

An Owner's and Renter's Guide to Bustins Island



Summer 2011

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Preface

An Owner's and Renter's Guide to Bustins Island is an attempt to put on paper information that everyone should know about Bustins and summer life here. The guide was initially proposed by the Cottagers' Association of Bustins Island (CABI*) and has been supported by both the CABI and the Bustins Island Village Corporation (BIVC*), but is an independent effort by the authors. It was planned as a sort of "welcome wagon" for new owners and renters, but as it evolved we felt it could be useful to have a copy in every cottage, not only for new owners and renters, but also for existing owners, their family members, and their visitors.

Think of this guide as the helpful loose-leaf binder you find in your hotel room – you rarely read it, but pick it up when you want to dial room service or find out where the gym is located.

The authors welcome your comments, additions, and/or corrections. While the guide may or may not be reprinted in the future, we do plan to post occasional updates on the BIVC website (www.bivc.net); send comments to the webmaster and put "Owners Guide" in the subject line.

Peg DeBruyn
Diane Jellis

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* The Bustins Island Village Corporation (BIVC) is the governmental organization incorporated by the State of Maine to run Bustins Island. The Cottager's Association of Bustins Island (CABI) is the organization that helps coordinate island events, activities, and certain services.

1 Island Buildings and Resources

The island supports several public buildings. Funds are allocated in the Bustins Island Village Corporation (BIVC) budget for their maintenance, which is managed by the Superintendent. With the exception of the Post Office, activities and resources which occur in the buildings are handled by volunteer organizations on the island. For locations of the buildings see the foldout map provided as Appendix A.

- ë Islanders and their guests should be aware that consumption of alcohol is not permitted in any public buildings or other island-owned property without permission of the Board of Overseers, and is never permitted on the public roads.

The Store

The building referred to as the Store (because it once was a store) is located on the main road, Bustins Island Road, near the turnoff to the Public Dock. Originally serving as a general store adjoining the old Ships Inn Restaurant, the two buildings now house the Post Office, Adult Library, Nature Center, Ships Inn Museum, First Aid Room, and BIVC Office. The front of the Store is usually covered with public notices, island news, and event reminders.



Post Office

The Post Office is located in the Store to the right as you enter the building. It provides seasonal mail service to islanders. Here you can purchase stamps, pick up daily mail and send outgoing mail, including packages and special deliveries. Island families can be assigned a mail box, and incoming mail is sorted by name.

The Bustins Post Office is open mornings, Monday through Saturday. Exact hours are posted on the Store porch wall and may vary from year to year.

The proper address to give to those sending mail to you on the island is:

Your Name
General Delivery
Bustins Island, ME 04013-9999

For off-season BIVC business mail or to mail donations (see Chapter 11) to any of the island organizations at any time, address mail to:

Name of Organization
Bustins Island
P.O. Box 22
South Freeport, ME 04078

This mail is collected regularly all year.

- ë Please plan to buy all your stamps for the year while on the island; the added income helps justify our need to the USPS for this seasonal service.

Libraries

There are two libraries on the island, one for adults and one for children. Both libraries are supported by a small budget; donations are always welcome (see Chapter 11).

Adult Library

As you enter the Store, the Adult Library is located straight ahead. The library has an excellent selection of fiction and nonfiction, including books of special interest to Bustins families. It is also a place to sit and quietly chat, or to work on a jigsaw puzzle if so inclined.

The library uses a small budget to purchase books each year, but also relies heavily on donations of new (unused) books from islanders. Books are lent out for one week at a time. The library makes paperback books available for islanders to swap, and there is also a book exchange in the lobby just in front of the library. You can take books and leave books there for others to enjoy.

The *Bustins Island Directory* (see Chapter 9) is available for purchase at the library, as are postcards and occasionally other items or event tickets. Children like to come to the Adult Library to purchase candy bars, which are usually available.

Library hours vary from season to season and are posted on the Store porch wall.

Children and Youth Library

The Children and Youth Library serves young islanders from the age of two through 15 and is located in the Community House in the center of the island. The collection is kept within the shelves of the Community House and is quite extensive, ranging from picture books to young readers books to youth books. There are separate shelves for classics, science fiction, nature books, Maine/ocean books, and new books.

In recent years the library has sponsored family game nights (their collection includes many games and puzzles), readings by Maine authors, and family/old time movie and cartoon nights.

Library hours vary from season to season and are posted on the Store porch wall.

Nature Center

The Nature Center is located in the Store directly across from the Post Office. Organized and managed by islander Sue Spalding, the Nature Center's goal is to archive all of the flora and fauna of Bustins and display it for islanders' education and enjoyment. Along with displays (some interactive), it houses a natural history reference library, microscope, and other materials for specimen identification. All islanders are invited to add to the collection of Bustins' nature specimens and photos.

The Nature Center is usually open on Saturdays from 10:30 am to 12:00 pm and on other days as possible. It is funded by donations.



Ships Inn Museum

The Bustins Island Historical Society (BIHS) maintains a museum, the Ships Inn Museum, which is located just to the right of the Store, accessible by a short ramp. Once serving as the dining room of the Ships Inn Restaurant, the room now houses a seasonal display of artifacts depicting Bustins history.

Each summer the BIHS selects a different theme and displays items reflecting that theme. Islanders are often asked to contribute to the display, which may also tap resources from South Freeport and the local area. Examples of past themes are “Music on Bustins,” “Casco Castle,” “Bustins Weddings,” “Fun ’n Games on Bustins,” and “Artists of Bustins,” to name a few.

In early July, the BIHS hosts an open house at the museum, serving refreshments and inviting all islanders to come view the current exhibit.

The museum is usually open on Wednesdays and Saturdays from 10:30 am to noon. Volunteer docents are always needed to open the museum and greet guests during those times; a sign-up sheet is located on the Store porch wall. Donations are always welcome (see Chapter 11).



First Aid Room

The First Aid Room is located below the Ships Inn Museum. This first aid and public safety resource is open to islanders 24 hours a day. See Chapter 4 for a complete description of the room and its contents.

BIVC Office

The BIVC Office is located below the Ships Inn Museum to the right of the First Aid Room; the door is on the back side of the building. The office serves the BIVC Clerk and is used to store BIVC records. Contact the BIVC Clerk for access.

Community House

The Community House is located on the main road headed toward the center of the island and is the focal point for many island activities.



During the summer season, events are scheduled weekly at the Community House. Islanders gather here on Saturday nights for square dances, bingo, bean suppers, karaoke, and other entertainment. Typically, the annual Fourth of July parade ends here, capped by a hot dog lunch. Public Safety demonstrations are sometimes held at the Community House, and annual meetings take place here every August. Occasionally a memorial service or wedding occurs here.

Islanders may arrange to schedule an event at the Community House. All Community House events must be accessible to the public, although you are not required to include public participation in your event. Contact the Cottagers’ Association of Bustins Island (CABI) for more information. To reserve the Community House for a meeting, use the sign-up sheet that is located on the building.

Island Schoolhouse

The island's Schoolhouse is located to the right of the Community House.

In 1887 teacher John Hackett had eleven pupils on Bustins and in 1888 a school house was built. This building is now being cared for by the Bustins Island Historical Society (BIHS) and renovations have been started. The generators and other items once stored there have been relocated and a new roof affixed. The next project will be installing new underpinnings, which the BIHS hopes will be a volunteer endeavor and for which it is accepting donations.

When the restoration of the Schoolhouse is complete, this Greek revival building will be a "living history" setting for schoolchildren and for historical and cultural events.

Fire Barn

The Fire Barn is located just beyond the Community House. It houses two of the island's four fire trucks, the island tractor, and utility trailers. It also provides a maintenance area for the Superintendent and is the location of one of the island fire alarms.



Brewer Cottage

Once belonging to island caretakers Ralph and Lilly Brewer, the Brewer Cottage now serves as a central meeting place for island committees. It is located beyond the Fire Barn as you walk further into the center of the island.

The ground floor of the cottage has been opened into a single large room, which can be heated by a propane stove when necessary, and offers space for committee members to sit around a table, with a small audience to the side.

To reserve the cottage for a meeting, use the sign-up sheet that is posted on the cottage.

2 Island Vehicles

Island vehicles belong to the island for specific uses. With the exception of the island's tractor and trailers, island vehicles are generally not available for public use. If you have any questions about island vehicles, contact the Superintendent.

Trucks

The island owns two trucks. One is used by the island's Truck Driver for public transportation and to meet the *Lilly B.*'s scheduled runs for hauling luggage and gear. The second truck is reserved for the use of the Superintendent.

Tractors and Trailers

The island owns one tractor and two utility trailers. These are kept at the Fire Barn and can be used by islanders when not needed for island work. Training is a must. Contact the Superintendent for availability and training.

Fire Trucks

The island owns four fire trucks. Three of the trucks are always stored at the Fire Barn (two inside and one outside). The fourth truck is staged on a side road on the east side of the island (near the Hancock cottage) during the summer months and is stored outside the Fire Barn during the winter months.

The island depends on volunteers (adults and teenagers) to support and participate in the island's Volunteer Fire Department. Islanders who are interested in learning how to drive and maintain the fire trucks, as well as the island fire pumps, should contact any member of the Public Safety Committee.



3 Public Transportation

Bustins offers public transportation to the island by providing its own ferry service to and from South Freeport and by offering delivery service of both people and goods from the ferry to your cottage door.

Ferry Boat: the *Lilly B.*

After many years of subcontracting ferry service, the island made the decision in 1999 to purchase and maintain its own vessel. Designed by naval architect and islander Al Spalding and built by Bradley Simmons, the *Lilly B.* was put into service on April 22, 2000. She was named for Lilly Brewer, a longtime island caretaker (along with her husband Ralph) during the 1950's and 1960's.

