

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:	June 10, 2019
Time:	4:30 p.m.
Place:	Room A Yarmouth Town Hall 1146 Route 28 South Yarmouth, MA 02664

Agenda

1. Tourism Revenue Preservation Fund
 - o Budget/Votes
 - o Marketing RFP – Possible Vote
 - o Physical Improvement Projects – Possible Votes
 - i. Banners
 - ii. Community Information Board
2. Committee Member Updates
3. Staff Updates
 - o Route 6A Public Meetings Review
 - o Water Resource Advisory Committee Update
 - o Fencing Project
 - o Economic Development Regional Engagement Session
 - o Opportunity Zone Academy
4. Minutes for Review
 - o May 13, 2019
5. Upcoming Meetings
 - o July 8, 2019
6. Adjourn

YARMOUTH TOWN CLERK
'19JUN6AM11:19 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
June 6, 2019

Description	2018 Available	2019 Allocations	Original Budget	FY Transfers	2019 Revised Budget	2019 Actual	2019 Encumbrances	2019 Available	2020 Allocation	2020 Original Budget	2020 Unencumbered
UNALLOCATED FUNDING	164,584.19		164,584.19	-39,361.98	125,239.73	0.00	0.00	125,239.73	284,673.60	409,913.33	
PERSONAL SERVICES	16,937.03	25,000.00	41,937.03		41,937.03	16,931.07	0.00	25,005.96	25,000.00	50,005.96	
LEGAL ADS - TRPF	296.10		296.10		296.10	199.53	0.00	96.57	100.00	196.57	
SUPPLIES - TRPF	591.88	500.00	1,091.88		1,091.88	769.26	0.00	322.62	500.00	822.62	
MARKETING & PROMOTION	253.93	150,000.00	150,253.93		150,253.93	103,845.79	46,154.21	253.93		253.93	
PROJECTS & EVENTS	69,924.62	100,000.00	169,924.62	39,361.98	209,286.60	105,492.20	103,794.40	0.00			
2018 St. Patricks Parade					5,261.60	5,261.60	0.00				
2018 Cultural Center					22,000.00	22,000.00	0.00				
2018 Paw Palooza					16,000.00	16,000.00	0.00				
2018 TB Farm					3,500.00	3,500.00	0.00				
2018 Seaside Festival					21,000.00	21,000.00	0.00				
2019 Cultural Center					22,000.00	0.00	22,000.00				
2019 St. Patricks Parade					25,000.00	5,860.60	19,139.40				
2019 Irish Festival					5,000.00	5,000.00	0.00				
2019 Country Festival					10,000.00	0.00	10,000.00				
2019 Ancient Cemetery Tour					2,525.00	0.00	2,525.00				
2019 TBF Sheep and Fall Festivals					4,500.00	0.00	4,500.00				
2019 Seaside Festival					25,000.00	0.00	25,000.00				
2019 Halloween Haunt					1,000.00	0.00	1,000.00				
2019 CC Chamber Orchestra					1,500.00	0.00	1,500.00				
2019 Ragnar					15,000.00	0.00	15,000.00				
2019 Sand Sculpture					30,000.00	26,870.00	3,130.00				
PUBLIC IMPROVEMENTS EXPENSE	60,152.78	122,811.00	182,963.78	64,849.28	118,114.50	8,582.45	4,000.00	105,532.05	77,568.40	183,100.45	
Bass Hole Boardwalk Repair	91,414.86		91,414.86	-31,508.48	59,906.38	59,906.38	0.00	0.00			
Taylor Bray Farm Boardwalk Rep	20,014.35		20,014.35	-20,014.35	0.00	0.00	0.00	0.00			
BEAUTIFICATION TEAM 2018	13,356.17		13,356.17	-6,030.39	7,325.78	7,325.78	0.00	0.00			
Drive In Site - Site Improv	0.00		0.00	42,000.00	42,000.00	27,900.00	0.00	14,100.00			
Beautification Team 2019	0.00		0.00	20,000.00	20,000.00	602.00	0.00	19,398.00			
Fencing Improvement	0.00		0.00	28,327.50	28,327.50	14,699.00	3,250.00	10,378.50			
Gateway Signs	0.00		0.00	27,675.00	27,675.00	0.00	0.00	27,675.00			
Packet Landing Maintenance	0.00		0.00	4,400.00	4,400.00	0.00	0.00	4,400.00			
Community Information Board Banner Installation											20,250.00 5,995.00
Total	312,740.53	398,311.00	711,051.53	64,849.28	646,219.77	235,820.30	153,948.61	256,450.86	387,842.00	644,292.86	26,245.00



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

May 6, 2019

QUOTE REQUEST

Quote: Roadway Banner Removal and Installation

Scope of Work: The Town of Yarmouth is seeking price quotations for flat rate fees to install and remove roadway banners at various utility poles in town as shown on the banner pole locations.

