



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 Ruchinskias

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), or **Video recording** (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

8. Spring Rock Village Update

-Presentation to Trust from 12.07.23

-Part 2

-BAHT Letter of Support

-Updated Development Costs Chart

Buildings 1 & 2



APPROVED



PROPOSED

BUILDING #1 - FRONT ELEVATION



APPROVED



PROPOSED

BUILDING #2 - FRONT ELEVATION

Buildings 8 & 11 - New Building 5

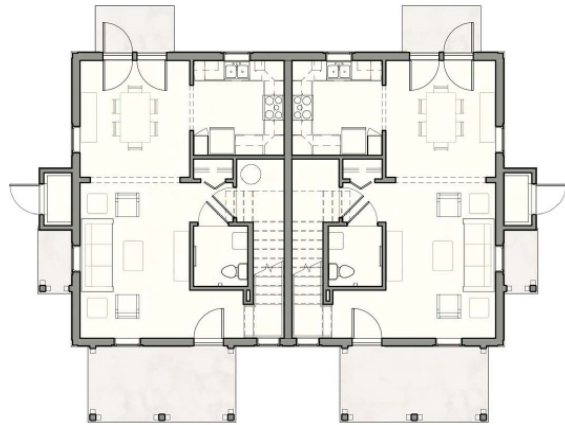


APPROVED



PROPOSED

FRONT ELEVATION



APPROVED



PROPOSED

FIRST FLOOR PLAN



Buildings 3, 7 & 10 - New Building 6

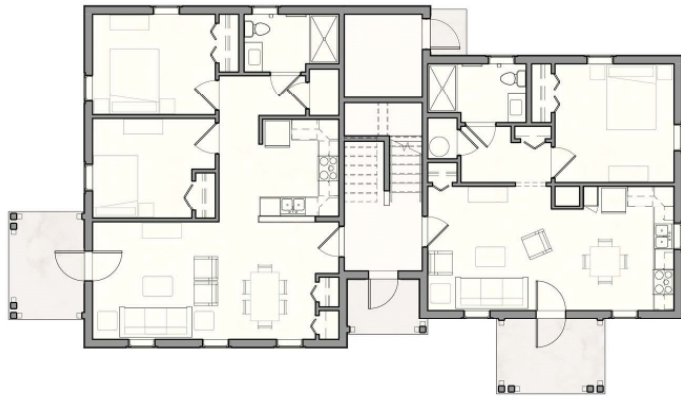


APPROVED



PROPOSED

FRONT ELEVATION



APPROVED



PROPOSED

FIRST FLOOR PLAN



Buildings 4 & 9 - New Buildings 3 & 4



APPROVED



PROPOSED

FRONT ELEVATION



APPROVED



PROPOSED

FIRST FLOOR PLAN



Northern Streetscape



BUILDING #3

BUILDING #4
APPROVED

BUILDING #5

Approved



BUILDING #3

PROPOSED

Proposed



NORTHERN STREETScape

Southern Streetscape



BUILDING #6

BUILDING #7

BUILDING #8

BUILDING #9

BUILDING #10

BUILDING #11

Approved

APPROVED



BUILDING #4

BUILDING #5

BUILDING #6

Proposed

PROPOSED

SOUTHERN STREETScape



Site Layout



Approved

- 45 units
- 12 buildings
- 65 parking spaces



Proposed

- 45 units
- 7 buildings
- 66 parking spaces

Site Layout



Approved

- 15 1BR units
- 25 2BR units
- 5 3BR units



Proposed

- 15 1BR units
- 25 2BR units
- 5 3BR units

Site Layout



Approved

- 27,767sf building coverage



Proposed

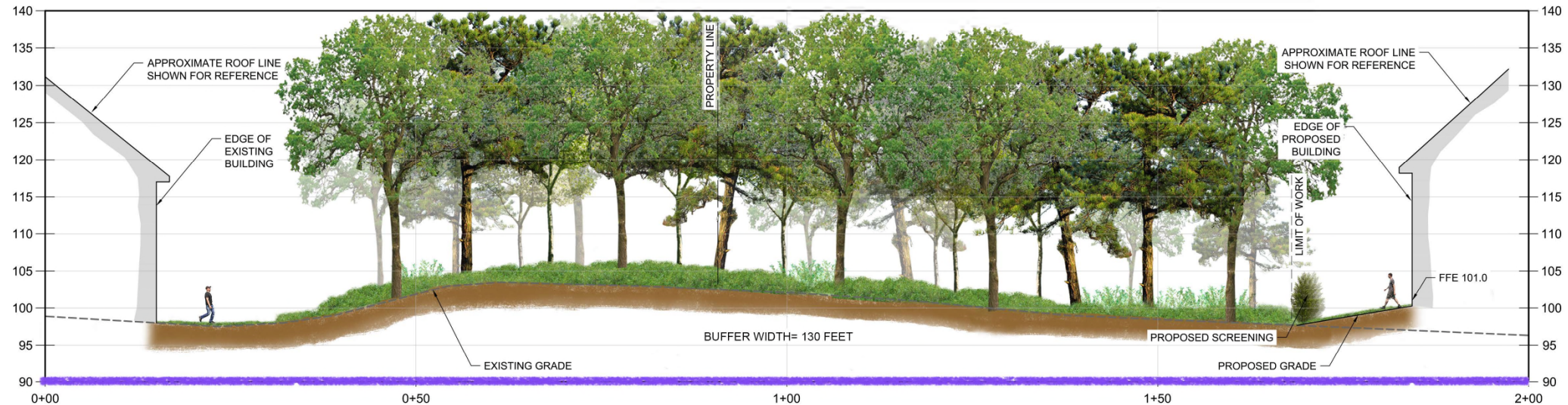
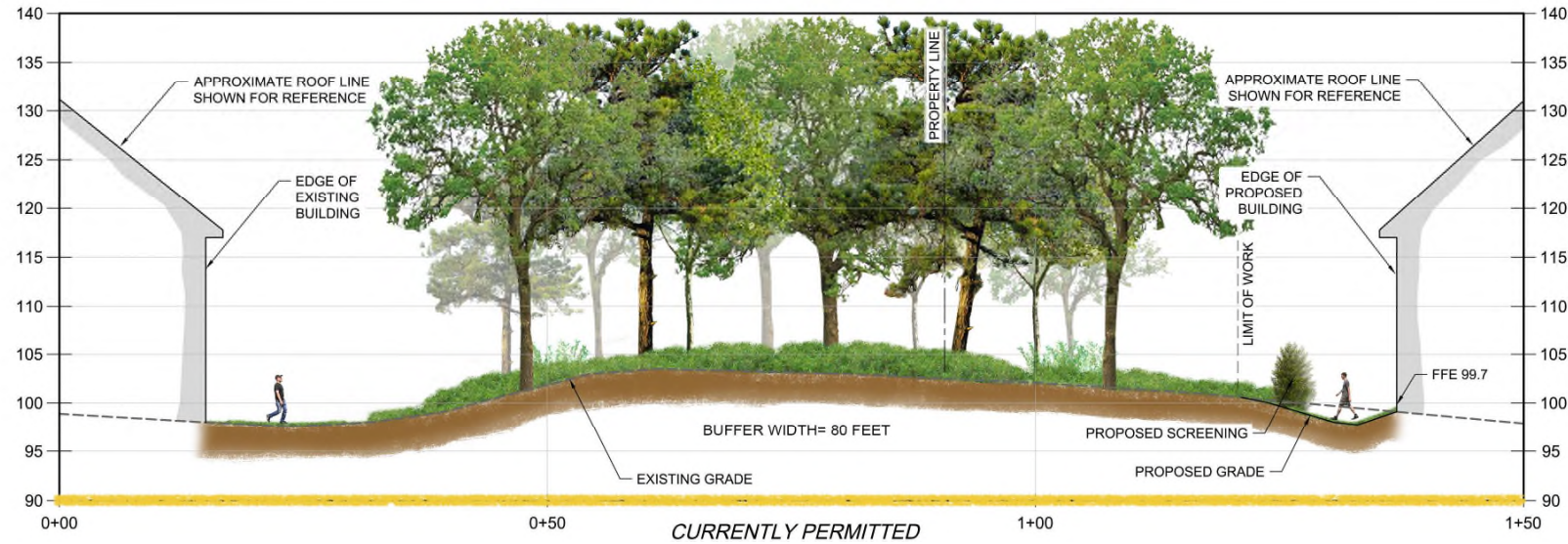
- 25,772sf building coverage
- Reduced natural disturbance
- Reduced impervious surface

Benefits of New Plan

- ✓ More compact development
- ✓ Preserving more natural existing habitat
- ✓ Less pavement
- ✓ More buffering
- ✓ Less impervious area causing less stormwater runoff
- ✓ No additional waivers
- ✓ Higher building energy efficiency with fewer exterior walls
- ✓ Less impactful on the environment – fewer materials to manufacture and deliver

Relationship with Neighbors at Ocean Edge

Current



Proposed



Thank you!

Proposed Program and Unit Mix

Current

Building	1BR	2BR	3BR	TOTAL
1				0
2	9	3	1	13
3	2	2		4
4		4		4
5		4		4
6		4		4
7	2	2		4
8			2	2
9		4		4
10	2	2		4
11			2	2
TOTAL	15	25	5	45

Proposed

Building	1BR	2BR	3BR	TOTAL
1				0
2	13	3	1	17
3		8		8
4		8		8
5			4	4
6	2	6		8
TOTAL	15	25	5	45



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
Fax: (508) 896-8089

Office of:
Housing Trust

December 19, 2023

Mr. Brian Harrison, Chair
Zoning Board of Appeals
Brewster Town Hall
2198 Main Street
Brewster, MA 02631

RE: BAHT Support for Spring Rock Village Notice of Project Change

Dear Chair Harrison,

The Brewster Affordable Housing Trust (BAHT) unanimously voted at its December 7, 2023 meeting to support the requested Spring Rock Village Project Change and to send this letter of support to the Zoning Board of Appeals (ZBA). At that BAHT meeting, Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC), along with their development team from Union Studio and Horsely Witten Group, presented the proposed changes to the Spring Rock Village Comprehensive Permit plans. POAH and HAC stated that they would be sending a Notice of Project Change to the Brewster Zoning Board of Appeals containing these proposed changes.

The BAHT is supportive of the Spring Rock Village redesign which is needed because of increased project costs. The proposed updated design is consistent with the original Development Objectives, the Comparative Evaluation Criteria of the Town's October 2021 Request for Proposals (RFP) and the terms of the Land Disposition Agreement. The redesign provides a compact, sustainable neighborhood of 45 affordable rental homes in multiple buildings, development remains in the prescribed area of the property, buffers are increased in the northern vicinity of Ocean Edge, the majority of the wooded lot remains untouched, parking spaces are retained, and no additional waivers or revisions to the granted waivers are needed.

The proposed changes are similar to the proposed changes for Brewster Woods that the ZBA found insubstantial. The BAHT supports a ZBA finding that the proposed changes for Spring Rock Village are insubstantial so the project can proceed without further review.

Thank you for your work on behalf of the Town of Brewster.

Tim Hackert

Tim Hackert, Chair
Brewster Affordable Housing Trust

Recent Cape Cod Affordable Housing Development Costs and HOME Consortium Status

Project	Total Development Cost /Unit	Construction Cost/Sq. Foot	# Units	# Buildings	HOME Consortium Funding	Town Funding	Status
Little Pond, Falmouth	\$368,762	\$265	40	3, 1 clubhouse	Funded & built		Completed
Yarmouth Gardens, Yarmouth	\$406,367	\$249	40	2	Funded (\$250,000 + \$100,000) & built		Completed 9/2022
Terrapin Ridge, Sandwich	\$533,972	\$379	30	9	Funded (\$250,000) & built		Completed
Brewster Woods, Brewster	\$452,676	\$238	30	2	Funded (\$250,000) & built	\$550,000 \$1.68 M MassWorks	Completed 4/2023
LeClair Village, Mashpee	\$611,141	\$391	39	3	Funded (\$300,000)		Under construction
Scranton Main, Falmouth (62+)	\$548,787	\$323	48 (47- 1 bed)	1	Funded (\$300,000)		Under construction
Cape View Way, Bourne	\$609,937	\$361	42	1	Conditional funding (\$300,000)		In process
Cloverleaf, Truro	\$616,387	\$345	25 affordable 39 total	13	Conditional funding (\$300,000)	\$980,000 CPC 2 state grants 1.5M	In process
Jerome Smith, Provincetown	\$614,517	\$417	61 affordable 65 total	4	Funding application approved (\$300,000) at 9/2023 meeting	\$3.5 million CPA/Town \$395,000 MassWorks	In process 64 units
Henry Wing, Sandwich (62+)	\$627,591	\$292 (rehab & community space)	34 affordable 38 total	Adaptive reuse	Funding application approved (\$300,000) at 9/2023 meeting	\$2.65 million CPC	In process, LIHTC funding approved
Lawrence Road, Wellfleet	\$733,935	\$384	46 (11 to 120%)	23	Application filed	\$1 million CPC, \$500,000 Trust	Application filed
Spring Rock Village, Brewster	\$603,961*	\$404*	45	12 original, 7 proposed	Application anticipated		Application anticipated

Please note, these are estimates listed in the chart, not necessarily actual costs. There may be slightly different amounts found in different materials. This information is based on HOME Consortium reports and the Spring Rock CPC application.

