

Town of Brewster Finance Committee

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

MEETING AGENDA
2198 Main Street
March 27, 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=MUUhJNGpoU3VocTZ0cTU0VGpYcWdVOT09>

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), or **Video recording** (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
 - Art 25 & Art 26 - Short Term Rentals - Registrations and Restrictions
 - Art 4 - Brewster Elementary School Dept - FY25 Budget
 - Art 5 - Brewster Elementary School Dept - Operating Override
 - Art 6 - Nauset Regional Schools Assessment Formula
 - Art 7 - Nauset Regional School Dept - FY25 Budget
 - Art 8 - Nauset Regional School Dept - Operational Override
8. Nauset Regional School District Agreement - Update and Discussion
9. Liaison Reports
10. Approval of Minutes
11. Request for agenda items for future meetings
12. Matters Not Reasonably Anticipated by the Chair
13. Future Finance Committee Meetings
14. Adjournment

Date Posted:

Date Revised:

Received by Town Clerk:

Citizens Petition: Short-Term Rental Registration **General Bylaw**

General Bylaw: 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.

Petition for the Town of Brewster Annual Town Meeting Warrant

012020

Article _____. To see if the Town will vote to create a registration system for short-term rentals. Full text provided to each signatory as an addendum to this petition.

7006

(Citizen's Petition)

	Name	Address	Signature
1	✓ Matilda Delano	154 Barons Way, Brewster	
2	✓ Jedediah Delano	154 Barons Way Brewster	
3	✓ Lynn Delano	154 Barons Way Brewster	
4	✓ Jessica Hris	63 Derby Ln, Brewster	
5	✓ Todd Hris	63 Derby Ln, Brewster	
6	✓ Sarah Abney	50 Paul Hush Way	
7	✓ Rebecca Benton	75 Paul Hush Way Brewster	
8	✓ Ntr Benton	75 Paul Hush way Brewster	
9	✓ Chris Powick	2042 Main St	
10	✓ Gly Hoop	2042 Main St	
11	✓ Leslie Kelley	1334 Main St.	
12	✓ Richard Kelly	1334 Main St	
13	✓ Laurel Labdon	62 Whiffletree Ave	
14	✓ ROBERT LABDON	62 Whiffletree	
15	✓ Janet Labdon	62 Whiffletree Ave	JANET LABDON
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Town of Brewster

2198 Main Street
BREWSTER, MASSACHUSETTS 02631

(508) 896-4506 – Fax (508) 896-8089

OFFICE OF:
TOWN CLERK

Receipt for a Petition filed in the Town Clerk's Office

Received from: Matilde Delano Phone Number: 7742169554
Name

Summary: Registration of STRS

	# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified
1	15	15	6			11			16		
2			7			12			17		
3			8			13			18		
4			9			14			19		
5			10			15			20		

Chae
Town Clerk/Registrar

When signatures have been certified please:

_____ call me at: _____

_____ I will call you _____

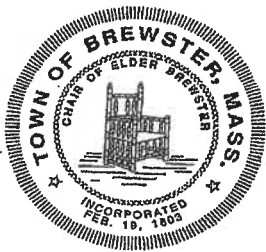
Time Stamp

BREWSTER TOWN CLERK
24 MAR 6 12 28PM

Picked up on: _____

By whom: _____

PLEASE REMEMBER TO BRING YOUR RECEIPT WITH YOU TO PICK UP YOUR PAPERS



Town of Brewster

2198 Main Street
BREWSTER, MASSACHUSETTS 02631

(508) 896-4506 – Fax (508) 896-8089

OFFICE OF:
TOWN CLERK

Receipt for a Petition filed in the Town Clerk's Office

Received from: Matilda Delano Name Phone Number: 774 216 9554

Summary: Short term Rental Registration

	# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified
1	25	24	6			11			16		
2	25	24	7			12			17		
3	25	24	8			13			18		
4	25	25	9			14			19		
5	25	25	10			15			20		

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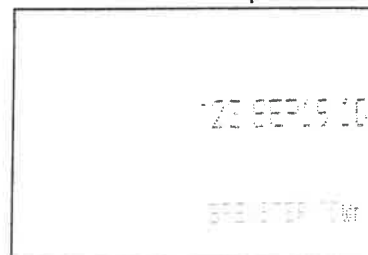
Culler
Town Clerk/Registrar

When signatures have been certified please:

call me at: _____

I will call you.

Time Stamp



Picked up on: _____

By whom: _____

PLEASE REMEMBER TO BRING YOUR RECEIPT WITH YOU TO PICK UP YOUR PAPERS

Article to Create Registration System for Short-Term Rentals in Brewster

Proposed Bylaw:

The proposed bylaw seeks to create a registration system for short-term rentals. All short-term rentals would be required to register annually with the town of Brewster and pay a \$150 registration fee. The registration fee would serve to offset additional costs incurred for enforcement.

All listings of short-term rentals within Brewster would be required to include the town-issued registration certificate number.

Violators would be subject to a fine of \$200 per day, with each day the violation continues being considered a separate offense.

Purpose:

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.

The proposed 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.

The proposed bylaw also seeks to provide a method for correcting violations when conditions warrant and to help enforce local and state laws, codes, and regulations.

The proposed 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.

Registrations would be subject to an annual fee that would cover costs of enforcement. Fines would also cover costs of enforcement.

Currently, short-term rentals are not required to register with the town of Brewster, which makes it difficult to determine how many short-term rentals are in operation and what impacts they have on neighborhoods and the town. Short-term rental owners can register with the state of Massachusetts, but are not required to.

Information regarding lodging operators can be found on mass.gov/info-details/public-registry-of-lodging-operators. As of July 5, 2023, there are 1092 short-term rentals in Brewster that are registered with the state.

The Massachusetts Department of Revenue (Division of Local Services) has a public search feature for parcel counts in the town of Brewster. Using that search feature, it was determined that as of July 5, 2023, there were 7,336 units in Brewster that are residential.

That means that nearly 15% (14.88%) of the residential units are known to be short-term rentals from their state registration. Since registration is not required, this figure is not accurate. Brewster needs to determine how many short-term rentals are operating within the town to better assess community and health and safety impacts.

The registration fee of \$150 would come to \$163,800 with the current number of short-term rentals in operation, which would be enough to fund positions needed for oversight and enforcement.

Registration System Implementation Proposal:

Any property owner seeking to offer a short-term rental would need to register annually with the town of Brewster (\$150/registration). All properties that are registered would need to be in compliance with local and state ordinances, zoning bylaws, and the State Sanitary Code.

The registrants would 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.

Each registrant would be required to submit a sworn affidavit of compliance with their registration.

All short-term rentals would be required to include the town-issued registration certificate number on their listings.

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.

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.

Operators will be responsible for trash removal after conclusion of an occupancy or once per week, whichever is more frequent.

The maximum number of occupants in a short-term rental shall be 2 per bedroom, plus 2 additional occupants.

Parking on-site shall be provided and must not impede traffic or traffic safety.

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.

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.

Definitions:

- "Dwelling" is defined as any building or area in a building used or intended for use for human habitation, including, but not limited to, apartments, condominiums, cottages, guesthouses, one-, two-, or multiple-unit residential buildings/dwellings, except those licensed under any state or local laws or regulations other than those licensed under this chapter, (e.g., See definition of SHORT TERM RENTAL in this section).
- "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.
- "Occupancy" is defined as the use or possession of, or the right to use or possess, a short-term rental.
- "Occupant" is defined as any individual, of any age, residing overnight in a short-term rental.
- "Operator" is defined as any person operating a short-term rental.
- "Operator's Agent" is defined as a person who, on behalf of an operator of a short-term rental: (i) manages the operation or upkeep of a property offered for rent; or (ii) books reservations at a property offered for rent. An "operator's agent" shall include, but not be limited to, a property manager, a property management company, or real estate agent.
- "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.
- "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**.

- "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 rentals" are defined as a residential dwelling, or any bedroom within a dwelling, rented out using advance reservations, for a fee, for a period of not more than 31 consecutive calendar days, excluding: hotels licensed under M.G.L Chapter 140, section 6; motels license under M.G.L. Chapter 140, section 32B; lodging establishments licensed under M.G.L Chapter 140, section 23.

Petition for the Town of Brewster Annual Town Meeting Warrant

Article _____ To see if the Town will vote to create a registration system for short-term rentals.

(Citizen's Petition)

PREPARED BY
DATE

	Name	Address	Signature
✓ 1	Matilda Delano	154 Barons Way, Brewster	A
✓ 2	Anne McGoar	99 Herring Brook Lane Brewster	Anne
✓ 3	Laura Marshall	81 Ebenezer Ln Brewster	L. Marshall
✓ 4	Lynn Debn	154 Barons Way Brewster	Lynn
✓ 5	Leslie Kelley	1334 Main St. Brewster	Leslie Kelley
✓ 6	Richard Kelley	1334 Main St, Brewster	Richard Kelley
✓ 7	Rebecca Benton	75 Paul Hush Way Brewster	Rebecca Benton
✓ 8	Sarah Abney	50 Paul Hush Way Brewster	Sarah
✓ 9	Katherine Gillis	1147 Long Pond Rd Brewster MA	Katherine Gillis
✓ 10	Irene Gillis	1147 Long Pond Rd Brewster MA	Irene Gillis
✓ 11	Jill Delano	154 Barons way Brewster MA	Jill
✓ 12	Chris Yerkes	32 Beechtree Dr. Brewster MA	Chris Yerkes
✓ 13	Steph Bush Brown	54 Beechtree Dr. Brewster MA	Steph Bush Brown
✓ 14	Robert Brown	54 Beechtree Dr Brewster MA	Robert Brown
✓ 15	Yler Brown	54 Beechtree Dr Brewster MA	Yler Brown
✓ 16	Teresa Colson	84 Beechtree Dr. Brewster MA	Teresa Colson
✓ 17	James Callin	92 Beech tree Dr Brew	James Callin
✓ 18	Nancy Giarsite	120 Beech tree Dr.	Nancy Giarsite
✓ 19	Dr Skunk	141 Beechtree Dr	Dr Skunk
✓ 20	Patricia	141 Beechtree Dr	Patricia
✓ 21	Margaret	141 Beechtree Dr	Margaret
✓ 22	John	141 Beechtree Dr	John
✓ 23	John Murphy	243 Gould Rd, Brew	John Murphy
✓ 24	Martha Zuker	164 Barons way Brewster	Martha Zuker
✓ 25	Mauricio Holguin	174 Barons way Brewster	MH

Margaret
Schnitzler
address
on mtg
rec'd
for
a
letter
drive

24

Petition for the Town of Brewster Annual Town Meeting Warrant

Article _____ To see if the Town will vote to create a registration system for short-term rentals.

(Citizen's Petition)

	Name	Address	Signature
✓ 101	ELLEN DOVICIO	59 GREENLAND ROAD	Ellen Dovicio Ellen Dovicio
✓ 102	Michael Ryan	728 Great Fields RD	Michael Ryan
✓ 103	Mya Pires	1434 Long Pond RD	Mya Pires
✗ 104	Daniel Phillips	1434 Long Pond Rd	Daniel Phillips
✓ 105	LAREE LABDON	62 Whiffletree Ave	Laree Labdon
✓ 106	JANET LABDON	62 Whiffletree Ave	Janet Labdon
✓ 107	Brit Jordan	62 Whiffletree Ave	Brit Jordan
✓ 108	ROBERT DELOYS	9 PRELL CIRCLE	Robert Deloys
✓ 109	Terry Gustamacho	Terry Gustamacho 139 Old Chatham Rd	Terry Gustamacho
✓ 110	Teresa Swansa	151 Old Chatham Rd Brewster	Teresa Swansa
✓ 111	Patrice Thornberg	148 Old Chatham Rd	Patrice Thornberg
✓ 112	CLAIRE MORRIS	56 CAROL ANN DR	Claire Morris
✓ 113	TRAVIS MORRIS	56 CAROL ANN DR	Travis Morris
✓ 114	Horaine O'Brien	59 Carol Ann Dr	Horaine O'Brien
✓ 115	Jesse O'Brien	84 Old Chatham Rd	Jesse O'Brien
✓ 116	Jim O'Brien	59 CAROL ANN DR	Jim O'Brien
✓ 117	Catherine Graciano	7 Carol Ann Drive	Catherine Graciano
✓ 118	Jesse C. Bennett	37 Carol Ann Drive	Jesse C. Bennett
✓ 119	Leslie Greenleaf	32 CAROL ANN DR Brewster	Leslie Greenleaf
✓ 120	Ada George	25 CAROL ANN DR Brewster	Ada George
✓ 121	Susanne Norman	6 Russells Path	Susanne Norman
✓ 122	Janet Barriman	7 Russells Path Brewster, MA	Janet Barriman
✓ 123	Cindy Murr	34 Russells Path	Cindy Murr
✓ 124	Walter Murr	34 Russells Path	Walter Murr
✓ 125	Gayle Harper	64 Russells Path	Gayle Harper

Petition for the Town of Brewster Annual Town Meeting Warrant

Article _____ To see if the Town will vote to create a registration system for short-term rentals.

(Citizen's Petition)

SEP 3 10 54 AM

	Name	Address	Signature
✓	76 DAVID MICHELBOWE	102 PINEWOOD DRIVE	[Signature]
✓	77 Budget-Rentington	164 Pine Wood DR.	Budget-Rentington
✓	78 Samuel Bell	34 Sandpiper Ln.	Samuel Bell
✓	79 Damon Ryder	20 Sandpiper Ln	[Signature]
✓	80 Kathryn Perkins	33 Sandpiper Ln	Yani
✓	81 John Dule	50 PARITAN DR	[Signature]
✓	82 Tom Danning	18 Woodview Dr	[Signature]
✓	83 Braxette	39 Woodview Dr.	[Signature]
✗	84 Arden Miter	96 Hedgeberry Lane	[Signature]
✓	85 Erin Powers	YANKEE DR	Erin Powers
✓	86 Linda Nickerson	240 Yankee Dr.	Linda Nickerson
✓	87 GINI DODDLEY	296 YANKEE DRIVE	[Signature]
✓	88 David Doddley	296 Yankee Drive	[Signature]
✓	89 David Bromberg	50 CLIPPER WAY	[Signature]
✓	90 Steven Hicks	336 Yankee Dr.	Steven Hicks
✓	91 Eric Wats	424 Yankee Dr.	Eric Wats
✓	92 DAVE REHWART	72 GREAT OAK RD.	[Signature]
✓	93 JUDY HARRISON	12 LEAND RD	Judy Harrison
✓	94 Ben Han	12 Leand Rd	Ben Han
✓	95 Greg Noy	503 FREEMANS WAY	[Signature]
✓	96 Nick Bengsten	7 Pequot Court	[Signature]
✓	97 Kate Ketchum	50 Anne Way	Kate Ketchum
✓	98 ERNEST KETCHUM	55 ANNE WAY	Ernest Ketchum
✓	99 Ewan Hillen	54 Tubman Rd	Ewan Hillen
✓	100 Miniam Chen	59 Greenland Pond	[Signature]

24

[Signature]

Petition for the Town of Brewster Annual Town Meeting Warrant

NOV 3 09 TOWN CLERK
11 03 09 10 54

Article _____. To see if the Town will vote to create a registration system for short-term rentals.

(Citizen's Petition)

	Name	Address	Signature
✓ 51	DAVID SORSA	177 BARONS WAY	[Signature]
✓ 52	Adrienne Jones	51 Barons Way	[Signature]
✓ 53	Peter Blasco	31 Barons Way	Peter Blasco
✓ 54	Lisa Tish	9 Barons Way	Lyndatelman
✓ 55	TODD Montgomery	132 Baronsway	[Signature]
✓ 56	Greta Montgomery	132 Barons Way	Greta Monte
✓ 57	HEBS MONTGOMERY	60 BARONS WAY	[Signature]
✓ 58	Wendy Olin	26 Barons Way	[Signature]
✓ 59	Jen Curran	304 State St 1	[Signature]
✓ 60	Jennifer Cavelt	502 State St	Jennifer Cavelt
✓ 61	Linda Sullivan	1103 State St. Brewster	Linda Sullivan
✓ 62	Susan Krause	909 State Brewster	Susan Krause
✓ 63	Kathy Kirkbride	1302 State St. Brew	K Kirkbride
✓ 64	Lorraine Wile	1304 State St Brewster	Lorraine Wile
✓ 65	Patricia Martin	1501 State St Brewster	Patricia Martin
✓ 66	Ellen Avella	1803 State Street Brewster	Ellen Avella
✓ 67	John Mucci	54 Sachem Trail	[Signature]
✓ 68	Tyler Reyes	44 Sachemus Trail	Tyler Reyes
✓ 69	Mary Ducharme	32 Sachemus Trail	[Signature]
✓ 70	Fel Ducharme	32 Sachemus Trail	[Signature]
✓ 71	MARI Burroughs	150 Pinewood Dr.	[Signature]
✓ 72	[Signature]	98 Pilgrims	[Signature]
✓ 73	John [Signature]	139 Pinewood Dr	[Signature]
✓ 74	Patricia Skanilly	139 Pinewood Dr	Patricia Skanilly
✓ 75	namuhiewicz	102 Pinewood Dr.	namuhiewicz

(25)

Petition for the Town of Brewster Annual Town Meeting Warrant

25 SEP 19 11

Article _____ To see if the Town will vote to create a registration system for short-term rentals.

(Citizen's Petition)

	Name	Address	Signature
✓ 26	John Lombardo	53 Beach Plum Ln Brewster, MA	[Signature]
✓ 27	Jason Walsh	137 Beach Plum Ln Brewster, MA	[Signature]
✓ 28	Margaret Walsh	137 Beach Plum Ln Brewster	[Signature]
✓ 29	Martha Johnson	108 Beach Rose Ln, Brewster	Martha E Johnson
✓ 30	John LaBlanc	86 Beach Rose Ln Brewster	John LaBlanc
✓ 31	Catherine LeBlanc	86 Beach Rose Ln Brewster	Catherine LeBlanc
✓ 32	Claire Evans	59 Beach Rose Ln Brewster	[Signature]
✓ 33	Abby Fernandes	22 Sheffield Rd Brewster	[Signature]
✓ 34	Gilbert D'Amico	52 Beach Rose Ln Brewster	[Signature]
✓ 35	Jane Chartier	16 Beach Rose Ln, Brewster	Jane Chartier
✓ 36	Peter McElm	144 Beach Plum Ln Brewster	[Signature]
✓ 37	Jennifer McElm	144 Beach Plum Ln Brewster	[Signature]
✓ 38	Danise Jones	Lele Beach Plum Ln Brewster	[Signature]
✓ 39	Greg Hannen	34 DEATH RUN LN BREWSTER	[Signature]
✓ 40	LOBA P KARCHUK	38 James Burr Rd Brewster	[Signature]
✓ 41	Chris P. Karchuk	38 James Burr Rd Brewster	[Signature]
✓ 42	Jennifer Stevens	2 Johnson Ctng Brewster	[Signature]
✓ 43	Ashlee McCarty	902 State St Brewster MA 02631	Ashlee McCarty
✓ 44	Mary Gamera	64 Tracy Lane, Brewster	Mary Gamera
✓ 45	Rachel Sullivan	130 Paul Hush Way Brewster	Rachel Sullivan
✓ 46	Crystal Kautz	120 Paul Hush Way Brewster	[Signature]
✓ 47	Tim Kautz	120 Paul Hush Way Brewster	[Signature]
✓ 48	Meghan Delman	90 Paul Hush Way, Brewster	Meghan Delman
✓ 49	Mark Sargent	90 Paul Hush Way, Brewster	Mark Sargent
✓ 50	Sean Smith	105 State St Brewster	[Signature]

Citizens Petition: Short-Term Rental Restrictions

General Bylaw

General Bylaw: 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.

