

# 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 July 26, 2023 at 4:00 PM

### Community Preservation Committee

Faythe Ellis  
**Chair**

Sarah Robinson  
**Vice Chair**

Sharon Marotti  
**Treasurer**

Elizabeth Taylor  
**Clerk**

Roland Bassett, Jr.

Christine Boucher

Bruce Evans

Peggy Jablonski

Paul Ruchinskas

**CPC Assistant**  
Beth Devine

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

Members of the public who wish to access the meeting may do so in the following manner:

**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=NjB3WldRTGRxb0l0WXhIS1J0Y1NOOT09>

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](http://livestream.brewster-ma.gov)), or **Video recording** ([tv.brewster-ma.gov](http://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. Declaration and votes on completeness, timeliness, and CPA eligibility for Fall Town Meeting applications:
  - a. Revolutionary War Memorial/Harwich Cemetery Commission/\$23,000
  - b. Brewster Affordable Buydown Program/Brewster Affordable Housing Trust/\$250,000
  - c. 0 Millstone Road/Preservation of Affordable Housing and Housing Assistance Corp./\$500,000
8. Summary of meetings with citizens about CPA Funding Process
9. Set Date for Annual Public Hearing
10. Project Updates
11. Approval of Minutes from 6/28/23 & 7/12/23
12. Matters Not Reasonably Anticipated by the Chair
13. Announcements
14. Next Meeting: August 9, 2023 at 4PM/ August 17 at **6PM**/ August 23 at 4PM
15. Adjournment

**Date Posted:**  
7/24/23

**Date Revised:**

**Received by Town Clerk:**

Community Preservation Committee: FY24 Forecast as 7/24/2023

FY-23 Estimated total balance forwarded [1]:	\$	3,435,339
FY-24 Estimated local tax revenue:	\$	1,223,691
FY-24 Estimated State contribution [2]:	\$	358,153
<b>Total FY-24 Estimated funds available:</b>	<b>\$</b>	<b>1,581,844</b>

	Pre FY24					
	10% Open Space/Recreation	10% Housing	10% Historical	Budgeted Reserved for CPA	Undesignated Fund Balance (5)	
<b>FY-23 Carryover balances from FY23 including Actual</b>						
Unreserved Open Space Fund Balance with Original Match(4)	\$ 1,933,167	\$ 130,859	\$ 287,924	\$ -	\$ 1,083,388	\$ 3,435,338.61
FY-24 Estimated revenue	\$ 158,184	\$ 158,184	\$ 158,184	\$ 1,107,291		\$ 1,581,844.03
<b>FY-24 Estimated Funds available</b>	<b>\$ 2,091,351</b>	<b>\$ 289,043</b>	<b>\$ 446,109</b>	<b>\$ 1,107,291</b>	<b>\$ 1,083,388</b>	
<b>FY-24 obligations as of 07/01/2023</b>	<b>Open Space/Rec</b>	<b>Housing</b>	<b>Historical</b>	<b>"30%"</b>		
<i>BBJ Property Bond #1</i>	\$ (49,050)					
<i>BBJ Property Bond #2</i>	\$ (94,400)					
<i>Bates Property Bond</i>	\$ (46,183)					
						<b>BONDS</b>
<i>Administration Expense [3]</i>				\$ (79,092)		
<i>Spring 2023 TM ( Approved )</i>						
<i>Housing Coordinator (70,580)</i>					\$ (70,580)	
<i>107 Main Street Orleans (\$50,000)</i>					\$ (55,000)	
<i>Juniper Hill Wellfleet (\$100,000)</i>					\$ (55,000)	
<i>FORWARD Phase 2 (\$120,000)</i>					\$ (125,000)	
<i>Accessible Outdoor Furniture (\$9670)</i>					\$ (9,670)	
<i>Fall 2023 TM /Proposed</i>						
<i>Revolutionary War Memorial (\$23,000)</i>					\$ (23,000)	
<i>Brewster Affordable Buydown Program (\$250000)</i>					\$ (250,000)	
<i>0 Millstone Road (\$500,000)</i>					\$ (500,000)	
<b>Total YTD Obligations - fy24</b>	<b>\$ (189,633)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (79,092)</b>	<b>\$ (1,088,250)</b>	
<b>fy24 Estimated Unreserved Fund Balance as of 07/01/2023 with Adjustments</b>	<b>\$ 1,901,718</b>	<b>\$ 289,043</b>	<b>\$ 446,109</b>	<b>\$ 1,028,199</b>	<b>\$ (4,862)</b>	<b>\$ 3,660,207.44</b>
<b>Total net available from all accounts</b>						

[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 expenses, the annual \$4,350 state Coalition dues.

