

# The Town of Barnstable

## John F. Kennedy Memorial Trust Fund Committee

367 Main Street, Hyannis, MA 02601  
Office: 508-862-4015 Fax: 508-862-4782

Lynne M. Poyant, Chair  
Robert Jones, Vice Chair  
Mark S. Ells, Town Manager  
Hugh Findlay  
William Murphy



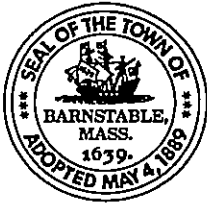
### JOHN F. KENNEDY MEMORIAL TRUST FUND COMMITTEE

Wednesday, March 23, 2022 at 2:00 PM

Via Zoom

<https://zoom.us/j/98197769563?pwd=K29lMWkrRWU4SzcwOFZAZCtoaExxQT09>

1. Call to Order
2. Roll Call
3. Review Minutes – VOTE  
March 11, 2021 – Annual Meeting  
April 27, 2021 – Scholarship Subcommittee
4. Report from the Treasurer regarding status of JFK Memorial Trust Fund accounts – VOTE
5. Report from Recreation on the JFK Memorial Sailing Program and review of request for funding – VOTE  
Discussion of Recognition of members of Recreation Staff
6. Report from Department of Public Works and / or other sources as to specific repairs / improvements, in any, to be undertaken during the current year – VOTE
7. Appointment of Scholarship Committee – to be determined if last year's process will remain in effect
8. Brief discussion of Annual Memorial Day Celebration Committee – Memorial Day is Monday, May 30, 2022
9. Flag Day is Tuesday, June 14, 2022. Centerville Elementary School was scheduled pre-COVID but we were unable to participate for two years.
10. Design Status of JFK Memorial Renovations
11. Discussion of working with JFK Hyannis Museum on how we can sustain the legacy of JFK while younger generations do not know or remember him as we do
12. Matters not reasonably anticipated by the Chair
13. Adjourn



# The Town of Barnstable

## John F. Kennedy Memorial Trust Fund Committee

367 Main Street, Hyannis, MA 02601

Lynne M. Poyant, Chair

Office: 508-862-4956

Fax: 508-862-4782



### JOHN F. KENNEDY MEMORIAL TRUST FUND COMMITTEE

#### Annual Meeting

Thursday, March 11, 2021 at 11:30 AM

The March 11, 2021 meeting of the John F. Kennedy Memorial Fund Committee was physically closed to the public to avoid group congregation.

A quorum being duly present, Chair Lynne Poyant called the March 11, 2021, John F. Kennedy Memorial Trust Fund Committee meeting to order from a remote location.

An announcement was made by Chair Poyant regarding the meeting being recorded and questioning if anyone was actively taping the session to please make their presence known.

This session is recorded and available on video on demand.

**PRESENT:** (On Zoom) Lynne Poyant (Chair); Bob Jones (Vice Chair); Hugh Findlay; and Bill Murphy.

**ABSENT:** Mark Ellis (Town Manager)

**GUESTS:** Debra Blanchette (Treasurer); Patti Machado (Recreation Director); Joe Marshall (DPW Structures & Grounds Supervisor); John Gleason (Assistant Recreation Director)

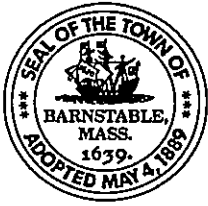
All votes were taken as Roll Call Votes.