Petition for the Town of Brewster Annual Town Meeting Warrant

Article _____. 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 operate two properties as short-term rentals. Full text provided to each signatory as an addendum to this petition.

24 MAR 6 12:27 PM

(Citizen's Petition)

	Name	Address	Signature
1	Matilda Delano	154 Barons Way, Brewster	[Signature]
2	Jedadiak Delano	154 Barons Way Brewster	[Signature]
3	Lynn Delano	154 BARON'S WAY Brewster	[Signature]
4	Jessica Harris	63 Derby Lane Brewster	[Signature]
5	Todd Harris	63 Derby Ln Brewster	[Signature]
6	Sarah Abney	50 Paul Hush Way	[Signature]
7	Reflexa Benton	75 Paul Hush Way	[Signature]
8	Tyler Benton	75 Paul Hush Way Brewster	[Signature]
9	Chris Pawicki	2042 Main St	[Signature]
10	Gary Harper	2042 Main St.	[Signature]
11	Leslie Kelley	1334 Main St.	[Signature]
12	Richard Kelley	1334 Main St	[Signature]
13	Laurel Labdon	62 Whiffletree Ave	[Signature]
14	JANET LABDON	62 Whiffletree Ave	[Signature]
15	ROBERT LABDON	62 Whiffletree Ave	[Signature]
16			
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21			
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15



Town of Brewster

2198 Main Street
BREWSTER, MASSACHUSETTS 02631

(508) 896-4506 – Fax (508) 896-8089

OFFICE OF:
TOWN CLERK

Receipt for a Petition filed in the Town Clerk's Office

Received from: Marilda Delano Name Phone Number: 7742169554

Summary: limit the # of STR'S

	# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified
1	15	15	6			11			16		
2			7			12			17		
3			8			13			18		
4			9			14			19		
5			10			15			20		

[Signature]
Town Clerk/Registrar

When signatures have been certified please:

_____ call me at: _____

_____ I will call you. _____

Time Stamp

BREWSTER TOWN CLERK
24 MAR 6 12:20PM

Picked up on: _____

By whom: _____

PLEASE REMEMBER TO BRING YOUR RECEIPT WITH YOU TO PICK UP YOUR PAPERS



Town of Brewster

2198 Main Street
BREWSTER, MASSACHUSETTS 02631

(508) 896-4506 – Fax (508) 896-8089

OFFICE OF:
TOWN CLERK

Receipt for a Petition filed in the Town Clerk's Office

Received from: Matilde Delano Phone Number: 774 216 9554
Name

Summary: Restrict short term Rentals

	# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified
1	25	24	6			11			16		
2	25	25	7			12			17		
3	25	25	8			13			18		
4	25	24	9			14			19		
5	25	24	10			15			20		

(122)

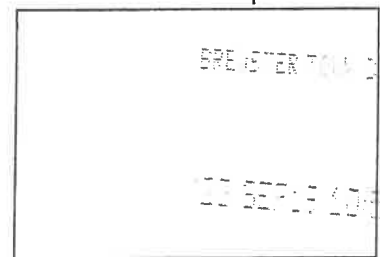
[Signature]
Town Clerk/Registrar

When signatures have been certified please:

_____ call me at: _____

_____ I will call you. _____

Time Stamp



Picked up on: _____

By whom: _____

PLEASE REMEMBER TO BRING YOUR RECEIPT WITH YOU TO PICK UP YOUR PAPERS

Article to Restrict Short-Term Rentals In Brewster

2023 SEP 19 10:57

Proposed Bylaw:

The proposed bylaw seeks 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.

Purpose:

To create a short-term rental bylaw to mitigate the impact of short-term rentals within the town of Brewster by limiting how many short-term rentals can be owned and operated by property owners.

To enforce this proposed bylaw, another proposed bylaw has been put forward which would create a registration system for short-term rentals within the town of Brewster.

Currently, short-term rentals are not required to register with the town of Brewster, which makes it difficult to determine how many short-term rentals are in operation and what impacts they have on neighborhoods and the town. Short-term rental owners can register with the state of Massachusetts, but are not required to.

Information regarding lodging operators can be found on mass.gov/info-details/public-registry-of-lodging-operators. As of July 5, 2023, there are 1092 short-term rentals in Brewster that are registered with the state.

The Massachusetts Department of Revenue (Division of Local Services) has a public search feature for parcel counts in the town of Brewster. Using that search feature, it was determined that as of July 5, 2023, there were 7,336 units in Brewster that are residential.

That means that nearly 15% (14.88%) of the residential units are known to be short-term rentals from their state registration. Since registration is not required, this figure is not accurate and underrepresents the total number of short-term rentals in the town of Brewster.

Definitions:

- "Dwelling" is defined as any building or area in a building used or intended for use for human habitation, including, but not limited to, apartments, condominiums, cottages, guesthouses, one-, two-, or multiple-unit residential buildings/dwellings, except those licensed under any state or local laws or regulations other than those licensed under this chapter, (e.g., See definition of SHORT TERM RENTAL in this section).
- "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.

- reach out
to Dana
Kubick

- "Occupancy" is defined as the use or possession of, or the right to use or possess, a short-term rental.
- "Occupant" is defined as any individual, of any age, residing overnight in a short-term rental.
- "Operator" is defined as any person operating a short-term rental.
- "Operator's Agent" is defined as a person who, on behalf of an operator of a short-term rental: (i) manages the operation or upkeep of a property offered for rent; or (ii) books reservations at a property offered for rent. An "operator's agent" shall include, but not be limited to, a property manager, a property management company, or real estate agent.
- "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.
- "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**.
- "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 rentals" are defined as a residential dwelling, or any bedroom within a dwelling, rented out using advance reservations, for a fee, for a period of not more than 31 consecutive calendar days, excluding: hotels licensed under M.G.L Chapter 140, section 6; motels license under M.G.L. Chapter 140, section 32B; lodging establishments licensed under M.G.L Chapter 140, section 23.

Petition for the Town of Brewster Annual Town Meeting Warrant

Article _____ 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.

BREWSTER TOWN CLERK

23 SEP 19 10:57 AM

(Citizen's Petition)

	Name	Address	Signature
✓	101 Erin Hilly	54 Tubman Rd	Erin Hilly
✓	102 Miriam Enst	59 Greenland Pond Rd	Miriam Enst
✓	103 ELLEN DAVIDIO	59 GREENLAND POND RD	Ellen Davidio
✓	104 Michael Ryan	728 Great Fields RD	Michael Ryan
✓	105 Mya Pires	1434 Long Pond RD.	Mya Pires
X	106 Daniel Phillips	1934 Long Pond Rd	Dan Phillips
✓	107 LAUREL LABDON	62 Whiffletree Ave	Laurel Labdon
✓	108 JANET LABDON	62 Whiffletree Ave	Janet Labdon
✓	109 ROBERT LABDON	62 WHIFFLETREE AVE	Robert Labdon
✓	110 ROBERT DELOYS	9 PRELU CIRCLS	Robert DeLoys
✓	111 TERESA SWANU	151 0 10 Chatham Brewster	Teresa Swanu
✓	112 Patrice Thornberg	148 Old Chatham Rd	Patrice Thornberg
✓	113 Claire Morris	56 Carol Ann Dr Brewster	Claire Morris
✓	114 CRAIG MORRIS	56 CAROL ANN DR, BREWSTER	Craig Morris
✓	115 LORRAINE O'BRIEN	59 Carol Ann Dr Brewster	Lorraine O'Brien
✓	116 JIM O'BRIEN	59 CAROL ANN DR BREWSTER	Jim O'Brien
✓	117 Catherine Graciano	7 Carol Ann Drive Brewster	Catherine Graciano
✓	118 GORGE BELLENT	37 Carol Ann Drive Brewster	Gorge Bellent
✓	119 LESTER GREENBERG	32 Carol Ann Dr Brewster	Lester Greenberg
✓	120 Ada George	25 CAROL ANN DR. Brewster	Ada George
✓	121 Susanna Norman	6 Russells Path	Susanna Norman
✓	122 Janet Barricman	7 Russells Path Brewster	Janet Barricman
✓	123 Cindy Mann	34 Russell's Path	Cindy Mann
✓	124 Willie Mann	34 Russell's Path	Willie Mann
✓	125 Gayle Harper	64 Russells Path	Gayle Harper

24

Petition for the Town of Brewster Annual Town Meeting Warrant

Article _____ 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.

SEP 17 2019
 11 SEP 19 11 53 AM

(Citizen's Petition)

	Name	Address	Signature	
1	Matilda Delano	154 Barons Way, Brewster	[Signature]	✓
2	Anne McGrath	99 Herring Brook Ln Brewster	[Signature]	✓
3	Laura Marshall	81 Ebenezer Ln Brewster	L. Marshall	✓
4	Lynn DeBano	154 Barons Way Brewster	[Signature]	✓
5	Leslie Kelley	1334 Main St. Brewster	[Signature]	✓
6	Richard Kelly	1334 Main St, Brewster	[Signature]	✓
7	Rebecca Benton	75 Paul Hush Way Brewster	[Signature]	✓
8	Sarah Abney	50 Paul Hush Way Brewster	[Signature]	✓
9	Katherine Gillis	1147 Long Pond Rd Brewster MA	[Signature]	✓
10	Irene Gillis	1147 Long Pond Rd Brewster MA	[Signature]	✓
11	Jed Delano	154 Barons way Brewster MA	[Signature]	✓
12	Chris Yerkes	32 Beechtree Dr. Brewster	[Signature]	✓
13	Steph Bush Brom	54 Beechtree Dr. Brewster MA	[Signature]	✓
14	Robert Brown	54 Beechtree Dr Brewster MA	[Signature]	✓
15	Tyler Brown	54 Beechtree Dr Brewster MA	[Signature]	✓
16	Teresa A Coffin	84 Beechtree St. Brewster, MA	[Signature]	✓
17	Janice Callan	92 Beechtree Dr Brew	[Signature]	✓
18	Nancy Giansant	120 Beechtree Dr.	[Signature]	✓
19	David Fenber	145 Beechtree Dr	[Signature]	✓
20	Shirley Hill	142 Beechtree Dr.	[Signature]	✓
21	Margaret Mitchell	154 Beechtree Drive	[Signature]	✓
22	Mrs Brown	161 Beechtree Drive	[Signature]	✓
23	Ryan Murphy	243 Green Pond Rd, Brew	[Signature]	✓
24	Martha Zuber	164 Barons way Brewster	[Signature]	✓
25	[Signature]	174 Barons way Brewster	[Signature]	✓

Petition for the Town of Brewster Annual Town Meeting Warrant

TOWN CLERK

SEP 10 10 57 AM

Article _____ 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.

(Citizen's Petition)

Name	Address	Signature
John Lombardi	53 Beach Plum Ln Brewster, MA	[Signature]
Jean R Walsh	137 Beach Plum Ln Brewster, MA	[Signature]
Margaret Walsh	137 Beach Plum Ln Brewster	[Signature]
Martha Johnson	108 Beach Rose Ln. Brewster	[Signature]
John LeBlanc	86 Beach Rose Ln. Brewster	[Signature]
Catherine LeBlanc	86 Beach Rose Ln Brewster	[Signature]
Clare Evans	59 Beach Rose Ln Brewster	[Signature]
Roby Fernandes	22 Sheffield Rd Brewster	[Signature]
Rober Oliveira	252 Beach Rose Ln Brewster	[Signature]
Jane Chartier	10 Beach Rose Ln, Brewster	[Signature]
Peter McLean	144 Beach Plum Ln, Brewster	[Signature]
Famille McIlvin	144 Beach Plum Ln Brewster	[Signature]
Erin Jones	66 Beach Plum Ln Brewster	[Signature]
REG HENNICH	34 BEACH PLUM LN BREWSTER	[Signature]
Erica Richard	38 James Burr rd Brewster	[Signature]
Chris Pizarro	316 James Burr rd Brewster	[Signature]
Emilee Stevens	21 Johnson Ctuy Brewster	[Signature]
Lee McCarty	902 State St Brewster MA 02631	[Signature]
Mary Cameron	64 Tracy Lane, Brewster MA	[Signature]
Raul Siller	130 Paul Hush way, Brewster Ma	[Signature]
Estel Kautz	120 Paul Hush way Brewster	[Signature]
Estel Kautz	120 Paul Hush way Brewster	[Signature]
Meghan Delman	90 Paul Hush way, Brewster	[Signature]
Mark Sargent	90 Paul Hush way, Brewster	[Signature]
Ann Smith	105 State St Brewster	[Signature]

25

Petition for the Town of Brewster Annual Town Meeting Warrant

SEP 23 2011

Article _____ 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.

(Citizen's Petition)

	Name	Address	Signature
✓ 51	DAVID SUSH	177 Barons way	[Signature]
✓ 52	John Adams	57 Barons Way	[Signature]
✓ 53	Peter Blasco	31 Barons Way	[Signature]
✓ 54	Lynda Kline	9 Barons Way	[Signature]
✓ 55	Carmen Bennett	981 Millstone	[Signature]
✓ 56	LOUIS GARRETT	981 Millstone	[Signature]
✓ 57	TODD Montgomery	132 Barons way	[Signature]
✓ 58	Breda Montgomery	132 Barons Way	[Signature]
✓ 59	HERB Montgomery	60 Barons way	[Signature]
✓ 60	Wendy Olin	26 Barons Way	[Signature]
✓ 61	Jennifer Curran	304 State St	[Signature]
✓ 62	Jennifer Curran	502 State St	[Signature]
✓ 63	Linda Sullivan	1103 State St. Brewster	[Signature]
✓ 64	Susan Crivello	504 State Brewster	[Signature]
✓ 65	Kathy Kirkbide	1302 State St. Brew	[Signature]
✓ 66	LORRAINE WISE	1304 State St Brewster	[Signature]
✓ 67	PATRICIA MARTIN	1501 State St. Brewster	[Signature]
✓ 68	Ellen Avellar	1003 State Street Brewster	[Signature]
✓ 69	John Manci	575 Sachems Trl	[Signature]
✓ 70	Tyler Keyes	44 Sachemus Trail	[Signature]
✓ 71	Mary Ducharme	32 Sachemus Trail	[Signature]
✓ 72	Ed Ducharme	32 Sachemus Trail	[Signature]
✓ 73	Arthur Knight	7 Pilgrims Way	[Signature]
✓ 74	Mari Burdette	150 Pilgrims Dr	[Signature]
✓ 75	Jim Burdette	9 Pilgrims	[Signature]

00 (25)

Petition for the Town of Brewster Annual Town Meeting Warrant

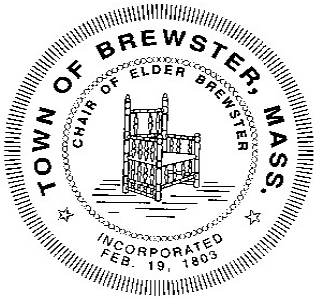
Article _____ To see if the Town will vote to limit the number of short-term rentals that a property owner can operate within the town of Brewster to one per property owner unless the property owner is a full-time resident of the town of Brewster, in which event they may then operate two properties as short-term rentals.

SEP 15 10 59

(Citizen's Petition)

	Name	Address	Signature
✓	76 Dan Kennelly	139 Pinewood Dr.	Dan Kennelly
✓	77 Pat Kennelly	139 Pinewood Dr	Pat Kennelly
✓	78 Nancy Michniewicz	102 Pinewood Dr	Nancy Michniewicz
✓	79 DAVID MICHNIEWICZ	102 PINWOOD DRIVE	David Michniewicz
✓	80 Bruce Pennington	44 Pine Wood DR.	Bruce Pennington
✓	81 SANDRA BELLER	34 Sandpiper Ln.	Sandra Beller
✓	82 Damian Ryder	20 sandpiper Ln	Damian Ryder
✓	83 KATHY NORTON	33 Sandpiper Ln	Kathy Norton
✓	84 JOHN WILSON	80 A WILSON DR	John Wilson
✓	85 Tom Downing	18 Woodview Dr	Tom Downing
✓	86 Sara Patic	39 Woodview Dr.	Sara Patic
X	87 Andrew Much	96 Anheleberg Lane	Andrew Much
✓	88 Erin Powers	18 Yankee Dr	Erin Powers
✓	89 Nickerson	240 Yankee Dr.	Nickerson
✓	90 GID DOONELLY	2910 YANKEE DRIVE	GID DOONELLY
✓	91 David Donnelly	296 Yankee Drive	David Donnelly
✓	92 David Gomez	50 CUPPER WAY	David Gomez
✓	93 Steven Hicks	336 Yankee Dr	Steven Hicks
✓	94 Eric Coats	424 Yankee Dr	Eric Coats
✓	95 CAVE REINHARDT	72 GREAT OAK RD.	Cave Reinhardt
✓	96 JUDY HARRISON	12 LELAND RD	Judy Harrison
✓	97 BRAD HARRISON	1A Leland Rd	Brad Harrison
✓	98 Nick Bengston	7 Pequot Court	Nick Bengston
✓	99 Kate Ketchum	355 Anne Way	Kate Ketchum
✓	100 ERNEST KETCHUM	55 ANNE WAY	Ernest Ketchum

24



Town of Brewster

2198 MAIN STREET
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Health Department
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Director

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Assistant Director

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Senior Department Assistant

DATE: March 18, 2024

TO: Peter Lombardi, Town Manager
Select Board
Finance Committee
Board of Health

FROM: Amy von Hone, Health Director

RE: **Health Department Comments - Citizens Petitions Short Term Rentals
(May 11, 2024 Town Meeting)**

The following updated summary provides the potential impacts and cost estimates to the Brewster Health Department in the event of passage of the proposed Citizens Petition Articles (Article to Create Registration System for Short-Term Rentals in Brewster and Article to Restrict Short-Term Rentals in Brewster) scheduled for the May 11, 2024 Town Meeting. Updates included in this memo compared to the prior October 25, 2023 memo include projected increases in salaries/benefits expenses and clarification of concerns with the revised Citizens Petitions.

Health Department staff have reviewed the proposed Citizens Petitions and have the following comments and concerns with the articles as currently proposed. These comments are specifically related to the potential impacts on the operational capacity and enforcement obligations of the Health Department only.

- The proposed articles require additional clarification regarding designation of authority (Brewster Board of Health or designee) for administration or enforcement of the STR registration and restriction program. Most local regulations, as promulgated, are enforceable by the Board of Health or their designee i.e. Health inspector or other enforcement entity.
- The proposed articles do not provide appropriate details regarding the development and implementation of the registration process or the restriction process i.e. violation structure including fines, property use currently defined and implemented under Zoning Bylaws, local BOH regulation vs. general bylaw provides greater flexibility with implementation, enforcement, and modifications in efficient time period.
- The proposed timeframe for STR registration (Bylaw implementation January 1, 2025) is unrealistic regarding registration program development and implementation, and certificate issuance to meet mandatory publication of certificate numbers on advertisements and real estate listings based on current timelines for Cape Cod short term rental seasons. More importantly, mandatory inspections for 1st time registrations prior to issuance of certificates (1,100+ rentals to be inspected prior to March 1, 2025) and review of property files to correlate occupancy load based on Housing Code and Title 5 Code is not achievable.
- The proposed timeframe for STR registration (Bylaw implementation January 1, 2025) is unrealistic regarding budgetary requirements for additional staff/equipment needed to create and implement program.

