



Town of Brewster Select Board

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

SELECT BOARD MEETING AGENDA

2198 Main Street
July 24, 2023 at 5:45 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), or **Video recording** (tv.brewster-ma.gov).

Please note that for any item listed in this section the Select Board may take officials 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. Executive Session:
 - To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body
- Anticipated Start Time for Open Session: 6:00PM**
6. 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.
 7. Select Board Announcements and Liaison Reports
 8. Town Manager's Report (pages 3-18)
 9. Consent Agenda (pages 19-74)
 - a. Meeting Minutes: June 26 and July 10, 2023
 - b. Appointments: Election Workers; Kimberley Crocker Pearson to Pleasant Bay Alliance Technical Resource Committee and Water Quality Review Committee; Chris Ellis to Pond Property Planning Committee
 - c. Fee Waiver Requests: Eddy Elementary School (Transfer Station) and Natural Resources Department (Building Department Fees)
 - d. One Day Entertainment License Applications (with Fee Waiver Requests): Brewster Recreation Department, Northside United Methodist Church and Snowy Owl Coffee Roasters
 - e. One Day Liquor License Applications: Chatham Bars Inn Farm, Snowy Owl Coffee Roasters, and Susan Connor (Crosby Mansion Event)



Select Board

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- f. Facility Use Applications for Drummer Boy Park: Northside United Methodist Church (with Fee Waiver Request), By the Bay Shows for Summer 2024 and Alzheimer’s Family Support Center
- g. Grant Application: Water Department Master Plan
- h. Declare Surplus Property: Select Banners in Sea Camps Dining Hall
- 10. Discuss and Vote on Drummer Boy Park Advisory Committee Appointments (pages 75-101)
- 11. Discuss and Vote on Proposed Changes to Building Department Fee Schedule (pages 102-111)
- 12. 6:30pm Public Hearing - Seasonal All Alcohol Liquor License Application: Brewster Pico, LLC -239 Underpass Road (pages 112-161)
- 13. Cape Light Compact Update - Maggie Downey, Executive Director (pages 162-171)
- 14. Update on Approved Eversource 2023-2027 Vegetation Management Plan and Discuss 2023 Yearly Operational Plan (pages 172-252)
- 15. FYIs (pages 253-302)
- 16. Matters Not Reasonably Anticipated by the Chair
- 17. Questions from the Media
- 18. Next Meetings: August 17 and August 21, 2023
- 19. Adjournment

Date Posted:
7/20/2023

Date Revised:

Received by Town Clerk:

BREWSTER TOWN CLERK
[Signature]
2023 JUL 20 3:15PM

Local Tax Relief Options:

Community Preservation Surcharge Exemption (G.L. c. 44B §3(e)(1))

Town of Brewster Finance Team



A REVIEW FOR TARGETED TAX
RELIEF

JULY 12, 2023

Existing (Adopted) Local Options

Senior Exemptions: Clause 17D and 41C

Senior Deferrals: Clause 41A

Veterans Exemptions: Clause 22, 22A-22G

Blind Exemptions: Clause 37A

Senior & Veteran Workoffs: Chap 59 Sec 5K & 5N

Senior Exemptions

(Both were originally adopted in 1987, local options to adjust both for maximum relief were adopted in 2002 & 2018)

Clause 41C:

- \$1,000 Exemption
- Age 65 & up
- Income Limit: \$30,700* (single) - \$46,000* (married)
- Asset Limit: \$50,000* (single) - \$68,800* (married)
- Domicile Requirement: 10 yrs in MA, 5 yrs of ownership in MA, at subject as of July 1

Clause 17D:

- \$220* Exemption
- Age 70 & up
- Income Limit: None
- Asset Limit: \$69,700*
- Domicile Requirement: at subject property not less than 5 years

*Denotes an amount that is rounded for this presentation, and adjusted annually by CPI per DOR

Disabled Veterans, Blind

Disabled Veteran Exemptions range from \$400 to \$1,500 based on qualifications

100% Exemption for surviving spouses of a veteran who died as a proximate result of injuries sustained or illnesses contracted during active-duty service

Blind Exemption: \$500

Senior & Veteran Workoffs

Seniors adopted in 2001
Veterans adopted in 2018

Senior Workoff
(Age 60 & Up)

Veteran Workoff

Current practice is option of \$500 for 33.5 hours or \$1,000 for 67 hours.

Current policy sets a combined allowance of \$25,000 per year for these programs.

Funding Sources for Existing Local Options

Senior Exemptions (17D & 41C) - OVERLAY

Veteran Exemptions (22, 22A-22G) - OVERLAY

Blind Exemptions (37A) - OVERLAY

Senior & Veteran Workoffs (5K & 5N) - OVERLAY

OVERLAY is the allowance for abatements & exemptions. It is spread across all classes of property. The amount reserved for overlay is funded in the annual operating budget and reduces levy capacity.

For your
consideration:

Community
Preservation
Surcharge
Exemption
(G.L. c. 44B §3(e)(1))

Low Income
Residents

&

Low-Moderate
Income Seniors

Low Income Resident CPA Exemption & Low-Moderate Income Senior CPA Exemption

Exempts the entire 3% CPA Surcharge for qualifying primary resident homeowners:

Seniors (Age 60 & Up):
Income limit is 100% of the Area Wide Median Income (Low-Moderate Income)

Non-Seniors (below 60):
Income limit is 80% of the Area Wide Median Income (Low Income)

Income limits are adjusted annually based on median area income and are further adjusted based on household size. See chart on next slide for FY2024 limits.

Funding Source: None – this is a reduction in CPA surcharge.

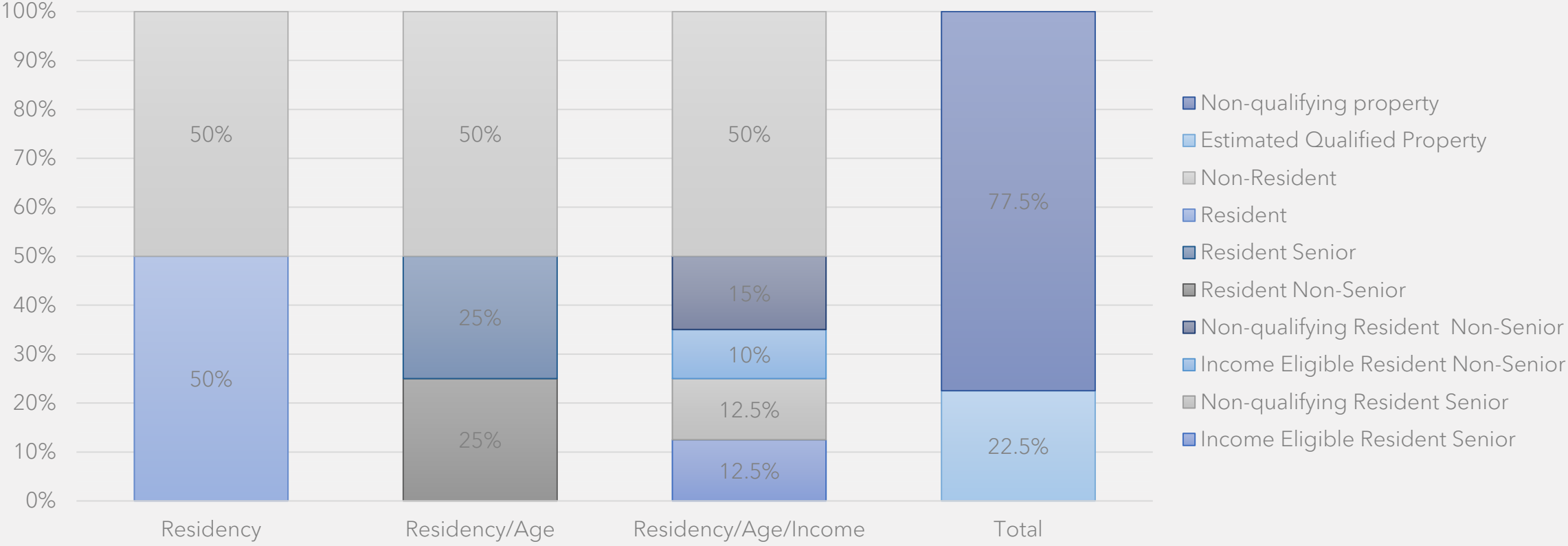
FY2023 Median Single Family Tax Bill was \$4,450.53;
the Median CPA Surcharge was \$133.52.

Annual Income Limits by Household Type and Size

FY2024 US HUD AWMI for Barnstable County is \$124,300

Property owned by senior (60 or older)				Property owned by non-senior (under 60)			
Household Size	100% AWMI	Household Multiplier	FY2024 Annual Income Limit	Household Size	80% AWMI	Household Multiplier	FY2024 Annual Income Limit
1	\$ 124,300	0.7	\$ 87,010	1	\$ 99,440	0.7	\$ 69,608
2	\$ 124,300	0.8	\$ 99,440	2	\$ 99,440	0.8	\$ 79,552
3	\$ 124,300	0.9	\$ 111,870	3	\$ 99,440	0.9	\$ 89,496
4	\$ 124,300	1	\$ 124,300	4	\$ 99,440	1	\$ 99,440
5	\$ 124,300	1.08	\$ 134,244	5	\$ 99,440	1.08	\$ 107,395
6	\$ 124,300	1.16	\$ 144,188	6	\$ 99,440	1.16	\$ 115,350
7	\$ 124,300	1.24	\$ 154,132	7	\$ 99,440	1.24	\$ 123,306
8	\$ 124,300	1.32	\$ 164,076	8	\$ 99,440	1.32	\$ 131,261

Potential CPA Surcharge Reductions due to Exemption “Back of the Napkin”



Potential CPA Surcharge Reductions

- Although we estimate that up 22.5% percent of residential properties may qualify for the CPA Exemption, we don't expect that all potentially qualifying properties will apply for the exemption.
- The application involves a full financial income review of all household members.
- All seniors who currently qualify for the existing senior real estate tax exemption under Clause 41C will automatically qualify for the CPA exemption. We average around 40 applicants per year (less than 1% of residential properties).
- Provincetown and Chatham have both adopted the CPA Exemption, they both report that there are very few applicants who are not already receiving the senior real estate exemption.
- The CPA exemption is a tool that provides a little extra relief for those that need it.

Additional Topic for Discussion:

Senior Circuit Breaker MA Income Tax Credit

All Brewster Seniors should be encouraged to file for Senior Circuit Breaker on MA Income Taxes. This is an existing state program that provides a refundable tax credit up to \$1,200

Many of our seniors who currently apply for existing exemptions are unaware of the senior circuit breaker and do not file income taxes because of their low incomes

The COA Outreach Workers and Tax Filing Assistance Programs can be a resource for these seniors so they can file their MA income taxes and get their Senior Circuit Breaker Credit.

Because there are seniors that are not filing for the CB, it is difficult to project the true financial impacts of these exemption options

Summary –

The CPA Low Income Resident Exemption & Low-Moderate Income Senior Exemption, if adopted, could be in place in time for FY2025. This would be an exemption of the 3% CPA surcharge to Low Income households and Low-Moderate Income Senior households. There is no funding required to offset the exemption. The financial impact is a reduction in CPA surcharge revenue. This is true relief and based on residency and income. Applies to all ages.

Nauset Regional School District, MA

July 20, 2023 School Const. BAN

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
05/16/2024	91,000,000.00	5.000%	3,741,111.11	94,741,111.11
Total	\$91,000,000.00	-	\$3,741,111.11	\$94,741,111.11

Yield Statistics

Bond Year Dollars	\$74,822.22
Average Life	0.822 Years
Average Coupon	5.0000000%
Net Interest Cost (NIC)	3.7254054%
True Interest Cost (TIC)	3.6651720%
Bond Yield for Arbitrage Purposes	3.4815422%
All Inclusive Cost (AIC)	3.7898591%

IRS Form 8038

Net Interest Cost	3.5010306%
Weighted Average Maturity	0.822 Years

Nauset Regional School District, MA

July 20, 2023 School Const. BAN

Sources & Uses

Dated 07/20/2023 | Delivered 07/20/2023

Sources Of Funds

Par Amount of Bonds	\$91,000,000.00
Reoffering Premium	1,090,180.00

Total Sources **\$92,090,180.00**

Uses Of Funds

Total Underwriter's Discount (0.150%)	136,500.00
Costs of Issuance	92,500.00
New Money Proceeds	63,137,264.00
Renewal Proceeds	27,862,736.00
Net Premium (offset BAN interest)	861,180.00

Total Uses **\$92,090,180.00**



July 11, 2023

OFFICE OF THE SHERIFF BARNSTABLE COUNTY

The Commonwealth of Massachusetts

6000 Sheriff's Place, Bourne, MA 02532
508.563.4300 Fax: 508.563.4574
BCSO@bsheriff.net



**Sheriff
Donna D. Buckley**

Peter Lombardi, Town Manager
Town of Brewster

Dear Town Manager Lombardi,

Hi Peter

I am writing to you today to share the exciting news that the Barnstable County Sheriff's Office has begun work to narrow down the potential sites for a new regional emergency communications center. Currently, the BCSO operates an eight-position regional emergency communications center (RECC). Our RECC answers 9-1-1 for eight communities, dispatches ten Fire/EMS departments, provides fire and EMS mutual aid services for all of Barnstable County, and provides CMED services for the four area hospitals.

Over the past few years, multiple public safety departments on Cape Cod have indicated they would like to join our emergency communications center. As the newly elected Sheriff of Barnstable County, and with the support of the State 911 Department and Executive Office of Public Safety and Security, I am committed to building a new facility and expanding the regional 9-1-1 and dispatch services that we currently provide. The expansion is intended to service both police and fire departments.

As we begin to understand the scope of this project, we are reaching out to the municipalities within Barnstable County to identify potential public safety partners in this important initiative. I would appreciate the opportunity to set up a time to meet with you so that we can discuss this project and the options for regionalization.

My office will be reaching out to setup a time to meet and discuss the type of services we provide today, what we envision for the new center, and listen to how you think we can assist with your 9-1-1 and dispatch needs. Your feedback will assist us with properly sizing and equipping our future facility.

I look forward to meeting with you.

Very truly yours,

Sheriff Donna D. Buckley

Cc: Chair Ned Chatelain
Police Chief Heath Eldredge
Fire Chief Robert Moran
Tom Ashe, Chief Deputy of Emergency Communications, Barnstable County Sheriff's Office

Consent Agenda Cover Page

a. Meeting Minutes: June 26 and July 10, 2023

Draft meeting minutes from the Select Board regular session meetings on June 26 and July 10, 2023, have been submitted for approval.

Administrative Recommendation:

We recommend the Board approve the draft minutes.

b. Appointments: Election Workers, Kimberley Crocker Pearson to Pleasant Bay Alliance Technical Resource Committee and Water Quality Review Committee; Chris Ellis to Pond Property Planning Committee

The Town Clerk has submitted a list of names to be appointed as Election Personnel, effective September 1, 2023, through August 31, 2024. These names were available in the For Your Information packet of the Select Board meeting on July 10, 2023.

Kimberley Crocker Pearson has been recommended to serve on the Pleasant Bay Alliance Watershed Committee as the Brewster representative. This is for a 1-year term ending June 30, 2026. Additionally, the Conservation Commission has approved Ms. Pearson as the nomination to the Water Quality Review Committee. She will be replacing Conservation Commission member Bruce Evans. This will be for a 1-year term ending June 30, 2024.

The Recreation Commission has voted Chris Ellis as a voting member of the Pond Parcel Planning Committee, this is a 1-year term ending on June 30, 2024.

Administrative Recommendation:

We recommend the Board approve these appointments.

c. Fee Waiver Requests: Eddy Elementary School (Transfer Station) and Natural Resources Department (Building Department Fees)

Both the School Committee and the Principal have approved items from the Eddy Elementary School as surplus for disposal. The Head Custodian is requesting the waiver of any fees at the Transfer Station associated with the disposal of the items.

The Natural Resources Department is requesting the waiver of the Building Department permit fee of \$125 that is associated with the demolition of the garage located at 359 Main Street.

Administrative Recommendation:

We recommend the Board approve these fee waiver requests.

d. One Day Entertainment Licenses: Brewster Recreation Department and Northside United Methodist Church (and Fee Waiver Request)

The Brewster Recreation Department will be hosting a family friendly DJ dance party at the Bay Property on Thursday July 27 starting at 6pm. The event will have amplified music and dancing outdoors.

The Northside United Methodist Church is requesting to hold a live musical concert by Country & Gospel group Mark209 at the Drummer Boy Park on Wednesday August 23, 2023, the anticipated time for the concert is 6pm and they expect 100 people to attend. The music group consists of 4 singers accompanied by keyboards and guitars. The music will be amplified through their own sound system.

Both applications request a waiver of the \$35 fee for the One Day Entertainment License.

Please see the cover page for all Department feedback regarding these applications.

Administrative Recommendation:

We recommend that the Board approve the One Day Entertainment License for Brewster Recreation. The Board should consider the staff recommendations that were made in connection with the Northside United Methodist Church requests.

e. One Day Liquor License Applications: Chatham Bars Inn Farm, Snowy Owl Coffee Roasters, and Susan Connor (Crosby Mansion Event)

Chatham Bars Inn Farm is requesting a One Day Liquor License for a private farm to table dinner on Friday August 11th from 6pm until 9pm. There will be 30 guests and they would like to serve beer, wine and liquor.

Snowy Owl Coffee Roasters is requesting a One Day Liquor License to serve beer and wine to 60-70 attendees for their “music night” to be held on Friday August 11th from 7pm – 10pm.

Susan Connor will be hosting a wedding event at Crosby Mansion on Saturday August 12th from 3pm until 8pm. There will be 70 guests in attendance between 3pm – 8pm. Chatham Light Liquors will provide the bartender to serve beer and wine to the guests.

Please see the cover page for all Department feedback regarding these applications.

f. Facility Use Application Request for Drummer Boy Park: Northside United Methodist Church (with fee waiver request), By the Bay Shows for Summer 2024 and Alzheimer’s Family Support Center (with fee waiver request)

Pastor, Rodney Dobbs from Northside United Methodist Church is requesting the use of Drummer Boy Park Gazebo and fields to host a free concert to the public. The request is for Wednesday August 23rd from 3pm until 9pm. There will be live music performed by Country & Gospel group Mark209. They expect 100 attendees for this event. The non-profit organization is requesting a fee waiver for the fees associated with this event (field use, gazebo, and electrical services) that totals \$550.00.

Bob Bugle, of By the Bay Shows has submitted applications to host seasonal arts and crafts shows at Drummer Boy Park for the 2024 season. Mr. Bugle has held his art shows at Drummer Boy Park for several years and is in good standing. The application, certificate of liability, site map and deposit check have all been received.

The 2024 dates are:

- Saturday May 25th & Sunday May 26th
- Saturday June 15th & Sunday June 16th
- Friday July 5th (set up day), Saturday July 6th & Sunday July 7th

The Alzheimer's Family Support Center is requesting the use of the gazebo and adjacent field at Drummer Boy Park on Saturday August 19th from 2pm until 7pm to hold a staff picnic for about 30 people. The request also is for a waiver of fees associated with the use of the park in the amount of \$600.

Please see the cover page for all Department feedback regarding these applications.

Administrative Recommendation:

We recommend the Board approve the facility use applications for By the Bay Shows and Alzheimer's Family Support Center. The Board should consider the staff recommendations that were made in connection with the Northside United Methodist Church request.

g. Grant Application: Water Department Master Plan

The Water Department Superintendent is requesting permission to submit an application for the Asset Management Planning Grant Program with assistance from Environmental Partners Group, LLC. Grant funding is available for preparing Asset Management Plans for drinking water, wastewater, and stormwater systems. Environmental Partners scope of services will perform the list scope of services for the fee of \$9,840. The due date of the grant application is August 11, 2023.

Administrative Recommendation:

We recommend the Board approve the grant application request.

h. Declare Surplus Property: Select Banners in Sea Camps Dining Hall

The Chair of the Bay Property Planning Committee has requested that select banners from the Sea Camps Dining Hall be declared as surplus. A resident is interested in purchasing select surplus banners from the Town, there is no declared value for these items.

Administrative Recommendation:

We recommend the Board declare the select banners as surplus property.

Department Feedback on Applications

Various department heads had the opportunity to review the applications for One Day Entertainment Licenses, One Day Liquor Licenses and Facility Use. The below information is for review of the Select Board and will be provided to the application if their request is approved.

One Day Entertainment Licenses:

- Brewster Recreation
 - Fire Department: Parking in designated spaces only. Fire Lanes and access to buildings shall remain clear of vehicles.
 - Health Department: If food is offered at any of these events, they will need to follow-up with the Health Department for food permits.

- Northside United Methodist Church
 - Fire Department: Chapter 18 of the Fire Code stipulates maintain a road width of 20' in between the rows of parked vehicles for fire department access. Parking permitted along the paved circle in the currently striped area(s) only. No parking on interior roadways.
 - Town Administration:
 - A police detail should be obtained, please consult with the Police Department.
 - Ask guests to be responsible for their own trash removal.
 - Any serving of food/food vendors need to be permitted through the Board of Health.
 - No vehicles are to transverse across the paved walking paths.
 - The sale or distribution of single use plastic bottled water is prohibited on town property.
 - Music should end by 8:30pm.
 - Notify surrounding neighbors about the music ahead of the event as we only have music at Drummer Boy Park on Town Band night.
 - An additional port-a-john needs to be supplied for the event.
 - A Hawker & Peddler license is required for the sale of merchandise.
 - Any temporary signage must be applied for through the Building Department in advance.

- Snowy Owl Coffee Roasters
 - No concerns with this application

One Day Liquor Licenses:

- Chatham Bars Inn Farm
 - Health Department: If food is offered at any of these events, they will need to follow-up with the Health Department for food permits.
 - Fire Department: requires that all roadways must remain unobstructed for emergency vehicle access. No parking within fire lanes, on interior roads, or around main buildings that will inhibit or delay the response of fire apparatus or EMS vehicles to an emergency incident.

- The Planning Department noted that CBI Farms has obtained its annual special event permit from the Zoning Board of Appeals.
- Police Department: requests that a barrier or signage should clearly delineate where people are permitted to consume the alcohol served.
- Town Administration reminds CBI Farm that no more than 30 one day liquor licenses can be issued in a calendar year.
- *Snowy Owl Coffee Roasters*
 - Fire Department: parking in designed spaces only. Fire lanes and access to buildings shall remain clear of vehicles.
- *Susan Connor (Crosby Mansion)*
 - Fire Department: parking in designed spaces only. Fire lanes and access to buildings shall remain clear of vehicles.
 - Town Administration requires proof of Liquor Liability Insurance.

Facility Use Applications- Drummer Boy Park:

- *Northside United Methodist Church*
 - Health Department: If food is offered at any of these events, they will need to follow-up with the Health Department for food permits.
 - Natural Resources Department: No vehicles across the walking path, including during setup and breakdown of the event.
 - Fire Department: Chapter 18 of the Fire Code stipulates maintaining a road width of 20' in between the rows of parked vehicles for fire department access. Parking permitted along the paved circle in the currently striped area(s) only. No parking on interior roadways.
 - Town Administration:
 - Police detail may be required, please consult with the Police Department
 - Ask their vendors/guests to be responsible for their own trash removal.
 - Any serving of food/food vendors needs to be permitted through the Board of Health.
 - No vehicles are to transverse across the paved walking paths.
 - The sale of single use plastic bottled water is prohibited on town property.
 - An additional port-a-john needs to be supplied for the event.
 - Any temporary signage must be applied for through the Building Department in advance.
 - Police Department: contact Lt. Mawn about possibly needing a detail, as most guests will arrive and leave around the same time. They should also have a parking plan and should provide staff to help park vehicles.
- *By the Bay Art Shows*
 - Health Department: If food is offered at any of these events, they will need to follow-up with the Health Department for food permits.
 - Natural Resources Department: No vehicles across the walking path, including during setup and breakdown of the event.

- Fire Department:
 - If applicable, all tents shall have a permanently affixed label indicating appropriate fire retardant ratings.
 - If applicable, multiple tents placed side by side shall have a 12 ft. fire break clearance on all sides for every 700 square feet of tent (Ex. When seven 10' x 10' (or greater) tents are placed side by side there shall be a 12' break every 700' or less dependent on size of tent.
 - Parked vehicles or internal combustion engines such as generators shall not be located closer than 20 feet to any tent or membrane structure 400 sq ft or more and/or multiple tents placed side by side with an aggregate area of 700 sq ft. For the purpose of determining required distance, support ropes and guy wires shall be considered as part of the temporary membrane structure or tents. Parked vehicles or generators shall not be located closer than 20 feet to and stand, table, or concession area.
 - Access to parking and vendor fields by fire department vehicles shall not be blocked. All lanes in between tents shall be no less than 12' in width.
 - No parking on interior roads shall be permitted.
- Town Administration:
 - Police detail may be required, please consult with the Police Department
 - Ask their vendors/guests to be responsible for their own trash removal. (
 - Any serving of food/food vendors needs to be permitted through the Board of Health.
 - No vehicles are to transverse across the paved walking paths.
 - The sale of single use plastic bottled water is prohibited on town property.
 - They need to supply their own port-a-johns for the event.
 - Any temporary signage must be applied for through the Building Department in advance.
- Alzheimer's Family Support
 - Health Department: If food is offered at any of these events, they will need to follow-up with the Health Department for food permits.
 - Natural Resources Department: No vehicles across the walking path, including during setup and breakdown of the event.
 - Fire Department: Chapter 18 of the Fire Code stipulates maintaining a road width of 20' in between the rows of parked vehicles for fire department access. Parking permitted along the paved circle in the currently striped area(s) only. No parking on interior roadways.
 - Town Administration:
 - Ask their vendors/guests to be responsible for their own trash removal.
 - Any serving of food/food vendors needs to be permitted through the Board of Health.
 - No vehicles are to transverse across the paved walking paths.
 - The sale of single use plastic bottled water is prohibited on town property.



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: June 26, 2023
TIME: 5:30 PM
PLACE: 2198 Main Street

PARTICIPANTS: Chair Chatelain, Selectperson Whitney, Selectperson Bingham, Selectperson Hoffmann, Town Manager Peter Lombardi, Assistant Town Manager Donna Kalinick, Brian Webb (Ocean Edge Resorts), Jan Moore, Matthew Gschwend, Ed Sayer, C. Verkerk, John Mucci, Brewster School Committee Members- Katie Jacobus, Carol Jelenik, Judi Lech, Brooke Clenchy (Superintendent)

REMOTE PARTICIPANTS: Selectperson Chaffee, Lori Bonavolante, Brewster School Committee Members- Casey Mecca and Sarah Sherman, Giovanna Venditti

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

Chair Chatelain called the meeting to order at 5:30pm, read the meeting participation and recording statement and declared a quorum.

Executive Session

- To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares- Lanctot et al v. Town of Brewster.
- To conduct collective bargaining sessions with nonunion personnel- Fire Union

Selectperson Hoffmann moved to enter into executive session. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

The Select Board returned to Regular Session at 6:15pm.

6:15pm- Public Hearing, Renewal of Entertainment Licenses: Brewster Council on Aging, Brewster Inn, Inc. d/b/a Woodshed, Brewster VFW Post #9917, Brown Dog Investments, Inc. d/b/a Laurino's Tavern, Cape Cod Repertory Theatre, Ocean Edge Resort Limited Partnership d/b/a Ocean Edge Inn and Conference Center, Ocean Edge Resort Limited Partnership d/b/a Linx Tavern, Shady Knoll Tent Sites, Inc. d/b/a Shady Knoll Campground, Sweetwater Forest Inc d/b/a Sweetwater Forest

Selectperson Hoffmann moved to open the public hearing for Monday June 26, 6:15pm for the renewal of Annual Entertainment Licenses as listed in the notice in the Cape Codder on June 16 and June 23, 2023. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.



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Brewster, MA 02631-1898
Phone: (508) 896-3701
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Select Board
Town Manager

Jan Moore, 2837 Main Street, inquired about the permit that relates to non-wedding music allowed on the front lawn. Brain Webb, Ocean Edge Resorts, responded that there is no entertainment or events on the front lawn, adding that there will be no speakers, or musicians on the front lawn.

Selectperson Hoffmann moved to close the public. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Selectperson Hoffmann moved to vote to approve the following Annual Entertainment Licenses valid July 1, 2023 through June 30, 2024 with all conditions outlined in the packet; Brewster Council on Aging, Brewster Inn, Inc. d/b/a Woodshed (with conditions), Brewster Post #9917 VFW, Brown Dog Investments, Inc. d/b/a Laurino's Tavern, Cape Cod Repertory Theatre, Ocean Edge Resort Limited Partnership d/b/a Ocean Edge Inn and Conference Center (with conditions), Ocean Edge Resort Limited Partnership d/b/a Linx Tavern, Shady Knoll Tent Sites, Inc. d/b/a Shady Knoll Campground and Sweetwater Forest Inc d/b/a Sweetwater Forest. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Consent Agenda

- a. One Day Liquor License Applications: Cape Cod Museum of Natural History, Chatham Bars Inn Farm and Treats Catering for an Event at Crosby Mansion
- b. One Day Entertainment License Application: Chatham Bars Inn Farm
- c. Pass Through Town Permission- Brew Run Road Race
- d. Water Department Items Declared as Surplus for Sale
- e. Brewster Conservation Trust Representative to the Bay Property Planning Committee
- f. Letter of Opposition to Proposed Discharge of Radioactive Waste from Pilgrim Power Plant
- g. Conservation Commission Request to Authorize Expenditure from Wetlands Protection Fund
- h. Vote on Re-appointment of KP Law, PC Town Counsel
- i. Notice of Owner's Intent to Sell Affordable Home at 6 Sachemus Trail: Town's Election to Vote to Decline the Option to Purchase and Market to an Eligible Purchaser for the Home
- j. Request for Building Department Fee Waiver: Latham Centers

Selectperson Hoffmann moved to approve the Consent Agenda for June 26, 2023, as recommended. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Select Board Announcements and Liaison Reports

Selectperson Bingham notified the Board and residents of the passing of Bob Miller, adding that he was very active in many committees in Town. A service will be held on Tuesday August 22 at 11am, at Our Lady of the



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Cape. Selectperson Hoffmann shared that she attended the groundbreaking at the Nauset Regional High School.

Discuss Proposed Select Board Liaison Assignments

Chair Chatelain noted that the packet will reflect the updated assignments. Selectperson Hoffmann moved to approve the Select Board Liaison Assignments for FY2024. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

6:30pm- Public Hearing, Annual Entertainment License: Putt Putt Chicken Butt, Inc. d/b/a Harbor Lights Mini Golf

Selectperson Hoffmann moved to open the public hearing for the Annual Entertainment License for Putt Putt Chicken Butt, Inc. d/b/a Harbor Lights Mini Golf as noticed in the Cape Codder on June 16 and June 23, 2023. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Matthew Gschwend, owner of the business, reviewed the proposed operation offering mini golf, ice cream and music throughout the course. The following abutters expressed their concern with the entertainment license application:

- Ed Sayer, 57 Sachemus Trail, expressed his concerns with the music played past 10pm.
- C. Verkerk, 58 Sachemus Trail, requested that there is no music past 10pm and that it is not too loud.
- John Mucci, 54 Sachemus Trail, agreeable as long as the conditions are met that are outlined by the Town.
- Lori Bonavolante, 66 Sachemus Trail, inquired when will mini golf end each night.

Mr. Gschwend responded that they do not intend to play music past 10pm and keep the music family friendly. Mr. Gschwend noted that the speakers face inward on the property and offered that the abutters can contact him directly if there are any concerns once they start operating. Mr. Gschwend shared that the plan is not to allow guests to start a round of mini golf 15-20 minutes prior to 10pm.

Selectperson Hoffmann moved to close the public hearing. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Selectperson Hoffmann moved to approve the Annual Entertainment License for Putt Putt Chicken Butt Inc., d/b/a Harbor Lights Mini Golf. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.



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Review and Vote on Common Victualler License: Putt Putt Chicken Butt, Inc. d/b/a Harbor Lights Mini Golf

Selectperson Hoffmann moved to approve the Common Victualler License for Putt Putt Chicken Butt Inc., d/b/a Harbor Lights Mini Golf. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Discuss and Vote on Proposed Appropriation from Special Education Stabilization Fund to Cover FY23 Brewster Elementary School Budget Deficit- Joint Meeting with Brewster School Committee

Brewster School Committee Chair Katie Jacobus called the meeting to order and declared a quorum stating the following members present: Carol Jelenik, Judi Lech, Sarah Sherman (remote) and Casey Mecca (remote).

Mr. Lombardi reviewed the approval of the Special Education Stabilization Fund at the Spring 2022 Town Meeting, noting that appropriations require joint approval from the Select Board and the local School Committee. Going into FY23, Brewster Elementary schools were eligible for a significant increase in Chapter 70 funding, up about \$300K from the previous year. A decision was made that \$200K of this funding would be allocated to cover increased costs related to the FY23 Nauset Regional School Budget and the balance to be transferred to the new stabilization fund which currently has a little over \$103K.

Superintendent Clenchy reviewed the documentation that was provided in the packet including expenditure reports as of June 24, 2023, adding that additional changes may be needed. There was a brief review of the Circuit Breaker.

Members of the Select Board made remarks and asked questions to the Superintendent Clenchy and the School Committee, these included:

- Details on the \$67K overage on the Special Education Line, Giovanna Venditti noted that the schools cannot end the year in a deficit position.
- Discussion on the stabilization fund and how to appropriately replenish and grow the fund.
- Chair Katie Jacobus noted that the new State Representative Flanagan is lobbying for more funding.
- Discussion on Circuit Breaker, noted that these funds are one year behind and the money must be applied within 2 years.
- Review of the preschool program within Nauset Public Schools

Brewster School Committee member Jelenik moved to approve the amount of \$67,512.00 from Brewster Special Education Stabilization Fund. Member Lech second. A roll call vote was taken. Member Jelenik-yes, Member Lech-yes, Member Mecca-yes, Member Sherman-yes, Chair Miller-Jacobus-yes, Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The vote was 10-Yes, 0-No.

The Brewster School Committed member Jelenik voted to adjourn at 6:42pm. Member Lech second. A roll call vote was taken. Member Jelenik-yes, Member Lech-yes, Member Mecca-yes, Member Sherman-yes, Chair Miller-Jacobus-yes. The vote was 5-Yes, 0-No.



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Vote on Re-Appointments to Various Boards and Committees

Chair Chatelain noted that there are vacancies on various boards and committees, the website will be updated with the available openings. Selectperson Hoffmann moved to approve the re-appointments to various boards and committees. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Vote on FY24-26 Fire Union Contract

Mr. Lombardi noted that the Town and the Union have come to an agreement on a new three-year contract and the Fire Union have taken a ratification vote. The contract includes:

- a 2.5% COLA in each of the three fiscal years, consistent with the COLA increase for all Town employees.
- a modification to the wage scale reducing the total number of steps from 9 to 8, an increase in the increment between step 2 and 3.
- all current employees will be placed on their current step in FY23 and for FY24, the wage scale will be implemented from there.

Selectperson Hoffmann moved to ratify the Fire Union contract for FY24-26 and instruct Peter Lombardi to sign the Memorandum of Understanding with the Union that codifies the changes between the previous contract and this one. Selectperson Bingham second. Mr. Lombardi added that a warrant article will be placed on the Special Town Meeting in November, if Town Meeting approves, the pay increases will be retroactive to July 1, 2023. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Public Announcements and Comment

None

Town Manager's Report

Mr. Lombardi shared the following:

- Community Pool Ribbon Cutting Ceremony
 - over 100 residents celebrated the Cape's first outdoor public pool opening
 - The pool is now open 7 days a week through August 20, 2023
 - Reviewed the number of pool memberships sold, guest pass sale days and resident drop-in days
 - Thanked all Town staff for their work in making this happen for the Community.
- New Department of Environmental Protection (DEP) Regulations
 - State regulations regarding Title 5 and watershed regulations will take effect on July 7, 2023. The State completed extensive public outreach and sought feedback from all Cape towns last year.
 - The general goal for the regulatory framework is designed to enhance their requirements in mitigating nitrogen in coastal embayments.



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- Still reviewing new regulations and related documentation but it looks like DEP was responsive to at least some of the Water Resource Task Force comments.
- Most important takeaway is that based on our current data and latest analysis, we do not expect that these new regulations will require the Town to mandate installation of innovative/alternative (I/A) septic systems or sewers in any part of Town.
- Brewster has been incredibly proactive, the new watershed regulations basically hold up the Pleasant Bay watershed permit that Brewster shares with Orleans, Harwich, and Chatham.
- There are 4 nitrogen sensitive watersheds in Brewster based on the new state regulations: Pleasant Bay, Herring River, Swan Pond, and Bass River.
 - Under the existing Pleasant Bay watershed permit, Mr. Lombardi doesn't think that residents will be required to transition to I/A technology or install sewer package plants. We may meet our obligations within the 20-year timeline without imposing any requirements on our residents.
 - The analysis that has been completed within the Herring River watershed (area around Long Pond and Sheep Pond), has Brewster concerned about future building in the area, our nitrogen contributions don't require addition mitigation.
 - Brewster's contributions to the Swan Pond and Bass River watersheds are considered "de minimis" according to the new regulations, the Town can have simple targeted means to address.
 - The rest of Brewster drains to Cape Cod Bay and is not regulated under the new regulations.

Mr. Lombard expects that the Water Resource Task Force will provide a full report to the Select Board and the Board of Health in the coming months. The Town co-hosted the annual ponds summit with the Brewster Pond Coalition, noting that the new regulations are focused on nitrogen, not regulating phosphorus contributions to our ponds. The Town takes pond water quality seriously and will continue to look at solutions. Mr. Lombardi highlighted correspondence with Senator Cyr and the pending legislation that may potentially triple the current state tax credit for failed septic systems to \$18K, though the definition of a failed system will be reviewed.

The Planning Board is hosting a public listening session this Wednesday the 28th at 6:30 to discuss potential changes to the Accessory Dwelling Unit Bylaw; residents are invited to attend and provide feedback.

Mr. Lombardi congratulated Fran Schofield for receiving the Commonwealth Heroine Award for extraordinary public service, certainly well-deserved considering her many contributions to Brewster and the region.

FYIs

No comments



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Matters Not Reasonably Anticipated by the Chair

None

Questions from the Media

Bronwen Walsh (Cape Cod Chronicle) inquired about the analysis from the Pond Property Planning Committee, Selectperson Hoffmann directed Ms. Walsh to the latest meeting recording. Mr. Lombardi shared that the Town website project page has been updated with the findings for both the Pond and the Bay properties.

Next Meetings

July 10, July 21, July 24, August 17, and August 21, 2023

Adjournment

Selectperson Hoffmann moved to adjourn at 7:54pm. Selectperson Chaffee second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-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, Town Manager's Report, Consent Agenda items, Renewal of Annual Entertainment Licenses, New Annual Entertainment and Common Vicuttaller License, Special Education Stabilization Fund transfer, Re-appointments to Board and Committees, FY24 Select Board Liaison Assignments, FYIs.



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MINUTES OF THE SELECT BOARD MEETING

REGULAR SESSION

DATE: July 10, 2023
TIME: 6:00 PM
PLACE: 2198 Main Street

PARTICIPANTS: Chair Chatelain, Selectperson Whitney, Selectperson Bingham, Selectperson Hoffmann, Selectperson Chaffee, Town Manager Peter Lombardi, Assistant Town Manager Donna Kalinick, Lynda Brogden-Burns, Gregg Corbo, Bernardo Macedo, Amanda Bebrin, Mimi Bernardo (Finance Director), Robert Moran (Fire Chief)

REMOTE PARTICIPANTS: James Norcross, Jackie Lancaster

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

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

Public Announcements and Comment

None

Select Board Announcements and Liaison Reports

Selectperson Hoffmann announced there will be a presentation on Thursday July 13 at 6pm at Town Hall, Brad Chase from Mass. Division of Marine Fisheries will be presenting on the Stony Brook Herring Run. This will be a joint meeting of the Alewife Committee and the Natural Resources Advisory Committee.

Town Manager's Report

Mr. Lombardi expressed his appreciation to all who helped with Brewster Conservation Day, including the Natural Resources Department, Brewster Conservation Trust and the many committees, departments and local organizations who participated.

Information is included in the packet for a proposal for a consulting firm to assist in improving communications and outreach to residents. The Town is looking to develop a communications plan, identify best practices, solicit resident feedback, and participate in local government. Mr. Lombardi expects their assessment and recommendations by the end of the calendar year.

Mr. Lombardi acknowledged that the Millstone Road Affordable Project is moving forward and the comprehensive permit decision was issued by the Zoning Board of Appeals last month. There will be a joint meeting with the Select Board, Housing Partnership, Affordable Housing Trust, Finance Committee and the Community Preservation Committee to talk about local preference next month.

Consent Agenda

- a. Meeting Minutes: June 5, 2023
- b. Appointments: Golf Commission and Council on Aging



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- c. Re-Appointment Update for Water Quality Review Committee
- d. Application for Facility Use and Fee Waiver Request: Anglican Church of the Resurrection
- e. One Day Liquor License Applications: Chatham Bars Inn Farm
- f. Vote to Approve and Sign Conservation Restriction for 0 Stony Brook Road
- g. Request for Commercial Shellfish Permit

Chair Chatelain noted that an item was removed from the agenda. Selectperson Hoffmann moved to approve the Consent Agenda for July 10, 2023, as amended, and recommended. Selectperson Chaffee second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Dangerous Dog Hearing (MGL Ch 140 Sec 157): Katherine Muchunguzi, 96 Huckleberry Lane

Chair Chatelain noted that the hearing has been requested by Brewster's Animal Control Officer, Lynda Brogden-Burns and will be conducted by Town Counsel representative Gregg Corbo. Chair Chatelain reviewed the format of the hearing. Mr. Corbo noted that the Select Board will be deliberating over two issues after the evidence has been presented, first whether to find if the dog is a nuisance dog or dangerous dogs as the terms are defined in State Law and second, if the dog fits in either definition, what if any remedy should be imposed to abate the nuisance or the danger. Mr. Corbo announced that by State Law the Select Board cannot issue an order that prohibits the dog from residing in the Town of Brewster.

Selectperson Hoffmann moved to open the public hearing for the dangerous dog hearing (MGL Ch 140 Sec 157), Katherine Muchunguzi of 96 Huckleberry Lane, the hearing was noticed in the Cape Codder on June 30 and July 7, 2023. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Anyone who intended to testify was sworn in by Mr. Corbo. It was noted that there were no representatives of the owner of the dog at the meeting.

Lynda Brogden-Burns summarized her experience with the dog, including her interaction with the dog after the quarantine period. The recommendation by Animal Control Office Brogden-Burns is that the dog, "Mina" be deemed a nuisance dog per MGL Ch. 140, §157 with the following conditions:

- Mina be kept securely confined indoors and whenever outdoors, the dog shall be secure and humanely muzzled and restrained on a leash not exceeding six feet and under the control of a responsible adult.
- If Mina is left unsupervised outdoors, she must be muzzled and tethered or confined in a securely enclosed pen set forth in the regulations in MGL Ch. 140 §174E.
- The Muchuguzi's provide Mina with professional dog training.
- Mina's rabies vaccination be kept current, and the dog must be licensed annually in the Town.



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Members of the Select Board deliberated on the evidence that has been submitted. Attorney Corbo provided information relating to the labels that may apply to Mina, noting that the Board could reconvene and lift any label placed on the dog. There was clarification on the labeling of nuisance vs. dangerous including the matter of degree and circumstance and if there are external mitigating factors that may have caused the dog to react. Ms. Brogden-Burns reviewed her requests to the owners that the dog be trained and licensed in prior instances. Attorney Corbo provided information on what could happen if the Select Board order is not complied with, which includes seizure of the dog by the Animal Control Officer and criminal penalties.

Witness Jackie Lancaster provided details of her interactions with Mina, one of which resulted in her daughter, Raven Berry, being bitten by Mina in Brewster, where Ms. Berry lives. This incident was unprovoked and as a result Ms. Berry and family take precautions when entering/exiting the property.

The Select Board recommended to find that the dog is a nuisance dog, and the following conditions will be imposed to abate the nuisance:

1. The dog must be confined to the premises of its owner/keeper either indoors or outdoors properly sheltered from the elements in a securely enclosed and locked pen or dog run area with a secure roof. If the enclosure has no floor with the sides not less than 2 feet embedded into the ground.
2. When removed from the premises of the owner/keeper and not within the pen the dog shall be securely and humanely muzzled with a chain or other tethering device having a minimum tensile strength of 300lbs and not exceeding 6 feet in length. The muzzle requirement applying when the dog is in the pen.
3. The owner/keeper provides documented proof of no less than \$100,000 insurance for claims resulting from intentional or unintentional acts of the dog or of reasonable efforts to obtain such insurance if a policy has not been issued.
4. The owner/keeper provide the licensing authority, animal control office or other entity identified with information by which the dog may be identified including for example photographs, videos, veterinary examination, tattooing or microchip implants or combination thereof.
5. The dog must be licensed in any municipality.
6. The owner keep the dog current on vaccinations.
7. The dog is enrolled in a training program with a certified trainer with evidence of completion of the program to be submitted within 6 months. Training contract to be in place within 2 weeks and monthly progress reports from the trainer to be filed with the Animal Control Office.

The decision letter will be signed by the Chair and the letter be sent to the Animal Control Office in Barnstable.

Selectperson Bingham moved to accept the orders as presented. Selectperson Chaffee second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Selectperson Hoffmann moved to close the public hearing. Selectperson Bingham second. A roll call vote



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was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Review and Vote on Common Vicuttaller License: Brewster Pico LLC

The owner/manager was present to answer any questions regarding his application. Ms. Kalinick noted that the Common Vicuttaller license is required to open and noted that the business is intending to operate the same as the previous restaurant that was located in the same space. Mr. Macedo noted that this will be primarily take-out with outdoor seating provided. Chair Chatelain reminded that liquor sales are not approved at this time.

Selectperson Hoffmann moved to approve the Common Vicuttaller License for Brewster Pico LLC. Selectperson Whitney second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Discuss and Vote on Proposed Committee Open House & Volunteer Appreciation Event- Amanda Bebrin

Amanda Bebrin, Chair of the Bay Property Planning Committee, introduced the event expected to be held at the end of September. The proposal is for a job fair style open house where boards and committees could host a table and present the work that they are responsible for. The second part would be a volunteer appreciation luncheon. Members of the Select Board are supportive of this concept.

Selectperson Hoffmann moved to approve the proposed committee open house and volunteer appreciate event. Selectperson Chaffee second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Vote on FY23 Year-End Transfer Request(s)

Mimi Bernardo noted that MGL Ch.44 §33b states that up through July 15, 2023, transfers from any budget with available funds to a budget that needs funding is allowed. Fire Chief Moran explained that due to staffing shortages there has been an increase in overtime.

Selectperson Hoffmann moved to approve the year-end transfer for 2023 as outlined in the packet for \$10K. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

Review Boat Ramp Construction Schedule & Vote on Long Pond Landing Closure

Mr. Lombardi reviewed the Long Pond landing projected that will include onsite formal trailer parking for safer access and significant enhancement to storm water treatment and control. Funding has been secured for the project which is to be completed by Speakman Excavation and overseen by Horsley Witten. Our Natural Resources Director, Chris Miller and DPW Director, Griffin Ryder will also provide internal oversight



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of the project. The landing will be closed from September 5, 2023, through the end of December, there may be a need to close the landing again in the Spring.

Selectperson Hoffmann moved to approve the construction schedule of Long Pond Landing and the closure of public access of the Town Landing from September 5, 2023, through December 1, 2023 with the additional requirements that closures may be needed in Spring 2024 to complete the finished work and landscaping. Selectperson Bingham second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-Yes, 0-No.

FYIs

No comments

Matters Not Reasonably Anticipated by the Chair

None

Questions from the Media

None

Next Meetings

July 21, July 24, August 17, and August 21, 2023

Adjournment

Selectperson Chaffee moved to adjourn at 7:27pm. Selectperson Hoffmann second. A roll call vote was taken. Selectperson Chaffee-yes, Selectperson Bingham-yes, Selectperson Hoffmann-yes, Selectperson Whitney-yes, Chair Chatelain-yes. The Board vote was 5-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, Town Manager’s Report, Consent Agenda items, Dangerous Dog Hearing documents, Common Victualler application, proposed committee open house/volunteer appreciation event, year-end transfer request, Long Pond Landing construction schedule and closure, FYIs.



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Office of:
Town Clerk

Memo

To: Brewster Select Board
From: Colette Williams, Town Clerk
Date: June 8th, 2023
Re: Election Workers to be appointed

Pursuant to Massachusetts General Law Chapter 54, section 12, the attached list of names are being presented to the Brewster Select Board, to be appointed as Election Personnel, effective September 1, 2023 through August 31, 2024.

Thank you for your time and attention.

2023 Election Workers to be appointed by Select Board
6/7/2023

Last	First	Position
Avery	Cheryl	Worker
Best	Anne	Worker
Cohen	Amy	Worker
Briggs	David	Worker
Buhler	Mary Beth	Worker
Burdych	Nancy	Worker
Busch	Pat	Worker
Carey	George	Worker
Cameron	June	CLERK
Carr	Susan	Worker
Daley	Susan	Worker
Draper	Barbara	Worker
Dugan	Annie	Worker
Eddy	Jim	Worker
Eddy	Mary	Worker
Elliot-Grunes	Lauren	CLERK
Finch	Beth	Worker
Frissora	Steve	Worker
Galante	Pat	Worker
Gaughram	Bob	Worker
Gengras	Debbie	Worker
Gerrish	Lisa	Worker
Harris	Rob	Worker
Harbeck	Amy	Worker
Hastings	Rheanna	Worker
Holeman	Penny	Worker
Holland	Jim	Worker
Hughes	<u>Joanne</u>	Worker
Johnson	Peter	Worker
Johnson	Sandra	Worker
Kimberley	Cheryl	Worker
Lagergren	Judy	Worker

LeMatire	Anne	CLERK
Lieb	James	Worker
Lowey	Janet	Worker
MacLellan	Simone	Worker
Martens	John	Worker
Mathison	Cynthia	CLERK
Menges	Julie	Worker
Miller	Paula	Worker
Nabywaniec	MaryJo	Worker
Najarian	Stephen	Worker
Normand	Glenda	CLERK
Oliver	Marjorie	Worker
Otto	Marcia	Worker
Patterson	Chris	Worker
Phillips	Sara	Worker
Rossiter	Christine	Worker
Ryone	Sharon	CLERK
Scheffer	Pete	Worker
Scheffer	Joan	CLERCK
Semple	Bruce	Worker
Semple	Patricia	Worker
Smith	Pam	Worker
Stanley	Pat	Worker
Taylor	Elizabeth	Worker
Taylor	Judy	Worker
Todd-McNichol	Judy	Worker
Van Stone	David	Worker
Whitney	Karen	Worker
Winn	Charles	WARDEN

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
 - 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: [REDACTED]

3. Phone Numbers: Home: [REDACTED] Cell: [REDACTED]

4. Email: [REDACTED]

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.

11. OCCUPATION: Active Retired Not currently working

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

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:

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?

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)

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.

21. 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:

A handwritten signature in black ink that reads "Kim Pearson". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Date:

KIMBERLEY CROCKER PEARSON

| Brewster, Massachusetts 02631

Experienced environmental and health professional seeking a position at the intersection of conservation science and policy-making. Recently earned an M.S. in Environmental Science and Policy in addition to prior training and work in occupational and environmental medicine. Extensive experience in teamwork, leadership, and communication strategies, research and data analysis, policy development and implementation in both the public and private sectors.

SKILLS Policy Development and Policy Briefing Clinical Medicine Field Research Laboratory Research
Team Leadership Media Relations Crisis Communication Personnel Management Budget Development
Curriculum Development Non-Profit Development GIS Stata SCUBA Animal Handling

EDUCATION AND TRAINING

Johns Hopkins University Baltimore, MD

Master of Science Environmental Science and Policy, May 2020

Thesis: "Can Medical Science Teach Conservation Science to Become More Effective?"

<https://jscholarship.library.jhu.edu/handle/1774.2/62822>

Massachusetts Poison Control Center, Boston Children's Hospital, Boston, MA

Fellow, Medical Toxicology 1993-1998

Harvard University School of Public Health, Boston, MA

Master of Public Health, May, 1991

Harvard University School of Public Health, Boston, MA

Occupational and Environmental Medicine Residency and Clinical Research Fellowship, July 1990-June 1992

Chief Resident July 1991-June 1992

Awarded Occupational Physician Scholarship, American College of Occupational and Environmental Medicine;

ATSDR Clinical Fellowship Program Grant in Environmental Medicine: Research Project: "A survey of non-cancer health effects in a community whose drinking water was contaminated by chlorinated hydrocarbons, particularly tetrachloroethylene."

Brigham and Women's Hospital, Boston, MA

Internship and Residency, Internal Medicine June 1987-June 1990

Boston University School of Medicine, Boston, MA

Doctor of Medicine, Magna Cum Laude, May, 1987;

Awarded Alpha Omega Alpha Honor Medical Society; American Medical Women's Association Scholarship

University of California, Los Angeles, CA

Master of Science in Geochemistry, May 1984

Thesis: "Stable isotopic investigations of early development in extant and fossil chambered cephalopods I. Oxygen isotopic composition of eggwater and carbon isotopic composition of siphuncle organic matter in *Nautilus*"

Wellesley College, Wellesley, MA

Bachelor of Arts with Honors in Geology, May, 1980

Thesis: "A Determination of the Physical Parameters of the Paleoenvironment of an Upper Devonian Fish Fossil Suite from the Catskill Formation, Northeastern Pennsylvania"

Awarded Sigma Xi Scientific Research Honor Society

PROFESSIONAL EXPERIENCE

Board of Health, Brewster, MA

Member 2021 - present

Natural Resources Advisory Commission, Brewster, MA

Chair 2021- present

- Advise Select Board and Department of Natural Resources on the sustainable use of natural resources.
- Direct implementation of Coastal Resource Management plan

Stellwagen Bank Advisory Council, National Oceanic and Atmospheric Administration, USA

Council Member, Conservation 2020- present

- Advise Sanctuary Superintendent regarding conservation issues relevant to the implementation of the sanctuary management plan.
- Assist in development of the sanctuary management plan.

