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**Minutes  
Cape Cod Commission Meeting  
June 14, 2021**

Harold Mitchell, Chair called the Cape Cod Commission (CCC) meeting to order on Monday, June 14, 2021 at 3:00 p.m. He announced that the meeting was being held virtually with all members participating remotely, using the Zoom meeting platform as allowed by Governor Baker's Executive Order Suspending certain provisions of the open meeting law dated March 12, 2020. The Chair announced that all votes and actions at the meeting would be taken by roll call and that the members would be announced as roll call is taken. The Clerk called the roll for attendance and a quorum of members was established as follows:

Harold Mitchell	Present
Elizabeth Taylor, (Secretary)	Present
Stephen Mealy (Vice Chair)	Present
Jack McCormack, Jr.	Present
Fred Chirigotis	Present
Tom Wilson	Present
Richard Roy	Present (joined the meeting at 3:05pm)
Joy Brookshire	Present
Jacqueline Etsten	Present (joined the meeting at 3:06pm)
Ernest Virgilio	Absent
Douglas Fromm	Absent
Cheryl Andrews	Present
Kevin Grunwald	Present
Richard Elkin	Present
Mark Forest	Absent
John Harris	Present
David Weeden	Absent
Michael Maxim	Absent

**Summary of actions/votes taken**

- Cape Cod Commission ("CCC" or "Commission") voted to approve the minutes of the 4/22/21 CCC meeting
- Cape Cod Commission voted to approve the minutes of the 5/20/21 CCC Workshop
- Cape Cod Commission approved the 2019 Comprehensive Economic Development Strategy Year 2 annual report and will submit the report to the U.S. Economic Development Administration

**Public Comment**

There was no public comment for items not on the agenda.

## **Minutes of the CCC Meeting 4/22/21**

Upon a motion to approve the minutes of the 4/22/21 CCC meeting made by Richard Elkin, seconded by Joy Brookshire, the motion carried. Roll call vote was taken as follows: Fred Chirigotis, Yes; Stephen Mealy, Yes; Elizabeth Taylor, Yes; Tom Wilson, Yes; Joy Brookshire, Yes; Cheryl Andrews, Yes; Harold Mitchell, Yes; Kevin Grunwald, Yes; Richard Elkin, Yes; John McCormack, Jr, Abstain; John Harris, Yes; Richard Roy, yes; Jackie Etsten, (not yet joined).

## **Minutes of the CCC Workshop 5/20/21**

Upon a motion to approve the minutes of 5/20/21 made by Jack McCormack, seconded by Elizabeth Taylor, the motion carried. Roll call vote was taken as follows: Fred Chirigotis, Yes; Stephen Mealy, Yes; Elizabeth Taylor, Yes; Tom Wilson, Yes; Richard Roy, Yes; Joy Brookshire, Yes; Jacqueline Etsten, Abstain; D; Cheryl Andrews, Yes; Harold Mitchell, Yes; Kevin Grunwald, Abstain; Richard Elkin, Yes; John McCormack, Jr, Yes; John Harris, Yes;

## **Executive Directors Report**

Ms. Senatori gave the following updates:

### **COVID-19**

- Continue to participate in weekly Cape Cod COVID-19 Response Task Force; the Task Force is wrapping up its work.
- Wrapping up work with CCC consultant Revby, a Train the Trainer workshop held this afternoon; Revby will also be offering one-on-one sessions with organizations and towns as a follow-up to this training.
- On behalf of the EDC, issued an RFP for Covid related recovery grants up to \$25k, due July 9, 2021; a Q&A session on the application materials and process will be held tomorrow.
- Continuing to primarily work remotely, updated signage, asking visitors to wear a mask if unvaccinated.
- Following Open Meeting Law updates and will keep members apprised.

### **OneCape**

- Confirmed August 23<sup>rd</sup> and 24<sup>th</sup> at Wequasset Resort and Golf Club
- Planning underway for virtual and in-person sessions and lining up speakers.

### **Climate Action Plan**

- Reviewing comments, expecting to bring to the full CCC in July.
- 65 letters; over 500 individual comments

### **Meetings/Speaking engagements**

- Cape Cod and Islands Association of Realtors Leadership Academy – May 25
- Continuing to participate in County's ARPA planning meetings.
- Along with Andrew Gottlieb, briefed Assembly of Delegates on Cape Cod and Islands Water Protection Fund
- Presentation to Hyannis Rotary Club on 6/3

- Board of Selectmen tour is completed tonight- Yarmouth was on 6/8, Provincetown will be this evening. Thanks to all members who participated.
- Upcoming – Cape Cod Climate Change Collaborative Meeting 6/14, planning meetings for Net Zero 2021 workshop
- Cape Cod and Islands Regional Economic Development Practitioners Roundtable 6/16
- Wastewater Task Force will be meeting 6/17

**Regulatory Department Updates:**

- Several applications have been received, including the following:
- Bourne ISWMF
- Great Western Road Solar in Dennis
- Southpoint Drive Solar in Sandwich
- Scudder Ave Development Agreement
- Mashpee Commons
- Wilkens Development Agreement application expected as well
- Thanks to members who have participated on sub-committees. When contacted by staff, please participate to the extent you are able. We will have several subcommittees working simultaneously and a handful of members participating will not be enough.
- Hoping to cancel July 1<sup>st</sup> CCC meeting.

