Executive Committee Meeting Minutes
Virtual Meeting
December 4, 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
Elizabeth Taylor – Present
Douglas Fromm – Absent

Review & Approval of Prior Meeting Minutes –Upon a motion by Kevin Grunwald seconded by Elizabeth Taylor, members voted to approve the 8/27/25 Executive Committee meeting minutes as follows:
Tom Wilson - Yes
Richard Roy – Yes
Kevin Grunwald – Yes
Elizabeth Taylor – Yes

Upon a motion by Kevin Grunwald seconded by Elizabeth Taylor, members voted to approve the 8/27/25 Executive Committee Executive Session meeting minutes as follows:
Tom Wilson - Yes
Richard Roy – Yes
Kevin Grunwald – Yes
Elizabeth Taylor – Yes

Executive Session: postponed to a future meeting if needed.

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Fiscal Year 2027 Budget Request – Maria McCauley reviewed the highlights of the FY27 budget proposal using PowerPoint slides. She noted an anticipated increase in the Commission assessment of 2.5%, a slight increase in grant revenue, a level funded request for license plate funds and a potential increase in the projected use of uncommitted Cape Cod Environmental Protection Fund (CCEPF) funds. She noted that a decrease in anticipated department revenue reflects the removal of town revenue for the Planimetrics project, which is budgeted in the current fiscal year. She noted that staffing remains at FY26 levels with one slight increase for the vacant planner position, (a .4 full time equivalent,) noting that Sarah Korjeff, who just retired, had been working part time. Salaries are also budgeted with step increases and a 2% cost of living adjustment (COLA) recommended by the county. Increases projected by the county include 15% for health insurance, 6% retirement, and 19% for life insurance. She noted the salary reserve budget includes an additional 1% COLA should the county increase this projection, funds for a new executive director contract, and potential sick leave buy back estimates. The consulting budget was reduced slightly as two new projects were included in the current fiscal year, Planimetrics and a website update; the legal budget remains the same, and slight increases are expected in the Commission's azure subscription and software licensing; the equipment budget was reduced slightly. Personnel costs account for approximately 84% of budget, with just under $4.2m for salaries and $1.7m for fringe benefits. She reviewed the current CCEPF balance and allocations of reserved funds. She also noted that the Commission has an existing capital budget of $4m for an office building. Responding to a question, Gail Coyne reported that proposals are due on Friday, December 5th in response to another request for proposals to purchase an office building, which would utilize the capital budget approved through the budget process in FY22. The current CCEPF reserve for capital is $4.45m.

Kevin Grunwald asked about the increase in use of budgeted reserves. Ms. McCauley responded that this is a conservative budget with both its revenue estimates and expenditure estimates that include several vacant positions and estimates for other cost increases in the area. She noted the fiscal procedures affirmed by the executive committee recognize their reserves help stabilize finances and may serve as a revenue source for the annual budget. The uses of the CCEPF balance are determined at the close of the fiscal year when allocations of excess revenue over expenditures are discussed with the committee. She also noted that while the Commission's budget typically includes the possibility of needing to use reserve funds, it has not been necessary since 2011.

With no additional questions, members expressed support for the FY27 budget as presented.

New Business - No new business was discussed.

Adjournment

Upon a motion by Elizabeth Taylor, seconded by Kevin Grunwald, members voted unanimously to adjourn the meeting adjourned at 2:20 p.m.

Documents Used/Received:

- Draft 8/27/25 Executive Committee and Executive Committee executive session minutes

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