



# Town of Brewster Affordable Housing Trust Fund

2198 Main St., Brewster, MA 02631

(508) 896-3701

## MEETING AGENDA

2198 Main Street

April 6, 2023 at 5PM

### Affordable Housing Trust Fund

Timothy Hackert  
Chair

Maggie  
Spade-Aguilar  
Vice Chair

Madalyn  
Hillis-Dineen  
Clerk

Ned Chatelain

Vanessa Greene

Donna Kalinick

Paul Ruchinskas

### Housing Coordinator

Jill Scalise

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

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

**Phone:** Call (312) 626 6799 or (301) 715-8592. Webinar ID: 843 9277 5553 Passcode: 231023

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

**Zoom Webinar:** <https://us02web.zoom.us/j/84392775553?pwd=T2pEbVFGT1NUSWtDMGk5RWFod0s2dz09>

Passcode: 231023

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

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

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. Citizen's Forum - Members of the public may address the Housing Trust on Housing Trust matters for a maximum of up to 3 minutes at the Chair's discretion. Under the Open Meeting Law, the Housing Trust can only address each item listed on the agenda and may do so during the appropriate agenda item. The Trust also may add items presented to a future agenda.
6. Millstone Affordable Housing Property update
7. 212 Yankee Drive project update, discussion, and possible vote
8. Discussion of Buydown Program and possible vote on CPC funding request
9. Discussion of annual funding request to CPC for site acquisition for affordable housing and possible vote
10. Discussion and possible vote on letter(s) of support for CPC regional housing requests
11. Housing Coordinator update, including Rental Assistance Program
12. Cape Cod Sea Camps updates, including viewing Pond Parcel Video
13. Status of Housing Trust appointments
14. For Your Information- New website launch
15. Matters Not Reasonably Anticipated by the Chair
16. Approval of Minutes from March 2, 2023
17. Next Scheduled Meeting Date: May 4, 2023 at 5PM in person
18. Adjournment

Date Posted:  
4.03.2023

Date Revised:

Received by Town Clerk:

BREWSTER TOWN CLERK  
123 APR 3 1 3:46PM



# MILLSTONE ROAD | BREWSTER

PROPOSED SITE LAYOUT

DECEMBER 14, 2021

SCALE: 1"=200'-0"



# Development Area









**NEW ENGLAND PLUMBING**

20 Deacons Folly Rd  
Harwich, MA 02645 US  
newenglandplumbing@yahoo.com

# Estimate

**ADDRESS**

TRI  
23 Whites Path Suite G2  
South Yarmouth, MA 02645

**SHIP TO**

TRI  
23 Whites Path Suite G2  
South Yarmouth, MA 02645

**ESTIMATE # 1250**

**DATE 03/12/2023**

ACTIVITY	DESCRIPTION	AMOUNT
<b>Contract 100</b>	Perform testing of Plumbing, Heating and gas piping systems as follows:  Plumbing water piping system: Air test to 125 PSI Gas Piping system: Air test to 5 PSI Boiler test and Near boiler piping: Fill boiler with water and fire boiler to assess integrity of piping, pumps and boiler.  ***** A gas permit and inspection by the Brewster gas inspector is required before the gas can be turned on (Which is required to fire the boiler) all associated cost are included in this estimate  ***** After the above is complete I can provide an accurate assessment and work write up. The complete work Write up for all systems is included in this estimate.  Testing and Permit cost: \$1,350 Work Write up: \$500 Total >>>>>>\$1,850	1,850.00
<b>TOTAL</b>		<b>\$1,850.00</b>

Accepted By

Accepted Date

## Proposed Parameters of Affordable Housing Trust Buydown Program

For discussion April 6, 2023

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

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

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

**Request of CPC Funding:** The Trust is asked to consider and discuss a \$300,000 funding request for November 2023 Town Meeting. An application for CPC funding would be due July 1, 2023.

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

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

Maximum Household Income Limits for 2022

2022 HUD Income Limits	Household Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
Affordable limits	80% of AMI	\$60,900	\$69,600	\$78,300	\$86,950	\$93,950	\$100,900



## **Community Preservation Committee Housing Proposals for May 2023 Town Meeting**

Housing Trust members who want to review the detailed funding requests and CPA applications can do so via this link: [CPA Funding Applications 12.1.22 \(laserfiche.com\)](https://www.laserfiche.com/CPA/Funding/Applications/12.1.22) .

### **Synopsis of Regional Housing Requests:**

1. Housing: 107 Main Street, Orleans – Affordable Rental Housing. Application begins on page 1. Applicant (Housing Assistance Corp.) proposes to develop a 1.25 acre parcel in Orleans as 14 affordable rental units. The units will be a mix of 9 one-bedroom, 4 two-bedroom, and 1 three-bedroom unit. All units will be deed restricted for households at or below 80% AMI. Request is \$50,000.
  - CPC recommendation \$55,000 (includes \$5,000 legal expenses)
2. Recreation: Brewster Council on Aging – Accessible outdoor furniture. Application begins on page 66.
3. Housing: Brewster Housing Coordinator. Application begins on page 80.
4. Housing: Juniper Hill, Wellfleet. Application begins on page 112. Applicants (Preservation of Affordable Housing/Community Development Partnership) propose to develop 46 affordable housing units in Wellfleet. The property will be divided into 2 parts: An Upper Village of 22 two-bedroom and three-bedroom town homes oriented for family housing and a Lower Village elevator building with 24 one- and two-bedroom flats. 35 of the 46 apartments will be targeted for families earning at or below 80% AMI with 11 apartments intended as workforce housing for households earning up to 120% AMI. Request is \$100,000.
  - CPC recommendation \$55,000 (includes \$5,000 legal expenses)
5. Housing: Forward at the Rock, Phase II in Dennis. Application begins on page 164. Applicant (FORWARD) proposes to construct 8 affordable and supportive one-bedroom apartments for Cape Codders with autism and related disabilities. The project is in Dennis. Tenant selection will be handled by MA Department of Developmental Services. The units are targeted to adults with developmental disabilities who earn <30% of AMI. Brewster did contribute \$75,000 in CPA funding for Phase 1 of this project a couple of years ago. Request is \$120,000.
  - CPC recommendation \$125,000 (includes \$5,000 legal expenses)

Letters of recommendation from the Housing Partnership follow.