The *Lilly B.* carries 44 passengers and operates on a fixed schedule between Memorial Day and Columbus Day. You can obtain a current schedule from the boat crew or by visiting the BIVC website (www.bivc.net). The schedule is also included in the Spring issue of "the Store Porch" newsletter. Boat fares and freight fees are evaluated every winter and are recommended by the Boat Committee and approved by the Board of Overseers. They are posted on the boat, near the Public Dock, and on the website.

Islanders can also arrange "specials" — additional runs between regularly scheduled runs or at other times — for a fee by arrangement with the Captain. Call the boat's cell number to inquire.

- ë The *Lilly B.* is a public ferry service and, as such, is available to all islanders and non-islanders who wish to travel to and from the mainland. The ferry is not allowed to carry propane or gasoline as baggage.

Public Dock

The Public Dock and float are located on the south end of the island, to the right of the Ships Inn Museum and down a short path to the water. They serve the island ferry (*Lilly B.*), and also provide a place for boat owners to tie their dinghies for private transport to their moorings. Rules for use are posted on the ramp.

- ë Dinghies should be tied at the rear of the float only, leaving the sides and front available for the ferry and for other boats to pick up and drop off passengers and gear. Note that when the ferry is arriving and leaving, dogs must be on a leash; bicycles are never allowed on the ramp or float.

Island Truck

The island truck is operated by a Board-appointed driver and is available to meet boats (regular ferry runs, specials, or private boats) in order to transport islanders and their luggage between the Public Dock and their cottages or vice versa, and as a hauling service for moving materials, such as lumber or furniture. The truck is also a taxi service for islanders



who want to attend events or visit neighbors but cannot get to them on their own due to disability.

Services are available for a fee (there may be a minimal fee for taxi services for the disabled). To request service, call the Truck Driver. The truck automatically meets all regularly-scheduled ferry arrivals at the Public Dock, so it is not necessary to call ahead for that service.

Public Landing Ramp

The Public Landing Ramp is located on the north end of the island, near the golf course and next to the Transfer Station. It offers access for barges and is usable only between half and high tides.

Steamer Dock

The Steamer Dock is located on the west end of the island and is used for delivery and storage of the propane tanks, as well as for other large cargo that islanders may wish to have delivered or to deliver themselves. Because the Steamer Dock has no float, its use is dependent on the tides.

The Steamer Dock is also a favorite location for swimming, fishing, and watching sunsets at the end of the day.



- ë The Steamer Dock is not available for tying up boats. Please avoid going near the propane tanks when on the Steamer Dock.

Marinas

Boat owners have the choice of two convenient marinas in South Freeport: Strouts Point Wharf Company (207-865-3899) and Brewer South Freeport Marine (207-865-3181). Both marinas are adjacent to the Freeport Public Wharf where the *Lilly B.* loads passengers. They offer their customers slips and moorings, boat repairs, parking, bathroom facilities with showers, fuel, and ice. Brewer additionally offers shuttle service to Freeport center. Bustins has no relationship with either marina; arrangements for slips and services must be made directly by customers.

Mainland Parking

Finding parking on the mainland is a problem for many islanders. The Board of Overseers is aware of the problem and is continually working with Freeport to monitor and improve parking options.

Islanders who moor their boats at one of the South Freeport marinas automatically receive one on-site parking space. Their renters, guests, or additional family can arrange to pay for a parking space by the day, week, or season.

The Town of Freeport offers free parking for Freeport and Bustins residents behind The French School of Maine on South Freeport Road, a short walk from the Freeport Public Wharf. In addition, the French School graciously offers use of their parking spaces during the summer when school is not in session. Parking is available on a first-come first-served basis. Drivers should be careful to park only in designated spots.

- ë Note that this parking is for residents only, and is not available for renters or guests.

It is recommended that islanders and their renters or guests not leave vehicles parked on the streets of South Freeport.

4 Public Safety

Fire is one of our biggest safety concerns on Bustins Island. Over the years, Bustins has experienced six house fires, with the most recent occurring during the summer of 2007. In all six cases, the building involved burned to the ground, fortunately with no personal injuries and with no spreading of the fire to other areas.

A typical medical emergency occurred during the summer of 2008 and involved rescuing from the water an islander with a broken leg and transporting him via the *Lilly B.* to South Freeport where an ambulance was waiting.

These situations serve to remind us how important it is to be safety-minded and to know what to do in a fire or medical emergency. In particular, all islanders should:



- Know who to call to report an emergency.
- Post your Cottage Number on the outside of your cottage where it is easily visible from the road. (The Cottage Number is the same as your lot number, for example, B22.)
- Know the locations and operation of the public fire alarms.
- Know the locations and operation of pump stations to refill fire trucks.
- Know where the First Aid Room is and what it contains.
- Know where the Defibrillator (AED) is kept and how to use it.
- Post emergency numbers where you can easily find them. A list of emergency contacts is included as an insert in the back pocket of this guide and is posted on the BIVC website (bivc.net).

Emergency Communications

The quickest way to get on-island help in any emergency is to **call 911. Tell the dispatcher that you are calling from Bustins Island in Freeport.** The call is routed first to Gray Public Safety Answering Point (PSAP) and then to Brunswick, which dispatches the call to Freeport. Freeport will immediately send the alert back to the island Emergency Response Coordinator (the Truck Driver) and the Superintendent. Each has an emergency radio on alert at all times. The island Truck Driver will take charge of coordinating the appropriate response and will serve as the point of contact until Freeport emergency response personnel arrive on the scene. If your cell phone has a location setting (GPS coordinates), please turn your phone on and leave it on because this will help speed the response.

If you don't have a cell phone for making an emergency call, there is an emergency radio in the First Aid Room that connects directly to a dispatcher.

For emergencies that require the assistance of a police officer, contact a member of the Board of Overseers. If the need is severe and immediate, call 911. Remember to say that you are calling from Bustins Island in Freeport.

Fire Emergencies

You should be able to respond to the following three fire scenarios:

- Your cottage is on fire
- You want to assist at a fire scene
- You need to evacuate the island because of a catastrophic fire

Responding to a Cottage Fire

Exact situations may require adapting your response, but generally you should follow these steps:

1. Use your home fire extinguisher to try to extinguish the fire. Pull the pin, aim low, squeeze the lever, and sweep side to side.
2. In the case of a grease fire, you have only a few moments to either put out the grease fire or escape the house. The easiest way to put out a grease fire is to smother it with a pan lid or a large amount of baking soda. Keep a large box next to the stove. *Do not* put water on a grease fire, because it will cause the burning oil to splash, spreading the fire around. *Do not* try to carry the fire outside in the pan; the grease will slosh around and splash the fire.
3. If you can't extinguish the fire *immediately*, evacuate the cottage or area. You may only have seconds to get everyone out. *Do not delay!* Stay back at least 500 feet if there is a propane gas tank in danger of exploding.
4. **Call 911, tell them that you are calling from Bustins Island in Freeport**, and give them the Cottage Number and the location of the nearest all-tide dock. Freeport will immediately contact the island Emergency Response Coordinator (Truck Driver), who will mobilize volunteers on the island. The Freeport Harbormaster's boat will leave Freeport as quickly as possible with a firefighter and a salt water fire pump and hose. It will take Freeport about an hour to fully mobilize all manpower and equipment on the *Lilly B*.
 - è There is an emergency radio in the First Aid Room that connects directly to a dispatcher. Directions for using the radio are posted next to it.
5. If you can do so safely, shut off the gas at the tanks. If you are knowledgeable and physically able, remove propane gas tanks from structures and out of the area.
6. Sound *all* six island fire alarms. (See step 9 in the section entitled "Fire Prevention.")

Assisting at the Scene of a Fire

There are many ways for all to assist personnel responding to a fire.

1. Help evacuate surrounding cottages.
2. Go to the Fire Barn and drive fire equipment to the scene.
3. Lay 2 ½-inch hose down to the ocean. Station people with flashlights (if the fire is at night) at the end of the hose at the shore. The Freeport Harbormaster's boat will be guided into position and connections made between their hose and the Bustins fire hose. This will provide an endless supply of water to the fire.

4. Send people to pump stations and be prepared to start the pumps running. Fire trucks will run out of water in 5 to 10 minutes and require refilling. Trucks will use different pump stations to avoid traffic issues.
5. Gather Indian Pumps and fire extinguishers and bring them to the scene. Extinguish embers on the ground, and spray water on the edge of the fire, and especially on adjoining cottages and trees.
6. Bring wet towels and blankets to surrounding roofs to extinguish burning embers.
7. Bring wet towels into the surrounding woods to help stamp out burning embers.
8. Go to the First Aid Room and bring the AED, first aid kits, the orange trauma jump kit, blue oxygen bag, and a stretcher to the scene.
9. Bring bottled water for those fighting the fire.
10. Bring flashlights (if a night fire).

If you are not assisting in one of these ways, please do not go to the site.

Evacuating the Island

If evacuation is necessary (in the case of a catastrophic fire) and you have no way to leave the island on your own, go to the Public Dock if conditions permit. If the path is blocked, go to any public or private dock or accessible shore area where you can be picked up safely. If at night, be sure to bring flashlights so that you can signal your location.

Fire Prevention

Islanders should practice fire prevention at all times. To prevent fires on Bustins:

1. Do not leave a fireplace or wood stove, gas lights, oil lamps, or candles burning unattended. Because of the hazard of flare-ups, do not use Aladdin lamps unless you have removed the mantel.
 2. The most important way to prevent grease fires is to remain in the kitchen whenever the gas stove is on.
 3. Have your chimney swept regularly. The Public Safety Committee (PSC) recommends the use of a fireplace screen and having the chimney lined. At the beginning of the summer, check for animals and nests before using your fireplace or wood stove.
 4. Do not start any outside fires.
 5. Place an adequate number of smoke alarms in your cottage and replace batteries each spring. Test monthly. The PSC recommends a combination carbon monoxide and smoke detector. The Superintendent provides assistance with the installation of detectors at no charge.
 6. Have your cottage inspected for fire safety hazards. The Code Enforcement Officer (CEO) provides safety inspections at no charge.
 7. Know the locations of fire extinguishers in your cottage and the locations of fire extinguishers and Indian Pumps outside your house.
- è When using a fire extinguisher, spray at the base of the fire. In the case of gas stove fires, turn off all burners before attempting to extinguish the fire.

