

Provincetown Economic Development Committee Minutes
October 27, 2015, 3:00 p.m.
Community Development Conference Room, Provincetown Town Hall

Members Present: Steven Latasa-Nicks, Bryan Armstrong, Jeff Krainess, Regina Cassidy, Michael Miller, Karen Cappotto (alternate)

Absent: none

Others Present: Town Manager David Panagore
Finance Director Dan Hoort

Meeting called to order at 3:03 p.m.

The Committee discussed media talking points and the priorities for 2015.

Priorities include:

- Determine the criteria for evaluating RFP applications
- Determine who will score the RFP responses
- Move our 'quick wins' forward
 - CDP Training
 - How to create a new business (needs a team)
 - What's open calendar
- Support the process for creating a Ptown economic conditions report

Media Talking points include:

- Outline the background
 - Formed by town meeting, then started in July
 - Committee has been meeting weekly and has developed mission and objectives
 - Committee solicited community input and gained buy-in by the BOS
- By the end of the year the Committee hopes to have an RFP out for grants with an anticipated due date of 02/12/16 for applications.
- Committee proposes to have \$20,000 for larger grants and \$5,000 for micro grants

The Committee discussed the need to also plan out 2016 goals.

Karen mentioned we should highlight our path to achieving our objectives. The Committee is very diverse with broad backgrounds, but works very well together. The public should feel free to reach out to Committee members, either individually or as a group.

The Committee discussed which objectives to highlight. It was also discussed that the Committee wants to focus on data and be data driven.

Town Manager Panagore suggested getting groups together to find out what data they need. Ask in the form of 'We are doing a survey, what data do you need?'

The Committee assigned the task of designing and RFP to Mike and the data collection process to Bryan and Regina.

The Committee discussed the need to lay out the reimbursement process.

Jeff and Mike presented the possible scenarios for the judging process for the RFPs and Committee discussed the options and recommendations. Jeff and Mike will bring back their recommendation at the following meeting.

The meeting was adjourned at 4:05pm

Minutes approved by Committee on 11/03/15