Kirov Academy, Washington, DC

Chair, Science Department 2006-2009

- Designed and implemented science curriculum for Middle and High School students at independent school in Washington, DC. Included curriculum for English language learners.
- Taught 9-12 grade students Chemistry, Biology, Physics and seminar: Science for Citizenship.

London School of Hygiene and Tropical Medicine, London, UK

Visiting Lecturer 2004-2005

- Designed and taught International Environmental Health Seminar for graduate students

Bureau of Environmental Health Assessment (BEHA), Massachusetts Department of Public Health, Boston, MA

Physician Consultant, 2000-2004

- Responded to citizen concerns about disease excesses (“clusters”) with a multidisciplinary team including toxicologists and risk communication professionals.
- Reviewed national/international criteria documents on physical and chemical hazards and developed policy for implementation of their recommendations at state level.
- Represented BEHA at public meetings as a medical expert; spoke to professional and lay audiences on environmental health hazards and responded to their concerns
- Advised the Bureau Chief on environmental medicine issues
- Reviewed cancer registry and other sentinel health data to evaluate the need for focused environmental health investigations

Private Consulting, Boston, MA

2001-2004

- Consulted with major teaching hospital regarding workplace exposures; developed and piloted a “Collaborative Practice Model” for working with management and labor representatives to achieve common health and safety goals. The model succeeded in minimizing adversarial feelings in the stakeholders and set the stage for an ongoing process of working together on health and safety goals.
- Provided expert testimony for both plaintiff and defendant attorneys in the area of exposure assessment and causation of adverse health effects.
- Designed and implemented an exposure control and response program for the regional American Red Cross employees processing blood and blood products.

Logan International Health Center, Logan Airport Boston, Massachusetts

Medical Director 1999-2001

- Supervised all patient care activities at the Center; managed the clinical laboratory, including a forensic drug testing facility, travel health program, maritime health program.
- Provided consultative services for the Central Artery Tunnel Project (“Big Dig”) construction contractors, particularly dealing with use of chemicals in enclosed spaces and injury prevention in heavy construction. Performed safety inspections of worksites.
- Managed 50 employees, developed and tracked the Center’s budget, worked with marketing to develop new health service product lines to meet market demands, prepared statistical and budgetary reports and presented them to corporate administration.

Morton Hospital and Medical Center Taunton, Massachusetts

Associate Medical Director, Occupational Health Service 1997-1999

- Provided Medical care for work-related injuries and illnesses
- Performed worksite walkthroughs evaluating exposures and other risks to employees and developing recommendations for improving worker safety

Massachusetts Poison Center, Children's Hospital, Boston, Massachusetts

Poison Center Consultant 1998-2000

- Performed inpatient and outpatient toxicology consultations on environmental and industrial toxic exposures.

Brigham and Women's Hospital, Boston, Massachusetts

Occupational Health Physician; Director, Employee Health 1994-1996

- Provided clinical evaluations for employees with symptoms of chemical exposure; developed treatment protocols for hospital staff exposed to chemicals in the various areas of the hospital; designed and conducted safety training related to exposures in the hospital environment.
- Responded on behalf of the hospital to media inquiries, appeared on the US public television science production "NOVA."
- Represented the hospital on a union-management committee developed to address health and safety issues at the hospital
- Advised hospital president on occupational and environmental health and safety concerns.

Brigham and Women's Hospital, Boston, Massachusetts

Staff Physician, Emergency Department 1990-1994

- Provided acute care to medical and trauma patients and supervised the house staff, nursing staff and support personnel.
- Chaired the Hospital Disaster Committee; developed and implemented internal and external disaster response plans for the facility

Department of Surgery, Boston University School of Medicine, Boston, MA

Research Assistant 1984-1985

- Handled and prepared multiple mammalian species for surgical research; assisted with surgeries.

Department of Earth and Space Sciences, University of California, Los Angeles

Graduate Research Assistant, Geochemistry 1980-1983

- Performed stable isotope analysis, mass spectroscopy, geologic and paleontologic field work

Carr Research, Inc., Wellesley, Massachusetts

Research Assistant 1979

- Performed water quality assessment of ponds and streams including biological and hydrological field and laboratory work.

New England Aquarium Boston, MA

Curatorial Assistant 1977-1979

- Cared for marine mammals in captivity; participated in marine mammal rescue and rehabilitation. collected biological and behavioral data for research studies.

PUBLICATIONS

Original Reports:

Pearson, KC "Will Culling the Northwest Atlantic Gray Seal Population, *Halichoerus grypus* (Fabricius, 1791) (Carnivora: Phocidae) on Cape Cod, Massachusetts, USA Reduce the Risk of Human-White Shark Encounters?" *Life: The Excitement of Biology* 2018;6(3):75-107. <https://blaypublishers.files.wordpress.com/2019/05/pearson-leb63.pdf>

Brotschi, EA, **Crocker, KC**, Gianitsos, A, Williams, LF, Jr. Low extracellular Ca²⁺ products agonist-specific alterations in gallbladder contractility. *Gastroenterology* 1986; 88(5); 1336.

Crocker, KC, DeNiro, MJ, Ward, PD. Stable isotopic investigations of early development in extant and fossil chambered cephalopods 1. Oxygen isotopic composition of eggwater and carbon isotopic composition of siphuncle organic matter in *Nautilus*. *Geochemica et Cosmochemica Acta* 1985; 49: 2527-2532.

Abstracts

Pearson, KC. Sensitization to UV-curable acrylates: A case report and review of the literature. North American Congress of Clinical Toxicology Annual Meeting. In: J Tox Clin Tox 2002; 40(5): 192.

Pearson, K, Woolf, A. Two cases of self-poisoning with lead in patients with psychiatric illness. North American Congress of Clinical Toxicology Annual Meeting. In: J Tox Clin Tox 1998; 36(5): 494.

Woolf, A, **Pearson, K.** Presence of diethylene glycol in commercial polyethylene glycol (PEG) solutions. North American Congress of Clinical Toxicology Annual Meeting. In: J Tox Clin Tox 1995; 33(5): 490.

Du Buske, M, Babakhin, AA, Cieslewicz, G, Nolte, H, Skov, P, Zakirova, I, **Pearson, K,** Sheffer, AL. Comparison of Pharmacia CAP and whole blood leukocyte histamine release in the detection of sensitivity to latex. American Academy of Allergy, Asthma and Immunology Annual Meeting. 1996.

Anderson, G, Li, T, Malki, I, Patel, A, Alem, M, Babakhin, AA, Cieslewicz, G, Zakirova, I, Nolte, R, **Pearson, K,** Scheffer, AL, and Du Buske, LM. Assessment by Hycor RAST and Pharmacia CAP of cross sensitization to banana and avocado among latex sensitive hospital employees. American Academy of Allergy, Asthma and Immunology Annual Meeting. 1996

Texts

“Chapter 75: Chlorinated Hydrocarbons” in Haddad, Winchester and Shannon. Clinical Management of Poisonings. 3rd Edition. WB Saunders, Philadelphia, Pennsylvania. 1998 pp 931-939.

Archived: Tuesday, July 18, 2023 4:34:53 PM

From: [William Grafton](#)

Sent: Thursday, July 13, 2023 5:56:18 PM

To: [Erika Mawn](#)

Cc: [Kim Pearson](#) [Mike Tobin](#) [Bruce Evans](#)

Subject: Approved Conservation Commission Nomination for the Brewster Water Quality Review Committee

Importance: Normal

Sensitivity: None

Attachments:

[May 23, 2023 Agenda posted.pdf](#) [2023 06 27 - June 27, 2023 Agenda _ UPDATED Format.pdf](#)

Erika, good day. Sorry for the delayed response on the subject. Below is an explanation of the Commission's review and consideration of the role.

1. Commissioner Bruce Evans having expressed reservations during the May 23, 2023 Commission Public Meeting about taking on the Conservation Commission liaison role for the Brewster Water Quality Review Committee owing to his commitments to CPC and Open Space as well steered the Commission to consider another candidate. See attached and excerpt below.

6. Discussion

- a. Duration of bonds specified in Order of Condition Special Conditions – Bill Grafton
 - b. Surveyed plans required for all NOIs unless the Commission exempts - Bill Grafton
 - c. New NOI request for reconstruction of a ramp to provide adequate handicapped public access to the waterfront at Linnell Town Landing. Request for exemption of surveyed plan – Chris Miller & Bill Grafton
 - d. Scientific study request at Freemans Pond/Paines Creek – Study involves taking tissue samples of smooth cordgrass and observational data on plant height, community composition, and elevation – Katherine Sperry
 - e. Reappointment of Bruce Evans to the Water Quality Review Committee – Mike Tobin
2. Pursuant to the Commission's direction during the May 23, 2023 Commission Public Meeting, I spoke to Commissioner Kim Pearson who advised that she would be willing to serve. As such, the Commission discussed the subject during the June 27, 2023 Commission public meeting and unanimously approved Commissioner Pearson as the Commission's candidate for the Brewster Water Quality Review Committee. See attached agenda and below for Item 6a.

6. Discussion

a. Discussion to nominate Kim Pearson as the Conservation Liaison to the Water Quality Review Committee – Mike Tobin

3. Commissioner Evans did receive the Select Board's ratification vote approving him as the Commission's liaison but he does not intend to get sworn in leaving the position open for Commissioner Pearson.

I hope that you find this satisfactory and will take the necessary steps for Commissioner Pearson to be presented to the Select Board for review and their determination.

Thank you and have a nice day.

Respectfully,

Bill Grafton
Brewster Conservation Administrator
1657 Main Street
Brewster, MA 02631
Phone (508) 896-4546 ext. 4242

Brewster Town Offices are 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

Archived: Tuesday, July 18, 2023 4:46:47 PM

From: [Michael Gradone](#)

Sent: Thursday, June 29, 2023 8:01:13 PM

To: [Erika Mawn](#)

Cc: [Donna Kalinick](#)

Subject: PPPC liaison

Importance: Normal

Sensitivity: None

Hello,

The Rec Commission voted Chris Ellis as the new PPPC liaison at our meeting tonight.

Mike Gradone

Town of Brewster, Recreation Director

www.brewsterrecreation.com

508-896-9430

The Brewster Recreation office will be open to the public Monday through Friday from 8am to 4pm. For the latest updates on Town services, please visit www.brewster-ma.gov.

July 12, 2023

To whom it may concern,

I've written to request a fee waiver for the Brewster Transfer Station. As Head Custodian at Eddy Elementary School, I have surplus items that are no longer useful and taking up valuable space at the school. I've attached the list, which has been approved by the School Council and the Principal.

Please let me know if you need any further information from me, or if there are additional steps I need to take.

Thanks,

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a long horizontal line extending to the right.

Dave Caolo

Head Custodian, Eddy Elementary and Stony Brook Elementary

Date: 3/9/2023
 Dept Code: _____
 Agency Name: _____
 Contact Person: Dave Caolo
 Telephone: (508) 246-8139
 Email Address: caolod@nausetschools.org

Mailing Address: 2298 Main St, Brewster, MA 02631
 Org Number: _____
 Storage Address: 2298 Main St, Brewster, MA 02631

* A signature is required certifying that all confidential and personal information data has been removed from all surplus and worthless property.

Signature: _____ Title: Head Custodian Date: 3/9/2023

Description		Quantity	Condition Code	Original Value	Dept Inventory Number
Overhead projector		1	S	Unknown	
Filing cabinets		7	O2	Unknown	
Bookshelf		3	S	Unknown	
Wheeled AV cart		5	O2	Unknown	
Adult chair		6	S	Unknown	
Table		9	O2	Unknown	
Easel		3	O2	Unknown	
Octogon table		1	E2	Unknown	
Podium with drawers		1	E2	Unknown	
Wooden stool		1	S	Unknown	
Student carol		2	O2	Unknown	
Podium		1	O2	Unknown	
Steel shelving		2	S	Unknown	
Room partitians		4	S	Unknown	
End table		1	O2	Unknown	



TOWN OF BREWSTER
DEPARTMENT OF NATURAL RESOURCES
1657 MAIN STREET
BREWSTER, MA 02631
PHONE: (508) 896-4546
SHELLFISH@BREWSTER-MA.GOV

Selectboard,

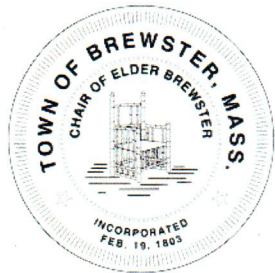
7/21/23

The Natural Resources is facilitating demolition of the deteriorating two-bay garage at 359 Main Street. The project falls within the jurisdiction of the Building Department. On behalf of the Brewster Natural Resources, I do hereby request the waiver of fees for the following applications:

Building Permit	
<hr/>	
Building Permit Fees (Express/Fixed)	\$125.00
<hr/>	
Total Fee Amount	\$125.00

Thank you,

David A. Johnson
Brewster Natural Resources



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

Office of:
Select Board
Town Manager

Application Fee: \$35.00

**APPLICATION FOR
ONE-DAY ENTERTAINMENT LICENSE**

Application must be submitted at least 4 weeks prior to the date of the event. Following submission of a completed application and payment, the request will be placed on a Select Board meeting agenda for review. Submit to Town Manager's office or licenses@brewster-ma.gov.

Section 1: Applicant Information

Applicant's Name:	GPS Mobile LLC. , Angel Robinson Jr.
Applicant's Address:	[REDACTED] W. Yarmouth MA 02673
Telephone # and Email Address:	[REDACTED]

Section 2: Event Information

Type of Event:	Family friendly DJ dance party
Location of Event:	Cape Cod Sea Camps Property - Bayside
Date of Event & Proposed Times:	Thursday, July 27 @ 6pm
Description of entertainment proposed (include name of band or DJ, and if entertainment will be live, acoustic or amplified, etc.):	DJ - dance music + dancing
Will entertainment be performed indoors or outdoors:	outdoors

Section 3: Additional Information:

Will temporary structures be erected (i.e., platforms, scaffolds, tents, pavilions, etc.)? Yes: No:
*If yes, a building permit may be needed, please contact the building department for more information.

Number of anticipated attendees over the course of the event: 100 Maximum # at any one time: _____

Applicant Signature: Miley (Recreation) Date: 7/10/23



TOWN OF BREWSTER
2298 MAIN STREET
BREWSTER, MA 02631
PHONE: (508) 896-9430
WWW.BREWSTERRECREATION.COM

OFFICE OF
RECREATION COMMISSION

7/20/2023

To whom it may concern,

Brewster Recreation is sponsoring an event (Family Dance Party) on Thursday, July 27th at the Old Cape Cod Sea Camps property. We have applied for a One Day Entertainment Application. We would like to ask for a fee waiver for the \$35 fee. Please let me know if this is something you would consider.

Sincerely,

Brewster Recreation Dept.



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

Office of:
Select Board
Town Manager

Application Fee: \$35.00

**APPLICATION FOR
ONE-DAY ENTERTAINMENT LICENSE**

Application must be submitted at least 4 weeks prior to the date of the event. Following submission of a completed application and payment, the request will be placed on a Select Board meeting agenda for review. Submit to Town Manager's office or emawn@brewster-ma.gov.

Section 1: Applicant Information

Applicant's Name:

Northside United Methodist Church

Applicant's Address:

701 Airline Road, Brewster MA 02631

Telephone # and Email Address:

[REDACTED]

Section 2: Event Information

Type of Event:

Concert

Location of Event:

Drummer Boy Park

Date of Event & Proposed Times:

August 23 6:00 pm

Description of entertainment proposed (include name of band or DJ, and if entertainment will be live, acoustic or amplified, etc.):

Mark209 is a Country & Gospel music group with 4 singers accompanied by keyboard/guitar. They will be live and their music is amplified through their own sound system. They will sing from near the Gazebo and we invite the audience to bring their own lawn chairs and sit on the grass, in a similar manner as the Sunday evening summer concerts at Drummer Boy Park. Mark209 performed indoors at our church last summer and the music was not very loud. The concert will be free & open to the public. Mark209 will have a merchandise table afterwards for people to purchase items.

Will entertainment be performed indoors or outdoors: outdoors

Section 3: Additional Information:

Will temporary structures be erected (i.e., platforms, scaffolds, tents, pavilions, etc.)? Yes: _____ No: x

*If yes, a building permit may be needed, please contact the building department for more information.

Number of anticipated attendees over the course of the event: 100 Maximum # at any one time: 100

Applicant Signature: Rodney S. Dobbs Date: 6/29/23



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

Office of:
 Select Board
 Town Manager

Application Fee: \$35.00

**APPLICATION FOR
 ONE-DAY ENTERTAINMENT LICENSE**

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Section 1: Applicant Information

Applicant's Name:	Snowy Owl Coffee Roasters	
Applicant's Address:	2624 Main St Brewster MA 02631	
Telephone # and Email Address:	[REDACTED]	[REDACTED]

cast.net

Section 2: Event Information

Type of Event:	Music Night
Location of Event:	2624 Main St.
Date of Event & Proposed Times:	8/11 7-10pm
Description of entertainment proposed (include name of band or DJ, and if entertainment will be live, acoustic or amplified, etc.):	live w some amplification, its a small amplifier that will be used. Various musicians, 2 being our baristas.
Will entertainment be performed indoors or outdoors:	indoors

Section 3: Additional Information:

Will temporary structures be erected (i.e., platforms, scaffolds, tents, pavilions, etc.)? Yes: _____ No:

*If yes, a building permit may be needed, please contact the building department for more information.

Number of anticipated attendees over the course of the event: 50? Maximum # at any one time: 25-35

Applicant Signature: Ellen O'Donnell Date: 7/20



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

Office of:
 Select Board
 Town Manager

Application Fee: \$35.00

**APPLICATION FOR
 ONE-DAY LIQUOR LICENSE**

Application must be submitted at least 4 weeks prior to the date of the event. Following submission of a completed application and payment, the request will be placed on a Select Board meeting agenda for review. Submit to Town Manager's office or licenses@brewster-ma.gov.

Section 1: Applicant Information

Applicant/Property Owner:	Gary Thulander
Applicant's Address:	[REDACTED] Chatnam MA 02633
Telephone # and Email Address:	[REDACTED] gthulander@chatnambarinn.com

Section 2: Event Information

Type of Event:	Private Farm to Table Dinner
Location of Event:	CBI Farm - 3034 main st Brewster MA 02631
Date of Event & Proposed Times:	August 11 2023; 6-9pm
Type of Liquor to be served (beer, wine, both, etc.):	Beer, Wine, liquor
Number of attendees anticipated:	30

Section 3: Server Information:

Server name, address, and phone #:	Isabelle Scarborough [REDACTED] 3034 main st. Brewster MA 02631
Has the server provided fingerprints to the Brewster Police Department in the last 3 years? Yes ___ No ___	
*If no, please see page 2 and contact the Police Department to complete fingerprinting, the additional fees are to be paid directly to the Police Department. This may delay your application processing time. *	

Section 4: Additional Information:

Will food be provided? Yes No If yes, please contact the Health Department for a Temporary Food Permit.

Applicant Signature: _____

Date: _____

[Handwritten Signature] 6/20/23



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

Office of:
Select Board
Town Manager

Application Fee: \$35.00

**APPLICATION FOR
ONE-DAY LIQUOR LICENSE**

Application must be submitted at least 4 weeks prior to the date of the event. Following submission of a completed application and payment, the request will be placed on a Select Board meeting agenda for review. Submit to Town Manager's office or licenses@brewster-ma.gov.

Section 1: Applicant Information

Applicant/Property Owner:	Marnel Anzuin / Ellen O'Donnell
Applicant's Address:	2624 Main St Brewster MA 02631
Telephone # and Email Address:	[REDACTED]

Section 2: Event Information

Type of Event:	Music Night
Location of Event:	Snag Owl 2624 Main St Brewster
Date of Event & Proposed Times:	8/11 7-10pm
Type of Liquor to be served (beer, wine, both, etc.):	beer, wine
Number of attendees anticipated:	60-70

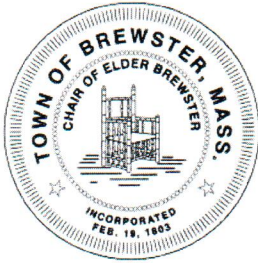
Section 3: Server Information:

Server name, address, and phone #:	Ellen O'Donnell
Has the server provided fingerprints to the Brewster Police Department in the last 3 years? Yes ___ No ___	
*If no, please see page 2 and contact the Police Department to complete fingerprinting, the additional fees are to be paid directly to the Police Department. This may delay your application processing time. *	

Section 4: Additional Information:

Will food be provided? Yes ___ No If yes, please contact the Health Department for a Temporary Food Permit.

Applicant Signature: Ellen O'Donnell Date: 7/18/23



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

Office of:
 Select Board
 Town Manager

**APPLICATION FOR
 ONE-DAY LIQUOR LICENSE**

Application Fee: \$35.00

Application must be submitted at least 4 weeks prior to the date of the event. Following submission of a completed application and payment, the request will be placed on a Select Board meeting agenda for review. Submit to Town Manager's office or licenses@brewster-ma.gov.

Section 1: Applicant Information

Applicant/Property Owner:	Susan Connor
Applicant's Address:	45 Bay Rd, Eastham, MA
Telephone # and Email Address:	[REDACTED] / [REDACTED]

Section 2: Event Information

Type of Event:	Wedding
Location of Event:	CRUSBY MANSION
Date of Event & Proposed Times:	Sat Aug 12 3p-8pm
Type of Liquor to be served (beer, wine, both, etc.):	beer + wine
Number of attendees anticipated:	70

Section 3: Server Information:

Server name, address, and phone #:	Randy Bassett, [REDACTED] Chatham Light Liquors
Has the server provided fingerprints to the Brewster Police Department in the last 3 years? Yes ___ No ___	
*If no, please see page 2 and contact the Police Department to complete fingerprinting, the additional fees are to be paid directly to the Police Department. This may delay your application processing time. *	

Section 4: Additional Information:

Will food be provided? Yes No ___ If yes, please contact the Health Department for a Temporary Food Permit.

Applicant Signature: Susan Connor Date: 7/19/23

APPLICATION FOR FACILITY USE

BREWSTER BOARD OF SELECTMEN

2198 MAIN STREET, BREWSTER, MA 02631

All requests must be made **at least two (2) weeks in advance of the desired use date**. For more information please call the Selectmen's Office at 896-3701. Completed forms may be dropped-off or mailed to the address above, or **faxed back to 508-896-8089**.

ORGANIZATION OR GROUP: Northside United Methodist Church

LOCAL SPONSORING ORGANIZATION: Northside United Methodist Church

AREA OR FACILITIES NEEDED: Drummer Boy Park Gazebo and field

DATE OR DATES REQUESTED: August 23

TIME IN: 3:00 pm TIME OUT: 9:00 pm (INCLUDING PREPARATION & DISMANTLING)

PURPOSE OF FACILITY USE: Free Concert for the public

NATURE OF ACTIVITY TO TAKE PLACE: Live Musical Concert by Country & Gospel group Mark209

WILL ADMISSION FEE BE CHARGED? YES NO AMOUNT

NON-PROFIT ORGANIZATION: YES NO

IRS # 04-2790556 TOTAL NUMBER OF PERSONS EXPECTED 100

MAXIMUM PEOPLE EXPECTED AT ONE TIME: 100

ANY SPECIAL EQUIPMENT NEEDED?:
no

PERSON RESPONSIBLE FOR THE OBLIGATIONS OF THE GROUP WHO WILL PAY THE BILL - NAME:
Rodney Dobbs

MAILING ADDRESS: 701 Airline Road, Brewster MA 02631

TELEPHONE NUMBER: 508-385-8622

I have read the regulations and understand them with the acknowledgement that any additional expenses incurred will be paid by my organization and that any violation may jeopardize continue use of the building.

Signature: Rodney Dobbs

Telephone: [REDACTED]



Northside United Methodist Church

701 Airline Road, Brewster, Massachusetts 02631
www.northside-umc.org (508) 385-8622

Rev. Rodney Dobbs, Pastor

Northsideumc.rodney@gmail.com (508) 385-8642

June 29, 2023

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

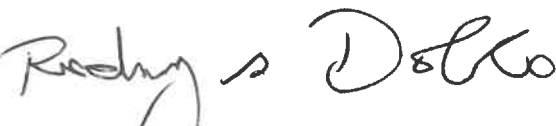
Dear Board of Selectmen:

Our church is requesting that fees be waived for our request to use Drummer Boy Park for a summer concert on Wednesday, August 23. We are applying to hold an outdoor concert at the Drummer Boy Park Gazebo that will be free and open to the public. The music group will be Mark209, a country and gospel group of four singers and one keyboardist from Nashville, TN. They are doing a New England tour in August and we have invited them to hold a concert on Cape Cod. We had them sing at our church last summer and they were well received by the people who attended. This year, we would like to offer their music as a free concert to the public. I have attended the summer Sunday evening concerts at Drummer Boy Park and it is a beautiful setting for such a venue. We anticipate this concert to be in a similar setup to those concerts where people bring their lawn chairs and enjoy the music while sitting spread out on the grass. Mark209 will sing from near the Gazebo.

As a non-profit organization who seeks to provide services that benefit the community, we are asking for the fees associated with use of the park to be waived. In order for the concert to be free to those who attend, our church will be paying the \$750 plus "free will" donation the group receives for their concerts. We are hoping to offer an enjoyable evening of musical entertainment in a beautiful outdoor Cape Cod setting for anyone who wants to attend.

Please feel free to contact me if you have any questions.

May God Bless You,



Rodney Dobbs

APPLICATION FOR FACILITY USE
BREWSTER BOARD OF SELECTMEN
2198 MAIN STREET, BREWSTER, MA 02631

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ORGANIZATION OR GROUP: By the Bay Shows

\$800

LOCAL SPONSORING ORGANIZATION: _____

AREA OR FACILITIES NEEDED: Drummer Bay Field

DATE OR DATES REQUESTED: SAT MAY 25 @ SUN MAY 26 2024

TIME IN: 10am TIME OUT: 5pm (INCLUDING PREPARATION & DISMANTLING)

PURPOSE OF FACILITY USE: Fine Art & Craft Show

NATURE OF ACTIVITY TO TAKE PLACE: Above

WILL ADMISSION FEE BE CHARGED? YES _____ NO AMOUNT _____

NON-PROFIT ORGANIZATION: YES _____ NO

IRS # _____ TOTAL NUMBER OF PERSONS EXPECTED: K- K(over 3 days)

MAXIMUM PEOPLE EXPECTED AT ONE TIME: 200

ANY SPECIAL EQUIPMENT NEEDED?: _____

PERSON RESPONSIBLE FOR THE OBLIGATIONS OF THE GROUP WHO WILL PAY THE BILL - NAME:

Robert Bugle

MAILING ADDRESS: 2271 MAIN ST

TELEPHONE NUMBER: _____

I have read the regulations and understand them with the acknowledgement that any additional expenses incurred will be paid by my organization and that any violation may jeopardize continue use of the building.

Signature: [Signature]

Telephone: _____

APPLICATION FOR FACILITY USE

BREWSTER BOARD OF SELECTMEN
2198 MAIN STREET, BREWSTER, MA 02631

All requests must be made **at least two (2) weeks in advance of the desired use date.** For more information please call the Selectmen's Office at 896-3701. Completed forms may be dropped-off or mailed to the address above, or **faxed back to 508-896-8089.**

ORGANIZATION OR GROUP: By the Bay Shows

LOCAL SPONSORING ORGANIZATION: _____

AREA OR FACILITIES NEEDED: Drummer Bay Field

DATE OR DATES REQUESTED: JUNE 15 @ June 16 2024

TIME IN: 10am TIME OUT: 5pm (INCLUDING PREPARATION & DISMANTLING)

PURPOSE OF FACILITY USE: Fine Art & Craft Show

NATURE OF ACTIVITY TO TAKE PLACE: Above

WILL ADMISSION FEE BE CHARGED? YES _____ NO AMOUNT _____

NON-PROFIT ORGANIZATION: YES _____ NO

IRS # _____ TOTAL NUMBER OF PERSONS EXPECTED: K- K(over 3 days)

MAXIMUM PEOPLE EXPECTED AT ONE TIME: 200

ANY SPECIAL EQUIPMENT NEEDED?: _____

PERSON RESPONSIBLE FOR THE OBLIGATIONS OF THE GROUP WHO WILL PAY THE BILL - NAME:

Robert Bugle

MAILING ADDRESS: 2271 MAIN ST

TELEPHONE NUMBER: _____

I have read the regulations and understand them with the acknowledgement that any additional expenses incurred will be paid by my organization and that any violation may jeopardize continue use of the building.

Signature: [Signature]

Telephone: _____

APPLICATION FOR FACILITY USE
BREWSTER BOARD OF SELECTMEN
2198 MAIN STREET, BREWSTER, MA 02631

All requests must be made **at least two (2) weeks in advance of the desired use date.** For more information please call the Selectmen's Office at 896-3701. Completed forms may be dropped-off or mailed to the address above, or **faxed back to 508-896-8089.**

ORGANIZATION OR GROUP: By the Bay Shows

LOCAL SPONSORING ORGANIZATION: _____

\$1,100

AREA OR FACILITIES NEEDED: Drummer Bay Field

DATE OR DATES REQUESTED: July 5, 6 and 7th 2024 (Fri - Sun)

TIME IN: 10am TIME OUT: 5pm (INCLUDING PREPARATION & DISMANTLING)

PURPOSE OF FACILITY USE: Fine Art & Craft Show

NATURE OF ACTIVITY TO TAKE PLACE: Above

WILL ADMISSION FEE BE CHARGED? YES _____ NO AMOUNT _____

NON-PROFIT ORGANIZATION: YES _____ NO

IRS # _____ TOTAL NUMBER OF PERSONS EXPECTED: K - K (over 3 days)

MAXIMUM PEOPLE EXPECTED AT ONE TIME: 200

ANY SPECIAL EQUIPMENT NEEDED?: _____

PERSON RESPONSIBLE FOR THE OBLIGATIONS OF THE GROUP WHO WILL PAY THE BILL - NAME:

Robert Bugle

MAILING ADDRESS: 2271 MAIN ST

TELEPHONE NUMBER: _____

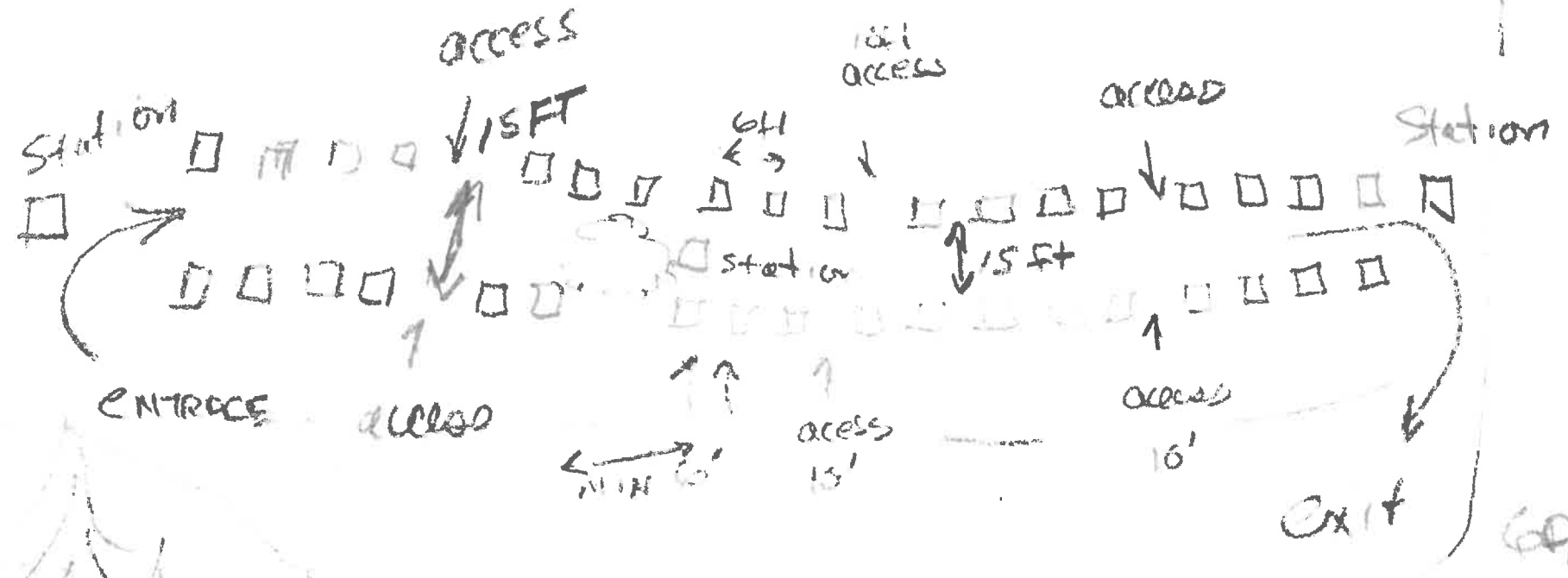
I have read the regulations and understand them with the acknowledgement that any additional expenses incurred will be paid by my organization and that any violation may jeopardize continue use of the building.

Signature: [Signature]

Telephone: _____

By the Bay Shows

202



By the Bay Shows

APPLICATION FOR FACILITY USE

BREWSTER BOARD OF SELECTMEN

2198 MAIN STREET, BREWSTER, MA 02631

All requests must be made **at least two (2) weeks in advance of the desired use date.** For more information please call the Selectmen's Office at 896-3701. Completed forms may be dropped-off or mailed to the address above, or **faxed back to 508-896-8089.**

ORGANIZATION OR GROUP: Alzheimer's Family Support Center

LOCAL SPONSORING ORGANIZATION: Alzheimer's Family Support Center

AREA OR FACILITIES NEEDED: gazebo & adjacent field

DATE OR DATES REQUESTED: 8/19/23

TIME IN: 2 pm TIME OUT: 7 pm (INCLUDING PREPARATION & DISMANTLING)

PURPOSE OF FACILITY USE: Staff picnic

NATURE OF ACTIVITY TO TAKE PLACE: socializing

WILL ADMISSION FEE BE CHARGED? YES _____ NO x AMOUNT _____

NON-PROFIT ORGANIZATION: YES x NO _____

IRS # 45-5545397 TOTAL NUMBER OF PERSONS EXPECTED 30

MAXIMUM PEOPLE EXPECTED AT ONE TIME: 30

ANY SPECIAL EQUIPMENT NEEDED?:
no


PERSON RESPONSIBLE FOR THE OBLIGATIONS OF THE GROUP WHO WILL PAY THE BILL - NAME:

Melanie Braverman

MAILING ADDRESS: 2095 Main St, Brewster, MA, 02631

TELEPHONE NUMBER: [REDACTED]

I have read the regulations and understand them with the acknowledgement that any additional expenses incurred will be paid by my organization and that any violation may jeopardize continue use of the building.

Signature: 

Telephone: [REDACTED]



Alzheimer's Family Support Center
Until there's a cure, there's community.

Brewster Selectboard
2198 Main Street
Brewster, MA 02631

July 19, 2023

Dear Board Members,

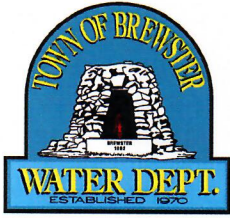
I am writing to request a fee waiver for use of the gazebo at Drummer Boy Park on Saturday, August 19, from 2 pm until 7 pm. We will be using the park to host a staff picnic for the Alzheimer's Family Support Center (AFSC).

The AFSC, which now maintains two offices in Brewster, provides an array of no-cost services for individuals, families, and community members who are dealing with Alzheimer's or other dementia-related diseases. Although our offices are located in Brewster, we provide our services to people in every town on the Cape.

As a service-driven organization, our team works tirelessly on behalf of the people we serve; this picnic at Drummer Boy Park will be a way for us to thank them for the work they do. A fee waiver from the town would help make it possible to do a little more for them than we might otherwise be able to do.

Many thanks in advance for your consideration,

Melanie Braverman
Co-founder, Cultural Director
Alzheimer's Family Support Center



**TOWN OF BREWSTER
WATER DEPARTMENT**

Susan Brown
Cynthia Baran
Lemuel Skidmore
Board of Water Commissioners

July 19, 2023

Brewster Select Board
2198 Main Street
Brewster, MA 02631

Dear Select Board Members,

The Water Department is currently working with Environmental Partners to prepare an application for the Asset Management Planning Grant Program. If we are successful in obtaining this grant, we ask for your approval.

The Massachusetts Clean Water Trust (Trust) and Massachusetts Department of Environmental Protection (MassDEP) will provide up to \$2,000,000 in grant funding for preparing Asset Management Plans for drinking water, wastewater, and stormwater systems to qualified applicants. The grant program is provided to assist Massachusetts communities and utilities with preparing asset management plans and provides grant funding of up to \$150,000 or 60 percent of the eligible costs, whichever is less.

This grant is intended to be used to update the existing Water Department System Study that was conducted in 2006. System Studies, also referred to as Master Plans or Comprehensive Plans, are crucial in identifying future operational and capital needs of the department. This allows the town to prioritize projects and budget accordingly. Attached is a general description of the services that will be provided as part of this project.

This project is currently scheduled for funding in FY25 in the Capital Improvement Program. We estimate the total cost of the study to be approximately \$250,000. The maximum contribution from the grant would be \$150,000 and it would be on a reimbursement basis. Town meeting would need to approve the total sum of the project (\$250,000) to receive the grant reimbursement.

This is an opportunity to complete a needed study that was previously scheduled as part of the Capital Improvement Program with far less cost on water rate payers. We believe Brewster has a high probability of being approved for this grant.

Respectfully,

Paul Anderson
Water Superintendent

MASTER PLAN PURPOSE & SCOPE

The challenges facing public water systems today are numerous and diverse, not the least of which is tackling the need for strategic and carefully conceived master planning. Extreme budget constraints, limited staff resources, and high public expectations on quality and service reliability all require the very best from management and their engineers. These challenges, in addition to rising water demand from development, new regulations, and increasing complexity, have prompted municipalities and engineers to use a holistic approach to analyze and plan for each sector of the water system, known as the “One Water” approach. The One Water approach analyzes a municipality’s drinking water, stormwater; and wastewater sectors as one integrated system. An Integrated Water Resource Management Plan (IWRMP) details, evaluates, and plans for the water demand, regulations, and complexity of a municipality’s One Water; creating a road map for the implementation of infrastructure and policy improvements as well as a management tool for addressing day-to-day operational issues and decisions for all three water sectors. An IWRMP is essential for the effective and efficient management of all aspects of a water system.

Scope of Services

Given our experience with similar projects and water distribution challenges, and our proficiency with drinking water quality, distribution and regulatory requirements, we offer the following Proposed Scope of Services.

Task 1 - Description of the Water System Infrastructure

Summarize and describe the Town of Brewster’s water system infrastructure (storage tanks, treatment facilities, pumping facilities, major valve stations, distribution piping, etc.) to reflect the status, current capacities, and conditions, including:

- Review system infrastructure age, size/capacity, materials, design life, technology (if any), anticipated maintenance or replacement, and ability to provide water at existing and proposed Drinking Water Regulations.
- Detail chemicals used, facilities for receiving and storing chemicals, procedure for handling/treating/disposing of residuals and regulatory compliance for chemicals and residuals.
- Review system efficiency, redundancy (e.g. interconnections) and resiliency for expected extreme events (e.g. power outages, flooding, etc.).
- Review water system compliance with the Massachusetts Drinking Water Regulations.

Task 2 - Description of the Water System Sources

Assess the current quality, condition, and concerns of the Town of Brewster’s existing water supply, including:

- Condition and capacity of existing groundwater wells.

- Location, Zone I and Zone II descriptions, uses allowed in those areas, potential contamination sources, problems identified with Source Water Assessment Program (SWAP), steps to implement SWAP recommendations.
- Discuss each source's permit restrictions, water quality, firm yield, authorized WMA registered and/or permitted volumes, and approved groundwater pumping rates.

Task 3 – Evaluation of Supply and Demand

Assess the ability of the Town of Brewster's existing water supply sources to meet existing and projected water demands, including:

- Update the June 2017 Supply and Demand memo.
- Review water use by usage category (residential, commercial) and review seasonal population variations.
- Determine historic and projected demands:
- Examine previous demand projects, specifically any approved Dept. of Conservation and Recreation;
- Project growth within the existing service areas and the expansion of water system. If needed, propose new demand projections in compliance with Water Resource Commission's Conservation Standards and the Water Management Act Performance Standards;
- Describe current conservation efforts, their effectiveness in reducing demand, and the systems compliance with the Water Management Act and the Water Conservation Standards.
- Evaluate the sensitivity of demand to conservation measures (higher rates, wastewater reuse, low impact development bylaws, land use controls, etc.) and recommend future conservation efforts.

Task 4 – Water Audit

Evaluate the Town of Brewster's water system in accordance with the latest AWWA practices and utilizing previous five Annual Statistical Reports, including:

- Identify the volume and sources of non-revenue water and recommendations for reducing unaccounted for water (UAW).
- Conduct a water balance to identify portions of the distribution system with elevated water loss for targeted leak detection.
- Summarize the age, type, and condition of water system service meters, master meters, and source meters.
- Detail water use patterns.

- Detail program for calibration, repair, and replacement of master and residential/commercial meters.
- Detail procedure for reading meters and billing usage.

Task 5 – Assessment of Water Distribution Storage

Evaluate the Town of Brewster’s water storage facilities to meet existing and projected demands and fire flow requirements. An assessment will be completed for each pressure zone.

Task 6 – Update the Water System’s Hydraulic Model

Update the existing hydraulic model of the water distribution system to include improvements and changes made to the water system since its last date of calibration, including:

- Update water system demands based on the latest available calendar year of billing data.
- Review up to 12 recent hydrant testing reports to check the calibration of the model. The Town shall provide tank level and pump flow rate data associated with the pressure zone of each test.

Task 7 – Assessment of Water Distribution Hydraulics & Control Strategies

Use the hydraulic model to evaluate the ability of the Town of Brewster’s water distribution system to maintain pressure requirements of the Drinking Water Regulations, meet required fire flows and refill storage tanks during summer, average, and winter demand scenarios, including:

- Develop seasonal demand multipliers (summer, average, and winter) based on a review of available billing data, representative SCADA data, and lists of seasonal accounts.
- Coordinate with operators to review the typical schedule of major planned water system maintenance activities, including flushing, well rehabilitation, etc.
- Review set points (on/off, VFD, and flow settings) for all wells during typical summer, average, and winter days.
- Suggest control optimization strategies to maximize the availability of water on peak demand days and tank turnover on low demand days.
- Review and develop control strategies for maximizing the availability of water with the largest source offline in each isolated portion of the distribution system.
- Review the operation of altitude valves and the selection of a controlling tank.

Task 8 – Review the Emergency Procedures

Detail the current procedure and standards for issuing emergency orders (e.g. Boil Orders or Declarations of Water Supply Emergency), including: steps for notifying the public and applicable

agencies Recommend modifications or improvements in the event of mechanical failures, supply source contamination, power failures, chemical spills, droughts, main breaks, etc.

- Discuss possibilities for interconnections with other municipalities or privately operated public water systems within Brewster.
 - Identification of potential operational and water quality issues (e.g. interconnections).
- Review standard operating procedures for exercising and activating interconnections or standby systems.
- Assess the long- and short-term risks of water shortages and the provisions to protect against those risks.
- Prepare an engineering evaluation of long- and short-term actions to avoid Emergency declarations, costs and time estimate.

Task 9 – Recommended Improvements

Develop improvements and recommendations to address deficiencies identified in the previous tasks, including:

- Storage, distribution, and supply improvement recommendations.
- If additional supply is required to meet demand:
 - Evaluate means to meet demand with additional Water Management Act and Water Conservation Standards conservation measures.
 - Identify potential mitigation strategies to offset any additional sources or increased withdrawals if conservation measures aren't sufficient.
 - Identify source management strategies to minimize additional sources or increased withdrawals on high or medium stressed basins or other areas adversely impacted by low flow.
 - Evaluate need to for additional sources without increasing authorized withdrawals.

Task 10 – Capital Improvement Program

- Prepare capital cost estimates for all recommended improvements.
- Categorize the recommended improvements in order of importance (public health and safety, water quality, etc.).
- Prepare an implementation plan for the recommended improvements. The implementation plan will categorize the improvements into various groups (i.e. those recommended to be done immediately, within the next 3-5 years, 6-10 years, and 11-15 years).

Task 11 – Master Plan Report

- Prepare and submit 10 copies of a draft report for the Town's review and comment. The report shall include an executive summary, detailed chapters on each of the tasks outlined above, tables of any data used to support the conclusions and recommendations made in the report, and printed map of the water distribution system showing the recommended improvements highlighted in color.
- Meet with the Town to review the draft report. Work closely with the Town on the accuracy of the report and validity of recommendations and conclusions before producing the final report.
- Deliver to the Town 15 copies of the final printed report, including all printed maps generated as part of the report. As part of the final report, deliver flash drives of the updated hydraulic model. The preferred method of delivery of electronic information shall be flash drive. The final report including printed and electronic maps, printed and electronic documents, and hydraulic model shall become public records and the property of the Town of Brewster who shall retain all rights to its own future use of such information.
- Deliver to the Board three electronic copies of the final report in either Microsoft Office or Adobe Acrobat format. The electronic media for this format shall be flash drive, suitable for use in a Microsoft Windows environment.

Archived: Thursday, July 20, 2023 1:32:29 PM
From: [Amanda Bebrin](#)
Mail received time: Thu, 15 Jun 2023 15:25:16
Sent: Thursday, June 15, 2023 11:25:18 AM
To: [Peter Lombardi](#)
Subject: Fwd: Sea Camps Dining Hall Camper Memorabilia
Importance: Normal
Sensitivity: None
Attachments:
[image0.jpeg](#) [image1.jpeg](#) [image2.jpeg](#) [image3.jpeg](#)

See below for the cabin artwork one of our residents was interested in buying.

----- Forwarded message -----
From: **Susan banks** <[REDACTED]>
Date: Wed, Jun 7, 2023 at 4:44 'a0PM
Subject: Re: Sea Camps Dining Hall Camper Memorabilia
To: Amanda Bebrin <[REDACTED]>

Thank you, Amanda, for the follow up and information.

Enclosed are photos (poor ones but front and back of each). I believe the tags are 599 and 582.

[image0.jpeg](#)
[image1.jpeg](#) [image2.jpeg](#) [image3.jpeg](#)

SM Banks

On Jun 7, 2023, at 4:11 PM, Amanda Bebrin <[REDACTED]> wrote:

Susan,
We spoke at the Sea Camps forum on 5/20 and you were telling me about how your kids went to the camp and helped make some of the artwork in the rafters!
I spoke with our Town Manager and the process would be for the Select Board to declare those items "surplus" and then the Town would be able to sell them to you.
I took down your email information but not which pieces were the ones your children did: can you describe them for me and I'll relay the information?

Thank you,
Amanda
BPPC, Chair

--
Amanda Bebrin



Town of Brewster

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

Office of:
Select Board
Town Manager

Memo

To: Brewster Select Board

From: Erika Mawn, Executive Assistant

Date: July 20, 2023

Re: Appointments to the Drummer Boy Park Advisory Committee

At the March 2023 Special Town Meeting, it was voted to refer the 2021 Master Plan to a newly reconstituted committee to be appointed by the Select Board in consultation with the Moderator. Consistent with the Select Board's vote this spring on a revised committee charge, the Drummer Boy Park Advisory Committee consists of seven members, including one Natural Resources Advisory Committee member, one Council on Aging member, one Recreation Commission member, and four members from the community at-large.

Following the Select Board's Policy for Appointments to Town Committees, Dave Whitney, as Select Board liaison, and Town Moderator Charlie Sumner conducted application screening and interviews before submitting their recommendation for appointment to the Drummer Boy Park Advisory Committee. The applicants screening form and application materials were included in the For Your Information packet of the Select Board meeting on July 10, 2023. The term of the appointments will be through May 2024.

The recommended applicants for the at-large seats are:

- Jillian Douglass
- Allyson Felix
- Devin McGuire
- Katharine Scott

The following members have been recommended to serve their respective committees as voting members of the Drummer Boy Park Advisory Committee:

- Patricia Hughes – Natural Resources Advisory Committee
- Jay Green – Council on Aging Board
- Chris Ellis - Recreation Commission

In addition, Ray Hebert will represent the Cape Cod Museum of Natural History, Bill Roberts will represent the Brewster Historical Society and Hal Minis will represent Brewster Conservation Trust.



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: Proposed Charge for Reconstituted Drummer Boy Park Advisory Committee
DATE: March 30, 2023

In Summer 2020, the Town received \$33,000 in state grant funds through the Community Compact best practice program to develop an updated Master Plan for Drummer Boy Park. Originally purchased by the Town in 1988, the first Master Plan for Drummer Boy Park was adopted by Town Meeting in 1995 and has informed the Town's overall approach to the property since.

With these grant funds, the Town hired a consultant, CDM Smith Inc., to review the park's condition and uses, help develop plans and designs for expanded or alternative uses, estimate costs for such plans, and conduct public outreach regarding the park's future. To shepherd this important work, the Select Board formed an ad hoc Drummer Boy Park Advisory Committee charged with evaluating existing and potential future uses of the Drummer Boy Park property and developing an updated Master Plan to present to Town Meeting. The committee was appointed in Fall 2020. The seven (7) member committee was comprised of one (1) representative from the Recreation Commission, one (1) representative from the Council on Aging, one (1) representative from the Natural Resources Advisory Commission, and four (4) Brewster citizens at large.

Given their proximity to the park and shared interest in its future use, representatives from the Brewster Historical Society, Brewster Conservation Trust, and Museum of Natural History were invited to attend and participate in the committee's meetings on a regular basis. The committee was supported by the Natural Resources Director, the Council on Aging Director, the Recreation Director, and the DPW Director.

From December 2020 through June 2021, the committee met and developed a series of schematic concept plans that culminated in the presentation of a recommended plan to the Select Board in June 2021.

The goals of the plan were to:

- Preserve the character of the park and enhance the views of the bay
- Collaborate with the Brewster Historical Society and the Brewster Conservation Trust in preserving the character of the complex and enhancing its use
- Plan for increased use and provide additional access to and throughout the park
- Identify park use areas

The plan identified two implementation phases. The first focused on improving parking, pedestrian access, and stormwater infrastructure. The second identified amenity upgrades to the playground, gazebo, and replacing the storage building (old gift shop structure) with a shade pavilion. Recognizing that the Town was then in the early stages of planning for a potential elevated boardwalk to Wing Island from Drummer Boy Park via the adjacent Cedar Ridge Reserve property, that possibility was referenced in the plan.

The plan was presented to and unanimously adopted by Town Meeting in November 2021. Following the Town Meeting vote, the Select Board disbanded the committee in December 2021. In May 2022, Town Meeting appropriated \$75,000 to advance design and permitting for Phase I improvements as outlined in the plan. The Town hired Horsley Witten to help develop their design plans and assist with permitting.

In parallel with these actions related to Drummer Boy Park improvements, the Town secured \$50k in state grant funding to advance design and permitting for a new boardwalk to Wing Island and a \$30k contribution from a then anonymous donor via the Brewster Conservation Trust. Town Meeting approved \$50k for this project in November 2021. To ensure coordination between the two projects, Horsley Witten was hired to assist in these efforts as well.

In August 2022, the Town hosted a public forum focused on conceptual plans for the Wing Island boardwalk. Many residents expressed concerns about this proposal over the ensuing months. At the same time, Horsley Witten developed conceptual plans for Phase I improvements to Drummer Boy Park, seeking to formalize parking, improve drainage, and provide better and safer pedestrian access. The anticipated costs of this work were approximately \$750k. In November 2022, Town Meeting did not approve the \$255k appropriation proposed by the Town for Phase I, in large part due to concerns about the connections between this work and the proposed boardwalk. Following that vote, all design work was suspended and no further action has been taken in advancing Drummer Boy Park Master Plan implementation. The Town continues to maintain the property, including making repairs to the playground.

In March 2023, a Special Town Meeting was convened to act on three citizens petitions. Article 3 originally sought to rescind the Drummer Boy Park Master Plan vote by Town Meeting of November 2021. Ultimately, Town Meeting voted to refer the 2021 Master Plan to a newly reconstituted committee to be appointed by the Select Board in

consultation with the Moderator who would then report back to Town Meeting in May 2024. Although this process will be led by this new committee, there is currently no funding in place to support their efforts, outside of Town staff time.

For the Select Board's consideration, I offer the following draft charge for the committee:

PURPOSE: The Drummer Boy Park (DBP) Advisory Committee will re-evaluate the 2021 Drummer Boy Park Master Plan and will deliver a report to the May 2024 Annual Town Meeting. This report may include an updated Master Plan, but any such plan shall not incorporate or include any new means of access to Wing Island. The DBP Advisory Committee is an ad hoc committee.