- The proposed timeframe for rental registration (prior to February 28th each year) is excessively restrictive for properties seeking a permit after the February 28th deadline within the same calendar year, which will potentially overburden Health Department staff with mandatory enforcement of noncompliant rental properties.
- The proposed registration system implementation appropriately requires all STRs to be compliant with local/state ordinances, Zoning Bylaws and the State Sanitary Code. **Determination of compliance of all applicable Health related regulations would require an inspection of each unit by Health Department staff to specifically determine maximum occupancy under both Title 5 and the Sanitary Code Regulations, and full compliance with health and safety minimum standards set forth in the MA Sanitary Code.**
- The proposed articles are unclear regarding the rationale for specifying the maximum number of occupants as two/bedroom plus two additional occupants. This restriction currently conflicts with the interpretation of Title 5 and the Sanitary Code Regulations.
- The petitioner has estimated that Brewster has approximately 1,100+ STRs registered through the MA Department of Revenue. Understanding the necessity for compliance inspections of each unit, the development of a registration program including enforcement of noncompliant units, in addition to investigations of anticipated complaints generated by the institution of this new program, the **Health Department is not adequately staffed to handle the anticipated increase in workload for the creation and implementation of the proposed Short Term Rental Registration and Restriction Regulations.**

Proposed Cost Estimates for Additional Health Department Staff:

- One Full-Time Health Inspector: \$ 84,623/year (includes benefits)
 - One Full-Time Department Assistant: \$ 76,560/year (includes benefits)
 - Supplemental Office Equipment: \$ 8,100 (1st year only)
 - One Vehicle (Energy compliant): \$ 60,000 (1st year only)
- \$ 224,819
- 3rd Party Registration Company \$ 50,000/year
- \$ 279,283 (1st year only)
- \$ 211,183 +/- subsequent years

- The Health Department office is currently constrained in terms of office space and file storage with existing staff and available space. The addition of two employees to support the new program would exacerbate an already difficult situation that would be nearly impossible to overcome with the current conditions.
- **The majority of rental property related complaints** received by the Health Department between 2021-2024 YTD (prior to 2021, rental complaint statistics are aggregated with all complaint types) **are related to year-round rental properties with Sanitary Code health and safety violations.** Our office has received only one generalized complaint regarding short-term rentals related to the unlawful advertisement of STRs and the occupancy/bedroom count in a specific condo complex.

Complaints and Follow-up Inspections:	<u>2024 YTD</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Year-Round Rentals	17	58	36	17	not available
Short Term Rentals	0	1	0	0	1

I would be happy to provide you with additional information or answer any questions about the above matters, as needed.



CAPE COD

Regional Technical High School



FY25

Operating Budget

Cape Cod Tech

Finance Committee

Anthony Tullio – Wellfleet (chair)

Norman Michaud - Yarmouth

Stefan Galazzi – Orleans

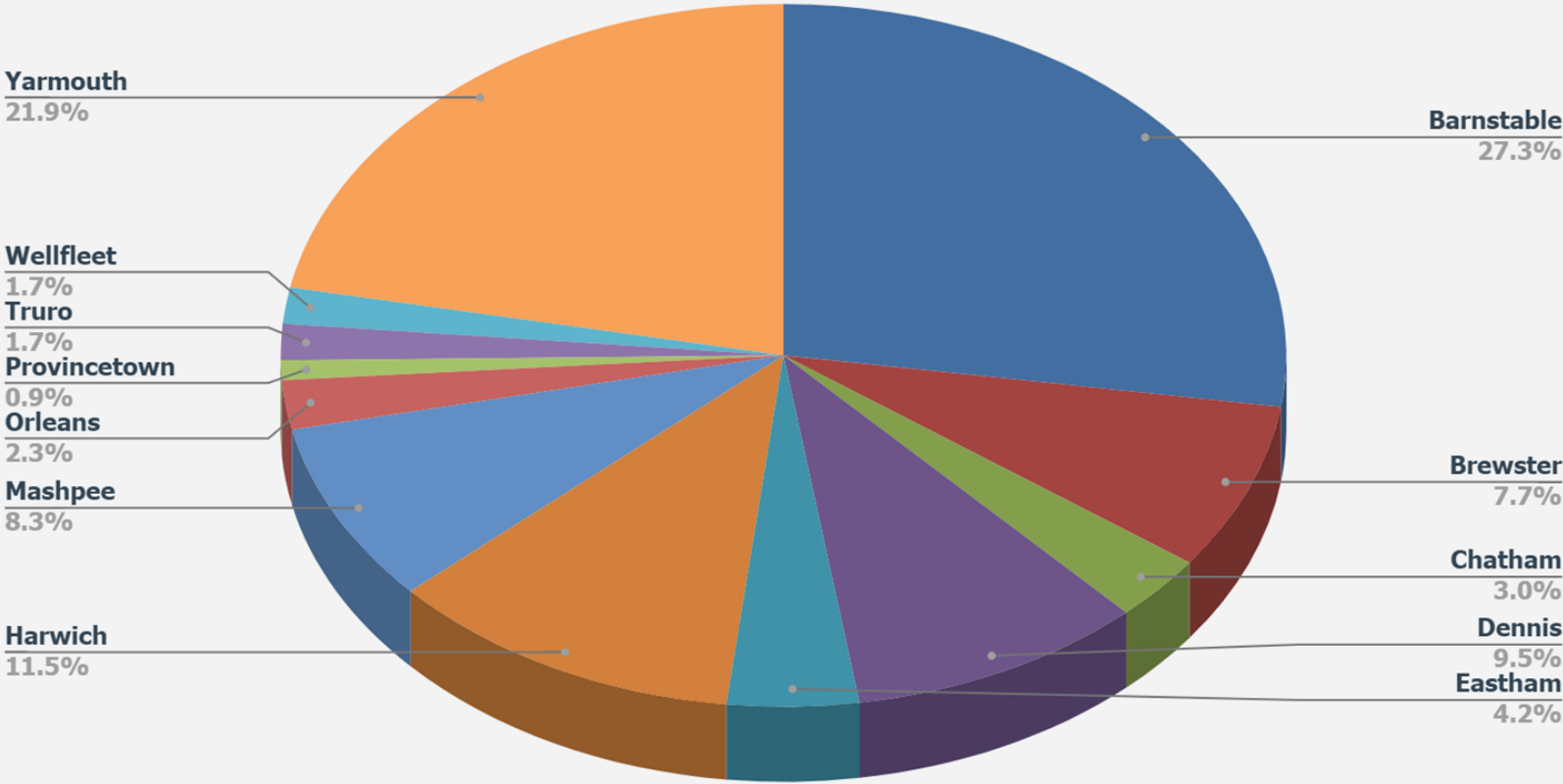


FY25 Enrollment by Town

Enrollments	Students FY25	Students FY24	Change
Barnstable	181	193	-12
Brewster	51	53	-2
Chatham	20	13	7
Dennis	63	68	-5
Eastham	28	22	6
Harwich	76	69	7
Mashpee	55	50	5
Orleans	15	14	1
Provincetown	6	9	-3
Truro	11	11	0
Wellfleet	11	13	-2
Yarmouth	<u>145</u>	<u>149</u>	<u>-4</u>
Total	662	664	-2



FY25 Enrollment



Student Enrollment Trend

	FY20	%	FY21	%	FY22	%	FY23	%	FY24	%	FY25	%
Barnstable	176	30.9%	194	31.5%	169	27.0%	186	28.5%	193	29.1%	181	27.3%
Brewster	36	6.1%	29	4.7%	41	6.5%	59	9.0%	53	8.0%	51	7.7%
Chatham	8	1.4%	10	1.6%	15	2.4%	12	1.8%	13	2.0%	20	3.0%
Dennis	68	11.6%	73	11.9%	73	11.7%	72	11.0%	68	10.2%	63	9.5%
Eastham	22	3.7%	22	3.6%	23	3.7%	18	2.8%	22	3.3%	28	4.2%
Harwich	67	11.4%	58	9.4%	51	8.1%	71	10.9%	69	10.4%	76	11.5%
Mashpee	45	7.7%	48	7.8%	44	7.0%	48	7.3%	50	7.5%	55	8.3%
Orleans	9	1.5%	12	1.9%	13	2.1%	11	1.7%	14	2.1%	15	2.3%
Provincetown	11	1.9%	14	2.3%	11	1.8%	7	1.1%	9	1.4%	6	0.9%
Truro	6	1.0%	6	1.0%	11	1.8%	9	1.4%	11	1.7%	11	1.7%
Wellfleet	12	2.0%	13	2.1%	16	2.6%	12	1.8%	13	2.0%	11	1.7%
Yarmouth	110	18.7%	137	22.2%	159	25.4%	148	22.6%	149	22.3%	145	21.9%
	570		616		626		653		664		662	

The FY25 Budget

4.38%



\$17,484,000

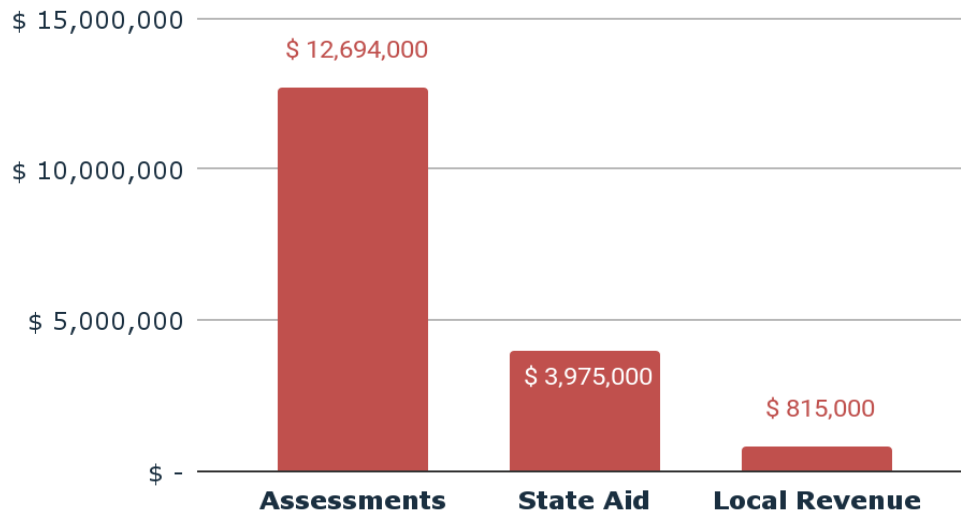
An increase of \$734,000
over the FY24 Budget

Six Year History

Fiscal Year	Budget
FY19	1.44 %
FY20	0.96 %
FY21	2.76%/1.34 %
FY22	1.99%
FY23	1.99%
FY24	3.86%

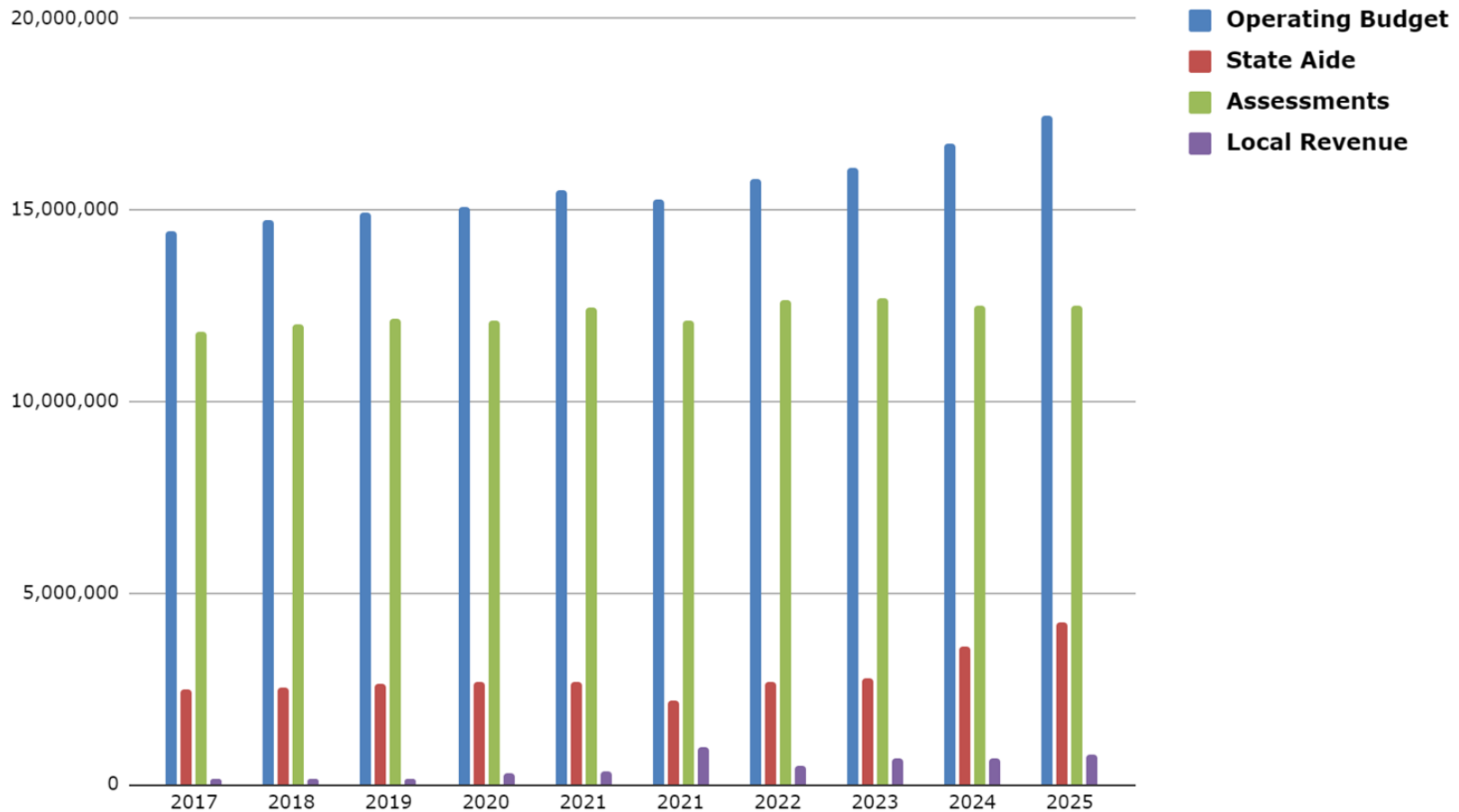


Where Does the Money Come From?



FY25 Revenue Sources	
Assessments	\$ 12,694,000
State Aid	\$ 3,975,000
Local Revenue	\$ 815,000

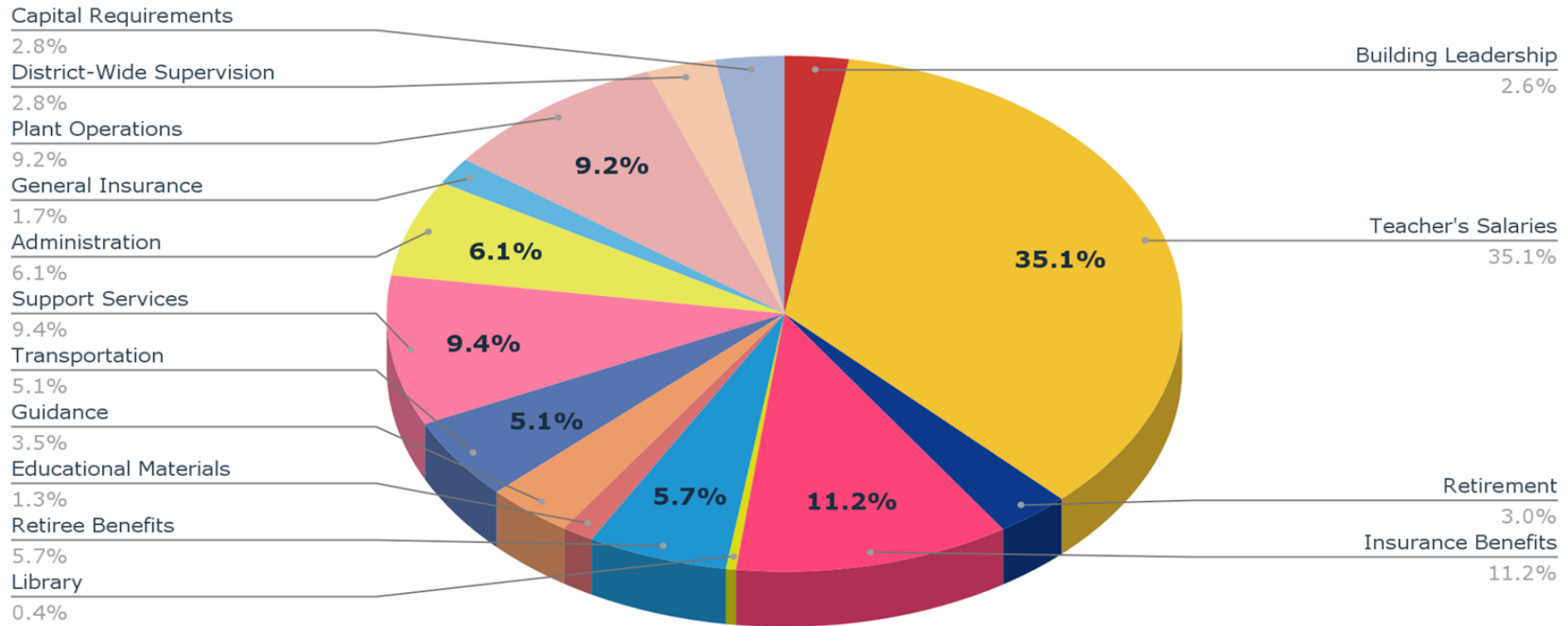
Revenue Source vs. The Operating Budget



Revenue Source vs. The Operating Budget

Fiscal Year	Operating Budget	State Aide	Assessments	Local Revenue
2017	14,459,000	2,466,487	11,844,513	148,000
2018	14,732,000	2,538,847	12,043,153	150,000
2019	14,944,000	2,634,067	12,159,933	150,000
2020	15,087,000	2,659,133	12,137,867	290,000
2021	15,504,000	2,699,147	12,464,853	340,000
2021	15,289,584	2,193,718	12,137,867	958,000
2022	15,812,000	2,699,147	12,647,853	465,000
2023	16,127,000	2,753,137	12,708,963	665,000
2024	16,750,000	3,593,921	12,491,079	665,000
2025	17,484,000	3,975,000	12,694,000	815,000

What is the Money Used For?



WHAT IS THE MONEY FOR?

