



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



APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted: December 1, 2019

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

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

Name of Contact Person: Donna J. Kalinick

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

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

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

Proposed Project Name: Part Time Housing Coordinator

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

Project Synopsis: As recommended in the 2017 Housing Production Plan as a key strategy, the CPC funded the creation of a part-time housing coordinator. The position was filled in July of 2017 and continued funding has been provided through FY20. The Housing Coordinator has provided monthly written updates to the CPC as well as quarterly in person updates. The Housing Coordinator has made significant progress on the Brewster Housing Production Plan strategies and goals and has become the face of the Housing Program in Town. Working in collaboration with Town Administration and the Town Planner, the Housing Coordinator has weekly public office hours, supports multiple housing committees and performs ongoing outreach. Due to the growth of the Housing Program, funding for FY21 includes a request to increase the Housing Coordinator position from 19 hours to 25 hours a week to support the efforts of increasing and retaining Community Housing in the Town of Brewster.

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

CPA funding requested \$49,500.00

Total Cost of Proposed Project \$49,500.00

PROJECT DESCRIPTION

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

- 1. Project Description:** Describe the proposed project. Is this part of a larger project or an ongoing project?
- 2. For Historic Preservation projects:** Attach proof of listing on the State Register of Historic Places or a letter from the Brewster Historic Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster. Please note that rehabilitation projects must comply with the Secretary of the Interior Standards for Treatment of Historic Properties.
Additional information and analysis will be needed for projects submitted by churches/religious organizations to determine if they comply with the SJC's Caplan vs. Town of Acton decision.
- 3. CPA Goals/Criteria:** Describe how this project accomplishes the goals and objectives of the CPA (refer to the attached general and issue-specific criteria and identify which of these apply to the project).
The Housing Coordinator is tasked with all goals under the Community Housing Criteria as follows:
The Housing Coordinator serves as the liaison to the Brewster Woods project which will create 30 units of 1, 2 and 3 bedroom rentals. The Housing Coordinator assisted with the ZBA modification permit and the successful MassWorks grant award to ensure that this project will move forward in the next year. The Housing Coordinator provided assistance with the facilitation of the second phase of the Habitat for Humanity home ownership neighborhood on Paul Hush Way. The Housing Coordinator has outreached and collaborated with many local groups, non-profits and surrounding towns to explore alternate types of rental & home ownership projects and non-building housing programs. The Housing Coordinator has spent much time increasing awareness about Housing needs in the Town of Brewster, including presenting at both the Lower and Mid Cape Housing Institutes, building collaborations and connections. The Housing Coordinator has outreached to the Brewster Conservation Trust, Ponds Coalition and Open Space Committee as well as the Chamber of Commerce, the local realtor group, multiple town committees, Housing Assistance Corp and Community Development Partnership. The Housing Coordinator was instrumental in multiple housing groups holding a Community Housing Forum and Fair in May 2019 as well as appearing at several Brewster Community Network sessions to discuss proposed housing initiatives. The SHI for the Town of Brewster has increased from 5.2% to 6.25% since the Town has had the Housing Coordinator position in place. The Housing Coordinator has created dossiers for all properties and maintains the SHI inventory list as well as assisting in the resale of any deed restricted properties, working actively with the Trust to protect our existing inventory. The Housing Coordinator has outreached to many different agencies, groups and residents in an effort to ensure that all demographics are made aware of housing opportunities, including keeping updated information on the Town's website under the Housing Department page. The Housing Coordinator serves as the Town representative on the Barnstable County Home Consortium. The Housing Coordinator has been instrumental in working with the Trust and Mass Housing Partnership on the Millstone Road pre-feasibility and Community Engagement process. We hope to have an RFP for Community Housing for this parcel by the Fall of 2020.
- 4. Community Benefits:** What are the community benefits of the project? The Housing Coordinator holds weekly public hours as well as outreaching to multiple groups in person as outlined above. The Housing Coordinator is tasked with working on the goals of the approved Housing Production Plan as well as the Housing Building Block that was identified through the Visioning Process. The Housing Coordinator has served as an ambassador to other towns, non-profits and agencies for the Town of Brewster.
- 5. Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions. The Housing Coordinator position is wholeheartedly supported by the Select Board,

Brewster Housing Partnership, Brewster Housing Trust, Town Administration and the Town Planner; letters of support are attached. Additionally, both the Community Preservation Committee and the town meeting voters have supported the Housing Coordinator Position for the past three years. Our Housing Coordinator is supported by many town groups and housing organizations as witnessed by requests for Brewster to participate in regional housing education and presentations about the successful housing program we have created in the last three years.

- 6. Timeline:** What is the schedule for project implementation, including a timeline for all milestones? Please identify any special timing considerations for the project's implementation. If this is part of a larger project, is it phased? What is the timeline for the entire project? Funding would be for FY21, July 1, 2020 through June 30, 2021. The request does ask for an increase in hours from 19 hours to 25 hours. As the housing programs grow, so does the need for housing coordinator support.
- 7. Credentials:** What are the qualifications and relevant experience of those undertaking the project?

