



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
May 6, 2024 at 5:45PM

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=WHM2V3hrVklhSTloWWhVU09kanUzQT09>

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:
 - a. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Fire Chief)
 - b. Approval of Executive Session Meeting Minutes (March 11, 19, and 22, 2024)
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 3-6)
9. Consent Agenda (pages 7-48)
 - a. Approval of March 25, 2024 meeting minutes
 - b. Appointments: Alewife Committee Alternates
 - c. Facility Use Applications: Brewster Conservation Trust and Anglican Church of the Resurrection (and fee waiver)
 - d. Acceptance of Gift and Approval to Install Little Free Library on Stony Brook Road
 - e. Update Building Department Fee Schedule
 - f. Pass Through Town Application: Bike MS Cape Cod Getaway 2024
10. 6:10pm Public Hearing: Alteration of Premises Information for Annual All Alcohol On-Premises Club Liquor License for Ocean Edge Resort Ltd Partnership d/b/a Ocean Edge Inn and Conference Center (pages 49-85)



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11. 6:20pm Public Hearing: New Seasonal All Alcoholic Beverages Restaurant On-Premises Liquor License for Brewster Breakwater LLC, d/b/a Breakwater Kitchen and Seafood (pages 86-126)
12. 6:30pm Public Hearing: Annual Entertainment License for The Kitchen Cafe (pages 127-139)
13. Review and Vote on Change of Manager Liquor License Applications: Ocean Edge Resort Ltd Partnership d/b/a Ocean Edge Inn & Conference Center and Ocean Edge Resort Ltd Partnership d/b/a Linx Tavern and Bar (pages 140-170)
14. Review and Vote on Common Victualler License Application: OSPI LLC d/b/a Old Sea Pines Inn, 2553 Main Street (pages 171-183)
15. Review and Vote on Inn Holder License Application: OSPI LLC d/b/a Old Sea Pines Inn, 2553 Main Street (pages 184-191)
16. Review and Discuss Communications Audit Report and Communications Plan - Select Board FY24-25 Strategic Plan Goal G-2 (pages 192-264)
17. Update on Plans to Expand Public Access to Sea Camps Properties - Select Board FY24-25 Strategic Plan Goal SC-1 (pages 265-266)
18. FYIs (pages 267-292)
19. Matters Not Reasonably Anticipated by the Chair
20. Questions from the Media
21. Next Meetings: May 11 (Town Meeting) May 20, June 3 and June 17, 2024
22. Adjournment

Date Posted:
05/02/2024

Date Revised:

Received by Town Clerk:

BREWSTER TOWN CLERK
'24 MAY 2 3:45PM



MASSACHUSETTS
CLEAN WATER TRUST

April 24, 2024

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

Dear Town Manager Lombardi,

It is our pleasure to congratulate the Town of Brewster on having its water project(s) included on the 2024 Intended Use Plan (IUP), which provides your community with access to the lowest possible cost of financing available for water projects in Massachusetts.

Since 1989, the Massachusetts Clean Water Trust (Trust) and the Massachusetts Department of Environmental Protection (MassDEP) have worked diligently to issue over \$8.6 billion in below-market rate loans for projects in nearly 300 communities. The Trust can finance the entire life cycle of the project by offering construction financing at a 0% interest rate and with no fees and flexible long-term financing once the project is nearing completion. You can find more details on your community's project(s) by viewing the IUPs on the Trust's website by clicking the links below.

Clean Water IUP: <https://www.mass.gov/doc/2024-final-clean-water-intended-use-plan/download>

Drinking Water IUP: <https://www.mass.gov/doc/2024-final-drinking-water-intended-use-plan/download>

We are committed to open communication and making the borrowing process as simple as possible. The Trust and MassDEP will hold a webinar presentation through Microsoft Teams. It will cover the financing process, and we strongly recommend attendance. Below is the meeting information. The presentation materials will be posted to our website as well.


Meeting Time and Link: May 7th at 2:00 PM [Click here to Join the Meeting](#)

Dial-In Number: 857-327-9245 | Phone Conference ID: 213 023 006#

MassDEP will be reaching out to your project's point of contact on completing the next steps in the process in the near future. If you have any questions, please feel free to contact the Trust or MassDEP. Contact information is provided on the last page of this letter.

Once again, congratulations on having your project selected for the 2024 IUP and we look forward to working with you to complete your water infrastructure project.

Sincerely,

A handwritten signature in black ink that reads "Susan E. Perez". The signature is written in a cursive, flowing style.

Susan Perez
Executive Director
Massachusetts Clean Water Trust

cc. Representative Christopher Flanagan
Senator Julian Cyr
Lisa Vitale, Treasurer

1 Center Plaza, Suite 430
Phone: (617) 367-3900 Boston, MA 02108

Trust Contact Information

Susan Perez - Executive Director
(617) 367-9333 ext. 816 | sperez@tre.state.ma.us

Nathaniel Keenan - Deputy Director
(617) 367-9333 ext. 508 | nkeenan@tre.state.ma.us

Joshua Derouen – Senior Program Associate
(617) 367-9333 ext. 515 | jderouen@tre.state.ma.us

Jonathan Maple – Senior Policy Analyst
(617) 367-9333 ext. 546 | jmaple@tre.state.ma.us

Kailyn Fellmeth – Program Associate
(617) 367-9333 ext. 580 | kailyn.n.fellmeth@tre.state.ma.us

Julian Honey – Program Associate
(617) 367-9333 ext. 493 | julian.honey@tre.state.ma.us

Trust website: <https://www.mass.gov/orgs/massachusetts-clean-water-trust-mcwt>

MassDEP Contact Information

Maria Pinaud - Director
(617) 645-7168 | maria.pinaud@mass.gov

Robin McNamara – Deputy Director
(857) 301-0974 | robin.mcnamara@mass.gov

Kristin Divris - Northeast Region
(508) 887-0021 | kristin.divris@mass.gov

Gerard Martin - Southeast Region
(857) 207-0640 | gerard.martin@mass.gov

Marielle Stone - Central Region
(508) 713-3528 | marielle.stone@mass.gov

Saadi Motamedi - Western Region
(857) 445-2098 | saadi.motamedi@mass.gov

MassDEP website: <https://www.mass.gov/state-revolving-fund-srf-loan-program>

**TABLE 2
DRINKING WATER STATE REVOLVING FUND
Calendar Year 2024 DWSRF ASSET MANAGEMENT PLANNING PROJECTS**

ASSET MANAGEMENT PLANNING PROJECTS

Rating	Applicant	SRF ID	Project	Project Cost	Grant Amount	Loan Amount
91	WESTFIELD	16755	Water Asset Management Plan	\$250,000	\$150,000	
89	HOLYOKE	16672	Water Asset Management Plan	\$81,250	\$48,750	
89*	HADLEY	16858	Hadley Drinking Water Asset Management Plan	\$155,000	\$93,000	
84	HINGHAM (H)	16837	Water System Infrastructure Mapping	\$250,000	\$150,000	
82*	EGREMONT	16820	Egremont Drinking Water Asset Management Plan	\$100,000	\$60,000	
77	WILBRAHAM	16767	Wilbraham Drinking Water Asset Management Plan	\$250,000	\$150,000	
77	SOMERSET	16771	Somerset WTP Asset Management Plan	\$86,300	\$51,780	\$19,720
76*	FREETOWN	16841	Water System Infrastructure Mapping	\$205,400	\$123,240	
76	ORLEANS (H)	16766	Orleans Asset Management Plan Updates	\$60,000	\$36,000	
75*	WARREN WATER DISTRICT	16772	Warren Water District Drinking Water AMP	\$150,000	\$90,000	\$30,000
73	SALEM/BEVERLY WATER SUPPLY BOARD (H)	16721	Asset Management and Sustainability Master Plan	\$250,000	\$150,000	
70	BELMONT	16860	Asset Management Planning	\$109,625	\$65,775	
66	BREWSTER	16879	Brewster Water - Capital Improvement Program	\$327,066	\$150,000	
64*	LEE	16806	Drinking Water Asset Management Plan	\$199,299	\$119,579	
59*	ORANGE	16804	Water Asset Management Plan	\$182,525	\$109,515	
59	WEST SPRINGFIELD	16824	Water SCADA Improvements	\$298,800	\$150,000	\$148,800
58*	HATFIELD	16809	Water Asset Management Plan	\$171,287	\$102,772	
53*	BONDSVILLE FIRE AND WATER DISTRICT	16832	Bondsville Asset Management	\$56,735	\$34,041	
44*	DEERFIELD FIRE DISTRICT	16812	Asset Management Plan	\$76,440	\$45,864	
39	WESTON	16708	Weston Drinking Water Asset Management Plan	\$250,000	\$150,000	

TOTAL OF ASSET MANAGEMENT PLANNING PROJECTS **\$3,509,727** **\$2,030,316** **\$198,520**

(Count: 20)

TOTAL OF PROJECT PRIORITY LIST **\$3,509,727** **\$2,030,316** **\$198,520**

* - small systems

Consent Agenda Cover Page

May 6, 2024

a. Approval of March 25, 2024, Meeting Minutes

The meeting minutes from the Select Board meeting on Monday March 25, 2024, have been drafted for review and approval.

Administrative Recommendation:

We recommend the Select Board approve the draft minutes.

b. Appointments: Alewife Committee Alternates

The Select Board voted to add up to two alternate members to the Alewife Committee at their meeting on March 11, 2024. Following Select Board policy #6, Appointments to Town Committees, both Abigail Archer and Owen Nicols have been recommended for appointment as alternates. Alternates have a one year-term and will be eligible for re-appointment in June 2025.

Administrative Recommendation:

We recommend the Select Board approve the appointments of alternates to the committee.

c. Facility Use Applications: Brewster Conservation Trust and Anglican Church of the Resurrection (and Fee Waiver)

The Brewster Conservation Trust (BCT) will be hosting a nature walk at the shrub swamp south of the Eddy School on Tuesday May 7, 2024, from 730pm until 930pm. They expect to have up to 20 participants. It was recommended to BCT to contact the Eddy School for permission to use their parking lot for this event. The application was reviewed by department heads and there are no concerns.

The Anglican Church of the Resurrection is requesting use of Breakwater Beach for Sunday Worship service between 730am and 9am, starting June 2 through September 8, 2024. They expect 15-20 people at each service and request a fee waiver in the amount of \$750. This is an annual request from the church. The Fire Department reminds the church that parking lot lanes of 20' minimum shall be maintained, and beach access shall not be blocked by vehicles. Town Administration notes that beach parking enforcement is in effect June 15 through September 1, 2024, starting at 9am daily. Also, temporary signs require a building permit and should not be placed/left on town property. There is a \$40 fine for parking violations enforced by the Brewster Police Department.

Administrative Recommendation:

We recommend the Select Board approve the applications.

d. Acceptance of Gift and Approval to Install Little Free Library on Stony Brook Road

Resident Mary Wong-Sommer would like to donate a Little Free Library to the Town at the corner of Stony Book Road and Red Top Road. She will maintain the library once installed by the Town.

Administrative Recommendation:

We recommend the Select Board approve the gift and installation.

e. Update Building Department Fee Schedule

The Select Board approved the Acting Building Commissioner's recommended adjustments to the current Building Department Fee Schedule for permits related to decks, ADU's and Energy Storage Systems at the April 23 meeting. However, the deck resurfacing was incorrect and should have been \$.35/sq ft rather than a flat \$50 fee.

Administrative Recommendation:

We recommend the Select Board approve the recommended fee change.

f. Pass Through Town Request – Bike MS Cape Cod Getaway

The National MS Society is requesting use of town roadways for their 2024 Bike MS Cape Cod Getaway event that is scheduled for Sunday June 30, 2024. They expect just under 900 participants that will ride from Massachusetts Maritime Academy to the Pilgrim Monument in Provincetown. Riders will be passing through Brewster between 630am and 2:30pm with a designated stop at Stony Brook Elementary. The applicant has communicated with the Stony Brook School regarding the event. The application has been reviewed by both the Police and Fire Chiefs, the Department of Public Works, and Town Administration. There are no concerns with this annual event.

Administrative Recommendation:

We recommend the Select Board approve the pass through town request.

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.

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:

ABIGAIL FRANKLIN ARCHER

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

Formal Education

- Master of Science, Wildlife and Fisheries Conservation, University of Massachusetts, Amherst, Amherst, MA 2009.
- Bachelor of Arts, Natural Science, Hampshire College, Amherst, MA 2002.
- John A. Knauss Sea Grant Marine Policy Fellowship, NOAA, NMFS, Office of Sustainable Fisheries, Domestic Division, Silver Spring, MD 2009-2010.

Experience

Fisheries & Aquaculture Specialist, Cape Cod Cooperative Extension Marine Program & Woods Hole Oceanographic Institution Sea Grant Program, Barnstable, MA *October 2019 – present*

- Principal Investigator (PI) of 5 year fish passage evaluation project on Town Brook in Plymouth
- Co-lead WHSG Covid-19 financial response to economic effects of the pandemic to shellfish aquaculture industry, commercial shellfish harvesters, and municipal recreational shellfish programs
- Coordinate teaching of a 10 week “Fundamentals of Shellfish Farming” course
- Continue with the activities listed under the ‘Marine Resource Specialist’ position below

Extension Lead, Woods Hole Oceanographic Institution Sea Grant Program, Barnstable, MA *October 2019 – present*

- Direct and track the WHSG budget expenditures and lead the reporting of Extension activities
- Serve as PI and Project Manager of topic-specific National Sea Grant funded projects
- Coordinate the activities of and support the other 4 staff of the WHSG/CCCE Extension Program
- Represent the WHSG Extension Program at Regional & National Sea Grant meetings

Marine Resource Specialist, Cape Cod Cooperative Extension Marine Program & Woods Hole Oceanographic Institution Sea Grant Program Barnstable, MA *January 2013 – September 2019*

- Conduct applied research on marine resource issues
- Communicate results of research projects to residents via presentations, website, social media
- Coordinate a professional association of municipal river herring wardens
- Develop and implement outreach programs

Anadromous Fish Restoration Project Manager, Cape Cod Conservation District, Hyannis, MA *December 2010 – September 2013*

- Coordinated implementation of six fish passage restoration projects
- Provided technical information on fishes’ life history, behavior, & performance in fish ladders
- Tracked permitting, licensing, and funding for restoration projects

Fishery Policy Analyst, Earth Resources Technology, Inc., at National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS), Office of Sustainable Fisheries, Domestic Division, Silver Spring, MD *February 2010 – December 2010*

- Co-wrote Report to Congress on recreational fisheries issues
- Developed briefing papers on fisheries management issues for NMFS Leadership
- Responded to letters from members of Congress and citizens
- Volunteer member of scientific crew on NOAA vessel Henry B. Bigelow, Leg I of Northeast Groundfish Survey Cruise

John A. Knauss Sea Grant Marine Policy Fellowship, NOAA, NMFS, Office of Sustainable Fisheries, Domestic Division, Silver Spring, MD *February 2009 – February 2010*

- Researched & wrote paper on the history of optimum yield definitions in Fishery Management Plans
- Attended meetings of the New England, Mid Atlantic, Gulf of Mexico, and Pacific Fishery Management Councils and the Atlantic States Marine Fisheries Commission
- Engaged in strategic planning, including assessing and developing budget and personnel needs for specific activities in FY 2012-2016

Research Assistant, Silvio O. Conte Anadromous Fish Research Laboratory (U.S. Geological Survey- Biological Resources Division) Turners Falls, MA *January 2006 –December 2008*

- Evaluated performance of fish through fish ladder designs using video monitoring, and PIT and radio telemetry
- Evaluated and presented physical and biological data using Hoboware data logger, Microsoft Access, SAS and Sigma Plot software

Policy Specialist/Sanctuary Advocate, Wellfleet Bay Wildlife Sanctuary (WBWS), Massachusetts Audubon Society, Wellfleet, MA *September 2002 – December 2005*

- Analyzed Wellfleet Harbor and Shellfish Management and Area of Critical Environmental Concern draft plans and developed WBWS comments
- Organized lecture series to inform public about issues addressed in plan
- Coordinated and planned for State of Wellfleet Harbor Conference (SWHC) 2003-2005

Children's and Family Naturalist, Wellfleet Bay Wildlife Sanctuary, Massachusetts Audubon Society, Wellfleet, MA *Spring and Summer 1999 – 2005*

- Communicated scientific information to non-scientific audiences
- Taught aquatic and terrestrial ecology to K-12 children on field trips at the Sanctuary
- Interpreted natural history of salt marsh and barrier beach environments to groups of 25-45 people aboard boats, in the field, and in lecture halls and classrooms

Community Outreach Intern, New England Board of Higher Education Environmental Internship Program, Fore River Watershed Association, Weymouth, MA *June-August 2001*

- Tracked potential impacts of MBTA Greenbush commuter rail project on local waterways by attending public meetings and analyzing draft reports
- Directed teams to conduct trash clean ups along Monatiquot and Fore Rivers

Volunteer Coordinator, Hitchcock Center for the Environment, Amherst, MA *Sept 2000-May 2001*

- Developed and conducted training for volunteers to staff the front desk and library
- Maintained and communicated volunteer schedule

Student Assistant, Fore River Watershed Association, Braintree, MA *February-June 1997*

- Designed and coordinated production of, with grant from MA Coastal Zone Management, two interpretive signs to educate the public about the Fore River Watershed

Volunteer Service, Professional, American Fisheries Society

- Southern New England Chapter
Secretary, *2022-2023*, *Vice President 2023-present*
Webmaster, *2016-present*
Communications Committee Chair, *2018-present*
Diversity Equity & Inclusion Committee Chair, *October 2021-present*
- Membership Committee, Co-Chair *2022-present*
- Estuaries Section
Webmaster, *2017-2021*
President & Past-President, *August 2013 – August 2017*
Secretary, *August 2008- July 2013*
- Program Co-Chair, American Fisheries Society 2016 Annual National Meeting at Kansas City, Missouri, *July 2015-May 2016*
- Joint Committee on Fisheries Engineering and Science. American Fisheries Society and American Society of Civil Engineers, Member and Webinar Committee Chair, *June 2013- June 2015*
- Ad Hoc Committee on Fish Passage, American Fisheries Society Bioengineering Section and American Society of Civil Engineers Environmental and Water Resources Institute. Secretary, *February 2011 – June 2013*

Volunteer Service, Town & Community

Board of Directors & Website Committee Chair, Cape Cod Salties Sportfishing Club, *Nov 2020-present*

Secretary, Coastal Committee, Town of Brewster, MA *July 2014- September 2017*

Member, *February 2017 – May 2019*

Member, Brewster Coastal Advisory Group, Town of Brewster, MA *Sept 2015- Sept 2016*

Conservation Commissioner, Town of Wellfleet, MA *October 2003 – January 2005*

Selected Continuing Education/Training

- National Association of Counties, High Performance Leadership Master Certificate, 2020.
- LGBTQIA2s+ Safe Spaces Workshop, American Fisheries Society, 2022
- Strategies for Communicating Science & Data to Non-Scientists, Cathy Angell, 2020
- How to Design & Deliver an Engaging Virtual Training, Cathy Angell, 2020
- How to Plan & Facilitate an Engaging Virtual Meeting, Cathy Angell, 2020
- Conflict Management Skills for Fisheries Professionals, American Fisheries Society, 2019

- Navigating in Rough Seas: Public Issues & Conflict Management, NOAA Coastal Services, 2015
- Project Design & Evaluation, NOAA Coastal Services, 2005, 2013
- Water Words that Work - Communications Training, 2011, 2015

Peer Reviewed Publications

Reitsma, J., Diane C. Murphy, Abigail F. Archer, Richard H. York. 2016. Nitrogen extraction potential of wild and cultured bivalves harvested from nearshore waters of Cape Cod, USA, [Marine Pollution Bulletin. 116\(1-2\) 175-181. http://dx.doi.org/10.1016/j.marpolbul.2016.12.072](https://doi.org/10.1016/j.marpolbul.2016.12.072)

Franklin, Abigail, Alex Haro, Ted-Castro Santos and John Noreika. 2012. Evaluation of nature-like and technical fishways for the passage of alewife (*Alosa pseudoharengus*) at two coastal streams in New England. [Transactions of the American Fisheries Society. 141\(3\) 624-637.](https://doi.org/10.1016/j.transamf.2012.03.001)

Extended Abstract; Franklin, Abigail, Alex Haro and Ted Castro-Santos. 2008. An evaluation of nature-like fishways for passage of anadromous alewife (*Alosa pseudoharengus*). [In Challenges for Diadromous Fishes in a Dynamic Global Environment.](https://doi.org/10.1016/j.changes.2008.03.001) Edited by A. Haro. American Fisheries Society, Bethesda, MD.

Haro, Alex, Abigail Franklin and Tony Williams. Evaluation of Fish Migration in the Achushnet River. Final Report. December 2008. United States Geological Survey Silvio O. Conte Anadromous Fish Research Laboratory. Submitted to: NOAA National Marine Fisheries Service Office of Habitat Conservation.

Outreach Publications

Reitsma, J., A. Archer, and D. Murphy. 2020. [Growing Methods for Petite Atlantic Surf clams \(*Spisula solidissima*\).](https://doi.org/10.1016/j.wseab.2020.03.001) Woods Hole Sea Grant Marine Extension Bulletin.

