

Town of Brewster Community Preservation Committee

2198 Main St., Brewster, MA 02631
cpcmeeting@brewster-ma.gov
(508) 896-3701

AMENDED

COMMUNITY PRESERVATION COMMITTEE MEETING AGENDA

2198 Main Street

June 14, 2023 at 4:00 PM

Community Preservation Committee

Faythe Ellis
Chair

Sarah Robinson
Vice Chair

Sharon Marotti
Treasurer

Elizabeth Taylor
Clerk

Roland Bassett, Jr.

Christine Boucher

Bruce Evans

Peggy Jablonski

Paul Ruchinskas

CPC Assistant
Beth Devine

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

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

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

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

Zoom Webinar: <https://us02web.zoom.us/j/83777284808?pwd=NjB3WldRTGRxb0l0WXhISlJ0Y1NOQT09>

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 CPC representative to the Brewster Affordable Housing Trust
8. Review of updated Select Board policy regarding remote committee member participation
9. Project Updates
10. Approval of Minutes from 4/12/23 & 5/10/23
11. Matters Not Reasonably Anticipated by the Chair
12. Announcements
13. Next Meeting: June 28, 2023
14. Adjournment

Date Posted:
6/12/23

Date Revised:
6/13/23

Received by Town Clerk:

Community Preservation Committee: FY24 Forecast as 5/8/2023

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

	Pre FY24					
	10% Open Space/Recreation	10% Housing	10% Historical	Budgeted Reserved for CPA	Undesignated Fund Balance (5)	
FY-23 Carryover balances from FY23 including Actual						
Unreserved Open Space Fund Balance with Original Match(4)	\$ 1,933,167	\$ 130,859	\$ 287,924	\$ -	\$ 1,083,388	\$ 3,435,338.61
FY-24 Estimated revenue	\$ 158,184	\$ 158,184	\$ 158,184	\$ 1,107,291		\$ 1,581,844.03
FY-24 Estimated Funds available	\$ 2,091,351	\$ 289,043	\$ 446,109	\$ 1,107,291	\$ 1,083,388	
FY-24 obligations as of 07/01/2023						
	Open Space/Rec	Housing	Historical	"30%"		
<i>BBJ Property Bond #1</i>	\$ (49,050)					
<i>BBJ Property Bond #2</i>	\$ (94,400)					
<i>Bates Property Bond</i>	\$ (46,183)					
BONDS						
<i>Administration Expense [3]</i>				\$ (79,092)		
Spring 2023 TM (Approved)						
<i>Housing Coordinator (70,580)</i>					\$ (70,580)	
<i>107 Main Street Orleans (\$50,000)</i>					\$ (55,000)	
<i>Juniper Hill Wellfleet (\$100,000)</i>					\$ (55,000)	
<i>FORWARD Phase 2 (\$120,000)</i>					\$ (125,000)	
<i>Accessible Outdoor Furniture (\$9670)</i>					\$ (9,670)	
Total YTD Obligations - fy24	\$ (189,633)	\$ -	\$ -	\$ (79,092)	\$ (315,250)	
fy24 Estimated Unreserved Fund Balance as of 07/01/2023 with Adjustments	\$ 1,901,718	\$ 289,043	\$ 446,109	\$ 1,028,199	\$ 768,138	\$ 4,433,207.44
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 expenses, the annual \$4,350 state Coalition dues.

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

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

Housing Trust 5 Year-Plan FY23-27
11.16.22

	<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>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	
<u>Projects:</u>						
Housing Coordinator	66,900	70,580	74,461	78,557	82,877	Benefits paid by the Town-approx. 35K/ year
Housing Program Asst.	-	42,000	44,310	46,747	49,318	19 Hours- new non-benefitted position
Rental Assistance	150,000		150,000		150,000	
Preservation of SHI Homes	300,000	200,000				
Buy Down Program		300,000		300,000		
Housing Production Plan					30,000	
212 Yankee Drive	75,000					
Town Development of Other Properties			500,000		500,000	
Outside Applications for Funding		50,000	50,000	50,000	50,000	
Millstone Road Community Housing		1,000,000				
Legal Expenses	5,000	5,000	5,000	5,000	5,000	
Housing Rehabilitation-Child Care Vouchers	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	

From: [Stuart Saginor](#)

Sent: Tuesday, May 16, 2023 8:00 AM

To: faythe.ellis@outlook.com

Subject: The CPA Trust Fund Needs Your Help: Contact Your State Senator Today



CPA Legislative Update: *Securing \$30M for the CPA Trust Fund*

We're midway through the FY24 state budget process, and the Coalition has been working hard to advocate on behalf of all CPA communities - and similar to previous years, our goal is to secure vital funding for the program in the form of state budget surplus funds.



