

APPOINTMENTS COMMITTEE MEETING

July 11, 2023

4:00pm

Councilor Paula Schnepf
Councilor Tracy Shaughnessy
Councilor Jeffery Mendes
Councilor Gordon Starr
Councilor Nikolas Atsalis

MEETING MINUTES

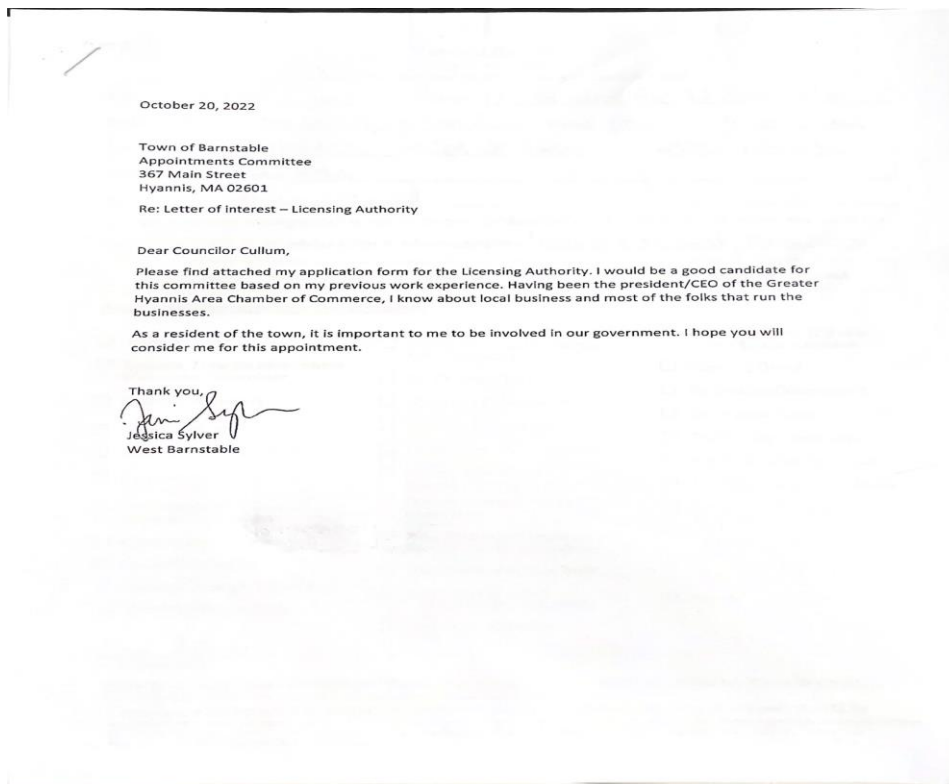
Chair of Committee Councilor Paula Schnepf opened the meeting at 4:00 pm in person in the Selectmen's Conference Room. Roll Call was taken.

In attendance: Councilor Paula Schnepf; Councilor Gordon Starr; Councilor Tracy Shaughnessy; Councilor Nikolas Atsalis; Councilor Jeffrey Mendes

Chair of Committee asked for any Public Comment.

Cheryl Powell Chair of the Human Services Committee wanted to support Shree Kay when her interview happens; she fully supports her application and desire to be a member, and encouraged her to apply.

Councilor Schnepf welcomed the first individual: Jessica Sylver, Licensing Authority, as a regular member to a term expiring 06/2026.



Town of Barnstable
Application Form
Board/Commission/Committee Application Form

Name: Jessica Sylver Address: 121 Lombard Ave, W. Barnstable

Mailing Address: 121 Lombard Ave, W. Barnstable E-mail: Jessica@jkellerco.com

Telephone: (H) 508-776-5323 (W) 508-315-9300 (Cell) 508-776-5323

Educational Background: MBA

Work Experience: Hyannis Chamber

Are you a resident and registered to vote in the town of Barnstable? Yes No Have you applied in the past? Yes No If yes, please when & which committee: Housing & disability committees

REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.