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

Office of:  
Board of Selectmen  
Town Administrator

Faythe Ellis, Chair  
Brewster Community Preservation Committee  
Brewster Town Offices  
2198 Main Street  
Brewster, MA 02631

January 20, 2023

Re: Housing Partnership Vote in Support of POAH/CDP's request for \$100,000 in CPA funds for Development of 46 units of Affordable Housing at 95 Lawrence Road, Wellfleet

Dear Ms. Ellis & Esteemed Committee Members;

On Thursday January 19, 2023, the Brewster Housing Partnership reviewed an application from Preservation of Affordable Housing (POAH) and Community Development Partnership's (CDP) requesting \$100,000.00 of CPA Affordable Housing funds to develop a 9-acre Town-owned parcel at 95 Lawrence Road in Wellfleet. Members received a presentation by Jay Coburn and Vita Shklovsky of CDP and POAH (respectively) outlining the proposal to produce twenty-two (22) two-bedroom and three-bedroom town houses and twenty-four (24) one- and two-bedroom units in a single multi-family structure. Thirty-five (35) of the forty-six (46) deed-restricted year-round rental housing units will be affordable to families earning no more than 80% of Average Median Income. Fifteen (15) of those units are expected to be maintained as affordable to "very low income" households, earning no more than 50% of AMI. Eleven (11) of the total units will be "workforce" units, affordable to renters earning up to 120% of AMI.

Despite the concerted efforts of each of the Lower Cape Towns, the need for Affordable rental housing in our region and across the Cape remains critical. As our region gears-up for the 2023 Season, new hiring is thwarted, as applicants continue to struggle finding Affordable units. In recognition that the scope and scale of the Affordable housing crisis on Cape Cod exceeds the capacities of any single jurisdiction, Lower Cape Towns have already successfully joined forces and pooled CPA resources to ensure that Affordable housing units continue to be constructed on the Lower Cape. In addition to Brewster and Wellfleet, this project is requesting CPA funds from Provincetown and Orleans.

The Partnership unanimously endorses the Wellfleet proposal along with the allocation of up to \$100,000.00 of CPA funds towards it. We hope that the Town of Brewster will too.

Sincerely,

Jillian Douglass, Vice Chair  
Brewster Housing Partnership  
Cc: Brewster Select Board



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

Office of:  
Board of Selectmen  
Town Administrator

Faythe Ellis, Chair  
Brewster Community Preservation Committee  
Brewster Town Offices  
2198 Main Street  
Brewster, MA 02631

January 20, 2023


Re: Housing Partnership Vote in Support of HACs request for \$50,000 in CPA funds for the construction of 14 units of Affordable Housing at 107 Main Street in Orleans

Dear Ms. Ellis & Esteemed Committee Members;

On Thursday January 19, 2023, the Brewster Housing Partnership reviewed an application from the Housing Assistance Corporation (HAC) requesting \$50,000.00 of CPA Affordable Housing funds to construct fourteen (14) Affordable rental apartments at 107 Main Street in Orleans. Members received a presentation by David Quinn, outlining the proposal to demolish the existing structure and replace it with nine (9) one-bedroom, four (4) two-bedroom and one (1) three-bedroom unit, all for rent to households earning no more than 80% of Area Median Income (AMI). This project has been permitted as a MGL Ch 40B Comprehensive Permit and includes the installation of an Alternative septic system and energy efficient design. Preservation of Affordable Housing (POAH) is the proposed property management entity.

Despite the concerted efforts of each of the Lower Cape Towns, the need for deeply Affordable rental housing for populations with disabilities remains critical. In recognition that the scope and scale of the Affordable housing crisis on Cape Cod exceeds the capacities of any single jurisdiction, Lower Cape Towns have already successfully joined forces and pooled CPA resources to ensure that Affordable housing units continue to be constructed on the Lower Cape. In addition to Brewster and Orleans, HAC is requesting funds from Harwich, Chatham, Eastham and Wellfleet, as construct costs have escalated to over \$540/square foot. Orleans is considering offering a local preference to initial applicants within the Nauset Regional School District.

The Housing Partnership unanimously endorses HAC's proposal, along with the allocation of up to \$50,000.00 of CPA funds towards it. We hope that the Town of Brewster will, too.

Sincerely,  
  
Jillian Douglass, Vice Chair  
Brewster Housing Partnership  
Cc: Brewster Select Board



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

Office of:  
Board of Selectmen  
Town Administrator

Faythe Ellis, Chair  
Brewster Community Preservation Committee  
Brewster Town Offices  
2198 Main Street  
Brewster, MA 02631

January 20, 2023


Re: Housing Partnership Vote in Support of FORWARD's Phase 2 request for \$120,000 in CPA funds for the addition of 8 units of Affordable Housing at 131 Hokum Rock Road in Dennis

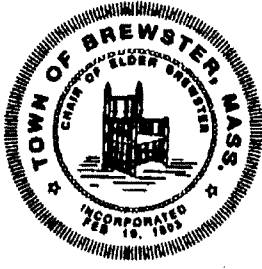
Dear Ms. Ellis & Esteemed Committee Members;

On Thursday January 19, 2023, the Brewster Housing Partnership reviewed an application from Friends Or Relatives With Autism or Related Disabilities (FORWARD) requesting \$120,000.00 of CPA Affordable Housing funds to construct eight (8) fully accessible, one-bedroom Low-Income Affordable apartments at 131 Hokum Rock Road in Dennis. Members received a presentation by David Kaplan and Kathy Ohman, outlining the proposal to expand their already successful Affordable apartment complex, by adding eight (8) more deed-restricted, year-round rental housing units with around-the-clock support services affordable to adults with Autism-related disabilities. The new units, like the existing eight (8) units, will provide a total of sixteen (16) clients of the Massachusetts Department of Developmental Services (DDS), typically earning 30% of AMI, safe and secure housing on this site, with "24/7" access to support services for independent living, in a caring and supportive neighborhood.

Despite the concerted efforts of each of the Lower Cape Towns, the need for deeply Affordable rental housing for populations with disabilities remains critical. In recognition that the scope and scale of the Affordable housing crisis on Cape Cod exceeds the capacities of any single jurisdiction, Lower Cape Towns have already successfully joined forces and pooled CPA resources to ensure that Affordable housing units continue to be constructed on the Lower Cape. In addition to Brewster and Dennis, FORWARD is requesting funds from Yarmouth, Sandwich, Barnstable and the County, and has received an "earmark" of \$85,000 in pre-development funds within the State FY 2024 budget.

The Housing Partnership unanimously endorses FORWARD's proposal, along with the allocation of up to \$120,000.00 of CPA funds towards it. We hope that FORWARD will be able to continue its success, creating more affordable supportive housing for vulnerable individuals, and we hope that the Town of Brewster will, too.