Contractor is responsible for the following:

- 1.1. Installation of 28" x 60" banners made of Sunbrella material on eleven (11) utility poles in town. Installation will take place on select utility poles (indicated on the attached map) along Route 28 near the Bass River Bridge and along Route 28 at the intersection of Higgins Crowell Road and Route 28. Completion of banner installation must take place 30 days from notice to proceed from the Town.
- 1.2. Installation and removal of Banners on an agreed upon time frame, with installation taking place on approximately May 15, 2019 and removal on approximately December 1, 2019. Contractors will be given at least 72 hour notice from the town before requests for installation or removal.
- 1.3. Removal of banners when requested by the Town of Yarmouth. Banners will be removed before the winter or prior to inclement weather such as hurricanes or tropical storms (whichever comes first). Contractors will be given at least 72 hour notice in advance of requests for banner removals. In the event that banners must be removed prior to inclement weather, it will be the town's responsibility for any additional banner installation/removal.
- 1.4. Traffic control/police details are likely to be required for this work. The Town of Yarmouth will pay for any Police details needed. The Contractor is responsible for contacting the police and setting up the details as needed. If the contractor cancels a Police detail and does not give proper notice to the Police, the contractor will be responsible for the payment of that detail. See Yarmouth Police Detail Service update form attached.
- 1.5. Banners and banner hardware will be provided to the contractor by the town.
- 1.6. Banners must be installed using an industry-recommended spring-loaded bracket system.
- 1.7. The bottom of the banners must be at least eight (8) feet off the ground.
- 1.8. The Town of Yarmouth will obtain all the necessary permits for the project.
- 1.9. Contractor must notify the Town at least 72 hours prior to banner installation and removal.

Note: Project funding is contingent upon the town receiving permission from Eversource for the project.

- This quote will include all labor and equipment required, and installation/removal must follow manufacturer's specifications.
- The term of the contract will be a maximum of one year. The contract will remain in effect from the date of the contract award until all work is completed (all banners are removed for the season).
- The awarded contractor will be required to sign a contract with the Town of Yarmouth. Certificate of Insurance is mandatory. This project is contingent on available funding.
- The contractor must have at least 3 years' experience in sign removal/installation.

Rule for Award:

One contract will be awarded to the most responsive and responsible respondent offering the lowest flat rate fee on a per instance basis. An instance being defined as one installation and removal of a banner on a utility pole occurring during an agreed upon time frame during the period starting approximately May 15, 2019 and ending approximately December 1, 2019.

Please list quotes in numeric and word form. If there is a discrepancy, the quote in words will be used. Prices must be flat rate fees on a per banner/utility pole location basis. The flat rate fee must consist of one full season of banner activity, consisting of banner installation in the spring and banner removal before the winter or before inclement weather (whichever comes first).

Scope of Work	Quote written words (price per banner/utility pole location)	Quote Numerically (price per banner/utility pole location)
Removal/Installation of Roadway Banners (Price per banner/utility pole location)	Five Hundred & Twenty Five Dollars	\$525.00

QUOTES MUST BE RECEIVED by email to kpedicini@yarmouth.ma.us

Business Name: Simple Signs of Cape Cod, Inc.

Address: 650 Rt 28 West Yarmouth

Date: 5-29-19 Telephone Number: 508-778-0536 Email: info@simplesigns1.com

Signature: Charles A. Brennan

Print Name and Title Charlie Brennan Pres.

Prepared and Requested by: Kyle Pedicini, Economic Development Coordinator

\$525 x 11 poles = \$5,775 for one season of banner installation/removal

Pedicini, Kyle

From: Bryant, Michael
Sent: Friday, May 31, 2019 12:01 PM
To: Pedicini, Kyle
Cc: Greene, Karen
Subject: RE: Police Detail Cost Estimate

Kyle the detail rate is based on a 4 hour minimum \$200.00 plus a 10% administrative fee \$20.00 for the 4 hours it's a total of \$220.00. Anything over 4 hours turns into an 8 hour minimum and then the rate doubles.