The Housing Coordinator has worked in collaboration with the Assistant Town Administrator and the Town Planner to build a housing program and accomplish the goals of the Housing Production Plan. A Housing Trust has been established and created a mission statement and goals, an ADU bylaw was passed at the December 2018 Town meeting; Municipal Land has been dedicated for community housing and community engagement is well underway; the SHI has increased and the Town now has dedicated resources and information available to the public. Housing Coordinator reports to date for FY20 are attached as well as her 2018 Annual Report. Housing Production Plan Implementation table with progress and timelines are included.

- 8. Budget/Need for Public Funds:** What is the total budget (sources of funds and uses/expenses) for the project and schedule for expenditure of CPA funds? All sources of funds and expenses must be clearly identified. Provide the basis for cost estimates whenever possible. (Note: CPA funds may not be used for maintenance.) The Funding request for this year includes an increase in hours from 19 to 25 hours a week at the FY20 rate of pay. The position will be funded as many Housing Coordinators are with the use of CPC funds, however, the Town will assume any benefits associated with the increased hours. The Housing Program has been growing since 2017 and requires a five year analysis and strategic plan, but at this point, it is clear that increased hours are necessary to support the many new housing initiatives the town is engaged in. The Assistant Town Administrator also provides significant hours to the Brewster Housing program.

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

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

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

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

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

Town of Brewster Community Preservation Committee

CATEGORY SPECIFIC CRITERIA

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

Open Space Proposals

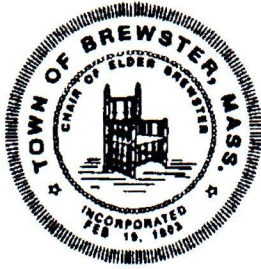
- ☐ Permanently protect important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, contain a habitat type that is in danger of vanishing from Brewster or preserve habitat for threatened or endangered species of plants or animals.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

Historical Preservation Proposals

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

Community Housing Proposals

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



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
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Office of:
Select Board
Town Administrator

December 2, 2019

Ms. Faythe Ellis, Chair
Community Preservation Committee
Brewster Town Hall
2198 Main Street
Brewster, MA. 02631

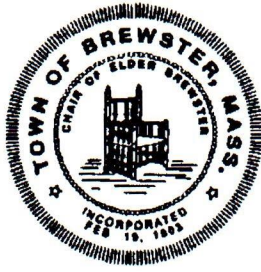
Faythe:

As part of the Board's Strategic Planning process, Housing was once again identified as a priority goal. Brewster is very fortunate to have a Housing Coordinator, thanks to the tremendous support of the Community Preservation Committee. We as a town have made great strides in creating programs, education and collaboration on the housing front, in a large part due to the efforts of our Housing Coordinator. From the creation of a Housing Trust, to the dedication of municipal land for community housing to receiving a MassWorks grant for the creation of rental housing, having a Housing Coordinator has bolstered our efforts to make housing a priority. The availability of housing supports town residents, businesses and helps to create a sustainable and well-rounded community.

We hope that the Community Preservation Committee will continue to financially support the vital position of Brewster's Housing Coordinator. We support the increase of hours for this position to continue the critical housing work outlined in both the Vision Plan and our Strategic Planning Process.

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

Dave Whitney, Chair
Brewster Select Board



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
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Office of:
Select Board
Town Administrator

November 25, 2019

Ms. Faythe Ellis, Chair
Community Preservation Committee
Brewster Town Hall
2198 Main Street
Brewster, MA. 02631

Faythe:

On behalf of the Brewster Housing Trust, we would like to express our support for continued Community Preservation funding for the Housing Coordinator position. The Trust is also in support of the request for increased hours for this position. In the past 12 months, the Brewster Housing Trust has worked on creating a mission statement and goals, held a Community Housing Forum and Fair; and, engaged in pre-feasibility as well as community engagement for our Millstone Road Community Housing Parcel. The Trust as you know recently received a CPA grant to assist in the preservation of our existing SHI homes. The Trust relies on the expertise and guidance of the Housing Coordinator in our housing initiatives.

Additionally, the Housing Coordinator plays a key role in providing hands on housing support to our residents. Ms. Scalise has become the face of our housing program as well as our ambassador in working with surrounding towns and non-profit housing partners. I hope that the Community Preservation Committee will continue to financially support the vital position of Brewster's Housing Coordinator.

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

Ben deRuyter, Chair
Brewster Housing Trust

Report of the Housing Coordinator

2018 marked substantial growth in Brewster's Housing Program. Brewster's 2017 Housing Production Plan set goals and implementation strategies which guide Brewster's community housing work. The Plan's goals are consistent with the 2018 Brewster Vision Advisory Group's Housing Goal: Provide more affordable, safe and accessible rental and home ownership housing options at different price points, particularly for single people, young families, and our older population. Achieve the state's 10% affordable goal by 2025.

