



# Town of Brewster Select Board

2198 Main St., Brewster, MA 02631

townmanager@brewster-ma.gov

(508) 896-3701

## SELECT BOARD MEETING AGENDA- AMENDED

2198 Main Street

November 6, 2023 at 6:00 PM

### Select Board

Ned Chatelain  
Chair

Mary Chaffee  
Vice Chair

Kari Hoffmann  
Clerk

Cynthia Bingham

Dave Whitney

Town Manager  
Peter Lombardi

Assistant Town  
Manager  
Donna Kalinick

Project Manager  
Conor Kenny

Executive  
Assistant  
Erika Mawn

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:890 9291 0526 Passcode: 509224

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

**Zoom Webinar:** <https://us02web.zoom.us/j/89092910526?pwd=WHM2V3hrVklhSTloWWWhVU09kanUzQT09>

Passcode: 509224

To request to speak: Tap Zoom "Raise Hand", then wait to be recognized.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above. Additionally, the meeting will be broadcast live, in real time, via **Live broadcast** (Brewster Government TV Channel 18), **Livestream** ([livestream.brewster-ma.gov](http://livestream.brewster-ma.gov)), or **Video recording** ([tv.brewster-ma.gov](http://tv.brewster-ma.gov)).

Please note that for any item listed in this section the Select Board may take official action including votes.

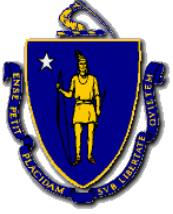
1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Recording Statement: As required by the Open Meeting Law we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting they are required to inform the chair.
5. Public Announcements and Comment: Members of the public may address the Select Board on matters not on the meeting's agenda for a maximum of 3-5 minutes at the Chair's discretion. The Select Board will not reply to statements made or answer questions raised during public comment but may add items presented to a future agenda.
6. Select Board Announcements and Liaison Reports
7. Town Manager's Report (pages 2-32)
8. Consent Agenda (pages 33-61)
  - a. Meeting Minutes: October 16, 2023
  - b. Appointments: Cultural Council and Zoning Board of Appeals
  - c. Special Event Application: Friends of Brewster Dog Park
  - d. Item Declared as Surplus for Disposal plus Fee Waiver Request: Natural Resources Department
  - e. Cape Cod Bridges Project Letter of Support
9. Discuss and Vote on Senior Lifetime Shellfish License Fees (pages 62-76)
10. Quarterly Leadership Team Presentations (Public Safety): Police Department, Fire Department, Department of Public Works, Water Department, and Facilities Department
11. FYIs (pages 116-173) (pages 77-115)
12. Matters Not Reasonably Anticipated by the Chair
13. Questions from the Media
14. Next Meetings: November 13 (Town Meeting), November 27, December 4 (Joint with Finance Committee), and December 18, 2023
15. Adjournment

Date Posted:  
11/02/2023

Date Revised:  
11/03/2023

Received by Town Clerk:

BREWSTER TOWN CLERK  
2023 NOV 3 3:45PM



Commonwealth of Massachusetts  
**EXECUTIVE OFFICE OF HOUSING &  
LIVABLE COMMUNITIES**

Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Edward M. Augustus Jr., Secretary

September 25, 2023

Town Manager Peter Lombardi  
Town of Brewster  
2198 Main Street  
Brewster, MA 02631

Dear Mr. Lombardi:

**RE: Brewster 1010 Application**

Thank you for submitting this application to the FY2024 Community One Stop for Growth which is a platform where the Executive Office of Housing and Livable Communities (EOHLC), Executive Office of Economic Development (EOED), and Massachusetts Development Finance Agency (MassDevelopment) worked together to evaluate all eligible applications and recommended the most ready and highest-impact projects for a grant. This application from Town of Brewster was reviewed by the program(s) that could best serve the project's funding needs.

On behalf of the Healey-Driscoll Administration, I am pleased to inform you that a grant in the amount of **\$65,000** from the **Community Planning Grant Program** has been approved to support your project.

This award is contingent the execution of a grant contract between the Town of Brewster and EOHLC and the satisfaction of its special conditions and requirements. We will send an Adobe Sign contract (must be e-signed) to the Municipal CEO and contact person identified in your application, and an invitation to an online training related to grant administration and contract guidance. Please do not proceed with grant activities until the contract is fully executed. If you have any questions, please contact Filipe Zamborlini, Community Assistance Unit Manager at [Filipe.Zamborlini@mass.gov](mailto:Filipe.Zamborlini@mass.gov).

Finally, please note that public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a local event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced.

Congratulations once again. We look forward to working with you to address the Town of Brewster's housing and community development needs.

Sincerely,

A handwritten signature in blue ink, appearing to read "Edward M. Augustus, Jr.", written over a horizontal line.

Edward M. Augustus, Jr.  
Secretary, EOHLC

## CONTENT- ONE STOP GRANT FY24

### 1.16- Organization

The Town of Brewster is located on the bay side of Cape Cod. Established in 1803, the Town encompasses approximately 23 square miles, including over 325 acres of beach and marshlands, with 24 ponds larger than 10 acres in size. Structurally, Brewster is governed by an Open Town Meeting form of government, led by a Town Manager and a Select Board. The Select Board annually updates its Strategic Plan that identifies priority goals for the organization and community. The Strategic Plan is arranged around topics from the Town's Vision Plan.

Brewster's year-round population of 10,000+ grows to about 30,000 in the summer season as visitors enjoy our natural beauty and amenities.

One key economic development goal, outlined in the Town's Vision Plan, draft Local Comprehensive Plan, and Housing Production Plan, and one of the greatest threats facing the local economy, is the lack of attainable and affordable housing in Brewster. The housing crisis, which has deepened and accelerated during and since the pandemic, places the Town's future as a year-round community in jeopardy. The Select Board and Town planning documents have therefore identified providing more affordable, safe, and accessible rental and ownership housing units at different price points, and of different types to meet various needs, particularly for single people, young families, and our older population, as a critical goal. The Town is in the process of completing its first Local Comprehensive Plan, currently planned to be presented to Town Meeting for adoption in Fall 2023.

Among other professional staff potentially relevant to the Project, the Town has a Planning Department, a Housing Coordinator and a Project Manager.

### 2.1- Project Name

Zoning study of potential mixed-use/ multi-unit housing opportunities in the Town.

### 2.2- Short Project Description

Grant funds would be used to hire a planning consultant, who would work with Town staff, officials, and relevant boards, to analyze the Town's existing zoning bylaw, undertake public engagement and prepare a report that identifies impediments to and opportunities for multi-unit and mixed-use residential housing, including recommendations for zoning amendments to achieve this housing purpose.

### 2.3- Grant Category

Planning and Zoning/ Zoning revision/ Other Zoning revision (specify- focus on multi-unit and mixed-use housing provisions of the zoning bylaw).

### 2.4- Scope of Work/ Project Description Narrative

The Town is zoned 90%+ for single family residential use. There are housing alternatives that technically exist in Town zoning currently but do not appear practical or feasible to implement.

- Multifamily dwellings and duplexes (rowhouses/ townhomes) are only allowed in the commercial high-density (CH) district by special permit, with a minimum lot size of

approximately 3 acres and increasing in size based on proposed bedroom counts. The related provisions of the zoning bylaw have not been revisited in decades.

- “Planned Residential Development” (which allows some very limited accessory commercial use and variation in housing typology) is allowed by special permit but only on lots 25 acres or more. The related provisions of the zoning bylaw have not been revisited in decades.
- Dwelling units accessory to commercial uses have more recently been adopted (presumably as a commercial analog to ADUs) and are allowed in the CH (commercial) district by special permit though they are in definition limited in number per lot, necessarily related to the principal commercial uses.
- Detached single family dwelling use is allowed in the Village Business (VB) commercial district.
- Straight-forward mixed-use residential does not exist in the zoning bylaw.

As an adjunct to its efforts in promoting low- and moderate-income housing opportunities, the Town is primarily interested with this project in investigating and promoting opportunities for “missing middle” or attainable housing for those who do not qualify for affordable housing. The Town has effectively used comprehensive permits to create affordable housing including 30 rental units and 14 single family homes as well as a comprehensive permit application currently before the Zoning Board of Appeals (ZBA) for affordable 45 rental units on town owned land. Additionally, a ZBA approved use variance enabled the renovation and adaptive reuse of a vacant former rehabilitation and assisted living center into 132 age 55+ rental units, with 26 of the units affordable. The need for a variance highlighted the challenges of the Town’s current multi-family zoning.

In recent years, the Town has made efforts to diversify year-round housing types and increase production in residential districts through adoption of Accessory Dwelling Unit uses, which zoning provisions the Planning Board is currently revisiting. This was identified as implementation strategy #1 in the Housing Production Plan.

The Town would like to investigate opportunities for different housing types and greater production potential: mixed-use residential and multi-unit (multi-family) dwellings. These units also tend to be of a size and economy of scale that make them naturally affordable and favorable for renting (though not legally restricted as such). These regulatory reforms were highlighted in the Town’s current Housing Production Plan as implementation strategies #2-#5.

#2-Amend zoning to clearly allow mixed uses that include housing in business-zoned areas.

#3- Reevaluate the existing multifamily dwelling bylaw (Section 179-34) and consider changes and other regulatory measures to facilitate multi-unit residential development.

#4-Explore measures to require or encourage the inclusion of affordable units in residential development over a certain number of units.

#5- Allow and incentivize the adaptive reuse of existing buildings for the creation of affordable and mixed income housing.

The Select Board’s annual Strategic Plan also includes implementation of the Housing Production Plan, including its constituent strategies.

Further, the Project is specifically contemplated as action items to advance the Housing goals set out in the Town's draft Local Comprehensive Plan, which will be submitted to Town Meeting for adoption in Fall 2023:

**HO4.** Review and consider revising, as appropriate, the zoning bylaw to clarify/allow mixed use developments.

**HO8.** Review and evaluate the zoning bylaw with the aim of promoting more opportunities as appropriate for various types and forms of housing, including two-family residential/duplex; multi-unit/multi-family residential; and mixed-use residential development.

In this project scope, the Town will request that the consultant analyze the existing zoning bylaw and formulate findings about its current provisions, or lack of provisions, for these housing uses; the viability or desirability of such uses; resource and infrastructure limitations or opportunities to support such uses; etc.

The project scope of the study will also include a request for recommendations, including about zoning amendments to support such uses, if such uses are determined to be viable, desirable, and potentially effective by stakeholders. Findings and recommendations might also include map amendments and establishment of overlay districts; and site design, building design, dimensional standards or form-based elements to address concerns and impacts associated with such uses. The study might also include investigating opportunities for seasonal workforce housing with these housing types, given the identified need of the tourist and service economy in Brewster and the Lower Cape.

The scope of work will have to consider and align with other planning efforts in the Town, particularly surrounding resource protection. Brewster has infrastructure limitations, and the installation of centralized sewer is highly unlikely. Natural resources are abundant in Brewster, with its open spaces, ponds, wetlands, forests, aquifer and coastal shoreline. Their continued protection is a consensus community value. One of the most significant historic districts in the country, which is also a National Register District, is organized around Route 6A, the primary transportation corridor, and in parts commercial corridor, through the Town. Planning for alternative housing types is likely to be focused around developed areas along commercial and transportation corridors, included along Route 6A, some of which require enhanced consideration to protect historic and cultural assets. This project will necessarily balance preserving natural, cultural and historic assets with the creation of new housing opportunities.

Town planning data provides some direction and solutions to address these issues. The draft Local Comprehensive Plan encourages new development in activity centers with existing infrastructure capacity and concentrated social and economic activity, served by transit, pedestrian or bicycle facilities, and away from outlying, undeveloped natural resource that warrant preservation. The project, for the foregoing reasons, also has the potential benefit of advancing other important planning goals in the town in addition to those related to housing.

## 2.5- Project Goal

The desired project goal is to help the Town identify ways that it can facilitate the production of year-round affordable or attainable housing options. The lack of such housing impedes the Town's economic development goals for the community, and it impacts our viability as a healthy, year-round community. The Housing Production Plan Needs Assessment highlighted that the Town is losing both low-to-moderate income households and households earning 80-100% of the Household Area Medium Family Income, likely because they cannot find housing. Rental opportunities are limited, particularly for market-rate rentals. Currently, single family homes comprise 87% of the town's housing and an estimated 42% of Brewster's housing used for seasonal, recreational, or occasional use. The 2022 Brewster median home sales price was \$686,000.

Local businesses, seasonal and year-round, lack workers because housing is simply not available that the workforce can afford. The Town is one of the largest employers in the community and we face similar challenges. This dynamic affects the survival and growth of existing local businesses, and stunts the creation of new local businesses. These businesses create local employment and retain capital in the community. Inasmuch as housing diversity and production is the primary goal of the project, the Town has a limited commercial tax base, support for which has mutual benefit for businesses and residents.

## 2.6- Target Population

The project would impact the entire community and not just target a particular area or population. It is likely that discussions will concentrate on the Town's commercial corridors (State Rte. 6A, Underpass Road). The whole community will be supported by the study as further housing opportunities would benefit existing residents and businesses, as well as those who might relocate to the Town (including those who might have left Brewster because of a lack of housing opportunity). The Town has two 2020 Environmental Justice Population census blocks (income). Of specific concern are low- and moderate-income households, especially those needing rental housing. According to the 2021 American Community Survey, 64% of Brewster renter households are cost burdened, spending over 30% of their income on housing costs. 31% of owner households are also cost burdened. The need for rental housing is demonstrated by years long wait lists for housing authority properties as well as Wells Court Section 202 elder rentals and King's Landing mixed unit affordable rental housing.

## 2.8- Project Outcomes

The anticipated, tangible outcomes and enhanced economic development in the community from successful implementation of the project recommendations would include new housing production, local business growth and creation, and the associated preservation or addition of local jobs. Zoning changes will facilitate the development of more rental housing. Diversifying the Town's housing stock will better meet the needs of a healthy, resilient community. It is also anticipated that housing production would occur in walkable and bikeable areas proximate to local businesses, where residential neighbors would also become patrons and customers of the businesses.

## 2.10- Project Team

The Town is committed to best planning principles in project development throughout the organization and at the highest levels of the organization. As referenced prior, the Select Board has an annual strategic planning process that aligns with the Town's Vision Plan. The Town has the appropriate staff

and structure to effectively advance the project. The Assistant Town Manager, Donna Kalinick, is also part of the Town's Housing Office along with a dedicated Housing Coordinator, Jill Scalise. The Housing Office would work with the Planning Department (Town Planner Jon Idman and planning assistants Lynn St. Cyr and Ellen Murphy) as the project management group. Ms. Kalinick is also an adept public procurement professional, which will benefit the consultant RFP process. Conor Kenny, the Town's Project Manager, may also provide general project support.

#### 2.11- Project Efforts to Date

The Town has not yet worked on or commenced this specific project but to the extent that it is part of the Town's larger approach to advancing housing issues, the Town has made significant progress in a relatively short period: a Town-sponsored 100% affordable comprehensive permit project was permitted and has just now been leased up; another Town-sponsored rental, 100% affordable comprehensive permit project is currently under permit review; the Town added Local Action Units in the past few years through a creative, building re-use public/ private partnership; the Town has a very active affordable buy-down program; the Town has a current, updated Housing Production Plan which was certified by DHCD for meeting production goals; the Town has past success and focused commitment working on the current Housing Production Plan strategies; the Housing Trust created a rental assistance program to support cost-burdened Brewster renters; the Town adopted ADU provisions in its zoning bylaw in 2018 and the Planning Board is currently embarking on potential amendments to these provisions; the Select Board's Strategic Plan includes goals for affordable and attainable housing production; and the Town's draft Local Comprehensive Plan prioritizes affordable and attainable housing and acknowledges the connection between the local economy and housing.

#### 2.12- Project Timeline

If funds are awarded, the Town would issue an RFP for a consultant (who is fluent in zoning practice and housing planning) before the project could begin. From there, the primary milestone would be the consultant's completion of deliverables, i.e. the report. I would anticipate that the project will take 6-8 months from consultant selection/ award to the delivery of the consultant report.

#### 2.13- Project Budget

The anticipated itemized \$65,000 budget breakdown for which grant funds are sought is as follows: \$45k for the consultant contract, \$15k for visualization of consultant report data & \$5k for public outreach/ engagement, including surveys.

#### 2.14- Budget Basis for Project

Project costs are estimated and justified through similar planning processes for recent, similar projects, e.g. the Cape Cod Sea Camps planning process for which the Town was awarded a Community Planning grant in FY23.

In 2019-2020 the Housing Trust contracted for community engagement related to the proposed development of affordable housing on town owned property. A consultant received \$12,500 for three public meetings, field analysis, stakeholder consultation, a project planning meeting, and two surveys.

The Town also hired a consultant to update the Housing Production Plan in 2022, work included mobilization, Housing Needs Assessment, Goals & Strategies, Draft & Final Housing Production Plan at a cost of \$17,500.

A non-binding, draft consultant estimate is attached.

#### 4.1- Community Engagement for Project

The Town already employs a robust community engagement process for its projects and public meetings, which would be carried forward for this project. As demonstrated in previous Town initiatives such as the development of the Vision Plan and Housing Production Plan, community engagement will involve extensive outreach to community stakeholders through an established network utilizing emails, website and social media postings, newspaper articles, in meeting announcements, and flyers. An emphasis of outreach will be on reaching a diverse cross-section of residents with a variety of life experiences. Opportunities for public feedback will likely include interviews, in person community forums, charrettes, surveys, and public meetings.

As the most recent example of the type and quality of community outreach the Town employs with planning projects, the Town, through its respective planning committees for the two former Cape Cod Sea Camps properties acquired by the Town a few years ago (and for which a Community Planning Grant was awarded in FY23), held an on-site, in person charrette at the Cape Cod Bay property (the first of six total in person forums planned). 400 people (2 shifts of 200 people) from the community attended and participated in an interactive process with Town staff, consultants, Town committee members and officials, and representatives from community groups, to articulate preferences and goals for the future use of the properties, with stations set up for various matters of interest (such as access, visioning, recreation, etc.) and opportunities to provide written and oral comments and concerns. 400 people was actually the maximum number allowed for occupancy purposes. The Town has since put out a follow-up survey which has been widely advertised by community groups and by the Town: <https://www.brewster-ma.gov/home/news/town-launches-sea-camps-planning-survey>.

The Town invested in communications technology during the pandemic which allows it to now have hybrid public meetings. All public meetings are now back in person but the public is also allowed to participate remotely by Zoom. Community engagement and consensus building will be emphasized in the consultant RFP.

In addition to public engagement and input, the project would include outreach to and involvement by Town staff, boards and officials, including local housing committees, the Zoning Board of Appeals and Building Commissioner, for policy direction as well as comment about the feasibility of pursuing identified opportunities from an administrative perspective.

#### 4.2- Project Implementation

Ultimately, because the project involves zoning, the adoption/ implementation process for the project would have to meet Zoning Act requirements and the process the Town normally employs for zoning amendments. The statutory process includes the Select Board, Planning Board and Town Meeting, along with input by other local housing committees and related boards like the Zoning Board of Appeals.



The Town, following its standard practice, would prioritize community engagement during implementation as well. It is expected that the Housing Partnership will play an active role in the community engagement process. The Partnership was involved in initial 2018 ADU and ACDU bylaw development and instrumental in outreach for the creation of the last two Housing Production Plans.

#### 9.1- Project Grant Authorization

Attach copy of minutes of 5/22 SB vote to authorize submission of grant application.

#### 10.00- Other Supporting Documents for the Project

2022-2027 Housing Production Plan

2018 Vision Plan

Draft Local Comprehensive Plan

FY23 Select Board Strategic Plan

**Archived:** Monday, October 30, 2023 4:19:49 PM

**From:** [Donna Kalinick](#)

**Sent:** Monday, October 16, 2023 4:11:45 PM

**To:** [Peter Lombardi](#) [Ned Chatelain](#) [Jill Scalise](#)

**Subject:** FW: BW Award

**Importance:** Normal

**Sensitivity:** None

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We know how-to do-good housing in Brewster. Donna

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**From:** Jon Springfield <[jspringfield@poah.org](mailto:jspringfield@poah.org)>

**Sent:** Monday, October 16, 2023 12:58 PM

**To:** Donna Kalinick <[dkalinick@brewster-ma.gov](mailto:dkalinick@brewster-ma.gov)>; Jill Scalise <[jwertz-scalise@brewster-ma.gov](mailto:jwertz-scalise@brewster-ma.gov)>

**Cc:** Domenic Columbo <[dcolumbo@poah.org](mailto:dcolumbo@poah.org)>

**Subject:** FW: BW Award

Hi Donna, thanks again for the reference letter. Just wanted to let you know in case you hadn't heard yet that Brewster Woods is officially award-winning! Catalyst submitted and received the BRICC Gold recognition for affordable housing development on the Cape.

Best,

**Jon Springfield**

Preservation of Affordable Housing, Inc.

[jspringfield@poah.org](mailto:jspringfield@poah.org) | T: 617 391 9431 | C: 919 306 1520

## Donna Kalinick

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**From:** Home Builders & Remodelers Assn of Cape Cod <karen@capecodbuilders.ccsend.com>  
on behalf of Home Builders & Remodelers Assn of Cape Cod  
<admin@capecodbuilders.org>  
**Sent:** Friday, October 20, 2023 3:36 PM  
**To:** Kathryn Giardi  
**Subject:** And the winners are...

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged





## Winners of the 2023 BRICC Awards

After receiving a record-breaking 172 submissions, we're excited to share the winners of the 2023 BRICC Awards. Congratulations to the recipients and a huge thank you to all the nominees and event sponsors!





**After receiving a record-breaking 172 submissions, we're excited to share the winners of the 2023 BRICC Awards.**

**Congratulations to the recipient and a huge thank you to all the nominees!**

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## **AND THE WINNERS ARE...**

### **Excellence in New Single Family Home Design & Construction (under \$1,000,000)**

- Gold: B Architecture Studio Inc/Cape Associates, Inc.
- Silver: McPhee Associates of Cape Cod

### **Excellence in New Single Family Home Design & Construction (\$1,000,000 to \$2,500,000)**

- Gold: Bannon Custom Builders
- Silver: Catalyst Architecture/ Interiors Inc.

### **Excellence in New Single Family Home Design & Construction (\$2,500,000 to \$5,000,000)**

- Gold: ERT Architects, Inc.
- Silver: Polhemus Savery DaSilva Architects Builders

### **Excellence in New Single Family Home Design & Construction (over \$5,000,000)**

- Gold: Nicholaeff Architecture + Design
- Silver: Hutker Architects

### **Excellence in New Construction – Kitchen (under \$150,000)**

- Gold: Classic Kitchen & Interiors / Lineal Architects + Builders
- Silver: Lewis & Weldon / Reef Builders

### **Excellence in New Construction – Kitchen (\$150,000 to \$250,000)**

- Gold: Greg Clancy Construction
- Silver: Good Life New England/Lineal Architects + Builders

### **Excellence in New Construction – Bathroom (under \$50,000)**

- Gold: Greg Clancy Construction

### **Excellence in New Construction – Bathroom (\$50,000 to \$100,000)**

- Gold: McPhee Associates of Cape Cod

### **Excellence in New Construction – Bathroom (over \$150,000)**

- Gold: Greg Clancy Construction

**Excellence in Remodeling – Kitchen (under \$100,000)**

- Gold: Mid Cape Home Centers
- Silver: The Valle Group

**Excellence in Remodeling – Kitchen (\$100,000 to \$150,000)**

- Gold: Whitewood Kitchens
- Silver: Cape Home Kitchen & Bath

**Excellence in Remodeling – Kitchen (\$150,000 to \$250,000)**

- Gold: Lewis & Weldon
- Silver: Cape Associates

**Excellence in Remodeling – Kitchen (over \$250,000)**

- Gold: LaBarge Homes
- Silver: Lewis & Weldon

**Excellence in Remodeling – Bathroom (\$100,000 to \$150,000)**

- Gold: Good Life New England

**Excellence in Remodeling - Whole House Remodel or Large Addition (under \$250,000)**

- Gold: Longfellow Design Build
- Silver: Philbrook Construction Services Group, Inc.

**Excellence in Remodeling - Whole House Remodel or Large Addition (\$250,000 to \$500,000)**

- Gold: George Davis, Inc.
- Silver: ERT Architects, Inc./M.J. Nardone Building & Remodeling

**Excellence in Remodeling - Whole House Remodel or Large Addition (\$500,000 to \$1,000,000)**

- Gold: Fitzgerald Custom Homes/SV Design
- Silver: Longfellow Design Build

**Excellence in Remodeling - Whole House Remodel or Large Addition (over \$1,000,000)**

- Gold: Sea-Dar Construction
- Silver: The Valle Group

**Excellence in Design & Construction of Specialty Rooms or Buildings-New Construction or Remodel (under \$250,000)**

- Gold: Lineal Architects + Builders
- Silver: Good Life New England

**Excellence in Design & Construction of Specialty Rooms or Buildings-New Construction or Remodel (\$250,000 to \$500,000)**

- Gold: Greg Clancy Construction

**Excellence in Design & Construction of Specialty Rooms or Buildings-New Construction or Remodel (over \$500,000)**

- Gold: Cape Associates, Inc.
- Silver: Nicholaeff Architecture + Design

**Universal Design/Build**

- Gold: Catalyst Architecture/ Interiors Inc.
- Silver: George Davis, Inc.

**Excellence in Historic Renovation or Restoration**

- Gold: McPhee Associates of Cape Cod
- Silver: E.J. Jaxtimer Builder, Inc.

**Best Logo**

- Gold Builder Member: Bannon Custom Builders
- Gold Associate Member: Cape Home Kitchen & Bath

**Best Website**

- Gold: Mac Davis Flooring
- Silver: Premium Plywood + Specialties

**Best Marketing Program, Event or Series**

- Gold: Agway of Cape Cod
- Silver: Mid-Cape Home Centers

**Best Showroom or Sales Center**

- Gold: Premium Plywood + Specialties
- Silver: Good Life New England

**Excellence in Interior Design of a Private Residence (over \$250,000)**

- Gold: Holly Hudson Designs
- Silver: Greg Clancy Construction

**Excellence in Landscape/Garden Design (under \$100,000)**

- Gold: Wet Tech Land Design, Inc.



- Silver: Outerland

**Excellence in Landscape/Garden Design (over \$100,000)**

- Gold: Polhemus Savery DaSilva Architects Builders
- Silver: Bernice Wahler Landscapes

**Excellence in Outdoor Living Space Design (under \$250,000)**

- Gold: Outerland

**Excellence in Outdoor Living Space Design (over \$250,000)**

- Gold: Executive Landscaping
- Silver: Bernice Wahler Landscapes

**Excellence in Green & Energy Design or Use of Green Products/Passive House Design**

- Gold: Cape Associates Inc.

**Outstanding Commercial Project - New or Renovated**

- Gold: Bernice Wahler Landscapes
- Gold: Jill Neubauer Architects
- Silver: B Architecture Studio, Inc. / Cape Associates, Inc.

**Outstanding Use of Smart Technology**

- Gold: simpleHOME

**Outstanding Use of Local Art and/or Artisan Talent**

- Gold: SV Design

**Outstanding Engineering Project**

- Gold: Coastal Engineering Company

**Outstanding Housing Affordability Project - Single or Multi Family**

- Gold: Catalyst Architecture/ Interiors Inc.
- Silver Greg Clancy Construction

**Next Generation Shooting Star**

- Gold: Natalya Doherty, Greg Clancy Construction (Builder Member)
- Gold: Taylor Ogg, Outerland (Associate Member)

**Outstanding Salesperson**

- Gold: Cecelia McGonagle, The Valle Group (Builder Member)
- Gold: Alexis Mahon, Cape Cod Life (Associate Member)

**Outstanding Project Manager**

- Gold: Adam Ross - Greg Clancy Construction

**Excellence in Architectural Photography**

- Gold: Kyle Kaldy - Greg Clancy Construction

*The full photo gallery is coming soon!*

**Thank You Again to Our BRICC Awards Sponsors**

**DIAMOND SPONSORS**



**GOLD SPONSORS**





BRCC Awards  
Outstanding Housing Affordability Project  
Single or Multi-family  
Catalyst Architecture

BRCC Awards  
Outstanding Housing Affordability Project  
Single or Multi-family  
Catalyst Architecture



## FACT SHEET

On October 18, 2023, Governor Healey and Lieutenant Governor Driscoll unveiled the Affordable Homes Act, a comprehensive bill to increase housing production and invest in livable communities. Here's a look at the spending proposals, policy initiatives, and executive orders inside:

### CAPITAL AUTHORIZATIONS

#### **\$1.6B for Public Housing**

Supports the repair, rehabilitation, and modernization of over 43,000 public housing units across the Commonwealth; includes:

- \$150M for projects to decarbonize the public housing stock
- \$100M for Public Housing (Mixed-Income Housing Demonstration)
- \$15M for accessibility upgrades.

#### **\$800M for Affordable Housing Trust Fund**

Provides resources to create or preserve affordable housing for households whose incomes are not more than 110% of area median income; includes up to \$50M for MassDreams to create first-time homebuyer opportunities for households in Disproportionately Impacted Communities.

#### **\$425M for Housing Stabilization and Investment Fund**

Consolidates the Housing Stabilization Fund and the Community Investment and Preservation Fund; supports preservation, new construction, and rehabilitation projects.

#### **\$275M for Sustainable and Green Housing Initiatives**

Consolidates the existing Transit Oriented Housing Program and the Climate Resilient Housing Program; supports innovative solutions to accelerating/unlocking new housing solutions (e.g., office conversions, modular homes); adds language to create a new social housing pilot program.

#### **\$200M for Housing Innovations Fund**

Supports innovative and alternative forms of rental housing including single person occupancy (SPO) units, transitional and permanent housing for people experiencing homelessness, housing for seniors and veterans, and transitional units for persons recovering from substance use disorder.

#### **\$175M for HousingWorks Infrastructure Program**

Funds municipal infrastructure projects to encourage denser housing development.

#### **\$100M for Mixed-Income Housing Fund**

Formerly known as the "Workforce Housing Fund;" funds housing development for households earning up to 120% of the area median income (AMI); administered by MassHousing.

**\$100M for Commonwealth Builder**

Creates a permanent capital resource for an existing MassHousing program recently supported via ARPA funding; program spurs the construction of affordable single-family homes (for households 70-120% AMI) in Gateway Cities and other similar markets.

**\$70M for Facilities Consolidation Fund**

Supports the development of appropriate community-based housing for Department of Mental Health and Department of Developmental Services clients.

**\$60M for MA Rehabilitation Commission Home Modification Program**

Provides funding to modify homes of individuals or families with disabilities or seniors so that they may maintain residency or return home from institutional settings.

**\$55M for Community Based Housing**

An initiative to support appropriate housing for people with disabilities who are not clients of DMH or DDS.

**\$50M for the Momentum Fund**

A new program that capitalizes a permanent, revolving fund (administered by MassHousing and seeded through state and private investment) to accelerate development of mixed-income multifamily housing.

**\$50M for Neighborhood Stabilization**

Funds the acquisition, rehabilitation, and sale of distressed properties.

**\$50M for Early Education and Out of School Time Grants**

Offers grants to help build early education and out of school time program facilities that serve low-income children.

