

On 11/19/18, on a motion by Jack McCormack, seconded by Bud Nugent, the committee voted 5-0 to approve the minutes.

Town of Yarmouth

MEETING MINUTES OF THE DRIVE-IN SITE UTILIZATION COMMITTEE MEETING OF  
October 15, 2018

The Yarmouth Drive-In Site Utilization Committee (DISUC) held a Business Meeting at 5:30 p.m. on Monday, October 15, 2018 in Hearing Room, Yarmouth Town Hall, 1146 Route 28, South Yarmouth, MA.

**Committee Members Present:** Jim Saben, Bud Nugent, Tom Roche, Jack McCormack, and David Reid

**Committee Members Absent:** Peter Slovak, and Rich Bilski

**Staff:** Karen Greene, Director of Community Development; Kathy Williams, Town Planner; Kyle Pedicini, Economic Development Coordinator

**Other Attendees:**

YARMOUTH TOWN CLERK

Chairman Jim Saben opened the meeting at 5:35 p.m.

OCT 15 2018 5:35 PM REC

1. Minutes for July 10, 2018 and September 24, 2018:

**VOTE:** On a motion by Tom Roche, seconded by Jack McCormack, the Committee voted 4-0-1 to approve the minutes of July 10, 2018 as amended. (Tom Roche, Jack McCormack, Jim Saben, and David Reid voted in favor while Bud Nugent abstained.)

**VOTE:** On a motion by Bud Nugent, seconded by Jack McCormack, the Committee voted 3-0-2 to approve the minutes of September 24, 2018 as presented. (Tom Roche, Jack McCormack and Jim Saben voted in favor while Bud Nugent and David Reid abstained.)

2. CPA Application

Town staff reviewed the CPA application process for Drive-In Site improvements. The application has been submitted to the CPC but first must be reviewed by the Board of Selectmen because it is a town sponsored project. The Board of Selectmen will review town CPA requests on 10/16/18 and the subsequent interview date with the Community Preservation Committee (CPC) is scheduled for 11/7/18 at 4:15 PM.

3. Upcoming Meetings and Schedule

The Committee is scheduled to have their CPA application interview on November 7<sup>th</sup> at 4:15 PM. The next regular DISUC meeting will take place on November 19<sup>th</sup> at 5:30 PM, where the committee will meet with event organizers to get feedback on the event process in town.

4. Draft Interim Use Policy – Drive In Site

The Committee reviewed the draft Interim Use Policy that was written by town staff. Town staff also reviewed their research for the interim policy and fees, which included examining the processes for renting town owned venues in different towns across the Cape. One committee member stressed that the policy should emphasize that it is an *interim* policy that is subject to change once the site is developed. The policy would also be subject to change once the town

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can determine a pattern of applicant uses and needs for the venue. It was also stressed that fees should be kept at a minimum while the site is undeveloped so as not to discourage applicants from pursuing using the space without amenities.

The committee noted the importance of keeping fees consistent with other fields in town. Many other potential fee variables were discussed, including the possibility of charging different rates depending on: the season, the day of the week, and whether or not the applicant is a non-profit. The concept of security deposits was also discussed and the committee agreed that a minimum of \$1000 would be a suitable figure, with the Board of Selectmen having the discretion to possibly charge more depending on the size and nature of the event.

The name of the site (currently referred to as the 'Drive-In Site' was also examined. It was suggested that the committee could seek input from the public on the new name, and could even offer some sort of prize/recognition at Town Meeting to the individual who came up with the winning name.

#### **5. Adjournment**

**VOTE: On a motion by Tom Roche, seconded by David Reid, the Committee voted unanimously (4-0) to adjourn at 7:20 PM.**

#### **ATTACHMENTS:**

- 10/15/18 Agenda
- Drive-In Site Interim Use Policy
- Excerpts from CPA Application
- Draft minutes from 7/10/18 and 9/24/18