8. Have your fire extinguishers examined annually. Know their locations in your cottage and be sure to put one in your shed. The PSC recommends ABC extinguishers with a gauge showing the condition. You can leave fire extinguishers at the Freeport Fire Department to be serviced (for a fee). It is also a good idea to check your cottage first aid kit at the same time and restock as necessary.
9. Learn the locations of fire alarms and pump stations on the island and know how to operate them in case of fire.

Fire alarms are located at:

- Community House
- Fire Barn
- Ryan Cottage (A26)
- Silver/Johnson Cottage (CA1)
- Hunziker Cottage (E27)
- Ewing/DeBruyn Cottage (C9)

Pump Stations are located at:

- Leland Dock
- Ewing/DeBruyn Ice Pond
- LaFleur's Well
- Leland Ice Pond

An island map is posted at the Community House and the Post Office, and is also provided in Appendix A.

10. Know your cottage number for identification purposes. Make sure that the number is posted on your cottage where it can easily be seen from the road.
11. Keep vegetation around your cottage well trimmed (following state guidelines).
12. For two-story cottages, keep an emergency escape ladder on the second floor.
13. For those with pressurized water systems, attach outside hoses when you first arrive for the summer. Outside hoses can be your first line of defense.
14. Have your refrigerator exhaust system cleaned regularly. It could produce poisonous carbon monoxide gas, which happens when carbon forms in the chimney flue, builds up, and then drops down onto the burner flame and re-burns. The gas is odorless and undetectable by human senses, which is why we recommend that everyone install a carbon monoxide detector in their cottage.

Medical Emergencies

The quickest way to get help in a medical emergency is to call **911 and inform the dispatcher that you are calling from Bustins Island in Freeport**. The Emergency Response Coordinator (Truck Driver) will be immediately alerted to come to your aid with help. Bustins is fortunate to have several residents who have medical training and have volunteered to be of service.

Should emergency transport be necessary, the ERC will arrange for the *Lilly B.* or a suitable private boat to be waiting at the Public Dock. The decision to transport will be made in conjunction with the ERC, medical personnel on the scene, and Freeport Fire and Rescue.

Emergency Care

The following emergency rooms are located within the local Freeport area:

Parkview Adventist Medical Center 329 Maine Street Brunswick, ME 04011	207-373-2220	13 miles
Mercy Hospital 144 State Street Portland, ME 04101	207-879-3265	16 miles
Mercy Yarmouth 385 Route 1 Yarmouth, ME 04096	207-535-1200	5 miles
Maine Medical Center 22 Bramhall Street Portland, ME 04102	207-662-2381	16 miles
Mid Coast Hospital 123 Medical Center Drive Brunswick, ME 04011	207-729-0181	17 miles

Urgent Care

To handle medical cases involving minor illnesses and injuries (those that are not limb- or life-threatening), there are several Urgent Care facilities within easy driving distance of Freeport. It is a good idea to call ahead of time.

Parkview Adventist Medical Center	see listing above	
Freeport Medical Center 42 Mallet Drive Freeport, ME 04032	207-865-3491 Hours: 8:00 am to 6:00 pm Monday - Friday 10:00 am to 12:00 pm Saturday	
Maine Medical Center's Brighton First Care 335 Brighton Avenue Portland, ME 04102	207-662-8111 Hours: 9:00 am to 8:00 pm daily	17 miles
Concentra Medical Center 1600 Congress Street Portland, ME 04102	207-774-7751 Hours: 7:30 am to 5:00 pm Monday-Friday	17 miles
Concentra Medical Center 59 East Avenue Lewiston, ME 04240	207-784-1680 Hours: 7:30 am to 5:00 pm Monday-Friday	23 miles
Mercy Westbrook Express Care 40 Park Road Westbrook, ME 04092	207-857-8174 Hours: 8:00 am to 8:00 pm daily	23 miles
Mercy Yarmouth Express Care 385 Route 1 Yarmouth, ME 04096	207-535-1200 Hours: 8:00 am to 8:00 pm daily	5 miles

Treatment for Pets

If you require emergency or urgent care for your pets during regular business hours, the following veterinary hospitals are close by:

Freeport Veterinary Hospital 4 Post Road Freeport, ME 04032	207-865-3673
Yarmouth Veterinary Center 75 Willow Street Yarmouth, ME 04096	207-846-6515
Cumberland Animal Clinic 212 Greely Road Cumberland, ME 04021	207-829-5078
Pownal Veterinary Hospital 191 Hallowell Road Pownal, ME 04069	207-688-4843

After regular business hours, call one of the following:

Animal Emergency Clinic of Mid-Maine 37 Strawberry Avenue Lewiston, ME 04240	207-777-1110
Animal Emergency Clinic 739 Warren Avenue Portland, ME 04103	207-878-3121
Maine Veterinary Referral Center 1500 Technology Way Scarborough, ME 04074	207-885-1290 (Open 24/7)

First Aid Room

The First Aid Room is located beneath the Ships Inn Museum, near the path to the Public Dock. The room is always unlocked. You are encouraged to stop by the room and familiarize yourself with its contents, which include:

- Emergency Radio
- Defibrillator (AED)
- Crutches
- First Aid Kits
- Orange Trauma Jump Kit (for fractures)
- Oxygen
- Stretcher
- Bee Sting Kit



Defibrillator (AED)

The island owns an automatic external defibrillator (AED), which is located in the First Aid Room.

Non-medically trained individuals can use this defibrillator to restore normal rhythm to a heart that has gone into cardiac arrest by delivering an electrical shock to the heart. You need only turn on the defibrillator, attach the pads to the patient's chest, and follow the directions that are given verbally by the machine. The machine itself determines if a shock is necessary, and if so, the appropriate level of shock.

The defibrillator is demonstrated yearly on Public Safety Day.

Emergency Numbers

See the insert in the back pocket of this guide (or the BIVC web site, bivc.net) for a list of emergency numbers and other contact information. It is a good idea to post emergency numbers in your cottage where they are easily accessible.

5 Island Recreation and Entertainment

The island offers many opportunities for people who are interested in exercising or joining other islanders for fun and recreation. Tennis and golf are always available at no charge. Both are managed by the Cottagers' Association of Bustins Island (CABI), and are funded by donations to the CABI as well as by the Bustins Island Village Corporation (BIVC). In addition, there are many places to swim and sunbathe, walk and explore. On weekends there are usually planned events in the afternoons or evenings that are fun for all ages.

Tennis Courts

Bustins has two clay tennis courts, located in the middle of the island behind the Fire Barn. They are available on a first-come, first-served basis.

The courts are maintained by a small committee of interested islanders. Players are expected to sweep the courts after play, not play on wet courts, and are asked to be considerate of neighboring cottages by not starting play before 8:00 am.

Golf Course/Sports Field

The golf course/sports field is located at the easterly end of the island, near the Transfer Station. The golf course is a par three, six hole rough course that plays back and forth across the field. Tees are marked, and flags mark the greens. A golf tournament is usually held once a summer and all are invited to compete. The Kirkland family has for many years voluntarily maintained the course.

The golf course doubles as a playing field for softball, Frisbee, flashlight tag, and other similar activities. Once a summer, field day takes place here. To schedule an activity at the field, contact the CABI chair.



è Golfers and sports players are expected to be flexible and considerate in sharing the field.

Swings/Volleyball

Swings are located next to the Store and are for the use of all islanders, young and old. In addition, a volleyball court is set up to one side of the swings.

Sooner or later every child on Bustins discovers the rope swing. The swing hangs from a tree, and at high tide (only) children use it to swing out over the ocean and drop into the waves. The rope swing is neither sanctioned nor maintained by Bustins officials; it can be dangerous. We suggest that when your child first discovers it, you accompany him or her to view it and make your own determination about whether you want your child to use it. Use only the nearby right-of-way for access to the shore and avoid crossing over private property.

Pidges Cove

Pidges Cove is located to the right of the path to the Public Dock, by Turtle Rock. It is as close to a sandy beach as exists on Bustins, and many people swim there. Pidges Cove is also the location of the annual Polar Bear Swim. Stairs lead from the public road down to the rocks by the beach area.

Sunset Rock

Sunset Rock is located on the westerly side of the island. Easily accessed from the road, it is a quiet and lovely location for observing summer sunsets or for lying in the sun.

Turtle Rock

A landmark of the island, Turtle Rock is located by Pidges Cove near the path to the Public Dock. At high tide when viewed from the correct angle, the rock resembles a large turtle and is a place where children of all ages love to climb.

Shore Reserve

The Shore Reserve is BIVC-owned and -protected land along most of the east shore that is accessible to everyone. The Shore Reserve passes in front of many cottages, so please be considerate when walking along it. See the map in Appendix A for the location of the Shore Reserve.

Roads, Pathways, and Trails

The island is crossed by public roads, paths, and trails. The main public road (Bustins Island Road) circles the island (about 1.5 miles), with branches that bisect the island vertically and horizontally.



Roads go by all island buildings and are maintained by the Superintendent. Roads are shown on the map in Appendix A.

Paths are subtler versions of roads, strictly for foot traffic, and are occasionally maintained by the Landscape Committee.

The island has many trails that provide shortcuts from one road to another or from one part of the island to another. Exploration is the best way to discover trails. Note that some paths and trails may cross private property. Please be courteous.



By state law, you may not drink or have open containers of alcohol on any public road or public path. Smoking on public ways is discouraged for safety reasons.

