



Bustins Island Village Corporation

Established 1913

MINUTES
Meeting of the Board of Overseers
September 9, 2023 @ 10:00AM
Via Zoom

**recording was started*

In Attendance:

Overseers: Mandy Meyer, Ali Bushman, Chris Zook, Craig Allard, and Bob Canu

Emma Bushman (Secretary), Jason Sweatt (Treasurer), Phil Taisey (Asst. Superintendent), Ken Barrows (Island Administrator), Crawford Taisey (Superintendent), Candy Taisey, Matthew Rowe, Jayne Rowe, Tom Rowe, and Jane Packer

Pre-Meeting Business

- **Welcome!**
- Introductions
- Co-Chair & Longer Term Plans
- Motion to nominate Bob Canu as vice-chair of the BIVC
- Bob Canu - Yes
- Mandy Meyer - Yes
- Alison Bushman - Yes
- Craig Allard - Yes
- Chris Zook - Yes
- Bob Canu is elected vice-chair of the BIVC

1. Acceptance of Minutes of August 6, 2023 meeting

a. Motion to accept the August 6, 2023 meeting minutes

i. Hank Rauch (via email) - Yes

ii. Mandy Meyer - Yes

iii. Ali Bushman - Yes

b. August 6, 2023 meeting minutes are accepted

2. Treasurer's Report, Vote Register Report & Capital Projects Review

a. Register Report:

i. Motion to approve Register Report in net total of \$47,521.82 from 8/7/23 through 9/8/23

1. Bob Canu - Yes

2. Mandy Meyer - Yes

3. Alison Bushman - Yes

4. Craig Allard - Yes

5. Chris Zook - Yes

ii. Register Report in net total of \$47,521.82 is approved

b. New Vehicles:

i. Lilly B Engine - Bob

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1. Originally planning on a rebuild
2. State government offers incentives when you buy a new motor (40% reimbursement)
3. Still waiting on cost estimates for both options

ii. Superintendent Truck / Gator – Crawford/Phil

1. Need to replace
2. Estimate between \$25-30k
3. Phil will do some research and make a recommendation
- c. BIVC Building Usage & Maintenance:

i. Exploring several new projects (discussion tabled until next meeting)

3. Old Business

a. Succession Planning Recap, Next Steps – Ali

- i. Setting contracts for Super & Island Admin
- ii. Ali has been working with Kevin, Phil, and Ken regarding subsequent job descriptions
- iii. All paid employees (with exception of the boat captain) will now report to the island administrator going forward in order to streamline communications

iv. Need to think about officer recruitment process for the future

1. Potentially allow elected officials to ride the Lilly B for free

v. Updates to our motorized vehicle policy

1. Streamlined
2. No longer requires personal health information for approval
3. Planning to make an online version available through the website
4. Will vote at the next meeting once everyone has had a chance to review

b. Post Office Capital Project – Mandy

i. Mandy did a walk-through with Ben

ii. Third payment is less than expected

iii. Drainage will be taken care of prior to underpinnings

c. Pidges Cove Stairs Repair – Phil

i. Received final estimate - \$13,700

1. One progress payment of \$6,850, rest on completion

ii. Discussion regarding Pidges Cove progress

iii. Once approved Phil can start work as soon as September 18th, also has time in October

iv. *Motion to approve \$13,700 contract from Phil Taisey for the Pidges Cove Stair Rebuild (with insurance under Amalgam Skis)*

1. *Bob Canu - Yes*
2. *Mandy Meyer - Yes*
3. *Alison Bushman - Yes*
4. *Craig Allard - Yes*
5. *Chris Zook - Yes*

v. *Motion to approve \$13,700 contract from Phil Taisey for the Pidges Cove Stair Rebuild passes*

4. New Business

a. Board and Committee Roster

i. Bob Canu will work on

b. Bustins News and Bustins Broadcast

i. Jason will now be responsible

c. The Cave

i. Ken and Ali will start sorting through everything and come up with a plan going forward

ii. Looking to digitize/shred

iii. Would significantly reduce our storage costs

iv. Need to establish a document retention and destruction policy

v. Will discuss plan at next meeting

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- d. Any other new business

5. Island Administrator Report

- a. Monthly Admin Task List

i. Schedule Freeport Dinner now

- 1. Not scheduled yet

ii. *Motion to close the roads from November 1st, 2023 to April 30th, 2024*

- 1. *Bob Canu - Yes*
- 2. *Mandy Meyer - Yes*
- 3. *Alison Bushman - Yes*
- 4. *Craig Allard - Yes*
- 5. *Chris Zook - Yes*

iii. *Motion to close the roads from November 1st, 2023 to April 30th, 2024 passes*

iv. Freedom of Access

- 1. All elected officials have completed Right to Know training, as per state guidelines

