MEETING NOTICE
TOWN OF BREWSTER
BOARD OF SELECTMEN

Location: 2198 Main Street, Brewster, MA 02631
Date: Monday, June 1, 2015
Time: 6:00 PM

Video & Audio Recording or Taping Notification: “As required by the Open Meeting Law we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting they are required to inform the chair.”

Pledge of Allegiance

AGENDA

1. Executive Session – To Discuss Complaints Brought Against a Public Officer, Employee, Staff Member or Individual
2. Citizens Forum
3. Review & Approve Temporary Borrowing Notes for Eddy School Renovation Project, Stony Brook Window Project, Golf Course Improvement Project & DPW Containers/Compactors – Lisa Vitale
4. Review & Discuss Licensed Special Event Venue Application from Eldredge Farm – Jeff Eldredge
5. Review & Discuss Licensed Special Event Venue Application from Great Cape Herbs – Stephen Brown
6. Discuss & Approve Application for Coastal Resiliency, Planning & Infrastructure Grants – Chris Miller
7. Discuss & Possible Vote on Beach Parking at Crosby Mansion for 2015 Beach Season
8. Discuss & Possible Vote on Beach Road Parking Regulations
9. Discuss Format for Town Administrator Interviews
10. Appointments
11. Action Items
12. FYI Items
13. Liaison Reports
14. Topics the Chair did not Reasonably Anticipate
15. Media Questions
16. Future Meetings - Tentative June 8 & 9 for Town Administrator Interviews, June 22, 2015
17. Executive Session – To Conduct Strategy Session in Preparation for Collective Bargaining & To Conduct Strategy in preparation for Contract Negotiations with Nonunion Personnel
18. Adjournment

Name (print): Susan Broderick
Date Posted: 05/28/15
Date Revised:

This meeting will be held in a wheelchair accessible room.
To: Board of Selectmen

Cc: Charles Sumner, Lisa Souve

From: Lisa Vitale, Treasurer/Collector

Date: May 29, 2015

RE: Temporary Borrowing

At Monday’s meeting I will be asking you to sign three temporary notes that will be issued on June 16, 2015. The notes are for various projects as follows:

$2,908,104.00 – Eddy School Renovation Project. This temporary note will be bonded in February or March and comes due on March 16, 2016. Eastern Bank won the bid with an interest rate of .50%.

$266,112.00 - Multi-Purpose for the Golf Course Improvement Project ($200,000.00) and DPW Capital for Open Top Containers and Compactor ($66,112.00). We will not be bonding this note and will make a pay-down following the November 2015 Town Meeting. The note comes due on November 20, 2015 and Eastern Bank won the bid with an interest rate of .50%.

$470,750.00 (TAXABLE) - Multi-Purpose for the Eddy School Renovation Project ($340,400.00) and the Stony Brook School Window Repair Project ($130,350.00). We will not be bonding this note and will make a pay-down following the November 2015 Town Meeting. The note comes due on November 20, 2015 and Cape Cod Five won the bid with an interest rate of .70%.

The solar panels on the Eddy School Roof have been deemed to be “private use” by Bond Counsel due to the fact that CVEC receives a benefit from them. This results in the Town losing its tax exempt status when issuing debt for this project. The private use portion would be all costs associated with the solar panels, their removal, reinstallation, brackets and the portions of the roof on which they sit.

However, Bond Counsel was comfortable with an approach that allocated costs between the public use portion of the project and the private use portion and the result is that the private use portion of $340,400.00 needs to be issued as taxable to the buyer of the note.

Because we lease space to the YMCA at the Stony Brook School, bond counsel believes we should issue the window repair project as taxable as well due to private use.

With the notes, there will be the accompanying documents that also need to be signed for the Department of Revenue and for Cape Cod Five, our financial advisor.

Thank you.
No. 592

$ 2,908,104.00

The Commonwealth of Massachusetts
Town of Brewster

This Note is exempt from Taxation in Massachusetts

Date of Issue June 16, 2015

For Value Received, the inhabitants of the Town of Brewster

by their Treasurer, hereto duly authorized by vote of said Town passed on May 5, 2014

or by Massachusetts General Laws Chapter 44, Section 7(3A), or both,

promise to pay to Eastern Bank or order

at Cape Cod Five Cents Savings Bank

the sum of Two Million Nine Hundred Eight Thousand One Hundred Four Dollars 00/100

on March 16, 2016, with interest at an annual rate of .50 % payable at maturity.