* Spring Rock listed costs are from the 2023 CPC application.

Originally prepared for the Brewster Community Preservation Committee by Jill Scalise, Brewster Housing Coordinator, September 27, 2023. Updated 12.2023

POAH/ HAC have CPC applications submitted to Wellfleet, Orleans, Eastham, Truro & Chatham. Provincetown is in process.

CPC Housing Regional Funding

2016- \$100,000	Cape Cod Village (Orleans- Autism)
2019- \$80,000	FORWARD (Dennis- Special needs- Autism Related)
2021- \$52,500	Veteran's Housing (Dennis- veteran's)
2022- \$105,000	CC5 (Orleans- general affordable housing (AH))
2023- \$125,000	FORWARD (Dennis- Special needs- Autism Related)
2023- \$55,000	HAC 105 Main St (Orleans- general AH)
2023- \$55,000	Juniper Village: POAH & CDP (Wellfleet- general AH)

9. 212 Yankee Drive
- Marketing Flyer
 - Lottery Press Release
 - Expenses
 - Change Order

AFFORDABLE SINGLE FAMILY HOME FOR SALE

**212 Yankee Drive,
Brewster MA 02631**

Price: \$237,900

This newly renovated 3-bedroom, 2-bathroom home is located in the heart of Brewster and offers a one-car garage and a charming back deck.



**Sign up for the Information
Session on our website:
haconcapecod.org/lotteries**

Date: January 10 at 6:00PM via Zoom

**Resale restriction.
Income and asset guidelines apply.**

->Eligible applicants can obtain a loan for the purchase price of the property. Primary residence only. First-time buyer with exceptions. The type of loan must comply with the Deed Restriction. Household income must be at or below 80% of the Area Median Income of Barnstable County. 1 person: \$64,450, 2 persons: \$73,650, 3 persons: \$82,850, 4 persons: \$92,050, 5 persons: \$99,450, 6 persons: \$106,800. Household assets must be no more than \$75,000.

Deadline to Apply: February 2 @ 5PM

Applications are available at:
Housing Assistance Corporation Offices,
Brewster Town Hall, & Brewster Ladies Library.

To request a mailed application:

Call: 508-771-5400 TTY on all lines or Email: lotteries@haconcapecod.org.





For Immediate Release
December 18, 2023

Contact: Eric Steinhilber: 508-771-5400 ext. 280
esteinhilber@haconcapecod.org

Housing Assistance to Hold Info Session for an Affordable Single-Family Home in Brewster

3-bedroom, 2-bath home available through a lottery selection process for qualifying applicants.

(HYANNIS, MA) – Housing Assistance Corporation invites potential homeowners to a **Virtual Info Session** for an income-restricted home in Brewster on, **January 10, at 6:00 p.m.** Interested homebuyers can register for the session, which will be held on Zoom, at: haconcapecod.org/lotteries.

In a joint statement, the Town of Brewster, Jill Scalise, Housing Coordinator, and Donna Kalinick, Assistant Town Manager, said, “Located in a lovely neighborhood next to Stony Brook Elementary School and the Brewster Whitecaps Baseball field, this is a great affordable home ownership opportunity in Brewster. Previously unoccupied, the Town obtained ownership of the home and invested Community Preservation funds to preserve the home and return it to use. We appreciate the work of The Resource Inc and Pearl Construction in preserving this home. They have done a wonderful job restoring the home with new walls, floors, heating system, kitchen, and baths. We’re looking forward to welcoming new homeowners to this Brewster neighborhood.”

212 Yankee Drive in Brewster features 3 bedrooms, 2 bathrooms, and includes a one-car garage along with a charming back deck. The kitchen is equipped with brand-new stainless steel appliances.

Housing Assistance Corporation is overseeing the lottery, which is targeted as workforce housing for families. The home will be sold for \$237,900 to an eligible applicant whose income does not exceed 80% of Area Median Income (AMI). Income and asset restrictions apply.

AMI is as follows: 1-person: \$64,450, 2-persons: \$73,650, 3-persons: \$82,850, 4-persons: \$92,050, 5-persons: \$99,450, 6-persons: \$106,800. Household assets must be no more than \$75,000.

Applications for the lottery can be found online at haconcapecod.org/lotteries. Printed copies are available at the Brewster Ladies Library, Brewster Town Hall, and Housing Assistance Corporation’s Office.

The deadline to apply is Friday, February 2nd at 5 p.m. The lottery drawing will be held within 30 days of the application deadline.

The Information Session will cover information about the home and the lottery application process.

For more information, visit haconcapecod.org/lotteries or contact lotteries@haconcapecod.org.

About Housing Assistance

Housing Assistance has provided a spectrum of services to help our homeless and vulnerable neighbors secure a safe, stable place to call home since 1974. These programs and services include homeless outreach, family shelters, rental vouchers, affordable housing development, energy efficiency programs, and first-time homebuyer support. Housing Assistance also works to address the root causes of housing instability – lack of inventory and lack of affordability – that affect almost all income levels in our region. To learn more, visit www.haconcapecod.org.

Type	Expenses	Source	Vendor
Legal	3,673	CPC	KP LAW
Administration	27,500	CPC/BAHT (legal counsel 10.21.22)	TRI/HAC
Back Taxes	15,986.84	Sale Proceeds	TOB
Appraisal	\$600.00	CPC	Linda Coneen
Insurance	7,163.92	BAHT	MIIA
	7,054.56	BAHT	MIIA
Septic			
Inspection	1,190.00	BAHT	Accucheck
Repairs	6,981.00	CPC (legal 07.27.23)	Accucheck/Joe Martin
Other Property Work			
Remediation	38,125.00	CPC (legal 07.27.23)	Green Env.
DPW Stone for driveway	438.50	BAHT	RB OUR
Plumbing Assessment	1,850.00	BAHT	Glenn Sherman
Replace Boiler	(-9,860)	CPC (legal 07.27.23)	Glenn Sherman
Major Construction	275,635	CPC/BAHT (legal 07.27.23)	Bid price & 4 CO's
	\$ 376,337.93		
	-15,986.84	to be paid from sale proceeds	
	\$ 360,351.09		
Authorizations by Trust	2,000	6/5/2019	legal & other admin. expenses
	5,000	8/13/2020	legal & professional
	10,000	7/8/2022	legal & insurance
	2,500	11/3/2022	addl to the 10K-inspections & other misc. costs
	27,500	10/6/2022	Admin. for rehab & lottery
	45,000	2/2/2023	Remediation and other small building items
	7,500	3/2/2023	Septic Repairs
	250,000	8/3/2023	Major Construction in response to IFB- Pearl Co. etc.
	20,000	10/5/2023	Addl expenses: plumbing, lights, appliances, windows
	\$ 369,500.00		
	212 Yankee Drive	12.27.23	

"ATTACHMENT B"

TOWN OF BREWSTER

CHANGE ORDER FORM

Date: 12/27/2023

Change Order Number: 04

Project: 212 Yankee Drive

Engineer: n/a

Owner: Town of Brewster

Contractor: Pearl Construction LLC

Contract Date: 8/14/2023

Description of Change:

Install new dryer duct and vent for future use in basement.
Dig 4"x18"x30" trench and refeed existing light post with UF cable.

These changes result in the following adjustment of the Contract Price: \$1,250.00

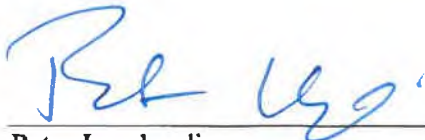
Contract Price prior to this Change Order: \$274,385.11


Contract Price due to this Change Order will (increase) by: \$1,250.00

The New Contract Price including this Change Order : \$275,635.11

NOT Applicable
Authorized Signature


Authorized Signature
Contractor


Peter Lombardi
Town Manager


Mimi Bernardo, Finance Director
Certification of Available Funds



Change Order

Order#: 4

Order Date: 12/27/2023

To: Town of Brewster

Project: 212 Yankee Drive

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By:

Customer Order:

Specifications Attached

Description of Work	Amount
Dryer Vent & Light Post Trenching	1,250.00
Total OH and Profit	%

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

1,250.00

The original Contract Sum was	240,672.00
Net change by previous Change Orders	33,713.11
The Contract Sum prior to this Change Order	274,385.11
The Contract Sum will be changed by this Change Order	1,250.00
The new Contract Sum including this Change Order will be	275,635.11
The Contract Time will be changed by	0 Days

Owner: _____ Date: _____

Contractor: _____ Date: _____



BD Electrical Services & Construction LLC
 3E Commerce Way
 Carver, MA 02330
 (508) 617-0800
 info@bdesc.net

Estimate 1344

ADDRESS

The Pearl Company
 494 Thomas B Landers Road
 East Falmouth, MA 02536

DATE	TOTAL	
12/20/2023	\$1,250.00	

DESCRIPTION

AMOUNT

212 Yankee Drive, Brewster, MA Change Order:	
Dig 4"x18"x30' trench and refeed existing post light with UF cable	1,250.00

TOTAL	\$1,250.00
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THANK YOU.

Accepted By

Accepted Date

10. Brewster Rental Assistance Program (BRAP)

- Sep-Nov 2023 Quarterly Report
- BRAP Evaluation & Possible Program Expansion Memo



Rental Assistance Monitoring Report Town of Brewster as of 12/5/23:

All applicants complete a universal application to be determined eligible for funding. These Funding Sources are RAFT, Town Workforce Housing Relief Funds, our general Workforce Housing Relief Fund, and private prevention dollars. Applicants are first checked to see eligibility for RAFT (state funds). If these funds can be utilized for the applicant household they are applied first. Households who can be serviced utilizing RAFT dollars are not brought into the Workforce Housing Relief Fund process.

For the reporting period we serviced 9 households from Brewster with a total of \$23,815.80. The majority were serviced through RAFT and Private Funds.

In addition, the total number of households that were entered into the Brewster Relief Fund was 8 From 9/1/23-11/30/23.

Total Current Participants in Brewster Assistance Program as of 11/30/23: 13 Households*

*Please note two households have been enrolled for 12/1/23 bringing household total to 15.

Total Participants Exited from Program: 5

Exit Cause: One unit lease renewal about FMR; household exited at anniversary. Two Households obtained an ongoing subsidy to use in their existing rental. One household obtained subsidized housing in another town. One household voluntarily exited program; household moved out of year-round rental.

Total Applicants considered for Brewster Town funds between 9/1/23-11/30/23:

Approved: 8

Denied: 2

Denial Cause: One applicant did not provide required documents to determine program eligibility. One applicant was renting in a unit with an existing subsidy.



Affirmative Marketing for Reporting Period:

Press Releases:

9/14: Housing Assistance Strengthens Leadership Team 0 Eric R. Steinhilber is the new VP of Ex-ternal Affairs

9/15: An Evening With Tracy Kidder and Dr. Jim O’Connell - The author and subject of “Rough Sleepers” will speak about homelessness.

10/30: Housing to Protect Cape Cod Hosts Second Annual Housing Summit : Hundreds gather to discuss solutions to housing crisis

Email Campaigns:

- 9/5 Give Hope Where you Live announcement
- 9/8 Rough Sleepers Event – to whole list
- 9/13 HPCC Summit Save the Date
- 9/19 CHAPA invite
- 9/26 Boston Biz Journal – HPCC
- 10/12 HPCC Summit – recruitment + agenda
- 10/16 Oct HacBeat
- 10/27 GHWYL Recruitment Client Story
- 11/8 Fall 2023 Brewster Town Meeting Day 5 days before
- 11/13 Fall 2023 Brewster Town Meeting Day of
- 11/23 Thanksgiving Message
- 11/28 Give Home Where you Live Giving Tuesday

Social Media (Top posts, organic)

Results based on Facebook engagement last 30 days; most were cross-posted

- 9/25 Ready to take the leap into homeownership? Join our FTHB Course coming up on October 17th. Reach -2,444 Engagement-49
- 9/21 All set for the CCYP Back to Business Bash! Come visit! Reach-1,013 Engagement -32
- 10/12 Give hope where you live launches today!
- 10/16 Ready to make your dream of homeownership a reality? Join our FTHB course on Nov 1 & 4 and take the first step toward owning your own home! Gain valuable insights, tips and guidance.
- 10/20 Are ADUs the wave of the future? John and Barbara-Anne Foley think so after converting their son’s garage into a one-bedroom apartment.
- 10/23 A classe de Introdução ao Processo de Compra de Casa oferece uma introdução/visão geral do processo de comprar uma casa.
- 10/24 Massachusetts Governor Maura Healey was on the Cape again this week, talking about her administration’s historic efforts to address the housing crisis. Housing Assistance CEO Alisa



Magnotta was a featured guest...