APPROACH: The DBP Advisory Committee will review the overall goals and recommendations identified in the 2021 Master Plan and will determine whether any changes are appropriate. This review process should consider other recent Town strategic planning documents, including but not limited to the Town's recently updated Open Space and Recreation Plan. It should also account for ongoing community input regarding potential future public uses of the Sea Camps properties. The DBP Advisory Committee will conduct public outreach and solicit resident feedback in developing their report for Town Meeting.

MEMBERSHIP: The DBP Advisory Committee will consist of seven (7) members to be appointed by the Select Board in consultation with the Moderator and will include: one (1) Natural Resources Advisory Commission member; one (1) Council on Aging member; one (1) Recreation Commission member; and four (4) members from the community at-large. The Select Board will make appointments to seat the new committee as soon as is practicable. The term of committee appointments will be through May 2024. The Select Board will appoint a liaison to the DBP Advisory Committee. The DBP Advisory Committee will be supported by the Natural Resources Director, COA Director, Recreation Director, DPW Director, and/or Town Administration as necessary. Non-voting representatives from the Brewster Historical Society, Brewster Conservation Trust, and Museum of Natural History will be invited to attend and participate as appropriate.

Once the Select Board approves the committee's updated charge, we will then post an announcement on the homepage of the Town website and on the Town's social media platforms soliciting letters of interest from residents interested in serving. The Select Board will then follow their standard committee appointment policy; however, in this instance, that process will also include the Moderator in the initial screening phase. Consistent with that policy, recommended candidates will be included in the FYI section of a future Select Board packet 2 weeks in advance of formal appointment.

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
 - 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.

-
-
-
-

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: ██████████
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:

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
 - 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:** Devin McGuire
2. **Address:** [REDACTED], Brewster
3. **Phone Numbers:** Home: [REDACTED] Cell: [REDACTED]
4. **Email:** [REDACTED]
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:** 6
8. **Are you registered to vote in Brewster?** Yes No
9. **Committees you are interested in serving on in order of preference:**
 - a. Drummer Boy Park Committee
 - 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.

Lake Forest College, BA Communications

11. OCCUPATION: Active Retired Not currently working

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

General Manager, Nauset Rental since 2016

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:

Earthworm, Inc (environmental non profit) Board member since 2015

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

I am a resident of Brewster who believes that our civic engagement is very important. I am also a parent of a 4 year old and would like to help in the planning and future of Drummer Boy Park, where my family goes often. This committee seems to be a good place for me begin a more serious participation in civic engagement and for a topic that I feel passionately about - a special recreation area of our town that my family and I enjoy.

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.

In my current profession, I run a local business overseeing several staff, operations, budgeting and strategic planning. I have a fairly comprehensive understanding of local initiatives and as an employer and resident, understand the challenges that are facing our local communities. I was recently asked to participate advisory committee in my non profit board work to help with a large organizational transition and strategic planning. I'm also an active member in various rec activities and feel strongly about access to recreation areas for our community. I believe I have many transferable skills to assist with the Drummer Boy Park planning.

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

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)

No

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

a. Name: Amanda Bebrin

Address: Brewster, MA

Phone: [REDACTED]

Email: [REDACTED]

Relationship to you: Friend / acquaintance through civic engagement

b. Name: Casey Chatelain

Address: Brewster MA

Phone: [REDACTED]

Email: [REDACTED]

Relationship to you: Friend

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

21. 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: *Davin McGuire*

Date: 4/26/23

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 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:

Jillian Douglass

[REDACTED]
Brewster, MA 02631
[REDACTED]
[REDACTED]

Brewster Committee Appointments
Town of Brewster
2198 Main Street
Brewster, MA 02631

March 20, 2023


Dear Ladies & Gentlemen;

Please accept the attached application and resume as my expression of interest in serving on the Town of Brewster Visioning Committee, or other support roles in relation to outreach and inclusion in Brewster's Local Comprehensive Planning and other public policy efforts.

Brewster has an interested and responsive citizenry with lots of varied opinions and ideas. The Town has historically sought to include and solicit input from as many people and perspectives as possible. I am grateful to live in a community where our people are invited and empowered to participate in our governance and long-term planning. It is a constant challenge to reach out and engage those members of our community who are typically less-able, less-tuned-in, or less-inclined to participate. Brewster is diligent in its efforts, but we can always do better.

I expect my 30+ years' experience and specialized training, related to State, Federal and Municipal law with respect to planning, public policy and labor relations to bring strong applicable skills for messaging, survey development, statistical analysis, research, narrative construction, consensus building, conflict resolution, reporting and compliance. I found my prior work on the Vision Advisory Group to be some of the most rewarding work we have undertaken. I would like to offer my time and perspective again, if it is thought my participation could be of assistance.

Thank you for your time and consideration, and for everything you do to make and keep our Town so great.

Sincerely, 
Jillian Douglass

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
 - 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
UMASS, LARP (AMHERST)	MASTER REGIONAL & URBAN PLANNING & POLICY	1989
UVM	BACHELOR RESOURCE ECONOMICS	1984
MMA/NLC/ICS/Mass Housing	VARIOUS	1990 - 2023

11. OCCUPATION: AFFORDABLE HOUSING TRUST ADMINISTRATOR (BARNSTABLE - PT)

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
TOWN OF BARNSTABLE		2022 - PRESENT
PRESERVATION OF AFFORDABLE HOUSING	COMMUNITY IMPACT & RESIDENT SERVICES COORD	2021 - 2022
TOWN OF CHATHAM	HUMAN RESOURCE DIRECTOR	2017 - 2020
TOWN OF BREWSTER	ASST. TOWN ADMINISTRATOR	1990 - 2017

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

- BREWSTER HOUSING PARTNERSHIP
- MANY TOWN OF BREWSTER & REGIONAL APPOINTMENTS
-
-

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:

HOUSING ASSISTANCE CORP., HABITAT FOR HUMANITY, BOCH CERT, NERSC, BCT, CCYP, CC.HOME, INDEPENDENCE HOUSE, COMHB, LOWER CAPE CDP, CCIA REALTORS, CAPE MEDIATION

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.
- * PLEASE REDACT STREET ADDRESS & PHONE # FROM PUBLIC POSTINGS.*

Signature:



Date:

3/20/2023

Jillian D. Douglass
[REDACTED]
Brewster, MA 02631

SUMMARY

- Hard-working, accomplished manager, committed to developing and implementing efficient policies, bylaw and code amendments with 30 years of proven experience in Massachusetts public sector management
- Thoughtful, dedicated administrator with ability to identify and utilize organizational strengths to accomplish goals and objectives, plans and projects
- Engaged, articulate and intuitive team builder
- Enthusiastic, visible advocate for public initiatives and positive outcomes
- Thrifty, resourceful problem solver with an emphasis on growth management, capacity building and an inclination towards preservation
- Realistic strategist, able to plan and accomplish varied projects under challenging conditions

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

Town of Chatham, Chatham, MA

2017 – 2020

Human Resource Director –

Chatham is a seasonal town on Cape Cod with a year-round population of 6,185. The Town has ~ 130 year-round and ~ 120 seasonal employees. Since arrival, I have placed over 50 year-round employees and 110 additional employees each season. Director creates job descriptions, postings and ads for all vacancies. Hires and tracks employee performance and growth. Manages benefits for all current and retired employees. Develops training and other programs. Counsels employees. Tracks labor law and statutory compliance. Proposes and assist with implementation of organizational and automation changes for improved efficiency. Develops collective bargaining strategies and assists in negotiations and grievance settlements.

Town of Brewster, Brewster, MA

1990 – 2016

Assistant Town Administrator –

Brewster is a seasonal town on Cape Cod which grew in population from 7,876 in 1990 to 9,654 in 2014. The expenditures grew from \$20,649,430 to \$34,933,801 over the same period. Assisted in budgeting, bidding and project management of facility growth projects: landfill capping, Swap Shop relocation, Crosby Mansion restoration, Eddy School, Police Station, Library expansion, addition of 18 holes to the municipal Captain's Golf Course, Drummer Boy Playground, Town Hall renovation, COA renovation, Brewster Memorial Cemetery, new Water Facility, 2 new public wells, beach road and drainage reconstructions, Community Solar Garden, the Landfill solar install, hundreds of acres of land acquisitions, and multiple wind turbine studies.

- Acted as interim Town Administrator, when Administrator was unavailable.

- Served on Emergency Management team, pre- and post-911, “Katrina” and “Sandy Hook”. Staffed EOC and assisted with varied emergency responses. ICS certified.
- Served as Chief Procurement Officer’s Designee, contracting for goods and services, public construction and renovation projects, “green” energy production and purchase agreements, including IMAs for regional projects and joint procurements. Assisted with selection, purchase, and implementation of town’s networked computer systems, Y2K conversion and all 21st Century updates, including iPad meeting packets, Cloud technology, facility and fleet management, attendance, payroll, and facility security systems.
- Acted as project manager for 5 Local Initiative Program 40B Comprehensive Permit Affordable Housing projects, 3 HVAC/Renovation projects and 2 Underground Storage Tank removals and various roadway drainage projects. Developed scopes of work, budgets and grant applications. Administered contracts, budgets, grants, IMAs, licenses, and leases. Assisted with multiple acquisitions of land, easements and rights of way.
- Served as Town Planner from 1990 to 2008, drafting zoning code amendments and town bylaws, creating town’s 1st Housing Plan, initiating Community Preservation Committee Affordable Housing Down-Payment program. Drafted Comprehensive Permit decisions and negotiated Regulatory Agreement terms and conditions, including permanent Association guidance documents. Coordinated compliance with town’s Intersection Site-Line bylaw. Assisted in creation of Route 6A Corridor Protection Bylaw, Development Plan Review Bylaw, Site Plan Review Bylaw and town sign code. Coordinated with Cape Cod Regional Transit Authority and Bikeways Committee. Assisted in negotiation of DRI terms and conditions. Drafted portions of town District of Critical Planning Concern submission to Cape Cod Commission.
- Served as Personnel Administrator. Participated in all hiring, and employee training, including hiring of every current department head (except one). Drafted personnel policies and participated in negotiation of Collective Bargaining Agreements. Created and implemented Senior Work-Off Real Estate Tax abatement program. Participated in grievance investigations and hearings and assisted with benefit administration, including CCMHG coordination for ACA implementation.
- Served as Compliance and Investigation Officer.
- Served as Insurance Officer, handling all claims, including Workers’ Compensation and Section 111F issues, and assuring adequate risk management and insurance coverage.
- Served as ADA Officer, developing policies and ensuring compliance. Investigated claims and complaints.
- Town’s delegate to Cape Cod Water Planning Collaborative through 2008. Barnstable County HOME Consortium delegate from 1991 to 2016. Pleasant Bay Alliance delegate through 2008. Alternate to Tri-Town Septage District Board of Managers and County Solid Waste Advisory Committee.
- Served as Administration’s representative to local Recycling/PAYT Solid Waste Committee, Energy Committee, Housing Partnership, Safety Committee, Staff Review Committee, and manager of special projects.

- Coordinated multiple scheduled events such as Town Meetings, Elections, “Brewster in Bloom”, celebrations, festivals, and visits from dignitaries, including international delegates.
- Responsible for production of Town Report from 2010 to 2015, public service announcements, weekly updates, town meeting articles, summaries, complex correspondence, spreadsheets, organizational charts, and various web-site updates.

RELATED PROFESSIONAL EXPERIENCE

South West Vermont Economic Development Corporation, Rutland, VT 1985-1986
Economic Development Planner

Produced Overall Economic Development Plan and assisted with administration of a Federally-funded \$4 million loan program, aiding over 50 Vermont-based small businesses and historic properties. Assisted with board and site meetings. Interfaced with Vermont Small Business Administration in Montpelier.

H.N Gorin Associates, Boston, MA **1986-1988**

Receptionist, Real Estate Office Assistant and Agent

Scheduled meetings; greeted clients; handled phones and correspondence; compiled financial projections for inner-city redevelopment proposals and delivered them to BRA and other offices.

EDUCATION

University of Massachusetts, Amherst, MA **1988-1990**
Master of Regional Planning

Northeastern University, Boston, MA **1987**
Real Estate Development

Lee School of Real Estate, Brookline, MA **1986 MA**
Real Estate Sales License #82575

Harvard School of Design, Cambridge, MA **1986**
Architectural Drawing and Drafting

University of Vermont, Burlington, VT **1980-1984**
Bachelor of Science, Resource Economics

University of Newcastle, Newcastle, UK **Summer 1983**
Land Use Reclamation and Newtown Development

AFFILIATIONS

Nauset Rotary – Environmentalist of the Year 2009. Independence House - Board of Directors 1998
Volunteer for: Housing Assistance Corp. Big Fix Coordinator; NOAH Shelter; Habitat for Humanity of Cape Cod; Brewster Conservation Trust; Brewster FLATS; Brewster Ponds Coalition; Brewster Housing Partnership; Brewster Vision Advisory Group. BOCH CERT, Cape Mediation

5/1/2023

Brewster Select Board
c/o Erica Mawn
2198 Main St.
Brewster MA 02631

Dear Brewster Select Board,

My name is Katharine Scott and I have lived in Brewster for most of my life and I am now a homeowner in town. I own a small retail store in Eastham and recently became a new mom. I believe that Drummer Boy Park is a unique asset in our community and the future of the park is important to me.

It is imperative that the advisory committee for the park improvements have a broad representation of our community in order to ensure that the park remains an asset to all members of our community. As a member of the committee, I would hope that improvements to the park would make it a vital place for commerce, exercise, kids, and relaxation while preserving the history of the land and minimizing the environmental impact.

I believe that my love for Brewster, my experience as a business owner, my passion for the environment, and my insight as a mother make me an ideal candidate for the Drummer Boy Park Advisory Board.

Thank you for your time and considering me for appointment to this board.

Sincerely,

Katharine Scott

[REDACTED]
Brewster MA 02631
[REDACTED]

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
 - 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.

High School Diploma

11. OCCUPATION: Active Retired Not currently working

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

Self Employed - Pure Vita Modern Apothecary

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

Recycling ~~Committee~~ Committee, Swap Shop

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 believe this committee should have a diverse group serving.

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.

Run my own business, management, Leadership,

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

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)

NO

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

a. Name: Peter Johnson
Address: [Redacted] Brewster
Phone: [Redacted]
Email: [Redacted]
Relationship to you: Friend

b. Name: Gary Christen
Address: [Redacted] Brewster ma
Phone: [Redacted]
Email: [Redacted]
Relationship to you: Family Friend

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

21. 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:
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 - 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: *Katharine Scott*

Date: 5/1/2023

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:



TOWN OF BREWSTER

BUILDING DEPARTMENT

2198 MAIN STREET
BREWSTER MA 02631

Phone:
508-896-3701 ext 1125
Email:
Building@brewster-ma.gov

Building Permit Fee Proposal July 2023

List of Attachments

Proposal Narrative (2 pages)

Spreadsheet (1 Sheet - one 11 x 17 printout)

Current (2018) Building Department Fee Schedule (2 pages)

Previous (2011) Building Department Fee Schedule



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BREWSTER MA 02631

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Building@brewster-ma.gov

DATE: July 10, 2023
TO: Brewster Select Board, c/o Peter Lombardi, Town Manager
FROM: F. D. Walters, Building Commissioner
RE: Permit Fee Revision Proposal

Brewster Building Department permit fees were last revised in 2018. Prior to that was 2011. Thank you for allowing me to submit the following narrative along with the attached proposed Building Permit Fee Schedule Revision spreadsheet. I feel it is best to have the entire schedule and the comps all on one page.

The proposed changes to the Brewster Building Department Fee Schedule are primarily intended to simplify the overall schedule. There are two main reasons for this:

First, the existing schedule is overly complex, confusing, and in some instances, mathematically illogical.

Second, the simplification is necessary so that fees can be programmed to calculate automatically in the OpenGov/ViewPoint online permitting system. Currently, the online permitting mechanism for per-square-foot fees is defaulted to manual calculation by the Local Inspector or Building Commissioner only, which is inefficient, time-consuming, and leaves open the potential for a fee to be charged at less than full value.

It should be noted that in the fee schedules from other towns, fees are often based on a percentage of construction value, which is an amount provided by the applicant. This method tends to discourage accurate project value reporting. Permit fees based on square footage is the most inherently fair method. It not only encourages applicants to be more accurate in their reporting of construction project cost since it is independent of fees charged, but also because the square footages on which the fees are based are shown explicitly on the plans which the applicant has submitted as part of their application.

There are Residential fee increases proposed in a few areas. These are highlighted in green on the accompanying spreadsheet. Some of these are primarily due to the need to simplify, such as eliminating some overly specific use types such as convertible vs. non-convertible storage areas, unheated sunrooms, and porches, each with their own per square foot cost, in favor of including all enclosed areas as a simple rate of \$0.70 per square foot. This is reasonable because permit fees should for the most part reflect the number of inspections required as well as the amount of administrative and project review time spent on a given application.



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Similarly, other proposed increases are changes to per-square-foot fees that are comparatively low and have not been increased significantly in over 10 years. For example, as shown in the attached Brewster Fee Schedule from 2011, decks were being permitted at \$0.15 per square foot. They are charged currently (as of 2018) at \$0.18 per square foot with a \$30 minimum fee. This is not supportive of the administrative, review and inspection time the Building Department typically puts into the various steps in the permit process and leaves only \$10 'per inspection' to cover those costs. In other words, though they are typically less complicated to build, decks typically require a minimum of three building inspections (footings, frame, finish). A \$30 minimum fee (currently for any deck up to 125 square feet) simply does not cover the cost of three building inspections. For comparison, the current average per square foot charge for a deck building permit across the six towns of Wellfleet, Eastham, Dennis, Harwich, Chatham, and Orleans is \$0.49 per square foot.

A similar proposal is being made for Non-Residential fees as shown on the spreadsheet. A minimum fee of \$125 plus \$0.75 is proposed for new non-residential construction, repairs, and alterations. A fixed fee of \$100 is being proposed for maintenance projects such as roofing, siding or window replacement, analogous to Express Permits in Residential Fees.

For garages and other accessory structures larger than 200 SF, three to five inspections (footings, frost walls, sheathing, frame, finish) are typically required. Brewster is currently charging \$0.25 per square foot for garages and accessory structures with no minimum fee scheduled. A 300 square foot accessory building at \$0.25/SF sets a fee of \$75, which is less than the cost of one plumbing inspection (\$80). The current proposal is to set a minimum garage/accessory structure fee at \$100 and \$0.70 per square foot in excess of the minimum fee, which more adequately covers Building Department costs.

There are no proposed increases for many fixed fee permits. Some fees are simply being eliminated, such as the fees for an official zoning opinion, which I believe to be unnecessary.

Overall, I believe these proposed fee modifications to be reasonable and in line with building fees for other towns in our area. Further, I do not think that the relatively modest fee increases in certain areas proposed here will significantly impact overall cost to applicants.

Respectfully Submitted,

F. Davis Walters
Building Commissioner

PROPOSED BREWSTER BUILDING FEE UPDATES - July 2023

KEY:
 psf = per square foot
 (All Fixed Fee Amounts in dollars)
 *** = Currently or Proposed no charge
 shaded = proposed change

Fee Item	Current		Current									
	Brewster	Proposed	Orleans	Eastham	Wellfleet	Truro	Provincetown	Harwich	Dennis	Yarmouth	Chatham	Bourne
RESIDENTIAL (1 & 2 Family, Multi-Family)												
Fee Item												
Required Deposit	25.00	25.00		25.00								
Minimum Permit Fee	100.00	100.00	75.00	50.00		50.00	100.00			60.00		
New Habitable Space/per Sq Ft.	0.55 psf	0.70 psf	0.70psf	0.65	0.65	0.65		0.50	0.64	0.65	0.90	0.60
Convertible Storage Areas	0.25 psf	0.70 psf								***		
Non-convert. Storage Areas (Crawl Spaces)	0.07 psf	***								***		
Unheated Sunroom/Porch	0.45 psf	0.70 psf			0.40			0.40		75.00		0.60
Garage	0.25 psf	0.70 psf	0.50psf		0.25					75/bay	0.60	
Deck (minimum \$75. Fee)	0.18 psf	0.70 psf	0.40psf		0.25			75.00		75.00	0.60	
Repairs/Alterations	0.25 psf	0.70 psf	0.70psf	0.55	0.55	0.50		0.50	0.64	0.65 psf		
Fireplace/Chimney (per unit)	50.00	50.00	45.00		55.00			75.00		60.00		
Mechanical (per unit)	50.00	50.00	50.00	1% Cost	55+	1% Cost	100.00					
Sheet Metal/Flue (per unit)	50.00	50.00	50.00	1% Cost		1% Cost	100.00		50.00	60.00		
Pool	100.00	100.00	130.00		115+	50+		75.00	100.00	150.00		100.00
Change of Use/Home Occupation	50.00	50.00										
Demolition (Structures >200 Sq. Ft.)	75.00	100.00	100.00		115.00	150.00	250.00	75.00	225.00	90.00	200.00	150.00
Wood, Coal, or Pellet Stove	50.00	75.00			55.00			75.00		60.00	50.00	50.00
Solar Panels - (Roof Mounted)	50.00	75.00	50.00	1% Cost	55+	50+		75.00	135.00		200.00	50.00
Solar Panels (Ground Mounted)	***	100.00	50.00	1% Cost	55+	50+			0.25psf			75.00
Alarm Systems	50.00	50.00										
Residential Express Permits (Roofing, Siding, Doors, Windows, Insulation, Deck Resurface)	50.00	50.00		50.00	55+	50.00	100.00	75.00	50.00	50.00	75.00	50.00
Residential Zoning Permits												
Shed Registration (Up to 120 Sq. Ft.)	50.00	50.00			55.00		50.00	75.00		35.00		50.00
Acc. Structure Registration(121-199 Sq. Ft.)	0.35 psf	75.00			0.25					0.35psf		
NON-RESIDENTIAL (Uses: R-1, R-4, A, B, F, H, I, M, S, & U)												
	Current	Proposed										
Required Deposit	50	50.00										
Minimum Permit Fee	***	125.00				Res+15%						
New Construction/Additions(up to 100 SF)	0.75 psf	125.00	0.75psf	0.75	0.65	"		0.75	80.00	0.75psf	0.80	0.75
New Construction/Additions (Over 100 SF)	0.75 psf	125 plus 0.75 psf	0.75psf			"			300.00			
Repairs/Alterations	50, plus 0.35 psf	125 plus 0.75 psf	0.75psf	0.75	0.55	"		0.70	0.85	65/Room		
Roofing, Siding, Windows, Doors, Weatherization (per Item)	***	100	75.00		55+	"	100.00	150.00	100.00	90.00	150.00	75.00
Mechanical, Temporary Construction Trailer, Sheet Metal/Flue (per unit)	125.00	125.00		1% Cost	55+	"	100.00	150.00		100.00	60.00	
Non-Residential Change of Use	***	100.00				"						
Demolition (Structures >200 Sq. Ft.)	125.00	150.00			110.00	"	250.00	150.00	322.00		400.00	250.00
Solar Panels - (Roof Mounted)	100 plus \$2 per pane	100 plus \$2 per pane	50+0.20psf	1% Cost	55+	"		150.00	525.00			
Solar Panels (Ground Mounted)	100 plus \$2 per pane	100 plus \$2 per pane		1% Cost		"		150.00	0.30sqf			
Alarm Systems	100.00	100.00										
Shed Registration (Up to 120 Sq. Ft.)	50.00	75.00				"						75+
Annual 110 Inspection	50.00	50.00			50.00				80.00			
MISCELLANEOUS FEES (Residential & Non-Residential)												
Tents > 400q. Ft.(Temporary Permit)	40.00	40.00	50.00		55.00	100.00	100.00	75.00	30.00	40.00	150.00	50.00
Building Permit Card Replacement	35.00	***										
Trench Permit (Ref. 527 CMR Sec. 7)	40.00	40.00										
Zoning Sign Permits - Up To 4 Sq. Ft.	20.00	20.00	45.00	50.00	50+	50.00	50.00	75.00	27.00		25.00	60.00
- Over 4 Sq. Ft.	30.00	30.00							50.00			50.00
- Temporary (per Sign)	4.00	5.00										
1st Re-Inspection Fee	75.00	75.00	50.00	60.00	55.00	75.00	75.00	75.00	40.00		25.00	65.00
2nd & Subsequent Re-Inspection Fees	125.00	125.00	60.00						75.00			
Copies:												
1 to 4 Pages	no charge	no charge										
Every 5 pages	\$0.25 per sheet	1.00										
Large Format Plan (per page)	2.00	5.00										5.00

GENERAL CONDITIONS

Non-Residential Accessory Structures >120 SF require a Building Permit per IBC Sec. 105.2.
 All permit fees will be doubled automatically if work is commenced prior to obtaining the permit **except where allowed by code.**
 Permits and deposits are non-refundable
 Permit fees for unusual or special conditions not itemized herein will be determined by the Building Commissioner.
 All Official Records Requests must be done via the Town Clerks Office.

TOWN OF BREWSTER BUILDING DEPARTMENT FEES

Effective July 1, 2018

RESIDENTIAL USES (1 & 2 Family, Multi-Family, Condominiums)

\$25.00 Deposit Required for Residential Building Permits

Habitable Space per square foot	\$0.70
Additions up to and including 100 square feet	\$100.00
Additions over 100 square feet up to and including 250 square feet	\$200.00
Storage Areas, Convertible (full basement, attic, open porches) per square foot	\$0.35
Storage Area, non-convertible (5 ft crawl space...) per 100 square feet	\$10.00
Unheated sunroom, enclosed porch per square foot	\$0.45
Garage (attached or detached) per square foot	\$0.25
Deck (\$30 minimum) per square foot	\$0.18
Fireplace/Chimney (not necessary if included with new dwelling permit)	\$50.00/unit
Mechanical (not necessary if included with new dwelling permit)	\$50.00/unit
Sheet Metal/Flue	\$50.00/unit
Repairs/Alterations	\$25.00 base plus \$0.25 per square foot, \$50.00 minimum OR \$25.00 base plus \$6.00 per \$1000 construction value
Shed/Barn 120 square feet or less	\$50.00
Over 120 square feet per square foot	\$ 0.35
Pool (above and below ground)	\$100.00
Change of Use/Home Occupation	\$50.00
Demolition	\$75.00
Re-roof or replacement windows/ doors or siding or similar	\$50.00/unit
Wood, Coal, Pellet Stove	\$50.00/unit
Solar Panels	\$50.00/unit
Alarm & Security Systems	\$50.00
Insulation	\$50.00

NON-RESIDENTIAL USES (Uses include A, B, F, H, I, M, S, & U)

\$50.00 Deposit Required for Commercial Building Permits

New Construction and Additions per square foot	\$0.75
Storage areas, convertible (full basement, attic, open porches...) per square foot	\$0.35
Storage areas (non-convertible) per 100 square feet	\$25.00
Alterations/Repairs	\$50.00 base plus \$0.35 per square foot (\$75 Minimum) OR \$50.00 base plus \$8.00 per \$1000 construction value
Demolition	\$125.00
Change of Use (no construction)	\$75.00
Mechanical, Temporary Construction Trailers, Sheet Metal/Duct	\$125.00/unit
Solar Panels	\$100.00/plus \$2.00 per panel
Alarm & Security Systems	\$100.00

MISCELLANEOUS FEES

Tent (over 400 sq. ft.), Retaining wall (over 4 feet unbalanced fill)	\$40.00
Building permit replacement, renewal or extension	\$35.00
Signs Up to 4 square feet	\$20.00
Over 4 square feet	\$30.00
Temporary	\$ 4.00
Trench Permit (Pursuant to MGL 82A & 520 CMR 7)	\$40.00

RE-INSPECTION FEES

First Re-inspection	\$75.00
Second and Subsequent Re-inspections	\$125.00

Written Zoning Opinions (Response to written inquiries)

Property Owners, Business Managers, Municipal and Governmental Depts.	No Charge
Non-Owners and Prospective Owners (per hour of research and preparation)	\$50.00

Records Request: All Records Requests must be done via the **Town Clerks** office.

GENERAL CONDITIONS

- All permit fees will be doubled automatically if work is commenced prior to obtaining the permit except where allowed by code.**
- All fees will be rounded to the next highest dollar.**
- A fee may be charged for each reinspection as a result of a requested inspection where the work is non-compliant, not ready, premises locked, not readily accessible or otherwise disapproved. Reinspection fees noted on schedule.
- Permit fees and deposits are non-refundable.
- Permit fees for unusual or special conditions not itemized herein will be determined by the Building Commissioner.
- Copies: \$0.05 per 8.5 x 11 sheet
\$0.05 per computer generated sheet
\$0.25 per 8.5 x 14 or 11 x 17 sheet
\$2.00 per large building plan sheet

Town of Brewster - Building Department Fees

Effective July 1, 2011

RESIDENTIAL USES (1 & 2 Family, Multi-Family, Condominiums)

\$25.00 Deposit Required for Building Permits

Habitable Space per square foot	\$0.55
Additions up to and including 100 square feet	\$75.00
Additions over 100 square feet up to and including 250 square feet	\$150.00
<u>Storage Areas, Convertible (full basement, attic, open porches) per square foot</u>	<u>\$0.25</u>
<u>Storage Area, non-convertible (5 ft crawl space...) per 100 square feet</u>	<u>\$7.00</u>
<u>Unheated sunroom, enclosed porch per square foot</u>	<u>\$0.35</u>
<u>Garage (attached or detached) per square foot</u>	<u>\$0.25</u>
<u>Deck (\$30 minimum) per square foot</u>	<u>\$0.15</u>
<u>Fireplace/Chimney (not necessary if included with new dwelling permit)</u>	<u>\$30.00/unit</u>
<u>Mechanical (not necessary if included with new dwelling permit)</u>	<u>\$30.00/unit</u>
<u>Sheet Metal/Flue</u>	<u>\$30.00/unit</u>
<u>Repairs/Alterations</u>	<u>\$25.00 base plus \$0.25 per square foot, \$50.00 minimum OR</u> <u>\$25.00 base plus \$5.00 per \$1000 construction value</u>
<u>Shed/Barn 120 square feet or less</u>	<u>\$25.00</u>
<u>Over 120 square feet per square foot</u>	<u>\$ 0.25</u>
<u>Pool (above and below ground)</u>	<u>\$50.00</u>
<u>Change of Use/Home Occupation</u>	<u>\$30.00</u>
<u>Demolition</u>	<u>\$50.00</u>
<u>Re-roof or replacement windows/ doors or siding or similar</u>	<u>\$30.00/unit</u>
<u>Wood, Coal, Pellet Stove</u>	<u>\$25.00/unit</u>
<u>Solar Panels</u>	<u>\$30.00/unit</u>

NON-RESIDENTIAL USES (Uses include A, B, F, H, I, M, S, & U)

\$50.00 Deposit Required for Building Permits

<u>New Construction and Additions per square foot</u>	<u>\$0.55</u>
<u>Storage areas, convertible (full basement, attic, open porches...) per square foot</u>	<u>\$0.25</u>
<u>Storage areas (non-convertible) per 100 square feet</u>	<u>\$10.00</u>
<u>Alterations/Repairs</u>	<u>\$50.00 base plus \$0.25 per square foot (\$75 Minimum) OR</u> <u>\$50.00 base plus \$8.00 per \$1000 construction value</u>
<u>Demolition, Solar Panels</u>	<u>\$100.00</u>
<u>Change of Use (no construction)</u>	<u>\$50.00</u>
<u>Mechanical, Temporary Construction Trailers, Sheet Metal/Duct</u>	<u>\$50.00/unit</u>

MISCELLANEOUS FEES

<u>Tent, retaining wall (over 4 feet unbalanced fill)</u>	\$30.00
<u>Building permit replacement, renewal or extension</u>	\$25.00
Signs Up to 4 square feet	\$15.00
Over 4 square feet	\$25.00
Temporary	\$ 3.00
<u>Trench Permit (Pursuant to MGL 82A & 520 CMR 7)</u>	\$25.00
First Reinspection	\$50.00
Second and Subsequent Reinspections	\$100.00

Written Zoning Opinions (Response to written inquiries)

Property Owners, Business Managers, Municipal and Governmental Depts.	No Charge
Non-Owners and Prospective Owners (per hour of research and preparation)	\$50.00

Records Request: Requests that take more than 20 minutes to complete will be charged a pro-rated hourly fee based on the pay rate of the Department Assistant for search and segregation time expenses as defined by 950CMR32.03 in addition to a per page copying fee. Requests that will take more than 20 minutes to complete must be in writing. Requests will receive a response as quickly as practical.

All fees will be rounded to the next highest dollar.

All permit fees will be doubled automatically if work is commenced prior to obtaining the permit **except where allowed by code.**

General Conditions

1. All fees will be automatically doubled for permits not obtained within the prescribed time, pursuant to the applicable code.
2. All fees will be rounded to the next highest dollar.
3. A fee may be charged for each reinspection as a result of a requested inspection where the work is non-compliant, not ready, premises locked, not readily accessible or otherwise disapproved. Reinspection fees noted on schedule.
4. Permit fees and deposits are non-refundable.
5. Permit fees for unusual or special conditions not itemized herein will be determined by the Building Commissioner.
6. Copies: \$0.20 per 8.5 x 11 sheet
\$0.50 per computer generated sheet
\$0.75 per 8.5 x 14 or 11 x 17 sheet

Town of Brewster - Electrical Fees

Effective July 1, 2011

Residential Uses (1 & 2 Family, Multi-Family, Condominiums)

First Dwelling Unit

Up to 4000 sq ft habitable space*	\$150.00
Over 4000 sq ft habitable space*	\$200.00

*includes trench, service, rough and final inspections; also includes security and/or fire alarm system if completed by the same Installer and ready for the inspection at the same time

Each Additional Dwelling Unit (within the same exterior shell)	\$150.00
Additions and Renovations/Alterations (per unit)	\$100.00
Alarm and Security Systems, Smoke Detectors, Audio & Telecommunications	\$ 75.00
Solar Panels, Generator, Wind Turbines	\$ 75.00
Temporary Service	\$100.00
Pools (above or below ground), Spas, Hot Tubs	\$100.00
Shed/Barn Up to 120 sq ft	\$ 50.00
Over 120 sq ft	\$ 75.00
Primary and Secondary Handholds	\$25 per 150' conduit in Trench / \$75 Minimum

Commercial (Other than Residential Uses Noted Above)

New Construction including Additions* (Fees are cumulative applicable)

First 1000 sq ft	\$150.00
Each additional 100 sq ft	\$ 5.00
Each 100 amps (or fraction thereof)	\$ 15.00
Each additional meter (beyond the first meter)	\$ 25.00

Renovations/Alterations (per unit)	
Up to 4000 sq ft	\$175.00
Each Additional 1000 sq ft	\$ 35.00

Alarm & Security Systems, Smoke Detectors, Audio & Telecommunications (per unit)	
Up to 4000 sq ft	\$100.00
Over 4000 sq ft	\$150.00

Solar Panels, Generator, Wind Turbine	\$150.00
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Other

Change of Service per Meter	
Up to 200 Amps	\$ 60.00
Over 200 Amps	\$100.00

Signs / Oil Burners / Air Conditioning / Appliances / CO Detector	\$ 50.00
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Emergency/After Normal Work Hours Inspection	\$100.00
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Septic Inspection	\$ 75.00
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New Subdivisions / Primaries and Secondary Handholds	
	\$25 / 150 Lineal Foot of Conduit in Trench
	\$75 Minimum

First Reinspection Fee	\$ 50.00
Second and Subsequent Reinspection Fee	\$100.00

Electrical permit fees for unusual or special conditions not itemized herein will be determined by the Building Commissioner.

Town of Brewster - Plumbing & Gas Fees

Effective July 1, 2011

1. All fees will be automatically doubled for permits not obtained within the prescribed time, pursuant to the applicable code.
2. A fee may be charged for each reinspection as a result of a requested inspection where the work is non-compliant, not ready, premises locked, not readily accessible or otherwise disapproved. Reinspection fees \$50 first, \$100 second and subsequent inspections.
3. Permit fees and deposits are non-refundable.

Residential Uses (1 & 2 Family, Multi-Family, Condominiums) (Each unit constitutes a separate permit)

Base Permit (includes first fixture or appliance)	\$50.00	11 Fixtures	\$150.00
2 Fixtures	\$60.00	12 Fixtures	\$160.00
3 Fixtures	\$70.00	13 Fixtures	\$170.00
4 Fixtures	\$80.00	14 Fixtures	\$180.00
5 Fixtures	\$90.00	15 Fixtures	\$190.00
6 Fixtures	\$100.00	16 Fixtures	\$200.00
7 Fixtures	\$110.00	17 Fixtures	\$210.00
8 Fixtures	\$120.00	18 Fixtures	\$220.00
9 Fixtures	\$130.00	19 Fixtures	\$230.00
10 Fixtures	\$140.00	20 Fixtures	\$240.00
Each additional Fixture or Appliance			\$10.00

Exceptions:

Replacement water heater, dishwasher, LPG tank or other single appliance or fixture replacement	\$40.00
Replacement Gas Water Heater (covers Gas & Plumbing Permits)	\$75.00

Commercial (Other than Residential Uses Noted Above) (Each unit constitutes a separate unit if fire separated)

Base Permit (includes first fixture or appliance)	\$75.00	6 Fixtures	\$150.00
2 Fixtures	\$90.00	7 Fixtures	\$165.00
3 Fixtures	\$105.00	8 Fixtures	\$180.00
4 Fixtures	\$120.00	9 Fixtures	\$195.00
5 Fixtures	\$135.00	10 Fixtures	\$210.00
Each additional Fixture or Appliance			\$15.00

Exceptions:

Replacement water heater, dishwasher, LPG tank or other single appliance replacement	\$50.00
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*Plumbing and Gas permit fees for unusual or special conditions not itemized herein will be determined by the Building Commissioner



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

Office of:
Town Manager

Memo

To: Brewster Select Board/Local Licensing Authority
From: Erika Mawn, Executive Assistant
Date: July 18, 2023
RE: Brewster Pico LL Seasonal Liquor License Application

On July 10, 2023, the Town Manager's office received an application for All Alcohol Seasonal Liquor License for Brewster Pico, LLC d/b/a Pico's Taco Shack located at 239 Underpass Road. The seasonal dates of liquor licenses are April 1 through December 31 each year.

The Alcohol Beverages Control Commission (ABCC) does not have a limit on the number of seasonal pouring licenses, Brewster currently has 5 establishments that hold an all-alcohol seasonal license and 2 establishments that hold wine and malt only seasonal licenses.

The Select Board approved a Common Vicuttaller license for Brewster Pico, LLC on July 10, 2023. The hours of operation are Sunday- Thursday 11a – 8pm and 11am – 9pm on Fridays and Saturdays. The restaurant has a total seating capacity of 35, which includes a small indoor dining area and outdoor patio with additional seating.

As part of the application process, the Town Manager's office placed an advertisement in the local paper and the applicant was responsible for notifying their abutters of their request for a seasonal liquor license. Additionally, the liquor license application was shared with various Department heads for their feedback and comments, the following was received:

- Planning Department- The proposed operation appears generally consistent with the terms and conditions of existing zoning approvals for the restaurant's use.
- Health Department- The manager has completed all necessary paperwork with the Health Department.
- Building Department- Since the establishment has indoor patron seating and will be serving alcohol, an Annual 110 Inspection will be required. The Building Department has contacted Mr. Macedo to set up the 110 Inspection.
- Fire Department- Will attend the 110 Inspection with the Building Department, no other concerns with the application.
- Town Administration- Application will be submitted to the ABCC once approved by the Select Board, it is recommended that the application be approved conditionally once a 110 Inspection is completed.
- Police Department- There is no objection to alcohol service extending to all of the seating area outdoors, however, there must be clear signage and some delineation of that area, to prevent someone from taking alcohol from the designated area and wandering out to the parking lot, sidewalk, or bike path.



Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



Transaction Processed Successfully.

INVOICE #: 3c0c9357-aa0c-4d2a-ad22-a7831ca9847e

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	PICO'S TACO SHACK	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 7/10/2023 1:15:25 PM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of

License Number or Business Name:
PICO'S TACO SHACK

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
JAMES

Last Name:
NORCROSS

Address:
34 MARTHAS LANE

City:
HARWICH

State:
MA

Zip Code:
02645

Email Address:
JMNORCROSS@RILEYANDNORCROSS.COM

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION FOR A NEW LICENSE

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other <input type="text"/> | | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL:

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<input type="text" value="On-Premises-12"/>	<input type="text" value="\$12 Restaurant"/>	<input type="text" value="All Alcoholic Beverages"/>	<input type="text" value="Seasonal"/>

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

THE APPLICANT WILL BE OPERATING A 35-SEAT RESTURANT SERVING MEXICAN CUISINE, INCLUDING TACOS, NACHOS, SALADS, AND BURRITOS. THE FOOD WILL ALSO BE AVAILABLE FOR TAKE-OUT.

Is this license application pursuant to special legislation? Yes No Chapter Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name FEIN

DBA Manager of Record

Street Address

Phone Email

Alternative Phone Website

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

THE PREMISES HAS A MAIN FLOOR WITH A DINING AREA, KITCHEN, AND BATHROOM ALONG WITH A BASEMENT AREA FOR STORAGE, MECHANICALS, AND AN OFFICE. THERE IS ALSO AN OUTDOOR PATIO AREA AVAILABLE FOR SEATING.

Total Square Footage: Number of Entrances: Seating Capacity:

Number of Floors: Number of Exits: Occupancy Number:

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name: Phone:

Title: Email:

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure	<input type="text" value="LLC"/>	Date of Incorporation	<input type="text" value="FEBRUARY 27, 2023"/>
State of Incorporation	<input type="text" value="Massachusetts"/>	Is the Corporation publicly traded? <input type="radio"/> Yes <input checked="" type="radio"/> No	

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises(Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
BERNARDO P. MACEDO	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
MANAGER AND MEMBER	25%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
THOMAS P. KENNEDY, JR.	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
MANAGER AND MEMBER	37.5%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
PATRICIA KENNEDY	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
MANAGER AND MEMBER	37.5%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? Yes No

CRIMINAL HISTORY
 Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions. Yes No

APPLICATION FOR A NEW LICENSE

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

APPLICATION FOR A NEW LICENSE

8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	\$404,777.96
B. Purchase Price for Business Assets	
C. Other * (Please specify below)	\$50,000.00
D. Total Cost	\$454,777.96

*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
THOMAS P. KENNEDY, JR. AND PATRICIA KENNEDY	\$447,277.96
BERNARDO P. MACED	\$7,500.00
Total	\$454,777.96

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? Yes No

Please indicate what you are seeking to pledge (check all that apply) License Stock Inventory

To whom is the pledge being made?

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth SSN

Residential Address

Email Phone

Please indicate how many hours per week you intend to be on the licensed premises

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
2019	2022	CHEF	PATE'S RESTAURANT	THOMAS JOHNSON
2006	2019	CHEF	OCEAN HOUSE RESTAURANT	JANET HART

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Date

11. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?

Yes No

If yes, please fill out section 11.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

11A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

If yes, attach an affidavit providing the details of any and all convictions.

Yes No

11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

11F. TERMS OF AGREEMENT

- a. Does the agreement provide for termination by the licensee? Yes No
- b. Will the licensee retain control of the business finances? Yes No
- c. Does the management entity handle the payroll for the business? Yes No

d. Management Term Begin Date e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

- \$ per month/year (indicate amount)
- % of alcohol sales (indicate percentage)
- % of overall sales (indicate percentage)
- other (please explain)

ABCC Licensee Officer/LLC Manager

Signature:
 Title:
 Date:

Management Agreement Entity Officer/LLC Manager

Signature:
 Title:
 Date:

APPLICANT'S STATEMENT

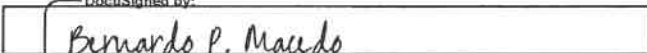
I, **BERNARDO P. MACEDO** the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of **BREWSTER PICO, LLC**
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: 
DocuSigned by:
BD985F99819043C...

Date: 07/10/2023

Title: **MANAGER**

ENTITY VOTE

The Board of Directors or LLC Managers of BREWSTER PICO, LLC
Entity Name
duly voted to apply to the Licensing Authority of BREWSTER and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on _____
Date of Meeting

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other _____
- Change of DBA

"VOTED: To authorize BERNARDO P. MACEDO
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint BERNARDO P. MACEDO
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

DocuSigned by:


3198CA352E8845D

Corporate Officer / LLC Manager Signature

PATRICIA KENNEDY

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114

CORI REQUEST FORM

DEBORAH B. GOLDBERG
TREASURER AND RECEIVER GENERAL

JEAN M. LORIZIO, ESQ.
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>		LICENSEE NAME:	GUAPOS TACO SHACK, LLC	CITY/TOWN:	BREWSTER
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APPLICANT INFORMATION

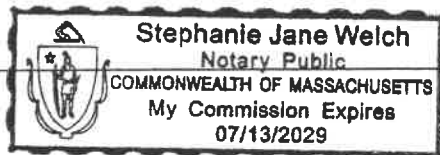
LAST NAME:	MACEDO	FIRST NAME:	BERNARDO	MIDDLE NAME:	P.
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	[REDACTED]		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:		DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Massachusetts
GENDER:	MALE	HEIGHT:	5 11	WEIGHT:	158
EYE COLOR:	BROWN				
CURRENT ADDRESS:	[REDACTED]				
CITY/TOWN:	EASTHAM	STATE:	MA	ZIP:	02642
FORMER ADDRESS:	[REDACTED]				
CITY/TOWN:	CHATHAM	STATE:	MA	ZIP:	02633

PRINT AND SIGN

PRINTED NAME:	BERNARDO P. MACEDO	APPLICANT/EMPLOYEE SIGNATURE:	[Handwritten Signature]
---------------	--------------------	-------------------------------	-------------------------

NOTARY INFORMATION

On this 29TH DAY OF MARCH, 2023 before me, the undersigned notary public, personally appeared BERNARDO P. MACEDO (name of document signer), proved to me through satisfactory evidence of identification, which were DRIVER'S LICENSE to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.



[Handwritten Signature]
NOTARY

DIVISION USE ONLY

REQUESTED BY:	[REDACTED]
	<small>SIGNATURE OF CORI-AUTHORIZED EMPLOYEE</small>

The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114

DEBORAH B. GOLDBERG
TREASURER AND RECEIVER GENERAL

CORI REQUEST FORM

JEAN M. LORIZIO, ESQ.
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: LICENSEE NAME: Patricia Guapo's Taco Shack LLC CITY/TOWN: Brewster, MA

APPLICANT INFORMATION

LAST NAME: Kennedy FIRST NAME: Patricia MIDDLE NAME: W

MAIDEN NAME OR ALIAS (IF APPLICABLE): PLACE OF BIRTH:

DATE OF BIRTH: SSN: ID THEFT INDEX PIN (IF APPLICABLE):

MOTHER'S MAIDEN NAME: DRIVER'S LICENSE #: STATE LIC. ISSUED: Alabama

GENDER: FEMALE HEIGHT: 5 4 WEIGHT: 147 EYE COLOR: Green

CURRENT ADDRESS:

CITY/TOWN: STATE: FL ZIP: 33139

FORMER ADDRESS:

CITY/TOWN: STATE: MA ZIP: 02631

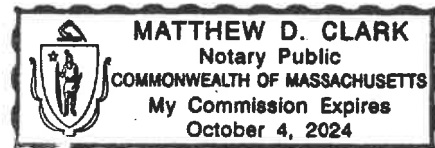
PRINT AND SIGN

PRINTED NAME: Patricia W. Kennedy APPLICANT/EMPLOYEE SIGNATURE:

NOTARY INFORMATION

On this 3rd Day of April 2023 before me, the undersigned notary public, personally appeared Patricia W. Kennedy
(name of document signer), proved to me through satisfactory evidence of identification, which were FL Driver Licence
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

NOTARY



DIVISION USE ONLY

REQUESTED BY:

SIGNATURE OF CORI-AUTHORIZED EMPLOYEE:

The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-4614.



**Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114**

**DEBORAH B. GOLDBERG
TREASURER AND RECEIVER GENERAL**

CORI REQUEST FORM

**JEAN M. LORIZIO, ESQ.
CHAIRMAN**

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	<input type="text"/>	LICENSEE NAME:	<input type="text" value="Gavapo Taco Shack LLC"/>	CITY/TOWN:	<input type="text" value="Brewster, MA"/>
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APPLICANT INFORMATION

LAST NAME:	<input type="text" value="Kennedy"/>	FIRST NAME:	<input type="text" value="Thomas"/>	MIDDLE NAME:	<input type="text" value="R"/>
MAIDEN NAME OR ALIAS (IF APPLICABLE):	<input type="text"/>	PLACE OF BIRTH:	<input type="text" value="REDACTED"/>		
DATE OF BIRTH:	<input type="text" value="REDACTED"/>	SSN:	<input type="text" value="REDACTED"/>	ID THEFT INDEX PIN (IF APPLICABLE):	<input type="text"/>
MOTHER'S MAIDEN NAME:	<input type="text" value="REDACTED"/>	DRIVER'S LICENSE #:	<input type="text" value="REDACTED"/>	STATE LIC. ISSUED:	<input type="text" value="Alabama"/>
GENDER:	<input type="text" value="MALE"/>	HEIGHT:	<input type="text" value="5"/> <input type="text" value="10"/>	WEIGHT:	<input type="text" value="200"/>
EYE COLOR:	<input type="text" value="Brown"/>				
CURRENT ADDRESS:	<input type="text" value="REDACTED"/>				
CITY/TOWN:	<input type="text" value="REDACTED"/>	STATE:	<input type="text" value="FL"/>	ZIP:	<input type="text" value="33139"/>
FORMER ADDRESS:	<input type="text" value="REDACTED"/>				
CITY/TOWN:	<input type="text" value="REDACTED"/>	STATE:	<input type="text" value="MA"/>	ZIP:	<input type="text" value="02631"/>

PRINT AND SIGN

PRINTED NAME:	<input type="text" value="Thomas R. Kennedy"/>	APPLICANT/EMPLOYEE SIGNATURE:	<input type="text" value="TR Kennedy"/>
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NOTARY INFORMATION

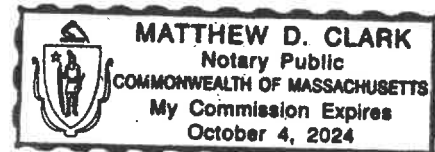
On this before me, the undersigned notary public, personally appeared (name of document signer), proved to me through satisfactory evidence of identification, which were to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

NOTARY

DIVISION USE ONLY

REQUESTED BY:	<input type="text"/>
<small>SIGNATURE OF CORI AUTHORIZED EMPLOYEE</small>	<input type="text"/>

The DCII Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCII. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCII via email or by fax to (617) 650-4614.



MASSACHUSETTS

DRIVER'S
LICENSE



Samuel T. Silva

ISS 02/25/2020

EXP 03/24/2025

CLASS DM REST NONE

MACEDO
BERNARDO PEREIRA

18 EYES HAZ
15 SEX M 16 HGT 5-11"
5 DO 02/26/2020 Rev 02/22/2016

COMMERCIAL REAL ESTATE LEASE

This Lease Agreement ("Lease") is executed as of July 1, 2023 by and between: **MIAMI STUFF, LLC**, with an address of P.O. Box 128, South Harwich, Massachusetts 02661 ("Landlord"), and **BREWSTER PICO, LLC**, with an address of 239 Underpass Road, Brewster, Massachusetts 02631 ("Tenant"). The parties agree as follows:

- 1. PREMISES.** Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant the commercial building, parking spaces and all other improvements located at 239 Underpass Road, Brewster, Massachusetts 02631 (herein the "Premises").
- 2. TERM.** The lease term shall be two (2) years, commencing at 12:01 AM on July 1, 2023, and ending at 11:59 PM on June 30, 2025.
- 3. LEASE PAYMENTS.** The Tenant shall pay to the Landlord rent in the total sum of Ninety-Six Thousand and 00/100 Dollars (\$96,000.00) (herein the "Base Rent"), payable in advance in monthly installments of \$4,000.00.

All payments to be made by the Tenant to the Landlord as rent hereunder shall be made by the Tenant to the Landlord on or before the first day of each calendar month.

- 4. POSSESSION.** Tenant shall be entitled to possession on the first day of the term of this Lease, and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed by both parties in writing. Tenant agrees to accept possession of the building and improvements in its present condition.

All property of every kind which may be on said demised unit during the term hereof shall be at the sole risk of Tenant or those claiming under Tenant and the Landlord shall not be liable to Tenant, or to any person claiming under Tenant, for any injury, loss or damage to any person or property in or upon said demised Premises, or upon the parking lot contiguous thereto, except if such loss, injury or damage was caused by an intentional or wrongful act, omission, or default on the part of the Landlord or any of its agents, contractors, customers, or employees. Tenant hereby covenants and agrees to assume all liability for or on account of any injury, loss or damage above described, and to save Landlord harmless therefrom. It is further especially understood and agreed that Landlord shall not be liable for any failure of water supply, gas supply, or electric current, or for injury or damage which may be sustained to person or property by Tenant or any person claiming under Tenant, caused by or resulting from steam, electricity, gas, water, rain, ice or by snow or other liquid, which may leak or flow from or into any part of said building or caused by the breakage, leakage, obstruction or other defect of pipes, wiring, appliances, plate glass, plumbing or lighting fixtures of the same, or by the condition of said Premises or any part thereof, or from any other source or by any other cause whatsoever, whether the said damage or injury shall be caused by or be due to the negligence of Landlord, Landlord's agents, servants, or employees, except if such loss, injury or damage was caused by an intentional or wrongful act on the part of the Landlord or any of its agents or employees.

