



Town of Barnstable  
Town Council  
James H. Crocker Jr. Hearing Room  
367 Main Street, 2<sup>nd</sup> floor,  
Hyannis, MA 02601  
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**TOWN COUNCIL MEETING AGENDA**  
**January 09, 2025**  
**6:00 pm**

Original  
posted on  
01/03/2025  
@ 9:04am.  
Updated on  
01/03/2025  
@ 12:31 to  
add Items  
2025-067 and  
2025-068

Councillors:

Craig Tamash  
President  
Precinct 4

Kris Clark  
Vice President  
Precinct 11

Gordon Starr  
Precinct 1

Dr. Kristin Terkelsen  
Precinct 2

Betty Ludtke  
Precinct 3

John Crow  
Precinct 5

Paul C. Neary  
Precinct 6

Seth Burdick  
Precinct 7

Jeffrey Mendes  
Precinct 8

Charles Bloom  
Precinct 9

Matthew P. Levesque  
Precinct 10

Paula Schnepf  
Precinct 12

Felicia Penn  
Precinct 13

Administrator:  
Cynthia A. Lovell  
[Cynthia.lovell@town.barnstable.ma.us](mailto:Cynthia.lovell@town.barnstable.ma.us)

The January 09, 2025, Meeting of the Barnstable Town Council shall be conducted in person at 367 Main Street 2<sup>nd</sup> Floor James H. Crocker Jr. Hearing Room, Hyannis, MA. The public may attend in person or participate remotely in Public Comment or during a Public Hearing via the Zoom link listed below.

1. The meeting will be televised live via Xfinity Channel 8 or 1070 or High-Definition Channel 1072 or may be accessed via the Government Access Channel live stream on the Town of Barnstable's website:

<http://streaming85.townofbarnstable.us/CablecastPublicSite/watch/1?channel=1>

2. Written Comments may be submitted to: <https://tobweb.town.barnstable.ma.us/boardscommittees/towncouncil/TownCouncil/Agenda-Comment.asp>

3. Remote Participation: The public may participate in Public Comment or Public Hearings by utilizing the Zoom video link or telephone number and access meeting code:

Join Zoom Meeting <https://townofbarnstable-us.zoom.us/j/84599542812> Meeting ID: 845 9954 2812  
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**PUBLIC SESSION**

**1. ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. MOMENT OF SILENCE**

**4. PUBLIC COMMENT**

**5. COUNCIL RESPONSE TO PUBLIC COMMENT**

**6. TOWN MANAGER COMMUNICATIONS (Pre-Recorded and available on Video on Demand on the Town website)**

**7. MINUTES**

- **ACT ON PUBLIC SESSION MINUTES: December 12, 2024**

**8. COMMUNICATIONS - from elected officials, boards, committees, and staff, commission reports, correspondence and announcements**

- **Marstons Mills School Property Master Plan Workshop presented by James Kupfer, Director, Planning and Development**

**9. ORDERS OF THE DAY**

- A. Old Business**
- B. New Business**

**10. ADJOURNMENT**

**NEXT REGULAR MEETING: January 30, 2025**

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**A. OLD BUSINESS**

2025-061	Appointments to a Board/Committee/Commission: <b>Conservation Commission:</b> Jeffrey Kaschuluk, as a regular member to a term expiring 06/30/2027; <b>Disability Commission:</b> Mackenzie Bonaiuto, as a regular member to a term expiring 06/30/2027; <b>Historical Commission:</b> John Richmond, from an alternate position to a full member position to a term expiring 06/30/2027; <b>Infrastructure and Energy Committee:</b> Ron Ruggiero, as a regular member to a term expiring 06/30/2027 <b>(May be acted upon) (Majority Vote)</b> .....	3
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**B. NEW BUSINESS**