Mike $\$5,775 + \$220 = \$5,995$

From: Pedicini, Kyle
Sent: Friday, May 31, 2019 11:08 AM
To: Bryant, Michael <MBryant@yarmouth.ma.us>
Cc: Greene, Karen <KGreene@yarmouth.ma.us>
Subject: Police Detail Cost Estimate

Hi Mr. Bryant,

We are currently working to implement a roadway banner project in Town which would involve banners being hung from certain utility poles. We currently have a proposal on the table from a local sign company who would be willing to do the banner installation/removal. We will be bringing this price proposal to the CEDC on June 10th for their consideration, but I would also like to provide them with an estimate of how much police detail will cost for the project, since the Town will have to foot that bill as well. Please see attached for the location of the utility poles in Town to be worked on. I would assume that installation/removal would take less than 4 hours total for the two different locations. Any sort of estimate you could provide for how much the police detail for this project might cost would be much appreciated.

Please let me know if you need any additional information on the project.

Thanks,
Kyle

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

Option 2

**Total Sign Measurements: 3'-11.75" (47.75") x 8'-0.25" (96.25")
7.75" Header Option**



COMMUNITY INFORMATION BOARD

FUNDED BY THE YARMOUTH TOURISM FUND AND THE ROTARY CLUB



**Active LED Message Area
36" x 96"**

Required Venting Area

Option 2

**Total Sign Measurements: 3'-11.75" (47.75") x 8'-0.25" (96.25")
7.75" Header Option**



COMMUNITY INFORMATION BOARD
FUNDED BY THE YARMOUTH TOURISM FUND AND THE ROTARY CLUB



**Active LED Message Area
36" x 96"**

Required Venting Area



Go Graphix

31 Benton Drive
 East Longmeadow, MA 01028
 Ph: (413) 525-2244
 FAX: (413) 525-9941
 Email: info@gographix.com
 Web: http://GoGraphix.com

Created Date: 4/30/2019 5:46:28PM	Prepared For: Town of Yarmouth
Salesperson: Justin Gregory	Contact: Kyle Pedicini, Department of Community D
Email: jgregory@gographix.com	Office Phone: (508) 398-2231
Office Phone: (413) 525-2244	Office Fax: (508) 398-2365
Office Fax: (413) 525-9941	Email: kpedicini@yarmouth.ma.us
Entered by: Justin Gregory	Address: 1146 ROUTE 28 South Yarmouth, MA 02664

Description: Digital Display - LED Display Option 2 (3' x 8' LED Display) Watchfire

		Quantity	Price	Unit Price	Subtotal
1	Product: Electric Sign Service	1	\$1,500.00	\$1,500.00	\$1,500.00
	Description: Sign Removal of existing Community Message Board				
	• Location: 3rd Party Location: 424 Route 28 West Yarmouth, MA				
	• Reported Issue:				

		Quantity	Price	Unit Price	Subtotal
2	Product: Graphics & Signs	1	\$12,900.00	\$12,900.00	\$12,900.00
	Description: PRODUCT SPECIFICATIONS Watchfire W-Series Pixel Pitch: W16mm LED RGB Pixel Matrix: 54 X 144 Cabinet Size: 44in H x 97in L x 5in D Viewing Area: 36in H x 8ft L Cabinet Style: Single Face Signpak (Slim) Character Size: 6 lines / 28.8 Characters at a 4" type Approx. Weight: 376.00 Lbs. Brightness Daytime 10000 NITs Maximum;Nighttime 750 NITs Maximum Color LED RGB Color Capability Min. 18.0 Quadrillion Energy-Conscious LED Use optional Sign Brightness Adjustment to run sign at less than 10000 NITs. Includes Ignite Graphics Software Video plays prerecorded clips up to 30FPS;Imports Windows Video (AVI);Animated Text & graphics Viewing Angles 140 Horiz/70 Vert Warranty: Standard 5 Year Watchfire warranty applies.				
	Please note, Header Sign is restricted to 4" tall due to cabinet size restriction as to specification by Town of Yarmouth*				
	• 1 Ea., Option 2: Cabinet Size: 44in H x 97in L x 5in D				

		Quantity	Price	Unit Price	Subtotal
3	Product: Posts	1	\$500.00	\$500.00	\$500.00
	Description: Post - must be mounted on two 5" x 5" pressure treated posts with PVC sleeves and caps. The post holes must be filled with concrete.				
	• 1 Set(s) of Wood Post .				
	• 2, 72 in vertical post from 5" x 5" PT				
	• with 2, PVC Post Caps				
	• 2, PVC Post Sleeve				



Go Graphix

31 Benton Drive
 East Longmeadow, MA 01028
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 Email: info@gographix.com
 Web: http://GoGraphix.com