1. Meeting was Called to Order at 11:37 AM.
2. Roll Call
3. Agenda Item - Design Status of JFK Memorial Renovations was taken off of the Agenda and will be moved to a future meeting.
4. Review Minutes — VOTE  
**MOTION (Hugh Findlay/Bill Murphy) to accept the February 13, 2020 Annual Meeting was UNANIMOUSLY APPROVED.**
5. Town Treasurer Debra Blanchette presented the Report from the Treasurer regarding status of JFK Memorial Trust Fund accounts which covered fiscal years 2019 and 2020 as well as Fiscal Year 2021 year-to-date which has a balance of \$343,028.53. Due to the COVID-19 pandemic there was less revenue and fewer expenditures. **MOTION (Bob Jones/Hugh Findlay) to accept the Treasurer's Report as presented was UNANIMOUSLY APPROVED.** Structures & Grounds Supervisor Joe Marshall said that due to the pandemic, DPW were not fully staffed and there was not a spring program. Mr. Murphy inquired about the unrealized gains which Ms. Blanchette said were investment earnings at market rate. Mr. Jones said the Bevin Skiff program didn't run due to COVID, but that the funds had been appropriated.

6. Recreation Director Patti Machado and Assistant Recreation Director John Gleason presented the Report on the JFK Memorial Sailing Program and review of request for funding. Although they tried to find a COVID-safe way to run the program last year, it was not possible. This year's request was for \$14,730 which included \$10,000 to replace a Mercury (40 horsepower; 4 stroke) engine; \$3,500 for maintenance and operational needs; \$350 for annual replacement of a portion of the lifejackets; and \$880 for two USA Sailing Certificates. Mr. Jones had questions regarding the engine as well as the boat trailers. **MOTION (Murphy/Jones) to approve Recreation Report and expenditures was UNANIMOUSLY APPROVED.** Mr. Findlay suggested that Recreation work with Hyannis Yacht Club staff. Mr. Jones suggested that Recreation staff work with Elizabeth York, the new Executive Director for the Cape Cod Maritime Museum, to see if there is an opportunity to partner with them for the Young Mariners program which is targeting non-Yacht Club youth for a hands-on on-water STEM program. Patti Machado wanted the Committee to know that Assistant Recreation Director John Gleason was being recognized by the Massachusetts Recreation and Parks Association with the Community Professional of the Year Award at their Annual Conference.
7. Recently appointed Department of Public Works Structures & Grounds Supervisor Joe Marshall presented the Report from Department of Public Works and / or other sources as to specific repairs / improvements, in any, to be undertaken during the current year. The requested expenses are: \$2,500 for Organic Lawn Fertilization Program; \$400 for Bronze Medallion Preventive Maintenance; \$1,205 for Goose Control Products; \$1,000 for Pool Mechanicals – fountain pump, chlorinator, and electrical; \$4,575 for pool maintenance contract; \$1,000 for planting improvements and maintenance; and \$500 for flag and flagpole maintenance for a total of \$11,180. There was discussion about last year's conditions. Mr. Jones inquired about the location of the well that is on the Memorial property. Mr. Marshall said that due to the pandemic, DPW were not fully staffed and we were under drought conditions for most of the summer and fall. **MOTION (Findlay/Murphy) to expend \$11,180 for DPW maintenance program was UNANIMOUSLY APPROVED.**
- Mr. Jones asked that a letter be sent on behalf of the Committee to STEVE SUNDELIN, former DPW Structures and Grounds Supervisor, thanking him for his service to the Town and the John F. Kennedy Memorial. **MOTION (Jones/Findlay) to send a thank you letter to Steve Sundelin was UNANIMOUSLY APPROVED.**
8. Scholarships last year were handled differently due to the pandemic. All scholarship applications were sent to the Committee. Last year, the applications were divided amongst the Committee members (Findlay, Murphy, Blanchette, and Poyant) and each selected one application. The result was that there were four nominations that were reviewed by the group and one person was ultimately selected. Mr. Findlay will continue to serve as Chair of the Scholarship Committee and Mr. Murphy, Ms. Blanchette, and Ms. Poyant will continue to serve. Last year's recipient was Ethan Weiner. We were able to give him his check in person at the Memorial on June 24, 2020. **MOTION (Murphy/Findlay) that this year's Scholarship program process will remain the same as last year's was UNANIMOUSLY APPROVED.**
9. Brief discussion of Annual Memorial Day Celebration Committee – Memorial Day is Monday,