2025-063	Authorization to contract for and expend a Federal Fiscal Year 2024 Edward Byrne Memorial Justice Assistance grant in the amount of <b>\$19,924</b> from the U.S. Department of Justice <b>(May be acted upon) (Majority Vote)</b> .....	4-5
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2025-065	Appropriation Order in the amount of <b>\$164,000</b> in Community Preservation Act Funds for the purpose of conservation, preservation and restoration of gravestones in the Universalist Cemetery located at 320 Main Street, Hyannis, as shown on assessors map 327, parcel 074 <b>(Refer to Public Hearing 01/30/2025)</b> .....	8-9
2025-066	Appropriation Order in the amount of <b>\$50,000</b> in Community Preservation Act Funds for the purpose of hiring a consultant to assist with updating the Town of Barnstable’s Open Space and Recreation Plan <b>(Refer to Public Hearing 01/30/2025)</b> .....	10-11
2025-067	Authorization of a contract with a term of up to ten years for the management of the Conant Meeting House Farm property located in West Barnstable <b>(First Reading) (Refer to Second Reading 01/30/2025)</b> .....	12-14
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**Please Note:** The lists of matters are those reasonably anticipated by the Council President which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may be discussed to the extent permitted by law. It is possible that if it votes, the Council may go into executive session. The Council may also act on items in an order other than as they appear on this agenda. Persons interested are advised that in the event any matter taken up at the meeting remains unfinished at the close of the meeting, it may be continued to a future meeting, and with proper notice.

**A. OLD BUSINESS (May be acted upon) (Majority Vote)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2025-061**  
**INTRO: 12/12/2024, 01/09/2025**

**2025-061 APPOINTMENTS TO A BOARD/COMMITTEE/COMMISSION**

**RESOLVED:** That the Town Council appoints the following individuals to a multiple-member Board/Committee/Commission: **Conservation Commission:** Jeffrey Kaschuluk, as a regular member to a term expiring 06/30/2027; **Disability Commission:** Mackenzie Bonaiuto, as a regular member to a term expiring 06/30/2027; **Historical Commission:** John Richmond, from an alternate position to a full member position to a term expiring 06/30/2027; **Infrastructure and Energy Committee:** Ron Ruggiero, as a regular member to a term expiring 06/30/2027 **(First Reading) (Refer to Second Reading 01/09/2025)**

**SPONSORS:** Appointments Committee Members: Councilor Jeffrey Mendes, Chair; Councilor Kris Clark, Vice Chair; Councilor Kristin Terkelsen; Councilor Charles Bloom; and Councilor Seth Burdick

DATE	ACTION TAKEN
<u>12/12/2024</u>	<u>Refer to Second Reading 01/09/2025</u>

\_\_\_\_\_

- \_\_\_ Read Item
- \_\_\_ Rationale
- \_\_\_ Council Discussion
- \_\_\_ Vote

**B. NEW BUSINESS (May be acted upon) (Majority Vote)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2025-063  
INTRO: 01/09/2025**

**2025-063 AUTHORIZATION TO CONTRACT FOR AND EXPEND A FEDERAL FISCAL YEAR 2024 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT IN THE AMOUNT OF \$19,924 FROM THE U.S. DEPARTMENT OF JUSTICE**

**RESOLVED:** That the Town Council does hereby authorize the Town Manager to contract for and expend a Federal Fiscal Year 2024 Edward Byrne Memorial Justice Assistance Grant from the U.S. Department of Justice in the amount of **\$19,924** for the purpose of funding specific policing services, programs and purchases within the Barnstable Police Department.

**SPONSOR:** Mark S. Ells, Town Manager

DATE	ACTION TAKEN
_____	_____
_____	_____

- \_\_\_ Read Item
- \_\_\_ Rationale
- \_\_\_ Council Discussion
- \_\_\_ Vote

# BARNSTABLE TOWN COUNCIL

ITEM# 2025-063  
INTRO: 01/09/2025

## SUMMARY

**TO:** Town Council  
**FROM:** Mark S. Ells, Town Manager  
**THROUGH:** Jean B Challies, Chief of Police  
**DATE:** January 09, 2025  
**SUBJECT:** Authorization to contract for and expend a Federal Fiscal Year 2024 Edward Byrne Memorial Justice Assistance grant in the amount of **\$19,924** from the U.S. Department of Justice

**BACKGROUND:** The Police Department applied for and was awarded a Federal Fiscal Year 2024 Edward Byrne Memorial Justice Assistance Grant: Local Solicitation from the United States Department of Justice in the amount of \$19,924.

