



Bustins Island Village Corporation

Established 1913

Planning Board Bustins Island Village Corporation

To: Planning Board

Date: 4/14/24 10:05

From: Wendy Ralph, Secretary

Corrected:

Copies To: CEO, Appeals Board, Board of Overseers, Clerk

Approved: 5/26/24

Subject: Minutes of the meeting

Minutes approved by the Planning Board

The meeting was held via zoom. Present were members Chairman Jeff Leland, Dave Gosnell, James Boone, Charlotte Kahn, Jeanne Santella, CEO Barbara Skelton, Phil Taisey and Wendy Ralph. The chair distributed an agenda for the meeting.

- 1) Approval of Minutes – The minutes from the 10/29/23 were approved with minor corrections.
- 2) Item #1 – CEO Report
 - Baker-Crock/Hans Hunsiker potential property sale E-1, E-2, E-4 where the well pump is on the property is used by other properties.
 - Planning Board recommends to BOO that Barbara Skelton should be appointed as Plumbing Inspector and as CEO through this season with Phil Taisey as backup and transitioning to the position, with the caveat that open conversations between BOO, Barbara and Phil to facilitate a smooth transition for the protection of the island.
 - Barbara still has to review projects that were completed last year.
 - Barbara will, at a minimum, need to be appointed as plumbing inspector.
 - Phil has a year to become certified.
- 3) Item #2 – Review Potential CUP's 2024
 - No new CUP's.
 - There may be some new property sales, but none proposing a CUP at this time.
- 4) Item #3 – Establish Meeting Schedule
 - Sunday, May 26 at 10:00 at the Community House and via zoom.
- 5) Review of follow up action items – Several action items were discussed and some removed from the list having been completed.

Bustins Island Village Corporation

1) 1) Administrative/Strategic Projects

- a) Dock Guidelines – Wendy reviewed other village corporations and some islands but didn't find any specific guidelines other than basic regulations. Suggested to look at Long Island Peaks Island, Camden etc. After much discussion, it was suggested the Planning Board should provide a study and report of existing docks, historical reference of when docks were built, any communities that restrict docks. Since this is a priority, a proposal via a warrant or, at a minimum, a report to the annual meeting with a proposal of guidelines. To create great clarity, ask BOO if they have the authority to put a moratorium on docks until the annual meeting. Jeff will discuss with Mandy Packer Meyer, as well. Next steps: Determine whether this need to be part of the Comprehensive Plan. Focus on docks for the next Planning Board meeting and prepare an overview for BOO. Full Board review.
- b) Building Application – Our application is based on the state application. Barbara thinks it can be simplified. The goal is to have people fill out application on the BIVC website and add hyperlinks to maps, etc., and to tailor it to be more user-friendly. Jim Boone, Barbara Skelton
- c) Add to CUP review sheet that construction must begin within 1 year and 30 days following the CUP hearing. Barbara will review the ordinance as she's not sure what the language is. Update – Language added to CUP worksheet for Planning Board's review and approval. Wendy Ralph and Barbara Skelton
- d) Email for Planning Board - Discuss with BIVC getting email for Planning Board and/or individual members of Planning Board. Jim Boone working with Jason Sweatt
- e) Zoning Ordinance – Verify that 2018 is the most recent zoning ordinance. Post most up to date ordinance on website. Jeff Leland will discuss with Mandy Packer Meyer. Jeff Leland
- f) Comprehensive Plan - Review items that need to be addressed for 2023 and 2024. Charlotte explained that we have done a lot toward the comprehensive plan in areas re: composting, recycling, erosion. Need further work on wells. Go through and update comprehensive plan in next meeting/s. Barbara not aware of any changes in the State's Comprehensive Plan outline. Whole Board
- g) Wells Overview –Discuss permitting and regulation with overseers. Determine whether wells need to be part of the comprehensive plan. Dave Gosnell
- h) Permitting Overview - Draft an instructional overview of permitting for building/construction requiring a CUP hearing. Dave Gosnell, Jim Boone
- i) Job descriptions – ask BOO for Job Descriptions – Jeff Leland
- j) Voting records - ask BOO for names of owners of lots – Jim Boone

2) Operational Projects

- a) Composting
 - i) Assess composting bins impact on trash this year and determine if there is a need/want for the island to offer composting bins in the future. Julie Zook, Charlotte Kahn
- b) Recycling/Silver Bullet

Bustins Island Village Corporation

- i) Clink bags were handed out,
- ii) Increase in the number of recycled cans via Clink bags. Funds from recycling go to CABI. Matt has plenty of Clink bags
- iii) Educate people on where there are silver bullets for recycling in Freeport.
Julie Zook, Charlotte Kahn
- c) Wells/septic mapping - John Wood to continue to update maps for wells, septic, etc. Waiting for return call. Dave Gosnell
- d) Rain Barrels - Create a proposal to increase use of rain barrels. Dave Gosnell, Charlotte Kahn

6) Item #4 – New Business

- No new business.

The Board scheduled the next meeting for Sunday, May 26 at 10:00 and via zoon. The Board then voted to close the meeting at 11:25AM.

The meeting was adjourned at 11:25AM.

Respectfully submitted,

Wendy Ralph, Secretary