

Provincetown Economic Development Committee
Minutes: March 22, 2018
Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

4:15 p.m.

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

Excused: Steven Latasa-Nicks

Staff: Community Housing Specialist/Grant Administrator Michelle Jarusiewicz

Public Statements: none

Grant Administrator Michelle Jarusiewicz mentioned that there are many missing minutes for EDC. Ms. Cassidy presented several which will be considered later in the agenda. All members should search their notes for any minutes that have not yet been approved as well as ask former members. She will bring a list of missing minutes in the future. Each member should look through their files for notes, etc. and bring in or email.

How to Start a Business Booklet: draft from Jeannette de Beauvoir and some staff comments were distributed. Members discussed format and content; preference for a smaller handout and need to be careful about advice. Steven Latasa-Nicks was point person and is not present. Original sub-committee included him and Michael Miller who is no longer on committee. There has been significant discussion about the vision for the document and commitment of the funds. Intent of document was more of a welcome with some pointers and resources, not so much a checklist. Challenge is how to address the issue with so many types of businesses; can't provide all the details. This draft has representative sampling. Members discussed changing the title, moving author's name, consider booklet style.

Trevor McCarthy: MOVE to approve \$1,000 invoice for Jeannette de Beauvoir for draft document *on How to Start a Business in Provincetown*; Chip Capelli second; approved 5-0.

Steven Baker: MOVE to appoint Chip Capelli and Trevor McCarthy as a subcommittee to edit the draft and bring back to the EDC; Regina Cassidy second; approved 5-0.

Grant Guidelines Review: revised micro and macro grant guidelines and applications were distributed at last meeting. Members discussed being comfortable with drafts although may need further tweaking. They still do not know what the Board of Selectmen are looking for. Members agreed that the joint meeting should be after town meeting; after they know if they have more grant money or not. Perhaps in May.

Member discussion about the need for additional PR and marketing about the grants including availability and what might be funded or not eligible. For example, discussion about services are included, especially year-round. Can do outreach to organizations such as PBG, Chamber of Commerce, could attend various meetings, and perhaps even a little door-to-door effort to try to reach those not involved with the business organizations. Members discussed the timing of the outreach and the due date. People are so busy in the summer that the focus has been to start in September.

Chip Capelli MOVE to appoint Steve Baker and Hersh Schwartz as marketing subcommittee; Hersh Schwartz second; approved 5-0.

Other:

Grant Administrator Michelle Jarusiewicz distributed updated summary spreadsheets for the 3 grant cycles noting that several 2018 grantees have already submitted for reimbursement and have submitted reports. She has asked them to follow-up with updates on results. She will also be putting together copies of the reports on file for members.

Minutes:

Regina Cassidy Move to approve the Minutes of 3/8/18, 12/6/16, 11/16/16, and 10/18/16 as presented; Steve Baker second; approved 5-0.

Next Meeting: Thursday, May 10th at 4:15pm. Members agreed to do subcommittee work and search for past minutes and bring them back to the next meeting.

Adjourned 5:23 pm

Minutes by: Community Housing Specialist/Grant Administrator Michelle Jarusiewicz