Draft Executive Committee Meeting Minutes
Cape Cod Commission, 3225 Main St, Barnstable, MA
June 5, 2025

Chairman Harold Mitchell called the meeting to order at 2:00 p.m.

Roll was called as follows:

Harold Mitchell	Present
Richard Roy	Present
Kevin Grunwald	Present
Tom Wilson	Absent
Elizabeth Taylor	Absent

Review & approval of prior meeting minutes: Upon a motion by Kevin Grunwald seconded by Richard Roy, members voted unanimously to approve the 5/8/2025 Executive Committee minutes.

Executive Director's Report
Kristy Senatori provided a brief update on current activities and said she would provide the full report at the Commission meeting this afternoon:

- RPP update draft being finalized by staff. The RPP Subcommittee met on May 12th, and four subregional stakeholder meetings were held during the week of May 19th. Expect to present a final draft to the Commission on June 26th (remote meeting) and release it for a sixty-day public comment period.
- Finalizing the procurement and contracting for OneCape 2025. Save the Dates will be sent soon. September 16-17. Planning is ongoing.
- Considering resuming in person Commission meetings and holding at least the initial subcommittee hearing in person in the town where the project is located. Have heard this request from members and others and would appreciate your feedback.
- We welcomed Michelle Pavlov who began work as an Administrative Assistant this week. She has extensive experience in customer service and office management working in real estate and managing her own property management company. Most recently, Michelle worked for Elder Services of Cape Cod and Islands.

Members briefly discussed the idea of resuming in person meetings and while it might be difficult for some members who may still need a hybrid option, all agreed there is value in meeting in person. In response to a question about the travel budget for Commission members, Maria McCauley said there haven't been many reimbursement requests since utilizing remote meetings but suggested that should not be the consideration when deciding to resume in person meetings. Ms. Senatori said members would have other opportunities to discuss the issue.

Regulatory Projects Update: Chief Regulatory Officer Jordan Velozo provided an update on current and upcoming regulatory projects. Projects currently pending include:

- Cape Cod Country Club Solar Project (Falmouth), a large-scale solar project that will cover about 56 acres of the Country Club property, there will be some clearing, large open space contribution. Hearings begin next week.

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- Falmouth Road Market/Trader Joe's (Mashpee), a resubmittal of a project that we saw about two years ago. The project was then withdrawn due to some outstanding issues that have been resolved. Hearings are expected to start in the next month or so.
- Next Grid Solar (Bourne), the subcommittee hearings just concluded and will be reviewed by full Commission at the end of June.
- Cell Tower Barlows Landing Road (Bourne), on a previously developed site formerly used as a welding shop, hearings are expected to start at the end of June.
- Upcoming Projects (MEPA projects that will be reviewed as DRIs)
    - Natural gas pipeline that currently runs across the Canal that will need to be moved due to bridge reconstruction
    - Hotel and pier reconstruction project in Provincetown

She noted other follow up that may be of interest: The Captain Berties Way Housing Project in Provincetown and Sandwich Community Health Center in Sandwich. Both were recently approved unanimously by the Commission, each have requested Preliminary Certificates of Compliance, and construction may begin soon on both projects.

Cape Cod Commission Fiscal Management Procedures: Kristy Senatori introduced the document and request for confirming the procedures currently employed. Senior Operations Advisor Gail Coyne distributed the draft document and pointed out that there is nothing new in the executive committee's role and that it has followed these procedures since its inception. She reviewed each section with committee members. 'Background' describes when and why the Commission was created and that it was created as an agency within the structure of Barnstable County government. 'Cape Cod Commission Funding' cites the specific funding mechanisms provided in the Cape Cod Commission Act and the requirement that it operate in accordance with Barnstable County administrative and budgetary procedures. The Commission is authorized to: levy reasonable fees for recovery of regulatory activities and its services, apply for and receive state, federal and private grants and loans, and raise funds assessed to towns based on the value of real property. The Act further stipulates that all revenues collected are deposited into an account called the Cape Cod Environmental Protection Fund and are to be used only to fund the Commission's approved budget. She noted the additional detail on how the assessment is calculated and that the Commission has a structural constraint because unlike towns it cannot capture and tax new growth. She described how the fee schedule was established, that was not structured for full cost recovery and the annual increase based on the consumer price index. She noted how staff strategically seeks grants to enhance and leverage existing Commission programs, that each grant is established and managed in a special revenue fund, that staff follow the Office of Management and Budget's cost principles and audit requirements and they annually calculate and submit an indirect cost rate proposal to the appropriate federal agency, which is used to recover indirect costs from grants. She indicated that the 'Fiscal Management' section describes how the Commission fits into the county, that the Treasurer/Finance Director maintains all government funds, that the Commission employs prudent practices for utilizing its funds, that it annually submits a budget proposal with expenditure and revenue estimates in accordance with Barnstable County's administrative and budgetary procedures. She described staff's role in overseeing Commission funds and that all expenditures are approved by the county commissioners and paid by the county treasurer. This section also notes that as opportunities arise, the Commission reorganizes as appropriate and that it manages a significant portfolio of grants to offset its program and operational costs. The last section, 'CCEPF Reserves' details why and how the Commission manages its

funds, to provide flexibility in budgeting, and to provide a funding source for financial stability, capital improvements and unforeseen expenditures. She noted that staff regularly reconciles its accounts with the finance department records and that at fiscal year-end it provides information to the Executive Committee on actual revenues and expenditures along with a recommendation on the allocation of any additional funds in its balance. To date, these funds have been allocated into stabilization funds for personnel and legal expenses, capital needs, unfunded workers compensation, and special projects, and additional retained earnings are the unallocated fund balance.

Chairman Mitchell suggested that he could sign a letter on behalf of the committee to either provide to the county or keep in the file if needed. Upon a motion by Kevin Grunwald, second by Richard Roy, members unanimously approved the Cape Cod Fiscal Management Procedures as presented.

New Business: none

Adjourn: Upon a motion by Kevin Grunwald, second by Richard Roy, members voted unanimously to adjourn at 2:22 pm.

Documents Used/Received: Draft 5/8/25 Executive Committee minutes, Draft Cape Cod Commission Fiscal Management Procedures

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