

Provincetown Economic Development Committee Minutes
November 10, 2015, 3:00 p.m.
Judge Welsh Room, Provincetown Town Hall

Members Present: Bryan Armstrong, Regina Cassidy, Michael Miller, Jeff Krainess, Karen Cappotto

Absent: Steven Latasa-Nicks

Others Present: Town Manager David Panagore
Finance Director Dan Hoort

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

The members were reminded to get their winter schedules to Steven so he can plan future Committee meetings.

The Committee discussed the grant application or request for proposals (RFP). Mike is collecting data. The application will include the mission and objectives. He also mentioned that the application should include areas of interest that the Committee has discussed. The Committee will include parameters of what it expects and include 'exceptions will be considered based on merit' at the bottom of the application. The Committee discussed the timeline.

Dec. 7 The draft RFP is due to BOS Secretary for inclusion in the Board of Selectmen's (BOS) packet

Dec. 14 The draft RFP will be discussed with the BOS at their meeting.

Jan. 4 The RFP will be available to the public.

Feb 16 RFPs are due back to the Committee

Karen will work on publicizing the applications.

Town Manager Panagore suggested the Committee include a cover memo or executive summary for the BOSn.

The Committee will need to set dates for the review process.

Phase I – review by the Committee.

Phase II – review by the Selection Group and vote on recommendations.

Phase III – present to the BOS who vote to approve the grants.

The Committee discussed the eligibility parameters.

- The goal would be to 'Create, Enhance or Preserve jobs in Provincetown'.
- Grants must be utilized in calendar year 2016.
- Grants may be 100% with no matching funds required.
- Grantee must be current on all Town obligations.

Other discussion:

Dan will write disbursement segment as to how funds will be disbursed.

Karen will write piece on local sustainability.

The Committee will request that a business plan and timeline be included in the RFPs submitted.

Credit will be given to those who maximize local resources.

RFP should include bio of key personnel and one to three letters of support.

A draft will be reviewed at the Committee's next meeting.

The meeting was adjourned at 3:57pm

Minutes approved by Committee on 12/01/15