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CAPE COD
COMMISSION

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Minutes

Meeting

Cape Cod Commission

Harborview Conference Room • Barnstable County Complex
3195 Main Street, Barnstable, MA 02630

June 14, 2018

The meeting was convened at 3:00 p.m., and the Roll Call was recorded as follows:

Town	Member	Present
Barnstable	Fred Chirigotis	Absent
Bourne	Richard Conron	✓
Brewster	Elizabeth Taylor	✓
Chatham	Michael Skelley	✓
Dennis	Richard Roy	✓
Eastham	Joy Brookshire	Absent
Falmouth	Charles McCaffrey	✓
Harwich	Jacqueline Etsten	✓ (<i>arrived at 3:05 p.m.</i>)
Mashpee	Ernest Virgilio	✓
Orleans	Len Short	✓
Provincetown	Cheryl Andrews	✓
Sandwich	Harold Mitchell	✓
Truro	Kevin Grunwald	Absent
Wellfleet	Roger Putnam	✓
Yarmouth	John McCormack, Jr.	✓
County Commissioner	Mary Pat Flynn	✓
Minority Representative	John Harris	✓
Native American Rep.	David Weeden	✓
Governor's Appointee	Michael Maxim	✓

The Cape Cod Commission Meeting was called to order on Thursday, June 14, 2018 at 3:00 p.m. in the Harborview Conference Room, Barnstable County Complex, 3195 Main Street, Barnstable, MA. Roll was called and a quorum was established.

SUMMARY OF ACTIONS TAKEN/VOTES:

- **Approval of Minutes:** The minutes of the April 19, 2018 Cape Cod Commission meeting were approved by a unanimous vote. The minutes of the May 3, 2018 Cape Cod Commission meeting were approved by a unanimous vote.
- **2018 Cape Cod Comprehensive Economic Development Strategy (CEDS) Annual Report:** Leslie Richardson, Chief Economic Development Officer at the Commission, presented the 2018 CEDS Annual Report and entertained questions and discussion by Commission members. Following questions and discussion the full Commission voted unanimously in favor of submitting the CEDS Annual Report to the Economic Development Administration within the United States Department of Commerce.
- **Approval of Minutes:** The minutes of the May 3, 2018 Nominating Committee meeting were approved by a unanimous vote of the Nominating Committee.
- **Presentation of Candidates and Election of the Slate of Officers of the Cape Cod Commission:** Ernest Virgilio, Chair of the Nominating Committee, presented the Nominating Committee's recommendation for a Slate of Cape Cod Commission Officers for the term beginning July 1, 2018 through June 30, 2019. Mr. Virgilio said the Nominating Committee's recommendation is to re-nominate Harold Mitchell as Chair; Jack McCormack as Vice-chair and Elizabeth Taylor as Secretary. The full Commission voted unanimously in favor to accept and elect the Nominating Committee's recommendation for a Slate of Commission Officers as presented.

■ MINUTES

The minutes of the April 19, 2018 Cape Cod Commission meeting were reviewed. Ernest Virgilio moved to approve the minutes. Roger Putnam seconded the motion and a vote called on the motion passed with a unanimous vote.

The minutes of the May 3, 2018 Cape Cod Commission meeting were reviewed. Jack McCormack moved to approve the minutes. Roger Putnam seconded the motion and a vote called on the motion passed with a unanimous vote.

■ EXECUTIVE DIRECTOR'S REPORT

Executive Director Kristy Senatori provided the following report:

- The Commission will be holding a Commission Member Retreat on June 28 from 1:00 to 5:00 p.m. at St. Mary's Church on Main Street in Barnstable Village. The agenda will include a facilitated discussion about the role of Commission members and some key initiatives that the Commission will be working on in the upcoming months.
- She announced Heather Harper, the Commission's Affordable Housing/Community Design Specialist, has been promoted to the new position of Chief of Staff. She said Ms. Harper has taken on broader management responsibilities within the Commission with staff.
- The Early Retirement Incentive Program Legislation is in the House Committee on Third Readings, this could potentially have implications for Commission staff and impacts on staff reorganization as some staff may take advantage of this program. She will keep members apprised.
- In May the Commission hosted a training session for the Cape and Islands Realtors Association Leadership Institute; there have been several staff presentations on priority projects Commission staff has been working on; and Ms. Senatori presented to the Barnstable County Economic Development Council (EDC) and discussed economic development initiatives at the Commission and involvement of the EDC in some of the regional priority projects.
- The Commission received grant funding to establish a Community Resiliency by Design project and the Commission will be working with the towns of Eastham, Orleans, and Falmouth. There will be two public meetings on June 19 at the Eastham Public Library and June 20 in the Falmouth Town Hall.
- She reported on Clean Water Act Section 208 Plan wastewater consistency for the Pleasant Bay watershed and submission of a watershed permit that is anticipated and will be the first of its kind through the Environmental Protection Agency.
- Ms. Senatori continues to meet with Boards of Selectmen. She was in Truro and Provincetown in May; she will be in Bourne, Falmouth and Sandwich during June and July, and she will be at the Mashpee Planning Board on June 20.
- The Commission continues to work with the County on the new East Wing Conference space regarding room layout and new technology and the County expects the room to be ready for use sometime in September.