**\$35M for HousingWorks Housing Choice Grant Program**

Provides payments to municipalities that receive a Housing Choice designation through high housing production and/or demonstration of best practices.

**\$30M for State Surplus Property Disposition**

Authorization to support efforts to utilize state surplus land to address housing and other critical needs; sites with existing, obsolete structures such as former hospitals or prisons may need costly demolition or environmental remediation.

**\$25M for HousingWorks Community Planning Grants**

Makes grants to municipalities for planning and zoning initiatives that support housing.

**\$20M for HousingWorks Smart Growth/40R Program**

Provides incentive payments to municipalities who adopt smart growth housing districts, as stipulated in MGL 40R.

## **POLICY INITIATIVES**

### **Statewide Housing Plan**

Adds to the Executive Office of Housing and Livable Communities' (EOHLC) authorizing statute a requirement to prepare a statewide housing plan every 5 years, conducting regional outreach following robust data analysis.

### **Accessory Dwelling Units (ADUs) As-Of-Right**

Permits ADUs (<900 SF) to be built by-right in single-family zoning districts in all communities; prohibits owner occupancy requirements as well as parking mandates within ½ mile of transit.

### **Local Option Transfer Fee**

Allows municipalities and regional affordable housing commissions (e.g., Cape Cod Commission) to adopt a transfer fee of 0.5% - 2.0%, paid by the seller of real property, on the portion of sale proceeds over \$1M or the county median home sales price, whichever is greater. Fee used for affordable housing development.

### **Inclusionary Zoning by Simple Majority**

Adds inclusionary zoning ordinances and bylaws to the list of zoning changes municipalities can pass by a simple majority instead of a 2/3 super majority vote of city/town legislative body.

### **Surplus Public Land Disposition Reforms**

Creates paths to streamlined disposition of land under the control of a state agency or quasi for housing purposes.

### **Public Housing – Regional Housing Authorities**

Remove the requirement for a Home Rule Petition if local housing authorities (LHAs) choose to regionalize with an approval from each involved LHA board and EOHLC.

### **Public Housing – Allowing LHAs to Borrow Against Capital Funding**

Allows LHAs, with approval from EOHLC, to raise additional funds for rehabilitation projects by borrowing against their capital funds.

### **Public Housing – Increasing Availability of Regional Capital Assistance Teams (RCATs)**

Allow RCATs to expand their services and capacity by allowing payment for maintenance and operations services not envisioned in the 2014 reform legislation, as well as allow larger LHAs to join the program if they elect to pay for these services; eliminate the 3 separate advisory boards and replace with 1 advisory board covering the entire RCAT program, with bi-annual meetings.

### **Public Housing – EOHLC Flexibility to Set Schedule for Agreed-Upon Procedure Audits (to align with LHA performance management reviews)**

Amend the public housing statute to allow EOHLC to set its own schedule for performance audits, which would be to follow the same practice as the Performance Management Review – biennial with more frequent follow-up in situations of poor performance.

### **Public Housing – c. 149 exemption technical fix**

Amends the Public Housing filed-sub bid exemption to clarify that the exemption applies to both redevelopment and new development of housing units and removes an extra transfer of ownership between entities before final disposition.

**Public Housing – Tenant Protections in LHA Redevelopment**

Requires any public housing redevelopment project to (i) ensure certain resident protections; (ii) provide a clear path to enforce protections; (iii) provide for the issuance of regulations and sub-regulatory contracts and forms; (iv) provide that residents should not be adversely affected by change in subsidy or ownership; (v) provide residents with technical assistance to allow for meaningful input.

**Alternative Housing Voucher Program (AHVP)**

Amends the AHVP statute to allow for project-based vouchers.

**Facilities Consolidation Fund (FCF) – Technical Changes to Prior Authorizations**

Amends prior authorizations of FCF to clarify that (i) FCF loans may be refinanced and (ii) FCF property owners may transfer an affordable housing restriction to a new property if it is determined that clients will be better served at an alternative property.

**Community Based Housing (CBH) – Technical Changes to Prior Authorizations**

Amends prior authorizations of CBH to clarify that (i) CBH loans may be refinanced and (ii) CBH property owners may transfer an affordable housing restriction to a new property if it is determined that clients will be better served at an alternative property.

**Housing Innovations Fund (HIF) – Technical Changes to Prior Authorizations**

Amends prior authorizations of HIF to clarify that (i) HIF loans may be refinanced and (ii) HIF property owners may transfer an affordable housing restriction to a new property if it is determined that clients will be better served at an alternative property.

**Updating MassHousing/Mass Housing Partnership Enabling Acts with EOHLA**

Amends the MassHousing and Massachusetts Housing Partnership enabling acts to replace DHCD with EOHLA.

**Amending General Laws to incorporate the Capital Improvement and Preservation Fund (Mass General Law 121G) into the Housing Stabilization Fund (Mass General Law 121F)**

Combines two EOHLA capital funds into one chapter of the General Laws (Housing Stabilization Fund and the Capital Improvement and Preservation Fund).

**Supportive Housing Pool Fund**

Creates a flexible supportive housing pool program to provide critical assistance for supportive housing by funding staffing, case management, service coordination and other tenancy-related services not funded through other sources.

**Receivership Reforms for Affordable Housing**

Amends the state’s receivership statute to permit courts to expeditiously approve the sale of vacant properties in receivership to a nonprofit for the fair market value of the property “as is” if the entity will rehabilitate and sell affordably to an income-eligible first-time homebuyer.

**Eviction Sealing**

Provides a process for tenants to petition the court to seal an eviction record for: (i) no-fault evictions: after conclusion of the case; (ii) solely non-payment evictions: no other eviction action within past 3 years and judgment for underlying eviction has been satisfied; and (iii) all other fault evictions: 7 years from conclusion of the matter and 3 years without any other eviction case filed against the tenant. Also prohibits consumer reporting agencies from disclosing information in a sealed eviction record.

**LHA Replacement Value for Mass. Architectural Access Board (MAAB)**

Requires calculation of replacement value for Public Housing for MAAB accessibility threshold to align with requirements governing state-owned properties, basing values on industry standards per a published database.

**Commission on Making MA an Age-Friendly State**

Creates a Commission to recommend policy, programs, financial and other investments to expand the supply of sustainable, broadly affordable supportive senior housing and address other elder care issues.

**Extremely Low-Income (ELI) Housing Commission**

Creates a commission to recommend policy, programs, and other investments to expand the supply of housing that is affordable to ELI households (those households earning less than 30% of the Area Median Income).

**Seasonal Communities Designation**

Creates the framework for designating communities with substantial seasonal variations in employment and housing needs, as a critical initial step to developing programs targeting seasonal communities; creates a Seasonal Communities Coordinating Council to provide advice and recommendations to EOHLC regarding regulations governing designation of cities and towns as seasonal communities.

**Place Community Economic Development Assistance Corporation (CEDAC) under EOHLC oversight rather than EOED; Repeal CEDAC reporting requirement under EOED Office of Performance Management and Oversight**

Amends CEDAC enabling act to place CEDAC under EOHLC oversight rather than EOED and repeal EOED reporting requirements that are no longer relevant to CEDAC.

**Proposed Changes Related to HWIP Statute (technical amendments)**

Technical amendments to the new HousingWorks Infrastructure Program to align with grants that support housing.

**Establishing the Office of Fair Housing**

Establishes an office within EOHLC with explicit focus on fair housing as an essential element of EOHLC's mission and establishes a trust fund for enforcement initiatives, fair housing testing, education, and outreach.

**MassDOT and MBTA Transit-Oriented Development (TOD)**

Streamlines procurement requirements for the development or rehabilitation of MassDOT/MBTA controlled facilities associated with the sale or lease of property.



## **TAX CREDITS**

### **Homeowner Production Tax Credit**

New credit to incentivize production of homeownership units targeting households with incomes of up to 120% AMI; credit helps cover the gap between the development costs and the state's estimate of the value of the finished home.

### **Community Investment Tax Credit (CITC)**

Eliminates CITC's 2025 sunset and expands statewide cap on donations from \$12M to \$15M; under CITC, individuals donating \$1,000 or more to a Community Development Corporation or nonprofit Community Support Organizations that has been awarded CITC receive a credit of 50% of their contribution.

## **EXECUTIVE ORDERS**

### **Housing Advisory Council**

Calls for immediate work to develop a statewide housing plan and creates an advisory council to oversee and advise the development of the plan.

### **Unlocking Housing Production Commission**

Creates a commission to identify ways to streamline housing production and recommend policy, programs, and other investments to improve the development environment and expand the supply of housing.

### **Identifying Surplus Public Land for Housing**

Directs EOHLC and DCAMM, with guidance and direction from the Lieutenant Governor, to develop an expanded inventory of government-controlled property suitable for housing. Calls on state agencies to provide subject matter expertise, information and data to assist.



# *Driving Production and Preservation*

## *Healey-Driscoll Administration*

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### **Introduction**

Too many Massachusetts families are struggling under the burden of rising housing costs and limited housing availability. Across the state, the supply of housing has failed to keep up with demand. Between 2020 and 2030, the state needs at least 200,000 new homes to accommodate growth and achieve a healthy vacancy rate.

Since its first day in office, the Healey-Driscoll Administration has signaled its commitment to confronting the Commonwealth's housing crisis. One of the first acts of the Administration was to elevate the former Department of Housing and Community Development to a cabinet-level agency. This year alone, Governor Healey, alongside the newly created Executive Office of Housing and Livable Communities, awarded over \$300 million in state and federal resources to accelerate projects that seek to build and preserve over 2,000 affordable housing units.

The Administration's FY24-FY28 Capital Investment Plan also represented an historic investment in housing, increasing the annual investment in housing by approximately 18% to help finance the construction of hundreds of new affordable housing opportunities per year.

The Affordable Homes Act builds on these investments with a record **\$1.83 billion** in bond authorization to help drive housing production and preservation in Massachusetts. The bill also supports the Administration's "whole of government" approach to meeting state climate goals by prioritizing housing investments that comply with decarbonization and sustainability standards, to the maximum extent feasible.

### **Expanding HousingWorks Supports**

In its FY24-FY28 Capital Investment Plan, the Healey-Driscoll Administration launched Housing Works, a new program designed to increase the supply of affordable housing by providing direct subsidy for affordable housing production, providing incentive payments to municipalities who meet zoning best practices, and funding local infrastructure. Based on the successful MassWorks Infrastructure grant program, HousingWorks serves as a flexible tool to support housing development, preservation and rehabilitation, including projects focused on transit-oriented housing.

The Affordable Homes Act infuses HousingWorks with additional critical resources including:

- **\$425M for the HousingWorks Housing Stabilization and Investment Fund:** Consolidates the Housing Stabilization Fund and the Capital Improvement and Preservation Fund to support preservation, new construction, and rehabilitation projects.

## ***Driving Housing Production & Preservation***

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- **\$275M for the HousingWorks Sustainable and Green Housing Initiatives:** Consolidates the existing Transit Oriented Housing Program and the Climate Resilient Housing Program and adds language to create a new, innovative program to accelerate and unlock new housing through, for example, office conversions and development of modular homes.
- **\$175M for the HousingWorks Infrastructure Program:** Supports the recently created HousingWorks Infrastructure Program, which funds municipal infrastructure projects to encourage denser housing development.
- **\$25M for HousingWorks Community Planning Grants:** Makes grants to municipalities for planning and zoning initiatives that support housing.
- **\$35M for the HousingWorks Housing Choice Grant Program:** Provides payments to municipalities that receive a Housing Choice designation through high housing production and/or demonstration of best practices.
- **\$20M for the HousingWorks Smart Growth / 40R Program:** Provides incentive payments to municipalities that adopt smart growth housing districts, as stipulated in MGL 40R.

## **Driving Development**

The Affordable Homes Act also includes other tools for spurring additional development. Notably, the bill includes **\$800M for the Affordable Housing Trust Fund**, which provides flexible resources to create or preserve affordable housing for households whose incomes are not more than 110% of area median income. The bill also includes **\$100M** in bond authorization to create a new permanent capital resource for **CommonWealth Builder** – a program initially launched with ARPA funding. This successful program spurs construction of affordable single-family homes in Gateway Cities and other similar markets. Other key investments include **\$50M** for the **Neighborhood Stabilization fund** to support the acquisition, rehabilitation, and sale of distressed properties and **\$100M** for the **Middle Income Housing Fund** to support middle-income housing production.

Additionally, the bill supports the creation of the **Momentum Fund** – a pioneering initiative designed to leverage state resources to support large scale, mixed-income multifamily development. By pairing public investments with private capital, the Commonwealth aims to create a revolving fund used to fill financial gaps in large multifamily developments to sustain production momentum in a rising interest rate and construction cost environment. The fund will help foster a faster, lower-cost marketplace for developers and private capital investors by

## ***Driving Housing Production & Preservation***

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creating an efficient platform to help infuse needed capital into housing projects and grow the Commonwealth's multifamily housing stock. The bill includes **\$50M** for this innovative program.

### **Unlocking Housing Production Opportunities**

In addition to these investments, the Affordable Homes Act makes significant policy changes aimed at supporting purposeful planning and unlocking opportunities for housing production. For example, the bill requires the Executive Office of Housing and Livable Communities (EOHLC) to prepare a **Statewide Housing Plan** every 5 years based on regional outreach and robust data analysis.

The bill also includes several policies designed to increase opportunities for production and preservation statewide:

- **Accessory Dwelling Units (ADUs) As-Of-Right:** Permits ADUs equal to or less than 900 square feet to be built by-right in single family zoning districts in all communities.
- **Local Option Transfer Fee:** Allows municipalities and regional affordable housing commissions to adopt a transfer fee of 0.5% - 2.0%, paid by the seller of real property on the portion of sale proceeds over \$1M or the county median home sales price, whichever is greater (adjusted for inflation). Revenue from this fee must be used for affordable housing purposes.
- **Inclusionary Zoning by Simple Majority:** Adds inclusionary zoning to the list of zoning changes municipalities can pass by a simple majority instead of a 2/3 super majority vote of city/town legislative body.
- **Surplus Public Land Disposition Reforms:** Creates paths to streamlined disposition of land under the control of a state agency or quasi for housing purposes. These changes are supported by a **\$30M State Surplus Property Disposition** authorization to help ready state surplus land for housing uses by covering the cost of demolition of existing, obsolete structures or necessary environmental remediation. This investment also complements an accompanying executive order that directs EOHLC and DCAMM, with guidance and direction from the Lieutenant Governor, to develop an expanded inventory of government-controlled property suitable for housing.
- **Community Investment Tax Credit (CITC):** Eliminates the CITC's 2025 sunset and expands the statewide cap on donations from \$12M to \$15M; under the CITC, individuals donating \$1,000 or more to a CDCs or nonprofit Community Support Organizations that have been awarded CITC receive a credit of 50% of their contribution.



# **Supporting Vulnerable Populations, First-Time Homebuyers and Seasonal Communities**

## **Healey-Driscoll Administration**

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### **Introduction**

The state's high housing costs are particularly acute for low-income households. In Massachusetts, 64% of renters earning less than \$35,000 per year – which equates to more than 200,000 households – spend *half* their income on housing. At the same time, homeownership is increasingly out of reach, especially for Black and Brown communities, with the Black and Latinx homeownership rate *half* of homeownership rates for White communities.

To help some of our most vulnerable neighbors, the Affordable Homes Bill includes up to **\$3.4B** in authorizations – more than **80%** of the bill's total capital authorizations – that will go toward assisting low-income housing. **These investments will create approximately 22,000 new affordable housing units, including more than 4,000 units reserved for Extremely Low Income (ELI) households. The bill also supports an additional over 12,000 units of middle-income housing.**

The bill additionally authorizes several hundreds of millions of dollars to **create an estimated 1,900 new homeownership opportunities.**

The bill also provides a path for **seasonal communities** – parts of the Commonwealth that experience wide seasonal swings in population and employment – to receive a **special designation** that will facilitate design of programs serving their special housing needs, while providing a **local option property tax exemption for the development of year-round rental housing.**

### **Serving Seniors, People with Disabilities and Other Vulnerable Populations**

The Affordable Homes Bill invests in some of Massachusetts' most vulnerable populations, including individuals working with the Department of Mental Health and the Department of Developmental Services, and individuals with disabilities returning home from institutional settings.

- **\$200M for the Housing Innovations Fund (HIF):** Supports innovative and alternative forms of rental housing including single person occupancy (SPO) units, transitional and permanent housing for people experiencing homelessness, housing for seniors and veterans, and transitional units for persons recovering from substance abuse.
- **\$70M for Facilities Consolidation Fund (FCF):** Supports the development of appropriate community-based housing for Department of Mental Health (DMH) and Department of Developmental Services (DDS) clients.

## ***Supporting Vulnerable Populations, First-Time Homebuyers, and Seasonal Communities***

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- **\$55M for Community Based Housing (CBH):** Supports appropriate housing for people with disabilities who are not clients of DMH or DDS.
- **\$60M for the MA Rehabilitation Commission Home Modification Program:** Provides funding to modify homes of individuals or families with disabilities or seniors so they may maintain residency or live in a home rather than an institutional setting.
- **Amended Alternative Housing Voucher Program (AHVP):** Amends the AHVP statute to allow for project-based vouchers serving non-elderly persons with disabilities.
- **FCF, CBH and HIF – Technical Changes to Prior Authorizations:** Amends prior authorizations of FCF, CBH and HIF to better serve the changing needs of DMH/DDS clients, other persons with disabilities and other vulnerable populations by clarifying that (i) FCF, CBH and HIF loans may be refinanced and (ii) FCF, CBH and HIF property owners may transfer an affordable housing restriction to a new property if it is determined that clients will be better served at an alternative property.
- **Establishing a Supportive Housing Pool Fund:** Creates a flexible supportive housing pool program to provide critical assistance for supportive housing by funding staffing, case management, service coordination and other tenancy-related services not funded through other sources.

### **Encouraging Homeownership**

Creating a path for moderate income households to become homeowners is critical to promoting equity and opportunity, while at the same time investing in neighborhood stability.

- **\$100M for Middle-Income Housing Fund:** Formerly known as the “Workforce Housing Fund;” funds housing development for households earning up to 120% Area Median Income (AMI).
- **\$100M for Commonwealth Builder:** Creates a permanent capital resource for an existing MassHousing program recently supported via ARPA funding; program spurs the construction of affordable single-family homes (for households with 70-120% AMI) in Gateway Cities and other similar markets.
- **Up to \$50M for the Affordable Housing Trust Fund** to create and maintain homeownership opportunities for first time homebuyers.
- **Receivership Reforms for Affordable Housing:** Amends the state’s receivership statute to permit courts to expeditiously approve the sale of vacant properties in receivership to a nonprofit for the fair market value of the property “as is” if the entity will rehabilitate and sell affordably to an income-eligible first-time homebuyer.

- **Homeowner Production Tax Credit:** New tax credit to incentivize production of affordable homeownership units targeting households with incomes of up to 120% AMI; credit helps cover the gap between the development costs and the state's estimate of the value of the finished home.

### **Addressing the Special Needs of Seasonal Communities**

Areas of the Commonwealth that depend on seasonally-based tourism experience wide fluctuations in population and employment at different times of the year. These communities often face special housing challenges, not only due to increased need for locally-based workers during the tourist season(s), but also because they often lose much of their year-round housing stock to short-term rentals and vacation homes.

- **Seasonal Communities Designation:** Creates the framework for designating communities with substantial seasonal variations in employment and housing needs, as a critical initial step to developing programs targeting seasonal communities; creates a Seasonal Communities Coordinating Council to provide advice and recommendations to EOHLC regarding regulations governing designation of cities and towns as seasonal communities.
- **Seasonal Communities Local Option Property Tax Exemption:** Establishes a local option property tax exemption for the development of year-round rental units.



# BREWSTER FIRE

Brewster, Massachusetts

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## Consent Agenda Cover Page

- a. **Meeting Minutes:** Draft minutes from the Select Board meeting on October 16, 2023, have been submitted for review and approval.

**Administrative Recommendation:**

We recommend the Select Board approve the meeting minutes as presented.

- b. **Appointments: Cultural Council and Zoning Board of Appeals**

Marla Ker submitted her application and followed the Select Board appointment policy for the vacant member position on the Cultural Council. The Select Board liaison and Chair of the committee have interviewed the applicant and recommend her appointment. This is for a 3-year term that will end on June 30, 2026.

David Ayers has also followed the Select Board appointment policy for the vacant position of Zoning Board of Appeal Alternate. The Select Board liaison and Chair of the ZBA recommend this appointment for a 1-year term that will expire on June 30, 2024.

**Administrative Recommendation:**

We recommend the Select Board approve these appointments.

- c. **Special Event Application: Friends of Brewster Dog Park**

The Friends of Brewster Dog Park will be hosting pet photos with Santa at the Dog Park on Saturday December 9, 2023, from 10am until 1pm with a rain date of Sunday December 10, 2023. The Friends of Brewster Dog Park also hold an Annual Hawker & Peddler license for the sale of merchandise at the event. Various department heads have reviewed the application and there are no concerns.

**Administrative Recommendation:**

We recommend the Select Board approve this application.

- d. **Item Declared as Surplus for Disposal plus Fee Waiver Request: Natural Resources Department**

The Natural Resources Department is requesting to declare a nonfunctioning color printer as surplus for disposal. Per the IT Director the item cannot be repaired or repurposed. The request also includes a waiver of the \$10 fee at the Recycling Center for disposal.

**Administrative Recommendation:**

We recommend the Select Board approve this request and fee waiver.

- e. **Cape Cod Bridges Project Letter of Support**

The Massachusetts Department of Transportation is seeking a letter of support for their upcoming application to the Bridge Investment Program grant application.

**Administrative Recommendation:**

We recommend the Select Board Chair sign the letter of support.



# Town of Brewster

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

**Office of:**  
Select Board  
Town Manager

## MINUTES OF THE SELECT BOARD MEETING

## REGULAR SESSION

**DATE:** October 16, 2023  
**TIME:** 6:00 PM  
**PLACE:** 2198 Main Street, Room A

**Participants:** Chair Chatelain, Selectperson Chaffee, Selectperson Hoffmann, Selectperson Whitney, Town Manager Peter Lombardi, Assistant Town Manager Donna Kalinick, Conservation Commission: Chair Michael Tobin, Vice Chair Casey Chatelain, Bruce Evans, Gary Kaser, Kimberley Crocker Pearson, Ronald Slowek and Steve Mckenna, Department of Natural Resources Director Chris Miller, Citizen Matilda Delano, Planning Board Chair Amanda Bebrin, Human Resources Director Sue Broderick

**Absent:** Selectperson Bingham

### Call to Order, Declaration of a Quorum, Meeting Participation Statement and Recording Statement

Chair Chatelain called the meeting to order at 6:00pm, read both the meeting participation and recording statement and declared a quorum.

### Public Announcements and Comment

None

### Select Board Announcements and Liaison Reports

Selectperson Hoffmann praised the Brewster Ladies Library Association for the Nickerson Memorial Lecture: Geraldine Brooks on Saturday October 14, 2023.

### Town Manager's Report

Mr. Lombardi shared that Brewster has received the Government Finance Officers Association Distinguished Budget Presentation Award for the FY24 budget. This award is the standard in terms of best practices in State, County and Local budgetary practices. This recognizes the Town's organization and communication with residents in presenting the budget.

### Consent Agenda

- a. Meeting Minutes: September 27, October 2, and October 4, 2023
- b. One Day Liquor License Applications (16): Cape Rep Theatre
- c. Drummer Boy Park Facility Use Request: Brewster Chamber of Commerce
- d. Request for Pro-rated Seasonal Liquor License Fee: Pico's Taco Shack

Selectperson Hoffmann requested a slight amendment to the meeting minutes of October 4, 2023.

Selectperson Chaffee moved to approve the Consent Agenda as amended. Selectperson Whitney second. A roll call vote was taken. Selectperson Hoffmann-yes, Selectperson Chaffee-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 4-Yes, 0-No.



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## **Review 2022-2023 Hunting Season Data & Vote on 2023-2024 Town Property Hunting Policies- Joint Meeting with Conservation Commission**

Conservation Commission Chair Michael Tobin called the meeting to order at 6:07pm and declared a quorum with all members present.

Mr. Lombardi reviewed that Town Meeting in 2022 approved a citizen's petition which created a new Town Bylaw allowing bow hunting in the Punkhorns for a three-week period in December. The Conservation Commission, Select Board and Water Commissioners all have care, custody, and control of various parcels within the Punkhorn. A map identifying the areas which allows bow hunting was developed that is consistent with the bylaw. Mr. Lombardi noted that there was not an increase in the number of hunting permits purchased last year and there were no issues or incidents. The recommendation is to adopt the same policy that was agreed to last year, including the map.

Chris Miller reviewed the three areas that hunting is allowed on Conservation land, the Commission votes each year on hunting for all three locations. The only change from last year's policy is the bow hunting date, which will start on the first Monday of December for a three-week period.

Conservation Commission members provided comment:

- Gary Kaser inquired about the ability to expand the hunting area as outlined on the map since there were no accidents and to help control the deer population.
- Member Steve McKenna asked about the allowed dates of bow hunting and why it doesn't coincide with the State's bow hunting dates. Mr. Miller responded that the bylaw is specific to the three-week period in December for bow hunting in the Punkhorns.
- Numerous members of the Conservation Commission would like to wait at least another year before considering expanding the hunting area but agree that in the future it should be considered.

Sally Mahoney, 0 Birch Lane, expressed her concern about public outreach and doesn't feel that the information has reached those who frequent the Punkhorns where bow hunting is allowed. She also reviewed the dates that bow hunting is allowed. It was confirmed that the three-week period starts on the first Monday of December for three weeks, this excludes all Sundays as there is no hunting allowed State-wide on Sundays.

Mr. Miller and Mr. Lombardi noted that information regarding bow hunting will be placed on the Town website, Town social media pages, kiosks at trail heads, and that signs will be posted at the edge of the buffer zones. Information is available through the Town Clerk's office and anyone that purchases a hunting permit will be provided with information including the map.

Conservation Commission member Chatelain moved to approve the 2023 Hunting policy as described. Member Crocker Pearson second. A roll call vote was taken. Member Chatelain-yes, Member Kaser-no, Member Crocker Pearson-yes, Member Slowek-yes, Member McKenna-yes, Member Evans-yes, Chair Tobin-yes. The Commission vote was 6-Yes, 1-No.



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**Office of:**  
Select Board  
Town Manager

Selectperson Hoffmann moved to approve the 2023-2024 Brewster Hunting Regulations as outlined in the packet. Selectperson Chaffee second. A roll call vote was taken. Selectperson Hoffmann-yes, Selectperson Chaffee-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 4-Yes, 0-No.

Conservation Commission member Crocker Pearson moved to adjourn the meeting at 7:27pm. Member Chatelain second. A roll call vote was taken. Member Chatelain-yes, Member Kaser-yes, Member Crocker Pearson-yes, Member Slowek-yes, Member Mckenna-yes, Member Evans-yes, Chair Tobin-yes. The Commission vote was 7-Yes, 0-No.

## **Discuss and Vote on Fall 2023 Special Town Meeting Warrant Articles**

### **a. Citizens Petitions: Short Term Rental Restriction Bylaw; Short Term Rental Bylaw Registration- Matilda Delano**

Selectperson Chaffee recused herself from this item.

Ms. Delano presented the citizens' petitions noting that the registration system in Brewster is being proposed so that short terms can be tracked, data can be collected, and the Town can manage short-term rentals and the impact they have on the Town. The restriction bylaw is to allow only one short term rental per owner unless the owner is a full time Brewster resident. The goal is to limit the impact that short term rentals have on the housing market in the area and to create long term housing opportunities for residents who have been impacted by the housing crisis.

Mr. Lombardi reviewed the process of the citizens' petition once received by the Town Clerk's office, noting that the original petition was not necessarily in the form of a bylaw. Town Counsel has prepared a motion to put the article in a proposed General bylaw. Mr. Lombardi noted some of the several modifications to the original petition, including a new section about enforcement and responsibilities of Town offices and an effective date of January 1, 2025. There was a review of the steps that would need to occur for this bylaw to take effect, including the costs of the proposal and questions raised by Town Counsel. It was noted that the Board is not to consider the amendments as part of the vote this evening as they will be presented on Town Meeting floor.

Select Board members provided comments on the proposed bylaws, noting that short-term rentals is part of the Select Board Strategic Plan for FY24. The Board is in favor in reviewing the impact that short term rentals have, but do not feel now is the time with the information at hand.

Ms. Delano responded that short term rental registration is not unique to Brewster and other Massachusetts Towns have similar restrictions that she is proposing.

Mr. Lombardi stated that the very first review by Town Counsel on petition articles is the extent to which similar articles have been approved by the Attorney General's Office. The state has been clear that broadly municipalities have the authority and ability to regulate short term rentals in ways similar to this.



# Town of Brewster

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

**Office of:**  
Select Board  
Town Manager

Ms. Delano shared that her family has been going through the housing crisis for close to a decade and she has been waiting to see the Town take a stance against the things that have been happening. She would like the Town to take a proactive stance addressing the impact that short-term rentals have on our communities. She stated that it is important to collect data to come up with housing solutions in the future.

Selectperson Hoffmann moved to recommend Article 13 as drafted. Selectperson Whitney second. A roll call vote was taken. Selectperson Hoffmann-no, Selectperson Whitney-no, Chair Chatelain-no. The Board vote was 0-Yes, 3-No.

Selectperson Hoffmann moved to recommend Article 14 as drafted. Selectperson Whitney second. Selectperson Hoffmann stated that a no vote is not about the issue, the Select Board has this on the strategic plan for discussion. A roll call vote was taken. Selectperson Hoffmann-no, Selectperson Whitney-no, Chair Chatelain-no. The Board vote was 0-Yes, 3-No.

## **b. Zoning Bylaw Amendments: Accessory Dwelling Unit- Amanda Bebrin**

Ms. Bebrin noted that nothing in the proposed draft has changed since the Select Board recommended the amendments for the Planning Board public hearing. Ms. Bebrin provided an overview of the proposed changes to the original bylaw which includes the ADU definition, that the ADU must be used as year-round housing and cannot be used as a short-term rental. There is a requirement that the ADU must be continuously occupied with a minimum of a 12-month lease. The amended bylaw only allows for owner occupants but does propose a path for part-time residents to create ADUs through a special permit process before the Planning Board. There is no minimum lot size required to create an ADU and the lot size that triggers a Special Permit is proposed to be reduced. Ms. Bebrin reviewed other housekeeping items that have been proposed and stated that the bylaw is consistent with the Vision Plan and the recently certified Housing Production plan as a strategy.

Selectperson Hoffmann moved to recommend Article 5 for the warrant. Selectperson Chaffee second. A roll call vote was taken. Selectperson Hoffmann-yes, Selectperson Whitney-yes, Selectperson Chaffee-yes, Chair Chatelain-yes. The Board vote was 4-Yes, 0-No.

