



The Town of Barnstable

John F. Kennedy Memorial Trust Fund Committee

367 Main Street, Hyannis, MA 02601
Lynne M. Poyant, Chair
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JOHN F. KENNEDY MEMORIAL TRUST FUND COMMITTEE
Monday, February 13, 2020 at 11:30 AM*
Selectmen's Conference Room, 2nd Floor, Town Hall
APPROVED March 11, 2021

17 MAR '21 PM 1:45
BARNSTABLE TOWN CLERK

Present – Committee: Lynne Poyant, Chair; Bob Jones, Vice Chair; Mark Ells, Town Manager; Hugh Findlay, and Bill Murphy.

Present – Staff: Debra Blanchette, Treasurer; Patti Machado, Recreation Director; John Gleason, Assistant Recreation Director; Gino Angelone, JFK Memorial Attendant; and Chris Gonnella, Structures & Grounds' Grounds Foreman.

1. Meeting was called to order at 11:45 a.m.

2. Roll Call

3. Review Minutes:

MOTION (Hugh Findlay / Mark Ells) to accept the April 10, 2019 meeting minutes were UNANIMOUSLY APPROVED

MOTION (Bill Murphy / Mr. Findlay) to accept the May 21, 2019 Scholarship Committee meeting minutes were APPROVED (Mark Ells & Bob Jones abstaining).

4. Town Treasurer Debra Blanchette provided the Committee with the status of JFK Memorial Trust Fund accounts showing two fiscal years (FY2018 and FY2019) and year-to-date figures through 1/31/2020. FY2019 had an ending period balance of \$307,078.42 and the 1/31/2020 balance of \$345,122.51. Lynne Poyant commented that payments to the Youth Summit and Cape Cod Maritime Museum from previous years have been taken care of. Bill Murphy asked why there was a purchase of \$61,791 for hats. John Gleason, Assistant Recreation Director, explained that there were hats left over from the previous year. There are no anniversary hats left. Gino Angelone commented that the anniversary hats were big sellers. Ms. Poyant explained that the flag on the hats raised the cost. **MOTION (Mr. Findlay / Mr. Ells) to accept the Treasurer's Report as presented was UNANIMOUSLY APPROVED.**

5. John Gleason, Assistant Recreation Director, presented the report on the JFK Memorial Sailing Program and review of request for funding. Mr. Gleason said the sailing program went very well this year. The program received a 9.7 out of 10 for a customer service rating. Class fees were increased from \$80.00 to \$90.00 due to the minimum wage increase. There is financial aid and grant money available for families in need. Mr. Jones asked what if children cannot afford the program. Recreation Director Patti Machado commented that there are money and payment plans available. Mr. Ells asked if they have adequate support available. Ms. Machado responded yes. Boats and trailers could need replacing this year. Ms. Machado commented that it has been about patching the boats. The children's safety is the highest priority. Replacement Life Jackets are also needed this year

along with two (2) USA Sailing Certifications. The Sailing Program total is \$19,755. Ms. Machado commented that the boat is fine but the motor is not. Brian Motors quoted it at \$15,000. Brian Motors found part last year that got us through the summer. Ms. Machado commented that all staff is required to be lifeguard certified through the American Red Cross program as well. Staff must be over 18. The USA Sailing Certification cost is \$440.00 person. Mr. Gleason commented that the Build-a-Boat Program was phenomenal. Class was filled. Two boats were sold recently which helped out with the program. Mr. Gleason is asking for \$1,500.00 this year for the program. Mr. Jones said the town is happy with the maritime museum and visa-versa. Mr. Jones wants to make sure the class is full. Mr. Gleason said it's well-attended. There is a Saturday class offered now from 9:30 to 12:00 noon. Mr. Jones commented that the hardest part is selling the boat and he is pushing them to lower the price. The row boat being made now is easier to sell. Mr. Jones says easier than the Bevin skiff. Ms. Poyant commented that she suggested they raffle the boats to the Maritime Museum but they were not sure if that would be worth it. Mr. Jones said they have had to give some boats away due to storage issues. A suggestion was made to maybe add rowing classes. Ms. Machado said that the Barnstable Intermediate School has a boat in the lobby and information about the Maritime Museum and the boat making program.

