

Town of Yarmouth

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

Notice of Meeting

Name of committee, board, etc:	Community & Economic Development Committee (CEDC)
Date of Meeting:	March 11, 2019
Time:	4:30 p.m.
Place:	Room A Yarmouth Town Hall 1146 Route 28 South Yarmouth, MA 02664

Agenda

YARMOUTH TOWN CLE

1. Tourism Revenue Preservation Fund
 - o Physical Improvement Request – Beach Signage
 - o Outreach Questions for Physical Improvement Requests
2. Memo to the Board of Health Regarding the Proposed Ban of E-Cigarettes and Flavored Tobacco
3. Town Fees for Special Events
4. Committee Member Updates
5. Staff Updates
6. Minutes for Review
 - o February 25, 2019
7. Upcoming Meetings
 - o Monday, March 25, 2019
 - o Monday, April 8, 2019
8. Adjourn

'19MAR7PM3:36 REC

Posted By (Name):	Kyle Pedicini
Signature:	<i>Kyle Pedicini</i>

Copies of documents and other exhibits listed here may be found in the Department of Community Development at Yarmouth Town Hall.

Town of Yarmouth														
Tourism Revenue Preservation Fund														
Spending - FY16 to FY19 (As of 2/7/19)														
Description	FY11-FY14	FY15	FY16 Actual	FY17 Actual	FY18 Actual	FY18 Available	2019 Allocation	2019 Revised Budget	2019 Actual (as of 2/7/19)	2019 Encumbrance	2019 Available	2020 Estimate*	FY20 Total Available	Total Spending
TRANSFERS OUT				0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	
LEGAL ADS - TRFP	351.04		29.26	24.64	0.00	296.10	0.00	296.10	0.00	0.00	296.10	100.00	396.10	\$ 997.14
SUPPLIES - TRFP			72.95	143.00	742.17	591.88	500.00	1,091.88	496.00	0.00	595.88	500.00	1,095.88	\$ 3,626.22
PERSONAL SERVICES		10,050.00	10,248.41	16,242.22	22,022.34	16,937.03	25,000.00	41,937.03	9,975.25	0.00	31,961.78	25,000.00	56,961.78	\$ 136,481.71
PROJECTS & EVENTS	446,328.32	26,159.86	132,764.81	76,466.12	129,442.71	69,924.62	139,361.98	209,286.60	67,761.60	141,525.00	0.00		0.00	\$ 1,351,421.48
MARKETING & PROMOTION	250,518.34	98,983.26	160,196.74	115,131.20	184,614.87	253.93	150,000.00	150,253.93	74,617.67	75,382.33	253.93		253.93	\$ 1,179,435.94
UNALLOCATED FUNDING		4,363.49		0.00	0.00	164,584.19	0.00	125,239.73	0.00	0.00	125,239.73	284,673.60	409,913.33	
PUBLIC IMPROVEMENTS EXPENSE	45,502.50	5,500.00	4,100.00	91,239.89	80,586.43	184,938.16	122,811.00	307,749.16	82,174.06	4,000.00	221,575.10	77,568.40	299,143.50	\$ 761,978.00
TOTAL	742,700.20	145,056.61	307,412.17	299,247.07	417,408.52	437,525.91	437,672.98	875,198.89	235,024.58	220,907.33	379,922.52	387,842.00	387,842.00	\$ 3,433,940.49
Rooms Tax		\$ 2,713,639.76	\$ 2,878,450.92	\$ 2,943,899.89	\$ 2,885,028.83									
Meals Tax		\$ 542,875.22	\$ 584,203.43	\$ 585,857.49	\$ 628,342.70									
Total Tax		\$ 3,256,514.98	\$ 3,462,654.35	\$ 3,529,757.38	\$ 3,513,371.53									

Signage Needing Replacement

The following signs need to be replaced. These signs are rotting and may not last the season.