Archer, Abigail, Joshua Reitsma, and Diane Murphy. 2014. [A Comparison of Bottom and Floating Gear for Growing American Oysters \(*Crassostea virginica*\) in Southeastern Massachusetts.](https://doi.org/10.1016/j.wseab.2014.03.001) Woods Hole Sea Grant Marine Extension Bulletin.

Franklin, Abigail. [Mills and Muskrats on the Monatiquot: The Story of Braintree's River.](https://doi.org/10.1016/j.wseab.2003.03.001) Braintree Historical Society, 2003.

Selected Video Presentations & Interviews

Rivers Full of Fish Webinar October 22, 2020 - World Fish Migration Day. Presentation starts at minute 59:00 Title: ["Town Brook Plymouth, Did the removal of Holmes Dam improve river herring passage?"](https://doi.org/10.1016/j.wseab.2020.03.001)

Outreach Video - [River Herring with Abigail Archer.](https://doi.org/10.1016/j.wseab.2019.03.001) Association to Preserve Cape Cod, Massachusetts Environmental Trust Project. June 2019.

Interview with Kyle Hinkle, [Lower Cape TV, Best of Brewster – Coastal Life.](https://doi.org/10.1016/j.wseab.2018.03.001) Brewster Coastal Committee, May 2018



Stony Brook Brewster circa 1985. Abigail Franklin Archer, Cynthia Vondal Franklin, Jonathan Franklin

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.

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: [REDACTED]
Phone: [REDACTED]
Email: [REDACTED]
Relationship to you:

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

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

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

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

Signature: Date:

Owen C. Nichols
Center for Coastal Studies

██████████
██████████
E-mail: ██████████

PROFESSIONAL EXPERIENCE:

2019 – present: Center for Coastal Studies, Provincetown, MA

Coordinator, Interdisciplinary Research: works with department chairs and program heads to organize interdisciplinary studies that are beyond the scope of a single department or program, specific duties include developing research collaborations, facilitating intra- and inter-agency communications, stakeholder engagement, preparation and review of research proposals or other technical documents, pursuing opportunities to attain new technologies, and developing advanced educational programming.

2015 – present: Woods Hole Oceanographic Institution, Woods Hole, MA

Guest Investigator, Biology Department: conducts and facilitates collaborative research, participates in interdisciplinary research consortium as steering committee member, organizes meetings and chairs working groups and workshops.

2008 – present: Center for Coastal Studies, Provincetown, MA

Director, Marine Fisheries Research: directs program to conduct cooperative research with local fishermen and aquaculturists. Responsible for administration of multiple projects and grants, supervision of staff, undergraduate and graduate student interns, and volunteers.

2007 – 2016: School for Marine Science and Technology, University of Massachusetts, New Bedford, MA

Graduate Research Assistant, Department of Fisheries Oceanography: participated in cooperative research projects - duties included sea sampling, deployment of advanced sensing/imaging equipment, and data analysis/management.

1999 – 2006: Center for Coastal Studies, Provincetown, MA

Research Assistant II, Right Whale Research: Coordinator/Co-Investigator, Right Whale Aerial Survey Program; proficient in field research techniques including systematic aerial and shipboard surveys, oceanographic sampling, and photo-identification; data analysis/management including database maintenance and Geographic Information Systems (GIS); responsible for supervision of laboratory and 3 staff, administration of multiple projects and grants, interagency communication and collaboration, preparation of research proposals, reports, presentations and manuscripts; participated in Center education programs as a naturalist and lecturer.

ACADEMIC APPOINTMENTS:

2018 – present: University of Massachusetts, Boston, MA

Adjunct Faculty, Coastal Processes and Ecosystems Laboratory (CaPE Lab): Advises graduate students, conducts collaborative research.

2017 – present: Shoals Marine Lab, Durham, NH

Adjunct Professor: teaches lecture and field-based undergraduate course in Sustainable Fisheries.

2017 – present: Massachusetts Maritime Academy, Bourne, MA

Adjunct Professor: teaches lecture and field-based undergraduate course in Marine Mammal Biology and Ecology.

EDUCATION:

Ph. D. candidate, Marine Sciences and Technology, University of Massachusetts – Dartmouth, anticipated completion date September 2024.

M. Sc. Marine Sciences and Technology, University of Massachusetts – Dartmouth, September 2012.

B. A. Marine Affairs, University of Rhode Island, May 1998.

RESEARCH:

Owen conducts community-based collaborative research with local fishermen and shellfish farmers, taking a naturalist's approach to developing a shared understanding of marine ecosystems. Primary research interests include fisheries oceanography and marine mammal/fishery interactions. Current focus is the distributional ecology of invertebrates and finfish and implications for fishery management. Primary dissertation research includes a study of longfin inshore squid (*Doryteuthis pealeii*) distribution relative to environmental variables in Nantucket Sound, Massachusetts, conducted in collaboration with local fishermen. Key elements of research are direct involvement of fishermen in sampling design and data collection and the application and deployment of advanced sensing/imaging technology for fisheries research/stock assessment.

PEER-REVIEWED PUBLICATIONS:

Legare, B.J., O.C. Nichols, and L. Ludwig. 2024. Ageing abandoned, lost and discarded lobster fishing gear based on fouling assemblages. *Aquatic Conservation: Marine and Freshwater Ecosystems* 34(1): e4028. <https://doi.org/10.1002/aqc.4028>

Jackman, J.L., R. Bratton, S. Dowling-Guyer, J.J. Vaske, L. Sette, O.C. Nichols, and A. Bogomolni. 2023. Mutualism in marine wildlife value orientations on Cape Cod: Conflict and consensus in the sea and on the shore. *Biological Conservation* 288: 110359. <https://doi.org/10.1016/j.biocon.2023.110359>

Bratton, R., J.L. Jackman, S.A. Wood, S. Dowling-Guyer, J.J. Vaske, A. Bogomolni, M.V. Winton, M.A. Sanderson, O.C. Nichols, and L. Sette. 2023. Conflict with rebounding populations of marine predators: Management preferences of three stakeholder groups on Cape Cod, Massachusetts. *Ocean and Coastal Management* 244: 106800. <https://doi.org/10.1016/j.ocecoaman.2023.106800>

Scully, M.E., W.R. Geyer, D. Borkman, T.L. Pugh, A. Costa, and O.C. Nichols. 2022. Unprecedented summer hypoxia in southern Cape Cod Bay: An ecological response to regional climate change? *Biogeosciences* 19: 3523-3536. <https://doi.org/10.5194/bg-19-3523-2022>

Pershing, A., M. Alexander, D.C. Brady, D. Brickman, E. Curchitser, T. Diamond, L. McClenachan, K.E. Mills, O.C. Nichols, D.E. Pendleton, N.R. Record, J.D. Scott, M.D. Staudinger, and Y. Wang. 2021. Climate impacts on the Gulf of Maine ecosystem: A review of observed and expected changes in 2050 from rising temperatures. *Elementa: Science of the Anthropocene* 9(1): 00076. <https://doi.org/10.1525/elementa.2020.00076>

Bogomolni, A., O.C. Nichols, and D. Allen. 2021. A community science approach to conservation challenges posed by rebounding marine mammal populations: seal-fishery interactions in New England. *Frontiers in Conservation Science* 2: 696535. <https://doi.org/10.3389/fcosc.2021.696535>

Legare, B.J., O.C. Nichols, and M. Borrelli. 2020. Persistence of hydraulic dredge tracks following surf clam harvesting in shallow water. *Journal of Shellfish Research* 39(2): 331-336. <https://doi.org/10.2983/035.039.0214>

Legare, B.J., O.C. Nichols, L. Sette, A. Mittermayr, and M. Borrelli. 2020. Relationships between species communities as determined by analysis of data from multiple surveys of Pleasant Bay, Cape Cod, Massachusetts. *Northeastern Naturalist* 27(Special Issue 10): 114-131. <https://doi.org/10.1656/045.027.s1005>

Nichols, O.C., B.J. Legare, T. Famulare, E. Sgarlat, and T. Lucas. 2020. Seasonal occurrence and relative abundance of fishes and macroinvertebrates in Pleasant Bay, Cape Cod, Massachusetts. *Northeastern Naturalist* 27(Special Issue 10): 76-97. <https://doi.org/10.1656/045.027.s1004>

Jacobson, S.K., J. Seavey, J. Goodman, O.C. Nichols, L.C. Williams, M. Márquez-García, and O. Barbosa. 2020. Integrating entrepreneurship and art to improve creative problem-solving in fisheries education. *Fisheries* 45(2): 84-89. <https://doi.org/10.1002/fsh.10351>

Bisagni, J.J., O.C. Nichols, and R. Pettipas. 2019. Inter-annual variability of Gulf Stream warm-core ring interactions with the outer continental shelf and potential broad scale relationships with longfin squid (*Doryteuthis pealeii*) relative abundance, 1981-2004. ICES Journal of Marine Science 76(5): 1257-1270. <https://doi.org/10.1093/icesjms/fsz144>

Nichols, O.C., K. Groglio, and E. Eldredge. 2019. *In situ* monitoring of longfin inshore squid egg deposition and embryonic development. Journal of Shellfish Research 38(2): 371-374. <https://doi.org/10.2983/035.038.0217>

Staudinger, M.D., K. Mills, K. Stamieszkin, N.R. Record, C.A. Hudak, A. Allyn, A. Diamond, K. Friedland, W. Golet, M. Henderson, C.M. Hernandez, T.G. Huntington, R. Ji, C.L. Johnson, D.S. Johnson, A. Jordaan, J. Kocik, Y. Li, M. Liebman, I. Mlsna, O.C. Nichols, D. Pendleton, R.A. Richards, T. Robben, A.C. Thomas, H.J. Walsh, and K. Yakola. 2019. It's about time: A synthesis of changing phenology in the Gulf of Maine ecosystem. Fisheries Oceanography 28(5): 532-566. <https://doi.org/10.1111/fog.12429>

Nichols, O.C., E. Eldredge, and S.X. Cadrin. 2014. Gray seal behavior in a fish weir observed using Dual-frequency Identification Sonar. Marine Technology Society Journal 48(4): 72-78. <https://doi.org/10.4031/MTSJ.48.4.2>

Rodhouse, P.G.K., G.J. Pierce, O.C. Nichols, and 15 others. 2014. Environmental effects on cephalopod population dynamics: implications for management of fisheries. Advances in Marine Biology 67: 99-233.

Nichols, O.C., H. Lind, J. Baldwin, A.R. Jackett, M. Borrelli, and P.A. Small, Jr. 2011. Site selection for sustainable aquaculture development areas: a practical mapping approach. Journal of Ocean Technology 6(3): 60-70.

Nichols, O.C. and U.T. Tschertter. 2011. Feeding of sea lampreys, *Petromyzon marinus* on minke whales, *Balaenoptera acutorostrata* in the St. Lawrence Estuary, Canada. Journal of Fish Biology 78(1): 338-343.

Nichols, O.C., R.D. Kenney and M.W. Brown. 2008. Spatial and temporal distribution of North Atlantic right whales (*Eubalaena glacialis*) in Cape Cod Bay, USA, and implications for management. Fishery Bulletin 106(3): 270-280.

Nichols, O.C. and P.K. Hamilton. 2004. Occurrence of the parasitic sea lamprey (*Petromyzon marinus*) on western North Atlantic right whales (*Eubalaena glacialis*). Environmental Biology of Fishes 71(4): 413-417.

BOOK REVIEWS:

Lucey, S. M, W. J. Duffy, E. Adams, H. Marshall, O. Nichols, and K. Thompson. 2013. A review of "Scientific communication for natural resource professionals", Transactions of the American Fisheries Society 142(4): 1154-1155.

NON-TECHNICAL ARTICLES:

Nichols, O. C. 2012. Seal/fisheries workshop fosters common ground. Commercial Fisheries News 39 (9): 29.

Nichols, O. C. 2011. Involve fishermen from the start to build strong research partnerships. Commercial Fisheries News 38 (7): 24.

RECENT PRESENTATIONS:

Nichols, O.C., A. Mittermayr, T. Tucker, B.J. Legare, and T. Lucas. 2024. Shift happens: Seasonal distribution and relative abundance of fishes and invertebrates in Nauset Harbor during climate change. 27th Annual Cape Cod Natural History Conference, Barnstable, Massachusetts, March 9, 2024.

- Nichols, O.C., A. Mittermayr, B.J. Legare, and T. Lucas. 2023. Intra-annual distribution and relative abundance of fishes and macroinvertebrates in Nauset Harbor. Northeast Natural History Conference, Burlington, Vermont, April 21-23, 2023.
- Nichols, O.C. and S.D. Oktay. 2023. A Laboratory at Land's End: Community-based shellfish research at the Center for Coastal Studies. 115th Annual Meeting of the National Shellfisheries Association, Baltimore, Maryland, March 26-30, 2023.
- Nichols, O.C. 2023. Community-based collaborative fisheries research: Successes, challenges and implications for regional natural resource management. New England Cooperative Research Summit, Providence, Rhode Island, February 15, 2023.
- Jackman, J., R. Bratton, L. Sette, S. Wood, A. Bogomolni, M. Sanderson, O.C. Nichols, M. Winton, M. Long, S. Dowling-Guyer, S. Sykes, C. Wigren, A. Rutberg, D. Baseman, C. Cummings, V. Bramante, and V. Kako. 2022. Human dimensions of rebounding populations of seals and white sharks on Cape Cod. 20th Annual State of Wellfleet Harbor Conference, Wellfleet, Massachusetts, November 5, 2022.
- Jackman, J., R. Bratton, L. Sette, S. Wood, A. Bogomolni, M. Sanderson, O.C. Nichols, M. Winton, M. Long, S. Dowling-Guyer, S. Sykes, C. Wigren, A. Rutberg, D. Baseman, C. Cummings, V. Bramante, and V. Kako. 2022. Human dimensions of rebounding populations of seals and white sharks on Cape Cod, MA. Summer Meeting of the Southern New England Chapter of the American Fisheries Society, Narragansett, Rhode Island, June 22, 2022.
- Nichols, O.C. 2022. Environmental and fishery effects on *Doryteuthis pealeii* eggs: *in situ* monitoring and field experiments. Cephalopod International Advisory Council Conference (Workshop 2: Collection, Handling and Care of Cephalopod Eggs and Egg Masses), Sesimbra, Portugal, April 2-8, 2022.
- Nichols, O.C. 2021. A year-round survey of the inshore fish community in Wellfleet Harbor. 19th Annual State of Wellfleet Harbor Conference (online), November 6, 2021.
- Nichols, O.C. 2021. Pearlside story: A beach-cast mesopelagic fish, valuable naturalists' observations, and a call for citizen science. Northeast Natural History Conference (online), April 15-18, 2021.
- Staudinger, M.D., K. Mills, K. Stamieszkin, N.R. Record, C.A. Hudak, A. Allyn, A. Diamond, K. Friedland, W. Golet, M. Henderson, C.M. Hernandez, T.G. Huntington, R. Ji, C.L. Johnson, D.S. Johnson, A. Jordaan, J. Kocik, Y. Li, M. Liebman, I. Mlsna, O.C. Nichols, D. Pendleton, R.A. Richards, T. Robben, A.C. Thomas, H.J. Walsh, and K. Yakola. 2019. It's about time: A brief overview of changing phenology in the Gulf of Maine ecosystem. 17th Annual State of Wellfleet Harbor Conference, Wellfleet, Massachusetts, November 2, 2019.
- Nichols, O.C. 2019. Community-based collaborative fisheries research: Successes, challenges and management implications. Lowell Wakefield Fisheries Symposium, Anchorage, Alaska, May 7-9, 2019.
- Bogomolni, A. and O.C. Nichols. 2019. Addressing rebounding marine mammal populations through community science. Lowell Wakefield Fisheries Symposium, Anchorage, Alaska, May 7-9, 2019.
- Nichols, O.C. and J.L. Van Tassell. 2019. Seasonal occurrence of a cryptobenthic fish, the seaboard goby, at its northern range limit. 24th Annual Cape Cod Natural History Conference, Barnstable, Massachusetts, March 9, 2019.
- Nichols, O. C. 2018. Diamondback squid biology, ecology and fisheries: what do we know globally and what do we need to know locally? Workshop: El Calamar Diamante: Biología, Ecología y Pesquería, Santo Domingo, Dominican Republic, November 30, 2018. *With accompanying dissection.
- Nichols, O. C. 2018. Working with the Cape Cod (USA) fishing community to study squid fisheries, oceanography and distributional ecology. Workshop: El Calamar Diamante: Biología, Ecología y Pesquería, Santo Domingo, Dominican Republic, November 30, 2018.

- Nichols, O. C., and J. J. Bisagni. 2018. Offshore influences on inshore squid: Linkages between water mass dynamics and *Doryteuthis pealeii* distribution. Cephalopod International Advisory Council Conference, Saint Petersburg, Florida, November 12-16, 2018. **Winner, Best Presentation Award (Student).
- Nichols, O.C., B.J. Legare, T. Famulare, E. Sgarlat, and T. Lucas. 2018. Seasonal distribution and abundance of fishes and macroinvertebrates in Pleasant Bay. 8th Annual Science in the Seashore Symposium, Eastham, Massachusetts, September 13, 2018.
- Nichols, O.C. 2018. Stakeholder and partner engagement in community-based collaborative fisheries research: Successes, challenges and management implications. 148th Annual Meeting of the American Fisheries Society, Atlantic City, New Jersey, August 19-23, 2018.
- Nichols, O.C. and J.L. Van Tassell. 2018. Seasonal occurrence of a cryptobenthic fish, the seaboard goby, at its northern range limit. 148th Annual Meeting of the American Fisheries Society, Atlantic City, New Jersey, August 19-23, 2018.
- Nichols, O.C., B.J. Legare, T. Famulare, E. Sgarlat, and T. Lucas. 2018. Seasonal distribution and abundance of fishes and macroinvertebrates in Pleasant Bay (Massachusetts, USA). Northeast Natural History Conference, Burlington, Vermont, April 13-15, 2018.
- Nichols, O.C. and J.L. Van Tassell. 2018. Seasonal presence and habitat association of a cryptobenthic fish, the seaboard goby, at its northern range limit. Northeast Natural History Conference, Burlington, Vermont, April 13-15, 2018.
- Nichols, O.C. 2018. Working with the fishing community to study squid fisheries, oceanography and distributional ecology. TonmoCon VII Biennial Cephalopod Conference, Woods Hole, Massachusetts, April 6-8, 2018.
- Nichols, O.C., K. Groglio, and E. Eldredge. 2018. Babysitting baby squid: *in situ* monitoring of longfin inshore squid egg deposition and embryonic development. 110th Annual Meeting of the National Shellfisheries Association, Seattle, Washington, March 18-22, 2018.
- Nichols, O.C. and C.A. Hudak. 2018. A novel low-volume portable pump system for shellfish larval sampling in shallow, turbulent, 'dirty' environments. 110th Annual Meeting of the National Shellfisheries Association, Seattle, Washington, March 18-22, 2018.
- Nichols, O.C., M.V. Pol, D.M. Chosid, and B. Gribbin. 2018. Chain reaction? Development and testing of a modified sea scallop dredge to reduce flatfish bycatch. 110th Annual Meeting of the National Shellfisheries Association, Seattle, Washington, March 18-22, 2018.
- Nichols, O.C., M. Borrelli, B. Legare, A. Mittermayr, L. Sette, and P. Hughes. 2017. Using ecosystem assessments to guide development of coastal resilience strategies: Pleasant Bay case study. 5th Annual Cape Coastal Conference, Hyannis, Massachusetts, December 5-6, 2017.
- Nichols, O.C. 2017. Community-based cooperative fisheries research: Small scales, big implications. 147th Annual Meeting of the American Fisheries Society, Tampa, Florida, August 20-25, 2017.
- Nichols, O. C. 2017. Shellfish and horseshoe crab larval flux at the East Harbor tidal restoration site: A pilot study. 22nd Annual Cape Cod Natural History Conference, Barnstable, Massachusetts, March 11, 2017.
- Nichols, O. C. 2016. Shellfish and horseshoe crab larval flux in East Harbor: A pilot study. 6th Annual Science in the Seashore Symposium, Eastham, Massachusetts, August 25, 2016.
- Nichols, O. C., J. R. King, J. A. Hare, and S. X. Cadrin. 2016. Environmental effects on squid availability to a seasonal inshore fishery: Untangling drivers, mechanisms and scales. University of Massachusetts 2016 Intercampus Marine Science Research Symposium, North Dartmouth, Massachusetts, March 25, 2016. **Winner, Best Presentation Award (PhD Student).

Nichols, O. C. 2016. A gateway to mutual trust and understanding: Fishermen and scientists working together for sustainable fisheries. Slow Fish 2016 Conference, New Orleans, Louisiana, March 10-13, 2016.

Nichols, O. C., T. Famulare, E. Sgarlat, and T. Lucas. 2016. One fish, two fish, red fish, new fish: Fisheries habitat investigations in Pleasant Bay: 2014-2016. 21st Annual Cape Cod Natural History Conference, Barnstable, Massachusetts, March 5, 2016.

Nichols, O. C., and S. X. Cadrin. 2016. Localized depletion of squid around Nantucket Island: are we asking the right questions at the right scales? 21st Annual Cape Cod Natural History Conference, Barnstable, Massachusetts, March 5, 2016.

Nichols, O. C., and S. X. Cadrin. 2016. Localized depletion of squid around Nantucket Island: are we asking the right questions at the right scales? Winter Meeting of the Southern New England Chapter of the American Fisheries Society, Groton, Connecticut, January 14, 2016.

