



# Town of Brewster Finance Committee And Select Board

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

## MEETING AGENDA

2198 Main Street

February 28, 2024 at 6:00PM

### Finance Committee

Harvey (Pete) Dahl  
*Chair*

Frank Bridges  
*Vice Chair*

William Meehan  
*Clerk*

Patrick Buckley

Andrew Evans

William Henchy

Alex Hopper

Robert Tobias

Robert Young

*Town Manager*  
Peter Lombardi

*Finance Director*  
Mimi Bernardo

This meeting will be conducted in person at the time and location identified above. This means that at least a quorum of the members of the public body will attend the meeting in person and members of the public are welcome to attend in person as well. As a courtesy only, access to the meeting is also being provided via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda, which includes an applicant and its representatives, should make plans for in-person vs. virtual attendance accordingly.

Members of the public who wish to access the meeting may do so in the following manner:

**Phone:** Call (312) 626 6799 or (301) 715-8592. **Webinar ID:** 862 2956 9696 **Passcode:** 565167

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

**Zoom Webinar:** <https://us02web.zoom.us/j/86229569696?pwd=MUhlNGpU3VocTZ0cTU0VGpYcWdVQT09>

**Passcode:** 565167

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 for any item agenda item listed the Finance Committee may take official action including a vote.

1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Recording Statement - As required by the Open Meeting Law, we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting, they are required to inform the chair.
5. Public Announcements and Comment: Members of the public may address the Finance Committee on matters not on the meeting's agenda for a maximum of 3-5 minutes at the Chair's discretion. Under the Open Meeting Law, the Finance Committee is unable to reply but may add items presented to a future agenda.
6. Town Manager/Finance Director Report
7. Town Meeting 2024 – Warrant Overview and discussion.
8. Health and Human Services – Presentation by Suzanne Kenney, Chair
9. Town Meeting Warrant Articles – Discussion and Vote
  - a. Health and Human Service
10. Nauset Regional School District Agreement – Update and Discussion
11. Nauset Regional School Department - Budget Update and Discussion
12. Liaison Reports
13. Approval of Minutes
14. Request for agenda items for future meetings
15. Matters Not Reasonably Anticipated by the Chair
16. Future Finance Committee Meetings
17. Adjournment

Date Posted:

Date Revised:

Received by Town Clerk:

HHS Grant Recommendation History									
	FY25	FY25	FY24	FY23	FY22	FY21	FY20	FY19	FY18
Agency	Request	Recommend	Recommend	Recommend	Recommend	Recommend	Recommend	Recommend	Recommend
Aids Support Group of CC	\$7,500	\$5,000	\$5,000	\$5,000	\$4,000	\$3,000	\$2,500	\$2,500	\$2,500
Alzheimer's Family Support Center	\$12,000	\$11,550	\$11,000	\$11,000	\$10,000	\$10,000	\$10,000	\$9,000	\$9,000
Cape Abilities	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
CC Children's Place	\$11,000	\$11,000	\$10,500	\$10,500	\$9,000	\$9,000	\$8,500	\$8,000	\$8,000
Food 4 Kids Church of the Holy Spirit	\$5,750	\$3,675	\$3,500						
Consumer Assistance Council	\$1,175	\$630	\$600	\$600	\$600	\$500	\$500	\$600	\$500
Duffy Health Center	\$1,500	\$500	\$1,500	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Elder Services	\$10,500	\$9,576	\$9,120	\$8,600	\$8,600	\$8,600	\$8,500	\$8,500	\$8,500
Family Pantry of Cape Cod	\$6,000	\$5,250	\$5,000	\$5,000	\$5,000	\$4,300			
Homeless Prevention Council	\$18,000	\$15,750	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$13,500
Independence House	\$12,360	\$12,000	\$12,000	\$10,000	\$9,000	\$7,300	\$6,000	\$6,000	\$5,500
Lower Cape Outreach Council	\$15,000	\$12,600	\$12,000	\$10,000	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500
Nauset Together We Can	\$3,000	\$1,500	\$1,500	\$1,500	\$1,500	\$3,000	\$3,000	\$3,500	\$2,500
Nauset Youth Alliance	\$16,000	\$16,000	\$16,000	\$16,000	\$12,000	\$10,800	\$10,800	\$10,000	\$8,500
Outer Cape Health Services	\$18,000	\$15,750	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Sight Loss Services	\$2,000	\$2,000	\$2,000	\$1,500	\$1,500	\$1,500	\$1,200		\$1,200
South Coastal Counties Legal Svc	\$4,350	\$4,350	\$4,350	\$4,250	\$4,200	\$4,120	\$4,134	\$4,120	\$4,240
<b>Totals:</b>	<b>\$151,135</b>	<b>\$134,131</b>	<b>\$131,070</b>	<b>\$121,950</b>	<b>\$124,900</b>	<b>\$121,620</b>	<b>\$114,133.50</b>	<b>\$110,720.00</b>	<b>\$105,940.00</b>
Percentage Increase (Old Only)	15.31%	2.34%	2.38%	-2.36%	2.70%	6.56%	3.08%	4.51%	
<b>New Agency</b>									
Pause A While Inc.	\$12,000	\$3,000							
Society of St. Vincent de Paul	\$15,000	\$2,050							
Housing Assistance Corp	\$10,000	\$5,000							
New Agency Sum	\$37,000	\$10,050							
<b>Total Sum New and Historic</b>	<b>\$188,135</b>	<b>\$144,181</b>							
Total Percentage Increase From FY24		<b>10.00%</b>							
	To Meet 10%	\$144,177							
	Difference	-\$4							





# Town of Brewster, Massachusetts

## Public Assistance

### Section II - Human Services: 5601 Public Assistance (Human Services/Fuel Assistance)

#### Description

The Health and Human Services Committee was established to enhance the quality of life of all Brewster residents by ensuring a range of health and human services in an effective and cost-efficient manner. The Committee evaluates and assesses the health and human service needs of the town, reviews and weighs requests for financial assistance, sets priorities and submits recommendations concerning the funding of those agencies and organizations best able to provide needed services to the town. The Public Assistance budget also comprises the Fuel Assistance program.

#### Budget Highlights

The budget represents a **\$13,111 (10%) increase** over the FY24 budget. Fuel assistance which is administered through Lower Cape Outreach is **increased by \$300 for FY25**. The Budget Team worked with the Health and Human Services Committee to increase their FY25 budget by 10% since they have received more applications and increased requests for funding. Future years will allow for a 5% increase as provided in our Financial Forecast. The grants that are awarded provide critical services to our residents.

The members of the HHS Committee recognize the financial challenge many of the organizations faced in the last year due to inflationary issues, the cost of food and housing and the difficulty of recruiting staff to name a few. Despite these challenges the Committee remains impressed by the work and diligence of the organizations' commitment to Brewster residents.

Following is but one highlight from each agency that applied for funding:

**Aids Support Group of Cape Cod**, in FY2023, provided services for medical case management and related support specifically harm reduction services to 45 unduplicated Brewster residents. **Recommended Funding: \$5,000**

**Alzheimer's Family Support**, in FY2023, served 210 Brewster residents with support groups, ongoing phone support, counseling, care consultation, memory screenings, education, outreach and social and cultural events with a conservatively estimated total cost of direct services at \$81,120 per year. **Recommended Funding: \$11,550**

**Cape Abilities**, in FY2023, served 23 Brewster residents with vocational training, supported employment, day habilitation, life skills, community-based day supports, residential services, adult family care and shared living. **Recommended Funding: \$7,000**

**Cape Cod Children's Place**, in FY2023, served 95 unduplicated Brewster parents and children with family support visits, play groups, and parenting education classes (634 Units of Service). **Recommended Funding: \$11,000**

**Food 4 Kids** – Church of the Holy Spirit, in Summer 2023, provides lunch and snacks to children and teens in summer months for a total combined meal of 8,944 at a cost of \$38,347. **Recommended Funding: \$3,675**

**Consumer Assistance Council**, in FY2023, served as consumer advocate for 29 Brewster cases (266 units of service) including dealing with time-share contracts, internet scams and promised Mass Save refunds. **Recommended Funding: \$630**

**Duffy Health Center**, through their In From The Streets Program in FY2023 served 1 Brewster clients by providing 1 nights of emergency safe shelter with a conservatively estimated total cost of \$295. **Recommended Funding: \$500**

**Elder Services**, in FY2023, provided 10,523 Meals on Wheels to 95 Brewster residents, 20% increase over previous year. **Recommended Funding: \$9,576**

**Family Pantry of Cape Cod**, in FY2023, provided food, clothing, healthy-eating education and a mobile pantry to 623 Brewster households, for an estimated total cost of \$67,841. **Recommended Funding: \$5,250**

**Homeless Prevention Council**, in FY2023, provided case managers for homeless assistance and personalized services to promote stability for 282 Brewster families with a conservatively estimated total cost of \$75,130. **Recommended Funding: \$15,750**

**Independence House**, in FY2023, provided an array of services including counseling, advocacy and basic needs to 237 Brewster children and adult survivors through various programs including crisis intervention, counseling and advocacy, the Child Witness to Violence Program and Child Sexual Assault Services, housing stabilization, education, and emergency shelter with an estimated total value of \$209,544. **Recommended Funding: \$12,000**

**Lower Cape Outreach Council**, in FY2023, served 268 Brewster households through cash assistance, food, clothing, Thanksgiving baskets and holiday toys with an estimated total cost of \$131,875. **Recommended Funding: \$12,600**

**Nauset Together We Can**, in FY2023, served 15 Brewster middle schoolers providing free Youth After School Program which provides a safe, healthy, social environment for students to do homework, play and relax with adult supervision and mentoring. **Recommended Funding: \$1,500**

