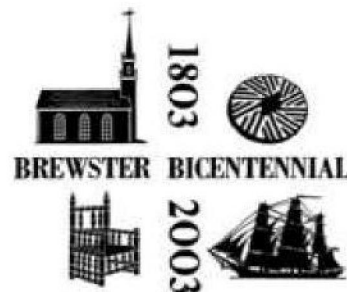




**Town of Brewster**  
**Community Preservation Committee**  
2198 Main Street  
Brewster, Massachusetts 02631-1898  
(508) 896-3701 x 133  
Fax (508) 896-8089



Dear Community Members,

The Brewster Community Preservation Committee (CPC) is accepting Community Preservation Act (CPA) funding applications for:

1. Acquisition, creation, and preservation of **Open Space**
2. Acquisition, preservation, rehabilitation, and restoration of **Historic Resources**
3. Acquisition, creation, preservation, rehabilitation, and restoration of land for **Recreational use**.
4. Acquisition, creation, preservation, and support of **Community Housing**.
5. Rehabilitation and restoration of **Open Space** and **Community Housing** that have been acquired or created using monies from the fund.

CPA funds may not be used for maintenance or the use of land for a stadium, gymnasium, or similar structure. For examples of projects and additional information, go to: [www.communitypreservation.org](http://www.communitypreservation.org).

An application form and list of selection criteria are attached.

Applications should be submitted by July 1<sup>st</sup> for the fall meeting or December 1st for the spring meeting, to allow sufficient CPC review time for potential presentation to the following Brewster Town Meeting.

Interested parties are urged to submit applications as soon as possible. For further information, please contact any member of the committee.

Thank you,

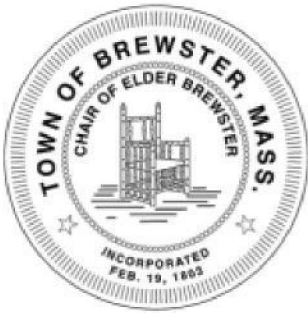
Paul Ruchinkas, Chair

### **Community Preservation Committee**

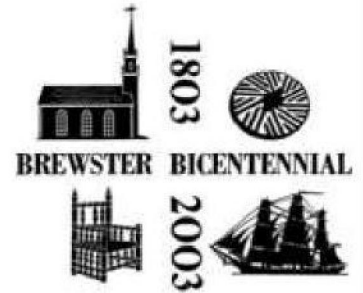
Paul Ruchinkas, Chair  
Faythe Ellis, Vice-Chair  
Elizabeth G. Taylor, Clerk  
Roland W. Bassett, Jr., Member  
Barbara Burgo, Member  
Peggy Jablonski, Member  
William Klein, Member  
Sharon Marotti, Member  
Diane Pansire, Member

Citizen Representative  
Historical Commission  
Planning Board  
Recreation Commission  
Brewster Housing Authority  
Citizen Representative  
Conservation Commission  
Citizen Representative  
Citizen Representative

[pjruch@comcast.net](mailto:pjruch@comcast.net)  
[faythe.ellis@outlook.com](mailto:faythe.ellis@outlook.com)  
[egtfarm@gmail.com](mailto:egtfarm@gmail.com)  
[bjburgo19@gmail.com](mailto:bjburgo19@gmail.com)  
[pegjab@gmail.com](mailto:pegjab@gmail.com)  
[abklein@verizon.net](mailto:abklein@verizon.net)  
[sharonmarotti@gmail.com](mailto:sharonmarotti@gmail.com)  
[dpansire@capecodfive.com](mailto:dpansire@capecodfive.com)



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## **Town of Brewster Community Preservation Committee**

### **Project Eligibility Criteria**

Projects must be eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation. These requirements include:

- ∞ Acquisition, creation, and preservation of Open Space
- ∞ Acquisition, preservation, rehabilitation, and restoration of Historic Resources. (See Secretary of the Interior Standards for Treatment of Historic Properties for rehabilitation projects)
- ∞ Acquisition, creation, preservation, rehabilitation, and restoration of land for Recreational use.
- ∞ Acquisition, creation, preservation, and support of Community Housing
- ∞ Rehabilitation and restoration of Open Space and Community Housing that have been acquired or created using monies from the fund

CPA funds may not be used for maintenance or the use of land for a stadium, gymnasium, or similar structure. For examples of projects and additional information, go to: [www.communitypreservation.org](http://www.communitypreservation.org).

Applicants must be able demonstrate a clear need for the use of public funds for their project.

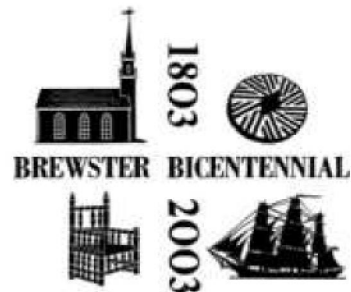
The CPC may recommend grants for the planning phase of projects where sufficient information is included in the application concerning the sources of funding that will be available after the planning phase is completed.