Mr. Gleason commented that 1,522 hats were sold last year. Mr. Murphy asked how many hats come to a case to get that number (1,522). Mr. Gleason responded they come in cases of 144. Mr. Angelone said hats sales were down and have been going down from year to year. He feels it's due to less busses and less people on the busses. Ms. Poyant said that with the 2020 celebrations in Plymouth and Provincetown we should see more busses. Mr. Angelone said that the tour guides have changed. He feels if the tour guides pre-sell the hats they would sell more and he can tell which tour guides do pre-sell. Ms. Poyant commented that beaches are now accepting credit cards. She wanted to know if a hand-held credit card machine would benefit hat sales. Mr. Angelone says it has not been in demand. All committee members were in agreement a credit card machine would be worth trying out at the Memorial. The Committee agreed to have a Credit Card Pilot Program. All were in agreement that the credit card machine should be rented and not purchased. The cost is \$2,500.00 for rental and processing. The Company is called First Data Company through Santander Bank. It will require a WiFi connection. Mr. Angelone wanted to know if we could charge a \$1.00 service fee and Ms. Blanchette said we cannot. **MOTION (Mr. Jones / Mr. Findlay) to fund the Recreation Division requests:**

JFK Memorial Sailing Program	\$19,755
Build-A-Boat Program with Cape Cod Maritime Museum	\$ 1,500
JFK Memorial Hats	\$17,404
Pilot Program for Credit Cards	\$ 2,500
Total	\$38,659

was UNANIMOUSLY APPROVED.

- Chris Gonnella, Structures & Grounds' Grounds Foreman, commented that the lawn fertilization and the bronze medallion are in good shape. Goose control is still a problem. Ms. Machado suggested an idea which is painting eggs with special oil that will deter more geese. Kids have also used remote cars which have scared the geese. Mr. Gonnella commented that the hose has been replaced and that two (2) new filters and circulation pump need replacing in the pool. It was suggested to open the pool for April School Vacation which begins April 17th. Cost will be increased due to a longer period of time open. Mr. Gonnella suggested that the hedge should be removed on the left side which would open up the area. Plantings have a presidential theme of red, white, and blue. Estimated

cost would be \$500.00. Mr. Gonnella presented two options for the Committee to consider.

Mr. Gonella asked about having an outdoor pedestal water filling station and selling JFK Memorial Hydro-flask containers from the hat shack as an opportunity for increased revenue. Cost associated would be \$5,500.00 The Committee thought it was a great idea.

MOTION (Mr. Findlay / Mr. Murphy) to fund Option B which includes the water filling station:

Organic Lawn Fertilization Program	\$ 2,500.00
Bronze Medallion Preventative Maintenance	\$ 400.00
Goose Control Products	\$ 602.50
Pool Mechanicals: Foundation Pump, Chlorinator, and Electrical	\$ 1,000.00
Pool Maintenance Contract	\$ 4,575.00
Planting Improvements and Maintenance	\$ 500.00
Flag & Flagpole Maintenance	\$ 500.00
Outdoor Pedestal Water Filling Station	\$ 5,500.00
Total	\$15,577.50

was UNANIMOUSLY APPROVED.

