



The Town of Barnstable

Office of Town Manager

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Mark S. Ells, Town Manager
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M. Andy Clyburn, Assistant Town Manager
andy.clyburn@town.barnstable.ma.us

May 6, 2024

Ms. Ann Quirk, Town Clerk
Town of Barnstable
367 Main Street
Hyannis, MA 02601

Dear Clerk Quirk,

Please be advised that I will be out of town from June 21 thru June 26, 2024. I am appointing to act on my behalf, during this temporary absence, the Assistant Town Manager, M. Andrew Clyburn. According to the Barnstable Code, The Charter, C: 1, Section 4-6 Temporary Absence, I am designating M. Andrew Clyburn, Assistant Town Manager to perform the duties of the Town Manager, including authorization to sign any business documents relating to the Town of Barnstable that may need immediate attention.

Sincerely,

Mark S. Ells
Town Manager

MSE/tls

Cc: M. Andrew Clyburn, Assistant Town Manager
Felecia Penn, Town Council President
Karen Nober, Town Attorney