5. USE OF PREMISES. Tenant may use the Premises for the operation of a restaurant providing both in-person dining and take out. The Premises may not be used for any other purpose without the prior written consent of Landlord, which consent shall not be unreasonably withheld, except, however, that Landlord shall have the right to withhold such consent if, in the sole discretion of Landlord, such other purposes or uses are deemed by Landlord to conflict or be incompatible with any other tenants, or Landlord's scheme of operation.

6. DEFAULTS. If any sum or sums due as rent or additional rent as herein provided and set forth or any part thereof shall be unpaid for a period of fourteen (14) days after written notice of such default has been given by Landlord to Tenant, or if Tenant shall violate or be in default in its observances or performances of any of its covenants herein contained, and shall have failed to take and prosecute appropriate steps to remedy such breach or default within fourteen (14) days after written notice of such breach or default has been given by Landlord to Tenant, or if the estate hereby created shall be taken on execution or other process of law and shall not be redeemed for fourteen (14) days after Landlord shall have given Tenant written notice of such taking, or if Tenant be declared bankrupt or insolvent according to law, or if any assignment shall be made of its property for the benefit of creditors, then, and in each of the said cases, after the expiration of the aforesaid fourteen (14) day period, Landlord lawfully may (notwithstanding any waiver of any former breach of covenant or waiver of the benefit hereof or consent in a former instance) immediately or at any time thereafter while such default or other stipulation aforesaid continues and without further demand or notice enter into and upon the Premises or any part thereof in the name of the whole and repossess the same as of its former estate and expel Tenant and those claiming through or under it and remove its effects (forcibly if necessary) without being deemed guilty of any manner to trespass and without prejudice to any remedies which might otherwise be used for arrears of rent or preceding breach of covenant. Upon entry as aforesaid this Lease shall terminate and Tenant covenants that in case of such termination under the provisions of statute by reason of the default of Tenant, Tenant will forthwith pay Landlord as damages a sum equal to the amount by which the base rent, additional rent, and other payments called for hereunder of the remainder of the original term or of any extensions thereof, and, in addition thereto, will during the remainder of the original term and of any extensions thereof pay to Landlord on the last day of each calendar month the difference, if any, between rental which would have been due for such month had there been no such termination and the sum of the amount being received by Landlord as rent from occupants of the Premises, if any, and the applicable pro-rated amount of the damages previously paid to Landlord, Landlord hereby agreeing to use reasonable efforts to minimize damages.

7. NOTICE. Notices under this Lease shall not be deemed valid unless given or served in writing by hand to the other party or its agent in charge, or forwarded by first class mail, postage prepaid, addressed as follows:

LANDLORD:

Name: MIAMI STUFF, LLC

Address: P.O. Box 128, South Harwich, MA 02661

TENANT:

Name: BREWSTER PICO, LLC

Address: 239 Underpass Road, Brewster, MA 02631

Such addresses may be changed from time to time by either party by providing notice as set forth above.

8. ENTIRE AGREEMENT/AMENDMENT. This Lease Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Lease may be modified or amended in writing, by mutual agreement and if the writing is signed by the party obligated under the amendment.

9. SEVERABILITY. If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

10. WAIVER. The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

11. CUMULATIVE RIGHTS. The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

12. GOVERNING LAW. This Lease shall be construed in accordance with the laws of the Commonwealth of Massachusetts.

13. LATE PAYMENTS. Tenant shall pay a late fee equal to three percent (3%) of rent due for each payment that is not paid within seven (7) business days after its due date. Tenant agrees to pay Landlord interest at a rate of ten percent (10%) per annum (or the maximum rate permitted by applicable law, whichever is less) on all unpaid rent, additional rental or other sums due hereunder that are not paid when such amounts are due and payable. Nothing contained herein shall require Landlord to accept any tender of payment from Tenant for less than the full amount then due under this Lease, including any and all late charges, interest and attorneys' fees that may then be due from Tenant in accordance with the express terms of this Lease.

14. HOLDOVER. If Tenant maintains possession of the Premises for any period after the termination of this Lease ("Holdover Period"), Tenant shall pay to Landlord a payment for the Holdover Period equal to one-tenth of the annual rent set forth in the preceding Lease Payments paragraph, calculated as to the then-current year, for each month or portion thereof that Tenant

holds over. Such holdover shall constitute a month-to-month extension of this Lease, but shall not in any event create a new or renewed tenancy.

15. NON-SUFFICIENT FUNDS. Tenant shall be charged and agrees to pay \$100.00 for each rent check that is returned to Landlord for lack of sufficient funds, as well as any bank charges suffered by Landlord. Landlord reserves the right to require that all future rental payments be made in the form of cashiers' checks or certified funds.

16. MAINTENANCE, REPAIRS, AND ALTERATIONS. Landlord's obligations for maintenance shall include maintaining the structure of the building in the same condition as it is at the commencement of the term or as it may be put in during the term of this lease, reasonable wear and tear, damage by fire and other casualty only excepted, unless such maintenance is required because of the Tenant or those for whose conduct the Tenant is legally responsible.

Tenant's obligations for maintenance shall include maintaining the Premises in good condition, damage by fire and other casualty only excepted, and whenever necessary, to replace plate glass and other glass therein, acknowledging that the leased premises are now in good order and the glass whole. The Tenant shall not permit the leased premises to be overloaded, damaged, stripped, or defaced, nor suffer any waste. Tenant shall obtain written consent of the landlord, which shall not be unreasonably withheld, and the Town of Brewster before erecting any sign on the Premises.

With the exception of those items set forth herein that are required to be repaired by Landlord, Tenant, during the Term of this Lease or any extension or renewal of this Lease, shall, at its sole cost and expense, make all repairs as shall be reasonably necessary to keep the Premises, and any portion of the building under Tenant's exclusive control, in good condition and repair, normal wear, loss by fire or other casualty not caused by Tenant, Tenant's employees, agents or contractors and condemnation excepted. Tenant further agrees that all damage or injury of whatever nature done to the Premises by the Tenant or by Tenant's employees, agents, licensees, or invitees shall be repaired by Tenant at its sole cost and expense. Tenant shall not suffer or permit any liens to be filed against the Premises or any portion thereof or against Tenant's leasehold estate therein, by reason of any work, labor, material or services done for, or supplied to or claimed to have been done for or supplied to Tenant or anyone claiming by, through or under Tenant. If any such lien shall be filed, Tenant shall, within thirty (30) days after notice from Landlord of the filing thereof, either cause such lien to be vacated and canceled of record or, if Tenant in good faith determines that such lien should be contested, furnish such security, by surety bond or otherwise, as may be necessary or prescribed by Laws to release the lien and prevent any foreclosure of such lien during the pendency of such contest.

Tenant shall make no alterations or other improvements to the Premises without Landlord's prior written consent, and shall provide Landlord with plans for any such alterations. Unless otherwise agreed, all such approved alterations and other improvements shall be made by Landlord at Tenant's sole expense and shall become the property of Landlord and be surrendered with the Premises upon the expiration of this Lease. Landlord may, at Landlord's option, require Tenant to remove any or all such alterations, improvements, decorations and furnishings, and repair any damage to the Premises resulting from such alterations, upon the expiration or earlier

termination of this Lease. Tenant shall, at Tenant's sole expense, obtain any and all permits necessary for any such alterations. Notwithstanding anything to the contrary contained herein, in no event shall Tenant effectuate any structural or non-cosmetic improvements or alterations to the Premises that in any way could materially diminish the appraised value of the Premises.

17. UTILITIES AND SERVICES. Tenant shall be responsible for all utilities which service or may service the Premises, including but not limited to water/sewer, electric service, telephone, internet, cable television and gas.

Tenant shall also be responsible for rubbish removal and snow plowing of Premises.

18. INSURANCE. In addition to Workers Compensation insurance as required by law, Tenant shall maintain business owner's liability insurance with limits of at least as follows:

General Aggregate	\$2,000,000.00
Liability and Medical Expenses (per occurrence)	\$1,000,000.00
Liquor Liability (each common cause/aggregate)	\$1,000,000.00/\$2,000,000.00

Tenant shall deliver appropriate evidence to Landlord as proof that adequate insurance is in force. Landlord shall have the right to require that the Landlord receive notice of any termination of such insurance policies.

Landlord shall maintain fire and extended coverage insurance at the Premises, at limits deemed reasonable by Landlord.

19. SUBORDINATION OF LEASE. This Lease is subordinate to any mortgage that now exists, or may be given later by Landlord, with respect to the Premises.

20. ASSIGNMENT AND SUBLEASE. This Lease may not be assigned by the Tenant, nor shall there be a sublease of the Premises by the Tenant, without written consent of the Landlord, which consent may be withheld for any reason. In the case of any sublease of the Premises, Tenant shall remain responsible for compliance with all terms and conditions of the Lease.

Tenant shall further have the right, without Landlord's prior written consent, to assign or sublet the Premises to: (i) any business entity which, at the time of such assignment or lease, controls, or is controlled by or is under common control with Tenant or holds the majority of the Tenant's stock; (ii) any business entity which succeeds Tenant as a result of merger, consolidation or reorganization of Tenant; or (iii) any entity which purchases substantially all of the assets of Tenant at the Premises, or to which Tenant is mandated by governmental requirement as a condition of any merger, consolidation purchase or sale to transfer to divest itself of all of the deposits located at the Premises. All of the foregoing under (i), (ii), and (iii) above shall hereinafter be referred to as "Business Assignments". Tenant shall provide Landlord written notice of any such Business Assignment.

21. COMPLIANCE WITH LAWS. Tenant shall comply with all federal, state, and local governmental laws, ordinances, and regulations applicable to the use of Premises, and shall

promptly comply with all governmental orders and directives for the correction, prevention, and abatement of nuisances in, upon, or connected with the Premises, all at Tenant's sole expense. Tenant warrants that all improvements or alterations of the Premises made by Tenant or Tenant's employees, agents or contractors, either prior to Tenant's occupancy of the Premises or at any time during the term of this Lease, will comply with all such applicable laws. Any and all such improvements or alterations may be made only with Landlord's express prior consent, as set forth in Section 16. In addition, Tenant warrants that its use of the Premises will be in strict compliance with all applicable laws, and that Tenant shall not store or use on the premises any hazardous substances as the same may be defined by any applicable law. Tenant agrees, warrants, and represents that it will comply with all legal requirements and exercise best practices as to storage of flammable materials, proper daily housekeeping, and maintain the Premises in a good and safe condition at all times.

22. LANDLORD'S LIEN. Landlord shall have a statutory landlord's lien and in addition, is hereby given an express landlord's lien as security for the fixed rent herein reserved, as well as any of the other charges or expenses elsewhere hereinabove or hereinafter designated as "additional rent" upon all of the goods, wares, chattels, implements, fixtures, furniture, tools, machinery and other personal property which Tenant now or at any time hereafter owns and placed in or upon the demised Premises.

23. DESTRUCTION OF PREMISES AND FORCE MAJEURE. If the Premises shall be damaged or destroyed in whole or in part by fire, casualty or other causes covered by Landlord's insurance, Landlord shall promptly and diligently restore the Premises to their condition immediately prior to such destruction or damage, provided that, in Landlord's reasonable estimation, such repairs can be made within sixty (60) days of such destruction or damage. Tenant shall, upon substantial completion by Landlord, promptly and diligently, and at its sole cost and expense, repair and restore any improvements to the Premises made by Tenant to the condition thereof prior to such destruction or damage. If, in Landlord's reasonable estimation, the Premises cannot be restored within sixty (60) days of such damage or destruction, Landlord at its option shall, by written notice to Tenant given within sixty (60) days after the date of such fire or other casualty, either (i) elect to repair or restore such damage, this Lease continuing in full force and effect, or (ii) terminate this Lease as of a date specified in such notice, which date shall not be less than thirty (30) nor more than sixty (60) days after the date such notice is given.

Each party shall be excused from performing an obligation or undertaking provided for in this Lease (other than the obligation of Tenant to pay any and all items of rent as the same become due under the applicable provisions of this Lease) so long as such performance or undertaking is prevented, delayed, or hindered by a strike, lockout, labor dispute, civil commotion, act of God, or any other cause outside and beyond such party's control.

24. ESTOPPEL CERTIFICATE. Upon Landlord's request, Tenant shall execute and deliver to the Landlord, within ten (10) days from Tenant's receipt of said request a statement in writing certifying that this Lease is in full force and effect, and setting forth the dates to which the rent and any other charges have been paid, and such statements so delivered to the Landlord may be relied upon by any prospective purchaser of, or by any holder or prospective holder of a mortgage or other security interest in the building of which the Premises are a part. Tenant's

failure to deliver such statements within such time shall be conclusive upon Tenant that this Lease is in full force and effect, without modification, except as may be represented by Landlord, that there are no defaults in Landlord's performance, and that not more than one (1) rental payment has been paid in advance.

25. LANDLORD'S RIGHT TO ENTER THE PREMISES. Landlord shall retain duplicate keys to all doors of the Premises. Tenant shall not change the locks on any entrance to the Premises, nor add additional locks, without Landlord's express consent and without providing keys for the same to Landlord. Upon Tenant's written request to Landlord, Landlord will make a reasonable change of locks on behalf of Tenant at Tenant's sole cost and expense. Landlord and its agents, employees and independent contractors shall have the right to enter the Premises at all times in the event of an emergency, and at reasonable hours to make repairs, additions, alterations, and improvements that are required by this Lease or are otherwise performed with Tenant's prior consent; to exhibit the Premises to prospective purchasers, lenders or tenants, but Landlord may enter to exhibit the Premises to prospective tenants only during the last twelve (12) months of the Term or following any event of default for as long as such event of default remains uncured; and to inspect the Premises to ascertain that Tenant is complying with all of its covenants and obligations hereunder. Landlord agrees to use reasonable efforts to minimize any interference with Tenant's business caused by such entry. Landlord shall, except in case of emergency, afford Tenant such prior notification of an entry into the Premises as shall be reasonably practicable under the circumstances, and shall make a good faith effort to provide Tenant with notice of twenty-four (24) hours. During such time as such work is being carried on in or about the Premises, payments provided herein shall not abate and Tenant waives any claim or cause of action against Landlord for damages by reason of interruption of Tenant's business or loss of profits therefrom because of the prosecution of any such work or any part thereof.

26. QUIET ENJOYMENT. Landlord represents and warrants that it has the full right and authority to enter into this Lease and that Tenant, while paying the rental and performing its other covenants and agreements contained in this Lease, shall peaceably and quietly have, hold and enjoy the Premises for the Term without hindrance or disturbance from Landlord, subject to the terms and provisions of this Lease, inclusive of the right of the Landlord to enter, as set forth in Section 25.

27. INVALIDITY OF CERTAIN PROVISIONS. If any provision of this Lease shall be invalid or unenforceable, the remainder of the provisions of this Lease shall not be affected thereby and each and every provision of this Lease shall be enforceable to the fullest extent permitted by law.

28. RENEWAL RIGHT. Tenant will be granted one (1) two (2) year lease extension with the said extension term to commence on July 1, 2025 (the "Renewal Term Commencement Date"). Tenant shall exercise the option described herein by giving the Landlord written notice of its intention to exercise the option to renew (the "Renewal Intention Notice") not later than the day which is three (3) months prior to the expiration date (the "Renewal Term Commitment Date"). The right of Tenant to renew this Lease shall be conditional upon that there shall be no Event of Default (i) at the time the Renewal Intention Notice is submitted or (ii) as of the Renewal Term Commitment Date. This renewal right is further subject to the Landlord and

Tenant coming to an agreement on the amount of the lease payments during the extension period. Should the parties be unable to agree upon the amount of the lease payments, this renewal right shall terminate and the lease will expire at the end of the lease term specified in Paragraph 2 above.

All other terms, covenants, and conditions of this Lease shall continue in full force and effect during the Renewal Term unless otherwise agreed at the time by the Landlord and the Tenant.

Executed as a sealed instrument as of the 1st day of July, 2023.

LANDLORD: MIAMI STUFF, LLC

By: _____, Manager

TENANT: BREWSTER PICO, LLC

By: _____, Manager



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$100.00

Secretary of the Commonwealth, Corporations Division
 One Ashburton Place, 17th floor
 Boston, MA 02108-1512
 Telephone: (617) 727-9640

Certificate of Amendment

(General Laws, Chapter)

Identification Number: 001640038

The date of filing of the original certificate of organization: 2/27/2023

1.a. Exact name of the limited liability company: GUAPOS TACO SHACK, LLC

1.b. The exact name of the limited liability company as amended, is: BREWSTER PICO, LLC

2a. Location of its principal office:

No. and Street: 239 UNDERPASS RD.
 City or Town: BREWSTER State: MA Zip: 02631 Country: USA

3. As amended, the general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:

THE GENERAL CHARACTER OF THE BUSINESS OF THE COMPANY IS THE OWNERSHIP AND MANAGEMENT OF A RESTAURANT AND TO OTHERWISE ENGAGE IN ANY LAWFUL ACT OR ACTIVITY PERMITTED BY M.G.L. C. 156C.

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: BERNARDO P. MACEDO
 No. and Street: 28 SANDY MEADOW WAY
 City or Town: EASTHAM State: MA Zip: 02642 Country: USA

6. The name and business address of each manager, if any:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
MANAGER	THOMAS R. KENNEDY JR.	PO BOX 128 SOUTH HARWICH, MA 02661 USA
MANAGER	PATRICIA KENNEDY	PO BOX 128 SOUTH HARWICH, MA 02661 USA
MANAGER	BERNARDO P. MACEDO	28 SANDY MEADOW WAY EASTHAM, MA 02642 USA

7. The name and business address of the person(s) in addition to the manager(s), authorized to execute documents to be filed with the Corporations Division, and at least one person shall be named if there are no managers.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
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SOC SIGNATORY	JAMES M NORCROSS	156 CROWELL ROAD CHATHAM, MA 02633 USA
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8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	BERNARDO P. MACEDO	28 SANDY MEADOW WAY EASTHAM, MA 02642 USA
REAL PROPERTY	THOMAS R. KENNEDY JR.	PO BOX 128 SOUTH HARWICH, MA 02661 USA
REAL PROPERTY	PATRICIA KENNEDY	PO BOX 128 SOUTH HARWICH, MA 02661 USA

9. Additional matters:

10. State the amendments to the certificate:

THE NAME OF THE LLC HAS BEEN CHANGED TO BREWSTER PICO, LLC

11. The amendment certificate shall be effective when filed unless a later effective date is specified:


**SIGNED UNDER THE PENALTIES OF PERJURY, this 15 Day of June, 2023,
JAMES M. NORCROSS , Signature of Authorized Signatory.**

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:

June 15, 2023 03:41 PM

A handwritten signature in cursive script, reading "William Francis Galvin". The signature is written in black ink and is centered on the page.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

D

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

One Ashburton Place, Room 1717, Boston, Massachusetts 02108-1512

Limited Liability Company

Certificate of Organization

(General Laws Chapter 156C, Section 12)

Federal Identification No.: _____

- (1) The exact name of the limited liability company:

GUAPOS TACO SHACK, LLC

- (2) The street address of the office in the commonwealth at which its records will be maintained:

**239 UNDERPASS ROAD
BREWSTER, MA 02631**

- (3) The general character of the business:

THE GENERAL CHARACTER OF THE BUSINESS OF THE COMPANY IS THE OWNERSHIP AND MANAGEMENT OF A RESTAURANT AND TO ENGAGE IN ANY OTHER LAWFUL ACT OR ACTIVITY PERMITTED BY M.G.L. C. 156C.

- (4) Latest date of dissolution, if specified: _____

- (5) The name and street address, of the resident agent in the commonwealth:

NAME	ADDRESS
BERNARDO P. MACEDO	28 SANDY MEADOW WAY EASTHAM, MA 02642

- (6) The name and business address, if different from office location, of each manager, if any:

NAME	ADDRESS
BERNARDO P. MACEDO	28 SANDY MEADOW WAY EASTHAM, MA 02642

- (7) The name and business address, if different from office location, of each person in addition to manager(s) authorized to execute documents filed with the Corporations Division, and at least one person shall be named if there are no managers:

NAME ADDRESS

- (8) The name and business address, if different from office location, of each person authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property recorded with a registry of deeds or district office of the land court:

NAME ADDRESS

BERNARDO P. MACEDO

[REDACTED ADDRESS]

- (9) Additional matters:

Signed by (by at least one authorized signatory):



Consent of resident agent:

I BERNARDO P. MACEDO

resident agent of the above limited liability company, consent to my appointment as resident agent pursuant to G.L. c 156C § 12*

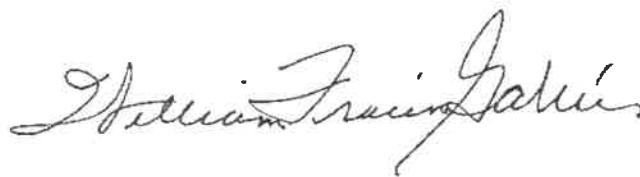
*or attach resident agent's consent hereto.

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:

February 27, 2023 04:45 PM

A handwritten signature in cursive script that reads "William Francis Galvin". The signature is written in black ink and is centered on the page.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$100.00

Secretary of the Commonwealth, Corporations Division
 One Ashburton Place, 17th floor
 Boston, MA 02108-1512
 Telephone: (617) 727-9640

Certificate of Amendment

(General Laws, Chapter)

Identification Number: 001640038

The date of filing of the original certificate of organization: 2/27/2023

1.a. Exact name of the limited liability company: GUAPOS TACO SHACK, LLC

1.b. The exact name of the limited liability company as amended, is: GUAPOS TACO SHACK, LLC

2a. Location of its principal office:

No. and Street: 239 UNDERPASS RD.
 City or Town: BREWSTER State: MA Zip: 02631 Country: USA

3. As amended, the general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:

THE GENERAL CHARACTER OF THE BUSINESS OF THE COMPANY IS THE OWNERSHIP AND MANAGEMENT OF A RESTAURANT AND TO ENGAGE IN ANY OTHER LAWFUL ACT OR ACTIVITY PERMITTED BY M.G.L. C. 156C.

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: BERNARDO P. MACEDO
 No. and Street: 28 SANDY MEADOW WAY
 City or Town: EASTHAM State: MA Zip: 02642 Country: USA

6. The name and business address of each manager, if any:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
MANAGER	BERNARDO P. MACEDO	28 SANDY MEADOW WAY EASTHAM, MA 02642 USA
MANAGER	THOMAS R. KENNEDY JR.	PO BOX 128 SOUTH HARWICH, MA 02661 USA
MANAGER	PATRICIA KENNEDY	PO BOX 128 SOUTH HARWICH, MA 02661 USA

7. The name and business address of the person(s) in addition to the manager(s), authorized to execute documents to be filed with the Corporations Division, and at least one person shall be named if there are no managers.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
-------	--	---

8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	BERNARDO P. MACEDO	28 SANDY MEADOW WAY EASTHAM, MA 02642 USA
REAL PROPERTY	THOMAS R. KENNEDY JR.	PO BOX 128 SOUTH HARWICH, MA 02661 USA
REAL PROPERTY	PATRICIA KENNEDY	PO BOX 128 SOUTH HARWICH, MA 02661 USA

9. Additional matters:

10. State the amendments to the certificate:

THE CERTIFICATE HAS BEEN AMENDED TO ADD THOMAS R. KENNEDY JR. AND PATRICIA KENNEDY AS MANAGERS AND REAL PROPERTY SIGNATORIES FOR THE COMPANY.

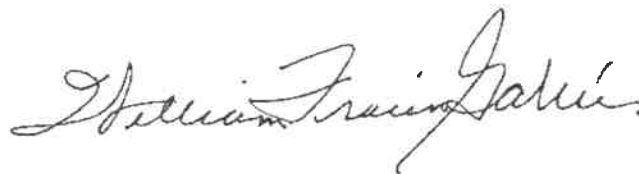
11. The amendment certificate shall be effective when filed unless a later effective date is specified:

SIGNED UNDER THE PENALTIES OF PERJURY, this 6 Day of March, 2023,
PATRICIA KENNEDY , Signature of Authorized Signatory.

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

March 06, 2023 05:19 PM

A handwritten signature in cursive script, reading "William Francis Galvin". The signature is written in black ink and is centered on the page.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth



BALDWIN BROTHERS
The evolution of investment

March 28, 2023

RE: Thomas & Patricia Kennedy

To Whom It May Concern:

As Chief Executive Officer and Partner of the investment advisory firm of Baldwin Brothers LLC, located in Marion, Massachusetts, I can attest to the fact that we manage for the Kennedy's, portfolios of liquid stocks and bonds well in excess of \$700,000.

If further information is necessary, please do not hesitate to contact me.

Very truly yours,

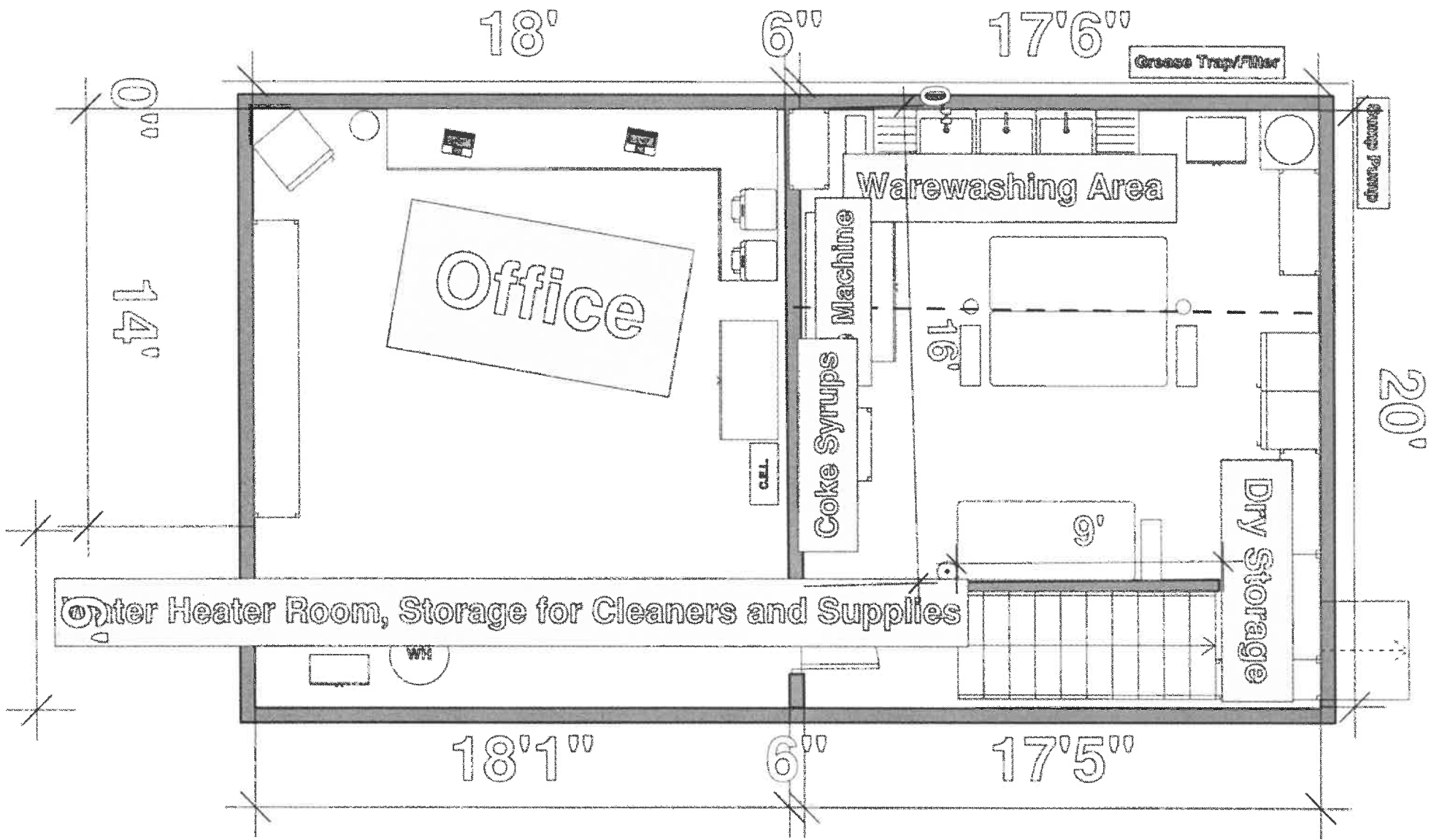
John Mannix
Chief Executive Officer, Managing Partner
Baldwin Brothers LLC

BALDWIN BROTHERS, LLC.

204 SPRING ST., MARION, MA 02738
PHONE (508) 748-0800

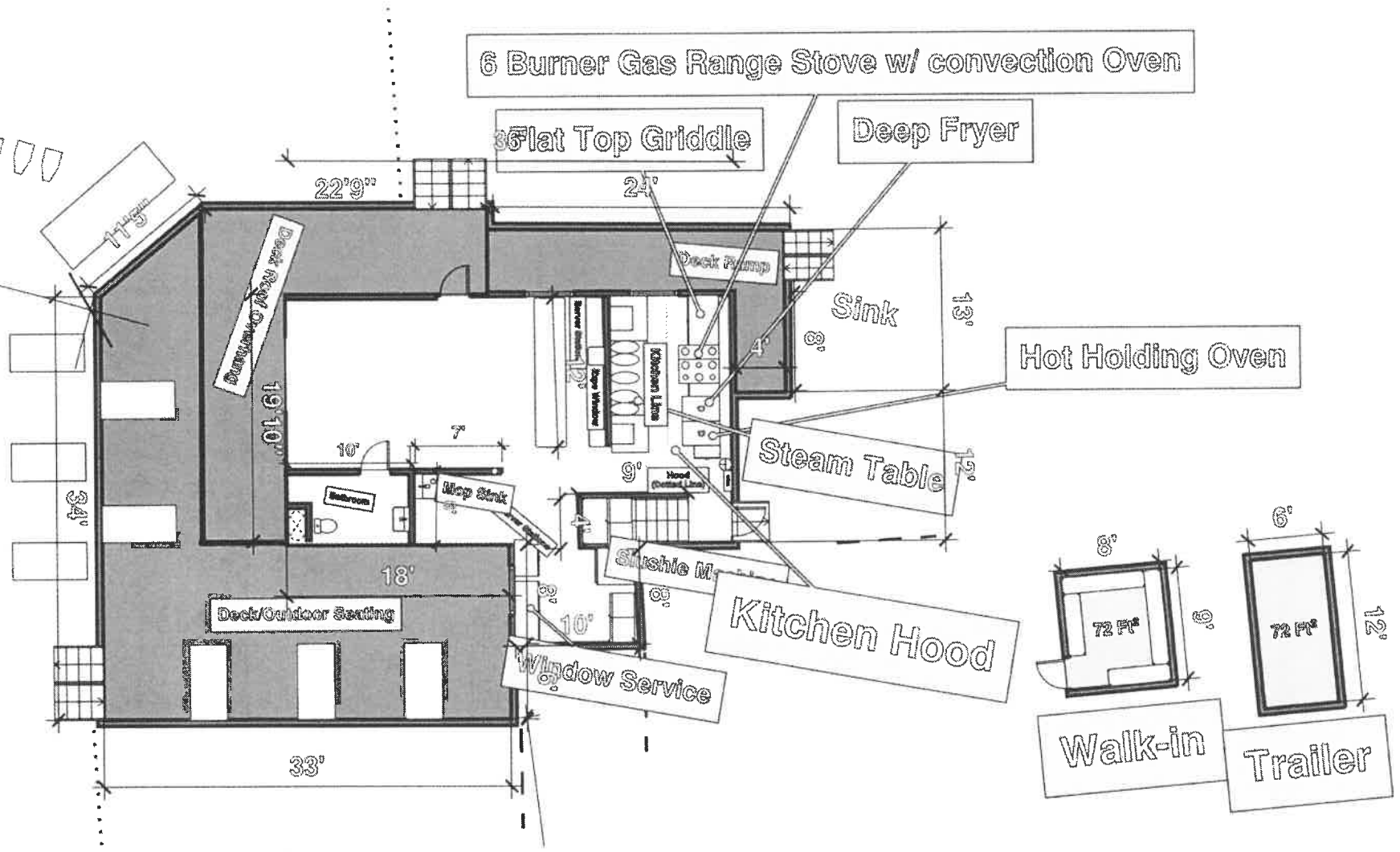
P.O. Box 576, 145 FRONT ST., MARION, MA 02738
PHONE (508) 748-1665

WWW.BALDWIN-LLC.COM



33'5"

Shaded Outdoor Seating Area



6 Burner Gas Range Stove w/ convection Oven

35" Flat Top Griddle

Deep Fryer

Hot Holding Oven

Steam Table

Kitchen Hood

Walk-in

Trailer

11'5"

22'9"

24'

Deck/Outdoor Seating

19'10"

18'

Deck/Outdoor Seating

33'

14'

10'

7'

9'

10'

8'

6'

12'

72 Ft

72 Ft

Bathroom

Mop Sink

Dish Machine

Window Service

Deck Pump

Sink

Knife Storage

Kitchen Line

Hood (Return Line)





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

Office of:
Select Board
Town Manager

APPLICATION FOR LIQUOR LICENSE

Application must be submitted in addition to the ABCC application. There is a separate fee for a Town of Brewster Liquor License based on the type. Payment is required to process and is non-refundable once the license is approved. Following submission of a completed application the request will be scheduled for a public hearing during at a Select Board meeting. Please allow up to 4 weeks for processing, submit to Town Manager's office or emawn@brewster-ma.gov.

Type of Liquor License (please choose all that apply):

- New License Transfer of License Change of Class Change of Category
- Other _____ Seasonal Annual
- \$12 "Pouring License" (e.g., restaurants, hotels, clubs, taverns, general on-premises)
- \$15 "Package Store License" (e.g. package stores, convenience stores)
- All alcoholic beverages Wine only Malt beverages Only Wine and malt beverages

Please note that Brewster has a certain number of licenses allowed by the ABCC.

Section 1: Applicant Information

Applicant's Name: BREWSTER PICO, LLC
Applicant's Address: 239 UNDERPASS ROAD, BREWSTER, MA 02631
Telephone # and Email Address: [REDACTED]

Section 2: Business Information

Business Name and d/b/a (if applicable): BREWSTER PICO, LLC & /b/a PICO'S TACO SHACK, LLC
Business Address: 239 UNDERPASS ROAD, BREWSTER, MA 02631
Business Mailing Address: SAME
Proposed Hours of Operation: 11 AM - 9 PM; 11 AM - 9 PM on Friday and Saturday
Proposed Hours of Liquor Sales: SAME

Description of premises:

The premises has a main floor with a dining area, kitchen, and bathroom along with a basement area for storage, mechanicals, and office space. There is an outdoor patio area available for seating.

Applicant must attach a site plan (map) of the property, detailing where liquor sales will occur.

Section 3: Additional Information:

Will there be any structural changes at the business address?

Yes: _____ No:

*If yes, a building permit may be needed, please contact the building department for more information.

Will there be any entertainment provided at the business?

Yes: _____ No:

*If yes, an Annual Entertainment or a One-day Entertainment License may be required, please contact the Town Manager office for more information.

Will there be any food service or tobacco sales?

Yes: No: _____

*If yes, contact the Health Department to obtain required permits.

Liquor Licensing Conditions:

- Annual Liquor License holder establishments may not close for more than 30 consecutive days without Local Licensing Authority (LLA) approval.
- Applicant has reviewed the Alcoholic Beverages Control Commission Frequently Asked Questions.
- Renewals for Annual licenses will begin in November of each year and in March for Seasonal licenses. The license holder is responsible to submit all required paperwork and payment in a timely manner.
- Once issued the Liquor License shall run with the original applicant. If there is any change in property ownership, management, hours of sales, or type of liquor license, a new application must be submitted.
- Liquor Licenses, when issued, come with the understanding that the LLA (the Select Board) has the authority to call a hearing to review the status of the license upon:
 - Any change of use or nature of use, or
 - Any traffic problems that arise, noise concerns, or
 - Any other unforeseen concerns that are raised that warrant attention, or
 - Any issue, concern, and/or violation raised by Town officials, or
 - Any notification from the ABCC of violations.
- The LLA has full authority to condition, amend or revoke the Liquor License
- Signature on the application attests that the applicant 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.
- Manager of record must submit to fingerprinting through the Brewster Police Department.

Fingerprinting Requirement:

In the fall of 2021, the Town of Brewster passed a bylaw requiring civil fingerprinting for the State and National criminal history screening of applicants for the following municipal licenses: Alcoholic Beverages License (Manager), Hawker & Peddler, and Ice Cream Truck Vendor.

Licensing applicants may appear at the Brewster Police Department, located at 631 Harwich Road, contact Lt. Mawn at (508) 896-7011 x2101 or cmawn@brewster-ma.gov to schedule an appointment.

Payment of Fingerprinting Fees:

Fingerprinting fees include Federal, State and Local fees. Before being fingerprinted, all licensing applicants must pay the statutory fingerprinting fee of thirty dollars (\$30.00) with a money order or bank check payable to the "Commonwealth of Massachusetts". In addition to a signature, the money order or bank check shall include the name of the applicant hand-printed in block letters.

The applicant must also pay the municipal fingerprint fee of seventy dollars (\$70.00) by check submitted to the Brewster Police Department.

*The Board of Selectman will not approved any Alcoholic Beverages License, Hawker & Peddler, or Ice Cream Truck vendor applications until the results of the State and National criminal history information has been received. This will take a minimum of 2 weeks.

Applicant Signature: DocuSigned by:
Bernardo P. Macedo
B0985E99819043C... Date: 7/10/2021

Internal Use Only:

Application Received: _____ Fingerprint Results Received: _____ Public Hearing Date: _____
Department Review: _____ LLA Decision: _____ ABCC Submission Date: _____ ABCC Decision: _____

TO: Abutters of 239 Underpass Road, Brewster MA 02631

To Whom It May Concern.

Please note that Brewster Pico, LLC d/b/a Pico's Taco Shack has filed an application with the Select Board for a New Seasonal All Alcoholic Beverages Restaurant Liquor License. Below is the legal ad that will run in the July 14 and July 21, 2023, edition of the Cape Codder Newspaper.

TOWN OF BREWSTER
Liquor License Hearing

In accordance with MGL Chapter 138, Sections 4-17C, the Brewster Select Board will hold a public hearing on Monday July 24, at 6:30pm to review an application from Brewster Pico, LLC d/b/a Pico's Taco Shack, LLC, located at 239 Underpass Road, for a new On-Premises All Alcoholic Beverage Seasonal Liquor License. This hearing will be conducted in person in Room A at 2198 Main Street, Brewster MA 02631. As a courtesy only, access to the hearing 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 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 should make plans for in-person vs. virtual attendance accordingly. Parties of direct interest are invited to attend and be heard.

Members of the public who wish to access the hearing remotely 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.

ZoomWebinar:

<https://us02web.zoom.us/j/89092910526?pwd=WHM2V3hrVklhSTloWWhVU09kanUzQT09>

Passcode: 509224

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

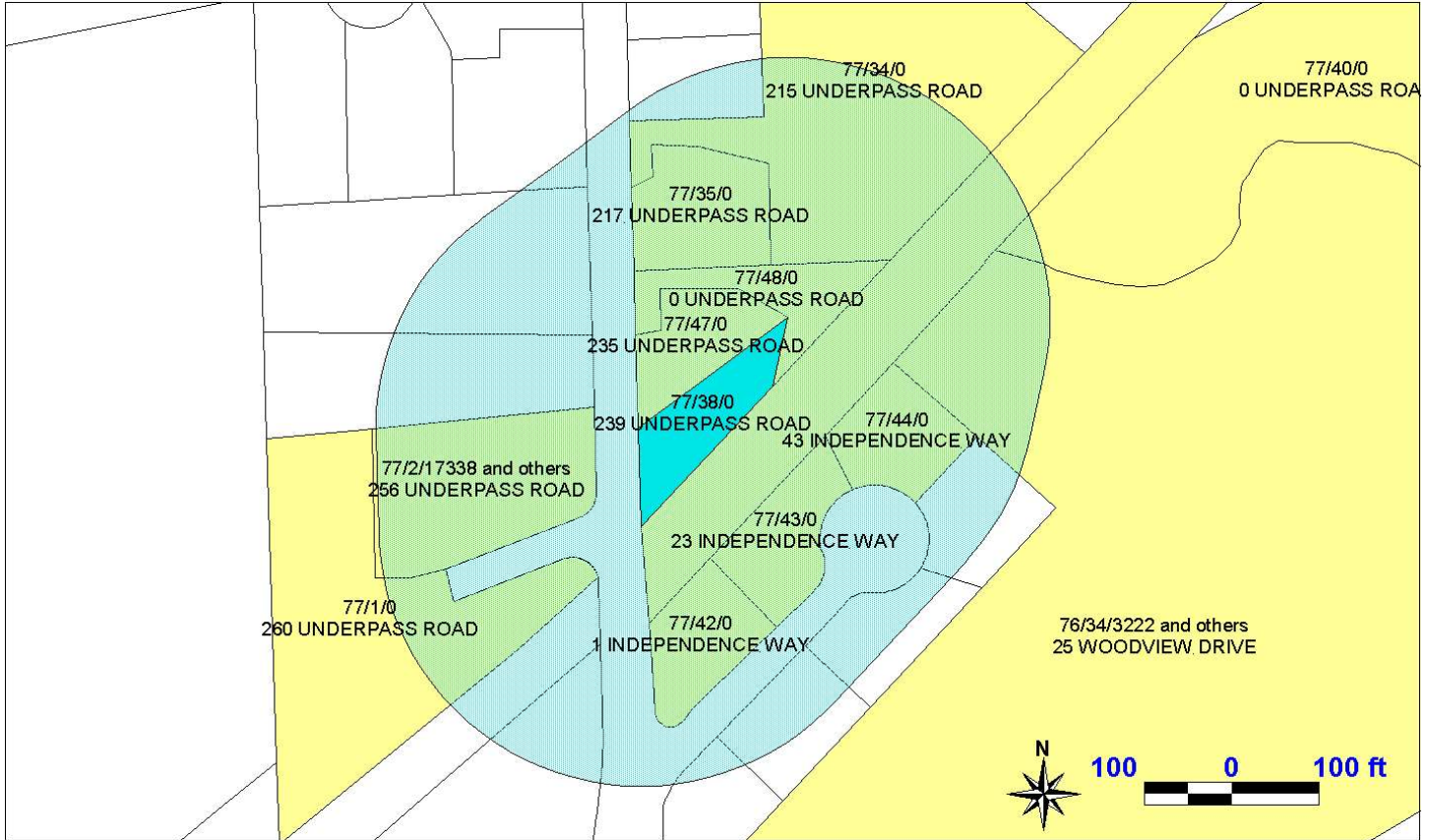


TOWN OF BREWSTER, MA
 BOARD OF ASSESSORS
 2198 Main Street Brewster, MA 02631

Certified by:

James M. Gallagher, MAA
 Deputy Assessor

Abutters List Within 300 feet of Parcel 77/38/0



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
3216	76-34-3216-R (27-21-12)	GIFFORD RANDALL L II	12 WOODVIEW DRIVE	12 WOODVIEW DRIVE	BREWSTER	MA	02631
3217	76-34-3217-R (27-21-14)	MASON SATRA A	14 WOODVIEW DRIVE	14 WOODVIEW DRIVE	BREWSTER	MA	02631
3218	76-34-3218-R (27-21-16)	GANDSMAN SANDRA J & HERMAN ARNOLD H	16 WOODVIEW DRIVE	16 CAMBRIA COURT	PAWTUCKET	RI	02860
3219	76-34-3219-R (27-21-18)	DOWNING THOMAS E	18 WOODVIEW DRIVE	18 WOODVIEW DRIVE	BREWSTER	MA	02631
3220	76-34-3220-R (27-21-21)	21 WOODVIEW DRIVE LLC	21 WOODVIEW DRIVE	5030 ISLAND ACRES CT	SAINT JAMES CITY	FL	33956
3221	76-34-3221-R (27-21-23)	MARTIN RICHARD CHARLES	23 WOODVIEW DRIVE	23 WOODVIEW DRIVE UNIT A-23	BREWSTER	MA	02631
3222	76-34-3222-R (27-21-25)	FLYNN MARY V	25 WOODVIEW DRIVE	PO BOX 1346	BREWSTER	MA	02631
3223	76-34-3223-R (27-21-27)	FERRI CURTIS F & KATHLEEN M TRUSTEE	27 WOODVIEW DRIVE	2 CROWELL ROAD	SANDWICH	MA	02563
3224	76-34-3224-R (27-21-28)	STOKES PAULINE E & KARLAND JACQUIE	28 WOODVIEW DRIVE	1141 SOUTH EAST STREET	AMHERST	MA	01002
3225	76-34-3225-R (27-21-30)	SULLIVAN KATHLEEN M	30 WOODVIEW DRIVE	30 WOODVIEW DRIVE	BREWSTER	MA	02631
3226	76-34-3226-R (27-21-32)	DELLE CHIAIE KATHERINE M & DAVID A TRUSTEES	32 WOODVIEW DRIVE	22 COACHMAN LANE	METHUEN	MA	01844
3227	76-34-3227-R (27-21-34)	BARACH MATTHEW P	34 WOODVIEW DRIVE	32 CAMPERDOWN LANE	SUDBURY	MA	01776-1688
3228	76-34-3228-R (27-21-35)	BOUDREAU GLENN P & WENDIE L	35 WOODVIEW DRIVE	11 QUAIL HOLLOW ROAD	BREWSTER	MA	02631
3229	76-34-3229-R (27-21-37)	JOHNSON DALE S	37 WOODVIEW DRIVE	37 WOODVIEW DRIVE	BREWSTER	MA	02631
3230	76-34-3230-R (27-21-39)	PATTIE SARA	39 WOODVIEW DRIVE	39 WOODVIEW DRIVE	BREWSTER	MA	02631

Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
3231	76-34-3231-R (27-21-41)	UMBEL NANCY E	41 WOODVIEW DRIVE	41 WOODVIEW DRIVE	BREWSTER	MA	02631
3232	76-34-3232-R (27-21-46)	CAMARA REGINA	46 WOODVIEW DRIVE	46 WOODVIEW DRIVE	BREWSTER	MA	02631
3233	76-34-3233-R (27-21-48)	ZOU CHANG TING	48 WOODVIEW DRIVE	48 WOODVIEW DRIVE	BREWSTER	MA	02631
3234	76-34-3234-R (27-21-50)	AVELLAR MARY F	50 WOODVIEW DRIVE	50 WOODVIEW DRIVE	BREWSTER	MA	02631
3235	76-34-3235-R (27-21-52)	MONKIEWICZ ERIC JOSEPH & MONKIEWICZ AMANDA HANNON	52 WOODVIEW DRIVE	1909 WASHINGTON STREET	STOUGHTON	MA	02072
3236	76-34-3236-R (27-21-54)	GALLO NEIL M & BARBARA C	54 WOODVIEW DRIVE	28 HARBOR ISLE DR WEST UNIT PH 03	FORT PIERCE	FL	34949
3237	76-34-3237-R (27-21-55)	POITRAS DANIEL R ETAL TRUSTEES 55 WOODVIEW DRIVE REALTY TRUST	55 WOODVIEW DRIVE	55 WOODVIEW DRIVE	BREWSTER	MA	02631
3238	76-34-3238-R (27-21-56)	MALLOY EILEEN TRUSTEE MARY ANN CONCRA IRREV TRUST	56 WOODVIEW DRIVE	20 PARKWOOD BOULEVARD	HUDSON	NY	12534
3239	76-34-3239-R (27-21-57)	HURLEY WILLIAM M & JOSEPH	57 WOODVIEW DRIVE	57 WOODVIEW DRIVE	BREWSTER	MA	02631
3240	76-34-3240-R (27-21-59)	MILLER BEN F & O'BRIEN ELIZABETH	59 WOODVIEW DRIVE	59 WOODVIEW DRIVE	BREWSTER	MA	02631
3241	76-34-3241-R (27-21-61)	HOURIGAN JOHN R JR & MARIAN I	61 WOODVIEW DRIVE	101 LANYON DRIVE	CHESHIRE	CT	06410
3242	76-34-3242-R (27-21-70)	BASSIN STUART J & ADAMSON AUDREY J	70 WOODVIEW DRIVE	70 WOODVIEW DRIVE	BREWSTER	MA	02631
3243	76-34-3243-R (27-21-72)	SANDERSON CHRISTOPHER S & SANDERSON MARGARET V	72 WOODVIEW DRIVE	600 SW 15TH STREET	BOCA RATON	FL	33486
3244	76-34-3244-R (27-21-74)	MACDONALD CATHERINE T R & RODERIC TRUSTEES 74 WOODVIEW DRIVE REALTY	74 WOODVIEW DRIVE	74 WOODVIEW DRIVE	BREWSTER	MA	02631
3245	76-34-3245-R (27-21-76)	BOSCO DEBORAH M	76 WOODVIEW DRIVE	19 CHURCHILL ROAD	WINCHESTER	MA	01890
3246	76-34-3246-R (27-21-79)	BAUER CRISTINA B	79 WOODVIEW DRIVE	79 WOODVIEW DRIVE	BREWSTER	MA	02631
3247	76-34-3247-R (27-21-81)	COBBAN DONALD F	81 WOODVIEW DRIVE	8 CARLE ROAD	WOLLASTON	MA	02170
3248	76-34-3248-R (27-21-83)	LECONEY JON T & MARKS LECONEY ROSI TRUSTEES- LECONEY TRUST	83 WOODVIEW DRIVE	83 WOODVIEW DRIVE	BREWSTER	MA	02631
3249	76-34-3249-R (27-21-85)	ABRAHAM PAUL A & DIANA J	85 WOODVIEW DRIVE	21 TIMBER RIDGE	MOUNT KISCO	NY	10549
3250	76-34-3250-R (27-21-87)	COBBAN WILLIAM E & MILDRED J	87 WOODVIEW DRIVE	53 BELLWOOD CIRCLE	BELLINGHAM	MA	02019
3251	76-34-3251-R (27-21-88)	HOCHSTRASSER MARK W & ROBIN L	88 WOODVIEW DRIVE	72 SPRING GLEN TERRACE	HAMDEN	CT	06517
3252	76-34-3252-R (27-21-89)	NORDSTROM LEIF G & PATRICIA D	89 WOODVIEW DRIVE	82 OAKLAND STREET	WILBRAHAM	MA	01095
3253	76-34-3253-R (27-21-90)	NOONE ROSEMARY	90 WOODVIEW DRIVE	90 WOODVIEW DRIVE UNIT H-90	BREWSTER	MA	02631
3254	76-34-3254-R (27-21-92)	LIVERMORE MARK W & FINKELSTEIN BETI	92 WOODVIEW DRIVE	92 WOODVIEW DRIVE	BREWSTER	MA	02631
3255	76-34-3255-R (27-21-94)	HAYNES LARISSA L.	94 WOODVIEW DRIVE	94 WOODVIEW DRIVE	BREWSTER	MA	02631
3256	76-34-3256-R (27-21-96)	LIVINGSTON SUSAN JEAN	96 WOODVIEW DRIVE	96 WOODVIEW DRIVE	BREWSTER	MA	02631
3257	76-34-3257-R (27-21-97)	WRIGLEY EDMUND JOHN III & WRIGLEY BRIAN C	97 WOODVIEW DRIVE	97 WOODVIEW DRIVE	BREWSTER	MA	02631
3258	76-34-3258-R (27-21-98)	CALLAHAN KATHERINE L	98 WOODVIEW DRIVE	98 WOODVIEW DRIVE	BREWSTER	MA	02631
3259	76-34-3259-R (27-21-99)	HENSELER NANCY J & R ALAN CO-TRUSTI NANCY J HENSELER REVOCABLE TRUST	99 WOODVIEW DRIVE	227 BRAZILIAN AVENUE, APT. 2J	PALM BEACH	FL	33480
3260	76-34-3260-R (27-21-101)	MORROW MARILYN W (LIFE ESTATE)	101 WOODVIEW DRIVE	101 WOODVIEW DRIVE	BREWSTER	MA	02631
3261	76-34-3261-R (27-21-102)	ENGLISH MARTHA C/O 102 BREWSTER LLC	102 WOODVIEW DRIVE	13 POWERS ROAD	MENDON	MA	01756
3262	76-34-3262-R (27-21-103)	TORMEY DAVID P & AMY B	103 WOODVIEW DRIVE	25 BREWER WAY	CANTON	MA	02021
3263	76-34-3263-R (27-21-104)	OCC CORPORATION	104 WOODVIEW DRIVE	7 NELLS WAY	ORLEANS	MA	02653
3264	76-34-3264-R (27-21-106)	BLANCHARD ANDREW & NUALA	106 WOODVIEW DRIVE	1023 COFFEE DRIVE	SCHENECTADY	NY	12303
3265	76-34-3265-R (27-21-107)	SWALLOW DAVID G & ALISON H	107 WOODVIEW DRIVE	109 WENDELL STREET	WINCHESTER	MA	01890-1631
3266	76-34-3266-R (27-21-108)	FLYNN MICHAEL F	108 WOODVIEW DRIVE	108 WOODVIEW DRIVE	BREWSTER	MA	02631
3267	76-34-3267-R (27-21-109)	SIEBENMANN WENDY ANNE	109 WOODVIEW DRIVE	109 WOODVIEW DRIVE	BREWSTER	MA	02631
3268	76-34-3268-R (27-21-111)	BURROWS CHRISTOPHER M & BURROWS SCOTT E	111 WOODVIEW DRIVE	375 ESPLANADE PLACE	CLIFFSIDE PARK	NJ	07010
3269	76-34-3269-R (27-21-113)	NAKASHIAN JANE F	113 WOODVIEW DRIVE	85 P STREET	SOUTH BOSTON	MA	02127
2991	77-1-0-E (26-18-2)	UNITED STATES POSTAL SERVICE C/O FACILITIES SERVICE CENTER	260 UNDERPASS ROAD	6 GRIFFIN ROAD	WINDSOR	CT	06006
17339	77-2-0-E (26-18-1A)	JONES STEPHEN B TRUSTEE RPB CONDOMINIUM TRUST	250-256 UNDERPASS ROAD	PO BOX 1069	BREWSTER	MA	02631

Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
3192	77-2-3192-E (26-18-1A)	PAUSE A WHILE INC	250 UNDERPASS ROAD	PO BOX 1973	BREWSTER	MA	02631
3193	77-2-3193-R (26-18-102)	DRJ NOMINEE TRUST JONES STEPHEN B TRUSTEE	252 UNDERPASS ROAD	P O BOX 1069	BREWSTER	MA	02631
3194	77-2-3194-R (26-18-103)	PAUSE A WHILE INC	254 UNDERPASS ROAD	PO BOX 1973	BREWSTER	MA	02631
17338	77-2-17338-R (26-18-1A)	PAUSE A WHILE INC	256 UNDERPASS ROAD	PO BOX 1973	BREWSTER	MA	02631
3296	77-34-0-R (27-20-6)	AMBROSE FREDERIC C & NANCY TRSTEE:	215 UNDERPASS ROAD	P O BOX 1405	WELLFLEET	MA	02667
3295	77-35-0-R (27-20-5)	AMBROSE FREDERIC C & NANCY TRSTEE:	217 UNDERPASS ROAD	P O BOX 1405	WELLFLEET	MA	02667
3482	77-38-0-R (27-2003-3)	PARKER KYLE C/O MIAMI STUFF LLC	239 UNDERPASS ROAD	PO BOX 128	SOUTH HARWICH	MA	02661
12805	77-39-0-E (27-998)	MASSACHUSETTS COMMONWEALTH OF DEPT OF ENVIRONMENTAL MGT	0 BIKE PATH	251 CAUSEWAY STREET SUITE 600	BOSTON	MA	02114
3297	77-40-0-E (27-22)	BREWSTER TOWN OF	0 UNDERPASS ROAD	2198 MAIN STREET	BREWSTER	MA	02631
3492	77-42-0-R (27-2101-1)	BEAVAN ALLISON M	1 INDEPENDENCE WAY	4 UNCLE HARVEY WAY	ORLEANS	MA	02653
3493	77-43-0-R (27-2101-2)	FHE FUNHOUSE ENTERPRISES LLC	23 INDEPENDENCE WAY	P O BOX 1200	BREWSTER	MA	02631
3494	77-44-0-R (27-2101-3)	WALTHER JOSHUA E	43 INDEPENDENCE WAY	43 INDEPENDENCE WAY	BREWSTER	MA	02631
3481	77-47-0-R (27-2003-2)	COLLIAS CURTIS V	235 UNDERPASS ROAD	119 MEETING HOUSE ROAD	SO CHATHAM	MA	02659-1402
3480	77-48-0-R (27-2003-1)	COLLIAS CURTIS V	0 UNDERPASS ROAD	119 MEETINGHOUSE ROAD	SOUTH CHATHAM	MA	02659

76-34-3216-R	76-34-3217-R	76-34-3218-R
GIFFORD RANDALL L II 12 WOODVIEW DRIVE BREWSTER, MA 02631	MASON SATRA A 14 WOODVIEW DRIVE BREWSTER, MA 02631	GANDSMAN SANDRA J & HERMAN ARNOLD H 16 CAMBRIA COURT PAWTUCKET, RI 02860
76-34-3219-R	76-34-3220-R	76-34-3221-R
DOWNING THOMAS E 18 WOODVIEW DRIVE BREWSTER, MA 02631	21 WOODVIEW DRIVE LLC 5030 ISLAND ACRES CT SAINT JAMES CITY, FL 33956	MARTIN RICHARD CHARLES 23 WOODVIEW DRIVE UNIT A-23 BREWSTER, MA 02631
76-34-3222-R	76-34-3223-R	76-34-3224-R
FLYNN MARY V PO BOX 1346 BREWSTER, MA 02631	FERRI CURTIS F & KATHLEEN M TRUSTEES 2 CROWELL ROAD SANDWICH, MA 02563	STOKES PAULINE E & KARLAND JACQUIE 1141 SOUTH EAST STREET AMHERST, MA 01002
76-34-3225-R	76-34-3226-R	76-34-3227-R
SULLIVAN KATHLEEN M 30 WOODVIEW DRIVE BREWSTER, MA 02631	DELLE CHIAIE KATHERINE M & DAVID A TRUSTEES 22 COACHMAN LANE METHUEN, MA 01844	BARACH MATTHEW P 32 CAMPERDOWN LANE SUDBURY, MA 01776-1688
76-34-3228-R	76-34-3229-R	76-34-3230-R
BOUDREAU GLENN P & WENDIE L 11 QUAIL HOLLOW ROAD BREWSTER, MA 02631	JOHNSON DALE S 37 WOODVIEW DRIVE BREWSTER, MA 02631	PATTIE SARA 39 WOODVIEW DRIVE BREWSTER, MA 02631
76-34-3231-R	76-34-3232-R	76-34-3233-R
UMBEL NANCY E 41 WOODVIEW DRIVE BREWSTER, MA 02631	CAMARA REGINA 46 WOODVIEW DRIVE BREWSTER, MA 02631	ZOU CHANG TING 48 WOODVIEW DRIVE BREWSTER, MA 02631
76-34-3234-R	76-34-3235-R	76-34-3236-R
AVELLAR MARY F 50 WOODVIEW DRIVE BREWSTER, MA 02631	MONKIEWICZ ERIC JOSEPH & MONKIEWICZ AMANDA HANNON 1909 WASHINGTON STREET STOUGHTON, MA 02072	GALLO NEIL M & BARBARA C 28 HARBOR ISLE DR WEST UNIT PH 03 FORT PIERCE, FL 34949
76-34-3237-R	76-34-3238-R	76-34-3239-R
POITRAS DANIEL R ETAL TRUSTEES 55 WOODVIEW DRIVE REALTY TRUST 55 WOODVIEW DRIVE BREWSTER, MA 02631	MALOY EILEEN TRUSTEE MARY ANN CONGRA IRREV TRUST 20 PARKWOOD BOULEVARD HUDSON, NY 12534	HURLEY WILLIAM M & JOSEPH 57 WOODVIEW DRIVE BREWSTER, MA 02631
76-34-3240-R	76-34-3241-R	76-34-3242-R
MILLER BEN F & O'BRIEN ELIZABETH 59 WOODVIEW DRIVE BREWSTER, MA 02631	HOURIGAN JOHN R JR & MARIAN I 101 LANYON DRIVE CHESHIRE, CT 06410	BASSIN STUART J & ADAMSON AUDREY J 70 WOODVIEW DRIVE BREWSTER, MA 02631
76-34-3243-R	76-34-3244-R	76-34-3245-R
SANDERSON CHRISTOPHER S & SANDERSON MARGARET V 600 SW 15TH STREET BOCA RATON, FL 33486	MACDONALD CATHERINE T R & RODERICK TRUSTEES 74 WOODVIEW DRIVE REALTY 74 WOODVIEW DRIVE BREWSTER, MA 02631	BOSCO DEBORAH M 19 CHURCHILL ROAD WINCHESTER, MA 01890

76-34-3246-R	76-34-3247-R	76-34-3248-R
BAUER CRISTINA B 79 WOODVIEW DRIVE BREWSTER, MA 02631	COBBAN DONALD F 8 CARLE ROAD WOLLASTON, MA 02170	LECONEY JON T & MARKS LECONEY ROSE TRUSTEES- LECONEY TRUST 83 WOODVIEW DRIVE BREWSTER, MA 02631
76-34-3249-R	76-34-3250-R	76-34-3251-R
ABRAHAM PAUL A & DIANA J 21 TIMBER RIDGE MOUNT KISCO, NY 10549	COBBAN WILLIAM E & MILDRED J 53 BELLWOOD CIRCLE BELLINGHAM, MA 02019	HOCHSTRASSER MARK W & ROBIN L 72 SPRING GLEN TERRACE HAMDEN, CT 06517
76-34-3252-R	76-34-3253-R	76-34-3254-R
NORDSTROM LEIF G & PATRICIA D 82 OAKLAND STREET WILBRAHAM, MA 01095	NOONE ROSEMARY 90 WOODVIEW DRIVE UNIT H-90 BREWSTER, MA 02631	LIVERMORE MARK W & FINKELSTEIN BETH 92 WOODVIEW DRIVE BREWSTER, MA 02631
76-34-3255-R	76-34-3256-R	76-34-3257-R
HAYNES LARISSA L. 94 WOODVIEW DRIVE BREWSTER, MA 02631	LIVINGSTON SUSAN JEAN 96 WOODVIEW DRIVE BREWSTER, MA 02631	WRIGLEY EDMUND JOHN III & WRIGLEY BRIAN C 97 WOODVIEW DRIVE BREWSTER, MA 02631
76-34-3258-R	76-34-3259-R	76-34-3260-R
CALLAHAN KATHERINE L 98 WOODVIEW DRIVE BREWSTER, MA 02631	HENSELER NANCY J & R ALAN CO-TRUSTE NANCY J HENSELER REVOCABLE TRUST 227 BRAZILIAN AVENUE, APT. 2J PALM BEACH, FL 33480	MORROW MARILYN W (LIFE ESTATE) 101 WOODVIEW DRIVE BREWSTER, MA 02631
76-34-3261-R	76-34-3262-R	76-34-3263-R
ENGLISH MARTHA C/O 102 BREWSTER LLC 13 POWERS ROAD MENDON, MA 01756	TORMEY DAVID P & AMY B 25 BREWER WAY CANTON, MA 02021	OCC CORPORATION 7 NELLS WAY ORLEANS, MA 02653
76-34-3264-R	76-34-3265-R	76-34-3266-R
BLANCHARD ANDREW & NUALA 1023 COFFEE DRIVE SCHENECTADY, NY 12303	SWALLOW DAVID G & ALISON H 109 WENDELL STREET WINCHESTER, MA 01890-1631	FLYNN MICHAEL F 108 WOODVIEW DRIVE BREWSTER, MA 02631
76-34-3267-R	76-34-3268-R	76-34-3269-R
SIEBENMANN WENDY ANNE 109 WOODVIEW DRIVE BREWSTER, MA 02631	BURROWS CHRISTOPHER M & BURROWS SCOTT E 375 ESPLANADE PLACE CLIFFSIDE PARK, NJ 07010	NAKASHIAN JANE F 85 P STREET SOUTH BOSTON, MA 02127
77-1-0-E	77-2-0-E	77-2-3192-E
UNITED STATES POSTAL SERVICE C/O FACILITIES SERVICE CENTER 6 GRIFFIN ROAD WINDSOR, CT 06006	JONES STEPHEN B TRUSTEE RPB CONDOMINIUM TRUST PO BOX 1069 BREWSTER, MA 02631	PAUSE A WHILE INC PO BOX 1973 BREWSTER, MA 02631
77-2-3193-R	77-2-3194-R	77-2-17338-R
DRJ NOMINEE TRUST JONES STEPHEN B TRUSTEE P O BOX 1069 BREWSTER, MA 02631	PAUSE A WHILE INC PO BOX 1973 BREWSTER, MA 02631	PAUSE A WHILE INC PO BOX 1973 BREWSTER, MA 02631

77-34-0-R

AMBROSE FREDERIC C & NANCY TRSTEEES
P O BOX 1405
WELLFLEET, MA 02667

77-35-0-R

AMBROSE FREDERIC C & NANCY TRSTEEES
P O BOX 1405
WELLFLEET, MA 02667

77-38-0-R

PARKER KYLE
C/O MIAMI STUFF LLC
PO BOX 128
SOUTH HARWICH, MA 02661

77-39-0-E

MASSACHUSETTS COMMONWEALTH OF
DEPT OF ENVIRONMENTAL MGT
251 CAUSEWAY STREET SUITE 600
BOSTON, MA 02114

77-40-0-E

BREWSTER TOWN OF
2198 MAIN STREET
BREWSTER, MA 02631

77-42-0-R

BEAVAN ALLISON M
4 UNCLE HARVEY WAY
ORLEANS, MA 02653

77-43-0-R

FHE FUNHOUSE ENTERPRISES LLC
P O BOX 1200
BREWSTER, MA 02631

77-44-0-R

WALTHER JOSHUA E
43 INDEPENDENCE WAY
BREWSTER, MA 02631

77-47-0-R

COLLIAS CURTIS V
119 MEETING HOUSE ROAD
SO CHATHAM, MA 02659-1402

77-48-0-R

COLLIAS CURTIS V
119 MEETINGHOUSE ROAD
SOUTH CHATHAM, MA 02659

Ad Preview

239 Underpass Road
LEGAL NOTICE
TOWN OF BREWSTER
Liquor License Hearing

In accordance with MGL Chapter 138, Sections 4-17C, the Brewster Select Board will hold a public hearing on Monday July 24, at 6:30pm to review an application from Brewster Pico, LLC d/b/a Pico's Taco Shack, LLC, located at 239 Underpass Road, for a new On-Premises All Alcoholic Beverage Seasonal Liquor License. This hearing will be conducted in person in Room A at 2198 Main Street, Brewster MA 02631. As a courtesy only, access to the hearing 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 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 should make plans for in-person vs. virtual attendance accordingly. Parties of direct interest are invited to attend and be heard.

Members of the public who wish to access the hearing remotely 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=WHM2V3hrVkIhSTloWWhVU09kanUzQT09>

Passcode: 509224

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

#9045188
Cape Codder 7/14, 7/21/23

Erika Mawn

From: Jill Doane
Sent: Tuesday, April 11, 2023 11:54 AM
To: Erika Mawn
Cc: Charles Mawn
Subject: Bernardo Macedo

Hi Erika,

Bernardo Macedo's prints have been processed and he's good to go 😊



Jill F. Doane
Administrative Assistant
Brewster Police Department
508-896-7011 x2110
jdoane@brewster-ma.gov

LAW OFFICES
RILEY & NORCROSS, LLC

156 CROWELL ROAD - POST OFFICE BOX 707
CHATHAM, MASSACHUSETTS 02633
508-945-5400
508-945-4110 FAX

Info@rileyandnorcross.com

WILLIAM F. RILEY
JAMES M. NORCROSS

PLEASE REFER TO
FILE NO.

Via Electronic Mail Only

July 19, 2023

Ned Chatelain, Chair
Brewster Select Board
2198 Main Street
Brewster, MA 02631

RE: Seasonal Liquor License Application for Pico's – 239 Underpass Road

Dear Mr. Chatelain,

I am writing to you on behalf of my client Brewster Pico, LLC, which has submitted a Liquor License Application for a seasonal all-alcohol license for its new restaurant at 239 Underpass Road. My client is respectfully asking for the Town's license fee of \$1,500.00 to be pro-rated as it will likely be closing by November and therefore its use of the license for this season will be quite limited. Any consideration that can be given to this request is greatly appreciated.

Very truly yours,



James M. Norcross

cc. Brewster Pico, LLC

Update from the Cape Light Compact

Maggie Downey, Compact Administrator
July 25, 2023

**Cape Light
Compact**



Working Together Toward A Smarter Energy Future

Power Supply Rates: June '23 – December '23



	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>
	<i>Jun '23 - Dec '23 cents/kWh</i>	<i>Jun '23 - Dec '23 cents/kWh</i>	<i>Jun '23 - Sept '23 cents/kWh</i>
CLC Standard	14.839	14.828	11.931
Local Green 50%	16.139	16.128	13.231
Local Green 100%	18.439	18.428	15.531
Eversource	16.078	15.899	14.12

Brewster Energy Efficiency Results for 2022



Jan – Dec 2022	Number of Participants	Customer Savings	kWh Saved	Rebates/Incentives Paid to Customers
Low Income	151	\$18,005.40	90,027	\$282,015.00
Residential	1,098	\$54,859.60	274,298	\$2,326,694.32
Commercial	35	\$73,144.00	365,720	\$143,407.75
Total	1,284	\$146,009.00	730,045	\$2,752,117.07

Energy Efficiency Highlights for 2023



- **No-Cost Energy Assessments for residents and businesses**
 - Weatherization covered at 75% for residents
 - 100% for Income Eligible customers
 - 100% for renters and Moderate Income customers
 - Weatherization available for small businesses
- **Decarbonizing Home Heating System Offering**
 - Whole Home Rebates of \$10,000
 - Partial-Home Rebate of \$1,250 per ton to up to \$10,000
- **Summer Sizzler June through August 31st**
 - Execute a residential weatherization contract and receive a \$100 e-gift card

Energy Efficiency Highlights for 2023



- **Old Freezer or Refrigerator?**
 - Cape Light Compact vendor will come and remove and offer a \$75 rebate
- **E-Bike Incentive for Income Eligible Customers**
 - 75% of the cost up-to \$1,200
- **Energy Star Appliance Rebates**
 - Room AC - \$40
 - Room Air Purifiers - \$40
 - Dehumidifiers - \$30
 - Electric Clothes Dryer - \$50

Cape & Vineyard Electrification Offering



- **A coordinated effort by the Cape Light Compact to decarbonize 100 homes on Cape Cod and/or Martha's Vineyard through the installation of:**
 - Weatherization (Air Sealing & Insulation)
 - Heat Pumps (replacing electric resistance/oil/propane)
 - Solar PV Panels
 - Batteries *** (for only 25 homes depending on evaluation).
 - Electric Stoves

Who Is Eligible for CVEO?



- **Residents who heat with electric resistance/propane/oil and fall into the below categories:**
 - 80 participants must be deed-restricted properties based on “affordability” or income;
 - 100% incentive/cost for Heat Pump
 - 100% incentive/cost for Solar PV
 - 100% incentive/cost for Battery (limited to 25 % of participants due to funding)
 - 20 participants must qualify as moderate income and will receive significant incentives
 - 61-80% SMI or AMI
 - Heat Pumps: Compact will cover 80% of installed cost with a maximum customer co-pay of \$5,000, balance financed with Heat Loan
 - \$15,000 incentive for Solar PV, balance financed with a Heat Loan
 - Battery financed with Heat Loan
 - Heat Loan is contingent on lender approval

Customer Flow: Contact & Initial HEA



- **Interested customers contact the Cape Light Compact at 800-797-6699.**
 - The Cape Light Compact will determine initial eligibility.
 - If determined as a good candidate, customer information is sent over to the Lead Vendor (RISE).
- **Lead Vendor will contact customer to schedule a home energy assessment.**
 - An Energy Specialist will determine necessary weatherization work (air sealing and insulation) at the home and the feasibility of the home to proceed with the installation of CVEO program technologies (solar panels/heat pumps/batteries).

2023 Income Guidelines

Income qualifications are based on annual gross household income

# OF HOUSEHOLD MEMBERS	INCOME ELIGIBLE	ENHANCED RESIDENTIAL
1	\$42,411	\$56,548
2	\$55,461	\$73,948
3	\$68,511	\$91,348
4	\$81,561	\$108,748

Residents above the listed income guidelines, please call 1-800-797-6699 for more information.

CUSTOMERS BELOW THIS INCOME LEVEL ARE ELIGIBLE FOR:

- Fuel Assistance
- 100% Weatherization Incentive
- Potential Appliance and Heating System Upgrades
- Electric Discount Rate
- Gas Discount Rates

CUSTOMERS BELOW THIS INCOME LEVEL ARE ELIGIBLE FOR:

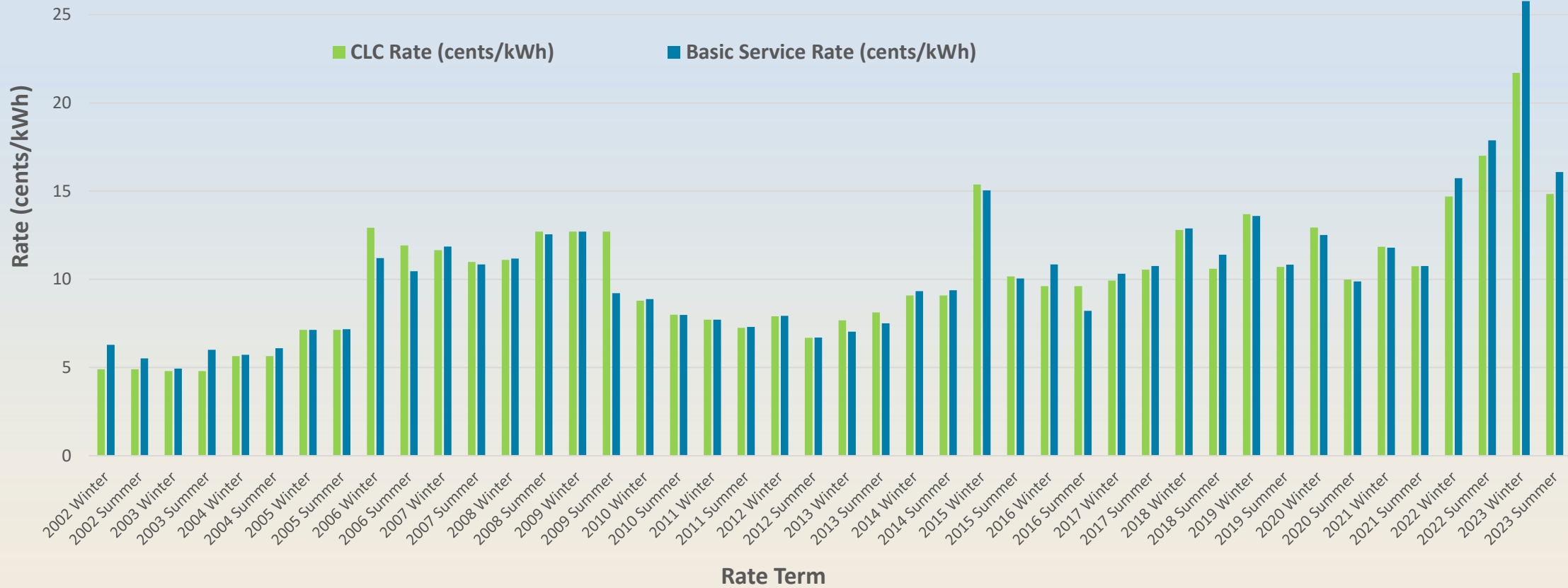
- 100% Weatherization Incentive (Insulation)
- No-cost Air Sealing



Cape Light Compact & Basic Service Residential Power Supply Rates

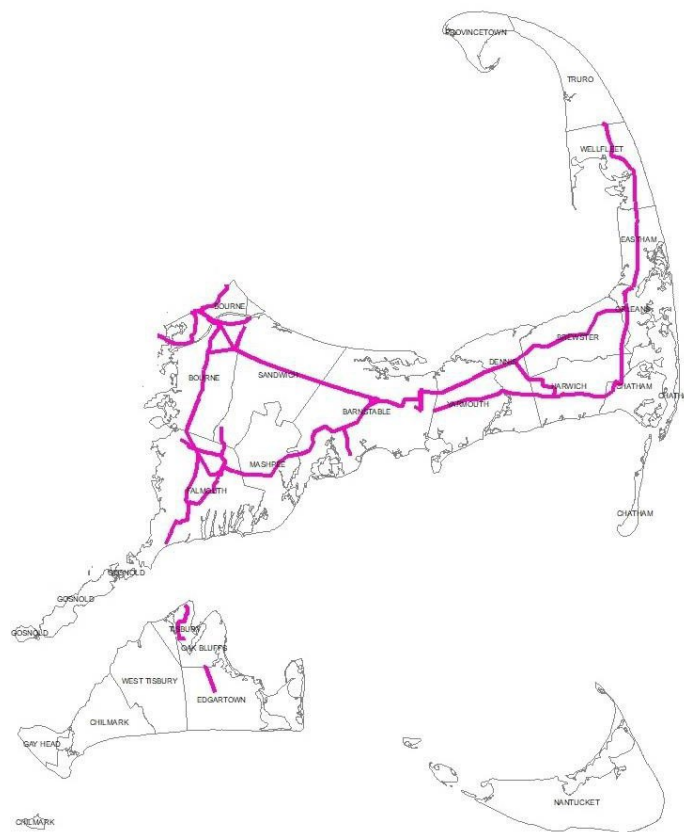


Cape Light Compact & Basic Service Rates (2002 – 2023)





EVERSOURCE ENERGY, EASTERN MA
FIVE YEAR VEGETATION MANAGEMENT PLAN FOR
CAPE COD AND MARTHA'S VINEYARD
(BARNSTABLE AND DUKES COUNTIES)
2023-2027



Submitted by:
Eversource Energy, Eastern MA
August 31, 2022.

Revised/resubmitted date:
April 27, 2023.

Revised/resubmitted date:
May 23, 2023.

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1. INTRODUCTION

Eversource Energy, Eastern MA (Eversource) hereby submits this Vegetation Management Plan (VMP) in compliance with 333 CMR 11.00, *Rights of Way Management* regulations (Appendix 3).¹

Eversource Energy, Eastern MA delivers electricity to approximately 1.1 million electric customers in 81 municipalities and has the responsibility to manage vegetation on company electric rights-of-way (ROW) and to ensure the safe and reliable delivery of electric power to its customers. Electricity is transmitted over 89 miles of electric transmission ROW, voltages 115kV, 230kV & 345kV and 55 miles of electric distribution ROW, voltages 4kV to 25kV throughout communities within Cape Cod and Martha's Vineyard, Massachusetts (Appendices 1 & 2).

Eversource is responsible for maintaining its ROW free from hazards and encroachments. Vegetation can interfere with electric service causing interruptions by growing into the area around the conductors, falling into the conductors or blowing together. Vegetation can inhibit access for maintenance and inspection. Vegetation that comes in contact with conductors can ignite wildfires. Downed wires can be a safety risk to workers attempting to clear vegetation or others that come upon an incident and are close enough to come in contact with electricity. The Eversource vegetation management program provides for the necessary safety, system reliability, access to facilities, regulatory compliance, and security following utility vegetation management industry best management practices (bmp).²

¹A partial list of the regulations that Eversource must comply with that relate to the activities in this document also include: Chapter 132 B, Pesticide Control Act (Appendix 4); all pertinent clauses in Chapter 85 of the Acts of 2000 (Appendix 8); MESA; MGL c.131, Massachusetts Endangered Species Act and its regulations, 321 CMR 10.00, Massachusetts Endangered Species Regulations; 310 CMR 10.00, *Wetlands Protection Regulations*; 310 CMR 22.00, Drinking Water regulations; Chapter 216, *An Act Relative to the Emergency Service Response of Public Utility Companies*; *NERC Standard FAC-003-1, Commissioner Order 69*, and all applicable Federal Occupational Safety and Health Act, Department of Transportation and Department of Environmental Protection regulations.

² Miller, R.H. 2012. *Best Management Practices: Integrated Vegetation Management*. Society of Arboriculture, Champaign, IL. Galen Guerrero-Murphy, Tim Follensbee II, and Jeff Disorda 2015. *Best Management Practices (BMPs) for Protection of Threatened and Endangered Species during Integrated Vegetation Management and Operations and Maintenance of Electric Transmission Lines in Vermont*. Environmental Concerns in Rights-of-Way Management, 11th International Symposium, Halifax, Nova Scotia.

Eversource's program applies an Integrated Vegetation Management (IVM) approach to controlling vegetation on its rights-of-way. IVM uses a combination of maintenance techniques that include mechanical, herbicide and cultural control. Herbicide maintenance application techniques are at the lowest effective labeled rate and are timed for maximum effect. The IVM based program encourages low growing plant communities that allows for the safe delivery of reliable electric service while minimizing the impact on property owners and supports a more diverse habitat for wildlife that depends upon early successional landscapes.

2. GOALS AND OBJECTIVES

Eversource is responsible to manage the property under its electric powerlines to ensure the safe and reliable delivery of electric power to its customers. To achieve this goal, Eversource has prepared this VMP to describe its practices and procedures for managing vegetation that is undesirable, presents a safety hazard, or is otherwise unsuitable to the intended use of the ROW.

This section serves to communicate objectives that will be accomplished through the VMP, Yearly Operational Plans (YOPs) and notification processes required by 333 CMR 11.00.

The following are objectives of Eversource's vegetation management program:

- To maintain ROW that ensures the safe and dependable delivery of electricity.
- To manage vegetation that impedes ground and aerial inspections or interferes with the ability to access the ROW and structures for maintenance or emergencies.
- To encourage stable early successional ecological communities of primarily low growing plant communities to allow access for maintenance and inspections and ultimately reduce the amount of herbicide over time.
- To remove or manage incompatible vegetation on the ROW, along access roads, around structures, gates, and the perimeter of electric substations.
- To control invasive and poisonous plant species.
- To ensure that all vegetation management operations are conducted in a safe, effective manner and in conformity with all federal and state laws, regulations, and permit conditions.

3. IDENTIFICATION OF INCOMPATIBLE VEGETATION

The intent set forth in Eversource’s VMP is all vegetation that obscure the ROW corridors and grow tall enough to interfere with the safe, efficient, and legal operation of an electrical power line is considered “incompatible” with the intended use of the ROW and therefore will be removed.

Eversource Arborists will determine the type of maintenance methods. The management of vegetation within the established cleared limits of the ROW may be performed in one of two ways, a two-zone management approach or a one-zone approach. The method designated is based on the transmission facilities, number of facilities (lines) within ROW, width of maintained cleared limit or easement, topography, and plant community. Each ROW is designated as one or two-zone maintenance by the Eversource Arborist.

1. Two-Zone Maintenance. Management of vegetation within ROW clearing limits shall be performed in accordance with the two-zone maintenance concept for designated transmission ROWs. A wire and a border zone shall be developed and maintained in accordance with these specifications (Illustration 1, Diagram 1).

Wire Zone: The wire zone shall include the area directly beneath the overhead conductors extending outward a distance from the outermost conductor(s) based on voltage:

<u>Voltage Class</u>	<u>Wire Zone</u>
<230kV	25 feet
>=230kV	35 feet

Border Zone: The border zones shall include all areas from the Wire Zone limit to the edge of the maintained width of the ROW. Border zone widths are variable depending on ROW and extend to the edge of clearing.

2. One-Zone Maintenance Management of vegetation within ROW boundaries shall be performed for ROWs designated by Eversource as one-zone. The entire maintained width of the ROW is managed as a wire zone (Illustration 1, Diagram 2).

Illustration 1: One-Zone or Two-Zone Maintenance, and Wire Zone-Border Zone Approach.

Diagram 1

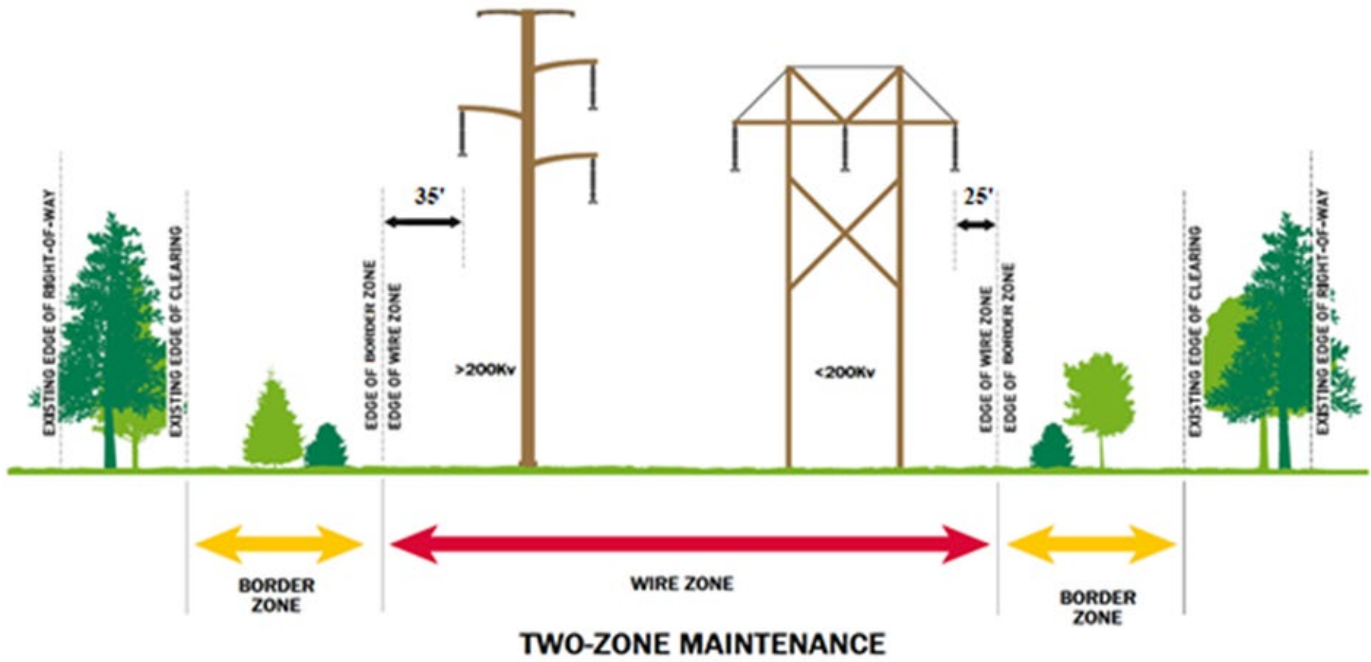
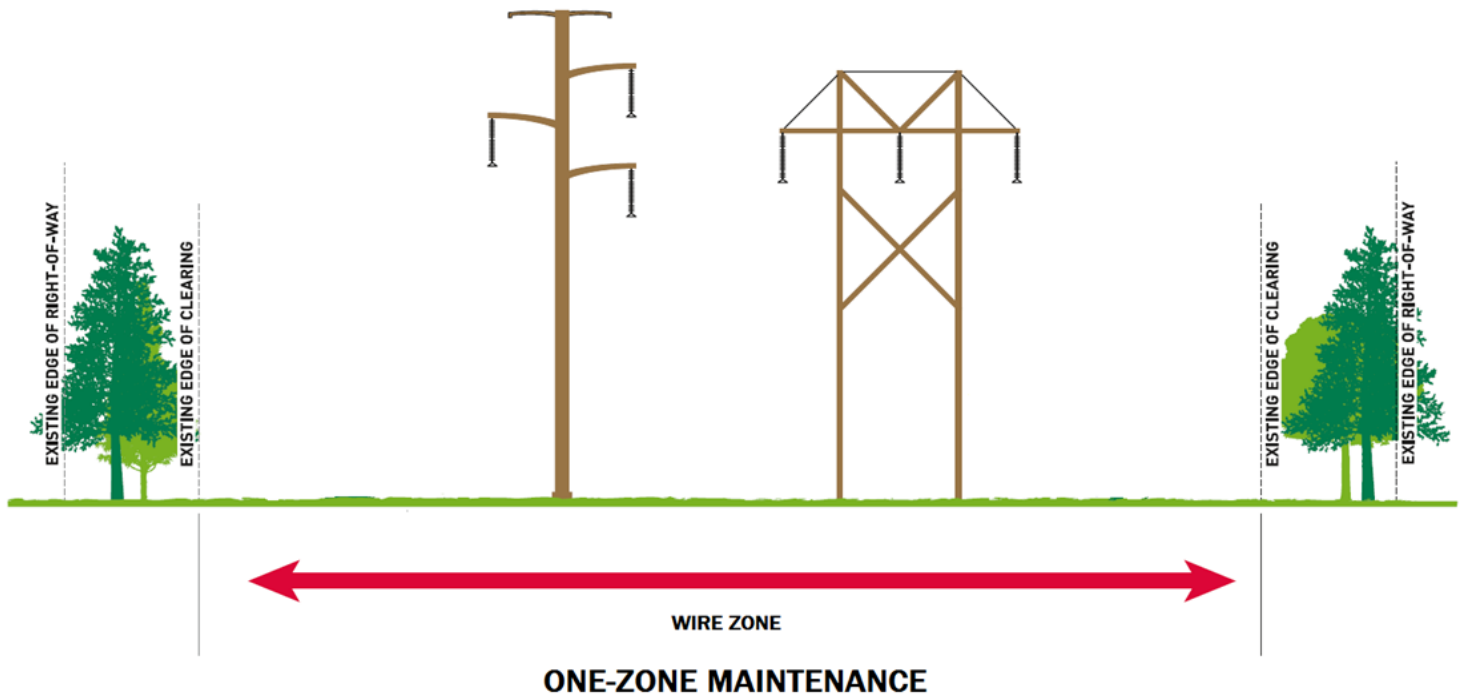


Diagram 2



Examples of incompatible tree species include, but are not limited to:

alder	cherry	pine
aspen	hemlock	maple
beech	hickory	oak
birch	locust	sassafras

Compatible plant species are generally encouraged on the ROW. Most herbaceous growth is acceptable and encouraged. Small trees and shrubs that mature less than 25 feet in height (Border Zone) are not usually incompatible *unless* due to their location or attributes they interfere with the function of the ROW.

Some lower growing vegetation may be deemed incompatible because of their location and/or their nature. Dense woody vegetation, shrubs and vines are incompatible where they are capable of interfering with the inspection and maintenance of the poles, wires, access roads, paths, and gates, all of which need to be kept clear, especially for emergencies.

INVASIVE, POISONOUS PLANTS AND NUISANCE PLANT SPECIES

Eversource intends to selectively manage invasive, poisonous and nuisance plant species with herbicide spot treatment and mechanical methods within the ROW. These categories of plants are as defined below.

Nuisance Vegetation

Nuisance vegetation is plant species that pose a risk to the safety and health of individuals working on or traversing a ROW and it can impede a rapid response in an emergency. Example of nuisance vegetation include blackberry, raspberry, wild grapevine, greenbrier, and many invasive plant species which have heavy thorns, dense foliage and/or impenetrable stems.

Poisonous Plants

Examples of poisonous plants are poison ivy and poison oak. These pose a health hazard to Eversource personnel, contractors and the public-at-large; therefore, the company plans to use herbicides to spot treat poisonous plants at sites identified as having a risk of posing a health hazard.

Invasive Plant Species

Invasive plant species are a significant concern throughout Massachusetts in areas that include ROW corridors where they can spread rapidly. Many of these non-native plant species were planted for their showy flowers, vigorous growth, erosion control and abundant fruits that attract wildlife. According to the Massachusetts Invasive Plant Advisory Group, "invasive plants" are non-native species that have spread into native or minimally managed plant systems in Massachusetts.

<https://www.mass.gov/service-details/invasive-plants>

These plants cause economic or environmental harm by developing self-sustaining populations and becoming dominant and/or disruptive to those systems. Eversource's program considers the management of invasive plants in specific locations.

To ensure the accurate identification of vegetation, all vegetation management contractors are required to supply personnel trained to recognize plant species typically found growing on utility sites and to recognize the difference between compatible and incompatible vegetation. The identification of early successional communities that are preferred on an electric ROW will be included in this training.

4. INTEGRATED VEGETATION MANAGEMENT

333 CMR 11.01(1) requires that all rights-of-way managers "Ensure that an Integrated Pest Management (IPM) approach to vegetation management is utilized on all rights-of-way covered by 333 CMR 11.00." The purpose of this VMP is to advance the consistent and safe operation of Eversource's ROW using the appropriate industry standard IVM program. Eversource's IVM program will use mechanical, chemical, and cultural control methods. Mechanical and chemical control methods are used to facilitate development of a low-growing plant community. These methods of converting to and sustaining a low growing plant community are referred to herein as "cultural control."

Eversource's IVM program takes into consideration all factors involved in the maintenance and operation of electric ROW that includes:

- Conditions existing on its ROW such as topography and hydrology.
- The most current treatment methods.
- The intent to prevent unreasonable adverse effects to the environment and the safety and health of non-target organisms including humans.
- Cost-effectiveness of the treatment both for Eversource and their customers, including the need to deliver energy products safely and economically.
- Monitor the result of treatments to compare actual conditions to desired future conditions to improve the program.³

There is no single definition of IVM that suits every situation and every entity. According to the United State Environmental Protection Agency, Office of Pesticide Programs:

“Integrated Vegetation Management (IVM) is generally defined as the practice of promoting desirable, stable, low-growing plant communities - that will resist invasion by tall growing tree species-through the use of appropriate, environmentally sound, and cost-effective control methods. These methods can include a combination of chemical, biological, cultural, mechanical, and/or manual treatments. The IVM approach strives to manage vegetation and the environment by balancing the benefits of: Cost, Control, Environmental quality, Public health, and Regulatory compliance.”

[Integrated Vegetation Management Fact Sheet \(October, 2008\) \(epa.gov\)](#)

Eversource's IVM program follows a combination of mechanical (mechanical—handheld and large equipment—methods) treatment typically every four years and herbicide (chemical methods) applications the year thereafter that support the ability to convert to a low growing plant community (cultural method).

Plant life is governed by the relatively predictable process of change in composition or structure of ecological succession. Succession strives towards the mature (climax) forest but may be interrupted by natural or human disturbances both intentionally and accidentally. IVM programs are an intentional human disturbance that encourage early successional communities. This is achieved by discouraging the

³Christopher A. Nowak & Benjamin D Ballard. “A Framework for Applying Integrated Vegetation Management on Rights-of-Way.” *Journal of Arboriculture* 31(1) (January 2005): 28-37.

establishment of, and when necessary, removing certain types of vegetation.

Eversource's approach reduces the amount of herbicide used by using selective herbicides/application techniques at the lowest effective label rate, timing applications for maximum effect, avoiding fixed application schedules, using mechanical control techniques where appropriate, and encouraging low growing plant communities.

Mechanical and chemical controls are the direct techniques used to target incompatible vegetation and include mowing, hand-cutting, side pruning, tree removals and herbicide applications. Utilizing these techniques allows lower growing plants the opportunity to form sustainable ecological communities. Regeneration of low growing native plants is an important part to our utility IVM program as it helps to stabilize the floor of the ROW with plants that are compatible with electrical conductors and allows access. Once achieved, early succession plant communities require less management thereby reducing future chemical use and disturbance caused by mechanical methods.

There is over seventy years worth of evidence in New England showing that this approach has, over time, significantly reduced the per- acre application rate of herbicides on utility ROW and reduced the need for intensive mechanical controls.⁵ Following this approach the company has over time, reduced the amount of herbicide used per acre. Under a mechanical only program our rights-of-way were once dominated by high stem densities of incompatible tree species.

⁵Environmental Consultants, Inc. "Study of the Impact of Vegetation Management Techniques on Wetlands for Utility Rights of Way in the Commonwealth of Massachusetts." Prepared for New England Electric et.al, 1989; Environmental Consultants, Inc. "Determination of the Effectiveness of Herbicide Buffer Zones in Protecting Water Quality on New York State Powerline Rights-of-Way." Final report for the Empire State Electric Energy Research Corporation, 1991; K.H. Deubert. "Studies on the Fate of Garlon 3A and Tordon 101 Used in Selective Foliar Application in the Maintenance of Utility Rights of Way in Eastern Massachusetts." Final Report prepared for New England Electric et.al., 1985. N.H. Nickerson, G.E. Moore, and A.D. Cutter. "Study of the Environmental Fates of Herbicides in Wetland Soils on Electric Utility Rights-of-Way in Massachusetts over the Short Term." Final Report prepared for New England Electric et.al, December 1994; Matt Hickler, NHESP approved Review Biologist, Reports for TransCanada, National Grid, NSTAR Electric, and Northeast Utilities under 321 CMR 10.00 Massachusetts Endangered Species Act Regulations, 2006-2010; "Utility Transmission Forestry Herbicide Use Summary Records" for NSTAR Electric, Vermont Electric Power Company, TransCanada Hydro Northeast, Inc and National Grid USA Electric Companies (see National Grid *5 year VMP 2009-2013*, p. 9); C.A. Nowak and L.P. Abrahamson, "Vegetation Management on Electric Transmission Line Rights-of-Way in New York State: The Stability Approach to Reducing Herbicide Use." Proceedings of the International Conference on Forest Vegetation Management, Auburn University, April 1993.

5. MECHANICAL CONTROLS

Mechanical controls include hand cutting, mowing of trees and incompatible brush, side pruning and removal of mature trees. Eversource vendors comply with the ANSI A300 (part1) for Tree Care Operations - Tree, Shrub, and other Woody Plant Management - Standards Practices (Pruning). The following section lists their uses and sets some basic guidelines.

HAND CUTTING

Definition:

The use of chainsaws and brush saws to remove the stem of woody vegetation at ground level leaving the plant's root system intact.

Uses:

- To remove incompatible vegetation on the floor (Illustration 1) of the ROW.
- In chemical restricted sensitive areas where herbicides are prohibited.
- Allows for selectivity in targeting incompatible vegetation.

Operational Practices:

- Trees are cut as close to the ground as possible so that stump height is close to the root flare.
- Cut stems are windrowed or chipped.
- Depending on the situation windrow are positioned parallel along the edge of the ROW corridor and should not exceed 2ft. in height.
- Cut woody vegetation in yards or recreational sites will be chipped and disposed of or removed to adjacent areas.
- Cut woody vegetation is not left on or across paths, roads, fence lines, stone walls or in waterways or in such a manner that would permit it to wash into these areas.
- The placement of cut woody vegetation must comply with applicable State Fire Marshall's regulations.
- Chipping is used on sites designated by Eversource when leaving brush piles is prohibited or impractical.
- No chips shall be left in wetlands.
- All cut cherry and red maple is removed from private property active pastures as it is a hazard to grazing animals.

MOWING

Definition:

The cutting, severing, of vegetation by rotary or flail mowers. These mowers,

usually ranging from 3-8 feet wide, are typically mounted on a four-wheel drive rubber-tired tractors or tracked vehicles.

Uses:

- Can be the preferred mechanical technique, especially on sites where extremely tall and dense incompatible vegetation makes hand cutting inefficient and expensive.
- Where herbicides are prohibited.
- To allow access for inspections of vegetation conditions during ROW patrols.

Operational Practices:

- Mowing may be restricted by terrain conditions such as steep, rocky sites or wet soils.
- It requires the use of hand cutting methods next to obstructions such as stone walls and fence lines.
- Mowing brush can throw large chips and debris great distances from the cutting equipment and requires employing someone to prevent people and animals from coming too close to the work site.
- Measures may include matting of wetland areas, installation of silt fences and chipping and removal of all debris.
- The bounds will be accurately located, to minimize erosion and potential damage due to ruts, and to minimize impact to the environment.

SIDE PRUNING

Definition:

Side pruning of tree branches growing on or near a ROW. This management technique is usually accomplished using an aerial lift mounted on an off-road vehicle or mechanical side trimmer. Tree climbing is sometimes employed in situations where terrain prevents the passage of equipment.

Uses:

- Remove incompatible vegetation from growing into the conductors from the side.
- Maintaining the edge definition of the ROW corridor.
- To facilitate, expedite, and increases efficiency of the inspections of vegetation conditions during ROW patrols.

Operational Practices:

- All pruning activities are performed in accordance with proper arboriculture practices to insure the health and aesthetic value of the trees as well as all applicable regulations.

REMOVALS

Definition:

Removal of trees that have become a hazard to the ROW or that may have been overlooked in previous treatment cycles and allowed to encroach the ROW and the lines and conductors. In these cases, trees will be removed in such a way that they cannot strike wires, guy wires, structures, appurtenances, and adjacent properties. In most cases, these trees will be addressed using aerial lift equipment, but may require climbing where terrain dictates. Larger overhanging limbs may require rigging to safely control the fall of cut material. Trees that do not overhang or directly threaten the line may be “pieced down” by removing material from the top down in small sections that cannot strike the line or cause damage. In cases of severe encroachment on a larger scale, qualified and appropriate timber harvesting equipment and contractors may be employed to clear the ROW up to the edge of easement.

Uses:

- To keep trees from striking electric conductors, guy wires and structures.
- Maintaining the edge definition of the ROW corridor.
- To facilitate, expedite, and increases efficiency of the inspections of vegetation conditions during ROW patrols.

Operational Practices:

- All removal activities will be performed by qualified line clearance arborists.
- Measures may include matting of wetland area, installation of silt fences and chipping and removal of all debris.
- Care will be taken to accurately locate the bounds of activity, to minimize erosion and potential damage due to ruts, and to minimize impact to the environment.

BENEFITS AND LIMITATIONS

Eversource’s mechanical controls are the method of management where the use of herbicides may be prohibited or restricted in various sensitive areas. Sensitive areas include defined distances per regulation near drinking water supplies (both private and public), wetlands or water over wetlands, rivers, certified/potential vernal pools, and agricultural or inhabited areas (see Section nine). Certain Priority Habitats defined by Massachusetts Division of Fisheries and Wildlife, Natural Heritage Endangered Species Program (NHESP) call for the use of mowing instead of, or in conjunction with, herbicide applications to encourage or restrict the height of various host plants.

Mechanical treatment methods are also used in the following situations: on vegetation over 15 feet in mature height; in preparation for some herbicide treatments; in individual areas deemed as sensitive; around structures; on access roads; to clear easements; and in areas of thick impenetrable vegetation. In large areas of high-density stems where incompatible species have exceeded maximum herbicide treatment heights, a mechanical treatment may be more practical, followed in one or two growing seasons by an herbicide application to obtain effective control. This includes along the easement edges where trees are cleared or pruned to maintain the width of the ROW. Upon establishing the easement edge, the cleared area of the ROW is managed by the Wire Zone-Border Zone approach using the appropriate treatment methods. The electric utility easements are areas of a property that were defined for use by utility companies when the property was first put on a property map.

Mechanical controls on their own are only a short-term solution to controlling vegetation on a ROW system. Mechanically cut vegetation often re-sprouts with multiples of stems from dormant buds on the root collar resulting in a stem density that is significantly greater than the original vegetation cut. An annual program that uses only mechanical treatment cycles increases dense areas of woody vegetation. This vegetation competes with and dominates the low growing vegetation Eversource wishes to encourage.

When relying on mechanical control methods alone, dense areas of incompatible vegetation can become costly and dangerous to hand-cut with power saws and are best controlled by mowing. Large mowing equipment, although an excellent IVM tool, can have a negative impact on compatible plant communities whose establishment is crucial to developing successful cultural controls. Mowing can also create a potential seedbed for fast growing, pioneering incompatible species such as poplars, cherries, birches, and various invasive species. This can increase the frequency of the maintenance cycle and destroy the dominance of stable, diverse early successional plant communities. Similarly, sensitive areas, such as wetlands and residential areas can be adversely impacted when crossed by mechanical maintenance equipment.

6. CHEMICAL CONTROLS

Chemical controls are herbicide applications which include foliar, basal, and cut stump surface treatments (CST), and plant growth regulator (PGR) applications. They are a vital year-round component of an IVM program geared to establishing and stabilizing early successional plant communities and promoting the development of cultural controls to maintain this goal. The following sections describes guideline and application methods.

GENERAL GUIDELINES

- Eversource requires an advance person or “prep-cutting” crew to patrol the ROW before the herbicide application operation.
- Sensitive areas will be identified and appropriately measured and flagged, then verified and recorded when appropriate in cooperation with local water suppliers and conservation commissions.
- Herbicides will NOT be applied during the following adverse weather conditions:
 - ✓ When the wind velocity is such that there is a high propensity to drift off target and/or during measurable precipitation, and no person shall apply herbicides in such a manner that results in drift into any No-spray Area.
 - ✓ During periods of heavy rainfall.
 - ✓ Foliar applications of volatile herbicides when temperatures exceed 89 degrees Fahrenheit and low humidity.
 - ✓ CST or Basal application when deep snow (i.e., 6” plus or ice frozen on stem or stump) prevents adequate coverage of incompatible species to facilitate acceptable control.
 - ✓ Basal applications when the stems are excessively wet from moisture.
- Herbicides are not applied:
 - ✓ To vegetation standing in surface water.
 - ✓ Within no spray areas per 333 CMR 11.00.

FOLIAGE APPLICATIONS

Definitions:

The application of herbicides to fully developed leaves, stems, needles, or blades of a plant.

Low Volume Foliar:

Hand-operated pumps or motorized, backpack sprayers with herbicide

concentrations per the manufacturers' label(s). The motorized backpack sprayer produces an air current that delivers the herbicide mixture from the portable spray tank to the targeted vegetation. The hand sprayer uses a column of water. In both cases, the amount of herbicide solution applied only dampens or lightly wets the targeted vegetation, instead of being applied to the point of run-off. This minimizes the amount of excess herbicide drip from incompatible species onto desirable ground cover. Low volume applications also eliminate the need to bring heavy equipment on the ROW for the transportation of significant quantities of herbicide solution.

Modified Low Volume Foliar:

Uniform, penetrating herbicide mixtures delivered to dense incompatible vegetation. This technique usually involves 200-to-500-gallon hydraulic sprayers mounted on a truck or tractor equipped with several hundred feet of hose and hand-held spray guns. The herbicide mixture can be directed to specific plants for spot treatments or broadcast for uniform coverage in dense thickets of nuisance plants such as poisonous or invasive plant species.

Uses:

- An effective control method in light and medium brush densities to kill target plant root systems.
- Effective control of some invasive, nuisance and poisonous vegetation.
- Allows for selectivity in targeting vegetation.

General Guidelines:

- Herbicides are mixed and applied per label instructions.
- Low pressure foliar application equipment will be adjusted to apply a spray pattern that achieves effective control at the lowest application rate.
- Application period usually extends from early June through the beginning of leaf drop in early fall.
- Anti-drift agents are added to the mix or solution in all foliage applications to reduce the potential of herbicide drift beyond targeted vegetation—drift control agents reduce the break-up of sprays into fine droplets and offer increased selectivity, leaf tissue penetration, and herbicide deposition on targeted vegetation.
- Foliar applications can be made, and are effective, in light mist conditions.
- When foliar applications are stopped by rainfall, treatment will not resume until the rain ends and water no longer creates a shield to accept herbicide application.
- No herbicide shall be applied when the wind velocity is such that there is a high propensity to drift off target and/or during measurable

precipitation, and no person shall apply herbicides in such a manner that results in drift into any No-spray Area.

