



Bustins Island Village Corporation
Established 1913

**Meeting of the Board of Overseers
January 26, 2025 @ 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), Melissa Canu (Secretary), and Jason Roberts

I. Addendum to December Minutes

- A. It was previously agreed that Melissa Canu would become Secretary as of February 23, 2025. The date was amended to January 26, 2025.
- B. Emma Bushman (outgoing Secretary) created a Secretary Manual to support transition and future onboarding.

II. Acceptance of Minutes of December 15, 2024 meeting

- A. Motion to accept the December 15th, 2024 meeting minutes:
 - 1. Bob Canu - Yes
 - 2. Ali Bushman - Yes
 - 3. Craig Allard - Yes
 - 4. Chris Zook - Yes
 - 5. Jeff Leland - Yes
- B. December 15th, 2024 meeting minutes are approved.

III. Treasurer's Report Review, and approve

- A. Motion to approve the Treasurer's Report as of 1/21/25 in the amount of \$46,254.11:
 - 1. Bob Canu - Yes
 - 2. Ali Bushman - Yes

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3. Craig Allard - Yes
4. Chris Zook - Yes
5. Jeff Leland - Yes

B. Treasurer's Report as of 1/21/25 in the amount of \$46,254.11 was approved.

C. Other Budget Items

1. There was an overpayment to the Superintendent in December due to an incorrect end date in the payroll company's system. As the payment has already gone out, the May payment will be adjusted accordingly.
2. Phil inquired if the Martin payment had been received and Jason said no. Phil to follow-up with them.

IV. Old Business

A. Soule School Parking

1. Inquiries have gone unanswered. Bob will follow-up again if a response is not received before the next meeting to clarify:
 - a) Ambiguous signage
 - b) Documentation regarding the blue area in the plan.
2. Some of the Overseers may attend a town meeting if no response is received.

B. Postal Contract Information

1. Jason will move the \$~22,000 to a separate account.
2. Bob will follow-up with post office about the contract

C. Newsletter on Starlink

1. An e-blast was sent and a few questions were received.

D. Directory

1. Claire Stager requests that the BIVC send an e-blast that reminds people to send information directly to Claire via email. E-blast should be sent in February or March.
2. Future funding will fall under CABI, but is included in the current budget on its own line.

E. Other

1. Ali is liaising with Ricki Morgan who had an injury which has delayed the

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GIS work. Her presentation is tentatively rescheduled for March (from February).

2. The Overseers will hold off on inviting Rob Taisey to share information about solar options for the Community House until all capital projects have been reviewed and discussed. The damage from the roof leak is not great for infrastructure, but not detrimental.
3. No damage to report from recent storms.
4. There is interest in having the Harbormaster or Pat take some Overseers to Bustins in Feb or March.

V. New Business

A. Committee Budget Requests

1. [The committee budget request form](#) will go live on the website for committees to submit their budget request. Ali suggested one edit to the blurb to clarify fiscal years.
 - a) Ken to email the Directory spreadsheet to Ali to support committee outreach.
2. Boat Advisory Committee
 - a) Ali will attend the next BAC meeting in February to listen and learn about their expenses to improve projections for next fiscal year's budget.

B. Employee Contracts

1. Ken's contract needs to be funded again.
2. Ali suggested revisiting all contract dates to align across vendors.

C. Large Trash

1. Large Trash was previously billed under Capital Projects and will stay there this year.
2. For future budgets, large trash will come from the General Fund.

D. Purchasing Policy revisions

1. Suggestions:
 - a) On second bullet, add language that the funds have to be spent on what was requested (e.g., "...or the expense is different than the

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original request.”)

- b) On the third bullet, clarify that routine expenses are still budgeted and reviewed (e.g., “as indicated in the budget”).
- c) On the quotes from vendors where it says “at least 3 quotes should be evaluated...,” change to “multiple quotes should be evaluated.”
 - (1) Ken and Craig to look into what’s required for municipalities.

E. Easement Request

- 1. Jeff and Bob will edit based on the feedback.

F. Spring Newsletter

- 1. Bob is brainstorming topics and welcomes suggestions.
- 2. It will be drafted in March.
- 3. Reminder to add a sentence to remind committees to reach out if they haven’t been contacted by Ali about the budget.

VI. Island Administrator Report

A. Honey Wagon

- 1. The honey wagon remains on Taisey property in Maine.

B. 911 updates

- 1. A 911 notification system has been previously considered by the safety committee.
- 2. Ken contacted Freeport who referred him to Brunswick as that is the location of emergency dispatch.
 - a) When Islanders call 911, dispatch is willing to contact a few people to share details about the call.
 - (1) BIVC phone number could be one of the phone numbers on that list.
 - b) They are not willing to contact all Islanders in an effort to manage dispatch bandwidth.
 - c) The safety committee is also considering an on-island signal group to get the message out.

C. Grant re-submission

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1. Needs to be done in February.

VII. Public Comment

- A. Jason Roberts sent email with proposed diagram to help with erosion options
- B. Jason Roberts works in government procurement and will share resources with Craig about bid requirements in Colorado as an example.

VIII. Motion to Adjourn

- IX. Motion to adjourn at 7:49pm ET:

- A. Bob Canu - Yes
- B. Ali Bushman - Yes
- C. Craig Allard - Yes
- D. Chris Zook - Yes
- E. Jeff Leland - Yes

- X. Motion to adjourn was approved.

XI. Superintendent Report

XII. Appointed Officials, Employee & Committee Reports

- A. Boat Advisory Committee : have asked to have a similar meeting with Painter as we held with employees. Have a Feb meeting scheduled to gather information for BOO
- B. Erosion Committee: have sent info to Jason R to share with 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 - Oaths Complete?
- F. Harbormaster - Moorings & Bustins Harbor - Andy Spalding
- G. Landscape Committee
- H. Planning Board
- I. Public Safety Committee - New Fire Hoses Purchased? Pumps from Freeport
- J. Water Commissioner
- K. Webmaster
- L. Zoning Board of Appeals

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- XIII. Correspondence of Note**
- XIV. Running Action Items Review: circle back to Rikki M. Surveys, (Feb meeting), 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, New Mail contract**
- XV. Public Comment (moving Public Comment to beginning of meeting 3 min limit to comment)**
- XVI. Next Meeting Sunday, February 23, 2025 @ 6:30pm**
- XVII. Executive Session**
- XVIII. Adjourn**