



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

Citizens' Resource Line: 508.862.4925

Mark S. Ells, Town Manager

mark.ells@town.barnstable.ma.us

M. Andrew Clyburn, Assistant Town Manager

andy.clyburn@town.barnstable.ma.us

September 16, 2025

To: Barnstable Town Councilors

From: M. Andrew Clyburn, Assistant Town Manager

RE: Town Manager update for September 3 through September 16, 2025

1. The Town Manager will issue instructions to municipal departments for FY 2027 operating and capital budgets in mid-September. The Town Manager Calendar Year Rate Hearing is planned for mid-October. A workshop with Town Council is scheduled for this week's Town Council meeting focused on fiscal policy and revenue strategy. For information on our fiscal year budgets, please view the Town's Open Budget website at <http://budget.townofbarnstable.us>.
2. The Hyannis Water System, by way of the Board, put in place restrictions around non-essential outdoor water use. Per regulatory compliance, these restrictions were published on August 20th and shared on the Town website (https://tobweb.town.barnstable.ma.us/Departments/watersupply/News_and_Updates/-State-of-Water-Conservation---August-20-2025.pdf), Town mobile app, social media, e-News, and published in the Cape Cod Times.

Mandatory restrictions include:

- Outdoor Watering (by hand only) Restricted to Two Days or Fewer per Week
- Outdoor Watering Hours (permitted from 5:00 PM to 9:00 AM)
- Washing of Vehicles prohibited (with exceptions, i.e. commercial car wash, for operator safety, etc.)
- Washing of Exterior surfaces prohibited (with exceptions, i.e. when applying paint, stucco, cement, etc.)
- Filling of Swimming Pools prohibited

With continued guidance from the EEA, we will push the materials again via social and digital channels. Please let me know if you have additional questions or concerns.

3. We continue to communicate the importance of the Town of Barnstable's Fertilizer Ordinance to assist the Town in its ongoing efforts to improve water quality. The

Town of Barnstable has over 180 ponds and lakes. The information is of value to all properties who use fertilizer. We are available to work with all in our community to advance this information.

4. The Town of Barnstable has announced the September 30, 2025 deadline for the availability of the final 2025 round of Opioid Abatement Funds to support local initiatives that aim to make a positive impact on the community. Town of Barnstable based projects will be considered for grant awards up to \$50,000. Projects must serve residents of the Town of Barnstable and deliver services in the areas of substance use prevention/education, harm reduction, treatment services, or recovery supports. To date the Town has distributed \$332,827 with \$149,715 pending distribution from the June 30th grant round which will bring the total grant distribution to \$502,542. We plan to provide the Town Council with an update at a future meeting.
5. The Town of Barnstable will host its 4th Annual Community Safety Day on Wednesday, September 24, 2025, from 10:00 AM to 2:00 PM at the Barnstable Adult Community Center in Hyannis. In collaboration with the Barnstable Police Department, Village Fire Districts, and the Adult Community Center, the event offers residents a chance to connect with public safety professionals, learn practical safety tips, and access vital resources. This important event promotes public safety awareness and encourages community engagement, especially among our senior population.
6. I will provide an update on the Quality-of-Life workgroup (*see report below*).
7. Kate Maldonado, Planning & Development Department Senior Planner, will provide an update on the Community Development Block Grants, Greening Hyannis, and Regional Policy Plan.
8. Kelly Collopy, Department of Public Works Communications Manager, will provide an update on Water Resources including the Comprehensive Wastewater Management Plan.

QUALITY-OF-LIFE WORKGROUP UPDATE

The Quality-of-Life workgroup established to look at enforcement efforts across all Town Departments.

We have been meeting twice a month to discuss and improve enforcement matters as it relates to policies, procedures, and communication to the community.

On **Thursday August 21st** Town Council affirmatively voted to refer the following two zoning amendments to public hearings before the Planning Board.

Item No. 2026-008 - The proposal is to amend the code of the Town of Barnstable, Part I General Ordinances, Chapter 240 to repeal and replace section 240-46 Home Occupation with a new section 240-46 Home Occupation that adds definitions, licensing requirements and makes certain other revisions.

Item No. 2026-012 - The proposal is to amend the code of the Town of Barnstable, Part I General Ordinances, Chapter 240 to repeal and replace section 240-45 Off-Street Storage of Trailers with a new section 240-45 Off-Street Parking and Storage of Commercial Vehicles, Trailers and Mobile Homes.

These two zoning amendments have been advertised for the upcoming Planning Board meeting to be held **Monday September 22nd at 7:00 PM in person at Barnstable Town Hall** within the Hearing Room. A public hearing will be held for each of the zoning amendments. At the close of each public hearing, the Planning Board will make a recommendation to Town Council, requiring a majority vote of the members present and voting, for each of the zoning amendments. Upon recommendation of the Planning Board, the zoning amendments will proceed to public hearings before Town Council. Adoption of the zoning amendments requires a two-thirds vote of all the members of Town Council.

I should note that the Planning Board also has four zoning amendments to discuss, and it is likely the two QOL items will be pushed a month or two.

On Thursday **September 4th** a public hearing was held and Town Council voted unanimously to approve proposed revisions to zoning fines.

We are proposing the establishment of a Home Occupation Licensing Program within the Inspectional Services Department. In October we anticipate bringing forward the recommended organizational changes including proposed changes to the Town Code, fee schedule adjustments and public hearings to support the necessary resources.

Our hope is that by moving the ordinances and licensing program concurrently both will reach Town Council at the same time later this year; thereby allowing Town Council to approve enforcement resources at the same meeting that they consider adopting the new ordinances.

That concludes today's update. Thank you.

PLANNING AND DEVELOPMENT

Community Development Block Grants

The Town has completed the 2024 program year for the Community Development Block Grant program and is preparing the Consolidated Annual Performance Evaluation Report (CAPER) for the period of July 1, 2024 through June 30, 2025. The Draft 2024 CAPER is available for review on the project website which is accessible from the Town's website, Planning & Development Department webpage listed under "Programs" as "Community Development Block Grant (CDBG)" or by [clicking HERE](#). Written comments received on or before Monday October 6, 2025, will be included in the final submission to HUD. A public meeting to present and discuss the CAPER will be held virtually Friday, September 19, 2025, at 1:00 PM. The meeting notice with instructions for attending the meeting is also accessible from the project website.

Greening Hyannis

The Town was awarded a grant through the [Greening the Gateway Cities Grant Program](#) to plant 1,300 trees within the community's [Planting Zone](#) which includes greater Hyannis. All properties within the Planting Zone are eligible to sign up for free trees. To learn more about this program and to verify if your property is within the Planting Zone, please visit the project website [GreeningHyannis.com](#).

Regional Policy Plan

The Cape Cod Commission is currently updating the Regional Policy Plan. The public comment period has been extended to September 24, 2025. Based on previous Town Council discussion and public input received through various planning initiatives, the Town Manager has drafted a comment letter on behalf of the Town. The Manager is seeking feedback from the Town Council on the comment letter prior to the public comment deadline.