The grant award amount of \$19,924 will be expended by the Barnstable Police Department to fund one session of the Citizen's Police Academy; one session of the Police Explorer's Program; the purchase of a new bulletproof vest for the in-house clinician; and items for the new Hyannis Youth Community Center – Youth Café. The specifics for each element of programming and funding are as follows:

**Citizen's Police Academy** – The fund will go to pay for overtime costs associated with running the program as well as the funds for items needed during the course of the program. This program will run during FY2025.

**Explorer's Program** - This program is designed with the purpose of providing high-school-age students who may be interested in a career in law enforcement with a comprehensive program of training, service and practical experiences. Character development, physical fitness, good citizenship, and community service are integral components of the overall program.

**Bulletproof Vest** - The Department's Co-Response Clinician routinely accompanies officers to calls for service and it is the policy of the Department that no person shall engage in a ride-a-long unless they wear a protective bulletproof vest during all field activities. Bulletproof vests for non-sworn staff are not covered for payment through the Bulletproof Vest Partnership grant but can be funded through this Byrne grant.

**HYCC – Youth Café** - Funding will be applied towards the purchase of a smartboard to benefit a joint youth program between the Barnstable Police Department and People of Action. This new program will be offered to youth at the Hyannis Youth and Community Center (HYCC). The Café is a new initiative at HYCC, designed to provide a safe and engaging space for local youth and the Barnstable Police Youth Officer. The Café offers an opportunity for young people to connect with positive community mentors and tutors, while also featuring guest speakers who address topics such as financial literacy, college education, and trade school opportunities.

**ANALYSIS:** The acceptance of this grant will allow the Barnstable Police Department to purchase necessary equipment and develop programs not currently funded in the police department's budgets.

**FISCAL IMPACT:** There is no matching funding required for this grant. This is a reimbursement grant as expenses are incurred up to the total dollar amount of the grant.

**TOWN MANAGER RECOMMENDATION:** Mark S. Ells, Town Manager, recommends acceptance of this grant.

**STAFF ASSISTANCE:** Jean B Challies, Chief of Police; Anne Spillane, Finance Director Barnstable Police Department; Lena Bevilacqua Police, Grant Coordinator

**B. NEW BUSINESS (May be acted upon) (Majority Vote)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2025-064  
INTRO: 01/09/2025**

**2025-064 AUTHORIZATION TO CONTRACT FOR AND EXPEND A GRANT IN THE AMOUNT OF \$5,460 FROM THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE PURPOSE OF ENHANCING THE TOWN’S WASTE REDUCTION PROGRAMS**

**ORDERED:** That the Town Council does hereby authorize the Town Manager to contract for and expend a 2025 grant from the Massachusetts Department of Environmental Protection Recycling Dividends Program (“RDP”) in the amount of **\$5,460** for the purpose of enhancing its waste reduction programs through the acquisition of recycling containers, recycling carts and recycling bins, waste reduction and/or recycling outreach and education materials, and other related expenses authorized by the RDP.

**SPONSOR:** Mark S. Ells, Town Manager

DATE	ACTION TAKEN
_____	_____
_____	_____

- \_\_\_ Read Item
- \_\_\_ Rationale
- \_\_\_ Council discussion
- \_\_\_ Vote

# BARNSTABLE TOWN COUNCIL

**ITEM# 2025-064**  
**INTRO: 01/09/2025**

## SUMMARY

**TO:** Town Council  
**FROM:** Mark S. Ells, Town Manager  
**DATE:** January 09, 2025  
**SUBJECT:** Authorization to contract for and expend a grant in the amount of **\$5,460** from the Massachusetts Department of Environmental Protection for the purpose of enhancing the Town's Waste Reduction Programs

**BACKGROUND:** The Town has been awarded a \$5,460 grant from the Massachusetts Department of Environmental Protection under the Recycling Dividends Program (RDP). The grant award was made because of specific programs and policies the Town has implemented to maximize reuse, recycling, and waste reduction.