Estimate #: 21476

		Quantity	Price	Unit Price	Subtotal
4	Product: Electric Sign Installation	1	\$3,000.00	\$3,000.00	\$3,000.00
	Description: Installations 424 Route 28 West Yarmouth, MA • Location: 3rd Party Location: 424 Route 28 West Yarmouth, MA				
5	Product: Misc	1	\$0.00	\$0.00	\$0.00
	Description: Misc - Permit cost TBD by Town • 1 Ea., Permits				
6	Product: Misc Service Labor	1	\$2,000.00	\$2,000.00	\$2,000.00
	Description: Electrical Service Labor				
7	Product: Flat Signs - Printed Vinyl	1	\$350.00	\$350.00	\$350.00
	Description: Flat Signs with Second Surface Applied Vinyl • 1- 4 in x 96 in Single Sided Print(s) made from 3M IJ40C-10R Wall Film - Cal 54" stock material • Mounted on: Acrylic 1/4" Clear 8' x 4', Gerber Scientific Sabre CNC Router				

Notes

Thank you for this opportunity. We look forward to working with you on this project. If you have any questions, please do not hesitate to call our office at (413) 525-2244

Estimate Total: \$20,250.00
Subtotal: \$20,250.00
Total: \$20,250.00

Payment Terms: A 50% deposit is due before production can begin and remaining balance upon receipt. We accept MasterCard, Visa, American Express, Cash and Checks made payable to: Go Graphix. If you have any questions, please do not hesitate to call our office at (413) 525-2244. Thank you!

Client Reply Request

Estimate Accepted "As Is". Please proceed with Order.

Other: _____

Changes required, please contact me.

SIGN: _____ Date: / /

**Beautification Team
 Summer 2018
 21 May 2018 – 24 August 2018**

- Route 28 Weeds
- Cleanup at Town Parks and Other Locations including:

• Baxter Gristmill	• Pocket Parks – Mill Creek, Sea Holly, Chase Brook
• Public Parking Lots	• Gateway Sign Locations
• Drive In Site Entrance	• Town Offices – Town Hall, 424 Route 28, Senior Center
• Veterans Memorials	• Simpkins Field
• 6A Playground	• Other Locations TBD
• Route 28 Entrance to BSU	

- Slat sign maintenance
- Town property Sign Inventory – document location of signage/conditions/colors etc.
- Town Property Database – assist as needed with Town Land inventory to assist in identifying and documenting ongoing maintenance efforts/responsible parties.

We are also interested in input from you about what worked last year, and what could be added or improved this year. I like your idea of sprucing up the Veteran memorials around Yarmouth before Memorial Day.

Housing focus of state economic forum in Chatham

By Doug Fraser

Posted Jun 4, 2019 at 8:38 PM

Updated at 6:31 AM

Participants repeatedly cite need for affordable, workforce developments.

CHATHAM — State officials met with more than 100 municipal and business leaders from across the Cape and Islands on Tuesday to get input for the state's economic development plan, a blueprint that will guide the Baker administration and Legislature throughout the Republican governor's second term.

This blueprint, in part, helps to determine where to spend hundreds of millions of dollars in grant programs in areas such as dredging, infrastructure improvements and contaminated site cleanups.

Not surprisingly, state officials heard that housing, particularly workforce housing, was the limiting factor for many Cape businesses. Fittingly, they chose to hold the meeting in Chatham, where the disparity between what workers earn and what they can afford is a chasm. The Cape Cod Commission's housing market analysis predicted that by 2020 there would be a \$527,000 gap between what the median income household could afford and the median sales price of homes in Chatham.

"If you want to be a plumber or electrician, there's a lot of work down here," Eastham Town Planner Paul Lagg said. "But they don't have anywhere to live. They can get good jobs, there's a lot of work, but you can't find any housing here."

"Any hospitality business on the Outer Cape is also in the housing business," said Jay Coburn, chief executive officer of the Community Development Partnership. New businesses, Coburn said, have the additional hurdles of finding workers and

finding them affordable accommodations.

Dorothy Savarese, president and CEO of Cape Cod Five Cents Savings Bank, said the lack of workforce and affordable housing was stifling the emergence of new businesses.

The lack of workers is the No. 1 issue in his discussions with Cape business owners, state Sen. Julian Cyr said. “What is driving workforce issues is housing.

“We have put significant resources into land conservation, and we will continue to do that in appropriate places, but the focus now has to be on housing development and the development of places that people who are going to make this peninsula function can live,” Cyr said.