We Need the Senate's Support for CPA: Please Call Your State Senator Today!

Senator Cynthia Stone Creem has filed Amendment #66 (Community Preservation Trust Fund), which would allocate up to \$30 million in state budget surplus funds for the CPA Trust Fund. With only a few days for Senators to sign on as co-sponsors, **we need your help.**

[Click Here to Contact Your State Senator](#)

Please call or write your State Senator and ask them to support your local CPA program by signing on as a co-sponsor for Senate Budget Amendment #66 - "Community Preservation Trust Fund"

Why is there such urgency to secure surplus funds for CPA this year?



Recent trends affecting the real estate market have had significant ramifications for the CPA Trust Fund. According to [monthly collections data](#) reported by the Department of Revenue, the CPA Trust Fund is down by over 33% compared to last year - and recent developments show that the state's overall tax revenue [experienced a sharp decline in April](#). While it's still possible that there will be an upswing in revenue later this year, state budget surplus funds are the only way to avoid a steep decline for the CPA Trust Fund distribution in November.

The CPA program has historically received widespread support from the state legislature (including last month's [House Budget debate](#)), but it is critically important this year that we apply pressure to make the CPA Trust Fund a priority in the state budget. We will continue to provide updates as the Senate debate progresses throughout this month.

www.communitypreservation.org



Monthly Statewide CPA Trust Fund Collections

CPA Trust Fund Collections at the Registry of Deeds

November 2022 to October 2023

Funds To Be Distributed to CPA Communities on November 15, 2023

Month	Current Year (2022/2023)	Previous Year (2021/2022)	Change	Percent Change
November	\$4,121,000	\$6,461,000	-\$2,340,000	-36.2%
December	\$4,082,000	\$5,821,000	-\$1,739,000	-29.9%
January	\$4,454,000	\$6,962,000	-\$2,508,000	-36.0%
February	\$3,738,000	\$4,692,000	-\$954,000	-20.3%
March	\$2,910,000	\$5,176,000	-\$2,266,000	-43.8%
April	\$3,813,000	\$5,767,000	-\$1,954,000	-33.9%
Total to Date	\$23,118,000	\$34,879,000	-\$11,761,000	-33.7%
May		\$4,979,000		
June		\$8,489,000		
July		\$1,313,000		
August		\$3,695,000		
September		\$5,954,000		
October		\$4,468,000		
Total		\$63,777,000		

Note: Figures are rounded to the nearest thousand. Source: Massachusetts Department of Revenue (DOR) Monthly Reports of Collections and Refunds.

Sent: Tuesday, May 23, 2023 5:01 PM

To: faythe.ellis@outlook.com

Subject: Breaking News: Senate Approves \$30M for CPA in State Budget



Senate Adopts Budget Amendment #66 *\$30M for the CPA Trust Fund*

The Community Preservation Coalition is thrilled to report that the MA Senate has just adopted an important amendment that may help address [this year's declining revenue](#) for the CPA Trust Fund. During the Senate FY24 budget debate this morning, Senator Cynthia Stone Creem's budget amendment, "Community Preservation Trust Fund," was adopted. This legislation would allocate up to \$30 million in state budget surplus funds for this November's statewide CPA Trust Fund distribution.



We are extremely grateful for the support of longtime CPA champion Senator Creem who filed this amendment, as well as Ways & Means Chair Michael Rodrigues, Vice Chair Cindy

Friedman, Assistant Vice-Chair Jo Comerford, Senate President Karen Spilka, and the [13 members](#) of the Senate who signed on as co-sponsors.

What Comes Next?