May 31, 2021. We do not know where we will be relative to COVID. We have been following the orders of the Governor as it relates to gatherings. Suggested to move discussion to a future meeting or record a ceremony through CH18. Mr. Jones is willing to serve as Chair for that committee. **MOTION (Jones/Findlay) to table discussion to a future meeting was UNANIMOUSLY APPROVED.**

10. Discussion about staffing – Ms. Machado said that staff operated late May through Labor Day. There were no motorcoach tours visiting the site. COVID protocols with regarding cleaning for bathrooms were an issue. Gino Angelone and Damon Ollerhead worked, but we were unable to hire a third person. Move staffing discussion to the next meeting. We currently don't know if groups will be coming and that makes a huge difference.
11. Flag Day is Monday, June 14, 2021. Centerville Elementary School was scheduled last year but we were unable to participate. Discussion about securing flag from the Capitol through Congressman Keating's staff. **Due to not knowing we will be with COVID, MOTION (Findlay/Jones) to suspend Flag Day program for 2021 and bring back in 2022 was UNANIMOUSLY APPROVED.**
12. Mr. Jones framed the discussion on how we can sustain the legacy of JFK while younger generations do not know or remember him as we do. Young people today don't know who JFK was. In talking with people from Canada, Australia, Korea, etc., they know everything. It is a natural progression of age. How do we continue the legacy of the man? We had talked about some kind of tutorial. Mr. Jones would be in favor of taking the benches and creating either a timeline or using JFK quotes on them. The Cobb Astro Park is a great example. He also has a friend at Bowdoin College that has also created something. It would give more meaning at the Memorial to have those type of features. Mr. Jones would like to keep the subject open for the future. Mr. Findlay is disappointed that the schools don't teach history and he was a neighbor and someone who lived here. A Civics component was added to the school curriculum last year. The JFK Museum had been working with them on the subject. Mr. Murphy was intrigued about this subject and thinks it would be appropriate. He was 9 years old when the President was assassinated and he and his father had flown to Washington to visit his brother Larry (former Chair of this Committee). Mr. Findlay said that he and his wife ran the snack bar at the rink. When the Kennedy family wanted to skate, they would close the rink except for the snack bar. President Kennedy didn't skate because of his bad back, so he would go to the snack bar and talk. He's the only President Mr. Findlay had that kind of face-to-face contact. Ms. Poyant said that the proposed renovations did include the addition of quotes and it is an opportunity to work with the JFK Museum. She asked Mr. Murphy if he could get some input from the former Chair Larry Murphy. The Korean War Memorial has some signage that might be appropriate. Merits further discussion at a future meeting.
13. **MOTION (Findlay/Murphy) to adjourn at 12:30 PM was UNANIMOUSLY APPROVED.**



# The Town of Barnstable

## John F. Kennedy Memorial Trust Fund Committee

367 Main Street, Hyannis, MA 02601  
Lynne M. Poyant, Chair  
Office: 508-862-4956  
Fax: 508-862-4782

### JOHN F. KENNEDY MEMORIAL TRUST FUND COMMITTEE Scholarship Subcommittee Tuesday, April 27, 2021 at 3:00 PM

The April 27, 2021 meeting of the John F. Kennedy Memorial Trust Fund Committee Scholarship Subcommittee was physically closed to the public to avoid group congregation.

**SUBCOMMITTEE MEMBERS PRESENT:** Hugh Findlay, Scholarship Committee Chair, Lynne Poyant, Chair; Bill Murphy, and Debra Blanchette, Town Treasurer/Collector

1. Call to Order at 3:05 PM
2. Roll Call (Hugh Findlay, Bill Murphy, Lynne Poyant, Debra Blanchette)
3. Each committee member offered a candidate from the scholarship applications they reviewed.
4. Discussion on the attributes and need of the four candidates took place. After discussion, **MOTION (Blanchette/Murphy)** to present this year's scholarship to Sidney Higgins was **UNANIMOUSLY APPROVED** (Findlay, Murphy, Blanchette, Poyant).

