

# Town of Brewster Finance Committee

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

## MEETING AGENDA 2198 Main Street March 13, 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=MUhJNGpoU3VocTZ0cTU0VGpYcWdVOT09>

**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 Warrant Articles - Discussion and Vote
  - a. Article 1 - Unpaid Bills
  - b. Community Preservation Act Funding - Sarah Robinson, Chair
  - c. CPA Acquisition: 3571 Main Street
  - d. Water Department Enterprise Fund
  - e. Golf Department Enterprise Fund
8. Brewster School Department - FY25 Budget Update and Discussion
9. Nauset Regional School Department - FY25 Budget Update and Discussion
10. Town Meeting Articles Discussion - Citizen's Petitions
11. Nauset Regional School District Agreement - 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:

# ***Town of Brewster***



## ***ANNUAL TOWN MEETING***

### ***WARRANT***

*for*

**May 11, 2024**

*at*

***1.00 PM***

**STONY BROOK ELEMENTARY SCHOOL  
384 UNDERPASS ROAD**

Please bring this copy of the warrant to Town Meeting  
Large print copies of the warrant are available at the Brewster Town Offices

## INFORMATION FOR MAY 11, 2024

### ANNUAL TOWN MEETING

#### **Services Available to the Public During Town Meeting**

##### **TRANSPORTATION:**

The Council on Aging offers rides to and/or from Town Meeting. For information or to schedule a ride to and/or from Town Meeting please call the Council on Aging at 508-896-2737 by noon on Wednesday, May 8<sup>th</sup>.

##### **CHILD CARE SERVICES:**

Nauset Youth Alliance provides free childcare services for children ages 5 – 14 in the Stony Brook School Art Room during Town Meeting. If you would like to take advantage of this service, please call or email the NYA before 4pm on Wednesday, May 8<sup>th</sup>; 508-896-7900 or [drost@nausetyouthalliance.org](mailto:drost@nausetyouthalliance.org)

##### **FOOD & BEVERAGES:**

Nauset Youth Alliance provides food and beverages for purchase during Town Meeting. Items include sandwiches, chips, desserts, water, coffee, tea, and juice. These refreshments are generously provided by Ocean Edge Resort.

**TOWN OF BREWSTER  
ANNUAL TOWN MEETING WARRANT  
May 11, 2024**

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**TOWN OF BREWSTER ANNUAL TOWN MEETING MAY 11, 2024**

Barnstable, ss

To: Roland W. Bassett, Jr. Constable of the Town of Brewster

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and inform the Town of Brewster inhabitants qualified to vote in Town affairs to meet in the Cafetorium at the Stony Brook Elementary School, 384 Underpass Road, on **Saturday, May 11, 2024**, next, at 1 p.m. o'clock in the afternoon, then and there to act upon the following articles:

**OUTSTANDING OBLIGATIONS**

**ARTICLE NO. 1:** To see what sums the Town will vote to appropriate from available funds for the payment of unpaid obligations from previous fiscal years, including any bills now on overdraft:

	<i>Department</i>	<i>Outstanding Obligations</i>	<i>Amount</i>
a.	Golf Department	Columbia Laboratories	\$615.00
		<b>Total</b>	<b>\$615.00</b>

or to take any other action relative thereto.

(Select Board)

(Nine-tenths Vote Required)

**COMMENT**

This article will authorize the payment of outstanding bills from a previous fiscal year. According to Massachusetts General Laws, a Town cannot pay a bill from a previous fiscal year with the current year's appropriation. Therefore, Town Meeting authorization is required.

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**

**BUDGETARY TRANSFERS**

**ARTICLE NO. 2:** To see what sums the Town will vote to transfer into various line items of the Fiscal Year 2024 General Fund operating budget from other line items of said budget and from other available funds:

	<i>FROM</i>	<i>TO</i>	<i>AMOUNT</i>
a	Ambulance Receipts	Fire Department Overtime	\$150,000

or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article would authorize the transfer of surplus funds from certain departments' budgets and/or accounts and Free Cash for Fiscal Year 2024 to other accounts which are experiencing unanticipated shortfalls and/or require additional funding for new programs and/or initiatives. The following is a brief review of these requests:

a. This sum is required to cover additional Fire Department personnel expenses stemming from employee turnover and changes in minimum staffing levels. The Ambulance Receipts account has a current balance of just over \$2M.

**Select Board:** Yes 0, No 0, Abs 0

**Finance Committee:**

Yes 0, No 0, Abs 0

**CAPE COD REGIONAL TECHNICAL HIGH SCHOOL OPERATING BUDGET**

**ARTICLE NO. 3:** To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray Cape Cod Regional Technical High School charges and expenses for the Fiscal Year ending June 30, 2025, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2023</u>	<u>APPROPRIATED FY2024</u>	<u>REQUESTED FY2025</u>
CAPE COD TECH ASSESSMENT			
DEBT ASSESSMENT			
TOTAL ASSESSMENT			

or to take any other action relative thereto.

(Cape Cod Technical School Committee)

(Majority Vote Required)

COMMENT

This article will provide funding for the Fiscal Year 2025 budget for the Cape Cod Regional Technical High School District. This district consists of the Towns of Barnstable, Brewster, Chatham, Dennis, Eastham, Harwich, Mashpee, Orleans, Provincetown, Truro, Wellfleet and Yarmouth. The overall district-wide budget has increased by 4.38% over Fiscal Year 2024. Due to increases in projected revenues, the total Fiscal Year 2025 operating assessment has decreased by \$217,785 or -1.71% over Fiscal Year 2024. District-wide enrollment has slightly decreased from 664 students to 662 students, while Brewster's enrollment has decreased from 53 to 51 students for this same period. Brewster's operating assessment has increased by a sum of \$32,954, or 3.3%, over Fiscal Year 2024. Brewster's debt assessment has decreased by \$29,845, or -6.3%, based on the level principal debt schedule for the Cape Cod Tech School.

Select Board: Yes 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

**ELEMENTARY SCHOOLS BUDGET**

**ARTICLE NO. 4:** To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray the Elementary Schools' charges and expenses, for the Fiscal Year ending June 30, 2025, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2023</u>	<u>APPROPRIATED FY2024</u>	<u>REQUESTED FY2025</u>
ELEMENTARY SCHOOL BUDGET			
SCHOOL FRINGE BENEFITS			
TOTAL ELEMENTARY SCHOOL BUDGET (ARTICLE 4)			
ELEMENTARY SCHOOL BUDGET OVERRIDE (ARTICLE 5)			
TOTAL ELEMENTARY SCHOOL BUDGET (ARTICLES 4 + 5)			

or to take any other action relative thereto.

(Elementary School Committee)

(Majority Vote Required)

**COMMENT**

This article provides partial funding for the Fiscal Year 2025 operating budget for the Stony Brook and Eddy Elementary Schools. The Fiscal Year 2025 budget request for the Elementary Schools, as approved by the Brewster School Committee, is \$8,791,810, a \$642,837 or 7.89% increase over Fiscal Year 2024 operating expenses. The Town's total elementary school assessment is increasing by 5.54% when the schools' proportionate shares of fringe benefits expenses is applied. This article will fund the portion of the Elementary Schools' Fiscal Year 2025 budget that can be raised and appropriated within the Town's current levy limit, a 4.5% increase in their operating budget. Approval of supplemental funding in Article 5 and at the



local ballot on May 28, 2024 is required to fully fund the \$316,878 balance of the FY25 Elementary School budget to match the amounts voted by the Brewster School Committee.

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 0, No 0, Abs 0

**ELEMENTARY SCHOOLS OPERATING OVERRIDE**

**ARTICLE NO. 5:** To see if the Town will vote to raise and appropriate the sum of \$316,878 to defray the Elementary Schools' charges and expenses, for the Fiscal Year ending June 30, 2025, provided however that such appropriation shall be expressly contingent upon approval by the Town at a Regular or Special Election to authorize such sums to be raised outside the limits of General Laws Chapter 59 Section 21C, paragraphs (g) and (m) (Proposition 2½ so called), or to take any other action relative thereto.

(Elementary School Committee)

(Majority Vote Required)

COMMENT

This article will provide the balance of funding needed for the Fiscal Year 2025 operational budget for the Stony Brook and Eddy Elementary Schools. This appropriation is subject to approval of a Proposition 2 ½ override question on the May 28, 2024 local election ballot.

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 0, No 0, Abs 0

**ASSESSMENT FORMULA FOR NAUSET REGIONAL SCHOOLS**

**ARTICLE NO. 6:** To see if the Town will vote, pursuant to the provisions of the fourth paragraph of General Laws Chapter 71 Section 16B, to reallocate the sum of the member towns' contributions to the Nauset Regional School District in Fiscal Year 2025 in accordance with the Regional Agreement rather than the Education Reform Formula, so-called, or to take any other action relative thereto.

(Nauset Regional School Committee)

(Majority Vote Required)

COMMENT

This article will apportion the Nauset Regional School District's assessment to the four member towns for the upcoming fiscal year based on their proportionate annual student enrollment within the school district. This specific methodology is provided for within the regional school agreement establishing the Nauset Regional School District. This so-called alternative allocation formula has been applied to towns' assessments in the Nauset district since at least 2002.

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 0, No 0, Abs 0

**NAUSET REGIONAL SCHOOLS OPERATING BUDGET**

**ARTICLE NO. 7:** To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray the Nauset Regional School District charges and expenses for the Fiscal Year ending June 30, 2025, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2023</u>	<u>APPROPRIATED FY2024</u>	<u>REQUESTED FY2025</u>
NAUSET OPERATING ASSESSMENT			
NAUSET DEBT ASSESSMENT			
TOTAL NAUSET ASSESSMENT (ARTICLE 7)			
NAUSET OVERRIDE (ARTICLE 8)		-	
TOTAL NAUSET ASSESSMENT (ARTICLES 7 + 8)			

or to take any other action relative thereto.

(Nauset Regional School Committee)

(Majority Vote Required)

**COMMENT**

This article provides partial funding for the Fiscal Year 2025 budget for the Nauset Regional School District. The overall operating budget for the Nauset Regional Schools, as approved by the Nauset Regional School Committee, is \$27,763,994, a \$1,981,905 or 7.69% increase over Fiscal Year 2024 operating expenses. Brewster’s share of the Nauset Schools budget is \$13,359,244. Brewster’s proportionate share of total student enrollment has decreased from 48.1% in Fiscal Year 2024 to 46.4% in Fiscal Year 2025. This article will fund the portion of the Nauset Region Fiscal Year 2025 operating assessment that can be raised and appropriated within the Town’s current levy limit, a 4.5% increase in their operating budget. Approval of supplemental funding in Article 7 and at the local ballot on May 28, 2024 is required to fully fund the \$647,720 balance of the FY25 Nauset Region assessment to match the amounts voted by the Nauset Regional School Committee.

Brewster’s FY25 Nauset debt assessment is increasing by \$X,XXX,XXX to \$3,621,965 in anticipation of long-term excluded debt for the high school project being issued this year. This new amount reflects the full tax impacts of this project on residents, which will continue at these levels for the next 25 years until the debt is fully retired.

Select Board: Yes 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

**NAUSET REGIONAL SCHOOLS OPERATING OVERRIDE**

**ARTICLE NO. 8:** To see if the Town will vote to raise and appropriate the sum of \$647,720 to defray the Nauset Regional School District charges and expenses, for the Fiscal Year ending June 30, 2025, provided however that such appropriation shall be expressly contingent upon approval by the Town at a Regular or Special Election to authorize such sums to be raised outside the limits of General Laws Chapter 59 Section 21C, paragraphs (g) and (m) (Proposition 2½ so called), or to take any other action relative thereto.

(Nauset Regional School Committee)

(Majority Vote Required)

COMMENT

This article will provide the balance of funding needed to fully approve the Fiscal Year 2025 operating budget for the Nauset Regional School District. This appropriation is subject to approval of a Proposition 2 ½ override question on the May 28, 2024 local election ballot.

Select Board: Yes 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

**TOWN OPERATING BUDGET**

**ARTICLE NO. 9:** To see what sums the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, for the purposes of supporting the offices, departments, boards, and commissions of the Town of Brewster for Fiscal Year 2025, including authorization for lease purchases of up to five years, as follows:

	<b>EXPENDED</b>	<b>APPROPRIATED</b>	<b>REQUESTED</b>
<b><u>DEPARTMENT</u></b>	<b><u>FY 2023</u></b>	<b><u>FY 2024</u></b>	<b><u>FY 2025</u></b>
<b><u>GENERAL GOVERNMENT</u></b>			
Finance Committee			
Assessors			
Accounting			
Treasurer/ Collector			
Information Technology			
Legal			
Moderator			
Planning			
Select Board / Town Administration			
Human Resources			
Town Clerk			
Public Buildings			
<b><u>SUBTOTAL GENERAL GOVERNMENT</u></b>			
<b><u>PUBLIC SAFETY</u></b>			
Building Department			
Fire Department			
Emergency Management			
Natural Resources			
Police Department			
Sealer of Weights & Measures			
<b><u>SUBTOTAL PUBLIC SAFETY</u></b>			

	EXPENDED	APPROPRIATED	REQUESTED
<u>DEPARTMENT</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
<b><u>PUBLIC WORKS</u></b>			
Public Works			
Snow & Ice Removal			
Streetlights			
<b><u>SUBTOTAL PUBLIC WORKS</u></b>			
<b><u>HUMAN SERVICES</u></b>			
Council on Aging			
Board of Health			
Veteran's Services			
Public Assistance			
<b><u>SUBTOTAL HUMAN SERVICES</u></b>			
<b><u>CULTURE &amp; RECREATION</u></b>			
Brewster Ladies Library			
Recreation			
Parades & Events			
<b><u>SUBTOTAL CULTURE &amp; RECREATION</u></b>			
<b><u>DEBT SERVICE</u></b>			
Principal & Interest			
<b><u>SUBTOTAL DEBT SERVICE</u></b>			
<b><u>INSURANCE, UTILITIES &amp; FRINGE BENEFITS</u></b>			
General Insurance			
Utilities			
Fringe Benefits			
<b><u>SUBTOTAL INSURANCE &amp; FRINGE</u></b>			

	<b>EXPENDED</b>	<b>APPROPRIATED</b>	<b>REQUESTED</b>
<b>DEPARTMENT</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b><u>OTHER OPERATING EXPENSES &amp; ASSESSMENTS</u></b>			
Assessments			
Alewives			
Local Service Funding			
Transfer to Capital Stabilization			
Transfer to General Stabilization			
Transfer to Housing Trust			
Transfer to OPEB Trust			
Transfer to Brewster Elementary Schools SPED Stabilization			
Transfer to Water Quality Capital Stabilization			
<b><u>SUBTOTAL OTHER OPERATING EXPENSE &amp; ASSESSMENTS</u></b>			
<b><u>GRAND TOTAL OF GENERAL FUND OPERATING BUDGETS</u></b>			

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

This article will provide funding for the Fiscal Year 2025 operational budget for the Town boards, committees, and departments. The Town’s operational budget, as presented in this article, has increased by 5.3%.

Please note the following details on several of the budget line items listed above: Public Assistance includes funding for Health & Human Service organizations and fuel assistance. Assessments include funding for the Pleasant Bay Alliance, Greenhead Fly, and Historic District. Local Services includes funding for the Chamber of Commerce, Town Band, Cultural Council, Skipping Program, and Millsites.

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**

**WATER DEPARTMENT ENTERPRISE FUND OPERATING BUDGET**

**ARTICLE NO. 10:** To see if the Town will vote, in accordance with General Law Chapter 44 Section 53F1/2, to appropriate from Water Department receipts, transfer from available funds or otherwise fund the sum of **TWO MILLION NINE HUNDRED EIGHTY SIX THOUSAND ONE HUNDRED FORTY FOUR DOLLARS (\$2,986,144)** for Fiscal Year 2025 costs associated with the operation of the Water Department including, but not limited to acquiring professional services and equipment, personnel and maintaining facilities and operations, including authorization for lease purchases of up to five years; all expenditures to be made by the Water Department, subject to the approval of the Town Manager, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

In accordance with Massachusetts General Laws Chapter 44, Section 53F1/2, receipts from Water Department related activities are used to directly offset Water Department related expenditures including capital and infrastructure costs. Voting a spending amount within the Water Department Enterprise Fund allows receipts and related expenditures to be recorded in one fund. The Water Department's operating budget, as presented in this article, has increased by 2.7%. Water Department expenses are fully covered by user fees.

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**

**GOLF DEPARTMENT ENTERPRISE FUND OPERATING BUDGET**

**ARTICLE NO. 11:** To see if the Town will vote to appropriate from the Golf Fund, in accordance with General Law Chapter 40 Section 5F, the sum of **FOUR MILLION SIX HUNDRED AND SIX THOUSAND TWO HUNDRED THIRTY THREE DOLLARS (\$4,606,233)** for Fiscal Year 2025 costs associated with golf department related expenses including, but not limited to acquiring professional services and equipment, personnel and maintaining facilities and operations, including authorization for lease purchases of up to five years; all expenditures to be made by the Golf Department, subject to the approval of the Town Manager, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

In accordance with Massachusetts General Laws Chapter 44, Section 53F½, receipts from Golf Department related activities are used to directly offset Golf Department related expenditures, including some capital and infrastructure costs. Voting a spending amount within the Golf Department Enterprise Fund allows receipts and related expenditures to be recorded in one fund. The Golf Department's operating budget, as presented in this article, has increased by 4.9%. Golf Department expenses are fully covered by user fees.

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**

**COMMUNITY PRESERVATION ACT FUNDING**

**ARTICLE NO. 12:** To see if the Town will vote to act on the report of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds for the administrative and operating expenses of the Community Preservation Committee, the undertaking of Community Preservation Projects and all other necessary and proper expenses for the year, with each item considered a separate appropriation to be spent by the Community Preservation Committee, all as set forth below:

FY25 Estimated Revenues

a. Estimated FY25 tax surcharge	\$1,254,583
b. Estimated FY25 state contribution (20%)	<u>\$ 250,857</u>
c. FY25 Estimated Total:	\$1,505,140

FY25 Appropriations and Allocations

a. Historic Preservation Reserve appropriation	(10%)	\$ 150,514
b. Community Housing Reserve appropriation	(10%)	\$ 150,514
c. Open Space/Recreation Reserve appropriation	(10%)	\$ 150,514
d. Budgeted Reserve	(65%)	\$ 978,341
e. Administrative Expense (Budgeted Reserve)	( 5%)	\$ 75,257
f. Designated Reserves for Open Space		\$ 32,094
g. Undesignated Fund Balance		<u>\$ 102,089</u>
h. Total		\$1,639,323

	<i>Purpose</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
<b>1</b>	<b>Historic Preservation</b>			
	a. Designated Reserves for Historic Preservation	Transfer to reserve from estimated annual revenues in accordance with MGL Ch. 44B Sec. 6	Fiscal Year 2025 CPA estimated annual revenues	\$150,514
	<b>Sub-total</b>			<b>\$150,514</b>
<b>2</b>	<b>Community Housing</b>			
	a. Designated Reserves for Housing	Transfer to reserve from estimated annual revenues in accordance with MGL Ch. 44B Sec. 6	Fiscal Year 2025 CPA estimated annual revenues	\$150,514
	<b>Sub-total</b>			<b>\$150,514</b>
<b>3</b>	<b>Open Space</b>			
	a. Community Preservation Bonded Debt Service	Payment of debt principal and interest for the BBJ Property, & Bates Property bonds	\$150,514 from Fiscal Year 2025 CPA estimated annual revenues and \$32,094 from Designated Reserves for Open Space	\$182,608
	<b>Sub-total</b>			<b>\$182,608</b>



<b>4</b>	<b>Budgeted Reserve</b>			
	a. Administration Expense	Administration and operating expenses for Community Preservation Committee	Fiscal Year 2025 CPA estimated annual revenues	\$75,257
	b. Designated for Budgeted Reserve	Transfer to reserve from estimated annual revenues in accordance with MGL Ch. 44B Sec. 6	Fiscal Year 2025 CPA estimated annual revenues	\$978,341
	<b>Sub-total</b>			<b>\$1,053,598</b>
<b>5</b>	<b>Undesignated Fund Balance</b>			
	a. Community Development Partnership (CDP)	2 Years of funding for Cape Housing Institute	Undesignated Balance CPA Reserves	\$20,000
	b. Town of Brewster Administration-Housing Coordinator	Payroll and operating costs for Part Time Housing Coordinator position to assist public with affordable housing program	Undesignated Balance CPA Reserves	\$74,589
	c. Nauset Together We Can Prevention Council, Inc.	Renovations to Finch Skateboard Park in Orleans	Undesignated Balance CPA Reserves	\$7,500
	<b>Sub-total</b>			<b>\$102,089</b>
	<b>Grand Total</b>			<b>\$1,639,323</b>

For Fiscal Year 2025 Community Preservation purposes, each item is considered a separate appropriation to be spent by the Community Preservation Committee; provided however, that the above expenditures may be conditional on the grant or acceptance of appropriate historic preservation restrictions for historic resources, open space restrictions for open space reserves, and housing restrictions for community housing, running in favor of an entity authorized by the Commonwealth to hold such restrictions for such expenditures, meeting the requirements of G.L. c.184 and G.L. c.44B, Section 12, and to authorize the Select Board to convey or accept such restrictions; And further, any revenues received in excess of the estimated receipts are transferred to their respective reserve fund balance(s) for future appropriation using the allocation formula of 10% Open Space/Recreation, 10% Housing, 10% Historical, and 70% for Budgeted Reserve for CPA. Or to take any other action relative thereto.

(Community Preservation Committee)

(Majority Vote Required)

COMMENT

In May of 2005, Brewster voters approved a ballot question which allowed for the adoption of the modified Community Preservation Act (CPA). The act appropriates a 3% surcharge on the Town's real estate tax revenues, which are reserved in a special fund in order to finance projects and programs for the purposes of preservation of open space, recreation, community housing, and historic preservation. Brewster is also eligible to receive up to 100% in matching funds from the State, although we anticipate a reduced reimbursement rate from the State for Fiscal Year 2025, which is projected at 20%. In Fall 2022, Brewster adopted, through a local bylaw, a distribution schedule for the annual CPA funds beginning in FY24 as follows: 10% of the funds for open space and recreation, 10% for community housing, 10% for historic preservation, and the 70% undesignated reserve balance is available for any CPA eligible project. The 2022 bylaw also established a non-binding 2023-2027 Target Allocation Policy as follows: 30% for Open Space, 30% for community housing, 10% historic preservation, 10% recreation, and 20% for any CPA eligible project.

At the beginning of FY24, Reserve balances were as follows:

Historic Preservation	\$ 460,039
Affordable Housing	\$ 302,973
Open Space and Recreation	\$1,971,368
Undesignated Reserve	\$1,125,042

**1. Historic Preservation:**

**a. Designated Reserves for Historic Preservation** – This item transfers money from FY25 estimated annual revenues to the Historic Preservation reserve for future appropriation to meet the minimum 10% statutory allocation.

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 0, No 0, Abs 0

**2. Community Housing:**

**a. Designated Reserves for Community Housing** – This item transfers money from FY25 estimated annual revenues to the Community Housing reserve for future appropriation to meet the minimum 10% statutory allocation.

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 0, No 0, Abs 0

**3. Open Space:**

**a. Community Preservation Bonded Debt Service** – This item pays for the \$182,608 in FY 2025 principal and interest on 3 CPA (BBJ 1 and 2 and Bates) open space acquisitions that were financed via long-term bonding.

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 0, No 0, Abs 0

**4. Reserves for Community Preservation:**

**a. Administrative Expense** – This item will fund the costs associated with general administrative and operating expenses, including but not limited to legal and other professional consulting services, related to carrying out the operations of the Community Preservation Committee. The Community Preservation Act allows up to 5% of expected annual revenues for this purpose.

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 0, No 0, Abs 0

**b. Designated for Budgeted Reserve** – This item transfers money from FY25 estimated annual revenues to the Budgeted Reserve for future appropriation to meet the minimum statutory allocation.

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 0, No 0, Abs 0

**5. Undesignated Balance/CPA Reserves:**

**a. Community Development Partnership (CDP) – Lower Cape Housing Institute:** The CDP’s Lower Cape Housing Institute is one of three components of Lower Cape Community Housing Partnership (LCCHP). The LCCHP harnesses the urgency to address the deepening housing crisis by providing opportunities for business owners, low-moderate income households, historically marginalized communities and year-round residents to advocate for housing production and related policies at annual town meetings. Since 2017, the CDP has offered an annual Lower Cape Housing Institute (LCHI) to educate at least 40 local elected and appointed officials per year from the eight towns on the Lower Cape including the Town of Brewster. Over the past six years, 306 Lower and Outer Cape individuals have attended the LCHI, including 45 from Brewster. Through quality training, peer-to-peer learning, and technical assistance, the LCHI builds municipal capacity to address the housing needs of Brewster residents. Brewster voters have supported funding for LCHI since its inception. This item will fund years 8 & 9 of the LCHI.

Total project cost: \$652,337      Funding requested: \$20,000      CPC vote: 7-0-0

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 0, No 0, Abs 0

**b. Town of Brewster – Housing Coordinator:** This item will fund the part-time Housing Coordinator position. The Community Preservation Committee has supported the Housing Coordinator position since 2017. The hiring of a Housing Coordinator was identified as a key strategy in the first Brewster Housing Production Plan. The Housing Coordinator holds hours for the public weekly, supports multiple town committees, including the Housing Trust and Housing Partnership, and works with regional housing agencies and organizations in town to promote housing choice. The Housing Coordinator is an integral part of the Town housing efforts, outlined in both the Town Vision Plan and the Select Board Strategic Plan. The Housing Coordinator helps to acquire, create, preserve, and support community housing. The FY25 request is to fund the position at 30 hours per week, with the CPC providing funding for the

salary and the Town providing funding for all benefits of the position. Our housing program continues to be a partnership of many town entities.

Total Project Cost: \$ 114,599      CPC Request: \$ 74,589      CPC Vote: 8-0-0

**Select Board:      Yes 0, No 0, Abs 0      Finance Committee:      Yes 0, No 0, Abs 0**

**c. Nauset Together We Can – Finch Skatepark Safety Improvements:**

The Finch Skatepark in Orleans provides a thriving social hub for the Lower Cape skateboard community. The park was established through a grass roots community effort in 1995 and has been volunteer managed for more than 25 years by Nauset Together We Can -- a 501c3 whose goal is to develop and implement solutions to prevent high-risk social behaviors in our youth. Although the Towns of Brewster, Eastham and Orleans provide small amounts of funding for day-to-day operations of the park, all funding for the park's infrastructure comes from grants and private donations. This award will be used to fund safety upgrades to the current electrical service and several existing ramp features in order to keep the park open and available to its many users.

Total Project Cost: \$31,300      CPC Request: \$7,500      CPC Vote: 7-0-0

**Select Board:      Yes 0, No 0, Abs 0      Finance Committee:      Yes 0, No 0, Abs 0**

**CONSERVATION RESTRICTION ACQUISITION: 0 & 3571 MAIN STREET**

**ARTICLE NO. 13:** To see if the Town will vote to authorize the Select Board to acquire a perpetual conservation restriction under MGL Ch. 184, Secs. 31 through 33, on a parcel of land designated on Brewster Assessors' Map 126 as Parcel 4, 5 and 9 located at 0 Main Street, and a portion of the parcel currently designated on the Brewster Assessors' Map 114, Parcel 60 located at the rear of 3571 Main Street in Brewster, Barnstable County, Massachusetts, consisting of 12.36 acres as shown on a plan of land entitled, "Survey and Plan of Land in Brewster, Mass, as claimed by Washington E. & Mary F Chase, Scale 1 in = 60 ft. March 10, 1989, East Cape Engineering, Orleans MA" and recorded in the Barnstable County Registry of Deeds as Plan Book 459, Page 75, and as more particularly shown as Lot 2 and Lot 3 on a plan of land entitled, "Lot Study Sketch for Property at 3571 Main St, Brewster, MA 02631 Prepared for Brewster Conservation Trust, Scale 1 in. = 80 ft, July 3, 2023, Soule Land Surveying" a copy of which is on file with the Brewster Town Clerk; to acquire interests in said parcel by gift, purchase and/or eminent domain taking under MGL Ch. 79, or any other enabling authority; to acquire said conservation restriction for conservation and passive recreation purposes for the general public, consistent with the provisions of MGL Ch. 40 Sec. 8C and Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, and in compliance with MGL Ch. 44B, Sec. 12(a), protecting the property for the purposes for which it is acquired; to transfer from available funds, including, without limitation, the Community Preservation Fund, the sum of Two Hundred Thirty Thousand and 00/100 Dollars (\$230,000.00) to pay the \$225,000 costs of this acquisition, and \$5,000 for all other legal and administrative costs incidental and related

thereto; further, to authorize the Conservation Commission to assume the monitoring and enforcement authority of the conservation restriction on the property; and to authorize the Select Board and Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the municipality to effect this purchase and obtain reimbursement funding, or to take any other action relative thereto.

(Community Preservation Committee)

( Majority Vote Required)

#### COMMENT

The Town of Brewster is working with the Brewster Conservation Trust (BCT) to protect a 12.36 acre parcel known as Washington Chase Bog, comprised of 7.33 acres of upland and 5.04 acres of wetland. The property is located on the north side of Main Street in East Brewster. BCT is purchasing the property and asking the Town to share the acquisition cost by using Community Preservation Act funds to purchase a Conservation Restriction (CR). Previously having been run as a campground and a working cranberry bog, the parcel remains a typical pine-oak woodland with existing paths and vehicle tracks running through the property. The wetland areas are now overgrown with trees and vegetation, which BCT would like to restore to a natural wetland (fresh marsh) habitat. The bog drains under the Rail Trail into Namskaket Marsh. This has the potential to be the most visible bog-to-marsh eco-restoration project on Cape Cod, along the historic Old Kings Highway.

Restoration/protection of this parcel would contribute to the scenic and natural character of Brewster and will enhance the open space value of these and nearby lands. The parcel is proximate to land already conserved, including Nickerson State Park, 1700+ acres of contiguous open space owned and operated by the Massachusetts Department of Conservation and Recreation (DCR). It also abuts the DCR Cape Cod Rail Trail on its norther property boundary, which in turn abuts land owned and conserved by BCT and connecting through to the 120+ acre Namskaket Marsh Town Conservation Area. The Select Board, Town Manager, Natural Resources Department, Conservation Commission, and Open Space Committee support this purchase of a Conservation Restriction.

Total Project Cost: \$706,660

Amount Requested: \$225,000

CPC Vote: 7-0-0

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**

#### CAPITAL AND SPECIAL PROJECTS EXPENDITURES

**ARTICLE NO. 14:** To see what sums the Town will vote to raise and appropriate, transfer from available funds, or authorize the Town Treasurer to borrow under and pursuant to Massachusetts General Laws Chapter 44, Sections 7, 7(1), or 8, or any other enabling authority, for the capital outlay expenditures listed below, including, in each case, all incidental and related costs, to be expended by the Town Manager, except School expenditures to be made by the School Superintendent with the approval of the School Committee; authorize leases and

lease purchase agreements for more than three but not more than five years for those items to be leased or lease purchased, and further that the Town Manager with the approval of the Select Board or School Superintendent with the approval of the School Committee for school items, be authorized to sell, convey, trade-in or otherwise dispose of equipment being replaced, all as set forth below:

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s) / Appropriation or Transfer</i>	<i>Amount</i>
1	Select Board			
			<b>Sub-Total</b>	<b>\$</b>
2	Elementary School Department			
	a.			
			<b>Sub-Total</b>	<b>\$</b>
3	Nauset Regional School District			
	a.			
			<b>Sub-Total</b>	
4	Natural Resources			
	a.			
			<b>Sub-Total</b>	<b>\$</b>
5	Information Technology			
	a.			
			<b>Sub-Total</b>	<b>\$</b>
6	Water Department			
	a.			<b>\$</b>
			<b>Sub-Total</b>	<b>\$</b>
7	Department of Public Works			
			<b>Sub-Total</b>	<b>\$</b>
8	Facilities			
			<b>Sub-Total</b>	<b>\$</b>
9	Library			
			<b>Sub-Total</b>	<b>\$</b>
10	Golf Department			
			<b>Sub-Total</b>	<b>\$</b>
11	Fire Department			
				<b>\$</b>
			<b>Sub-Total</b>	<b>\$</b>
			<b>Grand Total</b>	<b>\$</b>

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

1. SELECT BOARD

1a.

Select Board: Yes 0, No 0, Abs 0

Finance Committee: Yes 0, No 0, Abs 0

2. ELEMENTARY SCHOOL DEPARTMENT

2a.

Select Board: Yes 0, No 0, Abs 0

Finance Committee: Yes 0, No 0, Abs 0

3. NAUSET REGIONAL SCHOOL DISTRICT

3a.

Select Board: Yes 0, No 0, Abs 0

Finance Committee: Yes 0, No 0, Abs 0

4. NATURAL RESOURCES

4a.

Select Board: Yes 0, No 0, Abs 0

Finance Committee: Yes 0, No 0, Abs 0

5. INFORMATION TECHNOLOGY

5a.

Select Board: Yes 0, No 0, Abs 0

Finance Committee: Yes 0, No 0, Abs 0

6. WATER DEPARTMENT

6a.

Select Board: Yes 0, No 0, Abs 0

Finance Committee: Yes 0, No 0, Abs 0

**7. DEPARTMENT OF PUBLIC WORKS**

**7a.**

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**

**8. FACILITIES**

**8a.**

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**

**9. LIBRARY**

**9a.**

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**

**10. GOLF**

**10a.**

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**

**11. FIRE DEPARTMENT**

**11a.**

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**



**OVERLAY APPROPRIATION: PRESCHOOL FAMILY SUPPORT PILOT PROGRAM**

**ARTICLE NO. 15:** To see if the Town will vote to transfer the sum of **TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000)** from available overlay funds, for the purpose of funding pre-school educational opportunities for the 3- and 4-year-old population within the Town of Brewster, including all expenses incidental and related thereto, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

See attached memo.

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee: Yes 7, No 0, Abs 0**

**SPECIAL REVENUE FUND: CABLE FRANCHISE FEE ACCOUNT**

**ARTICLE NO. 16:** To see if the Town will vote to appropriate from the Cable Franchise Fee Special Revenue Fund the sum of **FOUR HUNDRED THOUSAND DOLLARS (\$400,000)**, for the purpose of offsetting costs associated with providing local cable television related purposes, the sum of including, but not limited to the general public purpose of supporting and promoting public access to the Brewster cable television system; training in the use of local access equipment and facilities; access to community, municipal and educational meeting coverage; use and development of an institutional network and/or municipal information facilities; contracting with local cable programming services providers and/or any other appropriate cable related purposes, and including all incidental and related expenses, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

Each resident's cable bill includes a line item to provide for the costs of local cable television services. These monies are retained in a special revenue account and are used to enhance local cable programming for the Town's public, education, and government channels. These funds will be used to continue these informational and educational services, and may include, but is not limited to, equipment purchases, contracted services, construction services, and labor expenses.

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee: Yes 7, No 0, Abs 0**

**RECREATION REVOLVING FUND**

**ARTICLE NO. 17:** To see if the Town will vote to pursuant to MGL Ch. 44 Sec. 53 E ½ and Sec 21, Revolving Funds, of the Town of Brewster’s General By-laws, to increase the spending limits for Recreation Revolving Fund as follows, with such expenditure limits to be applicable from fiscal year to fiscal year, until such time as they may later be amended by Town Meeting, as follows:

<b>Fund</b>	<b>Revenue Source</b>	<b>Authority to Spend</b>	<b>Use of Fund</b>	<b>Fiscal Year Spending Limit</b>
Recreation	Fees and Charges related to Seasonal Programs, Yoga, Youth Sports, Adult Fitness, Tennis and Special Events	Department Head - Recreation	Expenses shall be related to salaries and operations of providing Recreational Services and not used for any other purposes.	\$300,000

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 7, No 0, Abs 0

**LOCAL OPTION: SENIOR TAX WORK-OFF DESIGNEE (MGL CH 59, SEC 5K)**

**ARTICLE NO. 18:** To see if the Town will vote to accept the provisions of the third paragraph subsection (1) of MGL Ch 59 Sec 5K, the so-called Senior Tax Work-off program, to allow the Town to designate an approved representative for persons physically unable to provide such services to the city or town.

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

**Select Board:** Yes 0, No 0, Abs 0      **Finance Committee:** Yes 0, No 0, Abs 0

**LOCAL OPTION: VETERANS TAX WORK-OFF DESIGNEE (MGL CH 59, SEC 5N)**

**ARTICLE NO. 19:** To see if the Town will vote to accept the provisions of the third paragraph subsection (1) of MGL Ch 59 Sec 5N, the so-called Veterans Tax Work-off program, to allow the Town to designate an approved representative for persons physically unable to provide such services to the city or town.

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee: Yes 7, No 0, Abs 0**

**SEA CAMPS COMPREHENSIVE PLAN: BAY PROPERTY (3057 MAIN STREET)**

**ARTICLE NO. 20:** To see if the Town will vote to accept the comprehensive plan for the Bay Property previously owned by the Cape Cod Sea Camps located at 3057 Main Street, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee: Yes 0, No 0, Abs 0**

**SEA CAMPS COMPREHENSIVE PLAN: POND PROPERTY (500 W.H. BESSE CARTWAY)**

**ARTICLE NO. 21:** To see if the Town will vote to accept the comprehensive plan for the Pond Property previously owned by the Cape Cod Sea Camps located at 500 W.B. Besse Cartway, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee: Yes 0, No 0, Abs 0**

**TEMPORARY EASEMENTS: MILLSTONE ROAD IMPROVEMENT PROJECT**

**ARTICLE NO. 22:** To see if the Town will vote to authorize the Select Board to acquire, by purchase, gift and/or eminent domain, permanent and temporary right of way, utility, drainage, access, construction and other easements in, on, under, and across the parcels of land at or near Millstone Road for the purpose of improving Millstone Road and for any and all purposes and uses incidental or related thereto, and, further, to raise and appropriate, transfer from available funds, and/or borrow a sum of money for the foregoing purposes.

Or to take any other action related thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

The Town of Brewster is undertaking a road improvement project on Millstone Road that will include the installation of sidewalks and the creation of a consistent roadway shoulder. The roadway layout of Millstone Roads consists of a variable 40- to 50-foot-wide Town owned right-of-way. Permanent easements related to sidewalk construction and drainage improvements will not be required on any residential property on Millstone Road. However, based on the design, temporary impacts will occur on residential properties while construction is ongoing.

This article authorizes the Town to acquire easements by eminent domain in order to allow the contractor necessary access to their property to complete the project. The Town sent correspondence to all impacted residents along Millstone Road to enter into right of entry and/or temporary easement agreements, but only heard back from a limited number of residents. The Town has developed a standard methodology to calculate financial reimbursement for access, which will be funded through available road project funding. Copies of the project plans highlighting impacted properties are also available at Town offices.

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee: Yes 0, No 0, Abs 0**

**PRIVATE ROAD BETTERMENT: VESPER POND DRIVE**

**ARTICLE NO. 23:** To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money pursuant to MGL Ch. 40, Secs. 7 and 8, Chapter 297 of the Acts of 2002, Chapter 373 of the Acts of 2006, and/or any other enabling authority, said sum to be spent by the Town Administrator with the approval of the Select Board, to finance temporary road repairs to the private way known as Vesper Pond Drive, including, without limitation, costs associated with engineering, construction, and reconstruction of said way, and costs incidental or related thereto, which costs shall be assessed by the Select Board as a betterment under MGL Ch. 80 Sec. 1 on each parcel within the area benefiting from the improvement, all in compliance Brewster General Bylaws, Section 157-20.

Or to take any other action relative thereto.

(Select Board)

(Two-Thirds Vote Required)

COMMENT

The Town adopted a general bylaw at the 1996 Annual Town Meeting, which allows citizens to petition Town Meeting to obtain financing assistance to undertake repairs to private ways. In June 2022, the Select Board received a petition from residents for proposed road and drainage improvements in the Vesper Pond neighborhood, including: Vesper Pond Drive, Mayflower Circle, Cranberry Lane, Deer Path Circle, Jam Lane, and Bay View Road. The Planning Board approved the proposed plan in August 2022.

Town Meeting in November 2022 endorsed the betterment by a 2/3 vote and authorized financing in the amount of \$785,566.00. However, every construction bid subsequently received for the project exceeded the funding authorized by Town Meeting. Based upon the latest quotes, the total project cost is now estimated at \$1,256,636.88, including administrative expenses. Therefore, in order for the process to proceed, Town Meeting must appropriate an additional \$471,070.88.

If approved, the Town, in coordination with impacted residents, will contract out for the repair work. Once completed, the abutting property owners will then be required to reimburse the Town for the full project costs, plus interest and administrative expenses, by means of betterment assessments over a period of time. There will be no tax impacts to other residents.

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee: Yes 0, No 0, Abs 0**

DRUMMER BOY PARK ADVISORY COMMITTEE REPORT

**ARTICLE NO. 24:** To see if Town will vote to accept the report of the Drummer Boy Park Advisory Committee or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee: Yes 0, No 0, Abs 0**

## **CITIZENS PETITION: SHORT-TERM RENTAL REGISTRATION GENERAL BYLAW**

**ARTICLE NO. 25:** To see if the Town will vote to create a registration system for short-term rentals by adopting a new General Bylaw entitled “Chapter 180 – Short-Term Rental Registration,” as printed below, or take any other action relative thereto.

### **CHAPTER 180 SHORT-TERM RENTAL REGISTRATION**

#### **§ 180-1 Purpose**

- A. To create a registration system for short-term rentals in order to protect the health, safety, and welfare of both the occupant(s) of those rental housing units and the general public, and to maintain the quality of life in residential neighborhoods in the Town.
- B. The bylaw seeks to provide for orderly operation of short-term rentals within the Town and prevent any negative impacts on neighborhood character, housing availability, house prices, availability of long-term rental units, and impacts on infrastructure systems such as sewer/water, parking, access, fire codes, and building code enforcement.
- C. The bylaw also seeks to provide a method for correcting violations when conditions warrant and to help enforce local and state laws, codes, and regulations.
- D. The bylaw seeks to create a registration system for short-term rentals so that accurate data about how many short-term rentals are operating within the Town may be gathered, as well as to ensure public health and safety. This would also provide data to the town on who operates short-term rentals within the town.
- E. Registrations would be subject to an annual fee that would cover costs of enforcement. Fines collected would be designated for use for enforcement costs in subsequent years. Registration fees would be set by the enforcing authority at a level sufficient to cover associated costs of enforcement and registration.

#### **§ 180-2 Definitions.**

- A. As used in this chapter, the following terms shall have the meanings indicated:

“Corporation” is defined as any business or charitable entity that is required to file Articles of Incorporation and Annual Reports with the Massachusetts Secretary of State or an equivalent agency of another state, pursuant to G.L. c. 156D, § 2 or G.L. c. 180, § 4, respectively.

“Dwelling” is defined by the Town of Brewster as a building containing three or more dwelling units. This definition includes “Dwelling, One Family Detached” and “Dwelling, One Family Security” (defined below).

DWELLING, ONE FAMILY DETACHED: A single, separate dwelling unit, designed for occupancy by one family. [Added 5-7-2012 ATM, Art. 23]

DWELLING, ONE FAMILY SECURITY: One family dwelling unit for owner occupancy or for occupancy by personnel hired by the owner for the protection of property and safe operation of a permitted use. [Added 5-7-2012 ATM, Art. 23]

DWELLING UNIT: One or more living and sleeping rooms providing complete living facilities for the use of one or more individuals constituting a single housekeeping unit, with permanent provisions for living, sleeping, eating, cooking and sanitation.

“Fit for winter habitation” refers to a dwelling unit that is suitable for habitation in the winter in so much as that it has a heating system and proper insulation.

“Full-Time Resident” is defined as a person who either lives in Brewster for the entire tax year or who maintains a **permanent place of abode** in Brewster that they spend at least 183 days per year in, as attested by where the domicile of the responsible party is given according to tax records in the state of Massachusetts.

From mass.gov , “Your domicile, or legal residence, is your true home or main residence. You may have multiple residences at one time, but only 1 domicile. **You can't choose to make your home one place for general living purposes and in another for tax purposes.** Your legal residence is usually where you maintain your most important family, social, economic, political, and religious ties, and it depends on all the facts and circumstances per case, including good faith.”

“Occupancy” is defined *as the use or possession, or the right to the use or possession, of a room in a bed and breakfast establishment, hotel, lodging house or motel designed and normally used for sleeping and living purposes for a period of not more than 90 consecutive calendar days, regardless of whether such use and possession is as a lessee, tenant, guest or licensee, or the use or possession or the right to the use or possession of a room in a short term rental normally used for sleeping and living purposes for a period of not more than 31 consecutive calendar days, regardless of whether such use and possession is as a lessee, tenant, guest or licensee;* provided, however, that “occupancy” shall include the right to the use or possession of the furnishings or the services and accommodations, including breakfast in a bed and breakfast establishment, accompanying the use and possession of such a room. § 1. Definitions, MA ST 64G § 1

“Occupant” is defined as a person who uses, possesses or has a right to use or possess a room in a bed and breakfast establishment, hotel, lodging house, **short-term rental**, or motel for rent under a lease, concession, permit, right of access, license or agreement.

“Operator” is defined as a person operating a bed and breakfast establishment, hotel, lodging house, short-term rental, or motel in the Commonwealth including, but not limited to, the owner or proprietor of such premises, the lessee, sublessee, mortgagee

in possession, licensee or any other person otherwise operating such bed and breakfast establishment, hotel, lodging house, **short-term rental**, or motel.

“Operator’s Agent” is defined as a person who on behalf of an operator of a bed and breakfast establishment, hotel, motel, **short-term rental**, or lodging house: (i) manages the operation or upkeep of a property offered for rent; or (ii) books reservations at a property offered for rent; provided, however, that an “operator’s agent” shall include, but not be limited to, a property manager, property management company or real estate agent.

“Owner” is defined as the duly authorized agent, attorney, purchaser, devisee, trustee, lessor or any person having vested or equitable interest in the use, structure, or lot in question.

“Permanent Place of Abode” is defined as a dwelling place that someone, not necessarily the owner, continually maintains. This includes a place owned or leased by a spouse.

This **does not include** a camp, military barracks and housing, dormitory room, hospital room or room in any other similar temporary institutional setting; a university owned studio apartment available only to a university affiliated student, faculty and staff; **a dwelling place completely lacking both kitchen and bathing facilities, or a dwelling place that is not prepared for winter**; a hotel or motel room (but facts and situational circumstances will be taken into account before deciding); dwelling place owned by someone who, during the term of a lease, leases it either to others not related to the owner or their spouse by blood or marriage, for at least 1 year, or where the individual has no right to occupy any portion of the premises and who does not use such premises as his or her mailing address during the term of the lease; dwelling place that is maintained only during a temporary stay in Massachusetts for accomplishing a particular documented purpose. A temporary stay is defined as a predetermined period of time **not to exceed 1 year**.

"Person" is defined as an individual, partnership, trust or association, with or without transferable shares, joint-stock company, corporation, society, club, organization, institution, estate, receiver, trustee, assignee or referee and any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise, or any combination of individuals acting as a unit.

“Property Owner” is defined as any person who alone, or severally with others, has legal or equitable title or a beneficial interest in any dwelling unit; a mortgagee in possession; or agent, trustee, or other person appointed by the courts.

“Short-Term Rental” is defined as an owner-occupied, tenant-occupied, or non-owner occupied property including, but not limited to, an apartment, house, cottage, condominium, or a furnished accommodation (such as a bedroom within a residential



dwelling) that is not a hotel, motel, lodging house or bed and breakfast establishment, where: (i) at least 1 room or unit is rented (for a fee) to an occupant or sub-occupant for a period of not more than 31 consecutive calendar days; and (ii) all accommodations are reserved in advance; provided, however, that a private owner-occupied property shall be considered a single unit if leased or rented as such. Excludes hotels licensed under M.G.L. Chapter 140, section 6; motels licensed under M.G.L. Chapter 140, section 32B; lodging establishments licensed under M.G.L. Chapter 140, section 23.

“Unfit for winter habitation” refers to a dwelling unit that is not suitable for habitation during the winter, in that the dwelling lacks a heating system and/or lacks proper insulation.

### **§ 180-3 Registration Requirements.**

- A.** Any property owner seeking to offer a short-term rental needs to register annually with the town of Brewster for a fee set by the enforcing authority. The fees collected are solely to pay for costs associated with enforcement, such as compliance software and any positions that need to be hired. All properties that are registered would need to be in compliance with local and state ordinances, zoning bylaws, and the State Sanitary Code.
- B.** The registrants need to apply prior to Feb. 28 of each year, with the rental period running from Mar. 1 to Feb. 28 of the following year. Registrations are subject to annual renewal and fees. Registrations cannot be transferred to any other person, legal entity, or address. The registration shall be terminated upon sale or transfer of the property for which the registration has been issued.  
Properties purchased after Feb. 28 will not be able to obtain a short-term rental certificate for the current registration year; owners will be able to obtain short-term rental certificates for the following registration year.
- C.** Each registrant is required to submit a sworn affidavit of compliance with their registration. The enforcing authority reserves the right to conduct inspections of properties to ensure compliance, including, but not limited to, when complaints have been made.
- D.** All short-term rentals are required to include the town-issued registration certificate number on their listings.
- E.** Contact information for the owner of a short-term rental shall be provided to the town with a current address and phone number, as well as an attestation that all persons' and entities with an ownership interest in the unit have been notified that a certificate of registration has been applied for. If the owner is a corporation (includes LLCs), the name, address, and phone number of the president and legal representative of the corporation shall be provided. If the owner is a realty trust or partnership, the name, address, and phone numbers of the managing trustee or partner shall be provided.

- F. The name and contact information of the operator, and the operator's agent if different from the operator, must be provided to ensure that the person can respond to any emergencies that arise during occupancy within 2 hours of contact by the Town's Health Division or Police or Fire Department to complaints regarding the condition or operation of the property. Contact information must include a phone number that is available 24/7 to occupants and the above-stated public safety agencies and the information shall be posted conspicuously in the unit.
- G. Operators will be responsible for trash removal after conclusion of an occupancy or once per week, whichever is more frequent.
- H. The maximum number of occupants in a short-term rental shall be 2 per bedroom, plus 2 additional occupants.
- I. Parking on-site shall be provided and must not impede traffic or traffic safety.
- J. Rental Certificates may be suspended or revoked for violations of the bylaw, State Sanitary Code, or any other applicable General Law, regulation, or bylaw intended to protect public health, safety, and/or the environment. Additional conditions may be imposed on the Rental Certificate in lieu of suspension or revocation.

**§ 180-4 [Reserved].**

**§ 180-5 Violations; Enforcement.**

- A. Violators will be subject to fines of \$200 per day, with each day of the violation constituting a separate offense. Any short-term rental found to be operating without a rental certificate will be subject to these fines. Violations of this regulation will be subject to the Regulation of the Town of Brewster regarding non-criminal disposition, according to Massachusetts General Laws, Chapter 40, Section 21D, and the town of Brewster's bylaw concerning non-criminal disposition, where applicable.
- B. The enforcing and regulatory authority for the registration program is to be the Brewster Health Department.

**§ 180-6 Effective Date.**

- A. This bylaw shall take effect on January 1, 2025.

(Citizens Petition)

(Majority Vote Required)

COMMENT

Creating a registration system for short-term rentals would ensure that there is a way to collect data about short-term rentals, which is beneficial when assessing the housing needs of the community. A registration system also provides a way to track short-term rentals and ensure

compliance with local rules and regulations by providing guidelines that short-term rentals need to comply with in order to keep their certificate. The fee for the registration system would be set by the enforcing authority (the Board of Health) to an amount reasonable to cover associated expenses.

Of the 15 towns on the Cape, only 3 have no registration system in place – Brewster, Wellfleet, and Sandwich. 80% of the towns on the Cape have some sort of registration system in place; it is time Brewster adopted one as well. Brewster should not be lagging behind our neighbors; registration systems allow towns to obtain accurate figures on the number of short-term rentals within the town, as well as accurate information about who owns and operates short-term rentals, and having a registration system in place provides a means for towns to enforce local rules and regulations.

Language in the bylaw states that property owners are required to submit a sworn affidavit of compliance with their registrations. This language is included so that not every property that is registered needs to be inspected, and instead be inspected on a case-by-case basis, such as when it is suspected that a property is not in compliance. The spreadsheet details which towns follow this model for inspections.

Currently, Brewster has nearly 1,100 short-term rentals (according to the Mass Public Registry of Lodging Operators) that are registered in the Commonwealth of Massachusetts, although the number likely exceeds that figure, as not all short-term rentals are officially registered. Given the current housing crisis, Brewster should be proactive in taking steps to collect data about housing usage in the town to better inform public policy decisions, as well as making sure short-term rentals are in compliance with local rules and regulations. Having a registration system is a way to effectively track short-term rentals and make sure that they are operating in a way that minimizes impact to the town.

Brewster also passed an ADU bylaw at Fall Town Meeting where it was specified that ADUs would need to be long-term properties. Without a registration system, there is no oversight to make sure the ADUs that are created will not be converted to STRs. This registration system provides a means of monitoring short-term rentals and a means to address violations, such as properties operating as STRs without registering.

**Select Board: Yes 0, No 0, Abs 0      Finance Committee: Yes 0, No 0, Abs 0**

#### **CITIZENS PETITION: SHORT-TERM RENTAL RESTRICTIONS GENERAL BYLAW**

**ARTICLE NO. 26:** To see if the Town will vote to limit the number of short-term rentals that a property owner can operate within the town of Brewster to one per property owner unless the property owner is a full-time resident of the town of Brewster, in which event they may then operate two properties as short-term rentals, and to amend Section 180-4 of the Town's

General Bylaws accordingly by deleting the strikethrough language, and inserting the bold and underlined language, or take any other action relative thereto.

## **CHAPTER 180 SHORT-TERM RENTAL REGISTRATION**

### **§ 180-4 ~~Reserved~~ Limitations; Maximum Number of Short-Term Rentals.**

- A. A property owner can operate within the town of Brewster one Short-Term Rental per property owner unless the property owner is a full-time resident of the town of Brewster, in which event they may then operate two properties as short-term rentals.**
- B. In the event that an owner has properties unfit for winter habitation in excess of the short-term rental limits (1 per non-resident, 2 per Brewster resident), an exception may be granted by the enforcing authority (Brewster Health Department) so that those properties may be registered as short-term rentals in excess of the limit, if certain criteria are met.**
- (1) To qualify for an exception to the limit, a property owner must only operate registered short-term rentals in properties that are unfit for winter habitation; no exception will be granted if a property owner has a registered short-term rental in a property that is fit for winter habitation. All short-term rentals must be registered in accordance with the bylaw.**
  - (2) An owner may only exceed the limit if all their registered short-term rental properties are properties that are unfit for winter habitation. If an owner has a registered short-term rental that is fit for winter habitation, they will not be eligible for an exception to the limit, even if their other registered properties are unfit for winter habitation**
  - (3) If an exception is granted, it can be revoked if the owner attempts to register a property fit for winter habitation as a short-term rental. The exception may be revoked at the discretion of the enforcing authority if the property owner violates any part of the registration bylaw. If an exception is granted, all properties unfit for winter habitation will still need to be registered as short-term rentals and will be subject to registration fees and all other parts of the registration bylaw.**
- C. Short-term rentals are prohibited in dwelling units owned by a corporation. Short-term rentals are permitted in dwelling units owned by an LLC, Trust, or S-Corp only when every shareholder, partner, or member of the legal entity is a natural person, as established by documentation provided by the applicant at time of registration.**

**If any shareholder, partner, or member of the legal entity already has registered short-term rentals under their own name, those will count toward the limit for the legal entity they are trying to register with.**

(Citizens Petition)

(Majority Vote Required)

**COMMENT**

The proposed restriction bylaw is an addendum to the registration bylaw. Passing the registration bylaw does not automatically pass the restriction bylaw. The restriction bylaw seeks to limit the number of properties an owner can operate to one per owner, unless the owner is full-time Brewster resident, in which event they may operate two short-term rentals. The goal is not to stop short-term rentals, as that is unrealistic. The goal is to preserve the ability of owners to continue with short-term rentals on a small-scale, while stopping large investment groups, LLCs, corporations, and other big owners, from operating on a large-scale in Brewster.

An exception (to be made at the discretion of the enforcing authority) has been included to address properties that are unfit for winter habitation. If an owner ONLY has STRs in properties that are “unfit for winter habitation”, the enforcing authority may allow the owner to register STRs beyond the limit (1 for non-residents, 2 for residents). However, if an owner wishes to operate an STR in a property that is “fit for winter habitation”, no exemption will be granted. All properties would still need to be registered with the town and would be subject to all rules and regulations.

There is also language (taken from the Provincetown ban on corporate operation of STRs) to prevent owners from forming LLCs to skirt the restrictions.

In analyzing the assessor’s data from Brewster for FY 2022, it appears there would be 100 or fewer owners who would be impacted by the proposed bylaw, while most short-term rental operators would be able to continue their small-time operations.

The intent of the restrictions is to create more year-round housing (either as rentals or as properties for sale). Having more available properties would lower rents (or home prices), which would be beneficial to the area as a whole. Workers could stay in the towns they work in, spending their money on local goods and services, while employers would be able to stabilize wages without worrying about employee retention.

This is a cost-effective way to potentially create more housing opportunities, as building more units is not only costly, but the projects themselves also take a long-time to build (and are taxing to the water table). The homes already exist and some were once used for year-round housing. This is a way to increase year-round housing without a large capital expenditure.

**Select Board: Yes 0, No 0, Abs 0**

**Finance Committee:**

**Yes 0, No 0, Abs 0**

You are hereby directed to serve this Warrant with your doings thereon to the Town Clerk at the time and place of said meeting as aforesaid.

Given under our hand and Seal of the **Town of Brewster** affixed this **\_\_<sup>th</sup> day of April 2024.**

\_\_\_\_\_  
Edward B. Chatelain, Chair

\_\_\_\_\_  
Mary W. Chaffee, Vice-Chair

\_\_\_\_\_  
Kari Sue Hoffmann, Clerk

\_\_\_\_\_  
Cynthia A. Bingham

\_\_\_\_\_  
David C. Whitney

I, Roland W. Bassett Jr, duly qualified Constable for the Town of Brewster, hereby certify that I served the Warrant for the Town Meeting of May 11, 2024 by posting attested copies thereof, in the following locations in the Town on **the xx day of April, 2024.**

Brewster Town Offices  
Brewster Ladies Library  
The Brewster General Store  
U. S. Post Office

Café Alfresco  
Brewster Pizza House  
Millstone Liquors

\_\_\_\_\_  
Roland W. Bassett, Jr. Constable



## community development partnership

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

December 1, 2023

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

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

Dear Ms. Ellis:

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

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

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

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

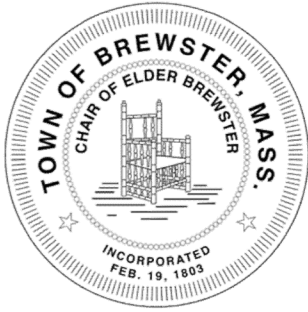
Sincerely,

Jay Coburn  
Chief Executive Officer

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

[contact@capecdp.org](mailto:contact@capecdp.org) [www.capecdp.org](http://www.capecdp.org) [www.facebook.com/capecdp](https://www.facebook.com/capecdp)

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



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



## APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

**Date Application Submitted:** December 1, 2023

**Name of Project Applicant:** Community Development Partnership

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

**Name of Contact Person:** Terri Barron

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

**Contact Person's Daytime Phone Number:** 508-290-0114

**Contact Person's email Address:** grants@capecdp.org

**Proposed Project Name:** Lower Cape Housing Institute

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

**Project Synopsis:**

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

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

**Category:**  Open Space  Historic Preservation  Recreation  Community Housing

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



## PROJECT DESCRIPTION

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

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

1. **Project Description:** Describe the proposed project. Is this part of a larger project or an ongoing project?
  - a. Please see attached narrative for sections 1 through 10.
  
2. **For Historic Preservation projects:** Attach proof of listing on the State Register of Historic Places or a letter from the Brewster Historical Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster. Please note that rehabilitation projects must comply with the Secretary of the Interior Standards for Treatment of Historic Properties. **Additional information and analysis will be needed for projects submitted by churches/religious organizations to determine if they comply with the SJC's Caplan vs. Town of Acton decision.**

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

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

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

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

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

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

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

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

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

For housing development projects, describe the resident selection process.

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

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

# Town of Brewster Community Preservation Committee

## CATEGORY SPECIFIC CRITERIA

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

### Open Space Proposals

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

### Historical Preservation Proposals

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

### Community Housing Proposals

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

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

**Recreation Proposals**

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

## COMMUNITY DEVELOPMENT PARTNERSHIP

### PROJECT NARRATIVE

#### **1. Project Description**

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

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

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

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

The LCCHP advances outcomes under the following categories:

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

### **Lower Cape Housing Institute**

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

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

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

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

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

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

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

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



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

## 2. For Historic Preservation Projects

Not Applicable

## 3. CPA Goals/Criteria

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

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

The Lower Cape Housing Institute supports the following CPA goals:

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

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

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

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

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

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

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

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

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

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

#### **4. Community Benefits**

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

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

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

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

#### **5. Community Support**

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

#### **6. Project Timeline**

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

## **7. Credentials**

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

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

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

## **8. Budget/Need for public funds**

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

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

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

**9. Maintenance**  
Not applicable.

**10. Site Control**  
Not applicable.

# 2024-2025 Lower Cape Housing Institute Work Plan

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

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

<ul style="list-style-type: none"><li>- Celebrate successes of the past year.</li><li>- Evaluate municipal pro-housing goals identified for Town Meetings and beyond to determine what was successful and what needs to be reevaluated.</li><li>- Enhance CDP's pro-housing advocacy strategies (internal and external).</li><li>- Provide feedback on next year's topics.</li></ul>		
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**2023-  
2024**

# Lower Cape Housing Institute

## SEPTEMBER 2023

### Outer Cape Peer Group

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

### Lower Cape Peer Group

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

## MARCH 2024

### Regional Peer Group Meetings

Tuesday, 3/12 at 3 pm - 5 pm

## OCTOBER 2023

### Workshop: Housing 101

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

### Workshop: Community Engagement

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

## APRIL 2024

### Workshop: Financing Affordable Housing

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

## DECEMBER 2023

### Regional Peer Group Meetings

Tuesday, 12/12 at 3 pm - 5 pm

## MAY 2024

### 2024 Annual Town Meetings

### Town Captain Huddle

Thursday, 5/30 at 12 pm - 2 pm

## JANUARY 2024

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

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

## JUNE 2024

### Outer Cape Peer Group

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

### Lower Cape Peer Group

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

## FEBRUARY 2024

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

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

To register, email  
Amanda Bebrin, Director  
of Housing Advocacy at  
[amanda@capecdp.org](mailto:amanda@capecdp.org)



# Lower & Outer Cape Peer Group Meetings

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

## Fall Peer Group

Outer Cape Peer Group  
Tuesday, September 12th

Lower Cape Peer Group  
Thursday, September 14th

## Winter Peer Group

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

## Spring Peer Group

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

## Summer Peer Group

Outer Cape Peer Group  
Tuesday, June 11th

Lower Cape Peer Group  
Thursday, June 13th

**Register at [capecdp.org](http://capecdp.org), and click on Upcoming Events and then Housing to sign up for workshops and peer groups. Pre-registration is required.**

## Contact:

Amanda Bebrin  
Director of Housing  
Advocacy  
[amanda@capecdp.org](mailto:amanda@capecdp.org)  
508-290-0130



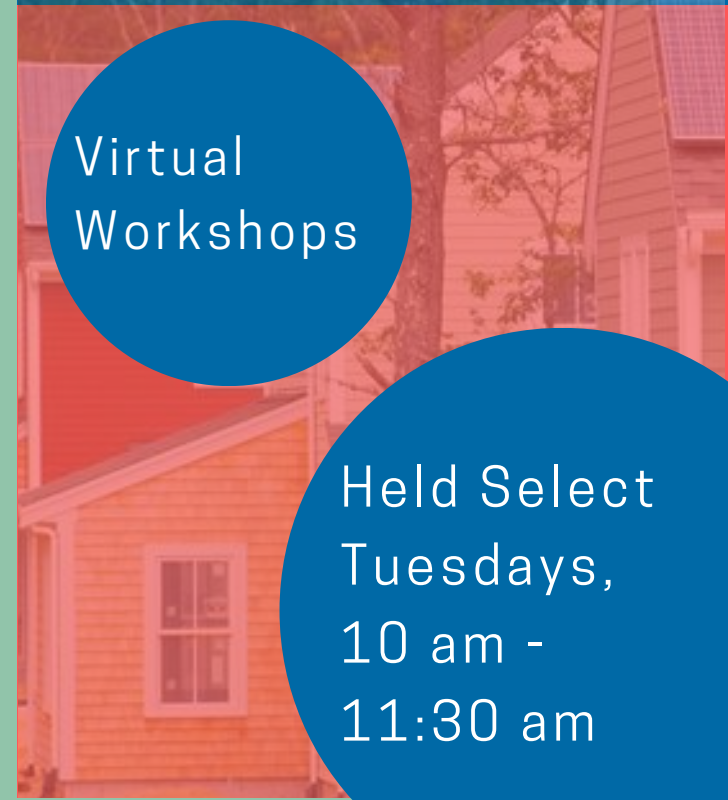
community development partnership

# 2023 - 2024

# LOWER CAPE HOUSING INSTITUTE

Virtual  
Workshops

Held Select  
Tuesdays,  
10 am -  
11:30 am



## **WORKSHOP: HOUSING 101**

Date: October 17, 2023

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

We'll explore the following questions:

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

## **WORKSHOP: COMMUNITY ENGAGEMENT**

Date: October 31, 2023

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

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

Date: January 9, 2024

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

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

Date: February 13, 2024

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

## **WORKSHOP: FINANCING ATTAINABLE HOUSING**

Date: April 2, 2024

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

# Instructions for Applicants

Before you begin completing the form:

1. Download and save this document under a new name (for example Projectname.applicant.pdf)\*
2. Open your saved document and provide the requested information.
3. If you need more room for answers/information, feel free to include additional pages in your submission.
4. Need help, or have questions? Send an email to [cpcmeeting@brewster-ma.gov](mailto:cpcmeeting@brewster-ma.gov) and we will respond quickly.



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



Dear Community Members,

The Brewster Community Preservation Committee (CPC) is accepting Community Preservation Act (CPA) funding applications for:

1. Acquisition, creation, and preservation of **Open Space**
2. Acquisition, preservation, rehabilitation, and restoration of **Historic Resources**
3. Acquisition, creation, preservation, rehabilitation, and restoration of land for **Recreational use**.
4. Acquisition, creation, preservation, and support of **Community Housing**.
5. Rehabilitation and restoration of **Open Space** and **Community Housing** that have been acquired or created using monies from the fund.

CPA funds may not be used for maintenance or the use of land for a stadium, gymnasium, or similar structure. For examples of projects and additional information, go to: [www.communitypreservation.org](http://www.communitypreservation.org).

Applicants should review the [Town of Brewster Community Preservation Plan FY23-27](#) before submitting an application. An application form and list of selection criteria are attached.

Applications should be submitted by July 1<sup>st</sup> for the fall meeting or December 1st for the spring meeting, to allow sufficient CPC review time for potential presentation to the following Brewster Town Meeting.

Interested parties are urged to submit applications as soon as possible. For further information, please contact any member of the committee.

Thank you,

Faythe Ellis, Chair

### **Community Preservation Committee**

Faythe Ellis, Chair	Historical Commission	<a href="mailto:faythe.ellis@outlook.com">faythe.ellis@outlook.com</a>
Sarah Robinson, Vice Chair	Citizen Representative	<a href="mailto:RobinsonFinancialSolutions@comcast.net">RobinsonFinancialSolutions@comcast.net</a>
Sharon Marotti, Treasurer	Citizen Representative	<a href="mailto:sharonmarotti@gmail.com">sharonmarotti@gmail.com</a>
Elizabeth G. Taylor, Clerk	Planning Board	<a href="mailto:egtfarm@gmail.com">egtfarm@gmail.com</a>
Roland W. Bassett, Jr., Member	Recreation Commission	
Christine Boucher, Member	Brewster Housing Authority	<a href="mailto:cb.bb.boucher@gmail.com">cb.bb.boucher@gmail.com</a>
Bruce Evans, Member	Conservation Commission	<a href="mailto:nanumetbruce@gmail.com">nanumetbruce@gmail.com</a>
Peggy Jablonski, Member	Citizen Representative	<a href="mailto:pegjab@gmail.com">pegjab@gmail.com</a>
Paul Ruchinkas, Member	Citizen Representative	<a href="mailto:pjruch@comcast.net">pjruch@comcast.net</a>



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



## **Town of Brewster Community Preservation Committee**

### **Project Eligibility Criteria**

Projects must be eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation. These requirements include:

- Acquisition, creation, and preservation of Open Space
- Acquisition, preservation, rehabilitation, and restoration of Historic Resources. (See Secretary of the Interior Standards for Treatment of Historic Properties for rehabilitation projects)
- Acquisition, creation, preservation, rehabilitation, and restoration of land for Recreational use.
- Acquisition, creation, preservation, and support of Community Housing
- Rehabilitation and restoration of Open Space and Community Housing that have been acquired or created using monies from the fund

CPA funds may not be used for maintenance or the use of land for a stadium, gymnasium, or similar structure. For examples of projects and additional information, go to: [www.communitypreservation.org](http://www.communitypreservation.org).

Applicants must be able demonstrate a clear need for the use of public funds for their project. The CPC may recommend grants for the planning phase of projects where sufficient information is included in the application concerning the sources of funding that will be available after the planning phase is completed.

The Brewster Community Preservation Committee (CPC) encourages applications that address as many of the following general criteria as possible:

- Overall CPA goals listed in [Town of Brewster Community Preservation Plan FY23-27](#)
- Category specific goals listed in [Town of Brewster Community Preservation Plan FY23-27](#)
- Contribute to the preservation of Brewster's unique character
- Help implement the Vision Plan and other CPC related town planning documents
- Enhance the quality of life for Brewster residents
- Serve more than one of the four CPA purposes
- Save resources that would otherwise be threatened
- Serve a currently under-served Town population
- Demonstrate practicality and feasibility, and ability to implement within budget
- Demonstrate a positive cost/benefit relationship
- Leverage additional public and/or private funds
- Preserve, enhance, or better utilize existing Town resources
- Receive endorsement by other Town committees and the Brewster public at large



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



## **APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING**

**Date Application Submitted: December 1, 2023**

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

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

**Name of Contact Person: Donna J. Kalinick**

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

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

**Contact Person's email Address: [dkalinick@brewster-ma.gov](mailto:dkalinick@brewster-ma.gov)**

**Proposed Project Name: Housing Coordinator**

**Project Address (or assessor's parcel ID): \_\_\_\_\_**

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

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

**CPA funding requested \$ 74,589.00**

**Total Cost of Proposed Project \$ 114,599.00**

**Community Preservation Committee Application rev. 09/15/23**



## **PROJECT DESCRIPTION**

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

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

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

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

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

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

### **Brewster Community Preservation Plan FY23-FY27 GOALS**

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

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

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

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

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

homeowner to be living there. In addition to 212 Yankee Drive, the Housing Coordinator is actively working with the Department of Housing and Community Development (DHCD) on two other homes at risk that are on our SHI. The Housing Coordinator maintains accurate records of the units on our SHI, communicates with owners annually and verifies that our SHI is accurate through DHCD on an annual basis.

The Housing Coordinator keeps a file on all units on the SHI, handles re-sales and requests and takes every opportunity to update homes to the new universal deed rider that ensures affordability in perpetuity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

For housing development projects, describe the resident selection process.

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

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

# Town of Brewster Community Preservation Committee

## CATEGORY SPECIFIC CRITERIA

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

### Open Space Proposals

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

### Historical Preservation Proposals

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

### Community Housing Proposals

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

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

### **Recreation Proposals**

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



# Town of Brewster Community Preservation Committee

## APPLICATION REVIEW AND APPROVAL PROCESS

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

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

**Step 2 – Community Preservation Committee Review and Public Comment**

### **A. Application Review:**

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

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

### **B. Project Review Guidelines are as follows:**

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

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

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

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

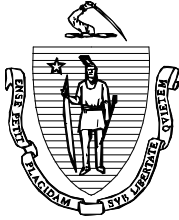
1. Sufficient funds will be available to complete the project(s).
2. Every application shall include a project budget with a list of project sources and uses/expenses of funds and a schedule for completion.
3. The source and estimated value of any expected ‘in-kind’ contributions shall be specified.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

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

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

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

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



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

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

August 1, 2023

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

**Housing Production Plan – Certification Approved**

Dear Mr. Chatelain:

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

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

EOHLC makes the following findings:

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

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

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Louis Martin".

Louis Martin  
Director  
Division of Community Services

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

## **Parameters of Affordable Housing Trust Buydown Program**

Approved by Housing Trust 5.11.23

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

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

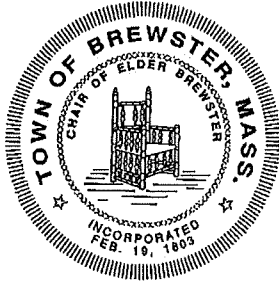
**Amount of Grant Assistance:** The amount of assistance will be determined on a home-by-home basis. The aim is to ensure that SHI home resales are affordable with a sales price set to be affordable for a household making 80% AMI. If necessary, the Trust will consider making the home affordable to a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

### **Program Eligibility (from original CPC Buydown Program):**

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

### Maximum Household Income Limits for 2023

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



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

March 10, 2023

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

RE: Homeownership Buy-Down Program Award

Dear Ms. Scalise:

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

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

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

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

Sincerely,

Faythe Ellis  
Chair- Brewster CPC

April 21, 2023

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

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

Dear Jill,

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

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

I have met several of my neighbors and they have been very welcoming. I recently painted the unit and I am in the process of installing new flooring. I am excited to start furnishing and decorating. I am looking forward to having my first cookout with friends and family this summer! None of this would have been possible without the hard work and commitment from you and the Brewster Housing team, I will continue to support the program and I can't thank you enough!

Nicole Anthony-Owner



## Town of Brewster

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

Office of:  
Select Board  
Town Manager

November 27, 2023

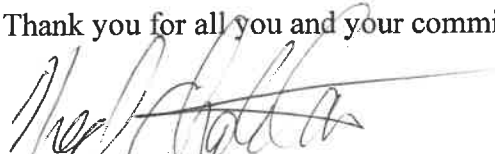
Ms. Faythe Ellis, Chair  
Community Preservation Committee  
Brewster Town Hall  
2198 Main Street  
Brewster, MA. 02631

Chair Ellis,

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

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

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



Ned Chatelain, Chair  
Brewster Select Board



Housing Trust 5 Year-Plan FY23-27  
12.29.22

	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>
Carryforward Balance	1,195,879	1,190,879	893,879	714,569	1,053,821
Anticipated Revenues	1,891,900	2,870,580	2,344,461	2,519,557	2,425,927
Appropriations	1,896,900	3,167,580	2,523,771	2,180,304	2,567,196
End Balance	1,190,879	893,879	714,569	1,053,821	912,553

	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>		
<u>Projects:</u>							
Housing Coordinator	CPA- Salary Only	66,900	70,580	74,461	78,557	82,877	Benefits paid by the Town-approx. 35K/ year
Housing Program Asst.	BAHT Salary Only	-	42,000	44,310	46,747	49,318	19 Hours- new non-benefitted position
Rental Assistance	CPA	150,000		150,000		150,000	
Preservation of SHI Homes	CPA	300,000	200,000				
Buy Down Program	CPA		300,000		300,000		
Housing Production Plan	CPA					30,000	
212 Yankee Drive	BAHT	75,000					
Town Development of Other Properties	BAHT			500,000		500,000	
Outside Applications for Funding	BAHT		50,000	50,000	50,000	50,000	
Millstone Road Community Housing	CPA/BAHT		1,000,000				
Legal Expenses	CPA/BAHT	5,000	5,000	5,000	5,000	5,000	
Housing Rehabilitation-Child Care Vouchers	CDBG-Regional Grant	1,300,000	1,500,000	1,700,000	1,700,000	1,700,000	Town is lead community for Dennis, Wellfleet and Brewster
Total Appropriations:		1,896,900	3,167,580	2,523,771	2,180,304	2,567,196	

<u>Sources</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	
Short Term Rentals Allocation	375,000	400,000	420,000	441,000	463,050	Financial Forecast 5% escalator
CPA Housing Coord. Wages	66,900	70,580	74,461	78,557	82,877	
CPA Rental Assistance	150,000		150,000		150,000	
CPA for SHI Homes	-	200,000				
Proceeds on Re-sale of SHI Homes		150,000				
CPA Buy Down		300,000		300,000		
CPA Housing Production Plan					30,000	
CPA Millstone Rd. Community Housing		250,000				
Grants & Donations						
Community Development Block Grant (CDBG)	1,300,000	1,500,000	1,700,000	1,700,000	1,700,000	
Total Revenues:	1,891,900	2,870,580	2,344,461	2,519,557	2,425,927	

CPA Rev	216,900	820,580	224,461	378,557	262,877	
CPA Exp	516,900	570,580	224,461	378,557	262,877	390,675.00 5 year average
Estimated annual CPA revenue	1,492,304	1,529,612	1,567,852	1,607,048	1,647,225	
Target Allocation Policy- Housing 30%	447,691	458,884	470,356	482,115	494,167	
TAP - Open Space 30%	447,691	458,884	470,356	482,115	494,167	
TAP - Recreation 10%	149,230	152,961	156,785	160,705	164,722	
TAP - Historic 10%	149,230	152,961	156,785	160,705	164,722	
CPA Recommended 20%	298,461	305,922	313,570	321,410	329,445	
	1,492,304	1,529,612	1,567,852	1,607,048	1,647,225	



# Local Preference Information Session

Thursday August 17<sup>th</sup> at 6PM

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

# Welcome & Introductions

Donna Kalinick, Brewster Assistant Town Manager

Jill Scalise, Brewster Housing Coordinator

# THANK YOU, THANK YOU, THANK YOU!

## Brewster's Housing Plan is certified.

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

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

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

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

## Housing Coordinator Update July 2023

Jill Scalise

### Ongoing Activities/ Projects

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

### Upcoming Events:

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

### Personnel

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

## Housing Coordinator Update August 2023

Jill Scalise

### Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14 & 15)
  - Responded to email, phone & in person requests for information and assistance, 66 total requests for housing information (47) or assistance (19). Open office hours Thursdays from 10-noon.
  - Local Preference Information Session held for Select Board, Housing Partnership, Housing Trust, Community Preservation Committee (CPC) and Finance Committee. With Donna Kalinick, prepared and presented information on local preference. Questions and discussion followed.
  - Updated housing webpages. Newspaper interview & article.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
  - Housing Trust's Community Preservation Act (CPA) application for Affordable Buydown Program presented to Housing Partnership which recommended CPC support of the application.
  - Housing Program Assistant job description finalized, expect to be posted in September.
  - Trust met and worked on additional items throughout this report.
3. Community Housing Parcel off Millstone (SB Strategic Plan H-4, HPP Strategies #12 & 16)
  - Name approved for development: Spring Rock Village. Woodlot Way is driveway name. Spring Rock refers to a nearby large glacial erratic. Historically, this area had woodlots used to harvest poles for fishing weirs.
  - State added the 45 permitted Spring Rock Village units to Brewster's Subsidized Housing Inventory (SHI) which now stands at 7.2 %, 372 units. With these units, the Town's Housing Production Plan was certified.
  - Select Board voted & request letter sent to Executive Office of Housing & Livable Communities (EOHLC) to approve 55% local preference and 15% regional preference (Barnstable County) for initial leasing.
  - Spring Rock Village \$500,000 CPC funding application recommended for approval by Housing Partnership.
4. Comprehensive Permit Projects (HPP Strategy #16):
  - Habitat for Humanity, Phoebe Way: 30 applications received for 2 homes. Evaluating applicant eligibility.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
  - Brewster's Rental Assistance Program (BRAP)- Housing Trust voted to award 3 year contract to HAC.
  - Community Development Block Grant (CDBG)- Brewster awarded FY 22/23 \$1.7 million regional grant for housing rehab and childcare assistance in Brewster, Dennis, and Wellfleet.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
  - 212 Yankee Drive- Upon the Housing Trust's recommendation, Select Board awarded housing preservation contract to Pearl Construction and waved building fees. Attended walkthrough of property with Pearl.
  - 6 Sachemus Trail- Worked with homeowner, Planning, Administration, legal counsel, EOHLC, and Select Board on deed violation. Property in resale process. Applications were due and lottery held by HAC.
  - Continue working on several SHI homes of concern including 11 Sean Circle.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
  - ADU Bylaw: Planning Board recommended ADU bylaw amendments to Select Board.
8. Collaboration and Education (HPP Strategies #7 & 15)
  - Met with CDP. Attended HOME Consortium meeting and CDP event.
  - State of Emergency declared by Governor Healey for safe shelter in Massachusetts.

### Upcoming Events & Announcements:

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

### Personnel

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

## Housing Coordinator Update September 2023

Jill Scalise

### Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14 & 15)
  - Responded to email, phone & in person requests for information and assistance, 51 total requests for housing information (32) or assistance (19). Open office hours Thursdays from 10-noon.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
  - Housing Trust's FY23 Financial Report (CP3) for Community Preservation Committee (CPC) completed by Donna Kalinick and presented to CPC. Thanks to Finance Director Mimi Bernardo for her assistance.
  - Trust's Affordable Buydown Program CPA funding application recommended for approval by CPC.
  - Housing Program Assistant job description posted, priority review deadline October 9<sup>th</sup>.
  - Trust working on additional items throughout this report and setting priority goals for FY24-25.
3. Spring Rock Village- comp permit for 45 affordable rental units off Millstone (SB H-4, HPP #12 & 16)
  - Executive Office of Housing & Livable Communities (EOHLC) approved Select Board's request of 55% local preference (24 units) and 15% regional preference (7 units, Barnstable County) for initial leasing.
  - Spring Rock Village \$500,000 CPC funding application recommended for approval by CPC. Provided recent affordable development cost information to CPC.
4. Comprehensive Permit Projects (HPP Strategy #16):
  - Habitat for Humanity, Phoebe Way: Eligible applicant drawing for two homes to be held in October.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
  - Brewster's Rental Assistance Program (BRAP)- Quarterly report: 3 new households in program, now 10 households receiving assistance. Also, \$16,061 in additional housing funding to 7 Brewster households.
  - Community Development Block Grant (CDBG)- FY21 Housing Rehab projects: 6 Brewster, 8 Dennis & 6 Wellfleet. 80% elderly & 2 families with children. 30 children receiving childcare assistance, 15 Brewster.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
  - 212 Yankee Drive- Pearl Construction obtained permits and began preservation work. With the assistance of DPW & Tom Thatcher, moved personal contents to a secure location. Also met with legal counsel.
  - 6 Sachus Trail- Deed violation addressed. Affordable resale expected to close within the next month.
  - Serenity Apartments at Brewster (27 affordable rental units)- Worked with Serenity's management regarding the required process for Serenity to request a rent increase and complete the annual report verification. Did initial audit of affordable unit files. Prepared material for Select Board.
  - Continue working on several SHI homes of concern including 11 Sean Circle.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
  - ADU Bylaw: Joint Public Hearing on ADU bylaw amendments held by Planning Board & Select Board.
8. Collaboration and Education (HPP Strategies #7 & 15)
  - Participated in COA's Focus Group & Cape Cod Commission's Regional Housing Strategy Working Group. Attended presentation by Harwich Conservation Trust & Affordable Housing Trust.
  - Attended meeting with Sea Camps consultants. Confirmed housing stats, and Housing Plan goals/strategies.
  - Housing Partnership & Trust members participated in Brewster Volunteer Fair. Ms. Kalinick attended HOME Consortium meeting. Discussion with library about potential Town book theme emphasis.

### Upcoming Events & Announcements:

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

### Personnel

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

## Housing Coordinator Update October 2023

Jill Scalise

### Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14 & 15)
  - Responded to email, phone & in person requests for information and assistance, 72 total requests for housing information (48) or assistance (24). Open office hours Thursdays from 10-noon.
  - Presented Brewster Housing update to over 20 realtors at the Brewster Realtors Tour gathering.
  - Website announcement for Habitat Community Kickoff & outreach for surveys. Interview with CC Times.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
  - Trust's Affordable Buydown Program CPA funding on Town Meeting Warrant, has been recommended for approval by BHP, Community Preservation Committee(CPC), Finance Committee and Select Bord.
  - Housing Program Assistant resumes reviewed, and initial interviews held.
  - Trust working on additional items throughout this report and setting priority goals for FY24-25.
3. Spring Rock Village- comp permit for 45 affordable rental units off Millstone (SB H-4, HPP #12 & 16)
  - Spring Rock Village \$500,000 CP funding on Town Meeting Warrant, has been recommended for approval by Housing Partnership (BHP), CPC, Finance Committee and Select Board.
4. Comprehensive Permit Projects (HPP Strategy #16):
  - Habitat for Humanity, Phoebe Way: Attended eligible applicant drawing for two homes.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
  - Community Development Block Grant (CDBG)- Completed outreach survey for Executive Office of Housing & Livable Communities (EOHLC). FY21 Housing Rehab moving towards closeout. 19 approved projects. 37 children utilizing childcare assistance funds. FY22/23 Grant administration RFP advertised.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
  - 212 Yankee Drive- Pearl Construction continuing work and making great progress. Site visit with Assistant Town Manager Donna Kalinick. Communication with legal counsel regarding Barbie dolls and with Housing Assistance Corporation about home resale process.
  - 6 Sachemus Trail- Affordable home resold. Compliance certificate signed by Town. As part of a deed violation agreement, a \$1,000 payment was made to Brewster Affordable Housing Trust.
  - Serenity Apartments at Brewster (27 affordable units)- Elevation Financial presented Serenity update & rent increase request to Select Board. Increase was approved as it's below the allowable 80% AMI rent limit.
  - 11 Sean Circle- communicated with EOHLC and realtor representing Freddie Mac. They are in the process of completing the final requirements prior to resale.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
  - ADU: Bylaw revisions are on Town Meeting warrant. With Ms. Kalinick, visited recently built ADU.
  - Brewster awarded \$65,000 One Stop grant to examine Town zoning bylaws with a focus on multi-unit and mixed -use residential. Lead on grant and project: Town Planner, Jon Idman.
8. Collaboration and Education (HPP Strategies #7 & 15)
  - Participated in Housing 101 Training, Housing to Protect Cape Cod gathering, HOME Consortium and Brewster local business semi-annual roundtable.
  - With Ms. Kalinick, presented Brewster Housing initiatives and CPC funding at the CPC Annual Hearing.
  - Continued library discussion about potential housing Town book theme emphasis.

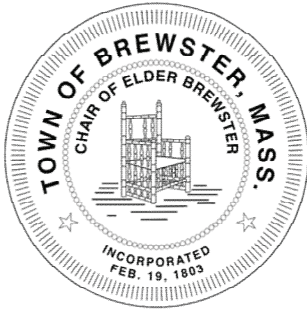
### Upcoming Events & Announcements:

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

### Personnel

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





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



## APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

**Date Application Submitted:** 11/28/2023

**Name of Project Applicant:** Nauset Together We Can Prevention Council Inc

**Name of Co-Applicant(s), if applicable:** \_\_\_\_\_

**Name of Contact Person:** Erica O'Reilly

**Contact Person's Mailing Address:** PO Box 792 Orleans MA 02653

**Contact Person's Daytime Phone Number:** (862) 206-0304

**Contact Person's email Address:** ericaoreilly@yahoo.com

**Proposed Project Name:** Finch Skatepark Safety Upgrades

**Project Address (or assessor's parcel ID):** 78 Eldgredge Parkway Orleans MA 02653

**Project Synopsis:**

The Finch Skatepark provides a thriving social hub for our community. The park was established through a grass roots community effort in 1995 and has been volunteer managed for more than 25 years by Nauset Together We Can -- a 501c3 whose goal is to develop and implement solutions to prevent high-risk social behaviors in our youth. Although the towns of Brewster, Eastham and Orleans provide small amounts of funding for day-to-day operations of the park, all funding for the park's infrastructure comes from grants and private donations. The purpose of this grant is to secure funding for safety upgrades to the current electrical service and several existing ramp features in order to keep the park open and available to its may users.

**Category:**  Open Space     Historic Preservation     Recreation     Community Housing

**CPA funding requested \$** 7,500

**Total Cost of Proposed Project \$** 31,300

## PROJECT DESCRIPTION

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

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

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

See Project Description Attached

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

n/a

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

Per page 42 of the Plan

Rehabilitate existing playgrounds, parks, and other outdoor public recreation facilities to improve quality and accessibility.

As amended in 2012, the CPA statute allows CPA funds to be used for rehabilitation of existing outdoor recreational resources including playgrounds, parks, golf courses, and other facilities

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

See details attached.  
Brewster residents make up an estimated 14% of the Finch Park's non-transient user base

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

See attached letter of support from Brewster Resident

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

See attached budget detail and timeline. Work will be scheduled upon confirmation of funding.

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

The park is operated under an intermunicipal agreement between the Towns of Brewster, Eastham and Orleans. Via their Recreation Departments, these towns have an ongoing agreement with Nauset Together We Can to manage and maintain the skatepark. Nauset Together We Can has managed and maintained the park for over 25 years.

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

The total budget for the project is \$31,300. Similar CPC grants are being submitted to the Towns of Eastham and Orleans for the FY25 Grant Cycle. If successful the project will be funded at \$7,500 each from the Towns of Brewster and Eastham and \$16,300 from the Town of Orleans.

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

n/a

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

No other funds outside of Brewster, Eastham and Orleans CPA grants are being sought at this time. Nauset Together We Can applied for private funding through T-Mobile's Hometown Grant program this Fall and was not selected as a recipient. Prior funds have been secured via the Orleans CPA, The Kelley Foundation, and Go Fund Me campaigns.

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

See attached

For housing development projects, describe the resident selection process.

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

Long term planning for the Finch Skatepark is expected to be a part of the Town of Orleans master plan for the properties on Eldredge Parkway. It is likely that this plan will include an upgraded concrete skatepark. Until that project comes more into focus, the current park will utilize its annual budget for regular maintenance (repainting, replacing fasteners and park clean-up). These costs are covered by the funds appropriated by the Recreation Departments of Brewster, Eastham and Orleans.

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

n/a

# Town of Brewster Community Preservation Committee

## CATEGORY SPECIFIC CRITERIA

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

### Open Space Proposals

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

### Historical Preservation Proposals

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

### Community Housing Proposals

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

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

**Recreation Proposals**

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

# 1. Project Description

## **Relocate Electrical Panel**

Approximately 15 years ago, a shed was constructed next to the skatepark to house the electrical and telephone services. The shed is showing signs of wear. The door has required replacement several times, the structure is becoming a magnet for rodents, and it has on rare occasion been subject to vandalism. As land line telephone service is no longer needed at the skatepark we believe the best course of action is to relocate the electrical service to an outdoor panel and raze the shed.

The Finch Park is the only lighted skatepark on Cape Cod open year-round. This is especially important to a core group of users ages 19-35 who use the park after work. They usually come to the park around 4 or 5 in the evening just as younger users are leaving and stay into the evening. (The park closes at 10:00 pm). It is especially heartening to see the spontaneous mentoring that takes place during the hour or so when the older and younger skaters overlap. There are no scheduled practices or formal coaching in the sport, so younger skaters learn from the older ones who in turn pay it forward as they advance in skills. Keeping the electrical service and lighting safe is essential to the park's continued success.

## **Ramp Shoring / Resurfacing**

The park is made up of a combination of concrete and wooden ramps. The wood ramps are surfaced with Skatelite, an eco-friendly skate surface designed for outdoor use. Both the concrete and Skatelite ramps have metal toe plates which are repainted annually to avoid excessive rust. The ramps range in age from 3 to 15 years and some are beginning to show varying degrees of wear in the form of worn edges from the repeated impact of skate boards and scooters, missing screws and slight unevenness from expansion and contraction in cold weather. The surfaces are generally wearing as expected and do not currently pose safety issues to the park's users. However, similar to the way tennis and basketball courts require occasional re-surfacing these ramps will soon require attention. While the annual amount allotted to the Finch Park by the towns of Brewster, Eastham and Orleans is enough to cover general park maintenance (trash/recycling, portable toilet services, electricity bills for lighting, repainting of the toe plates, etc.) it does not allow for replacing Skatelite or the pressure treated plywood supporting it. This grant would allow for the proactive replacement of worn surfaces to ensure that the park remains safe in accordance with Nauset Together We Can's duty as managers of the Finch Park.



## 4. Community Benefits

The following estimate user data shows the park's use by Brewster residents.

Daypart	Estimated Visit Volume by User Type					All	
	Heavy	Regular	Casual	Transient			
Before 10am	37	94	109	46	286		
10 to noon	21	132	56	46	255		
Noon to 4pm	176	218	268	176	838		
4pm to 8pm	641	772	165	66	1,644		
After 8pm	85	164	133	62	444		
	960	1,380	731	396	3,467		Estimated Total Visits (4 Months)
	7.6	11.0	5.8	3.1	27.5		Visits per Day
	13	48	82	396	539		Estimated Total Unique Visitors

### Estimated Visits by Non Transient Users Annualized

3,071 x 2.5 = 7,678  
 weighted to adjust for higher usage in summer months  
 Based on 4 May 8 to Sept 9

Estimated Residency of Non Transient Users	Est % of use	Est Annual Visits by Non Transient Users by Town
Orleans	43 30%	2,309
Eastham	34 24%	1,825
Brewster	20 14%	1,074
Other Cape	29 20%	1,557
Off Cape	17 12%	913
<b>Total</b>	<b>143</b>	<b>7,678</b>

## 5 Community Support

**Erica O'Reilly** <ericaoreilly@yahoo.com>

**To:** Erica O'Reilly

Hello all,

I'm writing to you in support of future safety upgrades of the Orleans/ Finch public skate park.

My name is Michael Archer, I am a 50-year-old Brewster resident and have been skateboarding since I was 12. I have also been involved in the management and day-to-day operations of a local skateboard shop located in downtown Hyannis for over 25 years. During that time, we have held dozens upon dozens of skateboard related demos, contests and events. These events have always obtained their best results when held at spacious well-maintained, well-designed, and safe venues.

While these scheduled events are certainly an important part of what will bring skateboarders and the general public to a skate park, the casual "stop by and skate" day to day riding is of even of greater importance.

The Orleans skate park provides a place for much needed physical and mental exercise for age groups ranging from 5 to 55. Somewhere for parents to bring their children and feel the security of a designated area to ride. A meeting spot for teenagers to get off their phones and blow off some steam after school or on the weekend while having fun and interacting socially with each other, and a great surface for more mature and accomplished skaters to practice and hone their abilities at the highest level they can personally achieve.

Cool thing about skateboarding is there are no rules on style, there are no demands on tricks you have to make, no specific line or boundary of in and out. The round and flat surfaces that make up the skate park are the canvas and the skateboarders paint it however they see fit.

It is important to realize how accepting the skateboard culture is of each other. Regardless of age, ability, equipment or otherwise, all are welcome. For many it is a sanctuary, one of the only places they feel comfortable being around other people. There are no expectations of achievement but you will typically be applauded when others notice you have reached a self-made goal.

In short, the Orleans skate park is a special place. It is an asset to the community as a whole. That is why not only does it make sense to sure up this space of personal reinforcement and creativity, but also should be seen as necessary, to further nurture its growth based on its tremendous positive impact on locals and visitors alike.

Thank you for your time,

Michael Archer

Sent from my iPhone

## 6. Timeline

Work will be scheduled upon confirmation of funding

Electrical Work (1 day) Vendor is scheduling 3-4 weeks in advance

Raze Shed (1 day) Vendor is scheduling 5-6 weeks in advance

Ramp Shoring / Resurfacing (2-3 weeks) 6-8 weeks contractor lead time. Nauset Together We Can will order materials upon confirmation of funding.

## 8. Budget Detail

Budget: \$31,300

Raze shed \$1,500

Estimate by Brundage Site Work, 400 Massasoit Rd, Eastham MA 02642

Includes razing the structure, disposal of debris, and loam / seeding of area. Work is expected to take one day.

Relocate Electrical to exterior panel: \$4,400

Estimate by Farrell Electric, 105 Holmes Rd, North Eastham MA 02651

All labor and materials to disconnect power to existing meter socket and panel on shed and remove. Install new 100 amp meter socket and outdoor panel on wooden pedestal with 2-20 amp GFCI receptacles and switch for lights. Relocate existing service and wires running to lights into new outdoor panel. Work is expected to take one day.

Ramp Shoring / Resurfacing: \$25,400 + volunteer labor

All materials (Skatelite, pressure treated plywood, hardware) and debris disposal for ramp shoring/resurfacing as needed. Includes 160 hours of professional crew labor to be augmented by local volunteers. Work is expected to take 2-3 weeks depending on volunteer availability.

Finch Skateboard Park  
FY22-23 Final

<b>Receipts</b>	
Town Funding	8,900.00
Allocated Donations	
Balance Forward	<u>0.00</u>
<b>Total Receipts</b>	8,900.00
<b>Expenses</b>	
Finch Insurance	-4,032.00
Expansion Project	0.00
Maintenance	-3,723.43
Electricity	-221.91
Supplies	
General	<u>0.00</u>
Total Supplies	0.00
Superintendent Wages	
Net Pay	-371.03
Employee Federal Tax	-64.40
Employee State Tax	<u>-37.37</u>
Total Superintendent Wages	-472.80
Payroll NTWC Contributions	
State Unemployment-DUA	<u>0.00</u>
Total Payroll NTWC Contributions	<u>0.00</u>
<b>Total Expenses</b>	<u>-8,450.14</u>
<b>Total Finch Skateboard Park</b>	449.86



**TOWN OF BREWSTER**

**SPRING 2024**

**COMMUNITY PRESERVATION COMMITTEE**

**APPLICATION: 0 MAIN STREET/WASHINGTON CHASE BOG  
CONSERVATION RESTRICTION**



**Old Washington Chase Cranberry Bog**



## APPLICATION FOR COMMUNITY PRESERVATION

**Date: February 9, 2024**

**Name of Applicant:** Brewster Open Space Committee  
**Contact Individual:** Elizabeth Taylor, Chair  
**Mailing Address:** Town Hall 2198 Main Street Brewster, MA 02631  
**Daytime Phone:** 774-216-1659    **e-mail:** "[etaylor@brewster-ma.gov](mailto:etaylor@brewster-ma.gov)"

**Name of Proposal:** Washington Chase Bog – Conservation Restriction

**Address of Proposal (or assessor's parcel ID:** 0 Main Street and a portion of 3571 Main Street, (126-4; 126-5; 126-9 and a portion of 114-60)

### **PROJECT SYNOPSIS:**

The Town of Brewster is working with the Brewster Conservation Trust (BCT) to protect a 12.36-acre parcel known as the Washington Chase Bog, comprised of 7.33 acres of upland and 5.04 acres of wetland. The property is located on the north side of Main Street in East Brewster. BCT is purchasing the property and asking the Town to share the cost, by purchasing the Conservation Restriction (CR). Previously having been run as a campground and a working cranberry bog, it remains a typical pine-oak woodland with existing paths and vehicle tracks running through the property. The wetland areas are now overgrown with trees and vegetation, which BCT would like to restore to a natural wetland (fresh marsh) habitat. The bog drains under the rail trail into Namskaket Marsh. This has the potential to be the most visible bog to marsh ecorestoration project on Cape Cod, along the historic Old Kings Highway. **Att. 3.A & 3.B.**

Restoration/protection of this parcel would contribute to the scenic and natural character of Brewster and will enhance the open-space value of these and nearby lands. The parcel is proximate to land already conserved, including 1700+ acres of contiguous open space owned and operated by the Massachusetts Department of Conservation and Recreation (DCR)-Nickerson State Park. It also abuts the DCR Cape Cod Rail Trail on its northern property boundary, which in turn abuts land owned and conserved by the Brewster Conservation Trust and connecting through to the 120+ acre Namskaket Marsh Town Conservation Area. **Att. 3.K.**

The Town Select Board, Town Manager, Natural Resources Department, Conservation Commission, and Open Space Committee support the purchase of a Conservation Restriction (CR), as does the Brewster Conservation Trust (BCT). **Att. 2.**

**Category (circle all that apply):** OPEN SPACE **Historic Preservation** RECREATION **Community Housing**

**CPA funding requested** \$225,000.

**Total Cost of Proposed Project** \$706,660

## **1. PROJECT DESCRIPTION:**

The Town of Brewster is working with the Brewster Conservation Trust (BCT) to protect a 12.36-acre parcel known as the Washington Chase Bog, comprised of 7.33 acres of upland and 5.04 acres of wetland. The property is located on the north side of Main Street in East Brewster. BCT is purchasing the property and asking the Town to share the cost, by purchasing the Conservation Restriction. Previously having been run as a campground and a working cranberry bog, it remains a typical pine-oak woodland with existing paths and vehicle tracks running through the property. It is generally level, although the southeast border, near Main Street, slopes up steeply. Due to the steepness of this slope, there are guard rails along Main Street in this area. The wetland/bog areas are now overgrown with trees and vegetation, which BCT would like to restore to a natural wetland (fresh marsh) habitat. The bog drains under the rail trail into Namskaket Marsh. **Att. 3.C. & 3.I.**

Restoration/protection of this parcel would contribute to the scenic and natural character of Brewster and will enhance the open-space value of these and nearby lands. The parcel is proximate to land already conserved, including 1700+ acres of contiguous open space owned and operated by the Massachusetts Department of Conservation and Recreation (DCR)- Nickerson State Park. It also abuts the DCR Cape Cod Rail Trail on its northern property boundary, which in turn abuts land owned and conserved by the Brewster Conservation Trust and connecting through to the 120+ acre Namskaket Marsh Town Conservation Area. **Att. 3.B.**

This East Brewster property had been on BCT's radar for strategic acquisition for the past 40 years since they received a donation of 21 acres on Mitchell Lane to the north. The late Ms. Marian Dalgarn inherited the property from her father Washington Chase (1913-2008) who lived to be 95 years old. He ran a campground and cranberry bog on the property after World War II for most of his remaining years. BCT intends to purchase and protect in perpetuity, this highly visible, strategically located upland and wetland property with the potential to be the most visible bog to marsh ecorestoration project on Cape Cod, along the historic Old Kings Highway. **Att. 3.G. & 3.H.**

## **2. CPA GOALS/CRITERIA:**

The goals of this project encompass a number of the Community Preservation general criteria areas for community preservation and enhancement serving the purposes of Open Space and Recreation; saving resources that would otherwise be threatened; leveraging public funds and enhancing existing Town resources; all contributing to the preservation of Brewster's unique character.

**Preservation of these 12.36 acres will provide:**

### **Open Space Protection by:**

**Permanently protecting important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, containing a habitat type that is in danger of vanishing from Brewster or preserving habitat of threatened or endangered species of plants or animals**

### **Biodiversity.**

The parcel lies in close proximity (200 to 300 feet) to areas designated as BioMap Rare Species Core Habitat and BioMap Critical Natural Landscape Aquatic Core Buffer, as defined by the Massachusetts Natural Heritage and Endangered Species Program. BioMap, published in 2010 and updated in 2022, was designed to guide strategic biodiversity conservation in Massachusetts over the next decade by focusing land protection and stewardship on the areas that are most critical for ensuring the long-term persistence of rare and other native species and their habitats, exemplary natural communities, and a diversity of ecosystems. BioMap is also designed to include the habitats and species of conservation concern identified in the State Wildlife Action Plan.



This parcel connects hydrogeologically to land conserved by the Brewster Conservation Trust and Town of Brewster at Namskaket Marsh, part of an Area of Critical Environmental Concern. **Att. 3.E.**

The parcel is also home to rare Eastern Box turtles (*Terrapene carolina carolina*, a species of Special Concern), Fishers, coyote dens, and waterfowl, all documented by retired biology professor, current landowner David Dalgarn **Att. 3.L2.**

### **Water Quality And Wetlands**

Protection of vegetated upland buffers can help maintain water quality within wetlands and connected groundwater. In turn, protected wetlands can improve water quality by removing pollutants from surface water runoff from surrounding property. The wet meadow wetlands on the parcel provide valuable habitat for a diverse array of wildlife species as well as provide the many other public benefits of wetlands protection recognized by the Commonwealth of Massachusetts (Section 40 of Chapter 131 of the Massachusetts General Laws).

### **Habitat Restoration**

Protecting the parcel from development supports the Town's goals for maintaining water quality, open space, preserving the rural and scenic character of the area, and protecting habitat diversity. BCT would like to explore the restoration of the bog, back to its natural wetland (fresh marsh) habitat.

### **Unique soils**

The parcel specifically encompasses 5 acres± of Farmland of Unique Importance and 4.7 acres± of Prime Forest Land as identified by the USDA Natural Resources Conservation Service. The protection of the property will promote healthy soils and healthy soils practices as such terms are defined in Chapter 358 of the Acts of 2020, which added definitions of these terms to Section 7A of Chapter 128 of the Massachusetts General Laws. **Att. 3.D. & 3.F.**

### **Enhancing or protecting wildlife corridors, promoting connectivity of habitat and prevent fragmentation of habitats.**

As indicated above, this parcel is proximate to land already conserved, including 1700+ acres of contiguous open space owned and operated by the Massachusetts Department of Conservation and Recreation (DCR)- Nickerson State Park. It also abuts the DCR Cape Cod Rail Trail on its northern property boundary, which in turn abuts land owned and conserved by the Brewster Conservation Trust and connecting through to the 120+ acre Namskaket Marsh Town Conservation Area. The Chase Bog knits these lands together allowing wildlife corridors to connect from NSP thru to the saltmarshes. **Att. 3.K.**

**Preservation of these 12.36 acres will also provide:**

### **Recreational Benefits by:**

- Providing opportunities for passive recreation and environmental education available to all ages of Brewster residents and visitors.**
- Providing connections with existing trails or potential trail linkages connects to conservation areas**
- Preserving scenic views or bordering a scenic road.**

When the Town of Brewster updated its Open Space and Recreation Plan (OSRP) in 2021, additional goals were added including preservation of a variety of rural recreational activities and high-quality natural environments in close proximity to all residential areas. It stresses that recreation opportunities are incredibly important for a healthy and vibrant community. Recreation provides a common ground focused on inclusivity while fostering a culture of health and well-being in our community. Residents are looking for more

recreational opportunities for all ages. Respondents to the OSRP survey highlighted the need for future open space and recreational planning to focus on walking and hiking trails, specifically those that are accessible. The Brewster Vision Plan also highlights the need for more walking trails.

### **Public Access**

The Massachusetts Statewide Comprehensive Outdoor Recreation Plan (SCORP) is a planning document that discusses the available recreational resources in the Commonwealth, along with the needs of its residents, and identifies the gap between them. This land acquisition will support the SCORP trail initiative by providing an easily available new trail that connects to a number of existing trail systems. The state has indicated that Brewster needs to provide more accessible trails and this parcel lends itself to an interior ADA-feasible trail leading from the Cape Cod Rail Trail to see the bog. Public access to the parcel will be allowed for passive outdoor recreation, education, and nature study. **Att. 4.A-4.D.**

The property abuts 1,100 feet of the DCR Cape Cod Rail Trail, preserving scenic vistas for users of the rail trail and providing the opportunity to expand walking rail connections between Nickerson State Park, the Rail Trail and Cape Cod Bay beaches

- Is across Main Street from 1700+ acres of contiguous open space owned and operated by the State Division of Conservation & Recreation (DCR) as Nickerson State Park, the most popular campground in the DCR system;
- Abuts the DCR Cape Cod Rail Trail, the most popular DCR facility on Cape Cod;
- Fronts on Route 6A for 600 feet, protecting a rural scenic view enjoyed by 12,000 motorists (average) each day, in the Old Kings Highway Regional Historic District, the largest historic district in the US;
- Fronts Route 6A, named one of ten Most Outstanding Scenic Byways in America in 1993 **Att. 3.J.**

### **3. COMMUNITY BENEFITS:**

This acquisition will provide multiple benefits to numerous populations. The current population of Brewster (9,765 - Town Clerk, Jan 2024) will benefit, as will Brewster's 35,000+ annual visitors, many of whom will be able to enjoy this area.

Brewster voters have been approving land acquisition for over 60 years, accumulating over 1,200 acres to protect their drinking water and surface waters, wildlife corridors, rare and endangered species habitats, seacoast and massive recreation areas. This parcel has been identified as important for habitat and wildlife corridor protection, as well as providing excellent recreational trail connections. It has been endorsed by the Select Board, Town Manager, Natural Resources Department, Conservation Commission, and Open Space Committee.

Recent Town of Brewster surveys found that residents value the preservation of public lands for accessible peaceful recreation. In 2018, the Town completed the Vision Plan, the result of a significant public participation process which included three series of workshops and a public survey to gauge the importance of actions to achieve the vision. The Vision Plan is built on eight "building blocks", one being Open Space. These building blocks received the highest rankings of importance in the public survey. Throughout the planning process, citizens noted the contribution of open space to Brewster's character, the protection of water resources and natural habitat, and passive recreation.

In 2021 The Town updated its Open Space and Recreation Plan in 202, including a survey of Brewster residents to obtain their views on the Town's open space and recreation priorities. Pertinent goals and objectives from the updated OSRP include:

**For Open Space:**

- Provide more walking trails and expand ADA access to recreational areas.
- Provide open space and recreation opportunities that maintain Brewster's rural character
- Acquire and protect upland wooded, open field, coastal, and wetland parcels that preserve and enhance community character.
- Protect open space for the purpose of preserving Brewster's unique and fragile ecological habitats and augment the Town's network of wildlife corridors.

**Brewster Conservation Restriction Program**

Brewster has adopted a Conservation Restriction Program consisting of policies and guidelines approved by the Board of Selectmen, Assessors and Conservation Commission in 1989, to encourage the use of conservation restrictions as a means of "preserving open space, forest lands, and natural habitat of fish, wildlife or plants and providing scenic enjoyment, outdoor recreation and education of the public" in perpetuity. The Program further specified that purposes of a conservation restriction could include the following:

- o prevent the cutting of trees;
- o preserve a scenic view;
- o prevent disturbance of wetlands;
- o preserve important natural habitats; and,
- o limit or prevent construction on land of natural resource value.

Granting this Conservation Restriction, for the reasons outlined above, aligns with the goals of the Town of Brewster's Conservation Restriction Program. The Wildlife and Plant Habitat Goal will be advanced because the property contains important pine-oak woodland upland and wetland habitat and is in close proximity to Natural Heritage and endangered species Program (NHESP) Priority Habitat of Rare Species, and BioMap Core Habitat and Critical Natural Landscape. This Conservation Restriction will ensure that these important habitats remain undisturbed in perpetuity. The Open Space Goal will be served in preventing development on the Premises. The Town of Brewster values land conservation and the preservation of open space to maintain the Town's rural, small town character. The Town also values increasing the quantity and quality of its open space -- looking at high priority ecological contributions of properties.

**Consistency with Clearly Delineated State Conservation Policy**

The protection of the parcel supports the Massachusetts Statewide Comprehensive Outdoor Recreation Plan (SCORP) 2017 goal to support the Statewide Trails Initiative, specifically, to support the acquisition of land and development of new open spaces that can provide or connect with a trail network. This objective is supported by providing the opportunity to expand walking rail connections between Nickerson State Park, the Cape Cod Rail Trail and Cape Cod Bay beaches.

**Climate Change Resiliency**

The majority of this parcel (two thirds) is identified as an area of average to slightly above average Terrestrial Resilience according to The Nature Conservancy's (TNC) Resilient Land Mapping Tool, including slightly above average Landscape Diversity and average Local Connectedness. TNC's Resilient Land Mapping Tool was developed in order to map 'climate-resilient' sites that are 'more likely to sustain native plants, animals,

and natural processes into the future.’ The protection of these climate resilient sites is an important step in both reducing human and ecosystem vulnerability to climate change and adapting to changing conditions. Preventing clearing of the forested areas also helps to moderate temperatures, an important factor in mitigating climate change. Climate resilience will be enhanced by preserving this wetland and restoring the old bog back to a more natural wetland with freshwater marsh and shrubs. Some of these wetlands have reverted to their natural vegetative state and now provide important wildlife habitat, flood control and storm damage prevention, and work to greatly improve water quality. **Att. L1.**

**For Recreation:**

- Provide a variety of recreation and open space opportunities to promote healthy and active lifestyles for Brewster residents, ensuring equitable access for all users and abilities.
- Acquire and protect lands of recreational value.
- Enhance walking and biking opportunities that connect residential areas with open space and recreational resources.

This property meets these goals in providing connections to Town, BCT and state open space, preserving rare and native species, allowing for both open space and recreational opportunities, and offering members of the community options for local walking and birding activities. Connecting resources with walking and biking networks allows residents to access areas without using their vehicles, which helps reduce air pollution and promotes healthier choices. The state has indicated that Brewster needs to provide more accessible trails and this parcel lends itself to an interior ADA-feasible trail leading from the Cape Cod Rail Trail to see the bog. This acquisition fits squarely within these goals and purposes, clearly reflecting the priorities and vision of Brewster’s residents.

**Massachusetts Statewide Comprehensive Outdoor Recreation Plan SCORP 2017**

The most recent SCORP identified several priority goals, including the goal of providing open space access to underserved areas. Brewster is an Environmental Justice community and has protected open space acres per capita that is about average in the county.

The SCORP supports an increase in trails statewide, increase in water-based activities, and conservation of properties that allow community members and individuals within the neighborhood to experience outdoor recreation close to home. Specifically, the Washington Chase Bog purchase will conform with the Plan’s Goal of “Supporting the Statewide Trails Initiative” with Objectives: 1) Support the acquisition of land and development of new open spaces that can provide a trail network and 2) Fill in the gaps of existing trail networks. In addition, the extensive residential areas of East Brewster will benefit from this new open space closer to their homes.

**Protecting a State Priority Preservation Area/Support of Cape Cod Commission's Regional Policy Plan**

The Cape Cod Commission's 2018 Regional Policy Plan (RPP) guides development and land use in the county. Protection of this property supports the RPP's goals: 1) (wildlife and plant habitat) to protect, preserve or restore wildlife and plant habitat to maintain the region's natural diversity, 2) (open space) to maintain or increase the connectivity of open space, and 3) (open space) to conserve, preserve or enhance a network of open space that contributes to the region's natural and community resources and systems."

**Massachusetts Heritage Landscape Inventory Program** Further, this purchase will protect the road frontage along Main Street, a Town Scenic Road identified in the 2007 Massachusetts Heritage Landscape Inventory Program for Brewster as a Transportation feature worthy of protection in the plan.

**Working with Native American Tribes**

The Brewster Conservation Trust has been in negotiation with the Native Land Conservancy, Inc. on a Cultural Agreement to work together on reviewing properties of mutual interest for their cultural significance and to develop educational programs together to inform the public about the cultural significance of these BCT properties, and the importance of the history of Native peoples on these lands. BCT also helped to financially sponsor the NLC in its founding year of 2012, incorporating properties such as the Washington Chase Bog. Working with BCT to further inform residents and visitors about the cultural significance of Brewster properties would serve to support and enhance Brewster’s inclusion and diversity goals.

**COMMUNITY SUPPORT:**

The Brewster Conservation Trust (BCT) has a full-time Land Stewardship Director, assisted by an AmeriCorps member and an active covey of volunteers/trail crew. A volunteer Land Monitor walks their trails at least monthly and reports on any management issues.

BCT will own the parcel, while Brewster will purchase a perpetual Conservation Restriction. The Town Select Board, Town Manager, Natural Resources Department, Conservation Commission, and Open Space Committee support this purchase of a Conservation Restriction.

Letter of Support is **Att. 6**.

**5. CREDENTIALS:**

The Brewster Conservation Trust will have custody and control of this conservation area. The Town of Brewster will hold the Conservation Restriction, which will enable it to also participate in the management of this conservation area.

**6. TIMELINE:**

<b>May 2023</b>	Offer accepted by Dalgarn
<b>July 2023</b>	State Conservation Partnership Grant submitted. By BCT
<b>October 2023</b>	Purchase and Sale signed between BCT and property owner
<b>November 2023</b>	State grant awards announced
<b>Dec 2023</b>	State contract signed
<b>February 2024</b>	CPC application for Funding for CR
<b>May 2024</b>	Town Meeting approval
<b>June 2024</b>	CR approved for local signatures
<b>June 2024</b>	Brewster Conservation Trust purchases property; CR conveyed to Town of Brewster
<b>July-2024</b>	Dedication/celebration

**7. BUDGET:**

This Conservation Restriction acquisition would be funded through the Town's Community Preservation Fund. The Open Space Committee recommended the purchase. Town Meeting approval will be sought at Town Meeting in Spring 2024.

<u>PROPOSED PROJECT COSTS</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
<u>BCT Expense Items</u>		
Survey	\$ 1,000	
Appraisal of 12.36 acres	\$ 3,000	Appraisal Company of Cape Cod (2023)
Land purchase cost by The BCT	\$ 700,000	Bargain sale negotiated Dalgarn & BCT 2023
Miscellaneous due diligence for closing	\$ 2,660	Legal services, Registry fees, etc.
<b>TOTAL PROJECT COSTS</b>	<b>\$ 706,660</b>	

**PROPOSED PROJECT FUNDING SOURCES**

Town Community Preservation Fund	\$ 225,000	to be voted at Town Meeting, Spring 2024 for Conservation Restriction
State Partnership Grant -BCT	\$ 175,000	50% of eligible costs (not to exceed \$175,000)
BCT Funds	\$ 306,660	
<b>TOTAL PROJECT FUNDING</b>	<b>\$ 706,660</b>	

<b>CPA PROJECT FUNDING</b>	<b>\$ 225,000</b>	<b>Town of Brewster</b>
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**8. MAINTENANCE:**

The Brewster Conservation Trust will have custody and control of this conservation area. The Town of Brewster will hold the Conservation Restriction, which will enable it to also participate in the management of this conservation area, ensuring that BCT adheres to all standards set forth in the conservation restriction. The Brewster Conservation Trust will conduct all necessary maintenance and management through their land stewardship program which is led by a full time Land Stewardship Director and assisted by volunteers.

**9. SITE CONTROL AND APPRAISAL:**

The Draft Conservation Restriction is **Att. 5**

Deed of Record **Att. 7.**

An Appraisal of the property's value by a licensed appraiser using customary appraising techniques is **Att. 8**

**Appraisal Summary:**

CATHERINE HAMMOND  
APPRAISAL COMPANY OF CAPE COD, INC.  
170 ROUTE 6A, PO BOX 1655  
ORLEANS, MASSACHUSETTS  
PHONE (508) 255-8822

**Opinion of Market Value: \$800,000**

**June 19,2023**

**The Brewster Open Space Committee  
February 9, 2024**

## **LIST OF ATTACHMENTS**

- 1. Town Meeting Article** (draft) authorizing CR purchase (to be voted May 2024)
- 2. Select Board Letter of Support for Conservation Restriction**
- 3. Resource Maps**
  - A. USGS Topographic Locus Map: USGS 1974 Harwich MA Quadrangle USGS
  - B. Assessor's 2023 Locus and Road Map
  - C. 2014 Aerial Photo
  - D. USGS Surficial Geology Map, 1962
  - E. 2022 Assessing Map showing BioMap Core Habitat and BioMap Critical Natural Landscapes
  - F. Primal Forest Soils
  - G. Survey Plan of Record, 1989
  - H. Updated Survey Sketch Locus 2024
  - I. Freshwater Wetlands indicating 50' and 100' Buffer Zones
  - J. Old Kings Highway Regional Historic District
  - K. Protected Open Space
  - L.1. Climate Resilience -The Nature Conservancy
  - L.2. Mesa -Listed Rare Species Documentation – Eastern Box Turtle – *Terrapene carolina carolina*
- 4. Site Photographs, 2023**
  - A. Boundary Abutting Cape Cod Rail Trail – Washington Chase Bog
  - B. Overgrown Wetland – Washington Chase Bog
  - C. Interior Vehicle Tracks – Washington Chase Bog
  - D. Trail Visitor – Washington Chase Bog
- 5. Conservation Restriction Forms**  
Draft Conservation Restriction –Brewster Conservation Trust to Town Conservation Commission (first page only)
- 6. Letter of Support**  
**Brewster Conservation Commission: Michael Tobin, Chair**
- 7. Site Background: Deed of Record**
- 8. Appraisal Report:**  
CATHERINE HAMMOND Appraisal Company of Cape Cod, Inc. – June 2023 (excerpt)Value of land



**ARTICLE NO. XX:****CONSERVATION RESTRICTION ACQUISITION: 0 MAIN STREET**

To see if the Town will vote to authorize the Select Board to acquire a perpetual conservation restriction under MGL Ch. 184, Secs. 31 through 33, on a parcel of land designated on Brewster Assessors' Map 126 as Parcel 4, 5 and 9 located at 0 Main Street, and a portion of the parcel currently designated on the Brewster Assessors' Map 114, Parcel 60 located at the rear of 3571 Main Street in Brewster, Barnstable County, Massachusetts, consisting of 12.36 acres as shown on a plan of land entitled, "Survey and Plan of Land in Brewster, Mass. as claimed by Washington E. & Mary F Chase, Scale 1 in = 60 ft. March 10, 1989, East Cape Engineering, Orleans MA." and recorded in the Barnstable County Registry of Deeds as Plan Book 459, Page 75, and as more particularly shown as Lot 2 and Lot 3 on a plan of land entitled, "Lot Study Sketch for Property at 3571 Main St, Brewster, MA 02631 Prepared for Brewster Conservation Trust, Scale 1 in. = 80 ft, July 3, 2023, Soule Land Surveying." a copy of which is on file with the Brewster Town Clerk; to acquire interests in said parcel by gift, purchase and/or eminent domain taking under MGL Ch. 79, or any other enabling authority; to acquire said conservation restriction for conservation and passive recreation purposes for the general public, consistent with the provisions of MGL Ch. 40 Sec. 8C and Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, and in compliance with MGL Ch. 44B, Sec. 12(a), protecting the property for the purposes for which it is acquired; to transfer from available funds, including, without limitation, the Community Preservation Fund, the sum of Two Hundred Twenty-Five Thousand and 00/100 Dollars (\$225,000.00) to pay costs of this acquisition, and all other costs incidental and related thereto; further, to authorize the Conservation Commission to assume the monitoring and enforcement authority of the conservation restriction on the property; and to authorize the Select Board and Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the municipality to effect this purchase and obtain reimbursement funding;

Or to take any other action relative thereto.

(Community Preservation Committee)

( Majority Vote Required)

**Attachment 1. Town Meeting Article (draft) authorizing CR purchase (to be voted May 2024):**



Town of Brewster  
2198 Main Street  
Brewster, MA 02631  
(508) 896-3701 [www.brewster-ma.gov](http://www.brewster-ma.gov)

Office of the:  
Select Board  
Town Manager

February 12, 2024

To the Brewster Community Preservation Committee:

Re: Washington Chase Bog Property

On February 7, 2024, the Brewster Select Board unanimously voted to support the Open Space Committee's request for \$225,000 in Community Preservation Act (CPA) funding to purchase a conservation restriction on 12.36 acres of the Washington Chase Bog property at 3571 Main Street.

The Brewster Conservation Trust's acquisition of this parcel, in conjunction with their plan to establish 3 deed-restricted affordable homes in partnership with Habitat for Humanity houses on the remaining 1.58 acres, will achieve two of the Select Board's priority goals - adding housing and conserving open space. The Select Board applauds Brewster Conservation Trust's plan to conserve and restore this former cranberry bog and preserve an area of open space that can be enjoyed by the public.

Community Preservation Act (CPA) funding helps our community plan a sustainable future. Your efforts to date have shaped Brewster in many important ways, and we believe this request is worthy of your support.

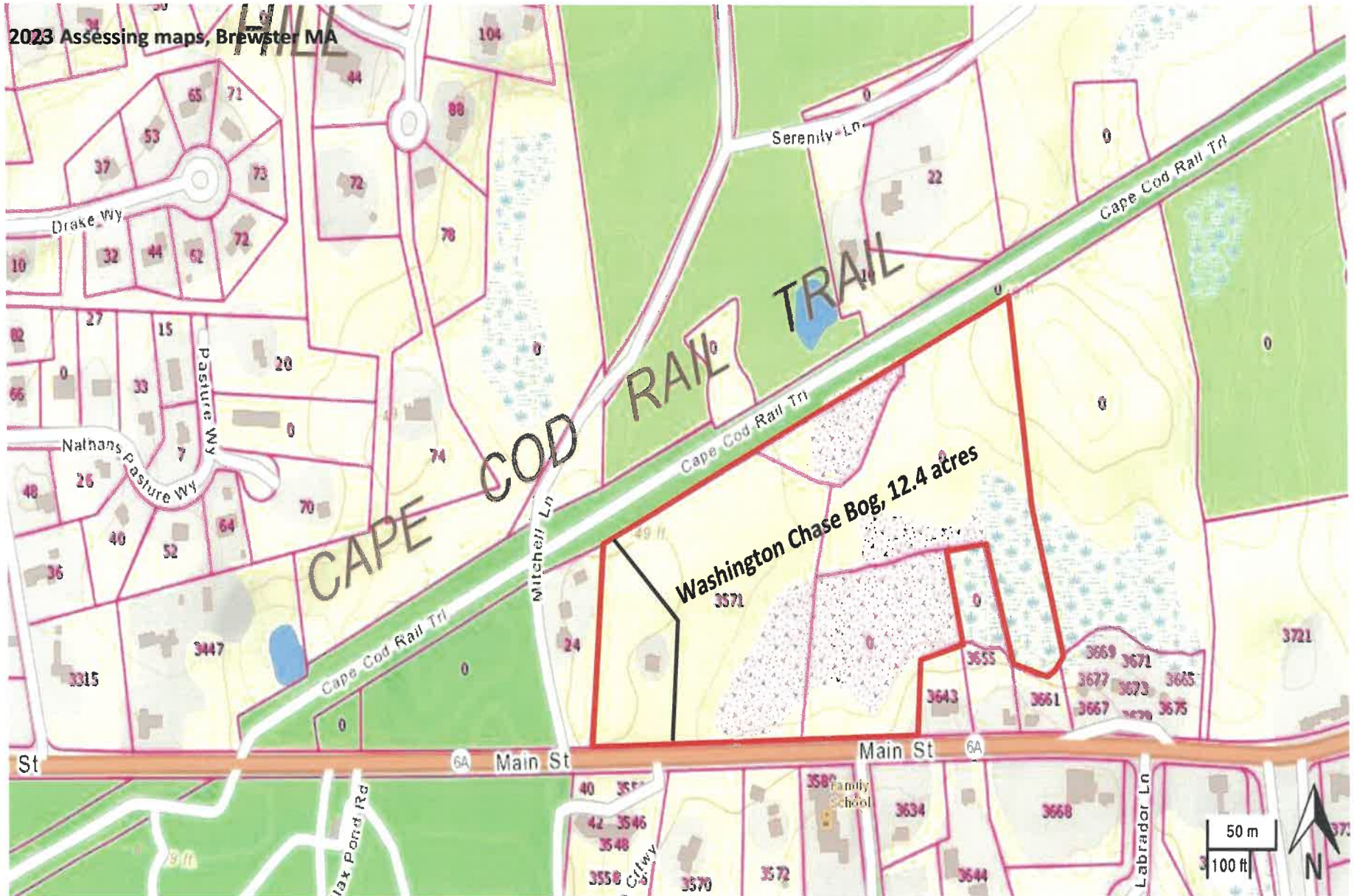
Respectfully,

Ned Chatelain

**Attachment 2. Select Board Letter of Support for Conservation Restriction:**



**ATTACHMENT 3 A: USGS Topographic Locus Map: USGS 1974 Harwich MA Quadrangle USGS – Washington Chase Bog**



NOTE: BCT will purchase all 14 acres, but this grant application is only for the 12.4 acres

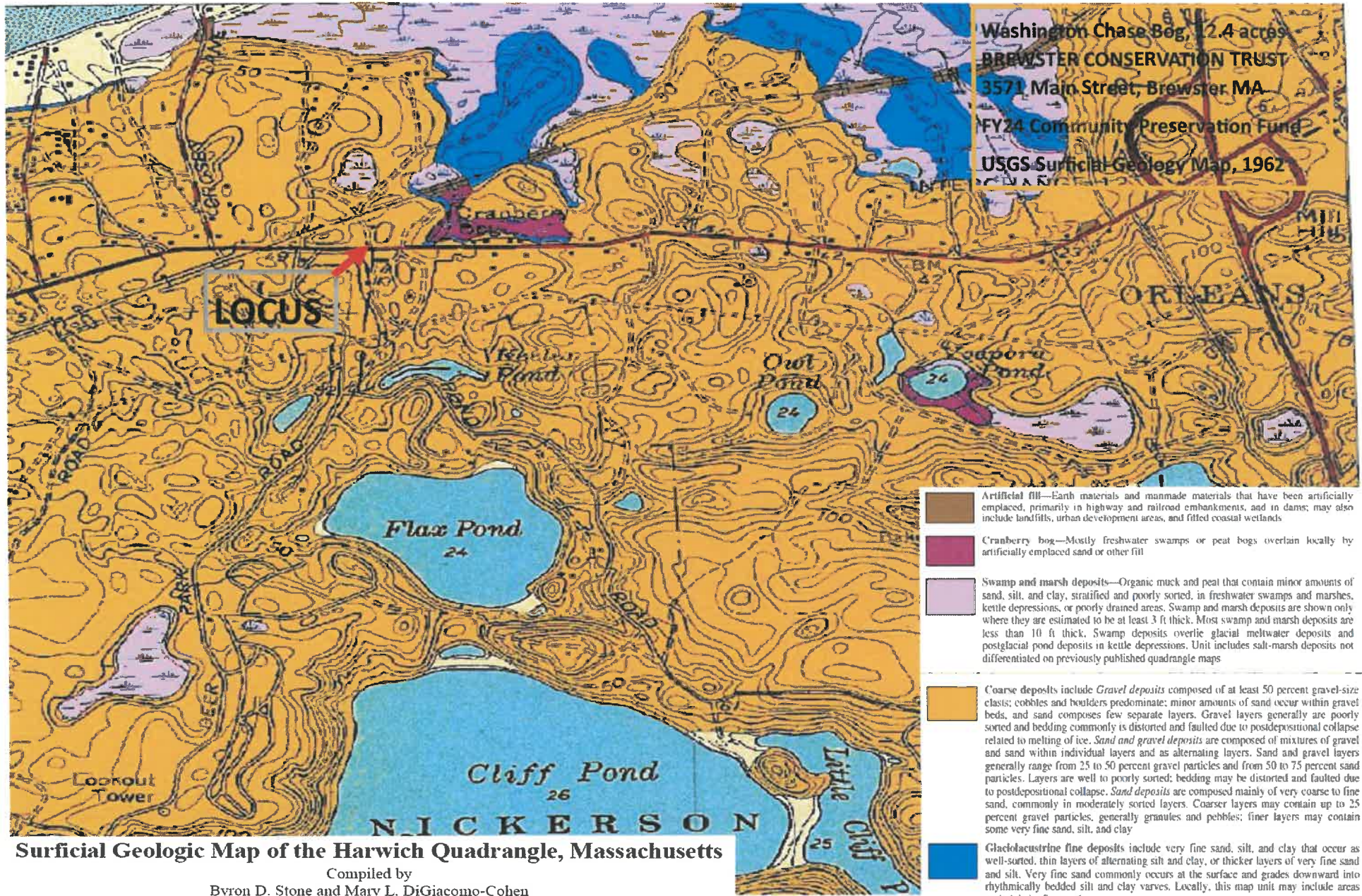
**ATTACHMENT 3 B: Assessor's 2023 Locus and Road Map – Washington Chase Bog**



2014\_ortho\_imagery

**ATTACHMENT 3 C: 2014 Aerial Photo - Washington Chase Bog**

# ATTACHMENT 3 D: USGS Surficial Geology Map, 1962 – Washington Chase Bog

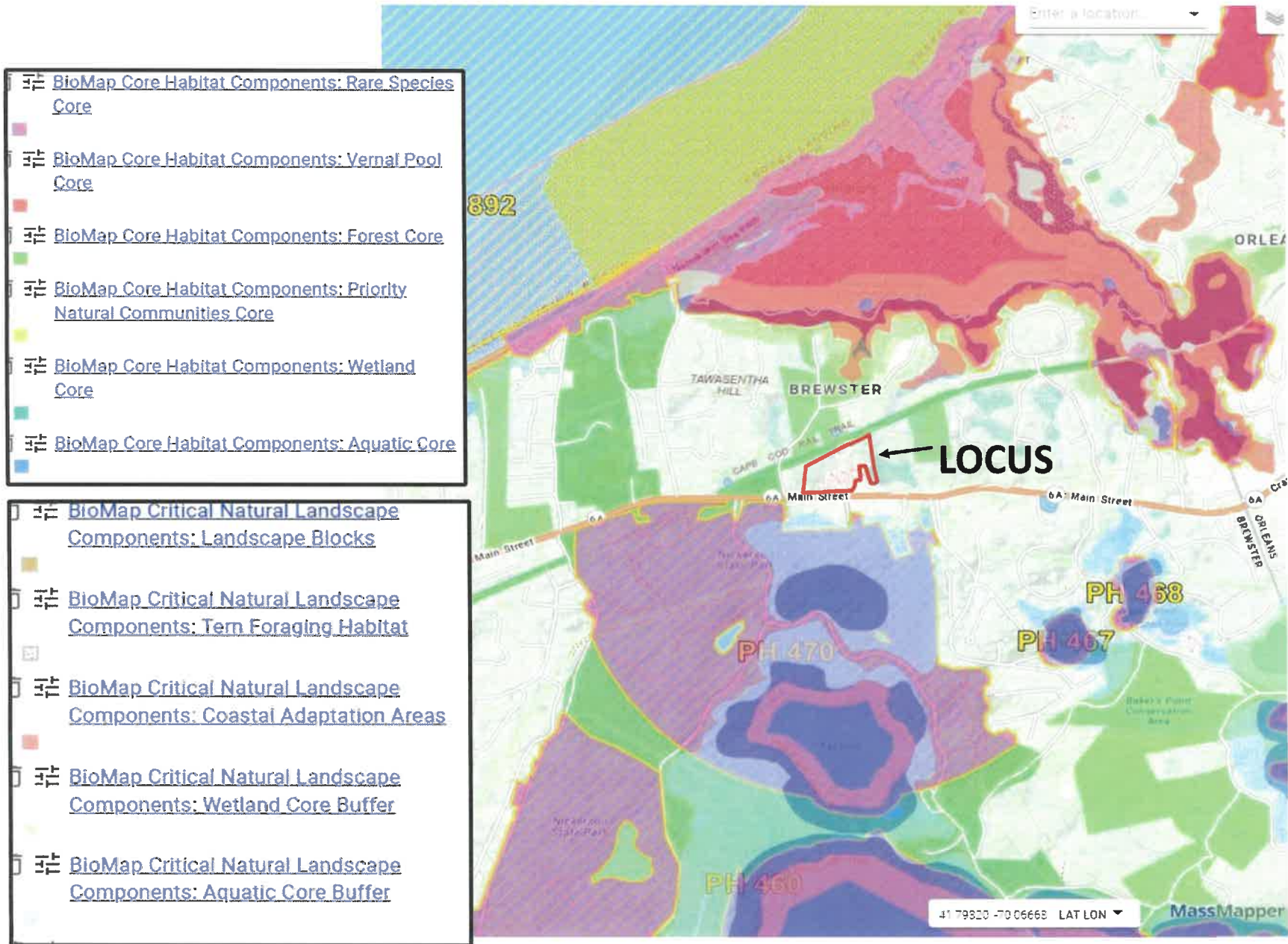


Washington Chase Bog, 12.4 acres  
 BREWSTER CONSERVATION TRUST  
 3571 Main Street, Brewster MA  
 FY24 Community Preservation Fund  
 USGS Surficial Geology Map, 1962

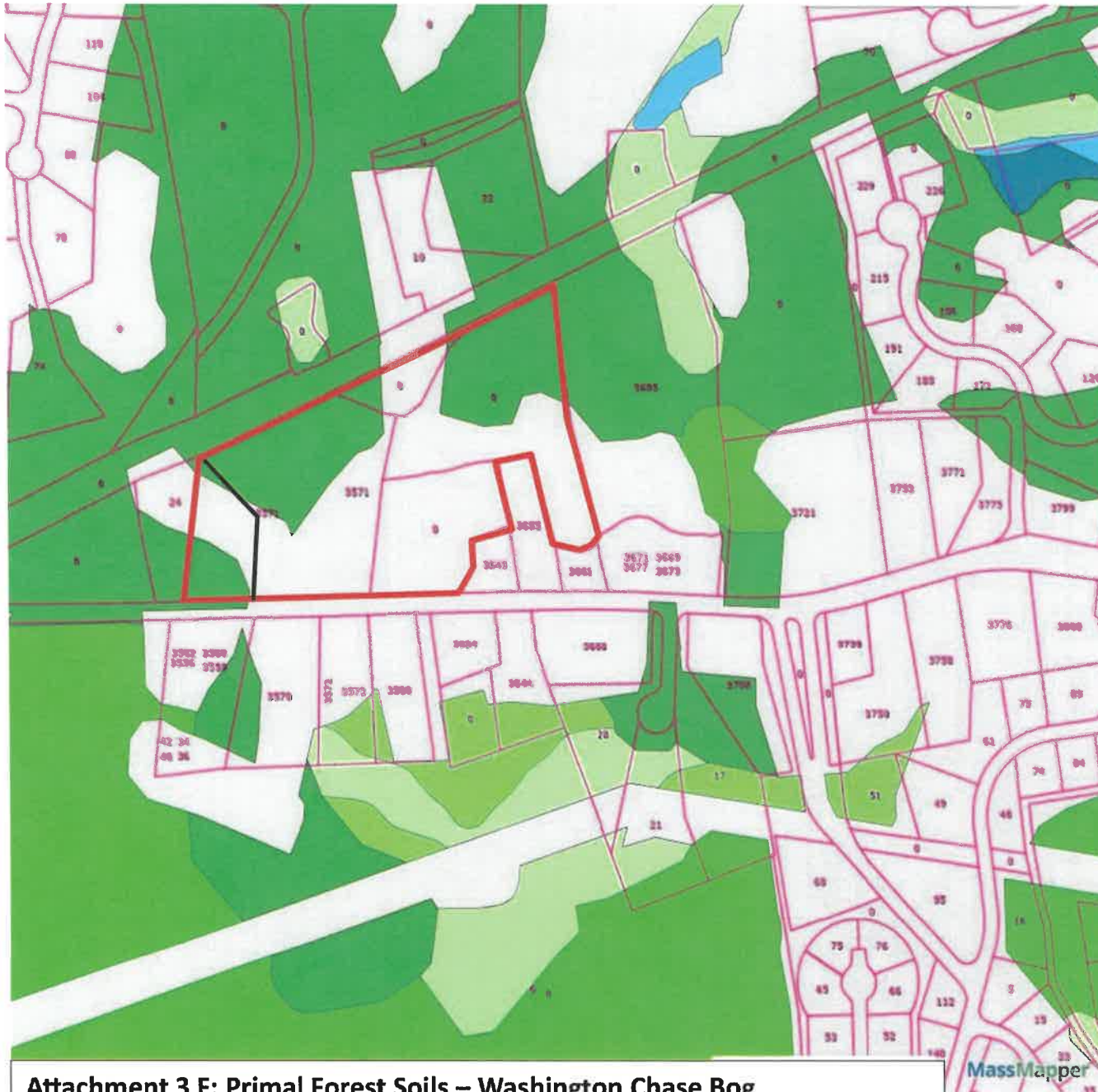
- Artificial fill—Earth materials and manmade materials that have been artificially emplaced, primarily in highway and railroad embankments, and in dams; may also include landfills, urban development areas, and filled coastal wetlands
- Cranberry bog—Mostly freshwater swamps or peat bogs overlain locally by artificially emplaced sand or other fill
- Swamp and marsh deposits—Organic muck and peat that contain minor amounts of sand, silt, and clay, stratified and poorly sorted, in freshwater swamps and marshes, kettle depressions, or poorly drained areas. Swamp and marsh deposits are shown only where they are estimated to be at least 3 ft thick. Most swamp and marsh deposits are less than 10 ft thick. Swamp deposits overlie glacial meltwater deposits and postglacial pond deposits in kettle depressions. Unit includes salt-marsh deposits not differentiated on previously published quadrangle maps
- Coarse deposits include *Gravel deposits* composed of at least 50 percent gravel-size clasts; cobbles and boulders predominate; minor amounts of sand occur within gravel beds, and sand composes few separate layers. Gravel layers generally are poorly sorted and bedding commonly is distorted and faulted due to postdepositional collapse related to melting of ice. *Sand and gravel deposits* are composed of mixtures of gravel and sand within individual layers and as alternating layers. Sand and gravel layers generally range from 25 to 50 percent gravel particles and from 50 to 75 percent sand particles. Layers are well to poorly sorted; bedding may be distorted and faulted due to postdepositional collapse. *Sand deposits* are composed mainly of very coarse to fine sand, commonly in moderately sorted layers. Coarser layers may contain up to 25 percent gravel particles, generally granules and pebbles; finer layers may contain some very fine sand, silt, and clay
- Glaciolacustrine fine deposits include very fine sand, silt, and clay that occur as well-sorted, thin layers of alternating silt and clay, or thicker layers of very fine sand and silt. Very fine sand commonly occurs at the surface and grades downward into rhythmically bedded silt and clay varves. Locally, this map unit may include areas underlain by fine sand

## Surficial Geologic Map of the Harwich Quadrangle, Massachusetts

Compiled by  
 Byron D. Stone and Mary L. DiGiacomo-Cohen  
 2009



**ATTACHMENT 3 E: 2022 Assessing Map Showing BioMap Core Habitat and BioMap Critical Natural Landscapes – Washington Chase Bog**



NOTE: The northern half of the locus 12.36 acres includes Prime 1 forest soils.

■ Prime 1

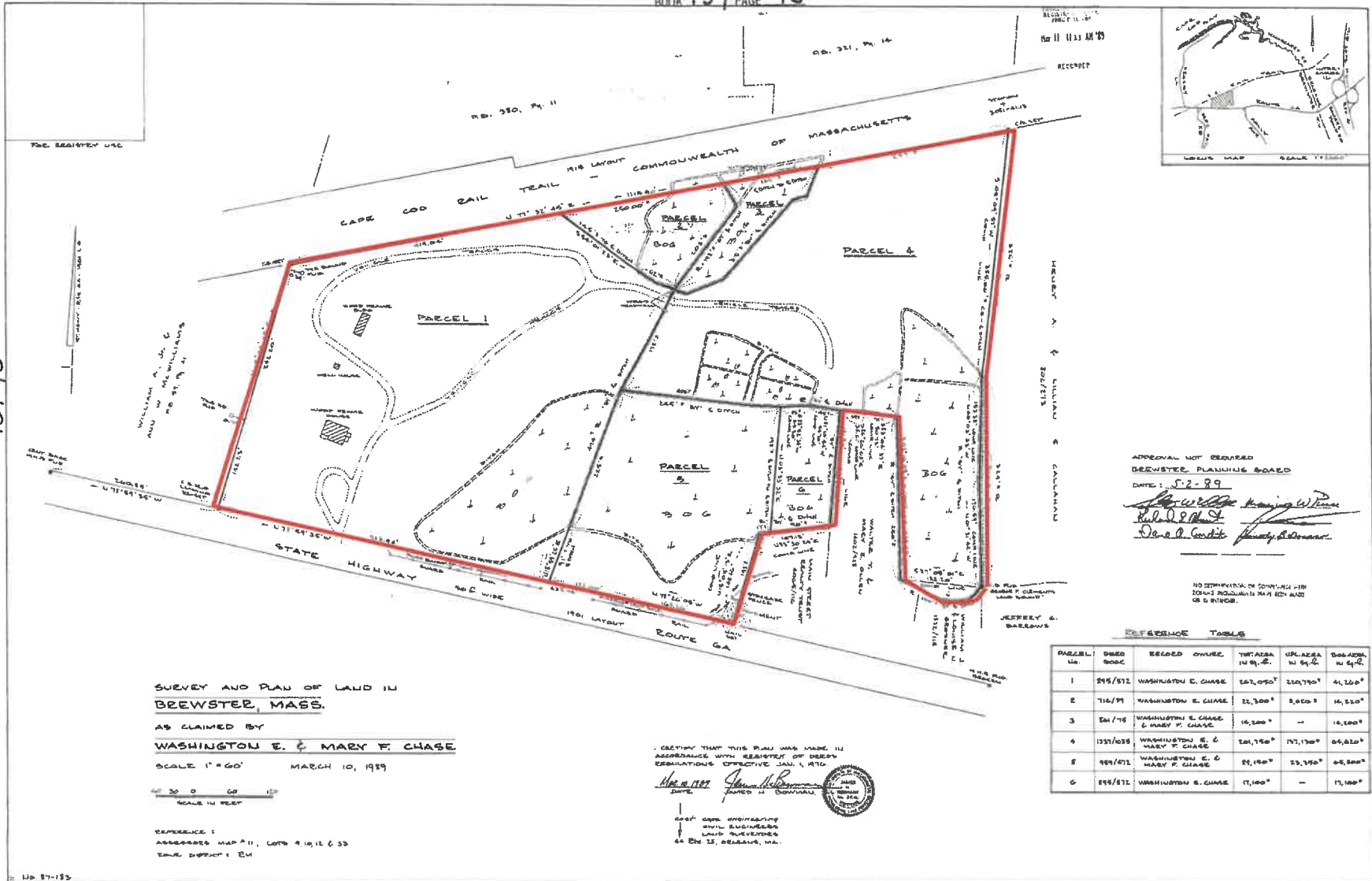
**Prime Forest Land**

- Prime 1
- Prime 2
- Prime 3
- Statewide Importance
- Local Importance
- Prime 3 Wet
- Statewide Importance Wet
- Local Importance Wet
- Unique Wet
- Non-Forested Land

**Attachment 3 F: Primal Forest Soils – Washington Chase Bog**



459-75



SURVEY AND PLAN OF LAND IN  
BREWSTER, MASS.  
 AS CLAIMED BY  
WASHINGTON E. & MARY F. CHASE  
 SCALE 1" = 60' MARCH 10, 1989

30 0 60  
 SCALE IN FEET

REFERENCE:  
 ADJACENT MAP #11, LOTS 9, 10, 11 & 12  
 TOWN OF BREWSTER, MASS.

I CERTIFY THAT THIS PLAN WAS MADE IN  
 ACCORDANCE WITH REGISTRY OF DEEDS  
 REGULATIONS EFFECTIVE JAN. 1, 1970  
 W. H. 1989  
 DATE  
 W. H. 1989  
 DATE



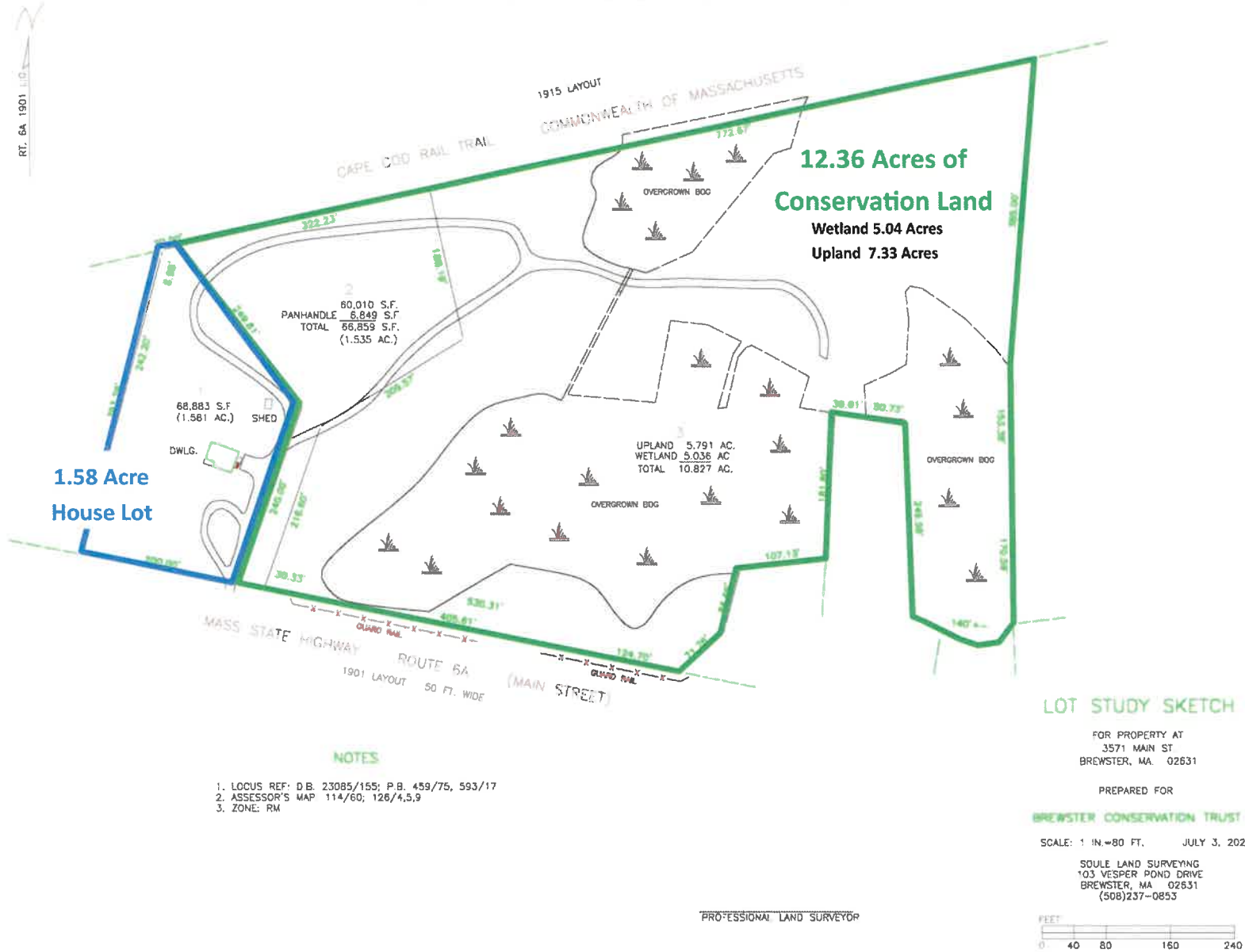
APPROVAL NOT REQUIRED  
 BREWSTER PLANNING BOARD  
 DATE: 5-2-89  
 [Signatures]

REFERENCE TABLE

PARCEL NO.	DEED BOOK	RECORDED OWNER	TOTAL AREA IN SQ. FT.	UPPER AREA IN SQ. FT.	DOLLAR VALUE
1	245/512	WASHINGTON E. CHASE	261,050'	220,790'	41,300'
2	716/79	WASHINGTON E. CHASE	22,300'	2,000'	16,550'
3	261/76	WASHINGTON E. CHASE & MARY F. CHASE	16,500'	-	16,000'
4	1337/038	WASHINGTON E. & MARY F. CHASE	261,750'	171,150'	60,600'
5	469/471	WASHINGTON E. & MARY F. CHASE	25,100'	25,350'	65,800'
6	245/512	WASHINGTON E. CHASE	7,100'	-	17,100'

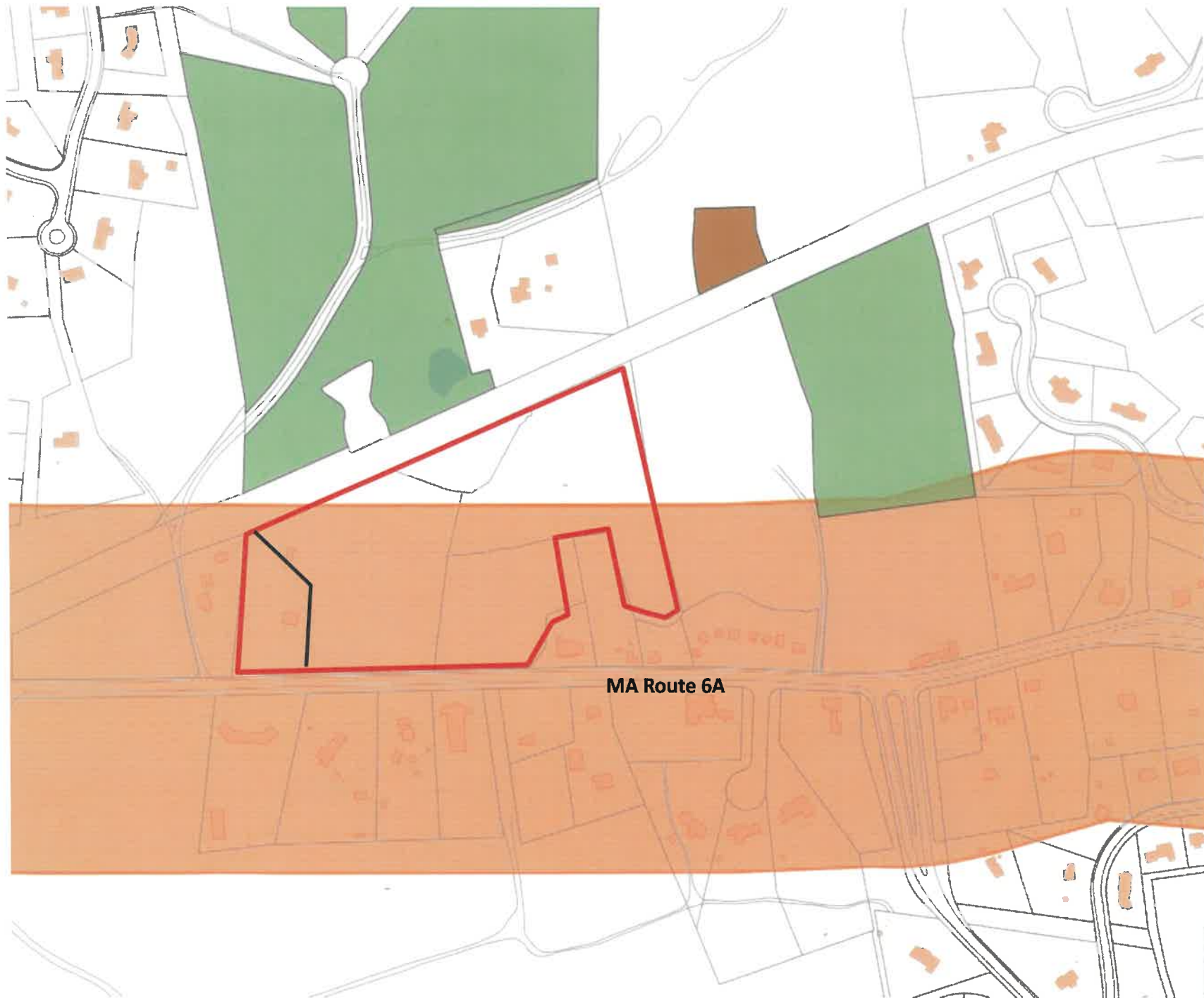
Attachment 3 G: Survey Plan of Record, 1989

# CHASE BOG PROJECT

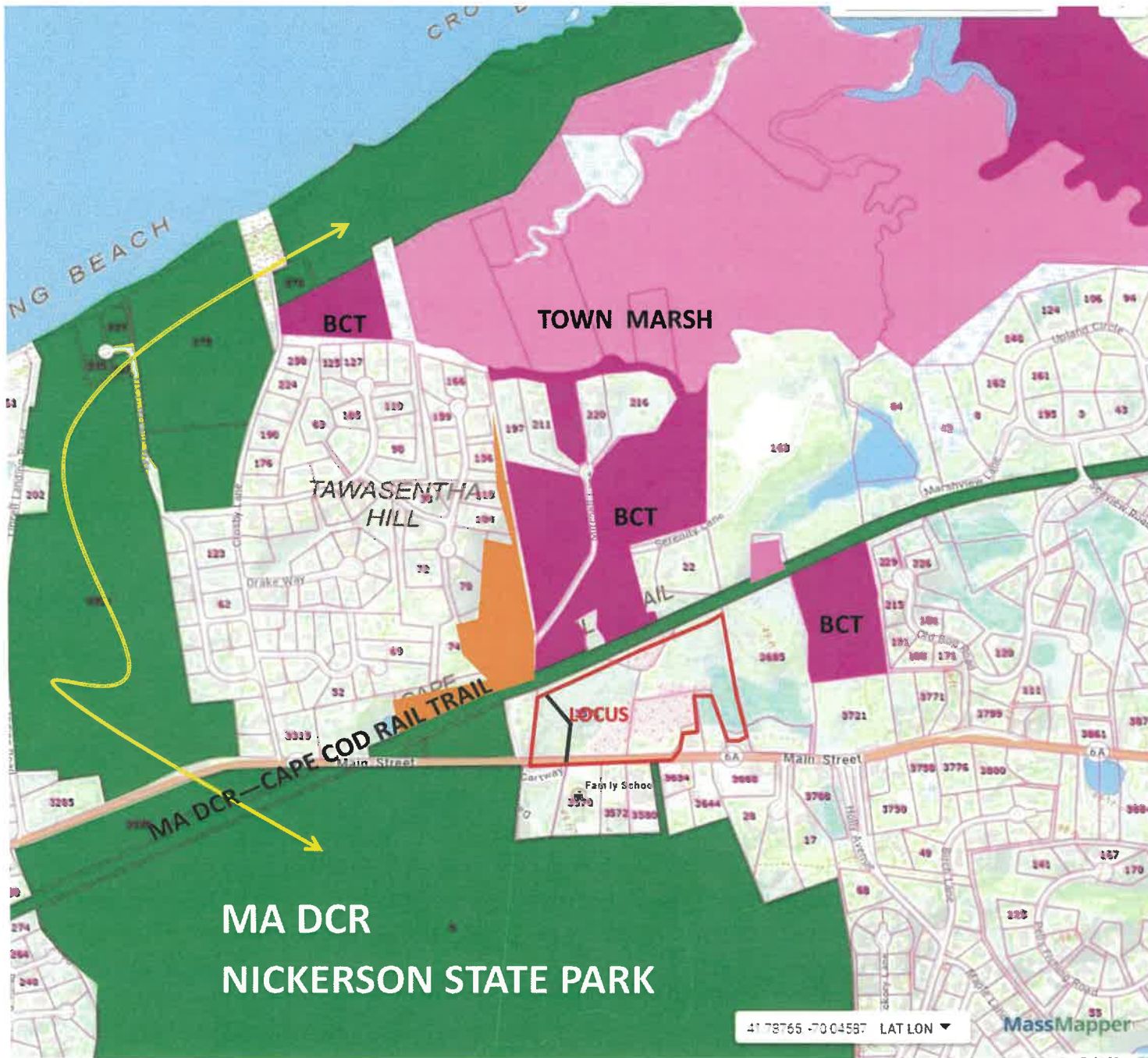




**Attachment 3 I: Freshwater Wetlands Indicating 50' and 100' Buffer Zones – Washington Chase Bog**



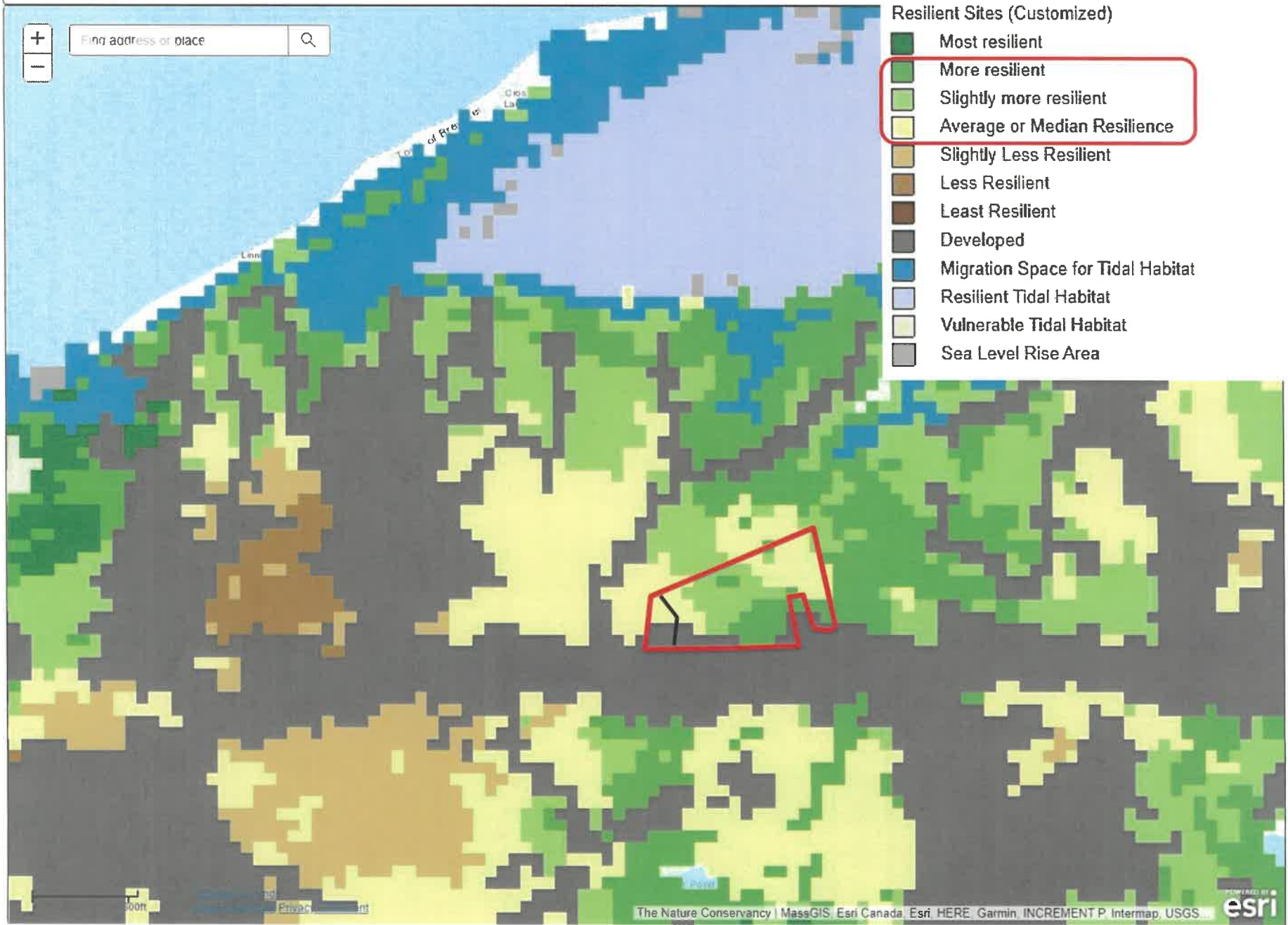
**Attachment 3 J: Old King's Highway Regional Historic District – Washington Chase Bog**



**OpenSpace by Ownership Solid**

- Federal
- DCR-State Parks\_Recreation
- DCRS/DFG
- Department of Fish\_Game
- DCR-Urban Parks\_Recreation
- DCR-Water Supply Protection
- Department of Agricultural Resources
- Commonwealth of Massachusetts
- County
- Municipal
- Public Non-Profit
- Land Trust
- Conservation Organization
- Non-Profit
- Private

**Attachment 3 K: Protected Open Space – Washington Chase Bog**



**Attachment 3 L1: Climate Resilience – The Nature Conservancy – Washington Chase Bog**

September 10, 2015

Hello Mark,

Thanks for stopping by today. Attached are two box turtle photos. Turtle 1's shell was approximately 5-6 inches long on the long axis while turtle 2's shell was only 2.5 inches long on the long axis. Turtle 1's photos was taken on July 28 along the road behind our house while turtle 2's photo was taken just three hours ago in our front yard (approximately 20 feet from where you were sitting). The white stuff on turtle 1's face was mushroom residue (looks like it has fangs).

David S. Dalgarn, Ph. D

ASSOCIATE PROFESSOR OF BIOLOGY (retired)

SAGINAW VALLEY STATE COLLEGE, UNIVERSITY CENTER MI



**Attachment 3 L2: Mesa Listed Rare Species  
Documentation – Eastern Box Turtle -  
(*Terrapene carolina carolina*) - Washington  
Chase Bog**



**4A. Boundary abutting Cape Cod Rail Trail – Washington Chase Bog**



**4B. Overgrown Wetland – Washington Chase Bog**





**4C. Interior Vehicle Tracks – Washington Chase Bog**



**4D. Trail Visitor – Washington Chase Bog**

*Washington Chase Bog Conservation Restriction Brewster, Mass.*

**DRAFT**

**GRANTOR:** Trustees of the Brewster Conservation Trust

**GRANTEE:** Town of Brewster, Conservation Commission

**ADDRESS OF PREMISES:** Lot 2 and Lot 3, 3571 Main Street (MA Route 6A), Brewster, MA

**FOR GRANTOR'S TITLE SEE:** Barnstable County Registry of Deeds at Book \_\_\_\_\_, Page \_\_\_\_\_.

**FOR GRANTOR'S PLAN SEE:** Barnstable County Registry of Deeds at Book \_\_\_\_\_, Page \_\_\_\_\_.

## GRANT OF CONSERVATION RESTRICTION

### I. STATEMENT OF GRANT

**JOSEPH BIERNAT, BETH FINCH, DEBRA JOHNSON, PETER JOHNSON, MARTIN KAMARCK, DONALD KEERAN, JOHN LAMB, STEPHEN McKENNA, HAL MINIS, BONNIE NEWMAN, ROGER V. O'DAY, PETER W. SOULE, CHARLES L. SUMNER, SEAMUS WOODS, MICHAEL T. LINDGREN, and ROSEMARY VAN ANTWERP, as**

**Trustees of the BREWSTER CONSERVATION TRUST**, under a Declaration of Trust dated June 22, 1983 and recorded with the Barnstable County Registry of Deeds in Book 3791, Page 25, as amended, with a mailing address of 36 Red Top Road, Brewster, MA, 02631, being the sole owner of the Premises as defined herein, for my successors and assigns ("Grantor"), acting pursuant to Sections 31, 32, and 33 of Chapter 184 of the Massachusetts General Laws, grant, with

**QUITCLAIM COVENANTS**, to **THE TOWN OF BREWSTER**, a Massachusetts municipal corporation with an address of 2198 Main Street, Brewster, Massachusetts, 02631, acting by and through its Select Board by authority of the vote taken under Article \_ of the \_\_\_\_\_ Town Meeting of the Town of Brewster, an attested copy of which is attached hereto as Exhibit C and, acting by and through its Conservation Commission by authority of Section 8C of Chapter 40 of the Massachusetts General Laws, their permitted successors and assigns

("Grantee"), for consideration of TWO HUNDRED AND NINETY FIVE THOUSAND and 00/100 DOLLARS (\$295,000.00), IN PERPETUITY AND EXCLUSIVELY FOR

CONSERVATION PURPOSES, the following Conservation Restriction on land located in the Town of Brewster, County of Barnstable, Commonwealth of Massachusetts, containing the entirety of a 12.4-acre parcel of land ("Premises"), which Premises is more particularly described in Exhibit A and shown in the attached reduced copy of a survey plan in Exhibit B, both of which are incorporated herein and attached hereto.

The Conservation Restriction was acquired utilizing, in part, Community Preservation Act funds pursuant to Chapter 44B of the Massachusetts General Laws, which funds were authorized for such purposes by a vote of the Town of Brewster Town Meeting held on \_\_\_\_\_, an attested copy of which vote is attached hereto as Exhibit C (the "CPA Vote"). Pursuant to Section 12(b) of Chapter 44B of the Massachusetts General Laws, and pursuant to the CPA Vote, the fee interest in the Premises, and therefore the management of the Premises, is under the care, custody, and control of the Conservation Commission of the Town of Brewster.

### **Attachment 5. Draft Conservation Restriction - Brewster Conservation Trust to Town Conservation Commission to (first page only)**

**Attachment 6. Letter of Support: Conservation Commission**

Open Space Committee - Community Preservation Committee Application: 0 Main Street/Washington Chase (Dalgam property)  
Conservation Restriction February 9, 2024

620

Bk 23085 P 155 #41764

08-05-2008 @ 12:56p

QUITCLAIM DEED

MARIAN DALGARN, 1693 Lathrup Avenue, Saginaw, MI 49638, as individual and as Executrix of the Estate of Washington E. Chase, Barnstable Probate No. 08P0174EP1, in consideration of ONE DOLLAR (\$1.00), paid, grants to MARIAN DALGARN and DAVID S. DALGARN, husband and wife as tenants by the entirety, of 1693 Lathrup Avenue, Saginaw, MI 49638, WITH QUITCLAIM COVENANTS, the land, together with the buildings thereon, in Brewster, Barnstable County, Massachusetts, bounded and described as follows:

Parcels 1 through 6 shown on "Survey & Plan of Land in Brewster, Mass. As Claimed By Washington E. & Mary F. Chase Scale 1" = 60' March 10, 1989 East Cape Engineering CE & LS", recorded with Barnstable County Registry of Deeds in Plan Book 459, Page 75.

Excepting therefrom Lot A, shown on "Plan of Land in Brewster, MA "as claimed by" Richard B. Winslow at April 28th, 2004", recorded in said Registry, Plan Book 593, Page 17, which was previously conveyed to Richard and Theresa Winslow. For title, see deeds recorded in Barnstable Registry of Deeds Book 7199, Page 166, Book 861, Page 75, Book 959, Page 472, death of Mary F. Chase, see Barnstable Probate Court No. 92P0727VE1, -and estate of Washington E. Chase, Barnstable Probate No. 08P0174EP1.

Property address: 3571 Main Street, Brewster, MA 02631.

WITNESS my hand and seal this sixteenth day of July, 2008.

*Marian Dalgarn*  
Marian Dalgarn

RICHARD B. FENBY, LAWYER  
P.O. BOX 960, 1172 MAIN ST  
BREWSTER, MA 02631  
PHONE 985-7971  
FAX (985) 989-7381

8

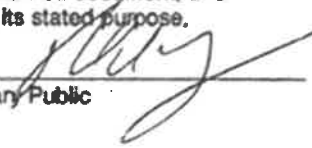
**Attachment 7. Site Background: Deed of Record**

Bk 23085 Pg 156 #41764

COMMONWEALTH OF MASSACHUSETTS

BARNSTABLE COUNTY, SS.

On this sixteenth day of July, 2008, before me, the undersigned notary public, personally appeared Marian Dalgarn, proved to me through satisfactory evidence of identification, which was State of Michigan Driver's License, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

  
Notary Public

My commission expires 12/19/2014



BARNSTABLE REGISTRY OF DEEDS

REAL ESTATE APPRAISAL REPORT

LOCATED AT

3571 MAIN STREET & 0 MAIN STREET  
BREWSTER, MASSACHUSETTS

FOR

THE BREWSTER CONSERVATION TRUST

BY

CATHERINE HAMMOND  
APPRAISAL COMPANY OF CAPE COD, INC.  
170 ROUTE 6A, PO BOX 1655  
ORLEANS, MASSACHUSETTS PHONE (508) 255-8822



DATE OF VALUE: JUNE 19, 2023 DATE OF REPORT: JULY 12, 2023

**Appraisal Company of Cape Cod, Inc.**  
REAL ESTATE APPRAISAL AND CONSULTING

Residential  
Commercial  
Vacant Land  
Expert Witness

BOX 1655, 170 ROUTE 6A  
ORLEANS, MASSACHUSETTS 02653  
(508) 255-8822 FAX (508) 255-9257  
TOLL FREE (877) 760-8900  
www.capecodappraiser.com

Michael Sutton  
Certified General Real Estate  
Appraiser – MA Lic. #786  
Mikesutton@capecodappraiser.com

**Attachment 8: Appraisal (in part)**

Open Space Committee - Community Preservation Committee Application: 0 Main Street/Washington Chase (Dalgarn property)  
Conservation Restriction February 9, 2024

## LETTER OF TRANSMITTAL

The Brewster Conservation Trust c/o Amy Henderson, Director  
36 Red Top Road  
Brewster, MA 02631

RE: 3571 Main Street and 0 Main Street, Brewster, MA

Dear Ms. Henderson:

Per your request, attached is an appraisal report of two building sites containing 12.36 acres located at 3571 Main Street and 0 Main Street, Brewster, MA. It is the portion of the properties and is shown as Lots #2 and #3 on the attached "Lot Study Sketch" (herein after referred to as "Sketch"). It is this Sketch that has been relied in this report for the property descriptions. Lots #2 and #3 are hereinafter referred to as the "subject property". The subject may also be identified as part of Parcels 114-60-0, 126-4-0, 1265-0 and 126-9-0 on the Town of Brewster Assessor's records. The subject property is also a portion of the lots shown as Lots #1 - #6 on a plan of land entitled "Survey and Plan of Land in Brewster, Mass. (hereinafter called "Plan") as claimed by Washington E. and Mary F. Chase. Scale 1 in. = 60 ft. October 1967" prepared by James Bowman, East Cape Engineering, Orleans, Mass. recorded at the Barnstable County Registry of Deeds (BCRD) in Plan Book 459 Page 75. This plan is hereinafter referred to as the "Plan" a copy of which is attached to this report. The owner of record is David S. Dalgarn. by virtue of a deed dated August 5, 2008, and recorded at the BCRD in Book 23085 Page 155 and the death certificate of Marian C. Dalgarn, recorded on December 8, 2022. A copy of the deed is attached to this report. The appraiser has been informed that the Brewster Conservation Trust intends to apply to the Commonwealth of Massachusetts LAND grant program to aid in the financing of the property.

I personally inspected the subject property on June 19, 2023, and I have gathered all the data I consider necessary to arrive at the value conclusions. There is a Hypothetical Condition to this report that Lots #2 and #3 can be subdivided from the 13.92-acre parcel to create a three-lot subdivision and that both sites can support a septic system for at least a five-bedroom home and that the subject site can connect to town water and the existing utilities on Main Street. There are no Extraordinary Assumptions to this report.

As a result of my investigation and my analysis of the information gathered, I estimate the market value of the subject property, as of the date of inspection, to be:

EIGHT HUNDRED THOUSAND DOLLARS  
(\$800,000)

July 12, 2023

Date Catherine Hammond - Certified Residential  
Real Estate Appraiser; MA License #1481

FY25 Budget Changes:

Levy Capacity as of 2.5.24	\$	51,085.00
Revenue Adjustments	\$	84,751.40
Expense Adjustments	\$	117,025.86
Current Levy Capacity (3.8.24)	\$	18,810.54
Per OG	\$	18,811.00
Variance Due to Rounding	\$	(0.46)

<u>Department</u>	<u>2.5.24</u>	<u>3.8.24</u>	<u>Increase /(Decrease)</u>
<u>Expenses</u>			
Health Insurance - Schools	\$ 1,923,355.06	\$ 1,955,710.06	\$ 32,355.00
Health Insurance - Town	\$ 2,331,860.00	\$ 2,386,670.00	\$ 54,810.00
Pension - Schools	\$ 431,244.54	\$ 442,443.86	\$ 11,199.32
Pension - Town	\$ 2,297,897.74	\$ 2,344,217.28	\$ 46,319.54
Human Services	\$ 13,107.00	\$ 13,111.00	\$ 4.00
Building Dept Wages	\$ 77,966.00	\$ 80,304.00	\$ 2,338.00
BAN Payment	\$ 180,000.00	\$ 150,000.00	\$ (30,000.00)
<b>Net Expenses</b>	<b>\$ 7,255,430.34</b>	<b>\$ 7,372,456.20</b>	<b>\$ 117,025.86</b>
<u>Revenue</u>			
Investment Income	\$ 150,000.00	\$ 225,000.00	\$ 75,000.00
Ambulance Revenue	\$ 1,079,092.00	\$ 1,077,652.00	\$ (1,440.00)
BAN premium revenue	\$ -	\$ 1,191.40	\$ 1,191.40
Increase Other Dept Rev	\$ 242,643.00	\$ 252,643.00	\$ 10,000.00
<b>Net Revenues</b>	<b>\$ 1,471,735.00</b>	<b>\$ 1,556,486.40</b>	<b>\$ 84,751.40</b>





Approved:  
VOTE:

**TOWN OF BREWSTER  
FINANCE COMMITTEE  
Date: February 28, 2024 Time: 6:00 PM  
MEETING MINUTES**

Present: Vice Chair Frank Bridges, *Clerk Bill Meehan*, Andy Evans, William Henchy, Alex Hopper, Robert Tobias, Patrick Buckley (*attending remotely*)

Also present: Peter Lombardi, Town Manager; Donna Kalinick, Assistant Town Manager; *Mimi Bernardo*, *Finance Director*; Suzanne Kenney and Lisa Perkins, Health and Human Services Committee (*attending remotely*)

Absent: Chair Pete Dahl, Bob Young

The Vice Chair called the meeting to order at 6:03 pm, announced a quorum, and read the participation statement.

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.brerwster-ma.gov](http://livestream.brerwster-ma.gov)), or *Video recording* ([tv.brewster-ma.gov](http://tv.brewster-ma.gov)).

## 1. Public Announcements and Comment- none

Glenn Casey, 288 Fletcher Lane – made several comments in other committee meetings regarding the Millstone Project and a recent increase in cost of \$9M. There will be skyrocketing inflationary costs because of the climate we are in. POAH/HAC came in and said they needed to modify their project – taking it from 12 small buildings to 4 big apartment buildings. It looks like they may have reduced the overall square footage. It is bringing it up to \$800/square foot. The BAHT has put in their projections an additional \$1.5M. This project is going to continue to be a runaway. We are sitting at a 31% increase in the last 3 months and at a certain point it will be untenable. It is nowhere near the design of the project pitched and the town needs to be aware.

## 2. Town Manager/Finance Director Report

Peter Lombardi said that they submitted the elementary school regionalization feasibility study grant application. They have also had recent meetings with the district around issuing the long-term debt for the high school with their financial advisors. Expects the Regional School Committee will be taking up their votes shortly. The plan right now is to issue that long-term debt in early May which means that the second tranche of the High School debt will come online on next year's tax bills. The project is both on time and on budget

currently. The district received a little over \$7M in supplemental state funding. Ultimately, we think when applied to the total project costs, it will help our taxpayers in the end. We will have updated information in the near future. Frank asked if the supplemental funding we expect in May will be long-term funding. Peter Lombardi said yes. The long-term debt will be a little over \$120M of town owned and shared debt. Peter Lombardi went on to say we met with the Superintendent, School Finance Director, Mimi Bernardo, other reps from other towns, as well as the Chair and Vice Chair of the Regional School Committee – they are only looking at the level 25 year debt option. They have to take a formal vote sometime this spring.

### **3. Town Meeting 2024 – Warrant Overview and discussion**

Peter Lombardi said on page 4 in your packet there is a short memo with anticipated articles, there have been 3 articles added. Outstanding obligations – one we are aware of and don't expect more budgetary transfers – we are looking at one transfer, more to come on that; the Tech budget, we have the preliminary numbers included in the budget presentation made on February 5<sup>th</sup> – the committee is voting on their budget tomorrow night, so we will have that soon. Their business manager is coming in to present on March 11<sup>th</sup> to the Select Board. If the Finance Committee is interested, we would like to have you in for a joint session on March 11<sup>th</sup>. The elementary schools are continuing to work through their budgets. They are trying to come in at or near the budget guidance we had given them which we are currently anticipating the need for another operating override. We do have an article placeholder for that if a budget override is necessary. We don't have a date for the schools to come in for presentations yet. We are looking at March 27<sup>th</sup>. The Select Board is tentatively scheduled for March 25<sup>th</sup>. He will confirm.

Peter Lombardi went on to say we have been talking about the Assessment Formula – after talking with town counsel, we think it best to have a stand-alone article to vote separately on that. Just a reminder, that has been since the regional agreement has been in place since 2002. We expect to have the regional numbers next week, and he will circulate when they are received. We are anticipating an operating override at this point. We will have more details soon.

CPA has 3 applications they are vetting right now, and they have their standard allocation for reserve funds as well. There is a special article for the Washington Chase Bog Conservation Restriction.

Peter Lombardi continued to go through the memo with the anticipated articles, article by article.

One Select Board goal is bringing a childcare subsidy program to Town Meeting. We have had several meetings, and they recently endorsed our plan to use surplus funds to finance a pilot program. We need Town Meeting approval to appropriate those funds for that purpose.

He has been in touch with several residents about Citizens' Petitions, there is a month+ to get these in. We have one we've been working on language for over the last two months.

Andy Evans asked about Medicare for All. Peter Lombardi answered this would be a single payer system. There is a grassroots level group wanting to advance this resolution. We haven't seen exactly what they would bring forward. They are trying to move it along at this point.

Robert asked about the short-term rental regulations. Peter Lombardi answered that the Select Board has looked at this and it is an FY25 goal – starting next summer and beyond.

Bill Henchy asked what Orleans has done about pesticide reduction. Peter Lombardi said they looked at giving the town authority to regulate use of pesticides not only on town property but also residential property. The General Court did not approve it. MDAR has explicit authority over this. It is more a signal than something that would get through the legislature. Bill Henchy would like to see more local control over this.

Bill Henchy said regarding Millstone Rd – with the entrance to his street, they are well set, but asked if there would be reason the town may request eminent domain? Peter Lombardi said, yes, but no permanent easements. Bill Henchy asked why the town would make the choice to seek authorization to go outside the right of way? Peter Lombardi said because they can't do the project without access.

Bill Meehan asked about Medicare for All. He has been very consistent in opposing outright any warrant article that has no material effect on the town. Town Meeting is not an appropriate place to make speeches about national politics. He will oppose it.

#### **4. Health and Human Services – Presentation by Suzanne Kenney, Chair**

Suzanne Kenney addressed the committee. She also brought with her the Clerk of Health and Human Services Committee, Lisa Perkins. You have all the information in your packet regarding Health and Human Services which shows the requests of 20 agencies and our recommendations. All 17 of those agencies have impacted over 3000 Brewster residents. We had a process which included 2 months of deliberation – reviewing all 20 applications; we brought in agencies to present, including Chief Eldredge who came to share his thoughts on the needs of the community. We also brought in the 3 new applicants to tell us about their mission and the impact they would have on our Brewster neighbors. We were giving a 10% increase over last year – about \$13,000; our committee would like to recommend we give an average of 2.34% increase for the initial 17 organizations and the remaining \$10,050 to the 3 new organizations. A little less than \$50/person for the 3000 that were served through our previous funding which is a pretty darn good investment.

Frank asked about the 3 new agencies. Suzanne Kenney discussed the 3 new agencies – she said last year, Food for Kids was new last year. Pause Awhile is a facility that provides support and meeting space for folks in recovering. HAC provides housing support in the form of rental units, counseling, and stabilization services. Their request for us was to help in other ways than rental money – such as paying down utility bills to prevent eviction. The Society of St. Vincent des Paul is a volunteer group offering financial support around housing and food and collaborate with many of the organizations they already support.

Bill Henchy said he remembered last year being impressed by the work of the homeless prevention council. Why not reallocate some of the money requested by HAC, which is very well funded from many sources to the homeless prevention council to meet their request. Suzanne Kenney said when we went through that process, we decided the organizations we funded previously, we would increase by 5%. We had to juggle what we had to work with and found HAC compelling with what they were requesting. Donna Kalinick added that last year they did not get as substantial an increase and we knew that was of concern. So, we built into the financial forecast for FY25 and the budget to a 10% increase so they would have more money available to them because we know how important these organizations are to our community. In the financial forecast for next year, we have a 5% increase. If their needs become more substantial, we would have to look at that in the Finance Team.

Bill Henchy *MOVED* to support the recommendations. Andy Evans second.

Roll Call Vote: Bill Meehan – yes, Robert Tobias – yes, Bill Henchy – yes, Andy Evans – yes, Alex Hopper – yes, Patrick Buckley – yes, Vice Chair Bridges – yes.

The Committee voted: 7-yes 0-no

## **5. Town Meeting Warrant Articles – Discussion and Vote**

### **a. Health and Human Service**

No further discussion from the above agenda item.

## **6. Nauset Regional School District Agreement – Update and Discussion**

Robert said the School Committee met a few days ago – no timeline yet, if it felt early on that the Regional School Committee was trying to get this done quickly, they are not going to be rushing the process. The process must be collaborative with member towns. They will be deliberative about that. They intend to review the recent draft that incorporates the 3-year average request and will authorize a letter out to towns' Select Boards seeking input toward concerns and proposals for the restatement. They will then plan to meet with the member towns and draft a revised regional agreement restatement that would then be subject to a vote to the school committee whether to submit to DESE for preliminary review. Once a response was received, Select Boards would again be invited to one or more meetings to discuss the version resulting from the DESE review. Ultimately, the final version would be submitted to member towns for town meeting approval. Frank said he hasn't looked at the agendas for a week or so but hasn't seen an agenda packet – is counsel's timetable in written form? Robert answered the chair presented a slide presentation, but there was no timeline discussion. Robert said there was no packet presented. Frank wonders from a standpoint from Open Meeting Law (OML) – Peter Lombardi said it is a public document. It is a policy decision if they decide to post that information where it is readily available to the public. But as public documents, they can be requested, but there is no obligation or requirement to provide that information in packet form.

Andy said there were some aspects that were not up to date with current DESE policies – is there a rush to get into compliance? Robert said he thinks the draft we will see including the 3-year draft for enrollment, will include the recommendations for things that bring the document up to current regulations. Robert noted that the Feb 26<sup>th</sup> School Committee Meeting recording is out on their website to review if desired.

Frank said when he looks at the middle school sped budget, he thinks commentary there was that there was a significant decline in sped students who had moved up to the high school, is that fair? Robert said yes, the middle school chairman presented that his original budget was reducing the number of sped assistants by 6 and eliminating the request for 2 sped teachers.

Alex asked if the school district budget requires an override and it fails, what happens. Peter Lombardi answered - if a single town fails, but the rest of the towns approve, the budget passes and we would either have to cut the difference on our budget or go back to Town Meeting to ask for approval to fund our share of the budget. If multiple towns don't approve it, there is a more involved process. It could get complicated very quickly.

## **7. Nauset Regional School Department - Budget Update and Discussion- none**

## 8. Liaison Reports

Frank said there were interesting topics at the Recycling Committee Meeting. It sounded like the Fix It..... went very well. Donna Kalinick said they do this twice/year. Brewster Conservation Day is coming up. There was a discussion of a Plastic Free July. There is an organics program going through our elementary schools. There was also a talk about a Bike Fest where people could recycle their e-batteries. Donna Kalinick said they were going to investigate it and at least have material for how you would go about recycling them. Frank said they were trying to work with Agway to try to reduce the black plastic pots coming through and trying to get them to use replacements that are more environmentally friendly.

## 9. Approval of Minutes- 10/4/23, 10/11/23, 10/25/23, 1/10/24, and 1/31/24 Jt w SB

10/4/23 – page 4, words in item 5, replacing three current gasoline models – “the” needs to be removed  
10/11/23  
10/25/23  
1/10/24 – page 3, second paragraph, Brewster’s Nauset Regional School Committee  
1/31/24 Jt. w SB

**Robert Tobias *MOVED* to approve those Minutes with those amendments. Andy Evans second.**

**Roll Call Vote: Bill Meehan – yes, Robert Tobias – yes, Bill Henchy – yes, Andy Evans – yes, Alex Hopper – yes, Patrick Buckley – yes, Vice Chair Bridges – yes.**

**The Committee voted: 7-yes 0-no**

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

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

## 12. Future Finance Committee Meetings – new meeting date 3/11 Joint w Select Board (briefly) and every Wednesday until Town Meeting

## 13. Adjournment

**Bill Henchy *MOVED* to adjourn the meeting at 7:21 PM. Robert Tobias second.**

**Roll Call Vote: Bill Meehan – yes, Robert Tobias – yes, Bill Henchy – yes, Andy Evans – yes, Alex Hopper – yes, Patrick Buckley - yes, Vice Chair Bridges– yes.**

**The Committee voted: 7-yes 0-no**

Respectfully submitted, Beth Devine  
Packet of supporting materials on website for public review.