[4] Open Space carryover is reserved for Open Space only per the original formula.

[5] Reserved for Rec, Housing and Historic per original formula

Housing Trust 5 Year-Plan FY23-27  
12.29.22

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

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

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

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

FY23-27 based on Existing Formula      based on 2021 Public Hearing

<b>Existing formula FY23-27</b>	50%	10%	10%	30% minus 5% Admin			
	<b>Open Space</b>	<b>Housing</b>	<b>Historical</b>	<b>Recreation</b>	<b>Budgeted Reserve*</b>	<b>Admin</b>	<b>Total</b>
End FY22 est.	\$ 1,556,879	\$ 45,370	\$ 500,351		\$ 757,756		\$ 2,860,356
Est FY 23-FY 27 Revenue	\$ 3,576,745	\$ 715,345	\$ 715,350		\$ 1,788,371	\$ 357,674	\$ 7,153,485
<b>Total</b>	<b>\$ 5,133,624</b>	<b>\$ 760,715</b>	<b>\$ 1,215,701</b>		<b>\$ 2,546,127</b>	<b>\$ 357,674</b>	<b>\$ 10,013,841</b>
Bond FY 23-27	\$ (819,837)						
<b>Net total available for projects</b>	<b>\$ 4,313,787</b>	<b>\$ 760,715</b>	<b>\$ 1,215,701</b>	<b>\$ -</b>	<b>\$ 2,546,127</b>	<b>\$ 357,674</b>	<b>\$ 9,194,004</b>
Estimated Projects FY23-27	\$ 2,000,000	\$ 1,427,500	\$ 1,951,208	\$ 1,430,000			\$ 6,808,708
Funded from category reserve	\$ (2,000,000)	\$ (760,715)	\$ (1,215,701)				\$ 2,385,296
Look to fund from Budgeted Reserve		\$ 666,785	\$ 735,507	\$ 1,430,000	\$ (2,832,292)		
Est. net total end of FY27	<b>\$ 2,313,787</b>	\$ -	\$ -	\$ -	<b>\$ (286,165)</b>		

\* Reserved for Housing, Historic, Recreation

Assumptions: Level annual revenue of \$1,430,697

FY23-27 based on Existing Formula      based on 2022 Public Hearing

**TARGET ALLOCATION POLICY TRACKING FY24-FY27**

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	\$ 1,581,844	
FY24 Fall							
FY25 Spring							
FY25 Fall							
FY26 Spring							
FY26 Fall							
FY27 Spring							
FY27 Fall							
<b>Totals</b>	\$ -	\$ 305,580	\$ -	\$ 9,670	\$ 79,092	\$ 1,581,844	
% of revenue	0%	19%	0%	1%	5%		
Target %	30%	30%	10%	10%	20%		

**BACKGROUND ASSUMPTIONS/ CPC BUDGET PROJECTIONS**

Carryover	Description	Notes	Open Space	Housing	Historical	Recreation	Unallocated		Admin
							Reserve - Historic, Rec, Housing	Unallocated Reserve - all	
	EOY FY22		\$ 1,556,879	\$ 45,370	\$ 500,351		\$ 757,756		
	Bond expense FY23-27		\$ (819,837)						
	<i>Net amount (A)</i>		\$ 737,042	\$ 45,370	\$ 500,351		\$ 757,756		\$ 2,040,519
Revenue	Est. FY23	50/10/10/25/5	\$ 715,349	\$ 143,070	\$ 143,070		\$ 357,674		\$ 71,535
	FY24 TAP	30/30/10/10/15/5	\$ 429,209	\$ 429,209	\$ 143,070	\$ 143,070		\$ 214,605	\$ 79,092
	FY25 TAP	30/30/10/10/15/5	\$ 474,553	\$ 474,553	\$ 158,184	\$ 158,184		\$ 237,277	\$ 81,070
	FY26 TAP	30/30/10/10/15/5	\$ 486,417	\$ 486,417	\$ 162,139	\$ 162,139		\$ 243,209	\$ 83,096
	FY27 TAP	30/30/10/10/15/5	\$ 498,577	\$ 498,577	\$ 166,192	\$ 166,192		\$ 249,289	\$ 85,174
	<i>Subtotal (B)</i>		\$ 2,604,105	\$ 2,031,826	\$ 772,655	\$ 629,586	\$ 357,674	\$ 944,378	\$ 399,966
<b>TOTAL available for projects</b>	<b>A + B</b>		\$ <b>3,341,147</b>	\$ <b>2,077,196</b>	\$ <b>1,273,006</b>	\$ <b>629,586</b>	\$ <b>1,115,430</b>	\$ <b>944,378</b>	\$ <b>399,966</b>
			33%	21%	13%	6%	11%	9%	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

# BREWSTER COMMUNITY PRESERVATION GRANT

## QUARTERLY PROJECT STATUS REPORT

**Name of CPA Recipient:** Habitat for Humanity of Cape Cod, Inc. **Quarter Ending Date:** June 30, 2023

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

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

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

**Telephone Number:** 508-362-3559 x 24

**Email:** [land@habitatcapecod.org](mailto:land@habitatcapecod.org)

**Amount:** \$100,000

**# of Homes:** 2

**Project Status:**

Permitting:	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). <u>Update:</u> The amended regulatory agreement to change AMI served from both homes at or below 65% to 1 home at or below 60% and the other at or below 80% was recorded at the Registry of Deeds on May 11, 2023, BK 35779 PG 33 (original delivered to the Planning office).
Infrastructure:	80% Complete: Each homes' septic system has been installed, inspected, and covered; Water lines have been installed from water main 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.
Construction:	0% Complete: If all continues to go as planned, we will host a late October 2023 wall raising at these homes.
Fundraising:	A CPC grant agreement amendment was executed on April 17, 2023, allowing for an adjusted AMI served by the project (1 home at 60% AMI, 1 home at 80% AMI). Since our last report two additional home sponsors have been secured/pledged at \$50,000 each. Solar funding is secured for the site. Robust fundraising efforts continue.
Homeowners:	We received approval from DHCD to begin marketing the homes and applications were opened in June. The application period will close on August 14, 2023. Applications can be found at this link: <a href="https://habitatcapecod.org/to-apply-for-a-home/">https://habitatcapecod.org/to-apply-for-a-home/</a> The three-bedroom home prices are set at: \$164,750 (1 home at 60% AMI) and \$233,700 (1 home at 80% AMI). The home lottery will be subject to a Veteran Preference for one of the homes; however, if we fail to find a qualified Veteran applicant, we will roll the preference over to provide a local preference option.
Volunteers or Events/Press:	N/A

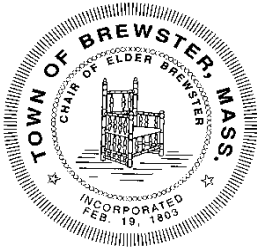
PHOEBE WAY, BREWSTER		2 HOMES							
FUND USES	House Costs						Revised As Of: 06.30.2023		
	BUDGET	PER UNIT	PER SF	% of TTL	ACTUAL	% of TTL	DIFFERENCE		
a	Site Acquisition	0	0	0	0%	0	0%	0	
	<b>Site Work/Hard Costs</b>								
	Drainage	11,000	5,500	2	1%	0	0%	11,000	
	Driveways and Parking	22,500	11,250	5	2%	0	0%	22,500	
	Earthwork/Topsoil	26,500	13,250	6	3%	43,975	13%	(17,475)	
	Excavate, Backfill, Septic, Waterline	61,000	30,500	13	6%	97,779	30%	(36,779)	
	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	23	10%	0	0%	103,500	
	Sheds	27,500	13,750	6	3%	0	0%	27,500	
	Site Landscaping & Loam Shoulders	12,500	6,250	3	1%	9,605	3%	2,895	
	Site Utilities (not extensions/road)	35,500	17,750	8	3%	12,262	4%	23,238	
	Water/Wells	8,600	4,300	2	1%	18,000	5%	(9,400)	
b	<b>Subtotal Site Work</b>	<b>318,600</b>	<b>159,300</b>	<b>70</b>	<b>31%</b>	<b>181,621</b>	<b>55%</b>	<b>136,980</b>	
	<b>Direct Construction</b>								
	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	22	10%	0	0%	100,000	
	Concrete	42,000	21,000	9	4%	47,066	14%	(5,066)	
	Electrical	33,380	16,690	7	3%	0	0%	33,380	
	Insulation	17,580	8,790	4	2%	0	0%	17,580	
	Interior Finish	40,600	20,300	9	4%	0	0%	40,600	
	Plumbing/HVAC	66,566	33,283	15	6%	0	0%	66,566	
	Solar Install	0	0	0	0%	0	0%	0	
c	<b>SubTotal Direct Construction</b>	<b>325,126</b>	<b>162,563</b>	<b>72</b>	<b>32%</b>	<b>47,066</b>	<b>14%</b>	<b>278,060</b>	
d	<b>SubTotal Site Wk &amp; Direct Const (b + c)</b>	<b>643,726</b>	<b>321,863</b>	<b>142</b>	<b>63%</b>	<b>228,687</b>	<b>69%</b>	<b>415,039</b>	
6% of (d)	General Requirements	38,624	19,312	9	4%	3,128	1%	35,496	
6% of (d)	Builder's Profit	38,624	19,312	9	4%	13,721	4%	24,902	
2% of (d)	Builder's Overhead	12,875	6,437	3	1%	4,574	1%	8,301	
e	<b>Total Gen Req, Profit, Overhead</b>	<b>90,122</b>	<b>45,061</b>	<b>20</b>	<b>9%</b>	<b>21,423</b>	<b>7%</b>	<b>68,699</b>	
f	5% of a,b,c,d Construction Contingency	36,692	18,346	8	4%	0	0%	36,692	
g	<b>TOTAL HARD/CONST COSTS (a+b+c+e+f)</b>	<b>770,540</b>	<b>385,270</b>	<b>170</b>	<b>75%</b>	<b>250,110</b>	<b>76%</b>	<b>520,430</b>	

PHOEBE WAY, BREWSTER		2 HOMES							
FUND USES		House Costs					Revised As Of: 06.30.2023		
		BUDGET	PER UNIT	PER SF	% of TTL	ACTUAL	% of TTL	DIFFERENCE	
<b>Soft Costs</b>									
3% of home \$	Accounting	3,000	1,500	1	0%	0	0%	3,000	
	Architectural	500	250	0	0%	0	0%	500	
	Bond Premium	0	0	0	0%	0	0%	0	
	Construction Interest	12,375	6,188	3	1%	0	0%	12,375	
	Engineering	12,900	6,450	3	1%	26,610	8%	(13,710)	
	Family Programs/Volunteer Services	12,292	6,146	3	1%	0	0%	12,292	
	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%	7,835	2%	(3,335)	
	Maintenance (unsold units)	0	0	0	0%	0	0%	0	
	Marketing (Affirmative Fair Housing)	11,954	5,977	3	1%	0	0%	11,954	
	Permits/Surveys	2,000	1,000	0	0%	8,390	3%	(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	16	7%	0	0%	70,193	
Utilities	0	0	0	0%	0	0%	0		
Less Discounts/Gifts in Kind	0	0	0	0%	0	0%	0		
<b>h</b>	<b>Subtotal Soft Costs</b>	<b>135,897</b>	<b>67,949</b>	<b>30</b>	<b>13%</b>	<b>42,836</b>	<b>13%</b>	<b>93,061</b>	
<b>i</b>	5.0% Soft Cost Contingency	6,795	3,397	2	1%	0	0%	6,795	
<b>j</b>	<b>TOTAL SOFT COSTS</b>	<b>142,692</b>	<b>71,346</b>	<b>32</b>	<b>14%</b>	<b>42,836</b>	<b>13%</b>	<b>99,856</b>	
<b>k</b>	<b>HARD AND SOFT COSTS</b>	<b>913,232</b>	<b>456,616</b>	<b>202</b>	<b>89%</b>	<b>292,945</b>	<b>89%</b>	<b>620,287</b>	
<b>l</b>	12.5% Developer's Fee	114,154	57,077	25	11%	36,618	11%	77,536	
<b>TOTAL DEVELOPMENT COST</b>		<b>1,027,386</b>	<b>513,693</b>	<b>227</b>	<b>100%</b>	<b>329,563</b>	<b>100%</b>	<b>697,822</b>	

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			\$0	(\$100,000)
\$60,000	FHLBB Grant - Awarded			\$0	(\$60,000)
\$375,000	Fundraising: Designated Grants & Sponsorships			\$184,666	(\$190,334)
\$93,936	Habitat Developer Equity			\$144,897	\$50,962
\$0	Solar Grants & Energy Rebates	Note 2		\$0	\$0
\$0	Other			\$0	\$0
<b>\$1,027,386</b>				<b>\$329,563</b>	<b>(\$697,822)</b>

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





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

Approved:

VOTE:

## COMMUNITY PRESERVATION COMMITTEE

Hybrid Meeting w In-Person Quorum  
Wednesday, June 28, 2023, at 4:00 p.m.

### MEETING MINUTES OF JUNE 28, 2023

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

Absent: Bruce Evans

Also Present: *Cynthia Bingham*, Select Board

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

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

1. Public Announcements and Comment- none

2. Financial Update

As is typically included in the packet is our FY24 forecast as well as the AHT 5-year plan. Faythe will also cover the Target Allocation Policy (TAP) tracking which the officers here reviewed with Mimi Bernardo this morning. The TAP as defined in our approved 5-year plan is listed on page 8 & 9 of the plan. Beginning July 1, 2023, we will be, as a matter of policy, tracking funding in accordance with policy standards. Faythe then went over the spreadsheet. With each Town Meeting, we will plug in the approved projects so we can calculate where we are with the allocations. As Mimi Bernardo balances out the Fiscal Year, we will replace the assumptions with the actual firm numbers she has calculated.

3. Discussion of Committee schedule through end of 2023

Faythe put together a list of dates coming up – July meetings will be intake of applications and review of those applications. Wednesday, Aug 9<sup>th</sup> is regular. On Aug 17<sup>th</sup> there is going to be a Local Preference

Forum, and we will be invited along with the Housing Trust and Select Board - an additional day in August to mark on your calendars. The other question Faythe has is regarding referring applications for the Housing Partnership if they are only meeting once in August. One of the things in the fall is our Annual Public Hearing – we had that meeting in September last year which was helpful when presenting our Article to the Select Board and Finance Committee. October 16<sup>th</sup> the Warrant closes, Oct 11<sup>th</sup> is when we would want to have the article finalized. She feels the Public Hearing should be on September 13<sup>th</sup>. Faythe feels if we have the Hearing on October 25<sup>th</sup>, it will be a crunch to make the October 11<sup>th</sup> warrant deadline. Paul suggested we hold off on making the decision until July 12<sup>th</sup> so we can see what may be coming in for applications. The Committee agreed.

Also – Wednesday, Nov 22<sup>nd</sup> is Thanksgiving Eve and Faythe would propose having that meeting on the 29<sup>th</sup>. The Committee agreed.

4. Discussion and possible vote on updates to Brewster CPA Funding Request Application
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These updates would be for applications dated December 1<sup>st</sup>:

- Paul has 2 – page 6, question 8 – he would recommend at the end, for Housing Development requests, also include an operating budget that includes rents/revenue and expenses - if we get housing requests, we should really request that from applicants this round as well.
- Page 8 all of the Categories Criteria, in each of the 4, 8 & 9 – meets one of the Open Space goals “listed on page 9 of the Brewster...” – so applicants can turn right to that page. We should make that change by adding the page number for them to take a look at if they are reading through.
- Faythe has a question regarding one of the checkbox items – the box that says commit to a resident election process. The applicant/the developers don’t make that decision, the Town does. Maybe this should not be a checkbox but more a statement of preference? Paul said that probably makes sense. We may want a future conversation about this. Faythe said we won’t vote today on these changes but need to figure that out.
- As we get increased regional project requests, is there anything included specific to a regional application? Elizabeth suggested including information about other towns’ CPC requests. Paul said maybe it could be under budget – need for public funds. Elizabeth said maybe a section regarding community support. We will look at this again before we finalize this. Faythe said we need to call it out better. She also thought adding local letters of support as a recommendation.
- Bills and getting them approved - we do that through email/electronically at this time. There has been some question as to the process in the past. Faythe said we should take a deeper dive into that billing process, perhaps outline that in the award letter and grant agreement, etc. She will do research and get back to the committee.

5. Review of CPC page changes on town website - defer
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6. Project Updates - none
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7. Approval of Minutes from 6/14/23
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**Motion to approve the 6/14/23 Minutes as presented.**

**MOVED** by Roland Bassett. Sharon Marotti second.

**Roll Call Vote:** Elizabeth Taylor – yes, Christine Boucher - abstain, Sharon Marotti – yes, Roland Bassett – yes, Paul Ruchinskas – yes, Sarah Robinson – yes, Peggy Jablonski – yes, Chair Ellis - yes.

**VOTE 7-yes 0-no 1-abstain**

8. Items Chair could not anticipate - none

9. Announcements - none

10. Upcoming meeting: Wednesday, July 12, 2023 4PM

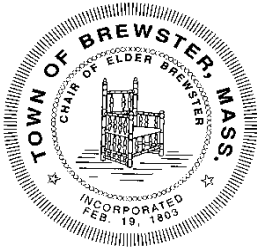
**MOTION** made by Sarah Robinson to adjourn the meeting at 4:35 pm. Sharon Marotti second.

**Roll Call Vote:** Elizabeth Taylor – yes, Christine Boucher – yes, Sharon Marotti – yes, Roland Bassett – yes, Paul Ruchinskas – yes, Sarah Robinson – yes, Peggy Jablonski – yes, Chair Ellis - yes.

**VOTE 8-yes 0-no**

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.



Approved:

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VOTE:

## COMMUNITY PRESERVATION COMMITTEE

Hybrid Meeting w In-Person Quorum  
Wednesday, July 12, 2023, at 4:00 p.m.

### MEETING MINUTES OF JULY 12, 2023

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

Absent: Clerk Elizabeth Taylor (attended only for Open Space agenda item)

Also Present: Peter Lombardi, Town Manager; Jim Gallagher, Deputy Assessor

Chair Ellis called the meeting to order at 4:06 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

As typically included in the packet is our FY24 forecast as well as the AHT 5-year plan and the TAP. Ignore page 4 of the info, it just slipped in. No discussion.

3. Presentation regarding Community Preservation Abatement Option, followed by committee discussion and possible vote

Jim Gallagher and Peter Lombardi addressed the Committee. Jim Gallagher shared his screen. Peter Lombardi said two summers ago, the Select Board identified tax relief as one of their Strategic Plan goals. We spent time looking at the options we have now for residents, and other options available. Jim Gallagher presented to the Select Board in February and went through an expanded view of what is in the packet tonight. This abatement option would require Town Meeting approval. Jim Gallaher went over the current options for tax relief. One is the CPA surcharge exemption. He then went over his slides as to what is currently offered and what the exemption might mean for the CPA. There are 2 senior tax

exemptions, blind exemptions, veterans' exemptions, and volunteer exemptions already on the books. The CPA surcharge is a 3% property surcharge in addition to the Real Estate Tax. The CPA exemptions reduces the surcharge for qualified properties. It's a reduction in the CPA revenue for those properties. Although the exemption has senior in its name, it is available to any age group. It is really the income limit that varies based on age – to qualify at any age, 80% of the local median income – low-income houses; for 60 and up, the income limit is 100% of the local median income – low to moderate income senior households. There is a domicile requirement for this exemption. To offset this exemption, it is simply a reduction in the CPA surcharge. If we had adopted this option, he showed the annual income limits, multiplied by a household multiplier. Provincetown and Chatham have adopted this exemption. It is a little extra relief. The COA outreach workers can be a resource – even if someone doesn't file income taxes currently, if they do, they could qualify for this subsidy. He went on to say he is mainly dealing with homeowners.

Christine wondered what the impact will be from this. Jim Gallagher said if ½ of those qualified applied, he estimated there to be a \$150,000 impact to CPA revenue. Peter Lombardi said talking to other towns, it is more on the order of \$10,000. He feels it is somewhere in the middle and maybe toward the lower end. Paul asked what other options the Select Board was considering. Peter Lombardi said the other options are not tax relief; they are a tax shift. Residential exemption, senior needs exemption – are residency and means-based exemptions needing special legislation. Sarah asked if there would be a time to sit back and review this in time. Jim Gallagher said he would be happy to report back annually for review. If this doesn't work, we can always go back to Town Meeting to reverse or change.

**Motion to support adopting Community Preservation Surcharge Exemption MGL Ch. 44B, Section 3E1.**

**MOVED by Sharon Marotti. Roland Bassett second.**

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

**VOTE 8-yes 0-no**

4. Intake of Funding Application requests for Fall Town Meeting

Faythe said we had 3 applications submitted:

1. BHS contribution to the Harwich Revolutionary War Monument- \$23,000
2. AHT Brewster BuyDown Program- \$250,000
3. 0 MillStone Road Project/ POAH & HAC- \$500,000

We will go to Town Counsel to get CPA eligibility opinion for these next. If you notice any further information you would like to see, please email Faythe and Beth before the next meeting.

5. Election of Officers for FY24

Faythe said she confirmed with Elizabeth, Clerk; Sharon, Treasurer; Sarah, Vice Chair; and Faythe, Chair that they are comfortable submitting their names as Officers. Faythe will be stepping down as Chair after Fall Town Meeting 2023.

**Motion to leave Officers as they are currently.**

**MOVED by Roland Bassett. Bruce Evans second.**

**Roll Call Vote: Bruce Evans – yes, Christine Boucher - yes, Sharon Marotti – yes, Roland Bassett – yes, Paul Ruchinskas – yes, Sarah Robinson – yes, Peggy Jablonski – yes, Chair Ellis - yes.**  
**VOTE 8-yes 0-no**

6. Discussion and possible vote on Open Space Committee request for FY24 Administrative Funds to cover appraisal expense

Elizabeth Taylor addressed the committee – this request is to pay for an appraisal for multiple properties and is up to \$3,000.

**Motion to approve the Open Space Committee request as submitted.**

**MOVED by Roland Bassett. Sarah Robinson second.**

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

**VOTE 9-yes 0-no**

7. Discussion regarding response to Town Manager request for CPC comments on Select Board FY24 strategic goals

- Paul said the Community Character about the 5-year CPA plan is checked off the list and should be removed.
- Faythe said the governance one she spent a lot of time on, and she had nothing to add.
- Peggy said she sometimes feels other groups in town know more than she does regarding the Sea Camps properties. It is such a big initiative, to know what will be coming toward us in the coming years is important. Faythe said that as we have a financial planning role here, having a liaison reporting to us would be a good suggestion.

8. Project Updates –

- Paul gave an update regarding the \$500,000 Housing Trust award for the preservation of the subsidized housing inventory homes – 212 Yankee Drive - as May 2022 Town Meeting, they put out Request for Proposals and selected HAC for resourcing the people in charge of the renovation and handling the sale to the future buyer. The house needed mold remediation and new septic – both completed. The Town DPW has been incredibly helpful getting the property ready. At the end of last month, Donna Kalinick put out the invitation to bid to bring the house up to a livable and saleable condition. We will have more information in August. Best case, the work will get done this fall, and hopefully get a family in by the beginning of the year.

9. Items Chair could not anticipate – none

10. Announcements - none

11. Upcoming meeting: Wednesday, July 26, 2023 4PM

**MOTION made by Bruce Evans to adjourn the meeting at 5:15 pm. Sarah Robinson second.  
Roll Call Vote: Christine Boucher – yes, Sharon Marotti – yes, Bruce Evans – yes, Roland Bassett  
– yes, Paul Ruchinkas – yes, Sarah Robinson – yes, Peggy Jablonski – yes, Chair Ellis - yes.  
VOTE 8-yes 0-no**

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.