Executive Committee Meeting Minutes
Virtual Meeting
July 9, 2026

Call to Order - Chairman Tom Wilson called the Executive Committee meeting to order at 2 p.m. He announced that the meeting is being held virtually pursuant to Chapter 20 of the Acts of 2021, as amended. He read some instructions for meeting participation:

> If anyone wishes to speak, please raise your hand and wait to be recognized. He asked members to make sure their camera is turned on if they are raising their hand to speak.
>
> To raise hand, click on the "Raise Hand" icon. On some versions of ZOOM, the raise hand may be under the "More" icon on the bottom of your screen. For those who called in by telephone by press *9. You will be recognized by name when it is your time to speak. If anyone is having a technical issue, use either the chat box on your screen or call (508) 362–3828 and staff will assist you.

He noted that this meeting is being recorded for the purpose of creating minutes and that a roll call vote will be taken on each vote today. The names of members who are remotely participating will be announced as attendance roll call is taken.

Attendance Roll Call
Tom Wilson – Present
Kevin Grunwald – Present
Elizabeth Taylor – Present
Douglas Fromm – Present
Dennis Prebensen - Present

Also in attendance: Michael McGee and Catherine Ledec

Review & Approval of Prior Meeting Minutes –Upon a motion by Kevin Grunwald seconded by Douglas Fromm, members voted as follows to approve the 4/2/2026 Executive Committee meeting minutes:
Tom Wilson – Yes
Kevin Grunwald –Yes
Elizabeth Taylor – Yes
Douglas Fromm – Yes
Dennis Prebensen – Yes

Upon a motion by Kevin Grunwald seconded by Douglas Fromm, members voted as follows to approve the 4/2/2026 Executive Committee Executive Session meeting minutes:
Tom Wilson – Yes
Kevin Grunwald –Yes
Elizabeth Taylor – Yes

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Douglas Fromm – Yes
Dennis Prebensen – Yes

Executive Director's Report

- Staff are continuing work on the regional open space plan, holding meetings with relevant state and federal entities. This week meetings were held with local land trusts in Dennis, Mashpee and Eastham. I presented an overview of the process to the Assembly of Delegates last month and before that to the Barnstable County Commissioners.
- Continuing to participate in meetings of the Canal Bridges Advisory group and the Cape and Islands Bridges Coalition. On June 26th, State officials announced that the federal environmental review was completed clearing the way for final permits and securing $1.2b in federal funding to replace the Sagamore Bridge. MassDOT continues its work to design the bridge's subsurface and is soliciting bids, due in late July, from contractors for the bridge replacement. There is no information yet on funding for the Bourne bridge replacement. MassDOT is hosting a design public hearing on July 23rd at Bourne High School, 6-8 pm.
- A huge win was announced for the Yarmouth Route 28 improvements project. Commission staff identified and led the development of the BUILD (Better Utilizing Investments to Leverage Development) grant application for a $25m award, which was announced this week.
- Planning is underway for the 2026 OneCape Summit. We expect to have a contract executed soon for a November 16th event. Following contract execution, we'll release a Save the Date notice.

Admin/Finance

- Ms. Senatori has received positive feedback following the successful Commission member workshop on June 25th in Harwich at the Old Bank Street Fire Station. In addition to several staff presentations and time to discuss relevant topics, the day featured an optional ½ mile walking tour with Mike Lach, Harwich Conservation Trust, along the All Persons Trail at the adjacent Cold Brook Preserve. She thanked members who were able to participate and asked for any additional feedback committee members may have.
- As it takes several weeks to close the required accounting for the year, an update on revenue, expenditures and the Cape Cod Environmental Protection Fund balances for Fiscal Year 2026 that ended on June 30th will be shared with the committee in August.
- Some sad news to share. John (JD) Harris' wife passed away late last month.

Update on Potential Purchase of Commission Office Building

Kristy Senatori provided some background information about the commission's current office space and its challenges, staff's lengthy search for a suitable property to purchase and need for future financial stability. She showed a map showing its location relative to our current office, a site plan and some pictures of the property at 1330 Phinney's Lane in Hyannis. She also shared with the committee several consultants with which staff are working on this project, including Commission counsel, Hemenway & Barnes.

Gail Coyne provided additional information on the due diligence completed to date including a Phase I Environmental Assessment/Asbestos Assessment, a building inspection, an existing

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conditions plan, and work with the architect from an initial fit test through schematic design. She noted that to address the condition in a variance on the property, the Commission needs the Zoning Board of Appeals. Before applying to the ZBA, the Commission first needed to go through Informal and Formal Site Plan Review. Both were approved and the ZBA hearing on the project is anticipated to be on August 26th.

She noted next steps include preparing an American Land Title Association survey, requested by counsel and the title company. Staff are awaiting an initial cost estimate and are working with county administration on a memorandum of understanding regarding ownership of the property. If successful at the ZBA, the closing would likely take place within thirty days of the appeal period and receipt of a formal ZBA decision. Construction plans would be developed to issue a Request for Proposals for the renovation.

Ms. Senatori and Ms. Coyne responded to several questions from members. The Commission's existing lease runs through November 2028, and the building owner is being kept informed about the purchase process. Parking isn't expected to be an issue as staff continue to work with a hybrid schedule. The renovation is expected to be extensive, resulting in two conference rooms equivalent to or superior to those in the current office. Fully in person Commission meetings would continue to be held in the Mary Pat Flynn conference room. There is sufficient land on site to potentially add additional parking in the future.

Executive Director's Annual Performance Process and update on Contract Status
Ms. Senatori told committee members that her three-year contract will be expiring in early October this year and that, like several years ago, she will need to begin the process with the county commissioners to negotiate a new contract. She reminded the committee that although the recommended the commissioners award a five-year contract term, the commissioners disagreed and instead executed a contract with a three-year term. Noting that it will soon be time for her annual performance evaluation, she wanted to review the process and timeframe for the committee. She reminded committee members that like last year, she will present her self-assessment to the committee and solicit feedback regarding her performance, achievement of goals and establishment of goals for the upcoming year. Ms. Senatori asked Gail Coyne to review some additional details.

Ms. Coyne reported that per Ms. Senatori's employment contract and the process established by the county commissioners, the Executive Committee will review and provide feedback to the Employee on the following:

- organizational performance including achievement of prior year goals,
- executive leadership,
- program development,
- communications and community relations,
- regulatory compliance,
- fiscal responsibility.

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The Executive Committee submits feedback in writing to the county commissioners by the end of August including recommendations for any areas of focus, and a list of agreed upon goals for the upcoming year to the commissioners, typically in a letter signed by the Chair.

Ms. Senatori then meets with the commissioners and reviews the self-assessment and information provided by the Executive Committee. The commissioners conduct their evaluation and potentially refine goals and priorities.

Ms. Senatori noted that any revisions to her goals will be shared with the Commission's Executive Committee and should significant differences or conflict exist between the goals established by the Executive Committee and those established by the Commissioners, she will meet with both bodies to resolve. She added that she will be presenting her self-assessment at the first meeting in August and if additional time is needed by the committee, the discussion could continue to the second August meeting.

New Business - none

Adjourn

Upon a motion by Elizabeth Taylor, seconded by Kevin Grunwald members voted as follows to adjourn at 2:32 p.m.:
Tom Wilson – Yes
Kevin Grunwald –Yes
Elizabeth Taylor – Yes
Douglas Fromm – Yes
Dennis Prebensen – Yes

Documents Used/Received:

- Draft 4/2/26 Executive Committee and Executive Committee executive session minutes
- PowerPoint slides of the 1330 Phinney's Lane property

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