



# Town of Brewster Housing Partnership

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

## HOUSING PARTNERSHIP MEETING AGENDA

2198 Main Street

April 20, 2023 at 6:00 PM

### Housing Partnership

Diane Pansire  
Chair

Jillian Douglass  
Vice Chair

Sarah Robinson  
Clerk

Vanessa Greene

Lisa Forhan

Ralph Marotti

Steve Seaver

Asst. Town  
Manager  
Donna Kalinick

Housing  
Coordinator  
Jill Scalise

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

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

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

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

**Zoom Webinar:** <https://us02web.zoom.us/j/85394022099?pwd=M2JSaDJWYTZPK113eVZPVnVmaTdiUT09>  
Passcode: 301097 To request to speak: Tap Zoom "Raise Hand", then wait to be recognized.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above. Additionally, the meeting will be broadcast live, in real time, via **Live broadcast** (Brewster Government TV Channel 18), **Livestream** ([livestream.brewster-ma.gov](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. Update on Millstone Road Affordable Housing Development
6. Housing Updates
7. Sea Camps Tour
8. Status of Housing Partnership appointments
9. For Your Information- Town Meeting May 1<sup>st</sup> 6PM Stony Brook Elementary, Cape Cod Sea Camps Forum May 20<sup>th</sup>
10. Matters Not Reasonably Anticipated by the Chair
11. Minutes of the February 16 & March 16, 2023 meetings
12. Next Scheduled Meeting May 18, 2023
13. Adjournment

Date Posted:  
04.13.2023

Date Revised:

Received by Town Clerk:

'23 APR 13 10:43 AM  
BREWSTER TOWN CLERK

## Housing Coordinator Update March 2023

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, 63 total requests for housing information (43) or assistance (20). Open office hours Thursday from 10-noon.
  - New website, and Housing Office webpage, debuted. Completed Housing Program annual report.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
  - Continued work throughout report. Exploring oversight & parameters of affordable buydown program.
3. Community Housing Parcel off Millstone (SB Strategic Plan H-4, HPP Strategies #12 & 16)
  - Zoning Board of Appeals (ZBA) Comprehensive Permit hearing continued for Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC). Provided information. Compiled Brewster affordable housing parking lot use data.
  - Housing Partnership provided a letter of support to the ZBA regarding Millstone affordable housing.
4. Redevelop Existing Properties for Affordable Housing (HPP Strategy #5)
  - Serenity at Brewster (55+ rental housing, 27 affordable units): With Asst. Manager Kalinick, met with on-site manager. Affordable units all leased. Approx. 30 market rate units remain available. Bus working well.
5. Comprehensive Permit Projects (HPP Strategy #16)
  - Brewster Woods (30 affordable rental units): Fully leased. 30 units restored to SHI. CPC closed out funds.
  - Habitat for Humanity Red Top Road (2 affordable homes): Amended regulatory agreement approved by Select Board. Received affirmative fair housing marketing plan for homes.
6. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategy #20)
  - Brewster's rental assistance program- Met with HAC about program. 6 households have monthly assistance.
  - Community Development Block Grant (CDBG)- 10 housing rehab projects underway, three large projects.
7. Subsidized Housing Inventory (SHI) (HPP Strategy #21 & 22)
  - 212 Yankee Drive- Mold and infestation remediation complete. Housing Trust approved funds for repair of septic system. Plumber to test plumbing, heating, and piping systems. This will inform scope of work.
  - 11 Sean Circle- Freddie Mac did septic work, looking to sell. Site visit with HAC to determine status.
  - 14 Yankee Drive- CPC approved \$62,500 buydown enabled affordable resale. Documents prepared and signed. Closing completed and home sold.
8. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
  - Reevaluating ADU/ACDU bylaw. Met with Town Planner Idman and Asst. Town Manager Kalinick, Met with CDP about Brewster residents/ADU Resource Center. Also discussed ADU resources with HAC.
  - Plan to hold educational session about Local Preference for several boards/ committees in June.
9. Collaboration (HPP Strategy #7)
  - Met with Harwich Housing Advocate as well as HAC about Brewster's Housing Program; discussed deed restriction feasibility study with Community Development Partnership; took part in a Tufts/ MHP study, including survey & interview, on Housing Trusts; and attended Making the Case call & HOME Consortium.

