

**Provincetown Public Pier Corporation (PPPC)  
Judge Welch Hearing Room  
Meeting Minutes of  
Monday January 11, 2007**

**Present:** Len Clingham (Chair), George Hitchcock (Vice Chair), Kerry Adams, Lee Ash and Phil Tarvers

**Other Attendees:** Rex McKinsey (Harbormaster), John Davidson (Administrative Assistant)

Meeting called to order @ 4:02 by Len Clingham, Chair

***Public Statements***

None

***Review Minutes***

A motion was made to accept the minutes of 12/28/06.

**Motion:** George Hitchcock

**Second:** Kerry Adams

**Y:** 4

**N:** 0

**Motion Passes**

Len Clingham changed order of Agenda so that more time could be spent on the Master Plan at the end of agenda without interruption of the thought process.

***Directors Statement:***

**George Hitchcock:** Approached by Sandy Silva and James Meads about a booth, and booth policy. Said he would bring it up at the meeting.

**Phil Tarvers:** Booth only or float expansion as well.

**George Hitchcock:** Booth only.

**Lee Ash:** Approached by several town folk who want a kiosk. Mentioned her re-write of the Banner Ad for idea solicitation.

**Kerry Adams:** A few issues to bring up. Ask owners of booths to buy plywood to cover their booths and have them painted white and to bring them to the high school to be painted by students for next winter. Problem of the pole lights and the extreme height and the constant need for a crane to change the light posts.

**Rex McKinsey:** No electrician has followed through with coming down to give us quotes or ideas on how to lower the light fixtures.

**George Hitchcock:** Feels that with the new finger pier lights that the high pole should be turned off permanently.

**Kerry Adams:** The lights bring baitfish and other fish to the pier for the pier fisherman. Feels that the lights should be lowered or altered to reduce overall cost.

**Phil Tarvers:** Presented information from his meeting with Kathleen Giroud of HYA. 7 Commercial Booths used for artists. RFB for 7 booths. Pine Harbor won bid at \$2300 per 10x12 booth. All tenants are artisans, no real commercial retailers. The artisans are chosen by a jury. By doing this they were able to combine artisans into single booths. They dictate the hours that they must be there. Artisans are required to be there producing during open hours. The first year

\$300 per booth, 2<sup>nd</sup> year \$400 per booth. (5 month period). June 15-Oct : 11:00-7:00. Would like to coop with Provincetown and Hyannis artists. Offered to meet with the PPPC. Liked the artisan requirement format. Similar to the old days of Whalers Wharf. The artisans were allowed to down size art to sell items.

**Len Clingham:** Appreciates Phil's work on this and a job well done. Likes the whole concept.

## ***Pier Managers Report***

### **Provincetown Harbor Brochure**

We will provide revisions to the graphic artist and the VSB will pay for the editing and production of the brochure.

### **New Event**

Cultural Bazar: Promote indigenous cultures. 2 day event, entertainment, education and indigenous products. Worldwide event. Aug 11 and 12. Originally held in Chatham. Does the board want to meet with this group or should staff handle this. They want the non-profit rate of \$1000 for both days rather than \$1000 per day.

General Discussion followed.

A motion was made to grant approval of the event for the dates indicated for the \$1000 fee for both days for this year only.

**Motion:** Kerry Adams

**Second:** Lee Ash

Discussion followed.

**Phil Tarvers:** Does not like to approve any event without the actual person applying for the event being here to present event request in person.

**George Hitchcock:** To take up this space in the middle of August will not even cover our costs not to mention that we will not be able to offer this space to a for profit event.

**Phil Tarvers:** Feels that it is more of a craft show.

**Kerry Adams:** motion withdrawn

**Lee Ash:** 2<sup>nd</sup> withdrawn.

A motion was made that before the board accepts any first time event application the board should get a written proposal with all of the details and the event requestor appear before the board in person.

**Motion:** Phil Tarvers

**Second:** George Hitchcock

Open discussion of motion

**Vote: Y: 5      N: 0**

### **Motion Passes**

**Rex McKinsey:** The Cultural Bazaar rep will be here for the meeting of the 1/26/07.

**George Hitchcock:** What are our costs to help set up events?

**Rex McKinsey:** All set up is the event holder's responsibility. Traffic control is normal function of our daily

activities.

**Lee Ash:** How did this group find us?

**Rex McKinsey:** Bill Schneider, will double check.

## **Mooring Analysis**

Rex McKinsey presented info. Explained Dartmouth Approach to Fees

**Kerry Adams:** DEP has taken no action against this approach?

**Rex McKinsey:** Currently no.

**George Hitchcock:** Where did you get the waterways usage fees?

**Rex McKinsey:** \$50 Mooring Fee is based upon cost of mooring field maintenance. The waterways usage fees were set up to keep town revenue the same.

