



Town of Brewster Finance Committee

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

MEETING AGENDA

Brewster Town Hall

2198 Main Street

September 13, 2023 at 6:00 PM

Finance Committee

Harvey (Pete) Dahl
Chair

Frank Bridges
Vice Chair

William Meehan
Clerk

Patrick Buckley

Andrew Evans

William Henchy

Alex Hopper

Robert Tobias

Robert Young

Town Manager

Peter Lombardi

Finance Director

Mimi Bernardo

This meeting will be conducted in person at the time and location identified above. This means that at least a quorum of the members of the public body will attend the meeting in person and members of the public are welcome to attend in person as well. As a courtesy only, access to the meeting is also being provided via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda, 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 (929) 436-2866 or (301) 715-8592. **Webinar ID:** 862 2956 9696 **Passcode:** 565167

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

Zoom Webinar: <https://us02web.zoom.us/j/86229569696?pwd=MUHJNGpoU3VocTZ0cTU0VGpYcWdVQT09>

Passcode: 565167

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

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above.

Additionally, the meeting will be broadcast live, in real time, via **Live broadcast** (Brewster Government TV Channel 18), **Livestream** (livestream.brewster-ma.gov), or **Video recording** (tv.brewster-ma.gov).

1. Call to Order/Pledge of Allegiance
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Recording Statement - As required by the Open Meeting Law, we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting, they are required to inform the chair.
5. Public Announcements and Comment: Members of the public may address the Finance Committee on matters not on the meeting's agenda for a maximum of 3-5 minutes at the Chair's discretion. Under the Open Meeting Law, the Finance Committee is unable to reply but may add items presented to a future agenda.
6. Introduction of new member Patrick Buckley
7. Town Manager/Finance Director Report
8. Report on FY23 Free Cash & FY24 Tax Rate
9. Town Meeting Overview
10. Liaison Assignments
11. Liaison Reports on Bay Parcel and Pond Parcel Planning Committee
12. Liaison Reports and Assignments
13. Approval of Minutes
14. Request for agenda items for future meetings
15. Matters Not Reasonably Anticipated by the Chair
16. Next Finance Committee Meeting/Finance Committee calendar
17. Adjournment

Date Posted:

Date Revised:

Received by Town Clerk:

Free Cash Certification
Free Cash Calculation - Fiscal Year 2024

Begin:	
Unreserved Undesignated Fund Balance	5,948,857.00
Subtract:	
Personal Property Tax Receivable	8,017.00
Real Estate Tax Receivable	364,545.00
Other Receivables in Deferred Revenue	
	0.00
Total	0.00
Other Receivables, Overdrawn Accounts, Deficits	
SRF F/B FY23 Costal Resilience Grant (CZM)	825.00
Total	825.00
Free Cash Voted from Town Meeting Not Recorded	0.00
Add:	
Circuit Breaker, Other Closed Accounts, Adjustments:	
	0.00
Total	0.00
Deferred Revenue (Credit Balance+, Debit Balance-)	-445,385.00
Free Cash Calculation for 2023	5,130,085.00
Reviewed By:	Katie Scopelleti
Certified On:	8/23/2023

Free Cash Certification
Retained Earnings Calculation - Water Dept - Fiscal Year 2024

Enterprise Fund Number	A-2(1ST)
Type of Enterprise Fund	Water
Name of Enterprise Fund/Statutory Reference	Water Dept

Part I Cash	2,125,072.00
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Current Liabilities, Designations of Fund Balance:

Accounts Payable	0.00
Payroll Payable	0.00
Warrants Payable	0.00
Encumbrances	356.00
Expenditures	175,000.00
Continuing Appropriations	263,108.00

Other Liabilities

Reserve for Petty Cash	200.00
Total	438,664.00

Cash less Current Liabilities	1,686,408.00
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Part II Retained Earnings, Undesignated	1,686,408.00
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Accounts Receivable (net):

