

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 March 27, 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=NjB3WldRTGRxb0l0WWhISlJ0Y1NOOT09>

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. Recap of warrant article presentations to Select Board and Finance Committee
8. Review of revisions to Project Listing spreadsheet
9. Project Updates
10. Approval of Minutes
11. Matters Not Reasonably Anticipated by the Chair
12. Announcements
13. Next Meeting: April 10, 2024 at 4 PM
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

		10% Open Space	10% Housing	10% Historical	Pre FY24 Undesignated Fund Balance [4]	FY24 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
<i>BBJ Property Bond #1</i>	\$ (49,050)		
<i>BBJ Property Bond #2</i>	\$ (94,400)		
<i>Bates Property Bond</i>	\$ (46,183)		

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

Spring 2024 Town Meeting Approved

<i>Housing Coordinator</i>	\$ (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	

		10% Open Space	10% Housing	10% Historical	Pre FY24 Undesignated Fund Balance [4]	FY24 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)			BONDS
<i>BBJ Property Bond #2</i>	\$	(90,800)			
<i>Bates Property Bond</i>	\$	(44,783)			

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/Undesignated (4 categories)	Revenue Assumption	
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

Description	Notes	Open Space	Housing	Historical	Recreation	Unallocated Reserve - Historic, Unallocated Reserve - all		Admin	
						Rec, Housing			
Carryover									
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	\$ 1,813,189
EOY FY24	30/30/10/10/15/5	\$ 543,957	\$ 543,957	\$ 181,319	\$ 181,319		\$ 271,978	\$ 76,595	\$ 1,531,897
FY25 TAP	30/30/10/10/15/5	\$ 459,569	\$ 459,569	\$ 153,190	\$ 153,190		\$ 229,785	\$ 74,653	\$ 1,493,052
FY26 TAP	30/30/10/10/15/5	\$ 447,916	\$ 447,916	\$ 149,305	\$ 149,305		\$ 223,958	\$ 76,519	\$ 1,530,378
FY27 TAP	30/30/10/10/15/5	\$ 459,113	\$ 459,113	\$ 153,038	\$ 153,038		\$ 229,557	\$ 78,432	\$ 1,568,638
<i>Subtotal (B)</i>		\$ 2,817,149	\$ 2,091,874	\$ 818,171	\$ 636,852	\$ 472,422	\$ 955,277	\$ 377,733	\$ 7,937,154
TOTAL available for projects	A + B	\$ 3,554,191	\$ 2,137,244	\$ 1,318,522	\$ 636,852	\$ 1,230,178	\$ 955,277	\$ 377,733	\$ 9,977,673
		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.
 3. Open Space debt expense FY23-28 deducted from carryover 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

COMMUNITY PRESERVATION ACT FUNDING (Annual Town Meeting)

ARTICLE NO.x : To see if the Town will vote to act on the report of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds for the administrative and operating expenses of the Community Preservation Committee, the undertaking of Community Preservation Projects and all other necessary and proper expenses for the year, with each item considered a separate appropriation to be spent by the Community Preservation Committee, all as set forth below:

<u>Estimated revenues</u>	FY25
a. Estimated FY25 tax surcharge	\$1,254,583
b. Estimated FY25 state contribution (20%)	<u>\$ 250,857</u>
c. FY25 Estimated Total:	\$1,505,140

FY25 Appropriations and Allocations

a. Historic Preservation Reserve appropriation	(10%)	\$150,514
b. Community Housing Reserve appropriation	(10%)	\$150,514
c. Open Space/Recreation Reserve appropriation	(10%)	\$150,514
d. Budgeted Reserve	(65%)	\$978,341
e. Administrative Expense (Budgeted Reserve)	(5%)	\$ 75,257
f. Designated Reserves for Open Space		\$32,094
g. Undesignated Fund Balance		<u>\$102,089</u>
h. Total		\$1,639,323

	<i>Purpose</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
1	Historic Preservation			
	a. Designated Reserves for Historic Preservation	Transfer to reserve from estimated annual revenues in accordance with G.L. c.44B, §6	Fiscal Year 2025 CPA estimated annual revenues	\$150,514
	Sub-total			\$150,514
2	Community Housing			
	a. Designated reserves for Housing	Transfer to reserve from estimated annual revenues in accordance with G.L. c.44B, §6	Fiscal Year 2025 CPA estimated annual revenues	\$150,514
	Sub-total			\$150,514
3	Open Space/Recreation			
	a. Community Preservation Bonded Debt Service	Payment of debt principal and interest for the BBJ Property, and Bates Property bonds	\$150,514 from Fiscal Year 2025 CPA estimated annual revenues and \$32,094 from Designated Reserves for Open Space	\$182,608
	Sub-total			\$182,608

4	Budgeted Reserve			
	a. Administration Expense	Administration and operating expenses for Community Preservation Committee	Fiscal Year 2025 CPA estimated annual revenues	\$75,257
	b. Designated for Budgeted Reserve	Transfer to reserve from estimated annual revenues in accordance with G.L. c.44B, §6	Fiscal Year 2025 CPA estimated annual revenues	\$978,341
	Sub-total			\$1,053,598
5	Undesignated Fund Balance			
	a. Community Development Partnership (CDP)	2 Years of funding for Cape Housing Institute	Undesignated Balance CPA Reserves	\$20,000
	b. Town of Brewster Administration-Housing Coordinator	Payroll and operating costs for Part Time Housing Coordinator position to assist public with affordable housing program	Undesignated Balance CPA Reserves	\$74,589
	c. Nauset Together We Can Prevention Council, Inc.	Renovations to Finch Skateboard Park in Orleans	\$7,500 from Undesignated Balance CPA reserves	\$7,500
	Sub-total			\$102,089
	Grand Total			\$1,639,323

For Fiscal Year 2025 Community Preservation purposes, each item is considered a separate appropriation to be spent by the Community Preservation Committee; provided however, that the above expenditures may be conditional on the grant or acceptance of appropriate historic preservation restrictions for historic resources, open space restrictions for open space reserves, and housing restrictions for community housing, running in favor of an entity authorized by the Commonwealth to hold such restrictions for such expenditures, meeting the requirements of G.L. c.184 and G.L. c.44B, Section 12, and to authorize the Board of Selectmen to convey or accept such restrictions;

And further, any revenues received in excess of the estimated receipts are transferred to their respective reserve fund balance(s) for future appropriation using the allocation formula of 10% Open Space/Recreation, 10% Housing, 10% Historical and 70% for Budgeted Reserve for CPA.

