

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 27, 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. Discussion and possible vote on completeness, timeliness and CPA eligibility for funding requests submitted for CPC recommendation to Spring 2024 Town Meeting.
8. Project updates
9. Approval of Minutes
10. Matters Not Reasonably Anticipated by the Chair
11. Announcements
12. Next Meeting: January 10, 2024 at 4 PM
13. Adjournment

Date Posted:

Date Revised:

Received by Town Clerk:

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

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

Pre FY24 FY24

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

FY-24 obligations as of 12/6/23

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

BONDS

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

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

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

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

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

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

Total net available from all accounts

[1] Balance forwarded estimated from prior year includes all unallocated funds, including unspent amounts from projects and budgeted administrative and professional

[2] State Match revenue is projected at 30%

[3] Administrative expenses are limited by law to 5% of the total CPC budget and include primarily payroll costs, legal and other professional Coalition dues.

[4] Balance forwarded for all unallocated funds in the previous "Budgeted for Unreserved Funds" account, which contained funds using the Pre-FY24 allocation method

[5] Allocated funds from the revised funding allocation method voted on at town meeting in the Spring of 2023. New allocation is 70% for Undesignated Fund Balance

Community Preservation Committee: FY25 Forecast as of 12/20/2023

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

Pre FY24 FY24

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

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

BONDS

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

Spring Town Meeting Submitted

Housing Coordinator				-74589	
Cape Housing Institute				-20000	
Finch Skateboard Park	-7500				
Schoolhouse #3			-148400		

Total YTD Obligations - fy25 \$ (190,108) \$ - \$ (148,400) \$ (94,589) \$ (75,257) \$ (508,354.00)

FY25 Estimated Unreserved Fund Balance as of 12/6/2023 with Adjustments \$ 1,931,774 \$ 453,487 \$ 462,153 \$ 2,254 \$ 2,006,540 \$ 4,856,208.12

Total net available from all accounts

[1] Balance forwarded estimated from prior year includes all unallocated funds, including unspent amounts from projects and budgeted administrative and professional

[2] State Match revenue is projected at 20%

[3] Administrative expenses are limited by law to 5% of the total CPC budget and include primarily payroll costs, legal and other professional Coalition dues.

[4] Balance forwarded for all unallocated funds in the previous "Budgeted for Unreserved Funds" account, which contained funds using the Pre-FY24 allocation method

[5] Allocated funds from the revised funding allocation method voted on at town meeting in the Spring of 2023. New allocation is 70% for Undesignated Fund Balance

TARGET ALLOCATION POLICY TRACKING FY24-FY27 (12/20/23)

Warrant Projects by CPA Category	Open Space	Housing	Historical	Recreation	Admin/Undesignate		Revenue Assumption
					d (4 categories)		
FY24 Spring TM approved		\$ 305,580		\$ 9,670	\$ 79,092	\$ 1,531,897	
FY24 Fall TM approved		\$ 762,500					
FY25 Spring Applications		\$ 94,589	\$ 148,400	\$ 7,500	74653	\$ 1,493,052	
FY25 Fall							
FY26 Spring							
FY26 Fall							
FY27 Spring							
FY27 Fall							
Totals	\$ -	\$ 1,162,669	\$ 148,400	\$ 17,170	\$ 153,745	\$ 3,024,949	
% of revenue		0%	38%	5%	1%	5%	
Target %		30%	30%	10%	10%	20%	