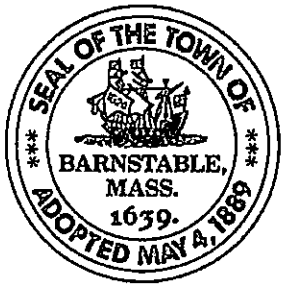
**MOTION (Findlay/Murphy) to Adjourn at 3:31 PM was UNANIMOUSLY APPROVED** (Findlay, Murphy, Blanchette, Poyant).

Town of Barnstable  
 John F. Kennedy Memorial Trust Fund  
 Statement of Revenues, Expenditures and Changes in Fund Balance  
 FY 2020, FY 2021 and YTD FY 2022

	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>FYTD 1/31/2022</u>
Balance, Beginning of Period	\$307,078.42	\$307,174.65	\$357,577.23
<u>Revenue</u>			
Investment Income	9,092.74	10,256.90	3,800.13
Contributions and sale of goods	24,902.00 <sup>1</sup>	9,026.00 <sup>2</sup>	29,378.00 <sup>3</sup>
Unrealized gains/ (losses)	<u>9,533.01</u>	<u>41,104.74</u>	<u>5,716.24</u>
<b>TOTAL REVENUE</b>	<b>\$43,527.75</b>	<b>\$60,387.64</b>	<b>\$38,894.37</b>
<u>Expenditures</u>			
Hat purchase	14,580.00	-	-
Scholarship	2,500.00	2,500.00	-
Sailing program	4,110.25	-	4,899.00
Contracted services	21,452.55	6,644.54	5,376.84
Investment fees	788.72	840.52	371.81
Transfer Out			
<b>TOTAL EXPENDITURES</b>	<b>\$43,431.52</b>	<b>\$9,985.06</b>	<b>\$10,647.65</b>
Net Income/ (loss)	96.23	50,402.58	28,246.72
<u>Balance, End of Period</u>	<u>\$307,174.65</u>	<u>\$357,577.23</u>	<u>\$385,823.95</u>

Debra M. Blanchette, Treasurer/Collector  
 March 15, 2022

<sup>1</sup> Gift/Contributions = \$8,102      Merchandise = \$16,800 (FY2020)  
<sup>2</sup> Gift/Contributions = \$2,616      Merchandise = \$6,410 (FY2021)  
<sup>3</sup> Gift Contributions = \$4,269      Merchandise = \$25,109 (FY22 thru 1/31/22)



Town of Barnstable  
**BARNSTABLE RECREATION**



**JOHN GLEASON**

*Interim Recreation Director*

141 Bassett Lane, Hyannis, MA 02601

T: 508-790-6345 | F: 508-790-6279 | E: John.Gleason@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

2022 Financial Requests/2021 Hat Report

**DATE:** March 23, 2022

**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. Last year, we offered a sailing program at a limited capacity. Due to safety concerns and lifeguard shortages, we did not feel we could offer this program at full capacity. We had 42 participants in the programs for the summer.

