



# Town of Brewster Affordable Housing Trust

2198 Main St., Brewster, MA 02631

(508) 896-3701

## AFFORDABLE HOUSING TRUST MEETING AGENDA

2198 Main Street

Thursday, January 4, 2024 at 5PM

### Affordable Housing Trust

Timothy Hackert  
Chair

Maggie Spade-Aguilar  
Vice Chair

Ned Chatelain  
Clerk

Antone Freitas

Vanessa Greene

Donna Kalinick

Paul Ruchinskas

### Housing Coordinator

Jill Scalise

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: 843 9277 5553 Passcode: 231023

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

**Zoom Webinar:** <https://us02web.zoom.us/j/84392775553?pwd=T2pEbVFGT1NUSWtDMGk5RWFod0s2dz09>

Passcode: 231023 To request to speak: Tap Zoom "Raise Hand", then wait to be recognized.

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

*Please note that the Affordable Housing Trust 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. Citizen's Forum – Members of the public may address the Housing Trust on Housing Trust matters for a maximum of up to 3 minutes at the Chair's discretion. Under the Open Meeting Law, the Housing Trust can only address each item listed on the agenda and may do so during the appropriate agenda item. The Trust also may add items presented to a future agenda.
6. Housing Program Assistant Introduction
7. Updated 5 Year Trust Financial Plan
8. Spring Rock Village update including Notice of Project Change
9. 212 Yankee Drive update, site visit schedule, and potential vote on funds
10. Brewster Rental Assistance Program, quarterly update, and evaluation, including potential vote on program revisions
11. Housing Coordinator update including CDBG Public Hearing on January 22
12. Cape Cod Sea Camps update
13. Annual Town Report for Brewster Affordable Housing Trust (BAHT)
14. For Your Information
15. Matters Not Reasonably Anticipated by the Chair
16. Approval of Minutes from December 7, 2023
17. Next Scheduled Meeting: February 1, 2024
18. Adjournment

**Date Posted:**

1.02.2024

**Date Revised:**

**Received by Town Clerk:**

24 JAN 2 12:43M  
  
BREWSTER TOWN CLERK

## 7. Updated 5 Year Trust Financial Plan

Housing Trust 5 Year-Plan FY24-28  
12.27.23

	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
Carryforward Balance	1,221,751	760,204	1,211,922	1,188,060	1,689,828
Anticipated Revenues	3,320,356	2,049,226	1,929,558	2,441,427	1,994,912
Interest Earned	30,000	15,000	15,000	15,000	15,000
Appropriations	3,811,903	1,612,508	1,968,421	1,954,659	1,981,240
End Balance	760,204	1,211,922	1,188,060	1,689,828	1,718,500

	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	
<u>Projects:</u>						
Housing Coordinator						CPA- Salary Only
	70,356	74,226	78,308	82,615	87,159	Benefits paid by the Town-approx. 35K/ year
Housing Program Asst.	36,547	33,282	35,113	37,044	39,081	BAHT Salary Only
Rental Assistance		150,000		150,000		CPA
Preservaton of SHI Homes	200,000					CPA
Buy Down Program	250,000			300,000		CPA
Housing Production Plan				30,000		CPA
212 Yankee Drive						BAHT
Town Development of Other Properties			500,000		500,000	BAHT
Outside Applications for Funding	50,000	50,000	50,000	50,000	50,000	BAHT
Millstone Road Community Housing	1,500,000					CPA/BAHT
Legal Expenses	5,000	5,000	5,000	5,000	5,000	CPA/BAHT
Housing Rehabilitation-Child Care Vouchers	1,700,000	1,300,000	1,300,000	1,300,000	1,300,000	CDBG-Regional Grant
Total Appropriations:	3,811,903	1,612,508	1,968,421	1,954,659	1,981,240	Town is lead community for Dennis, Wellfleet and Brewster

