

On October 1, 2019, on a motion by Jack McCormack, seconded by Tom Roche, the committee voted 5-0 to approve the minutes.

Town of Yarmouth

**MEETING MINUTES OF THE DRIVE-IN SITE UTILIZATION COMMITTEE MEETING OF
April 29, 2019**

The Yarmouth **Drive-In Site Utilization Committee (DISUC)** held a Business Meeting at 5:30 p.m. on **Monday, April 29, 2019** in Cape Light Compact Conference Room, 261 Whites Path, South Yarmouth, MA.

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

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

Other Attendees:

YARMOUTH TOWN CLERK

Vice-Chairman Tom Roche opened the meeting at 5:40 p.m.

'19OCT16PM3:40 REC

1. Irish Festival Follow-Up:

Pat McDonough, Irish Festival event organizer, led a discussion to review the recent Irish Festival which took place on the drive-In site. He explained that he learned a lot about the Drive-In site during this year's Irish Festival and also learned a lot about the event process in Yarmouth. He explained that there was some miscommunication between him and the Building Department regarding his onsite inspections. All issues were eventually resolved but he stressed the importance of working with the Building Department well in advance of events in the future and to receive approvals in writing. Mr. McDonough also discussed how he worked with the Town's Police Department in advance of the meeting to scale back the number of police details required (and thus reducing the total cost for the event). He reported that there were about 400 cars on site for the Festival but also noted that it is difficult to quantify the Festival's impact on the local economy.

Committee members discussed the need for the Town to develop an event guide for event organizers. That way event organizers would have a better idea of what to expect from working with the Town when preparing for their event. Members asked Mr. McDonough what the most important improvements to the site for event organizers would be. He responded that power and water capabilities would be the top two priorities.

2. Annual Town Meeting Preparation:

Karen Greene, Director of Community Development, noted to the Committee that Annual Town Meeting will be Saturday May 4th. She explained that the Drive-In site CPA articles received positive feedback at the recent Mock Town Meeting.

3. Staff Updates:

Karen Greene presented an updated Drive-In site use policy to the Committee. She asked committee members to let her know if they had any feedback on the policy and informed them that the draft policy would be in front of the Board of Selectmen for their approval at the 5/14 Selectmen meeting. Ms. Greene also explained to the Committee that the mulch pile on the Drive-In will be removed this week and that the improvements were funded by the Community and Economic Development Committee. The Committee was also informed that naming of the Drive-In will be postponed until after the Board of Selectmen have finalized a naming policy for town land.

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4. Upcoming Meetings and Schedule:

At the next DISUC meeting the Committee agreed to discuss the Drive-In site rules and Regulations and to have a de-briefing of the Irish Festival with the event organizer to discuss the site's capabilities and challenges. The meeting will take place on March 25, 2019.

5. Adjournment: VOTE: On a motion by Jack McCormack, seconded by Bud Nugent, the Committee voted unanimously (6-0) to adjourn at 5:45 PM.

ATTACHMENTS:

- 4/29/19 Agenda
- 2019 Irish Festival Information