

Town of Brewster Community Preservation Committee

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

COMMUNITY PRESERVATION COMMITTEE MEETING AGENDA

2198 Main Street

January 10, 2024 at 4:00 PM

Community Preservation Committee

Sarah Robinson
Chair

Faythe Ellis
Vice Chair

Sharon Marotti
Treasurer

Elizabeth Taylor
Clerk

Roland Bassett, Jr.

Christine Boucher

Bruce Evans

Peggy Jablonski

Paul Ruchinskas

CPC Assistant
Beth Devine

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.

Phone: Call (312) 626 6799 or (301) 715-8592. Webinar ID: 837 7728 4808 Passcode: 326439

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

Zoom Webinar: <https://us02web.zoom.us/j/83777284808?pwd=NjB3WldRTGRxb0l0WWhISlJ0Y1NOQT09>

Passcode: 326439

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

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

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

1. Call to Order
2. Declaration of a Quorum
3. Meeting participation statement
4. Recording Statement: As required by the Open Meeting Law we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting they are required to inform the chair.
5. Public Announcements and Comment: Members of the public may address the CPC on matters not on the meeting's agenda for a maximum of 3-5 minutes at the Chair's discretion. The CPC will not reply to statements made or answer questions raised during public comment but may add items presented to a future agenda.
6. Financial Update
7. Discussion on how to handle cost overages on projects.
8. Discussion and possible vote on funding recommendations for Schoolhouse #3 project addition funding request from the Brewster Historical Society.
9. Project updates
10. Approval of minutes
11. Matters Not Reasonably Anticipated by the Chair
12. Announcements
13. Next Meeting: January 24th at 4pm
14. Adjournment

Date Posted:

Date Revised:

Received by Town Clerk:

Community Preservation Committee: FY24 Forecast as of 12/6/2023

FY-23 Estimated total balance forwarded [1]:	\$	3,624,053		
FY-24 Estimated local tax revenue:	\$	1,223,691		
FY-24 Estimated State contribution [2]:	\$	358,153	\$	1,581,844
Total FY-24 Estimated funds available:	\$	1,581,844		0

Pre FY24 FY24

		10% Open Space	10% Housing	10% Historical	Undesignated Fund Balance [4]	Undesignated Fund Balance [5]						
FY-23 Actual Unreserved Fund Balance with Original Match(4)	\$	2,002,817	\$	144,789	\$	301,854	\$	1,174,593	\$	3,624,053.22		
FY-24 Estimated revenue	\$	158,184	\$	158,184	\$	158,184	\$		\$	1,581,844.03		
FY-24 Estimated Funds available	\$	2,161,001	\$	302,973	\$	460,039	\$	1,174,593	\$	1,107,291	\$	5,205,897.25

FY-24 obligations as of 12/6/23		Open Space	Housing	Historical
BBJ Property Bond #1	\$	(49,050)		
BBJ Property Bond #2	\$	(94,400)		
Bates Property Bond	\$	(46,183)		

BONDS

Administration Expense [3] \$ (79,092)

Spring 2024 Town Meeting Approved	
Housing Coordinator	\$ (70,580)
107 Main St, Orleans	\$ (55,000)
Juniper Hill, Wellfleet	\$ (55,000)
FORWARD Phase 2	\$ (125,000)
Accessible Outdoor Furniture	\$ (9,670)

Millstone Road - POAH	\$ (507,500)
Buydown Program - Housing Trust	\$ (255,000)

\$ (1,346,475)
\$ 3,859,422.04

Total YTD Obligations - fy24 \$ (189,633) \$ - \$ - \$ (1,077,750) \$ (79,092)

fy24 Estimated Unreserved Fund Balance as of 12/6/23 with Adjustments	\$	1,971,368	\$	302,973	\$	460,039	\$	96,843	\$	1,028,199	\$	3,859,422.04
Total net available from all accounts												

[1] Balance forwarded estimated from prior year includes all unallocated funds, including unspent amounts from projects and budgeted administrative and professional
 (2) State Match revenue is projected at 30%
 [3] Administrative expenses are limited by law to 5% of the total CPC budget and include primarily payroll costs, legal and other professional Coalition dues.
 [4] Balance forwarded for all unallocated funds in the previous "Budgeted for Unreserved Funds" account, which contained funds using the Pre-FY24 allocation method
 [5] Allocated funds from the revised funding allocation method voted on at town meeting in the Spring of 2023. New allocation is 70% for Undesignated Fund Balance

Community Preservation Committee: FY25 Forecast as of 12/20/2023

FY-24 Estimated total balance forwarded [1]:	\$	3,859,422	
FY-25 Estimated local tax revenue:	\$	1,254,283	
FY-25 Estimated State contribution [2]:	\$	250,857	\$ 1,505,140
Total FY-24 Estimated funds available:	\$	1,505,140	

Pre FY24 FY24

	10% Open Space	10% Housing	10% Historical	Undesignated Fund Balance [4]	Undesignated Fund Balance [5]	
FY-24 Actual Unreserved Fund Balance with Original Match(4)	\$ 1,971,368	\$ 302,973	\$ 460,039	\$ 96,843	\$ 1,028,199	\$ 3,859,422.04
FY-25 Estimated revenue distribution	\$ 150,514	\$ 150,514	\$ 150,514		\$ 1,053,598	\$ 1,505,140.08
FY-25 Estimated Funds available	\$ 2,121,882	\$ 453,487	\$ 610,553	\$ 96,843	\$ 2,081,797	\$ 5,364,562.13

FY-25 obligations as of 12/6/23	Open Space/Rec	Housing	Historical			
<i>BBJ Property Bond #1</i>	\$ (47,025)					
<i>BBJ Property Bond #2</i>	\$ (90,800)					
<i>Bates Property Bond</i>	\$ (44,783)					

BONDS

Administration Expense [3] \$ (75,257)

Spring Town Meeting Submitted

Housing Coordinator				-74589	
Cape Housing Institute				-20000	
Finch Skateboard Park	-7500				
Schoolhouse #3			-148400		

Total YTD Obligations - fy25 \$ (190,108) \$ - \$ (148,400) \$ (94,589) \$ (75,257) \$ (508,354.00)

FY25 Estimated Unreserved Fund Balance as of 12/6/2023 with Adjustments \$ 1,931,774 \$ 453,487 \$ 462,153 \$ 2,254 \$ 2,006,540 \$ 4,856,208.12

Total net available from all accounts

[1] Balance forwarded estimated from prior year includes all unallocated funds, including unspent amounts from projects and budgeted administrative and professional

[2] State Match revenue is projected at 20%

[3] Administrative expenses are limited by law to 5% of the total CPC budget and include primarily payroll costs, legal and other professional Coalition dues.

[4] Balance forwarded for all unallocated funds in the previous "Budgeted for Unreserved Funds" account, which contained funds using the Pre-FY24 allocation method

[5] Allocated funds from the revised funding allocation method voted on at town meeting in the Spring of 2023. New allocation is 70% for Undesignated Fund Balance

TARGET ALLOCATION POLICY TRACKING FY24-FY27 (12/20/23)

Warrant Projects by CPA Category	Open Space	Housing	Historical	Recreation	Admin/Undesignate		Revenue Assumption
					d (4 categories)		
FY24 Spring TM approved		\$ 305,580		\$ 9,670	\$ 79,092	\$ 1,531,897	
FY24 Fall TM approved		\$ 762,500					
FY25 Spring Applications		\$ 94,589	\$ 148,400	\$ 7,500	74653	\$ 1,493,052	
FY25 Fall							
FY26 Spring							
FY26 Fall							
FY27 Spring							
FY27 Fall							
Totals	\$ -	\$ 1,162,669	\$ 148,400	\$ 17,170	\$ 153,745	\$ 3,024,949	
% of revenue		0%	38%	5%	1%	5%	
Target %		30%	30%	10%	10%	20%	

