

**On 10/15/18, on a motion by Tom Roche, seconded by Jack McCormack, the committee voted 4-0-1 to approve the minutes.**

**Town of Yarmouth**

**MEETING MINUTES OF THE DRIVE-IN SITE UTILIZATION COMMITTEE MEETING OF  
July 10, 2018**

The Yarmouth **Drive-In Site Utilization Committee (DISUC)** held a Business Meeting at 5:00 p.m. on **Tuesday, July 10, 2018** in Room A, Yarmouth Town Hall, 1146 Route 28, South Yarmouth, MA.

**Committee Members Present:** Jim Saben, Tom Roche, Jack McCormack, David Reid, and Rich Bilski (arrived at 5:15 PM)

**Alternate Committee Members Present:** Bud Nugent

**Committee Members Absent:** Peter Slovak

**Staff:** Karen Greene, Director of Community Development; Kathy Williams, Town Planner

**Other Attendees:** Brian Koelbel, Gateway Isles Association

Chairman Jim Saben opened the meeting at 5:10 p.m.

**1. Board of Selectmen Follow-Up:**

Town staff reviewed the May 2018 meeting between the Board of Selectmen and the Drive-In Site Utilization Committee, noting that the selectmen voted to support in concept the Committee's five recommendations and also supported some interim improvements to allow for the Drive-In Site to be used for events in the near future. The Selectmen did not want to disband the DISUC Committee and requested that a new charge be developed for the Committee. They also requested that the Committee develops a policy on conducting events on the site, including development of the overall process and user fees.

**2. Next Steps**

Town staff reviewed a draft memo to be presented to the Board of Selectmen regarding the next steps for the Committee. The Committee discussed the revised charge of DISUC and recommended to the Board of Selectmen that the Committee remain at seven members. They also recommended that Bud Nugent be moved from an alternate to a full member of the Committee and that the Parkers River Marine Park Committee member requirement be eliminated.

The Committee discussed the process of developing a Use and Fee Policy. They urged town staff to research other event venues on the Cape to get a baseline for fees charged. They also discussed the prospect of charging different fees for a non-profit organization as opposed to a for-profit one. It was mentioned that events should be charged a deposit to ensure the site is cleaned up after events and to protect Parkers River from littering.

Cleanup of the undeveloped site was also examined by the Committee. Town staff explained that AmeriCorps has agreed to do a clean-up day on July 19<sup>th</sup> to remove trash and glass, along with some brush/tree removal. The remaining work will be completed by the DPW using Town Staff. Committee members expressed their belief that the subsequent setup of the undeveloped grounds should be simple and non-restrictive to allow for flexibility in regard to event layouts.

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The Committee directed town staff to report to the Board of Selectmen that they encouraged the approval of the upcoming Irish and Country Festival event, with the conditions that there are enough staff on site to direct traffic and that a deposit be required to ensure site cleanup.

Town staff also reviewed Riverwalk Park and Boardwalk budget and funding. There was uncertainty surrounding the funding for borings and the Committee decided to discuss the funding issues with the Board of Selectmen at their July 24<sup>th</sup> meeting. The Committee also planned on updating the Selectmen on progress and strategy for improvements for interim uses, and plans for moving forward with site improvements (including seeking CPA funding).

**3. Minutes: April 11, 2018 & April 25, 2018**

**VOTE: On a motion by David Reid, seconded by Jack McCormack, the Committee voted 5-0-0 to approve the minutes of April 11, 2018 as presented.**

**VOTE: On a motion by David Reid, seconded by Jack McCormack, the Committee voted 5-0-0 to approve the minutes of April 25, 2018 as presented.**

**4. Upcoming Meetings**

The next Committee meeting will be July 24<sup>th</sup> with the Board of Selectmen. The Committee will discuss their revised charge and the next steps the Committee will take.

**5. Adjournment: VOTE: On a motion by Jack McCormack, seconded by Tom Roche, the Committee voted unanimously (5-0) to adjourn at 6:26 PM.**

**ATTACHMENTS:**

- 7/10/18 Agenda
- Memo dated July 6<sup>th</sup>, 2018 from Kathy Williams to the Drive-In Site Utilization Committee
- Revised charge for the Drive-In Site Utilization Committee
- Conceptual Event Layout Plan
- Minutes from April 11, 2018 and April 25, 2018