



Town of Brewster Housing Partnership

2198 Main St., Brewster, MA 02631

(508) 896-3701

HOUSING PARTNERSHIP MEETING AGENDA

2198 Main Street

January 18, 2024 at 6:00 PM

Housing Partnership

Jillian Douglass
Chair

Ralph Marotti
Vice Chair

Vanessa Greene

Lisa Forhan

Adrienne Jones

Sarah Robinson

Steve Seaver

Asst. Town
Manager
Donna Kalinick

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 remotely may do so in the following manner:

Phone: Call (929) 436-2866 or (301) 715-8592. Webinar ID: 853 9402 2099 Passcode: 301097

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

Zoom Webinar: <https://us02web.zoom.us/j/85394022099?pwd=M2JSaDJWYTZPK113eVZPVnVmaTdiUT09>

Passcode: 301097 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 Housing Partnership 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. Housing Program Assistant Introduction
6. Review of Applications referred by the Community Preservation Committee:
 - Request from the Cape Housing Institute for \$20,000 over 2 years to continue support of training and education on affordable housing and community needs
 - Request from the Town of Brewster for \$74,589 for continued funding for the Housing Coordinator Role
7. Housing Updates, including Housing Information Session
8. Housing Partnership Annual Report for 2023 Town Report
9. For Your Information / Correspondence
10. Matters Not Reasonably Anticipated by the Chair
11. Minutes of Previous Meetings
12. Next Scheduled Meetings
13. Adjournment

Date Posted:
01.11.24

Date Revised:

Received by Town Clerk:

1/24 JAN 18 9:51 AM

BREWSTER TOWN CLERK

6. Review of Housing Applications referred by the CPC:

-Cape Housing Institute Request

-Town of Brewster request for Housing Coordinator



community development partnership

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

December 1, 2023

Faythe Ellis
Chair, Brewster Community Preservation Committee
Brewster Town Hall
2198 Main Street
Brewster, MA 02631-1898

RE: 2023 CPA PROJECT FUNDING REQUEST - Lower Cape Housing Institute

Dear Ms. Ellis:

I am pleased to enclose a copy of an application from the Lower Cape Cod Community Development Corporation d/b/a Community Development Partnership (CDP) in submission for 2023 CPA Project Funding for 2024-2026 (our FY 2025 and FY 2026).

The CDP is excited about continuing years eight and nine of our Lower Cape Housing Institute and providing training opportunities to municipal officials and town staff in Brewster on advanced level topics for those who have already attended the Lower Cape Housing Institute. The Institute is a much-needed continuing education opportunity as evidenced by the 306 people who have attended the past seven Housing Institutes, including 45 participants from the Town of Brewster. These participants include members of the Board of Selectmen, Finance Committee, Housing Authority, Zoning Board of Appeals, Planning Board, Community Preservation Committee, and the Administration department.

With 31 years of experience in managing and developing affordable housing, the CDP understands that creating more affordable housing in our region is complicated. That's why we created the Lower Cape Housing Institute to demystify the process and support towns in creating and implementing a comprehensive housing supply strategy to meet current and future housing needs.

Please note that this application seeks funding to support the 2024 and 2025 Lower Cape Housing Institutes including quarterly Peer Groups and Advanced Trainings. In order to maximize efficiency for both CDP staff and the Brewster Community Preservation Committee, our application seeks a funding request for FY25-26 at a rate of \$10,00 per year for two years. The total request for this multi-year program is \$20,000. We look forward to the Committee's response and please feel free to contact me with questions or comments.

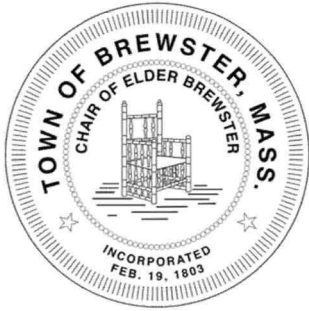
Sincerely,

Jay Coburn
Chief Executive Officer

260 Cranberry Highway, Unit 1, Orleans, MA 02653 ph: 508.240.7873 | 800.220.6202 fx: 508.240.5085

contact@capecdp.org www.capecdp.org www.facebook.com/capecdp

Brewster • Chatham • Eastham • Harwich • Orleans • Provincetown • Truro • Wellfleet



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



APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted: December 1, 2023

Name of Project Applicant: Community Development Partnership

Name of Co-Applicant(s), if applicable: N/A

Name of Contact Person: Terri Barron

Contact Person’s Mailing Address: 260 Cranberry Highway, Unit 1, Orleans, MA 02653

Contact Person’s Daytime Phone Number: 508-290-0114

Contact Person’s email Address: grants@capecdp.org

Proposed Project Name: Lower Cape Housing Institute

Project Address (or assessor’s parcel ID): N/A

Project Synopsis:

The CDP’s Lower Cape Housing Institute is one of three components of our Lower Cape Community Housing Partnership (LCCHP). The LCCHP harnesses the urgency to address the deepening housing crisis by providing opportunities for business owners, low-moderate income households, historically marginalized communities, and year-round residents to advocate for housing production and related policies at annual town meetings.

Since 2017, the CDP has offered an annual Lower Cape Housing Institute (LCHI) to educate at least 40 local elected and appointed officials, per year, from the eight towns on the Lower Cape including the town of Orleans. Over the past six years, 306 Lower and Outer Cape officials have attended the LCHI, including 45 from Brewster. The LCHI helps overcome many of the barriers to developing more affordable housing in the region in order to better meet the housing needs of working families. Through quality training, peer-to-peer learning and technical assistance, the LCHI builds municipal capacity to address the housing needs of Brewster residents.

Category: Open Space Historic Preservation Recreation Community Housing

CPA funding requested \$ 20,000 over 2 years **Total Cost of Proposed Project** \$ 652,337

PROJECT DESCRIPTION

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

Form fields are provided after each question for your convenience. If you need more room, you may provide additional information via separate documents/attachments at the end of the document. Please do not provide any documentation via on-line links, as the committee will not be checking for updates. Be as concise as possible.

1. Project Description: Describe the proposed project. Is this part of a larger project or an ongoing project?

a. Please see attached narrative for sections 1 through 10.

2. For Historic Preservation projects: Attach proof of listing on the State Register of Historic Places or a letter from the Brewster Historical Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster. Please note that rehabilitation projects must comply with the Secretary of the Interior Standards for Treatment of Historic Properties. Additional information and analysis will be needed for projects submitted by churches/religious organizations to determine if they comply with the SJC's Caplan vs. Town of Acton decision.

3. CPA Goals/Criteria: Describe how this project accomplishes the goals and objectives of the CPA and the Town of Brewster Community Preservation Plan FY23-27 (refer to the attached general and issue-specific criteria and identify which of these apply to the project).

4. **Community Benefits:** What are the community benefits of the projects?

5. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions. If this is a funding request for a regional project where Brewster CPA funds will be spent in another town, include Brewster based letters of support.

6. **Timeline:** What is the schedule for project implementation, including a timeline for all milestones? Please identify any special timing considerations for the project's implementation. If this is part of a larger project, is it phased? What is the timeline for the entire project?

7. **Credentials:** What are the qualifications and relevant experience of those undertaking the project?

8. Budget/Need for Public Funds: What is the total budget (sources of funds and uses/expenses) for the project and schedule for expenditure of CPA funds? All sources of funds and expenses must be clearly identified. For housing development projects, include a budget that includes rents, revenues and cash flows taking into account financing expense related to loans. Provide the basis for cost estimates whenever possible. (Note: CPA funds may not be used for maintenance.)

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

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

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

For housing development projects, describe the resident selection process.

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

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

Town of Brewster Community Preservation Committee

CATEGORY SPECIFIC CRITERIA

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

Open Space Proposals

- Meets one or more of the Open Space goals listed on page 28-30 of Town of Brewster Community Preservation Plan FY23-27
- Permanently protect important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, contain a habitat type that is in danger of vanishing from Brewster or preserve habitat for threatened or endangered species of plants or animals.
- Provide opportunities for passive recreation and environmental education.
- Enhance or protect wildlife corridors, promote connectivity of habitat and prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views or border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve priority parcels in the Town's Open Space Plan/maximize the amount of open land owned by the Town of Brewster.

Historical Preservation Proposals

- MANDATORY:** Must be on the State Register of Historic Places or have a letter from the Brewster Historical Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster.
- MANDATORY:** Project must meet Secretary of the Interior Standards for rehabilitation and/or restoration of Historic Preservation Properties.
- MANDATORY IF REQUEST IS FROM A CHURCH/RELIGIOUS ORGANIZATION:** The project must satisfy the analysis outlined by the SJC's Caplan vs. Town of Acton decision.
- Meets one or more of the Historical Preservation goals listed on page 36-37 of Town of Brewster Community Preservation Plan FY23-27
- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- Demonstrate a public benefit and/or public access, or
- Otherwise provide permanent protection for maintaining the historic resource.
- Project site should not be privately owned unless there is demonstrable public access and benefit.

Community Housing Proposals

- Meets one or more of the Community Housing goals listed on page 22-24 of Town of Brewster Community Preservation Plan FY23-27
- Increase the supply of year-round affordable rental housing for all types of households, such as young singles and couples, families, and seniors.
- Build support for addressing housing needs through partnerships with conservation groups and non-profit and for-profit developers.
- Create housing that is affordable and appropriate for very low-income seniors and people with disabilities.
- Increase local capacity to plan, advocate for, and create affordable housing, preserve the affordability and condition of existing affordable units, and monitor affordable housing restrictions.

- Increase the variety of mixed-income housing choices in Brewster, particularly in or near commercial areas in order to support Brewster's economy and accommodate household growth.
- Provide at least 10% of Brewster's year-round housing units as affordable housing in order to meet local and regional needs.
- Ensure long term affordability.

Recreation Proposals

- Meets one or more of the Recreation goals listed on page 42-43 of Town of Brewster Community Preservation Plan FY23-27
- Support multiple active and passive recreation uses.
- Serve a significant number of residents and visitors.
- Expand the range of recreational opportunities available to all ages of Brewster residents and visitors.
- Benefit other Brewster committees providing recreational resources to residents.
- Promote the use of alternative corridors that provide safe and healthy non-motorized transportation.
- Promotes or enhances accessibility. (Please elaborate in application.)

COMMUNITY DEVELOPMENT PARTNERSHIP

PROJECT NARRATIVE

1. Project Description

The Lower Cape Housing Institute advances the purpose of the Community Preservation Act by providing training and technical assistance to the Town of Brewster to create, preserve and support affordable and community housing in the town and across the Lower and Outer Cape region.

The Lower Cape Housing Institute (LCHI) is a component of the Lower Cape Community Housing Partnership (LCCHP) – a comprehensive response to insufficient affordable and attainable housing in Brewster and throughout the Lower and Outer Cape. The region’s ability to respond to this housing crisis is hindered by land use policies that encourage sprawl and discourage smart growth oriented multi-family housing. Existing zoning has resulted in a housing monoculture: over 80% of the Cape’s housing is single family, detached homes. Local elected and appointed municipal officials, and town staff seek training and technical assistance in the complexity of developing and managing affordable housing to year-round residents to address this situation.

