

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 24, 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 Ruchinkas

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. Reminder to respond to Town Clerk's email regarding Ethics Training
7. Financial Update
8. Discussion and possible vote on Brewster Historical Society request for \$148,800 to fund Schoolhouse #3 project additional funding request from the Brewster Historical Society
9. Discussion and possible vote on committee recommendation for Town of Brewster Application for \$74,589 for the Housing Coordinator Position
10. Discussion and possible vote on committee recommendations for Community Development Partnership's request for \$20,000 in CPA funds for the Lower Cape Housing Institute
11. Discussion and possible vote on The Annual Report (Elizabeth)
12. Project updates
13. Approval of minutes
14. Matters Not Reasonably Anticipated by the Chair
15. Announcements
16. Next Meeting: February 14th at 4pm
17. 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		\$ 1,107,291	\$ 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

To Brewster CPC Members

Re: Links and information regarding Spring 2024 Town Meeting applications on agenda for 1/24

A. Information related to Schoolhouse 3 applications 1 (2022) and 2 (2023) – Agenda Item 8

1. Original Schoolhouse Application: [Updated Fall 2022 CPC Applications Packet 101722 \(laserfiche.com\)](https://www.laserfiche.com/101722)

Original 2022 Schoolhouse 3 application from Brewster Historical Society begins on page 10 of this link. Included here are additional documents from the 2022 application. For the sake of brevity, I did not include letters of support from the Select Board, and Old Kings Highway Historic District.

- Letter from Brewster Conservation Trust
- 2022 BHS budget
- Jennison Commitment Letter

2. Schoolhouse 3 Application 2. - Attached is the current application for additional funds for Spring 2024 TM consideration, the revised 2023 estimate, and site plan.

B. [Spring 2024 TM CPA applications](#)

- a. Agenda Item 9 Housing Coordinator application begins on page 37
- b. Agenda Item 10 Lower Cape Housing Institute begins on page 1.

2022 BHS BUDGET

INCOME

Antiques Fair	\$ 8,000.00
Farmers Market	32,000.00
Taste of Brewster	5,000.00
Tours - Cemeteries	1,250.00
- Wing Island	700.00
- Main Street	1,500.00
Museum admission	1,750.00
Gift Shop Sales	800.00
Membership	21,500.00
Donations	11,000.00
Annual appeal	19,500.00
Undaunted picture sales	5,000.00
Investment income	<u>2,000.00</u>
	\$110,000.00
Eddy Foundation – Cobb House painting & repairs	<u>3,000.00</u>
	\$113,000.00

EXPENSES

Administration		
Accounting	1,200.00	
Other	<u>2,900.00</u>	
		4,100.00
Operations		
Museum (collection maintenance)	1,000.00	
Curating	2,760.00	
Insurance	3,100.00	
Constant Contact	<u>540.00</u>	
		7,400.00
Cobb House		
Advertising & signage	100.00	
Alarm	1,000.00	
Cleaning/windows	2,000.00	
Electricity	1,500.00	
Fire extinguishers	200.00	

HVAC maintenance	400.00	
Insurance	10,000.00	
Landscaping		
Gardens	2,500.00	
Lawn & yard	<u>8,000.00</u>	
		10,500.00
Painting & repairs	3,000.00	
Pest control	1,400.00	
Plowing/shoveling/salting	500.00	
Propane	4,000.00	
Telephone/internet	2,200.00	
Trash	200.00	
Water	<u>1,200.00</u>	
		38,200.00
Windmill Village		
Alarm	500.00	
Electricity	800.00	
Fire extinguishers	300.00	
Insurance	4,000.00	
Landscaping	2,000.00	
Maintenance	300.00	
Pest control	<u>300.00</u>	
		8,200.00
Gift Shop	200.00	
Payroll	22,100.00	
Fundraising	2,500.00	
Membership	1,200.00	
Guest Speakers	100.00	
Antiques Fair	1,600.00	
Farmers Market	27,000.00	
Tours – Cemetery, etc.	<u>400.00</u>	
Total		\$113,000.00



BREWSTER CONSERVATION TRUST

36 Red Top Road Brewster, Massachusetts 02631
www.brewsterconservationtrust.org

11 July 2022

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

Re: 2342 Main Street "School House No. 3"

Dear Sally,

I write in response to your letter of 10 June 2022, to Amy Henderson and the subsequent email exchanges between Amy and yourself. As you know, the property known as 2342 Main Street has been donated to BCT with the understanding that it would be re-purposed as a "pocket" park with limited public access, and we are in the initial stages of planning how best to fulfill the donor's intent.

The Brewster Historical Society has indicated its interest in acquiring one of the existing structures on the Property, which may have significant historical value as the Town's former "School House No. 3," with the intention of relocating it to the Society's Windmill Village property at 51 Drummer Boy Road. I am pleased to report that, at our regular meeting on 6 June 2022, the BCT Board discussed this proposal and voted unanimously to approve a donation of that structure to the Brewster Historical Society.

Upon request, BCT will be happy to provide appropriate confirmations of our support for this project. The Chair of the Brewster Historical Commission is copied on this letter.

We understand that the Society intends to apply for Community Preservation Act funding to defray costs of the Project. We are also pleased to support that application. The Chair of the Community Preservation Committee is copied on this letter.

Of course, many details remain to be worked out, in terms of timing, the transfer of title to the building, permitting, access to the property for carrying out the project with appropriate indemnities and insurance requirements, coordination of publicity about the project, and so on. However, we expect that, with good will and effective communication, the two organizations will be able to address and resolve all such issues quickly and amicably.