11/3 Did you know post

11/5 Did you know post

11/8 Did you know campaign

11/16 THRIVE Information

11/23 Thanksgiving



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701, ext. 1169
Fax: (508) 896-8089

Office of:
Housing

MEMORANDUM

TO: Brewster Affordable Housing Trust (BAHT)
FROM: Jill Scalise, Housing Coordinator
RE: Brewster Rental Assistance Program (BRAP) Possible Expansion
DATE: January 2, 2024

Decision Point:

Determine if the BAHT would like to expand the Rental Assistance Program above the current 15 household cap. Housing Assistance Corporation has requested that the BRAP increase to a maximum of 23 households. (See Attachment A)

Background:

In the summer 2020 the BAHT established a rental assistance program with a Covid-19 assistance component. The program was initially funded with a December 2018 Community Preservation Act (CPA) award to the Housing Trust "to acquire, create, preserve, rehabilitate, and/or support community housing in the Town of Brewster." The Trust allocated \$75,000 of the CPA funding for the BRAP.

In August 2020, the Town executed a one-year contract with Housing Assistance Corporation (HAC) to manage the program with \$75,000 available for rental assistance and program administration. In May 2021, Brewster Town Meeting approved an additional \$150,000 CPA award to continue the BRAP, including a Covid-19 assistance component. In August 2021, The Housing Trust voted to extend HAC's contract for an additional two years. Based on conversations with HAC and actual program implementation, the Trust evaluated and made slight adjustments in the B-RAP parameters. A total of \$225,000 has been funded and designated for rental assistance.

In August 2023, the BAHT executed a 3 year contract with HAC to manage a revised Rental Assistance Program. The number of participating households increased from 10 to 15 and the Covid component of the program was discontinued.

Rental Assistance Program: (See Attachment B: BRAP Fact Sheet)

The Housing Trust receives quarterly program reports from HAC. Currently 15 households are receiving funds with 2 pending evaluations. Program participation has increased greatly in the past year. In the first 2 ½ years there were 10 applications. In the past 4 months, 10 households have enrolled in rental assistance. The increase in

program participation correlates with a decrease in available government assistance, a greater community awareness of the program, and the leasing of Serenity Brewster.

Funding & Payments:

According to the agreement with HAC, the Town is billed, and charged, only after assistance payments are made from the Brewster Rental Assistance Program Fund. Brewster funds are accessed after all other funding possibilities have been exhausted.

Total Brewster CPA funds that have been designated for rental assistance = \$225,000. The Town’s BRAP invoices/payments made through 1.02.24 are \$62,370.

Brewster Financial Assistance through Housing Assistance Corporation (HAC) including the Housing Trust Rental Assistance Program (B-RAP)

Quarterly Report date	Number of Brewster Households Assisted with other funds	Amount of other Assistance for Brewster Households	Number of B-RAP Households Approved & (exited)	Total Amount of B-RAP Assistance in Quarter
Dec 2023	9	\$23,816	8 (5)	\$19,320
Sept 2023	7	\$16,061	3	\$13,125
June 2023	11	\$42,034	2	\$9,450
March 1, 2023	Unknown	Unknown	-	\$7,875
Dec 1, 2022	7	\$16,329	3	\$4,725
Sept 1, 2022	6	\$26,679	2	\$1,575
June 1, 2022	11	\$86,202	--	--
March 1, 2022	6	\$28,711	--	--
Dec 1, 2021	12	\$59,662	--	--
Sept 1, 2021	11	\$60,997	--	--
June 1, 2021	11	\$60,916	--	\$525
March 1, 2021	5	\$19,426	--	\$1,575
Dec 1, 2020	8	\$22,949	1 (1)	\$4,200
TOTALS		\$463,782	19 (6)	\$62,370

Note: Renewals: 4 households have been renewed for a second year. Program Exits: 6 households. One household left the program in 2021. In Fall 2023, 5 households exited the program. 2 received ongoing subsidies in current rental, 1 obtained subsidized housing in another town, 1 household moved out of the year round rental & voluntarily exited. One lease renewal was above FMR & the household exited.

Calculating Rental Assistance Expenses:

The maximum rental assistance is \$500/ month and there is a \$25/ monthly household administration fee.

- At 15 participating households, the maximum expenditure would be \$94,500 per year or \$7,875 per month.
- At 20 participating households, the maximum expenditure would be \$126,000 per year or \$10,500 per month.
- At 23 participating households, the maximum expenditure would be \$144,900 per year or \$12,075 per month.

The BAHT has \$162,630 remaining in the 2020 Rental Assistance CPA grant. In the 5 year financial plan, the BAHT anticipates requesting BRAP CPA funding in FY25.

Possible dates to apply for additional CPA Rental Assistance funds:

- July 1, 2024 for Fall 2024 Town Meeting (requires 1 year of funding in hand)
- December 1, 2024 for Spring 2025 Town Meeting (requires 18 months of funding in hand)

Secondary Question:

Determine if further guidance is needed for HAC regarding Serenity Brewster rental assistance applications.

Over 50% of all Rental Assistance participants have resided or currently reside at Serenity Brewster. According to the Serenity Brewster Tenant Selection Plan (Attachment C) provided by Elevation Financial Group, a tenant must have an income of two times the monthly rent to be eligible to lease an apartment at Serenity Brewster.

HAC has informed the Town that they have received several BRAP applications from Serenity tenants who are paying over 50% of their income for rent. This is not consistent with the guidelines for eligibility at Serenity Brewster.

Does the BAHT want to:

- Gather more information about the income eligibility requirements at Serenity Brewster?
- Fund Serenity households who are at this lower than expected income level?
- Request HAC not approve Serenity households below the 50% rent to income threshold?

Attachments:

- A. Request from HAC to increase rental household cap
- B. Current BRAP Fact Sheet
- C. Serenity Apartments at Brewster Tenant Selection Plan

Attachment A: HAC BRAP Request



December 20, 2023

Attn: Donna Kalinick & Jill Scalise
2198 Main St.
Brewster, MA 02631

Dear Jill and Donna,

As of December 1, 2023 Housing Assistance Corporation entered the 15th participant into the Town of Brewster Rental Assistance Program. We understand the Brewster Housing Trust currently wishes to utilize a program capacity of 15 households. Due to current demand for ongoing assistance, we respectfully request that the trust increase the maximum number of approved households to 23. Increasing program participation to 23 households would align with our response to the RFQ, with a final annual contract amount up to \$150,000 inclusive of both administrative and case management costs.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heidi Archibald", is written over a faint, circular watermark or stamp.

Heidi Archibald
Senior Director of Leased Housing & HCEC



Attachment B: BRAP Fact Sheet

Brewster Rental Assistance Information Sheet

Goal: To provide economic assistance for affordable rental housing with social support services to bridge households and assist them in accessing and maintaining market, and affordable, long term housing options.

Funding Source: Created by the Brewster Affordable Housing Trust, rental assistance is supported by the residents of Brewster through grants of Community Preservation Act (CPA) funds. The program is managed by Housing Assistance Corporation (HAC).

Requirements for ongoing Rental Assistance Program

- Must be a Brewster resident or employee or have a child in Brewster public elementary schools.
- Household income must be below, or at, 80% AMI and paying over 30% of income on rent.
- Rental unit must be located in Brewster, be a legal rental unit, and have a written lease.
- Monthly rent amount must meet HAC’s determination of ‘rent reasonableness’ for Barnstable County, rent cannot exceed 120% of HUD fair market value for Barnstable County.
- Participants may not be receiving other rental assistance.

Program Guidelines for ongoing Rental Assistance

- Up to \$500 per month rental assistance (amount based on tenant portion of rent at 30% of household income; childcare costs & high or emergency health care costs, may be included in determination).
- Lease payments made directly to landlord.
- Annual review and adjustment of rental assistance, with maximum of 3 years of assistance subject to funding availability and active participation in program.
- Participants shall participate in case management.

Applying for Brewster Rental Assistance

The Housing Assistance Corporation (HAC) is administering Brewster’s rental assistance program.

To apply, contact HAC at 508-771-5400, email hac@haconcapecod.org or apply online at

www.haconcapecod.org/programs/homeless-prevention.

2023 HUD Income Limits	Household Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
80% AMI		\$64,450	\$73,650	\$ 82,850	\$92,050	\$99,450	\$106,800

For more information about the creation of the Brewster Rental Assistance Program, contact Jill Scalise, Brewster Housing Coordinator at jscalise@brewster-ma.gov or 508-896-3701, ext. 1169

Attachment C:
Serenity Brewster
Tenant Selection Plan



CONVENTIONAL SENIOR
TENANT SELECTION PLAN
SERENITY APARTMENTS AT BREWSTER
873 Harwich Rd, Brewster, MA 02631

It is the Policy of SERENITY APARTMENTS AT BREWSTER, to provide Housing on equal opportunity basis.

Residency is open to all qualified persons in accordance to the Fair Housing Act which prohibits us to discriminate on the basis of age, race, color, creed, religion, sex, national origin, disability, sexual orientation, gender identity, and familial status. SERENITY APARTMENTS AT BREWSTER adheres to all federal, state and local fair housing and equal opportunity laws.

To guarantee compliance with the Federal Fair Housing Acts, an application is required for all applicants.

ELIGIBILITY REQUIREMENTS

SERENITY APARTMENTS AT BREWSTER shall use the guidelines and procedures described below at the time of the application process to make a final determination of household eligibility. All applicants for housing at this community must pass certain eligibility and screening factors.

All families must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant(s) must meet ALL of following requirements:

- a. The applicant must qualify as a family or an eligible single person.
- b. The applicant is at least 55+ years old or older.
- c. The applicant's minimum income must be **two** times the amount of the monthly rent.
- d. If receiving subsidy, you must follow the income guidelines provided by Housing.
- e. The applicant must undergo criminal/credit background checks on all family members and be clear of misdemeanor, felony, drug, or sexual offense convictions. See Criminal History section below.
- f. The applicant must undergo a rental history check on all family members and must possess a satisfactory record of at least two years.
- g. A credit report is done on each applicant prior to move-in to determine eligibility. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent. In situations where an unsatisfactory record is obtained, SERENITY APARTMENTS AT BREWSTER may deny your application.
- h. We will require a second deposit if the applicant does not have **ANY** credit and





rental history. See Credit and Rental history section below.

- i. A birth certificate or passport is required to show proof of age.
- j. The applicant/tenant **may** be required to maintain an active Renter's Insurance policy.
- k. All applicants must cooperate in completing, dating and signing the rental application, and providing information necessary to determine their eligibility for housing including but not limited to income, assets, and identity. All applications must be reviewed at the time of submission to ensure we have all information needed to determine eligibility.
- l. Co-signers will not be allowed.

Screening Criteria

SERENITY APARTMENTS AT BREWSTER will screen all applicants upon application process for move in and may do so at annual renewal.

1. Screening verification includes but is not limited to statewide criminal check for all states the applicant has resided in, credit check, rental history check, and criminal/sexual offender check. Screenings are valid for 120 days. The screening verification will be conducted during the processing of the application.
2. If the applicant or any member of the applicant household fails to disclose rental history fully and accurately, the application may be denied based on the applicant's "misrepresentation" of information.
3. SERENITY APARTMENTS AT BREWSTER may require, as a condition of providing admission, an applicant to obtain records from state and local agencies to determine whether an applicant is subject to a lifetime sex offender registration requirement and an opportunity to dispute the accuracy and relevance of that information. As well as any other criminal background record verification.

Verification of Income and Circumstances

No applicant(s) shall be admitted without thorough verification of income, family composition and all other factors pertaining to the applicant's eligibility, rent, unit size and type, priority rating, etc. Complete and accurate verification documentation shall be maintained for each applicant and resident. Co-signers may be accepted (if applicable). Such documentation may include, but is not limited to, the following:

1. Four weeks of consecutive paystubs or other letter/statements from employers and other pertinent sources giving authoritative information concerning all items and amounts of income and deductions, together with other eligibility determinations.