## **c. Opioid Settlement Funds Appropriation**

Mr. Lombardi reviewed that the Town participated in Class Action lawsuits relative to the opioid epidemic and there have been two settlements to date, as a result we are eligible to receive varying levels of annual payments for the next 15 years, totaling just under \$500K. The State has very specific and rigid protocols for expenditure of the funds, including that they need to be segregated from the General Fund. The proposal is for Town Meeting to appropriate the funds into a special article, then to create a working group to determine the allocation of the funds. The Town will go through a public outreach process to solicit input from individuals and families significantly impacted by the opioid epidemic. Mr. Lombardi noted that until the State passes legislation that allows the funds to be automatically placed in a receipt reserved for appropriation account, the Town will every Fall go to



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**Office of:**  
Select Board  
Town Manager

Town Meeting to appropriate the funds that fall into Free Cash to the Special Article for specific purposes.

Selectperson Hoffmann moved to recommend Article 9, Opioid Settlement Funds Appropriation to Town Meeting. Selectperson Whitney second. A roll call vote was taken. Selectperson Hoffmann-yes, Selectperson Whitney-yes, Selectperson Chaffee-yes, Chair Chatelain-yes. The Board vote was 4-Yes, 0-No.

### **Vote to Close Fall 2023 Special Town Meeting Warrant**

Selectperson Hoffmann moved to close Fall 2023 Special Town Meeting Warrant. Selectperson Whitney second. A roll call vote was taken. Selectperson Hoffmann-yes, Selectperson Whitney-yes, Selectperson Chaffee-yes, Chair Chatelain-yes. The Board vote was 4-Yes, 0-No.

### **Review Status of FY23 Goals & Discuss and Vote on FY24 Town Manager Goals**

Ms. Broderick reviewed that each Select Board member was asked to identify three goals for the Town Manager for FY24 as well as to comment on the FY23 goals that the Board set last year. The aggregate comments on FY23 are provided in the packet, as well as the FY24 goals that were suggested for the Town Manager. The five priority goals that the Board decides on this evening will be reviewed and discussed during next year's Town Manager's evaluation.

Selectperson Chaffee offered the following for discussion:

1. Sea Camps- continue to guide and supervisor Bay Property Planning Committee and Pond Property Planning Committee activities including interim public use and public access to the bay and pond properties, develop strategies leading to a positive outcome at Town Meeting regarding the long-range comprehensive plans, and explore revenue generating opportunities and financing of priority projects.
2. Water Resources- continue to manage Pleasant Bay watershed permit, develop new watershed permits for Bass River and Swan Pond and educate the community about changes to Title V regulations and new DEP nitrogen sensitive watershed permit regulations by mid-2024.
3. Communication – the Town Manager will establish a plan, and make significant progress toward implementing it, to optimize communications with the public in a changing communications environment by June 2024.
4. Infrastructure- complete the Long Pond boat ramp project in time for the 2024 summer season.
5. Open Space- develop a standard criteria and process to evaluate potential land acquisitions.

Mr. Lombardi noted the lessons learned from last year, adding that some of the goals may have been a little ambitious in terms of the timeline. He recognized the significant undertaking that some of these goals have, including those pertaining to the Sea Camps properties. Ms. Kalinick added that the Sea Camps goal includes interim uses and operations, which is a large percentage of time that Town Administration works on regularly.

Members of the Select Board talked through their options, considering that the Sea Camps are a priority that



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have multiple goals that need to be accomplished, also that some of these are included in the Select Board’s strategic plan which Town Administration is the primary responsible party.

Selectperson Whitney moved the following goals for the Town Manager for Fiscal Year 24:

1. Sea Camps - guide interim public use and public access to the bay and pond properties.
2. Sea Camps - develop strategies leading to a positive outcome at Town Meeting regarding the long-range comprehensive plans.
3. Sea Camps - explore revenue generating opportunities and financing of priority projects.
4. Water Resources - continue to manage Pleasant Bay watershed permit, develop new watershed permits for Bass River and Swan Pond and educate the community about changes to Title V regulations and new DEP nitrogen sensitive watershed permit regulations by mid-2024.
5. Communication - the Town Manager will establish a plan, and make significant progress toward implementing it, to optimize communications with the public in a changing communications environment by June 2024.

Selectperson Chaffee second. A roll call vote was taken. Selectperson Hoffmann-yes, Selectperson Whitney-yes, Selectperson Chaffee-yes, Chair Chatelain-yes. The Board vote was 4-Yes, 0-No.

**FYIs**- No questions/comments

**Matters Not Reasonably Anticipated by the Chair**- None

**Questions from the Media** - None

**Next Meetings**

November 6, November 13 (Town Meeting), November 27, December 4 (Joint with Finance Committee), and December 18, 2023

**Adjournment**

Selectperson Hoffmann moved to adjourn at 7:34pm. Selectperson Chaffee second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Whitney-yes, Selectperson Hoffmann-yes, Chair Chatelain-yes. The Board vote was 4-Yes, 0-No.

Respectfully submitted by Erika Mawn,  
Executive Assistant

Approved: \_\_\_\_\_ Signed: \_\_\_\_\_  
Date Selectperson Hoffmann, Clerk of the Select Board

Accompanying Documents in Packet: Agenda, TM Report, Consent Agenda items, Hunting Review & Policy, Fall 2023 STM Warrant Articles, TM Goals, FYIs.

## Appendix C

### SELECT BOARD COMMITTEE APPLICATION SCREENING FORM

**Applicant Name**

**Requested Committee**

#### 1. TOWN CLERK REVIEW

- a. Applicant is a registered Brewster voter:  Yes  No  
b. Date confirmed

#### 2. SELECT BOARD LIAISON RECOMMENDATION TO SELECT BOARD

**a. Select Board Liaison Applicant Interview:**

- i. Interviewer name (Select Board Liaison):  
ii. Interview date:

**b. Select Board Liaison Consultation with Committee Chair:**

- iii. Committee Chair name:  
iv. Consultation date:  
v. Did Committee Chair also interview applicant?  Yes  No

**c. Was at least 1 Brewster reference contacted:**  Yes  No  N/A

**d. Select Board Liaison Recommendation:**

- i.  Recommend appointment.  
ii.  Recommend appointment to other committee that is a better fit for applicant qualifications.  
iii.  Recommend holding application for future opening.  
iv.  Not recommended.

#### 3. SELECT BOARD ACTION

- a. At a Select Board meeting held \_\_\_\_\_, the Applicant was appointed to for a term ending \_\_\_\_\_ year term.

#### 4. NOTIFICATION OF APPOINTEE AND TOWN CLERK

- a. Date notification of appointment sent to appointee and Town Clerk:



## Appendix B

### Town of Brewster SELECT BOARD COMMITTEE APPOINTMENT APPLICATION

#### APPLICANT DIRECTIONS:

- Thank you for your interest in serving Brewster. The Town aims to match applicants with committee service best aligned to your skills and interests as well as the committee's needs.
- The Town may consider the information in this application, any supplemental information, and any other publicly available information. An appointment to any committee, board or commission is at the discretion of the Select Board.
- Please complete this form online, or on paper, and submit a résumé if desired to Erika Mawn, Town Administrator's Executive Assistant:
  - Email: [EMawn@Brewster-MA.gov](mailto:EMawn@Brewster-MA.gov)
  - Mail: Erika Mawn, 2198 Main St., Brewster, MA 02631, or
  - In person: Town Administrator's Office or drop-box outside Town Hall.
- After your application materials are received, you'll be contacted regarding next steps. Vacancies will be filled by applicants deemed best qualified to serve in a particular capacity, which discretion lies solely with the appointing authority. Submitting this form does not guarantee appointment.

- 
1. Applicant name:
  2. Address:
  3. Phone Numbers: Home:  Cell:
  4. Email:
  5. This is an application for:  Full member status  Alternate status
  6. Are you a full-time Brewster resident?  Yes  No
  7. Years you've lived in Brewster:
  8. Are you registered to vote in Brewster?  Yes  No
  9. Committees you are interested in serving on in order of preference:
    - a
    - b
    - c

**NOTE: You may attach a résumé or CV instead of completing items 10-14.**

**10. EDUCATION. List schools attended, degrees/diplomas/certificates received, and date of completion.**

Name of School	Degree/Diplomas Certificates	Date of Completion

**11. OCCUPATION:** \_\_\_\_\_

Active

Retired

Not currently working

**12. EMPLOYMENT EXPERIENCE. List employers, job titles and dates of employment for at least previous 3 years.**

Name of Employer	Job Title	Dates of Employment

**13. GOVERNMENT POSITIONS. List any Town of Brewster or other government volunteer, elected, or appointed positions you now hold or have held.**

- 
- 
- 
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**14. COMMUNITY ACTIVITIES. List all civic, non-profit, or other organizations that you belong to or have belonged to in the previous 5 years:**

- a. Organizations and dates:

**15. GOALS:** Please explain why you'd like to serve on a particular committee.

**16. EXPERIENCE & SKILLS:** Please list any experience, achievements, skills, or interests you have that would assist you to serve effectively on the committee you wish to serve on.

**17. TOWN EMPLOYMENT:** Are you or any member of your immediate family employed by or receiving financial consideration from the Town of Brewster?

Yes     No

**18. CONFLICTS OF INTEREST.** Do any of your activities or relationships present the possibility or probability of a conflict of interest if you are appointed? (Does not automatically disqualify but may need to be disclosed)  Yes     No

**19. LOCAL REFERENCES:** Please provide the names and contact information for references (Brewster residents preferred):

a. Name:  
Address: [REDACTED]  
Phone: [REDACTED]  
Email: [REDACTED]  
Relationship to you:

b. Name:  
Address: [REDACTED]  
Phone: [REDACTED]  
Email: [REDACTED]  
Relationship to you:

**20. ADDITIONAL INFORMATION.** Please add any additional information you'd like.

**20. SIGNATURE. By signing below, you state that you understand and agree.**

- My completion of this form does not guarantee my appointment and my application will be kept on file for two (2) years.
- If appointed to a position, I will be considered a Municipal Employee under MGL Ch. 268A and will be subject to:
  - Massachusetts Conflict of Interest Law, MGL Ch. 268A;
  - Massachusetts Financial Disclosure Law, MGL Ch. 268B;
  - Massachusetts Open Meeting Law, MGL Ch. 30A, Sections 18-25, and the implementing regulations, 940 CMR 29.00;
  - Massachusetts Public Records Law, MGL Ch. 66, and the implementing regulations, 950 CMR 32.00;
  - Massachusetts Campaign Finance Law, MGL Ch. 55; and
  - Brewster Charter, when in force, and Town bylaws, and all other applicable federal, state, and local laws or regulations.
- If appointed, I must be sworn in by the Town Clerk before serving, and I will complete State Conflict of Interest training after appointment, as well as any other certifications required by law.
- When submitted, I understand that this form becomes a public document.

Signature:  Date:

# MARLA N. KER, LCSW-C

Brewster, MA 02631 | [REDACTED]

## SUMMARY

Comprehensive and proven record of achievement in clinical, mental health, and case management service provision with diverse clients, blended with clinical and organizational leadership. Develop solid clinical management strategy and forge therapeutic connections with clients and families. Policy development, documentation systems, operational efficiency, outreach, and partnership development expertise. Recognized for organizational skills and business savvy blended with strong relationship building and communication skills with internal and external stakeholders. Unparalleled multi-tasker with proven ability to juggle multiple, emerging priorities. Self-motivated team player who builds collaboration and employee engagement.

## EXPERIENCE

### **Clinical Director, PLAN of MD-D.C., Inc. (Planned Lifetime Assistance Network),**

Gaithersburg, MD (2019-present)

*Provide clinical and case management services to clients and assist Executive Director with operational planning.*

#### **Clinical**

- Maintained direct service caseload, providing case management for long-term and new clients.
- Conducted intake with new clients for clinical and trust services, providing seamless service delivery, clinical case management, and therapeutic counseling.
- Provided counseling and support to parents of adult children to promote well-being.
- Initiated review of clinical record keeping system, creating accountability, documentation, and communication with case managers to maintain up-to-date records in compliance with all regulations and policies.
- Created cohesive intake procedure, providing comprehensive information and improved documentation to assigned clinician to gain full understanding of clients' needs; enhancing internal understanding between financial and clinical aspects of services; and promoting quality service delivery reporting.
- Spearheaded review and update of case managers' client assignments, type of client escrow account, trust status, and frequency of client appointments to maintain HIPAA regulations, legal compliance, and fiduciary responsibility.

#### **Leadership**

- Contributed to recruiting, interviewing, hiring, onboarding, and training new employees. Reviewed progress notes and facilitated case reviews to promote learning and enhance services.
- Worked with ED and Board to create policies and procedures, streamlining operations to create greater accountability and steer the organization in a direction of continued growth.
- Represented agency and promoted services through national organizations and developed and strengthened relationships and partnerships with community-based organizations, State agencies, psychiatrists, attorneys, financial planners, and hospitals to generate referrals and maintain community presence.

- Updated Plan of Care Review and created Plan of Care document to communicate and provide a goal-oriented and clearly defined outline of mental health support and financial budgets, goals, and expectations to families, clinicians, and the Trust Division.
- Contributed to PLAN National Alliance meetings, represented and promoted the achievements of PLAN of MD-DC, and shared Alliance members' best practices to strengthen service delivery and operational effectiveness.

**Clinical Case Manager/LCSW-C, PLAN of MD-D.C., Inc. (Planned Lifetime Assistance Network),**  
Gaithersburg, MD (3/2009-2018)

- Provided clinical case management, therapeutic interventions, and social-emotional support to adults with chronic mental illness.
- Provided support, planning, and resources to family members for continued care allowing adult clients to continually meet their goals and stay in the community.
- Researched and adapted Cognitive Enhancement Therapy (CET) model to fit client profile, and co- led year-long course.
- Coordinated services and programs that emphasize long term planning, case management, family services, and financial management.
- Worked with clients on financial management and explained services and funding to set realistic expectations.
- Worked collaboratively and advocated for services with other organizations.

**Child & Family Development Specialist, Metropolitan Consortium for Early Head Start** (based at  
Reginald S. Lourie Center)  
Rockville, MD (10/1999-11/2000)

- Provided early intervention/prevention services to at-risk expectant parents and to families with children under three years of age. Conducted family needs assessment and goals in partnership with families.
- Offered home-based services focused on enhancing child development and promoting health and mental health of parents and children. Led weekly parent toddler groups.
- Used informal role modeling and didactic parent education to assist families in initiating skills for the specific development needs of children.
- Oversaw case management and service coordination.

## ADDITIONAL EXPERIENCE

Assistant Teacher, Creative Learning Center, Derwood, MD

Teacher's Aide, Sequoyah Elementary School, Derwood, MD

Teacher's Aide, Rockville Community Nursery School, Rockville, MD

Assistant Educational Coordinator, The Stephen H. Bennett School (formerly The Therapeutic Center), Brookline, MA

Social Worker, Visiting Nurses Association, Elders-At-Risk Program, Hingham, MA

## EDUCATION

LCSW-C, State of Maryland (current). Massachusetts licensure pending.

Master of Social Work – Simmons College School of Social Work

B.A. in English, Minor in Sociology – Connecticut College

## Appendix C

### SELECT BOARD COMMITTEE APPLICATION SCREENING FORM

**Applicant Name**

**Requested Committee**

#### 1. TOWN CLERK REVIEW

- a. Applicant is a registered Brewster voter:  Yes  No  
b. Date confirmed

#### 2. SELECT BOARD LIAISON RECOMMENDATION TO SELECT BOARD

**a. Select Board Liaison Applicant Interview:**

- i. Interviewer name (Select Board Liaison):  
ii. Interview date:

**b. Select Board Liaison Consultation with Committee Chair:**

- iii. Committee Chair name:  
iv. Consultation date:  
v. Did Committee Chair also interview applicant?  Yes  No

**c. Was at least 1 Brewster reference contacted:**  Yes  No  N/A

**d. Select Board Liaison Recommendation:**

- i.  Recommend appointment.  
ii.  Recommend appointment to other committee that is a better fit for applicant qualifications.  
iii.  Recommend holding application for future opening.  
iv.  Not recommended.

#### 3. SELECT BOARD ACTION

- a. At a Select Board meeting held \_\_\_\_\_, the Applicant was appointed to for a term ending \_\_\_\_\_ year term.

#### 4. NOTIFICATION OF APPOINTEE AND TOWN CLERK

- a. Date notification of appointment sent to appointee and Town Clerk:



## Appendix B

### Town of Brewster SELECT BOARD COMMITTEE APPOINTMENT APPLICATION

#### APPLICANT DIRECTIONS:

- Thank you for your interest in serving Brewster. The Town aims to match applicants with committee service best aligned to your skills and interests as well as the committee's needs.
- The Town may consider the information in this application, any supplemental information, and any other publicly available information. An appointment to any committee, board or commission is at the discretion of the Select Board.
- Please complete this form online, or on paper, and submit a résumé if desired to Erika Mawn, Town Administrator's Executive Assistant:
  - Email: [EMawn@Brewster-MA.gov](mailto:EMawn@Brewster-MA.gov)
  - Mail: Erika Mawn, 2198 Main St., Brewster, MA 02631, or
  - In person: Town Administrator's Office or drop-box outside Town Hall.
- After your application materials are received, you'll be contacted regarding next steps. Vacancies will be filled by applicants deemed best qualified to serve in a particular capacity, which discretion lies solely with the appointing authority. Submitting this form does not guarantee appointment.

---

1. Applicant name:

2. Address:

3. Phone Numbers: Home:  Cell:

4. Email:

5. This is an application for:  Full member status  Alternate status

6. Are you a full-time Brewster resident?  Yes  No

7. Years you've lived in Brewster:

8. Are you registered to vote in Brewster?  Yes  No

9. Committees you are interested in serving on in order of preference:

a.

b.

c.

**NOTE: You may attach a résumé or CV instead of completing items 10-14.**

(SEE ATTACHED CV)

**10. EDUCATION. List schools attended, degrees/diplomas/certificates received, and date of completion.**

Name of School	Degree/Diplomas Certificates	Date of Completion

**11. OCCUPATION:** \_\_\_\_\_

Active

Retired

Not currently working

**12. EMPLOYMENT EXPERIENCE. List employers, job titles and dates of employment for at least previous 3 years.**

Name of Employer	Job Title	Dates of Employment

**13. GOVERNMENT POSITIONS. List any Town of Brewster or other government volunteer, elected, or appointed positions you now hold or have held.**

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**14. COMMUNITY ACTIVITIES. List all civic, non-profit, or other organizations that you belong to or have belonged to in the previous 5 years:**

a. Organizations and dates:

**15. GOALS:** Please explain why you'd like to serve on a particular committee.

I am very interested in helping the town and shaping the way it grows and develops.

**16. EXPERIENCE & SKILLS:** Please list any experience, achievements, skills, or interests you have that would assist you to serve effectively on the committee you wish to serve on.

- Active in the community
- Parent of 3, growing up in the town
- Professional career managing complex issues

**17. TOWN EMPLOYMENT:** Are you or any member of your immediate family employed by or receiving financial consideration from the Town of Brewster?

Yes  No

**18. CONFLICTS OF INTEREST.** Do any of your activities or relationships present the possibility or probability of a conflict of interest if you are appointed?(Does not automatically disqualify but may need to be disclosed)  Yes  No

**19. LOCAL REFERENCES:** Please provide the names and contact information for references (Brewster residents preferred):

a. Name:   
Address:   
Phone:   
Email:   
Relationship to you:

b. Name:   
Address:   
Phone:   
Email:   
Relationship to you:

**20. ADDITIONAL INFORMATION.** Please add any additional information you'd like.

**20. SIGNATURE. By signing below, you state that you understand and agree.**

- My completion of this form does not guarantee my appointment and my application will be kept on file for two (2) years.
- If appointed to a position, I will be considered a Municipal Employee under MGL Ch. 268A and will be subject to:
  - Massachusetts Conflict of Interest Law, MGL Ch. 268A;
  - Massachusetts Financial Disclosure Law, MGL Ch. 268B;
  - Massachusetts Open Meeting Law, MGL Ch. 30A, Sections 18-25, and the implementing regulations, 940 CMR 29.00;
  - Massachusetts Public Records Law, MGL Ch. 66, and the implementing regulations, 950 CMR 32.00;
  - Massachusetts Campaign Finance Law, MGL Ch. 55; and
  - Brewster Charter, when in force, and Town bylaws, and all other applicable federal, state, and local laws or regulations.
- If appointed, I must be sworn in by the Town Clerk before serving, and I will complete State Conflict of Interest training after appointment, as well as any other certifications required by law.
- When submitted, I understand that this form becomes a public document.

Signature:  Date:

# DAVID AYERS

## Global Product and Merchandising Leader

📍 Boston, MA

@ [Redacted]

🌐 [linkedin.com/in/david-ayers-2154414](https://www.linkedin.com/in/david-ayers-2154414)

## EXPERIENCE

### Vice President, Global Merchandising, Innovation, Licensing

#### CHAMPION (HBI, Inc.)

📅 2021 - Present 📍 Boston/NYC

- Developed and led global product merchandising fundamentals across previously independent operations in North America, Europe, and Asia-Pacific
- Created a cross-functional, stand-alone Innovation Team, linking Product, Design, Strategy, R&D, and Consumer Insights to pipeline 8 projects and drive \$10M in new revenue
- Executive lead for licensing strategy, RFPs, and contracts across all adjacent categories contributing \$30M+ in royalty income
- Lead merchant for the inaugural premium, "Index and Archives" global product line at Paris Fashion Week 2023

### Senior Management Consultant

#### Calistonia Consulting Group

📅 2019 - Present 📍 Boston, MA

Project based management consulting for the Apparel, Footwear, and Equipment industry. Address clients' needs across all aspects of commercialization including materials, technology, business development, investor relations, supply chain, calendar, and organizational structure. Key projects include:

- Developed vendor penetration and product realignment strategies for a material supplier resulting in 26% YOY sales increase within the focused sector
- Collaborated to build and implement a 3-year strategic business plan for a fitness apparel startup covering design, development, sourcing, and market launch tied to a comprehensive P&L

### Vice President, Apparel, Accessories and Equipment

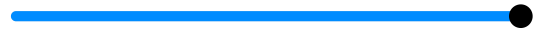
#### ASICS

📅 2017 - 2019 📍 Boston, MA

- Led the Sales, Product Design, Development, Merchandising, Operations, and Sourcing teams across Boston and California
- Reduced overall inventory by 27% by establishing category specific forward coverage goals
- Established infrastructure and process for remote global product collaboration across US, Japan, Europe, and China improving on time delivery by 37% YOY
- Initiated and led Footwear and Apparel collaborations with Reigning Champ, Footlocker Inc., and influencer accounts throughout North America

## INDUSTRY EXPERTISE

### Product Creation Expert



### Global Merchandising and Execution



### Innovation Concept to Consumer



### P&L Creation and Control



### Short and Long Range Strategic Planning



## EDUCATION

### Bachelor of Science, English

#### NORTHEASTERN UNIVERSITY

📅 1992 📍 Boston, MA

- Honor Society of Phi Kappa Phi

## SUMMARY

I have had a diverse career in managing both products, people, and stores with brands that have connected to customers both tactically and emotionally. I obsess over my product, focus intensely on my consumer, and dedicate myself to my team. I have a passion for travel, a perpetual curiosity, a hunger for business, and an empathetic approach to management.

# EXPERIENCE

---

## Director of Global Merchandising

### UNDER ARMOUR

📅 2011 - 2016 📍 Baltimore, MD

- Chartered the creation of the North American, European, Asian, and Latin American merchandising function leading remote teams globally
- Cross-functional leader of seasonal Go-To-Market processes, establishing content and accountability from concept to mix, volume, flow, floor-set, and visual standards
- Launched an international system of merchandising metrics that drove a 49% increase in sku productivity in its first year
- Management of \$350M Japanese licensed business with a team in Tokyo and Baltimore, driving brand integrity, a four year CAGR of over 25%, and a revised corporate infrastructure that resulted in over \$20M in tax savings

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## Director of Men's Global Product Creation

### UNDER ARMOUR

📅 2005 - 2011

- Consumer focused Product Creation expert launching over 1000 new products across 10 sport categories, exceeding top and bottom line goals for 22 consecutive quarters
- Led cross-functional teams across Product, Design, Development, Merchandising, and Sourcing
- Oversight for product and material innovations, leading factory and mill relationships for new concepts and developments across Latin America and Asia with on the ground relationships in both regions
- Conceived and launched over fifty 100,000+ (annual) unit items

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## International Business Development Manager

### NEW BALANCE ATHLETIC SHOE, INC.

📅 2000 - 2005 📍 Boston, MA

- Established short and long term strategic plans for global apparel assortments and organizational structures across distributors and subsidiaries
- Created the inaugural Asia Pacific Apparel and Accessories product line driving a \$5M increase in regional sales

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## Senior Product Manager/Buyer

### Eastern Mountain Sports

📅 1997 - 2000 📍 Peterborough, NH

- Oversight of Product Creation and Branded Buying for 80 stores, Ecommerce, and International wholesale

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## Retail Buying and Retail Management

### Olympia Sports

📅 1987 - 1997 📍 Yarmouth, ME

- Senior Level Buyer for Men's, Women's and Kids Apparel and Accessories across 100+ stores
- Retail Store Manager for multiple doors throughout Greater Boston



Select Board  
Town Administrator

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B: (508) 896-3701  
F: (508) 896-8089  
www.brewster-ma.gov

SPECIAL EVENT APPLICATION

Application must be submitted at least two (2) weeks prior to the date of the event.

Applications for 5+ events per year, must receive a Special Permit from the Zoning Board of Appeals and must contact the Planning Department to facilitate the process.

APPLICANT INFORMATION

Applicant Name: MARCI TYLDESLEY Phone #: [REDACTED]  
Applicant Address: 564 MAIN ST BREWSTER  
Business Name: Friends of Brewster Dog Park Email: [REDACTED]

EVENT INFORMATION

Type of Event: Pet Photos with Santa  
Location of Event (if different from applicant address): Brewster Dog Park  
Date and Hours requested of proposed event: Date: SAT. DEC 9 Times: 10A-1PM (RAIN DATE - SUN. DEC. 10)  
Maximum # of guests anticipated: 100 Estimated # of vehicles at one time: 20-30  
Is this event open to the public: Yes  No

ADDITIONAL DETAILS

Will food be offered/provided at the event? Yes  No   
If yes, applicant must obtain a food service permit from the Health Dept.  
Will alcoholic drinks be offered/served at the event? Yes  No   
If yes, applicant must obtain a one-day liquor license from the Select Board.  
Will entertainment be provided at the event (amplified/acoustic/live)? Yes  No   
If yes, applicant must obtain a one-day entertainment license from the Select Board.  
Will any temporary structures be erected (platforms, scaffolds, tents, pavilions, etc.)? Yes  No   
If yes, applicant must apply for a permit with the Building Dept.

\*For applications submitted to the Select Board (Special Event, Liquor and Entertainment) licenses can be obtained at the same Select Board meeting.

SUBMIT WITH APPLICATION:

- Provide a brief description of the proposed event(s) on the reverse side of this application or on a separate sheet of paper.
- Provide a scaled site plan indicating property boundary, existing building location(s), driveway, proposed parking, location of event activity and location of portable sanitary facilities if applicable.
- Applicant is responsible to notify direct abutters and properties directly across the street via regular mail, using the abutter notification form available through the Assessing Department.

**Licensed Special Event Conditions:**

- Special Event Licensing shall run with the original applicant. If there is any change in property ownership or applicant, then a new application shall be submitted.
- Special Event Licensing, when issued, comes with the understanding that the Select Board has the option to call a hearing to review a Special Event License upon:
  - Any change of use or nature of use, or
  - Any traffic problems that arise, or
  - Any other unforeseen concerns that are raised that warrant attention
  - Notification of violations of the terms of the Special Event License, the Select Board has full rights to amend or revoke the original Special Event License.
- The Select Board has full authority to condition the Special Event License.
- Signature on the application attest that the application understands and accepts procedural conditions and permits the Town to conduct site visits to the property.
- Application and supporting documents will be distributed to municipal departments including (but not limited to) Health, Building, Fire, Police, Conservation, Natural Resources and Planning for feedback/comments.

A property, not specifically designed or permitted to be used for infrequent events occurring within a twenty-four-hour period such as, but not limited to, art or theatrical exhibitions, concerts, dinners, parties, and weddings, to be attended by the public, including properties not expressly permitted to be rented for such occasions. Applications for five or fewer events per year must receive a license from the Select Board. Applications greater than five events per year must receive a Special Permit from the Board of Appeals; provided, however, that such venue has first received a license from the Select Board for such event. Special Permits for Special Event Venue Uses shall be renewed annually [Added 5-6-2013 ATM, Art. 23; amended 11-13-2017 FYTM, Art. 13; 12-3-2018 FYTM, Art. 11]

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only:

Notices Sent: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_





November 1, 2023

To the Select Board:

Enclosed please find an application from the Friends of the Brewster Dog Park to hold a "Pet Photos with Santa" event at the dog park. This was a wildly successful fundraiser for the FBDP in 2022. Our requested date is Saturday, December 9 with a rain/snow date of Sunday, December 10.

We would like to do the photos in front of the shed once again. Our set-up will include a chair for Santa and some holiday props from Agway of Cape Cod. We would also like to sell FBDP merchandise.

We are looking into the cost to rent a portable restroom from Nauset Disposal just for this weekend.

Thank you for your consideration,

Marci Tyldesley  
Board Member, Friends of the Brewster Dog Park





**Town of Brewster  
Department of Natural Resources**

**1657 Main Street, Brewster MA 02631  
(508) 896-4546**

November 02, 2023

Brewster Select Board  
2198 Main Street  
Brewster, MA 02631

**RE: Surplus for Disposal Request for HP Color Laserjet CM4540 MFP.**  
Department of Natural Resources, 1657 Main Street, Brewster MA 02631

Dear Select Board Members,

The Department of Natural Resources respectfully requests to declare a surplus item for disposal:

Item: HP Color Laserjet CM4540 MFP

Reason: The item is no longer operational.

Chris Miller, Head of Natural Resources Department, confirmed with Information Technology that the model is out of date, and could not reasonably be repaired and repurposed to another department within the Town of Brewster.

If you have any questions concerning this property, please contact Cassandra West at the Department of Natural Resources.

Respectfully submitted,

Cassandra West

Senior Department Assistant

Department of Natural Resources  
1657 Main Street, Brewster MA 02631  
(508) 896-4546 x4243  
cwest@brewster-ma.gov



**Town of Brewster  
Department of Natural Resources**

**1657 Main Street, Brewster MA 02631  
(508) 896-4546**

November 02, 2023

Brewster Select Board  
2198 Main Street  
Brewster, MA 02631

**RE: Fee Waiver Request for HP Color Laserjet CM4540 MFP.**  
Department of Natural Resources, 1657 Main Street, Brewster MA 02631

Dear Select Board Members,

The Department of Natural Resources respectfully requests a fee waiver for the following surplus item:

Item: HP Color Laserjet CM4540 MFP

The estimated disposal fee at the Brewster Transfer Station for this item is \$10.00.

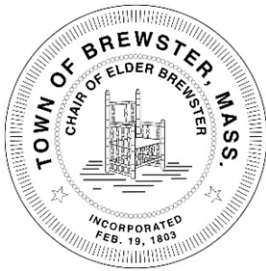
If you have any questions concerning this property, please contact Cassandra West at the Department of Natural Resources.

