

On February 28, 2023, on a motion by Maria Marasco, seconded by Jim Saben, the committee voted 4-0 to approve these minutes.

Town of Yarmouth

MINUTES OF THE COMMUNITY & ECONOMIC DEVELOPMENT  
COMMITTEE MEETING OF  
January 17, 2023

The Yarmouth Community & Economic Development Committee held a regular Business Meeting at 4:30 p.m. on Tuesday, January 17, 2023. The meeting was conducted in the Yarmouth Town Hall Hearing Room and via Zoom teleconferencing.

**Committee Members Present:** Stephen O'Neil, Joe Gibbs, Joe Manning, Maria Marasco, Ken Smith, Jim Saben

**Staff:** Karen Greene, Director of Community Development

The meeting was opened by Stephen O'Neil at 4:30pm

YARMOUTH TOWN CLERK  
23MAR27PM2:20 REC

**1. Tourism Revenue Preservation Fund – FY23 Budget Update**

Karen Greene reviewed the FY23 Budget with information as of January 10, 2023. Ms. Greene noted the Committee had previously voted to allocate \$100,000 to fund Calendar Year 2023 Special Events. It was further noted that there was an existing balance from FY21 from unspent funds awarded to the St. Patrick's Day Parade. Ms. Greene recommended that the Committee vote to reallocate these funds to the Special Event budget to make these funds available for Calendar 2023 Events. On a motion from Maria Marasco, seconded by Ken Smith, the Committee voted 5-0-1 (Jim Saben abstaining) to transfer the \$2,871 balance from the St. Patrick's Day Parade to the Special Event budget.

**2. 2023 Special Event Applications**

Ms. Greene reviewed materials provided to the Committee that summarized the 2023 Grant Applications, noting that total requests of \$140,000 exceeded available funds of \$102,871. Committee members, having received and reviewed Grant Application materials in advance noted that this year's applications were from events with experience and that interviews were not necessary. Committee members reviewed the sample allocation provided for information and voted 5-0-1 (Jim Saben abstaining) to allocate funding as presented in the sample allocation (attached).

Committee members continued to discuss the Special Event Grant program in general, noting that the program should be reviewed by newer Committee members with recommendations to be made regarding the form of application and frequency of awards. Additional discussion ensued regarding the rising costs of public safety details that Special Event sponsors incur and whether this cost should be shifted to elsewhere in the Town's budget.

Mr. Manning inquired whether grant awards required approval from the Board of Selectmen. Ms. Greene indicated she would draft a memo to the Town Administrator summarizing awards

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and request that the item be considered through the Board's Consent Agenda.

**3. FY24 Budget Allocation**

Ms. Greene provided the Committee with an estimate of total funding for FY24 noting that the Committee needed to allocate projected available funds into categories for the Town Meeting Warrant to be voted by the Town Meeting. Mr. Smith noted that he was not in favor of allocating the budget tonight and that the Committee should discuss further at an upcoming meeting. Ms. Greene noted that she had received a memo from the Department of Public Works regarding a request of funding for restroom upgrades at the Sandy Pond and that additional outreach could occur to identify public improvement projects. There was general consensus that such discussion take place early next month.

**4. Annual Report**

Committee members reviewed the Annual Report as presented. On a motion by Ken Smith, seconded by Maria Marasco, the Committee voted 5-0-1 (Jim Saben abstaining) to approve the Annual Report for submission.

**5. Town of Yarmouth DEP Letter**

The Committee reviewed the 1/11/23 draft of a letter from Board of Selectmen to the Massachusetts Department of Environmental Protection regarding the currently proposed Title 5 & Watershed Permit Regulations.

**6. Vacant Storefront Program**

Maria Marasco reviewed the Vacant Store Front Program, sharing a letter she had drafted for submittal to the Massachusetts Economic Assistance Coordinating Council (EACC) requesting relief from program requirements that hinder applications from municipalities with seasonal economies. The Committee discussed that outreach to EACC should come from the Board of Selectmen after discussion with the Committee. Ms. Marasco requested that any questions from Committee members be directed to Ms. Greene.

**7. Staff and Committee Updates**

Ms. Greene shared a newspaper article regarding a Station Avenue Study being conducted by the Cape Cod Commission in consultation with the Town, noting a public meeting being held on Wednesday, January 25.

Joe Manning noted ongoing work of the Water Resources Advisory Committee (WRAC) emphasizing that with the upcoming \$210 million request at the Annual Town Meeting, that the CEDC may want to discuss the topic to coordinate public comment.

Ken Smith informed the Committee that effective January 18, 2023 that he would be joining the Planning Board and potentially the WRAC as well. Mr. Smith noted his thanks to Committee members for their efforts indicating that this CEDC meeting would be his last.

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**8. Future Meeting Dates/Schedules**

The committee's next meeting is tentatively scheduled for February 7, 2023.

On a motion made by Maria Marasco, seconded by Ken Smith, the Committee voted 5-0-1 (Jim Saben abstaining) to adjourn at 6:10pm.