

# 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  
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### JOHN F. KENNEDY MEMORIAL TRUST FUND COMMITTEE

#### Annual Meeting

Thursday, March 11, 2021 at 11:30 AM  
APPROVED March 23, 2022

The March 11, 2021 meeting of the John F. Kennedy Memorial Trust 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 Ells (Town Manager)

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

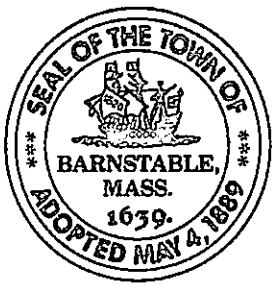
All votes were taken as Roll Call Votes.

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, if 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.**



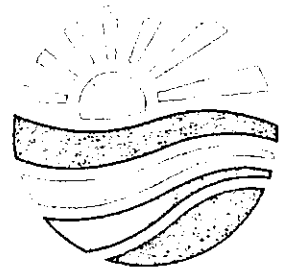


# Town of Barnstable BARNSTABLE RECREATION

**PATTI MACHADO**  
Recreation Director

141 Bassett Lane, Hyannis, MA 02601

T: 508-790-6345 | F: 508-790-6279 | E: Patti.Machado@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  
2021 Financial Requests/2020 Hat Report  
**DATE:** March 8, 2021

**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 due to COVID-19, we did not offer a sailing program. Due to safety concerns and lack of guidance, we did not feel we could offer this program. We plan on offering sailing during the summer of 2021 with updated guidance from the Massachusetts Executive Office of Energy and Environmental Affairs.

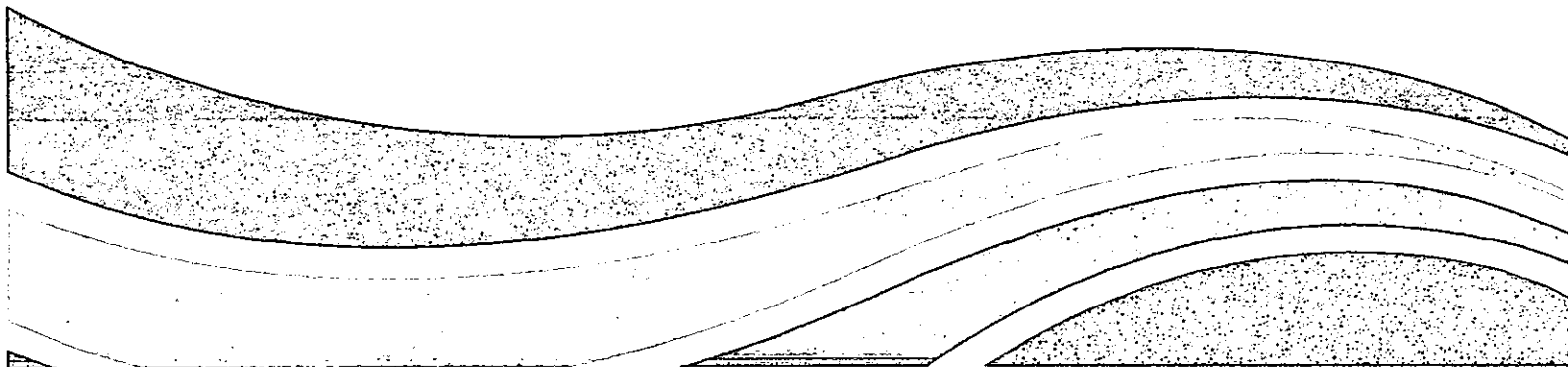
**Attached:**

- 2021 Proposed Projected Replacement Plan
- 2020 JFK Hat Report

**Request for Financial Support: JFK Memorial Sailing Program 2021**

- \$10,000 to replace a Mercury (40 horsepower: 4 stroke) engine. The cost would include new engine and labor to install on our Whaler.
- \$3,500 for Maintenance and operational needs with no increase for 2021.
- 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: \$14,730**