7. Consideration of Amount of Scholarship Budget as well as number of scholarships and if to open up to more than Barnstable High School (BHS) students was the next topic of discussion. It was stated that Frances Parks, who sent an email to Ms. Poyant that was shared with the Committee, feels that any Barnstable student regardless of school they attend should be open to any scholarship. She does not feel that BHS should be choosing the three students that the committee interviews and that the committee should see all the applicants. Ms. Poyant and Ms. Blanchette would like to see us get all applications for review. Ms. Poyant will ask the school if they can provide all of the applications when they provide this year's top three. The Committee will then be able to determine the number of students applying for the scholarship and if it is realistic for the Scholarship Subcommittee to review all applications. Mr. Jones said that Sturgis Charter Schools do not want scholarships that are available for Barnstable students only – they need to be open to all Sturgis students. Mr. Ells commented that he posts all scholarships on his website and he feels the educational market is changing. He thinks kids have more options and just because they are not at BHS they should still qualify. It was decided that the selection process for applications would remain the same for now until further discussions are held at a future meeting. **MOTION (Mr. Ells / Mr. Jones) to give a \$2,500 to a Barnstable High School Student and \$1,000 to the Martin J. Flynn Scholarship Committee was UNANIMOUSLY APPROVED.**
8. Appointment of Scholarship Committee: Hugh Findlay, Chair; Bill Murphy, Lynne Poyant and Debra Blanchette. Interview Session with applicants to be scheduled by BHS Guidance Office in Community Services Conference Room at a date to be determined.
9. Appointment of Annual Memorial Day Celebration Committee – Memorial Day is Monday, May 25, 2020. Bob Jones graciously agreed to serve as Chair again this year. Ms. Poyant commented that maybe our new Town Council President Paul Hebert would like to be our keynote speaker this year.
10. Flag Day is Sunday, June 14, 2020. This year's event is scheduled for Monday,

June 15, 2020 at Centerville Elementary School. Mr. Jones would like committee to be in attendance.

11. The Design Status of the JFK Memorial Renovations were discussed. Mr. Ells commented that he has the JFK Memorial in for CIP requests. Mr. Ells wants to include Town Council President Paul Hebert and Mark Milne in another meeting with the Committee. There is a difference between a "restoration" and a "renovation" for the purposes of Community Preservation Committee funding. Ms. Poyant said she will reach out to Mark Marinaccio and review the quote from Weston and Sampson of \$1.8 million.
12. Items for next JFK Memorial Trust Fund Committee Meeting Agenda include: Design Status of Memorial and Committee size.

Meeting adjourned at 1:32 p.m.

Respectfully submitted,

Tracey L. Smith
Office Manager / Executive Assistant to the Director of Community Services

Town of Barnstable
John F. Kennedy Memorial Trust Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
FY 2018, FY 2019 and YTD FY 2020

	<u>6/30/2018</u>	<u>6/30/2019</u>	<u>FYTD 12/31/2019</u>
Balance, Beginning of Period	\$329,629.36	\$302,060.45	\$307,078.42
 <u>Revenue</u>			
Investment Income	8,640.00	10,141.60	4,635.86
Contributions and sale of goods	58,286.00 ¹	39,215.20 ²	24,509.00 ³
Unrealized gains/(losses)	<u>(7,578.16)</u>	<u>26,438.46</u>	<u>13,227.68</u>
 TOTAL REVENUE	 \$59,347.84	 \$75,795.26	 \$42,372.54
 <u>Expenditures</u>			
Hat purchase	61,791.00	17,661.60	-
Scholarship	2,500.00	2,500.00	-
Sailing program	3,201.89	3,269.34	-
Contracted services	18,635.34	36,086.46 ⁴	3,941.00
Investment fees	788.52	759.89	387.45
Transfer Out	<u>-</u>	<u>10,500.00⁵</u>	<u>-</u>
 TOTAL EXPENDITURES	 \$86,916.75	 \$70,777.29	 \$4,328.45
 Net Income/ (loss)	 (\$27,568.91)	 5,017.97	 \$38,044.09
 <u>Balance, End of Period</u>	 <u>\$302,060.45</u>	 <u>\$307,078.42</u>	 <u>\$345,122.51</u>

Debra M. Blanchette, Treasurer/Collector
January 31, 2020

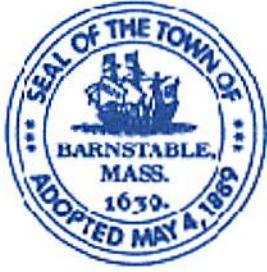
¹ Pool coin collection = \$5,466 Hat sales = \$52,820 (FY2018)

² Pool coin collection = \$5,975.20 Hat sales = \$33,240 (FY2019)

³ Pool coin collection = \$3,179 Hat sales = \$21,330 (FY20 thru 12/31/19)