Nichols, O. C., and S. X. Cadrin. 2015. Localized depletion of an important forage species (*Doryteuthis pealeii*): Perceptions, processes, and policies. Cephalopod International Advisory Council Symposium, Hakodate, Japan, November 5-15, 2015.

Nichols, O. C., J. R. King, J. A. Hare, and S. X. Cadrin. 2015. Environmental effects on squid availability to a seasonal inshore fishery: Untangling drivers, mechanisms and scales. Cephalopod International Advisory Council Symposium, Hakodate, Japan, November 5-15, 2015.

Nichols, O. C., J. R. King, J. A. Hare, and S. X. Cadrin. 2015. Untangling drivers, mechanisms and scales of environmental effects on squid availability to a seasonal inshore fishery. Summer Meeting of the Southern New England Chapter of the American Fisheries Society, Dartmouth, Massachusetts, June 25, 2015.

Nichols, O. C., and C. Beggs. 2015. Is Pleasant Bay a lobster nursery? Results of a pilot settlement study. 20th Annual Cape Cod Natural History Conference, Barnstable, Massachusetts, March 14, 2015.

RECENT RESEARCH SUPPORT:

Town of Wellfleet, Massachusetts: 2024 “Wellfleet Harbor Survey: Research Needs, Scope of Work and Next Steps”

NOAA Marine Debris Program: 2023-2026 “New England Regional Fishing Gear Response and Removal Team” (Co-Investigator)

MIT Sea Grant: 2023-2024 “Testing an Acoustic Method to Detect and Quantify Abundance of Longfin Squid Egg Masses Using Sidescan Sonar” (Co-Investigator)

Bilezikian Family Foundation: 2022-2023 “Derelict Fishing and Aquaculture Gear Removal and Recycling”

NOAA Marine Debris Program: 2021-2023 “Removal of Fishing Gear from Sensitive Cape Cod Marine and Terrestrial Habitats” (Co-Investigator)

Town of Eastham, Massachusetts: 2020-2023 “Nauset Barrier Evolution and Ecosystem Assessment” (Co-Investigator)

National Park Service Cape Cod National Seashore: 2017-2023 “Assessing the Benthic Community in a Partially Restored Lagoon to Improve Management Decision-Making” (Co-Investigator)

National Science Foundation: 2021-2023 “Enhancing Research Capacity on Cape Cod for Studies of Coastal Ecosystems that are at Risk from Climate Change and Other Human Impacts” (Co-Investigator)

Restore America's Estuaries/Southeast New England Program Watershed Grant: 2020-2022 "Ecosystem Research in the Pleasant Bay Watershed: The State of the Science and the Future of Monitoring"

National Sea Grant Program: 2020-2022 "Understanding the Cause of Low Dissolved Oxygen in Cape Cod Bay and Initiating a Hypoxia Warning System for the Lobster Fishery" (Co-Investigator)

Woods Hole Sea Grant: 2019-2022 "Human Dimensions of Rebounding Population of Seals and White Sharks on Cape Cod, MA" (Co-Investigator)

U.S. Marine Mammal Commission: 2020-2021 "A Cooperative Training Workshop on Seal-Fisheries Interactions for Fishermen, Scientists, Marine Mammal Stranding Network Personnel and Fisheries Managers"

Friends of Herring River Donald Palladino Fellowship: 2020-2021 "A year-round survey of the inshore fish community in Wellfleet Harbor"

AWARDS:

International Council for Exploration of the Seas Annual Science Conference Travel Award (2014, 2010), American Fisheries Society Marine Fisheries Section Student Travel Award (2014), American Fisheries Society Southern New England Chapter Student Travel Award (2014), Marine Technology Society Graduate Scholarship (2012), Friends of Chatham Waterways Kimball Scholarship (2012), American Institute of Fishery Research Biologists Clark Hubbs Research Assistance Award (2011), New England Estuarine Research Society Niering Student Travel Award (Spring 2011).

TEACHING EXPERIENCE:

Co-Instructor (undergraduate course): Sustainable Fisheries, Shoals Marine Laboratory, Summer 2017-2019, 2021-2022, 2024.

Guest Instructor (grade 4): Eastham Elementary School, 2023-2024.

Instructor (undergraduate course): Marine Mammals, Massachusetts Maritime Academy, Spring 2017, Fall 2018.

Co-Instructor (grades 6-10): Fins, Whiskers and Claws: The Lives and Haunts of Marine Animals of Pleasant Bay, Summer 2017-2018.

Whale Watch Naturalist and Classroom Lecturer: Marine Mammal Biology and Ecology; Center for Coastal Studies/Dolphin Fleet Whale Watch, 1999-2019

SYNERGISTIC ACTIVITIES:

Professionalism Chair, American Fisheries Society Southern New England Chapter, April 2023 – present.

Session Co-Convener, "Shifting Sands to Submerged Habitats: The Marine Ecosystem of Nauset Harbor, Cape Cod," Northeast Natural History Conference, Burlington, Vermont, April 21-23, 2023.

Invited Panelist, "Fishing Industry-Based Environmental Data Collection in the Northeastern United States," Maine Fishermen's Forum, March 4, 2023.

Conference Co-Chair/Organizer, "The Pleasant Bay Ecosystem: Past, Present, and Future," Chatham, MA, March 26, 2022.

Workshop Co-Chair/Organizer, "A Cooperative Training Workshop on Seal - Fisheries Interactions for Scientists, Fishermen, Marine Mammal Stranding Network Personnel and Fisheries Managers" (online), December 9-10, 2021.

Invited Panelist, Global Ghost Gear Initiative/Commercial Fisheries Research Foundation Workshop on the Best Practices to Prevent and Reduce Lost and Abandoned Fishing Gear, September 21, 2021.

Session Convener, “Beach-stranded Marine Fishes: Lessons Learned about Poorly Understood Species,” Northeast Natural History Conference (online), April 15-18, 2021.

Session Convener, Regional Association for Research on the Gulf of Maine (RARGOM) Annual Science Meeting, October 14-16, 2020.

Service Partner, AmeriCorps Cape Cod, October 2019 – present.

Invited Presenter, Marine Resource Education Program (Greater Atlantic), Science Workshop February 25-27, 2020, Woods Hole, MA.

Board of Directors (Founding Member), Sipson Island Trust, March 2019 – October 2021;
Fundraising/Transition Committee Chair, November 2019 – January 2021.

Invited Participant, Gulf of Maine 2050 Science Planning Workshop, Saint Andrews, New Brunswick, Canada, March 25-26, 2019.

Board of Directors, Regional Association for Research on the Gulf of Maine (RARGOM), September 2018 – present.

President, American Fisheries Society Southern New England Chapter, June 2018 – June 2019; President-Elect, July 2017 – June 2018.

Technical Advisor, Cape Cod Fishing Project (“Boundless”), Cape Rep Theatre, April 2016-December 2017.

Workshop Co-Chair, Rhode Island Fisheries in a Changing Climate: Focus on Squid, Point Judith, Rhode Island, January 30, 2017.

Conference Session Organizer/Chair, Change is the Only Constant: The Past, Present and Future of the Cape’s Fisheries, 4th Cape Coastal Conference, Hyannis, Massachusetts, December 6-7, 2016.

Workshop Co-Organizer, A Cooperative Training Workshop on Marine Animal - Fisheries Interactions for Scientists, Fishermen, Marine Mammal Stranding Network Personnel and Fisheries Managers, Chatham/Woods Hole, Massachusetts, December 1-2, 2015.

Workshop Co-Organizer, Northeast Coastal Acidification Network Stakeholder Workshop: Massachusetts-South, Barnstable, Massachusetts, April 27, 2015.

Workshop Co-Organizer, Seal Interactions with Commercial Fisheries, Halifax, Nova Scotia, Canada, January 28-29, 2015.

Symposium Co-Organizer/Co-Chair, Marine Mammal and Fisheries Interactions: Management Challenges in a Changing World, 144th Annual Meeting of the American Fisheries Society, Quebec City, Canada, August 17-21, 2014. Published summary: Fisheries 39(12): 598.

Conference Co-Organizer, World Conference on Stock Assessment Methods, Boston, Massachusetts, July 15-19, 2013.

Workshop Co-Organizer, Marine Animal Entanglement Mitigation for Subtidal Shellfish Aquaculture, Provincetown, Massachusetts, May 22, 2013.

Invited Panelist, Incorporating Environmental Change in Assessments and Management: A Workshop in the Massachusetts Marine Fisheries Institute’s End-to-End Review of New England Groundfish Stock Assessments. Fairhaven, Massachusetts, May 7-8, 2013.

Co-Founder/Steering Committee, Northwest Atlantic Seal Research Consortium, November 2012 – present.

Workshop Organizer, Economically and Environmentally Sustainable Subtidal Aquaculture Techniques, Provincetown, Massachusetts, May 5, 2012.

Workshop Co-Organizer, Gulf of Maine Seals: Fisheries Interactions and Integrated Research, Provincetown, Massachusetts, October 28, 2011.

Invited Panelist, Northeast Regional Collaborative Research Conference, Portsmouth, New Hampshire, October 27-28, 2011

Invited participant, OES-IA Annex IV Expert Workshop on Environmental Effects of Marine Hydrokinetic Energy (MHK) Devices, Dublin, Ireland, September 27-28, 2010.

Chair, Human Interaction Working Group, Gulf of Maine Seals: Populations, Problems, and Priorities, Woods Hole, Massachusetts, May 28-29, 2009.

Board of Directors, American Fisheries Society Southern New England Chapter, March 2012 – present.

PEER REVIEW ACTIVITIES:

Journal Review: Biodiversity and Conservation, Biological Conservation, Cahiers de Biologie Marine, Endangered Species Research, Fisheries Research, Hydrobiologia, ICES Journal of Marine Science, New Zealand Journal of Marine and Freshwater Research

Proposal Review: NOAA RESTORE Science Program 2023, North Pacific Research Board 2015, Northeast Sustainable Agriculture Research & Education Farmer Grants 2014.

Stock Assessment Review, International Council for Exploration of the Seas: Bay of Biscay and Iberian Sea 2014, North Sea 2010.

HONORS:

Best Presentation Award (Student). Cephalopod International Advisory Council Conference, Saint Petersburg, Florida, November 12-16, 2018. “Offshore influences on inshore squid: Linkages between water mass dynamics and *Doryteuthis pealeii* distribution.”

John H. Annala Fishery Leadership Award, Gulf of Maine Research Institute, 2016.

Best Presentation Award (PhD Student), University of Massachusetts 2016 Intercampus Marine Science Research Symposium, North Dartmouth, Massachusetts, March 25, 2016. “Environmental effects on squid availability to a seasonal inshore fishery: Untangling drivers, mechanisms and scales.”

Saul B. Saila Best Student Paper Award, Winter Meeting of the Southern New England Chapter of the American Fisheries Society, Woods Hole, Massachusetts, January 20, 2011. “Application of Dual-frequency Identification Sonar (DIDSON) to monitor gray seal (*Halichoerus grypus*) occurrence at commercial fish weirs”.

PROFESSIONAL SOCIETIES:

American Fisheries Society
American Institute of Fishery Research Biologists
Fish Locally Collaborative
Fishermen and Scientists Research Society
National Shellfisheries Association

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: _____

LOCAL SPONSORING ORGANIZATION: _____

AREA OR FACILITIES NEEDED: _____

DATE OR DATES REQUESTED: _____

TIME IN: _____ TIME OUT: _____ (INCLUDING PREPARATION & DISMANTLING)

PURPOSE OF FACILITY USE: _____

NATURE OF ACTIVITY TO TAKE PLACE: _____

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

NON-PROFIT ORGANIZATION: YES _____ NO _____

IRS # _____ TOTAL NUMBER OF PERSONS EXPECTED _____

MAXIMUM PEOPLE EXPECTED AT ONE TIME: _____

ANY SPECIAL EQUIPMENT NEEDED?: _____

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

MAILING ADDRESS: _____

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: _____

Telephone: _____

ATTACH PROOF OF INSURANCE IN THE AMOUNTS REQUIRED BY THE TOWN.

AUTHORIZATION

This application is recommended for approval and reservation made according to the above information with the understanding that the Town of Brewster regulations will be followed and proof of insurance will be provided:

_____ Date of Selectmen's Approval _____ Assistant Town Administrator or Administrative Assistant

Reservation entered on ___/___/___ by _____

Fee to be assessed for this use: _____ Date paid: _____

Deposit(s) of _____ received on ___/___/___

Insurance requirements are: met _____ waived _____

IF INDICATED HERE, ADDITIONAL APPROVAL IS REQUIRED. PLEASE OBTAIN APPLICABLE SIGNATURES BELOW :

Entity _____ Type of Approval or Permit Req'd _____ Dept. Signature _____

Board of Selectmen License(s) _____

Brewster Health Permits _____

Brewster Police Permits _____

Brewster Building Permits _____

Brewster Fire Permits _____

Planning/Zoning Permits _____

Conservation Commission Conditions _____

FOR OUTDOOR EVENTS - IF SITE REQUIRES SPECIAL SET-UP

Please attach sketch(s) outlining location(s) of any furniture, equipment, signs or apparatus to be set-up on site. Please indicate points of pedestrian and/or vehicular access and egress, proposed parking configurations, temporary sanitary facilities, and source of power and/or water to be used.

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: ANGLICAN CHURCH

LOCAL SPONSORING ORGANIZATION: ANGLICAN CHURCH OF THE RESURRECTION

AREA OR FACILITIES NEEDED: BREAKWATER BEACH

DATE OR DATES REQUESTED: SUNDAYS JUNE 2 - SEPT. 8 2024

TIME IN: 7:30 AM TIME OUT: 9:00 AM (INCLUDING PREPARATION & DISMANTLING)

PURPOSE OF FACILITY USE: WORSHIP SERVICE

NATURE OF ACTIVITY TO TAKE PLACE: WORSHIP SERVICE

WILL ADMISSION FEE BE CHARGED? YES NO AMOUNT

NON-PROFIT ORGANIZATION: YES NO

IRS # TOTAL NUMBER OF PERSONS EXPECTED 15

MAXIMUM PEOPLE EXPECTED AT ONE TIME: 20

ANY SPECIAL EQUIPMENT NEEDED?: NO

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

MAILING ADDRESS: P.O. Box 1704 BREWSTER, MA

TELEPHONE NUMBER: 774-810-0967

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: (860) 834-0634

April 25, 2024

Erika Mawn
Executive Assistant
Town Manager/Select Board Office
2198 Main Street Brewster MA 02631

Dear Erika,

Please accept this as an addendum to our application to use Breakwater Beach Sundays June 2 – September 8, 2024 from 7:30am – 9:00 am.

As a small church we request a waiver of fees for the use of the beach on these days.

Please let me know if there is anything else you need from the church to expedite this request.

Best Regards,

A handwritten signature in black ink that reads "Kevin". The script is cursive and fluid.

Rev. Dr. Kevin Ryan

Archived: Thursday, April 25, 2024 11:19:16 AM
From: [Peter Lombardi](#)
Sent: Mon, 22 Apr 2024 17:41:28
To: [Erika Mawn](#)
Subject: FW: Little Free Library on Stony Brook Rd?
Importance: Normal
Sensitivity: None

Erika,
Please put this on the May 6 consent agenda. This request has been reviewed and approved by the DPW and Water Department. BCT, who owns adjacent property at this intersection, is also supportive. This donated Little Free Library would be located within the road layout (Town property). It would supplement the other LFLs that the BLL has installed at multiple locations in Town over the past several years – which have been very well received.
Peter

Peter Lombardi
Town Manager
Town of Brewster
508-896-3701 x. 1128

Brewster Town Offices are open to the public Monday through Thursday from 8:30am to 4:00pm, and by appointment on Fridays.

From: M Wong-Sommer <mwongsommer@gmail.com>
Sent: Monday, April 22, 2024 12:51 PM
To: Peter Lombardi <plombardi@brewster-ma.gov>
Subject: Re: Little Free Library on Stony Brook Rd?

Hi Peter,

Sorry for the delay in this response.

As discussed, I would like to donate my Little Free Library to the Town, to be installed (by the Town) at the corner of Stony Brook Rd. and Red Top Rd. I will take responsibility for maintaining the library and keeping it stocked. As you know, my children gave me the library in honor of my deceased husband. In keeping with his interests and those of our neighborhood, I intend to stock the library primarily with books related to history and nature.

Thanks,

Mary Wong-Sommer

Archived: Thursday, April 25, 2024 11:19:33 AM
From: [Peter Lombardi](#)
Sent: Wed, 24 Apr 2024 15:56:48
To: [Richard Leibowitz](#) [Erika Mawn](#) [Victor Staley](#) [Thomas Delaney](#)
Cc: [Erika Glidden](#)
Subject: RE: Building Department Fee Schedule
Importance: Normal
Sensitivity: None

I knew we wanted them to not be express permits anymore and remember going back and forth on the flat \$50 versus \$.35/sq ft fee – I am fine with the \$.35 rate. We just need to put it on the May 6 SB agenda for them to approve that minor change. Sorry for the confusion.

Peter Lombardi
Town Manager
Town of Brewster
508-896-3701 x. 1128

Brewster Town Offices are open to the public Monday through Thursday from 8:30am to 4:00pm, and by appointment on Fridays.

From: Richard Leibowitz <rleibowitz@brewster-ma.gov>
Sent: Wednesday, April 24, 2024 11:50 AM
To: Peter Lombardi <plombardi@brewster-ma.gov>; Erika Mawn <emawn@brewster-ma.gov>; Victor Staley <vstaley@brewster-ma.gov>; Thomas Delaney <tdelaney@brewster-ma.gov>
Cc: Erika Glidden <eglidden@brewster-ma.gov>
Subject: RE: Building Department Fee Schedule

Peter, I thought we were going to do \$.35 per square foot for deck resurfacing ?

From: Peter Lombardi <plombardi@brewster-ma.gov>
Sent: Wednesday, April 24, 2024 11:27 AM
To: Erika Mawn <emawn@brewster-ma.gov>; Victor Staley <vstaley@brewster-ma.gov>; Thomas Delaney <tdelaney@brewster-ma.gov>
Cc: Richard Leibowitz <rleibowitz@brewster-ma.gov>; Erika Glidden <eglidden@brewster-ma.gov>
Subject: RE: Building Department Fee Schedule

Looping in Richard and Erika too. Redlined version with the updates is attached.

Peter Lombardi
Town Manager
Town of Brewster
508-896-3701 x. 1128

Brewster Town Offices are open to the public Monday through Thursday from 8:30am to 4:00pm, and by appointment on Fridays.

From: Erika Mawn <emawn@brewster-ma.gov>
Sent: Wednesday, April 24, 2024 10:26 AM

To: Victor Staley <vstaley@brewster-ma.gov>; Thomas Delaney <tdelaney@brewster-ma.gov>

Cc: Peter Lombardi <plombardi@brewster-ma.gov>

Subject: Building Department Fee Schedule

Good Morning,

The Select Board approved your request and recommendation for fee changes for the Building Department last night at their meeting.

Please let me know if you need anything else.

Thank you,
Erika

Erika Mawn

Executive Assistant

Town Manager/Select Board Office

Phone: 508-896-3701 x1100

Website: www.brewster-ma.gov

2198 Main Street Brewster MA 02631

Town of Brewster - Building Department Fees

(Proposed May 2024)

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

\$25.00 Deposit Required for Each Building Permit Application

Abbreviations: Square Foot = SF; Per Square Foot = PSF

Base (Minimum Required) Building Permit Fee	\$100.00
All New Construction, Additions, Alterations >150 Square Feet	\$0.70 per SF
Fireplace/Chimney (No Fee if included with new dwelling permit)	\$50.00
Mechanical/Sheet Metal (No Fee if included with new dwelling permit)	\$50.00
<u>Deck Resurfacing only (no frame or railing work)</u>	<u>\$0.35 per SF or \$50/min.</u>
Pool (above and below ground)	\$100.00
Energy Storage Systems	\$75.00
Accessory Dwelling Unit (ADU) Registration	\$50.00
Change of Use/Establishment of Home Occupation	\$50.00
Demolition (any structure >200 SF, detached or attached)	\$100.00

Express Permits - Roof, Siding, Window, Door repair or replacement, Insulation/Weatherization Only (No HVAC/Duct work)

Fee is per category and per structure and/or dwelling unit \$50.00

Wood, Coal, Pellet Stove	\$75.00
PV Solar Panel Array – (Roof-Mounted)	\$75.00
PV Solar Panel Array – (Ground-Mounted)	\$100.00
Alarm System	\$50.00

Residential Zoning Permits

Shed Registration (up to 120 Square Feet)	\$50.00
Accessory Structure Registration (120 to 200 Square Feet)	\$75.00
Sign Permits	
Up to 4 Square Feet	\$20.00
Over 4 Square Feet	\$30.00
Temporary Sign Permit (per sign)	\$ 5.00

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

\$50.00 Deposit Required for Each Non-Residential Building Permit Application

*Use and Occupancy Groups as defined in Sec. 302 in the 10th Edition of the International Building Code

Base (Minimum Required) Permit Fee	\$125.00
All New Construction, Additions, Alterations >100 Square Feet	Base Fee plus .75 per SF

Express Permits - Roof, Siding, Window, Door repair or replacement, Deck resurfacing (No frame or railing work), Insulation/Weatherization (No HVAC/Duct work)

(NOTE: Commercial Express Permits are not eligible for Homeowner Exemption)

Fee is per category and per structure and/or dwelling unit \$100.00

Demolition ((any structure >125 SF, detached or attached)	\$150.00
Change of Use	\$100.00
Mechanical, Sheet Metal/Flue (per unit)	\$125.00
PV Solar Panel Array (Roof or Ground Mounted)	\$100. plus \$2. per panel
Alarm System	\$100.00
Annual or Periodic 110 Safety Inspection	\$50.00

MISCELLANEOUS FEES

Minor Stormwater Permit	\$50.00
Major Stormwater Permit	\$100.00
Temporary Construction Trailers, Storage Containers	\$125.00
Temporary Tent Permit (400 Square Feet or larger)	\$40.00
Retaining wall per 100 linear feet (over 4 feet of unbalanced fill)	\$40.00
Trench Permit (Pursuant to MGL 82A & 520 CMR 7)	\$40.00
First Reinspection Fee	\$75.00
Second and Subsequent Reinspection Fees	\$125.00
Copies: Large Format Plan (Per Page)	\$5.00

General Conditions

1. For all permit types, please register and apply online through the Brewster Online Permit Portal at: <https://brewsterma.viewpointcloud.com/>
2. Incomplete Building Permit Applications will be denied after 30 days once the applicant has been informed of additional permit requirements.
3. Building and Zoning Permits listed above are **exclusive** of other permits that may be required for a given project such as ZBA Special Permits, Old King's Highway Historic District, Wiring, Plumbing, Gas, or Septic.
4. All permit application fees will be doubled if work is commenced prior to obtaining a permit except where allowed by code.
5. All calculated fees will be rounded to the next highest dollar.
6. Reinspection fees may be charged for each additional inspection if during a requested inspection the work is found to be non-compliant, incomplete, the premises locked or inaccessible, if the scope of the permitted work has been exceeded or if the requested inspection fails. Reinspection fees as noted on this schedule **are due prior** to reinspection.
7. Permit fees and deposits are non-refundable.
8. Permit fees for unusual or special conditions not itemized herein will be determined by the Building Commissioner.
9. All official research requests should be submitted through the Brewster Town Clerk's office.
10. The Brewster Building Department is unable to determine the buildability of any given lot without receipt of a completed building permit application.