User Fees	0.00
Other Accounts Receivable	
	0.00
Total	0.00

Undesignated Retained Earnings Less Accounts Receivable	1,686,408.00
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Fixed Assets

Debits:

	0.00
Total	0.00

Credits:

	0.00
Total	0.00

Free Cash Certification

Retained Earnings Calculation - Water Dept - Fiscal Year 2024

Fixed Assets Variance (Debits - Credits)	0.00
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Free Cash Certification
Retained Earnings Calculation - Golf - Fiscal Year 2024

Enterprise Fund Number	A-2(2ND)
Type of Enterprise Fund	GolfCourse
Name of Enterprise Fund/Statutory Reference	Golf

Part I Cash	3,199,774.00
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Current Liabilities, Designations of Fund Balance:

Accounts Payable	0.00
Payroll Payable	0.00
Warrants Payable	0.00
Encumbrances	0.00
Expenditures	0.00
Continuing Appropriations	1,093,954.00

Other Liabilities

	0.00
Total	1,093,954.00

Cash less Current Liabilities	2,105,820.00
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Part II Retained Earnings, Undesignated	2,105,820.00
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Accounts Receivable (net):

User Fees	0.00
Other Accounts Receivable	
	0.00
Total	0.00

Undesignated Retained Earnings Less Accounts Receivable	2,105,820.00
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Fixed Assets

Debits:

	0.00
Total	0.00

Credits:

	0.00
Total	0.00

Free Cash Certification

Retained Earnings Calculation - Golf - Fiscal Year 2024

Fixed Assets Variance (Debits - Credits)	<i>0.00</i>
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Town of Brewster
Free Cash Analysis
Fiscal Year Ending June 30, 2023

Revenue	Budget	Actual	Amount Over/(Under)	
Real Estate & Personal Property Taxes	\$40,403,191	\$40,268,646	-\$134,545	
Motor Vehicle & Boat Excise Tax	1,509,082	1,808,428	299,346	
Meals Tax	157,771	258,927	101,156	
Traditional Lodging Tax	1,113,502	1,542,027	428,525	
Short Term Rentals Tax	750,000	1,488,828	738,828	
Waste Disposal	557,205	548,411	(8,794)	
Fees	102,500	112,735	10,235	
Rentals	78,572	102,677	24,105	
Departmental Receipts	156,895	437,209	280,314	
Licenses & Permits	884,796	1,053,120	168,324	
Investment Income	60,000	286,239	226,239	
Other Local Receipts	204,342	369,486	165,144	
State Aid (Cherry Sheet Receipts)	2,373,044	2,403,518	30,474	
Transfers from other funds	1,835,948	1,844,015	8,067	
Total Receipts	\$50,186,848	\$52,524,265	\$2,337,417	4.66%

Expenditures	Budget	Actual	Amount Over/(Under)	
General Government	\$2,933,946	\$2,619,476	\$314,470	
Public Safety	7,036,685	6,984,855	\$51,830	
Education	22,243,426	22,086,353	\$157,073	
Public Works	2,359,848	2,115,355	\$244,493	
Human Services	927,929	853,402	\$74,527	
Culture & Recreation	974,619	938,770	\$35,849	
Debt Service	3,321,898	3,312,197	\$9,701	
Local Assessments	70,771	69,271	\$1,500	
Fringe Benefits	6,850,871	6,271,237	\$579,634	
Utilities	505,423	496,838	\$8,585	
General Insurance	534,482	434,960	\$99,522	
State Assessments (Cherry Sheet)	657,366	635,615	\$21,751	
Transfers to Other Funds	1,042,000	1,042,000	\$0	
Total	\$49,459,264	\$47,860,330	\$1,598,934	3.23%

√ Surplus Revenue	2,337,417
√ Departmental Budget Turnbacks	1,598,934
√ Unused FY22 Free Cash	1,073,559
√ Prior Year Encumbrance Close-Outs	13,537
√ Capital Project Close-Outs	74,485
√ Other Amounts Due to Town/ Adjustments	32,152