Public Outhouses

Three public outhouses on Bustins are maintained by the Cottagers' Association of Bustins Island (CABI). One is located near the Store, one near the Brewer Cottage, and one near the Community House. Please leave them at least as neat as you find them.

CABI Calendar

Every year the CABI prepares a summer calendar of highly-anticipated events that are both new and traditional. Every islander, young and old, is encouraged to participate and to suggest new events. The calendar includes events such as Saturday night square dances, bake sales, Bingo, bean suppers, the Fourth of July Parade, Polar Bear Swim, and Field Day. Newer events include karaoke, guest speakers, musicians, boat excursions, and Ultimate Frisbee. Most events are free or charge a nominal fee that covers the cost of expenses such as necessary supplies, prizes, and/or ribbons.

Each spring islanders receive a mailing from CABI that includes the coming season's events. The current calendar is also posted on the CABI website, which is accessible as a link from the BIVC website (www.bivc.net) or directly at cabustinsisland.wordpress.com/.

Children and Teen Entertainment

There are many things that children and teens can see and do to stay busy on Bustins Island. Many parents realize how valuable the experience of growing up on Bustins Island during the summer was for them when they were younger, despite the lack of TV, electronic devices, and many other things young folks take for granted on the mainland or at home. The battle cry of "I'm bored" affords parents and their children of any age an opportunity to be creative, and Bustins Island is the perfect venue to get creative.

Organized Events

As previously mentioned, the CABI organizes summer events and publishes a calendar so that all can make their plans accordingly. Some events are geared especially for children and teens. For example, there are square dances and karaoke planned just for young people. The *Lilly B.* arranges ice-cream runs during the summer. A very popular event is the Polar Bear Swim on Memorial Day weekend. In past years, parents have arranged such activities as scavenger hunts and races for the island's young people. For those who think such events are "square," we suggest you encourage your children to try them once and we believe they will be hooked.



Spontaneity

In addition to events organized and advertised by the CABI, we encourage everyone to get creative. Go on a picnic. Organize a scavenger hunt. Find all of the well-worn paths. Play board games. Organize outdoor games like hide-and-seek, flashlight tag, and Red-Light. (There are usually groups of teens playing flashlight tag and throwing Frisbees on the golf course most every evening.) Put a sign on the Store porch wall to encourage others to join you.

Children and teens in the past have also gotten creative by thinking of ways to supplement their weekly allowance. Your son or daughter can use the Store porch wall to post their ad or distribute flyers to advertise their money-making talent, such as house cleaning, baby sitting, pet sitting, pet walking, selling home-made lemonade at a stand, errand running, assisting with small household chores, lawn mowing, and/or spring yard clean-up, to name just a few. The possibilities are endless.

A Word to the Wise

Idle young people can get into mischief as easily on Bustins Island as they can at home. Be vigilant about teaching your children common courtesy, such as letting walkers know if they are being approached from behind on a bicycle. Be aware of where you store your alcohol, tobacco, and prescription drugs, and how much you have. Don't make it easy for your teenager or their friends to help themselves.

Teach your children all of the Bustins Island safety and fire prevention tactics. Conduct a family fire drill, or during a rainy day play a Q&A game using the safety information provided by the Public Safety Committee as the subject.

We have been fortunate on Bustins Island to be able to keep enforcement of basic rules informal and at a family level.

Opportunities to Plan or Volunteer for Events

Volunteers are the life blood of events. To suggest, schedule, or plan an event, contact a member of CABI. Committee members are familiar with all of the details that go into planning events on Bustins, at the Community House, or at the golf course. To volunteer to help at an event, contact the person or family responsible for the event.

Anyone may initiate their own event. There are no rules and the CABI does not have a monopoly on planning events on Bustins. If your event is open to the Bustins community and operates within BIVC By-Laws and policies, by all means plan it, coordinate it with the CABI, and use the Store porch wall to post a notice of your event, or go door-to-door with your announcement.



A Gentle Reminder

Whether participating in a sponsored event or making your own fun, remember to be sensitive to the needs of other islanders. The volume of your music, the "friendliness" of your pet, the hours you choose to run your generator, host an activity, or even mow your lawn, should always complement your neighbor's desire for peace and serenity.

6 Utilities

The BIVC provides weekly trash pickup during the summer season, rubbish and metal pickup once or twice a season, and tested BIVC-owned wells for those who do not have their own supply of water. Other services and utilities are available for a fee.

Transfer Station

The Transfer Station is located on the north end of the island near the water next to the golf course. Rubbish and scrap metal are staged there in containers before being taken off-island. The Transfer Station is secured and does not have fixed hours. It is not for general public use. Contact the Superintendent for access or for rubbish and metal pickup times.



Propane and Gas

Delivery of tanks of propane and gas, and sales and maintenance of propane and gas appliances, are provided by private contractor. See Chapter 13 for more information.

Trash

Household trash is usually picked up on every Sunday (Monday on holiday weekends) that the *Lilly B.* is running. Plan to have your bagged trash (use heavy black bags only) outside next to the road by 1:00 pm on pickup days. The island truck picks up the bags and transfers them to large rolling trash cans, which are then put on a special trash-only run of the *Lilly B.* on Tuesday mornings, rolled off on the mainland, and transferred to a private trash hauler. The cans are returned to the island for the next pickup.

This system works well, but it is easy for the system to become overloaded, which happens when every cottage puts out more than two or three bags a week. To reduce your trash volume, you can do the following:

1. Remove large packaging and Styrofoam from items before you bring them to the island, or plan to remove these items from the island yourself.
2. Burn paper trash and compost garbage in a composting bin.
3. Flatten or nest tin cans. Compact everything else as much as you can. Keeping volume down is more important than weight.
4. Separate recyclable cans and bottles from trash, put them in clear or white bags (not boxes), and place them by the roadside along with your trash. For trash, use heavy-duty dark bags.
5. Hold bulky items, such as lawn chairs, appliances, bikes, etc. for rubbish and metal pickup, or you can deliver them to the Transfer Station by arrangement with the Superintendent.
6. Do not put bagged yard waste out as trash.

Rubbish and Metals

Rubbish (large items) and metals are usually picked up once or twice per season. The Superintendent will announce when the pickups will occur. Leave the items at the road by your cottage only during the pickup period.

Brush

There is no brush pick up. Owners are responsible for disposing of brush from their own properties. Brush cannot be put on the shore. Arrange for chipping and/or pickup by contacting a private contractor; stump grinding services are also available by private contractor (see Chapter 13). There is some limited disposal capability for large logs; contact the Superintendent.

Recycling

One way to recycle is to separate bottles and cans from other trash to be handled by volunteers on trash pickup day.

Compost your garbage as much as possible. Be sure to use a bin or container that is animal-proof.

A “silver bullet” recycling bin is located in the parking lot of the French School of Maine in South Freeport. Items do not need to be sorted. The following are acceptable items for the “silver bullet:”

- Paper products, including cardboard (not corrugated), newspaper, boxes, magazines and catalogs, junk mail, phone books, gift wrap, file folders, shopping bags, milk and juice cartons.
- Plastic (including all plastics labeled #1 through 7), metal, glass, foil, cans, pots and pans, empty aerosol cans, empty bottles and jars, and any color glass.

The following items are not acceptable: light bulbs, hypodermic needles, sharp objects, vinyl siding, bubble wrap, food, toys, Styrofoam packaging and peanuts, food bags, diapers, potato chip bags, or trash.

By tradition, anything left by the roadside on the island is “up for grabs” by other islanders and is one additional way to recycle. If items are not taken after several days, you should discard them by other methods.

Water and Wells

Many islanders have their own wells. For those who do not, several BIVC-owned wells are located throughout the island. These wells are tested for bacteria and contaminants several times during the summer by the Water Commissioner, and a report is posted at the Store.

BIVC-owned wells are located:

- Next to the Store
- Across from the Ewing Ice House/Pond
- At the Community House

To conform to state regulations, these wells can only be used on certain days. The well schedule is posted at the Store and other locations, and is included as an insert in the back pocket of this guide. See the map in Appendix A for well locations.

Street Lights

A few public street lights are scattered between the Steamer Dock and the Public Dock. These are solar powered and automatically come on at dusk.

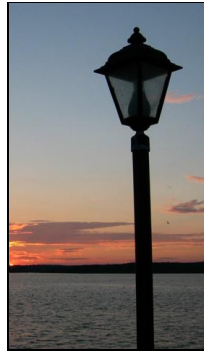
Sewage and Septic

People on Bustins either use outhouses, composting toilets, or septic systems with flush toilets. Cleaning of outhouses is provided by private contractor (see Chapter 13). The island provides for disposal of dry waste from outhouses and composting toilets. Contact the Superintendent to arrange access to the “Honey Wagon,” where waste is accumulated for transfer off the island.

Owners of septic systems are responsible for making their own arrangements for pumping and disposal.

Firewood and Woodlots

A number of people heat their cottages with fireplaces and wood stoves. Many cottage owners own woodlots in the middle of the island. For those who do not, firewood may be available from private contractors (see Chapter 13).



7 By-Laws and Policy Summaries

Following are brief summaries of several By-Laws and policies of interest to all islanders. Bustins Island Villagers Corporation (BIVC) By-Laws are approved by the voters at the Annual Meeting. Policies are adopted by the BIVC Board of Overseers. Refer to the BIVC website (www.bivc.net) for complete By-Laws and Policy descriptions, and also for the forms required for building, cutting, bringing motor vehicles onto the island, and registering private moorings.

Dogs

Property owners are responsible for the behavior of their own dogs, as well as their guests' and renters' dogs. Owners must be in control of their dogs at all times. This means that a dog must either be on a leash or in the immediate presence of a responsible person who can manage the dog's conduct.

Dogs must be on a leash while on the *Lilly B.* and on public docks, floats, and runways. Owners are expected to pick up and dispose of feces left by their dogs on public property and on private property other than their own. Dogs that disturb the peace and safety of the island must be restrained. Any dog that bites a person will be immediately removed from the island.

