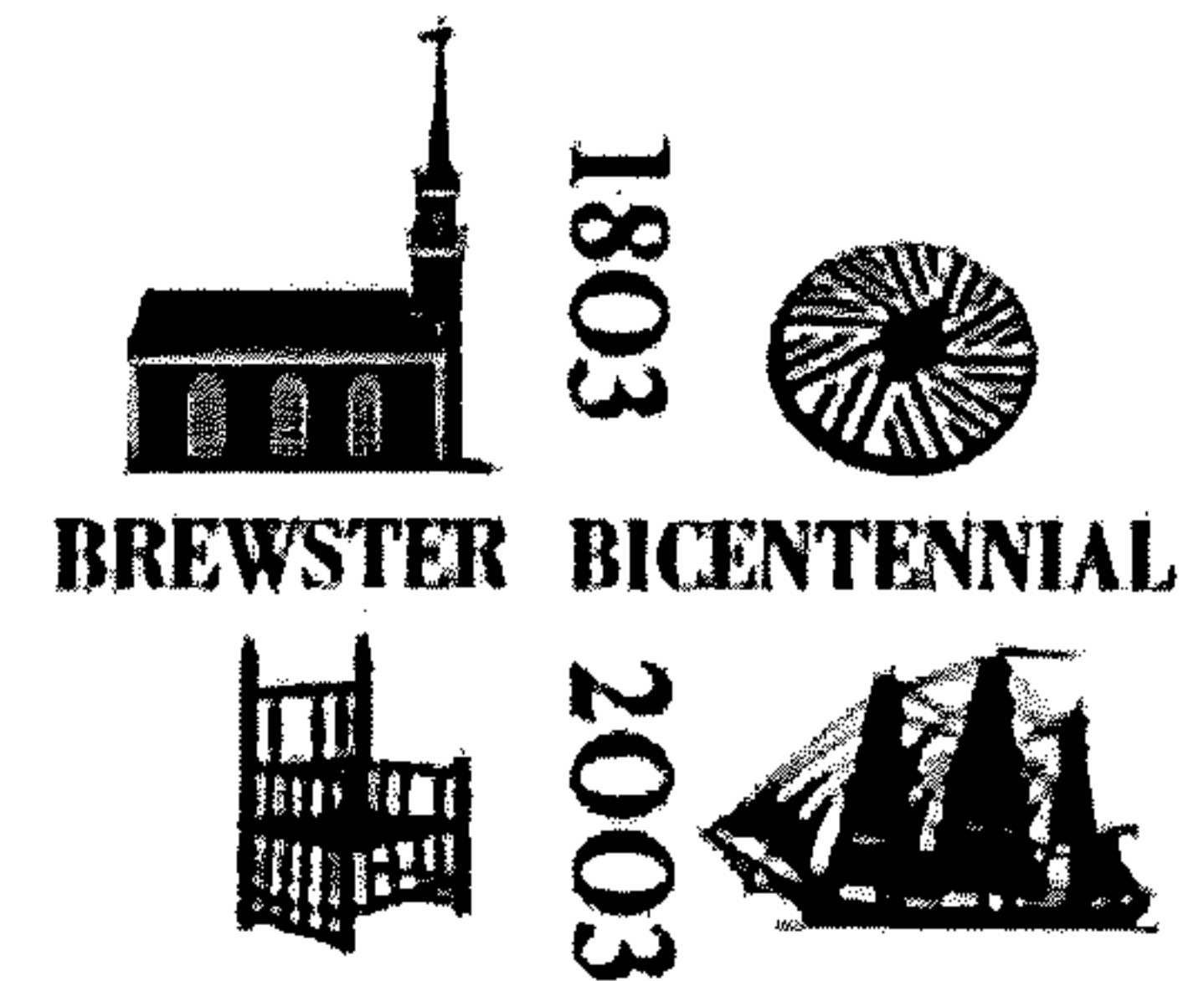




Town of Brewster
Community Preservation Committee
2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701 x 133
Fax (508) 896-8089



APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted: December 1, 2018

Name of Project Applicant: Donna J. Kalinick, Assistant Town Administrator

Name of Co-Applicant(s), if applicable: Donna J. Kalinick & Ryan Bennett

Name of Contact Person: Donna J. Kalinick

Contact Person's Mailing Address: 2198 Main St. Brewster MA 02631

Contact Person's Daytime Phone Number: 508-896-3701 X1130

Contact Person's email Address: dkalinick@brewster-ma.gov

Proposed Project Name: Part Time Housing Coordinator

Project Address (or assessor's parcel ID): _____

Project Synopsis: As recommended in the 2017 Housing Production Plan as a key strategy, the CPC funded the creation of a part-time housing coordinator. The position was filled in July of 2017 and continued funding was provided for FY19. The Housing Coordinator has provided monthly written updates to the CPC as well as quarterly in person updates. The Housing Coordinator has made significant progress on the Brewster Housing Production Plan strategies and goals and has become the face of the Housing Program in Town. Working in collaboration with Town Administration and the Town Planner, the Housing Coordinator works 19 hours a week and has weekly public office hours. Funding for FY20 is requested to support the efforts of increasing and retaining Community Housing in the Town of Brewster.

Category: ☐ Open Space ☐ Historic Preservation ☐ Recreation ☒ Community Housing

CPA funding requested \$37,000.00

Total Cost of Proposed Project \$37,000.00

PROJECT DESCRIPTION

Please describe your project, answering all of the following questions in the order presented. Applications will be considered incomplete if all requested information is not provided. Include supporting materials (maps, diagrams, photos, etc.). Please number pages of application.

1. **Project Description:** Describe the proposed project. Is this part of a larger project or an ongoing project?
2. **For Historic Preservation projects:** Attach proof of listing on the State Register of Historic Places or a letter from the Brewster Historic Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster. Please note that rehabilitation projects must comply with the Secretary of the Interior Standards for Treatment of Historic Properties. **Additional information and analysis will be needed for projects submitted by churches/religious organizations to determine if they comply with the SJC's Caplan vs. Town of Acton decision.**
3. **CPA Goals/Criteria:** Describe how this project accomplishes the goals and objectives of the CPA (refer to the attached general and issue-specific criteria and identify which of these apply to the project). The Housing Coordinator is tasked with all goals under the Community Housing Criteria as follows:
The Housing Coordinator serves as the liaison to the Brewster Woods project which will create 29 units of 1, 2 and 3 bedroom rentals and the Habitat project which will create a total of 14 homeownership. The Housing Coordinator has met on a consistent basis with the Council on Aging, Brewster Housing Authority and will begin outreach to the school age population as part of the next phase of work. The Housing Coordinator has also outreached with many local towns to explore alternate types of rental projects and housing programs. The Housing Coordinator has spent much time increasing awareness about Housing needs in the Town of Brewster, including attending both Cape Housing Institutes and the annual MHP Housing Institute, building collaborations and connections. The Housing Coordinator has outreached to the Brewster Conservation Trust, Ponds Coalition and Open Space Committee as well as the Chamber of Commerce, the local realtor group, multiple town committees, Housing Assistance Corp and CDP. The Housing Coordinator has held multiple Housing Forums as well as appeared at Brewster Community Network to discuss proposed housing initiatives, such as the creation of the Housing Trust, the new ADU bylaw and the Millstone Road articles. The SHI for the Town of Brewster has increased from 5.2% to 6.08% in the last 18 months and the Town has received certification of its Housing Production Plan from the Department of Housing and Development. The Housing Coordinator has created dossiers for all properties and maintains the SHI inventory list as well as assisting in the resale of any deed restricted properties. The housing coordinator has outreached to many different agencies, groups and residents in an effort to ensure that all demographics are made aware of housing opportunities. The Housing Coordinator updated the Buy Down application and had the public notice translated into portuguese as well as advertising to a broader base. All housing information is now on the Town's website under the Housing Department page, sample attached (1). Broad public outreach has been undertaken as well as direct collaboration with other Cape Towns, including arranging Regional new Housing Trust training. The housing coordinator serves on the Barnstable County Home Consortium.
4. **Community Benefits:** What are the community benefits of the project? The Housing Coordinator holds weekly public hours as well as outreaching to multiple groups in person as outlined above. The Housing Coordinator is tasked with working on the goals of the approved Housing Production Plan as well as the Housing Building Block that was identified through the Visioning Process. The Housing coordinator has served as an ambassador to other towns, non-profits and agencies for the Town of Brewster.
5. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions (6). The Housing Coordinator position is wholeheartedly supported by the Select Board, Brewster Housing Partnership, Brewster Housing Trust, Town Administration and the Town Planner.