Brewster's Housing Program involves the collaborative work of a team including the Brewster Housing Partnership, Housing Trust, Community Preservation Committee, Planning Board, Assistant Town Administrator Donna Kalinick, Town Planner Ryan Bennett and Housing Coordinator. Partnerships with the Brewster Housing Authority and Council of Aging are essential and the Select Board's strong involvement plays a key supportive role.

2018 accomplishments:

Creation of a Municipal Affordable Housing Trust Fund - At May Town Meeting, Brewster voters approved the creation of the Brewster Affordable Housing Trust. This seven member Trust, appointed by the Select Board in July, includes representatives of the Select Board, Town Administrator, Brewster Housing Partnership, Community Preservation Committee (CPC), Planning Board and two residents at large. The Trust meets monthly.

Acquisition of Millstone Road access parcel- A 1.58 acre parcel abutting a land-located town owned property and Millstone Road was purchased by the Town in July for community housing purposes. \$285,000 in Community Preservation Act funds were approved at May Town Meeting for the purchase and associated costs.

Transfer of town owned land for Community Housing purposes- May Town Meeting designated approximately 15 acres of Town owned land, adjacent to the Millstone Road access parcel, for Community Housing purposes. Brewster also received a grant from Mass Housing Partnership (MHP) for a pre-feasibility study of the property.

Comprehensive permit granted for Brewster Woods- In April, the Zoning Board of Appeals approved a comprehensive permit for Brewster Woods. These twenty-nine, affordable one, two and three bedroom apartments will be located off Brewster Road on property owned by the Brewster Housing Authority. The developers are now working to secure funding.

Increase in Subsidized Housing Inventory (SHI) - The SHI which lists state approved affordable housing units, is now at 6.08%. This is an increase from 5.31% in 2017. Massachusetts requires each town to have 10% of their year-round housing stock be affordable. Seven units were added from the Brewster Landing development on Sachemus Trail. Additionally, two SHI homes were resold in 2018.

Certification of Housing Production Plan- The Department of Housing and Community Development (DHCD) certified the Brewster Housing Production Plan. This means Brewster has met the plan's goal of permitting 24 affordable housing units in one year. The approval of the

Brewster Woods rental development fulfilled this requirement. With this certification from the state, Brewster is presently in “safe harbor.” Therefore, if a 40B comprehensive permit project is filed with the Zoning Board of Appeals (ZBA), the ZBA may choose to deny the comprehensive permit.

Completion of Phase One Habitat for Humanity Paul Hush Way- In August, Habitat for Humanity completed construction of six homes on Paul Hush Way and held a dedication for the new homeowners. A Solar Ribbon cutting with Lt Gov. Polito highlighted the green components of the homes. Phase Two, of eight additional homes, is expected to begin in 2019. Brewster also received the Community Partnership Award from Habitat for Humanity of Cape Cod.

Amendment of Accessory Dwelling Unit (ADU) Zoning Bylaw –With initial work by the Housing Partnership and assistance from a grant-funded consultant, the Planning Board drafted an amended ADU and Accessory Commercial Dwelling Unit (ACDU) zoning bylaw. The goal of the bylaw is to allow greater opportunities for ADUs, including by right, and ACDUs thus providing more year-round rental options and homeownership opportunities.

Affordable Home Buyer’s Buy-Down Program- One affordable home was purchased through the Brewster Affordable Home Buyer’s Buy-down Program. This initiative, financed with Community Preservation Act funds, provides up to \$30,000 to assist an income eligible first time home buyer purchase an affordable, deed restricted home in Brewster .

Community Outreach and Education- Outreach included: Information sessions on Brewster Community Housing as well as specific housing initiatives, cable TV shows, Brewster Community Network Forums and speaking engagements at different groups. MHP Center for Housing Data compiled a Housing PowerPoint which was used in presentations. On Mondays from 1-4pm, the Housing Coordinator held open office hours for community members who had requests for assistance, questions, comments and ideas about housing.

Regional Involvement & Training- Nine Brewster staff and committee members attended the 2nd Cape Housing Institute this fall to gain a better understanding of community housing issues and effective responses on Cape Cod. The Housing Coordinator is a member of the HOME Consortium and regularly participates in the Lower Cape Housing Peer Group.

Special thanks to Assistant Town Administrator Donna Kalinick and Town Planner Ryan Bennett for their guidance and support; the Housing Partnership, Trust, CPC and Planning Board for their dedication; and the residents of Brewster for their commitment to community housing.