**Other**

- Congressionally Direct Spending, applied for a capital infrastructure plan.
- Submitting annual 208 progress report to EPA this month.

**Reminder** – any travel reimbursement requests must be submitted by June 30th

The Chair thanked Ms. Senatori for her updates and read the agenda item as printed.

**2019 Comprehensive Economic Development Strategy (CEDS) Year 2 Annual Report:** Cape Cod Commission staff will review the 2019 CEDS Year 2 Annual Report for approval by the Cape Cod Commission. The Commission may vote whether to approve and submit the annual report to the U.S. Economic Development Administration.

Using a Power Point presentation, Jennifer Clinton gave a brief overview of the 2019 Comprehensive Economic Development Strategy (CEDS) Year 2 Annual Report. She stated that the CEDS Performance Measures include the three categories of datapoints 1. People, Residents, Workforce & Income and Vulnerable Populations; 2. The Economy; Employment, Industries, Seasonality and Small Businesses; and 3. Places; Housing, Transportation and Community Character. She reviewed the summary of accomplishments which included Administration and General Planning, Outreach and Information Sharing, Targeted Technical Assistance to Towns and Regional Projects and Initiatives. She then reviewed the year 3 Implementation Plan which includes two new categories: Survey of New Homeowners and Second Homeowners on Cape Cod and Land Use Planning for Economic Resiliency.

Dr. Andrews stated that Provincetown is concerned about the supply of summer housing for workers due to the real estate market and the lack of summer workers. She asked if there was a section in the plan that deals with these issues? Ms. Clinton stated that the housing concerns on Cape Cod include the increase on median sales prices and constrained inventory. We are hoping to get some answers from the surveys that will be conducted over the next few months. That will help to take a look at the rental landscape as we don't have a great data set on available year-round rentals which may be revealed through the 2020 census data as it becomes available. In terms of

the workhouse supply, that is currently a national issue. We don't have the J1 and H2B opportunities that we did before. People are citing that in addition to covid concerns, there are childcare concerns which increased unemployment and contributed to the lack of workforce. This information will come from the workforce and retention program, and we are looking to do more research on what those issues are. Some are identified in the business surveys that have been conducted and the results are available on datacapecod.com. Provincetown had the most data available. She also suggested to check the workforce and housing section of the Annual CEDS Report for what has been identified in the document.

The Chair thanked Ms. Clinton for her presentation.

The Chair asked for a motion.

Upon a motion to approve the 2019 Comprehensive Economic Development Strategy Year 2 annual report and submit the report to the U.S. Economic Development Administration by Cheryl Andrews, seconded by Elizabeth Taylor, the motion carried. Roll Call vote was as follows: Fred Chirigotis, Yes; Stephen Mealy, Yes; Elizabeth Taylor, Yes; Tom Wilson, Yes; Richard Roy, Yes; Joy Brookshire, Yes; Jacqueline Etsten, Yes; Cheryl Andrews, Yes; Harold Mitchell, Yes; Kevin Grunwald, Yes; Richard Elkin, Yes; John McCormack, Jr., Yes; John Harris, Yes.

#### **New Business:**

There was no new business.

#### **Meeting Adjourned:**

The Chair asked for a motion to adjourn.

Upon a motion to adjourn the meeting at 3:31 p.m. made by Richard Roy, seconded by Joy Brookshire, the motion carried. Roll Call vote was as follows: Fred Chirigotis, Yes; Stephen Mealy, Yes; Elizabeth Taylor, Yes; Tom Wilson, Yes; Richard Roy, Yes; Joy Brookshire, Yes; Jacqueline Etsten, Yes; Cheryl Andrews, Yes; Harold Mitchell, Yes; Kevin Grunwald, Yes; Richard Elkin, Yes; John McCormack, Jr., Yes; John Harris, Yes.

#### **Documents used/submitted at the June 14, 2021 Cape Cod Commission (CCC) Meeting**

Cape Cod Commission Meeting Agenda 6/14/21

Draft Minutes of the 4/22/21 CCC Meeting and the 5/20/21 CCC Workshop

Power Point Presentation prepared by Cape Cod Commission staff

Draft 2019 Year Two (2021) Annual CEDS Report