⁴ Note: includes payments made to CCMM - \$1,500 FY18 and \$2,400 FY19 – Bevin Skiff

⁵ FY17 \$2,500 Youth Summit, FY18 & FY19 @ \$3,500 and \$1,000 Barnstable Scholarship



TOWN OF BARNSTABLE
BARNSTABLE RECREATION DIVISION

PATTI MACHADO
Director of Recreation
141 Bassett Lane
Hyannis, MA 02601
Tel: 508-790-6345
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E-Mail: Recreation@town.barnstable.ma.us

To: Lynne Poyant, John F. Kennedy Memorial Trust, Chairman
From: John Gleason, Assistant Recreation Director
Re: John F. Kennedy Memorial Trust Fund Committee
2020 Financial Requests/2019 Report
Date: February 13, 2020

John F. Kennedy Memorial Sailing Program:

The Barnstable Recreation Division is very appreciative of the John F. Kennedy Memorial Trust Committee's continued support and sponsorship of the Memorial Sailing Program, which again was a great success. We could never sustain the boat operations without your support. The fee for 2019 was \$90, an increase of \$10 from 2018.

Attached:

- 2019 Sailing Program Director's Report with Customer Satisfaction Rating
- 2020 Proposed Projected Replacement Plan
- 2019 JFK Hat Report

The Hyannis Yacht Club continues to be of great support by offering two scholarships to our JFK sailing participants. This year, two JFK Sailing participants took advantage of the scholarship by HYC. This scholarship provides sailors who have graduated from our sailing program an opportunity to take part in their five day a week sailing program.

Request for Financial Support: JFK Memorial Sailing Program 2020

- Looking to replace one Hunter and trailer (over the next 2 years) until all Hunters and trailers are replaced. The cost of the Hunter and trailer is \$15,025.
- \$3,500 for Maintenance and operational needs with no increase for 2020.
- Yearly swap out the Lifejackets – 10 @ \$35 for \$350 (as proposed in our proposed replacement Plan from 2016)
- (2) USA Sailing Certifications - \$880

Total request for JFK Memorial Sailing Program: \$19,755

Build a Bevin Skiff Rowboat Program:

This program is in collaboration with the Cape Cod Maritime Museum. The Cape Cod Maritime Museum provides the site, equipment, planning, and 6-10 volunteers. These volunteers work on the boat with 4-8 Barnstable Intermediate Students. The initial funds (\$1,500) for this program were provided by the JFK Memorial Trust Fund. The goal at the end of the program is to raffle or sell the boat off to cover the cost of the materials. These funds have enabled us to keep this program affordable for all. If funds were not provided, the cost for participants would have been over \$250 per person to participate in building the boat. The cost is \$50 with an opportunity to get the program for \$25, if approved for financial aid. We have even waived that fee with support from the Lombard Trust Fund. The first boat, one of the participant's parents purchased at the completion of the program. The Cape Cod Maritime Museum has recently sold two boats from the program.

Request for Financial Support: Build a Bevan Skiff Row Boat Program for 2020

1. \$1,500 for boat materials

Total request for Build-A-Boat Program: \$1,500

John F. Kennedy Memorial Operations:

The primary responsibility of the JFK Memorial Staff is to greet our visitors, at our facility that honors President John F. Kennedy. The staff provides literature, answers questions, sells hats, takes donations, and keeps the Veteran's Memorial restrooms and facility clean. This began early May 2019 through late October 2019.

We sold 1,522 hats bringing in a total of \$30,440. Hats were sold at \$20 each, no increase from the previous year. Our total hat sales were down by \$3,280. We didn't sell out of hats in the beginning of October as we are accustomed to. We have roughly 557 hats carrying over to next season. Donations this year totaled \$4,278. We were down \$1,789 from the previous year.