LOW-VOLUME STEM BASAL

Definition:

- The selective application of herbicides in an oil solution to the lower 12-15 inches of the stem using a solid cone or flat fan nozzle.

Uses:

- Year-round application technique, except during deep snow conditions that cover the target area.
- Typically employed during the non-foliage season when targeted stems are easier to identify without the interference of lush, tall grasses or ferns.

Guidelines:

- Utilizes hand-operated backpack sprayers.
- Use a basal oil made for herbicide application to penetrate the bark.
- Not an appropriate method to control high stem densities due to high herbicide rates per acre.
- Extending the herbicide treatment period beyond the foliage season.
- May be the appropriate choice for visually sensitive areas.

CUT STUMP SURFACE TREATMENT (CST)

Definition:

The application of an herbicide mixture to the cut surface of a stump immediately following or during a cutting operation using an herbicide concentration, diluted in water or a non-freezing solution.

Uses:

- Year-round applications except during deep snow conditions that prevent cutting the stumps low enough.
- Offers the opportunity to chemically treat incompatible vegetation where other methods are not possible.
- Commonly used to prevent re-sprouts when hand cutting vegetation.

Guidelines:

- Application equipment includes low-volume, backpack, hand-pump sprayers; hand-held squirt bottles; paintbrushes, or sponge applicators.

- Only necessary to treat the outer edge of the cut surface (phloem and cambium tissue), regardless of the stump diameter.
- Treatment made to cut stumps per label instructions.
- Best to avoid using it during the season of bud swell to full leaf expansion.
- Not practical in moderate to heavy stem densities.

TREE GROWTH REGULATORS (TGR)

Definition:

Tree Growth Regulators (TGRs) are plant growth regulator chemicals that manage or reduce the potential growth rate of trees.

Uses:

- Useful especially along street distribution lines where repetitive trimming is necessary to maintain adequate tree-electric conductor clearances.
- Can lengthen the time frame between trimming cycles and improve the aesthetics of street and yard trees that may otherwise require removal or severe pruning.

Guidelines:

- Applied as basal drench around the base of the tree.
- Applied as a soil injection next to the buttress root zone.

JUSTIFICATION AND RATIONALE FOR USE OF HERBICIDE

Eversource is responsible to deliver energy products to its customers in a safe and efficient manner and to control vegetation on its ROW. To meet these obligations in an ecologically sound manner, as discussed above is best accomplished by stabilizing early successional ecological communities on ROW.⁶ Eversource needs to use all treatment methods available to encourage a landscape that is both accessible and sustainable.

⁶Belisle, Francis. "Wildlife Use of Riparian Vegetation Buffer Zones in High Voltage Powerline Rights-of-Way in the Quebec Boreal Forest." 7th International Symposium on Environmental Concerns in Rights-of-Way Management, 1999; Confer, John L. "Management, Vegetative Structure and Shrubland Birds of Rights-of-Way," 7th International Symposium on Environmental Concerns in Rights-of-Way Management, 1999; CVPS. "Central Vermont Public Service Corporations 2006 Strategy; T&D Forestry," Rutland, VT, 2006; Niering, William A. "Roadside Use of Native Plants: Working with Succession, An Ecological Approach in Preserving Biodiversity." Roadside Use of Native Plants: http://www.environment.fhwa.dot.gov/ecosystems/vegmgmt_rdsduse.asp.

In our IVM program, chemical controls are an important method to achieve long term vegetation control. Herbicides control the entire plant, including the root system. Eliminating the ability of the treated plants to return may allow compatible plants to take over the space resulting in a reduction of incompatible plants to work next cycle. This is achieved by scheduling herbicide applications to sustain acceptable vegetation control at minimal application rates, frequency, and results in a reduction of herbicide applied over time.⁷ This reduces environmental impacts and the amount of manpower and equipment required to manage the ROW. This is a cost savings over multiple cycles as well as reducing the potential of unintended equipment leaks or damages from equipment.

The herbicide formulations are applied selectively and by low-volume methods that dry quickly on the plant surface, this reduces the potential for off-target exposure. Additionally, anti-drift adjuvants that can be adjusted to accommodate changes in wind velocity are included in all foliage applications to further limit the likelihood of unintentional exposure to non-target organisms. Applications are not made in situations when there is a reasonable expectation that herbicides will drift from the targeted vegetation, or during measurable precipitation.

The pesticide program of the Massachusetts Department of Agricultural Resources (MDAR) established a *Sensitive Area Material List* to help reduce the potential of any negative impact using herbicides in sensitive areas defined in 333 CMR 11.04. All the herbicides on this list have gone through extensive testing to be considered for registration by the Environmental Protection Agency (EPA). Before being included on the *Sensitive Area Materials List*, they go under further scrutiny by MDAR and Massachusetts Department of Environmental Protection (MassDEP). Eversource's herbicide program has only used herbicides on the MDAR *Sensitive Area Materials List*:

<https://www.mass.gov/service-details/rights-of-way-sensitive-area-materials-list>

Selective herbicides applications used according to the label do not adversely affect wetland plant composition or function according to the study cited in the Massachusetts Department of Food and Agriculture (*DFA Decision Concerning The Wetland Impact*

⁷Utility Transmission Forestry Herbicide Use Summary Records; Nowak & Abrahamson.

*Study Conducted Pursuant to 333 CMR 11.04(4)(c)(2)*⁸ (Appendix 7). According to the 1989 study by Environmental Consultants, Inc. quoted in the *Decision*, mechanical vegetation control techniques result in significantly greater impact on wetland composition and function.

Herbicide applications can be more selective than mechanical treatment methods. Selective herbicide applications encourage plant species diversity when used to target only incompatible vegetation. They offer selectivity and can be used to encourage certain types of plants; for example, broadleaf vegetation can be controlled with little or no impact to grasses.

A continual cycle of selective herbicide applications as part of an IVM program, therefore, promotes low-growing plant communities while reducing the density of incompatible species and reduces the herbicide use rates over time.⁹

Selective herbicide applications can be much less destructive than mowing to nesting sites and the vegetation necessary for food and cover. Minor site disturbance is associated with selective herbicide applications. This is not to say that mowing is not a significant component in an IVM program. Both control methods need to be used in combination with hand cutting techniques to cover all situations. In fact, thoughtful, carefully planned, selective herbicide applications in combination with mechanical controls, where appropriate, promote wildlife habitat by encouraging plant species diversity.¹⁰

⁸ DFA is now MDAR.

⁹ John Gwozdz, Lewis Payne, Kendra Gorski, and Jim Kooser 2015. *Herbicide Use Rates over Four Treatment Cycle: Proof the IVM tool is working* Environmental Concerns in Rights-of-Way Management, 11th International Symposium, Halifax, Nova Scotia.

¹⁰A brief list of examples includes W.C. Bramble and W.R. Burns. "A long-term ecological study of game food and cover on a sprayed utility right-of-way." *Bulletin No. 918*, Purdue University (1974):16; Yahner. "Wildlife Response to More than 50 years of Vegetation Maintenance on a Pennsylvania U.S., Right-of-Way": 123; James S. Marshall and L.W. Vandruff. *Impact of Selective Herbicide Right-of-Way Vegetation Treatment on Birds*. Environmental Management 30(6) (December 2002): 801-806.

Herbicide application equipment that is well maintained incorporating the most up-to-date features and the requirement that licensed contractors apply herbicides per label instructions minimizes environmental site damage. Herbicides, particularly when applied selectively by low-volume methods, dry quickly on the plant surface, thereby significantly restricting the greatest potential for dermal exposure. The use of anti-drift adjuvants in all foliage applications that can be adjusted to accommodate changes in wind velocity further limit the likelihood of unintentional exposure to non-target organisms.

The selection of the herbicides coupled with the appropriate treatment methods is made with consideration given to the environmental sensitivity of a ROW or site within a ROW. For example, most conifers which do not re-sprout like hardwoods, are generally not treated since herbicide is not necessary for control.

The herbicides, applications and other treatment methods used on any given ROW are selected based on site sensitivity, species composition and density. Herbicides will not be used in certain areas if site sensitivity, regulations, new restrictions, or species composition or height require otherwise. Eversource chooses the most appropriate treatment methods to meet its goals, objectives, and obligations. The most responsible solution is to use all three components of IVM where appropriate.

As discussed under Section 4, Integrated Vegetation Management, a consistent program of using herbicide is essential to effective management of the ROW and to reducing the quantity of herbicide use over time.

Eversource began implementing an IVM system-wide program including mechanical and chemical methods in 2003. Under this program, herbicide was applied to target plants on a 4-year cycle at an average rate per acre of applied herbicide mixes at approximately 7 gallons per acre which may contain active herbicide of between 3% and 10% depending on the mix for the target plant species. For ROWs that had a program of a consistent 4-year cycle, incompatible woody stems were reduced, and a more diverse and desirable understory of low growing vegetation was established. By 2022, the average rate of applied herbicide to maintain these ROWs was reduced to 3-5 gallons per acre.

Herbicide application on the Cape & Vineyard ROWs was stopped in 2009 and only mechanical methods were used. Due to the cessation of chemical management, the initial rates of herbicide were expected and did revert to an application rate closer to the 7 gallons per acre due to the higher stem density of incompatible plants. Plants that were controlled by mechanical methods and that continue to have a viable root system re-sprouted with multiple shoots and have spread vegetatively

When the herbicide treatment cycle is consistent, there is a reduction in the targeted (incompatible) plants and the need for both herbicide and mechanical treatment is reduced. Over time, with a 4-year cycle of consistent application, the amount of herbicide required to maintain ROW levels off to a minimum amount. The expectation for the Cape and Vineyard would be that, over time, with a consistent, uninterrupted cycle of herbicide treatment, incompatible plant populations will be reduced, and the per acre rate of application will be reduced. With less incompatible vegetation, mechanical controls can be concentrated on side pruning and removing trees at the easement/fee edges of the ROW.

7. DEFINITION, IDENTIFICATION AND TREATMENT OF SENSITIVE AREAS

Per 333 CMR 11.02, sensitive areas are "any areas within rights-of-way...in which public health, environmental or agricultural concerns warrant special protection to further minimize risks of unreasonable adverse effects." They include, but are not limited to, the following:

Water Supplies

- Zone I's
- Zone II's
- IWPA's (Interim Wellhead Protection Areas)
- Class A Surface Water Sources
- Tributaries to a Class A Surface Water Source
- Class B Drinking Water Intakes
- Private Wells

Surface Waters

- Wetlands
- Water Over Wetlands
- The Mean Annual High -Water Line of a River
- The Outer Boundary of a Riverfront Area
- Certified Vernal Pools

Cultural Sites

- Agricultural Areas
- Inhabited Areas

Wildlife Areas

- Certified Vernal Pool Habitat
- Priority Habitat

Sensitive areas consist of *no-spray areas* in which herbicide use is prohibited, *limited spray areas*, and areas that require sensitive area restrictions. Protecting these environmentally sensitive sites is accomplished by establishing limited spray and no-spray areas and treatment restrictions based on the sensitivity of each site and the requirement to minimize any unreasonable adverse impacts within that area (See Appendix 5).

The herbicides included in the *Herbicides Recommended for Use in Sensitive Areas List (Sensitive Area Materials List)* will be applied in limited spray areas according to the application restrictions in 333 CMR 11.04 or in the case of Priority Habitat, approval of the Yearly Operation Plan (YOP) by the Natural Heritage and Endangered Species Program (NHESP) of the Massachusetts Department of Fisheries and Wildlife. A current copy of the *Sensitive Areas Materials List* and MDAR approved active ingredient fact sheets are available at:

<https://www.mass.gov/service-details/rights-of-way-vegetation-management-vmpps-yops-and-notices>

IDENTIFICATION OF SENSITIVE AREAS

Sensitive areas can be divided into two additional categories that help identify and treat them: “*readily identifiable in the field*” and “*not readily identifiable in the field*.” Readily identifiable in the field areas will be identified, marked, and treated when appropriate, marked according to all applicable restrictions listed in 333 CMR 11.00. Not

readily identifiable in the field areas will likewise be marked and treated when appropriate, but they are identified in the field using data marked on maps and collected in the YOP and notification processes.

- Sensitive areas usually identifiable in the field, include but are not limited to surface water, some private and public water supplies, wetlands, inhabited and agricultural areas.
- Sensitive areas not usually identifiable in the field, including, but are not limited to designated public surface water supplies, public ground water supplies, some private drinking supplies, the first 400 feet of water supply tributaries, certified vernal pools, and Priority Habitat of State-listed Species identified by NHESP.

As appropriate, therefore, sensitive areas will be identified and when necessary, marked in the field by Eversource staff, an experienced vegetation management treatment crew point person, individuals trained in the identification of sensitive areas that require the use of GIS (geographic information systems) and GPS equipment, and/or by a NHESP approved botanist trained in the delineation of state-listed species.

Eversource and contractor personnel assigned the task of identifying sensitive areas in the field will use the following sources and methods:

- Massachusetts Department of Environmental Protection (MassDEP) water supply maps /GIS mapping layers available through MassGIS. MassDEP does not regulate private wells. However, MassDEP maintains thousands of entries in the Well Driller Database (which includes private drinking water wells), adds wells, makes updates as needed and has been implementing the well location project which confirms and improves the locational accuracy of private wells. The well driller database is available to the public through Mass. EEA's portal at <https://www.mass.gov/service-details/well-database>
- MDAR records of identified private wells along the ROW.
- Correspondence, meetings, and input from municipalities within the forty-five-day YOP and twenty-one-day municipal right-of-way notification letter (including Board of Health, Conservation Commission, Public Water Supplier and Select Board/Mayor/Town Administrator) review and comment periods and the 48-hour newspaper notification (under 333 CMR 11.06 & 11.07 and Chapter 85 of the Acts of 2000).
- Correspondence, meetings, and input from Eversource's abutter and/or landowner notification procedure, as applicable.
- Eversource's maps, records, and institutional knowledge.
- Any additional pertinent information that becomes available during the YOP

process and throughout the five years of this VMP.

- A point person who verifies identified sensitive areas and any additional areas that may require special precautions.
- United States Geological Survey (USGS) topographical maps.
- Information from contractor's knowledge and records.
- Information from MassGIS.
- Confidential information from NHESP.
- A copy of the YOP and VMP.
- Treatment crew(s) are required to have the following references on the job site to help identify sensitive areas:
 - ✓ Topographical maps (electronic or paper)
 - ✓ Copy of YOP
 - ✓ Any additional information that may become available.

Maps are a resource and a tool for both the public and the vegetation management crews, therefore, they contain the data needed to identify, mark, and treat sensitive areas appropriately.

Maps included in the YOP are updated every year as new data becomes available. Some sensitive areas are contained on the base USGS topographic maps such as applicable Wetland Resource Areas (Rivers, Wetlands, etc.). The most current data available through MassGIS such as public water supplies, certified vernal pools, and any data that Eversource has collected to date on items such as private wells are then added on top of the USGS data. At the time of treatment, additional sensitive areas will be added to the maps utilized by Eversource's vegetation management contractors. Please note that to enable any viewer to see the essential information on the maps, Zone II's and other limited spray areas are not mapped in areas where Eversource only uses herbicides on the *MDAR Rights-of-Way Sensitive Area Materials List*.

The locations of the Priority Habitats of state listed species as regulated by the Natural Heritage Endangered Species Program (NHESP) of the Division of Fisheries & Wildlife are only included on field maps to contractors who sign a confidentiality agreement expressly for this purpose. A map layer of Priority Habitats is available to the general public at <http://www.mass.gov/anf/research-and-tech/it-serv-and-support/application-serv/office-of-geographic-information-massgis> but it is neither

specific to areas of concern for herbicide applications nor does it include data on the individual species since the exact location and details of their habitat is protected.

CONTROL STRATEGIES FOR SENSITIVE AREAS

Mandated sensitive areas will be treated following the restrictions in applicable state and federal regulations. Eversource also reserves the right to designate additional areas as areas that require special treatment considerations including, but not limited to, landowner agreements, visual or environmental impact considerations, and other considerations that arise during the treatment cycles.

Treatments in all sensitive areas will follow the operational guidelines and restrictions listed above, as well as the guidelines described in the Sensitive Area Table in Appendix 5.

Wetlands

Pursuant to 333 CMR 11.04 (4) (c) (2), based upon the results of two ROW wetland impact studies (see appendix 5), the MDAR in consultation with the Department of Environmental Protection and the Rights-of-Way Advisory Panel, made a determination that herbicides, when used at various utilities including electric lines, under the guidance of an IVM program and other conditions as set forth in the determination, have less impact on wetlands than mechanical only techniques. Therefore, in accordance with the conditions of the determination, Eversource will selectively apply herbicides to wetland sites, except within ten feet of standing and flowing water and to conifers which will be cut (Appendix 5).

Public and Private Water Supplies

A Sole Source Aquifer (SSA) is an aquifer that has been designated by the United States Environmental Protection Agency (EPA) as the sole or principal source of drinking water for an area. By definition, SSA is an aquifer that supplies at least 50% of the drinking water consumed in the area overlying the aquifer. As of August 2008, EPA Region 1, New England Office recognizes the Cape & Vineyard SSA as authorized by Section 1424(e) of the Safe Drinking Water Act of 1974 (Public Law 93-523, 42 U.S.C. 300 et. seq). Eversource is aware of the nature and value of local ground water resources and complies with regulations to protect the resource.

Appropriate sources and references will be consulted to determine the location of public and private water supplies. Eversource's YOP maps will include all known public and private water supplies at the time of printing using the sources listed above, and the mapping information used by contract treatment crews will be updated as necessary during the treatment cycle.

To aid in the public and private water supply identification process, under 333 CMR 11.01(3)¹¹, Eversource requests that during the various federal, state, and voluntary notification processes and during the treatment cycle, that public and municipal agencies and private entities and individuals share information on new or unidentified public and private water supplies.

Identified private drinking supplies within one hundred feet of a ROW are included in our permanent records and maps, and landowners are encouraged to post signs on the edge of the ROW to help identify private water supplies (the no-spray treatment area is fifty feet from a private well).

A point person will patrol the ROW to verify sensitive areas and buffers are appropriately measured and when applicable flagged and recorded for permanent record.

Massachusetts Endangered Species Act

Eversource recognizes the importance of the Massachusetts Endangered Species Act, M.G.L.C. 131 A, and its significance to ROW vegetation management.

Eversource will comply with all applicable portions of this Act and the regulations promulgated thereunder. Eversource will also follow the rules and prohibitions directed at human activities which "Take" or alter their Significant Habitat (as of this printing there are no designated Significant Habitat in Massachusetts on Eversource ROW or statewide).

¹¹333 CMR 11.01(3): "[The Specific goals of 333 CMR 11.00 are to] Ensure ample opportunity for public and municipal agency input on potential impacts of herbicide application to rights-of-way in environmentally sensitive areas."

321 CMR 10.14, Massachusetts Endangered Species Act Regulations, Part II Exemptions and 333 CMR 11.04(3) (a-c) exempts utility ROW vegetation management from the permit process under the following conditions:

(12) The management of vegetation within existing utility rights-of-way provided that the management is carried out in accordance with a vegetation management plan approved in writing by the Division prior to the commencement of work for which a review fee shall be charged, the amount of which shall be determined by the commissioner of administration under the provisions of M.G.L. c.7, § 3B...

[and for roadside distribution lines]

(6) installation, repair, replacement, and maintenance of utility lines (gas, water, sewer, phone, electrical) for which all associated work is within ten feet from the edge of existing paved roads.

To comply with exemption 10.14(12), Eversource will submit this VMP and YOPs to the NHESP for review.

The NHESP has delineated areas as Priority Habitat based on the "Best Scientific Evidence Available" to protect State-listed species from a "take."

Under the approval process, details about the Priority Habitat of state-listed species that might be affected by our activities and management recommendations are shared with Eversource under strict confidentiality agreements.¹²

Using this data and best management practices, Eversource and contract personnel will follow the appropriate vegetation management treatment methods within these sensitive areas taking all practical means and measures to modify ROW vegetation management procedures to avoid damage to state-listed species and their habitat.

To identify Priority Habitats, Eversource personnel, NHESP approved review botanists and vegetation management crews must use proper identification procedures. Contractors are, therefore, required to train their personnel to recognize the location of Priority Habitats using one of the following tools: paper maps, GPS coordinates and/or GIS systems.

¹²A map layer of Priority Habitat is available to the general public at <http://www.mass.gov/anf/research-and-tech/it-serv-and-support/application-serv/office-of-geographic-information-massgis> , but it is neither specific to the areas of concern for herbicide applications nor does it have detailed data on the species of concern; the exact location and details of their habitat is kept confidential for their protection.

8. OPERATIONAL GUIDELINES FOR APPLICATORS RELATIVE TO HERBICIDE USE

Eversource relies on independent vegetation management contractors and requires that they comply with all applicable federal and state laws and regulations. This VMP, the YOPs and information in the notification documentation are a part of the operational guidelines for applicators relative to herbicide use. Therefore, according to the regulations, at a minimum, the contractor's application crews shall have a copy of the YOP accessible at the work site.

In addition to the guidelines contained in other sections of the VMP, this section sets forth the general operational guidelines for vegetation management.

Eversource will alter or add to these guidelines based on potential future changes or additions to state and federal regulations that apply to herbicide applications and all changes or additions must be approved by MDAR.

EVERSOURCE PERSONNEL

The following individual is responsible for monitoring, supervising, and coordinating vegetation management programs (Eversource may direct contractors to communicate with other Eversource personnel):

William Hayes, Senior Supervisor
Eversource Energy,
Transmission Vegetation Management
247 Station Drive, SW-1036
Westwood, MA 02090-9230
781-441- 3932 (office)

Eversource arborist(s) will inform the contractor which ROW will be treated, the range of treatment dates and any other specification required to complete the job.

Eversource will provide ROW maps with treatment restriction lists and written instructions outlining any special treatment considerations or instructions.

Contractors will notify the Eversource company representative(s) of any questions or complaints from the public and/or government agencies that relate to ROW vegetation management. Eversource will deal with these complaints or questions in a timely fashion.

CONTRACTOR SAFETY, CONTRACT AND LEGAL COMPLIANCE GUIDELINES

- Contractors must provide qualified, personnel who have been trained to recognize and identify compatible and incompatible vegetation and are knowledgeable in the safe and proper use of both mechanical and chemical vegetation management techniques.
- All personnel applying herbicides in Massachusetts must hold a pesticide applicator license and must work under the on-site supervision of a certified applicator, with a Category 40 certification.
- Herbicides must be handled and applied only in accordance with label instructions.
- Mixing will be done according to University of Massachusetts Extension Pesticide Mixing and Loading Best Management Practices (BMP).
- Contractors must not start work without the appropriate maps, restriction lists, landowner notifications and mixing rate instructions.
- Contractors must follow the latest revisions of all industry standards including, but not limited to all applicable safety standards under the Occupational Safety and Health Act (OSHA) including 1910.269, Electric Power Generation, Transmission, and Distribution; ANSI Z133 & ANSI 300 standards, and Eversource Safety Procedures.
- All contract personnel must follow label instructions regarding Personal Protective Equipment (PPE).
- Applicators must immediately cease operations if adverse conditions or other circumstances warrant.
- Access to a ROW will be using established roadways whenever possible.
- All gates shall be closed.
- Care shall be exercised to prevent the rutting or destruction of roadways, fields, or any other form of access.
- No litter of any kind will be left on the ROW or adjoining land.

CONTRACTOR DAILY TASKS

- Call the appropriate Eversource personnel.
- In compliance with both regulations and Eversource policy, the contractors' foreman or senior crew member must complete daily vegetation management reports that include:
 - ✓ Date, name, and address of vegetation management contractor(s).
 - ✓ Identification of site or work area.
 - ✓ List of crew members.
 - ✓ Type of equipment and hours used, both mechanical and chemical

- ✓ Method of application and description of incompatible vegetation
 - ✓ Amount, concentration, product name of herbicide(s), adjuvants and dilutants (EPA registration numbers must be on file).
 - ✓ Weather conditions.
 - ✓ Notation of any unusual conditions or incidents, including public inquiries.
 - ✓ Recording and/or verification of sensitive areas on ROW maps.
- All required forms will be distributed to the contractors by the Eversource representative(s).
 - Eversource request that contractor(s) call if they see a hazard tree.
 - Contractors must follow the Specifications noted in the Request for Proposal.

EQUIPMENT

- Eversource will not dictate the exact equipment to be used by the contractors, instead, all equipment shall be of adequate design to produce professional quality results.
- Equipment must be maintained in good working condition, including being calibrated as appropriate.
- Care and common sense shall be exercised when moving vehicles and equipment.

LANDOWNERS/ABUTTERS

Landowners/abutters are individuals whose property is either under Eversource's ROW easements/fee land and/or abuts the ROW.

- Landowners will always be treated with courtesy and respect.
- If a landowner demands vegetation maintenance cease, the contractor should remove the crew and equipment off the property, inform the appropriate Eversource representative as soon as possible.
- When addressing complaints from a landowner, or other concerned person, notice will be given to the appropriate authorities at MDAR.

RESULTS

- Vegetation management programs must result in a control level on target vegetation stem count on a per span basis of at least 90% under 6 feet, and 100% 6 feet and greater, or the contractor may be held responsible to re-work areas that do not meet required results.
- Vegetation management crews will exercise care to ensure low-growing

compatible vegetation and other non-target organisms are not unreasonably affected by the application of herbicides.

- Unreasonable site damage or destruction during any phase of the vegetation management operation by the contractor, his agents, or employees, will be repaired by said contractor to Eversource's satisfaction. Eversource evaluates claims promptly based upon an internal investigation and the information provided. Once the investigation is complete, Eversource will contact the claimant with the results.

9. ALTERNATIVE LAND USES

Wherever practical, as determined by the Senior Arborist or Eversource management, Eversource will cooperate with landowners through whose property Eversource owns easements, to facilitate "alternative land use" practices by the landowner's that may reduce or eliminate the need for vegetation management by Eversource.

Acceptable uses may include but are not limited to an approved lawn, garden, or crops with compatible species of plants, golf courses, parking lots, approved by Eversource Energy. Any alternative land use proposed by a landowner within an electrical transmission easement must be reviewed by Eversource. Eversource will review a properly submitted proposal and consider conditional approval. The submittal should be addressed to: Supervisor, T & D Rights and Survey, Eversource Energy, Eastern MA, 247 Station Drive, Mail Stop SE210, Westwood, MA 02090. Any approval by the Company is given in the form of a written license only and with the understanding that Eversource's easement rights are in no way diminished nor does the company assume any liability.

10. REMEDIAL SPILL AND EMERGENCY PLAN

Eversource contracts with independent, professional, certified herbicide applicators that are responsible for the containment, clean up and reporting of chemical spills or accidents. The following is a guide to the information sources that, according to various regulations, must be available to the treatment crew in the event of a chemical spill or emergency.

TYPES OF CHEMICAL SPILLS THAT REQUIRE ACTION

Chemicals include, but are not limited to the following:

- Herbicides
- Bar and Chain Oil
- Motor & Hydraulic Oil
- Diesel Fuel
- Gasoline
- Title 3 Hazmat Materials

REQUIRED SPILL RESPONSE EQUIPMENT

As a minimum, the ROW crew shall have available on the job site:

- VMP and YOP with emergency contact lists
- Safety Data Sheets and product labels
- Product Fact Sheets
- Appropriate absorbent material such as “speedi dri” or “soak up”
- Shovel
- Broom
- Flagging
- Leak proof container
- Heavy-duty plastic bags

PERSONAL CONTACT

In the event of **Personal Contact** with hazardous chemicals:

- Wash affected area with plenty of soap and water
- Change clothing which has absorbed hazardous chemicals
- If necessary, contact a physician
- If necessary, contact the proper emergency services
- If necessary, follow the procedures for Major or Minor Spills as outlined below
- Avoid breathing the fumes of hazardous chemicals

TECHNICAL REFERENCE MATERIALS

A. Herbicide Information

1. Product Label
2. Product Safety Data Sheet (SDS)
3. Product Fact Sheet, if available

B. Table 1. Herbicide Manufacturers:

MANUFACTURER	TELEPHONE NUMBER	SPECIAL INSTRUCTIONS
Albaugh Inc.	(800) 247-8013	
BASF Corporation	(800) 832-4357	
ENVU and Bayer Environmental Science	(800) 334-7577	
Corteva AgriScience	(800) 992-5994	
Nufarm	(877) 325-1840	
Rainbow Treecare	(877) 272-6747	

C. Table 2. State Agencies:

STATE AGENCY	TELEPHONE NUMBER	SPECIAL INSTRUCTIONS
MDAR, Pesticide Bureau	(617) 626-1700	A.S.A.P. (within 48 hours)
Massachusetts Department of Environmental Protection, Emergency Response Section	DEP 24 Hour Contact: (888) 304-1133	For emergencies involving reportable quantities of material (listed in the Massachusetts Contingency Plan, 310 CMR 40.0000); required info: City/town, street address, site name (if applicable), material
	Southeast Region: (508) 946-2700	
MA Department of Public Health, Bureau of Environmental Health's Environmental Toxicology Program	(617) 339-8351	
Massachusetts Poison Information Centers	(800) 682-9211	For medical emergencies involving suspected or known pesticide poisoning symptoms

D. Table 3. Emergency Services:

EMERGENCY SERVICE	TELEPHONE NUMBER	SPECIAL INSTRUCTIONS
Massachusetts State Police, Central Office	(617) 566-4500 or 911	
Local Fire / Police Dept.	911	
ChemTrec	(800) 424-9300	
Clean Harbors	(800) OIL-TANK	
Pesticide Hotline	(800) 858-7378	PST: 6:30 am – 4:30 pm, Web: www.NPIC.orst.edu

E. Eversource's contact in the case of a spill or accident is:

Eversource System Control:
 Electric Ops North, (617) 541-7825
 Electric Ops South, (617) 541-7858

F. Table 4. Local Emergency Numbers:

**Emergencies Services for All Municipalities: 911
 (To be filled out with the appropriate towns and included in the YOPs)**

Town	Board of Health	Town/City Hall	Town	Board of Health	Town/City Hall

CLEAN-UP PROCEDURES

Education and attention will constantly be directed at accident and spill prevention; however, the following is a guideline in the event of an unfortunate incident:

REPORTABLE SPILLS (Spills of reportable quantity of material): FOLLOW STEPS 1-9

NON-REPORTABLE SPILLS: FOLLOW STEPS 1-4, 5-9 as appropriate & contact the EVERSOURCE representative.

G. Table 5: HERBICIDE SPILL CHECK LIST

Order	ACTION	Done (√)
1	Use all PPE as directed by product label or SDS.	
2	Cordon-off spill area to unauthorized people and traffic to reduce the spread and exposure of the spill	
3	Identify source of spill and apply corrective action, if possible, stop or limit any additional amounts of spilled product.	
4	Contain spill and confine the spread by damming or diking with soil, clay, or other absorbent materials.	
5	Report spills of "reportable quantity" to the Mass. Dept. of Environmental Protection and MDAR:	
	MDAR, Pesticide Bureau	(617) 626-1700
	Massachusetts Department of Environmental Protection Emergency Response Section	MassDEP 24 Contact Number: (888) 304-1133 Southeast Region: (508) 946-2700
6	If the spill cannot be contained or cleaned-up properly, or if there is a threat of contamination to any bodies of water, immediately contact any of the following applicable emergency response personnel:	
	local fire, police, rescue	911
	Eversource: Operations	(617) 541-7821
	Eversource Transmission: William Hayes	(781) 441-3932
	Eversource Distribution - Paul Sellers	(508) 957-4603
	Product Manufactures	
	1. Albaugh Inc.	(800) 247-8013
	2. BASF Corporation	(800) 832-4357
	3. ENVU and Bayer Environmental Science	(800) 334-7577
	4. Corteva AgriScience	(800) 992-5994
	5. Nufarm	(877) 325-1840
	6. Rainbow Treecare	(877) 272-6747
	7. Chemtrec	(800) 424-9300
	8. additional emergency personnel	
If there is a doubt as to who should be notified, contact State Police, Central Office	(617) 566-4500 or 911	
Remain at the scene to provide information and assistance to responding emergency clean-up crews		
Refer to the various sources of information relative to handling and cleanup of spilled product		
If possible, complete the process of "soaking up" with absorbent materials		
7	Sweep or shovel contaminated products and soil into leak proof containers for proper disposal at approved location	
8	Spread activated charcoal over spill area to inactivate any residual herbicide	

11. Identification and Qualification of Individual Developing and Submitting the Plan

Mr. William Hayes is responsible for preparing and submitting this VMP, supervision of the IVM program and overall supervision for development and implementation of the VMP:

William N. Hayes Jr., Senior Supervisor
Eversource Energy
Transmission Vegetation Management
247 Station Drive, SW-1036
Westwood, MA 02090-9230
781-441- 3932 (office)

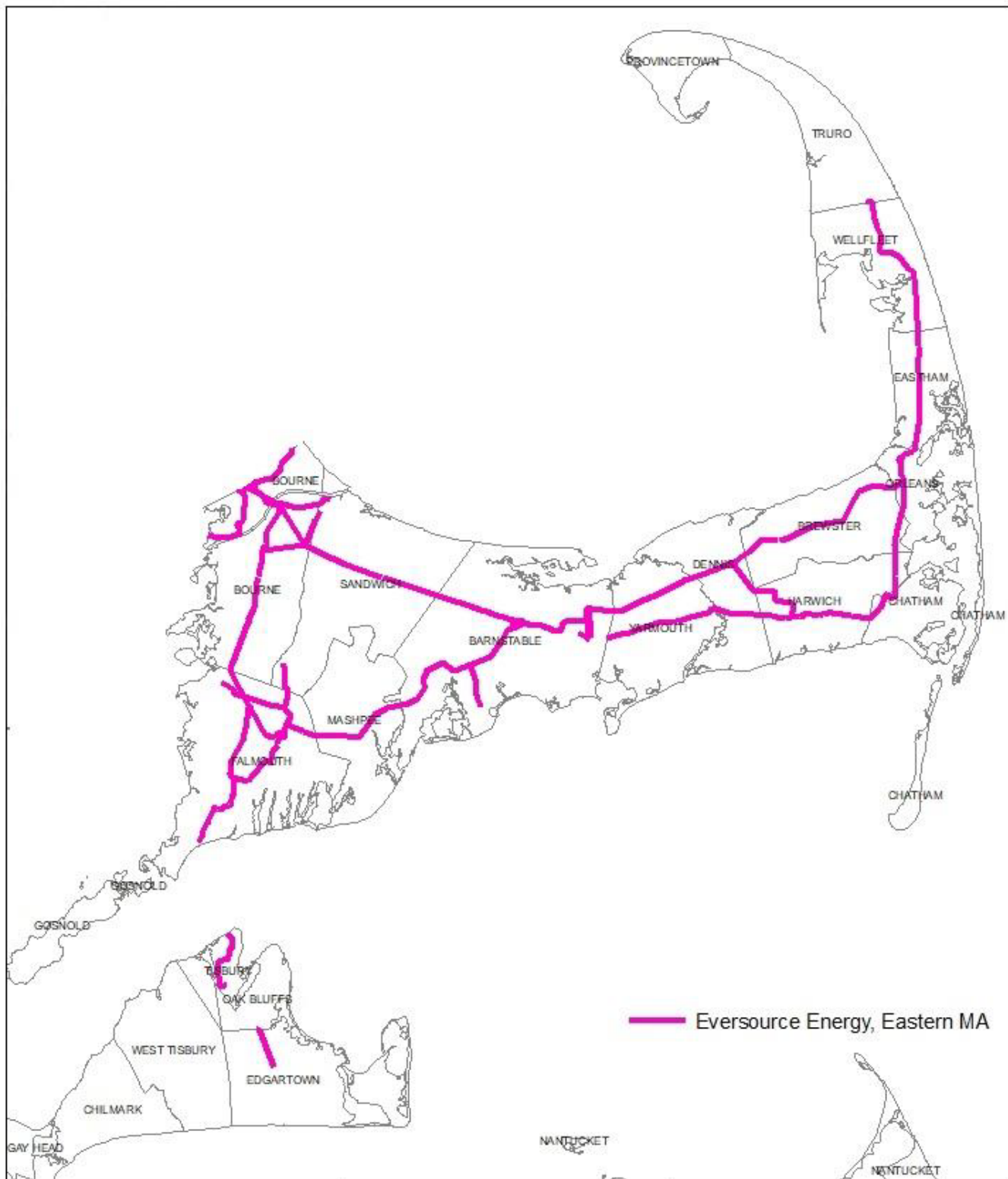
He is ultimately responsible for preparation, implementation of and compliance with this VMP and YOP's to be submitted annually. He is responsible for implementing the vegetation management programs best practices on transmission, and distribution systems. He develops and evaluates methods for vegetation management to ensure transmission and distribution system reliability follows regulations and standards. Provide work scheduling, prescription of herbicides and application methods, procurement of necessary permits, municipal notifications, contractor selection, provision of technical expertise and liaison between Company right-of-way easement landowners, neighbors, local and state officials and other interested parties and field supervision of vegetation management contractors and Eversource arborists.

His qualifications extend from education to over 30 years of work related to utility arboriculture. He has a Bachelor of Science, Majoring in Forestry Management with concentration in Arboriculture/Urban Forestry from the University of Massachusetts. Credentials include Massachusetts Certified Arborist, International Society of Arboriculture Certified Arborist, Massachusetts Category 40 Pesticide License, Consumers Power Co. Certified Basic Tree Trimmer. He is a member of the Massachusetts Arborist Association, Massachusetts Tree Wardens & Foresters Association, Utility Arborist Association, and the International Society of Arboriculture.

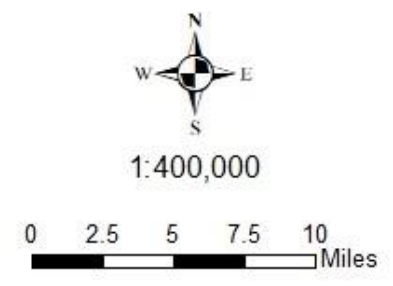
APPENDIX 1:

EVERSOURCE ENERGY
CAPE COD AND MARTHA'S VINEYARD
(BARNSTABLE AND DUKES COUNTIES)

ELECTRIC SYSTEM MAP



Eversource Energy Eastern, MA System Map



APPENDIX 2:

EVERSOURCE ENERGY
CAPE COD AND MARTHA'S VINEYARD
(BARNSTABLE AND DUKES COUNTIES)
LIST OF MUNICIPALITIES

MUNICIPALITIES

BARNSTABLE	EDGARTOWN	SANDWICH
BOURNE	FALMOUTH	TISBURY
BREWSTER	HARWICH	TRURO
CHATHAM	MASHPEE	WELLFLEET
DENNIS	OAK BLUFFS	YARMOUTH
EASTHAM	ORLEANS	

APPENDIX 3:
333 CMR 11.00

<https://www.mass.gov/regulations/333-CMR-1100-rights-of-way-management>

APPENDIX 4:
CHAPTER 132B

[HTTPS://MALEGISLATURE.GOV/LAWS/GENERALLAWS/PARTI/TITLEXIX/CHAPTER132B](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIX/Chapter132B)

APPENDIX 5:
SENSITIVE AREA TABLE

CONTROL STRATEGIES FOR *SENSITIVE AREAS*

<i>Sensitive Area</i>	No-Spray and Limited Spray Areas (feet)	Control Method	Restriction Code
Public Ground Water Supplies	400'	Mechanical Only	None
Primary Recharge Area	Designated buffer zone or 1/2 mile radius	Mechanical, Recommended Herbicides*	24 months
Public Surface Water Supplies (Class A & Class B)	100'	Mechanical Only	None
	100'-400'	Recommended Herbicides	24 months
Tributary to Class A Water Source, within 400' upstream of water source	100'	Mechanical Only	None
	100'-400'	Recommended Herbicides	24 months
Tributary to Class A Water Source, greater than 400' upstream of water source	10'	Mechanical Only	None
	10'-200'	Recommended Herbicides	24 months
Class B Drinking Water Intake, within 400' upstream of intake	100'	Mechanical Only	None
	100'-200'	Recommended Herbicides	24 months
Private Drinking Water Supplies	50'	Mechanical Only	None
	50'-100'	Recommended Herbicides	24 months
Surface Waters	10'	Mechanical Only	None
	10'-100'	Recommended Herbicides	12 months
Rivers	10' from mean annual high-water line	Mechanical Only	None
	10'-200'	Recommended Herbicides	12 months
Wetlands	100' (treatment in wetlands permitted up to 10' of standing water) * ⁺	Low-pressure Foliar, CST, Basal Recommended Herbicides	12 months
Inhabited Areas	100'	Recommended Herbicides	12 months
Agricultural Area (Crops, Fruits, Pastures)	100'	Recommended Herbicides	12 months
Certified Vernal Pools	10'	Mechanical Only when water is present	None
Certified Vernal Pool Habitat	10'-outer boundary of habitat	No treatment without written approval per 321 CMR 10.14(12)	
Priority Habitat	No treatment without written approval per 321 CMR 10.14(12)		

Restrictions "24 Months": A minimum of twenty-four months shall elapse between applications

"12 Months": A minimum of twelve months shall elapse between applications

*Massachusetts recommended herbicides for sensitive sites

⁺Per the *DFA Decision Concerning the Wetlands Impact Study* for utilities per 333 CMR 11.04(4)(c)(2).

APPENDIX 6:
PREFACE TO 310 CMR 10.00

<https://www.mass.gov/regulations/310-CMR-1000-wetlands-protection>

APPENDIX 7:
WETLANDS STUDY



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS
DEPARTMENT OF FOOD AND AGRICULTURE
100 CAMBRIDGE ST., BOSTON, MA 02202 617-727-3000 FAX 727-7235

WILLIAM F. WELDR
Governor

MARGARET M. WHITE
Deputy Governor

TRUDY COX
Secretary

JOHN HANLON
Commissioner

**Decision Concerning
The Wetland Impact Study Conducted
Pursuant to 333 CMR 11.04(4)(c)(2)**

**PUBLIC UTILITY VEGETATION
MANAGEMENT PROGRAM FINDING**

Background

The Rights of Way Management (ROW) Regulations (333 CMR 11:00) promulgated in 1987 prohibit the use of herbicides to control vegetation along utility right of ways on or within ten (10) feet of a wetland unless the following conditions are met:

1. Submission of a study, the design of which is subject to prior review and approval of the Departments of Food and Agriculture and Environmental Protection, evaluating impacts of proposed vegetation management programs on wetlands; and
2. A finding by the Department, after consultation with the Advisory Committee, that the proposed vegetation management program will result in less impacts to the wetland than mechanical control.
3. Notwithstanding the above, no herbicides shall be applied on or within ten feet of any standing or flowing water in a wetland.

On April 28, 1988, The Departments of Food and Agriculture and Environmental Protection approved the scope of the study. In the fall of 1989, Environmental Consultants, Inc. submitted to the Department of Food and Agriculture the study entitled, "Study of the Impacts of Vegetation Management Techniques on Wetlands for Utility Rights-of Way in the Commonwealth of Massachusetts", dated June 1989. The Department consulted with the Vegetation Management Plan (VMP) Advisory panel at their November 15, 1989, December 7, 1989 and August 1, 1991 meetings.

The study provided some broad information of vegetation control along utility right of ways. The Department based its finding solely upon the narrow scope of whether the "proposed vegetation management program will result in less impacts to the wetland than mechanical control."

The following are the major evaluation points the Department considered in reaching its decision.

What are the Long-term and Short-term Impacts From Herbicide use and Mechanical Control?

Since wetlands are not a static, unchanging resource, there is some difficulty in determining the actual long-term impacts from the various vegetation control practices. The extent of wetland alterations must be the most important factor in determining impacts. With limited or selective removal of unwanted plant species in specific locations, it appears that long-term impacts are negligible. While mowing or foliar application can damage non-target species, neither control practice appears to result in adverse long-term impacts if they are carefully executed. Clear cutting, however, has a greater impact on wetlands since both wanted and nuisance species are removed.

Although there were some reservations about the sites that were chosen to determine the level of chemical residues, the study did show that there was not a buildup of background residues of herbicides applied from previous practices. However, there were some trace amounts of petroleum products - bar oil or hydraulic fluid found. The source of these petroleum products is unclear and may have been the result of public activities not related to vegetation management. Retrospective analyses for herbicide residues in previously treated wetland areas is not generally applicable since the herbicides used today are less persistent than those which were used previously. However, these analyses did indicate that the herbicides used in the past do not persist in the environment.

The study clearly demonstrated that adjacent non-controlled wetland areas did not differ significantly in composition and abundance of plant species from the controlled areas. The control practices did not appear to impact the entire wetland ecosystem, since a long-term comparison of wetland plant species composition between controlled and non-controlled sites did not differ significantly. Therefore, the long-term effects on the entire wetland ecosystem were considered negligible.

The determination of the short-term impacts to the wetland from the control practices was the most noted short-coming of the study. However, this was not part of the original scope. The VMP Advisory Panel felt, and the Department agreed, that a short-term environmental fate study would be needed.

The first study indicated that certain mechanical control practices can impact wetlands and disrupt the ecosystem to a greater extent than the judicious use of herbicides. While cutting may result in re sprouting of some unwanted vegetation in a manner unlikely to be encountered in unaltered wetland areas, unregulated mechanical vegetation control could result in the destruction of other non-target plant species.

What is the Impact to Non-target Wetland Plant Communities?

Basal and cut stump treatment with low mobility, short persistence herbicides that are judiciously applied usually do not impact adjacent plant species. Likewise careful selective mechanical cutting (versus mowing or clear cutting) also usually does not impact non-target wetland plants. The greatest potential risk to non-target wetland plants comes from mowing, clear-cutting, and high volume foliar applications. Low volume foliar applications in wetlands may also cause non-target impacts if application guidelines are not followed (e.g. no applications during high winds, or without using anti-drift agents, etc.).

Is There Enough Information on Which to Base a Finding?

As in most environmental assessments, a complete database is not available to answer all of the questions posed by the Department and the Vegetation Management Advisory Panel. Some of the questions posed were entirely valid, but were beyond the scope of the approved study.

The study did provide some clear evidence that selective mechanical and herbicide use does minimally alter wetlands by removing specific plant species. Mechanical mowing operations, however, can result in far greater short-term and potentially long-term impacts to wetlands since both wanted and un-wanted plant species are indiscriminately removed. Additionally, foliar herbicide applications may cause short-term impacts to non-target species.

The Department did not find any significant difference in wetland impacts between careful mechanical removal (selective hand cutting) of unwanted species

and, cut stump or basal treatment with herbicides.

There is no assurance that prohibiting the use of herbicides in wetlands will result in careful mechanical control. If herbicide use is prohibited in wetland areas, mechanical control in wetlands will be the only practice available to utilities. Financial pressures and other considerations may force Utilities to increase mowing and / or the use of more destructive non-chemical control practices due to a lack of alternative control techniques.

On August 29, 1991, the Department made a finding that the submitted study met the approved scope. However, although the study contained useful information, it was also determined that additional data needed to be gathered and analyzed because the study was inconclusive in a number of instances.

The Department issued a finding that a proposed vegetation program containing the specific elements listed does not pose an unreasonable adverse impact to wetlands. In addition, the Department required a study be conducted to provide important environmental fate data necessary for the long-term implementation of the rights of way program.

AUGUST 1991 FINDING

The Department of Food and Agriculture finds that a proposed vegetation program containing the following elements will not pose an unreasonable adverse impact to wetlands:

- 1. The Integrated pest Management (IPM) system, as described in the Vegetation Management Plan and Yearly Operation Plan, is utilized in wetland areas. The IPM system must, at a minimum, place emphasis on encouraging low growth plant species to discourage unwanted vegetation and, minimizing the frequency and amount of herbicide use by only controlling specific non-conifer tree species which will impact transmission line operation and access to the right of way.*
- 2. Herbicides may be applied by basal, cut stump or low volume foliar methods. Foliar applications must include the use of drift reduction agents. Foliar applications may only be conducted in situations where basal and cut stump treatments are not appropriate based on the size of the vegetation and potential for off-target drift. Foliar applications must not result*

in the off-target drift to non-target species.

3. *Herbicides are not applied to conifer species (pine, spruce, fir, cedar and hemlock).*
4. *Carriers for herbicides do not contain any of the following petroleum based products: jet fuel, kerosene or fuel oil. Carriers will be subjected to review by the Department of Food and Agriculture and DEP through 333 CMR 11.04(1)(d).*
5. *Herbicides must be recommended by the Department of Food and Agriculture and DEP through 333 CMR 11.04(1)(d).*
6. *Herbicides may only be applied by hand operated equipment containing no more than 5 gallons of diluent.*
7. *All other restrictions within sensitive areas remain in effect. In accordance with 333 CMR 11.04(1)(c), no person shall apply herbicides for the purposes of clearing or maintaining a right-of-way in such a manner that results in drift to any areas within 10 feet of standing or flowing water in a wetland or area within 400 feet of a public drinking water supply well; or area within 100 feet of any surface water used as a public water supply; or area within 50 feet of a private drinking water supply identified under 333 CMR 11.04(2)(c)(3).*
8. *Approved Vegetation Management Plans and Yearly Operation Plans must be amended as needed to reflect the conditions of this FINDING.*
9. *The Department further requires that environmental fate data be provided by the utilities that are applying herbicides to rights-of-way, which characterizes the movement of herbicides applied to wetland areas under these conditions. The Department further requires that all study protocols be reviewed by the Vegetation Advisory Panel and be approved by the Department of Food and Agriculture and the Department of Environmental Protection. Failure to submit the required information by the dates outlined in the schedule below will render this finding void.*

An approvable scope of the study developed and

submitted by January 1, 1992.

Field data submitted to DFA by October 1, 1992. Data must be consistent with the requirements of the approved scope.

Draft study report submitted to DFA by October 1, 1993.

Final Report submitted to DFA by March 1, 1994.

10. *The Department reserves the right to amend or withdraw its FINDING at anytime if it determines that the use of herbicides in wetland areas poses a greater impact than mechanical control or may pose an unreasonable adverse effect to humans or the environment.*
11. *This finding expires December 31, 1994.*

Therefore, herbicide use may be allowed to control certain vegetation along utility right of ways if the proposed vegetation program as described in the approved Vegetation Management Plan and Yearly Operational Plans contains the above elements.

On, April 27, 1992, the Departments of Food and Agriculture and Environmental Protection approved the scope of the "Study of Fates of Herbicides in Wetlands on Electric Utility Rights of Way in the Massachusetts Over the Short Term". The final report was submitted to the Department of Food and Agriculture December 31, 1993. The Department began reviewing the report in consultation with the VMP Advisory panel.

At the end of 1994, the Department had not completed its review. Therefore, on December 22, 1994 the Department extended the current finding for one year (to December 31, 1995) or until such time it is able to make a final determination, whichever occurs first.

Fates of Herbicides Over the Short Term Study

The objective of this study was to determine the short term environmental fate and assess the impacts of selected herbicides applied by four common Right-of-Way management techniques. Additionally, the study evaluated which of the four Right-of-Way management techniques provides the most effective control of target vegetation and which techniques produced the least impact on the non-target plant community, and consequently the least alteration of wooded wetland community.

The study investigated the environmental fate of two herbicides, which are typically used to control vegetation on ROWs, and are included in the list recommended for use in sensitive areas. These herbicides were chosen, among other reasons, for their use patterns, size of area treated, and application rates. Accord, which contains the active ingredient glyphosate, is the primary herbicide used for cut stump treatment and is also used for foliar application. Garlon 4, which contains the active ingredient triclopyr, is the primary herbicide used for basal applications. Collectively these products represent the typical herbicides used to control vegetation on ROWs.

Results

A summary of the most important findings and conclusions of the study include:

* Based upon the samples collected immediately after application, at 1 week, 1 month, 3 months and 1 year:

- The two herbicides, glyphosate and triclopyr degrade rapidly. Residues reach low quantities quickly, often less than detection limits, within a year.; and
- There is essentially no movement either laterally or vertically from the treated sites by glyphosate. Triclopyr does not move laterally, but was noted to move vertically in small amounts.

* Drift cards indicate that the herbicides are neither splashed nor carried any distance by the wind. Glyphosate drift is not a significant problem resulting in slight effects on neighboring vegetation and are not detectable in the next year's growth. Sphagnum moss next to trunks treated basally with triclopyr were killed within three months in a 15 cm diameter circle immediately around the target tree, but the dead circle did not continue to enlarge.

* Filter paper recovered immediately after application of herbicide showed that all methods of application deposit herbicide on the ground. Treated bare soil samples showed as consistent a drop in herbicide concentrations and as little vertical movement as did samples beneath target trees.

* The use of the herbicides glyphosate and triclopyr at the strengths and application rates used does not pose a risk of accumulation in organically rich soils.

* Herbicide concentrations in soil continue to decline as time advances.

* Rainfall occurring more than a week after application does not appear to spread the herbicide nor does groundwater carry any substantial fraction of what has been applied to a particular site down into the soil or horizontally.

* Based upon the results of the study, an assessment of the environmental fate, and observations of both treatment effectiveness and non-target impacts, an effective and environmentally sensitive ranking from most effective and posing least potential environmental risks to least effective and posing the most environmental risk is suggested:

1. Most effective control and exclusive effect on target:
low-volume foliar (with glyphosate).
2. Most consistent control with lethal effects on bordering vegetation:
high-volume foliar (with glyphosate)
3. Total control with rings of dead vegetation around treated trunks:
low-volume basal (with triclopyr)
4. Incomplete target control and leaving largest soil residues:
cut-stump (with glyphosate)

It is important to note that the results of the second short term study suggest that the most efficacious application techniques and which pose the lowest environmental risk were not those recommended in the interim finding.