BACKGROUND ASSUMPTIONS/ CPC BUDGET PROJECTIONS

Carryover	Description	Notes	Open Space	Housing	Historical	Recreation	Unallocated		Admin
							Reserve - Historic, Rec, Housing	Unallocated Reserve - all	
	EOY FY22		\$ 1,556,879	\$ 45,370	\$ 500,351		\$ 757,756		
	Bond expense FY23-27		\$ (819,837)						
	<i>Net amount (A)</i>		\$ 737,042	\$ 45,370	\$ 500,351		\$ 757,756		\$ 2,040,519
Revenue	EOY FY23	50/10/10/25/5	\$ 906,595	\$ 181,319	\$ 181,319		\$ 472,422		\$ 71,535
	EOY FY24	30/30/10/10/15/5	\$ 543,957	\$ 543,957	\$ 181,319	\$ 181,319		\$ 271,978	\$ 76,595
	FY25 TAP	30/30/10/10/15/5	\$ 459,569	\$ 459,569	\$ 153,190	\$ 153,190		\$ 229,785	\$ 74,653
	FY26 TAP	30/30/10/10/15/5	\$ 447,916	\$ 447,916	\$ 149,305	\$ 149,305		\$ 223,958	\$ 76,519
	FY27 TAP	30/30/10/10/15/5	\$ 459,113	\$ 459,113	\$ 153,038	\$ 153,038		\$ 229,557	\$ 78,432
	<i>Subtotal (B)</i>		\$ 2,817,149	\$ 2,091,874	\$ 818,171	\$ 636,852	\$ 472,422	\$ 955,277	\$ 377,733
TOTAL available for projects	A + B		\$ 3,554,191	\$ 2,137,244	\$ 1,318,522	\$ 636,852	\$ 1,230,178	\$ 955,277	\$ 377,733
			36%	21%	13%	6%	12%	10%	4%

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

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	

To Brewster CPC Members

From Faythe Ellis

Re: Spring 2024 TM CPA Application Links for reference

1. [Spring 2024 TM Applications Packet \(laserfiche.com\)](#)
 - Lower Cape Housing Institute (page 1)
 - Finch Skateboard Park (page 22)
 - Brewster Housing Coordinator (page 38)
2. [Updated Fall 2022 CPC Applications Packet 101722 \(laserfiche.com\)](#)

Original Schoolhouse 3 application from Brewster Historical Society begins on page 21 of this link. The BHS has submitted an updated request for additional funds for Spring 2024 TM. Documentation related to the update request is included on the following pages of this meeting packet.

Legal Opinion – Finch Skateboard Park

The application seeks CPA funds in the amount of \$7,500 for the relocation of an electrical panel for the lights serving the Finch Skateboard Park and to shore up/surface concrete and wooden ramps at the park (the “Work”). As stated in the application, the Finch Skateboard Park is part of Eldredge Park in Orleans, and is operated pursuant to an IMA among Brewster, Eastham, and Orleans.

As you know, the Town may expend CPA funds for the acquisition, creation, preservation, and rehabilitation of recreational land, and the CPA permits the Town to expend CPA funds in jurisdictions outside the Town’s territorial limits. CPA funds may not, however, be used for ordinary maintenance. Since the Finch Skateboard Park is used for active recreational purposes, it is my opinion that the CPC may grant CPA moneys requested provided that the CPC determines that the Work does not constitute ordinary maintenance, but, rather, the improvement and/or the rehabilitation of the Skateboard Park.

Please let me know if you have any questions regarding this matter.

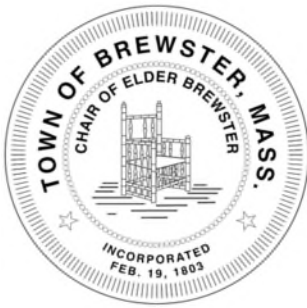
Shirin Everett, Esq.

KP | LAW

Instructions for Applicants

Before you begin completing the form:

1. Download and save this document under a new name (for example Projectname.applicant.pdf)*
2. Open your saved document and provide the requested information.
3. If you need more room for answers/information, feel free to include additional pages in your submission.
4. Need help, or have questions? Send an email to cpcmeeting@brewster-ma.gov and we will respond quickly.



Town of Brewster
Community Preservation Committee
 2198 Main Street
 Brewster, Massachusetts 02631-1898
 (508) 896-3701 x 133
 Fax (508) 896-8089



Dear Community Members,

The Brewster Community Preservation Committee (CPC) is accepting Community Preservation Act (CPA) funding applications for:

1. Acquisition, creation, and preservation of **Open Space**
2. Acquisition, preservation, rehabilitation, and restoration of **Historic Resources**
3. Acquisition, creation, preservation, rehabilitation, and restoration of land for **Recreational use**.
4. Acquisition, creation, preservation, and support of **Community Housing**.
5. Rehabilitation and restoration of **Open Space** and **Community Housing** that have been acquired or created using monies from the fund.