Building Leadership	\$447,301	2.6%
Teachers Salaries	\$6,143,401	35.1%
Retirement	\$516,839	3.0%
Insurance Benefits	\$1,962,239	11.2%
Library	\$67,954	0.4%
Retiree Benefits	\$1,005,107	5.7%
Educational Materials	\$227,750	1.3%
Guidance	\$605,315	3.5%
Transportation	\$895,000	5.1%
Support Services	\$1,637,675	9.4%
Administration	\$1,066,938	6.1%
General Insurance	\$305,126	1.7%
Plant Operations	\$1,613,157	9.2%
District-Wide Supervision	\$495,196	2.8%
Capital Requirements	\$495,000	2.8%
	\$17,484,000	



Capital Debt

	Principal	Interest	Total P&I
2020	2,935,000	4,682,300	7,617,300
2021	3,320,000	2,940,700	6,260,700
2022	3,485,000	2,770,575	6,255,575
2023	3,485,000	2,596,325	6,081,325
2024	3,485,000	2,422,075	5,907,075
2025	3,485,000	2,247,825	5,732,825
2026	3,485,000	2,073,575	5,558,575
2027	3,485,000	1,899,325	5,384,325
2028	3,485,000	1,725,075	5,210,075
2029	3,485,000	1,550,825	5,035,825
2030	3,485,000	1,376,575	4,861,575
2031	3,485,000	1,202,325	4,687,325
2032	3,485,000	1,045,500	4,530,500
2033	3,485,000	906,100	4,391,100
2034	3,485,000	766,700	4,251,700
2035	3,485,000	627,300	4,112,300
2036	3,485,000	487,900	3,972,900
2037	3,485,000	348,500	3,833,500
2038	3,485,000	209,100	3,694,100
2039	3,485,000	69,700	3,554,700
	\$68,985,000	\$31,948,300	\$100,933,300

**In FY19
Cape Tech issued a
Bond in the amount of
\$68,985,000 at 3.32% for
20 Years Fixed Principal**

FY25 Capital Debt Assessment

Town of Barnstable	\$1,567,434
Town of Brewster	\$441,653
Town of Chatham	\$173,197
Town of Dennis	\$545,571
Town of Eastham	\$242,476
Town of Harwich	\$658,149
Town of Mashpee	\$476,292
Town of Orleans	\$129,898
Town of Provincetown	\$51,959
Town of Truro	\$95,258
Town of Wellfleet	\$95,258
Town of Yarmouth	<u>\$1,255,679</u>
	\$5,732,825

FY25 Operating Assessment (estimated)

Town of Barnstable	\$3,224,845
Town of Brewster	\$1,025,821
Town of Chatham	\$402,282
Town of Dennis	\$1,267,190
Town of Eastham	\$563,196
Town of Harwich	\$1,546,671
Town of Mashpee	\$1,142,273
Town of Orleans	\$301,712
Town of Provincetown	\$120,685
Town of Truro	\$221,255
Town of Wellfleet	\$221,255
Town of Yarmouth	\$2,656,815
	\$12,694,000

FY25 Total Assessments (estimated)

Town	Capital Assessment	Operating Assessment	Total
Barnstable	\$1,567,434	\$3,224,845	\$4,792,279
Brewster	\$441,653	\$1,025,821	\$1,467,474
Chatham	\$173,197	\$402,282	\$575,479
Dennis	\$545,571	\$1,267,190	\$1,812,761
Eastham	\$242,476	\$563,196	\$805,672
Harwich	\$658,149	\$1,546,671	\$2,204,820
Mashpee	\$476,292	\$1,142,273	\$1,618,565
Orleans	\$129,898	\$301,712	\$431,610
Provincetown	\$51,959	\$120,685	\$172,644
Truro	\$95,258	\$221,255	\$316,513
Wellfleet	\$95,258	\$221,255	\$316,513
Yarmouth	\$1,255,679	\$2,656,815	\$3,912,494
	\$5,732,825	\$12,694,000	\$18,426,825

Other Post Employment Benefits (OPEB)

In 2015, Cape Cod Tech joined the Plymouth County OPEB Trust, an IRC Section 115 multiple-employer, irrevocable trust program. The District has established a funding plan and is currently ahead of the funding schedule.

Actuarial Accrued Liability (2023 GASB Audit)

\$15,879,972

Balance of OPEB Reserve

\$2,278,387

Proposed FY25 Funding

\$300,000

Net Position - Funding to Liability

14.35%

THANK YOU!

Cape Cod Regional Technical High School

FY25 Budget - Revenue

Revenue	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed
Assessments from Member Towns <i>FY24 Assessment % Increase</i>	\$ 12,464,854	\$ 12,647,853	\$ 12,708,864	\$ 12,491,067	\$ 12,694,000 1.62%
State Aid					
¹ Chapter 70 State Aid	\$ 2,144,195	\$ 2,183,727	\$ 2,942,321	\$ 2,955,921	\$ 3,325,000
² Chapter 71 Transportation Aid	\$ 647,910	\$ 733,011	\$ 710,407	\$ 638,012	\$ 650,000
Total State Aid	\$ 2,792,105	\$ 2,916,738	\$ 3,652,728	\$ 3,593,933	\$ 3,975,000
Local Revenue					
Interest Income	\$ 9,972	\$ 3,811	\$ 58,803	\$ 15,000	\$ 15,000
Facility Rental	\$ 7,500	\$ 38,365	\$ 66,983	\$ 50,000	\$ 50,000
Excess and Deficiency	\$ 775,000	\$ 400,000	\$ 600,000	\$ 600,000	\$ 750,000
Transportation Stabilization					
Mass Medicaid Reimbursement					
Unanticipated Revenue	\$ 120,971	\$ 82,984	\$ 19,622		
Total Local Revenue	\$ 913,443	\$ 525,160	\$ 745,408	\$ 665,000	\$ 815,000
Total Revenue	\$ 16,170,402	\$ 16,089,751	\$ 17,107,000	\$ 16,750,000	\$ 17,484,000

Cape Cod Regional Technical High School

FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
1	Severance Pay	\$80,000	\$30,000	\$25,000	\$20,000	\$20,000	
2	Longevity	\$66,492	\$61,841	\$56,906	\$69,257	\$88,144	
3	Retirement Annuity Incentive	\$31,275	\$29,275	\$22,150	\$11,250	\$11,250	
4	Reserve for Unanticipated Expenses	\$0	\$0	\$0	\$19,000	\$19,000	
5	Provision for Contract Negotiations	\$0	\$0	\$0	\$62,454	\$96,305	
6	School Committee Supplies	\$1,500	\$1,050	\$1,186	\$1,200	\$1,200	
7	Dues & Subscriptions	\$12,682	\$20,553	\$14,983	\$18,000	\$18,000	
8	Total District Expenses	\$191,949	\$142,719	\$120,225	\$201,161	\$253,899	
9							
10	Superintendent-Director (1)	\$172,552	\$183,133	\$184,451	\$209,419	\$210,419	
11	Secretary-Supt.-Director (1)	\$78,538	\$80,193	\$82,472	\$85,857	\$85,857	
12	Advertising	\$6,430	\$10,409	\$31,805	\$16,000	\$16,000	
13	Supt/Business Office Supplies	\$9,908	\$13,878	\$12,908	\$10,000	\$10,000	
14	Public Relations	\$15,969	\$43,363	\$17,518	\$30,000	\$21,000	
15	General Expense	\$1,530	\$2,923	\$1,207	\$3,000	\$3,000	
16	District Dues/Subscriptions	\$2,829	\$2,879	\$3,132	\$5,000	\$5,000	
17	Postage	\$2,373	\$15,276	\$15,813	\$15,000	\$15,000	
18	Total District Administration	\$290,129	\$352,054	\$349,307	\$374,276	\$366,276	
19							
20	Treasurer (1)	\$17,741	\$18,000	\$18,450	\$20,130	\$20,130	
21	Business Administrator (1)	\$134,397	\$137,399	\$146,166	\$145,702	\$145,702	
22	Business Office Staff (2)	\$124,941	\$130,728	\$136,334	\$143,352	\$143,352	
23	Audit	\$42,350	\$41,700	\$23,000	\$40,000	\$40,000	
24	Bookkeeper (1)	\$72,264	\$75,874	\$79,521	\$77,581	\$77,581	
25	Negotiations	\$0	\$0	\$0	\$2,000	\$2,000	
26	Legal Services	\$7,652	\$22,490	\$20,567	\$12,000	\$15,000	
27	Total Finance and Administrative Services	\$399,345	\$426,191	\$424,038	\$440,765	\$443,765	
28							
29	Director of Special Needs (1)	\$128,463	\$131,354	\$136,137	\$140,850	\$140,850	
30	Director of Technical Studies (1)	\$117,885	\$120,520	\$118,000	\$122,880	\$122,880	
31	Secretary to Tech Studies/Academic Coord.	\$21,606	\$56,213	\$61,437	\$61,564	\$61,564	

Cape Cod Regional Technical High School

FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
32	Director of Curriculum (1)	\$132,622	\$127,204	\$131,115	\$134,902	\$134,902	
33	Coop Coordinator (1)	\$30,259	\$28,301	\$27,875	\$32,000	\$32,000	
34	Technical Studies Supplies	\$767	\$500	\$394	\$2,000	\$2,000	
35	Curriculum Supplies & Software	\$1,225	\$20	\$526	\$1,000	\$1,000	
36	Special Needs Director Travel	\$200	\$0	\$0	\$0	\$0	
37	Total District-wide Academic/Vocational	\$433,027	\$464,113	\$475,484	\$495,196	\$495,196	
38							
39	Principal(1)	\$137,117	\$140,174	\$143,647	\$148,631	\$148,631	
40	Assistant Principal (1)	\$118,575	\$110,000	\$112,750	\$116,696	\$116,696	
41	Secretary to Principal(1)	\$54,574	\$68,034	\$71,701	\$74,657	\$74,657	
42	Attendance Clerk (.71)	\$35,330	\$35,058	\$35,063	\$36,570	\$36,570	
43	Assistant Principal Secretary (.85)	\$53,164	\$50,427	\$51,695	\$52,747	\$52,747	
44	Agenda Books	\$0	\$4,253	\$0	\$3,500	\$0	
45	Accreditation	\$0	\$0	\$15,960	\$10,000	\$0	
46	Principal's Supplies	\$2,573	\$2,967	\$3,818	\$4,000	\$3,000	
47	MCAS Supplies	\$0	\$1,063	\$2,047	\$500	\$0	
48	Assistant Principal Supplies	\$1,424	\$1,726	\$2,078	\$1,500	\$1,500	
49	Graduation Expense	\$8,502	\$10,155	\$7,212	\$8,000	\$8,000	
50	Prin./AP Dues & Subscriptions	\$3,039	\$2,500	\$284	\$1,000	\$1,000	
51	Principal/AP Travel	\$0	\$0	\$0	\$0	\$0	
52	Recognition Awards	\$2,765	\$8,782	\$4,602	\$5,000	\$4,500	
53	Total School Building Leadership	\$417,063	\$435,138	\$450,857	\$462,801	\$447,301	
54							
55	Network Engineer (1)	\$89,695	\$91,713	\$94,006	\$97,296	\$97,296	
56	Technology Systems and Data Assistant (1)	\$84,786	\$86,694	\$88,861	\$91,971	\$91,971	
57	Technology Contracted Services	\$2,302	\$3,160	\$0	\$1,500	\$1,500	
58	Technology Supplies	\$362	\$12,719	\$10,920	\$10,000	\$10,000	
59	Total Building Technology	\$177,145	\$194,286	\$193,787	\$200,767	\$200,767	
60							

Cape Cod Regional Technical High School

FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
61	Auto Collision Instructors (2)	\$154,191	\$160,473	\$169,916	\$175,272	\$179,598	
62	Auto Technology Instructors (2)	\$159,147	\$165,604	\$172,976	\$181,472	\$188,131	
63	Carpentry Staff (2)	\$144,748	\$150,842	\$160,094	\$193,539	\$198,324	
64	Cosmetology Instructors (2)	\$159,588	\$166,606	\$179,305	\$187,160	\$195,077	
65	Culinary Arts Staff (3)	\$179,314	\$182,898	\$180,941	\$257,643	\$254,156	
66	Dental Assist. Instructor (2)	\$158,882	\$172,290	\$174,662	\$149,322	\$158,591	
67	Electrical Instructors (2)	\$153,232	\$159,857	\$170,167	\$163,362	\$174,459	
68	Graphic Arts Instructors (2)	\$172,117	\$178,363	\$186,769	\$192,764	\$200,850	
69	Health Technology Instructors (3)	\$149,371	\$178,271	\$251,658	\$263,697	\$280,283	
70	Horticulture Instructors (2)	\$165,792	\$128,187	\$158,888	\$164,172	\$175,116	
71	HVAC Staff (2)	\$186,900	\$212,099	\$252,869	\$176,359	\$184,160	
72	Information Technology Instructors (2)	\$140,694	\$133,672	\$129,990	\$143,037	\$163,254	
73	Marine Instructor (2)	\$162,942	\$169,400	\$148,302	\$161,708	\$169,144	
74	Plumbing Instructor (2)	\$160,478	\$166,871	\$175,951	\$190,540	\$198,595	
76	Art Teacher (1)	\$58,787	\$65,423	\$72,683	\$75,538	\$84,481	
77	21st Century Skills (2)	\$169,804	\$176,077	\$170,550	\$179,736	\$184,148	
78	English Instructors (6)	\$482,196	\$468,916	\$483,664	\$469,808	\$495,035	
79	Health Instructor (1)	\$49,378	\$53,565	\$0	\$0	\$0	
80	Math Instructors (6)	\$519,436	\$509,948	\$469,775	\$550,458	\$567,424	
81	Phys. Ed. Instructors (2)	\$155,083	\$161,213	\$144,851	\$152,617	\$162,574	
82	Science Instructor (5)	\$364,544	\$361,626	\$356,874	\$358,869	\$455,219	
83	Social Studies Instructor (4)	\$346,031	\$397,473	\$334,642	\$338,290	\$349,908	
84	Spanish Instructor (1)	\$86,673	\$88,391	\$90,145	\$92,827	\$95,129	
85	Engineering Technology Instructors (2)	\$184,450	\$187,352	\$153,830	\$186,176	\$194,093	
86	Special Needs Instructor (7)	\$494,143	\$521,198	\$515,931	\$535,230	\$553,374	\$100,056.00
87	Special Needs Inclusion Specialist (1)	\$88,600	\$90,963	\$92,179	\$98,260	\$100,634	
88	Technology Int. Specialist (1)	\$87,542	\$91,122	\$92,669	\$98,567	\$101,012	
89	Literacy Coach (1)	\$89,350	\$82,306	\$87,084	\$78,260	\$80,634	\$20,000
90	Total Instruction and Teaching Services	\$5,423,413	\$5,581,005	\$5,577,365	\$5,814,683	\$6,143,401	\$120,056
91							

Cape Cod Regional Technical High School

FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
92	Speech & Language Specialist (1)	\$0	\$0	\$47,282	\$93,593		
93	Special Needs Cont. Service	\$82,598	\$76,439	\$76,441	\$65,000	\$160,000	
94	Total Medical Therapeutic Services	\$82,598	\$76,439	\$123,723	\$158,593	\$160,000	
95							
96	Vocational Substitutes	\$46,186	\$76,439	\$35,225	\$65,000	\$65,000	
97	Academic Substitutes	\$53,913	\$117,317	\$70,099	\$65,000	\$65,000	
98	Total Substitutes	\$100,099	\$193,756	\$105,324	\$130,000	\$130,000	
99							
100	Auto Tech Aide (1)	\$38,446	\$38,783	\$39,890	\$41,027	\$41,027	
101	Graphic Arts Aide (1)	\$40,600	\$44,987	\$44,872	\$37,628	\$37,628	
102	Information Technology Aide (1)	\$35,114	\$36,321	\$45,927	\$39,229	\$39,229	
103	Physical Education Aide (1)	\$38,469	\$36,258	\$36,532	\$37,628	\$37,628	
104	Special Needs Aides (6)	\$64,092	\$52,297	\$109,717	\$120,327	\$112,327	\$120,000
105	Total Paraprofessionals Instructional Asst.	\$216,721	\$208,645	\$276,938	\$275,840	\$267,840	\$120,000
106							
107	Librarian (.84)	\$79,146	\$56,499	\$57,599	\$59,509	\$60,954	
108	Total Library	\$79,146	\$56,499	\$57,599	\$59,509	\$60,954	
109							
110	Professional Development	\$35,795	\$44,941	\$65,648	\$45,000	\$53,000	
111	Course Reimbursement	\$23,339	\$18,745	\$18,812	\$25,000	\$20,000	
112	Curriculum Development	\$355	\$9,347	\$4,084	\$4,000	\$4,000	
113	State Mandated Mentoring	\$8,000	\$9,250	\$8,875	\$8,000	\$8,000	
114	Total Professional Development	\$67,489	\$82,283	\$97,419	\$82,000	\$85,000	
115							
116	Auto Body Text & Subscriptions	\$0	\$0	\$0	\$0	\$0	
117	Auto Technology Text & Subscriptions	\$1,993	\$4,412	\$3,441	\$2,000	\$2,000	
118	Carpentry Texts & Subscriptions	\$0	\$1,750	\$2,114	\$0	\$0	
119	Cosmetology Texts & Subscriptions	\$299	\$0	\$349	\$300	\$500	
120	Culinary Arts Texts & Subscriptions	\$2,389	\$1,582	\$5,017	\$2,000	\$2,000	
121	Dental Assistant Texts & Subscriptions	\$4,294	\$1,628	\$0	\$1,500	\$1,500	

Cape Cod Regional Technical High School

FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
122	Electrical Texts & Subscriptions	\$0	\$7,167	\$0	\$500	\$500	
123	Graphic Arts Texts & Subscriptions	\$9	\$757	\$3,177	\$0	\$0	
124	Health Technology Texts & Subscriptions	\$14,856	\$5,954	\$5,100	\$5,000	\$5,000	
125	Horticulture Texts & Subscriptions	\$1,200	\$3,318	\$1,000	\$1,000	\$1,000	
126	HVAC Texts & Subscriptions	\$60	\$0	\$250	\$0	\$0	
127	Information Technology Texts & Subscriptions	\$902	\$4,568	\$2,263	\$1,500	\$1,500	
128	Marine Mechanics Texts & Subscriptions	\$1,523	\$609	\$195	\$500	\$500	
129	Plumbing Texts & Subscriptions	\$0	\$0	\$0	\$500	\$500	
130	Engineering Texts & Subscriptions	\$847	\$190	\$1,941	\$1,000	\$500	
131	Special Needs Texts & Subscriptions	\$3,198	\$5,744	\$4,709	\$2,500	\$2,500	
132	English Texts & Subscriptions	\$0	\$2,548	\$4,723	\$2,500	\$2,500	
133	Math Texts & Subscriptions	\$0	\$100	\$0	\$0	\$0	
134	Science Texts & Subscriptions	\$0	\$7,100	\$0	\$1,000	\$1,000	
135	Social Studies Texts & Subscriptions	\$0	\$15,745	\$0	\$2,000	\$500	
136	Spanish Texts & Subscriptions	\$0	\$4,493	\$0	\$0	\$0	
137	Special Needs Dues	\$100	\$375	\$100	\$250	\$250	
138	Library Books	\$1,524	\$3,520	\$4,547	\$3,500	\$3,500	
139	Library Subscriptions	\$2,428	\$866	\$3,900	\$2,500	\$2,500	
140	Total Textbooks & Subscriptions	\$35,622	\$72,425	\$42,826	\$30,050	\$28,250	
141							
142	School Paper Bid	\$5,000	\$2,936	\$9,700	\$3,500	\$5,000	
143	Auto Body Supplies	\$11,951	\$6,267	\$1,002	\$7,000	\$6,000	
144	Auto Technology Supplies	\$3,636	\$4,462	\$3,076	\$4,000	\$4,000	
145	Carpentry Supplies	\$12,237	\$7,237	\$7,979	\$8,000	\$8,000	
146	Cosmetology Supplies	\$1,958	\$3,267	\$11,594	\$3,200	\$4,000	
147	Culinary Arts Supplies	\$44,734	\$46,625	\$69,406	\$25,000	\$30,000	
148	Dental Assistant Supplies	\$2,024	\$968	\$2,826	\$1,500	\$1,500	
149	Electrical Supplies	\$5,612	\$16,321	\$13,481	\$8,000	\$10,000	
150	Graphic Arts Supplies	\$8,871	\$14,983	\$5,651	\$9,000	\$8,000	
151	Health Technology Supplies	\$2,844	\$4,247	\$4,612	\$3,500	\$4,500	