We look forward to working with you in protecting and preserving Brewster's cultural and natural landscapes.

Very truly yours,

A handwritten signature in blue ink that reads "Tino".

Martin Kamarck
President

Cc: George Boyd, Faythe Ellis, Paul Daley

From: Carole Jennison - Foundation <cjennison@jennisoncharitablefoundation.org>

Sent: Monday, July 4, 2022 10:05 AM

To: Sally C. Gunning <president@brewsterhistoricalsociety.org>

Cc: Gary Jennison - Foundation <gjennison@jennisoncharitablefoundation.org>

Subject: Re: Projects

Dear Sally,

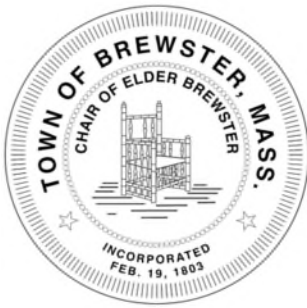
Please feel free at your discretion to let each of the committees you'll be testifying before know that you have discussed both of these projects with the Jennison Charitable Foundation and have their financial support in the same way they have supported other endeavors at the Cobb house.

Take care,
Carole

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.

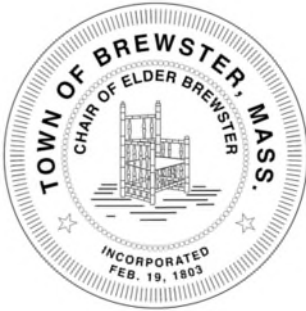
Interested parties are urged to submit applications as soon as possible. For further information, please contact any member of the committee.

Thank you,

Faythe Ellis, Chair

Community Preservation Committee

Faythe Ellis, Chair	Historical Commission	faythe.ellis@outlook.com
Sarah Robinson, Vice Chair	Citizen Representative	RobinsonFinancialSolutions@comcast.net
Sharon Marotti, Treasurer	Citizen Representative	sharonmarotti@gmail.com
Elizabeth G. Taylor, Clerk	Planning Board	egtfarm@gmail.com
Roland W. Bassett, Jr., Member	Recreation Commission	
Christine Boucher, Member	Brewster Housing Authority	cb.bb.boucher@gmail.com
Bruce Evans, Member	Conservation Commission	nanumetbruce@gmail.com
Peggy Jablonski, Member	Citizen Representative	pegjab@gmail.com
Paul Ruchinkas, Member	Citizen Representative	pjruch@comcast.net



Town of Brewster
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2198 Main Street
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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

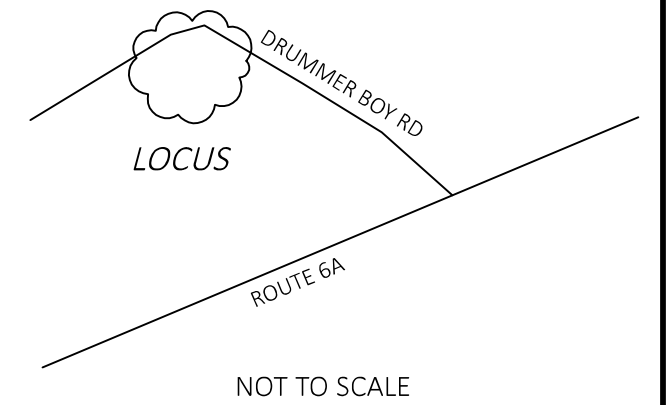
- Meets one or more of the Open Space goals listed on page 28-30 of Town of Brewster Community Preservation Plan FY23-27
- Permanently protect important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, contain a habitat type 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.