Respectfully submitted,

Cassandra West

Senior Department Assistant

Department of Natural Resources  
1657 Main Street, Brewster MA 02631  
(508) 896-4546 x4243  
cwest@brewster-ma.gov



## Town of Brewster

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

Office of:  
Select Board  
Town Manager

November 10, 2023

The Honorable Peter Buttigieg  
Secretary of Transportation  
U.S. Department of Transportation  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590

Dear Secretary Buttigieg:

The Brewster Select Board is pleased to offer our support for the Massachusetts Department of Transportation's (MassDOT) and United States Army Corps of Engineers (USACE) joint Bridge Investment Program (BIP) funding application for the Sagamore Bridge on Cape Cod. As you are aware, the Cape Bridges connect Cape Cod to the rest of Massachusetts and New England. The Sagamore Bridge Project will ensure that our region's transportation system is able to meet the current and future needs of Cape Cod's residents, businesses, and visitors with a safe, reliable crossing.

The Sagamore Bridge – currently owned and maintained by the USACE – serves as a gateway to Cape Cod for more than 250,000 Cape and Islands residents and millions of visitors annually. With more than 35 million vehicles crossing the canal each year, the Bourne and Sagamore bridges are the sole access point for vehicular traffic to and from Cape Cod providing essential routes for transportation, tourism, and emergency evacuation. However, the current bridges are nearly 90 years old and functionally obsolete. The USACE is essentially out of options to continue the current maintenance program or conduct a full rehabilitation of both bridges.

The Cape Cod Bridges Program will construct the replacement of the Bourne and Sagamore Bridges that will meet current Bridge Design Standards and reconstruct approach roadways and interchanges to match replacement Bridge alignment. The program is proposed to be phased with Sagamore starting first and Bourne starting second. The program benefits are that extended lanes closures and full closures of the existing bridges associated with a Major Rehab are avoided, it addresses poor traffic operations and high crash rates, improves multimodal connectivity, increases economic vitality through increased mobility and creates jobs. The application describes a “phased approach” where the Sagamore bridge is part of a larger program involving the replacement of both bridges. Beginning the project phasing with the Sagamore is the most efficient and cost-effective way to maintain the safety and economic vitality of the Cape Cod crossing.

We appreciate the Healey-Driscoll Administration's commitment to replacing both bridges and addressing the related deficiencies in the connecting transportation network. This Bridge Investment Program funding request is a critical component of the Project's complete finance plan. The total cost for the Sagamore Bridge Project is \$2.14 billion. MassDOT is requesting a total of \$1.072 billion through the FFY 2023 Bridge Investment Program. MassDOT is also seeking \$372 million from the MPDG discretionary grant program, including \$150 million from INFRA and \$222 million from Mega. The Commonwealth of Massachusetts has committed \$700 million to the Program without any further legislative authorization required.

We are confident that the strong leadership of the Healey-Driscoll Administration, the deep support of the Biden Administration, and the partnership between the Commonwealth and USACE indicates that Massachusetts and the USACE are prepared to capitalize on the historic funding opportunities provided by President Biden's Bipartisan Infrastructure Law.

We are proud to support the Commonwealth's application for funding. We appreciate your fair and full consideration of this important project.

Sincerely,

Edward Chatelain  
Select Board Chair  
Town of Brewster



## Town of Brewster

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

Office of:  
Select Board  
Town Manager

### MEMORANDUM

**TO:** Select Board  
**FROM:** Peter Lombardi, Town Manager  
**RE:** Lifetime Senior Shellfish Permits  
**DATE:** November 3, 2023

---

In December 2022, as part of their review of the Department of Natural Resource fee schedule, the Natural Resources Advisory Committee sent their recommendations on proposed changes to fees for moorings, kayak storage, and shellfishing to the Select Board, which included a couple potential modifications to the senior lifetime shellfish permit. The Natural Resources Department has a very robust stocking program, which includes littlenecks at Ellis, quahogs at Saints, and oysters at Mants.

Last year's recommendations were based on the increased cost of materials and increased popularity of these programs over the past several years, with an overall goal of ensuring that the revenues from fees associated with these programs covered the expenses of delivering them. The supporting materials that were provided to the Select Board last year are included in this meeting packet for your reference.

Approximately 17 years ago, the Town instituted a one-time \$5 fee for residents over the age of 70 to purchase a lifetime senior shellfish permit. At your December 19, 2023 meeting, the Select Board initially voted to charge \$15/year for senior shellfish permits going forward, including for those residents who had already purchased a \$5 lifetime permit. Following up on feedback from several residents after that initial decision, the Select Board voted in early January to allow the grandfathered licensees to continue for another year at no cost.

The Town requested that all residents with an original lifetime senior permit renew with the Council on Aging in 2023 (at no cost) so that the Town could gather data about the number of these lifetime permits that are still actively used. This data had not been accurately tracked in previous years. Through November 1, 2023, we have sold 264 lifetime senior shellfish permits, along with 53 new senior shellfish permits. To date, we have sold 958 shellfish permits in total this year.

Oyster Sundays in the fall are the biggest attraction of our shellfish stocking program. The first 2 weekends of Oyster Sunday this year have been incredibly popular. 340 people attended in Week 1 and 270 attended in Week 2. More than 1/3 of the residents who attended each week had senior shellfish permits. While lifetime members were not counted separately in these totals, they currently constitute 80% of all senior permits.

If the Select Board decides to exempt lifetime senior shellfish permit holders who purchased their permits before January 2023 from the annual \$15 fee going forward, we will collect approximately \$4,000 less a year in shellfish permit revenues to help offset the costs of the program. We also need to clarify whether senior permits are specific to the individual or can be shared with other family members.

# Shellfish Permit Sales 2023

(data through 11/02/2023)

Lifetime Replacement permits (\$0) = 264

New Senior permits issued (\$15) = 53

Senior MA Veteran permits (\$15) = 8

Non-Resident Yearly Permits (\$140) = 14

MA Veteran Permit (\$40) = 5

Resident Permits (\$40) = 628

Resident Replacements (\$0) = 7





## TOWN OF BREWSTER

DEPARTMENT OF NATURAL RESOURCES  
1657 MAIN STREET  
BREWSTER, MA 02631

PHONE: (508) 896-4546 SHELLFISH@BREWSTER-MA.GOV

### Memo:

**To:** Peter Lombardi  
**From:** Department of Natural Resources  
**Date:** 12/15/22  
**Re:** Recommendations for recreational shellfish, mooring and boat storage fees

---

There has been a significant increase in the demand for recreational shellfishing, moorings and boat storage over the last few years. The Department of Natural Resources has utilized grants, gift accounts, built more storage facilities and expanded mooring areas while at the same time maintaining the same fees for the last several years.

Resources, like shellfish, mooring software, mooring stickers, lumber and other related expenses have all increased in cost in the last few years. To meet these increased demands, the Natural Resource Department recommends the following fee structure adjustments.

### Recreational shellfish fees

#### **Increase the resident annual shellfish fee from \$25.00 to \$40.00**

- Fee structure consistent with other towns
- 712 recreational permits sold in 2022 – potential revenue increase will help justify a request to increase the propagation budget for the summer quahog program
- Shellfish fees have not changed in the past ten years
- Prices for shellfish stock has increased and have become difficult to buy

#### **Increase the non-resident annual shellfish fee from \$125.00 to \$140.00**

- Same fee increase as recommended for Resident permits

**Change Senior permits to be renewed annually with proof of taxpayer/resident status.**

**Increase Senior shellfish permit fee from \$5.00 to \$15.00 annually (same fee increase as Resident permit) with discussion on how to manage the status of existing lifetime permits.**

**Either:**

- 1. Grandfather existing lifetime senior permit holders (but require them to get a new permit for free annually), or**
- 2. Eliminate lifetime permit status but keep reduced fee (\$15) for Senior permits**

- Senior permits would be sold through the Town's sticker tracker system. Annual renewal allows better record keeping for active permits
- Allows wardens to mark the permit for limits harvested each week
- Reduces multiple permits being sold to the same household (per regulations)
- Senior permits have become a larger part of the weekly harvest, with our wardens estimating over 25% of the weekly limits this fall being to a senior permit holder.

**We would modify the recreational shellfish regulations to reflect these changes.**

## Mooring fees

**Increase annual mooring fee from \$25.00 to \$30.00**

- Sticker prices have increased
- Annual mooring software fees have increased
- Number of moorings has increased, with increasing workload for staff

## Kayak/Canoe/SUP storage fees

**Increase annual storage fee from \$25.00 to \$30.00**

- In 2022 we increased storage space by 40 spots
- Sticker prices have increased
- Wait lists at all areas
- Fees lowest compared to other Cape towns

**We would modify the mooring and kayak rack regulations to reflect these changes.**

## Recreational shellfish fee Structure in neighboring towns

Town	Resident	Resident (senior)	Non-Res Annual	Out of State	Non-Res Weekly	Replacement Fee
BARNSTABLE	\$40.00 Annual	65+ \$30.00 Annual	\$140 Annual	N/A	Non-Res Seasonal \$70.00	
BREWSTER	\$25.00 Annual	70+ \$5 <b>*Only LIFE TIME</b>	\$125.00 Annual	N/A	\$20.00 (pre COVID) Annual	
DENNIS	\$20.00 Annual	\$3.00 Annual	\$65.00 Annual	N/A	N/A	
EASTHAM	\$21.50 Annual	65+ \$11.50 Annual	\$73.15 Annual	\$73.15	N/A	
ORLEANS	\$21.50 Annual	65+ \$11.50 Annual	\$73.15 Annual	\$73.15	N/A	
WELLFLEET	\$60 Annual \$40 Seasonal 6-1 thru 9-30	65+ \$20 Annual	\$210.00 Annual		Seasonal 6-1 thru 9-1 \$85.00	\$20.00
YARMOUTH	\$30 Annual	75+ \$15 Annual	\$80.00 Annual	N/A	N/A	
BOURNE	\$35.00 Annual	65+ \$10.00 Annual	\$175.00 Annual	N/A	N/A	
CHATHAM	\$35.00 Annual	70+ \$15.00 Annual	\$100.00 Annual	N/A	N/A	
<b>Option 1</b>	<b>\$25 to \$40 Annual</b>	<b>70+ - \$15.00 Annual</b>	<b>\$125.00 Annual</b>	<b>N/A</b>	<b>N/A</b>	

- Increase recreational shellfish permit from \$25 to \$40.
- Annual renewal of senior shellfish permits
- Increase senior shellfish permit from \$5 lifetime to \$15 per year consistent with fee increase to recreational permits
  - Discussion for Select Board regarding senior shellfish permits
    - Do you grandfather in all senior permits purchased before December 31, 2022 as free life time and require any new senior permit holders to pay a \$15 annual fee?
    - Do you have all (new and existing) senior permit holders pay a \$15 annual fee?

**FY shellfish permit sales**

**FY 2021**

Permit Type	# sold	price	revenue
Resident	550	\$25	\$13,750
Senior	?	\$5	?
Non-res	4	\$125	\$500.00
<b>Total</b>			\$14,250

**FY 2022**

Permit Type	# sold	price	revenue
Resident	682	\$25	\$17,050
Senior	100	\$5	\$500.00
Non-res	1	\$125	\$125.00
<b>Total</b>			\$17,675

**FY 2023**

Permit Type	# sold	price	revenue
Resident	712	\$25	\$17,800
Senior	134	\$5	\$670.00
Non-res	21	\$125	\$2,625
<b>Total</b>			\$21,095

**Town Propagation budget /other funding**

**FY 2021**

Quahogs	\$12,000.00
Oysters	\$3,064.00
<b>Other fundings sources</b>	
County	\$5,888.93
Gift fund	\$1608.75
COVID grant	\$2,250.00
<b>Total</b>	\$24,811.68

**FY 2022**

Quahogs	\$12,000.00
Oysters	\$5,564.00
<b>Other funding sources</b>	
County	\$5,333.00
Gift fund	\$1557.00
COVID grant	\$7,450.00
<b>Total</b>	\$31,904.00

**FY 2023**

Quahogs	\$12,000.00
Oysters	\$5,564.00
<b>Other funding sources</b>	
County	\$5333.00
Gift fund	\$1,280.00
COVID grant	\$0
<b>Total</b>	\$24,177.00

**Propagation related expenses**

**FY 2021**

Shellfish cages	1000.00		
Upweller	500.00		
Boat fuel/maintenance	\$1,500.00		
<b>Total</b>	\$3,000.00		

**FY 2022**

Shellfish cages	1000.00		
Upweller	500.00		
Boat fuel/maintenance	\$1,500.00		
<b>Total</b>	\$3,000.00		

**FY 2023**

Shellfish cages	\$1,000.00		
Upweller	\$500.00		
Boat fuel/maintenance	\$1,500.00		
<b>Total</b>	\$3,000.00		

## Shellfish harvest data at Ellis, Saints & Mants

### Ellis Landing littlenecks

Year	Species	# of people	# of full limits	# of partial limits
2020 *Open fall only	littlenecks	212	80	17
2021	littlenecks	280	52	44
2022 *Open Spring *Open 1 day in fall	littlenecks	233	85	39

### Saints Landing quahogs

Year	Species	# of people	# of full limits	# of partial limits
2020	Quahogs	1,206	627	46
2021	Quahogs	1,156	440	70
2022	Quahogs	1,466	413	165

### Mants Landing oysters

Year	Species	# of people	# of full limits	# of partial limits	Total # of oysters
2020	Oysters	1,118	952	0	47,600
2021	Oysters	1,758	1,402	0	70,100
2022	Oysters	1,563 (1 more day)	1,295	0	64,750

## 2021 seed bid

Prices by category	Bid Price	Units
Quahog seed, R1.5 (2-3mm)	\$12.00	Per 1000
*Quahog seed, R3 (4-5mm)	N/A	Per 1000
*Oyster seed, R8 (12mm)	\$38.20	Per 1000
Oyster seed, R2 (3-4mm)	\$12.75	Per 1000
Oyster remote set	\$16.00	Per bag

## 2022 seed bid

Prices by category	Bid Price	Units
Quahog seed, R1.5 (2-3mm)	\$12.60	Per 1000
*Quahog seed, R3 (4-5mm)	\$18.35	Per 1000
*Oyster seed, R8 (12mm)	\$48.00	Per 1000
Oyster seed, R2 (3-4mm)	\$13.40	Per 1000
Oyster remote set	\$16.80	Per bag

## 2023 seed bid

Prices by category	Bid Price	Units
Quahog seed, R1.5 (2-3mm)	\$14.20	Per 1000
*Quahog seed, R3 (4-5mm)	\$20.19	Per 1000
*Oyster seed, R8 (12mm)	\$60.00	Per 1000
Oyster seed, R2 (3-4mm)	\$14.74	Per 1000
Oyster remote set	N/A	Per 1000

\*Seed expenses have significantly increased over last three years

**Archived:** Thursday, December 15, 2022 8:51:37 AM  
**From:** Donna Kalinick  
**Sent:** Mon, 12 Dec 2022 19:15:55 +0000Authentication  
**To:** Erika Mawn  
**Subject:** FW: Natural Resources Advisory Commission  
**Sensitivity:** Normal

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**From:** Peter Lombardi <plombardi@brewster-ma.gov>  
**Sent:** Saturday, December 10, 2022 4:21 PM  
**To:** Donna Kalinick <dkalinick@brewster-ma.gov>  
**Subject:** FW: Natural Resources Advisory Commission

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** KC Pearson <[REDACTED]>  
**Date:** 12/9/22 10:44 AM (GMT-05:00)  
**To:** Peter Lombardi <plombardi@brewster-ma.gov>, Mary Chaffee <mchaffee@brewster-ma.gov>  
**Cc:** Chris Miller <cmiller@brewster-ma.gov>  
**Subject:** Natural Resources Advisory Commission

Good Morning:

At our meeting on Thursday, December 8, the Brewster Natural Resources Advisory Commission deliberated on the Department of Natural Resources proposed updates to the structure of Brewster's Kayak Rack/Mooring/Shellfish Fees and the Lifetime Senior License. The Commission voted unanimously to support updating the fees to better reflect the costs of these programs and resources.

Thank you  
Kim Pearson  
Chair, NRAC

**Archived:** Thursday, December 15, 2022 8:51:47 AM  
**From:** Donna Kalinick  
**Sent:** Mon, 12 Dec 2022 19:15:42 +0000Authentication  
**To:** Erika Mawn  
**Subject:** FW: NRAC review re: Kayak rack, mooring, and recreational shellfishing fees  
**Sensitivity:** Normal

---

**From:** Peter Lombardi <plombardi@brewster-ma.gov>  
**Sent:** Saturday, December 10, 2022 4:21 PM  
**To:** Donna Kalinick <dkalinick@brewster-ma.gov>  
**Subject:** FW: NRAC review re: Kayak rack, mooring, and recreational shellfishing fees

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Chris Miller <cmiller@brewster-ma.gov>  
**Date:** 12/9/22 10:46 AM (GMT-05:00)  
**To:** Peter Lombardi <plombardi@brewster-ma.gov>, [REDACTED]  
**Cc:** Ryan Burch <rburch@brewster-ma.gov>  
**Subject:** NRAC review re: Kayak rack, mooring, and recreational shellfishing fees

Hi Kim,  
I will see if Peter wants me to be at the select board hearing on Monday. He has asked us to provide financial info from the past three years to support this request.

My takeaways from last night's discussion and vote:

- NRAC discussed expanded demand for kayak racks and mooring, limitations on space at landings, and last year's expansion at Sheep Pond/Fishermans Landing and First Light Beach. **They support raising associated fees to \$30/year.**
- NRAC discussed our recreational shellfishing programs (littlenecks off Ellis, summer quahog stocking at Saints, fall oyster program at Mants). We discussed how the town had eliminated weekly non resident permits, yet demand and participation has risen in the period beginning with COVID. Supply for quahogs has changed; increased pricing and limited availability. Oyster program supplemental funding through COVID relief and a state grant has ended, and DNR has used several thousand from their gift account to supplement buying both seed oysters and quahogs for stocking. That is not a sustainable model, and will lead to less weeks of stocking and less oyster harvest Sundays.
- DNR discussed difficulty with past senior lifetime licenses. This year they sold 134 permits to date (one time fee of \$5), last year 100, and about a thousand over the last decade. Senior permits do not allow the shellfish wardens to keep accurate catch records. Senior permits remove revenue as they no longer purchase annual licenses. Our warden reports up to 1/3 of oyster Sunday harvests are through Senior lifetime permits. **NRAC recommends eliminating the lifetime permit but making it an annual permit at a reduced cost.**
- DNR discussed regulations requiring no more than one permit/catch per household, and that the current permitting method for senior permits does not include a check for ongoing resident/taxpayer status, nor whether that household already has a permit.
- **NRAC voted to support raising the fees for recreational harvest annual permits, and eliminating senior lifetime permits.** They were also supportive of a separate oyster license fee, but understand that there are logistical aspects to license sales that may also take precedent.

Chris



# TOWN OF BREWSTER

## 2023 Non-Commercial Shellfish Rules and Regulations

1. No person shall take from the flats or waters of the Town of Brewster sea clams, soft shell clams, mussels, quahogs, razor clams, oysters, scallops, sea worms or eels without first obtaining from the Town of Brewster a permit or license to do so.
2. Persons entitle to resident permit (one per household) shall be real estate taxpayer and/or legally domiciled person of the Town of Brewster and shall include the immediate members of their family only. (Immediate in this content means a family member living with and/or supported by the taxpayer on a year-round basis). Permits are not transferable and are subject to revocation by the Select Board if misused.
3. The Board of Selectmen shall from time to time appoint Shellfish Constable(s) and assistants who shall be empowered to enforce these regulations and all applicable sections of Chapters 130 and 21 of the Massachusetts General Laws and 322 CMR of the Massachusetts Division of Marine Fisheries pertaining to shellfish in the Town of Brewster. Shellfish Constable(s) and assistants may from time-to-time close certain areas or otherwise temporarily modify catch limits as appropriate to protect health or shellfish stocks.
4. All persons taking, carrying away and/or having in their possession shellfish of any kind, in a container, in a boat, or on their person, shall exhibit their permit to take shellfish and allow inspection of all harvested shellfish when requested by a Shellfish Constable or Assistant, a Brewster Natural Resources Offices, or any appointed law enforcement official.
5. Fees for 2023 permits shall be as follows:

New Residents 70+ and MA Veterans 70+ Annual license \$15.00\*

Resident Annual license \$40.00

Brave Act Veteran Annual license \$40.00

Non-Resident Annual license \$140.00

\*Existing Senior shellfish permit holders must exchange (or renew), for \$0, their annual license at the Council on Aging starting the week of January 17, 2023 for calendar 2023 year only.

6. Residents 70 years of age and MA Veterans 70+ may purchase their annual shellfish license at the Council on Aging (1673 Main Street) from 8:30am – 4:00pm Monday through Friday.

7. Shellfish licenses can be purchased online at [Town of Brewster Online Transactions \(townhall247.com\)](http://TownofBrewsterOnlineTransactions.townhall247.com) year-round. Shellfish licenses can be purchased at the Town Hall from September 15 through April 1. During peak permit season (April 1- September 15) license can be purchased through the mail in program or online.
8. Permits shall be worn in carrying case in a visible location on his/her person while engaged in shellfishing at all times.
9. The maximum amount of shellfish, in any combination, taken in one week shall not exceed 10 quarts. This 10-quart weekly limit does not include sea clams or scallops. See Appendix A regarding the limit on shellfish and other species regulated by shellfish permits. *A week is classified as a seven-day period from sunrise on Sunday through sunset on Saturday.*
10. All shellfish shall immediately be culled when harvested and all seed shellfish immediately returned to that area where harvested.
11. All holes dug in the process of digging shellfish and/or worms shall be filled into ground level, as they constitute a hazard to other shellfishermen and walkers.
12. The taking of shellfish from the water and flats within the Town of Brewster by implements other than those known as long rake, scratcher, tong, quahog rake, clam rake or clam hoe, is PROHIBITED. Shovels, pitchforks, garden rakes, garden shovels, plunger, etc., are not allowed.
13. Specified areas that are closed to the taking of shellfish shall be posted at the Department of Natural Resource, Town Hall and the Police Station.
14. During the months of July and August, the taking of shellfish will be allowed only on Sunday and Thursday.
15. From June 1 through September 30, all beaches east of a point 100 yards to the west of Ellis Landing to the Town line (Namskaket Creek) will be closed to the taking of shellfish (Ellis Landing, Bonnie Doonie Road, Anson Way, Linnell Landing, Crosby Landing and Namskaket Creek). The taking of shellfish from the rockpiles (seedbeds) directly off of Ellis Landing and Ocean Edge is prohibited throughout the year.
16. During the months of July and August, all shellfish harvested in the Saints Landing stocked area must be landed and checked out by the Shellfish Constable(s) or Assistants at Saints Landing.
17. No person shall dig take or carry away any shellfish or shells between sunset and sunrise by any method whatsoever from any water, flat or creek in the Town of Brewster.

18. No starfish, conches, or periwinkles shall be returned to the waters but shall be placed on shore above the high-water mark.
19. No shellfishing will be allowed when the air temperature is 30° F or -1°C or below.
20. Digging in grass areas, including grass roots, is prohibited.
21. Violations of the aforementioned regulations are subject to written citation, court appearance and fine. The Board of Selectmen reserves the right to suspend the permit of any person violating the Town regulations on shellfishing for a period of 30 days. Whoever violates any rules or regulations made under the authority of Chapters 130 and 21 of the Massachusetts General Laws and/or 322 CMR of the Massachusetts Division of Marine Fisheries, unless otherwise provided, shall be punished by a fine of not less than \$15.00 but not more than \$1,000.00

Per MGL Ch 130 §52, the term "Selectmen" still applies, and therefore overrides the locally adopted term "Select Board"

## Appendix A

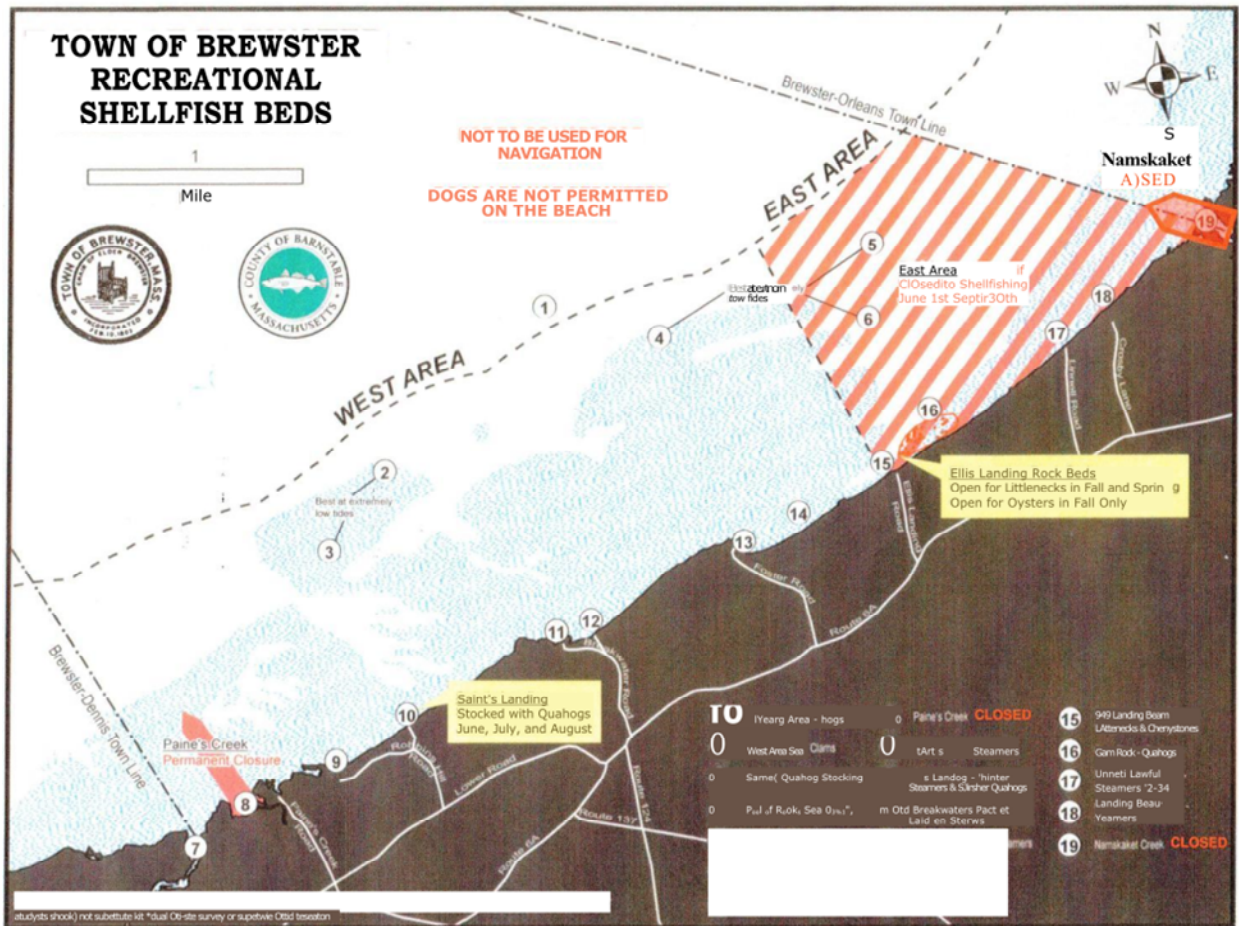
### Limit on Shellfish and Other Species Regulated by Shellfish Permit

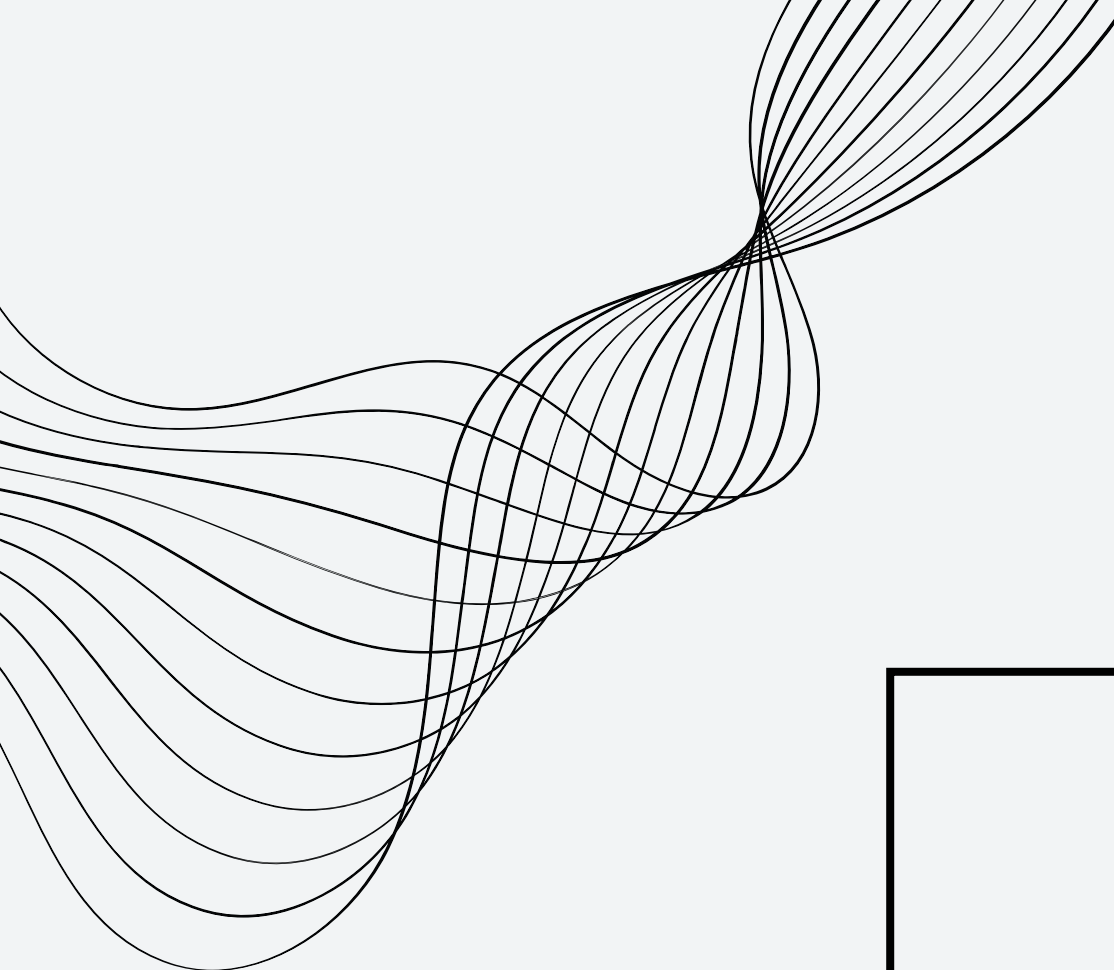
SPECIES	QUANTITY	HARVEST SIZE	SEASON
Soft Shell clam (steamers)	5 quarts per week	Minimum of 2" in length	October 1 to May 1, inclusive
Quahog	10 quarts per week including shells	Minimum of 1" in thickness.	Open
Mussel	10 quarts per week including shells	Minimum of 2" in length	Open
Sea clam	½ bushel per week in shell, or 1 ½ quarts per week of shucked meats.	Minimum of 5" in length	Open
Oyster	5 quarts per week	Minimum of 3" in length	October 1 to March 1, inclusive
Razor Clam	10 quarts per week	No minimum size	Open
Scallop	1 bushel per week including shells	Must have a raised, well defined annual growth ring.	October 1 to March 1, inclusive
Sea worm	3 dozen per day	No minimum size	Open
Sand eel	3 dozen per day	No minimum size	Open
American eel	3 dozen per day	Taking of elvers (juvenile eels) is prohibited. Limit of four traps for adult ell harvesting.	Open

A week is classified as a seven-day period from sunrise on Sunday through sunset on Saturday.

