



# *Bustins Island Village Corporation*

*Established 1913*

**MINUTES**  
**Meeting of the Board of Overseers**  
**July 6, 2024 @ 10:00AM**  
**Community House & Via Zoom**

In Attendance:

Overseers: Mandy Meyer, Chris Zook, Craig Allard (via Zoom), Bob Canu, Ali Bushman

Phil Taisey (CEO & Island Superintendent), Ken Barrows (Island Administrator), Jason Sweatt (Treasurer/Webmaster), Kevin Petrie (Clerk), Emma Bushman (Secretary), Meghan MacDonald (Brewer Cottage Advisor), David Garfield, Matthew Rowe, Jayne Rowe, Jane Packer, Mike Coyle, Frank Meyer, Tanya Sweatt, Betty Pease, Fred Pease, Julie Zook, and Amy Bushman

**I. Public Comment (moving Public Comment to beginning of meeting 3 min limit to comment)**

- A. Frank Meyer: Looking to improve golf course greens in September of 2025
  - 1. Would need to bring soil/grass seed over on a barge
  - 2. Will send overseers a written proposal
- B. Meghan MacDonald: Charlie MacDonald would like to propose buying a larger mower for the golf course
  - 1. Will send overseers more details
- C. Tanya Sweatt: The outhouse down by the post office needs to be replaced
  - 1. May need to consider shutting it down in the interim
  - 2. Comment regarding island outhouse upkeep
- D. David Garfield: Confirmation regarding warrant articles submitted

**II. Acceptance of Minutes of June 15, 2024 meeting**

- A. *Motion to accept the June 15, 2024 meeting minutes*
  - 1. *Mandy Meyer - Yes*
  - 2. *Ali Bushman - Yes*
  - 3. *Craig Allard - Yes*
  - 4. *Bob Canu - Yes*
  - 5. *Chris Zook - Yes*
- B. *June 15, 2024 meeting minutes are approved*

# *Bustins Island Village Corporation*

## **III. Treasurer's Report Review, Vote Register Report**

- A. Looking good for the end of the fiscal year
- B. Still waiting on government grant for boat motor
- C. *Motion to approve the Register Report as of 7/6/24 in the amount of \$26,968.82*
  - 1. *Mandy Meyer - Yes*
  - 2. *Ali Bushman - Yes*
  - 3. *Craig Allard - Yes*
  - 4. *Bob Canu - Yes*
  - 5. *Chris Zook - Yes*
- D. *Register Report as of 7/6/24 in the amount of \$26,968.82 is approved*

## **IV. Old Business**

- A. Erosion - Road to Steamer Dock
  - 1. Earl Gibson (Director of Public Works for the town of Freeport) came out on 7/1 to assess damage
    - a) Provided recommendations for remediation
    - b) Phil was in attendance, will look into recommendations
    - c) The road itself is in good shape, recommends limiting heavy vehicle traffic on it after heavy rain (~24 hours)
  - 2. Need to plan Mike Morse visit
- B. Phone Theft Lilly B 2023
  - 1. Personal phone theft of crew member on the Lilly B in 2023
  - 2. Will go into executive session at end of the meeting to discuss next steps

## **V. New Business**

- A. Physical Address/Permanent Address/Permanent Residence Request
  - 1. Discussion regarding Dugan request for permanent residence/address
- B. Parking French School
  - 1. Discussion regarding parking spots at French School
  - 2. Bob will contact Freeport authorities to discuss
- C. Chebeague/Long/Bustins Island Fire Grant/Prevention Meeting - Bob & Ken
  - 1. Discussion regarding Chebeague Fire Grant/Prevention Meeting
- D. Annual Freeport Dinner Date
  - 1. Discussion regarding annual Freeport dinner date
  - 2. Normally takes place mid-August, may look to do in early September due to scheduling conflicts
- E. Annual Meeting Prep (See last Page)
- F. 2024-2025 Insurance

# *Bustins Island Village Corporation*

1. Jason spoke with insurance agent (Ben Tracy)
2. Will most likely be going up next year by 8-12%

## **VI. Island Administrator Report**

### A. Monthly Admin Task List

1. <https://docs.google.com/spreadsheets/d/1Qm8ZplEkMGSOprUn3gTriJH6nD8bNMdT/edit#gid=239883277>

B. Chipping Day Date, Brush Pick up season 2024

C. Ken is working on annual meeting prep

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

### A. Superintendent's Report - Phil

1. Discussion regarding outhouse maintenance
  - a) Need to replace outhouse by the Post Office soon
  - b) Looking to get a quote to build a new one
2. Discussion regarding island equipment

### B. Boat Advisory Committee

### C. Brewer Cottage Advisor - Meghan MacDonald Update

1. Discussion regarding Brewer Cottage usage/logistics
2. Will pass along a list from Ben MacDonald outlining needed repairs
  - a) Estimated \$20,000 costs to ensure safe usage
  - b) Most of the work could be done by Ben and a group of volunteers