Firearms and Loud Noises

Using firearms or making loud or unusual noises that disturb the public peace is not allowed. BB guns and paint guns are considered firearms. Exceptions may occur only with the permission of the Superintendent or the Board of Overseers.

Vehicles

No heavy equipment or motor-driven vehicles, such as automobiles, trucks, motorcycles, and scooters, are permitted on the island without prior approval of the Board of Overseers. Vehicle permission forms are available on the BIVC website (bivc.net) and must be submitted to the Board of Overseers. One-day vehicle permissions can be coordinated through the Superintendent.

Personal Transport Vehicles

The Board of Overseers may grant approval for specific personal transport vehicles for use only by individuals who the Overseers determine have a need based on medical necessity, disability, or infirmity. The policy of the BOO is to first consider the need of the individual, and then the specific personal transport vehicle that is being requested, including its size, noise, speed, safety, and impact on roads.

Trees and Cutting

Tree and vegetative cutting within 250 feet of the shore is regulated by the BIVC Zoning Ordinance and other Maine state laws. If you wish to cut within 250 feet of the shore, it is strongly recommended that you consult with the Code Enforcement Officer to be sure the intended cutting complies with these regulations. The penalties for violation can be severe. Cutting on private land more than 250 feet from the shore is unrestricted. For cutting on BIVC-owned land, no matter where located, you must have the approval of the Landscape Committee.

Disposing of brush and logs is the property owner's responsibility. They must be hauled off island or chipped at the owner's expense.

Signage

The Board of Overseers can order or cause the removal of any objectionable signs, advertisements, or other unsightly objects from public land. Examples include slanderous notices, political advertisements, house for sale signs, and so on.

Fire Pits and Open Burning

Open fires, including fire pits and the burning of brush and leaves, are not permitted.

Public Drinking and Smoking

No drinking or open alcoholic containers are allowed on Bustins public roads or paths and, for safety reasons, there should be no smoking on public ways or in wooded areas of the island. Use of alcohol may be permitted in public buildings (for example, a wedding held at the Community House) with the permission of the Board of Overseers.

Bicycle Courtesy

Bicycles have long been a common form of transportation for islanders of all ages. Bicycle riders must maintain safe speeds; yield to walkers and to island vehicles on the road ways; and stay off the Public Dock, ramp and runway, Steamer Dock, public building porches, and island paths. It is courteous to let walkers know, with either a bell or a shout, when they are being approached from behind.

Voting and the Annual Meeting

The BIVC Annual Meeting is held once a year on the first Saturday in August. At the Annual Meeting, voters hear reports from officials and committees, approve the budget for the coming year, vote on any changes to the By-Laws, and act on any other business in the Warrant.

Only property owners are eligible to vote at the Annual Meeting or at any special meeting. Voters do not have to be Freeport or Maine residents. The Board of Overseers determines who are the legal voters at any meeting and prepares a list of those voters at least 24 hours before each meeting. The list of voters is posted at the Store prior to the Annual Meeting.

Contact the Clerk for any questions you might have about voter eligibility and to ensure that you appear correctly on the voter list.

Building on Bustins

As in all towns, building on Bustins is regulated by the Zoning Ordinance and controlled through the issuance of building permits by the Code Enforcement Officer. For construction within 250 feet of the shore, a Conditional Use Permit is also required from the Planning Board. Before beginning any construction project, contact the Code Enforcement Officer for assistance or questions.

Private Moorings

Boat owners are required to register their moorings with the Bustins Island Harbormaster.

8 Communications

The island has established several methods of effective communication for both emergency conditions and general information sharing. In particular, the BIVC website is a work in progress that is assuming an ever-increasing role in information gathering and sharing. Islanders should become familiar with the website and look to it first whenever they have a question about island committees, schedules, or policies.

BIVC Website

The goal of the BIVC website at www.bivc.net is to be a repository for information and a method for communicating official business to islanders. It provides islanders with easy access to policies, procedures, minutes of past meetings, schedules, calendars of upcoming events, and so on. It also provides links to other websites of interest, such as the CABI and the Town of Freeport sites.

Any document that has been published and widely distributed in the past now can probably be found on the website. In addition, you can check the website for the most up-to-date version of a document.

The site is monitored and governed by the BIVC. If you have any suggestions for improvement or content, contact the webmaster, as noted on the site's home page.

Other Internet Sites

Two individually-sponsored sites are the Bustins Island Community facebook page, and the Bustins Island Community website found at www.bustinsislandcommunity.com.

Broadcast E-mail

Information deemed immediately important by the BIVC can be sent to islanders via broadcast e-mail. This typically includes news that needs to be distributed in a timely manner, such as the recent death of an islander, or an event that needs to be advertised and cannot wait for the twice-yearly published newsletter. (Items that can be found on the website, such as meeting minutes, are no longer distributed by broadcast e-mail.)

To be added to the Bustins e-mail list, send an e-mail to the BIVC webmaster (bivc.webmaster@gmail.com) and put only the words "e-mail list" in the subject. You can write any message you want in the body of the e-mail. You do not have to own property on Bustins to be a member of the list.

To have an urgent item sent via broadcast e-mail, you must obtain permission from the Board of Overseers and the text of your broadcast e-mail must also be approved by the Board.

Cell Phones

The number of cell phones being carried by islanders has grown exponentially over the years, such that they are now the major method of communication used on the island. Phone service varies considerably from one side of the island to the other, with service on the west side generally better than on the east side.

Be sure to find the nearest spot for reliable and good service to ensure that you can use your phone in an emergency. If you are reporting an emergency and your cell phone has a location setting (GPS coordinates), please turn your cell phone on and leave it on to aide in the response.

Marine Radios/CBs

Once an essential form of communication on the island, marine radios and CBs are in much less use now due to the inception of cell phones.

Those who use marine radios at their cottage or on board their boat must be aware of FCC rules and regulations regarding channel use. The Coast Guard, emergency service providers, and many fishermen and lobstermen still use marine radios as an essential part of their day-to-day activity, and idle chatter on an essential frequency disrupts their service.

Note that none of the Bustins Island emergency procedures involves or requires the use of a marine radio or CB.

9 Publications

In addition to island newsletters, directories, and policies, Bustins boasts several residential authors who have published books about, or based on, the island. Each description tells you how to obtain a copy or be placed on a mailing list.

Enabling Act

The “Enabling Act,” which was enacted by the State of Maine in 1913 and subsequently amended on several occasions, provides for the establishment of Bustins as a village corporation constituting part of the Town of Freeport. The “Enabling Act” is available on the BIVC website (www.bivc.net).

BIVC By-Laws

The governing document of the island, the By-Laws define the roles of the officers of the corporation; the roles of the Board of Overseers; when and how meetings are called; requirements for voting and how votes are counted; board of health and sanitary regulations; the role of the landscape committee; rules regarding open fires, firearms, and motor vehicles; harbor use and mooring regulations; fines and penalties for violation of By-Laws; the appeal process; and special requirements regarding assessments and disbursements. See also Chapter 7, which summarizes several By-Laws and policies. The BIVC By-Laws are available on the BIVC website (www.bivc.net).

Agreement with Freeport

The letter agreement, dated October 16, 1984 between the Town of Freeport and the Bustins Island Village Corporation, sets forth the support of the Town and the BIVC for amendments to the Enabling Act that implement the tax sharing agreement. The Agreement is available on the BIVC website (www.bivc.net).

Zoning Ordinance

The state-mandated BIVC Zoning Ordinance, which is Article XX of the BIVC By-Laws, defines the regulations regarding building, placement of structures, land use, and shore use. Its purpose is to help maintain safe and healthful conditions on the island; prevent and control water pollution; protect aquatic life and wildlife; and conserve shore cover, points of access to inland and coastal waters, and the natural beauty of the island. The Zoning Ordinance is available as a separate document on the BIVC website (www.bivc.net).

Comprehensive Plan

Under a 1971 Maine statute, all Maine communities were mandated as part of their local growth management programs to prepare comprehensive plans. These plans were to incorporate existing studies and ordinances, as well as assess the community’s historic, archaeological, and scenic resources. In 1998, the Planning Board chartered a Comprehensive Plan Steering Committee to create and implement a long term work plan for use by islanders and island organizations. The plan “would be consistent with the requirements of the Bustins Zoning Ordinance, guided by the recommendations of the Maine Growth Management statute (1988), and would reflect the

uniqueness of Bustins Island as a small summer community.” The Comprehensive Plan is published with the zoning ordinance and is posted on the BIVC website (www.bivc.net).

A second, more extensive, result of the committee’s work was *Bustins Today and Tomorrow: a Foundation for Island Planning*, published in August 2001 by members of the Bustins Island Comprehensive Plan Steering Committee and edited by Erika Morgan and Ben Carr, Co-Chairs. A copy of the plan can be viewed at the Bustins Island Adult Library. It is also available from the Clerk.

“Bustins Island Directory”

The *Bustins Island Directory* is a booklet that includes names, addresses, phone numbers, and e-mail addresses of islanders who choose to be listed. It is published by *the Store Porch* newsletter and distributed once a year, usually in July,. Copies can be purchased for a nominal fee at the Adult Library, the Post Office, and at other locations posted on the Store porch.

Additionally, every July, the current version of the directory is posted in the lobby of the Store so that islanders can update their own information. This edited version is collected at the end of the summer and used to produce the subsequent issue.

BIHS Newsletter

The *Bustins Island Historical Society Newsletter* is published and mailed annually to BIHS members. The newsletter is totally self-sufficient and depends on dues-paying members and other volunteer contributions. To receive the newsletter, become involved in the BIHS either by joining the Society, volunteering, or making a donation.