Or to take any other action relative thereto.

COMMENT

In May of 2005, Brewster voters approved a ballot question which allowed for the adoption of the modified Community Preservation Act (CPA). The act appropriates a 3% surcharge on the town’s real estate tax revenues, which are reserved in a special fund in order to finance projects and programs for the purposes of preservation of open space, recreation, community housing, and historic preservation. Brewster is also eligible to receive up to 100% in matching funds from the State, although we anticipate a reduced reimbursement rate from the State for Fiscal Year 2025, which is projected at 20%. In Fall 2022 Brewster adopted, through a local bylaw, a distribution schedule for the annual CPA funds beginning in FY24 as follows: 10% of the funds for open space and recreation, 10% for community housing, 10% for historic preservation, and the 70% undesignated reserve balance is available for any CPA eligible project. The 2022 bylaw also established a non-binding 2023-2027 Target Allocation Policy as follows: 30% for Open Space, 30% for community housing, 10% historic preservation, 10% recreation, and 20% for any CPA eligible project.

At the beginning of FY24, Reserve balances were as follows:

Historic Preservation	\$ 460,039
Affordable Housing	\$ 302,973
Open Space and Recreation	\$1,971,368
Undesignated Reserve	\$1,125,042

1. Historic Preservation:

a. Designated Reserves for Historic Preservation – This item transfers money from FY25 estimated annual revenues to the Historic Preservation reserve for future appropriation to meet the minimum 10% statutory allocation.

2. Community Housing:

a. Designated Reserves for Community Housing – This item transfers money from FY25 estimated annual revenues to the Community Housing reserve for future appropriation to meet the minimum 10% statutory allocation.

3. Open Space:

a. Community Preservation Bonded Debt Service- This item pays for the \$182,608 in FY 2025 principal and interest on 3 CPA (BBJ 1 and 2 and Bates) open space acquisitions that were financed via long term bonding.

4. Reserves for Community Preservation:

a. Administrative Expense- This item will fund the costs associated with general administrative and operating expenses, including but not limited to legal and other professional consulting services, related to carrying out the operations of the Community Preservation Committee. The Community Preservation Act allows up to 5 % of expected annual revenues for this purpose.

b. Designated for Budgeted Reserve - This item transfers money from FY25 estimated annual revenues to the Budgeted Reserve for future appropriation to meet the minimum statutory allocation.

5. Undesignated Balance/CPA Reserves:

a. Community Development Partnership (CDP) – Lower Cape Housing Institute - The CDP’s Lower Cape Housing Institute is one of three components of Lower Cape Community Housing Partnership (LCCHP). The LCCHP harnesses the urgency to address the deepening housing crisis by providing opportunities for business owners, low-moderate income households, historically marginalized communities and year round residents to advocate for housing production and related policies at annual town meetings. Since 2017, the CDP has offered an annual Lower Cape Housing Institute (LCHI) to educate at least 40 local elected and appointed officials, per year, from the eight towns on the Lower Cape including the town of Brewster. Over the past six years, 306 Lower and Outer Cape individuals have attended the LCHI, including 45 from Brewster. Through quality training, peer-to-peer learning and technical assistance, the LCHI builds municipal capacity to address the housing needs of Brewster residents. Brewster voters have supported funding for LCHI since its inception. This item will fund years 8 and 9 of the LCHI.

Total project cost: \$652,337 Funding requested: \$20,000 CPC vote: 7-0-0

b. Town of Brewster- Housing Coordinator – This item will fund 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 FY25 request is to fund 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: \$ 114,599 CPC Request: \$ 74,589 CPC Vote: 8-0-0

c. Nauset Together We Can – Finch Skatepark Safety Improvements -

The Finch Skatepark in Orleans provides a thriving social hub for the Lower Cape skateboard community. The park was established through a grass roots community effort in 1995 and has been volunteer managed for more than 25 years by Nauset Together We Can -- a 501c3 whose goal is to develop and implement solutions to prevent high-risk social behaviors in our youth. Although the towns of Brewster, Eastham and Orleans provide small amounts of funding for day-to-day operations of the park, all funding for the park’s infrastructure comes from grants and private donations. This award will be used for funding of safety upgrades to the current electrical service and several existing ramp features in order to keep the park open and available to its many users.

Total Project Cost: \$31,300 CPC Request: \$7,500 CPC Vote: 7-0-0

2/19/24 Please note: This item has not yet been voted on by the CPC. Scheduled to be on the committee's 2/28/24 agenda

ARTICLE NO. XX:

CONSERVATION RESTRICTION ACQUISITION: O MAIN STREET

To see if the Town will vote to authorize the Select Board to acquire a perpetual conservation restriction under MGL Ch. 184, Secs. 31 through 33, on a parcel of land designated on Brewster Assessors' Map 126 as Parcel 4, 5 and 9 located at 0 Main Street, and a portion of the parcel currently designated on the Brewster Assessors' Map 1 14, Parcel 60 located at the rear of 3571 Main Street in Brewster, Barnstable County, Massachusetts, consisting of 12.36 acres as shown on a plan of land entitled, "Survey and Plan of Land in Brewster, Mass, as claimed by Washington E. & Mary F Chase, Scale I in = 60 ft. March 10, 1989, East Cape Engineering, Orleans MA." and recorded in the Barnstable County Registry of Deeds as Plan Book 459, Page 75, and as more particularly shown as Lot 2 and Lot 3 on a plan of land entitled, " Lot Study Sketch for Property at 3571 Main St, Brewster, MA 02631 Prepared for Brewster Conservation Trust, Scale 1 in. = 80 ft, July 3, 2023, Soule Land Surveying." a copy of which is on file with the Brewster Town Clerk; to acquire interests in said parcel by gift, purchase and/or eminent domain taking under MGL Ch. 79, or any other enabling authority; to acquire said conservation restriction for conservation and passive recreation purposes for the general public, consistent with the provisions of MGL Ch. 40 Sec. 8C and Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, and in compliance with MGL Ch. 44B, Sec. 12(a), protecting the property for the purposes for which it is acquired; to transfer from available funds, including, without limitation, the Community Preservation Fund, the sum of Two Hundred Twenty-Five Thousand and 00/100 Dollars (\$225,000.00) to pay costs of this acquisition, and all other costs incidental and related thereto; further, to authorize the Conservation Commission to assume the monitoring and enforcement authority of the conservation restriction on the property; and to authorize the Select Board and Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the municipality to effect this purchase and obtain reimbursement funding;

Or to take any other action relative thereto.

