



Town of Brewster

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Office of:
Select Board
Town Administrator

MEMORANDUM

TO: Select Board
FROM: Peter Lombardi, Town Administrator
RE: Updated Proposed Charges for Sea Camps Planning Committees
DATE: December 17, 2021

Following up on the Board's discussion on this at your November 29 meeting, I have made a series of revisions to my initial proposals regarding the composition of the two new Sea Camps advisory committees. I have also provided additional details regarding the charges for these committees.

Bay Property Planning Committee (BPPC)

1. Purpose:
 - a. Identify existing conditions of the former Cape Cod Sea Camps Bay property
 - b. Evaluate potential low-cost, short-term public access opportunities
 - c. Develop and propose interim public access plan
 - d. Develop and implement a public engagement strategy to ensure broad community input
 - e. Determine priority long-term uses appropriate for the Bay property, taking the adjacent Spruce Hill property into consideration
 - f. Identify and evaluate potential partner organizations with shared interests and values
 - g. Propose recommended long-term uses and partnerships
 - h. If recommended long-term uses include construction of a community center and/or Town offices, evaluate alternative uses of Council on Aging site, Town Hall, and Eddy School as appropriate
 - i. Develop an implementation plan for the proposed uses
2. Strategies:
 - a. Actively engage the public and stakeholders
 - b. Provide residents with regular updates regarding progress and milestones
 - c. Consider a range of interests, needs, ages, and abilities
 - d. Collaborate with design professionals to develop and present a comprehensive plan to the Select Board and Town Meeting

- i. Consider Brewster’s key strategic planning documents (Vision Plan, Open Space and Recreation Plan, Coastal Resource Management Plan, Housing Production Plan, and others)
 - ii. Incorporate maintenance, safety, and legal requirements
 - iii. Identify estimated one-time project costs, ongoing operating expenses, funding sources, and timelines, incorporating prudent financial practices
3. Composition: Eleven (11) total members, including
 - a. Two (2) representatives from Select Board (Select Board Chair shall not be eligible)
 - b. One (1) representative from each of the following committees: Vision Planning Committee; Natural Resources Commission; Recreation Commission
 - c. Six (6) at-large members (may be part-time residents)
 - d. Term: One (1) year, subject to annual reappointment; first term through June 30, 2023
 - e. Officers: Committee shall initially and annually thereafter elect a Chair, Vice Chair, and Clerk; Chair position shall not be held by a Select Board member; Chair and Vice Chair will meet on quarterly basis with their counterparts on PPPC to ensure coordination
 - f. Liaisons (non-voting): Finance Committee; Open Space Committee; Council on Aging; Affordable Housing Trust; Cultural Council
 - g. Representatives (non-voting): MA Audubon & YMCA Cape Cod; other organizations such as Brewster Conservation Trust, Trustees of Reservations, etc may be included as needed
 - h. Lead Town Staff Support: Town Administrator; other Department Heads as needed
4. Appointment Process:
 - a. Notice soliciting letters of interest from residents will be posted on Town website – due January 21, 2022
 - b. Residents seeking to serve as at-large members will be asked to complete new Board/Committee application form
 - c. Members of representative committees will be asked to submit letters of interest
 - d. Select Board members appointed to serve on PPPC will individually vet all applicants (at-large and representative members) and then make their recommendations to the full Board in February
 - e. Select Board are anticipated to make all appointments by the end of February
 - f. Committees and outside organizations may identify their own liaisons/representatives

5. Selection Criteria:

In addition to the criteria outlined in the Select Board's recently revised Board & Committee Appointment Policy, Select Board members will also take into account the following criteria in selecting members to serve on this committee:

- a. Record of effective teamwork ability; able to collaborate well with others to achieve common goals
- b. Experience in community planning, municipal activities, project management, equity and inclusion, conservation/environment, park management, sustainability, historic preservation, recreation, public finance, (landscape) architecture, youth services, human services, engineering, community housing, and/or law
- c. Excellent written and verbal communication skills
- d. Previous volunteer service
- e. Sufficient time to actively participate in meetings and take on tasks outside of meetings

Pond Property Planning Committee (PPPC)

1. Purpose:

- a. Identify existing conditions of the former Cape Cod Sea Camps Pond property
- b. Evaluate potential low-cost, short-term public access opportunities
- c. Develop and propose interim public access plan
- d. Develop and implement a public engagement strategy to ensure broad community input
- e. Determine priority long-term uses appropriate for the Pond property, taking the adjacent Long Pond Woodlands (Robinson) property into consideration
- f. Identify and evaluate potential partner organizations with shared interests and values, particularly MA Audubon and Brewster Conservation Trust
- g. Propose recommended long-term uses and partnerships
- h. Develop an implementation plan for the proposed uses

2. Strategies:

- a. Actively engage the public and stakeholders
- b. Provide residents with regular updates regarding progress and milestones
- c. Consider a range of interests, needs, ages, and abilities
- d. Collaborate with design professionals to develop and present a comprehensive plan to the Select Board and Town Meeting
 - i. Consider Brewster's key strategic planning documents (Vision Plan, Open Space and Recreation Plan, Coastal Resource Management Plan, Housing Production Plan, and others)
 - ii. Incorporate maintenance, safety, and legal requirements

- iii. Identify estimated one-time project costs, ongoing operating expenses, funding sources, and timelines, incorporating prudent financial practices
3. Composition: Nine (9) total members, including
- a. Two (2) representatives from Select Board (Select Board Chair shall not be eligible)
 - b. One (1) representative from each of the following committees: Vision Planning Committee; Natural Resources Commission; Open Space Committee; Affordable Housing Trust
 - c. Three (3) at-large members (may be part-time residents)
 - d. Term: One (1) year, subject to annual reappointment; first term through June 30, 2023
 - e. Officers: Committee shall initially and annually thereafter elect a Chair, Vice Chair, and Clerk; Chair position shall not be held by a Select Board member; Chair and Vice Chair will meet on quarterly basis with their counterparts on BPPC to ensure coordination
 - f. Liaisons (non-voting): Finance Committee; Water Commission; Recreation Commission
 - g. Representatives (non-voting): MA Audubon & Brewster Conservation Trust; other organizations may be included as needed
 - h. Lead Town Staff Support: Assistant Town Administrator; other Department Heads as needed
4. Appointment Process:
- a. Notice soliciting letters of interest from residents will be posted on Town website – due January 21, 2022
 - b. Residents seeking to serve as at-large members will be asked to complete new Board/Committee application form
 - c. Members of representative committees will be asked to submit letters of interest
 - d. Select Board members appointed to serve on PPPC will individually vet all applicants (at-large and representative members) and then make their recommendations to the full Board in February
 - e. Select Board are anticipated to make all appointments by the end of February
5. Selection Criteria:
- In addition to the criteria outlined in the Select Board’s recently revised Board & Committee Appointment Policy, Select Board members will also take into account the following criteria in selecting members to serve on this committee:
- a. Record of effective teamwork ability; able to collaborate well with others to achieve common goals
 - b. Experience in community planning, municipal activities, project management, equity and inclusion, conservation/environment, park

management, sustainability, historic preservation, recreation, public finance, (landscape) architecture, youth services, human services, engineering, community housing, and/or law

- c. Excellent written and verbal communication skills
- d. Previous volunteer service
- e. Sufficient time to actively participate in meetings and take on tasks outside of meetings