“the Store Porch news”

the Store Porch news(also known as *tSP*) is the twice-yearly newsletter written, published, and mailed out to islanders in November and May by a vigorous group of volunteers who collect and communicate news and suitable current events. The first volume was published in November 1989 and has continued without interruption.

The newsletter is self-supporting and relies completely on reader donations. It has not changed much since 1989 in that its mission is to share people news, current births and recent deaths, feature articles, committee lists and reports, calendars of events, an up-to-date ferry schedule, classifieds, editorials, features, and ads for Bustins Island services.

To receive *the Store Porch news*, contact the editor (see the contact list included as an insert in the back pocket of this guide). Donations are always welcome and needed.

“History of Bustins Island”

The book *History of Bustins Island – Casco Bay – 1660 - 1960*, was written and self-published by islander George B. Richardson in 1960. Through its stories and black and white pictures of island events and people, it was considered the “quintessential guide to Bustins Island,” and no cottage was complete without a copy.

The Adult Library has one copy that can be viewed but not checked out. Reprinted copies can be purchased through the Bustins Island Historical Society.

“A Maine Summer Island”

Islander F. Benjamin Carr recently published (May 2008), through Islandport Press, *A Maine Summer Island – The Story of Bustins*. In Ben’s acknowledgments, he pays tribute to George Richardson and many other islanders that assisted him with encouragement, information, and anecdotes.

This book no doubt will also be a staple in every cottager’s bookcase. It is widely available in local bookstores and can also be found on the Islandport Press’ website:

<http://www.islandportpress.com/bustins.htm>

Children’s Books

Children’s books inspired by Bustins Island have been written over the years by islanders Florence “Bunny” Hightower, Mia Wade and Tish Guernsey, and Darby “Grammy D” Mumford. (If you know of others, please let us know so we can include them in the future.)

Bunny Hightower’s books are entitled: *Mrs. Wappinger’s Secret* (1956), *The Ghost of Follonsbee’s Folly* (1958), *Dark Horse of Woodfield* (1962), *Fayerweather Forecast* (1967), *The Secret of the Crazy Quilt* (1972), and *Dreamworld Castle* (1978). They are pre-teen appropriate and were inspired by the author’s children Tom, Josephine, and Robert and loosely based on their escapades on Bustins Island. There are several hits for these out-of-print books on the www.Amazon.com used book site.

Darby Mumford’s books are entitled: *Grammy D’s Island Short Stories* (1997), *Grammy “D’s” Island Short Stories Vol. II* (1999), and *Grammy “D’s” Island Short Stories Vol. III* (2001). Darby’s books, which she has both written and illustrated, are dedicated to her grandchildren Joshua, Ben, and Bethany and are based on an adventure or two on Bustins Island. They are available in the Children’s Library.

The book, *Rosebottom*, written by Meta (Mia) Wade and Tish Guernsey, includes among its characters our former ferry boat captain, Archie Ross. The BIHS has a copy of this book.

10 Organizations

Following is a summary of the organizations that make up the governing and recreational entities of the island. Contacts are listed in the insert in the back pocket of this guide; for the most up-to-date contact information, see the BIVC website (www.bivc.net).

Bustins Island Village Corporation (BIVC)

The BIVC is the governmental organization incorporated by the state of Maine in 1913 to run Bustins Island, similar to other incorporated towns. More specifically, Bustins Island is a self-governed entity that is part of the Town of Freeport and is funded by a portion of property taxes paid by Bustins property owners to Freeport.

Elected Officials

The BIVC is managed by the following officials who are elected by the voters at the BIVC Annual Meeting, held on the first Saturday in August at the Community House. Elected officials must be voters. Only the Clerk must be a Maine resident.

Board of Overseers (5 members) — The Board of Overseers is the governing body of the island. They implement and follow the BIVC By-Laws and the wishes of the voters as expressed at the Annual Meeting. The Overseers are responsible for the island's affairs and expenditures and prepare an annual budget for presentation to the voters. The Board usually meets monthly. These meetings are open to the public and are posted in advance at the Store in summer and in the Freeport Town Hall in winter, and on the BIVC website (www.bivc.net). From Memorial Day to Columbus Day, meetings are held on the island; off-season they are held on the mainland in the Freeport Public Safety building. Overseers are elected to staggered three-year terms.

Treasurer — The Treasurer maintains, manages, and disburses island funds and presents a report of activity to the Overseers and at the Annual Meeting. The Treasurer is elected yearly.

Clerk — The Clerk maintains the island's vital records and voting rolls, records motions and votes, and takes minutes at Annual and special meetings. The Clerk is elected yearly.

Appointed Officials

The following officials are appointed by the Board of Overseers. A few of the positions are paid positions, while most positions are held by volunteers. All report to the Overseers, and most of these officials present reports at the Annual Meeting.

Superintendent— The Superintendent is responsible for maintaining island buildings and vehicles, the roads, and the public docks, including installing and removing the public float for seasonal use.

Code Enforcement Officer (CEO) — The CEO is responsible for enforcing compliance to zoning and planning By-Laws and regulations mandated by both the State of Maine and Bustins Island ordinances.

Licensed Plumbing Inspector (LPI) — The LPI examines private disposal systems, water supply and distribution systems, plumbing fixtures and traps, and drain, waste, and vent lines to ensure they meet local and state codes.

Harbormaster/Assistant Harbormaster — The Harbormaster and Assistant Harbormaster administer and enforce regulations concerning harbor use, docks, and mooring areas connected with Bustins.

Boat Captain/Manager — The Captain is in charge of operating the *Lilly B.*, including scheduling and managing the crew and substitute Captains. The Manager handles hiring and discharging of relief captains and deck hands, and receiving passenger comments and complaints. The Captain may hold the position of Manager.

First Aid Coordinator — The First Aid Coordinator is responsible for the First Aid Room, including inventorying supplies, maintaining the defibrillators (in the room and on the *Lilly B.*), and arranging training.

Water Commissioner — The Water Commissioner tests the BIVC-owned wells on Bustins several times per season and reports results to the Superintendent, the Overseers, and at the Annual Meeting.

Truck Driver — The Truck Driver provides a service of hauling luggage and goods for a nominal fee. The Truck Driver meets every scheduled run of the *Lilly B.* at the Public Dock, as well as specials, if necessary. Islanders can also make arrangements for the Truck Driver to haul supplies from private docks or from private boats at the Public Dock. Upon request, the Truck Driver will also provide transportation for people with limited mobility.

Parking Advisor — The Parking Advisor monitors parking issues on the mainland, conducts parking surveys, and advises the Board of Overseers and islanders on changes in mainland parking options and ordinances.

Secretary to the Board of Overseers — The Secretary records minutes of all Board of Overseers meetings.

Administrative Assistant to the BIVC — The Administrative Assistant provides assistance primarily to the Board of Overseers by tracking, organizing, scheduling, notifying, sharing, storing, researching, and retrieving information.

Fire Chief — The current Public Safety Plan does not include a Fire Chief. Should one be appointed in the future, the Fire Chief would work with and for the Public Safety Committee to organize and train the Bustins Volunteer Fire Department, to establish emergency communications systems, to maintain fire fighting equipment, and to promote fire safety and preparedness.

Constable — Recently the Board of Overseers has not been appointing a Constable. Should the Board decide to appoint a Constable, the duties of the Constable would be to maintain the peace and protect property on the island. The Constable would have all the powers of police under the laws of the State of Maine and would be responsible for maintaining communications with, and coordinating with, the police of Freeport and Cumberland County.

Committees

The following committees of volunteers are appointed by the BIVC to oversee island business.

Planning Board (5 members; 2 alternates) — The Planning Board enforces the Zoning Ordinance, which controls building sites, placement of structures, land uses, and cutting of vegetation in the shore land district.

Zoning Board of Appeals (5 members; 2 alternates) — The Zoning Board of Appeals hears and rules on appeals of Planning Board decisions.

Boat Advisory Committee (5 members; 2 alternates) — The Boat Advisory Committee oversees operation of the *Lilly B.*, including providing recommendations for hiring a Boat Captain and Manager; developing a budget and overseeing finances of the boat operation; creating the summer and off-season schedule (for Board of Overseer approval); and arranging for off-season maintenance and storage.

Public Safety Committee (5 members; 2 alternates; 1 Overseer liaison) — The Public Safety Committee oversees public safety issues on the island, including fire safety and prevention; the handling of medical emergencies; encouraging public training; and the First Aid Room. They maintain fire trucks, alarms, extinguishers; schedule training; and develop plans and strategies for handling emergencies. The Committee schedules a public safety day during the summer for the purpose of demonstrating use of the fire trucks, pumps, and defibrillators, and covering other safety-related issues.

Finance Committee (5 members, including the Treasurer) — The Finance Committee makes recommendations to the Overseers on long term financial strategies, funding, capital expenditures, building, and use of reserve funds.

Landscape Committee (5 members) — The Landscape Committee is responsible for the landscaping and beautification of BIVC-owned properties. They work with the CEO to oversee the cutting or removal of trees or shrubbery on BIVC land and preserve and enhance the landscape of the island.

Bustins Island Historical Society (BIHS)

The Bustins Island Historical Society was established in 1977 to preserve and share the unique history of Bustins Island. It promotes historical education and research, and collects and conserves artifacts pertaining to the island.

The Ships Inn Museum, which occupies the old restaurant building next to the Store, has been the display area of artifacts and records dating back to the 1800s and beyond. Each summer the officers and members of the Society plan and present a special exhibit of interest to islanders and visitors. Their files contain data on island people, cottages, and events and are open to members. Islanders are encouraged to submit testimonials and other documents pertaining to their cottage and/or families to the BIHS files to enrich its historical records.

Officers are elected at the Annual Meeting held on the second weekend in August. Islanders are encouraged to join the Society, serve on the Board of Directors, and serve as docents at the museum.

The Historical Society is a non-profit organization and is funded by memberships and donations.