Certified Free Cash 6/30/2023 **\$ 5,130,085**

**Town of Brewster
Free Cash History**

Year		Certified Free Cash (start of FY)	Amount Reserved (end of FY)	Annual Free Cash Appropriations	Adjusted General Fund Operating Budget Total*	Free Cash Starting Balance as % of Operating Budget	Free Cash Ending Balance as % of Operating Budget
7/1/2011	FY12	\$ 2,211,097	\$ 546,246	\$ 1,664,851			
7/1/2012	FY13	\$ 2,344,887	\$ 648,750	\$ 1,696,137			
7/1/2013	FY14	\$ 2,209,047	\$ 561,989	\$ 1,647,058			
7/1/2014	FY15	\$ 2,365,624	\$ 607,861	\$ 1,757,763			
7/1/2015	FY16	\$ 2,542,316	\$ 606,836	\$ 1,935,480	\$ 35,738,178	7.11%	1.70%
7/1/2016	FY17	\$ 2,905,830	\$ 642,083	\$ 2,263,747	\$ 37,091,199	7.83%	1.73%
7/1/2017	FY18	\$ 2,295,241	\$ 833,652	\$ 1,461,589	\$ 37,787,113	6.07%	2.21%
7/1/2018	FY19	\$ 1,989,981	\$ 884,814	\$ 1,105,167	\$ 40,572,087	4.90%	2.18%
7/1/2019	FY20	\$ 2,937,130	\$ 1,940,130	\$ 997,000	\$ 42,367,321	6.93%	4.58%
7/1/2020	FY21	\$ 4,016,610	\$ 1,180,782	\$ 2,835,828	\$ 44,044,280	9.12%	2.68%
7/1/2021	FY22	\$ 4,501,333	\$ 955,117	\$ 3,546,216	\$ 46,071,182	9.77%	2.07%
7/1/2022	FY23	\$ 4,641,154	\$ 1,073,559	\$ 3,567,595	\$ 49,628,729	9.35%	2.16%
7/12023	FY24	\$ 5,130,085	TBD	TBD	\$ 54,305,057	9.45%	TBD
Average		\$ 3,083,872	\$ 873,485	\$ 2,039,869	\$ 43,067,238	7.84%	2.41%
Median		\$ 2,542,316	\$ 741,201	\$ 1,726,950	\$ 42,367,321	7.83%	2.17%



Town of Brewster

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Phone: (508) 896-3701
townmanager@brewster-ma.gov

Office of:
Select Board
Town Manager

MEMORANDUM

TO: Select Board
FROM: Peter Lombardi, Town Administrator
RE: Anticipated Warrant Articles for Fall 2023 Town Meeting
DATE: September 8, 2023

With the Select Board voting to open the Spring 2023 Town Meeting warrant at your meeting on September 11, here is a summary of the articles currently under consideration for inclusion on the warrant:

1. Outstanding Obligations (Unpaid Bills)
2. Community Preservation Act Funding
3. FY24 Capital and Special Project Expenditures
4. Fire Union Collective Bargaining Agreement (FY24-26)
5. General Bylaw Amendment: Private Road Betterments
6. General Bylaw Amendment: Golf Commission
7. Zoning Bylaw Amendment: Accessory Dwelling Units
8. Adoption of Community Preservation Surcharge Exemption Local Option
9. Local Comprehensive Plan

The meeting is expected to be held on Monday November 13, 2023 at the Stony Brook Elementary School. The priority deadline for warrant articles is September 29, 2023.

Local Tax Relief Options:

Community Preservation Surcharge Exemption (G.L. c. 44B §3(e)(1))



TOWN OF BREWSTER
FINANCE TEAM
SEPTEMBER 11, 2023

For your
consideration:

Community
Preservation
Surcharge
Exemption
(G.L. c. 44B §3(e)(1))

Low Income
Residents

&

Low-Moderate
Income Seniors

Low Income Resident CPA Exemption & Low-Moderate Income Senior CPA Exemption

Exempts the entire 3% CPA Surcharge for qualifying primary resident homeowners:

Seniors (Age 60 & Up):
Income limit is 100% of the Area Wide Median Income (Low-Moderate Income)

Non-Seniors (below 60):
Income limit is 80% of the Area Wide Median Income (Low Income)

Income limits are adjusted annually based on median area income and are further adjusted based on household size. See chart on next slide for FY2024 limits.