NOT TO SCALE

PLAN BOOK 293
DEED BOOK 2077
ASSESSOR'S MAP 20

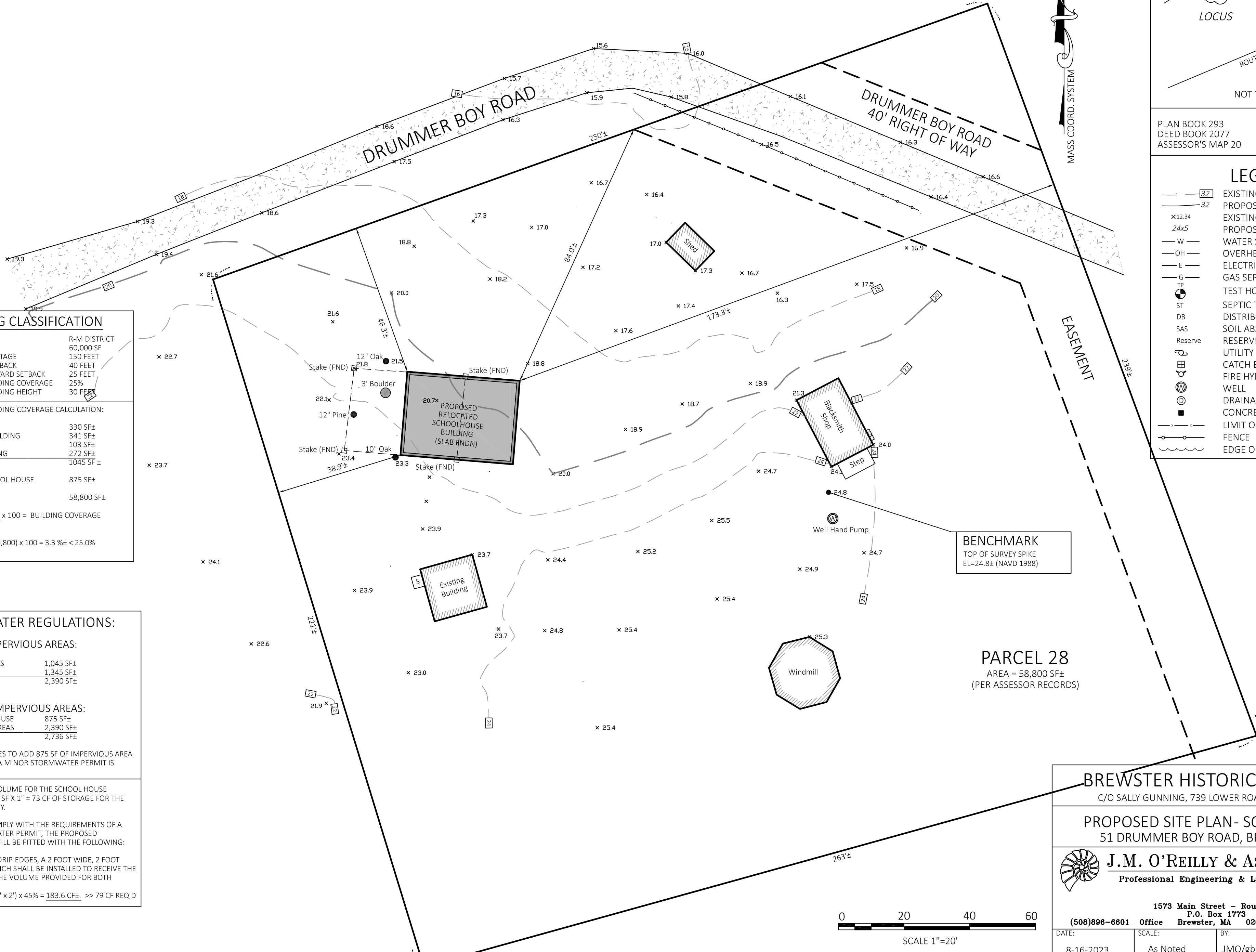
PAGE 94
PAGE 94
PARCEL 11-1

LEGEND

- EXISTING CONTOUR
- PROPOSED CONTOUR
- EXISTING SPOT GRADE
- PROPOSED SPOT GRADE
- WATER SERVICE LINE
- OVERHEAD UTILITY SERVICE
- ELECTRIC / COMM. SERVICE LINE
- GAS SERVICE LINE
- TEST HOLE / BORING LOCATION
- SEPTIC TANK
- DISTRIBUTION BOX
- SOIL ABSORPTION SYSTEM
- RESERVED FOR FUTURE
- UTILITY POLE
- CATCH BASIN
- FIRE HYDRANT
- WELL
- DRAINAGE MANHOLE
- CONCRETE BOUND, FOUND
- LIMIT OF WORK
- FENCE
- EDGE OF CLEARING

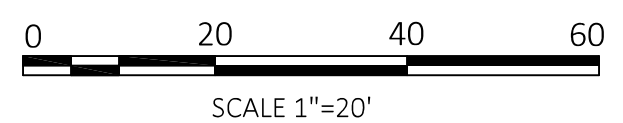
ZONING CLASSIFICATION	
ZONE	R-M DISTRICT
MINIMUM AREA	60,000 SF
MINIMUM FRONTAGE	150 FEET
FRONT YARD SETBACK	40 FEET
SIDE AND REAR YARD SETBACK	25 FEET
MAXIMUM BUILDING COVERAGE	25%
MAXIMUM BUILDING HEIGHT	30 FEET
PROPOSED BUILDING COVERAGE CALCULATION:	
WINDMILL	330 SF±
BLACKSMITH BUILDING	341 SF±
SHED	103 SF±
EXISTING BUILDING	272 SF±
TOTAL EXISTING	1045 SF±
PROPOSED SCHOOL HOUSE	875 SF±
LOT AREA	58,800 SF±
[(BUILDING AREA) x 100 = BUILDING COVERAGE (LOT AREA)]	
(1,045 + 875 / 58,800) x 100 = 3.3% ± < 25.0%	

STORMWATER REGULATIONS:	
EXISTING IMPERVIOUS AREAS:	
STRUCTURES	1,045 SF±
ROAD	1,345 SF±
TOTAL	2,390 SF±
PROPOSED IMPERVIOUS AREAS:	
SCHOOL HOUSE	875 SF±
EXISTING AREAS	2,390 SF±
TOTAL	2,736 SF±
PROJECT PROPOSES TO ADD 875 SF OF IMPERVIOUS AREA TO THE PARCEL. A MINOR STORMWATER PERMIT IS REQUIRED.	
THE REQUIRED VOLUME FOR THE SCHOOL HOUSE BUILDING IS: 875 SF X 1" = 73 CF OF STORAGE FOR THE LEACHING FACILITY.	
IN ORDER TO COMPLY WITH THE REQUIREMENTS OF A MINOR STORMWATER PERMIT, THE PROPOSED SCHOOLHOUSE WILL BE FITTED WITH THE FOLLOWING:	
<ul style="list-style-type: none"> • UNDER THE DRIP EDGES, A 2 FOOT WIDE, 2 FOOT DEEP STONE TRENCH SHALL BE INSTALLED TO RECEIVE THE ROOF RUNOFF. THE VOLUME PROVIDED FOR BOTH TRENCHES IS = [2 x (34' x 3' x 2')] x 45% = 183.6 CF±, >> 79 CF REQ'D 	



BENCHMARK
TOP OF SURVEY SPIKE
EL=24.8± (NAVD 1988)

