

Town of Brewster Community Preservation Committee

2198 Main St., Brewster, MA 02631
cpcmeeting@brewster-ma.gov
(508) 896-3701

COMMUNITY PRESERVATION COMMITTEE MEETING AGENDA 2198 Main Street June 28, 2023 at 4:00 PM

Community Preservation Committee

Faythe Ellis
Chair

Sarah Robinson
Vice Chair

Sharon Marotti
Treasurer

Elizabeth Taylor
Clerk

Roland Bassett, Jr.

Christine Boucher

Bruce Evans

Peggy Jablonski

Paul Ruchinskas

CPC Assistant
Beth Devine

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:

Phone: Call (312) 626 6799 or (301) 715-8592. Webinar ID: 837 7728 4808 Passcode: 326439

To request to speak: Press *9 and wait to be recognized.

Zoom Webinar: <https://us02web.zoom.us/j/83777284808?pwd=NjB3WldRTGRxb0l0WXhISlJ0Y1NOQT09>

Passcode: 326439

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), or **Video recording** (tv.brewster-ma.gov).

Please note that the CPC 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 CPC on matters not on the meeting's agenda for a maximum of 3-5 minutes at the Chair's discretion. The CPC will not reply to statements made or answer questions raised during public comment but may add items presented to a future agenda.
6. Financial Update
7. Discussion of Committee schedule through end of 2023.
8. Discussion and possible vote on updates to Brewster CPA Funding Request Application
9. Review of CPC page changes on town website
10. Project Updates
11. Approval of minutes from 6/14/23
12. Matters Not Reasonably Anticipated by the Chair
13. Announcements
14. Next Meeting: July 12, 2023 at 4PM
15. Adjournment

Date Posted:
6/26/23

Date Revised:

Received by Town Clerk:

Community Preservation Committee: FY24 Forecast as 5/8/2023

FY-23 Estimated total balance forwarded [1]:	\$	3,435,339
FY-24 Estimated local tax revenue:	\$	1,223,691
FY-24 Estimated State contribution [2]:	\$	358,153
Total FY-24 Estimated funds available:	\$	1,581,844

	Pre FY24					
	10% Open Space/Recreation	10% Housing	10% Historical	Budgeted Reserved for CPA	Undesignated Fund Balance (5)	
FY-23 Carryover balances from FY23 including Actual						
Unreserved Open Space Fund Balance with Original Match(4)	\$ 1,933,167	\$ 130,859	\$ 287,924	\$ -	\$ 1,083,388	\$ 3,435,338.61
FY-24 Estimated revenue	\$ 158,184	\$ 158,184	\$ 158,184	\$ 1,107,291		\$ 1,581,844.03
FY-24 Estimated Funds available	\$ 2,091,351	\$ 289,043	\$ 446,109	\$ 1,107,291	\$ 1,083,388	
FY-24 obligations as of 07/01/2023						
	Open Space/Rec	Housing	Historical	"30%"		
<i>BBJ Property Bond #1</i>	\$ (49,050)					
<i>BBJ Property Bond #2</i>	\$ (94,400)					
<i>Bates Property Bond</i>	\$ (46,183)					
BONDS						
<i>Administration Expense [3]</i>				\$ (79,092)		
Spring 2023 TM (Approved)						
<i>Housing Coordinator (70,580)</i>					\$ (70,580)	
<i>107 Main Street Orleans (\$50,000)</i>					\$ (55,000)	
<i>Juniper Hill Wellfleet (\$100,000)</i>					\$ (55,000)	
<i>FORWARD Phase 2 (\$120,000)</i>					\$ (125,000)	
<i>Accessible Outdoor Furniture (\$9670)</i>					\$ (9,670)	
Total YTD Obligations - fy24	\$ (189,633)	\$ -	\$ -	\$ (79,092)	\$ (315,250)	
fy24 Estimated Unreserved Fund Balance as of 07/01/2023 with Adjustments	\$ 1,901,718	\$ 289,043	\$ 446,109	\$ 1,028,199	\$ 768,138	\$ 4,433,207.44
Total net available from all accounts						

[1] Balance forwarded estimated from prior year includes all unallocated funds, including unspent amounts from projects and budgeted administrative and professional

[2] State Match revenue is projected at 30%

[3] Administrative expenses are limited by law to 5% of the total CPC budget and include primarily payroll costs, legal and other professional expenses, the annual \$4,350 state Coalition dues.

[4] Open Space carryover is reserved for Open Space only per the original formula.