**ANALYSIS:** The acceptance of this grant will allow the Solid Waste Division and the Town to enhance its waste reduction programs through the acquisition of recycling containers, recycling carts and recycling bins, waste reduction and/or recycling outreach and education materials, and other related expenses authorized in the Recycling Dividends Program (RDP) grant agreement.

**TOWN MANAGER RECOMMENDATION:** Mark S. Ells, Town Manager, requests favorable action by the Town Council.

**STAFF ASSISTANCE:** Daniel W. Santos, P.E., Director, Department of Public Works; Tracy Regazio, Supervisor, Solid Waste Division

**B. NEW BUSINESS (Refer to Public Hearing 01/30/2025)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2025-065  
INTRO: 01/09/2025**

**2025-065 APPROPRIATION ORDER IN THE AMOUNT OF \$164,000 IN COMMUNITY PRESERVATION ACT FUNDS FOR THE PURPOSE OF CONSERVATION, PRESERVATION AND RESTORATION OF GRAVESTONES IN THE UNIVERSALIST CEMETERY LOCATED AT 320 MAIN STREET, HYANNIS, AS SHOWN ON ASSESSORS MAP 327, PARCEL 074**

**ORDERED:** That, pursuant to the provisions of the Community Preservation Act, G.L. c. 44B, the amount of **One Hundred Sixty-Four Thousand Dollars (\$164,000)** shall be appropriated for the purpose of conservation, preservation and restoration work on the historic resource of 270 gravestones in the Universalist Cemetery owned and maintained by the Federated Church of Hyannis and located at 320 Main Street, Hyannis, as shown on Assessors Map 327, Parcel 074, and that to fund this appropriation, \$164,000 be provided from the amount set aside for Historic Preservation within the Community Preservation Fund. The Town Manager is authorized to contract for and expend the appropriation made available for this purpose, subject to oversight by the Community Preservation Committee.

**SPONSOR:** Mark S. Ells, Town Manager, upon recommendation of the Community Preservation Committee

DATE	ACTION TAKEN
_____	_____
_____	_____

- \_\_\_ Read Item
- \_\_\_ Motion to Open Public Hearing
- \_\_\_ Rationale
- \_\_\_ Public Hearing
- \_\_\_ Close Public Hearing
- \_\_\_ Council Discussion
- \_\_\_ Vote



# BARNSTABLE TOWN COUNCIL

**ITEM# 2025-065**  
**INTRO: 01/09/2025**

## SUMMARY

**TO:** Town Council  
**FROM:** Mark Ells, Town Manager  
**THROUGH:** Lindsey Counsell, Chairman, Community Preservation Committee  
**DATE:** January 09, 2025  
**SUBJECT:** Appropriation order in the amount of **\$164,000** in Community Preservation Act Funds for the purpose of conservation, preservation and restoration of gravestones in the Universalist Cemetery located at 320 Main Street, Hyannis, as shown on assessors map 327, parcel 074

**BACKGROUND:** At October 21, 2024, Community Preservation Committee meeting, the six committee members present voted unanimously to recommend to the Town Council through the Town Manager, the Federated Church of Hyannis' Application for \$164,000 in Community Preservation Act Historic Preservation Funds for the final phase to conserve, protect and preserve the historic resource of 270 gravestones located in the Universalist Cemetery, 320 Main Street, Hyannis, as shown on Assessors Map 327, Parcel 074. The gravestones in need of restoration were identified in the 2024 Condition Assessment that was funded through a previous Historic Preservation Community Preservation Fund grant in 2017. The Federated Church owns the land where the cemetery lies and provides meeting space for several non-profit groups. The Universalist Cemetery is the historic burial ground of sea captains and early residents of Hyannis dating to 1830 and is listed on the State Register of Historic Places with an existing Preservation Restriction recorded. The church will donate \$1,000 with in-kind donations from volunteers providing ongoing research and management.