Another major factor hindering the creation of affordable housing in the region has been community resistance to specific proposals to build affordable housing. Many voters have misconceptions and harbor stereotypes about working families in need of affordable housing. Few voters understand the economics of development and the need for density to reduce costs and reduce negative impact on the environment.

In June of 2017, the Community Development Partnership (CDP) launched a comprehensive community-based strategy entitled the Lower Cape Community Housing Partnership (LCCHP). It is designed to build public support for affordable housing and equip LMI (low to moderate-income) residents, business and community leaders, and local elected and appointed officials with the knowledge and skills to support the creation of more year-round housing. The LCCHP helps overcome many barriers to developing more affordable housing in the region to better meet the housing needs of our communities. Without an informed electorate, skilled and knowledgeable volunteer officials, and town staff with expertise in affordable housing development, little progress can be made in addressing the region’s affordable and year-round housing challenges.

The LCCHP advances outcomes under the following categories:

- Increased funding for housing production that serves low- and moderate-income households in Brewster.
- Zoning changes that encourage multifamily housing development by right in Brewster activity/village centers.
- Increase in units on Brewster’s Subsidized Housing Inventory.
- Increased public support for housing in Brewster.

Lower Cape Housing Institute

Since 2017, the CDP has offered an annual Lower Cape Housing Institute (LCHI) to educate at least 40 local elected and appointed officials per year from towns on the Lower Cape including the Town of Brewster. Over the past six years, 306 Lower and Outer Cape officials attended the LCHI including 45 Brewster officials and staff.

For the first three years, the Institute consisted of a series of six workshops intended to equip officials with the knowledge and skills to support affordable housing development in their towns. In 2020, the pandemic forced the Institute to be held online and sparked a change in format. All offerings were online, and each workshop was independent of each other rather than building on the subsequent one. This is the format the CDP has chosen to stay with to increase access to the material. We collaborate with the Massachusetts Housing Partnership (MHP), Citizens' Housing and Planning Association (CHAPA) and the Cape Cod Commission to refine and deliver the LCHI curriculum.

The Lower Cape Housing Institute has covered a wide range of topics. For example, our current 2023-2024 LCHI includes: "Housing 101", "Community Engagement", "ADUs to Zoning Changes: Strategies to Encourage Housing Production", "Local Preference", and "Financing Attainable Housing". The 2023-2024 LCHI Calendar of Events is enclosed and **all CPC members are encouraged to attend**.

Beginning in 2022, the CDP implemented a three-year work plan for the Lower Cape Housing Institute that prioritizes zoning reform outcomes. We continue to offer monthly learning opportunities throughout the year from September to June. Housing 101 will be the first workshop every year and is designed to provide participants with a comprehensive foundation of knowledge and skills to address housing issues. Since it is structured as an introductory course, many topics are covered at a basic level. To provide more in-depth knowledge of issues such as affordable housing finance, zoning reform and development of community housing, advanced trainings are offered for elected and appointed officials who already have a basic understanding of housing issues. In 2023 – 2025, workshops will focus on high impact rural zoning strategies, innovative wastewater solutions, effective community engagement and building for climate change. We typically offer 5 workshops per year at minimum.

Due to town participation in these trainings, Brewster will be better positioned to implement changes in zoning by-laws that support affordable housing development and ultimately increase the number of affordable units in Brewster's Subsidized Housing Inventory. Furthermore, the LCHI encourages towns to increase their use of Community Preservation Act funding for affordable housing and make optimal use of the town's Affordable Housing Trust.

In addition to the workshops, Peer Group Meetings are held quarterly for Lower and Outer Cape participants. These meetings are open to Town staff involved in housing issues (i.e., Town managers, planners, housing specialists) and elected and appointed officials. The meetings provide an opportunity for the exchange of ideas and the development of regional solutions to address the Lower and Outer Cape's housing crisis. Since the pandemic, we have moved to a hybrid format where we hold fall and summer peer groups meeting in person for each sub-region and then in the winter and spring, we hold virtual meetings that include all eight towns. This change was a direct result of responding to past participant feedback.

Our short-term annual goals for the Lower Cape Housing Institute are:

- 2 towns create or amend zoning bylaws to increase density in their village center.

- 2 towns work toward implementing a wastewater treatment system that will allow them to allow for higher density.
- 2 towns increase their allocation of short-term rental tax revenue for housing production OR adopt a real estate transfer fee.

2. For Historic Preservation Projects

Not Applicable

3. CPA Goals/Criteria

The Lower Cape Housing Institute is specifically designed to assist the Town of Brewster in creating, preserving and supporting community housing for low-to-moderate income residents including families and seniors. As such, this project is eligible for CPA funds under the Community Housing eligible use. By attending the Lower Cape Housing Institute and advanced trainings, Town officials and staff will have the knowledge and tools that they need to make decisions and implement strategies that increase affordable housing in a way that is appropriate for the town. Furthermore, Brewster will be better positioned to support the creation of affordable housing in a way that protects open space, maintains its historic character and enhances recreational use of land. With the recent approval of Brewster’s Local Comprehensive Plan and the reality of current conditions, it is more important than ever to think about accomplishing multiple CPA and community goals at a time, instead of tackling them in distinct silos: this theme is central to the LCHI’s curriculum and goals.

Alignment with the Brewster’s Overall CPA Goals (Community Preservation Plan FY23-27)

The Lower Cape Housing Institute supports the following CPA goals:

- Goal #1: Prioritize allocation of CPA funding to create and support community housing and preserve open space/natural resources, including multi-purpose projects that address both housing and open space needs.
- Goal #3: Support eligible projects that demonstrate compatibility with the Brewster Vision Plan and other CPA relevant plans, along with community initiatives and goals such as at the Pond Parcel and/ or Bay Parcel at the former Cape Cod Sea Camps property.
- Goal #4: Encourage leveraging of CPA funds with other public and private funding as well as donation, bargain sales, and the like.
- Goal #5: Allocate funding for regional projects that demonstrate clear community benefit and contributions from other communities in the region.

LCHI workshops and peer groups discuss and support the need to think about affordable housing in a holistic way that balances other community priorities, such as open space and recreation. Housing 101, Community Engagement, and Strategies to Encourage Housing Production are all workshops that incorporate the importance of envisioning and creating housing in areas that are already developed to protect natural assets as well as siting new housing developments in appropriate areas and with small footprints to preserve open space. The CDP leverages the funding allocated by our region’s CPCs to pursue other grant opportunities that contribute to the financial solvency of the program.

The purpose of the LCHI is to equip municipal officials and staff with the education and resources needed to understand and advocate for the range of strategies that bolster housing production in Brewster. As a regional entity, LCHI peer groups provide a venue for municipalities to develop relationships with each other, both to share strategies and ideas, and to collaborate on solutions, as housing is a regional issue. Having the data, vocabulary, and understanding of their roles as elected and appointed officials are critical to the conversations had and decisions made about housing across boards and committees.

As referenced in CPA Goals #3 and 5 above, the LCHI curriculum is also highly aligned with other CPA-relevant plans, including the 2022-2027 Housing Production Plan (HPP) and the Housing Building Block of the newly-approved Local Comprehensive Plan (LCP).

In particular, the LCHI curriculum supports and provides strategies for the following goals from the HPP:

- Increasing and diversifying rental options for a range of incomes
- Preserving existing year-round rental stock
- Building support for addressing housing needs through partnerships
- Continuing to thoughtfully address concerns about issues sometimes seen as conflicting with the development of fair, affordable housing
- Continuing to build capacity to produce housing through staffing, funding, regional partnerships, advocacy and education, and relationships with nonprofit and for-profit developers

Alignment with the Brewster CPC Category Specific Criteria for Community Housing proposals

- Create community housing, including affordable housing, that will address documented local and regional housing needs including, but not limited to, affordable year-round senior housing options, year-round rental housing and housing assistance for low-income families and seniors, and housing for residents with special needs, such as Veterans.
- Support eligible housing initiatives and ongoing work of the Brewster Affordable Housing Trust to address local housing needs.
- Continue to support local capacity to implement housing initiatives, including through the Town’s housing coordinator position.
- Support the preservation of the existing stock of affordable rental and ownership housing.

The purpose of the Lower Cape Housing Institute is to provide Brewster elected and appointed officials, and staff with the knowledge and skills necessary to increase the supply of affordable housing in their town. By definition, these units will add to Brewster’s Subsidized Housing Inventory (SHI) thereby getting closer to meeting the Commonwealth’s ten percent affordability goal. However, the Institute will go further by teaching participants how to exceed this goal by planning for the future needs of town residents at all income levels. The Lower Cape Housing Institute will support the Town of Brewster in determining its affordable housing needs and implementing strategies to meet those needs in a way that is place-based and contextual.

The Housing Institute provides an overview of the different types of planning tools available to meet specific needs through workshop topics and peer group discussions. Additionally, the Director of Housing Advocacy provides regular communication and individual support about training opportunities, planning resources, specific questions, and regional data/research requests as needed.

4. Community Benefits

Cape Cod has the most severe housing shortage in the state after Boston. Year-round rentals are in short supply due to the premium placed on high-priced summer vacation rentals, and lower-wage workers cannot afford market rate rents for year-round housing, assuming they can find a rental. Many workers have moved off-Cape to find housing, which has led to many small businesses needing to reduce their hours due to staffing shortages. Between 2010 and 2015, the Cape lost 3,800 year-round housing units while gaining 5,000 seasonal units. These figures are based on pre-pandemic data and the housing crisis has worsened significantly since then.

According to the Cape Cod Commission, “the region’s housing market did not meet its residents’ diverse needs prior to COVID-19, and challenges to the adequate provision of affordable and attainable housing on Cape Cod have only increased throughout the pandemic. The annual median sales price of single-family homes in Barnstable County rose to \$749,000 in May 2022 compared to \$600,000 in June 2021. To afford a mortgage at this price, a household would need an estimated annual income of \$172,374.40. The median household income for Barnstable County based on the 2020 Census was \$76,287. At the same time, the inventory of homes for sale continued to decrease, from 1,744 in 2019 to 388 in 2021. These trends have thus far persisted through 2022, (<https://datacapecod.org/pf/real-estate-trends/>, accessed September 28, 2022).

The pre-Covid housing shortage was driven by second homeowners with higher incomes that out competed year-round households. While this is still true, the post-Covid housing shortage is exacerbated by a new group of residents who fled urban centers to find safety on the rural Lower and Outer Cape. These so-called Covid refugees have added significant pressure to an already strained housing market. There is a large body of both qualitative and quantitative evidence showing that homes at all price points are being purchased above asking price in cash within hours of hitting the market. The economic impacts of Covid are significant as it has become commonplace in the region for businesses to operate for reduced hours due to staff shortages from housing insecurity.

The Lower Cape Housing Institute will assist the Town of Brewster in responding to this crisis by supporting the creation of affordable and community housing in its town.

5. Community Support

The CDP has collected feedback from municipal officials and staff who have participated in the Lower Cape Housing Institute. Participants were asked to state the value of the Lower Cape Housing Institute from the following options: Very valuable, Valuable, Fairly valuable or Not valuable. 100% of respondents indicate that the sessions are either Very valuable or Valuable. We have also received anecdotal praise for the Lower Cape Housing Institute and how it empowers municipal officials to work toward their affordable housing goals. At the end of the Institute, all participants are asked to complete a final evaluation to provide feedback on how we can strengthen the Lower Cape Housing Institute.