Funding Source: None – this is a reduction in CPA surcharge.

Projected FY2024 Median Single Family Tax Bill: \$4,841.23;
Projected Median CPA Surcharge \$145.24.

Annual Income Limits by Household Type and Size

FY2024 US HUD AWMI for Barnstable County is \$124,300

Property owned by senior (60 or older)				Property owned by non-senior (under 60)			
Household Size	100% AWMI	Household Multiplier	FY2024 Annual Income Limit	Household Size	80% AWMI	Household Multiplier	FY2024 Annual Income Limit
1	\$ 124,300	0.7	\$ 87,010	1	\$ 99,440	0.7	\$ 69,608
2	\$ 124,300	0.8	\$ 99,440	2	\$ 99,440	0.8	\$ 79,552
3	\$ 124,300	0.9	\$ 111,870	3	\$ 99,440	0.9	\$ 89,496
4	\$ 124,300	1	\$ 124,300	4	\$ 99,440	1	\$ 99,440
5	\$ 124,300	1.08	\$ 134,244	5	\$ 99,440	1.08	\$ 107,395
6	\$ 124,300	1.16	\$ 144,188	6	\$ 99,440	1.16	\$ 115,350
7	\$ 124,300	1.24	\$ 154,132	7	\$ 99,440	1.24	\$ 123,306
8	\$ 124,300	1.32	\$ 164,076	8	\$ 99,440	1.32	\$ 131,261

Potential CPA Surcharge Reductions

- Although we estimate that up 22.5% percent of residential properties might qualify for the CPA Exemption, we don't expect that all potentially qualifying properties will apply for the exemption.
 - The application involves a full financial income review of all household members.
 - All seniors who currently qualify for the existing senior real estate tax exemption under Clause 41C will automatically qualify for the CPA exemption. We average around 40 applicants per year (less than 1% of residential properties).
 - Provincetown and Chatham have both adopted the CPA Exemption, they both report that there are very few applicants who are not already receiving the senior real estate exemption.
 - The CPA exemption is a tool that provides a little extra relief for those that need it.
-

Summary

- The CPA Low Income Resident Exemption & Low-Moderate Income Senior Exemption, if adopted, could be in place in time for FY2025.
 - The CPA Exemption was presented to the Community Preservation Committee on July 12, 2023 and received a unanimous vote of support. The CPA Exemption also received a unanimous vote of support from the Board of Assessors in August 2023.
 - This would be an exemption of the 3% CPA surcharge to Low Income households and Low-Moderate Income Senior households.
 - There is no funding required to offset the exemption.
 - The financial impact is a reduction in CPA surcharge revenue.
 - This is true relief and based on residency and income. Applies to all ages.
-



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Office of:
Select Board and
Town Administrator

SELECT BOARD LIAISON POLICY

Policy no. 62
Date adopted: July 6, 2020
Amended: _____

A. PURPOSE. Brewster Select Board members act as liaisons to Town boards, committees, and commissions to facilitate effective communication between those groups, the Select Board, and Town administration.

B. LIAISON ROLE. A Select Board Liaison will:

1. Establish a working relationship with the chair of each public body to which they are assigned and be available for consultation as needed.
2. Announce board, committee, and commission activities likely to be of interest to the public during "Select Board Announcements and Liaison Reports" at Select Board meetings.
3. Participate in board, committee, and commission meetings when that participation facilitates communication and action, when feasible.
4. Provide guidance to boards, committees, and commissions to facilitate progress on activities.
5. Serve as a resource to their assigned boards, committees, and commissions.
6. Inform the Town Administrator of board, committee, or commission issues and activities that the Town Administrator should be aware of or engaged in.
7. Not be a voting member of the board, committee, or commission unless so specified.
8. Speak as an individual Select Board member when participating in board, committee, or commission meetings, and not representing the voice of the full Select Board.
9. Be included on the meeting agenda distribution list for the public bodies they are assigned to.

