

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 December 13, 2023 at 4:00 PM

Community Preservation Committee

Sarah Robinson
Chair

Faythe Ellis
Vice Chair

Sharon Marotti
Treasurer

Elizabeth Taylor
Clerk

Roland Bassett, Jr.

Christine Boucher

Bruce Evans

Peggy Jablonski

Paul Ruchinskas

CPC Assistant
Beth Devine

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

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

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

Zoom Webinar: <https://us02web.zoom.us/j/83777284808?pwd=NjB3WldRTGRxb0l0WXhISlJ0YlNOQT09>

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. Intake of applications submitted for Spring 2024 Town Meeting
8. Review and discussion of updated Project Listing
9. Project updates
10. Approval of Minutes
11. Matters Not Reasonably Anticipated by the Chair
12. Announcements
13. Next Meeting: December 27th at 4 PM
14. Adjournment

Date Posted:

Date Revised:

Received by Town Clerk:

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

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

Pre FY24 FY24

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

FY-24 obligations as of 12/6/23

		Open Space	Housing	Historical
BBJ Property Bond #1	\$	(49,050)		
BBJ Property Bond #2	\$	(94,400)		
Bates Property Bond	\$	(46,183)		

BONDS

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

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

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

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

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

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

Total net available from all accounts

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

Community Preservation Committee: FY25 Forecast as of 12/6/2023

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

Pre FY24 FY24

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

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

BONDS

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

Total YTD Obligations - fy25 \$ (182,608) \$ - \$ - \$ - \$ (75,257) \$ (257,865.00)

FY25 Estimated Unreserved Fund Balance as of 12/6/2023 with Adjustments \$ 1,939,274 \$ 453,487 \$ 610,553 \$ 96,843 \$ 2,006,540 \$ 5,106,697.12

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 (12/9/23)

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	\$ 1,581,844	
FY24 Fall TM approved		\$ 762,500					
FY25 Spring							
FY25 Fall							
FY26 Spring							
FY26 Fall							
FY27 Spring							
FY27 Fall							
Totals	\$ -	\$ 1,068,080	\$ -	\$ 9,670	\$ 79,092	\$ 1,581,844	
% of revenue	0%	68%	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	EOY FY23	50/10/10/25/5	\$ 906,595	\$ 181,319	\$ 181,319		\$ 472,422		\$ 71,535	\$ 1,813,189
	FY24 TAP	30/30/10/10/15/5	\$ 543,957	\$ 543,957	\$ 181,319	\$ 181,319		\$ 271,978	\$ 79,092	\$ 1,581,844
	FY25 TAP	30/30/10/10/15/5	\$ 474,553	\$ 474,553	\$ 158,184	\$ 158,184		\$ 237,277	\$ 81,070	\$ 1,621,390
	FY26 TAP	30/30/10/10/15/5	\$ 486,417	\$ 486,417	\$ 162,139	\$ 162,139		\$ 243,209	\$ 83,096	\$ 1,661,925
	FY27 TAP	30/30/10/10/15/5	\$ 498,577	\$ 498,577	\$ 166,192	\$ 166,192		\$ 249,289	\$ 85,174	\$ 1,703,473
	<i>Subtotal (B)</i>		\$ 2,910,099	\$ 2,184,823	\$ 849,154	\$ 667,835	\$ 472,422	\$ 1,001,752	\$ 399,967	\$ 8,381,821
TOTAL available for projects	A + B		\$ 3,647,141	\$ 2,230,193	\$ 1,349,505	\$ 667,835	\$ 1,230,178	\$ 1,001,752	\$ 399,967	\$ 10,422,340
			35%	21%	13%	6%	12%	10%	4%	

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

Housing Trust 5 Year-Plan FY23-27
12.29.22

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

	<u>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	

Funding	Jolly Whaler \$945,000	BBJ #1 \$875,000	BBJ #2 \$1,625,000	Bates \$675,000
FY2006	\$17,115	\$65,000		
FY2007	\$98,174			
FY2008	\$96,208	\$89,280	\$157,953	
FY2009	\$94,160	\$86,530	\$153,278	
FY2010	\$91,885	\$84,405	\$149,665	\$5,000
FY2011	\$89,643	\$82,405	\$146,265	
FY2012	\$87,400	\$80,280	\$142,653	\$61,058
FY2013	\$85,125	\$78,155	\$134,040	\$59,308
FY2014	\$82,688	\$76,155	\$130,840	\$57,908
FY2015	\$80,169	\$74,030	\$127,440	\$56,508
FY2016	\$72,825	\$71,530	\$123,440	\$55,458
FY2017	\$70,575	\$69,030	\$119,440	\$54,408
FY2018	\$68,325	\$66,530	\$115,440	\$53,445
FY2019	\$66,000	\$64,405	\$112,040	\$52,483
FY2020	\$63,600	\$62,280	\$108,640	\$51,433
FY2021	\$61,200	\$55,080	\$105,120	\$50,295
FY2022		\$53,100	\$101,600	\$48,983
FY2023		\$51,075	\$98,000	\$47,583
FY2024		\$49,050	\$94,400	\$46,183
FY2025		\$47,025	\$90,800	\$44,783
FY2026			\$87,200	\$43,313
FY2027			\$83,600	\$36,825
FY2028				\$35,513
FY 2029				\$34,163
FY 2030				\$32,813
FY 2031				\$31,425
FY 2032				
FY 2033				
FY 2034				
Total Payments	\$1,225,090	\$1,305,345	\$2,381,854	\$958,880
Total Interest	\$280,090	\$430,345	\$756,854	\$283,880

