

# Town of Brewster

## Pond Planning Property Committee

2198 Main St., Brewster, MA 02631  
(508) 896-3701

### POND PROPERTY PLANNING COMMITTEE MEETING AGENDA

2198 Main Street  
May 8, 2024 at 4PM

#### Pond Property Planning Committee

Doug Wilcock  
Chair- At Large

Cynthia Baran  
Vice Chair-Water  
Commissioners

Kari Hoffmann  
Select Board

Cynthia Bingham  
Select Board

Steve Ferris  
At Large

Jan Crocker  
At Large

Katie Gregoire  
At Large

Elizabeth Taylor  
Open Space  
Committee

Tim Hackert  
Housing Trust

Chris Ellis  
Recreation  
Commission

Chris Williams  
Natural Resources  
Commission

This meeting will be conducted in person at the time and location identified above. This means that at least a quorum of the members of the public body will attend the meeting in person and members of the public are welcome to attend in person as well. **As a courtesy only, access to the meeting is also being provided via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law.** Members of the public with particular interest in any specific item on this agenda, which includes an applicant and its representatives, should make plans for in-person vs. virtual attendance accordingly.

Members of the public who wish to access the meeting may do so in the following manner:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89802325739?pwd=Y3dETmUvWHdoTIB0dklOaVIEekdxQT09>

Passcode: 467353

US: +1 312 626 6799 or +1 929 436 2866 Webinar ID: 898 0232 5739 Passcode: 467353

To request to speak: Tap Zoom "Raise Hand", then wait to be recognized.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above. Additionally, the meeting will be broadcast live, in real time, via **Live broadcast** (Brewster Government TV Channel 18), **Livestream** ([livestream.brewster-ma.gov](http://livestream.brewster-ma.gov)), or **Video recording** ([tv.brewster-ma.gov](http://tv.brewster-ma.gov)).

Please note that the Pond Property Planning Committee may take official action, including votes, on any item on this agenda.

1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Recording Statement: 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.
5. Public Announcements and Comment: Members of the public may address the Pond Property Planning Committee on matters not on the meeting's agenda for a maximum of 3-5 minutes at the Chair's discretion. The Pond Property Planning Committee will not reply to statements made or answer questions raised during public comment but may add items presented to a future agenda.
6. Debrief on Pond tour days- April 6 and 10<sup>th</sup>
7. Update on Committee Outreach Activities
8. Review Final Comprehensive Plan Materials & Prep for Town Meeting
9. Naming of the Beach at the Pond Property Recommendation to Select Board
10. FYIs
11. Approval of Minutes from April 3, 2024
12. Matters Not Reasonably Anticipated by the Chair
13. Questions from the Media
14. Next Meetings: None
15. Adjournment

Date Posted:  
05/3/2024

Date Revised:

Received by Town Clerk:

# April 2024

April 2024							May 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	15	16	17	18
21	15	16	17	18	19	20	19	20	21	22	23	24	25
28	22	23	24	25	26	27	26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1	2	3	4	5	6
7	8	<div style="border: 1px solid green; padding: 2px;">1:00pm Ladies Library Outreach #1</div>	<div style="border: 1px solid green; padding: 2px;">10:00am Pond Property Tour #2</div>	<div style="border: 1px solid green; padding: 2px;">11:30am Brewster Men's Club Presentation @Bible Alliance</div> <div style="border: 1px solid green; padding: 2px;">6:00pm Housing 101 Presentation @ BLL</div>	12	<div style="border: 1px solid green; padding: 2px;">10:00am Democratic Town Committee @ BLL</div> <div style="border: 1px solid green; padding: 2px;">1:00pm Ladies Library Outreach #2</div>
<div style="border: 1px solid green; padding: 2px;">10:00am Recycling Center Outreach #1</div>	15	16	<div style="border: 1px solid green; padding: 2px;">10:00am Bay Property Tour #1</div>	<div style="border: 1px solid green; padding: 2px;">7:30am Chamber of Comm. Presentation @LCTV Orleans</div> <div style="border: 1px solid green; padding: 2px;">6:00pm Municipal Fin. 101 @ Town Hall</div>	19	<div style="border: 1px solid green; padding: 2px;">10:00am Earth Day Cultural Council @ Arts Center</div> <div style="border: 1px solid green; padding: 2px;">10:00am Recycling Center Outreach #2</div>
<div style="border: 1px solid green; padding: 2px;">10:45am First Parish Church Outreach</div>	22	23	24	<div style="border: 1px solid green; padding: 2px;">11:00am TM Warrant Article Video@Town Hall</div> <div style="border: 1px solid green; padding: 2px;">4:15pm Brewster Historical Society @ BLL</div>	26	<div style="border: 1px solid green; padding: 2px;">12:00pm Beautify Brewster Lunch @ Brewster Baptist</div> <div style="border: 1px solid green; padding: 2px;">1:00pm Bay Property Tour #2</div>
<div style="border: 1px solid green; padding: 2px;">8:00am Brewster Rec Soccer #1 @ Bay Property</div> <div style="border: 1px solid green; padding: 2px;">10:00am Dog Park Outreach #1</div>	<div style="border: 1px solid green; padding: 2px;">6:00pm Town Meeting Info Session (reg.) @Town Hall</div>	<div style="border: 1px solid green; padding: 2px;">6:00pm Town Meeting CCSC Info Session @Town Hall</div>	May 1	2	3	4

# May 2024

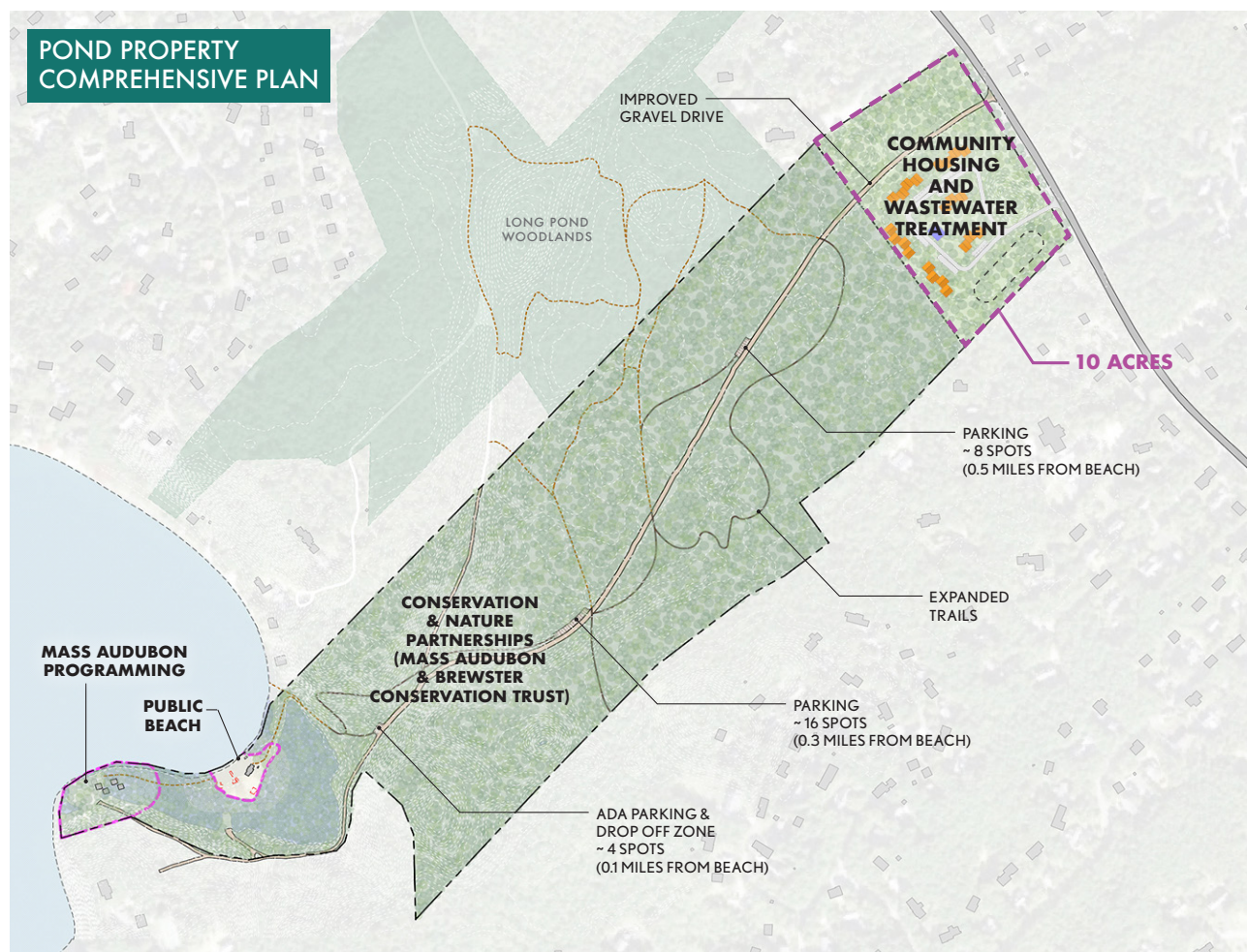
May 2024							June 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1 10:00am Dog Park Outreach #2	2	3	4 8:30am Bloom Run Reg. @Brewster Inn Parking lot 9:00am Brewster in Bloom Craft Fair @ Bay Property
5 8:00am Brewster Rec Soccer #2 @ Bay Property 9:00am Brewster in Bloom Craft Fair @ Bay Property	6	7	8	9	10	11 12:00pm Spring Town Meeting
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Jun 1

# Vote on Sea Camps Comprehensive Plans at Town Meeting on Saturday May 11 at 1pm (check-in at 12pm)

## PLANNING PROCESS

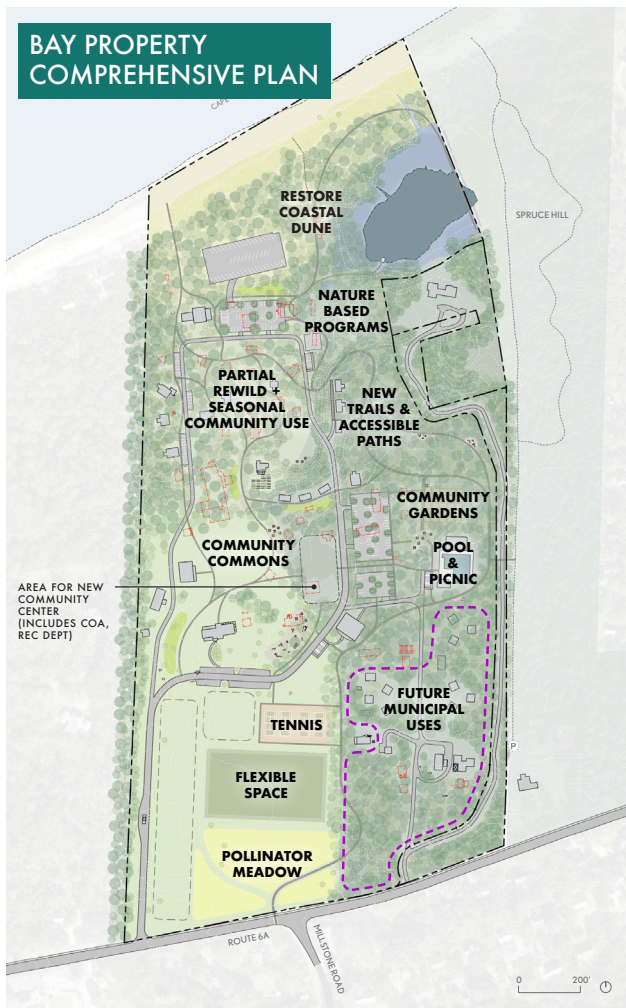
Two Town committees, with 11 residents each, worked for 14 months in conjunction with landscape architect firm Reed Hildebrand and Town staff to develop the Sea Camps plans. Extensive public engagement was carried out through multiple public forums, surveys, and video meeting events to gather the views of Brewster residents which helped to shape the plans being presented to Town Meeting.



## POND PROPERTY PLAN OVERVIEW

- Conservation of 56 acres (85% of property)
- 1.6 miles of walking trails, connecting to adjacent Town owned 41 acre Long Pond Woodlands conservation land
- Public beach and related amenities
- Improved gravel access drive
- Gravel parking areas for ADA accessible beach and trail access
- Nature-based programs through Mass Audubon and Brewster Conservation Trust partnerships
- 10-acre zone reserved by Route 137 for affordable community housing and wastewater treatment





## BAY PROPERTY PLAN OVERVIEW

- 2.4 miles of walking trails
- Conservation of 10+ acres
- 0.6 miles of biking trails and increased access from the rail trail to the Bay Property
- Mass Audubon Nature Center and nature-based programs
- Continued beach and outdoor pool access
- Fitness station loop
- Tennis courts
- Playground
- Community garden plots
- Picnic and events space at the existing outdoor pavilion
- Flexible outdoor space for athletic fields, large gatherings and events
- Flexible community-uses cabins (potential for arts studios or residencies, pop-up events, smaller gathering spaces, or other possibilities)
- Event and concessions space at the existing boathouse
- Educational and events space at the existing Arts Center
- Interim recreational uses or temporary office, classroom, or meeting space at the existing Administration building
- Potential new community center
- Re-use of up to 7 buildings for seasonal and year round workforce housing
- 8-acre area for future municipal uses

## COMMUNITY CENTER

- The Bay Property Plan sets aside an area for a potential new community center
- If that plan is approved, the Town would then seek voter approval to fund a feasibility study this fall
- Once the feasibility study is completed, voters will have more detailed information about this proposed facility and they will have an opportunity to decide whether to move forward with a community center
- Based on preliminary assumptions about a potential community center, the Town would need to issue about \$36.3M in excluded debt to design and build it
- The tax rate would increase by approximately \$.35/1000 or \$250/year for 25 years for the community center

## PHASED IMPLEMENTATION & FINANCING

- If the plans for both properties are approved at Town Meeting, they would be implemented in multiple phases over the next 5-10 years and voters would be asked to approve initial funding this fall
- Financing, through excluded debt and other available funding sources, would also occur over multiple phases
- The Town would need to issue about \$20.6M in excluded debt to fully implement the plans, except the community center design and construction
- The tax rate would increase by approximately \$.20/1000 or \$140/year for 25 years to implement the plans except for the community center
- The articles being presented to Town Meeting this May do not include any funding requests

Information: <https://www.brewster-ma.gov/cape-cod-sea-camps-properties>

Questions: [townmanager@brewster-ma.gov](mailto:townmanager@brewster-ma.gov)





# TOWN OF BREWSTER SEA CAMPS Comprehensive Planning Executive Summary

April 2024



# CONTENTS

Introduction: Pursuing the Town's Vision

Planning Process: Informed by Resident Input

Comprehensive Plans

    Bay Property Comprehensive Plan

    Pond Property Comprehensive Plan

Implementation: Phasing and Cost



# INTRODUCTION: PURSUING THE TOWN'S VISION

## ABOUT THE TOWN OF BREWSTER

Located in Barnstable County Massachusetts, Brewster comprises 23 square miles of land, including 325 acres of beachfront and marshlands, and 24 large ponds. One-third of Brewster's total area is held in conservation, providing the public with numerous and diverse open spaces, yielding an expansive, rural character to the town. The population of Brewster is aging, and the profile of its population is shifting: during summer months, the year-round population of 10,000 triples to over 30,000 with the addition of summer rentals, tourists, and seasonal workers. Almost 50% of Brewster residents are second-home owners.

The form of government practiced in Brewster is Town Meeting with a Town Manager and a five-member Select Board. Seeking to shape its future more proactively, in 2023 the Brewster Vision Planning Committee developed a Local Comprehensive Plan consistent with the community goals and values identified in the 2018 Vision Plan, which was adopted at Town Meeting in Fall 2023. The planning and design of the former Sea Camps figures prominently in the realization and implementation of the vision.

## ACQUISITION OF THE SEA CAMPS

In 2020, The Cape Cod Sea Camps ceased operations after a century in business, and the two properties owned by the Delahanty family — the 55-acre Bay Property and the 66-acre Long Property — were listed for sale. The Town made the successful bid, and then received the overwhelming endorsement of voters at Town Meeting in September and at the ballot in October 2021. The purchase was strategic, affording the Town a large, highly visible opportunity to apply the principles of the 2018 Vision Plan and other relevant town strategic plans, and to meaningfully expand public amenities.

In the 2021 Warrant Article approved at Town Meeting, potential uses for both properties included habitat protection, watershed protection, open space, conservation and passive recreation, active recreation, community housing, and/or general municipal purposes. Potential uses for the Bay Property also included a community center.

# PLANNING PROCESS: INFORMED BY RESIDENT INPUT

The Town of Brewster partnered with Reed Hilderbrand in 2022 to guide a comprehensive, community-led planning effort to help envision and prioritize future uses for both properties. The 14-month planning process included monthly meetings with the Bay and Pond Planning Committees as stakeholders and representatives of the community, 4 community forums, 2 online surveys, and weekly design review with relevant Town Staff. Through this process, community feedback was distilled into the following set of guiding principles:

- Expand opportunities for community use with a focus on wellness, recreation, arts and education
- Foster awareness of the sensitive ecologies and demonstrate sustainability
- Protect and conserve important natural habitat
- Contribute to the Town’s affordable housing goals
- Build upon Brewster’s historic, small-town, and socially inclusive character
- Build partnerships for activities and stewardship
- Re-use buildings and amenities where feasible
- Plan for long-term needs of the Town
- Balance cost with revenue generation

Community engagement was central to developing the final comprehensive plans for the properties. The team used in-person and virtual community forums to educate the community on existing site conditions, gain insight into community interests and concerns, share in-progress plans, and workshop different planning scenarios. In-person forums included interactive stations where over 450 attendees shared their input. Virtual forums included breakout groups and question and answer sessions where attendees shared feedback. Two online surveys also elicited community feedback.





# COMPREHENSIVE PLANS



The final comprehensive plans respond to the unique qualities of each property, aligning proposed improvements with each location's unique natural qualities, past uses, and character. Together, the Bay and Pond Property comprehensive plans balance the interests of the Town's long-term goals by meaningfully expanding multi-generational community benefits and planning for long-term social, economic, and ecological resilience.

# COMPREHENSIVE PLAN: BAY PROPERTY

## COMMUNITY AMENITIES

The Bay Property comprehensive plan includes a variety of activities serving people of all ages, abilities and interests, positioning the property to become a community and cultural hub for the Town of Brewster.

Community amenities would include:

- 2.4 miles of walking trails
- 0.6 miles of biking trails and increased access from the rail trail to the Bay Property
- Mass Audubon Nature Center and nature-based programs
- Continued beach and outdoor pool access
- Fitness station loop
- Tennis courts
- Playground
- Community garden plots
- Picnic and events space at the existing outdoor pavilion
- Flexible outdoor space for athletic fields, large gatherings and events
- Flexible community-uses cabins (potential for arts studios or residencies, pop-up events, smaller gathering spaces, or other possibilities)
- Event and concessions space at the existing boathouse
- Educational and events space at the existing Arts Center
- Interim recreational uses or temporary office, classroom, or meeting space at the existing Administration building
- Potential new community center
- Re-use of up to 7 buildings for seasonal and year round workforce housing
- 8-acre area for future municipal uses



CAPE COD BAY

SPRUCE HILL

**RESTORE  
COASTAL  
DUNE**

**NATURE  
BASED  
PROGRAMS**

**PARTIAL  
REWILD +  
SEASONAL  
COMMUNITY USE**

**NEW  
TRAILS &  
ACCESSIBLE  
PATHS**

**COMMUNITY  
COMMONS**

**COMMUNITY  
GARDENS**

**POOL  
&  
PICNIC**

AREA FOR NEW  
COMMUNITY  
CENTER  
(INCLUDES COA,  
REC DEPT)

**FUTURE  
MUNICIPAL  
USES**

**TENNIS**

**FLEXIBLE  
SPACE**

**POLLINATOR  
MEADOW**

ROUTE 6A

MILLSTONE ROAD



# COMPREHENSIVE PLAN: BAY PROPERTY

## PARTNERSHIPS

Mass Audubon would partner with the Town at the Bay Property, contributing \$2 million and resources toward ecological restoration, conservation, wayfinding and trails, and educational programming. Mass Audubon's partnership would include the funding of a new nature center and Mass Audubon office space on the northeast corner of the site, as well as a 10+ acre conservation restriction area around the existing pond.

## ECOLOGICAL RESTORATION AND CONSERVATION

The Bay Property plan includes habitat restoration along the Cape Cod Bay dunes, introduction of a pollinator meadow within the existing expansive turf lawn, expansion of the existing woodland, and a 10-acre conservation restriction in partnership with Mass Audubon in the northeast corner of the site to protect the existing pond and wetlands.

## SEASONAL AND YEAR-ROUND WORKFORCE HOUSING

The final comprehensive plan designated seven existing buildings for housing including:

- Three cabins for Mass Audubon seasonal employee housing to support the future Nature Center
- Two cabins for staff housing
- Two buildings whose housing type is to be determined, including the Spruce Hill House and the Westcott House



# COMPREHENSIVE PLAN: BAY PROPERTY

## COMMUNITY CENTER

Both the 2018 Town Vision Plan and the 2023 Local Comprehensive Plan identify a new, multi-generational community center as a priority goal for the Town. Similarly, throughout the Sea Camps community-led planning process, the community expressed widespread interest in social, recreational and educational activities that would be supported by a new community center. Given this feedback, the Bay Property comprehensive plan designates an area for a future multi-generational community center. Prior to pursuing a community center, the Town would undertake a feasibility study to confirm the programs and facilities desired by the community, the Council on Aging and Recreation Department.

The reserved zone is adjacent to the existing pool parking area and its proximity to the outdoor pool, arts center, tennis courts, and athletic fields, would provide a central location for all recreational and educational programs on the Bay Property.

## FUTURE MUNICIPAL USES

The comprehensive plan builds flexibility into the plan by reserving an approximately 8-acre zone in the southeast corner of the site for Future Municipal Uses, which would be determined at a later date.

Since community and Town needs are constantly changing, this allows the Town to revisit the best use for this zone in the future. The community will have input on these uses through a separate future community planning process and Town Meeting vote for approval.



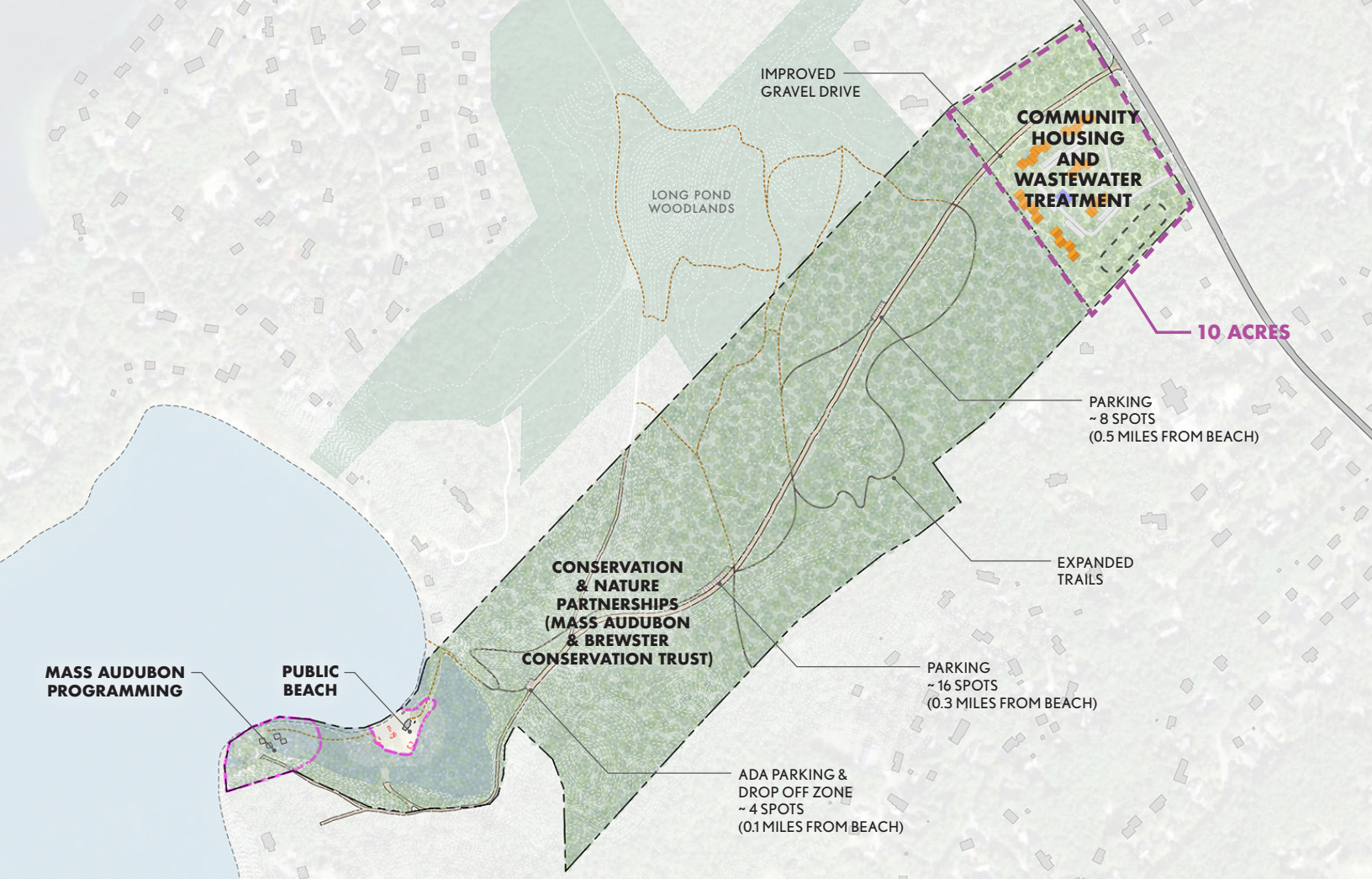
# COMPREHENSIVE PLAN: POND PROPERTY

## ABOUT THE PLAN

Today, the Pond Property includes a winding access drive and trail network through sixty-six acres of woodland and a former cranberry bog to reach a sheltered beach at the Cape's largest freshwater pond. The property features upland deciduous forest, pitch pine oak forest, and freshwater wetlands, all supporting a diversity of ecological communities. The comprehensive plan for the Pond Property respects the secluded nature and ecological value of the property by carefully balancing areas for conservation and areas for future development. Access to the property is improved by widening the existing gravel drive and by providing a few parking pull-off areas for trail and beach access. This includes a small ADA parking area with an ADA-accessible pathway to the beach.

## PARTNERSHIPS

The Town's partners on this property include Mass Audubon and the Brewster Conservation Trust, who would contribute resources toward ecological restoration, conservation, wayfinding and trails, and educational programming. Mass Audubon would contribute \$1.5 million and the Brewster Conservation Trust would contribute at least \$1 million towards the cost of acquiring the property. Their partnerships would include a conservation restriction on 56 acres (85% of the site), recognizing that the remaining 10 acres are designated for community housing and wastewater treatment. The proposed conservation restricted area on the Pond Property is adjacent to the Long Pond Woodland, a 41-acre Town owned conservation restricted area held by the Brewster Conservation Trust. Through their partnership on the Pond Property, the Brewster Conservation Trust would increase trail connectivity to the Long Pond Woodlands. On the southwestern edge of the Pond Property, Mass Audubon would provide nature-based educational programming including small seasonal day camp, adult nature study workshops, field trips for their Wellfleet Bay camp, afterschool programs, guided walks, kayak trips, and children's and adult programming in partnership with the Brewster Recreation Department.



## HOUSING AND WASTEWATER TREATMENT

Throughout the community-led planning process, affordable housing came forward as a community priority. Providing affordable housing is also supported by the Town Vision Plan, the Local Comprehensive Plan, the Housing Production Plan, and the Select Board Strategic Plan. The Pond Property comprehensive plan carefully balances areas for conservation and areas for future development by reserving a 10-acre zone adjacent to Route 137 for affordable housing. The creation of new housing on municipal owned land is in line with the goals of the Town’s Housing Production plan to diversify housing options in Brewster by expanding access for a range of income levels, preventing displacement of current residents and facilitating housing mobility.