### Upcoming Events:

- Brewster Woods Ribbon Cutting Tuesday May 9<sup>th</sup>, time TBD.
- Brewster Regional CDBG Housing Rehab & Childcare Interim Public Hearing May 11<sup>th</sup> at 11AM, Zoom.
- Marketing expected to begin in May for two affordable 3-bedroom Habitat homes on Phoebe Way.

### Personnel

- Participated in CPC, Housing Partnership, and ZBA meetings. Worked with: Assessor's, Building, Council on Aging, Finance, Health, Planning, Public Works, Sea Camps Discovery, Water, and Town Administration.
- Attended training for 30B Procurement Law and new website. Completed state ethics training.

# **BREWSTER HOUSING PARTNERSHIP**

## **QUARTERLY PROJECT STATUS REPORT**

**Developer:** Habitat for Humanity of Cape Cod, Inc. **Quarter Ending Date:** March 31, 2023

**Project Title:** Red Top Road Community Housing (26 Red Top Road) now known as Phoebe Way

**Project Representative Contact Name:** Beth Hardy Wade, Director of Land Acquisition & Project Development

**Address:** 411 Main St., Suite 6A, Yarmouth Port, MA. 02675

**Telephone Number:** 508-362-3559 x 24

**Email:** [land@habitatcapecod.org](mailto:land@habitatcapecod.org)

**Deeds/Agreements:**

- Comp Permit: Recorded on 1/24/2022: BK 34849 PG 19. Subdivision Plan: PB 694 PG 44.
- Deed recorded: 2/28/2022. BK 34935 PG 265.
- Regulatory Agreement: 10/20/2022. BK 35434 PG 166
- RNUF/DHCD/SHI approval: Submitted by Jill Scalise on 5/26/2022.
- Deed to Habitat buyer:

**Project Status:**

Permitting:	The Town Clerk stamped ZBA decision and plan have been recorded at the Barnstable County Registry of Deeds. Land transferred from Mrs. Beth Finch to Habitat. And the Regulatory Agreement has been recorded with the original delivered to the Planning office. <u>Update:</u> The Brewster Selectboard recently voted to amend the regulatory agreement to reflect the change in AMI served from both homes at or below 65% to 1 home at or below 60% and the other at or below 80%. DHCD signatures are pending. On receipt of the executed document, the amendment will be recorded at the registry.
Infrastructure:	50% Complete: Mrs. Finch's new septic has been installed and her shed relocated. Infrastructure work is fully underway with lots cleared and road in. The two Habitat home foundations are in. Trees have been planted along the western bound as a buffer between the Habitat homes and neighbor. The home's addresses, 6 & 12 Phoebe Way, have been confirmed to GIS by Town Assessor, James Gallagher.
Construction:	0% Complete: If all goes as planned, we will host a late October 2023 wall raising at these homes.
Fundraising:	Habitat was awarded FHLBB \$60,000 in FHLBB funding in December 2022. No further updates, however fundraising continues.
Volunteers:	N/A
Homeowners:	The Final Marketing plan was recently reviewed by Jill Scalise and subsequently submitted to DHCD for final approval. We hope to open applications on or about May 1 <sup>st</sup> .
Events/Press:	Nothing new to report.

**FY 21 Brewster Regional CDBG Grant  
Quarterly Report  
For the period ending 3/31/23**

**Administration & Management**

The Brewster Regional CDBG grant is progressing very well. We are on schedule to complete the program on time and despite challenges, including longer-than-usual material delays and the need to hire and train a new Rehab Specialist. We are fortunate to have two experienced Rehab Specialists working with us now and they have adapted their skills to coincide with the more stringent requirements of our program. The town of Brewster is very responsive to all grant needs and is an exceptional lead community. The fiscal component of the CDBG grant is functioning very well.

