

Council on Economic Development

Minutes

Meeting: August 23, 2005, 11:00 am

Judge Welsh Room

Present:

Members: Steve Melamed, Gabby Hanna, Paul DeRuyter, Bill Dougal, Richard Brunson

Staff: Acting Assistant Town Manager/Grant Administrator Michelle Jarusiewicz,

Facilitator : Vicky Keith

Chair Steve Melamed called the meeting to order at 11 AM.

The Chair introduced Richard Brunson to the other members.

Structuring of the Board was begun as follows and future meetings were set for Wednesday's at 10 AM as follows : 08/31 - 09-07 -9/14 - 09/21 and 09/28. The Agenda for the meeting of 08/31 is posted as required at Town Hall.

The Board voted 5-0 to conduct weekly meetings as we bring ourselves up to speed and on line with the needs of the Board of Selectmen.

The meeting was turned over to our facilitator to assist us in our structuring and prioritizing endeavors. The resulting (work is still very much in progress) priorities goals, initiatives etc are listed below.

Provincetown Council on Economic Development

Purpose : To advise the Board of Selectmen on the development of strategies consistent with the Local Comprehensive Plan which will foster a sustainable year-round economy for Provincetown.

Definition of economic development: [To Be Determined at 8/31 meeting](#)

Goals/objectives of Council: [To Be Determined at 8/31 meeting](#)

Short term:

Long term:

Scope of work: [To Be Determined at 8/31 meeting](#)

Role of Council:

To produce results

To identify and eliminate those things that prevent us from getting results on the economic front

To serve as the catalyst and advocate for economic results

To serve as an active "think tank" for economic development

By being the discipline that keeps all entities connected

By building coalitions

By setting strategy and priorities

Role of the Council vis-à-vis the BOS:

Responsive to the board

Partner with them

Reason with them

Link between BOS and business community

Interpret economic sector needs

Challenge the assumptions of the BOS

Role of chairman of the Council

Call meetings
Keep things moving and glued together
Bring lunch

Role of membership of the Council:

Council of equals

Strategy/ approach for getting tangible results

1. Identify the economic engines (tourism and waterfront)
2. Focus on the engines. Make a difference there. Grow critical mass.
3. Build momentum

The Adams Grant is the model to use to build economic development

Strategy/ approach for building the long term economic development plan

1. Identify economic sectors:
 - Tourism
 - Health Care
 - Waterfront/ fishing
 - Construction
 - Education
 - Arts & Culture
2. Define economic baseline vis-à-vis the sectors (What do they contribute to the economy? How do they contribute?)
3. Initiate dialog and develop linkages between each sector and economic development (i.e. figure out their objectives, plans, missions, roles, business plans, etc.)
4. Identify investments, strategies and incentives needed to produce economic development in each sector.
5. Establish the ROI on each potential investment (measured by increase in year round residents, increase in affordable housing, contribution to the economy)
6. Link economic development plan with the affordable housing plan.
7. Establish routine reporting mechanisms and ongoing communication to key constituencies.

The meeting was adjourned at 12.38 PM.

Respectfully submitted,

Steve Melamed
Chair

Plan for Setting up the Council on Economic Development

At meetings on 8/23 and 8/31

1. Get organized. Agree on:

- Purpose of the council

- Definition of Economic Development

- Goals and objectives

- Scope of work

- Image of council

- Roles:

 - Council

 - Chairman

 - Membership

 - Board of selectmen

 - Other entities

- Processes

 - Prioritization process

 - Decision making process

 - Communication process

 - Engagement process (ex. Engage VSB, etc. when talking about tourism)

 - How to do the "short term work"

 - How to "do the work"

2. Understand the scope of work

 - What is in scope

 - What is out of scope

 - Ex. What do we take a stand on?

3. Identify opportunities

 - Consolidate opportunities into workable areas

 - Prioritize/ decide where to start

4. Continue the work (Adams Grant jump start)

 - Start the long term foundational work