## Appendix B

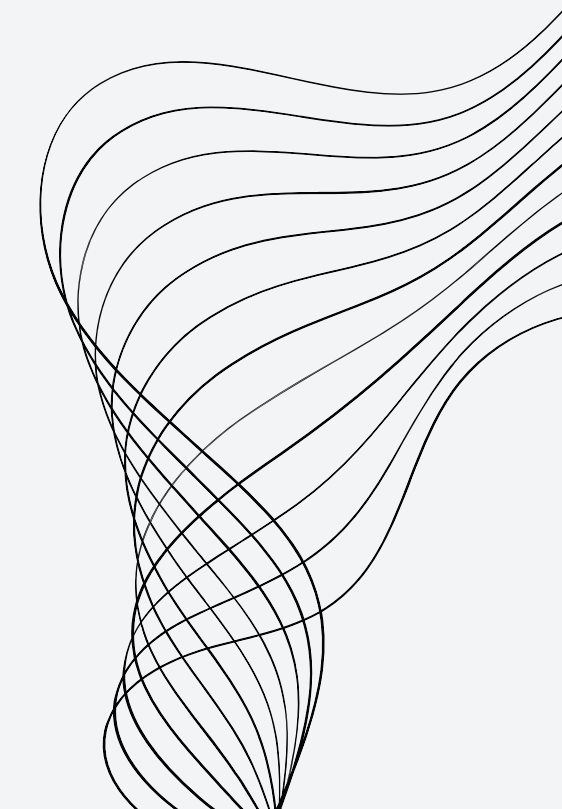
### Town of Brewster Recreational Shellfish Beds Map





# BREWSTER POLICE

*"In Partnership With Our Community"*



# TOPICS

01

POLICE ACTIVITY

02

PERSONNEL

03

CURRENT PROJECTS

04

COMMUNITY ENGAGEMENT

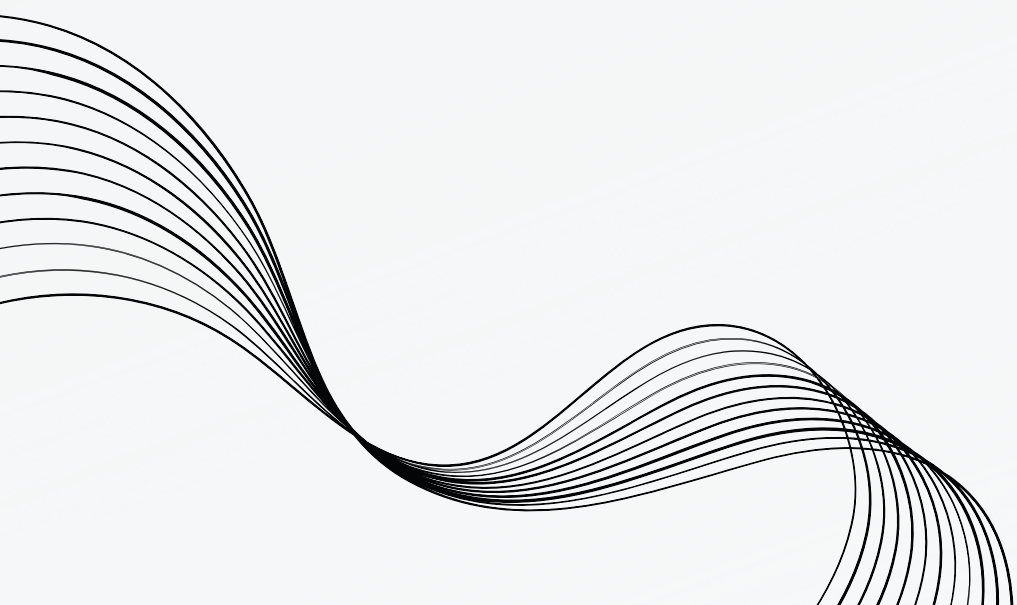
# CALLS FOR SERVICE



- A majority of our calls for service continue to result in conflict resolution or mediation, not criminal charges.
- We continue to respond to many issues surrounding mental health and substance use.

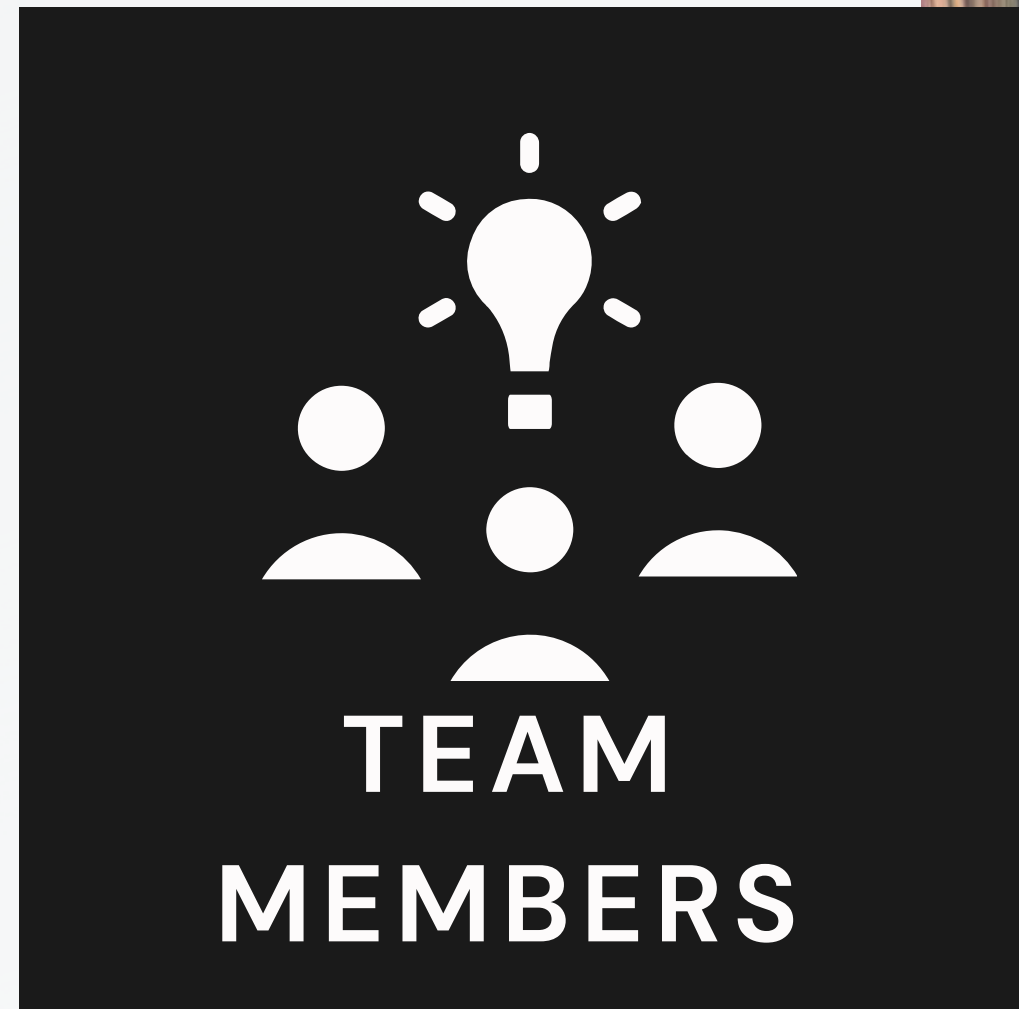


- Data would suggest no significant increase in crime.
- Officers continue to target high traffic areas for enforcement of MV laws.



# PERSONNEL

- Recently filled a vacant dispatch position and working to fill a vacant part-time dispatch position.
- Currently interviewing candidates to fill a vacant police officer position.
- Working with human resources to post a part-time custodian position.





# CURRENT PROJECTS



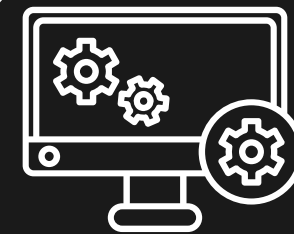
Staff is currently working with Ostman Business Strategy to create a 5-year strategic plan to guide future growth and development of the department.

## STRATEGIC PLAN



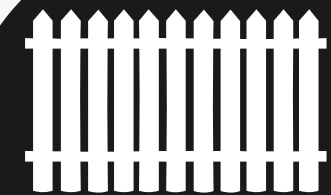
In an effort to move the fleet to be fully hybrid, we have ordered two more frontline cruisers. We have one operational now and have had positive reviews so far.

## HYBRIDS



We are upgrading our Livescan Fingerprint System to be in compliance with State standards and to make collecting prints for licensing and arrests a smoother process.

## LIVESCAN



CDM Construction has just completed installing security fencing and a secure storage pen behind the police station.

## SECURITY FENCE

# COMMUNITY



Storytime at Eddy Elementary

Trunk-or-Treat



Faith & Blue  
Event



**THANK YOU FOR  
YOUR CONTINUED  
SUPPORT!**



*"In Partnership With Our Community"*

# Brewster Fire Department Update



# Brewster Fire Department Update

- ▶ AFG Grant Training (Fire Instructor, Fire Officer, Pump Operator, Aerial Ladder, Emergency Vehicle Driver) \$234,000 Instructors/Overtime/Coverage Overtime
- ▶ Vehicle Extrication, Rope Rescue, Fireground Strategy & Tactics, Surface Water, Ice Rescue
- ▶ Fire Prevention Officer Scott Romer
- ▶ Stop the Bleed/CPR/AED Training (Town Hall/Public)
- ▶ DEP Oil Spill Drill (Sesuit Harbor)
- ▶ Ambulance Order Project
- ▶ Staffing Study



MUNICIPAL RESOURCES INC.



# Brewster Fire Department Update



- ▶ Strategic Plan
- ▶ Lexipol Policy/Procedure Project
- ▶ Foam Removal Project
- ▶ Swearing In
- ▶ Fire Prevention (Schools/Citizens Fire Academy)
- ▶ Intern Brenden Meyer NRHS
- ▶ ASHER Training
- ▶ Website
- ▶ Community Events (Christmas Tree Lighting, Homeless for the Holidays)



# Town of Brewster Department of Public Works Update

November 6, 2023

# DPW Projects – Breakwater Road Drainage





# DPW Projects – Foster Road Drainage



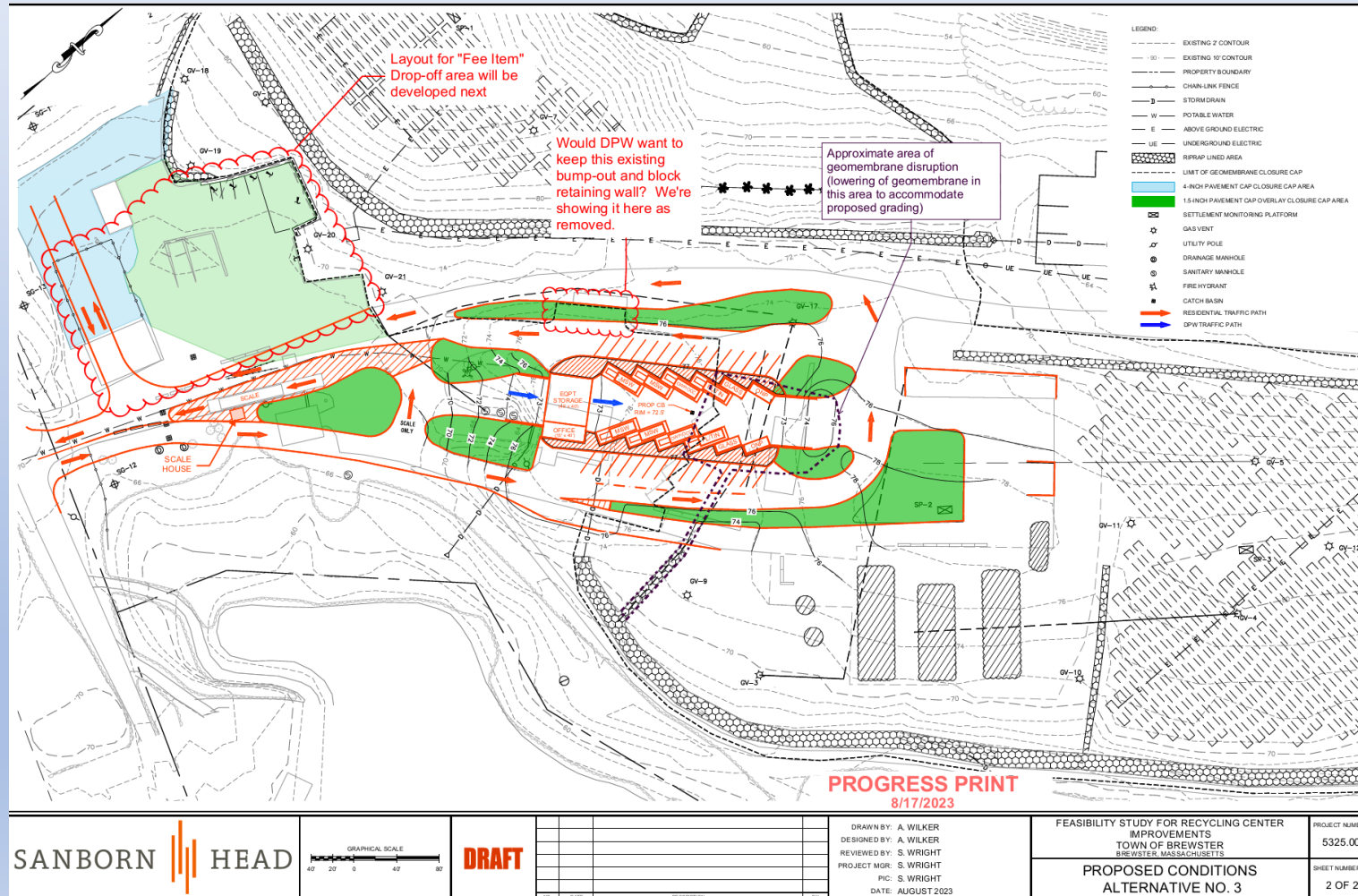
# DPW Projects – Bay Parcel Pool Parking Lot



# DPW Projects – Bay Parcel Pool Parking Lot



# DPW Operations – BRC Study



# DPW Challenges

- Staffing
- Equipment & Vehicle Build Timeframes
- Vehicle Sourcing
- Price Increases

# Town Projects – Millstone Road Update



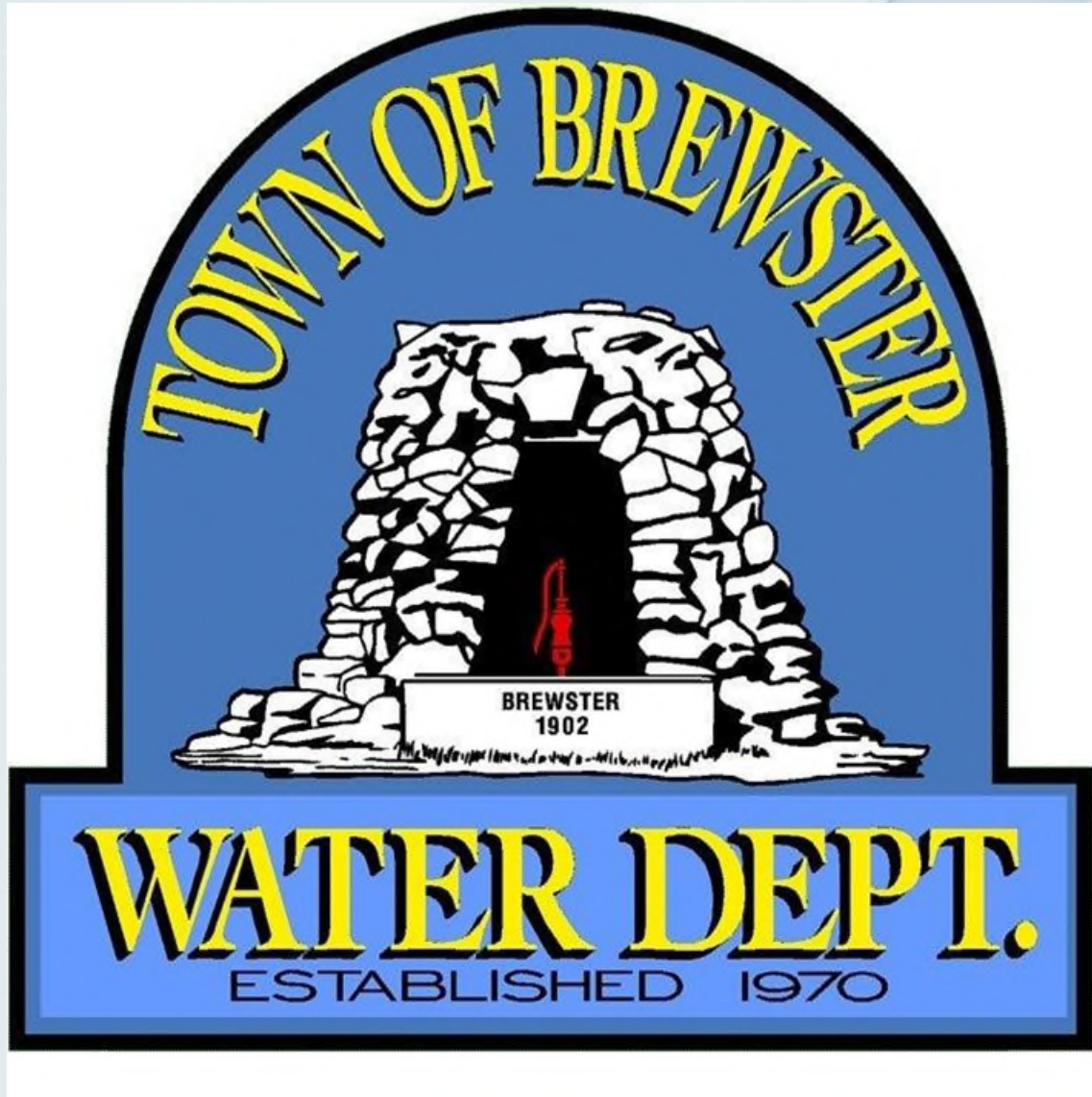
# Town Projects – Long Pond



# Town Projects – Long Pond







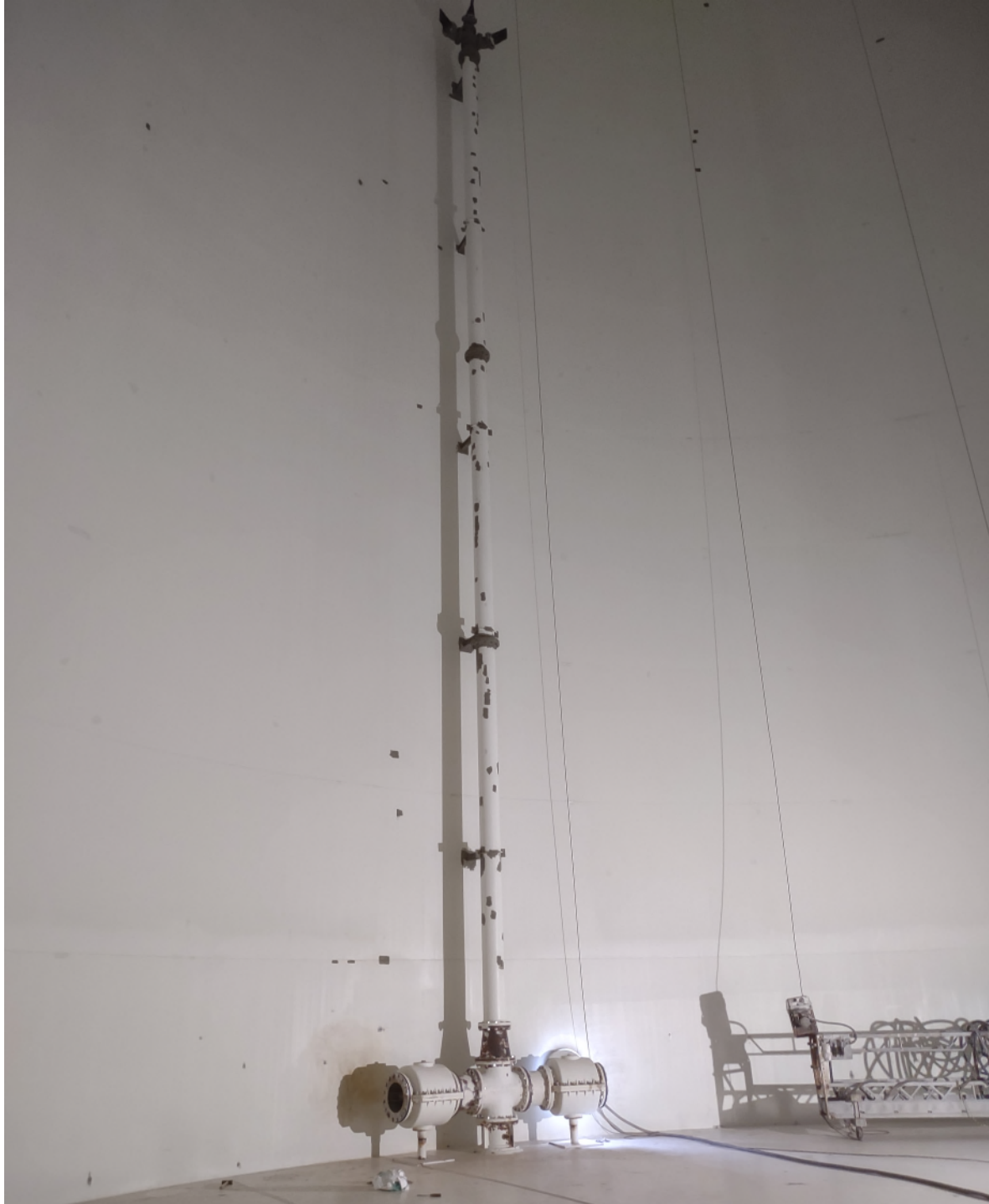
# Select Board Update

Paul Anderson  
Superintendent













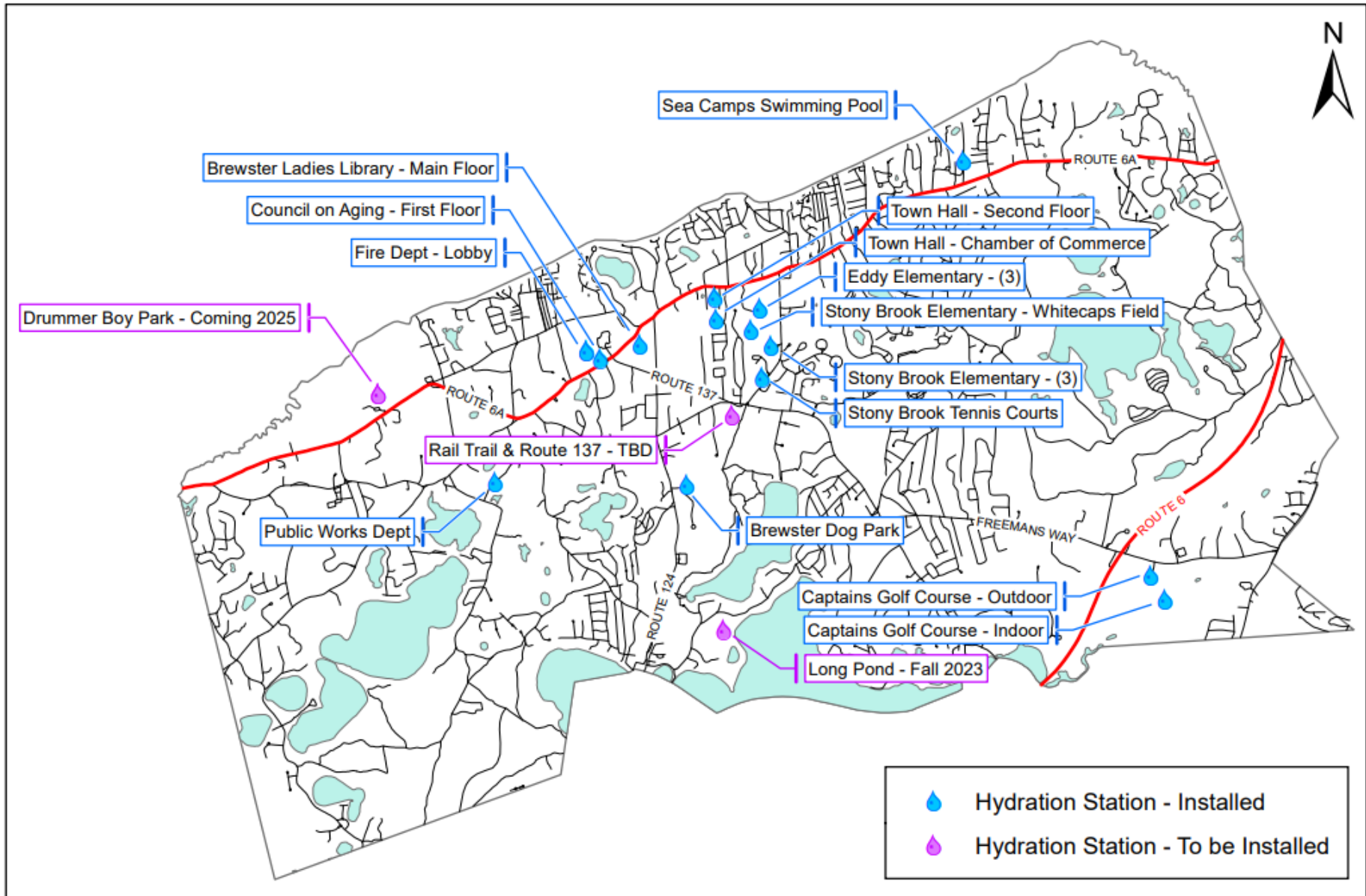












## BREWSTER HYDRATION STATION INSTALLATION STATUS MAP

0 0.5 1 2 Miles



DATE: 7/29/22 REVISED 4/14/23, 10/20/23  
CREATED BY: DAVID JOHNSON

# Hydration Station Coming soon 2023

- Rail Trail Crossing at Route 137
- Sea Camps Pool
- 3 at Eddy Elementary
- 3 at Stony Brook Elementary
- Captains Golf Course Restaurant
- Long Pond Landing (new to program)



# COST BREAKDOWN

## Breakdown of Grant Funding

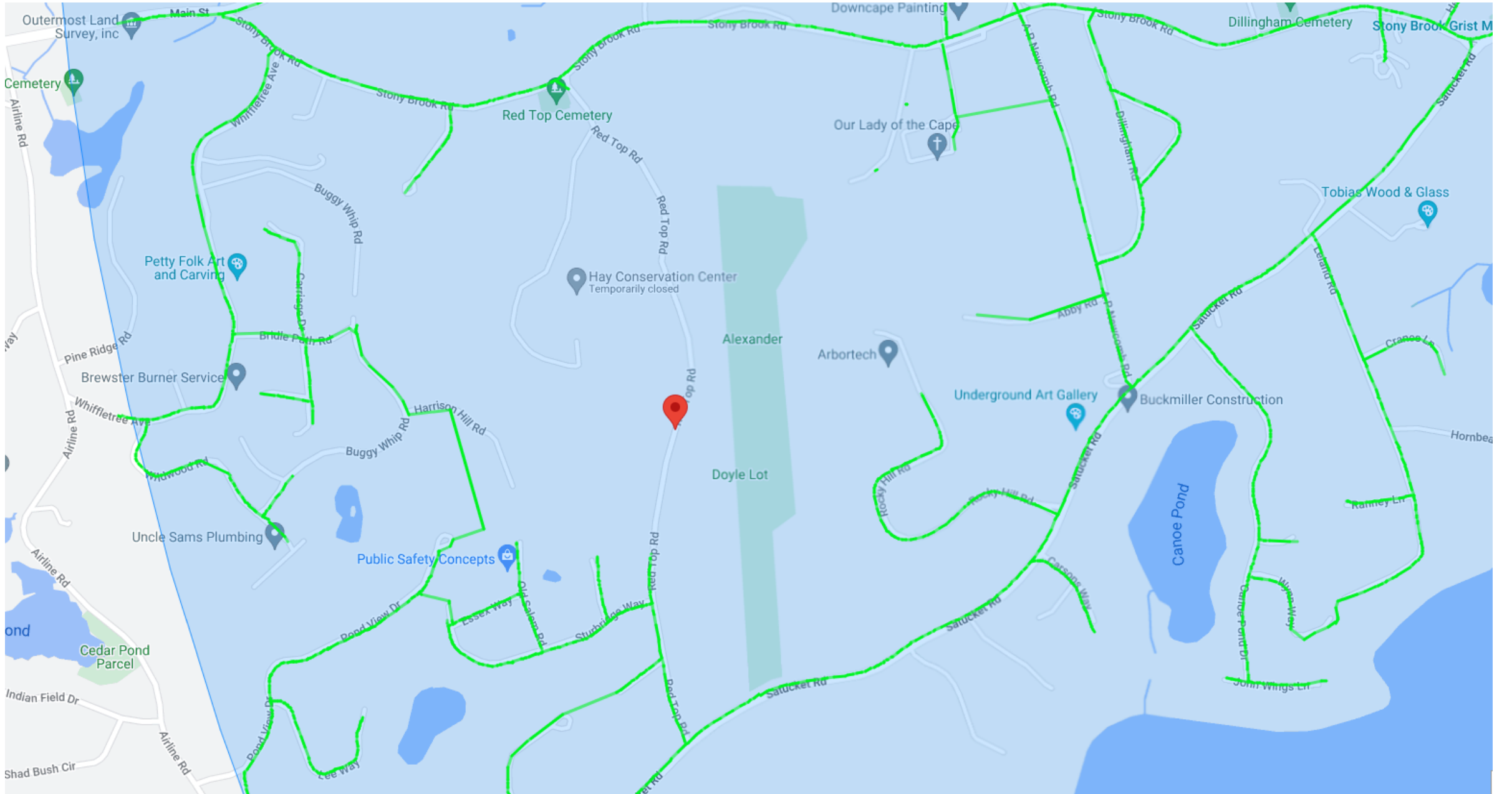
Item	Percentage	Costs by Item
Grant Amount Requested	46%	\$ 150,000
In-Kind Services	3%	\$ 10,321
Proposed Fund Match (Cash)	54%	\$ 177,066
<b>Project Total:</b>		<b>\$ 327,066</b>