Housing would be accompanied by a wastewater treatment plant to serve new housing development on the Pond Property, and eventually connect to other residences in the surrounding neighborhoods to replace traditional septic systems. Wastewater infrastructure would fully offset any impacts of new housing units and may help the Town meet nitrogen mitigation requirements of Pleasant Bay and/or Herring River watershed permits.



# IMPLEMENTATION: PHASING AND COST

## PHASING

The Bay and Pond Property comprehensive plans would be realized through a phased implementation focused on near-term recreational, arts and educational programming and long-term partnerships toward restoration of natural habitat, contribution to affordable housing goals, and revenue generation. The Pond Property would be implemented over ~5 years and the Bay Property would be implemented over ~10 years.

For the Bay Property, Phase 1 would include a community center feasibility study. Phase 3 would include community center design and Phase 5 would include community center construction, both of which would only be pursued if Brewster voters decide to move forward following the feasibility study.



## BAY PROPERTY COST ESTIMATION

	CONSTRUCTION	ADDITIONAL COSTS (DESIGN AND CONTRACTOR FEES, PERMITTING, CONTINGENCY, ESCALATION)	TOTAL PER PHASE	POTENTIAL OTHER FUNDING	BALANCE TO BE FINANCED
<b>Phase 1</b> 2025-2027 (0% escalation)	\$4,700,000	\$3,600,000	\$8,300,000	\$1,500,000	\$6,800,000
<b>Phase 2</b> 2027-2029 (5% escalation)	\$3,500,000	\$1,900,000	\$5,400,000	\$2,700,000	\$2,700,000
<b>Phase 3</b> 2029-2031 (10% escalation)	\$2,800,000	\$7,600,000	\$10,400,000	\$1,400,000	\$9,000,000
<b>Phase 4</b> 2031-2033 (15% escalation)	\$3,500,000	\$3,100,000	\$6,600,000	\$1,100,000	\$5,500,000
<b>Phase 5</b> 2033-2035 (20% escalation)	\$19,300,000	\$11,700,000	\$31,000,000 (Community Center Construction)		\$31,000,000
<b>Total</b>	\$33,800,000	\$27,900,000	<b>\$61,700,000</b>	\$6,700,000	\$55,000,000

## POND PROPERTY COST ESTIMATION

	CONSTRUCTION	ADDITIONAL COSTS (DESIGN AND CONTRACTOR FEES, PERMITTING, CONTINGENCY, ESCALATION)	TOTAL PER PHASE	POTENTIAL OTHER FUNDING	BALANCE TO BE FINANCED
<b>Phase 1</b> 2025-2027 (0% escalation)	\$1,400,000	\$900,000	\$2,300,000	\$500,000	\$1,800,000
<b>Phase 2</b> 2027-2029 (5% escalation)	\$100,000	\$400,000	\$500,000	\$300,000	\$200,000
<b>Phase 3</b> 2029-2031 (10% escalation)	\$2,100,000	\$2,400,000	\$4,500,000	\$4,500,000	\$0
<b>Total</b>	\$3,600,000	\$3,700,000	<b>\$7,300,000</b>	\$5,300,000	\$2,000,000

<b>Phase 4</b> 2031-2033	*Cost TBD (cost to connect residents to new wastewater treatment plant)
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## FINANCING

If the plans are approved by Town Meeting in May, the Town anticipates asking Brewster voters to approve up to three rounds of excluded debt to help finance the plans over the next decade.

- **Round 1** would include funding for all phases of the pond plan and the first two phases of the bay plan, including the community center feasibility study (\$300,000). It would be brought to Town Meeting and the ballot in Fall 2024.
- **Round 2a** would include phases 3 and 4 of the bay plan, excluding the community center design.
- **Round 2b** would include the community center design. These debt exclusions would likely be brought to Brewster voters in 2028.
- **Round 3** would fund phase 5 of the bay plan, which is construction of the new community center (if applicable). Based on the current timeline, this final funding request would be around 2031.

The phasing and financing plans are based on current information and may change over time based on community feedback and available resources.

	PHASES	YEAR	ANTICIPATED DEBT ISSUANCE	TAX RATE IMPACT*	TAX BILL IMPACT ON MEDIAN HOME**
<b>Round 1</b>	All Pond + Bay 1&2	2024	\$11.4M	+\$0.11/1000	+\$77
<b>Round 2a</b>	Bay 3&4 (no community center design)	2028	\$9.2M	+\$0.09/1000 (\$0.20 total)	+\$63 (\$140 total)
<b>Round 2b</b>	Bay 3&4 (community center design)	2028	\$5.3M	+\$0.05/1000 (\$0.25 total)	+\$34 (\$174 total)
<b>Round 3</b>	Bay 5	2031	\$31M	+\$0.30/1000 (\$0.55 total)	+\$216 (\$390 total)

\* would impact the following fiscal year tax bills - eg. 2024 approval would impact FY26 tax bills (Fall 2025)

\*\* assumes 25 year level debt term and conservative 3.85% interest rate (Brewster has the highest possible bond rating, AAA, which helps secure the lowest possible interest rates)

NOTE: Current median residential home value in Brewster is \$710,000.

The total estimated cost to implement both plans except for community center design and construction is \$20.6M. Total projected tax impacts of this work would be \$.20/1000 or \$140/year for 25 years for the average resident.



# ***Town of Brewster***



## ***ANNUAL TOWN MEETING***

### ***WARRANT***

*for*

**May 11, 2024**

at

***1:00 PM***

**STONY BROOK ELEMENTARY SCHOOL  
384 UNDERPASS ROAD**

Please bring this copy of the warrant to Town Meeting  
Large print copies of the warrant are available at the Brewster Town Offices



**TOWN OF BREWSTER  
ANNUAL TOWN MEETING WARRANT  
May 11, 2024**

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## **Anecdotes from the Archives**

### **Spiritual Connections; The Missionaries of La Salette in East Brewster 1944-1978**

#### ***Fieldstone Hall***

Two of the most recognizable buildings in East Brewster, Fieldstone Hall and its Carriage House, were built on the north side of 6A as a summer retreat for the Nickerson family. Now owned by the Ocean Edge Resort, the 41-acre property was originally owned by Samuel Nickerson and Mathilda Crosby Nickerson of Brewster and Chatham. An 1880 map shows the property as one of only a few owned independently by one family stretching from Route 6A to Cape Cod Bay. Early photos show the hall as a wooden structure with four chimneys and a wide veranda built on a fieldstone and mortar foundation. In 1906, a fire destroyed the building and it was rebuilt in 1907 on the original foundation but constructed of limestone and other fire-resistant materials. The name "Fieldstone Hall" remains etched into the concrete and fieldstone posts at the entrance to the property.

The property stayed within the family until the 1940s when Ann Nickerson Sears, then age seventeen, inherited it. Changes in tradition and social structure, plus the national economic challenges in the early 20<sup>th</sup> century, caused her to sell the main buildings and surrounding property.

#### ***The Missionaries of La Salette***

According to a local legend, fueled by an account published in the Cape Cod Times, a group of local fishermen visited Fieldstone Hall to look at the property. The men, however, were really priests from the La Salette religious order in Attleboro, Massachusetts who were afraid that if the owner knew that they were priests it might drive up the price. Their true identities revealed, and in cooperation with the Nickerson family and the Diocese of Fall River, the Missionaries of La Salette, a Catholic community of priests and brothers, purchased the main Nickerson estate in 1944 for \$25,000.

The story of Our Lady of La Salette traces its beginnings to September 19, 1846, when the Virgin Mary appeared to two shepherd children at La Salette, a small hamlet in the French Alps. Through the children she gave her message of "Reconciliation." In 1852, the Missionaries of Our Lady of La Salette was founded to take this message to the world through service to others.

In 1892, two La Salette missionaries arrived to explore possible settlement in the United States and Canada, ultimately settling in Hartford, Connecticut and then continuing with other communities in New England and across the country. With the purchase of the Nickerson property, the Missionaries of La Salette established a seminary and retreat house in East Brewster.

#### ***East Brewster***

In 1945, the first students began studies to prepare for religious life. Soon the seminary expanded and not only taught philosophy and theology but also Greek, French, American



History and English literature. The East Brewster seminary, as it was known, became especially popular with both students and teachers in the 1950s and 1960s.

Fieldstone Hall, sometimes referred to as The Mansion, and the Carriage House, housed chapels, dormitories and classrooms. Daily life included prayer, studies, recreation and maintenance of the property. Students would often be seen playing football on the lawn, walking in town and swimming in the bay. The property also included a half-court basketball area.

The Missionaries of La Salette maintained a farm which included farm animals, chickens, ducks and vegetable gardens. Pigs were kept until the 1960s, fed with bread from the local A&P Grocery and leftovers from the priests and students. During the day, cows were moved across 6A to graze in a meadow and then moved back at night. Numerous grape vines grew down the hill to the beach. The pond, northeast of the mansion, was stocked with herring and trout as a primary source of food. In 1951, the La Salette farm qualified in the Massachusetts Green Pastures Program, receiving a seal of achievement.

Priests and students were active in the life of Brewster. Events included visits to local nursing homes as well as concerts and plays to which the town was invited. The La Salette priests served in the Immaculate Conception Chapel on Route 6A. Soon this chapel was not suitable for the growing number of parishioners; in 1961, Our Lady of the Cape was built on Stony Brook Road.

Pastoral care continues to be entrusted to the priests of the Missionaries of La Salette, with the Immaculate Conception Chapel celebrating masses seasonally to the summer population of Brewster. Today, this parish serves over 3,200 registered Catholic families in Brewster, Dennis and Harwich.

The East Brewster Seminary closed in 1973 but the property continued as a retreat center for another few years. In 1980, Ocean Edge Resort bought the property and continues to embrace the history of both the Nickerson family and the Missionaries of La Salette. It is interesting to note that the Nickerson family crest of a dove with an olive branch symbolizing peace, grace and mercy and the La Salette Mission of Reconciliation seem to be at home with each other.

*Patricia Hess and Renée Dee are members of the Brewster Historical Commission. Renée is the author of The Nickerson Family of Brewster and Chicago which is in the reference section of the Brewster Ladies Library. She is currently researching the Missionaries of La Salette in Brewster.*

## INFORMATION FOR MAY 11, 2024

### ANNUAL TOWN MEETING

#### **Services Available to the Public During Town Meeting**

##### **TRANSPORTATION:**

The Council on Aging offers rides to and/or from Town Meeting. For information or to schedule a ride to and/or from Town Meeting please call the Council on Aging at 508-896-2737 by noon on Wednesday, May 8<sup>th</sup>.

##### **CHILD CARE SERVICES:**

Nauset Youth Alliance provides free childcare services for children ages 5 – 14 in the Stony Brook School Art Room during Town Meeting. If you would like to take advantage of this service, please call or email the NYA before 4pm on Wednesday, May 8<sup>th</sup>; 508-896-7900 or [drost@nausetyouthalliance.org](mailto:drost@nausetyouthalliance.org)

##### **FOOD & BEVERAGES:**

Nauset Youth Alliance provides food and beverages for purchase during Town Meeting. Items include sandwiches, chips, desserts, water, coffee, tea, and juice. These refreshments are generously provided by Ocean Edge Resort.

## TOWN MODERATOR INFORMATION FOR BREWSTER VOTERS

Brewster Voters:

To prepare residents in advance, we are providing information here that will be helpful to everyone who plans to attend. In the interest of expediting introductory remarks, we appreciate your attention to the following procedures for the May 2024 Annual Town Meeting:

1. **Attendance:** Please do not attend Town Meeting if you have recently tested positive for COVID, have any COVID symptoms, or have recently been in contact with a person diagnosed with COVID.
2. **Check-in:** Will start at 12:00 pm in the hallway above the library. If you have a mobility issue, please move to the beginning of the check-in line.
3. **Town Warrants:** Copies of the Town Warrant will be available; voters are invited to bring their own copy.
4. **Town Officials Participating in Town Meeting**
  - Select Board: Chair Ned Chatelain, Mary Chaffee, Kari Hoffmann, Cynthia Bingham, and David Whitney
  - Town Manager: Peter Lombardi
  - Assistant Town Manager: Donna Kalinick
  - Town Clerk: Colette Williams
  - Finance Committee: Chair Pete Dahl, Frank Bridges, William Meehan, Robert Young, Alex Hopper, Robert Tobias, Andrew Evans, William Henchy, and Patrick Buckley
  - Finance Director: Mimi Bernardo
  - Town Counsel: Jonathan Murray of KP Law
  - Constable: Roland Bassett, Jr.
5. **Meeting Rules of Order**
  - Brewster uses "Town Meeting Time: A Handbook of Parliamentary Law" as well as local practice and tradition.
  - Please be respectful and courteous to others. All questions or comments should be directed only to the Moderator.
6. **Time Clock:** Under our bylaw, presenters may speak for up to 5 minutes, and residents may speak for or against an article for up to 3 minutes.
7. **Voting**
  - All voting will be done by a show of hands using voter tickets. The Moderator will evaluate the show of hands and announce the result.

- Voters may challenge the Moderator’s result; if more than 7 voters request a count, one will be done.

#### 8. **Microphones**

- Stationary microphones will be set up at the front of each aisle in the voter seating area. Please state your name and address when you speak.

#### 9. **Motions**

- Amendments:
  - If a minor amendment is proposed, the Moderator may accept it verbally.
  - If a longer amendment is offered, provide it in writing to the Town Clerk or her staff.
- If you are unclear at any time about an action, raise your voter ticket to be recognized and state, “Point of Order.”

#### 10. **Services**

- If you need handicapped parking, special seating, or any other type of assistance, please contact the Town Manager’s office (508-896-3701 ext. 1100) before Town Meeting. Handicapped parking will be available in the front of the school in the bus drop-off area.
- Space will be available for voters using wheelchairs. Those with impaired mobility can access the check-in line via the main entrance at the front of the building.
- Nauset Youth Alliance provides free childcare services for children ages 5 – 14 in the Stony Brook School Art Room during Town Meeting. If you would like to take advantage of this service, please call or email the NYA before 4pm on Wednesday, May 8th; 508-896-7900 or [drost@nausetyouthalliance.org](mailto:drost@nausetyouthalliance.org)
- Nauset Youth Alliance also provides food and beverages for purchase during Town Meeting.  
The Council on Aging offers rides to and/or from Town Meeting. For information or to schedule a ride to and/or from Town Meeting please call the Council on Aging at 508-896-2737 by noon on Wednesday, May 8th.

11. **Handouts/Flyers:** A designated area will be available for distribution of materials to voters.

12. **Thank you.** I appreciate your commitment to conducting the Town’s business and participating in our local democracy in a respectful manner.

Charles Sumner, Town Moderator

## **REPORT OF THE FINANCE COMMITTEE**

### **Town Meeting 2024**

Dear Town Meeting Members:

The Town of Brewster's Finance Committee consists of up to nine members appointed by the elected Town Moderator. Our primary role is to advise Town Meeting voters on all the articles contained in the Town Meeting Warrant and inform your debate and deliberations with our reviews and recommendations. This committee takes that role seriously. Since the Annual Town Meeting on May 1, 2023, the Finance Committee met over 20 times. The Finance Committee has reviewed, analyzed, and voted on every article that appears before this Town Meeting.

#### **Town Operating Budget**

Our votes recommending your approval of the Town Operating Budget for FY2025 as well as those in support of Golf Department, Water Department, & Capital and Special Projects Expenditures are the result of our having the opportunity to meet jointly with the Select Board to hear budget presentations by, and ask questions of, Town Department Heads. You may watch the video recordings of these meetings and we think you will agree with our recommendations.

Our award-winning Town Administration and Finance Department (GFOA Budget Award 2024) presents the current town budget in the context of a 5-year plan. Long-term planning is critical to the Town's financial stability as it helps us understand if the current budget is sustainable; and indicates the direction the town is taking regarding critical services and projects.

The operating budget requested for FY 2025 is \$26,523,727 and represents a 5.3% increase over the prior period. In this inflationary period, the Finance Committee considered this budget reasonable and recommended Town Meeting support it by a vote of 8-0-0.

The Finance Committee voted to recommend approval of the Water Department Budget of \$2,986,144 and the Golf Department budget of \$4,606,233 each by a vote of 8-0-0. Both departments are enterprise funds and are self-sustaining.

#### **Capital Requests**

For FY2025, the Town is requesting \$1,436,212 for various capital expenditures (Article 12). The Finance Committee supports this investment in our infrastructure. It is important to continually upgrade the assets of our Town for both safety and efficiency. The use of Free Cash for much of this expenditure represents a prudent approach to Capital Spending. The Finance Committee voted unanimously in support of these projects.

#### **School Operating Budgets**

School budgets represent a significant share of the spending you will vote on at Town Meeting.

Brewster is one of twelve towns in the Cape Cod Regional Technical High School District; Brewster's assessment is based on enrollment and appears in Annual Town Meeting Warrant Article 3. The budget for Cape Tech budget is \$17,484,000 and once again, the school administration has been able to hold the overall increase to a reasonable 4.38%. The increase in Brewster's Assessment is negligible at \$3,109 due to a favorable shift in enrollment and continued debt service reduction. The Finance Committee applauds the work of the administration and staff of Cape Cod Technical High School and voted 7-0-0 to support their budget.

The funding request for Brewster Elementary Schools – the Stony Brook School (grades PreK-2) and the Eddy School (grades 3-5) – appears in warrant Articles 4 & 5. Brewster Elementary Schools are administered as part of the Nauset Public School under a shared superintendent agreement but Town Meeting votes on their budget separately. The Brewster School Committee is requesting \$12,447,164 to operate the schools during FY2025. The Select Board has decided that a 4.5 % increase can be supported within the levy limit and an operating override of \$758,091 is required to fully fund the budget request. The School Department points to significant increases in special education costs as a primary driver of the increase requested. The Finance Committee voted 7-1-0 to support the budget, and 5-3-0 to support the override.

The Finance Committee voiced concern over the significant funding request and the frequent need to ask the voters for overrides. The Finance Committee was united in their request that the Brewster School Committee provide at least a 3-year forecast so that an override request can be seen in the context of a three-year plan.

Finally, Brewster is one of four towns in the Nauset Regional School District that includes a Regional Middle School and a Regional High School. Brewster's assessment, based on enrollment, appears in warrant Article 6. Note that you elect representatives to school committees overseeing each of these two school districts in the annual Town Election.

The Finance Committee members voted **not to recommend** the Nauset Regional Public School's budget by a vote of 1-7-0. The Finance Committee pointed out that the NRSD budget uses approximately \$940,000 of funds generated by reallocating interest income generated from unspent construction bond funds. The Finance Committee pointed out that those funds should be used to fund the high school construction project and reduce debt. The Finance Committee disapproved of using one-time revenues to fund operations and view this as an unsustainable practice.

A majority of the Committee feels that increases in the Nauset operating budget are not supported given continued and projected declines in District enrollment. Additionally, earlier this year, the NRSD Administration decided to renew the 5-year tuition agreements (a major source of operating revenue) without including compensatory charges for construction of the new high school. The Finance Committee notes that the Nauset District cost per student is

among the highest in the state, compelling the Finance Committee to seek a better understanding of the value - costs and benefits – of School Choice. The Finance Committee is united in its request that the NRSC provide a 3-year forecast so the towns in the district have a better idea concerning future spending needs (see Figure 1).

The Finance Committee applauds the hard work that all the staff and teachers at the Brewster Schools, the Nauset Regional Schools, and the Cape Cod Technical High School provide to the students of Brewster. They continue to provide our children with a first-class education.

### **Closing**

In closing, the Finance Committee applauds the work of so many Town and School employees for their efforts in service to the residents of Brewster. We especially acknowledge and appreciate our close working relationship with the Select Board, the Town Manager, Finance Director, Assistant Town Manager, and the many Department Heads and their staff who helped us understand the work they do, and the budgets and other warrant articles here presented. The effort put forward by this team has been extraordinarily effective in keeping the Town of Brewster moving in the direction both desired and expected by the citizens and taxpayers of Brewster. Finally, we thank you, the voters who attend Town Meeting and undertake to do the business of the Town. We are proud to serve you and the Town of Brewster.

Respectfully submitted,

Harvey (Pete) Dahl, Chairman

Frank Bridges, Vice Chair

William Meehan, Clerk

Patrick Buckley

Andrew Evans

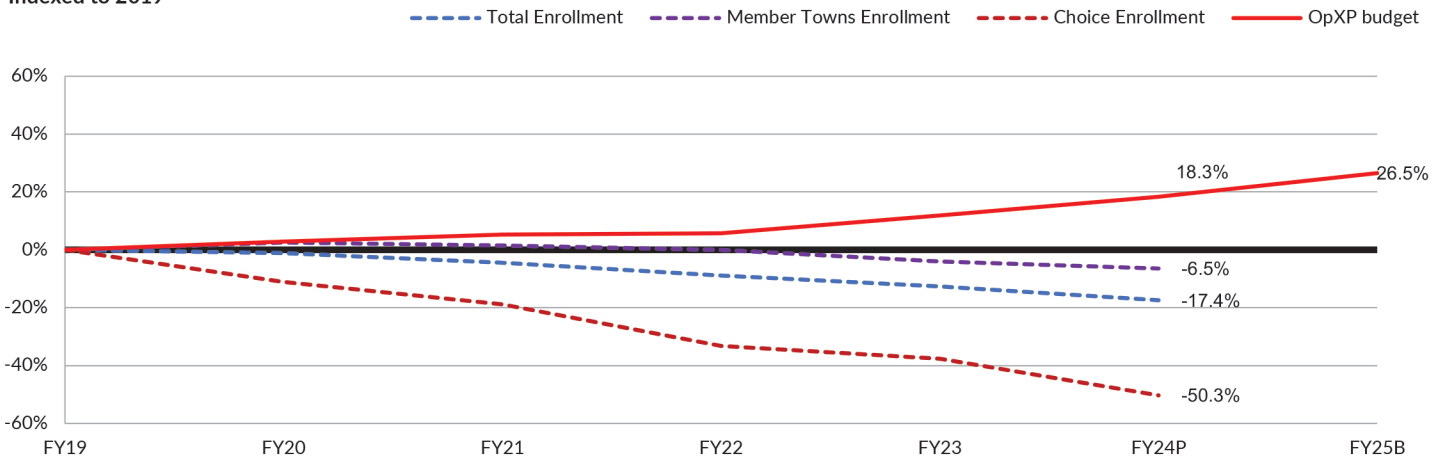
Alex Hopper

Robert Tobias

Robert Young

William Henchy

**NRSD Change in Enrollment and Budget - Since FY19 Enrollment is DOWN 17%, Operating Expense UP 27%; OpX/Enrolled is UP 53%**  
 Indexed to 2019



Source: NRSD, \*FY25 Operating Budget increased 7%.

<u>OpX/Enrolled</u>		Annual %	Cumul. %
FY19	\$ 21,340.76		
FY20	\$ 22,185.49	4.0%	4.0%
FY21	\$ 23,506.81	6.2%	10.1%
FY22	\$ 24,801.87	6.1%	16.2%
FY23	\$ 27,344.90	11.9%	28.1%
FY24	\$ 30,575.25	15.1%	43.3%
FY25B*	\$ 32,695.00	9.9%	53.2%
*Assumes flat enrollment at 1261			



<b>TOWN OF BREWSTER</b>			
<b>FISCAL YEAR 2025</b>			
<b>INCREASE IN TAX LEVY</b>		<b>TAX RATE INCREASE</b>	<b>MEDIAN SINGLE FAMILY TAX BILL IMPACT</b>
\$250,000	=	\$0.04	\$27
\$500,000	=	\$0.08	\$54
\$750,000	=	\$0.11	\$82
\$1,000,000	=	\$0.15	\$109
\$1,250,000	=	\$0.19	\$136
\$1,500,000	=	\$0.23	\$163
\$1,750,000	=	\$0.27	\$191
\$2,000,000	=	\$0.31	\$218
\$2,250,000	=	\$0.34	\$245
\$2,500,000	=	\$0.38	\$272
\$2,750,000	=	\$0.42	\$300
\$3,000,000	=	\$0.46	\$327
\$3,250,000	=	\$0.50	\$354
\$3,500,000	=	\$0.54	\$381
\$3,750,000	=	\$0.57	\$409
\$4,000,000	=	\$0.61	\$436
\$4,250,000	=	\$0.65	\$463
\$4,500,000	=	\$0.69	\$490
\$4,750,000	=	\$0.73	\$518
\$5,000,000	=	\$0.77	\$545

As you consider budget-related articles included in this year's Annual Town Meeting warrant, this chart identifies the anticipated tax rate and tax bill impacts on a property valued at \$710,900, the current median single-family residential property value. This chart only applies to the budget articles funded by property taxes – Articles 3-7. Articles 1-2 & 8-14 are financed through other funding sources. The above calculations are based on the Town's total property valuation of \$6,523,093,480 for Fiscal Year 2024, which is updated on an annual basis.

