



# Town of Brewster Housing Partnership

2198 Main St., Brewster, MA 02631  
(508) 896-3701

## HOUSING PARTNERSHIP MEETING AGENDA

2198 Main Street

February 22, 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](http://livestream.brewster-ma.gov)), or **Video recording** ([tv.brewster-ma.gov](http://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. Community Preservation Committee Funding Request Update
6. Housing Partnership Draft 2023 Annual Report discussion and possible vote
7. Housing Partnership Goals Discussion
8. Potential Housing 101 Information Session April 11<sup>th</sup> at 6PM at Brewster Ladies Library
9. Housing Updates, including 212 Yankee Drive
10. For Your Information / Correspondence
11. Matters Not Reasonably Anticipated by the Chair
12. Minutes of Previous Meetings
13. Next Scheduled Meetings
14. Adjournment

Date Posted:  
02.20.24

24 FEB 20 12:10 PM

Date Revised:

02 FEB 20 12:10 PM

Received by Town Clerk:

## Report of the Brewster Housing Partnership

The Brewster Housing Partnership (once known as the Affordable Housing Committee) has existed since the 1980's, with its role fluctuating over time, but we are pleased to note that Affordable Housing interest and activity in our town has never been greater. Brewster continues to make strides towards preserving the Town's affordable housing stock and investing in the creation of new affordable housing units and opportunities.

In 2023 the Housing Partnership met 10 times (twice in August), while other (newer) entities and initiatives undertook additional supportive work. It is important to note that since Brewster's Community Vision Advisory Group identified Affordable Housing as a key community value (or building block) in 2018, the Town has created an Affordable Housing Trust Fund and continued to allocate Community Preservation Act (CPA) proceeds to help fund a Housing Coordinator. In FY24, the Affordable Housing Trust also allocated funds to hire a part-time Housing Program Assistant. Without dedicated and knowledgeable staff, our Town would not have the capacity to properly administer, monitor, and manage our community's investments in housing initiatives

The Housing Partnership is responsible for reviewing, commenting, and making recommendations on MGL 40B Comprehensive Permit applications, intended to advance the Town's subsidized housing inventory toward 10% of our year-round housing stock. Over the past four plus years, the Brewster Affordable Housing Trust worked diligently with Town staff and engaged the community to develop a project scope that would allow the Town to solicit proposals for the development of a 16-acre parcel of town tax-title land, located off Millstone Road, for a 100% Affordable rental neighborhood. On February 16<sup>th</sup>, the Partnership heard a full presentation from Housing Assistance Corporation (HAC) and Preservation of Affordable Housing (POAH) as the selected developers. The Partnership unanimously endorsed the proposal and voted to recommend that the Zoning Board of Appeals (ZBA) seek to approve a Comprehensive Permit for the project. On June 13, 2023, the Brewster ZBA approved the Comprehensive Permit and the project, now known as Spring Rock Village, is now obtaining funding.

The Housing Partnership is also responsible for reviewing, commenting, and making recommendations on applications which are submitted to Brewster's Community Preservation Committee (CPC) for housing purpose funds. The CPC accepts applications by December 1 for the May Annual Town Meeting and by July 1 for recommendation to the Fall Town Meeting. On January 19<sup>th</sup>, the Partnership heard presentations and voted to support requests of the following CPC funding applications:

- Town of Brewster: \$78,580 towards Brewster Housing Coordinator Salary

- Housing Assistance Corporation (HAC): \$50,000 towards development of 14 Affordable rental apartments at 107 Main Street in Orleans
- Preservation of Affordable Housing (POAH) and Community Development Partnership (CDP): Up to \$100,000 towards the development of 46 Affordable rental units at Juniper Hill on Laurence Street in Wellfleet
- Friends and Relatives with Autism and Spectrum Related Disabilities (FORWARD) \$120,000 towards the expansion of 8 additional 1-bedroom Special Needs apartments at FORWARD 2 on Hokum Rock Road in Dennis

On August 30<sup>th</sup>, the Partnership received presentations and voted to support requests of the following CPC funding applications:

- Brewster Affordable Housing Trust (BAHT): \$250,000 to continue the Town's Buydown Program offering income-eligible buyers supplemental funds in return for new deed restrictions, which will keep the homes affordable to future buyers.
- POAH & HAC: \$500,000 towards the development of 45 affordable rental units at Spring Rock Village off Millstone Road.

Throughout the year the Housing Partnership was involved in numerous housing activities. On May 9<sup>th</sup>, the Town, Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC) hosted a ribbon cutting ceremony for the lease-up of (30) new Affordable rental units at Brewster Woods. The ceremony was well-attended by State officials and housing advocates from across the Cape. Development Costs for this project were \$453,000/unit. In May, members of the Partnership toured the Bay Side Sea Camp and were pleasantly surprised to see the good condition of so many of the seasonal buildings.

In June, the Partnership heard a presentation from Town Planner Jon Idman about changes that the Planning Board was proposing to the Town's ADU bylaw. The final revisions were also discussed in September. Partnership members commented and supported the proposed revisions.

On August 17<sup>th</sup>, the Partnership, the Affordable Housing Trust, Select Board, Community Preservation Committee and Finance Committee attended a local forum on State regulations related to Local Preference. The presentation was led by Brewster Housing Coordinator Jill Scalise and Assistant Town Manager Donna Kalinick. Questions and discussion followed regarding the Town's potential request for Local Preference and/or Regional Preference for Spring Rock Village.

In September, the Housing Partnership participated in the Volunteer Fair held at the Bay Property. In November, Habitat for Humanity of Cape Cod held a wall raising ceremony for two Affordable Habitat homes on Phoebe Way. One home is a Veteran's Preference. We were excited that the November 13, 2023 Town Meeting approved all of the housing related articles that were presented.