■ 2018 CAPE COD COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY ANNUAL REPORT

Leslie Richardson, Chief Economic Development Officer at the Commission, described the Comprehensive Economic Development Strategy (CEDS) using a PowerPoint presentation and said the core economic development principles are to protect and build on competitive advantage; to use resources efficiently; to foster balance and diversity; and to expand opportunity and regional wealth. She said the Annual Report has two basic elements; it evaluates implementation efforts and outlines changes and next steps. She said it looks at the region as a whole—regional output is growing; population, housing and business diversity are declining; and wages remain essentially flat. Ms. Richardson explained what has been accomplished over the past year regarding Regional Economic Strategy Executive Team (RESET) projects preparing for activity centers in Orleans and Eastham; infrastructure funding—regional capital infrastructure plan framework and community and economic resiliency projects—an economic development resource guide; and ongoing STATSCapeCod, research and outreach/education. Ms. Richardson explained what will be done over the next year as the preparation of the CEDS five-year update; Blue Economy Partnerships two potential Economic Development Administration (EDA) grants for a commercialization wheelhouse and a marine technology cluster initiative; a harbor planning project and RESET projects.

Dick Conron questioned whether there would be an influx of the marijuana industry on the Cape. Leslie Richardson said that would be more of a town-level issue and they would have to see how that works out.

Jack McCormack asked if the CEDS Annual Report is available online. Leslie Richardson said the Annual Report and Appendices are available on the Commission's website. She said the Report needs to be delivered by June 30, 2018.

Elizabeth Taylor referred to the question regarding the marijuana industry and questioned whether there would be an increase in marijuana businesses on the Cape and asked if it would be looked at as an agricultural pursuit on the Cape. Leslie Richardson said she cannot address that issue right now. She said that is something that will be talked about a lot and the discussion could potentially be incorporated into the CEDS.

Michael Skelley said the real issue coming along is sports betting and he wonders how that money will be distributed.

John Harris questioned how often towns utilize information such as STATSCapeCod on the Commission's website. Leslie Richardson said the only way to know that right now is through Google Analytics; she said with Google Analytics they can see how many hits the site gets. She said the Commission is looking to update its website. Mr. Harris said it's an important source of information and perhaps towns could be told on a quarterly basis what is available on the Commission's website.

Roger Putnam referred to the seal population on the Cape and the decrease in commercial and sport fishing. He said commercial and sport fishing are important to the Cape. Leslie Richardson said that may be addressed in the Commission's Harbor Study.

Chair Harold Mitchell called for a motion to submit the Cape Cod Comprehensive Economic Development Strategy Annual Report to the Economic Development Administration within the United States Department of Commerce. The motion was moved by Michael Skelley, seconded by John Harris and the Commission voted unanimously in favor of submitting the CEDS Annual Report.

■ STORMWATER PRESENTATION

Tim Pasakarnis, Water Resources Analyst at the Commission, presented a PowerPoint presentation and said nitrogen is a big focus in the water resources department and the Commission is looking at areas where nitrogen needs to be reduced. He discussed Cape-wide nitrogen concentrations; overall forest loss and impervious surface gains; and other components of stormwater regarding pathogens, metals, and organics including volatiles, decomposing waste, and plant and animal materials. Mr. Pasakarnis discussed wellhead protection areas and said the Cape also has 996 ponds and phosphorus is a concern for those ponds. He said Cape Cod has a unique geology with permeable glacial deposits, leaching catch basins, areas of high groundwater that are problematic and little water quality renovation. He discussed regulatory drivers as Stormwater Management Standards, Conservation Commission Wetland Protection Act, the National Pollutant Discharge Elimination System (NPDES), Pathogen Total Maximum Daily Load (TMDL), the

Commission's Regional Policy Plan, the Cape Cod 208 Plan for Coastal Embayments and the Municipal Separate Storm Sewer System MS4 Permit.

Jack Moriarty, member of AmeriCorps Cape Cod, presented a PowerPoint presentation and discussed a 604b grant that was awarded to the Commission by the Massachusetts Department of Environmental Protection (MassDEP) to support formation of the Cape Cod Stormwater Managers Coalition. He said the grant requires a town to request money to support local stormwater assistance. He discussed MS4 requirements and the six minimum control measures: public education and outreach; public involvement and participation; illicit discharge detection and elimination program; construction site stormwater runoff control; stormwater management in new development and redevelopment; and good housekeeping and pollution prevention for permittee owned operations. He explained MS4 mapping requirements; field data collections; outfall prioritization; stormwater utility fee/fee structure and opportunities for regional support.