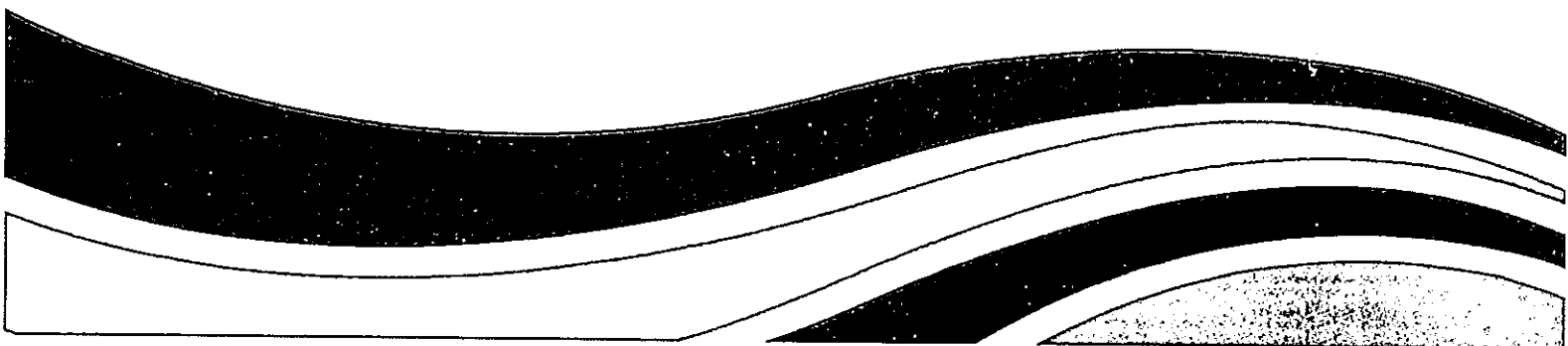
**Customer Satisfaction Rating:**

- 10 out of 10 (from the parents/participants of 42 sailors)

**Request for Financial Support: JFK Memorial Sailing Program 2022**

- \$5,000 for Maintenance and operational needs (*\$1,500 increase for 2022*)
- \$11,000 to replace an Evinrude motor with an update model and change to 4 stroke (existing motor is from 2001). The cost would include new engine and labor to install on our Whaler.
  - *A new maintenance plan will be developed over the next year*
- Yearly swap out the Lifejackets - 10 @ \$40 for \$400 (*\$50 increase for 2022*)
- (2) USA Sailing Certifications - \$880

**TOTAL REQUEST FOR JFK MEMORIAL SAILING PROGRAM: \$17,280**



**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 (no increase) with an opportunity to get the program for \$25, if approved for financial aid. As you may know, the first boat was purchased by a participant's parent at the completion of the program. The Cape Cod Maritime Museum has recently (pre-COVID-19) sold two boats from the program.

Request for Financial Support: Build a Bevan Skiff Rowboat Program for 2022

- \$1,500 for boat materials

**TOTAL REQUEST FOR BUILD A ROWBOAT PROGRAM: \$1,500**

**JOHN F. KENNEDY MEMORIAL OPERATIONS:**

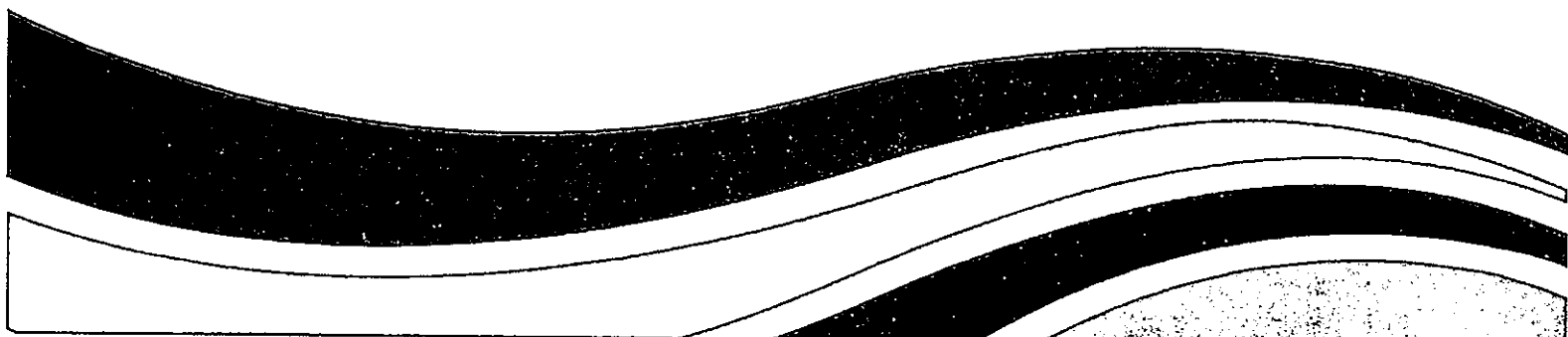
The primary responsibility of the JFK Memorial Staff is to greet our visitors, at our facility that honors President John F. Kennedy. The staff provides literature, answers questions, sells hats, takes donations, and keeps the Veteran's Memorial restrooms and facility clean. This began on June 26 through Labor Day (shorten season due to COVID-19 and staffing issues). This year, our plan is to open May 6<sup>th</sup> with JFK Memorial staff and DPW cleaning the bathrooms.