C. APPOINTMENTS.

1. Following reorganization of Select Board leadership after an annual Town election, the Select Board Chair will make liaison assignments.
2. Select Board members will be invited to request specific assignments and the Chair will accommodate requests where possible.
3. When assignments are made, Select Board members are encouraged to contact the chair of each assigned group to inform that chair of the liaison assignment.

Approved by the Brewster Select Board July 6, 2020

Mary Chaffee, Chair

Benjamin deRuyter, Vice Chair

Cynthia Bingham, Clerk

David Whitney

Edward Chatelain

Brewster Finance Committee
Liaison Assignments 2023 – 2024

Group	Member
Select Board/Town Administrator	Pete Dahl – Chairperson
Board of Assessors	Bob Young
COA	
Crosby Mansion	Andy Evans
Planning Board	Formerly Honey P.
Nauset Regional Schools**	Bill Henchy/Volunteer
Brewster Elementary Schools **	Robert Tobias
Brewster Ladies Library**	Andy Evans
Cape Cod Tech**	Bob Young
Golf Dept. *	Bill Meehan
Water Department *	Bill Henchy
Community Preservation Committee	Alex Hopper
Human Services	
Board of Health	Alex Hopper
Housing Trust	Robert Tobias
Energy Committee	Bill Meehan
Non-Resident Taxpayers Assoc.	Pete Dahl
Recycling Commission	Frank Bridges
Capital Planning Committee	Frank Bridges
Personnel Bylaw Committee	
Vision Planning	Formerly Honey P.

New Committees

Bay Property Advisory Committee	Bill Meehan
Pond Property Advisory Committee	Bill Henchy

*Enterprise Fund - Require Liaison

** School Committee – Independent Board – Requires Liaison

Inactive Committees

Comprehensive Water Planning

Brewster Taxpayers Association

Building Needs Committee

All Citizens Access Committee

DPW (TA)

Police (TA)

Fire (TA)

Recreation Department (TA)



Town of Brewster

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MINUTES OF THE LOCAL PREFERENCE INFORMATION SESSION

DATE: August 17, 2023
TIME: 6:00 PM
PLACE: 2198 Main Street

PARTICIPANTS: **Housing Partnership-** Chair Jillian Douglass, Lisa Forhan, Vanessa Greene, Sarah Robinson, Steve Seaver, **Select Board-** Chair Chatelain, Selectperson Bingham, Selectperson Hoffmann, Selectperson Whitney, **Affordable Housing Trust-** Chair Timothy Hackert, Vanessa Greene, Donna Kalinick, Ned Chatelain, Maggie Spade-Aguilar, **Town Manager** – Peter Lombardi, **Housing Coordinator-** Jill Scalise

REMOTE PARTICIPANTS: **Housing Partnership-** Ralph Marotti. **Affordable Housing Trust-** Tony Freitas and Paul Ruchinkas. **Finance Committee-** Chair Pete Dahl, Robert Tobias, Alex Hopper, Andy Evans, Bill Hency, Frank Bridges. **Community Preservation Committee-** Chair Faythe Ellis, Sarah Robinson, Sharon Marotti, Elizabeth Taylor, Bruce Evans, Peggy Jablonski, Paul Ruchinkas

Call to Order, Declaration of a Quorum, Meeting Participation Statement and Recording Statement

- Select Board Chair Chatelain called the meeting to order at 6:03pm and declared a quorum with all members present except for Selectperson Chaffee.
- Housing Partnership Chair Douglass called the meeting to order at 6:03pm and completed a roll call vote.
- Affordable Housing Trust Chair Hackert called the meeting to order at 6:04pm and completed a roll call vote.
- Finance Committee Chair Dahl called the meeting to order at 6:05pm at completed a roll call vote.
- Community Preservation Committee Chair Faythe Ellis called the meeting to order at 6:05pm and completed a roll call vote.