(Community Preservation Committee)

(Majority Vote Required)



**Community
Preservation Coalition**
Preserving our past. Building our future.

This is YOUR...

**CPA
UPDATE**

March 3, 2024: *CPA Update* is the Coalition's periodic roundup of news, success stories, and important updates on the Community Preservation Act.

It's FY25 Budget Season: So How is the CPA Trust Fund Looking?



This time of year, there's usually one question on everyone's mind: is there any guidance on the upcoming CPA Trust Fund distribution?

In prior years, the Department of Revenue has provided an official CPA Trust Fund estimate to municipalities in the spring. In 2023, all eligible CPA cities and towns received a base match of 21%, but based on [recent collection trends](#) at the state's Registries of Deeds, the distribution in November 2024 is almost assuredly going to be lower than last year. In addition, several new CPA communities will be eligible for their first distribution this year. Because of these two factors, the Coalition expects that revenue from the CPA Trust Fund will result in a match below 20% in November.

We've reached out to DOR about the timing of this year's budget memo, and we will update CPA communities as soon as more information is available. As we await further guidance, it's clear that communities should remain conservative with their CPA budget estimates this year.

Year-End CPA Financial Reports Now Online!
DOR Database Brings Increased Transparency for CPA

Until now, there wasn't an easy way to obtain the year-end CPA financial statements for each CPA community (known as the "CP-2 report"). Responding to a long-standing request from the Coalition to make this information publicly accessible, the staff at the Department of Revenue's Data Analytics and Resources Bureau has just launched [a new database of these annual CP-2 Reports.](#)



The CP-2 presents an accounting of all CPA revenues and expenditures in each funding category, including the year-end balance in each community's various CPA accounts, administrative expenditures, interest earned, and more. Surprisingly, very few municipalities have traditionally provided a copy of this form to the local Community Preservation Committee.

Now that this information is easily accessible online, we encourage local CPC's to check their community's information - as well as confirm the following:

- **Is your community completing the CP-2 each year?** According to our contacts at DOR, some municipalities have neglected to submit their CP-2 report by the October 31st deadline. If information is missing for your community, you'll want to contact your local finance department to find out why.
- **Are your CPA funds receiving interest?** The [CPA legislation requires](#) that any interest earned on cash sitting in a community's CPA fund must be credited back to the fund. The new DOR database makes it easy to confirm that your community's CPA program is being credited with this interest!

[View the New Public CP-2 Report Database](#)

It's Time for Another CPA Bootcamp! *Webinar in May - More Details Coming Soon*

If you're looking for a refresher course on CPA, we've got good news! This spring, the Coalition staff will be bringing back our popular "CPA Bootcamp" webinar. We're planning to hold an updated version of our virtual training session in May - keep an eye out for registration details in the coming weeks.



"[CPA Bootcamp](#)" is a one-hour virtual webinar that provides a condensed version of our full Community Preservation Committee training, including a live Q&A segment for attendees. While the focus of this webinar will be on orienting new CPC members, veteran committee members and municipal staff that would like a refresher course on CPA are welcome to attend.

Housing and Conservation Working Together: *How to be Allies, Not Adversaries!*



Breaking Ground

AN AFFORDABLE HOUSING RESOURCE GUIDE FOR LAND TRUSTS

Raffaele Sindoni, Colin Custer
Yale School of the Environment

Forrest King-Cortes
Land Trust Alliance

Anyone working on CPA understands that it's more important than ever for land conservationists and housing advocates to work together as partners. As we highlighted in our coverage of last year's [MassLand Conference keynote speech](#), it's critical that advocates across different CPA funding categories collaborate on local initiatives.

With that in mind, we wanted to share a new report from The Land Trust Alliance, titled "[Breaking Ground: An Affordable Housing Resource Guide for Land Trusts.](#)" According to their website, "the purpose of this report is to provide a strong foundation for land

trusts to gain literacy in the world of affordable housing, while encouraging cross-movement collaboration." For CPA advocates across the state working to balance the different needs of their communities, we encourage you to download a copy!

[Click Here to Download a Copy of "Breaking Ground" at the Land Trust Alliance Website](#)

CPA Success Story:
Lowell Protects Rollie's Farm with \$1.5M in CPA Funds

First impressions can count for a lot, and the same can be said for CPA when it comes to a community's first completed project. An impressive "CPA debut" can signal to residents that their investment into community preservation efforts is worthwhile, as well as setting the tone for what other successes await in the future. Shortly after the city of Lowell adopted the CPA program in 2021, an amazing opportunity was presented to the local Community Preservation Committee to save a piece of property known as Rollie's Farm.



This 20-acre farm had been owned by the same family for 70 years, and while Lowell had once been the home to a variety of agricultural properties, the woodlands of Rollie's Farm were the very last of its kind in the area. But thanks to a grassroots collaboration between the municipality and both state and local nonprofits, the Lowell CPA program has just celebrated its very first CPA Success Story by permanently protecting Rollie's Farm and transforming this conservation land into the Pawtucket Farm Wildlife Sanctuary.

**[Read the Full CPA Success Story
on the Coalition's Website](#)**



community development partnership



The CDP's Under One Roof monthly newsletter, bringing you news and information about upcoming housing advocacy trainings and events

March 2024 Issue

CDP Program Updates
Town Highlights
YIMBYTown Conference Summary
Spotlight: What is CPA?
Community Resources & Events

CDP Program Updates

Lower Cape Housing Institute

Through virtual workshops and quarterly peer groups, the Lower Cape Housing Institute (LCHI) provides training to municipal officials on the critical need for and mechanics of attainable and affordable housing. All LCHI programming is open to elected and appointed officials and is especially valuable for new board members, committee members, and future town leaders.

