

**MEETING OF THE VISITOR SERVICES BOARD  
CAUCUS ROOM – TOWN HALL  
JANUARY 13, 2004 AT 10:00 A.M.**

Present: Steve Melamed, Barbara Rushmore, Lynne Davies, Rose Basile, Mick Rudd

Absent: Pasquale Natale, Michael Van Belle

Staff: Patricia Fitzpatrick, Tourism Director; Pam Hudson, Administrative Assistant; Rex McKenzie, Pier Corporation

Others: Ellen Freeman, prospective member

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Mr. Melamed called the meeting to order at 10:07 A.M.

1. **Mr. Rudd moved that the Minutes of January 6, 2004 be accepted as amended. Ms. Basile seconded. So voted 5 – 0.**
2. Municipal Grant Application Forms: Ms. Davies and Ms. Rushmore, who have volunteered to oversee VSB expenditures on the shuttle and other municipal grants, presented a sample grant application packet for discussion and review. The following suggestions and recommendations were made by the Board:
  - December 1 was suggested as the deadline date.
  - “Additional copies may be required” should be added.
  - There should be a space for Department.
  - The word “paid” should be inserted before “invoices” and also in the next-to-last paragraph.
  - The sentence regarding the timing of disbursements should be revised to read the “current fiscal year”.
  - The words “located in the Town of Provincetown” should be deleted.
  - The line regarding design should be deleted.

Ms. Davies agreed to make the suggested revisions and to email the revised version to the members for their further consideration and review.

**Ms. Rushmore moved that the guidelines and application be accepted with the suggested revisions and be submitted to the Board of Selectmen in a joint meeting. Ms. Basile seconded. So voted 5 – 0.**

3. Some of the history of the VSB was reviewed for the benefit of the newer members. Topics included the budgeting and planning process and the accounting adjustment that is commonly referred to as the “one-time surplus”.
4. Shuttle: Ms. Rushmore distributed figures showing the actual cost of the shuttle to the Town as compared with the amount budgeted by the VSB. She informed the Board that the Town Manager has suggested that municipal expenses be reimbursed based upon paid invoices, as is the procedure with promotional grants.

There was discussion about the original intention of devoting 25% of the Tourism Fund to municipal purposes that enhance tourism. Questions arose as to the possibility that, by allowing unspent funds to go into the General Fund, the VSB has not properly carried out its oversight responsibilities. It was suggested by Mr. Melamed and Mr. Rudd that the VSB’s responsibility in this area be discussed with the BoS during the proposed joint meeting.

Ms. Rushmore proposed that in FY 2005, the amount allocated to the shuttle be reduced to \$0 and that from FY 200 forward, the amount budgeted should reflect the amount that was actually billed on the cherry sheet for the previous season. She proposes that in FY05, the \$50,000 currently allocated to the shuttle be spent instead on municipal grant for special projects.

5. Pam was directed to provide accounting spreadsheets to the members on a regular basis.

6. Pier Corporation Grant Applications: Mr. McKenzie reviewed the three proposals that were submitted at the meeting of January 6, 2004. Mr. Melamed suggested that the DPW may have some designs for signage available that the Pier Corporation could work with. Mr. Melamed cautioned that the total amount available for municipal grants would probably be around \$32,000, not \$50,000. Mr. McKenzie reiterated that he hopes to work with the VSB over the years to achieve mutual goals.
7. Other Municipal Grants: Ms. Rushmore distributed a list of municipal grants that have been applied for in the past. The Board reviewed the list and edited it based on past history and on discussion of each project. The following were selected as priority projects: Pier Corporation (three projects), library and skateboard park.

Discussion:

- Skateboard Park: The skateboard park is \$15,000 short of meeting their budget. Mr. Melamed suggested that whoever is in charge of the project should put in a formal application. Ms. Rushmore agreed to contact them.
- Library: They too should submit an application.
- Pier Corporation: **Ms. Rushmore moved that, because putting benches on the Wharf would be an enhancement of tourism, \$10,000 be granted to the Provincetown Public Pier Corporation from the VSB Municipal budget for benches. Mr. Rudd seconded.**

Discussion: It was pointed out that \$10,000 is more than the entire cost of the project, which is \$9,769, and that VSB grants do not exceed 50% of the cost of the project.

**Ms Rushmore amended her motion to change the amount to 50% of \$9,769 (\$4,884.50) and to add “from the FY04 budget”. So voted 4 – 0 – 1.**

**Ms. Rushmore moved that the 50% matching requirement be waived and that the full amount of \$9,769 be granted. Ms. Basile seconded. So voted 5 – 0.**

It was suggested that there be no further consideration of grant applications at this meeting. Mr. McKenzie clarified that the \$60,000 for the pier signage project covered both design fees and execution.

The meeting adjourned at 12:40 P.M.

Promotional grants are due to be discussed at the meeting of February 3, 2004.

The next meeting is scheduled for Tuesday, January 20<sup>th</sup>.