BACKGROUND ASSUMPTIONS/ CPC BUDGET PROJECTIONS

Carryover	Description	Notes	Open Space	Housing	Historical	Recreation	Unallocated		Admin
							Reserve - Historic, Rec, Housing	Unallocated Reserve - all	
	EOY FY22		\$ 1,556,879	\$ 45,370	\$ 500,351		\$ 757,756		
	Bond expense FY23-27		\$ (819,837)						
	<i>Net amount (A)</i>		\$ 737,042	\$ 45,370	\$ 500,351		\$ 757,756		\$ 2,040,519
Revenue	EOY FY23	50/10/10/25/5	\$ 906,595	\$ 181,319	\$ 181,319		\$ 472,422		\$ 71,535
	EOY FY24	30/30/10/10/15/5	\$ 543,957	\$ 543,957	\$ 181,319	\$ 181,319		\$ 271,978	\$ 76,595
	FY25 TAP	30/30/10/10/15/5	\$ 459,569	\$ 459,569	\$ 153,190	\$ 153,190		\$ 229,785	\$ 74,653
	FY26 TAP	30/30/10/10/15/5	\$ 447,916	\$ 447,916	\$ 149,305	\$ 149,305		\$ 223,958	\$ 76,519
	FY27 TAP	30/30/10/10/15/5	\$ 459,113	\$ 459,113	\$ 153,038	\$ 153,038		\$ 229,557	\$ 78,432
	<i>Subtotal (B)</i>		\$ 2,817,149	\$ 2,091,874	\$ 818,171	\$ 636,852	\$ 472,422	\$ 955,277	\$ 377,733
TOTAL available for projects	A + B		\$ 3,554,191	\$ 2,137,244	\$ 1,318,522	\$ 636,852	\$ 1,230,178	\$ 955,277	\$ 377,733
			36%	21%	13%	6%	12%	10%	4%

- Notes:
1. Annual Revenue increase estimated at 2.5% - to be updated once actual revenue calculated
 2. New Allocation targets applied to begin with FY24 revenue.
 4. Open Space debt expense FY23-28 deducted from carryover revenue
 5. Therefore, Open Space TAP calculated based on same annual revenue estimate as other categories

Housing Trust 5 Year-Plan FY23-27
12.29.22

	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>
Carryforward Balance	1,195,879	1,190,879	893,879	714,569	1,053,821
Anticipated Revenues	1,891,900	2,870,580	2,344,461	2,519,557	2,425,927
Appropriations	1,896,900	3,167,580	2,523,771	2,180,304	2,567,196
End Balance	1,190,879	893,879	714,569	1,053,821	912,553

	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>		
<u>Projects:</u>							
Housing Coordinator	CPA- Salary Only	66,900	70,580	74,461	78,557	82,877	Benefits paid by the Town-approx. 35K/ year
Housing Program Asst.	BAHT Salary Only	-	42,000	44,310	46,747	49,318	19 Hours- new non-benefitted position
Rental Assistance	CPA	150,000		150,000		150,000	
Preservaton of SHI Homes	CPA	300,000	200,000				
Buy Down Program	CPA		300,000		300,000		
Housing Production Plan	CPA					30,000	
212 Yankee Drive	BAHT	75,000					
Town Development of Other Properties	BAHT			500,000		500,000	
Outside Applications for Funding	BAHT		50,000	50,000	50,000	50,000	
Millstone Road Community Housing	CPA/BAHT		1,000,000				
Legal Expenses	CPA/BAHT	5,000	5,000	5,000	5,000	5,000	
Housing Rehabilitation-Child Care Vouchers	CDBG-Regional Grant	1,300,000	1,500,000	1,700,000	1,700,000	1,700,000	Town is lead community for Dennis, Wellfleet and Brewster
Total Appropriations:		1,896,900	3,167,580	2,523,771	2,180,304	2,567,196	

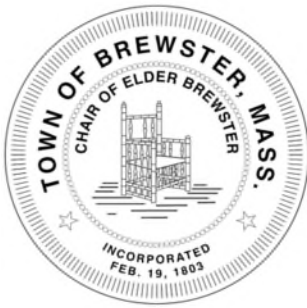
<u>Sources</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	
Short Term Rentals Allocation	375,000	400,000	420,000	441,000	463,050	Financial Forecast 5% escalator
CPA Housing Coord. Wages	66,900	70,580	74,461	78,557	82,877	
CPA Rental Assistance	150,000		150,000		150,000	
CPA for SHI Homes	-	200,000				
Proceeds on Re-sale of SHI Homes		150,000				
CPA Buy Down		300,000		300,000		
CPA Housing Production Plan					30,000	
CPA Millstone Rd. Community Housing		250,000				
Grants & Donations						
Community Development Block Grant (CDBG)	1,300,000	1,500,000	1,700,000	1,700,000	1,700,000	
Total Revenues:	1,891,900	2,870,580	2,344,461	2,519,557	2,425,927	

CPA Rev	216,900	820,580	224,461	378,557	262,877	
CPA Exp	516,900	570,580	224,461	378,557	262,877	390,675.00 5 year average
Estimated annual CPA revenue	1,492,304	1,529,612	1,567,852	1,607,048	1,647,225	
Target Allocation Policy- Housing 30%	447,691	458,884	470,356	482,115	494,167	
TAP - Open Space 30%	447,691	458,884	470,356	482,115	494,167	
TAP - Recreation 10%	149,230	152,961	156,785	160,705	164,722	
TAP - Historic 10%	149,230	152,961	156,785	160,705	164,722	
CPA Recommended 20%	298,461	305,922	313,570	321,410	329,445	
	1,492,304	1,529,612	1,567,852	1,607,048	1,647,225	

Instructions for Applicants

Before you begin completing the form:

1. Download and save this document under a new name (for example Projectname.applicant.pdf)*
2. Open your saved document and provide the requested information.
3. If you need more room for answers/information, feel free to include additional pages in your submission.
4. Need help, or have questions? Send an email to cpcmeeting@brewster-ma.gov and we will respond quickly.



Town of Brewster
Community Preservation Committee
 2198 Main Street
 Brewster, Massachusetts 02631-1898
 (508) 896-3701 x 133
 Fax (508) 896-8089



Dear Community Members,

The Brewster Community Preservation Committee (CPC) is accepting Community Preservation Act (CPA) funding applications for:

1. Acquisition, creation, and preservation of **Open Space**
2. Acquisition, preservation, rehabilitation, and restoration of **Historic Resources**
3. Acquisition, creation, preservation, rehabilitation, and restoration of land for **Recreational use**.
4. Acquisition, creation, preservation, and support of **Community Housing**.
5. Rehabilitation and restoration of **Open Space** and **Community Housing** that have been acquired or created using monies from the fund.

CPA funds may not be used for maintenance or the use of land for a stadium, gymnasium, or similar structure. For examples of projects and additional information, go to: www.communitypreservation.org.

Applicants should review the Town of Brewster Community Preservation Plan FY23-27 before submitting an application. An application form and list of selection criteria are attached.

Applications should be submitted by July 1st for the fall meeting or December 1st for the spring meeting, to allow sufficient CPC review time for potential presentation to the following Brewster Town Meeting.

Interested parties are urged to submit applications as soon as possible. For further information, please contact any member of the committee.

Thank you,

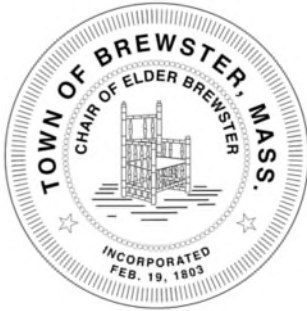
Faythe Ellis, Chair

Community Preservation Committee

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 Sharon Marotti, Treasurer
 Elizabeth G. Taylor, Clerk
 Roland W. Bassett, Jr., Member
 Christine Boucher, Member
 Bruce Evans, Member
 Peggy Jablonski, Member
 Paul Ruchinkas, Member

Historical Commission
 Citizen Representative
 Citizen Representative
 Planning Board
 Recreation Commission
 Brewster Housing Authority
 Conservation Commission
 Citizen Representative
 Citizen Representative

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Town of Brewster Community Preservation Committee

Project Eligibility Criteria

Projects must be eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation. These requirements include:

- Acquisition, creation, and preservation of Open Space
- Acquisition, preservation, rehabilitation, and restoration of Historic Resources. (See Secretary of the Interior Standards for Treatment of Historic Properties for rehabilitation projects)
- Acquisition, creation, preservation, rehabilitation, and restoration of land for Recreational use.
- Acquisition, creation, preservation, and support of Community Housing
- Rehabilitation and restoration of Open Space and Community Housing that have been acquired or created using monies from the fund

CPA funds may not be used for maintenance or the use of land for a stadium, gymnasium, or similar structure. For examples of projects and additional information, go to: www.communitypreservation.org.

Applicants must be able demonstrate a clear need for the use of public funds for their project. The CPC may recommend grants for the planning phase of projects where sufficient information is included in the application concerning the sources of funding that will be available after the planning phase is completed.