TOWN OF BREWSTER PROJECTED CAPITAL PROJECTS IN EXCESS OF \$100,000					
DEPARTMENTAL INDEX	FY2024	FY2025	FY2026	FY2027	FY2028
<b>SELECT BOARD/ TOWN ADMINISTRATION</b>					
Integrated Water Resource Planning/Implementation	150,000	100,000	100,000	100,000	100,000
Golf Course Septic Upgrade (IWRMP)			200,000	200,000	
Ponds Alternative Septic Pilot (IWRMP)		150,000			
Electronic Records Archival Database Project			100,000	100,000	100,000
Community Center Feasibility Study		300,000			
Ponds Management Plan & Pilot Pond Study	100,000				
Nauset Elementary School Regionalization & Efficiency Study	100,000				
<b>BREWSTER AFFORDABLE HOUSING TRUST</b>					
Millstone Road Housing	1,507,500				
<b>COUNCIL ON AGING</b>					
COA Roof Replacement			170,000		
<b>NATURAL RESOURCES</b>					
Stony Brook Mill Retaining Wall & Fishway Improvements		939,000			
Low Lying Roads Improvements		-		100,000	
Freemans Pond Culvert Wing Walls		480,000		-	
Bike Trail Extension (Linnell Landing)		-		800,000	1,100,000
<b>DEPARTMENT OF PUBLIC WORKS</b>					
Drainage/Road Maintenance	250,000	275,000	300,000	325,000	350,000
P-2 One Ton Dump Truck 2012	220,000				
H-11 15" Chipper			150,000		
H-9 Silverado 1 ton 2015		250,000			
H-6 Dodge Ram 2015			260,000		
G-12 Chevy 2016 Foreman Vehicle		100,000			
L-5 BRC Rolloff Truck Replacement				225,000	
Multi-Purpose Tractor	250,000				
Replace Concrete Stanchions & Guardrail			100,000	100,000	100,000
DPW & BRC Buiding Maintenance/Site Improvements			250,000	250,000	250,000
Dumptruck (H8 replacement)			-	275,000	
Front End Loader (H2 replacement)			-		250,000
Route 137 Design & Construction			-	2,750,000	
Other State Aid (Ch 90) Road Projects	315,000	485,000	485,000	485,000	485,000
Millstone Road Construction	10,295,463				
<b>FACILITIES</b>					
Crosby Cottage #3 Renovation			200,000		
<b>FIRE</b>					
Engine Replacement (234/239)				1,300,000	
Ladder Truck Replacement (237)				2,400,000	
<b>BREWSTER LADIES LIBRARY</b>					
Exterior Trim Repairs & Replacement / Painting				200,000	
Elevator Replacement (Design & Construction)	225,000				
Roof Replacement - Construction			750,000		
<b>POLICE</b>					
Vehicle Replacement	140,000	140,000	145,000	150,000	155,000
Dispatch Console		225,000			
<b>RECREATION</b>					
Town Hall Fields ADA & Upgrade Project					250,000
<b>BREWSTER ELEMENTARY SCHOOLS</b>					
Stony Brook School Roof Design		450,000			
Stony Brook School Asphalt & Rubber Roof Replacement			3,000,000		
Eddy School Resurface Parking Lot & Drive		250,000			
Eddy School Sidewall Shingle Replacement		400,000			
Stony Brook HVAC Replacement			8,042,362		
Stony Brook Replace Generator		300,000			
Stony Brook HVAC Design		804,236			
Stony Brook Playground Improvements		500,000			
<b>NAUSET REGIONAL SCHOOLS</b>					
High School Renovation	2,083,175	3,621,965	3,622,313	3,621,849	3,622,777
NRHS Annual Capital Allocation	279,645	286,636	293,802	301,147	308,676
<b>GOLF ENTERPRISE FUND</b>					
Maintenance Building Design	400,000				
Maintenance Building Replacement		300,000	300,000	300,000	300,000
Maintenance Building Construction Management		175,000			
Irrigation Pump Reconditioning	100,000				
Cart Path Improvements	-		120,000		
Equipment Replacement	350,000	400,000	400,000	400,000	350,000
Irrigation Replacement Construction (36 holes)				625,000	625,000
Irrigation Replacement Construction Management				100,000	100,000
Clubhouse Roof Replacement			125,000		
Windows & Doors (additional funding)	700,000				
Irrigation Water Source & Supply Study	100,000				
<b>WATER ENTERPRISE FUND</b>					
Master Plan Update	327,066				
Vehicle Replacement (truck 1930)				150,000	
<b>TOTAL REQUESTS</b>	<b>17,892,849</b>	<b>10,931,837</b>	<b>19,113,477</b>	<b>15,257,996</b>	<b>8,446,453</b>

SOURCE OF FUNDS	FY24	FY25	FY26	FY27	FY28
American Rescue Plan Act					
Brewster Affordable Housing Trust	1,000,000				
Cell Tower Revenues		150,000			
Chapter 90 (State Aid for Roads)	2,265,000	485,000	485,000	485,000	485,000
Community Preservation Funds	507,500	500,000		100,000	250,000
Donated Funds (from BLLA)	50,000				
Excluded Debt	2,083,175	4,876,201	14,664,675	8,151,849	3,622,777
Federal Grants		1,179,000		1,920,000	
Free Cash	3,130,463	1,540,000	1,525,000	1,675,000	1,055,000
Golf Retained Earnings	1,650,000	875,000	945,000	1,425,000	1,375,000
Road Betterment Fund	300,000				
Raise & Appropriate	279,645	286,636	293,802	301,147	308,676
Re-appropriate Existing Articles	250,000				
Road Bond	5,750,000				
Short Term Debt		650,000	1,000,000	250,000	250,000
State Grants	250,000	240,000		800,000	1,100,000
Water Quality Stabilization	50,000	150,000			
Water Retained Earnings	327,066			150,000	
Crosby Revolving Fund			200,000		
<b>TOTAL REVENUES</b>	<b>17,892,849</b>	<b>10,931,837</b>	<b>19,113,477</b>	<b>15,257,996</b>	<b>8,446,453</b>

\* This chart reflects the major potential projects on the Town's 5 Year Capital Improvement Plan as of January 2024

## HEALTH AND HUMAN SERVICES REPORT

Below please find the Health and Human Services Committee’s funding recommendations for 20 non-profit agencies that support Brewster citizens. The organizations offer a variety of services and range in scope from assisting individuals with housing, health concerns, to a lunch program for kids, food for our seniors, substance disorder support and this year we have three new agencies that have made requests. They include Housing Assistance Corporation, Pause A While, and Society of St. Vincent de Paul. Housing Assistance Corporation provides housing support in the form of rental units, counseling, and stabilization services. Pause A While provides a space for recovery meetings and support for individuals in Brewster and neighboring communities. The Society of St. Vincent de Paul is a Catholic Lay organization offering financial support around housing and food and collaborates with organizations we currently fund. Overall, in Calendar Year 2023 over 3,000 Brewster residents received services from these non-profits.

AGENCY	FY25 Recommend	FY25 Request	FY24 Award
Aids Support Group of Cape Cod	<b>\$5,000</b>	\$7,500	\$5,000
Alzheimer’s Family Support	<b>\$11,550</b>	\$12,000	\$11,000
Cape Abilities	<b>\$7,000</b>	\$7,000	\$7,000
Cape Cod Children’s Place	<b>\$11,000</b>	\$11,000	\$10,500
Food 4 Kids Church of the Holy Spirit	<b>\$3,675</b>	\$5,750	\$3,500
Consumer Assistance Council	<b>\$630</b>	\$1,175	\$600
Duffy Health Center	<b>\$500</b>	\$1,500	\$1,500
Elder Services	<b>\$9,576</b>	\$10,500	\$9,100
Family Pantry of Cape Cod	<b>\$5,250</b>	\$6,000	\$5,000
Homeless Prevention Council	<b>\$15,750</b>	\$18,000	\$15,000
Housing Assistance Corporation	<b>\$5,000</b>	\$10,000	0
Independence House	<b>\$12,000</b>	\$12,360	\$12,000
Lower Cape Outreach Council	<b>\$12,600</b>	\$15,000	\$12,000
Nauset Together We Can	<b>\$1,500</b>	\$3,000	\$1,500
Nauset Youth Alliance	<b>\$16,000</b>	\$16,000	\$16,000

AGENCY	FY25 Recommend	FY25 Request	FY24 Award
Outer Cape Health Services	\$15,750	\$18,000	\$15,000
Pause A While	\$3,000	\$12,000	0
Sight Loss Services	\$2,000	\$2,000	\$2,000
Society of St. Vincent de Paul	\$2,050	\$15,000	0
South Coastal Counties Legal Services	\$4,350	\$4,350	\$4,350
<b>Total</b>	<b>\$144,181</b>	<b>\$188,135</b>	<b>\$131,050</b>

With the addition of three new agencies requesting funds, and previous agencies requesting increases, the Committee faced the challenge of meeting the 10% allotted increase of \$13,107 more than last year for the sum of \$144,181 for FY25. As a result, the Health and Human Services Committee recommends a 2.34% for existing agencies requesting increases with the remaining \$10,050 used to support the new organizations.

Following is but one highlight from each agency that applied for funding:

**Aids Support Group of Cape Cod**, in FY2023, provided services for medical case management and related support specifically harm reduction services to 45 unduplicated Brewster residents.  
**Recommended Funding: \$5,000**

**Alzheimer’s Family Support**, in FY2023, served 210 Brewster residents with support groups, ongoing phone support, counseling, care consultation, memory screenings, education, outreach and social and cultural events with a conservatively estimated total cost of direct services at \$81,120 per year. **Recommended Funding: \$11,550**

**Cape Abilities**, in FY2023, served 23 Brewster residents with vocational training, supported employment, day habilitation, life skills, community-based day supports, residential services, adult family care and shared living. **Recommended Funding: \$7,000**

**Cape Cod Children’s Place**, in FY2023, served 95 unduplicated Brewster parents and children with family support visits, play groups, and parenting education classes (634 Units of Service). **Recommended Funding: \$11,000**

**Food 4 Kids – Church of the Holy Spirit**, in Summer 2023, provides lunch and snacks to children and teens in summer months for a total combined meal of 8,944 at a cost of \$38,347. **Recommended Funding: \$3,675**



**Consumer Assistance Council**, in FY2023, served as consumer advocate for 29 Brewster cases (266 units of service) including dealing with time-share contracts, internet scams and promised Mass Save refunds. **Recommended Funding: \$630**

**Duffy Health Center**, through their “In From The Streets Program” in FY2023 served 1 Brewster client by providing 1 nights of emergency safe shelter with a conservatively estimated total cost of \$295. **Recommended Funding: \$500**

**Elder Services**, in FY2023, provided 10,523 Meals on Wheels to 95 Brewster residents, 20% increase over previous year. **Recommended Funding: \$9,576**

**Family Pantry of Cape Cod**, in FY2023, provided food, clothing, healthy-eating education and a mobile pantry to 623 Brewster households, for an estimated total cost of \$67,841. **Recommended Funding: \$5,250**

**Homeless Prevention Council**, in FY2023, provided case managers for homeless assistance and personalized services to promote stability for 282 Brewster families with a conservatively estimated total cost of \$75,130. **Recommended Funding: \$15,750**

**Independence House**, in FY2023, provided an array of services including counseling, advocacy and basic needs to 237 Brewster children and adult survivors through various programs including crisis intervention, counseling and advocacy, the Child Witness to Violence Program and Child Sexual Assault Services, housing stabilization, education, and emergency shelter with an estimated total value of \$209,544. **Recommended Funding: \$12,000**

**Lower Cape Outreach Council**, in FY2023, served 268 Brewster households through cash assistance, food, clothing, Thanksgiving baskets and holiday toys with an estimated total cost of \$131,875. **Recommended Funding: \$12,600**

**Nauset Together We Can**, in FY2023, served 15 Brewster middle schoolers providing free Youth After School Program which provides a safe, healthy, social environment for students to do homework, play and relax with adult supervision and mentoring. **Recommended Funding: \$1,500**

**Nauset Youth Alliance**, in the School Year 2023, served 137 Brewster children by providing after-school care and summer programming serving 78% of Brewster’s elementary students. **Recommended Funding: \$16,000**

**Outer Cape Health Services**, in CY2022, 1926 Brewster residents received 5,778 billable visits and 422 unbillable encounters (including uninsured patients and interactions with phone callers, web users, lab staff, pharmacy staff etc.). **Recommended Funding: \$15,750**

**Sight Loss Services**, in CY2020, provided 544 units of service (support groups, education, referrals, home independence, adaptive aids and advocacy) to 104 Brewster residents with an estimated total cost of \$14,726. **Recommended Funding: \$2,000**

**South Coastal Counties Legal Services**, in CY22, provided free legal services to 45 low-income and/or elderly Brewster residents with an estimated total cost of \$4,350. **Recommended Funding: \$4,350**

### **3 New Agencies Requesting Funding**

**Housing Assistance Corporation** mission is to provide affordable housing opportunities. In FY2023 provided 225 Brewster residents with rental assistance including vouchers and shallow subsidies along with counseling and energy audits. **Recommended Funding: \$5,000**

**Pause A While, Inc.** mission is to encourage the recovery from drugs and alcohol abuse by providing a permanent place for a variety of 12-step recovery meetings. There are no paid staff and funds are requested for operational needs. **Recommended Funding: \$3,000**

**Society of St. Vincent de Paul** mission is to grow in holiness and build a more just world through personal relationships and service to people in need. They provided \$34,835 in housing assistance to 116 Brewster residents. **Recommended Funding: \$2,050**

The members of the HHS Committee recognize the financial challenge many of the organizations faced in the last year due to inflationary issues, the cost of food and housing and the difficulty of recruiting staff to name a few. Despite these challenges the Committee remains impressed by the work and diligence of the organization's commitment to Brewster residents. The Committee was also faced with budgetary concerns in meeting funding requests but feel we deliberated fairly and within the Town budget of an overall 10% from last year. We hope you will approve our recommendation.

**TOWN OF BREWSTER ANNUAL TOWN MEETING MAY 11, 2024**

Barnstable, ss

To: Roland W. Bassett, Jr. Constable of the Town of Brewster

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and inform the Town of Brewster inhabitants qualified to vote in Town affairs to meet in the Cafetorium at the Stony Brook Elementary School, 384 Underpass Road, on **Saturday, May 11, 2024**, next, at 1 p.m. o'clock in the afternoon, then and there to act upon the following articles:

**OUTSTANDING OBLIGATIONS**

**ARTICLE NO. 1:** To see what sums the Town will vote to appropriate from available funds for the payment of unpaid obligations from previous fiscal years, including any bills now on overdraft:

	<i>Department</i>	<i>Outstanding Obligations</i>	<i>Amount</i>
a.	Golf Department	Columbia Laboratories	\$615.00
		<b>Total</b>	<b>\$615.00</b>

or to take any other action relative thereto.

(Select Board)

(Four-Fifths Vote Required)

**COMMENT**

This article will authorize the payment of outstanding bills from a previous fiscal year. According to Massachusetts General Laws, a Town cannot pay a bill from a previous fiscal year with the current year's appropriation. Therefore, Town Meeting authorization is required.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**BUDGETARY TRANSFERS**

**ARTICLE NO. 2:** To see what sums the Town will vote to transfer into various line items of the Fiscal Year 2024 General Fund operating budget from other line items of said budget and from other available funds:

	<i>FROM</i>	<i>TO</i>	<i>Amount</i>
a.	Ambulance Receipts	Fire Department Overtime	\$150,000
		<b>Total</b>	<b>\$150,000</b>

or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article would authorize the transfer of surplus funds from certain departments' budgets and/or accounts and Free Cash for Fiscal Year 2024 to other accounts which are experiencing unanticipated shortfalls and/or require additional funding for new programs and/or initiatives. The following is a brief review of these requests:

a. This sum is required to cover additional Fire Department personnel expenses stemming from employee turnover and necessary increases in minimum staffing levels. The Ambulance Receipts account has a current balance of just over \$2M.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

**CAPE COD REGIONAL TECHNICAL HIGH SCHOOL OPERATING BUDGET**

**ARTICLE NO. 3:** To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray Cape Cod Regional Technical High School charges and expenses for the Fiscal Year ending June 30, 2025, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2023</u>	<u>APPROPRIATED FY2024</u>	<u>REQUESTED FY2025</u>
CAPE COD TECH ASSESSMENT	963,235	992,867	1,025,821
DEBT ASSESSMENT	549,461	471,498	441,653
TOTAL ASSESSMENT	1,512,696	1,464,365	1,467,474

or to take any other action relative thereto.

(Cape Cod Technical School Committee)

(Majority Vote Required)

COMMENT

This article will provide funding for the Fiscal Year 2025 budget for the Cape Cod Regional Technical High School District. This district consists of the Towns of Barnstable, Brewster, Chatham, Dennis, Eastham, Harwich, Mashpee, Orleans, Provincetown, Truro, Wellfleet and Yarmouth. The overall district-wide budget has increased by 4.38% over Fiscal Year 2024. District-wide enrollment has slightly decreased from 664 students to 662 students, while Brewster's enrollment has decreased from 53 to 51 students for this same period. Brewster's operating assessment has increased by a sum of \$32,954, or 3.3%, over Fiscal Year 2024. Brewster's debt assessment has decreased by \$29,845, or -6.3%, based on the level principal debt schedule for the Cape Cod Tech School.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**



**ELEMENTARY SCHOOLS BUDGET**

**ARTICLE NO. 4:** To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray the Elementary Schools’ charges and expenses, for the Fiscal Year ending June 30, 2025, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2023</u>	<u>APPROPRIATED FY2024</u>	<u>REQUESTED FY2025</u>
ELEMENTARY SCHOOL BUDGET	8,191,674	8,474,932	9,187,442
SCHOOL FRINGE BENEFITS	2,114,070	2,280,746	2,531,631
TOTAL ELEMENTARY SCHOOL BUDGET (ARTICLE 4)	10,305,744	10,755,678	11,719,073
ELEMENTARY SCHOOL BUDGET OVERRIDE (ARTICLE 5)	0	316,878	758,091
TOTAL ELEMENTARY SCHOOL BUDGET (ARTICLES 4 + 5)	10,305,744	11,072,556	12,477,164

or to take any other action relative thereto.

(Elementary School Committee)

(Majority Vote Required)

**COMMENT**

This article provides partial funding for the Fiscal Year 2025 operating budget for the Stony Brook and Eddy Elementary Schools. The Fiscal Year 2025 budget request for the Elementary Schools, as approved by the Brewster School Committee, is \$9,187,442, a \$1,153,722 or 13.1% increase over Fiscal Year 2024 operating expenses. The Town’s total elementary school assessment is increasing by 12.6% when the schools’ proportionate shares of fringe benefits expenses is applied. This article will fund the portion of the Elementary Schools’ Fiscal Year 2025 budget that can be raised and appropriated within the Town’s current levy limit, a 4.5% increase in their operating budget. Approval of supplemental funding in Article 5 and at the local ballot on May 28, 2024 is required to fully fund the \$758,091 balance of the FY25 Elementary School budget to match the amounts voted by the Brewster School Committee.

**Select Board: Yes 3, No 2, Abs 0**

**Finance Committee:**

**Yes 7, No 1, Abs 0**

**ELEMENTARY SCHOOLS OPERATING OVERRIDE**

**ARTICLE NO. 5:** To see if the Town will vote to raise and appropriate the sum of \$758,091 to defray the Elementary Schools’ charges and expenses, for the Fiscal Year ending June 30, 2025, provided however that such appropriation shall be expressly contingent upon approval by the Town at a Regular or Special Election to authorize such sums to be raised outside the limits of General Laws Chapter 59 Section 21C, Paragraphs (g) and (m) (Proposition 2½ so called), or to take any other action relative thereto.

(Elementary School Committee)

(Majority Vote Required)

**COMMENT**

This article will provide the balance of funding needed for the Fiscal Year 2025 operational budget for the Stony Brook and Eddy Elementary Schools. This appropriation is subject to approval of a Proposition 2 ½ override question on the May 28, 2024 local election ballot.

**Select Board: Yes 3, No 2, Abs 0      Finance Committee: Yes 5, No 3, Abs 0**

**NAUSET REGIONAL SCHOOLS OPERATING BUDGET**

**ARTICLE NO. 6:** To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray the Nauset Regional School District charges and expenses for the Fiscal Year ending June 30, 2025, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2023</u>	<u>APPROPRIATED FY2024</u>	<u>REQUESTED FY2025</u>
NAUSET OPERATING ASSESSMENT	12,222,619	12,711,524	13,526,296
NAUSET DEBT ASSESSMENT	139,228	2,194,957	3,492,908
TOTAL NAUSET ASSESSMENT (ARTICLE 6)	12,361,847	14,906,481	17,019,204
NAUSET OVERRIDE	0	647,720	0
TOTAL NAUSET ASSESSMENT	12,361,847	15,554,201	17,019,204

or to take any other action relative thereto.

(Nauset Regional School Committee)

(Majority Vote Required)

COMMENT

This article provides funding for the Fiscal Year 2025 budget for the Nauset Regional School District. The overall operating budget for the Nauset Regional Schools, as approved by the Nauset Regional School Committee, is \$29,243,858, a \$1,479,864 or 5.3% increase over Fiscal Year 2024 operating expenses. Brewster’s share of the Nauset Schools budget is \$13,526,296. Brewster’s proportionate share of total student enrollment has decreased from 48.1% in Fiscal Year 2024 to 46.4% in Fiscal Year 2025. Brewster’s FY25 Nauset debt assessment is increasing by \$1,297,591 to \$3,492,907 in anticipation of long-term excluded debt for the high school project being issued this year. This new amount should reflect the full tax impacts of this project on residents, which will continue at these levels until the debt is fully retired in 25 years.

**Select Board: Yes 3, No 2, Abs 0      Finance Committee: Yes 1, No 7, Abs 0**

**TOWN OPERATING BUDGET**

**ARTICLE NO. 7:** To see what sums the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, for the purposes of supporting the offices, departments, boards, and commissions of the Town of Brewster for Fiscal Year 2025, including authorization for lease purchases of up to five years, as follows:

	<b>EXPENDED</b>	<b>APPROPRIATED</b>	<b>REQUESTED</b>
<u>DEPARTMENT</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
<b><u>GENERAL GOVERNMENT</u></b>			
Finance Committee	19,329	105,500	105,500
Assessors	146,594	161,716	175,464
Accounting	240,171	258,426	276,889
Treasurer/ Collector	333,755	367,127	388,608
Information Technology	405,368	438,384	459,000
Legal	82,982	172,026	135,300
Moderator	300	300	300
Planning	206,045	218,325	237,312
Select Board / Town Administration	537,071	613,872	664,687
Human Resources	150,887	175,766	196,636
Town Clerk	232,527	254,921	275,930
Public Buildings	278,830	295,125	360,077
<b><u>SUBTOTAL GENERAL GOVERNMENT</u></b>	<b>2,633,859</b>	<b>3,061,488</b>	<b>3,275,703</b>



	<b>EXPENDED</b>	<b>APPROPRIATED</b>	<b>REQUESTED</b>
<b><u>DEPARTMENT</u></b>	<b><u>FY 2023</u></b>	<b><u>FY 2024</u></b>	<b><u>FY 2025</u></b>
<b><u>PUBLIC SAFETY</u></b>			
Building Department	392,540	431,967	466,334
Fire Department	3,130,647	3,273,347	3,403,173
Emergency Management	0	2,500	2,500
Natural Resources	460,763	515,732	546,710
Police Department	2,991,215	3,101,642	3,425,671
Sealer of Weights & Measures	9,691	9,934	10,234
<b><u>SUBTOTAL PUBLIC SAFETY</u></b>	<b>6,984,856</b>	<b>7,335,122</b>	<b>7,854,622</b>
<b><u>PUBLIC WORKS</u></b>			
Public Works	2,017,822	2,280,016	2,521,255
Snow & Ice Removal	83,870	173,410	178,616
Streetlights	2,627	5,515	5,515
<b><u>SUBTOTAL PUBLIC WORKS</u></b>	<b>2,104,319</b>	<b>2,458,941</b>	<b>2,705,386</b>
<b><u>HUMAN SERVICES</u></b>			
Council on Aging	375,475	392,572	433,401
Board of Health	257,837	315,248	337,437
Veteran's Services	82,140	101,693	106,205
Public Assistance	136,950	146,070	159,481
<b><u>SUBTOTAL HUMAN SERVICES</u></b>	<b>852,402</b>	<b>955,583</b>	<b>1,036,524</b>
<b><u>CULTURE &amp; RECREATION</u></b>			
Brewster Ladies Library	711,558	765,424	825,586
Recreation	223,912	254,337	300,041
Parades & Events	0	1,500	5,000
<b><u>SUBTOTAL CULTURE &amp; RECREATION</u></b>	<b>935,470</b>	<b>1,021,261</b>	<b>1,130,627</b>

	<b>EXPENDED</b>	<b>APPROPRIATED</b>	<b>REQUESTED</b>
<b><u>DEPARTMENT</u></b>	<b><u>FY 2023</u></b>	<b><u>FY 2024</u></b>	<b><u>FY 2025</u></b>
<b><u>DEBT SERVICE</u></b>			
Principal & Interest	3,312,197	2,957,645	2,855,581
<b><u>SUBTOTAL DEBT SERVICE</u></b>	<b>3,312,197</b>	<b>2,957,645</b>	<b>2,855,581</b>
<b><u>INSURANCE, UTILITIES &amp; FRINGE BENEFITS</u></b>			
General Insurance	434,960	561,201	589,264
Utilities	495,726	538,784	629,113
Fringe Benefits	4,154,606	5,169,307	5,149,166
<b><u>SUBTOTAL INSURANCE &amp; FRINGE</u></b>	<b>5,085,292</b>	<b>6,269,292</b>	<b>6,367,543</b>
<b><u>OTHER OPERATING EXPENSES &amp; ASSESSMENTS</u></b>			
Assessments	29,271	31,467	33,891
Alewives	3,300	4,350	4,350
Local Service Funding	40,000	48,000	50,500
Transfer to Capital Stabilization	187,500	250,000	262,500
Transfer to General Stabilization	0	0	0
Transfer to Housing Trust	375,000	500,000	525,000
Transfer to OPEB Trust	267,000	267,000	264,000
Transfer to Brewster Elementary Schools SPED Stabilization	100,000	0	0
Transfer to Water Quality Capital Stabilization	112,500	150,000	157,500
<b><u>SUBTOTAL OTHER OPERATING EXPENSE &amp; ASSESSMENTS</u></b>	<b>1,114,571</b>	<b>1,250,817</b>	<b>1,297,741</b>
<b><u>GRAND TOTAL OF GENERAL FUND OPERATING BUDGETS</u></b>	<b>23,022,966</b>	<b>25,310,149</b>	<b>26,523,727</b>

or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

This article will provide funding for the Fiscal Year 2025 operational budget for the Town boards, committees, and departments. The Town's operational budget, as presented in this

article, has increased by 5.3%. Much more information can be found on the Town's online budget & finance page at <https://stories.opengov.com/brewsterma/published/WLv2YNJWU>.

Please note the following details on several of the budget line items listed above: Public Assistance includes funding for Health & Human Service organizations and fuel assistance. Assessments include funding for the Pleasant Bay Alliance, Greenhead Fly, and Historic District. Local Services includes funding for the Chamber of Commerce, Town Band, Cultural Council, Skipping Program, and Millsites.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

### **WATER DEPARTMENT ENTERPRISE FUND OPERATING BUDGET**

**ARTICLE NO. 8:** To see if the Town will vote, in accordance with General Law Chapter 44 Section 53F½, to appropriate from Water Department receipts, transfer from available funds or otherwise fund the sum of **TWO MILLION NINE HUNDRED EIGHTY SIX THOUSAND ONE HUNDRED FORTY FOUR DOLLARS (\$2,986,144)** for Fiscal Year 2025 costs associated with the operation of the Water Department including, but not limited to acquiring professional services and equipment, personnel and maintaining facilities and operations, including authorization for lease purchases of up to five years; all expenditures to be made by the Water Department, subject to the approval of the Town Manager, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

#### **COMMENT**

In accordance with Massachusetts General Laws Chapter 44, Section 53F½, receipts from Water Department related activities are used to directly offset Water Department related expenditures including capital and infrastructure costs. Voting a spending amount within the Water Department Enterprise Fund allows receipts and related expenditures to be recorded in one fund. The Water Department's operating budget, as presented in this article, has increased by 2.7%. Water Department expenses are fully covered by user fees.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

### **GOLF DEPARTMENT ENTERPRISE FUND OPERATING BUDGET**

**ARTICLE NO. 9:** To see if the Town will vote to appropriate from the Golf Fund, in accordance with General Law Chapter 44 Section 53F½, the sum of **FOUR MILLION SIX HUNDRED AND SIX THOUSAND TWO HUNDRED THIRTY THREE DOLLARS (\$4,606,233)** for Fiscal Year 2025 costs associated with Golf Department related expenses including, but not limited to acquiring professional services and equipment, personnel and maintaining facilities and operations, including authorization for lease purchases of up to five years; all expenditures to be made by

the Golf Department, subject to the approval of the Town Manager, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

In accordance with Massachusetts General Laws Chapter 44, Section 53F½, receipts from Golf Department related activities are used to directly offset Golf Department related expenditures, including some capital and infrastructure costs. Voting a spending amount within the Golf Department Enterprise Fund allows receipts and related expenditures to be recorded in one fund. The Golf Department’s operating budget, as presented in this article, has increased by 4.9%. Golf Department expenses are fully covered by user fees.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

COMMUNITY PRESERVATION ACT FUNDING

**ARTICLE NO. 10:** To see if the Town will vote to act on the report of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds for the administrative and operating expenses of the Community Preservation Committee, the undertaking of Community Preservation Projects and all other necessary and proper expenses for the year, with each item considered a separate appropriation to be spent by the Community Preservation Committee, all as set forth below:

FY25 Estimated Revenues

a. Estimated FY25 tax surcharge		\$1,254,583
b. Estimated FY25 state contribution (20%)		<u>\$ 250,857</u>
c. FY25 Estimated Total:		\$1,505,140

FY25 Appropriations and Allocations

a. Historic Preservation Reserve appropriation	(10%)	\$ 150,514
b. Community Housing Reserve appropriation	(10%)	\$ 150,514
c. Open Space/Recreation Reserve appropriation	(10%)	\$ 150,514
d. Budgeted Reserve	(65%)	\$ 978,341
e. Administrative Expense (Budgeted Reserve)	( 5%)	\$ 75,257
f. Designated Reserves for Open Space		\$ 32,094
g. Undesignated Fund Balance		<u>\$ 102,089</u>
h. Total		\$1,639,323



	<i>Purpose</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
<b>1</b>	<b>Historic Preservation</b>			
	a. Designated Reserves for Historic Preservation	Transfer to reserve from estimated annual revenues in accordance with MGL Ch. 44B Sec. 6	Fiscal Year 2025 CPA estimated annual revenues	\$150,514
	<b>Sub-total</b>			<b>\$150,514</b>
<b>2</b>	<b>Community Housing</b>			
	a. Designated Reserves for Housing	Transfer to reserve from estimated annual revenues in accordance with MGL Ch. 44B Sec. 6	Fiscal Year 2025 CPA estimated annual revenues	\$150,514
	<b>Sub-total</b>			<b>\$150,514</b>
<b>3</b>	<b>Open Space</b>			
	a. Community Preservation Bonded Debt Service	Payment of debt principal and interest for the BBJ Property, & Bates Property bonds	\$150,514 from Fiscal Year 2025 CPA estimated annual revenues and \$32,094 from Designated Reserves for Open Space	\$182,608
	<b>Sub-total</b>			<b>\$182,608</b>
<b>4</b>	<b>Budgeted Reserve</b>			
	a. Administration Expense	Administration and operating expenses for Community Preservation Committee	Fiscal Year 2025 CPA estimated annual revenues	\$75,257
	b. Designated for Budgeted Reserve	Transfer to reserve from estimated annual revenues in accordance with MGL Ch. 44B Sec. 6	Fiscal Year 2025 CPA estimated annual revenues	\$978,341
	<b>Sub-total</b>			<b>\$1,053,598</b>
<b>5</b>	<b>Undesignated Fund Balance</b>			
	a. Community Development Partnership (CDP)	2 Years of funding for Cape Housing Institute	Undesignated Balance CPA Reserves	\$20,000
	b. Town of Brewster Administration-Housing Coordinator	Payroll and operating costs for Housing Coordinator position to assist public with affordable housing program	Undesignated Balance CPA Reserves	\$74,589
	c. Nauset Together We Can Prevention Council, Inc.	Renovations to Finch Skateboard Park in Orleans	Undesignated Balance CPA Reserves	\$7,500
	<b>Sub-total</b>			<b>\$102,089</b>
	<b>Grand Total</b>			<b>\$1,639,323</b>

For Fiscal Year 2025 Community Preservation purposes, each item is considered a separate appropriation to be spent by the Community Preservation Committee; provided however, that the above expenditures may be conditional on the grant or acceptance of appropriate historic preservation restrictions for historic resources, open space restrictions for open space reserves, and housing restrictions for community housing, running in favor of an entity authorized by the Commonwealth to hold such restrictions for such expenditures, meeting the requirements of G.L. c.184 and G.L. c.44B, Section 12, and/or a grant agreement and to authorize the Select Board to convey or accept such restrictions and enter in grant agreements as needed; And further, any revenues received in excess of the estimated receipts are transferred to their respective reserve fund balance(s) for future appropriation using the allocation formula of 10% Open Space/Recreation, 10% Housing, 10% Historical, and 70% for Budgeted Reserve for CPA. Or to take any other action relative thereto.