Countersigned and Approved

Majority of the Board of Selectmen

Town of Brewster

Town Seal
To be affixed here

I certify that this note was countersigned and approved by the Selectmen in my presence.

Town Clerk

The Commonwealth of Massachusetts
Department of Revenue, Boston

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the Massachusetts General Laws and that there is on file in this office, where they may be inspected, certifications by the Town Clerk of a true copy of the Town Treasurer's record of this issue of this note and, where applicable, of a true copy of the vote of the duly warned town meeting authorizing the loan, together with certifications that the signatures appearing upon said note are those of the duly qualified Treasurer and the majority of the Board of Selectmen.

Director of Accounts

Date
No. 594

The Commonwealth of Massachusetts

Town of Brewster

This Note is exempt from Taxation in Massachusetts

Date of Issue June 16, 2015

For Value Received, the inhabitants of the Town of Brewster

by their Treasurer, hereto duly authorized by vote of said Town passed on November 18, 2013 & November 17, 2014

or by Massachusetts General Laws Chapter 44, Section 7(25)&7(9), or both,

promise to pay to Eastern Bank or order

at Cape Cod Five Cents Savings Bank

the sum of Two Hundred Sixty Six Thousand One Hundred Twelve Dollars $00/100

on November 20, 2015, with interest at an annual rate of .50% payable at maturity.

Countersigned and Approved

Majority of the Board of Selectmen

Signed

Lisa L. Vitale
Treasurer

Town of Brewster

Town Seal

To be affixed here

I certify that this note was countersigned and approved by the Selectmen in my presence.

Town Clerk

The Commonwealth of Massachusetts

Department of Revenue, Boston

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the Massachusetts General Laws and that there is on file in this office, where they may be inspected, certifications by the Town Clerk of a true copy of the Town Treasurer’s record of this issue of this note and, where applicable, of a true copy of the vote of the duly warned town meeting authorizing the loan, together with certifications that the signatures appearing upon said note are those of the duly qualified Treasurer and the majority of the Board of Selectmen.

Director of Accounts

Date

Date
Municipal Purpose Loan

City/Town/County/District of: Brewster

This attachment must be included with all Municipal Purpose Loans issued through the State House Note Program.

*(A municipal purpose loan is one, which combines two or more authorizations for different purposes in one loan.)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Article #</th>
<th>Purpose</th>
<th>Amount Authorized</th>
<th>Previous New Issues</th>
<th>Paydowns This Issue</th>
<th>This Issue New</th>
<th>This Issue Renewal</th>
<th>Unissued Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/18/13</td>
<td>3</td>
<td>Golf Course Improvement</td>
<td>200,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>200,000.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11/17/14</td>
<td>3</td>
<td>DPW Capital Equipment</td>
<td>144,550.00</td>
<td>0.00</td>
<td>0.00</td>
<td>66,112.00</td>
<td>0.00</td>
<td>78,438.00</td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th></th>
<th>344,550.00</th>
<th>0.00</th>
<th>0.00</th>
<th>266,112.00</th>
<th>78,438.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carry these figures over to the Clerk / Secretary's Certificate</td>
<td>must equal line 3</td>
<td>must equal line 4</td>
<td>must equal line 5</td>
<td>total of these columns must equal line 6</td>
<td>must equal line 7</td>
</tr>
</tbody>
</table>

**Note:** Amount Authorized minus Previous New Issues minus This Issue New will equal Unissued Balance

(Revised: December 2003)
No. 593

The Commonwealth of Massachusetts
Town of Brewster

---This note is exempt from taxation in Massachusetts---

Date of Issue June 16, 2015

For Value Received, the inhabitants of the Town of Brewster

by their Treasurer, hereto duly authorized by vote of said Town passed on May 5, 2014

or by Massachusetts General Laws Chapter 44, Section 7(3A), or both,

promise to pay to Cape Cod Five Cents Savings Bank

or order

at Cape Cod Five Cents Savings Bank

the sum of Four Hundred Seventy Thousand Seven Hundred Fifty Dollars $470,750.00

on November 20, 2015, with interest at an annual rate of 7% payable at maturity.

Countersigned and Approved

Majority of the Board of Selectmen

Signed

Lisa Z. Vitale
Treasurer
Town of Brewster

Town Seal
To be affixed here

I certify that this note was countersigned and approved by the Selectmen in my presence.