The Brewster Community Preservation Committee (CPC) encourages applications that address as many of the following general criteria as possible:

- Overall CPA goals listed in [Town of Brewster Community Preservation Plan FY23-27](#)
- Category specific goals listed in [Town of Brewster Community Preservation Plan FY23-27](#)
- Contribute to the preservation of Brewster's unique character
- Help implement the Vision Plan and other CPC related town planning documents
- Enhance the quality of life for Brewster residents
- Serve more than one of the four CPA purposes
- Save resources that would otherwise be threatened
- Serve a currently under-served Town population
- Demonstrate practicality and feasibility, and ability to implement within budget
- Demonstrate a positive cost/benefit relationship
- Leverage additional public and/or private funds
- Preserve, enhance, or better utilize existing Town resources
- Receive endorsement by other Town committees and the Brewster public at large



Town of Brewster
Community Preservation Committee
 2198 Main Street
 Brewster, Massachusetts 02631-1898
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APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted: 7/8/22, amended 1/12/22 and 12/23/23

Name of Project Applicant: The Brewster Historical Society, Inc.

Name of Co-Applciant(s), if applicable: _____

Name of Contact Person: Sally Gunning

Contact Person’s Mailing Address: PO Box 5, Brewster, MA 02631

Contact Person’s Daytime Phone Number: **774-212-6782**

Contact Person’s email Address: president@brewsterhistoricalsociety.org

Proposed Project Name: Schoolhouse #3 Relocation and Renovation

Project Address (or assessor’s parcel ID): 2342 Main St. (moving to 51Drummer Boy Rd.)

Project Synopsis:

The Brewster Historical Society proposes to flake Schoolhouse #3 at 2342 Main St. and move it to their Windmill Village property at 51 Drummer Boy Rd. They will reassemble and restore the school house as a schoolhouse and include a cranberry industry display, as this was also part of its history. It will be open to the public during the usual Windmill Village hours, pending Building Dept. permissions.

PLEASE NOTE: OTHER THAN ITEMS IN BOLD AND AMENDMENTS TO COVER SHEET AND NUMBERS 1, 6, AND 8, THE APPLICATION REMAINS UNCHANGED.

Category: Open Space Historic Preservation Recreation Community Housing

CPA funding requested \$ 148,400

Total Cost of Proposed Project \$ 495,600

PROJECT DESCRIPTION

Please describe your project, answering **all** of the following questions in the order presented. Applications will be considered incomplete if all requested information is not provided. Include supporting materials (maps, diagrams, photos, etc.). Please number pages of application.

Form fields are provided after each question for your convenience. If you need more room, you may provide additional information via separate documents/attachments at the end of the document. Please do not provide any documentation via on-line links, as the committee will not be checking for updates. Be as concise as possible.

1. Project Description: Describe the proposed project. Is this part of a larger project or an ongoing project?

Schoolhouse #3, located at 2342 Main Street, has existed since the mid-1800's, although it was formerly located next door. To the best of our knowledge, as buildings have been moved, it is the last remaining of five primary schoolhouses representing the five school districts in town. Under the more recent ell can be found the paired "boy-girl" doors associated with the old schoolhouses and illustrated in the attached images. Once schoolhouse #3 ended its career as a schoolhouse, it was moved next door and used for storage in conjunction with the cranberry industry. We believe this is when the double barn doors were added. It is our intention to return the schoolhouse to the original schoolhouse configuration, minus the double doors and ell.

Brewster Conservation Trust was gifted this parcel of and with the stipulation that it be made into a small park with the buildings on site removed. BHS expressed interest in acquiring and preserving the schoolhouse, and BCT offered it to the Society. (Letter attached). BHS plans to flake (dismantle) the structure, move it to a site already marked out at Windmill Village, and reassemble and restore it. It will be curated as a schoolhouse, with a smaller exhibit about the cranberry industry on site. It will be open to the public in accordance with Building Dept. rules, either to allow admittance or to allow viewing.

SINCE THE 10/22 AMENDED APPLICATION WAS SUBMITTED, IT WAS LEARNED 51 DRUMMER BOY ROAD WAS DESIGNATED A SOIL CONSERVANCY AREA. A SITE SURVEY WAS DONE AND PART OF THE PROPOSED LOCATION WAS WITHIN THAT AREA, SO AN ADJUSTMENT TO LOCATION WAS MADE AND NEW PLANS DRAWN. BY THE TIME ALL THIS WAS DONE, PRICES HAD SKYROCKETED TO A DEGREE THAT IT BECAME CLEAR WE COULD NOT COMPLETE THE PROJECT FOR THE ORIGINAL SUM REQUESTED.

Specifically, the request for additional funds has resulted from:

- **An increase in labor rates and materials after discovery of soil issues at Windmill Village (it is in the Conservancy Soil District), and extended delays in securing/ scheduling engineers and architects.**
- **Extra funds required for additional engineering and related plans to meet building dept. requirements.**
- **The addition of a period-correct chimney, which was not included in the original plan. Further research determined that this should be included in project. (As there is no chimney in the present building, it was not included in original proposal).**

- After additional research and per Eric Dray input, it was determined that additional materials and labor for the exterior and interior will be needed, (Clapboards, plaster walls, ceilings, and school related items).
 - The dramatic increase in material and labor cost over the past year for windows and millwork, concrete, painting, and electrical.
 - Learning from past mistakes, we've added a 10% contingency cost as well.
2. **For Historic Preservation projects:** Attach proof of listing on the State Register of Historic Places or a letter from the Brewster Historical Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster. Please note that rehabilitation projects must comply with the Secretary of the Interior Standards for Treatment of Historic Properties. **Additional information and analysis will be needed for projects submitted by churches/religious organizations to determine if they comply with the SJC's Caplan vs. Town of Acton decision.**

Form B attached

3. **CPA Goals/Criteria:** Describe how this project accomplishes the goals and objectives of the CPA and the Town of Brewster Community Preservation Plan FY23-27 (refer to the attached general and issue-specific criteria and identify which of these apply to the project).

This project accomplishes the goals of preserving historic resources and also complies with the second highest rating element in Brewster's Vision Plan, that of retaining the town's historic character. This project will also educate and entertain the public on an aspect of the history of the town that would disappear forever were this building to be destroyed, as this is the last remaining primary schoolhouse from the five school districts.

4. **Community Benefits:** What are the community benefits of the projects?

This project will preserve a part of Brewster's past that would be gone forever without this effort to reclaim it. The community would gain from the educational and entertainment experience of rediscovering how schooling was done a century and a half ago. Each spring, school groups visit Windmill Village, and we anticipate the addition of an actual schoolhouse will be momentous. Depending on Building Department regulations, it may be possible to hold programs in the building.

5. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions. If this is a funding request for a regional project where Brewster CPA funds will be spent in another town, include Brewster based letters of support.

Letters of support from Brewster Conservation Trust, the Old King's Highway Historic District, **and the Select Board are attached.** The Brewster Historical Commission has informally expressed support for the project. BHS intends to make this a community project as they did with the Cobb House purchase and renovation, and a large community fundraising event dedicated strictly to this project is planned. There will likely be more to follow.

6. **Timeline:** What is the schedule for project implementation, including a timeline for all milestones? Please identify any special timing considerations for the project's implementation. If this is part of a larger project, is it phased? What is the timeline for the entire project?

ASSUMING ADDITIONAL FUNDS ARE SECURED AT THE MAY 2024 TOWN MEETING, THE SOCIETY HOPES TO FLAKE THE BUILDING AS SOON AS POSSIBLE AFTER THAT, BUT THERE ARE OTHER MOVING PARTS INVOLVED (BCT PERMITTING, ETC.,) SO WE WOULD GIVE A RANGE OF SPRING TO FALL 2024 FOR THE FLAKING, AND THE REBUILD WOULD HOPEFULLY BEGIN IN SPRING 2025, TO BE COMPLETED BY FALL 2025.

7. Credentials: What are the qualifications and relevant experience of those undertaking the project?

Brian Daley Construction has worked on many historic projects in town and in particular on BHS's Cobb House Museum, the Cobb House Outbuilding, the Harris-Black House, and Higgins Blacksmith Shop. His track record is proven many times over.

8..Budget/Need for Public Funds: What is the total budget (sources of funds and uses/expenses) for the project and schedule for expenditure of CPA funds? All sources of funds and expenses must be clearly identified. For housing development projects, include a budget that includes rents, revenues and cash flows taking into account financing expense related to loans. Provide the basis for cost estimates whenever possible. (Note: CPA funds may not be used for maintenance.)

See attached

If this is part of a larger project, what is the budget for the entire project (sources of funds and expenses/uses)?

Clearly identify what additional funding sources are available, committed, or under consideration and why public funding would be appropriate. Include copies of commitment letters, if available, and describe any other attempts to secure funding for this project.

The Brewster Historical Society is planning a major fundraiser for this project.
The Jennison Family Foundation has pledged support for this project.

Provide the most recent audited financial report or if none available, an applicant generated financial report that includes a balance sheet and operating budget. Town-sponsored projects must demonstrate why the project cannot be funded through the Department's or Committee's budget

See attached

For housing development projects, describe the resident selection process.