**ANALYSIS:** The Universalist Cemetery is a historically significant property and is the burial ground of the early residents of Hyannis. Its restoration will preserve history for the benefit of the public and future generations.

**FISCAL IMPACT:** The current balance in the reserve set aside for historic preservation is \$1,195,212. This appropriation has no impact on the general fund since the entire amount is appropriated and transferred from the Community Preservation Fund.

**TOWN MANAGER RECOMMENDATION:** Mark S. Ells, Town Manager, recommends approval

**VOLUNTEER STAFF ASSISTANCE:** Lindsey Counsell, Chair, Community Preservation Committee

**B. NEW BUSINESS (Refer to Public Hearing 01/30/2025)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2025-066  
INTRO: 01/09/2025**

**2025-066 APPROPRIATION ORDER IN THE AMOUNT OF \$50,000 IN  
COMMUNITY PRESERVATION ACT FUNDS FOR THE PURPOSE OF  
HIRING A CONSULTANT TO ASSIST WITH UPDATING THE TOWN OF  
BARNSTABLE’S OPEN SPACE AND RECREATION PLAN**

**ORDERED:** That, pursuant to the provisions of the Community Preservation Act, G.L. c. 44B, the amount of **Fifty Thousand Dollars (\$50,000)** be appropriated for the purpose of hiring a consultant to assist the Planning and Development Department with updating the Town of Barnstable’s Open Space and Recreation Plan; and to fund this appropriation that \$50,000 be provided from the amount set aside for open space and recreation within the Community Preservation Fund. If a state land grant is awarded, the amount needed from the Community Preservation Fund will be reduced. The Town Manager is authorized to contract for and expend the appropriation made available for this purpose, subject to oversight by the Community Preservation Committee.

**SPONSOR:** Mark S. Ells, Town Manager, upon recommendation of the Community Preservation Committee

DATE	ACTION TAKEN
_____	_____
_____	_____

- \_\_\_ Read Item
- \_\_\_ Motion to Open Public Hearing
- \_\_\_ Rationale
- \_\_\_ Public Hearing
- \_\_\_ Close Public Hearing
- \_\_\_ Council Discussion
- \_\_\_ Vote

# BARNSTABLE TOWN COUNCIL

ITEM# 2025-066  
INTRO: 01/09/2025

## SUMMARY

**TO:** Town Council  
**FROM:** Mark Ells, Town Manager  
**THROUGH:** Lindsey Counsell, Chairman, Community Preservation Committee  
**DATE:** January 09, 2025  
**SUBJECT:** Appropriation Order in the amount of **\$50,000** in Community Preservation Act Funds for the purpose of hiring a consultant to assist with updating the Town of Barnstable's Open Space and Recreation Plan

**BACKGROUND:** At the November 25, 2024, Community Preservation Committee meeting, the five committee members present voted unanimously to recommend to the Town Council through the Town Manager, approval of the Planning & Development Department's Application for \$50,000 in Community Preservation Open Space & Recreation Funds to hire a consultant to assist in the updating of the Town of Barnstable Open Space and Recreation Plan. The town is seeking a state land grant in the amount of \$20,000 and if awarded it will reduce the Community Preservation Act funds needed for this project.

**ANALYSIS:** The Town of Barnstable's Open Space and Recreation Plan is required to be updated every seven years to maintain eligibility for state grant funding through the Massachusetts Department of Conservation Services.

**FISCAL IMPACT:** The current balance in the reserve set aside for open space and recreation preservation is \$919,963. This appropriation has no impact on the general fund since the entire amount is appropriated and transferred from the Community Preservation Fund.

