

District Improvement Financing (DIF) Program Advisory Committee

A District Improvement Financing (DIF) Program Advisory Committee is to be established in order to manage allocations of the [Downtown Hyannis DIF Program](#).

The purpose of the DIF Program is to utilize new growth revenue generated within the Hyannis Growth Incentive Zone to both stimulate additional investment (and therefore generate additional new growth revenue) and improve quality of life for residents in the area. Furthermore, a priority of this program will be to utilize funding to leverage additional state and/or federal funds for capital projects.

Per the Town's [approved DIF plan](#), projects that can be funded must fall into the following categories:

- Public infrastructure improvements
- Arts + Culture projects
- Placemaking in public spaces and public realm beautification projects
- Small business façade grant program
- Program administration

Purpose of the District Improvement Financing Advisory Committee

This advisory committee will be responsible for meeting with town staff to review and vote on allocations of the DIF fund. Furthermore, the committee will be responsible for providing oversight of the DIF program by regularly reviewing the status of previously funded projects.

Committee Appointments

The DIF Advisory committee will consist of the twelve (12) following members:

- **Town of Barnstable Finance Director***
- **Town of Barnstable Director of Assessing***
- **Town of Barnstable Director of Planning & Development***
- **Hyannis Main Street Business Improvement District (BID) representative**
- **Town of Barnstable Comprehensive Financial Advisory Committee representative**
- **One member of the Hyannis Main Street Waterfront Historic District Commission**
- **One at-large business representative from precincts 8, 9, or 13 not located inside the Hyannis Main Street Business Improvement District**
- **Two at-large resident representatives from precincts 8, 9, or 13**
- **The three Town of Barnstable Town Councilors representing precincts 8, 9, 13**
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**Town staff will be non-voting members of the committee*

The three at-large positions (one at-large business representative and two at-large resident representatives) will be appointed through the town's established appointment process. The appointments committee will interview any applicants for these positions and provide a recommendation to the Town Council for an appointment. For the Hyannis Main Street Business Improvement District (BID) and Comprehensive Financial Advisory Committee (CFAC) representatives, a request will be made to these organizations to appoint a representative.

With 9 voting members on the committee, a quorum will be considered 5 voting members.

Member Requirements and Expectations

The District Improvement Financing Program Advisory Committee (DIFC) shall be a public body subject to the Open Meeting Law (“OML”). The members of the DIFC shall be “municipal employees” for purposes of the state Conflict of Interest Law, and if so voted by the Town Council, the members shall be “special municipal employees” for purposes of the Conflict of Interest Law. DIFC members will need to be sworn in by the Town Clerk. DIFC members shall be provided educational materials on the OML and the Conflict of Interest Law and shall comply with the training and education requirements of both laws.

Members shall be residents or property owners in the Town. The DIFC shall elect a Chair from among its members, who shall conduct meetings and act as point of contact to staff for the scheduling and preparation of meetings. The DIFC shall elect a Vice-Chair from its members who shall perform the duties of Chair in his/her absence. The DIFC shall elect a Clerk from among its members, who will work in cooperation with staff to prepare minutes and post meeting notices in compliance with the OML.

There will be three standing meetings for this committee – one in September to review funding amounts and approve allocations, and another in June to review a report on progress of previous allocations. Additional meetings will be held as necessary, specifically when reviewing and approving allocations.

Staffing Assistance

Staff from the Planning and Development Department shall provide staff support to the District Improvement Financing Program Advisory Committee.

The appointments committee will be accepting letters of interest and resumes from the following Precincts 8 -9 -13 to appoint two at-large residents from these precincts, as well as a business representative (not located in the Hyannis BID)

Please send your letter of interest and resume to Cynthia.lovell@barnstable.gov