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BARNSTABLE TOWN CLERK

**Town of Barnstable**  
**Planning & Development Department**  
**Barnstable Economic Development Task Force**  
**Meeting Minutes**  
**February 15, 2019**

**Members Present:** Alison Maloney (Chair), Chuck Carey, Roy Catignani, Bob Cody, Beth Marcus, Dan Ojala, Matthew Eddy, Jason Siscoe

**Members Absent:** James H. Crocker, Jr. - President of Town Council, Andy Clyburn – Assistant Manager of the Town of Barnstable, Mark Sexton, Terri Ahern

**Staff:** Elizabeth Jenkins - Director of Planning and Development, Mike Trovato – Economic Development Specialist  
Jennifer Engelsen – Office Manager, Planning and Development Department

**Also Present:** Tina Shaw representing Terri Ahern

*Alison Maloney called the Economic Development Task Force meeting to order at 12:07 pm. A motion to accept the minutes was made by Roy and seconded by Bob. Aye all.*

Elizabeth began the meeting discussing the Regulatory Reform Recommendations handout. The information was gathered from previous meetings. She asked the members to provide feedback to be sure that the items are in line with the task force objectives. A report will be generated and submitted to town leaders. Matt spoke to the second recommendation, developing resources to help property owners understand when they are located in a historic district and what the review and permitting requirements. He has had personal dealings with owners who inherit issues with their property. Why doesn't the town notify the owners about issues, this is the biggest frustration he hears from owners. He knows the property owner/agent should do their due diligence before purchasing a property but what other solution may work. Perhaps making a checklist for owners to make them aware of what they need to research before they purchase. Matt said an attorney or real estate agent does not always find out Conservation issues.

Ali mentioned accessing the Registry of Deeds to see what has been recorded. In about sixty seconds you can find a lot of important information on the property. She was able to see a deed restriction that varied from the listing sheet the number of bedrooms allowed.

Dan suggested creating a data base, cross section of outstanding orders. Alerting owners about elevation certificates and flood zones. Elizabeth suggests a GIS application similar to Assessing that we could plug in information on properties, market this application.

Matt asked if the town was responsible to notify property owners when a zoning change is going to occur. Elizabeth informed the members no requirement is needed now under MGL to notify individuals. Beth was surprised because her obtaining a liquor license required her to notify abutters.

A discussion on local regulations was had. Mike made a recommendation to look at all local regulations that supersede state regulations and develop changes

Roy made a suggestion related to having a developer attend a public session on regulation changes. A developer tends to be hit the hardest out of pocket. They want to come and work in town, but the cost is too high. Chuck said he hears that our lots are too small in town, construction costs are too high. He talked about the new opportunity zone – two zones, one that is exempt from the Cape Cod Commission and the other Growth Incentive Zone. Developers who would benefit from gain funds want bigger stuff than Hyannis can offer.

Beth asked a question on the percentage of new business that comes to town, comes through the economic development office. Mike differentiated between turn-key or brand new. We do not see too much of turn-key business. Turn-key tend to go to 200 Main Street and get their business done. If they have issues, they are referred to Planning & Development staff. Goal is to be a resource to those folks. Beth wants to know if someone walks into 200 Main because they are looking to do business, who they talk to. Ali spends a lot of time there and rarely sees other departments stepping in to assist a potential business owner. There is a clear gap present. Elizabeth stated that there is hope to have a staff person to assist the public. Beth hears quite often that people are afraid to ask a question if they do not have the answer. Perhaps a public relation campaign for the Town of Barnstable is a suggestion from Beth in order to stop the feeling that starting a business is hard to do. Ali said a table or person who could

answer simple questions would be beneficial. There are groups that could offer education sessions on how to start business (i.e. SCORE, the Chamber, E for All, CCYP, etc).

The group discussed customer service at 200 Main Street. How do we educate the front line staff, the front line staff should not be making decisions that is not their role. Decisions should not be discretionary, need to be progressive. We need to build and market entrepreneurship. There needs to be a point of contact at 200 Main to answer general questions as to where to begin. The new Building Commissioner, Brian Florence has made some changes since he started one being Site Plan Review. The Restaurant Guide handout is a result of Site Plan Review.

Beth suggests sharing the positives that come from economic development. We need good press!

The Business Development Questionnaire and Business Listening Session handouts were discussed. Ali asks if the questionnaire represents what the group wants, any changes. Elizabeth responds that the questionnaire will be revised and sent out.

Mike gave an update on the Comprehensive Economic Development Strategy (CEDS). This is the commission's 5-year action plan to move us closer to a goal of a balance, sustainable and resilient economy. He handed out material with meetings scheduled for later this month.

Next meeting topics:

- Ali to invite an attorney to next meeting
- Develop topic areas and then offer sessions to discuss
- Offer a listening session
- Sector development – blue economy

**Public Comment:** none

**Next Meeting:** March 15, 2019 at 12:00pm

**Adjournment:** Alison made a motion to close the meeting at 1:34 pm, so moved.

Respectfully submitted,  
Jennifer Engelsen – Planning and Development Department