We are extremely proud of our Town's success toward preserving affordable housing stock and preventing home loss. Brewster partnered with the Towns of Dennis and Wellfleet to obtain a Community Development Block Grant administered by the Bailey Boyd Associates and The Resource Inc. This program helps with housing rehabilitation grants and childcare vouchers. In addition, our Brewster Affordable Housing Trust operates a rental assistance program. The Town continues to work to return two (2) subsidized ownership units back from vacant disrepair and available for an income-eligible lottery purchase.

In terms of education, outreach, and advocacy, when our agenda allows, the Housing Partnership seeks to provide a platform for presentation and a forum for discussion about housing issues and strategies. Last year the Housing Partnership worked closely with the Town's consultants Barrett Planning Group to update the 2017 Housing Production Plan. The Executive Office of Housing and Livable Communities (EOHLC) certified the Town's 2022 Housing Production Plan due to the Town's effective progress toward reaching our minimum goal of 10% Affordable year-round units. Brewster has attained "Safe Harbor" protection status from mandatory zoning override impacts that could otherwise come from overly aggressive large-scale housing developments. The Partnership will continue to partner with other advocacy groups and stakeholders to sponsor and connect for public forums. Our goal continues to be to expand housing conversations to include more voices and more ideas.

The Housing Partnership extends its sincere gratitude to retiring Chair Diane Pansire, who has been a member of the Partnership for years. Her knowledge of real estate finance and mortgage origination have been extremely helpful over the years, and her kindness and compassion for Brewster's citizens have guided and influenced our discussions. We thank our Select Board liaison, Cynthia Bingham, the full Board, and the Town Administration for all of their support. We also thank the citizens of Brewster for the caring generosity that they continue to show every day. We are deeply indebted to the hard work of Jill Scalise, Donna Kalinick, Erika Mawn, Suzanne Bryan, Amanda Bebrin and the CDP, HAC, HECH, Barnstable County HOME Consortium, Habitat for Humanity of Cape Cod, Brewster CPA Committee, Brewster Affordable Housing Trust, Mass Housing Partnership, CHAPA, MassHousing and the EOHLC. (It takes more than just a village!)

Respectfully Submitted,  
For the Brewster Housing Partnership  
Jillian Douglass, Chair  
Lisa Forhan  
Vanessa Greene, Representative to Brewster Affordable Housing Trust  
Ralph Marotti

Sara Robinson, Representative to Brewster Community Preservation Committee  
Steve Seaver

DRAFT

7. Housing Partnership Goals Discussion
- Housing Production Plan Implementation Strategies Chart
  - Local Comprehensive Plan Housing Building Block Goal, Purposes & Actions
  - Select Board Strategic Plan
  - Housing Trust Priority Initiatives
  - Chair Douglass Housing Partnership Goals for Review



## HOUSING PRODUCTION PLAN (HPP) IMPLEMENTATION TABLE FEBRUARY 2024

The table below outlines the responsible parties for each strategy, as well as possible time frames and progress on strategies. The column on the right provides notes and accomplishments regarding the Town's work on the strategies one year into the 5-year plan.

**Housing Production Plan Implementation Table as of February 2024 (Updated from Table 24 in the 2022 HPP) Note: SB FY24-25 Strategic Plan (H-2)**

Implementation Strategies		CONFIRM Responsible Entities		CONFIRM Time Frame	NOTES	✓
		Lead	Support			
<b>Regulatory Reform</b>						
#1	Reevaluate the existing ADU and ACDU bylaws and other references to accessory apartments; explore amendments to streamline these provisions and improve their efficacy.	Planning Building	BHP HC SB	Partial Completion FY24	ADU Bylaw amended at Fall TM23.	✓
#2	Amend zoning to clearly allow mixed uses that include housing in business-zoned areas.	Planning	SB, HC TA, BHP	FY24/25	Mixed use & Multi-family Zoning Technical Services RFQ due 3.24. Jon Idman staff lead.	
#3	Reevaluate the existing multifamily dwelling bylaw (Section 179-34) and consider changes and other regulatory measures to facilitate multi-unit residential development.	Planning	HC, TA SB	FY24/25	Mixed use & Multi-family Zoning Technical Services RFQ due 3.24. Jon Idman staff lead.	
#4	Explore measures to require or encourage the inclusion of affordable units in residential development over a certain number of units.	Planning	HC, TA SB	TBD		
#5	Allow and incentivize the adaptive reuse of existing buildings for the creation of affordable and mixed income housing.	Planning Building TA, SB	HC ZBA	In Process	Consideration of reuse of some Sea Camps Bay Parcel buildings for housing.	
#6	Utilizing the findings of the ongoing Integrated Water Resource Management Plan, continue to identify appropriate wastewater treatment systems to enable the creation of denser housing development that can support the inclusion of affordable units.	Interdepartmental: Water Resources Task Force. Health, TA, SB, Planning, Natural Resources	HC	In Process	Consideration of wastewater treatment plant and housing on a portion of the Sea Camps Pond Parcel.	