CPA funds may not be used for maintenance or the use of land for a stadium, gymnasium, or similar structure. For examples of projects and additional information, go to: www.communitypreservation.org.

Applicants should review the Town of Brewster Community Preservation Plan FY23-27 before submitting an application. An application form and list of selection criteria are attached.

Applications should be submitted by July 1st for the fall meeting or December 1st for the spring meeting, to allow sufficient CPC review time for potential presentation to the following Brewster Town Meeting.

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

Thank you,

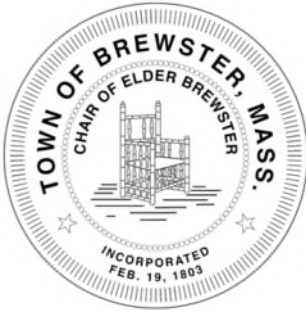
Faythe Ellis, Chair

Community Preservation Committee

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 Roland W. Bassett, Jr., Member
 Christine Boucher, Member
 Bruce Evans, Member
 Peggy Jablonski, Member
 Paul Ruchinkas, Member

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

faythe.ellis@outlook.com
RobinsonFinancialSolutions@comcast.net
sharonmarotti@gmail.com
egtfarm@gmail.com
cb.bb.boucher@gmail.com
nanumetbruce@gmail.com
pegjab@gmail.com
pjruch@comcast.net



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Town of Brewster Community Preservation Committee

Project Eligibility Criteria

Projects must be eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation. These requirements include:

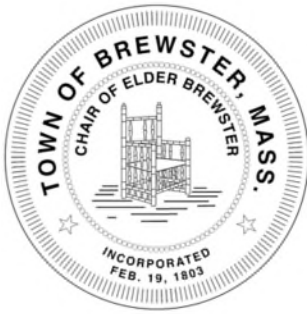
- Acquisition, creation, and preservation of Open Space
- Acquisition, preservation, rehabilitation, and restoration of Historic Resources. (See Secretary of the Interior Standards for Treatment of Historic Properties for rehabilitation projects)
- Acquisition, creation, preservation, rehabilitation, and restoration of land for Recreational use.
- Acquisition, creation, preservation, and support of Community Housing
- Rehabilitation and restoration of Open Space and Community Housing that have been acquired or created using monies from the fund

CPA funds may not be used for maintenance or the use of land for a stadium, gymnasium, or similar structure. For examples of projects and additional information, go to: www.communitypreservation.org.

Applicants must be able demonstrate a clear need for the use of public funds for their project. The CPC may recommend grants for the planning phase of projects where sufficient information is included in the application concerning the sources of funding that will be available after the planning phase is completed.

The Brewster Community Preservation Committee (CPC) encourages applications that address as many of the following general criteria as possible:

- Overall CPA goals listed in [Town of Brewster Community Preservation Plan FY23-27](#)
- Category specific goals listed in [Town of Brewster Community Preservation Plan FY23-27](#)
- Contribute to the preservation of Brewster's unique character
- Help implement the Vision Plan and other CPC related town planning documents
- Enhance the quality of life for Brewster residents
- Serve more than one of the four CPA purposes
- Save resources that would otherwise be threatened
- Serve a currently under-served Town population
- Demonstrate practicality and feasibility, and ability to implement within budget
- Demonstrate a positive cost/benefit relationship
- Leverage additional public and/or private funds
- Preserve, enhance, or better utilize existing Town resources
- Receive endorsement by other Town committees and the Brewster public at large



Town of Brewster
Community Preservation Committee
 2198 Main Street
 Brewster, Massachusetts 02631-1898
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APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted: 7/8/22, amended 1/12/22 and 12/23/23

Name of Project Applicant: The Brewster Historical Society, Inc.