The Brewster Community Preservation Committee (CPC) encourages applications that address as many of the following general criteria as possible:

- ∞ Contribute to the preservation of Brewster's unique character
- ∞ Boost the vitality of the Town
- ∞ Enhance the quality of life for Brewster residents
- ∞ Serve more than one of the four CPA purposes
- ∞ Save resources that would otherwise be threatened
- ∞ Serve a currently under-served Town population
- ∞ Demonstrate practicality and feasibility, and ability to implement within budget
- ∞ Demonstrate a positive cost/benefit relationship
- ∞ Leverage additional public and/or private funds
- ∞ Preserve, enhance or better utilize existing Town resources
- ∞ Receive endorsement by other Town committees and the Brewster public at large



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## **APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING**

**Date Application Submitted:** August 1, 2018

**Name of Project Applicant:** Brewster Affordable Housing Trust

**Name of Co-Applciant(s), if applicable:**

**Name of Contact Person:** Donna Kalinick & Jill Scalese

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

**Contact Person's Daytime Phone Number:** 508-896-3701 X1130 & X1169

**Contact Person's email Address:** [dkalinick@brewster-ma.gov](mailto:dkalinick@brewster-ma.gov); [jscalese@brewster-ma.gov](mailto:jscalese@brewster-ma.gov)

**Proposed Project Name:** Funding Request for Brewster Affordable Housing Trust

**Project Address (or assessor's parcel ID):** \_\_\_\_\_

### **Project Synopsis:**

At the May 2018 Town meeting, the voters approved the formation of the Brewster Affordable Housing Trust. The purpose of the Trust is to provide for the preservation and creation of affordable housing in the Town of Brewster for the benefit of low and moderate income households and for the funding of Community Housing as defined in and in accordance with the provisions of MGL, Chapter 44B. All 7 members of the Trust have been appointed in accordance with the bylaw. In order for the Trust to begin its' work to create and preserve Housing, the Trust needs to have money available in case there is either a need to preserve an existing unit or there is an opportunity to create housing by acquisition. In most towns where AHTF exists, the CPC is annual source of funding for the Trust to meet its' mission and goals. For example, the Town of Harwich designated \$500,000 of CPA funding when they formed their Housing Trust at their 2018 Spring Town Meeting. The Trust at this time is asking for a nominal amount of CPC funds, but will seek future appropriations either in connection with specific projects or to create new housing programs under the Trust as well as seeking non-CPC funding sources. The creation of an AHTF was one of the key strategies in the Brewster Housing Production Plan as well as in the Brewster Vision Plan. The AHFT is tasked with working on most of the goals in the Housing Production Plan and is therefore, in line with guidelines laid out in the CPC Community Housing.



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

**CPA funding requested** \$100,000.00

**Total Cost of Proposed Project** \$



## **PROJECT DESCRIPTION**

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

- 1. Project Description:** Describe the proposed project. Is this part of a larger project or an ongoing project?

The goal of the project is to create and preserve affordable housing in the Town of Brewster. This is part of an ongoing effort in Brewster to address the Town's community housing needs. The formation of the Housing Trust at May 2018 Town Meeting implemented a strategy identified in both the Housing Production Plan (HPP) and the Brewster Vision Plan. In order for the Trust to begin its work to create and preserve housing, the Trust needs to have money available in case there is a need to preserve an existing unit or an opportunity to create housing by acquisition. Presently, the Trust has \$87,195.10 which was transferred from the Brewster's previous affordable housing fund. These additional CPC funds will enable the Trust to respond to emerging needs in a flexible way while the Trust is setting goals and identifying specific projects or plans to meet those goals.

- 2. For Historic Preservation projects:** Attach proof of listing on the State Register of Historic Places or a letter from the Brewster Historic Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster. Please note that rehabilitation projects must comply with the Secretary of the Interior Standards for Treatment of Historic Properties. **Additional information and analysis will be needed for projects submitted by churches/religious organizations to determine if they comply with the SJC's Caplan vs. Town of Acton decision.**

- 3. CPA Goals/Criteria:** Describe how this project accomplishes the goals and objectives of the CPA (refer to the attached general and issue-specific criteria and identify which of these apply to the project).

The Trust is tasked with working on most of the goals in the HPP and this request meets the following community housing goals:

1. Increase the supply of year-round affordable rental housing for all types of households, such as young singles and couples, families, and seniors: The Trust will be exploring ways to increase year round rental stock. Possible projects include the creation of affordable rental housing and a potential rental assistance program.
2. Build support for addressing housing needs through partnerships with conservation groups and nonprofit and for-profit developers: The Trust expects to work with conservation groups, non-profit and for profit developers. The creation of the Trust is an example of the Town building support for addressing housing needs, it brings together representatives of different Brewster entities and has already discussed reaching out to conservation groups, developers and others. Planned training sessions this fall will address ways the Trust can build effective partnerships.
3. Create housing that is affordable and appropriate for very low-income seniors and people with disabilities: Affordable housing for very low income seniors and people with disabilities has been identified as a priority need in the HPP. The Trust, using the HPP as a guide for their work, will be looking to create affordable housing for these populations.
4. Increase local capacity to plan, advocate for, and create affordable housing, preserve the affordability and condition of existing affordable units, and monitor affordable housing restrictions: By bringing together representatives of the Town Administrator, Select Board, CPC, Housing Partnership, Planning Board and two residents at large, the Housing Trust, with staff support of the Housing Coordinator, greatly increases the Town's local capacity to plan, advocate for and create affordable housing. In addition, funding will enable the Trust to create as well as preserve the affordability and condition of existing units.