[5] Reserved for Rec, Housing and Historic per original formula

Housing Trust 5 Year-Plan FY23-27
11.16.22

	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>
Carryforward Balance	1,195,879	1,190,879	893,879	714,569	1,053,821
Anticipated Revenues	1,891,900	2,870,580	2,344,461	2,519,557	2,425,927
Appropriations	1,896,900	3,167,580	2,523,771	2,180,304	2,567,196
End Balance	1,190,879	893,879	714,569	1,053,821	912,553

	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	
<u>Projects:</u>						
Housing Coordinator	66,900	70,580	74,461	78,557	82,877	Benefits paid by the Town-approx. 35K/ year
Housing Program Asst.	-	42,000	44,310	46,747	49,318	19 Hours- new non-benefitted position
Rental Assistance	150,000		150,000		150,000	
Preservaton of SHI Homes	300,000	200,000				
Buy Down Program		300,000		300,000		
Housing Production Plan					30,000	
212 Yankee Drive	75,000					
Town Development of Other Properties			500,000		500,000	
Outside Applications for Funding		50,000	50,000	50,000	50,000	
Millstone Road Community Housing		1,000,000				
Legal Expenses	5,000	5,000	5,000	5,000	5,000	
Housing Rehabilitation-Child Care Vouchers	1,300,000	1,500,000	1,700,000	1,700,000	1,700,000	Town is lead community for Dennis, Wellfleet and Brewster
Total Appropriations:	1,896,900	3,167,580	2,523,771	2,180,304	2,567,196	

<u>Sources</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	
Short Term Rentals Allocation	375,000	400,000	420,000	441,000	463,050	Financial Forecast 5% escalator
CPA Housing Coord. Wages	66,900	70,580	74,461	78,557	82,877	
CPA Rental Assistance	150,000		150,000		150,000	
CPA for SHI Homes	-	200,000				
Proceeds on Re-sale of SHI Homes		150,000				
CPA Buy Down		300,000		300,000		
CPA Housing Production Plan					30,000	
CPA Millstone Rd. Community Housing		250,000				
Grants & Donations						
Community Development Block Grant (CDBG)	1,300,000	1,500,000	1,700,000	1,700,000	1,700,000	
Total Revenues:	1,891,900	2,870,580	2,344,461	2,519,557	2,425,927	

CPA Rev	216,900	820,580	224,461	378,557	262,877	
CPA Exp	516,900	570,580	224,461	378,557	262,877	390,675.00 5 year average
Estimated annual CPA revenue	1,492,304	1,529,612	1,567,852	1,607,048	1,647,225	
Target Allocation Policy- Housing 30%	447,691	458,884	470,356	482,115	494,167	
TAP - Open Space 30%	447,691	458,884	470,356	482,115	494,167	
TAP - Recreation 10%	149,230	152,961	156,785	160,705	164,722	
TAP - Historic 10%	149,230	152,961	156,785	160,705	164,722	
CPA Recommended 20%	298,461	305,922	313,570	321,410	329,445	
	1,492,304	1,529,612	1,567,852	1,607,048	1,647,225	

CPC schedule remainder of 2023 – for discussion

Wed. July 12 – Intake of applications

Wed. July 26 – Application review for completeness, timeliness and CPA eligibility. Referral to review committee

Wed. August 9 – Regular meeting

Thursday, August 17 – Local Preference Forum (Joint with Select Board, CPC, Housing Trust, etc.)

Wed. August 23 – Regular meeting

Wed. September 13 (possible date for Annual Public Hearing)

Wednesday, September 27, (possible date for Annual Public Hearing)

Wednesday October 11 (Last regular meeting to finalize Fall TM warrant article)

Monday, October 16 – Warrant closes

Wednesday October 25 – Regular meeting

Wednesday, November 8 – Regular meeting

Monday, November 13 Fall Town Meeting

Wednesday, November 22 (Thanksgiving Eve) – Regular meeting

Wednesday, December 13 – Regular meeting

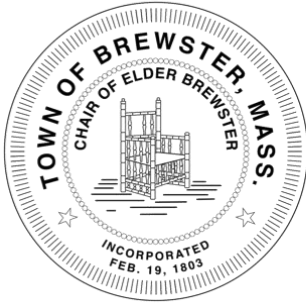
Wednesday, December 27 – Regular meeting

Brewster Community Preservation Committee Application Form

Instructions for Applicants

Before you begin completing the form:

1. Download and save this document under a new name (for example Projectname.applicant.pdf)*
2. Open your saved document and complete the form fields.
3. If you need more room for answers/information, feel free to include additional pages in your submission.
4. Need help, or have questions? Send an email to cpcmeeting@brewster-ma.gov and we will respond quickly.