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Implementation Strategies		CONFIRM Responsible Entities		CONFIRM Time Frame	NOTES	✓
		Lead	Support			
<b>Funding &amp; Assets</b>						
#7	Continue to work with nearby communities on the Cape by pooling CPA funds and other resources to construct affordable housing in suitable locations throughout the region and meet regional housing needs.	CPC TA HC SB	BHP BAHT	Success & ongoing	CPC Spring TM23 fund Orleans & Wellfleet. Spring Rock 55% local & 15% regional preference approved by EOHLC & CPA funds Fall TM23	✓
#8	Develop a five-year financial plan for the BAHT and determine whether additional funding streams should be explored.	BAHT & Finance (FT) Team & SB	HC CPC	Success & ongoing	Five year plan developed by Trust in FY23, updated FY24. Trust has interest in exploring additional funding streams.	✓
#9	Based upon the BAHT five-year financial plan, explore other funding opportunities to support housing initiatives at a range of income levels.	BAHT, CPC, FT, SB, TA & HC	BHP	FY24/25	Trust notes: RE transfer tax, year-round deed restrictions, standing appropriation for land, Trust for 80-120% AMI.	
#10	Explore local property tax incentives for the creation of affordable housing, such as offering a reduction of property taxes to an owner renting an affordable unit.	SB TA Finance	Assessor HC BAHT	TBD		
#11	Develop criteria for assessing a property's suitability for the creation of affordable and attainable housing.	Planning HC, BAHT Building, Health	Cons Comm, Open Space TA, SB, MHP	First	Not yet addressed, consider for FY24/25	
#12	Inventory existing Town-owned land using the criteria developed to determine suitability for housing; develop & issue an RFP for the development of affordable & attainable housing on properties identified as suitable for housing development.	Planning HC TA BAHT Cons Comm	Assessor SB Open Space	After #11		
#13	If deemed necessary based upon the findings of the Town-owned land inventory, develop and issue an RFP for the acquisition of privately held land for the creation of affordable and attainable housing.	BAHT TA HC	Planning SB	After #12		





**Housing Production Plan Implementation Table as of February 2024 (Updated from Table 24 in the 2022 HPP) Note: SB FY24-25 Strategic Plan (H-2)**

Implementation Strategies		CONFIRM Responsible Entities		CONFIRM Time Frame	NOTES	✓
		Lead	Support			
<b>Education &amp; Advocacy</b>						
#14	Develop a collaborative housing education plan that connects to the Town's Local Comprehensive Plan (LCP).	BAHT BHP HC	Vision Planning BHA, COA	In process	LCP approved at Fall TM23. Several informational sessions held. Housing 101, April 2024.	
#15	Continue to ensure regular participation by staff and members of Town bodies in available trainings on housing-related issues including fair housing, local and regional housing needs, comprehensive permit administration, and other relevant topics.	HC BAHT BHP	Planning CPC ZBA SB Finance	Success & ongoing	Provide training info. Housing Institute. Brewster Local Preference Forum on 8.17.23.	
<b>Local Policy &amp; Planning Strategies</b>						
#16	Continue to make good use of 40B, including the Local Initiative Program (LIP), as a vehicle for creating affordable housing.	BHP BAHT HC, TA	SB ZBA CPC	Success & ongoing	Brewster Woods leased, Habitat in development, Spring Rock Village comp permit approved. SB FY24-25 Plan (H-3)	✓
#17	Encourage public/private partnerships to facilitate the collaborative production of affordable housing to meet a range of community needs.	BAHT BHP HC TA	SB Planning CPC	In process	Informal Encouragement	
#18	Continue to monitor the impacts of short-term rentals on the availability of year-round rental units; review and consider changes to local policies accordingly.	SB Finance TA	BAHT HC	In process	SB FY24-25 Plan (CC-4) Evaluate impacts of short term rentals.	
#19	Increase housing staff capacity to ensure continued and consistent collaboration with the Building, Conservation, Health, and Planning Departments.	TA, BAHT Finance HC	Interdepartmental: Building Planning	Success & ongoing	Housing Program Assistant hired 1/2024, funded by BAHT.	✓



**Housing Production Plan Implementation Table as of February 2024 (Updated from Table 24 in the 2022 HPP) Note: SB FY24-25 Strategic Plan (H-2)**

Implementation Strategies		CONFIRM Responsible Entities		CONFIRM Time Frame	NOTES	✓
		Lead	Support			
<b>Community Resources &amp; Local Support</b>						
#20	Continue the CDBG-funded housing rehabilitation program to enable income-eligible homeowners to make critical home repairs.	HC TA Finance	SB BAHT Building	Success & ongoing	Received 1.7M CDBG FY22/23 funding as lead community. Application for FY24. SB FY24-25 Plan (H-1)	✓
#21	Evaluate current CPC-funded housing initiatives and consider adjusting to meet current needs.	BAHT CPC, SB HC	BHP	Success & ongoing	BAHT overseeing Buydown. CPC funds Fall TM23. Rental assistance continued, 3 year contract with HAC 8.23.	✓
#22	Explore other opportunities for direct support for eligible households, including partnerships with local non-profits and housing assistance providers.	HC BHP BAHT	COA, SB CPC BHA	In process	Working with CDP & HAC on ADU resources. Select Board Childcare voucher proposal. Cape Light Compact. Water bills.	

Notations:

ADU- Accessory Dwelling Unit  
ACDU- Accessory Commercial Dwelling Unit  
BAHT- Brewster Affordable Housing Trust  
BHA- Brewster Housing Authority  
BHP- Brewster Housing Partnership  
CDBG- Community Development Block Grant

CPA- Community Preservation Act  
CPC- Community Preservation Committee  
Cons Comm- Conservation Committee  
COA- Council on Aging  
FT- Finance Team  
HC- Housing Coordinator

yellow highlight- active work  
MHP- MA Housing Partnership  
SB- Select Board  
TA- Town Administration  
TM- Town Meeting  
ZBA- Zoning Board of Appeals

✓ = accomplishment



## HOUSING (HO)

**GOAL:** Provide more affordable, attainable, accessible, safe, and fair housing, and support residents to maintain and preserve their current housing in order to remain in the community

**PURPOSE 1:** Achieve the Commonwealth's goal of 10% affordable housing by 2029

**Actions:**

HO1. Implement the 2022 Housing Production Plan (HPP) Update.

HO2. Collaborate with existing local and regional groups to conduct public forums educating the general public on what affordable housing is and why it is important in Brewster.

