

**Bustins Island Village Corporation
Meeting of the Board of Overseers
August 3, 2014 – 9:00 AM
Approved August 31, 2014**

The Board of Overseers met at 9:02 AM at the Brewer Cottage on Bustins Island, ME on Sunday, August 3, 2014. Overseers present were: Robert **Boone**, Chairman; Bill **Cooper**, Vice Chairman; Pat **LaFleur**, Roger **Leland**, and Ken **Barrows**. Other officers/appointees/ contractors present were Sue **Spalding**, Clerk; Tony **DeBruyn**, Treasurer; Linda **Sweatt**, Secretary; and Crawford and Candy **Taisey** of Straight Edge Construction, Superintendent.

ELECT CHAIR AND VICE CHAIR

- (1) **ACTION: A motion was made** (LaFleur), seconded (Leland), and unanimously voted to elect Robert Boone as Chairman of the Board of Overseers.
- (2) **ACTION: A motion was made** (Boone), seconded (Leland), and unanimously voted to elect William Cooper as Vice Chairman of the Board of Overseers.

APPOINT ADMINISTRATIVE ASSISTANT AND SECRETARY

- (3) **ACTION: A motion was made** (Cooper), seconded (Leland), and unanimously voted to appoint Patricia LaFleur as Administrative Assistant to the Board of Overseers.
- (4) **ACTION: A motion was made** (Cooper), seconded (Leland), and unanimously voted to appoint Linda Sweatt as Secretary of the Board of Overseers.

MINUTES

- (5) **ACTION: A motion was made** (Cooper), seconded (Barrows), and unanimously voted to accept the minutes as amended for the meeting held July 12, 2014.
- (6) **ACTION: A motion was made** (LaFleur), seconded (Cooper), and unanimously voted to accept the minutes as amended for the meeting held July 13, 2014.

PUBLIC COMMENTS

No public comment at this time.

ADMINISTRATIVE ASSISTANT'S REPORT - Pat LaFleur

Pat had requested Committee and Board appointments by October 1, 2014.

Pat mentioned the BIVC Facebook page and the Lilly B Facebook page, both of which F. Baker had maintained. F. Baker requested continuing this work. A discussion ensued concerning the Board's input on this social media since they maintain the BIVC web site. R. Boone will speak to F. Baker regarding the BIVC Facebook page and T. Sweatt regarding the Lilly B Facebook page.

CLERK'S REPORT – Sue Spalding

Sue reported that there were 60 voters at the Annual Meeting.
Sue stated that the Voting Policy will be revisited at the next Board meeting.

TREASURER'S REPORT – Tony DeBruyn

Tony stated that he had no actual report today because since he closed the fiscal year on July 24th to prepare the reports for the Annual Meeting held yesterday. He informed the Board that the Freeport allocation was deposited immediately after the Annual Meeting.

Tony appointed Judy Hayes as Deputy Treasurer. He presented the Treasurer's Authority and Disbursement Practices Policy for the Board's approval. It will be posted on the web site.

(7) **ACTION: A motion was made** (Boone), seconded (Barrows), and unanimously voted to approve the Treasurer's Authority and Disbursement Practices Policy.

Tony discussed the work entailed in preparing the information for the auditor, such as the generational information on the assets and equipment and depreciation of new equipment. The final report will be ready for his perusal next week. Then the auditor will present this audit to the state. B. Cooper reminded the Board that the State law requires an audit every year.

P. LaFleur inquired if the Landscape Committee needed to spend some money would it be available. Tony said the expenses would be a Building and Grounds item.

The Board appreciated the Treasurer's Report and Budget presented at the Annual Meeting.

CEO REPORT – Ron Tozier

Ron stated that he had no report at this time.

POLICE OFFICER – Ron Tozier

Ron stated he had purchased two police uniform shirts for which Winters will send the bill. He informed the Board that he will pick up the police radio, which Officer Schofield purchased for the BIVC.

Ron mentioned the possibility of using his Polaris, side-by-side, 4-wheel ATV for police or medical emergency use, especially for use at night because it would save much time. Crawford recommended having this ATV vehicle on the island to pull the hose

trailer, if needed. R. Leland stated that the presence of the badge and this vehicle to be used for emergencies would make for a positive impression.

Ron also mentioned the need for vehicle permission for his Kubota 30-31 and the mini-excavator, which again could be used for BIVC work.

(8) ACTION: A motion was made (Boone), seconded (Leland), and unanimously voted to grant permission for the Kubota, the mini-excavator, and the Polaris Side-by-Side ATV vehicles to be brought to the island for business purposes as per the submission of the necessary Vehicle Request Application forms.

SUPERINTENDENT'S REPORT – Crawford Taisey

Brewer Barn – Crawford received an estimate from Coley from Lionel Plant Associates Inc. for the removal of the barn for \$10,000 and \$2,200 for 18 cubic yards of ¾” gravel or loam topsoil to be put down. The gravel area is needed for parking vehicles and equipment and use by vehicles owned by contractors.

(9) ACTION: A motion was made (Boone), seconded (Leland), and unanimously voted to approve \$13,000 for the removal of the Brewer barn and site stabilization.

Brush Chipping – Crawford reported that the chipping done by the MFS cost \$800 for the Chebeague Transportation barging of the equipment but a large trash canister was also barged over at the same time. The remainder of the MFS chipping will be completed using R. Tozier’s chipper. The cost for chipping using R. Tozier’s chipper is \$50/hr. and will be paid by the BIVC.

Historical Society Building – Because budgetary limitations will not allow the siding and windows work to proceed this fiscal year, the RFQ for this work was withdrawn before Crawford received any contract bids. His estimate for the metal roof for the building is an additional \$9000. The Board expects to reissue the RFQ next June or July with the work to be done in August, September or the fall of 2015.

