



Bustins Island Village Corporation

Established 1913

MINUTES
Meeting of the Board of Overseers
January 11, 2023 @ 7:00PM
Via Zoom

**Minutes to be posted on website in lieu of zoom recording*

In Attendance:

Overseers: Mandy Meyer, Ali Bushman, Chris Zook, Craig Allard (Bob Canu absent due to conflict)

Emma Bushman (Secretary), Jason Sweatt (Treasurer), Ken Barrows (Island Administrator), Matthew Rowe, Jayne Rowe, Spencer Rauch

1. Acceptance of Minutes of November 18, 2023 meeting

a. Motion to accept the November 18, 2023 meeting minutes

- i. Mandy Meyer - Yes*
- ii. Ali Bushman - Yes*
- iii. Craig Allard - Yes*
- iv. Bob Canu - Absent*
- v. Chris Zook - Yes*

b. November 18, 2023 meeting minutes are approved

2. Treasurer's Report Review, Vote Register Report

a. Motion to approve the Register Report as of 1/11/24 in the amount of \$51,270.09

- i. Mandy Meyer - Yes*
- ii. Ali Bushman - Yes*
- iii. Craig Allard - Yes*
- iv. Bob Canu - Absent*
- v. Chris Zook - Yes*

b. Register Report as of 11/11/24 in the amount of \$51,270.09 is approved

c. Paid in full for the majority of capital projects

3. Old Business

a. Lilly B Engine – Bob's quick email update

- i. Bob sent email regarding the Lilly B engine*

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- ii. Brewers has begun engine replacement
 - iii. Old engine has been removed
 - iv. New engine was delivered just before Christmas
 - v. Will keep us posted regarding progress
- b. The Cave – Ali/Ken
- i. Emma, Ali, and Ken took two trips to the Cave to sort through files in January
 - ii. Ahead of schedule - estimated 70% of documents are boxed up and ready to scan
 - iii. Sue still has a few additional files at her home to add as well, not sure of quantity
 - iv. Six new file boxes have been added to the unit since original assessment was done, primarily Planning Board documents
 - 1. Included old zoning maps which will require an extra fee of \$1.75 each to be scanned
 - v. Need to ascertain if there are additional documents not in the Cave currently that need to be scanned (i.e. Planning Board or ZBA files)
 - 1. Need to ensure all digital files currently on personal computers are added to the shared Google Drive as well
 - vi. Saving important historical documents, gave several bags to Randall
 - vii. Will most likely be ready to send documents by August, if not earlier
- c. Website Would like a Launch by Late Spring – Jason
- i. Discussion regarding website construction/build method
 - ii. Jason suggests using the WordPress application rather than coding from scratch, which would be faster if we're looking for a spring rollout
- d. Meeting Schedule Changes moving forward
- i. February meeting is set for Wednesday, February 7th, 2024
 - ii. Mondays and Wednesdays are better for Bob
 - iii. March 6th, 7pm
 - iv. April 10th, 7pm
 - v. May 8th, 7pm
- e. BIVC Building Usage, Maintenance Email Responses (see recap & Bob's email input) - Mandy
- i. Discussion regarding building usage and responses to Mandy's email re: Library, Museum, and Nature Center opening hours
 - ii. Looking to increase community engagement and opening hours
 - iii. Potentially need to have a further discussion regarding the relationship between these organizations and the BIVC

4. New Business

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- a. 2024 Employment Contracts - Ali/Ken
 - i. Ali is helping with contract prep for this year to ease the transition
 - ii. Still working on Matthew's contract
 - 1. Need to review the job description prior to finalization
 - 2. Rates set by BIVC or truck driver?
 - iii. Ali will review
- b. Any other new business
 - i. 2024 Board & Committee Approval
 - 1. *Motion to approve the appointed boards and committees for the year of 2024*
 - a. *Mandy Meyer - Yes*
 - b. *Ali Bushman - Yes*
 - c. *Craig Allard - Yes*
 - d. *Bob Canu - Absent*
 - e. *Chris Zook - Yes*
 - 2. *Appointed boards and committees for the year of 2024 are approved*
 - ii. Potential Storm Damage
 - 1. Discussion regarding potential damage caused to island by recent storm
 - 2. Any damage is most likely confined to the shoreline

5. Island Administrator Report

- a. Monthly Admin Task List
- b. WiFi Update
 - i. Will be testing Starlink starting mid-May
 - ii. Offer a 30 day money back guarantee
 - iii. Cost has increased since October due to added cellular capabilities
- c. Insurance Review
 - i. Liability forms for heavy equipment
 - 1. Will review
 - 2. May need to run by lawyers
- d. Grant Update
 - i. Earliest possible update: February 16th

6. Appointed Officials, Employee & Committee Reports

- a. Superintendent's Report (reminder Phil is now off-season)
- b. Boat Advisory Committee
- c. By-laws Review Committee
- d. Code Enforcement Officer

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- i. Will need separate CEO contract for Phil
- ii. Need Planning Board to officially appoint Phil before contracts are signed
- iii. Craig will follow up with Planning Board re this
- e. Harbormaster
- f. Landscape Committee
 - i. Lyn Resignation after years of service
- g. Planning Board
- h. Public Safety Committee
- i. Water Commissioner
- j. Webmaster
- k. Zoning Board of Appeals

7. Correspondence of Note

8. Running Action Items Review

9. Public Comment

- a. Spencer Rauch: Per mother Susan, she was able to set her own rates when driving the truck

10. Next Meeting Wednesday, February 7th 7PM EST Via Zoom

11. Executive Session

12. Adjourn

- a. *Motion to end the meeting*
 - i. *Mandy Meyer - Yes*
 - ii. *Ali Bushman - Yes*
 - iii. *Craig Allard - Yes*
 - iv. *Bob Canu - Absent*
 - v. *Chris Zook - Yes*
- b. *Motion to end the meeting is approved*

(7.) Correspondence of Note

11/18/23 – email from Ali on Phil’s Acceptance of Superintendent Role

11/21/23 – email from Sue Spalding Freeport Town Council Workshop Agenda amendments to the Chapter 31 Coastal Waters Ordinance

11/28/23 - email note from Phil with signed contract expressing excitement for upcoming season as Superintendent

12/2/23 - Email from Ken about old fire extinguisher disposals

01/5/24 - Email from Lyn McElwee to Pam Lavoie re: resignation from Landscape Committee

(8.) Running Action Items

-Ben MacDonald Golf Course Drive Over - Spring 2024

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- Brush Pick Up Service Reenacted, Large Trash Pickup 2024, Chemical Disposal
- Gasoline Storage/Transport
- Post Office Underpinnings/Drainage – Craig/Mandy
- Grant Updates - Ken
- Possible New Island Vehicles
 - Superintendent Truck / Gator – Phil
 - Lawn Mower
 - Fire Truck - Ken
- Solar Upgrades at PO, Fire barn – Mandy
- Set up Meeting/Visit with Squirrel Island / Debbie Kerr – Mandy
debykerr1@gmail.com (617) 835-7969

2024 Proposed Annual Meeting Items

Sponsor

2024 Schedule for Board of Overseers:

Thursday January 11th	7:00PM	Via Zoom
Wednesday, February 7, 2024	7:00PM	Via Zoom