Request for Financial Support: JFK Hats for 2020

1. \$11.50 for 1,296 hats = \$14,904

Total request for JFK Hats: \$14,904

Total Financial Requests for Recreation:

Sailing Program: \$19,755

Build-A-Boat Program: \$1,500

JFK Hats: \$14,904

Grand Total = \$36,159

2019 Kennedy Sailing Program Report

In 2019 the Kennedy Sailing Program was taught by instructors Madison Targett, Meaghan Wiggin, Chris Bresnahan, Bijon Luczkow, Lily Beal, and aide Paul Sullivan. Luke Turner took over the position of program director.

The program had a total enrollment of approximately eighty students. Classes were offered for children aged ten to eighteen. Lessons were taught Monday through Friday. Three classes were offered for Monday/Wednesday and three for Tuesday/Thursday. Two classes were offered on Friday. This portion of the program was open to children aged ten to thirteen. Additionally, the extended youth program was taught on Tuesday/Thursday evenings for children aged fourteen to eighteen. This schedule was the same as that of the previous two summers.

The program was very fortunate to receive two new Hunter 15's this summer. The fleet consisted of these, along with another Hunter 15 (received last summer), one of the older Hunter 146s, and four 420s. In addition, two Boston Whalers were used as coach boats. The new boats led to a greatly reduced incidence of broken parts. This helped to create a safer environment for all and generally allowed classes to run more smoothly.

A consideration for next year would be a slight schedule change to allow for a gap between the first and second classes on Monday/Wednesday and Tuesday/Thursday. Currently, the second class begins exactly when the first ends. This can be problematic as sometimes unforeseen circumstances such as a capsized boat or wind shift cause classes to return to the beach several minutes late, meaning that there are no instructors at the bathhouse to begin the next class. Additionally, the current schedule only allows the instructors to be out of the sun for thirty minutes a day during the lunch break. Both of these issues could be alleviated by adding a gap of approximately 15 minutes between classes.

A second consideration would be continued instructor training through U.S. Sailing. Allowing for a greater portion of the instructors to take U.S. Sailing courses would be very beneficial to the program. This formal training helps them to hone their techniques and encourages the use of more diverse teaching strategies.

Overall the 2019 Kennedy Sailing Program was successful. Students and parents continue to be satisfied. The program offers a valuable service to the community. Children from diverse

backgrounds have the opportunity to develop a passion and appreciation for the water and healthy recreation in general in a fun and safe environment.

Customer Satisfaction Rating: 9.7

97 Participants

Luke Turner, Head Sailing Instructor

**JFK MEMORIAL
2019
HAT SALES**

Total received for sale.....2082

Less

Defective.....1

Given to John Gleason for a mail order.....2 3

Total hats available for sale.....2079

2019 Hats sold.....1522

Hats available for the 2020 season..... 557

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2018 hats sold.....1686

2019 hats sold.....1522

2019 decrease from 2018.....(164)

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DOLLARS RECEIVED, DONATIONS/POOL COINS

	<u>DONATIONS</u>	<u>COINS</u>	<u>TOTAL</u>
<u>2019</u>	3955	323	4278
<u>2018</u>	<u>5661</u>	<u>406</u>	<u>6067</u>
<u>2019 decrease</u>	(1706)	(83)	(1789)
			=====

RESPECTIVELY SUBMITTED:
GINO ANGELONE OCTOBER 22, 2019



Town of Barnstable

Department of Public Works

Structures & Grounds Division
800 Pitcher's Way Hyannis MA 02601
www.town.barnstable.ma.us

Stephen J. Sundelin, Supervisor
Bryan E. Lauzon, General Foreman
Brenda L. Evans, Administrative Assistant
Patricia Casey, Principal Division Assistant

Tel: (508) 790-6320
Fax: (508) 790-6318

February 11, 2020

To: JFK Memorial Trust Fund Committee
From: Chris Gonnella Section Forman, DPW Structures & Grounds
RE: 2020 JFK Memorial Maintenance Recommendations

Last year we incorporated new plantings along the split-rail fence by the parking area and completed renovating the handicap access area. Once again we refurbished and painted the deteriorating pool surface.