**Housing Rehab Program**

We have **13** projects in the pipeline: **10** under contract of which: **6** completed and closed out, **3** under construction with **1** septic installation still underway, complicated by town water hook up due to a contaminated well, **1** was moved over from FY20 when at the 11<sup>th</sup> hour severe mold was discovered as the bathroom was getting a tub to walk-in shower for the elderly homeowner. We have **3** projects out to bid and loans to close next week (April 17<sup>th</sup>) and several in the application phase. The breakouts are **Brewster 4** projects, **Dennis 5** projects and **Wellfleet 4** projects. **Six** households are elderly (2 single females and 2 couples) and **3** are families, one with children under 6. Lead and septic are the big money items this grant cycle. The 2 of the 3 going out to bid have significant lead hazards that must be addressed: one being a young family with two children under two years old living in an antique home circa 1740. The other lead project is owned by a senior. There is lead literally everywhere along with a leaking roof and glass fuses. Each item is an emergency and left undone would pose seriously hazardous conditions for the homeowner. Sorting through the intense lead reports and searching for the most economical means to address the issue has been a monumental task, requiring several visits with the rehab specialist, moderate risk GCs and a high risk deleader. The third project going out to bid is a mobile home. Everything seems to be outside the box this grant cycle!

**Operations**

Our new primary rehab specialist hit the ground running with heroic efforts to make up for lost time. We are now setting our sights on recruiting more GCs for the program. We had 2 new GCs join in on walk throughs for the new grant and one is working on getting his own GC license after working as a sub for several years. Since we are working off a substantial waitlist (with more calls coming in every day), expanding our GC list is now a priority. We now only have 3 GCs from our pre-Covid roster, so it is time to search out new talent.

**Marketing in the Community**

Towns continue to do an excellent job of updating their sites and sharing information. Word of mouth is by far the most effective and widespread. The COAs are featuring a blurb about the Housing Rehab Program in each newsletter.

**FY21 Program ~ Aftershocks & Inflation.**

As if supply disruptions weren't enough to slow down progress last cycle, this cycle we are grappling with high costs of everything on Cape Cod and a labor shortage due to the lack of affordable housing for workers and those that have workers are still super busy. Everything is taking longer to schedule, i.e., permitting, septic designs & installations, plumbers, electricians, and our high risk deleader is coming from off Cape and we are using him more and more due to the increased presence of lead in these projects. Prices are coming in very high, so we are working diligently to enlist other collaborators to leverage funds. For far we have 5 households that have been referred to Cape Light Compact for heat pumps due to their failed or non-existent heating situations. Lead paint hazards and septic systems are prevalent in this grant cycle

and almost every project is hitting their funding capacity and some exceeding. We are struggling to fund the most critical issues and preventive repair that we used to be able to address (energy efficiency) are falling off the scope. We have reached out to the Red Cross to enlist their assistance with smokes/CO2s. It is not much – but every bit helps now.

**PERFORMANCE MEASURES - HOUSING REHABILITATION:**

- # of homeowner units occupied by elderly: 11
- # of homeowner units moved from substandard to standard: **10**
- # of homeowner units made accessible: 3
- # of homeowner units brought into compliance with lead safety rules: **5**

**LEAD PAINT REPORTING**

<u>*Applicable Lead Paint Requirement:</u>		<u>*Lead Hazard Remediation Action</u>	
Housing constructed before 1978	<b>9</b>	Lead safe Work Practices ~ (Hard costs <\$5k)	<b>4</b>
Exempt: housing constructed 1978 or later	<b>4</b>	Interim Control or Std Practices ~ (Hard costs \$5K -\$25K)	<b>3</b>
Otherwise exempt		Abatement ~ (Hard costs > \$25,000)	<b>2</b>
Exempt: Hard costs <= \$5,000			
Total	<b>13</b>	Total	<b>9</b>

**\*\*\*as projects come under contract, the performance measures & the lead hazard remediation action will be filled in.**

**Real Life in Wellfleet: A homebound elderly woman battle health issues, isolation & collapsing floors.**

- Failed roof – replace roof & gutters; deteriorated siding and trim – replace; replace inefficient doors.
- Failed bulkhead and access – bulkhead stairs collapsed causing her primary Homeowner’s Insurer to cancel her. She currently gets her homeowner’s insurance through the bank that carries her HELOC. These repairs will allow her to get fully insured again; Barrier removal – steps & railing to access the driveway, bathroom & kitchen mods to create walk in shower, widened door to bathroom and kitchen repairs to rotted flooring and counters. **Conclusion ~ the building permit was delayed until a septic inspection could be conducted. Good news here, no septic replacement is needed! The town conditionally passed the system with a pump & repair, though it will need a new system upon sale of the home.**