9.Maintenance: If ongoing maintenance is required for your project, who will be responsible for maintenance and how will it be funded?

- The property will be maintained by the BHS Building and Grounds Committee, contracting for outside work where needed. **BHS is fortunate to have two licensed contractors with combined forty years experience on this committee).** The Windmill Village maintenance budget will be adjusted to account for the upkeep on the additional structure.
- The Eddy Foundation supports BHS maintenance projects with a yearly grant.

- The Kelley Foundation and Mass. Cultural Council have frequently supported maintenance/capital projects.
- The Jennison Family Foundation has instructed us to inform any granting committee of their support for this project, in keeping with past support of Cobb House and Outbuilding restorations. (See attached letter of support)

10.Site Control and Appraisal: If the project involves acquisition of real property, provide evidence of site control (deed, purchase and sale, option, etc.). In addition, provide an appraisal of the property’s value by a state licensed appraiser using customary appraising techniques. The CPA does not allow funding for acquisitions if the acquisition price is greater than appraised value.

See attached letter from BCT. Legal and insurance pending.

Town of Brewster Community Preservation Committee
CATEGORY SPECIFIC CRITERIA
 (Identify which of the following criteria apply to your project.)

Open Space Proposals

- Meets one or more of the Open Space goals listed on page 28-30 of Town of Brewster Community Preservation Plan FY23-27
- Permanently protect important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, contain a habitat type that is in danger of vanishing from Brewster or preserve habitat for threatened or endangered species of plants or animals.
- Provide opportunities for passive recreation and environmental education.
- Enhance or protect wildlife corridors, promote connectivity of habitat and prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views or border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve priority parcels in the Town’s Open Space Plan/maximize the amount of open land owned by the Town of Brewster.

Historical Preservation Proposals

- MANDATORY:** Must be on the State Register of Historic Places or have a letter from the Brewster Historical Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster.
- MANDATORY:** Project must meet Secretary of the Interior Standards for rehabilitation and/or restoration of Historic Preservation Properties.
- MANDATORY IF REQUEST IS FROM A CHURCH/RELIGIOUS ORGANIZATION:** The project must satisfy the analysis outlined by the SJC’s Caplan vs. Town of Acton decision.
 - x Meets one or more of the Historical Preservation goals listed on page 36-37 of Town of Brewster Community Preservation Plan FY23-27
 - x Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.

Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance.

- x Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- x Demonstrate a public benefit and/or public access, or
- x Otherwise provide permanent protection for maintaining the historic resource.
- x Project site should not be privately owned unless there is demonstrable public access and benefit.



Brian P. Daley Construction, Inc
PO Box 2117
Brewster, MA 02631

Brewster Historical Society
District 3 SCHOOLHOUSE
Brewster Ma, 02631

December 9, 2023

GENERAL SCOPE OF WORK AND COST ESTIMATES AS FOLLOWS:

- Dismantle the existing building (schoolhouse) by hand and salvage all necessary components including main framework, beams, salvageable sheathing and misc interior woodwork.
- Red Cedar roofing, sidewall shingles, non-salvageable trim and sheathing along with connecting shed will be removed and disposed of as required.
- Replace windows, doors, roofing, trim and siding with period correct materials.
- This would include true divided light windows, doors, red cedar shingle roof, sidewall cedar shakes and appropriate trim.
- Building will be erected on a concrete foundation and slab.
- A new wood frame floor system will be installed over concrete slab.
- Finished wood floors will be placed and installed over new frame using the old flooring if possible (not likely) or will use new wood floors to simulate old style.
- Materials from existing floor system will be used as needed to help in reconstruction of building as needed.
- All dismantled materials to be stored in watertight containers and relocated to Windmill Village in preparation for rebuild at proposed site on grounds at Windmill Village in Brewster.

Material and construction cost ESTIMATES:

Note: ** = Hard Cost

**Dismantling cost including labor, equipment, demo fees, safety equipment, and all required components related to the process of dismantling.
\$63,300.00

Transportation and storage fees: (3) 8x20 storage containers.
\$5,000.00

Engineering for new foundation and building placement at Windmill Village.
\$4,000.00

Architect fees for necessary plans and structural specs for building department approval.
\$8,000.00

Engineering and soil testing at new location.
\$5,000.0

**Permits, Insurance, legal work and administrative fees:
\$ 6,300.00

**Excavation, tree removal, site work, materials needed. Ready for landscaping.
\$22,000.00

**Landscape allowance for site to be brought back to its previous natural state.
\$5,000.00

**Foundation and flat work.
\$36,000.00

**Reconstruction of building including including additional materials that may be needed.
\$58,000.00

**Red cedar roof.
\$24,000.00

**Clear vertical grain primed clapboard siding material and labor.
\$54,000.00

**Windows, doors, exterior trim: Material and labor
\$52,000.00

**Floor system including new frame, vapor barrier and finished wood floors.
\$20,000.00

**Single flew, non-working used brick exposed chimney: material and labor cost.
\$20,000.00

**Install underground electric service, general lighting and outlets temporary power.
\$10,000.00

**Exterior and Interior Painting.
\$20,000.00

** interior carpentry work for creating an exhibit of the old schoolhouse and the cranberry era.
\$10,000.00

**Lower-level interior wall and ceiling boards: Flat edge edge and center bead pine.
Includes allowance for partial plaster on walls and ceilings as may be required.
Material and labor.
\$30,000.00 (Added \$ 5000 for interior plaster)

10% Hard Cost Contingency Fee
\$ 43,060.00
(The Hard Cost Total is \$430,600.00)

TOTAL ESTIMATED JOB COST AS DESCRIBED IN THIS **ESTIMATE**: \$ 495,660.00

Eric E. Dray
Eric Dray Consulting
71 Prentiss Street
Cambridge, MA 02140
508.566.3797 EricEDray@gmail.com

MEMORANDUM

TO: Brewster Community Preservation Committee
FROM: Eric Dray, Preservation Consultant
DATE: November 28, 2023
RE: CPA Application Analysis – Schoolhouse #3, Amended Budget and Scope

The Brewster Historical Society (BHS) has submitted a revised estimate for CPA funds to relocate and rehabilitate Schoolhouse #3. Prior Memoranda have already confirmed that relocation in this instance is an appropriate use of CPA funds.

I have been asked to determine which elements of the itemized budget may not be appropriate for CPA funding. CPA funds may be used for Historic Preservation if they result in the Acquisition, Preservation, Restoration or Rehabilitation of an historic resource.

In my opinion, the following budget items are not directly connected to the preservation of Schoolhouse #3 within the meaning of the CPA, with annotations/questions as needed:

Construction site safety fencing - \$7,000
Portable toilets - \$1,800
Insurance and legal fees - \$4,500
Landscape allowance - \$5,000

Engineering and soil testing - \$5,000

I am unclear what the purpose is or how it relates to preservation of Schoolhouse #3.

Lower level wall and ceiling boards - \$25,000

It is unclear if the questions and recommendations regarding interior walls made in the 9.25.22 Memorandum have been addressed - see below:

2. Interior Walls

As can also be seen in Photo 1, the east side of the interior wall facing the schoolroom, and parts of the southwest cloakroom are clad in broad horizontal boards. Barring any additional discoveries, this cladding may have been the original interior cladding throughout, or at least in those locations.

I have made some preliminary research of 19th century New England schoolhouse interiors. In all cases, the interior walls were finished. I have seen examples of horizontal and vertical board cladding, and plaster. Almost always, portions of some walls were finished with expanses of chalkboard slate, usually hung low for the students.

RECOMMENDATIONS

- a. *The existing broad horizontal cladding should be retained and reinstalled when the schoolhouse is relocated.*
- b. *Additional research should be conducted by the applicant to determine what the appropriate interior cladding should be. It is unclear if the current budget would allow for residing of all interior walls.*



2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701
FAX (508) 896-8089

*Community Preservation
Committee*

January 21, 2023

Sally Gunning, President
Brewster Historical Society
P.O. Box 1146
Brewster, MA 02631

RE: Schoolhouse #3 Relocation and Renovation Award Letter

Dear Ms. Gunning:

I am pleased to inform you that on October 12, 2022, the Brewster Community Preservation Committee (CPC) voted to recommend that Brewster Town Meeting appropriate the sum of \$347,200 to fund the Brewster Historical Society's (BHS) \$347,200 request to relocate and rehabilitate Schoolhouse #3 (the "Project"), as described in two documents: July 8, 2022 Application, as amended on October 12, 2022, and the Schoolhouse #3 Scope of Work dated October 11, 2022. Brewster Town Meeting voted on November 14, 2022 to approve the use of CPA funds for the Project, and, provided the terms and conditions described below are met, the funds will be made available to BHS upon execution of, and in accordance with, the provisions of a Grant Agreement in a form substantially similar to the one attached hereto as **Exhibit A**, which agreement shall include the terms and conditions described below.