Name of Co-Applciant(s), if applicable: _____

Name of Contact Person: Sally Gunning

Contact Person’s Mailing Address: PO Box 5, Brewster, MA 02631

Contact Person’s Daytime Phone Number: **774-212-6782**

Contact Person’s email Address: president@brewsterhistoricalsociety.org

Proposed Project Name: Schoolhouse #3 Relocation and Renovation

Project Address (or assessor’s parcel ID): 2342 Main St. (moving to 51Drummer Boy Rd.)

Project Synopsis:

The Brewster Historical Society proposes to flake Schoolhouse #3 at 2342 Main St. and move it to their Windmill Village property at 51 Drummer Boy Rd. They will reassemble and restore the school house as a schoolhouse and include a cranberry industry display, as this was also part of its history. It will be open to the public during the usual Windmill Village hours, pending Building Dept. permissions.

PLEASE NOTE: OTHER THAN ITEMS IN BOLD AND AMENDMENTS TO COVER SHEET AND NUMBERS 1, 6, AND 8, THE APPLICATION REMAINS UNCHANGED.

Category: Open Space Historic Preservation Recreation Community Housing

CPA funding requested \$ 148,400

Total Cost of Proposed Project \$ 495,600

PROJECT DESCRIPTION

Please describe your project, answering **all** of the following questions in the order presented. Applications will be considered incomplete if all requested information is not provided. Include supporting materials (maps, diagrams, photos, etc.). Please number pages of application.

Form fields are provided after each question for your convenience. If you need more room, you may provide additional information via separate documents/attachments at the end of the document. Please do not provide any documentation via on-line links, as the committee will not be checking for updates. Be as concise as possible.

1. Project Description: Describe the proposed project. Is this part of a larger project or an ongoing project?

Schoolhouse #3, located at 2342 Main Street, has existed since the mid-1800's, although it was formerly located next door. To the best of our knowledge, as buildings have been moved, it is the last remaining of five primary schoolhouses representing the five school districts in town. Under the more recent ell can be found the paired "boy-girl" doors associated with the old schoolhouses and illustrated in the attached images. Once schoolhouse #3 ended its career as a schoolhouse, it was moved next door and used for storage in conjunction with the cranberry industry. We believe this is when the double barn doors were added. It is our intention to return the schoolhouse to the original schoolhouse configuration, minus the double doors and ell.

Brewster Conservation Trust was gifted this parcel of and with the stipulation that it be made into a small park with the buildings on site removed. BHS expressed interest in acquiring and preserving the schoolhouse, and BCT offered it to the Society. (Letter attached). BHS plans to flake (dismantle) the structure, move it to a site already marked out at Windmill Village, and reassemble and restore it. It will be curated as a schoolhouse, with a smaller exhibit about the cranberry industry on site. It will be open to the public in accordance with Building Dept. rules, either to allow admittance or to allow viewing.

SINCE THE 10/22 AMENDED APPLICATION WAS SUBMITTED, IT WAS LEARNED 51 DRUMMER BOY ROAD WAS DESIGNATED A SOIL CONSERVANCY AREA. A SITE SURVEY WAS DONE AND PART OF THE PROPOSED LOCATION WAS WITHIN THAT AREA, SO AN ADJUSTMENT TO LOCATION WAS MADE AND NEW PLANS DRAWN. BY THE TIME ALL THIS WAS DONE, PRICES HAD SKYROCKETED TO A DEGREE THAT IT BECAME CLEAR WE COULD NOT COMPLETE THE PROJECT FOR THE ORIGINAL SUM REQUESTED.

Specifically, the request for additional funds has resulted from:

- **An increase in labor rates and materials after discovery of soil issues at Windmill Village (it is in the Conservancy Soil District), and extended delays in securing/ scheduling engineers and architects.**
- **Extra funds required for additional engineering and related plans to meet building dept. requirements.**
- **The addition of a period-correct chimney, which was not included in the original plan. Further research determined that this should be included in project. (As there is no chimney in the present building, it was not included in original proposal).**