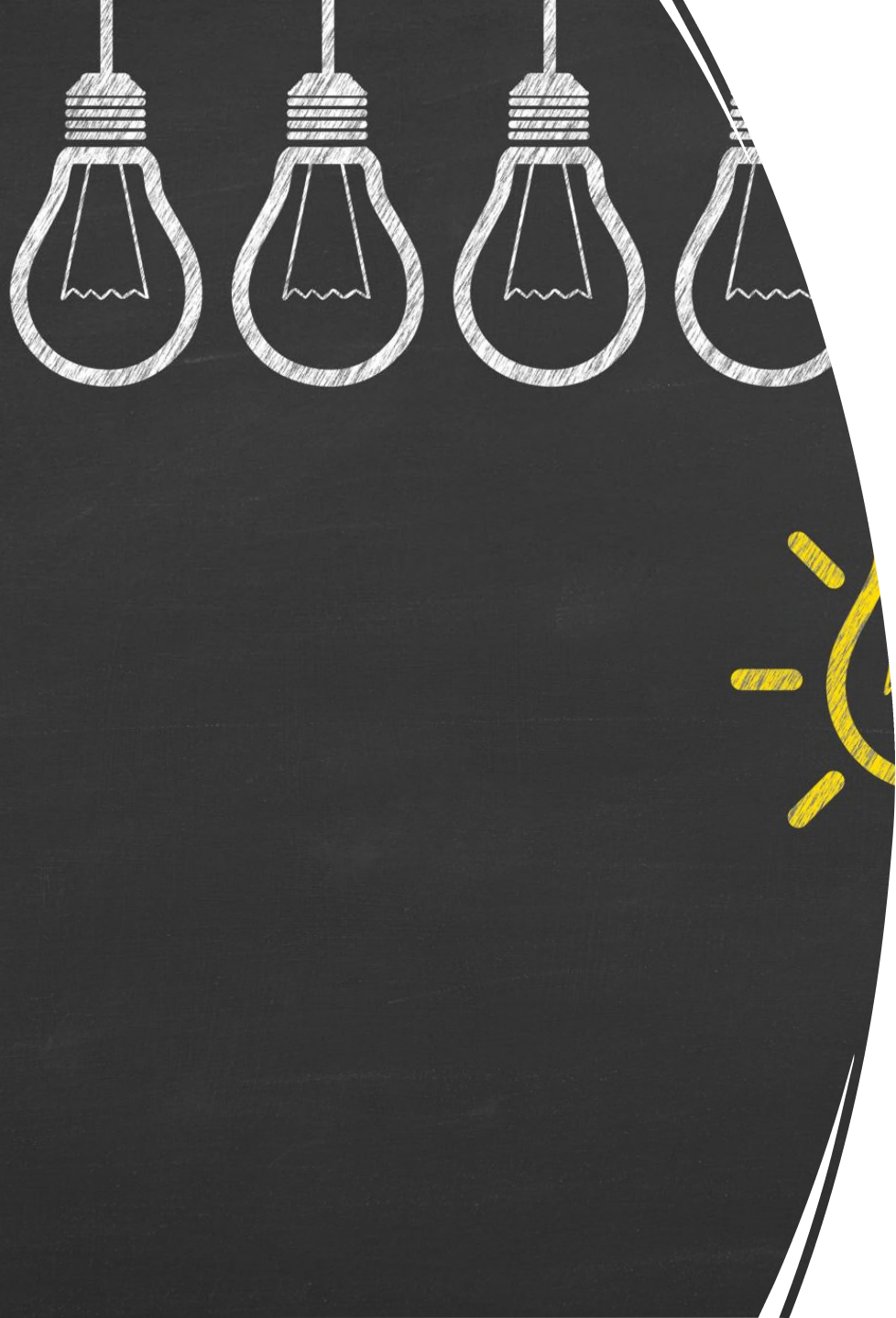
## Breakdown of Costs

Task	Consultant Costs	Town (In-Kind)		Totals	
		Hours	Costs		
1. Description of Water System Infrastructure	\$ 13,310	24	\$ 837	\$ 14,147	
2. Description of Water System Sources	\$ 11,440	0	\$ -	\$ 11,440	
3. Evaluation of Supply and Demand	\$ 13,750	14	\$ 644	\$ 14,394	
4. New Source Site Screening Desktop Study	\$ 39,820	12	\$ 567	\$ 40,387	
5. Water Audit	\$ 18,370	12	\$ 567	\$ 18,937	
6. Assessment of Water Distribution Storage	\$ 8,800	0	\$ -	\$ 8,800	
7. Update Water System Hydraulic Model	\$ 22,935	26	\$ 852	\$ 23,787	
8. Assessment of Water Distribution Hydraulics & Control Strategies	\$ 21,120	8	\$ 306	\$ 21,426	
9. Review Emergency Procedures	\$ 16,005	12	\$ 567	\$ 16,572	
10. Review Existing Water Quality Data	\$ 13,310	16	\$ 612	\$ 13,922	
11. Well 3 Pump Station Evaluation	\$ 19,635	20	\$ 832	\$ 20,467	
12. Recommended Improvements	\$ 21,120	12	\$ 567	\$ 21,687	
13. Capital Improvement Program	\$ 17,930	12	\$ 567	\$ 18,497	
14. Water System Rate Study	\$ 21,450	12	\$ 567	\$ 22,017	
15. Master Plan and Capital Improvement Program Report	\$ 57,750	60	\$ 2,835	\$ 60,585	
<b>Project Totals:</b>		<b>\$ 316,745</b>	<b>240</b>	<b>\$ 10,321</b>	<b>\$ 327,066</b>

## Breakdown of In-Kind Services

Staff Level	Average Total Rate/Hour	Hours	In-Kind Services
Administrative Staff	\$ 30.65	8	\$ 245
Field Personnel	\$ 33.17	40	\$ 1,327
Manager/Foreman	\$ 38.26	140	\$ 5,357
Administrator (Superintendent)	\$ 65.24	50	\$ 3,262





# Staffing

---

- Retirement
- Promotions
- Opportunity Elsewhere
- New Distribution Foreman (in-house promotion)
- New Treatment Foreman (in-house promotion)
- 4 New Service Technicians (Laborers)
- Education / Training
- Meeting the expectations of the community





Thank you

RE: Public Safety Leadership Team, Presentation

**Facilities Department:** Current and Future Projects.

- Energy Efficient Solutions:

BUILDING EFFICIENCIES

In 2019 the Select Board adopted the Energy Reduction Plan. You committed to reducing Baseline Energy Consumption by 20% over the next five years.

MODIFICATIONS

1. Upgrade all lighting LED'S.
2. Installed mini-split heat pumps in the place of electric heat.
3. Replaced electric water heaters with heat pump units.
4. Upgrade software to our HVAC.
5. Modifications to our boilers.
6. Added programmable thermostats.

TRAINING

We can improve upon these modifications by practicing Behavior Based Initiatives.

1. Moderating the use of heating and air conditioning.
2. Adjusting temperature setpoints in unoccupied rooms.
3. Making sure HVAC systems are running at peak efficiency, by maintaining them on a routine basis. If not, these systems consume more energy.
4. Make sure windows and doors are sealed properly.
5. Power off computers and networking devices when not in use.
6. Unplugging appliances, and machinery when not in use.
7. Converting to motion sensor light switches.
8. Lastly - to preserve water I am switching out all toilets to ADA low flow (1.6 gallon) toilets, newer models are 1.28 gallons a savings of one gallon per flush.

- Town Hall Selective Window Project

PROGRESS REPORT ON REPLACING 61 WINDOWS

Phase One - This project includes the replacement of 37 windows. Meeting rooms A&B, offices, upper hall, and restrooms.

Anderson 400 series wood/vinyl, double hung, tilt sash windows with storm watch protection for high velocity hurricane zones. ASTM and TAS ratings. Delphi Construction awarded the bid. Waltham, Ma.

Phase Two – TBD on a start date with an additional 24 windows. FRG contractor's

- Implementation Of Building Maintenance Software Program

Limble software has improved efficiency and tracking. It was introduced in August.

Key features as follows:

1. The program tracks all assets by make, model, SN, manufacturer, location and Install date.
2. A list of parts and assets by cost. A vendor list, a swell
3. Tracks when an asset has been serviced, planned maintenance vs unplanned.
4. We have a work order request system in place. A total of 70 work orders up to date by other departments.
5. Tracks employee performance. By tasks that are on-time, overdue or critical. Open tasks completed tasks.
6. Tracks total costs of operations. This includes total parts cost, labor costs and total operating costs.

It is my goal to train Ed barber, on how to utilize the system considering the amount of assets at the CCSC location and for future needs for that site.

- Safety and Security of Town Buildings.

Current Security measures in place and future needs.

1. All Town Facilities are equipped with a panic button in each individual office. Direct call to PD.
2. Security camera coverage.
3. Town Hall is equipped with an emergency lock down system. Four push buttons strategically placed throughout the facility.

We are in the process of upgrading the Town Hall cameras from analog to digital, pending Town Meeting approval.

We will most likely need to upgrade the cameras at various locations as well at some point soon.

The Brewster Ladies Library is seeking the use of emergency lockdown buttons for added security.

- Brewster Ladies Library Elevator Replacement Project. We are in the preliminary stages of this renovation project seeking a construction bid along with the possibly of requesting additional funding if needed.

Questions and Answers.

## **For Your Information (FYIs)**

1. Brewster Ladies Library 2022-2023 Annual Report
2. September 2023 Housing Coordinator Update
3. FY21 Brewster Regional CDBG Grant Quarterly Report
4. Independence House Statistics
5. Mass. Pension Reserves Investment Management Board September Report
6. Sealer of Weights and Measures 3<sup>rd</sup> Quarter Reports
7. Committee Resignations
  - a. Cultural Council- Eric Bohn
  - b. Bicycle & Pedestrian Committee- Michelle Bitzer
8. Application for Appointment
  - a. Brewster Housing Authority Tenant Representative (Elizabeth Canto)
  - b. Health and Human Services Committee (Robert Ziegler)
9. Xfinity TV Services Change
10. Brewster Veterans Day Ceremony

# Brewster Ladies' Library



Photo by Gabrielle Griffis

## 2022 - 2023 Annual Report

# Brewster Ladies' Library Association President's Report

## JOAN PERNICE



*Joan Pernice, Past President*

This year has truly been an outstanding one for the Brewster Ladies' Library Association. The energy, creativity and optimism of the Board of Directors, volunteers, and Association members was evident in many successful events and expanded programs.

Coming out of Covid, with the library once again being fully open and programs being scheduled and widely attended, we are seeing a great enthusiasm for our library and what it offers the community. The adult and children's staff have offered an incredible variety and number of programs, and the community has responded enthusiastically to being a part of this creative and vital town institution.

It has been an exciting year for the Membership Committee. Through the work of the Committee, chaired by Susan Stewart, membership in the Association is at the highest level in many year with almost 600 members.

We have made July our official membership month. Our members were treated to free ice cream on the members-only opening day of the Book Sale. During the first couple of weeks of the Book Sale, a table was set up outside the Book Sale entrance to promote memberships and make people aware of how important membership is to our Library. This also provided a wonderful opportunity to meet members and hear from them about what the library means to them.

We sponsored a membership breakfast in May with various special drawings and gift cards to town businesses. We continue to offer a discount on Library Store items to members. And of course, members have the first opportunity to reserve tickets to our Nickerson Lecture program in the Fall.

In short, our membership is a reflection of the strength of our library. We look forward to seeing it continue to grow, attracting even more members as we provide them with excellent service and programming to meet the needs of a diverse and ever-growing community.

Membership dues and donations contribute to the operating budget of the Library and give financial support to programs such as the Sunday Concert series offered through the fall and winter months.

These Sunday Concerts were at full capacity and thoroughly enjoyed by all who attended. Because of this overwhelming response, the Board of Directors approved an increase to the concert budget so that additional concerts could be offered and the honorarium to guest musicians increased.

The annual Book Sale continues to be a significant fundraiser for the Library and a community event much anticipated by many patrons and town visitors. In fact, we hear that many visitors plan their vacations around the dates of our Book Sale! This year, summer 2022, over \$30,000 was raised to support the Library's operating costs. With gratitude for all their hard work, we thank the volunteers led by Hannah Larson who put in innumerable hours preparing for the Book Sale and assisting shoppers.

# Brewster Ladies' Library Association President's Report

Our "Little Free Libraries" continue to be a huge success throughout the summer months. These brightly decorated "take a book" bookcases are located at Paines Creek Beach, Breakwater Beach, Crosby's Landing, Drummer Boy Park, Nickerson State Park, and Captains Golf Course.

Ross Gorman and his group of volunteers ensure each week that these little libraries are stocked with books for children and adults. What a wonderful opportunity for the library to extend its resources to a wider community and promote both reading enjoyment and literacy skills for young children. For the volunteers this is indeed a labor of love that they have graciously undertaken for the past three summers. They are an outstanding example of volunteerism.

At last year's annual meeting, I had the privilege of introducing a new program developed and offered by the Board and Association volunteers—the Discovery and Enrichment Program. This program, based upon a life-long learning model, offers lectures on topics chosen for their relevance, current affairs, and thought-provoking energy. This year the Committee, chaired by Pat Meservey, offered a selection of pertinent and highly acclaimed programs. There is a review of the Discovery and Enrichment Program in another section of this annual report.

The Fall of 2022 was a special year for our annual Nickerson Lecture which we were able to resume after a hiatus due to the pandemic. We re-started this annual event with the award-winning and nationally acclaimed journalist Bob Woodward as our speaker. The demand was so great that we added a second talk, and "sold out" both events. Over 700 patrons participated in the lecture and book signing. We were delighted to attract a high-profile, contemporary journalist and he met every expectation. It was a spectacular event.

For the Fall of 2023, we were equally delighted to welcome Geraldine Brooks, a Pulitzer Prize winner for fiction, to our community. Ms. Brooks resides both on Martha's Vineyard and Australia and is well known for her immersive, character-driven historical novels. The event took place on Saturday, October 14<sup>th</sup>.

We are grateful for the financial support of Frances Mapes Nickerson whose bequest to the Library supports this opportunity to bring exciting presenters to our community.

During 2021 the BLLA Board of Directors convened a committee to develop and implement a BLLA Scholarship Program whereby graduating Brewster high school students going on to higher education would be eligible for a scholarship award. Last year was the first year of the BLLA Scholarship Program with one award. We are now pleased to be able to build upon this program and fund two scholarship awards.

You will find a report of the Scholarship Committee and profiles of the two awardees in another section of this annual report.

In April, we welcomed Brittany Taylor as the new Director of the Brewster Ladies Library. Her experience, energy, and leadership are already proving to be a great addition to the Library.

It has been a great honor to serve as President these last three years. I am extremely pleased to be able to pass this on to Lisa Perkins. The Board of Directors of the Association has exciting and challenging opportunities ahead for the library. In collaboration with our new Director and incredible staff we know great things will happen!

# Library Director's Report

BRITTANY TAYLOR



*Brittany Taylor Library Director*

I am thrilled to present my first annual report as the Director of the Brewster Ladies' Library. While my own tenure spans only six short months, this report, thanks to help from the Library's superb staff, touches on events throughout the 2022-2023 fiscal year. Given the already exceptional achievements of the last year, I am incredibly excited for what the coming year will bring to the Library.

Rebounding from COVID-related disruptions and navigating post-pandemic life in fiscal year 2023, the Brewster Ladies' Library has continued to serve as an innovative community anchor for the town of Brewster. With extensive programming, diverse offerings, and vibrant gathering spaces for community members and visitors alike, the

Brewster Ladies' Library is proud to offer a safe space with access to information, services, and community connection for all.

## **The Library and Its People**

The migration to a new Integrated Library System (ILS) called Koha, with Bywater Solutions providing support and hosting services, served as the biggest change for BLL in fiscal year 2022 - 2023. This open source management system that enables all of the Library's operations, from cataloging to checking out a book, promises to provide greater flexibility at a lower cost with Bywater providing more comprehensive implementation, maintenance, and support. In conjunction with Koha, the Brewster Ladies' Library, along with the rest of the CLAMS network, has introduced Aspen Discovery, an integrated public catalog that seamlessly combines standard item records with all formats, e-content, and more in a way that both provides a better user experience and improves access to all of the Library's offerings.

The Brewster Ladies' Library also welcomed several new staff members to its team in 2022/2023. In August 2022, Joanne Clingan joined the Library's Circulation Department as Assistant Circulation Manager. With 15 years of library experience, Joanne has brought excellent customer service and cataloging skills to Brewster and has worked to enhance a Memory Support Collection that contains books, guides, activities, music, videos, and other resources dedicated to helping individuals suffering from memory loss and their caregivers. In April 2023, the Library welcomed new Director Brittany Taylor, who took over the helm after Cindy St. Amour's retirement. Finally, the Library was very pleased to add two wonderful substitutes, Patrick DePratti and Sharon Shaw, to its roster.

## **Programming & Services**

Libraries have been at the forefront of national issues, serving as the battleground for book bans, censorship, and other challenges to intellectual freedoms. Although the Brewster Ladies' Library did not receive any formal challenges to its collection or its services, our Library has worked to remain a safe space and to protect the right to read for all of its patrons. Highlights in this effort include the launch of an intergenerational Banned Book Club and the development of a Collection



# Library Director's Report

Development Policy, a document that explains the Library's collections and its procedures regarding the selection, acquisition, deselection, and challenges of library materials. Aside from intellectual freedom considerations, the Library also offered an impressive array of just over 350 programs for all audiences that helped foster a strong sense of community and provide both entertaining and informational events for the Library's many patrons. BLL saw the return of pre-pandemic programming staples such as Toddler Town, the Lego Club, the After School Maker's Club, the Halloween Parade, the Winter Concert Series, and much more. The Library was particularly proud of its sustainability-focused endeavors, which included a regular Fix-It Clinic, a monthly Boomerang Bag Sewing Bee Program, and outreach at the Eco Expo, a mini trade show focusing on ecological and economic sustainability at the Cape Cod Museum of Natural History.

In addition, Brewster Ladies' Library had a successful Summer Reading Program for both children and adults, with 242 children and 102 adults registering and receiving a free book thanks to the support of the Brewster Ladies' Library Association. BLL also received a great response from the return of its One Book, One Town, which chose Agatha Christie's *Crooked House* as its subject. This event, spearheaded by Adult Services and Reference Librarian Devon Evans, featured a book discussion, movie matinee for the film based on the novel, and a wildly popular Murder Mystery Party.

Finally, the Brewster Ladies' Library is excited to announce the digitization of the historic collection with 71 titles being cataloged, transported to Boston Public Library, and processed by the Digital Commonwealth. In fiscal year 2024, these items will be accessible through the Library's website and through the Internet Archive to people all over the world.

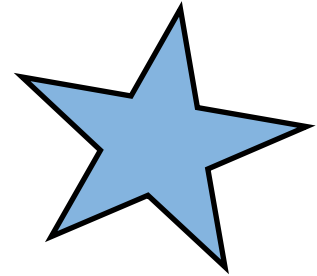
## Conclusion

While the Library's renovation has been put on pause indefinitely, the Brewster Ladies' Library is proud of its fiscal year 2023 accomplishments and excited for its future in the Brewster community. The Library, along with its new Director, remain committed to providing a safe and welcoming space for free access to a range of resources and services to further enhance the quality of life of its patrons.

## About Brittany Taylor

A native Cape Coder, Brittany attended Nauset Regional High School before earning a bachelor's from Middlebury College and Masters in Library and Information Science from Simmons College. Prior to arriving at the Brewster Ladies Library, she spent 8 years at the Provincetown Public Library, most recently as their Assistant Director. At the BLL, Brittany hopes to highlight the already robust program offerings, provide support to the amazing staff, and ensure that the Library continues to be the heart of the Brewster community. Brittany lives in Orleans with the two loves of her life: her husband Nick, and their dog, Leroy.

# The Year In Review



## 2022 - 2023 BY THE NUMBERS

### FY 2023

#### BLLA FINANCIAL DATA

Association Revenue	\$209,169
Association Expenses	\$167,583
Town Operating Expenses	\$706,119
Total Library Expenses	\$873,702
Town Contribution	80.8%
Association Contribution	19.2%

The Association budgeted to nearly breakeven at \$25,000 net income. Revenue was 26% higher than budget due to strong income from memberships and small donations.

The used book sale generated \$35,000, \$8,000 more than the previous year.

With higher revenue and expenses close to budget, the new income was \$37,914.

Membership and donation income was very good at \$72,000, 15% better than last year.

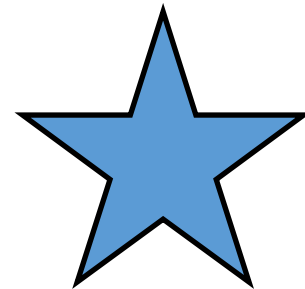
Not included above:

- Realized gains/losses from endowment and investment portfolio of \$190,658
- Expense for annual Nickerson lecture, \$74,630
- Onetime significant donations of \$300,000 and \$12,500.

We welcomed **57,720** patrons through our doors this year.

New Borrowers were 746 (Previous year: 641, 1.6% increase)

Newsletter Subscribers: **3,405**

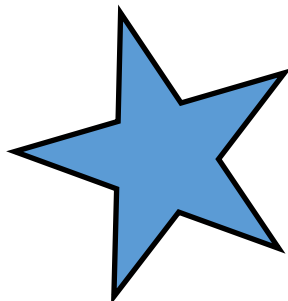


OverDrive Outside Network

Holds by Brewster Patrons: **4,238**

Items Borrowed by Brewster: **7,727**

Items Borrowed From Brewster: **4,656**



- Total Physical Items Circulated: 120,666
- Overdrive Circulation: 33,802
- Adult Programs: 120
- Adult Attendance: 1,449
- Youth Programs: 47
- Youth Attendance: 789
- All Ages Programs: 18
- All Ages Attendance: 194
- Total Brewster Card Holders: 7,894 (4,462) town residents
- Meeting Room Usage: 332

# The Year In Review

2022 - 2023 HIGHLIGHTS

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## Nancy Broberg Named 2023 Sarah Augusta Mayo Award Winner



Named for one of the two founders of the Brewster Ladies' Library, the Sarah Augusta Mayo Award was established in 1998 to recognize outstanding service and contribution to the Library by a volunteer. To date, there have been 41 exceptional recipients and the BLLA is pleased to add a 42nd member to this illustrious group.

**Nancy Broberg** has been volunteering for the Brewster Ladies Library for over 20 years as part of the book mending group. A school librarian in her professional life, Nancy began her volunteer work on June 13, 2002. She was trained in the complex art of book mending by Irene Luebke, who went to the Library of Congress to be trained herself and was the Mayo Award recipient in 2015. Nancy was a quick study and soon was an integral part of the team, forming powerful connections and friendships with her fellow volunteers, particularly Irene.

When Nancy eventually took the helm of the book mending group, she worked to train new members with kindness and enthusiasm. When COVID hit in 2020 and most people were sidelined from their volunteer work, with the Library closed to the public and isolation measures in effect, Nancy continued to work to mend the Library's materials. Even recently, in the new post-pandemic world, Nancy would take home the most difficult books that needed more time and care to repair.

The whole Brewster Ladies' Library wishes Nancy the sincerest congratulations and a happy retirement from her volunteer work!

# The Year In Review

2022 - 2023 HIGHLIGHTS

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## The Brewster Ladies' Library Association Scholarship Program



Jillian Gilmore



Tucker Johnson

The BLLA Scholarship Committee (comprised of Pat Meservy, Susan Stewart, Eileen Bergquist, Joan Pernice, Emily Degnan, and Lisa Perkins) reviewed applications from 18 graduating seniors from Nauset Regional High School (16), Sturgis Charter School (1), and Cape Cod Regional Technical High School (1). Considerations for selection of the two recipients of the scholarship included: residency in Brewster, attendance at a post-graduate school, GPA, personal recommendation, extra curricula involvement, volunteer/community work, employment, future goals, and, of course, financial need. These 18 students uniformly demonstrated strong academic records, a wide array of activities and community work, well-articulated future goals, and very strong recommendations. It was a tough choice for the committee to say the least.

After careful review of the applications, the committee is excited to present these two applicants as very worthy of receiving one of the two \$2500 scholarships to be awarded this year:

Tucker Johnson from Cape Cod Regional Technical High School: Tucker's transcript reflected a very strong level of achievement in highly challenging courses, with a GPA of 4.067. In spite of having Covid interrupt schooling, he has held a summer job since his freshman year painting houses; he has volunteered weekly at a local animal shelter; and joined and stayed with the cross-country team all four years. He will be attending Worcester Polytechnic Institute; his ultimate goal is to obtain a Ph. D. in mathematics and follow in his mother's footsteps as a teacher. What impressed the committee about Tucker was his ability to articulate his awareness of his growing maturity and development of intellectual curiosity while in high school. He admitted that when starting at Cape Tech he didn't think it was the place for him, but found that the institution, according to Tucker, "has boosted my confidence, helped me see my potential, and forced me out of my comfort zone to try new things...I have grown into the person I am because of this institution." His counselor noted that Tucker "is insightful and wise... and is the quintessential student who is adored by teachers and his peers alike."

Jillian Gilmore from Nauset Regional High School: Jillian was in the top 10% of her class at Nauset with a GPA of 4.40, taking highly challenging courses since her freshman year. While committing a significant portion of her out-of-school time to ballet, she also has worked as a ballet teacher for young children, tutored middle school students, has been involved in several organizations in school, played the violin since first grade, volunteered at a physical therapy center, and worked 2 summer jobs. Jillian plans to pursue a degree in neuroscience at Purdue University with a goal of attending medical school. Her goal is "personal" as she noted that she had family members with neurological disorders and she would like "to make a mark on the path to managing and curing these disorders." Her AP biology teacher noted her discipline and consideration of others and her role as a class leader. That teacher gave her her "highest recommendation."

# The Year In Review

2022 - 2023 HIGHLIGHTS

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## Volunteers Make It Happen



Book Binders



Book Sale



Youth Volunteer



Volunteer Shelters

The Library was fortunate to have over 175 volunteers share their time and talents to devote 12,075 hours to Library endeavors this year. While this incredibly dedicated group helps the Library with a myriad of daily tasks, volunteer highlights included the work of more than 40 volunteers at the 2022 Nickerson Lecture featuring Bob Woodward, the tireless work of our Book Sale volunteers throughout the summer and winter months, the resumption of the homebound delivery program, contributions to Beautify Brewster, and participation in the Brewster in Bloom Parade, which featured an even mix of staff, volunteers, and Board members. Participating in the Department of Children and Family's "Giving Tree" initiative, the BLL was also able to provide 85 foster families with gifts for the holidays.

# The Year In Review

## 2022 - 2023 HIGHLIGHTS



Brewster Ladies' Library Association  
Discovery & Enrichment Series

### Organ Donation & Transplantation 101

Tues. May 16th  
4-5:30pm

What does it take to be an organ donor or on the receiving end of this life-saving gift? Dr. Francis Delmonico, Professor of Surgery at Harvard Medical School and long-time organ transplant surgeon at Massachusetts General Hospital, will be on hand to separate fact from fiction.

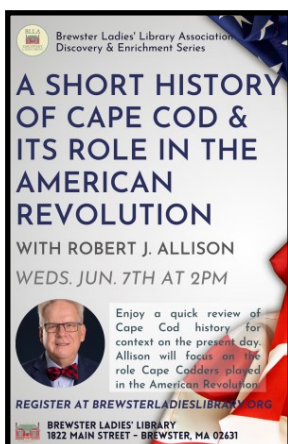
Register at [brewsterladieslibrary.org](http://brewsterladieslibrary.org)

Brewster Ladies' Library • 1822 Main St. Brewster, MA 02631



We had a soft launch of our Discovery & Enrichment Program in the summer of 2022 with four successful events, three of which were in partnership with the Brewster Conservation Trust. Building on this experience, we launched a new “season” in January of 2023. Nine programs were

presented with a total of approximately 500 patrons attending in person and 200 participating through Zoom. We were delighted to have our neighbors as presenters with all having a connection to Cape Cod. Our evaluations informed us that the presentations were very well received, and we received many suggestions for upcoming programs.



Brewster Ladies' Library Association  
Discovery & Enrichment Series

### A SHORT HISTORY OF CAPE COD & ITS ROLE IN THE AMERICAN REVOLUTION

WITH ROBERT J. ALLISON  
WEDS. JUN. 7TH AT 2PM

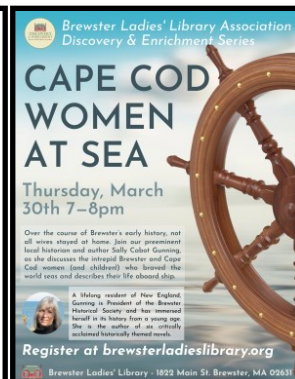
Enjoy a quick review of Cape Cod history for context on the present day. Allison will focus on the role Cape Codders played in the American Revolution.

REGISTER AT [BREWSTERLADIESLIBRARY.ORG](http://BREWSTERLADIESLIBRARY.ORG)

BREWSTER LADIES' LIBRARY  
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While presentations are free to the public, we have requested donations to support the Library. We do not have a final accounting currently; however, it is our expectation that the donations far exceed the costs of offering the program and therefore provide more support to our talented Librarians to expand their program offerings also.

The schedule for the Fall was published in the August Newsletter.



Brewster Ladies' Library Association  
Discovery & Enrichment Series

### CAPE COD WOMEN AT SEA


Thursday, March 30th 7-8pm

Over the course of Brewster's early history, not all lives stayed at home. Join our permanent local historian and author Sally Cabot Gunning as she discusses the intrepid Brewster and Cape Cod women (and children) who braved the world seas and describes their life aboard ship.

A Making member of New England Gunning is President of the Brewster Historical Society and has immersed herself in its history from a young age. She is the author of an critically acclaimed historical non-fiction book.

Register at [brewsterladieslibrary.org](http://brewsterladieslibrary.org)

Brewster Ladies' Library • 1822 Main St. Brewster, MA 02631



Brewster Ladies' Library Association  
Discovery & Enrichment Series

### The Wonder of Birds

Wednesday, April 12th 2-3:30pm

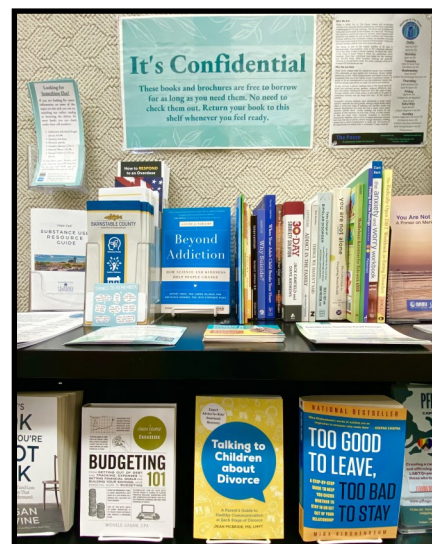
Naturalist Peter Trull will explain how birds have evolved and adapted to their Cape Cod environments—from the sea to beaches, woodlands, marshes, and ponds—and demonstrate the field marks that identify our avian neighbors. Trull has been involved in the research and education of marine birds, coyotes, and whales for over 45 years.

Register at [brewsterladieslibrary.org](http://brewsterladieslibrary.org)

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## Confidential Corner

The Library is proud to join other Cape libraries in the establishment of a Confidential Corner, an initiative that offers titles on sensitive subjects, such as addiction, mental health issues, and gender identity, which patrons can “borrow” anonymously without being required to check them out and without any due date restrictions. Launched through the hard work of Gabrielle Griffis, the corner contains materials and pamphlets from organizations such as the National Alliance on Mental Illness (NAMI), Independence House, PFLAG, Barnstable County Department of Human Services, and more. BLL hopes to add a Young Adult Confidential Corner in the Teen Room in fiscal year 2024.