Parkers River Beach (missing Town of Yarmouth board due to rotting)

Seaview Beach

Sandy Pond Recreation Area (would change to ladder style like beaches)

The signage for Sandy Pond would change to double sided like beach signs and be relocated for better visibility. Also making our signage more uniformed. The Parks Department will make necessary change and install signage.

Following picture are the signs and conditions:



Buckland, Kevin

From: Buckland, Kevin
Sent: Tuesday, February 19, 2019 12:54 PM
To: 'Mike'
Subject: RE: Yarmouth Beaches - carved signs

Mike
Here's the scoop
We gave the proposal to the Office of Community Development a while back. They were looking into this for funding and because they answer to a board, this process takes time. If they are unable to fund this we will look at our budget to find funds possibly. I will let you know as soon as a decision has been made.

From: Mike [mailto:Plymouthsign@comcast.net]
Sent: Tuesday, February 19, 2019 9:36 AM
To: Buckland, Kevin <KBuckland@yarmouth.ma.us>
Subject: RE: Yarmouth Beaches - carved signs

Hi Kevin – following up on this project. Thx, mike

Celebrating 62 yrs Family Owned & Operated

G.Michael Caggiano, Jr
President / Owner
P.O.Box 134
63 Old Main Street
South Yarmouth, Ma. 02664
Ph: 508-398-2721
Fax: 508-760-3130

www.plymouthsign.com

From: Mike [mailto:Plymouthsign@comcast.net]
Sent: Wednesday, February 06, 2019 2:08 PM
To: 'kbuckland@yarmouth.ma.us'
Subject: Yarmouth Beaches - carved signs

Hi Kevin – I am going to give you pricing per carved sign painted and lettered. You can let me know how many you will need with correct copy.

Signs Approx. 7.5" x 60" s/f painted Copy as per approved renderings \$ 225.00 each
Let me know your thoughts thx, mike

Price based on your paints so everything matches

Pedicini, Kyle

From: Carlson, Dave
Sent: Thursday, March 7, 2019 9:59 AM
To: Pedicini, Kyle
Subject: RE: Beach Signage

Hi Kyle,
The signs will stay the same design and color, blue lettering for the Beaches and green lettering for the Parks

Thanks Dave

From: Pedicini, Kyle
Sent: Thursday, March 7, 2019 9:31 AM
To: Carlson, Dave <DCarlson@yarmouth.ma.us>
Subject: Beach Signage

Hi Dave,

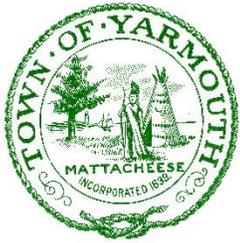
I forgot to ask- will the new signs just be the same design/color as the previous signs? If there is any sort of 'new design', was one provided to you by Plymouth Sign Co? The reason I ask is because the Committee will likely want to know exactly what the new signs will look like before voting on funding.

Also please see attached for the sign package that we will likely be including in the next CEDC meeting packet. I just used your materials and added a spreadsheet that breaks down the cost per sign and total cost of the project. Let me know if you'd like anything changed.

Thanks,
Kyle

Kyle Pedicini
Economic Development Coordinator
Town of Yarmouth
1146 Route 28
South Yarmouth, MA 02664-4492
(508) 398-2231 Ext 1653

Sign	# of ladder boards	Price per board	Total Price
Sandy Pond	5	\$ 225.00	\$ 1,125.00
Seaview Beach	3	\$ 225.00	\$ 675.00
Parkers River Beach	3	\$ 225.00	\$ 675.00
Total	11	\$ 225.00	\$ 2,475.00



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231, Ext. 1277, Fax (508) 398-2365

Department of
Community
Development

TO: Board of Health

FROM: Peter Q. Smith, Chairman, Community and Economic Development Committee

SUBJECT: Proposed Ban on E-Cigarettes and Expansion of Ban on Flavored Tobacco

DATE: March 4, 2019

At the February 25th, 2019 meeting the Community and Economic Development Committee (CEDC) discussed, among other issues, the Board of Health's proposed ban of e-cigarettes and the proposed expansion of the ban on flavored tobacco. The Committee voted 5-0 to express opposition for the proposed expansion of tobacco regulations. The Committee recognized the good intentions of this proposal, but expressed concern that it would adversely affect local businesses. The Committee felt that this topic would be better addressed through public education on the issue, as opposed to banning legal products in town.