Respectfully submitted,

Jill Scalise
Housing Coordinator

Brewster Housing Coordinator Update July 2019

Jill Scalise

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

1. Community Outreach and Education (HPP Strategy #13)
 - Open office hours offered Mondays 1-4 pm, also met with residents at other times upon request. 32 requests for housing information (22) or assistance (10).
 - With Donna Kalinick, presented a housing update to the Select Board.
 - Updated the Housing Office webpage.
2. Collaboration (with local communities, organizations and region) (HPP Strategy #9)
 - Met with Director of Latham Centers and Council on Aging staff members to discuss creative housing strategies including home sharing. Follow-up research.
 - Attended HOME Consortium meeting.
 - The Housing Partnership (BHP) and Housing Authority (BHA) are collaborating for a September 28th fall work day at the Huckleberry Lane family housing neighborhood.
3. Brewster Affordable Housing Trust Fund (BAHT) (HPP Strategy #7)
 - The Housing Trust and Housing Partnership met together, heard a presentation about Chatham's rental to ownership program and discussed Housing Trust goals and collaboration.
 - Millstone Road Parcel (Use of Town-owned Property, HPP Strategy #15)
 - Received the Pre-feasibility report from Bohler Engineering. The report stated, "based on initial due diligence for the Site, an affordable housing development appears to be a feasible project at this location with limited constraints."
 - On August 15th the BAHT will have a meeting with Judi Barrett, Housing and Community Engagement consultant, to facilitate the Millstone Road community outreach process.
 - Subsidized Housing Inventory (SHI) (HPP Strategy #10)
 - Continued focus on an uninhabited SHI home with a goal to resell the property to an affordable buyer. Obtained home appraisal & a restoration company visited the home for a quote of required work.
 - Working on Community Preservation Committee (CPC) grant for preservation of SHI homes.
4. Comprehensive Permit Projects (HPP Strategy #14)
 - Brewster Woods (30 rental apartments): Did not receive DHCD funding in the current funding round and, as a result of feedback, submitted a Notice of Project Change to the Zoning Board of Appeals. The revised site plan was shared with Housing Authority and Housing Partnership. The proposed changes will be addressed by ZBA at August 13th meeting. The Town is also in the process of applying for a MassWorks grant for infrastructure work related to Brewster Road and Brewster Woods.
 - Habitat for Humanity Paul Hush Way: Households were selected to build and purchase the final 8 Habitat homes. Brewster Community Celebration on August 8th & wall raisings on August 24th.
 - Brewster Landing: Site Visit with Building Commissioner and Town Planner regarding compliance and final comprehensive permit requirements. (28 homes built, 7 affordable)

Miscellaneous:

- Worked with: Assessor's Office, Building Department, BAHT, BHP, COA, Housing Authority, Planning Department, Select Board and Town Administrator's Office. Attended Select Board, Housing Trust, Housing Authority, Housing Partnership & Community Preservation meetings.
- Conversations held with Town staff, and follow-up research, regarding the former Wingate Nursing Home and Assisted Living site.

Brewster Housing Coordinator Update August 2019

Jill Scalise

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

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

- Open office hours offered Wednesdays 1-4 pm, also met with residents at other times upon request. 24 requests for housing information (10) or assistance (14).
- Met with Community Development Partnership (CDP) about media outreach campaign.

2. Collaboration (with local communities, organizations and region) (HPP Strategy #9)

- Huckleberry Lane Fall Work Day: September 28th 9-noon. The project is led by Housing Partnership (BHP), Housing Authority (BHA) and Town Administration. CapeCod5 has given a grant for workday food and supplies. The Huckleberry Lane neighborhood, owned and managed by BHA, has affordable family rentals. BHA has also received funding from the Brewster Community Preservation Act and the State for needed rehabilitation of the buildings.

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

- The Trust Goals & FY2020 Priority Initiatives were accepted. The Trust Bylaw change to stagger the terms was approved by the Attorney General.
- Millstone Road Parcel (Use of Town-owned Property, HPP Strategy #15)
 - Initial meeting and discussion with Trust and consultants regarding the Millstone Road community outreach process.
 - Community engagement meetings scheduled for Thursdays 6-8PM on 10/3, 11/7 & 12/5.
- Subsidized Housing Inventory (SHI) (HPP Strategy #10)
 - Submitted a grant request for the 'Preservation of SHI Housing' to the Community Preservation Committee (CPC).
 - Continued follow-up and work towards getting two uninhabited SHI homes occupied.
 - BAHT SHI Emergency Assistance Administrative Fund- Application, grant agreement and funding process created to assist SHI homeowners to access and sustain affordable housing.
 - Worked with Assessor to verify tax assessments for SHI homes.
- Home Rehabilitation (HPP Goal #6) - BAHT task group working on guidelines for program.

