

# 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 7, 2021

**To:** Barnstable Town Councilors

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

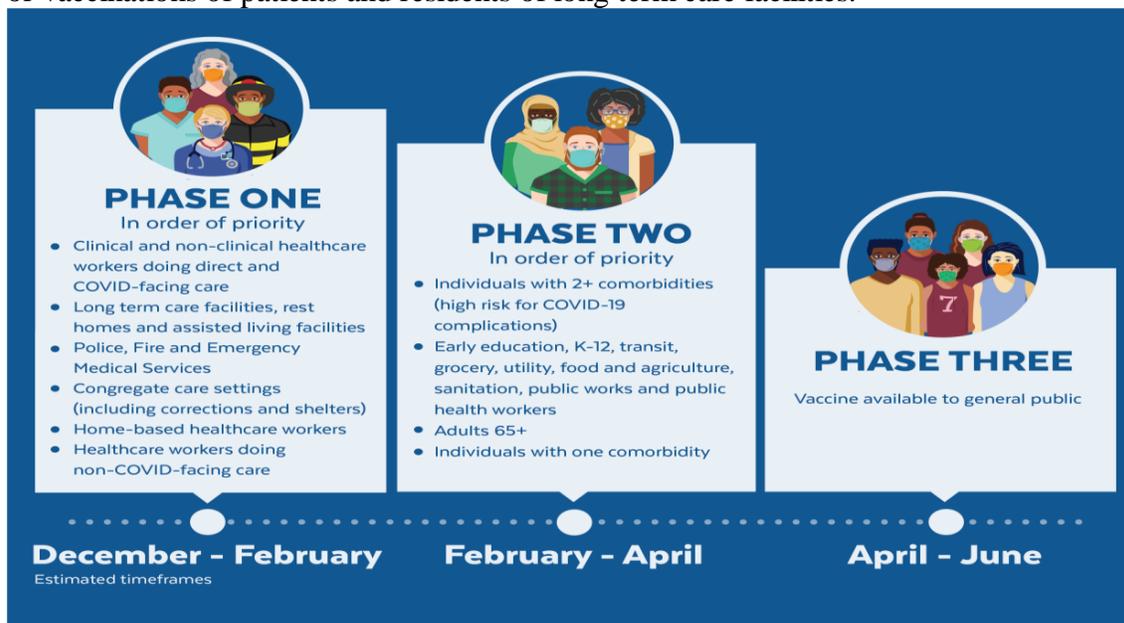
**RE:** Town Manager update for period December 18, 2020 thru January 7, 2021

1. Elizabeth Jenkins, Director of Planning & Development, shall provide an update on support to business during COVID.
2. Merry Holway, Olde Barnstable Fairgrounds Golf Course (OBF) Head Professional, has won the 2021 Gary Philbrick Professional of the Year Award. The award is the highest award given out by the Cape Cod Professional Golf Association (CCPGA). Merry has been working for the Town of Barnstable at OBF since 1995 and was mentored by the award's namesake and late OBF Director of Golf Gary Philbrick. Merry became the Head Professional at OBF after Gary's untimely passing in 2005. In that time Merry has been the consummate professional and the face of OBF. Her hard work and dedication over the last 25 years is commendable. OBF runs like a well-oiled machine known for excellence in customer service standards. OBF is one of the busiest municipal golf courses on Cape Cod, hosting over 40,000 rounds of golf each year. Merry and her staff do an outstanding job managing the large volume of play OBF sees with an emphasis on providing everyone with a great, memorable golfing experience. The awards ceremony will take place at the CCPGA Spring Meeting in April. Please join us in congratulating Merry on this outstanding achievement and well-deserved honor
3. 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](https://www.mass.gov/covid) or the [Town of Barnstable website](http://www.townofbarnstable.us) 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>. This temporary Order reduced allowable occupancy capacity levels from 40% to 25% in multiple sectors as follows:
  - Capacity will be set at 25% of pre-COVID seating capacity and distancing between tables and other requirements will remain in place. Indoor and outdoor seating capacity must be calculated separately (rather than combining them).