6. **Timeline:** What is the schedule for project implementation, including a timeline for all milestones? Please identify any special timing considerations for the project's implementation. If this is part of a larger project, is it phased? What is the timeline for the entire project? Funding would be for FY20, July 1, 2019 through June 30, 2020.

7. **Credentials:** What are the qualifications and relevant experience of those undertaking the project? The Housing Coordinator has worked in collaboration with the Assistant Town Administrator and the Town Planner to build a housing program and accomplish the goals of the Housing Production Plan. A Housing Trust has been established, an ADU bylaw is being brought to December Town meeting, Municipal Land has been dedicated for community housing, the SHI has increased and the Town now has dedicated resources and information available to the public. Housing Coordinator reports to date for FY19 (2) are attached as well as her 2017 Annual Report (3). Housing Production Plan Implementation table (4) and DHCD certification of the Housing Production Plan (5) are attached.

8. **Budget/Need for Public Funds:** What is the total budget (sources of funds and uses/expenses) for the project and schedule for expenditure of CPA funds? All sources of funds and expenses must be clearly identified. Provide the basis for cost estimates whenever possible. (Note: CPA funds may not be used for maintenance.) The Funding request is based on 19 hours a week at the FY20 rate of pay. The position will be funded as many Housing Coordinators are with the use of CPC funds. The Housing Trust was established in May 2018 and further analysis of increased hours and long term funding need to be studied for another fiscal year.

If this is part of a larger project, what is the budget for the entire project (sources of funds and expenses/uses)?

Clearly identify what additional funding sources are available, committed, or under consideration and why public funding would be appropriate. Include copies of commitment letters, if available, and describe any other attempts to secure funding for this project.

Provide the most recent audited financial report or if none available, an applicant generated financial report that includes a balance sheet and operating budget. Town-sponsored projects must demonstrate why the project cannot be funded through the Department's or Committee's budget.

9. **Maintenance:** If ongoing maintenance is required for your project, who will be responsible for maintenance and how will it be funded?

10. Site Control and Appraisal: If the project involves acquisition of real property, provide evidence of site control (deed, purchase and sale, option, etc.). In addition, provide an appraisal of the property's value by a state licensed appraiser using customary appraising techniques. The CPA does not allow funding for acquisitions if the acquisition price is greater than appraised value.

Town of Brewster Community Preservation Committee

CATEGORY SPECIFIC CRITERIA

(Identify which of the following criteria apply to your project.)

Open Space Proposals

- ☐ Permanently protect important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, contain a habitat type that is in danger of vanishing from Brewster or preserve habitat for threatened or endangered species of plants or animals.
- ☐ Provide opportunities for passive recreation and environmental education.
- ☐ Enhance or protect wildlife corridors, promote connectivity of habitat and prevent fragmentation of habitats.
- ☐ Provide connections with existing trails or potential trail linkages.
- ☐ Preserve scenic views or border a scenic road.
- ☐ Protect drinking water quantity and quality.
- ☐ Provide flood control/storage.
- ☐ Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- ☐ Preserve priority parcels in the Town's Open Space Plan/maximize the amount of open land owned by the Town of Brewster.

Historical Preservation Proposals

- ☒ **MANDATORY:** Must be on the State Register of Historic Places or have a letter from the Brewster Historical Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster.
- ☒ **MANDATORY:** Project must meet Secretary of the Interior Standards for rehabilitation and/or restoration of Historic Preservation Properties.
- ☒ **MANDATORY IF REQUEST IS FROM A CHURCH/RELIGIOUS ORGANIZATION:** The project must satisfy the analysis outlined by the SJC's Caplan vs. Town of Acton decision.
- ☐ Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
- ☐ Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance.
- ☐ Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- ☐ Demonstrate a public benefit and/or public access, or
- ☐ Otherwise provide permanent protection for maintaining the historic resource.
- ☐ Project site should not be privately owned unless there is demonstrable public access and benefit.

Community Housing Proposals

- ☒ Increase the supply of year-round affordable rental housing for all types of households, such as young singles and couples, families, and seniors.
- ☒ Build support for addressing housing needs through partnerships with conservation groups and non-profit and for-profit developers.
- ☒ Create housing that is affordable and appropriate for very low-income seniors and people with disabilities.
- ☒ Increase local capacity to plan, advocate for, and create affordable housing, preserve the affordability and condition of existing affordable units, and monitor affordable housing restrictions.
- ☒ Increase the variety of mixed-income housing choices in Brewster, particularly in or near commercial areas in order to support Brewster's economy and accommodate household growth.
- ☒ Provide at least 10% of Brewster's year-round housing units as affordable housing in order to meet local and regional needs.
- ☒ Ensure long term affordability.

- ☒☐ Give priority to local residents, town employees, employees of local businesses, and households with children in Brewster school's as allowed by law.

Recreation Proposals

- ☐ Support multiple active and passive recreation uses.
- ☐ Serve a significant number of residents and visitors.
- ☐ Expand the range of recreational opportunities available to all ages of Brewster residents and visitors.
- ☐ Benefit other Brewster committees providing recreational resources to residents.
- ☐ Promote the use of alternative corridors that provide safe and healthy non-motorized transportation.

Town of Brewster Community Preservation Committee

APPLICATION REVIEW AND APPROVAL PROCESS

Step 1 – Complete the application (with numbered pages) and submit 12 copies, plus a CD or thumb drive containing the complete application with all attachments to:

Community Preservation Committee
Town Hall
2198 Main Street
Brewster, MA 02631

Step 2 – Community Preservation Committee Review and Public Comment

A. Application Review:

The Brewster Community Preservation Committee (CPC) will review submitted applications to determine whether:

- Proposed project is eligible for Community Preservation Act funding after review by Town Counsel.
- **The application, including the project description and any supporting documentation, is complete.**
- The application is sufficiently developed in terms of work plan and timely for further consideration. When necessary, the CPC will ask applicants to provide additional information, and the CPC may accept modifications to the original proposal based upon that information and/or discussions with the CPC.

