

Provincetown Economic Development Committee
Minutes: January 9, 2019
Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

4:17 p.m.

Review Team Members Present: Trevor McCarthy, Hersh Schwartz, Steven Baker as Facilitator, Lisa Westervelt, Marian Peck
Staff: Community Housing Specialist/Grant Administrator Michelle Jarusiewicz
Public: Ian Edwards

Public Statements: none

FY 2019 Economic Development Grant Applications:

Facilitator Steve Baker outlined the process and handed out forms and scoring guidelines. He explained that it was possible to remove applications up front if deemed ineligible such as incomplete or outside the mission scope or wait until the scoring happens. The Select Board has priorities and has had issues with some physical improvements to properties such as counters; they ultimately award. Each application will be scored individually and then compared to other grant applications; could establish a cut-off score; committee usually tried to be flexible.

Members discussed some applications that should or should not be considered. Members agreed that the following applications were not eligible:

- Farmer's Market: Late submission past the deadline; given the large number of applications and limited funds need to be strict about that.
- Peg & Dick: request to build a studio in a home; improvements to private real property.
- Funk & Schuster: install industrial heating system, also improvements to real property

Members had general discussion of allowable activities.

All members scored each application individually. Steve Baker tallied scores.

Maximum combined score is 400 points; some discussion of cut off at 250 points; \$24,000 total funds available.

Points	Applicant	Description
320	Ian Edwards	TEDxProvincetown 2019
305	Kristen Becker	End of Earth Comedy Festival
295	Alex Brown	Victory Fisheries
285	Christine Walker	Provincetown Film: Jamaican series
272	David Flattery	CC Bay Shellfish
270	Shoal Hope Ciderworks	Purchase can-seamer
255	Aquaculture Vessel	Famiglietti & Staniscia
255	Ian Edwards	BROTO
255	Daniel DeGruttola, Jr.	Outer Cape Oyster
255	Ted Cozmay	Provincetown Oyster
245	Danielle Niedzielski & Meghan O'Connor	Captain's Daughters
235	Christopher Wilson	Wilson Handyman Services
230	Charlene Donaghy	Tennessee Williams Theater Fest
225	Michael Miller	ptownie

Members discussed overall desire to support the shellfish requests; many got funds last year but had a tough year due to storms. There was also general support for new applicants as a priority. Also to be considered is project economic impact [high] vs. job creation [low]. Members discussed various award amounts and other considerations. Members had lots of discussion about various amounts for different applicants within the maximum \$24,000. Members also discussed some conditions such as restricting the Jamaican series at the film festival to local programming.

Activity	Applicant	new applicant?	Micro Amount	Macro Amount	EDC Recommendation	Pre Start-up	Start-up	Established
micro (4)								
Artist Assistant to Gallery/website	Laura Shabott	yes	1,000					✓
Improvincetown: website launch	Katie Pendemos	yes	1,000		500		✓	
Provincetown Day of the Dead Festival	Dawn Walsh		1,000					✓
Simple Way of Life dba Arcadia Purchase lockable storage cabinets	Jay Gurewitsch	yes	1,000		500			✓
macro (17)								
Aquaculture support vessel	Famiglietti & Staniscia			5,000.00				✓
BROTO	Ian Edwards			5,000.00	2,500			✓
CC Bay Shellfish Co	David Flattery			5,000.00	1,500			
End of Earth Comedy Arts Festival: website build out & launch	Kristen Becker	yes		3,000.00	3,000	✓		
Funk & Schuster	Bill Evaul	yes		5,000.00		✓		
Outer Cape Oyster Co.	Daniel DeGruttola Jr.			5,000.00	1,500			✓
Peg + Dick LLC	Karen Cappotto	yes		5,000.00				✓
Provincetown Film Society: Jamaican series	Christine Walker			5,000.00	1,250			✓
Provincetown Oyster LLC	Ted Cozmay			5,000.00	1,500			✓
PT Farmers Market	Katherine Sanders	yes		5,000.00				✓
PT Tennessee Wms.Theater Fest	Charlene Donaghy	yes		5,000.00	1,250			✓
ptownie	Michael Miller	yes		5,000.00	1,250			✓
Purchase can-seamer	Shoal Hope Ciderworks LLC			2,724.00	2,500			✓
TEDxProvincetown 2019	Ian Edwards	yes		5,000.00	5,000		✓	
The Captains Daughters	Danielle Niedzielski & Meghan O'Connor	yes		5,000.00				✓
Victory Fisheries	Alex Brown			4,195.50	1,500			✓
Wilson Handyman Services	Christopher Wilson	yes		2,697.95	1,250		✓	
totals:			4,000	77,617.45	25,000			
				81,617.45				

Trevor McCarthy MOVE to recommend macro-grants as listed above; Hersh Schwartz second; approved 4-0-1 [SB]

Next step will be to put package together to give to Select Board for approval.

Lisa inquired if the shellfish applicants know of other resources? She supports them and would like to see further discussion; perhaps at a future agenda item.

Adjourned 5:57 pm

Minutes by: Community Housing Specialist/Grant Administrator Michelle Jarusiewicz

REVIEW CRITERIA:

Economic Impact [25 points]

Examples include, but are not limited to:

- Creating or enhancing jobs (minimum requirement of all applications)
- Producing new revenue
- Increasing economic activity by residents and visitors
- Economic Development as pertains to the Arts
- Demonstrates a benefit to town of Provincetown

Job Creation [25 points]

Examples include, but are not limited to:

- Evidence of year-round job creation (or a portion there of)
- Evidence of seasonal job creation (or a portion there of)

Project Excellence [15 points]

Examples include, but are not limited to:

- Merit of project
- Quality and creativity of the project's design
- Qualifications of key personnel
- Demonstrated evidence of sustainability once grant funds are used
- Evidence of local support for the project

Management Plan [20 points]

Examples include, but are not limited to:

- Clarity and feasibility of budget, sustainability, timeline and evaluation plans
- Effective business and marketing plan

Quality of Project Planning [15 points]

Examples include, but are not limited to:

- Proposed project is appropriately sized, relative to capacity of organization
- Evidence of ability to execute on proposal
- Evidence of feasibility and proper planning
- Project budget is complete and, if necessary, informed by professional third-party bids
- Demonstrated ability of leadership team and key contracted personnel
- Project timeline demonstrates commitment to completion by final date outline at the beginning of this document.