Elizabeth Taylor asked if a funding or computer program was available for towns to use. Jack Moriarty said, yes, some towns have automated systems. Ms. Taylor said Brewster did this years ago and asked when MS4 compliance is due. Tim Pasakarnis said it would be due in September and it establishes the town's eligibility. Ms. Taylor inquired about groups that are not taxed and asked if the County is responsible for that and who keeps track of that. Mr. Moriarty said exemptions are in place.

Charles McCaffrey inquired about the utility fee and questioned whether mapping technology would look at impervious surfaces, charges for each parcel could be based on that and it would create an incentive. Jack McCormack said the data is there and there are multiple ways to structure this tool. Mr. Moriarty said options are there. Mr. McCaffrey asked if each outfall would require a permit. Tim Pasakarnis said there are requirements, but it would not be every outfall.

Michael Skelley said he is on the Water and Sewer Committee in Chatham and Harwich has done a great job working with Chatham on this. He said this is an unfunded mandate.

Cheryl Andrews said this is being done in Provincetown but they still are not seeing that they are keeping up with climate change. She asked what is being used for capacity data and if it deals with climate change. Tim Pasakarnis said the state has a dated stormwater reference manual and he expects in the future new realities will be incorporated into the manual. Dr. Andrews said it's a fabulous tool. Jackie Etsten said an update to road upgrade plans is needed.

Kristy Senatori thanked Mr. Pasakarnis and Mr. Moriarty for their presentation. She recognized Mr. Moriarty as a member of AmeriCorps Cape Cod who has been working with Commission staff and said he has been a great addition to the Commission's water resources department.

■ PRESENTATION AND ELECTION OF THE SLATE OF CAPE COD COMMISSION OFFICERS

Ernest Virgilio, Chair of the Nominating Committee, asked for a motion to approve the Nominating Committee meeting minutes of May 3, 2018. The motion was moved by Michael Skelley, seconded by Ernest Virgilio and unanimously approved by the Nominating Committee.

Mr. Virgilio said Nominating Committee members are Kevin Grunwald, Michael Skelley and he served as the Committee Chair. He said the Committee met on May 3, 2018 to discuss candidates for the Cape Cod Commission officer positions for Chair, Vice-chair and Secretary for the one-year term beginning July 1, 2018 through June 30, 2019. He said the Committee felt that special circumstances regarding the transition of the Commission's Acting Executive Director and the recommendation made to the Barnstable County Commissioners by the current Slate of Officers and the ongoing review process for updating the Commission's Regional Policy Plan would provide continuity by the current Slate of Officers. He said the Nominating Committee's recommendation for a Slate of Commission Officers is to re-nominate the current Slate of Officers Harold Mitchell for Chair, Jack McCormack for Vice-chair and Elizabeth Taylor for Secretary for an additional term beginning July 1, 2018 through June 30, 2019.

Chair Harold Mitchell called for any additional nominations from the floor. Seeing none Chair Mitchell called for a motion to accept the Nominating Committee's recommendation for a Slate of Commission Officers as presented. The

motion was moved by Roger Putnam, seconded by Michael Skelley and the Commission voted unanimously in favor to accept the recommendation as presented.

Chair Harold Mitchell called for a motion to elect the Slate of Commission Officers as follows: Harold Mitchell for Chair, Jack McCormack for Vice-chair and Elizabeth Taylor for Secretary for the term beginning July 1, 2018 through June 30, 2019. The motion was moved by Michael Skelley, seconded by Roger Putnam and the Commission voted unanimously in favor of electing the Slate of Commission Officers as presented.

■ **NEW BUSINESS:** *Topics not reasonably anticipated by the Chair more than 48 hours before the meeting.*
No new business was taken up.

A motion was made to adjourn at 4:22 p.m. The motion was seconded and voted unanimously.

Respectfully submitted,

Elizabeth Taylor, Secretary

List of Documents Used/Presented at the June 14, 2018 Commission Meeting

- June 14, 2018 Cape Cod Commission Meeting Agenda.
- Draft Minutes of the April 19, 2018 Cape Cod Commission meeting.
- Draft Minutes of the May 3, 2018 Cape Cod Commission meeting.
- Cape Cod Comprehensive Economic Development Strategy (CEDS) 2018 Annual Report (Year 4).
- PowerPoint slide presentation on the Cape Cod Comprehensive Economic Development Strategy (CEDS) 2018 Annual Report (Year 4) by Commission staff.
- PowerPoint slide presentation on Stormwater by Commission staff.
- Draft Minutes of the May 3, 2018 Nominating Committee meeting.