Contact Amanda Bebrin, Director of Housing Advocacy, at amanda@capecdp.org or 508.290.0130 with any questions.

Get caught up on our LCHI workshop recordings:

ADU's to Zoning Changes: Strategies to Encourage Housing Production

This session from January explored how current zoning is holding us back from creating the communities we want and need, and ways to align zoning with the vibrant visions of our

Local Preference: "But Who's Going to Live There?"

February's session discussed what Local Preference is, in terms of eligibility, mechanics, and how lotteries work. It also shed light on who Local Preference might be keeping out of housing opportunities: our communities should provide housing for both current

Watch "Strategies"
session

Watch "Local
Preference"

Home Ownership Education Program

We wrapped up our March First-Time Home Buyer's Workshop with 14 graduates, with 10 participants from the Lower and Outer Cape. In this cohort, one is in the process of closing on a home, two households are engaged in the pre-approval of a mortgage and two participants have signed up for our one-on-one counseling to improve their credit.



Our next workshop begins in April. Register below.

Purchasing a home is one of the most important financial decisions a person will make. The CDP is here to help year-round residents get started and get closer to their goals of financial freedom and one day owning a home.

The CDP's **Home Ownership Education Program (HOEP)** provides training and technical assistance to help residents seeking a path to homeownership. The program has two components:

- **First-Time Homebuyer Workshops** in a virtual group format and self-paced training for those who cannot attend a workshop. The course provides information on budgeting, looking for, selecting, and purchasing a home, and local resources available to buyers.
- **One-on-One Personalized Counseling Sessions** focusing on issues related to income, debt, and credit situations. Counseling participants also learn about various mortgage products, including subsidized mortgages, down payments, and closing cost assistance for income-eligible buyers.

The next **First-Time Home Buyer Workshop** is offered via Zoom on 4/23, 4/24, 4/30, and 5/2, 6:15-8:30 PM. To learn more or to register, visit [here](#) or click the button below. Questions? Contact Pelinda Deegan at pdeegan@capecdp.org or 508.290.0115.

IS YOUR GOAL TO BECOME A HOMEOWNER?

First-Time Home Buyer Workshop

Buying your first home is not easy, especially with high housing costs and interest rates. The CDP can help you get started. You'll find resources and gain tools to help you achieve your housing and financial goals.



4/23, 4/25, 4/30, 5/2
Tuesdays, Wednesday,
Thursday
6:15 PM - 8:30 PM
Virtual via Zoom

Individuals \$50
Households \$75

*Graduates may be eligible
for certain discounted
mortgage products.*



TO REGISTER: capecdp.org/upcoming-events

For questions contact: Pelinda Deegan | 508.290.0115

This program is made possible with generous support from



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community development partnership

Creating opportunities for people to live, work, and thrive on the Lower and Outer Cape
capecdp.org

Register here for April's First-Time Home Buyer Workshop

Lower Cape Housing & ADU Resource Center

The Lower Cape Housing & ADU Resource Center will host a free, online information session about current housing resources for Lower and Outer Cape residents offered through the CDP and Homeless Prevention Council.

Wednesday, March 27, 11 am-12:30pm

The first 30 minutes will provide an overview of the LCHARC's services and programs and the second portion will offer a deep dive into the ABCs of ADUs, including discussion of key elements of building ADUs and the common hurdles homeowners face. Visit the LCHARC website for more information: www.lowercapehousing.org



Register

Town Highlights

Provincetown

Provincetown's Housing Office is expanding! As many towns struggle to fund and staff housing roles, Provincetown remains ahead of the curve in adding a third position to their Housing Department. The Housing Director and Deputy Housing Director will be joined by a new, part-time employee who will split their time between working with the Year-Round Market-Rate Rental Housing Trust (YRMRHT) and on other housing-related projects.

Provincetown's justification for a third position demonstrates how necessary and demanding such work is. For more details on this position, see [this article](#) from the Provincetown Independent.

The Town of Provincetown has received two applications from brokers to sell or lease the Town-owned apartments at Harbor Hill. The 28-unit complex is home to 55 residents earning between 80% and 200% of the Area Median Income (AMI). The YRMRHT has the authority to buy and sell property without a Town Meeting vote but will hold a public hearing to discuss any offers it receives to buy or lease Harbor Hill. For more details, read [here](#).

The Provincetown Select Board voted unanimously to move \$348,500 in rooms tax money from the town's Housing Fund to the Year-Round Market-Rate Rental Housing Trust Fund to pay for a one-year Lease to Locals pilot program. The program begins on April 1.

Truro

Truro's Special Town Meeting will take place the day before Annual Town Meeting. After being postponed several times last fall due to ongoing voter registration challenges, Truro's Special Town Meeting was ultimately unable to proceed as the unprecedented turnout exceeded the capacity of the Elementary School. Debate on two of the warrant subjects - development of affordable housing at the Walsh Property, and a new Department of Public Works - have been contentious. To read public opinion around Truro regarding the two proposed projects, click [here](#).

Special Town Meeting will remain as printed last fall and will be held on May 4th, with Annual Town Meeting following on May 5th. The Truro Select Board voted to hold both meetings at the Elementary School.

Town Moderator Paul Wisotzky and Judge Dan Winslow will be hosting **"Engage and Empower: Navigating Town Meeting Process Respectfully & Effectively"** at the Truro Library on Thursday, March 28th at 6:00pm. The event flyer can be found [here](#).

Two houses were successfully relocated to a town-owned lot at 25 South Highland Road on February 22nd. One of the buildings is a studio previously located at 127 South Pamet Road and the other is a cottage deemed to be one of the most salvageable from among eight uninhabited on the Walsh property. The town of Truro plans to renovate the homes and use them as seasonal and transitional housing for Town staff, possibly as early as this summer. More details can be found in this [Provincetown Independent article](#).

Wellfleet

In 2022, Wellfleet Town Meeting voted to purchase Maurice's Campground for \$6.5 million and at the end of 2023, the Town issued an RFP for master planning services. The Planning Committee was pleasantly surprised to receive six proposals to create a master plan for the 21-acre parcel. The Select Board and Planning Committee voted to award the contract to Studio G Architects. Studio G is one of our partners on the Residences at Lawrence Hill, and Gail Sullivan, the managing principal, is a CDP Advisory Council member. The team will also include JM Goldson for community engagement, Langan Engineering for site planning, and Boston Communities for financial feasibility. Congratulations to Gail and the Studio G team! Read the press release [here](#).

Applications for four Habitat for Humanity homes on Old Kings Highway are now open. Submit the application by Monday, May 13, 2024. Click [here](#) for eligibility information and the application.

Eastham

Eastham is considering a number of zoning and bylaw changes for Spring Town meeting, including some restrictions on short-term rentals. The proposed changes are to ban fractional ownership, and to limit an owner to two short-term rental units. The details of the by-law amendments can be found [here](#).

The Affordable Housing Trust commenced an interim update to the 2021 Housing Production Plan, in order to incorporate the most recent census data which reflects the impacts of the Covid -19 pandemic. The update is close to being finalized.

The Town is making progress on design and funding applications for 2555 State Highway (Beach Plum Motel) and 580 Massasoit, respectively. A CPA funding article for historic renovations and code upgrades for the latter will be on the Spring Town Meeting warrant!

Orleans

The Orleans Zoning Board of Appeals voted unanimously on February 21st to grant a special permit to the developer looking to bring 29 units of housing to the site of the former Underground Mall. The project will develop units across five buildings and repurpose the existing mall structure on the 3.6-acre site. Chris DeSisto of Maple Hurst Builders plans to sell 12 units across three two-story buildings fronting Route 6A as condominiums, with the remaining 17 units rented as workforce housing in the remaining two three-story buildings at the rear of the property. The plans also include a community room and space for an office and apartment for an onsite superintendent. For additional information, read [here](#).

Chatham

Chatham's Select Board voted unanimously on February 20th to release requests for proposals (RFPs) to developers for affordable, attainable, and workforce housing on the town-owned Buckley and Meetinghouse properties. Chatham has built only nine affordable units over the past 12 years, and the development of Buckley and Meetinghouse represents meaningful opportunities for the town to greatly increase its affordable housing stock. The RFPs request at least 36 units at Buckley and 35 units at Meetinghouse. The process will be managed by both the Housing Trust and the Select Board, and proposals from developers are due by April 25th. Recent press coverage of the process to date

can be found [here](#) and [here](#).

Brewster

Brewster held a lottery for an affordable resale home, the fully-renovated three-bedroom 212 Yankee Drive. Seventy people participated in a Zoom informational session; the town received 31 applications. Of those, 24 were deemed eligible for the lottery held February 20th. The final determination is now in progress and the new owners should close on the property this spring!

The year-long comprehensive planning process for the former Cape Cod Sea Camps came to a close with recommended plans for the Bay and Pond Properties heading to spring Town Meeting for voter consideration. Affordable housing, a stated priority across guiding Town documents, was a key decision point and the subject of mixed resident input and intense discussion. The proposed plans have slated an area for affordable housing development on the Pond Property, with the option to pursue future housing on the Bay Property. Read more about the plans [here](#).

Harwich

Harwich's Affordable Housing Trust voted in January to fund 3 one-bedroom apartments at the former fire station for \$476,000. These units will be available to residents making less than 80% of the area median income in Barnstable County. Read more about it [here](#).

The Trust also voted approval of a final RFP for an affordable housing project at 456 Queen Anne Rd, which could provide up to 90 bedrooms. The RFP provides general requirements for the project while also allowing for flexibility in developer responses.

YIMBYtown 2024 Conference

CDP community organizers participated in [YIMBYtown](#), a three-day conference in Austin, TX, that brought together housing advocates, policymakers, and experts from around the nation to share ideas, strategies, and data that support the creation of housing. It was an energizing event, jam-packed with workshops and forums that ranged in topic from developing an anti-racism outlook to the removal of parking minimums. We had many opportunities to network with other organizers from Massachusetts (Hello, [AHMA](#)!) as well as far-flung locations such as Missoula, MT, Portland, OR, and Providence, RI. We learned a lot, took copious notes, and are ready to integrate promising ideas into our work.



A key takeaway was the **value of collaborating with municipal decision-makers**. Many elected officials in attendance spoke of the value of having supportive relationships with advocates and activists. Decision makers noted the significant moral boost that comes from advocates speaking supportively of ongoing initiatives, as well as how the celebration of small wins builds momentum for the board or committee doing the work.

Expert advocates also hammered home the utility of building positive relationships with decision-makers.

The CDP has long identified municipal officials as key stakeholders in our work, and through our programming and supportive services, we actively seek new ways in which to strengthen and expand these relationships for the betterment of our communities.



A stand-out discussion centered on the idea that advocates should be regularly interfacing with officials to learn what they need to get the job done. This could be support from a broad coalition of non-profits and social service providers for a by-law change, a group of people showing up at public comment to speak in favor of a new development, or data that verifies the severity of the housing crisis, to give a few examples. **Knowing what type of effort policy makers need to get the job**

done allows us to tailor our advocacy work to be as effective as possible.

Community Resources

Mark Your Calendars!

Mass Housing Partnership (MHP) is hosting its **Annual Housing Institute June 12-13** at the AC Hotel in Worcester. This two-day event actively engages participants in discussion and problem-solving activities related to the development of affordable homes across Massachusetts. Fun fact: this state-wide training was also the inspiration for our Lower Cape Housing Institute!

[Register Here](#)



Image: mhp.net

Habitat for Humanity Applications Now Open!

Habitat for Humanity of Cape Cod is currently accepting applications for eight affordable homes for purchase to be built in Dennis (four homes) and Wellfleet (four homes). **The application deadline is May 13th.**



Image: habitatcapecod.org

Spotlight

The Community Preservation Act (CPA) is a state law that was passed in 2000 and helps communities preserve open space and historic resources, create affordable housing, and develop outdoor recreational facilities to benefit the public.

The CPA allows towns to levy a community-wide property tax surcharge of up to 3% to create a local Community Preservation fund that can qualify for state matching funds. The fund must be used for at least one of the following purposes: to acquire and protect open space and recreation lands, to preserve historic buildings, or to create and maintain community housing. To date, **196 municipalities** in the state have adopted CPA.

The CDP's Lower Cape Housing Institute receives funding from the CPA communities in the Lower and Outer Cape region. In addition to advocating and organizing to support housing articles at the Annual Town Meetings and Special Town Meetings, we track the amount of funding approved for housing articles each year.

Take a look at the CPA activity on the Lower and Outer Cape by the numbers since 2018.



There are 15 CPA communities on Cape Cod. All eight towns from Brewster to Provincetown have a 3% surcharge. In 2014, the Town of Provincetown [amended the CPA revenues](#) to reflect the priority for community housing to 60% of the CPA revenues for community housing, 10% each for



CPA funds have played an important role in supporting housing assistance programs. Many of the Affordable Housing Trusts are commonly funded by CPA funds and used to establish housing programs like Rental Assistance, Buy Down Programs, Down Payment, and Closing Cost



CPA funds continue to strengthen the capacity to accomplish local housing initiatives across the Lower and Outer Cape region. Several towns request CPA funds to contract the services of housing coordinators to help the town achieve successful implementation of local housing initiatives. Towns

historic preservation and open space/recreation, and 20% remaining undesignated and available for any category. Other towns in the region have followed suit to match CPA priorities to changing needs.

Assistance. CPA funds have also been used for housing development activities including housing production plans, feasibility studies, technical assistance, and land and property acquisition.

with housing coordinators include Chatham, Harwich, Brewster, Orleans, Eastham, and Provincetown.

If you're struggling, the Homeless Prevention Council can help.

The Homeless Prevention Council (HPC) is in the Town of Brewster at The Pause Community Center for Recovery. Walk-ins are welcome or call for an appointment:
774-801-9501

Receive help with:

Rental assistance
Fuel assistance
Reduced utility rates
Food assistance
Financial assistance
Community resources

Where: Pause A While, 250 Underpass Road
When: 1st and 3rd Thursdays of the month
Time: 12 pm - 2 pm

Thank You

**Your support is critical for the growth and success
of the CDP's Housing Programs.**

Affordable Rentals and Canal House

Chapel of St. James the Fisherman
The Mary-Louise Eddy and Ruth N. Eddy Foundation
St. Christopher's Church
St. Vincent De Paul Society
Cape Cod Foundation-Toop Family Fund
Cape & Islands United Way

Lower Cape Community Housing Partnership

Cape Cod Healthcare Foundation
Community Preservation Committees of
Brewster, Chatham, Eastham, Harwich, Orleans, Provincetown, Truro, and Wellfleet
Massachusetts Community Health & Healthy Aging Funds
Massachusetts Executive Office of Housing and Livable Communities

Lower Cape Housing & ADU Resource Center

Sailors' Snug Harbor of Boston
FTHB Workshop Sponsor
Seamen's Bank

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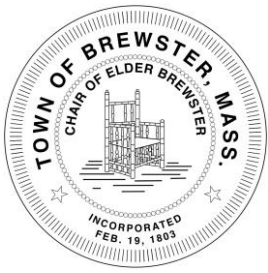
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Town of Brewster Council on Aging Board

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

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Co-Chair

Andrea Nevins
Co-Chair

Jill Beardsley

Jay Green

Penny Holeman

Honey Pivrotto

Laura Usher

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Jan Crocker

Eva Orman

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COA Director

Cindy Bingham,
Select Board
Liaison

TBN
Finance Committee
Liaison

Marilyn Dearborn,
Friends of Brewster
Seniors Liaison

Annie Rapaport,
Program
Coordinator

TO: Faythe Ellis
Chair, Community Preservation Committee
FROM: Sharon Tennstedt
RE: CPA Grant Final Report
DATE: March 1, 2024

The COA Board is pleased to report that the purchase of age-friendly benches and picnic tables for the Freemans Way Fields has been completed. Working with the Town's Procurement Officer, Donna Kalinick, they were ordered in early July and received in late August. Donna procured them from a different vendor at a slightly lower cost which enabled us to purchase an additional bench. The 7 benches and 4 picnic tables are currently in storage at the DPW. The same hexagonal picnic tables have been installed in the pavilion adjacent to the pool at the Bay property.

Locations for the benches and tables at the fields have been determined in collaboration with Mike Gradone, Rec Director, and Griffin Ryder, DPW Director. Their installation on concrete pads will be completed when the paths are paved at the fields. The DPW has submitted a plan for this work to the Planning Department and expects the work to be completed by an outside contractor in FY25.

The COA Board appreciates the support of our effort to place age-friendly benches and tables in public venues. We intend to continue this effort for other Town venues as part of our plan to seek certification of Brewster as an Age- and Dementia-Friendly Community.



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, February 14, 2024, at 4:00 p.m.

MEETING MINUTES OF FEBRUARY 14, 2024

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

Absent: Peggy Jablonski, Christine Boucher

Also Present: **Cynthia Bingham, Select Board (remote attendance)**; Donna Kalinick, Assistant Town Manager; Amy Henderson and Peter Johnson, Conservation Commission

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

Numbers have not changed since last meeting. No questions.

3. Discussion and possible vote on Finch Skate Park request for \$7500 for safety upgrades

Sarah said Recreation voted unanimously for this project. Faythe asked Rollie if there was a lot of discussion about this project? Rollie said we have had a partnership for years, there was discussion – this will be for more than just maintaining the park, it will be for safety for the park. It was felt it is time to make this safe for the community. Rollie agreed to be liaison. Conditions for the award? Faythe said she looked at the award letter for the benches that were installed through the ACO. Paul asked about contract work through vendors. Rollie said some of the funds come from donations, some of the work may be done by mothers and fathers. We didn't get into if they would be contracted out. Most of the work over the years has been done by donated time and that may be why the safety upgrades are needed now. Paul said maybe hold back 10% and invoice for documented expenses, and documentation of other

funding sources. Faythe said we would want to split 2,254 from undesignated and the remainder from Open Space. That way we will be done with the undesignated fund balance carry over.

Motion to approve the Finch Skateboard Park request of \$7500 with the funding as follows: \$2254 from Pre-FY24 Undesignated Fund Balance with the remaining coming from Open Space. Liaison will be Roland Bassett. Stipulations on the award will include the requirement for documentation of other funding sources, a holdback of 10% until completion, payment to be made upon invoice receipt of documented expenses.

MOVED by Faythe Ellis. Roland Bassett second.

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

VOTE 7-yes 0-no

- | |
|---|
| 4. Intake of application from Open Space Committee requesting \$225,000 for purchase of 0 Main Street/3571 Main Street aka Washington Chase Bog |
|---|

Elizabeth addressed the committee. This request is to pay for a Conservation Restriction (CR) on Main Street. Brewster Conservation Trust (BCT) is purchasing the parcel and is asking the CPC to join them by purchasing the conservation restriction. This is an old cranberry bog, and it will be a very visible restoration which abuts Nickerson State Park and the Rail Trail going all the way back to the marsh. BCT is hoping to create an ADA accessible trail. The State has mentioned that the town needs to have ADA trails on its lands. It will be very easy to access. Amy Henderson and Peter Johnson from the Conservation Commission then addressed the committee. Amy Henderson thanked the committee for accommodating them and being flexible with the application. Sarah asked for additional information. Amy Henderson went over the application with the committee. The parcel is part of a larger project BCT is working on where we can marry housing and conservation. This 12.36 acres is part of a bigger project which includes a 1.58-acre house lot which currently has one unit, and they are working with Habitat for Humanity on adding 2 more units. When we look at the local comprehensive plan, this project answers 4 out of 5 building blocks identified in the plan. Paul asked about the appraisal – is there going to be 3 lots for housing? Amy Henderson answered the appraisal was completed for the state grant and looks only at the conservation land which could have been subdivided into 2 house lots with each appraised at \$400K to support a 5-bedroom house. Faythe asked if this CR purchase would be for the conservation parcel, not the housing portion of it. Amy Henderson answered yes, and that Habitat would be coming to the CPC later for funding for the housing portion. Paul asked how they arrived at the \$225K? Amy Henderson answered that the overall cost of the entire property is over \$700K with additional costs for the closing. We are hopeful that Habitat would contribute some portion of that which would leave the BCT with \$150K plus additional costs with the closing. Rollie asked if there was enough setback from the wetlands. Amy Henderson passed information over to Rollie to give him that answer – that portion would be outside the wetlands. Faythe asked Elizabeth about the CR draft on page 14, it lists \$295K. Amy Henderson answered that was one of the original asks through the State application, and they will make their corrections after receiving their response. We will plan to vote on this at our next meeting with the edited information discussed. Peter Johnson said working with the town has been a really good partnership in the past. We feel it is a win/win for the Trust and the Town.

- | |
|--|
| 5. Update from Brewster Historical Society withdrawing request for additional funding for Schoolhouse #3 project |
|--|

Sarah said that the BHS was withdrawing its request at this time for the additional funding for Schoolhouse #3. It seems they will hold on to the original award until they can get to a better place. Faythe said they intend to retain the award as we originally agreed upon – 2 years. No further discussion.

6. Discussion and possible vote on amendment to existing award letter for Schoolhouse #3 project

Faythe said in all our conversations, it seemed to her that they and the Historical Society agreed the project should not commence until all the funding is in place. We have had a clause in other award letters to that point, she recommends adding that to the current award letter now before the project commences. Sharon asked about the timeline, when does the original grant expire? Faythe answered, Jan of 2025. Sharon asked if they have to decide if they will move forward by that date, or will we extend that as well. Faythe said she looks at it that that award is in place until that date to use and if they haven't used it before that time, they have to come back to ask for an extension.

Sarah said to recap: if and when they come back for a second request for funding, that will be on a different timeline? Faythe said that award runs until it runs out. What could happen in the next time frame is other sources of funding may emerge that might fill the gap they were requesting from the CPC. Paul said this current one is relatively close, if we start pushing out longer and longer, it might make sense to have them withdraw and then reapply for the total amount they are needing. Faythe said if they withdraw and reapply, they are starting from scratch to go again to Town Meeting. Sarah agreed that having a bit of a tighter rein on the funding might be a good idea. Paul said to use the wording of whatever funding is necessary, not a specific dollar figure. Faythe said she would update it for the next meeting.

Waiting for the next meeting for a vote.

7. Discussion and possible vote on The Annual Report (Elizabeth)

Faythe and Sarah and the rest of the committee thanked Elizabeth for all the work put into this. Elizabeth said the report goes to Conor Kenney, and he is asking for a photo - a project picture. Faythe suggested maybe a picture of 212 Yankee Drive? Faythe asked for suggestions. Elizabeth asked for the committee to decide on what pictures we want to use and send it on to Conor Kenney. Paul thought 212 Yankee Dr. would be a good photo opportunity. It is such a great story. Suggest to Conor Kenney that he defer to Donna Kalinick for a great photo of Yankee Drive. Sharon asked about Brewster Woods as well. Faythe said to suggest that to Conor as well.

Motion to approve the draft Annual Report as amended and to authorize Elizabeth to finalize and send to Conor Kenney.

MOVED by Faythe Ellis. Roland Bassett second.

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

VOTE 7-yes 0-no

8. Discussion and possible vote on Award Letter drafts for:

- Housing Coordinator
- Lower Cape Housing Institute

Housing Coordinator –

Bruce said the Housing Coordinator reports both to the Town Planner and to the Assistant Town Manager. The Town Planner is mentioned to be responsible for reporting every three months, but not copied on the award letter. He would suggest he be copied. Paul said under Item 3 under terms and conditions is to add Assistant Town Manager as well.

Motion to approve the Housing Coordinator letter with those edits.

MOVED by Faythe Ellis. Roland Bassett second.

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

VOTE 7-yes 0-no

Paul recused himself for the next award letter.

Lower Cape Housing Institute –

Faythe noticed an update that needs to be made before it can be finalized. Terms and conditions, item 4 the dollar amounts should be \$5,000 – those numbers need to be updated.

Motion to approve the Lower Cape Housing Institute award letter with the amendments discussed.

MOVED by Faythe Ellis. Roland Bassett second.

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

VOTE 6-yes 0-no

9. Project Updates

Sarah asked the liaisons to check in with their respective projects and get something in writing on that in the next one or two meetings, that would be great.

Faythe said she did include the documents being referenced in the last meeting from Eric Dray in the Schoolhouse Project to have a record of that.

Paul said the update is self-explanatory. They did not need to come back for additional funding because their fundraising has been so successful.

10. Approval of Minutes – 1/10/24 & 1/24/24

1/10 –

Motion to approve the Minutes of 1/10/24 as presented.

MOVED by Faythe Ellis. Roland Bassett second.

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

VOTE 7-yes 0-no

1/24 –

Motion to approve the Minutes of 1/24/24 as presented.

MOVED by Paul Ruchinkas. Roland Bassett second.

Roll Call Vote: Bruce Evans - yes, Sharon Marotti – yes, Roland Bassett – yes, Elizabeth Taylor – yes, Paul Ruchinskas - yes, Faythe Ellis – yes, Chair Robinson - yes.
VOTE 7-yes 0-no

11. Matters Not Reasonably Anticipated by the Chair - none

12. Announcements - none

13. Upcoming meeting: February 28th at 4PM

MOTION made by Faythe Ellis to adjourn the meeting at 5:00 pm. Paul Ruchinskas second.
Roll Call Vote: Sharon Marotti – yes, Elizabeth Taylor – yes, Bruce Evans – yes, Roland Bassett – yes, Paul Ruchinskas – 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, February 28, 2024, at 4:00 p.m.

MEETING MINUTES OF FEBRUARY 28, 2024

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

Absent: Christine Boucher

Also Present: Cynthia Bingham, Select Board; Amy Henderson and Peter Johnson, Conservation Commission

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 the financial update does not have many changes, are there any questions? No questions.

3. Discussion and possible vote on Open Space Committee/Town of Brewster request for \$225,000 to purchase Conservation Restriction for 0 Main Street/Washington Chase Bog

Elizabeth brought paper copies for the committee. She also brought the Conservation Commission letter of support to pass to the committee. Sarah read the letter aloud. Amy Henderson said she had no additional comments, but she would answer any questions the committee might have. Faythe asked for clarification on the parking planning. Amy Henderson answered access would be from the rail trail. And they are currently working on the house lot which is the second part of the project in which they have a reserved right for a small parking area just off the front driveway. There would be about 4-5 parking spots, handicap access would come down to the trail. There would be a crushed stone material put down which would make it all access. There would also be a viewing platform somewhere along the trail as well. They are also designing all their benches with backs and arms. Brewster Conservation Trust (BCT) *Community Preservation Committee*

also always has an on-leash policy at their properties for dogs. Faythe wanted to clarify that this project does not have any housing involved – it is only for the Conservation Restriction. Cindy Bingham commented that they came to the committee with a great project. Faythe said the vote would include the amount of the award, funding source, any additional expenses, liaison, and if there are any conditions. Elizabeth will be the liaison. Funding source – Open Space Reserves. Additional expenses of \$5,000.

Motion to approve the application for funding of the Town of Brewster Conservation Restriction on Washington Chase Bog Project in the amount of \$225,000 with an additional \$5,000 for CPC legal and admin expenses. The funding source is Open Space Reserve, and the liaison is Elizabeth Taylor.

MOVED by Faythe Ellis. Sharon Marotti second.

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

VOTE 8-yes 0-no

4. Discussion and possible vote on amend CPA funding source for Finch Skateboard Park project

Faythe said she suggests we consider amending the decision to pay for part of the park from the open space reserve to change to undesignated fund balance. She included on page 5 of the packet the categories. You can see we set aside 50% for open space and open space alone and recreation projects were funded from the unbudgeted reserve. In the past year, the money in the open space reserve that could be used for recreation funds has been spent on all the debt service we carried forward, so there is no money for recreation. Therefore, she recommends that the funding source comes entirely from the undesignated fund balance.

Motion to approve the funding source be Undesignated Fund Balance.

MOVED by Faythe Ellis. Bruce Evans second.

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

VOTE 8-yes 0-no

5. Discussion and possible vote on draft award letter for Finch Skateboard Park project

Faythe suggested having Rollie go through the letter. He said it looked complete to him.

Motion to approve the draft letter as presented and that it is ready for review by Town Counsel.

MOVED by Faythe Ellis. Roland Bassett second.

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

VOTE 8-yes 0-no

6. Review of draft warrant article for Spring Town Meeting

Faythe said this draft of the warrant article is based on updating last year’s article. You can see that at the top of the article we list estimated revenues discussed and agreed upon with Mimi Bernardo. Under the FY25 appropriations and allocations, we are appropriating the revenue in accordance with the statutory formula. Followed by additional funds we are paying for with reserves. She talked the rest of

the article through with the committee. As we move into the grid, we are highlighting category by category for the voters to see what we are doing. As a new item, she included what the reserve balances were in the beginning of the year and felt it might be useful for Town Meeting voters to have that information. The project descriptions start on page 4 and most of the wording is taken from the application itself. Are there any comments regarding the write ups? No questions or comments.

Faythe will move this forward to Town Administration. Customarily, any Open Space applications are separate articles.

They will plan to vote after presentations are made to the Select Board and Finance Committee ahead of Town Meeting.

7. Project Updates

Elizabeth asked Richard at Crosby to send a written update.

Faythe included in the packet the latest update from CDP about their programs.

8. Approval of Minutes – 2/14/24 - defer

9. Matters Not Reasonably Anticipated by the Chair - none

10. Announcements -

Town Meeting is May 11, 2024 beginning at 1PM, check-in at noon at Stony Brook School.

11. Next meeting: March 13, 2024 at 4PM

**MOTION made by Faythe Ellis to adjourn the meeting at 4:35 pm. Sharon Marotti second.
Roll Call Vote: Sharon Marotti – yes, Elizabeth Taylor – yes, Bruce Evans – yes, Roland Bassett – yes, Peggy Jablonski – yes, Paul Ruchinskas – yes, Faythe Ellis – yes, Chair Robinson - yes.
VOTE 8-yes 0-no**

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.