Select Board Chair Chatelain read the meeting participation statement and the recording statement.

Presentation by Donna Kalinick, Assistant Town Manager and Jill Scalise, Housing Coordinator

Ms. Kalinick shared that the State recently notified the Town that the Housing Production Plan was certified for the third time in the last five years. The Town had an increase in the number of units on the Subsidized Housing Inventory (SHI), in 2017 there were 250 units or 5.2% of the required 10% and currently we have 372 units that have been certified, an increase to 7.2%. Ms. Kalinick thanked all the committees for contributing to the housing program.

Ms. Scalise provided her definition of local preference, a priority for people who live, work, or have a child attending school in a locality. Local preference doesn't exist on its own, it includes the guidelines for G.L. C. 40B Comprehensive Permit Projects for Subsidized Housing Inventory, Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines. Any affordable unit on the Subsidized Housing Inventory (SHI) has to go through the Affirmative Fair Housing process and local preference fits as one part of the process.



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For a local preference to be part of the process, the municipality has to demonstrate a need and make a request to the Executive Office of Housing and Living Communities (EOHLC) to receive local preference. The municipality must also justify the extent of the Local Preference (the percentage of units to be set aside for those in the local community). Ms. Scalise noted that it can't be more than 70% of the affordable units in a project. The ultimate decision is made by the State, the Executive Office of Housing and Livable Communities (EOHLC). The State makes sure that there is not a negative impact on protected classes. Ms. Scalise reviewed the protected class under the Federal Fair Housing Act and the State of Massachusetts.

Ms. Scalise reviewed the steps that a municipality would take to request Local Preference, the first is to provide the developer and the subsidizing agency (EOHLC) documentation to support the desire and the request for local preference must be made within three months of the issuance of a comprehensive permit. The subsidizing agency as well as the municipality must approve the local preference as part of the Affirmative Fair Housing Marketing Plan (AFHMP), this can't be done in a comprehensive permit. Ms. Scalise provided information on who may qualify for Local Preference:

- Must be a current resident: a household in which one or more members is living in the city or town at the time of application.
- Municipal employees
- Employees of local businesses
- Households with children attending the locality's school, includes school choice students and regional schools within in the municipality.

One of the concerns with Local Preference is making sure there isn't any negative impact on those in protected classes. When determining the Local Preference categories, the geographic boundaries for local resident preference may not be smaller than the municipal boundaries, Ms. Scalise noted that most include all of Brewster. For Regional Preferences it must be the whole Metropolitan Statistical Area (MSA), for Brewster this is Barnstable County. Durational requirements related to Local Preference, meaning how long an applicant has lived in, worked, or gone to school in a preference area is not permitted. Preferences extended to local residents should also be made available to applicants who have a bona fide job offer or housing offer within the town. Ms. Scalise continued to review Local Preference guard rails, which include:

- A preference for households that work in the community must not discriminate against persons with disabilities and elderly households.
- Advertising must not have a discriminatory effect on eligible applicants. Local Preference must not be advertised as they may discourage people from applying.
- Local Preference only applies to the initial sale or lease up.

Eligible applicants are first placed into a lottery, the number and type of pools will depend on the project. There is a Local Preference pool and an Open pool, local applicants will be placed in both pools. Ms. Scalise explained Minority Balancing, a step taken to make sure the whole system is working the correct way. This step determines if the percentage of applicants that identify as ethnic or racial minority in the local preference pool must be equal or greater to the percentage of minority residents in the MSA, which for



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Brewster is 15%. Ms. Scalise went on to detail the steps and provide an example if the percentage of minority local resident households in the Local pool is less than the percentage in the MSA.