______________  ____________________
Town Clerk                     Date

The Commonwealth of Massachusetts
Department of Revenue, Boston

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the Massachusetts General Laws and that there is on file in this office, where they may be inspected, certifications by the Town Clerk of a true copy of the Town Treasurer's record of this issue of this note and, where applicable, of a true copy of the vote of the duly warned town meeting authorizing the loan, together with certifications that the signatures appearing upon said note are those of the duly qualified Treasurer and the majority of the Board of Selectmen.

______________  ____________________
Director of Accounts                     Date
### Municipal Purpose Loan

**City/Town/County/District of:** Brewster - Taxable Note

This attachment must be included with all Municipal Purpose Loans issued through the State House Note Program. *(A municipal purpose loan is one, which combines two or more authorizations for different purposes in one loan.)*

<table>
<thead>
<tr>
<th>Date</th>
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<th>Purpose</th>
<th>Amount Authorized</th>
<th>Previous New Issues</th>
<th>Paydowns This Issue</th>
<th>This Issue New</th>
<th>This Issue Renewal</th>
<th>Unissued Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/5/14</td>
<td>5</td>
<td>School Renovation Eddy</td>
<td>3,330,000.00</td>
<td>3,248,504.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$340,400.00</td>
<td>81,496.00</td>
</tr>
<tr>
<td>5/5/15</td>
<td>4</td>
<td>Stony Brook Window Repair Project</td>
<td>150,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>130,350.00</td>
<td>0.00</td>
<td>19,650.00</td>
</tr>
</tbody>
</table>

| Totals | 3,480,000.00 | 3,248,504.00 | 0.00 | 470,750.00 | 101,146.00

**Note:** Amount Authorized minus Previous New Issues minus This Issue New will equal Unissued Balance

(Revised: December 2003)
Brewster Zoning Bylaw

Licensed Special Event Venue Background

- At the May 6, 2013 Annual Town Meeting the Brewster Zoning Bylaws were amended to recognize Licensed Special Event Venues.

- Special Event Venues are a permitted use in all Zoning Districts by License from the Board of Selectmen with considerations solicited from applicable municipal agencies.

- Brewster Zoning Bylaw Definition:

  "Licensed Special Event Venue – A property, not specifically designed or permitted to be used for infrequent events such as, but not limited to, art or theatrical exhibitions, concerts, dinners, parties and weddings, to be attended by the public, including properties not expressly permitted to be rented for such occasions provided, however, that such venue has first received a license from the Board of Selectmen for such event."

- Please keep in mind that these Licensed Special Events do not recognize a permanent change of use rather it is allowing infrequent events to occur through a calendar year. Special Events Licensing shall expire on the last day of the calendar year of issuance.

- Special Event License designation runs with the original applicant and may not be transferred. Change in ownership or management of a property or event may require new application.
Brewster Zoning Bylaw

Licensed Special Event Procedure

1. Applicant submits a completed application to the Selectmen’s Office with appropriate supporting documents as indicated on application.

2. Application and supporting documents will be distributed to municipal departments including (but not limited to) Health, Building, Fire, Police, Conservation, Natural Resources and Planning.

3. If deemed appropriate municipal departments will contact the applicant to discuss each proposed event.

4. If applicable, municipal departments shall advise the Board of Selectmen on affecting rules and regulations concerning the proposed special event.

5. The Board of Selectmen will hold a hearing to consider the application. The applicant shall be responsible by regular mail to notify direct abutters and properties directly across the street regarding the hearing using the abutter notification form. A Municipal Department representative may be present at the hearing to answer any questions on advisory information.

6. Special Event Licensing shall expire on the last day of the calendar year of issuance.

7. Special Event Licensing shall run with the original applicant. If there is a change in property ownership or applicant then a new application shall be submitted.

8. Special Event Licensing, when issued, comes with the understanding that the Board of Selectmen has the option to call a hearing to review a Special Event License upon:
   a) Any change of use or nature of use, or
   b) Any traffic problems that arise, or
   c) Any other unforeseen concerns that are raised that warrant attention.
   d) Notification of violations of the terms of the Special Event License: This hearing would have full rights to amend or revoke the original Special Event License.