HO3. Work collaboratively with other towns to increase opportunities for affordable housing.

**PURPOSE 2:** Establish attainable housing by promoting housing choices to allow families, single individuals, older adults, and seasonal and year-round workers to live, work, and prosper in the community

**Actions:**

HO4. Continue to evaluate the Accessory Dwelling Unit (ADU) bylaw provisions to improve efficacy, explore incentives for a greater number of ADUs, and connect owners to community resources to provide support and assistance in developing ADUs.

HO5. Support creative funding and collaborative partnerships (public/private) in the development of community housing, including incentives for year-round rentals.

HO6. Work collaboratively with other towns to increase opportunities for attainable housing.

HO7. Review, evaluate and consider revising the zoning bylaw with the aim of promoting more opportunities as appropriate for various types and forms of housing, including two-family residential/duplex; multi-unit/multi-family residential; and mixed-use residential development.

HO8. Prioritize and incentivize the adaptive reuse of existing buildings for housing.

HO9. Evaluate the use of Town-owned properties for creative housing solutions, including reuse of Town-owned buildings for housing.

HO10. Evaluate the acquisition of land by the Town for housing, including for joint purposes such as open space uses.

HO11. Encourage housing in areas near transportation, public services, and economic activities.

HO12. Explore potential housing programs, opportunities, and funding for those earning 80% to 120% of Area Median Income (AMI).

HO13. Consider programs and regulatory amendments to allow for and support seasonal workforce housing.

### **PURPOSE 3: Preserve existing year-round housing**

#### **Actions:**

HO14. Promote ability for residents to transition to different forms of housing and remain in Brewster over a lifetime by providing a wide range of housing choices.

HO15. Explore solutions to allow residents to age in place, including

funding or subsidizing building adaptations, support programs, co-housing, and co-pairing situations.

HO16. Continue to evaluate the ADU bylaw provisions to improve efficacy, explore incentives for a greater number of ADUs, and connect owners to community resources to provide support and assistance in developing ADUs.

HO17. Support creative funding and collaborative partnerships (public/private) in the preservation of community housing, including incentives for year-round rentals.

HO18. Analyze the impacts of short-term rental operations in town and consider adopting policies, regulations, or programs to govern or document short-term rental operations.

**Select Board FY24-25 Strategic Plan**

**FINAL AS APPROVED 08.21.23**

Vision Building Block	Goal #	Goal Description	Timeline	Vision Plan / Local Comprehensive Plan	FY23-24 SB Plan	Primary Responsible Party	Other Key Stakeholders
Sea Camps	SC-1	Provide interim public access to and activities on both Sea Camps properties	FY24-25	X	X	Town Administration and Bay & Pond Property Planning Committees	Select Board; Recreation Commission; Recreation Dept; Town Staff
	SC-2	Continue community planning process, engaging residents and stakeholders, to develop long-term comprehensive plans for both Sea Camps properties	FY24-25	X	X	Town Administration and Bay & Pond Property Planning Committees	Select Board; BPPC & PPPC Liaisons and Representatives, and Town Staff
	SC-3	Continue to explore potential partnerships and revenue generating opportunities that mitigate tax impacts and/or provide enhanced services, programs, or amenities for residents on both Sea Camps properties	FY24-25	X	X	Town Administration and Bay & Pond Property Planning Committees	Select Board; BPPC & PPPC Liaisons and Representatives, and Town Staff
Governance	G-1	Evaluate strategies to reduce tax burden on residents, including examining revenues and targeted local tax relief options, and managing school budgets	FY24		X	Finance Team	Select Board; Finance Committee
	G-2	Develop and implement communications plan, with focus on municipal finance and taxes, to best inform residents and local businesses about Town affairs	FY24-25	X		Town Administration	Select Board; Town Staff
	G-3	Identify priority areas to increase organizational capacity to meet enhanced service needs and expanded project demands and develop long-term financing plan to fund necessary personnel	FY24-25	X	X	Town Administration, Human Resources, & Finance Team	Select Board; Finance Committee; Town Staff
	G-4	Conduct assessment of community recreation needs, develop implementation plan, and provide staffing supports to deliver enhanced recreation services	FY24-25	X	X	Town Administration	Select Board; Finance Team; Human Resources; Recreation Dept & Commission; Natural Resources Dept; Department of Public Works
Community Character	CC-1	Complete Diversity, Equity, and Inclusion audit of Town policies, provide DEI training to Town officials and staff, and integrate DEI considerations into Town programs, events, and activities	FY24-25	X	X	Town Administration	Select Board; Human Resources Department; Town Staff
	CC-2	Develop and implement FY24-28 Age-Friendly Community Action Plan based on 2023 COA community needs assessment	FY24-25	X	X	Council on Aging Board & Department	Select Board; Town Administration; Social Services Team
	CC-3	Evaluate feasibility of potential childcare subsidy program, and implement in equitable and sustainable manner	FY24-25	X		Select Board	Finance Team; Finance Committee; Housing Department
	CC-4	Evaluate impacts of short-term rentals on the community and consider potential policy solutions	FY25			Select Board & Town Administration	Board of Health; Health Department; Housing Department; Building Department; Planning Department
Open Space	OS-1	Develop standard criteria and process to evaluate potential land acquisitions and consider establishing municipal land acquisition committee	FY24	X	X	Select Board	Town Administration; Open Space Committee; Affordable Housing Trust; Water Commission; Town Staff
	OS-2	Identify priority goals of 2021 Open Space and Recreation Plan and begin implementation, including making targeted accessibility improvements to Town-owned conservation land	FY24-25	X		Natural Resources Advisory Commission & Dept; Recreation Commission & Dept	Town Administration; Select Board; Conservation Commission; Water Commission & Dept

