

**Provincetown Economic Development Committee Minutes**  
**February 23, 2016, 3:00 p.m.**  
**Caucus Hall, Provincetown Town Hall**

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

**Absent:** Bryan Armstrong, Michael Miller

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

Meeting called to order at 3:00 p.m.

Steven mentioned that the Committee is on the next Board of Selectmen's (BOS) meeting for the micro grant recommendations. He is going to write a summary for each application and the rationale for the Committee's recommendation. Town Manager Panagore said the meeting is set up as a joint meeting between the BOS and the Committee.

Town Manager Panagore mentioned he wanted to set up a meeting between the new owners of Fisherman's Wharf and the EDC.

The Committee discussed whether a partial grant could be awarded to an applicant. It was agreed that while it is allowed it was not advisable.

Steven stated that the Committee needs to provide a scoring sheet for the Selection Committee to enable them to rate the grant applications.

The Committee spent a great deal of time discussing how to score the applications. The criteria can be divided into two categories.

1. What is the applicant goal in terms of economic development?
  - Economic Impact
  - Job Creation
2. How well can the applicant execute their plan and what is the likelihood of their success?
  - Project Excellence
  - Management Plan
  - Quality of Project Planning

After much discussion it was decided that both the applicant's goal and their ability to execute their plan were equally important. The Committee decided to award 50 points to each area and a minimum of 25 points must be achieved in each area for the applicant's grant application to be approved for recommendation to the BOS.

50 Points will be awarded as to the applicant's goal for economic development, 25 points for economic impact and 25 points for job creation.

50 Points will be awarded for the ability to execute the plan and the likelihood of the applicant's success, 15 for project excellence, 20 points for their management plan and 15 points for their quality of project planning.

Regina moved to approve the minutes of 12/15, 12/29 and 01/09. 2<sup>nd</sup> by Karen. Motion approved 4-0-0

The meeting adjourned at 4:23pm.

Minutes approved by Committee on 03/14/16