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CAPE COD
COMMISSION

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Minutes

**CCC Workshop Meeting
Cape Cod Commission
Conference Room
3225 Main Street, Barnstable, MA 02630**

March 3, 2016

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

Town	Member	Present
Barnstable	Royden Richardson	✓
Bourne	Richard Conron	✓
Brewster	Elizabeth Taylor	✓
Chatham	Michael Skelley	✓
Dennis	Richard Roy	✓
Eastham	Joy Brookshire	✓
Falmouth	Charles McCaffrey	Absent
Harwich	Jacqueline Etsten	✓
Mashpee	Ernest Virgilio	Absent
Orleans	Len Short	✓
Provincetown	Vacant	Vacant
Sandwich	Harold Mitchell	✓
Truro	Kevin Grunwald	✓
Wellfleet	Roger Putnam	✓
Yarmouth	John McCormack, Jr.	✓
County Commissioner	Mary Pat Flynn	✓
Minority Representative	John Harris	✓
Native American Rep.	Danielle Hill	✓
Governor's Appointee	Vacant	Vacant

The Cape Cod Commission Member Workshop Meeting was held on Thursday, March 3, 2016 at 3:00 p.m. in the Cape Cod Commission Large Conference Room, 3225 Main Street, Barnstable, MA. A quorum was established with 15 Commission members in attendance.

■ SUMMARY OF WORKSHOP MEETING:

Approval of Minutes

The minutes of the December 17, 2015 Commission Workshop Meeting were approved with 14 votes in favor and one abstention.

Cape Cod Commission Members Use of Rules of Procedure

Commission staff provided an overview of the Draft Cape Cod Commission Meeting Procedure Guidelines for consideration and potential adoption by Commission members. Following this there was a discussion by Commission members and staff on the Draft Guidelines. Commission members requested that further amendments be made to the Draft Guidelines and brought back at a future date for their consideration and potential adoption.

■ Executive Director Report

Paul Niedzwiecki, Executive Director, asked Jon Idman, Chief Regulatory Officer at the Commission, to provide an update on the current projects and activity of the Commission's regulatory department.

Jon Idman provided the following update:

- The Commission advertised and has begun interviewing for a regulatory officer position in the Commission's regulatory department;
- Canal Community Solar Limited DRI project in Sandwich held a public hearing on March 2, 2016 and will be before the full Commission at its meeting on March 17, 2016;
- Northbridge Assisted Living and Memory Care Facility DRI project in Mashpee will be conducting its first subcommittee hearing on March 9, 2016 at 5:30 pm at the Mashpee Senior Citizens Center;
- Paesano project in Bourne was before the Committee for Planning and Regulation (CPR) today for a Minor Modification Type 2 decision;
- Atlantic Subaru project in Bourne is requesting a modification that will be going before the CPR;
- Bourne Integrated Solid Waste Facility (ISWF) requested a modification and the Commission is in the process of issuing a Minor Modification Type 1 decision;
- Falmouth Ice Arena project was issued a Minor Modification Type 1 decision by the Commission;
- Seashore Point project in Provincetown is seeking a modification for site design changes;
- Herring River Outer Cape project will be coming to the Commission in a few months during the MEPA process;
- Mid-Cape Main Replacement project in Yarmouth, Dennis, Harwich and Brewster—the Commission received a Single Environmental Impact Report (EIR) and it will be coming to the Commission for review as a DRI Exemption;
- Chick-Fil-A project is subject to the Cape Cod Mall decision and will be going before the Commission's CPR for a Section 14 in late March or early April;
- The Longest Drive project in Dennis was previously reviewed by the Commission and it will be going before the CPR for a Section 14 in April;
- Mashpee Comprehensive Wastewater Management Plan (CWMP) project was granted an extension of the Commission's 90-day DRI hearing period and may be seeking another extension as Mashpee is in the process of getting a state watershed permit;
- An EIR for the backup generating unit at the Canal will be coming to the Commission for review in a few months;
- The Commission has issued several Certificates of Compliance on regulatory projects that were reviewed by the Commission.

Paul Niedzwiecki referred to Federal Highway's program to rename exit signs on the Mid-Cape Highway and said the Commission was first informed of this a few weeks ago and said this is being postponed by the state. He said the Commission has been working on a reset project in downtown Hyannis in the area of their existing Growth Incentive

Zone, the Commission has been engaged with the Steering Committee in Barnstable and will be engaged in the stakeholder process; the Commission was invited to speak at a Geo-Design Conference in Redlands, CA; the Commission issued its latest issue of BART (Barnstable Area Regional Trend) which includes satellite photographs showing forest loss and impervious surface gain; the Commission continues to work through the Regional Policy Plan process and is hoping to have a draft sometime in June; the Commission met with the Water Resources Committee in Barnstable; the Commission received a three-year grant from the National Oceanographic and Atmospheric Administration (NOAA) to look at coastal resiliency and the Commission will be working together with NOAA, the Barnstable County Cooperative Extension Service, the Association to Preserve Cape Cod, and the Provincetown Center for Coastal Studies on the coastal resiliency grant. Mr. Niedzwiecki announced the recent hiring of Chloe Schaeffer who will be working with Phil Dascombe in the Commission's planning department.

■ Minutes

The Commission reviewed the minutes of the December 17, 2015 Cape Cod Commission Workshop Meeting. Len Short moved to approve the minutes of December 17, 2015. John Harris seconded the motion. A vote called on the motion to approve the minutes passed with one abstention.

■ Cape Cod Commission Members Use of Rules of Procedure

Kristy Senatori, Deputy Director at the Commission, provided an overview of the Draft Meeting Procedure Guidelines that were before Commission members for consideration at their previous workshop meeting on December 17, 2015.

Commission members and staff discussed the various elements of the Draft Meeting Guidelines; Commission meeting agendas; standing committee minutes; and a motion for reconsideration at full Commission meetings.

Member Michael Skelley said he thought the draft looked good; he would like to see a provision for a motion for reconsideration be made by the prevailing party. Kristy Senatori stated that Commission Counsel Jessica Wielgus drafted the guidelines and turned the question to her.

Jessica Wielgus said she had draft language prepared to add after the sentence in the draft about reconsideration: "Such a motion may be made by a member on the prevailing side of the motion and may be considered if a second is received. Any motion to reconsider must be made at the same meeting as the original motion." She stated the reason for that is the statutory Development of Regional Impact deadlines. Member Mary Pat Flynn noted that in Falmouth they had a rule at town meeting that that type of motion be made within 30 minutes of the original motion.

Commission members suggested further amendments to the Draft Meeting Guidelines. Other areas discussed was the ability to request agenda items. It was agreed that this could be done by contacting the Chair. An additional discussion ensued that members wanted to be more informed about staff involvement in their towns. Ms. Senatori said the amendments would be made and brought back to the Commission for their consideration and potential adoption at a future workshop meeting. Commission members discussed the importance of communication between Commission staff and members regarding Commission business/activities and they asked staff to provide members with frequent updates that they can use when reporting to their town boards on Commission business.

A motion was made to adjourn at 4:10 p.m. The motion was seconded and voted unanimously.

Respectfully submitted,

John H. McCormack, Secretary

Materials Presented at the March 3, 2016 Commission Member Workshop Meeting

- Handout material: Meeting minutes of the December 17, 2015 Commission Workshop Meeting.
- Handout material: March 3, 2016 Commission Member Workshop Meeting Agenda.
- Handout material: Draft Cape Cod Commission Meeting Procedure Guidelines.