Sincerely,  
  
Jillian Douglass, Vice Chair  
Brewster Housing Partnership  
Cc: Brewster Select Board



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

Office of:  
Board of Selectmen  
Town Administrator

Faythe Ellis, Chair  
Brewster Community Preservation Committee (CPC)  
Brewster Town Offices  
2198 Main Street  
Brewster, MA 02631

January 20, 2023

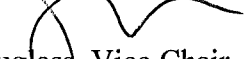
Re: Housing Partnership Vote in Support of CPA Funding Allocation to Supplement Cost of  
Brewster Housing Coordinator Position(s)

Dear Ms. Ellis and Esteemed Committee Members;

On January 19, 2023, the Partnership received a presentation by Assistant Town Administrator Donna Kalinick outlining the application for continued and increased allocation of CPA funds to cover the cost of staffing the Town's Housing operations with one 30-hour/week Housing Coordinator. The Partnership's vote was unanimous in its support of this request and we heartily recommend the Committee endorse the request and forward an article to the May 2023 Annual Town Meeting for approval.

Over the past 5 years, Brewster has attained the status of "Safe Harbor" not once, but twice! That means that Brewster's progress toward the development of Affordable Housing was consistent with the State's minimal annual goals, and could, if locally requested, suspend its Chapter 40 B mandate for large projects that exceed our local capacity. The Town's pro-active approach has ensured that our Affordable Housing has been locally controlled and carefully planned, with the deep involvement of knowledgeable staff and carefully selected partners, for harmonious integration and optimal impact. This has been an extraordinary feat, requiring extensive effort and complicated coordination. Brewster is blessed with staff and citizens who are working hard and making exemplary progress towards maintaining the quality of life for all.

Despite all this effective work, we, like the whole Nation, still have a significant segment of our population who do not have safe and secure housing. We need our Housing Coordinator and we need to expand our housing and housing-support services even more, to prevent degradation, decline and suffering. Every day, the Coordinator receives urgent calls from people in dire need. The Partnership commends the CPC's expanded 30% allocation goal towards local affordable housing initiatives, and hopes that together, with the help of our devoted staff, we can continue to advance thoughtful, harmonious development, while carefully preserving our uniquely valuable environment. Thank you for your consideration.

Sincerely,  
  
Jillian Douglass, Vice Chair, Brewster Housing Partnership  
Cc: Brewster Select Board



## Town of Brewster

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

Office of:  
Housing Trust

April 6, 2022

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

Dear Chair Ellis:

On behalf of the Brewster Affordable Housing Trust (BAHT), we would like to express our support for the Town considering and funding regional housing applications. Addressing regional housing creation benefits Brewster and all area communities. The Town and Commonwealth approved 2022 Brewster Housing Production Plan identifies and includes the following Housing Plan implementation strategy:

*#7- Continue to work with nearby communities on the Cape by pooling CPA funds and other resources to construct affordable housing in suitable locations throughout the region and meet regional housing needs.*

As stated on page 68 in the Housing Plan, “Section 5(b)(1) of the Community Preservation Act legislation reads: ‘The community preservation committee shall study the needs, possibilities and resources of the city or town regarding community preservation, including the consideration of regional projects for community preservation.’”

The Community Preservation Committee has a thoughtful application process to review Community Preservation Act (CPA) housing applications. The procedure includes guidance from legal counsel on the legal appropriateness of the request, presentations by the applicants, and evaluations and recommendations by the Housing Partnership. The Housing Trust appreciates this thorough process and supports the CPC recommendations to fund the three regional housing requests (107 Main Street, Orleans; Juniper Hill, Wellfleet; and FORWARD at the Rock Phase 2, Dennis) on the May 2023 Town Meeting Warrant.

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

Tim Hackert, Chair  
Brewster Housing Trust



## APPROACH TO IMPLEMENTATION

The table below outlines the potential responsible parties for each strategy, as well as possible time frames for select strategies. The final two columns on the right indicate whether the strategy follows a recommendation from the 2017 Housing Production Plan, and whether the strategy is connected to DHCD guidelines for Housing Production Plans (as outlined in Table 23 of this HPP).

### Implementation Table

Implementation Strategies		POTENTIAL Responsible Entities		POTENTIAL Time Frame	Follow-up to 2017 HPP Strategy #	Meets DHCD Guidelines for HPP Strategies
		Lead	Support	TBD		
<b>Regulatory Reform</b>						
#1	Reevaluate the existing ADU and ACUDU bylaws and other references to accessory apartments; explore amendments to streamline these provisions and improve their efficacy.	Planning Building	BHP HC SB	Early (discussed)	#1	✓
#2	Amend zoning to clearly allow mixed uses that include housing in business-zoned areas.	Planning	BHP, SB HC, TA	TBD	#2	✓
#3	Reevaluate the existing multifamily dwelling bylaw (Section 179-34) and consider changes and other regulatory measures to facilitate multi-unit residential development.	Planning	HC, TA SB	TBD	#5	✓
#4	Explore measures to require or encourage the inclusion of affordable units in residential development over a certain number of units.	Planning	HC, TA SB	TBD	#4	✓
#5	Allow and incentivize the adaptive reuse of existing buildings for the creation of affordable and mixed income housing.	Planning Building TA, SB	HC ZBA	TBD	#6	✓
#6	Utilizing the findings of the ongoing Integrated Water Resource Management Plan, continue to identify appropriate wastewater treatment systems to enable the creation of denser housing development that can support the inclusion of affordable units.	Interdepartmental: Health TA, SB, Planning Natural Resources	HC	TBD	--	



**Implementation Table**

Implementation Strategies		POTENTIAL Responsible Entities		POTENTIAL Time Frame	Follow-up to 2017 HPP Strategy #	Meets DHCD Guidelines for HPP Strategies
		Lead	Support	TBD		
<b>Funding &amp; Assets</b>						
#7	Continue to work with nearby communities on the Cape by pooling CPA funds and other resources to construct affordable housing in suitable locations throughout the region and meet regional housing needs.	CPC TA HC SB	BHP BAHT	Ongoing	#9	✓
#8	Develop a five-year financial plan for the BAHT and determine whether additional funding streams should be explored.	BAHT & Finance (FT) Team & SB	HC CPC	First (In process)	#7 & #8	
#9	Based upon the BAHT five-year financial plan, explore other funding opportunities to support housing initiatives at a range of income levels.	BAHT, CPC, FT, SB, TA & HC		After #8	#7	
#10	Explore local property tax incentives for the creation of affordable housing, such as offering a reduction of property taxes to an owner renting an affordable unit.	SB TA Finance	Assessor HC BAHT	TBD	#8	
#11	Develop criteria for assessing a property's suitability for the creation of affordable and attainable housing.	Planning HC BAHT Building Health	Cons Comm, Open Space TA, SB	First	#15	✓
#12	Inventory existing Town-owned land using the criteria developed to determine suitability for housing; develop and issue an RFP for the development of affordable and attainable housing on properties identified as suitable for housing development.	Planning HC TA BAHT Cons Comm	Assessor SB Open Space	After #11	#15	✓
#13	If deemed necessary based upon the findings of the Town-owned land inventory, develop and issue an RFP for the acquisition of privately held land for the creation of affordable and attainable housing.	BAHT TA HC	Planning SB	After #12	--	✓





**Implementation Table**

Implementation Strategies		POTENTIAL Responsible Entities		POTENTIAL Time Frame TBD	Follow-up to 2017 HPP Strategy #	Meets DHCD Guidelines for HPP Strategies
		Lead	Support			
<b>Education &amp; Advocacy</b>						
#14	Develop a collaborative housing education plan that connects to the Town's Local Comprehensive Plan (LCP).	BAHT BHP HC	Vision BHA COA	Early (In process)	#13 & #16	
#15	Continue to ensure regular participation by staff and members of Town bodies in available trainings on housing-related issues including fair housing, local and regional housing needs, comprehensive permit administration, and other relevant topics.	HC BAHT BHP	Planning CPC ZBA SB Finance	Ongoing	#13	
<b>Local Policy &amp; Planning Strategies</b>						
#16	Continue to make good use of 40B, including the Local Initiative Program (LIP), as a vehicle for creating affordable housing.	BHP BAHT HC, TA	SB ZBA CPC	Ongoing (Brewster Woods, Habitat)	#14	✓
#17	Encourage public/private partnerships to facilitate the collaborative production of affordable housing to meet a range of community needs.	BAHT BHP HC TA	SB Planning CPC	TBD	--	✓
#18	Continue to monitor the impacts of short-term rentals on the availability of year-round rental units; review and consider changes to local policies accordingly.	SB Finance TA	BAHT HC	Ongoing	--	
#19	Increase housing staff capacity to ensure continued and consistent collaboration with the Building, Conservation, Health, and Planning Departments.	TA Finance HC	Interdepartmental: Building Planning	TBD	#12	



**Implementation Table**

Implementation Strategies		POTENTIAL Responsible Entities		POTENTIAL Time Frame	Follow-up to 2017 HPP Strategy #	Meets DHCD Guidelines for HPP Strategies
		Lead	Support	TBD		
<b>Community Resources &amp; Local Support</b>						
#20	Continue the CDBG-funded housing rehabilitation program to enable income-eligible homeowners to make critical home repairs.	HC TA Finance Building	SB	Ongoing	--	
#21	Evaluate current CPC-funded housing initiatives and consider adjusting to meet current needs.	BAHT CPC, SB HC	BHP	Early/ Ongoing (Discussed)	--	
#22	Explore other opportunities for direct support for eligible households, including partnerships with local non-profits and housing assistance providers.	HC BHP BAHT	COA CPC BHA	TBD	--	

Notations:

BAHT- Brewster Affordable Housing Trust  
 BHA- Brewster Housing Authority  
 BHP- Brewster Housing Partnership  
 COA- Council on Aging  
 CPC- Community Preservation Committee  
 Cons Comm- Conservation Committee

FT- Finance Team  
 HC- Housing Coordinator  
 SB- Select Board  
 TA- Town Administration  
 ZBA- Zoning Board of Appeals

## **Brewster Housing Coordinator Update December 2022**

**Jill Scalise**

### **Ongoing Activities/ Projects**

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

### **Personnel**

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

## **Brewster Housing Coordinator Update January & February 2023**

**Jill Scalise & Donna Kalinick**

### **Ongoing Activities/ Projects**

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14)
  - Responded to email and phone requests for information and assistance, 97 total requests for housing information (53) or assistance (44).
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
  - Held joint meeting with Community Preservation Committee (CPC) discussed Trust Guidelines, financial plan, CPC funding of Trust, and status of buydown program.
3. Community Housing Parcel off Millstone (SB Strategic Plan H-4, HPP Strategies #12 & 16)
  - Zoning Board of Appeals (ZBA) hearing for Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC) Comprehensive Permit application began. Provided comments.
  - Received a Mass Housing Partnership 40B Technical Assistance grant award of up to \$10,000. This will provide a consultant to assist the ZBA in the Comprehensive Permit process.
  - POAH & HAC made presentations to the Planning Board and Housing Partnership (HP). The HP and PB both provided comments supporting the project to the ZBA.
  - Ms. Kalinick provided memo with affordable housing lottery data and information on local preference.
4. Redevelop Existing Properties for Affordable Housing (HPP Strategy #5)
  - Serenity at Brewster (55+ rental housing, 27 affordable units): Site operating, affordable units all leased. Market rate units remain available.
5. Comprehensive Permit Projects (HPP Strategy #16)
  - Brewster Woods (30 affordable rental units): Opened, residents moving into apartments.
  - Habitat for Humanity Red Top Road (2 affordable homes): Working on amended regulatory agreement.
6. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategy #20)
  - Regional CDBG: FY22/23 Application for \$1.7 million for housing rehab and childcare submitted.
  - Brewster's rental assistance program- Housing Trust revisited allowable/ reasonable rent, set at 120% FMR.
7. Subsidized Housing Inventory (SHI) (HPP Strategy #21 & 22)
  - 212 Yankee Drive- Response chosen to advertised quote for mold and infestation remediation. Work completed. Health Dept. assisted in determining septic requirements. Quote received for septic repair. DPW cleaned out of garage and did some landscaping. Town disposal fees waived by Select Board.
  - 11 Sean Circle- Communication continued about work performed and setting resale price of home.
  - 50 Paul Hush Way- Affordable home resold. Certificate of Compliance provided.
  - 14 Yankee Drive- Affordable home resale. CPC approved buydown funds of \$62,500 to create affordable resale price. Lottery held by HAC. Chosen eligible purchaser submitted buydown grant application.
8. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
  - Continued implementation of HPP.
  - Evaluated feasibility of Housing Choice application, not feasible this year. Will reevaluate next year.
9. Collaboration (HPP Strategy #7)
  - Met with Community Development Partnership, attended CHAPA Making the Case Call.

### **Personnel**

- Participated in Housing Trust, CPC, Housing Partnership, and Select Board meetings. Worked with: Assessor's, Building, Council on Aging, Finance, Health, Planning, Public Works, Water, and Town Administration.
- Jill Scalise was on FMLA for 6 weeks of this report and the housing work was covered by Assistant Town Manager Donna Kalinick. Special thanks to Ms. Kalinick for her over and above efforts during this time, her excellent work, and her strong commitment to the residents of Brewster.



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

**Administration:**

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

**Housing Rehabilitation:**

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

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

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

**Childcare Subsidy Program:**

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

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



**Rental Assistance Brewster Town Funds as of 03/01/23:**

One household was entered into the Brewster Relief Fund from 12/01/22-02/28/23.

Total Applicants in Town of Brewster considered for Brewster Town Funds:

Approved: 1

Denied: 3

Denial Cause: Did not meet program eligibility requirements.

## **Marketing outreach - Brewster**

Dec 1, 2022 – Feb 28, 2023

### **Emails**

12/5: Orleans Office Open House  
12/7: Telethon for Hope #3  
12/7: Paul Rush, Brewster Affordable Housing Opportunity  
12/8: Telethon for Hope #4  
12/9: Telethon for Hope #5  
12/12: Telethon for Hope Wrap Up  
12/15: End of Year Match Kick Off  
12/22: End of Year Match #2  
12/27: End of Year Match #3  
12/30: End of Year Match #4  
12/31: End of Year Match #5  
1/7: We're proud to partner with Family Table Collaborative  
1/31: Lottery: Yankee Drive, Brewster  
2/3: Our homeless need our help tonight

### **Press Releases**

12/5: Housing Assistance to Open New Office in Orleans  
12/16: Housing Assistance Grateful for Seasonal Support; Gifts as small as \$5 have a big impact for Cape residents in need  
2/2: New Partnership Will Train Housing Advocates (Leadership Cape Cod)

### **Social Media**

12/1

Facebook post: As a first step in her commitment to address divergent needs across the state, Governor-elect Maura Healey created six policy committees as part of her transition team. Our own Alisa Magnotta, CEO has been appointed...

Reach: 518

Engagements: 77

Cross-posted: Instagram, LinkedIn, Twitter

12/1

Facebook post: Thousands of our neighbors are struggling to maintain stable housing. (Telethon)

Reach: 545

Engagements: 23

Cross-posted: Instagram



12/3

Facebook post: When Doug learned that there are more than 200 people on the waiting list for the Cape's only shelter for homeless individuals, he knew he had to act... (donation of gift cards)

Reach: 1,703

Engagements: 98

Cross-posted: Instagram

12/3

Facebook post: We don't just talk the talk. We created a new coalition, Housing to Protect Cape Cod...

Reach: 601

Engagements: 21

Cross-posted: Instagram

12/5

Facebook post: Telethon

Reach: 860

Engagements: 18

Cross-posted: Instagram, LinkedIn, Twitter

12/6

Facebook post: Single family home 3 bedroom, 1.5 baths... (Paul Hush, Brewster)

Reach: 43,860

Engagements: 3,035

Cross-posted: Instagram

12/6

Facebook post: "Can you please help?" That's the question our staff hears 6,000 times a year from people who need safe, stable housing. (Telethon - Alisa's page)

Reach: 786

Engagements: 26

Cross-posted: Instagram

12/7

Facebook post: Orleans Open House

Reach: 535

Engagements: 19

Cross-posted: LinkedIn

12/9

Facebook post: With your gift of \$75, we can provide the case management needed t... (Telethon)

Reach: 471

Engagements: 16

Cross-posted: Instagram

12/9

Facebook post: Telethon final day, thank you & video

Reach: 579

Engagements: 6

12/10

Facebook post: Cape Cod & Islands Association of REALTORS - more than 50 "welcome home" baskets for our clients taking the step from living in a shelter to transitional or permanent housing.

Reach: 834

Engagements: 45

Cross-posted: LinkedIn

12/14

Facebook post: Orleans open house (photos)

Reach: 1,735

Engagements: 65

Cross-posted: LinkedIn, Twitter

12/15

Facebook post: You can be the help your neighbor needs - doubling your impact with a donation today / Thanks Brewster Baptist Church for first \$13K

Reach: 560

Engagements: 37

Cross-posted: Instagram

12/16

Facebook post: Thank you to Kelli Dottridge! She came to Housing Assistance to drop off 150 gift bags for teenagers and other individuals experiencing homelessness or living in shelters, along with 47 sleeping bags.

Reach: 3,221

Engagements: 159

12/16

Facebook post: Summit Draws 300 for 'Day 1' - Concord Report

Reach: 365

Engagements: 17

Cross-posted: Twitter

12/20

Facebook post: Your gift transforms lives - (client story-end of year match)

Reach: 10,101

Engagements: 173

Cross-posted: Instagram

12/23

Facebook post: Holiday thank you and warm wishes

Reach: 556

Engagements: 12

Cross-posted: Instagram

12/23

Facebook post: "The center of every family is the home. Without safe, stable, and affordable housing, any family is at risk." (Shepley story)

Reach: 313

Engagements: 10

Cross-posted: Twitter

12/26

Facebook post: Almost to our goal (end of year match)

Reach: 258

Engagements: 5

12/28

Facebook post: "The charming independently owned inns, shops and restaurants that attract residents and visitors alike to our towns have fewer and fewer available workers....(HACbeat editorial)

Reach: 2,676

Engagements: 81

Cross-posted: LinkedIn, Twitter

12/31

Facebook post: New Year's office closing

Reach: 412

Engagements: 11

Cross-posted: Instagram

1/3

Facebook post: Friends: Thank you for supporting Housing Assistance in 2022

Reach: 753

Engagements: 45

Cross-posted: Instagram, Twitter, LinkedIn

1/3

Facebook post: Governor-elect Maura Healey and Lt. Gov.-elect Kim Driscoll pitched in today during a food distribution day at Family Table Collaborative in South Yarmouth.

Reach: 1,687

Engagements: 108

Cross-posted: Instagram, Twitter

1/4

Facebook post: Gov Healey housing quote / FTC visit

Reach: 1,47349

Engagements: 56

Cross-posted: Twitter, LinkedIn

1/4

Facebook post: Donor testimonial / community support quote

Reach: 502

Engagements: 29

Cross-posted: Instagram

1/12

Facebook post: Donor testimonial

Reach: 682

Engagements: 22

Cross-posted: Instagram

1/13

Facebook post: FTHB class - Feb open

Reach: 1,532

Engagements: 31

Cross-posted: Instagram

1/18

Facebook post: Money Matters classes

Reach: 1,017

Engagements: 19

Cross-posted: Instagram

1/25

Facebook post: Client testimonial

Reach: 535

Engagements: 25

Cross-posted: Instagram

1/27

Facebook post: No longer is our region only impacted by a lack of affordable housing; we're in desperate need of housing for most income brackets. And it's become clear we'll need to tackle the issue from multiple angles. (Alisa - WCAI)

Reach: 851

Engagements: 26

Cross-posted: LinkedIn

1/27

Facebook post: THRIVE program

Reach: 570

Engagements: 9

Cross-posted: Instagram

1/31

Facebook post: Great opportunity for first-time buyers to own in Brewster! Deadline to apply via lottery is February 13th.

Reach: 2,851

Engagements: 433

2/2

Facebook post: Boston Globe article- "People who live mostly in shelters in Massachusetts suffer a death rate about four times higher than that of the state's overall adult population..."

Reach: 235

Engagements: 4

2/3

Facebook post: Today's forecast is making headlines, and if you've among our hundreds of homeless, the sub zero temperatures are actually life-threatening. Please consider a donation...

Reach: 176

Engagements: 4

2/4

Facebook post: FTHB classes

Reach: 902

Engagements: 8

Cross-posted: Instagram

2/6

Facebook post: Client testimonial

Reach: 441

Engagements: 17

Cross-posted: Instagram

2/8

Facebook post: FTHB opportunity in Brewster

Reach: 6,261

Engagements: 88

Cross-posted: Instagram

2/9

Facebook post: Amplify POC Equity Fund

Reach: 459

Engagements: 18

Cross-posted: Instagram

2/14

Facebook post: Client testimonial

Reach: 561

Engagements: 20

Cross-posted: Instagram

2/16

Facebook post: Population loss causes retail revenue to decline, which in turn applies pressure to local businesses already struggling to keep their doors open. (Concord Report)

Reach: 445

Engagements: 18

Cross-posted: Instagram

2/19

Facebook post: Have you always wanted to speak at a public meeting about the housing crisis but you're not sure what to say? (advocacy tools)

Reach: 810

Engagements: 26

Cross-posted: Instagram

2/20

Facebook post: "2023 is already underway and while we are excited about the year ahead, the new year is also a time to reflect on what we accomplished in the last 12 months (Alisa editorial)

Reach: 552

Engagements: 16

Cross-posted: Twitter, LinkedIn

2/21

Facebook post: Way to go, Amplify POC! And a special shout to Housing Assistance Corporation - HAC board member Tara Vargas Wallace - thank you for all you do!

Reach: 137

Engagements: 26

2/22

Facebook post: Here's a great chance to get educated, empowered and engaged - sign up to learn how to become a housing advocate! (2/23 session)

Reach: 2,305

Engagements: 56

Cross-posted: Instagram, Twitter, LinkedIn

Paid ad: \$25

FOR IMMEDIATE RELEASE: MARCH 20, 2022

## New Video of Sea Camps Pond Property Released

**Monday, March 20, 2023 (Brewster, MA)** – The Pond Property Planning Committee (PPPC) is excited to announce the release of its video, **“Introducing the Pond Property”**. “It is appropriate that the first showing should be to the Brewster Select Board, as it was their foresight and persistence that got us to where we are today,” stated Doug Wilcock, Chair of the Pond Property Planning Committee (PPPC).

The Pond Property Planning Committee (PPPC) has met monthly since April 2022, and has been discussing opportunities for future public access to the property. Currently, no formal parking exists at this location. In order to educate the Brewster community about the property while safe and appropriate access is being determined, the PPPC created the aforementioned video, which provides a virtual tour of the beautiful 66-acre parcel from Route 137 to the shores of Long Pond. Those interested can view the video on the Town website at [www.brewster-ma.gov](http://www.brewster-ma.gov).

The Brewster Recreation Department, in partnership with Mass Audubon, will be offering kayak tours to the shore of the Pond Property on June 3, 2023 (rain date June 4). Space is limited and registration is required. Please go to the Brewster Recreation Department page for more information. Additional low-impact activities are being planned.

Early in 2022, the Brewster Select Board created two new advisory committees, each consisting of 11 Brewster residents with diverse backgrounds. These committees are responsible for identifying existing conditions; developing short-term public access plans; assembling a public engagement strategy to ensure broad community input; identifying and evaluating potential partner organizations; and developing comprehensive plans for Town Meeting consideration. The Town also hired a landscape architecture firm, Reed Hilderbrand, in November 2022 to provide expert support and design guidance to the committees as future uses of the properties are planned.

Both the Pond Property and Bay Property Planning Committees look forward to public engagement workshops in Spring 2023. Residents are encouraged to submit comments or questions about the Pond Property to [PPPC@brewster-ma.gov](mailto:PPPC@brewster-ma.gov) and the Bay Property to [BPPC@brewster-ma.gov](mailto:BPPC@brewster-ma.gov).



Published on *Brewster, MA* (<https://www.brewster-ma.gov>)

[Home](#) > Town Meeting Forum (Rm A)

## Town Meeting Forum (Rm A)

**Event Date:**

Tuesday, April 18, 2023 - 6:00pm

To highlight the major articles on the warrant and to give a mini presentation on each of them. There will also be a question and answer segment of this for residents to ask questions about the articles.

### Related Agenda

#### Town Meeting Forum (Rm A)

Submitted on March 28, 2023 - 8:57am

**Date:**

Tuesday, April 18, 2023 - 6:00pm

**Related Event:**

[Town Meeting Forum \(Rm A\)](#)

**Source URL:** <https://www.brewster-ma.gov/home/events/6971>



## **Brewster Housing Trust**

### **March 2, 2023, 5:00pm Meeting**

**Housing Trust Members Present:** Donna Kalinick, Tim Hackert, Vanessa Greene, Ned Chatelain, Paul Ruchinskas, Madalyn Hillis-Dineen

**Absent:** Maggie Spade-Aguilar

**Others Present online:** Robert Tobias, Finance Committee Liaison

1. **Call to Order:** Chair Hackert called the meeting to order at 5:00pm, read the required notice, and declared a quorum.
2. **Citizen's Forum:** Chair Hackert read the Citizen's Forum description and recognized Glenn Casey online. Mr. Casey, 288 Fletcher Lane, asked about the status of an updated proforma for the Millstone development. He also inquired about the sources of the funds identified in the Trust Financial Plan for the proposed Millstone development and the status of these funds if not used as projected. Mr. Casey questioned the need for affordable housing in Brewster.
3. **Millstone Affordable Housing Property update:** Ms. Kalinick stated that POAH & HAC have entered the comprehensive permit hearing process with the Zoning Board of Appeals (ZBA). Next ZBA hearing date is Tuesday March 14<sup>th</sup>. Ms. Kalinick answered Mr. Casey's question inquiry about the source of funding for the projected \$1 million dollars in the financial plan. It is estimated that \$750,000 would come from Trust funds and \$250,000 from Community Preservation Act (CPA) funds. Ms. Kalinick noted that there have been no specific requests to the Town for funding, this is just an estimate. The money in the Trust must be used for affordable housing; the creation, preservation, or support of housing as laid out in the Housing Trust bylaw. In the packet, Ms. Kalinick included a memo on recent affordable lotteries and local preference. The Select Board has until 3 months after an issuance of a comprehensive permit to make requests regarding local preference. Ms. Kalinick expects that the Select Board may ask the Housing Partnership and Housing Trust for input on a potential local preference request. The memo will also be provided to the Housing Partnership and the Select Board. Mr. Chatelain thanked Ms. Kalinick for the memo and noted that all affordable units are subject to lottery and a town may make a request for up to 70% local preference for folks who live or work in the town or have a child in the school system. In both Brewster Woods and Serenity, 100% of those local preference slots were taken by folks in the local preference pool. Chair Hackert thanked Ms. Kalinick for the information.
4. **212 Yankee Drive project update, discussion, and vote to expend funds on septic repairs:** Ms. Kalinick shared that demolition is complete, the interior is down to the studs. This is the first step in getting the house rehabilitated. They did have to go back to do more cleaning because the mold test was still too high. Meanwhile, Ms. Kalinick is

meeting with our rehab consultant and rehab specialist and a plumber to look at the plumbing system. The rehab specialist will be working on a Scope of Work for the rest of the preservation work. Based on information from the Board of Health and Accu Sepcheck, the current septic system needs to be brought into compliance. The septic system, installed in 1994, is lower than what is currently allowed and needs to be raised to the correct height. Additionally, Ms. Kalinick shared the options to address the damaged septic tank: 1. Remove roots and reseal the two-piece tank 2. Replace the existing tank with a 2-piece tank or 3. Replace the existing tank with a one-unit tank. After conferring with the Health Department, Ms. Kalinick's recommendation is to replace the tank with a one-unit tank, put in the new D-box and put in risers for the leech pit. This would be \$6,981. Thus far the Trust has spent or allocated approximately \$1,000 for the septic inspection, \$38,125 for the mold and infestation remediation, \$27,500 for the contract with HAC and TRI for project oversight about \$5,000 in legal expenses for a total near \$80,000. It's not known what the total rehabilitation costs of walls, floors, bathroom, and kitchen fixtures, etc. will be. Ms. Kalinick thanked Asst. Health Director Sherrie McCullough for her assistance and expertise. Mr. Chatelain asked about the Health Department's reasoning for a new tank. Ms. Kalinick replied because of the age and style of the two-piece tank, there is concern that the roots could damage the tank again. Ms. Kalinick noted the minimum needed to bring the system into compliance with the health requirements. Mr. Chatelain stated he was comfortable bringing the system into full compliance. Mr. Ruchinskas noted the purchaser will be a first-time homebuyer and supports Ms. Kalinick's recommendation for a new tank reducing the risk of a future problem. There are trees around the perimeter of the home which provide a buffer to the school and baseball field. The DPW removed one tree close to the home, but this was not related to the septic. Chair Hackert noted that a small differential of cost can minimize a possible future expense for the homeowner. Madalyn Hillis-Dineen moved to authorize up to \$7,500 for the septic work (As listed on the price quote: Option 3-New tank- & 4-New d-box, 5-Riser septic tank outlet, 6-Riser d-box ,& 7-Riser leach pit), Vanessa Greene second. A vote was taken. Motion carried unanimously. Donna Kalinick-Yes, Vanessa Greene - Yes, Paul Ruchinskas-Yes, Ned Chatelain-Yes, Madalyn Hillis-Dineen-Yes, Chair Hackert-Yes.

5. **Discussion of part-time Housing Program staff and funding by the BAHT and possible vote:** Ms. Kalinick stated that there is a lot going on in the housing program and it has grown beyond the work of one person. Conversations have taken place with the Town Manager and the Housing Coordinator(HC) about the need for additional staffing. The 5-year Housing Financial Plan includes a 19-hour-a-week part-time position that would be tasked with more of the programming piece. The HC would have oversight and work with the Trust. In the last couple of months, the Trust has brought a lot of ideas forward: looking at other municipal land parcels, buying land, looking at other programs. There isn't capacity for these ideas currently. It has been difficult for Ms. Kalinick to carry the program with the HC out on leave and with her other Town responsibilities. Ms. Kalinick requested that the Trust consider funding the part-time

housing position (up to 19 hours) beginning July 1<sup>st</sup>, 2023, the FY24 budget. It might only be 15 hours. The process would be for Ms. Kalinick and the HC to work with the HR Director to develop a job description, rate the job, and determine the pay. The position would report to the Town but be funded by the Trust. It would not be a benefitted position. This would be part of the FY24 Town budget but paid for by the Affordable Housing Trust. Ms. Hillis-Dineen stated it was a great idea and would take a load off of the HC and Ms. Kalinick. Mr. Ruchinskas agreed and believes the position is justified. Chair Hackert added that it would help the workflow and improve the Trust's outcomes. Donna Kalinick made a motion for the Trust to fund a part-time housing program assistant position for up to 19 hours a week starting July 1, 2023, the FY24 budget. Seconded by Ned Chatelain. Unanimously approved. Donna Kalinick-Yes, Vanessa Greene - Yes, Paul Ruchinskas-Yes, Ned Chatelain-Yes, Madalyn Hillis-Dineen-Yes, Chair Hackert-Yes.

6. **Discussion of BAHT oversight of Buydown Program and possible vote:** Chair Hackert noted that this agenda item was discussed last month and will be discussed further when the Housing Coordinator returns next month. The goal is to have a CPC grant application for the CPC July 1<sup>st</sup> deadline.
  
7. **Discussion of request to CPC for annual funding for BAHT:** Mr. Ruchinskas, CPC representative, likes the Trust's procedure of asking the CPC for funding for specific purposes. This gives an opportunity to show Town Meeting exactly what the Trust is doing. It also makes sense to ask for an acquisition fund. Looking at the financial plan, the potential 1.2 million balance in the unallocated fund could be put toward acquisition, this is a minimum to get a property for a rental development property. Looking at CPC financing for this, with the May Town Meeting proposed projects there is still over \$750,000 of unallocated funding available. FY24 unallocated funding will also be available for future projects. Mr. Ruchinskas is not aware of major CPC requests for the fall. The Trust could ask for a total of \$500,000 for the buydown and acquisition fund. A substantial housing ask for fall town meeting would be warranted and could fit in the overall 5-year percentage goals of the CPC. Chair Hackert confirmed that a \$500,000 total request would be split between Buydown and acquisition funds. Mr. Ruchinskas suggests recommending a buydown amount, then the remainder for acquisition. Ms. Kalinick noted that she expects POAH/HAC to bring a funding request to CPC for the fall town meeting. The Trust needs to weigh out whether this is the time to ask or in May 2024 when expected housing requests will be the Housing Coordinator position and to examine whether more rental assistance funding is needed. While CPC articles are voted on at Town Meeting, the Trust has the authority to fund programs through the Housing Trust guidelines at any time. However, any amount over \$50,000 needs approval from the Select Board, this is a unique aspect of the Brewster Housing Trust bylaw. Chair Hackert clarified there is a May 2023 Town Meeting funding HC. Mr. Ruchinskas shared the additional May 2023 TM CPC Housing requests: Orleans 14 apartments-HAC \$55,000, Juniper Hill Wellfleet-POAH/ CDP \$55,000, Dennis- FORWARD