(Community Preservation Committee)

(Majority Vote Required)

COMMENT

In May of 2005, Brewster voters approved a ballot question which allowed for the adoption of the modified Community Preservation Act (CPA). The act appropriates a 3% surcharge on the Town's real estate tax revenues, which are reserved in a special fund in order to finance projects and programs for the purposes of preservation of open space, recreation, community housing, and historic preservation. Brewster is also eligible to receive up to 100% in matching funds from the State, although we anticipate a reduced reimbursement rate from the State for Fiscal Year 2025, which is projected at 20%. In Fall 2022, Brewster adopted, through a local bylaw, a distribution schedule for the annual CPA funds beginning in FY24 as follows: 10% of the funds for open space and recreation, 10% for community housing, 10% for historic preservation, and the 70% undesignated reserve balance is available for any CPA eligible project. The 2022 bylaw also established a non-binding 2023-2027 Target Allocation Policy as follows: 30% for Open Space, 30% for community housing, 10% historic preservation, 10% recreation, and 20% for any CPA eligible project.

At the beginning of FY24, Reserve balances were as follows:

Historic Preservation	\$ 460,039
Affordable Housing	\$ 302,973
Open Space and Recreation	\$1,971,368
Undesignated Reserve	\$1,174,593

**1. Historic Preservation:**

**a. Designated Reserves for Historic Preservation** – This item transfers money from FY25 estimated annual revenues to the Historic Preservation reserve for future appropriation to meet the minimum 10% statutory allocation.

**Select Board: Yes 4, No 0, Abs 0**

**Finance Committee:**

**Yes 7, No 0, Abs 0**

**2. Community Housing:**

**a. Designated Reserves for Community Housing** – This item transfers money from FY25 estimated annual revenues to the Community Housing reserve for future appropriation to meet the minimum 10% statutory allocation.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**3. Open Space:**

**a. Community Preservation Bonded Debt Service** – This item pays for the \$182,608 in FY 2025 principal and interest on 3 CPA (BBJ 1 and 2 and Bates) open space acquisitions that were financed via long-term bonding.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**4. Reserves for Community Preservation:**

**a. Administrative Expense** – This item will fund the costs associated with general administrative and operating expenses, including but not limited to legal and other professional consulting services, related to carrying out the operations of the Community Preservation Committee. The Community Preservation Act allows up to 5% of expected annual revenues for this purpose.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**b. Designated for Budgeted Reserve** – This item transfers money from FY25 estimated annual revenues to the Budgeted Reserve for future appropriation to meet the minimum statutory allocation.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**5. Undesignated Balance/CPA Reserves:**

**a. Community Development Partnership (CDP) – Lower Cape Housing Institute:** The CDP’s Lower Cape Housing Institute is one of three components of Lower Cape Community Housing Partnership (LCCHP). The LCCHP harnesses the urgency to address the deepening housing crisis by providing opportunities for business owners, low-moderate income households, historically marginalized communities and year-round residents to advocate for housing production and related policies at annual town meetings. Since 2017, the CDP has offered an annual Lower Cape Housing Institute (LCHI) to educate at least 40 local elected and appointed officials per year from the eight towns on the Lower Cape including the Town of Brewster. Over the past six years, 306 Lower and Outer Cape individuals have attended the LCHI, including 45 from Brewster. Through quality training, peer-to-peer learning, and technical assistance, the LCHI

builds municipal capacity to address the housing needs of Brewster residents. Brewster voters have supported funding for LCHI since its inception. This item will fund years 8 & 9 of the LCHI.

Total project cost: \$652,337                      Funding requested: \$20,000                      CPC vote: 7-0-0

**Select Board:    Yes 4, No 0, Abs 0                      Finance Committee:                      Yes 7, No 0, Abs 0**

**b. Town of Brewster – Housing Coordinator:** This item will fund the Housing Coordinator position. The Community Preservation Committee has supported the Housing Coordinator position since 2017. The hiring of a Housing Coordinator was identified as a key strategy in the first Brewster Housing Production Plan. The Housing Coordinator holds hours for the public weekly, supports multiple town committees, including the Housing Trust and Housing Partnership, and works with regional housing agencies and organizations in town to promote housing choice. The Housing Coordinator is an integral part of the Town housing efforts, outlined in both the Town Vision Plan and the Select Board Strategic Plan. The Housing Coordinator helps to acquire, create, preserve, and support community housing. The FY25 request is to fund the position at 30 hours per week, with the CPC providing funding for the salary and the Town providing funding for all benefits of the position. Our housing program continues to be a partnership of many town entities.

Total Project Cost: \$ 114,599                      CPC Request: \$ 74,589                      CPC Vote: 8-0-0

**Select Board:    Yes 4, No 0, Abs 0                      Finance Committee:                      Yes 7, No 0, Abs 0**

**c. Nauset Together We Can – Finch Skatepark Safety Improvements:**

The Finch Skatepark in Orleans provides a thriving social hub for the Lower Cape skateboard community. The park was established through a grass roots community effort in 1995 and has been volunteer managed for more than 25 years by Nauset Together We Can -- a 501c3 whose goal is to develop and implement solutions to prevent high-risk social behaviors in our youth. Although the Towns of Brewster, Eastham and Orleans provide small amounts of funding for day-to-day operations of the park, all funding for the park's infrastructure comes from grants and private donations. This award will be used to fund safety upgrades to the current electrical service and several existing ramp features in order to keep the park open and available to its many users.

Total Project Cost: \$31,300                      CPC Request: \$7,500                      CPC Vote: 7-0-0

**Select Board:    Yes 4, No 0, Abs 0                      Finance Committee:                      Yes 7, No 0, Abs 0**

**CONSERVATION RESTRICTION ACQUISITION: 0 & 3571 MAIN STREET**

**ARTICLE NO. 11:** To see if the Town will vote to authorize the Select Board to acquire by purchase, gift, and/or eminent domain, and acting pursuant to the provisions of General Laws





Chapter 40, Section 8C, and Article 97 of the Amendments to the Massachusetts Constitution, a perpetual conservation restriction under General Laws Chapter 184, Sections 31 through 33, on a parcel of land designated on Brewster Assessors' Map 126 as Parcels 4, 5, and 9, located at 0 Main Street, and a portion of the parcel currently designated on the Brewster Assessors' Map 114 as Parcel 60, located at the rear of 3571 Main Street in Brewster, which parcels contain a total of 12.36 acres and are shown on a plan of land entitled, "Survey and Plan of Land in Brewster, Mass, as claimed by Washington E. & Mary F Chase, Scale 1 in = 60 ft. March 10, 1989, East Cape Engineering, Orleans MA" and recorded in the Barnstable County Registry of Deeds as Plan Book 459, Page 75, and as more particularly shown as Lot 2 and Lot 3 on a plan of land entitled, "Lot Study Sketch for Property at 3571 Main St, Brewster, MA 02631 Prepared for Brewster Conservation Trust, Scale 1 in. = 80 ft, July 3, 2023, Soule Land Surveying" a copy of which is on file with the Brewster Town Clerk, which conservation restriction shall be administered and enforced by the Conservation Commission under General Laws Chapter 40, Section 8C; to appropriate and transfer from available funds, including, without limitation, the Community Preservation Fund, the sum of Two Hundred Thirty Thousand and 00/100 Dollars (\$230,000.00), of which \$225,000 shall be used to pay the costs of this acquisition and \$5,000 for all costs and expenses incidental and/or related thereto; and, further, authorize the Select Board and Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect this purchase and obtain reimbursement funding, or to take any other action relative thereto.

(Community Preservation Committee)

( Majority Vote Required)

#### COMMENT

The Town of Brewster is working with the Brewster Conservation Trust (BCT) to protect a 12.36 acre parcel known as Washington Chase Bog, comprised of 7.33 acres of upland and 5.04 acres of wetland. The property is located on the north side of Main Street in East Brewster. BCT is purchasing the property and asking the Town to share the acquisition cost by using Community Preservation Act funds to purchase a Conservation Restriction (CR). Having previously been run as a campground and a working cranberry bog, the parcel remains a typical pine-oak woodland with existing paths and vehicle tracks running through the property. The wetland areas are now overgrown with trees and vegetation, which BCT would like to restore to a natural wetland (fresh marsh) habitat. The bog drains under the Rail Trail into Namskaket Marsh. This has the potential to be the most visible bog-to-marsh eco-restoration project on Cape Cod, along the historic Old Kings Highway.

Restoration/protection of this parcel would contribute to the scenic and natural character of Brewster, and it will enhance the open space value of these and nearby lands. The parcel is proximate to land already conserved, including Nickerson State Park, 1700+ acres of contiguous open space owned and operated by the Massachusetts Department of Conservation and Recreation (DCR). It also abuts the DCR Cape Cod Rail Trail on its norther property boundary, which in turn abuts land owned and conserved by BCT and connecting through to the 120+ acre Namskaket Marsh Town Conservation Area. The Select Board, Town Manager, Natural

Resources Department, Conservation Commission, and Open Space Committee support this purchase of a Conservation Restriction. This article would fund \$225,000 for the Conservation Restriction and set aside \$5,000 to pay for the Town’s legal and administrative expenses related to the purchase.

Total Project Cost: \$706,660      Amount Requested: \$230,000      CPC Vote: 7-0-0

**Select Board:    Yes 4, No 0, Abs 0      Finance Committee:      Yes 6, No 0, Abs 1**

**CAPITAL AND SPECIAL PROJECTS EXPENDITURES**

**ARTICLE NO. 12:** To see what sums the Town will vote to raise and appropriate, transfer from available funds, or authorize the Town Treasurer to borrow under and pursuant to Massachusetts General Laws Chapter 44, Sections 7, 7(1), or 8, or any other enabling authority, for the capital outlay expenditures listed below, including, in each case, all incidental and related costs, to be expended by the Town Manager, except School expenditures to be made by the School Superintendent with the approval of the School Committee; authorize leases and lease purchase agreements for more than three but not more than five years for those items to be leased or lease purchased, and further that the Town Manager with the approval of the Select Board or School Superintendent with the approval of the School Committee for school items, be authorized to sell, convey, trade-in or otherwise dispose of equipment being replaced, all as set forth below:

<i>Department</i>	<i>Item</i>	<i>Funding Source(s) / Appropriation or Transfer</i>	<i>Amount</i>
<b>1 Select Board</b>			
a. Integrated Water Resource Planning & Implementation	Professional services and costs for preparing studies, engineering, and coordinating water resource management planning and implementation	Re-appropriate existing article & Free Cash	\$150,000
b. Nauset Elementary School Regionalization & Efficiency Study	Professional services and costs for developing a feasibility study with the Towns of Orleans, Eastham, and/or Wellfleet identifying potential efficiencies across the five Nauset elementary schools and middle school	Free Cash	\$100,000
<b>Sub-Total</b>			<b>\$250,000</b>

<i>Department</i>	<i>Item</i>	<i>Funding Source(s) / Appropriation or Transfer</i>	<i>Amount</i>
<b>2 Elementary School Department</b>			
a. Combined Technology	Ongoing information technology system and equipment improvements at Eddy & Stony Brook Elementary Schools	Free Cash	\$40,000
b. Combined HVAC/Plumbing/ Electrical Repairs	Professional services and costs for upgrades, repairs & replacement of HVAC, plumbing, and electrical systems at Eddy & Stony Brook Elementary Schools	Free Cash	\$10,000
c. Combined Painting	Professional services and costs for interior/exterior painting at Eddy & Stony Brook Elementary Schools	Free Cash	\$20,000
d. Combined Security	Professional services and costs for upgrades to security systems at Eddy & Stony Brook Elementary Schools	Free Cash	\$20,000
e. Stony Brook Flooring Replacement	Professional services and costs for replacing flooring at the Stony Brook Elementary Schools	Free Cash	\$40,000
f. Stony Brook Hazardous Waste Abatement	Professional services and costs for abating hazardous waste materials at the Stony Brook Elementary School	Free Cash	\$25,000
g. Combined Textbooks	Professional services and costs for textbooks and related educational materials	Free Cash	\$50,000
<b>Sub-Total</b>			<b>\$205,000</b>
<b>3 Nauset Regional School District</b>			
a. Nauset Region Annual Capital Allocation	Professional services and costs, including procuring, engineering, permitting, repairing and maintaining buildings, grounds, and equipment within the Nauset Middle School and Nauset High School	Tax Levy	\$279,645
<b>Sub-Total</b>			<b>279,645</b>

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s) / Appropriation or Transfer</i>	<i>Amount</i>
<b>4 Natural Resources</b>				
	a. Fire Panel Replacement	Costs for goods, materials, and professional services to maintain, repair, and/or upgrade the fire panel at the Natural Resources Building	Re-appropriate existing articles & Free Cash	\$22,000
<b>Sub-Total</b>				<b>\$22,000</b>
<b>5 Media Services</b>				
	a. Camera Upgrade (Meeting Room A)	Costs for goods, materials, and professional services to maintain, repair, and/or upgrade AV systems in Town Hall	Cable Fund	\$17,500
<b>Sub-Total</b>				<b>\$17,500</b>
<b>6 Water Department</b>				
	a. Distribution Infrastructure	Costs for goods, materials, and professional services to maintain, repair, and upgrade the Town's water distribution system	Water Retained Earnings	\$50,000
	b. Buildings & Treatment Facilities	Costs for goods, materials, and professional services to maintain, repair, and/or upgrade the Water Department's buildings and treatment facilities	Water Retained Earnings	\$50,000
	c. Master Plan Update	Costs for materials and professional services to develop a master plan	Water Retained Earnings	\$327,066
<b>Sub-Total</b>				<b>\$427,066</b>
<b>7 Department of Public Works</b>				
	a. MS4 Stormwater Compliance	Costs for goods, materials, and professional services associated with MS4 stormwater compliance	Free Cash	\$60,000
<b>Sub-Total</b>				<b>\$60,000</b>
<b>8 Facilities</b>				
	a. Meeting Room Divider Wall	Costs for goods and materials to replace the wall divider in Town Hall meeting rooms	Free Cash	\$40,000
<b>Sub-Total</b>				<b>\$40,000</b>

<i>Department</i>	<i>Item</i>	<i>Funding Source(s) / Appropriation or Transfer</i>	<i>Amount</i>
<b>9 Library</b>			
a. Auditorium AV Upgrade	Costs for goods, materials, and professional services to maintain, repair, and/or upgrade Library AV systems	Cable Fund	\$10,000
b. Facility Evaluation	Costs for professional services for a facility conditions assessment	Free Cash	\$30,000
c. Building Safety & Security Improvements	Costs for goods, materials, and professional services to complete safety and security improvements at the library	Free Cash	\$25,000
<b>Sub-Total</b>			<b>\$65,000</b>
<b>10 Recreation Department</b>			
a. Guard Rail Replacement (Freemans Way Fields)	Costs for good and materials to replace wood guardrails at Freemans Fields complex	Free Cash	\$20,000
<b>Sub-Total</b>			<b>\$20,000</b>
<b>11 Fire Department</b>			
a. Personal Protective Equipment	Costs for personal protective equipment and gear for fire, special operations, hazardous material, EMS, and rescue responses	Ambulance Receipts	\$50,000
<b>Sub-Total</b>			<b>\$50,000</b>
<b>Grand Total</b>			<b>\$1,436,211</b>

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

1. SELECT BOARD

1a. Integrated Water Resource Management Planning and Implementation - These funds will be used to complete a comprehensive update to the Town's Integrated Water Resource Management Plan, which was first developed over a decade ago, including an overview of relevant state regulations; town regulations related to water quality protection; contaminant sources and their impacts on Brewster's water quality; coastal estuary watershed management;



pond watershed planning, evaluation, restoration, and management; wastewater management; drinking water protection; and stormwater management. The updated plan will identify potential funding sources and a proposed implementation schedule.

Funding from this annual article will also be used to provide support and technical assistance to the Town's Water Resource Task Force and Pleasant Bay Alliance, responding to new MA Department of Environmental Protection watershed regulations for Herring River, Bass River, and Swan Pond, and working on related water quality improvement projects. The Town secured \$77,053 in state grant funding this spring for preliminary watershed planning and analysis work in these areas this year.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

1b. Nauset Elementary School Regionalization & Efficiency Study - These funds will be used to gather and analyze data for the elementary schools in all four towns regarding operating expenses, staffing levels, student-to-teacher ratios, enrollment trends, facility utilization, physical building conditions, anticipated capital expenditures, and student transportation systems to identify potential efficiencies across the schools and help inform future decision making about opportunities to reduce elementary school capital and operating expenses while maintaining the district's high educational standards.

These funds will also help assemble and account for similar data for the middle school, which is facing comparable challenges in terms of managing operating expenses, declining enrollments, and looming capital needs to better understand the extent to which greater efficiencies could be gained across the entire district. This project seeks to broadly examine advantages and challenges to some form of consolidation and/or regionalization across our elementary schools.

In coordination with the School Committees in all four towns in the district, the Towns submitted a joint application for state grant funding to advance this initiative in Winter 2024. The grant funding was not awarded based on a lack of available funds, so the towns are now seeking to secure local appropriations to undertake this study. We expect that Orleans will request \$50,000 at their Town Meeting this spring and Wellfleet and Eastham will each request \$25,000 to share the costs.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

## 2. ELEMENTARY SCHOOL DEPARTMENT

2a. Combined Technology Upgrades and Improvements – These funds will be used to continue with the K-5 technology plan for both Eddy and Stony Brook Elementary Schools, including replacing iPads, computers, network printers and laptops, switches and access points for wi-fi.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

2b. Combined HVAC, Plumbing, Electric Maintenance & Repairs – These funds will be used to make repairs to the mechanical systems at both Elementary Schools as needed.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

2c. Combined Painting – These funds will be used for regularly scheduled interior and exterior painting at the Stony Brook and Eddy Schools.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

2d. Combined Security – These funds will be used to make necessary improvements to both Eddy and Stony Brook Elementary security systems that monitor who enters the buildings and classrooms to enhance school safety.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

2e. Stony Brook Flooring Replacement – These funds will be used to replace flooring at the Stony Brook Elementary School.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

2f. Stony Brook Hazardous Material Abatement – These funds will be used to abate hazardous material related to the flooring replacement project at the Stony Brook Elementary School.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

2g. Combined Textbooks – These funds will be used to purchase new textbooks and related educational materials for students and teachers at the Stony Brook & Eddy Schools.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

### 3. NAUSET REGIONAL SCHOOL DISTRICT

3a. Annual Capital Plan Allocation – These funds, in the amount of \$279,646 for Fiscal Year 2025, are an assessment for the capital equipment and facilities budget for the Nauset High and Middle Schools. This program was originally approved by means of a Proposition 2 ½ override question in May of 2005, which included an annual 2.5% escalator.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

### 4. NATURAL RESOURCES

4a. Fire Panel Replacement - These funds will be used to replace the fire alarm panel in the Natural Resources Building. It was first installed in 1985 and it is no longer able to be repaired.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

## 5. MEDIA SERVICES

5a. Camera Upgrade (Meeting Room A) – These funds will be used to upgrade audio-visual systems in committee meeting rooms in Town Hall.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

## 6. WATER DEPARTMENT

6a. Distribution Infrastructure - These funds will be used to pay for goods, materials, and professional services to maintain, repair, and upgrade the Town's water distribution system.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

6b. Buildings & Treatment Facilities - These funds will be used to pay for goods, materials, and professional services to maintain, repair, and upgrade the Water Department's buildings and treatment facilities.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

6c. Master Plan Update – These funds will be used to undertake the first comprehensive update evaluating all aspects of the Water Department since 2006. The study will analyze existing operations and infrastructure, and it will provide a long-term, strategic roadmap for the department. The Town has secured \$150,000 in state grant funding for this project, which will be reimbursed once it is complete.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

## 7. DEPARTMENT OF PUBLIC WORKS

7a. MS4 Stormwater Compliance - These funds will be used to pay for services for MS4 stormwater compliance including monitoring, design, permitting and construction for stormwater related projects.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

## 8. FACILITIES

8a. Meeting Room Divider Wall - These funds will be used to pay for the replacement of the current folding acoustic panel (room divider) for the public meeting rooms at Town Hall. The current system is 25 years old and it's showing significant signs of wear.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

## 9. LIBRARY

9a. Auditorium AV Upgrade – These funds will upgrade the audio-visual systems in the Library Auditorium. This room is often used for community forums and programs, but it does not currently have adequate AV systems to broadcast or tape these events.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

9b. Facility Evaluation – These funds will be used to complete a facility conditions assessment to provide a comprehensive evaluation of the Brewster Ladies’ Library’s current physical condition and existing/potential issues and recommendations for addressing and prioritizing repairs and upgrades. With the most recent library renovation occurring nearly 30 years ago and the deferred building maintenance resulting from an anticipated new renovation that is no longer viable, this building needs to be evaluated for potential future rehabilitation. This study will identify the building’s current condition in order to prioritize repairs and devise a long-term facility plan.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

9c. Building Safety & Security Improvements – These funds will be used to install several important safety and security enhancements at the Library to improve patron and staff safety.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

## 10. RECREATION

10a. Guard Rail Replacement (Freemans Way Fields) - These funds will be used to remove and replace old wood guardrails at the Freemans Way fields which are a safety hazard.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

## 11. FIRE DEPARTMENT

11a. Personal Protective Equipment - These funds will be used to purchase new and/or replacement personal protective equipment and gear for fire, special operations, hazardous material, EMS, and rescue responses. These need to be replaced due to the extended age and condition of our water/ice rescue suits and recent repairs to this essential rescue equipment.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 8, No 0, Abs 0**

**OVERLAY APPROPRIATION: PRESCHOOL FAMILY SUPPORT PILOT PROGRAM**

**ARTICLE NO. 13:** To see if the Town will vote to transfer the sum of **TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000)** from available overlay funds, for the purpose of funding pre-school educational opportunities for the 3- and 4-year-old population within the Town of Brewster, including all expenses incidental and related thereto, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

Brewster is looking to establish a new preschool family support program starting in FY25. Over the past several years, all other Outer and Lower Cape towns have designed and implemented similar programs. Brewster's program would provide up to \$3,000 in funding for families with children ages 3 or 4 years old to help cover the costs of preschool services by a certified childcare provider. There are no income eligibility standards for this pilot program, but the Town will collect basic demographic data from program participants. The program will be administered by a third-party provider. Funded at \$250,000 this first year, up to 75 families may be eligible to receive this financial support. Based on anticipated demand, program participants will be selected through a lottery process.

Funding for the first year of this program is from available overlay funds. This account is used to cover the costs of real estate tax abatements and exemptions. The current balance in this account is approximately \$1M. Accordingly, the costs of this program will not impact next year's tax rate. The Town will evaluate the need for long-term funding solutions once the pilot program has been implemented.