Gov. Charlie Baker’s housing choice legislation, now before the Joint Committee on Housing, would give municipalities the tools to address housing issues, particularly a proposed change that would reduce the two-thirds majority vote needed to enact zoning changes to a simple majority vote, said Lt. Gov. Karyn Polito and Secretary of Housing and Economic Development Mike Kennealy.

Kennealy and Polito attended the Chatham meeting as co-leaders of the Economic Development Planning Council. This was the seventh of nine such informational hearings statewide.

“The overall consensus I get from people on the Cape is that they want to transfer to being more of a year-round community,” said Polito, who sees the Cape’s problem as a supply-and-demand issue.

“The opportunity lies in producing more units of housing that this region wants and needs,” she said. By leveraging the region’s assets, its natural beauty and excellent school systems, and growing the local economy, she said, the Cape and Islands could attract more young talent, retain it and make the region a more viable option for young families.

The Cape gets a good share of Seaport Economic Council grants and dredging grants, which bolster the vital marine economy. Two emerging industries are the so-called blue economy, marine research and exploration technologies centered in Woods Hole, and offshore wind, Polito said.

But others at the meeting saw housing issues presenting significant hurdles to developing new businesses and attracting workers to the region.

“Resistance is what we see in Dennis,” said Robert Samoluk, co-chairman of the Dennis Municipal Affordable Housing Trust. Opposition by neighbors and other residents to affordable housing projects is still cited as the No. 1 reason they don’t get built on Cape Cod.

Plus, Cape towns tend not to fare well against the state’s larger municipal areas when it comes to housing grants. In the latest round of MassHousing’s \$100 million workforce grant program, most of the money went to the big cities. Out of the 631 workforce housing units created with MassHousing grants between 2016 and 2018, seven were in Bourne and 15 in North Eastham.

Cyr said he supports Baker’s housing choice bill and believes it will pass soon. But he would like to see additional legislation that could target housing problems specific to the Cape and Islands. Cyr has filed An Act Relative to Attainable Housing in Seasonal Communities, which he hopes will bolster efforts to create affordable and workforce housing.

The bill contains 10 proposals, including allowing unused Community Preservation Act funds to go to affordable housing; making accessory dwelling units a by-right use, with no special permit; establishing a commission to look at burdensome regulations; instituting a transfer tax on property sales over \$2 million to fund affordable housing; and allowing the state Department of Housing and Community Development to finance workforce housing for school districts, municipalities and developers.

— *Follow Doug Fraser on Twitter: [@dougfraserct](https://twitter.com/dougfraserct).*



2019 Massachusetts Opportunity Zones Academy

APPLICATION BOOKLET

LOCUS



Smart Growth America
Improving lives by improving communities



Why is a Massachusetts Opportunity Zones Academy important?

On December 20, 2017, the *Tax Cuts and Jobs Act* created a new community development tax incentive aimed at encouraging long-term private capital investment in America's low-income urban and rural communities.

Across the country, the [Opportunity Zones](#) incentive is expected to funnel billions of dollars in new private investment into low-income communities and distressed businesses and properties. Under the terms of the incentive, communities will receive access to mission-oriented and patient capital, while those with capital gains will be able to concentrate capital in areas of most need and align their payoffs with long-term community success.

In early 2018, the U.S. Treasury approved Governor Charlie Baker's 138 Opportunity Zone census tract designations in the Commonwealth of Massachusetts. At a glance, these census tracts:

- Account for 6 percent of Massachusetts' land area.
- Are home to 8 percent of its population.
- Have a 22 percent poverty rate and median household income of \$43,232.71.
- Have an average annual household housing and transportation (H+T) cost of 44 percent.
- Only 15 percent have at least one transit station.

Today, local governments have an opportunity to prepare for and direct inflows of private capital towards housing, transportation, business, and community-identified priorities. By applying to participate in the Massachusetts Opportunity Zones Academy, local communities can ensure that growth in their Opportunity Zones results in prosperous, equitable and resilient outcomes.

What is the Massachusetts Opportunity Zones Academy?

LOCUS' first [Massachusetts Opportunity Zones Academy](#) aims to ensure that Massachusetts communities are prepared to make the most of the federal Opportunity Zones tax incentive.

LOCUS will select 3-5 Massachusetts communities to participate in a three-part technical assistance program focusing on the role of Opportunity Zones and Opportunity Funds in stimulating investment in traditionally underserved census tracts. LOCUS' technical assistance team will work to equip participant communities with the tools, skills, and knowledge necessary for developing sustainable growth and development strategies that balance the demand for walkable Opportunity Zones with the need for jobs, housing, open space, and transportation that is attainable and accessible to all. LOCUS' technical assistance process leverages our membership coalition of New England-based real estate, planning, and design professionals to provide context-appropriate expertise to selected municipalities.

