



# *Bustins Island Village Corporation*

*Established 1913*

**MINUTES**  
**Meeting of the Board of Overseers**  
**February 7, 2024 @ 7:00PM**  
**Via Zoom**

*\*Minutes to be posted on website in lieu of zoom recording - (Emma Bushman, Secretary absent but will transcribe minutes from recording and then post to website.)*

In Attendance:

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

Jason Sweatt (Treasurer), Ken Barrows (Island Administrator), Matthew Rowe, Jayne Rowe, Jane Packer

**1. Acceptance of Minutes of January 11, 2024 meeting**

*a. Motion to accept the January 11, 2024 meeting minutes*

- i. Mandy Meyer - Yes*
- ii. Ali Bushman - Yes*
- iii. Craig Allard - Yes*
- iv. Bob Canu - Absent*
- v. Chris Zook - Yes*

*b. January 11, 2024 meeting minutes are approved*

**2. Treasurer's Report Review, Vote Register Report**

*a. Motion to approve the Register Report as of 2/7/24 in the amount of \$7,610.42*

- i. Mandy Meyer - Yes*
- ii. Ali Bushman - Yes*
- iii. Craig Allard - Yes*
- iv. Bob Canu - Absent*
- v. Chris Zook - Yes*

*b. Register Report as of 2/7/24 in the amount of \$7,610.42 is approved*

*c. Lots of yearly charges coming through*

**3. Old Business**

*a. Lilly B Engine – Bob*

- i. Update via Dave:*

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1. Brewer's mechanic has the new engine in place, working on getting the mounts modified to align with the shafts (since new engine is slightly larger)
  2. Old engine will be destroyed as per conditions of the grant
  3. No issues as of yet, everything is moving forward well.
- ii. Ben Dugan interested in hosting boater safety course for those born after 1/1/1999 to assist with compliance to new Maine boater education requirements
- b. The Cave – Ali/Ken
    - i. Sue has dropped off the last of her documents in The Cave
    - ii. Now have everything that needs to be scanned in our possession (unless the ZBA or Planning Board has paper files we aren't aware of)
  - c. John Wood Survey Files Update - Ali
    - i. Ali talked with John Wood regarding digital survey plans, will meet later in the summer to assist with eliminating duplicates in The Cave prior to scanning
    - ii. Craig reached out to Jeff and Warren regarding additional documents as well
  - d. Website Would like a Launch by Late Spring – Jason
    - i. Website is essentially ready to launch, barring edits/feedback from board
    - ii. Jason will create a short video tutorial to assist those in navigating new website
    - iii. Need to add personal transportation and large equipment request forms online as well
    - iv. After this year, the directory will be made available exclusively online
      1. Will not be password protected, will provide everyone with ability to opt out in advance if not comfortable with this
  - e. BIVC Building Usage, Maintenance, reflection from 1/11/24 meeting - Mandy
    - i. Continued discussion regarding building usage
    - ii. PO Drainage & Underpinnings - Craig
      1. Ken will be new liaison for this project as Island Administrator

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

- a. Storm Recovery, cleanup and update
  - i. Tree at Museum, overall tree/brush disposal
    1. Need to take care of before the start of the season
    2. Ali will reach out to Pat regarding getting tree off of PO building
- b. Ongoing erosion
  - i. Looking into forming a committee dedicated to erosion control
  - ii. Discussion regarding erosion control management methods
- c. Capital Projects List, Brewer Cottage

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- i. Looking to find new ways to utilize this space
- ii. Appoint Brewer Cottage Advisor – Megan MacDonald has shown interest
- iii. *Motion to appoint Megan MacDonald as the Brewer Cottage Advisor*
  1. *Mandy Meyer - Yes*
  2. *Ali Bushman - Yes*
  3. *Craig Allard - Yes*
  4. *Bob Canu - Absent*
  5. *Chris Zook - Yes*
- iv. *Motion to appoint Megan MacDonald as the Brewer Cottage Advisor is approved*
- d. Any other new business