PROJECT DESCRIPTION: The Project consists of (a) flaking and moving Brewster Schoolhouse #3 (the "Schoolhouse"), currently located at 2342 Main Street, to Windmill Village at 51 Drummer Boy Road (the "Property"), (b) reassembling and restoring the Schoolhouse to recreate the 19th Century schoolroom, and (c) including a cranberry history display, as this was also part of its history, among other uses.

PROJECT ELIGIBILITY: The Project complies with the provisions of the Community Preservation Act ("CPA"), G.L. c. 44B, §5(b)(2), which provides that CPA funds may be expended "for the acquisition, creation, preservation and support of historic resources." The Town is being asked to fund the dismantling of the Schoolhouse and its reconstruction at a different site, where it will be protected by the Brewster Historical Society and better preserved. The work to dismantle the Schoolhouse and to reconstruct it can be deemed to constitute the rehabilitation of a historic building, as the work will constitute an extraordinary repair and make the Schoolhouse more functional for its intended use.

The specifics of the Project are more fully described in the Community Preservation Application dated July 8, 2022 and amended October 12, 2022 and the Schoolhouse #3 Scope of Work dated October 11, 2022 (the “Scope of Work”).

TERMS AND CONDITIONS: The funds will be made available to the Brewster Historical Society under the following terms and conditions:

- 1) All rehabilitation work, plans, methods, and materials must be reviewed and approved by the CPC or its designee for compliance with the Secretary of Interior’s Standards for The Treatment of Historical Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings (36 CFR 67), as these may be amended from time to time (hereinafter the “Standards”) for the prior to the commencement of any element of the rehabilitation work.
- 2) Before any work commences, the BHS must provide measured floor plans, elevation drawings and material specifications for approval by CPC or its designee.
- 3) All plans, specifications, and documentation submitted by the BHS to the Brewster Building Department in connection with the relocation and re-construction must, at the same time, also be submitted to the CPC or its designee for review and approval.
- 4) All rehabilitation work on the Schoolhouse must comply with the Standards. This requirement must include:
 - a. Re-using the existing wood board flooring, as possible, including restoring anteroom flooring. Install new wood flooring which matches existing in board width.
 - b. Re-using the existing horizontal board siding where possible on the south wall of the classroom and northwest walls of anteroom. Install new interior siding to match this horizontal board siding, and/or other siding material as deemed appropriate and consistent with the Standards, in consultation with and approval from the CPC or its Designee.
- 5) BHS will obtain CPC or its designee approval of any significant changes in height, scale, or materials from original project plans.
- 6) BHS is responsible for obtaining all applicable permits and approvals required.
- 7) The Town, through the CPA funds, shall reimburse BHS for any rehabilitation work expenses listed in the Scope of Work and incurred on or after November 15, 2022.
- 8) Requests for reimbursement, including documentation of the expenses incurred, shall be submitted to Beth Devine, CPC Assistant at bdevine@brewster-ma.gov with a copy to the project liaison, Sharon Marotti at Sharonmarotti@gmail.com. The CPC reserves the right, through its designee, to inspect the work prior to approving any funding request.

- 9) It is a condition of the grant of CPA funds that BHS grant the Town a historic preservation restriction (“HPR”) on the Schoolhouse and the portion of the Property on which the Schoolhouse lies for a minimum period of 99 years on terms reasonably acceptable to the Town and BHS. 5% of the grant (\$17,360) will be withheld until (a) a final Certificate of Occupancy has been issued by the Project, (b) the CPC or its designee has approved the Work, and (c) the HPR has been approved by CPC or acceptable to the CPC and has been recorded with the Registry of Deeds.
- 10) The BHS shall provide project status reports/updates quarterly to the CPC liaison on the following dates: February 1, 2023; May 1, 2023; August 1, 2023, November 1, 2023, February 1, 2024, May 1, 2024, August 1, 2024; November 1, 2024, until project completion, at which time a final report will be due.
- 12) The Project must be completed no later than two years from the date of this Agreement. The project term may be extended for good cause shown, but such extension must be in a writing signed by both parties hereto.

The CPC liaison for this project is Sharon Marotti, Sharonmarotti@gmail.com, and do not hesitate to contact her with any questions or concerns.

The terms and conditions herein shall be binding on the parties unless and until amended, in writing, by mutual agreement.

The CPC is pleased to be able to play a role in this historic preservation project.

If the terms of this award are acceptable, please sign via HelloSign. A copy of the fully executed agreement will be provided to you.

On behalf of the Brewster Community Preservation Committee, thank you, and I remain,

Very truly yours,

Faythe Ellis 02 / 04 / 2023

Faythe Ellis

Chair- Brewster CPC

cc: Peter Lombardi, Town Manager, Town of Brewster
Mimi Bernardo, Finance Director, Town of Brewster

AGREED AND ACCEPTED BY THE BREWSTER HISTORICAL SOCIETY

Sally C Gunning

Name: Sally Gunning

Title: President

DATE: 02 / 04 / 2023

EXHIBIT A

[MODEL]
TOWN OF BREWSTER
COMMUNITY PRESERVATION COMMITTEE GRANT AGREEMENT

PROJECT NAME:

GRANT RECIPIENT:

GRANT AGREEMENT #:

PROJECT DESCRIPTION:

PROJECT LOCATION:

DATE OF TOWN MEETING & WARRANT ARTICLE NUMBER:

PROJECT SPONSOR(S) (IF DIFFERENT FROM RECIPIENT):

This Grant Agreement made this ___ day of _____, 20__ by and between the Town of Brewster, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 2198 Main Street, Brewster, MA 02631 (hereinafter referred to as the “TOWN”), acting by and through the Community Preservation Committee (hereinafter referred to as the “CPC”, and _____ {**Recipient**} (hereinafter referred to as the “RECIPIENT”), with an address of _____ {**Recipient’s Address**). The purpose of this Grant Agreement is to implement the following grant award:

Witnesseth

Whereas, the CPC invited the submission of proposals for grants of funds for purposes consistent with the Community Preservation Act, G.L. c. 43B; and

Whereas, in response thereto, the Recipient submitted an application for funding, dated _____ for purposes described in the Project Description section of the Project Funding Application (hereinafter referred to as the “Project”) (the Project Funding Application is attached as Exhibit A, and incorporated herein), and the CPC reviewed and approved the Project and recommended that the funding for the Project be approved at Town Meeting; and

Whereas, the Town Meeting thereafter appropriated the funds recommended by the CPC pursuant to Warrant Article No. ___ on _____ and authorized the CPC and Town Administrator to enter into a grant agreement with the Recipient for the purposes set forth in the Project; and

Now, Therefore, the Town and the Recipient agree as follows:

1. Award. Subject to the terms of this Agreement, the Town agrees to award the Recipient the amount of {**spell out in words and numbers**} for the Project.
2. Project Funding Application. The Project Funding Application submitted to the CPC, as may be amended by conditions of the CPC upon award, is incorporated into this Grant Agreement by reference (Exhibit A).
3. Term. The term of this Grant Award is _____ () years from the date of the Town’s execution of this Grant Agreement (the “Commencement Date”). All of the work described in this Grant Agreement must be completed no later than ___ years after the Commencement Date (the “Completion Date”), unless the CPC grants an extension for good cause shown. Funds not utilized on the Project must be returned to the Community Preservation Fund {**specify fund, if any**} and will be made available for future appropriation to other recipients.
4. Budget: Other Sources of Funding. Prior to the commencement of the Work, the Recipient must submit a complete project budget that accounts for (1) the expenditure of

all funds awarded under this Grant Agreement; and (2) the identity and amounts of all other sources of funding, if necessary, to complete the project as described herein. Recipient shall not expend any grant funds until such time as it has provided evidence to the CPC that it has secured sufficient sources of funding to complete the Work and the CPC has approved the Project Budget. If the CPC determines at any time during the Project that funds have been spent on goods or services not included in the Project Budget, or otherwise not authorized under the CPA, the Recipient shall be responsible for repayment of such funds to the CPA Fund {**specify fund, if any**}.