**TOWN MANAGER RECOMMENDATION:** Mark S. Ells, Town Manager, recommends approval

**VOLUNTEER STAFF ASSISTANCE:** Lindsey Counsell, Chair, Community Preservation Committee

**B. NEW BUSINESS (First Reading) (Refer to Second Reading on 01/30/2025)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2025-067  
INTRO: 01/09/2025**

**2025-067 AUTHORIZATION OF A CONTRACT WITH A TERM OF UP TO TEN YEARS FOR THE MANAGEMENT OF THE CONANT MEETING HOUSE FARM PROPERTY LOCATED IN WEST BARNSTABLE**

**RESOLVED:**In accordance with G.L. c. 30B, Sec. 12(b), the Town Council does hereby authorize the award of a contract for the management of the Conant Meeting House Farm property located at 2135 Meetinghouse Way/Route 149 in West Barnstable for a term of up to ten years commencing on or about May 1, 2025.

**SPONSORS:**Vice President Kris Clark, Precinct 11

DATE	ACTION TAKEN
_____	_____
_____	_____

- \_\_\_ Read Item
- \_\_\_ Rationale
- \_\_\_ Council discussion
- \_\_\_ Vote

# BARNSTABLE TOWN COUNCIL

ITEM# 2025-067  
INTRO: 01/09/2025

## SUMMARY

**TO:** Town Council  
**FROM:** Mark S Ells, Town Manager  
**THROUGH:** David Anthony, Director, Asset Management  
**DATE:** January 09, 2025  
**SUBJECT:** Authorization of a contract with a term of up to ten years for the management of the Conant Meeting House Farm property located in West Barnstable

**BACKGROUND:** The 22-acre Conant property, in West Barnstable was purchased in 2000 for open space and passive recreation. The former tree farm and nursery contains open space, community gardens and many species of trees along its walking trails. The Town contracts for the operational oversight, general maintenance and management of the community uses of this property through a Contractual relationship.

Under General Laws Ch. 30B, § 12(b), the Town Manager may not award this contract for Management Oversight at Conant Meeting House Farm for a term exceeding three years, including any renewal, extension, or option, without a majority vote of the Town Council.

**RATIONALE:** The Town of Barnstable through the Town Manager's office and the Procurement office will issue a request for proposals under Chapter 30B for management and operational oversight, general maintenance and community use of this property. In this RFP, contract terms will be offered for a minimum of three years up to a maximum of ten years, subject to Town Council approval to consider the longer term.

The potential of the longer term provides stability and consistency in the property oversight. The Request for Proposals will require the submission of:

- A Professional proposal meeting all the requirements of the RFP,
- Documentation that the proposer has all licenses and permits required to manage and oversee the proposed operations at the location,
- Successful and similar experience in the management of land similar to the Conant Property,
- A diverse set of community focused activities with a track record of financial success,
- An understanding of the principals contained within the conservation plan written in 2000 for the property, and a willingness to embrace and promote the goals contained therein,
- Evidence that they can promote a symbiotic presence with the neighbors in that area of Town.
- A security plan to monitor resident access to the property and conduct safe operations.

**FINANCIAL IMPACT:** Traditionally the contracted operator has paid the town a minimal annual fee to operate at his location. However, they are expected to provide full insurance coverage at their expense, naming the Town as an additional insured. They will oversee all costs associated with managing the 22 acres under the limitations set by the conservation plan including mowing, plowing, trash disposal, utilities, basic tree and shrub upkeep and have the responsibility for general maintenance of the three existing buildings on site (the two bay garage, the pump house and the greenhouse).

They also manage the community garden program located on the property. Finally, they will work with the Town to identify, protect and preserve the various tree and plant species that exist on property in collaboration with the Commonwealth of Massachusetts.

This is an anticipated \$30,000+ per year cost avoidance for the Town in addition to any management contract payments made to the Town of Barnstable.

