

**Committee to Review the Purpose, Composition, Functionality and Effectiveness of the Standing  
Committees of the Town**

Selectmen's Conference Room 2<sup>nd</sup> Floor Town Hall Building  
367 Main Street Hyannis, MA 02601

May 21, 2025  
3:30pm

Vice President Kris Clark  
Councilor Kristin Terkelsen  
Councilor Seth Burdick  
Councilor John Crow  
Councilor Betty Ludtke

## **MEETING MINUTES**

Chair of Committee, Councilor John Crow, opened the meeting at 3:36pm and made the following announcement:

This meeting is being recorded and will be rebroadcast on the Town of Barnstable's Government Access Channel. In accordance with Massachusetts General Laws Chapter 30A, Section 20, the Administrator must inquire whether anyone else is recording this meeting and, if so, please make their presence known. This meeting will be replayed via Xfinity Channel 8 or high-definition Channel 1072. It may also be accessed via the Government Access Channel live video on demand archives on the Town of Barnstable's website: <https://streaming85.townofbarnstable.us/CablecastPublicSite/?channel=1>

The Administrator to the Town Council took a Roll call, present in person: Councilor John Crow; Councilor Betty Ludtke; Councilor Seth Burdick; Vice President Kris Clark. Absent: Councilor Kristin Terkelsen. Assistant Town Attorney Allison Cogliano was unable to attend due to another commitment.

Chair of Committee read into the record the Charge of the Committee:

***Purpose:*** *Work with Town staff to review the standing committees of the Town, particularly advisory committees, to determine their effectiveness and whether there is a current need for such committees.*

Chair of Committee asked for public comment, Larry Morin , Cotuit will reserve his comments to the end of the meeting.

Chair of Committees asked for a motion to approve the meeting minutes of March 31, 2025. Councilor Terkelsen made the motion, this was seconded by Vice President Clark, all members present voted in favor of accepting the meeting minutes of March 31, 2025, as written.

Committee members discussed the following Committees with staff and Chairs of the Committees.

### **Cheryl Powell, Chair of the Human Services Committee**

#### **Human Services**

Ms. Powell has been the Chair of the Human Services Committee for the past three years. The Human Services Committee, in the past met very sporadically over the past years, when Ms. Powell became Chair of the Committee she reached out to different groups in the town to try and pull all the resources together so that the public could access needs in one place. Ms. Powell and the members of the committee had several guest speakers come to the meetings and present ideas and promote what they do. The Human Services Committee is in the process of updating the web page with information for the public and providing the information needed to those who may be looking for it. Ms. Powell did

acknowledge that her committee struggles to fit their ideas into the town since the town does not have a human services department to which they could provide the wealth of information they have gathered. The committee does have staff support now, which was lost last year but now has regained the ability to provide the necessary information to the public with respect to the agendas and meeting minutes. Ms. Powell plans on talking to those that are responsible for the web page to ask what information can be listed for the public so there is no violation of the town policy. Ms. Powell commends her members, they are all in the human services field, and they are very hard-working individuals with great ideas on how to help. The committee has a full compliment of members and attendance is always full.

Councilor Ludtke commented that her frustration as liaison to the committee is this committee has no where to plug in the Town of Barnstable, Councilor Ludtke believes back when it was created it had all good intended purposes, but good intended purposes don't always equate to effectiveness and efficiency and quality, so it was created in a weird place, because in the town we do not do anything with Human Services, only the County has a department that deals in Human Services, or a Veterans Department, which is also something that bothers her. The Town relies on the region to take care of our Veteran's and that is shameful for a town this size. Councilor Ludtke stated this town has a long history of not dealing with human services issues, we brush it off and ignore it. Councilor Ludtke would like to see Mr. Gonella somehow wrap some of these services into the Council on Aging, or the Hyannis Youth and Community Center so that all the hard work that these members have researched and have available be plugged in the town somewhere. Councilor Ludtke feels that with the expertise of the Human Services Committee, why were they not utilized before hiring a consultant to disperse funds from the Opioid settlement, Ms. Powell was the only one asked to be part of the subcommittee. Councilor Ludtke has hopes that somehow the Human Services Committee's ideas can be brought forward to someone in town, but right now there is nowhere for this group to plug in, and everything they have done and compiled is wasted.

Mr. Gonella did receive an email last week in regards to this topic, however he defers to Town Manager Ells regarding a department of Human Services, he does however see a number of conversation intersections where all these entities you show listed and try to encapsulate or at least direct where the information should go, and it looks like it would touch a lot of departments, but where does the information coordinate to and from to reach those that would need the information. Mr. Gonella mentioned they tried for a resource person at the Hyannis Youth and Community center, but did not have the expertise to manage such position, and it almost felt like we were working against the schools with their resource personnel, but also believes there is merit in saying they need a plug in for the information to flow to and then be given out to the right areas, but admits he does not know what they would look like or even if it could exist.

