



# *Bustins Island Village Corporation*

*Established 1913*

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

**November 24, 2024 @ 6:30pm**

**Via Zoom**

### In Attendance:

Overseers: Bob Canu, Chris Zook, Ali Bushman

Phil Taisey (CEO & Island Superintendent), Ken Barrows (Island Administrator), Emma Bushman (Secretary), Jason Roberts (Erosion Committee Chair), and Erika Morgan

## **I. Acceptance of Minutes of October 19, 2024 meeting**

### *A. Motion to accept the October 19th, 2024 meeting minutes*

1. *Bob Canu - Yes*
2. *Ali Bushman - Yes*
3. *Craig Allard - Absent*
4. *Chris Zook - Yes*
5. *Jeff Leland - Absent*

### *B. October 19th, 2024 meeting minutes are approved*

## **II. Treasurer's Report Review**

### *A. Motion to approve the Register Report as of 11/24/24 in the amount of \$36,809.78*

1. *Bob Canu - Yes*
2. *Ali Bushman - Yes*
3. *Craig Allard - Absent*
4. *Chris Zook - Yes*
5. *Jeff Leland - Absent*

### *B. Register Report as of 11/24/24 in the amount of \$36,809.78 is approved*

### **C. Discussion regarding Budget vs. Actual report**

1. Planning to eliminate "transfers-in/transfers-out" reporting method to increase clarity
2. Overbudget for sanitation (didn't budget for large trash pickup, will adjust for next year)

## **III. Old Business**

### **A. Surveys Update: Ali**

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1. Have been looking to purchase digitized survey plans from John Wood
    - a) \$7,000 in this fund
    - b) Earliest John would be able to work on this would be in winter of 2026
    - c) Maps would be in PDF form, not necessarily the most useful format
  2. Ricki Morgan has offered to assist in an advisory capacity in order to help determine the best path forward and present recommendations
    - a) Has some experience with Geographic Information Systems (GIS)
  3. Looking to explore other options that may provide more utility
    - a) Could potential download/purchase these from the Cumberland County Registry of Deeds or Maine Office of GIS instead
  4. *Motion to appoint Erica Morgan as an official advisor on the survey plan digitization project*
    - a) *Bob Canu - Yes*
    - b) *Ali Bushman - Yes*
    - c) *Craig Allard - Absent*
    - d) *Chris Zook - Yes*
    - e) *Jeff Leland - Absent*
  5. *Motion is passed*
- B. Erosion: Phil/Jason Roberts**
1. Spent some time working on the road to Steamer Dock
  2. Moved multiple loads of riprap to fortify the areas as a temporary measure
  3. Phil reached out to Mike Morse to coordinate plan going forward
    - a) MM did some surveying last weekend to help develop erosion control plan
    - b) Hoping to have an official proposal for the board soon
  4. Update from Jason Roberts:
    - a) Proceeding with a request to look at downed island trees on the shoreline.
    - b) Looking to create a guide for island property owners on how to approach downed trees from an erosion control perspective
- C. End of Season Update: Phil**
1. Public dock is out
  2. Dumpsters came off last Friday, along with the tractor and waste trailer
  3. Everything should be good to go
- D. Digital docs: Ali/Jason**
1. Everything is scanned and in the Google Drive "Archive" folder

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2. Need to double check file names, found a few typos (Ali will work on over the winter)

## E. Directory Update:

1. Claire is willing to spearhead a paper version
2. Also looking to potentially have a digital version that is password protected
3. Ali suggested moving this under CABI
4. Ali will follow up with Claire and CABI to discuss further

## IV. **New Business**

A. Ali's proposal with Jason: (may discuss following Treasurer Report)

### B. FOAA trainings: Ken

1. Still have three people outstanding, will send reminder

### C. Change in Maine Forestry Leadership: Ken

1. Change in forest ranger leadership, Ken will keep everyone updated
2. Will continue to have chipping and fire safety day

### D. Invite Rob Taisey to Feb 2025 Meeting:

1. Re: Solar/Roof at Community House
2. Potentially need to look into another bid for this project
3. May need to hold off on this project to prioritize erosion control spending
4. Will defer invitation to March to have a clearer picture of erosion control expenditures first

### E. New Budget Process Proposal: Ali

1. Discussion regarding new budgeting process and plan going forward
2. Will discuss further at December meeting
3. Highlights: Looking to...
  - a) Clarify different island funds to improve long term planning processes
  - b) Set goal for amount of money to maintain in operating reserve
    - (1) Need cushion for unexpected expenses
  - c) Rename JW Buyout Fund to the Island Survey Fund
    - (1) Still board restricted, just with a clarified name
  - d) Vote to appropriate Laura Vitali's \$200 donation (restricted for island conservation) to contribute to the Tidal Pool erosion efforts
    - (1) Legally need to use this for its designated purpose
  - e) Rename Capital Maintenance Fund to Capital Projects Fund
    - (1) Clarify purpose, eliminate confusion
  - f) In December discuss Clarify purchasing policy

