

**Provincetown Economic Development Committee**  
**Minutes: September 20, 2018**  
**Caucus Hall, Town Hall, 260 Commercial Street, Provincetown**

**4:19 p.m.**

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

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

**Public Statements:** none

**Select Board Joint Meeting of 9/10/18:** Members discussed their perspective of the joint meeting with BOS to discuss the economic development grant cycle documents and process. The discussion focused on CIP eligible projects. Issues appeared to be the windows at Charm and other items. Regina Cassidy said that she would like more guidance and clarification on what the BOS defined as “real property.” Perhaps their concerns could have been reflected in scoring criteria with extra points for priorities. The Select Board did vote that the economic development grants should foster new business and year round economic development and that grant funds cannot be used to improve real property. It seems that they were considering this to mean connected to buildings but technically many other items such as shellfish equipment technically could fall under that category. EDC members believe that there is misunderstanding by BOS members of what is “real property.”

Members reviewed and adjusted proposed timeline to:

Issue Request for Proposal	October 2018
Applicant Q&A Session	October 18, 2018, 4:15pm Town Hall
<b>Application Deadline</b>	<b>November 29, 2018, 5pm Town Hall</b>
Present Finalists to BOS	January 2019
Grants Awarded	January 2019 [tentative]
Grant Report Due	No later than December 31, 2019
Final Date to Use Grant	December 31, 2019

Regina and Trevor agreed to attend and conduct the Information Session. Regina and Hersh agreed to review the criteria. There was discussion about a handout highlighting the priorities including year round efforts over off-season; new startups over existing business with all things considered including viability of proposal.

Trevor McCarthy MOVE to approve the schedule as proposed; Hersh Schwartz second; approved 4-0.

Steven Baker MOVE to approve the economic development guidelines and applications as amended; Hersh Schwartz second; approve 4-0.

**Economic Development Planning:** Michelle Jarusiewicz asked them to save the dates of October 10 & 11, 2018 for a kick-off event.

**Next EDC Meeting:** Thursday, October 25, 2018 at 4:15 pm. Next agenda need to vote for a vice-chair.

Town Manager David Panagore stopped in at about 5:10 pm. Discussion included potential for power point presentation in future to highlight efforts, successes, misses.

Marketing for grant cycle: members agreed to do ¼ page ad, to appear twice, flyer, and media outreach such as Town Talk, WOMR... Hersh agreed to help distribute flyers.

**Minutes:** Regina Cassidy MOVE to approve the minutes for 7/12/18; Hersh Schwartz second; approved 4-0.

Adjourned 5:34 pm

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