\$125,000. The POAH/HAC Millstone request was not considered in the earlier discussion for Fall 23 funding. Ms. Kalinick noted that in other towns where affordable housing developments are further along, the town funding is between \$1 and \$2 million dollars per project. Mr. Tobias wondered if funds for a buydown and acquisition could be a combined fund. Mr. Chatelain noted that this sounds like getting a CPC allocation every year without specific program requirement. Chair Hackert believes that the Trust needs to state what the Trust plans to do with funds. Ms. Kalinick added that the Trust is different than other applicants as the Trust can't necessarily accomplish tasks in 2-3 years. Thus, no matter which way the Trust proceeds, either asking for individual projects or a lumpsum amount, we need to look at the timeline. The Trust has had to go back to the CPC for funding extensions as projects can take a long time, for example 212 Yankee Drive. Part of the reason why Trusts have authority to act is because if something becomes available, the Trust needs to be able to act right away. Further discussion is needed, including Mr. Ruchinskas following up with the CPC. Brewster made its own Affordable Housing Trust Bylaw which includes representatives from the CPC, Housing Partnership, and Planning Board. This has benefited us with relationships with the other committees. Mr. Ruchinskas noted that 2 years is the typical length of CPC contract but doesn't see increasing this time frame for a specific Housing Trust project as a problem. Mr. Ruchinskas will follow up with the CPC for next month's meeting.

8. **Housing Coordinator update:** Ms. Kalinick is working with DHCD on another SHI home that was foreclosed. Some of the required repairs have been made. The Trust paying for the home appraisal was extremely helpful as it enabled us to tell DHCD and the bank what must be done to bring the home to livable condition. The mortgage company has submitted a list of the work completed; we are waiting for documentation. DHCD will set the resale price, then HAC will be the agent for the affordable resale. Further repairs may still need to be done. The new homeowner would be able to apply for CDBG funds if further work is needed. As the lead community, the Town has submitted a FY22/23 regional CDBG application for \$ 1.7 million. The CDBG and Rental Assistance Program reports will be included in next month's Housing Trust packet. Ms. Kalinick has received approximately 45 requests for housing assistance or information in the past month. So, that high number of inquiries continues. Many of the calls are from people looking for housing and who do not necessarily live in Brewster. Housing is a problem throughout the Cape. Many of the folks at one point lived in Brewster but they were not able to stay here because it became unaffordable, they lost their place, or some other circumstance happened. Brewster Woods is fully leased up and people are moving into apartments. The lottery was held for 14 Yankee Drive, resale property with buydown funds, and they have a buyer. With both 14 Yankee and Brewster Woods, people that Ms. Kalinick's kids grew up with, folks who grew up in Brewster but don't necessarily live here anymore, will have homes in Brewster. It's nice to see a cross section of people: people who live here now, people who lived here in the past, and people who just need a place to live moving into these homes. Brewster is an inviting community that wants people to be able to live and thrive in the community. Mr. Ruchinskas inquired about the number of

households in the lottery. This is not yet known. Chair Hackert thanked Ms. Kalinick for her great report.

9. **Cape Cod Sea Camps updates:** Chair Hackert reported that Audubon presented potential programming at the Pond Parcel during the Pond Committee meeting. The Pond Parcel video will be released shortly. Signage is in process. Spring programming includes a Kayak trip. A Public Forum is scheduled for May 20<sup>th</sup>. Mr. Chatelain noted that the Select Board held budget meetings and housing was a consistently shared challenge, especially from public safety. The Sea Camps parcels were specifically brought up in reference to housing. As for the Bay Parcel, a vision session was held with the consultant, Reed Hilderbrand. The committee is finishing plans for an anticipated, residents only, pool opening this summer.
  
10. **For Your Information:** Chair Hackert included material on transfer fee enabling legislation, this would allow the option, if adopted on a local level, for an up to 2% transfer fee to be used on affordable housing. This is information for folks to be aware of what is being discussed in several local towns. Mr. Ruchinskaskas asked if there would be a future discussion and possible endorsement of this legislation. Chair Hackert replied yes. Ms. Kalinick asked if this was also brought up at the Housing Partnership. Ms. Greene shared yes it was. With the multiple impacts of this legislation and needed involvement of numerous boards and committees, Ms. Kalinick will run this by the Finance Team. Chair Hackert agreed that this is not just a Housing Trust issue. Secondly, MA legislation has been introduced to address year-round workforce housing. Again, this is also state enabling legislation that could be enacted on the local level. Ms. Greene clarified that these are both proposals and could change in the process. Ms. Kalinick noted that, thus far, the communities that have adopted this have done it through special legislation. Mr. Chatelain is excited about the innovative workforce housing deed program. As for possible endorsements, it would be helpful to have someone share about the coalitions and what they have done. Chair Hackert offered to follow-up on a possible presentation. Ms. Kalinick noted that the Select Board voted to turn the 'Covid Relief Fund' into a 'Good Neighbor Fund'. It will now be available for more uses.
  
11. **Any other business not anticipated:** None
  
12. **Approval of Minutes from February 2, 2023:** Mr. Chatelain moved to approve the February 2, 2023 minutes with technical comments from Chair Hackert, Madalyn Hillis-Dineen second. A vote was taken. Unanimously approved. Donna Kalinick-Yes, Vanessa Greene - Yes, Paul Ruchinskaskas-Yes, Ned Chatelain-Yes, Madalyn Hillis Dineen- Yes, Chair Hackert-Yes.
  
13. **Next Meeting: April 6, 2023 at 5PM**

14. **Adjournment:** Ned Chatelain moved adjournment at 6:12 PM, Madalyn Hillis-Dineen second. A vote was taken. Unanimously approved. Donna Kalinick-Yes, Vanessa Greene - Yes, Paul Ruchinskas-Yes, Ned Chatelain-Yes, Madalyn Hillis Dineen- Yes, Chair Hackert-Yes.

Respectfully Submitted,

Jill Scalise, Housing Coordinator

Meeting Packet: [Packet BAHT 03.02.23 \(laserfiche.com\)](https://laserfiche.com)