**Nauset Youth Alliance**, in the School Year 2023, served 137 Brewster children by providing after-school care and summer programming serving 78% of Brewster's elementary students. **Recommended Funding: \$16,000**

**Outer Cape Health Services**, in CY2022, 1926 Brewster residents received 5,778 billable visits and 422 unbillable encounters (including uninsured patients and interactions with phone callers, web users, lab staff, pharmacy staff etc.). **Recommended Funding: \$15,750**

**Sight Loss Services**, in CY2020, provided 544 units of service (support groups, education, referrals, home independence, adaptive aids and advocacy) to 104 Brewster residents with an estimated total cost of \$14,726. **Recommended Funding: \$2,000**

**South Coastal Counties Legal Services**, in CY22, provided free legal services to 45 low-income and/or elderly Brewster residents with an estimated total cost of \$4,350. **Recommended Funding: \$4,350**

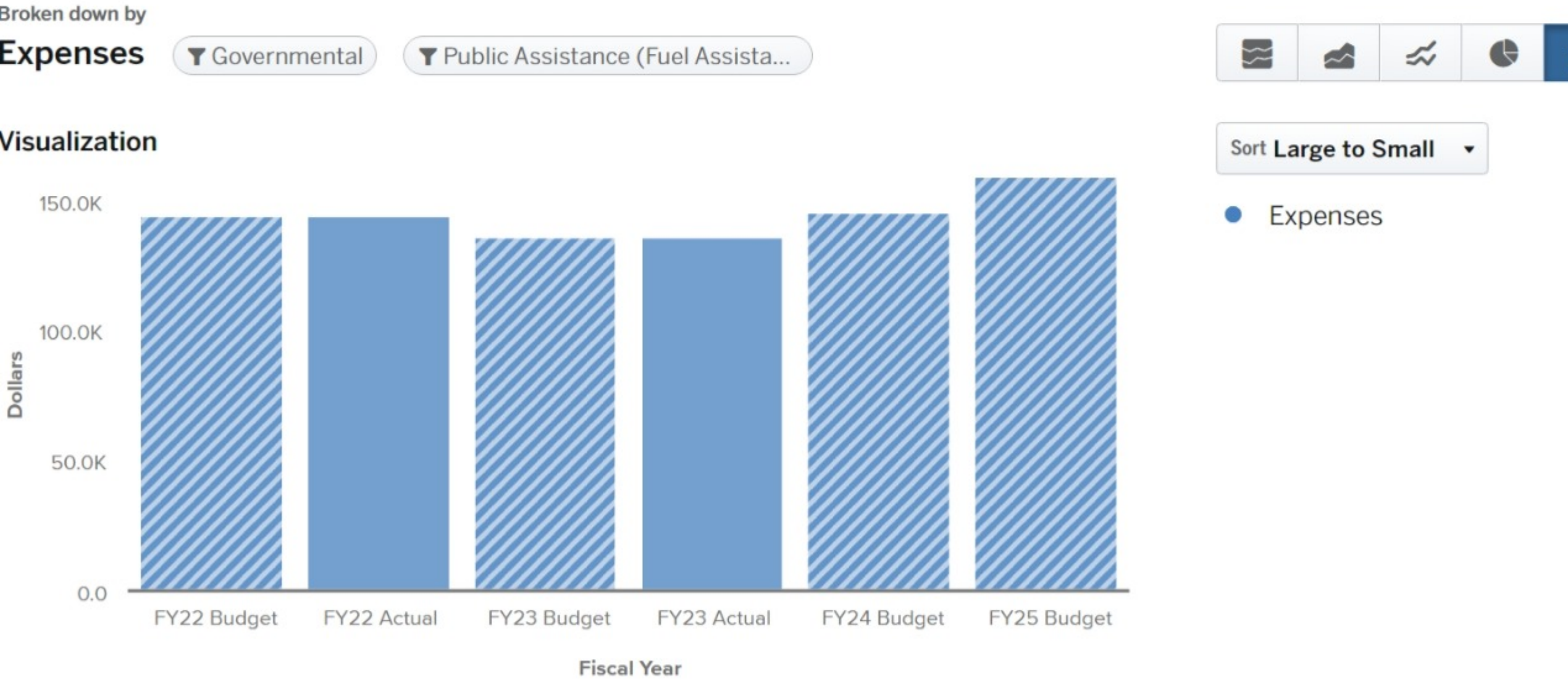
#### 3 New Agencies Requesting Funding

**Housing Assistance Corporation's** mission is to provide affordable housing opportunities. In FY2023 provided 225 Brewster residents with rental assistance including vouchers and shallow subsidies along with counseling and energy audits. **Recommended Funding: \$5,000**

**Pause A While, Inc.'s** mission is to encourage the recovery from drugs and alcohol abuse by providing a permanent place for a variety of 12-step recovery meetings. There are no paid staff and funds are requested for operational needs. **Recommended Funding: \$3,000**

**Society of St. Vincent de Paul's** mission is to grow in holiness and build a more just world through personal relationships and service to people in need. They provided \$34,835 in housing assistance to 116 Brewster residents. **Recommended Funding: \$2,050**

← Back History Reset



Collapse All	FY22 Budget	FY22 Actual	FY23 Budget	FY23 Actual	FY24 Budget	FY25 Budget
▼ Expenses	\$ 144,900	\$ 144,900	\$ 136,950	\$ 136,950	\$ 146,070	\$ 159,481
Local Human Services	129,900	129,900	121,950	121,950	131,070	144,181
Assessments	15,000	15,000	15,000	15,000	15,000	15,300
Total	\$ 144,900	\$ 144,900	\$ 136,950	\$ 136,950	\$ 146,070	\$ 159,481

#### Supplemental Information

HHS Grant Recommendation History	FY25	FY25	FY24	FY23	FY22	FY21	FY20	FY19	FY18
Agency	Request	Recommend	Recommend	Recommend	Recommend	Recommend	Recommend	Recommend	Recommend
Aids Support Group of CC	\$7,500	\$5,000	\$5,000	\$5,000	\$4,000	\$3,000	\$2,500	\$2,500	\$2,500
Alzheimer's Family Support Center	\$12,000	\$11,550	\$11,000	\$11,000	\$10,000	\$10,000	\$10,000	\$9,000	\$9,000
Cape Abilities	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
CC Children's Place	\$11,000	\$11,000	\$10,500	\$10,500	\$9,000	\$9,000	\$8,500	\$8,000	\$8,000
Food 4 Kids Church of the Holy Spirit	\$5,750	\$3,675	\$3,500						
Consumer Assistance Council	\$1,175	\$630	\$600	\$600	\$600	\$500	\$500	\$600	\$500
Duffy Health Center	\$1,500	\$500	\$1,500	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Elder Services	\$10,500	\$9,576	\$9,120	\$8,600	\$8,600	\$8,600	\$8,500	\$8,500	\$8,500
Family Pantry of Cape Cod	\$6,000	\$5,250	\$5,000	\$5,000	\$5,000	\$4,300			
Homeless Prevention Council	\$18,000	\$15,750	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$13,500
Independence House	\$12,360	\$12,000	\$12,000	\$10,000	\$9,000	\$7,300	\$6,000	\$6,000	\$5,500
Lower Cape Outreach Council	\$15,000	\$12,600	\$12,000	\$10,000	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500
Nauset Together We Can	\$3,000	\$1,500	\$1,500	\$1,500	\$1,500	\$3,000	\$3,000	\$3,500	\$2,500
Nauset Youth Alliance	\$16,000	\$16,000	\$16,000	\$16,000	\$12,000	\$10,800	\$10,800	\$10,000	\$8,500
Outer Cape Health Services	\$18,000	\$15,750	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Sight Loss Services	\$2,000	\$2,000	\$2,000	\$1,500	\$1,500	\$1,500	\$1,200	\$1,200	\$1,200
South Coastal Counties Legal Svc	\$4,350	\$4,350	\$4,350	\$4,250	\$4,200	\$4,120	\$4,134	\$4,120	\$4,240
Totals:	\$151,135	\$134,131	\$131,070	\$121,950	\$124,900	\$121,620	\$114,133.50	\$110,720.00	\$105,940.00
Percentage Increase (Old Only)	15.31%	2.34%	2.38%	-2.36%	2.70%	6.56%	3.08%	4.51%	
New Agency									
Pause A While Inc.	\$12,000	\$3,000							
Society of St. Vincent de Paul	\$15,000	\$2,050							
Housing Assistance Corp	\$10,000	\$5,000							
New Agency Sum	\$37,000	\$10,050							
Total Sum New and Historic	\$188,135	\$144,181							
Total Percentage Increase From FY24		10.00%							



Town of Brewster, Massachusetts

<https://www.brewster-ma.gov>





## Town of Brewster

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

Office of:  
Select Board  
Town Administrator

### MEMORANDUM

**TO:** Select Board  
**FROM:** Peter Lombardi, Town Manager  
**RE:** List of Current Warrant Articles for Spring 2024 Town Meeting  
**DATE:** February 8, 2024

---

Here is a summary of the articles currently anticipated for inclusion on the Spring 2024 Town Meeting warrants:

1. Outstanding Obligations
2. Budgetary Transfers
3. FY25 Cape Cod Regional Technical High School Operating Budget
4. FY25 Brewster Elementary School Operating Budget
5. FY25 Brewster Elementary School Operating Override
6. Assessment Formula for Nauset Regional Schools
7. FY25 Nauset Regional Schools Operating Budget
8. FY25 Nauset Regional Schools Operating Override
9. FY25 Town Operating Budget (General Fund)
10. FY25 Water Enterprise Fund Budget
11. FY25 Golf Enterprise Fund Budget
12. Community Preservation Act Funding (including standard reserve amounts)
13. CPA Land Acquisition: 3571 Main Street (Washington Chase Bog)
14. Capital and Special Project Expenditures
15. Special Revenue Fund: Cable Franchise Fee
16. Recreation Revolving Fund
17. Sea Camps Comprehensive Plan Article(s)
18. Private Road Betterment: Vesper Pond
19. Millstone Road Improvement Project: Temporary Easements
20. Drummer Boy Park Advisory Committee Report
21. Potential Citizens Petition: Resolution on Medicare for All Legislation\*\*
22. Potential Citizens Petition: Home Rule Petition for Pesticide Reduction\*\*
23. Potential Citizens Petition: Short Term Registration\*\*
24. Potential Citizens Petition: Short Term Regulations\*\*

\*\* not yet filed

**TOWN OF BREWSTER**  
**BUDGET & TOWN MEETING CALENDAR**  
**FISCAL YEAR 2025**  
*01.26.24 DRAFT*

**1. December 4, 2023:**

FY25-29 General Fund budget forecast presentation to Select Board and Finance Committee, including recommended FY25 budget development guidelines.

