



# Cape and Islands Municipal Leaders Association

Representing 22 Municipalities & 105 Elected Officials

Association Meeting Minutes  
April 8, 2022  
Virtual Meeting

The meeting was held virtually with members appearing on Zoom.

President Paula Schnepf called the meeting to order and asked for the roll call.

## *Roll Call.*

With 10 Towns represented the Clerk declared a quorum.

## *Treasurer's Report.*

Treasurer Stephen Mealy presented the finance report through April 8, 2022 showing a balance of \$17,110.61 after revenues and expenses.

Motion to approve was made by Shareen Davis, seconded by Ed McManus and was passed unanimously.

## *Minutes.*

Minutes were presented by the Clerk for February 11, 2022 . A motion to approve was made by Stephen Mealy, seconded by Samuel Patterson. Motion passed.

Minutes were presented by the Clerk for March 11, 2022 . A motion to approve was made by J. Gregory Milne, seconded by Shareen Davis. Motion passed.

## MEETING DISCUSSION

### **Barnstable County Round Table Presentation**

Paul Anderson, Marina Brock

Nine towns formed the Barnstable County Round Table, DPW to work together to address new changes in OSHA regulations.

Barnstable County hosted a Hazardous Waste Roundtable at the Barnstable County Complex. Kalliope Chute, Hazardous Materials Environmental Specialist at the Cape Cod Cooperative Extension welcomed twenty-five representatives from municipalities across Cape Cod, MassDEP, and volunteer Hazardous Materials Collections workers. They came together to discuss the changing needs of the Hazardous Waste Collections Program on Cape Cod, a program that is nearing its 30-year anniversary.

Attendees focused their discussion on a rapidly changing industry, and their shared mission to preserve Cape Cod's unconfined, sole source aquifer, and to protect first responders, including fire fighters, police and DPW. Shannon Hulst, Deputy Director of the Cape Cod Cooperative Extension, and the County's Floodplain Specialist was also in attendance to consider the overlap between floodwater, hazardous waste, and drinking water quality.

### **Community One Stop for Growth**

#### **Economic development related grant opportunities for Cities and Town**

Marc Horne, Executive Office of Housing and Economic Development  
Assistant Secretary Juan Vega

Marc works on a team that oversees several economic development related grant opportunities for Cities and Town across the Commonwealth. We could present some information on our grant programs.

Launched in 2021. "Community One Stop for Growth"

A single application portal online. Reference:

[www.mass.gov/onestop](http://www.mass.gov/onestop)

[www.mass.gov/mbtacommunities](http://www.mass.gov/mbtacommunities)

The Community One Stop for Growth is a single application portal and collaborative review process of community development grant programs that make targeted investments based on a Development Continuum. This process streamlines the experience for the applicant and better coordinates economic development programs and staff on engagement and grant making. It also reorients the State from a passive reviewer of funding requests to an active partner in economic development strategy, priorities, and investment.

The One Stop benefits communities in the following ways, as they pursue state funding to realize their housing and economic development goals:

- **Ability to be considered for more than one grant program simultaneously**, saving time on research and applications to different agencies and programs.

- **Guidance and State partnerships**, allowing applicants to receive key feedback before completing a full application, and allowing the State to holistically and directly engage with local leadership.
- **Direct referrals to additional programs** that applicants otherwise may not realize could support their priorities.
- **Removal of redundant legacy program processes and questions** to streamline the application experience
- **A broader view of community priorities**, allowing the state to understand community vision beyond four corners of a single, discrete application.
- **Collaborative review**, allowing for State funding coordination and enhanced State awareness and support for community development goals.

For the FY 2023 Round, twelve (12) programs will be administered through the Community One Stop for Growth - one application door to access programs offered by the Executive Office of Housing and Economic Development, Department of Housing and Community Development, and MassDevelopment.

The Community One Stop for Growth represents a major shift in how the State and its partner agencies do business, not in the way you do business. We are inviting you to apply for multiple funding sources through a single portal on a single timeline, so that we can better understand and support your economic development goals and vision for your community.

The One Stop is an opportunity for the state's economic development agencies to work with communities to define their objectives, submit applications and obtain funding for projects following a collaborative process:

- **Step 1: Virtual Sessions**
- **Step 2: Expressions of Interest & Guidance (Optional)**
- **Step 3: One Stop Full Application(s)**
- **Step 4: Review & Evaluation**
- **Step 5: Notification of Award**

By participating in this process and submitting an Expression of Interest and/or a Full Application, a project will be automatically referred to all relevant grant programs, particularly those under EOHED, DHCD, and MassDevelopment. If this process identifies additional needs that align with other programs not listed above, further coordination and referrals may be made, on a case-by-case basis.

### Key Dates

- Expressions of Interest Open December 15, 2021  
*Expression of Interest submissions were accepted through March 18, 2022*
- Full Application Open  
*January 21, 2022*
- Webinars:
  - Webinar 1: One Stop Overview Webinar – Tuesday, February 1, 10:00 AM
  - Webinar 2: One Stop Application Guidance Webinar – Thursday, February 3, 10:00 AM
  - Webinar 3: Technology Webinar – Recording to be posted on Tuesday, February 8

- Full Application Submissions Open  
*May 2, 2022*
- Full Application Close  
*June 3, 2022*
- Review & Evaluation  
*June-September, 2022*
- Notification of Award  
*October/November 2022*
- Anticipated Contracting  
*November/December 2022*

Applications are reviewed for MassWorks are generally funded for about 50% of the applications. Funding is subject to allocation each year. This current year has been funded well.