If you are unsure of permitting requirements, or if you require assistance in using the online permitting system, please contact the Building Department PRIOR TO THE START of any work for which a permit may be required.

Brewster Building Department
2198 Main Street, Brewster, MA 02631 (508) 896-3701 x1125
building@brewster-ma.gov

Open to the public Monday-Thursday 8:30 am to 4:00 pm, and by appointment on Fridays

Visit <https://brewsterma.viewpointcloud.com/> for more information about who is qualified to register as a permit applicant, becoming a registered user, or the application process itself.

Archived: Thursday, April 25, 2024 11:59:35 AM

From: [Tim Munetsi](#)

Sent: Monday, April 22, 2024 12:34:10 PM

To: [licenses](#)

Cc: [Cade Tims](#) [Jerry Thompson](#)

Subject: Bike MS: Cape Cod Getaway 2024 - Town of Brewster

Importance: Normal

Sensitivity: None

Attachments:

[Town of Brewster special_event_application-_2023 - SB signed.pdf](#) [Bike MS_D2_Cape_Cod_Getaway_2024 \(1\).pdf](#) [National MS Society- Route Arrows.pdf](#)

Town Manager's Office

On behalf of the National MS Society, Greater New England Market, I would like to extend our gratitude for the continuous support and cooperation the Town of Brewster has shown for our annual Bike MS event. The funds raised from this event will continue to be used to advance our support of national research and to support local programming for the more than 27,000 people within Greater New England who are affected by multiple sclerosis.

The 2024 Bike MS: Cape Cod Getaway event, with approximately 897 participants, is scheduled to take place on Sunday, June 30, 2024, starting at Massachusetts Maritime Academy in Buzzards Bay and finishing at the Pilgrim Monument in Provincetown. Our cyclists will be passing through the Town of Brewster between 6:30 a.m. and 2:30 p.m. as they take part in the 75-mile route, with a designated rest stop for our cyclists at Stony Brook Elementary. I have included written riding directions for your review, and we will thoroughly mark the route and make arrangements to have police details where appropriate.

Our routes feature safety stops every 8-15 miles, so that our cyclists remain hydrated and nourished. All cyclists agree to follow the rules of the road and are directed to ride single file – we do not ask for road closures, and this is not a race. We issue one warning to cyclists not following the rules of the road. On the next infraction, we pull them from the ride and require them to ride to the finish in one of our route support vehicles.

We mark our route with small coroplast signs attached to utility poles or stakes (attached a pdf showing route showing route arrows used.) A volunteer will follow the route on the day of the ride and remove all signs after the final cyclist has passed.

We operate a support team consisting of medical personnel, bicycle mechanics, and amateur (HAM) radio operators. Our lead HAM radio operator monitors all emergency radio frequencies, so that we can close or redirect our route should that become necessary.

We respectfully request permission from the Town of Brewster to use town roads for this event. Please find attached our Special Event Application. We are happy to discuss any additional steps, permits, or permissions required for event approval.

We thank you in advance for your support and please feel free to contact me with any questions or concerns

Thank you,

Tim Munetsi | Event Manager | Promoter Line Inc.
PO Box 2028, Colleyville, Texas 76034-2028 C:972-505-5004
Follow us on Facebook! [@PromoterLineInc](#)



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

Office of:
 Select Board
 Town Manager

EVENT NOTIFICATION FORM

Application must be submitted **at least four (4) weeks prior** to the date of the event. Please submit to the Town Manager's Office or email to licenses@brewster-ma.gov.

APPLICANT INFORMATION

Applicant Name: Samantha Boland Phone #: 7816935125
 Applicant Address: PO Box 289, Canton, MA 02021
 Business Name: National Multiple Sclerosis Society Email: samantha.boland@nmss.org

EVENT INFORMATION

Type of Event: Charity cycling event
 Location of Event: Town roads with a rest stop at Stony Brook Elementary
 Date and Hours requested of proposed event: Date(s): 06/30/2024 Times: 6:30 am to 2:30 pm
 Maximum # of guests anticipated: 897 Estimated # of vehicles/bicycles at one time: _____
 Is this event open to the public: Yes _____ No X

ADDITIONAL DETAILS

Will food be offered/provided at the event? Yes X No _____
 If yes, applicant must obtain a food service permit from the Health Dept.

Will any road closures be required for the event? Yes _____ No X

Will any temporary signage be requested for the event? Yes X No _____
 If yes, applicant must obtain a temporary sign permit from the Building Dept.

Please provide a summary of the event, or attach to the application:

The 2024 Bike MS: Cape Cod Getaway event, is scheduled to take place on Sunday, June 30, 2024, starting at Massachusetts Maritime Academy in Buzzards Bay and finishing at the Pilgrim Monument in Provincetown. Our cyclists will be passing through the Town of Brewster between 6:30 a.m. and 2:30 p.m. as they take part in the 75-mile route, with a designated rest stop for our cyclists at Stony Brook Elementary. I have included written riding directions for your review, and we will thoroughly mark the route and make arrangements to have police details where appropriate. All cyclists agree to follow the rules of the road and are directed to ride single file – we do not ask for road closures, and this is not a race. We issue one warning to cyclists not following the rules of the road. On the next infraction, we pull them from the ride and require them to ride to the finish in one of our route support vehicles.

Event Requirements:

- Submit with application a traffic management plan when the roadway is occupied and for all detours associated with event.
- Notify the local and/or State Police to set up a detour of the roadways with appropriate signs and barricades.
- Notify the Brewster Fire Department of the detour to ensure that measures will be taken to minimize disruption to the Fire Department’s emergency services during the event.
- Notify local media (newspapers, radio, etc.) of the proposed event.
- The Select Board has full authority to condition the proposed event.
- 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.

Applicant Signature: Samantha Boland Date: 4/24/24

Signature on the application attest that the application understands and accepts procedural conditions and permits the Town to conduct site visits to the property.

Additional Signatures that may be required:

Brewster Police Department:

Signature: _____
Title: _____
Date: _____

Brewster Fire Department:

Signature: _____
Title: _____
Date: _____

Brewster Select Board:

Signature: _____
Title: _____
Date: _____

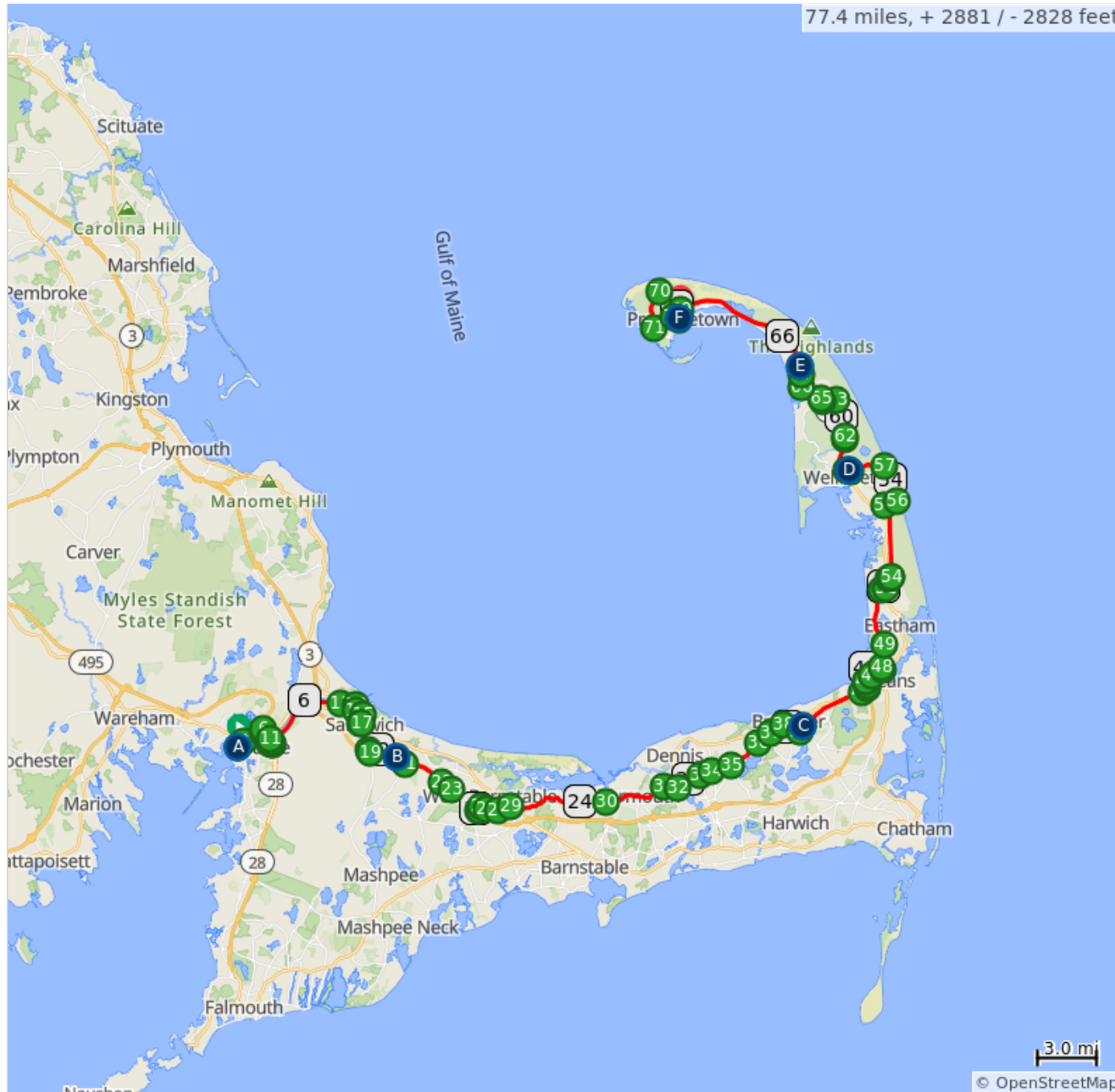
State Police Department:

Signature: _____
Title: _____
Date: _____

The Select Board/Town Management will provide both the Police Department and the Fire Department at least 48 hours advance notice before the commencement of the proposed work or event.

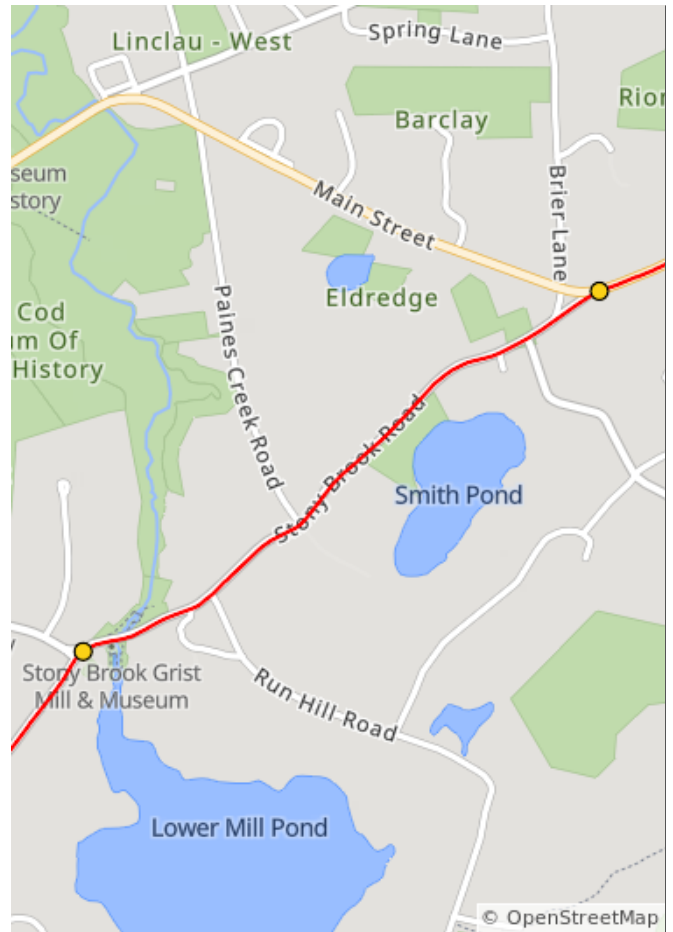
Office Use Only:
Notices Sent: _____ Meeting Date: _____ Date Approved: _____

75M D2 Cape Cod Getaway 2024



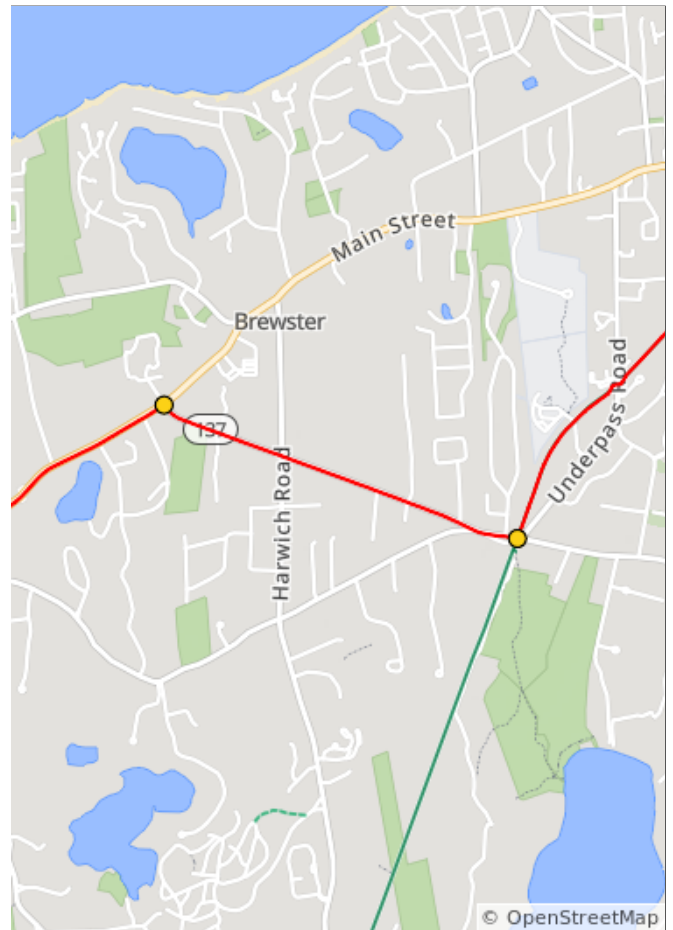
- | | |
|----|---|
| A. | Start- Mass Maritime Academy |
| B. | Rest Stop 1- Cape Cod Rehab Hospital |
| C. | Rest Stop 3- Stony Brook Elementary (Lunch) |
| D. | Rest Stop 5- Wellfleet Elementary |
| E. | Rest Stop-6 Truro Central School (Water only) |
| F. | Finish |

Num	Dist	Type	Note	Next
36.	34.0	↑	Continue onto Stony Brook Rd	0.8
37.	34.8	↑	Continue onto Main St	0.8



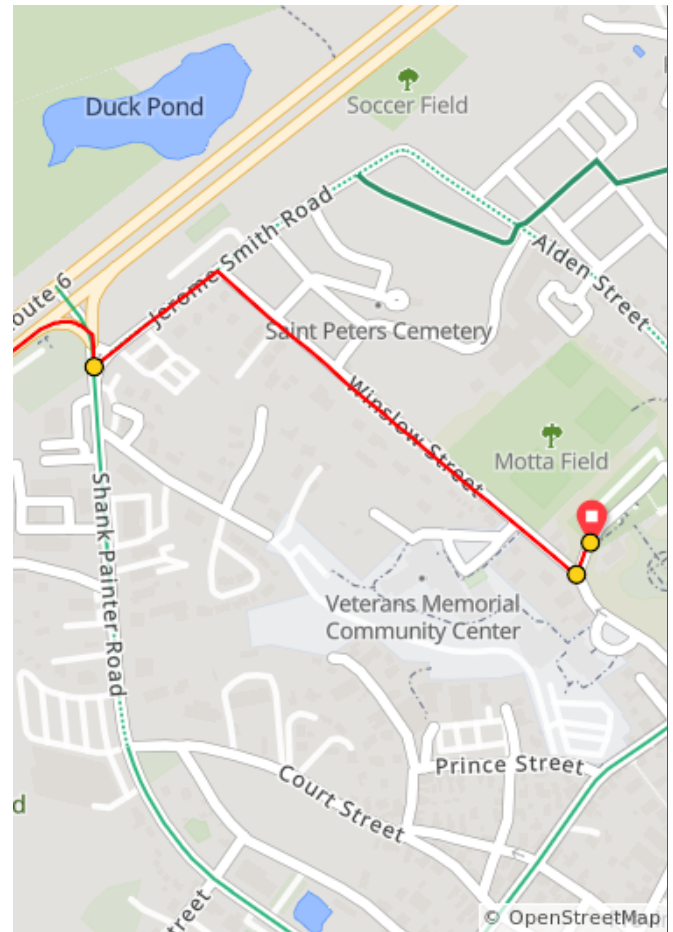
2.6 miles. +65/-44 feet

Num	Dist	Type	Note	Next
38.	35.6	→	R onto Long Pond Rd	1.0
39.	36.6	←	L onto Cape Cod Rail Trail	0.3



1.7 miles. +76/-3 feet

Num	Dist	Type	Note	Next
73.	76.9	←	L onto Jerome Smith Rd	0.4
74.	77.3	←	L onto High Pole Hill Rd	0.0
75.	77.4	📍	End of route	0.0



0.4 miles. +47/-3 feet





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

Office of:
Select Board
Town Manager

MEMORANDUM

To: Select Board
From: Erika Mawn, Executive Assistant
RE: Alteration of Licensed Premises - Ocean Edge Inn & Conference Center
Date: May 2, 2024

The Town Manager's office received an application from Ocean Edge Inn & Conference Center to alter the licensed premises for their Annual All Alcoholic Club License located at 2907 Main Street. The applicant seeks to include the lawns in front of the mansion buildings as a service area for tented events. There will be no physical changes or construction related to this request.

At the time of submission, a public hearing was required along with advertisement and notification of abutters. The advertisement was placed in the Cape Codder and wickedlocal.com on April 26 and May 3, 2024. The applicant provided proof that abutters were notified via US Postal Service.

Included in the packet of materials is the current liquor license which covers multiple areas of the property including the mansion, the carriage house, guest wings, beach and adjacent areas, the pool area and tennis courts. The hours in which alcoholic beverages may be served are from 8:00am until 1:00am Monday through Saturday and 12:00pm to 1:00am on Sundays. Also included in the packet is the Annual Entertainment License for Ocean Edge Inn & Conference Center for 2024. Please note the following conditions of the Entertainment License that are important to the decision for the alteration of premises:

- Outdoor entertainment allowed between 11am and 10pm Monday through Saturday
- No music events on the front lawn related to outdoor dining
- Per the Special Permit issued by the Planning Board, Ocean Edge is allowed 7 events on the front lawn between May and September and 2 events on the front lawn per month between October and April.

Previously Ocean Edge Resort and Conference Center were able to expand their service areas of alcohol based on the Alcoholic Beverages Control Commission (ABCC) advisories regarding extension of allowance of outdoor table service. The extension of this order ended on April 1, 2024. On April 30, 2024, the Governor signed into law regarding amendments to add outdoor alcoholic beverage table service areas. With this, ABCC approval is no longer required for amendments to add outdoor service areas related to alcoholic beverages. Local Licensing Authorities must provide the ABCC notice of amended licenses describing the entire licensed premises, including the newly approved outdoor alcoholic beverage table service area(s).