**Select Board: Yes 5, No 0, Abs 0**

**Finance Committee:**

**Yes 7, No 0, Abs 0**

**SPECIAL REVENUE FUND: CABLE FRANCHISE FEE ACCOUNT**

**ARTICLE NO. 14:** To see if the Town will vote to appropriate the sum of **FOUR HUNDRED THOUSAND DOLLARS (\$400,000)** from the Cable Franchise Fee Special Revenue Fund, for the purpose of offsetting costs associated with providing local cable television related purposes, including, but not limited to, the general public purpose of supporting and promoting public access to the Brewster cable television system; training in the use of local access equipment and facilities; access to community, municipal and educational meeting coverage; use and development of an institutional network and/or municipal information facilities; contracting with local cable programming services providers and/or any other appropriate cable related purposes, and including all incidental and related expenses, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)



COMMENT

Each resident's cable bill includes a line item to provide for the costs of local cable television services. These monies are retained in a special revenue account and are used to enhance local cable programming for the Town's public, education, and government channels. These funds will be used to continue these informational and educational services, and may include equipment purchases, contracted services, construction services, and labor expenses.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**RECREATION REVOLVING FUND**

**ARTICLE NO. 15:** To see if the Town will vote pursuant to General Laws Chapter 44, Section 53E ½, and Sections 21-5 through 21-8 of the Town of Brewster's General Bylaws ("Revolving Funds"), to increase the Fiscal Year expenditure limit for the Recreation Revolving Fund to \$300,000, with such expenditure limit to be applicable from fiscal year to fiscal year, until such time as it may later be amended by Town Meeting, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

The Recreation Revolving Fund provides funding collected from user fees to support Recreation Department programs. It is self-sustaining and separate from the General Fund. Per state law, the total amount expended from revolving funds each fiscal year must be capped through a Town bylaw. Annual spending from the Recreation Revolving Fund has historically been limited to \$200,000. Over the past several years, the Recreation Department has expanded its program offerings, increasing both revenues and expenses related to these activities. The Town expects that trend to continue next year and beyond. Accordingly, this article seeks to increase the annual spending limit for this fund to \$300,000.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**LOCAL OPTION: SENIOR TAX WORK-OFF DESIGNEE (MGL CH 59, SEC 5K)**

**ARTICLE NO. 16:** To see if the Town will vote, pursuant to General Laws Chapter 59, Section 5K, Paragraph 3, Subclause (1), the so-called "Senior Tax Work-off Program," to adjust the exemption to allow an approved representative, for persons physically unable, to provide such services to the Town, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

Brewster’s tax work-off program for seniors and veterans matches municipal volunteer opportunities in the Town with eligible senior citizens and/or veterans who are qualified and able to volunteer their services in exchange for a reduction in their real estate tax bills. Program participants work in a variety of capacities for the Town. Residents receive a \$1,000 reduction in their tax bill in exchange for 67 hours of service or a \$500 reduction in exchange for 33.5 hours. The Town provides up to \$30,000/year for this popular program. A provision in the state law that established these programs gives towns the option to allow persons who are physically unable to directly provide these volunteer services to designate a representative to serve on their behalf. Approval of this article would allow Brewster to give senior residents this option.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**LOCAL OPTION: VETERANS TAX WORK-OFF DESIGNEE (MGL CH 59, SEC 5N)**

**ARTICLE NO. 17:** To see if the Town will vote, pursuant to General Laws Chapter 59, Section 5N, Paragraph 3, Subclause (1), the so-called “Veterans Tax Work-off Program,” to adjust the exemption to allow an approved representative, for persons physically unable, to provide such services to the Town, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

Brewster’s tax work-off program for seniors and veterans matches municipal volunteer opportunities in the Town with eligible senior citizens and/or veterans who are qualified and able to volunteer their services in exchange for a reduction in their real estate tax bills. Program participants work in a variety of capacities for the Town. Residents receive a \$1,000 reduction in their tax bill in exchange for 67 hours of service or a \$500 reduction in exchange for 33.5 hours. The Town provides up to \$30,000/year for this popular program. A provision in the state law that established these programs gives towns the option to allow persons who are physically unable to directly provide these volunteer services to designate a representative to serve on their behalf. Approval of this article would allow Brewster to give veteran residents this option.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**SEA CAMPS COMPREHENSIVE PLAN: BAY PROPERTY (3057 MAIN STREET)**

**ARTICLE NO. 18:** To see if the Town will vote to accept the comprehensive plan for the Bay Property previously owned by the Cape Cod Sea Camps located at 3057 Main Street, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

The Town acquired the 55-acre Cape Cod Sea Camps property on Main Street in Fall 2021. The property was purchased for the following potential uses: habitat protection, watershed protection, open space, conservation, passive recreation, active recreation, community housing, general municipal purposes, and a community center. Since 2022, the Town has worked on developing a comprehensive plan identifying long-term future uses for the Bay Property. The plan for this property represents the recommendations of the Bay Property Planning Committee, an advisory committee of 11 volunteers from the community. The plan was informed by extensive community input.

The plan, summarized in the accompanying map, would create a community campus with numerous amenities. Over an approximately 10-year period, almost 50 camp buildings would be removed to expand green space and restore habitat, additional recreational facilities like tennis courts, athletic fields, and walking trails would be added, and a new Mass Audubon nature center would be built. Reusing some of the existing buildings, event and program space for arts and cultural activities would be created. A new playground, picnic areas, and community garden would also be constructed. Up to 7 buildings would be repurposed as workforce housing. Public enjoyment of First Light Beach and the Brewster Community Pool would continue. An 8-acre area would be held in reserve for future municipal uses and at least 10 acres would be protected by a conservation restriction.

If the Bay Property plan is approved, the Town would seek voter approval of funding for a feasibility study to gather more information to help determine if a new community center should be built on this property. No funding is associated with the adoption of this plan. If the plan is approved, funding requests would come before voters at several points in the future.

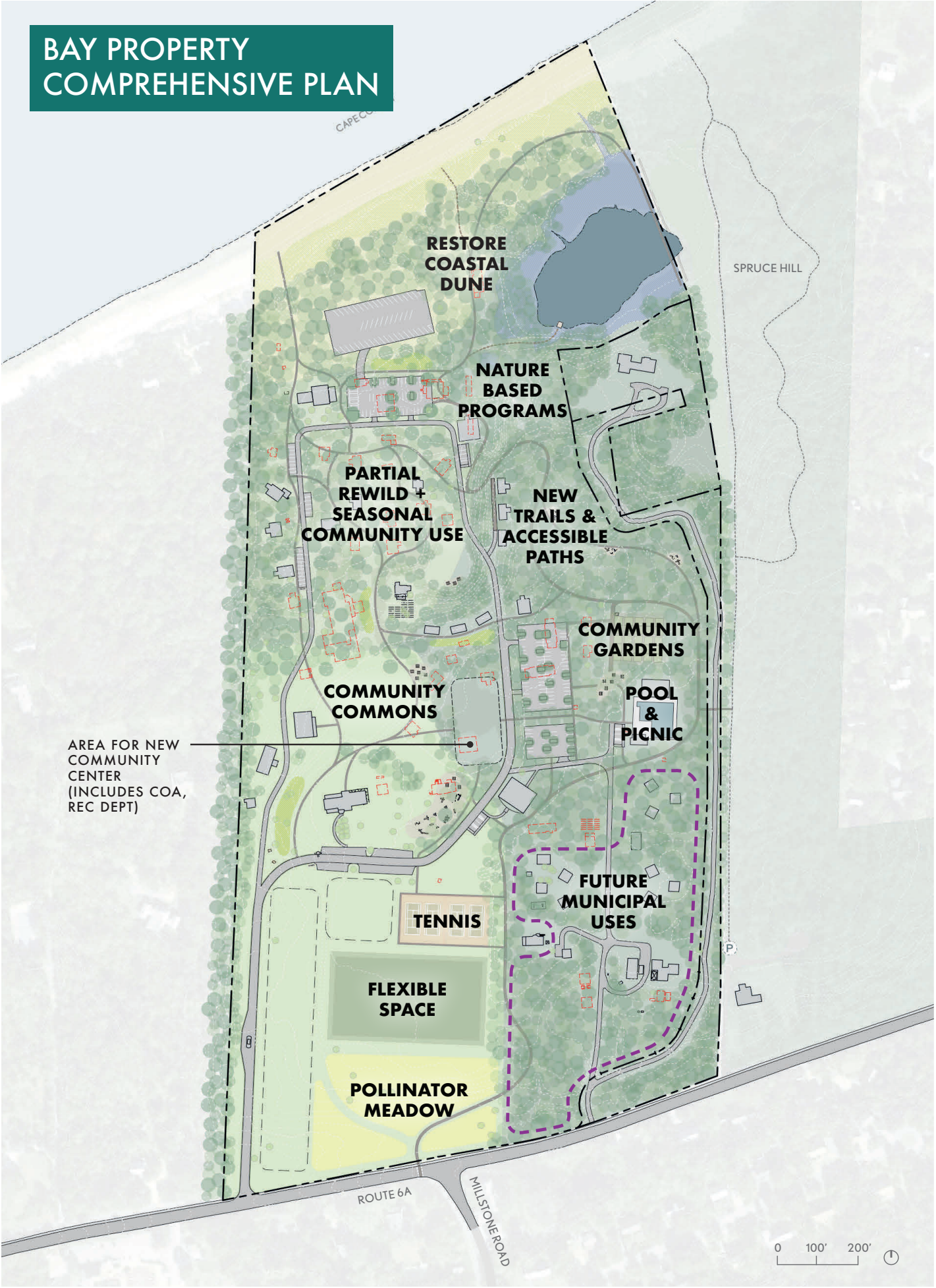
More information about the plans, including details about preliminary phasing and financing, can be found in Appendix A of the warrant which is an Executive Summary of the plans for both Sea Camps properties developed by Reed Hildebrand, the landscape architect consulting team that supported both Town committees throughout the planning process. Much more information about the properties and the plans can be found on the Town website at <https://www.brewster-ma.gov/town-projects/cape-cod-sea-camps-properties>.

**Select Board: Yes 5, No 0, Abs 0**

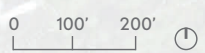
**Finance Committee:**

**Yes 8, No 0, Abs 0**

# BAY PROPERTY COMPREHENSIVE PLAN



AREA FOR NEW  
COMMUNITY  
CENTER  
(INCLUDES COA,  
REC DEPT)



**SEA CAMPS COMPREHENSIVE PLAN: POND PROPERTY (500 W.H. BESSE CARTWAY)**

**ARTICLE NO. 19:** To see if the Town will vote to accept the comprehensive plan for the Pond Property previously owned by the Cape Cod Sea Camps located at 500 W.B. Besse Cartway, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

The Town acquired the 66-acre Cape Cod Sea Camps property on Long Pond in Fall 2021. The property was purchased for the following potential uses: habitat protection, watershed protection, open space, conservation, passive recreation, active recreation, community housing, and general municipal purposes. Since 2022, the Town has worked on developing a comprehensive plan identifying long-term future uses for the Pond Property. The plan for this property represents the recommendations of the Pond Property Planning Committee, an advisory committee of 11 volunteers from the community. The plan was informed by extensive community input.

The plan, summarized in the attached map, would result in 56 acres being permanently protected by a conservation restriction. Walking trails through the wooded upland would be added, connecting to the adjacent Town owned 41-acre Long Pond Woodland conservation land. Nature-based programs would be offered through Mass Audubon and Brewster Conservation Trust. A small public beach on Long Pond would be available, and access and parking would be improved and expanded as well.

Community housing would be built on a 10-acre portion of the property closest to Route 137. New wastewater treatment infrastructure would also be constructed in this area. If the Pond Property plan is approved, the Town would seek voter approval of funding for feasibility studies to more fully define what community housing and wastewater would look like on this property. No funding is associated with the adoption of this plan. If the plan is approved, funding requests would come before voters at several points in the future.

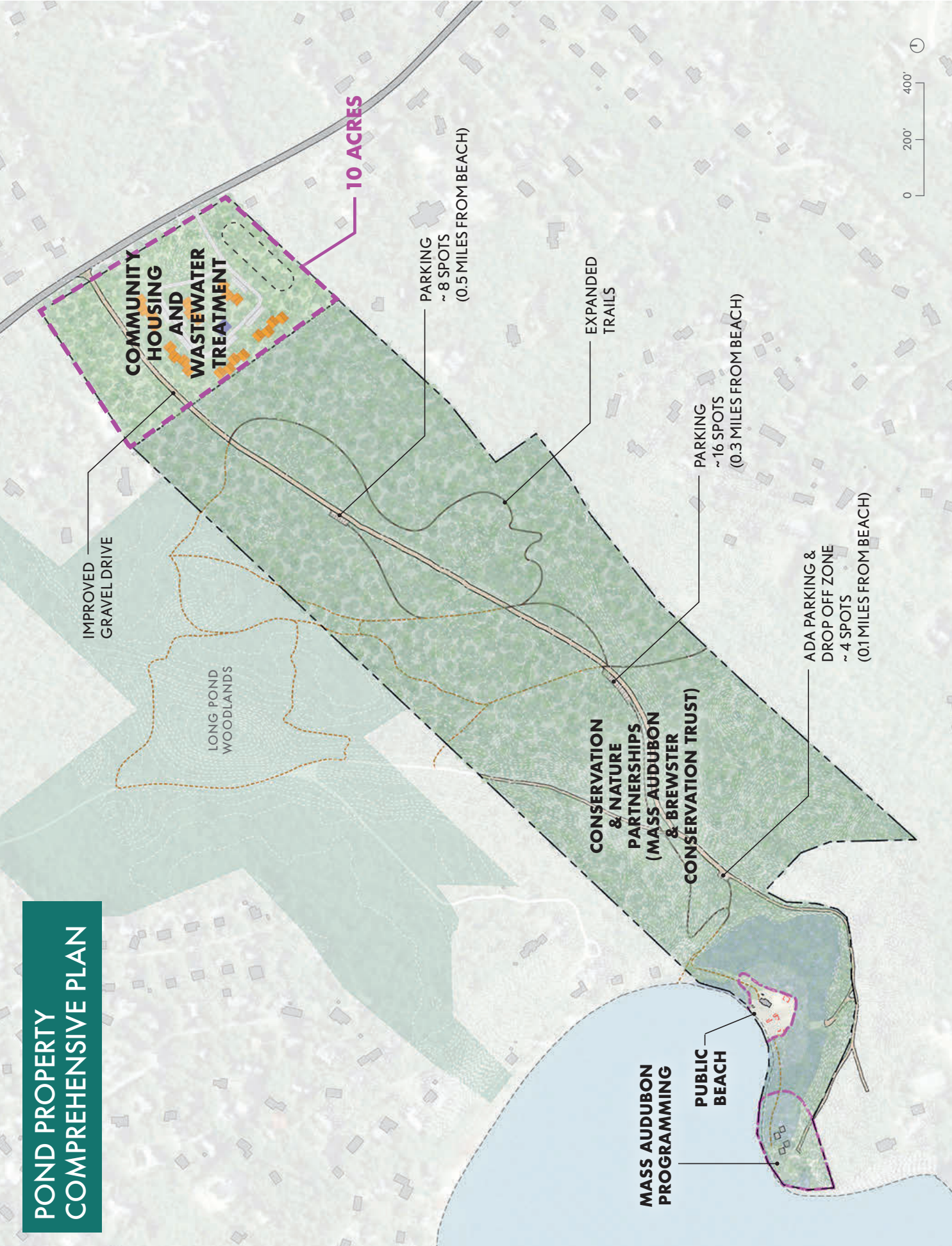
More information about the plans, including details about preliminary phasing and financing, can be found in Appendix A of the warrant which is an Executive Summary of the plans for both Sea Camps properties developed by Reed Hildebrand, the landscape architect consulting team that supported both Town committees throughout the planning process. Much more information about the properties and the plans can be found on the Town website at <https://www.brewster-ma.gov/town-projects/cape-cod-sea-camps-properties>.

**Select Board: Yes 5, No 0, Abs 0**

**Finance Committee: Yes 8, No 0, Abs 0**



# POND PROPERTY COMPREHENSIVE PLAN



10 ACRES

IMPROVED GRAVEL DRIVE

COMMUNITY HOUSING AND WASTEWATER TREATMENT

LONG POND WOODLANDS

PARKING ~8 SPOTS (0.5 MILES FROM BEACH)

EXPANDED TRAILS

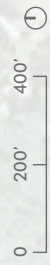
CONSERVATION & NATURE PARTNERSHIPS (MASS AUDUBON & BREWSTER CONSERVATION TRUST)

PARKING ~16 SPOTS (0.3 MILES FROM BEACH)

ADA PARKING & DROP OFF ZONE ~4 SPOTS (0.1 MILES FROM BEACH)

MASS AUDUBON PROGRAMMING

PUBLIC BEACH





**TEMPORARY EASEMENTS: MILLSTONE ROAD IMPROVEMENT PROJECT**

**ARTICLE NO. 20:** To see if the Town will vote to authorize the Select Board to acquire, by eminent domain, temporary easements for the purpose of rehabilitating Millstone Road, including, without limitation, easements for right of way, utility, drainage, access, construction, and any and all purposes and uses incidental or related thereto, in, on, under, and across those parcels of land at or near Millstone Road, or to take any other action related thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

The Town of Brewster is undertaking a road improvement project on Millstone Road that will include the installation of sidewalks and the creation of a consistent roadway shoulder. The roadway layout of Millstone Roads consists of a variable 40- to 50-foot-wide Town owned right-of-way. The project design has been modified to ensure no permanent easements related to sidewalk construction and drainage improvements will not be required on any residential property on Millstone Road. However, limited temporary impacts will occur on residential properties while construction is ongoing.

Over the past several months, the Town sent correspondence on multiple occasions to all impacted residents along Millstone Road to enter into right of entry and/or temporary easement agreements, but we only heard back from a limited number of residents. This article authorizes the Town to acquire temporary easements by eminent domain for the remaining properties in order to allow the contractor necessary access to undertake and complete the site work along the edge of the public right-of-way. The Town has developed a standard methodology to calculate financial reimbursement for this temporary access with will apply to all impacted residents. Copies of the project plans are available at Town offices.

**Select Board:    Yes 5, No 0, Abs 0**

**Finance Committee:    Yes 8, No 0, Abs 0**

**PRIVATE ROAD BETTERMENT: VESPER POND NEIGHBORHOOD**

**ARTICLE NO. 21:** To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money pursuant to General Laws Chapter 40, Sections 7 and 8, Chapter 297 of the Acts of 2002, Chapter 373 of the Acts of 2006, and/or any other enabling authority, said sum to be spent by the Town Manager with the approval of the Select Board, to finance temporary road repairs to the private ways known as Vesper Pond Drive, Mayflower Circle, Cranberry Lane, Deer Path Circle, Jam Lane, and Bay View Drive, including, without limitation, costs associated with engineering, construction, and reconstruction of said way, and costs incidental or related thereto, which costs shall be assessed by the Select Board as a betterment under General Laws Chapter 80, Section 1, on each parcel within the area benefiting from the improvement, all in compliance Brewster General Bylaws, Article VIII, Section 157-20, or to take any other action relative thereto.

(Select Board)

(Two-Thirds Vote Required)

COMMENT

The Town adopted a General Bylaw at the 1996 Annual Town Meeting which allows citizens to petition Town Meeting to obtain financing assistance to undertake repairs to private ways. In June 2022, the Select Board received a petition from residents for proposed road and drainage improvements in the Vesper Pond neighborhood, including Vesper Pond Drive, Mayflower Circle, Cranberry Lane, Deer Path Circle, Jam Lane, and Bay View Drive. The Planning Board approved the proposed plan in August 2022.

Town Meeting in November 2022 endorsed the betterment by a 2/3 vote and authorized financing in the amount of \$785,566.00. However, every construction bid subsequently received for the project exceeded the funding authorized by Town Meeting. Based upon the latest quotes, the total project cost is now estimated at \$1,256,636.88, including administrative expenses. Therefore, in order for the process to proceed, Town Meeting must appropriate an additional \$471,070.88.

If approved, the Town, in coordination with impacted residents, will contract out for the repair work. Once completed, the abutting property owners will then be required to reimburse the Town for the full project costs, plus interest and administrative expenses, by means of betterment assessments over a period of time. There will be no tax impacts to other residents.

**Select Board: Yes 5, No 0, Abs 0**

**Finance Committee: Yes 8, No 0, Abs 0**

**DRUMMER BOY PARK ADVISORY COMMITTEE REPORT**

**ARTICLE NO. 22:** To see if Town will vote to accept the report of the Drummer Boy Park Advisory Committee or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

Originally purchased by the Town in 1988, the first Master Plan for Drummer Boy Park was adopted by Town Meeting in 1995 and has informed the Town's overall approach to the property since. In Summer 2020, the Town received state grant funds to develop an updated Master Plan for Drummer Boy Park. To shepherd this important work, the Select Board formed an ad hoc Drummer Boy Park Advisory Committee charged with evaluating existing and potential future uses of the Drummer Boy Park property and developing an updated Master Plan to present to Town Meeting. The Committee was appointed in Fall 2020. From December 2020 through June 2021, the Committee met and developed a series of schematic concept plans that culminated in the presentation of a recommended plan to the Select Board in June 2021. The plan was presented to and unanimously adopted by Town Meeting in November 2021. Following the Town Meeting vote, the Select Board disbanded the Committee in December 2021.

In March 2023, a Special Town Meeting was convened to act on three citizens petitions related to the proposed Wing Island boardwalk. Article 3 originally sought to rescind the Drummer Boy Park Master Plan vote by Town Meeting of November 2021. Ultimately, Town Meeting voted to refer the 2021 Master Plan to a newly reconstituted committee to be appointed by the Select Board in consultation with the Moderator to report back to Town Meeting in May 2024.

Following the March Special Town Meeting, the Select Board approved an updated charge for a new ad hoc Drummer Boy Park Advisory Committee to re-evaluate the 2021 Drummer Boy Park Master Plan. The Select Board directed that their report may include an updated Master Plan, but any such plan shall not incorporate or include any new means of access to Wing Island. The Committee was tasked with reviewing the overall goals and recommendations identified in the 2021 Master Plan and determining whether any changes would be appropriate. The Select Board encouraged the Committee to conduct public outreach and solicit resident feedback in developing their report for Town Meeting. Members were appointed to the new Committee in July 2023 and they held their first meeting in September 2023.

Recognizing the importance of gathering the community's preferences for determining priorities for Drummer Boy Park moving forward, the Committee designed and issued a survey in Winter 2024 to gauge visitor use patterns and the importance of potential improvements at the park. Almost 1500 residents responded to the survey. Public feedback from the survey informed the recommendations of the Committee.

The Committee established the following goals regarding the selection of recommended actions and their priority:

- Preserve the character of the park and retain its open setting
- Maintain existing infrastructure, making improvements where they improve safety and enhance usability
- Explore a range of implementation solutions where needed from conventional to low cost, emphasizing green techniques where possible
- Seek alternative funding sources and implement improvements in phases within the context of other town projects

The Committee ultimately agreed on the following recommendations for Drummer Boy Park:

#### **Parking**

- Preserve formal and informal parking as it is – maintain the status quo but continue to monitor impacts on the park
- Consider adding limited traffic calming measures

#### **Stormwater**

- Maximize low-impact, cost-effective solutions to improving drainage, including addition of rain gardens and/or vegetated swales where possible and appropriate
- Communicate educational value of stormwater management techniques

### **Accessibility**

- Add several accessible benches to the existing paved loop trail to make it more user friendly
- Replace the existing sign on RT. 6A with a sign that is consistent with other recent Town signs

### **Amenities**

- Continue to selectively prune and/or remove invasive species, especially to maintain marsh vista
- Improve the playground to make it safe and accessible to all, shifting the new structures away from wetlands and/or to a slightly higher elevation
- Repurpose the existing building to a shade pavilion or build new open-air structure (re-using existing concrete slab) and provide several new accessible picnic tables for use there
- Maintain the bandstand/gazebo as needed and add a new small storage shed for the Brewster Band
- Extend portable toilet availability to year-round
- Install a water station and additional bike racks

In response to public input, the Committee is expressly not recommending the addition of any new paved walking trails or parking areas. In the Committee's view, their remaining recommendations represent the minimum investments in the park to ensure it can continue to serve as a community treasure and destination for residents and visitors.

A copy of the Committee's full report can be found in Appendix B of the warrant.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

### **CITIZENS PETITION: SHORT-TERM RENTAL REGISTRATION GENERAL BYLAW**

**ARTICLE NO. 23:** To see if the Town will vote to create a registration system for short-term rentals by adopting a new General Bylaw entitled "Chapter 180 – Short-Term Rental Registration," as printed below, or take any other action relative thereto.

#### **CHAPTER 180 SHORT-TERM RENTAL REGISTRATION**

##### **§ 180-1 Purpose**

- A.** To create a registration system for short-term rentals in order to protect the health, safety, and welfare of both the occupant(s) of those rental housing units and the general public, and to maintain the quality of life in residential neighborhoods in the Town.

- B. The bylaw seeks to provide for orderly operation of short-term rentals within the Town and prevent any negative impacts on neighborhood character, housing availability, house prices, availability of long-term rental units, and impacts on infrastructure systems such as sewer/water, parking, access, fire codes, and building code enforcement.
- C. The bylaw also seeks to provide a method for correcting violations when conditions warrant and to help enforce local and state laws, codes, and regulations.
- D. The bylaw seeks to create a registration system for short-term rentals so that accurate data about how many short-term rentals are operating within the Town may be gathered, as well as to ensure public health and safety. This would also provide data to the town on who operates short-term rentals within the town.
- E. Registrations would be subject to an annual fee that would cover costs of enforcement. Fines collected would be designated for use for enforcement costs in subsequent years. Registration fees would be set by the enforcing authority at a level sufficient to cover associated costs of enforcement and registration.

**§ 180-2 Definitions.**

- A. As used in this chapter, the following terms shall have the meanings indicated:

“Corporation” is defined as any business or charitable entity that is required to file Articles of Incorporation and Annual Reports with the Massachusetts Secretary of State or an equivalent agency of another state, pursuant to G.L. c. 156D, § 2 or G.L. c. 180, § 4, respectively.

“Dwelling” is defined by the Town of Brewster as a building containing three or more dwelling units. This definition includes “Dwelling, One Family Detached” and “Dwelling, One Family Security” (defined below).

DWELLING, ONE FAMILY DETACHED: A single, separate dwelling unit, designed for occupancy by one family. [Added 5-7-2012 ATM, Art. 23]

DWELLING, ONE FAMILY SECURITY: One family dwelling unit for owner occupancy or for occupancy by personnel hired by the owner for the protection of property and safe operation of a permitted use. [Added 5-7-2012 ATM, Art. 23]

DWELLING UNIT: One or more living and sleeping rooms providing complete living facilities for the use of one or more individuals constituting a single housekeeping unit, with permanent provisions for living, sleeping, eating, cooking and sanitation.

“Fit for winter habitation” refers to a dwelling unit that is suitable for habitation in the winter in so much as that it has a heating system and proper insulation.

“Full-Time Resident” is defined as a person who either lives in Brewster for the entire tax year or who maintains a **permanent place of abode** in Brewster that they spend at least 183 days per year in, as attested by where the domicile of the responsible party is given according to tax records in the state of Massachusetts.

From mass.gov, “Your domicile, or legal residence, is your true home or main residence. You may have multiple residences at one time, but only 1 domicile. **You can't choose to make your home one place for general living purposes and in another for tax purposes.** Your legal residence is usually where you maintain your most important family, social, economic, political, and religious ties, and it depends on all the facts and circumstances per case, including good faith.”

“Occupancy” is defined *as the use or possession, or the right to the use or possession, of a room in a bed and breakfast establishment, hotel, lodging house or motel designed and normally used for sleeping and living purposes for a period of not more than 90 consecutive calendar days, regardless of whether such use and possession is as a lessee, tenant, guest or licensee, or the use or possession or the right to the use or possession of a room in a short term rental normally used for sleeping and living purposes for a period of not more than 31 consecutive calendar days, regardless of whether such use and possession is as a lessee, tenant, guest or licensee;* provided, however, that “occupancy” shall include the right to the use or possession of the furnishings or the services and accommodations, including breakfast in a bed and breakfast establishment, accompanying the use and possession of such a room. § 1. Definitions, MA ST 64G § 1

“Occupant” is defined as a person who uses, possesses or has a right to use or possess a room in a bed and breakfast establishment, hotel, lodging house, **short-term rental**, or motel for rent under a lease, concession, permit, right of access, license or agreement.

“Operator” is defined as a person operating a bed and breakfast establishment, hotel, lodging house, short-term rental, or motel in the Commonwealth including, but not limited to, the owner or proprietor of such premises, the lessee, sublessee, mortgagee in possession, licensee or any other person otherwise operating such bed and breakfast establishment, hotel, lodging house, **short-term rental**, or motel.

“Operator’s Agent” is defined as a person who on behalf of an operator of a bed and breakfast establishment, hotel, motel, **short-term rental**, or lodging house: (i) manages the operation or upkeep of a property offered for rent; or (ii) books reservations at a property offered for rent; provided, however, that an “operator’s agent” shall include, but not be limited to, a property manager, property management company or real estate agent.

“Owner” is defined as the duly authorized agent, attorney, purchaser, devisee, trustee, lessor or any person having vested or equitable interest in the use, structure, or lot in question.



“Permanent Place of Abode” is defined as a dwelling place that someone, not necessarily the owner, continually maintains. This includes a place owned or leased by a spouse.

This **does not include** a camp, military barracks and housing, dormitory room, hospital room or room in any other similar temporary institutional setting; a university owned studio apartment available only to a university affiliated student, faculty and staff; **a dwelling place completely lacking both kitchen and bathing facilities, or a dwelling place that is not prepared for winter**; a hotel or motel room (but facts and situational circumstances will be taken into account before deciding); dwelling place owned by someone who, during the term of a lease, leases it either to others not related to the owner or their spouse by blood or marriage, for at least 1 year, or where the individual has no right to occupy any portion of the premises and who does not use such premises as his or her mailing address during the term of the lease; dwelling place that is maintained only during a temporary stay in Massachusetts for accomplishing a particular documented purpose. A temporary stay is defined as a predetermined period of time **not to exceed 1 year**.