### D. By-laws Review Committee

### E. Code Enforcement Officer

1. Alternate CEO still needs to be sworn in
2. Will take place tomorrow at 4pm

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

1. Discussion regarding mooring placement issues and next steps

### G. Landscape Committee

1. Discussion regarding landscape equipment storage

### H. Planning Board

### I. Public Safety Committee

1. Will be purchasing new fire hoses soon
2. Discussion regarding fire truck battery issue

### J. Water Commissioner

1. Discussion regarding meeting with Karen White re: well accessibility

### K. Webmaster

1. Discussion regarding new website and newly implemented Google forms

# *Bustins Island Village Corporation*

2. All going well

L. Zoning Board of Appeals

## **VIII. Correspondence of Note**

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

**X. Next Meeting Saturday, July 20th if needed for Annual Meeting Prep**

### **XI. Executive Session**

A. *Motion to go into Executive Session to discuss theft on the Lilly B. and islander concern brought to board member pursuant to 1 M.R.S.A. § 405(6)(D)*

1. *Mandy Meyer - Yes*

2. *Ali Bushman - Yes*

3. *Craig Allard - Yes*

4. *Bob Canu - Yes*

5. *Chris Zook - Yes*

B. *Vote to enter into executive session was approved via roll call vote at 1:00pm*

C. *Executive session ended and recording resumed at 1:25pm*

## **XII. Adjourn**

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

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

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

# *Bustins Island Village Corporation*

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

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

- Archive Documents and Cave - Ali?Ken
- 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 – 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:

*Saturday, July 20, 2024	10:00AM	Bustins Island, ME
Saturday, August 3, 2024	Annual Meeting	Community House
**Sunday, August 4, 2024	10:00AM	Bustins Island, ME
Saturday, September 14, 2024	10:00AM	Bustins Island, ME

\*Meeting held for Annual Meeting Prep If needed

\*\*Post Annual Meeting Recap

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

### ANNUAL MEETING PREP NOTES

# *Bustins Island Village Corporation*

## 2024 Voting List:

- Board will need to certify voting list once complete
  - Will officially vote to certify on July 20th
  - Not legally required to post

## 2024 Warrant:

- Board officially signed off on 2024 Warrant
  - Craig will sign via Docu-Sign
- Five items proposed by David Garfield
  - *Mandy is seeking assistance from our lawyer for each of these proposed amendments*
  - *Overseers will then vote to support/reject each item*
  - **#1:** Have the BIVC vote to reject the new bivc.net website and restore/maintain the old website until a new site is developed/approved by voters
    - May not legally require a vote/discussion at the annual meeting
  - **#2:** Hold a vote to allow proxy voting
    - Proxy voting is not allowed per Maine state law & the BIVC charter
  - **#3:** Hold a vote to remove the voting restrictions for corporations, LLCs, partnerships, and other similar entities
    - Would allow a corporation to buy up large amounts of island property and then having an undue amount of voting power on the island
    - Could be problematic
  - **#4:** Hold a vote to allow secret ballots
    - Believe lawyers will come back with the opinion that this is not legally allowed
  - **#5:** Hold a vote that all documents distributed in electronic form be required to be distributed in their original editing form such as a Word document, spreadsheet, etc.
    - Need PDF format in order to keep documents secure (what most government agencies do)
    - Seems unnecessary and confusing

## Other Items:

- Clerk will post minutes from 2023 Annual Meeting at the Post Office
  - Not required legally since they're already on the website, just a courtesy
- Will need to approve the budget at second July meeting
  - Jason is still working on 2024-2025 budget
- Discussion regarding printing logistics
  - Will need to test/post/print/deliver the warrant
  - Will need to print oaths for newly elected officers

## *Bustins Island Village Corporation*

- Kevin will be writing up the Clerk's report
- Discussion regarding Freeport tax revenue

### **NOTES FROM SUE:**

#### March/April/May

- Prepare voting list from Freeport tax spreadsheet
- Check with the Planning Board about any Warrant articles they need to put in
  - *Mandy sent text to Jeff Leland asking for items, have not heard back yet*

#### June

- Board certifies voting list
- Board reviews voting documents (procedure, eligibility) to see if any changes are needed and directs Clerk to post them
- Board ratifies voting list, subject to changes
- Prepare Warrant - Mandy - in progress
- Board previews Warrant
- Legal counsel reviews Warrant if needed. - Mandy - In progress

#### July

- Clerk posts voting list and documents (Voting Procedure and Voting Eligibility) by July 4th weekend. At the same time post sign notifying of Annual Meeting and asking people to check voting list and notify clerks of changes before the Annual Meeting. Post on web.
- Clerk posts minutes of 2023 meeting
- Moderator and Clerk meet - Mandy Set up meeting with Sue, Kevin want to join?
- Board first July meeting: Ratify Warrant and Board sign Warrant. Include all attachments.
- Board second July meeting: Approve Budget
- Week of July 22 or before – print Warrant with attachments, but minus financials. Post on web.
- July 25 or 26 – print financials and collate with Warrant. If using Yarmouth Printing, they will hold warrant until financials are emailed to him as PDF, and then print the whole thing together. Give him several weeks' lead time.
- July 27 – attest and post Warrant by 9 AM and deliver to cottages.

TimeLine, (posting delivery) Flow of actual Meeting, Set up

Day of Set up, Checkers, Tellers, Nominators

Clerk, Treasurer 2024/25

Standard Warrant Items vs. Additional Warrant