

MEETING OF THE VISITOR SERVICES BOARD
FIVE YEAR PLAN
OCTOBER 3, 2003, 10:00 A.M.
MINUTES

Present: Steve Melamed, Michael Van Belle, Pasquale Natale, Lynne Davies.

Absent: Mick Rudd

Absent with excuse: Barbara Rushmore, Rose Basile

The meeting convened at Caucus Hall at 10:05A.M.

Motion by Michael Van Belle to approve minutes of 9/23/03. Pasquale Natale seconded and board voted 4/0 to approve.

Motion by Michael Van Belle, per recommendation of the Chairman, to require that the name of a motion's originator and seconded be recorded in the minutes together with the vote tally. Seconded by Pasquale Natale. Board voted 4/0 to approve.

A memo dated August 20, 2003 from Sandra Turner, Deputy DPW Director, was submitted in response to the VSB request for specifics on the DPW cost projections for fiscal year 2005 and was read into the minutes.

Chair has been advised by David Flower Productions that the \$4,000 grant allocated for fiscal year 2004 for a Halloween event will not be needed as the event has been cancelled for 2003. David Flowers Productions will be sending the VSB a letter to that effect within the next week.

Fiscal Year 2005:

- Coordination and Support - VSB voted 4/0 to approve budget as written. Pasquale Natale motioned and Lynne Davies seconded
- The VSB resolved to provide clear guidance concerning the reporting chain and coordination of resources. During fiscal year 2005 the VSB will define and publish updated policies and procedures for the VSB.
- Beautification Budget – Board voted 4/0 to request a detailed cost projection from the Beautification Committee prior to accepting their recommended budget of \$10,760 for fiscal year 2005.
- The VSB agreed to state in the VSB Budget Recommendation Board of Selectmen for Fiscal Year 2005 that the budget is based upon 45% allocation of the total room tax revenues collected and returned to the town by the State.
- Promotional Grants – Pasquale Natale moved to approve grant funds of \$111,000 or 24.24% of the expected tourism funds, as presented in the Staff Recommendations to the VSB for Fiscal year 2005. Michael van Belle seconded and it was passed 4/0.
- Lynne Davies moved that the VSB use the projected revenue as presented on Page 5 of the Staff Recommendations to the VSB for 2005 as the basis for projections and expenditures for fiscal year 2005. Pasquale Natale seconded and it was approved 4/0.
- Marketing Budget – Board voted 4/0 to delay a vote on the marketing budget until a review of a detailed cost projection from the Tourism Director prior to accepting the recommended budget of \$140,000 for fiscal year 2005. Michael Van Belle moved the motion and Pasquale Natale seconded. Steve Melamed will notify Pat Fitzpatrick that the VSB requests a copy of the tourism budget with detailed recommended expenditures at the

October 14, 2003 VSB meeting.

VSB agreed to bring to present to the VSB members on October 14, 2003, a recommendation that the VSB write a letter to the Town Planner in support of the proposed carts. A copy of the letter is to be sent to Licensing Board and the Board of Health.

The next meeting of the VSB will be on Tuesday, October 14, 2003 at 11:00 A.M. in the Judge Welsh Hearing Room.

The next Waterfront meeting of the VSB will be on Tuesday, October 28, 2003 at 11:00 A.M. in the Judge Welsh Hearing Room.

The meeting was adjourned at 11:45 A.M.