**2. December 12, 2023:**

FY25-29 Golf Enterprise Fund Financial Forecast presentation to Golf Commission.

**3. December 14, 2023:**

FY25 budget development guidelines distributed to Department Heads & Schools.

**4. January 5, 2024:**

FY25 budget requests & supplemental FY24 Capital Requests due to Town Administration and Finance Director.

**5. Weeks of January 10 & 17, 2024:**

Preliminary operating budget requests reviewed by the Town Administration and Finance Director with Department Heads.

**6. January 31, 2024:**

Finance Team presentation to Select Board and Finance Committee on FY24-28 Capital Improvement Plan, including supplemental FY24 Capital requests.

**7. February 5, 2024:**

FY25 Town Operating Budget Overview delivered to the Select Board and Finance Committee.

**8. February 7 & 9, 2024:**

Department Head FY25 budget presentations to Select Board and Finance Committee.

**9. February 15, 2024:**

4<sup>th</sup> and Final Sea Camps Public Forum.

**10. February 26, 2024:**

Priority Deadline for submittal of warrant articles for inclusion on the 2024 Annual Town Meeting warrant.

**11. March 2024:**

FY25-29 Water Department Enterprise Fund Financial Forecast presented to Water Commissioners.

**12. March 27, 2024:**

Deadline for proxy votes for private road betterments.

**13. March XX, 2024**

Nauset Schools budget presentation to Select Board.

**14. March XX, 2024:**

Nauset Schools budget presentation to Finance Committee.

**15. April 1, 2024:**

Administrative deadline to finalize warrant articles for the May 2024 Special and Annual Town Meetings.

**16. April 6 & 10, 2024:**

Sea Camps Pond Property Open House.

**17. April 10, 2024:**

Deadline for Select Board's and Finance Committee's recommendations on the May 2024 Special and Annual Town Meeting warrant articles.

**18. April 16, 2024:**

Deadline to send May 2024 Special & Annual Town Meeting warrants to the printer.

**19. April 20, 2024:**

Deadline to post warrants.

**20. April 23, 2024:**

Deadline for Select Board to place a ballot question on the Annual Town Election.

**21. April 26, 2024:**

FY25 Budget and Town Meeting warrant book posted on the website for the general public and distributed at town buildings and other locations.

**22. Week of April 29, 2024:**

Town Meeting public information session.

**23. May 11, 2024:**

2024 Special and Annual Town Meeting held at Stony Brook Elementary School.

**24. May 28, 2024:**

2024 Annual Town Election.



Approved:  
VOTE:

**TOWN OF BREWSTER  
FINANCE COMMITTEE  
Date: October 4, 2023 Time: 6:30 PM  
MEETING MINUTES**

Present: Chair Pete Dahl, Vice Chair Frank Bridges, Clerk Bill Meehan, *Alex Hopper*, Robert Tobias, Patrick Buckley (*attending remotely*)

Also present: Peter Lombardi, Town Manager; Donna Kalinick, Assistant Town Manager; Mimi Bernardo, Finance Director; Faythe Ellis, CPC Chair; Sarah Robinson, CPC Vice Chair; Conor Kenney, Brewster Project Manager

Absent: Bob Young, Andy Evans, William Henchy

The Chair called the meeting to order at 6:32 pm and announced a quorum.

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. **Additionally, the meeting may be viewed by: *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)).**

**1. Public Announcements and Comment- none**

**2. Town Manager/Finance Director Report**

Peter Lombardi addressed the committee. Brewster is set to receive our American Rescue Plan Act appropriation from the county – just under \$500,000. We are planning on using them on Long Pond Landing improvements and our planned remediation of our Bay Property former shooting range. When the Baker Administration came in, they made it a point to improve the partnership between State and Town and passed the Municipal Modernization Act which made our jobs a little easier at the local level. The new Administration is set to do the same thing – all the town managers and other reps had a chance to talk with reps from the administration in Barnstable recently. Ultimately it will end up in a similar type of legislation as the Baker Administration. Increasing procurement thresholds seemed to be a top of the list item. We expect there to be substantive legislation coming out of the process.

Mimi Bernardo said the auditors have started the Audit this week.

### 3. Town Meeting Warrant Articles

- **Outstanding Obligations (Unpaid Bills)**
- **General Bylaw Amendment: Private Road Betterments**
- **Community Preservation Act Funding (pending confirmation from Faythe Ellis)**
- **FY24 Capital and Special Project Expenditures**

- ***Outstanding Obligations (Unpaid Bills)***

4 unpaid bills – Article 1 totaling just under \$8500 – the largest over \$7500 from the Golf Department paid by Golf retained earnings. \$265 for Fire Department, \$325 for DPW, and a little over \$300 for DPW – these require a 9/10's vote and are housekeeping items.

Pete asked about the Golf Department bill and its size. Donna Kalinick said they had one of the pumps at the course close to the end of the FY. There were parts that had to be ordered and repairs made – it was a substantial repair, and they were not able to get this covered in the prior year, so it had to go into unpaid bills.

**Bill Meehan *MOVED* to approve Article 1, Outstanding Obligations in the total amount of \$8,475.96. Frank Bridges second.**

**Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Patrick Buckley – yes, Alex Hopper – yes, Chair Pete Dahl– yes.**

**The Committee voted: 6-yes 0-no**

- ***General Bylaw Amendment: Private Road Betterments***

Conor Kenney addressed the committee: we are trying to simplify the bylaw with these revisions to make it easier for residents to understand and remove any duplicates. The town runs a program to facilitate the repair of private roads in town. Those repairs are then financed on the tax bill of residents on that road. The first change is to delete Article 7 b/c it's a duplicate of Article 8 and combine them. The next addition is to include what a private road is. Having spoken to the Planning Department, to remove the step of Planning Board review – to review the project costs, this is not appropriate for the board but is a Select Board responsibility. We also want to change the role of the Assessor who is currently required to verify the accuracy of the signatures that get submitted and the votes returned for these betterments. It is not an appropriate role for the Assessor. They should verify if the names on the votes that get returned match the actual property owners. Another important issue is why the DPW cannot just come to make changes, they can make minor maintenance activities but cannot include construction, reconstruction, or resurfacing. Also explain the betterments themselves more clearly.

**Bill Meehan *MOVED* to approve Article 5, Town Bylaw Amendment which proposes to replace in the Bylaw Section 157-20 to redefine and codify the Road Betterment Process. Frank Bridges second.**

**Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Patrick Buckley – yes, Alex Hopper – yes, Chair Pete Dahl– yes.**

**The Committee voted: 6-yes 0-no**

- ***Community Preservation Act Funding***



Faythe Ellis, Chair of the CPC and Sarah Robinson, Vice Chair of the CPC addressed the committee. Faythe Ellis started by giving a brief overview of the CPC's work before getting into the details of the Article.

Item 1a: \$255,000 request submitted from the Brewster Affordable Housing Trust (AHT) for funding for the Affordable Buydown Program. This request will replenish the depleted funds in the Affordable Homeowners Buydown Program – began in 2007 and was managed by the CPC. Over the past 16 years, the \$360,000 in that program assisted 12 households in purchasing affordable homes. On recommendation by the CPC, the Brewster AHT is now taking over management of the program. This request from them is asking for up to \$50,000 homebuyer assistance for first time affordable homebuyers purchasing in Brewster. Amounts above \$50,000 will be considered but would require Select Board approval. Eligible households must earn up to 80% AMI and agree to place a permanent deed restriction on the home. Funds are provided as an interest free loan forgivable after 30 years. The program is targeted to preserve affordable homes already on the town's subsidized housing inventory. Housing Partnership recommended approval and the CPC voted 9-0-0 in favor.

Item 1b: \$507,500 request submitted by Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC) requested funding to develop affordable housing units at Spring Rock Village on Millstone Road. Spring Rock Village is a new development of 45 affordable housing units to be located on Millstone Road with apartments for a range of household types – families, seniors, smaller households with affordable rents that working households can support. The project is designed as a sociable neighborhood that preserves the 16-acre woodland habitat and minimizes building footprints. 15 one-bedroom units, 25 two-bedroom units, and 5 three-bedroom units scattered across the buildings featuring traditional Cape Cod architecture. \$500,000 of the award will be used for construction costs, \$7500 set aside for CPC legal and administrative costs related to the award. The Housing Partnership recommended approval and the CPC voted 8-0-0 in favor.

Frank asked about the \$360,000 for the Affordable Homebuyers Program over the past 16 years, so about \$30,000/household. In Brewster's inventory of homes available on a deed restricted basis, how big is that? Donna Kalinick answered that under the prior program run by the CPC, they granted grants up to \$30,000, where the cost of a home was significantly less, and the program was used to buydown market homes and make them deed restricted. So, the \$50,000 is what we expect an award would be and are asking for \$250,000 to be able to assist over a period of time. It would primarily be used to assist in the resale of an affordable home when there is a gap, but there used to be instances where we could use it to buy down market rate homes as well. This doesn't seem realistic with the average home being over \$700,000 now. There are 71 housing units that are home ownership on the SHI.