9. The Board of Selectmen has full authority to condition the Special Event License.

10. Signature on the application attests that the applicant understands and accepts procedural conditions and permits the Town to conduct site visits to the property.
Brewster Zoning Bylaw
Licensed Special Event Venue Application

Venue Information
Applicant/Property Owner: Jeff Eldridge
Phone: 508-760-2086
Street Address: 24 Eldridge Farm Map 51 Lot 29
Mailing Address: P.O. Box 1012 S. Dennis, MA 02660
Business Name: Eldridge Farm
Email: JSE38@comcast.net

Event Information
Date(s): 6/6/15
Maximum # of Guests Anticipated: 100
Estimated Number of Vehicles at One Time: 30 to 40
Proposed Hours: 12 - 4
Open to Public: ☐ Invitation Only: ☑
Tent Use: Yes ☐ (If yes then obtain permit from Building Department) No ☑

Food, Alcohol & Entertainment
Will there be food offered? Yes ☐ No ☑
If yes, for food then applicant shall obtain food service permit from Health Department

Will there be alcohol drinks* offered? Yes ☐ No ☑
If yes, for alcohol then applicant must obtain separate one day liquor license from Board of Selectmen

Will there be entertainment* provided? Yes ☐ No ☑
If yes a separate entertainment license shall be obtained from the Board of Selectmen
*The Liquor, Entertainment and Special Event Venue Licenses may be obtained at the same hearing

Submit with Application (10 copies each)
Completed application (including the following) to be submitted to the Board of Selectmen

- On reverse side of application include narrative describing proposed event(s)
- Separate scaled site plan indicating property boundaries, existing building location(s), driveway, proposed parking, location of event activity and location of portable sanitary facilities if applicable

Licensed Special Event Application

Fundraiser Mission Buzz Off (Childhood Cancer)
9.27 acres in Brewster

Eldridge Farm

Parking

Drive

Field activities

Garden

Greenhouses

Eldridge Farm Parking

Harwich
Department Comments on Eldredge Farm Licensed Special Event Request

The Building Department has no issues with regard to this proposed event. I have been to this site and can verify that there is plenty of room for parking.

Victor Staley
Building Commissioner
2198 Main Street
Brewster, MA 02631
508-896-3701 ext 1125

As always onsite parking issues and access to and egress from the site are FD concerns. Each year Mr. Eldredge certifies that these problems will not be present should an incident occur. Other than that FD is OK.

Chief Robert Moran
Brewster Fire Department
1657 Main Street
Brewster, MA 02631
(W) 508-896-7018
(F) 508-896-4245

Looks like no food so no food permits will be required from the Health Department. Also providing 2 porta potties will alleviate any septic issues.

Sherrie
Brewster Zoning Bylaw
Licensed Special Event Venue Application

Applicant/Property Owner: S. BROWN
Phone: 8965900

Street Address: 2624 MAIN
Map: 15, Lot 113-2

Mailing Address: PO BOX 1206, BREW.

Business Name: GREAT CAPE HEROES
Email: GINKGO @ GREATCAPE.

Date(s):
6.25/6.29/7.2/7.7-9/7.14-16/7.21-23/7.28-30/8.4-6/8.11-13/8.18-20/8.25-27/9.5-7/10.10-12

Maximum # of Guests Anticipated: 200 per day

Estimated Number of Vehicles at One Time: 20

Proposed Hours: 10 AM - 9 PM

Open to Public: ☑️

Invitation: ☐

Only: ☐

Tent Use: Yes ☐ (If yes then obtain permit from Building Department) No ☐

10' x 10' CRAFT TENTS

Will there be food offered? Yes ☐ No ☐

Will there be alcohol drinks* offered? Yes ☐ No ☐

Will there be entertainment* provided? Yes ☐ No ☐

*The Liquor, Entertainment and Special Event Venue Licenses may be obtained at the same hearing.
This event will be a synthesis of a “Farmers Market” and a local “craft fair show.” It will be only for local residents producing growing something on Cape Cod, with preference given to Brewster residents or taxpayers and reaching out from there.

Historically, most English towns were known as “Market Towns” and had a central location where town people could sell or exchange goods. If we are to survive we must become more sustainable and therefore more local. As the property owner I am simply making this ideal location and farm available to become Brewster’s local “marketplace.” Of course there will be things that work out so that this event will run smoothly and be of benefit to the people of Brewster. We will all be working together to make this successful.