***Before ~ All kinds of code deficiencies-inside and out.***





*After ~ The homeowner's insurance inspector will be happy to see this repair!*







*It should be noted here that we have some of the best humans (GC~Cedar Crest Properties) working in this program. These kitchen cabinets were infested with mice. Because the project was hitting the 50K cap, the GC took care of the unwanted intruders as a humanitarian gesture- no charge. This is one lucky homeowner.*

## **FY21 Brewster Childcare Subsidy Program**

The FY21 Brewster Regional Childcare Subsidy Program has had another successful quarter, with more applicants joining the program and participating families continuing to bill for their childcare costs. Over the next quarter, we anticipate that many families will be shifting gears towards summer, a busy season in the area for local families who are employed in the service sector. We're prepared to assist those families with the search for summer childcare and the application process. To date we have received 24 applications and approved 14, a total of 19 children. We've encumbered just shy of 60% of funds so far.

### **Performance Measures:**

New Access: 14

Improved Access: 5

No Longer Substandard: 0

**INTERIM PUBLIC HEARING NOTICE  
FY21 BREWSTER REGIONAL CDBG GRANT**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the **Brewster FY21 Regional CDBG Interim Public Hearing on Thursday, May 11, 2023 at 11 am** will be physically closed to the public and conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the grant administrator's website, at [www.baileyboyd.com](http://www.baileyboyd.com). No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real-time, via technological means. To participate and/or comment on your computer or smartphone, go to <https://us02web.zoom.us/j/81787933564> or call 309-205-3325, when prompted enter meeting id# 817 8793 3564. The housing rehab and childcare subsidy programs will be discussed. Residents from Brewster, Dennis and Wellfleet are welcome and will be heard. For additional information contact Cassie Boyd Marsh, Grant Administrator, at 508-430-4499 x1 or email [cboyd@baileyboyd.com](mailto:cboyd@baileyboyd.com)

## **Brewster Housing Partnership**

Minutes of the February 16, 2023 virtual meeting

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Members Present: Chair Diane Pansire, Jillian Douglass, Vanessa Greene; Stephen Seaver, Ralph Marotti,

Guests Present: Presenters David Quinn of HAC, Vitalia Shklovsky of POAH, Select Board Liaison Cynthia Bingham, Assistant Town Administrator Donna Kalinick

Chair Pansire read the meeting participation statement and declared a quorum present. She called the meeting to order at 6:00pm with a roll call vote. **Call to order: Vanessa Greene – yes; Stephen Seaver -yes; Jillian Douglass – yes; Ralph Marotti – yes; Chair Diane Pansire – yes.**

Assistant Town Administrator informed the Partnership that the Brewster Community Preservation Committee received the 4 letters from the Partnership and voted as follows:

1. Friends Or Relatives With Autism And Related Disabilities, Phase 2 (FORWARD2) = \$120,000 towards the 8 units in Dennis Hokum Rock Road for Special Needs populations
2. Housing Assistance Corps (HAC) - \$50,000 towards 14 units in Orleans at 107 Main St.
3. Preservation of Affordable Housing (POAH) and Community Development Partners (CDP) =\$50,000 towards 46 units at Juniper Hill (Lawrence St.)

### **Presentation - ZBA Comp. Permit 23-04- Town's Project off Millstone Road –**

Chair Pansire recognized David Quinn, Director of Housing Development for Housing Assistance Corporation of Hyannis, who introduced the Project and Team.

The site is just over 16 acres. This is the 9<sup>th</sup> Project that HAC & POAH have partnered to develop on Cape Cod. Both entities are Private Non-Profit Corporations. This is a Low Income Housing Tax Credit (LIHTC) Project, which requires specialized expertise and multiple State approvals, as well as the local reviews, comments and approvals. The project Team includes:

Union Studio, an architectural and community design firm based in Boston

Horsley Witten Group, an environmental engineering firm based in Sandwich

Peter Freeman of Freeman Law Group, LLC, a land use attorney based in Hyannis, who specializes in LIHTC financing and management.