4. Comprehensive Permit Projects (HPP Strategy #14)

- Brewster Woods (30 rental apartments): A Notice of Project Change was made to the Zoning Board of Appeals (ZBA). The Housing Authority supported the changes and did not see them as substantial. The ZBA deemed the changes to be insubstantial and no modification was necessary. The Town, with Donna Kalinick's leadership, also submitted an application for a MassWorks grant for infrastructure work related to Brewster Road and Brewster Woods.
- Habitat for Humanity Paul Hush Way (Phase 2, 8 homes): Representatives from Brewster Police, Fire, Public Works and Water Departments, along with the Coast Guard, participated in the Wall Raising ceremony on August 24th. A Blitz Build of one home by the Home Builders and Remodelers Association of Cape Cod will take place September 16th-21st
- White Rock Commons (12 homes, 3 affordable): Final affordable home was sold.

Miscellaneous:

- Worked with: Assessor's Office, Building Dept., BAHT, BHP, CPC, Housing Authority (BHA), Planning Dept., and Town Administrator's Office. Attended BAHT, BHA, & CPC meetings.
- Conversations with Town staff regarding the former Wingate Assisted Living site.
- Meetings with people interested in affordable housing vision & possibilities in Brewster.
- Town continued work on Accessory Dwelling Unit (ADU) procedures and process.

Brewster Housing Coordinator Update September 2019

Jill Scalise

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

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

- Open office hours offered Wednesdays 1-4 pm, also met with residents at other times upon request. 22 requests for housing information (12) or assistance (10).
- Outreach for the Lower Cape Housing Institute (Wednesdays October 2 –Nov 6th) and the Cape Housing Institute (November 15).

2. Collaboration (with local communities, organizations and region) (HPP Strategy #9)

- Huckleberry Lane Fall Work Day: September 28th. This collaborative project with Housing Partnership (BHP), Housing Authority (BHA), Town Administration, Dept. of Public Works (DPW), Water Dept. and community volunteers received a grant from CapeCod5 for food and supplies. Over 20 volunteers cleared brush, planted flowers and worked across the BHA Huckleberry Lane neighborhood of affordable family rentals. BHA has also received funding from Brewster CPA and the State for needed rehabilitation of the buildings.
- Met with Community Development Partnership (CDP) and Lower/Outer Cape housing representatives about a Lower/Outer Cape Housing Forum. Visited Village at Nauset Green.
- Attended HOME Consortium Meeting.

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

- Millstone Road Parcel (Use of Town-owned Property, HPP Strategy #15)
 - Outreach for Community Engagement sessions Thursdays 6-8PM on 10/3 & 11/7.
 - Continued planning and coordination with consultants: Barrett Planning Group, Mass Housing Partnership (MHP) and Boehler Engineering.
 - Interviews held by Barrett Planning Group with over 20 local residents and stakeholders.
- Subsidized Housing Inventory (SHI) (HPP Strategy #10)
 - Community Preservation Committee (CPC) recommended support of 'Preservation of SHI Housing' grant of \$500,000.
 - Continued follow-up and work towards getting two uninhabited SHI homes occupied.
 - Two additional SHI homes are unoccupied and will be resold.
 - BAHT SHI Emergency Assistance Administrative Fund assisted one SHI homeowner.
- Home Rehabilitation (HPP Goal #6) - BAHT task group working on guidelines for program.

4. Comprehensive Permit Projects (HPP Strategy #14)

- Brewster Woods (30 rental apartments): Waiting for MassWorks grant application result.
- Habitat for Humanity Paul Hush Way (Phase 2, 8 homes): The Blitz Build of a home by the Home Builders and Remodelers Association of Cape Cod took place September 16th-21st. The Building Dept. did a terrific job coordinating with the build & completing all of the inspections.

Miscellaneous:

- Worked with: Building Dept., BAHT, BHP, CPC, Housing Authority (BHA), Planning Dept., and Town Administrator's Office. Attended BAHT, BHA, & CPC meetings.
- Conversations continued with Town staff regarding the former Wingate Assisted Living site.

Brewster Housing Coordinator Update October 2019

Jill Scalise

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

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

- Open office hours offered Wednesdays 1-4 pm, also met with residents at other times upon request. 30 requests for housing information (22) or assistance (8).
- Updated webpage.
- Attended Lower Cape Housing Institute (LCHI) sessions.
- Presentations: With Donna Kalinick, gave informational PowerPoint at Millstone Community Engagement & at LCHI spoke on “Setting Your Town Up for Success.” Also prepared presentation on “Building Vision & Community Engagement” for Cape Housing Institute 11/15.

2. Collaboration (with local communities, organizations and region) (HPP Strategy #9)

- Met with Community Development Partnership (CDP) and Lower/Outer Cape housing representatives to help design Post Lower Cape Housing Institute Town Wrap-Up Sessions.
- Provided requested information for CDP and Mass Housing Partnership (MHP).