	A	B	C	D	Community Preservation Committee Project List					K	L	M	N	O
1	Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
2	Historical Preservation Closed Projects as of 10-31-2023													
3	Town Hall Historic Records Preservation	Historic	12/2005	11/2005	Mitzi Unger	Elliott Carr		\$32,100		\$32,100	\$0	\$0		
4	Cemetery Restoration Project 1	Historic	12/2005	05/2006	Joan Carstanjen	Roy Robinson		\$6,500		\$6,500	\$0	\$0	BW Cem. project #1	
5	Higgins Farm Windmill Restoration 1	Historic	12/2006	05/2006	Roy Robinson	Roy Robinson		\$13,000		\$12,990	\$0	\$10		
6	Glass Plate Negatives Preservations	Historic	07/2006	11/2006	Theresa Lamperti	M. Kamack		\$43,275		\$43,275	\$0	\$0		
7	Cemetery Restoration Project 2	Historic	10/2006	05/2007	Roy Robinson	Roy Robinson		\$23,000		\$23,000	\$0	\$0	BW Cem. project #2	
8	Higgins Farm Windmill Restoration 2	Historic	12/2006	05/2007	Roy Robinson	Roy Robinson		\$18,000		\$18,000	\$0	\$0		
9	Old Town Hall/COA Window Replacement	Historic	01/2007	11/2007	Jean Sears	Roy Robinson		\$67,000	\$45,000	\$67,000	\$0	\$0	\$45K Town funds	
10	Town Hall Vault Records Storage System	Historic	01/2007	11/2007	Mitzi Unger	Elliott Carr		\$18,000		\$18,000	\$0	\$0		
11	Cape Repertory Theatre Restoration	Historic	01/2008	05/2008	Janine Perry	Paul Hush		\$200,000		\$200,000	\$0	\$0		
12	Higgins Farm Windmill Restoration 3	Historic	01/2008	05/2008	Roy Robinson	Rollie Bassett		\$10,000		\$10,000	\$0	\$0		
13	Stony Brook Millsites Committee	Historic	06/2008	11/2008	Dana Condit	Elliott Carr		\$100,000		\$100,000	\$0	\$0	Mill water wheel replacement	
14	Blacksmiths Shop/Move + Restoration	Historic	01/2008	11/2008	Roy Robinson	Rollie Bassett		\$50,000		\$47,485	\$0	\$2,515	Unused funds returned to Hx. Acct.	
15	Cemetery Restoration Project 3	Historic	01/2009	05/2009	Joan Carstanjen	Terry Ryder		\$5,000		\$4,635	\$0	\$365	Headstone repair -Unused funds Returned	
16	Crosby Mansion Restoration Project	Historic	01/2009	05/2009	Ginny Locke	George Boyd		\$125,000		\$118,873	\$0	\$6,127	Unused funds returned to Hx. Acct.	
17	First Parish Church Restoration	Historic	11/2010	05/2011	Donald Schober	Elliott Carr		\$250,000		\$250,000	\$0	\$0	Final payment on CO	
18	Spruce Hill Barn Restoration	Historic	06/2008	11/2008	Roy Robinson	Jeanne Boehm		\$30,000		\$19,750	\$0	\$10,250	Unused funds returned	
19	Cemetery Restoration Project 4	Historic	06/2010	11/2010	Tom Rogers	J. Carstanjen		\$18,000		\$12,894	\$0	\$5,074	Unused funds returned to Hx. Acct.	
20	Stony Brook Millsites Dam Restoration	Historic	09/2011	05/2012	Miller/Condit	Elliott Carr		\$130,000		\$130,000	\$0	\$0		
21	Stony Brook Millsites Dam Supplement	Historic	09/2012	11/2012	Miller/Condit	Elliot Carr		\$60,000		\$52,015	\$0	\$7,985	Unused funds returned to Hx. Acct.	
22	Baptist Church Steeple	Historic	01/2014	05/2014	David Hill	Paul Ruchinskaskas		\$200,000		\$150,000	\$0	\$0	\$50,000 returned to HP Fund July 1, 2021	
23	Elijah Cobb House Purchase	Historic	03/2014	05/2014	Steve Jones	Elliot Carr		\$350,000		\$350,000	\$0	\$0		
24	Lower Road Cemetery	Historic	02/2015	05/2015	Tom Paulson	Jeanne Boehm		\$86,350		\$86,350	\$0	\$0	Project Complete	
25	Elijah Cobb House Renovation	Historic	02/2015	05/2015	Sally Gunning	J. Carstanjen		\$100,000		\$100,000	\$0		Awaiting Hx. Pres. Restriction	
26	Cape Rep-Crosby Barn Rehabilitation	Historic	01/2016	05/2016	Janine Perry	Peter Johnson		\$225,000		\$225,000	\$0			
27	HISTORIC TOTALS							\$2,160,225	\$45,000	\$2,077,867	\$0	\$32,326		
28	Community Housing Closed Projects as of 10-31-2023													
29	Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
30	Habitat for Humanity	Housing	12/2005	05/2006	Vicki Goldsmith	Paul Ruchinskaskas		\$95,000		\$95,000	\$0	\$0		
31	Nickerson Condo Purchase (CDP project)	Housing	12/2005	05/2006	Eliz. Bridgewater	Paul Ruchinskaskas		\$43,270		\$43,270	\$0	\$0	Nickerson condo mortgage	