PARCEL 28
AREA = 58,800 SF±
(PER ASSESSOR RECORDS)



BREWSTER HISTORICAL SOCIETY
C/O SALLY GUNNING, 739 LOWER ROAD, BREWSTER, MA

PROPOSED SITE PLAN- SCHOOLHOUSE
51 DRUMMER BOY ROAD, BREWSTER, MA

J.M. O'REILLY & ASSOCIATES, INC.
Professional Engineering & Land Surveying Services

1573 Main Street - Route 6A
P.O. Box 1773
Brewster, MA 02631 (508)896-6602 Fax

DATE:	SCALE:	BY:	CHECK:	JOB NUMBER:
8-16-2023	As Noted	JMO/gb	JMO	JMO-6619

Buildings: Public Schools - .0004

No. 3 - E. Brewster





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

Report of the COMMUNITY PRESERVATION COMMITTEE:

The Community Preservation Committee is dedicated to the important work of helping make Brewster a better place to live through support of appropriate projects in Historic Preservation, Community Housing, Recreation and Open Space Acquisition.

Now in its **seventeenth** year, the Brewster Community Preservation Committee (CPC) receives its funding from Brewster taxpayers through a 3% surcharge on local real estate taxes and a supplemental amount from State government as provided under the MA Community Preservation Act (CPA). The State government "match" comes from a small statewide fee on real estate transactions. From 2005-2007 the State provided a 100% match, which percentage has declined ever since. The **FY24** State match was **25.87%**. Through **December 31, 2023** over **\$22.7** million in CPA revenue has been raised: **\$14.7** million locally and **\$7** million from the state match.

The CPC reviews applications for funding and considers recommendations from the Open Space Committee, Recreation and Historical Commissions, and the Housing Partnership before submitting articles for consideration by Town Meeting voters.

Over its history, the CPC has recommended, and Town Meeting has approved the following net expenditures for activities and projects that have been completed or are in progress: **30** Historic Preservation awards totaling **\$3,247,217**; **39** Community Housing awards totaling **\$5,610,346**; **16** Recreation awards totaling **\$1,614,670** and **21** Open space awards totaling **\$8,663,494**. Town Meeting approved **\$1,078,020** in funding for CPC referred projects in **2023**. In addition to these projects, Open Space funds were used to pay **\$189,633** toward bonded indebtedness.

Six projects were approved at the May 01, 2023 Town Meeting.

1. Community Housing: \$70,850

Town of Brewster Town Administration- Housing Coordinator: This item funded the part-time Housing Coordinator position. The Community Preservation Committee has supported the Housing Coordinator position since 2017. The hiring of a Housing Coordinator was identified as a key strategy in the Brewster Housing Production Plan. The Housing Coordinator holds hours for the public weekly, supports multiple Town committees, including the Housing Trust and Housing Partnership, works with regional housing agencies and organizations in Town to promote housing choice. The Housing Coordinator is an integral part of the Town housing efforts, outlined in both the Town Vision Plan and the Select Board strategic plan. The Housing Coordinator helps to acquire, create, preserve, and support community housing. The FY24 request funds the position at 30 hours per week with the CPC providing funding for the salary and the Town providing funding for all benefits of the position. Our housing program continues to be a partnership of many Town entities.

Total Project Cost: **\$105,000**

CPC Request: \$70,850

2. Community Housing: \$125,000

Friends or Relatives with Autism & Related Disabilities (FORWARD): The project is for new construction of eight affordable and supportive one-bedroom apartments at 131 Hokum Rock Road in Dennis to be completed in 2024. The housing is for Cape Codders with

autism and related disabilities who can live independently. These individuals still need supportive services, health and safety supervision and access to 24-hour emergency response, but do not require a congregate setting with round the clock staffing. All apartments will be built at ground level, and all will be barrier free, fully accessible, and designed to accommodate the sensory needs of residents with developmental disabilities. Supportive services will be provided by the Massachusetts Department of Developmental Disabilities (DDS) which will select and place all residents. Affordability is restricted to incomes less than 30% of Area Median Income and all rents will be subsidized through project-based vouchers. FORWARD has been awarded CPA funding from Dennis (\$685,000). FORWARD applied for \$120,000 of Brewster CPA funds for hard construction expenses. The amount requested included a \$5,000 set-aside for CPC legal expenses related to the award

Total Project Cost: **\$4,325,000** CPC Request: **\$125,000**

3. Community Housing: \$55,000

Housing Assistance Corporation (HAC) 107 Main Street, Orleans Affordable Rental Housing:

The project at 107 Main Street in Orleans will create a high-quality affordable rental community with 14 rental units in a single structure with three sections in the style of a historic Cape Cod home to be completed in 2023. All 14 units will be affordable to households earning up to 80% of area median income, in accordance with applicable state regulations and guidelines. The proposed project will be an asset to the surrounding neighborhood. It is well designed both architecturally and environmentally and fits well within the context of the area in which it will be located; the location is an excellent smart growth site close to downtown Orleans and various amenities. HAC did not originally intend to request CPA funds from surrounding towns, but construction cost escalation over the past year created a funding gap on the project. HAC sought \$50,000 of Brewster CPA funds for hard construction expenses. The CPC amount requested included an additional \$5,000 to be set aside to pay for Brewster CPC legal expenses related to the award.