- After additional research and per Eric Dray input, it was determined that additional materials and labor for the exterior and interior will be needed, (Clapboards, plaster walls, ceilings, and school related items).
 - The dramatic increase in material and labor cost over the past year for windows and millwork, concrete, painting, and electrical.
 - Learning from past mistakes, we've added a 10% contingency cost as well.
2. **For Historic Preservation projects:** Attach proof of listing on the State Register of Historic Places or a letter from the Brewster Historical Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster. Please note that rehabilitation projects must comply with the Secretary of the Interior Standards for Treatment of Historic Properties. **Additional information and analysis will be needed for projects submitted by churches/religious organizations to determine if they comply with the SJC's Caplan vs. Town of Acton decision.**

Form B attached

3. **CPA Goals/Criteria:** Describe how this project accomplishes the goals and objectives of the CPA and the Town of Brewster Community Preservation Plan FY23-27 (refer to the attached general and issue-specific criteria and identify which of these apply to the project).

This project accomplishes the goals of preserving historic resources and also complies with the second highest rating element in Brewster's Vision Plan, that of retaining the town's historic character. This project will also educate and entertain the public on an aspect of the history of the town that would disappear forever were this building to be destroyed, as this is the last remaining primary schoolhouse from the five school districts.

4. **Community Benefits:** What are the community benefits of the projects?

This project will preserve a part of Brewster's past that would be gone forever without this effort to reclaim it. The community would gain from the educational and entertainment experience of rediscovering how schooling was done a century and a half ago. Each spring, school groups visit Windmill Village, and we anticipate the addition of an actual schoolhouse will be momentous. Depending on Building Department regulations, it may be possible to hold programs in the building.

5. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions. If this is a funding request for a regional project where Brewster CPA funds will be spent in another town, include Brewster based letters of support.

Letters of support from Brewster Conservation Trust, the Old King's Highway Historic District, **and the Select Board are attached.** The Brewster Historical Commission has informally expressed support for the project. BHS intends to make this a community project as they did with the Cobb House purchase and renovation, and a large community fundraising event dedicated strictly to this project is planned. There will likely be more to follow.

6. **Timeline:** What is the schedule for project implementation, including a timeline for all milestones? Please identify any special timing considerations for the project's implementation. If this is part of a larger project, is it phased? What is the timeline for the entire project?

ASSUMING ADDITIONAL FUNDS ARE SECURED AT THE MAY 2024 TOWN MEETING, THE SOCIETY HOPES TO FLAKE THE BUILDING AS SOON AS POSSIBLE AFTER THAT, BUT THERE ARE OTHER MOVING PARTS INVOLVED (BCT PERMITTING, ETC.,) SO WE WOULD GIVE A RANGE OF SPRING TO FALL 2024 FOR THE FLAKING, AND THE REBUILD WOULD HOPEFULLY BEGIN IN SPRING 2025, TO BE COMPLETED BY FALL 2025.

7. Credentials: What are the qualifications and relevant experience of those undertaking the project?

Brian Daley Construction has worked on many historic projects in town and in particular on BHS's Cobb House Museum, the Cobb House Outbuilding, the Harris-Black House, and Higgins Blacksmith Shop. His track record is proven many times over.

8..Budget/Need for Public Funds: What is the total budget (sources of funds and uses/expenses) for the project and schedule for expenditure of CPA funds? All sources of funds and expenses must be clearly identified. For housing development projects, include a budget that includes rents, revenues and cash flows taking into account financing expense related to loans. Provide the basis for cost estimates whenever possible. (Note: CPA funds may not be used for maintenance.)

See attached

If this is part of a larger project, what is the budget for the entire project (sources of funds and expenses/uses)?

Clearly identify what additional funding sources are available, committed, or under consideration and why public funding would be appropriate. Include copies of commitment letters, if available, and describe any other attempts to secure funding for this project.

The Brewster Historical Society is planning a major fundraiser for this project.
The Jennison Family Foundation has pledged support for this project.

Provide the most recent audited financial report or if none available, an applicant generated financial report that includes a balance sheet and operating budget. Town-sponsored projects must demonstrate why the project cannot be funded through the Department's or Committee's budget

See attached

For housing development projects, describe the resident selection process.

9.Maintenance: If ongoing maintenance is required for your project, who will be responsible for maintenance and how will it be funded?