B. Project Review Guidelines are as follows:

- **When the CPC has determined that the 3 criteria in the application review process listed above (A) have been satisfied, the CPC will refer an application to the appropriate committee for review and comment:**
- Historic Preservation applications will be referred to the Brewster Historical Commission for review and recommendations.
- Community Housing applications will be referred to the CPC Housing Committee for review and recommendations.
- Recreation applications will be referred to the Recreation Commission for review and recommendations (unless the application originated with the Recreation Commission).
- Open Space applications will be referred to the Open Space Committee for review and recommendations (unless the application originated with the Open Space Committee)

C. Public Comment – The CPC will seek public comment on proposed projects at regular scheduled meetings.

D. CPC Recommendation – After Application Review (A), Project Review (B) and Public Comment (C), the CPC will make recommendations, pro or con, on all applications and will notify applicants of the CPC's determination. Applications that are approved will be recommended in the form of warrant articles to be voted on at the *next* Town Meeting.

The Brewster Community Preservation Committee (CPC) will make a recommendation to Town Meeting for warrant articles that seek Community Preservation funds only if satisfactory information is received from a project applicant indicating that:

1. Sufficient funds will be available to complete the project(s).
2. Every application shall include a project budget with a list of project sources and uses/expenses of funds and a schedule for completion.
3. The source and estimated value of any expected 'in-kind' contributions shall be specified.
4. The Brewster CPC may decline any application that is not responsive to these requirements.
5. The CPC will establish the preliminary terms and conditions for any recommended grant as part of its vote to recommend it.
6. Specific terms and conditions/requirements will be contained in the conditional award letter from the CPC.

Step 3 – Town Meeting Approval. Town Meeting has the final authority to award funds from Brewster's Community Preservation Fund. Should Town Meeting vote approval, for non Town-sponsored awards, a Grant Agreement will be executed between the Town and the applicant that will incorporate the terms and conditions included in the award letter among other items. No CPC funds shall be expended until the Grant Agreement is fully executed.

Step 4 – Funding and project oversight by the Community Preservation Committee

- Funding will be available following Town Meeting, subject to submission of documents, including the Grant Agreement if necessary, as required by the Community Preservation Committee.
- In general, the Town and CPC will execute a grant agreement with the applicant that will describe, among other issues, the conditions for CPC disbursement of funds, including any funds held back until project completion. The CPC must review and approve all agreements.
- Historic Preservation projects will require monitoring to ensure that work meets the restrictions as outlined in the Secretary of the Interior Standards for Historic Properties.
- In general, grant agreements will require that the project be completed and CPC funds expended within two years.
- The CPC will appoint one of its members as the liaison for each approved project. The liaison will frequently be in contact with persons responsible for each project and will require regular reports in person and/or in writing to the Committee. The liaison will also provide the initial approval for any project funding request.
- Two sets of bills must be submitted directly to the CPA Administrative Clerk (one original for the Town Accountant and one copy for the CPA Committee files). These must be approved/initialed by the Committee Clerk/Treasurer prior to being submitted to the Town Accountant.

Step 5 – Final Report after project completion. The Community Preservation Committee requires a final grant report. The Committee reserves the right to withhold some funds until a final report is received and approved by the Committee.

Brewster Housing Office

Located in the Planning Department, the Housing Office addresses community housing needs in Brewster.

Open Office Hours:

The Housing Coordinator holds open office hours on Mondays from 1-4PM for community members who have requests for assistance, questions, comments and ideas about affordable and community housing. The coordinator also meets with Brewster residents at other times. Please email or call to set up an appointment.

General Brewster Housing Information

Brewster Housing Production Plan:

This plan, approved by the Department of Housing and Community Development (DHCD) in July 2017, describes demographics and housing needs in Brewster, as well as sets housing goals and implementation strategies for the Town. These goals and strategies guide the housing work focus in Brewster. [See the Brewster Housing Production Plan](#)

Brewster Housing Information Session:

This session, held March 22, 2018, provides an overview of Community Housing in Brewster including Brewster housing data, the Housing Production Plan, current strategies to address Brewster's housing needs, local affordable housing options and the Brewster Affordable Home Buyers Buy-down Program. A full HD video is available at <https://vimeo.com/262114420>

Brewster Housing Initiatives

Brewster Affordable Home Buyers Buy-down Program Ready Buyer List:

The Town of Brewster, through Community Preservation Funds, provides up to \$30,000 of grant assistance for eligible buyers purchasing a home in Brewster. The program, contingent on existing funds, is available to households qualifying at 80% AMI (Area Median Income) who agree to place a permanent affordable housing deed restriction on the home. The grant assistance is provided as an interest free loan which is forgivable after 30 years. The Buy-down Ready Buyer List is now open. For eligibility requirements and further information, see the [Brewster Affordable Home Buyers Buy-down Program Ready Buyer List Application](#)

Habitat for Humanity Paul Hush Way:

Six affordable homes have been built on Paul Hush Way, off Tubman Road. A dedication of the homes was held on August 7th. Phase Two of the Habitat Build, with 8 additional affordable homes, is expected to begin in 2019. CPA funding assisted in the purchase of the land and construction of the homes.

Brewster Affordable Housing Trust:

The 2018 Special Town Meeting authorized the creation of the Brewster Affordable Housing Trust Fund, this is a Municipal Affordable Housing Trust Fund. The purpose of the Trust is to provide for the preservation and creation of affordable housing in the Town of Brewster for the benefit of low and moderate income households and for the funding of community housing. A Housing Trust increases local control in creating, preserving and supporting community housing. In July the Select Board appointed trustees to the Trust. For more information on the Trust see:

[Presentation by Shelly Goehring of Mass Housing Partnership on Municipal Affordable Housing Trusts to the Select Board January 8, 2018](#)

[Brewster Affordable Housing Trust Frequently Asked Questions](#)

[Affordable Housing Trust Powerpoint Presentation](#)

Accessory Dwelling Unit (ADU) Bylaw:

For over a year, the Brewster Housing Partnership (BHP) has been examining and looking at possible amendments to Brewster ADU Bylaws. This is the 1st strategy listed in the Housing Plan and the Town received a grant for technical assistance funds to assist in the revision process. The Vision Plan also identified reviewing this zoning bylaw as part of the Housing Building Block. A goal is to create more housing options, especially moderately priced year round rentals, while maintaining the community character. In July, the BHP shared an ADU Bylaw recommendation with the Planning Board. The Planning Board (PB) is discussing the potential bylaw amendments for Fall Town Meeting. See the Planning Board webpage for meeting dates and the latest draft bylaw.

Affordable Home for Sale in Brewster:

A 2 bedroom, 1 bath, 936 square foot, affordable deed restricted home is for sale at \$187,240.

[See Flyer for more details](#)

On the Horizon**Brewster Woods:**

In Spring 2018, Brewster Woods received a Comprehensive Permit from the Brewster ZBA. Four buildings will house 30 one, two and three bedroom affordable apartments as well as a community room, laundry and management office. Brewster Woods will be located off Brewster Road on 5.8 acres of Brewster Housing Authority owned property. A date for construction has not yet been set.

Millstone Road Land Parcel

A May 2018 Special Town Meeting vote authorized the Board of Selectmen to transfer the 15.03 acre owned parcel for community housing purposes. Additionally, May 2018 Town Meeting also authorized the use of CPA funds to acquire a 1.58 parcel which connects the Town owned parcel to Millstone Road. The Town will be exploring potential development of this property for community housing.

Please see the links below for more information on this process.