Ms. Kalinick shared Brewster's experience with Local Preference:

- Paul Hush Way- 14 homes in two phases
 - 70% Local Preference was granted
 - Significant CPA funding, approximately \$1.4M
 - 157 total applicants over two lotteries, 49 qualified
 - Both the lottery pool and home ownership build selection demonstrated a fair and diverse representation of qualified applicants
- Brewster woods- 30 rental affordable units (land owned by Brewster Housing Authority)
 - 70% Local Preference was granted
 - Funding through CPA (\$550K) and MassWorks grant (\$1.68M)
 - Affordable fair marketing and lottery for 27 units, 3 of the units because of the funding source went through a different process. Units were for folks at 30-60% of Area Medium Income (AMI)
 - 240 total applications, 128 applicants qualified
 - 40 applicants in the local preference pool, no minority balancing required
- Serenity at Brewster
 - 132 rental units, community for aged 55+, 27 units are deed restricted at 80% of the AMI
 - 50% Local Preference was granted, no Town funding was involved
 - 72 total applications, 53 applicants qualified, minority balancing used in the lottery
 - 14 applicants in the supplemental local preference pool, all offered apartments at Serenity

Ms. Kalinick reviewed the new Habitat for Humanity build for two homes at Phoebe Way, sharing that there will be two 3-bedroom affordable homes, one at 60% AMI and one at 80% AMI. There is \$100K of Brewster CPA funds, and there will be one veteran's preference home, a first for Habitat for Humanity.

Ms. Scalise announced that the Town is at a Local Preference decision point with Spring Rock Village, 0 Millstone Road, having received a comprehensive permit in June. There will be 45 affordable rental homes and we are currently in the 90 day window to request Local Preference. Ms. Scalise provided an overview of the property:

- \$285K of CPA funds was used to purchase the 1.5-acre access parcel in 2018
- Town designated 16.6 acres of Town land for Community Housing
- Town through the Brewster Affordable Housing Trust (BAHT) went through a feasibility study, completed community outreach, and led a Request for Proposal in 2021. The Town accepted a proposal from Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC)
- The proposal includes 12 buildings with 15 one-bedroom units, 25 two-bedroom units and 5 three-bedroom units at a mix of 30-50% AMI, 50-60% AMI and up to 80% AMI



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Ms. Scalise shared that POAH and HAC are working on their financing. Most of the land will be left as is, which was part of the proposal request and community input. The Barnstable County Median Family Income is \$124,300, SHI affordable housing is low to moderate income housing that goes up to 80% of the AMI. For 2023, HUD has set the income limits by household size. Ms. Scalise showed how this responds to salaries in Brewster and municipal workers, noting that entry level positions could qualify depending on their family status. The Select Board has the option to request up to 70% Local Preference. The request must be made to the EOHLIC by September 14, 2023, who will make the final decision.

Questions and Discussions

Each Board and Committee had the opportunity to ask questions and make comments about the presentation. Ms. Scalise made the following clarifications throughout this portion of the informational session:

- The Local pool needs to have 15% of minority residents apply, there are no requirements as to who is chosen.
- Reasons that someone may not qualify include the mortgage process, changes in income and information that may have been on the application that is not accurate.
- The State requires a Town to have 10% of the number of year-round units on the SHI, make a .5% gain towards that goal and have a certified Housing Production Plan to place the Town in safe harbor. Safe Harbor means that if there is a comprehensive permit project, the Town has the ability to use its own local zoning rather than the State's level of zoning, giving the Town more control of what can happen. Town's can stay in Safe Harbor for one year, if a Town reaches the 10% goal, they stay in Safe Harbor as long as they meet that goal.
- Any housing that is on SHI or is affordable housing must go through an Affirmative Fair Housing Marketing Plan and Resident Selection Plan regardless of Safe Harbor status.
- The understanding is that any applicant that is living in Brewster at the time of the application is eligible as there is no duration requirement.
- Specific eligibility questions would be answered by the State and a certified lottery agent is hired by the Town who assists with specific questions regarding eligibility, including local businesses.
- An example of Regional Preference on Cape is the Village at Nauset Green, Ms. Scalise understands that they received 65% Local Preference for the Town of Eastham and 10% Regional Preference for Barnstable County (she is still waiting confirmation).
- Through research it was determined that the land used for this project was used historically for wood lots and the wood used for fishing weirs in the Bay, the name of the driveway will be Wood Lot Way. Additionally, Spring Rock is a glacier erratic found on old deeds for this area, including the access parcel.
- If a unit becomes vacant after the initial lease up, the management company would work off of a waitlist that was created from the lottery.
- The Affirmative Fair Housing Plan has specific requirements for marketing units, the Town's Housing Program also completes outreach through the Town website, Chamber of Commerce, large employers to help spread the word.