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

- Millstone Parcel (Use of Town-owned Property, HPP Strategy #15)
 - Community Engagement Session held Thursday 10/3. Approximately 40 people in attendance. Housing Trust, Bohler Engineering, MHP and Barrett Planning participated. Barrett Planning completed report from Session #1, including pre-interviews.
 - Follow-up from Session 1. Design, planning, and outreach for Session 2, November 7th. Coordination with consultants from Barrett Planning Group, Bohler Engineering, & MHP.
- Subsidized Housing Inventory (SHI) (HPP Strategy #10)
 - Community Preservation Committee (CPC), Select Board & Finance Com. all support Trust’s ‘Preservation of SHI Housing’ grant request of \$500,000. Next: Town Meeting vote.
 - Continued follow-up and work towards getting two uninhabited SHI homes occupied. Additional SHI home scheduled for foreclosure, affordable deed restriction remains.
 - SHI homeowners gave Town Notice of Intent to sell their affordable home, this home will become available for resale in November.
- Home Rehabilitation (HPP Goal #6) - BAHT task group working on guidelines for program, spoke with legal counsel.

4. Comprehensive Permit Projects (HPP Strategy #14)

- Brewster Landing (28 home ownership units, 7 affordable): The Town received the Cost Certification statement from DHCD.
- Brewster Woods(30 rental apartments): Communication with MassWorks about grant application for infrastructure work on Brewster Road.

Miscellaneous:

- Worked with: Building Dept., BAHT, CPC, Housing Authority (BHA), Housing Partnership (BHP), Planning Dept., Select Board and Town Administrator’s Office.
- Attended and spoke at BAHT, BHP, CPC, Community Development Team, Finance & Select Board meetings.

Town of Brewster, MA Housing Production Plan Implementation Strategies

Implementation Strategies		Responsible	Entities	Time Frame	Page #
		Lead	Support		
Regulatory Reform					
#1	Amend the Zoning Bylaw to facilitate creation of accessory apartments	Planning	BHP HC	Approved TM 12/18	65
#2	Make it as easy as possible to create apartments over commercial space in business-zoned areas such as the Village Business District and Underpass Road.	Planning	BHP HC	Approved TM 12/18	65
#3	Allow small affordable units on nonconforming lots that are otherwise unbuildable.	Planning	HC, ZBA, Building inspector	Medium/ Long term	65
#4	Provide effective incentives to create affordable housing. (e.g., by providing for multifamily dwellings with realistic density & in exchange, requiring affordable units, or requiring proposed buildings over a certain size to include affordable housing as a condition of approval.)	Planning	HC	Medium/ Long term	66
#5	Overhaul & update existing, underutilized provisions such as Section 139-35.2, Major Residential Development or Section 179-36, Planned Residential Development, in order to encourage a mix of residential uses, including affordable units.	Planning	HC	Medium/ Long term	66
#6	Remove local barriers to reusing & redeveloping existing properties for affordable housing.	Planning	HC	Medium/ Long term	66
Funding & Assets					
#7	Establish a Municipal Housing Trust by adopting the provisions of G.L. c. 44, § 55C.	HC & Select Board	BHP CPC	Created 2018 (TM 5/18)	66
#8	Explore possibilities for local property tax incentives to help fund the creation and preservation of affordable housing.	HC, BAHT & Select Board	BHP	Medium/ Long term	67
#9	Work with nearby communities on the Cape by pooling CPA funds & other revenue to construct affordable housing in suitable locations throughout the region & meet regional needs.	HC, BAHT & CPC	Select Board & BHP	Ongoing (in process)	68

#10	Develop & carry out a plan to preserve Brewster's existing affordable units, especially SHI units with restrictions that expire in the next few years.	HC BAHT	BHP CPC	Ongoing (in process)	68
#11	Advocate for adoption of special legislation to create a seasonal rentals excise.	Select Board BAHT & HC	BHP	Medium term & ongoing (in process)	69
Education & Advocacy					
#12	Create a Housing Coordinator position.	Select Board & Planning	BHP CPC	Hired July 2017	69
#13	Develop a comprehensive housing education plan.	HC	BHP BAHT	Forum May 2019 Ongoing (in process)	69
Local Policy & Planning Strategies					
#14	Make good use of 40B as a vehicle for creating affordable housing.	BHP BAHT & HC	Select Board ZBA	Ongoing Brew. Woods Habitat	70
#15	Develop an asset management plan for Town-owned property, including criteria for making surplus property determinations.	Select Board BAHT & HC	Vision Sessions 2017-8, Planning	Medium term & ongoing (Identification in Process)	70
#16	Recognize local government's responsibility for fair & affordable housing in Brewster, and lead by example: reduce the potential for disparate impact on protected classes.	HC & BAHT	BHP & Select Board	Ongoing (in process)	70

Notations:

BAHT- Brewster Affordable Housing Trust
 BHP- Brewster Housing Partnership Committee
 CPC- Community Preservation Committee
 HC- Housing Coordinator
 ZBA- Zoning Board of Appeals
 TM- Town Meeting

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

Accomplishments Highlighted

Additionally-

Housing Production Plan certified- November 2018 – April 2019.

Brewster Buy-Down program overhauled and 2 homes purchased with buy-down funds.