Cape Cod Regional Technical High School

FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
152	Horticulture Supplies	\$19,333	\$13,695	\$25,702	\$14,000	\$15,000	
153	HVAC Supplies	\$29,986	\$34,722	\$25,923	\$25,000	\$25,000	
154	Information Technology Supplies	\$454	\$3,553	\$6,518	\$2,000	\$4,000	
155	Marine Mechanics Supplies	\$9,136	\$19,196	\$12,346	\$15,000	\$13,000	
156	Plumbing Supplies	\$20,744	\$20,089	\$27,286	\$20,000	\$20,000	
157	Exploratory Supplies	\$5,017	\$9,236	\$14,007	\$9,000	\$9,000	
158	Engineering Supplies	\$10,582	\$8,190	\$9,239	\$10,000	\$10,000	
159	Safety Supplies / OSHA Training	\$5,868	\$14,929	\$13,513	\$8,000	\$10,000	
160	Special Needs Supplies	\$765	\$1,188	\$1,773	\$2,500	\$2,500	
161	21st Century Skills Supplies	\$0	\$0	\$0	\$200	\$200	
162	English Supplies	\$2,558	\$2,793	\$2,974	\$2,800	\$2,800	
163	Health Education Supplies	\$107	\$2,567	\$0	\$0	\$0	
164	Math Supplies	\$859	\$2,443	\$689	\$1,500	\$1,000	
165	Phys. Ed. Supplies	\$0	\$0	\$362	\$1,000	\$500	
166	Science Supplies	\$9,474	\$5,598	\$12,319	\$4,500	\$6,000	
167	Social Studies Supplies	\$0	\$123	\$96	\$500	\$500	
168	Spanish Supplies	\$200	\$0	\$0	\$0	\$0	
169	Art Supplies	\$4,327	\$5,415	\$5,028	\$4,500	\$5,000	
170	Library Supplies	\$138	\$987	\$519	\$1,000	\$1,000	
171	Total Educational Supplies	\$218,415	\$252,035	\$287,621	\$194,200	\$206,500	
172							
173	Field Trips-Competitions	\$16,163	\$46,891	\$71,484	\$45,000	\$48,000	
174	Senior Project	\$0	\$33	\$0	\$0	\$0	
175	Summer School	\$4,584	\$0	\$0	\$0	\$0	
176	Tutoring & Credit Recovery	\$990	\$910	\$4,862	\$3,000	\$3,000	
177	Total Other Instructional Services	\$21,737	\$47,834	\$76,346	\$48,000	\$51,000	
178							
179	Guidance Counselors (4)	\$318,099	\$334,047	\$357,972	\$357,205	\$371,375	
180	At Risk Counselor (1)	\$88,892	\$93,856	\$95,718	\$98,567	\$101,012	
181	Guidance Secretaries (2)	\$108,366	\$110,534	\$111,040	\$116,128	\$116,128	

Cape Cod Regional Technical High School

FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
182	Guidance Supplies	\$2,603	\$4,235	\$7,470	\$4,000	\$5,000	
183	Guidance Public Relations	\$656	\$8,285	\$11,187	\$8,000	\$7,000	
184	Dues & Subscriptions	\$2,351	\$1,166	\$3,656	\$2,300	\$2,300	
185	ELL Testing & Services	\$1,611	\$3,593	\$2,720	\$2,000	\$2,500	
186	Total Guidance and Counseling Services	\$522,578	\$555,716	\$589,763	\$588,200	\$605,315	
187							
188	Psychological Services	\$55,005	\$51,665	\$52,390	\$55,000	\$55,000	
189	Total Psychological Services	\$55,005	\$51,665	\$52,390	\$55,000	\$55,000	
190							
191	Nurse (2)	\$86,598	\$76,318	\$83,694	\$84,268	\$170,300	
192	Assistant to Nurse (1)	\$5,948	\$0	\$0	\$0	\$0	
193	Medical Services	\$0	\$3,500	\$3,500	\$3,500	\$3,500	
194	Nurse's Supplies	\$2,038	\$7,017	\$5,477	\$3,500	\$4,000	
195	Total Health Services	\$94,584	\$86,834	\$92,671	\$91,268	\$177,800	
196							
197	Basic Transportation	\$805,530	\$820,154	\$739,147	\$800,000	\$800,000	
198	Late Transportation	\$21,840	\$76,062	\$93,860	\$85,000	\$95,000	
199	Special Needs Transportation	\$0	\$25,717	\$0	\$0	\$0	
200	Homeless Transportation	\$11,348	\$0	\$0	\$0	\$0	
201	Total Student Transportation	\$838,718	\$921,933	\$833,007	\$885,000	\$895,000	
202							
203	Transfer to School Lunch	\$26,000	\$0	\$0	\$0	\$0	
204	Total Food Services	\$26,000	\$0	\$0	\$0	\$0	
205							
206	Coaches	\$109,800	\$151,854	\$152,995	\$156,000	\$156,000	
207	Sports Clinics/Trainer	\$504	\$37,521	\$58,800	\$63,288	\$68,136	
208	Officials	\$7,565	\$22,979	\$36,577	\$24,000	\$28,000	
209	Activity Staff	\$1,380	\$6,415	\$3,329	\$7,000	\$7,000	
210	Ice Time	\$6,723	\$4,879	\$5,882	\$7,000	\$6,000	
211	Game Transportation	\$15,823	\$42,040	\$55,509	\$46,000	\$50,000	

Cape Cod Regional Technical High School

FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
212	Athletic Supplies	\$12,009	\$36,560	\$45,976	\$35,000	\$40,000	
213	Equipment Reconditioning	\$788	\$3,364	\$4,609	\$4,000	\$4,000	
214	Athletic Dues & Subscriptions	\$3,255	\$5,978	\$10,743	\$6,500	\$6,500	
215	Total Athletic Services	\$157,847	\$311,589	\$374,420	\$348,788	\$365,636	
216							
217	Advisors	\$34,554	\$69,236	\$61,447	\$81,633	\$81,633	
218	Student Activities	\$6,240	\$34,492	\$16,262	\$28,000	\$28,000	
219	Total Other Student Activities	\$40,794	\$103,728	\$77,709	\$109,633	\$109,633	
220							
221	Police Liason Officer	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
222	After School Supervision	\$0	\$15,107	\$21,239	\$11,000	\$15,000	
223	Security	\$224	\$208	\$0	\$0	\$0	
224	Total School Security	\$20,224	\$35,315	\$41,239	\$31,000	\$35,000	
225							
226	Custodians (6)	\$256,658	\$249,729	\$246,095	\$315,910	\$323,274	
227	Contracted Services	\$0	\$250	\$364	\$1,000	\$1,000	
228	Custodial Supplies	\$42,108	\$38,844	\$42,559	\$38,000	\$40,000	
229	Custodial Clothing Allowance	\$8,618	\$7,638	\$8,573	\$6,000	\$6,000	
230	Total Custodial Services	\$307,384	\$296,461	\$297,591	\$360,910	\$370,274	
231							
232	Heat for Building - Gas	\$137,690	\$114,189	\$130,015	\$155,000	\$160,000	
233	Heat for Building - Oil	\$0	\$0	\$0	\$0	\$0	
234	Total Heat of Building	\$137,690	\$114,189	\$130,015	\$155,000	\$160,000	
235							
236	Telephone	\$27,970	\$27,078	\$26,388	\$28,000	\$28,000	
237	Water	\$8,042	\$15,424	\$11,016	\$9,000	\$9,000	
238	Electricity	\$219,803	\$311,480	\$316,986	\$349,000	\$349,000	
239	Gasoline	\$5,832	\$16,078	\$13,842	\$14,000	\$14,000	
240	Refuse Removal	\$30,079	\$25,610	\$24,865	\$25,000	\$25,000	
241	Total Utility Services	\$291,726	\$395,669	\$393,097	\$425,000	\$425,000	

Cape Cod Regional Technical High School

FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
242							
243	Student Wages	\$0	\$384	\$5,548	\$4,500	\$4,500	
244	Groundskeeper (1)	\$51,657	\$56,355	\$55,484	\$59,550	\$59,550	
245	Snow Removal	\$22,050	\$20,100	\$9,600	\$25,000	\$25,000	
246	Grounds Supplies	\$31,505	\$23,765	\$42,018	\$28,000	\$32,000	
247	Total Maintenance of Grounds	\$105,212	\$100,604	\$112,650	\$117,050	\$121,050	
248							
249	Building & Grounds Supervisor (1)	\$101,719	\$84,080	\$89,770	\$97,486	\$97,486	
250	Maintenance Employees (2.3)	\$125,657	\$143,866	\$115,749	\$150,347	\$150,347	
251	Maint. of Building Supplies	\$33,109	\$42,570	\$56,728	\$45,000	\$45,000	
252	Electrical Contracted Service	\$1,557	\$2,095	\$1,800	\$8,000	\$5,000	
253	Emergency Services	\$49,399	\$50,322	\$12,716	\$50,000	\$45,000	
254	Mechanical Contracted Services	\$0	\$17,427	\$9,066	\$15,000	\$12,000	
255	Air Conditioning Cont. Serv.	\$0	\$13,239	\$20,135	\$12,000	\$14,000	
256	Building Contracted Services	\$39,904	\$84,612	\$93,215	\$80,000	\$80,000	
257	Total Maintenance of Building	\$351,345	\$438,210	\$399,179	\$457,833	\$448,833	
258							
259	Maint. Equipment - Administration	\$60,482	\$61,063	\$52,696	\$40,000	\$45,000	
260	Maint. Equipment - Vocational	\$27,586	\$13,722	\$22,566	\$16,000	\$16,000	
261	Maint. Equipment - Academic	\$4,025	\$0	\$0	\$3,000	\$3,000	
262	Maint. Equipment - Maintenance	\$13,449	\$12,390	\$4,557	\$13,000	\$12,000	
263	Maintenance of Vehicles	\$4,607	\$14,888	\$11,804	\$16,000	\$12,000	
264	Total Maintenance of Equipment	\$110,149	\$102,062	\$91,623	\$88,000	\$88,000	
265							
266	Barnstable County Retirement Assessment	\$541,453	\$449,201	\$469,805	\$537,343	\$516,839	
267	Total Employee Retirement	\$541,453	\$449,201	\$469,805	\$537,343	\$516,839	
268							
269	Employee Health Insurance	\$1,270,601	\$1,447,061	\$1,301,244	\$1,517,636	\$1,572,749	\$15,000
270	Employee Dental Insurance	\$107,144	\$118,859	\$106,935	\$98,001	\$94,791	
271	Employee Long Term Disability Ins.	\$18,555	\$23,819	\$15,344	\$23,400	\$20,280	

Cape Cod Regional Technical High School

FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
272	Employee Life Insurance	\$15,142	\$17,574	\$16,009	\$24,735	\$28,713	
273	Medicare Tax	\$126,964	\$141,370	\$143,322	\$143,420	\$150,000	
274	Unemployment Insurance	\$28,318	\$26,262	\$13,393	\$32,000	\$20,000	
275	Workers' Comp. Insurance	\$68,717	\$70,786	\$71,636	\$71,097	\$75,706	
276	Retirees Health Insurance	\$644,937	\$639,737	\$622,901	\$631,854	\$702,607	
277	Retiree Section 18 Penalty	\$1,013	\$2,830	\$1,701	\$2,500	\$2,500	
278	OPEB Obligation	\$550,000	\$200,000	\$250,000	\$275,000	\$300,000	
279	Property & Liability Ins.	\$188,350	\$261,325	\$250,724	\$263,779	\$274,212	
280	Excess Liability Insurance	\$11,198	\$14,571	\$17,444	\$20,119	\$20,119	
281	Student Insurance	\$15,385	\$9,704	\$12,687	\$10,245	\$10,444	
282	Treasurer's Bond	\$246	\$350	\$350	\$350	\$350	
283	Total Insurances	\$3,046,570	\$2,974,249	\$2,823,690	\$3,114,137	\$3,272,472	\$15,000
284							
285	Postage Meter	\$2,984	\$3,023	\$3,043	\$2,998	\$2,998	
286	Total Fixed Lease Charges	\$2,984	\$2,998	\$2,998	\$2,998	\$2,998	
287							
288	Building Improvement	\$69,372	\$68,078	\$216,055	\$150,000	\$200,000	
289	New Equipment	\$50,463	\$60,857	\$95,331	\$80,000	\$100,000	
290	Technology Equip/Software	\$223,433	\$84,587	\$75,465	\$95,000	\$95,000	
291	Replacement Equipment	\$84,060	\$67,557	\$88,358	\$90,000	\$100,000	
292	Total Fixed Assets	\$427,328	\$281,079	\$475,209	\$415,000	\$495,000	
293	Capital Improvement Stabilization Fund	\$ 245,000		\$ 40,000.00			
294	Total Operating and Capital Budget	\$15,476,489	\$15,806,925	\$15,955,915	\$16,750,000	\$17,484,000	\$255,056
295	Capital Debt Expense - Principal	\$ 3,320,000	\$ 3,485,000	\$ 3,485,000	\$ 3,485,000	\$ 3,485,000	
296	Capital Debt Expense - Interest	\$ 2,940,700	\$ 2,770,575	\$ 2,596,325	\$ 2,422,075	\$ 2,247,825	
297	Total Budget	\$21,737,189	\$22,062,500	\$22,037,240	\$22,657,075	\$23,216,825	

A Primer on the Nauset Regional School District Budget

Introduction

Annually, the Administration of the Nauset Regional School District (NRSD) prepares a budget for review and approval by its elected members of the District's School Committee of its member towns for ultimate approval by Town Meetings.

This document is my attempt to provide a high-level structural view of the NRSD budget. It is not intended to explain any particular year's budget request. I hope this codifies my learnings as the Finance Committee liaison to the Nauset Regional School Committee (NRSC) to serve as a Primer (as in "see Jane run. Run Jane run.") to be an overview of the budget for those new to the budget and to be a refresher for those touching on the budget infrequently, such as my fellow Finance Committee members and perhaps Select Board members.

As a Primer, this writing will not be exhaustive though I hope it covers the most significant topics. Neither should this document be considered authoritative. While cites to source documents and regulations are provided parenthetically to the best of my ability, proper attribution is generally missing; suffice it to say that I do not represent anything herein as my original work.

Beyond this introduction this document includes the following sections:

- Governance
- Budget Process
- Budget Components
- Budget Assessment Methodology
- Glossary of Terms (To Follow)

Happy reading.

Robert Tobias

March 2024

Governance

The NRSD consists of four member towns: Brewster, Eastham, Orleans, & Wellfleet. Massachusetts regulates regional school districts through Massachusetts General Law (MGL) Part I, Administration of the Government, Title XII, Education, Chapters 69 – 78A ([Part I \(malegislature.gov\)](http://malegislature.gov)).

Chapter 70 (Ch70), School Funds and State Aid for Public Schools, describes the state's determination of the Foundation Budget, Annual minimum required local contribution, and the methods of determining state aid, or so called, Ch70 aid. While we may touch on the components of Ch70 state aid, we will not address the calculation in this document.

Chapter 71 (Ch71), Public Schools, Sections 14 & 16 relate to Regional Schools. Section 14 deals with the formation of regional districts while Section 16 addresses the unique attributes of regional school districts in Massachusetts.

Ch71, section 14B, Regional School Districts; Formation; Procedure describes the establishment of a Regional Agreement. The Regional Agreement establishes, among other things, the member

A Primer on the Nauset Regional School District Budget

towns in the Region (The NRSD consists of four member towns: Brewster, Eastham, Orleans, & Wellfleet), the composition of the regional school district committee, methods for apportioning the expenses of the Region, & the detailed procedure for the preparation and adoption of the annual budget.

At the date of this writing, the NRSD Agreement is being reviewed by the NRSC for updating to revised DESE guidance & consideration of member town requests. Under the current agreement there are 10 members of the NRSC including 4 elected from Brewster to 3-year terms.

The Massachusetts Department of Elementary and Secondary Education (DESE) promulgates regulations to enforce MGL, such promulgations are codified in the Code of Massachusetts Regulations (CMR), 603 CMR. 603 CMR Section 41 ([603 CMR 41.00: Regional School Districts - Education Laws and Regulations \(mass.edu\)](#)) deals with Regional School Districts.

Of note, the four member towns of the NRSD each maintain a unique elementary school district but have established, in accordance with MGL, a superintendency union, Superintendency Union 54, to share a superintendent and central office, in this case, the NRSD superintendent. As of 2020, there were 15 superintendency unions in Massachusetts serving 48 member towns.

As a result of the Nauset Public Schools (NPS) structure, there are 7 school committees involved; one for each of the 4 member town elementary school districts, the NRSC (for the MS & HS), the Superintendency Union 54 school committee, which, in conjunction with the NRSC, hires the Superintendent, and a Joint School Committee with no legal authority but which exists to facilitate coordination among the elementary school committees & NRSC.

Provincetown and Truro “tuition-out” students to the NRSD. They are among a small number of districts that do not operate schools at certain grade levels and instead, tuition students to other districts. Provincetown tuitions-out grades 9-12 and Truro tuitions-out grades 7-12. NRSD enters into Tuition Agreements with each town.

Budget Process

A brief outline of the budget development and approval process follows:

- September/October – Principals/Administrators review enrollment, program & service needs of students; seek input from staff & School Councils.
- October – Principals submit draft budgets to Superintendent; NRSC discusses budget format & timeline.
- November-February – DESE releases Ch70 Aid (representing partial funding for district education); Director of Finance & Operations (DFO) prepares Central Office (CO) Budget & Region Only Budget; Staff, Subcommittees & NRSC review budget iterations; DFO consolidates budgets & calculates member town assessments.
- March – NRSC holds public hearing and votes on the budget; Superintendent submits the budget to member towns; Finance Committees & Select Boards review the NRSD budget, place it on the warrant and make recommendation to Town Meeting.

A Primer on the Nauset Regional School District Budget

- May – Annual Town Meeting (ATM) votes on the NRSD budget warrant. If a budget override warrant is approved at ATM it must also be approved on the local election ballot.

In 603 CMR 41.05, DESE provides guidance for steps necessary in the event the budget is not approved.

Budget Components

From the Nauset Public Schools (NPS) School Committees Handbook:

The Budget is more than just a financial instrument. It requires the school committee, and all involved in the budget process to ensure sound practices for achieving the educational goals and objectives of the district. The major portion of the income for the operation of the public schools is derived from local property taxes, and the school committee will attempt to protect the valid interests of the taxpayers. However, the first priority in the development of the annual budget will be the educational welfare of the children in our schools. This prioritization will be incorporated into all aspects of the district management and school committee decision -making.

The NRSD operating budget consists of 5 components: (1) a Central Office (CO) budget, (2) a Region Only budget, (3) a Middle School (MS) budget, (4) a High School (HS) budget, & (5) a set of Offsetting Income Items. In addition to the operating budget, the town assessment includes debt service obligations of the district and a Capital Plan Projects (capital articles) budget.

The **Central Office budget** includes the salary of the Superintendent, other Administration leaders, support staff, and related expenses which support the regional schools (HS & MS) & the elementary schools. Principle roles include Assistant Superintendent, Director of Finance & Operations, Director of Human Resources, Director of Technology, Director of Food Services, Nurse Leader, & Director of Student Services. The CO budget also includes facilities costs related to the CO building in Orleans.

Most of the personnel employed by the NRSD are represented by collective bargaining groups covered by multi-year contractual wage & benefit agreements. In years for which the budget is prepared ahead of contractually agreed-to wages & benefits, each budget with covered personnel may include a reserve for negotiation to provide an estimate of the to be determined collectively bargained group wages & benefits.

