

**BUSTINS ISLAND VILLAGE CORPORATION**  
**Meeting of the Board of Overseers**  
**April 12, 2014 – 9:30 AM**  
**Approved May 25, 2014**

The Board of Overseers met at 9:39 AM at the Freeport Public Safety Building in Freeport, ME on Saturday, April 12, 2014. Overseers present were: Robert **Boone**, Chairman; Bill **Cooper**, Vice Chairman; Pat **LaFleur** (via Skype); 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; Rob **Taisey**, Harbormaster; and Tanya **Sweatt**, Boat Advisory Committee Chairman.

**MINUTES**

- (1) **ACTION: A motion was made** (Barrows), seconded (Cooper), and voted 3-0 plus one assent via Skype to accept the minutes as amended for the meeting held March 15, 2014.

**PUBLIC COMMENTS** – None at this time

**ADMINISTRATIVE ASSISTANT’S REPORT** - Pat LaFleur

Pat LaFleur informed the Board that she contacted Dennis Picard at the USPS in Winsor, CT to confirm the appropriate payment for carrying the mail on the Lilly B.

Pat reported the following list of items which were completed or needed to be:

1. She contacted Laura Vitali, who will water test the public wells.
2. She notified the Chairs of all the Boards and Committees to forward budget needs.
3. The Board meeting calendar will be posted.
4. Tony posted the Boat Schedule and Well Schedule on the website.
5. Requested gathering material for the warrant.
6. Boat registration to be taken care of.
7. Manifest by April 15<sup>th</sup> – Ken Barrows will take care of this.
8. The swings should be checked.
9. A specific area should be designated for individuals to use to shoot their fireworks.
10. The Charter for the Landscape Committee is progressing.

**CLERK’S REPORT** – Sue Spalding

Sue suggested moving less active files to the Brewer Cottage to lessen the weight burden on the BIVC office floor.

Sue met with the Freeport Assessor, Robert Konczal, regarding the upcoming reassessment of Freeport property.

Sue informed the Board on some proposed Maine legislation concerning the use of communication technology at public meetings.

Sue reviewed the current draft of the updated Voting Policy. Some further changes were discussed. B. Cooper will rewrite the Voting Policy as amended.

#### **TREASURER'S REPORT – Tony DeBruyn**

Tony presented the Register Report for 3/14/2014 through 4/10/2014 noting only a few expenses such as payments to Cross Insurance for the buildings and Acadia Insurance for the boat insurance.

- (2) ACTION: A motion was made** (Boone), seconded (Cooper), and voted 3-0 plus one assent via Skype to authorize the payment of checks written and submitted by the Treasurer for the pay period of 3/14/2014 through 4/10/2014.

Tony distributed the Fiscal Year Balance Sheet and the 2013-2014 Funds Activity dated 4/10/2014 stating there had been no activity. He stated that he was preparing for the audit expense.

- (3) ACTION: A motion was made** (Boone), seconded (Barrows), and voted 3-0 plus one assent via Skype to accept the Treasurer's Report dated 4/10/2014.

#### **CEO REPORT – Ron Tozier**

Ron Tozier stated there were no CEO issues at this time.

#### **POLICE OFFICER – Ron Tozier**

Ron Tozier stated that he completed all his training work. The Board would like Ron to be a visible presence as Island Police Officer.

On April 25<sup>th</sup> there will be a meeting of safety officials from Freeport and Bustins to review emergency response and other safety issues.

#### **SUPERINTENDENT'S REPORT – Crawford Taisey**

Public Float – Crawford informed the Board that the float is ready to be put in place.

Brewer Barn – Rob spoke with C. Johnson regarding the Brewer barn. Crawford recommended using a backhoe because he is concerned about the safety issue.

Crawford noted that he was awaiting bids on roofs from R. Tozier, P. Reardon and B. MacDonald. He was concerned about the suitability of the roads for use by a septic pump truck. He handed in an approximate time line for this year's capital improvement projects. He noted that Candy Taisey is a certified Notary Public.

## **CORRESPONDENCE**

3/18/14 Email from J. Silberman re: Libra Foundation rejected the BIHS bid request.

3/21/14 Email from J. Silberman re: Will BIVC proceed with window and siding project? BIHS will pay half up to \$3600.

3/21/14 Phone call with Rob Taisey re: Harbormaster training and job description.

3/23/14 Email from Warren Barrows re: PB approved the Comp Plan with minor revisions. Will submit it to the state and schedule another hearing.

3/29/14 Email from Debbie Crane re: Requesting dates for CABI calendar.

3/30/14 Email to Freeport chiefs re: Emergency Response discussion.

4/05/14 Clerk sent email to State Legislators re: LD 1809 regarding Skype.

4/07/14 Email from Simone Shields, Planning Board member, will attend the Coastal Erosion Control Seminar.

4/09/14 Phone call with C. Johnson re: Proposal to remove Brewer Barn.

4/11/14 Phone call from F. Baker re: Too ill and cannot attend meeting.

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 – \$10,000 approved for Straight Edge Construction to rebuild. (2) C. Richardson Well - \$1,800 approved for purchase and installation of pump. (3) Municipal Building Roof (4) Fire Barn Roof (5) Remove Brewer Barn (6) Water Study - \$800 quoted to update software and \$8,915 to update model. (7) Schoolhouse – Run electricity from Community House. (8) Pidge’s Cove Railing (9) Historical Society – window replacement and wall repair.

Island Map – B. Cooper stated that John Wood pointed out that a portion of CA1 was removed and added to CA. As it has a deed, the owners of CA are entitled to two votes.