# The Year In Review

2022 - 2023 HIGHLIGHTS

## ADULT PROGRAMS



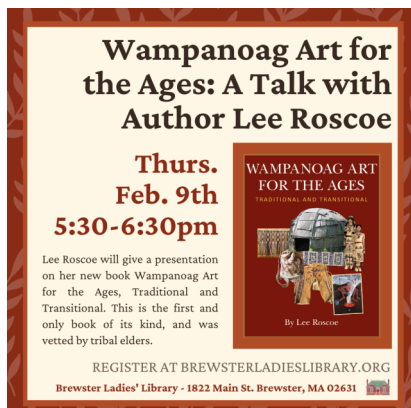
The Adult Summer Reading Program was reinstated in 2022, with over 100 adults enrolling. The success of the program and excitement of those who registered carried over so that we offered the program again in the summer of 2023. Of particular interest is that we feature local Brewster businesses for our prizes, which we'll continue to do in the future.

Along with Adult Summer Reading, the adult programming calendar was full year-round with some focus on more diverse aspects of Cape Cod along with familiar favorites such as arts and craft classes, local history, the Master Gardeners, and panel discussions. Some of the best-attended adult programs of the year include The Crisis in Ukraine in Historical Perspective, Wampanoag Art for the Ages, Civil War and Reconstruction, Native Plants for Cape Cod, Journeys in the Light, and Henry Beston's Cape Cod.

### Some Quotes from Program Participants:

Quote about E-Books 101: "Many thanks to BLL for hosting E-books 101. What a huge help, especially to senior-seniors who might be intimidated by the techy world. It is marvelous to be able to access e-books and audio-books. The class was a game-changer!"

Quote about A Grave Situation: A Walking Tour of the Brewster Cemetery with the Brewster Historical Society: "100% loved! I found this absolutely fascinating! Well researched and executed. Loved the period characters that showed up for the presentation. I know there is so much more to learn here in this one avenue alone. You have whetted my appetite and curiosity, as libraries should!"



# The Year In Review

2022 - 2023 HIGHLIGHTS

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## YOUTH PROGRAMS

The 2023 fiscal year saw 47 youth programs with 789 total attendees, with an additional 18 all ages programs that included 194 attendees. This year saw the return of BLL youth programming staples such as weekly outdoor and indoor story times with Miss Michelle, After School Makerspace, Lego Club, and Toddler Town.

The 2022 Summer season included highlight programs like “Not Really So Scary Animals” with the Joys of Nature, a magic show with Sean Burke, a live birds show with “Amazing Animal Ambassadors,” a monthly kids “Messy Art Class,” a Kindness Rocks painting event, an outdoor Movie Night at the Sea Camps, and a Sea Turtle program with the Mass Audubon.

Along with our standard recurring programs, the BLL also boasted numerous exciting and well-received programs throughout the year, particularly around school vacation weeks. During February Vacation, the Library offered “Tales to Tails: Reading to Therapy Dogs,” a kids’ digital painting workshop, and family yoga. April Vacation week saw “Animals in Spring” with the Joys of Nature, “Buildwave: a Kids’ Hands-on Building Game Workshop,” and an art workshop.

Other youth services highlights from the 2022-2023 year include National Parks A-Z book event with author Gus D’Angelo, the return of the Halloween Parade, featuring the Singing Princesses, and a Build-a-Fort Night!





# The Year In Review

2022 - 2023 HIGHLIGHTS

## More Youth Programs



# The Year In Review

2022 - 2023 HIGHLIGHTS

## Youth Area Enhancements



In an effort to better serve the Brewster community and its constituents, BLL undertook several exciting projects thanks to the work of the Youth Services team of Assistant Director/ Youth Services Librarian Nori Morganstein, Assistant Youth Services Director Gabrielle Griffis, and Library Assistant to Youth Services Cheryl Murphy.

### Children's Area:

The Children's section saw the addition of a book archway, built by Custodian Rick Cronin and hand painted by the talented Gabrielle and lovely new nature-themed furniture. Kids immediately began enjoying the new tables and reading inside the flowery Green House, while the archway receives constant compliments.

### Teen Room:

Meanwhile the Teen Space received a thoughtful makeover featuring a fresh coat of paint, upcycled bookcases, new chairs, beanbags, and a fun rug. A new Teen Art Cart that contains free art-making materials available for teens who visit the Teen Room and the launch of the new Young Artist Fellow program also promises to create an inviting space.



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Roger and Susan Smith	John Taylor and Susan Forward	Anne Weirich
Tracy Smith	Nancy Terry	Bart Weisman and Amy Heller
Deanna Sokolowski	The Mary-Louise Eddy and Ruth N. Eddy Foundation	Caleb Weiss
Julie Solomon	Philip and Susan Thomason	Richard and Lori Welch
Thomas and Elizabeth Sorbo	Nancy Titley	Barbara Wellnitz
Gregory Sottile	Robert and Beth Tobias	Al and Kathy Weyman
Barbara Sousa	Susan Tomlinson-Dykens	Warren and Joan Wezel
Tova Soyt and Tony Esposito	Laura Toy and Louis Duesing	Caren and Frank Wheelwright
Ann Spears	Sandra Tubman	Sarah Whitaker
Jonathan Sprogell and Kathryn Taylor	Anne Tufts	Candance White
Cynthia St Amour	Gail Turner	Steve and Nancy Whitehurst
Vicki Staniar	Jean Twomey	Judith Wilchynski
Holly Stanton Palance	Richard Urban	Douglas Wilcock
Louise Steinkrauss	Susan Valinski	David Wilkinson
Martha Stephens	Rosemary Van Antwerp and Peter Zacchilli	J. Randall Williams and Mary Jane Williams
Frank and Ruth Steponaitis	James Van Baalen	Joe Williams and Jeannie Curhan
Richard and Susan Stewart	Elizabeth Van Sant	Rob and Elaine Williams
Sheryl Stewart	Janet Van Tassel and Steve Park	Craig and Kathleen Wilson
Sylvia Stringer		Penelope Wilson
Thomas Stripling		

# Library Supporters

## Association Members and Donors 2022-2023

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Richard and Ann Wolf

Effie Xenos

Robyn Zelnick and Ted Spevack

William and Pat Wood

Lee and Cathy Yaffa

Sanford and Madeline Zevon

Donald Wright

Jacqueline Yazejian

Shirley and Bob Zimmerman

Marcia Wright

Carol and Kris Yerby

Joseph Zorawick

### Grants to the Brewster Ladies' Library in FY2022

In the past year, the Eddy Foundation awarded a grant of \$11,178.80 to the Library to upgrade the Library Auditorium's sound system and to purchase a museum quality cabinet for the storage and preservation of the Library's historic collection.

The Library also received \$18,568.90 in State Aid to Public Libraries from the MBLC.

# **BLLA Board of Directors**

**2022-2023**

**Joan Pernice**, President

**Susan Stewart**, Vice President

**Peter Bradley**, Treasurer

**Anne Weirich**, Secretary

**Eileen Bergquist**

**Regina Hayes**

**Tricia Kibbe**

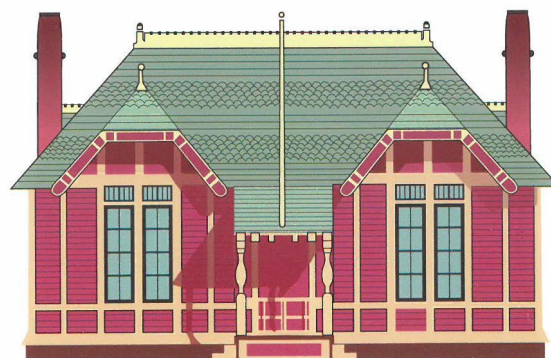
**Nancy Mann**

**Pat Meservey**

**Mary Jo Murphy**

**Lisa Perkins**

**Frank Schroth**



**BREWSTER LADIES' LIBRARY**

1868

## **BLL Library Staff**

**Brittany Taylor** - Director

**Nori Morganstein** – Assistant Director; Youth Services Librarian

**Gabrielle Griffis** – Assistant Youth Services Librarian

**Devon Evans** – Adult Services / Reference Librarian

**Michelle Ryan** – Circulation Manager/ Processing Manager

**Joanne Clingan** — Assistant Circulation Manager

**Lauren Elliott-Grunes** – Volunteer Coordinator

**Stephen Allen** – Assistant Reference Librarian

**Kathy Hunt** – Library Assistant for Adult Services

**Cheryl Murphy** – Library Assistant for Youth Services

**Wicke Walsh** – Library Assistant for Adult Services

**Rick Cronin** - Custodian

## Housing Coordinator Update September 2023

Jill Scalise

### Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14 & 15)
  - Responded to email, phone & in person requests for information and assistance, 51 total requests for housing information (32) or assistance (19). Open office hours Thursdays from 10-noon.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
  - Housing Trust's FY23 Financial Report (CP3) for Community Preservation Committee (CPC) completed by Donna Kalinick and presented to CPC. Thanks to Finance Director Mimi Bernardo for her assistance.
  - Trust's Affordable Buydown Program CPA funding application recommended for approval by CPC.
  - Housing Program Assistant job description posted, priority review deadline October 9<sup>th</sup>.
  - Trust working on additional items throughout this report and setting priority goals for FY24-25.
3. Spring Rock Village- comp permit for 45 affordable rental units off Millstone (SB H-4, HPP #12 & 16)
  - Executive Office of Housing & Livable Communities (EOHLC) approved Select Board's request of 55% local preference (24 units) and 15% regional preference (7 units, Barnstable County) for initial leasing.
  - Spring Rock Village \$500,000 CPC funding application recommended for approval by CPC. Provided recent affordable development cost information to CPC.
4. Comprehensive Permit Projects (HPP Strategy #16):
  - Habitat for Humanity, Phoebe Way: Eligible applicant drawing for two homes to be held in October.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
  - Brewster's Rental Assistance Program (BRAP)- Quarterly report: 3 new households in program, now 10 households receiving assistance. Also, \$16,061 in additional housing funding to 7 Brewster households.
  - Community Development Block Grant (CDBG)- FY21 Housing Rehab projects: 6 Brewster, 8 Dennis & 6 Wellfleet. 80% elderly & 2 families with children. 30 children receiving childcare assistance, 15 Brewster.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
  - 212 Yankee Drive- Pearl Construction obtained permits and began preservation work. With the assistance of DPW & Tom Thatcher, moved personal contents to a secure location. Also met with legal counsel.
  - 6 Sachus Trail- Deed violation addressed. Affordable resale expected to close within the next month.
  - Serenity Apartments at Brewster (27 affordable rental units)- Worked with Serenity's management regarding the required process for Serenity to request a rent increase and complete the annual report verification. Did initial audit of affordable unit files. Prepared material for Select Board.
  - Continue working on several SHI homes of concern including 11 Sean Circle.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
  - ADU Bylaw: Joint Public Hearing on ADU bylaw amendments held by Planning Board & Select Board.
8. Collaboration and Education (HPP Strategies #7 & 15)
  - Participated in COA's Focus Group & Cape Cod Commission's Regional Housing Strategy Working Group. Attended presentation by Harwich Conservation Trust & Affordable Housing Trust.
  - Attended meeting with Sea Camps consultants. Confirmed housing stats, and Housing Plan goals/strategies.
  - Housing Partnership & Trust members participated in Brewster Volunteer Fair. Ms. Kalinick attended HOME Consortium meeting. Discussion with library about potential Town book theme emphasis.

### Upcoming Events & Announcements:

- Habitat for Humanity's Brewster Phoebe Way Kick-Off scheduled for Monday November 6<sup>th</sup> at 4PM at Brewster Baptist Church. Two Phoebe Way Wall Raisings on Saturday November 11<sup>th</sup> at 8AM.

### Personnel

- Participated in Housing Trust & CPC meeting. Also worked with: Assessors, Building, Council on Aging, Finance, Health, Housing Partnership, Library, Planning, Public Works, Town Administration, & Water.
- Special thanks to Assistant Town Manager Donna Kalinick and Town Planner Jon Idman for their assistance, guidance and support.

# FY 21 Brewster Regional CDBG Grant Quarterly Report for the Period Ending 9/30/23

## Administration & Management

The administration and management of the Brewster grant is progressing well, with no issues or concerns. During this quarter the Grant Administrator assisted the housing rehab sub-grantee with issues regarding a Single Case Waiver and provided guidance on both complex construction and income qualification questions. Training was provided to sub-grantees.

We are pleased with the progress that is being made and look forward to wrapping up the FY21 grant over the next quarter.

## Housing Rehab Program

We have **19** projects in the pipeline: **18** under contract of which: **11** are completed and closed out, **7** in construction phases: **3** in active construction nearing completion by the end of the month and **1** out to bid. The **4** septic projects are finally complete. **1** SCW is underway and is one of the projects expected to be completed by the end of the month. The Brewster project pending their second meeting with Brewster Historic Committee passed and windows are in and is next in line when the SCW project is complete. The breakouts are **Brewster 6** projects, **Dennis 8** projects and **Wellfleet 5** projects. **Twelve** households are elderly (8 single females and 4 couples) and **3** are families, two with children under 6. Lead and septic are the big money items this grant cycle; \$122,353 and \$85,781 respectively. We have a list of approx. 10 full applications to ready for the FY22/23 grant.

## Operations

We had **3** new GCs join in on walk throughs, and 2 of the three have been awarded bids. This will help tremendously, bringing our pool to 4 fully participating GCs. We must give a huge shout out to Bronov Enterprises, Inc. He has been very active with the program and has since added another crew to his organization. It is great to see a young man take advantage of this opportunity while being an integral part of giving back to his community. We are hopeful his former partner (one of the new GCs in the pool) will take a page out of his business development book! The one project that is out for bid will be under contract by the end of October leaving us with approximately \$33,000 left in the grant. We have one project in our sights that we might be able to squeeze in but it will be hard to determine until that giant lead project on the 1740's home is underway. We need to reserve some capital for unexpected surprises on that structure.

## Marketing in the Community

TRI staff attended a Resource Fair held at Eastham Elks. The turnout was light on the beautiful fall day after days of rain, however the staff was able to connect with new and old collaborators, which was very successful. Towns continue to do an excellent job of updating their sites and sharing information. Word of mouth is by far the most effective and widespread. The COAs are featuring a blurb about the Housing Rehab Program in each newsletter.

## FY21 Program ~ Labor Shortages & Inflation.

We are noticing a bit of a slowdown in the Cape construction world though costs remain high as GCs finally take a breather to fully assess their cost margins. High cost on Cape Cod and a shortage of labor due to the lack of affordable housing for workers impacts our program. Everything is still taking longer to schedule, i.e., permitting, septic designs & installations, plumbers, electricians, and our High Risk Deleader is coming from off-Cape. We are increasingly requiring the use of a High Risk Deleader due to the increased presence of lead in recent projects.

### **PERFORMANCE MEASURES - HOUSING REHABILITATION:**

- # of homeowner units occupied by elderly: 13
- # of homeowner units moved from substandard to standard: **13**
- # of homeowner units made accessible: 3
- # of homeowner units brought into compliance with lead safety rules: **5**

### **LEAD PAINT REPORTING**

<u>*Applicable Lead Paint Requirement:</u>		<u>*Lead Hazard Remediation Action</u>	
Housing constructed before 1978	<b>12</b>	Lead safe Work Practices ~ (Hard costs <\$5k)	<b>8</b>
Exempt: housing constructed 1978 or later	<b>7</b>	Interim Control or Std Practices ~ (Hard costs \$5K -\$25K)	<b>2</b>

Otherwise exempt  
Exempt: Hard costs <= \$5,000  
Total 19

Abatement ~ (Hard costs > \$25,000)

2

Total 12

**\*\*\*as projects come under contract, the performance measures & the lead hazard remediation action will be filled in.**

**Real Life in South Dennis: Family of 4 struggles to rebound after COVID & climate change:**

A young couple bought their fixer upper soon after they were married and settled on Cape Cod. Tim's job at the Chatham weather station as a meteorologist required that he live locally, and they were confident that their 2 income salaries could handle the repairs they knew were coming. Two babies, one pandemic and the closure of the weather station due to erosion, resulted in a one-income household. While home schooling responsibilities were embraced, the couple is also trying to get a new business off the ground. Fortunately, they found the Housing Rehab Program.

- Remove asbestos.
- Replace failed roof, siding and rotted trim.
- Replace failed windows (4x) and ext. doors/storms (2x sets).
- Address drainage issue at walk-out basement.

***Before ~ From the street the basics don't look too bad ~ but a closer look reveals failed roof, siding, trim, & doors***







*After ~ The FINAL! New roof, new siding, door and windows....*



### **Childcare Subsidies**

The FY21 Brewster Regional Childcare Subsidy Program has had another busy quarter. With the school year underway, new families have applied to the program for daycare, preschool & before/after school care. To date, we have received 37 family applications and approved 25. This program is serving a total of 37 children and has encumbered all but about \$2,000 of the available budget. With the program almost full, we'll spend time ensuring that all families are able to utilize their funds through the final quarter of the grant. These three communities are also thrilled with the news that more funding will be available through the FY22/23 program, which will be starting up during this quarter.

**Performance Measures:**

New Access: 29

Improved Access: 8

No Longer Substandard: 0

**Program Breakdown by Town of Residence:**

**Housing Rehab**

**Brewster:** 6 units **Dennis:** 8 units **Wellfleet:** 5 units

**Childcare Subsidy Program**

**Brewster:** 18 children **Dennis:** 18 children **Wellfleet:** 1 child



**INDEPENDENCE**  
**H O U S E**

**Independence House, Inc.**

**160 Bassett Lane**

**Hyannis, MA 02601**

**Tel. 508 771-6507**

**Fax: 508 778-0143**

**24-HOUR HOTLINE**

**1 800 439-6507**

October 10, 2023

Town of Brewster  
2198 Main Street  
Brewster, MA 02631

Dear Grantor,

I hope you had a good summer and are enjoying post Labor Day living on Cape Cod. Enclosed please find the statistics for July, August, September, and the 1<sup>st</sup> Quarter of Fiscal Year 2024.

As you know, October is Domestic Violence Awareness Month. This Friday, October 13<sup>th</sup> will be our annual DVAM Breakfast. In addition, we are in the process of preparing to support our clients during the Thanksgiving holiday and with our Holiday Helping Program in December.

Thank you for your continued support! If you have any questions regarding the report or other items, please do not hesitate to contact me at 508-771-6507 x235 or [bovr@indhouse.net](mailto:bovr@indhouse.net).

Sincerely,

**Bob Ravenelle**

Director of Domestic & Sexual Violence and  
Grants & Contract Management

**Independence House  
July 2023 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A- Restraining Orders	66.75	7.25	3.75	0.50	9.25	3.75	49.50	8.25	22.25	3.25	3.75	16.25	0.00	0.00	17.25	30.75	139	82	221	242.50
258E-Harrasment Order	9.25	0.00	0.00	0.00	3.00	0.00	5.50	1.50	4.50	0.00	0.00	10.00	0.00	0.00	2.50	3.00	23	16	39	39.25
Children Exposed to DV	2.00	0.00	1.00	0.00	0.00	1.50	12.25	2.00	1.25	1.75	0.00	2.50	2.00	0.00	8.00	0.00	6	23	29	34.25
Teen Services	8.25	0.00	1.25	3.00	0.00	0.00	5.25	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2	14	16	19.00
Domestic Violence Services	129.75	21.25	11.75	3.00	13.00	10.50	68.25	16.50	19.50	14.00	6.75	13.75	2.00	0.00	22.75	24.50	79	170	249	377.25
Sexual Assault Services	24.50	0.00	2.50	1.50	3.25	0.25	11.00	3.00	1.25	3.25	4.00	4.25	0.00	3.25	10.25	6.00	13	40	53	78.25
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group	21.50	7.00	5.00	1.00	1.00	0.00	10.00	0.00	4.50	1.00	1.00	0.00	0.00	0.00	3.00	34.00	10	28	38	89.00
Sexual Assault Group	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0	0.00
Housing Stabilization	4.25	0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.25	3.25	0	6	6	12.00
SafeHomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0	0.00
Survivors of Homicide	1.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	1.00	3.00	0	5	5	10.00
Childcare	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25	2.25	0	5	5	5.00
Food Pantry	8.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	6.00	0	15	15	20.00
Medical Advocacy	0.00	0.00	0.00	0.00	0.00	2.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.50	0.00	2	0	2	5.75
Domestic Violence Hotline	30.00	0.00	3.00	1.00	3.00	0.00	4.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	4.00	44.00	0	0	0	92.00
Sexual Assault Hotline	2.00	0.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	7.00	0	0	0	14.00
Other Calls	19.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	1.00	0.00	0.00	0.00	0.00	2.00	53.00	0	0	0	78.00
Outreach/ Education	0.50	0.00	0.00	0.00	0.50	0.00	0.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00	0	54	54	7.00
Prevention Activities	1.50	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0	32	32	3.50
<b>Total New Clients</b>	<b>91</b>	<b>12</b>	<b>4</b>	<b>3</b>	<b>11</b>	<b>5</b>	<b>44</b>	<b>10</b>	<b>14</b>	<b>5</b>	<b>4</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>26</b>				<b>274</b>
<b>Total Unduplicated Clients</b>	<b>149</b>	<b>10</b>	<b>14</b>	<b>5</b>	<b>15</b>	<b>5</b>	<b>76</b>	<b>29</b>	<b>26</b>	<b>36</b>	<b>6</b>	<b>16</b>	<b>2</b>	<b>1</b>	<b>46</b>	<b>54</b>				<b>490</b>
<b>Total Clients</b>	<b>240</b>	<b>22</b>	<b>18</b>	<b>8</b>	<b>26</b>	<b>10</b>	<b>120</b>	<b>39</b>	<b>40</b>	<b>41</b>	<b>10</b>	<b>38</b>	<b>2</b>	<b>1</b>	<b>69</b>	<b>80</b>				<b>764</b>
<b>TOTAL (Units)</b>	<b>329.75</b>	<b>35.50</b>	<b>28.75</b>	<b>11.25</b>	<b>35.00</b>	<b>18.25</b>	<b>167.75</b>	<b>39.50</b>	<b>58.25</b>	<b>27.25</b>	<b>15.50</b>	<b>47.75</b>	<b>4.00</b>	<b>3.25</b>	<b>86.75</b>	<b>218.25</b>	<b>274</b>	<b>490</b>	<b>764</b>	<b>1126.75</b>

**Independence House  
August 2023 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	85.5	19	2.5	0.75	11.5	3	27	2.75	11	8	1.25	17.5	0	1	17.25	33	117	126	243	241.00
258E-Harrasment Order	23.75	6.5	0.25	2.25	6.75	0	0	0.25	0	0	0	9	0	0	7.5	4.25	35	33	68	60.50
Children Exposed to DV	9.00	0.00	0.75	0.00	0.00	1.50	16.25	3.00	0.25	1.00	0.00	2.00	1.25	0.00	11.25	0.00	6	28	34	46.25
Teen Services	9.00	0.00	0.00	2.00	0.00	0.00	4.50	2.00	2.00	0.00	0.00	0.25	0.00	0.00	0.00	0.00	1	12	13	19.75
Domestic Violence Services	125.50	30.75	9.00	8.25	21.00	9.75	66.00	8.50	20.75	7.25	4.75	14.50	1.50	0.00	51.00	20.00	57	203	260	398.50
Sexual Assault Services	34.25	0.00	8.00	2.25	5.00	0.00	10.00	5.00	2.50	2.25	3.00	9.25	0.00	4.00	21.50	2.00	8	53	61	109.00
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group	28.00	12.00	3.00	0.00	0.00	0.00	13.00	0.00	4.00	0.00	3.00	0.00	0.00	0.00	4.00	32.50	7	30	37	99.50
Sexual Assault Group	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1	2.00	3	8.00
Housing Stabilization	2.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75	0.50	0	4	4	4.00
SafeHomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Survivors of Homicide	4.50	0.00	0.00	0.00	0.00	0.00	8.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	2	5	7	22.50
Childcare	7.25	0.00	1.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2	4	6	8.75
Food Pantry	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3.00	0	0	0	7.00
Medical Advocacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	5.00	4	0	4	11.00
Domestic Violence Hotline	0.00	0.00	0.00	1.00	3.00	0.00	1.00	2.00	0.00	1.00	1.00	1.00	0.00	0.00	6.00	40.00	0	0	0	56.00
Sexual Assault Hotline	5.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	8.00	0	0	0	16.00
Other Calls	14.00	0.00	2.00	0.00	0.00	0.00	1.00	1.00	1.00	0.00	0.00	1.00	0.00	0.00	1.00	84.00	0	0	0	105.00
Outreach/ Education	21.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	1.00	0.00	0.00	0.00	3.00	0.00	0	353	353	27.00
Prevention Activities	5.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0	20	20	7.00
<b>Total New Clients</b>	<b>84</b>	<b>11</b>	<b>6</b>	<b>2</b>	<b>11</b>	<b>6</b>	<b>23</b>	<b>2</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>4</b>	<b>27</b>	<b>33</b>				<b>240</b>
<b>Total Unduplicated Clients</b>	<b>499</b>	<b>24</b>	<b>11</b>	<b>5</b>	<b>18</b>	<b>8</b>	<b>75</b>	<b>16</b>	<b>40</b>	<b>9</b>	<b>9</b>	<b>26</b>	<b>2</b>	<b>1</b>	<b>86</b>	<b>44</b>				<b>873</b>
<b>Total Clients</b>	<b>583</b>	<b>35</b>	<b>17</b>	<b>7</b>	<b>29</b>	<b>14</b>	<b>98</b>	<b>18</b>	<b>43</b>	<b>16</b>	<b>11</b>	<b>45</b>	<b>2</b>	<b>5</b>	<b>113</b>	<b>77</b>				<b>1113</b>
<b>TOTAL (Units)</b>	<b>274.75</b>	<b>43.75</b>	<b>24.75</b>	<b>14.00</b>	<b>30.00</b>	<b>11.25</b>	<b>119.75</b>	<b>24.50</b>	<b>38.50</b>	<b>11.50</b>	<b>16.75</b>	<b>28.00</b>	<b>2.75</b>	<b>4.00</b>	<b>101.00</b>	<b>200.00</b>	<b>240</b>	<b>873</b>	<b>1113</b>	<b>1246.75</b>

**Independence House  
September 2023 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Omits of Service
209A-Restraining Orders	53.25	4.75	0.5	7	9	14.8	32.75	1.75	1	5.5	0	7.5	0	1.5	20.75	18.25	104	114	218	178.25
258E-Harrasment Order	21.50	4.50	0.00	0.00	12.75	0.00	11.00	0.00	1.50	0.00	0.00	1.50	0.00	0.00	11.25	6.75	32	38	70	70.75
Children Exposed to DV	12.00	0.00	0.00	0.00	0.00	5.00	9.50	0.00	0.00	2.75	0.00	0.25	0.25	0.00	13.25	0.00	3	27	30	43.00
Teen Services	11.25	1.50	0.00	0.00	0.00	0.00	4.25	4.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7	13	20	26.00
Domestic Violence Services	125.75	20.00	7.75	7.50	18.00	11.00	60.00	8.75	16.25	6.50	4.00	10.75	3.50	0.00	49.50	20.00	70	174	244	369.25
Sexual Assault Services	28.75	0.00	5.00	0.00	7.50	0.00	13.75	5.25	2.00	0.00	4.00	4.75	0.00	4.50	19.50	1.25	12	42	54	96.25
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group	4.00	5.00	2.00	0.00	2.00	0.00	5.00	0.00	4.75	0.00	0.00	0.00	0.00	0.00	2.00	23.50	5	28	33	48.25
Sexual Assault Group	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	1	7.00	8	27.00
Housing Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0	2	2	0.50
SafeHomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Survivors of Homicide	1.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0	5	5	5.00
Childcare	2.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0	3	3	2.75
Food Pantry	0.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	3.00	0	0	0	12.00
Medical Advocacy	8.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	2	0	2	9.75
Domestic Violence Hotline	14.00	1.00	2.00	1.00	1.00	1.00	6.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	16.00	0	0	0	44.00
Sexual Assault Hotline	5.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00	0	0	0	16.00
Other Calls	27.00	0.00	0.00	1.00	2.00	0.00	5.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	71.00	0	0	0	109.00
Outreach/ Education	13.50	2.00	0.00	0.00	1.00	3.00	3.50	0.00	2.00	0.00	0.50	0.00	0.00	0.00	3.00	0.00	0	190	190	28.50
Prevention Activities	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50	0.00	0	6	6	3.00
<b>Total New Clients</b>	83	10	2	4	19	4	37	4	10	2	0	9	1	1	28	22				236
<b>Total Unduplicated Clients</b>	220	39	10	7	30	29	105	10	27	7	6	19	2	3	97	38				649
<b>Total Clients</b>	303	49	12	11	49	33	142	14	37	9	6	28	3	4	125	60				885
<b>TOTAL (Units)</b>	351.75	40.75	19.75	17.50	53.25	34.75	151.75	21.75	35.50	14.75	8.50	25.75	3.75	6.00	131.75	172.00	236	649	885	1089.25

**Independence House  
Quarter 1 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/New	Clients	Total Clients	of Service
209A-Restraining Orders	205.50	31.00	6.75	8.25	29.75	21.50	109.25	12.75	34.25	16.75	5.00	41.25	0.00	2.50	55.25	82.00	360.00	322.00	682	661.75
258E-Harrasment Order	54.50	11.00	0.25	2.25	22.50	0.00	16.50	1.75	6.00	0.00	0.00	20.50	0.00	0.00	21.25	14.00	90.00	87.00	177	170.50
Children Exposed to DV	23.00	0.00	1.75	0.00	0.00	8.00	38.00	5.00	1.50	5.50	0.00	4.75	3.50	0.00	32.50	0.00	15.00	78.00	93	123.50
Teen Services	28.50	1.50	1.25	5.00	0.00	0.00	14.00	7.25	7.00	0.00	0.00	0.25	0.00	0.00	0.00	0.00	10.00	39.00	49	64.75
Domestic Violence Services	381.00	72.00	28.50	18.75	52.00	31.25	194.25	33.75	56.50	27.75	15.50	39.00	7.00	0.00	123.25	64.50	206.00	547.00	753	1145.00
Sexual Assault Services	87.50	0.00	15.50	3.75	15.75	0.25	34.75	13.25	5.75	5.50	11.00	18.25	0.00	11.75	51.25	9.25	33.00	135.00	168	283.50
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Domestic Violence Group	53.50	24.00	10.00	1.00	3.00	0.00	28.00	0.00	13.25	1.00	4.00	0.00	0.00	0.00	9.00	90.00	22.00	86.00	108	236.75
Sexual Assault Group	32.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	2.00	9.00	11	35.00
Housing Stabilization	7.00	0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	4.25	0.00	12.00	12	16.50
SafeHomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Survivors of Homicide	6.50	0.00	0.00	0.00	0.00	0.00	10.00	0.00	11.00	0.00	0.00	0.00	0.00	0.00	1.00	9.00	2.00	15.00	17	37.50
Childcare	11.25	0.00	1.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25	2.50	2.00	12.00	14	16.50
Food Pantry	9.00	1.00	2.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00	12.00	0.00	15.00	15	39.00
Medical Advocacy	8.25	0.00	0.00	0.00	0.00	2.25	0.00	3.00	0.00	0.00	3.00	0.00	0.00	0.00	3.50	6.50	8.00	0.00	8	26.50
Domestic Violence Hotline	44.00	1.00	5.00	3.00	7.00	1.00	11.00	3.00	1.00	2.00	1.00	2.00	0.00	0.00	11.00	100.00	0.00	0.00	0	192.00
Sexual Assault Hotline	12.00	1.00	1.00	1.00	2.00	0.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00	24.00	0.00	0.00	0	46.00
Other Calls	60.00	0.00	2.00	1.00	2.00	0.00	6.00	6.00	2.00	1.00	0.00	1.00	0.00	0.00	3.00	208.00	0.00	0.00	0	292.00
Outreach/ Education	35.00	2.00	0.00	0.00	1.50	3.00	3.50	2.00	4.00	2.00	1.50	0.00	0.00	0.00	8.00	0.00	0.00	597.00	597	62.50
Prevention Activities	7.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	1.50	0.00	58.00	58	13.50
<b>Total New Clients</b>	258.00	33.00	12.00	9.00	41.00	15.00	104.00	16.00	27.00	14.00	6.00	50.00	1.00	5.00	78.00	81.00				750
<b>Total Unduplicated Clients</b>	868.00	73.00	35.00	17.00	63.00	42.00	256.00	55.00	93.00	52.00	21.00	61.00	6.00	5.00	229.00	136.00				2012
<b>Total Clients</b>	1126	106	47	26	104	57	360	71	120	66	27	111	7	10	307	217				2762
<b>TOTAL (Units)</b>	956.25	120.00	73.25	42.75	118.25	64.25	439.25	85.75	132.25	53.50	40.75	101.50	10.50	13.25	319.50	590.25	750.00	2012.00	2762.00	3462.75