Thank you for the opportunity to comment on the project.

PQS/kp

CC: Board of Selectmen

Pedicini, Kyle

From: Murphy, Bruce
Sent: Monday, March 4, 2019 3:00 PM
To: Dennehy, Linda; Barnes, Pam; Dwelley, Christopher; Erik Tolley; Forest, Mark; Knapik, Daniel; Stone, Mike; Holcomb, Norm; Post, Tracy
Cc: Greene, Karen; Pedicini, Kyle; Hillard Boskey BOH
Subject: RE: CEDC Memo to BoH - response

Hi

Will include the CEDC letter in the Board of Health packet for their next Monday March 11 Board meeting. Monday will be the third meeting on tobacco education and listening by the Board and the CEDC is welcome to read or present the letter at the meeting.

At the last two meetings the Board has heard the concerns and dangers of vaping/e-cigarettes and flavored tobacco from the high school principal, parents, a pediatrician and a thoracic surgeon from CCH. Along with representative from the County and State tobacco programs.

The board also heard financial concerns each meeting from retail store owners and the representative from the Coalition of Responsible Retailing.

Bruce G. Murphy MPH
Dir of Health

From: Dennehy, Linda
Sent: Monday, March 4, 2019 2:38 PM
To: Barnes, Pam <PBarnes@yarmouth.ma.us>; Dennehy, Linda <LDennehy@yarmouth.ma.us>; Dwelley, Christopher <CDwelley@yarmouth.ma.us>; Erik Tolley <ETolley@yarmouth.ma.us>; Forest, Mark <MForest@yarmouth.ma.us>; Knapik, Daniel <dknapik@yarmouth.ma.us>; Stone, Mike <mstone@yarmouth.ma.us>; Holcomb, Norm <NHolcomb@yarmouth.ma.us>; Post, Tracy <TPost@yarmouth.ma.us>
Cc: Greene, Karen <KGreene@yarmouth.ma.us>; Pedicini, Kyle <KPedicini@yarmouth.ma.us>; Murphy, Bruce <BMurphy@yarmouth.ma.us>
Subject: FW: CEDC Memo to BoH

Good Afternoon,

The attached memo from the CEDC to the Board of Health is attached as a cc copy to the BOS.

Thank you.

Linda

From: Pedicini, Kyle
Sent: Monday, March 4, 2019 2:30 PM
To: Dennehy, Linda <LDennehy@yarmouth.ma.us>
Subject: CEDC Memo to BoH

Hi Linda,

Please see attached for a memo from the CEDC to the Board of Health regarding their proposed expansion of tobacco regulations. The CEDC requested to CC the Selectmen on their memo.