Appreciatively, Stephanie Brown
Special Event License Application

1. Venue information
   a. Date of designation ____________________________ Venue ID# ____________________________
   b. Address ____________________________ Map ____________ Lot ____________
   c. Business name ____________________________

2. Event information
   a. Date (or dates for identical multiple events) ____________________________
   b. Maximum # of guests (at any one time) per event ____________________________
   c. Proposed hours for event(s) ____________________________
   d. Open to the public, or by invitation? ____________________________
   e. Estimated number of vehicles ____________________________
   f. Tent use? Yes: ______ No: ______ If yes, size of tent ____________________________

3. Food and drink*
   a. Proposed menu ____________________________
   b. Prepared on site? Yes: ______ No: ______ If yes, who is preparing food? Applicant ____________________________
       Caterer (Brewster Catering Registration required**) Mobile Food Unit (Brewster license required**)
   c. Proposed method of trash disposal ____________________________
* Alcohol service requires a separate application for a one-day liquor license from the Board of Selectmen
** Available through the Brewster Health Department

4. Entertainment***
   a. Type of entertainment proposed ____________________________
   b. Indoor or outdoor ____________________________
   c. Amplified ____________________________
   d. Number and type of instruments ____________________________
*** An entertainment license is required from the Board of Selectmen

Submission (10 copies):
   A. Completed application
Town of Brewster
2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701 x1150
FAX (508) 896-8089

Special Event Venue: Application for Designation

1. Venue information
   a. Location 265 Y MAIN Map 15 Lot 113-2
   b. Business Name GREAT CAPE HERBS
   c. Size of lot - 65,826 square feet 6.2 A acres BLUESTONE
   d. # of parking spaces 30 + paved gravel grass
   e. # of bathrooms public private
   f. Distance to abutters: provide site plan with distances marked
   g. Type of property (commercial, residential, industrial, institutional)
   h. Type of business FARM & HERBAL APOTHECARY FARM STAND
   i. Maximum number of people permitted on the property at total occupancy (for all uses except single family residential) 200 + TOTAL PER DAY 30-15 AT ONE TIME

2. Proposed events per month information
   a. Estimated # of times per month 6
   b. Time of year or date(s), if available 5/4 - 10/14
   c. Maximum # of guests per event 200 EVENT CAP
   d. Proposed hours for event(s) 10AM - 9PM

3. Food and drink. Do you have:
   a. Commercial kitchen? ☐ ☒ no (if “yes,” please provide documentation from Health Department) IN PROGRESS A, B, & C
   b. Facilities for caterers? ☐ ☒ no (if “yes,” please describe on separate sheet)
   c. Mobile food unit/food truck? ☐ ☒ no (if “yes,” please describe on separate sheet)

4. Owner Name STEPHEN BROWN
   Address 265 Y MAIN
   Phone # 508 896 5900
   E-mail GIN@GREATCAPE.COM

Submit with application: (10 copies of each)

A. Site Plan showing entire property and distance to abutters ☑

B. List of any licenses or permits held for the business ☑

C. Septic plan ☑

Submission of this application includes permission for a site visit to view both the exterior and interior of the property and buildings (if buildings are to be utilized for events).
THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BREWSTER
BOARD OF HEALTH

IN ACCORDANCE WITH REGULATIONS PROMULGATED UNDER AUTHORITY OF CHAPTER 94, SECTION 305A
AND CHAPTER 111, SECTION 5 OF THE GENERAL LAWS, A PERMIT IS HEREBY GRANTED TO:

Great Cape Herbs

Whose Place of business is: 2628 Main Street

Type of Business: Retail Food, Restrictive Food Service  # of seats:

To operate a food establishment in the Town of Brewster, Massachusetts

Permit expires on December 31, 2015

Date: ______________________

__________________________
Board
Of
Health

__________________________
Health Director

LICENSE

In accordance with Massachusetts General Laws Chapter 94 Section 305C

NUMBER
MA-1586

ISSUED
06/29/2014

EXPIRES
06/29/2015

TYPE
Process or Distribute Food for Sale at Wholesale

UED TO

GREAT CAPE HERBS
2628 MAIN STREET
BREWSTER, MA 02631

POST IN A CONSPICUOUS PLACE

624505

Chey Baskett
COMMISHER OF PUBLIC HEALTH
Department Comments on Great Cape Herbs Licensed Special Event Request

It appears from the application that there will not be any food at this outdoor market. If there is the selling of any food items, he would need to submit an application for a food establishment to this office.

He indicates a portable toilet will be on-site so no septic system concerns.