2. Third party verification forms may be used and supplied by SERENITY APARTMENTS AT BREWSTER and returned properly completed by employers.
3. Statements and incomes taxes from self-employed persons, and from persons whose earnings are irregular, such as salesmen, etc., sworn to before a Notary, setting forth gross receipts, itemized expenses and net income (expenses incurred for business expansion or amortization of capital indebtedness are to be included in net income).
4. State approved photo identification, passport or other substantial proof of age for all members of the household.
5. Third party verification forms will be used to determine Landlord rental history.
6. When landlord verification cannot be accomplished by third party verification, the property may do a verbal verification via phone call.
7. If receiving subsidy, you must follow the Housing guidelines.

Disclosure of Social Security Numbers

Applicants must disclose social security numbers (SSNs) in order for SERENITY APARTMENTS AT BREWSTER to make an eligibility determination. This paragraph explains the requirements and responsibilities of applicants or residents to supply this information; the responsibility of SERENITY APARTMENTS AT BREWSTER is to obtain this information, and the consequences for failure by either party.

a. Key Requirements

- (i) Applicants must provide social security numbers (SSNs) for all members of the household, or, if no SSN has been assigned, the member must complete a certification that no SSN has been assigned. Documentation necessary to verify a social security number is a valid SSN card issued by the Social Security Administration, with the following exceptions: noncitizens who do not claim to have eligible immigration status. No application will be processed if Social Security number has not been provided within a 24-hour period when the application is submitted.
- (ii) Applicants who have not disclosed and/or provided verification of SSNs for all non-exempt household members has 90 days from the date they are first offered an available unit to disclose and/or verify the SSNs. During this 90-day period, the applicant may, at its discretion, retain its place on the waiting list. After 90 days, if the applicant is unable to disclose and/or verify the SSNs of all non-exempt household members, the applicant should be determined ineligible and removed from the waiting list.





b. Required Documentation

Applicants must provide documentation of SSNs. Adequate documentation means a social security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN.

c. Provisions for Accepting Applicants without Documentation of Social Security Numbers.

When an applicant has a SSN but does not have the required documentation, the applicant may submit the SSN and certify that the number is accurate but that acceptable documentation could not be provided.

SERENITY APARTMENTS AT BREWSTER may accept the certification and continue to process the individual's application.

Failure of an applicant to cooperate with SERENITY APARTMENTS AT BREWSTER in obtaining information verifications will result in the application being declared incomplete and inactive. A tenant who fails to cooperate or to release information may be evicted due to material noncompliance.

If the verified data listed in this policy is not more than 120 days old at the time an applicant is selected for admission, the data will be considered as reflecting the applicant family's status at the time of admission. If data is more than 120 days old, all factors are to be re-verified and findings recorded. As part of the application record of each applicant determined to be eligible for admission, the admitting staff member or his/her supervisor shall certify that an investigation has been made of the applicant family and that on the basis of this investigation, it has been determined that the applicant and his/her family meet all the conditions governing eligibility.

13. Summary of Verified Data: A summary of verified information shall be prepared upon receipt of all required verification documentation and shall include the following determinations:
- a. Eligibility—the applicant meets the definition of Family as defined in this policy and is within the appropriate income minimum limits for admission
 - b. Date and time of completed application
 - c. Size of unit needed or requested by family
 - d. Income inclusions and Rent to be paid

Reasons for Denial of Admission





Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews), credit, landlords, employers, court records or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented and placed in the applicant's file. Such documentation may include reports of interviews, letters or written summaries of telephone conversations with reliable sources. At a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and a summary of the information received.

Once eligibility has been determined based on the criteria set forth by owner/agent, management will evaluate each applicant to determine eligibility utilizing its resident screening criteria.

Misrepresentation

The applicant(s) must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.

Rental History

- a. Any household containing a member(s) who was evicted in the past will be denied housing.
- b. The applicant(s) must not have any record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, or any other history that may be reasonably expected to adversely affect:
 - (i) The health, safety, or welfare of other residents, staff on property.
 - (ii) The peaceful enjoyment of the neighborhood by other residents, staff;
or,
 - (iii) The physical environment and fiscal stability of the property.
- c. The applicant must not have a record of unsanitary or hazardous housekeeping. This includes creating any health or safety hazard through acts of neglect and causing or permitting any damage to or misuse of premises and equipment. If the family is responsible for such hazard, damage or misuse, including but limited to, causing or permitting infestation, hoarding, foul odors or other problems injurious to other person's health, welfare or enjoyment of the premises; disposing garbage improperly; failing to use in a reasonable and proper manner all utilities, facilities, services, appliances and equipment within the dwelling unit or failing to maintain them in a clean condition; or any other conduct or neglect which could result in health or safety problems or in damage to the premises.





- d. The applicant family must be able to demonstrate capacity to uphold all lease obligations.
- e. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the rental agreements on prior residence, such as providing shelter to unauthorized persons, acts in violation of rules and regulations, and painting or remodeling without permission of the owner.
- f. Applicants who owe a balance to present or prior landlords will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the causes for nonpayment of rent or damages have changed sufficiently to enable the family to pay rent and other charges when due.
- g. There is a landlord history of civil disturbances in the last 2 years.
- h. There is a landlord history of physical abuses or damages to previous places of residence in the last 2 years.
- i. There is a landlord history of late, untimely payments of rent, damages or other charges in the last 2 years.
- j. There is a landlord history of non-compliance with former lease terms in the prior last 2 years.
- k. There is a landlord history of irresponsible personal and community behavior in the last 2 years.

Applicants with no Rental history will be considered if they can demonstrate a good credit history. If the applicant(s) do not possess **ANY** credit history, we will require a second deposit equal to the amount of the first one.

Criminal History

A criminal/sex offender background is run on all applicants prior to move-in and we may do so at annual renewal to determine eligibility. SERENITY APARTMENTS AT BREWSTER shall prohibit admission for any household member who possesses any of the following:

- a) Any household member who has been convicted of a felony within the past 10 years or a misdemeanor within the past 5 years.
- b) Felony or misdemeanor charges related to check writing history will not be a reason for denial. However, the tenant will be required to pay Rent or other charges with money orders or certified checks for a period of 1 year.





- c) Felony or misdemeanor charges related to Traffic violation will not be a reason for denial.
- d) Any household member who is subject to a lifetime registration requirement under a state sex offender registration program.
- e) Any household member who is currently engaged in illegal use of drugs or any other crime for which the owner has reasonable cause to believe that it may interfere with the health, safety and right to peaceful enjoyment of the property by other residents.
- f) Any household member who has been arrested, has a charge pending, or has been convicted or formally charged with a felony or misdemeanor.
- g) If a determination is made that the applicant or any household member's abuse, pattern of abuse, of alcohol interferes with the health, safety or right to peaceful enjoyment of the premises by other residents, the application will be denied.
- h) Management reserves the right to require criminal background checks during the application process and at renewal.

Credit History

- a) Applicants with more than three (3) accounts in collections within the past two years will be denied.
- b) Public records such as collections and judgments are included as collection accounts.
- c) Foreclosure proceeding within the past two (2) years is rated as a collection account. Certificate of Sale needs to be provided.
- d) Bankruptcy proceeding within the past two (2) years is rated as a collection account. Discharge of Debtors needs to be provided.
- e) Federal and State Tax liens within the past two (2) years are counted as a collection account. Prior to the two (2) year period we may request proof of payment/release on any Lien over \$1,000.00 that is still on the applicant's credit history.
- f) Financial Aid or School Loans in collection standing are counted.
- g) Medical collections in negative standing are not counted.
- h) Any amount showing owed to a prior management company can be grounds for denial. We reserve the right to ask for proof of full payment.





- i) Any other item(s) that appear on the credit report, which would reflect negatively on the applicant, will be reviewed and a decision will be made based on the date, source, and amount of action.
- j) Applicants with no credit history will be considered if they can demonstrate good rental history. If the applicant(s) do not possess **ANY** rental history, we will require a secondary deposit equal to the amount of the first one.
- k) Applicants who owe a balance to the local utility provider for present or prior residences will not be considered for admission until the account is paid in full and proof of such is provided.
- l) These requirements may be waived when extenuating circumstances exist, and management determines it is in the interest of the property to do so.

DETERMINATION AND NOTIFICATION OF ELIGIBILITY

1. After receipt of an application, SERENITY APARTMENTS AT BREWSTER will determine the applicant family's eligibility for housing in accordance with the provisions of this policy. In the event an applicant family is determined to be eligible, the family shall be placed on the waiting list (if any), and informed of the time estimated before an offer of a dwelling unit will be made. If this period is estimated to be longer than one year, the applicant family shall be informed of this fact.
2. Eligible applicant(s) will be notified that eligibility determination is tentative in nature, being largely based on declarations made by the applicant family, and is subject to further reviews prior to admission.
3. In the event an applicant is determined to be ineligible, the applicant will be informed in writing the basis for this determination. The applicant will be advised that should an informal review be desired, a written request to this effect must be received by SERENITY APARTMENTS AT BREWSTER within 14 business days of the date of the notification of ineligibility. Persons with disabilities have the right to request reasonable accommodation to participate in the informal hearing process.
4. Thorough investigation of each applicant will be conducted during the Tenant Interview. Eligibility will be verified by SERENITY APARTMENTS AT BREWSTER staff within the provisions of this policy. The Tenant Interview will be conducted at the time the application is submitted for review.
5. Applicants denied a preference shall be notified in writing about the denial. The notice shall contain a brief statement of the reason(s) for the determination and state that the applicant has a right to meet with a representative of SERENITY APARTMENTS AT BREWSTER to review the determination.
6. In all cases, SERENITY APARTMENTS AT BREWSTER reserves the right to withdraw any





determination of eligibility, tentative or otherwise, when additional information indicated that the prior determination was inappropriate.

7. Informal Review

- a. If a request for a review is received within the specified fourteen (14) day period, SERENITY APARTMENTS AT BREWSTER will notify the applicant, in writing, of the scheduled date and time of the review.
- b. SERENITY APARTMENTS AT BREWSTER General Manager will conduct the informal review.
- c. SERENITY APARTMENTS AT BREWSTER will present factual or other basis for its decision. The applicant may also present his/her position. Subject to the direction of the General Manager, the applicant and SERENITY APARTMENTS AT BREWSTER may offer and examine evidence and question any witnesses.
- d. The General Manager will issue a written decision, stating the facts and/or other basis for the decision. The decision or any other issue of fact will be based solely upon evidence presented at the hearing. A copy of the decision will be furnished to the applicant within 5 days of the decision.
- e. The record of such review/determination will be maintained in SERENITY APARTMENTS AT BREWSTER Office.

OCCUPANCY STANDARDS

Dwelling units are to be leased in accordance with the occupancy standards set forth below.

- 1. The following system will be used as a guide to determine proper bedroom size for each applicant and resident:
 - a. Family size must be in compliance with the available management policy, state and local codes. Please see the diagram below.

Dwelling units will be assigned in accordance with the following standards:

Persons Per Household





Bedroom Size	Minimum number of Persons	Maximum Number of Persons
Studio	1	2
1	1	2
2	1	4

2. Applicant should list each size unit they are interested in applying for on the application in order to be placed on the waiting list (if any) for that size unit.

WAITING LIST

SERENITY APARTMENTS AT BREWSTER will select applicants for admission without discrimination based on race, color, sex, creed, or national origin. Neither will SERENITY APARTMENTS AT BREWSTER discriminate because of religion, age, physical handicap, pregnancy, parenthood, nor marital or veteran status.

The selection of applicants for occupancy of available units will be in conformance with all Fair Housing & Equal Opportunity Requirements. Applications will be filed and selected by unit type and size and by date and time of application.

SERENITY APARTMENTS AT BREWSTER Waiting List will be ordered as follows:

- (i) By date and time of application received.
- (ii) By unit type and unit size (number of bedrooms).