"Person" is defined as an individual, partnership, trust or association, with or without transferable shares, joint-stock company, corporation, society, club, organization, institution, estate, receiver, trustee, assignee or referee and any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise, or any combination of individuals acting as a unit.

“Property Owner” is defined as any person who alone, or severally with others, has legal or equitable title or a beneficial interest in any dwelling unit; a mortgagee in possession; or agent, trustee, or other person appointed by the courts.

“Short-Term Rental” is defined as an owner-occupied, tenant-occupied, or non-owner occupied property including, but not limited to, an apartment, house, cottage, condominium, or a furnished accommodation (such as a bedroom within a residential dwelling) that is not a hotel, motel, lodging house or bed and breakfast establishment, where: (i) at least 1 room or unit is rented (for a fee) to an occupant or sub-occupant for a period of not more than 31 consecutive calendar days; and (ii) all accommodations are reserved in advance; provided, however, that a private owner-occupied property shall be considered a single unit if leased or rented as such. Excludes hotels licensed under M.G.L. Chapter 140, section 6; motels licensed under M.G.L. Chapter 140, section 32B; lodging establishments licensed under M.G.L. Chapter 140, section 23.

“Unfit for winter habitation” refers to a dwelling unit that is not suitable for habitation during the winter, in that the dwelling lacks a heating system and/or lacks proper insulation.

### **§ 180-3 Registration Requirements.**

- A.** Any property owner seeking to offer a short-term rental needs to register annually with the town of Brewster for a fee set by the enforcing authority. The fees collected are solely to pay for costs associated with enforcement, such as compliance software and any positions that need to be hired. All properties that are registered would need to be in compliance with local and state ordinances, zoning bylaws, and the State Sanitary Code.
- B.** The registrants need to apply prior to Feb. 28 of each year, with the rental period running from Mar. 1 to Feb. 28 of the following year. Registrations are subject to annual renewal and fees. Registrations cannot be transferred to any other person, legal entity, or address. The registration shall be terminated upon sale or transfer of the property for which the registration has been issued.  
Properties purchased after Feb. 28 will not be able to obtain a short-term rental certificate for the current registration year; owners will be able to obtain short-term rental certificates for the following registration year.
- C.** Each registrant is required to submit a sworn affidavit of compliance with their registration. The enforcing authority reserves the right to conduct inspections of properties to ensure compliance, including, but not limited to, when complaints have been made.
- D.** All short-term rentals are required to include the town-issued registration certificate number on their listings.
- E.** Contact information for the owner of a short-term rental shall be provided to the town with a current address and phone number, as well as an attestation that all persons' and entities with an ownership interest in the unit have been notified that a certificate of registration has been applied for. If the owner is a corporation (includes LLCs), the name, address, and phone number of the president and legal representative of the corporation shall be provided. If the owner is a realty trust or partnership, the name, address, and phone numbers of the managing trustee or partner shall be provided.
- F.** The name and contact information of the operator, and the operator's agent if different from the operator, must be provided to ensure that the person can respond to any emergencies that arise during occupancy within 2 hours of contact by the Town's Health Division or Police or Fire Department to complaints regarding the condition or operation of the property. Contact information must include a phone number that is available 24/7 to occupants and the above-stated public safety agencies and the information shall be posted conspicuously in the unit.
- G.** Operators will be responsible for trash removal after conclusion of an occupancy or once per week, whichever is more frequent.

- H. The maximum number of occupants in a short-term rental shall be 2 per bedroom, plus 2 additional occupants.
- I. Parking on-site shall be provided and must not impede traffic or traffic safety.
- J. Rental Certificates may be suspended or revoked for violations of the bylaw, State Sanitary Code, or any other applicable General Law, regulation, or bylaw intended to protect public health, safety, and/or the environment. Additional conditions may be imposed on the Rental Certificate in lieu of suspension or revocation.

**§ 180-4 [Reserved].**

**§ 180-5 Violations; Enforcement.**

- A. Violators will be subject to fines of \$200 per day, with each day of the violation constituting a separate offense. Any short-term rental found to be operating without a rental certificate will be subject to these fines. Violations of this regulation will be subject to the Regulation of the Town of Brewster regarding non-criminal disposition, according to Massachusetts General Laws, Chapter 40, Section 21D, and the town of Brewster’s bylaw concerning non-criminal disposition, where applicable.
- B. The enforcing and regulatory authority for the registration program is to be the Brewster Health Department.

**§ 180-6 Effective Date.**

- A. This bylaw shall take effect on January 1, 2025.

(Citizens Petition)

(Majority Vote Required)

COMMENT

Creating a registration system for short-term rentals would ensure that there is a way to collect data about short-term rentals, which is beneficial when assessing the housing needs of the community. A registration system also provides a way to track short-term rentals and ensure compliance with local rules and regulations by providing guidelines that short-term rentals need to comply with in order to keep their certificate. The fee for the registration system would be set by the enforcing authority (the Board of Health) to an amount reasonable to cover associated expenses.

Of the 15 towns on the Cape, only 3 have no registration system in place – Brewster, Wellfleet, and Sandwich. 80% of the towns on the Cape have some sort of registration system in place; it is time Brewster adopted one as well. Brewster should not be lagging behind our neighbors; registration systems allow towns to obtain accurate figures on the number of short-term rentals within the town, as well as accurate information about who owns and operates short-term rentals, and having a registration system in place provides a means for towns to enforce local rules and regulations.

Language in the bylaw states that property owners are required to submit a sworn affidavit of compliance with their registrations. This language is included so that not every property that is registered needs to be inspected, and instead be inspected on a case-by-case basis, such as when it is suspected that a property is not in compliance.

Currently, Brewster has nearly 1,100 short-term rentals (according to the Mass Public Registry of Lodging Operators) that are registered in the Commonwealth of Massachusetts, although the number likely exceeds that figure, as not all short-term rentals are officially registered. Given the current housing crisis, Brewster should be proactive in taking steps to collect data about housing usage in the town to better inform public policy decisions, as well as making sure short-term rentals are in compliance with local rules and regulations. Having a registration system is a way to effectively track short-term rentals and make sure that they are operating in a way that minimizes impact to the town.

Brewster also passed an ADU bylaw at Fall Town Meeting where it was specified that ADUs would need to be long-term properties. Without a registration system, there is no oversight to make sure the ADUs that are created will not be converted to STRs. This registration system provides a means of monitoring short-term rentals and a means to address violations, such as properties operating as STRs without registering.

**Select Board: Yes 1, No 3, Abs 1      Finance Committee: Yes 0, No 8, Abs 0**

#### **CITIZENS PETITION: SHORT-TERM RENTAL RESTRICTIONS GENERAL BYLAW**

**ARTICLE NO. 24:** To see if the Town will vote to limit the number of short-term rentals that a property owner can operate within the town of Brewster to one per property owner unless the property owner is a full-time resident of the town of Brewster, in which event they may then operate two properties as short-term rentals, and to amend Section 180-4 of the Town's General Bylaws accordingly by deleting the strikethrough language, and inserting the bold and underlined language, or take any other action relative thereto.

#### **CHAPTER 180 SHORT-TERM RENTAL REGISTRATION**

**§ 180-4 ~~Reserved~~ Limitations; Maximum Number of Short-Term Rentals.**

- A. A property owner can operate within the town of Brewster one Short-Term Rental per property owner unless the property owner is a full-time resident of the town of Brewster, in which event they may then operate two properties as short-term rentals.**
- B. In the event that an owner has properties unfit for winter habitation in excess of the short-term rental limits (1 per non-resident, 2 per Brewster resident), an exception may be granted by the enforcing authority (Brewster Health Department) so that those properties may be registered as short-term rentals in excess of the limit, if certain criteria are met.**

- (1) To qualify for an exception to the limit, a property owner must only operate registered short-term rentals in properties that are unfit for winter habitation; no exception will be granted if a property owner has a registered short-term rental in a property that is fit for winter habitation.  
All short-term rentals must be registered in accordance with the bylaw.
- (2) An owner may only exceed the limit if all their registered short-term rental properties are properties that are unfit for winter habitation. If an owner has a registered short-term rental that is fit for winter habitation, they will not be eligible for an exception to the limit, even if their other registered properties are unfit for winter habitation
- (3) If an exception is granted, it can be revoked if the owner attempts to register a property fit for winter habitation as a short-term rental.  
The exception may be revoked at the discretion of the enforcing authority if the property owner violates any part of the registration bylaw.  
If an exception is granted, all properties unfit for winter habitation will still need to be registered as short-term rentals and will be subject to registration fees and all other parts of the registration bylaw.

- C. Short-term rentals are prohibited in dwelling units owned by a corporation.  
Short-term rentals are permitted in dwelling units owned by an LLC, Trust, or S-Corp only when every shareholder, partner, or member of the legal entity is a natural person, as established by documentation provided by the applicant at time of registration.  
If any shareholder, partner, or member of the legal entity already has registered short-term rentals under their own name, those will count toward the limit for the legal entity they are trying to register with.

(Citizens Petition)

(Majority Vote Required)

#### COMMENT

The proposed restriction bylaw is an addendum to the registration bylaw. Passing the registration bylaw does not automatically pass the restriction bylaw. The restriction bylaw seeks to limit the number of properties an owner can operate to one per owner, unless the owner is full-time Brewster resident, in which event they may operate two short-term rentals. The goal is not to stop short-term rentals, as that is unrealistic. The goal is to preserve the ability of owners to continue with short-term rentals on a small-scale, while stopping large investment groups, LLCs, corporations, and other big owners, from operating on a large-scale in Brewster.

An exception (to be made at the discretion of the enforcing authority) has been included to address properties that are unfit for winter habitation. If an owner ONLY has STRs in properties that are “unfit for winter habitation”, the enforcing authority may allow the owner to register STRs beyond the limit (1 for non-residents, 2 for residents). However, if an owner wishes to operate an STR in a property that is “fit for winter habitation”, no exemption will be granted. All properties would still need to be registered with the town and would be subject to all rules and regulations.

There is also language (taken from the Provincetown ban on corporate operation of STRs) to prevent owners from forming LLCs to skirt the restrictions.

In analyzing the assessor’s data from Brewster for FY 2022, it appears there would be 100 or fewer owners who would be impacted by the proposed bylaw, while most short-term rental operators would be able to continue their small-time operations.

The intent of the restrictions is to create more year-round housing (either as rentals or as properties for sale). Having more available properties would lower rents (or home prices), which would be beneficial to the area as a whole. Workers could stay in the towns they work in, spending their money on local goods and services, while employers would be able to stabilize wages without worrying about employee retention.

This is a cost-effective way to potentially create more housing opportunities, as building more units is not only costly, but the projects themselves also take a long time to build (and are taxing to the water table). The homes already exist, and some were once used for year-round housing. This is a way to increase year-round housing without a large capital expenditure.

**Select Board: Yes 0, No 4, Abs 1      Finance Committee: Yes 0, No 8, Abs 0**



You are hereby directed to serve this Warrant with your doings thereon to the Town Clerk at the time and place of said meeting as aforesaid.

Given under our hand and Seal of the **Town of Brewster** affixed this **8<sup>th</sup> day of April 2024**.

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Edward B. Chatelain, Chair

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Mary W. Chaffee, Vice-Chair

---

Kari Sue Hoffmann, Clerk

---

Cynthia A. Bingham

---

David C. Whitney

I, Roland W. Bassett Jr, duly qualified Constable for the Town of Brewster, hereby certify that I served the Warrant for the Town Meeting of May 11, 2024 by posting attested copies thereof, in the following locations in the Town on the **12<sup>th</sup> day** of April, 2024.

Brewster Town Offices  
Brewster Ladies Library  
The Brewster General Store  
U. S. Post Office

Café Alfresco  
Brewster Pizza House  
Millstone Liquors

---

Roland W. Bassett, Jr. Constable

**APPENDIX A:**  
**SEA CAMPS COMPREHENSIVE PLANS EXECUTIVE SUMMARY**

# TOWN OF BREWSTER SEA CAMPS

# Comprehensive Planning

# Executive Summary

April 2024

## INTRODUCTION: PURSUING THE TOWN'S VISION

In 2020, The Cape Cod Sea Camps ceased operations after a century in business, and the two properties owned by the Delahanty family — the 55-acre Bay Property and the 66-acre Long Property — were listed for sale. The Town made the successful bid, and then received the overwhelming endorsement of voters at Town Meeting in September and at the ballot in October 2021. The purchase was strategic, affording the Town a large, highly visible opportunity to apply the principles of the 2018 Vision Plan and other relevant town strategic plans, and to meaningfully expand public amenities.

In the 2021 Warrant Article approved at Town Meeting, potential uses for both properties included habitat protection, watershed protection, open space, conservation and passive recreation, active recreation, community housing, and/or general municipal purposes. Potential uses for the Bay Property also included a community center.

Seeking to shape its future more proactively, in 2023 the Brewster Vision Planning Committee developed a Local Comprehensive Plan consistent with the community goals and values identified in the 2018 Vision Plan, which was adopted at Town Meeting in Fall 2023. The planning and design of the former Sea Camps figures prominently in the realization and implementation of the vision.

# PLANNING PROCESS: INFORMED BY RESIDENT INPUT

The Town of Brewster partnered with Reed Hilderbrand in 2022 to guide a comprehensive, community-led planning effort to help envision and prioritize future uses for both properties. The 14-month planning process included monthly meetings with the Bay and Pond Planning Committees as stakeholders and representatives of the community, 4 community forums, 2 online surveys, and weekly design review with relevant Town Staff. Through this process, community feedback was distilled into the following set of guiding principles:

- Expand opportunities for community use with a focus on wellness, recreation, arts and education
- Foster awareness of the sensitive ecologies and demonstrate sustainability
- Protect and conserve important natural habitat
- Contribute to the Town's affordable housing goals
- Build upon Brewster's historic, small-town, and socially inclusive character
- Build partnerships for activities and stewardship
- Re-use buildings and amenities where feasible
- Plan for long-term needs of the Town
- Balance cost with revenue generation

Community engagement was central to developing the final comprehensive plans for the properties. The team used in-person and virtual community forums to educate the community on existing site conditions, gain insight into community interests and concerns, share in-progress plans, and workshop different planning scenarios. In-person forums included interactive stations where over 450 attendees shared their input. Virtual forums included breakout groups and question and answer sessions where attendees shared feedback. Two online surveys also elicited community feedback.

## COMPREHENSIVE PLANS

The final comprehensive plans respond to the unique qualities of each property, aligning proposed improvements with each location's unique natural qualities, past uses, and character. Together, the Bay and Pond Property comprehensive plans balance the interests of the Town's long-term goals by meaningfully expanding multi-generational community benefits and planning for long-term social, economic, and ecological resilience.

# COMPREHENSIVE PLAN: BAY PROPERTY

## COMMUNITY AMENITIES

The Bay Property comprehensive plan includes a variety of activities serving people of all ages, abilities and interests, positioning the property to become a community and cultural hub for the Town of Brewster.

Community amenities would include:

- 2.4 miles of walking trails
- 0.6 miles of biking trails and increased access from the rail trail to the Bay Property
- Mass Audubon Nature Center and nature-based programs
- Continued beach and outdoor pool access
- Fitness station loop
- Tennis courts
- Playground
- Community garden plots
- Picnic and events space at the existing outdoor pavilion
- Flexible outdoor space for athletic fields, large gatherings and events
- Flexible community-uses cabins (potential for arts studios or residencies, pop-up events, smaller gathering spaces, or other possibilities)
- Event and concessions space at the existing boathouse
- Educational and events space at the existing Arts Center
- Interim recreational uses or temporary office, classroom, or meeting space at the existing Administration building
- Potential new community center
- Re-use of up to 7 buildings for seasonal and year round workforce housing
- 8-acre area for future municipal uses

## PARTNERSHIPS

Mass Audubon would partner with the Town at the Bay Property, contributing \$2 million and resources towards ecological restoration, conservation, wayfinding and trails, and educational programming.

Mass Audubon's partnership would include the funding of a new nature center and Mass Audubon office space on the northeast corner of the site, as well as a 10+ acre conservation restriction area around the existing pond.

# COMPREHENSIVE PLAN: BAY PROPERTY

## **ECOLOGICAL RESTORATION AND CONSERVATION**

The Bay Property plan includes habitat restoration along the Cape Cod Bay dunes, introduction of a pollinator meadow within the existing expansive turf lawn, expansion of the existing woodland, and a 10-acre conservation restriction in partnership with Mass Audubon in the northeast corner of the site to protect the existing pond and wetlands.

## **SEASONAL AND YEAR-ROUND WORKFORCE HOUSING**

The final comprehensive plan designated seven existing buildings for housing including:

- Three cabins for Mass Audubon seasonal employee housing to support the future Nature Center
- Two cabins for staff housing
- Two buildings whose housing type is to be determined, including the Spruce Hill House and the Westcott House

## **COMMUNITY CENTER**

Both the 2018 Town Vision Plan and the 2023 Local Comprehensive Plan identify a new, multi-generational community center as a priority goal for the Town. Similarly, throughout the Sea Camps community-led planning process, the community expressed widespread interest in social, recreational and educational activities that would be supported by a new community center. Given this feedback, the Bay Property comprehensive plan designates an area for a future multi-generational community center. Prior to pursuing a community center, the Town would undertake a feasibility study to confirm the programs and facilities desired by the community, the Council on Aging and Recreation Department.

The reserved zone is adjacent to the existing pool parking area and its proximity to the outdoor pool, arts center, tennis courts, and athletic fields, would provide a central location for all recreational and educational programs on the Bay Property.

## **FUTURE MUNICIPAL USES**

The comprehensive plan builds flexibility into the plan by reserving an approximately 8-acre zone in the southeast corner of the site for Future Municipal Uses, which would be determined at a later date.

Since community and Town needs are constantly changing, this allows the Town to revisit the best use for this zone in the future. The community will have input on these uses through a separate future community planning process and Town Meeting vote for approval.

# COMPREHENSIVE PLAN: POND PROPERTY

## ABOUT THE PLAN

Today, the Pond Property includes a winding access drive and trail network through sixty-six acres of woodland and a former cranberry bog to reach a sheltered beach at the Cape's largest freshwater pond. The property features upland deciduous forest, pitch pine oak forest, and freshwater wetlands, all supporting a diversity of ecological communities. The comprehensive plan for the Pond Property respects the secluded nature and ecological value of the Property by carefully balancing areas for conservation and areas for future development. Access to the property is improved by widening the existing gravel drive and by providing a few parking pull-off areas for trail and beach access. This includes a small ADA parking area with an ADA-accessible pathway to the beach.

## PARTNERSHIPS

The Town's partners on this property include Mass Audubon and the Brewster Conservation Trust, who would contribute resources toward ecological restoration, conservation, wayfinding and trails, and educational programming. Mass Audubon would contribute \$1.5 million and the Brewster Conservation Trust would contribute at least \$1 million towards the cost of acquiring the property. Their partnerships would include a conservation restriction on 56 acres (85% of the site), recognizing that the remaining 10 acres are designated for community housing and wastewater treatment. The proposed conservation restricted area on the Pond Property is adjacent to the Long Pond Woodland, a 41-acre Town owned conservation restricted area held by the Brewster Conservation Trust. Through their partnership on the Pond Property, the Brewster Conservation Trust would increase trail connectivity to the Long Pond Woodlands. On the southwestern edge of the Pond Property, Mass Audubon would provide nature-based educational programming including small seasonal day camp, adult nature study workshops, field trips for their Wellfleet Bay camp, afterschool programs, guided walks, kayak trips, and children's and adult programming in partnership with the Brewster Recreation Department.



# COMPREHENSIVE PLAN: POND PROPERTY

## HOUSING AND WASTEWATER TREATMENT

Throughout the community-led planning process, affordable housing came forward as a community priority. Providing affordable housing is also supported by the Town Vision Plan, the Local Comprehensive Plan, the Housing Production Plan, and the Select Board Strategic Plan. The Pond Property comprehensive plan carefully balances areas for conservation and areas for future development by reserving a 10-acre zone adjacent to Route 137 for affordable housing. The creation of new housing on municipal owned land is in line with the goals of the Town's Housing Production plan to diversify housing options in Brewster by expanding access for a range of income levels, preventing displacement of current residents and facilitating housing mobility.

Housing would be accompanied by a wastewater treatment plant to serve new housing development on the Pond Property, and eventually connect to other residences in the surrounding neighborhoods to replace traditional septic systems. Wastewater infrastructure would fully offset any impacts of new housing units and may help the Town meet nitrogen mitigation requirements of Pleasant Bay and/or Herring River watershed permits.

## BAY AND POND PROPERTY IMPLEMENTATION: PHASING AND COST

### PHASING

The Bay and Pond Property comprehensive plans would be realized through a phased implementation focused on near-term recreational, arts and educational programming and long-term partnerships toward restoration of natural habitat, contribution to affordable housing goals, and revenue generation. The Pond Property would be implemented over ~5 years and the Bay Property would be implemented over ~10 years.

For the Bay Property, Phase 1 would include a community center feasibility study. Phase 3 would include community center design and Phase 5 would include community center construction, both of which would only be pursued if Brewster voters decide to move forward following the feasibility study.

## BAY PROPERTY COST ESTIMATION

	CONSTRUCTION	ADDITIONAL COSTS (DESIGN AND CONTRACTOR FEES, PERMITTING, CONTINGENCY, ESCALATION)	TOTAL PER PHASE	POTENTIAL OTHER FUNDING	BALANCE TO BE FINANCED
<b>Phase 1</b> 2025-2027 (0% escalation)	\$4,700,000	\$3,600,000	\$8,300,000	\$1,500,000	\$6,800,000
<b>Phase 2</b> 2027-2029 (5% escalation)	\$3,500,000	\$1,900,000	\$5,400,000	\$2,700,000	\$2,700,000
<b>Phase 3</b> 2029-2031 (10% escalation)	\$2,800,000	\$7,600,000	\$10,400,000	\$1,400,000	\$9,000,000
<b>Phase 4</b> 2031-2033 (15% escalation)	\$3,500,000	\$3,100,000	\$6,600,000	\$1,100,000	\$5,500,000
<b>Phase 5</b> 2033-2035 (20% escalation)	\$19,300,000	\$11,700,000	\$31,000,000 (Community Center Construction)		\$31,000,000
<b>Total</b>	\$33,800,000	\$27,900,000	<b>\$61,700,000</b>	\$6,700,000	\$55,000,000

## POND PROPERTY COST ESTIMATION

	CONSTRUCTION	ADDITIONAL COSTS (DESIGN AND CONTRACTOR FEES, PERMITTING, CONTINGENCY, ESCALATION)	TOTAL PER PHASE	POTENTIAL OTHER FUNDING	BALANCE TO BE FINANCED
<b>Phase 1</b> 2025-2027 (0% escalation)	\$1,400,000	\$900,000	\$2,300,000	\$500,000	\$1,800,000
<b>Phase 2</b> 2027-2029 (5% escalation)	\$100,000	\$400,000	\$500,000	\$300,000	\$200,000
<b>Phase 3</b> 2029-2031 (10% escalation)	\$2,100,000	\$2,400,000	\$4,500,000	\$4,500,000	\$0
<b>Total</b>	\$3,600,000	\$3,700,000	<b>\$7,300,000</b>	\$5,300,000	\$2,000,000

**Phase 4**  
2031-2033

\*Cost TBD (cost to connect residents to new wastewater treatment plant)

## FINANCING

If the plans are approved by Town Meeting in May, the Town anticipates asking Brewster voters to approve up to three rounds of excluded debt to help finance the plans over the next decade.

- **Round 1** would include funding for all phases of the pond plan and the first two phases of the bay plan, including the community center feasibility study (\$300,000). It would be brought to Town Meeting and the ballot in Fall 2024.
- **Round 2a** would include phases 3 and 4 of the bay plan, excluding the community center design.
- **Round 2b** would include the community center design. These debt exclusions would likely be brought to Brewster voters in 2028.
- **Round 3** would fund phase 5 of the bay plan, which is construction of the new community center (if applicable). Based on the current timeline, this final funding request would be around 2031.

The phasing and financing plans are based on current information and may change over time based on community feedback and available resources.

	PHASES	YEAR	ANTICIPATED DEBT ISSUANCE	TAX RATE IMPACT*	TAX BILL IMPACT ON MEDIAN HOME**
<b>Round 1</b>	All Pond + Bay 1&2	2024	\$11.4M	+\$0.11/1000	+\$77
<b>Round 2a</b>	Bay 3&4 (no community center design)	2028	\$9.2M	+\$0.09/1000 (\$0.20 total)	+\$63 (\$140 total)
<b>Round 2b</b>	Bay 3&4 (community center design)	2028	\$5.3M	+\$0.05/1000 (\$0.25 total)	+\$34 (\$174 total)
<b>Round 3</b>	Bay 5	2031	\$31M	+\$0.30/1000 (\$0.55 total)	+\$216 (\$390 total)

\* would impact the following fiscal year tax bills - eg. 2024 approval would impact FY26 tax bills (Fall 2025)

\*\* assumes 25 year level debt term and conservative 3.85% interest rate (Brewster has the highest possible bond rating, AAA, which helps secure the lowest possible interest rates)

NOTE: Current median residential home value in Brewster is \$710,000.

The total estimated cost to implement both plans except for community center design and construction is \$20.6M. Total projected tax impacts of this work would be \$.20/1000 or \$140/year for 25 years for the average resident.

**APPENDIX B:**  
**DRUMMER BOY PARK ADVISORY COMMITTEE REPORT**



# Report on the 2021 Drummer Boy Park Master Plan

Submitted by

Drummer Boy Park Advisory Committee

April 8, 2024



# Drummer Boy Park Advisory Committee

## **Members**

Katharine Scott, Chair

Devin McGuire, Vice Chair

Chris Ellis (Recreation Committee), Clerk

Jillian Douglass

Allyson Felix

Jay Green (Council on Aging)

Patricia Hughes (Natural Resource Commission)

## **Liaisons/Representatives (non-voting)**

Select Board: David Whitney

Cape Cod Museum of Natural History Representative: Ray Hebert

Brewster Conservation Trust: Hal Minis

Brewster Historical Society: Sally Gunning

## **Town Support Staff**

Town Manager: Peter Lombardi

Natural Resources Director: Chris Miller

DPW Director: Griffin Ryder

Recreation Director: Mike Gradone

COA Director: Elton Cutler

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2. Committee Planning Process

3. Recommendations for Action

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A: Summary of 2021 Master Plan Actions

B. Survey Results



# 1. Background and Charge

In 1946, Ocean Acres, a 52 lot subdivision was approved for what is now Drummer Boy Park. Fortunately, the subdivision was never built. In 1974, the Brewster Historical Society (BHS) received a deed for one acre from then owner Tony McGowan, and subsequently moved the Nickerson Windmill to the site from East Brewster. Seeking to protect the view of the windmill, the Brewster Conservation Trust (BCT) purchased an acre house lot running from Rt 6A to the BHS property in 1986. Then in 1988, the Town successfully negotiated the purchase of the full 17 acre parcel, including the museum/gift shop for a public park, currently Drummer Boy Park. Adding to the complex, BCT purchased an additional abutting house lot to further protect the view of the park in 2013 and in 2014 the Town purchased the Cedar Ridge parcel to the east, now under the custody of the Conservation Commission. Together, all of these parcels constitute what can be called the Drummer Boy complex.

Drummer Boy Park is under the care and custody of the Brewster Select Board which is responsible for the Park's management and issuing permits for all large events. The first master plan for the park was adopted in 1995. In the summer of 2020, the Town received a state grant to develop an updated Master Plan for Drummer Boy Park.

With these grant funds, the Town hired a consultant to review the park's condition and uses, help develop plans and designs for expanded or alternative uses, estimate costs for such plans, and conduct public outreach regarding the park's future. The Select Board formed an ad hoc Drummer Boy Park Advisory Committee (DBPAC) charged with evaluating existing and potential future uses of the Drummer Boy Park property and developing an updated Master Plan to present to Town Meeting. The committee was appointed in Fall 2020 and produced their recommended Master Plan in Summer 2021. The Plan was unanimously adopted by Town Meeting in November 2021 and the original committee was disbanded shortly thereafter.