Large Trash – A canister for the large trash pick-up arrived with two loads of gravel.

Lawn Mower – Crawford stated that the lawn mower would cost approximately \$3900 with a municipal discount.

(10)ACTION: A motion was made (Cooper), seconded (Leland), and unanimously voted to approve the purchase of a riding mower not to exceed \$4,200.

Media Center – Crawford stated that K. Petrie is excited about pursuing plans to set up a media center for the Schoolhouse. There would be plenty of battery power supplied by the Community House solar system for a WiFi hot spot and the time used could be sold.

Pidge's Cove Fencing – The Board thanked Crawford for a job well done. Crawford is planning to chip the old fencing material.

Crawford ordered more gasoline to fill the tank. He will add stabilizer to the remaining gasoline to winter over.

CORRESPONDENCE

7/14/14 Email from S. Spalding re: Bike handout.

7/14/14 Email with R. Tozier and P. LaFleur re: Weekend safety issues.

7/15/14 Email from R. Tozier re: Quote for radio. Received quick call from K. Barrows and F. Baker for approval to purchase the radio for \$437.40.

7/15/14 Email from Ken Barrows re: Adding a police portion to Safety Day.

7/16/14 Email from Chris Martens re: CUP for DeBruyn.

7/16/14 Email with FP Officer Mike McManus re: His presentation at Safety Day.

7/17/14 Email from P. LaFleur re: Landscape Committee Charter as revised.

7/18/14 Phone call with Officer McManus re: Preparations for visit and talk.

7/20/14 Email from Len Larrabee re: Article 2 of Warrant should be reworded next year to include the Planning Board and the Finance Committee in the heading.

7/22/14 Email from S. Spalding re: MMA Legal Notes – questions concerning the legality of Remote Participation.

7/29/14 Email from John Mellecker re: Pleased with meeting with McManus.

7/20/14 Email from B. Cooper re: RFQ for Historical Society.

Email correspondence is stored on Google Drive.

OLD BUSINESS

Review Projects List and Action Items – The Board reviewed items on the projects list.

- (1) Municipal Building Roof – On hold until fall of 2015.
- (2) Remove Brewer Barn – A go ahead for \$13,000.
- (3) Water Study – See Groundwater Modeling below.
- (4) Schoolhouse – run electricity from Community House.
- (5) Large Trash Pick-up – Presently ongoing.

The Board reviewed the Follow-up Items:

- (1) Outhouse at the Golf Course – Proceeding – Al Frick inspected three areas for placement of the old CH outhouse.
- (2) Consider MMA savings on workers comp (after audit) – Tony is waiting for the audit.
- (3) Clean Ewing Ice Pond – Ken and Tony have this on the agenda planning to pull up cattails by the roots using a big tine rake. Crawford suggested pumping it out into overflow to drain it out to half height.
- (4) Designate time and place for individuals to use fireworks during the Fourth of July Celebration – Will be prepared for 2015.
- (5) Ladder at the Public – Crawford will check the aluminum ladders.
- (6) Stain Public runway – Crawford will plan this for the fall.

Island Map – B. Cooper stated that the map is essentially where it is going to be.

Groundwater Modeling – B. Cooper is waiting to hear from C. White Assoc.

Propane – Bustins Builders LLC continues working with Suburban Propane to better serve the Bustins community.

Behavior at the Public Float During Ferry Arrival – Appropriate signs are being made.

Bicycle Policy – The corrected Bicycle Handout will be posted.

NEW BUSINESS

2014 Annual Meeting – The meeting was well attended.

Firewise Program – Ken Nelson will be invited to the next Board meeting.

Island Directory – Betty Kirkland is considering no longer producing the Directory because sales are poor. Tony suggested selling the Directories on the ferry as well as the post office. Tony will speak to T. Sweatt. S. Spalding stated that it was important to maintain the data base.

Freeport/Bustins Dinner – The dinner will be on Tuesday, August 19th. P. LaFleur has organized the dinner to include sending out invitations, asking people to cook, setting up the tables, and the meal itself. F. Baker will purchase the paper products. Candy Taisey will set up for the reception at the Historical Society building. Roger Leland will handle the drinks for the reception.

APPOINTED OFFICIALS' and COMMITTEE REPORTS

Boat Advisory Committee – No report at this time. R. Boone will speak to T. Sweatt regarding being editor of the Lilly B Facebook page. S. Spalding will speak to Al about continuing as BAC Alternate. Safety notice signs for the runway will be taken care of by Crawford, who will have Jeff Carrier come down to check the size and placement of the signs.

“No Bikes on the Steamer Dock” sign will be ready to be posted at the beginning of the Steamer Dock.

Brewer Property Advisors – No report at this time.

Brush and Log Committee – K. Barrows stated the Firewise Program has merit and we will be given the parameters. There will be benefits and responsibilities for the BIVC. The Board is interested. Ken Nelson will be invited to the next Board meeting.

K. Barrows noted that chipping is a good solution and the islanders do want this to continue.

Finance Committee – No report at this time.

Harbormaster – New markers have been placed.

Landscape Charter Committee – P. LaFleur stated they were working on getting members.

Planning Board – No report at this time.

Public Safety Committee – No report at this time.

Roads Committee – No report at this time.

Water Commissioner – The Bible Belt well has been pumped more regularly thanks to the Knight family who volunteered to pump the well twice a day.

(11)ACTION: A motion was made (Boone), seconded (Cooper), and unanimously voted to appoint Janice Knight as Deputy Water Commissioner.

Webmaster – No report at this time.

Zoning Board of Appeals – No report at this time.

ADJOURNMENT (11:58 AM)

FUTURE MEETING SCHEDULE

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

Respectfully submitted,

Linda E. Sweatt
BIVC Board Secretary