<u>Sources</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	
Short Term Rentals Allocation	500,000	525,000	551,250	578,813	607,753	Financial Forecast 5% escalator
CPA Housing Coord. Wages	70,356	74,226	78,308	82,615	87,159	
CPA Rental Assistance		150,000		150,000		
CPA for SHI Homes	200,000					
Proceeds on Re-sale of SHI Homes	100,000					
CPA Buy Down	250,000			300,000		
CPA Housing Production Plan				30,000		
CPA Millstone Rd. Community Housing	500,000					
Grants & Donations						
Community Development Block Grant (CDBG)	1,700,000	1,300,000	1,300,000	1,300,000	1,300,000	
Total Revenues:	3,320,356	2,049,226	1,929,558	2,441,427	1,994,912	

CPA Rev	1,020,356	224,226	78,308	562,615	87,159	
CPA Exp	1,020,356	224,226	78,308	562,615	87,159	497,912.65 5 year average
Estimated annual CPA revenue	1,858,519	1,904,982	1,952,606	2,001,421	2,051,457	*FY23 is actual
Target Allocation Policy- Housing 30%	557,556	571,495	585,782	600,426		
TAP - Open Space 30%	557,556	571,495	585,782	600,426		
TAP - Recreation 10%	185,852	190,498	195,261	200,142		
TAP- Historic 10%	185,852	190,498	195,261	200,142		
CPA Recommended 20%	371,704	380,996	390,521	400,284		
	1,858,519	1,904,982	1,952,606	2,001,421		