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.

Applicants should review the Town of Brewster Community Preservation Plan FY23-27 before submitting an application. An application form and list of selection criteria are attached.

Applications should be submitted by July 1st 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,

Faythe Ellis, Chair

Community Preservation Committee

Faythe Ellis, Chair
 Sarah Robinson, Vice Chair
 Sharon Marotti, Treasurer
 Elizabeth G. Taylor, Clerk
 Roland W. Bassett, Jr., Member
 Christine Boucher, Member
 Bruce Evans, Member
 Peggy Jablonski, Member
 Paul Ruchinkas, Member

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

faythe.ellis@outlook.com
RobinsonFinancialSolutions@comcast.net
sharonmarotti@gmail.com
egtfarm@gmail.com
cb.bb.boucher@gmail.com
nanumetbruce@gmail.com
pegjab@gmail.com
pjruch@comcast.net



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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:

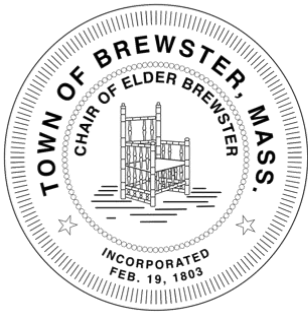
- Acquisition, creation, and preservation of Open Space
- Acquisition, preservation, rehabilitation, and restoration of Historic Resources. (See Secretary of the Interior Standards for Treatment of Historic Properties for rehabilitation projects)
- Acquisition, creation, preservation, rehabilitation, 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.

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:

- Overall CPA goals listed in [Town of Brewster Community Preservation Plan FY23-27](#)
- Category specific goals listed in [Town of Brewster Community Preservation Plan FY23-27](#)
- Contribute to the preservation of Brewster's unique character
- Help implement the Vision Plan and other CPC related town planning documents
- 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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Community Preservation Committee
 2198 Main Street
 Brewster, Massachusetts 02631-1898
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APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted: _____

Name of Project Applicant: _____

Name of Co-Applicant(s), if applicable: _____

Name of Contact Person: _____

Contact Person's Mailing Address: _____

Contact Person's Daytime Phone Number: _____

Contact Person's email Address: _____

Proposed Project Name: _____

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

Project Synopsis:

Category: Open Space Historic Preservation Recreation Community Housing

CPA funding requested \$ _____ **Total Cost of Proposed Project \$** _____

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.

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

- Meets one or more of the Open Space goals listed in Town of Brewster Community Preservation Plan FY23-27
- 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.
- Meets one or more of the Historical Preservation goals listed in Town of Brewster Community Preservation Plan FY23-27
- 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

- Meets one or more of the Community Housing goals listed in Town of Brewster Community Preservation Plan FY23-27
- 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.
- Commit to a resident selection process that promotes diversity and does not include a local preference.

Recreation Proposals

- Meets one or more of the Recreation goals listed in Town of Brewster Community Preservation Plan FY23-27
- 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.
- Promotes or enhances accessibility. (Please elaborate in application.)

Town of Brewster Community Preservation Committee

APPLICATION REVIEW AND APPROVAL PROCESS

Step 1 – Complete the application (with numbered pages) and submit with all attachments either:

- Electronically to cpcmeeting@brewster-ma.gov, or
- Deliver a thumb drive containing the complete application with all attachments*
- to:
Community Preservation Committee
Town Hall
2198 Main Street
Brewster, MA 02631
- ***Do not submit access to additional documentation via links as the committee will not be checking for updates.**

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 Brewster Housing Partnership 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.

D. **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:

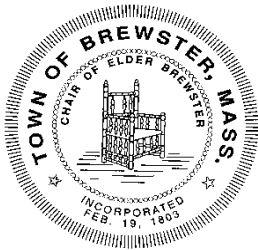
1. Sufficient funds will be available to complete the project(s).
2. Every application shall include a project budget with a list of project sources and uses/expenses of funds and a schedule for completion.
3. The source and estimated value of any expected 'in-kind' contributions shall be specified.
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.



Approved:

2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701
FAX (508) 896-8089

VOTE:

COMMUNITY PRESERVATION COMMITTEE

Hybrid Meeting w In-Person Quorum
Wednesday, June 14, 2023, at 4:00 p.m.

