Executive Committee Meeting Minutes
Virtual Meeting
August 27, 2025

Call to Order - Chairman Tom Wilson called the Executive Committee meeting to order at 2:00 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
Richard Roy – Present
Kevin Grunwald – Present
Douglas Fromm – Present
Elizabeth Taylor – Present

Review & Approval of Prior Meeting Minutes – Commission Counsel Jessica Wielgus introduced a minor addition to the draft minutes. She added the Ocean Conference Room as the specific meeting location as was noted on the agenda. Upon a motion by Kevin Grunwald seconded by Doug Fromm, members voted to approve the 8/14/25 Executive Committee meeting minutes as amended as follows:
Tom Wilson - Yes
Richard Roy – Yes
Kevin Grunwald – Yes
Doug Fromm – Yes
Elizabeth - Abstain

Executive Session: At 2:05 p.m., the Chair said he would like to take a roll call vote to enter into executive session for purpose one of the Open Meeting Law, Massachusetts General Laws, Chapter 30A, Section 21, which is: to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, or more specifically, to discuss the Open Meeting Law complaints filed by Ronald Beaty dated August 14, 2025 and August 18, 2025 brought against the members of the Cape Cod Commission and its

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Executive Committee for their meetings held on August 14, 2025, with a return to public session. Committee members voted as follows:

Tom Wilson – Yes
Richard Roy – Yes
Kevin Grunwald – Yes
Doug Fromm – Yes
Elizabeth - Yes

At 2:30 p.m., public session resumed.

Executive Director Review - Executive Director Kristy Senatori reminded members that on August 14th the committee met where she previously presented an overview of the past year's accomplishments and outlined goals for the year ahead. She continued her self-assessment by providing a list of accomplishments in the performance review categories established by the Barnstable County Commissioners in her employment contract. This is an opportunity to continue her self-evaluation and get some feedback from members.

Organizational Performance/Achievement of Prior Year Goals

- Initiate update of the Regional Policy Plan. She noted that this is in the public comment period.
- Implement the Comprehensive Economic Development Strategy.
- Advance water quality improvements/Freshwater Initiative and Cape Cod and Islands Water Protection Fund/Management Board support – on-going support and funding distributed to towns
- Complete Regional Housing Strategy – cited work on housing, seasonal committee
- Focus on Community Engagement and Communications – a priority of hers for some time. Boards visits and the OneCape conference.

1. **Executive Leadership**

Effectively carries out the role of Chief Executive Officer of the Cape Cod Commission.

Implements the Cape Cod Commission Act by attracting and retaining appropriate staff expertise. Establishes a clear sense of direction for staff in support of the agency's mission. Ensures goals and objectives are accomplished.

2. **Program Development**

Responsible for implementing the Cape Cod Commission Act.

Exercises overall responsibility for directing and coordinating the planning/community development, regulatory, natural resources, transportation, and strategic information programs.

Secures public and official support for Commission programs and policies.

- Housing strategy
- Freshwater Initiative

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- Comprehensive Economic Development Strategy and Data Cape Cod
- Online tool development

3. Communications/Community Relations

Manages a robust communications team. Engages diverse audiences; solicits ideas and feedback from stakeholders.

Numerous speaking engagements and interviews. Project specific meetings/hearings.

Keeps others informed and seeks input on issues, needs, and operations, as appropriate.

- Develop/maintain strong working relationships with county elected officials (Assembly of Delegates, Barnstable County Commissioners), regional nonprofits
- Outreach/presentations to local boards
- Effective use of communication tools including website and social media

4. Regulatory Compliance

Oversees the Commission's regulatory program ensuring compliance with requirements of the Cape Cod Commission Act.

Ensures staff, applicants, and commission members understand the procedural and other requirements and limitations of the Commission's regulatory authority.

Secures technical expertise and other resources necessary to evaluate a proposed project, incorporating the application of principles of general land use, environmental, administrative and municipal law. Ensures legal adequacy of actions taken and decisions rendered.

Completed update to Development Agreement Regulations.

Oversees litigation and litigation budget as needed.

5. Fiscal Responsibility

Develops and implements balanced budgets for Commission operations.