Recognizing that the Town was also in the early stages of planning for a potential elevated boardwalk to Wing Island via the adjacent Cedar Ridge Reserve property, that possibility was referenced in the Plan. Due to resident concerns about the connections between the Master Plan and the proposed boardwalk in Summer/Fall 2022, funding to implement Phase I of the Plan was rejected by Town Meeting in November 2022. A Special Town Meeting was then convened in March 2023 to act on three citizen petitions. Article 3 of that warrant originally sought to rescind the Drummer Boy Master Plan vote of 2021. Town Meeting ultimately voted to refer the 2021 Drummer Boy Master Plan to a new committee to be appointed by the Select Board in conjunction with the Moderator, to study and report to the May 2024 Annual Town Meeting.

In March 2023, the Select Board approved an updated charge for a new Drummer Boy Park Advisory Committee:

*The Drummer Boy Park Advisory Committee will re-evaluate the 2021 Drummer Boy Park Master Plan and will deliver a report to the May 2024 Annual Town*

*Meeting. This report may include an updated Master Plan, but any such plan shall not incorporate or include any new means of access to Wing Island. The DBP Advisory Committee is an ad hoc committee.*

The Committee was tasked with reviewing the overall goals and recommendations identified in the 2021 Master Plan and determining whether any changes would be appropriate. The Select Board encouraged the Committee to conduct public outreach and solicit resident feedback in developing their report for Town Meeting.

After interviewing candidates with the Moderator, the Select Board appointed members to the Committee in July 2023 and they held their first meeting in September 2023.

## 2. Committee Planning Process

The DBPAC went through a multi-step process to complete its review of the 2021 DB Master Plan and develop recommendations for actions. First, the committee reviewed the relevant aspects of several existing Town of Brewster plans. These included the following:

- Open Space and Recreation Plan
- Coastal Management Plan
- Local Comprehensive Plan
- Updates on the Sea Camps Planning processes

In addition, the committee conducted an extensive site visit to Drummer Boy Park including walking the existing trails, inspecting the parking areas, and viewing the existing structures (storage building/gift shop and gazebo) and playground. During the visit, the committee members also were briefed by representatives of the Brewster Historical Society and Brewster Conservation Trust about their respective activities at the Drummer Boy complex.

The committee met twelve times between September 2023 and April 2024. Most of their time was spent reviewing the 2021 Drummer Boy Park Master Plan and analyzing the results of the committee's community survey.

### 2.1 2021 Drummer Boy Park Master Plan

The goals of the 2021 plan were to:

- Preserve the character of the park and enhance the views of the Bay
- Collaborate with the Brewster Historical Society and the Brewster Conservation Trust in preserving the character of the complex and enhancing its use
- Plan for increased use and provide additional access to and throughout the park
- Identify park use areas.

The original Committee identified opportunities and constraints at Drummer Boy, based on the existing conditions and uses of the park itself and the adjacent properties owned by the Brewster Historical Society (Windmill Village) and the Brewster Conservation Trust

(Windmill Meadows). The Committee also considered use patterns of visitors to the park and of the large events which are held there over the course of the year, primarily during the summer months. Drawing on Figure 4.1 in the Master Plan document, the Committee recommended actions covered four general issues: parking, stormwater, accessibility and connectivity, and amenities. The plan identified two implementation phases. The first focused on improving parking, pedestrian access, and stormwater infrastructure. The second identified amenity up-grades to the playground, gazebo, and replacing the storage building (old gift shop) with a shade pavilion. A summary of the actions which the current Committee used as a general framework for their review is found in Appendix A.

## 2.2 Drummer Boy Park Survey

Recognizing the importance of gathering the community's preferences for determining priorities for Drummer Boy Park moving forward, the Committee designed and issued a survey to gauge visitor use patterns and the importance of potential improvements at the park. The survey was live from January 29 to February 14, 2024. It contained both scaled responses on agreement or importance of issues and space for open comments. A summary of the survey results is attached as Appendix B.

With 1,470 respondents, or approximately 15% of the age eligible population, the Committee was pleased with the high turnout for the survey. While all segments of the population were represented, the 60 to 81 age range was well above its proportion of the population as per the census (56% of respondents versus 42% of the population) whereas the 15-25 age group was underrepresented (0.6% of respondents compared to 6.8% of the population). Those who took the survey were generally full-time residents (78%) who have been in town for more than 20 years (43.5%). Unfortunately, a majority of respondents indicated that they only visit Drummer Boy occasionally or infrequently.

The majority of respondents preferred no change to the current parking arrangements, maintaining the current number of spaces, and using "green"/permeable materials if changes are made. There was very little support for the curbing and parking arrangements shown on the 2021 Master Plan. There were several comments about moving large events to the Sea Camps.

The majority of respondents were neutral about current stormwater conditions at Drummer Boy, although there was slight to moderate support for establishing stormwater management features. There was a clear preference for alternative or "green" stormwater techniques such as rain gardens. There were several comments about addressing stormwater issues on the playground.

Most people were satisfied or neutral about current accessibility and connectivity at Drummer Boy. There was moderate support for placing additional benches along the trails

and for selective clearing of understory and invasive vegetation to maintain/enhance the view of the marsh and bay.

Among the amenities at the park, putting in year-round toilets, installing a water station, and renovating and relocating the playground closer to a shade pavilion (repurposed existing building) near the playground were slightly to moderately important.

Overall, the sentiments expressed through the survey responses convey the message that residents want the park to remain largely as it is now and that improvements at Drummer Boy should not be prioritized over other projects in Brewster.

## 3. Recommendations for action

### 3.1 Framework for actions

The planning process has revealed several key considerations which frame how improvements or changes at Drummer Boy should be evaluated. The Committee has taken these into account in developing their recommendations.

Drummer Boy Park is a community treasure, and the preference is to maintain its natural character and to minimize formal improvements. The Committee recognizes how special the park is to our residents and they want to make recommendations that are responsive to recent public feedback.

The Town is facing significant demands on its financial resources, including potential improvements on the Sea Camps properties, ongoing renovation of Nauset Regional High School, anticipated capital investments in the Stony Brook Elementary School, and others. Recommendations for Drummer Boy Park must be considered in this context as the Town balances competing capital project priorities. There is a clear preference for low-cost solutions where they may be available and effective, and to try to identify alternative funding sources to help offset costs.

In addition to the preferences expressed in the survey, the condition and safety of infrastructure at Drummer Boy has to be taken into account in assigning priorities. Infrastructure that is increasingly unsafe or that is deteriorating to the point that it may not be used or re-purposed should be considered in the near term rather than the long term. In the design and implementation of actions, the Town should strive to identify alternative solutions and “green” techniques.

With these points in mind, the following goals guide the Committee’s selection of recommended actions and their priority:

- Preserve the character of the park and retain its open setting

- Maintain existing infrastructure, making improvements where they improve safety and enhance usability
- Explore a range of implementation solutions where needed from conventional to low cost, emphasizing green techniques where possible
- Seek alternative funding sources and implement improvements in phases within the context of other town projects

## 3.2 Committee Recommendations

Based on the totality of these considerations, the Committee identified the following recommendations for each of the four areas to include in their report to the 2024 Annual Town Meeting:

### **Parking**

- Preserve formal and informal parking as it is – maintain the status quo but continue to monitor impacts on the park
- Consider adding limited traffic calming measures

### **Stormwater**

- Maximize low-impact, cost-effective solutions to improving drainage, including addition of rain gardens and/or vegetated swales where possible and appropriate
- Communicate educational value of stormwater management techniques

### **Accessibility**

- Add several accessible benches to the existing paved loop trail to make it more user friendly
- Replace the existing sign on RT. 6A with a sign that is consistent with other recent Town signs

### **Amenities**

- Continue to selectively prune and/or remove invasive species, especially to maintain marsh vista
- Improve the playground to make it safe and accessible to all, shifting the new structures away from wetlands and/or to a slightly higher elevation
- Repurpose the existing building to a shade pavilion or build new open-air structure (re-using existing concrete slab) and provide several new accessible picnic tables for use there
- Maintain the bandstand/gazebo as needed and add a new small storage shed for the Brewster Band
- Extend portable toilet availability to year-round
- Install a water station and additional bike racks

In 2022, the playground was identified as nearing the end of its useful life by a certified playground safety inspector. While the Committee recognizes that the playground will be the largest cost element of these recommendations, they also believe those improvements can likely be funded through a variety of alternative sources, thereby reducing the impact on Brewster finances and taxpayers. While the playground and shade pavilion are viewed as priority initiatives, those improvements will also require the greatest additional planning. In the meantime, many of the other recommendations are relatively low cost and could be implemented sooner than later.

In response to public input, the Committee is expressly not recommending the addition of any new paved walking trails or parking areas. In the committee's view, their remaining recommendations represent the minimum investments in the park to ensure it can continue to serve as a community treasure and destination for residents and visitors.

## DBP:APPENDIX A

### 2021 Drummer Boy Park Master Plan Recommended Actions

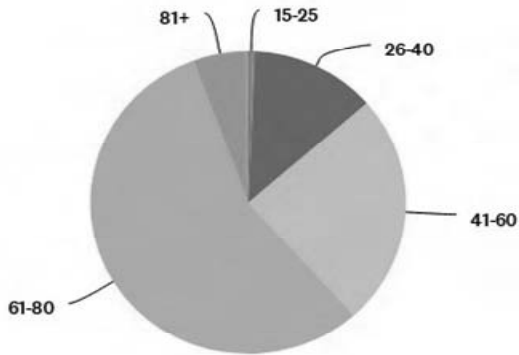
(Summarized from Figure 4.1, Recommended Master Plan, of the 2021 Master Plan)

Issue	Action	Phase
<b>Parking</b>	1. Install curbing along entry driveway and around perimeter of parking area	1
	2. Create parallel bus parking places on both sides of entry driveway	1
	3. Create controlled access point to open space lawn at end of entry driveway	1
	4. Create formal parking spaces around circle	1
<b>Stormwater</b>	1. Create rain gardens: southern side of circle, northern side of Rt 6A, on either side of entry driveway	1
<b>Accessibility</b>	1. Add new asphalt walking trail along eastern stonewall to sidewalk on Rt 6A at southeast corner, continue around northern side of circle, along boundary of Historic Village and Windmill Meadows and then back along Rt 6A to entry driveway	1
	2. Accessibility improvements on nature trail	1
	3. Create defined access point to Windmill Village	1
	4. Create connector from Windmill Meadows trail to asphalt walkway	2
<b>Amenities</b>	1. Convert existing storage building to shade pavilion	1
	2. Create new accessible restrooms	1
	3. Gazebo improvements and construction of small storage shed for gazebo	2
	4. Install water station near shade pavilion	1
	5. Install bike rack at circle	1
	6. Selective pruning and invasive species removal for marsh vista improvement	1
	7. New playground integrated with new pavilion and picnic tables	2

## DBP:APPENDIX B

### SURVEY RESULTS

#### RESPONDENT CHARACTERISTICS



AGE	n	%	Town Census %
15-25	9	0.6	6.8
26-40	189	13.0	14.3
41-60	360	24.7	20.8
61-80	816	56.0	42.6
Over 80	83	5.7	10.1

RESIDENCE	n	%
Full-time	1126	78.8
Part-time	321	22.2

YEARS OF RESIDENCE	n	%
5 or less	278	19.2
6-10	252	17.4
11-20	289	19.9
More than 20	630	43.5

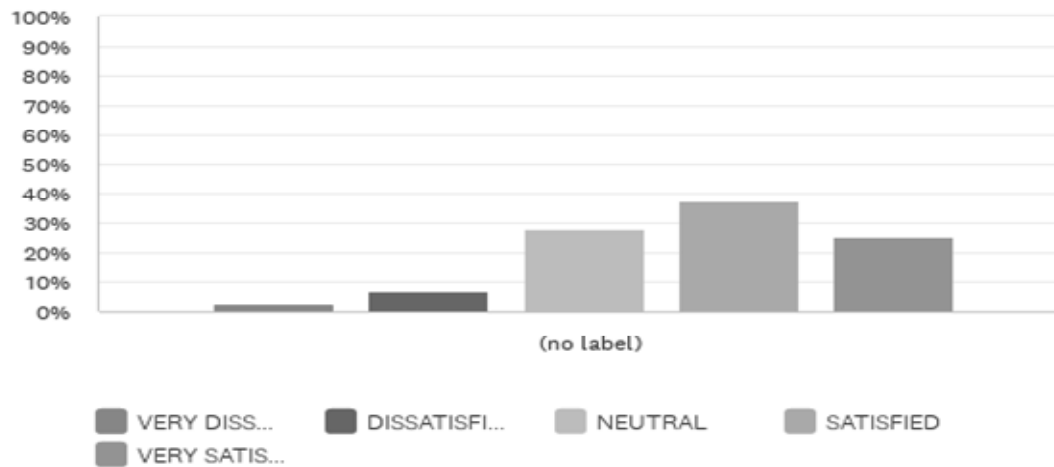
FREQUENCY OF PARK VISIT	n	%
Frequently (a few times each month)	356	24.2
Sometimes (several times a year)	781	53.1
Occasionally (once or twice a year)	308	21.0
Never	25	1.7



WHAT RESIDENTS LIKE / WOULD LIKE TO DO AT THE PARK	USERS n=1412		NON-USERS n=25	
	n	%	n	%
Walk or run on paved paths	659	46.7	7	29.2
Walk woodland trail	818	57.9	7	29.2
Picnic	300	21.3	11	45.8
Visit the playground	570	40.4	0	---
Play on grassy fields	391	27.7	1	4.2
Walk a dog	389	27.6	5	20.8
Organized group activities	182	12.9	3	12.5
Meet / visit with family or friends	514	36.4	3	12.5
Enjoy the vista	729	51.6	4	16.7
Attend events (concerts, craft fairs, Conservation Day, Holiday tree lighting)	1006	71.3	11	45.8
Visit the Historical Village and Windmill	620	43.9	3	3
Visit the Whale Rock and trail on Windmill Meadow	339	24.0	4	4
Visit the Cedar Ridge Preserve	240	17.0	3	3
Other	88	6.2	0	---

## PARKING

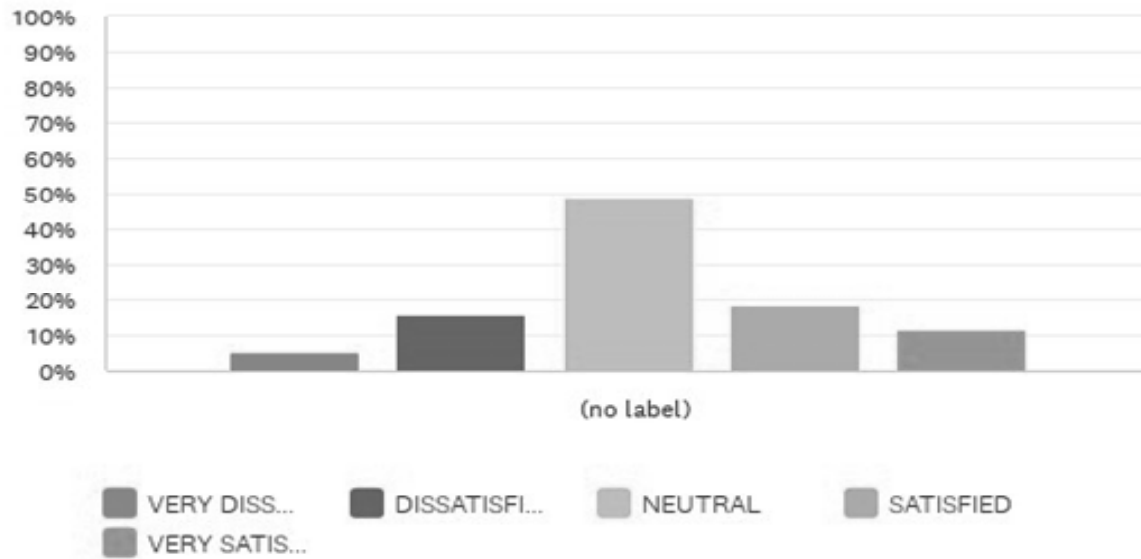
Satisfaction with Current Parking (5-point measure)	n	Mean	SD
	1352	3.8	1.0



Potential Improvements (4-point Measure of Importance)	n	Mean	SD
Designating and marking paved parking spots to improve safety, circulation, and availability of parking spaces	1342	1.9	1.1
Using materials other than asphalt pavement, such as crushed stone or permeable pavement or pavers, for parking areas	1321	2.5	1.2
Maintaining a similar number of parking spaces as available now	1332	3.0	1.0
Adding curbing to prevent parking on grassy fields (except for planned large events)	1327	1.6	1.0
Making no changes to the informal parking arrangement currently available	1324	3.0	1.1

## STORMWATER MANAGEMENT

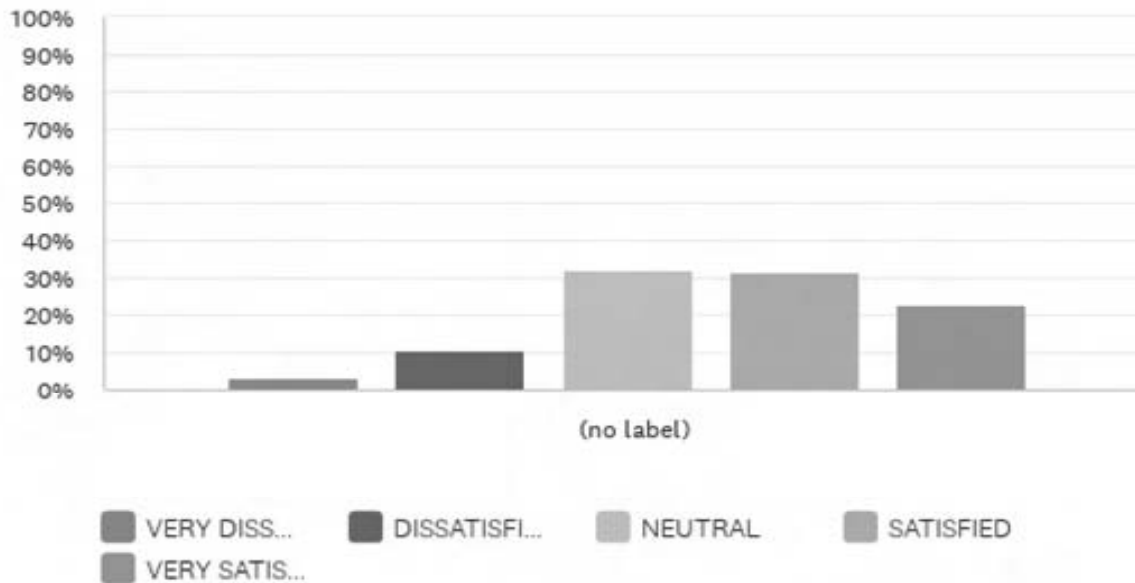
Satisfaction with Current Stormwater Conditions (5-point measure)	n	Mean	SD
	1269	3.2	1.0



Potential Improvements (4-point Measure of Importance)	n	Mean	SD
Establishing stormwater management features (drainage improvements such as catch basins) to minimize flooding and ponding and to remove stormwater from heavily used areas	1300	2.5	1.1
Using a variety of alternative stormwater management techniques, including "green" techniques such as rain gardens and vegetative swales wherever possible	1306	2.9	1.1

## ACCESSIBILITY AND CONNECTIVITY

Satisfaction with Current Accessibility and Connectivity (5-point measure)	n	Mean	SD
	1228	3.6	1.1

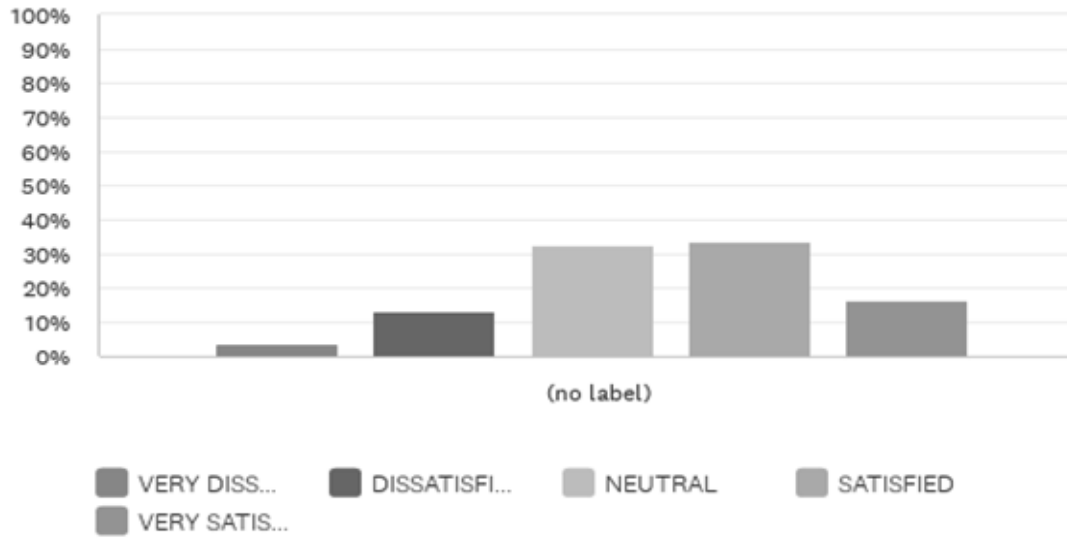


Potential Improvements (4-point Measure of Importance)	n	Mean	SD
Extending current network of paved paths	1261	2.0	1.1
Adding distance markers on paved paths	1271	1.7	1.0
Placing additional benches at spaced intervals for those with mobility challenges	1278	2.6	1.0
Making the woodland trail more accessible	1273	2.4	1.2
Establishing more formal connections to the Brewster Historical Society and Brewster Conservation Trust properties	1273	2.2	1.1
Creating a trail to the adjacent Cedar Ridge property	1273	2.3	1.1

Selectively clearing some understory vegetation and invasive species to enhance the marsh and bay views	1278	2.6	1.1
Selectively clearing some trees and shrubs along Route 6A to enhance the roadside view	1279	1.6	1.0

## PARK AMENITIES

Satisfaction with Current Amenities (5-point measure)	n	Mean	SD
	1196	3.5	1.0



<b>Amenities - Potential Improvements (4-point Measure of Importance)</b>	<b>n</b>	<b>Mean</b>	<b>SD</b>
Building an ADA compliant covered pavilion with picnic tables on the site of the current storage building	1265	2.2	1.1
Putting in year-round toilet facilities	1268	2.5	1.2
Installing a water station	1267	2.7	1.1
Relocating and renovating the playground to be ADA-compliant and closer to the shade pavilion for better drainage	1264	2.5	1.2
Upgrading or improving the bandstand/gazebo	1268	2.1	1.0
Adding appropriately sized signage to identify all of the amenities at the park	1269	2.0	1.0
Adding appropriately sized signage to explain the history and ecology of the area	1268	2.4	1.0
Adding a viewing platform overlooking the marsh	1266	2.3	1.2
Moving some large events to other locations in town	1266	1.9	1.1

## **MODERATOR'S RULES REGARDING TOWN MEETING**

Priority shall be given to registered voters of the Town for admission to all Town Meetings, whether annual or special meetings. Therefore, the following rules shall apply:

1. Prior to admission, persons desiring admission shall check in with the Town Meeting Tellers, who will be present at the main entrance with voter registration lists.
2. Non-voters, who desire to be present, will be seated in the area designated as the non-voter section. Voters take priority seating.
3. Non-voters will not address the Town Meeting without the unanimous consent of all voters present and will not participate in voting. Non-Resident Town staff will be permitted to address Town Meeting as appropriate and consistent with past precedent.

### **TOWN MEETING PROCEDURE**

**THE MODERATOR** has absolute control of the town meeting.

**GENERAL LAWS CHAPTER 39 SECTION 15:** The Moderator shall preside and regulate the proceedings, decide all questions of order, and make public declaration of all votes. The Moderator recognizes speakers from the floor, and while they are speaking allows no interruptions except when a point of order is raised.

**WHEN A VOTER WISHES TO SPEAK,** the voter may rise, say, "Mr. Moderator," and wait for recognition. Then, with the microphone, please give your name. The voter may continue with due regard to reasonable brevity, as long as the voter speaks directly to the question under discussion.

**THERE WILL BE NO SMOKING OR STANDING** in the meeting location.

**ANYTIME THE MOTION TO BE VOTED ON IS UNCLEAR,** ask the Moderator before voting.

**VOTERS WILL PLEASE HOLD THEIR BREWSTER VOTER TAG** in their right hand, so that the tellers when counting hand votes will count them.

**NO PERSON IS TO INDULGE IN PERSONALITIES OR DEROGATORIES.** Let us maintain decorum and reason together.

### **MOTIONS**

**MAIN MOTIONS** are always on articles in the Town warrant. They are made, seconded, and then opened for consideration.

**SECONDARY MOTIONS** are motions which refer to main motions. Secondary motions usually amend, postpone, or limit consideration.

**AMENDMENTS** may be offered by any voter to the motion under discussion, provided the scope of the original motion is not enlarged or altered. Amendments are seconded and discussed; they require a majority vote to carry (pass). An amendment need not be voted upon if the proposed change is agreeable to the proponents of original motion. Voters must submit amendments in legible writing.



### **POSTPONE**

**TO REFER TO COMMITTEE "COMMIT"** if changes in a main motion are numerous, take too much time, or require additional information, it is wise to commit the article to a committee. This secondary motion should specify which board or committee. If proposing a new committee, specify how many members, how appointments are to be made and when the committee should report.

**POSTPONE TO A DEFINITE TIME:** defers action on a main motion to a stated hour, usually during the meeting. At the hour specified, it is returned to the floor when a motion is made that the deferred article be considered.

**"LAY ON TABLE"** intends to temporarily lay aside an article. Not debatable; two-thirds vote carries. An article not taken from table before the meeting adjourns is not actionable. To be considered at a subsequent meeting, it must reappear in the warrant for that meeting.

**"TAKE NO ACTION" "PASS OVER" "POSTPONE INDEFINITELY"** are debatable motions and require majority vote. The intent is to defeat the motion.

### **LIMIT CONSIDERATION**

**LIMIT DEBATE.** This secondary motion requests a vote to be taken at a specific time. Requires a 2/3 majority vote.

**"MOVE THE PREVIOUS QUESTION"** demands an immediate vote on any motion under consideration without further debate on the motion. May not be debated or amended. Requires 2/3 vote to carry. If it carries, we vote on the main motion that we voted to end the debate on.

### **POINT OF ORDER**

**IF A VOTER QUESTIONS THE LEGALITY** or propriety of the proceedings, the voter may rise, interrupt the speaker and say, "I rise to a point of order" or "question of privilege."

### **VOTES ON MAIN MOTIONS**

Usually carries (passes) with the majority of those attending. Quantum of vote for each article is noted in the warrant book.

### **EXCEPTIONS**

**2/3 MAJORITY VOTE REQUIRED** for borrowing of money appropriations for land purchases; land purchase for public domain; sale or abandonment of unneeded land; abandonment of projects for which money has been borrowed; appropriation for celebration of settlement or incorporation; zoning bylaws.

**4/5 USUALLY REQUIRED** payment of a bill for which insufficient appropriations made in a previous year, at the Annual Town Meeting. A 9/10 vote is required at a Special Town Meeting.