We sold 1,303 hats bringing in a total of \$26,060. Hats were sold at \$20 each, no increase from the previous year. With the rise in cost of hats, we may need to charge \$25 per hat. Our total hat sales were up significantly after the first summer dealing with COVID-19. We only have 80 remaining hats to sell this coming season before our purchase of new hats. Donations this year totaled \$4,807.

Request for Financial Support: JFK Hats for 2022

- \$1,440 hats (price/hat \$13.65)

**TOTAL REQUEST FOR JFK HATS: \$19,656**





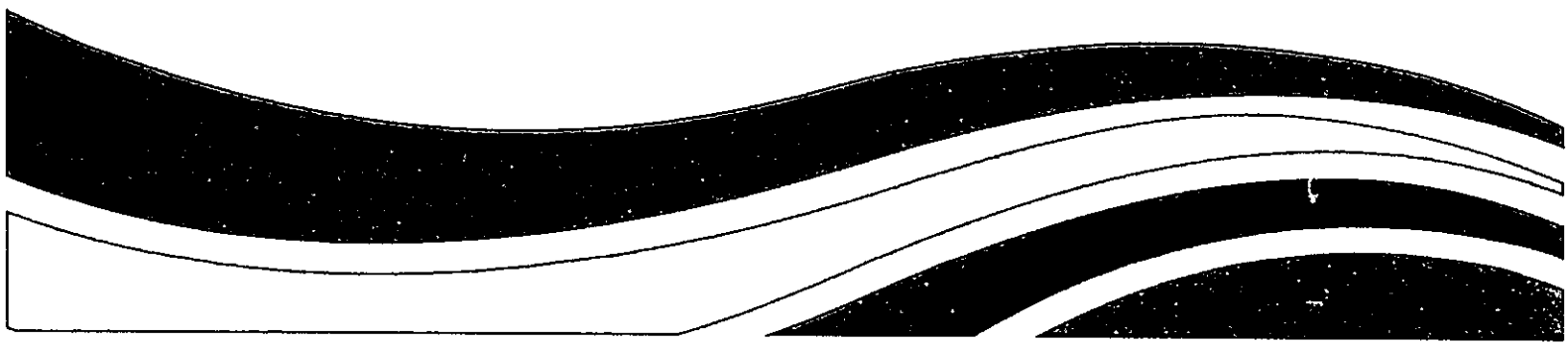
**TOTAL FINANCIAL REQUESTS FOR RECREATION:**

Sailing Program: \$17,280

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

JFK Hats: \$19,656

**Grand Total = \$38,436**





**JFK MEMORIAL  
2021**

Three Year Comparative Donations

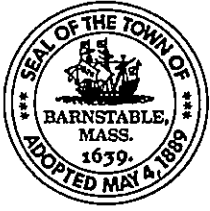
	<u>2021</u>	<u>2020</u>	<u>2019</u>
May – June 25 <sup>th</sup> :	397	0	1188
June 26 – Oct. :	<u>4410</u>	<u>2125</u>	<u>2767</u>
Total :	4807*	2125	3955

\*2021 Includes Charges of 10.