Oversees the Commission's fiscal operations including receipt and expenditure of funds, payroll, procurement and grants management. Coordinates with County administration and finance as appropriate.

Ensures adequate staffing and other resources to maintain knowledge of policies and requirements of applicable federal and state funding sources and ensuring compliance with same to remain successful in attracting grant funds.

- Balanced budgets
- Able to attract outside funding - $3 million awarded this year
- Increased Cape Cod Environmental Protection Fund balance and reserves

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Goals for 2026:

Adoption of Regional Policy Plan, implementation of recommendations and updated technical guidance

Implementation of Freshwater Strategy recommendations, expansion of freshwater monitoring and analysis

Implementation of Regional Housing Strategy recommendations including Year-Round Housing Incentive programs

Initiative development, and coordinate community engagement, of a Regional Open Space Plan

Increase public outreach and community engagement on regional plans and programs

Ms. Senatori opened it up for questions or to review anything from the PowerPoint presentation.

Feedback from Members:
Elizabeth Taylor questioned how the Healy administration's focus on habitat affects the Commission and could we benefit from funds being made available. Ms. Senatori responded that she attended the state's announcement and said there will be close coordination and ensuring the administration considers the Cape in its efforts.

Kevin Grunwald said at the last meeting he raised the issue of how much time she is spending with community engagement. Suggested adding to the last goal: Increase Public Outreach utilizing other staff when appropriate. Ms. Senatori said she includes other staff and empowers them to do this.

Mr. Grunwald also asked if there needs to be a contingency plan for any catastrophic loss of grants. Ms. Senatori said staff have given a significant amount of thought to this. She does this on an ongoing basis, as well as with the annual budgeting. She couldn't agree more. Mr. Grunwald complemented her on a very accurate self-assessment.

Ms. Taylor noted that having been involved in several Regional Policy Plans, there seemed to be a drastic decline in public involvement at our meetings and feels like the public isn't engaged any more. Ms. Senatori said there is significant engagement on many of our projects. Continuing to outreach on this. This Regional Policy Plan isn't a major update, so she thinks it's not from lack of trying, but rather there are not many comments on the changes being proposed.

Richard Roy agreed with Ms. Senatori. He heard some comments but feels we must be right on point with this update. Staff are doing presentations to outside organizations outside the county/state, etc. and maybe some bragging rights related to that.

Tom Wilson said there are so many areas where Ms. Senatori's leadership is demonstrated including staffing and regulatory, which is a credit to you and senior staff. He appreciates guidance on regulatory compliance, especially with what the Commission can and cannot review. The working group created to advance ideas related to the Regional Housing Strategy was critical. OneCape speaks to work in Communications; she does a wonderful job leading OneCape. With 75 slides he can understand where Kevin is coming from but agrees that other staff contribute as well. He finds

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the Reporter is invaluable. He is proud to be Chatham's representative. She has done an excellent job in 2025.

Mr. Grunwald suggested that as part of the review, the commissioners extend the contract by another two years with renegotiating a salary increase. Ms. Senatori appreciated the comment and said she could raise it and get feedback. She is in the second year of the contract and the time to renegotiate it will be next year. Doug Fromm agreed this may not be the time but suggested five years for the next contract. Mr. Roy agreed he is also comfortable with a five-year contract and. with the Chair signing a letter to the commissioners on the committee's behalf. Mr. Wilson agreed with Mr. Roy's comments and said it is Ms. Senatori's prerogative to include the comment or not regarding the contract term.

Upon a motion by Elizabeth Taylor, second by Mr. Grunwald, members asked staff to work with the Chair to draft a letter to the county commissioners outlining their evaluation of Ms. Senatori.

Tom Wilson – Yes
Richard Roy – Yes
Kevin Grunwald – Yes
Doug Fromm – Yes
Elizabeth - Yes

New Business - No new business was discussed.

Adjournment
Upon a motion by Elizabeth Taylor seconded by Doug Fromm, members voted unanimously to adjourn the meeting adjourned at 2:53 p.m.

Documents Used/Received:

- Draft 8/14/25 Executive Committee minutes
- PowerPoint slides for Executive Director Self-assessment

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