

MEETING OF THE VISITOR SERVICES BOARD  
JUDGE WELSH HEARING ROOM  
SEPTEMBER 23, 2003, 10:00 A.M.

MINUTES

Present: Steve Melamed, Barbara Rushmore, Lynne Davies, Michael Van Belle, Rose Basile, Pasquale Natale, Mick Rudd

Staff: Patricia Fitzpatrick, Tourism Director; Pam Hudson, Administrative Assistant

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Mr. Melamed called the meeting to order at 10:07 A.M.

1. Mr. Melamed announced that funding for the 2004 Birdman event in the amount of \$7,500 has been approved by Board of Selectmen.
2. **The Minutes of September 9<sup>th</sup> meeting were approved with one correction to the spelling of "O'Neill". Vote: 6 – 0 – 1**
3. **Memo from Sandy Turner RE: wages for DPW employee:**  
Issue: The amount of \$15,892.80 paid to a DPW employee from the Tourism Fund/Line 687-Municipal exceeded the amount of \$14,221 recommended by the VSB and approved by the Board of Selectmen for beautification and maintenance.

There was a discussion of what the process should be for funding a DPW employee charged with tasks related to beautification. The comment was made that the Tourism Fund should not be funding such a position in the months of Dec – Feb.

Mr. Rudd said that if the VSB is funding a position, this Board should have a job description and periodic performance reports for the position. Mr. Van Belle agreed that there should be a job description and reports. He also questioned whether the funding for this position was to come first out of the Beautification Committee's line 651. Ms. Hudson clarified that the \$15,892.80 came from line 687 (Tourism – Municipal), not 651, and that the current discussion was related to line 687 only.

Discussion ensued regarding having the amount of \$1,671.80 (the difference between the \$14,221 authorized by the Board of Selectmen and the \$15,892.80 actually spent) returned to the Tourism Fund.

**It was moved and seconded that a letter be sent to the Board of Selectmen stating that, in reviewing the Tourism Fund expenditures for FY03 authorized by the Board of Selectmen, the VSB noticed that an excess of \$1,671.80 over the authorized amount was spent for beautification and requesting that this amount be returned to the Tourism Fund. So voted 7 – 0**

4. Policies and Procedures: Mr. Melamed suggested that a discussion of VSB procedures and policies be included in the October Agenda, and that perhaps Municipal expenditures could be treated as grants and follow similar procedures to those used for promotional grants.
5. **Five-Year Plan:**

**5A. Shuttle:** Ms. Rushmore clarified the funding process for the Shuttle, explaining that money is charged to the Town on the "cherry sheet". The audited financial report supplied to her by Bruce Miller showed Provincetown's FY02 assessment for the Shuttle to be \$34,332, not the \$40,185 taken from Tourism Fund for the Shuttle. The cost of the B-bus was close to \$1,000 but this does not account for the rest of the nearly \$6,000 difference.

Mr. Melamed congratulated Ms. Rushmore for her diligence and persistence in pursuing this information.

Ms. Rushmore recommended that the difference between the \$40,185 taken and the \$34,332 audited cost – the sum of \$5,853 – be returned to the Tourism Fund. Discussion ensued as to whether to request of the Selectmen that this refund be put into a contingency fund to pay for the shuttle in the future should there be unanticipated expenses or revenue shortfalls.

The general consensus of the Board was that, if ridership falls and Provincetown's assessment goes up, the Town should request that the schedule be cut back to remain within the budget. The Town should cap the expenditures and the proposed routes. Services can be reduced if necessary. The VSB should recommend capping routes in order to stay within the budget.

**It was moved and seconded that the VSB recommend a cap of \$50,000 for the shuttle. So voted 7 – 0**

**5B. Fireworks:** It was stated that the Town Manager and the Board of Selectmen would like to see a better fireworks display in the future than that of 2003.

It was recognized that the fireworks display is a very important Town tradition, but that, due to the possibility of decreased rooms tax revenue and other fiscal concerns, it may not be wise for the VSB to recommend that 100% of the cost for an increased display come from the Tourism Fund. It was suggested that the fireworks be level-funded with FY04, and that if the citizens would like an increased display, other funding sources should be found.

**It was moved that the VSB limit spending on fireworks to \$10,000 and allow the people of the Town to supplement that at Town Meeting if they so desire.**

Discussion of the motion: It was suggested that the VSB level-fund Roy Tucker Barge and American Thunder, that this be treated as a grant, and that other incidental expenses like Police detail be funded from other budgets.

Another suggestion was that the Town Manager be asked to include an article in the Town Meeting Warrant for \$10,000 for fireworks. It was generally felt that \$10,000 was too low and that level funding should be considered.

**Mr. Rudd amended the motion as follows: that the VSB recommend the amount of \$15,350 for fireworks and further recommend to BOS that they sponsor an article in FY 04 Town Meeting to cover additional costs of providing fireworks display. Mr. Van Belle seconded the amendment.**

There was discussion against recommending the Town Meeting article. Mr. Rudd withdrew that part of the amendment.

**Passed as amended: 7 – 0**

5C. Parade, additional barrel, 3<sup>rd</sup> barrel, and extended restroom hours were **approved as written. 5 – 0**

5D. Beautification: The VSB would like to be informed of the employee's schedule.

5E. Coord & Support: There was discussion of the Administrative Assistant's duties and her availability to the VSB. **Voted 4 – 0 to accept as written.**

The meeting was adjourned at 12:45 P.M.

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**Next Meetings:** Tuesday, Sept. 30 at 10 A.M. to continue discussion of 5-Year Plan. Tuesday, October 28 at 11 A.M. with Martha Lyon.