[Information and Timeline on the History of the Millstone Land Parcel and Potential Next Steps](#)

[Millstone Land Parcel PowerPoint](#)

Staff:

Jill Scalise, Housing Coordinator
Brewster Town Offices
2198 Main St
Brewster, MA 02631
Phone: 508-896-3701, Ext. 1169
Email: jscalise@brewster-ma.gov

Additional LINKS: Brewster Housing Authority, Brewster Housing Partnership Committee, CPC
Link: Housing Resources

Housing Resources

Home Improvement:

Barnstable County Septic Loans offers loans at 5% interest rate to repair your septic system:
Call 508-375-6610. www.barnstablecountysepticloan.org

Cape Light Compact offers energy audits and improvements. Contact 800-797-6699.
www.capelightcompact.org

Home Modification Loan Program (Mass Rehab Commission) offers low or no-interest loans to improve your home's accessibility. For more information contact Southeastern Middlesex Opportunity Council at 508-202-5919 (TDD 508-872-4853)

Mass Housing Home Improvement Loan Program offers 5% interest loans (\$7,500-\$50,000) to make general, non-luxury improvements. Income guidelines. www.masshousing.com

USDA Rural Development provides mortgages, home improvements and repair loans and grants. Income limits apply. Contact West Wareham USDA Service Center: 508-295-5151 (TDD 413-253-4590) www.rd.usda.gov/programs-services/programs-services-individuals

Additional Resources:

Brewster Council on Aging: 508-896-2737

Community Development Corporation (CDP): 508-240-7873, www.capecdp.org
- Rentals, homebuyer education, sober housing, business development

Elder Services of Cape Cod: 508-394-4630, www.escci.org

Family Pantry of Cape Cod: 508-432-6519, www.thefamilypantry.com

Fuel Assistance (South Shore Community Action Council): 508-746-6707, www.sscac.org

Harwich Ecumenical Council for Homeless (HECH): 508-432-0015, www.hech.org
- Emergency assistance, rental housing

Homeless Prevention Council: 508-255-9667, www.homelessonline.org
- Case management services, advocacy, additional programs.

Housing Assistance Corporation (HAC): 508-771-5400, www.haconcapecod.org
- Numerous programs: foreclosure prevention, homeless prevention funds, down payment & closing cost assistance, homebuyer education, affordable home resale & lotteries.

Lower Cape Outreach Council (LCOC): 508-240-0694, www.lcoutreach.org
- Emergency food, clothing & financial assistance. Job coaching. Brewster Food Pantry.

Mass Commission Against Discrimination: 508-990-2390

St Vincent de Paul (Our Lady of the Cape): 508-385-7582. Food pantry & financial assistance.

South Coast Legal Services: 508-775-7020, www.sccls.org

We Can: 508-430-8111, www.wecancenter.org . Services for women.

Brewster Housing Coordinator Update July 2018

Jill Scalise

Work Focus Areas from the Housing Production Plan (HPP):

1. Community Outreach and Education (HPP Strategy #13)

- Open office hours held Mondays 1-4pm, also met with residents at other times upon request. Received 18 requests for assistance/information. Issues included: ADUs, deed restricted home resale, Housing Trust, housing concerns and general information.
- Participated in both Housing Legislation Working Session with Julian Cyr and Lower Cape Peer Housing Group.
- Website updates and announcements.

2. Brewster Affordable Housing Trust Fund (HPP Strategy #7)

- Trustees appointed by Select Board.
- First Affordable Housing Trust Fund meeting held on July 26th. Next meeting scheduled for September 6th.
- Mass Housing Partnership to lead trustee training in the fall. Harwich, Orleans & Chatham interested in having the housing trust trustee training together.
- With Donna Kalinick, worked on Housing Trust grant application for CPC.

3. Subsidized Housing Inventory (SHI) (HPP Strategy #10)

- Solar Ribbon Cutting with Lt Gov. Karyn Polito at Paul Hush Way Habitat Build to celebrate green energy home components and grants received to provide solar panels for 6 Habitat homes.
- On-going follow-up on SHI inventory. Visually checked 3 SHI homes of concern and contacted DHCD about status of and next steps for these units.
- Additional follow-up with Assessor's Office and about home purchased with Buy-Down funds.
- Continue working with HAC, have a P&S agreement for SHI resale unit.

4. Accessory Dwelling Units (ADU) (HPP Strategy #1)

- Ryan Bennett met with Brewster Housing Partnership (BHP). BHP completed recommendations and referred draft of the amended Accessory Dwelling Unit Bylaw to Planning Board.
- ADU Bylaw Presentation with Ryan and BHP member for Brewster Community Network Forum.
- Planning Board initial discussion about ADU Bylaw, will continue in August.
- Research on ADU bylaws and process. Created informational chart of local town ADU Bylaws.

5. Millstone Road Parcel (Use of Town-owned Property, HPP Strategy #15)

- Millstone Road land purchase/closing completed with property taken by eminent domain.

Miscellaneous

- Provided material, assistance or support to: Assessor's Office, Building Department, CPC, Housing Partnership, Housing Trust, and Select Board.
- Worked on demographic research and made a data request to Mass Housing Partnership.

Brewster Housing Coordinator Update August 2018

Jill Scalise

Work Focus Areas from the Housing Production Plan (HPP):

1. Community Outreach and Education (HPP Strategy #13)

- Open office hours held Mondays 1-4pm, also met with residents at other times upon request. Received 20 requests for assistance/information. Issues included: ADUs, deed restricted home resale, housing concerns and referrals for assistance.
- Participated in Lower Cape Housing Consultant Meeting.
- With Mass Housing Partnership's Center for Housing Data assistance, compiled a brief Community Housing presentation.
- Website updates and announcements.

2. Brewster Affordable Housing Trust Fund (HPP Strategy #7)

- Next meeting scheduled for September 6.
- Trust Training planned for September 20 & 27. Harwich, Orleans & Chatham also participating.
- With Donna Kalinick, submitted Housing Trust grant application to CPC.

3. Subsidized Housing Inventory (SHI) (HPP Strategy #10)

- Paul Hush Way Habitat Dedication Ceremony held for 5 Habitat homes on August 7. Excellent representation from Brewster Town staff, committee members and residents. 6 Habitat homes from Phase 1 are on the SHI. Phase 2, with 8 homes, expected to begin in 2019.
- On-going follow-up on SHI inventory. Continued communication with DHCD about status of and next steps for several homes. DHCD is following up on these homes.
- One SHI home resold by HAC. New affordable deed restriction will survive foreclosure.
- SHI Home owner notified DHCD & Town of intent to sell. This affordable home is presently available for resale by HAC.
- Continued follow-up on home purchased with Buy-Down funds.
- Continued work with Assessor's Office on SHI home assessments.

4. Accessory Dwelling Units (ADU) (HPP Strategy #1)

- Provided outreach for the August 22 Planning Board ADU Bylaw listening session. Attended meeting. Scheduled 3 ADU outreach/information sessions: Brewster Realty Tour 9/14, Chamber of Commerce 9/19 & Council on Aging 10/1 at 2PM.
- Continued work on ADU draft bylaw including research on local ADU bylaws, follow-up on ADU bylaw drafts, communication with press and numerous conversations with residents. Also, met with COA outreach workers regarding ADU bylaw as well as shared housing.
- Attended ZBA meeting and reported about ADU bylaw draft and process.

5. Millstone Road Parcel (Use of Town-owned Property, HPP Strategy #15)

- Communication with MHP about procedure and potential future pre-feasibility study.

Miscellaneous

- Provided material, assistance or support to: Assessor's Office, CPC, Housing Trust, Planning Board, Select Board and ZBA.