**Select Board FY24-25 Strategic Plan**

**FINAL AS APPROVED 08.21.23**

Vision Building Block	Goal #	Goal Description	Timeline	Vision Plan / Local Comprehensive Plan	FY23-24 SB Plan	Primary Responsible Party	Other Key Stakeholders
Housing	H-1	Promote and encourage support programs that help residents stay in their homes	FY24-25	X	X	Housing Dept	Select Board; Town Administration; Affordable Housing Trust; Human Services Committee; Council on Aging
	H-2	Continue implementing Housing Production Plan	FY24-25	X	X	Affordable Housing Trust & Housing Dept	Select Board; Planning Board; Housing Partnership; Town Administration; Planner
	H-3	Continue to provide support for Millstone Community Housing initiative	FY24-25	X	X	Town Administration & Housing Dept	Select Board; Affordable Housing Trust; Community Preservation Committee
Local Economy	LE-1	Develop Guide to Doing Business in Brewster	FY25	X	X	Town Administration	Building Dept; Health Dept; Planning Dept; Natural Resources Dept; Town Clerk; Chamber of Commerce
Coastal Management	CM-1	Identify and implement priority goals and strategies of Coastal Resource Management Plan (Phase I)	FY24-25	X		Natural Resources Commission & Dept	Select Board; Conservation Commission; Town Administration
	CM-2	Advance intermunicipal shoreline management plan initiative with Dennis and Orleans	FY24-25	X		Natural Resources Dept	Natural Resources Advisory Commission; Town Administration; Conservation Commission
Water Resources	WR-1	Continue Integrated Water Resource Management Plan implementation and update as needed to reflect current alternatives analyses, prioritize pond water quality, and identify timelines	FY24-25	X	X	Water Resources Task Force	Town Administration; Select Board; Natural Resources Commission & Dept; Water Commission & Dept; Board of Health & Health Dept; Planning Board & Dept; Finance Committee; Brewster Ponds Coalition
	WR-2	Continue to manage Pleasant Bay watershed permit, develop new watershed permits, and educate the community about changes to Title V regulations and new DEP nitrogen sensitive watershed permit regulations	FY24-25	X		Water Resources Task Force	Town Administration; Select Board; Board of Health & Health Dept; Pleasant Bay Alliance; Golf Commission & Dept; Brewster Ponds Coalition
Community Infrastructure	CI-1	Collaborate with Brewster Ladies Library Association Board to determine priorities for library renovations and possible funding options/opportunities	FY24		X	Select Board & Town Administration	Finance Team; Brewster Ladies Library Association Board & Library Dept; Community Preservation Committee; Finance Committee
	CI-2	Lead approved capital projects through to successful completion and continue to communicate and engage with residents	FY24-25	X		Town Administration	Select Board; Town staff
Climate Mitigation & Adaptation	CA-1	Identify and implement priority energy and climate mitigation/ adaptation goals and strategies consistent with the Municipal Vulnerability Preparedness Plan, Green Communities Energy Reduction Plan, and Hazard Mitigation Plan	FY24-25	X		Energy & Climate Action Committee; Energy Manager	Town Administration; Select Board
Solid Waste Management	SW-1	Establish improvement process for Department of Public Works and Recycling Center campus based on results of site assessment	FY24	X	X	DPW Director	Town Administration; Select Board; Recycling Commission

## **Housing Trust Priority and Ongoing Initiatives for FY 24-25**

### **A. Develop and Preserve Affordable Housing:**

#### ***Priority Initiatives:***

- Preserve Subsidized Housing Inventory (SHI) properties (HPP #21)
  - Current vacant SHI homes: 212 Yankee Drive, 11 Sean Circle, 88 Belmont Park Road
- Develop new affordable housing (by building):
  - Support the funding & development of Spring Rock Village (HPP #16 & #8)
- Identify site for next affordable housing initiative
  - Participate in the exploration of housing at the Cape Cod Sea Camps properties (HPP#12)
  - Develop criteria for property's suitability for housing use &/or purchase (HPP#11).
  - Inventory Town-owned land and consider acquisition of land. (HPP#12)
- Create a Housing Opportunity Fund (HPP#9)

#### ***Ongoing Initiatives:***

- Develop new affordable housing (without building):
  - Continue Brewster Rental Assistance Program (BRAP) (HPP#21)
- Support Community Development Block Grant (CDBG) funding for home rehabilitation. (HPP#20)
- Manage the Brewster Affordable Buy Down program (HPP#21)

### **B. Educate:**

#### ***Ongoing Initiative:***

- Participate in a collaborative Housing Education Plan (HPP #14 & #15) including Select Board updates, joint meetings with other committees, website postings and outreach. Coordinate with the Brewster Housing Partnership (BHP) on housing education opportunities, including having an annual forum and encouraging attendance at Community Education Sessions.

**C. Advocate and Collaborate:**

***Priority Initiatives:***

- Hire a Housing Program Assistant (HPP#19)
- Update 5-year Housing Financial Plan (HPP#8)
- Explore year-round deed restrictions and other legislative initiatives to support affordable and attainable housing (HPP # 9 & #18)
- Advocate and explore a review of current zoning as it relates to housing (HPP #2, #3 & #5)
- Explore requesting and accepting donations to the Trust

***Ongoing Initiatives:***

- Advocate for continued Trust funding (includes allocations from the Community Preservation Act (CPA), dedication of the short-term rental revenue, free cash and/or budget allocations)
- Work with housing partners in Brewster and in surrounding Towns. (HPP#22)
  - Support local initiatives (for example: Habitat for Humanity, Housing Institute)
  - Network with local and regional housing partners

**D. Engage and Communicate:**

***Ongoing Initiative:***

- Provide opportunities for residents to share their thoughts and ideas.
  - Community engagement component of the Housing Education Plan
  - Citizen's Forum
  - Diversity, Equity and Inclusion (DEI) exploration