MEETING MINUTES OF JUNE 14, 2023

Present: Community Preservation Committee (CPC) – Chair Faythe Ellis, Vice Chair Sarah Robinson, Treasurer Sharon Marotti*, Clerk Elizabeth Taylor, Roland Bassett, Bruce Evans, Peggy Jablonski, Paul Ruchinkas. (*remote attendance)

Absent: Christine Boucher

Also Present: Cynthia Bingham, Select Board

Chair Ellis called the meeting to order at 4:00 pm, announced a quorum, and read the Recording Statement.

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.

1. Public Announcements and Comment- none

2. Financial Update

No questions. Faythe did bring up an announcement from Community Preservation Coalition notifying us that the CPA trust fund collections are down significantly because the State Match is derived from revenues raised at the Registry of Deeds. That has diminished. Faythe included the information in the packet. The Senate has passed a budget amendment allocating \$30M to the CPA Trust Fund. The news is sort of bouncing around on this, but just to keep everyone posted about that. When we do our annual estimates, we are always conservative on that State Match, and we were for FY24 as well. Paul asked if the \$30M was only in the Senate budget. Faythe answered that is how she was reading it. Sharon said it is **up to** \$30M not a guaranteed \$30M. It is from the State's surplus funds and so there are many things that must happen before we would see that money. Faythe said that the Coalition website does have some really good figures on it – it is fun to poke around.

3. Discussion and possible vote on CPC representative to the Brewster Affordable Housing Trust

As a committee, we appoint a CPC member to be on the Housing Trust. Our current member is Paul.

Motion to nominate Paul Ruchinkas to continue his CPC role on the Affordable Housing Trust. MOVED by Sarah Robinson. Roland Bassett second.

Roll Call Vote: Elizabeth Taylor – yes, Bruce Evans – yes, Sarah Robinson – yes, Sharon Marotti – yes, Roland Bassett – yes, Peggy Jablonski – yes, Chair Ellis - yes.

VOTE 7-yes 0-no

Thank you Paul!

4. Review of updated Select Board policy regarding remote committee member participation

Not that different from the policy already standing. In section B of the policy, the Chair is responsible for making sure there is a quorum in person. She will assume in person attendance and that anyone who is not going to be in person will let Faythe and Beth know.

5. Project Updates

- Faythe included the letter she wrote at the request of Pennrose for our support for ARPA funding to close the funding gap.
- She also included an update regarding the St. Sure Records Project.
- Elizabeth said for Crosby Mansion – they hope to start the bidding process late this summer or early fall. If schedule allows hope to begin mid to late fall on the work. ALSO - They are having a Crosby Mansion Fun Day this Saturday. \$10 from 1PM-4PM on the lawn.

6. Approval of Minutes from 4/12/23 & 5/10/23

4/12 – Paul said on page 3 first line – in the context of the MillStone Development, change to – “given the time it took for the MillStone Development.”

Motion to approve the 4/12/23 Minutes with that edit.

MOVED by Roland Bassett. Sarah Robinson second.

Roll Call Vote: Elizabeth Taylor – yes, Bruce Evans – yes, Sharon Marotti – yes, Roland Bassett – yes, Paul Ruchinkas – yes, Sarah Robinson – yes, Peggy Jablonski – abstain, Chair Ellis - yes.

VOTE 7-yes 0-no 1-abstain

Motion to approve the 5/10/23 Minutes as presented.

MOVED by Roland Bassett. Sharon Marotti second.

Roll Call Vote: Elizabeth Taylor – yes, Bruce Evans – yes, Sharon Marotti – yes, Roland Bassett – yes, Paul Ruchinkas – yes, Sarah Robinson – yes, Peggy Jablonski – yes, Chair Ellis - yes.

VOTE 8-yes 0-no

7. Items Chair could not anticipate – none

8. Announcements

- The Council on Aging Survey – on town website, at the COA and at the library there are paper copies. Faythe would encourage people to go find those and participate in the survey.
- On Friday, Pond Summit 2023 will be happening from 9AM-Noon at the Brewster Baptist Church.
- Saturday, June 24th is Opening Day at the Gristmill 10AM-2PM through August 26th.

9. Upcoming meeting: Wednesday, June 28, 2023 4PM

Faythe will include the Application Review, the CPC Website Review, and the Schedule through the end of year which includes setting a date for the Public Hearing, and she will have the Town Meeting Date to include as well.

**MOTION made by Bruce Evans to adjourn the meeting at 4:22 pm. Peggy Jablonski second.
 Roll Call Vote: Elizabeth Taylor – yes, Bruce Evans – yes, Sharon Marotti – yes, Roland Bassett – yes, Paul Ruchinkas – yes, Sarah Robinson – yes, Peggy Jablonski – yes, Chair Ellis - yes.
 VOTE 8-yes 0-no**

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.