



Town of Brewster Housing Partnership

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

MEETING AGENDA 2198 Main Street Thursday March 16 at 6:00 PM

Housing Partnership

Diane Pansire
Chair

Jillian Douglass
Vice Chair

Sarah Robinson
Clerk

Vanessa Greene

Lisa Forhan

Ralph Marotti

Steve Seaver

Asst. Town
Manager
Donna Kalinick

Housing
Coordinator
Jill Scalise

This meeting will be conducted in person at 6PM 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 will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda, which includes an applicant and its representatives, should make plans for in-person vs. virtual attendance accordingly.

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

The meeting may be viewed by: *Live broadcast* (Brewster Government TV Channel 18), *Livestream* (livestream.brewster-ma.gov), or *Video recording* (tv.brewster-ma.gov).

Meetings may be joined by:

1. **Phone:** Call (929) 436-2866 or (301) 715-8592. Webinar ID: 853 9402 2099 Passcode: 301097
To request to speak: Press *9 and wait to be recognized.
2. **Zoom Webinar:** <https://us02web.zoom.us/j/85394022099?pwd=M2JSaDJWYTZPK1I3eVZPVnVmaTdiUT09>
Passcode: 301097
To request to speak: Tap Zoom "Raise Hand", then wait to be recognized.

1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Recording Statement
5. Update on Community Preservation Act (CPA) applications for housing funding referred by Community Preservation Committee (CPC)
6. Update on Millstone Road Affordable Housing Development
7. Housing Updates
8. Status of Housing Partnership appointments
9. For Your Information- Lower Cape Housing Institute Trainings
10. Matters Not Reasonably Anticipated by the Chair
11. Minutes of the February 16, 2023 Housing Partnership Meeting
12. Next Scheduled Meeting April 20, 2023
13. Adjournment

Date Posted:
3.13.2023

Date Revised:

Received by Town Clerk:

BREWSTER TOWN CLERK

2023 MAR 16 2:14 PM

Brewster Housing Coordinator Update December 2022

Jill Scalise

Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14)
 - Responded to email and phone requests for information and assistance, 58 total requests for housing information (36) or assistance (22). Open office hours Thursdays 10-noon.
 - Website announcement about January Community Development Block Grant (CDBG) Hearing.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - Approved Housing Trust 5-year financial plan.
 - Coordinated with Community Preservation Committee (CPC) for joint meeting in January. Meeting will discuss Trust Guidelines, financial plan, CPC funding of Trust, and status of buydown program.
3. Community Housing Parcel off Millstone (SB Strategic Plan H-4, HPP Strategies #12 & 16)
 - Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC) submitted Comprehensive Permit application to the Zoning Board of Appeals (ZBA). Hearing will begin in February.
4. Redevelop Existing Properties for Affordable Housing (HPP Strategy #5)
 - Serenity at Brewster (55+ rental housing, 27 affordable units): Site operating, affordable units all leased. Market rate units remain available.
5. Comprehensive Permit Projects (HPP Strategy #16)
 - Brewster Woods (30 affordable rental units): Site visit, Certificate of Occupancy received from Building Department. CCRTA began bus shelter installation by Frederick Court, there will also be a bus stop at Brewster Woods. Leasing in process. Move-ins expected in January. Followed up with abutter concerns.
 - Habitat for Humanity Red Top Road (2 affordable homes): Building permits issued. Meeting with Habitat, Water Department, and DPW about schedule and coordination of Town Water for the site.
6. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategy #20)
 - Regional CDBG: The Select Board supported a request to continue as lead community for the Regional CDBG application. Public Hearing for the grant application will be held in January.
 - Continue fielding inquiries about Brewster's rental assistance program, 3 households currently funded.
7. Subsidized Housing Inventory (SHI) (HPP Strategy #21 & 22)
 - 212 Yankee Drive- Town owned, vacant affordable property. BAHT approved mold and infestation remediation work to be addressed first. Site visit with Donna Kalinick & The Resource Inc. (TRI) to determine the scope of work. Ms. Kalinick completed Advertised Quote Solicitation, quotes due in January. Additional septic inspection work completed; Board of Health waived inspection report fee. Began clearing garage, DPW will provide assistance to complete clean out of garage.
 - 11 Sean Circle- repairs in-process by mortgage company including septic work, boiler, and new roof.
 - 50 Paul Hush Way marketed for resale. Worked with owner, DHCD, and HAC on resale process and outreach.
8. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
 - Continue implementation of HPP.
9. Collaboration (HPP Strategy #7)
 - Participated in Cape Cod CDBG Advisory Group meeting with Bailey Boyd Associates and Community Development Partnership Housing Captain huddle. Joined Brewster representatives for Cape Cod Commission Regional Housing Strategy Meeting. Presented at Lower Cape Peer Group meeting.

Personnel

- Participated in Housing Trust, CPC, and Select Board meetings. Worked with: Assessor's, Building, Council on Aging, Finance, Health, Planning, Public Works, Water, and Town Administration.
- Attended site visit of Sea Camps and CHAPA's Making the Case Call.



TO: Donna Kalinick, Jill Scalise, Town of Brewster
FROM: Cassie Boyd Marsh, Bailey Boyd Associates, Inc.
DATE: March 1, 2023
RE: FY21 Brewster CDBG Program Monthly Update

Administration:

The administration of the grant continues to go well, with funds moving steadily and DHCD reports submitted on time with positive feedback. We're thrilled to have submitted Brewster's FY22/23 application ahead of the March 3rd deadline. We're happy with the submission and feel Brewster, Dennis & Wellfleet make a compelling case for future CDBG funding.

Housing Rehabilitation:

There are currently 10 projects underway for the FY21 Housing Rehab program. 3 have been completed and 2 septic projects will be completed in the first week of March. The remaining 5 projects are either under construction or just about to start- all are under contract with GCs. TRI is also working with 4 new applicants who are in the final stage of program approval.

On one of the projects currently under construction, a late-construction discovery is resulting in our first Single Case Waiver this grant year. These waivers are submitted to DHCD when projects have extenuating circumstances that require funds exceeding the project cap. In this case, the home was having a small piece of failed countertop replaced in the kitchen. When the time came to pull it up, the contractors found significant mold behind the counters. The waiver was approved on 2/28 so the homeowners will have the mold remediated and new sheetrock & cabinets installed where necessary. Everyone involved is thrilled that this problem was caught and will be addressed, leaving the home safer for everyone inside.

To date, elderly homeowners represent about 80% of the projects and two households are families with children.

Childcare Subsidy Program:

The childcare program continues to progress steadily. This time of year is typically slower for new applications, as most families are settled into their routines. However, it won't be long before we begin working with families who need summer childcare. Because this program assists school-aged children, a portion of the program funds typically goes to families who need childcare over summer vacation. With many low-moderate income families earning the majority of their income over the busy summer

tourist season, we're grateful to offer assistance to eligible families in need. That said, we're 50% encumbered with current families for the year. 16 children are participating, of which 5 have already utilized the maximum allotment for this grant.