5. N/A
6. Provide at least 10% of Brewster's year-round housing units as affordable housing in order to meet local and regional needs: Brewster is presently at 5.45% of its goal to reach 10% affordable housing stock. Housing Trust projects will be focused on increasing that affordable housing percentage.
7. Ensure long term affordability: These funds will enable the Housing Trust to quickly act and address situations where the long term affordability restrictions are at risk of being lost. These are very time sensitive situations. Without funds, the Trust will not be able to respond rapidly to preserve an existing unit.
8. Give priority to local residents, town employees, employees of local businesses, and households with children in Brewster schools as allowed by law: Within the guidelines of 40B development, based on the critical need for affordable housing in the Town, Brewster can petition the state (DHCD) for up to 70% local preference for the units. Brewster has been successful in receiving the 70% local preference designation in recent development and will continue to request this local preference.

**4. Community Benefits:** What are the community benefits of the project?

The Town of Brewster is lacking affordable year round housing. DHCD reports that Brewster has 5.45% of the mandated 10% subsidized housing inventory. According to the HPP 29% of Brewster residents are housing cost burdened, earning 100% AMI or below and paying over 30% of their gross income on housing costs. The Trust will work to create and preserve affordable housing. Presently there is a wait of several years for subsidized housing rentals in Brewster. Increasing affordable rental options will aid local elders, families and people with disabilities who are in need of affordable rental housing to remain in Brewster. Increasing the community housing supply will also benefit the Town's economy by providing more housing options for workers. Overall, creating and preserving affordable housing is an important component to help maintain a holistic Brewster community. As such, community housing has been identified and noted as a key goal in the Brewster Vision Plan.

**5. Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.

Addressing the Town's community housing needs is one of the eight building blocks identified through the Brewster Vision process. The Council on Aging's 5 year plan also addresses the need for affordable housing options for seniors. Community support for the Trust was demonstrated at Town Meeting with a convincing vote in favor of creating the Trust. Additionally, the CPC, Housing Partnership and Planning Board all expressed support for and requested representation on the Trust.

**6. Timeline:** What is the schedule for project implementation, including a timeline for all milestones? Please identify any special timing considerations for the project's implementation. If this is part of a larger project, is it phased? What is the timeline for the entire project?

The Trust has training planned for the fall. Goal setting will follow and then attention to specific plans and projects. The funds requested will enable the Trust to respond to emerging and critical, time sensitive, needs. By the Spring Town meeting, the Trust expects to have specific project requests for potential CPC funding. The Trust is also seeking additional funding streams.

**7. Credentials:** What are the qualifications and relevant experience of those undertaking the project?

The Trust consists of seven members, all with community housing interest and experience. By having representatives of the Town Administrator, Select Board, CPC, Housing Partnership and Planning Board; the Trust has a breadth of background and expertise. The two at-large residents also bring significant knowledge, including legal and housing data backgrounds. Massachusetts Housing Partnership will be providing training on operating a successful Housing Trust. Additionally, members plan to attend the Cape Housing Institute this fall. These qualifications and trainings will enable the Trust to effectively carry out their responsibilities and tasks.

**8. Budget/Need for Public Funds:** What is the total budget (sources of funds and uses/expenses) for the project and schedule for expenditure of CPA funds? All sources of funds and expenses must be clearly identified. Provide the basis for cost estimates whenever possible. (Note: CPA funds may not be used for maintenance.)

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

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

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

Successful Housing Trusts have annual and sustainable funding sources consisting of both CPA and non-CPA regulated revenue streams.

Funding sources:

\$87,195.10 - Town Meeting vote to transfer previous affordable housing fund to the Housing Trust

Requesting \$50,000 from Town general operating budget

Requesting \$50,000 from Town available funds.

Requesting \$100,000 from CPA funds.

Example of a possible funding need: If a deed restricted home becomes at risk of losing its affordability restriction, the cost to preserve the home would be approximately \$175,000- \$225,000. These funds would enable the Housing Trust to purchase the home and then it would be resold and retain its affordable deed restriction. Upon the resale of the house, all funds received from the sale would return to the Affordable Housing Trust Fund.

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

N/A

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

N/A



# **Town of Brewster Community Preservation Committee**

## **CATEGORY SPECIFIC CRITERIA**

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

### **Open Space Proposals**

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

### **Historical Preservation Proposals**

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

### **Community Housing Proposals**

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

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

### **Recreation Proposals**

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

# **Town of Brewster Community Preservation Committee**

## **APPLICATION REVIEW AND APPROVAL PROCESS**

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

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

**Step 2 – Community Preservation Committee Review and Public Comment**

### **A. Application Review:**

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

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

### **B. Project Review Guidelines are as follows:**

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

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

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

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



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

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

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

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

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