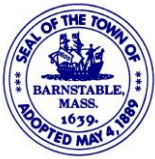
Mr. Gonella also participated in the Opioid working group, and it was a group decision by all that an outside person come in and handle this with this working group, he also believes that this committee needs somewhere to plug in as the information is very valuable, he just does not know the model in which this would happen under, and would defer to the Town Manager and Town Council to decide.

Councilor Burdick suggested that if each of the committee ideas touch a certain department within the town could Ms. Powell propose her proposal to that individual department, and if that department sees validity in the proposal or tweaks it and it gets sent up the chain here at the town to become a resolution of some kind at some point, if there isn't going to be a point person for the Human Services Committee, but these members are out doing the due diligent work, they should have some where to plug in their info.

### **Discussion with James Kupfer, Director, Planning & Development regarding:**

Housing Committee

Mr. Kupfer referred to the Code below:



§ 241-17

- A. Term of office. There shall be a Housing Committee, to be composed of public and private representatives, not exceeding nine in number, as follows: banking, real estate, Town officials, housing authority, minority groups, single head of household, private developers, nonprofit civic group, tenants' associations.
- B. Authorities and responsibilities. The Housing Committee facilitates the coordination of the factors that affect equal access to housing and issues relating to the development of affordable housing. The Committee seeks to implement the Town's policy statement and program for fair housing and regularly seeks commitment to the enforcement of antidiscrimination laws and the promotion of equal choice and access to housing for all persons as is outlined in the commonwealth's Fair Housing Guidelines, 301 CMR § 50.19. The Committee also provides advice to the Town Council regarding the Town's policies and programs for meeting its requirements for subsidized housing under MGL Chapter 40B. The Housing Committee is an advisory committee of the Town.
- C. Interrelationships.
- (1) Town Council: The Housing Committee interacts with the Town Council to provide advice to the Council on the Town's efforts in the promotion of fair treatment and equal opportunities for safe, sanitary and affordable housing for citizens of the Town, regardless of race, color, age, sex, religion, welfare status, marital status, national ancestry, sexual preference, physical or mental disability. The Committee meets annually, or more frequently as is necessary, with the Town Council to apprise the Town Council of issues pertaining to fair housing and affordable housing and to discuss policies to effectuate fair and affordable housing in the Town. *Editor's Note: See Ch. 9, Affordable Housing.*
  - (2) Town Manager: The Housing Committee interacts with the Manager to ensure implementation of the Fair Housing Plan. The Housing Committee also advises the Town Manager regarding the resolution of conflicts that may arise among Town agencies, boards and officials relative to proposals for the development of subsidized housing in Barnstable. The Manager provides staff support to the Committee through the Planning Department, and other appropriate staff.
  - (3) Other boards: The Housing Committee meets as necessary with the Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health, Historical Commission, Old King's Highway Historic District Committee, and the Housing Authority, to ensure compliance with the fair and affordable housing policies of the Town.

Mr. Kupfer also explained they are the housing partnership for the towns Commonwealth's Fair Housing Guidelines, 301 CMR § 50.19. Program, this is an application that someone submits to the state level if they want an affordable unit be included or eligible for subsidy housing inventory, so the Housing Committee is the signatory for that application submitted.

Councilor Burdick asked if there was any way to have the Regulatory Agreements or any other agreements that currently are not being looked at, is there a way for this committee to do such task for the town.

Mr. Kupfer restated a portion of the above Code:

*The Committee also provides advice to the Town Council regarding the Town's policies and programs for meeting its requirements for subsidized housing under MGL Chapter 40B. The Housing Committee is an advisory committee of the Town.*

Mr. Kupfer also added that:

*The Committee meets annually, or more frequently as is necessary, with the Town Council to apprise the Town Council of issues pertaining to fair housing and affordable housing and to discuss policies to effectuate fair and affordable housing in the Town.*

Mr. Kupfer sees the Local Comprehensive Plan starting this conversation with the Housing Committee and the ongoing struggles with housing in our area, also the Housing Production Plan, if approved there are things in that plan as well that could be vetted to the Housing Committee for further discussion.

Councilor Burdick stated it may be a Council action on our part to get these committees more involved and use them to vet the issues before coming to Council, that is what these committees were designed to do, and we should use them.

Mr. Kupfer believes that when these plans that are before the Council, and if there are action plans identified, that this committee could vet those and bring back solid recommendations. Mr. Kupfer mentioned also that the Housing Committee is also responsible under Chapter 9 of our General Ordinance, development agreements under the affordable housing, the Housing Committee plays the lead role in those negotiations.

Councilor Crow agrees that we as the Council should be assigning tasks to these Committees to look at before they come to the Town Council. It will give them an opportunity to look at the issues, make recommended changes before it reaches us.

**Discussion with Chris Gonella, Town of Barnstable Director of Community Services  
Department regarding the following Committees:**

Golf Committee  
Recreation Commission  
Council on Aging

Mr. Gonella would like to see possible a plan or a discussion from the Council on what it is you would like to see come out of these committees in either a one-, two- or three-year plan, that way the committees have an idea of what they should be focused on instead of them trying to find the topic of importance to discuss.