Total Project Cost: **\$6,709,786** CPC Request: **\$55,000**

4. Community Housing: \$55,000

Preservation of Affordable Housing (POAH) and Community Development Partnership (CDP)

Juniper Hill in Wellfleet: Juniper Hill, a development of 46 affordable housing units located at 95 Lawrence Road in Wellfleet will be completed in 2025. Juniper Hill will be the first such housing development in decades in Wellfleet that can serve populations and stabilize the regional economy. The Town of Wellfleet recognized this need as it released a 9-acre town owned lot for development in 2021 and designated POAH and CDP as joint developers in December 2021. The property will be divided into 2 parts: an Upper Village of 22 two-bedroom and three-bedroom town homes oriented for family housing, and a Lower Village with a multifamily elevator building consisting of 24 one- and two-bedroom flats. 35 of the 46 apartments will be targeted for families earning at or below 80% area median income (AMI), with the remaining workforce apartments intended as “workforce” housing for households earning up to 120% AMI. Wellfleet is contributing \$1.5 Million in CPA funding to this project. The Brewster CPC recommended \$50,000 in Brewster CPA funds to POAH/CDP for hard construction

costs excluding apartments intended for families earning more than 110% AMI. The CPC added \$5,000 to cover legal and other expenses.

Total Project Cost: **\$32,128,643** CPC Request: **\$55,000**

5. Recreation: \$ 9,670

Brewster Council on Aging – Accessible furniture for Freeman’s Fields: This item funded the cost of 8 weather resistant accessible benches and 2 picnic tables at Freeman’s Way Fields to provide opportunities for exercise, socialization, and inter-generational activities for residents. The installation increases accessibility and enhances the improvements for this complex planned by the Department of Public Works and Recreation Department.

Total Project Cost: **\$9,670** CPC Request: **\$9,670**

6. Open Space: \$189,633

Community Preservation Bonded Debt Service: This item paid **\$189,633** in FY 2023 for principal and interest for three CPA open space acquisitions that were financed via long term bonding: BBJ Cranberry Trust 1&2 (\$2.5M for 50 acres in West Brewster by Mother’s Bog) and Bates (\$675K for 36 acres in the Punkhorn Parklands).

The CPC inherited an existing land purchase program enacted under prior state legislation providing for a Cape Cod Land Bank. In addition, the CPC inherited responsibility for a long-term bond issued by Brewster to finance a prior purchase, which has now been paid off. The Town has issued additional bonds for three purchases since 2006, but the level of indebtedness on land purchases is relatively unchanged since the CPC was formed. Bond payments are from CPC open space funds.

As a part of acquiring open space parcels, the Town standardly applies for State LAND Grants. From 2006 through 2022 Brewster acquired 21 open space properties (including Conservation Restrictions) totaling 304 acres with a total acquisition price of \$16,279,900. State LAND grants, as well as other funding was secured for these purchases resulting in a net cost of 53.2% or \$8,663,494, with a final per acre cost of \$28,498.33. Less funding has been available in the last few years, making individual land grants harder to obtain. However, the Open Space Committee has worked closely with the Brewster Conservation Trust and the Compact of Cape Cod Conservation Trusts to foster partnerships with other conservation trusts, as well as neighboring towns to purchase a number of properties, resulting in reduced costs to Brewster, even without State LAND grants.

Two projects were approved at the November 13, 2023 Town Meeting:

1. Community Housing: \$255,000

Brewster Affordable Housing Trust: Affordable Buydown Program: The Brewster Affordable Housing Trust’s (BAHT) Affordable Program is a continuation of the Brewster Affordable Homebuyer’s Buy Down Program which began in 2007 and, over the past 16 years, expended \$360,000 to assist 12 households in purchasing affordable homes in Brewster. Funding was exhausted. When the Program was first developed by the

Community Preservation Committee (CPC), Brewster did not have a municipal housing trust. Going forward the BAHT will manage the Buydown Program which may provide up to \$50,000 of grant assistance to first-time affordable homebuyers purchasing a home in Brewster. Eligible households may make up to 80% of the Area Median Income and must agree to place a permanent deed restriction on the home. The grant funds reduce, or “buy down”, the purchase price of the home to make the home affordable and are provided as an interest-free loan, forgivable after 30 years. The program is targeted to preserve affordable homes already on the Town’s Subsidized Housing Inventory that are being sold. The BAHT requested \$250,000 in funding for buydown awards. The CPC increased the award by \$5,000 to include funds to offset legal and administrative expenses related to administering the program. The Brewster Housing Partnership recommended approval of this request to the Community Preservation Committee.

Total Project Cost: \$255,000 CPC Request: \$255,000

2. Community Housing: \$507,500

Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC):

Spring Rock Village is the proposed development of 45 affordable housing units located on Millstone Road in Brewster. The community will provide apartments for a range of household types – with affordable rents that working Brewster households can support. The site design creates a sociable neighborhood that preserves over 70% of the existing 16-acre woodland habitat. The development prioritizes sustainability with its compact layout and commitment to Passive House energy efficiency. The apartments will include 15 one-bedroom, 25 two-bedroom, and 5 three-bedrooms scattered across 11 buildings featuring traditional Cape Cod architecture. The project is close to Nickerson State Park, the Cape Cod Rail Trail, and public transportation provided by the Cape Cod Regional Transit Authority. POAH and HAC were selected by the Brewster Affordable Housing Trust to develop this project through a Request for Proposals process. The Town of Brewster, through the Affordable Housing Trust, Select Board and Town staff crafted the vision for this project prior to releasing a Request for Proposals from developers. The project is scheduled for completion in June 2026. The initial lease up for tenants will include a 55% local preference (24) units and a 15% regional preference (7 units). \$500,000 of the award will be used for construction costs of the project. \$7,500 will be used to pay CPC legal and administrative expenses related to the award. The Brewster Housing Partnership recommended approval of this request to the Community Preservation Committee.