	A	B	C	D	Community Preservation Committee Project List				K	L	M	N	O
1	Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes
32	Brewster Affordable Housing Fund	Housing	08/2008	05/2007	Jillian Douglass	Paul Hush		\$60,000		\$60,000	\$0	\$0	FY-08 - \$10K, FY-09 - \$30K, FY-10 - \$20K
33	Affordable Deed Restriction-Hsg. Buy Dn.	Housing	08/2008	11/2008	Jill Scalise	Paul Ruchinskas		\$300,000		\$300,000	\$0	\$0	Income qualified mortgage assistance
34	Latham Centers/BHA	Housing	06/2008	05/2008	J. Courchesne	Paul Ruchinskas		\$50,000		\$40,432	\$0	\$9,568	Unused funds returned.
35	Community Development Partnership	Housing	08/2011	11/2011	Eliz. Bridgewater	Paul Ruchinskas		\$15,500		\$14,630	\$0	\$870	Nickerson condo mortgage pay off- \$\$ ret'd.
36	Kings Landing Project	Housing	09/2012	11/2012	Maureen Hickey	Paul Ruchinskas		\$400,000		\$0	\$0	\$400,000	POAH used other funds
37	Habitat for Humanity of Cape Cod	Housing	09/2013	11/2013	Leedara Zola	Paul Ruchinskas		\$600,000		\$600,000	\$0	\$0	Property purchased
38	Brewster Housing Authority	Housing	09/2013	11/2013	Leila Botsford	Paul Ruchinskas		\$600,000		\$0	\$0	\$600,000	Project not done, new application submitted
39	Habitat for Humanity of Cape Cod	Housing	03/2014	05/2014	Leedara Zola	Paul Ruchinskas		\$300,000		\$247,000	\$0	\$53,000	Unused funds returned
40	HECH	Housing	12/2014	05/2015	Susan Roettig	Jillian Douglass		\$118,000		\$92,957	\$0	\$25,043	\$ Returned to Housing Acct.
41	Cape Cod Village	Housing	Dec-15	5/2/2016	Robert Jones	Paul Ruchinskas		\$100,000		\$100,000	\$0		disorders
42	Habitat For Humanity-Paul Hush Way	Housing	Dec-15	11/14/2016	Vicki Goldsmith	Paul Ruchinskas		\$350,000		\$350,000	\$0		Phase 1: 6 homes for first time homebuyers
43	HECH	Housing	11/2017	05/2016	Susan Roetig	Paul Ruchinskas		\$118,000		\$0	\$0	\$118,000	\$ Returned to Housing, project not done
44	Part-Time Housing Coordinator	Housing	Feb-17	5/1/2017	Ryan Bennett	Paul Ruchinskas		\$30,000		\$30,000	\$0		
45	Brewster Woods-Brewster Housing Auth.	Housing	Dec-16	5/1/2017	Julie Creamer	Sharon Marotti		\$550,000		\$550,000	\$0		POAH & HAC Aff. Rental Housing -30 units
46	Millstone Road-Parcel Purchase	Housing	Feb-18	5/7/2018	Jill Scalise	Paul Ruchinskas	\$285,000	\$285,000		\$278,825	\$0	\$6,175	\$10,000 for expenses, parcel bought.
47	Part-time Housing Coordinator	Housing	Nov-17	5/7/2018	Ryan Bennett	Paul Ruchinskas		\$36,000		\$36,000	\$0		
48	Brewster Housing Auth.-Huckleberry Lane	Housing	Dec-17	5/7/2018	Carol Mitchel	Peggy Jablonski		\$130,000		\$130,000	\$0		
49	Community Dev. Partnership-Cape Housing	Housing	Dec-17	5/7/2018	Jill Scalise	Faythe Ellis		\$15,000		\$15,000	\$0		
50	Habitat For Humanity-Paul Hush Wy-Pt. 2	Housing	Jun-18	12/3/2018	Vicki Goldsmith	Diane Pansire		\$200,000		\$200,000	\$0		
51	Community Dev. P'ship-Cape Hsg. Inst.	Housing	Nov-18	5/6/2019	Jill Scalise	Faythe Ellis		\$7,500		\$7,500	\$0		
52	FORWARD	Housing	Nov-19	11/18/2019	David Kaplan	Diane Pansire		\$80,000		\$80,000	\$0		
53	FORWARD - expenses	Housing	Nov 19	11/18/2019		Diane Pansire		\$5,000		\$966	\$0	\$4,034	expenses - returned
54	Part-time Housing Coordinator	Housing	Dec-18	5/6/2019	Ryan Bennett	Paul Ruchinskas		\$37,000		\$37,000	\$0		
55	Part-time Housing Coordinator	Housing	Dec-19	9/12/2020	Ryan Bennett	Paul Ruchinskas		\$49,500		\$49,500	\$0		
56	Community Dev. P'ship-Cape Hsg. Inst.	Housing	Nov-19	9/12/2020	Jill Scalise	Faythe Ellis		\$15,000		\$15,000	\$0		
57	Part-time Housing Coordinator	Housing		5/1/2021	Donna Kalinick	Paul Ruchinskas		\$51,096		\$51,096	\$0		
58	Housing Production Plan	Housing		11/1/2021	Jill Scalise	Bruce Evans		\$25,000		\$25,000	\$0		
59	HOUSING TOTALS						\$285,000	\$4,665,866		\$3,449,176	\$0	\$1,216,690	
60	Open Space Closed Projects as of 10-31-2023												

	A	B	C	D	Community Preservation Committee Project List					K	L	M	N	O
1	Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
61	Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
62	Jolly Whaler Property 2005/ B2006	Open Sp.	Land Bank		Elizabeth Taylor	Elizabeth Taylor	\$945,000	\$945,000		\$1,225,092	\$0	\$0	Land Bank legacy purchase Bond pd. FY2021	
63	Jorgenson Property	Open Sp.	01/2006	05/2006	Elizabeth Taylor	Elizabeth Taylor	\$600,000	\$600,000	\$0	\$600,000	\$0	\$0		
64	Stranahan Property	Open Sp.	07/2007	11/2007	Elizabeth Taylor	Elizabeth Taylor	\$1,223,400	\$1,223,400	\$570,000	\$653,400	\$0	\$0	State, BCT, CCMNH	
65	Crystaloski Property	Open Sp.	07/2009	11/2007	Elizabeth Taylor	Elizabeth Taylor	\$70,000	\$70,000	\$0	\$70,000	\$0	\$0		
66	Skyline/Quivet Marsh Vista Property	Open Sp.	12/2008	05/2009	Elizabeth Taylor	Elizabeth Taylor	\$680,000	\$680,000	\$575,000	\$105,000	\$0	\$0	State, 351,000. BCT 224,000	
67	Matthews Property	Open Sp.	01/2010	05/2010	Elizabeth Taylor	Elizabeth Taylor	\$755,000	\$755,000	\$570,000	\$185,000	\$0	\$0	\$180k ORL, \$390k MA	
68	Seidel Property	Open Sp.	08/2011	05/2012	Elizabeth Taylor	Elizabeth Taylor	\$250,000	\$250,000	\$150,000	\$100,000	\$0	\$0		
69	Jackson Property	Open Sp.	08/2011	05/2012	Elizabeth Taylor	Elizabeth Taylor	\$225,000	\$225,000	\$20,000	\$205,000	\$0	\$0		
70	Freeman's Way/Copelas Property	Open Sp.	09/2012	11/2012	Elizabeth Taylor	Elizabeth Taylor	\$685,000	\$685,000	\$685,000	\$0	\$0	\$0	\$660k Water Dept., BCT 25,000,	
71	Viprino Property	Open Sp.	03/2014	05/2014	Elizabeth Taylor	Elizabeth Taylor	\$114,000	\$114,000	\$0	\$114,000	\$0	\$0		
72	Eldredge Property	Open Sp.	08/2014	11/2014	Elizabeth Taylor	Elizabeth Taylor	\$500,000	\$500,000	\$360,000	\$140,000	\$0	\$0	\$260k MA, \$100k BCT	
73	Santorello Property	Open Sp.	01/2015	05/2015	Elizabeth Taylor	Elizabeth Taylor	\$140,000	\$140,000	\$80,000	\$60,000	\$0	\$0	\$60k water, \$20k BCT	
74	Lalor Property	Open Sp.	01/2015	05/2015	Elizabeth Taylor	Elizabeth Taylor	\$60,000	\$60,000	\$35,000	\$25,000	\$0	\$0	\$25k water, \$10k BCT	
75	Mill Pond Conservation Area	Open Sp.	08/2015	09/2015	Elizabeth Taylor	Elizabeth Taylor	\$300,000	\$300,000	\$200,000	\$100,000	\$0	\$0	\$300,000 -BCT, \$100,000 CPC for 2 CRs	
76	Slough Road Property	Open Sp.	09/2012	11/2012	Elizabeth Taylor	Elizabeth Taylor				\$0	\$0		P&S exp/\$1,140,000, rcnd. debt 5-2-16 TM	
77	Sheep Pond Woodlands -Boehm CR	Open Sp.	01/2016	05/2016	Elizabeth Taylor	Elizabeth Taylor	\$275,000	\$275,000	\$150,000	\$125,000	\$0	\$0	BCT CR, BCT PD. \$150,000	
78	Meetinghouse Road Conservation Project	Open Sp.	08/2017	11/2017	Elizabeth Taylor	Elizabeth Taylor	\$432,000	\$432,000	\$276,343	\$155,657	\$0	\$0	\$50,000 from BCT & State Grant -\$226,343	
79	Long Pond Woodlands Conservation Area	Open Sp.	03/2018	05/2018	Elizabeth Taylor	Elizabeth Taylor	\$1,750,000	\$1,750,000	\$630,000	\$1,120,000	\$0	\$0	State Grant-\$400,000, BCT-\$230,000	
80	Windrift Acres - Expenses	Open Sp.	03/2019	05/2019	Elizabeth Taylor	Elizabeth Taylor	\$25,000	\$25,000		\$12,194	\$0	\$12,806	returned to open space funds	
81	Windrift Acres	Open Sp.	03/2019	05/2019	Elizabeth Taylor	Elizabeth Taylor	\$725,000	\$725,000	\$522,000	\$203,000	\$0		State Grant-\$377,000, Water Dept. \$70,000, BCT-\$75,000	
82	Field/Kelley -106 McGuerty Road	Open Sp.	12/2019	09/2020	Elizabeth Taylor	Elizabeth Taylor	\$370,500	\$370,500	\$293,063	\$77,437	\$0		\$70,000 from Water Dept., \$30,000 from BCT, State Land Grant \$193,063	
83	Field/Kelley -106 McGuerty Road	Open Sp.	12/2019	09/2020	Elizabeth Taylor	Elizabeth Taylor	\$25,000	\$25,000		\$5,083	\$0	\$19,917	returned \$19,917 to open space funds	
84	OPEN SPACE TOTALS						\$10,149,900	\$10,149,900	\$5,116,406	\$5,280,863	\$0	\$32,723		
85	Recreation Closed Projects as of 10-31-2023													
86	Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
87	SBS Early Childhood Playground	Recreation	01/2007	11/2007	Recreation Dept.	Rollie Bassett		\$25,998		\$25,998	\$0	\$0		
88	SBS Tennis Courts	Recreation	01/2009	05/2009	Recreation Dep.	Rollie Bassett		\$250,000		\$250,000	\$0	\$0	Partially funded by grants and USLTA	

	A	B	C	D	Community Preservation Committee Project List				K	L	M	N		
1	Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
89	Eddy Elementary School Playground #1	Recreation	12/2012	05/2013	Keith Gauley	Rollie Bassett		\$200,000		\$200,000	\$0	\$0		
90	Eddy Elementary School Playground #2	Recreation	09/2013	11/2013	Keith Gauley	Rollie Bassett		\$39,400		\$34,302	\$0	\$5,098	Returned to 30% acct.	
91	Recreation Fields Restoration	Recreation	03/2014	05/2014	Ellen Bearse	Rollie Bassett		\$62,000		\$53,800	\$0	\$8,200	Returned to 30% acct.	
92	Breakwater Beach Restoration- DNR	Recreation	03/2014	05/2014	Chris Miller	Rollie Bassett		\$59,675		\$59,675	\$0	\$0		
93	Mill Sites/Herring Run-DNR	Recreation	01/2015	05/2015	Chris Miller	Rollie Bassett		\$5,000		\$3,101	\$0	\$1,899	Returned to 30%. acct.	
94	Recreation Fields- Babe Ruth	Recreation	12/2015	05/2016	Ellen Bearse	Rollie Bassett		\$60,000		\$45,923	\$0	\$14,078	Returned to 30%. Acct.	
95	Bikeways Committee- X Warning Lights	Recreation	01/2017	05/2017	Susan Riseman	Rollie Bassett		\$100,000		\$44,229	\$0	\$55,772	\$ returned to account	
96	Tennis Courts Restoration	Recreation	11/2017	05/2018	Ellen Bearse	Rollie Bassett		\$35,000		\$23,500	\$0	\$11,501		
97	Whitecaps/Brewster School Committee	Rec.		09/2020	Chris Kenney	Rollie Bassett		\$425,000		\$425,000	\$0			
98	Pleasant Bay Community Boating	Rec.		09/2020	Ted Baylis	Peggy Jablonski		\$25,000		\$25,000	\$0			
99	Dog Park Development Committee	Recreation		05/2021	Peter Lombardi	Rollie Bassett		\$185,000		\$185,000	\$0			
100	RECREATION TOTALS							\$1,472,073		\$1,375,528	\$0	\$96,545		
101	McClennen Property	Admin.	01/2012	05/2012	Chris Miller/Town	Elliott Carr		\$30,000		\$0	\$0	\$30,000	Project not pursued - funds returned	
102	Bonded Purchases: Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	Bonded \$\$	Subsidies/ Other Funds	FY-23 Balance	FY-24-Due	Rate	Payoff	Notes
103	Jolly Whaler Property	Open Sp.	Land Bank 2005		Elizabeth Taylor	Elizabeth Taylor	\$945,000	\$945,000		\$0	\$0		2021	Land Bank legacy purchase-PAID
104	BBJ Cranberry Trust Property #1	Open Sp.	01/2006	05/2006	Elizabeth Taylor	Elizabeth Taylor	\$1,525,000	\$875,000	\$1,000,000	\$96,075	\$49,050	4.49%	2025	
105	BBJ Cranberry Trust Property #2	Open Sp.	01/2006	05/2006	Elizabeth Taylor	Elizabeth Taylor	\$2,125,000	\$1,625,000	\$1,000,000	\$356,000	\$94,400	4.49%	2027	
106	Bates Property	Open Sp.	08/2009	10/2009	Elizabeth Taylor	Elizabeth Taylor	\$1,175,000	\$675,000	\$500,000	\$305,018	\$46,183	3.84%	2031	
107	OPEN SPACE - BOND TOTALS						\$5,770,000	\$4,120,000	\$2,500,000	\$757,093	\$189,633			
108	All Open Projects as of 10-31-2023													
109	Historic Preservation Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
110	Elijah Cobb House Renovation-Out Bldg.	Historic	12/2017	05/2018	Sally Gunning	Faythe Ellis		\$140,000		\$101,395	\$38,605			
111	Cape Rep. -Crosby Barn-Phase 2	Historic	07/2018	12/2018	Janine Perry	Faythe Ellis		\$400,000		\$350,888	\$49,112			
112	Capec Rep. -Crosby Barn - expenses	Historic		12/2018		Faythe Ellis		\$10,000		\$0	\$10,000			
113	Stony Brook Wall at Mill Sites	Rec.		05/2021	Chris Miller	Faythe Ellis		\$125,000		\$0	\$125,000		Extension	
114	Crosby Mansion Restoration Project	Historic		11/2021	Richard Archer	Elizabeth Taylor		\$67,400		\$0	\$67,400			
115	Crosby Mansion Consultant	Historic			Eric Dray			\$5,000		\$405	\$4,595		Eric Dray	
116	Brewster Historical Soc.- St. Sure Collect.	Historic		05/2022	msin Martin-Corn	Faythe Ellis		\$22,617		\$5,500	\$17,117		Digitization of Ellen St. Sure Collection	
117	Brewster Historical Soc.- Schoolhouse	Historic		11/2022	Sally Gunning	Sharon Marotti	\$357,200	\$347,200		\$0	\$347,200		\$347,200 award/10,000 CPC expenses	
118	Schoolhouse expenses/Consultant	Historic		11/2022	Eric Dray	Sharon Marotti		\$10,000		\$100	\$9,900			

	A	B	C	D	Community Preservation Committee Project List					K	L	M	N	O
1	Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
119	HISTORIC - TOTALS							\$1,127,217		\$458,288	\$668,929	\$0		
120														
121	Community Housing Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
122	Brewster Affordable Housing Trust	Housing	Aug-20	12/3/2018	Donna Kalinick	Diane Pansire		\$100,000		\$100,000	\$0		Grant extended to 12-31-2023	
123	Affordable Housing Trust-Preserve SHI	Housing	Nov-19	11/18/2019	Donna Kalinick	Diane Pansire		\$500,000		\$297,500	\$2,500		correct initial \$ and balance, legal spent?	
124	Affordable Housing Trust-SHI: Expenses	Housing	Nov-19	11/18/2019	Donna Kalinick	Diane Pansire		\$2,500		\$0	\$2,500			
125	Cape & Islands Veterans Outreach Center	Housing		5/1/2021	Joe Taylor	Peggy Jablonski		\$52,500		\$161	\$52,339		Located in Dennis	
126	Habitat for Humanity-Red Top Road Hsg.	Housing		5/1/2021	Christine Duran	Paul Ruchinskas		\$150,000		\$136,269	\$13,731		adjusted to at or below 60% to 80% AMI	
127	Affordable Hsg. Trust Rental Assistance	Housing		5/1/2021	Donna Kalinick	Sharon Marotti		\$150,000		\$0	\$150,000		BAHT	
128	Part-time Housing Coordinator	Housing		5/14/2022	Jon Idman	Bruce Evans		\$55,967		\$5,412	\$50,555			
129	Com Dev Partnership-L. C. Housing Inst.	Housing		5/14/2022	Ann Robinson	Faythe Ellis		\$15,000		\$7,500	\$7,500		Lower Cape Housing Institute	
130	Penrose/Orleans - Cape Cod 5 Housing	Housing		5/14/2022	Rio Sacchetti	Sharon Marotti		\$105,000		\$0	\$105,000		\$100K award, \$5000 CPC expenses	
131	HAC/107 Main Street Orleans	Housing		5/1/2023	David Quinn	Sharon Marotti		\$55,000		\$0	\$55,000		\$50K award, \$5000 CPC expenses	
132	Forward at The ROCK - Dennis	Housing		5/1/2023	David Kaplan	Peggy Jablonski		\$125,000		\$0	\$125,000		120,000 award, \$5000 CPC expenses	
133	POAH & CDP - Juniper Hill- Wellfleet	Housing		5/1/2023	Vita Shklovsky	Peggy Jablonski		\$55,000		\$0	\$55,000		\$50,000 award, \$5000 CPC expenses	
134	Spring Rock-Millstone- POAH/HAC	Housing		11/1/2023	Vita Shklovsky	Sarah Robinson		\$507,500			\$500,000		\$500,000 award, \$7500 CPC expenses	
135	BAHT - SHI - Affordable Buydown Funds	Housing		11/1/2023	Jill Scalise	Paul Ruchinskas		\$255,000			\$255,000			
136	HOUSING - TOTALS							\$44,267,809		\$22,990,469	\$2,336,249	\$2,721,916		
137														
138	Open Space Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
139	Open Space & Recreation Plan Update	Open Sp.	11/2019	11/2019	Elizabeth Taylor	Elizabeth Taylor	\$15,000	\$15,000		\$8,236	\$6,764		Total of \$30,000, split with Recreation	
140	Open Space & Recreation Plan - Expenses	Open Sp.	11/2019	11/2019	Elizabeth Taylor	Elizabeth Taylor	\$1,250	\$1,250		\$0	\$1,250		Total of \$2,500, split with Recreation	
141	Burke - 0 Holly Avenue	Open Sp.		11/2022	Elizabeth Taylor	Elizabeth Taylor	\$360,000	\$360,000	\$110,000		\$250,000		CR, BCT \$110,000 owns property	
142	Burke Expenses	Open Sp.		11/2022	Elizabeth Taylor	Elizabeth Taylor	\$14,000	\$14,000			\$14,000			
143	OPEN SPACE - TOTALS						\$390,250	\$390,250	\$110,000	\$8,236	\$272,014			
144														
145	Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes	
146	Freemans Way Fields - ADA Imprvmts.	Rec.		05/2018	Mike Gradone	Rollie Bassett		\$150,000		\$78,017	\$71,983			
147	Open Space & Recreation Plan Update	Rec.	11/2019	11/2019	Mike Gradone	Rollie Bassett		\$15,000		\$8,236	\$6,764		Total of \$30,000, split with Recreation	
148	Open Space & Recreation Plan-Legal costs	Rec.	11/2019	11/2019	Mike Gradone	Rollie Bassett		\$1,250		\$0	\$1,250		Total of \$2,500, split with Recreation	

	A	B	C	D	Community Preservation Committee Project List				K	L	M	N	
1	Project Name	Category	App. Date	TM Approval	Project Contact	CPC Liaison	Total Project \$\$	CPC Funding	Subsidies/ Other Funds	CPC \$ Paid	Balance	Returned	Notes
149	Accesible Outdoor Furniture-Freeman's	Rec.		05/2023	Mike Gradone	Rollie Bassett					\$0	\$0	
150	RECREATION - TOTALS												
								\$166,250		\$86,253	\$79,997		

AFFORDABLE SINGLE FAMILY HOME FOR SALE

**212 Yankee Drive,
Brewster MA 02631**

Price: \$237,900

This newly renovated 3-bedroom, 2-bathroom home is located in the heart of Brewster and offers a one-car garage and a charming back deck.