**STAFF ASSISTANCE:** David Anthony, Director, Asset Management

**B. NEW BUSINESS (First Reading) (Refer to Second Reading on 01/30/2025)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2025-068  
INTRO: 01/09/2025**

**2025-068 AUTHORIZATION OF A CONTRACT WITH A TERM OF UP TO TEN YEARS FOR A FIXED BASE OPERATOR TO PROVIDE MANAGEMENT OVERSIGHT SERVICES AT CAPE COD AIRFIELD IN MARSTONS MILLS**

**RESOLVED:** In accordance with G.L. c. 30B, Sec. 12(b), the Town Council does hereby authorize the award of a contract for a fixed base operator to provide Management Oversight of aviation-related activities at Cape Cod Airfield in Martons Mills for a term of up to ten years commencing May 1, 2025.

**SPONSORS:** Councilor Matthew P. Levesque, Precinct 10, and Councilor Paula Schnepf, Precinct 12

DATE	ACTION TAKEN
_____	_____
_____	_____

- \_\_\_\_ Read Item
- \_\_\_\_ Rationale
- \_\_\_\_ Council discussion
- \_\_\_\_ Vote

# BARNSTABLE TOWN COUNCIL

ITEM# 2025-068  
INTRO: 01/09/2025

## SUMMARY

**TO:** Town Council  
**FROM:** Mark S Ells, Town Manager  
**THROUGH:** David Anthony, Director, Asset Management  
**DATE:** January 09, 2025  
**SUBJECT:** Authorization of a contract with a term of up to ten years for a fixed base operator to provide management oversight services at Cape Cod Airfield in Marstons Mills

**BACKGROUND:** The 217-acre Danforth Recreation area in Marstons Mills was purchased in 2002 for open space and passive recreation and contains within it 86 acres of land dedicated to the preservation and operation of one of the few remaining historic grass strip airfields in the commonwealth. The Town contracts for the aviation oversight of this activity through a Contractual relationship with a licensed and experienced provider of Fixed Base operations at the airfield.

Under General Laws Chapter 30B, § 12(b), the Town Manager may not award this contract for Management Oversight of Aviation Related Activities at Cape Cod Airfield for a term exceeding three years, including any renewal, extension, or option, without a majority vote of the Town Council.

**RATIONALE:** The Town of Barnstable through the Town Manager's office and the Procurement office will issue a request for proposals under Chapter 30B for Management Oversight of Aviation Related Activities at Cape Cod Airfield. In this RFP, contract terms will be offered for a minimum of three years up to a maximum of ten years, subject to Town Council approval to consider the longer term. This permission by the Town Council was given in 2015 for the most recent 10-year contract.

The potential of the longer term with a viable Fixed Base operator provides stability and consistency in the aviation oversight. The Request for Proposals will require the submission of:

- A Professional proposal meeting all of the requirements of the RFP,
- Documentation that the proposer has all licenses and permits required to manage and oversee aviation operations at the location,
- Successful and similar experience,
- A diverse set of aviation related activities with a track record of financial success,
- A noise management plan,
- Evidence that they promote a symbiotic presence with the neighbors in that area of Town.
- A security plan to monitor resident access to the property and conduct safe operations during aviation hours.

**FINANCIAL IMPACT:** The Fixed Base operator pays the Town a monthly fee to operate at this location which is expected to exceed \$20,000 per year. Included in the contract is the requirement that the FBO provide full aviation Insurance coverage at their expense, naming the Town as an additional insured. They will oversee all costs associated with managing the 86 acres including mowing, plowing, trash disposal, utilities, fence line upkeep and have the responsibility for general maintenance of the three existing aviation related buildings on site. They also manage the fuel operations and all related



insurance and inspections. Finally, they will work with the Town to protect and preserve the three endangered plant species that exist on property in collaboration with the Commonwealth of Massachusetts.

This is an anticipated \$50,000+ per year cost avoidance for the Town in addition to the management contract payments made to the Town of Barnstable.

**STAFF ASSISTANCE:** David Anthony, Director, Asset Management