

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 Meetings

Name of committee, board, etc:	Drive In Site Utilization Committee (DISUC)
Date of Meeting:	MONDAY, April 2, 2018
Time:	5:30 pm
Place:	Yarmouth Senior Center 528 Forest Rd, Yarmouth, MA 02673

Agenda (Topics to be discussed):

1. Presentation – Work to Date
 - a. Riverwalk Park
 - b. Seagull Beach Boardwalk
 - c. Interim Uses
2. Public Comments
3. Discuss Findings/Recommendations
4. Next Steps/Schedule
5. Minutes
6. Adjourn

YARMOUTH TOWN CLERK

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Attachments: All exhibits are available for public review in the Community Development Department, Yarmouth Town Offices, 1146 Route 28, South Yarmouth, MA, during normal business hours.

Posted By (Name):	Karen Greene
Signature:	<i>Karen Greene</i>

On ___/___/18, on a motion by _____, seconded by _____, the committee voted _____ to approve the minutes.

Town of Yarmouth

**MEETING MINUTES DRIVE-IN SITE UTILIZATION COMMITTEE MEETING OF
January 24, 2018**

The Yarmouth **Drive-In Site Utilization Committee (DISUC)** held a Business Meeting at 5:00 p.m. on **Wednesday, January 24, 2018** in the Leonard Room of the South Yarmouth Library located at 312 Old Main Street, South Yarmouth, MA.

Committee Members Present: Jim Saben, David Reid, Rich Bilski, and Jack McCormack

Committee Members Absent: Gerry Manning, Peter Slovak, Tom Roche

Committee Alternates Present: Dave Helberg, Bud Nugent

Staff: Karen Greene, Director of Community Development; Kathy Williams, Town Planner; Jeff Colby, Director of DPW; Kelly Grant, Conservation Administrator; Amy von Hone, Assistant Health Director; Karl von Hone, Director of Natural Resources

Other Attendees: Please see the attached attendance list for members of the public who were in attendance.

Chairman Jim Saben opened the meeting at 5:00 p.m.

1. Riverwalk Park Cost Estimate and Interim Uses:

Town Planner Kathy Williams reviewed the cost estimates provided by BETA and town staff based on the Committee's recommendations. The entrance drive ("subdivision road") was broken out as a separate piece, as it may qualify for separate funding sources. Including contingencies, construction costs are estimated at \$1.14 million for the entrance drive, and \$3.26 million for the Riverwalk Park. Extensive details were incorporated as outlined in Ms. Williams' memo dated January 19, 2018. Soft cost estimates for both pieces were estimated at \$408,000. The total estimated cost to develop, permit, design, and construct the entrance drive and Riverwalk Park is \$4.8 million. Maintenance items were also reviewed and estimated to cost \$31,000 per year on average. Potential revenue sources were outlined that may offset maintenance costs. Ms. Williams also reviewed the potential funding sources available.

Ms. Williams responded to questions from the Committee. This estimate does not include the boardwalk. The subdivision road would access both the Riverwalk Park and Lot 2; discussion followed regarding the difference between driveways and subdivision roads. Mr. Saben noted that the excavation and site prep work are bigger cost drivers than the amenities. After some discussion, Chairman Saben suggested providing the Board of Selectmen with information regarding what type of funding sources exist, although Town Meeting will have the final say.

Discussion moved to interim uses in relation to the subdivision road. Ms. Greene reported that there has been a request for a 2-day Irish Festival to use the area in March. There was discussion on existing water and electrical service on the site. Staff is updating figures for stripping, loaming, and hydroseeding Lot 2. Various ideas for minimally improving and using the site in the near future were shared.

On __/__/18, on a motion by _____, seconded by _____, the committee voted _____ to approve the minutes.

2. Boardwalk Borings - Update:

Ms. Williams provided background on the cost estimates for boring samples along the marsh. Approximately 2-3 borings could be conducted within the funds available. Director of Natural Resources Karl von Hone provided new information regarding two manual test probes he conducted on the south side of the marsh. The first test probe showed the peat approximately 5' deep and the second test probe (closer to the channel) closer to 12'. There may be some locations where the depth to peat is 20'-25' in the center of the marsh, but likely not 30'. The Committee decided to have BETA proceed with cost estimating assuming an average peat depth of 15' for the boardwalk and 20' deep for the channel crossing. Borings would need to be done in the future should the boardwalk portion of the project move forward and a final route is chosen.

3. Correspondence/Presentation by Tom Baron:

Mr. Baron offered a layout for connecting the Cape Cod Rail Trail with the Riverwalk Park/Lot 2, as recommended by the Urban Land Institute. Much of the trail would be on existing trails. He also presented a PowerPoint for a long-term concept for "Buccaneer Bay," to establish a themed village similar to the Bavarian village in Leavenworth, Washington or Bearskin Neck in Rockport, MA. Mr. Baron reviewed the permitting and by-law adjustments that would need to be considered. Buccaneer Bay could offer a destination for the Rail Trail, which could also link to Sandy Pond. He suggested that the idea be considered for a long-term use of Lot 2 and urged the Committee not spend resources on interim uses.

Chairman Saben noted wastewater and the recreation restriction on the lot as big hurdles. The Committee thanked Mr. Baron for his hard work.

4. Minutes:

a. **December 7, 2017**

VOTE: On a motion by Jack McCormack, seconded by David Reid, the Committee voted 4-0 to approve the minutes as presented.

5. Upcoming Meetings:

Tentative date for meeting with BETA week of February 12. Richard Pomery asked that public feedback be included in the presentation to the Board of Selectmen.

6. Adjournment: VOTE: On a motion by Jack McCormack, seconded by Rich Bilski, the Committee voted unanimously (4-0) to adjourn at 6:20 PM.