**Sign up for the Information Session on our website:
haconcapecod.org/lotteries**

Date: January 10 at 6:00PM via Zoom

**Resale restriction.
Income and asset guidelines apply.**

->Eligible applicants can obtain a loan for the purchase price of the property. Primary residence only. First-time buyer with exceptions. The type of loan must comply with the Deed Restriction. Household income must be at or below 80% of the Area Median Income of Barnstable County. 1 person: \$64,450, 2 persons: \$73,650, 3 persons: \$82,850, 4 persons: \$92,050, 5 persons: \$99,450, 6 persons: \$106,800. Household assets must be no more than \$75,000.

Deadline to Apply: February 2 @ 5PM

Applications are available at:
Housing Assistance Corporation Offices,
Brewster Town Hall, & Brewster Ladies Library.

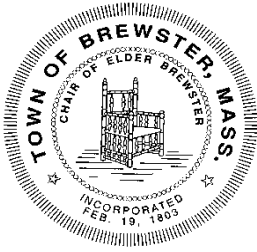
To request a mailed application:

Call: 508-771-5400 TTY on all lines or Email: lotteries@haconcapecod.org.



Housing Assistance





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, August 9, 2023, at 4:00 p.m.

MEETING MINUTES OF August 9, 2023

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

Absent: Peggy Jablonski

Also Present: George Boyd, Historical Commission Chair

Chair Ellis 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. Declaration and votes on completeness, timeliness, and CPA eligibility for Fall Town Meeting applications:

a. Harwich Cemetery Commission/ Revolutionary War Memorial /\$23,000

a. Harwich Cemetery Commission / Revolutionary War Memorial / \$23,000

Legal Opinion received and emailed to the Committee members

It was a lengthy commentary regarding the Opinion

Faythe: Review the Legal Opinion with the Town of Brewster's Historical Consultant to obtain his input. He agreed that this request did not meet CPA requirements.

Summary:

- This project does not meet CPA requirements for historic funding
- Faythe did reach out to Robin Kelly who submitted the request and wanted to see if she had additional information that would be useful with regards to making our decision
- Robin Kelly did supply a list of projects that were done in that cemetery and none of those were for a new build

- Faythe: based on my opinion which is open for discussion, I think it is a good project, however it does not meet the requirements for the CPA

Feedback from the Committee

- Did the Harwich CPA approve it as a project?
- Faythe: I asked Robin Kelly if she had the Legal Opinion for their vote, however, she was not able to get it from them or send them to me. Any other questions? I did meet with Robin Kelly and toured the Harwich Cemetery; it was a nice field trip and I recommend.

Motion to declare The Funding Request of \$23,000 for Revolutionary War Memorial at Evergreen Cemetery in East Harwich is Complete, Timely and CPA Eligible

- **MOVED** by Roland Bassett. Bruce Evans second.
- **Roll Call Vote: Sara Robinson – No, Sharon Marotti – No, Elizabeth Taylor – No, Roland Bassett - No, Christine Boucher – No, Bruce Evans - No, Paul Ruchinskas – No, Chair Ellis – No,**
- **VOTE 0-yes 8-no**

Faythe: prior to this meeting Sara, Sharon, and I went through the list of projects and determined the projects that we will be closing are the following:

- The Housing Production Plan Account
- The Dog Park Account
- The Huckleberry Lane Roof Account
- There is no money remaining in the Affordable Housing Buy Down Account, so Mimi Bernardo will handle as required. It may be replenished as determined at the Spring 2023 Town Meeting
- The Rental Assistance Program Transfer left that account with a zero balance

3. Financial Update

Faythe: I have included in the packet the normal documents that I have been including, which are the following:

- FY24 forecast
- The Housing Trust 5 year plan
- Our Target Allocation Policy tracking

Nothing on those documents have changed since our last meeting.

4. Discussion and Possible Vote on the Historical Commission Request for FY24 Administrative funds to continue the Form B Project

Faythe: For the benefit of the committee, the request is for \$9,999. George Boyd, Chair of the Historical Committee joined the discussion.

George Boyd: Thank you for your continued support and I think we are coming to the end. We are asking for \$9999 from the Administrator Funds to do 34 properties. That will bring us to the end of this project, it has been a long time

Faythe: The pandemic did not help. We had setbacks with lists that were provided, and people could not complete the full list. We have put binders in the library, to provide hard copies for people to look at and according to the library staff people are in and out of those binders pretty regularly. We have been able to provide information to the Historic District Committee to support project that have come in front of them. If we can approve this amount, we can get the documentation together with Donna Kalinick. The

amount is below the threshold to go out to bid. Is there any further conversation. Faythe invited Jillian Douglas to address the committee.

Jillian Douglas: I have just learned what is coming along with the 4 Bs and I have a question with regards to a Form A and a Form H. A Form A is an Area and a Form H is a Site.

Faythe: To date we have not dealt with Form H.

George Boyd: We have over 200 Form Bs but we have not done any Form Hs.

Jillian Douglas: The reason for my question is I have recently been appointed to the Drummer Boy Advisory Committee. We have so many cultural resources in the Stony Brook Valley, for example: the walkway to the island, the island itself and other things that I was wondering if this is something we could undertake. Not just this committee but something the Town could look at the Stony Brook Valley Reserve. We did get funds for water protection but did not go any further with regards to historic resources and I would like to raise this as a thought and offering a resource.

Faythe: You can connect with George on that. Policy decision is through the Historical Commission.

George Boyd: We haven't done the cemeteries and a few other locations, and we can have a discussion.

Paul: You used a different consultant other than Eric Drey for a few of the projects.

Faythe: We did but that consultant retired.

Motion to declare The Historical Commission request for FY24 Administrative Funds to Continue the Form B Project

- **MOVED by Roland Bassett. Sharon Marotti second.**
- **Roll Call Vote: Sara Robinson – yes, Sharon Marotti – yes, Elizabeth Taylor – yes, Roland Bassett - yes, Christine Boucher – yes, Bruce Evans - yes, Paul Ruchinkas – yes, Chair Ellis – yes,**
- **VOTE 8-yes 0-no**

5. Matters Not Reasonable Anticipated by the Chair - none

6. Announcements

Announcements:

Faythe: I included in the packet a follow-up email that was received through Jill Scalise from someone that got the buydown funds last summer. It was a nice Thank You update.

Faythe: I also included the latest monthly update from Stuart Sagamore regarding CPA funding which I am learning every month is a different story and you never know how much State funding you are going to get until they write the check. We will see how that plays out however he is preparing us for a lower number.

Faythe: There is a local information session next Thursday on 8/17 at 6:00 pm. It will include multiple Boards, and we will be invited to attend remotely. Committee members will need to let me know if they will be attending due to quorum. The link to the meeting is in the packet.

7. Next Meetings – August 23 at 4PM

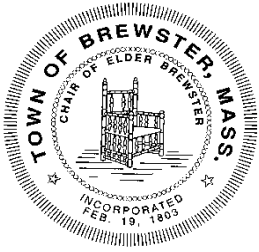
Faythe: I will need to see if there will be enough content to support an agenda for that meeting.

MOTION made by Sarah Robinson to adjourn the meeting at 4:19 pm. Sharon Marotti second.

- **Roll Call Vote: Sara Robinson – yes, Sharon Marotti – yes, Elizabeth Taylor – yes, Roland Bassett - yes, Christine Boucher – yes, Bruce Evans - yes, Paul Ruchinkas – yes, Chair Ellis – yes,**
- **VOTE 8-yes 0-no**

Respectfully submitted, Joanne Weeden

Packet of additional documents available on website for public review.



Approved:

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VOTE:

COMMUNITY PRESERVATION COMMITTEE

Public Hearing

Wednesday, October 25, 2023 at 4:00 p.m.

PUBLIC HEARING MEETING MINUTES OF OCTOBER 25, 2023

Present: Community Preservation Committee (CPC) – Vice Chair Sarah Robinson (Chairing the meeting), Treasurer Sharon Marotti, Clerk Elizabeth Taylor, Roland Bassett, Paul Ruchinskas, Bruce Evans, Peggy Jablonski

Absent: Chair Faythe Ellis, Christine Boucher

Also Present: Cynthia Bingham, Select Board; Colette Williams, Town Clerk; *Tino Kamarck* and Amy Henderson, Brewster Conservation Trust; Amanda Bebrin, Director of Housing Advocacy for the Cape Development Partnership (CDP); Beth Wade, Habitat for Humanity; Mike Gradone, Director of Recreation; Donna Kalinick, Assistant Town Manager; Jill Scalise, Housing Coordinator; *Erica O'Reilly*, Treasurer of Nauset Together We Can; Peter Lombardi, Town Manager (*remote attendance*)

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

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

1. Public Hearing

Sarah began the hearing by going over what the Community Preservation Act (CPA) is and how Brewster implements it in their town. CPA is a state law that allows MA communities to conduct a referendum to add a small surcharge on local property taxes. CPA allows communities to generate revenue for: open space and natural resources; historic resources, community housing, and outdoor recreation. CPA Funding – Local Tax Revenue and State Revenue with total estimated funding in FY24 is \$1.58 million. CPA has funded about 100 community preservation initiatives. Sarah then discussed the CPA Funding Allocation Formulas and the non-binding Target Allocation Policy and where it came from and where it will be headed by carryover funds into the next Fiscal Year. She then discussed the Committee itself and its membership. The Committee meets twice monthly. As part of the committee process, Sarah went over the application process. The application is available by a link on the Committee's page on the town website – CPC Funding Application. We ask for applications to be submitted electronically. Submission for Spring 2024 Town Meeting is December 1, 2023, and submission for Fall 2024 Town Meeting will be July 1, 2024. Sarah went on to discuss the 5 Year CPA

Plan that creates a framework to guide our funding recommendations for eligible projects and strategies for situations where there may be insufficient funding available to all eligible requests. The Plan provides guidance for regional funding requests and explains the non-binding allocation policy. As a reminder, CPC funds are spent only with Town Meeting approval, after they have been reviewed and recommended by both the CPC and the relevant subcommittees.

Now it is time to learn about upcoming projects and applications. Sarah asked the speakers to keep the comments between 3-5 minutes to make sure we have enough time for everyone.

Colette Williams, Town Clerk:

The town clerk's office is anticipated to come into the Fall 2024 Town Meeting regarding preserving some of the historic town records in the vault. We have received an estimate for \$60,000 for the entire contents of the upstairs and downstairs vaults, but what is considered historic will bring this below that level. It is imperative that we start preserving these records as soon as possible.

Tino Kamarck, Brewster Conservation Trust (BCT):

Talk about the needs for open space and natural resources. Land costs are higher, and parcels of size are rarer, so, we are taking a more strategic approach to acquisition of properties and conservation restrictions on properties. The Trust has adopted a formal policy to determine prioritization in our search for appropriate properties to protect. He wants to put in a marker that early in the new year he would like to get on an agenda to make a formal presentation of such. There are no surprises in terms of what our priorities are – watershed protections, continuity of open space for habitat and trail connections and suitability for public access for public recreation. The total estimated bill for acquiring these 40 acres is approximately \$1.5M. We won't be requesting all of that but will have an application in for the Spring Town Meeting and Fall Town Meeting as well. We expect that those applications will probably be for amounts of \$500,000/piece. We will have more details as we develop those applications.

Amy Henderson, Executive Director of Brewster Conservation Trust (BCT):

As Tino indicated, this year we are celebrating our 40-year anniversary. The Trust was started to protect Brewster's woodlands, ponds, marshes, and meadows. Brewster has helped protect 1683 acres of land, BCT owns 658 of those acres and has conservation restrictions on the other 729 acres. All in all, we have spent nearly \$10M. To protect those 40 more acres, we are looking at \$1.5M to purchase. Some of our land is donated as well, for which we are very grateful. We anticipate having an application to you by the December 1st deadline. She anticipates them being \$300,000-\$400,000 each.

Amanda Bebrin, Director of Housing Advocacy for the Cape Development Partnership (CDP):

We plan on applying again for our Cape Housing Institute for FY25 & FY26. The point of the program is to train our elected and appointed officials in the very complex subject matter of what it takes to create and preserve community housing. Part of our training looks at balancing our environment and natural resources with housing through a sustainable and holistic lens. We break the Lower Cape Housing Institute into two pieces. These workshops are held at no charge. We get regional, local, and state experts to come in and speak to our elected and appointed officials. This is also a great chance to network. We encourage new board members to attend, but we do have people attend multiple times as well. We are going to be asking for \$10,000 (up from \$7500 in the past) each year for the next two years, as with everything else, the costs have been increasing.