5. Disbursement of Funds. The Recipient hereby acknowledges and expressly agrees that all disbursements of grant funds to the recipient shall be contingent upon satisfaction of the conditions contained in the Award Letter (a copy of which is attached hereto as Exhibit B and incorporated herein).
6. Requirements For Release of Funds. The Recipient hereby acknowledges and expressly agrees that all disbursements of grant funds to the Recipient or to third parties on the Recipient's behalf shall comply with the Award Letter.
7. Reports. The Recipient shall provide the CPC with project status reports as required by the Award Letter. A Project Closeout Report as required by the Award Letter, including digital photo documentation of the Project where appropriate, is due with 30 days after the Completion Date. The Project Closeout Report shall be to the satisfaction of the CPC, which approval shall not be unreasonably withheld.
 - a. All documents, including but not limited to photographs, videos, etc. submitted to the CPC shall become the property of the Town of Brewster and shall be available for use by the Town and available to the public under the Massachusetts Public Records Law.
8. Project Liaison. The CPC may designate a CPC Project Liaison for the project being funded by this Grant Agreement. The Project Liaison may be either a municipal employee, member of the CPC or a consultant retained by the CPC for that purpose. The Recipient shall cooperate with the Project Liaison, including providing access to the project site at reasonable times and with reasonable notice. The Project Liaison shall serve as the agent of the CPC for monitoring project compliance with the terms of this Grant Agreement and shall periodically report to the CPC regarding the progress of the project funded by this Grant Agreement and the compliance of the Recipient with the terms of this Grant Agreement.
9. Records. The Recipient agrees to maintain such records with respect to utilization of the grant funds and income derived therefrom as are kept in the normal course of business and such additional records as may be required by the CPC. Said records shall be available for inspection by the CPC during the Recipients normal business hours. The CPC shall be entitled to request copies of any record so kept provided said record does not contain proprietary information of the Recipient.

10. Deed Restrictions. Pursuant to Massachusetts General Laws Chapter 44B, § 12 every project that involves the acquisition of any interest in real property with CPA funds shall be bound by a permanent deed restriction that meets the requirements of M.G.L. c. 184, limiting the use of the interest to the purpose for which it was acquired. Where applicable and as required by the Award Letter, Recipient agrees to the imposition of such deed restriction in a form acceptable to the CPC. **{Delete this section if not applicable}**
11. Compliance with Laws and Agreement. Recipient understands and agrees that projects funded through this Award are made pursuant to and must comply with the requirements of the Community Preservation Act, M.G.L. c. 44B. Recipient also agrees to comply with all requirements of this Grant Agreement.
12. Permits and Licenses. It is the obligation of Recipient to obtain all permits and licenses necessary for implementation of the Project. No local permit or license is waived by the award of this Grant.
13. No Liability of Town. By making this award, the Town does not accept any liability whatsoever for any acts, omissions or errors associated with the Project. Nothing in this Grant Agreement shall be construed to render the Town or any elected or appointed official or employee of the Town, or their successors in office, personally liable for any obligation under this Grant Agreement. Recipient agrees to indemnify and defend the Town from all claims, suits or demands, and costs and expenses, including attorney's fees resulting from implementation of the Project.
14. No Assignment. This Grant Agreement may not be assigned by Recipient without prior written agreement by the Town of Brewster.
15. Default and Termination.
 - a. If the CPC determines that the Recipient has failed to fulfill all obligations set forth under the terms of this Grant Agreement and so defaulted in said obligations, the CPC shall so notify the recipient in writing, setting forth the nature and details of the default.
 - b. Upon the Recipient's receipt of said notice of default, the Recipient shall immediately cease to incur any additional expenses in connection with the Project funded by this Grant Agreement.
 - c. The CPC shall hold a public hearing within fourteen (14) days of the date of the Recipient's receipt of the notice of default for the purpose of determining whether this Grant Agreement should be terminated. The Recipient shall have the opportunity to present evidence and argument at said termination hearing prior to the CPC voting whether to terminate the Grant Agreement.
 - d. At the close of the public hearing the CPC shall issue a written decision setting forth its findings that form the basis of its decision. The CPC may:

- i. vote to reinstate the Grant Agreement without any further condition; or
 - ii. vote to reinstate the Grant Agreement with additional conditions; or
 - iii. vote to terminate the Grant Agreement.
- e. The CPC shall notify the Recipient in writing of the CPC's decision relative to termination of the Grant Agreement.

16. Return of Funds.

- a. Upon completion of the Project, any funds granted to the recipient under this Grant Agreement and not yet expended shall be returned forthwith to the Town without further expenditure thereof.
- b. In the event this Grant Agreement is terminated pursuant to the provisions of Section 15 hereof, any funds granted to the recipient under this Grant Agreement and not yet expended shall be returned forthwith to the Town without further expenditure thereof.
- c. If this Grant Agreement is terminated as a result of negligent or intentional acts or omissions of the Recipient, the Recipient shall be liable to repay to the Town the entire amount of funding provided under this Agreement, and the Town shall take such steps as are necessary, including legal action, to recover said funds.
- d. In the event the Town is required to take legal action under this Grant Agreement, the Recipient shall be liable for all of the Town's costs expended for the enforcement of this Grant Agreement, including but not limited to reasonable attorney's fees and court costs.

17. Notice. Any and all notices, or other communications required or permitted under this agreement, shall be in writing and delivered in hand or mailed by certified mail, return receipt requested or by other reputable delivery service to the parties hereto at the following addresses:

If to the Recipient:

If to the CPC:

Town of Brewster CPC
2198 Main Street
Brewster, MA 02631

18. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby.
19. Governing Law. This Agreement constitutes the entire agreement between the parties hereto, and may be amended only in writing executed by both the Town of Brewster and the Recipient. Signatory below acknowledges and avers that he/she has the authority to execute this Agreement on behalf of the Recipient.

[SIGNATURE PAGES FOLLOW]

In Witness Whereof the parties have set their hands and seal on the date first written above.

RECIPIENT
{RECIPIENT'S NAME}

BY ITS

TOWN OF BREWSTER
COMMUNITY PRESERVATION COMMITTEE

BY ITS CHAIRPERSON

TOWN OF BREWSTER

BY ITS TOWN ADMINISTRATOR

TOWN OF BREWSTER CERTIFICATION OF AVAILBLE FUNDS

BY ITS FINANCE DIRECTOR

AS TO FORM ONLY

TOWN COUNSEL

EXHIBIT A
PROJECT FUNDING APPLICATION

EXHIBIT B
AWARD LETTER

ATTACHMENT A

CERTIFICATE OF AUTHORITY & LIST OF OFFICERS AND DIRECTORS

GRANT AGREEMENT #:

RECIPIENT:

I hereby certify that I am the Clerk/Secretary of:

_____ ; and that
(Print Name of Corporation)

_____ is the duly
(Print name of Officer who signs the Grant Agreement)

elected _____ of said corporation;
(Print title of Officer who signs the Grant Agreement)

and that on _____ at a duly authorized meeting of the Board of Directors
(date of Meeting)

of said Corporation, at which a duly authorized quorum of the Directors were present and acting,

or waived notice, that _____
(Print name and title of Officer signing Grant Agreement)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix it Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

Attest: _____
(Signature of Clerk/Secretary)

Name: _____
(Printed or typed name of Clerk/Secretary)

Date:

NOTE: THE DATE OF THE VOTE AUTHORIZING OFFICER TO SIGN GRANT AGREEMENT MUST BE BEFORE THE DATE THE OFFICER ACTUALLY SIGNS THE GRANT AGREEMENT. THIS CERTIFICATE MUST ALSO BE EXECUTED BEFORE THE OFFICER SIGNS THE GRANT AGREEMENT.

PLEASE ATTACH A LIST OF OFFICER AND DIRECTORS OF THE CORPORATION

ATTACHMENT B

State Tax Attestation

The Department of Revenue under the provisions of the Revenue Enforcement and Protection Program has directed the Town to have each provider of goods, services or real estate receiving \$5,000 or more sign the attestation clause below:

Pursuant to M.G.L. Ch. 62C, Sec. 49A, and M.G.L. Ch. 151A, Sec. 19A, I,
_____, authorized signatory for
_____, with a principal place of business
at _____
do hereby certify under the penalties of perjury that _____
_____, to my best knowledge and belief, has filed all state
returns and paid all state and Town of Brewster taxes required under law.

The Business Organization Social Security Number or Federal
Identification No. is _____

Signed under the penalties of perjury this _____ day of
_____ 20_____.

Typed or Printed Name and Title of Corporate Officer



This statement should be signed and either a Social Security Number or Federal Identification Number should be included.

Attachment 1 – Application

Application dated 7/8/2022 and amended on 10/12/22 for the Schoolhouse #3 Relocation and Renovation Project on file with the Community Preservation Committee.