**POSTPONE INDEFINITELY** requires a majority vote, may be debated, and may not interrupt the speaker.

## **GLOSSARY OF FINANCIAL TERMS**

<b>Appropriation</b>	An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended. Only town meeting can authorize money appropriated for one purpose to be used for another. Any amount that is appropriated may be encumbered (see encumbrance). Any part of an annual operating appropriation not spent or encumbered by June 30 automatically reverts to the undesignated fund balance that may result in free cash. If departments know of remaining unpaid bills at the close of the fiscal year and properly notifies the Town Accountant (MGL Ch. 41 ss. 58), the departmental appropriation is encumbered. This action extends the annual spending authorization until such time that the bill is paid or it is decided not to spend the funds. If these encumbrances are not acted on within ninety days, the Town Accountant generally notifies the department and closes them out. A special purpose appropriation, on the other hand, may carry forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.
<b>Audit</b>	An examination of systems, procedures, and financial data by a certified public accountant, reporting on the fairness of financial statements and compliance with statutes and regulations. The audit is a valuable management tool for evaluating the fiscal performance of a community.
<b>Available Funds</b>	Funds established through previous appropriations or resulting from financial operations. They may be appropriated to meet unforeseen expenses, or large non-recurring or capital expenditures. Examples include free cash, stabilization fund, overlay surplus, water surplus, and enterprise retained earnings.
<b>Betterments (Special Assessments)</b>	Whenever a limited area of a community receives benefit from a public improvement ( <i>e.g.</i> , water, road, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for a proportionate share of the cost of such improvements. The proportionate share may be paid in full, or the property owner may request the assessors to apportion the betterment over a period of up to 20 years. Over the lifetime of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.
<b>Bond</b>	A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time.
<b>Bond Anticipation Note (BAN)</b>	A short-term note to provide cash for initial project costs issued in anticipation of bond proceeds. BANs may be issued for a period not to exceed five years, provided principal repayment begins after two years. Communities with approved projects on the School Building Assistance (SBA) priority list may defer principal payments up to five years (approved annually in outside sections of the budget). The final maturity date of the project borrowing, beginning from the date the short-term note was issued, may not exceed the term specified by statute. BANs are full faith and credit obligations.
<b>Bond Authorized And Unissued</b>	Bond authorized but not yet sold. Issuance is contingent only on action by the Town Treasurer and a majority of the Board of Selectmen.
<b>Bond Counsel</b>	An attorney or law firm engaged to review and submit an opinion on the legal aspects of a municipal bond or note issue.
<b>Bond Issue</b>	Generally represents the sale of a certain number of bonds at one time by a governmental unit.
<b>Bond Rating (Municipal)</b>	A credit rating to help investors determine the risk of losing money in a given fixed-income investment. Agencies specializing in municipal bonds assign a rating, designated by letters or a combination of letters and numerals, based on their opinion of the future ability, legal obligation, and willingness of a bond issuer to make timely debt service payments.

<b>Budget</b>	A plan of financial operation embodying an estimate of proposed revenues and expenditures for a given period and the proposed means of financing them. A budget may be “preliminary” (the financial plan presented to the town meeting), or “final” (the plan approved by that body). The budget should be separated into basic units, either by department, program, or service. Formatting the budget in this way helps local officials and citizens make policy decisions when allocating scarce resources. It is also important to include as much information as possible concerning the output or accomplishments expected of a given program or department during the year.
<b>Capital Improvements Program</b>	A comprehensive plan for planning a community’s capital expenditures. It coordinates community planning, fiscal capacity and physical development. While all of the community’s needs should be identified in the program, there is a set of criteria that prioritizes the expenditures. The capital program is a plan for capital expenditures that usually extends at least five years beyond the capital budget.
<b>Capital Outlay Expenditure Exclusion</b>	A vote by a community at an election to exclude payments for a capital project from the levy limit. The exclusion may temporarily increase the levy above the levy ceiling.
<b>Cash</b>	Currency, coin, checks and bankers’ drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.
<b>Cash Management</b>	The process of managing a local government’s money in order to ensure maximum cash availability and maximum yield on short-term investment of idle cash.
<b>Cemetery Perpetual Care</b>	Funds donated by individuals for the care of gravesites. According to MGL, funds from this account must be invested and spent as directed by perpetual care agreements. If no agreements exist, the interest (but not principal) may be used as directed by the Cemetery Commissioners for the purpose of maintaining cemeteries.
<b>Chapter 90 Highway Funds</b>	The state legislature authorizes and issues transportation capital bonds every few years. In each Transportation Bond, funds are apportioned to communities based upon a formula under the provisions of MGL Ch. 90 ss. 34, hence the terms Chapter 90 funds. The Chapter 90 highway formula is comprised of three variables: local road mileage as certified by the Massachusetts Highway Department (MHD), employment figures from the Department of Employment and Training (DET), and population estimates from the U. S. Census Bureau. Under this formula, those communities with a larger number of road miles receive proportionately more aid than those with fewer road miles. These funds are reimbursed to communities based upon certified expenditure reports submitted to MHD.
<b>Cherry Sheets</b>	Named for the cherry colored paper on which they were originally printed, the Cherry Sheets are the official notification of the next fiscal year’s state aid and assessments to communities and regional school districts from the Commissioner of Revenue. State aid to municipalities and regional school districts consist of two major types – distributions and reimbursement. Distributions provide funds based on formulas while reimbursements provide funds for costs incurred during a period for certain programs or services. In addition, communities may receive “offset items” that must be spent on specific programs. Cherry Sheet assessments are advance estimates of state assessments and charges. Local assessors are required to use these figures in setting the local tax rate. Because these figures are estimates, it should be noted that based upon filing requirements and/or actual information, the final aid or assessment may differ.
<b>Cherry Sheet Offset Items</b>	Local aid accounts that may be spent without appropriation in the budget, but which must be spent for specific municipal and regional school district programs. Current offset items include racial equality grants, school lunch grants, and public libraries grants.
<b>Collective Bargaining</b>	The negotiations between an employer and union representative regarding wages, hours, and working conditions.
<b>Conservation Fund</b>	This fund may be expended for lawful conservation purposes as described in MGL Ch. 40 ss. 8C. It may also be expended for damages related to the taking of land by eminent domain provided that such taking has first been approved by two-thirds vote of town meeting.
<b>Contingent Appropriation</b>	An appropriation that authorizes spending for a particular purpose upon the occurrence of a later event. The grant of spending authority made by an appropriation must be certain at the time of

	the vote and, therefore, contingent appropriations are not generally permissible. Under MGL Ch. 59 ss. 21C(m), however, towns may make appropriations from the tax levy, available funds or borrowing, contingent upon the subsequent passage of a Proposition 2-½ override or exclusion question for the same purpose.
<b>Debt Authorization</b>	Formal approval by a two-thirds vote of town meeting to incur debt, in accordance with procedures stated in MGL Ch. 44.
<b>Debt Exclusion</b>	A vote by a municipality at an election to exclude debt service payments for a particular capital project from the levy limit. The amount necessary to cover the annual debt service payment is added to the levy limit for the life of the debt only. A debt exclusion may temporarily increase the levy above the levy ceiling.
<b>Debt Limit</b>	The maximum amount of debt that a municipality may have authorized for qualified purposes under state law.
<b>Debt Service</b>	The cost usually stated in annual terms, of the principal repayment and interest of any particular issue.
<b>Deficit</b>	The excess of expenditures over revenues during an accounting period. Also refers to the excess of the liabilities of a fund over its assets.
<b>Education Reform Act Of 1993</b>	An act that seek to remedy educational funding inequities between local communities by providing adequate state funding over a seven year period for all local and regional school districts and by mandating equity based upon a particular community's ability to pay. One of the Act's major goals is to improve student achievement.
<b>Eminent Domain</b>	The power of a government to take property for public purposes by condemnation provided that fair compensation is paid to the owner. This method is frequently used to obtain real property that cannot be purchased from owners by means of a voluntary transaction.
<b>Encumbrance</b>	Obligations in the form of purchase orders, contracts, or salary commitments that are chargeable to an appropriation and for which a part of the appropriations is reserved.
<b>Enterprise Fund</b>	Those funds which are established for specific uses under M.G.L. c.44, §53F1/2 that require an annual appropriation to operate (i.e. The Brewster Water Department). Enterprise fund revenue streams are segregated from the general fund into a separate fund and available as a separate financing source for services that generate, or for purposes supported by, those revenues. These include the revenues of enterprise funds established for services typically financed and delivered in a manner similar to private enterprises for the purpose of accounting for all costs, direct or indirect, of providing the services.
<b>Estimated Receipts</b>	An estimate of state and local miscellaneous receipts based upon the previous year's receipts that assessors deduct from the gross amount to be raised in order to arrive at the tax levy.
<b>Excess And Deficiency</b>	Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is made based upon the balance sheet that is submitted by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.
<b>Excess Levy Capacity</b>	The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the Board of Selectmen must be informed of excess levy capacity and their acknowledgment must be submitted to the Department of Revenue when setting the tax rate.
<b>Fiscal Year</b>	Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. For example, the 2023 fiscal year is July 1, 2022 to June 30, 2023 and is usually written as FY2023. Since 1976, the federal government has had a fiscal year that begins October 1 and ends September 30.
<b>Fixed Costs</b>	Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service or interest costs.

<b>Foundation Budget</b>	The target imposed by the Education Reform Act of 1993 for each school district, defining the spending level necessary to provide an adequate education for all students.
<b>Free Cash</b>	Unrestricted funds from operations of the previous fiscal year that are certified by the Director of Accounts as available for appropriation. Remaining funds include unexpended free cash from the previous year, receipts in excess of estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based upon the balance sheet as of June 30, which is submitted by the Town Accountant. A community should maintain a free cash balance to provide a hedge against unforeseen expenditures and to ensure there will be an adequate reserve to prevent sharp fluctuations in the tax rate. Maintenance of an adequate free cash level is not a luxury but a necessary component of sound local fiscal management. Credit rating agencies and other members of the financial community expect municipalities to maintain free cash reserves and make judgments regarding a community's fiscal stability, in part, on the basis of free cash.
<b>Fund</b>	An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.
<b>Fund Accounting</b>	Organizing the financial records of a municipality into multiple funds. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues and expenditures) are accounted for independently in accordance with specific regulations, restrictions and limitations. Examples of funds include the general fund and enterprise funds.
<b>General Fund</b>	The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.
<b>General Obligation (GO) Bonds</b>	Bonds issued by a municipality that are backed by the full faith and credit of its taxing authority.
<b>Hotel/Motel Excise</b>	A local option that allows a community to assess a tax on room occupancy. The community may levy up to 6% of the taxable rents of hotels, motels and lodging houses in that community.
<b>Indirect Cost</b>	Costs of a service not reflected in the service's operating budget. An example of an indirect cost of providing water service would be health insurance costs for water department employees. A determination of these costs is necessary to analyze the total cost of service delivery and a Mutual Agreement for reporting and paying indirect costs is required between the Select Board and respective Department / Committee.
<b>Interest</b>	Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made.
<b>Interest Rate</b>	The interest payable, expressed as a percentage of the principal available, for use during a specified period of time. It is always expressed in annual terms.
<b>Law Enforcement Trust Fund</b>	A revolving fund established to account for a portion of the proceeds from the sale of property seized from illegal drug-related activities. Funds may be expended to defray certain qualified law enforcement costs as outlined in MGL Ch. 94C ss. 47. Funds from this account may be expended by the Police Chief without further appropriation.
<b>Levy</b>	The amount a community raises through the property tax. The levy can be any amount up to the levy limit.
<b>Levy Ceiling</b>	The maximum levy assessed on real and personal property may not exceed 2 ½ percent of the total full and fair cash value of all taxable property (MGL Ch. 59 ss. 21C). Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion.
<b>Levy Limit</b>	The maximum amount a community can levy in a given year. The limit can grow each year by 2 ½ percent of the prior year's levy limit plus new growth and any overrides. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

<b>Line-Item Budget</b>	A budget that focuses on inputs of categories of spending, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.
<b>Local Aid</b>	Revenue allocated by the commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the “Cherry Sheets”. Most Cherry Sheet aid programs are considered revenues of the municipality’s or regional school districts’ general fund and may be spent for any purpose, subject to appropriation.
<b>Local Receipts</b>	Locally generated revenues, other than real and personal property taxes and enterprise fund revenues. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.
<b>Motor Vehicle Excise (MVE)</b>	Every motor vehicle and trailer registered in the Commonwealth is subject to the MVE unless expressly exempted. MVE is imposed for the privilege of registering a motor vehicle. Registering a motor vehicle automatically triggers the assessment of the excise.
<b>Municipal(s)</b>	Municipal refers to any state or subordinate governmental unit. “Municipals” (i.e., municipal bonds) include not only the bonds of all local subdivisions, such as cities, towns, school districts, special districts, but also bonds of the state and agencies of the state.
<b>Municipal Revenue Growth Factor (MRGF)</b>	An estimate of the percentage change in a municipality’s revenue growth for a fiscal year. It represents the combined percentage increase in the following revenue components; automatic 2 ½ percent increase in the levy limit, estimated new growth, the change in selected unrestricted state aid categories, and the change in selected unrestricted local receipts (Education Reform Act of 1993).
<b>Net School Spending (NSS)</b>	School budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community’s NSS funding must equal or exceed the NSS Requirement established annually by the Department of Education (DOE) (Education Reform Act of 1993).
<b>New Growth</b>	The taxing capacity added by new construction and other increases in the property tax base. New growth is calculated by multiplying all increases in value which are not the result of revaluation by the tax rate of the previous fiscal year, for example, FY2023 new growth is determined by multiplying the value on January 1, 2022 by the FY2022 tax rate. Assessors must submit documentation of new growth to the BLA annually before setting the tax rate. Documentation should be retained for five years in the event of a BLA audit.
<b>Operating Budget</b>	A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.
<b>Overlay (Overlay Reserve or Allowance for Abatements and Exemptions)</b>	An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve is not established by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.
<b>Overlay Surplus</b>	Any balance in the overlay account in excess of the amount remaining to be collected or abated can be transferred into this account. Within ten days of a written request by the chief executive officer of a city or town, the Board of Assessors must provide a certification of the excess amount of overlay available to transfer. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is “closed” to surplus revenue.
<b>Override</b>	A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount).
<b>Override Capacity</b>	The difference between a community’s levy ceiling and its levy limit. It is the maximum amount by which a community may override its levy limit.
<b>Payments In Lieu Of Taxes (PILOT)</b>	An agreement between a municipality and an entity not subject to taxation, such as charitable or educational organizations, in which the payer agrees to make a voluntary payment to the municipality. By law, a city or town must make such payment to any other community in which it owns land used for public purposes.

<b>Proposition 2 ½ (Prop 2 ½)</b>	M.G.L. c.59, §21C was enacted in 1980 and limits the amount of revenue a city or town may raise from local property taxes each year. This amount is the community's annual levy limit. The law allows the levy limit to increase each year by 2.5% plus any new growth revenue derived from taxes from new construction and alterations. This amount may not exceed the community's levy ceiling. Proposition 2 ½ also established two types of voter approved increases in local taxing authority – overrides and exclusions.
<b>Receipts Reserved</b>	Proceeds that are earmarked by law and placed in separate accounts for appropriation for particular purposes. For example, parking meter proceeds may be appropriated to offset certain expenses for parking meters and the regulation of parking and other traffic activities.
<b>Reserve Fund</b>	An amount set aside annually within the budget of a city (not to exceed 3% of the tax levy for the preceding year) or town (not to exceed 5% of the tax levy for the preceding year) to provide a funding source for extraordinary or unforeseen expenditures. In a town, the Finance Committee can authorize transfers from this fund for "extraordinary or unforeseen" expenditures. Other uses of the fund require budgetary transfers by town meeting.
<b>Revenue Anticipation Borrowing</b>	Cities, towns and districts may issue temporary notes in anticipation of taxes (TAN's) or other revenue (RAN's). The amount of this type of borrowing is limited to the total of the prior year's tax levy, the net amount collected in motor vehicle and trailer excise in the prior year and payments made by the Commonwealth in lieu of taxes in the prior year. According to MGL Ch. 44 ss. 4, cities, towns and districts may borrow for up to one year in anticipation of such revenue.
<b>Revenue Anticipation Note (RAN)</b>	A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.
<b>Revenue Bond</b>	A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.
<b>Revolving Fund</b>	Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch 44 ss. 52E ½ requires each revolving fund must be established by ordinance or charter and stipulates that each fund must be re-authorized each year at annual town meeting action, and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the town in the most recent fiscal year, and not more than one percent of the amount raised by taxation may be administered by a single fund. Wages and salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits. Revolving funds for other programs as provided by statute are still allowed, and a departmental revolving fund may be implemented in addition to or in conjunction with other existing statutory revolving funds, provided that the departmental revolving fund does not conflict with provisions of other revolving funds.
<b>Sale Of Cemetery Lots Fund</b>	A fund established to account for proceeds of the sale of cemetery lots. The proceeds may only be appropriated to pay for the cost of the land, its care and improvement or the enlargement of the cemetery under provisions of MGL Ch. 144 ss. 15.
<b>Stabilization Fund</b>	A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. Communities may appropriate into this fund in any year an amount and any interest shall be added to and become a part of the fund. A two-thirds vote of town meeting is required to appropriate money from the Stabilization Fund.
<b>State Aid Anticipation Note (SAAN)</b>	A short-term loan issued in anticipation of a state grant or aid (MGL Ch. 44 ss. 6A).
<b>State House Notes</b>	Debt instruments for cities, towns, counties and districts certified by the Director of Accounts. State House Notes, payable annually, are usually limited to maturities of five years. The notes are generally less costly and easier to issue than conventional issues for borrowing. They are commonly used for temporary loans and smaller long-term issues.
<b>Tax Rate</b>	The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

<b>Tax Rate Recapitulation Sheet (Recap Sheet)</b>	A document submitted by a city or town to the Department of Revenue in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate. The recap sheet should be submitted to the Department of Revenue by September 1 (in order to issue the first-half semiannual property tax bills before October) or by December 1 (in order to issue the third quarterly property tax bills before January 1).
<b>Five Year Valuation Certification</b>	The Commissioner of Revenue is required to review local assessments every five years and to certify that they represent FFCV. The Bureau of Local Assessments is responsible for this process.
<b>Trust Fund</b>	In general, a fund held for the specific purpose stipulated by a trust agreement. The Town Treasurer acts as a custodian of trust funds and invests and expends such funds as stipulated by trust agreements or as directed by the Commissioners of Trust Funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For non-expendable trust funds, interest but not principal may be expended as directed.
<b>Underride</b>	A vote by a community to permanently decrease the tax levy limit. As such, it is the exact opposite of an override.
<b>Unfunded Pension Liability</b>	Unfunded pension liability is the difference between the value assigned to the retirement benefits already earned by a municipality's employees and the assets the local retirement system will have on hand to meet these obligations. The dollar value of the unfunded pension liability is driven by assumptions about interest rates at which a retirement system's assets will grow and the rate of future costs of living increases to pensioners.
<b>Uniform Municipal Accounting System (UMAS)</b>	The Department of Revenue regards UMAS as the professional standard for municipal account system that conforms to Generally Accepted Accounting Principles modern municipal accounting in Massachusetts. Among the benefits of conversion to UMAS is increased consistency in reporting and record keeping and enhanced comparability of data among cities and towns.
<b>Unreserved Fund Balance (Surplus Revenue Account)</b>	The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected.
<b>Warrant</b>	An authorization for an action. For example, a town meeting warrant establishes the matters that may be acted upon by that town meeting. A treasury warrant authorizes the treasurer to pay specific bills. The assessors' warrant authorizes the tax collector to collect taxes in the amount and from the persons listed, respectively.
<b>Water Surplus</b>	For water departments operating under MGL Ch. 41 ss. 69B, any revenues in excess of estimated water receipts or unspent water appropriations closeout to a water surplus account. Water surplus may be appropriated to fund water-related general and capital expenses or to reduce water rates.
<b>Waterways Improvement Fund</b>	An account into which fifty percent of the proceeds of the boat excise is deposited. Use of these proceeds is limited to certain waterway expenses as outlined in MGL Ch. 40 ss. 5G.





DRAFT

Memo

To: Brewster Select Board

From: Pond Property Planning Committee

Re: Naming of the Pond Property – Area, Beach, Entrance Drive

Since early 2022, our Pond Property Planning Committee has been actively working on developing a Comprehensive Plan for the former Cape Cod Sea Camps property, specifically the Pond Property.

We have successfully completed the following tasks as charged:

- Identified existing conditions of the former Cape Cod Sea Camps Pond property
- Evaluated potential low-cost, short-term public access opportunities
- Developed and propose interim public access plan
- Developed and implemented a public engagement strategy to ensure broad community input
- Determined priority long-term uses appropriate for the Pond property, taking the adjacent Long Pond Woodlands (Robinson) property into consideration
- Identified and evaluated potential partner organizations with shared interests and values, particularly MA Audubon and Brewster Conservation Trust
- Proposed recommended long-term uses and partnerships
- Developed an implementation plan for the proposed uses

As we move forward to our Annual Town Meeting and the vote of the Brewster community to accept the proposed plan, we understand that the Pond Property Committee will be disbanded. However, we feel that there will be some important things left undone.

Since the Pond Property is under the care, control, and custody of the Brewster Select Board, our committee is requesting that the Select Board consider a community-wide process that would research and find a name(s) for the entire area, beach, and entrance way. This process should take into account our partners (Mass Audubon, Brewster Conservation Trust), community members, visitors, and other stakeholders.

Most other swimming beaches in Brewster, except for First Light Beach, are named for either the roads that lead up to them, or for the landings on a particular pond. We feel this is a unique and special town recreation/beach area that deserves a special name(s) chosen with input of the townfolks who made this whole opportunity possible.

We thank you for your consideration.

Sincerely,

The Pond Property Planning Committee



# Town of Brewster

2198 Main Street  
Brewster, MA 02631-1898  
Phone: (508) 896-3701  
www.brewster-ma.gov

**Office of:**  
Select Board  
Town Manager

## MINUTES OF THE POND PROPERTY PLANNING COMMITTEE

**Date:** April 3, 2024  
**Time:** 4:00pm  
**Place:** 2198 Main Street

**Participants:** Chair Doug Wilcock, Cindy Bingham, Kari Hoffmann, Elizabeth Taylor, Jan Crocker, Chris Williams, Assistant Town Manager Donna Kalinick

**Remote Participants:** Steve Ferris, Chris Ellis, Katie Gregoire

**Absent:** Cyndi Barran, Tim Hackert

**In Attendance:** Amy Henderson and Tino Kamarck (Brewster Conservation Trust), Melissa Lowe (Mass Audubon)

### Call to Order, Declaration of a Quorum, Meeting Participation Statement, and Recording Statement

Chair Wilcock called the meeting to order at 4:00pm, declared a quorum announcing the members in person and those participating remotely. Chair Wilcock read the meeting participation statement and the recording statement.

### Public Announcements and Comment

None

### Updated plan for spring Pond tour days- April 6 and April 10<sup>th</sup>

Ms. Kalinick shared that we have 138 people signed up for Saturday and 107 for Wednesday, most of them are scheduled for the morning tour times. The interim parking area is complete, with just signage needed at this point. Council on Aging vans will pick up people at Captains Golf course and drop them off at the turnaround. Volunteers will have a handout with a map on one side and information on the other. Volunteers are also requested to park at Captains Golf Course by 930am and take the van to the property. Everyone is reminded to dress appropriately for the weather and to wear comfortable shoes. One volunteer will be stationed at the Golf Course, two at the drop-off area handing out the flyers and welcoming people. Important to tell people that interim parking will be open, but cars are not allowed past that point on the property. Beach parking permits will be required from June 15<sup>th</sup> through the Sunday of Labor Day. The Town is still working on installing signage including a Town of Brewster sign at the entrance to the property. We will place a volunteer where W.H. Besse cartway is to keep people moving in the right direction and should reiterate to people that W.H. Besse is not a viable road to use. Someone will be stationed at the beach and Mass Audubon will have a representative at the point to talk about their programming.

### Discuss Committee Activities in Advance of Town Meeting and Committee sign ups

Ms. Kalinick referenced the outreach calendar, noting that there are three dates that have openings for a committee member to sign up and help. At these events, there will be flyers about the properties, the administration is currently working with Reed Hilderbrand on the executive summary for the Town Meeting warrant and a one pager that goes with the plans with a reminder about Town Meeting. Information from



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the fourth forum has been reduced to a 60 slide PowerPoint presentation that is included in the packet. This will be used at some of the scheduled events, including the pre-Town Meeting forum on April 30<sup>th</sup>.

It is important that committee members help voters to understand that we are only voting on the plans at Town Meeting, there is no vote on financing. Should the plans pass, votes on financing will be in multiple phases starting with the Fall Town Meeting. The Bay property has had a lot of discussion about a community center, which would also have multiple decision points to be able to move forward should the plan pass at Town Meeting. First would be a feasibility study, then a decision point about money for the design of a community center and in the third phase (8-10 years out) would be the request for construction funds.

Ms. Kalinick reviewed all the events and the locations, adding that during these events, members can answer questions and be factual, but members must be careful in advocacy and using political streams for advocacy as these are Town Meeting warrant articles. Members can talk about the plans, the process, the elements of the plans, and encourage people to come to Town Meeting.

## **Interim Parking at the Pond Property Permit requirement discussion**

Member Bingham shared that she advocated for requiring a beach permit at the pond property since there are only five parking spaces. She feels that the five spaces will be in high demand. Member Hoffmann agreed and wanted to set the protocol for parking now as it made sense to require parking permits at this location.

## **Naming of the Beach at the Pond Property**

Member Bingham recommended that there be a process in which those who come on the tour could help in naming both the beach and the road, as most of the Town's beaches are named for the road that they are on, except for First Light Beach. She noted that the final decision would be made by the Select Board.

Ms. Kalinick noted that when First Light Beach was named, the process was led by the Select Board not the Bay Planning Committee. She recommends that the Select Board who has care, custody and control lead this discussion with a recommendation from the committee and to remember that we have partners who have interest in the property as well (Mass Audubon and Brewster Conservation Trust).

Member Bingham withdrew this agenda item, noting that there would not be sufficient time before the committee is disbanded. The committee will discuss at the next meeting a recommendation to the Select Board to consider putting in place a process to name the beach, the entrance drive, or the property, which would include the community and partners.

## **Short Term Uses of Property Updates**

- a. **MA Audubon/Rec Kayak trip**- Chair Wilcock had inquired if the canoe trip from Crowells Bog Landing to the property could be rescheduled, unfortunately the Recreation Department has a full spring programming schedule at this time.



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## **Update on Select Board decision re: Town meeting articles presentation**

Chair Wilcock noted that there will be two articles at Town Meeting. Member Bingham added that it is really important that voters know there is no vote on finances at Town Meeting.

## **Report of PPPC for Annual Town Report**

Chair Wilcock provided a draft to the committee and welcomed feedback. Members provided some small amendments.

Member Hoffmann moved to approve the report with amendments proposed for the annual town report. Member Williams seconded the motion. A roll call vote was taken. Member Bingham-yes, Member Hoffmann-yes, Member Taylor-yes, Member Williams-yes, Member Crocker-yes, Member Ferris-yes, Member Gregorie -yes, Member Ellis-yes, Chair Wilcock-yes. The vote was 9-Yes, 0-No.

## **FYIs**

None

## **Approval of Minutes from March 6, 2024**

Member Bingham moved to approve the minutes of March 6<sup>th</sup> as amended. Member Hoffmann seconded the motion. A roll call vote was taken. Member Bingham-yes, Member Hoffmann-yes, Member Taylor-yes, Member Williams-yes, Member Crocker-yes, Member Ferris-abs, Member Gregorie -yes, Member Ellis-yes, Chair Wilcock-yes. The vote was 8-Yes, 0-No, 1- Abs.

## **Matters Not Reasonably Anticipated by the Chair**

None

## **Questions from the Media**

None

## **Next Meetings**

May 8, 2024

## **Adjournment**

Member Bingham moved to adjourn at 4:51pm. Member Taylor seconded the motion. A roll call vote was taken. Member Bingham-yes, Member Hoffmann-yes, Member Taylor-yes, Member Williams-yes, Member Crocker-yes, Member Ferris-yes, Member Gregorie -yes, Member Ellis-yes, Chair Wilcock-yes. The vote was 9-Yes, 0-No.

Respectfully submitted by  
Erika Mawn, Executive Assistant to Town Administration



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Approved on: