

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 April 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=NjB3WldRTGRxb0l0WXhISlJ0Y1NOOT09>

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. Project Updates
 - a. Crosby Project Update – Elizabeth
 - b. Spring Rock Update – Sarah
 - c. Habitat Update – Paul
8. Spring Town Meeting Article – update changes
9. Approval of Minutes
10. Matters Not Reasonably Anticipated by the Chair
11. Announcements
12. Next Meeting: May 8, 2024 at 4 PM
13. 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	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
<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
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 2/28/2024

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/Rec	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	
BBJ Property Bond #1	\$	(47,025)			BONDS
BBJ Property Bond #2	\$	(90,800)			
Bates Property Bond	\$	(44,783)			

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

Spring Town Meeting Submitted/CPC Approved

Housing Coordinator					-74589
Cape Housing Institute					-20000
Finch Skateboard Park		-5246			-2254
Washington Chase Bog CR		-225000			

Total YTD Obligations - fy25	\$	(412,854)	\$ -	\$ -	\$ (96,843)	\$ (75,257)	\$ (584,954.00)
FY25 Estimated Unreserved Fund Balance as of 2/28/2024 with Adjustments	\$	1,709,028	\$ 453,487	\$ 610,553	\$ (0)	\$ 2,006,540	\$ 4,779,608.12
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

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.
 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



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

*Community Preservation
Committee*

November 4, 2021

Brian Locke
Peter Lombardi
Crosby Property Committee & the Town of Brewster
P.O. Box 1888
Brewster, MA 02631

RE: Crosby Mansion Restoration & Preservation Project

Dear Mr. Locke and Mr. Lombardi:

This letter is written to inform you that on September 8, 2021, the Brewster Community Preservation Committee (“CPC”) voted (7-0-0) to recommend to Brewster Town Meeting approval of Crosby Property Committee & the Town of Brewster’s \$67,400 funding request to use CPA funds for restoration work on windows, chimneys, walls, etc. of the historic Crosby Mansion (as more particularly described below, the “Project”). The Commonwealth of Massachusetts owns the mansion and leases it to the Town, which is responsible for its rehabilitation and ongoing maintenance.

Brewster Special Town Meeting is currently scheduled to meet on November 15, 2021 to consider the CPC’s recommendation and to appropriate \$72,400 for the Project (the “Grant Funds”) under G.L. c.44B, the Community Preservation Act (the “CPA”). If approved by Special Town Meeting, the Town will make the Grant Funds of \$67,400 available to the Crosby Property Committee and the Town of Brewster.

PROJECT DESCRIPTION

The goal of this Project is to continue ongoing restoration needed to preserve this unique building, which is significant in the history of the Town and also has architectural significance, and protect this part of Brewster’s history for future generations. CPA funds are being sought to repair the windows, roof and the chimneys of the Mansion, whose deteriorated condition allowed water to penetrate into and cause damage to the building. The funds will be used to repair the damage and to protect the building from future harm by the elements.

PROJECT ELIGIBILITY

The Project complies with the provisions of the Community Preservation Act (CPA), G.L. c.44B, §5(b)(2), which provides historic resources, such as the Property and its various

elements, may be preserved with the use of CPA funds for the acquisition, preservation, and rehabilitation of historic resources, but not for ordinary maintenance. “Preservation” is defined as work designed to protect historic resources from injury or harm, and “rehabilitation” is defined as the making of capital improvements or extraordinary repairs to real property that make the historic resource functional for its intended purpose (“capital repairs”, in turn, is defined as making repairs or improvements that are permanent in nature and appreciably add to the useful life of the building). As the work to be funded by the CPA will protect this historic and historical building from injury and harm from the elements and make permanent improvements to the Mansion, the Project constitutes the preservation and rehabilitation of a historic resource and is eligible for funding under the CPA, provided that the work is done in accordance with the Secretary of the Interior’s standards on historic rehabilitation.

The CPC determined that CPA funds may properly be used to for this Project because the Property is listed in the National Register of Historic Districts and is an important part of the history and culture of the Town of Brewster and the region.

GRANT AWARD TERMS AND CONDITIONS

The disbursement of the Grant Funds awarded by the CPC is contingent upon the following terms and conditions:

- 1) The Project is approved and \$72,400 has been appropriated therefore by Brewster Town Meeting; Town Meeting is currently expected to vote on November 15, 2021. The funding request was for \$67,400 and the CPC Committee added on \$5,000 to cover any additional historical consulting expenses.
- 2) Prior to fall Town Meeting, the Town must provide documentation that the Town will have control of the property for a 30-year term or with legal assurances that Article 97, which constitutionally binds DCR to preserve the property, meets CPA eligibility requirements.
- 3) Any funds not used for the Project shall be returned to the CPC’s Historical Fund Balance.
- 4) Project to meet stipulations detailed in the September 3, 2021 summary memo from Eric Dray attached. Eric’s sign off will be a requirement of any funds disbursement.
- 5) The terms and conditions herein shall be binding on the parties unless and until amended, in writing, by mutual agreement. Any significant change in the approved Project shall require CPC approval and amendment of the award letter. The CPC chair shall determine whether a change is deemed to be significant.
- 6) The CPA funds will only be released to the Crosby Property Committee & the Town of Brewster as reimbursement for work completed in accordance with the provisions

of this Award Letter. Requests for reimbursement, including documentation of the expenses incurred, shall be submitted to Beth Devine bdevine@brewster-ma.gov, Assistant to the CPC. The CPC reserves the right, through its agent, to inspect the work prior to approving any funding request.

- 7) The term of the award will last until December 31, 2023, and the Project must be completed by that date.
- 8) The Crosby Property Committee & the Town of Brewster shall provide project status reports/updates to the CPC liaison every three months (i.e., January 1, April 1, July 1, and October 1) until Project completion, at which time a final report will be due.
- 9) The CPC liaison for this Project shall be Elizabeth Taylor (etaylor@brewster-ma.gov). Do not hesitate to contact her or Beth Devine, Assistant to the CPC (bdevine@brewster-ma.gov) with any questions or concerns.

The CPC is pleased to be able to play a role in preserving this historic landmark. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,

Faythe Ellis

Faythe Ellis
Chair- Brewster CPC

Peter Lombardi

Peter Lombardi
Brewster Town Administrator

Brian T. Locke

Brian Locke
Crosby Property Committee & the Town of Brewster
P.O. Box 1888
Brewster, MA 02631

Cc: Mimi Bernardo, Finance Director
Elizabeth Taylor, Project Liaison

Exhibit A – Memo from Eric Dray dated September 3, 2021

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

MEMORANDUM

TO: Brewster Community Preservation Committee
FROM: Eric Dray, Preservation Consultant
DATE: September 3, 2021
RE: Crosby Mansion Restoration & Preservation Project

The Crosby Property Committee and the Town of Brewster have submitted an application for CPA funding for restoration and preservation of various elements of the Crosby Mansion.

Accept as otherwise noted, the proposed work complies with the Secretary of Interior Standards for Rehabilitation. In particular, Standard 6 applies:

Standard 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

The following is a summary of my specific recommendations for how to respond to the application:

Repair Five Chimneys to solve water intrusion.

- *Recommendations:* Approve, with condition that photos be taken before and after. Repointing mortar must match the joint depth, profile and color of existing mortar, and be of a composition that is similar or compatible to the existing mortar.

Rebuild One Chimney in Billiards Room.

- *Recommendations:* Approve, with condition that historic photo be provided to document original appearance of missing chimney. Bricks used and mortar joints must be similar in color and composition to existing historic chimney bricks and mortar joints.

New Window (Custom Order) Billiards Room.

- *Recommendations:* Approve, with condition that the location of the missing window be photographed, and evidence provided of the original appearance of the window prior to work commencing.

Four Custom Windows for Basement.

- *Recommendation:* Approve, with condition that damaged windows be photographed and/or evidence of original appearance be provided prior to work commencing.

Exterior repainting, sections of Mansion.

- *Recommendation:* Approve, with the understanding that existing paint colors are being used. If changes in color are to be made, they must be reviewed and approved by the Brewster Historical Commission.

Re-putty several second- and third-floor windows.

- *Recommendation:* Approve.

Repair damaged sections of dormer flat-roof area.

Repair Billiards Room roof section.

Repair section of Front Porch Ceiling by Entrance Door.

New Window (Custom Order) third floor, Back Room.

New Window (Custom Order) Kitchen.

Repair Basement Staircase.

Re-plaster damaged ceilings throughout Mansion.

- *Recommendation:* Approve, with condition that damaged elements be photographed prior to work commencing.

Replace water damaged carpet for Function Room.

- *Recommendation:* Do not approve, this work does not qualify as preservation or rehabilitation within the meaning of the CPA.

Replace water damaged Function Room ceiling tiles

- *Recommendation:* Do not approve, this work does not qualify as preservation or rehabilitation within the meaning of the CPA.

General Recommendation: Photographs should be taken of all completed work and submitted to the Brewster CPC to ensure compliance with the specific recommendations.

Attachment 1 – Application

Application dated 7/1/2021 for the Crosby Mansion Restoration & Preservation Project on file with the Community Preservation Committee.

TITLE	CPC Crosby Mansion Restoration & Preservation Project Award...
FILE NAME	KP-#784963-v1-BRE...ion) unsigned.pdf
DOCUMENT ID	558aaa528aa3991fbba39af9247c3e5228689ba1
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

11 / 07 / 2021

18:58:03 UTC

Sent for signature to Faythe Ellis (faythe.ellis@outlook.com), Peter Lombardi (plombardi@brewster-ma.gov) and Brian Locke (crosby1888@aol.com) from bdevine@brewster-ma.gov
IP: 73.100.209.115



VIEWED

11 / 08 / 2021

15:00:52 UTC

Viewed by Faythe Ellis (faythe.ellis@outlook.com)
IP: 67.189.244.161



SIGNED

11 / 08 / 2021

15:01:18 UTC

Signed by Faythe Ellis (faythe.ellis@outlook.com)
IP: 67.189.244.161



VIEWED

11 / 08 / 2021

16:32:52 UTC

Viewed by Peter Lombardi (plombardi@brewster-ma.gov)
IP: 131.109.131.20



SIGNED

11 / 08 / 2021

16:34:05 UTC

Signed by Peter Lombardi (plombardi@brewster-ma.gov)
IP: 131.109.131.20

TITLE	CPC Crosby Mansion Restoration & Preservation Project Award...
FILE NAME	KP-#784963-v1-BRE...ion) unsigned.pdf
DOCUMENT ID	558aaa528aa3991fbba39af9247c3e5228689ba1
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History

**11 / 12 / 2021**
12:19:53 UTCViewed by Brian Locke (crosby1888@aol.com)
IP: 66.31.190.130**11 / 12 / 2021**
12:23:55 UTCSigned by Brian Locke (crosby1888@aol.com)
IP: 66.31.190.130**11 / 12 / 2021**
12:23:55 UTC

The document has been completed.



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
www.brewster-ma.gov

Office of:
Select Board
Town Administrator

September 13, 2022

Community Preservation Committee
Chair, Faythe Ellis

Dear Ms. Ellis and the Community Preservation Committee,

The Crosby Property Committee and the Town of Brewster is requesting an extension of the award approved by Town Meeting in November 2021 for restoration work to preserve the building, including repairing of the windows, roof and the chimneys of the historic Crosby Mansion.

Per the grant award letter, the original deadline for this work to be completed is December 31, 2023. Several developments have prevented the Crosby Property Committee and Town staff from moving forward with the projects as quickly as we had hoped. In the Spring of 2022, the Town hired a new Property Manager who has dedicated his time through this transition period to learning about the property and managing the busy summer months. Availability of qualified contractors to perform this specialized restoration work is also a challenge. For these reasons, we would like to request an extension of the award from December 2023 to December 31, 2024.

We appreciate your consideration of our request.

Sincerely,

Peter Lombardi
Town Administrator

ESTIMATE



Prepared For

Richard Archer
163 Crosby, Lane
Brewster, Massachusetts 02631
(774) 353-8211

Marksmen Masonry And Construction

180 , Linden Street Wellesley
Boston , Massachusetts 02487
Phone: (857) 397-9687
Email: marksmasnory@gmail.com
Web: www.marksmenmasonry.com/

Estimate # 390
Date 12/15/2023

Description

Total

Full repointing of 7 chimneys new copper flashing on 4 chimneys & new rebuild of 1 chimney	\$62,000.00
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Stage 1 (chimney #1)

- 1 remove approximately 1 square meter of shingle around chimney base
- 2 grind-out and remove copper flashing
- 3 grind-out all repointing from chimney

Stage 2 (chimney #1 repair)

- 1 add a new layer of weather-shield before flashing for added protection from future water leaks
- 2 re'fit and reset new copper flashing
- 3 repoint new flashing
- 4 re'lay new shingle
- 5 using grouting bags newly repoint complete chimney
- 6 fully waterproof chimney using (water-guard)

Stage 3 (rebuild chimney #2)

- 1 set scaffolding on chimney
- 2 remove both chimney brace,s
- 3 set roof protection cushions around chimney
- 4 Demo chimney (section by section) until we reach flashing level
- 5 remove shingle approximately 1 square meter
- 6 remove old copper flashing

Stage 4 (repair chimney #2)

- 1 add a new layer of weather-shield for extra protection
- 2 re'fit new copper flashing
- 3 repoint new flashing

- 4 rebuild chimney to original size design & brick colour + new flues
- 5 fully repoint chimney
- 6 re'fit and reset new shingle
- 7 fully waterproof chimney using (water-guard) a clear based sealer

Stage 5 (chimney #3)

- 1 remove approximately 1 square meter of shingle
- 2 remove old flashing
- 3 set scaffolding on chimney
- 4 grind-out all repointing from chimney
- 5 grind-out and remove 2 top rows of damaged bricks
- 6 grind-out and remove any damaged bricks from various sections

Stage 6 (repair chimney #3)

- 1 relay 2 new rows of brick on chimney top
- 2 re'fit any removed bricks with new bricks
- 3 using grouting bags fully repoint chimney
- 4 add a new layer of wheather-shield
- 5 re'fit and reset new copper flashing
- 6 re'fit and re'lay new shingle
- 7 fully waterproof chimney

Stage 7 (chimney #4)

- 1 set scaffolding + protection for falling debris
- 2 grind-out and remove top 2 rows of damaged repointing
- 3 grind-out all repointing on chimney
- 4 grind-out and remove any damaged/ broken bricks

Stage 8(chimney #4)

- 1 relay 2 new rows of brick on chimney top
- 2 re'fit new bricks on various sections of chimney
- 3 using grouting bags newly repoint full chimney
- 4 waterproof chimney

Stage 9 (chimney #5)

- 1 grind-out all repointing
- 2 remove approximately 1 square meter of shingle
- 3 remove damaged flashing

Stage 10 (repair chimney #5)

- 1 add a new layer of wheather-shield
- 2 re'fit new copper flashing
- 3 newly repoint complete chimney
- 4 re'lay new shingle

Stage 11 (chimney #6)

- 1 set scaffolding on chimney
- 2 grind-out damaged most damaged areas of repointing
- 3 grind-out and remove any damaged/broken bricks

Stage 12 (repair chimney #6)

1 re'fit any removed brick with new bricks
2 using grouting bags repoint various areas
3 fully waterproof chimney

Stage 13 (chimney #7)

1 set scaffolding
2 grind-out all damaged areas of repointing
3 grind-out and remove any damaged/ broken bricks

Stage 14 (repair chimney #7)

1 re'fit any removed bricks with new
2 repoint all damaged areas
3 waterproof chimney

Full clean up on site

All work guaranteed for 15 years

Subtotal	\$62,000.00
Total	\$62,000.00





By signing this document, the customer agrees to the services and conditions outlined in this document.

Richard Archer



Crosby Mansion

P.O. Box 1888

163 Crosby Lane

Brewster, MA 02631

508-896-1744

rarcher@brewster-ma.gov

www.CrosbyMansion.com

Richard Archer – Properties Manager

March 28, 2024

Community Preservation Committee

Chair, Faythe Ellis

Dear Miss Ellis,

I'm writing to thank you again and with good news.

The State DCR has approved our request to go ahead with needed Chimney repairs.

After over a year of requests and communications we were granted the go ahead this winter to proceed. We have needed to get underway a smaller DCR approved Mini Splits installation for our Reception Hall for the Spring/Summer events of 2024. That is scheduled.

We will now begin working on the official Bid Process for the larger Chimney repair project with your gracious extension and patience with our timeline. We hope to have contractors start this fall after our Wedding and Summer Tour Season.

Keeping your December deadline in mind we endeavor to have this completed around the Holidays of 2024. I will certainly keep you posted as we proceed.

Included, please find attached : Original Grant, Extension request, Preliminary Pricing, Photos of the Chimneys in need of repair.

Please let me know if I can answer any further questions or if you would like to do a site visit at any time. Very much appreciated.

Warm regards,

Richard



#1



shot on moto g pure

Dec 4, 2023, 12:44 PM

#4

#3

#2



shot on moto g pure

Dec 4, 2023, 12:40 PM

BREWSTER COMMUNITY PRESERVATION GRANT

QUARTERLY PROJECT STATUS REPORT

Name of CPA Recipient: Habitat for Humanity of Cape Cod, Inc. **Quarter Ending Date:** March 31, 2024

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:	No change: <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>70%</u> Complete: We have completed structural work and are nearing the completion of outside shingling. Interior finish work has commenced, and we will be working on plastering, interior finish, such as painting and trim, and flooring. Landscaping will come closer to completion. We are planning a late summer "Permablitz" with Habitat and Resilient Roots volunteers who will be planting native and edible landscape plants alongside the homebuyers https://www.resroots.org/ We are making excellent progress and slightly ahead of schedule.
Fundraising:	Update: We continue with robust fundraising for the project. Since our last report additional donations have been secured from individuals, faith community, foundations, and local businesses. A match grant of \$20,000 from a member of Brewster Baptist Church helped us raise a total of \$43,000 toward the project. We are very grateful to all!
Homeowners:	No change: 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:	The Ocean Edge Resort's gift was mentioned in our last quarterly report. Here is a link to a recent article in Cape & Plymouth Business Magazine about that generous gift: https://capeplymouthbusiness.com/habitat-for-humanity-of-cape-cod-receives-50000-from-ocean-edge-resort-golf-club/

PHOEBE WAY, BREWSTER		2 HOMES						Revised As Of: 03/14/2024	
FUND USES	House Costs	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	7%	(19,275)	
	Excavate, Backfill, Septic, Waterline	61,000	30,500	13	6%	147,332	21%	(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	1%	2,895	
	Site Utilities (not extensions/road)	35,500	17,750	7	3%	18,744	3%	16,756	
	Water/Wells	8,600	4,300	2	1%	18,000	3%	(9,400)	
b	Subtotal Site Work	318,600	159,300	66	31%	246,252	36%	72,348	
	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%	89,987	13%	10,013	
	Concrete	42,000	21,000	9	4%	47,066	7%	(5,066)	
	Electrical	33,380	16,690	7	3%	19,716	3%	13,664	
	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%	55,120	8%	11,446	
	Solar Install	0	0	0	0%	29,110	4%	(29,110)	
c	SubTotal Direct Construction	325,126	162,563	68	32%	240,999	35%	84,127	
d	SubTotal Site Wk & Direct Const (b + c)	643,726	321,863	134	63%	487,250	71%	156,476	
6% of (d)	General Requirements	38,624	19,312	8	4%	7,055	1%	31,569	
6% of (d)	Builder's Profit	38,624	19,312	8	4%	29,235	4%	9,389	
2% of (d)	Builder's Overhead	12,875	6,437	3	1%	9,745	1%	3,130	
e	Total Gen Req, Profit, Overhead	90,122	45,061	19	9%	46,035	7%	44,087	
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%	533,285	78%	237,255	

PHOEBE WAY, BREWSTER		2 HOMES						Revised As Of: 03/14/2024	
FUND USES	House Costs	BUDGET	PER UNIT	PER SF	% of TTL	ACTUAL	% of TTL	DIFFERENCE	
Soft Costs									
	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%	722	0%	11,653	
	Engineering	12,900	6,450	3	1%	27,795	4%	(14,895)	
	Family Programs/Volunteer Services	12,292	6,146	3	1%	581	0%	11,711	
	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	
3% of home \$	Marketing (Affirmative Fair Housing)	11,954	5,977	2	1%	3,252	0%	8,701	
	Permits/Surveys	2,000	1,000	0	0%	8,390	1%	(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%	26,101	4%	44,092	
	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%	77,750	11%	58,147	
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%	77,750	11%	64,942	
k	HARD AND SOFT COSTS	913,232	456,616	190	89%	611,035	89%	302,197	
l	12.5% Developer's Fee	114,154	57,077	24	11%	76,379	11%	37,775	
TOTAL DEVELOPMENT COST		1,027,386	513,693	214	100%	687,414	100%	339,971	

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			\$355,394	(\$19,606)
\$93,936	Habitat Developer Equity			\$242,020	\$148,084
\$0	Solar Grants & Energy Rebates	Note 2		\$0	\$0
\$0	Other			\$0	\$0
\$1,027,386				\$687,414	(\$339,971)

Note 1:	The "Proceeds from Sale of Homes-USDA" is based on 2023 EOHLC approved pricing.
Note 2:	We will add a solar 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.



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Creating opportunities for people to live, work, and thrive on the Lower Cape

March 31, 2024

Faythe Ellis
Brewster Community Preservation Committee
Town of Brewster
2198 Main Street
Brewster, MA 2631

RE: Lower Cape Housing Institute 9-Month Progress Report (July 1, 2023 – March 31, 2024)

The Community Development Partnership (CDP) presented our 7th annual Lower Cape Housing Institute during the 2023-2024 performance period. This report shares program highlights at the three-quarter point of our grant award from the Brewster Community Preservation Committee. The LCHI will include additional workshops, peer group meetings and other activities through June 30, 2024.

The Lower Cape Housing Institute (LCHI) provides ongoing education and technical assistance to elected and appointed municipal officials and town staff about strategies to increase housing production on the Lower and Outer Cape. We do this through virtual training with regional housing experts on topics identified by our target audience. We also convene Lower and Outer Cape Municipal Peer Group meetings quarterly for town officials to share best practices and challenges as we all work together to address the housing crisis.

The 2023-2024 Lower Cape Housing Institute has included **101** Lower Cape municipal officials and town staff during the performance period, with **17** from Brewster representing the following Boards and Committees: Planning Board, Finance Committee, Affordable Housing Trust, Community Preservation Committee, Housing Partnership, Select Board, Town Management, Housing office and Planning department.

The 2023-2024 Lower Cape Housing Institute has included the events listed below, and all recent workshops can be viewed any time on our YouTube page:

https://youtube.com/playlist?list=PLaadMS95I_8JhFv_ybow5jV-PI6gFukFf&si=4V5NpYWGCFFoFg0a

260 Cranberry Hwy, Unit 1
Orleans, MA 02653

p 508.240.7873
800.220.6202

contact@capecdp.org
capecdp.org

FY24 Lower Cape Housing Institute 9-Month Progress Report - CDP

The following program materials are included to show the breadth and depth of programming offered through the 2023-2024 Lower Cape Housing Institute:

1. Workshops (see enclosed flyers)

- a. October 17, 2023 - "Housing 101: Building and Advocating for the Homes We Need"
- b. October 31, 2023 - "Beyond the Usual Suspects: Addressing Barriers to Participation for Community Engagement"
- c. January 9, 2024 - "ADU's to Zoning Changes: Strategies to Encourage Housing Production"
- d. February 13, 2024 - "Local Preference: '... But Who's Going to Live There?'"

2. Peer Groups (sample flyer enclosed)

- a. September 12, 2023 - Fall 2023 Outer Cape Peer Group
- b. September 13, 2023 - Fall 2023 Lower Cape Peer Group
- c. December 12, 2023 - Winter 2023 Regional Peer Group Meeting
- d. March 12, 2024 - Spring 2024 Regional Peer Group Meeting

3. Annual & Fall Town Meeting Results: Twice a year, the CDP evaluates regional progress toward housing production goals by 1) identifying warrant articles that have the potential to impact housing opportunities and 2) tracking their passage. The CDP produces and distributes a Lower and Outer Cape Fall Town Meeting Housing Summary enclosed in a visual format.

4. Newsletter: the CDP distributes a monthly housing e-newsletter or e-blast, going to 727 people on September 11th, October 12th, October 24th, November 13th, December 1st, December 12th, January 8th, January 18th, February 12th, and March 21st. See enclosed for copies.

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**Lower Cape Cod Community Development Corporation
 dba: COMMUNITY DEVELOPMENT PARTNERSHIP
 Community Housing Partnership Initiative**

Fiscal 24

July 1, 2023 thru June 30, 2024

	FY 24 Budget	Actual (July 1 - Feb 29)
Income:		
STATE GRANTS	\$ 48,400	\$ 312,218
TOWN CPC GRANTS (8)	60,000	10,650
PRIVATE/FOUNDATION DONATIONS	15,000	
OTHER	-	795
Total - Income	\$ 123,400	323,663
Expenses:		
SALARIES AND FRINGE BENEFITS	\$ 99,000	\$ 257,718
PROJECT IMPLEMENTATION	12,000	12,966
ADMINISTRATIVE COSTS	12,340	20,886
Total - Expenses	\$ 123,340	\$ 291,570
Net Program Income	\$ 60	\$ 32,094

LOWER CAPE HOUSING INSTITUTE



HOUSING 101 WORKSHOP: BUILDING & ADVOCATING FOR THE HOMES WE NEED

AGENDA:

This workshop addresses barriers to housing production on the Lower Cape by providing effective strategies to increase housing in your town. We'll explore the following questions:

- What is housing and who needs it?
- What can it look like?
- How does it get built?
- What housing developments are happening in your town?



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WHO SHOULD ATTEND:

Town board and committee members, town staff who are directly involved in housing including all housing staff, planners and community development staff. This is especially helpful to new board and committee members.

SPEAKERS:



Jay Coburn, Chief Executive Officer | CDP



Amanda Bebrin, Director of Housing Advocacy | CDP

Tuesday | 10.17.23 | 10 am - 11:30 am | Remote via Zoom

Click Here to Register or contact Amanda Bebrin, Housing Advocacy Director at (508) 290 - 0130 or email at amanda@capecdp.org

2023 - 2024 LOWER CAPE HOUSING INSTITUTE

BEYOND THE USUAL SUSPECTS: ADDRESSING BARRIERS TO PARTICIPATION FOR COMMUNITY ENGAGEMENT WORKSHOP

Objectives:

- Reimagine what it means to engage with impacted populations; identify barriers to participation and discuss appropriate solutions.
- Demonstrate the value of developing inclusive, strategic engagement best practices for long-term community success & outcomes
- Delve more deeply into soliciting and prioritizing input from impacted populations while encouraging a high degree of engagement from the community overall.

Speakers:

Lily Linke, Citizen's Housing & Planning Association, MBTA Communities Engagement Manager



Kassie Infante, Abundant Housing MA, Associate Director of Operations



Tuesday | 10.31.2023 | 10 am - 11:30 am | Remote via Zoom

Click here to register or contact Amanda Bebrin, Director of Housing Advocacy at (508) 290-0130 or email at amanda@capecdp.org



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2023 - 2024 LOWER CAPE HOUSING INSTITUTE

ADU'S TO ZONING CHANGES: STRATEGIES TO ENCOURAGE HOUSING PRODUCTION

Description:

Historically, zoning has been used to exclude development, uses, and people. This workshop will explore:

- How we can reimagine our communities to encourage certain development patterns
- Zoning changes that more easily allow homes to be created
- Creating needed homes and attracting a range of residents

Speakers:

Jonathan Berk,
Placemaker and
President of BuildingBOS



Talitha Abramsen,
Housing Resource
Program Manager



Plus, the **Cape Cod Commission** will preview their Regional Housing Strategy!

Tuesday | 01.09.2024 | 10 am - 11:30 am | Remote via Zoom

Click here to register or contact Amanda Bebrin, Director of Housing Advocacy at (508) 290-0130 or email at amanda@capecdp.org



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2023 - 2024 LOWER CAPE HOUSING INSTITUTE

LOCAL PREFERENCE: “...BUT WHO’S GOING TO LIVE THERE”?

Description:

While the term seems self-explanatory, the mechanics of local preference are complex and not widely understood. We'll explore:

- How local preference works
- The history of fair housing and importance of affirmative fair marketing
- The connection between local preference and community vision

Speakers:

Laura Shufelt
Director of Community Assistance
Massachusetts Housing Partnership



Whitney Demetrius
Director of Fair Housing & Municipal Engagement
Citizens Housing & Planning Association



Tuesday | 02.13.2024 | 10 am - 11:30 am | Remote via Zoom

Click here to register or contact Amanda Bebrin, Director of Housing Advocacy at (508) 290-0130 or email at amanda@capecdp.org



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2023 FALL HYBRID PEER GROUP MEETINGS

Quarterly housing conversations for municipal officials & staff

OUTER CAPE PEER GROUP

Provincetown, Truro, Wellfleet and Eastham

**When: Tuesday, September 12,
2023, 3 pm - 4:30 pm**

**Where: Wellfleet Adult Community
Center, 715 Old Kings HWY
and Zoom**

LOWER CAPE PEER GROUP

Orleans, Brewster, Chatham and Harwich

**When: Thursday, September 14,
2023, 3 pm - 4:30 pm**

**Where: CDP Office,
260 Cranberry HWY and
Zoom**

- These Peer Group meetings are an informal discussion space for municipal officials and town staff who are involved in or interested in housing production on the Outer Cape.
- Towns will have an opportunity to share updates on their housing initiatives and projects.

To register, [click here](#) or email Amanda Bebrin,
Director of Housing Advocacy at amanda@capecdp.org



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2023 - 2024 LOWER CAPE HOUSING INSTITUTE

REGIONAL PEER GROUP MEETING

Description:

These Peer Group meetings are an informal discussion space for municipal officials and town staff who are involved in or interested in housing production on the **Lower & Outer Cape**. Towns will have an opportunity to share updates on their housing initiatives and projects.

This event will be **fully virtual**, and will include all eight towns of the Lower and Outer Cape.

Audience: elected and appointed town officials and town staff such as current members of the following boards & committees: Select Board, Finance Committee, Planning & Zoning Boards, Community Preservation Committee, Housing Trust, Housing Committee, Housing Authority, Local Housing Partnership, Town staff, etc.

Speaker:

Matt Noyes, Citizen's Housing & Planning Association, Director of Public Policy



We will discuss:

- An update on the Governor's \$4.1 billion Housing Bond Bill
- Results and recommendations from the Provincetown Short-Term Rental Study
- Town housing highlights

Tuesday | 12.12.2023 | 3 pm - 5 pm | Remote via Zoom

Click here to register or contact Amanda Bebrin, Director of Housing Advocacy at (508) 290-0130 or email at amanda@capecdp.org



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2023 - 2024 LOWER CAPE HOUSING INSTITUTE

REGIONAL PEER GROUP MEETING

We will discuss:

- Continue our exploration and discussion of Local Preference
- Hear how Brookline changed their Local Preference policy
- Hear housing updates from all 8 towns

Speakers:

Donna Kalanick, Assistant Town Manager, Town of Brewster



Jill Scalise, Housing Coordinator, Town of Brewster



Roger Blood, Brookline Housing Advisory Board, Chair



Tuesday | 3.12.2024 | 3 pm - 5 pm | Remote via Zoom

Click here to register or contact Amanda Bebrin, Director of Housing Advocacy at (508) 290-0130 or email at amanda@capecdp.org



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2023 SPECIAL TOWN MEETING REPORT

Brewster, Orleans, Wellfleet & Provincetown



\$5.7M

Approved for housing articles



\$762,500

CPA funding approved for housing articles



\$4.8M

Approved for development and acquisition



6

Zoning articles approved for housing



5

Development and acquisition articles approved for housing



17

Approved housing articles



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Creating opportunities for people to live, work, & thrive on the Lower Cape



Housing Advocacy Newsletter

September 2023

The CDP's Housing Advocacy Newsletter provides monthly news, updates, and information about upcoming trainings and events.

The CDP is committed to providing valuable programming across our organization, and our Housing Advocacy Newsletter is no exception! After a hiatus, you'll notice that the newsletter is back with a redesigned, streamlined look -- and includes just as much relevant local housing information as ever!

In September's issue:

- Meet our Housing Advocacy Team
- 2023 - 2024 Lower Cape Housing Institute
- Town Highlights
- Community Events

Meet Your Housing Advocacy Team

INTRODUCING

THE HOUSING ADVOCACY TEAM



**Amanda
Bebrin**

Director of
Housing
Advocacy



**MalloreY
Yannone**

Community
Organizing
Manager



**Ella
Sampou**

Community
Organizing
Manager



**Pelinda
Deegan**

Housing
Advocacy
Program
Manager

Our team has expanded to include some new faces, and we can't wait for you to meet them! Pelinda was formerly a case manager for CapeAbilities and now provides housing coordinator services and handles all things first time homebuyer for the CDP. MalloreY is putting her advocacy experience on social justice issues to work for our year-round community, and Ella's background in Environmental Studies is a perfect complement for advocating for sustainable, climate-resilient housing! Amanda's experience with local government and real estate helps her support and create trainings for our region's municipal officials.

Our team's commitment to the local community through their range of passions gives us a holistic, people-centered approach and perspective on the many issues that intersect with and contribute to our housing needs. We look forward to meeting you and continuing to work towards a community where we can all live, work, and thrive!

2023-2024 Lower Cape Housing Institute

The end of summer means the beginning of another year of the Lower Cape Housing Institute! The LCHI provides training and leadership development for municipal officials, town staff, and future town leaders to increase housing opportunities and

pursue housing policy changes to promote stability and economic growth in our region.

This year, we're excited to offer workshops on Housing 101, Community Engagement, Strategies to Increase Housing Production, Financing Attainable Housing, and Local Preference. For the first time, we're including a site visit to Stable Path, a completed affordable housing complex in Provincetown! We will also be holding quarterly peer groups, sub-regionally for the Fall and Summer and regionally for the Winter and Spring.

[Register Here for Peer Group Meetings](#)

[Register Here for LCHI Workshops](#)

**2023-
2024**

Lower Cape Housing Institute

SEPTEMBER 2023

Outer Cape Peer Group

Tuesday, 9/12 at 3 pm - 4:30 pm

Lower Cape Peer Group

Thursday, 9/14 at 3 pm - 4:30 pm

MARCH 2024

Regional Peer Group Meetings

Tuesday, 3/12 at 3 pm - 5 pm

OCTOBER 2023

Workshop: Housing 101

Tuesday, 10/17 at 10 am - 11:30 am

Workshop: Community Engagement

Tuesday, 10/31 at 10 am - 11:30 am

APRIL 2024

Workshop: Financing Affordable Housing

Tuesday, 4/2 at 10 am - 11:30 am

DECEMBER 2023

Regional Peer Group Meetings

Tuesday, 12/12 at 3 pm - 5 pm

MAY 2024

2024 Annual Town Meetings

Town Captain Huddle

Thursday, 5/30 at 12 pm - 2 pm

JANUARY 2024

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

Tuesday, 1/9 at 10 am - 11:30 am

JUNE 2024

Outer Cape Peer Group

Tuesday, 6/11 at 3 pm - 4:30 pm

Lower Cape Peer Group

Thursday, 6/13 at 3 pm - 4:30 pm

FEBRUARY 2024

Workshop: Local Preference - "But who's going to live there?"

Tuesday, 2/13 at 10 am - 11:30 am

To register, email
Amanda Bebrin, Director
of Housing Advocacy at
amanda@capecdp.org



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Town Highlights

Brewster

The newly-named Spring Rock Village, off Millstone Road, received its comprehensive permit



without appeal in June. This Preservation of Affordable Housing/Housing Assistance Corp. project is a compact, energy efficient neighborhood of 45 affordable rental homes. Inclusion of these units puts Brewster’s Subsidized Housing Inventory (SHI) at 7.2%, and the Select Board recently voted to apply for both local and regional preference for the initial lottery. The next step is funding the development. Read more [here](#).

Harwich

The Affordable Housing Trust is working on a five-year strategic plan which includes setting goals and a mission. They are also reviewing town-owned properties and looking into potentially splitting short-term rental tax revenue between sewer and housing.

Image: Cape Cod Chronicle



Chatham

Special Town Meeting is **Monday, September 18th, 6 pm.**

Click [here](#) to read the Special Town Meeting Warrant.

Two families are the newest residents of West Chatham, thanks to Habitat for Humanity of Cape Cod. Read the Cape Cod Chronicle [here](#).



Truro

On August 16th, the Walsh Property Planning Committee held a meeting. Approximately 150 attendees were divided into small groups to discuss the survey for the Walsh Property Draft Report. Consultants for the project presented an update on the Walsh Property Planning Committee’s draft plan. The Final Plan by the Walsh Property Committee will be voted on at a Special Town Meeting on Saturday, October 21st.



The Walsh Property Planning Committee report on the draft plan can be viewed [here](#). The survey for public feedback on the plan can be found [here](#).

Wellfleet

Special Town Meeting is on **Monday, September 18th at 6 pm** at Wellfleet Elementary School.



Click [here](#) to read the warrant.

Childcare is available. Click [here](#) for details.

Community Events

Lower and Outer Cape Events

- **Provincetown:** Housing Workshop # 6 is scheduled for **Monday, September 11, 2023**. This workshop brings together the Select Board, the Community Housing Council, the Year-Round Market Rate Rental Housing Trust, and the Planning Board to discuss Provincetown Housing Goals and progress on various initiatives.
- **Harwich:** On **September 27th**, the Harwich Conservation Trust and the Affordable Housing Trust will be co-sponsoring a presentation and discussion with Bob Wilber entitled, "Considering the Intersection of Conservation and Affordable Housing." For more information, click [here](#). Space is limited. You can RSVP [here](#).

Regional Housing Events



Virtual Affordable Housing Trust Fund Trainings

Massachusetts Housing Partnership (MHP) will offer three, 50-minute, virtual trainings to support local affordable housing efforts. The trainings are geared toward those involved with affordable housing trust funds and communities interested in establishing a housing trust. The trainings are free. Registration is required, but only needed once for all three sessions. For more details, click [here](#).

When: Thursday, September 21, 2023

Session 1: 12:00 pm - 12:50 pm

Session 2: 1:00 pm - 1:50 pm

Session 3: 2:00 pm - 2:50 pm

[REGISTER HERE](#)

Virtual Annual Regional Housing Meeting

Are you an advocate, neighbor, municipality,

organization, or legislator working on affordable housing in your community? Join the Citizens Housing and Planning Association for the virtual Annual Regional Housing Meeting. The beginning portion of the meeting will lay out shared challenges and policy opportunities, then break out into regional sub-groups to hear about the unique challenges and opportunities presented in our region. CHAPA will also be seeking input and feedback on CHAPA's policy goals and priorities.



When: Thursday, October 5th | 10 am - 12 pm

[REGISTER HERE](#)

**Thank you to our generous partners who support the CDP's
Lower Cape Housing Partnership**



Follow the CDP on Social Media!

This institution is an equal opportunity provider and employer.

[Visit our Website](#)

Community Development Partnership | 260 Cranberry Highway, Orleans, MA 02653

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Housing Advocacy Newsletter

October 2023

The CDP's Housing Advocacy Newsletter provides monthly news, updates, and information about upcoming trainings and events.