Three Year Comparative Coins (Pool)

	<u>2021</u>	<u>2020</u>	<u>2019</u>
May – June 25 <sup>th</sup> :	51	0	97
June 26 – Oct. :	<u>233</u>	<u>121</u>	<u>226</u>
Total :	284	121	323

RESPECTIVELY SUBMITTED:  
GINO ANGELONE.....OCTOBER 18, 2021



# The Town of Barnstable

## Department of Public Works Structures & Grounds Division

800 Pitcher's Way, Hyannis, MA 02601  
508.790.6320



Joseph J. Marshall  
Division Supervisor

Bryan E. Lauzon  
General Foreman

March 16, 2022

To: JFK Memorial Trust Fund Committee  
From: Chris Gonnella Section Forman, DPW Structures & Grounds  
RE: 2022 JFK Memorial Maintenance Recommendations

Last year as Covid 19 continued to affect staffing, we were limited in the amount of detail work we were able to complete and also varieties of flowers available for floral displays. We were able to complete the following tasks.

- Continued our 3-step organic fertilization program in combination with cultural practices
- Completed the annual cleaning and polishing of the bronze medallions
- Continued our organic geese deterrent program
- Subcontracted pool opening, closing and weekly cleaning and maintenance
- Prepped and painted the pool surface, railing and the entire patio area
- Removed Junipers and Yew plants along Ocean Street
- Planted floral displays along perimeter of patio
- Replaced 10' x 16' American Flags, installed winter 5' x 8' flag, and serviced mechanical system for the halyard

### 1. Organic Lawn Fertilization Program

Our 3-step 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 \$1,915.00

### 2. Bronze Medallion Preventive Maintenance

This season we need to continue our ongoing maintenance to preserve the patina of the medallions. Unfortunately Dave Lewis who has been maintaining the medallions since they were acid washed thirteen seasons ago has retired. I had a lengthy conversation with Dave and have created a detailed maintenance procedure on the town's hard drive based on his expertise. Structures & Grounds will complete the polishing and waxing this season.

Project Estimate \$0.00

### 3. Geese Control Products

This season we will continue to use the irrigation system in combination with the *EZ-Flo* delivery system to apply Flight Control Plus. At this time this is still the best option for geese control. We are still researching new products and alternative methods and if a better option becomes available we will pursue it. Preliminary estimates have been obtained for the purchase of enough material to apply throughout the season.

Project Estimate \$1205.00



## 2022 JFK Memorial

### Maintenance Cost Breakdown

#### Organic Lawn Fertilization Program

\*Please note all calculations are based on 66,000 square feet of turf\*

<u>Corn Gluten Application</u> (early spring) 1 lb N per m2	<i>Always Green</i>	\$768.50
<u>Sustain 8-2-4 Organic Fertilizer</u> (June) 1 lb N per m2	<i>Always Green</i>	\$475.00
<u>Sustain 8-2-4 Organic Fertilizer</u> (Aug/Sept) 1 lb N per m2	<i>Always Green</i>	\$475.00
<u>Dolomitic Limestone</u> (early spring) 10 lbs per m2	<i>Siteone Landscape</i>	
1500 lbs div. # of 50 lb bags = 30 bags @ \$6.55 each		\$196.50
		<b><u>\$1,915.00</u></b>

#### Geese Control Products

Flight Control Plus / available product	<i>Siteone Landscape</i>	
(2) 2.5 gallons of product *we have 2.5 gallons from FY19 \$602.50 per 2.5 gallons (2 containers)		
		<b><u>\$1,205.00</u></b>

<u>Pool Mechanicals</u>		<b><u>\$1,000.00</u></b>
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#### Pool Maintenance Contract

Subcontracted out to Gary Giampietro By The Seasons		<b><u>\$4,830.00</u></b>
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#### Planting Improvements & Maintenance

Additional plant material & amendments	<i>Hyannis Country Gardens</i>	
		<b><u>\$1,000.00</u></b>

#### Flag Replacement & Flagpole Maintenance

Purchase replacement flags	<i>Raleigh's Outdoor</i>	
		<b><u>\$765.00</u></b>

<u>Projected Total Estimate</u>		<b><u>\$10,715.00</u></b>
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