Cottagers' Association of Bustins Island (CABI)

The Cottagers' Association of Bustins Island (CABI) was formed in 1905 to help coordinate fun family-oriented events and certain island services. With the inception of the Bustins Islands Village Corporation in 1913, the BIVC gradually assumed ownership of and responsibility for island buildings and public property that had been owned by the CABI. However, the CABI retained its function of overseeing social activities, and early on, religious services.

The CABI coordinates all island social events with the help of many volunteers and donations. Some of these family-oriented events are square dances, the Bean Supper, Polar Bear Swim, Fourth of July parade, Field Day, Bingo, Halloween, scavenger hunts, ice cream runs, and pancake breakfast. The CABI also maintains the golf course, tennis courts, and Community House with the

help of the BIVC. The Children and Youth and Adult Libraries are part of the CABI and are for all islanders to use and enjoy. The CABI Annual Meeting occurs in July. The CABI is a non-profit organization and is funded by donations. It maintains a web page at cabustinsisland.wordpress.com/.

11 Making Contributions

There are many ways to give back to the Bustins community. In addition to volunteering your time on a committee or as a board member, there are several opportunities for making financial contributions. Send your donation to the appropriate organization's treasurer in care of Bustins Island, P.O. Box 22, South Freeport, Maine 04078.

BIHS

Islanders are encouraged to become members of the Bustins Island Historical Society at either the Individual, Family, Sponsor, or Contributing level. In addition, donations are always welcome and are tax-deductible. (The BIHS is not part of the BIVC annual budget.) To contribute, send your donation to the BIHS treasurer and make your check payable to "BIHS." By joining or contributing to the BIHS, you automatically receive the yearly BIHS newsletter.

BIVC General Fund

This opportunity for contributing evolved as a result of the depletion of the island's "Reserve" funds during code enforcement issues in 2007 and 2008. The voters decided not to do an additional tax assessment, but rather to depend on donations to the General Fund to meet the shortfall. A number of islanders have made large and small donations over the last several years, sometimes annually, to help balance the budget and therefore serve as an "assessment avoidance" measure. These contributions are used to cover operating expenses and improvements when financial demands exceed the BIVC budget and are a significant factor in allowing the BIVC to maintain the services and Bustins way of life that people have long enjoyed. Make checks payable to "BIVC" and mail them to the BIVC treasurer. Donations are tax-deductible.

CABI

The Cottagers' Association of Bustins Island is always seeking donations to help fund its summer activities. Islanders are automatically sent a contribution form each year. You can specify which of the several CABI-sponsored activities you want to support: Tennis, Golf, Children and Youth Library, Adult Library, or General. You can also mail a donation at any time to the CABI treasurer. Make checks payable to "CABI." Donations are tax-deductible.

Note that the libraries also welcome donations of new books. Bring books to the island and drop them off with the librarian.

the Store Porch news

The biannual Bustins newsletter cannot exist without donations. Make checks payable to "*the Store Porch news*" and mail to the Store Porch editor. Donations are not tax-deductible.

In addition, for a small donation, *the Store Porch news* will publish a classified ad or a copy of a business card in its next issue.

The Nature Center

The Nature Center depends on donations to purchase reference books, as well as scientific and display equipment. Make checks payable to *Sue Spalding* and write "Nature Center" in the memo line. Donations are not tax-deductible.

Bustins Memorial and Special Funds

There are a number of special funds that have been created in memory of someone or for a particular purpose.

BIVC Funds

These funds are managed by the BIVC as part of their overall financial operations, but use of these funds is restricted to the stated purpose. The three currently existing funds are the “Jerry Baker Fund for the *Lilly B.*”, the “Brewer Cottage Fund” in memory of Marilyn Carr, and a conservation fund. To contribute to an existing fund, make checks payable to “BIVC” noting the name of the fund, and mail to the BIVC treasurer. Donations are tax-deductible. To find out about creating a new fund, contact the Board of Overseers.

Bustins and Bay Foundation

The Bustins and Bay Foundation, Inc. (BBF) is a nonprofit organization dedicated to Bustins Island and Casco Bay. Its purpose is to satisfy the long-standing need to have a vehicle to receive gifts for the betterment of the Island and bay community. These gifts will be used by the Foundation to make grants to the BIVC for things such as capital projects or to help fund other projects which the board of the Foundation deems in the best interests of Bustins.

This organization is independent from and unrelated to the BIVC. The organization's funds are separate and apart from any public funds and therefore cannot be accessed by others. As a charitable corporation it is able to solicit and receive gifts, including memorials and testamentary gifts. Since it is a nonprofit, so-called "501(c)(3)", contributions are fully deductible for income tax or estate tax purposes.

Gifts can be made to the Bustins and Bay Foundation, Inc. c/o Baker Braverman & Barbadoro, P.C. 50 Braintree Hill Park, Braintree, Ma 02184. The e-mail address is warrenb@bustinsandbayfoundation.org. We invite you to include the BBF in your will or living trust.

To Make a General Bequest:

I, (*your name*), give to Bustins and Bay Foundation, Inc., a Maine nonprofit organization, (*a percentage of the estate, a specific dollar amount, remainder of estate after all other bequests & expenses, etc.*) to be used for its general support and charitable purposes without restriction.

To Make a Restricted Bequest:

I, (*your name*), give to Bustins and Bay Foundation, Inc., a Maine nonprofit organization, (*a percentage of the estate, a specific dollar amount, or the remainder of the estate after all other bequests and distributions, etc.*) to be used for (*describe how your gift is to be used, such as establishment of a memorial park*). If at any time it becomes impossible or impractical for my gift to be used for the above charitable purpose, Bustins and Bay Foundation shall use my gift for a purpose and in a manner that most closely meets the above charitable purpose.

12 Hosting Weddings and Other Occasions

It is not uncommon for islanders to want to share this special place of serenity and happiness with family and friends and to use the island as a setting for special occasions. This chapter points out many factors you should consider before planning a large event on the island.

Advance Planning

As you begin to plan your event, a good place to start is to question others. A number of weddings, memorial services, and reunions have been held on the island. Speak to those who have hosted large events and find out what worked well and what didn't; ask what they might have done differently if they had it to do over again.

Extra Expenses

Carefully consider the expense of hosting an event on Bustins. Having an event on an island can increase your budget significantly when you consider the challenges that exist due to our unique location.

For example, you will probably want to provide transportation and may need to provide overnight accommodations for your guests; portable rest room facilities at the site of the event; tent rentals to protect your guests from sun and bad weather; and tables and chairs either rented from the mainland or transported from the Community House (making sure that arrangements have been made ahead of time and that no other event is occurring there at the same time).

Cooking or catering must either be done ahead of time and transported to your event, or done on site with the help of a generator or by using portable grills and warmers. Refrigeration may require you to bring in several large portable coolers. You will have to store your trash until you can get it off island or have it picked up. These costly extras are in addition to all the normal necessities, such as decorating, set-up and clean-up, which occur at any event.

Consider Your Guests

Transportation of your guests is a major consideration. Think about how you will get your guests to and from the island. Mainland parking is an issue that you should consider and plan for ahead of time. Your guests will either have to pay for parking at one of the marinas, or use the Park-&-Ride on Route 1 in Freeport and arrange for shuttle service to the Freeport Public Wharf. Once there, don't assume that the *Lilly B.* can handle a large number of guests on one of its regularly scheduled runs. You might need to arrange a special or enlist the help of friends who have boats. Schedule additional truck runs, if necessary, to help unload and load your guests' personal items.

Where will you house your guests? If you are recruiting friends and neighbors on the island, make sure that you have considered your guests' comfort and your hosts' inconvenience. Think about linen, breakfast options, and bathroom facilities; keep in mind that island septic systems are not often designed for heavy use. It is not wise to leave these matters up to your host families without some kind of discussion ahead of time.

If you are renting cottages, make sure your guests understand what is involved in spending a night on Bustins. Are they familiar with using kerosene and gas lamps? Are they prepared to use an outhouse? Heat water for washing up? Will they know what to do in case of a fire or other emergency?

Will any of your guests, once on the island, require help getting around? If so, make sure you have made arrangements for truck service to and from their cottages to your event.

Consider Your Neighbors

Consider the island and your neighbors. The island's natural resources are precious, and your relationship with your neighbors is essential. Consider the impact your event will have on these two important factors. You can avoid conflict if you communicate with your neighbors ahead of time. Let others know what you want to do so that islanders will not be inconvenienced by your plans, or at least will know the special circumstances of your event.

The Day of the Event

Allow plenty of time for both set-up and clean-up. Be aware that all who offered to help may not be able to fulfill their commitment. Keep a list, assign chores, and check often to be sure that your volunteers are getting everything done. Plan to share the work with family, friends, and volunteers, or else you may be too busy to enjoy your own event.

Try to coordinate the arrival and departure of your suppliers. Consider whether to offer food and beverage to their employees, who will not be able to purchase refreshments locally.

Following is a list of supplies to consider. Some can be found on island, but most will be contracted through companies off island, and each supplier will have their own unique needs.

Supplies you will need include:

- Tents
- Dance floor, podium, and band stand
- Tables (for guests, food, bar, DJ), and chairs
- Linens or paper cloths and napkins
- Food and beverages (including plenty of fresh water, soft drinks, and alcohol with mixers)
- Bartenders and servers
- Photographer
- Decorations, including flowers
- Ice (consider buying blocks and/or 50 lb bags)
- Dinnerware (china or plastic plates), cups, and utensils
- Rest room facilities and/or port-a-potties
- Band/DJ for music (consider the need for electricity)
- Generator/electricity for outdoor lights and/or stoves
- Trash barrels for trash and recyclables

Pack a "toolbox" (i.e., a plastic tub) that will serve as a central location for necessary last-minute items that are easily forgotten including: extra toilet paper, paper towels, large and small trash bags, zip lock bags, storage containers for leftovers, handy-wipes, rags, pens, pencils, sharpies, badges, tape (all kinds), scissors, box cutter, screwdriver, hammer, poster board, signs, arrows, magic markers, staple gun, and a small first aid kit.