**Bill Meehan *MOVED* to approve CPC Article 3, Item 1a, BAHT Affordable Buydown Program in the amount of \$255,000 to be sourced from the Undesignated Fund Balance. Frank Bridges second.**

**Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Patrick Buckley – yes, Alex Hopper – yes, Chair Pete Dahl– yes.**

**The Committee voted: 6-yes 0-no**

**Bill Meehan *MOVED* to approve CPC Article 3, Item 1b, POAH/HAC development of affordable housing units at Spring Rock Village on Millstone Road in the amount of \$507,500. Frank Bridges second.**



**Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Patrick Buckley – yes, Alex Hopper – yes, Chair Pete Dahl– yes.**

**The Committee voted: 6-yes 0-no**

- ***FY24 Capital and Special Project Expenditures***

Peter Lombardi addressed the committee – we will follow the spreadsheet in that order for sequencing. Then went one at a time through the list.

1. Select Board/ Town Administration - \$150,000We have to be responsive to the new Watershed Permit Reg - s and Changes to Title V. We don't want to lose sight of pond water quality. The next logical step is to develop a Town wide pond management plan and then to pilot 1-2 ponds with specific action plans for those ponds - \$100,000 to do that - \$50,000 from Free Cash, \$50,000 from the Water Stabilization Fund. And the 2<sup>nd</sup> request for \$50,000 – our longtime water planning consultant from Horsley Whitten came to give an update on the new State Regs and what we have been doing across the community and what the new regs mean practically in terms of what are our priorities and obligations. The Select Board moved forward to file exemptions for our two small nitrogen sensitive watersheds. We need to identify potential future build out capacity which is what the \$50,000 is meant to do.

Pete asked where we were with the Cape and Islands Water Protection Fund. Peter Lombardi said last year, the Water Protection Fund Board agreed to appropriate funds from that fund to have the Cape Cod Commission provide technical assistance to Brewster and other towns that looked to clarify the extent to which our non-traditional projects would qualify for state revolving fund loans. The eligibility standards determine whether we are eligible for Water Protection Fund subsidy which has been 25% in the past. MA last year granted funds for a project in Wellfleet that included nontraditional elements. We think that some of our projects will be eligible for funding. We have asked for further clarification from the State. This is still a work in progress.

2. Assessing \$80,000, housekeeping item. The funding source is the Overlay. Money to be used for hiring a consultant to perform services required to annually assess value, collect new growth, and perform required property assessments. This is a recurring article we have every fall.
3. Facilities – town wide building maintenance and security. Replacing older cameras with modern cameras.
4. IT for technology upgrades and replacement, also purchasing a new server and a new firewall.
5. Police Department – police vehicle - this year we will be replacing 3 replacing the current gasoline models with hybrids - \$140,000. Also, the mobile data terminal in the vehicle, replacing all the current units \$45,000.
6. Vehicle inspections – we are not allowed to recycle the police vehicles that are gas powered to be used as inspection vehicles. Under the Green Communities Designation, they cannot be transferred to other departments. We can keep the ones we have but cannot continue the practice. The request is for a new hybrid vehicle, a truck to be able to do post assessments after storms, etc. Certain public safety vehicles are exempt – fire trucks, ambulances, heavy duty DPW vehicles, etc.



7. Fire Department – 4 requests – they can only use ambulance funds for EMS costs, so it is hoses, tools, nozzles, generators, saws, water rescue equipment, hazardous material equipment, and other miscellaneous equipment, \$30,000 from free cash. Ambulance lease costs have gone up, transfer \$15,000 from the ambulance fund. Chest compression devices, 3 new replacement devices and extended warranties being funded by ambulance funds. Update software for \$35,000.
8. Recreation – Mike Gradone talked about the field benches. There are 6 benches, splintered and old, unsafe. \$10,000 for 6 new Town Hall field benches.
9. Elementary school capital – generator at the Stony Brook Elementary school is no longer functioning. This is for the design portion of it and to oversee the ultimate construction, not to pay for the generator itself. \$75,000
10. Public Works – drainage road maintenance - \$250,000. 2 vehicle asks – 1 ton dump truck, \$220,000 from Free Cash. Pick up truck \$80,000 from Free Cash for the Assistant Public Works Director. 2 Mower replacements \$25,000. Griffen Ryder talked about purchasing an electric mower. Public Works takes care of all the properties in town. It takes them almost 3 days to do the entire Sea Camps property. DPW Director showed building maintenance that needs to be done - \$50,000 being funded from the reappropriation from existing DPW Articles with balances no longer needed.
11. Millstone Road Improvement – detailed information in the packet. Stand alone article. Requesting just over \$2.5M – total project at just over \$10.3M. 3 construction season project, very large project. \$2.15M Free Cash, \$150,000 from prior articles, \$250,000 from Road Betterment Fund to cover the balance.
12. COA – requesting for a COA 50<sup>th</sup> Anniversary Celebration 6/10/24, funds to support town wide festivities - \$15,000 from Free Cash and the rest from the donation account.
13. Water Enterprise Fund – additional funding for the Red Top Road project. \$75,000 paid for with retained earnings from the Water Enterprise Fund.
14. Elevator Brewster Ladies Library – a placeholder until we open the bids – amending on Town Meeting Floor depending on how the bids come out. Our concerns are that they will come in higher than the \$300,000 already allocated at May Town Meeting.
15. Golf Enterprise fund - \$1.7M in total, \$1.35M from Golf Retained Earnings, \$350,000 from capital stabilization fund.

**Bill Meehan *MOVED* to approve the Capital and Special Projects as presented under Article 2 in the Warrant, with the exception of the very last line, in the amount of \$3,327,000 from various sources as indicated in the presentation. Frank Bridges second.**

**Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Patrick Buckley – yes, Alex Hopper – yes, Chair Pete Dahl– yes.**

**The Committee voted: 6-yes 0-no**



Bill Meehan **MOVED** to approve the Capital and Special Projects Millstone Road Construction in the amount of \$2,550,000 from Free Cash, reappropriated articles, and the Road Betterment Fund. Frank Bridges second.

Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Patrick Buckley – yes, Alex Hopper – yes, Chair Pete Dahl– yes.

The Committee voted: 6-yes 0-no

#### 4. Liaison Assignments

#### 5. Approval of Minutes- defer

#### 6. Request for agenda items for future meetings – please email Pete

#### 7. Matters Not Reasonably Anticipated by the Chair- none

#### 8. Next Finance Committee Meeting – October 11, 2023

#### 9. Adjournment

Bill Meehan **MOVED** to adjourn the meeting at 8:52 PM. Frank Bridges second.

Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Alex Hopper – yes, Patrick Buckley – yes, Chair Pete Dahl– yes.

The Committee voted: 6-yes 0-no

Respectfully submitted, Beth Devine

Packet of supporting materials on website for public review.



Approved:  
VOTE:

**TOWN OF BREWSTER  
FINANCE COMMITTEE  
Date: October 11, 2023 Time: 6:00 PM  
MEETING MINUTES**

Present: Chair Pete Dahl, Vice Chair Frank Bridges, Clerk Bill Meehan, Alex Hopper, Robert Tobias, Patrick Buckley, Bob Young, *Andy Evans (attending remotely)*

Also present: Peter Lombardi, Town Manager; Sharon Tennesdat, Vision Planning Committee Chair; Amanda Bevren, Vision Planning Vice Chair; Jon Idman, Town Planner; Matilda Delano and daughters Lianna & Alice, Citizens Petition

Absent: William Henchy

The Chair called the meeting to order at 6:03 pm and announced a quorum.

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. **Additionally, the meeting may be viewed by: *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)).

**1. Public Announcements and Comment- none**

**2. Town Manager/Finance Director Report**

Peter Lombardi said the 4 Town Managers have been meeting with the Superintendent a couple times now just got the draft enrollment data for district for the school year. He will send around. The district is down 92 students, w ½ of that being reductions in School Choice – 46 of the 92. Brewster is down 21 students in the Middle School this year over last with total enrollment down 43 students. High School down total net of 29 with 13 being from Brewster enrollments. Based on an initial read, it bodes well for Brewster in FY25 which helps with the assessment. Next meeting there will be more to report.

Bill Meehan asked about total enrollment at the high school – 771 this year (800 last year). Peter Lombardi answered that the combined middle and high school number is about 1200 and change. Frank asked about choice numbers – total choice middle and high school is 164 vs. 210 last year. Is that because a class with high Choice students graduating? Peter Lombardi said they haven't reduced their ceiling of Choice Students in the district – it is just due to natural attrition.



Pete asked about the Regional School Committee Agreement. Peter Lombardi answered that the plan is that the district and the committee is planning on reviewing and revising the regional school agreement. There isn't a clear timeline. DESE is looking for a review of the entire agreement. It has been 20+ years since any update to the agreement.

### 3. Town Meeting Warrant Articles

- **Citizens Petitions – Short-Term Rentals**
- **Local Comprehensive Plan**
- **Appropriation for Police Officer Litigation Settlement**
- **Cable Franchise Fee**

- ***Citizens Petitions – Short-Term Rentals***

Matilda Delano with daughters Lianna and Alice addressed the committee: Matilda Delano handed out the articles to the committee which discusses a registration system for short-term rentals for the town of Brewster and looking at other towns who have done the same. Also, an article to restrict short term rental ownership. There don't seem to be many, so she doesn't think it would have a huge negative impact on those who own rental units.