The Guidelines for Outdoor Alcoholic Beverage Service Areas provided by the ABCC include that all outdoor alcoholic beverage service areas must be enclosed by a barrier, fence, or

partition, sufficient for the licensee to maintain control of access to the area and to provide a safe environment for patrons.

As part of the administrative process, the application has been shared with various department heads for their feedback and comment. The Police Chief noted that this is consistent with activity over the past couple of years, and has no concerns if operations remain the same. Town Administration suggests clarification that the alteration of premises includes all lawn areas in front of the main buildings of Ocean Edge and not just the large lawn area next to Route 6A.

Should the Select Board approve the alteration of premises, the Town Manager's office will send the notice to the Alcohol Beverages Control Commission. Once the Liquor License is amended, the license will be valid through December 31, 2024. The manager of record will need to renew this license each year in the month of November through the Town Manager's office.



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**

AMENDMENT-Change or Alteration of Premises Information

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):

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

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**

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 #: f3092a9c-158c-40ef-8d3f-a831e2e3c1ca

Description	Applicant, Registered and Company Name	Amount
FILING FEES-RETAIL	Ocean Edge Resort Limited Partnership	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 4/1/2024 1:08:06 PM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of

License Number or Business Name:
Ocean Edge Resort Limited Partnership

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Joseph

Last Name:
Devlin

Address:
112 Water St., Ste 201

City:
Boston

State:
MA

Zip Code:
02109

Email Address:
atalbot@ucdlaw.com

APPLICATION AND FORMS



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

AMENDMENT-Change or Alteration of Premises Information

Change of Location

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

Alteration of Premises

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Ocean Edge Resort Limited Partnership	Brewster	00011-CL-0134

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

The licensee is petitioning to add the lawns in front of the mansion building as a service area for alcoholic beverages for tented events, as per past custom and practice.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Joseph H. Devlin	Attorney	jdevlin@ucdlaw.com	617-514-2837

2. ALTERATION OF PREMISES

2A. DESCRIPTION OF ALTERATIONS

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

There will be no physical changes or construction. The licensee is petitioning to add the existing lawns in front of the mansion building as a service area for alcoholic beverages, as per past custom and practice.

2B. PROPOSED DESCRIPTION OF PREMISES

Please provide a complete description of the proposed premises, 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.

Multiple areas consisting of mansion, carriage house, guest wings, beach and adjacent area, pool area, lawns in front of the mansion building, and tennis courts. Excludes main lobby and main entrance porch.

Total Sq. Footage	31,811+	Seating Capacity	1457+
		Occupancy Number	2464+
Number of Entrances	42+	Number of Exits	42+
		Number of Floors	multiple

AMENDMENT-Change or Alteration of Premises Information

3. CHANGE OF LOCATION

3A. PREMISES LOCATION

Last-Approved Street Address

Proposed Street Address

3B. 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.

Total Sq. Footage

Seating Capacity

Occupancy Number

Number of Entrances

Number of Exits

Number of Floors

3C. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

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

4. FINANCIAL DISCLOSURE

Associated 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):

Associated Cost(s):

\$0.00

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
Total:	

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

APPLICANT'S STATEMENT

I, Gary A. Jennison, Sr. the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory
of Ocean Edge Resort Ltd. Partnership
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:



Date:

3/22/24

Title:

Director

CORPORATE RESOLUTION / VOTE

DEED

DEED AND ASSIGNMENT OF RIGHTS AND EASEMENTS

	A N	A N
	O F F I C I A L	O F F I C I A L
<u>GRANTOR:</u>	"THE VILLAGES" Development Company, Inc. 150 Mount Vernon Street, Boston, MA 02125	
	N O T	N O T
<u>GRANTEE:</u>	Ocean Edge Inn Limited Partnership 150 Mount Vernon Street, Boston, MA 02125	
	O F F I C I A L	O F F I C I A L
<u>PROPERTY ADDRESS:</u>	Ocean Edge Resort, Route 6A, Brewster, MA 02631	
<u>DATE:</u>	October <u>30</u> , 1997	

For consideration paid, and in full consideration of Ten Dollars (\$10.00), the receipt and sufficiency of which is hereby acknowledged, the Grantor hereby grants, assigns and conveys to the Grantee, without covenants express or implied, all its right, title and interest in and to the real and personal property described below and located at, appurtenant to or associated with the premises known as Bay Pines Condominium (the "Premises"), a condominium established by Master Deed dated October 31, 1986 and recorded with the Barnstable County Registry of Deeds in Book 5432, Page 180 (the "Master Deed"), all as more specifically described below:

1. All buildings, structures and improvements owned by the Grantor and located on the Premises, excepting any buildings and structures containing condominium units included within the Premises, and excepting the condominium units contained within said buildings and structures, but including without limitation all buildings, structures and improvements constituting or associated with the beach and beach boardwalk, the swimming pool, the tennis courts, the snack bar, the tennis pro shop and other recreational facilities, and all driveways, parking areas, utility lines and other appurtenances or facilities associated therewith.

2. All rights and easements including, without limitation, (i) all rights and easements to develop, construct, maintain, repair, replace, improve, expand, relocate, operate or otherwise deal with recreational facilities located or to be located on the Premises such as the beach and beach boardwalk, the swimming pool, the tennis courts, the snack bar, the tennis pro shop and other recreational facilities, and (ii) all development rights to add units to the condominium and all other rights, which are granted to or reserved by the Grantor, in the Master Deed.

For Grantor's title, see Confirmatory Deed and Assignment of Ocean Edge Resort, Inc., et al., dated March 11, 1993 and recorded with the Barnstable County Registry of Deeds in Book 8477, Page 138 and the Master Deed.

IN WITNESS WHEREOF, the Grantor has caused this Instrument to be executed under seal by its duly authorized Vice President effective as of the date written above.

OFFICIAL COPY

OFFICIAL COPY

"THE VILLAGES" Development Company, Inc.

NOT AN OFFICIAL COPY

By: *Dharshi J. Dupee*
Dharshi J. Dupee, Vice President

COMMONWEALTH OF MASSACHUSETTS

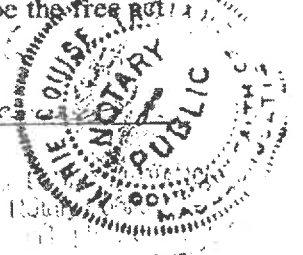
Norfolk, ss.

October 30, 1997

Then personally appeared the above-named Dharshi J. Dupee, Vice President of "THE VILLAGES" Development Company, Inc. and acknowledged the foregoing to be the free act and deed of said corporation, before me,

Maria Concetta Des...
Notary Public

My commission expires:



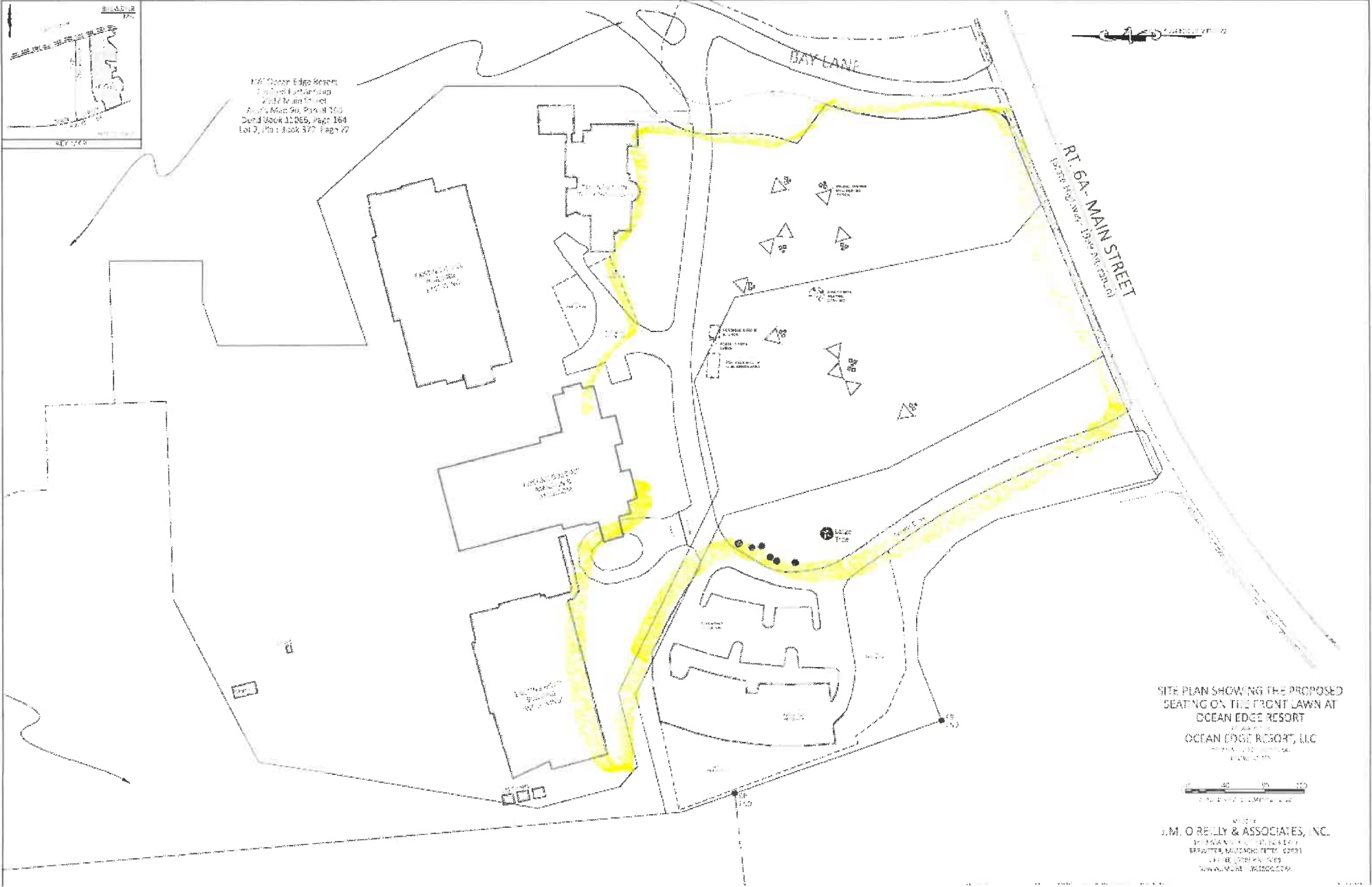
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10/28/97

BARNSTABLE REGISTRY OF DEEDS

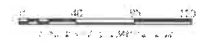
FLOORPLAN



1.01 Ocean Edge Resort
 2.01 Level 1 (Landscape)
 2.02 Level 2 (Landscape)
 2.03 Level 3 (Landscape)
 2.04 Level 4 (Landscape)
 2.05 Level 5 (Landscape)
 2.06 Level 6 (Landscape)
 2.07 Level 7 (Landscape)
 2.08 Level 8 (Landscape)
 2.09 Level 9 (Landscape)
 2.10 Level 10 (Landscape)
 2.11 Level 11 (Landscape)
 2.12 Level 12 (Landscape)
 2.13 Level 13 (Landscape)
 2.14 Level 14 (Landscape)
 2.15 Level 15 (Landscape)
 2.16 Level 16 (Landscape)
 2.17 Level 17 (Landscape)
 2.18 Level 18 (Landscape)
 2.19 Level 19 (Landscape)
 2.20 Level 20 (Landscape)



SITE PLAN SHOWING THE PROPOSED SEATING ON THE FRONT LAWN AT OCEAN EDGE RESORT
 PREPARED FOR
 OCEAN EDGE RESORT, LLC
 1000 OCEAN DRIVE, SUITE 100
 OCEAN CITY, MD 21842



PREPARED BY
 J.M. O'REILLY & ASSOCIATES, INC.
 1000 OCEAN DRIVE, SUITE 100
 BRANTON, MARYLAND 21801
 PHONE: (410) 326-1000
 WWW.JMOA.COM

To: Abutters of 2907 Main Street
Re: Public Hearing for Alteration of Premises

Please note that Ocean Edge Resort Limited Partnership, d/b/a Ocean Edge Inn and Conference Center has filed an application with the Select Board with a request for an alteration of premises. Below is the legal advertisement that will run in the April 26th and May 3rd, edition of the Wicked Local/The Cape Codder.

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 May 6, 2024, at 6:10pm to review and vote on an application from Ocean Edge Resort Ltd Partnership d/b/a Ocean Edge Inn and Conference Center located at 2907 Main Street, Brewster. The application is for an alteration of premises for their Annual All Alcohol On-premises Club Liquor License.

This hearing will be conducted in person at 2198 Main Street, Room A and by remote participation. To participate in this meeting by phone, call 312-626-6799 or 301-715-8592. Webinar ID: 890 9291 0526 Passcode: 509224. To participate by Zoom, please use this link, <https://us02web.zoom.us/j/89092910526?pwd=WHM2V3hrVklhSTloWWhVU09kanUzQT09> Passcode: 509224

All interested parties are invited to attend.

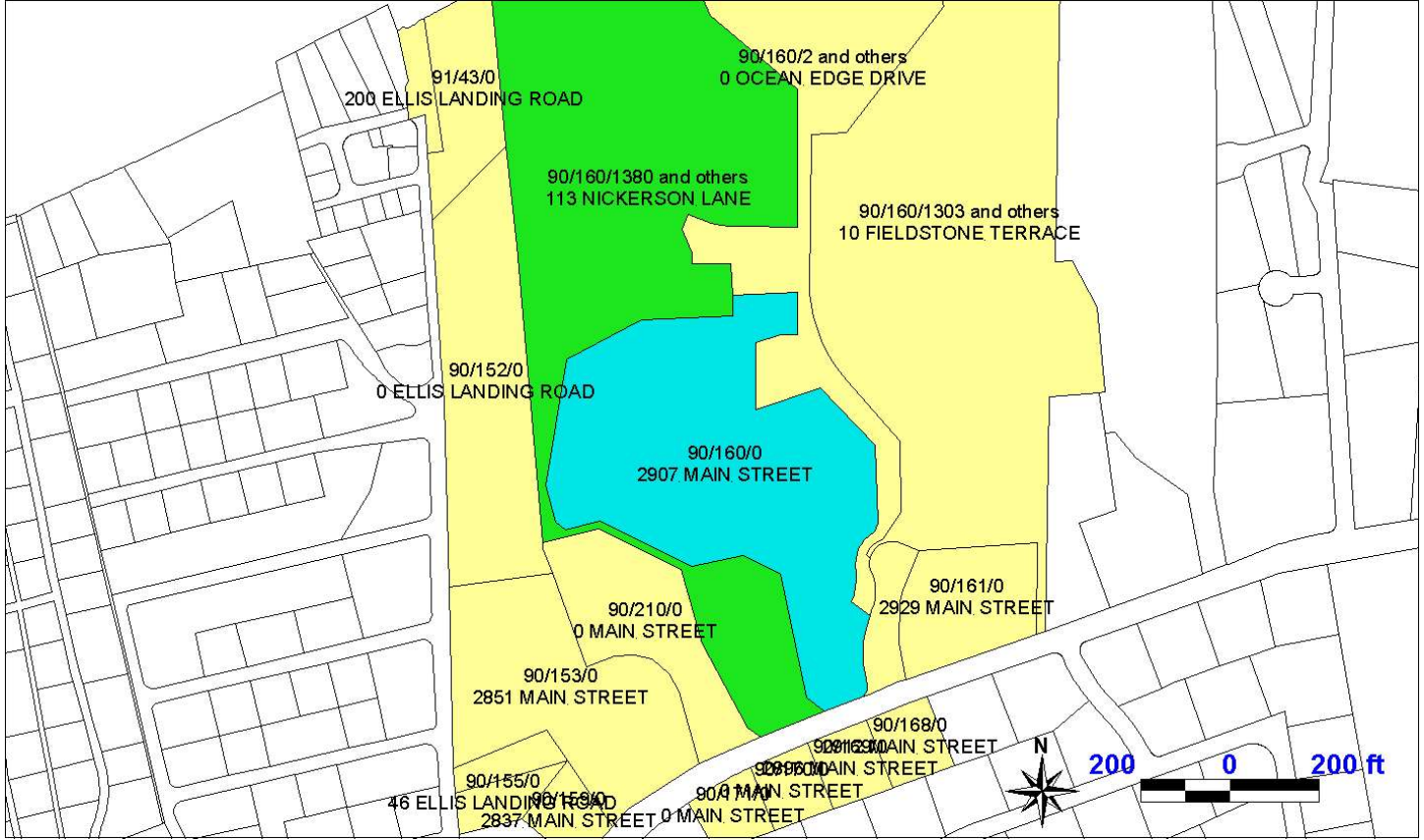


TOWN OF BREWSTER, MA
 BOARD OF ASSESSORS
 2198 Main Street Brewster, MA 02631

Certified by:

James M. Gallagher
James M. Gallagher, MAA
Deputy Assessor

Custom Abutters List



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
1346	90-152-0-E (14-3-2)	BREWSTER CONSERVATION TRUST TRUSTEES	0 ELLIS LANDING ROAD	36 RED TOP ROAD	BREWSTER	MA	02631
1347	90-153-0-R (14-3-3)	2851 MAIN STREET HOLDINGS LLC	2851 MAIN STREET	2907 MAIN STREET	BREWSTER	MA	02631
1425	90-154-0-R (14-41)	MCGARRY CANICE H	50 ELLIS LANDING ROAD	PO BOX 329	BREWSTER	MA	02631
1426	90-155-0-R (14-42)	HERMES EMMANUEL Y & SUSANNE H	46 ELLIS LANDING ROAD	46 ELLIS LANDING ROAD	BREWSTER	MA	02631
1427	90-159-0-R (14-43)	MOORE JAN H	2837 MAIN STREET	2837 MAIN STREET	BREWSTER	MA	02631
1343	90-160-0-R (14-1)	OCEAN EDGE RESORT LLC	2907 MAIN STREET	2907 MAIN STREET	BREWSTER	MA	02631
16600	90-160-1-E (14-1)	OCEAN EDGE I OCEAN EDGE I ASSOCIATION	0 OCEAN EDGE DRIVE	C/O CORCORAN JENNISON MANAGEMENT BOSTON 150 MOUNT VERNON ST, SUITE 500	BOSTON	MA	02125
16601	90-160-2-E (14-1)	OCEAN EDGE II OCEAN EDGE II ASSOCIATION	0 OCEAN EDGE DRIVE	C/O CORCORAN JENNISON MANAGEMENT BOSTON 150 MOUNT VERNON ST, SUITE 500	BOSTON	MA	02125
16602	90-160-3-E (14-1)	BAY PINES CONDOMINIUM BAY PINES CONDOMINIUM ASSOCIATION	0 NICKERSON LANE	C/O CORCORAN JENNISON MANAGEMENT BOSTON 150 MOUNT VERNON ST, SUITE 500	BOSTON	MA	02125
1294	90-160-1294-R (14-1-1)	DOYLE JOHN E & KATHLEEN TRUSTEES	1 SPICEBUSH TERRACE	5650 FOX HOLLOW DRIVE APT D	BOCA RATON	FL	33486
1295	90-160-1295-R (14-1-2)	BRIGGS MARY K	2 SPICEBUSH TERRACE	PO BOX 236	HULL	MA	02045
1296	90-160-1296-R (14-1-3)	UPTEGROVE CAROL L	3 SPICEBUSH TERRACE	30 SUNSET RIDGE LANE	BOLTON	MA	01740
1297	90-160-1297-R (14-1-4)	NEUWAHL MALCOLM H & EDITH	4 SPICEBUSH TERRACE	13633 DEERING BAY DRIVE UNIT 255	CORAL GABLES	FL	33158
1298	90-160-1298-R (14-1-5)	MURPHY LEO EUGENE & CAROLAN PATRICIA LOUISE TRUSTEES	5 SPICEBUSH TERRACE	24 WYNDMERE ROAD	MILTON	MA	02186
1299	90-160-1299-R (14-1-6)	MOURTZINOS STEPHANIE A	6 SPICEBUSH TERRACE	16 DREW CROSSING	WESTFORD	MA	01886

Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
1300	90-160-1300-R (14-1-7)	STERLING MARK J & LISA B	7 FIELDSTONE TERRACE	23 MAYO ROAD	WELLESLEY	MA	02482
1301	90-160-1301-R (14-1-8)	MUKERJI RANA & SARAH B TRUSTEES THE MUKERJI FAMILY TRUST	8 FIELDSTONE TERRACE	3 EAST HILLS BLVD	LOUDONVILLE	NY	12211
1302	90-160-1302-R (14-1-9)	KINGSTON PAUL J TRUSTEE 9 FIELDSTONE TERRACE RT	9 FIELDSTONE TERRACE	282 HIGHLAND STREET	MILTON	MA	02186
1303	90-160-1303-R (14-1-10)	BUJNO STEPHEN & MAUREEN	10 FIELDSTONE TERRACE	246 WEST END AVENUE APT 4A	NEW YORK	NY	10023
1304	90-160-1304-R (14-1-11)	WALTERS ERIC G & MARYELLEN TRSTEEES MARYELLEN WALTERS 2008 FAMIY TR	11 FIELDSTONE TERRACE	167 MONUMENT STREET	CONCORD	MA	01742
1305	90-160-1305-R (14-1-12)	BRAGA SUSAN I	12 FIELDSTONE TERRACE	555 S.E. 6TH AVE., #4B	DELRAY BEACH	FL	33483
1306	90-160-1306-R (14-1-13)	MAURIEL JOHN J & MARY ANNE	13 FIELDSTONE TERRACE	6566 FRANCE AVE SO APT 410	EDINA	MN	55435
1307	90-160-1307-R (14-1-14)	14 FIELDSTONE LLC	14 FIELDSTONE TERRACE	5 HIGH OAKS COURT	WALPOLE	MA	02081
1308	90-160-1308-R (14-1-15)	15 FIELDSTONE TERRACE LLC	15 FIELDSTONE TERRACE	155 FEDERAL STREET SUITE 402	BOSTON	MA	02110
1309	90-160-1309-R (14-1-16)	16 FIELDSTONE TERRACE LLC	16 FIELDSTONE TERRACE	155 FEDERAL STREET SUITE 402	BOSTON	MA	02110
1310	90-160-1310-R (14-1-17)	BICKIMER PATRICIA L	17 FIELDSTONE TERRACE	503 MAIN STREET	ACTON	MA	01720
1311	90-160-1311-R (14-1-18)	SCANLAN TIMOTHY & KAREN	18 FIELDSTONE TERRACE	34 BOOTH DRIVE	WESTWOOD	MA	02090
1312	90-160-1312-R (14-1-19)	POLLACK DAVID B & BERNICE TRUSTEES/BERNICE POLLACK REV T	19 MARINER COURT	17 STRONG FARM LANE	SO HADLEY	MA	01075
1313	90-160-1313-R (14-1-20)	WECK HANS-JEURGEN & SANFLEBER MARTINA	20 MARINER COURT	KASTANIENWEG 8	MEERBUSCH		40667 GERMANY
1314	90-160-1314-R (14-1-21)	BARKER DOUGLAS & WHORISKEY SUSAN	21 MARINER COURT	47 LOUISE ROAD	BELMONT	MA	02478
1315	90-160-1315-R (14-1-22)	HOFMANN GAIL GROSSO & GROSSO JOHN & GROSSO CHRISTOPHER	22 MARINER COURT	1258-4 STILLWATER ROAD	STAMFORD	CT	06902
1316	90-160-1316-R (14-1-23)	LARKIN JOAN M TRUSTEE	23 MARINER COURT	37 HEARTHSTONE DRIVE	MEDFIELD	MA	02052
1317	90-160-1317-R (14-1-24)	BEGG KARINE E	24 MARINER COURT	59 WESTGATE ROAD	WELLESLEY	MA	02481
1318	90-160-1318-R (14-1-25)	REARDON KAREN A	25 MARINER COURT	58 STANDISH ROAD	WELLESLEY	MA	02481
1319	90-160-1319-R (14-1-26)	LARK PROPERTIES LLC	26 MARINER COURT	26 RESERVOIR STREET	CAMBRIDGE	MA	02138
1320	90-160-1320-R (14-1-27)	MARKS SARA J TRUSTEE CAPE REALTY TRUST	27 MARINER COURT	35 GILMORE ROAD	WRENTHAM	MA	02093
1321	90-160-1321-R (14-1-28)	ATHANASOULAS STELLA M & ATHANASOULAS MICHAEL D/TRUSTES	28 OCEAN EDGE DRIVE	4 SUTHERLAND WAY	NASHUA	NH	03062
1322	90-160-1322-R (14-1-29)	ZACK DEBORAH E TRUSTEE LVIN ON THE EDGE REALTY TRUST	29 OCEAN EDGE DRIVE	C/O GREGORY TANZER 108 PILGRIM ROAD	WELLESLEY	MA	02481
1323	90-160-1323-R (14-1-30)	MILLER KEITH L & VICTORIA L	30 OCEAN EDGE DRIVE	119 S HARRISON STREET UNIT 213	DENVER	CO	80209
1324	90-160-1324-R (14-1-31)	HARRIS BARRY C & HARRIS SANDRA SMUCKLER	31 OCEAN EDGE DRIVE	6001 COBALT ROAD	BETHESDA	MD	20816
1325	90-160-1325-R (14-1-32)	MOISE NICHOLAS K & JEAN E TRUSTEES 32 OCEAN EDGE DRIVE REALTY TRUST	32 OCEAN EDGE DRIVE	4 ROSE COURT WAY	EAST WALPOLE	MA	02032
1326	90-160-1326-R (14-1-33)	CORCORAN EARLY SUZANNE	33 OCEAN EDGE DRIVE	616 SOUTH FAIRFAX STREET	ALEXANDRIA	VA	22314
1327	90-160-1327-R (14-1-34)	TEAGER THOMAS A & PATRICIA	34 OCEAN EDGE DRIVE	190 ROLLING MEADOW DRIVE	HOLLISTON	MA	01746
1328	90-160-1328-R (14-1-35)	STAFFORD LINDA TRUSTEE THE L & S REALTY TRUST	35 OCEAN EDGE DRIVE	10 BRAEMOOR WOODS RD UNIT 209	SALEM	NH	03079
1329	90-160-1329-R (14-1-36)	ISAACS KENNETH A & ROBERTS MELINDA	36 OCEAN EDGE DRIVE	21 ALGONQUIAN DRIVE	NATICK	MA	01760
1330	90-160-1330-R (14-1-37)	BERNSTEIN LYDIA A TRUSTEE SIMMAT NOMINEE TRUST	37 OCEAN EDGE DRIVE	20 MARANT DRIVE	NEEDHAM	MA	02492
1331	90-160-1331-R (14-1-38)	ALI FAMILY LIMITED PARTNERSHIP	38 OCEAN EDGE DRIVE	183 NANAQUAKET ROAD	TIVERTON	RI	02878
1332	90-160-1332-R (14-1-39)	SOMMERS 39 OCEAN EDGE DRIVE LLC	39 OCEAN EDGE DRIVE	C/O JOHN A SOMMERS 590 COCONUT PALM ROAD	VERO BEACH	FL	32963
1333	90-160-1333-R (14-1-40)	LONG HARRY A JR TRUSTEE HARRY A LONG JR REVOCABLE LIVING TF	40 OCEAN EDGE DRIVE	40 OCEAN EDGE DRIVE	BREWSTER	MA	02631
1334	90-160-1334-R (14-1-41)	SCHROEDER FAMILY HOLDINGS LLC	41 OCEAN EDGE DRIVE	C/O TODD SCHROEDER 801 SW BAY POINTE CIRCLE	PALM CITY	FL	34990
1335	90-160-1335-R (14-1-42)	SHALABI SAMI M & NUSEIBEH RANDA H	42 OCEAN EDGE DRIVE	12 FOX RUN LANE	LEXINGTON	MA	02420
1336	90-160-1336-R (14-1-43)	GRAY CHARLES J & DEBORAH E	43 OCEAN EDGE DRIVE	21 WARREN STREET	WINCHESTER	MA	01890
1337	90-160-1337-R (14-1-44)	SAVASTANO FRANK SAVASTANO MILDRED T	44 OCEAN EDGE DRIVE	19 ISLAND ROAD	STUART	FL	34996
1338	90-160-1338-R (14-1-45)	BEGG JOHN M & KARINE E	45 OCEAN EDGE DRIVE	59 WESTGATE ROAD	WELLESLEY	MA	02481
1339	90-160-1339-R (14-1-46)	LARK PROPERTIES LLC	46 OCEAN EDGE DRIVE	26 RESERVOIR STREET	CAMBRIDGE	MA	02138
1340	90-160-1340-R (14-1-47)	SILVA GEORGETTE TRUSTEE & SILVA WILLIAM TRUSTEE & SILVA RICAR	47 OCEAN EDGE DRIVE	C/O WILLIAM SILVA 44 BEVERLY ROAD	WEST HARTFORD	CT	06119

Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
1341	90-160-1341-R (14-1-48)	ROITER ERIC D & TEDDY J	48 OCEAN EDGE DRIVE	159 RANGELEY ROAD	CHESTNUT HILL	MA	02467
1342	90-160-1342-R (14-1-49)	CORCORAN JOHN F & LEO J TRUSTEES UNIT 49 REALTY TRUST	49 OCEAN EDGE DRIVE	ATT: KATHLEEN CORCORAN 16 WOODMERE DRIVE	MILTON	MA	02186
1355	90-160-1355-R (14-103-1)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	61 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1356	90-160-1356-R (14-103-2)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	63 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1357	90-160-1357-R (14-103-3)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	65 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1358	90-160-1358-R (14-103-4)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	67 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1359	90-160-1359-R (14-103-5)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	71 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1360	90-160-1360-R (14-103-6)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	73 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1361	90-160-1361-R (14-103-7)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	75 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1362	90-160-1362-R (14-103-8)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	77 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1363	90-160-1363-R (14-103-9)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	79 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1364	90-160-1364-R (14-103-10)	CORCORAN KATHRYN	81 NICKERSON LANE	15 MIDDLESEX STREET	QUINCY	MA	02171
1365	90-160-1365-R (14-103-11)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	83 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1366	90-160-1366-R (14-103-12)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	85 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1367	90-160-1367-R (14-103-13)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	87 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1368	90-160-1368-R (14-103-14)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	89 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1369	90-160-1369-R (14-103-15)	CHAPPLE PATRICIA	91 NICKERSON LANE	36 HORTON PLACE	MILTON	MA	02186
1370	90-160-1370-R (14-103-19)	LARK PROPERTIES LLC	93 NICKERSON LANE	26 RESERVOIR STREET	CAMBRIDGE	MA	02138
1371	90-160-1371-R (14-103-20)	KASPER KAZMIER TRUSTEE KAZMIER KASPER 2020 TRUST	95 NICKERSON LANE	PO BOX 81	BELLINGHAM	MA	02019
1372	90-160-1372-R (14-103-21)	CHMURA LINDA W TRUSTEE	97 NICKERSON LANE	97 NICKERSON LANE	BREWSTER	MA	02631
1373	90-160-1373-R (14-103-22)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	99 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1374	90-160-1374-R (14-103-23)	ROUTE 6A BREWSTER HOLDINGS LLC	101 NICKERSON LANE	2907 MAIN STREET	BREWSTER	MA	02631
1375	90-160-1375-R (14-103-29)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	103 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1376	90-160-1376-R (14-103-30)	ROUTE 6A BREWSTER HOLDINGS LLC	105 NICKERSON LANE	2907 MAIN STREET	BREWSTER	MA	02631
1377	90-160-1377-R (14-103-31)	JACOVONI ARTHUR J & MARTHA E	107 NICKERSON LANE	3 COUNTRY SIDE LANE	WALPOLE	MA	02081
1378	90-160-1378-R (14-103-32)	SHABY CLAIRE S	109 NICKERSON LANE	5 WINTERGREEN CIRCLE	ANDOVER	MA	01810-3216
1379	90-160-1379-R (14-103-33)	CJ OCEAN EDGE INVESTMENT LLC	111 NICKERSON LANE	2907 MAIN STREET	BREWSTER	MA	02631
1380	90-160-1380-R (14-103-34)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	113 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1381	90-160-1381-R (14-103-35)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	117 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1382	90-160-1382-R (14-103-36)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	119 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1383	90-160-1383-R (14-103-37)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	121 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1384	90-160-1384-R (14-103-38)	ROUTE 6A BREWSTER HOLDINGS LLC	123 NICKERSON LANE	2907 MAIN STREET	BREWSTER	MA	02631
1385	90-160-1385-R (14-103-39)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	125 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1386	90-160-1386-R (14-103-40)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	127 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1387	90-160-1387-R (14-103-41)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	100 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1388	90-160-1388-R (14-103-42)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	102 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1389	90-160-1389-R (14-103-43)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	104 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1390	90-160-1390-R (14-103-44)	OCEAN EDGE RESORT LLC ATT: CONTROLLER	106 NICKERSON LANE	OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET	BREWSTER	MA	02631
1344	90-161-0-R (14-2)	OHANESIAN GREG	2929 MAIN STREET	P O BOX 1373	BENNETTSVILLE	SC	29512
1505	90-168-0-R (14-126)	SHIN KEVIN	2912 MAIN STREET	2912 MAIN STREET	BREWSTER	MA	02631
1527	90-169-0-R (14-170)	STRINGE THOMAS & KOSTULIAS JAMES A	2896 MAIN STREET	2896 MAIN STREET	BREWSTER	MA	02631

Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
1455	90-170-0-E (14-71)	BREWSTER TOWN OF CONSERVATION COMMISSION	0 MAIN STREET	2198 MAIN STREET	BREWSTER	MA	02631
1454	90-171-0-E (14-70)	BREWSTER TOWN OF CONSERVATION COMMISSION	0 MAIN STREET	2198 MAIN STREET	BREWSTER	MA	02631
16599	90-210-0-R (14-1)	FIELDSTONE HOLDINGS LLC	0 MAIN STREET	150 MOUNT VERNON STREET, SUITE 500	BOSTON	MA	02125
822	91-42-0-E (7-16-1)	BREWSTER TOWN OF	0 ELLIS LANDING ROAD	2198 MAIN STREET	BREWSTER	MA	02631
1345	91-43-0-E (14-3-1)	BREWSTER CONSERVATION TRUST TRUSTEES	200 ELLIS LANDING ROAD	36 RED TOP ROAD	BREWSTER	MA	02631

Additional Abutter Notifications:

Ocean Edge Resort, LLC c/o Corcoran Jennison Co	150 Mount Vernon St Suite 500	Boston	MA 02125
Ocean Edge Condo Association c/o Corcoran Jennison Mngmnt	PO Box 392	Brewster	MA 02631
Ocean Edge Resort & Golf Club	2907 Main Street	Brewster	MA 02631

90-152-0-E	90-153-0-R	90-154-0-R
BREWSTER CONSERVATION TRUST TRUSTEES 36 RED TOP ROAD BREWSTER, MA 02631	2851 MAIN STREET HOLDINGS LLC 2907 MAIN STREET BREWSTER, MA 02631	MCGARRY CANICE H PO BOX 329 BREWSTER, MA 02631
90-155-0-R	90-159-0-R	90-160-0-R
HERMES EMMANUEL Y & SUSANNE H 46 ELLIS LANDING ROAD BREWSTER, MA 02631	MOORE JAN H 2837 MAIN STREET BREWSTER, MA 02631	OCEAN EDGE RESORT LLC 2907 MAIN STREET BREWSTER, MA 02631
90-160-1-E	90-160-2-E	90-160-3-E
OCEAN EDGE I OCEAN EDGE I ASSOCIATION C/O CORCORAN JENNISON MANAGEMENT 150 MOUNT VERNON ST, SUITE 500 BOSTON, MA 02125	OCEAN EDGE II OCEAN EDGE II ASSOCIATION C/O CORCORAN JENNISON MANAGEMENT 150 MOUNT VERNON ST, SUITE 500 BOSTON, MA 02125	BAY PINES CONDOMINIUM BAY PINES CONDOMINIUM ASSOCIATION C/O CORCORAN JENNISON MANAGEMENT 150 MOUNT VERNON ST, SUITE 500 BOSTON, MA 02125
90-160-1294-R	90-160-1295-R	90-160-1296-R
DOYLE JOHN E & KATHLEEN TRUSTEES 5650 FOX HOLLOW DRIVE APT D BOCA RATON, FL 33486	BRIGGS MARY K PO BOX 236 HULL, MA 02045	UPTEGROVE CAROL L 30 SUNSET RIDGE LANE BOLTON, MA 01740
90-160-1297-R	90-160-1298-R	90-160-1299-R
NEUWAHL MALCOLM H & EDITH 13633 DEERING BAY DRIVE UNIT 255 CORAL GABLES, FL 33158	MURPHY LEO EUGENE & CAROLAN PATRICIA LOUISE TRUSTEES 24 WYNDMERE ROAD MILTON, MA 02186	MOURTZINOS STEPHANIE A 16 DREW CROSSING WESTFORD, MA 01886
90-160-1300-R	90-160-1301-R	90-160-1302-R
STERLING MARK J & LISA B 23 MAYO ROAD WELLESLEY, MA 02482	MUKERJI RANA & SARAH B TRUSTEES THE MUKERJI FAMILY TRUST 3 EAST HILLS BLVD LOUDONVILLE, NY 12211	KINGSTON PAUL J TRUSTEE 9 FIELDSTONE TERRACE RT 282 HIGHLAND STREET MILTON, MA 02186
90-160-1303-R	90-160-1304-R	90-160-1305-R
BUJNO STEPHEN & MAUREEN 246 WEST END AVENUE APT 4A NEW YORK, NY 10023	WALTERS ERIC G & MARYELLEN TRSTEEES MARYELLEN WALTERS 2008 FAMIY TR 167 MONUMENT STREET CONCORD, MA 01742	BRAGA SUSAN I 555 S.E. 6TH AVE., #4B DELRAY BEACH, FL 33483
90-160-1306-R	90-160-1307-R	90-160-1308-R
MAURIEL JOHN J & MARY ANNE 6566 FRANCE AVE SO APT 410 EDINA, MN 55435	14 FIELDSTONE LLC 5 HIGH OAKS COURT WALPOLE, MA 02081	15 FIELDSTONE TERRACE LLC 155 FEDERAL STREET SUITE 402 BOSTON, MA 02110
90-160-1309-R	90-160-1310-R	90-160-1311-R
16 FIELDSTONE TERRACE LLC 155 FEDERAL STREET SUITE 402 BOSTON, MA 02110	BICKIMER PATRICIA L 503 MAIN STREET ACTON, MA 01720	SCANLAN TIMOTHY & KAREN 34 BOOTH DRIVE WESTWOOD, MA 02090
90-160-1312-R	90-160-1313-R	90-160-1314-R
POLLACK DAVID B & BERNICE TRUSTEES/BERNICE POLLACK REV T 17 STRONG FARM LANE SO HADLEY, MA 01075	WECK HANS-JEURGEN & SANFLEBER MARTINA KASTANIENWEG 8 MEERBUSCH, 40667 GERMANY	BARKER DOUGLAS & WHORISKEY SUSAN 47 LOUISE ROAD BELMONT, MA 02478

90-160-1315-R	90-160-1316-R	90-160-1317-R
HOFMANN GAIL GROSSO & GROSSO JOHN & GROSSO CHRISTOPHER 1258-4 STILLWATER ROAD STAMFORD, CT 06902	LARKIN JOAN M TRUSTEE 37 HEARTHSTONE DRIVE MEDFIELD, MA 02052	BEGG KARINE E 59 WESTGATE ROAD WELLESLEY, MA 02481
90-160-1318-R	90-160-1319-R	90-160-1320-R
REARDON KAREN A 58 STANDISH ROAD WELLESLEY, MA 02481	LARK PROPERTIES LLC 26 RESERVOIR STREET CAMBRIDGE, MA 02138	MARKS SARA J TRUSTEE CAPE REALTY TRUST 35 GILMORE ROAD WRENTHAM, MA 02093
90-160-1321-R	90-160-1322-R	90-160-1323-R
ATHANASOULAS STELLA M & ATHANASOULAS MICHAEL D/TRUSTES 4 SUTHERLAND WAY NASHUA, NH 03062	ZACK DEBORAH E TRUSTEE LIVIN ON THE EDGE REALTY TRUST C/O GREGORY TANZER 108 PILGRIM ROAD WELLESLEY, MA 02481	MILLER KEITH L & VICTORIA L 119 S HARRISON STREET UNIT 213 DENVER, CO 80209
90-160-1324-R	90-160-1325-R	90-160-1326-R
HARRIS BARRY C & HARRIS SANDRA SMUCKLER 6001 COBALT ROAD BETHESDA, MD 20816	MOISE NICHOLAS K & JEAN E TRUSTEES 32 OCEAN EDGE DRIVE REALTY TRUST 4 ROSE COURT WAY EAST WALPOLE, MA 02032	CORCORAN EARLY SUZANNE 616 SOUTH FAIRFAX STREET ALEXANDRIA, VA 22314
90-160-1327-R	90-160-1328-R	90-160-1329-R
TEAGER THOMAS A & PATRICIA 190 ROLLING MEADOW DRIVE HOLLISTON, MA 01746	STAFFORD LINDA TRUSTEE THE L & S REALTY TRUST 10 BRAEMOOR WOODS RD UNIT 209 SALEM, NH 03079	ISAACS KENNETH A & ROBERTS MELINDA 21 ALGONQUIAN DRIVE NATICK, MA 01760
90-160-1330-R	90-160-1331-R	90-160-1332-R
BERNSTEIN LYDIA A TRUSTEE SIMMAT NOMINEE TRUST 20 MARANT DRIVE NEEDHAM, MA 02492	ALI FAMILY LIMITED PARTNERSHIP 183 NANAQUAKET ROAD TIVERTON, RI 02878	SOMMERS 39 OCEAN EDGE DRIVE LLC C/O JOHN A SOMMERS 590 COCONUT PALM ROAD VERO BEACH, FL 32963
90-160-1333-R	90-160-1334-R	90-160-1335-R
LONG HARRY A JR TRUSTEE HARRY A LONG JR REVOCABLE LIVING TR 40 OCEAN EDGE DRIVE BREWSTER, MA 02631	SCHROEDER FAMILY HOLDINGS LLC C/O TODD SCHROEDER 801 SW BAY POINTE CIRCLE PALM CITY, FL 34990	SHALABI SAMI M & NUSEIBEH RANDA H 12 FOX RUN LANE LEXINGTON, MA 02420
90-160-1336-R	90-160-1337-R	90-160-1338-R
GRAY CHARLES J & DEBORAH E 21 WARREN STREET WINCHESTER, MA 01890	SAVASTANO FRANK SAVASTANO MILDRED T 19 ISLAND ROAD STUART, FL 34996	BEGG JOHN M & KARINE E 59 WESTGATE ROAD WELLESLEY, MA 02481
90-160-1339-R	90-160-1340-R	90-160-1341-R
LARK PROPERTIES LLC 26 RESERVOIR STREET CAMBRIDGE, MA 02138	SILVA GEORGETTE TRUSTEE & SILVA WILLIAM TRUSTEE & SILVA RICHARD C/O WILLIAM SILVA 44 BEVERLY ROAD WEST HARTFORD, CT 06119	ROITER ERIC D & TEDDY J 159 RANGELEY ROAD CHESTNUT HILL, MA 02467
90-160-1342-R	90-160-1355-R	90-160-1356-R
CORCORAN JOHN F & LEO J TRUSTEES UNIT 49 REALTY TRUST ATT: KATHLEEN CORCORAN 16 WOODMERE DRIVE MILTON, MA 02186	OCEAN EDGE RESORT LLC ATT: CONTROLLER OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET BREWSTER, MA 02631	OCEAN EDGE RESORT LLC ATT: CONTROLLER OCEAN EDGE INN & CONF CENTER 2907 MAIN STREET BREWSTER, MA 02631