- The property will be maintained by the BHS Building and Grounds Committee, contracting for outside work where needed. **BHS is fortunate to have two licensed contractors with combined forty years experience on this committee).** The Windmill Village maintenance budget will be adjusted to account for the upkeep on the additional structure.
- The Eddy Foundation supports BHS maintenance projects with a yearly grant.

- The Kelley Foundation and Mass. Cultural Council have frequently supported maintenance/capital projects.
- The Jennison Family Foundation has instructed us to inform any granting committee of their support for this project, in keeping with past support of Cobb House and Outbuilding restorations. (See attached letter of support)

10.Site Control and Appraisal: If the project involves acquisition of real property, provide evidence of site control (deed, purchase and sale, option, etc.). In addition, provide an appraisal of the property’s value by a state licensed appraiser using customary appraising techniques. The CPA does not allow funding for acquisitions if the acquisition price is greater than appraised value.

See attached letter from BCT. Legal and insurance pending.

Town of Brewster Community Preservation Committee

CATEGORY SPECIFIC CRITERIA

(Identify which of the following criteria apply to your project.)

Open Space Proposals

- Meets one or more of the Open Space goals listed on page 28-30 of Town of Brewster Community Preservation Plan FY23-27
- Permanently protect important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, contain a habitat type that is in danger of vanishing from Brewster or preserve habitat for threatened or endangered species of plants or animals.
- Provide opportunities for passive recreation and environmental education.
- Enhance or protect wildlife corridors, promote connectivity of habitat and prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views or border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve priority parcels in the Town’s Open Space Plan/maximize the amount of open land owned by the Town of Brewster.

Historical Preservation Proposals

- MANDATORY:** Must be on the State Register of Historic Places or have a letter from the Brewster Historical Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster.
- MANDATORY:** Project must meet Secretary of the Interior Standards for rehabilitation and/or restoration of Historic Preservation Properties.
- MANDATORY IF REQUEST IS FROM A CHURCH/RELIGIOUS ORGANIZATION:** The project must satisfy the analysis outlined by the SJC’s Caplan vs. Town of Acton decision.
 - x Meets one or more of the Historical Preservation goals listed on page 36-37 of Town of Brewster Community Preservation Plan FY23-27
 - x Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.

Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance.

- x Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- x Demonstrate a public benefit and/or public access, or
- x Otherwise provide permanent protection for maintaining the historic resource.
- x Project site should not be privately owned unless there is demonstrable public access and benefit.



Brian P. Daley Construction, Inc
PO Box 2117
Brewster, MA 02631

Brewster Historical Society
District 3 SCHOOLHOUSE
Brewster Ma, 02631

December 9, 2023

GENERAL SCOPE OF WORK AND COST ESTIMATES AS FOLLOWS:

- Dismantle the existing building (schoolhouse) by hand and salvage all necessary components including main framework, beams, salvageable sheathing and misc interior woodwork.
- Red Cedar roofing, sidewall shingles, non-salvageable trim and sheathing along with connecting shed will be removed and disposed of as required.
- Replace windows, doors, roofing, trim and siding with period correct materials.
- This would include true divided light windows, doors, red cedar shingle roof, sidewall cedar shakes and appropriate trim.
- Building will be erected on a concrete foundation and slab.
- A new wood frame floor system will be installed over concrete slab.
- Finished wood floors will be placed and installed over new frame using the old flooring if possible (not likely) or will use new wood floors to simulate old style.
- Materials from existing floor system will be used as needed to help in reconstruction of building as needed.
- All dismantled materials to be stored in watertight containers and relocated to Windmill Village in preparation for rebuild at proposed site on grounds at Windmill Village in Brewster.

Material and construction cost ESTIMATES:

Note: ** = Hard Cost

**Dismantling cost including labor, equipment, demo fees, safety equipment, and all required components related to the process of dismantling.

\$63,300.00

Transportation and storage fees: (3) 8x20 storage containers.

\$5,000.00

Engineering for new foundation and building placement at Windmill Village.

\$4,000.00

Architect fees for necessary plans and structural specs for building department approval.

\$8,000.00

Engineering and soil testing at new location.

\$5,000.0

**Permits, Insurance, legal work and administrative fees:
\$ 6,300.00

**Excavation, tree removal, site work, materials needed. Ready for landscaping.
\$22,000.00

**Landscape allowance for site to be brought back to its previous natural state.
\$5,000.00

**Foundation and flat work.
\$36,000.00

**Reconstruction of building including including additional materials that may be needed.
\$58,000.00

**Red cedar roof.
\$24,000.00

**Clear vertical grain primed clapboard siding material and labor.
\$54,000.00

**Windows, doors, exterior trim: Material and labor
\$52,000.00

**Floor system including new frame, vapor barrier and finished wood floors.
\$20,000.00

**Single flew, non-working used brick exposed chimney: material and labor cost.
\$20,000.00

**Install underground electric service, general lighting and outlets temporary power.
\$10,000.00

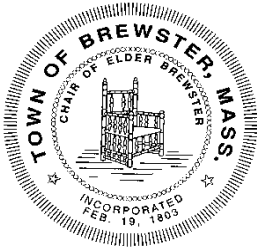
**Exterior and Interior Painting.
\$20,000.00

** interior carpentry work for creating an exhibit of the old schoolhouse and the cranberry era.
\$10,000.00

**Lower-level interior wall and ceiling boards: Flat edge edge and center bead pine.
Includes allowance for partial plaster on walls and ceilings as may be required.
Material and labor.
\$30,000.00 (Added \$ 5000 for interior plaster)

10% Hard Cost Contingency Fee
\$ 43,060.00
(The Hard Cost Total is \$430,600.00)

TOTAL ESTIMATED JOB COST AS DESCRIBED IN THIS **ESTIMATE**: \$ 495,660.00



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, November 29, 2023, at 4:00 p.m.

MEETING MINUTES OF NOVEMBER 29, 2023

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

Absent: Bruce Evans

Also Present: Cynthia Bingham, Select Board; Sally Gunning and Paul Daley from the Historical Society

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

Faythe included the FY24 forecast which reflects the items approved at both Spring Town Meeting and Fall Town Meeting. We will be meeting with Mimi Bernardo next week regarding what effect there may be with the abatement on our revenues and what her thoughts are regarding the State match. Paul said he was interested in including the interest revenue as part of the forecast, but it might be wisest to keep it outside of the forecast as a buffer for instances such as this. No further discussion.

3. Town Meeting Recap

Sarah said there was so much preparation that there weren't many people surprised, there were only a handful of questions. There were only a few people not in favor of the Housing Trust's new large affordable housing project. Sharon said that there was confusion regarding the Community Building within the project and the Community Center in Town, but that was clarified.

4. Annual Public Hearing Recap

Faythe said we will have multiple projects for the Spring Town Meeting. We have had the Housing Coordinator application in, the Cemetery project, etc. We are starting to get other inquiries from others as well. The skatepark will be coming in, etc. The application date is December 1st.

5. Discussion and possible vote on Brewster Historical Society request for next steps related to additional funding request for Schoolhouse #3 Project

Two guests are here representing the Historical Society – Sally Gunning and Paul Daley. Fall 2022 Town Meeting approved \$357,200 for the Schoolhouse #3 Project which is to flake the schoolhouse and move it to Windmill Village. Sally Gunning contacted Faythe a while ago and said the award was no longer enough to cover the project costs and asked for direction to move forward if asking for more funding. Paul Ruchinkas said one other comparable would be the Habitat Paul Hush Way Project. They came back to us in the fall to say that they needed another \$350,000, and we had them submit another application for the difference. Faythe said she was thinking one path would be to withdraw totally what's been awarded at Town Meeting and reapply for the full amount or alternatively, we could consider a request for the difference. She wanted Sally Gunning and Paul Daley to explain what's changed.

Paul Daley said, in a nutshell, we started the process of investigating with the Town how we would go about the process and then we were informed the site at Windmill Village is in a conservancy district. We had numerous meetings with the Town Planner and Building Department and others from the Town, and we hired an engineer to do soil testing. After the soil test was done, we had to move the site over a bit. It took us a while to hire an engineer and get the work done. We mostly have that squared away with certified plans that are tentatively ok with the Building Commissioner and Town Planner. We got the building plans done. After that, prices of labor and cost of materials have increased. The building, as it sits now, has been altered so many times it was hard to see what it was like as a schoolhouse.