## 8. Spring Rock Village Update

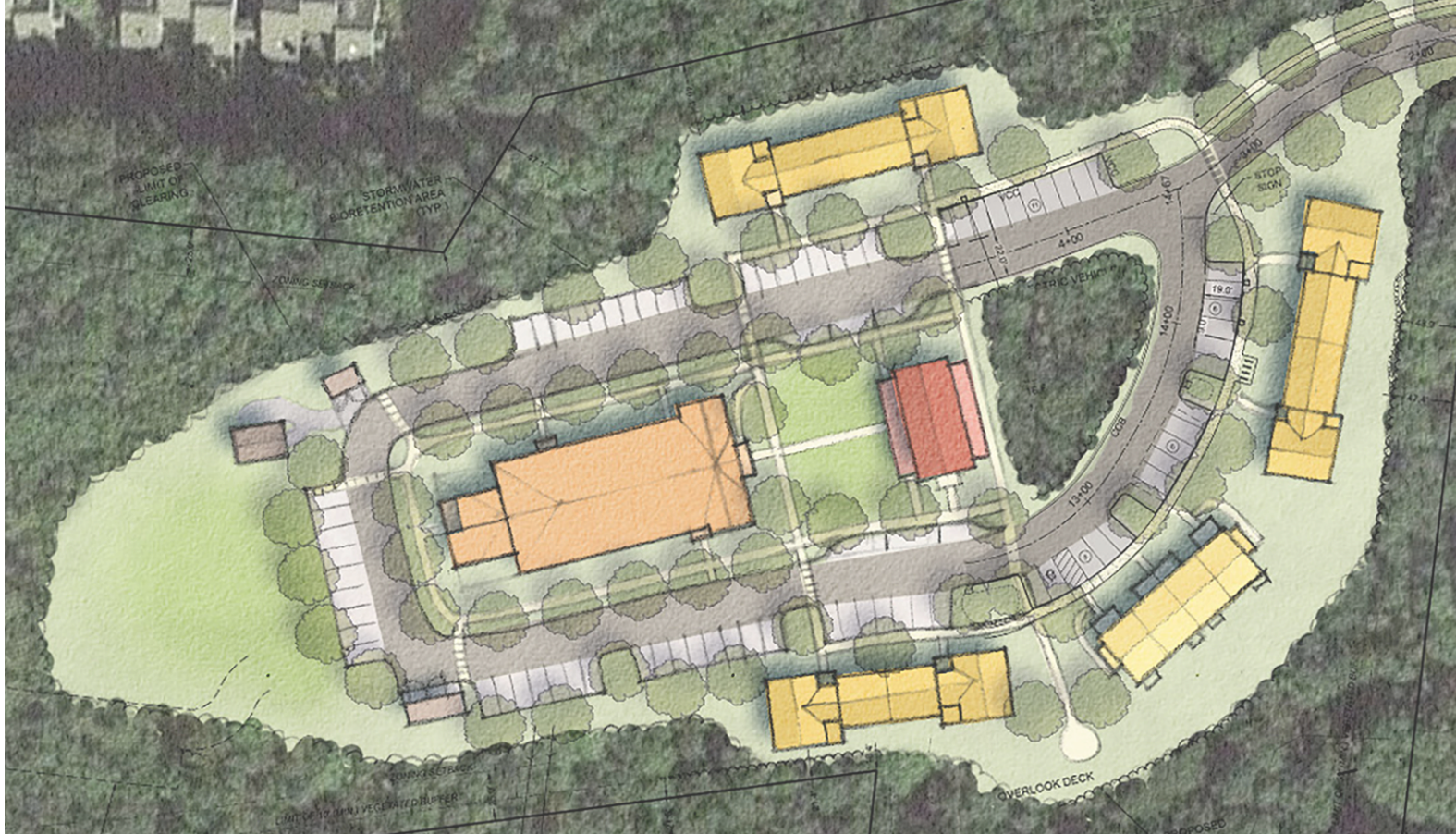
-Presentation to Trust from 12.07.23

-Part 1

Continues in Part 2 of Packet

-BAHT Letter of Support

-Updated Development Costs Chart



# Spring Rock Village Updates

Brewster Affordable Housing Trust

DECEMBER 7, 2023



UNION



# Status Update



July 2023 – 40B Comprehensive Permit issued



Summer – Fall 2023 – Advanced design, engineering, and pricing



November 2023 – \$500,000 in Brewster CPC funds approved



November 2023 – Submitted pre-application for Winter Rental Funding Round with EOHLC



November 2023 – Applied for CPC funding from the Towns of Wellfleet, Orleans, Truro, Eastham, and Chatham



December 2023 – Plan to apply for Provincetown CPC

# Redesign Goals and Intentions

- Offer range of household sizes:
  - 45 rental apartments
    - ✓ 15 x 1BR
    - ✓ 25 x 2BR
    - ✓ 5 x 3BR
- Create sociable neighborhood
- Minimize building footprints
- Preserve existing woodland habitat
- Use traditional Cape Cod architecture
- Prioritize sustainability (site layout, energy efficiency)
- Respect buffers

# Site Location



PAINE'S CREEK  
BEACH

ELLIS  
LANDING  
BEACH

LINNELL  
LANDING  
BEACH

CROSBY  
LANDING  
BEACH

ROUTE 6A

FLAX  
POND

NICKERSON  
STATE PARK

CLIFF  
POND

OCEAN  
EDGE  
RESORT

PROJECT  
LOCATION

ROUTE 124

MILLSTONE ROAD

ROUTE 6

ROUTE 137

SHEEP  
POND



# Site Layout



- Site plan after DD phase
- 45 units in 12 buildings
- 65 parking spaces

Approved DD

# Site Layout

Additional preserved open space



Proposed VE

- 8 buildings joined into 4
- 45 units in 8 buildings
- More open space preserved
- Less exterior wall is more energy efficient