## Pension Reserves Investment Management Board

53 State Street, Suite 600  
Boston, Massachusetts 02109

Deborah B. Goldberg, Treasurer and Receiver General, Chair  
Michael G. Trotsky, CFA, Executive Director and Chief Investment Officer

**Town of Brewster**  
**State Retirees Benefits Trust Fund**  
**September 01, 2023 to September 30, 2023**

	<u>Month To Date</u>	<u>Fiscal Year To Date</u>	<u>Calendar Year To Date</u>
<b>Your beginning net asset value for the period was:</b>	3,881,308.94	3,790,975.25	3,268,481.19
Your change in investment value for the period was:	(100,869.33)	(70,535.64)	151,958.42
Your exchanges from (to) the Cash Fund for the period were:	0.00	60,000.00	360,000.00
<b>Your ending net asset value for the period was:</b>	<b><u>3,780,439.61</u></b>	<b><u>3,780,439.61</u></b>	<b><u>3,780,439.61</u></b>
<b>Net Change in Investment Value represents the net change through investment activities as follows:</b>			
Gross Investment Income:	8,801.36	25,348.07	75,357.26
Less Management Fees:	(2,185.61)	(5,065.56)	(14,303.65)
Net Investment Income:	<u>6,615.75</u>	<u>20,282.51</u>	<u>61,053.61</u>
Net Fund Unrealized Gains/Losses:	(118,632.46)	(105,078.96)	56,280.23
Net Fund Realized Gains/Losses:	<u>11,147.38</u>	<u>14,260.81</u>	<u>34,624.58</u>
<b>Net Change in Investment Value as Above:</b>	<b><u>(100,869.33)</u></b>	<b><u>(70,535.64)</u></b>	<b><u>151,958.42</u></b>

**As of September 30, 2023 the net asset value of your investment in the SRBT Fund was: \$3,780,439.61**

**If you have any questions regarding your statement, please contact the Client Services team at [clientservice@mapension.com](mailto:clientservice@mapension.com).**  
*A detailed statement of your account is attached to this summary sheet.*





## Pension Reserves Investment Management Board

53 State Street, Suite 600  
Boston, Massachusetts 02109

Deborah B. Goldberg, Treasurer and Receiver General, Chair  
Michael G. Trotsky, CFA, Executive Director and Chief Investment Officer

### Town of Brewster

#### Cash Investment

September 01, 2023 to September 30, 2023

	<u>Month To Date</u>	<u>Fiscal Year To Date</u>	<u>Calendar Year To Date</u>
<b>Your beginning net asset value for the period was:</b>	0.00	0.00	0.00
Your investment income for the period was:	0.00	0.00	0.00
Your total contributions for the period were:	0.00	60,000.00	360,000.00
Your total redemptions for the period were:	0.00	0.00	0.00
Your total exchanges for the period were:	0.00	(60,000.00)	(360,000.00)
Your state appropriations for the period were:	0.00	0.00	0.00
<b>Your ending net asset value for the period was:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**As of September 30, 2023 the net asset value of your investment in the Cash Fund was: \$0.00**

**If you have any questions regarding your statement, please contact the Client Services team at [clientservice@mapension.com](mailto:clientservice@mapension.com).**  
*A detailed statement of your account is attached to this summary sheet.*



## Pension Reserves Investment Management Board

53 State Street, Suite 600  
Boston, Massachusetts 02109

Deborah B. Goldberg, Treasurer and Receiver General, Chair  
Michael G. Trotsky, CFA, Executive Director and Chief Investment Officer

PHTF90200002  
Commonwealth Of Massachusetts

### Town of Brewster

#### Investment Detail

9/30/2023

	<b>Investments Units Of Participation</b>	<b>Cost</b>	<b>Price</b>	<b>Market Value</b>	<b>Unrealized Gain/Loss</b>
14,714.091	HCST OPEB MASTER TRUST	3,720,404.75	256.9265	3,780,439.61	60,034.86
	<b>Total Investment:</b>	<b>3,720,404.75</b>		<b>3,780,439.61</b>	<b>60,034.86</b>



## Pension Reserves Investment Management Board

53 State Street, Suite 600  
Boston, Massachusetts 02109

Deborah B. Goldberg, Treasurer and Receiver General, Chair  
Michael G. Trotsky, CFA, Executive Director and Chief Investment Officer

PHTF90200002  
Commonwealth Of Massachusetts

### Town of Brewster Statement of Change In Net Assets 09/30/2023

	Current Period		Fiscal Year		Year To Date	
	9/1/2023	9/30/2023	7/1/2023	9/30/2023	1/1/2023	9/30/2023
NET ASSETS - BEGINNING OF PERIOD		3,881,308.94		3,790,975.25		3,268,481.19
DISBURSEMENTS:						
CASH FUND EXCHANGES		0.00		60,000.00		360,000.00
RECEIPTS:						
CONTRIBUTIONS:						
PARTICIPANTS		0.00		60,000.00		360,000.00
INVESTMENT INCOME:						
UNREALIZED GAIN/LOSS-INVESTMENT		-118,632.46		-105,078.96		56,280.23
MASTER TRUST ALLOCATED EXPENSES		-609.96		-833.42		-2,289.31
MASTER TRUST CHANGE IN REALIZED G/L		11,147.38		14,260.81		34,624.58
MASTER TRUST INVESTMENT INCOME		8,801.36		25,348.07		75,357.26
MT ALL INVESTMENT MANAGER FEES		-1,575.65		-4,232.14		-12,014.34
UNIT EXCHANGES		0.00		60,000.00		360,000.00
<b>Total Receipts</b>		<b>-100,869.33</b>		<b>49,464.36</b>		<b>871,958.42</b>
<b>Total Disbursements:</b>		<b>0.00</b>		<b>60,000.00</b>		<b>360,000.00</b>
<b>Net Assets - End of Period:</b>		<b>3,780,439.61</b>		<b>3,780,439.61</b>		<b>3,780,439.61</b>

## STATEMENT EXPLANATION

Below you will find a description of each item posted to your statement.

### CAPITAL ACCOUNT

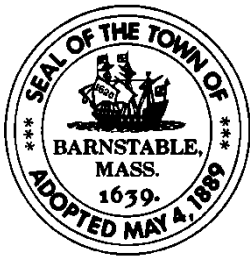
<b>Summary of Account Activity:</b>	A summary statement produced for your investment in the State Retiree Benefits Trust Fund (SRBTF) includes both month-to-date and fiscal year-to-date information. This statement is also furnished to the Public Employee Retirement Administration Commission (PERAC).
<b>Your beginning net asset value for the period:</b>	The total balance of your investment as of the opening date of the statement period.
<b>Your change in investment value for the period:</b>	The total increase or decrease in your investment includes net investment income, realized gains or losses, and unrealized gains or losses.
<b>Your total exchanges from (to) cash fund:</b>	Movement of funds occurring on the first business day of each month between your Cash Fund and Capital Account (SRBTF).
<b>Your ending net asset value for the period:</b>	The total balance of your investment as of the closing date of the statement period.
<b>Gross investment income:</b>	Represents your allocable share of the SRBTF's income associated with securities and other investments (i.e. real estate), except for realized and unrealized gains or losses. It is principally interest, dividends, real estate income, and private equity income.
<b>Management fees:</b>	Represents your allocable share of the SRBTF's expenses related to PRIM's investment advisors, consultants, custodian and operations expenses.
<b>Net investment income:</b>	Represents your allocable share of the SRBTF's gross investment income, less Management Fees.
<b>Net fund unrealized gains/losses:</b>	Represents your allocable share of the SRBTF's increase or decrease in value, attributed to a change in value of securities or other investments held in the PRIT Fund, relative to original cost. These gains or losses are "unrealized" because the investments have not yet been sold.
<b>Net fund realized gains/losses:</b>	Represents your allocable share of the SRBTF's increase or decrease in value attributed to the PRIT Fund's sale of securities or other investments (i.e. real estate property). Whether you "realize" a gain or loss depends upon the price at which the investment was sold in relation to its original purchase price.

### CASH FUND

<b>Your beginning net asset value for the period:</b>	The total balance of your investment as of the opening date of the statement period.
<b>Your investment income for the period:</b>	Interest earned for the period.
<b>Your total contributions for the period:</b>	Sum of all funds (i.e. wires and/or checks) sent into your SRBTF account during the statement period. Cash contributed any day during the month except the first business day will remain in your Cash Fund until the first business day of the following month, when it will then be exchanged into the General Allocation Account (SRBTF).
<b>Your total redemptions for the period:</b>	Sum of all funds sent by wire from the PRIT Fund's custodian bank to your government entity during the statement period. A redemption made be made at any time throughout the month as long as your Cash Fund balance equals or exceeds the amount you wish to redeem.
<b>Your ending net asset value for the period:</b>	The total balance of your investment as of the closing date of the statement period.

If you have any questions regarding your statement, please contact the Client Services team at [clientservice@mapension.com](mailto:clientservice@mapension.com).

Categories for Barnstable Quarterly Reports top row	
Adj	Any adjustments/ calibrations to bring device in tolerance
Seal	Device has been sealed for that calendar year
Not Sealed	Device has not met compliance at time of insp; may need repair
Cond	Condemned device-does not meet standards for compliance
Sealing Fees	Dollars brought in for specific category of devices
Reinp Fees	Charges if device once sealed; needed repair and re-sealing
Device Fines	Charges if device has been found to be in use unsealed & not tested
PV Fines	Price Verification (Scanners) Violations
IP Fines	Item Price Violations mainly pricing at grocery/food stores
PK. CH Fines	Package Checking (Net Weight inspections) Violations
VFH Safety	Vehicle For Hire Safety inspections fees
C.C. Fines	Customer Complaint violations –this option has been disabled
Side Column categories	
Complaints	How many complaint weights and measures has investigated
Pkg. Check	How many individual packages were inspected for net weight
UPC	Unit Price Code inspections per item
IP not fine	Pricing inspection conducted resulting in compliance



**Town of Barnstable**  
**Inspectional Services Department**  
**Weights & Measures Program**

230 South Street, Hyannis, MA 02601  
[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)  
Telephone: 508-862-4671 Fax: 508-778-2412

Brian Florence, Director  
Jeff Carter, Deputy Director

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Kevin Friel  
Sealer of Weights & Measures  
Program Manager

October 30, 2023

Ms. Donna Kalinick  
Assistant Town Administrator  
Brewster Town Hall  
2198 Main Street  
Brewster, MA 02631

Dear Ms. Kalinick,

Enclosed is the quarterly report detailing all weights & measures activities conducted within the Town of Brewster from July 1 to September 30, 2023

- 2 scales were tested and sealed, including one balance with two associated weights sealed. 1 of the 2 scales tested required adjustment.
- 1 water dispenser meter was tested and sealed as well as 3 reverse vending machines used to redeem cans and bottles.
- 3 item price inspections were conducted at food stores, one location had infractions that were corrected.
- 1 consumer complaint was investigated which was determined to be unfounded.

On behalf of the staff at Barnstable Weights & Measures we look forward to continuous service of weights & measures duties in Brewster and we thank you for your support in the mission for providing equity in the marketplace.

Please feel free to contact me directly at (508) 862-4776, or e-mail, [kevin.friel@town.barnstable.ma.us](mailto:kevin.friel@town.barnstable.ma.us) with any questions.

Kind Regards,

Kevin Friel  
Town of Barnstable  
Sealer of Weights & Measures/Program Manager

**Town of Barnstable Weights and Measures Program**  
 From 7/1/2023 to 9/30/2023

**Brewster**

		Adj	Seal	Not Sealed	Cond	Sealing Fees	Reinp Fees	Device Fines	PV Fines	IP Fines	PK.CH. Fines	VFH Safety	C.C. Fines
<b>Scales</b>	A Cap Over 10,000 lbs												
	B 5,000 - 10,000 lbs												
	C 100 - 5,000 lbs												
	D Under 100 lbs	1	1			60							
	E Under 10 lbs		1			55							
	Balances												
<b>Weights</b>	Avordupois												
	Metric												
	Troy												
	Apothecary		2	1		20							
<b>Automatic Liquid Measuring</b>	Meters, Inlet 1" or less												
	Gasoline												
	Oil, Grease												
	Vehicle Tank Meters												
	Bulk Storage												
	Liquid Measure Meters		1			40							
<b>Other Automatic Measuring</b>	Taximeters												
	Leather Measuring												
	Wire/Cordage												
	Cloth Measuring												
	Reverse Vending		3			45							
<b>Linear Measures</b>	Yardsticks												
	Tapes												
<b>Scan</b>	Scan - Above 98%		1			95				600			
	Scan - Below 98%												
<b>Complaints</b>		1											
<b>Pkg. Check</b>													
<b>UPC</b>													
<b>IP not Fined</b>		2											
<b>Totals</b>		1	9	1		315				600			

**Fees:** \$315.00  
**Fines:** \$600.00  
**Total:** **\$915.00**

**Eric Bohn**



**Brewster, MA 02631**

September, 2023

TO: Erika Mawn, Town Manager/Select Board Office

Colette Williams, Town Clerk

FROM: Eric Bohn

RE: Resignation from the Brewster Cultural Council

Although I have enjoyed my time working on the Cultural Council, family and work duties have become more time consuming, and I feel it best to resign. Thank you.

A handwritten signature in blue ink, appearing to read "Eric Bohn", written over a horizontal line.

Eric Bohn



RECEIVED

By Colette Williams at 10:00 am, 11/3/23

**Colette Williams**

---

**From:** chell <[REDACTED]>  
**Sent:** Friday, November 3, 2023 9:53 AM  
**To:** Colette Williams  
**Subject:** Re: Resignation

Please accept this letter of resignation from the Bicycle and Pedestrian Committee effective November 2, 2023.

Michelle Bitzer  
[REDACTED]

On Nov 3, 2023, at 8:59 AM, Colette Williams <cwilliams@brewster-ma.gov> wrote:

Good Morning,

Could you please send me a resignation letter for the committee with an effective date. This way I can forward a vacancy to the Select Board for a replacement appointee.

Thanks and Happy Friday.  
Cole

Colette M. Williams, MMC/CMMC  
Town Clerk  
Records Access Officer  
Brewster, MA

Beginning March 21, Brewster Town Offices will be open to the public Monday through Thursday from 8:30 to 4:00pm, and by appointment on Fridays. For the latest updates on Town services, please visit [www.brewster-ma.gov](http://www.brewster-ma.gov)

***\*The Commonwealth of Massachusetts Secretary of State has determined that e-mail is a public record***

## Appendix C

### SELECT BOARD COMMITTEE APPLICATION SCREENING FORM

**Applicant Name**

**Requested Committee**

#### 1. TOWN CLERK REVIEW

- a. Applicant is a registered Brewster voter:  Yes  No  
b. Date confirmed

#### 2. SELECT BOARD LIAISON RECOMMENDATION TO SELECT BOARD

**a. Select Board Liaison Applicant Interview:**

- i. Interviewer name (Select Board Liaison):  
ii. Interview date:

**b. Select Board Liaison Consultation with Committee Chair:**

- iii. Committee Chair name:  
iv. Consultation date:  
v. Did Committee Chair also interview applicant?  Yes  No

**c. Was at least 1 Brewster reference contacted:**  Yes  No  N/A

**d. Select Board Liaison Recommendation:**

- i.  Recommend appointment.  
ii.  Recommend appointment to other committee that is a better fit for applicant qualifications.  
iii.  Recommend holding application for future opening.  
iv.  Not recommended.

#### 3. SELECT BOARD ACTION

- a. At a Select Board meeting held \_\_\_\_\_, the Applicant was appointed to for a term ending \_\_\_\_\_ year term.

#### 4. NOTIFICATION OF APPOINTEE AND TOWN CLERK

- a. Date notification of appointment sent to appointee and Town Clerk:

BREWSTER TOWN CLERK  
23 OCT 25 2 44 PM

Appendix B

Town of Brewster  
SELECT BOARD COMMITTEE APPOINTMENT APPLICATION

APPLICANT DIRECTIONS:

- Thank you for your interest in serving Brewster. The Town aims to match applicants with committee service best aligned to your skills and interests as well as the committee's needs.
- The Town may consider the information in this application, any supplemental information, and any other publicly available information. An appointment to any committee, board or commission is at the discretion of the Select Board.
- Please complete this form online, or on paper, and submit a résumé if desired to Erika Mawn, Town Administrator's Executive Assistant:
  - Email: [EMawn@Brewster-MA.gov](mailto:EMawn@Brewster-MA.gov)
  - Mail: Erika Mawn, 2198 Main St., Brewster, MA 02631, or
  - In person: Town Administrator's Office or drop-box outside Town Hall.
- After your application materials are received, you'll be contacted regarding next steps. Vacancies will be filled by applicants deemed best qualified to serve in a particular capacity, which discretion lies solely with the appointing authority. Submitting this form does not guarantee appointment.

1. Applicant name:

2. Address:

3. Phone Numbers: Home:  Cell:

4. Email:

5. This is an application for:  Full member status  Alternate status

6. Are you a full-time Brewster resident?  Yes  No

7. Years you've lived in Brewster:

8. Are you registered to vote in Brewster?  Yes  No

9. Committees you are interested in serving on in order of preference:

a.

b.

c.

NOTE: You may attach a résumé or CV instead of completing items 10-14.

**10. EDUCATION. List schools attended, degrees/diplomas/certificates received, and date of completion.**

Name of School	Degree/Diplomas Certificates	Date of Completion
Harwich	Diploma	1976
CCCC	ASL	1983

**11. OCCUPATION:** Teacher/Director/Choreographer  
 Active       Retired       Not currently working

**12. EMPLOYMENT EXPERIENCE. List employers, job titles and dates of employment for at least previous 3 years.**

Name of Employer	Job Title	Dates of Employment
Harwich Jr Theatre	Lead Teacher Director	1980 →
Healthy Children	Lactation Counselor	
Cape Organization		1983-1989
for Rights of the Disabled		

**13. GOVERNMENT POSITIONS. List any Town of Brewster or other government volunteer, elected, or appointed positions you now hold or have held.**

- Governor's Appointee MCAD
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**14. COMMUNITY ACTIVITIES. List all civic, non-profit, or other organizations that you belong to or have belonged to in the previous 5 years:**

a. Organizations and dates:

Community Action Committee - 70s/80's  
 HJT - 50 years  
 Harwich Cape Verdean Festival 2023

**15. GOALS:** Please explain why you'd like to serve on a particular committee.

I CUT MY EYE TEETH IN ANTI-POVERTY WORK AT MY MOTHER'S KNEE. I BELIEVE HOUSING FOR ALL CAN BE A REALITY. MY WORK AS A COMMUNITY ORGANIZER AND IN THE NON-PROFIT SECTOR AS WELL AS COMMUNITY THEATER HAS HONED MY SKILLS TO WORKED COLLABORATE AND REPRESENT MY COMMUNITY

**16. EXPERIENCE & SKILLS:** Please list any experience, achievements, skills, or interests you have that would assist you to serve effectively on the committee you wish to serve on.

COMMUNITY ORGANIZER  
THEATRE PROFESSIONAL  
GOVERNOR'S APPOINTEE TO MASS COMMISSION AGAINST DISCRIMINATION  
PROGRAM COORDINATOR FOR CARE ORGANIZATION FOR RIGHTS OF THE DISABLED  
RECIPIENT OF THE DOROTHY FOSTER PEACE & JUSTICE AWARD  
COACH  
CAMPAIGN MANAGER / SERGEANT

**17. TOWN EMPLOYMENT:** Are you or any member of your immediate family employed by or receiving financial consideration from the Town of Brewster?

Yes  No

**18. CONFLICTS OF INTEREST.** Do any of your activities or relationships present the possibility or probability of a conflict of interest if you are appointed? (Does not automatically disqualify but may need to be disclosed)  Yes  No

**19. LOCAL REFERENCES:** Please provide the names and contact information for references (Brewster residents preferred):

a. Name: Kate Pazzakis  
Address: [REDACTED]  
Phone: [REDACTED]  
Email: [REDACTED]  
Relationship to you: EMPLOYER AT HARWICH IV THEATRE

b. Name: Jenn And  
Address: [REDACTED]  
Phone: [REDACTED]  
Email: [REDACTED]  
Relationship to you: PROFESSIONAL ASSOCIATE / FRIEND

**20. ADDITIONAL INFORMATION.** Please add any additional information you'd like.

[Empty box for additional information]

**20. SIGNATURE. By signing below, you state that you understand and agree.**

- My completion of this form does not guarantee my appointment and my application will be kept on file for two (2) years.
- If appointed to a position, I will be considered a Municipal Employee under MGL Ch. 268A and will be subject to:
  - Massachusetts Conflict of Interest Law, MGL Ch. 268A;
  - Massachusetts Financial Disclosure Law, MGL Ch. 268B;
  - Massachusetts Open Meeting Law, MGL Ch. 30A, Sections 18-25, and the implementing regulations, 940 CMR 29.00;
  - Massachusetts Public Records Law, MGL Ch. 66, and the implementing regulations, 950 CMR 32.00;
  - Massachusetts Campaign Finance Law, MGL Ch. 55; and
  - Brewster Charter, when in force, and Town bylaws, and all other applicable federal, state, and local laws or regulations.
- If appointed, I must be sworn in by the Town Clerk before serving, and I will complete State Conflict of Interest training after appointment, as well as any other certifications required by law.
- When submitted, I understand that this form becomes a public document.

Signature:

*Elizabeth Cantor*

Date:

10/25/2023

## Appendix C

### SELECT BOARD COMMITTEE APPLICATION SCREENING FORM

**Applicant Name**

**Requested Committee**

#### 1. TOWN CLERK REVIEW

- a. Applicant is a registered Brewster voter:  Yes  No  
b. Date confirmed

#### 2. SELECT BOARD LIAISON RECOMMENDATION TO SELECT BOARD

**a. Select Board Liaison Applicant Interview:**

- i. Interviewer name (Select Board Liaison):  
ii. Interview date:

**b. Select Board Liaison Consultation with Committee Chair:**

- iii. Committee Chair name:  
iv. Consultation date:  
v. Did Committee Chair also interview applicant?  Yes  No

- c. **Was at least 1 Brewster reference contacted:**  Yes  No  N/A

**d. Select Board Liaison Recommendation:**

- i.  Recommend appointment.  
ii.  Recommend appointment to other committee that is a better fit for applicant qualifications.  
iii.  Recommend holding application for future opening.  
iv.  Not recommended.

#### 3. SELECT BOARD ACTION

- a. At a Select Board meeting held \_\_\_\_\_, the Applicant was appointed to for a term ending \_\_\_\_\_ year term.

#### 4. NOTIFICATION OF APPOINTEE AND TOWN CLERK

- a. Date notification of appointment sent to appointee and Town Clerk:

## Appendix B

### Town of Brewster SELECT BOARD COMMITTEE APPOINTMENT APPLICATION

#### APPLICANT DIRECTIONS:

- Thank you for your interest in serving Brewster. The Town aims to match applicants with committee service best aligned to your skills and interests as well as the committee's needs.
- The Town may consider the information in this application, any supplemental information, and any other publicly available information. An appointment to any committee, board or commission is at the discretion of the Select Board.
- Please complete this form online, or on paper, and submit a résumé if desired to Erika Mawn, Town Administrator's Executive Assistant:
  - Email: [EMawn@Brewster-MA.gov](mailto:EMawn@Brewster-MA.gov)
  - Mail: Erika Mawn, 2198 Main St., Brewster, MA 02631, or
  - In person: Town Administrator's Office or drop-box outside Town Hall.
- After your application materials are received, you'll be contacted regarding next steps. Vacancies will be filled by applicants deemed best qualified to serve in a particular capacity, which discretion lies solely with the appointing authority. Submitting this form does not guarantee appointment.

---

1. Applicant name:

2. Address:

3. Phone Numbers: Home:  Cell:

4. Email:

5. This is an application for:  Full member status  Alternate status (as needed)

6. Are you a full-time Brewster resident?  Yes  No

7. Years you've lived in Brewster:

8. Are you registered to vote in Brewster?  Yes  No

9. Committees you are interested in serving on in order of preference:

a.

b.

c.

**NOTE: You may attach a résumé or CV instead of completing items 10-14.**



**10. EDUCATION. List schools attended, degrees/diplomas/certificates received, and date of completion.**

Name of School	Degree/Diplomas Certificates	Date of Completion
TenaFly High School	high school diploma	1970
Drew University	2 yrs no diploma	1973
Fairleigh Dickinson University	1 yr no diploma	1974

**11. OCCUPATION:** \_\_\_\_\_

Active     
  *Semi* Retired     
  Not currently working

**12. EMPLOYMENT EXPERIENCE. List employers, job titles and dates of employment for at least previous 3 years.**

Name of Employer	Job Title	Dates of Employment
Kennedy-Donovan Center	Adult Companion	2019 to present
Town of Harwich	Custodian	2018-2019
Nauset Regional Schools	Custodian	2018
Georges Bakery Products	Delivery Driver	2001-2014

**13. GOVERNMENT POSITIONS. List any Town of Brewster or other government volunteer, elected, or appointed positions you now hold or have held.**

- 
- 
- 
- 

**14. COMMUNITY ACTIVITIES. List all civic, non-profit, or other organizations that you belong to or have belonged to in the previous 5 years:**

a. Organizations and dates:

*Nauset Neighbors 2020 to present*

**15. GOALS:** Please explain why you'd like to serve on a particular committee.

1. to increase my involvement with the town  
For my own well-being  
2. hopefully to help Brewster have the best services  
For its residents both short term and long term

**16. EXPERIENCE & SKILLS:** Please list any experience, achievements, skills, or interests you have that would assist you to serve effectively on the committee you wish to serve on.

1. as a person in recovery, I have experienced  
how difficult life can be  
2. I have benefited greatly by having been  
given subsidized housing

**17. TOWN EMPLOYMENT:** Are you or any member of your immediate family employed by or receiving financial consideration from the Town of Brewster?

Yes  No

**18. CONFLICTS OF INTEREST.** Do any of your activities or relationships present the possibility or probability of a conflict of interest if you are appointed? (Does not automatically disqualify but may need to be disclosed)  Yes  No

**19. LOCAL REFERENCES:** Please provide the names and contact information for references (Brewster residents preferred):

a. Name: Cindy Thatcher  
Address: Brewster COA  
Phone: [REDACTED]  
Email: [REDACTED]  
Relationship to you: Councilor/Friend  
Shine

b. Name: Barbara Sousa  
Address: [REDACTED]  
Phone: [REDACTED]  
Email: [REDACTED]  
Relationship to you: Nauset Neighbor/Friend  
p as in pea

**20. ADDITIONAL INFORMATION.** Please add any additional information you'd like.

The idea of a legacy dream has captured my attention. I just think it would be wonderful if Brewster's seniors could work together to create something special for the next generations to come.


**20. SIGNATURE. By signing below, you state that you understand and agree.**

- My completion of this form does not guarantee my appointment and my application will be kept on file for two (2) years.
- If appointed to a position, I will be considered a Municipal Employee under MGL Ch. 268A and will be subject to:
  - Massachusetts Conflict of Interest Law, MGL Ch. 268A;
  - Massachusetts Financial Disclosure Law, MGL Ch. 268B;
  - Massachusetts Open Meeting Law, MGL Ch. 30A, Sections 18-25, and the implementing regulations, 940 CMR 29.00;
  - Massachusetts Public Records Law, MGL Ch. 66, and the implementing regulations, 950 CMR 32.00;
  - Massachusetts Campaign Finance Law, MGL Ch. 55; and
  - Brewster Charter, when in force, and Town bylaws, and all other applicable federal, state, and local laws or regulations.
- If appointed, I must be sworn in by the Town Clerk before serving, and I will complete State Conflict of Interest training after appointment, as well as any other certifications required by law.
- When submitted, I understand that this form becomes a public document.

Signature:



Date:





October 10, 2023

Select Board  
Town of Brewster  
2198 Main Street  
Brewster, MA 02631

**RE: AXS TV HD**

Dear Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following:

- *Effective December 12, 2023, AXS TV HD channel 783 will no longer be available and AXS TV HD channel 1613 will require an X1 TV Box and Xfinity Internet or a compatible customer owned device to view. HD programming requires the HD Technology Fee.*

Please do not hesitate to contact me should you have questions at [Michael\\_Galla@comcast.com](mailto:Michael_Galla@comcast.com).

Sincerely,

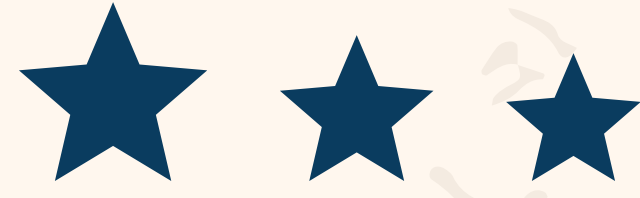
*Michael Galla*

Michael Galla, Sr. Manager  
Government & Regulatory Affairs

HONORING ALL WHO SERVED



# VETERANS DAY CEREMONY



NOVEMBER 11, 2023 10:00 A.M.  
BREWSTER COUNCIL ON AGING

## REMARKS BY:

- SELECT BOARD CHAIR, NED CHATELAIN
- REVEREND WESLEY WILLIAMS
- LTC (RET.) PAULA SMITH
- CPT (RET.) STEPHANIE HELM

## HONOR GUARD:

- BREWSTER VFW POST 9917
- BREWSTER BOY SCOUT TROUP 77
- BREWSTER FIRE DEPARTMENT
- BREWSTER POLICE DEPARTMENT

## MUSIC BY:

- RON FULLER