Mr. Quinn introduced Vita Shklovsky of Preservation of Affordable Housing and she explained that POAH is based in Boston with regional offices in Chicago and DC. POAH owns, operates and manages over 1,200 apartments throughout the Midwestern and Mid-Atlantic US. In addition to developing and constructing Affordable housing, POAH has an internal management company that manages POAH-developed properties and specializes in preserving distressed private properties to maintain their on-going financial viability as Affordable neighborhoods

Ms. Shklovsky gave a PowerPoint presentation of the goals of the Brewster project. In accordance with the Town's criteria, this project will produce 45 apartments all of which will be

affordable to households with incomes of 80% or less of Area Median Income (AMI). Affordability mix will accommodate eligible households with incomes ranging from very low income households (30% AMI) up to moderate-income households (80% AMI) and all units will count towards the Town’s year-round Subsidized Housing Inventory (SHI). The mix will be as follows:

Unit Size	30% AMI	60% AMI	80% AMI	Total
1 Bed		10	5	15
2-Bed	4	16	5	25
3-Bed	4	1		5
	8	27	10	45

Representative monthly rents based on current AMIs would indicate ranges as follows:

1-Bed	\$591 to \$1,739
2-Bed	\$821 to \$1,957
3-Bed	\$1,252 to \$2,153

Rents will be adjusted annually to meet future HUD and DHCD restrictions at occupancy.

Because the 16 + acre site has never been undeveloped and is in a natural forested state, the design disturbs as little tree vegetation and surface soil as possible, and preserves 72% of the site in Open Space by establishing a “village-concept” grouping, with all construction concentrated in the Northern “point” of the V-shaped property. A majority of the wings of the V-Shape will remain undisturbed. There are 11 buildings surrounding a communal treed “green space”. 9 of the buildings are 2-story Town-Houses of 2 to 4 apartments each. 1 building is a larger 2-story multi-family apartment building, housing 13 apartments. The center 1-story building is a community building, with an on-site management office, communal laundry and meeting space. All buildings will incorporate traditional Cape Cod architecture, maximizing environmental sustainability concepts. Construction will incorporate greater-than-code Energy Efficiency, seeking all-electric “Passive House” certification, with solar-ready capacity. There will be an elevator in the 2-story multi-unit “Manor House”. All utilities will be under ground. The neighborhood will be serviced by a looped system off the public water supply, with 5 hydrants. Septic waste will be managed by a pumped secondary treatment Alternative Innovation (AI) system, with leaching fields to the west of the buildings providing additional above grade open space as a grassed field with future recreation capacity. Landscaping will incorporate low-maintenance plant varieties and there will be no landscape irrigation. Stormwater bio-retention and slopes will accommodate 100% of estimated 100-year stormwater flows on-site.

75 formal off-road parking spaces are proposed, 5 of which will meet ADA standards. This is a ratio of 1.6 parking spaces to each apartment. An internal walkway will connect to Millstone Road. Internal drives will accommodate the Brewster Fire Department’s ladder engine radius.

The Zoning Board of Appeals has held one initial meeting on this project and hearings continue to accept public input. A waiver for building set-backs is being requested from the upper southern lot line to allow for minor encroachment into the required vegetative buffer, at a point where the neighboring parcel provides deeded green open space.

Vice Chair Douglass expressed excitement about a design that has been so thoroughly vetted. She stated that while working for POAH she found the design, construction and layout of POAH's local properties to be very comfortable for residents. She added that she has been referring to this project as Brewster Ridge and asked that the project be named as soon as possible.

Ralph Marotti asked about the solar panels. Mr. Quinn noted the buildings are solar-ready. Ms Shklovsky indicated that solar is planned, even if it must be phased. Mr. Marotti asked about exterior lighting. Mr. Quinn noted that HAC/POAH standardly seeks Night Sky Compliance to minimize night glow. Mr. Marotti asked if the 1.6 parking ratio meets visitor parking needs. Ms Shklovsky added that this standard has been successful at other POAH properties, but that this will be further addressed by the ZBA.

Ms Kalinick, speaking as a member of the Brewster Affordable Housing Trust stated that POAH and HAC's proposal met or exceeded all of the Trust criteria and that Team professionals have been very accommodating of flexible design suggestions. She noted that the development includes Electric Heat pumps and will have solar if financially feasible.

Vice Chair Douglass noted that if anyone wanted to see a similar development, they could visit Melpet Farm on Route 134 in Dennis

Chair Pansire stated that she also was excited about the design and feel. She asked about acoustical insulation to reduce sound between multi-family units. Ms. Shklovsky noted that she will bring that recommendation back. Chair Pansire asked about future development potential within the open space areas. Assistant Administrator Kalinick explained that the current development agreement does not permit for future construction. It was noted that there is a propane back-up generator for the pumped septic system which will have excess capacity to electrify the community building's office during a power failure.

