



# *Bustins Island Village Corporation*

*Established 1913*

## **MINUTES**

### **Meeting of the Board of Overseers**

**October 14, 2023 @ 10:00AM**

**Via Zoom**

*\*Minutes to be posted on website in lieu of Zoom recording*

#### **1. Acceptance of Minutes of September 9, 2023 meeting**

a. *Motion to accept the September 9, 2023 meeting minutes*

i. *Mandy Meyer - Yes*

ii. *Ali Bushman - Yes*

iii. *Craig Allard - Yes*

iv. *Bob Canu - Yes*

v. *Chris Zook - Yes*

b. *September 9, 2023 meeting minutes are approved*

#### **2. Treasurer's Report Review, Vote Register Report (Jason will not be in attendance)**

a. *Motion to approve the Register Report as of 10/13/23 in the amount of \$23,805*

i. *Mandy Meyer - Yes*

ii. *Ali Bushman - Yes*

iii. *Craig Allard - Yes*

iv. *Bob Canu - Yes*

v. *Chris Zook - Yes*

b. *Register Report as of 10/13/23 in the amount of \$23,805 is approved*

#### **3. Old Business**

a. Lilly B Engine – Bob

i. *New Engine Grant: \$8,000 reimbursement (10-11% refund)*

1. *Terms of grant specify old engine must be destroyed, not sold*

ii. *New engine cost plus labor expected to be \$85k*

iii. *Will save on fuel*

iv. *Estimated useful life of 10+ years*

v. *Discussion regarding disposal method and salvage value for old motor*

vi. *Motion to purchase a new motor and transmission for Lilly B using government grant in the amount of \$8,000*

1. *Mandy Meyer - Yes*

# *Bustins Island Village Corporation*

2. *Ali Bushman - Yes*
3. *Craig Allard - Yes*
4. *Bob Canu - Absent due to connection issue*
5. *Chris Zook - Yes*

*vii. Motion to purchase a new motor and transmission for Lilly B using government grant in the amount of \$8,000*

b. Succession Planning – Ali

- i. Sent draft of Island Administrator job description to all
- ii. Still a work in progress

c. The Cave – Ken/Ali

- i. Looking to scan most of the documents
- ii. Currently paying \$3.2k/year for storage
- iii. \$3.5k for a third-party company to scan, label, and organize all documents
  1. Process can take 2-3 months
- iv. Will preserve any documents of historical significance
- v. Will save in storage costs for the remaining documents
- vi. Looking to sign contract in December
- vii. Will vote on in November

d. Approval of Personal Transportation Policy and Registration Form – Ali

*i. Motion to approve the Personal Transportation Vehicles Policy and Registration Form*

1. *Mandy Meyer - Yes*
2. *Ali Bushman - Yes*
3. *Craig Allard - Yes*
4. *Bob Canu - Absent due to connection issue*
5. *Chris Zook - Yes*

*ii. Motion to approve the Personal Transportation Vehicles Policy and Registration Form*

e. Website – Jason/Spencer Rauch (November Meeting)

- i. Still a work in progress

#### **4. New Business**

- a. Freeport Annual Report for Bustins Island to be Submitted 10/16 - Mandy
- b. Showing Property Tax Increase of 10-11% - Judy

i. Committee issue

c. Brush Pick Up Service Reenacted, Large Trash Pickup 2024, Chemical Disposal –Mandy

- i. Discussion regarding island brush issues
- ii. Ken will do research and present the board with options
- iii. Will continue to do large trash pickup every other year (starting 2024)
- iv. Will need to select a date & publicize to islanders
  - d. BIVC Building Usage, Maintenance
  - e. Any other new business

# *Bustins Island Village Corporation*

## **5. Island Administrator Report**

- a. Monthly Admin Task List
  - i. Board needs to approve committee appointments
  - ii. Will vote on in November
- b. Update on Grants
  - i. Approved to receive federal funds
- c. Gasoline Transport
  - i. Ken and Jason will work on in the spring
- d. Wifi
  - i. Moving forward, still researching options
- e. Insurance Review
  - i. Looking to form a committee to review options
- f. Other
  - i. Able to get Superintendent truck working, need a plan for replacement in the future

## **6. Superintendent's Report**

- a. Season Shut Down – Crawford & Phil
  - i. In progress
  - b. Pidges Cove Stairs Repair – Phil
    - i. Still work in progress, mostly finished
  - ii. Phil will send invoice to Jason, along with photos
    - c. Phil off-season expectations and next season start
    - d. Securing Island after Road Closure – Tractor, Propane, Trash
      - i. Vinyl Energy is responsible for securing Propane at golf course
- ii. Discussion regarding tractor
  - e. Trees to come down
    - i. Several trees need to come down

## **7. Appointed Official's & Committee Reports**

- a. Boat Advisory Committee
  - i. New BAC Chair – Jim Boone
  - b. By-laws Review Committee
    - i. PB Ordinance from Annual Meeting updates made?
  - ii. Craig will discuss with Jeff Leland
    - c. Code Enforcement Officer
      - i. Phil is willing to pursue certification
    - ii. Additional discussion is needed regarding compensation
      - d. Harbormaster
      - e. Landscape Committee
      - f. Planning Board
      - g. Public Safety Committee

# *Bustins Island Village Corporation*

- h. Water Commissioner
- i. Webmaster
- j. Zoning Board of Appeals

## **8. Correspondence of Note**

## **9. Running Action Items Review**

- a. Will discuss in November

## **10. Public Comment**

- a. N/A

## **11. Next Meeting Saturday, Nov 18th @ 10:00AM via Zoom**

## **12. Executive Session**

- a. *Motion to go into Executive Session to consider Island Administrator salary discussions pursuant to 1 M.R.S.A. § 405(6)(D)*

*i. Mandy Meyer - Yes*

*ii. Ali Bushman - Yes*

*iii. Craig Allard - Yes*

*iv. Bob Canu - Absent*

*v. Chris Zook - Yes*

- b. *Vote to enter into executive session was approved via roll call vote at 11:15am and recording was stopped.*

- c. Executive session ended and recording resumed at 11:18am

## **13. Adjourn**

# *Bustins Island Village Corporation*

## (8.) Correspondence of Note

9/30/23 – email from Tony DeBruyn on Record Retention and 6-8 boxes he has  
9/27/23 – email from Ali Bushman on Freeport Mooring Ordinance  
9/16/23 - email from Kevin Petrie on Hughes WiFi Discontinuation by November  
9/14/23 – email and Phone Call from Paul Conley for Hurricane Preparation  
9/13/23 – email from Matthew Rowe on Island Truck Phone for 2024 Season  
9/13/23 – email from Ken on Needing Island Map from John Wood (Grant)  
9/12/23 – email Thread from Ken on Bustins Island Official Address set up (Grant)  
9/11/23 – email from Ali Bushman on Postal Transport Contract Renew 6/30/25 added to New BOO Calendar

## (9.) Running Action Items

- Post Office Capital Project – Craig/Mandy
- Possible New Island Vehicles
  - Superintendent Truck / Gator – Crawford/Phil
  - Lawn Mower – Crawford
  - Fire Truck - Ken
- Solar Upgrades at PO, Fire barn – Mandy
- Vinal Energy 1K Gallon Dispensary Tank – NOT DOING THIS
- Set up Meeting/Visit with Squirrel Island / Debbie Kerr – Mandy
- [debbykerr1@gmail.com](mailto:debbykerr1@gmail.com) (617) 835-7969

2024 Proposed Annual Meeting Items

Sponsor

## 2023 Schedule for Board of Overseers:

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