

On April 22, 2019, on a motion by Ryan Castle, seconded by Ken Smith, the committee voted 4-0 to approve these minutes.

Town of Yarmouth

MINUTES OF THE COMMUNITY & ECONOMIC DEVELOPMENT  
COMMITTEE MEETING OF  
April 8, 2019

The Yarmouth Community & Economic Development Committee held a Business Meeting at 4:30 p.m. on Monday, April 8, 2019 at the Yarmouth Town Hall, Room A, located at 1146 Route 28, South Yarmouth, MA.

**Committee Members Present:** Peter Q. Smith (entered at 4:40pm), Ken Smith, Norm Weare, Jack McCormack, Stephen O'Neil, Ryan Castle, Mary Vilbon

**Staff:** Dan Knapik, Town Administrator; Karen Greene, Director of Community Development; Kyle Pedicini, Economic Development Coordinator; Desmond Keogh and Tom Nickinello, St. Patrick's Day Parade

YARMOUTH TOWN CLERK

The meeting was opened by Ken Smith at 4:35 pm

'19APR25PM12:13 REC

**1. Additional funding request – Fencing Project**

Town staff presented the committee with the results of the fencing project RFQ. It was explained that Reliable Fence Co. was selected as the lowest bidder on the project, with the total cost for the four fencing locations being \$17,949.00. The Committee previously approved funding for 3 of the 4 fencing locations but needed to approve an additional \$3,250 in funding for the Yarmouth Port Common fencing location. Committee members discussed the possibility of pursuing more fencing improvements in the future, and possibly hiring a fencing contractor on retainer. It was decided that the Committee would revisit the topic after this project is completed.

**Vote:** On a motion from Norm Weare, seconded by Mary Vilbon, the Committee voted 7-0 to approve \$3,250 for the funding of fence improvements at the Yarmouth Port Common location.

**2. Town fees discussion with Dan Knapik**

Chairman Peter Smith introduced the topic of town fees for special events to the committee. He explained that the Committee has received feedback from multiple event organizers that the town fees for their events are inconsistent and unpredictable. The Committee is looking for possible solutions that would mitigate these concerns of event organizers.

Dan Knapik, Town Administrator, explained that the town has been working to implement a better event planning process. Pre-event planning meetings are starting to take place so that applicants can meet with representatives from each town department to better

**On April 22, 2019, on a motion by Ryan Castle, seconded by Ken Smith, the committee voted 4-0 to approve these minutes.**

understand their permitting requirements. More of these meeting will be planned in the future and event organizers will be encouraged to participate in them. Mr. Knapik also explained that in his last town he worked in (Westfield, MA) the town did not charge any non-profit organizations fees for their events. While this idea may not be tenable in Yarmouth he did suggest an alternative solution to the fees issue. His suggested solution is to propose an article at Fall Town Meeting that would create a fee relief fund (from free cash) that could provide relief to non-profits who meet certain benefits to the community. He also indicated that town staff would look into how other towns handle fee waivers when it comes to town grants to non-profits.

Tom Nickinello and Desmond Keogh, Cape Cod St. Patrick's Day Parade Committee, explained their frustration with town fees as they are looking for more predictability in their planning process. They explained that 32.5% of their grant from the town this year will end up paying for town fees. They also explained they had no idea what their fees would be from the Police Department until they received their bills after the Parade took place. They stressed the need to receive bills/pricing in writing from the Police in the future so that they can better plan and respond to town fees. They also expressed their frustration with the rising costs of police details, explaining that their bill for this year is already up to \$8,500. They also explained that they recently had to pay for a full 8 hour police detail when the detail went only 5 minutes past 4 hours. It was suggested that for future events the Police Department enter into a Memorandum of Agreement with event organizers which would clearly state the estimates for town fees and how those fees were calculated.

The Committee agreed to revisit the topic of town fees in the future after town staff has an opportunity to research how other towns handle similar issues.

The Committee also discussed their goals and priorities with Dan Knapik and asked if he had any comments. He expressed his belief that Special Events like Ragnar, which bring additional people to town, were worthwhile expenditures. He also explained that as a community Yarmouth needs to ask, 'What kind of industries can we attract to town?'. Mr. Knapik suggested that Yarmouth should be investing resources into the information sector, as the availability of high-speed internets can attract many industries where employees can work from home (ex: telemedicine, shared workspaces). Open Cape fiber optics is one area the town can invest resources, as figuring out how to connect 'the last mile' of the fiber to businesses is a serious financial challenge. Mr. Knapik pointed to Chattanooga, TN as an example of a city that has undergone recent economic revitalization due to investment in the information sector. He explained that he would return to the Committee sometime after June to further discuss plans on this topic.

### **3. Committee Member Updates**

Jack McCormack updated the committee on recent Cape Cod Commission business, and

**On April 22, 2019, on a motion by Ryan Castle, seconded by Ken Smith, the committee voted 4-0 to approve these minutes.**

explained that the Town of Barnstable was recently granted a Chapter H application to raise the DRI thresholds for projects in Independence Park.

**4. Staff Updates**

Town staff gave updates on various physical improvement projects. It was explained that procurement for the fencing project was complete, and construction work should commence in the next couple of weeks. The next procurement projects town staff will pursue will be for roadway banner installation and for the installation of a new community information board. The committee was also presented with an inventory of town signage. It was explained that the town will be pursuing improvements to these signs over time as they deteriorate/need repair. The signs will be replaced in a more uniform style/format going forward to maintain a consistent town brand. Town staff also gave an update on recent informational handouts that have been published by the town in regards to wastewater information. The Committee urged the town to look into hiring a professional PR firm to market wastewater initiatives and also volunteered to get involved with the Water Resource Advisory Committee (WRAC) any way they can. Town staff indicated that they would look into how the CEDC could get involved with the WRAC.

**5. Minutes for Review**

The Committee reviewed draft minutes from their meeting on March 25, 2019.

**Vote:** On a motion from Stephen O'Neil, seconded by Ken Smith, the Committee approved the minutes for March 25, 2019 by a vote of 5-0-2.

(Peter Smith and Ryan Castle abstained)

**6. Adjourn**

On a motion from Mary Vilbon, seconded by Ryan Castle, the Committee voted 7-0 to adjourn at 6:38 pm.

**7. Documents provided:**

- a. Agenda for the meeting
- b. Town Fees for Special Events 2016-2018
- c. Community Information Board Draft RFQ
- d. Banner Installation/Removal Draft RFQ
- e. CEDC Goals
- f. Draft Minutes from CEDC meeting on March 25, 2019

Respectfully Submitted,  
Kyle Pedicini, Community Development Office