First one is Article 13 - Create a registration for short term rentals and attachment A; with the second as attachment B with Article 14.

Peter Lombardi said he met with the petitioner initially in June and broadly local regulation of short-term rentals, have been approved by other towns and the attorney general's office. Conceptually, that is something that can be done. When we received the two petitions 3 weeks ago, we sent them to town counsel for review. The details can be included in the Article. They are not in the form of a bylaw. We asked about the intention as whether it is a general or zoning bylaw, and it is a general bylaw. So what you see is a motion the Town Counsel has helped draft to put it effectively in acceptable form in the form of a bylaw so it could go through the state approval process. There are other questions Town Counsel had that are incorporated in the motion. We are working through definitions now, but the version circulated is the most current version. All of this will require a motion on the Town Meeting floor to put these amendments in proper form as a general bylaw.

The Committee overall felt confusion about what was in front of them. It seemed that there could be significant amendments on Town Meeting floor. Pete felt the worst place to create amendments is on Town Meeting floor. Frank, Bill, and Pete were in agreement that this is what we are moving in this direction, however, this format isn't appropriate for Town Meeting at this time.

Matilda Delano said that short term rentals have always been a part of the Cape, except now with all the electronic means of renting homes such as Airbnb and VRBO, etc., have increased the number of short-term rentals in this area to the point of pushing out a lot of the working class and made it so those people don't have long term places to live. She felt this needed to be addressed and no one had, so she took the initiative to do this. Pete said this is very current and an interesting subject matter that the town wants to look at. It is a difficult subject when limiting property owners, but there is a discussion to be had.

Alex thinks this work is important and very pertinent and thanked Matilda for coming forward with this petition. However, he agrees with other members that this doesn't seem like it is in correct form going to Town Meeting. He wants to support this but can't in its current form.

**Bill Meehan *MOVED* to approve Article 13 as to be presented in the Warrant. Frank Bridges second.**

Marguerite (name on screen) – this is Doug Erikson, Long Pond Road – using his wife's computer, addressed the committee. He has thoughts on this. Short-term rentals have had a long history. We have been hit many times with taxes and fees. With all due respect, he has seen many year-round rental housing that are now owned as seasonal homes by non-residents only used part time. He urges the Finance Committee to vote "no" on all this.

Pete will put down thoughts and why this presentation would not work and will circulate to the rest of the committee.

**Roll Call Vote: Bill Meehan – no, Frank Bridges – no, Robert Tobias – no, Alex Hopper – no, Andy Evans – no, Bob Young – no, Patrick Buckley – no, Chair Pete Dahl– no.**

**The Committee voted: 0-yes 8-no**

**Bill Meehan *MOVED* to approve Article 14 as to be presented in the Warrant. Frank Bridges second.**

**Roll Call Vote: Bill Meehan – no, Frank Bridges – no, Robert Tobias – no, Alex Hopper – no, Andy Evans – no, Bob Young – no, Patrick Buckley – no, Chair Pete Dahl– no.**

**The Committee voted: 0-yes 8-no**

Pete said he would put something together to include with the vote as an explanation.

- ***Local Comprehensive Plan (LCP)***

Sharon Tennsdet, Chair of the Vision Planning Committee, and Amanda Bevren, Vice Chair of the Vision Planning Committee addressed the committee – we have brought back the LCP for consideration at Town Meeting next month. We have clearly revised the text in response to the outcomes and directives from Town Meeting in fall and spring. Any mention of the pursued boardwalk to wing island has been deleted. We've updated the background material under existing conditions – census and housing data. We simplified the text to make it more readable and understandable. We added text as to how this plan is used in the decision making of the town. So that voters understand this is an important planning document for the town and they have a role in consideration in any undertaking the Select Board deems appropriate and a priority. Decisions or recommendations for bylaw changes have to go back for Town Meeting approval. Amanda Bevren said she would add language to clarify this was really a menu of options broken into 10 building blocks. This is a roadmap of how we can start to handle all of the things we care about. We have also done so much more outreach on what an LCP actually is and how it will benefit our future.

Bill Meehan asked about the Cape Cod Commission – are we eligible for benefits from them if this goes through. Jon Idman stepped in to answer. If the town chooses to pursue that, some of the benefits would be prioritization for planning technical assistance from the Cape Cod Commission; some direct benefits have a regulatory slant in nature. With a certified LCP and the adoption of an impact fee bylaw, Brewster could adopt impact fees. With the adoption of a development agreement bylaw,



Brewster could negotiate development agreements with developers of property as an alternative form of permitting. So, it is a legal form of Contract permitting. With the LCP, Brewster could use the goals as a way to measure regional impact as one of the ways to determine as to whether that project should be approved.

**Bill Meehan *MOVED* to approve Article 7, LCP, as stated in the Warrant. Frank Bridges second.**

**Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Alex Hopper – yes, Andy Evans – yes, Bob Young – yes, Patrick Buckley – yes, Chair Pete Dahl– yes.**

**The Committee voted: 8-yes 0-no**

- **Article 8**, the Town participated in a number of Class Action Lawsuits, around the opioid epidemic as many, if not all, towns across the county participated in. These were very involved and resulted in two major settlements to date – Big 3 Pharma & a number of retail stores, Walgreens, CVS and others. Through those settlements, the town has been allocated a portion of the funds and started receiving our distributions last year in FY23. Unfortunately, the state hasn't passed legislation to make allocation and appropriation of these funds easy and straight forward. In the meantime, there are strict protocols for how these funds can and can't be spent. Last year a little over \$56,000 fell to our FY23 free cash. We want to make sure we account for them separately. We are proposing to create a special article where these funds would sit and be available for appropriation for the purposes outlined in the agreements.

**Bill Meehan *MOVED* to approve Article 8, to see if the Town will transfer available funds to the sum of \$56,000 for the purposes outlined in the Warrant. Frank Bridges second.**

**Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Alex Hopper – yes, Andy Evans – yes, Bob Young – yes, Patrick Buckley – yes, Chair Pete Dahl– yes.**

**The Committee voted: 8-yes 0-no**

- **Cable Franchise Fee**

**Article 9** – Pete asked if this is this different from what is included year to year? Peter Lombardi answered no, in reviewing our current and projected expenses for cable support services this year, we need to provide a supplemental appropriation of \$75,000 this fall to get us through the fiscal year. We now bring in over \$400,000/year and typically transfer less than \$300,000/year. We have over \$600,000 available for this purpose.

**Bill Meehan *MOVED* to approve Article 9, in the Warrant, special fund, Cable Franchise Fee Account, to appropriate the sum of \$75,000 as stated in the Warrant. Frank Bridges second.**

**Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Alex Hopper – yes, Andy Evans – yes, Bob Young – yes, Patrick Buckley – yes, Chair Pete Dahl– yes.**

**The Committee voted: 8-yes 0-no**

- **Appropriation for Police Officer Litigation Settlement – not ready to vote on yet.**

Peter Lombardi recommends we have available funding in the FY24 Operating Budget. We anticipate agreement for judgement in the coming weeks.

#### 4. Liaison Assignments - defer

#### 5. Approval of Minutes- none

Bill Meehan *MOVED* to approve the Minutes from 9/13/23 as presented. Frank Bridges second.

Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Alex Hopper – yes, Andy Evans – yes, Bob Young – yes, Patrick Buckley – yes, Chair Pete Dahl– yes.

The Committee voted: 8-yes 0-no

Bill Meehan *MOVED* to approve the Minutes from 9/20/23 as presented. Frank Bridges second.

Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Alex Hopper – yes, Andy Evans – yes, Bob Young – abstain, Patrick Buckley – yes, Chair Pete Dahl– yes.

The Committee voted: 7-yes 0-no 1-abstain

#### 6. Request for agenda items for future meetings – please email Pete

#### 7. Matters Not Reasonably Anticipated by the Chair- none

#### 8. Next Finance Committee Meeting – 10/25

#### 9. Adjournment

Bill Meehan *MOVED* to adjourn the meeting at 8:07 PM. Frank Bridges second.

Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Alex Hopper – yes, Andy Evans – yes, Bob Young – yes, Patrick Buckley – yes, Chair Pete Dahl– yes.

The Committee voted: 8-yes 0-no

Respectfully submitted, Beth Devine

Packet of supporting materials on website for public review.





Approved:  
VOTE:

**TOWN OF BREWSTER  
FINANCE COMMITTEE  
Date: October 25, 2023 Time: 6:00 PM  
MEETING MINUTES**

Present: Chair Pete Dahl, Vice Chair Frank Bridges, Clerk Bill Meehan, Robert Tobias, Patrick Buckley, Andy Evans (*none attending remotely*)

Also present:

Absent: William Henchy, Alex Hopper, Bob Young

The Chair called the meeting to order at 6:03 pm and announced a quorum.

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. **Additionally, the meeting may be viewed by: *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)).**

**1. Public Announcements and Comment- none**

**2. Town Manager/Finance Director Report- none**

**3. Town Meeting Warrant Articles- none**

**4. Appointment of Representatives to the Audit Committee**

Bill Meehan **MOVED** to appoint Patrick Buckley as a member of the Audit Committee. Frank Bridges second. The Committee voted: 6-yes 0-no

**5. Nauset Regional District Agreement – Update and Discussion**

Pete said he wants to have an open discussion about the district agreement. There was a school committee meeting on the 18<sup>th</sup> and he and Frank were there. We have a new draft agreement that has a lot of things in it,

many of which are now required by the Department of Education. The school committee is forming a working group to work through this and bring something back to the committee. He got the sense that the Superintendent felt they should move slowly and deliberately which means they may or may not bring this to Spring Town Meeting. Frank agreed. Pete said he wants to start the conversation to see where the committee stands on this agreement. This update has been triggered by the Select Board requesting the school committee make changes to the regional agreement. The current guidance is this should be looked at every 5 years, and this agreement hasn't been looked at for 20 years.

Frank said he would highly recommend anyone interested to look at the video of that meeting. One of the first things he did was to pull up the Monomoy Agreement. There are many differences in their agreement. One of the stipulations is to have the Chair of the Regional School Committee would cycle year to year so all towns would have an opportunity to Chair. Our school committee has had the same Chair since 2017 and that person is from the town with the lowest enrollment. He would like to see the town look at this seriously as an attempt to make changes in the agreement to make the school committee more receptive to the wishes of each of the towns involved to the extent that is possible.

Andy asked going forward, who is responsible for updating these every 5 years. He wants to make sure that there is some automatic process to have this happen. Frank said there's 5 parties to this agreement. All towns have to vote on this at Town Meeting, then have it reviewed by DESE, and then it has to be voted. It should be reviewed every 5 years and involve a process explicit within the agreement. There should be a set mechanism. Andy said this is critically important. In terms of the financing of this, what/how will these changes affect what we have or will pay going forward. Whose responsibility is this? Pete said we have 4 reps on the committee and should be responsible for being aware of what the needs of the town are and make sure the town is well served and that whatever the mechanism is to assess the operating costs to debt is done in a fair manner. Bill Meehan said regional school committee has more regard to students than to taxpayers. Others agreed.

Frank said in terms of the factual issues, there was something said that there should be the use of one or two methods of assessment, and someone asked if we have been doing this the right way? He is not sure we have. He thinks DESE requires that the calculation be submitted to the state. He would think there is a check and balance in there. He doesn't think it should be someone on the committee. They are also subject to audit. Financial statements so far aren't delivered when they need to be and when we do receive them there are material discrepancies and we don't know anything about it until after the fact. It wasn't until we insisted on having an audit committee that we found out we weren't getting the proper documentation. We have not received the budget 30 days prior to Town Meeting, and we have never received a preliminary budget. We see it after it has been voted on. That is a direct violation of this agreement, and no one has made an effort to bring this in line.

Pete said 30 days prior to their voting on it, we should receive a copy of it. Frank said if we know this and don't do anything about it, our rights to contest get diminished. He is glad this is open now so we can start moving forward in the correct manner. Andy asked whose responsibility this would be. Frank said the regional school committee. Andy agreed. Bill thinks there should be a trigger to alert that there is something that is incorrect. Pete asked if there was enforcement wrapped in this. Bill said he thinks this is essential. Frank thinks it should be DESE. He thinks all the towns should have town counsel review this before going through negotiations. What are the best practices? He thinks they should engage counsel early, not late.



The Committee continued to discuss and debate the intricacies of the agreement and where they would like to see the next steps in the process.

Bill Meehan thinks the Finance Committee needs to be more active and productive in this process to help ascertain the best agreement that the town can have.

## **6. Liaison Assignments and Reports**

Andy said that Peter and Donna visited the library and had a tour of the facilities. The purpose of the meeting was very productive, and the library was able to point out several areas of immediate need for repair/remediation. He thinks the library will be more of a priority in the budget in the future. There is a mold problem that is quite critical. Pete said he thinks the problems in the past would have been resolved with the renovation, but now that that has been taken off the table, more critical needs should be addressed now.

## **7. Approval of Minutes- none**

## **8. Request for agenda items for future meetings – please email Pete**

## **9. Matters Not Reasonably Anticipated by the Chair- none**

## **10. Next Finance Committee Meeting/Finance Committee calendar- Town Meeting 11/14/23**

Peter requested the members arrive 1/2 hour early in case there is a need for a brief Finance Committee Meeting before Town Meeting.

## **11. Adjournment**

**Bill Meehan *MOVED* to adjourn the meeting at 7:18 PM. Frank Bridges second.  
The Committee voted: 6-yes 0-no**

Respectfully submitted, Beth Devine

Packet of supporting materials on website for public review.



Approved:  
VOTE:

**TOWN OF BREWSTER  
FINANCE COMMITTEE  
Date: January 10, 2024 Time: 6:00 PM  
MEETING MINUTES**

Present: Chair Pete Dahl, Vice Chair Frank Bridges, Clerk Bill Meehan, Andy Evans, William Henchy, Robert Tobias, Bob Young (*attending remotely*)

Also present: Peter Lombardi, Town Manager

Absent: Alex Hopper, Patrick Buckley

The Chair called the meeting to order at 6:03 pm and announced a quorum.

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. **Additionally, the meeting may be viewed by: 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)).

**1. Public Announcements and Comment- none**

**2. Town Manager/Finance Director Report**

Peter Lombardi said we talked this summer about the new DEP regs regarding Title 5 and watershed permits. In September, the Select Board had discussions and decided to move forward seeking watershed permits with the DEP. We filed a notice of intent for the Herring River Watershed – developing a 20-year plan including Long Pond and Sheep’s Pond. We submitted the regulations that ultimately included an exemption process for areas where the town had a small contribution to the watershed, the town wouldn’t have to go to the full watershed process. We filed our exemption application for Bass River last month and Swan Pond this month. We had 4 watersheds impacted by the new Title 5 regs, that stipulate our residents would have to convert to IA technology in the near future - wouldn’t apply to Brewster now because we have submitted this information to the State. They are 20-year permits once they are developed.

We did get some good news before the holidays - that the Fair Share Amendment was approved – 4% tax on income over \$1M to be used on education and transportation. We are set to receive \$170+M/year for new state revenue projects for maintenance and upgrade purposes. Between Chapter 90 and Fair Share Amendment funds, Brewster is going to get just under \$500,000/year in State funding for road improvements.

Peter Lombardi then went on to say under State Regs, specific to regional school districts, for the purposes of union negotiations, member towns in a regional school district, elect a single town rep to serve as their rep in those negotiations. In this upcoming cycle, Peter Lombardi is serving as the town rep for all four towns. He will be on the negotiating team. More to come on that.

### **3. Update on Elementary School Regionalization Feasibility Grant – Town Manager**

The Town Managers and the Superintendent have been meeting monthly since last year. We quickly recognized there are several issues that really require us to be proactive and creative and think outside the box. Orleans completed their code compliance study last year that identified at least \$44M in costs to bring their school up to where it needs to be. We got funding last year to do our own code compliance study for the Stony Brook School knowing that between the HVAC project and the roof, we will trigger the 30% assessed value threshold that means we'll have to comply with ADA and current building codes. Fair to say our expectation is that it will come back similar to Orleans. There is a State Grant Program that looks at regionalization at both the town and the school level. Historically, there has been \$100,000-\$150,000 grant funds awarded to 3-4 towns each year looking at regionalization of school systems. We are planning to apply the first week of February to conduct a pre-feasibility study looking at regionalization of our elementary schools across the four towns in the Nauset District. We've had initial conversations with the 4 towns Select Boards and the School Committees of the 4 towns. They seem to be positive. It could be fully funded if we secure \$125,000 that won't require a local match. We expect our application to be competitive. It is intended to broadly look at operating expenses, capital needs, staffing levels, enrollment projections, and identifying some possible solutions. It is about data gathering and assessment of options. Wellfleet and Eastham have expressed interest and support. These are questions that need to be asked. We think we will be competitive with the actual grant. He feels pretty good about our chances. We have 18 months to complete it. We will be looking for a consultant to help us. We are going before the Regional School Committee tomorrow night. We feel the Middle School needs to be included in the study.

Andy asked about enrollment for the elementary schools this year. Peter Lombardi answered 850+or-, K-5, as of 10/1. There are another 490 middle schoolers which includes Choice Students.

This will be a multi-step process. It is complicated.

### **4. Update on Four Town (Brewster, Eastham, Orleans, and Wellfleet) Finance Committee Meeting**

Pete said there was a meeting, and it was wide-ranging. We meet again tomorrow to develop recommendations to make this a better agreement. Hopefully we can focus on 3-5 items to make this a better agreement. We are meeting at the library in Eastham. Frank put together a memo on the last meeting and will make an effort to have minutes to be able to share at our next meeting. It was a good meeting.

### **5. Discussion, preparation, and vote on recommendations to be included in updated Nauset District Agreement to the Select Board**

Pete said we've seen the redlined version and the clean version and have circulated that. Just because the attorney presented an agreement, don't think that any of this stuff is a slam dunk that it is in that agreement.



We need to look at the things in there related to MA Gen Laws, good, but if there are things that have flexibility, we need to look at those, such as making amendments, and decide how we would like to move forward. The Select Board is going to be meeting and they want to present to the other towns that are part of this discussion. A letter was sent to the towns asking to open the regional agreement. Peter Lombardi said regarding the assessment formula and other issues. It was circulated to leadership in the other towns, and they concurred that the sentiment asking the Regional School Committee to open the agreement is a good next step. Pete said this triggered the School Committee to get an attorney and look at the agreement. The Select Board wants to present to the other towns what they think a good agreement would be to then bring to the School Committee.

Peter Lombardi said last month, the Select Board invited the Superintendent and representatives from Brewster School Committee to give an update on tuition agreements and the regional agreement. And based on the feedback, the process has been completed and voted on without much town input than expected. We asked in December what the process was going to be with the regional agreement and weren't provided with much assurance that the town would be included. On Monday, the Select Board wanted to draft something making clear what our position is on the agreement and on the process to develop those recommended changes to the agreement. Pete would like to develop the 3-5 things we feel imperative to include in the agreement.

Peter Lombardi said there was no clarity on process. We are trying to convey our position, our concerns, our opinions publicly and are using this letter as a mechanism to do this. We intend to have KP Law look at the letter before we send it out, to see that what we are asking is legal. The approach we took in May is that it is awfully hard to coordinate 4 towns, so we decided to focus on the things we can control, share that out and see if the other towns sign on. That has really been our focus.

Bob Young said this is really all about transparency. From a letter perspective, framing things that we want transparency and that being in the best interests of the towns. That is very valuable.

Robert said that the letter should ask for engagement. Engaging early is the best way to get all the towns in agreement early. Frank thinks that is a wonderful ideal, but is unsure it is proceeding that way. In October, the Superintendent said it will not be a quick process. Immediately thereafter, the subcommittee began working very quickly to try to wrap things up. He feels that eliminates the towns' ability to have any say in the matter. He wonders if this process is a negotiation of the members of the school committee and that's the way they are viewing it. What happens to this document if it doesn't get approved by the towns? We need to get some higher-level information about this process. Peter Lombardi said he would expect to receive input from Town Counsel that we need to understand as the lead up to Town Meeting. He expects these questions will be answered by the Jan 22<sup>nd</sup> Select Board meeting.

Bill Henchy said it looks like this is being driven by the School Committee and no one else has a seat at the table. His recommendation would be to get someone who knows this stuff inside and out who may not be affiliated with KP Law because many of the towns are represented by KP Law. If the Select Board truly decides that the regional agreement is not in the best interests of the town, are they obligated to put it on the Warrant at all. Peter Lombardi said that is one of the questions we are waiting to get answered.

The Committee went through the agreement and discussed each part and came to an agreement as to what they would like to send to the Select Board for their review to include in their letter. Pete will put their thoughts on paper and get it to Peter Lombardi.

## **6. Nauset Regional School Budget Update**

Robert will put his update in writing and will send it to Pete for distribution.

## **7. Update on Nauset Regional School Committee Provincetown/Truro Tuition Agreement - defer**

## **8. Liaison Assignments and Reports - defer**

## **9. Liaison Assignments - defer**

## **10. Approval of Minutes- 4/5/23, 7/12/23, 10/4/23-defer, 10/11/23-defer, and 10/25/23-defer**

Minutes from 4/5 & 7/12

Frank Bridges *MOVED* to accept the Minutes from 4/5/23 & 7/12/23 as presented. Bill Meehan second.

Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Bill Henchy – yes, Andy Evans – yes, Bob Young – yes, Chair Dahl– yes.

The Committee voted: 7-yes 0-no

## **11. Request for agenda items for future meetings – please email Pete**

## **12. Matters Not Reasonably Anticipated by the Chair- none**

## **13. Next Finance Committee Meeting/Finance Committee calendar – January 31<sup>st</sup>**

## **14. Adjournment**

Frank Bridges *MOVED* to adjourn the meeting at 8:28 PM. Bill Meehan second.

Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Bill Henchy – yes, Andy Evans – yes, Bob Young – yes, Chair Dahl– yes.

The Committee voted: 7-yes 0-no

Respectfully submitted, Beth Devine

Packet of supporting materials on website for public review.



Approved:  
VOTE:

**TOWN OF BREWSTER FINANCE COMMITTEE  
JOINT MEETING WITH  
SELECT BOARD  
Date: January 31, 2024 Time: 6:00 PM  
MEETING MINUTES**

Present: **Finance Committee** - Chair Pete Dahl, Vice Chair Frank Bridges, Clerk Bill Meehan, Robert Tobias, Alex Hopper, Bob Young, Andy Evans

Present: **Select Board** - Chair Chatelain, Vice Chair Chaffee, *Clerk Hoffmann (remote attendance,)*  
Selectperson Whitney, Selectperson Bingham

Also present: Peter Lombardi, Town Manager; Donna Kalinick, Assistant Town Manager; Mimi Bernardo, Finance Director

Absent: William Henchy

Both Chairs called the meeting to order at 6:00 pm and announced a quorum.

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. **Additionally, the meeting may be viewed by: *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)).**

**1. Public Announcements and Comment- none**

**2. Town Manager/Finance Director Report- none**

**3. Five Year Capital Improvement Plan – FY2024-2028 – Presentation and Discussion**

Peter Lombardi addressed the Finance Committee and Select Board for an overview of the 5 Year Capital Improvement Plan – FY24-28. He started off talking about the updated 5-year plan looking at the largest and most impactful projects and touched on some of the unknowns; he then goes department by department and talks big picture including any projects exceeding over \$100k that will be in the Town Meeting Warrant; Mimi Bernardo will then go into the funding sources, free cash policies, financial reserves, retained earnings, etc.; Donna Kalinick will then talk about the elementary school details and at the district level. She will also get into our anticipated spring 24 capital requests for the upcoming Town Meeting Warrant. Peter Lombardi will close discussing this being the 2<sup>nd</sup> year the Capital Plan is on Open Gov.



Peter Lombardi then discussed Major Projects:

- Nauset Regional High School (\$170M total)
- Stony Brook School Roof and HAC (\$12.3M)
- Millstone Road Improvements (\$10.3M)
- Captains Golf Course Maintenance Building & Irrigation System (\$13.3M)
- Spring Rock Village Community Housing (\$1.5M)

Ongoing Commitments:

- Integrated Water Resource Management Planning & Watershed Permits
- Fleet, Facilities, and Equipment Re-investments

Unknown Capital Costs – require more information or policy direction:

- Stony Brook School Code Compliance
- Drummer Boy Park Improvements
- Future Cape Cod Sea Camps Projects, including a Community Center
- Library Renovations/Improvements
- Additional Wastewater Planning

Peter Lombardi next went over all of the expenditures department by department. We try to have a pretty conservative and thoughtful approach to financing all our capital.

Mimi Bernardo then talked about all of the funding sources for capital. Free Cash is the primary funding source of the Capital Improvement Plan. Water and Golf Enterprise funds their own capital through Retained Earnings. Ambulance Receipts fund the majority of Fire Department capital. Short-term debt is paid within the levy. Excluded debt is expected to double due to the 2<sup>nd</sup> half of the high school debt payments starting in FY26. Funding sources are diversified and sustainable. The Town maximizes State and Federal grant opportunities. There is no specific planned use of the Capital Stabilization fund in the next 5 years. Interest earned is very good news for the Town. Mimi Bernardo then went over the Financial Reserves Policy & History.

Donna Kalinick then talked about the Nauset Regional & Brewster Schools FY24-FY28 Capital. Only ½ of the impact of the high school project has yet to be on tax bills, the other ½ will be coming on the bills in FY25. The annual Brewster debt payments for the Nauset High School Renovation Project is expected to increase by \$2M to \$4M in FY25 – full Brewster cost of project once long-term debt is issued. Annual Nauset Regional capital allocation is \$285+K in FY25, with a 2.5% annual escalator – raised through tax levy. Major Stony Brook Elementary HVAC & roof projects will require debt exclusions and will trigger mandatory code upgrades – amount to be determined. Eddy School needs siding replacement & repaving parking lot and sidewalks – short-term debt. Added Stony Brook playground replacement - \$350K to be funded by Nauset Youth Alliance. Ongoing annual requests from elementary schools include funding for painting, flooring, technology, and plumbing/HVAC repairs. Brewster School Committee to vote on updated 5-year plan in February 2024 & school officials to present capital request details to Town during upcoming budget meetings. When she looks at these needs, she also needs to look at the capacity to realistically get all these projects done. Peter Lombardi said they do sit down with all the administrators of the schools to discuss where these needs come in the 5-year plans and see where we can move things around if we cannot realistically afford to get all of these projects completed.

Donna Kalinick then talked about the Spring 2024 Capital Projects. The majority of Free Cash capital requests at Fall Special Town Meeting were - \$3.3M of \$3.8M total. Town Meeting approval is needed for most, but not all, projects. The majority of projects are funded via Free Cash – exceptions noted in the document in the packet. The Select Board integrated Water Resource Management Planning including Watershed Permits. Media Services: Camera upgrade – Meeting Room A. Facilities: Town Hall meeting room divider. Fire Department Personal protective equipment – ambulance receipts. Natural Resources: Fire panel replacement. Elementary Schools: \$250k in total. Nauset Regional School District: Annual capital allocation - tax levy. Public Works: MS4 compliance. Council on Aging Mini-van - Friends of Brewster Elders & COA gift account. Water Department: Ongoing distribution systems, buildings, and treatment facilities: Master Plan update - all Water Retained Earnings, \$150k state grant for Master Plan. Library: Auditorium AV upgrade - cable funds, Safety & Security Improvements, and Facility evaluation – shared with library funds. Recreation: Freemans Way fields guardrail replacement.

Mimi Bernardo returned to discuss Free Cash Balances & Appropriations. \$5.13M Certified Free Cash as of June 30, 2023. \$3.34M Free Cash approved at Fall 2023 Town Meeting – included Millstone Rd. ~\$480k Proposed Free Cash Expenditures for Spring 2023 Town Meeting. \$1.3M Year-end Free Cash Balance if all capital approved in Spring 2024 (2.4% of annual GF operating budget – target is 2-2.5% per Financial Reserves Policy.)

Peter Lombardi said we started two years ago making the transition to the Open Gov platform starting with the FY23 operating budget. We have the goal of continuing to make budget information and processes more accessible and transparent. He encouraged everyone to go there to look at all the updated information available on all projects.

Pete said it was a great presentation – it flowed well and was easy to absorb. Selectperson Chaffee said this was a remarkable presentation. She said when we try to define transparency, it is really how we make what we do easy to understand for the public, and this is really what you've done. She thanked Peter Lombardi, Mimi Bernardo, and Donna Kalinick for exactly that and all the work they do to find other funding alternatives other than taxpayer dollars. It is so important for taxpayers to know that this is work that continues successfully to be accomplished every year. She questioned the Stony Brook HVAC plan. Peter Lombardi answered there were three scenarios ranging from under \$8M to a little over \$10M. We picked the middle cost plan, however, no decisions have been made as yet. We are not going to keep the existing oil burner. Selectperson Chaffee asked when we would pay off our Nauset Regional High School building debt. Peter Lombardi answered that in the many scenarios discussed, the terms were ranging from 20-30 years. The Finance Committee and Select Board discussed their preference of a 25-year term with level debt. The School Committee ultimately decides on the term and the form. They will be doing so in late spring. We will know then what the term will be. Selectperson Chaffee asked if there were any opportunity for a hybrid option for the COA minivan purchase. Donna Kalinick answered that we are required to comply with the green communities, which has become more and more strict. It depends on whether there is an option including having the ability to transport people with disabilities. We are going to be looking at that. Selectperson Chaffee thanked Donna Kalinick and wanted to add that the Capital Stories online with photographs is a really helpful and educational tool.

Selectperson Bingham asked about the Fire Department in 2027 having a new engine and ladder truck with the possibility of new fire fighters coming on at the same time, sounds like a lot to have the town taxpayers

absorb at one time. Peter Lombardi answered that is one of the reasons we put them out to FY27 – kind of in between the first batch of firefighters and the second. But there are decisions that will have to be made. We did try to stagger it so it wouldn't fall in the same fiscal year. Selectperson Bingham said since there is going to be a large jump in taxes because of the high school, is there any thought about putting anything in the tax bill in advance of that? Peter Lombardi answered it would be on the first half tax bills, October 1, but we don't have any confirmation of when the debt will be issued yet. If they defer, short term borrow, or as we did with the Sea Camps, we ended up carrying 2 years' worth of interest plus a principle payment, they may take that approach. Selectperson Bingham said it would be great to give the taxpayers a bit of a warning before it hits their tax bills so they can plan.

Selectperson Hoffman thanked the team for the incredible budget presentation. She thanked them for working so closely with the elementary school department to take the textbooks out of the operating budget and put it into capital to bring down that increase we saw in the first budget round. She is also concerned with capacity in terms of personnel to get all of this done. Peter Lombardi answered that they have this conversation frequently. It is going to be a lot to manage, and it is a work in progress. Selectperson Whitney had a question about all the roofs on the plan – a wide disparity in pricing. Is that due to roof design? Peter Lombardi said they are accurate and the most up to date numbers we have. They are real quotes with square footage, design, and materials. Selectperson Whitney asked about the fire panel replacement in Natural Resources – is that the alarm system for that building? Peter Lombardi answered yes. Selectperson Chatelain thanked and congratulated the presenters as well. He went on to ask about the timeline for the code of compliance study for the Stony Brook School. Peter Lombardi said if we are successful in getting the state grant, we expect we will know that in the next couple of months. The town has had to take the lead in developing the scope and pushing the project along. Donna Kalinick has put together a draft, but it hasn't been finalized. Once that is done, there will be a quick turnaround with the schools.

Bill Meehan asked about digitization of documents and the Millstone Road Project and the timeline. Peter Lombardi answered the cost they are carrying in the budget is for bringing on a firm to come in and help us with the digitization. That being said, there is a lot of internal work that needs to be done beforehand. The State does have a lot of guidance on doing this and fairly easy to navigate this. Regarding Millstone, Griffin Ryder, DPW Director, went before the Planning Board and we have now secured all the local permits and are working with our residents to get temporary easements. There will be more to come on that in the next couple weeks. Once we get the easements secured, we will be able to finalize the project design and put the project out to bid. We are still hopeful the project will begin next fall.

Frank asked about the library – the Ladies Library just had an extensive project that never got funded. He wonders if the building roof was part of the plan, could it be saved and help moving forward? Peter Lombardi answered, we will go out and solicit quotes. It includes looking at previous studies, but that was 7-8 years ago. To the extent they can, they will use all the earlier work that was done.

Andy asked about the code compliance at Stony Brook Elementary. Peter Lombardi answered if we spend funding on projects that exceed 30% of the assessed value, that triggers bringing that building into compliance with the current building code within a three-year rolling timeframe. Stony Brook's assessed value is right around \$10M – the roof put us close, with the HVAC, there is no way to avoid it. We are anticipating our findings will be similar to what happened in Orleans which was \$44M to renovate and \$55M new. Pete said it is an ADA compliance, not a full school compliance – which ends up being about the same anyway. Andy asked



who determines what the needed upgrades are? Peter Lombardi answered that's what the code compliance study provides.

Bob Young asked about the Fire Department ladder vehicle – will there be a grant to place against the \$2.4M? Peter Lombardi said the gross amount is \$2.4M, the net would be around \$500,000. That assumes we are going to a smaller vehicle, which is a little less expensive and more nimble. Bob Young went on to ask about the Capital Stabilization Fund – what are the investments? Peter Lombardi said there are very strict state standards that treasurer collectors have to work within the confines of regarding investments.

Pete asked about the annual capital allocation for Nauset – is there a way to monitor that to see if it's spent on capital. Peter Lombardi said it is open ended to broadly support the 3 facilities – middle school, high school, and the central office. The schools do develop a capital plan and present it. There is a fairly significant cost associated with the required upgrade to the fire alarm system at the middle school. As soon as we have more information about that, we will let you know. Pete also asked about the Spruce Hill building – it looks like it needs a lot of work, but I don't see it on the capital plan. Peter Lombardi said that was a good question, we did approve \$5,000 to fix the roof last year, but Spruce Hill was incorporated in the Bay Property Planning Process. As it is adjacent to the Bay Property, we included it that way. We are going back to have follow-up discussions with the committees, that doesn't mean we aren't going to be using that part of the property for the next ten years because it does need attention. We are looking at that as a possible Phase 3 of the plan for renovation and potential reuse for staff housing. Pete just doesn't see how we have the capacity to do all of these things. There are only so many people to get all this work done.

#### **4. Capital Requirements – Town Meeting Spring 2024 – Presentation and Discussion-defer**

#### **5. Nauset Regional School District Agreement – Update and Discussion- defer**

#### **6. Nauset Regional School Department – Budget Update and Discussion**

Peter Lombardi said we thought we would have capacity to accommodate a 3% increase. The budgets that were presented were preliminary still. Stony Brook at 12.5% increase; Eddy at 11.7% increase; Middle School up 8.1%; High School 7.6%, and the Central Office Budget is up 7% as well. It is important to convey that information. We anticipate similar conversations as last year about looking at overrides for the elementary schools and for the region. We are benefiting from enrollment shifts that will help as enrollment is down, but it's zero sum because our neighbors are then up.

Selectperson Chatelain said acknowledging these are significant sums, the chairman of the Brewster School Committee had agreed to come into our meeting on the 12<sup>th</sup>. The Finance Committee is welcome to come to that meeting. Peter Lombardi said we are still finalizing a schedule for when Nauset will come in to discuss their budgets – looking at middle of March for presentations.

Robert had a few things to bring to the table – as liaison to the regional school committee, they are still working their budgets. Last year we were responsible for 48% of the assessment, we are now responsible for 46.4%. Choice is an area we talk a lot about. When looking at the regional towns, 59 kids were "Choicing" out

and 117 kids are “Chartering” out. Choice in is at 158, down 40 kids from last year. Peter Lombardi mentioned having the most diligent school liaisons on Cape and appreciates Robert and Selectperson Hoffman’s involvement in trying to stay ahead of the curve on all of this. Selectperson Hoffman said she watched the regional subcommittee meeting and their legal counsel did provide responses the Peter Lombardi’s letter that was sent in January. She feels it would be very important for everyone to watch. Pete said that he thought the attorney was short sighted in her approach to the comments made by the Select Board and Finance Committee. He felt she dismissed them out of hand. We also learned that by statute they are required to vote on a preliminary budget prior to a public hearing. It is a requirement. They don’t do that but now are on notice that they need to do that. Selectperson Chatelain feels we should be aware that the relationship between the towns and the region is going to possibly impact enrollment, and we should be careful to manage our communication with the district. Pete said it would be really helpful for the school department that they present a 3 year plan that they think they could live with – going out every year for an override is going to be very difficult for them. Peter Lombardi said one of their suggestions was to do a 5 year financial forecast and a 5 year capital plan as an affirmative responsibility of the district annually.

Selectperson Chaffee said how important it is for us to make sure Brewster voters are aware of the differences in the budgeting processes. The Capital budget, the town’s Operating Budget – those are budgets the town staff produces, then the Select Board approves them and presents them to Town Meeting voters for them to make a decision so we have control over what’s in that budget and what the level of increase is. With the schools, it’s important that voters know that none of us have any authority over crafting the school’s budgets. Peter Lombardi said there have been significant increases in recent years. In the comments about looking forward, it isn’t sustainable for the town or residents because at a certain point, they aren’t going to be able to support debt exclusion overrides. It is going to impact town finances, budgets, and capital. We have to continue to be aware of that.

#### **7. Liaison Reports- defer**

#### **8. Liaison Assignments - defer**

#### **9. Approval of Minutes - defer**

#### **10. Request for agenda items for future meetings – please email Pete**

#### **11. Matters Not Reasonably Anticipated by the Chair- none**

#### **12. Next Finance Committee Meetings**

### **13. Adjournment**

Selectperson Bingham *MOVED* to adjourn the meeting at 8:28 PM. Selectperson Chaffee second.  
Roll Call Vote Select Board: Selectperson Chaffee - yes, Selectperson Hoffmann – yes, Selectperson Whitney - yes, Selectperson Bingham - yes, Selectperson Hoffmann – yes, Chair Chatelain – yes  
The Select Board voted: 6-yes 0-no

Bill Meehan *MOVED* to adjourn the meeting at 8:29 PM. Frank Bridges second.  
The Committee voted: 7-yes 0-no

Respectfully submitted, Beth Devine

Packet of supporting materials on website for public review.