90-160-1357-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1358-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1359-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1360-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1361-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1362-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1363-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1364-R
CORCORAN KATHRYN
15 MIDDLESEX STREET
QUINCY, MA 02171

90-160-1365-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1366-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1367-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1368-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1369-R
CHAPPLE PATRICIA
36 HORTON PLACE
MILTON, MA 02186

90-160-1370-R
LARK PROPERTIES LLC
26 RESERVOIR STREET
CAMBRIDGE, MA 02138

90-160-1371-R
KASPER KAZMIER TRUSTEE
KAZMIER KASPER 2020 TRUST
PO BOX 81
BELLINGHAM, MA 02019

90-160-1372-R
CHMURA LINDA W TRUSTEE
97 NICKERSON LANE
BREWSTER, MA 02631

90-160-1373-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1374-R
ROUTE 6A BREWSTER HOLDINGS LLC
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1375-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1376-R
ROUTE 6A BREWSTER HOLDINGS LLC
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1377-R
JACOVONI ARTHUR J & MARTHA E
3 COUNTRY SIDE LANE
WALPOLE, MA 02081

90-160-1378-R
SHABY CLAIRE S
5 WINTERGREEN CIRCLE
ANDOVER, MA 01810-3216

90-160-1379-R
CJ OCEAN EDGE INVESTMENT LLC
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1380-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1381-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1382-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1383-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1384-R
ROUTE 6A BREWSTER HOLDINGS LLC
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1385-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1386-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1387-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1388-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1389-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-160-1390-R
OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

90-161-0-R
OHANESIAN GREG
P O BOX 1373
BENNETTSVILLE, SC 29512

90-168-0-R
SHIN KEVIN
2912 MAIN STREET
BREWSTER, MA 02631

90-169-0-R
STRINGE THOMAS &
KOSTULIAS JAMES A
2896 MAIN STREET
BREWSTER, MA 02631

90-170-0-E
BREWSTER TOWN OF
CONSERVATION COMMISSION
2198 MAIN STREET
BREWSTER, MA 02631

90-171-0-E
BREWSTER TOWN OF
CONSERVATION COMMISSION
2198 MAIN STREET
BREWSTER, MA 02631

90-210-0-R
FIELDSTONE HOLDINGS LLC
150 MOUNT VERNON STREET, SUITE 500
BOSTON, MA 02125

91-42-0-E
BREWSTER TOWN OF
2198 MAIN STREET
BREWSTER, MA 02631

91-43-0-E
BREWSTER CONSERVATION TRUST
TRUSTEES
36 RED TOP ROAD
BREWSTER, MA 02631

OCEAN EDGE RESORT LLC
C/O CORCORAN JENNISON CO
150 MOUNT VERNON STREET SUITE 500
BOSTON, MA 02125

OCEAN EDGE CONDO ASSOCIATION
C/O CORCORAN JENNISON MNGMNT CO
PO BOX 392
BREWSTER, MA 02631

OCEAN EDGE RESORT & GOLF CLUB
2917 MAIN STREET
BREWSTER, MA 02631

UCD
Upton Connell & Devlin, LLP
171 High Street
Newburyport, MA 01950

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OCEAN EDGE II ASSOCIATION
C/O CORCORAN NEWBURYPORT

UCD
Upton Connell & Devlin, LLP
171 High Street
Newburyport, MA 01950

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OCEAN EDGE RESORT LLC
ATT: CONTROLLER
OCEAN EDGE INN & CONF CENTER
2907 MAIN STREET
BREWSTER, MA 02631

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Upton Connell & Devlin, LLP
171 High Street
Newburyport, MA 01950

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BAY PINES CONDOMINIUM ASSOCIATION

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Upton Connell & Devlin, LLP
171 High Street
Newburyport, MA 01950

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Boston, MA 02109

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Upton Connell & Devlin, LLP
112 Water Street, Suite 201
Boston, MA 02109

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90-160-1338-R
DEGG JOHN M & KARINE E
59 WESTGATE

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Boston, MA 02109

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112 Water Street, Suite 201
Boston, MA 02109

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90-160-1334-R
SCHROEDER FAMILY HOLDINGS LLC
C/O TODD SCHROEDER

UCD
Upton Connell & Devlin, LLP
112 Water Street, Suite 201
Boston, MA 02109

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90-160-1315-R
LARKIN JOAN M TRUSTEE
37 HEARTHSTONE DRIVE
METHUEN, MA 02842

UCD
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112 Water Street, Ste 201
Boston, MA 02109

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90-160-1340-R
SILVA GEORGETTE TRUSTEE &
SILVA WILLIAM TRUSTEE & SILVA RICHARD
C/O WILLIAM SILVA
44 BEVERLY ROAD
WEST HARTFORD, CT 06119

UCD
Upton Connell & Devlin, LLP
171 High Street
Newburyport, MA 01950

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90-160-1309-R

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Upton Connell & Devlin, LLP
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171 High Street
Newburyport, MA 01950

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ZIP 01950

90-160-1308-R
15 FIELDSTONE TERRACE LLC
155 FEDERAL STREET
SUITE 402
BOSTON, MA 02110

Account Number:	669892
Customer Name:	Brewster Board Of Selectmen/Legals
Customer Address:	Brewster Board Of Selectmen/Legals 2198 Main ST Town of Brewster Brewster MA 02631-1852
Contact Name:	Erika Mawn
Contact Phone:	
Contact Email:	
PO Number:	

Date:	04/11/2024
Order Number:	10068545
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	39.0000
Height in Inches:	0.0000

Print

Product	#Insertions	Start - End	Category
NEO CAP Cape Codder	2	04/26/2024 - 05/03/2024	Public Notices
NEO wickedlocal.com	2	04/26/2024 - 05/03/2024	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$20.28
Tax Amount	\$0.00
Service Fee 3.99%	\$0.81
Cash/Check/ACH Discount	-\$0.81
Payment Amount by Cash/Check/ACH	\$20.28
Payment Amount by Credit Card	\$21.09

Order Confirmation Amount	\$20.28
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Ad Preview

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 May 6, 2024, at 6:10pm to review and vote on an application from Ocean Edge Resort Ltd Partnership d/b/a Ocean Edge Inn and Conference Center located at 2907 Main Street, Brewster. The application is for an alteration of premises for their Annual All Alcohol On-premises Club Liquor License.

This hearing will be conducted in person at 2198 Main Street, Room A and by remote participation. To participate in this meeting by phone, call 312-626-6799 or 301-715-8592. Webinar ID: 890 9291 0526 Passcode: 509224. To participate by Zoom, please use this link, https://us02web.zoom.us/j/89092910526?pwd=WHM2V3hrVklhSTloWWhVU09kanUzQT09,___Passcode:509224

All interested parties are invited to attend.

AD#10068545

Cape Codder 04/26,05/03/24



ABCC License #
00011-CL-0134

LICENSE

ALCOHOLIC BEVERAGES

The Local Licensing Authority of the
TOWN OF BREWSTER, Massachusetts
Hereby Grants an

ANNUAL ALL ALCOHOLIC CLUB LICENSE

To Expose, Keep for Sale, and to Sell All Kinds of Alcoholic Beverages
TO BE CONSUMED ON THE PREMISES

To: **OCEAN EDGE RESORT LTD PARTNERSHIP**
d/b/a OCEAN EDGE INN & CONFERENCE CENTER
Sukhdyal Sandhu, Manager

On the following described premises at 2907 Main Street, Brewster MA:

Consisting of multiple areas including: the mansion, the carriage house, guest wings, beach and adjacent areas, the pool area and tennis courts. *EXCLUDES the main lobby and main entrance porch.*

This license is granted and accepted upon the express condition that the license shall, in all respects, conform to all of the provisions of the Liquor Control Act, Chapter 138 of the General Law, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires on December 31, 2024, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 27th day of November 2023.

Brewster Select Board
Local Licensing Authority

The hours during which alcoholic beverages may be sold are:

Monday – Saturday: 8:00am – 1:00am

Sunday: 12:00pm – 1:00am

In accordance with State Law governing same and subject to
State ABCC rulings.

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS LOCATION



Town of Brewster

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

Office Of:
Select Board
Town Manager

#ENT 06-2023

FEE \$1,140.00

COMMONWEALTH OF MASSACHUSETTS

Town of Brewster

Licensing Authority

This is to certify that: Ocean Edge Resort Limited Partnership
d/b/a Ocean Edge Inn & Conference Center

2907 Main Street, Brewster MA 02631

IS HEREBY GRANTED A YEARLY (Weekday, Monday - Saturday) ENTERTAINMENT LICENSE

Public Entertainment on Sunday License issued through the Department of Public Safety

This permit is granted in conformity with the Statutes and Ordinances relating thereto and expires June 30, 2024, unless sooner suspended or revoked.

Date Issued: June 26, 2023

Edward B. Chalkley
Wayne Chubb
Kari Spillone
CA Bingham
[Signature]

Brewster Select Board
Local Licensing Authority

Conditions:

- Indoor entertainment allowed hours:
Monday-Saturdays from
11am – midnight
- Outdoor entertainment allowed hours:
Monday- Saturday from
11am – 10:00pm
- No music events on front lawn related to outdoor dining
- Entertainment can include DJ's and live music
- Ocean Edge is restricted to the following as outlined in their Special Permit issued by the Planning Board:
 - 7 events between May – September on the front lawn
 - 2 events per month from October- April on the front lawn
- See attached restrictions



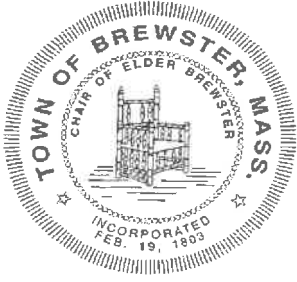
Town of Brewster
2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
www.brewster-ma.gov

Office of:
Select Board
Town Manager

**RESTRICTIONS FOR YEARLY (Weekday, Monday – Saturday)
And SUNDAY ENTERTAINMENT LICENSE**

Ocean Edge Resort Limited Partnership d/b/a Ocean Edge Inn & Conference Center

1. No music will allowed after 10:00 PM at the Bay Pines Pavilion, the terrace above the ballroom, the Mansion second floor terrace or the Carriage house terrace.
2. No amplified live music will be permitted at any time on the terrace above the ballroom, the Mansion second floor terrace or the Carriage house terrace.
3. No entertainment will be permitted after 10:00 PM on the Front Lawn. Tent sides must be rolled down when there is entertainment at any time.



Town Of Brewster
Zoning Board of Appeals
2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701 ext. 133

DECISION

April 1, 2024
ZBA Case No. 24-04

Ocean Edge Resort LLC
c/o Michael Ford, Esq. (Authorized Representative)
72 Main Street
P.O. Box 485
West Harwich, MA 02671

At a duly-noticed public hearing held March 12, 2024, the Brewster Zoning Board of Appeals in Case No. 24-04 voted to grant the requested Special Permit to owner/ applicant Ocean Edge Resort, LLC for property located at 2907 Main Street, Brewster, MA 02631, Tax Map(s) 90 Parcel 160-0 (Ocean Edge Resort) and 160-2381 (Baypines Condominium Assoc.), authorizing an extension of a non-conforming use, to allow for permanent outdoor dining to take place at the premises in the area in front of the mansion and the carriage house. For owner's title to locus, see Barnstable Registry of Deeds Book 32280 Page 259 (Ocean Edge Resort) and Book 32280 Page 256 (Baypines Condominium Assoc.), shown in Plan Book 679, Page 81, Lot 6 and Book 649, Page 82, Lot 7.

FINDINGS

1. The Property is located in the RM zoning district.
2. The primary, resort use of the property is a lawfully preexisting, nonconforming use.
3. The Applicant proposes to change, alter or extend the existing non-conforming use by allowing for permanent outdoor dining to take place in the areas describe in front of the mansion and carriage house, as accessory to the primary use of the property.
4. Pursuant to a referral by the Brewster Building Commissioner (which is contained within the hearing record) the Applicant submitted an application for a special permit as authorized under and in accordance with MGL 40A Section 6, 1st par. and Brewster Zoning Bylaw Section 179-25B, to change, alter, or extend the preexisting nonconforming use to allow for permanent outdoor dining to take place in the areas in front of the mansion and carriage house.
5. The Applicant already operates the outdoor dining activities as requested, which were authorized under COVID-era state legislation without respect to state and local zoning. As the future of the state legislation and allowances under it are uncertain, the Applicant has filed this zoning petition to assure continuation of the use. There have been no significant safety, nuisance or other issues reported, associated with the outdoor dining to date.
6. The application contained the following plans:
 - Site Plan prepared by J.M. O'Reilly & Associates, Inc. dated January 30th, 2024, entitled "Site Plan Showing the Proposed Seating on The Lawn at Ocean Edge Resort, prepared for Ocean Edge Resort, LLC."
7. The Applicant has prepared an operational plan/ protocol for the outdoor dining activities regulating, among other things, associated parking, and circulation. This plan will help coordinate the outdoor dining activities with the Applicant's other permitted activities on the property. A copy of this protocol was submitted with the Applicant's application.

8. The outdoor dining hours of operation will be from Memorial Day to Columbus Day Weekend, 4-9pm daily for service. All guests will be cleared from the front lawn by 10pm for cleanup.
9. The number of outdoor seats authorized by the special permit is 66.
10. The Board of Health has previously approved the applicant's permanent outdoor dining request. The Old King's Highway Historic District has previously approved the structures and improvements associated with the outdoor dining activities.
11. The Board received written department comments. No oral public comments were received from the public at the hearing.
12. The proposed change in the non-conforming use associated with the permanent outdoor dining will continue to be in harmony with the visual and other character of the neighborhood and resort use.
13. There is no significant impact relative to public utilities and infrastructure, water quality, natural resources or traffic.
14. The proposed increase in the nonconforming use will not be substantially more detrimental than the existing nonconforming use to the neighborhood.

CONDITIONS

1. This Special Permit neither prohibits nor allows associated entertainment or service of alcohol, which approval lies within the jurisdiction of the Select Board. The Applicant shall obtain such approval, as applicable.
2. The outdoor dining will be carried out consistent with the above-referenced protocol, entitled "Front Lawn Operational Plan."

DETERMINATION/ VOTE

After the hearing, at its meeting held March 12, 2024, and based on the above Findings, the Board voted unanimously to grant the Special Permit as requested in Case No. 24-04, subject to the above Conditions. The project shall be undertaken consistent with the above-referenced plans.

Present and voting to grant the Special Permit were regular Board Members: Bruce MacGregor, Brian Harrison, Trish Metz, Patricia Eggers, Jeff Carter. Present but not voting was alternate Board member Corey Gill.

This special permit shall run with the property. The granting of this petition shall in no way be construed by any person(s), whether private citizen(s) or public official(s), to be a variance, approval, permit or license beyond the statutory provisions or authority of the laws of the Town of Brewster or the Commonwealth of Massachusetts. Special Permits DO NOT TAKE EFFECT until the twenty (20) day appeal period referenced below has expired and this decision has been recorded with the Barnstable County Registry of Deeds or Registry District, as applicable. A copy of said recorded decision shall forthwith be provided to the Building Department. The special permit approval shall lapse two (2) years from the end of the 20-day appeal period referenced below (which lapse period shall not include such time required to pursue or await the determination of an appeal referred to in MGL Ch. 40A, Section 17), if substantial use or construction thereof has not sooner commenced, except for good cause.



Brian Harrison, Chairman

CLERK'S CERTIFICATION

Any appeals from this decision shall be made pursuant to MGL Chapter 40A Section 17 and must be filed within 20 days after filing of this notice/decision with the Town Clerk.

This decision is filed with the Town Clerk, Town of Brewster on April 1, 2024.

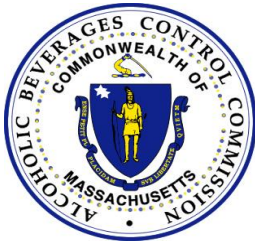
Jayenne Manser
Asst. Town Clerk

The twenty-day appeal period has lapsed this 23rd day of April, 2024, and

No appeal has been filed.

An appeal has been filed on _____.

Collette Mulhearn
Town Clerk



*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150*

Jean M. Lorizio, Esq.
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION (“ABCC”) ADVISORY
REGARDING AMENDMENTS TO ADD OUTDOOR ALCOHOLIC BEVERAGE
TABLE SERVICE AREAS**

On April 30, 2024, Governor Maura Healey signed into law “An Act Making Appropriations for the Fiscal Year 2024 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects.” The text of the law can be found [HERE](#).

ABCC approval is no longer required for amendments to add outdoor alcoholic beverage table service areas¹. Licensees should contact their Local Licensing Authority “LLA” with any questions and apply directly with them. Nothing in the new law prevents the ABCC “from exercising [its] enforcement authority over an amended license nor limit(s) any appeals that can be submitted to the commission pursuant to section 67 of chapter 138.”

Local Boards must provide the ABCC notice of any amended license and can do so by submitting an updated Licensing Authority Certification form describing the entire licensed premises, including but not limited to the newly approved outdoor alcoholic beverage table service area(s).

On April 7, 2022, the ABCC approved Guidelines for Outdoor Alcoholic Beverage Service Areas which can be found [HERE](#).

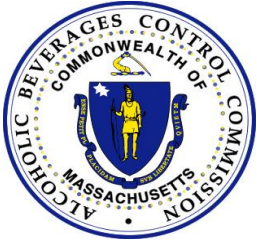
Indoor alteration of premises amendments still require ABCC approval and must comply with the “Liquor Control Act” (M.G.L. c. 138) including but not limited to advertisement, abutters’ notification requirements and Local Board hearing.

As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law.

Questions concerning this Advisory may be directed to Ralph Sacramone, Executive Director of the Massachusetts Alcoholic Beverages Control Commission at (617) 727- 3040 x 731.

(Issued 5/1/2024)

¹ “Outdoor table service,” is defined as restaurant service that includes food prepared on-site and under a food establishment permit issued by a municipal authority pursuant to 105 CMR 590.00 that is served to seated diners outside the restaurant building envelope, whether on a sidewalk, patio, deck, lawn, parking area or other outdoor space.



*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, Massachusetts 02150*

Jean M. Lorizio, Esq.
Chairman

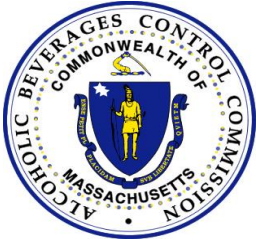
**NOTICE REGARDING THE APPROVAL OF
GUIDELINES FOR OUTDOOR ALCOHOLIC BEVERAGE SERVICE AREAS**

On April 7, 2022, at a public hearing, the Alcoholic Beverages Control Commission approved Guidelines for Outdoor Alcoholic Beverage Service Areas. These Guidelines went into effect immediately. A copy of the Guidelines is attached to this Notice and can be found on the ABCC's website at www.mass.gov/abcc.

The ABCC is grateful for the participation and contribution of several members of the alcohol industry in formulating these Guidelines. The ABCC is confident that these Guidelines will ensure consistency and promote public safety while allowing expanded outdoor dining throughout the Commonwealth.

As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law. Any questions should be directed to the ABCC Executive Director Ralph Sacramone at rsacramone@tre.state.ma.us or (617) 727-3040 x 731.

(Issued April 7, 2022)



*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, Massachusetts 02150*

Jean M. Lorizio, Esq.
Chairman

GUIDELINES FOR OUTDOOR ALCOHOLIC BEVERAGE SERVICE AREAS

1. The licensure of outdoor alcoholic beverage service areas that are outside of the “suitable building” as provided in M.G.L. c. 138, §1, must follow the license application and approval process as provided in Chapter 138 for retail on-premises consumption licenses.
2. Local Licensing Authorities (“LLAs”) have discretion to apply reasonable conditions to the outdoor alcoholic beverage service areas, such as the requirement of food service and/or seated service.
3. All applications for outdoor alcoholic beverage service areas must include documentation demonstrating the right of the Licensee to occupy or permission to use the outdoor alcoholic beverage service area(s). This must include permission to transport alcoholic beverages over public property, if applicable, such as over public sidewalks.
4. Outdoor alcoholic beverage service areas should be contiguous to the licensed building premises with a clear and direct view of the outdoor area from inside the licensed building premises. Further, the Licensee must actively supervise the outside alcoholic beverage service area.
5. Outdoor alcoholic beverage service areas that are noncontiguous to the premises’ building are permitted. However, they must be in the immediate vicinity of, and within clear and direct view of, the existing licensed building premises. Licensees are reminded that their applications may be denied if, in the LLA’s or ABCC’s discretion, it is determined that any proposed noncontiguous outdoor alcoholic beverage service area is in an unsuitable location, such as being too far from the premises’ building or being in an unsafe location.