*Approved by the Housing Trust December 7, 2023*



**2024 Updated Goals for Housing Partnership**  
**Extracted from Review of**  
**Housing Production Plan Implementation Table**

**ADUs** – Continue to identify policy & process recommendations

**Mixed-Use Zoning** to include Housing (primarily rentals) – comment on potential conflicts or impacts

**Site Feasibility, Screening and Acquisition Support**

**Funding Opportunities/Financial Planning Support**

**Tax Incentives** - comment on potential policy impacts

**Outreach/Education**

**Collaboration/Partner Recruitment**

**Study & Analysis** –Effectiveness/Enhancement/Quality Control of current policies & programs

**Identification of Challenges/Opportunities** – when observed or perceived

## Housing Coordinator Update December 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, 68 total requests for housing information (43) or assistance (25). Open office hours Thursdays from 10-noon.
  - Email outreach & website postings for 212 Yankee Dr, also email to all staff about Jan. Housing session.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
  - Housing Program Assistant position- employment offer accepted. New hire will begin in January.
  - Trust approved Housing Trust priority goals for FY24-25, provided letter of support for CPC Housing Coordinator application and worked 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)
  - Discussion with Housing Assistance Corporation (HAC) & Preservation of Affordable Housing (POAH) about Spring Rock's increased project costs and proposed Project Change reducing number of buildings from 12 to 7. Project Change was presented to Trust and submitted to Zoning Board of Appeals. Housing Trust wrote a letter of support for project change and supported the changes as 'insubstantial'.
4. Comprehensive Permit Projects (HPP Strategy #16):
  - Habitat for Humanity, Phoebe Way: Construction of 2 homes underway.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
  - Community Development Block Grant (CDBG)- FY22/23 Housing Rehab contract executed with The Resource, Inc. Public Hearing for FY24 Regional CDBG application scheduled for January 22, 2024.
  - Brewster Rental Assistance Program (BRAP). Quarterly report: Five participants left program, 3 receiving ongoing subsidies. 8 households entered program, now at 15 household limit. BRAP payments made for \$19,320. An additional \$23,816 provided to Brewster residents with other funds. Met with HAC regarding BRAP. Received letter from HAC requesting an increase in number of households served by BRAP.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
  - 212 Yankee Drive- Pearl Construction work almost complete. Site visit with The Resource Inc. HAC began marketing began for sale. DPW did site clean-up. Guardian requested Barbie dolls, will schedule pick-up.
  - Serenity Apartments at Brewster (27 affordable units)- Elevation Financial will provide annual recertification compliance 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. Collaboration and Education (HPP Strategies #7 & 15)
  - CPC Regional Grants: Communicated with numerous parties, including legal counsel, regarding Brewster CPC funds and the loan closing for Pennrose's Orleans affordable housing project. Participated in lenders pre-closing call for HAC 107 Main Street, Orleans, again representing the Town's CPC grant funds.
  - Participated in HOME Consortium, Regional Housing Peer Group & Making the Case Call.
  - Continued library discussion about housing Town book theme emphasis.

### Upcoming Events & Announcements:

- 212 Yankee Drive affordable home for sale for \$237,900. Applications are due February 2<sup>nd</sup>. Zoom information Session on January 10<sup>th</sup>.
- Brewster Staff Housing Information Session scheduled for Friday January 19<sup>th</sup> at 11AM at Town Hall.

### Personnel

- Participated in Housing Trust & CPC meeting. Also worked with: Assessors, Building, Council on Aging, CPC, Finance, Fire, Health, Housing Partnership, Human Resources, Library, Planning, Police, Public Works, & Town Administration.

PLEASE POST UNTIL APRIL 15, 2024 PLEASE POST UNTIL APRIL 15, 2024



# Apply Now!

## Affordable Apartments

Applications will be processed on a first come first served basis.  
Apply now to be considered for these current vacancies:

**Brick Kiln Apartments:** 123 Brick Kiln Road, East Falmouth, MA  
2 Bedroom Apartment: \$1,750 a month utilities not included

**Cap'n Gladcliff Apartments:** 817 Route 28, South Yarmouth, MA  
2 Bedroom Apartment: \$1,350 a month utilities included

**To request an application, contact:**

Mary Waygan, Cape Cod Ready Renter Program, Town of Yarmouth  
[mwaygan@yarmouth.ma.us](mailto:mwaygan@yarmouth.ma.us) 508-398-2231 x1275

**Return completed application to:**

Mary Waygan, Cape Cod Ready Renter Program  
Town of Yarmouth, 1146 Route 28, South Yarmouth, MA 02664

To qualify for the apartments, households must earn no more than 80% of the Area Median Income. The current income limits are shown below. Other requirements apply.

FY2023 Income Limits Barnstable County	Household Size					
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
<b>80% Area Median Income</b>	\$64,450	\$73,650	\$82,850	\$92,050	\$99,450	\$106,800



To be considered for these units you must apply using the 2024 Ready Renter General Waitlist Application and submit a completed application with all required documentation attached. Applications shall be processed in the order received. Qualified applicants shall be considered to fill these vacancies on a first come first served basis. All qualified applicants not placed in housing shall be placed on the Ready Renter General Wait List in the order received and considered for future vacancies at Ready Renter units located on Cape Cod. Cape Cod Ready Renter Affordable Rental Units include apartments, homes, and duplexes and are a mix of studios, 1-bedroom, 2-bedroom, 3-bedroom and 4-bedroom units. Rents range from \$850 a month including all utilities to \$2,500 not including utilities, depending on the development and number of bedrooms. Some units, such as the units owned by the Town of Dennis Affordable Housing Trust, set rents based upon the actual income of the applicant household. Other units have a slightly lower income limit and serve households earning less than 65% of the Area Median Income:

FY2023 Income Limits Barnstable County	Household Size					
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
<b>65% Area Median Income</b>	\$52,390	\$59,865	\$67,340	\$74,815	\$80,860	\$86,840

Households with a rental voucher are encouraged to apply.  
**No applications shall be accepted after April 15, 2024 at 4:30 P.M.**



# Town of Brewster

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## MINUTES OF THE BREWSTER HOUSING PARTNERSHIP

**DATE:** January 18, 2024  
**TIME:** 6:00 PM  
**PLACE:** 2198 Main Street

**PARTICIPANTS:** Chair Jillian Douglass, Lisa Forhan, Vanessa Greene, Sarah Robinson, Steve Seaver,

**REMOTE PARTICIPANTS:** Ralph Marotti.

Presenters: Jill Scalise, Housing Coordinator; Marissa Consolantis, Housing Program Assistant; Amanda Bebrin, Community Development Partners' Director of Housing Advocacy for Lower Cape Housing Institute application for CPA funding; Donna Kalinick, Assistant Town Manager/Affordable Housing Trust Board member, for supplemental CPA funding to support Housing Coordinator position.

### **Agenda Items # 1-4: Call to Order, Declaration of a Quorum, Meeting Participation Statement and Recording Statement**

- Chair Douglass called the meeting to order at 6:02pm and completed a roll call vote. She declared a quorum with all members present except Andrea Jones.
- Chair Douglass read the meeting participation statement and the recording statement.

### **Agenda Item #5 – by Jill Scalise, Housing Coordinator Introduction of Housing Program Assistant, Melissa Consolantis**

Ms. Scalise noted that Ms. Consolantis had started work with the Town on 1/3/24 and had already been introduced to the Affordable Housing Trust and had attended the open house for the re-sale of 212 Yankee Drive, earlier in the day. It was noted that Ms. Consolantis brings her experience of having worked in administration of subsidized leased housing for Housing Assistance Corporation (HAC) and that she looks forward to working for the Town. Members welcomed her.

### **Agenda Item #6 – Review of CPA funding Applications, referred by CPC**

#### **6a. Amanda Bebrin, Director of Housing Advocacy for Community Development Partners (CDP) for \$20,000 over two (2) years to continue the Lower Cape Housing Institute -**

As an affiliate of the CDP, Vanessa Greene recused herself from the discussion. Ms. Bebrin explained that the CDP's Housing Institute is supported primarily by contributions from the 8 Lower Cape Towns and that the Housing Institute (HI) has 2 base components:



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1. Workshops – Because Housing and Public Subsidized Housing are complex and the laws, practices and strategies are changing, the HI leads workshops and trainings on key Housing issues. Workshops and classes are video recorded and the recordings and training materials serve as web-accessible educational resources to anyone interested in housing-related topics.
2. Peer Group Networking – The HI also conducts quarterly (and sometimes monthly) networking sessions to ensure that appointed, elected, and volunteer Municipal Officials and advocates share information and remain up-to-date on local, regional and State housing topics and happenings.

The CDP's current request amounts to \$10,000/ year over 2 years.

Steve Seaver asked if that request had increased from previous years, Ms. Bebrin confirmed that the cost had gone up slightly since the inception of the Institute (3 years ago), but that the membership and participation have also increased to over 50 regular attendees. Ms. Bebrin added that anyone can register to attend and receive alerts by subscribing on the CPD website ([www.CDP.org](http://www.CDP.org)) and that the CDP had submitted testimony in relation to the State Bond Bill, advocating for the funding directed towards the unique housing challenges that the Cape faces as a seasonal wage community in a global real estate economy.

**Steve Seaver moved that the Partnership recommend the CPC's approval of CDP's application for \$20,000 to support the Housing Institute.**

**Sarah Robinson seconded the motion. The Role Call Vote was: Ralph Marotti -Yes; Lisa Forhan – Yes; Sarah Robinson – Yes; Steve Seaver – Yes; Chair Douglass – Yes (Vanessa Greene – Abstain/Recused)**

**5 yes/0 no/ 1 abstention**

**6b. Donna Kalinick, Brewster Assistant Town Manager/Affordable Housing Trust Member for Trust/Town application for \$74,589 to supplement the salary of the Housing Coordinator position. (Ms. Scalise left the room to eliminate the appearance of any conflict of interest)**

Ms. Kalinick noted that the Housing Coordinator position had been a recommendation of the town's 2017 Housing Production Plan (HPP). The position had originally been funded part-time. The Town expanded the position to 30 hours/week, which triggered statutory obligation to provide benefits (for any employee working over 20 hrs/wk). CPA funds can cover the salary and the Town will cover the approximate \$40,000 cost for benefits. It was noted that the New Program Assistant is funded at 19 hrs/wk via the Affordable Housing Trust.

Ms. Kalinick noted that the Town has been able to achieve State acknowledged accomplishments that would not have been possible without the staff support of the Housing Coordinator. She added that housing, public construction, and development all involve



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complex regulations, requiring specialized training to navigate. Development, outreach and support programs such as CDBG Grant Administration, are time intensive, requiring meticulous and constant oversight and coordination. The complicated legal and regulatory landscape also requires training, research and outreach, all of which require dedicated staff.

Ms. Kalinick added that the in-depth monitoring the Town's Subsidized Housing Inventory (SHI) has also revealed property-specific complications, like the need for the Town to step-in and rehab a foreclosed Yankee Drive LIP home for Affordable Lottery re-sale, which otherwise would have not been affordable. Further, in order to maintain Local Action and Community Housing units, the Town will be responsible for monitoring their compliance. Since 2017, the Town has added 125 new units and the Spring Rock Village project on Town land will add an additional 45 units. The Town has progressed from having 5.31 % of its year-round housing qualify as Affordable in 2017, to having 7.2% Affordable in 2023. The Town's 2022 HPP update has been certified and the Town has achieved "Safe Harbor" status from mandatory zoning over-rides for over-sized Comprehensive Permit developments.