A motion was made to allow the Harbormaster to bring these rates before the Board of Selectman.

**Motion:** Kerry Adams

**Second:** George Hitchcock

Discussion of motion

**Vote: Y:** 4      **N:** 1

## **Motion Passes**

## **Special Agenda Items**

### **Annual Report**

Annual Report, to be included in the Town Annual Report, was presented to the board for approval.

A motion was made that hats and jackets with the PPPC logo be provided to all board members at cost ASAP.

**Motion:** Kerry Adams

**Second:** George Hitchcock

**Vote: Y:** 4      **N:** 1

## **Motion Passes**

Report reviewed and all typos corrected.

### **VSB Grant Application**

**George Hitchcock:** Can we put down our \$2500 in-kind contribution on the application?

**Kerry Adams:** The money that we have requested is for signage only?

**Rex McKinsey:** Yes, it does not cover all signage but it is a beginning. More work will be needed as we move forward.

**Kerry Adams:** Do we need to go to bid?

**Rex McKinsey:** Not if we do most of this ourselves.

**Lee Ash:** What happened to the other sign?

**Rex McKinsey:** It is due in 2 weeks.

**Phil Tarvers:** Wants sign details

**Rex McKinsey:** 1 on pavilion, 1 on courtesy float

A motion was made to accept the VSB grant request for money for signage

**Motion:** Kerry Adams

**Second:** Lee Ash

**Vote: Y: 5      N: 0**

**Motion Passes**

**Master Planning Discussion**

**Rex McKinsey:** Presented Master Plan

Discussion Followed

**Len Clingham:** Can we own our own tent and lease it out?

**Rex McKinsey:** Yes, but not all events need a tent nor a tent of the same size.

Conclude Master Plan for the “T” discussion due to the fact that it is a long term project.

**Retail Sheds on Pier Approach**

**Phil Tarvers:** Who is using the pier at it’s highest use time?

**Rex McKinsey:** Whale watches, ferry companies, events and festivals.

**Len Clingham:** Public Safety concerns? Police Requirements?

**Rex McKinsey:** This does mean more people in the roadway.

**Lee Ash:** Look at budget to see what we can spend and what kind of income to expect?

**Kerry Adams:** Likes the idea of artisans but feels that we should vary our tenants.

**George Hitchcock:** Stay away from food.

**Len Clingham:** Lets wait to see what the response will be to our ads.

**Lee Ash:** Comfortable with a couple of booths not comfortable with a lot of booths.

**George Hitchcock:** In order to have something for this summer we have to move ahead now.

**Phil Tarvers:** Will have to have a lottery to choose who will be allowed in the booths.

**Kerry Adams:** How many booths for this summer?

**Len Clingham:** 2 big booths

**Rex McKinsey:** To recap what was discussed: Just a couple of booths this year. Next meeting we will have a recap of responses from the public.

**Len Clingham:** Sooner rather than later we will need to decide on buildings/booths to be placed.

**Kerry Adams:** Look into the 2 large buildings at the head of the pier. Rex McKinsey to bring some #'s to the next meeting.

**Phil Tarvers:** Don't worry about the physical building. They can be delivered practically the next day.

**Lee Ash:** I Don't feel pressured. Correct that if we had 2 booths, 10x12 at the beginning of the pier @ \$2300 per booth and 1 at 10W.

**Rex McKinsey;** 8x20 would work better for us.

**Phil Tarvers** Discussed with Kathleen of HYA, that the 10X12 booths, when the double doors are open, people can see from outside without having to go into the booths.

**Lee Ash:** We should look at the budget to see what money is available for booths.

**George Hitchcock:** If we build a double at 10W would we pay for half or lease? A couple of booths at Lopes Square and set policy of what is allowed. Should be decided by next meeting.

**Lee Ash:** Stick with our policy that float owners return to their core business at their booths.

**Len Clingham:** The next meeting will have an agenda item for policy decision.

A motion was made that Rex McKinsey secure pricing information for booth cost, including delivery and setup with electrical hook up.

**Motion:** Kerry Adams

**Second:** George Hitchcock

Discussion of motion

**Vote: Y: 5 N: 0**

**Motion Passes**

A motion was made to adjourned the meeting @ 6:15.

**Motion:** George Hitchcock

**Second:** Lee Ash

**Y: 5**

**N: 0**

**Motion Passes**

Minutes Respectively  
Submitted by

John Davidson  
PPPC Administrative Assistant

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Len Clingham, Chair

Date