## **Association By-Law Amendments**

### **1. Second Reading Changing the Executive Board to the Board of Directors.**

Second and Final By-Law Changing the Executive Board to the Board of Directors, and adjustment of the quorum to reflect the Board of Directors membership.

Explanation. Pg 5 Section 12.2 Quorum, change five (5) members to Six (6) members to reflect the quorum for the Board of Directors as defined in Section 9.1 consisting of all five officers (president, vice-president, treasurer, clerk, historian/parliamentarian), the immediate past president, and five members totaling 11 members.

Motion to Approve the proposed changes to the Association's By-Laws, Changing the Executive Board to the Board of Directors, and adjustment of the quorum to reflect the Board of Directors membership.

Motion to approve was made by J. Gregory Milne  
Seconded by Samuel Patterson

Motion passes unanimously.

### **2. Article to ratify and approve the Articles of Organization and Bylaws**

Motion to ratify and approve the Articles of Organization and Bylaws of the Cape and Islands Municipal Leaders Association, Inc. (the "Corporation") as presented to the members of Association and to authorize Stephen F. Mealy the filing of the Articles of Organization with the Corporations Division of the Secretary of the Commonwealth, attached herewith.

Motion By: Stephen Mealy  
Seconded By: Samuel Patterson

Motion passes unanimously.

### **3. Adoption of a Resolution by the Board of Directors, to Payoff of Debts, Transfer of Assets from the old Association to the new Corporation**

Motion:

Motion that all of the members of the Board of Directors of the Cape and Islands Municipal Association, Inc., a Massachusetts non-profit corporation (hereinafter “the Corporation”), consent to the adoption of the following resolutions attached in lieu of a first meeting of Directors:

RESOLVED: To ratify and approve the Articles of Organization and Bylaws of the Corporation.

RESOLVED: That the following person be elected to the offices set forth opposite his respective name, each to serve, subject to the Bylaws of the Corporation, until the first annual meeting of Members and until his or her successor is elected and qualified, or until they shall resign or otherwise cease to hold such office or offices as provided in the Bylaws:

President	-	Paula K. Schnepf
Vice-President	-	Mary Chafee
Treasurer	-	Stephen Mealy
Clerk	-	Ed McManus
Parliamentarian	-	Greg Milne

RESOLVED: That the fiscal year of the Corporation shall end on December 31st of each year.

RESOLVED: That the principal office of the Corporation be established and maintained at 20 Pilgrim Road, Sagamore Beach, MA 02562.

RESOLVED: That the President and the Treasurer are each authorized:

(a) to designate such bank or banks as depositories (a "Depository") for the funds of the Corporation as he or she may deem necessary or advisable;

(b) to open, keep and close general and special bank accounts and safe deposit boxes with any Depository;

(c) to cause to be deposited in accounts with any Depository from time to time such funds of the Corporation as he or she may deem necessary or advisable;

(d) to designate from time to time officers and agents of the Corporation authorized to sign or countersign checks, drafts or other orders for the payment of money issued in the name of the Corporation against any such account subject to the limits contained herein; and

(e) to make such general and special rules and regulations with respect to such accounts (including without limitation authorization for use of facsimile signature) as he or she may deem necessary or advisable.

RESOLVED: That if any Depository requires a prescribed form of preamble, preambles, resolution or resolutions relating to such accounts or to any application, statement, instrument or other document connected therewith, each such preamble or resolution shall be deemed to be adopted by the Board of Directors, and the Clerk of the Corporation is authorized to certify the adoption of any such preamble or resolution as though it were presented to the Board of Directors at the time of adopting this resolution, and to insert all such preambles and resolutions in the minute book of the Corporation immediately following this resolution.

RESOLVED: That the officers of the Corporation are directed to cause to be filed an Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code of 1986, as amended.

RESOLVED: That no director shall receive any salary for services rendered from the corporation.

Discussion:

Upon the incorporation of the Corporation, after the payment of any debts of the Association, to dissolve the Association and to transfer the assets of the Association to the Corporation. atify and approve the Articles of Organization and Bylaws of the Cape and Islands Municipal Leaders Association, Inc. (the "Corporation") as presented to the members of Association, attached herewith to be signed by the Association Clerk.

Motion By: Stephen Mealy  
Seconded By: Allan McClennan

Motion passes unanimously.

### **Board of Directors Meeting, following Association Meeting.**

1. Adoption of a Resolution by the Board of Directors, to Payoff of Debts, Transfer of Assets from the old Association to the new Corporation

Motion:

Motion that all of the members of the Board of Directors of the Cape and Islands Municipal Association, Inc., a Massachusetts non-profit corporation (hereinafter "the Corporation"), consent to the adoption of the above resolutions attached in lieu of a first meeting of Directors as voted by the Association on April 8, as above.

Motion By: Stephen Mealy

Rollcall Vote of the Directors:

Paula K. Schnepf	yes
Mary Chaffee	yes
Stephen Mealy	yes
Ed McManus	yes
J. Gregory Milne	yes
Andrew Gottlieb	yes
Samuel Patterson	yes
Aimee Eckman	yes
George Slade	yes
Janet Reinhart	yes

Motion passes unanimously.

Adjournment.

Motion to adjourn was made by Karl Hoffman, seconded by Janet Reinhart.  
Motion passes unanimously.

Submitted,

Ed McManus  
Association Clerk