

**Provincetown Economic Development Committee Minutes**  
**December 8, 2015, 3:00 p.m.**  
**Caucus Hall, Provincetown Town Hall**

**Members Present:** Steven Latasa-Nicks, Bryan Armstrong, Regina Cassidy, Karen Cappotto

**Absent:** Michael Miller, Jeff Krainess

**Others Present:** Town Manager David Panagore  
Finance Director Dan Hoort

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

Steve discussed the winter schedule and mentioned that most weeks we have at least three people in town to meet quorum requirements. Tentative schedule is as follows:

12/29 – start conversation on Selection Committee  
01/19 – Continue Selection Committee discussion  
02/16 – Committee reviews micro grant applications  
02/23 & 03/01 – Selection Committee meets

The Committee then discussed the 2016 Grant Guidelines. The Committee needs to discuss the reporting requirements and timeline for reporting. The grant application must be specific to include a detailed budget. Expenditures must relate directly to the budget.

Bryan gave an update to the Committee on the Grow Smart seminars.

Town Manager Panagore gave an update of the Mass. Development meeting. UMASS Dartmouth may also be an option for commissioning a survey.

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Bryan suggested the Committee reach out to the Massachusetts Cultural Council.

The Committee reviewed the possible grant applications.

Town Manager Panagore reminded the Committee that they need to look at the process from the point of view of the applicant.

The Committee discussed the need for ‘How to Start a Business’ information.

The Committee discussed how we, as a town, can cut or reduce the bureaucracy that inhibits new business growth.

The meeting was adjourned at 4:10pm

Minutes approved by Committee on 01/19/16