



Bustins Island Village Corporation

Established 1913

MINUTES
Meeting of the Board of Overseers
March 6, 2024 @ 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

Jason Sweatt (Treasurer), Ken Barrows (Island Administrator), Emma Bushman (Secretary), Meghan MacDonald (Brewer Cottage Advisor), Matthew Rowe, Jayne Rowe, Meghan MacDonald, Jim Boone, Jason Roberts, and Jane Packer

1. Acceptance of Minutes of February 7, 2024 meeting

a. Motion to accept the February 7, 2024 meeting minutes

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

b. February 7, 2024 meeting minutes are approved

2. Treasurer's Report Review, Vote Register Report

a. Motion to approve the Register Report as of 3/6/24 in the amount of \$9,284.42

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

b. Register Report as of 3/6/24 in the amount of \$9,284.42 is approved

c. Update on investment adjustments to free up capital for engine payments

3. Old Business

a. Lilly B Engine – Bob

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- i. No updates as of now, everything is proceeding well
- ii. Inspections will take place sometime in April
- b. Tree Cleanup at BIHS & Steamer Work Update - Ali
 - i. Tree Cleanup:
 - 1. Pat Reardon has gotten the tree off of the PO building, Ken and Phil will facilitate removal
 - 2. Landed on top of solar panel, but no damage occurred
 - 3. Only appears to be cosmetic damage to roof
 - ii. Steamer Work:
 - 1. Steamer dock post has been reinforced
 - 2. Will be conducting an inspections soon to assess future maintenance needs
- c. Website Launch Late Spring – Jason
 - i. Will shoot to go live on May 1st
- d. First Aid Coordinator
 - i. Have drawn up a short job description for this role
 - ii. Olivia Meyer is still interested in the position
 - iii. *The board approved the appointment of Olivia Meyer with no objections*
- e. Intro for Brewer Cottage Advisor Role - Meghan MacDonald
 - i. Meghan has been conducting initial research for the role
 - ii. Looking to be on the island next week, Meghan will assess the building condition if allowed access to the cottage
 - 1. Crawford may potentially still have a key
 - iii. Will allocate an expense allowance for supplies once initial assessment is complete

4. New Business

- a. BAC update Schedule & Fares - Jim Boone / Bob
 - i. Schedule:
 - 1. Off season schedule will run from May 17th to October 8th
 - 2. Full schedule will run from June 14th to September 2nd
 - 3. Schedule will otherwise remain the same
 - 4. Discussion regarding potential changes to ferry schedule
 - ii. Fares:
 - 1. Fare increases proposed to cover increased costs
 - 2. Last fare increase was in 2018
 - 3. Discussion regarding fare increases

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4. Will make final decision in April once we have more financial data
 5. Potentially looking to institute a “season pass”
- iii. Salary:
1. Salary increases proposed for both crew members and captains
 2. *Motion to approve the proposed pay rates for the ferry managing captains, captains, and crew*
 - a. *Mandy Meyer - Yes*
 - b. *Ali Bushman - Yes*
 - c. *Craig Allard - Yes*
 - d. *Bob Canu - Yes*
 - e. *Chris Zook - Yes*
 3. *Motion to approve the proposed pay rates for the ferry managing captains, captains, and crew passes*
- b. Voter Registration Process 2024 - Mandy
- i. Discussion regarding new voter registration process
 - ii. New voter process will be shared with islanders via email and on new website
- c. CEO Start Barbara retirement - Ali
- i. Phil Taisey will be starting as of April 1st
 - ii. Will have 12 months after this to complete certification
 - iii. Assistant CEO does not receive compensation
- d. Any other new business

5. Island Administrator Report

- a. Monthly Admin Task List - Access to preview, Calendar?
- b. WiFi Update
 - i. No update, will be testing in early May
- c. Insurance Review
 - i. Liability forms for heavy equipment
 1. Will be working with Jason this month to create an online form
- d. Grant Update
 - i. Everything has been delayed by three weeks
 - ii. Should hopefully have more information by the April meeting
- e. 2024 Season Start Plan - Ken
 - i. Discussion regarding 2024 Season Start Plan logistics

6. Appointed Officials, Employee & Committee Reports

- a. Superintendent’s Report (reminder Phil is now off-season)
- b. Boat Advisory Committee (see new Business)

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- c. Brewer Cottage Advisor
 - d. By-laws Review Committee
 - e. Code Enforcement Officer (see new Business)
 - f. Harbormaster
 - g. Landscape Committee
 - h. Planning Board
 - i. Public Safety Committee
 - i. First Aid Coordinator - (see old Business)
 - j. Water Commissioner
 - k. Webmaster
 - l. Zoning Board of Appeals
- 7. Correspondence of Note**
- 8. Running Action Items Review**
- 9. Public Comment**
- 10. Next Meeting Wednesday, April 10th 7PM EST Via Zoom**
- 11. Executive Session**
- 12. Adjourn**

(7.) Correspondence of Note - Mostly internal Board email included in Agenda

3/3/24 - email from Sue Spalding on Voting Registration List

(8.) Running Action Items

- Ben MacDonald Golf Course Drive Over - Spring 2024
- PO Drainage & Underpinnings - Craig
- Cave Work, J. Woods maps - Ali
- Brush Pick Up Service Reenacted, Large Trash Pickup 2024, Chemical Disposal
- Gasoline Storage/Transport
- Post Office Underpinnings/Drainage – Craig
- Grant Updates - Ken
- Possible New Island Vehicles
 - Superintendent Truck / Gator – Phil
 - Lawn Mower
 - Fire Truck - Ken
- Solar Upgrades on BIVC Buildings – Mandy
- Set up Meeting/Visit with Squirrel Island / Debbie Kerr – Mandy

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2024 Proposed Annual Meeting Items

Sponsor

2024 Schedule for Board of Overseers:

Wednesday, April 10, 2024	7:00PM	Via Zoom
Wednesday, May 8, 2024	7:00PM	Via Zoom