At the end of this week, the Senate will vote on the final version of their FY24 state budget. In June, a six-member conference committee will be charged with reconciling the differences between the House and Senate versions of the budget. The Coalition will advocate with the conference committee to ensure that the final budget includes funding for CPA, and once the Committee completes its work, the budget will then head to the desk of Governor Healey for her signature.



www.communitypreservation.org





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

Date Adopted: 12/16/13
Amended: 06/10/2022
Amended: 06/05/2023

BREWSTER SELECT BOARD POLICY #45

PUBLIC MEETING PARTICIPATION BY REMOTE TECHNOLOGY POLICY

A. PURPOSE

1. The Massachusetts Attorney General's Regulations, 940 CMR 29.10, permit remote participation by public body members in certain circumstances. This policy defines how the Town of Brewster will utilize remote meeting participation by public bodies.
2. The Town will strive to provide opportunities to the public for both in-person and remote participation at board and committee meetings to the greatest extent practicable and to provide flexibility to board and committee member in accordance with the following policy.

B. MINIMUM REQUIREMENTS FOR REMOTE PARTICIPATION

1. Brewster has adopted the provisions of 940 CMR 29.10(2), so a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), if the chair or, in the chair's absence the person chairing the meeting, determines that the member's physical attendance would be unreasonably difficult.
2. The chair shall be responsible for ensuring that a quorum is physically present at the meeting location. Members should select a chair who expects to be able to be physically present at most meetings.
3. Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other.
4. A quorum of the body, including the chair or, in the chair's absence the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec. 20(d).
5. Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, sec. 23(d).
6. The All Citizens Access Committee shall be exempt from these provisions.

C. FREQUENCY OF REMOTE MEETING PARTICIPATION

1. Individual members of any public body shall be permitted to participate remotely in meetings but must be physically present for at least 50% of meetings of that public body in a given fiscal year.
2. Members of regulatory boards (Select Board, Planning Board, Zoning Board of Appeals, Board of Health, Conservation Commission, and Historic District Commission) must be physically present for at least 75% of meetings of that public body in a given fiscal year.
3. The Select Board may exercise their right to initiate proceedings for removal, consistent with Section 5-1-1(b) of the Town Charter, if committee members fail to meet these minimum in-person attendance requirements.

D. TECHNOLOGY

1. Remote participants shall use Town video conferencing media (e.g., Zoom).
2. When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
3. The chair or, in the chair's absence the person chairing the meeting, will determine how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged wherever possible to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location.
4. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.
5. All board and committee meetings will be broadcast on BGTV Channel 18 and/or livestreamed on the Town website to the greatest extent practicable, and video recordings will be available.

E. REMOTE PARTICIPATION PROCEDURES

1. As a courtesy, a member needing to participate remotely in a meeting should notify the chair, or the person chairing the meeting, as soon as possible.
2. At the start of the meeting, the chair shall announce the name of any member who will be participating remotely. This information shall also be recorded in the meeting minutes.
3. All votes taken during any meeting in which a member participates remotely shall be by roll call.

4. A member participating remotely may participate in an executive session but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.
5. When feasible, the chair, or in the chair's absence the person chairing the meeting, shall distribute to remote participants in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22.

Approved by the Brewster Select Board



David Whitney, Chair



Ned Chatelain, Vice Chair



Kari Hoffmann, Clerk



Mary Chaffee



Cindy Bingham



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

Community Preservation
Committee

Jennifer L. V. Frates, Chief Procurement Officer
Barnstable County
3195 Main Street | P.O. Box 427
Barnstable, MA 02630

June 3, 2023

Re: Orleans Cape Cod Five, 19 West Road, Orleans, MA ARPA RFP#8023 Affordable Housing Investment

Dear Ms. Frates,

I am writing to express my full support for the ARPA Housing: Affordable Housing Investment RFP#8023 application for the Orleans Cape Cod Five development at 19 West Road in Orleans, Massachusetts which will reuse the vacant former operations center to provide 62 units of critically needed affordable mixed-income housing. The developer, Pennrose, together with the Town of Orleans and various community organizations, have created a development plan consistent with the goals of previous feasibility studies commissioned by the Town of Orleans.