1. Organic Lawn Fertilization Program

This year we are proposing the continuation of our organic fertilization program. There are three applications that begin in April with an application of Corn Gluten and then two subsequent applications of a general purpose organic fertilizer in June and again in September. This organic fertility program in combination with aggressive cultural practices, slice-seeding, incorporating calcined clay into the soil profile, and amending the soil with a liming material has proven to be effective. Preliminary estimates for this program have been obtained and include all labor and materials for a one year program.

Project Estimate **\$2,500.00**

2. Bronze Medallion Preventive Maintenance

The existing bronze medallions were media stripped and acid cleaned ten seasons ago. Since then we have incorporated a maintenance program for the bronze medallions. This season we need to continue our periodic ongoing maintenance to maintain the patina and keep the medallions preserved. We are recommending the continuation of the seasonal preventive maintenance program that will include cleaning, polishing and waxing on a twice per year basis. Preliminary estimates have been obtained and include all labor and materials to complete this project.

Project Estimate **\$400.00**

3. Goose Control Products

Throughout the season we used the irrigation system in combination with the *EZ-Flo* delivery system to apply an organic deterrent called Flight Control Plus. The system was operational but only delivers products when irrigating. Given the water restrictions and our sound watering practices my belief is that there was not enough active ingredient to effectively deter the geese. We are still researching new products and alternative methods and when something becomes available we will test it. We currently have a 2.5 gallon container of Flight Control Plus from FY19 thus we are reducing our request. Preliminary estimates have been obtained for the purchase of enough material to apply throughout the season.

Project Estimate \$602.50

4. Pool Mechanicals: Fountain Pump, Chlorinator and Electrical

The pool continues to be a maintenance issue as it continues to deteriorate. We need to at minimum have the pool resurfaced but recommend replacement. The coping is failing, there are numerous cracks in the structure and sanding and painting will not be sufficient to rectify the failing conditions. With there being no funding secured for major renovations this will need to be addressed in the short term. I'm anticipating the need to replace filter cartridges and should also reserve additional funds in the event of equipment repairs.

Project Estimate \$1000.00

5. Pool Maintenance Contract

Continue subcontracting out the maintenance of the pool to a professional pool. Outsourcing the maintenance of the pool enables our grounds crew to dedicate their time to maintaining the grounds and improving the appearance of the property as we are able to devote more time to details. Structures & Grounds would like to continue to subcontract out the pool maintenance again this season to open, close and service the fountain for 31 weeks. This would start with opening the pool by April 17th (Spring Break) and closing the pool after November 11th (Veteran's Day). Preliminary estimates have been obtained for these services.

Project Estimate \$4,575.00

6. Planting Improvements & Maintenance

We continued with additional plantings along the split-rail fence adjacent to the parking lot. We would like remove the yew plant left of the entrance that keeps getting damaged by vehicles. We would also like to remove the large junipers along Ocean street that block the view into the Memorial from the roadside and just collect trash and debris. We request funding to plant additional plant material to continue to improve the appearance of the property.

Project Estimate \$ 500.00

7. Flag & Flagpole Maintenance

We replaced the large American flag on Memorial Day last season. We do take down the large flag when we anticipate storms and fly a much smaller flag during the off-season. We do our best to be cost effective, but do not want to fly a tattered flag. We have a new flag in stock from last season so we will only need to purchase 1 additional large flag and 1 winter flag. Preliminary estimates have been obtained for the purchase of the replacement flags.

Project Estimate \$ 500.00

8. *Optional* Outdoor pedestal water filling station

The existing water bubbler has been non-operational for my entire 6 year tenure with the town. Barnstable is not allowed to have outdoor water bubblers do to health concerns and I think the addition of a water refilling station is a great idea. This would be the first one installed in Barnstable and believe there will be many more being installed in the future with the growing concerns of plastic bottles. Recreation might also consider selling customized J.F.K. Memorial Hydra-flask containers from the hat shack as an opportunity for increased revenue. Preliminary estimates have been obtained for the purchase, shipping and installation of a filling station.

Project Estimate \$ 5500.00

Option A Projected Total Estimate without water station **\$10,077.50**

Option B Projected Total Estimate with water station **\$15,577.50**