The technical assistance will consist of:

1. [Kick-off Convening: Opportunity Rising](#)

Successful applicants will attend the [2019 LOCUS National Leadership Summit: Opportunity Rising](#) from **June 23-24, 2019** in Washington, DC. This annual meeting of real estate developers and investors, planners, policymakers, and elected officials will

examine the policies, practices, and leadership strategies necessary for catalyzing prosperity, equity, and resilience in communities across the country.

As part of the Summit, Academy participants will meet each other and LOCUS' technical assistance team to launch the 2019 Massachusetts Opportunity Zones Academy, attend relevant Summit sessions, and begin framing the ways in which to leverage the Opportunity Zone program in their communities to achieve smart growth development, public and private investment, and equity goals.

Attendance at the 2019 LOCUS National Leadership Summit will be fully compensated by Smart Growth America/LOCUS thanks to the generous support of the Barr Foundation.

2. **Personalized Site Visit(s)**

From **July to October**, LOCUS will work with each selected community to identify its community strengths, issues, constraints, and opportunities related to Opportunity Zone growth and development. This will include 1-3 virtual roundtable discussions in which the technical assistance team meets with each community and their Opportunity Zone stakeholders to discuss the economic and real estate development context of each place, as well as the market and capacity gaps that exist there.

Community stakeholders and the LOCUS team will then design a one-day site visit in which LOCUS will visit the community, meet with stakeholders, and lead numerous training and capacity-building meetings on topics identified as being most prevalent to the community.

These topics can include:

Attracting Capital

- Establishing and operating an Opportunity Fund,
- Capacity building, community education, and inclusive engagement around Opportunity Zones,
- Writing strategic Opportunity Zone and community benefit plans,
- Building equitable development project pipelines,
- Pro-forma training for making real estate deals happen,
- Building public-private partnerships and other investment vehicles for smart growth development,
- Navigating federal financing programs for smart growth development,
- Fiscal modeling for development scenarios and hotspot analyses,
- Planning for economic & fiscal health.

Transportation and TOD

- Transit-Oriented Development (TOD),
- New mobility options,
- Equitable transportation performance measures and project selection criteria.

Complete Streets

- Designing streets for all users: drivers, transit, bikes and pedestrians,

- Formulating and implementing equitable Complete Streets policies.

Land Use and Development

- Land use and zoning code review to unleash economic potential and identify obstacles to place-based economic development,
- Form-Based Codes: The ABCs, Urban Design and Placemaking, Equity, and Formulating, Adopting, and Administering Form-Based Codes,
- (re)Building Downtown,
- Downtown revitalization without displacement.

Following the site visit, the technical assistance team will create a *Best Practices and Recommendations Report* for each participating community that identifies key community priorities and action items to address their Opportunity Zones' economic and social equity needs. All reports will be submitted to communities in **November 2019**.

3. [All-Applicant Convening at the 2019 LOCUS New England Leadership Summit](#)

The Academy will conclude with an all-applicant convening at the 2019 LOCUS New England Leadership Summit, scheduled to take place in **November 2019**. All applicants for the Massachusetts Opportunity Zone Academy will be invited to attend a convening with technical assistance recipients to learn about their experiences as part of the Academy and best practices for attracting investment, developing project pipelines, establishing equitable development frameworks, and building a strong ecosystem of Opportunity Zone knowledge across the Commonwealth.

Eligibility Criteria

To be considered for the Massachusetts Opportunity Zones Academy, applicants must meet the following eligibility criteria:

1. Locally led pursuit of Opportunity Zones - Eligible applicants include any local unit of government whose jurisdiction contains at least one federally designated Opportunity Zone; a governmental entity created by a state legislature doing work in an Opportunity Zone may also apply.
2. Demonstrate commitment or mission to pursue smart growth development - Seeking communities with comprehensive investment strategies and equitable development plans that promote walkable, mixed-use development. These include, but are not limited to: 40R Smart Growth Districts, TIF/DIF areas, TOD overlay zones.
3. Encourage inclusive stakeholder participation - Applicants will be judged based on their ability to include and engage a diverse group of key stakeholders in planning and decision-making efforts aimed at improving the community. These include, but are not limited to: local elected officials, municipal employees, housing, economic development, and social service agencies, and business, philanthropic, civic, community, and equity stakeholders.

