



# *Bustins Island Village Corporation*

*Established 1913*

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

**December 15, 2024 @ 6:30pm**

**Via Zoom**

### In Attendance:

Overseers: Bob Canu, Chris Zook, Ali Bushman, Craig Allard, and Jeff Leland

Phil Taisey (CEO & Island Superintendent), Ken Barrows (Island Administrator), Emma Bushman (Secretary), Matthew Rowe, Jayne Rowe, and Melissa Canu

## **I. Acceptance of Minutes of November 24, 2024 meeting**

*A. Motion to accept the November 24th, 2024 meeting minutes*

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

*B. November 24th, 2024 meeting minutes are approved*

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

*A. Motion to approve the Register Report as of 12/15/24 in the amount of \$5,658.23*

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

*B. Register Report as of 12/15/24 in the amount of \$5,658.23 is approved*

## **III. Old Business**

**A. Soule School Parking**

1. Jeff took a look at the parking agreement between the Town of Freeport and the Soule School
2. Debate over which spots (and how many spots) are reserved for Bustins
3. Ali reached out to Sophie, hasn't received a response yet but will follow up after the holidays to discuss

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4. Jason will look in the Google Drive in order to see if there is any historical context there in the meantime

## **B. New Secretary and Budget Assistant Appointments**

1. *Motion to appoint Melissa Canu as new BIVC Secretary as of February 23rd, 2025*
  - a) *Bob Canu - Yes*
  - b) *Ali Bushman - Yes*
  - c) *Craig Allard - Yes*
  - d) *Chris Zook - Yes*
  - e) *Jeff Leland - Yes*
2. *Motion passes*
3. *Motion to appoint Ali Bushman as the Budget Assistant*
  - a) *Bob Canu - Yes*
  - b) *Ali Bushman - Abstain*
  - c) *Craig Allard - Yes*
  - d) *Chris Zook - Yes*
  - e) *Jeff Leland - Yes*
4. *Motion passes*

## **IV. New Business**

### **A. Budget Assistant Proposal**

1. Ali sent out an email yesterday with full budget assistant proposal
2. **Item #1: Island Survey Fund**
  - a) Ricki, as our new Island Survey Fund Advisor, has an opportunity to learn GIS Quest from a colleague at a rate of \$40/hour. She estimates the training time would take 10-15 hours. This fund currently has \$7,000.
  - b) *Motion to authorize up to \$500 from the Island Survey Fund for GIS Quest Training for our Island Survey Fund Advisor, Ricki Morgan*
    - (1) *Bob Canu - Yes*
    - (2) *Ali Bushman - Yes*
    - (3) *Craig Allard - Yes*
    - (4) *Chris Zook - Yes*
    - (5) *Jeff Leland - Yes*
  - c) *Motion passes*
3. **Item #2: Rename Operating Reserve Fund**
  - a) Historically this fund has contained almost all remaining money from the General Fund at the end of the fiscal year (and potentially additional

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deposits). “Transfers in/out” have been used throughout the year to “zero out” the budget. Ali proposes that we use this as emergency savings, and leave any excess General Fund money in that account as our “cushion” to begin the new fiscal year before tax revenue has arrived. This will eliminate confusion from multiple transfers throughout the year, and provide better transparency regarding our overall financial position to Overseers.

b) *Motion to rename the Operating Reserve Fund the Emergency Reserve Fund*

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

c) *Motion passes*

d) *Motion to set a goal balance range for the Emergency Reserve Fund of \$10-25k, that may only be moved to the General Operating Fund by majority vote of the overseers (no money transferred as of now, will revisit at the end of the current fiscal year).*

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

e) *Motion passes*

#### **4. Item #3: Capital Projects vs. Maintenance**

a) Historically Capital “Projects” have been considered “larger” than “maintenance” expenses paid out of the General Fund, but did not have a defined dollar amount.

b) *Motion to assign all capital expenditures of \$5,000 or more to the Capital Projects Fund, all maintenance expenditures \$4,999 or less to the General Fund*

- (1) *Bob Canu - Yes*
- (2) *Ali Bushman - Yes*
- (3) *Craig Allard - Yes*
- (4) *Chris Zook - Yes*

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(5) *Jeff Leland - Yes*

c) *Motion passes*

## **5. Item #4: Fund Deposits/Transfers**

a) *Motion that with a majority vote of the Overseers, deposits/transfers to Reserve Funds will be made by the Treasurer at the start of each fiscal year, based on availability of funds*

(1) *Bob Canu - Yes*

(2) *Ali Bushman - Yes*

(3) *Craig Allard - Yes*

(4) *Chris Zook - Yes*

(5) *Jeff Leland - Yes*

b) *Motion passes*

## **6. Item #5: Tax Revenue and Annual Budget**

a) *Freeport has up until August 30th each year to provide us with the check for our portion of the property tax revenue. Waiting for the exact figure for this check has caused delays in creating our annual budget in the past*

b) *Motion to create the new fiscal year budget using 98% of the previous year's tax revenue and to deposit funds received in excess of this amount into our Reserve Funds, following receipt of the check, by majority vote of the Overseers*

(1) *Bob Canu - Yes*

(2) *Ali Bushman - Yes*

(3) *Craig Allard - Yes*

(4) *Chris Zook - Yes*

(5) *Jeff Leland - Yes*

c) *Motion passes*

## **7. Item #6: Purchasing Policy**

a) *Ali believes the current Purchasing Policy is cumbersome to interpret and may not align with our current practices, and new budgeting procedures*

b) *Bob will take a look for next meeting*

## **8. General Budget FYI:**

a) *18 budgeted line items are over budget for a total of \$17,858.90*

b) *Mail contract deposit from USPS is under investigation due to deposit potentially \$21,000 over budget (included in Ferry Revenue)*

c) *Will discuss further regarding budgeting process in the new year*

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## B. Bieberstein Easement Request Update

1. Ben sent revised easement request this week
2. Jeff will review, may still need a few tweaks before approval
3. Only a sand/fill easement needed

## C. Starlink

## V. **Island Administrator Report**

### A. Update on Honey Wagon

1. Setback regarding honey wagon deposit location
2. Rockland location is no longer accepting
3. Phil will be exploring a new deposit location

## VI. **Superintendent Report**

### A. Erosion Bid Update

1. Mike and Chad came over to take some measurements for their erosion bid
2. Should have that in hand early next season
3. Minimal damage from most recent storm

## 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

1. Have sent info to Jason R to share with the Committee: Question about downed trees on shoreline - better to clean up or leave for protection? research??

### C. Brewer Cottage Advisor

### D. By-laws Review Committee

### E. Code Enforcement Officer

1. Oaths Complete?

### F. Harbormaster - Moorings & Bustins Harbor - Andy Spalding

### G. Landscape Committee

### H. Planning Board

1. CUP scheduled for Sept 29 - Martens project

### I. Public Safety Committee

1. 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: circle back to Rikki M. Surveys, (Feb meeting),**

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**Comm House solar and roof, Rob T. (March), shoreline projects, directory, Spring newsletter, Brewer cottage, Grant application, Wells on Island. Spring: BAC for 2025 season**

- X. Public Comment**
- XI. Next Meeting Sunday, January 26, 2025 @ 6:30pm**
- XII. Executive Session**
- XIII. Adjourn**