6. Project Timeline

See attached FY25 Lower Cape Housing Institute Work Plan as a sample of activities to be completed within the grant’s performance period.

7. Credentials

The Lower Cape Housing Institute will be overseen by Chief Program Officer, Andrea Aldana. Andrea graduated from New York University with a B.A. in Urban Studies. Before moving into this position, Andrea was responsible for launching and implementing the Lower Cape Community Housing Partnership from 2017-2021 as the former Director of Housing Advocacy. Andrea has been with the CDP for over 12 years.

Andrea Aldana directly supervises the CDP’s Director of Housing Advocacy, Amanda Bebrin, who is responsible for implementing the Lower Cape Housing Institute, as well as the broader Lower Cape Community Housing Partnership, throughout the eight towns of the Lower Cape including Brewster. Amanda holds a B.A. in French and Secondary Education from Providence College, was a realtor on Cape Cod for 10 years and serves on several Boards and Committees in Brewster including as Chair of the Planning Board.

Amanda Bebrin directly supervises the CDP’s Housing Advocacy Program Manager, Pelinda Deegan, who provides program support and holds a B.A. in Anthropology from San Francisco State University.

8. Budget/Need for public funds

The Lower Cape Housing Institute is a component of our Lower Cape Community Housing Partnership initiative. The requested funding of \$20,000 for two years (\$10,000 per year) from the Brewster CPC grant will be used to partially fund staff time spent on the Lower Cape Housing Institute. Total budgeted salaries for the Lower Cape Community Housing Partnership in FY24 are \$429,745.

The remaining costs outlined below for the Lower Cape Community Housing Partnership, including the Lower Cape Housing Institute, will be covered by CPA granted funds from the other seven Lower and Outer Cape towns, a state earmark administered by MA Executive Office of Housing and Livable Communities, and a MA Community Health & Healthy Aging Funds grant administered through the MA Department of Public Health. The CDP will use revenue earned through the Cape & Island License Plate program to cover any shortfalls.

- Advertising/Marketing: \$1,000
- Travel: \$5,000
- Computers/Software: \$6,500
- Postage: \$250
- Printing: \$3,400
- Town Planner Consultant: \$10,000
- Video Production: \$9,000
- Other Professional Services: \$20,000
- Meeting Space Rent: \$300
- Training/Professional Dev.: \$7,000
- Memberships: \$1,250
- Training/Educ. & Meeting Supplies: \$6,000
- Telephone: \$900
- Administrative Costs: \$37,878

9. Maintenance
Not applicable.

10. Site Control
Not applicable.

2024-2025 Lower Cape Housing Institute Work Plan

Activities	Key Milestones & Dates	Activity Lead
<p>LCHI Curriculum Development</p> <ul style="list-style-type: none"> - Revise curriculum & recruit speakers - Recruit participants - Secure training venues, if applicable - Plan & schedule quarterly trainings 	June – August, annual	Director of Housing Advocacy
<p>Summer Lower & Outer Cape Peer Group Meetings (in-person)</p> <p>As a result of participating in this Peer Group meeting, participants will be able to:</p> <ul style="list-style-type: none"> - Discuss engagement strategies to broaden outreach and help inform better decision making at town meetings - Highlight different approaches to engaging regulatory boards and residents. - Identify how to reach community members that are underrepresented. 	July, annual	Director of Housing Advocacy
<p>Fall Lower & Outer Cape Peer Group Meetings (hybrid)</p> <p>As a result of participating in this Peer Group meeting, participants will be able to:</p> <ul style="list-style-type: none"> - Discuss engagement strategies to broaden outreach and help inform better decision making at town meetings - Highlight different approaches to engaging regulatory boards and residents. - Identify how to reach community members that are underrepresented. 	September, annual	Director of Housing Advocacy
<p>Housing 101 Workshop</p> <p>As a result of participating in this workshop, participants will be able to:</p> <ul style="list-style-type: none"> - Identify effective strategies to increase housing in your community. - Demonstrate the basics about who needs housing, why housing is so hard to build and what you can do to increase housing production in your town. - Discuss the best ways to talk about housing so that you can be an effective agent of change in your role as a municipal official. - Acquire knowledge and language to support housing initiatives. - Illustrate what must be done to solve your town’s housing crisis. 	October, annual	Director of Housing Advocacy
<p>Advanced Workshop #1</p> <p>2023 topic = Beyond the Usual Suspects: Addressing barriers to participation for Community Engagement</p> <p>As a result of participating in this workshop, participants will:</p> <ul style="list-style-type: none"> - Consider the demographics of those who regularly participate in local decision-making, as well as those who need to be involved but are not. - Reimagine what it means to engage with impacted populations; identify barriers to participation and discuss appropriate solutions. - Demonstrate the value of developing inclusive, strategic engagement best practices for long-term community success & outcomes - Delve more deeply into soliciting and prioritizing input from impacted populations while encouraging a high degree of engagement from the community overall 	October, annual	Director of Housing Advocacy
<p>Winter Regional Peer Group Meeting (virtual)</p> <p>As a result of participating in this Peer Group meeting, participants will be able to:</p>	December, annual	Director of Housing Advocacy

<ul style="list-style-type: none"> - Discuss engagement strategies to broaden outreach and help inform better decision making at town meetings - Highlight different approaches to engaging regulatory boards and residents. - Identify how to reach community members that are underrepresented. 			Director of Housing Advocacy
<p>Advanced Workshop #2 2024 topic = ADU's to Zoning Changes: Strategies to Encourage Housing Production As a result of participating in this workshop, participants will be able to:</p> <ul style="list-style-type: none"> - Understand how our region developed its current zoning, centered around single-family homes on large lots - Discuss current ADU production and conditions, and barriers to both - Highlight emerging technologies in construction and wastewater - Explore zoning changes that more easily allow more homes to be created - Discuss process and requirements to implement zoning changes 	January, annual		Director of Housing Advocacy
<p>Advanced Workshop #3 2024 topic = Local Preference: "...but who's going to live there"? As a result of participating in this workshop, participants will be able to:</p> <ul style="list-style-type: none"> - Understand the history and mechanics of local preference and affirmative fair marketing - Explore the usage of local preference in reinforcing existing socioeconomic and racial demographics - Connect local preference to community visioning and discuss ways for towns to create opportunities to attract diverse residents that will economically contribute to and benefit from being part of the community 	February 2023		Director of Housing Advocacy
<p>Spring Regional Peer Group Meetings (virtual) As a result of participating in this Peer Group meeting, participants will be able to:</p> <ul style="list-style-type: none"> - Discuss engagement strategies to broaden outreach and help inform better decision making at town meetings - Highlight different approaches to engaging regulatory boards and residents. - Identify how to reach community members that are underrepresented. 	March, annual		Director of Housing Advocacy
<p>Advanced Workshop #4 2024 topic = Financing Attainable Housing As a result of participating in this workshop, participants will be able to:</p> <ul style="list-style-type: none"> - Share Cape Cod Commission's Regional Housing Strategies, specifically those about funding. - Examine how affordable housing development initiatives are financed. - Analyze the impact of implementing short-term rental tax allocations to affordable housing initiatives in your community. - Identify the funding gaps associated with building housing for 80% AMI and over. 	April, annual		Director of Housing Advocacy
<p>Annual Town Meeting Housing Summary</p> <ul style="list-style-type: none"> - Provide updates and results of pro-housing articles on town warrants. - Identify areas in which partnerships can be developed as part of community outreach. - List key individuals and housing champions that helped advance pro-housing articles. - Formulate areas of improvement in preparation for discussion at Summer Town Huddle in June. 	May, annual		Director of Housing Advocacy
<p>Summer Town Captain Huddle As a result of participating in the Summer Town Captain Huddle, participants will be able to:</p>	June, annual		Director of Housing Advocacy

<ul style="list-style-type: none"> - Celebrate successes of the past year. - Evaluate municipal pro-housing goals identified for Town Meetings and beyond to determine what was successful and what needs to be reevaluated. - Enhance CDP's pro-housing advocacy strategies (internal and external). - Provide feedback on next year's topics. 		
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SEPTEMBER 2023

Outer Cape Peer Group

Tuesday, 9/12 at 3 pm - 4:30 pm

Lower Cape Peer Group

Thursday, 9/14 at 3 pm - 4:30 pm

MARCH 2024

Regional Peer Group Meetings

Tuesday, 3/12 at 3 pm - 5 pm

OCTOBER 2023

Workshop: Housing 101

Tuesday, 10/17 at 10 am - 11:30 am

Workshop: Community Engagement

Tuesday, 10/31 at 10 am - 11:30 am

APRIL 2024

Workshop: Financing Affordable Housing

Tuesday, 4/2 at 10 am - 11:30 am

DECEMBER 2023

Regional Peer Group Meetings

Tuesday, 12/12 at 3 pm - 5 pm

MAY 2024

2024 Annual Town Meetings

Town Captain Huddle

Thursday, 5/30 at 12 pm - 2 pm

JANUARY 2024

Workshop: ADU's to Zoning Changes: Strategies to Encourage Housing Production

Tuesday, 1/9 at 10 am - 11:30 am

JUNE 2024

Outer Cape Peer Group

Tuesday, 6/11 at 3 pm - 4:30 pm

Lower Cape Peer Group

Thursday, 6/13 at 3 pm - 4:30 pm

FEBRUARY 2024

Workshop: Local Preference - "But who's going to live there?"

Tuesday, 2/13 at 10 am - 11:30 am

To register, email
Amanda Bebrin, Director
of Housing Advocacy at
amanda@capecdp.org

Lower & Outer Cape Peer Group Meetings

Quarterly, Select Tuesdays and Thursdays 3 pm - 4:30 pm

Fall Peer Group

Outer Cape Peer Group
Tuesday, September 12th

Lower Cape Peer Group
Thursday, September 14th

Winter Peer Group

Regional Peer Group Meeting
Tuesday, December 12th
3 pm - 5pm

Spring Peer Group

Regional Peer Group Meeting
Tuesday, March 12th
3 pm - 5pm

Summer Peer Group

Outer Cape Peer Group
Tuesday, June 11th

Lower Cape Peer Group
Thursday, June 13th

Register at capecdp.org, and click on Upcoming Events and then Housing to sign up for workshops and peer groups. Pre-registration is required.

Contact:

Amanda Bebrin
Director of Housing
Advocacy
amanda@capecdp.org
508-290-0130



community development partnership

2023 - 2024

LOWER CAPE HOUSING INSTITUTE

Virtual Workshops

Held Select Tuesdays, 10 am - 11:30 am

WORKSHOP: HOUSING 101

Date: October 17, 2023

This workshop addresses barriers to housing production on the Lower & Outer Cape by providing effective strategies to create more homes in your town. You will leave this workshop with the knowledge and language to support housing initiatives as well as a firm understanding of what must be done to solve your town's housing crisis.

We'll explore the following questions:

- What is housing, affordable and attainable?
- Who needs it?
- What are the various types of housing that would meet the need of a diverse community?
- What can it look like and how does it get built?
- What do we need to get the best housing?
- What housing developments are happening in your town?