Evaluation and Selection Criteria

Applications for the Massachusetts Opportunity Zones Academy will be evaluated based upon the following criteria:

1. Statement of need (20 percent) – A coherent and compelling statement introducing the applicant community and describing the historical and present day challenges facing development in its Opportunity Zones. The applicant municipality's willingness and ability to make changes to land use, affordable housing, and other local policies, regulations, and ordinances will also be considered.
2. Commitment to equity (25 percent) – Demonstrated focus on prioritizing equitable community development and planning that minimizes displacement of current residents and businesses, improves housing and transportation affordability, and/or expands access to job centers, education, medical services, and social services for low- and moderate-income households. The applicant must be able to articulate the importance of equity within the community.
3. Strong leadership (20 percent) – Evidence of the following: 1) commitment of elected and appointed leaders to engage in Academy activities and a commitment of senior staff to work with the LOCUS Team, including an explanation of staff roles and time commitment; and 2) strong organization, working relationships, and partnerships between the applicant's senior staff, elected officials, local jurisdictional staff, and community stakeholders.

Senior staff should have direct reporting to governmental or agency leadership, such as the mayor's chief of staff, city manager, or the planning director.

4. Partnership and engagement (20 percent) – A high level of engagement from partner agencies needed to create effective and equitable communities, including housing, economic development, and social service agencies, as well as partnerships with local business, philanthropic, civic, community, and equity stakeholders.

Applicants are required to submit *at least two (2)* letters of support, one from a chief elected official and at least one from a community partner who will be involved in the Academy.

5. Leverage and commitment of resources (15 percent) – Evidence of commitment of resources in the form of staffing, materials, facilities and/or funding from local sponsors, philanthropy, or other partners to support and magnify the work. There is no cost sharing or financial matching requirement.

Other considerations will include:

- **Geographic diversity:** LOCUS will choose communities from a variety of regions in the Commonwealth.
- **Community diversity:** LOCUS will choose communities of different sizes, economic conditions, and populations.

Application Submission

Applications for the Massachusetts Opportunity Zones Academy are due on **Friday, May 3, 2019** at 5pm EDT.

Complete applications can be submitted online at:

<https://smartgrowthamerica.org/massachusetts-opportunity-zones-academy-application>

There will be a webinar held on **Monday, April 15, 2019** to answer questions about the application process.

Applications received after the deadline will not be considered. All questions or inquiries must be made in writing to Elijah Plymesser at eplymesser@locusdevelopers.org or Tola Myczkowska at tmyczkowska@locusdevelopers.org. The team will respond promptly.

Application Review and Selection Process

LOCUS will evaluate applications that answer all components of the application form. LOCUS may contact the applicant during the application review process for any items requiring additional documentation for clarification purposes. The following steps provide a representation of the review process:

1. LOCUS will begin to review applications on Monday, May 6, 2019. Each application will be evaluated for completeness and per the criteria listed above.
2. Applications that do not meet eligibility requirements will not be considered.
3. LOCUS will notify applicants selected to participate in the Massachusetts Opportunity Zones Academy in **mid-May 2019**.
4. Successful applicants will have 7 working days to respond back to LOCUS to confirm their participation in the Academy.

LOCUS Background

LOCUS: Responsible Real Estate Developers and Investors is a program of [Smart Growth America](#) (SGA). Latin for “place,” [LOCUS](#) is a national coalition of over 300 real estate developers, investors, policymakers, and elected officials who advocate for sustainable, equitable, and walkable development in America’s cities and towns.

LOCUS members have projects in 48 states, hundreds of billions of dollars in real estate and development assets, and a unique understanding of America’s real estate challenges and needs. Thus, the coalition has become a key voice in the debate over federal housing, tax, infrastructure, and economic and community development policy, helping pioneer major federal programs, such as the Low Income Housing Tax Credit (LIHTC) and Hope VI. Today, LOCUS is a nationally-recognized thought leader in the implementation and execution of attainable housing strategies, equitable transit-oriented development (TOD) projects, Opportunity Zones, and community engagement and economic development activities.

The coalition's mission is to:

1. Conduct market-based research and policy analysis to inform implementation of smart growth and equitable development strategies;
2. Develop new private sector-led, place-based approaches to development and social equity in walkable places;
3. Increase the number of smart growth projects that are ready for private investment; and
4. Provide guidance to public officials on policy development that supports smart growth development.

LOCUS is supported by Smart Growth America's team of technical assistance and policy experts who possess extensive experience working with communities and creating place-based, private sector-led approaches to achieving neighborhood affordability, walkability, and connectivity.