Rents will not exceed 30% of the household's monthly income and include a utility allowance as a discount toward rents for each household, based on the utilities that are not provided by the landlord. It is currently anticipated that renters will receive an allowance for heat and hot water, but will be individually responsible for separate accounts for unit electric, phone and cable.

**Mr, Marotti moved that the Housing Partnership vote to endorse HAC/POAH's Local Comprehensive MGL 40B Permit application for 45 units of Affordable Housing on the 16-acre Town parcel located off Millstone Road** and encourage the Brewster Zoning Board of Appeals to approve the development. Ms. Douglass seconded the motion. The roll call vote was Marotti – yes; Greene – yes; Douglass- yes; Pansire – yes; Seaver- abstain. (Letter to be drafted by Douglass and relayed to Town by 3/10/23)

**Housing Updates** – Donna Kalinick = “lots of inquiries”. “Gotten pretty bad out there”.

Residents are moving into Brewster Woods. CCRTA will provide a bus shelter at Frederick Court to serve the neighborhoods on Brewster Road. Brewster has applied for a regional grant of \$ 1.7 million in CDBG funds. Brewster will serve as the lead community (Dennis & Wellfleet are our co-applicants). Current year's CDBG Grant is 75% expended. The Housing Trust Rental Assistance Program has 6 participants, currently and rent assistance has been increased to up to 120% of fair market rents.

212 Yankee Drive- mold remediation and demolition have been completed. DPW assisted with clean-up and yard work. Vice Chair Douglass thanked Ms. Kalinick for stepping-up during Ms.

Scalise's leave and commended her administrative work as the lead Town for CDBG and CCRTA bus stop initiatives.

Chair Pansire asked if an ADU could be built on a LIP or HOP ownership home? Assistant Kalinick says this has not been considered, but should be reviewed as a future zoning topic. Vice Chair Douglass suggested that the Town consider creating a program that would bring revolving low interest loans and financing to income-eligible property owners seeking to create deed-restricted Affordable ADUs on their Brewster properties, regardless of their LIP or HOP status.

**2022 Annual Report** – Mr. Marotti thanked the Chair. **Vice Chair Douglass moved acceptance of the Annual Report. Ms. Douglass seconded the motion. The roll call vote was Marotti – yes; Greene – yes; Douglass- yes; Pansire – yes; Seaver- abstain.**

**Meeting Format** – Starting March 1, 2023, new procedures will require a quorum of members to be present live for meeting. Whoever chairs the meeting must be present live. Hybrid for public attendance Members must attend a minimum of 50% of all meetings in-person. Next meeting is scheduled for 3/16/23. 4 members will need to attend live at the Brewster Town Hall.

**FYI** – CDP Trainings will be available by recording on the CDP web site.

Local Preference – Ms. Kalinick provided statistics related to applicants for occupancy via new lotteries. Data comes from lottery applications (current addresses). She concludes 80% of applicants for Brewster Woods and Serenity had On-Cape addresses. It was noted that it would be helpful to have the number and origin of all applicants and the bedroom sizes sought. It was noted there are already wait lists for Brewster Woods units.

Cindy Bingham requested that Ms. Kalinick share her statistics with the Select Board, She confirmed she intends to share with Planning Board, Select Board, Trust Board and Zoning Board of Appeals.

Ms Greene asked is there are any current statistics related to displaced Brewster residents seeking local preference to return to Brewster. Ms. Kalinick said no. Ms, Douglass suggested that the Partnership could request (redacted) Housing Authority wait list data related to numbers for each size of unit.

**Minutes** – October 20, 2022. **Douglass moved approval of the October 20, 2022 minutes. Greene seconded. Douglass – yes; Greene- yes; Marotti -yes; Pansire – yes. Seaver -abstain.** Minutes of January 19, 2022. **Marotti moved approval; Greene seconded. Marotti - yes; Greene= yes; Douglass – yes; Pansire – yes; Seaver -abstain.**

Next meeting is scheduled for March 16, 2023

**Adjournment - Marotti moved adjournment. Douglass seconded. Marotti - yes; Greene= yes; doulas – yes; Pansire – yes; Seaver -abstain.**

Respectfully submitted,  
Jillian Douglass, Vice Chair BHP