Grant funds, where applicable, are used to absorb CO budget costs directly, thereby reducing the remaining CO budget. The Director of Food Services & support staff costs are charged directly to revolving cafeteria funds at the region and each elementary school, thus reducing the remaining CO budget. A portion of the salary of an Elementary Director of Curriculum, Instruction, & Assessment is separately billed to the elementary schools. The remaining CO budget is allocated to the elementary schools and the region based on actual enrollment in each school as of October 1 of the current school year.

A Primer on the Nauset Regional School District Budget

A Central Office Budget Subcommittee (consisting of 1 representative from each of the member town elementary school committees and 1 representative from the NRSC) reviews the CO budget with the Superintendent iteratively through the budget development process and ultimately makes a recommendation of approval. Approval requires votes by each elementary school committee & the NRSC.

The **Region Only budget** includes costs that are shared by the MS & HS, centrally managed for the region, or assessed to the region by the MA Department of Revenue Division of Local Services via the “Cherry Sheet”. The budget totals are summarized as Operations, Special Education, Regular Transportation, & Choice/Charter.

Major cost components of Operations include benefit program costs for all employees of the district including Employee Health Insurance, Retiree Health Insurance, County Retirement Assessments for non-teaching personnel, Other Post Employment Benefits funding, Employer share of Medicare, Workers Compensation Insurance, Unemployment payments (self-insured), & Collectively Bargained Professional Development payments, as well as Property/Liability Insurance & the NRSD Facilities Director salary.

Special Education costs include tuition for out of district placements to non-public schools and to Cape Cod Collaborative programs for students with special needs that can not be met within the NRSD, special needs transportation both within the NRSD and for out of district placements, & salaries related to speech & occupational therapists. Therapist costs are billed out to elementary schools on 3-year average usage and the billings appear as offsets in the Income section described in the Offsetting Income Items section. Massachusetts provides partial funding for special education out of district placements through its Circuit Breaker Program ([Circuit Breaker Program - School Finance \(mass.edu\)](#)). Circuit Breaker funding received is placed in a revolving fund; Circuit Breaker funding is used to reduce the cost of special education that would otherwise be borne by the general fund region only budget. Circuit Breaker funds are received in the fiscal year following the year they are incurred.

Regular Transportation includes the cost of bus transportation to the MS and HS. The Region leases the buses it uses and contracts through the Cape Cod Collaborative for drivers. The NRSD will make final payments on the leases and own the buses in FY26. Massachusetts provides partial funding for transportation costs; this funding is included in the offsetting Income Items budget component.

Choice/Charter includes the cost assessed by the state for district students to participate in the School Choice Program ([Inter-District School Choice - School Finance \(mass.edu\)](#)) and “choice-out” of the district to another municipal public school system, and the cost assessed by the state for district students to attend Charter Schools ([Charter School Finance and Enrollment- Massachusetts Charter Schools](#)). The state provides partial funding for Charter School tuition; this funding is included in the offsetting Income Items budget component.

The NRSD offers the opportunity to students of other districts to “choice-in” to the NRSD. Sending districts are assessed at a legislatively capped rate of \$5,000 per student plus a limited transportation reimbursement subject to legislative appropriation. Choice-in funding received is

A Primer on the Nauset Regional School District Budget

placed in a revolving fund; Choice-in funding is used to reduce the cost of education that would otherwise be borne by the general fund region only budget.

The **Middle School budget** includes the costs of providing the education program for grade 6-8 students of the NRSD member towns as well as the occupancy costs of the Middle School building and grounds in Orleans. These costs include salaries for the principal, assistant principals, regular and special education teachers & education assistants, and guidance counselors, as well as custodial services, utilities, & instructional materials. In a collective bargaining agreement contract year there may be a reserve for negotiation. Middle School employee benefit costs other than wages are captured in the Region Only budget.

The **High School budget** includes the costs of providing the education program for grade 9-12 students of the NRSD member towns as well as the occupancy costs of the High School building and grounds in Eastham. These costs include salaries for the principal, assistant principals, regular and special education teachers & education assistants, guidance counselors, and athletics as well as custodial services, utilities, & instructional materials. In a collective bargaining agreement contract year there may be a reserve for negotiation. High School employee benefit costs other than wages are captured in the Region Only budget.

The **Income Items** component of the budget Include:

- State Base Aid (so called “Ch70 Aid”) – Ch70 aid is calculated to be the amount necessary to “fill the gap” between a state determined adequate level of school funding based on the size and needs of a district’s student population(referred to as the Foundation Budget), and a state determined amount that district communities should contribute to their schools according to their ability to raise tax revenue based upon local property values and income levels(referred to as the Local Contribution). In the last several years Ch70 aid has offset 10-11% of the NRSD budget.
- Charter School Aid – The primary component of Charter School Aid is Charter School Transition aid. This aid from the state is a partial reimbursement of charter school tuition paid for students choosing to charter-out. It is intended to hold a district harmless from the immediate financial impact of expanding charter school tuition. The aid is a function of change in tuition, not specific pupil enrollment. The reimbursement model is 100/60/40/0. That is, the state pays 100% of tuition increases in the first year that charter school tuition is incurred, 60% of the that increase in the following year, & 40% of the that increase in the third year; the district pays 100% of level tuition costs for all remaining years. There is also a Facilities Aid component related to charter school tuition associated with charger school capital projects.
- State Transportation Aid – Massachusetts provides 100% reimbursement – subject to appropriation - for regional school system regular bus transportation for students living 1.5 miles or further from school. The FY25 proposed state budget funds regional school transportation aid at a level anticipated to reimburse 80% of eligible costs.
- Truro & Provincetown Tuition – Provincetown and Truro pay tuition to the NRSD to have their students attend NRSD schools. They “tuition-out” students to the NRSD. They are among a small number of districts that do not operate schools at certain grade levels and instead,

A Primer on the Nauset Regional School District Budget

tuition students to other districts. Provincetown tuitions-out grades 9-12 and Truro tuitions-out grades 7-12. NRSD enters into a Tuition Agreement with each town.

- Therapist/Technology/Curriculum Director Billings – The NRSD employs several employees and incurs certain technology support costs which are partially billed to member town elementary schools based on usage of services provided. Collection of these billings represent an income item to the NRSD.
- Estimated Receipts – District estimated receipts are predominantly interest earned by investing proceeds associated with the high school building project including bond anticipation note borrowings on hand and MA School Building Authority grant proceeds. This line item also includes Medicaid reimbursements.
- Transfers from E&D – Regional School Districts maintain Excess & Deficiency funds on their books of account. At the end of each fiscal year, any surplus or deficit in the general fund is closed to the E&D fund. Once certified by the MA Department of Revenue, amounts in the E&D fund may be applied to reduce member town assessments. E&D fund amounts in excess of 5% of its operating budget and its budgeted capital costs for the succeeding fiscal year shall be applied to reduce member town assessments.

The **Debt Service and Capital Articles** component of the budget includes (1) principal and interest payments associated with debt issued by the NRSD – as of this writing, predominantly High School building project debt (\$169.9M authorized including \$36.7M MSBA grant) but also debt (\$3.5M authorized) issued in 2016 supporting HS repairs & MS roofing – and (2) a Capital Article fund assessment intended to provide the NRSD with funding for specific projects that are capital in nature, over and above the operating budget assessment. The Capital Article fund assessment for FY25 budget is \$602,313. As a matter of informal agreement, this amount is escalated 2.5% annually.

Budget Assessment Methodology

Regional school districts may allocate budgets to member towns by choosing one of two methodologies: (1) the Statutory Assessment Method or (2) an Alternative Assessment Method.

The statutory method first allocates budget costs equal to the region's Minimum Required Contribution (which equals the value of the region's foundation budget less Ch70 state aid) based on each member town's share of the Minimum Required Contribution as determined by DESE. Any additional net school spending that exceeds the total required Minimum Required Contribution plus transportation costs plus capital costs are assessed based on the provisions of the regional school district agreement.

An alternative method may be used pursuant to being in a district agreement approved by DESE. The current NRSD agreement, which dates from 2002, defines an alternative method based on each member town's "respective enrollments in the regional district schools...". The NRSD agreement prescribes use of this method for all capital & operating costs.

For FY25, the NRSD voted to use the statutory method. Prior to FY25 the NRSD had used an alternate method based on resident student enrollment (those students attending Choice, Charter, or NRSD schools) per member town.

A Primer on the Nauset Regional School District Budget

Under the statutory assessment method, an annual affirmative vote of the appropriating authorities (i.e. the member towns) of 2/3 of the members is required. Under the alternative assessment method an annual unanimous affirmative vote of the appropriating authorities is required.

Glossary of Terms

(To Follow)



NAUSET REGIONAL SCHOOL DISTRICT BREWSTER ELEMENTARY SCHOOLS FISCAL YEAR 2025 BUDGET PRESENTATION





Brewster School Committee

Katie Jacobus, *Chair*
Casey Mecca, *Vice Chair*
Judi Lech
Sarah Sherman
Carol Jelinek

Nauset Regional School Committee

Chris Easley (W), *Chair*
Tom Fitzgibbons (B)
Patricia Aurigemma (E)
Rick Draper (B)
Griffin Ryder (O)

Judith Schumacher (O), *Vice Chair*
Moira Noonan-Kerry (E)
Josh Stewart (O)
Richard Stewart (B)
Cathryn Lonsdale (B)

NPS ADMINISTRATIVE TEAM

Brooke A. Clenchy
Superintendent

Joanna Hughes, *Assistant Superintendent (Interim)*
Matthew Kravitz, *Director of Student Services*
Mary Ellen Reed, *NPS Nurse Leader*
Keith Gauley, *Stony Brook Elementary School Principal*

Giovanna Venditti, *Director of Finance & Operations*
Taylor Wrye, *Director of Technology*
Susan Murray, *Director of Food Services*
Steve Guditus, *Eddy Elementary School Principal*

MISSION STATEMENT

Nauset Public Schools prepares each student to succeed in an ever-changing world by providing a rigorous academic program that integrates social-emotional learning and global awareness



2109 Students



520 Employees

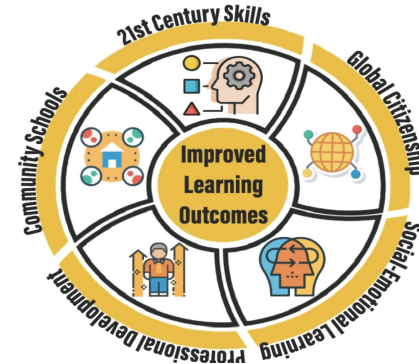
shutterstock.com - 1198707538



**Towns of Brewster, Orleans,
Eastham, Wellfleet**



7 Schools



WHAT WE BELIEVE

NAUSET BELIEVES THAT EDUCATION SHOULD INSPIRE A PASSION FOR LEARNING AND THAT:

EVERY CHILD MATTERS

EVERY CHILD IS UNIQUE

EVERY CHILD DESERVES TO FEEL SAFE

Message from the Superintendent

Dear Nauset Communities,

We are pleased to present our budgets for the fiscal 2024-2025 school year.

Each of our budgets has been prepared with our individual schools' needs in mind, coupled with a sense of commitment and respect for our communities and their expectations of our schools. We remain committed as a Nauset Public Schools entity to provide the best education we possibly can to the students in our care. Our reputation as a district of outstanding schools is something we take great pride in. Our schools and programs continue to be recognized on a state level, and one of our schools this year was recognized at a national level.

Our approach to building our budgets remained the same this year as has been in the last two years. Teams of individuals worked on each budget with the Principals and Central Office staff. The Nauset Regional School Committee also had a separate Budget and Finance Committee who met separately to thoroughly review each independent section of the four budgets that comprise the NRSC schools' budget.

Each of our districts continues to face certain challenges. We continuously work to ensure that we are meeting the needs of all of our children. The area of Special Education continues to see a steep incline in terms of student needs. We collectively work as a school community to be sure that all of our students are well taken care of and that all receive excellent educational instruction.

The Nauset Regional High School project continues to move ahead at a very quick pace. The project, thus far, remains on time and on budget. It has been incredible to watch unfold. There are so many people involved at the ground level with this undertaking, and we want to extend a deep note of appreciation to those who give voluntarily to help oversee all of the work on a day to day basis and beyond.

Our schools remain a hub of activity in all of our communities. Although school continues during regular hours, we have activities before and after school hours. Sports activities, fine arts, committees and clubs keep our staff and students busy! We also restarted our Nauset Adult Education this year.

Thank you for your continued support of our family of Nauset schools. We are appreciative of our communities and the many efforts put forward that allow us to be the best we can be.

**Yours in partnership,
Brooke Clenchy, Superintendent of Schools**

Brewster Elementary Schools Budget Development Process

September/October

Principal reviews enrollment, program and service needs of students and seeks input from staff and School Council

October

Principal submits Draft budget to Superintendent
School Committee discusses budget format & timeline

November - February

State of Massachusetts releases Chapter 70 numbers
School Committee reviews line item budget at School Committee meetings

March 14, 2024

Brewster School Committee holds Public Hearing to discuss & vote the FY25 Budget

—

Once approved, the School Committee Chair, School Principals, Superintendent and Director of Finance & Operations submit the budget to the Member Towns

Brewster Elementary Schools Enrollment

<u>YEAR</u>	<u>PreK</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>TOTAL</u>
2023-2024	38	59	63	71	62	71	74	438
2022-2023	37	63	65	66	69	75	58	433
2021-2022	27	63	64	71	72	57	85	439

WHERE DOES EVERY DOLLAR GO?

Stony Brook Elementary FY25 Budget

- Personnel \$ 4,062,530 (76.54%)
- Utilities \$170,086 (3.20%)
- Transportation \$276,825 (5.22%)
- Textbooks/Materials/Supplies \$84,929 (1.60%)
- Special Education Tuition \$538,544 (10.15%)
- Repair & Maintenance \$57,450 (1.08%)
- Technology \$24,960 (0.47%)
- Office \$92,567 (1.74%)
- Total \$5,307,891

Eddy Elementary FY25 Budget

- Personnel \$ 3,814,368 (82.25%)
- Utilities \$127,153 (2.74%)
- Transportation \$234,824 (5.06%)
- Textbooks/Materials/Supplies \$107,100 (2.31%)
- Special Education Tuition \$207,446 (4.47%)
- Repair & Maintenance \$49,000 (1.06%)
- Technology \$22,280 (0.48%)
- Office \$67,470 (1.46%)
- Professional Development \$8,000 (.17%)
- Total \$4,637,641

Principal Gauley, Principal Guditus and their School Council have brought forth a fiscally responsible operating budget that supports both the School Improvement Plan and the Nauset District's Strategic Plan for the 2024-2025 School Year. The goals and initiatives in these plans focus on 5 key areas: global competencies, 21st century goals, social emotional learning, professional development and community schools.

2024-2025 Brewster Operating Budget Overview

	FY24	FY25	CHANGE	%
Stony Brook Regular Day	\$3,355,771	\$3,601,639	\$245,868	7.33%
Stony Brook Special Education	\$1,306,329	\$1,706,252	\$399,923	30.61%
Stony Brook Total	\$4,662,100	\$5,307,891	\$645,791	13.85%
Eddy Regular Day	\$2,981,193	\$3,146,353	\$165,161	5.54%
Eddy Special Education	\$1,148,517	\$1,491,287	\$342,770	29.84%
Eddy Total	\$4,129,710	\$4,637,641	\$507,931	12.30%
Combined Totals	\$8,791,810	\$9,945,532	\$1,153,722	13.12%
Fringe Benefits	\$2,280,746	\$2,531,630	\$250,884	11.00%
TOTAL COMBINED OPERATING & BENEFITS	\$11,072,556	\$12,477,162	\$1,404,606	12.69%
NPS Central Office (Region Shared)	\$1,959,948	\$436,170	\$50,060	12.97%

Nauset Regional School District FY25 Budget

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Factors Affecting FY25 Budget Development

- Strategic goals
- Enrollment Projections
- End of ESSER Funding: ESSER I (CVRF School Opening) \$268,111; ESSER II \$586,917; ESSER III \$1,296,592
 - End of State COVID Prevention Grant (Transportation) \$57,375
- Currently negotiating three union contracts (Teachers, Educational Assistants, Administrative Assistants)
- Escalating 'outside' cost drivers, e.g., health insurance, transportation, Special Education tuition, utilities
 - Minimal increase in State Aid (1.93%)

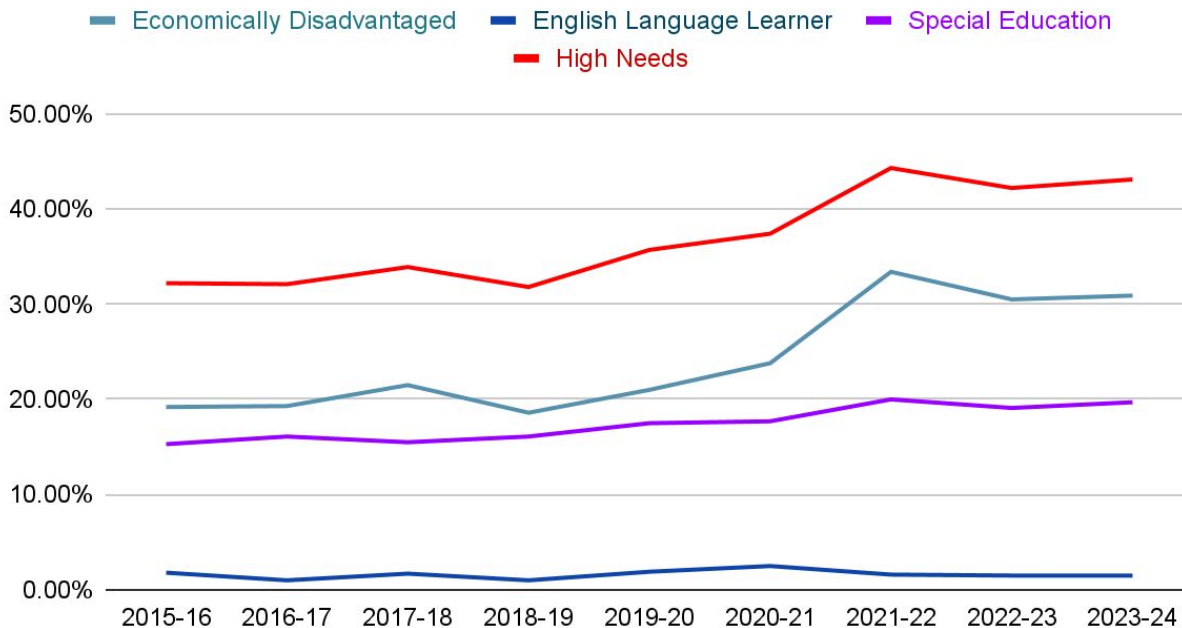
NRSD ENROLLMENT TRENDS

As of October 1st	In District	Truro	Provincetown	School Choice In	Total NRMS/NR HS	Lighthouse Charter	Sturgis Charter	School Choice Out	Tech	Nauset Residents in Other Schools	Total Nauset Residents
2023	1001	72	24	164	1261	75	41	61	105	282	1283
2022	1026	84	25	198	1333	85	24	61	101	271	1297
2021	1068	86	24	212	1390	82	14	59	100	255	1323
2020	1084	92	26	258	1460	64	10	43	92	209	1293
2019	1096	101	30	283	1510	46	12	35	76	169	1265



NPS Selected Populations Historical

NPS Selected Populations Snapshot



NRSD Budgets at a Glance



Nauset High School Budget: directly attributable to Nauset High School



Nauset Middle School Budget: directly attributable to Nauset Middle School



Central Office Budget: Expenses to run the Central Office Administration; this budget is shared with the four elementary schools. NRSD covers (approx) 60%.

Nauset Region Only Budget: Expenses attributable to the Nauset Region as a whole: transportation, out of district Special Education, Charter School, School Choice, health insurance, Central Office Staff benefits.

Capital Plan Budget: Capital Assets include repairs and maintenance Nauset Region Buildings: High School, Middle School, Central Office.

Nauset Region Fiscal Year 2025 Budget

<u>Expenses</u>	FY25	Increase	% Increase
Nauset Middle School	\$9,627,354	\$317,629	3.41%
Nauset High School	\$13,057,888	\$487,153	3.88%
Central Office (NRSD Share)	\$1,254,982	\$67,645	5.70%
Region Only	\$15,099,957	\$1,911,129	14.49%
<u>TOTAL</u>	\$39,040,181	\$2,783,556	7.68%
<u>Income</u>			
Revenues	\$9,103,697	\$1,611,066	21.50%
E&D	\$692,626	\$(307,374)	-30.74%
<u>Total Operating Budget</u>	\$29,243,858	\$1,479,864	5.33%
Debt	\$7,523,180	\$3,467,353	64.92%
Capital Assets	\$602,313	\$14,691	2.50%

NAUSET REGIONAL MIDDLE SCHOOL PROFILE

Principal Peter Cohen
Assistant Principal Mike Ciliberto
Assistant Principal Brett Costello

Students: 490
Teaching Staff: 57.64 FTE
Counselors/Nursing/Guidance: 5.0 FTE
Administration/Support Staff: 41.0 FTE

FY24 Major Accomplishments

New Leadership Team in place → stability, consistency, direction
Added options for 6th graders to participate in interscholastic athletic teams

Focused use of data (grades, MCAS, iReady) to guide interventions for student support and prevent student failures
Continue and expand Adventure Ed & Greenhouse programs
Partnership with school in Africa for robotics program
The return of overnight field trips including 8th Grade Washington, DC
Improving school culture and improving student behavior

FY25 Priorities/Initiatives

Updating master schedule for 2024-2025
Developing School Improvement Plan with School Council
Focus on expanding the Dignity & Belonging efforts to create a welcoming and inclusive environment for all students
Pursuing opportunities for Deeper Learning and ways to expand hands-on and project-based learning
Increasing Student Engagement
 Choices for students with expanded electives in 8th grade
 Student leadership opportunities (student council, dignity ambassadors)
 Student-led conferences and digital academic portfolios



FY25 Budget Request

Total Budget:	\$9,627,354
Dollar Increase:	\$ 317,629
% Increase:	3.41%
Regular Day:	\$7,408,624
Special Education:	\$2,218,730

Major Budget Changes

Reduction of 6 FTE (Educational Assistants)
Increase 1 FTE (PE Teacher)
Replacement of Instructional H/W
PD for new Science Curriculum
Texts & Software for new World Languages Curriculum

Nauset Regional High School Profile

Principal Pat Clark
Assistant Principal HoYin Yuen
Assistant Principal Karen McGrath

Students: 771
Teaching Staff: 81.1 FTE
Counselors/Nursing/Guidance: 10.0 FTE
Administration/Support Staff: 37.2 FTE

FY24 Major Accomplishments

Professional Development programs through Research for Better Teaching for the NRHS Instructional Leadership Team are developing the coaching skills of department heads and program leaders.

Uncompromising and seamless delivery of all education services during the NRHS Renovation Project as a result of regular and effective planning and communication with all stakeholders.

Acceptances to colleges and universities of their choosing continue to be received by the Class of 2024 with commitments made to Cornell, Brown University, West Point, University of Virginia, and a host of other schools. As usual, admission departments are well aware of the quality education received at Nauset.

In November 50 students were inducted into the NRHS Chapter of the National Honor Society by maintaining a 3.8 grade point average and meeting the rigorous standards of the 4 pillars of NHS. This group joins the current 47 members of the class of 2024 inducted last year. To graduate in good standing with a NRHS gold cord, seniors must maintain the high GPA, complete community service hours, participate in leadership roles, and preserve an excellent record of behavior in and out of school.



FY25 Budget Request

Total Budget:	\$13,057,888
Dollar Increase:	\$ 487,153
% Increase:	3.88%
Regular Day:	\$11,320,989
Special Education:	\$ 1,736,899

FY25 Priorities/Initiatives

Complete the campus reset of space use with the opening of the eastern half of the new campus and closure of A-D buildings.

Continue progress towards a public, backward-designed high quality curriculum for all courses by September of 2026.

Use the educator evaluation system and informal coaching to increase the percent of teachers rating Exemplary using the Massachusetts Educator Evaluation Rubrics.

Region Only

FY25 Budget Cost Drivers - Budget Increases

● Transportation - In District Regular Day & Late Buses	\$ 129,925	(9.28%)
● School Choice Tuition and Charter School Tuition	\$ 544,622	(21.69%)
● Special Education Transportation (In/Out of District & Parent Reimbursement)	\$ 244,213	(28.06%)
● Special Education Tuitions (Out of District)	\$ 206,008	(13.68%)
● Special Education Speech, Therapeutic OT/PT Services	\$ 70,666	(29.8%)
● Employer's Share of Health Insurance Staff	\$ 217,310	(5.62%)
● Employer's Share of Health Insurance Retirees	\$ 122,424	(13.87%)
● Building Contents/Liability/Auto Insurance	\$ 61,866	(30.00%)

Note: These are outside costs affecting the Region Only Budget

FY25 Region Only Budget Request

Total Budget \$16,970,627
Dollar Increase \$ 1,483,031
Percent Increase 9.58%

Operations: \$8,114,568 (7.17%)
Special Education: \$3,827,388 (7.46%)
Transportation: \$1,530,153 (9.28%)
Choice/Charter: \$3,498,518 (18.44%)

Items with Partial/Full Reimbursement

Category	Budgeted Expense	Budgeted Reimbursement	Net Cost
Transportation	\$1,530,153	\$975,663	\$ 554,490
Charter	\$3,055,695	\$963,343	\$2,092,352
Elementary Schools	\$ 420,618	\$420,618	\$ 0
Special Education	\$3,520,210	\$925,670	\$2,594,540

Average Special Education Outplacement Cost: \$170,000
Range of Student Cost \$60,000-\$300,000

Costs that Cover More than Nauset Region

Category	
Professional Development & Growth Reimbursements (all NPS staff)	\$ 150,000
Benefits (Nauset Region and Central Office)	
County Retirement	\$ 932,006
Health Insurance	\$4,082,249
Retiree Health Insurance	\$1,454,628
Misc. Benefits & Insurance	\$ 388,461

NAUSET REGIONAL SCHOOL DISTRICT
Regional School Assessment-- FY25
Statutory Method

ver 2
 3/7/2024
 FINAL

	% of Students	46.42860%	20.32310%	22.02380%	11.22450%	100.00000%
	Member Town	Brewster	Eastham	Orleans	Wellfleet	Total
Budget	\$36,395,487					
Chapter 70	-\$3,741,649					
Minimum Local Requirement (MLC)*	-\$14,218,212	\$6,550,099	\$2,940,861	\$3,135,298	\$1,591,954	\$14,218,212
Other Sources of Income	-\$5,079,011					
Amount above Chapt.70 and MLC	\$13,356,615	\$6,201,289	\$2,714,478	\$2,941,634	\$1,499,214	\$13,356,615

Transportation	\$2,644,694					
Reg. Transp. Income	-\$975,663					
Amount Above Reimb.	\$1,669,031	\$774,908	\$339,199	\$367,584	\$187,340	\$1,669,031

Debt Service & Capital Articles	\$8,632,276					
Reduction for Debt Service to Reduce Debt	-\$505,867					
Reduction for Bond Premium	-\$916					
Amount above Reimb.	\$8,125,493	\$3,772,553	\$1,651,352	\$1,789,542	\$912,046	\$8,125,493

Total Budget	\$47,672,457
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TOTAL ASSESSMENT STATUTORY METHOD	\$17,298,849	\$7,645,890	\$8,234,058	\$4,190,554	\$37,369,351	\$37,369,351
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Chapter 70 Aid	\$3,741,649
Regional Transportation Income	\$975,663
Reduction for Debt Service to Reduce Debt	\$505,867
Bond Premium	\$916
Local Income	\$5,079,011
Budget Income Cross Check	\$47,672,457

* Per DESE FY25 Preliminary Chapter 70 Aid and Net School Spending Requirements



Nauset Regional Agreement Update

- **Draft of updated Regional Agreement being finalized by Sub-committee**
- **Once complete the draft will be presented to full School Committee for their review, input and approval**
- **Approved Draft Regional Agreement will be shared with Region Member Towns**
- **Committee will request, from all Member Towns, any additional amendments or revisions, be sent in writing to the School Committee**
- **All proposed amendments & revisions will be shared with each Member Town**
- **Meeting to be scheduled & held with representatives of Member Towns, School Committee, and Legal Counsel to discuss the proposed revisions and amendments to the draft Regional Agreement**
- **Group will discuss and establish next steps in process, and timeline for completion**

OPERATING BUDGET
FY2025

EXPENSE		Revised 5/11/23					Proposed Budget 2024-2025	Increase Decrease	% Increase (Decrease)
		Certified Budget 2019-20	Certified Budget 2020-2021	Certified Budget 2021-2022	Certified Budget 2022-2023	Proposed Budget 2023-2024			
	MS	8,245,521	8,452,061	8,663,380	8,808,190	9,309,725	9,627,354	317,629	3.41%
	HS	11,781,018	11,859,106	12,155,584	12,348,334	12,570,735	13,057,888	487,153	3.88%
	OPEB Contribution	400,000	0	0	0	0	0	0	0.00%
	Region Only	9,498,049	10,381,124	10,287,050	12,017,123	13,188,828	15,099,957	1,911,129	14.49%
	Region's Share of Central Office	1,077,127	1,105,556	1,151,988	1,149,949	1,187,337	1,254,982	67,645	5.70%
	Total	31,001,715	31,797,847	32,258,002	34,323,596	36,256,625	39,040,181	2,783,556	7.68%
INCOME									
	State Base Aid	3,491,268	3,526,826	3,562,549	3,598,819	3,670,819	3,741,649	70,830	1.93%
	Charter School Aid	61,549	58,154	299,244	475,921	500,020	963,343	463,323	92.66%
	State Transportation Aid	819,851	819,851	819,851	819,851	744,795	975,663	230,868	31.00%
	Truro & Provincetown Tuition	2,344,166	2,118,863	1,880,965	1,987,618	1,974,898	1,802,424	(172,474)	-8.73%
	Elem. Ass. Therapists/Technology/Curriculum Dir.	202,429	227,140	260,911	246,853	321,099	420,618	99,519	30.99%
	Estimated Receipts	200,000	211,000	106,000	106,000	281,000	1,200,000	919,000	327.05%
	Transfer from E&D	590,000	946,760	946,760	1,306,445	1,000,000	692,626	(307,374)	-30.74%
	Prior Transfer-In from Revolving Funds***	0	0	0	0	0	0	0	0.00%
		7,709,263	7,908,594	7,876,280	8,541,507	8,492,631	9,796,323	1,303,692	15.35%
Total Operating Budget		23,292,452	23,889,253	24,381,722	25,782,089	27,763,994	29,243,858	1,479,864	5.33%
	Construction Debt Service	267,286	256,450	364,659	295,813	4,562,669	8,029,963	3,467,294	75.99%
	Reserve for Debt Service to Reduce Debt	0	0	0	0	0	249,955	249,955	100.00%
	Transfer from E&D	4,106	1,154	0	2,129	975	916	(59)	-6.05%
	SBAB Reimbursement	0	0	0	0	0	0	0	0.00%
	DEBT TO BE FUNDED	263,180	255,296	364,659	293,684	4,561,694	7,779,092	3,467,353	70.53%
	Capital Plan Projects	532,356	545,665	559,307	573,290	587,622	602,313	14,691	2.50%
TOTAL ASSESSMENT		24,087,988	24,690,214	25,305,688	26,649,063	32,913,310	37,625,263	4,711,953	14.32%

***Region Only Budget is presented net after the use of the Revolving Funds to charge operating expenses totaling \$1,870,670 directly to the Revolving Funds.

****Construction Debt Service for the High School Building Project is an estimate at this time after consultation with our Financial Advisor.

Line item consists of interest and principal payment on Bonds (May, 2024).

Also included is the annual interest and principal on prior projects for the HS and MS.

BES School Revenues:

<u>General Fund School Revenue</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
Ch70	1,024,909.00	1,352,371.00	1,377,451.00
Medicare	<u>67,584.64</u>	<u>30,636.41</u>	<u>15,338.38</u>
	1,092,493.64	1,383,007.41	1,392,789.38

GF BES Budgets:

Stony/Eddy	7,951,488.00	8,148,973.00	8,474,932.00
Override	-	-	316,878.00
Benefits	<u>2,131,313.00</u>	<u>2,342,589.00</u>	<u>2,280,746.00</u>
Totals	10,082,801.00	10,491,562.00	11,072,556.00

Amount of Budget Covered by School Revenue	10.84%	13.18%	12.58%
Amount of Budget Covered by Tax Levy	89%	87%	87%

Other Revenues:

Circuit Breaker	254,113.00	42,462.00	64,683.00
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*per the final cherry sheet for FY24
*this is what we've received to date

*anticipated amount for all of FY24. These funds are not GF revenue; they go into the CB revolving funds; costs are reimbursed by the state at 75%. These funds are spent by BES.

From: Eileen Corr <corrconsultingny@gmail.com>
Sent: Thursday, March 21, 2024 5:34 AM
To: fincommeeting <fincommeeting@brewster-ma.gov>
Subject: School Budgets

As a full-time Brewster citizen, I watched the school budget meeting last night. Despite being an advocate for education, the budget needs to better reflect the declining enrollment. Bob Young's chart said it all. An exorbitant increase in spend corresponding with a decline in enrollment is fiscally irresponsible and would never be acceptable in any organization/business. With a budget submission nearly triple the requested percentage, the school committed then had the nerve the day before to add more to the budget for the World Language course /teacher, which further demonstrated their disregard for not being fiscally prudent not to mention the English and Math MCAS scores convey that students are in need of attaining the foundational knowledge even more. The extra spend per pupil has not corresponded with improved academic outcomes. And the spend per pupil is well above many towns with far better outcomes. There should be a much closer line item review when the school committee gets their submission better organized. Where is the money going and why are the outcomes not improving? Are they buying more curriculum or ancillary materials? And where is the school time being spent as being a good global citizen is not the fundamental for elementary education, especially with the test scores are inadequate.

In reviewing the data, the non-special education budget should be reduced further to off-set special education costs. I did not hear any mention of reducing the number of classes per grade which is feasible given the average class in the Brewster elementary schools is about 16/17, which is extremely low relative to other MA school districts, including wealthy Boston suburbs. There is no need for a 4th class when there are 60-65 students per grade. 20-25 students per grade is more than acceptable, it is the norm even in the wealthiest MA school districts. The school committee should revisit the budget with mindset and approach. Extremely small class sizes do not correspond with better performance. Teacher quality matters.

Furthermore, I did not hear any reference to the obvious solution of consolidation of Eddy and Stonybrook schools, which are well below capacity and Stonybrook can easily absorb the entire elementary student population. The town sponsored study proved that this is fully feasible and yet no action has occurred. Why are there two schools for about 430 students? This is wasteful. As a reminder, the Stonybrook school had over 775 students. There is no benefit to having two schools, and this would also save on operational budgets, custodians, utilities, not to mention an expensive principal and staff.

I appreciate your efforts on keeping the elementary school budget in check. The regional school budget was so poorly prepared and the funding sources seem to be illegal and unsustainable at best. There was a lack of detail and transparency inhibiting my ability to comment.

Thank you for efforts to improve outcomes while simultaneously reducing costs and looking out for the Brewster taxpayers.

Eileen Corr
107 Clipper Way
Brewster, MA

From: Peter Sturr <PSturr@outlook.com>
Sent: Sunday, March 24, 2024 4:39 PM
To: fincommeeting <fincommeeting@brewster-ma.gov>
Subject: Brewster Elementary School Budget

To: Brewster Finance Committee

From: Peter Sturr

Re: Proposed Elementary School Budget

Last Wednesday I watched with disappointment the presentation of the Brewster Elementary School Budget. As Bob nicely summarized, the proposed budget once again increases expenses by far more than inflation despite declining enrollment.

The School Committee blamed the very large increase on Special Education. While the Special Education expenses may be increasing, the true cause of the past several years of increase in the school budget is a failure of the School Committee to appropriately resource the schools with declining enrollment.

If you look at the K-5 enrollment numbers presented by the committee during the presentation and divide by four sections, the Brewster class sizes are now far below the state and national standards. The average class size is now approximately **16 ½** with only one class at greater than 18 students (19 student fifth grade class). If you compare the current Brewster Class Sizes to the most affluent school district in the state, Wellesley, Brewster is far below the standards used in that district. If Brewster were to move to 3 sections instead of 4 sections next year, every class would be within range of the class sizes utilized by Wellesley.

(Wellesley aims for class sizes of 18-22 in K-2 and 22-24 of 3-5). There is no reason for Brewster to have class sizes so small. Brewster could move to 3 sections per grade and save significant expenses with no decrease in the quality of education. As Massachusetts DOE states in its policy statement, "Small classes are popular, but evidence of their positive impact on student outcomes is disappointing".

In addition to not changing the number of staff to align with the current enrollment, the school committee has "tabled" a consolidation of the Eddy and Stony Brook Schools into one school at Stony Brook.

This of course has been proposed for over 20 years with no action but the current school utilization is becoming absurd. Stony Brook school alone has had 775 students in the past; it now has approximately 230 students while the Eddy school will most likely be below 200 students next year. A well done study completed at great expense by the town indicated that Stony Brook School could easily accommodate 500 students even if you had four sections per grade which is not even necessary as shown above. Brewster should

close the Eddy school immediately and utilize it as a Senior Center instead of spending the proposed \$35MM to build a new community center at the Sea Camps property.

I urge the Finance committee to continue to press the School Committee to create a reasonable budget by aligning resources with the enrollment of the Brewster elementary school population. If the School Committee is unwilling to reduce the budget, I urge you to not approve the budget or the associated override.

Kind regards,

Peter Sturr
Brewster, MA



Approved:
VOTE:

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

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

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

Absent: Bob Young, Alex Hopper

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.brewster-ma.gov), or *Video recording* (tv.brewster-ma.gov).**

1. Public Announcements and Comment- none

2. Town Manager/Finance Director Report- none

3. Town Meeting 2024 – Warrant Overview and discussion

Peter Lombardi said there was nothing new from last week's discussion.

4. Town Meeting Warrant Articles – Discussion and Vote

- a. Childcare Subsidy**
- b. Cable Franchise Fee**
- c. Recreation Revolving Fund**
- d. Local Options for Veterans and Senior Work-off programs**

- a. Childcare Subsidy

Peter Lombardi said there was a memo in the packet regarding this program. This is something that the Select Board identified as a goal they wanted us to investigate and bring recommendations. Donna Kalinick and he spent time this fall reaching out to other towns. Every other town has developed and implemented some form of this program where towns provide some level of funding to young families to help cover costs of preschool children before they get to elementary school. This article would transfer \$250K of the overlay balance to fund the pilot program next year open to all Brewster families with children ages 3-4. No income eligibility requirements, but we will collect some demographic information this year. We propose up to a \$3,000 annual stipend to eligible families that will be provided directly to educational providers. That would serve up to 70 Brewster families next year. We have set aside \$70,000 to hire an administrator that would manage and run the program. We have built up the overlay balance to \$997,000 and feel we can support the program without impacting the tax rate for at least the next several years. Donna Kalinick wanted to note that they have had contact with many residents who have asked about a program like this because they are in school systems that are receiving some assistance from the towns they live in. Community Development Block Grant funding is available for up to 80% area median income (AMI) which currently serves 18 families, but there are a lot more families in the 80-150% AMI who could use assistance. Ultimately, we looked at 3- & 4-year-olds – if there is a 3-year-old currently in the program, they will be grandfathered into the program because it is critical that there be continuance of that environment going into kindergarten which was important to the Board as well. Peter Lombardi said there would be up to 120 kids ages 3-4 in Brewster, and this would support more than half. We may need to run a lottery system if we have more kids than spaces, but if they are in as 3-year-olds, they will stay on for their 4th year as well regardless.

Andy asked if there was suitable space to accommodate the program. Peter Lombardi answered that we are not going to be a childcare provider. We want to give families the opportunity to send them to childcare. Whether providers can support that demand is yet to be seen. The town will provide reimbursement directly to providers once we receive proof of family payments. Andy followed up with a question of whether the first child is accepted and then another comes in for the second year, will they automatically have a subsidy. Peter Lombardi answered that a family is eligible for a single subsidy because we want to make sure as many families as possible could be helped. It is trying to find the right balance, and we are gathering data for this first-time program as we go. This is a way to help our younger families through a program that isn't available at the state level. Robert asked about having enough funds in the overlay to accomplish this, and Peter Lombardi and Mimi Bernardo answered yes, it stands at approximately \$1M. Frank then asked if the overlay had to do with tax receipts and was told the overlay is built into the budget as a revenue offset. It goes into its own reserve account – for abatements. For us to use it for this purpose, Town Meeting must approve it. Frank said it's not unrealistic to think this reserve will increase year to year, then the decision to reallocate \$250K from that is not a rash decision because it is likely that reserve will be healthy. Mimi Bernardo answered yes.

Bill Henchy *MOVED* to approve Article 15. Frank Bridges second.

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

The Committee voted: 7-yes 0-no

b. Cable Franchise Fee - Article 16

Bill Henchy moved to approve Article 16. Frank Bridges second.

Peter Lombardi said this supports not only operating but also capital expenses. We have had to upgrade some of our systems. We have a 10-year license with Comcast and we were able to increase the maximum percentage allocation to 5% with some additional capital funds through that negotiation. We bring in a little over \$400K/year. We have a healthy balance of almost \$800K – we aren't spending more than we are bringing in. It supports Lower Cape TV as well as Brewster Government TV.

Bill Henchy *MOVED* to approve Article 16. Frank Bridges second.

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

The Committee voted: 7-yes 0-no

c. Recreation Revolving Fund – Article 17

Peter Lombardi said once you set the limit on those revolving funds, we do not have to go back to Town Meeting every year. This is set at \$250K as the Recreation Department has brought on more programming, they are bumping up against their ceiling, we wanted to increase it a little bit this year. This fund is self-sustaining. This reflects the great job our recreation department has done in terms of programming. Pete asked if this included the pool. Peter Lombardi answered that the pool has its own revolving fund.

Bill Henchy moved to approve Article 17. Frank Bridges second.

Robert asked about the current balance. Mimi Bernardo answered there is \$156K in the fund currently, but once they open summer programs, the balance will go way up again. The current ceiling is set at \$200K.

Bill Henchy *MOVED* to approve Article 17. Frank Bridges second.

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

The Committee voted: 7-yes 0-no

d. Local Options for Veterans and Senior Work-off programs – Article 18 & 19

Peter Lombardi said this is funded through the overlay up to \$25K/year. There is a local option provision in the statute that gives towns the option to allow residents who are physically unable to complete the program themselves, to identify someone who could work it off on their behalf. We thought for those in that circumstance, giving people that option would be beneficial and help to reduce the tax burden for those residents. When the new legislation is adopted, we will come back to adjust the ceiling levels.

Bill Henchy *MOVED* to approve Article 18 & 19 which are the Local Option for Veterans and Senior Work-off programs. Frank Bridges second.

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

The Committee voted: 7-yes 0-no

5. Town Meeting Articles Discussion – Citizen's Petitions
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Pete said this is a general discussion to make people aware of what is going on, not to discuss the petitions. Peter Lombardi said we received two Citizen’s Petitions this afternoon, both certified, and will send them out tomorrow both relative to short term rental registration and restrictions. Then we will schedule a time for the petitioner to come in to present.

6. Nauset Regional School District Agreement – Update and Discussion - defer

7. Nauset Regional School Department - Budget Update and Discussion

Pete said the Nauset School Committee is proposing to use the statutory method to determine assessments. Robert said this is the case and having seen the numbers, around \$50K less than it would have been if they had used the recently used alternative method based solely on enrollment. The town came up with the same number. Peter Lombardi said yes, and we asked for some supplemental information and back-up data in terms of what it would have been under the alternative method that has previously been in place. He has asked for review by town counsel and will share that out soon. Pete said this is a big change in accounting practices. Frank would like to understand what the process is as it’s required by the State and whether we are going to follow it this year. Peter Lombardi said effectively when you walk through those steps, it brings you to where we are today – the Regional School Committee has to hold a public hearing on a proposed budget, adopt that budget, and then transmit that information to the member towns within 30 days of the school committee’s adoption of that budget. He does not think there is a preliminary step, but we can certainly check. Frank would like to get the answer to that question. Bill Henchy said he would look into the regulation and send it to Pete so he can forward it to the committee. Peter Lombardi said Mimi Bernardo plugged in the new numbers and we are on the right side of enrollment shift and the right side of a change in assessment formula which has helped our bottom line for FY25, so we are now at the 4.5% that we can accommodate in our levy. The region budget is \$55K over that threshold. The elementary school’s budget is well over that threshold. Right now, they are around \$650K over the benchmark of 4.5%. Their budgets may change. There are some decisions to be made there. Frank thinks it important that everyone in the room understands exactly what the process is moving forward.

Peter Lombardi said both budgets will be presented at the FinCom March 20th Meeting. Cape Tech will be a joint meeting with the Select Board on March 25th.

8. Liaison Reports - none

9. Approval of Minutes- 2/5/24, 2/7/24, 2/9/24 Jt w SB

2/5/24 Jt. w SB –

2/7/24 Jt. w SB –

2/9/24 Jt. w SB –

Bill Henchy *MOVED* to approve those Minutes. Frank Bridges second.

Roll Call Vote: Bill Meehan – yes, Frank Bridges – yes, Robert Tobias – yes, Bill Henchy – yes, Andy Evans – yes, Patrick Buckley – yes, Chair Dahl – 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 – every Wednesday until Town Meeting and joint with Select Board 3/25

13. Adjournment

Bill Henchy *MOVED* to adjourn the meeting at 7:25 PM. Frank Bridges second.

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

The Committee voted: 7-yes 0-no

Respectfully submitted, Beth Devine

Packet of supporting materials on website for public review.



Approved:
VOTE:

**TOWN OF BREWSTER
FINANCE COMMITTEE
Date: March 13, 2024 Time: 6:00 PM
MEETING MINUTES**

Present: Chair Pete Dahl, *Clerk Bill Meehan*, Andy Evans, William Henchy, Patrick Buckley, Bob Young, Alex Hopper (*attending remotely*)

Also present: Donna Kalinick, Assistant Town Manager; Mimi Bernardo, Finance Director; Sarah Robinson, CPC Chair; Faythe Ellis, CPC Vice Chair

Absent: Vice Chair Frank Bridges; Robert Tobias; Peter Lombardi, Town Manager

The Vice Chair called the meeting to order at 6:01 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.brewster-ma.gov), or *Video recording* (tv.brewster-ma.gov).**

1. Public Announcements and Comment- none

2. Town Manager/Finance Director Report

Donna Kalinick addressed the committee with two items to report on - Mimi Bernardo is going to go over the 2023 audit; and in the packet there was an update of the FY25 Budget.

Mimi Bernardo said on Monday they received the draft financial statements from the Audit Manager, she shared those out with the Audit Committee, today, the goal is to get Bob and Sean in to give a presentation on the audit. We should have the final audit shortly. They send out legal letters to see if there is anything pending, which is the last item before we can finalize the audit. She will be in touch with everyone once she hears back from Bob and Sean.

Donna Kalinick said on page 98 of the packet, there is a spreadsheet with the FY25 budget changes. She said after the budget presentation on 2/5, we had levy capacity of \$51,085. We had not received the health insurance figures yet, and we were carrying a 5% rate increase which ended up being an 8% increase. We also received the final pension numbers. You will see between the two of those, expense adjustments are around

\$100,000. We had a couple of minor adjustments as well – one to the Building Dept. wages and a decrease in our short-term debt payments. From our partnerships, we expect to receive \$1.5M from MA Audubon and \$1M from Brewster Conservation Trust – after a successful Town Meeting. We would then take those payments and apply them to the short-term debt for the Long Pond Property. That would leave us a small balance of \$725,000. We will look at some scenarios where we pay that debt off if we have adequate Free Cash. We will keep you updated. Mimi Bernardo talked about the revenue adjustments since the budget presentations as well. Donna Kalinick said with the increases in expenses and adjustments in revenues, our levy capacity is now \$18,811. And we have to have discussions of the schools which we will update you on later in the agenda. Opengov has been updated, but this is not the final number.

Bill Henchy asked, in terms of the levy capacity left, what is the historical target to be left with? Donna Kalinick answered she believed closer to \$50,000, but we are dealing with some increases in items and trying to minimize what override might be brought to the voters. Mimi Bernardo said it is a little tighter than she would like, but the estimates on new growth are very conservative. With actual numbers for new growth higher, she feels comfortable knowing that the number given is very conservative. Mimi Bernardo said part of why Free Cash is so high is because the estimate in revenue is so conservative. She said our revenue estimates are conservative and when we put the numbers in the recap, we have a large delta. She hopes we stay at this level. Bob Young said additionally short-term rental revenues come in much higher. Donna Kalinick said the short-term rental revenues do not go to the budget except for 10%, it doesn't help the bottom-line budget.

3. 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**

a. Unpaid Bills

Golf Department Columbia Laboratories – prior year bill. Mimi Bernardo said this is testing done at the golf course and the company sent the bill to Natural Resources and it got lost. This is a housekeeping item. This will get paid by Golf out of their retained earnings.

Bill Henchy *MOVED* to approve Article 1. support the recommendations. Alex Hopper second.

Roll Call Vote: Bill Meehan – yes, Bill Henchy – yes, Andy Evans – yes, Alex Hopper – yes, Patrick Buckley – yes, Bob Young – yes, Chair Dahl – yes.

The Committee voted: 7-yes 0-no

- b. Community Preservation Act Funding – Sarah Robinson, Chair; Faythe Ellis, Vice Chair
- Sarah Robinson gave a brief overview of the CPA, for historical purposes. CPC accepts applications two times per year, once in December for Spring Town Meeting and in July for Fall Town Meeting. As part of the CPC vetting process for this round of applications, two of the articles went to the Housing Partnership and one came from Open Space and one was vetted from the Rec Department.

Faythe Ellis discussed the Article grid in front of the committee –

1. Historic Preservation

2. Community Housing
3. Open Space
4. Administrative Expense and Budgeted Reserve

Sarah Robinson went over new projects – Article 12

1. CDP Lower Cape Housing Institute – regional headquarters for affordable housing education, asking for \$20,000 out of a total project cost of \$652,337. CPC voted 7-0-0 in favor of this article.
2. Housing Coordinator – CPC pays the salary portion of this position. The request is \$74,589 out of a total cost of \$114,599.
3. Safety Improvements for the Finch Skate Park in Orleans - \$7500 out of the total cost of \$31,300.

Patrick asked if it is typical to designate the Housing Coordinator funds from undesignated funds? Faythe Ellis answered we have funded it sometimes from the housing fund, but we are trying to use up the undesignated fund balance this year because it was left over from our old formula.

Alex asked if they know if Orleans is also contributing to the Skate Park? Sarah Robinson answered, yes.

Pete asked if we need to contribute to an Orleans Skate Park? Donna Kalinick answered there is an intermunicipal agreement (IMA) for the skate park, so we do have an IMA in place between the 3 towns of Brewster, Orleans, and Eastham.

Bill Henchy said on the Lower Cape Housing Institute (LCHI,) Faythe Ellis has persuaded me to rethink some of this stuff, it does seem like a regional project. Can you explain the overall cost of \$652,337? Faythe Ellis answered she believes it is the overall cost of that component of their offerings. Donna Kalinick said one of the offerings was yesterday, a Regional Peer Group Meeting, Jill and she gave a presentation on local preference with emphasis on the Spring Rock decision with the town asking for some type of regional preference. All of this material, the presentations, is recorded and you can go back and listen to any of the meetings/offerings. Faythe Ellis said any Finance Committee member interested can also attend these presentations.

Bill Henchy **MOVED** to approve the Article 12 - 1, 2, 3 as presented. Alex Hopper second.

Bill Meehan said there is a substantial amount going into budgeted reserve, what is the current balance? (\$978,341) Mimi Bernardo said technically at the time of this vote, the balance is \$0. Of all the CPA reserve accounts, the budgeted reserve is not allowed to carry a balance. So, at year end, when she closes the budget out, she closes the balance out to undesignated fund balance. So, July 1, technically, will be \$0 until this appropriation, and then the balance is \$1,053,598.

Faythe Ellis said in the article comment section, we included the starting balances. Mimi Bernardo said those balances carry forward every year. The budgeted reserve is its own thing.

Bill Henchy *MOVED* to approve Article 12 – 1, 2, 3, 4, 5 as presented. Community Preservation Act budget transfers of \$1,639,323. Alex Hopper second.

Roll Call Vote: Bill Meehan – yes, Bill Henchy – yes, Andy Evans – yes, Alex Hopper – yes, Patrick Buckley – yes, Bob Young – yes, Chair Dahl – yes.

The Committee voted: 7-yes 0-no

c. CPA Acquisition:

Article 13 - Conservation Restriction (CR) for the Open Space – Washington Chase Bog, requested \$230,000 out of the total cost of \$706,660.

Pete said he gets confused when we purchase conservation restrictions – buy a property for \$700,000+ and they want us to participate asking for the \$230,000, and what do we get for that? The real issue here is participating in the purchase, correct? Bill Henchy said basically that is correct, but he noticed the conservation restriction would allow access for the public – the CR is doing two things – placing the land in conservation forever; and giving access to the public. That is what the town gets by contributing. He thinks this approach is interesting because it leverages the ability of both the town and the Conservation Trust to acquire conservation land because it allows the parties to step in quickly. It has been used with great effect over the years. It is a good thing for preserving the character of the town and its water resources, its wildlife, and its recreation opportunities. He is in favor. Pete said, with our participation, it puts the stamp on it that it will be held in perpetuity and that is meaningful. Bill Meehan agrees completely and is in favor.

Donna Kalinick said the Town has a long-standing relationship with the Brewster Conservation Trust (BCT) in acquiring key parcels. This parcel is across the street from Nickerson State Park, part of which is cranberry bogs. The State is investing a lot of money in the restoration of cranberry bogs. This is a continued partnership between the town and BCT to have perpetual conservation restrictions and public access at some of these open space areas throughout the town that remain.

Andy Evans *MOVED* to approve Article 13 as proposed. Alex Hopper second.

Roll Call Vote: Bill Meehan – yes, Bill Henchy – abstain, Andy Evans – yes, Alex Hopper – yes, Patrick Buckley – yes, Bob Young – yes, Chair Dahl – yes.

The Committee voted: 6-yes 0-no 1-abstain

Abstention is out of caution as to proximity of personal holdings.

d. Water Department Enterprise Fund- Article 10

This was presented online. Mimi Bernardo said if looking at the budgets online, the budgets are a bit less because they are appropriated as an expense. They are more like a revenue stream that is being allocated in the General Fund.

Andy Evans *MOVED* to adopt Article 10 as written in the Warrant. Bill Henchy second.

Roll Call Vote: Bill Meehan – yes, Bill Henchy – yes, Andy Evans – yes, Alex Hopper – yes, Patrick Buckley – yes, Bob Young – yes, Chair Dahl – yes.

The Committee voted: 7-yes 0-no

e. Golf Department Enterprise Fund- Article 11

Bill Meehan wanted to express his thanks to the management team of the Golf Department. They are a credit to the town.

Bill Meehan *MOVED* to accept Article 11 as presented. Bill Henchy second.

Roll Call Vote: Bill Meehan – yes, Bill Henchy – yes, Andy Evans – yes, Alex Hopper – yes, Patrick Buckley – yes, Bob Young – yes, Chair Dahl – yes.

The Committee voted: 7-yes 0-no

4. Brewster School Department – FY25 Budget Update and Discussion- none

5. Nauset Regional School Department – FY25 Budget Update and Discussion

Donna Kalinick said the NRSC voted on their budget last week. Peter Lombardi emailed the documents last week, but they handed out paper budgets when this vote was taken so we are just waiting to confirm our numbers are the same. The budget guidance going in was a 3% increase and then updated to allow for a 4.5% increase. There are two very significant things that happened – the enrollment shift was in our favor and, as discussed, the NRSC decided to use the statutory method which was about a \$50,000 gain on our side. We are still in the same place as last week but hope to have the numbers shortly. The Brewster Elementary School is meeting tomorrow night to finalize their budget. We still believe we will be looking at some form of override there. The Nauset Regional School budget, as she understands, is a 7.68% increase, but a revenue offset brought them down to 5.33%. Donna Kalinick believes they took their final vote last Thursday. We hope to have final numbers soon.

Bob Young said their netting revenues as an offset – for clarity, the latest we had for their operating expense budget is up 6.9% in the budget, last year it was up 5.8%. He cannot fathom that they have gone up a level as they have gone down two levels in enrollment. Since 2019 the operating expense budget is up 27%. Through this year, actual enrollment is down 17%. It just doesn't make sense.

6. Town Meeting Articles Discussion – Citizen's Petitions

They will come up for discussion and vote on April 3, 2024 for the Finance Committee.

7. Nauset Regional School District Agreement – Update and Discussion - none

8. Liaison Reports

Bill Meehan attended the Bay Parcel Planning Committee Meeting this week, and they are about to embark on a series of presentations prior to Town Meeting regarding the final plans and outlining coming actions. He sent a packet of information along to Pete who he hopes will send to the rest of the committee. There are a lot of complications, so please take advantage of the information that is out there and ask questions as appropriate. Pete will forward the information tonight to the committee. Bill said he believes they are presenting to the Finance Committee on April 3rd.

9. Approval of Minutes- 2/28/24

2/28/24 –

Andy Evans *MOVED* to approve the Minutes of 2/28/24. Bill Henchy second.

Roll Call Vote: Bill Meehan – yes, Bill Henchy – yes, Andy Evans – yes, Alex Hopper – yes, Patrick Buckley – yes, Bob Young – abstain, Chair Dahl – abstain.

The Committee voted: 5-yes 0-no 2-abstain

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 – every Wednesday until Town Meeting

13. Adjournment

Bill Henchy *MOVED* to adjourn the meeting at 7:44 PM. Alex Hopper second.

Roll Call Vote: Bill Meehan – yes, Bill Henchy – yes, Andy Evans – yes, Alex Hopper – yes, Patrick Buckley – yes, Bob Young – yes, Chair Dahl – yes.

The Committee voted: 7-yes 0-no

Respectfully submitted, Beth Devine

Packet of supporting materials on website for public review.