WORKSHOP: COMMUNITY ENGAGEMENT

Date: October 31, 2023

Housing opportunities are made or broken at the local level, but recent research* has shown that the loudest voices in the room often do not represent the community as a whole. In this session, we'll explore a variety of methods for inviting groups that are underrepresented in local decision-making, including renters, POC, and parents, into the conversation in order to create more equitable outcomes.

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

Date: January 9, 2024

Historically, zoning has been used to exclude development, uses, and people. This workshop will explore how we can reimagine zoning to encourage certain development patterns, create needed homes, and attract a range of residents. Zoning-based tools ranging from ADU's to design standards and housing "by right" can be used to accomplish these goals; this workshop will also discuss the practicalities of implementing these strategies.

WORKSHOP: LOCAL PREFERENCE: "...BUT WHO'S GOING TO LIVE THERE"?

Date: February 13, 2024

What are local preference and affirmative fair marketing? Is local preference working the way people think it does? While the term seems self-explanatory, the mechanics of local preference are complex and not widely understood. Providing homes for local people and providing homes for new residents are equally important in a healthy, sustainable community, and we'll explore how local preference is involved in that equation.

WORKSHOP: FINANCING ATTAINABLE HOUSING

Date: April 2, 2024

In order to address the housing shortage, towns must allocate significant local funds to create more units serving a range of income levels. This workshop will examine how affordable housing development initiatives are financed, as well as exploring gaps in financing, and will analyze the impact of allocating short-term rental taxes to housing initiatives.



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



APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted: December 1, 2023

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

Name of Co-Applciant(s), if applicable: Jon Idman, Town Planner

Name of Contact Person: Donna J. Kalinick

Contact Person's Mailing Address: C/O Town Manager's Office

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

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

Proposed Project Name: Housing Coordinator

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

Project Synopsis: The Community Preservation Committee and Town Administration & the Select Board have been partners in the funding of the critical position of the Brewster Housing Coordinator. The Housing Coordinator works 30 hours a week and the salary portion of the position has been funded through CPA. The Town supports the Housing Coordinator position with funding of the benefits associated with the position. Due to the growth of the Brewster Housing Program, this year, the Brewster Affordable Housing Trust joined this partnership and is funding a 19-hour Housing Program Assistant position. The Town of Brewster continues to be a leader in the Lower Cape for housing initiatives, through the creation, support, and preservation of housing in our community. Much of the Housing Program's success in the creation of affordable housing, support services for residents, and the preservation of our existing affordable housing stock are led by the Housing Coordinator.

Category: 0 Open Space 0 Historic Preservation 0 Recreation X Community Housing

CPA funding requested \$ 74,589.00

Total Cost of Proposed Project \$ 114,599.00

Community Preservation Committee Application rev. 09/15/23

3

PROJECT DESCRIPTION

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

Form fields are provided after each question for your convenience. If you need more room, you may provide additional information via separate documents/attachments at the end of the document. Please do not provide any documentation via on-line links, as the committee will not be checking for updates. Be as concise as possible.

1. Project Description: Describe the proposed project. Is this part of a larger project or an ongoing project?

The creation of the Housing Coordinator position was identified as a key strategy and goal in the 2017 Housing Production Plan (HPP). We are proud that not only was this goal met with the support of the CPC, but that this support has continued and grown. The Brewster Housing Production Plan update was completed in 2022 and subsequently, certified by the State of Massachusetts. The Housing Coordinator led the community outreach and coordination for the update and the certification of the HPP. Goals #3 and #4 in the 2022 HPP both speak to the need to build capacity in the housing program. Housing has been identified as a key challenge and building block in the proposed Local Comprehensive Plan (LCP), Select Board Strategic Plan and the CPC 5 Year Plan. The data collected for the 2022 HPP update points toward growing housing costs for both renters and homeowners, unattainable first-time home ownership and that low to moderate income residents are leaving Brewster due to the high cost of housing and the high cost of living. The Housing Coordinator position is the keystone to continuing the critical housing work that has happened in our community since the creation of this position. The Community Preservation Committee has been an important partner in Brewster's housing initiatives. The Housing Coordinator meets with residents, furthers housing initiatives for the Town, communicates with other towns, state and local agencies and non-profit partners and supports the housing efforts of the Housing Trust, Housing Partnership, CPC and Select Board.

For Historic Preservation projects: Attach proof of listing on the State Register of Historic Places or a letter from the Brewster Historical Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster. Please note that rehabilitation projects must comply with the Secretary of the Interior Standards for Treatment of Historic Properties. **Additional information and analysis will be needed for projects submitted by churches/religious organizations to determine if they comply with the SJC's Caplan vs. Town of Acton decision.**

2. CPA Goals/Criteria: Describe how this project accomplishes the goals and objectives of the CPA and the Town of Brewster Community Preservation Plan FY23-27 (refer to the attached general and issue-specific criteria and identify which of these apply to the project). Funding of the Housing Coordinator position meets all of the Housing Goals in the CPC 5 year plan:

Brewster Community Preservation Plan FY23-FY27 GOALS

1. Create community housing, including affordable housing, that will address documented local and regional housing needs including, but not limited to, affordable year-round senior housing options, year-round rental housing and housing assistance for low-income families and seniors, and housing for residents with special needs, such as Veterans:

Since the creation of the Housing Coordinator position, the Town has permitted 125 new affordable units including 30 rental units at Brewster Woods, 27 rental units at Serenity Brewster, 2 Habitat homes off Red Top Road and 45 rental units at Spring Rock Village. The Town's Subsidized Housing Inventory (SHI) has seen an increase of approximately 2% points from 5.31% to 7.2% during this time frame. These new units serve a spectrum of income levels, 30 to 80% of the Area Median Income (AMI) and residents. While Serenity serves those 55+, Brewster Woods is a mix of one-, two- and three-bedroom rental units open to all types of households, including 3 units for disabled individuals transitioning to independent living and of the two Habitat homes, one is for a veteran. The 45 rental units at Spring Rock Village which received its' comprehensive permit this year will be open to all types of households. In addition to the creation of new housing, the Town with the assistance of the Housing Coordinator has started a Rental Assistance Program and offers both Childcare Vouchers and Housing Rehabilitation funds through a regional CDBG grant. The Town also has a Good Neighbor fund that the Housing Coordinator works on with the COA and Human Resources. The Housing Coordinator and Assistant Town Manager presented a Local Preference Forum to the Select Board, CPC, Finance Committee, Housing Trust and Housing Partnership in August. After this forum, the Select Board voted to ask for 55% Local Preference and 15% regional preference for Spring Rock Village. This request was subsequently approved by the State of Massachusetts Office of Housing and Livable Communities (HLC).

2. Support eligible housing initiatives and ongoing work of the Brewster Affordable Housing Trust to address local housing needs. The Housing Coordinator supports the work of the BAHT; attends every meeting, and does research for the Trust in between meetings. The Housing Coordinator worked with the BAHT in developing and awarding an RFP for Community Rental Housing off Millstone Road; helped create BAHT guidelines and a funding application; helps run the BAHT Rental Assistance program; worked with the BAHT and BHP to host a Housing Forum and Fair at the Brewster Ladies Library in October 2022 and has assisted the BAHT with the preservation of SHI homes, including the acquisition and rehabilitation of 212 Yankee Drive. The Housing Coordinator was instrumental in coordinating between the Trust and the CPC in funding the Brewster Buy Down program and bringing it under the supervision of the Trust.

3. Continue to support local capacity to implement housing initiatives, including through the Town's housing coordinator position. The CPC has been a key partner in the creation of the Housing Coordinator position, the expansion of hours and the continued growth of the Housing Program. The CPC has funded about \$3.3 million dollars in housing initiatives in the last 7 years, including the Housing Coordinator Position. The Housing Coordinator also supported the efforts of the Planning Board to revise the ADU bylaw which was successfully passed at the November town meeting.

4. Support the preservation of the existing stock of affordable rental and ownership housing. The CPC provided the Housing Trust with \$500,000 in funding to preserve existing units on our SHI. The Housing Trust, with the support of the Housing Coordinator, took possession of 212 Yankee Drive in 2022. We are now actively working on rehabilitating the home and re-sale to an eligible affordable buyer through a fair marketing process. We expect this project to be complete by March 2023 and a new eligible affordable

homeowner to be living there. In addition to 212 Yankee Drive, the Housing Coordinator is actively working with the Department of Housing and Community Development (DHCD) on two other homes at risk that are on our SHI. The Housing Coordinator maintains accurate records of the units on our SHI, communicates with owners annually and verifies that our SHI is accurate through DHCD on an annual basis. The Housing Coordinator keeps a file on all units on the SHI, handles re-sales and requests and takes every opportunity to update homes to the new universal deed rider that ensures affordability in perpetuity.

5. Continue to support the Brewster Buy Down Program to assist eligible first-time homebuyers. The Town of Brewster, through Community Preservation Funds, provides up to \$30,000 of grant assistance for eligible buyers purchasing a home in Brewster. The program, contingent on existing funds, is available to households qualifying at 80% AMI (Area Median Income) who agree to place a permanent affordable housing deed restriction on the home. The grant assistance is provided as an interest free loan which is forgivable after 30 years.

The Housing Coordinator oversees the Brewster Buy Down program. The Housing Coordinator worked with the Trust and CPC to determine the future of the program in a joint meeting. The Housing Coordinator prepared and submitted a funding application to the CPC this fall for the continuation of the program, to be overseen by the BAHT. The Housing Coordinator, working with the Trust to update all the application documents. The Housing Coordinator handles inquiries and applications for the program. She will continue to communicate with the Trust, as she did with the CPC when a Buy Down application is submitted and with the Treasurer Collector when funding is approved.

3. Community Benefits: What are the community benefits of the projects?

In addition to assisting with the creation, support and rehabilitation of housing in Brewster, the Housing Coordinator holds weekly office hours and is available to the public for housing questions and concerns. As you can see from the enclosed housing coordinator reports, the number of requests for assistance and information is significant. The Housing Coordinator, working with the Housing Trust and Housing Partnership, sponsored a Housing Forum and Fair in October 2022 at the Brewster Ladies Library for the community. The Housing Program also participated in the COA Community Health fair in May 2023. The Housing Coordinator has actively participated in the Cape Cod Commission's Cape Wide Housing report. The Housing Coordinator actively engages in Lower Cape Housing peer group meetings, CHAPA monthly calls, is the Town representative on the Barnstable County Home Consortium and participates in many other local and statewide housing coordination efforts, including recently speaking to the Cape Cod Realtors Association.

4. Community Support: What is the nature and level of support for this project? Include letters of support and any petitions. If this is a funding request for a regional project where Brewster CPA funds will be spent in another town, include Brewster based letters of support.

Letters of Support are included from the Brewster Select Board and the Brewster Affordable Housing Trust.

5. Timeline: What is the schedule for project implementation, including a timeline for all milestones? Please identify any special timing considerations for the project's implementation. If this is part of a larger project, is it phased? What is the timeline for the entire project?

The funding request is for FY25, July 1, 2024 through June 30, 2025.