The development was awarded financing in 2022, has progressed to 100% drawings and is ready to close and start construction this summer should these ARPA funds be provided to close the gap. This development, in addition to being shovel ready, has garnered the full financial support of not only the Town of Orleans but seven surrounding communities, including: Harwich, Brewster, Chatham, Eastham, Wellfleet, Provincetown, and Truro. At the Spring 2022 Town meeting, Brewster voters approved an award of \$100,000 in CPA funds towards this housing project, part of a combined total support of close to \$2.5 million in CPC funds. This development project will help address the massive regional need for affordable and accessible housing on Cape Cod and in the Commonwealth.

We are incredibly excited about this progress and how close this project is to a reality. We hope that the County will approve the final gap funding that will allow the development to close and start construction this summer.

On behalf of the Town of Brewster Community Preservation Committee, I respectfully ask for your favorable review of Pennrose's ARPA application.

Sincerely,

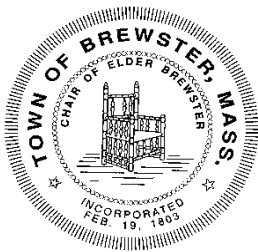
Faythe Ellis
Chair, Brewster Community Preservation Committee

Tamsen Martin-Cornell
30 Monument Rd.
Orleans, MA 02653
c 508-241-4265
e cornell.tamsen@gmail.com

ESS Local History Research Collection-Document Scan/Electronic Access Project

1. Structure plan for preparation of collection materials for electronic access creation using sample batched files, in anticipation of first batch of approved digitized materials
2. Determine functional compatibility with current website layout and framework using sample batched files
3. Begin preparation of appropriate metadata fields using indexing metadata and file structure requirements determined by Archives Project Manager.
4. Flag areas where adjustments may need to be made for optimum research function and searchability when files are electronically uploaded.
5. Review Batch one of approved digitized files / PDF scans from ILM w/Lamperti. Review project scope and plan strategy. Complete inventory on batch one of PDF files.
6. Continue expansion and tailoring on metadata fields following indexing and file structure requirements as determined by Archives Project Manager for best results for optimum searchability.
7. Adjustments made to flagged areas during Phase One review.
8. Further review of database creation program and functional compatibility with current website layout and framework with Lamperti. Review resulted in the determination that a minor change in software program, now available as upgrade due to technology progress, will result in more desirable result for general public use and searching capabilities.
9. Finalize review of Batch One of electronic files.
10. Begin review of Batch Two of approved digitized files/PDF scans from ILM with Lamperti. Flag areas where adjustments may be required.
11. Begin preparation of Batch Two for inventory processing.

The project is progressing as planned and completion anticipated on time as planned and stated in the original application.



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, April 12, 2023, at 4:00 p.m.

MEETING MINUTES OF APRIL 12, 2023

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

Absent: Christine Boucher, Peggy Jablonski

Also Present: Cynthia Bingham, Select Board

Chair Ellis called the meeting to order at 4:00 pm and announced a quorum.

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. Project Updates

- Mike Gradone is here to give us an update on the recreation projects related to Freemans Fields. Mike Gradone addressed the Committee - this has been a long-drawn-out project. We wanted to try to get this done as inexpensively as possible and through the DPW. This was worked out when the previous Director was here, then Griffen Ryder took over, and then the pandemic hit. For the first 6 months, we did get quite a bit done - handicapped parking was completed – 2/3rds of Phase 1 finished. The ADA spots by the Babe Ruth Field still need to be put in and the grade is not correct. They will need to rip up the existing pavement and make it flat. The DPW has a lot on their plates with the Sea Camps properties at this time. Pathways around the fields are Phase 2. He recently spoke with Griffen, and he is not sure, but thinks it may take until the Fall. We have roughly \$72,000 left and need to see about extending the time for these funds yet again. The next question is do we keep trying to get this done through the DPW or do we go through a private contractor.

Paul said he would like to see it done as soon as possible. He wouldn't have an objection to – with the roughly \$72,000. Mike Gradone said we could take care of that last part by the Babe Ruth Field. After that, the plan was to apply for more funding for Phase 2. Paul asked given

everything else going on, is that something reasonable to be done soon or are we still looking at the fall. Mike Gradone answered the fall. If Griffen can design this himself, it will save us a lot of money. Paul asked about the expiration of the grant. Faythe said the original date was in 2019, then it was extended from there. This would be the second request to extend the deadline. Faythe said she would put it on a future agenda to take a vote on that. Mike Gradone said he thinks a year is reasonable. Faythe said he should submit a request to her regarding the extension.