Event	Total	Police				Fire			Health	DPW/Water	Licensing	Building	Field rental	Misc
		Police (total)	Police detail	Polic admin	equipment	Fire (total)	Fire detail	Fire admin						
2018 Irish Festival	\$ 6,520.00	\$ 3,740.00	\$ 3,740.00	\$ -	\$ -	\$ 2,165.00	\$ 2,165.00	\$ -	\$ -	\$ 420.00	\$ 195.00	\$ -	\$ -	\$ -
2018 Paw Palooza	\$ 6,448.65	\$ 660.00	\$ 660.00	\$ -	\$ -	\$ 2,529.36	\$ 2,529.36	\$ -	\$ -	\$ 110.36	\$ 55.00	\$ 335.00	\$ 1,125.00	\$ 1,633.93
2017 Paw Palooza	\$ 5,323.65	\$ 660.00	\$ 660.00	\$ -	\$ -	\$ 2,529.36	\$ 2,529.36	\$ -	\$ -	\$ 110.36	\$ 55.00	\$ 335.00	\$ -	\$ 1,633.93
2016 Paw Palooza	\$ 5,190.00	\$ 850.00	\$ 850.00	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	\$ 110.00	\$ 55.00	\$ -	\$ 1,125.00	\$ 1,250.00
2018 St Pattys Parade	\$ 8,783.00	\$ 8,783.00	\$ 8,783.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017 St Pattys Parade	\$ 6,688.00	\$ 6,688.00	\$ 6,688.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016 St Pattys Parade	\$ 6,638.00	\$ 6,638.00	\$ 6,638.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018 TB Sheep Festival	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ -	\$ 40.00	\$ -	\$ -
2017 TB Sheep Festival	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ -	\$ 40.00	\$ -	\$ -
2016 TB Sheep Festival	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ -	\$ 40.00	\$ -	\$ -
2018 TB Fall Festival	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ -	\$ 40.00	\$ -	\$ -
2017 TB Fall Festival	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ -	\$ 40.00	\$ -	\$ -
2016 TB Fall Festival	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ -	\$ 40.00	\$ -	\$ -
2018 Seaside Festival	\$ 15,672.21	\$ 10,570.85	\$ 9,464.41	\$ 946.44	\$ 160.00	\$ 4,986.36	\$ 4,623.96	\$ 362.40	\$ -	\$ -	\$ 115.00	\$ -	\$ -	\$ -
2017 Seaside Festival	\$ 12,231.91	\$ 8,342.83	\$ 7,420.76	\$ 722.07	\$ 200.00	\$ 3,774.08	\$ 3,430.98	\$ 343.10	\$ -	\$ -	\$ 115.00	\$ -	\$ -	\$ -
2016 Seaside Festival	\$ 5,687.00	\$ 3,267.00	\$ 2,979.00	\$ 288.00	\$ -	\$ 2,305.00	\$ 2,305.00	\$ -	\$ -	\$ -	\$ 115.00	\$ -	\$ -	\$ -
2017 Sons of Erin 5k	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016 Sons of Erin 5k	\$ 700.00	\$ 700.00	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018 Average	\$ 6,255.64	\$ 3,958.98	\$ 4,397.48	\$ 189.29	\$ 26.67	\$ 1,613.45	\$ 1,331.19	\$ 60.40	\$ 5.00	\$ 88.39	\$ 60.83	\$ 69.17	\$ 187.50	\$ 272.32
2017 Average	\$ 4,183.93	\$ 2,740.14	\$ 2,586.46	\$ 120.35	\$ 33.33	\$ 1,050.57	\$ 993.39	\$ 57.18	\$ 5.00	\$ 18.39	\$ 28.33	\$ 69.17	\$ -	\$ 272.32
2016 Average	\$ 3,054.17	\$ 1,909.17	\$ 1,861.17	\$ 48.00	\$ -	\$ 684.17	\$ 684.17	\$ -	\$ 5.00	\$ 18.33	\$ 28.33	\$ 16.00	\$ 187.50	\$ 208.33
Total Average	\$ 4,497.91	\$ 2,869.43	\$ 2,740.73	\$ 108.70	\$ 20.00	\$ 1,116.06	\$ 1,076.87	\$ 39.19	\$ 5.00	\$ 41.71	\$ 39.17	\$ 50.56	\$ 125.00	\$ 250.99

On xx, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

Town of Yarmouth

MINUTES OF THE COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE MEETING OF February 25, 2019

The Yarmouth Community & Economic Development Committee held a Business Meeting at 4:30 p.m. on Monday, February 25, 2019 at the Yarmouth Town Hall, Room A, located at 1146 Route 28, South Yarmouth, MA.