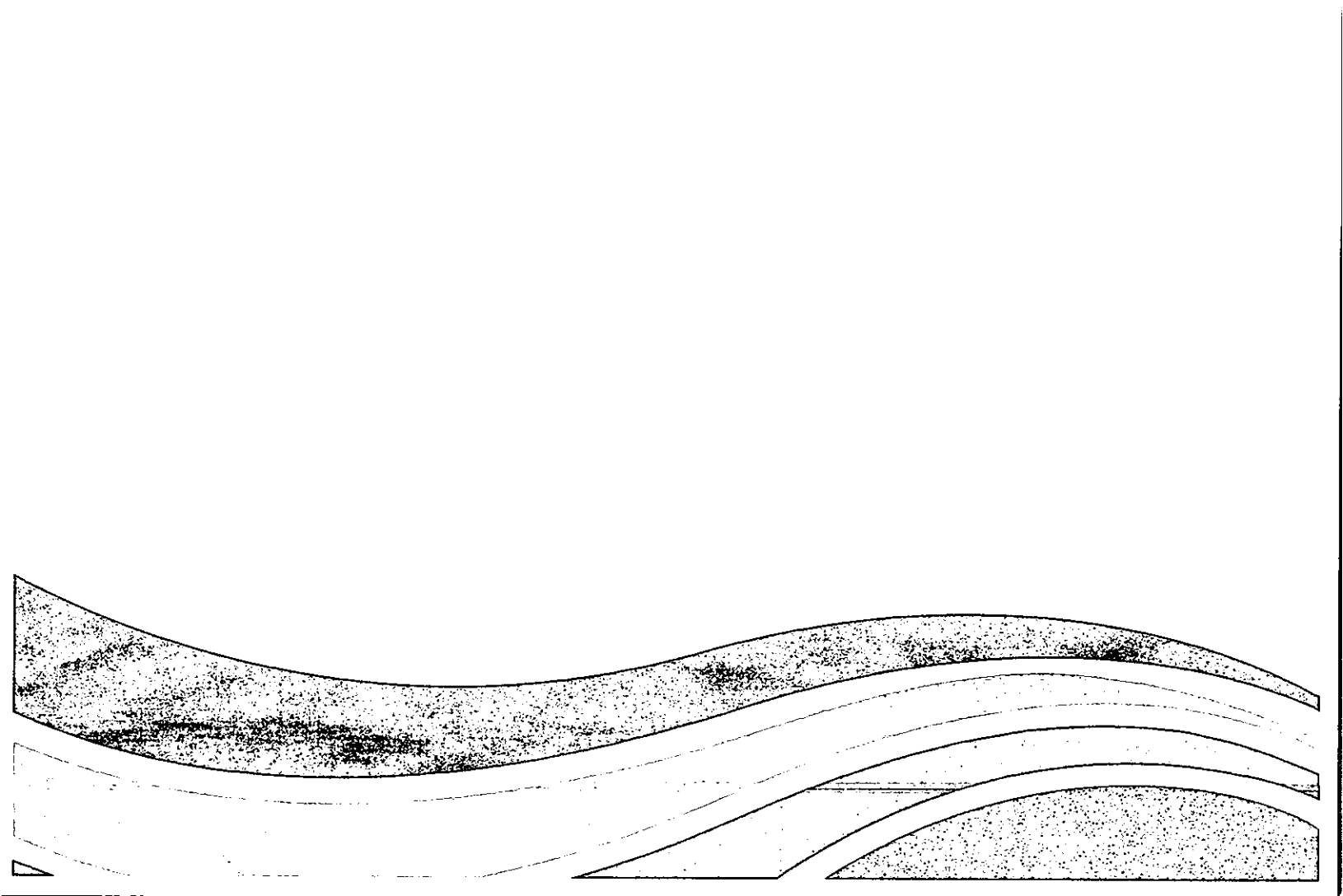
**JOHN F. KENNEDY MEMORIAL OPERATIONS:**

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 25 through Labor Day (shorten season due to COVID-19). This year, our plan is to open during the weekends only starting at some point in May and full time starting June 26<sup>th</sup>.

We sold 270 hats bringing in a total of \$5,400. Hats were sold at \$20 each, no increase from the previous year. Our total hat sales were down by significantly due to COVID-19. We have plenty of hats to sell this coming season. Donations this year totaled \$2,125.