- b. Update on Grants

i. Government grants available to improve our wildfire protection

ii. Discussion regarding details of our proposal

iii. Deadline is October 31st

- c. Gasoline Transport

i. Potentially looking to get a fuel truck out on a barge

ii. Still waiting on cost estimates

iii. Phil will explore options and get back to us

- d. CH Wifi

i. Exploring Starlink

ii. Not providing coverage for the entire island, but a specific spot

iii. Goal to have it operational by June

iv. Currently spending \$700/year on Hughesnet

v. Ken is managing

- e. Other

i. Cross Insurance for 2023-2024 year is increasing by \$3,356, or 9%

- 1. *Motion to approve insurance increase of 9% for the 2023-2024 year*

a. *Bob Canu - Yes*

b. *Mandy Meyer - Yes*

c. *Alison Bushman - Yes*

d. *Craig Allard - Yes*

e. *Chris Zook - Yes*

- 2. *Motion to approve insurance increase of 9% for the 2023-2024 year passes*

6. Superintendent's Report

a. Discussion regarding replacement truck

b. Will put new lawn mower on the backburner for now to pursue higher priority expenses

c. Season Shut Down – Crawford & Phil

i. All set

- d. Crawford Continuing Projects

i. Road maintenance

ii. New truck search

- e. Phil off season expectations and next season start

i. All set

- f. Securing Island after Road Closure

i. Tractor

ii. Propane

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1. Discussion regarding propane storage over winter

iii. Trash

1. Discussion regarding trash disposal
2. Mandy will follow up regarding off-season trash

7. Appointed Official's & Committee Reports

- a. Boat Advisory Committee

i. New BAC Chair

ii. Ferry Schedule review

1. Tabled for next meeting
- b. By-laws Review Committee

i. Bylaws and Zoning Board Ordinance updates made

ii. Mandy is managing

- c. Code Enforcement Officer

i. Barbara's part-time and retirement plans

1. Will be retiring within the next year or so
2. Discussion regarding CEO succession
3. Phil will explore moving forward with the position and report back

d. Harbormaster

e. Landscape Committee

f. Planning Board

g. Public Safety Committee

h. Water Commissioner

i. Webmaster

i. Jason Update on new site and all – full roll out

1. Jason will send link to website template for everyone to test out
2. Open to feedback
3. Will continue to expand website capabilities as we go

j. Zoning Board of Appeals

8. Correspondence of Note

- a. *Motion to approve the Large Vehicle Request from LPA Associates*

i. Mandy Meyer - Yes

ii. Alison Bushman - Yes

iii. Craig Allard - Yes

- b. *Motion to approve the Large Vehicle Request from LPA Associates passes*

9. Running Action Items Review

- a. Bailey Coffin Aquaculture project was not recommended for approval
- b. 30 day waiting period for any potential appeals

10. Public Comment

- a. No public comment

11. Next Meeting is Saturday, October 14th @ 10:00 AM via Zoom

- a. Will potentially reschedule
- b. Mandy will develop 2024 meeting schedule

12. Executive Session if necessary

13. Adjourn

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(8.) Correspondence of Note

8/9/23 - email from Mallory Cudtitz Via Sue Spalding on Public Access Officer Document request

8/14/23 – email from Ken Barrows about roofing verbiage for grant applications

8/16/23 – email from Robin Doak request for 2023 Annual Freeport report

8/18/23 – email from Ben Tracey Cross Insurance to me, Jason and Tony about policy coverage review

8/30/23 – email from Crawford about expecting a vehicle request form from LPA Associates

9/1/23 – email Ben MacDonald Broadsound Construction final invoice follow up

(9.) Running Action Items

1. Bailey Coffin Aquaculture Withdrawn? – Ali

2. Solar Upgrades & WiFi at PO, Fire barn – Mandy

3. Vinal Energy expectations / 1K Gallon Dispensary Tank

4. Set up Meeting/Visit with Squirrel Island / Debbie Kerr – Mandy

debbykerr1@gmail.com (617) 835-7969

2024 Proposed Annual Meeting Items

Sponsor

2023 Schedule for Board of Overseers:

Saturday October 14th @ 10:00AM Via Zoom

Saturday November 18th @ 10:00AM Via Zoom

Saturday December 9th @ 10:00AM Via Zoom (meeting held if necessary)