Title	Brewster CPC BHS Schoolhouse #3 Award Letter
File name	BHS Schoolhouse #...w attachments.pdf
Document ID	2f6256fca7d6f927ea1cf6016b5bc345903bd767
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

 SENT	02 / 02 / 2023 23:14:22 UTC	Sent for signature to Faythe Ellis (faythe.ellis@outlook.com) and Sally Gunning (president@brewsterhistoricalsociety.org) from bdevine@brewster-ma.gov IP: 73.100.209.115
 VIEWED	02 / 04 / 2023 14:08:46 UTC	Viewed by Faythe Ellis (faythe.ellis@outlook.com) IP: 67.189.244.161
 SIGNED	02 / 04 / 2023 14:09:35 UTC	Signed by Faythe Ellis (faythe.ellis@outlook.com) IP: 67.189.244.161
 VIEWED	02 / 04 / 2023 18:35:19 UTC	Viewed by Sally Gunning (president@brewsterhistoricalsociety.org) IP: 66.31.195.234

Title	Brewster CPC BHS Schoolhouse #3 Award Letter
File name	BHS Schoolhouse #...w attachments.pdf
Document ID	2f6256fca7d6f927ea1cf6016b5bc345903bd767
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



02 / 04 / 2023
18:38:55 UTC

Signed by Sally Gunning
(president@brewsterhistoricalsociety.org)
IP: 66.31.195.234



COMPLETED

02 / 04 / 2023
18:38:55 UTC

The document has been completed.

Tamsen Martin-Cornell
30 Monument Rd.
Orleans, MA 02653
c 508-241-4265
e cornell.tamsen@gmail.com

Client Name: Brewster Historical Society

Interim Update: 19 December 2023

Due Date: NA

Job Description: ESS Local History Research -Document Scan/Electronic Access Project

Invoice: N/A

\$ 0.00

Post software program change and update at the end of August, it was discovered that a large number of data files did not successfully transfer during the software company's migration procedures from our older program.

It was determined that the best course of action would be for BHS (Lamperti) to go in and do another manual attachment or "reattachment" of files to data records. Familiarity with the collection data was the determining factor in this decision. The software company was prepared to perform another migration/attachment, but the lack of familiarity with individual records may have resulted in a less than satisfactory result, which may not have been realized immediately.

This discovery has caused a delay in Cornell's work on the electronic access portion of the project, as originally planned. Additionally, both Cornell's and Lamperti's planned "launch" date for "opening" for public access for Nov/Dec 2023, has been affected. Although it is a disappointment to have to go back and re-do portions of the file structuring, this is not an unusual situation when working with this type of software change/update and data migration.

We anticipate completing the additional work by the end of February 2024 and a reschedule for public launch at the beginning of March 2024. We therefore respectfully request that the committee approve our request for an extension of the project work until March 15th, 2024. We would invoice for completion at that time.

Sincerely,

Tamsen Cornell, Director
Brewster Historical Society

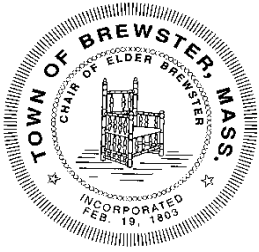
To Brewster CPC Members

From Faythe Ellis

Re: Link to original Schoolhouse 3 application.

1. [Updated Fall 2022 CPC Applications Packet 101722 \(laserfiche.com\)](#)

Original Schoolhouse 3 application from Brewster Historical Society begins on page 21 of this link. The BHS has submitted an updated request for additional funds for Spring 2024 TM. Documentation related to the update request is included on the following pages of this meeting packet.



Approved:

2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701
FAX (508) 896-8089

VOTE:

COMMUNITY PRESERVATION COMMITTEE

Hybrid Meeting w In-Person Quorum
Wednesday, December 13, 2023, at 4:00 p.m.

MEETING MINUTES OF DECEMBER 13, 2023

Present: Community Preservation Committee (CPC) – Chair Sarah Robinson, Vice Chair Faythe Ellis, Treasurer Sharon Marotti, Clerk Elizabeth Taylor, Roland Bassett, Bruce Evans, *Peggy Jablonski (remote attendance)*

Absent: Paul Ruchinskas, Christine Boucher

Also Present: *Cynthia Bingham, Select Board (remote attendance,)* Jill Scalise, Housing Coordinator

Chair Robinson called the meeting to order at 4:00 pm, announced a quorum, and read the Recording Statement.

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

1. Public Announcements and Comment- none

2. Financial Update

Sarah and Faythe met with Mimi Bernardo and the general estimated revenue for 2024 is going to be a little over \$1,581M. It looks as though we will end up with carry over added to \$5,205,897 total. Faythe added that we estimated the State match at 20% this year rather than 30% as in the past year.

3. Intake of applications submitted for Spring 2024 Town Meeting

Donna Kalinick submitted the application for the **Housing Coordinator Position**. The salary portion has been funded through the CPA. The funding request is for \$74,589. No questions.

Lower Cape Housing Institute: Community Development Partnership submitted the application for years 8 & 9 of the Lower Cape Housing Institute. It is a continuing education opportunity as evidenced by the 306 people who have attended the past 7 Housing Institutes, including 45 participants from the Town of Brewster. Funding request for \$20,000 over two years. No questions.

Nauset Together We Can Prevention Council, Inc. funding request for \$7500 for the Finch Skateboard Park in Orleans for safety upgrades. The Council is a 501c3 whose goal is to develop and implement solutions to prevent high risk social behaviors in our youth. All funding for the park's infrastructure comes from grants and donations. The purpose of this grant is to secure funding for safety upgrades.

Faythe said the other two applications have legal opinions because they are recurring. She suggests we reach out to town counsel for CPA eligibility on this project. Rollie agreed. Faythe asked Rollie if there was any other information he would like to see. He answered not at this time but might have at a later point. Sarah said we will go to legal on this application.

Faythe forwarded a follow-up regarding the **Schoolhouse Project**. We are working with them to amend the funding they have and seek additional funding. It does meet CPA requirements. She will confirm that the new estimate amount is the correct additional amount. There was \$10K also approved for administrative funding. Sarah said the increase of \$100,000 is a concern, but all things have gone up. She would be interested to know what the cost of the additional work they had to do would be. It is just a huge jump. She would like to know what the drivers of the difference are. Faythe said Paul said there were permitting expenses and soil testing, etc. Sarah wonders what those amounts were specifically. Faythe said she would ask for a follow-up memo from Sally Gunning clarifying the amounts and explanation of the drivers of that change. Elizabeth wonders if this is even high enough. Sarah said it's hard to say as inflation is really driving this at this time. Faythe said she would ask them to clarify contingencies and funding sources.

4. Review and discussion of update Project Listing

Sarah wondered if we could change the format to have those projects already finished to be in a separate document. Elizabeth said that it would be easy to put them in a separate document. She also thinks the AHT should be separated out because it's tracked differently. Also, it seems that if we go to Town Meeting, the dollars set aside have not been separated. It would be much easier if we list them separately so we can track the expenses more easily. Faythe said we asked Mimi Bernardo that and she doesn't want to separate them out because it gets very confusing very quickly. But she does think they need to be separated out somehow so we can track spending more easily and clearly. Sarah said going forward, she thinks the finished projects should be pulled out. Faythe will make separate tabs. Elizabeth will send her what she has just done by separating out the Housing Trust. Faythe said that sounds good.

5. Project Updates

Jill Scalise addressed the committee – looking at the subsidized housing inventory in Brewster, one of the homes the Trust was trying to preserve was 212 Yankee Drive – that home is now for sale – in the process of being rehabbed with new walls, new floors, new septic system, new appliances. It has heat, there will be inspections and hopefully certificate of occupancy coming next month. Applications are available at Town Hall, Housing Assistance Corp., and the Ladies Library. The home is for sale for \$237,900. It is an affordable deed restricted home, and it is for first time homebuyers making up to 80% of area median income. The Trust contracted with the Resource Inc. and Housing Assistance Corporation to oversee the rehabilitation and the affordable home lottery. It is a lovely home abutting Stony Brook Elementary School. Jill invited the CPC to come tour the home in January. She and Donna will set up an afternoon for them to come view the home.

6. Approval of Minutes – 8/9/23 & 10/25/23 Public Hearing

Motion to approve the Minutes from August 9, 2023 as written.

MOVED by Roland Bassett. Faythe Ellis second.

Roll Call Vote: Bruce Evans – yes, Elizabeth Taylor – yes, Sharon Marotti – yes, Roland Bassett – yes, Peggy Jablonski – abstain, Faythe Ellis – abstain, Chair Robinson – yes.

VOTE 5-yes 0-no 2-abstain

Motion to approve the Minutes from October 25, 2023 as written.

MOVED by Roland Bassett. Sharon Marotti second.

