



Bustins Island Village Corporation
Established 1913

Meeting of the Board of Overseers
February 23, 2025 @ 6:30pm
Via Zoom

In Attendance:

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

Phil Taisey (CEO & Island Superintendent), Ken Barrows (Island Administrator), Melissa Canu (Secretary), Jason Roberts, Jayne Rowe, and Joyce Arthur

I. Acceptance of Minutes of January 26, 2025 meeting

A. Motion to accept the January 26th, 2025 meeting minutes:

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

B. January 26, 2025 meeting minutes are approved.

II. Treasurer's Report Review, and approve

A. Motion to approve the Treasurer's Report as of 2/23/25 in the amount of \$3,632.72:

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

B. Treasurer's Report as of 2/23/25 in the amount of \$3,632.72 was approved.

C. Other Budget Items

1. More than half of the operating expenses have been exhausted, but the main

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expenses remaining are related to employee payroll, ferry, and normal bills.

2. Phil is awaiting an estimate for the tractor expense.
3. Budgeted funds for erosion likely won't be spent before the next budget cycle due to the required processes (liaising with planning board, etc.) and approach of summer season.
4. The budget cycle ends July 31, 2025 but Freeport doesn't pay out the tax allotment until the end of August.

III. Old Business

A. Soule School Parking

1. A response was received from Joanna Benoit, who confirmed this has been a topic of discussion. Freeport has been liaising with the Soule School and believe they can provide an additional 5-6 parking spots to Bustins. They will confirm in the Spring once they can measure.
2. A sticker or label on town signs with times would be helpful on spots designated for Bustins.
3. They cannot expand the parking space due to school and conservation property boundaries.

B. Postal Contract Information

1. The USPS money was moved to a MIC account to earn interest. Someone at USPS replied to the Overseers saying vouchers would be shared but additional discussion is needed.
 - a) Context: USPS provides a stipend to the Bustins Island Post Office to cover transportation of mail to and from Bustins during the season. Last year, they significantly overpaid so funds have been set aside to collect interest until they are returned to USPS.
 - b) Jason to move the overage of funds out of the ferry category.
2. Someone will be sending Bob information about the new contract.

C. 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. Bob will draft a broadcast message to go out for Overseer review with a

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request for updates to Claire by the end of March.

3. The next iteration of the Directory will be printed, with future opportunities for Islanders to opt into an online version.

D. New Contract for Island Admin

1. Ken has a new contract through the end of October.
2. When that expires, the period of performance will be revisited to align with other vendors.

E. Other

1. Ricki Morgan is tentatively scheduled to join the meeting in April to discuss the potential digitization of the island survey work.
2. Jim Boone is tentatively scheduled to join the meeting in March as Boat Committee liaison.
3. Solar projects at the Community House are on pause.

IV. New Business

A. Committee Budget Requests

1. Ali contacted the following committees regarding the new budget request process:
 - a) CABI (includes tennis and golf), Safety, Landscape, Harbormaster, Boat Advisory, Erosion, Brewer Cottage
2. No replies yet but the deadline is March 15.
3. Boat Advisory Committee
 - a) Ali attended the recent BAC meeting to listen and learn about their expenses to improve projections for next fiscal year's budget.
 - b) There are several variable costs outside of committee control, including fuel and Brewers Marina costs.
 - (1) Painter shared that the new engine is not proving to be more fuel efficient than the previous, which is a helpful predictor for the budget.
 - (2) Bob to follow up with David Stager about recommended RPMs to maximize efficiency.
 - c) There was a bill from Brewers with a \$1,600 discrepancy that has

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been rectified.

(1) The 2024 fuel expenses were misrepresented on the bill which inflated the amount of used fuel.

d) There is a mooring in South Freeport for Bustins staff use. It is largely unused but has been kept given the likely waitlist to get it back.

(1) It's billed under ferry expenses even though the ferry doesn't use it. If it's kept, it should be moved to a different budget category.

e) They want to do merchandise celebrating the 25 years of the Lilly B., which was last year. Logo design is underway.

(1) Last year, they spent \$4,400 on merchandise but earned ~\$4,800.

B. Purchasing Policy/Bidding

1. Craig shared information with the Overseers via email. He continues to look for information for a scenario in which there are few contractors who reply to opportunities.
2. A "bidders list" could be established for projects and apply an acquisition method like a Blank Purchase Agreement (BPA) through which the BIVC could purchase goods or services from the bidders list until the BPA budget is exhausted.
3. In the school environment, anything under \$50K can be awarded based on discretion once at least three quotes are received. If the budget exceeds \$50K, a competitive process with full scope of work is required and work must go to the lowest bidder.

C. Easement Request

1. Bob and Jeff finalized the revised easement and circulated it to the Overseers for review.
2. Once signed and notarized, it needs to go on record by Ben's attorney.

D. Chipping Update

1. Terry Teller is the new Ranger for Bustins Island. Ken contacted her about

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2025 chipping and is awaiting a response.

2. It is unclear if chipping is funded federally or through Maine Forest Service.

E. Other New Business

1. Fuel for Non-Ferry-Related Vehicles (Island Truck, lawn mowers etc.)
 - a) It's cheaper to bring the fuel down from a gas pump rather than fill up from Brewers, but would create other burdens regarding transportation/parking down to the wharf.
2. Ali will meet with Phil and Ken about upcoming capital projects in the coming weeks.

V. Island Administrator Report

A. Grant re-submission

1. Ken is working on the grant due in April.

VI. Motion to Adjourn

A. Motion to adjourn at 7:50pm ET:

1. Craig Allard - Motion
2. Jeff Leland - Second

B. Motion to adjourn was approved.

VII. Adjourn