

**Provincetown Economic Development Committee Minutes**  
**March 1, 2016, 3:00 p.m.**  
**Caucus Hall, Provincetown Town Hall**

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

**Absent:** Bryan Armstrong, Michael Miller, Karen Cappotto

**Others Present:** Finance Director Dan Hoort

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

Steven has e-mailed the Selection Committee with an assortment of dates.

The tentative future schedule:

March 14<sup>th</sup> – Micro Grants are presented to Board of Selectmen (BOS)

March 28<sup>th</sup> – Full Grants are presented to Board of Selectmen

The Committee talked about the timeframe for the next awards cycle. Ideally grants would be awarded on December 1<sup>st</sup>. Working backwards would mean:

Recommendation goes to BOS on November 28<sup>th</sup>

Selection Committee would meet the week of November 7<sup>th</sup>

Deadline for submissions would be October 20<sup>th</sup> at 5pm

Issue the Request for Proposals on September 6<sup>th</sup>

Steven B suggested that the shorter window would make people more focused.

Steven L-N mentioned the Committee should do an informational session on September 13<sup>th</sup>

The Committee agreed we should review how we issue grants and the application itself. Steven B volunteered to do the first review and bring feedback to the Committee.

The goal of the Committee is to reach out to grant recipients with feedback form due at the end of the year. On the agenda for a July meeting is discuss the feedback outreach.

The Committee discussed the future direction and what goals should we have for 2016. Possibilities included:

- Streamline regulatory process
- Additional training classes by the Community Development Partnership
- Get an office for the Community Development Partnership to be in Provincetown one day a week
- Facilitate communications between the Tourism Office, the Chamber of Commerce and the Provincetown Business Guild
- Work on an 'How to Start a Business in Provincetown' guide
- Create a 'buddy system' to help new businesses in town
- A community incubator work space
- How do we help existing businesses grow

Steven L-N suggested he could talk to the Committee Chairs to ask them about streamlining their process. At some point the entire process needs to be mapped out for each type of business. It will help us to streamline the processes and help new businesses to understand the process.

The meeting adjourned at 4:28pm.

Minutes approved by Committee on 03/14/16