

On May 6, 2020, on a motion by Ken Smith, seconded by Stephen O'Neil, the committee voted 5-0 to approve these minutes.

Town of Yarmouth

MINUTES OF THE COMMUNITY & ECONOMIC DEVELOPMENT  
COMMITTEE MEETING OF  
April 9, 2020

YARMOUTH TOWN CLERK

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The Yarmouth Community & Economic Development Committee held a Remote Business Meeting at 4:30 p.m. on Thursday, April 9, 2020. The meeting was conducted through Zoom videoconferencing.

**Committee Members Present:** Peter Smith, Mary Vilbon, Stephen O'Neil, Ken Smith, Jack McCormack, and Joanne Crowley

**Staff:** Karen Greene, Director of Community Development; Kyle Pedicini, Economic Development Coordinator

The meeting was opened by Peter Smith at 4:30pm

**1. Discussion with Jeff Colby**

Jeff Colby, DPW Director, met with the committee to discuss two proposals and to update members on various town projects. Mr. Colby explained that, at the direction of CEDC members, he requested proposals from vendors to install an electrical service at the Yarmouth Port Common along the front fence, as well as a proposal to investigate the drainage issues at this location. He explained that the electrical service proposal is for \$5,045.45 and the drainage proposal would cost \$9,400. It was also explained that the two projects would have to be coordinated so they don't come in conflict with one another. The drainage proposal was explained in further detail, and it was noted that borings will be inserted into the ground to determine what soil issues may be present beneath the surface leading to the water drainage issues at the site. Mr. Colby also noted that he was unsure of the timetable for these projects given the ongoing COVID-19 situation.

**Vote:** On a motion from Stephen O'Neil, seconded by Jack McCormack, the Committee voted to allocate \$5,045.45 from the Physical Improvements fund for the Yarmouth Port Common electrical project, by a vote of 6-0. The vote was conducted by roll call and Stephen O'Neil, Mary Vilbon, Ken Smith, Jack McCormack, Joanne Crowley, and Peter Smith all voted to approve.

**Vote:** On a motion from Ken Smith, seconded by Stephen O'Neil, the Committee voted to allocate \$9,400 from the Physical Improvements fund for the Yarmouth Port Common drainage project, by a vote of 6-0. The vote was conducted by roll call and Stephen O'Neil, Mary Vilbon, Ken Smith, Jack McCormack, Joanne Crowley, and Peter Smith all voted to approve.

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Mr. Colby also updated the committee on various public works projects. He explained that the gas company would be re-surfacing the road in Yarmouth they previously tore up after Labor Day. The Baxter Grist Mill Project was reviewed, and it was noted that the finishing touches were being put on the historic rehabilitation project. Mr. Colby stated that the new DPW Building project will be impacted by the COVID-19 crisis, as certain parts of the construction are likely to be delayed. The Parkers River Bridge project was discussed, and it was explained that one half of the construction should be completed in May. The Bass River Bridge project is currently in its early design phase. The committee thanked Mr. Colby for his time, updates, and all the work the DPW department does to serve the Yarmouth community.

**2. Tourism Revenue Preservation Fund**

Kyle Pedicini, Economic Development Coordinator, explained that Ragnar has canceled their event scheduled in May, so the CEDC must decide what to do with the \$10,000 grant they previously awarded them. Mr. Pedicini recommended returning the funding to unallocated since it originally came from there.

**Vote:** On a motion from Jack McCormack, seconded by Stephen O'Neil, the Committee voted to re-allocate \$10,000 from the Ragnar Relay grant fund to the unallocated fund bucket, by a vote of 6-0. The vote was conducted by roll call and Stephen O'Neil, Mary Vilbon, Ken Smith, Jack McCormack, Joanne Crowley, and Peter Smith all voted to approve.

The Committee also discussed the possibility of allocating more money for marketing efforts post-pandemic to encourage visitors to Yarmouth when social distancing regulations are eased.

**3. Potential Business Assistance Programs**

The Committee discussed potential assistance it could provide to the business during the ongoing pandemic. It was noted that the committee was not in a position to award grants to businesses, as the Special Legislation enabling the Tourism Revenue Preservation Fund would not allow for that. Committee members agreed that the best role the CEDC could serve during and post-pandemic would be to help promote business assistance programs and to help fund marketing efforts.

**4. Committee Member Updates**

Joanne Crowley shared with the committee resources from Ireland regarding their plan to re-open the tourism economy post-pandemic. She also noted she would share EDA and CARES act grant info with town staff and committee members. She also explained that the Planning Board will review the proposed changes to the Irish Village, which is proposed to become a Wise Living residence. Jack McCormack noted that the Design Review Committed previously reviewed the project, and were happy to see the aesthetics of the building will remain unchanged.

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**5. Staff Updates**

Karen Greene, Director of Community Development, explained that the Town will be launching a CDBG Business Assistance program aimed at helping businesses retain low to moderate income employees. She also noted that the town recently received a grant for \$956,000 to help assist with the Drive-In site project.

**6. Minutes for Review**

**Vote:** On a motion from Stephen O'Neil, seconded by Joanne Crowley, the Committee voted to approve the minutes of the March 12, 2020 meeting, by a vote of 6-0. The vote was conducted by roll call and Stephen O'Neil, Mary Vilbon, Ken Smith, Jack McCormack, Joanne Crowley, and Peter Smith all voted to approve.

**7. Upcoming Meetings**

The next scheduled CEDC meeting will be May 14, 2020.

**8. Adjourn**

On a motion from Mary Vilbon, seconded by Jack McCormack, the Committee voted 6-0 to adjourn at 6:15 pm. The vote was conducted by roll call and Stephen O'Neil, Mary Vilbon, Ken Smith, Jack McCormack, Joanne Crowley, and Peter Smith all voted to approve.

**9. Documents provided:**

- a. Agenda for the meeting
- b. Yarmouth Port Common Electric and Drainage Proposals
- c. TRPF Budget
- d. Draft Minutes from CEDC meeting on March 12, 2020

Respectfully Submitted,  
Kyle Pedicini, Community Development Office

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