

**Town of Provincetown  
Visitor Services Board  
Meeting Minutes from  
September 17, 2008 3pm  
Caucus Hall**

**Members present: Rob Tosner, Kathleen Fitzgerald; Mick Rudd; and Michael Peregon**

**Members absent: Hersh Schwartz and Michelle Haynes, both excused**

**Staff: Jackie Kelly – Tourism Office Assitant, David Gardner - Assistant Town Manager**

**Lisa Bowden, Tourism Director - absent due to illness**

Meeting was called to order at: 3:06 pm

**AGENDA:**

**1. Public Statements:** None

**2. Tourism Director's Report:** Lisa Bowden, Tourism Director - absent due to illness

**3. Public Relations –** Marlo Marketing/Communications status

**4. New Business**

**Meeting Schedule:**

A new meeting schedule was proposed for first and third Wed. of the month at 3pm: Oct 1; Oct 15; Oct 29; Nov 12; Dec 3; & Dec 17 were set up for meetings, all on Wed at 3pm. Verify proposed schedule with Tourism Director.

**Website RFP**

We have received nine responses to the RFP - to date. Board discussion about bringing Beau Jackett – MIS Director, into the review process for his technical expertise and any one on the VSB member that has specific technical knowledge. The Assistant Town Manager discussed the process: generally 3 or 4 applicants make the final cut and then the Board will conduct an interview process/reference check. The board discussed some objectives to make the website look better, be easy for PTO staff to update, project timeline and databases.

**Holiday Decorations**

The Chair discussed a request from the PBG for \$1,200 from VSB for decorations for a match from the Chamber and the PBG for a total of \$3,600. Response: the board is interested, but questions how it will be used, and wants to know if Town Hall will be decorated for the holidays. All are in agreement that Town Hall should be decorated for the Christmas/New Year holidays. The PBG proposed meeting on one of the following: Sept 29, 30 or Oct 1, 2 or 3 to discuss purchase and use of decorations. It is suggested that Tourism Director attend to determine how that money will be used. Decorating Lopes Square is already planned, as it has been in past years, and will not use any of the funds being discussed. It was agreed that having a contest for decorations, when held, was beneficial; that it inspired more decorations in the years when it was held, and that last year, without a contest, saw fewer private properties decorated.

**Old Business**

**Bike Racks**

Mike Peregon discussed the huge need for bike racks as well as rehabbing the whole, shabby area around the bus depot. There are often 40 bikes chained to trees. He would like to see the Town install racks for 50-80 bikes there. His research shows that there are 69 town-owned properties which he will survey to see if they are suitable for bike racks. He wondered if it is appropriate to ask private folks to contribute space for racks-- (e.g. Aquarium Mall), and

whether grant money could be used to provide them. The Assistant Town Manager indicated the VSB can consider utilization of the Tourism Fund for beautification & enhancement within the guidelines. It is estimated that a rack for 16 bikes costs about \$600. During Town Hall renovations, the bike racks will not be available; Johnson Street needs racks; as well as Ryder St; the Bas Relief; the new Town Hall site on Jerome Smith; and the Freeman Street building. The Library now has 2 racks for about 18-20 bikes. Bike racks, and the support they give to biking is seen as important to the Town's efforts at greening. DPW and the Historic Commission will be asked for their input.

### **Town Hall Transition**

Questions arose about the use of benches and the spaces used by street performers in front of Town Hall during the renovations. The Assistant Town Manager indicated those issues will be answered during the renovation project. The VSB will put the move from Town Hall on the agenda, as well as signage for the public. The overall goal is to create a smooth transition for the tourists.

The Tourism Office will be the first to move, after Women's Week— around October 20, so as to be in place for Tour Guide Appreciation Day, October 31. The Pen Pals will be here during October to do the construction at the Freeman Street Building. A DPW crew will move the PTO out of town hall upon completion of the construction.

### **Town Phone System**

The Town Hall Voice Mail system is down for good and won't be fixed before the move. A new phone system is being installed at that location.

### **Next Meeting Agenda**

The next meeting will be held on October 1, 2008 at 3pm. Items for the agenda: new website and the renovation of Town Hall.

### **VSB Vacancy**

Jim Bakker is a candidate for the VSB from the arts community.

### **Waterfront Park**

Everyone loves the waterfront park; it is used by many. Landscaping it is next on the list.

### **PEDC Economic Planning Project**

Mike Peregon is on a steering committee involved in the planning process for the Town's economic growth. He would like to determine 10 or so very specific things to improve economy, e.g.: having an auto inspection station in town to serve the needs of the many local cars that must get a sticker at \$29 per year; promoting Provincetown as a retirement community; recognizing the amounts of money spent by and for that population -medical services, leisure activities, etc. Discussion about getting the input of second home owners

### **Approval of Minutes:**

**Motion: Move to approve the minutes of the Oct 22, 2007 meeting.**

**Motion: Rob Tosner Seconded: Michael Peregon Vote: 4-0-2 ab (MH, HS)**

**Nov 6, 2007 - no action taken, quorum not present**

**Nov 26, 2007 - no action taken, quorum not present**

**Motion: Move to approve the minutes of the Jul 11, 2008 meeting.**

**Motion: Michael Peregon Seconded: Rob Tosner Vote: 4-0-2 ab (MH, HS)**

**Motion: Move to approve the minutes of the Jul 25, 2008 meeting.**

**Motion: Rob Tosner Seconded: Michael Peregon Vote: 4-0-2 ab (MH, HS)**

**Motion: Move to approve the minutes of the Aug 1, 2008 meeting.**

**Motion: Michael Peregon Seconded: Rob Tosner Vote: 4-0-2 ab (MH, HS)**

**Aug 8, 2008 – no action taken; review at the next meeting**

Mick left the meeting at 4pm

The meeting adjourned at 4:25pm

The next meeting will be October 1, 2008 at 3pm

Respectfully submitted,

Jackie Kelly

Approved by \_\_\_\_\_ on \_\_\_\_\_ 2008  
Rob Tosner, Chair