Executive Committee Meeting Minutes
Virtual Meeting
December 10, 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 – Absent
Kevin Grunwald – Present
Elizabeth Taylor – Present
Douglas Fromm – Present

Review & Approval of Prior Meeting Minutes –Upon a motion by Elizabeth Taylor, seconded by Kevin Grunwld, members voted to approve the 12/4/25 Executive Committee meeting minutes as follows:
Tom Wilson - Yes
Kevin Grunwald – Yes
Elizabeth Taylor – Yes
Douglas Fromm - Abstain

Potential Purchase of Office Building – Staff presented a proposal received in response to Barnstable County RFP 8101 seeking an office building for the Cape Cod Commission to purchase. The proposal offers an office building at 1330 Phinney's Lane in Hyannis for $2.2m. The Commission has a current $4m capital budget to purchase and renovate an office building. The current allocation in the Cape Cod Environmental Protection Fund reserves for capital is $4,450,000 in capital reserves. Kristy Senatori and Gail Coyne provided some history of the Commission's current lease, details about the building proposed, and next steps.

Current Lease - 3225 Main Street

- Paid $4.3m to date in rent

DRAFT

- Lease expires 11/30/2028
- Current 8,839 sf, inefficient layout

1330 Phinney's Lane

- 5,692 sf
- 1.36 acres
- Zoned Residential within a Medical Services Overlay District (need to address zoning during due diligence)
- 28 parking spaces

Next Steps

- Request the Commissioners award the procurement subject to negotiating a Purchase and Sale Agreement
- Continue working with legal counsel on Purchase and Sale Agreement
- Contract with owner's project manager to assist with due diligence
- Contract with architect for a fit test and due diligence

Ms. Senatori and Ms. Coyne responded to several questions from members about the proposed office building. Members expressed support for continuing to explore this opportunity.

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 2:36 p.m.

Documents Used/Received:

- Draft 12/4/25 Executive Committee minutes
- Proposal for 1330 Phinney's Lane, Hyannis

DRAFT