Nancy Ice

The Building Department does not have any concerns with Stephen Brown’s application for a Special Event. Please pass the attachments to the Board of Selectmen.

As stated in past applications, so long as the Board of Selectmen feel that the number of events are in keeping with the term ‘infrequent’ then it would be my opinion that the application is in order with the Brewster Zoning Bylaws.

Thank you.

Victor Staley
Building Commissioner
2198 Main Street
Brewster, MA 02631
508-896-3701 ext 1125

He will need a traffic detail.

Richard J. Koch Jr
Chief of Police
631 Harwich Road
Brewster, MA 02631
508-896-7011

Access and egress for FD. Should work fine with a PD detail. That's a tough area without.

Chief Robert Moran
Brewster Fire Department
1657 Main Street
Brewster, MA 02631
(W) 508-896-7018
I have reviewed the materials provided by Great Cape Herbs for a Special Event Venue and have the following comments:

1. The applicant has not used the proper application.

2. The applicant doesn’t say what will be in the “craft tents.” Is the recurring event a craft fair with musical performance? Will it be the same crafters and the same performers every time?

3. There is no plan showing the layout of the tents or location of entertainment. Without a plan showing the location of the tents and the entertainment, it will be difficult to determine if they will impact the sight distance entering and leaving the site (where other businesses are located).

4. The application refers to “performance artists,” but is not clear about what types of performance pieces they could perform. The scope of “performance art” is very broad and could result in activities taking place that might not be appropriate near a public street.

5. Will the entertainment be amplified? The application says “possible.” Information on the type and timing of entertainment would be helpful. There are businesses in the same area that are very restricted as to the timing and type of entertainment they can have inside of buildings, following numerous complaints (and a lawsuit) concerning what could be heard in the surrounding area at night (after 7pm).

6. There is a single family home directly across 6A (2601 Main Street) as well as several large residential developments – Sea Pines, Bittersweet Drive and Seaway Road. Homes on Thad Ellis Road are directly to the east, and The Villages condos are to the south.

7. The applicant states that trash disposal will be in a dumpster. Using trash barrels on the site of the tents that are then dumped into dumpsters would be a better option.

8. There are at least two other businesses immediately adjacent to this site that share the site drive as access. How will the applicant make sure that people coming to the site for the event park in the appropriate location?
9. The application states that there are 30 parking spaces on the site and that 30 cars are expected. Where will the vendors park? Where will the performers park? Once the vendors and performers park, how many spaces will be left over for customers, including customers going to the herb shop?

10. The applicant states that they wish to have these events every Tuesday and Thursday starting June 30th, then says that would be 6 times a month. It is 8 to 9 times a month, depending on the month.

11. Will the portable toilet on the site plan be available for use by the customers/attendees? Since the event will continue until after dark, will there be appropriate lighting around the portable toilet?

12. The applicant states that they expect over 200 people a day to visit the property for these events, but expects only 10-15 people at a time. How long does the applicant estimate customers will be on the site?

Please feel free to contact me with any questions regarding these comments.
TOWN OF BREWSTER

REGULATIONS GOVERNING ROADSIDE PARKING ON TOWN WAYS NEAR TOWN LANDINGS

The Board of Selectmen of the Town of Brewster, acting pursuant to the authority set forth in Massachusetts General Laws, Chapter 40, §22 and Chapter 90, Section 20A1/2 (the provisions of which were accepted by the Town of Brewster on 9/21/1981), hereby adopts the following Regulations pertaining to parking on Town Ways near Town Landings.

I. Purpose

Whereas, the Selectmen find that, between Memorial Day and Labor Day each year, numerous residents and visitors park motor vehicles, boats and trailers along the Town Ways leading to Town Landings in the Town of Brewster.

Whereas, the Selectmen find that this increase in parking during the summer months presents a danger to vehicular and pedestrian traffic going to and from the Town Landings and, further, presents a hazard to emergency response efforts.

Now therefore, in order to protect the public safety and provide for the reasonable regulation of parking on these Town Ways, the Brewster Board of Selectmen hereby adopts the following Regulations governing roadside parking on Town Ways near Town Landings.

II. Definitions

“Road Layout” shall mean the formal layout of the Town Way as described in the legal instrument creating the Town Way.

“Town Way” shall mean a way, legally laid out by the Town of Brewster in the manner prescribed by statute.