**Total Financial Requests for Recreation**

**SAILING PROGRAM: \$14,730**



JFK MEMORIAL  
2020  
LIMITED SEASON

HAT SALES

Hats available for 2020 limited season	557
Less John Gleason removal 3/14 of 2	2
John Gleason removal 6/25 of 1	1
Hats available for 2020 limited season for sale	554
2020 Hats sold	<u>270</u>
Hats available for sale in the 2021 season	284

<u>PERIOD</u>	<u>2020</u>	<u>2019</u>
May - 6/26	0	468
6/27 - 9/7	270*	462
9/8 - Oct	0	592
<hr/>		
Total	270**	1522

\*Includes 28 hats sold via credit cards.

\*\*Summer Decrease of 1192 or 141.6% and an Annual Decrease of 1252 or 82.3%

**JFK MEMORIAL  
2020  
LIMITED SEASON**

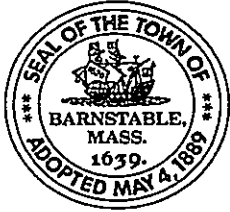
<u>PERIOD</u>	<u>DONATIONS</u>		<u>COINS</u>		<u>TOTAL</u>	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
May – 6/26	0	1188	0	97	0	1285
6/27 – 9/7	2125	1743	121	154	2246	1897
9/8 – Oct.	0	1024	0	72	0	1096
Total	2125	3955	121	323	2246	4278

	<u>Donations</u>	<u>Coins</u>	<u>Total</u>
Summer Increase/ Decrease:	382	(33)	349
Annual Decrease:	(1830)	(202)	(2032)

NOTE: Our observation, this year, is that virtually all people visiting the Memorial are from the New England states, New York and New Jersey. There were no bus tours or visitors from foreign countries.

Respectfully submitted this 9<sup>th</sup> day of September 2020  
Gino Angelone





**Town of Barnstable**  
**Department of Public Works**  
Structures & Grounds Division  
800 Pitcher's Way Hyannis MA 02601  
[www.town.barnstable.ma.us](http://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  
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March 9, 2021

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 **\$1,000.00**

### 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 17<sup>th</sup> (Spring Break) and closing the pool after November 11<sup>th</sup> (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 \$ 5,500.00

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

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

# 2021 JFK Memorial

## Maintenance Cost Breakdown

### Organic Lawn Fertilization Program

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

Corn Gluten Application (early spring) 1 lb N per m2 *Always Green* \$768.50

Sustain 8-2-4 Organic Fertilizer (June) 1 lb N per m2 *Always Green* \$475.00

Sustain 8-2-4 Organic Fertilizer (Aug/Sept) 1 lb N per m2 *Always Green* \$475.00

Dolomitic Limestone (early spring) 10 lbs per m2 *Siteone Landscape*

1000 lbs                      X  
43,560 sq. ft.      66,000 sq. ft.      X= 1515 lbs

1500 lbs div. # of 50 lb bags = 30 bags @ \$6.55 each \$196.50

grubGone (organic grub control) 2.5 lbs per m2 *GreenEarth Ag*

2.5 lbs                      X  
1,000 sq. ft.      66,000 sq. ft.      X= 165 lbs

160 lbs div. # of 40 lb bags = 4 bags @ \$120.00 each \$480.00

Total = \$ 2395.00 Submitted request for \$ 2500.00 (pos. shipping) \$2,500.00

### Bronze Medallion Maintenance

Subcontracted out to Dave Lewis \$400.00

### Geese Control Products

Flight Control Plus / available product *Siteone Landscape*

(2) 2.5 gallons of product \*we have 2.5 gallons from FY19  
\$602.50 per 2.5 gallons (2 containers) \$1,205.00

Pool Mechanicals \$1,000.00

### Pool Maintenance Contract

Subcontracted out to Gary Giampietro By The Seasons \$4,575.00

**Planting Improvements & Maintenance**

Additional plant material & amendments

*Hyannis Country Gardens*

**\$1,000.00**

**Flag Replacement & Flagpole Maintenance**

Purchase replacement flags

*Carrot-Top Industries*

**\$500.00**

**Projected Total Estimate**

**\$11,180.00**