

Draft Executive Committee Meeting Minutes  
Cape Cod Commission office  
3225 Main Street, Barnstable, MA 02630  
December 5, 2024

Chairman Harold Mitchell called the hybrid in person and virtual meeting to order at 1:45 p.m. He read instructions on how to participate remotely and noted that the names of members who are remotely participating would be identified.

Roll was called as follows:

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

**Review & approval of prior meeting minutes:** Upon a motion by Elizabeth Taylor, seconded by Tom Wilson, members voted to approve the 9/5/24 Executive Committee and executive session minutes as follows:

Harold Mitchell	Yes
Tom Wilson	Yes
Richard Roy	Abstain
Kevin Grunwald	Abstain
Elizabeth Taylor	Yes

Upon a motion by Tom Wilson, seconded by Elizabeth Taylor, members voted to approve the 9/5/24 Executive Committee executive session minutes as follows:

Harold Mitchell	Yes
Tom Wilson	Yes
Richard Roy	Abstain
Kevin Grunwald	Abstain
Elizabeth Taylor	Yes

### **Executive Director's Report**

Kristy Senatori held her Executive Director's report for the full Commission meeting at 3 p.m.

**Fiscal Year 2026 Cape Cod Commission Budget Proposal:** Gail Coyne provided a brief overview of the FY26 budget and distributed the budget narrative, reformatted by the County for FY26. She highlighted the primary driver of FY26 increases is due to personnel costs and expected increases in fringe benefits. She noted two non-recurring projects in FY26, updates to the Commission's website and its planimetric data, which is shared with the towns for a variety of needs. Agency priorities and challenges, not new to Commission members, include the built in structural constraint of property

assessment increases on a fixed dollar basis, unlike towns that are able to tax capturing new growth. She noted that based on property values from the Commission's initial budget in FY91 and today in FY26, the assessment rate per \$1k of equalized property values decreased from \$0.073 to \$0.027. Areas of focus include the Regional Policy Plan, the Comprehensive Economic Development Strategy, Housing, Fresh and Marine Water Quality, Transportation, Climate and Communications. Providing a bit more detail on some of the budget changes, Maria McCauley noted changes in revenue, the Cape Cod Environmental Protection Fund (CCEPF) assessment, grants, the License Plate Fund, departmental revenue including estimated Planimetrics cost sharing, and budgeted reserves. She reviewed expenditures and highlighted personnel, consulting, travel, software/hardware maintenance, legal, unemployment and computer equipment costs. She also reviewed the CCEPF balance. Responding to a question about the search for a new building, Ms. Coyne said staff continue to research possibilities but noted the current lease term end in 2028. She also responded to a question about the Planimetrics update project and said she would send Jackie Etsten information that Executive Director Senatori shared with towns.

**New Business:** none

**Upon a motion by Kevin Grunwald, second by Richard Roy, members voted to adjourn at 2:04 pm.**

Harold Mitchell	Yes
Tom Wilson	Yes
Richard Roy	Yes
Kevin Grunwald	Yes
Elizabeth Taylor	Yes

Documents Used/Received: Draft 9/5/24 Executive Committee minutes, PowerPoint presentation prepared by staff and Fiscal Year 2026 budget narrative.