Groundwater Modeling – B. Cooper informed the Board that the present estimate is \$8,000 for monitoring the model which will take information for new data. He felt that

\$5,000 was more feasible. He will contact Carol White for more information regarding the work to be done. T. DeBruyn questioned the long term goal for our water protection program.

Spring Letter – The Board reviewed the draft of the spring letter. R. Boone will add the use of credit cards for Lilly B transactions.

## **NEW BUSINESS**

BIHS – The Libra Foundation rejected the BIHS bid request to replace windows and repair the wall. The Board will consider sharing expenses with the BIHS but must have an appropriate cost figure for this project.

## **APPOINTED OFFICIALS' and COMMITTEE REPORTS**

**Boat Advisory Committee** – Chair Tanya Sweatt stated that Dave Stager, Bob Dugan and Captain Abe Whittaker have discussed Brewer's March 12, 2014 estimate totaling \$22,205 (attached) for maintenance work for the Lilly B, some of which must be done now, such as the cutter, buff and wax hull, bottom paint, and regular transom repair. They recommend the docking lights on the sides of the bow to make docking safer, especially for inclement weather and night docking. The application of Awlgrip, a thick, heavy paint, extensive transom repair and a few miscellaneous items are being delayed until the fall. So the BAC requests approval of up to \$7,000 for the boat work now.

- (4) ACTION: A motion was made** (Boone), seconded (Barrows), and voted 3-0 plus one assent via Skype to authorize the expenditure not to exceed \$7,000 to prepare the Lilly B for launching.

Tanya informed the Board that everyone was returning based on the suggested rates. The Board reviewed the 2014 Suggested Wage Base.

- (5) ACTION: A motion was made** (Barrows), seconded (Cooper), and voted 3-0 plus one assent via Skype to approve the 2014 Suggested Wage Base as presented by the BAC.

Tanya noted the recommendation of the BAC to set up the SquareUp account for the boat transactions allowing customers to use their credit cards. Tanya donated her Verizon iPhone 4. Tony will look into the Verizon data plan. Tanya informed the Board that the square device is free but there is a 2.75% fee per swiped transaction. If there is a problem, then the manually entered transaction fee is 3.5% plus \$0.15. A signature is required and a receipt may be emailed or texted to the customer.

- (6) ACTION: A motion was made** (Cooper), seconded (Barrows), and voted 3-0 plus one assent via Skype to approve the authorized use of credit cards using a SquareUp account.

**Brewer Property Advisors** – No report at this time.

**Brush and Log Committee** – Co-Chair Ken Barrows mentioned what the committee had discussed at its early meeting. The Committee voted to recommend to the Board the purchase of a grappling hook for \$2,200 to pick up and transport piles of wood and brush. The committee will compile suggestions for brush and log disposal methods. The committee's charter will be ready for approval for the next Board meeting. Ken mentioned that he will try to get a fire prevention specialist from the Maine Forest Service to come to Bustins.

**Finance Committee** – Chair Roger Leland mentioned that the Surveyor John Wood is concerned about the title on the property donated by the Kitchin family and accepted by the island at the 2013 Annual Meeting. Roger stated that Jim Day, an attorney who works with John, will do the necessary title work for \$950.

(7) **ACTION: A motion was made** (Boone), seconded (Cooper), and voted 3-0 plus one assent via Skype to authorize the expenditure not to exceed \$1,000 to complete title work related to Kitchin property acquisition.

**Harbormaster** – The Board reviewed the draft of the job description for the BI Harbormaster and made revisions.

(8) **ACTION: A motion was make** (Boone), seconded (Cooper), and voted 3-0 plus one assent via Skype to approve the Job Description for Bustins Island Harbormaster as amended on 4/12/2014.

**Landscape Charter Committee** – P. LaFleur, S. Spalding and L. McElwee will work on a new charter for the Landscape Committee when all are on the island to meet.

**Planning Board** – The Planning Board has recommended Ron Tozier for CEO/LPI and Barbara Skelton as the alternate.

(9) **ACTION: A motion was made** (Boone), seconded (Barrows), and voted 3-0 plus one assent via Skype to appoint Ron Tozier as CEO/LPI and Barbara Skelton as CEO/LPI alternate from July 1, 2014 through June 30, 2015.

Ron Tozier was sworn in as CEO/LPI by the Clerk.

**Public Safety Committee** – K. Barrows reported that a stair chair will be purchased.

**Roads Committee** – No report at this time.

**Water Commissioner** – L. Vitali will do the water testing.

**Webmaster** – No report at this time.

**Zoning Board of Appeals** – No report at this time.

**ADJOURNMENT** (1:10 PM)

**FUTURE MEETING SCHEDULE**

Sunday, May 25, 2014 – 9:00 AM at the Brewer Cottage, Bustins Island, ME  
Sunday, June 29, 2014 – 9:00 AM at the Brewer Cottage, Bustins Island, ME  
Sunday, July 13, 2014 – 9:00 AM at the Brewer Cottage, Bustins Island, ME  
Sunday, July 20, 2014 – 9:00 AM at the Brewer Cottage, Bustins Island, ME  
Saturday, August 2, 2014 – 9:00 AM Annual Meeting at the Community House,  
Bustins Island, ME  
Sunday, August 3, 2014 – 9:00 AM at the Brewer Cottage, Bustins Island, ME  
Sunday, August 31, 2014 – 9:00 AM at the Brewer Cottage, Bustins Island, ME  
Sunday, October 5, 2014 – 9:00 AM at the Brewer Cottage, Bustins Island, ME  
Saturday, November 8, 2014 – 9:30 AM at the Freeport Safety Building, Freeport,  
ME  
Saturday, December 13, 2014 – 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](http://www.bivc.net/docs/Meeting_Schedule.pdf)

Respectfully submitted,

Linda E. Sweatt  
BIVC Board Secretary