Vacant units will be assigned and/or offered to applicants/residents on the waiting list in the following order respectively:

- a. Current residents
 - (i) Unit transfers for Under Housed Residents/ Residents requiring accessibility features/ a transfer deemed necessary.
- b. New Applicants
 - (i) Applicants in the order of the waiting list (if any)





Maintaining the Waiting List

Procedure

1. The Property's designated staff is responsible for maintaining the number of applicants on the waiting list and the length of time applicants are waiting for an apartment.
2. Upon receipt of the application, the Property's staff will review the document to determine completeness and enter the applicant's information on the waitlist.
3. Applicants who provide all required documentation will be placed on the waiting list based on the family's verified preference, date and time on the completed application and was received by the SERENITY APARTMENTS AT BREWSTER office.
4. Application shall be considered complete when all required verifications are received, and all application questions are completed. No blanks shall be left on the application. The application shall be signed by the applicant(s) and the Property's designated staff.
5. The Property's designated staff will notify the applicant of eligibility and placement on the waiting list.
6. If the applicant(s) family is ineligible, then SERENITY APARTMENTS AT BREWSTER staff will notify the applicant in writing of ineligibility and afford the opportunity for an informal review as outlined in the Tenant Selection Plan.
7. It is the responsibility of the applicants who are on the waiting list to keep the application current. When an applicant's circumstances change, the applicant must report all changes to SERENITY APARTMENTS AT BREWSTER.
8. If the information affects the applicant's claim for preference, once verified, the pre-application will be re-prioritized using the time and date of acceptance of the original application. If the applicant reports an increase in family size from the size stated on the application form, it will not affect the applicant's placement on the waiting list.
9. The waiting list is organized by date and time of application.
10. If the applicant notifies SERENITY APARTMENTS AT BREWSTER about a change in preference claim, the Property Manager will adjust the applicant's position on the waiting list accordingly.

Dwelling Unit Availability Offers

When the applicant is matched to a specific unit, the dwelling unit becomes "unavailable" until the offer is made and accepted or rejected. In order to reduce vacancy loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:





- a. As an applicant moves near the top of the waiting list, SERENITY APARTMENTS AT BREWSTER will contact the applicant(s) to determine continued interest, to update their information with a new application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant of the requirements for move-in, such as security deposits, prorated rent, etc.
- b. Upon availability for occupancy, an applicant will be offered a unit.
- c. Upon offer of an apartment, the applicant shall have one (1) business day to accept or reject the apartment. Failure to give answer within the prescribed time period shall be counted as rejection of the offer.
- d. Upon acceptance of the offer, the applicant will be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as unit inspection, establishment of utility services, leasing interview, and lease execution. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

Unit Refusals

- a. Applicants will be made two (2) offers of a unit of appropriate size and type. Should the family reject the first offer; the applicant(s) will be able to stay in the wait list for one more offer.
- b. The applicant would be made a second offer in accordance with the provisions of this policy. Upon refusal of the second offer, including any units in sections of the development previously refused, the application will be marked ineligible and removed from the waiting list.
- c. Applicants not responding to an offer of housing by SERENITY APARTMENTS AT BREWSTER shall be ruled ineligible and their application will be removed to the inactive/ineligible file and documented.
- d. An applicant will have one (1) business day to accept or reject an offer of housing after notice of unit availability.

ADMISSION OF ADDITIONAL MEMBERS TO A CURRENT HOUSEHOLD

The resident of a household that wishes to add additional members to their household must first submit a written application, in the form prescribed by management, for approval by the General Manager or his/her designee.

Eligibility Criteria





- a. All new member(s) must be determined eligible in accordance with the eligibility criteria listed in the Tenant Selection Plan.
- b. The unit in which new members are requesting admission shall not be overcrowded and shall be maintained in accordance with the Occupancy Standards.

Application or Tenancy Denial

SERENITY APARTMENTS AT BREWSTER may deny the application or continued tenancy for any of the following reasons:

- a. All new member(s) do not meet Eligibility Criteria as outlined in the Tenant Selection Plan.
- b. The dwelling unit is overcrowded or would exceed the Occupancy Standards.
- c. Other reasons as determined by SERENITY APARTMENTS AT BREWSTER.

TRANSFER POLICY

Reassignment or transfers to other dwelling units shall be made without regard to race, color, or national origin. There is a transfer fee of \$300.00 unless SERENITY APARTMENTS AT BREWSTER initiated the transfer. Please see below for the types of Apartment initiated transfers.

Objectives of the Transfer Policy

- a. To fully utilize available housing resources while avoiding overcrowding by ensuring that each family occupies the appropriately sized units.
- b. To facilitate relocation when required for modernization or other management purposes.
- c. To eliminate vacancy loss and other expenses due to unnecessary transfers.

Types of Transfers

- a. SERENITY APARTMENTS AT BREWSTER Initiated

SERENITY APARTMENTS AT BREWSTER may, at its discretion, transfer residents because of an uninhabitable unit, major repairs, or other actions initiated by management for the reasons listed below. A resident shall not be transferred to a unit that is not decent, safe, and sanitary. Example:

- (i) In the event of a fire, flood, accident, or natural disaster that results in the dwelling unit becoming inhabitable, the resident will be offered alternative accommodations within the neighborhood if a rentable unit





in the appropriate size is available. If the appropriate size is not available, the family may be over housed but placed on the transfer list with the transfer being accomplished at the appropriate time.

b. Transfers for Approved Medical Reasons or accessible units

A resident who desires to relocate on advice of a physician may request a transfer with SERENITY APARTMENTS AT BREWSTER; however, the resident must provide SERENITY APARTMENTS AT BREWSTER with verification from an approved physician. A unit transfer will be granted based on the need for an accessible unit.

c. Transfers to Appropriately Sized Unit

If the resident's family composition NO LONGER conforms to SERENITY APARTMENTS AT BREWSTER occupancy standards for the unit occupied, SERENITY APARTMENTS AT BREWSTER may require the resident to move into a unit of appropriate size. This section establishes both that SERENITY APARTMENTS AT BREWSTER has an obligation to transfer residents to the appropriately sized unit and that residents are obligated to accept such transfers. These will be made in accordance with the following principles:

- (i) Determination of the correctly sized apartment shall be in accordance with SERENITY APARTMENTS AT BREWSTER Occupancy Standards.
- (ii) Transfers shall be made to correct occupancy standards and shall take precedence over new admissions.

Priorities for Transfers

Within the eligible types of transfers, transfers shall be performed according to the following priorities:

- (i) SERENITY APARTMENTS AT BREWSTER initiated transfers;
- (ii) Medical transfers;
- (iii) Residents who are under housed by one bedroom;

Transfer Procedures

The General Manager or other designated staff shall:

- ✓ Prepare and prioritize a transfer waiting list.
- ✓ Notify residents of their pending transfers or approval of transfer request.
- ✓ Determine whether a vacancy is used for transfer or move-in.
- ✓ Maintain transfer logs and records for audit.





- ✓ Notify residents with pending transfer as their name approaches the top of the list.
- ✓ Conduct home visits at the current dwelling unit for housekeeping.
- ✓ Process transfer documents to appropriate SERENITY APARTMENTS AT BREWSTER staff.
- ✓ Inspect both apartments involved in the transfer, charging for any resident abuse.
- ✓ Tenant(s) pays all outstanding charges due to SERENITY APARTMENTS AT BREWSTER. The resident's security deposit may be transferred to the new dwelling unit provided that SERENITY APARTMENTS AT BREWSTER does not claim all or any part of the security deposit. The resident shall pay all or any part of the security deposit required for the new dwelling unit, to either replace or supplement the security deposit from the original dwelling unit, or any balance remaining after any claims are made by SERENITY APARTMENTS AT BREWSTER.
- ✓ Family pays a transfer fee of \$300.00.
- ✓ Tenant(s) signs new lease.

Only one offer of an apartment will be made to each resident being transferred within his or her own neighborhood. In the case of a family being transferred from a unit that is uninhabitable, incorrectly sized, or scheduled for major repairs, failure to accept the unit offered will be grounds for termination of lease. When a person has requested a transfer for approved medical reasons declines the offer of such an apartment, SERENITY APARTMENTS AT BREWSTER is not obligated to make any subsequent offers. SERENITY APARTMENTS AT BREWSTER has discharged its obligations to the resident, that he/she remains in the apartment at his/her own risk, and that SERENITY APARTMENTS AT BREWSTER assumes no liability for his/her condition.

Any resident aggrieved by any action or inaction of SERENITY APARTMENTS AT BREWSTER relative to his/her transfer request may file a request for a hearing.

Right of Management to Make Exceptions

This policy is to be used as a guide to ensure fair and impartial means of assigning units for transfer. It is not intended that this policy shall create a property right or any other type of right for a resident to transfer or refuse transfer. Management reserves the right to make exceptions to this policy as circumstances require.

NOTE: All applicants in a household will be processed as one approval or denial for an apartment. If any one of the applicants has negative rental history, negative credit history or negative criminal history all applicants will be denied.

I have been given the opportunity to ask questions that pertain to the Tenant Selection Plan. By signing below I/we certify that we/I have read and received a copy of this plan.





SERENITY APARTMENTS AT BREWSTER
TENANT SELECTION PLAN

I have been given the opportunity to ask questions that pertain to the Tenant Selection Plan. By signing below I/we certify that we/I have read and received a copy of this plan.

Signature of Head of Household

Date

Signature of Co-Head of Household

Date



11. Housing Coordinator Update

Housing Coordinator Update November 2023

Jill Scalise

Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14 & 15)
 - Responded to email, phone & in person requests for information and assistance, 65 total requests for housing information (45) or assistance (20). Open office hours Thursdays from 10-noon.
 - Quoted in Cape Cod Times article, “Race to 10%, How Cape Cod Towns are Creating, Preserving Housing”
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - \$255,000 in CPA funds approved at Town Meeting for Trust’s Affordable Buydown Program
 - Housing Program Assistant second interviews held, and finalist identified.
 - Based on previous Trust discussions, synthesized Housing Trust priority goals for FY24-25.
 - Trust working on additional items throughout this report.
3. Spring Rock Village- comp permit for 45 affordable rental units off Millstone (SB H-4, HPP #12 & 16)
 - Town meeting approved \$500,000 in CPA funding for Spring Rock Village.
 - Discussion with Housing Assistance Corporation (HAC) & Preservation of Affordable Housing (POAH) about Spring Rock regional CPC applications, state funding preapplication & related updated cost estimates.
4. Comprehensive Permit Projects (HPP Strategy #16):
 - Habitat for Humanity, Phoebe Way: Spoke at Community Kick-off event. ‘To be’ homeowners introduced. Wall Raisings held.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
 - Community Development Block Grant (CDBG)- FY21 Housing Rehab extension request for one project. FY22/23 RFP issued for Housing Rehab subgrantee. Brewster was also asked to submit FY24 Regional CDBG application.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
 - 212 Yankee Drive- Pearl Construction continuing work and making great progress. Site visit with Assistant Town Manager Donna Kalinick and The Resource Inc. Communication with HAC about home resale process. Executive Office of Housing and Livable Communities (HLC) set resale price. Marketing begins December 1st. Letters sent to guardian and conservator regarding Barbie dolls.
 - Serenity Apartments at Brewster (27 affordable units)- Elevation Financial will provide annual recertification in early January 2024.
 - 11 Sean Circle- Waiting for final required work to be done prior to affordable resale.
 - Continue collaboratively addressing other affordable housing concerns and potential violations.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
 - ADU: Bylaw revisions approved by Town Meeting.
 - Contract executed for \$65,000 grant to examine Town zoning bylaws with a focus on multi-unit and mixed - use residential. Lead on grant and project: Town Planner, Jon Idman.
8. Collaboration and Education (HPP Strategies #7 & 15)
 - Participated in Cape Cod Commission Regional Strategy Meeting & Making the Case Call.
 - Continued library discussion about potential housing Town book theme emphasis.
 - Attended information sessions on Homes for Profit: Speculation & Investment in Greater Boston and Housing America’s Older Adults.

Upcoming Events & Announcements:

- 212 Yankee Drive affordable home for sale for \$237,900. Applications are available December 1.

Personnel

- Participated in Housing Trust, Sea Camps Community Forum & Special Town Meeting. Also worked with: Assessors, Building, Council on Aging, CPC, Finance, Health, Housing Partnership, Human Resources, Library, Planning, Public Works, Town Administration, & Water.

13. Annual Town Report for BAHT - 2022 BAHT Annual Report

Jill Scalise

From: Conor Kenny
Sent: Tuesday, December 19, 2023 9:55 AM
Cc: Erika Mawn
Subject: 2023 Town Report - Submission Request

Good morning,

We are currently in the process of compiling the **2023 Town Report**.

We would appreciate you sending an electronic copy of your report for 2023 in **Word form**. If you have tables to submit, please also include them as separate attachments in **Excel form**, just in case Microsoft Word does not format the tables correctly. Please also send **at least 2 photos** along with your report as **separate attachments**. As always, we want to make this year's report as colorful and vibrant as possible.

We encourage you to draft and send your submission to ckenny@brewster-ma.gov by **February 16th**.

We understand that drafting these reports is time consuming, so we thank you for your time and effort. It is a chance to showcase all the excellent work your department or group does to contribute to the Town of Brewster.

If you are no longer the Chair of your Board/Committee/Commission, we would appreciate an updated contact for our records.