- 6. Credentials:** What are the qualifications and relevant experience of those undertaking the project?
The Housing Department is located in the Town Planning Department and overseen jointly by Town Planner, Jon Idman and Assistant Town Manager, Donna Kalinick. The Housing Coordinator collaborates closely with Jon and Donna as well as the many other Department Heads who are involved in Housing, including the COA Director, Building Commissioner, Health Director, DPW Superintendent, Police and Fire Chief, Water Superintendent and Finance Team. In addition to the internal staff, the Housing Coordinator regularly interacts and relies on the expertise of EOHLC, MHP, HAC, HPC, CDP and other community organizations.

7. **Budget/Need for Public Funds:** What is the total budget (sources of funds and uses/expenses) for the project and schedule for expenditure of CPA funds? All sources of funds and expenses must be clearly identified. For housing development projects, include a budget that includes rents, revenues and cash flows taking into account financing expense related to loans. Provide the basis for cost estimates whenever possible. (Note: CPA funds may not be used for maintenance.)

The Funding for this position is shared between CPA-salary and the Town budget-benefits. The Housing Program has created a five-year financial forecast that looks at all expenditures across the housing program for the next five years. In addition to the Housing Coordinator, the Housing Trust has funded a new part-time Housing Program assistant. There are many town departments who need additional staff in the next few years, particularly with the addition of the Cape Cod Sea Camps. Funding the Housing Coordinator is a CPA eligible expense and is supported in many communities across the State. The position is part of the Personnel Bylaw employees of the Town. The salary rate and benefits are calculated on an annual basis by the Finance Team which is made up of the Town Manager, Assistant Town Manager, Finance Director, Treasurer/Collector and Deputy Assessor. Additionally, the Finance Director works directly with the CPC committee on monthly financial reporting; the Assistant Town Manager oversees the Housing Coordinator's payroll and bills associated with the Housing Program.

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

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

Provide the most recent audited financial report or if none available, an applicant generated financial report that includes a balance sheet and operating budget. Town-sponsored projects must demonstrate why the project cannot be funded through the Department's or Committee's budget: The FY23-FY27 Financial Forecast for the Housing Program is included. This forecast is in progress of being updated for FY24-FY28.

For housing development projects, describe the resident selection process.

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

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

Town of Brewster Community Preservation Committee

CATEGORY SPECIFIC CRITERIA

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

Open Space Proposals

- Meets one or more of the Open Space goals listed on page 28-30 of [Town of Brewster Community Preservation Plan FY23-27](#)
- Permanently protect important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, contain a habitat type that is in danger of vanishing from Brewster or preserve habitat for threatened or endangered species of plants or animals.
- Provide opportunities for passive recreation and environmental education.
- Enhance or protect wildlife corridors, promote connectivity of habitat and prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views or border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve priority parcels in the Town's Open Space Plan/maximize the amount of open land owned by the Town of Brewster.

Historical Preservation Proposals

- MANDATORY:** Must be on the State Register of Historic Places or have a letter from the Brewster Historical Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster.
- MANDATORY:** Project must meet Secretary of the Interior Standards for rehabilitation and/or restoration of Historic Preservation Properties.
- MANDATORY IF REQUEST IS FROM A CHURCH/RELIGIOUS ORGANIZATION:** The project must satisfy the analysis outlined by the SJC's Caplan vs. Town of Acton decision.
- Meets one or more of the Historical Preservation goals listed on page 36-37 of [Town of Brewster Community Preservation Plan FY23-27](#)
- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- Demonstrate a public benefit and/or public access, or
- Otherwise provide permanent protection for maintaining the historic resource.
- Project site should not be privately owned unless there is demonstrable public access and benefit.

Community Housing Proposals

- X Meets one or more of the Community Housing goals listed on page 22-24 of [Town of Brewster Community Preservation Plan FY23-27](#)
- X Increase the supply of year-round affordable rental housing for all types of households, such as young singles and couples, families, and seniors.
- X Build support for addressing housing needs through partnerships with conservation groups and nonprofit and for-profit developers.
- X Create housing that is affordable and appropriate for very low-income seniors and people with disabilities.
- X Increase local capacity to plan, advocate for, and create affordable housing, preserve the affordability and condition of existing affordable units, and monitor affordable housing restrictions.

- X Increase the variety of mixed-income housing choices in Brewster, particularly in or near commercial areas in order to support Brewster's economy and accommodate household growth.
- X Provide at least 10% of Brewster's year-round housing units as affordable housing in order to meet local and regional needs.
- X Ensure long term affordability.

Recreation Proposals

- Meets one or more of the Recreation goals listed on page 42-43 of [Town of Brewster Community Preservation Plan FY23-27](#)
- Support multiple active and passive recreation uses.
- Serve a significant number of residents and visitors.
- Expand the range of recreational opportunities available to all ages of Brewster residents and visitors.
- Benefit other Brewster committees providing recreational resources to residents.
- Promote the use of alternative corridors that provide safe and healthy non-motorized transportation.
- Promotes or enhances accessibility. (Please elaborate in application.)

Town of Brewster Community Preservation Committee

APPLICATION REVIEW AND APPROVAL PROCESS

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

- Electronically to cpcmeeting@brewster-ma.gov, or
- Deliver a thumb drive containing the complete application with all attachments*
- to:
Community Preservation Committee
Town Hall
2198 Main Street
Brewster, MA 02631
- ***Do not submit access to additional documentation via links as the committee will not be checking for updates.**
- **Deliver 2 (two) hard copies of the full application to the Community Preservation Committee at the address above within 5 business days of the application deadline.**

Step 2 – Community Preservation Committee Review and Public Comment

A. Application Review:

The Brewster Community Preservation Committee (CPC) will review submitted applications to determine whether:

- Proposed project is eligible for Community Preservation Act funding after review by Town Counsel.
- **The application, including the project description and any supporting documentation, is complete.**
- The application is sufficiently developed in terms of work plan and timely for further consideration. When necessary, the CPC will ask applicants to provide additional information, and the CPC may accept modifications to the original proposal based upon that information and/or discussions with the CPC.

B. Project Review Guidelines are as follows:

- **When the CPC has determined that the 3 criteria in the application review process listed above (A) have been satisfied,** the CPC will refer an application to the appropriate committee for review and comment:
- Historic Preservation applications will be referred to the Brewster Historical Commission for review and recommendations.
- Community Housing applications will be referred to the Brewster Housing Partnership for review and recommendations.
- Recreation applications will be referred to the Recreation Commission for review and recommendations (unless the application originated with the Recreation Commission).
- Open Space applications will be referred to the Open Space Committee for review and recommendations (unless the application originated with the Open Space Committee)

C. Public Comment – The CPC will seek public comment on proposed projects at regular scheduled meetings.

D. CPC Recommendation – After Application Review (A), Project Review (B) and Public Comment (C), the CPC will make recommendations, pro or con, on all applications and will notify applicants of the CPC’s determination. Applications that are approved will be recommended in the form of warrant articles to be voted on at the *next* Town Meeting.

The Brewster Community Preservation Committee (CPC) will make a recommendation to Town Meeting for warrant articles that seek Community Preservation funds only if satisfactory information is received from a project applicant indicating that:

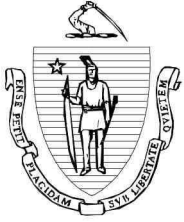
1. Sufficient funds will be available to complete the project(s).
2. Every application shall include a project budget with a list of project sources and uses/expenses of funds and a schedule for completion.
3. The source and estimated value of any expected ‘in-kind’ contributions shall be specified.
4. The Brewster CPC may decline any application that is not responsive to these requirements.
5. The CPC will establish the preliminary terms and conditions for any recommended grant as part of its vote to recommend it.
6. Specific terms and conditions/requirements will be contained in the conditional award letter from the CPC.

Step 3 – Town Meeting Approval. Town Meeting has the final authority to award funds from Brewster’s Community Preservation Fund. Should Town Meeting vote approval, for non Town-sponsored awards, a Grant Agreement will be executed between the Town and the applicant that will incorporate the terms and conditions included in the award letter among other items. No CPC funds shall be expended until the Grant Agreement is fully executed.

Step 4 – Funding and project oversight by the Community Preservation Committee

- Funding will be available following Town Meeting, subject to submission of documents, including the Grant Agreement, if necessary, as required by the Community Preservation Committee.
- In general, the Town and CPC will execute a grant agreement with the applicant that will describe, among other issues, the conditions for CPC disbursement of funds, including any funds held back until project completion. The CPC must review and approve all agreements.
- Historic Preservation projects will require monitoring to ensure that work meets the restrictions as outlined in the Secretary of the Interior Standards for Historic Properties.
- In general, grant agreements will require that the project be completed and CPC funds expended within two years.
- The CPC will appoint one of its members as the liaison for each approved project. The liaison will frequently be in contact with persons responsible for each project and will require regular reports in person and/or in writing to the Committee. The liaison will also provide the initial approval for any project funding request.
- Two sets of bills must be submitted (via email or hard copy) directly to the CPA Administrative Clerk (one original for the Town Accountant and one copy for the CPA Committee files). These must be approved/initialed by the Committee Clerk/Treasurer prior to being submitted to the Town Accountant.

Step 5 – Final Report after project completion. The Community Preservation Committee requires a final grant report. The Committee reserves the right to withhold some funds until a final report is received and approved by the Committee.



Commonwealth of Massachusetts
**EXECUTIVE OFFICE OF HOUSING &
LIVABLE COMMUNITIES**

Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Edward M. Augustus, Jr., Secretary

August 1, 2023

Mr. Ned Chatelain
Chair, Brewster Select Board
2198 Main St.
Brewster, MA 02631

Housing Production Plan – Certification Approved

Dear Mr. Chatelain:

The Executive Office of Housing and Livable Communities (EOHLC) has reviewed the Town of Brewster's July 13, 2023 request for certification of compliance with its Housing Production Plan (HPP). In order for a municipality to be certified the following needs to occur:

- Housing units affordable to low- and moderate-income households and eligible for inclusion on the Subsidized Housing Inventory (SHI) have been produced during one calendar year, the same year for which certification is requested during the initial year of SHI eligibility.
- Units must total at least 0.5% units for Brewster of year-round housing units for a one-year of certification. A total of 1% of year-round housing units for Brewster are needed for a two-year certification.
- The municipality must have a valid Housing Production Plan (HPP) at the time the units became initially eligible for the SHI.
- The units were produced and are eligible in accordance with the approved HPP and EOHLC's c. 40B Guidelines.¹

EOHLC makes the following findings:

1. The project for which certification is requested is 0 Millstone Road (SHI ID # 10855). The project's Comprehensive Permit was filed with the Brewster Town Clerk on June 14, 2023.
2. The project consists of 45 SHI-eligible units, which constitute enough units for a one-year certification period.
3. The municipality had a valid Housing Production Plan (HPP) at the time the units were produced. The HPP is valid until August 11, 2027.
4. The housing development is consistent with the production goals outlined in Brewster's HPP.

¹ <https://www.mass.gov/files/documents/2017/10/10/guidecomprehensivepermit.pdf>

This certification is effective for a one-year period from June 14, 2023 to June 13, 2024. Please note that all units must retain eligibility for the SHI for the entire certification period. If units are no longer eligible for inclusion on the SHI, they will be removed and will no longer be eligible for certification. This action may affect the term of your certification.