Please check (not more than five) of interest:

- | | | |
|--|--|---|
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Elderly & Disabled Taxation Aid Committee | <input type="checkbox"/> Old Kings Hwy Historic District Commission |
| <input type="checkbox"/> Appeals, Hyannis Main Street Waterfront Committee | <input type="checkbox"/> Golf Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Board of Assessors | <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Housing Committee | <input type="checkbox"/> Sandy Neck Board |
| <input type="checkbox"/> Cable TV Advisory Committee | <input type="checkbox"/> Human Services Committee | <input type="checkbox"/> Scholarship Committee |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> Hyannis Main Street Waterfront Historic District Commission | <input type="checkbox"/> Shellfish Advisory Board |
| <input type="checkbox"/> Comprehensive Financial Advisory Committee | <input type="checkbox"/> Infrastructure & Energy Committee | <input type="checkbox"/> Trust Fund Advisory Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Jane Eshbaugh Community Service Award Committee | <input type="checkbox"/> Water Quality Advisory Committee |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> JFK Memorial Trust Fund | <input type="checkbox"/> Waterways Committee |
| <input type="checkbox"/> Cultural Council (Mid-Cape) | <input type="checkbox"/> Land Acquisition & Preservation Committee | <input type="checkbox"/> Youth Commission (high school students) |
| <input type="checkbox"/> Disability Commission | <input checked="" type="checkbox"/> Licensing Authority | <input type="checkbox"/> Zoning Board of Appeals |

Jessica Sylver
Signature

10/30/22
Date

NOTE: Return completed form to: Barnstable Town Council Office, 367 Main St., Hyannis 02601, or FAX to: 508-862-4770. Or attach your application and email to Cynthia.lovell@town.barnstable.ma.us Additional documents (letter of interest & resume) should be included as well. Please apply at all times even if a vacancy does not exist, as the membership changes often. If there are no current vacancies in your choice of appointment, your application will be kept on file for 2 years for future reference.

Rev 03/17/19

Jessica Sylver, IOM
121 Lombard Avenue, West Barnstable, MA 02668
jessicatint23@hotmail.com 508.776.5323

SUMMARY OF QUALIFICATIONS

Motivated and proactive **non-profit professional** with leadership, analytical and communication skills. Highly regarded for attention to detail and a commitment to high quality. Significant areas of contributions and accomplishments include:

Leadership

Team leader for several successful chamber event that drew approximately 80,000 attendees.

Analytical

Analyze and prepare all financial reports with the finance committee to produce the yearly budget.

Communication

Proven success with communicating effectively with members, committees, and staff.

EDUCATION

Institute of Organization Management, U.S. Chamber of Commerce, Washington, D.C.
2014

MBA, Curry College, Milton, MA
2011

BA, Management, Curry College, Milton, MA
2009

PROFESSIONAL EXPERIENCE

PROPERTY MANAGER, Keller Company, Hyannis, MA
2017 to Present

- Maintains building systems by contracting for maintenance services; supervising repairs.
- Act as a liaison between tenants and property owners
- Maintain property by addressing tenant complaints, completing repairs, contracting landscaping and snow removal companies
- Coordinate maintenance schedules
- Maintain a positive, productive relationship with tenants
- Manage day-to-day requirements of property
- Act as general contractor to property repairs and renovations

PRESIDENT & CEO, Greater Hyannis Chamber of Commerce, Hyannis, MA
2010 to 2017

- Analyzed and prepared the budget which was approved by the board for the new year. Worked with the Budget committee to produce a conservative budget.

- Restructured the administrated office by evaluating the organizational structure. Implemented staffing changes to incorporate staff from the visitor center, American Bus Association, and hired additional resources to assist with marketing campaigns.
- Successfully led the organization of committees for the upcoming year by preparing agendas, setting up meetings, and implementing Chamber goals.
- Effectively work closely with Chamber board, committee, town officials and members to achieve Chamber goals that are set by the Board.

VICE PRESIDENT OF OPERATIONS, Greater Hyannis Chamber of Commerce, Hyannis, MA
2006 to 2010

- Analyzed budgets and monthly financials to report to the finance committee for approval.
- Oversaw management of the John F. Kennedy Hyannis Museum, managed staff, solved problems, and worked with Foundation for upcoming exhibits.
- Oversaw management for sold out event of largest chamber event, Father's Day Car Show.