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 May 13, 2019

The Yarmouth Community & Economic Development Committee held a Business Meeting at 4:30 p.m. on Monday, May 13, 2019 at the Yarmouth Town Hall, Room A, located at 1146 Route 28, South Yarmouth, MA.

Committee Members Present: Ken Smith, Jack McCormack, Ryan Castle, Norm Weare, Stephen O'Neil, Mary Vilbon

Staff: Kyle Pedicini, Economic Development Coordinator; Rich Bienvenue, Interim Municipal Operations Director

Guests: Selectmen Mark Forest, Tom Nickinello

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

1. Presentation from the Water Resource Advisory Committee – Wastewater Planning Update

Rich Bienvenue, Municipal Operations Director, gave the Committee a presentation on the Town's ongoing wastewater planning efforts. Mr. Bienvenue discussed the need for wastewater solutions in Town, as Yarmouth has seen the lowest new growth rate among all the Town on Cape Cod.

Mr. Bienvenue explained how the current plan has differed from the 2010 plan, with efforts focused on Phase 1 of the sewer construction (which would cost ~\$112 million). He also explained that the current wastewater plan calls for sewers across all of Route 28 in Yarmouth. The total 8 Phase plan is estimated to cost \$408 million. It was also explained that the Town is currently investigating the option of partnering with Dennis and Harwich to create a DHY Clean Water Community Partnership. The DHY option would save the Town significant money on the operating costs of the project, and a region-wide savings of 38% on the project. A bill is currently being finalized in the Massachusetts Legislature to allow for the DHY partnership to form. A DHY partnership would also put the Town in a more advantageous position for 0% bonds and a 10% subsidy for the project (as opposed to the going at it alone option). One committee member asked about the possibility of partnering with the Town of Barnstable. Mr. Bienvenue explained that the Barnstable option would be more expensive option than DHY.

The next big step in the Town's wastewater plans is to go to Fall Town Meeting and ask for a vote to authorize the DHY operating agreement and to authorize a collection system.

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

Mr. Bienvenue also reviewed some of the financing options for the project. He explained that betterments for commercial owners is being discussed as one financing option. The marketing/outreach schedule for the Water Resources Advisory Committee was also reviewed, and it was explained that the Town has been engaging various civic groups in Town to keep the public up to date on current planning efforts. Selectmen Mark Forest, a guest in attendance, suggested involving the schools as a part of marketing efforts as school children can often be an effective means of disseminating information to parents.

2. Discussion of Frequency of Meetings

The Committee discussed the topic of changing the frequency of their meetings from twice a month to once a month. Committee members agreed to change their meetings to once a month, while allowing for additional time for meetings in case it is required. They also agreed to keep their meeting as the second Monday of every month and to hold additional meetings as required.

Vote: On a motion from Jack McCormack, seconded by Stephen O'Neil, the Committee approved the change in frequency of meetings from twice a month to once a month by a vote of 6-0.

3. Committee Member Updates

Jack McCormack update the Committee on recent Cape Cod Commission business and reported that there have been a few early retirements for some of the Cape Cod Commission employees. Norm Weare reported that the Planning Board's Accessory Dwelling Unit Bylaw was voted down at Town Meeting. Mary Vilbon updated the Committee on the recent Ragnar event and stated that it was a major success.

4. Staff Updates

Town staff updated the Committee on various physical improvement projects. New fencing has been installed at 3 of the 4 locations approved by the CEDC with the fourth location to be worked on in the next couple of weeks. The RFQs for the banner and community information board projects will be due shortly. The Committee was also updated on upcoming Route 6A public meetings and the upcoming Economic Development Coordination presentation to the Board of Selectmen.

5. Minutes for Review

The Committee reviewed draft minutes from their meeting on April 22, 2019.

Vote: On a motion from Jack McCormack, seconded by Stephen O'Neil, the Committee approved the minutes for April 22, 2019 by a vote of 5-0-1 (Norm Weare abstained).

6. Adjourn

On a motion from Mary Vilbon, seconded by Stephen O'Neil, the Committee voted 6-0 to adjourn at 6:05 pm.

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

7. Documents provided:

- a. Agenda for the meeting
- b. 2019 Meeting Schedule
- c. Route 6A Public Meeting Information
- d. Economic Development Coordinator Presentation
- e. Draft Minutes from CEDC meeting on April 22, 2019

Respectfully Submitted,
Kyle Pedicini, Community Development Office

DRAFT