I have included an updated list of SHI eligible units. Brewster's current SHI stands at 7.20%. If you have any questions or need assistance, please contact Phillip DeMartino, Technical Assistance Coordinator, at (617) 573-1357 or Phillip.DeMartino@mass.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis Martin", with a long horizontal flourish extending to the right.

Louis Martin
Director
Division of Community Services

cc: Senator Julian Cyr
Representative Christopher Richard Flanagan
Peter Lombardi, Town Administrator, Town of Brewster
Donna Kalinick, Assistant Town Administrator, Town of Brewster
Jill Scalise, Housing Coordinator, Town of Brewster

Parameters of Affordable Housing Trust Buydown Program

Approved by Housing Trust 5.11.23

Proposed Program: The Affordable Housing Trust may provide up to \$50,000* of grant assistance for eligible buyers purchasing a home in Brewster. The program, contingent on existing funds, is available to households qualifying at up to 80% AMI (Area Median Income) who agree to place a permanent affordable housing deed restriction on the home. The program is targeted to preserve affordable homes already on the Town’s Subsidized Housing Inventory (SHI). The grant funds will reduce, buydown, the purchase price of the home. In extenuating circumstances, the Trust may decide to direct funds in connection with a purchase to assist with verified, required repairs which will help preserve the home. The grant assistance is provided as an interest free loan which is forgivable after 30 years.

*Amounts over \$50,000 may be considered but will require approval of both the Affordable Housing Trust and the Select Board.

Amount of Grant Assistance: The amount of assistance will be determined on a home-by-home basis. The aim is to ensure that SHI home resales are affordable with a sales price set to be affordable for a household making 80% AMI. If necessary, the Trust will consider making the home affordable to a household at 70% AMI. It is expected that buydown grants will range up to \$50,000. Amounts over \$50,000 may be considered but will require approval of both the Affordable Housing Trust and the Select Board.

Program Eligibility (from original CPC Buydown Program):

- First Time Homebuyer, defined as someone who has not owned a home within the past 3 years. Some exceptions.
- The household must occupy the property as their principal residence.
- The property must be located in Brewster.
- A household cannot have more than \$75,000 in assets.
- The total household income must not exceed 80% of AMI.

Maximum Household Income Limits for 2023

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



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

March 10, 2023

Ms. Jill Scalise, Housing Coordinator
Brewster Town Hall
2198 Main St.
Brewster, MA 02631

RE: Homeownership Buy-Down Program Award

Dear Ms. Scalise:

I am pleased to inform you that on March 8, 2023 the Brewster Community Preservation Committee (CPC) voted to approve your request dated March 7, 2023 for an award of \$62,500 to Nicole Anthony from the Homeownership Buy-Down Fund to enable her to purchase an affordable SHI home located at 14 Yankee Drive in Brewster.

TERMS AND CONDITIONS: The funds will be provided by the Town for the closing of the property under the following terms and conditions:

- 1) The funds will be the subject of a forgivable 0% note and mortgage to be held by the Town. The note shall be forgiven and the mortgage shall be discharged upon the sale or transfer of the property to an eligible purchaser provided the owner has complied with the requirements of the affordable deed restriction, the note and the mortgage.
- 2) The funds will be provided at closing to reduce the actual purchase price for the buyer. The funds shall be reflected in the resale formula calculation for the affordable deed restriction.
- 3) The form and substance of the affordable deed restriction shall be approved by Town of Brewster Housing Coordinator.

The CPC is pleased to be able to play a role in the ability of this low-income, first-time homebuyer to be able to purchase a home in Brewster and to maintain our affordable housing stock. Do not hesitate to contact me at Faythe.Ellis@outlook.com if you have any questions or concerns.

Sincerely,

Faythe Ellis
Chair- Brewster CPC

April 21, 2023

Nicole L. Anthony
14 Yankee Drive Brewster Ma.
508-240-4867

Jill Scalise
Brewster Housing Coordinator Brewster Town Offices
2198 Main Street
Brewster, MA 02631
Re: 14 Yankee Drive

Dear Jill,

It is with excitement and great pride that I write my new address on the top of my letter to you! I want to thank you and everyone involved with Brewster Housing for giving me the opportunity to purchase 14 Yankee Drive.

As you may know, I was born and raised in Brewster. Returning to my hometown and owning my own place is a dream come true.

I have met several of my neighbors and they have been very welcoming. I recently painted the unit and I am in the process of installing new flooring. I am excited to start furnishing and decorating. I am looking forward to having my first cookout with friends and family this summer!

None of this would have been possible without the hard work and commitment from you and the Brewster Housing team, I will continue to support the program and I can't thank you enough!

Nicole Anthony-Owner



Town of Brewster

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

Office of:
Select Board
Town Manager

November 27, 2023

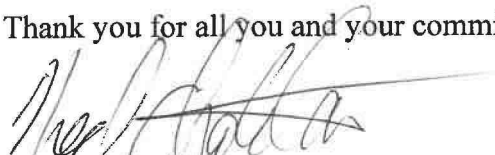
Ms. Faythe Ellis, Chair
Community Preservation Committee
Brewster Town Hall
2198 Main Street
Brewster, MA. 02631

Chair Ellis,

The Brewster Select Board continues to prioritize housing as an important goal in our Strategic Planning process. Due to the efforts of the Housing Coordinator, in the last year, the State certified our 2022 Housing Production Plan, placing the Town in Safe Harbor through June of 2024 in connection with the issuance of a comprehensive permit for Spring Rock Village, 45 units of rental housing off Millstone Road. We continue to be the lead community for the regional Community Development Grant Block funding which provides housing rehabilitation and childcare voucher funds to eligible families. The Trust also offers a Local Rental Assistance Program and Buy Down Program to assist our residents. The Housing Program also celebrated the dedication and wall raising for two new Habitat homes this fall. All these accomplishments are directly tied to the efforts of the Brewster Housing Coordinator. The CPC has been a partner in the creation, acquisition, support, and preservation of community housing, through the funding of the Housing Coordinator position. Now more than ever, as we see home prices continue to rise and the availability of year-round rentals diminish, we must double down on our efforts.

We hope that the Community Preservation Committee and our residents will continue to financially support the vital position of Brewster's Housing Coordinator. The Board and Town Administration have matched the commitment by funding the benefits portion of the position. The Housing Trust has matched their support by funding a part-time housing program assistant for the Housing Program. The Housing program has grown significantly, but we still have lots of critical work ahead of us. The need for housing that is affordable, sustainable, and safe is significant in our community. Together, we can continue the good work that benefits the economic and social well-being of the Brewster community.

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



Ned Chatelain, Chair
Brewster Select Board

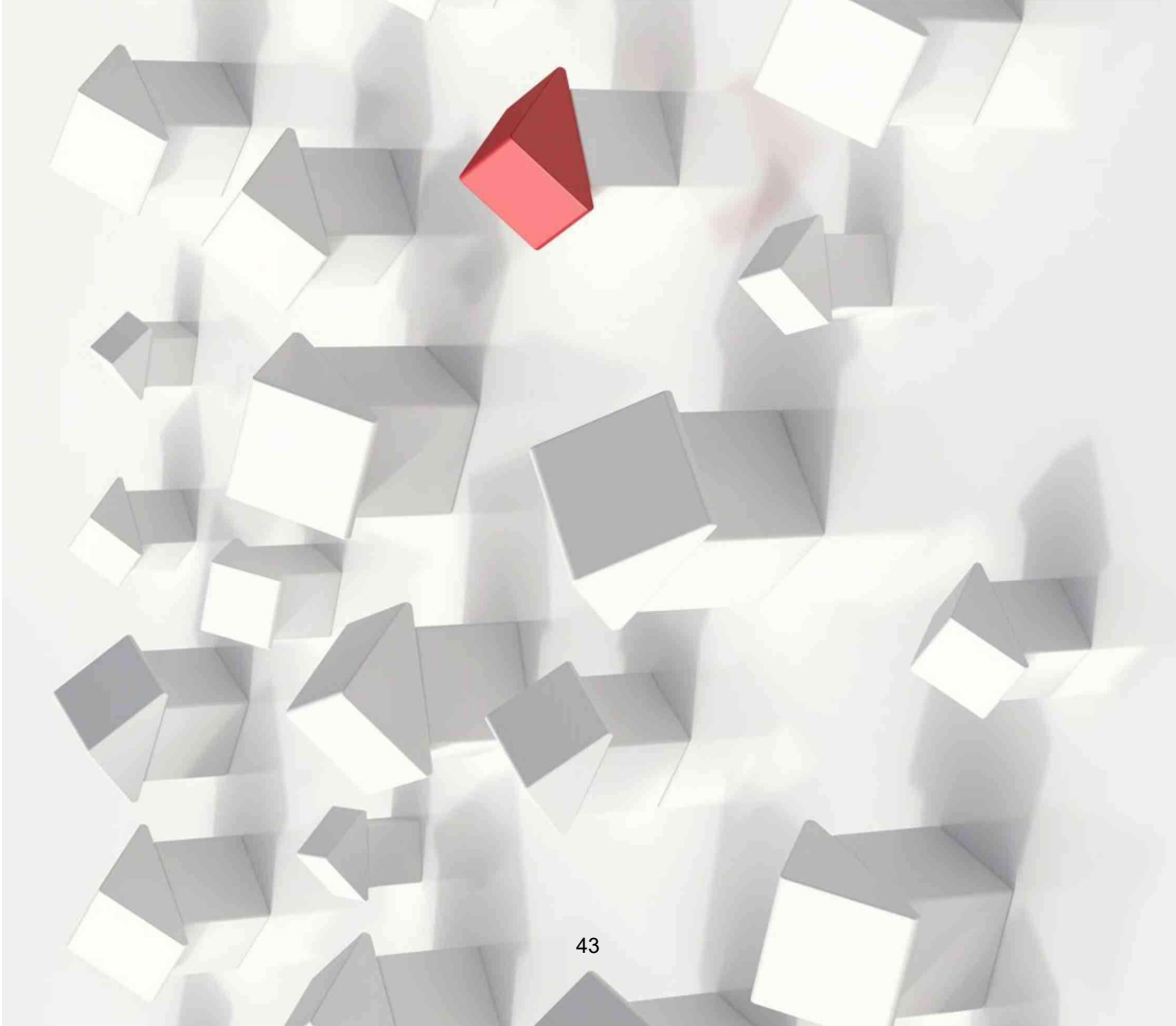
Housing Trust 5 Year-Plan FY23-27
12.29.22