Beth Wade, Habitat for Humanity of Cape Cod:

We have a kickoff at Brewster Baptist Church on Monday November 6th. We are planning the wall raising on November 11th at 8 am. We may come back and ask for a little more funding for Phoebe Way – as mentioned by all so far, costs have continued to go up. We are looking at and reviewing the proforma for Phoebe Way and are anticipating the possibility of asking for \$25,000/home – so, up to \$50,000 total – no more than that and it could be less.

Paul asked about final construction numbers. She answered that we do that project by project and should hear back soon regarding Phoebe Lane, hopefully before December 1st.

Mike Gradone, Director of Recreation:

Update on the funding for the past year, we have about \$70k remaining on the project at Freeman's Way to complete Phase 1. Our plan was always to work with the DPW to keep costs down, but we are at a crossroads where we may need to go elsewhere to complete that project. We will want to use the \$70k, but where we go from there remains to be seen. We will know more and will probably come back in FY25 with a request for funding.

Jill Scalise, Housing Coordinator & Donna Kalinick, Assistant Town Manager:

Jill Scalise addressed the committee. The Housing program is implementing the 2022 Housing Production Plan that was developed with Community Preservation Act funding. The Plan was certified this summer with the approval of the comprehensive permit of 45 affordable housing units at Spring Rock Village off Millstone Road. In the past 7 years, Brewster has added 125 affordable units to the town's subsidized housing inventory representing 7.2% of Brewster's Year-round housing. The town still needs to create 145 affordable units to meet the state mandate of 10% affordable housing. Additionally, the town is working to maintain the current subsidized housing inventory properties. All the items mentioned are reflective of the strategies of either or both the 2017 & 2022 housing plans. They are also consistent with the local comprehensive plan.

The Housing Trust received \$500,000 from the November 2019 Town Meeting to preserve homes on the subsidized housing inventory. Yankee Drive was the home earmarked for those funds for rehab. Donna and I were just there this week and there is so much progress, it's very exciting. We don't anticipate requesting any further funds regarding preservation of affordable housing.

The Trust received \$150,000 in 2021 for rental assistance, which funded the initial program. This August, the Trust has contracted for 3 additional years for HAC to continue managing the rental assistance program. Currently there are 12 households receiving assistance. There is an expectation that the Trust will have funds for the next two years to continue this program. We would send in a request at the earliest in FY25 to continue this program.

Spring Rock Village - \$500,000 request for Town Meeting from Preservation of Affordable Housing and Housing Assistance Corporation to construct 45 affordable rental homes off of Millstone Road. The Housing Trust is anticipating a funding request from Spring Rock Village.

Donna Kalinick said the 5-year Financial Plan is one of the goals of the Trust. We have just started the process of updating this for this year. Once approved, we will share it to help the CPC to plan for internal housing requests. The Housing Trust, in addition to the CPC Funding we received via application, we also receive short term rental revenue – we received 50% of the forecasted short term rental revenue. That money will help us to fund the requests that will come to the Trust regarding Spring Rock Village. The Trust recently authorized the hiring of a part-time Housing Assistant for the Housing

Program for up to 19 hours/week. We will be putting in an application for the December 1st deadline for the Housing Coordinator. The CPC pays for the salary portion of that which is currently 35 hours, the Town pays all the benefits, and the Trust will now be paying for the new part-time position. We are all working collectively together.

In terms of the Buydown Program, request for \$250,000 – if we expend all that money, we will request an additional \$300,000 in FY26. The Trust is in the process of working on our goals for FY24/25. CPC has been a key partner in all the progress we have made in housing in Brewster. This is a critical issue that has become more critical in the last couple of years. Building up funds for housing acquisition will be part of funding requests in November of 2024 or the following Spring Town Meeting. We don't have an amount yet, but we will know more as we get closer. We need to build up funding so that if land becomes available for housing, we would be able to purchase it.

Erica O'Reilly, Treasurer of Nauset Together We Can and the skatepark:

We run on a municipal agreement between the towns of Orleans, Eastham, and Brewster. All of the infrastructure and renovations that take place at the park have to be raised privately. She recently submitted a grant to the Orleans CPC for \$31,000 for some extraordinary maintenance at the Park. This will be the 3rd grant submitted to them in 3 years. Since the park is owned by all 3 towns, it would be appropriate to ask the towns of Eastham and Brewster to contribute to this as well. The total grant is \$31,000 and she would be seeking \$16,000 from Orleans and \$7500 each from Brewster and Eastham respectively for extraordinary maintenance and electrical upgrades that need to happen. She has vetted it with the Orleans CPC, and they feel it falls under the category of extraordinary maintenance for recreation.

Peter Lombardi, Town Manager:

Drummer Boy Park Committee – re-examine the Master Plan that was adopted in 2021. It plans to provide a report at next Spring Town Meeting. There were, in the 2021 plan, recommendations to upgrade and move that playground closer to the parking area and add a shade pavilion. It is all on hold pending the updated recommendations. We are looking at Drummer Boy and now the Bay Property, and that will be the focus for playgrounds.

Last summer the Select Board decided we wouldn't be moving forward with the major Library renovation project due to significantly higher costs to the project. In this year's Strategic Plan goals are to look closely at the library and what work needs to be done where we will look to the CPC for some of those costs related to Historic Preservation in the next couple of years.

Last year, we purchased the Sea camps and on Nov 30th- we will be hosting another forum for both properties. We are starting to have more clarity around what plans for those properties might be. The planning committees have held meetings in recent weeks and have shared latest versions for both of those properties. This probably won't have applications out in the next year or 2 but definitely 3-5. These are not final, there are more iterations to come – Bay Property, the administration building is historic, and sentiment seems to favor keeping that building, not knowing exactly what it will be used for but residents seem to want to keep it and repurpose it somehow. It would involve historic preservation. It does call for a new playground and picnic areas, all still a work in progress. Also, last year we heard about tennis and pickle ball – recreation and the property committees have had many meetings, the current version calls for 4 new tennis courts on the Bay Property, with the courts at the Stoney Brook School turned into pickle ball courts. There are a series of walking and multi-use trails on the Bay Property. There is some potential for need of funding there. And lastly, there are a few different

scenarios that look at a Community Building, and some of those are going to require funding although we don't yet know what that will mean.

Lastly, the consultants looked at potential housing scenarios on each of the properties and, ultimately, there will be options showing housing up to 50 units on each of the properties. We don't know if they will remain in the plans to go to Town Meetings – but we are probably looking out beyond the 5-year time horizon. This is a 20-50 or beyond plan. There will be more to come.

Sarah thanked everyone for coming.

2. Adjournment

**MOTION made by Paul Ruchinskas to adjourn the meeting at 5:00 pm. Roland Bassett second.
VOTE 7-yes 0-no**

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.