

**Executive Committee Draft Meeting Minutes
Cape Cod Commission, 3225 Main Street,
Ocean Conference Room, Barnstable, MA 02630
June 14, 2023**

Chairman Harold Mitchell called the meeting to order at 3:04 p.m. He announced that the meeting was being held in person with no members participating remotely.

Roll was called as follows:

Harold Mitchell	Present
Stephen Mealy	Absent
Fred Chirigotis	Present
Kevin Grunwald	Present
Richard Roy	Present

Review and approval of prior meeting minutes: Upon a motion by Fred Chirigotis, second by Kevin Grunwald members voted to approve the March 16, 2023 Executive Committee minutes with three in favor and Richard Roy abstaining. Upon a motion by Fred Chirigotis, second by Kevin Grunwald members approved the March 16, 2023 Executive Committee Executive Session minutes with three in favor and Richard Roy abstaining.

The Chair asked for a motion to enter Executive Session to discuss litigation in the matter of Save Twin Brooks, Inc., Capeway Towing and Transport, Inc. and Denise T. Johnson v. Cape Cod Commission and Quatterra Multifamily Communities, LLC f/k/a Lennar Multifamily Communities, LLC – Barnstable Superior Court Civil Action No. 23CV95 – Executive Committee will discuss strategy with respect to litigation in the matter of Save Twin Brooks, Inc. et al v. Cape Cod Commission et al because an open meeting may have a detrimental effect on the litigating position of the public body, with a return to public session.

Upon a motion by Fred Chirigotis, second by Kevin Grunwald to enter executive session at 3:06 p.m., roll was called and members voted as follows:

Harold Mitchell	Yes
Fred Chirigotis	Yes
Kevin Grunwald	Yes
Richard Roy	Yes

The public meeting resumed at 3:10 p.m.

Cape Cod Commission member roles and responsibilities – Chairman Mitchell noted a few issues as of late with attendance and a couple of members speaking out about the Commission. Kristy Senatori noted that members have had workshops to review issues

including roles and responsibilities and staff will continue to arrange these, especially for newer members. She said she tries to keep the board updated with staff activities; reviews the budget with the executive committee, since the Commission's inception, and wouldn't recommend changing that delegation. Members could consider an attendance policy, if appropriate. Mr. Mitchell added that information important to members is all available online, replacing the old binder that was distributed to members years ago. Fred Chirigotis noted that included in this information is a nice bulletin on member roles and responsibilities. Kevin Grunwald suggested that reminders would help for example, when speaking in public, members should think about whether they are representing the commission or if they need to identify themselves as speaking as private citizens. It was noted that some town select boards would like members to report periodically and others are less interested. Mr. Chirigotis added that members are appointed to consider regional issues, not just local to their towns. After briefly discussing issues with online vs in-person meetings, members agreed to continue quarterly in-person meetings, which will resume in September. Addressing an attendance policy, members considered previous difficulty in filling vacancies and the possibility of sending periodic reports on members' attendance to their respective appointing authority. Ms. Senatori agreed to review some options for the executive committee to consider.

Executive Director Contract Renewal – Chairman Mitchell noted that Barnstable County Commissioner Mark Forest contacted him regarding the executive director's contract and the board's interest in conducting more formal performance evaluations. Ms. Senatori added that her contract ends in early October and Commissioner Forest reported to her that the board wished to negotiate a new contract with her. Chairman Mitchell reviewed the executive committee's role in the search for a replacement when Paul Niedzwiecki resigned as executive director. He said there was a succession plan in place and the committee didn't want to begin a national search process. The executive committee recommended to the county commissioners that Ms. Senatori be named acting executive director and then, following a comprehensive evaluation, recommended that she be named the permanent executive director. Members discussed their limited role in supervising the director but noted some major milestones accomplished over the past five years including her direction of five-year updates of the Regional Policy Plan and the Comprehensive Economic Development Strategy, updates to the Regional Transportation Plan, as well as the development and adoption of the first-ever Climate Action Plan for Cape Cod. Ms. Senatori said she was happy to continue in her role as director. She also highlighted successful annual OneCape Summits and an extensive update to the Commission's website including expanding data accessibility and web-based tools for local decision makers in addition to a very demanding regulatory workload. Additionally noted was her increased internal and external communication as well as leadership and direction of a staff of roughly 40 professionals; with early retirements, the COVID-19 pandemic, and

some staff turnover during this time, members agreed the Commission has not missed a step.

Members agreed that another five-year term would be best for the agency. Members discussed timing for a formal evaluation process and determined that its current practice of an annual review, setting goals with the director, should continue. Upon a motion by Kevin Grunwald, second by Richard Roy, members voted unanimously to recommend to the commissioners a new five-year contract for Ms. Senatori.

Ms. Senatori thanked the committee. She noted that One Cape registration is set to open next week and encouraged all to attend if possible. Also, staff is preparing town reports to go out to members.

New Business: None

Adjourn: Upon a motion by Fred Chirigotis, second by Richard Roy, members voted unanimously to adjourn at 3:52.

Documents Used/Received: Draft 3/16 Executive Committee and Executive Committee Executive Session minutes