

On April 8, 2021, on a motion by Stephen O'Neil, seconded by Ken Smith, the committee voted 6-0 to approve these minutes.

Town of Yarmouth

MINUTES OF THE COMMUNITY & ECONOMIC DEVELOPMENT
COMMITTEE MEETING OF
March 25, 2021

The Yarmouth Community & Economic Development Committee held a Remote Business Meeting at 4:00 p.m. on Thursday, March 25, 2021. The meeting was conducted through Zoom videoconferencing.

Committee Members Present: Ryan Castle (arrived at 4:08), Stephen O'Neil, Jack McCormack, Mary Vilbon, Joanne Crowley, and Peter Smith (arrived at 4:35)

Staff: Kyle Pedicini, Economic Development Coordinator; Kathy Williams, Town Planner; Mary Waygan, CDBG/Affordable Housing Coordinator

YARMOUTH TOWN CLERK

The meeting was opened by Jack McCormack at 4:05pm

'21APR15AM11:06 REC

1. Tourism Revenue Preservation Fund

Kyle Pedicini, Economic Development Coordinator, presented a Tourism Fund budget update. Kathy Williams, Town Planner, presented a memo explaining that \$35,000 in funds from the Parker's River Bridge streetscape project can be returned to the Physical Improvement line item due to it no longer being needed (leaving \$20,000 left in the Parker's River Bridge line item).

Vote: On a motion from Ryan Castle, seconded by Stephen O'Neil, the Committee voted to re-allocate \$35,000 in funding from the Parker's River Bridge line item to the Physical Improvements Fund line item, by a vote of 5-0.

2. Drive-In Site Discussion

Kathy Williams, Town Planner, presented a memo requesting additional funds for the design of the event space at the Drive-In site. It was noted that the Town is currently working with a consultant (BETA) to finalize the design contract for the Riverwalk Park and Boardwalk + Event Space. The CEDC previously allocated \$43,000 for the project, but additional funding is needed for the design of the event space. Ms. Williams explained that an additional \$54,500 is needed to fund the event space design. Committee members expressed support for this request, as advancing programming at the Drive-In site is one of the committee goals.

Vote: On a motion from Stephen O'Neil, seconded by Jack McCormack, the Committee voted to allocate \$54,500 in funding from the Physical Improvements Fund line item to the Drive-In Site site improvements line item, by a vote of 5-0.

Kyle Pedicini also provided an update on the committee's contract with 5th Element Consulting Group. It was noted that the real study needed for this site in order for BETA to successfully complete the design of the event space is a sound study. Mr. Pedicini explained that 5th Element does not specialize in this field, so it may make sense to pursue an alternative contract with a different vendor (it was noted the contract with 5th Element had expired). Town staff is working to obtain a quote from a sound professional and will present an update on this topic at the next

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3. CDBG Action Plan Discussion

Mary Waygan, CDBG Coordinator, requested comment from the committee on the Town's CDBG Action Plan. Ms. Waygan provided a background on the program and explained the various expenditures it has been utilized for in the past. Committee members offered feedback and suggestions on the plan.

4. Signage at 424 Route 28

Kyle Pedicini presented a request from the Chamber of Commerce to replace the signage at 424 Route 28. The committee had previously supported replacing the signage at this location, but now need to re-allocate funds for this project. It was explained that the current sign is falling apart and the new sign would be modeled after the one at Packet's Landing. Mr. Pedicini explained that the town has received a quote of a little over \$4,000 for the sign, and recommended budgeting \$6,000 to leave extra for contingencies and installation.

Vote: On a motion from Stephen O'Neil, seconded by Jack McCormack, the Committee voted to allocate \$6,000 in funding from Physical Improvements Fund line item to the Town Signage Project line item, by a vote of 6-0.

5. Committee Appointments

It was noted that the CEDC was due to appoint new committee representatives to the Drive-In Site Utilization Committee (DISUC) and Design Review Committee (DRC). Jack McCormack, current representative to both committees, noted that he was amenable to letting another member step in to take one or both of the committee appointments. Stephen O'Neil expressed an interest in the DISUC rep position. No one expressed an interest in DRC so Mr. McCormack remained the committee rep for that committee.

Vote: On a motion from Ryan Castle, seconded by Mary Vilbon, the Committee voted to appoint Stephen O'Neil as the committee's representative to the Drive-In Site Utilization Committee, by a vote of 6-0.

6. Minutes for Review

Vote: On a motion from Ryan Castle, seconded by Mary Vilbon, the Committee voted to approve the minutes of the March 11, 2021 meeting, by a vote of 5-0-1 (Jack McCormack abstained).

7. Upcoming Meetings

The next CEDC meeting will take place on April 4, 2021 and Jeff Colby, DPW Director, will be in attendance.

The meeting adjourned at 5:40pm