	FY23	FY24	FY25	FY26	FY27
Carryforward Balance	1,195,879	1,190,879	893,879	714,569	1,053,821
Anticipated Revenues	1,891,900	2,870,580	2,344,461	2,519,557	2,425,927
Appropriations	1,896,900	3,167,580	2,523,771	2,180,304	2,567,196
End Balance	1,190,879	893,879	714,569	1,053,821	912,553
Projects:					
	FY23	FY24	FY25	FY26	FY27
Funding Source:					
CPA- Salary Only	66,900	70,580	74,461	78,557	82,877
Housing Coordinator					Benefits paid by the Town-approx. 35K/ year
Housing Program Asst.	-	42,000	44,310	46,747	49,318
Rental Assistance	150,000		150,000		150,000
CPA	300,000	200,000		300,000	
Preservation of SHI Homes		300,000			
Buy Down Program					
Housing Production Plan					
212 Yankee Drive	75,000				30,000
CPA					
Town Development of Other Properties			500,000		500,000
BAHT			50,000	50,000	50,000
Outside Applications for Funding		50,000			
BAHT		1,000,000			
Millstone Road Community Housing					
CPA/BAHT	5,000	5,000	5,000	5,000	5,000
Legal Expenses	1,300,000	1,500,000	1,700,000	1,700,000	1,700,000
Housing Rehabilitation-Child Care Vouchers					Town is lead community for Dennis, Wellfleet and Brewster
CDBG-Regional Grant	1,896,900	3,167,580	2,523,771	2,180,304	2,567,196
Total Appropriations:					
	1,300,000	1,500,000	1,700,000	1,700,000	1,700,000
	1,891,900	2,870,580	2,344,461	2,519,557	2,425,927
Sources					
Short Term Rentals Allocation	375,000	400,000	420,000	441,000	463,050
CPA Housing Coord. Wages	66,900	70,580	74,461	78,557	82,877
CPA Rental Assistance	150,000		150,000		150,000
CPA for SHI Homes	-	200,000			
Proceeds on Re-sale of SHI Homes		150,000			
CPA Buy Down		300,000		300,000	
CPA Housing Production Plan					
CPA Millstone Rd. Community Housing		250,000			30,000
Grants & Donations					
Community Development Block Grant (CDBG)	1,300,000	1,500,000	1,700,000	1,700,000	1,700,000
Total Revenues:	1,891,900	2,870,580	2,344,461	2,519,557	2,425,927
CPA Rev	216,900	820,580	224,461	378,557	262,877
CPA Exp	516,900	570,580	224,461	378,557	262,877
Estimated annual CPA revenue	1,492,304	1,529,612	1,567,852	1,607,048	1,647,225
Target Allocation Policy- Housing 30%	447,691	458,884	470,356	482,115	494,167
TAP - Open Space 30%	447,691	458,884	470,356	482,115	494,167
TAP - Recreation 10%	149,230	152,961	156,785	160,705	164,722
TAP - Historic 10%	149,230	152,961	156,785	160,705	164,722
CPA Recommended 20%	298,461	305,922	313,570	321,410	329,445
	1,492,304	1,529,612	1,567,852	1,607,048	1,647,225
					390,675.00 5 year average

Local Preference Information Session

Thursday August 17th at 6PM

Joint meeting of the
Brewster Housing Partnership,
Select Board,
Affordable Housing Trust,
Community Preservation Committee &
Finance Committee



Welcome & Introductions

Donna Kalinick, Brewster Assistant Town Manager

Jill Scalise, Brewster Housing Coordinator

THANK YOU, THANK YOU, THANK YOU!

Brewster's Housing Plan is certified.

In 2017, Brewster's Subsidized Housing Inventory (SHI) had 250 units, 5.2% of 4,803 year-round housing units.

Today, Brewster's SHI has 372 affordable housing units.

Brewster's SHI has increased to 7.2% of 5,170 year-round housing units.

The state certified the Housing Production Plan three times in five years!

Housing Coordinator Update July 2023

Jill Scalise

Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14)
 - Responded to email, phone & in person requests for information and assistance, 53 total requests for housing information (38) or assistance (15). Open office hours Thursday from 10-noon.
 - Updated webpage. Made website postings & did outreach for two affordable housing opportunities.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - Finalized and submitted Community Preservation Act application to CPC for funding of the Affordable Buydown Program. CPC deemed application complete & appropriate, referred to Housing Partnership.
 - Trust authorized \$5,000 funding for start-up costs of Housing Program Assistant position.
 - Trust provided comments for SB strategic plan & support letter for Millstone CPA application.
3. Community Housing Parcel off Millstone (SB Strategic Plan H-4, HPP Strategies #12 & 16)
 - Comprehensive Permit decision recorded July 12th, after the appeal period concluded without an appeal.
 - Compiled documentation and submitted request to state for certification of Housing Production Plan.
 - Updated 0 Millstone Road timeline and worked on name for development.
4. Comprehensive Permit Projects (HPP Strategy #16): Habitat for Humanity on Phoebe Way. See link below.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
 - Brewster's Rental Assistance Program (BRAP)- Received 3 quotes for management of BRAP. Read quotes and compiled information for Housing Trust to make decision on 3-year contract at August meeting.
 - Community Development Block Grant (CDBG)- Received quarterly report on FY21 housing rehabilitation & childcare assistance. Grant progressing well, waiting on FY22/23 grant decision.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
 - 212 Yankee Drive- Donna Kalinick oversaw response to questions, bid opening, and reference calls for work to preserve home & prepare for affordable resale. Bid recommendation to be made by Housing Trust, with final decision by Select Board. Met with legal counsel about the use of CPA funds on the property.
 - Serenity Apartments- With Ms. Kalinick, met with legal counsel about regulatory requirements. Also talked with Serenity representatives about requirements for annual report and affordable unit rent increase requests.
 - 6 Sachemus Trail- addressing deed violation. Resale of property by HAC. See below.
 - Continue working on SHI several homes of concern.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
 - ADU Bylaw: Participated in discussions and/or presentations led by Town Planner Jon Idman at Planning Board, Zoning Board of Appeals (ZBA), and Housing Partnership.
 - Updated progress on HPP Implementation Table & provided to SB along with comments for strategic plan.
8. Collaboration (HPP Strategies #7 & 15)
 - Prepared Local Preference Information Session flyer and distributed information to participating groups.
 - Met with CDP about Housing Institute planning. Attended scheduled HOME Consortium meeting.

Upcoming Events:

- Applications open for 2 Habitat for Humanity 3 bedroom homes on Phoebe Way. Due August 14th.
[To Apply for a Home | Habitat for Humanity Cape Cod \(habitatcapecod.org\)](https://www.habitatcapecod.org)
- Applications are available from HAC for an affordable home at 6 Sachemus Trail. Due August 11th.
[6 Sachemus Trail in Brewster - Housing Assistance Corporation Cape Cod \(haconcapecod.org\)](https://www.haconcapecod.org)
- Local Preference Information Session planned for August 17th at 6PM & hosted by Housing Partnership.

Personnel

- Participated in Housing Partnership, Housing Trust, Planning Board, & ZBA meetings. Worked with: Assessors, Building, Council on Aging, CPC, Finance, Health, Planning, Public Works, Town Administration & ZBA. Attended First Amendment Audit session

Housing Coordinator Update August 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, 66 total requests for housing information (47) or assistance (19). Open office hours Thursdays from 10-noon.
 - Local Preference Information Session held for Select Board, Housing Partnership, Housing Trust, Community Preservation Committee (CPC) and Finance Committee. With Donna Kalinick, prepared and presented information on local preference. Questions and discussion followed.
 - Updated housing webpages. Newspaper interview & article.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - Housing Trust's Community Preservation Act (CPA) application for Affordable Buydown Program presented to Housing Partnership which recommended CPC support of the application.
 - Housing Program Assistant job description finalized, expect to be posted in September.
 - Trust met and worked on additional items throughout this report.
3. Community Housing Parcel off Millstone (SB Strategic Plan H-4, HPP Strategies #12 & 16)
 - Name approved for development: Spring Rock Village. Woodlot Way is driveway name. Spring Rock refers to a nearby large glacial erratic. Historically, this area had woodlots used to harvest poles for fishing weirs.
 - State added the 45 permitted Spring Rock Village units to Brewster's Subsidized Housing Inventory (SHI) which now stands at 7.2 %, 372 units. With these units, the Town's Housing Production Plan was certified.
 - Select Board voted & request letter sent to Executive Office of Housing & Livable Communities (EOHLC) to approve 55% local preference and 15% regional preference (Barnstable County) for initial leasing.
 - Spring Rock Village \$500,000 CPC funding application recommended for approval by Housing Partnership.
4. Comprehensive Permit Projects (HPP Strategy #16):
 - Habitat for Humanity, Phoebe Way: 30 applications received for 2 homes. Evaluating applicant eligibility.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
 - Brewster's Rental Assistance Program (BRAP)- Housing Trust voted to award 3 year contract to HAC.
 - Community Development Block Grant (CDBG)- Brewster awarded FY 22/23 \$1.7 million regional grant for housing rehab and childcare assistance in Brewster, Dennis, and Wellfleet.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
 - 212 Yankee Drive- Upon the Housing Trust's recommendation, Select Board awarded housing preservation contract to Pearl Construction and waved building fees. Attended walkthrough of property with Pearl.
 - 6 Sachemus Trail- Worked with homeowner, Planning, Administration, legal counsel, EOHLC, and Select Board on deed violation. Property in resale process. Applications were due and lottery held by HAC.
 - Continue working on several SHI homes of concern including 11 Sean Circle.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
 - ADU Bylaw: Planning Board recommended ADU bylaw amendments to Select Board.
8. Collaboration and Education (HPP Strategies #7 & 15)
 - Met with CDP. Attended HOME Consortium meeting and CDP event.
 - State of Emergency declared by Governor Healey for safe shelter in Massachusetts.

Upcoming Events & Announcements:

- Brewster's Housing Production Plan was certified by the state and the Town is in 'safe harbor' until June 13, 2024. Brewster's SHI is 7.2%, this is based on Brewster's 2020 census data of 5,170 year round units.

Personnel

- Participated in Housing Trust, Planning Board & Select Board meetings. Also worked with: Assessors, Building, Council on Aging, CPC, Finance, Health, Library, Planning, Public Works, Town Administration, Vision Planning & Water.