Brewster Affordable Housing Trust (BAHT) Goals **with priority initiatives for FY 2020:**

1. **Develop and Preserve Affordable Housing:** The BAHT will develop and preserve affordable housing and support the work of others seeking to do the same. Our work will serve very low-, low-, and moderate-income individuals and families.
 - Explore and potentially begin steps to create a home rehabilitation program.
 - Develop new affordable housing (by building): Continue process for development of community housing on Millstone Road property.
 - Develop new affordable housing (without building): Explore and potentially begin steps to create a rental assistance voucher program and a rent to ownership style program.
 - Work to preserve existing Subsidized Housing Inventory (SHI) units through outreach and, when required, with financial involvement/ commitment.
2. **Educate:** The BAHT will work to educate individuals and organizations about Brewster's community housing and why affordable housing is important to the town, its residents and visitors. Coordinating with the Brewster Housing Partnership (BHP), we will partner with other housing organizations from within and outside Brewster to provide educational opportunities to our citizens.
 - Hold at least annual forums and Select Board updates as well as regularly post information on the Town website. (Community Housing Forum & Housing Fair)
3. **Advocate and collaborate:** The BAHT will advocate for development proposals, projects, local bylaws, state and federal laws, and other programs that advance our mission to create and preserve affordable housing. We will collaborate with local, state, and federal officials as well as public, non-profit and for-profit entities to achieve our goals.
 - Identify permanent funding strategy for the Trust. For example: Community Preservation Act (CPA) allocations, short-term rental tax, Community Development Block Grants (CDBG), free cash or budget allocation, etc.
 - Work with other housing partners in Town and in surrounding Towns.
For example:
 - Support: local initiatives such as Accessory Dwelling Unit (ADU) Bylaw, Brewster Woods, Habitat Paul Hush Road, Community Preservation Committee (CPC) Buy-Down Program, Cape Housing Institute
 - Network: Attend events and communicate with housing partners.
 - Guide: With other Town entities (including Open Space) create guidelines for land. Review town parcels and properties for suitability for housing.
4. **Engage and Communicate:** The BAHT will engage and communicate with town residents, and listen to, and learn from, their ideas, so that our work reflects a broad consensus.
 - Provide opportunities for residents to share their thoughts and ideas.
 - Community Housing Forum feedback time & survey
 - Millstone Road Community Engagement Component
 - Citizen's Forum
 - Research and develop a diversity inclusion working group



Brewster

Community Housing Forum

Thursday May 23rd

5:30- 7:30 PM

Brewster Ladies Library

5:30PM Housing Fair

6 PM Presentation & Participation

7 PM Housing Fair

**Learn about housing in Brewster,
Meet people & gather information from
local housing organizations,
Share your thoughts and ideas**

Sponsored by Brewster Housing Trust, Housing Authority, Housing Partnership, Community Preservation Committee & Council on Aging

For more information, Contact Jill Scalise, Brewster Housing Coordinator at
508.896.3701 X1169 or jscalise@brewster-ma.gov

Habitat for Humanity of Cape Cod invites
you to join us for a

Community Celebration

for 8 NEW Habitat Homes on
Paul Hush Way, Brewster

Brewster Baptist Church

(1848 Main St., Rte. 6A, Brewster)

Thursday, August 8th 5:30pm



*Everyone Welcome! Come join the Habitat Staff in
thanking the donors, volunteers and homeowners who
made Phase 1 so wonderful. And help us welcome the
Phase 2 donors, volunteers and 8 new families to the
neighborhood!*



For more information contact

Tara Cronin, Volunteer Services Manager, 508-362-3559 ext. 16
Email Tara@habitatcapecod.org • Visit HabitatCapeCod.org

Brewster Community Fall Work Day At Huckleberry Lane

Saturday September 28th 9AM- Noon

(Raindate Sunday September 29th 9-Noon)

**Join the Brewster Housing Authority, Housing Partnership
and local residents as we spend a morning together
beautifying the Huckleberry Lane Neighborhood**

**Work includes raking, landscaping,
brush clearing and general fall cleaning**



**To volunteer: Contact Donna Kalinick, Assistant Town Administrator
at 508-896-3701 ext. 1130 or dkalinick@brewster-ma.gov**

**This work day is part of a larger improvement project at
Huckleberry Lane which includes State and Local grants for property rehabilitation
& another community work day in 2020.**

**Thursday, October 3, 2019
6- 8 PM @ Town Hall**



Sponsored by the Brewster Affordable Housing Trust.
Facilitated by Barrett Planning Group with information from Bohler Engineering
& Massachusetts Housing Partnership.
This is part of a three-session, sequential community engagement process.
The next community meeting is scheduled for Thursday, November 7.

For more information, contact Jill Scalise, Brewster Housing Coordinator at
508.896.3701 X1169 or jscalise@brewster-ma.gov

A Month in the Life of a Housing Coordinator

Brewster Case Study

Created housing coordinator position in 2017 at 19 hours/week.