Brewster Housing Coordinator Update September 2018

Jill Scalise

Work Focus Areas from the Housing Production Plan (HPP):

1. Community Outreach and Education (HPP Strategy #13)

- Open office hours held Mondays 1-4pm, also met with residents at other times upon request. Received 17 requests for assistance/information. Issues included: ADUs, deed restricted home resale, Buy-Down program, housing applications, housing concerns and referrals for assistance.
- Brewster received the Community Partnership Award from Habitat for Humanity of Cape Cod.
- Gave a Community Housing presentation to the Health & Human Services Committee.
- Outreach for Cape Housing Institute, ADU Bylaw and Cape Cod Commission Housing Survey.
- Website updates, information and announcements.

2. Brewster Affordable Housing Trust Fund (HPP Strategy #7)

- Housing Trust meeting on 9/6. Trust Training by MHP held September 20 & 27. Very informative training with excellent Brewster attendance. Harwich, Orleans & Chatham also participated.
- CPC Housing Committee met and recommended CPC approval of Housing Trust CPA grant request.

3. Subsidized Housing Inventory (SHI) (HPP Strategy #10)

- One SHI home presently offered for resale.
- On-going follow-up on SHI inventory and units of concern. Repeated communication with DHCD.
- Plan to begin outreach program to SHI homeowners in late October.

4. Buy-down Program (HPP Strategy #16: Fair Housing)

- Have three households on the Affordable Homebuyers Buy-Down Program Waitlist, all meet preliminary eligibility guidelines.
- Worked closely with one family on potential Buy-Down grant for SHI resale property.

5. Accessory Dwelling Units (ADU) (HPP Strategy #1)

- Worked with Planning Department on ADU Bylaw amendment research. Also provided outreach, information and support. Outreach sessions included Brewster Realty Tour, Chamber of Commerce & Council on Aging. Additional outreach to interested groups (Brewster Ponds Coalition, Brewster Conservation Trust & Cape Cod Young Professionals) as well as media.
- Attended 9/12 Planning Board meeting. Public Hearing scheduled for 10/10.

6. Millstone Road Parcel (Use of Town-owned Property, HPP Strategy #15)

- Surveying of parcel in process.
- Request made by Select Board to MHP (Mass Housing Partnership) for pre-feasibility study.

Miscellaneous

- Continue working closely with and under the oversight of Donna Kalinick, Assistant Town Administrator, and Ryan Bennett, Town Planner. Both are instrumental in the effectiveness of Brewster's housing initiatives.
- Provided material, assistance or support to: BHP, CPC, Housing Trust, Planning Board & Select Board.

Brewster Housing Coordinator Update October 2018

Jill Scalise

Work Focus Areas from the Housing Production Plan (HPP):

1. Community Outreach and Education (HPP Strategy #13)

- Open office hours held Mondays 1-4pm, also met with residents at other times upon request. Received 22 requests for assistance/information. Issues included: Housing concerns, ADU bylaw, housing resources and applications, deed restricted home resale and Buy-Down grant.
- Shared about Brewster's housing initiatives on CDP's Radio/ Cable TV Show, *This Place Matters*.
- Presented, with Donna Kalinick, on Brewster's Community Engagement efforts at the Cape Housing Institute.
- Attended meeting with local entrepreneur to learn more about a proposed project to develop seasonal workforce housing in Harwich and to discuss Lower Cape community housing.
- Participated in Cape Housing Institute and HOME Consortium meeting.

2. Brewster Affordable Housing Trust Fund (HPP Strategy #7)

- Housing Trust meeting 10/4. Beginning goal setting process.
- CPC approved Housing Trust CPA grant request. Will be on Fall Town Meeting Warrant.

3. Subsidized Housing Inventory (SHI) (HPP Strategy #10)

- One SHI home sold.
- Applied to DHCD for SHI inclusion of Brewster Woods (Comprehensive Permit granted for 30 rental units) and for certification of the Brewster Housing Production Plan.

4. Buy-down Program (HPP Strategy #10)

- Buy-down award approved by CPC. Coordinated with home buyers, HAC (realtor), DHCD, closing attorney, Town legal counsel, lender and mortgage underwriter to facilitate buy-down grant.
- A buy-down grant was used to help first time home buyers purchase of an affordable home for resale in Brewster.

5. Accessory Dwelling Units (ADU) (HPP Strategy #1)

- Planning Board held Public Hearing held 10/10. Provided outreach.
- Select Board approved bylaw amendments for Fall Town Meeting.
- With Ryan Bennett, held an ADU Information Session at the Council on Aging (COA).

6. Millstone Road Parcel (Use of Town-owned Property, HPP Strategy #15)

- Surveying of parcel completed.
- Had an initial meeting and site visit with MHP (Mass Housing Partnership) regarding pre-feasibility study.

Miscellaneous

- Special thanks to Donna Kalinick, Assistant Town Administrator, and Ryan Bennett, Town Planner for all of their guidance and support this month.
- Provided material, assistance or support to: Board of Health, COA, Housing Partnership (BHP), Community Preservation Committee (CPC), Housing Trust (BAHT), Planning Board and Select Board. Attended BAHT, BHP, CPC and Planning Board meetings.

Report of the Housing Coordinator

After designating Community Preservation Committee (CPC) funds for the position at May Town Meeting, Brewster hired a part-time Housing Coordinator in July. The position provides programmatic and administrative support to the Town, CPC, Housing Partnership, and members of the public with a myriad of issues and organizations related to affordable housing and helps the Town work towards the goal of having at least 10% of its year-round housing stock be designated as affordable.

Brewster's Housing Production Plan (HPP), which was approved by the Massachusetts Department of Housing and Community Development (DHCD) in July, set housing goals and implementation strategies for the Town. These goals and strategies guide the work of the Housing Coordinator. The HPP can be found on the Planning Department webpage on the Brewster Town Website. The Plan's priority housing needs and goals are very consistent with the Brewster Vision Advisory Group's preliminary housing goal which is: Provide more affordable, safe and accessible rental and home ownership housing options at different price points, particularly for single people, young families, and our older population. Achieve the state's 10% affordable goal by 2025.

Brewster Housing Facts:

The HPP included a needs assessment which described the status of housing in Brewster. The plan reported that Brewster has 7,791 housing units. 76% are single family homes. 43% of Brewster's housing is occupied seasonally or occasionally. In 2015, the median price for a house was \$389,750 and \$201,500 for a condominium.

Affordable Housing in Brewster:

According to DHCD, Brewster has 255 units of affordable housing on the Subsidized Housing Inventory (SHI). This represents 5.3% of Brewster's year-round housing stock. 203 of the units are rentals and 52 are home ownership properties. Several projects to increase Brewster's affordable housing stock were underway in 2017. In August, Habitat for Humanity began building six affordable homes on Paul Hush Way. During the Blitz Build in September, one of the Habitat homes was built in one week by Homebuilders and Remodelers of Cape Cod. Six additional affordable homes were also completed and sold as part of other 40B projects in 2017. "Brewster Woods," a housing proposal the Town voted to support with CPC funds at May Town Meeting, also submitted a 40B application in November. These twenty-nine, affordable one, two and three bedroom apartments would be located off Brewster Road on property owned by the Brewster Housing Authority. Additionally, one home was purchased through the Brewster Affordable Home Buyer's Buy-down Program. This initiative, financed with CPC funds,

provides up to \$30,000 to assist an income eligible first time home buyer purchase an affordable, deed restricted home.

Community Outreach and Education:

On Mondays from 1-4pm, the Housing Coordinator holds open office hours for community members who have requests for assistance, questions, comments and ideas about housing. Assistance provided includes help with housing applications, referrals to available services, and information about housing guidelines and requirements. The coordinator also meets with residents at other times and speaks to groups and organizations about Brewster housing issues. For example, the coordinator participated in the Brewster Community Network Forum in December. Over a dozen Brewster staff and committee members also attended the Cape Housing Institute this fall to gain a better understanding of community housing issues and effective responses on Cape Cod.