Sally Gunning said we have already spent \$10,000 and want to make sure we will have the full amount before we continue. Faythe said we need to figure out how to pursue the additional funding. Should we leave the original award knowing we can't move forward without Spring Town Meeting approving an additional amount? Sharon asked if nothing would get started until Town Meeting in the spring. Paul Ruchinkas said it seems to make the clearest way forward to decline the initial award and then come back for the additional cost. Faythe said the updates we would need would be the timeline, the funding you need, and the sources you would be funding it from. What Eric Dray seems to be saying is that some of these sources are not CPA eligible. Faythe was going to get in touch with Eric Dray for more information.

Motion to direct the Historical Society to submit an application for additional funds necessary to complete the Schoolhouse #3 Project beyond the amount approved at Fall 2022 Town Meeting. *MOVED* by Roland Bassett. Sharon Marotti second.

Roll Call Vote: Elizabeth Taylor – 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

6. Review of Select Board FY24-25 Strategic Plan

As you know, the Select Board has an Annual Retreat in the summer to set their strategic plan for the coming year. Faythe wanted to point out that the CPC is listed as a participant in the Housing goal H3 and the infrastructure section for the Brewster Ladies Library. She was providing the information to the committee. If there are any comments, she is happy to pass the information on to Peter Lombardi. If you follow the Select Board agendas, if they have an agenda that is related to a specific goal, it is listed on the agenda to refer to the document in the packet. Paul wondered about the timeline of the library for FY24 – are we expecting anything from them. Faythe said that she thought Peter Lombardi mentioned there may be some immediate work that needs to be done sooner rather than later.

7. Project Updates

- Pleasant Bay Community Boating – there was a long and winding road. We are all invited to go on tour of the dock. Faythe included the thank you letter from them in the packet. All is complete.
- Information about the Phoebe Way activity is included in the packet. It looked like it was a lovely event.

8. Approval of Minutes – 9/13/23, 9/27/23, & 10/11/23

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

MOVED by Roland Bassett. Sarah Robinson second.

Roll Call Vote: Elizabeth Taylor – 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

Motion to approve the Minutes from September 27, 2023 as presented.

MOVED by Roland Bassett. Sarah Robinson second.

Roll Call Vote: Elizabeth Taylor – 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

Motion to approve the Minutes from October 11, 2023 as presented.

MOVED by Roland Bassett. Sarah Robinson second.

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

VOTE 7-yes 0-no 1-abstain

9. Election of CPC Chair and Vice Chair

Motion to elect Sarah Robinson as Chair and Faythe Ellis as Vice Chair of the CPC for the remainder of the current FY.

MOVED by Sharon Marotti. Roland Bassett second.

Roll Call Vote: Elizabeth Taylor – 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

The committee thanked Faythe for all of her hard work and commitment to the CPC for the past few years as Chair.

10. Matters Not Reasonably Anticipated by the Chair- none

11. Announcements

- Cindy Bingham - Forum on the Sea Camps Bay and Pond Parcels on Zoom from 6-8 tomorrow night. It is going to be very good. Originally planned to try to narrow down with each forum to get closer to the plan of what the properties will look like. Faythe said Peter Lombardi mentioned that for those who could not attend, there is going to be a window for comments to be sent - even if you did attend and would like to make additional comments.
- Faythe said the Spring Town Meeting application deadline is December 1st – she went on to ask who works from hard copies of the applications so she could make sure to have them copied and placed in the CPC mailbox the week of the next meeting for review.
Peggy electronic is fine/ Christine electronic is fine
Faythe will send an email out to those who would like hard copies when they are in the mailbox.

12. Upcoming meeting: December 13 at 4PM

MOTION made by Sharon Marotti to adjourn the meeting at 4:51 pm. Sarah Robinson second.

Roll Call Vote: Christine Boucher – yes, Elizabeth Taylor – yes, Sharon Marotti – 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.