

**Provincetown Economic Development Committee**  
**Minutes: March 8, 2018**  
**Caucus Hall, Town Hall, 260 Commercial Street, Provincetown**

**4:15 p.m.**

**Members Present:** Regina Cassidy, Chip Capelli, Trevor McCarthy, Hersh Schwartz

**Excused:** Steven Latasa-Nicks, Steven Baker

**Staff:** Community Housing Specialist/Grant Administrator Michelle Jarusiewicz

*Members welcomed new member Hersh Schwartz.*

**Public Statements:** none

Grant Administrator Michelle Jarusiewicz mentioned that she discovered that there are many missing minutes for EDC. Each member should look through their files for notes, etc. and bring in or email. Gina Cassidy discussed that there was so much transition over past few years that different members took notes but they didn't always make it through the approval process.

Grant Administrator Michelle Jarusiewicz distributed summary spreadsheets for the 3 grant cycles. There was general discussion about the history and how the first round was an article, the next two rounds were in the budget, and the proposed article at town meeting returns to article form. Budgets are more restrictive on timing and it was challenging to go through the process and have the activities completed in timely fashion; if activities didn't happen, the funds were lost, i.e. returned to the general fund.

**Grant Guidelines Review:** revised micro and macro grant guidelines and applications were distributed. The Chair and Grant Administrator had met on 3/7/18 to discuss revisions. The overall documents were relatively the same, but some things like emphasis on priority for activities for off-season and preferably year-round were added. The Board of Selectmen [BOS] wants to have a joint meeting to discuss. Members were not clear on what the BOS is looking for or what they are concerned about. Some members thought it was about some awards that were "capital improvements" to buildings which drove the request. How do you define "capital improvement?" Some things "depreciate" like equipment; some "appreciate" like new windows. It appears the building related items were of concern.

Members agreed to review the draft documents and bring them back to the next meeting.

Members agreed that the joint meeting should be after town meeting; after they know if they have more grant money or not. Perhaps May 14<sup>th</sup>.

The Grant Administrator suggested that she could put a summary report of all the projects that would include the amount of funds expended, requested, project activity and results. That could be shared. She would also package the various reports from grantees for the EDC.

**Next Meeting:** Thursday, March 22 at 4:15pm

Adjourned 5:00 pm

*Minutes by: Community Housing Specialist/Grant Administrator Michelle Jarusiewicz*