- Update from Habitat on Phoebe Way. The foundations are in and it's exciting to see it moving along. No further questions.
- Save the date regarding Brewster Woods on May 9th – celebration of its completion. We will get an invite when it is available.

3. Discussion and possible votes to update project liaisons where needed

Faythe said we realized there were 3 projects needing a new liaison –

1. Brewster Affordable Housing Trust
2. The Affordable Housing Trust (AHT) Funding to provide subsidized housing inventory

Motion to approve Paul Ruchinskas as the liaison for those two AHT projects.

MOVED by Roland Bassett. Seconded by Sharon Marotti.

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

VOTE 7-yes 0-no

4. Discussion and possible vote to approve \$2000 from Administrative Funds for Open Space consulting

Faythe recommends deferring this until after Town Meeting until the money is approved by the voters.

5. Financial Update

Our budget as well as the estimate from the BAHT. No discussion.

6. Discussion of Housing Trust Acquisition Fund

Paul said we talked about it at the April Trust Meeting. We have been thinking with having MillStone Road on its way, it is out of our hands, given the horrendous housing crisis on Cape, it is important to look for our next project. It would be necessary to have a decent fund to put out a solicitation for purchasing land – asking anyone with land if they would be interested in selling to the Trust – something bigger rather than smaller properties. The range has typically been in the \$30,000-\$50,000/per unit acquisition cost – so spending \$1.2M-\$1.5M to acquire. Looking at the Housing Trust 5-year Plan, there is a little over \$1.1 million available unobligated. We need to consider requesting the CPC to augment those funds to basically be a Housing Acquisition Fund. The Trust is comfortable applying to CPC for certain projects, but this would be for something bigger. Would the CPC be comfortable entertaining

this request for a housing acquisition fund. Given the time it takes, a year for public outreach, a year for RFP, and to get HAC onboard; it would be important to have the funds sooner rather than later. 10 years ago, Habitat requested a large amount to acquire property – we awarded them \$600,000 to purchase that and now it is Paul Hush Way. He was wondering if the CPC would be amenable to this kind of fund.

Sarah said it is a great idea. She wondered how the Trust was funded. Paul said CPC funds and the town rental revenues. 50% of the short-term rental revenues are put on the warrant to go to the Housing Trust. Sarah asked what the Trust was looking for. Paul said, in his mind, they were thinking at least \$250,000-\$300,000 or somewhere around that with existing funds already available. Sarah said anything that can be done to help with housing in Brewster is a great thing. Paul said the beauty of this is having the funds there to leap on an opportunity if it were to come up. Rollie asked for a list of the large parcels privately owned left in Brewster. Paul said we could get that. Rollie said the last time we looked, there weren't many left.

Faythe said the purpose would be defined, and then would it be a one-time request or over a period of years to build up to an amount. Or maybe this is not the correct time for that discussion. Paul said deferring this to Spring 2024 Town Meeting is that we would have a sense of what the potential HAC/POAH ask might be and that would impact what this ask might be. Faythe said anything spent has to be spent in Brewster. 100% AMI or below. This would include a redevelopment opportunity. Faythe would be supportive of it, it would be a terrific additional tool toward addressing our housing goals. Paul said Chatham has this already, and many other towns as well. Paul said anything over \$50,000 has to go in front of the Select Board as well and then on to Town Meeting for a vote before it is approved.

7. Spring Town Meeting key dates

- Tuesday, April 18, 6PM Town Meeting Forum
- Monday, May 1, 6PM Annual Town Meeting

8. Announcements - none

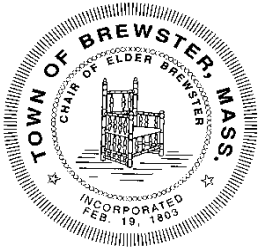
9. Items Chair could not anticipate - none

10. Upcoming meeting: Wednesday, May 10, 2023 4PM

**MOTION made by Sharon Marotti to adjourn the meeting at 4:38 pm. Sarah Robinson second.
VOTE 7-yes 0-no**

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.