Through the addition of the Housing Coordinator, Brewster accomplished exemplary housing work and is able to offer other Income-eligible Support Programs and Housing outreach, education and counseling classes, as well as "office hours" at the COA. Ms. Kalinick also noted that the Coordinator position facilitated inter-department collaboration within the Administrative, Finance, DPW, Water, Health, Planning, COA and Conservation departments.

**Steve Seaver (enthusiastically) moved that the Partnership recommend the CPC's approval of Town's application for \$74,589 to support the Housing Coordinator and Housing Programs.**

**Sarah Robinson (emphatically) seconded the motion. The Roll Call Vote was, with unanimous exclamations): Ralph Marotti -Yes; Vanessa Greene – Yes; Lisa Forhan – Yes; Sarah Robinson – Yes; Steve Seaver – Yes; Chair Douglass – Yes**  
**6 yes/0 no**

### **Agenda Item #7 – Housing Coordinator's Reports (Ms. Scalise rejoined the meeting to present)**

Included in the packet were activity reports for the months of July, August, September and October.

Ms. Scalise reported that the Internal Open House for the 3-bedroom single family home at 212 Yankee Drive had been successful with light attendance. She stated that attendance had been heavier at the on-line information session and that the deadline for Lottery Applications



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for the \$237,900 home is 2/2/24. She thanked the staff of Administrative, Finance, DPW, Water, Health, Planning, COA and Conservation departments, as a well as Pearl Construction, TRI and HAC for all of their help restoring that property to its excellent current condition.

Ms. Scalise reported that another Affordable Lottery for the re-sale of 11 Sean Circle (another foreclosed 3-bed room single family HOP Affordable home in Belmont Park) was also open with a deadline of 2/5/24. She added that applications are now available on the Town's website and applicants wishing to be considered for both the Yankee Drive and Sean Circle homes need only submit one application indicating their interest in both lotteries.

Ms. Scalise reported that Town water had been extended down Red Top Road in connection for with the development of the 2 Habitat Homes on Phoebe's Way.

She reported that the POAH/HAC had applied to the ZBA for a minor amendment to the 40B permit for Spring Rock Village in relation to cost savings that could be realized by clustering the 45 units into 7 buildings (as opposed to the original proposed 12 buildings). The consolidation of units into fewer buildings further reduces the total project "foot print" on the site, reducing the need for some exterior walls and pavement, and allowing for expanded setbacks and buffering from adjacent/neighborhood properties. The ZBA determined that changes are insubstantial. The State EOHLIC has invited Spring Rock Village into the FY2024 Winter funding round.

Ms. Scalise reported that the Town will hold a public hearing in relation to the sub-regional CDBG grant funded programs, led by the Town of Brewster. One program is for zero-interest, forgivable loans to income eligible Brewster homeowners to make essential repairs to their homes. The other is for Child Care Vouchers for income-eligible families at 100% of AMI). The hearing will take place at 6:15pm as part of the 1/2/24 Select Board meeting.

Ms. Scalise reported that on Friday 1/26/24, the Town will hold a Housing 101 training for Town Staff members to educate them further on the Town's housing plans and programs and how each Town department related to the Town's overall housing efforts. She added that the Housing Office would coordinate with the Partnership and the Trust to offer another Public Workshop in the Spring of 2024.

Members remarked on Brewster's extraordinary progress and advancements in assisting its residents to attain Housing Security and Affordability and thanked the Town's staff for its collaborated work.



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### **Agenda Item #8 – Annual Report**

Chair Douglass noted that she had not provided a draft annual report in the January meeting packet, but would work with the Housing Coordinator to circulate a draft in advance of the February meeting in hopes of getting a final report submitted to the Town Manager's Office for inclusion in the Town's 2023 Annual Report. Ms. Scalise noted that the deadline for submission for the Town Report is 2/22/24.

### **Agenda Item # 9 – FYIs/ Correspondence –**

None were noted.

### **Agenda Item #10 – Matters Not Reasonably Anticipated by the Chair –**

None were noted.

### **Agenda Item #11 - Approval of Minutes**

**Steve Seaver moved that the Partnership accept the draft minutes of the 9/21/23 meeting. Sarah Robinson seconded the motion. The Roll Call Vote was: Ralph Marotti -Yes; Vanessa Greene – Abstain; Lisa Forhan – Yes; Sarah Robinson – Yes; Steve Seaver – Yes; Chair Douglass – Yes**

**5 yes/0 no/1 abstention**

**Steve Seaver moved that the Partnership accept the draft minutes of the 10/19/23 meeting. Sarah Robinson seconded the motion. The Roll Call Vote was: Ralph Marotti - Yes; Vanessa Greene – Yes; Lisa Forhan – Yes; Sarah Robinson – Yes; Steve Seaver – Yes; Chair Douglass – Yes**

**6 yes/0 no.**

### **Agenda Item #12 – Next Scheduled Meeting**

The next meeting of the Partnership is scheduled for 2/22/24

### **Agenda Item #13 – Adjournment**

**Steve Seaver moved that the Partnership adjourn the 1/18/24 meeting. Sarah Robinson seconded the motion. The Roll Call Vote was: Ralph Marotti -Yes; Vanessa Greene – Yes; Lisa Forhan – Yes; Sarah Robinson – Yes; Steve Seaver – Yes; Chair Douglass – Yes**

**6 yes/0 no.**

Respectfully submitted by Jillian Douglass,  
Chair, Brewster Housing Partnership