In October's issue:

- Fall Town Meeting Preview
- 2023 - 2024 Lower Cape Housing Institute Spotlight
- Town Highlights
- Community Events
- Resources

Fall Town Meeting Preview

Fall Town Meeting season is upon us! The Lower and Outer Cape use an “open town meeting” form of government, in which Town Meeting functions as the legislative body and holds the “power of the purse.” Bylaw changes and appropriations of town funds must be approved by Town Meeting voters.

Orleans

Orleans will hold a Special Town Meeting on **Monday, October 16th at 6pm** in the **Nauset Middle School Gymnasium**. Several of the Warrant articles are centered around initiatives that will have a positive impact on the year-round community, including funds for awareness and educational initiatives to honor Indigenous Peoples, allocations to a Special Education Stabilization Fund, and funding for the Opioid Stabilization Fund. Orleans will also vote on whether to adopt a Specialized Energy Code, as well as on funding to complete their Comprehensive Plan. **To support housing and the year-round community, vote YES on Articles 15, 16, 17 & 18, 19 & 20, and 30!**



- Special Town Meeting will be streamed live on Channel 8 and on the [website live stream](#).
- The 2023 Fall Special Town Election will be held on Tuesday, November 7th.

[Click here for the warrant.](#)

Truro

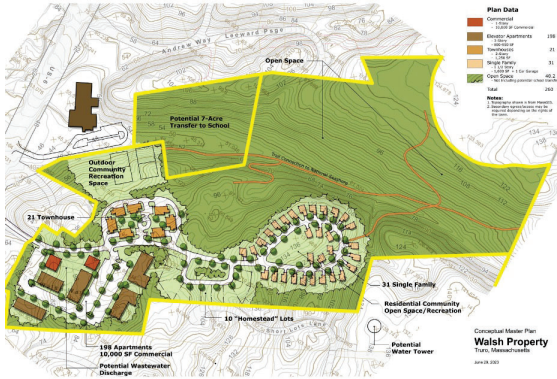


Image: Town of Truro

Click [here](#) for more information about Walsh Property Community Planning Committee (WPCPC)

[Click here for the warrant.](#)

Truro’s Special Fall Town Meeting will be held on **Saturday, October 21st at 10 am**, in the gymnasium of **Truro Central School** and will feature articles related to the development of the Walsh Property. There is an article to adopt the recommendations of the Walsh Property Community Planning Committee for a maximum of 160 affordable units in two phases; another article will allow the Community Planning Committee to continue their work. Also up for consideration is an article to create an Ad Hoc Walsh Property Committee to act as a channel between residents and government, assist in updating Truro’s housing production plan, and provide updates and input on Walsh Property development.

To support housing, vote YES on Articles 5, 6, 7, and 12!

Provincetown

Provincetown’s Special Town Meeting will be held on **Monday, October 23rd at 6pm** at **Town Hall**.

There are eight housing-related articles on the Warrant. These articles include funding for the 3 Jerome Smith Site readiness and preparation, and acquisition of properties on Nelson Ave and Shank Painter Road for the creation of future affordable and attainable housing. There are two bylaw amendment articles restricting Short-Term Rentals by banning corporate ownership and limiting the number of certificates to two per person. Two Zoning Bylaw amendments will ban fractional ownership, and remove deed restrictions from Accessory Dwelling Units (ADUs).

To support housing production, vote YES on Articles 7, 8, 9, 10, 11, 12, and 13!


[Click here for the Warrant.](#)



Town of
PROVINCETOWN

**SPECIAL
TOWN MEETING
INFORMATION**

October 23, 2023, 6:00 p.m.
Town Hall Auditorium



www.provincetown-ma.gov/TownMeeting



Brewster

Brewster's Fall Town Meeting will be **Monday, November 13th at 6pm**. The warrant is still being finalized but articles that will impact housing production will include an amendment to the existing ADU bylaw and the draft Local Comprehensive Plan (LCP). For more information about the LCP, click [here](#).

Click [here](#) for the Warrant when made available.

For transportation and child care information, click [here](#).

2023 - 2023 Lower Cape Housing Institute (LCHI) Spotlight

The LCHI provides training to municipal officials on the critical need for and mechanics of affordable housing, through virtual workshops and quarterly peer groups. All LCHI programming is open to elected and appointed officials, and is especially valuable for new board and committee members, and future town leaders.

Housing 101 Workshop

This workshop addresses barriers to housing production on the Lower & Outer Cape by providing effective strategies to create more homes in your town. You will leave this workshop with the knowledge and language to support housing initiatives as well as a firm understanding of what must be done to help solve your town's housing crisis.

When: Tuesday, October 17th at 10 am - 11:30 am

[Register Here](#)

LOWER CAPE HOUSING INSTITUTE



HOUSING 101 WORKSHOP: BUILDING & ADVOCATING FOR THE HOMES WE NEED

AGENDA:

This workshop addresses barriers to housing production on the Lower Cape by providing effective strategies to increase housing in your town. We'll explore the following questions:

- What is housing and who needs it?
- What can it look like?
- How does it get built?
- What housing developments are happening in your town?



WHO SHOULD ATTEND:

Town board and committee members, town staff who are directly involved in housing including all housing staff, planners and community development staff. This is especially helpful to new board and committee members.

SPEAKERS:



Jay Coburn, Chief Executive Officer | CDP



Amanda Bebrin, Director of Housing Advocacy | CDP

Tuesday | 10.17.23 | 10 am - 11:30 am | Remote via Zoom

[Click Here to Register](#) or contact Amanda Bebrin, Housing Advocacy Director at (508) 290 - 0130 or email at amanda@capecdp.org

Community Engagement

This workshop addresses barriers to housing production on the Lower & Outer Cape by Housing opportunities are made or broken at the local level, but recent research has shown that the loudest voices in the room often do not represent the community as a whole. In this session, we'll explore a variety of methods for inviting groups that are underrepresented in local decision-making, including renters, people of color, and parents, into the conversation in order to create more equitable outcomes.

When: Tuesday, October 31st at 10 am - 11:30 am

[Register Here](#)

WORKSHOP: HOUSING 101

Date: October 17, 2023

This workshop addresses barriers to housing production on the Lower & Outer Cape by providing effective strategies to create more homes in your town. You will leave this workshop with the knowledge and language to support housing initiatives as well as a firm understanding of what must be done to solve your town's housing crisis.

We'll explore the following questions:

- What is housing, affordable and attainable?
- Who needs it?
- What are the various types of housing that would meet the need of a diverse community?
- What can it look like and how does it get built?
- What do we need to get the best housing?
- What housing developments are happening in your town?

WORKSHOP: COMMUNITY ENGAGEMENT

Date: October 31, 2023

Housing opportunities are made or broken at the local level, but recent research¹ has shown that the loudest voices in the room often do not represent the community as a whole. In this session, we'll explore a variety of methods for inviting groups that are underrepresented in local decision-making, including renters, POC, and parents, into the conversation in order to create more equitable outcomes.

WORKSHOP: ADU'S TO ZONING CHANGES: STRATEGIES TO ENCOURAGE HOUSING PRODUCTION

Date: January 9, 2024

Historically, zoning has been used to exclude development, uses, and people. This workshop will explore how we can reimagine zoning to encourage certain development patterns, create needed homes, and attract a range of residents. Zoning-based tools ranging from ADU's to design standards and housing "by right" can be used to accomplish these goals; this workshop will also discuss the practicalities of implementing these strategies.

WORKSHOP: LOCAL PREFERENCE: "...BUT WHO'S GOING TO LIVE THERE"?

Date: February 13, 2024

What are local preference and affirmative fair marketing? Is local preference working the way people think it does? While the term seems self-explanatory, the mechanics of local preference are complex and not widely understood. Providing homes for local people and providing homes for new residents are equally important in a healthy, sustainable community, and we'll explore how local preference is involved in that equation.

WORKSHOP: FINANCING ATTAINABLE HOUSING

Date: April 2, 2024

In order to address the housing shortage, towns must allocate significant local funds to create more units serving a range of income levels. This workshop will examine how affordable housing development initiatives are financed, as well as exploring gaps in financing, and will analyze the impact of allocating short-term rental taxes to housing initiatives.

Town Highlights

Harwich

Laura Shufelt, Director of Community Assistance, Massachusetts's Housing Partnership reviewed and discussed the Request for Proposal for the development of affordable housing on the Marceline property.

Recording: *Town of Harwich*



Image: *Cape Cod Chronicle*

Chatham

Parcels off Meetinghouse Road in South Chatham and Main Street in West Chatham have been the subject of two forums to solicit input from residents on preferences for housing development. Developers were also asked to weigh in. The next step is to formally solicit development proposals from developers, but before that happens, the Trust needs to make some decisions. Read the Cape Cod Chronicle [here](#).

Orleans

Two affordable housing development

projects in Orleans are progressing, having been approved for Barnstable County ARPA funding to close funding gaps. Both the 62-unit Pennrose project on West Road (former Cape Cod Five offices) and the 14-unit 107 Main Street project by the Housing Assistance Corporation are now proceeding to the final planning and design stage.

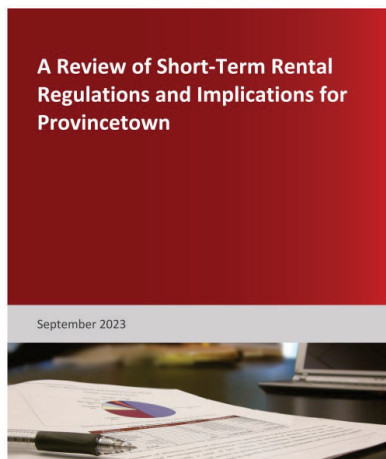


The 66 & 76 Route 6A project (former Governor Prentice Motel site) is also progressing, with the [Request for Proposals \(RFP\) currently open.](#)

The site off of Route 6A that formerly housed the Underground Mall continues to be vacant, though the project could soon regain traction. Read the Cape Cod Chronicle [here.](#)

Image: 107 Main Street | Cape Cod Chronicle

Provincetown



Assistant director of the UMass Donohue Institute's Economic and Public Policy Research Group presented the findings of their [Short-Term Rental Study](#) to the Provincetown Select Board. Read the Provincetown Independent article [here.](#)

Image: Provincetown Independent

UMassAmherst | Donahue Institute
Economic and
Public Policy Research

Community Events



First Time Home Buyer Education

When: October 19th, October 24th, October 26th

Time: 6:00 PM - 9:00 PM

Where: Lower Cape TV, 5 Namskaket Road, Orleans

First Time Home Buyer Workshop

The *Community Development Partnership* (CDP) offers a Homebuyer Education course for first time buyers. This course provides information on budgeting, looking for, selecting, and purchasing a home, and local resources that may be available to buyers. Our first in-person workshop begins on October 19, 2023. Each workshop is three classes, each running from 6 – 9pm.

The course covers: credit health and budgeting; mortgage process and options; finding the right

Cost: \$50 for individuals \$75 for households Small bites will be provided.

home and making an offer; appraisals; home inspection; legal procedures and protections; insurance protection; home energy audits and savings; ongoing homeownership. Participants must complete all course requirements listed below to receive an electronic Certificate of Completion. Certificates are active for two years. The course is open to any interested individual or household (2 people).

[Register Here](#)

Resources



Housing Emergency Loan Program

The program will fund up to ten (10) projects with a maximum loan of \$25,000.

Eastham Housing Emergency Loan Program (HELP)

Qualifying Home Repairs:

- Roofs
- Windows
- Siding
- Failing heat and hot water system
- Upgrading dangerous health and safety code issues

Funding:

Funds up to \$25,000 per home are available for the Eastham (HELP) program. Funds are provided in the form of a fifteen (15) year, 0% interest, forgivable mortgage that is recorded on the property at the Barnstable County Registry of Deeds

Contact:

Martha Person
(508) 432-0015 ext. 102
www.hech.org



EASTHAM RENTAL ASSISTANCE

Do you live or work in the town of Eastham?
Do you need help paying rent?



Homeless Prevention Council is here to help.
In partnership with the town of Eastham.

Eastham Rental Assistance may be available to **year-round renters or people who work in Eastham**. This program helps bridge the gap between income and the cost of rent.

Applicants will be required to go through an income certification process to determine eligibility. The program is available to residents who have an income of up to 120% of the area medium income.

Our case managers are available to help guide you through this process. Call HPC today at (508) 255-9667 for assistance.



(508) 255-9667
help@hpccapecod.org
hpccapecod.org/rental-assistance

Thank you to our generous partners who support the CDP's

Lower Cape Housing Partnership



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Visit our Website

Community Development Partnership | 260 Cranberry Highway, Orleans, MA 02653

[Unsubscribe laura@capecdp.org](mailto:laura@capecdp.org)

[Update Profile](#) | [Constant Contact Data](#)



community development partnership

Creating opportunities for people to live, work, & thrive on the Lower Cape



Housing Advocacy Newsletter

Special Edition October 2023

The CDP's Housing Advocacy Newsletter provides monthly news, updates, and information about upcoming trainings and events.

In this special October issue:

- Healey-Driscoll Housing Bond Bill
- LCHI Workshop: Community Engagement, October 31st
- ADU Resource Center: MassTC Tour, October 26th

Housing Bond Bill Unveiled

Exciting News for Housing!

On October 18, 2023, Governor Healey and Lieutenant Governor Driscoll unveiled the Affordable Homes Act, a comprehensive bill to increase housing production and invest in livable communities.

The Bill includes:

- \$4 billion in capital authorizations to support public housing, existing housing production & preservation programs, & new initiatives
- Tax credits, including CITC and new Homeownership Production Tax Credit to increase housing production and development
- Legislation & executive orders to reduce barriers in housing production & preservation, strengthen protections for tenants, provide new tools for local communities, and develop new housing policies for seniors and those with the lowest incomes



Image: Mass. Municipal Association

Click to read the [Housing Bond Bill Briefs](#) and the [Fact Sheet](#)

[Click to read the Citizens Housing and Planning Association \(CHAPA\) summary](#)

[Click here to read the Overview](#)

Register today: LCHI Workshop

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

Beyond the Usual Suspects: Addressing Barriers to Participation for Community Engagement

Housing opportunities are made or broken at the local level, but recent research has shown that the loudest voices in the room often do not represent the community as a whole. In this workshop, we'll explore a variety of methods for inviting groups that are underrepresented in local decision-making, including renters, POC, and parents, into the conversation in order to create more equitable outcomes.

- Tuesday, October 17th at 10 am - 11:30 am
- Virtual via Zoom
- Pre-registration is required

[Register Here](#)

2023 - 2024 LOWER CAPE HOUSING INSTITUTE



COMMUNITY ENGAGEMENT WORKSHOP

Description:

Our towns have a lot of local control over housing opportunities, and community support is crucial to their success. This workshop will explore:

- Why community engagement is so important in local decision-making?
- What methods we can explore to ensure that underrepresented groups are part of the conversation?
- How these strategies lead to more equitable outcomes for our communities?

Speakers:

Lily Linke, Citizen's Housing & Planning Association, MBTA Communities Engagement Manager



Kassie Infante, Abundant Housing MA, Associate Director of Operations



Tuesday | 10.31.2023 | 10 am - 11:30 am | Remote via Zoom

Click here to register or contact Amanda Bebrin, Director of Housing Advocacy at (508) 290-0130 or email at amanda@capecdp.org



community development partnership

Thursday: MassTC Tour

"V.I.Pee" Tour

Talitha Abramsen of the CDP's ADU

Resource Center has organized a tour of two facilities working on alternative, affordable wastewater treatment options (specifically Urine-Diverting technology). The tour will discuss how these technologies relate to our hurdles to build affordable year-round housing on Cape that protects our environment.



- **The MassTC** (*Massachusetts Alternative Septic System Testing Center*) where I/A Septic Systems are tested and studied for mainstream approval, and ten minutes down the road is the...
- **The Green Center**, (a non-profit sustainability institute), where eco-sanitation options such as urine diversion and peecycling efforts have been demonstrated for years in a residential application.
- Thursday, October 26th, 2:30-5:30
- RSVP to talitha@capecdp.org

Image: Massachusetts Alternative Septic System Test Center

**Thank you to our generous partners who support the CDP's
Lower Cape Community Housing Partnership**



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This institution is an equal opportunity provider and employer.

[Visit our Website](#)

Community Development Partnership | 260 Cranberry Highway, Orleans, MA 02653

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community development partnership

Creating opportunities for people to live, work, & thrive on the Lower Cape



Housing Advocacy Newsletter

November 2023

The CDP's Housing Advocacy Newsletter provides monthly news, updates, and information about upcoming trainings and events.

In November's issue:

- Fall Town Meeting Preview
- Fall Town Meeting Recap
- CDP Program Updates
- Town Highlights
- Community Events

Fall Town Meeting Preview

Fall Town Meeting season is upon us! The Lower and Outer Cape use an “open town meeting” form of government, in which Town Meeting functions as the legislative body and holds the “power of the purse.” Bylaw changes and appropriations of town funds must be approved by Town Meeting voters.



To support housing, vote YES on Articles 4, 5, & 8!

Brewster

Brewster's Fall Town Meeting will be **Monday, November 13**. The Brewster warrant includes several housing-related items: **Article 5** makes amendments to the Accessory Dwelling Unit (ADU) bylaw that would streamline the process in an effort to bolster production of these year-round units. **Article 8** is approval of the draft Local Comprehensive Plan (LCP), which would help the Town balance interests including the local economy, open space, community character, and housing for long-term

For transportation and child care information, click [here](#).

[Click here for the warrant](#)

planning. **Article 4** approves Community Preservation Act (CPA) funding for the buy-down program and construction of 45 units of rental housing at Spring Rock Village.

Truro

Truro's [Town Moderator has issued a continuance for Special Town Meeting](#), which is scheduled for **Thursday, November 16**. CDP's Housing Advocacy Team has been working with Senator Cyr's office to get out the vote (GOTV), encouraging Truro residents to support **Article 5**, which adopts the Walsh Property Planning Committee's recommendations.

Article 6 asks voters to create an Ad Hoc Walsh Property Committee to act as a channel between residents and government, assist in updating Truro's housing production plan, and provide updates and input on Walsh Property development.

The latest coverage from the Provincetown Independent can be found [here](#).

To support housing, vote YES on Articles 5, 6, 7, and 12!

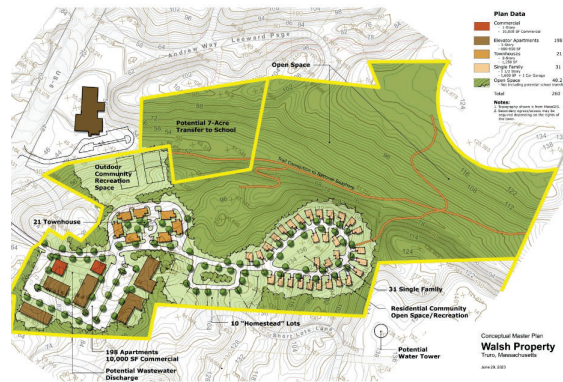


Image: Town of Truro

Click [here](#) for more information about Walsh Property Community Planning Committee (WPCPC)

[Click here for the warrant](#)

Fall Town Meeting Recap

- **Chatham's** Special Fall Town Meeting on September 18 had a record turnout of voters. The motion to fund a new Center for Active Living failed to receive a two-thirds majority vote and did not pass, thus the contingent articles regarding the conversion of the current Center for Active Living into affordable housing were not acted upon.
- All housing-related articles on **Wellfleet's** Special Town Meeting Warrant passed at their September 18 meeting. CDP's Housing Advocacy Team worked to get out the vote for the Wellfleet Special Election on September 27 by phone banking and texting. The two questions on the ballot included funding to design, permit, and construct the wastewater system at 95 Lawrence Road, and funding for a much-needed Town Planner Position. The wastewater system will serve the Residences at Lawrence Hill, the Elementary School, Police Station, and surrounding properties, improving the water quality of the neighborhood. Both ballot questions passed with more than a majority vote.
- The **Orleans** Special Town Meeting took place on October 16 and of the seven articles supported by the CDP, six passed. **Article 30**, which would amend General Bylaws to Adopt a Specialized Energy Code requiring greater energy efficiency in new residential construction failed by just ten votes. Special Town Meeting results can be [viewed in this article from the Cape Cod Times](#).

- All 14 articles on **Provincetown's** warrant passed with minimal objections, with many passing unanimously. Voters approved the purchase of new lots for future affordable housing sites at 22/22R and 24 Nelson Ave, and declared 26 Shank Painter Rd. / 15 Browne St. & 288A Bradford St. as locations for future housing developments. Restrictions were placed on short term rentals (STRs), including the banning of corporate and fractional ownership, and the limiting of two STR certificates per owner. Finally, deed restrictions on ADUs were lifted, making them easier to create.

CDP Program Updates

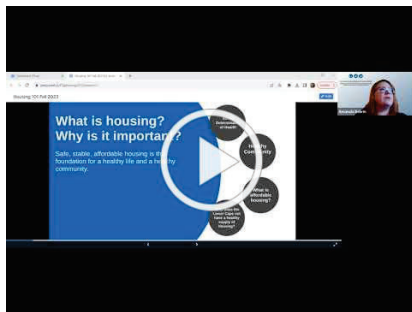
Lower Cape Housing Institute (LCHI)

The LCHI provides training to municipal officials on the critical need for and mechanics of affordable housing, through virtual workshops and quarterly peer groups. All LCHI programming is open to elected and appointed officials, and is especially valuable for new board and committee members, and future town leaders.

Save the date! Join us **December 12** for our winter Regional Peer Group meeting! This session will be held virtually and we'll have time to hear housing updates from all eight of our Lower and Outer Cape towns, in addition to discussing Gov. Healey's Housing Bond Bill.

[Click here to register!](#)

The first two LCHI workshops happened in October. The 2023-2024 curriculum kicked off with **Housing 101**, an introductory session that outlines what affordable housing is, why it's essential to a healthy community, what it can look like, and how it gets built. The second workshop, **Beyond the Usual Suspects: Addressing Barriers to Participation in Community Engagement** focused on the importance of robust municipal community engagement, understanding who participates and whose perspectives are missing, and strategies to elicit input from underrepresented groups.

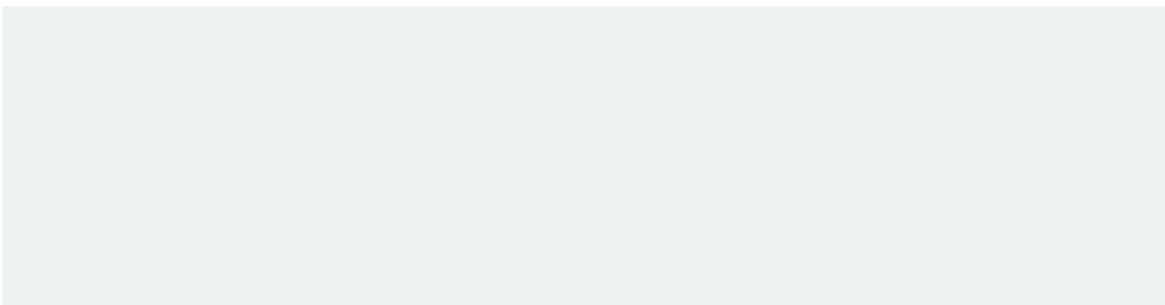


Housing 101 Workshop



Community Engagement Workshop

Lower Cape Housing & ADU Resource Center



Lower Cape Housing & ADU Resource Center



community development partnership



The [Lower Cape Housing and ADU Resource Center](#), formed in 2022, is a collaboration between the Homeless Prevention Council and the CDP. Talitha Abramsen, our Housing Program Resources Manager, assists homeowners who are interested in building an ADU with various services and resources, such as feasibility studies on their property.

[Click here to submit an inquiry and get your ADU process started!](#)

These studies incorporate the following information:

- Public records
- Consultation with Town Health, Planning, and Building Departments
- Analysis of each town's ADU bylaw and regulations

The benefits of a feasibility study are:

- Understanding the Town's criteria for building an ADU
- Clear next steps to move forward
- Confidence to speak with contractors, septic engineers, and other specialists involved in the process

Talitha also shares links to other resources such as comparisons of custom stick built, modular/prefab, and panels construction; lender and incentive information; sources for free plans and examples of Cape of completed builds.

[Read about a recently-completed ADU in Eastham!](#)

Town Highlights

Harwich

The Affordable Housing Trust met on November 6 to discuss the application process for Trust Funding Requests. The Trust voted and approved a draft of the application form. Click the video to hear the conversation.



In other housing news, members of the Harwich Fire Association (HFA) presented their proposal to Community Preservation Committee, seeking \$850,000 to create three workforce housing units on the second floor of the former fire station at 203 Bank Street. Read the Cape Cod Chronicle article [here](#).

Chatham

Chatham Housing Authority's Executive Director, Tracy Cannon, provided an update on the Town's MCI Rental / Housing Savings Program at a recent Affordable Housing Trust Fund Board meeting. The MCI Program is a five-year rental-to-income ownership program that puts half of the rent paid, plus an additional \$200 per month, into an escrow account. At the end of the rental period, the escrow money is then available as a down payment to purchase a home. There are five housing units in this program: four 3-bedroom houses located on the Marconi site and one 2-bedroom house on Crowell Road. Ms. Cannon stated that out of the 20 families selected through this program, 16 families ultimately purchased homes. Currently, there are three vacant units. Ms. Cannon emphasized the current housing market, rising interest rates and lack of affordability will impact the program. The Housing Authority Board will be exploring changes prior to opening the applications to ensure the ongoing success of the program.



Orleans Comprehensive Plan COMMUNITY VISIONING WORKSHOPS

Thursday, November 16, 2023
5:30 - 7:30 PM
Orleans Council on Aging
150 Rock Harbor Rd, Orleans, MA

Tuesday, December 5, 2023
3:00 - 5:00 PM
Orleans Police Station
99 Eldredge Park Way, Orleans, MA

The Town of Orleans is updating its Orleans Comprehensive Plan (OCP), a public process to set a shared community vision for housing, capital facilities, land use, and natural resource protection, as well as a targeted action plan to implement the OCP.

Share Your Ideas!

Your input and participation in these workshops is essential to ensuring that the Orleans Planning Board members gain knowledge and insight into Orleans' central issues and opportunities for creating a vision and long-term goals for a sustainable community. Everyone who lives, works, owns a business or calls Orleans home is invited to participate.

Light refreshments will be provided!

For more information, please contact the Orleans Planning Department at:
<https://www.town.orleans.ma.us/297/Planning>
Phone: 508-240-3700 ext. 2435

Orleans

The Town of Orleans is updating its Orleans Comprehensive Plan (OCP), a public process to set a shared community vision for housing, capital facilities, land use, and natural resource protection, as well as a targeted action plan to implement the OCP. Two visioning sessions will be held to gather public input. These sessions will be held on **Thursday, November 16** from 5:30-7:30 pm at the Council on Aging, and **Tuesday, December 5** from 3-5pm at the Police Station.

Image: Town of Orleans

Eastham

An [October 12 presentation](#), led by Jeremy Lake of Union Studio, reviewed the process by which Union Studio developed their Preferred Concept Design for the North Eastham Master Plan. Recommendations for T-Time, the Town Center Plaza property, and the Council on Aging were formulated

using multiple rounds of input from residents to serve as a vision for the future of those locations. The goal is to create a revitalized village center that includes green space, commercial space, and housing. This plan will be brought to the Select Board in early December for approval.

To make the North Eastham Master Plan a reality, the town of Eastham needs to amend its zoning laws and is accepting input on the process. There are a variety of changes that are under consideration, and property and business owners in the district will benefit from collaborating with the town as decisions are made.

TOWN OF EASTHAM

NORTH EASTHAM ZONING & CORRIDOR PLAN

The Town is working on new zoning regulations. Your input is critical to our shared success.

OBJECTIVE

Develop zoning changes for the mixed use North Eastham Corridor Special District (ECSD), with the goal of encouraging quality development and redevelopment projects that meet identified community needs and existing business needs for housing, economic opportunity, and infrastructure.

STRATEGIES

- Streamlined Form-Based Code regulations
- Architectural and site design standards
- 40R Smart Growth Zoning
- District Improvement Financing (DIF) Overlay
- Identify potential private and public land use opportunities along Route 6 to coordinate with the North Eastham Village Center Master Plan.

COMPONENTS

Form Based Code Zoning Updates to the North Eastham Corridor Special District (ECSD)
Streamlined zoning regulations with predictable, context sensitive design and performance standards that provide a clear regulatory approval process.

Develop Architectural Design Standards for the ECSD
Translate the Town's already-established vision for the ECSD, including desirable and undesirable patterns of growth and development/redevelopment, aesthetics and community character, and Town goals into a set of comprehensive zoning bylaw amendments that anticipates and manages future growth in a manner consistent with the goals of Eastham's Strategic Plan

Zoning Overlay: 40R Smart Growth
Research feasibility of implementing a 40R Smart Growth District that encourages compact, mixed-income housing.

District Improvement Financing (DIF)
Research feasibility of implementing a DIF Overlay to enable tools to identify and capture incremental tax revenues from new private investment and direct them toward public improvement and economic development projects.

Corridor Plan: Route 6 North Eastham Village Center Master Plan
Develop a land use plan for the North Eastham Village Center that coordinates with the findings of the North Eastham Village Center Master Plan and the proposed form-based zoning code. The Corridor Plan will be based on input from North Eastham business and property owners and will delineate opportunities for future public and private development.

WE WANT TO MEET WITH YOU!

STAKEHOLDER SESSIONS

- Design charrette (Autumn 2023, date TBD)
- Business & property owner interviews
- 1:1 meetings with town staff & consultant

BENEFITS

- Make sure your current/future business & redevelopment plans align with town regulations
- Get property specific ideas and guidance

SETUP AN APPOINTMENT

- Monthly - First Tuesdays between 100-400 PM
- Other times as available
- Contact Paul Lagg, Town Planner
 - 774-803-3228
 - plagg@eastham-ma.gov



Cape Cod Towns Awarded OneStop Grants

In late October, the Healey-Driscoll administration announced that \$164 million is being awarded statewide. More than \$12 million is on its way to Cape Cod through 23 grants awarded for projects in [11 Cape Cod towns](#), including most of the Lower and Outer Cape municipalities. These grants represent significant investments in wastewater infrastructure, housing, and economic development across the region.

Wellfleet

As part of these grants, Wellfleet received a \$3 million MassWorks grant to support a \$4.6 million wastewater treatment facility. The Town is building the facility to serve the town-approved affordable housing development at 95 Lawrence Road and surrounding properties.

“This grant award represents the hard work of the Wellfleet community in supporting efforts to address our housing and wastewater challenges. We extend our profound appreciation to the Healey-Driscoll Administration and the Community One Stop for Growth Program (MassWorks) for this opportunity to improve our community,” stated Wellfleet Town Administrator Richard Waldo.

Read the Cape Cod Times coverage, [here](#).

Provincetown

Provincetown has received \$300,000 in State Grant Awards for Economic Development Projects. These include \$20,000 from the Housing Choice Grant Program, \$100,000 from the Rural and Small-Town Development Fund, and \$180,000 from the Site Readiness Program. These grants will further



enhance the Town's ongoing commitment to sustainable economic development and community improvement. For more details, read [here](#).

Community Events

WHEN OPPORTUNITY PRESENTS ITSELF, WILL YOU BE READY?



First-Time Homebuyer Workshop

can help you
prepare
for success

The CDP can help you prepare for homeownership in the future with strategies and resources you can use today. Understanding your spending habits, income, and credit are all ways to be mortgage ready.

December 5, 7
December 12, 14

6:15 PM - 8:30 PM
Virtual via Zoom

Individuals \$50
Households \$75

Graduates may be eligible for certain discounted mortgage products.



To register, visit: capecdp.org/upcoming-events

For questions contact:

Pelinda Deegan | pelinda@capecdp.org | 508.290.0115

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Home Ownership Education Program (HOEP)

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Housing Advocacy Newsletter

December 2023

The CDP's Housing Advocacy Newsletter provides monthly news, updates, and information about upcoming trainings and events.

Season's Greetings from the Housing Advocacy Team! As we wrap up the year, we want to express our gratitude to you for being a vital part of our Lower Cape Housing Institute. Your advocacy and support have fueled our workshops and we look forward to continuing this journey with you in the coming year.

In December's issue:

- Fall Town Meeting Wrap-Up
- CDP Program Updates
- 2023 Town Highlights
- Team Highlights
- Community Events
- Community Resource

Fall Town Meeting Wrap-up

Provincetown, Wellfleet, Orleans, Chatham, and Brewster all held Fall Town Meetings.

Voters had opportunities to support a range of housing-related articles, from bylaw changes to funding for wastewater treatment. See our summary of the results below!

2023 SPECIAL TOWN MEETING REPORT

Brewster, Orleans, Wellfleet & Provincetown



\$5.7M

Approved for housing articles



\$762,500

CPA funding approved for housing articles



\$4.8M

Approved for development and acquisition



6

Zoning articles approved for housing



5

Development and acquisition articles approved for housing



17

Approved housing articles

CDP Program Updates

Lower Cape Housing Institute (LCHI)

The LCHI provides training to municipal officials on the critical need for and mechanics of affordable housing, through virtual workshops and quarterly peer groups. All LCHI programming is open to elected and appointed officials, and is especially valuable for new board and committee members, and future town leaders.

Join us **January 9th** for our next LCHI workshop, ADU's to Zoning Changes: Strategies to Encourage Housing Production. We'll cover some of the different tools available for towns to create housing, including accessory dwelling units.

[Click here to register](#)

Lower Cape Housing & ADU Resource Center



The ABCs of ADUs

A tool to increase year-round housing for Outer Cape residents

Join us for free information sessions on ADUs (Accessory Dwelling Units). You will learn about:

- The need for ADUs and key stages and players involved in building ADUs.
- The types of support the ADU Resource Center provides.
- Funding resources and incentives offered, including the Wellfleet Affordable Housing Trust's ADU Loan Program.

Wellfleet
Tue, December 12
6:00-7:30 PM

Harwich
Wed, December 13
6:00-7:30 PM

Wellfleet Public Library
55 West Main St

 TO REGISTER:
<https://bit.ly/3sHafka>

Housing Resource and Options Fair
"The 204" Municipal & Cultural Building
204 Sisson Road
No registration necessary

Questions, contact Talitha Abramsen
Talitha@capecdp.org or 508.290.0119

A program of the Lower Cape Housing and ADU Resource Center, an initiative of the Community Development Partnership and the Homeless Prevention Council.




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2023 Town Highlights

Are you curious about the approaches that each town in our region has been taking to tackle the housing crisis? From creative zoning strategies to public-private partnerships, each town has been making strides in their own unique way. Take a look at our 2023 highlights and see for yourself the exciting progress that has been made towards **creating more affordable and accessible housing options for all.**

Provincetown

Working with UMass Donohue, Provincetown released their [Short-Term Rental Study](#), which provides insight into the nature and impact of STRs on existing housing stock. This in turn is helpful in understanding what towns can be doing to mitigate and manage those impacts.

Truro

In October, after two and a half years of engaging in a community-based planning

process, the Walsh Property Community Planning Committee published their [Final Report and Recommendations](#), which includes a target goal of 160 units of affordable and attainable housing.

Wellfleet

Wellfleet was awarded a [\\$3M MassWorks](#) grant to construct a wastewater facility that will service the Residences at Lawrence Hill, fire and police stations, and elementary school.

Eastham

Eastham voters approved a [\\$6M debt exclusion](#) to pay for the planning, design, engineering and permitting of a town wastewater system!

Orleans

With the [issuance of permits](#) in the near term, the Pennrose development's 62 units will take Orleans' Subsidized Housing Inventory (SHI) to about 11% of its year-round housing stock, exceeding the state requirement of 10%. 107 Main Street's 14 units should take it over 11%! Orleans will be the first town on the Cape to exceed the 10% SHI threshold.

Chatham

The Town of Chatham held [three community forums with the Barrett Planning Group](#) for a visioning process for the town-owned properties on Main Street and Meeting Housing Road.

Brewster

Among the first in the region to pass an ADU bylaw in 2018 [Fall Town Meeting approved changes to this bylaw](#) to make it easier for residents to take advantage of, in an effort to bolster production of these year-round housing units.

Harwich

The Harwich Affordable Housing Trust has been working through their goals, mission, and [5-year plan](#) and have identified town-owned land as well as local projects that would increase housing production.


Team Highlights

In November, our housing team attended the Massachusetts Association of Community Development Corporations (MACDC) Annual Meeting. They gathered with over 100 peers from community development corporations from throughout the Commonwealth. Participants discussed and developed action plans to addressing the critical need for affordable housing in Massachusetts.



Our very own Pelinda Deegan received an MACDC's Rising Star Award, in recognition of her years of diligent and compassionate service as the CDP's Housing Advocacy Program Manager. We are so fortunate to count Pelinda as part of our team!

Community Events



1ST ANNUAL *Housing* RESOURCE AND OPTIONS FAIR



**Wednesday,
December 13th**

at 204 Sisson Road,
Harwich
2nd floor library
5:30pm - 7:30pm

**Come to our Housing Resource
and Options Fair and find out
more about housing availability
and payment assistance**

**For more information:
774-994-3968 or bpowell@harwich-ma.gov**

**Participating
organizations
include:**

- *Lower Cape Housing and ADU Resource Center*
- *Community Development Partnership*
- *Harwich Ecumenical Council for Housing (HECH)*
- *Habitat for Humanity*
- *Backyard ADUs*
- *The Cooperative Bank of Cape Cod*
- *Homeless Prevention Council*
- *...and more!*

***The ADU Resource Center will be offering a workshop (6:00 - 7:00): The ABC's of ADU's - A Year Round Housing Option for the Lower Cape**

Community Resource

MCI Rent Escrow Lottery Packet Available Now

The MCI Escrow Program is a five-year home ownership program that puts a portion of your rent into escrow. That amount is currently \$1,150.00 per month. That money is then available to you for the sole purpose of purchasing a home if at the end of the program you are qualified and able to do so. You are not required to purchase a home in Chatham, but you must buy on Cape Cod. If for any reason you do not qualify for a mortgage at the end of the five years, the escrow funds go back into the general fund. This money will only be available if you are current in your rent.

This program is sponsored by the citizens of the Town of Chatham and is run by the Chatham Housing Authority. Chatham Housing Authority's mission is to build, maintain and administer

affordable community housing to residents, with particular attention to the elderly, disabled, and families. They assist not only those in Chatham but across the Cape who have difficulty in finding affordable, safe, and adequate housing to rent or buy. Disabled persons are entitled to request a reasonable accommodation.

[Click here for the Lottery Packet](#)

[Click here for the Application](#)

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Housing Advocacy E-Blast

December 2023

Please read on for information about upcoming trainings and events.
Join us and spread the word about these great opportunities!

IS YOUR GOAL TO BECOME A HOMEOWNER?



First-Time Home Buyer Workshop

can help you
prepare
for success

Buying your first home is not easy, especially with rising housing costs and interest rates. The CDP can help you get started. This workshop will help you find resources and tools to help you achieve your housing and financial goals.

December 5, 7
December 12, 14

6:15 PM - 8:30 PM
Virtual via Zoom

Individuals \$50
Households \$75

Graduates may be eligible for certain discounted mortgage products.



To register, visit: capecdp.org/upcoming-events

For questions contact:

Pelinda Deegan | pelinda@capecdp.org | 508.290.0115

FTHB is made possible with
support from Seamen's Bank

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Buying a first home is not easy, especially with rising housing costs and interest rates. The good news is that home ownership education can help future home buyers find resources and tools to help them achieve their housing and financial goals.

The CDP is here to help first-time home buyers get started and closer to their goal of one day owning a home. Our Home Ownership Education Program (HOEP) includes **First-Time Home Buyer Workshops** (FTHB) and **Individual Counseling**.

FTHB Workshops take some of the mystery and stress out of the home buying process, as well as help participants potentially save time and money. Participants learn about budgeting; looking for, selecting, and purchasing a home; and finding local resources that may be available to buyers. **The December workshop series is virtual; participants are required to attend all four sessions on 12/5, 12/7, 12/12, 12/14 from 6:15-8:30 PM.** At completion, graduates may be eligible for certain discounted mortgage products.

Questions, contact Pelinda Deegan, Pelinda@capecdp.org or 508.290.0115

[REGISTER HERE](#)

2023 - 2024 LOWER CAPE HOUSING INSTITUTE



REGIONAL PEER GROUP MEETING

Description:

These Peer Group meetings are an informal discussion space for municipal officials and town staff who are involved in or interested in housing production on the **Lower & Outer Cape**. Towns will have an opportunity to share updates on their housing initiatives and projects.

This event will be **fully virtual**, and will include all eight towns of the Lower and Outer Cape.

Audience: elected and appointed town officials and town staff such as current members of the following boards & committees: Select Board, Finance Committee, Planning & Zoning Boards, Community Preservation Committee, Housing Trust, Housing Committee, Housing Authority, Local Housing Partnership, Town staff, etc.

Speaker:

Matt Noyes, Citizen's Housing & Planning Association, Director of Public Policy



We will discuss:

- An update on the Governor's \$4.1 billion Housing Bond Bill
- Results and recommendations from the Provincetown Short-Term Rental Study
- Town housing highlights

Tuesday | 12.12.2023 | 3 pm - 5 pm | Remote via Zoom

[Click here to register or contact Amanda Bebrin, Director of Housing Advocacy at \(508\) 290-0130 or email at \[amanda@capecdp.org\]\(mailto:amanda@capecdp.org\)](#)



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[REGISTER HERE](#)



The ABCs of ADUs

A tool to increase year-round housing for Outer Cape residents

Join us for free information sessions on ADUs (Accessory Dwelling Units). You will learn about:

- The need for ADUs and key stages and players involved in building ADUs.
- The types of support the ADU Resource Center provides.
- Funding resources and incentives offered, including the Wellfleet Affordable Housing Trust's ADU Loan Program.

<p>Wellfleet Tue, December 12 6:00-7:30 PM</p>	<p>Harwich Wed, December 13 6:00-7:30 PM</p>
<p>Wellfleet Public Library 55 West Main St</p> <p> TO REGISTER: https://bit.ly/3sHafka</p>	<p><i>Housing Resource and Options Fair</i> "The 204" Municipal & Cultural Building 204 Sisson Road No registration necessary</p>

Questions, contact Talitha Abramsen
Talitha@capecdp.org or 508.290.0119

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Housing Advocacy Newsletter

The CDP's Housing Advocacy Newsletter provides monthly news, updates, and information about upcoming trainings and events.

In January 2024 Issue:

CDP Program Updates

Town Highlights

Resources

CDP Program Updates

Lower Cape Housing Institute (LCHI)

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

Tomorrow! Join us on January 9th for 2024's first LCHI workshop "ADUs to Zoning Changes: Strategies to Encourage Housing Production." Our featured speaker is Jonathan Berk, a real estate consultant, attorney, and licensed broker with special expertise in community-building and placemaking - you might remember him speaking at the Cape Cod Commission's OneCape Summit last August! Plus, the CDP's own Talitha Abramsen of the ADU Resource Center will speak to the challenges and opportunities of ADUs, and the Cape Cod Commission will preview their Regional Housing Strategy.

Historically, zoning regulations have limited and excluded development, uses, and people. This workshop will explore how we can reimagine zoning to encourage specific development patterns, create needed homes, and attract a range of residents.

Coming up on **February 13th, join us for the *next LCHI workshop*, "Local Preference:but who's going to live there?"** What are local preference and affirmative fair marketing? Is local preference working the way people think it does? While the term seems self-explanatory, the mechanics of local preference are complex and not widely understood. Providing homes for local people and new residents is equally important in

a healthy, sustainable community, and we'll explore how local preference is involved in that equation.

[Click here to register](#) for January 9th



Description:

Historically, zoning has been used to exclude development, uses, and people. This workshop will explore:

- How we can reimagine our communities to encourage certain development patterns
- Zoning changes that more easily allow homes to be created
- Creating needed homes and attracting a range of residents

Speakers:

Jonathan Berk,
Placemaker and
President of BuildingBOS



Talitha Abramsen,
Housing Resource
Program Manager



Plus, the **Cape Cod Commission** will preview their Regional Housing Strategy!

Tuesday | 01.09.2024 | 10 am - 11:30 am | Remote via Zoom

[Click here to register or contact Amanda Bebrin, Director of Housing Advocacy at \(508\) 290-0130 or email at \[amanda@capecdp.org\]\(mailto:amanda@capecdp.org\)](#)



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Home Ownership Education Program



First Time Home Buyer Education

Congratulations to the graduates of the CDP's First Time Homebuyer Workshop!

In December 2023, ten potential first time homebuyers learned what to expect in the homebuying process, the importance of budgeting and credit scores, the mortgage application process, understanding what a home inspection entails, home insurance, and much more.

Special thanks to Seamen's Bank for supporting this program, and thank you to all our guest speakers!

Lower Cape Housing & ADU Resource Center



Interest in building ADUs is growing! In December, the ADU Resource Center hosted two well-attended informational sessions for the Lower and Outer Cape region and spoke with 45+ residents looking to learn more about building ADUs in their towns. We are excited to continue offering informational sessions later this Winter and into the Spring.

If anyone knows of someone in the Lower and Outer Cape region who is interested in building an ADU, send them to [Talitha](#) for an introductory conversation! She has a number of ways to support homeowners through the process, including conducting individualized feasibility studies.

Town Highlights

Provincetown

The Community Builders (TCB) plan to begin construction in early Spring on their 65-unit affordable housing project at 3 Jerome Smith Road, now named Province Landing.

Provincetown Housing Director Michelle Jarusiewicz retired at the end of 2023. We thank her for her years of support, insight, and devoted service to furthering housing initiatives. We wish her the best in her next chapter and hope she will continue to work as a housing advocate in other ways!

Truro

After two continuances and an unprecedented turnout that exceeded building capacity limits, Truro's Special Town meeting will occur on May 4, 2024. Warrant articles will include the Adoption of the Walsh Property Community Planning Committee's recommendations, as well as an adoption of the Local Comprehensive Plan.

Wellfleet

The Maurice's Campground Planning Committee received six qualified proposals in response to a Request for Proposals (RFP) for Master Planning Services for the Campground. Now, the Committee will evaluate each proposal according to the

established guidelines. To hear the entire discussion, listen to the recorded meeting [here](#).

Eastham

Eastham's Zoning Taskforce has set a February 1st deadline to make their final recommendations on zoning amendments for form-based code and design guidelines for the North Eastham Corridor Special District. These zoning amendments will be necessary to enact the North Eastham Village Center Master Plan and will be presented during the Spring Town Meeting for voter consideration.

Orleans

The Town of Orleans received two proposals for developing the Governor Prence property: 1) Pennrose and 2) Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC) in partnership with Habitat for Humanity Cape Cod. Read more in the Cape Cod Chronicle [here](#).

With financing closing at the end of 2023, construction on the Pennrose Cape Cod 5 project is expected to begin early this year. This multi-family rental development will consist of 62 units accommodating young families, working people, and downsizing seniors.

Chatham

Jay Coburn, CDP's Executive Director, spoke at the January 4th Affordable Housing Trust Fund Board meeting about strategies for Trusts to secure funds and support housing development. The board also discussed conceptual development designs for the Main Street and Meetinghouse Road properties and explored options for year-round restrictions, including the Cape Cod Commission Model Zoning Bylaw.

The Town of Chatham will host a third community engagement session about affordable and attainable housing on January 17th at 6:00 pm for the Main Street and Meetinghouse Road Properties. The meeting will [be virtual](#).

Brewster

Homeownership Opportunity in Brewster: 212 Yankee Drive is a three-bedroom affordable home centrally located in Brewster near the bike path and adjacent to Stony Brook Elementary School and the Brewster Whitecaps field. The home has an affordable deed restriction and is being sold for \$237,900 through an affordable lottery. Applications are due February 2nd and are available at Town Hall, the Brewster Ladies Library, and the Housing Assistance Corporation (HAC). Eligible applicants can obtain a loan for the property's purchase price and qualify as first-time homebuyers with a household income at or below 80% of the Area Median Income. HAC will hold a Zoom information session with more information on January 10th at 6 pm. Sign up at www.haconcapecod.org/lotteries. Click [here](#) for more details.

Brewster's Housing Department has expanded! A warm welcome to Marissa Consolantis, who joins the team as the Housing Program Assistant.

Harwich

The Town of Harwich is updating its Local Comprehensive Plan (LCP), which guides future growth and resource protection. This survey aims to collect

community input about Harwich as it exists today and perspectives that will help guide the Harwich of the future.

In addition to the LCP Update, the Town is updating its Open Space and Recreation Plan (OSRP) and Housing Production Plan. Some survey questions are specifically for these plans. General topics break down this LCP Update survey, which includes 31 questions and should take about 10 minutes to complete. The survey is [here](#).

Community Resource

MCI Rent Escrow Lottery Packet Available Now

The MCI Escrow Program is a five-year homeownership program that puts a portion of your rent into escrow. That amount is currently \$1,150 per month. That money is then available to you for purchasing a home if you are qualified and able to do so at the end of the program. You are not required to purchase a home in Chatham but must buy on Cape Cod. If, for any reason, you do not qualify for a mortgage at the end of the five years, the escrow funds go back into the general fund. This money will only be available if you are current in your rent.

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[Click here for the Lottery Packet](#)

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Housing Advocacy E-Blast

January 2024

Submit Testimony Today!

Today is the Joint Hearing for the Housing Bond Bill, a \$4 billion proposed piece of legislature that includes vital funding and policies to advance housing initiatives across the state.

It is essential that our legislators hear from people on the Lower and Outer Cape who are impacted by housing issues so that our region can utilize the resources in the Bond Bill. Below is a template that you can personalize to submit testimony.

All comments are due by tomorrow, Friday, January 19th, at 5pm.

Thank you for adding your voice!

Please share with anyone you know who supports housing!

Senate Chair Lydia Edwards
House Chair James Arciero
Joint Committee on Housing
Massachusetts State House
Boston, MA 02133

Dear Chairwoman Edwards, Chairman Arciero, and Members of the Committee,

My name is _____, and I am writing in support of the Affordable Homes Act, H.4138. As a resident of _____, I feel the impact of the lack of affordable housing in our community every day.

The housing crisis on the Lower and Outer Cape is affecting us more acutely due to

the nature of our seasonal economy, the earning power of second homeowners and seasonal vacation rentals inflating the cost of housing.

Too many residents of the Lower and Outer Cape with good-paying jobs can't afford to rent or own a place to live. Families earning less than \$100,000 annually leave our community because they can't find housing. Local businesses struggle to find employees because the workforce can't afford to live here.

The very low-income residents of our community who are retired, disabled, or living on a fixed income have few options for housing. Even residents fortunate enough to have a housing assistance voucher have no place to use it.

I support the Housing Bond Bill because of the historic levels of funding for housing that are proposed. I also support the bill because it will give my community essential tools to deploy in addressing our housing crisis, such as:

- The real estate transfer fee will provide an annual, dedicated funding stream to address our regional housing needs.
- By-right zoning for multi-family development will enable us to conserve open space and create more energy-efficient and cost-effective housing.
- ADUs, by right, will allow individual homeowners to be part of the solution to our housing challenges and can help meet the needs of residents who earn too much to qualify for traditional affordable housing.
- The Seasonal Communities Designation will help our communities address our unique housing challenges.

Thank you for considering my testimony, and I urge the Committee to move quickly to pass this critical legislation.

Sincerely,

Your name

Submit to:

Luke O'Roark at luke.oroark@mahouse.gov or Christianna Golden at christianna.golden@masenate.gov by tomorrow, Friday, January 19th, at 5pm

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Housing Advocacy Newsletter

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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.

Tomorrow! Join us February 13th on Zoom, 10:00-11:30 AM for "Local Preference... but who's going to live there?" What are local preference and affirmative fair marketing? Is local preference working the way people think it does? While the term seems self-explanatory, the mechanics of local preference are complex and not widely understood. Providing homes for local people and new residents is equally important in a healthy, sustainable community, and we'll explore how local preference is involved in that equation.

- We will hear from **Laura Shufelt, Director of Community Assistance at Massachusetts Housing Partnership (MHP)**, about how local preference works. A native and resident of Cape Cod, she is one of the most experienced housing professionals in MA, knowledgeable on a wide range of issues and practices, including proper and effective use of public funds and land, housing lotteries, fair housing, housing authority development and the state comprehensive land use permit law (Ch. 40B).
- **Whitney Demetrius, Director of Fair Housing & Municipal Engagement at**

Citizens' Housing & Planning Association (CHAPA), will speak about Affirmative Fair Marketing and Fair Housing. Whitney works with communities, providing technical assistance in their pursuit of affordable housing production and preservation, expanding housing choice, fostering welcoming communities, and bolstering community engagement efforts. In her role, she impacts systemic change through public participation and the creation of local, diverse, and sustainable affordable housing coalitions, that work to create healthy, equitable, affordable, and vibrant communities. She seeks to change local conversations, to empower those most impacted by a lack of affordable housing and elevate pro voices within the space.

To learn more or to register, visit [here](#) or click the button below. Contact Amanda Bebrin, Director of Housing Advocacy, at amanda@capecdp.org or 508.290.0130 with any questions.

2023 - 2024 LOWER CAPE HOUSING INSTITUTE



LOCAL PREFERENCE: "...BUT WHO'S GOING TO LIVE THERE?"

Description:

While the term seems self-explanatory, the mechanics of local preference are complex and not widely understood. We'll explore:

- How local preference works
- The history of fair housing and importance of affirmative fair marketing
- The connection between local preference and community vision

Speakers:

Laura Shufelt
Director of Community Assistance
Massachusetts Housing Partnership



Whitney Demetrius
Director of Fair Housing & Municipal Engagement
Citizens Housing & Planning Association



Tuesday | 02.13.2024 | 10 am - 11:30 am | Remote via Zoom

Click [here](#) to register or contact Amanda Bebrin, Director of Housing Advocacy at (508) 290-0130 or email at amanda@capecdp.org



community development partnership

Register for "Local Preference... but who's going to live there?"

Home Ownership Education Program

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 2/27, 2/29, 3/5, and 3/7, 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.

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.

2/27, 2/29, 3/5, 3/7
Tuesdays & Thursdays

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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Register here for First-Time Home Buyer Workshop

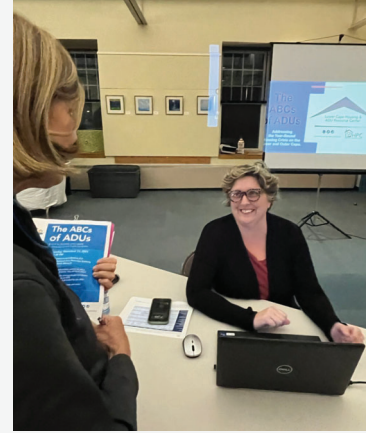
Lower Cape Housing & ADU Resource Center

The Lower Cape Housing & ADU Resource Center is a collaboration of the CDP and the Homeless Prevention Council. Services offered include:

- Technical assistance to determine

- ability to create an ADU.
- Support and connection to resources around permitting, lending, construction, and more.
- [Free Rental Listings](#) for year-round rental properties.
- [Housing Stabilization Fund](#) for residents who are not otherwise eligible for housing support and are at greatest risk of becoming homeless.
- [Resident Services](#) to landlords and tenants of year-round rentals, to promote positive tenancy and long-term rental success.
- [Online Resources](#) for renters and landlords.

Check out the LCHARC website for more information: www.lowercapehousing.org



Talitha Abramsen, CDP Housing Resources Program Manager, recently had a conversation with Ira Wood on his WOMR podcast, *The Lowdown*, where they discussed the barriers and resources for ADUs. To listen, follow this [link](#).



Town Highlights

Provincetown

Austin Miller, a member of the Provincetown Select Board, has proposed two Zoning amendments that would “upzone” the town’s zoning map, allow two- and three-family homes in more places, and give priority development rights to new units that would be year-round rentals or the primary residences of owner-occupants. These amendments will be discussed at the next Provincetown Housing Workshop, which will include the Select Board, Planning Board, Community Housing Council, and Year-Round Market-Rate Rental Housing Trust.

This is a great session for all Provincetown officials to attend virtually on February 20th to learn about the town's approach to consensus-building at the municipal level! Click to read [more](#) and see the [Town calendar](#) for meeting

information.

Truro

The total cost of Truro's Cloverleaf project is now projected to be between \$27 and \$28 million, leaving the project with a funding shortfall of between \$4 million and \$7 million. According to the comprehensive permit issued by the zoning board of appeals, the Cloverleaf development's 39 units will serve a mixed-income community, with tiered median income restrictions of 30, 60, and 100 percent. The project as approved would include 12 duplexes with a total of 24 units and a 15-unit apartment building. There would be a combination of one-, two-, and three-bedroom apartments. Project Developer Ted Malone submitted a request to increase the number of units from 39 to 43, while maintaining the development's footprint and total number of bedrooms. The ZBA approved this request. By changing four of the planned three-bedroom units into one- and two-bedroom units the project would better serve the local needs and could help to secure additional funding. If sufficient funds are secure by August, construction could begin this September. More information can be found in this Provincetown Independent article [here](#).

Wellfleet

On January 22, 2024, Gov. Healey, Lt. Gov. Kim Driscoll, and Secretary of Housing and Livable Communities Ed Augustus announced funding for 26 affordable housing projects in 19 communities across the state including The Residences at Lawrence Hill. Development team members Aaron Gornstein and Vita Shklovsky of the Preservation of Affordable Housing, and Jay Coburn, President & CEO of the Community Development Partnership, attended the announcement in Boston.

The Town of Wellfleet's investment of land, a largely grant funded wastewater treatment facility and \$1.85 Million in town funds will leverage an investment of over \$23 Million in State subsidies and tax credits. The 46 units of affordable and community housing will serve residents with a range of incomes. With this major hurdle in the rear-view mirror, developers hope to begin the 20-month construction period in 6 to 12 months.

"These housing projects are a great example of why we expanded the Low-Income Housing Tax Credit in our tax cut bill," said Governor Healey. Last fall, as part of a \$1 billion tax relief signed by the governor, the Administration raised the Low-Income Housing Tax Credit to \$60 million annually – a \$20 million increase over the previous year. "Wellfleet citizens have been incredibly supportive of this project. With a unanimous decision from the Zoning Board of Appeals, no public opposition, significant local funding and a beautiful, energy efficient design this was a very compelling project for the State to support," said Coburn.

To be notified when the Residences at Lawrence Hill applications are available, click [here](#) and submit your contact information.

Eastham

In advance of Annual Town Meeting, the Eastham Zoning Bylaws Task Force has been hard at work reviewing their amendments to the Form-Based Code and Design Guidelines for the North Eastham Corridor Plan. These bylaw changes will be necessary to build affordable housing at the Tee-Time property and Town Center Plaza, and is one step out of many required to take this plan from a draft to reality. Eastham anticipates putting out a request for developers by 2026. More can be read about the process [here](#).

Orleans

Pennrose has broken ground on exterior construction of the former Cape Cod 5 headquarters on West Road! The project will repurpose the existing bank building and construct two new townhouses. This project will create 62 housing units, 52 of which will be rented as affordable to people who make up to 80 percent of the Area Median Income (AMI). The remaining 10 units will be rented as attainable housing for people who make up to 110 and 120 percent of AMI. Read more [here](#)

Redevelopment of the Underground Mall site on Route 6A into housing will potentially break ground this Spring. Plans include 29 units consisting of eight one-bedroom units and 21 two-bedroom units. Maple Hurst Builders plans to subdivide the property for more financial flexibility. The units in three two-story buildings fronting Route 6A would be sold as condominiums. The back parcel would include two three-story buildings that would be rented as attainable housing. Buildings will be serviced by both onsite septic and innovative-alternative nitrogen-reducing technologies. Landscaping for the project includes greenspace in the center of the development, native plantings including pin oak and pine trees, and natural vegetative screening fronting Route 6A. The Site Plan Review Committee has approved the plan with some conditions, including, approval from the Board of Health for the onsite septic system. Read more [here](#)

Chatham

Chatham's Community Housing Partnership has selected consultant J. M. Goldson to produce the town's Housing Needs Assessment and create a Housing Production Plan. After an initial workshop with the Affordable Housing Trust's Board of Trustees, JM Goldson expects most of their community engagement work will take place in March and April. The trustees have voiced that they hope an updated Needs Assessment and Production Plan will provide them with real-time data to build community consensus and counteract NIMBYism as they move forward to create affordable housing in Chatham.

Brewster

The newly remodeled 212 Yankee Drive is the culmination of a years-long process to renovate a 3-bedroom home and preserve it as affordable in perpetuity. Truly a team effort, this project came to fruition thanks to the diligent efforts of Brewster town housing staff in conjunction with the MA Executive Office of Housing and Livable Communities (EOHLC), the Community Preservation Committee, Affordable Housing Trust, and even MassHealth! With the lottery closing at the beginning of February, we look forward to finding out who the new owners will be. Read more [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](#).

Community Resources

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

Thank You

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of the CDP's Housing Programs.**

Affordable Rentals and Canal House
Chapel of St. James the Fisherman
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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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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](mailto:amanda@capecdp.org), 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 (YRMRRHT) 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 YRMRRHT 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:

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Community resources

Where: Pause A While, 250 Underpass Road

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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 annua 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)



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, March 27, 2024, at 4:00 p.m.

MEETING MINUTES OF MARCH 27, 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, Christine Boucher (*remote attendance*)

Absent:

Also Present:

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

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

1. Public Announcements and Comment- none

2. Financial Update

Sarah said there are no new updates from our last meeting. No further questions.

3. Recap of warrant article presentations to Select Board and Finance Committee

Sarah said the presentations went well and the Select Board approved the articles with no questions and the Finance Committee did have several questions and approved unanimously.

Faythe said that there was one question regarding the nature of the agreement with Brewster Rec and the Skatepark. Rollie said we give so many dollars to the park so that Brewster School Children are able to use the park. The park is where it is because kids use it there and if we didn't put money into it, he is unsure that Brewster kids would be able to use it. Rollie will ask more about it tomorrow night at the Rec Dept. Meeting and bring it to the next CPC Meeting.

Faythe said there was a little bit of conversation of the uncertainty regarding the balances in the funds. In the article, she had included the balances and referred folks to the commentary section of the article.

Faythe, Donna Kalinick, and Sarah went through the balances with the committee during the Finance Committee Meeting last week.

4. Review and revisions to Project Listing spreadsheet

Faythe went through the revisions she made on the spreadsheet. She said one change she made had to do with the money broken out for CPC administration for the project and she listed that breakout in the notes portion of the spreadsheet. She said it might be very beneficial to have a meeting with Mimi Bernardo to go over this because it is becoming much more confusing as we have more and more projects. Sarah asked about projects that have money left after 5 years, etc. Faythe answered that during her tenure as Chair, it was during the pandemic and all things were a little more drawn out. But this is something that the committee could improve on going forward. Faythe thinks they need a meeting with Mimi Bernardo to get more clarity here.

BAHT – Faythe said if the funds were drawn down to zero, in terms of our tracking, it's closed. Faythe thinks we need more conversation about this. Paul said from a CPC perspective, the money has been given and the account is closed, but those funds haven't been spent. Faythe said move to the closed tab but have a note in the notes that this money is part of annual BAHT reporting. Faythe said we will do some research on this. Faythe and Sarah said it would be nice to have a clean project list. Faythe will continue to research and work on this. She would like to get it straightened out for everybody.

Sarah said that maybe the liaisons could reach out to their projects and see where they stand. Faythe said if there were questions about certain projects, reach out to her, and she can fill you in on any behind the scenes information that may be available before reaching out so you will know where we stand. She also said we should be updating the balances once/year – at the end of the FY when Mimi Bernardo is doing all of the EOY balances. We need to be in sync with her numbers.

5. Project Updates

- Faythe said the Community Preservation Coalition CPA Update because they are having a CPA Bootcamp webinar in May. She is very interested in attending and recommends anyone who hasn't attended in the past to attend.
- Faythe included a CDP update. We fund Cape Housing Institute, and this is an update on that program. They are also having a seminar next week on attainable housing strategies April 2nd. If you want to register for it, there is information on their website to go in and register for that session.
- Faythe said the Stony Brook Mill Retaining Wall Project has a public hearing on April 4th at 6PM. The plans are being presented on April 26th at the Conservation Commission.
- Faythe also said there is going to be another CPA webinar offered by the MA Dept of Revenue – she suggested it be forwarded out to members so they can register for that. Sarah will send out to the committee.
- Faythe said Sharon Tennstadt, from the COA sent out an update about the age friendly benches. Rollie isn't sure we have reimbursed them for the benches. Rollie will find out and let the committee know.

6. Approval of Minutes - 2/14/24 & 2/28/24

2/14/24 – Bruce said for Amy Henderson and Peter Johnson – says represent the Conservation Commission – but they represent the Brewster Conservation Trust. On page 4, Paul said the update from Habitat is self-explanatory. Cindy Bingham did attend.

Motion to approve the Minutes of 2/14/24 with those edits.

MOVED by Faythe Ellis. Rollie Bassett second.

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

VOTE 7-yes 0-no 2-abstain

2/28/24 – Amy and Peter again need to be under the Brewster Conservation Trust.

Motion to approve the Minutes of 2/28/24 with those edits.

MOVED by Elizabeth Taylor. Rollie Bassett second.

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

VOTE 8-yes 0-no 1-abstain

7. Matters Not Reasonably Anticipated by the Chair - none

Elizabeth asked Faythe regarding the Conservation Restriction vote in the Article draft. It may need to be changed to a 2/3rds vote. Faythe said she would find out before sending to Town Administration.

8. Announcements -

Faythe asked if there was an update regarding meeting with the Housing Trust. Sarah said it will be one of the May meetings.

9. Next meeting: April 10, 2024 at 4PM

MOTION made by Bruce Evans to adjourn the meeting at 4:39 pm. Roland Bassett second.

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

VOTE 9-yes 0-no

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.