“Traveled Portion” shall mean that part of the Road Layout that is improved for travel by paving or otherwise.
III. Regulations

Between Memorial Day and Labor Day of each year, parking of motor vehicles, boats and trailers shall be prohibited from parking within the Traveled Portion of the Road Layout of the following Town Ways within the Town of Brewster:

Paines Creek Road as it extends from Lower Road to the Beach Parking Lot;

Robbins Hill Road for the entire length of the Road Layout;

Breakwater Road for the entire length of the Road Layout;

Point of Rocks Road as it extends from Cathedral Road to the designated parking spaces at the end of Point of Rocks Road where it terminates at the Beach;

Foster Road as it extends from Cathedral Road to the designated parking spots at the end of Foster Road where it terminates at the Beach;

Ellis Landing Road for the entire length of the Road Layout;

Linnell Landing Road for the entire length of the Road Layout;

Crosby Lane for the entire length of the Road Layout;

Drake Way for the entire length of the Road Layout;

Hillbourne Terrace for the entire length of the Road Layout;

Crowell’s Bog Road for the entire length of the Road Layout; and

Fisherman’s Landing Road as it extends from Harwich Road (Route 124) to the designated parking at Sheep Pond.

VI. Violations, Penalties and Enforcement

Pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 22, whoever shall violate the provisions of this Regulation shall be subject to a fine in the amount of Thirty ($30.00) Dollars per occurrence.

Fines shall be issued in accordance with the provisions of Massachusetts General Laws, Chapter 90, §20A½, wherein it shall be the duty of every police officer who takes cognizance of a violation hereunder, to forthwith give the offender a notice, which shall be in tag form as provided in said Section 20A½, to appear before the Brewster Town Clerk at any time during regular office hours, not later than twenty-one (21) days after the date of such violation. Said tag shall be affixed securely to the motor vehicle and shall contain, but shall not be limited to, the following information: the make, color and registration number of the vehicle involved and the
state of issuance of said registration number, the date, time and place of the violation, the specific violation charged, the name and badge number of the officer and his division, a schedule of established fines, instructions for the return of the tag and a notice which reads: “This notice may be returned by mail, personally or by an authorized person. A hearing may be obtained upon the written request of the registered owner. Failure to obey this notice within twenty-one days after the date of violation may result in the non-renewal of the license to drive and the registration of the registered owner.”

The Brewster Police Department shall also have authority to tow the motor vehicle in the event it is not removed within four (4) hours of the issuance of the fine, or in the event the enforcing officer determines the vehicle is causing a public safety hazard.

The Brewster Town Clerk, as duly appointed Parking Clerk for the Town of Brewster, shall maintain a docket of all such notices to appear. Any person notified to appear before the Parking Clerk, as provided herein, may appear before such parking clerk, or his designee, and confess the offense charged, either personally or through an agent duly authorized in writing or by mailing to such Parking Clerk the notice accompanied by the fine provided therein. Payment of the fine established shall operate as a final disposition of the case.

Should any person fail to pay the fine, or having appeared desire not to pay the fine, the Parking Clerk shall forthwith schedule a hearing. Written notice of the date, time and place of said hearing shall be sent by first-class mail to the registered owner. Said hearing shall be informal, the rules of evidence shall not apply and the decision of the hearing officer shall be final subject to judicial review as provided by section fourteen of chapter thirty A of the General Laws.

Whereby, after a duly noticed public hearing, the foregoing Regulation is adopted by the Brewster Board of Selectmen on this ____ day of __________, 2015, and shall take effect immediately.

_________________________________  _______________________________
Benjamin deRuyter, Chairman    James W. Foley

_________________________________  _______________________________
Patricia E. Hughes, Vice Chair    Peter G. Norton

_________________________________  _______________________________
John T. Dickson

2751629.4
MEMO

Date: May 29, 2015

To: Board of Selectmen, Brewster

From: Ben deRuyter

Re: Town Administrator Interviews and FinCom Chair

Agenda item #9 on Monday, June 1 will include a discussion of the format of our Town Administrator interviews scheduled for Monday, June 8 and Tuesday, June 9. As part of that discussion I would like the board to consider extending an invitation to Michael Fitzgerald, Chairman of the Finance Committee, to participate in the interview process. I have notified Mr. Fitzgerald of our schedule and of the contents of this memo. Please be prepared to take action on this proposal at our meeting on June 1. Thank you.