Mr. Gonella mentioned that the Golf Committee meets often about the on going day to day of maintaining a golf course, they often talk about the pro shop and what's offered or the pipe that burst or why is there a tree in the middle of the 18<sup>th</sup> fairway and a lot of the discussions do not reach the Town Council level, but they are the day to day problems that arise that is discussed and often fixed in a Golf Committee meeting. The Golf Committee also submits a financial report to the Town as to where the golf course stands financially and the plans going forward to generate revenue, and where the golf course is revenue-wise.

If there is ever a financial need for the golf course and an appropriation is put forth, the Town Manager always asks if the idea was passed through the golf committee for vetting, so we do utilize the committee on every aspect of course operations and listen to their recommendations . They also have a say in the vendor contracts for food.

Mr. Gonella spoke about the Recreation Commission:

**§ 241-31. Recreation Commission.**

- A. Term of office. There shall be a Recreation Commission consisting of seven members.
- B. Authorities and responsibilities. The Recreation Commission advises and otherwise assists the Town Manager in the establishment of rules and regulations concerning the use of all playground and athletic fields and the municipal ice rink, including those under the jurisdiction of the School Committee except during the

regular school year or at other times when such facilities are reserved for use for Town of Barnstable school activities. The Commission further advises and otherwise assists the Town Manager in establishing rules and regulations for development, servicing, and delivery of recreational activities in the Town. The Recreation Commission is an advisory committee of the Town.

C. Interrelationships.

- (1) Town Council: The Recreation Commission interacts with the Town Council to advise the Council relative to the establishment of policies and legislation concerning recreational programming within the Town. The Commission interacts primarily with the Council Committee on Human Resources for this purpose.
- (2) Town Manager: The Recreation Commission interacts with the Town Manager to ensure that rules and regulations concerning playgrounds, the ice rink, athletic fields, beaches and the development and delivery of recreational activities are effective. The Commission receives administrative support from the Community Services Department for this purpose.
- (3) Other boards: The Recreation Commission interacts with the Conservation Commission, Sandy Neck Board, Golf Course Committee, Public Works Commission, Historical Commission, JFK Memorial Trust Fund Committee, and other boards as necessary.

Mr. Gonella believes this Commission functions well but must mention a huge portion of the committee that is missing in the CPC (Community Preservation Committee) representative member. The increase or not increase in recreational fees is always vetted through them, so there is a lot they do for the town, they also look at CPC funding for projects, but since the person resigned, that portion is hugely missing and much needed, so if there is any advocacy to fill this with your help it would be appreciated.

Mr. Gonella spoke on the Council on Aging:

**I. § 241-9. Council on Aging.**

A. Term of office. There shall be a Council on Aging consisting of three member classifications: nine regular members, one alternate member, and two associate members. The alternate member may serve on committees and will have voting rights at meetings if there is an absence of a regular member. Associate members may serve on committees but have no voting privileges if a regular member is absent.

[Amended 10-14-1999 by Order No. 00-026; 8-16-2007 by Order No. 2008-002; 2-25-2016 by Order No. 2016-074]

B. Authorities and responsibilities. The purpose of the Council on Aging is to advocate for and to meet the needs of the elderly people residing in the Town of Barnstable. The Council on Aging surveys the elderly population to better determine their needs problems and concerns. It develops criteria for program and supportive services development based upon an assessment of needs and participates in programs offered by the commonwealth's Department of Elder Affairs. The Council on Aging is an advisory committee of the Town.

C. Interrelationships.

(1) Town Council: The Council on Aging interacts with the Town Council in the matter of developing policies and legislation concerning itself with the issues and needs facing the elderly within the Town. The Council on Aging interacts primarily with the Council Committee on Human Resources, in order to regularly apprise said Committee on current activities and concerns of the Council on Aging.

(2) Town Manager: The Council on Aging interacts with the Town Manager and the administrative organization primarily through the Senior Services Division of the Community Services Department, the latter whom provides administrative staff support to the Council on Aging. The Council on Aging provides advisory information to the Senior Services Director concerning program and supportive service delivery as well as financial management issues.

Mr. Gonella stated the majority of members are in the categories that best meet the needs of the community. They all understand the needs of the elderly and actively participate in every project that is in town, so they have an input on the accessibility of each whether elderly or disabled.

The Chair of Committee and the members thanked everyone for coming in and speaking this evening as well as those with public comment and questions. Chair asked for a motion to accept the meeting minutes of April 30, 2025; Councilor Burdick made the motion, this was seconded by Vice President Clark, all members present voted in favor of the meeting minutes as written.

Chair of Committee asked for the next meeting date for the committee. Committee members decided on June 11, 2025 with the next set of advisory committees.

Chair of Committee asked for a motion to adjourn, Councilor Burdick made the motion to adjourn, this was seconded by Vice President Clark, all members present voted in favor of adjournment.

Adjourn: 5:45pm