Additional Priorities:

Several additional implementation strategies from the HPP were highlighted as priorities to address Brewster's housing needs and challenges. These include examining the Accessory Dwelling Unit Bylaw and potentially establishing a Municipal Affordable Housing Trust.

Special thanks to the Housing Partnership, CPC, Town Planner and Assistant Town Administrator for their guidance, assistance and support in this new position.

Respectfully submitted,

Jill Scalise
Housing Coordinator

Town of Brewster, MA Housing Production Plan Implementation Strategies

Implementation Strategies		Responsible Entities		Time Frame	Page #
		Lead	Support		
Regulatory Reform					
#1	Amend the Zoning Bylaw to facilitate creation of accessory apartments	Planning	BHP HC	Goal 2018/2019 (in process)	65
#2	Make it as easy as possible to create apartments over commercial space in business-zoned areas such as the Village Business District and Underpass Road.	Planning	BHP HC	Medium term (in process)	65
#3	Allow small affordable units on nonconforming lots that are otherwise unbuildable.	Planning	HC, ZBA Building inspector	Medium term	65
#4	Provide effective incentives to create affordable housing. (e.g., by providing for multifamily dwellings with realistic density & in exchange, requiring affordable units, or requiring proposed buildings over a certain size to include affordable housing as a condition of approval.)	Planning	HC	Medium term	66
#5	Overhaul & update existing, underutilized provisions such as Section 139-35.2, Major Residential Development or Section 179-36, Planned Residential Development, in order to encourage a mix of residential uses, including affordable units.	Planning	HC	Medium term	66
#6	Remove local barriers to reusing & redeveloping existing properties for affordable housing.	Planning	HC	Medium term	66
Funding & Assets					
#7	Establish a Municipal Housing Trust by adopting the provisions of G.L. c. 44, § 55C.	HC & Select Board	BHP CPC	Goal 2018 (complete)	66
#8	Explore possibilities for local property tax incentives to help fund the creation and preservation of affordable housing.	HC & Select Board	BHP	Medium term	67
#9	Work with nearby communities on the Cape by pooling CPA funds & other revenue to construct affordable housing in suitable locations throughout the region & meet regional needs.	HC & Select Board	CPC BHP Planning	Ongoing (in process)	68

#10	Develop & carry out a plan to preserve Brewster's existing affordable units, especially SHI units with restrictions that expire in the next few years.	HC	BHP	Goal 2018 & ongoing (in process)	68
#11	Advocate for adoption of special legislation to create a seasonal rentals excise.	Select Board & HC	BHP	Long term & ongoing	69
Education & Advocacy					
#12	Create a Housing Coordinator position.	Select Board & Planning	BHP CPC	Hired July 2017	69
#13	Develop a comprehensive housing education plan.	HC	BHP	Goal 2018 & ongoing (in process)	69
Local Policy & Planning Strategies					
#14	Make good use of 40B as a vehicle for creating affordable housing.	Planning	HC ZBA	Ongoing (in process)	70
#15	Develop an asset management plan for Town-owned property, including criteria for making surplus property determinations.	Select Board Planning & HC	Vision Sessions 2017	Medium term	70
#16	Recognize local government's responsibility for fair & affordable housing in Brewster, and lead by example: reduce the potential for disparate impact on protected classes.	HC	BHP Planning Select Board	Ongoing (in process)	70

Notations:

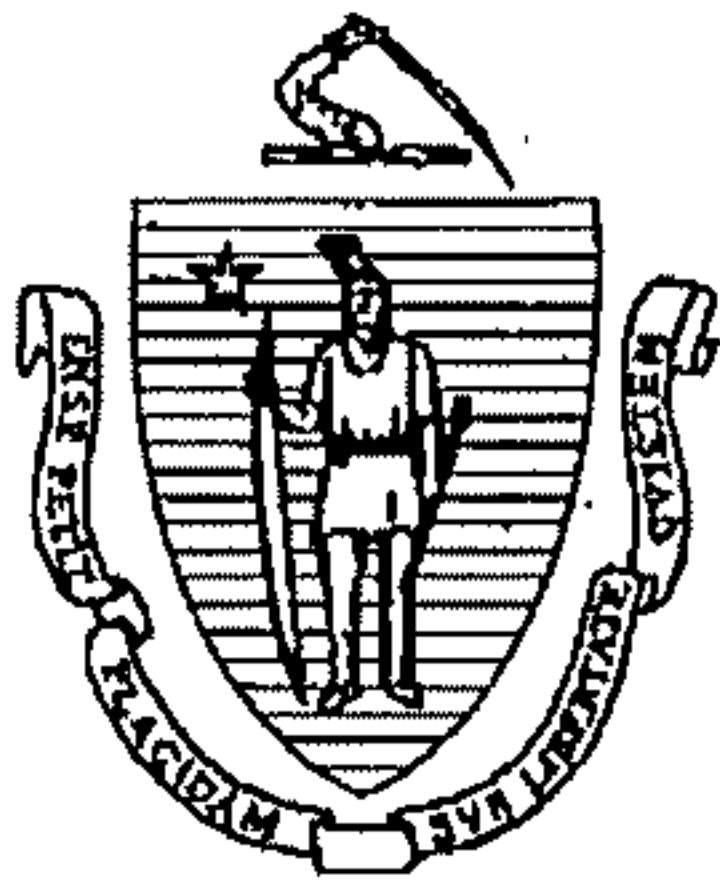
BHP- Brewster Housing Partnership Committee

CPC- Community Preservation Committee

HC- Housing Coordinator

ZBA- Zoning Board of Appeals

In process- Areas where the Housing Coordinator, and others, have been actively working.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle Chan, Undersecretary

November 11, 2018

Ms. Cynthia Bingham, Chairperson
Brewster Board of Selectman
Town of Brewster
2198 Main Street
Brewster, MA 02631-1898

Housing Production Plan – Certification Approved

Dear Ms. Bingham:

The Department of Housing and Community Development (DHCD) certifies that the Town of Brewster is in compliance with its Housing Production Plan. This certification is effective for a one year period beginning on April 20, 2018 to April 19, 2019. This Certification of Municipal Compliance is based on the following findings:

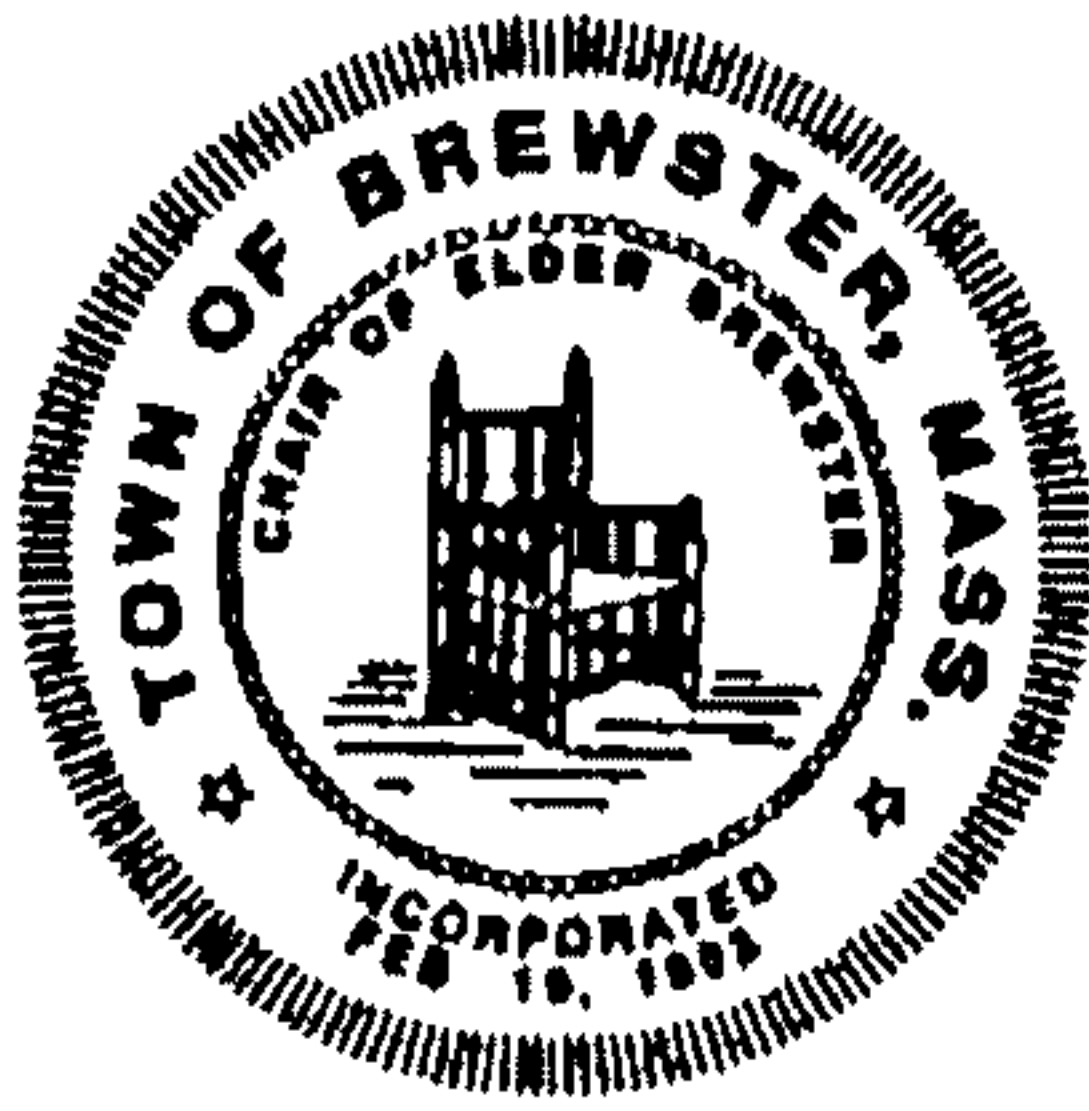
1. Brewster has provided evidence that the required number of units described in its request is eligible to be counted towards certification.
2. The 30 Subsidized Housing Inventory (SHI) eligible units in the project (Brewster Woods SHI ID # 10247) meet the number (24) necessary to satisfy a one year certification threshold.
3. The housing developments are consistent with the production goals outlined in Brewster's Housing Production Plan.

Please note that all units must retain eligibility for the SHI for the entire certification period. If units are no longer eligible for inclusion on the SHI, they will be removed and will no longer be eligible for certification. This action may affect the term of your certification. I have included an updated list of SHI eligible units. Brewster's current SHI stands at 6.08%. If you have any questions or need assistance, please contact Phillip DeMartino, Technical Assistance Coordinator, at (617) 573-1357 or Phillip.DeMartino@state.ma.us.

Sincerely,


Louis Martin
Associate Director

cc Senator Julian Cyr
Representative Timothy R. Whelan
Jill Scalise, Housing Coordinator, Brewster
Mark Forest, Interim Town Administrator, Brewster



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
Fax: (508) 896-8089

Office of:
Select Board
Town Administrator

November 20, 2018

Mr. Paul Ruchinskas, Chair
Community Preservation Committee
Brewster Town Hall
2198 Main Street
Brewster, MA. 02631

Paul:

Brewster is very fortunate to have Jill Scalise as our Housing Coordinator, thanks to the tremendous support of the Community Preservation Committee. Jill is the 'face' of our efforts to support the residents of Brewster living in affordable housing as well as those in search for affordable housing. Jill is the patient and constant voice in a very confusing time for individuals in need.

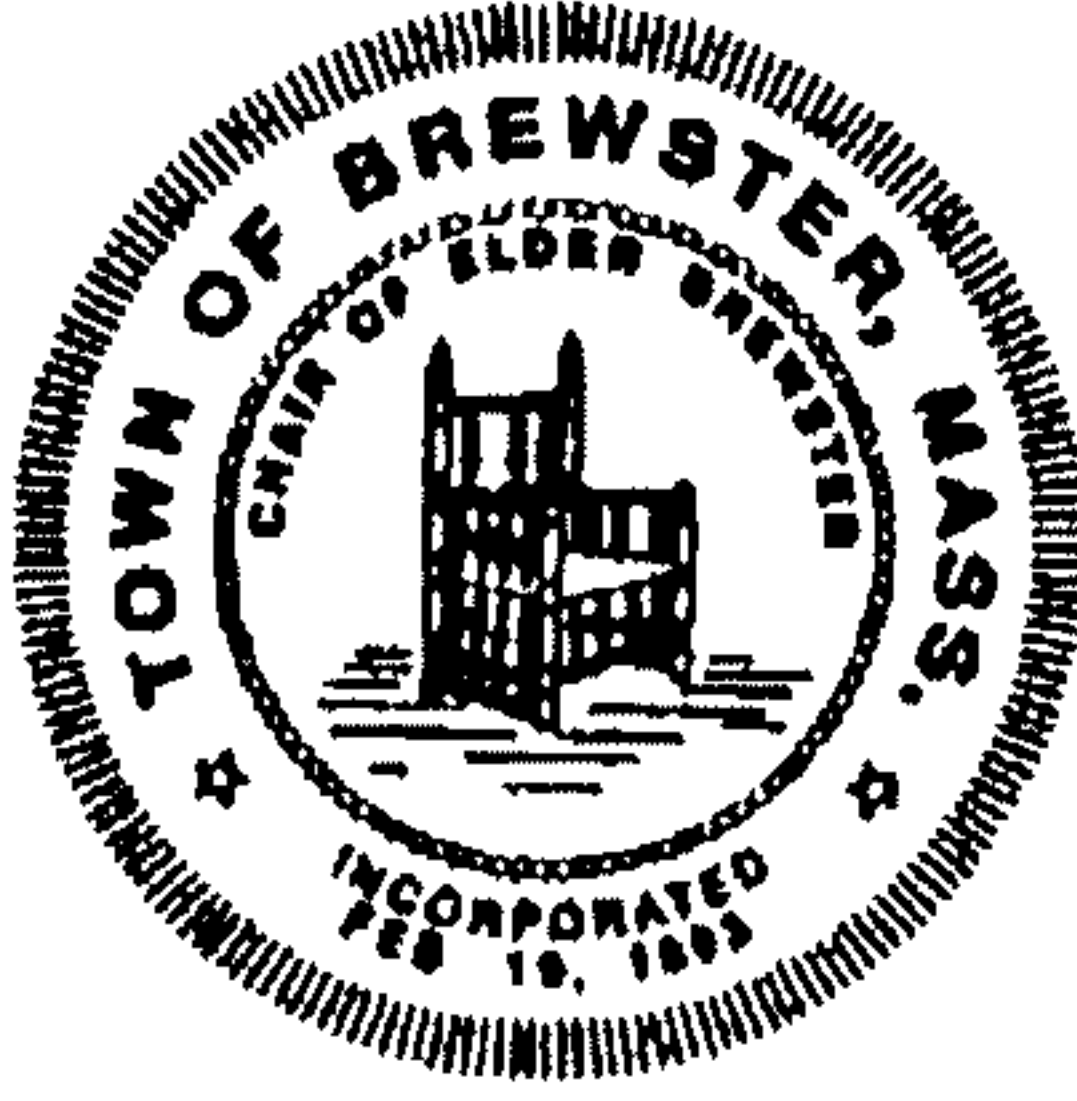
Brewster has made great strides because of Jill's guidance and thoughtful direction. I hope that the Community Preservation Committee will continue to financially support the vital position of Brewster's Housing Coordinator.