ATTACHMENTS:

- January 24, 2018 Agenda
- Draft Minutes of December 7, 2017
- Riverwalk Park & Boardwalk Concept Plan, dated October, 2017
- Riverwalk Park & Boardwalk Materials List, dated September 20, 2017
- Order of Magnitude and Soft Cost Estimates, dated January 17, 2018
- Riverwalk Park Estimated Average Annual Maintenance Costs, dated January 16, 2018
- Email correspondence between Tom Baron and Karen Greene, January, 2018
- Meeting Schedule, dated December 7, 2017

On ___/___/18, on a motion by _____, seconded by _____, the committee voted _____ to approve the minutes.

Town of Yarmouth

MEETING MINUTES DRIVE-IN SITE UTILIZATION COMMITTEE MEETING OF
February 13, 2018

The Yarmouth Drive-In Site Utilization Committee (DISUC) held a Business Meeting at 4:00 p.m. on Tuesday, February 13, 2018 in the Leonard Room of the South Yarmouth Library located at 312 Old Main Street, South Yarmouth, MA.

Committee Members Present: Jim Saben, David Reid, Peter Slovak, Tom Roche, and Jack McCormack

Committee Members Absent: Gerry Manning and Rich Bilski

Committee Alternates Present: Dave Helberg and Bud Nugent

Staff: Karen Greene, Director of Community Development; Kathy Williams, Town Planner; Kelly Grant, Conservation Administrator; Kelly Carr of BETA; Russel Titmuss of GEI

Other Attendees: Please see the attached attendance list for members of the public who were in attendance.

Chairman Jim Saben opened the meeting at 4:00 p.m.

1. **Seagull Beach Boardwalk – Cost Estimate:** Kelly Carr, consultant from BETA, reviewed the Summary of Project Costs for the three Boardwalk options. She noted that the trail loop through the woods was included with the Riverwalk Park cost estimate and is not part of the boardwalk estimate. While hardwood would cost more initially, it lasts roughly 20 years; whereas pine lasts roughly 10 years.

Ms. Carr and Mr. Titmuss responded to questions from the Committee regarding the cost estimate calculations, boring depth impacts, and clearance over the creek. Mr. Saben read into the record Rich Bilski's preference for Option 2 using IPE, and replacing the elevated northern loop with a single structure down the middle. There was consensus that his suggestion would likely reduce the cost to less than that of Option 3. Construction time would be approximately nine to twelve months. If the project moves forward, more detailed design will address potential storm and ice damage.

Town Planner Kathy Williams reviewed her memo dated February 13, 2018, regarding maintenance costs based on use of higher-quality wood. Mr. Titmuss recommended building up a maintenance fund over the initial years, as hardwood shouldn't need replacement for approximately 15 years. The police department will be asked to estimate the cost of any potential additional security.

2. **Interim Uses – Update:** The Board of Selectmen have approved the Irish Festival on March 10-11, which is expected to draw 2,000 attendees over the two days and will serve as a good trial run for use of the site. Based on input from the event organizers, staff reviewed the site's general infrastructure needs. An interim concept site plan was also reviewed, and the Committee discussed relocating the parking area to the northwest side of the lot for longer-term interim use. It was noted that the upcoming Parker's River Bridge project will utilize the site for temporary equipment storage and staging. Staff will work up cost estimates for minimal site improvements for interim uses and suggested the Tourism Revenue Preservation Fund as a partial funding source.

On __/__/18, on a motion by _____, seconded by _____, the committee voted _____ to approve the minutes.

3. **Review Overall Project Costs:** The Committee received the Summary of Project Costs for the Riverwalk Park with the three Boardwalk Options.
4. **Discuss DISUC Findings/Recommendations:** Public comment will be heard at the next meeting and will be incorporated into the final report. Written correspondence will also be accepted through Mr. Saben or staff. It was also agreed to supply the Board of Selectmen with a list of potential funding sources.
5. **Upcoming Schedule:** Staff will locate a meeting room for a meeting the week of March 12th for the public input meeting in preparation for the Committee's recommendations to the Board of Selectmen tentatively scheduled for March 27th.
6. **Minutes – January 24, 2018:**
VOTE: On a motion by Jack McCormack, seconded by David Reid, the Committee voted 4-0-1, with Tom Roche abstaining, to approve the minutes as presented.
7. Mr. Saben read a letter of resignation dated February 8, 2018, from Gerry Manning with deep appreciation for his commitment. Mr. McCormack noted a petitioned article may appear at annual meeting to cease any activity with regard to the Drive-In site.
6. **Adjournment:** **VOTE: On a motion by Jack McCormack, seconded by Tom Roche, the Committee voted unanimously (5-0) to adjourn at 5:20 PM.**

ATTACHMENTS:

- February 13, 2018 Agenda
- Memo from Kathy Williams to DISUC, dated February 9, 2018, re: Boardwalk Options – Cost Information
- Riverwalk Boardwalk Concept Plan Options 1, 2, and 3, dated January, 2018
- Riverwalk Park and Boardwalk Materials list, updated September 20, 2017
- GEI Boardwalk Options Opinion of Probable Cost Estimate, dated February 8, 2018, hard and soft costs
- Email correspondence between Patrick McDonough, Karen Greene, and Kathy Williams, February 4, 2018
- Drive-In Aerial Interim Concept plan
- Draft Minutes of January 24, 2018
- Memo from Kathy Williams to DISUC, dated February 13, 2018, re: Boardwalk Options – Maintenance Costs
- Summary of Project Costs for Riverwalk Park with Boardwalk Options, dated February 13, 2018
- Memo from Kathy Williams to DISUC, dated January 19, 2018, re: Riverwalk Park Cost Information
- Draft Meeting Schedule
- E-mail from Rich Bilski, February 12, 2018