Total Project Cost: \$27,128,227 CPC Request: \$507,500

At the beginning of FY24 on July 1, 2023 carryover reserve balances were as follows: Open Space - \$2,002,817, Community Housing - \$144,789, Historical - \$301,854, and Pre-FY24 Undesignated Reserve (for Recreation, Historical and Community Housing) - \$1,174,593.

At the Fall 2022 Town meeting, voters approved a change to Brewster’s CPA bylaw regarding allocation of CPA revenues effective with FY24. Our updated bylaw also codified a new element to guide the committee’s recommendations – a 5-year non-

binding target allocation policy. Town Meeting will continue to have final approval authority over expenditure of all CPA funds.

It is a privilege and pleasure to serve the Town in this manner. Our shared quality of life in Brewster is enhanced because we participate in the Community Preservation Act.

Faythe Ellis, Chair
Sarah Robinson, Vice-Chair
Sharon Marotti, Treasurer
Elizabeth G. Taylor, Clerk
Roland W. Bassett, Jr.
Christine Boucher
Bruce Evans
Peggy Jablonski
Paul Ruchinkas

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

DRAFT

BREWSTER COMMUNITY PRESERVATION GRANT

QUARTERLY PROJECT STATUS REPORT

Name of CPA Recipient: Habitat for Humanity of Cape Cod, Inc. **Quarter Ending Date:** December 31, 2023

Project Title: Brewster Red Top Road Community Housing (aka Phoebe Way)

Project Representative/CPC Contact Name: Elizabeth (Beth) Hardy Wade, Director of Land Acquisition

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

Telephone Number: 508-362-3559 x 24

Email: land@habitatcapecod.org

Amount: \$100,000

of Homes: 2

Project Status:

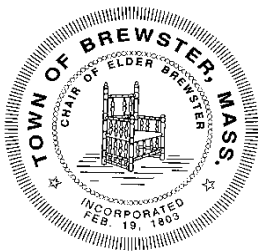
Permitting:	No change: The Town Clerk stamped ZBA decision was recorded at the Barnstable County Registry of Deeds on January 24, 2022: BK 34849, PG 19; Subdivision Plan at: PB 694 PG 44. Habitat closed on the donation of the two lots from Beth Finch on February 28, 2022. Deed for transfer of property at: BK 34935 PG 265. Regulatory Agreement, recorded on October 20, 2022, at the Barnstable County Registry of Deeds at BK 35434 PG 166 (original delivered to the Planning office). Building permits were issued in November 2022. Amended RA recorded at the Registry of Deeds on May 11, 2023, BK 35779 PG 33 (original delivered to the Planning Office).
Infrastructure:	Update: <u>98%</u> Complete: Each homes' septic system has been installed, inspected, and covered; Water lines have been installed to both houses; Electric lines installed in both houses; and a new telephone pole has been installed by entry roadway. The street sign for Phoebe Way is in place. Permanent electricity has been brought in. <i>Driveway gravel will be placed at the end of construction.</i>
Construction:	Update: <u>20%</u> Complete: The volunteer wall raising took place on Saturday, November 11 th at 8 a.m. Framing is underway, trusses are up, walls are up, windows are in, roof sheathed (and likely roofing shingles will be installed the week of 1/14). HVAC (air source heat pumps) have been roughed in. Construction continues, making good progress and on schedule.
Fundraising:	Update: We continue with robust fundraising for the project. Since our last report new donations have been secured from individuals, faith community, foundations, and local businesses. Ocean Edge, Cape Cod Healthcare, Cooperative Bank of Cape Cod, Bank of America Charitable Foundation, Church of the Holy Spirit, and Brewster Baptist Church to name a few. These have helped offset increased construction costs.
Homeowners:	Update: Applications closed on August 14, 2023, with 30 applications received. Subsequently two eligible families were chosen by lottery. One family qualified for the veteran preference home.
Volunteers or Events/Press:	There was a very well attended "Kick-off" event for Monday, November 6, 2023, at Brewster Baptist Church.