Approved:

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

VOTE:

COMMUNITY PRESERVATION COMMITTEE

Hybrid Meeting w In-Person Quorum
Wednesday, May 10, 2023, at 4:00 p.m.

MEETING MINUTES OF MAY 10, 2023

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

Absent: Christine Boucher, Vice-Chair Sarah Robinson

Also Present: Cynthia Bingham, Select Board

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. Financial Update

No questions.

3. Recap of Town Meeting results regarding CPC Article

Faythe wanted to go over the Town Meeting results and what she said with the committee – Regarding what benefit there is to Brewster residents when we contribute to out-of-town projects, she answered with the local preference information. Several people spoke in support of regional projects. There was a motion made to postpone the article, it was seconded, but it got voted down. The full article was voted on and was subsequently passed. Bruce said it is an issue that we keep hearing. For us, there are not big numbers for some numbers we see, but for people at the Town Meeting, that's a lot of money. Sharon said that these projects come one at a time and they are expensive. If we contribute to other projects, the likelihood of other regions contributing to our projects is more likely. Paul said that the business owner that stood up to speak said that they have employees that come from other areas. That is the benefit to where we have employees in other areas on Cape. We need our workforce on Cape, and this shows a great benefit to extending out to other regions on Cape. Also, the local

preference applies to the initial lottery, not to anything after that. Faythe forwarded Paul's comments to the Town Manager regarding the request or motion to cancel the whole article, and he will go back to Town Counsel to find out what might have happened. Peggy said the issue about the funds sponsoring neighboring town projects - someone made a comment that it is a regional problem, and the more we can participate in the regional projects, the more it will educate others and those in town that this *is* a regional issue. Faythe said she was relieved when it passed. Paul agreed.

4. Discussion and possible vote to spend \$2000 of FY24 Administrative Funds for Open Space consulting services retainer

Faythe said the form that Elizabeth used was an old form, but she transferred it over to the newer form. Faythe asked if this was an FY24 expense. Elizabeth answered, yes, it will only be tapped when they ask the consultant to do specific meetings/outreach/appraisals/negotiations, etc., and then sends us a bill.

Motion to approve \$2000 for the retainer for Mark Robinson of the Cape Cod Conservation Trust to advise the Open Space Committee out of FY24 Administrative Funds.

MOVED by Paul Ruchinskas. Seconded by Roland Bassett.

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

VOTE 7-yes 0-no

5. Discussion and possible vote to extend award for Freeman's Fields project for one year

Faythe said there is a letter in the packet requesting the extension to June 30, 2024.

Motion to extend the award for Freeman's Fields project to June 30, 2024.

MOVED by Sharon Marotti. Seconded by Elizabeth Taylor.

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

VOTE 7-yes 0-no

6. Request for members to complete Cape Cod Commission Housing Survey

Request from the Housing Coordinator to make the committee aware of and encourage you to complete the survey and make it known to any of the other committees you may be on so there is a broad response.

7. Project Updates

- Paul and Faythe attended the Brewster Woods ribbon cutting yesterday. It was a well-attended event and very nice. Faythe had an opportunity to get into one of the buildings, and it was beautiful. Paul thought it was a terrific event and Senator Cyr did a great job with his comments.
- Also included in the packet is a letter from the buydown recipient, and it is a nice note!
- There is now at the top of the stairs at Town Hall, also at the Grist Mill, and at the Natural Resources Office, a nice graphic about the Gristmill Retaining Wall Project with good photos and an explanation about the geography and what will be happening down there.

8. Discussion regarding member CPC terms and renewals

Faythe said we are in good shape, only one of us is due for a renewal this year – Elizabeth. Erika is going to reach out to Elizabeth.

9. Approval of Minutes from 3/22/23

Motion to approve the 3/22/23 Minutes as presented.

MOVED by Paul Ruchinkas. Seconded by Roland Bassett.

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

VOTE 6-yes 0-no 1-abstain

10. Items Chair could not anticipate – none, but for announcements:

- The election is May 16th
- May 20th there will be an open forum at the Sea Camps Property. Cindy Bingham said you need to register online at the town website.

11. Upcoming meeting: Wednesday, June 14, 2023 4PM

MOTION made by Sharon Marotti to adjourn the meeting at 4:25 pm. Elizabeth Taylor second.

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

VOTE 7-yes 0-no

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.