DEPARTMENT DETERMINATION

Based upon the results of the two ROW impact studies, the general information in the literature, and after consultations with the Vegetation Management Panel, the Department finds that the following proposed vegetation management program will result in less impacts to wetlands than exclusive use of mechanical control methods. Therefore, the Department finds that any vegetation management program that incorporates the conditions under which the study was conducted as well as taking into account the results of previous studies, will result in the least impacts to wetlands.

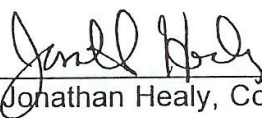
These conditions include:

1. An Integrated Pest Management (IPM) system, also known as Integrated Vegetation Management (IVM), as described in the Vegetation Management Plan and Yearly Operation Plan is utilized in wetland areas. The IPM system must, at a minimum, place emphasis on encouraging low growth plant species to discourage unwanted vegetation and, minimizing the frequency and amount of herbicide use by only controlling specific non-conifer tree species which will impact transmission line operation and access to the right of way.
2. Herbicides may be applied by low volume foliar, basal, or cut stump methods. Foliar applications must include the use of appropriate drift reduction agents, and must not result in the off-target drift to non-target species. Basal and cut-stump treatments may be conducted in those situations where the size of the vegetation, potential for off-target drift, or other considerations precludes the use of low-volume foliar applications. Cut stump and basal applications shall be restricted, when practicable, to periods when static ground water levels are low or otherwise when conditions are less susceptible to potential contamination.
3. Herbicides are not applied to conifer species (pine, spruce, fir, cedar and hemlock).
4. Carriers for herbicides do not contain any of the following petroleum based products: jet fuel, kerosene or fuel oil. Carriers will be subjected to review by the Department of Food and Agriculture and DEP through 333 CMR 11.04(1)(d).

5. Only herbicides recommended by the Departments of Food and Agriculture and Environmental Protection through 333 CMR 11.04(1)(d) may be used in sensitive areas.
6. Herbicides may only be applied by hand operated equipment containing no more than 5 gallons of diluent.
7. All other restrictions within sensitive areas remain in effect. In accordance with 333 CMR 11.04(1)(c), no person shall apply herbicides for the purposes of clearing or maintaining a right-of-way in such a manner that results in drift to any areas within 10 feet of standing or flowing water in a wetland or area within 400 feet of a public drinking water supply well; or area within 100 feet of any surface water used as a public water supply; or area within 50 feet of a private drinking water supply identified under 333 CMR 11.04(2)(c)(3).
8. A minimum of twelve months must elapse between herbicide treatments. Only touch-up applications may be performed between twelve and twenty four months.
9. Approved Vegetation Management Plans and Yearly Operation Plans must be amended as needed to reflect the conditions of this determination.

.....

Therefore, herbicide use may be allowed to control certain vegetation along utility right of ways if the proposed vegetation program as described in the approved Vegetation Management Plan and Yearly Operational Plans contains the above elements.



Jonathan Healy, Commissioner

10/12/95

Date

APPENDIX 8:
CHAPTER 85, SECTION 10

[HTTPS://MALEGISLATURE.GOV/LAWS/SESSIONLAWS/ACTS/2000/CHAPTER85](https://malegislature.gov/Laws/SessionLaws/Acts/2000/Chapter85)

APPENDIX 9:
REFERENCES

REFERENCES

SENSITIVE MATERIALS LIST:

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<http://www.mass.gov/eea/agencies/agr/pesticides/rights-of-way-vegetation-management.html>

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EVERSOURCE ENERGY, EASTERN (Cape), MA

2023 YEARLY OPERATIONAL PLAN

MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES

INTEGRATED VEGETATION MANAGEMENT HERBICIDE PROGRAM



Submitted by:
Eversource Vegetation Management

Submitted:
MAY 24, 2023

SUMMARY

In compliance with the Massachusetts Department of Agricultural Resources' Rights-of-Way Regulations (333 CMR 11.00), this Yearly Operational Plan (YOP) informs municipalities of Eversource Energy, Eastern (Cape) MA's intent to utilize an integrated vegetation management plan that includes the use of herbicides on electric rights-of-way (ROW) in 2023. Our Integrated Vegetation Management program is outlined in our five-year Vegetation Management Plan.

This YOP identifies target vegetation; the affected rights-of-way and towns; the herbicides, rates and methods of application; alternative control methods; the individual responsible for supervising the OP, and the qualified contractors that will perform the application. It explains how sensitive areas; buffer zones and sites where herbicides are either restricted or not permitted are identified, appropriately marked, treated and protected. It addresses procedures for the mixing, handling and loading of herbicide concentrates. Finally, it includes Herbicide Fact Sheets and Labels, a list of emergency resources and telephone numbers, and maps marked with known Sensitive Areas.

The YOP process provides for a forty-five-day public review and comment period, in conjunction with the twenty-one-day municipal rights-of-way notification period. These review periods give communities an opportunity to provide information that will help identify additional areas that may require specific precautions or protection. Finally, notice will be published in general circulation newspapers at least 48 hours before the scheduled application.

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I. INTRODUCTION

In compliance with Commonwealth of Massachusetts' Rights-of-Way Vegetation Management Regulations (333 CMR 11.00) Eversource Energy, Eastern MA's Yearly Operational Plan (YOP) details our vegetation management program for 2023. This YOP is consistent with the terms and procedures set forth in the Eversource Energy, Vegetation Management Plan's (VMP's) per 333 CMR 11.05; with the Massachusetts Pesticide Control Act (Chapter 132B); with all pertinent clauses in Chapter 85 of the Acts of 2000; with the Massachusetts Endangered Species Act (MESA; MGL c. 131 A) and regulations (321 CMR 10.00), and with all Federal and State acts and regulations that apply to right-of-way vegetation management.

Eversource delivers electricity to 1.3 million customers in 136 municipalities. Electricity is transmitted over hundreds of miles of distribution and transmission rights-of-way (ROW) throughout the western, eastern, southeastern, and cape and islands regions of Massachusetts. To ensure safe reliable electric service, Eversource must keep these ROWs free from hazards and encroachments. In this effort, the vegetation on the ROW corridors must be maintained at an early stage of plant succession (herbaceous plants and shrubs).

Using the Integrated Vegetation Management Program (IVM) described in the VMP's, Eversource's program is based on a 4-year selective herbicide application and where appropriate mechanical treatment cycle. This program allows for the safe delivery of reliable electric service and supports a healthier more diverse habitat for wildlife that depends upon early successional landscapes (See VMP's for further description of Eversource's IVM program). The VMP's can be viewed at:

<https://www.eversource.com/content/residential/about/reliability/vegetation-management/transmission-system-vegetation-management/transmission-vegetation-management-projects>

II. CHAPTER 132B AND 333 CMR 11.00

The purpose of this chapter is to conform the laws of the commonwealth to the Federal Insecticide, Fungicide, and Rodenticide Act, Public Law 92-516, as amended, and the regulations promulgated there under and to establish a regulatory process in the commonwealth. The exclusive authority in regulating the labeling, distribution, sale, storage, transportation, use and application, and disposal of pesticides in the commonwealth shall be determined by this chapter. (*MGL 132B, Section 1*)

Chapter 132b (Massachusetts Pesticide Control Act) was created to ensure a clear and uniform set of standards for the entire Commonwealth of Massachusetts ***in order to protect the public from the negative impacts that arise from fragmented, decentralized, sets of standards.*** In this effort, the Commonwealth, through the Department of Agricultural Resources (MDAR) retains the sole right to regulate the use of pesticides, including herbicides, throughout Massachusetts. MDAR takes this responsibility extremely seriously and the regulations promulgated under Chapter 132b are stricter than Federal standards.

The purpose of 333 CMR 11.00 is to establish a statewide and uniform regulatory process which will minimize the uses of, and potential impacts from herbicides in right of way on human health and the environment while allowing for the benefits to public safety provided by the selective use of herbicides (*333 CMR 11.01*).

333 CMR 11.00 is the most comprehensive rights of way regulation in New England. It requires an Integrated Pest Management (in this case IVM) approach to right of way vegetation management; the establishment of standards and procedures to prevent unreasonable risks to humans or the environment, and a multi-layered system of public and municipal notification that requests input about environmentally and culturally sensitive areas. All of this is outlined in the Eversource VMPs, annual YOPs, *The Environmental Monitor* Notice, 21-day notification, Public Water Supplier notification and 48-hour newspaper notice which serve as guides for the public, state and municipal officials, vegetation management contractors and Eversource personnel.

To ensure compliance with Chapter 132b and 333 CMR 11.00, MDAR performs routine inspections of rights-of-way treatment crews, retains chemists, and perform further tests before approving a limited list of herbicides approved for use in Sensitive Areas (pursuant to 333 CMR 11.04 (1)(d)).

As detailed in the VMP's and YOP, Eversource Energy, Eastern MA's IVM program strictly adheres to all the requirements of Chapter 132b and 333 CMR 11.00. Eversource only retains herbicide application treatment contractors that hold Massachusetts' certifications and licenses to apply pesticides, which require ongoing training to maintain. All Sensitive Areas (see section V) are treated appropriately using either mechanical treatment methods or Commonwealth of Massachusetts recommended herbicides for use in Sensitive Areas. In fact, Eversource only uses these recommended herbicides on the entire length and cleared width of its ROW corridors.

Beyond the requirements of 333 CMR 11.00 and in compliance with Chapter 216 of the Acts of 2012, Eversource also notifies "abutters" (houses and businesses that abut the rights-of-way being treated in that year) within view of the ROWs before treatments begin. Treatment contractors are required to leave door hangers or talk personally with abutters which allow the contractor to answer site specific questions, identify private wells and help explain the program.

III. LOCATION OF INTENDED TREATMENTS

In 2023 Eversource plans on completing vegetation maintenance on 1 transmission ROW as listed in Table I. Table II is a list of municipalities where a herbicide treatment will be applied as part of IVM.

Table I. 2023 Rights-of-Way:

Massachusetts East (EMA) Cape	
ROW	Segment Name
Electric Transmission Right of Way	
180	EHV Canal (Bourne town line southeast) - Pilgrim Tap

Table II: List of 2023 IVM (herbicide treatment) Municipalities:

Eastern MA (EMA) Cape municipalities:				
Bourne				

IV. IDENTIFICATION OF TARGET VEGETATION FOR HERBICIDE APPLICATIONS

Pursuant to the policy and intent set forth in the Eversource VMPs, all vegetation must be removed that obscures the ROW corridors and grows tall enough to interfere with the safe, efficient and legal operation of an electrical power line. In the wire zone, trees and brush are targeted, and native, low growing plant communities that have a mature height less than three feet are established. In the border zone, incompatible trees and brush are targeted, and the growth of native trees and shrubs that have a mature height less than 15 feet is encouraged.

The primary target is all trees' species within the cleared width of the ROW; except in Priority Habitats that are under the purview of the Natural Heritage and Endangered Species Program of the Department of Fish and Game (NHESP), which will be treated on a case by case basis.

Examples of targets include, but are not limited to:

Alder	Cherry	Pine
Aspen	Hemlock	Maple
Beech	Hickory	Oak
Birch	Locust	Sassafras

There are more non-target vegetation species on an electric or gas ROW than targets. In fact, ROWs are one of the primary early successional plant communities remaining in New England. As a result, many plant and animal species use ROWs as their homes, feeding grounds or nurseries. Certain plant species, therefore, are encouraged on the ROW through the use of an IVM program (excluding invasive plant species):

- Most herbaceous growth is acceptable and encouraged
- Shrubs that mature less than 15 feet in height are only targets where due to their location or attributes they interfere with the function of the ROW.

Certain categories of non-tree species are targets under some circumstances, because of their location and/or their nature. Dense woody vegetation, shrubs and vines are targets where they are capable of interfering with the inspection and maintenance of the poles, wires, and along access roads, paths and gates which need to be kept clear, especially for emergencies.

Eversource intends to control plant species including invasive, poisonous plants and vines at their facilities. Invasive plant species have become an increasing concern throughout Massachusetts in areas that include ROW corridors where they can spread rapidly and move into the adjacent landscape. Eversource plans to use herbicides to spot treat poisonous plants at sites under its ROWs identified as having an elevated risk of posing a health hazard. This vegetation, likewise, poses a risk to the safety and health of all individuals working on or traversing a ROW and it can impede a rapid response in an emergency.

Examples of non-tree species considered targets, include, but are not limited to:

Autumn Olive	Japanese Knot-Weed	Greenbriar
Buckthorn	Multiflora Rose	Poison Ivy
Buckthorn	Oriental Bittersweet	
Hawthorne	Staghorn Sumac	
Honeysuckle	Poison Sumac	

V. DEFINITION, IDENTIFICATION AND TREATMENT OF SENSITIVE AREAS

Sensitive Areas are those areas within a ROW in which public health, environmental concerns or agricultural interests warrant special protection to minimize the risk of unreasonable adverse effects.

The map(s) in Appendix I are a resource and a tool for both the public and the vegetation management crews. They contain the data necessary to identify, mark and treat Sensitive Areas appropriately.

The map(s) include known Sensitive Areas available at the printing of this YOP. Some Sensitive Areas are included in the base USGS topographic maps. The most current data available through Mass GIS such as public water suppliers, certified vernal pools, etc. and any data that Eversource has collected to date on areas such as private wells are added on top of the USGS data. At the time of treatment, any additional Sensitive Areas collected will be added to the maps utilized by our vegetation management contractors. Please note that Zone II's and limited spray areas are not mapped since Eversource Energy, will only use herbicides approved for use within this type of Sensitive Area in their 2023 IVM program.

There is one type of Sensitive Area not included on the maps that we are not authorized to publish: the locations of the Priority Habitats of state listed species as regulated by the Natural Heritage and Endangered Species Program (NHESP) of the Division of Fisheries & Wildlife. A map layer of Priority Habitats is available to the general public at <https://www.mass.gov/orgs/massgis-bureau-of-geographic-information>, but it is neither specific to areas of concern for herbicide applications nor does it include data on the individual species since the exact location and details of their habitat is protected. Please be assured that we follow all necessary precautions to stay in compliance with 321 CMR 10.00 and this YOP was approved by NHESP.

Prior to any herbicide application, Sensitive Areas will be identified and when necessary marked in the field by an experienced vegetation management treatment crew point person, by individuals trained in the identification of Sensitive Areas that require the use of GIS (geographic information systems) and GPS equipment, and/or by a NHESP approved botanist trained in the delineation of state-listed species.

Two simple descriptions guide the complex identification of the Sensitive Areas listed in 333 CMR 11.02: *Readily identifiable in the field* and *Not readily identifiable in the field*:

- A. *Readily identifiable in the field areas* will be treated and marked according to all applicable restrictions listed in 333 CMR 11.00 and the Eversource Energy, 5-year VMP's.
- B. *Not readily identifiable in the field areas* are identified by the use of the data marked on our maps and additional data collected in the YOP and notification processes before the time of treatment.

Eversource and contractor personnel assigned the task of identifying Sensitive Areas in the field will use the following sources and methods:

- A. Massachusetts Department of Environmental Protection (DEP) water supply maps/GIS mapping layers available through Mass GIS
- B. Massachusetts Department of Agricultural Resources (MDAR) records of identified private wells along the ROW

- C. Correspondence and input from municipalities within the consecutive forty-five day YOP and twenty-one day municipal ROW notification review and comment periods and the 48 hour newspaper notification
- D. Correspondence and input from Eversource’s abutter notification procedure
- E. A point person who precedes the treatment crew verifying identified Sensitive Areas and any additional areas that may require special precautions.

The following section details some of the Sensitive Areas that require special attention, particularly those that are classified as either no spray or *not readily identifiable in the field*:

A. Limited Spray Areas:

Per 333 CMR 11.02, the following need to be identified in the field, require the use of herbicides on the *MDAR Rights-of-Way Sensitive Area Materials List*, and time restrictions between herbicide applications (see Appendix II, Sensitive Area Table). Please note that for 2023 IVM herbicide applications, Eversource is only using Sensitive Area approved herbicides on our entire ROW system:

- (a) any Zone II or IWPA
- (b) a distance of between 100 feet and 400 feet of any Class A Surface Water Source
- (c) a distance of between 10 and 200 feet of any tributary or associated surface water body where the tributary or associated surface water body runs outside the Zone A for the Class A surface water source
- (d) a lateral distance of between 100 and 200 feet for 400 feet upstream, on both sides of the river, of a Class B Drinking Water Intake
- (e) a distance of between 50 and 100 feet of any identified Private Well
- (f) a distance of between 10 and 100 feet of any Wetlands or Water Over Wetlands
- (g) a distance of between 10 feet from the mean annual high water line of any river and the outer boundary of the Riverfront Area
- (h) a distance of between ten feet from any Certified Vernal Pool and the outer boundary of any Certified Vernal Pool Habitat
- (i) a distance of 100 feet of any Agricultural or Inhabited Area.

Please Note that “(f)” is modified by the MDAR (formerly Department of Food and Agriculture) *Decision*, dated October 12, 1995, concerning the wetland impact study conducted pursuant to 333 CMR 11.04(4)(c)(2). According to the *Decision*, Eversource may use herbicides within wetlands except on or within 10 feet of standing or flowing water (item “g” in the *no-spray areas* below was removed from the no spray list for utilities because it does not apply for the same reason).

B. No-Spray Areas:

Again, quoting from 333 CMR 11.02 the following no-spray areas need to be identified:

No-Spray Area, any area that is both within a Right-of-Way and within:

- (a) any Zone I
- (b) 100 feet of any Class A Surface Water Source
- (c) 100 feet of any tributary or associated surface water body where the

- tributary or associated surface water body runs within 400 feet of a Class A surface water source
- (d) 10 feet of any tributary or associated surface water body where the tributary or associated surface water body is at a distance greater than 400 feet from a Class A surface water source
- (e) a lateral distance of 100 feet for 400 feet upstream, on both sides of the river, of a Class B Drinking Water Intake
- (f) 50 feet of any identified Private Well [within 100 feet of the ROW]
- ...
- (h) 10 feet of the mean annual high-water line of any river
- (i) 10 feet of any Certified Vernal Pool.

C. Identification and Treatment of Private Drinking Water Supplies

No herbicide treatments will take place within fifty feet of any identified private wells located within one hundred (100) feet of a ROW. Eversource updates its private well records based on available data.

Municipalities should assist in the identification process and the MDAR will be consulted again prior to the treatment in an attempt to keep the private drinking water supply information up-to-date.

Identified private drinking supplies within one hundred (100) feet of a ROW will be permanently recorded on appropriate maps.

D. State-Listed Species Habitat

Eversource recognizes the importance of the Massachusetts Endangered Species Act, M.G.L.C. 131 A, and its significance to ROW vegetation management. Eversource will comply with all applicable portions of this Act and the regulations promulgated thereunder. Eversource will also follow the rules and prohibitions directed at human activities which Take Species or alter their Significant Habitat (as of this printing there are no designated Significant Habitat in Massachusetts).

321 CMR 10.14, Massachusetts Endangered Species Act Regulations, Part II Exemptions and 333 CMR 11.04(3)(a-c) exempts utility ROW vegetation management from the permit process under the following conditions:

- (12) The management of vegetation within existing utility rights-of-way provided that the management is carried out in accordance with a vegetation management plan approved in writing by the Division prior to the commencement of work for which a review fee shall be charged, the amount of which shall be determined by the commissioner of administration under the provisions of M.G.L. c.7, § 3B...

To comply with exemption 10.14(12), Eversource submits this YOP to the NHESP for review.

The NHESP has delineated areas as Priority Habitat based on the "Best Scientific Evidence Available" to protect State-listed species from a "take." Under the approval process, details about the Priority Habitat of state-listed species that might be affected by our activities and management recommendations are shared with Eversource under strict confidentiality agreements. Using this data and best management practices, Eversource and contract personnel will follow the appropriate vegetation management treatment methods within these sensitive areas taking all

practical means and measures to modify ROW vegetation management procedures to avoid damage to state-listed species and their habitat.

To identify Priority Habitats, Eversource personnel, NHESP approved review botanists and vegetation management crews must use proper identification procedures. Contractors are, therefore, required to train their personnel to recognize the location of Priority Habitats using one of the following tools: paper maps, GPS coordinates and/or GIS systems.

VI. PROPOSED HERBICIDE TREATMENT METHODS

Under Eversource's IVM program, combined with mechanical "prep-cutting," mowing and side-trimming activities, herbicide applications will be applied on foot using selective low pressure foliage treatments with backpack sprayers and cut stump or basal treatments. Experienced, Massachusetts licensed applicators will perform the selective herbicide treatments under the direct on site supervision of a certified applicator as required by Chapter 132B.

Eversource's herbicide program is a selective program scheduled to sustain acceptable vegetation control at minimal application rates. Using backpack sprayers, small amounts of herbicide are applied directly to the leaves, stumps or bark of the target vegetation. The average per acre rate of herbicide mix for Eversource's foliar program is under 5 gallons per acre and the actual amount of applied active ingredient is in the pints per acre range.

Eversource also chooses herbicide formulations that are low in acute toxicity, do not bio-accumulate and, as applied, have a short half-life with low soil mobility (see VMP's, Bibliography). Above and beyond the review by the Federal EPA, these herbicides are all carefully reviewed jointly by MDAR and the Massachusetts Department of Environmental Protection for use in "limited spray" sensitive areas (including Zone IIs). Eversource takes this one step further and only uses sensitive area approved herbicides on their entire right-of-way system.

A. Methods:

Eversource and contract personnel will utilize the most appropriate technique for the vegetation species, height, density, site and mandated restrictions. These methods as described in detail in the Eversource 5-year VMP's are briefly reviewed below:

Low Volume Foliage Techniques utilize hand-operated pumps or motorized, backpack sprayers. The motorized, backpack sprayer produces an air current that delivers small amounts of herbicide mixture from a portable spray tank to the target vegetation. The low-pressure hand-pump sprayer uses a column of water. In both cases, the amount of herbicide solution applied only dampens or lightly wets the target vegetation.

Low-Volume Stem Basal: the selective application of herbicides to the lower 6"-8" of the plant stem. The herbicide concentration is applied with low-pressure, backpack sprayers with special wand attachments and positive shut-off nozzle tips with small orifices.

Cut Stump Surface Treatment (CST): the application of an herbicide mixture to the cut surface of a stump immediately following or during a cutting operation. Application equipment includes low-volume, backpack, hand-pump sprayers; hand held squirt bottles; paintbrushes, or sponge applicators.

B. Guidelines:

1. All Sensitive Area restrictions will be followed.
2. Foliar and Basal treatments are used within the cleared width of the ROW for tree and shrub target species below 12 feet in height.
3. CST treatments are used in conjunction with hand-cutting and in situations including but not limited to: trees and shrubs that cannot be foliar treated, at road buffers, and around structures such as poles and gates.
4. Only mechanical treatment methods will be used in *no spray* Sensitive Areas, including but not limited to hand cutting, trimming and mowing.

C. Treatment of Wetlands

Herbicide applications in wetlands will be performed in accordance with 333 CMR 11.04 (4)(c)(2) relative to ROW management. Targets will be selectively treated with herbicides on the MDAR's *Sensitive Area Material List* and will not be applied within ten (10) feet of standing or flowing water.

D. Treatment of State-Listed Priority Habitats

All vegetation management activities will be completed in compliance with the Massachusetts Endangered Species Act (MESA; MGL c. 131 A) and its regulations, 321 CMR 10.00.

VII. PROPOSED HERBICIDES, CARRIERS, ADJUVANTS AND RATES

In 2023 only the Commonwealth of Massachusetts recommended herbicides listed below for use in Sensitive Areas—pursuant to 333 CMR 11.04 (1)(d)—will be used on the entire length and cleared width of Eversource Energy ROW corridors, in compliance with all labeled directions.

Table III. Tank Mixes for Low Volume Foliage Applications:

Tank Mix #1 for Low Volume Foliar (LVF) Treatment Applications

Herbicides & Adjuvants	Active Ingredient	EPA Registration Number(s)	Mix Concentration (per 100 gals. water)	Estimated Application Rate Per Acre
Krenite S	Fosamine Ammonium	42750-247	6-10%	32-128 oz.
Escort XP or Patriot	Metsulfuron-Methyl	432-1549 or 228-391	2-4 oz.	0.125-0.8 oz.
Arsenal Powerline or Polaris ¹	Imazapyr	241-431 or 228-534	0.125%-0.5%	2-8 oz.
Induce, Clean Cut, Methylated Seed Oil (MSO) ³ , or Aqua Fac or equivalent surfactant ²	n.a.	n.a.	0.125%-1%	1-16 oz.
Point Blank, Clasp, or equivalent drift retardant	n.a.	n.a.	0.125%-0.5%	1-2 oz.
Carrier: Water	n.a.	n.a.	n.a.	n.a.
Gallons per acre – 3 to 15				

Tank Mix #2 for Low Volume Foliar (LVF) Treatment Applications

Herbicides & Adjuvants	Active Ingredient	EPA Registration Number(s)	Mix Concentration (per 100 gals. water)	Estimated Application Rate Per Acre
Rodeo, Aquaneat, Roundup Pro, or Roundup Custom ^{4,5}	Glyphosate	62719-324, 228-365, 524-475, 524-343	3-5%	16-128 oz.
Escort XP or Patriot	Metsulfuron-Methyl	432-1549 or 228-391	2-4 oz.	0.125-0.8 oz.
Arsenal Powerline or Polaris ¹	Imazapyr	241-431 or 228-534	0.125%-0.5%	2-8 oz.
Induce, Clean Cut, MSO ³ , or Aqua Fac or equivalent surfactant ²	n.a.	n.a.	0.125%-1%	1-16 oz.
Point Blank, Clasp, or equivalent drift retardant ²	n.a.	n.a.	0.125%-0.5%	1-2 oz.
Carrier: Water	n.a.	n.a.	n.a.	n.a.
Gallons per acre – 3 to 15				

Tank Mix #3 for Low Volume Foliar (LVF) Treatment Applications
(can be used in MA only if MDAR approved Sensitive Materials List)

Herbicides & Adjuvants	Active Ingredient	EPA Registration Number(s)	Mix Concentration (per 100 gals. water)	Estimated Application Rate Per Acre
Vastlan	Triclopyr choline	62719-687	2-3%	12-64 oz.
Escort XP or Patriot	Metsulfuron-Methyl	432-1549 or 228-391	2-4 oz.	0.125-0.8 oz.
Arsenal Powerline or Polaris ¹	Imazapyr	241-431 or 228-534	0.125%-0.5%	2-8 oz.
Induce, Clean Cut, MSO ³ , or Aqua Fac or equivalent surfactant ²	n.a.	n.a.	0.125%-1%	1-16 oz.
Point Blank, Clasp or equivalent drift retardant ²	n.a.	n.a.	0.125%-0.5%	1-2 oz.
Carrier: Water	n.a.	n.a.	n.a.	n.a.
Gallons per acre – 3 to 15				

Tank Mix #4 for Low Volume Foliar (LVF) Treatment Applications

Herbicides & Adjuvants	Active Ingredient	EPA Registration Number(s)	Mix Concentration (per 100 gals. water)	Estimated Application Rate Per Acre
Escort XP or Patriot	Metsulfuron-Methyl	432-1549 or 228-391	2-4 oz.	0.125-0.8 oz.
Arsenal Powerline or Polaris ¹	Imazapyr	241-431 or 228-534	0.125%-0.5%	2-8 oz.
Induce, Clean Cut, MSO ³ , or Aqua Fac or equivalent surfactant ²	n.a.	n.a.	0.125%-1%	1-16 oz.
Point Blank, Clasp or equivalent drift retardant ²	n.a.	n.a.	0.125%-0.5%	1-2 oz.
Carrier: Water	n.a.	n.a.	n.a.	n.a.
Gallons per acre – 3 to 15				

Tank Mix #5 for Low Volume Foliar (LVF) Treatment Applications

Herbicides & Adjuvants	Active Ingredient	EPA Registration Number(s)	Mix Concentration (per 100 gals. water)	Estimated Application Rate Per Acre
Escort XP or Patriot	Metsulfuron-Methyl	432-1549 or 228-391	2-4 oz.	0.125-0.8 oz.
Arsenal Powerline or Polaris ¹	Imazapyr	241-431 or 228-534	0.125%-0.5%	2-8 oz.
Induce, Clean Cut, MSO ³ , or Aqua Fac or equivalent surfactant ²	n.a.	n.a.	0.125%-1%	1-16 oz.
Point Blank, Clasp, or equivalent drift retardant ²	n.a.	n.a.	0.125%-0.5%	1-2 oz.
Carrier: Water	n.a.	n.a.	n.a.	n.a.
Gallons per acre – 3 to 15				

Tank Mix # 6 for Low Volume Foliar (LVF) Treatment Applications

Herbicides & Adjuvants	Active Ingredient	EPA Registration Number(s)	Mix Concentration (per 100 gals. water)	Estimated Application Rate Per Acre
Garlon 4 Ultra	Triclopyr	62719-527	2-4%	12-64oz
Escort XP or Patriot	Metsulfuron-Methyl	432-1549 or 228-391	2-4 oz.	0.125-0.8 oz.
Arsenal Powerline or Polaris ¹	Imazapyr	241-431 or 228-534	0.125%-0.5%	2-8 oz.
Induce, Clean Cut, MSO ³ , or Aqua Fac or equivalent surfactant ²	n.a.	n.a.	0.125%-1%	1-16 oz.
Point Blank, Clasp, or equivalent drift retardant ²	n.a.	n.a.	0.125%-0.5%	1-2 oz.
Carrier: Water	n.a.	n.a.	n.a.	n.a.
Gallons per acre – 3 to 15				

Table IV: Tank Mix for Poison Ivy, Vines, and Invasive Species

Herbicides & Adjuvants	Active Ingredient	EPA Registration Number(s)	Mix Concentration (per 100 gals. water)
Rodeo, Aquaneat, Roundup Pro, or Roundup Custom ^{4,5}	Glyphosate	62719-324, 228-365, 524-475, 524-343	2-5%
Garlon 4 Ultra	Triclopyr	62719-527	2-4%
Escort XP or Patriot	Metsulfuron-Methyl	432-1549 or 228-391	1.25-4 oz.
Induce, Clean Cut, MSO ³ , or Aqua Fac or equivalent surfactant ²	n.a.	n.a.	0.125%-1%
Point Blank, Clasp or equivalent drift retardant ²	n.a.	n.a.	4-16 oz.
Carrier: Water	n.a.	n.a.	n.a.
Gallons per acre – 3 to 15			

Table V. Tank Mixes for Cut Surface Treatment (CST) Applications:

Herbicides & Adjuvants	Active Ingredient	EPA Registration Number(s)	Mix Concentration (per 100 gals. water)	Estimated Application Rate Per Acre
Rodeo, Aquaneat, Roundup Pro, or Roundup Custom ^{4,5}	Glyphosate	62719-324, 228-365, 524-475, 524-343	40% to 50%	Per density of target stems
Arsenal Powerline or Polaris ¹	Imazapyr	241-431 or 228-534	3%-5% (mixed with Glyphosate)	Per density of target stems
Carrier: Water or Windshield Washing Fluid	n.a.	n.a.	n.a.	n.a.

Table VI. Tank Mixes for Low-Volume Basal or Cut Surface Treatment (CST) Applications:

Tank Mix #1 Low Volume Basal or Cut Surface Treatments (CST) Applications

Herbicides & Adjuvants	Active Ingredient	EPA Registration Number(s)	Mix Concentration (per 100 gals.)	Estimated Application Rate Per Acre
Garlon 4 Ultra	Triclopyr	62719-527	20%-30%	Per density of target stems
Polaris	Imazapyr	228-534	3%-5% (mixed with Garlon 4 Ultra)	Per density of target stems
Carrier: Arborchem's low odor basal oil or Aquimix Plus basal oil with dye or equivalent ²	n.a.	n.a.	n.a.	n.a.
Maximum of 8 gals. Per acre				

Tank Mix #2 Low Volume Basal or Cut Surface Treatments (CST) Applications

Herbicides & Adjuvants	Active Ingredient	EPA Registration Number(s)	Mix Concentration (per 100 gals.)	Estimated Application Rate Per Acre
Garlon 4 Ultra	Triclopyr	62719-527	20%-30%	Per density of target stems
Carrier: Arborchem's low odor basal oil or Aquimix Plus basal oil with dye or equivalent ²	n.a.	n.a.	n.a.	n.a.
Maximum of 8 gals. Per acre				

- 1 – Imazapyr will not be applied on the same right-of-way in two consecutive years
- 2 – Equivalent surfactants, drift retardants, and basal oils will be used if those listed are no longer available or more effective alternatives become available
- 3 -Methylated Seed Oil (MSO) will be labeled for wetland uses
- 4- Roundup Custom ATU will only be used if added to the Massachusetts Sensitive Materials List
- 5- Additional Glyphosate products may be substituted depending on the availability of products or if additional products become available

VIII. ALTERNATIVE MECHANICAL CONTROL TECHNIQUES

Areas not treated or prohibited from herbicide use, such as protective buffers for Sensitive Areas, will be maintained mechanically according to the specifications in the VMP's. The following is a brief review of these methods:

Hand Cutting: the use of chain and brush saws to remove the stem and/or branches from the plant's root system; can be combined with CST except in no-chemical restricted areas.

Mowing: the cutting, severing or shattering of vegetation by large rotary or flail mowers.

Side Pruning: side pruning or removal of encroaching tops and/or branches of trees growing on or near the ROW's and access roads.

IX. COMPANIES THAT MAY PERFORM THE HERBICIDE TREATMENT

Lewis Tree Service, Inc
300 Lucius Gordon Drive
West Henrietta, NY 14586
(585) 436-3208

X. INDIVIDUAL RESPONSIBLE FOR SUPERVISING THE OPERATION PLAN

William Hayes
Senior Supervisor
Eversource Energy
Transmission Vegetation Management
247 Station Drive, SW-1036
Westwood, MA 02090-9230
781-441-3932 (office)

XI. HERBICIDE FACT SHEETS

Herbicide Fact Sheets prepared and provided by the MDAR, explain technical information relative to the herbicide concentrates proposed for use during the 2023 treatment cycle. These are included in Appendix III, along with the manufacturer's labels in Appendix IV.

XII. PROCEDURES FOR HANDLING, MIXING AND LOADING HERBICIDE CONCENTRATES

All herbicides will be handled, mixed and applied strictly according to *Label Instructions* and in compliance with all applicable federal and state laws and regulations. If possible, herbicide mixing should be done at the contractor's facilities and extreme care shall be exercised during all mixing, handling and loading in order to prevent careless spills or splashes. No herbicide concentrates will be mixed, handled or loaded on a ROW within one hundred (100) feet of a Sensitive Area.

XIII. EMERGENCY RESOURCES

Eversource contracts with independent, professional, certified herbicide applicators that are responsible for the containment, clean up and reporting of chemical spills or accidents. The following is a guide to the information sources that, according to various regulations, must be available to the treatment crew in the event of a chemical spill or emergency situation:

- A. Technical Reference Materials:
 - a. Product Label
 - b. Product Material Safety Data Sheet (SDS)
 - c. Product Fact Sheet, if available

B. Table VII. Herbicide Manufacturers:

MANUFACTURER	TELEPHONE NUMBER	SPECIAL INSTRUCTIONS
Albaugh Inc.	800-247-8013	
BASF Corporation	800-832-4357	
ENVU and Bayer Environmental Science	800-334-7577	
Corteva AgriScience	800-992-5994	
Nufarm	877-325-1840	Medical Emergencies

C. Table VIII. State Agencies:

STATE AGENCY	TELEPHONE NUMBER	SPECIAL INSTRUCTIONS
Massachusetts Pesticide Bureau	(617) 626-1700	A.S.A.P. (within 48 hours)
Massachusetts Department of Environmental Protection, Emergency Response Section	DEP 24 Hour Contact: (888) 304-1133 ----- Southeast Region: (508) 946-2700	For emergencies involving reportable quantities of hazardous materials; required info: City/town, street address, site name (if applicable), material
Massachusetts Dept. of Public Health, Bureau of Env. Health Assessment Toxicology Program	(617) 624-5757	
Massachusetts Poison Information Centers	(800) 682-9211	For medical emergencies involving suspected or known pesticide poisoning symptoms

D. Table IX. Emergency Services:

EMERGENCY SERVICE	TELEPHONE NUMBER	SPECIAL INSTRUCTIONS
Massachusetts State Police, Central Office	617-566-4500 or 911	
Local Fire / Police Dept.	911	
Chem Trec	800-424-9300	
Clean Harbors	800-OIL-TANK	
Pesticide Hotline	800-858-7378	PST: 8:00 am to 12:00 pm, Web: www.NPIC.orst.edu

E. Eversource contact in the case of a spill or accident is:

System Control
Eversource
247 Station Drive
Westwood, MA 02090-9230
(617)-541-7858

**F. Table X. Local Emergency Numbers:
Non-911 Emergencies Services for Eversource Electric Municipalities**

Town	Board of Health	Town/City Hall	Town	Board of Health	Town/City Hall
Bourne	(508) 862-4644	(508) 862-4610			

For Your Information (FYIs)

1. Cape Cod Sea Camps Community Forum #2
2. Housing Coordinator Update June 2023
3. Recommended Appointments:
 - a. Nancy Evans – Barnstable County Human Rights Advisory Commission
 - b. Scott Weissman – Natural Resources Advisory Committee
 - c. Adrienne Jones- Housing Partnership
4. Community Development Block Grant Quarterly Report
5. South Coastal Counties Legal Services, Inc. Report
6. Independence House, Inc. Reports
7. Resident Feedback regarding Free Drinking Water Program
8. Letter from Senator Warren Regarding the Impacts of the Cape Cod Bridges
9. MassPRIM June 2023 Reports

Town of Brewster Cape Cod Sea Camps Planning

Join us for community forum #2!

Date: Saturday, August 5th 2023

Attend one of three sessions:

1pm-2pm, 2pm-3pm or 3pm-4pm

Location: Bay Property Dining Hall

The Bay Property will be open to the public to explore by foot anytime between 12pm-5pm

Registration for the forum is limited to town residents. To register for one of the workshop times, scan the QR code or follow this link:

<https://www.brewster-ma.gov/cape-cod-sea-camps-properties>



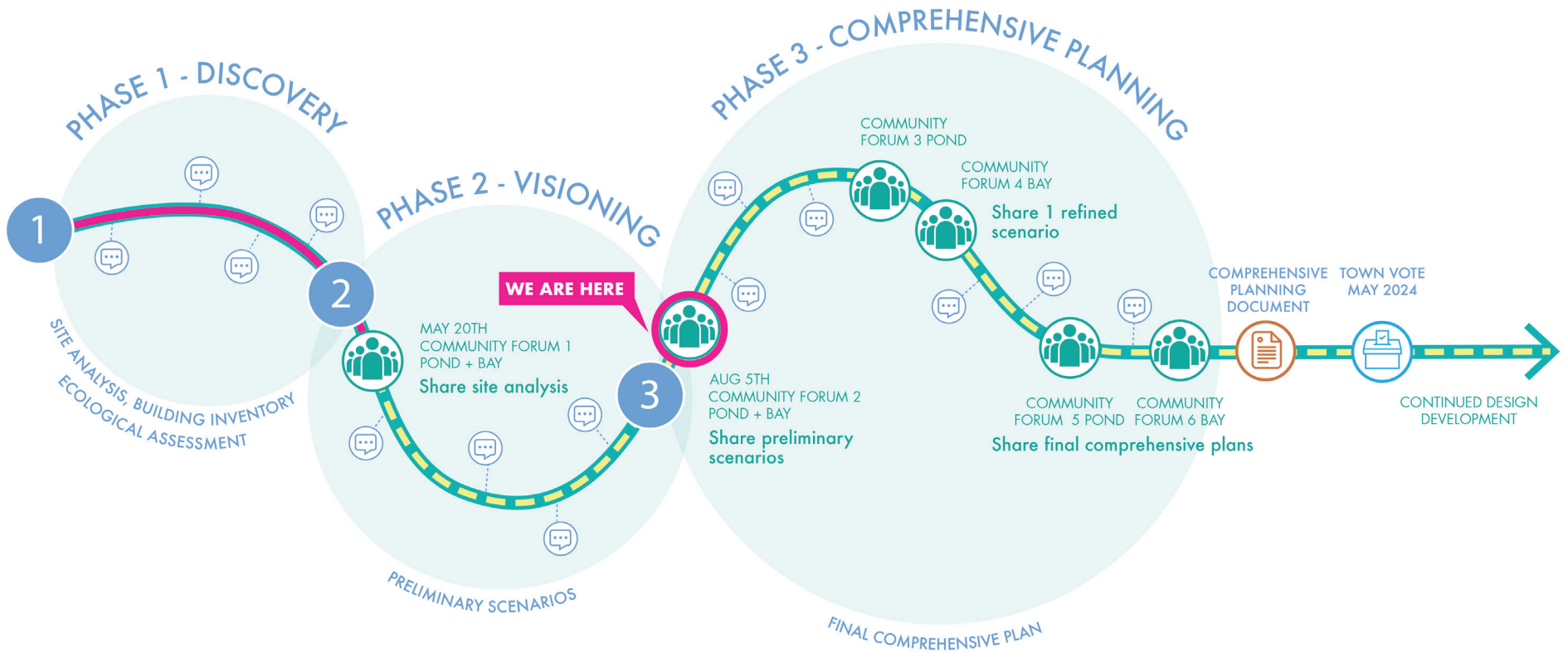
Community Forum #2 will be an engaging community event that shares preliminary planning scenarios for both the Bay and Pond properties based on resident feedback from Community Forum #1 and the survey.

Each session will begin with introductory remarks. The remainder of the meeting will be a community workshop where residents will be invited to learn about the planning scenarios, indicate their preference and share feedback. This event will be the second public community workshop in a series of six that takes place over the course of the planning process.

The Council on Aging will be offering rides to and from community forum sessions. Please call the Council on Aging at 508-896-2737 by Thursday August 3rd to arrange for transportation.

For more details about the long-term planning process, information on Bay Property and Pond Property Planning Committee meetings and interim activities at both properties, please visit the project page, <https://www.brewster-ma.gov/cape-cod-sea-camps-properties>. To provide feedback to one of the committees, please email us at bppc@brewster-ma.gov (Bay property) or pppc@brewster-ma.gov (Pond property).





Community Forum

Identify your priorities with the planning team



Committee Meetings

Tune in to public meetings where community representatives workshop ideas with the planning team



Comprehensive Planning Document

See the vision for the future of the Sea Camp Properties



Town Vote

Vote to approve the comprehensive plans at the Spring 2024 Town Meeting

Housing Coordinator Update June 2023

Jill Scalise

Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14)
 - Responded to email and phone requests for information and assistance, 50 total requests for housing information (35) or assistance (15). Open office hours Thursday from 10-noon.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - Prepared Community Preservation Act application for funding of the Affordable Buydown program.
 - Met with Human Resources and Donna Kalinick regarding initial job description and hiring process for the Housing Program Assistant position, which will be funded by Housing Trust.
 - With Donna Kalinick, prepared and presented Housing update to Select Board.
3. Community Housing Parcel off Millstone (SB Strategic Plan H-4, HPP Strategies #12 & 16)
 - Zoning Board of Appeals (ZBA) approved Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC) Comprehensive Permit application at the June 13th meeting.
4. Comprehensive Permit Projects (HPP Strategy #16)
 - Habitat for Humanity on Phoebe Way off Red Top Road (2 affordable homes): Applications now open, see link below. Lottery expected to be held in fall.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategy #20)
 - Brewster's Rental Assistance Program (BRAP)- HAC Quarterly report: 11 households received \$42,034 in financial assistance. Additionally, 7 active BRAP households. Request for Quotes (RFQ) completed and then issued by Donna Kalinick. This will continue program for 3 years. Funded by BAHT with CPA funds.
 - Community Development Block Grant (CDBG)- Program progressing well. 15 housing rehab projects approved, 27 children currently receiving childcare assistance.
6. Subsidized Housing Inventory (SHI) (HPP Strategy #21 & 22)
 - 212 Yankee Drive- Continued work with The Rehab Inc. on scope of work. Invitation for Bid (IFB) completed and issued by Donna Kalinick. IFB walk through. Site visit with Building Commissioner.
 - Serenity Apartments- Met with managing director. Provided regulatory agreement which lays out requirements for operation of affordable units.
 - 6 Sachemus Trail- affordable home resale approved by Town and state. Waiting on marketing by HAC.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
 - ADU Bylaw: Assisted Town Planner Idman & Asst. Town Manager Kalinick with research, presentation, and outreach for Planning Board ADU discussion and listening session.
 - Jon Idman submitted MA Community Planning Grant application for funds to examine the current zoning bylaw & identify impediments & opportunities for multi-unit and mixed-use residential housing.
 - Assisted with housing review and updates for the Local Comprehensive Plan.
8. Collaboration (HPP Strategy #7)
 - Attended virtual and in-person Housing Institute, first time in-person component held since 2019.
 - Participated in Brewster Seniors Needs Assessment meeting. Wrote letter of support for COA grant.

Upcoming Events:

- Applications open for 2 Habitat for Humanity 3 bedroom homes on Phoebe Way. Due August 14th.
[To Apply for a Home | Habitat for Humanity Cape Cod \(habitatcapecod.org\)](https://www.habitatcapecod.org)
- Local Preference Information Session planned for August 17th at 6PM.

Personnel

- Participated in Planning Board, Select Board and ZBA meetings. Worked with: Assessors, Building, Council on Aging, CPC, Finance, Health, Planning, Public Works, Town Administration & ZBA. Attended year-end Finance Training and De-escalation Strategies for Uncivil Discourse training.

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
 - 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.

See resume

11. OCCUPATION: Active Retired Not currently working

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

See resume

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

See resume

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:

See resume

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

I strongly support the goals of the BCH RAC and will work hard to support.

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.

See resume

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

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)

My husband is on the Finance Committee and I would avoid any

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

a. Name: Erin Miller
Address: [redacted] Beverly
Phone: [redacted]
Email: [redacted]
Relationship to you: Board member at last employment

conflict of interest.

b. Name: Sarah Dawle
Address: [redacted]
Phone: [redacted]
Email: [redacted]
Relationship to you: faculty member at Brookwood School

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

21. 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:

Nancy Evans

Date:

June 29, 2023

Nancy Yeabsley Evans

Brewster, MA 02631

Education

Drexel University, Philadelphia, PA;

B.S., Human Behavior and Development - Early Childhood Education (N--2); 1973.

Garland Junior College, Boston, MA;

A.A., Early Childhood Major; 1970. President of Student Government

Massachusetts Office for Children Certificate of Qualification,

Lead Teacher/Preschool, 4/29/91, Certificate #7546

Teaching Qualifications

Brookwood School, Manchester by the Sea, MA

Interim Head of School: 2019-2020

- Led Brookwood through the COVID pandemic keeping school open and continued the academic program to be delivered in person. Re-invented program, re-purposed academic and non-academic spaces to align with federal health guidelines for spacing. Ran weekly Zoom conversations with parents.
- Director of Literacy for grade K-4 and Director of Lower School (prek-4): 2007-2019
- Initiated child study team to support students.
- Worked directly with lead architect to design/build new Lower School building to support program.
- Speaker for all admissions gatherings for Lower School.

Lake Ridge Academy, Avon Lake, OH

Interim head of Lower School, K-5: 2006-2007

Kindergarten and first grade teacher. Director of the Early Childhood program (K-2): 1996-2007

Winchester Cooperative Nursery School, Winchester, MA: 1988-1995

Lead teacher (3–5-year-old children).

- Supervised student interns/teachers; worked with occupational therapists to develop programs for children; led parent workshops and training sessions.
- Honored by Winchester Board of Selectmen for contributions as an educational leader in the town of Winchester.

Outdoor Nursery School, Chevy Chase, MD:1983-1984

Lead teacher (4-year-old children).

American International School of Kabul, Kabul, Afghanistan: 1975-1977

Fourth grade teacher. Elementary School coordinator. Acting principal of elementary school in absence of principal.

The Elwyn Institute, Media, PA: 1973-1974.

Lead teacher in academic program for special needs children.

Associated Day Care Services of Boston, Roxbury, MA: 1970-1971.

Lead teacher. Supervised student teachers.

Tutoring Experience

Jakarta, Indonesia, 1978-1979

- Private tutor for five-year-old with special needs. Developed daily educational program including coordinating physical therapy sessions.

Kabul, Afghanistan, 1975

- Private tutor for seven-year-old Danish student in reading and literacy.

Consulting Experience

Jakarta International Playschool, Jakarta, Indonesia, 1979

- Conducted teacher training workshops for Indonesian teachers.

Brookwood School

- Worked with graduate students from Lesley College who spent a year at Brookwood while pursuing Masters in Education.

Writing Experience

Co-author for MacMillan Publishing Company's School Division

- Kindergarten level, Series M (Mathematics) pupil and teacher workbook editions and accompanying posters. Published 1981.

Brookwood School

- Co-author of Association of Independent School 10 year and 5 year accreditation materials: 2016 and 2020.
- Weekly updates to parents discussing curriculum. Co-authored all COVID planning, scheduling, health updates.

Volunteer Activities

Brookwood School

- Participated in programs at Wellspring House, Gloucester, MA (provides shelter to families who are experiencing homelessness).
- Initiated Diversity and Equity training for Brookwood faculty with focus on LGBTQ and continued work with consultants through 2021 supporting students and families of color.
- In 2010 spearheaded whole school disaster relief effort to raise money for earthquake in Haiti.

Lake Ridge Academy

- Panel participant for understanding developmentally appropriate practices for young learners ages 4-8: November, 1995

Winchester Foundation for Educational Excellence, Winchester, MA:

- Member, Board of Directors, 1993-1995. Chair, Program Grants, 1993-1995

Town Meeting member, Winchester, MA

- Two years.

Ambrose Elementary School Parents Association

- Room Parent Coordinator (Kindergarten), 1993-1994

McCall Middle School

- Parent Advisory Group to Administration, 1993-1994

Lincoln Elementary School Parents' Association

- Room Parent Coordinator (Grades 4-6), 1987-1988
- Enrichment Chairperson, 1986-1987
- School Improvement Council Member, 1987
- Vice President, 1985-1986
- Chairperson, Parent-Teacher Liaison Committee, 1985-1986
- Parent representative to Steering Committee for accreditation of Lincoln School by the New England School Association of Schools and Colleges, 1986-1987

Jenks Senior Center

- Member of Fundraising Committee for new building, 1984 -1986

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
 - 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:** [REDACTED]

3. **Phone Numbers:** Home: [REDACTED] Cell:

4. **Email:** [REDACTED]

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.

11. OCCUPATION: Active Retired Not currently working

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

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:

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?

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)

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.

21. 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:

Scott Weissman

Scott R. Weissman, DNP, ACNP-BC, FNP-BC

Professional Experience

DynaMed Decisions, Ipswich, MA

Senior Clinical Editor

July 2002 - Present

- Provide clinical and editorial oversight for development and implementation of evidence-based point-of-care decision-making tools for clinicians and patients

Outer Cape Health Services, Provincetown, MA

Family Nurse Practitioner

April 2019 – July 2022

Program Medical Director for Urgent Care Services

- NP in non-profit, rural, community health center for Urgent Care and Primary Care Departments
- Provide clinical and operational oversight for Urgent Care department
- Member of Clinical Leadership Team
- Team Leader for Harvard Center for Primary Care Advancing Teams in Community Health 2019 Cohort focusing on improving pediatric vaccination rates in the Outer Cape community
- Team Member and Clinical Content Expert for successful 2019 Joint Commission and HRSA accreditation visits
- OCHIN/EPIC EHR Subject Matter Expert

Brewster Medical Associates, Brewster, MA

Nurse Practitioner

September 2017-April 2019

- NP in full-service family practice

Martha's Vineyard Hospital, Oak Bluffs, MA

Nurse Practitioner

September 2016-September 2017

- NP in rural, critical access hospital for Family Medicine, Emergency, and Pediatric Departments
- EPIC EHR Implementation Team

Lynn Community Health Center, Lynn, MA

Nurse Practitioner

September 2013-September 2016

- NP in non-profit, urban, community health center for Urgent Care and Primary Care Departments
- Developed and implemented facility-wide Rapid Response Team
- OCHIN/EPIC EHR Implementation Team

Northeastern University, Boston, MA

Clinical Preceptor

September 2015-April 2019

- Clinical preceptor Nurse Practitioner programs

Endicott College, Beverly, MA

Adjunct Faculty

January 2014-June 2015

- Adjunct faculty Endicott College School of Nursing
 - NU 564 Family Nurse Practitioner Adult Medicine (Graduate Level)
 - NU 564 Family Nurse Practitioner clinical preceptor (Graduate Level)
 - NU 489 Thesis I (Undergraduate/Senior)
 - NU 306 Nursing Research (Undergraduate/Junior)

Massachusetts College of Pharmacy and Health Science, Boston, MA

Adjunct Clinical Faculty

July 2014-September 2016

- Clinical preceptor Physician Assistant programs

North Shore Medical Center-Salem Hospital, Salem, MA

Registered Nurse-Emergency Services

August 2008-August 2013

- RN in high acuity regional trauma center/emergency department
- Emergency Department Evidence-Based Practice Education Committee Member
- Cardiac Arrest Quality Improvement Representative from Emergency Department
- Clinical preceptor for multiple regional nursing and paramedic programs
- Schwartz Center for Compassionate Care featured speaker for Ethics Rounds
- Recipient 2012 Partners in Excellence Award

Northeast Regional Ambulance Service, Inc., Peabody, MA

Massachusetts Certified EMT-B

September 2006-June 2008

- Performed EMT duties for 911-emergency contract city
- Performed BLS inter-facility transfers, assisted with ALS inter-facility transfers

Education

Northeastern University (Doctor of Nursing Practice)

Bouve College of Health Sciences

360 Huntington Avenue

Boston, MA 02115

Doctor of Nursing Practice-Graduated May 2017

-Research: *Exploring the Reasons Nurse Practitioners in Massachusetts Choose Whether or Not to Precept Students*

University of Massachusetts Boston (FNP-BC)

College of Nursing and Health Sciences

100 Morrissey Boulevard

Boston, MA 02125

Post-MSN Family Nurse Practitioner Certificate-Graduated August 2014

Northeastern University (ACNP-BC, MSN)

Bouve College of Health Sciences

360 Huntington Avenue

Boston, MA 02115

Adult-Gero Acute Care Nurse Practitioner (ACNP), Master of Science in Nursing (MSN)-Graduated May 2013

Endicott College (RN, BSN)

376 Hale Street

Beverly, MA 01915

Bachelor of Science in Nursing (BSN)-Graduated May 2008

-Senior Thesis: *Improving Nursing Care with Family Presence in the Emergency Department*

-Student Nurses Association: President '07-'08, Secretary '06-'07

Professional Certifications/Memberships

- Member Sigma Theta Tau International Nursing Honors Society
- Member Massachusetts Coalition of Nurse Practitioners
- Certified Nurse Practitioner-Commonwealth of Massachusetts (283179)
- Family Nurse Practitioner-Board Certified
- Adult-Gerontology Acute Care Nurse Practitioner-Board Certified
- Registered Nurse-Commonwealth of Massachusetts
- Advanced Cardiac Life Support (ACLS)
- Basic Life Support (BLS)

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
 - 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.