Millstone Road Parcel

Use of Town-owned Property, HPP Strategy #15

- Outreach for Community Engagement sessions, 10/3 & 11/7
- Continued planning and coordination with consultants
- Interviews with over 20 local residents/stakeholders

Subsidized Housing Inventory (SHI)

HPP Strategy #10

- CPC recommended \$500,000 allocation
- Working to fill two uninhabited SHI homes
- Two SHI homes to be resold

Comprehensive Permit Projects

HPP Strategy #14

- Brewster Woods (30 rental units) – waiting for MassWorks grant
- HFH Paul Hush Way (phase two, eight homes) – blitz build

CAPE HOUSING INSTITUTE

about our presenters



ANDREW GOTTLIEB

Executive Director, Association to Preserve Cape Cod (APCC)

Not So Strange Bedfellows - Housing & Environmental Quality

Andrew is responsible for determining the focus of APCC's advocacy and educational efforts, implementing APCC's programs, coordinating fund raising and membership activities, and the overall management of the daily operations of the organization. Andrew has more than 30 years of environmental protection experience in government and elected terms in municipal office. Andrew has extensive experience working at all levels of government, having served as a local, state and county official as well as a legislative staff person. A resident of Mashpee, Andrew is serving a fourth term on the Mashpee Board of Selectmen.



PHILIPPE JORDI

Executive Director, Island Housing Trust

Not So Strange Bedfellows - Housing & Environmental Quality

Philippe has worked for over 20 years on Martha's Vineyard as a developer and manager of affordable community housing for the Island Housing Trust and the Dukes County Regional Housing Authority, and as a community development planner for the Wampanoag Tribe of Gay Head (Aquinnah). Philippe has supervised and managed the development of 84 units of affordable housing in five towns on the island of Martha's Vineyard involving project budgets totaling \$16 million dollars. Phillippe has a BS focused in Environmental Studies from State University of New York, and lives with his family in West Tisbury.

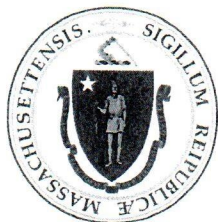


JILL SCALISE

Housing Coordinator, Town of Brewster

Beyond Housing Production Plans - Housing as Part of Towns' Long-Term Vision & Ongoing Operations

Jill Scalise is the Brewster Housing Coordinator, a position created in 2017 to assist the Town in addressing its community housing needs. Jill aims to provide accurate information for the Town to make informed decisions, to collaborate and build partnerships, and to treat people with respect. Holding a Master's of Social Service and a Master's of Law and Social Policy from Bryn Mawr College, Jill has thirty years' experience working on issues of housing and homelessness, including as the Director of Case Management for Homeless Ministries of the Cape Cod Council of Churches. She's also active in the community and with her husband, Doug, gratefully raised two sons in Brewster.



Commonwealth of Massachusetts
**EXECUTIVE OFFICE OF
HOUSING & ECONOMIC DEVELOPMENT**
One Ashburton Place, Room 2101, Boston, MA 02108

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

MIKE KENNEALY
SECRETARY

TELEPHONE: (617) 788-3610
www.mass.gov/hed

October 25, 2019

Peter Lombardi, Town Administrator
Town of Brewster
2198 Main Street
Brewster, MA 02631

Dear Administrator Lombardi:

Thank you for submitting an application to the 2019 Round of the MassWorks Infrastructure Program, which continues to be a highly competitive grant program. This year, the Executive Office of Housing and Economic Development (EOHED) received 92 applications requesting over \$223 million. The team at EOHED worked together with our other state agency partners to carefully evaluate each application and recommend the most shovel-ready and highest-impact projects for grant funding.

On behalf of the Baker-Polito Administration, I am pleased to inform you that a grant to the Town of Brewster (Grantee) in the amount of **\$1,680,000** has been approved to support the **Brewster Woods Project**. In order to begin preparing a contract for this grant, please respond with a completed Pre-Contract Form by November 15th, 2019. You will be contacted by a MassWorks staff member to discuss any additional conditions and/or requirements related to this grant award and about next steps. See attached for further contracting guidance.

Please be advised that this letter does not constitute an agreement or contract with EOHED or the Commonwealth of Massachusetts, nor does it confer any rights onto the Grantee. The Grantee is not authorized to proceed with any purchases or construction work, for which it expects reimbursement from this grant, until a contract has been fully executed with EOHED.

The grant commitment outlined above is contingent upon successful execution of a contract no later than June 30, 2020, with a project scope/timeline confirming that the project can be completed within the next three years. Projects not under contract by the June 30 deadline will no longer be eligible for this funding but may reapply in a future competitive round. Projects contracted but not completed by the contract expiration date will forfeit unexpended funds at that time.

Again, thank you for your participation in the MassWorks Infrastructure Program. We look forward to working with you to advance the economic growth of your community and the Commonwealth.

Sincerely,

Mike Kennealy
Secretary

