



# The Town of Barnstable

## Office of Town Manager

367 Main Street, Hyannis, MA 02601

Office: 508.862.4610

Fax: 508.790.6226

[www.townofbarnstable.us](http://www.townofbarnstable.us)

Citizens' Resource Line: 508.862.4925



**Mark S. Ells, Town Manager**

[mark.ells@town.barnstable.ma.us](mailto:mark.ells@town.barnstable.ma.us)

**M. Andy Clyburn, Assistant Town Manager**

[andy.clyburn@town.barnstable.ma.us](mailto:andy.clyburn@town.barnstable.ma.us)

January 21, 2021

**To:** Barnstable Town Councilors

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

**RE:** Town Manager update for period January 8, 2020 thru January 21, 2021

1. Andy Clyburn, Assistant Town Manager, shall provide an update on COVID vaccination efforts.
2. As a reminder the Town of Barnstable continues to follow the Orders and Directives of our Governor. The Governor continues to frequently update these Orders and Directives. I encourage everyone to go to the Mass.gov COVID website or the Town of Barnstable website and read these Orders and Directives. Governor Baker announced a temporary Executive Order which took effect on December 26<sup>th</sup> and will continue until Sunday, January 24<sup>th</sup>, with a possibility of an extension. This temporary Order reduced allowable occupancy capacity levels from 40% to 25% in multiple sectors. We await further Orders and Directives from our Governor. As shared by our Assistant Town Manager, key officials of the Town continue to meet daily to plan and implement proper actions which are in step with the Governor's orders and MA DPH guidelines.

During these times of increasing numbers of positive case counts and patient hospitalizations, we strongly urge everyone to follow the State guidelines and to take these basic precautions which include:

- Wear a face covering;
- Wash your hands frequently;
- Maintain proper physical distancing; and
- Stay home from work, school, sports and other activities when ill.

Our Public Health Nurses continue to contact those who become infected and those who have come in contact with positive cases to ensure they are appropriately isolated and are following the required quarantine precautions. If you should have any questions, call us at the Town of Barnstable Health Division Office at 508-862-4644.

3. We are proceeding with the tasks in the budget action calendar for FY 2022 as scheduled. Later this evening Mark Milne, Director of Finance, will share our

fiscal projections as we prepare the FY 2022 budgets. This is the annual joint meeting/workshop with the Town Council/School Committee to review the financial condition of the Town. For information on our fiscal year budgets please view the Town's Open Budget website at <http://budget.townofbarnstable.us>.

4. On December 10, 2020 the Town Council held a Special Town Council meeting to review Fiscal Policy relative to the Comprehensive Wastewater Management Plan (CWMP). In our effort to review the existing fiscal policy and potential changes for consideration by Town Council relevant to the CWMP, Mark Milne, Director of Finance, provided a Fiscal Policy presentation regarding the CWMP that was focused on several financial options. One of the options for consideration is a draft Sewer Assessment Ordinance. Director Milne shared the draft ordinance with the Comprehensive Financial Advisory Committee (CFAC) on Monday, January 11, 2021. The comments of CFAC were generally supportive of the Ordinance as proposed and have continued the discussion to their next meeting on January 25, 2021. I have shared a summary of the comments to date by CFAC with Town Council and we await further comment resulting from their next meeting. The link to the draft ordinance can be found on our web page under Departments, Town Manager, Office Updates 2020-12-17 Initial Draft Sewer Assessment Ordinance. We plan to bring a final draft ordinance to Town Council for consideration after a public review process. Our communications and public engagement in the first quarter of calendar year 2021 is summarized on the attached schedule. We anticipate an aggressive effort to engage our citizens in the review of this fiscal policy discussion even with the challenges of COVID upon us. We plan to have the next fiscal policy workshop discussion with Town Council in early April 2021 after compiling public comments gathered in February and March. We will keep you advised of our progress and bring back a final draft sewer assessment ordinance for your consideration upon satisfactorily completing a public process.  
[www.townofbarnstable.us/Departments/TownManager/Office\\_Updates/-2020-12-17-INITIAL-DRAFT-Sewer-Assessment-Ordinance.pdf?tm](http://www.townofbarnstable.us/Departments/TownManager/Office_Updates/-2020-12-17-INITIAL-DRAFT-Sewer-Assessment-Ordinance.pdf?tm)

5. The Town of Barnstable Planning Board, together with the Town's Planning & Development Department, invites the public to a virtual meeting on Accessory Dwelling Units on Monday, January 25, 2021 from 6:00 – 7:30 p.m. The meeting will be on Zoom and meeting link is posted on the Town website. Additionally, the meeting will be broadcast live on Channel 18 and the Town of Barnstable Channel 18 website.

The Town is considering an amendment to the zoning ordinance to allow Accessory Dwelling Units as accessory use to a single-family residential dwelling. The Town wants to share information with the community about Accessory Dwelling Units and get resident feedback on key issue areas.

The Town Council Zoning & Regulatory Committee introduced the topic of Accessory Dwelling Units to discuss the potential for this housing option to increase the availability of year-round rental units; adapt single-family residential properties so they are supportive of residents at a variety of stages in their life

cycle; and to encourage economic and efficient use of the Town's housing stock while maintaining the appearance and character of neighborhoods and remaining within our wastewater capacity limitations. A draft of the ordinance discussed by the Zoning & Regulatory Committee is available on their website and the Planning & Development Department website.

6. On January 20, 2021 I provided the Town Council with a memo outlining my response to the Citizens Request on December 16, 2020 regarding operationalizing the Town Council's Strategic Plan on communication and citizen's engagement related to residential zoning issues. I hope you will have time to review the memo and provide feedback. I am also preparing a response to recent communication from the Concerned Citizens of Centerville relative to the installation of antenna in the church steeple on Main Street Centerville. I hope to have a similar memo response for your review in the near future. In both cases Town Council and Town Manager were included in the email therefore I felt it appropriate to provide the Town Manager response to Town Council for review before responding to our citizens.
7. Dan Santos, Director of Public Works, shall provide an update on the CWMP.