ACCOUNTING SPECIALIST, Davenport Companies, South Yarmouth, MA
2004 to 2005

- Prepared accounting procedures for multiple properties
- Prepared processing tenants for rental properties

ASSISTANT BOOKKEEPER, Cape Cod Chamber of Commerce, Centerville, MA
2000 to 2004

- Assisted and prepared for multiple events
- Assisted in daily accounting process

ADDITIONAL EXPERIENCE

Bookkeeper, LEC Environment Consultants, Inc., Bourne, MA
1999 to 2000

Office/Tax Clerk, James F. Leighton, CPA, South Yarmouth, MA
1995 to 1999

AFFILIATIONS

Volunteer, Vintage Motorcycle Show

SKILLS and INTERESTS

Photoshop, InDesign
Microsoft office, Weblink software
Enjoy reading, running and traveling

Members of the Committee had noticed the date on the application as being a year old, it was explained that at the time the application and letter of interest was submitted there was not an open position, but she was called back when a position did open and was asked if she still had interest.

Councilor Shaughnessy was happy she applied, having worked with the community before at the Hyannis Chamber, there are a lot of connections already established, and understanding on how the municipal side of things work.

Councilor Mendes asked about consensus and how do individuals reach that, and if she has had any thoughts about it. Ms. Sylver answered that we all need to listen to one another better and work together for the greater good of Barnstable as a whole, and not individually.

Sheree Kay, Human Services Committee, as a regular member to a term expiring 06/2024.

Town of Barnstable
Application Form
Board/Commission/Committee Application Form

Name: Sheree Kay Address: 74 Sumnerbell Ave
ing Address: same E-mail: Mission@ucorson
phone: (H) _____ (W) _____ (Cell) 951-217-9801
Educational Background: B.A. - Bus. Mgmt - MPA
Work Experience: SEE ATTACHED RESUME
Are you a resident and registered to vote in the town of Barnstable? Yes No Have you applied in the past? Yes No If yes, please when & which committee: _____

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Please check (not more than five) of interest:

| | | |
|--|--|---|
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| | <input type="checkbox"/> Licensing Authority | <input type="checkbox"/> Zoning Board of Appeals |

Signature: _____ Date: 6/16/2023

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Rev 01/19/22

RESUME

Sheree Kay
74 Summerbell Avenue
Centerville, MA 02632
(951) 217-9801 – Cell

Education:

- Cape Cod Community College, Barnstable, MA - AS Degree, 1977
- Metropolitan State College, Denver, CO - BA Business Management, 1981
- California State University, San Bernardino, CA - Masters of Public Administration, 1999

Professional History:

City of Pomona
Pomona, CA

Senior Management Analyst — Public Works
May 2008 to December 2015

- Administration of the \$194.7 million Capital Improvement Program budget
- Responsible for administrative and research support for City Engineer
- Development and administration of 14 Public Works program budgets with a funding level of \$9.6 million
- Development and administration of Vehicle Parking District budget with a funding level of \$450,000
- Development and administration of Prop A (\$1.5 million) and Prop C (\$712,000) budgets
- Development and administration of one Lighting and Landscape District budget with assessment collection of \$1,166,000 million
- Staff member for Vehicle Parking District Commission
- City staff Board Member for Pomona Valley Transportation Authority
- City liaison for Metropolitan Transportation Authority
- City committee member for San Gabriel Legislative Roundtable Committee
- Prepare staff reports for City Council agendas and attend Council meetings as required
- Oversight of all department grants
- Oversight of service agreements for department operations
- Supervise five department staff consisting of a Management Analyst, an intern and three Vehicle Parking District employees
- Responsible for sale of City owned surplus property
- Responsible for parking permit program and fees
- Responsible for cell tower lease negotiations and oversight of 20 leased sites with an annual revenue generation of \$325,000

Senior Management Analyst Redevelopment Agency
November 2002 - May 2008

Development and administration of Redevelopment Agency budget with a funding level of \$5 million

Prepare staff reports for City Council agendas and attend Council meetings

- City liaison for formation of a Business Improvement District for Downtown Pomona
- Oversight of all Agency tasks relating to the Pomona Auto Center Association
- Oversight of Agency leases, contracts and professional service agreements
- Develop and monitor a citywide Business Visitation program
- Negotiate Development and Disposition Agreements, Exclusive Negotiation Agreements and Agency property purchases
- Research, author, and administer all department grants
- Assist the City Finance Department with the preparation of the State Controller Report and state audit
- Oversight of Business Assistance Agreements
- Special projects as assigned by the City Managers' Office