Thank you for all you and your committee does for the Town of Brewster.

Cindy Bingham

Cindy Bingham, Chair
Brewster Select Board

Sent from Cindy Bingham
Select person, Town of Brewster
Cbingham@brewster-ma.gov



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
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November 20, 2018

Mr. Paul Ruchinkas, Chair
Community Preservation Committee
Brewster Town Hall
2198 Main Street
Brewster, MA. 02631

Paul:

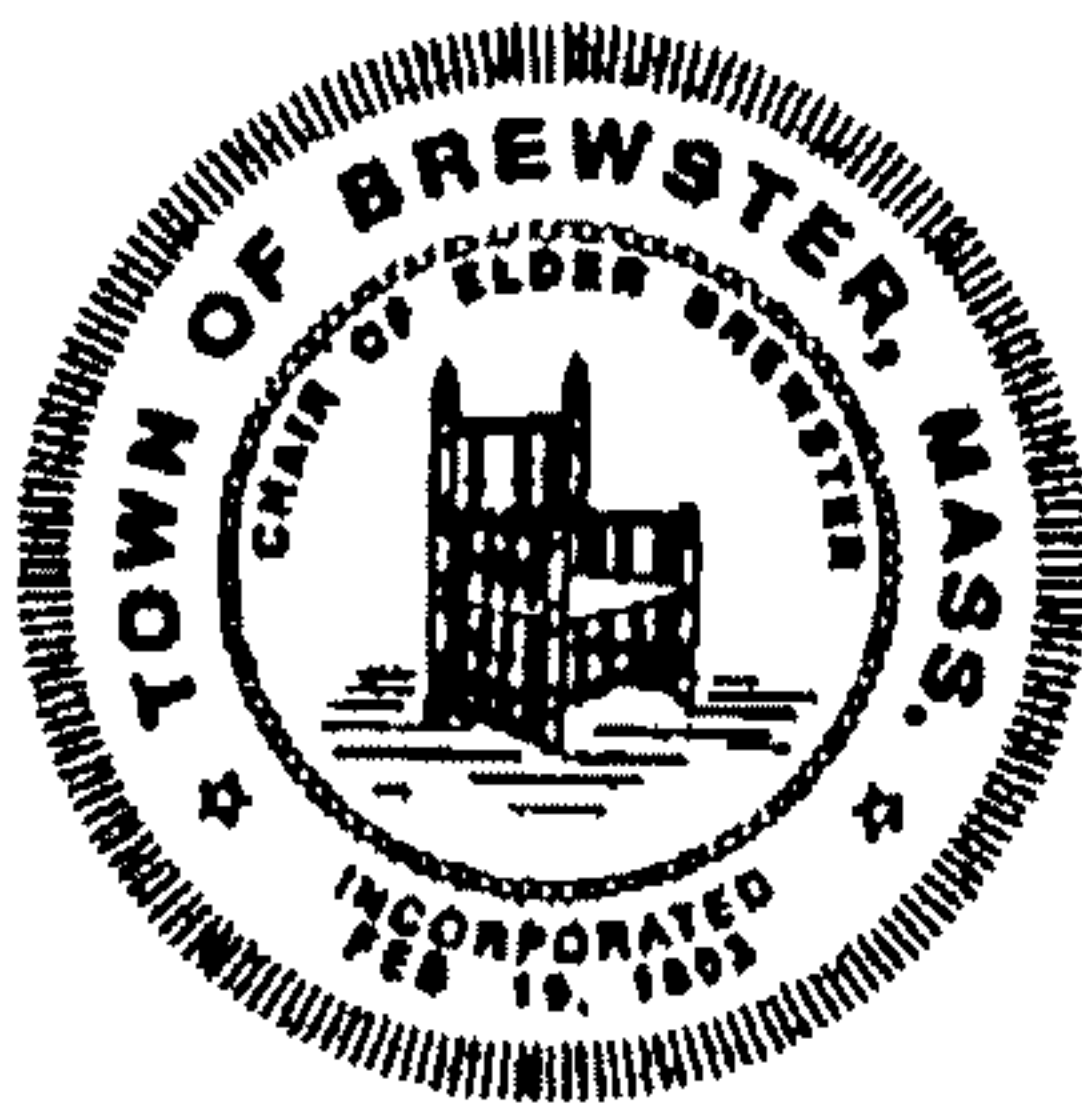
On behalf of the Brewster Housing Trust, we would like to express our support for continued Community Preservation funding for the Housing Coordinator position. In the past 18 months, the Brewster Housing program has grown substantially through the efforts of the housing coordinator. The formation of the Brewster Affordable Municipal Housing Trust as a key strategy in the Housing Production Plan will bolster the Town's effort. The newly formed Trust relies on the expertise and guidance of the Housing Coordinator in forming goals and creating new housing programs for our residents.

Additionally, the Housing Coordinator will play a key role in the outreach and education for the Millstone Road project. Ms. Scalise has created a solid and effective Community Engagement model. I hope that the Community Preservation Committee will continue to financially support the vital position of Brewster's Housing Coordinator.

Thank you for all you and your committee does for the Town of Brewster.

Ben deRuyter

Ben deRuyter, Chair
Brewster Housing Trust



Brewster Housing Partnership
2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
Fax: (508) 896-8089

Office of:
Board of Selectmen
Town Administrator

November 23, 2018

Mr. Paul Ruchinkas
Chairman-Community Preservation Committee
Brewster Town Offices
2198 Main Street
Brewster, MA 02631

Re: Town of Brewster Housing Coordinator Position

Chairman Ruchinkas,

I am writing on behalf of the Brewster Housing Partnership (BHP) to express our support of continuation of funding for the Housing Coordinator Position for the Town of Brewster.

Having a Housing Coordinator in place since July of 2017 has resulted in significant progress toward achieving the goals set forth in the Town of Brewster's 2017 Housing Production Plan (HPP), which has just been certified by the Massachusetts Department of Housing and Community Development. In accordance with the HPP and with the support of the Housing Coordinator, the Town has been able to establish a Municipal Affordable Housing Trust and expand its' homeownership Buy-Down program. There is now a current subsidized housing inventory, a proposal for a revised Accessory Dwelling Unit Bylaw (on the warrant for Town Meeting on December 3rd) and there have been numerous instances of the Housing Coordinator's collaboration with stakeholders including Brewster town committees and councils, representatives from surrounding Cape Cod towns as well as engagement with Brewster community members in person and the media.

The BHP wishes to express its thanks to The Community Preservation Committee for your good work and support of issues that are so important to our Community.

Sincerely,

Lisa Forhan

Lisa Forhan, Chair
Brewster Housing Partnership