Happy Holidays,

Conor Kenny
Project Manager
Town of Brewster
508-896-3701 x 1129

Report of the Brewster Municipal Affordable Housing Trust

The Brewster Affordable Housing Trust is comprised of representatives from the Select Board, Town Administration, the Community Preservation Committee, Brewster Housing Partnership, Planning Board and residents at large. The mission of the Housing Trust is as follows: The Brewster Affordable Housing Trust (“BAHT”) seeks to expand and preserve year-round rental and ownership homes that are affordable to moderate, low, and very low-income households. Our efforts will foster a welcoming environment for demographically and socio-economically diverse populations. The BAHT is committed to education, collaboration, and community engagement.

The Trust began 2022 by setting priorities for the year which included identifying the development of Trust Guidelines for applicants and creating a 5-year Financial Plan, providing support and advancement of the development of Millstone Community Housing, holding a Housing Fair/Forum and review of the CDBG Housing Rehab and Child Care program. It was decided that a 5-year financial plan and detailed application guidelines would be valuable in directing the future of the Trust’s principles and goals.

The Millstone Community Housing initiative continued to be a top priority for the Trust in 2022. The Trust reviewed submissions in response to the Request for Proposals (RFP) to develop and manage up to 45 rental units on municipal land. In February, the Trust heard a presentation by the qualifying applicant team of Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC). A consultant was hired to provide the Trust with an analysis of the financial proforma and, after carefully reviewing and providing feedback, the Trust ultimately voted to recommend the highly advantageous POAH/HAC proposal to develop 45 units of housing affordable to households at or below 80% of Area Median Income (AMI) to the Selectboard. POAH & HAC and the Brewster Select Board entered a Land Development Agreement in August and POAH/HAC proceeded with a Project Eligibility Letter (PEL). A well-attended Community Information Session was also held, presented by HAC & POAH on October 13th.

The Trust considered, developed, and ultimately voted on the Trust Guidelines, outlining its priority initiatives, guiding principles, allowable activities/projects, categories and procedures for funding applicants to follow.

The Trust continued its ongoing commitment to collaboration and education in 2022. The Trust met with Barrett Planning, providing input and participating in “Community Conversations” and a public form on the 2022-2027 Housing Production Plan (HPP) update. The 2017 HPP was ultimately certified, and Brewster’s Subsidized Housing Inventory (SHI) achieved “safe harbor” status, bringing its percentage up to 6.2% of the 10% goal. Also in collaboration with the Brewster Housing Partnership (BHP), the Trust held a well-attended Housing Resource Forum and Fair on October 27th, presenting the 2022 HPP key summaries to the public, and holding assistance & information booths from various town and local nonprofits offering information and assistance with various housing-related programs. Trust members also participated and contributed to the Local Comprehensive Plan process. Trust members took part in virtual

housing meetings with other Lower and Outer Cape towns, virtual trainings and conversations about how towns are handling the increased housing challenges our communities face.

With the Select Board voting to establish an allotment of 50% of the forecasted short term rental revenues to the Housing Trust, and the favorable Fall Town Meeting vote on the change in Community Preservation Committee (CPC) formula (a 30% target for housing activities), the Trust developed a 5-year financial forecast plan for the housing program. The plan lays out the Trust's and housing program's anticipated appropriations and revenues and distinguishes projects by funding sources.

Consistent with its goal of preserving units on the existing subsidized housing inventory (SHI), the Trust voted to support the tax-taking of 212 Yankee Drive, an effort which was favorably voted on by the public at Town Meeting. RFQ's were developed and reviewed by the Trust, for necessary improvements to ready the property for a deed-restricted sale. The Rental Assistance Program (RAP), started in 2020 and administered by HAC, saw its first need to drawdown Trust funds since the State's emergency rental assistance ended. By the year's end, 5 Brewster households participated in the RAP which was funded by a CPC grant. The Trust continued to support the Town as lead community for the Housing Rehab and Child Care program, and the proposal to increase the Community Development Block Grant (CDBG) funding for the program with Brewster continuing as lead community.

The Trust had its re-organization vote, electing to have Tim Hackert, Maggie Spade-Aguilar and Madalyn Hillis-Dineen continue to serve as Chair, Vice-Chair and Clerk, respectively. Trust members were also appointed to the Cape Cod Sea Camps Pond Parcel Committee (Paul Ruchinkas), and the Bay Parcel Committee liaison (Maggie Spade-Aguilar). Each member provided reports on Committee activities during Trust meetings. Finance Committee liaison Robert Tobias continued to regularly attend Trust meetings and to provide much-valued input.

As is true for the county as a whole, the need for available, stable affordable housing continues to ravage Brewster residents particularly since the pandemic hit us. Skyrocketing home purchase costs have caused many to be forced to rent, leaving an increasing number of people vying for the scarce, affordable rental housing as a consequence. The Trust has been cognizant of this crisis and responded accordingly throughout the year by adhering to its advocacy goal of supporting and developing affordable housing programs and services for residents.

We are grateful to our Select Board, Town Administration, Town Departments, our town committees and our residents for their support as we work on the critical affordable and community housing challenges that we collectively face together. A special thanks goes to Jill Scalise, Brewster Housing Coordinator, for her invaluable work providing information, training and guidance to the Trust.

Respectfully submitted,

Chair Timothy Hackert, Citizen at Large
Paul Ruchinkas, CPC representative

Vanessa Greene, Housing Partnership representative
Madalyn Hillis-Dineen, Planning Board representative
Donna Kalinick, Town Manager representative
Ned Chatelain, Select Board Representative
Maggie Spade-Aguilar, Citizen at Large
Jill Scalise, Housing Coordinator

14. FYI

- Housing Institute Training 1.09.24
ADUs to Zoning Changes
- Housing Articles
- CDP Housing Advocacy Newsletter

ADU'S TO ZONING CHANGES: STRATEGIES TO ENCOURAGE HOUSING PRODUCTION

Description:

Historically, zoning has been used to exclude development, uses, and people. This workshop will explore:

- How we can reimagine our communities to encourage certain development patterns
- Zoning changes that more easily allow homes to be created
- Creating needed homes and attracting a range of residents

Speakers:

Jonathan Berk,
Placemaker and
President of BuildingBOS



Talitha Abramsen,
Housing Resource
Program Manager



Plus, the **Cape Cod Commission** will preview their Regional Housing Strategy!

Tuesday | 01.09.2024 | 10 am - 11:30 am | Remote via Zoom

Click here to register or contact Amanda Bebrin, Director of Housing Advocacy at (508) 290-0130 or email at amanda@capecdp.org

Florida's Workforce Housing Law Sparks Wave of Building

BY DEBORAH ACOSTA

Less than six months after Florida enacted legislation to encourage more workforce housing, dozens of developers are rushing ahead with projects that qualify for tax breaks under the new law.

The legislation, known as the Live Local Act, offers developers tax breaks and allows them to bypass local zoning rules if enough workforce housing is built.

The act is meant to create more housing for middle-income renters who make 120% of an area's median income or less.

Many teachers, paralegals and other professionals have been squeezed out of Miami, Tampa and other expensive Florida cities as rents soared.

Real-estate lawyers say they are working overtime so their clients' projects qualify for tax breaks next year.

"I have them in every major city—Tampa, Orlando, Miami—and we're in a mad dash to get them done," said Anthony De Yurre, a lawyer at Bilzin Sumberg who says he is personally handling more than 40 Live Local projects.

In some instances, developers are switching from pure market-rate projects to ones that include workforce housing to take advantage of the tax incentives.

Cymbal DLT, a developer that specializes in market-rate multifamily housing, was already halfway through construction on its latest project when the Live Local Act was enacted.

Now, all 341 units in the Laguna Gardens project will be workforce housing.

Asi Cymbal and Hector Dela Torres, the top two executives at Cymbal DLT, refer to their project as "attainable luxury" because the apartments are open with floor-to-ceiling windows, thick soundproof walls between units and lush walk-



BRYAN CERELLO FOR THE WALL STREET JOURNAL

A Miami Gardens development under construction this month.

Rental units under construction across major metro areas by share of inventory



ing paths and a large pond.

"There's been a lot of talk about creating attainable luxury in South Florida and there wasn't a vehicle like this to make it available to our community," said Dela Torres, who like his partner grew up in government-subsidized housing in New York City.

Miami developer Matt Martinez has focused on multimillion-dollar homes, shopping centers and other commercial properties. But as soon as the new legislation went into effect, he purchased more than 2 acres of land near the city of Homestead in Miami-Dade County to develop multifamily gar-

den-style apartments for workforce housing.

"Our type of deals wouldn't necessarily pencil without the benefit," said Martinez. "Our plan is to build 1,500 workforce housing units in the state of Florida over the next five years."

South Florida wasn't hurting for new rental housing before the Live Local Act. Developers have swarmed the Miami region to build more apartments as a share of inventory than in any other major metropolitan area. But about 90% of the rental projects under construction are luxury units, according to data firm CoStar Group.

NICHOLAS KRISTOF

The Old New Way to Provide Cheap Housing

Dec. 9, 2023



By Nicholas Kristof

Opinion Columnist, who reported from Houston

Sign up for the Opinion Today newsletter Get expert analysis of the news and a guide to the big ideas shaping the world every weekday morning. [Get it sent to your inbox.](#)

Homelessness is an American tragedy, but it's not hopeless. In a recent column, I explored how Houston has become a national model by reducing homelessness by more than 60 percent.

One takeaway is that homelessness, above all, reflects a shortage of cheap housing. So I'm intrigued by an approach to providing such housing that's gaining ground around the country. It's an idea so old, it seems new: converting single-family houses to rooming houses.

Rooming houses, boardinghouses or single room occupancy (S.R.O.) hotels used to be ubiquitous. President Thomas Jefferson stayed in a boardinghouse for several months before moving into the White House. At the seedier end, S.R.O.s largely disappeared over the past half-century, partly because of zoning and economic development projects.

In Houston I dropped in on a home operated by PadSplit, a company that offers furnished bedrooms for working-class Americans. PadSplit, which is something like a long-term Airbnb for rooming houses, has housed 22,000 people so far and is growing fast.

The PadSplit model is to take a house that is near public transportation, convert the living room to a bedroom, put locks on each bedroom door and then rent out each room by the week. This typically means a shared bathroom and kitchen, and some tenants have complaints, but it's affordable for people who have few other options.

"It's reasonable!" said Gregory Walker, 46, a warehouse employee who takes home \$2,300 a month.

He pays \$150 a week, or a bit more than \$600 a month, for a furnished bedroom in the PadSplit I visited. He shares it with six others in a middle-class neighborhood. Utilities and Wi-Fi are included in the rent.

Previously, Walker was stuck in a "sleazy hotel," as he put it, for \$1,950 a month because he had a poor credit record that made it difficult to rent an apartment.

Rooming houses are quite different from the practice of young professionals having housemates in cities like New York and Boston. PadSplit rooms are often cheaper (partly because there aren't shared living areas), management is by a company rather than the residents, and payment is by the week to make it more workable for people living paycheck by paycheck. S.R.O.s were often squalid, but PadSplit is trying to elevate the experience.



Gregory Walker in front of his PadSplit home in Houston. Nicholas Kristof

PadSplit is the brainchild of an Atlanta real estate developer, Atticus LeBlanc, the company's chief executive. He studied architecture and urban studies at Yale but knew little of rooming houses. Then in 2009 he was renting out a home, and two men asked if they could rent individual rooms in it.

The men had only Social Security for income — \$685 per month for one man and \$735 for the other — and had been paying \$100 a week for rooms in a decrepit house with no heating or air conditioning, but that home had been foreclosed on, and they needed to find somewhere else to live.

LeBlanc realized that if he rented rooms out at \$100 a week, he could give people with low incomes comfortable accommodations and increase his income from the house.

“This was mind-blowing,” LeBlanc told me.

He entered a competition for ideas to provide affordable housing and won foundation funding that allowed him to start PadSplit in 2017. It's a public benefit corporation, meaning that it is for profit but also aims to advance a social purpose.

Now operating in 18 cities, PadSplit provides an online platform for low-income workers to find furnished rooms offered by landlords. Sometimes the landlords rent out the entire house, room by room; others rent out just a room or two. PadSplit renters have an average age of 35 and earn a median of \$30,000 per year.

The S.R.O. model addresses a mismatch between our housing stock and household size. Some 28 percent of American households consist of a single person living alone, yet fewer than 1 percent of housing units are studios. Many large houses can be used much more efficiently if they're converted to rooming houses.

