

Provincetown Economic Development Committee Minutes
November 3, 2015, 3:00 p.m.
Caucus Hall, Provincetown Town Hall

Members Present: Steven Latasa-Nicks, Bryan Armstrong, Regina Cassidy, Michael Miller, Karen Cappotto

Absent: Jeff Krainess

Others Present: Town Manager David Panagore
Finance Director Dan Hoort

Meeting called to order at 3:02 p.m.

The Committee reviewed the minutes from October 20th and 27th.

Regina moved to approve the minutes. 2nd by Mike. Approved 5-0-0

The Committee discussed the winter schedule and vacation plans of Committee members.

Bryan updated the Committee on the WOMR radio interview. While the discussion was mostly on Provincetown 365 he discussed the Committee's mission and objectives, the grant process and provided an update on the Committee's work.

Michael updated the Committee on the proposed selection process of the RFPs. It was recommended that Town Manager Panagore be on the Selection Committee. The Committee agreed that the review and selection process would be structured as follows:

Phase I - RFP Review Process

The members of the Economic Development Committee (EDC), the Town Manager, the Finance Director and a Selectman.

Phase II – RFP Selection and Recommendation

Two members of EDC, Town Manager, Selectman, Business Leader, Arts Leader and Community Activist.

- Anna Meads attended the meeting and recapped the juried craft fair she attended in Stowe, VT. She said she discussed the idea of a Provincetown version with the producers of the event.
- Town Manager Panagore mentioned an upcoming meeting with the Undersecretary for Community Development on Thursday. He will attend and Mike will join him.

The Committee discussed the selection process criteria. Additional criteria might include:

- Quality of business plan
- Partnership with Community Development Partnership
- Accountability of grant recipient
- Sustainability of business model

The Committee agreed that the application must be from a Provincetown resident unless a substantial proof of exemption can be shown

The Committee agreed that there would be two areas for grants.

1. Micro grants of up to \$500 (a one page application).
2. General grants of up to \$5,000.

The Committee discussed the 'closed for the season' signs around Town and the message it sends to visitors.

Steven moved to ask the Zoning Board to look at seasonal signage. 2nd by Regina. Approved 5-0-0

The meeting was adjourned at 4:17pm

Minutes approved by Committee on 12/01/15