Committee Members Present: Peter Q. Smith, Ken Smith (departed at 6:10pm), Norm Weare, Mary Vilbon, Jack McCormack, Ryan Castle (departed at 4:50pm)

Staff: Karen Greene, Director of Community Development; Jeff Colby, DPW Director

Guests: Tony Crookshank

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

1. Tourism Revenue Preservation Fund

Karen Greene, Director of Community Development, presented the Tourism Preservation Fund Budget to the Committee and introduced two new physical improvement requests. One request is from the Drive-In Site Utilization Committee for \$42,000 for short term improvements to the Drive-In site. Another request is \$20,000 from the town's Department of Public Works for funding of the 2019 Beautification Team. Tony Crookshank, Vice President of New England Event Management, explained his interest in using the Drive-In site in the future to have a boat show. He explained that the reason they have not been able to use the site in the past is because it was too rough and needed to be cleaned up. He also noted that adding electricity to the site would greatly improve its attractiveness to event organizers.

Jeff Colby, DPW Director, reviewed the request for \$42,000 for Drive-In site improvements. He explained that the proposal is to remove a roughly 40,000 sq. ft. area of mulch/organic material from the site and to move the large stones on the site to the outer perimeter. Mr. Colby explained that the town would look into ways to utilize town staff to do the work where possible to save money. The Committee agreed that the proposal was beneficial to the site both in the short term and in the long term.

Vote: On a motion from Ryan Castle, seconded by Stephen O'Neil, the Committee approved the request for up to \$42,000 for improvements to the Drive-In site by a vote of 6-0.

On xx, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

Vote: On a motion from Stephen O’Neil, seconded by Ken Smith, the Committee approved the addition of a condition to the approval of the \$42,000 request for Drive-In site improvements by a vote of 6-0. **Condition:** Work must be completed by 6/15/19.

The Committee also reviewed the request of \$20,000 for the Beautification Team. The Committee identified The Drive-In site entrance as an additional location of focus for the 2019 Beautification Team.

Vote: On a motion from Mary Vilbon, seconded by Stephen O’Neil, the Committee approved the request for up to \$20,000 in funding for the 2019 Beautification Team, by a vote of 6-0.

Karen Greene presented the budget figures to the Committee and asked if they wanted to reallocate any funding between the different sub-categories. Chairman Smith suggested not exceeding the budget for project and events in the future and capping awards for individual events. The concept of periodic surveys of local business owners to receive feedback on Committee spending was discussed. Outreach to the different town department heads was also discussed, as it would be helpful to know what each department’s needs for physical improvement requests might be. Mary Vilbon volunteered to draft the questions posed to the community. The Committee agreed to revisit the budget discussion at the next meeting.

Karen Greene reviewed the list of things the town will require in the upcoming Marketing RFP. The Committee discussed what has been in the RFP in the past and additional aspects they’d like to see included in this RFP.

2. Committee Member Updates

Jack McCormack updated the Committee on recent Design Review Committee discussions. He explained that they recently reviewed a gas station project off Station Ave (just North of the Rail Trail). As proposed, the project requires a number of Variances from the Zoning Board of Appeals.

Mary Vilbon discussed the topic of the Board of Health’s proposed ban of flavored tobacco and e-cigarettes, which would have a serious impact on the business community. She suggested having an educational program on the issue as opposed to reverting to banning a legal product in town. Chairman Smith suggested that the Committee oppose the proposal, as it will not solve the problem but will harm local businesses.

Vote: On a motion from Stephen O’Neil, seconded by Norm Weare, the Committee approved issuing a memo to the Board of Health to oppose their proposed ban of flavored tobacco and e-cigarettes by a vote of 5-0.

On xx, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

3. Minutes for Review

The Committee reviewed draft minutes from their meeting on February 11, 2019.

Vote: On a motion from Mary Vilbon, seconded by Jack McCormack, the Committee approved the minutes for February 11, 2019 by a vote of 5-0.

4. Adjourn

On a motion from Mary Vilbon, seconded by Norm Weare, the Committee voted 5-0 to adjourn at 6:35 pm

5. Documents provided:

- a. Agenda for the meeting
- b. Tourism Revenue Preservation Fund Budget
- c. Physical Improvement Request for the Drive-In site
- d. Physical Improvement Request for the Beautification Team
- e. Town fees package
- f. Draft Minutes from CEDC meeting on February 11, 2019

Respectfully Submitted,
Kyle Pedicini, Community Development Office