PadSplit hasn't received direct public subsidies, and the model has room to scale up; census data suggests that there are tens of millions of bedrooms in America that no one sleeps in. This can provide low-cost housing more quickly and cheaply than public efforts to build housing: San Francisco has built some housing units for people who are homeless for more than \$1 million each.

There's no one answer to America's housing crisis, but I'd like to see local governments experiment by rewarding landlords for creating basement flats, taking in boarders or creating rooming houses. A major impediment is local zoning regulations, which sometimes limit how many unrelated people can live together in a house.

I'm sure some readers will see this model as exploitative and think that people should have the right to their own home. Yes, that would be nice, but that sentiment doesn't actually get anyone housed. And while sharing a bathroom and kitchen isn't ideal, it's so much better than living in a car.

Millions of Americans working as teachers, firefighters or factory workers simply can't afford to rent apartments, or credit problems mean they can't get approved to rent. PadSplit takes people with eviction histories or weak credit but still makes it work with modern real estate management practices: It claims a 97.5 percent collection rate.

All this is a reminder that we used to have solutions to homelessness — like S.R.O.s — that we mostly eliminated half a century ago. This was a catastrophe of good intentions: We aimed to improve housing and neighborhoods and instead we got people sleeping in cars and on sidewalks.

I'm delighted to announce my annual win-a-trip contest to choose a university student to travel with me on an expense-paid reporting trip. Information is at nytimes.com/winatrip, and please pass the word to students you know.

The Times is committed to publishing a diversity of letters to the editor. We'd like to hear what you think about this or any of our articles. Here are some tips. And here's our email: letters@nytimes.com.

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Nicholas Kristof became a columnist for The Times Opinion desk in 2001. He has won two Pulitzer Prizes, for his coverage of China and of the genocide in Darfur.
[@NickKristof](https://twitter.com/NickKristof)

A version of this article appears in print on , Section SR, Page 3 of the New York edition with the headline: The Old New Way to Provide Cheap Housing

New York Plans a Comeback For Single-Room Apartments

By MIHIR ZAVERI

New York State is planning to pay landlords who rent out single room occupancy units, commonly known as S.R.O.s, in an attempt to fight homelessness by slowing the decades-long decline in the number of small, cheap rental homes.

Through the program, announced Tuesday, the state will spend about \$50 million to help landlords repair and renovate about 500 S.R.O.s and keep them livable and on the market. It is the first time the state has funded such an effort, and is something of a reversal in attitudes toward S.R.O.s, which for many years were targeted for elimination by government policies.

Background: Once a big part of New York City's housing stock.

S.R.O.s are typically small apartments with a private room but shared kitchen, bathrooms and other amenities. They are more affordable than conventional apartments, making them attractive to people struggling with homelessness or those who have limited incomes.

While there once were as many as 100,000 S.R.O.s in New York City, according to the New York University Furman Center, the number began to decline in the mid-20th century, when they became associated with poverty, overcrowding and unsanitary conditions.

The city passed laws preventing the construction of new units and encouraged the conversions to other types of apartments. In many cases, S.R.O.s were combined with other units to form bigger homes for wealthier people.

State officials say they do not know how many still exist. A 2018 paper from the Furman Center estimated that between 30,000 and 40,000 remained.

Why It Matters: S.R.O.s are seen as one answer to the housing crisis.

Housing experts and politicians increasingly seem to be eyeing S.R.O.s. as a solution to a nation-

wide housing crisis.

In New York State — and most visibly in New York City — housing costs have risen because there have not been enough homes built in recent decades, creating an enormous housing shortage.

The affordability problems have contributed to record levels of homelessness, a crisis that has been underscored by the arrival of tens of thousands of migrants in the past couple of years.

S.R.O.s could help better match the city's housing stock with the needs of the population: The Furman Center paper pointed out that there were about 210,000 "small" units in the city — including S.R.O.s and studio apartments — yet there were almost 1.2 million single adult renters living alone or with roommates.

Facts to Keep in Mind: Alone, S.R.O.s won't fix the problem.

The S.R.O. program is small. Many of the units are in very bad condition and need extensive renovations; state officials think the \$50 million might help preserve only about 500 units, illustrating how costly these types of efforts can be. The state housing shortage is estimated to be in the hundreds of thousands of units.

In the city, leaders are attempting to change zoning rules to encourage the construction of smaller apartments, as part of a broader effort to make way for 100,000 additional homes over the next 15 years. That would require the approval of the City Council, which is still months away.

State legislators and Gov. Kathy Hochul failed last year to agree on other big initiatives many housing experts believe are necessary to address the crisis, including a new tax incentive program for affordable housing developments, stronger tenant protections and mandates that suburbs allow more homes to be built.

No day is complete
without
The New York Times.

From: Community Development Partnership <amanda@capecdp.org>
Sent: Tuesday, December 12, 2023 5:30 PM
To: Jill Scalise
Subject: Wrapped up with a bow: 2023 Lower & Outer Cape Highlights



Creating opportunities for people to live, work, & thrive on the Lower Cape



Housing Advocacy Newsletter

December 2023

The CDP's Housing Advocacy Newsletter provides monthly news, updates, and information about upcoming trainings and events.

Season's Greetings from the Housing Advocacy Team! As we wrap up the year, we want to express our gratitude to you for being a vital part of our Lower Cape Housing Institute. Your advocacy and support have fueled our workshops and we look forward to continuing this journey with you in the coming year.

In December's issue:

- Fall Town Meeting Wrap-Up
- CDP Program Updates
- 2023 Town Highlights
- Team Highlights
- Community Events
- Community Resource

Fall Town Meeting Wrap-up

Provincetown, Wellfleet, Orleans, Chatham, and Brewster all held Fall Town Meetings. Voters had opportunities to support a range of housing-related articles, from bylaw changes to funding for wastewater treatment. See our summary of the results below!

2023 SPECIAL TOWN MEETINGS Brewster, Orleans, Wellfleet & Provincetown



\$5.7M

Approved for housing articles



\$762,500

CPA funding approved for housing articles



CDP Program Updates

Lower Cape Housing Institute (LCHI)

The LCHI provides training to municipal officials on the critical need for and mechanics of affordable housing, through virtual workshops and quarterly peer groups. All LCHI programming is open to elected and appointed officials, and is especially valuable for new board and committee members, and future town leaders.

Join us **January 9th** for our next LCHI workshop, ADU's to Zoning Changes: Strategies to Encourage Housing Production. We'll cover some of the different tools available for towns to create housing, including accessory dwelling units.

[Click here to register](#)

Lower Cape Housing & ADU Resource Center



The A of AD

A tool to increase y
housing for Outer Ca

Join us for free information s
(Accessory Dwelling Units). Yo

- The need for ADUs and key stage involved in building ADUs.
- The types of support the ADU Res
- Funding resources and incentives Wellfleet Affordable Housing Tru

Wellfleet
Tue, December 12
6:00-7:30 PM

Wellfleet Public Library
55 West Main St

2023 Town Highlights

Are you curious about the approaches that each town in our region has been taking to tackle the housing crisis? From creative zoning strategies to public-private partnerships, each town has been making strides in their own unique way. Take a look at our 2023 highlights and see for yourself the exciting progress that has been made towards **creating more affordable and accessible housing options for all.**

Provincetown

Working with UMass Donohue, Provincetown released their [Short-Term Rental Study](#), which provides insight into the nature and impact of STRs on existing housing stock. This in turn is helpful in understanding what towns can be doing to mitigate and manage those impacts.

Truro

In October, after two and a half years of engaging in a community-based planning process, the Walsh Property Community Planning Committee published their [Final Report and Recommendations](#), which includes a target goal of 160 units of affordable and attainable housing.

Wellfleet

Wellfleet was awarded a [\\$3M MassWorks](#) grant to construct a wastewater facility that will service the Residences at Lawrence Hill, fire and police stations, and elementary school.

Eastham

Eastham voters approved a [\\$6M debt exclusion](#) to pay for the planning, design, engineering and permitting of a town wastewater system!

Orleans

With the [issuance of permits](#) in the near term, the Pennrose development's 62 units will take Orleans' Subsidized Housing Inventory (SHI) to about 11% of its year-round housing stock, exceeding the state requirement of 10%. 107 Main Street's 14 units should take it over 11%! Orleans will be the first town on the Cape to exceed the 10% SHI threshold.

Chatham

The Town of Chatham held [three community forums with the Barrett Planning Group](#) for a visioning process for the town-owned properties on Main Street and Meeting Housing Road.

Brewster

Among the first in the region to pass an ADU bylaw in 2018, [Fall Town Meeting approved changes to this bylaw](#) to make it easier for residents to take advantage of, in an effort to bolster production of these year-round housing units.

Harwich

The Harwich Affordable Housing Trust has been working through their goals, mission, and [5-year plan](#) and have identified town-owned land as well as local projects that would increase housing production.

Team Highlights



In November, our housing team attended the Massachusetts Association of Community Development Corporations (MACDC) Annual Meeting. They gathered with over 100 peers from community development corporations from throughout the Commonwealth. Participants discussed and developed action plans to addressing the critical need for affordable housing in Massachusetts.

Our very own Pelinda Deegan received an MACDC's Rising Star Award, in recognition of her years of diligent and compassionate service as the CDP's Housing Advocacy Program Manager. We are so fortunate to count Pelinda as part of our team!

Community Events



1ST ANNUAL
Housing
**RESOURCE AND
OPTIONS
FAIR**

**Wednesday,
December 13th**

at 204 Sisson Road,
Harwich

Part
orga
inclu
• Lowe
ADU

Community Resource

MCI Rent Escrow Lottery Packet Available Now

The MCI Escrow Program is a five-year home ownership program puts a portion of your rent into escrow. That amount is currently \$1,150.00 per month. That money is then available to you for the sole purpose of purchasing a home if at the end of the program you

are qualified and able to do so. You are not required to purchase a home in Chatham, but you must buy on Cape Cod. If for any reason you do not qualify for a mortgage at the end of the five years, the escrow funds go back into the general fund. This money will only be available if you are current in your rent.

This program is sponsored by the citizens of the Town of Chatham and is run by the Chatham Housing Authority. Chatham Housing Authority's mission is to build, maintain and administer affordable community housing to residents, with particular attention to the elderly, disabled, and families. They assist not only those in Chatham but across the Cape who have difficulty in finding affordable, safe, and adequate housing to rent or buy. Disabled persons are entitled to request a reasonable accommodation.

[Click here for the Lottery Packet](#)

[Click here for the Application](#)

THANK YOU

We are deeply grateful for our donors
Your support is critical for the growth
of the CDP's Housing Program

Affordable Rentals and Canal Homes
Chapel of St. James the Fisherman
The Mary-Louise Eddy and Ruth N. Eddy
St. Christopher's Church
St. Vincent De Paul Society
Cape Cod Foundation-Toop Family
Cape & Islands United Way

Lower Cape Community Housing Partnership
Cape Cod Healthcare Foundation
Community Preservation Committee



Follow the CDP on Social Media!

This institution is an equal opportunity provider and employer.