PHOEBE WAY, BREWSTER		2 HOMES							
FUND USES	House Costs						Revised As Of: 12.31.2023		
	BUDGET	PER UNIT	PER SF	% of TTL	ACTUAL	% of TTL	DIFFERENCE		
a	Site Acquisition	0	0	0	0%	0	0%	0	
	Site Work/Hard Costs								
	Drainage	11,000	5,500	2	1%	307	0%	10,693	
	Driveways and Parking	22,500	11,250	5	2%	0	0%	22,500	
	Earthwork/Topsoil	26,500	13,250	6	3%	45,775	9%	(19,275)	
	Excavate, Backfill, Septic, Waterline	61,000	30,500	13	6%	147,332	30%	(86,332)	
	Lawns, Plantings and Walkways	10,000	5,000	2	1%	0	0%	10,000	
	Other:	0	0	0	0%	0	0%	0	
	Roadway	103,500	51,750	22	10%	0	0%	103,500	
	Sheds	27,500	13,750	6	3%	6,488	1%	21,012	
	Site Landscaping & Loam Shoulders	12,500	6,250	3	1%	9,605	2%	2,895	
	Site Utilities (not extensions/road)	35,500	17,750	7	3%	18,702	4%	16,798	
	Water/Wells	8,600	4,300	2	1%	18,000	4%	(9,400)	
b	Subtotal Site Work	318,600	159,300	66	31%	246,209	50%	72,391	
	Direct Construction								
	Appliances	8,000	4,000	2	1%	0	0%	8,000	
	Cabinets & Vanities	17,000	8,500	4	2%	0	0%	17,000	
	Carpentry/Doors & Windows	100,000	50,000	21	10%	59,485	12%	40,515	
	Concrete	42,000	21,000	9	4%	47,066	10%	(5,066)	
	Electrical	33,380	16,690	7	3%	0	0%	33,380	
	Insulation	17,580	8,790	4	2%	0	0%	17,580	
	Interior Finish	40,600	20,300	8	4%	0	0%	40,600	
	Plumbing/HVAC	66,566	33,283	14	6%	0	0%	66,566	
	Solar Install	0	0	0	0%	0	0%	0	
c	SubTotal Direct Construction	325,126	162,563	68	32%	106,551	22%	218,575	
d	SubTotal Site Wk & Direct Const (b + c)	643,726	321,863	134	63%	352,760	72%	290,966	
6% of (d)	General Requirements	38,624	19,312	8	4%	5,306	1%	33,317	
6% of (d)	Builder's Profit	38,624	19,312	8	4%	21,166	4%	17,458	
2% of (d)	Builder's Overhead	12,875	6,437	3	1%	7,055	1%	5,819	
e	Total Gen Req, Profit, Overhead	90,122	45,061	19	9%	33,527	7%	56,595	
f	5% of a,b,c,d	Construction Contingency	36,692	18,346	8	4%	0	0%	36,692
g	TOTAL HARD/CONST COSTS (a+b+c+e+f)	770,540	385,270	161	75%	386,287	78%	384,253	

PHOEBE WAY, BREWSTER		2 HOMES							
FUND USES		House Costs					Revised As Of: 12.31.2023		
		BUDGET	PER UNIT	PER SF	% of TTL	ACTUAL	% of TTL	DIFFERENCE	
Soft Costs									
3% of home \$	Accounting	3,000	1,500	1	0%	0	0%	3,000	
	Architectural	500	250	0	0%	0	0%	500	
	Bond Premium	0	0	0	0%	0	0%	0	
	Construction Interest	12,375	6,188	3	1%	0	0%	12,375	
	Engineering	12,900	6,450	3	1%	27,795	6%	(14,895)	
	Family Programs/Volunteer Services	12,292	6,146	3	1%	131	0%	12,161	
	Financing/Application Fees/Appraisals	500	250	0	0%	0	0%	500	
	Insurance	5,684	2,842	1	1%	0	0%	5,684	
	Legal	4,500	2,250	1	0%	10,909	2%	(6,409)	
	Maintenance (unsold units)	0	0	0	0%	0	0%	0	
	Marketing (Affirmative Fair Housing)	11,954	5,977	2	1%	2,297	0%	9,656	
	Permits/Surveys	2,000	1,000	0	0%	8,390	2%	(6,390)	
	Real Estate Taxes	0	0	0	0%	0	0%	0	
	Security	0	0	0	0%	0	0%	0	
	Site & Construction Supervision	70,193	35,096	15	7%	2,116	0%	68,076	
Utilities	0	0	0	0%	0	0%	0		
Less Discounts/Gifts in Kind	0	0	0	0%	0	0%	0		
h Subtotal Soft Costs		135,897	67,949	28	13%	51,639	10%	84,258	
i	5.0% Soft Cost Contingency	6,795	3,397	1	1%	0	0%	6,795	
j	TOTAL SOFT COSTS	142,692	71,346	30	14%	51,639	10%	91,053	
k	HARD AND SOFT COSTS	913,232	456,616	190	89%	437,926	89%	475,306	
l	12.5% Developer's Fee	114,154	57,077	24	11%	54,741	11%	59,413	
TOTAL DEVELOPMENT COST		1,027,386	513,693	214	100%	492,667	100%	534,719	

FUND SOURCES				ACTUAL	DIFFERENCE
\$398,450	Proceeds from Sale of Homes	Note 1		\$0	(\$398,450)
\$0	Acquisition Funding			\$0	\$0
\$100,000	Construction Funding - CPC			\$90,000	(\$10,000)
\$60,000	FHLBB Grant - Awarded			\$0	(\$60,000)
\$375,000	Fundraising: Designated Grants & Sponsorships			\$190,353	(\$184,648)
\$93,936	Habitat Developer Equity			\$212,315	\$118,379
\$0	Solar Grants & Energy Rebates	Note 2		\$0	\$0
\$0	Other			\$0	\$0
\$1,027,386				\$492,667	(\$534,719)

Note 1:	The "Proceeds from Sale of Homes-USDA" is based on 2023 EOHLIC approved pricing.
Note 2:	We will add a solar costs & funding sources for this project once it is identified.
Note 3:	The above Development Cost does not include donations and professional discounts, estimated at \$10K - \$20K per home.



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, January 10, 2024, at 4:00 p.m.

MEETING MINUTES OF JANUARY 10, 2024

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

Absent: Clerk Elizabeth Taylor, Christine Boucher

Also Present: Sally Gunning, Historical Society; Paul Daley, Historical Society

Chair Robinson 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

Sarah said there were no changes from what was presented last meeting. No questions.

3. Discussion on how to handle cost overages on projects

Sarah asked at what point do we draw the line about cost overages and where we go as a committee. Peggy said the larger question is if we are presented with a project that is out of scope, too big, etc., how do we handle that? The Dog Park, the Baseball field, are examples she can think of where additional funds were needed. We might have asked them to scale it back or do it differently, or just voted no because the project would be too much. Rollie said it is going to be brought to Town Meeting and someone is going to have to explain the additional ask. Faythe said it's not as if the project has started. Sarah said in essence this has turned into a \$500,000 project. It is a big project. Rollie said we have never run into this before. What happens if the town votes it down? Faythe said they would just decline the award, and it goes back into the Historic Fund. Faythe said she had been thinking about this, when we were trying to make the case to move to the new formula, the projects were listed out that were in the pipeline and that helps guide decision making. We have two places to help forecast – public hearing, capital planning budget, and now established a very good communication with the housing trust where
Community Preservation Committee

we are aware of their 5-year projections. We can project what is coming at us. It doesn't include regional asks. It is certainly better than what we have had in the past. In this case, we have the money for it. And it is a big number. Sharon said it is also something visible to the Town that people will enjoy. Faythe said there is a lot of conversation about community character, and this lands squarely in that basket. Sarah said going forward, we might want to put more emphasis on accurate estimates, so we don't keep running into this situation. Peggy keeps going back to if this was presented as a project for \$500,000, she may have personally voted against it. She thinks we need to struggle through the forecasting/projecting. Just because we have the money in that fund, doesn't mean there aren't other projects. Rollie said this project is different because all the money is coming from the CPC. The Historical Society isn't bringing any funds into the project. Sharon said they did say they applied for grants and wondered if that money was going to be used. Paul said the Historical Society is a nonprofit organization. He knows, in a housing development, it is going to be difficult. Spring Rock may come back to ask for more funding – they do value engineering, and if that doesn't work, they may come back looking for additional funds. Sarah said she isn't sure we will solve this problem today. She thinks it's important to submit very good budgets and very good estimates. Faythe said she thinks the applicants should be prepared to answer voters' questions at Town Meeting.

4. Discussion and possible vote on funding recommendations for Schoolhouse #3 project addition funding request from the Brewster Historical Society

Sally Gunning and Paul Daley are here to present the update to the Schoolhouse #3 project additional funding request as included in the packet. Sally Gunning said as they had mentioned before, there was a delay due to the soil conservancy district and having to move the project site a little to be outside of that area. Because of that delay, prices went up, and they realized the amount first requested was not going to cover the project. They are applying for an additional \$148,400. Bruce asked if it was one contractor who raised the rate. Paul Daley answered there were numerous items that would be increasing, including additional engineering; added the chimney that was discovered in the schoolhouse, and other items. We have been dealing with a contractor getting figures on various things. We feel comfortable now that the new amount will cover the project. Sally Gunning said the original application went in in July 2022 and it takes a long time to get engineering and other things completed. We also added a 10% contingency fee because of this experience. Paul Daley said we've also applied to the Old Kings Highway Commission; we've gone to the Selectman to have fees waived for the project. We are also working with the Building Commissioner and Town Planner. Paul asked if Eric Dray had got back to them about the project and being historical eligible. Faythe said she would go back to Eric Dray after this meeting to circle back on those items. Peggy feels this is an awkward position to put the committee through to go back to the voters with this additional amount and how it fits with the other priorities. At what point is any project just not sustainable? Especially when a project doesn't already have fundraising to complement the CPA funds. Sarah said we would have a broader discussion on this topic in general at a different time. Sally Gunning said that people came to us and asked us to take this on as a wonderful thing to do for Brewster. Paul Daley said we want everyone to be onboard for this project. Bruce asked if this reaches the target allocation policy, if we were to fund this project, there would possibly not be any more funds for the next 5 years. Would they still want these funds knowing that. Sally Gunning said she just didn't know. Faythe said we did carry over some funds with our transition that we could use. Paul said that is a discussion we haven't had yet. We are in a unique position in that we have more money currently than applications, but that will change as we go along, this will have to be discussed as a committee at a later time. Peggy said she is offering a word of caution. Sarah said we would discuss the larger topic at another time. Sharon and Paul want to wait until Town Counsel and Eric Dray give their opinions on

this request as it relates to eligibility before voting. Faythe will circle back to both of those entities with the facts at hand. Sally Gunning will send the site plans and the building plans to Faythe and Eric Dray.

5. Project Updates

Faythe included the update about the Ellen St. Sure project in the packet. It is moving along as you can see.

6. Approval of Minutes – 12/13/23 & 12/27/23

12/13/23- no edits

12/27/23- Paul said he was at that meeting but was not listed at the top of the Minutes as present, so please add his name.

Motion to approve the Minutes from December 13, 2023 as presented.

MOVED by Faythe Ellis. Roland Bassett second.

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

VOTE 6-yes 0-no 1-abstain

Motion to accept the Minutes from December 27, 2023 with that edit.

MOVED by Faythe Ellis. Roland Bassett second.

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

VOTE 7-yes 0-no

7. Matters Not Reasonably Anticipated by the Chair

Faythe said the Warrant Article draft should be done by February 21st to be ready to do presentations to Select Board and FinCom in March.

8. Announcements -

Paul said he watched the CDPs Zoning and ADU Presentation yesterday as part of the Housing Institute, and it was terrific. They also gave a really broad overview of ADUs across the country – he highly recommends watching the replay.

9. Upcoming meeting: January 24th at 4PM

MOTION made by Faythe Ellis to adjourn the meeting at 5:04 pm. Bruce Evans second.

Roll Call Vote: Sharon Marotti – yes, Bruce Evans – yes, Roland Bassett – yes, Paul Ruchinkas – yes, Peggy Jablonski – 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.

Community Preservation Committee

Minutes of January 10, 2024