Bridgewater State - M.Ed 2004, UMASS Amherst - BS - ^{Communication} Disorders, 1999

11. OCCUPATION: Active Retired Not currently working

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

Leighton Team - Real Estate Sales Person 8/17 - Present

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:

Cape Cod Village - 2015-present - volunteer. Approved Family Partnerships - Habitat for Humanity prior to Covid

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

As a native Cape Coddier and real estate agent, housing is an area I am passionate about and would like to help create housing solutions.

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.

I graduated from the C+I Realtors Academy in 2020. I am a former teacher and enjoy breaking info down and helping make it accessible (in this case, to the public)

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

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)

no

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

a. Name: Michael Leighton
Address: [redacted] Brewster
Phone: [redacted]
Email: [redacted]
Relationship to you: Broker, team leader

b. Name: Cary Noyes
Address: [redacted] Brewster
Phone: [redacted]
Email: [redacted]
Relationship to you: attended post-graduate courses together

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

21. 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:
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 - 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: *Adrienne Jones*

Date: 06/28/2023

Donna Kalinick

From: Cassie Boyd Marsh <cboyd@baileyboyd.com>
Sent: Wednesday, July 12, 2023 3:04 PM
To: Donna Kalinick; Jill Scalise
Subject: Brewster CDBG Quarterly Report
Attachments: FY21 Brewster QR 6_30_23.pdf

Good afternoon-

I hope you're both well and enjoying the summer so far.

Please find attached the most recent CDBG quarterly report. Both programs are moving forward well, we're very happy with their progress.

Also, I realized it's not in the report but of the 27 children currently funded through the childcare program, 12 are from Brewster.

As always, feel free to reach out with any questions.

Have a great day,

Cassie

Cassie Boyd Marsh
9 Hillside Road
Scituate, MA 02066
508-430-4499 x1
she/her/hers



FY 21 Brewster Regional CDBG Grant Quarterly Report for the period ending 6/30/23

Grant Administration

The administration of the Brewster CDBG grant is progressing well. During this quarter the grant administrator held three trainings with the sub-grantee, completed a single case waiver, and provided guidance on applicant and construction issues. There are no concerns at this time. The program is on schedule, and we anticipate a timely completion of this grant.

Housing Rehab Program

We have **15** projects in the pipeline: **14** under contract of which: **8** are completed and closed out, **5** in construction phases: **3** in active construction nearing completion; **1** septic project which experienced multiple delays from town water hookup to homeowner family health crisis and the GC dropping out due to his own family issues. We are now in the “rescue” phase with the final work to be completed by a new GC; **1** SCW approved, and materials ordered. **A** Brewster project is pending their second meeting with Brewster Historic Committee; and **1** pending the septic design with a construction WWU ready to go once there is a handle on the septic expenses. **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. Three projects have significant lead hazards that must be addressed: one being a young family with two children under two years old living in an antique home circa 1740. The other 2 lead projects were approved for Single Case Waivers. We have a list of approx. 10 full applications to approve if FY22/23 funding is awarded.

Operations

We are exploring a new collaboration with Cape Light Compact. They have a program that is not getting much traction – funds to cover replacement windows; windows much be single paned with no storms and will need to be replaced with triple paned energy efficient windows. This potential collaboration could be a huge help in covering windows costs for our homeowners but there are a several kinks to iron out before we can assess the true benefit and possibility. We had 3 new GCs join in on walk throughs, another is working on getting his own GC license after working as a sub for several years; 2 others are working on their moderate risk deleading license. We are fortunate that our two mainstay GCs that have been in the program for 10-15 years are carrying the yeoman’s work; one has two crews and the other is primarily a one man show. We are giving leeway with deadlines to accommodate the number of projects per GC and working to support the effort by approving “materials only” payments for windows given the lead time and the GC capital tied up in the wait. One of the many hats staff has had to wear lately is “Project Manager” to help them bring the projects across the finish line. We are increasingly doing the work normally accomplished by the GC’s so that we keep projects moving. We are working diligently to get all projects under contract by the end of August and have decided to put a hold on septic work until the FY22/23 grant, if funded. Designs are a minimum of 3-4 months and installs are between 1-2 months if there are no issues.

Marketing in the Community

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.

High cost of everything on Cape Cod and a labor shortage due to the lack of affordable housing for workers still haunt the construction world. Everything is taking longer to schedule, i.e., permitting, septic designs & installations, plumbers, electricians, and our high risk deleader is coming from off Cape and we are using him more and more due to the increased presence of lead in these projects. Prices are coming in very high, so we are working diligently to enlist other collaborators to leverage funds. So far we have 7 households that have been referred to Cape Light Compact for heat pumps due to their failed or non-existent heating situations. Lead paint hazards and septic systems are prevalent in this grant cycle and almost every project is hitting their funding capacity and some exceeding.

PERFORMANCE MEASURES - HOUSING REHABILITATION:

- # of homeowner units occupied by elderly: 12
- # of homeowner units moved from substandard to standard: **12**
- # of homeowner units made accessible: 3
- # of homeowner units brought into compliance with lead safety rules: **5**

LEAD PAINT REPORTING

*Applicable Lead Paint Requirement:

Housing constructed before 1978	11
Exempt: housing constructed 1978 or later	4
Otherwise exempt	
Exempt: Hard costs <= \$5,000	
Total	15

*Lead Hazard Remediation Action

Lead safe Work Practices ~ (Hard costs <\$5k)	7
Interim Control or Std Practices ~ (Hard costs \$5K -\$25K)	2
Abatement ~ (Hard costs > \$25,000)	2
Total	11

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

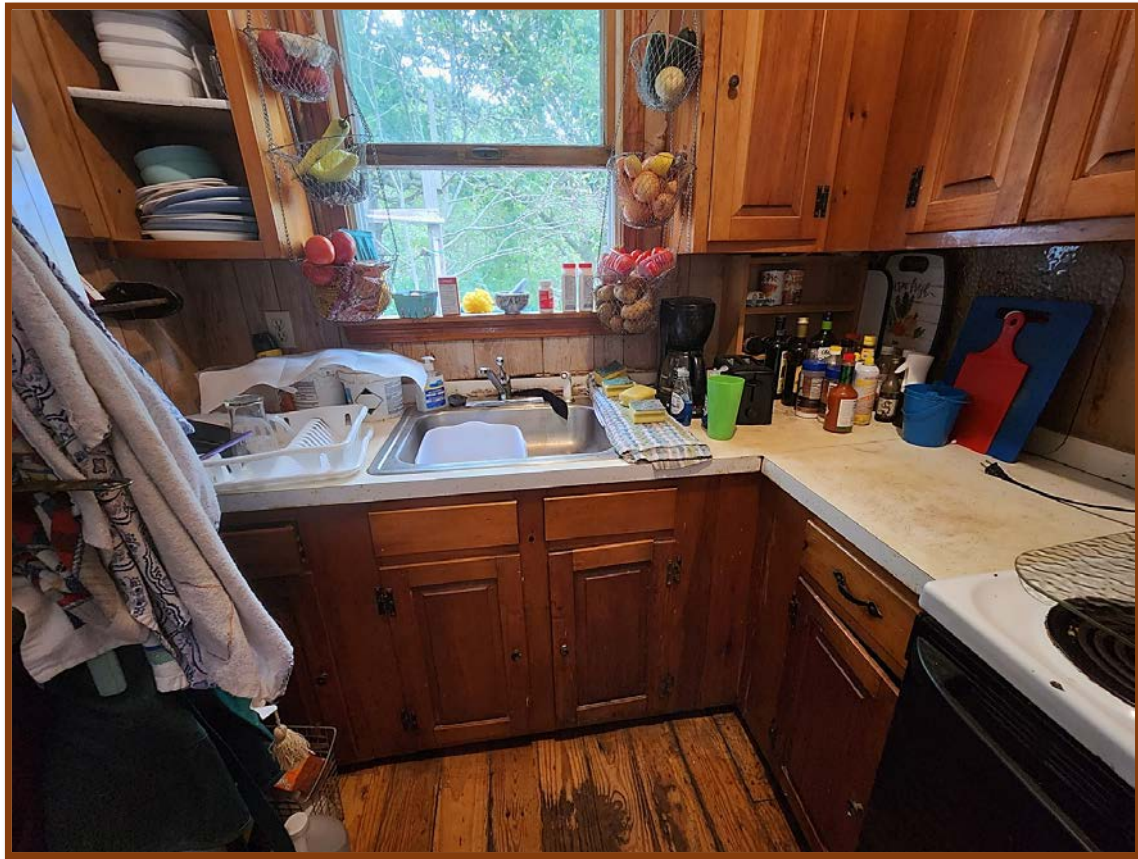
An elderly couple, newly retired, finds its not all gardening and fishing. An elderly couple bought their tiny cottage on the pond 25 years ago in hopes of a peaceful retirement; fishing and gardening. Juggling the high costs of repairs, living on social security while trying to manage an elderly parent's care from afar proved to be a larger and more costly task than anticipated. The good news ~ it's a **tiny** cottage, with no lead.... which turns out to be a VERY good thing.

- Replace roof, siding (Cedar Impressions-PVC white cedar look-a-like cheaper than the real thing and more sustainable!), windows and doors.
- Replace soggy countertop.
- Leverage funds from Cape Light Compact provided new heat pumps that cover heat AND AC.

Before ~ Tiny cottage needs the basics ~ roof, siding, windows & doors







The basics come in at \$37,116.20 ~ good news! With plenty left for surprises under the roof and siding...where the usual trouble lies...

During ~ The job progresses nicely, on schedule, no issues.



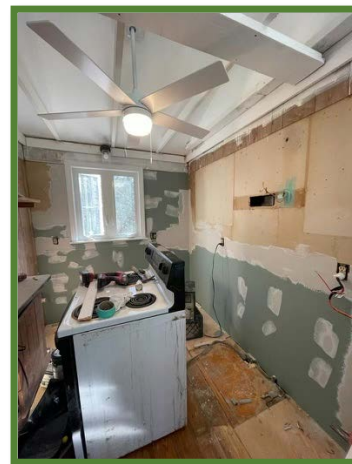
After ~ The FINAL! New roof, new siding, door and windows! ALMOST...



THE LAST STEP... Kitchen counter and faucet SURPRISE!



*This is exactly why there are single case waivers~\$11,380 change order
Severe health & structural problems averted!!*





FY21 Brewster Childcare Subsidy Program

The FY21 Brewster Regional Childcare Subsidy Program continues to make steady progress, with new applications arriving & approved families utilizing their funds. Now fully into summer, we've seen many families in need of childcare during the busy tourist season. We've approved new applications and additional children from previously approved families, which will help their parents sustain employment over the summer. To date we have received 24 family applications and approved 17. This program is serving a total of 27 children and has encumbered just approximately three-quarters of the available funds so far. We're looking forward to continuing our progress over the remaining 2 quarters of this grant year.

Performance Measures:

New Access: 21

Improved Access: 6

No Longer Substandard: 0

SOUTH COASTAL COUNTIES LEGAL SERVICES, INC.

Administrative Office
TEL (508) 676-5022
FAX (508) 676-8657

P.O. Box 2507
Fall River, MA 02722-2507

July 5, 2023

Connor Kenny, Town Administrator
Town of Brewster
2198 Main Street
Brewster, MA 02631-1898

Dear Mr Kenny:

Please see the attached report for a statistical summary of services provided to the residents of your town for the period from April 1, 2023 to June 30, 2023. If you have any questions or suggestions, please feel free to call me. Invoices were mailed in advance of the end of the fiscal year to assist the Town in closing out the year end payments.

Thank you for your continued interest and support of South Coastal Counties Legal Services, Inc.

South Coastal Counties Legal Services, Inc.
Administration Office
P.O. Box 2507
Fall River, MA 02722-2507

Best Regards,



Tom Kelley, Chief Financial Officer
Direct Dial 774-488-5941
tkelley@sccls.org

Enclosure

South Coastal Counties Legal Services is funded by individuals, corporations, municipalities, foundations, and the following partners:



SCCLS is a 501(c)(3), not for profit agency. All funds received by SCCLS are spent in accordance with the Legal Services Corporation Act of 1974, as amended 1977, 42 U.S.C. §§ 2996 et. seq., its implementing regulations, 45 C.F.R. § 1600 et. seq., and other applicable law.

South Coastal Counties Legal Services, Inc.
Cases Closed, Opened and Active
7/1/2022 to 6/30/2023
Brewster

<u>Type of Legal Problem (All Cases)</u>		<u>Type of Service Provided (Closed Cases Only):</u>	
<i>Consumer/Finance</i>	2	<i>Advice and Counsel</i>	18
<i>Education</i>	0	<i>Brief Service</i>	4
<i>Employment</i>	0	<i>Negotiated Settlement w/o Litigation</i>	0
<i>Family</i>	6	<i>Negotiated Settlement w/ Litigation</i>	4
<i>Juvenile</i>	0	<i>Administrative Agency Decision</i>	3
<i>Health</i>	4	<i>Uncontested Court Decision</i>	0
<i>Housing</i>	17	<i>Contested Court Decision</i>	1
<i>Income Maintenance</i>	6	<i>Appeals to Appellate Court</i>	0
<i>Individual Rights</i>	2	<i>Other (incl. C, D, E)</i>	0
<i>Miscellaneous</i>	8	<i>Extensive Service</i>	2
<i>Total Cases:</i>	45	<i>Total Cases Closed:</i>	32

Summary Statistical Information

<i>Total Cases Opened</i>	38
<i>Total Cases Active</i>	13
<i>Total Cases Closed</i>	32

Client Profile Information

<u>Gender</u>		<u>Ethnicity</u>	
<i>Total Male:</i>	6	<i>White:</i>	36
<i>Total Female:</i>	37	<i>Black:</i>	1
<i>Unknown/Group:</i>	2	<i>Hispanic:</i>	1
		<i>Native American:</i>	0
		<i>Cape Verdean:</i>	1
		<i>Asian:</i>	1
		<i>Brazilian:</i>	0
		<i>Other:</i>	5
<u>Age</u>			
<i>Total Under 60:</i>	18		
<i>Total 60-69:</i>	11		
<i>Total 70-79:</i>	14		
<i>Total 80-89:</i>	1		
<i>Total 90 and above:</i>	1		



INDEPENDENCE
H O U S E
Independence House, Inc.

160 Bassett Lane
Hyannis, Massachusetts
02601

Tel: 508-771-6507
Fax: 508-778-0143

24-HOUR HOTLINE
1 800 439 6507

July 10, 2023

Town of Brewster
2198 Main Street
Brewster, MA 02631

Dear Grantor,

I hope you had a great Fourth of July holiday and that your summer has started well. Enclosed please find the statistics for April, May, June, the 4th Quarter, and the Fiscal Year 2023.

Some quick notes:

- Independence House received funding during the last Fiscal year specifically for food and gas cards and to provide financial assistance for housing, transportation, utility, medical, and wellness expenses. These funds were spread throughout the Cape to assist clients in need.
- We continue to increase the number and frequency of groups that are being offered and to explore how we can expand our partnerships across the Cape.
- Sunday, July 16th is our International Festival on the Hyannis Green.

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 bobr@indhouse.net.

Sincerely,

Bob Ravenelle

Director of Domestic & Sexual Violence and
Grants & Contract Management

**Independence House
April 2023 FY 2023**

	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	38.50	6.75	1.75	2.00	7.50	0.75	18.50	4.00	11.50	4.75	1.50	8.50	1.00	1.50	4.75	25.00	53	94	147	138.25
258E-Harrasment Order	7.50	0.00	0.00	0.00	3.75	0.00	0.75	0.00	0.00	0.00	0.00	2.50	0.75	3.00	0.00	12.00	13	18	31	30.25
Childcare	1.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	2.50	0.00	0.00	0.00	0.00	0.00	0.00	1.75	1	3	4	5.75
Children Exposed to DV	10.00	0.00	0.00	0.00	0.00	0.50	15.25	1.75	2.00	0.00	0.00	2.75	2.00	0.00	9.00	0.00	4	27	31	43.25
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
Domestic Violence Group	14.50	8.50	0.00	0.00	0.00	2.50	5.00	1.50	3.50	0.00	0.00	0.00	0.00	0.00	5.00	20.00	5	33	38	60.50
Domestic Violence Hotline	15.00	4.00	1.00	2.00	1.00	1.00	3.00	4.00	3.00	1.00	0.00	1.00	0.00	1.00	5.00	21.00	0	0	0	63.00
Domestic Violence Services	126.75	20.00	12.00	15.25	9.50	6.50	43.00	25.75	15.00	16.00	3.50	15.75	2.50	0.00	28.25	22.50	54	152	206	362.25
Food Pantry	10.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	0	0	0	17.00
Housing Stabilization	6.50	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0	5	5	9.50
Medical Advocacy	6.75	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	4	0	4	18.75
Other Calls	31.00	1.00	0.00	1.00	1.00	1.00	2.00	3.00	0.00	2.00	0.00	2.00	0.00	0.00	1.00	72.00	0	0	0	117.00
Outreach/ Education	5.00	2.00	0.00	0.00	0.00	1.00	3.00	0.00	4.00	4.50	1.00	1.00	0.50	6.00	8.00	0.00	0	173	173	36.00
Prevention Activities	3.00	1.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0.00	0	69	69	7.50
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	0	0	0.00
Sexual Assault	32.00	0.00	4.75	0.00	5.00	0.75	20.00	12.50	1.25	0.25	4.00	3.00	0.00	1.50	10.50	0.75	11	43	54	96.25
Sexual Assault Group	8.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0	4	4	16.00
Sexual Assault Hotline	3.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	4.00	0	0	0	10.00
Survivors of Homicide	1.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0	4	4	6.75
Teen Groups	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	0.00	0.00	0.00	0	5	5	1.00
Teen Services	15.50	0.00	0.00	3.75	2.00	0.00	8.50	1.75	2.75	0.00	1.00	0.00	0.00	0.00	0.25	0.00	4	14	18	35.50
Total New Clients	51	3	2	4	8	5	25	5	6	1	2	4	1	3	8	21				149
Total Unduplicated Clients	197	47	22	8	12	12	63	18	40	34	10	25	7	27	73	49				644
Total Clients	248	50	24	12	20	17	88	23	46	35	12	29	8	30	81	70				793
TOTAL (Units)	336.75	43.25	21.50	28.00	29.75	14.50	133.00	54.25	50.50	28.50	11.00	36.50	6.75	17.00	82.25	181.00	149	644	793	1074.50

**Independence House
May 2023 FY 2023**

	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	49.75	13.00	6.75	2.50	22.00	0.50	29.25	5.25	8.75	4.00	1.75	18.75	0.00	0.00	10.50	15.50	82	133	215	188.25
258E-Harrasment Order	9.50	5.00	3.25	0.00	4.50	2.00	0.25	0.00	2.50	0.00	1.50	1.25	0.00	1.75	1.50	0.50	25	20	45	33.50
Childcare	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	5.25	1	2	3	12.75
Children Exposed to DV	16.00	0.00	0.00	0.00	0.00	1.25	15.75	4.25	2.00	1.00	0.00	3.00	2.75	0.00	11.25	0.00	3	27	30	57.25
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
Domestic Violence Group	24.00	10.50	1.50	1.50	3.00	0.00	7.50	1.50	4.50	1.50	0.00	2.00	0.00	0.00	15.00	29.00	8	36	44	101.50
Domestic Violence Hotline	22.00	0.00	3.00	0.00	3.00	3.00	8.00	2.00	1.00	2.00	0.00	1.00	0.00	1.00	4.00	17.00	0	0	0	67.00
Domestic Violence Services	135.75	25.50	11.75	12.75	22.50	8.50	62.75	27.00	19.00	18.00	5.50	30.00	3.00	0.00	34.00	18.50	76	167	243	434.50
Food Pantry	18.00	0.00	0.00	0.00	2.00	0.00	3.00	1.00	3.00	0.00	0.00	3.00	0.00	0.00	5.00	6.00	0	0	0	41.00
Housing Stabilization	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	2.75	0.00	0	6	6	10.50
Medical Advocacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.25	0.00	0.00	0.00	0.00	0.00	0.00	3.00	2	0	2	5.25
Other Calls	16.00	1.00	0.00	0.00	1.00	1.00	4.00	2.00	1.00	0.00	0.00	3.00	0.00	0.00	0.00	57.00	0	0	0	86.00
Outreach/ Education	24.50	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	5.00	0.00	0	99	99	34.50
Prevention Activities	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	2.50	0.00	0	28	28	5.50
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	0	0	0.00
Sexual Assault	40.25	0.00	10.25	0.00	2.25	0.00	20.50	4.25	1.25	1.25	4.25	3.00	0.00	5.25	20.50	1.50	18	43	61	114.50
Sexual Assault Group	10.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0	4	4	16.00
Sexual Assault Hotline	4.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	2.00	0	0	0	9.00
Survivors of Homicide	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	1.00	4.00	0	4	4	9.00
Teen Groups	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	0.00	0.00	0.00	0	6	6	1.00
Teen Services	8.50	0.00	0.00	5.00	1.25	0.00	7.75	9.00	1.25	0.00	0.00	0.00	0.00	0.00	0.50	0.00	1	16	17	33.25
Total New Clients	67	14	6	2	12	3	30	7	9	4	1	16	0	1	24	20				216
Total Unduplicated Clients	204	19	14	9	30	6	71	18	17	13	36	26	2	2	93	31				591
Total Clients	271	33	20	11	42	9	101	25	26	17	37	42	2	3	117	51				807
TOTAL (Units)	390.50	55.00	36.50	25.75	63.50	16.25	159.75	56.25	55.50	28.75	16.00	68.00	5.75	8.00	115.50	159.25	216	591	807	1260.25

**Independence House
June 2023 FY 20223**

	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	51.75	4.25	1.00	1.50	4.25	2.50	43.75	0.75	18.25	2.50	3.75	29.25	1.75	5.00	16.75	27.00	75	127	202	214.00
258E-Harrasment Order	9.75	1.00	0.75	2.50	2.25	0.00	2.00	0.25	9.25	0.00	0.25	6.25	0.00	0.50	2.00	3.00	18	26	44	39.75
Childcare	1.50	0.00	0.00	1.00	0.00	0.00	0.00	0.00	4.25	0.00	0.00	0.25	0.00	0.00	1.00	3.75	1	7	8	11.75
Children Exposed to DV	6.75	0.00	0.00	0.00	2.25	1.25	16.50	2.00	2.25	2.50	0.00	0.25	0.00	0.00	6.25	0.00	4	23	27	40.00
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
Domestic Violence Group	17.00	4.00	2.00	0.00	2.50	0.00	4.00	5.00	3.50	1.50	0.00	0.00	0.00	0.00	12.75	20.00	5	34	39	72.25
Domestic Violence Hotline	34.00	0.00	0.00	0.00	1.00	0.00	5.00	0.00	4.00	2.00	1.00	0.00	1.00	0.00	8.00	15.00	0	0	0	71.00
Domestic Violence Services	111.75	27.50	11.50	12.00	21.50	11.75	65.50	24.25	25.25	13.25	11.00	19.25	3.75	0.00	33.25	14.75	58	154	212	406.25
Food Pantry	26.00	2.00	0.00	1.00	7.00	0.00	3.00	2.00	3.00	0.00	0.00	2.00	0.00	0.00	8.00	2.00	0	0	0	56.00
Housing Stabilization	2.00	0.00	0.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75	0.75	0	5	5	4.25
Medical Advocacy	5.50	0.00	0.00	0.00	7.50	0.00	0.00	0.00	0.00	0.00	0.00	3.50	0.00	0.00	0.00	0.00	3	0	3	16.50
Other Calls	34.00	0.00	0.00	0.00	0.00	1.00	4.00	3.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00	80.00	0	0	0	125.00
Outreach/ Education	7.50	0.00	0.00	0.00	1.00	1.50	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.50	0.00	0	144	144	12.50
Prevention Activities	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	7	7	2.00
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	0	0.00
Sexual Assault	43.25	1.00	9.75	2.00	2.50	2.75	15.25	5.50	1.00	3.00	3.00	4.25	0.00	4.25	20.75	2.00	11	46	57	120.25
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	0	0.00
Sexual Assault Hotline	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	0	0	0	12.00
Survivors of Homicide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	1.00	3.00	0	3	3	7.00
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	0	0	0.00
Teen Services	8.75	0.00	0.00	1.50	1.25	0.00	6.25	3.25	0.00	0.00	0.00	1.75	0.00	0.00	1.00	0.00	3	13	16	23.75
Total New Clients	53	2	4	4	9	3	28	4	7	2	4	22	1	2	16	17				178
Total Unduplicated Clients	180	21	10	12	42	51	69	19	40	17	7	24	2	4	54	37				589
Total Clients	233	23	14	16	51	54	97	23	47	19	11	46	3	6	70	54				767
TOTAL (Units)	364.50	39.75	25.00	23.25	53.00	20.75	165.25	46.00	74.75	26.75	20.00	66.75	6.50	9.75	114.00	178.25	178	589	767	1234.25

Independence House
Fourth Quarter April - June 2023

Fourth Quarter	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	140.00	24.00	9.50	6.00	33.75	3.75	91.50	10.00	38.50	11.25	7.00	56.50	2.75	6.50	32.00	67.50	210	354	564	540.50
258E-Harrasment Order	26.75	6.00	4.00	2.50	10.50	2.00	3.00	0.25	11.75	0.00	1.75	10.00	0.75	5.25	3.50	15.50	56	64	120	103.50
Childcare Children Exposed to DV	4.00	0.00	0.00	1.00	0.00	0.50	0.00	0.00	12.75	0.00	0.00	0.25	0.00	0.00	1.00	10.75	3	12	15	30.25
Children's Groups Domestic violence Group	32.75	0.00	0.00	0.00	2.25	3.00	47.50	8.00	6.25	3.50	0.00	6.00	4.75	0.00	26.50	0.00	11	77	88	140.50
Domestic violence Hotline	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 Services	55.50	23.00	3.50	1.50	5.50	2.50	16.50	8.00	11.50	3.00	0.00	2.00	0.00	0.00	32.75	69.00	18	103	121	234.25
Food Pantry housing Stabilization	71.00	4.00	4.00	2.00	5.00	4.00	16.00	6.00	8.00	5.00	1.00	2.00	1.00	2.00	17.00	53.00	0	0	0	201.00
Medical Advocacy	374.25	73.00	35.25	40.00	53.50	26.75	171.25	77.00	59.25	47.25	20.00	65.00	9.25	0.00	95.50	55.75	188	473	661	1203.00
Other Calls Emergency	54.00	2.00	0.00	3.00	9.00	0.00	6.00	3.00	7.00	0.00	0.00	5.00	0.00	0.00	15.00	10.00	0	0	0	114.00
Education Prevention Activities	15.25	0.00	0.00	2.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	4.50	0.75	0	16	16	24.25
SafeHomes	12.25	0.00	0.00	0.00	7.50	0.00	8.00	0.00	2.25	0.00	0.00	3.50	0.00	4.00	0.00	3.00	9	0	9	40.50
Sexual Assault Sexual Assault Group	81.00	2.00	0.00	1.00	2.00	3.00	10.00	8.00	1.00	3.00	1.00	5.00	0.00	0.00	2.00	209.00	0	0	0	328.00
Hotline Survivors of Homicide	37.00	2.00	0.00	0.00	3.00	2.50	3.00	0.00	4.00	5.50	4.00	1.00	0.50	6.00	14.50	0.00	0	416	416	83.00
Teen Groups	6.00	1.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	4.00	0.00	0	104	104	15.00
Teen Services	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
Total New Clients Total	115.50	1.00	24.75	2.00	9.75	3.50	55.75	22.25	3.50	4.50	11.25	10.25	0.00	11.00	51.75	4.25	40	132	172	331.00
Unduplicated	18.00	0.00	0.00	4.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0	8	8	32.00
Total Clients	11.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	1.00	13.00	0	0	0	31.00
TOTAL (Units)	2.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	3.00	7.00	0	11	11	22.75
	2.00	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	11	11	2.00
	32.75	0.00	0.00	10.25	4.50	0.00	22.50	14.00	4.00	0.00	1.00	1.75	0.00	0.00	1.75	0.00	8	43	51	92.50
	171	19	12	10	29	11	83	16	22	7	7	42	2	6	48	58				543
	581	87	46	29	84	69	203	55	22	7	7	42	2	6	48	117				1824
	752	106	58	39	113	80	286	71	44	14	14	84	4	12	96	175				2367
	1091.75	138.00	83.00	77.00	146.25	51.50	458.00	156.50	180.75	84.00	47.00	171.25	19.00	34.75	311.75	518.50	543	1824	2367	3569.00

Independence House
Annual - July 2022 - June 2023

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/N ew	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	637.00	119.75	52.50	43.25	125.00	28.50	249.00	70.50	150.25	74.25	19.00	167.00	8.25	16.75	229.25	163.00	956.00	1071.00	2027	2153.25
258E-Harrasment Order	134.50	26.50	25.25	5.50	34.00	9.00	30.25	11.50	41.00	4.25	2.00	31.50	3.50	6.50	64.75	43.75	234.00	241.00	475	473.75
Childcare	19.00	2.00	0.00	1.00	3.00	2.50	0.00	0.00	12.75	0.00	0.00	5.75	0.00	0.00	1.25	11.75	3.00	36.00	39	59.00
Children Exposed to DV	158.75	0.00	18.25	0.00	3.50	3.00	189.50	9.00	37.50	15.50	0.00	25.50	13.25	0.00	68.75	0.00	83.00	304.00	387	542.50
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
Domestic Violence Group	91.50	38.00	12.50	3.00	22.50	11.50	23.50	14.00	19.50	9.50	0.00	2.00	0.00	0.00	59.75	91.50	68.00	222.00	290	398.75
Domestic Violence Hotline	229.00	6.00	17.00	8.00	20.00	5.00	47.00	10.00	27.00	18.00	1.00	7.00	3.00	3.00	45.00	314.00	0.00	0.00	0	760.00
Domestic Violence Services	1513.00	249.50	100.75	93.75	208.50	112.00	709.50	195.50	227.75	152.00	86.50	288.25	37.25	23.50	380.25	259.00	807.00	1784.00	2591	4637.00
Food Pantry	171.00	5.00	2.00	4.00	18.00	4.00	7.00	4.00	12.00	0.00	0.00	5.00	0.00	0.00	30.00	21.00	0.00	0.00	0	283.00
Housing Stabilization	113.75	0.00	7.00	3.75	0.00	0.00	2.50	2.25	5.75	0.00	0.00	1.00	0.00	0.00	4.50	3.00	0.00	53.00	53	143.50
Medical Advocacy	28.75	0.00	0.00	3.00	7.50	5.25	12.00	0.00	6.25	0.00	0.00	7.95	0.00	4.00	19.25	15.25	27.00	0.00	27	109.20
Other Calls	284.00	5.00	4.00	3.00	11.00	3.00	38.00	25.00	4.00	9.00	3.00	5.00	0.00	0.00	23.00	788.00	0.00	0.00	0	1205.00
Outreach/ Education	67.00	8.00	3.00	1.50	6.00	5.50	11.00	5.50	6.50	8.50	13.25	3.50	0.50	21.00	47.75	9.00	0.00	1853.00	1853	217.50
Prevention Activities	34.00	5.00	8.00	1.00	0.00	0.00	3.50	0.00	0.00	0.00	0.00	2.50	0.00	0.00	9.50	0.00	0.00	262.00	262	63.50
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
Sexual Assault	294.50	1.00	101.50	9.25	33.50	17.25	141.50	50.75	25.25	5.75	42.75	49.00	0.00	12.25	122.00	17.00	122.00	327.00	449	923.25
Sexual Assault Group	29.00	0.00	3.00	10.00	0.00	0.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00	0.00	4.00	21.00	25	71.00
Sexual Assault Hotline	40.00	1.00	2.00	0.00	2.00	2.00	6.00	3.00	1.00	1.00	1.00	2.00	0.00	0.00	8.00	66.00	0.00	0.00	0	135.00
Survivors of Homicide	32.50	0.00	0.00	0.00	8.75	0.00	1.00	0.00	37.50	0.00	0.00	0.00	0.00	0.00	7.00	39.00	4.00	52.00	56	125.75
Teen Groups	2.00	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	11.00	11	2.00
Teen Services	152.50	18.75	2.25	14.75	19.00	0.00	103.50	37.00	14.75	16.50	15.75	10.00	7.00	0.00	22.50	0.00	75.00	194.00	269	434.25
Total New Clients	808.00	111.00	68.00	34.00	124.00	35.00	288.00	90.00	125.00	60.00	17.00	137.00	13.00	15.00	251.00	207.00				2383
Total Unduplicated Clients	2157	279	169	88	341	154	709	206	214	91	234	237	25	96	607.00	405.00				6431
Total Clients	2965	390	237	122	465	189	997	296	339	151	251	374	38	111	858	612				8814
TOTAL (Units)	4031.75	485.50	359.00	204.75	522.25	208.50	1586.75	438.00	628.75	314.25	184.25	612.95	72.75	87.00	1159.50	1841.25	2383	6431	8814	12496.95

From: Bojczyk, Mark B CIV (USA) <[REDACTED]>
Sent: Tuesday, July 11, 2023 8:59 AM
To: Erika Mawn
Cc: Bojczyk, Mark B CIV (USA)
Subject: Free water

Good morning,

This email is in regard to the new free drinking water program in Brewster. As a Brewster resident I personally feel that is unreasonable that residents are expected to pay for water while the town is simultaneously providing free water to whoever chooses to take advantage of it.

While I understand the environmental implications of bottled water I truly believe that this program will have little to no effect on the consumption of bottled water. The receptacle at which this water is being supplied bears no difference from your average tap water. This is going to be a deterrent to bottled water drinkers because they choose to consume bottled water for its purity. It is unlikely without a costly filtration system and consistent water quality tests that these people will cease their bottled water consumption.

As for providing clean drinking water for those who cannot afford it, it is unclear why that responsibility falls on tax payers. There are countless resources in our immediate area that provide resources such as this without placing further burdens on tax payers.

Thank you in advance for allowing me to voice my concerns.

Very Respectfully,

Mark Bojczyk

July 19, 2023

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

Dear Mr. Lombardi:

We are writing regarding the impacts of the crumbling Cape Cod bridges on your community, businesses, and residents, and the economic and quality of life benefits that replacing those bridges would have on your community.

The Bourne and the Sagamore Bridges, which are owned by the federal government, were built in 1933, and fundamentally “changed the relationship between the Cape and the rest of Massachusetts.”¹ The bridges are the sole access point for the more than 35 million vehicles that cross the canal each year, and serve as the gateway to Cape Cod for more than 260,000 Cape and Islands residents and roughly 5 million visitors annually.² They are vital assets for the Cape Cod economy and surrounding communities,³ and also serve as essential routes for general transportation, tourism, and evacuations in case of an emergency. However, the current bridges are nearly 90 years old, functionally obsolete, and require increasingly costly and disruptive maintenance.⁴ The bridges’ structural deficiencies present an ongoing risk to the accessibility and economic stability of the Cape Cod region.

¹ Massachusetts Department of Transportation, “History of the canal and bridges,” <https://www.mass.gov/info-details/history-of-the-canal-and-bridges>.

² Cape Cod Times, “Sagamore, Bourne bridges have brought prosperity, loyalty and now worries to Cape Cod,” Asad Jung, May 27, 2022, <https://www.capecodtimes.com/story/news/2022/05/27/cape-cod-canal-bridges-brought-prosperity-loyalty-worries/9688301002/>; WGBH, “Federal funding for Cape Cod bridges project denied a second time,” Bob Seay, January 5, 2023, <https://www.wgbh.org/news/local-news/2023/01/05/federal-funding-for-cape-cod-bridges-project-denied-a-second-time>.

³ Cape Cod Times, “Sagamore, Bourne bridges have brought prosperity, loyalty and now worries to Cape Cod,” Asad Jung, May 27, 2022, <https://www.capecodtimes.com/story/news/2022/05/27/cape-cod-canal-bridges-brought-prosperity-loyalty-worries/9688301002/>; WGBH, “Federal funding for Cape Cod bridges project denied a second time,” Bob Seay, January 5, 2023, <https://www.wgbh.org/news/local-news/2023/01/05/federal-funding-for-cape-cod-bridges-project-denied-a-second-time>.

⁴ U.S. Army Corps of Engineers, “Cape Cod Canal Highway Bridges Bourne, Massachusetts, Major Rehabilitation Evaluation Report,” November 9, 2018, <https://www.nae.usace.army.mil/Portals/74/docs/Topics/Cape%20Cod%20Canal%20Bridges/Reports/MRERAppendixF.pdf>; WGBH, “Federal funding for Cape Cod bridges project denied a second time,” Bob Seay, January 5, 2023, <https://www.wgbh.org/news/local-news/2023/01/05/federal-funding-for-cape-cod-bridges-project-denied-a-second-time>.

The U.S. Army Corps of Engineers (USACE), the Massachusetts Department of Transportation (MassDOT), and other stakeholders are working to replace both the Bourne and Sagamore Bridges and the highway approaches to the bridges.⁵ The project will ultimately result in new bridges that vastly improve travel conditions, meet modern safety standards for vehicle and pedestrian traffic, and provide significantly improved multimodal travel.

I have been advocating for federal funding for this project since taking office in 2013, and have worked to bring federal agencies to the table to ensure collaboration. The urgency of replacing the Cape Cod bridges was one of the reasons I supported the *Infrastructure Investment and Jobs Act* (the Bipartisan Infrastructure Law). This legislation provided USACE with \$17.1 billion in new funding – including \$11.6 billion for new construction – and more than \$9 billion in formula funds for Massachusetts.⁶ In the 14 months since the bill was signed into law by President Biden, we have advocated with the White House, the federal Department of Transportation (USDOT), and other federal agencies to ensure the Cape Cod bridges project is a priority.

Largely due to our efforts, the Biden administration in December 2022 awarded Massachusetts a \$1.6 million planning grant for the bridges project, signaling their strong commitment to this critical infrastructure need.⁷ The Biden Administration also included a \$350 million down payment toward a \$600 million allocation in the President’s FY2024 budget for the Army Corps.⁸ We are working hard to ensure we secure the rest of the funding necessary to replace these bridges.

⁵ Massachusetts Department of Transportation, “Memorandum of Understanding Reached Between MassDOT and the U.S. Army Corps of Engineers Regarding Bourne and Sagamore Bridges,” July 7, 2020, <https://www.mass.gov/news/memorandum-of-understanding-reached-between-massdot-and-the-us-army-corps-of-engineers-regarding-bourne-and-sagamore-bridges>.

⁶ U.S. Army Corps of Engineers, “Additional Army Civil Works Studies, Projects and Programs to Be Accomplished with Bipartisan Infrastructure Law Funding,” March 30, 2022, <https://www.usace.army.mil/Media/News/NewsSearch/Article/2982769/additional-army-civil-works-studies-projects-and-programs-to-be-accomplished-wi/>; Boston Globe, “Massachusetts is poised to receive \$9 billion from Biden’s infrastructure bill. Here’s where it’s going,” Neya Thanikachalam and Taylor Dolven, November 15, 2021, <https://www.bostonglobe.com/2021/11/15/nation/infrastructure-bill-signed-by-biden-allocates-least-9-billion-massachusetts-transportation-advocates-have-ideas-how-spend-it/>.

⁷ U.S. Department of Transportation, “Biden-Harris Administration Announces \$2.1 Billion to Improve Four Nationally Significant Bridges Through the Bipartisan Infrastructure Law’s First Large Bridge Grants,” press release, January 4, 2023, <https://www.transportation.gov/briefing-room/biden-harris-administration-announces-21-billion-improve-four-nationally-significant>.

⁸ The White House Office of Management and Budget, “Budget of the U.S. Government Fiscal Year 2024,” p. 119, https://www.whitehouse.gov/wp-content/uploads/2023/03/budget_fy2024.pdf; Boston Globe, “Biden budget includes some funding for Cape Cod bridges — but a long path awaits in Congress,” Emma Platoff, March 9, 2023, <https://www.bostonglobe.com/2023/03/09/nation/biden-budget-includes-some-funding-cape-cod-bridges-long-path-awaits-congress/>; Boston.com, “Here’s what Biden’s proposed budget would mean for the replacement of the Cape bridges,” Christopher Gavin, March 10, 2023, <https://www.boston.com/news/politics/2023/03/10/biden-budget-cape-cod-bridges/>.

Given the bridges' vital role as "passageways to the rest of the world, and an integral part of the economy,"⁹ full funding to replace these bridges is essential. The "economic vitality of Cape Cod and the quality of life for people who live, work, and visit these communities is dependent on these bridges."¹⁰ Local leaders have continually highlighted the impact of current bridge repair closures, and future impacts if the bridges are not replaced. Deputy Director of the Cape Cod Commission Steven Tupper warned that "residents, visitors and local officials can count on more intensive traffic impacts if the replacement project doesn't come to pass... [and that] continued maintenance of the existing bridges would lead to intense cycles of ongoing repair work, some on the order of three to five years in length."¹¹ Cape Cod Chamber of Commerce CEO Paul Niedzwiecki said that the bridges "affect every single part of the Cape's economy,"¹² and that "the Bourne and Sagamore bridges provide the economic link between Cape Cod and [the] rest of the Commonwealth... [T]he reliability of the bridges directly impacts the long-term viability of [the] region's economy and the ability of local businesses to survive and thrive."¹³ As Mr. Niedzwiecki put it, "our economic livelihood is sort of connected to those two automotive bridges."¹⁴

The Cape Cod Bridges replacement is key to modernizing Massachusetts' physical infrastructure to meet the economic, social, and environmental challenges of the 21st century. As local stakeholders who live, work in, and lead communities surrounding these bridges, we seek your input as we press the federal government to live up to its commitments to replace the assets they own. In order to better understand the impacts of the current state of the bridges – and the benefits of replacing them – for your communities, we ask that you provide answers to the following questions no later than August 2, 2023:

1. What impact has the state of disrepair of the bridges had on your community to date, including the impact of previous closures of the bridges?
 - a. What are the economic impacts to tourism, local workers, businesses, families, and community members?

⁹ Cape Cod Times, "Sagamore, Bourne bridges have brought prosperity, loyalty and now worries to Cape Cod," Asad Jung, May 27, 2022, <https://www.capecodtimes.com/story/news/2022/05/27/cape-cod-canal-bridges-brought-prosperity-loyalty-worries/9688301002/>.

¹⁰ The Commonwealth of Massachusetts, "About the Cape Cod Bridges Program," <https://www.mass.gov/info-details/about-the-cape-cod-bridges-program>.

¹¹ The Cape Cod Chronicle, "Too Soon To Plan For Bridge Replacements, Lower Cape Officials Say," Ryan Bray, March 1, 2023, <https://capecodchronicle.com/en/5809/orleans/10014/Too-Soon-To-Plan-For-Bridge-Replacements-Lower-Cape-Officials-Say-Bridges-Roads-highways-and-transportation-cape-cod-commission-Massachusetts-Department-of-Transportation-transportation.htm>.

¹² Cape Cod Times, "Sagamore, Bourne bridges have brought prosperity, loyalty and now worries to Cape Cod," Asad Jung, May 27, 2022, <https://www.capecodtimes.com/story/news/2022/05/27/cape-cod-canal-bridges-brought-prosperity-loyalty-worries/9688301002/>.

¹³ Cape Cod Commission, "Regional Organizations Form Canal Bridges Task Force," December 6, 2022, <https://capecodcommission.org/about-us/newsroom/regional-organizations-form-canal-bridges-task-force/>.

¹⁴ The Cape Cod Chronicle, "Too Soon To Plan For Bridge Replacements, Lower Cape Officials Say," Ryan Bray, March 1, 2023, <https://capecodchronicle.com/en/5809/orleans/10014/Too-Soon-To-Plan-For-Bridge-Replacements-Lower-Cape-Officials-Say-Bridges-Roads-highways-and-transportation-cape-cod-commission-Massachusetts-Department-of-Transportation-transportation.htm>.

- b. What have the impacts been to the community at large, such as supply chains and the availability and accessibility of retail goods and other items that come across the bridges? Does the state of the bridges make it more difficult or more expensive for residents to have access to everyday items?
2. What are the benefits of replacing the bridges?
 - a. How will replacing the bridges benefit the economy, tourism, businesses and local industries, and the community at large?
3. What would the future impacts be on your community if the bridges do not get replaced, and they continue to deteriorate?
4. What are the job creation and economic benefits of the bridge replacement project to your community?

We remain fully committed to working with federal, state, and local partners until Cape Cod residents get the safe, secure public infrastructure they deserve. Thank you for your attention to this important matter. We look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Warren", with a long, sweeping underline that extends to the right.

Elizabeth Warren
United States Senator

**PENSION RESERVES INVESTMENT TRUST
SUMMARY OF PLAN PERFORMANCE
RATES OF RETURN (GROSS OF FEES)
Periods Ending June 30, 2023**

	NAV \$ (000)	Target Allocation Range	Actual Allocation %	Month	QTD	Calendar YTD	1 Year	3 Year	5 Year	10 Year	Since Inception
GLOBAL EQUITY	37,899,025	32 - 42%	39.3%	6.02	6.08	13.90	17.43	11.94	8.01	9.02	6.64
CORE FIXED INCOME	12,831,262	12 - 18%	13.3%	0.01	-1.27	2.96	-2.72	-5.09	1.07	2.65	6.42
VALUE ADDED FIXED INCOME	6,890,430	5 - 11%	7.1%	1.52	2.43	5.46	7.70	7.35	5.00	4.69	7.41
PRIVATE EQUITY	16,776,635	13 - 19%	17.4%	0.38	2.08	2.90	-3.45	28.50	21.30	20.35	15.76
REAL ESTATE	10,523,221	7 - 13%	10.9%	-0.92	-0.53	-1.93	-2.81	12.59	8.88	9.81	6.98
TIMBERLAND	2,995,974	1 - 7%	3.1%	2.00	1.74	2.21	5.93	8.40	4.99	6.27	8.09
PORTFOLIO COMPLETION STRATEGIES	8,093,441	7 - 13%	8.4%	1.16	1.81	3.18	3.52	5.87	2.78	3.77	4.15
OVERLAY	452,538	0.0%	0.5%	6.34	2.94	11.71	13.67	6.72	7.33		10.96
TOTAL CORE	96,499,777	100%	100%	2.55	2.84	6.69	6.02	10.18	7.77	8.51	9.24
<i>IMPLEMENTATION BENCHMARK (using short term private equity benchmark) ¹</i>				2.57	2.39	5.75	5.55	9.21	7.44	7.90	9.54
<i>TOTAL CORE BENCHMARK (using private equity) ²</i>				2.39	2.66	6.64	8.92	7.70	6.70	7.21	9.32
PARTICIPANTS CASH	24,472			0.43	1.28	2.44	3.98	1.42	1.65	1.12	3.46
TEACHERS' AND EMPLOYEES' CASH	37,168			0.43	1.26	2.40	3.91	1.40	1.62	1.10	2.36
TOTAL FUND	96,561,417			2.54	2.84	6.68	6.01	10.16	7.75	8.48	9.28



Pension Reserves Investment Management Board

84 State Street, Suite 250
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
June 01, 2023 to June 30, 2023

	<u>Month To Date</u>	<u>Fiscal Year To Date</u>	<u>Calendar Year To Date</u>
Your beginning net asset value for the period was:	3,636,149.25	3,294,393.09	3,268,481.19
Your change in investment value for the period was:	94,826.00	196,582.16	222,494.06
Your exchanges from (to) the Cash Fund for the period were:	60,000.00	300,000.00	300,000.00
Your ending net asset value for the period was:	3,790,975.25	3,790,975.25	3,790,975.25
Net Change in Investment Value represents the net change through investment activities as follows:			
Gross Investment Income:	11,021.59	91,368.40	50,009.19
Less Management Fees:	(1,914.48)	(17,212.42)	(9,238.09)
Net Investment Income:	9,107.11	74,155.98	40,771.10
Net Fund Unrealized Gains/Losses:	79,142.36	101,027.82	161,359.19
Net Fund Realized Gains/Losses:	6,576.53	21,398.36	20,363.77
Net Change in Investment Value as Above:	94,826.00	196,582.16	222,494.06

As of June 30, 2023 the net asset value of your investment in the SRBT Fund was: \$3,790,975.25

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



Pension Reserves Investment Management Board

84 State Street, Suite 250
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
June 01, 2023 to June 30, 2023

	<u>Month To Date</u>	<u>Fiscal Year To Date</u>	<u>Calendar Year To Date</u>
Your beginning net asset value for the period was:	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:	60,000.00	300,000.00	300,000.00
Your total redemptions for the period were:	0.00	0.00	0.00
Your total exchanges for the period were:	(60,000.00)	(300,000.00)	(300,000.00)
Your state appropriations for the period were:	0.00	0.00	0.00
Your ending net asset value for the period was:	0.00	0.00	0.00

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

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Boston, Massachusetts 02109

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PHTF90200002
Commonwealth Of Massachusetts

Town of Brewster Investment Detail 6/30/2023

	<u>Investments</u>	<u>Units Of Participation</u>	<u>Cost</u>	<u>Price</u>	<u>Market Value</u>	<u>Unrealized Gain/Loss</u>
14,488.717	HCST OPEB MASTER TRUST		3,625,861.43	261.6502	3,790,975.25	165,113.82
	Total Investment:		3,625,861.43		3,790,975.25	165,113.82



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Commonwealth Of Massachusetts

Town of Brewster Statement of Change In Net Assets 06/30/2023

	Current Period		Fiscal Year		Year To Date	
	6/1/2023	6/30/2023	7/1/2022	6/30/2023	1/1/2023	6/30/2023
NET ASSETS - BEGINNING OF PERIOD		3,636,149.25		3,294,393.09		3,268,481.19
DISBURSEMENTS:						
CASH FUND EXCHANGES		60,000.00		300,000.00		300,000.00
RECEIPTS:						
CONTRIBUTIONS:						
PARTICIPANTS		60,000.00		300,000.00		300,000.00
INVESTMENT INCOME:						
UNREALIZED GAIN/LOSS-INVESTMENT		79,142.36		101,027.82		161,359.19
MASTER TRUST ALLOCATED EXPENSES		-572.65		-3,063.08		-1,455.89
MASTER TRUST CHANGE IN REALIZED G/L		6,576.53		21,398.36		20,363.77
MASTER TRUST INVESTMENT INCOME		11,021.59		91,368.40		50,009.19
MT ALL INVESTMENT MANAGER FEES		-1,341.83		-14,149.34		-7,782.20
UNIT EXCHANGES		60,000.00		300,000.00		300,000.00
Total Receipts		214,826.00		796,582.16		822,494.06
Total Disbursements:		60,000.00		300,000.00		300,000.00
Net Assets - End of Period:		3,790,975.25		3,790,975.25		3,790,975.25

STATEMENT EXPLANATION

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

CAPITAL ACCOUNT

Summary of Account Activity:	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).
Your beginning net asset value for the period:	The total balance of your investment as of the opening date of the statement period.
Your change in investment value for the period:	The total increase or decrease in your investment includes net investment income, realized gains or losses, and unrealized gains or losses.
Your total exchanges from (to) cash fund:	Movement of funds occurring on the first business day of each month between your Cash Fund and Capital Account (SRBTF).
Your ending net asset value for the period:	The total balance of your investment as of the closing date of the statement period.
Gross investment income:	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.
Management fees:	Represents your allocable share of the SRBTF's expenses related to PRIM's investment advisors, consultants, custodian and operations expenses.
Net investment income:	Represents your allocable share of the SRBTF's gross investment income, less Management Fees.
Net fund unrealized gains/losses:	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.
Net fund realized gains/losses:	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

Your beginning net asset value for the period:	The total balance of your investment as of the opening date of the statement period.
Your investment income for the period:	Interest earned for the period.
Your total contributions for the period:	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).
Your total redemptions for the period:	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.
Your ending net asset value for the period:	The total balance of your investment as of the closing date of the statement period.

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