- Small spaces (such as personal services) and other spaces without clear occupancy standards may use 5 people / 1000 square feet as an alternative to the 25% occupancy.
- Limits at indoor event venues are reduced to 10 people.
- Limits at outdoor event venues are reduced to 25 people.
- Limits at movie theaters are reduced to 25% (no more than 50 people per theater).
- Office spaces are required to reduce capacity to 25%, but allowances for offices with “critical services”, such as public safety, public health, and other critical services is continued.
- K-12 schools will continue to follow the Department of Elementary and Secondary Education standards and guidelines. Under separate email I have forwarded the School Superintendent’s update which includes their plan to commence in class learning on Monday, January 11, 2021.

4. On December 14, 2022, the Cape Cod Reopening Task Force announced the test sites at the Cape Cod Melody Tent in Hyannis. Eligibility criteria for the testing include residency in Barnstable County. Tests for asymptomatic individuals are available by calling the Community Testing Line at 508-534-7103. For additional information please visit <https://www.capecodhealth.org/medical-services/infectious-disease/coronavirus/covid-19-testing-process/>

The Massachusetts COVID Vaccination Plan was announced and conforms to the phases and prioritized populations identified by the Centers for Disease Control. [When can I get the COVID-19 vaccine? | Mass.gov](#) During Phase 1, healthcare workers, older adults living in skilled nursing facilities, congregate care settings, emergency responders (police, fire, EMS), shelters, corrections, and other healthcare workers will be prioritized for vaccination as doses become available. It should be noted that as of this date, local health departments do not have any vaccines onsite for distribution or vaccinations. The first shipments of vaccine have been delivered to hospitals across the Massachusetts for vaccinations of their workers. The State contracted with CVS and Walgreens to arrange for vaccinations of patients and residents of long term care facilities.



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. Health Division staff continue to meet and coordinate daily to ensure we are providing the most up-to-date information to citizens and business owners relative to latest Massachusetts requirements and recommendations.

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;
- 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.

5. We are proceeding with the tasks in the budget action calendar for FY 2022 as scheduled and are planning for a level service budget in FY 2022. Last fiscal year we modified our municipal budget proposal from a level service to a level budget approach given the unknowns of the emergency declaration related to COVID. We are proceeding cautiously and next Town Council meeting Finance Director Milne will share our fiscal projections as we proceed with preparation of the FY 2022 budgets. The joint meeting/workshop with the Town Council/School Committee to review the financial condition of the Town is scheduled for January 21, 2021. For information on our fiscal year budgets please view the Town's Open Budget website at <http://budget.townofbarnstable.us>.

6. The deadline for using the Coronavirus Relief Funds has been extended to 12/31/2021. The Town of Barnstable is eligible for up to \$3.9 million from the Federal Coronavirus Relief Fund. This is addition to any eligible FEMA expenses, awards through the CDBG program and direct aid to school districts as part of the CARES Act. We will keep you advised of any further modifications to this Fund.

7. We have completed the Town's FY20 Comprehensive Annual Financial Report (CAFR). This has been audited by an independent public accounting firm in accordance with Section 6-7 of the Town's Charter and their report can be found on pages 19-21. We received a "clean" opinion on the Town's financial statements. Finance has posted the [CAFR to the Town's website](#) and the Town Council has been provided an electronic copy. The two accompanying reports; a Management Letter and Report on Federal Awards Programs are not yet finalized and will be provided in the near future.

8. 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 has shared the draft ordinance with the Comprehensive Financial Advisory Committee (CFAC) supported by a broader discussion of fiscal policy considerations for CFAC review and comment. The meeting with CFAC is planned for Monday, January 11, 2021. The comments of CFAC will be shared with Town Council. 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. I plan to share the description of our communications and public engagement strategy with Town Council on January 21, 2021. In our continued efforts to achieve the desired communication outcome to maintain the professional credibility of the Town's government with its residents and stakeholders, the Town's citizenry should be active, involved, and feel heard on all aspects of our government and specifically on the Comprehensive Wastewater Management Plan. 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. 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.

9. Mark Milne, Director of Finance, shall provide a review on the budget process in anticipation of the joint Town Council/School Committee meeting on January 21, 2021 and in our continued efforts to adopt fiscal policy relative to the Comprehensive Wastewater Management Plan (CWMP) a review of dedicated financial resources for the CWMP.