Town of Brewster

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- The Town is certified until June 2024 through the Housing Production Plan, unless the State changes the SHI the Town will need to add 24-30 units to become certified again, however there are no projects lined up at the moment.
- Ms. Scalise shared that the Town is prepared to characterize the need for Local Preference, referencing the years-long waitlist for the Housing Authority. She also shared that the number of renters in Brewster that are housing cost burdened is 64%, that 42% of the housing stock is seasonal housing, and less than 9% is rental housing. These are the types of data points that demonstrate the need in our community for rental housing.
- The next census that will be completed to identify an assessment for housing will be in 2030. Ms. Scalise noted that the 2020 data was received recently.
- The definition for ethnic and racial minorities is determined by the census definition.
- Ms. Scalise shared that educational efforts are being made by the Barnstable Home Consortium across the county as well as efforts made by Housing Assistance Corporation.
- Ms. Kalinick shared that we expect POAH and HAC to request funding assistance from surrounding Community Preservation Committees for Spring Rock Village.
- The diversity in the Town of Brewster has been improving through all the Housing Programs work, there were no exact numbers to be shared.
- Ms. Kalinick shared that 81% of applicants in both Brewster Woods and Serenity at Brewster were from one of the fifteen towns on Cape.

Adjournments

- Finance Committee member Bridges moved to adjourn at 7:31pm. Member Evans seconded the motion. Roll call vote: member Tobias- yes, member Hopper -yes, member Evans-yes, member Henchy- yes, Member Bridges- yes, Chair Dahl-yes, the vote was 6-Yes, 0-No.
- Community Preservation Committee member Taylor moved to adjourn at 7:32pm. Member Jablonski seconded the motion. Roll call vote: member Robinson-yes, member Marotti-yes, member Taylor-yes, member Evans-yes, member Jablonski-yes, member Ruchinkas-yes, Chair Ellis- yes, the vote was 7-Yes, 0-No.
- Affordable Housing Trust member Kalinick moved to adjourn at 7:32pm. Member Spade-Aguilar seconded the motion. Roll call vote: member Ruchinkas-yes, member Kalinick-yes, member Greene-yes, member Freitas-yes, member Chatelain-yes, member Spade-Aguilar-yes, Chair Hackert-yes, the vote was 7-Yes, 0-No.
- Housing Partnership member Seaver moved to adjourn at 7:33pm. Member Greene seconded the motion. Roll call vote: member Marotti- yes, member Robinson-yes, member Greene-yes, member Forhan-yes, member Seaver-yes, Chair Douglass-yes, the vote was 6-Yes, 0-No.
- Selectperson Whitney moved to adjourn at 7:33pm. Selectperson Bingham seconded the motion. Roll call vote: selectperson Bingham-yes, selectperson Hoffmann-yes, selectperson Whitney-yes, Chair Chatelain-yes, the vote was 5-Yes, 0-No.



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Respectfully submitted by Erika Mawn,
Executive Assistant to the Select Board

Board/ Committee	Approval Date
Select Board	September 11, 2023
Housing Partnership	
Affordable Housing Partnership	
Finance Committee	
Community Preservation Committee	