# Site Layout

Reduced pervious pavement

Additional preserved open space

## Proposed VE

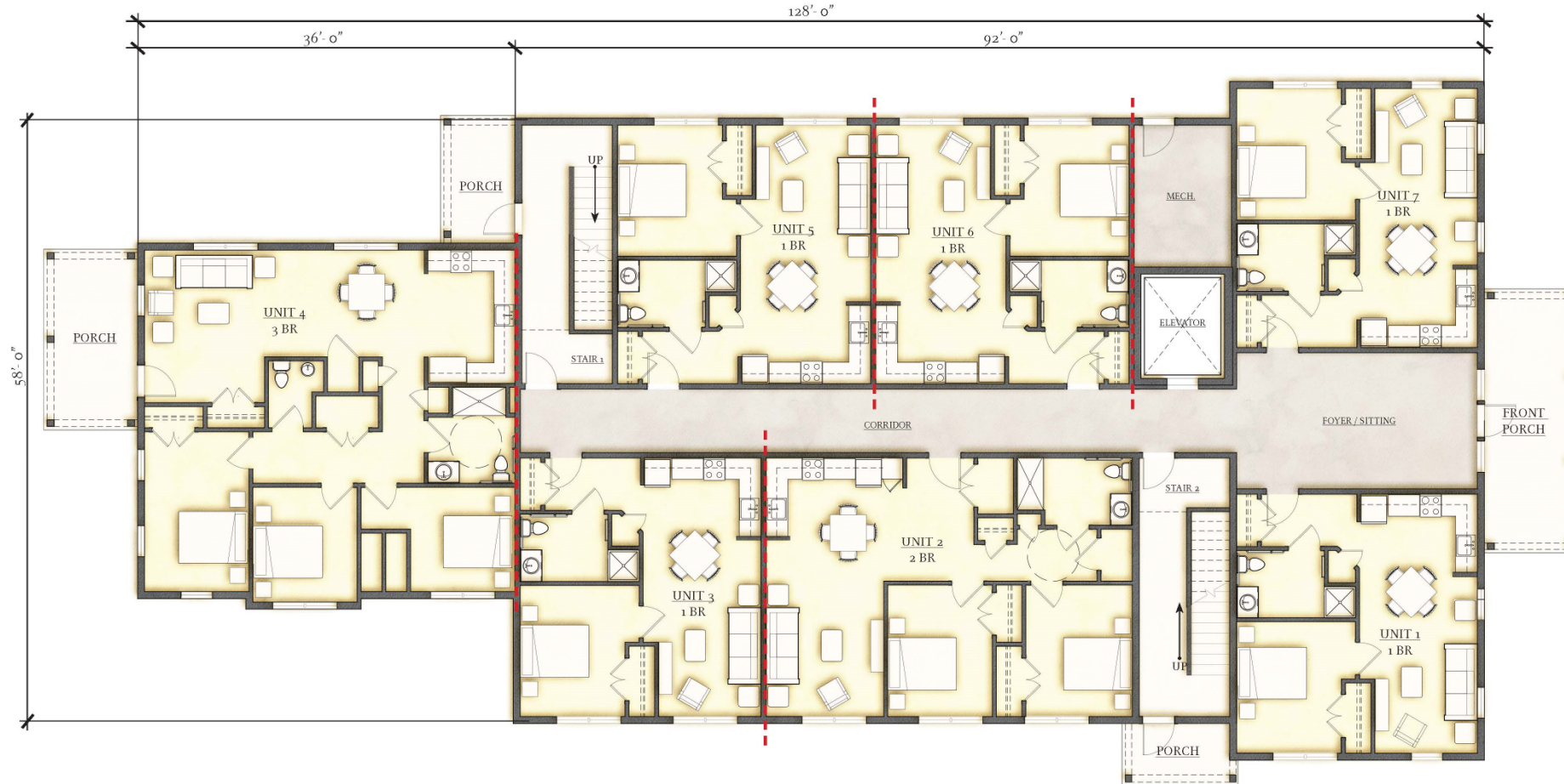
- Pervious paving area reduced
- Area of disturbance reduced
- More open space preserved
- Easier access to community spaces





# Building 2

## Approved DD



FRONT ELEVATION

**SQUARE FOOTAGE TOTALS**

Total Heated -12,535 sf  
 First Floor Heated - 6,175 gsf  
 Second Floor Heated - 6,360 gsf

FIRST FLOOR PLAN

**13 UNITS**

- (8) 1 BEDROOMS
- (3) 2 BEDROOMS
- (2) 3 BEDROOMS