[Visit the CDP Website](#)

Community Development Partnership | 260 Cranberry Highway, Orleans, MA 02653

[Unsubscribe jscalise@brewster-ma.gov](mailto:jscalise@brewster-ma.gov)

[Update Profile](#) | [Constant Contact Data Notice](#)

16. Draft Minutes from 12.07.2023

Brewster Housing Trust

December 7, 2023, 5:00 pm Meeting

Housing Trust Members Present in Person: Tim Hackert, Donna Kalinick, Paul Ruchinskas, Maggie Spade-Aguilar, Ned Chatelain

Remote Presence: Antone Freitas

Absent: Vanessa Greene

Others Present: Jill Scalise- Housing Coordinator, Robert Tobias- Finance Committee (by Zoom)

- 1. Call to Order, Declaration of Quorum, Meeting Participation and Recording Statement:**
Tim Hackert called the meeting to order at 5:02pm, read the required notice and declared a quorum.
- 2. Citizen's Forum:** Tim Hackert shared an acknowledgment and moment of silence for Pearl Harbor Day.
- 3. Spring Rock Village update and presentation by David Quinn, Housing Assistance Corporation (HAC) and Vita Shklovsky, Preservation of Affordable Housing (POAH)**
Paul Ruchinskas recused himself for this agenda item. David Quinn, HAC, shared a presentation on the proposed changes for Spring Rock Village. The Development Team present included Cory Fellows from POAH, Christina Carlsson from Union Studio, Brian Coutre from Horsely Witten as well as Vita Shklovsky (POAH) on Zoom. David Quinn stated that since the Development Team were last at the Housing Trust in the late winter/ spring, POAH and HAC have gone through the permitting process and, with minor changes including to parking and landscaping, the project received a comprehensive permit from the Zoning Board of Appeals (ZBA). After the Comprehensive Permit approval, POAH & HAC advanced the conceptual plans to a further level of construction detail to obtain more accurate construction pricing. The cost estimates received in the fall were quite a bit higher than anticipated, leaving a large funding gap. This led to a further examination of possible price reductions and funding possibilities. The project has been redesigned over the past 2 months to meet financial feasibility. The goal was to create a redesign that retained the core elements, like the village center concept and the open space, and met the intent of the original RFP. POAH and HAC plan to request a modification of the comprehensive permit by the ZBA. The updated design was shared with the BAHT and BAHT feedback was requested. There are some aspects seen as improvements. Christina Carlsson highlighted the design changes made to reduce costs. The 45 affordable rental units remain the same. The proposed redesign reduces the number of buildings from 12 to 7, condenses the site, enables the design to preserve additional open space, and increases the buffer on the north. In the redesign, consolidating the buildings reduces the cost of connecting each building to utilities. Combining the center wall and reducing the windows cuts costs and creates more energy efficient buildings. Northern and southern streetscapes show a reduction in light and an increase of open space. Parking spaces increase from 65 to 66 while the bedroom count remains the same. The impervious surface has also been reduced. David Quinn wrapped up noting the benefits of the redesign including a more compact development, with a more efficient use of space. The Union Studios redesign takes the existing buildings, puts them together and keeps the same form and height

and architectural style. There are no additional waivers with the redesign. Additionally, the buffer near Ocean edge increases. This was an area of concern during the ZBA process. Tim Hackert asked about the reduction of the cost. David Quinn answered, the redesign brings the construction cost to about 22 million which is considered feasible by the Executive Office of Housing and Livable Communities (HLC). The project is in the HLC funding round right now. In addition to the cost cuts, POAH & HAC are trying to secure additional funding. CPC applications are out in Chatham, Eastham, Orleans, Wellfleet and Truro and an additional application will go to Provincetown. Brewster has given funding to projects in other towns. The regional benefits of this project will be shared along with the Town's regional preference for initial leasing. The funding request to the BAHT is expected to increase from an anticipated \$500,000 to 1 million. Tim Hackert noted that the points of importance to the Trust, and included in the RFP, were addressed well, even better than it was before. Ned Chatelain noted that it is not a surprise to see costs higher than when this process started 18 months ago and is fully supportive of the redesign which meets the goals of the original RFP and is less expensive. Ned Chatelain liked the symmetry of a \$500,000 request to the Brewster CPC & BAHT and asked if there is more that could be done to reduce costs. Dave Quinn answered that POAH & HAC will continue to look to reduce costs. Furthermore, all the funding applications are out right now, a request to the Brewster Trust depends on the results of the current CPC applications and the funding request to the state. POAH and HAC are waiting for more funding information before applying to the BAHT with a goal to ask for as little funds from Brewster as needed to make the project feasible. Maggie Spade -Aguilar thanked the team for the proposal and asked how the joining of the buildings would impact solar panels and how the reduction in windows would impact light in the apartments. Christina Carlsson replied that the joined buildings are an improvement for solar power and all units will have windows and outside light. Donna Kalinick shared that the Town went through a notice of project change and modification with Brewster Woods. The development went from 4 buildings to 2 buildings (a large building with 23 units and a smaller building with 7 units plus the office and community space). In that circumstance, POAH & HAC shared the proposed changes with the Housing Authority, who issued the RFP, and the Housing Partnership as well as the ZBA as required. The ZBA determines whether the proposed change is a substantial change or an unsubstantial change. The ZBA deemed Brewster Woods an insubstantial change and the ZBA modified the plans in the comprehensive permit. If the change is determined to be substantial, the ZBA comprehensive permit process is reopened. Donna Kalinick added the Brewster Woods design ended up being improved. Donna Kalinick confirmed that, at Spring Rock Village, an elevator remains in building #2, and that the height remains the same. The exteriors will be clapboard siding, this is the same as Brewster Woods. Donna Kalinick noted the redesign meets the original RFP criteria and the requirements of the Land Disposition Agreement (LDA). In terms of funding, a cost comparison of recent development costs shows that other local municipalities have provided significant amounts: \$980,000 in Truro, \$3.5 M in Provincetown, \$2.65 M in Sandwich, \$1M CPA & \$500,000 by the Trust in Wellfleet, Brewster Woods was \$550,000 CPA & \$1.6M MassWorks. Donna Kalinick is comfortable with a larger BAHT funding request. Ned Chatelain asked for the unit counts of the local affordable housing developments. Jill Scalise will update the cost comparison chart and add unit counts for the next meeting. Tony Freitas likes the additional open space and buffers but asked about the loss of outdoor private space for the tenants. Dave Quinn and Christina Carlsson noted the common community areas that are available. A management office,

laundry, and community space will also be available in the community building. Robert Tobias asked if a future phase of building could occur on the southern end of the property. Jill Scalise replied that based on the LDA, there cannot be additional development on the southern end of the property. The LDA keeps all development in the site area. The Trust allowed up to 90 bedrooms on the property and a significant amount of open space. Ned Chatelain made a motion to draft and authorize the chair to sign a letter of support for the proposed changes to the Spring Rock Village design on behalf of the BAHT. Seconded by Donna Kalinick. A roll call vote was taken: Tony Frietas- yes, Donna Kalinick-yes, Ned Chatelain-yes, Maggie Spade-Aguillar-yes, Tim Hackert-yes. Tim Hackert thanked HAC & POAH for their work. David Quinn noted that it wasn't HAC & POAH's intention to modify the plans and thanked the BAHT for the willingness to consider the redesign. Ned Chatelain commented that seeing Brewster Woods & Spring Rock Village's need to reduce the number of buildings, the BAHT should keep in mind the energy efficiency and reduced cost of larger buildings. Good quality housing can be built in a larger building.

4. 212 Yankee Drive update and potential vote on funds

Donna Kalinick described the transformation of the home. Pearl Construction has done an amazing job, and their work is almost complete. The appliances will be installed by Pearl Construction. The slider was leaking and will be replaced. Financially, with all change orders thus far the total for Pearl Construction is \$274,385. There is also a dryer vent to be capped that will cost approximately \$500. Overall, the BAHT has authorized \$369,500 for various purposes related to the property. Total costs right now are \$358,851. The back taxes will be coming from the sale of the property. There are enough funds to cover final legal fees and small items and additional financial authorization is not required but there could be clarification of funding use. Maggie Spade-Aguilar asked if any of the changes would extend the time for closing. They will not. The contract with Pearl Construction has been extended to January 15th, 2024. Ned Chatelain made a motion that the remaining funds may be used in any category needed. Second by Paul Ruchinskas. A roll call vote was taken, Tony Frietas- yes, Donna Kalinick-yes, Paul Ruchinskas-yes, Ned Chatelain-yes, Maggie Spade-Aguilla-yes, Tim Hackert-yes. Jill Scalise shared that HAC began the marketing of 212 Yankee Drive on December 1st. A Zoom information session will be held on January 10th. Applications are due by February 2nd. Applications are available at Town Hall, the library, and from HAC. A time will be scheduled for the Trust to see the property. Jill Scalise thanked the Town, especially the DPW for their assistance. Tim Hackert thanked Donna and Jill for their oversight of this project. Jill Scalise added that the management by The Resource Inc. and HAC has been helpful.

5. Housing Program Assistant position update

Jill Scalise shared that the Town has received an accepted offer of employment for the Housing Program Assistant. The new hire will begin January 3rd and attend the BAHT January meeting.

6. Housing Trust Guidelines and 2024 Priority Initiatives Discussion

Jill Scalise highlighted the material in the meeting packet which synthesizes the discussion from the last BAHT meeting and lists the proposed priority initiatives for

FY 24-25. The BAHT also looks to coordinate with the Housing Partnership on education. Tim Hackert asked for any comments on the priorities. Donna Kalinick attended Town Manager/ Select Board open office hours at the Council on Aging. Numerous questions emerged about housing and there is a need for another Housing 101 session. Paul Ruchinkas made a motion to approve the BAHT priorities as presented by Jill Scalise. Ned Chatelain seconded. A roll call vote was taken, Tony Frietas- yes, Donna Kalinick-yes, Paul Ruchinkas-yes, Ned Chatelain-yes, Maggie Spade-Aguilar-yes, Tim Hackert-yes. Donna Kalinick thanked Jill Scalise for her work.

7. Brewster Rental Assistance Program, quarterly update and evaluation

The quarterly update was not yet received; therefore, the agenda item was deferred to next month.

8. Housing Coordinator update including Habitat for Humanity Phoebe Way

Jill Scalise highlighted the Habitat for Humanity Phoebe Way Community Kick-off and Wall Raising and shared thanks to Select Person Kari Hoffman for representing the Town at the wall raising. All is progressing well and there has been a great outpouring of support from the community. Donna Kalinick noted that there were 72 requests for housing information or assistance. Jill Scalise explained that she has been receiving a lot of questions about housing in general, not an increase in requests for personal housing assistance.

9. Cape Cod Sea Camps updates

Members shared their experiences of Community Forum #3. Maggie Spade-Aguillar commented that there was a lot of discussion about housing on the pond parcel and a split of opinions. Donna Kalinick noted that there could be housing on one or both of the parcels. The comment period is open through December 10th and there will be another community forum. Key questions also emerged about the community center or community campus and resident's feelings about the overall plans. Ned Chatelain said residents in his session were more receptive to housing on the pond parcel and commented that housing, if developed, should be denser. Donna Kalinick noted that if housing development took place on the pond parcel, it would also involve a water treatment plant that could also service nearby homes. Paul Ruchinkas thought the consultants' work was exceptional. As Maggie Spade-Aguilar mentioned, there was about a 50-50 split on housing on the pond parcel, there was some support for seasonal housing on the bay parcel. Donna Kalinick noted that this may connect to residents' desire to reuse buildings on the bay parcel. Tim Hackert noted that there was some organized opposition to housing on the pond parcel that had factual errors. Additionally, comments were made about traffic concerns at the bay parcel. Jill Scalise highlighted the robust community involvement in the forum with over 200 attendees and good participation in the breakout session.

10. Town Meeting results, including funding for the Housing Trust Affordable Buydown Program housing related article update and discussion:

Donna Kalinick shared that close to 500 people attended Town Meeting. The Affordable Buydown funds passed. The

funding for Spring Rock Village also passed. The two petitions related to short term rentals had a lot of community discussion. While they did not pass, there was some support for looking at this issue. This is on the Select Board strategic plan. Numerous people, including many younger people, shared their personal housing challenges. The personal stories were more powerful than data about housing need. The Local Comprehensive Plan and Accessory Dwelling Unit Bylaw both passed.

11. Discussion and vote on Letter of Support for Town Administration Community

Preservation application for the Housing Coordinator position. Donna Kalinick, on behalf of Town Administration, submitted a Community Preservation Committee application for funding for the Housing Coordinator position. The BAHT was listed as a partner in the application since the BAHT is funding a Housing Program Assistant position. As in past years, Donna Kalinick asked the BAHT for a letter of support for the application. Ned Chatelain made a motion to approve the issuance and signing of the provided letter of support, with technical changes, by the BAHT Chair. Second by Maggie Spade-Aguilar. A roll call vote was taken, Tony Frietas- yes, Donna Kalinick-yes, Paul Ruchinskas-yes, Ned Chatelain-yes, Maggie Spade-Aguilar-yes, Tim Hackert-yes.

12. For Your Information

Tim Hackert briefly described the housing articles included in the packet as well as questions about using the Joint Base Cape Cod for housing.

13. Matters Not Reasonable Anticipated by the Chair

14. Approval of Minutes from November 2, 2023

Ned Chatelain moved to approve the November 2, 2023 minutes with scribner's edits. Second Paul Ruchinskas. A roll call vote was taken, Tony Frietas- yes, Donna Kalinick-yes, Paul Ruchinskas-yes, Ned Chatelain-yes, Maggie Spade-Aguilar-yes, Tim Hackert-yes.

15. Next Scheduled Meeting: January 4, 2024

16. Adjournment

At 6:47PM Ned Chatelain moved to adjourn the meeting. Second Maggie Spade-Aguilar. A roll call vote was taken, Tony Frietas- yes, Donna Kalinick-yes, Paul Ruchinskas-yes, Ned Chatelain-yes, Maggie Spade-Aguilar-yes, Tim Hackert-yes. Unanimously approved. Meeting adjourned.

Respectfully Submitted,

Jill Scalise, Housing Coordinator

Packet Materials: [12.07.23 BAHT Meeting Packet \(brewster-ma.gov\)](https://www.brewster-ma.gov/120723-BAHT-Meeting-Packet)

Approved: