



Town of Brewster Housing Partnership

2198 Main St., Brewster, MA 02631

(508) 896-3701

HOUSING PARTNERSHIP MEETING AGENDA

2198 Main Street

March 21, 2024 at 6:00 PM

Housing Partnership

Jillian Douglass
Chair

Ralph Marotti
Vice Chair

Vanessa Greene

Lisa Forhan

Adrienne Jones

Sarah Robinson

Steve Seaver

Asst. Town
Manager
Donna Kalinick

Housing
Coordinator
Jill Scalise

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

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

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

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

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

Passcode: 301097 To request to speak: Tap Zoom "Raise Hand", then wait to be recognized.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above. Additionally, the meeting will be broadcast live, in real time, via **Live broadcast** (Brewster Government TV Channel 18), **Livestream** (livestream.brewster-ma.gov), or **Video recording** (tv.brewster-ma.gov).

Please note that the Housing Partnership may take official action, including votes, on any item on this agenda.

1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Recording Statement - "As required by the Open Meeting Law we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting they are required to inform the chair."
5. Joint Meeting with the Brewster Affordable Housing Trust
 - Housing Production Plan Updated Implementation Strategy Chart & Discussion
 - Books & Big Ideas: Housing
 - Planning for Housing 101 Information Session April 11th at 6PM at Brewster Ladies Library
 - Discussion about Good Landlord Law
 - Matters Not Reasonably Anticipated by the Chair
6. Housing Partnership Follow-up Goals Discussion
7. Housing Updates
8. For Your Information / Correspondence
9. Minutes of Previous Meetings
10. Next Scheduled Meetings
11. Adjournment

Date Posted:
3.14.2024

Date Revised:

Received by Town Clerk:

24 MAR 24 2:56 PM
BREWSTER TOWN CLERK

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JOINT MEETING WITH HOUSING PARTNERSHIP & HOUSING TRUST

- HOUSING PRODUCTION PLAN IMPLEMENTATION STRATEGIES
- LOCAL COMPREHENSIVE PLAN HOUSING BUILDING BLOCK
 - o GOALS, PURPOSES & ACTIONS
- HOUSING TRUST FY24-25 PRIORITIES
- BOOKS AND BIG IDEAS HOUSING FLYER
- BOOKS AND BIG IDEAS HOUSING 101 SESSION FLYER
- GOOD LANDLORD LAW



HOUSING PRODUCTION PLAN (HPP) IMPLEMENTATION TABLE FEBRUARY 2024

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

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

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



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

Implementation Strategies		CONFIRM Responsible Entities		CONFIRM Time Frame	NOTES	✓
		Lead	Support			
Funding & Assets						
#7	Continue to work with nearby communities on the Cape by pooling CPA funds and other resources to construct affordable housing in suitable locations throughout the region and meet regional housing needs.	CPC TA HC SB	BHP BAHT	Success & ongoing	CPC Spring TM23 fund Orleans & Wellfleet. Spring Rock 55% local & 15% regional preference approved by EOHLC & CPA funds Fall TM23	✓
#8	Develop a five-year financial plan for the BAHT and determine whether additional funding streams should be explored.	BAHT & Finance (FT) Team & SB	HC CPC	Success & ongoing	Five year plan developed by Trust in FY23, updated FY24. Trust has interest in exploring additional funding streams.	✓
#9	Based upon the BAHT five-year financial plan, explore other funding opportunities to support housing initiatives at a range of income levels.	BAHT, CPC, FT, SB, TA & HC	BHP	FY24-26	Trust notes: RE transfer tax, year-round deed restrictions, standing appropriation for land, Trust for 80-120% AMI.	
#10	Explore local property tax incentives for the creation of affordable housing, such as offering a reduction of property taxes to an owner renting an affordable unit.	SB TA Finance	Assessor HC BAHT	TBD		
#11	Develop criteria for assessing a property's suitability for the creation of affordable and attainable housing.	Planning HC, BAHT Building, Health	Cons Comm, Open Space TA, SB, MHP	First	Not yet addressed, consider for FY24/25	
#12	Inventory existing Town-owned land using the criteria developed to determine suitability for housing; develop & issue an RFP for the development of affordable & attainable housing on properties identified as suitable for housing development.	Planning HC TA BAHT Cons Comm	Assessor SB Open Space	After #11		
#13	If deemed necessary based upon the findings of the Town-owned land inventory, develop and issue an RFP for the	BAHT TA HC	Planning SB	After #12		



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

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



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

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

Notations:

- | | | |
|--|---------------------------------------|-------------------------------|
| ADU- Accessory Dwelling Unit | CPA- Community Preservation Act | yellow highlight- active work |
| ACDU- Accessory Commercial Dwelling Unit | CPC- Community Preservation Committee | MHP- MA Housing Partnership |
| BAHT- Brewster Affordable Housing Trust | Cons Comm- Conservation Committee | SB- Select Board |
| BHA- Brewster Housing Authority | COA- Council on Aging | TA- Town Administration |
| BHP- Brewster Housing Partnership | FT- Finance Team | TM- Town Meeting |
| CDBG- Community Development Block Grant | HC- Housing Coordinator | ZBA- Zoning Board of Appeals |

✓ = accomplishment

Housing Trust Priority and Ongoing Initiatives for FY 24-25

A. Develop and Preserve Affordable Housing:

Priority Initiatives:

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

Ongoing Initiatives:

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

B. Educate:

Ongoing Initiative:

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

C. Advocate and Collaborate:

Priority Initiatives:

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

Ongoing Initiatives:

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

D. Engage and Communicate:

Ongoing Initiative:

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

Approved by the Housing Trust December 7, 2023



HOUSING (HO)

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

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

Actions:

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

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

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

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

Actions:

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

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

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

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

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

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

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

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

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

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

PURPOSE 3: Preserve existing year-round housing

Actions:

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

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

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

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

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

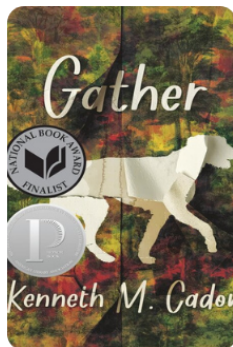
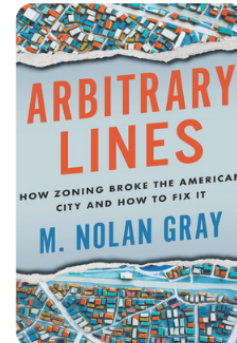
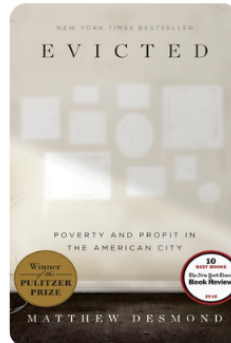
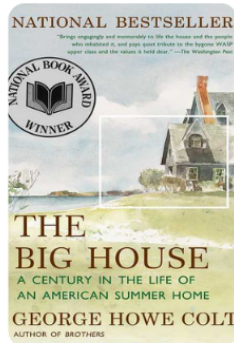
HO18. Analyze the impacts of short-term rental operations in town and consider adopting policies, regulations, or programs to govern or document short-term rental operations.



Books & Big Ideas

2024 : HOUSING

The Town of Brewster has created an all-ages community read program entitled “Books & Big Ideas,” which aims to use books to encourage discussion about topics affecting our community. Starting in April, community members are encouraged to read titles from a curated selection of books about housing. These stories intend to provide different perspectives on housing, including the importance of “home”, housing insecurity, seasonal housing, affordable housing, and more. Books & Big Ideas will include events from April to June to facilitate the sharing of ideas.



Books & Big Ideas Programs for 2024 Include:

- ✔ Brewster Housing 101: An Information Session
- ✔ Author Discussion on *Arbitrary Lines* with M. Nolan Gray
- ✔ Reception & Discussion with George Howe Colt, Author of *The Big House*
- ✔ Community Tiny Art Display: “What is Home?”
- ✔ *Evicted* Discussion Group



Books & Big Ideas

2024 : HOUSING

To kick-off the Town's new Books & Big Ideas initiative, the Brewster Housing Office will hold a one-hour Housing Information session. All are welcome to attend and learn more about Community Housing, the Brewster Housing Program, current strategies to address Brewster's Housing needs, local affordable housing options, and available assistance programs. Members of the Housing Office, the Brewster Housing Partnership and Affordable Housing Trust will be available to answer questions.

Thursday, April 11, 6PM
Brewster Ladies' Library

BREWSTER HOUSING 101: INFORMATION SESSION

Questions? Email housingoffice@brewster-ma.gov

Books & Big Ideas Programs for 2024 Include:

- ✔ Brewster Housing 101: An Information Session
- ✔ Author Discussion on *Arbitrary Lines* with M. Nolan Gray
- ✔ Reception & Discussion with George Howe Colt, Author of *The Big House*
- ✔ Community Tiny Art Display: "What is Home?"
- ✔ *Evicted* Discussion Group

Register for Upcoming Events at www.brewsterladieslibrary.org.



Geoffrey E. Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Informational Guideline Release

Municipal Finance Law Bureau
Informational Guideline Release (IGR) No. 24-4
March 2024

AFFORDABLE HOUSING PROPERTY TAX EXEMPTION

(G.L. c. 59, § 50)

This Informational Guideline Release (IGR) informs local officials about a new local option affordable housing property tax exemption. It also explains local standards and procedures that may be adopted relative to the exemption.

Topical Index Key:

Abatements and Appeals
Exemptions

Distribution:

Assessors
Collectors
Treasurers
Accountants and Auditors
Selectmen/Mayors
City/Town Managers/Exec. Secys.
Finance Directors
City/Town Councils
City Solicitors/Town Counsels

Supporting a Commonwealth of Communities

www.mass.gov/DLS

AFFORDABLE HOUSING PROPERTY TAX EXEMPTION

(G.L. c. 59, § 50)

SUMMARY:

This Informational Guideline Release (IGR) informs local officials about a new local option, affordable housing property tax exemption. The exemption was created by section 3 of “AN ACT TO IMPROVE THE COMMONWEALTH’S COMPETITIVENESS, AFFORDABILITY AND EQUITY,” which was signed into law on October 4, 2023. [St. 2023, c. 50](#). For municipalities that accept it, this new tax exemption would apply to the property of residential unit owners who rent their units to income-qualifying persons at affordable rates on a year-round, annual basis.

GUIDELINES:

I. LOCAL ACCEPTANCE

A. Acceptance

Acceptance of G.L. c. 59, § 50 is by vote of the municipality’s legislative body, subject to charter. [G.L. c. 4, § 4](#). Following acceptance, the board of selectboard of a town; the town council of a municipality having a town council form of government; the city manager, with the city council’s approval, in a city with a plan D or E form of government; or the mayor, with the city council’s approval, in all other cities may establish the parameters of the affordable housing property tax exemption. This includes all of the locally determined amounts noted in Section II below, any other restrictions or regulations consistent with the intent of the law and any local rules and procedures. A municipality may also adopt ordinances or by-laws to implement the provisions of the exemption.

B. Effective Date

The acceptance vote should explicitly state the fiscal year in which the exemption will first be available, the first of which can be fiscal year 2025.

C. Revocation

Acceptance may be revoked, but the city or town must wait until at least three years after acceptance. Revocation is also by vote of the legislative body, subject to charter. [G.L. c. 4, § 4B](#).

D. Notice of Acceptance or Revocation

The city or town clerk should notify the [Municipal Databank](#) that G.L. c. 59, § 50 has been accepted or revoked as soon as possible after the vote takes place.

II. SCOPE OF ABATEMENT

A. Residential Ownership

Applicants, including the trustees of a trust, must be the assessed owner of the property on which the tax to be abated is assessed and must own the property on the applicable July 1 exemption qualification date.

This exemption only applies to class one residential units. The unit is not required to be subject to an affordability restriction, but it may have one. Additionally, an accessory dwelling unit that meets the qualifications is eligible to receive the exemption.

B. Domicile

The applicant does not have to be domiciled on their property to qualify unless the municipality adopts a local rule requiring this.

C. Exemption Amount

The amount of the exemption will be determined locally but cannot be more than the tax otherwise due on the parcel (based on its assessed full and fair cash value), multiplied by the square footage of the qualifying housing units and divided by the total square footage of the structure located on the parcel.

For example, based on full and fair cash value, the tax obligation of a three-unit home is \$12,000. Each of the three units is 900 square feet. If only one of the units qualifies for the exemption, then the property owner would receive an exemption equal to 1/3 (900/2700) of the locally determined amount. As such, in this example, the maximum exemption amount would be \$4,000 for that unit.

Otherwise, if a property for which an applicant seeking an exemption is assessed by an income approach to value, then fair market rent must be assumed for all units.

D. Exemption Criteria

Residential unit owners must rent their units to income-qualifying persons at an affordable rate in order to qualify for exemption. The affordable housing rate is determined by the city or town but must be in accordance with the United States Department of Housing and Urban Development's (HUD) guidance and regulations.

Additionally, the occupants must have an annual household income that does not exceed the amount set by the city or town; provided, however, that said income shall not be more than 200 percent of the area median income. HUD income limits are available online [here](#).

For example, a municipality determined that the gross occupant income shall not exceed 80 percent of area median income. The municipality further determined that the affordable rate shall not exceed 30 percent of the actual occupant's monthly household income. An application is submitted for an occupant household of one. The relevant area median income limit for a household of one within the statistical area in which the municipality lies was \$82,950. Under the established guidelines of the municipality as set forth above, an occupant income of \$82,950 meets the income requirement, and rent no higher than \$24,885 annually meets the affordable rate requirement.

Further, the unit(s) in question must be rented on an annual basis and be occupied by qualifying persons for the entirety of the applicable fiscal year. If a unit is occupied as such by successive but separate annual leases to qualifying persons, without a significant gap between said leases, the unit is still eligible for exemption.

There are no age-related criteria for qualifying renters.

E. Applications to Assessors

To be considered for this exemption, applicants must submit STF 50, attached below, annually to the local assessors. The applications must include, but are not limited to, a signed lease or leases evidencing an annual rental agreement (including material terms of the lease, such as the rental amount and coverage for the 12 months of the entire fiscal year at issue) with proof of the household income of the occupying person(s) as established through federal and state income tax returns. The application must be filed with the assessors on or before the abatement deadline date, which is the due date of the first actual tax bill.

Any abatements granted shall be charged against the overlay account. As such, the assessors should factor in the amounts needed to fund the exemption when determining overlay needs each year.

III. ADOPTION OF LOCAL RULES

As noted above, the board of selectmen or select board of a town; the town council of a municipality having a town council form of government; the city manager, with the

city council's approval, in a city with a plan D or E form of government; or the mayor, with the city council's approval, in all other cities may establish the parameters of the affordable housing property tax exemption. This includes all of the locally determined amounts noted in Section II above, any other restrictions or regulations consistent with the intent of the law and any local rules and procedures. A municipality may also adopt ordinances or by-laws to implement the provisions of the exemption.

A municipality should adopt rules to determine:

- The maximum amount of the exemption;
- The annual occupant household income limit;
- The affordable housing rate of rent;
- The domiciliary requirements of the owner, if any; and
- Any other restrictions or regulations consistent with the intent of the law it elects to implement.

Assessors' Use only
Date Received
Application No.
Parcel Id.

Name of City or Town

**FISCAL YEAR _____ APPLICATION FOR AFFORDABLE HOUSING EXEMPTION
General Laws Chapter 59, § 50**

THIS APPLICATION IS NOT OPEN TO PUBLIC INSPECTION
(See General Laws Chapter 59, § 60)

Return to: Board of Assessors

Must be filed with assessors not later than due date of first actual (not preliminary) tax payment for fiscal year.

INSTRUCTIONS: Complete all sections fully. Please print or type.

A. IDENTIFICATION OF OWNER.

Name of Owner/Applicant: _____	
Telephone Number: _____	
Email Address: _____	
Legal residence (domicile) on July 1, _____	Mailing address (if different) _____
No. Street City/Town Zip Code	
Location of property: _____	No. of dwelling units: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other _____
Did you own the property on July 1, _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

B. IDENTIFICATION OF RENTER/LESSEE.

Name of Renter/Lessee: _____	
Telephone Number: _____	
Email Address: _____	
Legal residence (domicile) on July 1, _____	Mailing address (if different) _____
No. Street City/Town Zip Code	No. Street City/Town Zip Code
Did the Renter/Lessee live in the property on July 1,	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, did another qualifying Renter/Lessee live in the property on July 1?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the Renter/Lessee intend on living at the property through June 30,	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, will another qualifying Renter/Lessee live in the property through June 30?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please supplement this application within 30 days of any change of Renter/Lessee.	
Is the Renter/Lessee subject to an annual lease? Yes <input type="checkbox"/> No <input type="checkbox"/>	
How much rent is being charged (monthly)? _____	
Are there any other charges being made upon the Renter/Lessee (whether included in the rental agreement or not)? If so, please identify the charges and the respective amounts. _____	
Please attach a copy of the signed lease(s) to this application.	
Other information (as required by the local assessors):	

C. RENTER/LESSEE ANNUAL HOUSEHOLD INCOME. Copies of Renter/Lessee's federal and state income tax returns, and other documentation, may be requested to verify income.

	All Household Members
Number of persons in the household	
Total gross income from all persons	

D. PARCEL INFORMATION.

How many units on are the parcel	
Total square footage of the structure located on the parcel	
Total square footage of qualifying housing units	

E. SIGNATURE. Sign here to complete the application.

This application has been prepared or examined by me. Under the pains and penalties of perjury, I declare that to the best of my knowledge and belief, this return and all accompanying documents and statements are true, correct and complete.

Signature of Owner Applicant

Date

If signed by agent, attach copy of written authorization to sign on behalf of taxpayer.

DISPOSITION OF APPLICATION (ASSESSORS' USE ONLY)

Ownership <input type="checkbox"/>	GRANTED <input type="checkbox"/>	Assessed Tax	\$ _____
Occupancy <input type="checkbox"/>	DENIED <input type="checkbox"/>	Prorated Exemption Amount	\$ _____
Income <input type="checkbox"/>	DEEMED DENIED <input type="checkbox"/>	Adjusted Tax	\$ _____
Rate <input type="checkbox"/>		Board of Assessors	
Date Voted/Deemed Denied	_____		
Certificate No.	_____		
Date Cert./Notice Sent	_____		
		Date:	

FILING THIS FORM DOES NOT STAY THE COLLECTION OF YOUR TAXES

THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE

TAXPAYER INFORMATION ABOUT THE AFFORDABLE HOUSING EXEMPTIONS

PERSONAL EXEMPTIONS. You may be eligible to reduce all or a portion of the taxes assessed on your real property if you meet the qualifications described herein for the affordable housing exemption allowed under Massachusetts law.

More detailed information about the qualifications for this exemption may be obtained from your board of assessors.

WHO MAY FILE AN APPLICATION. You may file an application if you meet all qualifications as of July 1. You may also apply if you are the personal representative of the estate, or trustee under the will, of a person who qualified for a personal exemption on July 1.

WHEN AND WHERE APPLICATION MUST BE FILED. Your application must be filed with the assessors on or before the date the first installment payment of the actual tax bill mailed for the fiscal year is due, unless you are a mortgagee. If so, your application must be filed during the last 10 days of the abatement application period. Actual tax bills are those issued after the tax rate is set. Applications filed for omitted, revised or reassessed taxes must be filed within 3 months of the date the bill for those taxes was mailed. **THESE DEADLINES CANNOT BE EXTENDED OR WAIVED BY THE ASSESSORS FOR ANY REASON. IF YOUR APPLICATION IS NOT TIMELY FILED, YOU LOSE ALL RIGHTS TO AN ABATEMENT AND THE ASSESSORS CANNOT BY LAW GRANT YOU ONE. TO BE TIMELY FILED, YOUR APPLICATION MUST BE (1) RECEIVED BY THE ASSESSORS ON OR BEFORE THE FILING DEADLINE OR (2) MAILED BY UNITED STATES MAIL, FIRST CLASS POSTAGE PREPAID, TO THE PROPER ADDRESS OF THE ASSESSORS ON OR BEFORE THE FILING DEADLINE AS SHOWN BY A POSTMARK MADE BY THE UNITED STATES POSTAL SERVICE.**

PAYMENT OF TAX. Filing an application does not stay the collection of your taxes. In some cases, you must pay all preliminary and actual installments of the tax when due to appeal the assessors' disposition of your application. Failure to pay the tax when due may also subject you to interest charges and collection action. To avoid any loss of rights or additional charges, you should pay the tax as assessed. If an exemption is granted and you have already paid the entire year's tax as exempted, you will receive a refund of any overpayment.

ASSESSORS DISPOSITION. Upon applying for an exemption, you may be required to provide the assessors with further information and supporting documentation to establish your eligibility. The assessors have 3 months from the date your application is filed to act on it unless you agree in writing before that period expires to extend it for a specific time. If the assessors do not act on your application within the original or extended period, it is deemed denied. You will be notified in writing whether an exemption has been granted or denied.

APPEAL. You may appeal the disposition of your application to the Appellate Tax Board, or if applicable, the County Commissioners. The appeal must be filed within 3 months of the date the assessors acted on your application, or the date your application was deemed denied, whichever is applicable. The disposition notice will provide you with further information about the appeal procedure and deadline.

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HOUSING UPDATES

- JANUARY HOUSING OFFICE UPDATE
- FEBRUARY HOUSING OFFICE UPDATE

Housing Office Update January 2024

Jill Scalise, Housing Coordinator & Marissa Consolantis, Housing Program Assistant

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, 81 total requests for housing information (40) or assistance (41). Open office hours Thursdays from 10-noon.
 - Held Housing 101 Information Session for staff and had a Community Housing presentation at First Parish.
 - Outreach for the affordable home sales of 212 Yankee Dr & 11 Sean Circle.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - Working on items throughout report, including funding of new Housing Program Assistant position.
3. Housing Program Assistant (HPP Strategy #19)
 - Started January 3rd at 19 hours a week. Initial orientation in January. Participated in items throughout the update, including presentations and Serenity compliance certification. Also completed BAHT minutes.
4. Spring Rock Village- comp permit for 45 affordable rental units off Millstone Rd (SB H-4, HPP #12 & 16)
 - Zoning Board of Appeals (ZBA) deemed the project change 'insubstantial'. Spring Rock Village accepted into MA Executive Office of Housing & Livable Communities (HLC) Winter funding round.
5. Comprehensive Permit Projects (HPP Strategy #16):
 - Habitat for Humanity, Phoebe Way: Construction of 2 homes continuing.
6. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
 - Community Development Block Grant (CDBG)- FY21 program finishing. Brewster: 6 Housing Rehab & 18 childcare. FY22/23 in full swing. Select Board held Public Hearing for FY24 Regional CDBG application.
 - Brewster Rental Assistance Program (BRAP). Program full at 15 households. BAHT considering HAC's request to increase number of households served by BRAP. HAC will present at February Trust meeting.
7. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
 - 212 Yankee Drive- Construction work almost complete. Held internal open house for Brewster staff and committees. With Donna Kalinick, on site interview for article in Cape Cod Times. Participated in HAC's virtual information session, over 70 attendees. Worked with legal counsel on affordable sale requirements.
 - Serenity Apartments at Brewster (27 affordable units)- Site visit to complete recertification compliance audit. Select Board approved compliance which was then provided to HLC. Held resource information session at Serenity with COA outreach workers and Housing Assistance Corporation (HAC) representative.
 - 11 Sean Circle- Had site visit. Spoke with water, building and health about work. Communicated with HLC and HAC. Resale marketing began, coordinated application timeline & process with 212 Yankee Dr.
8. Zoning (HPP Strategies #2 & 3)
 - Tech Services for Mixed-use & Multi-family Zoning RFQ issued. Lead: Jon Idman with Donna Kalinick
9. Collaboration and Education (HPP Strategies #7 & 15)
 - CPC Regional Grants: Worked on process regarding regional grants, closings & requirements.
 - Participated in HOME Consortium & Making the Case Call. Attended Lower Cape Housing Institute session on ADU to Zoning Changes.
 - Continued planning process for the Library's Books & Big Ideas 2024 Housing emphasis.

Upcoming Events & Announcements:

- 212 Yankee Drive- affordable home sale for \$237,900, lottery February 20th.
- 11 Sean Circle- affordable home sale for \$240,100, lottery February 21st.

Personnel

- Participated in Housing Trust, Housing Partnership, Select Board & ZBA meetings. Also worked with: Assessors, Building, Council on Aging, CPC, Finance, Fire, Health, Housing Partnership, Human Resources, Library, Planning, Police, Public Works, Town Administration & Water. Completed State Ethics training. Attended trainings on conflict conversations and CDBG best practices.

Housing Office Update February 2024

Jill Scalise, Housing Coordinator & Marissa Consolantis, Housing Program Assistant

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, 58 total requests for housing information (41) or assistance (17). Open office hours Thursdays from 10-noon.
 - Participated in Sea Camps Forum #4 presentation of housing information.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - Working on items throughout report, submitted annual report for 2023 Town Report.
3. Housing Program Assistant (HPP Strategy #19)
 - Continued orientation including trainings and site visits to Brewster affordable housing, assisted residents, and completed SHI homeowner mailing and drafted February BAHT minutes.
4. Comprehensive Permit Projects (HPP Strategy #16):
 - Spring Rock Village- 45 affordable rental units off Millstone Rd (SB H-4, HPP #12 & 16) Application submitted: Executive Office of Housing & Livable Communities (HLC) Winter funding round.
 - Habitat for Humanity, Phoebe Way: Construction of 2 homes continuing.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
 - Community Development Block Grant (CDBG)- FY21 program finishing. FY22/23 in full swing, 11 Housing Rehab applications & 18 childcare subsidies. FY24 Regional CDBG application in process.
 - Brewster Rental Assistance Program (BRAP). HAC presented at BAHT meeting, program at capacity. BAHT increased, at HAC's request, limit of households served by BRAP from 15 to 20.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
 - Annual monitoring letters sent to all SHI homeowners, letters included available resources such as CDBG housing rehabilitation and Cape & Vineyard Electrification Offering (CVEO) information .
 - 212 Yankee Drive- Construction work complete. Attended virtual lottery held February 20th, 31 applications, 24 eligible households. Worked with Town Counsel. Select Board approved the sale of the property and deeded property to BAHT. BAHT approved allocating funds from the proceeds of sale for the required Payment in Lieu of Taxes (PILOT).
 - Serenity Apartments at Brewster (27 affordable units)- Worked with Serenity management and residents on issues related to rent increases and Section 8 vouchers.
 - 11 Sean Circle- Attended virtual affordable lottery held on February 21st, 27 applicants, 20 eligible households. Sale process moving forward.
7. Zoning (HPP Strategies #2 & 3)
 - Tech Services for Mixed-use & Multi-family Zoning quotes due 3/1. Lead: Jon Idman with Donna Kalinick
8. Collaboration and Education (HPP Strategies #7 & 15)
 - Housing Partnership submitted annual report & worked on goals, including housing education.
 - Continued planning process for the Library's Books & Big Ideas 2024 Housing emphasis.
 - Invited to participate in Brewster Conservation Day July 13th and COA May Wellness Fair.
 - Participated in HOME Consortium, Shared Housing Resource Services Roundtable & Making the Case Call. Attended Lower Cape Housing Institute session on Local Preference and HAC's 40Y Training.

Upcoming Events & Announcements:

- New Housing Office email address created by Kathy Lambert: housingoffice@brewster-ma.gov
- Books & Big Ideas: Housing 101 Information Session April 11th at 6PM Brewster Ladies Library

Personnel

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

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FOR YOUR INFORMATION

- HAC Housing Advocacy Session
- Habitat for Humanity Home Applications for Dennis & Wellfleet

[View as Webpage](#)



[Join the Coalition](#)

Join us on March 26!
A Discussion on Advocacy and Why It
Matters To Our Local Economy



A discussion on
ADVOCACY
WHY IT MATTERS

March
26
4:30 PM



Please enjoy some time with **Amanda Converse**, co-founder of **Love Live Local**, and her thoughts on advocacy. Why does it matter? How has it changed her life and journey? Why should you get involved?

[Register for the 3/26 event](#)

[About Amanda](#)

All seminars are held via Zoom and recorded so that you can access them at any time [on our website](#). Seminars are an hour in length and include Q&A.



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HABITAT FOR HUMANITY OF CAPE COD



APPLICATIONS AVAILABLE

8 Affordable Homes to be Built, for Purchase

Dennis: Jack Delaney Lane (at 401 Setucket Rd.) Four 3-bedroom
Wellfleet: 2254 Old Kings Hwy. Two 2-Bedroom and two 3-bedroom

	60%AMI	80%AMI
Dennis House price, 3-bedroom	\$173,200	\$247,000
Estimated monthly payment:	\$1,101/month	\$1,502/month
Wellfleet House price, 2-bedroom	\$154,750	\$219,350
Estimated monthly payment:	\$1,063/month	\$1,426/month
Wellfleet House price, 3-bedroom	\$173,200	\$247,000
Estimated monthly payment:	\$1,166/month	\$1,582/month

Persons considering applying are strongly encouraged to attend one Applicant Information Workshop:

Virtual Workshops, using ZOOM on your computer or phone. To receive the link for a specific date: send an email request to applications@habitatcapecod.org Keep the application available, to look at during the workshop.

Thursday 3/21, Noon-2pm \ Tuesday 4/2, 6pm-8pm \ Wednesday 4/17, 6pm-8pm \ Friday 4/26, 10am-Noon

In-person Workshops at Dennis Library, 5 Hall St. Dennis Port Sat. 3/23, 10:30am-12:30 \ Wed. 3/27, 5:30- 7:30pm

In-person Workshops at Wellfleet Library, 55 W. Main St. Wellfleet Wed. 4/9, 5:30-7:30pm \ Sat.5/4, 10:30am-12:30

Any questions: email applications@habitatcapecod.org or call 508-362-3559 ext.21

Applications may be obtained:

- ~ Download the fillable application and/or print it from the Habitat web site www.habitatcapecod.org
- ~ Pick up at the Habitat Office: 411 Main St., Yarmouth Port MA, or at the Dennis or Wellfleet Library
- ~ Call to have a paper application mailed to you: 508-362-3559 (Habitat office)

APPLICATION DEADLINE: MONDAY, May 13, 2024 LOTTERY DATE: SUMMER 2024

Income Guidelines:

Maximum income eligibility is household income at or below 60% of Area Median Income by household size for 2 homes at each location and 80% for 2 homes at each location.

60% and 80% of Area Median Income by Household Size Effective May 2023 (Adjusted annually by HUD/FHLBB)

Household Size	60%	80%	Household Size	60%	80%
1	\$48,360	\$64,450	5	\$74,640	\$99,450
2	\$55,260	\$73,650	6	\$80,160	\$106,800
3	\$62,160	\$82,850	7	\$85,680	\$114,150
4	\$69,060	\$92,050			

This is the maximum gross income your household may earn and be eligible for consideration for a Habitat home on Cape Cod.

You may qualify for Habitat home ownership, if you are:

- in critical need of year round affordable housing, *and*
- willing to complete the required "sweat equity" on your home and other Habitat projects (500 hours for a two adult household – 250 hours for a one adult household), *and*
- able to make housing payments of approximately **\$1,063 - \$1,582** per month, *and*
- unable to qualify for conventional mortgage financing of a market rate house, *and*
- first time home buyer (some exceptions apply; described in application packet), *and*
- U.S. Citizen or Permanent Resident

Habitat for Humanity of Cape Cod does not discriminate in the selection of applicants. Habitat for Humanity of Cape Cod is a not-for-profit organization and we do business in accordance with Federal and Massachusetts Fair Lending Laws.