Using the Community House

You may be able to schedule the Community House for your event, if it is available and would serve your purpose. Doing so will simplify your concerns about the weather, cooking, refrigeration, and the availability of tables and chairs. Note, however, that you cannot serve alcohol in the Community House without permission from the Board of Overseers, and your event must be open

to the public, although you are not required to include their participation in your event. To reserve the Community House, contact the CABI chair and inform the Board of Overseers.

13 Private Services

Suppliers of services that are available to islanders for a fee are listed below. The list is not comprehensive and should in no way be regarded as an endorsement. You may, of course, choose your own suppliers whether they are listed here or not.

Those listed are “Bustins familiar” and have been doing business on the island for many years. They likely know what procedures need to be taken, what state and local forms need to be filled out and submitted, and what licenses are necessary to provide service on the island. Be sure to check the BIVC website (www.bivc.net) for changes or additions to this list.

Building Contractors, Painters, and Handymen

Bustins Builders, LLC (Ron Sweatt)

37 Cooney Road, Pomfret Center, CT 06259 or on-island
860-753-2579(B) 860-450-2691(C) E-mail: sweatt.family@gmail.com

Carrier Painting (Alden Carrier)

P.O. Box 254, South Freeport, ME 04078
207-807-1711

Pat Reardon

164 Weymouth Rd., New Gloucester, ME 04260 or on-island
207-926-3279 207-210-1360 (C)

Straight Edge Construction, Inc. (Crawford Taisey)

207 Main Street, Freeport, ME 04032 or on-island
207-865-3852 207-232-3981 (C) E-mail: taisey207@aol.com

The Tozier Group (Ron Tozier)

185 Mountain Road, Falmouth, ME 04105 or on-island
207-797-6222 (B) 207-838-6222 (C) E-mail: rtozier1@maine.rr.com
Web: www.toziergroup.com

Docks, Piers, Moorings, Barge and Crane Service

Atlantic Mooring Services, LLC (Emmanuel Kourinos)

25 Lunt Road, Falmouth, ME 04105 Standby Channel 73
207-781-4737 (B) 207-415-5468 (C) E-mail: atlanticmooring@yahoo.com

Coastal Barge and Mooring, LLC (John Blood)

P.O. Box 626, Brunswick, ME 04011 E-mail: CoastalBarge@yahoo.com
207-841-1587 (B) Web: www.coastalbarge.com

Falls Point Marine (Carter Becker)

3 South Freeport Rd., Freeport, ME 04032 E-mail: carter@fallspoint.com
207-865-4567 (B) 207-650-5378 (C) Web: www.fallspoint.com

Lionel Plante Association.

98 Island Ave., Peaks Island, ME 04108
207-766-2508 (B)

Prock Marine Company

67 Front St., Rockland, ME 04841
207-594-9565 (B)

E-mail: prockmar@midcoast.com
Web: www.prockmarinecompany.com

Firewood

Bustins Builders, LLC (Ron Sweatt)

37 Cooney Road, Pomfret Center, CT 06259 or on-island
860-753-2579 (B) 860-450-2691 (C) E-mail: sweatt.family@gmail.com

Lobsters

Andy Spalding

Miramichi Cottage, Bustins Island
207-522-5385

Outboard Motor Repair

Small's Marine Service (Felix Small)

1 Becks Lane, Freeport, ME 04032
207-865-2829(H) 207-841-4226 (C)

Outhouse Cleaning

Bustins Builders, LLC (Ron Sweatt)

37 Cooney Road, Pomfret Center, CT 06259 or on-island
860-753-2579(B) 860-450-2691 (C) E-mail: sweatt.family@gmail.com

Propane and Gas

Bustins Builders, LLC (Ron Sweatt)

37 Cooney Road, Pomfret Center, CT 06259 or on-island
860-753-2579(B) 860-450-2691 (C) E-mail: sweatt.family@gmail.com

If you need propane for your cottage you can leave a note at the Sweatt's cottage or put a sign saying "Need Gas" near the road by your property. Ron also sells and services gas stoves, gas refrigerators, gas heaters, and gas lights, and is fully licensed by the State of Maine. Check with Ron before purchasing older gas appliances, because regulations may prevent him from installing them.

Solar Systems

Assured Solar Energy (Rob Taisey)

460 Mountfort Rd., North Yarmouth, ME 04097 or on-island
207-221-2916 (B) E-mail: info@assuredsolar.com
Web: www.assuredsolar.com

The Tozier Group (Ron Tozier)

185 Mountain Road, Falmouth, ME 04105 or on-island

207-797-6222 (B) 207-838-6222 (C) E-mail: rtozier1@maine.rr.com

Web: www.toziergroup.com

Stump Grinding

Rob Taisey

460 Mountfort Rd., North Yarmouth, ME 04097 or on-island

207-846-6338 (H) E-mail: rtaisey1@maine.rr.com

Surveyors

Island Surveys (John Wood)

125 Spinney Mill Road, Arrowsic, ME 04530

207- 442-7799 (B)

Maine Technical Source (Gus MacDonald)

494 US Route One, Yarmouth, ME 04096

207-846-5143 (B) or 800-322-5003 (B)

E-mail: salesinfo@mainetechnicalsource.com

Web: www.mainetechnicalsource.com

Wood Chipping

Rob Taisey

460 Mountfort Rd., North Yarmouth, ME 04097 or on-island

207-846-6338 (H) E-mail: rtaisey1@maine.rr.com

The Tozier Group (Ron Tozier)

185 Mountain Road, Falmouth, ME 04105 or on-island

207-797-6222 (B) 207-838-6222 (C) E-mail: rtozier1@maine.rr.com

Web: www.toziergroup.com

14 Renting Your Cottage

Whether by choice or necessity, many islanders decide to rent their cottage for some or all of the summer. This chapter will help you understand what is important to consider if you plan to rent to people who are unfamiliar with the island's "special" nature.

Advance Planning

It's always a good idea to speak to others who have rented their cottages in the past to find out what works and what doesn't work. Check past issues of *the Store Porch news* to find out who previously has listed rentals.

Decide if you are going to rent from Saturday to Saturday or some other duration. Most renters are accustomed to arriving after 3:00 pm on Saturday and leaving by 11:00 am the following Saturday. This schedule allows for daylight arrival and departure on the *Lilly B.*, as well as for housekeeping turn-around.

Consider what you must do to turn the cottage around for incoming guests, if you have renters back-to-back. For example, you might need to change and clean linens (however, on Bustins you probably will want to require renters to bring their own). The kitchen and living areas most likely will need a cleaning. You may need to replace broken dishes or make other repairs. You will need to check supplies such as toilet paper and paper towels, kerosene, and firewood. The wastebaskets may need emptying and trash removed.

Be sure your home-owner's insurance policy covers renters. It is a good idea to carry an umbrella policy in the event of a tragedy.

If you plan to rent for more than 15 days in a calendar year, the State of Maine requires you to file for an ID number and pay a Use Tax. You can find information on www.maine.gov/revenue. As of 2009, the Use Tax is 7%. Be sure to include the Use Tax in your rental agreement, either as an add-on (\$700/week + 7% tax) or included (\$749/week).

Pack up all personal items that you do not want renters to use and store them in one place, either in a locked container, closet, or room, so that they will be protected and you will have easy access to them when you return.

Advertising

The best advertising is word of mouth, or you can place a notice in the winter and spring issues of *the Store Porch news*. It's always advantageous to get referrals through people who are familiar with the Bustins way of life.

If you advertise publicly, be prepared to educate your renters about life on an island with few conveniences. Make sure they know how to work the systems in your cottage, where to go for help, and what to do in an emergency.

The Rental Agreement

Be sure to sign a contract with your renters. You should be able to find a template on line or use an existing contract if your renting neighbor is willing to share. Customize the contract to reflect what is important to you. It helps to include special circumstances as an attachment to the contract so

you can mold it to the specific renter. For example, you might include an attachment covering agreements regarding pets, children, linen, propane, and firewood.

Ask for a deposit of 50% of the rental fee a couple of months in advance. It will be impossible to find a replacement on short notice if your renter decides they cannot fulfill their obligation. Also, it keeps well-intentioned friends and family members from canceling at the last minute without putting some thought into it. You can always negotiate the return of a deposit depending on specific circumstances.

Setting Expectations

Be very clear about what is included in your rental, and what is *not* included, such as mainland parking, transportation to and from the island, use of a dock, boat, kayak, dinghy, firewood, propane, bed linen, staples (salt, pepper, spices, other condiments), paper products, trash bags, soaps, shampoos, towels, and use of bikes and lawn and garden equipment.

- è Note that parking in the lot behind the French School in South Freeport is not available for renters; it is for Bustins and Freeport residents only. Also, it is recommended that renters not leave their vehicles parked on the streets in South Freeport.

Be very clear about expectations regarding removing trash, recyclables, leftover food, doing laundry, lawn care, and clean-up. Be sure that you are also clear about conserving water and that cutting vegetation is not allowed.

Make sure your tenants know what your policies are regarding additional guests, parties, or loud noise and how it impacts your neighbors.

Make sure you are clear about whether or not your renters can bring pets. If they bring pets, make sure they understand that their pets must be under voice command control or on a leash when walking around the island, and that they must be either tied up in the yard or left in the cottage when no one is home.

Post small 3- by 5-inch cards or notes in appropriate places as “reminders” of the rules of the house. For example, “No candles or flames on the second floor” can be mounted discreetly at the bottom of the stairway to the second floor.

Post emergency numbers and instructions where they can be easily found. Review with your renters the instructions for handling fire and medical emergencies. Leave a copy of this guide in an obvious place where your renters can refer to it; provide them with information specific to your cottage upon arrival.

Appendix A Island Map

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