City of Riverside — Fire Department
Riverside, CA
November 2000 — November 2002

Administrative Analyst

- Developed and administered the \$40 million department budget as well as chaired the Budget Committee
- Developed department performance standards for the citywide High Performance Organization program initiated in 2001
- Prepared grant applications and administered awarded grants
- Prepared and submitted Department of Justice Arson reports
- Responsible for department equipment inventory records and fleet maintenance
- Prepared staff reports for the City Council agenda
- Department representative at local community meetings
- Provided backup support for the Administrative Services Manager for the City Attorney and Planning Department

Board Director - Red Lily Pond Project (Centerville, MA) and Meadowview Home Owner Association (Temecula, CA)

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November 2002 - May 2008

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Board Director - Red Lily Pond Project (Centerville, MA) and Meadowview Home Owner Association (Temecula, CA)

Sheree lived in California before moving to the Cape, would like to be involved with her town, passionate about Barnstable and the people that are here, and would like to offer anything she can to the Human Services Committee, she understands the Committee charge, and understands that it is just an

advisory committee, she sees a lot of individuals needing services, and would love to be a part of the connection of those services where needed.

Florence Doud; Hyannis Main Street Waterfront Historic District Commission as an alternate member to a term expiring 6/2026

Town of Barnstable
Application Form
Board/Commission/Committee Application Form

Name: Florence Doud Address: Box 212

Mailing Address: _____ E-mail: _____

Telephone: (H) 714-470-2756 (W) 203-470-2758 (Cell) _____

Educational Background: _____

Work Experience: Inferior Designer

Are you a resident and registered to vote in the town of Barnstable? Yes No Have you applied in the past? Yes No If yes, please when & which committee: _____

REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.

Please check (not more than five) of interest:

- | | | |
|--|---|---|
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Elderly & Disabled Taxation Aid Committee | <input type="checkbox"/> Old Kings Hwy Historic District Commission |
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| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Housing Committee | <input type="checkbox"/> Sandy Neck Board |
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| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> JFK Memorial Trust Fund | <input type="checkbox"/> Water Quality Advisory Committee |
| <input type="checkbox"/> Cultural Council (Mid-Cape) | <input type="checkbox"/> Land Acquisition & Preservation Committee | <input type="checkbox"/> Waterways Committee |
| <input type="checkbox"/> Disability Commission | <input type="checkbox"/> Licensing Authority | <input type="checkbox"/> Youth Commission (high school students) |
| | | <input type="checkbox"/> Zoning Board of Appeals |

Florence Doud June 16, 2023
Signature Date

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Sbd121@snf.net

Applied because she has been a summer resident for years until recently moving to the Cape full time, remembers Hyannis as it was and not how it is today, where people do not feel safe walking around without fear of being hurt or robbed or worse, would like to be part of the talk regarding making Main Street one way, by eliminating roads that are unnecessary, she had submitted a plan years and years ago when this was a discussion but never heard any feedback or suggestions about it, and would like to be part of the change for Hyannis.

Councilor Mendes asked about the change she sees in Hyannis, and what she would do to make it better. Ms. Doud wants to see Main Street alive again; there are too many vacant buildings and individuals that make walking Main Street hard, she did not have an immediate answer but was sure with thought there are programs out there to help, city planners that deal with metropolitan areas that have done this type of revitalization, does not believe we use our resources wisely, would like to see more programs.

Councilor Atsalis asked if she has read the charge of the Hyannis Main Street Waterfront Historic District Commission. Ms. Doud answered no not yet, I am sure I have some learning to do about what it is they do, however I am very interested in the historic preservation of Hyannis which I believe is lost when big developers come in and develop something on the water ways that doesn't fit the landscape. It's critical that you merge the old with the new, it is difficult to do, but it can be done. Councilor Atsalis recommended she read the charge and possibly attend one of the meetings to see what it is they do so she had a better understanding of its purpose. Councilor Atsalis asked if there was a chance she could submit a resume of her work on historic properties, since one did not accompany her application. Ms. Doud will put something together; she does not currently have one.

