn removal – need more information and bids.
 - vi. Water study – Bill Cooper distributed report from Ron Lewis responding to Bill’s letter outlining our water study items. Bill recommends that before committing any funding we read Ron’s report and invite him to meet with the Board meeting to discuss questions.
 - vii. Schoolhouse – the Board intends to have electricity run from Community House and an Island public charging station set up for 2014 use.
- b. Island map – Bill Cooper. Bill, Christine Martens, and John Wood have been working together. The un-numbered parcels are now mostly numbered. Bob Konczal, Freeport’s assessor, has requested various Bustins maps to improve what they have been using. Bill will speak with Bob about this.
 - i. Renaming “Resource Protection District” to “Resource Conservation District”. Bill will check with Bill Dale before proceeding.
 - ii. Voting on “split lots” – it was suggested that we ask John Wood to create a separate voting or assessor’s map, assigning each half of the 7-10 split lots a number. This could create 7-10 extra votes, but would be a one-time occurrence to deal with this historical anomaly.
 - iii. Lot E 52A – ambiguity needs to be resolved.
- c. BIHS application for grant from Libra foundation. Ongoing.
- d. Community House policy acceptance – done 11/9/2013
- e. Task force for emergency response, stair chair. Public Safety ongoing.

8. NEW BUSINESS. A motion was made (Boone), seconded (Barrows), and **VOTED** 4-0 to authorize up to \$300 to print 20 copies of the updated Zoning Ordinance.

a. Insurance carrier requested repairs – see item 4.

b. Assessor request – see item 7b.

c. Superintendent contract – see item 5c.

d. 2014 meeting schedule:

Saturday January 18	Sunday July 20
Saturday February 8	Saturday August 2, Annual Meeting
Saturday March 15	Sunday August 3
Saturday April 12	Sunday August 31
Sunday May 25	Sunday October 5 (on-island/off-island?)
Sunday June 29	Saturday November 8
Sunday July 13	Saturday December 13

e. Any other new business – none

9. FUTURE MEETINGS

a. Saturday, February 8, 2014 – 9:30 AM, Freeport ME Public Safety Bldg

The meeting adjourned at 12:50 PM.

Respectfully submitted,

M. Susan Spalding
Acting Secretary