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- (1) Currently fairly confusing
- g) Discuss creating budget from previous year's tax revenue number
  - (1) Will allow for more advanced planning/budgeting
  - (2) Any overages would potentially get put into operating reserves
4. *Motion to rename the JW Buyout Fund to the Island Survey Fund*
  - a) *Bob Canu - Yes*
  - b) *Ali Bushman - Yes*
  - c) *Craig Allard - Absent*
  - d) *Chris Zook - Yes*
  - e) *Jeff Leland - Absent*
5. *Motion is passed*
6. *Motion to appropriate Laura Vitali's \$200 donation for work on Tidal Pool erosion control project*
  - a) *Bob Canu - Yes*
  - b) *Ali Bushman - Yes*
  - c) *Craig Allard - Absent*
  - d) *Chris Zook - Yes*
  - e) *Jeff Leland - Absent*
7. *Motion is passed*
8. *Motion to rename the Capital Maintenance Fund to the Capital Projects Fund*
  - a) *Bob Canu - Yes*
  - b) *Ali Bushman - Yes*
  - c) *Craig Allard - Absent*
  - d) *Chris Zook - Yes*
  - e) *Jeff Leland - Absent*
9. *Motion is passed*

F. Easement Request:

1. Discussion re: Bieberstein easement legality/authority
2. Issue regarding proximity to well
3. Will consult with Jeff and Planning Board for next steps

**V. Island Administrator Report**

- A. Monthly Admin Task List

**VI. Superintendent Report**

- A. Hazard Trees on Shoreline/Requests (Jason R)
1. Discussed under New Business
- B. Additional topics

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

- A. Boat Advisory Committee
  - 1. Have asked to have a similar meeting with Painter as we held with employees
- B. Erosion Committee:
- C. Brewer Cottage Advisor
- D. By-laws Review Committee
- E. Code Enforcement Officer - Oaths Complete?
- F. Harbormaster - Moorings & Bustins Harbor - Andy Spalding
- G. Landscape Committee
- H. Planning Board ( CUP scheduled for Sept 29 - Martens project)
- I. Public Safety Committee - New Fire Hoses Purchased? Pumps from Freeport
- J. Water Commissioner
- K. Webmaster
- L. Zoning Board of Appeals

## **VIII. Correspondence of Note**

### **IX. Running Action Items Review**

### **X. Public Comment**

### **XI. Next Meeting Sunday, December 15, 2024 @ 6:30pm**

### **XII. Executive Session**

### **XIII. Adjourn**

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

8/17/24 - share info re email correspondence between 3 neighbors

6/15/24 - Email correspondence to and from Island Admin to Kent Nelson on Barging and Chipping Day reschedule

6/15/24 - email from Kim Larson re: erosion around island, I forwarded to Jason Roberts Chair of Shore Erosion Committee

6/15/24 - Copy email from Island Admin from Amy Lachance on well schedule on Bustins

6/15/24 - email from David Garfield asking about updating Directory and Website input

6/18/24 - email dialogue from Freeport Assessor and Dugans/ISland Admin on Address

6/21/24 - Island Admin drafted letter for signature for Freeport Assessor on Address assignment

6/26/24 - Invitation from Chebeague Island to participate in Fire Grant Request with Long Island

7/1/24 - Carrie Hurn Parking Signs at French School

7/2/24 - Call Faith Baker Flood Zone map request for Insurance purposes

7/2/24 - Call and email From Earl Gibson Freeport School parking

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7/2/24 - Numerous email from David Garfield on petition

7/3/24 - email and call Christine Wolfe Freeport Clerk on Annual Freeport Date

7/5/24 - email Earl Gibson Road recommendation

7/5/24 - email Patrice Kastenholz on speaking with neighbor on various items

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

-Archive Documents and Cave - updates on docs being available

-J. Woods maps - Ali

-Large Trash Pickup 2024

-Gasoline Storage/Transport

-Post Office Underpinnings/Drainage – Craig

-Possible New Island Vehicles

-Superintendent Truck / Gator – Phil

-Lawn Mower - Charlie MacDonald

-Fire Truck - Ken

-Solar Upgrades on BIVC Buildings – Ken/Phil

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

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2024 meeting dates:

Dec. 15, 2024 @ 6:30pm

- On island meetings may be held at either the Community House, or School House