Housing Coordinator Update September 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, 51 total requests for housing information (32) or assistance (19). Open office hours Thursdays from 10-noon.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - Housing Trust's FY23 Financial Report (CP3) for Community Preservation Committee (CPC) completed by Donna Kalinick and presented to CPC. Thanks to Finance Director Mimi Bernardo for her assistance.
 - Trust's Affordable Buydown Program CPA funding application recommended for approval by CPC.
 - Housing Program Assistant job description posted, priority review deadline October 9th.
 - Trust working on additional items throughout this report and setting priority goals for FY24-25.
3. Spring Rock Village- comp permit for 45 affordable rental units off Millstone (SB H-4, HPP #12 & 16)
 - Executive Office of Housing & Livable Communities (EOHLC) approved Select Board's request of 55% local preference (24 units) and 15% regional preference (7 units, Barnstable County) for initial leasing.
 - Spring Rock Village \$500,000 CPC funding application recommended for approval by CPC. Provided recent affordable development cost information to CPC.
4. Comprehensive Permit Projects (HPP Strategy #16):
 - Habitat for Humanity, Phoebe Way: Eligible applicant drawing for two homes to be held in October.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
 - Brewster's Rental Assistance Program (BRAP)- Quarterly report: 3 new households in program, now 10 households receiving assistance. Also, \$16,061 in additional housing funding to 7 Brewster households.
 - Community Development Block Grant (CDBG)- FY21 Housing Rehab projects: 6 Brewster, 8 Dennis & 6 Wellfleet. 80% elderly & 2 families with children. 30 children receiving childcare assistance, 15 Brewster.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
 - 212 Yankee Drive- Pearl Construction obtained permits and began preservation work. With the assistance of DPW & Tom Thatcher, moved personal contents to a secure location. Also met with legal counsel.
 - 6 Sachemus Trail- Deed violation addressed. Affordable resale expected to close within the next month.
 - Serenity Apartments at Brewster (27 affordable rental units)- Worked with Serenity's management regarding the required process for Serenity to request a rent increase and complete the annual report verification. Did initial audit of affordable unit files. Prepared material for Select Board.
 - Continue working on several SHI homes of concern including 11 Sean Circle.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
 - ADU Bylaw: Joint Public Hearing on ADU bylaw amendments held by Planning Board & Select Board.
8. Collaboration and Education (HPP Strategies #7 & 15)
 - Participated in COA's Focus Group & Cape Cod Commission's Regional Housing Strategy Working Group. Attended presentation by Harwich Conservation Trust & Affordable Housing Trust.
 - Attended meeting with Sea Camps consultants. Confirmed housing stats, and Housing Plan goals/strategies.
 - Housing Partnership & Trust members participated in Brewster Volunteer Fair. Ms. Kalinick attended HOME Consortium meeting. Discussion with library about potential Town book theme emphasis.

Upcoming Events & Announcements:

- Habitat for Humanity's Brewster Phoebe Way Kick-Off scheduled for Monday November 6th at 4PM at Brewster Baptist Church. Two Phoebe Way Wall Raisings on Saturday November 11th at 8AM.

Personnel

- Participated in Housing Trust & CPC meeting. Also worked with: Assessors, Building, Council on Aging, Finance, Health, Housing Partnership, Library, Planning, Public Works, Town Administration, & Water.
- Special thanks to Assistant Town Manager Donna Kalinick and Town Planner Jon Idman for their assistance, guidance and support.

Housing Coordinator Update October 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, 72 total requests for housing information (48) or assistance (24). Open office hours Thursdays from 10-noon.
 - Presented Brewster Housing update to over 20 realtors at the Brewster Realtors Tour gathering.
 - Website announcement for Habitat Community Kickoff & outreach for surveys. Interview with CC Times.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - Trust's Affordable Buydown Program CPA funding on Town Meeting Warrant, has been recommended for approval by BHP, Community Preservation Committee(CPC), Finance Committee and Select Bord.
 - Housing Program Assistant resumes reviewed, and initial interviews held.
 - Trust working on additional items throughout this report and setting priority goals for FY24-25.
3. Spring Rock Village- comp permit for 45 affordable rental units off Millstone (SB H-4, HPP #12 & 16)
 - Spring Rock Village \$500,000 CP funding on Town Meeting Warrant, has been recommended for approval by Housing Partnership (BHP), CPC, Finance Committee and Select Board.
4. Comprehensive Permit Projects (HPP Strategy #16):
 - Habitat for Humanity, Phoebe Way: Attended eligible applicant drawing for two homes.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
 - Community Development Block Grant (CDBG)- Completed outreach survey for Executive Office of Housing & Livable Communities (EOHLC). FY21 Housing Rehab moving towards closeout. 19 approved projects. 37 children utilizing childcare assistance funds. FY22/23 Grant administration RFP advertised.
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. Communication with legal counsel regarding Barbie dolls and with Housing Assistance Corporation about home resale process.
 - 6 Sachus Trail- Affordable home resold. Compliance certificate signed by Town. As part of a deed violation agreement, a \$1,000 payment was made to Brewster Affordable Housing Trust.
 - Serenity Apartments at Brewster (27 affordable units)- Elevation Financial presented Serenity update & rent increase request to Select Board. Increase was approved as it's below the allowable 80% AMI rent limit.
 - 11 Sean Circle- communicated with EOHLC and realtor representing Freddie Mac. They are in the process of completing the final requirements prior to resale.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
 - ADU: Bylaw revisions are on Town Meeting warrant. With Ms. Kalinick, visited recently built ADU.
 - Brewster awarded \$65,000 One Stop 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 Housing 101 Training, Housing to Protect Cape Cod gathering, HOME Consortium and Brewster local business semi-annual roundtable.
 - With Ms. Kalinick, presented Brewster Housing initiatives and CPC funding at the CPC Annual Hearing.
 - Continued library discussion about potential housing Town book theme emphasis.

Upcoming Events & Announcements:

- Habitat for Humanity's Brewster Phoebe Way Community Kick-Off November 6th at 4PM at Brewster Baptist Church. Wall Raisings on Saturday November 11th at 8AM.

Personnel

- Participated in Select Board, Housing Partnership & CPC meetings. Also worked with: Assessors, Building, Council on Aging, CPC, Finance, Health, Housing Partnership, Human Resources, Library, Planning, Public Works, Town Administration, & Water.
- Attended Open Meeting Law training and community briefing on Census data.



Town of Brewster

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

Office of:
Select Board
Town Administrator
Housing Trust

December 7, 2023

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

RE: Housing Coordinator Position Funding

Dear Chair Ellis,

On behalf of the Brewster Affordable Housing Trust (BAHT), we would like to express our support for continued Community Preservation funding for the Housing Coordinator position. In the past year, the Brewster Affordable Housing Trust with the help of the Housing Coordinator has worked diligently on assuming responsibility for the Brewster Buy Down Program, updating and expanding our Rental Assistance program and co-hosting a Community Housing Fair and Forum. The Housing Coordinator continues to move us forward on the work to preserve homes on our Subsidized Housing Inventory (SHI) with Community Preservation (CPC) funds. 212 Yankee Drive is nearly complete and ready to be re-sold to an affordable buyer through a lottery process. The Housing Coordinator has continued to assist with the development of community housing on town owned land, Spring Rock Village, as the developers have moved through the phases of permitting and funding. The BAHT relies on the expertise and guidance of the Housing Coordinator in both BAHT led and other town housing initiatives.

The work that will be accomplished in the upcoming year is critical as we implement our updated 2022 Housing Production Plan which will serve as the guidebook for our housing program in Brewster. Additionally, the Housing Coordinator plays a key role in providing hands on housing support to our residents. We hope that the Community Preservation Committee will continue to financially support the vital position of Brewster's Housing Coordinator. The BAHT has also made a financial commitment to the Housing Program in providing funding for a part time Housing Program Assistant. With the expansion of the Housing Program, the BAHT felt that this was a necessary addition and demonstrated our combined partnership between the Town, the BAHT, and the CPC. We look forward to our continued partnership with the CPC to discuss how we can all work best together to further our collective housing goals.

Thank you for all you and the CPC does for the Town of Brewster.

Tim Hackert

Tim Hackert, Chair
Brewster Affordable Housing Trust

7. Housing Updates

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.

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.



**Housing
Assistance**



**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.



8. Housing Partnership 2023 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

11. Draft Minutes from
- 9/21/23
-10/19/23

Brewster Housing Partnership Minutes 9/21/2023

Jill read meeting statements and took a roll call and we have a quorum Jillian Douglass, Ralph Marotti, Steve Seaver, Sarah Robinson, Lisa Forhan and Adrienne Jones. Donna Kalinick, Assistant Town Manager attending.

Update of the ADU and proposed amendments from the Planning Board

1. Lisa asked about our involvement as a group we are just reviewing the new ADU put together by the Planning Board and we will be reviewing but not making any changes.
 2. Donna reviewed the updates with the committee
 - Remove a requirement to obtain special permit for an ADU in Zone 2
 - The lot area requirement is going from 30,000 sf to 15000 sf. Less than 15,000 SF will need a special permit.
 - Cape Cod commission is going to try and standard ADU plans that residents can pull off the shelf instead of going out and starting from scratch
 - VB District was added where an ADU by right as long as lot is 15,000 SF or greater
 - Purpose clause has been added
 - Reduced parking requirements
 - Added a provision that the ADU can be offered by part time residents although the property has to be occupied year round by one of the parties.
 - Short term rental use is not allowed on an ADU.
 - Gave more discretion to Building Commissioner to establish procedures for the process and we will try and have a specific system in place.
- Ralph wondered what about temporary absences and parking requirement of at least one space.

Review of Community Preservation Committee (CPC) applications:

- Buy down Program- already in place CPC voted anonymously
- Spring Rock Village-Application will be in front of CPC on Sept 27th and their Chair will be presenting CPC recommendations to the Finance Committee as well as the select board.

Notice of Volunteer Fair and several members will be attending and there is an optional volunteer luncheon.

-Spring Rock Village-State has accepted the select board request for 24 units for local preference and 7 units will be a regional preference.

Donna gave an update on 212 Yankee Drive and is moving forward and hopes to have a renter in January.

Continuing to work on a few affordable homes on the SHI.

Housing Trust is working on goals/priorities for the coming months based on the Housing Production Plan. Once done, the Housing Partnership should go through a similar exercise.

Town did receive a 1.7 million from Community Block Grant for housing rehab and child care vouchers.

Jill has been attending the Home Consortium and there is a project going on in Provincetown on Jerome Smith Rd 65 units of affordable housing. They were awarded \$300,000 for the project. Sandwich former wing school phase I which is 34 units...total 120 units and they are age restricted.

Local Preference Forum minutes from 8/17/23. Sarah Robinson motioned to approve, Steve Seaver seconded. Minutes unanimously approved.

Next meeting is October 19/2023

Adjournment: Ralph Marotti moved to adjourn; Steve Seaver seconded. All in favor. Meeting adjourned.

Respectfully submitted,
Sarah Robinson

Brewster Housing Partnership Minutes 10/19/2023

Jillian Douglass Called the Meeting to Order

Jill declared a quorum

Jill read meeting statements and took a roll call and we have a quorum Jillian Douglass, Ralph Marotti, Steve Seaver, Sarah Robinson, Vanessa Greene and Adrienne Jones.

Nov 13th Town Meeting Update:

-ADU bylaw amendment – Public Hearing was held and Select Board and Finance Committee were both approved

-Local Comprehensive Plan.

-Funding for Spring Rock Village

Housing Updates from Jill Scalise

-Serenity apartments have 27 affordable apartments. Serenity has requested a rent increase that went in front of the select board as well as the State. They currently have a waitlist for affordable units and it is a 55+ community.

-There is a State Website called Navigator which lists deed restricted units which housingnavigator.ma.org

-212 Yankee Drive is going to be selected via lottery with local preference.

-Jillian was at the Barnstable County home consortium meeting and they are trying to establish, at the county, level a regional housing services office.

Discussion of HPP-Housing Partnership Goals:

-Develop a collaborative education plan that connects to the town's local comprehensive plan which is going to be voted at town meeting.

-Follow up to the Volunteer Fair had a very good turnout

-Announcements-Lower Cape Housing Institute had a workshop on Housing 101 and they have several coming up. The program is run by Amanda Bebrin.

-Sarah will be our new clerk.

Next meeting Nov 16th at 6 pm.

Ralph Marotti made a motion to adjourn, Steve Seaver seconded. All in favor. Meeting adjourned.

Respectfully Submitted,

Sarah Robinson