Robert Frazee Historical Commission Regular member term expires 06/2026

Robert P. Frazee

P. O. Box 309, 1747 Hyannis Rd., Barnstable, MA 02630
Voice: 508-737-3119, E-mail: paddleflash@comcast.net

20 June 2023

Appointments Committee
Barnstable Town Council Office
367 Main Street
Hyannis, MA 02601

Paula Schnepf, Chair

Dear Councilor Schnepf,

I would like to express interest in serving on the Barnstable Historical Commission. I served as a Commissioner previously, from about 1988 – 1996, have frequently participated in Commission meetings since that time, am familiar with the Commission's challenges & responsibilities, and believe that my training and experience make me well qualified.

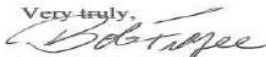
On my Application Form I also checked off "Community Preservation Committee" because I am familiar with the important role it plays in funding worthy Historic Preservation projects in the Town.

I have not maintained an active Resume for some time, and officially retired last year, so hope the informal document attached will provide you with a general sense of my academic qualifications and other relevant experience.

I would be happy to meet with The Committee to answer questions and discuss my Application.

Thank you for your consideration.

Very truly,



Robert P. Frazee
Barnstable Village (Precinct 1)

Enclosures: Application Form
Summary of Relevant Experience

Town of Barnstable
Application Form
Board/Commission/Committee Application Form

Name: Robert P. Frazee Address: 1747 Hyannis Rd., Barnstable, MA 02630

Mailing Address: P.O.Box 309, Barnstable, MA 02630 E-mail: paddleflash@hotmail.com

Telephone: (H) _____ (W) _____ (Cell) 508-737-3119

Educational Background: BA Hamilton College 1972, BS Historic Preservation, Roger Wms. Univ. 2001

Work Experience: Gallery Mgr., Innkeeper, Hist. Bldg. Restoration, Historic Preservation Advisor, Advocate

Are you a resident and registered to vote in the town of Barnstable? Yes No Have you applied in the past? Yes No If yes, please when & which committee: Served: Barnstable Historical Commission 1988-96

REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.

Please check (not more than five) of interest:

- | | | |
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| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Barnstable Economic Development Commission | <input type="checkbox"/> Old Kings Hwy Historic District Commission |
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| <input type="checkbox"/> Disability Commission | <input type="checkbox"/> Land Acquisition & Preservation Committee | <input type="checkbox"/> Zoning Board of Appeals |
| | <input type="checkbox"/> Licensing Authority | |



Robert P. Frazee

Signature

20 June 2023

Date

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If there are no vacancies in your choice of appointment, your application will be kept on file for 2 years for future reference.

Rev 06/25/8

Robert P. Frazee

P. O. Box 309, #1747 Hyannis Road, Barnstable, MA 02630
Mobile: 508-737-3119, E-mail: paddleflash@comcast.net

20 June 2023

Summary of Academic, Work & Civic Experience re. Application for Barnstable Historical Commission

Historic Preservation Research, Archaeology, Planning, Conservation, Advocacy & Consulting
Heritage Resource Management with Non-Profit Volunteer Experience
Small Business Startup and Administration
Hospitality Front Office Management and Specialty Retail Operations

Historic Preservation Advisor / Advocate:

Provided both pro-bono and paid professional advice & advocacy for a variety of local non-profit owners of historic buildings, including several Town-owned buildings, such as the Old Selectman's Bldg., 1855 Customs House, Burgess House & Barn, Cape Cod Airfield, as well as Osterville Historical Museum's Cammett House, Cotuit Historical Society's Icehouse, the privately owned Goodspeed House in Marstons Mills, and "Brambletyde" – JFK's last Summer White House – in Hyannis Port.

Excavator, Paid Summer Internship in Field Archaeology, Scotland, CT and Newport, RI
Past Owner, Conservator, Inkeeper, Henry Crocker House (then B&B), Route 6A, Barnstable Village, MA
Front Office Manager, Dan'l Webster Inn, Sandwich, MA
Retail Store Manager, Yankee Accent, Inc., Osterville, MA

Barnstable Historical Commission: 1988-1996

Served on the Commission during time when there was a staffed Historic Preservation Department, and when the U. S. Customs House in Barnstable Village was run as a Town Museum in collaboration with several private village historical societies. Chaired the Trayser Museum Management Committee 1989-1991.

Cape Cod Commission's Route 6A Corridor Management Study Committee: 1993-1995

Served as local preservation advocate in one of Massachusetts' first Federally funded "Scenic Byways Programs". Presented process & findings to the 1993 National Historic Preservation Conference, Boston, MA.

Wheeler Road Association, Marstons Mills, MA: 2000-2018

President 2000-2004, Executive Committee Chair 2004-2018. Led preservation initiative to save neighborhood's historic Cape Cod Airfield, and the small-scale, rural character of Wheeler Road during exceptionally active period of growth and development. Served as WRA representative on the Town's Danforth Property Advisory Committee.

Marstons Mills Historical Society:

Active Member since 1996, President during 30th Anniversary year 2013.

Marstons Mills Village Association: 2006-2018

Served on the Board in various capacities. Committee member for the town-wide Village Visioning process for the LCP, and led group managing ongoing operations & rehabilitation of historic Burgess House and Barn.

Wianno Yacht Club, Osterville, MA: 2006- Present

Club Archivist / Historian documenting, preserving Club's collection of historical records and artifacts.

Cape Cod Maritime Museum:

Member / Volunteer since 2001. Chair, Maritime Festival Committee 2011. Chair, Board of Advisors since retirement of Holbrook Davis.

Barnstable Leadership Academy – Inside Barnstable Town Government:

Graduate of Session #1. Narrator / Guide for the Academy's "7-Villages Bus Tour" 2003 – 2019

Education:

Roger William's University, Bristol, RI, School of Architecture, Art & Historic Preservation: 2001
B.S. in Historic Preservation, *Summa Cum Laude*, Departmental Award for Academic Excellence.
Hamilton College, Clinton, NY: B.A. 1972

Mr. Frazee was on the Committee prior in the late 1980's, is very familiar with the Committees charge and the role they play in the Town, is very passionate about preserving History and would like to be part of that Committee. He has attended several meetings this year, he also attended the Town of Barnstable Leadership Academy and was very impressed with the staff here in Barnstable, same impression he got when he was part of the Inside Town Government.

Chair of Committee explained the process to Mr. Frazee and said because we are in the summer months; the second reading of this Item will not be until August so she asked for patience during this time.

Chair of Committee asked the Committee members if they had any further questions or discussions.

Councilor Shaughnessy made the motion to recommend to the full Council Ms. Jessica Sylver for the Licensing Authority to a term expiring 06/2026 Currently there are two Associate members that are potentially being moved up from an Associate to a full member, if this happens, then the recommendation to the Council will be an Associate position Ms. Sylver would have. This motion was seconded by Councilor Starr; all members present voted in favor of recommending Jessica Sylver to an Associate position to a term expiring 06/2026.

Councilor Jeffrey Mendes made the motion to recommend to the full Council Sheree Kay to the Human Services Committee as a regular member to a term expiring 06/2024; this was seconded by Councilor Gordon Starr; all members present voted in favor of recommending Sheree Kay as a regular member to the Human Services Committee to a term expiring 06/2024.

Chair of Committee asked the Committee members about Florence Doud: the Committee members agreed to hold off on a recommendation for Florence Doud until they have received the resume requested. Once the Committee members receive this it will be on the August 8, 2023 Agenda for reconsideration

Chair of the Committee asked the members if they had any other discussions for this evening,

Chair of the Committee would like to communicate to the Committees the roles of the members; there may be confusion as to when an alternate votes vs when they participate in discussions and vote, do the Committees rotate the votes amongst alternates; the Appointments Committee members will discuss the best way in which to establish this.

Chair of the Committee asked for a motion to accept the meeting minutes of June 6, 2023 as written.

Councilor Shaughnessy made the motion to accept the meeting minutes of June 6, 2023, this was seconded by Councilor Starr; all members present voted in favor of accepting the meeting minutes of June 06, 2023 as written.

Chair of Committee asked for a motion to adjourn, Councilor Shaughnessy made the motion to adjourn, this was seconded by Councilor Starr; a Roll Call vote was taken

Next Meeting: August 8, 2023 at 4pm in person in the Selectmen's Conference Room

ADJOURN: 4:55pm