Sincerely,

[Signature]

Ben deRuyter
Board of Selectmen
Board of Selectmen  
Appointments June 1, 2015

Richard J. Koch, Jr as Chief of Police and Keeper of the Lockup, effective July 1, 2015 – June 30, 2017

Gregory White and Hal Minis to the Bikeways Committee for a term of 3 years, expiring June 30, 2018
1. **Signature of LIP Eligible Purchaser Certificate** – As you may recall, when First Horizon Home Loans foreclosed on 416 Yankee Drive, DHCD intervened to ensure that the home was resold to an income-eligible purchaser at an affordable price, and that a new deed restriction be put in place to maintain the affordability of the home at any future resale. DHCD has confirmed that the terms of the resale agreements have been met and a closing is now set for next week. The Town, through its Board of Selectmen is being asked to countersign the Eligible Purchaser Certificate.

**ADMINISTRATIVE RECOMMENDATION**
We recommend the Board vote to authorize the Chairman to sign the Certificate for Cape Cod Title & Escrow to record at the Barnstable County Registry of Deeds.

2. **Request for One Day Liquor License** – The Cape Cod Museum of Natural History is requesting a one day liquor license for Thursday, June 11th from 5pm – 8pm for their Membership Museum Trail event. Beer, wine and liquor will be served. The cost of the license is $35.00.

**ADMINISTRATIVE RECOMMENDATION**
We recommend the Board vote to approve this request.

3. **Request for One Day Liquor License** – The Brewster Chamber of Commerce is requesting a one day liquor license for Thursday, June 18th for 5pm – 7:30pm for a Business to Business event at Harbor Lights Mini Golf. Beer & Wine will be served and the cost of the license is $35.00.

**ADMINISTRATIVE RECOMMENDATION**
We recommend the Board vote to approve this request.

4. **Request for Yearly Hawker & Peddler License** – Molly Stevens of the Brewster Bayside Skippers is requesting a yearly Hawker & Peddler License for the Bayside Skippers Snack Shack trailer to sell food at the Whitecaps baseball games. She has her State Hawker & Peddler License, but has yet to file with the Board of Health and schedule the inspection. The cost of the license is $100.00.

**ADMINISTRATIVE RECOMMENDATION**
We recommend the Board vote to approve this request, pending completion of the Board of Health requirements.
5. **Request for Yearly Hawker & Peddler License** – Mary DeBartolo of the Local Scoop in Orleans is requesting a yearly Hawker & Peddler license for her ‘Pop Mobile”. She would like to be a vendor at various events at Drummer Boy Park. The cost of the license is $100.00. She understands that the Town has a separate contract for beach vending services and will be in Town at events by invitation only. She has filed her paperwork with the Board of Health and has an inspection scheduled for next week. She has her State Hawker & Peddler License.

**ADMINISTRATIVE RECOMMENDATION**
We recommend the Board vote to approve this request, pending passing the Health inspection.

6. **Create A Library Building Committee** – The Brewster Ladies Library has begun the process of working on their renovation project and is currently out to bid for an OPM. The Library Director is requesting the creation of a Library Building Committee with the following members; Charlie Sumner, Joan Cassidy, Chris Kenney, Jeff Gardner and Kathy Cockcroft, to be appointed for a one year term, expiring June 30, 2016.

**ADMINISTRATIVE RECOMMENDATION**
We recommend the Board vote to approve this request.

7. **Accept Gift** – The Friends of the Captains would like to donate 12 on course trash receptacles to the Captains Golf Course. The value of the gift is $733.20.

**ADMINISTRATIVE RECOMMENDATION**
We recommend the Board vote to approve this request and accept the gift.
FYI ITEMS (MAIL)  

JUNE 1, 2015

A. Invitation to Selectmen from Orleans to participate in 4th of July parade
B. Resignation from Marc Fontaine for the Golf Commission
C. Resignation from Elliott Carr for the Community Preservation Committee
D. Update on legal review of Board of Health proposed regulations to restrict the sale and use of tobacco products
E. Copy of letter to MA DEP from Jim & Suzanne Bergeron, re; Breakwater project
F. Copy of letter to Mr. Joel Richards from Victor Staley, re; order of demolition for 19 Muskrat Lane
G. PRIM Board April 2015 update
H. PRIM April 2015 account statement
I. FY16 Veteran’s Services assessment
J. April 23, 2015 Recycling Commission meeting minutes
K. Copy of letter to MA DEP from Beverly Biondi, re; Breakwater project