### **5. Island Administrator Report**

- a. Monthly Admin Task List
  - i. Next Month:
    1. Appoint CEO and assistant CEO
      - a. Discussion regarding assistant CEO compensation
    2. Hire managing Captain as recommended by the BAC
    3. Approve ferry rates & schedule as recommended by the BAC
- b. WiFi Update
  - i. Still targeting mid-April
- c. Insurance Review
  - i. Liability forms for heavy equipment
  - ii. Will distribute via the website
  - iii. Discussion regarding how to ensure heavy equipment compliance
- d. Grant Update
  - i. Earliest possible update will be on the 16th
- e. 2024 Employment Contracts - Ali/Ken
  - i. Will enter Executive Session as the end of the meeting to discuss Matthew Rowe's employment contract for the 2024 season

### **6. Appointed Officials, Employee & Committee Reports**

- a. Superintendent's Report (reminder Phil is now off-season)
- b. Boat Advisory Committee
- c. By-laws Review Committee
- d. Code Enforcement Officer
  - i. Contact with Jeff Leland about Phil Taisey CEO opportunity - Craig
  - ii. Ali will work on completing Phil's CEO contract

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- e. Harbormaster
- f. Landscape Committee
  - i. Meghan MacDonald Resignation
- g. Planning Board
- h. Public Safety Committee
  - i. First Aid Coordinator - John Abramson Resignation
  - ii. Potentially looking to have Olivia Meyer step into the position
    - 1. CPR certified, entering college in the fall as pre-med
    - 2. Would need to further clarify the role
  - iii. Discussion regarding island first aid and First Aid Coordinator role
  - iv. Will clarify the role before officially voting
- i. Water Commissioner
  - i. Need to appoint a Water Commissioner for 2024 season
  - ii. *Motion to appoint Ken Barrows as Water Commissioner for 2024 season*
    - 1. *Mandy Meyer - Yes*
    - 2. *Ali Bushman - Yes*
    - 3. *Craig Allard - Yes*
    - 4. *Bob Canu - Absent*
    - 5. *Chris Zook - Yes*
  - iii. *Motion to appoint Ken Barrows as Water Commissioner for 2024 season is approved*
- j. Webmaster
- k. Zoning Board of Appeals

### **7. Correspondence of Note**

### **8. Running Action Items Review**

### **9. Public Comment**

### **10. Next Meeting Saturday, March 6th 7PM EST Via Zoom**

### **11. Executive Session**

- a. *Motion to go into Executive Session to discuss Truck Driver Employment Contract and Salary 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*

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- b. *Vote to enter into executive session was approved via roll call vote at 8:22pm and recording was stopped.*
- c. Executive session ended at 8:42pm

## **12. Adjourn**

### **(7.) Correspondence of Note**

- 1/11/24 – email from Sue Spalding Storm Response Resources
- 1/12/24 – email from Jason to Board on site prototype
- 1/13/24 – email from Ali on Truck Trash Discussion
- 1/19/24 - email from Emma about not being able to make Feb Meeting
- 1/21/24 - email to Island Admin, Ken from Sue Spalding Sea Level Rise / Storm Surge
- 1/22/24 - Email from Ali on Steamer Piling Fix
- 1/25/24 - email reminder from Ali to appoint water commissioner at Feb meeting
- 1/31/24 - Emails from Ken on Storm Resilience
- 2/2/24 - call and email dialogue with Steve Crane, John Abramson, Ken and Crawford on First Aid Coordinator

### **(8.) Running Action Items**

- Ben MacDonald Golf Course Drive Over - Spring 2024
- Brush Pick Up Service Reenacted, Large Trash Pickup 2024, Chemical Disposal
- Gasoline Storage/Transport
- Post Office Underpinnings/Drainage – Craig
- Grant Updates - Ken
- Possible New Island Vehicles
  - Superintendent Truck / Gator – Phil
  - Lawn Mower
  - Fire Truck - Ken
- Solar Upgrades on BIVC Buildings – Mandy
- 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

### 2024 Schedule for Board of Overseers:

Wednesday, April 10, 2024	7:00PM	Via Zoom
Wednesday, May 8, 2024	7:00PM	Via Zoom