Roll Call Vote: Bruce Evans – yes, Elizabeth Taylor – yes, Sharon Marotti – yes, Roland Bassett – yes, Peggy Jablonski – yes, Faythe Ellis – abstain, Chair Robinson – yes.

VOTE 6-yes 0-no 1-abstain

7. Matters Not Reasonably Anticipated by the Chair- none

8. Announcements

9. Upcoming meeting: December 27th at 4PM

Sarah will be unavailable for the meeting on the 27th and Faythe will Chair.

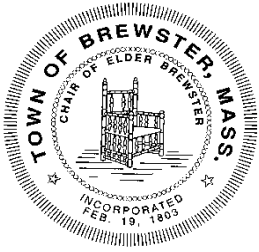
MOTION made by Elizabeth Taylor to adjourn the meeting at 4:38 pm. Bruce Evans second.

Roll Call Vote: Sharon Marotti – yes, Elizabeth Taylor – yes, Peggy Jablonski – yes, Bruce Evans – yes, Roland Bassett – yes, Faythe Ellis – yes, Chair Robinson – yes.

VOTE 7-yes 0-no

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.



Approved:

2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701
FAX (508) 896-8089

VOTE:

COMMUNITY PRESERVATION COMMITTEE

Hybrid Meeting w In-Person Quorum
Wednesday, December 27, 2023, at 4:00 p.m.

MEETING MINUTES OF DECEMBER 27, 2023

Present: Community Preservation Committee (CPC) – Vice Chair Faythe Ellis, Treasurer Sharon Marotti, Clerk Elizabeth Taylor, Roland Bassett, Bruce Evans, *Peggy Jablonski (remote attendance)*

Absent: Chair Sarah Robinson, Christine Boucher

Also Present: *Cynthia Bingham, Select Board (remote attendance,)*

Vice Chair Ellis called the meeting to order at 4:01 pm, announced a quorum, and read the Recording Statement.

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

1. Public Announcements and Comment- none

2. Financial Update

In the packet, Faythe included the FY25 forecast with plug in numbers, just placeholders for the applications that have been submitted. For the Housing Coordinator, the amount is \$74,589; for Cape Housing Institute, the amount is \$20,000; for the Finch Skateboard Park, \$7500; and for Schoolhouse #3, \$148,400. As a companion to that, she included the Target Allocation Policy Tracking sheet where she plugged in for FY25 those same numbers. Faythe said in the past, we would talk about individual applications and requests, plug the number in and go to the next. We are approaching a time where it is a little more complicated than that. She thinks it would be important to talk about this in the next meeting. Sharon said it might be a good idea to look at the presentations that were done at the Public Hearing and Historic things coming our way as a starting point to consider what is potentially coming up over the next couple of years. Paul thinks it feels a little early to be looking that far ahead as this is only year 2 of our 5-year plan. Peggy thought the other thing to go over looking at in the next couple of years is revenue. To then have a further discussion for building projects – housing, historic, recreation – if it comes in above the original estimate, is there a cut off? At what point do we think about this differently? How do we deal with the contingency factor and when does a project not become viable? Paul said one way to do that would be to set a maximum award amount – there are other ways of doing that. All the

State funding does it like that. Faythe said this puts us and the voters in a difficult position. She will recommend to Sarah that we put this on the agenda for our next meeting and invite Donna Kalinick to come in as a resource for the conversation. It would be helpful to inform future decisions we are going to be making for Spring Town Meeting.

3. Discussion and possible vote on completeness, timeliness, and CPA eligibility for funding requests submitted for CPC recommendation to Spring 2024 Town Meeting

1. **Lower Cape Housing Institute** – repeat request, this is CPA eligible. Are there any comments or questions? Paul recused himself from this discussion as he is on the Board of the CDP.

Motion to declare the Lower Cape Housing Institute application as complete, timely, and CPA eligible.

MOVED by Roland Bassett. Bruce Evans second.

Roll Call Vote: Bruce Evans - yes, Elizabeth Taylor – yes, Sharon Marotti – yes, Roland Bassett – yes, Peggy Jablonski – yes, Vice Chair Ellis - yes.

VOTE 6-yes 0-no

Faythe will refer this to the Housing Partnership for review.

2. **Finch Park project** – we have a legal opinion that it is CPA eligible. Any comments?
Paul said looking at the legal opinion, we need to determine that the work is rehabilitative and not ordinary maintenance.

Motion to declare the Finch Park Project application as complete, timely, CPA eligible, and used only for rehabilitation.

MOVED by Sharon Marotti. Roland Bassett second.

Roll Call Vote: Bruce Evans - yes, Elizabeth Taylor – yes, Sharon Marotti – yes, Roland Bassett – yes, Peggy Jablonski – yes, Paul Ruchinskas – yes, Vice Chair Ellis - yes.

VOTE 7-yes 0-no

Faythe will refer this to Recreation for review.

3. Brewster Town Administration submitted the application for the **Brewster Housing Coordinator** position.

Motion to declare the Housing Coordinator position application as complete, timely, and CPA eligible.

MOVED by Roland Bassett. Paul Ruchinskas second.

Roll Call Vote: Bruce Evans - yes, Elizabeth Taylor – yes, Sharon Marotti – yes, Roland Bassett – yes, Peggy Jablonski – yes, Paul Ruchinskas – yes, Vice Chair Ellis - yes.

VOTE 7-yes 0-no

4. **Schoolhouse #3 request** – we are treating this as an amendment to the original application. They are requesting an additional \$148,400 for the project. Do we think we want to refer this back to the historical commission for review or discuss the revised numbers with the committee. Bruce felt it would be good to review with the committee as the historical commission doesn't generally get large project numbers for review. Paul asked if there would be any downside to

referring it to the commission? Faythe was not sure what it would add but would ask Eric Dray to review the revision and join us in our conversation that we would make at Town Meeting. Sharon asked if this was the only estimate they had for this? Faythe said this is the estimate from the contractor, but many on their board are retired builders and that is where their expertise is evaluated from. She doesn't believe it needs to go back to the Historic Commission.

Motion to declare the Schoolhouse #3 Project additional information as complete, timely, and CPA eligible.

MOVED by Paul Ruchinskas. Bruce Evans second.

Roll Call Vote: Bruce Evans - yes, Elizabeth Taylor – yes, Sharon Marotti – yes, Roland Bassett – yes, Peggy Jablonski – yes, Paul Ruchinskas – yes, Vice Chair Ellis - yes.

VOTE 7-yes 0-no

Faythe will refer this to Eric Dray for review.

4. Project Updates

- Faythe said the closing for the CC5 Housing project happened last week. It was a scramble to get all the reviews and signatures done all at the end of last week. As a result of the back-and-forth emails, Jill is recommending we have a further discussion between herself, Faythe, and others to come up with a better way to work these regional closings going forward.
- Elizabeth heard from Richard Archer about the Crosby Chimney Project. It looks like they have a preliminary bid of \$62,000. Their application was for \$67,400, so there is about \$5,400 left over. The way things are going, she is hoping that leeway will cover any problems. Richard Archer sent it to Eric Dray for review, and she is hoping it won't see any price increases.

5. Approval of Minutes – 11/29/23

11/29/23- Paul said on page 2 last paragraph – after the clearest way forward... wanted to add: after further discussion, he agreed to treat it as an amendment to the original award...

Motion to approve the Minutes from November 29, 2023 with that edit.

MOVED by Elizabeth Taylor. Sharon Marotti second.

Roll Call Vote: Bruce Evans - yes, Elizabeth Taylor – yes, Sharon Marotti – yes, Roland Bassett – yes, Peggy Jablonski – yes, Paul Ruchinskas – yes, Vice Chair Ellis - yes.

VOTE 7-yes 0-no

6. Matters Not Reasonably Anticipated by the Chair

- Faythe asked if anyone had seen the Cape Cod Times article on the 26th? It was a front-page article about a petition put forth for the Brewster Cemetery on Lower Road. They are planning to submit an application for funding from the CPC to take care of those gravestones. They are doing this online petition to get letters of support for their application.

- Faythe said within the past 3 days, there was an interesting editorial in the Boston Glode regarding their position regarding advocating for changes in the Community Preservation Act. She will bring it to the next meeting.

7. Announcements - none

8. Upcoming meeting: January 10th at 4PM

**MOTION made by Bruce Evans to adjourn the meeting at 4:37 pm. Sharon Marotti second.
Roll Call Vote: Sharon Marotti – yes, Elizabeth Taylor – yes, Bruce Evans – yes, Roland Bassett – yes, Paul Ruchinskas – yes, Peggy Jablonski – yes, Vice Chair Ellis - yes.
VOTE 7-yes 0-no**

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.