For noncontiguous outdoor alcoholic beverage service areas, the licensee must have an adequate number of employees that are physically present in the outdoor alcoholic beverage service area at all times when alcoholic beverages are being sold or consumed.

6. All outdoor alcoholic beverage service areas must be enclosed by a barrier, fence, or partition, sufficient for the licensee to maintain control of access to the area and to provide a safe environment for patrons.
7. The LLA should consider the type of neighborhood and the potential impact of noise in the environs before approving outdoor alcoholic beverage service areas.

Questions concerning this Advisory may be directed to Ralph Sacramone, Executive Director of the Massachusetts Alcoholic Beverages Control Commission at (617) 727- 3040 x 731.

(Issued April 7, 2022)



Town of Brewster

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

Office of:
Select Board
Town Manager

MEMORANDUM

To: Select Board
From: Erika Mawn, Executive Assistant
RE: New Seasonal Liquor License- Breakwater Brewster LLC
Date: May 2, 2024

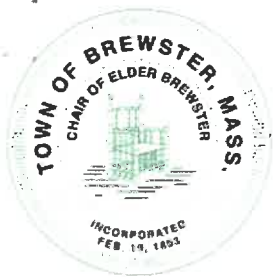
The Town Manager's office received an application for a new Seasonal All Alcoholic Beverages Liquor License for the property located at 235 Underpass Road, Breakwater Brewster LLC d/b/a Breakwater Kitchen and Seafood Market. The applicant has submitted all the required documents for review and approval by the Local Licensing Authority, the Brewster Select Board. The Select Board approved the Common Vicuttaller license for Breakwater Kitchen & Seafood on April 8, 2024.

The proposed hours of liquor sales are from 12pm to 8pm, seven days a week. The description of the premises includes a two-story building with the business occupying the first floor and outdoor seating for 48 people, that will be fenced in per the application.

As part of the administrative process, the application has been shared with various department heads for their feedback and comment. The Police Chief requests that "No Alcohol Beyond This Point" signs are present to prevent possession and consumption of alcoholic beverages outside the designated area. The issuance of the license is contingent upon passing annual fire and building inspections and complying with all current fire code regulations.

Should the Select Board approve the application for a seasonal liquor license the Town Manager's office will send the complete application to the Alcohol Beverages Control Commission (ABCC) for final approval, this can take between 4-6 weeks. During this time, Breakwater Brewster LLC is not allowed to store or serve liquor, nor are they allowed to apply for a One Day Liquor License while an application is pending before the ABCC. We would also request that the owners complete all inspections with the Building and Fire departments.

If the ABCC approves the Liquor License, the Town Manager's office will issue the license which will be valid through December 31, 2024. Seasonal Liquor Licenses are valid April 1st through December 31st each year and must be renewed in March through the Town Manager's office.



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 4-6 weeks for processing, submit to Town Manager's office or licenses@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

Section 1: Applicant Information

Applicant's Name: <i>Breakwater Kitchen & Seafood</i>
Applicant's Address: <i>235 Underpass RD Brewster, MA 02631</i>
Telephone # and Email Address: <div style="background-color: black; width: 100%; height: 20px;"></div>

Section 2: Business Information

Business Name and d/b/a (if applicable): <i>Breakwater Brewster LLC DBA Breakwater Kitchen & Seafood Market</i>
Business Address: <i>235 Underpass RD Brewster, MA 02631</i>
Business Mailing Address: <i>PO Box 128 S. Harwich, MA 02661</i>
Proposed Hours of Operation: <i>11 AM - 8 PM 7 Days / week (closed day TBD)</i>
Proposed Hours of Liquor Sales: <i>12 Noon - 8 PM</i>

Description of premises: Two-story Building with the Breakwater Fish Market occupying the first floor. We propose to apply for 48 fenced-in convenience seats AND 6 Dine-in Counter Seats. Our kitchen will offer New-England style favorites, such as Fried & Broiled Seafood, as well as daily specials ranging from Soup to Poke.

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.

If abutter notification is required, the applicant will be provided with the abutter notification letter and address list. The applicant must provide proof that notification was sent using certified mail. Abutter notification must be completed prior to the public hearing. Failure to do so will result in a delay in processing.

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 mawwn@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.

8 Applicant Signature:  Date: 3/16/24

Internal Use Only:

Application Received: _____ Fingerprint Results Received: 12/1/23 Public Hearing Date: _____ Dept. Review: _____
Abutter Notification: _____ LLA Decision: _____ ABCC Submission Date: _____ ABCC Decision: _____

Ryder & Wilcox

SURVEYING ENGINEERING
HOME PLANNING & DESIGN

3 GIDDIAH HILL ROAD P.O. BOX 439
SO. ORLEANS, MASSACHUSETTS 02662
TEL. 508.255.8312 FAX. 508.240.2306

Certified Plot Plan

Location
Breakwater Fish & Lobster Market
235 Underpass Road
Brewster, MA

prepared for
Curt Collias

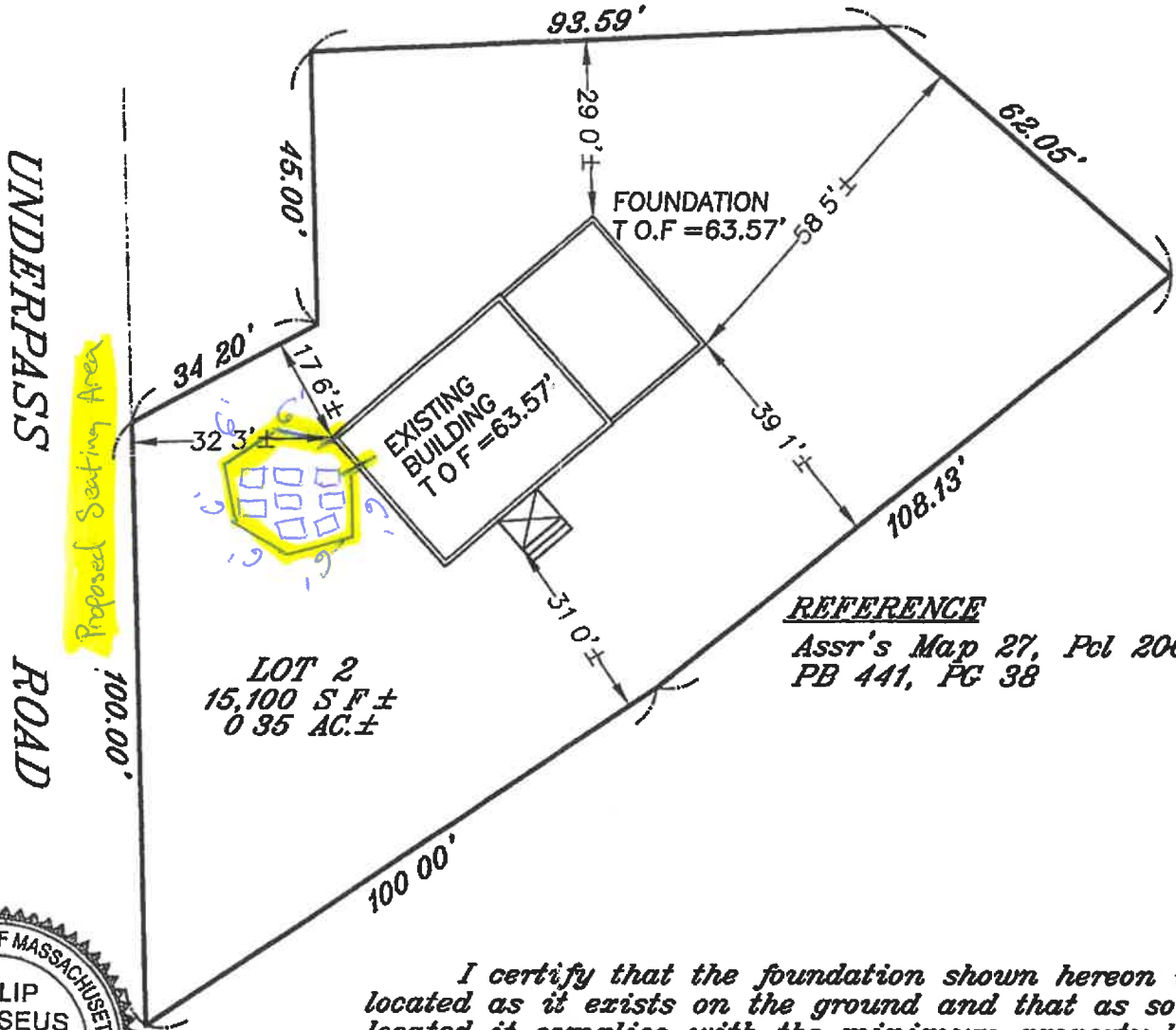
Scale. 1" = 30'

Date. January 9, 2013

2003-2

7

17 W



LOT 2
15,100 S.F. ±
0.35 AC. ±

REFERENCE

Assr's Map 27, Pcl 2003-2
PB 441, PG 38



I certify that the foundation shown hereon is located as it exists on the ground and that as so located it complies with the minimum property line setback requirements of the Town of Brewster

I further certify that the foundation shown is not in a special flood hazard zone.

Reference:

F.E.M.A. Map No. 250003 0008D (dated 06/19/85)

Philip Q. Scholomiti
Professional Land Surveyor

Date: 1/9/13

Job No. 2690

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 and via text message.



Transaction Processed Successfully.

INVOICE #: a02174d6-7cb9-4f5d-aaa5-b2f8bbb6aea2

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Breakwater Brewster LLC	\$200.00
		\$200.00

Total Convenience Fee: **\$4.70**

Date Paid: **3/25/2024 2:21:32 PM EDT**

Total Amount Paid: **\$204.70**

Payment On Behalf Of

License Number or Business Name:
Breakwater Brewster LLC

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
michael

Last Name:
kennedy

Address:
37 twiss road

City:
Orleans

State:
MA

Zip Code:
02653

Email Address:
[REDACTED]



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.

Breakwater brewster LLC DBA Breakwater Kitchen and Seafood is a takeout restaurant and fish market offering traditional New England Fare and cocktails to visitors of the Cape. We are located on the bike trail in Brewster, MA and operate seasonally May-October. We have 48 convenience seats in a fenced-off area attached to the right of the building. The total square footage is approximately 1600 square feet.

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	<input type="text" value="Brewster Breakwater LLC"/>	FEIN	<input type="text" value="933992724"/>
DBA	<input type="text" value="Breakwater Kitchen and Seafood"/>	Manager of Record	<input type="text" value="Michael Kennedy"/>
Street Address	<input type="text" value="285 underpass road, Brewster, MA 02631"/>		
Phone	<input type="text" value="REDACTED"/>	Email	<input type="text" value="REDACTED"/>
Alternative Phone	<input type="text" value="REDACTED"/>	Website	<input type="text"/>

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.

Breakwater kitchen and seafood is approximately 1600 square feet, with approximately 65% being devoted to kitchen and storage and 35% to retail. There is one 650 square foot residential apartment upstairs unrelated to the business with a separate entrance and exit.

Total Square Footage:	<input type="text" value="1600"/>	Number of Entrances:	<input type="text" value="3"/>	Seating Capacity:	<input type="text" value="48"/>
Number of Floors	<input type="text" value="2"/>	Number of Exits:	<input type="text" value="3"/>	Occupancy Number:	<input type="text" value="75"/>

4. APPLICATION CONTACT

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

Name:	<input type="text" value="michael kennedy"/>	Phone:	<input type="text" value="REDACTED"/>
Title:	<input type="text" value="manager"/>	Email:	<input type="text" value="REDACTED"/>

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure	<input type="text" value="LLP"/>	Date of Incorporation	<input type="text" value="10/2023"/>
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 Stores) 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
<input type="text" value="michael kennedy"/>	<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text" value="manager"/>	<input type="text" value="100"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input 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

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
Picos Taco Shack	Retail seasonal	Brewster Pico LLC	Brewster

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	
B. Purchase Price for Business Assets	
C. Other * (Please specify below)	Lease Agreement \$36,000 / Annual
D. Total Cost	\$36,000

*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
Breakwater Brewster LLC (Michael Kennedy)	\$36,000
Total	\$36,000

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.
N/A			<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.

self funded savings

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
5/2015	6/2023	software engineer	zudy	chris platika

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?

Yes No

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

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)

ADCC Licensee Officer/LLC Manager

Management Agreement Entity Officer/LLC Manager

Signature:
Title:
Date:

Signature:
Title:
Date:

APPLICANT'S STATEMENT

I, the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of
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:

Date:

Title:

ENTITY VOTE

The Board of Directors or LLC Managers of Entity Name

duly voted to apply to the Licensing Authority of 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

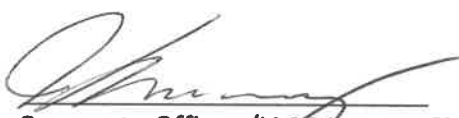
“VOTED: To authorize Name of Person

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 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,


Corporate Officer /LLC Manager Signature

Michael Kennedy
(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

Secretary of the Commonwealth of Massachusetts

William Francis Galvin

Business Entity Summary

ID Number: 001709546

[Request certificate](#)

[New search](#)

Summary for: 235 UNDERPASS ROAD, LLC

The exact name of the Domestic Limited Liability Company (LLC): 235 UNDERPASS ROAD, LLC

Entity type: Domestic Limited Liability Company (LLC)

Identification Number: 001709546

Date of Organization in Massachusetts: 10-10-2023
Date of Revival:

Last date certain:

The location or address where the records are maintained (A PO box is not a valid location or address):

Address: 235 UNDERPASS ROAD

City or town, State, Zip code, BREWSTER, MA 02631 USA

Country:

The name and address of the Resident Agent:

Name: JAMES M. NORCROSS

Address: 156 CROWELL ROAD

City or town, State, Zip code, CHATHAM, MA 02633 USA

Country:

The name and business address of each Manager:

Title	Individual name	Address
MANAGER	THOMAS R. KENNEDY JR.	235 UNDERPASS ROAD BREWSTER, MA 02631 USA USA
MANAGER	PATRICIA KENNEDY	235 UNDERPASS ROAD BREWSTER, MA 02631 USA USA
MANAGER	MICHAEL KENNEDY	235 UNDERPASS ROAD BREWSTER, MA 02631 USA USA

In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:

Title	Individual name	Address

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	Address
REAL PROPERTY	PATRICIA KENNEDY	235 UNDERPASS ROAD BREWSTER, MA 02631 USA USA
REAL PROPERTY	THOMAS R. KENNEDY JR.	235 UNDERPASS ROAD BREWSTER, MA 02631 USA USA

Consent **Confidential Data** **Merger Allowed** **Manufacturing**

View filings for this business entity:

- ALL FILINGS ▲
- Annual Report
- Annual Report - Professional
- Articles of Entity Conversion
- Certificate of Amendment ▼
- Certificate of Incorporation

[View filings](#)

Comments or notes associated with this business entity:

[New search](#)

**The Commonwealth of Massachusetts, William Francis Galvin
Corporations Division**

One Ashburton Place - Floor 17, Boston MA 02108-1512 | Phone: 617-727-9640

Certificate of Amendment

(General Laws, Chapter 156C, Section 13)

Filing Fee: \$100.00

Identification Number:	001709558
------------------------	-----------

1.a. Exact name of the limited liability company: BREAKWATER BREWSTER, LLC
--

<input type="checkbox"/> Check if amending entity name
1.b. The exact name of the limited liability company as amended, is: BREAKWATER BREWSTER, LLC

1.c. The date of filing of the original certificate of organization: 10/10/2023
--

2. Address in the Commonwealth where the records will be maintained:			
Number and street:	235 UNDERPASS ROAD		
Address 2:			
City or town:	BREWSTER	State:	MA Zip code: 02631
Country:	UNITED STATES		

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 RETAIL FISH MARKET 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: (mm/dd/yyyy)

5. Name and address of the Resident Agent:	
Agent name:	JAMES M. NORCROSS
Number and street:	156 CROWELL ROAD
Address 2:	

City or town: CHATHAM State: MA Zip code: 02633

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

Title	Name	Address
MANAGER	PATRICIA KENNEDY	235 UNDERPASS ROAD BREWSTER, MA 02631 USA
MANAGER	THOMAS R. KENNEDY JR.	235 UNDERPASS ROAD BREWSTER, MA 02631 USA
MANAGER	MICHAEL KENNEDY	235 UNDERPASS ROAD BREWSTER, MA 02631 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	Name	Address
-------	------	---------

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	Name	Address
REAL PROPERTY	PATRICIA KENNEDY	235 UNDERPASS ROAD BREWSTER, MA 02631 USA
REAL PROPERTY	THOMAS R. KENNEDY JR.	235 UNDERPASS ROAD CHATHAM, MA 02631 USA

9. Additional matters:

10. State the amendments to the certificate:

THE ADDITION OF MICHAEL KENNEDY AS A MANAGER OF THE COMPANY.

11. The amended certificate is effective at the time and on the date approved by the Division, unless a later effective date not more than ninety (90) days from the date of filing is specified:

Later Effective Date (mm/dd/yyyy): Time (HH:MM)

SIGNED UNDER THE PENALTIES OF PERJURY, this 18 Day of March, 2024,

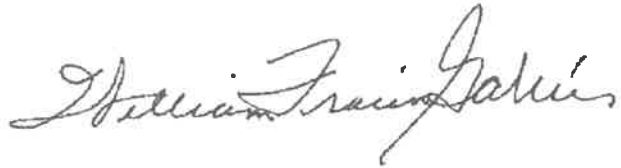
MICHAEL KENNEDY

, 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 18, 2024 10:22 AM

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



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

JEAN M. LORIZIO, ESQ.
CHAIRMAN

CORI REQUEST FORM

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: (IF EXISTING LICENSEE) LICENSEE NAME: CITY/TOWN:

APPLICANT INFORMATION

LAST NAME: FIRST NAME: MIDDLE NAME:

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:

GENDER: HEIGHT: WEIGHT: EYE COLOR:

CURRENT ADDRESS:

CITY/TOWN: STATE: ZIP:

FORMER ADDRESS:

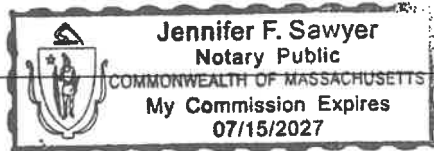
CITY/TOWN: STATE: ZIP:

PRINT AND SIGN

PRINTED NAME: APPLICANT/EMPLOYEE SIGNATURE:

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: SIGNATURE OF CORI-AUTHORIZED EMPLOYEE:

The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity 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.

THIS IS A LEGALLY BINDING CONTRACT.
IF NOT UNDERSTOOD, SEEK COMPETENT LEGAL ADVICE.

**235 UNDERPASS ROAD, LLC
P.O. Box 128
South Harwich, Massachusetts 02661**

LEASE FOR 235 UNDERPASS RD, BREWSTER, MA

Lease made this 19th day of October, 2023 by **235 UNDERPASS ROAD, LLC**, PO Box 128 South Harwich, MA 02661 hereinafter called the "LANDLORD" and **BREAKEWATER BREWSTER, LLC** hereinafter called the "TENANT".

Witnesseth, that the LANDLORD above hereby leases to the TENANT above, the premises located at 235 Underpass Road, Brewster, MA.

RENT: The term of this lease shall be for 3 years commencing on November 1, 2023 and ending October 31, 2024 For the first 12 months of the lease TENANT agrees to pay \$36,000. Said rent shall be payable in installments of \$3,000.00 on the first day of every month, in advance, if this lease is in force and effect. The tenant has the option to renew the lease for the additional terms mentioned below with notice of intent 90 days prior to lease termination.

The TENANT agrees to send his rent payments monthly through the DoorLoop portal. Instructions on how to use the portal will be given at the start of the lease term.

TENANT has the right of first refusal should the LANDLORD sell the property to a third party.

During the lease term, the following charges shall be paid by the LANDLORD or TENANT as checked:

	LANDLORD	TENANT
a. Oil	(N/A)	(N/A)
b. Gas	(No)	(Yes)
c. Electricity	(No)	(Yes)
d. Real Estate Taxes	(Yes)	(No)
e. Water	(Yes)	(No)
f. Water Overages	(Yes)	(No)
g. Trash Removal	(Yes)	(No)
h. Lawn Maintenance	(Yes)	(No)
i. Snow Removal	(Yes)	(No)
j. Internet	(No)	(Yes)

MAINTENANCE: The tenant shall assume all responsibility for the maintenance and repair of all windows, doors, and interior components within their respective unit as stipulated in this lease agreement.

The LANDLORD hereby notifies the TENANT that **235 UNDERPASS ROAD, LLC**, PO Box 128 South Harwich, MA 02661 is the company who, on behalf of the LANDLORD is responsible for the care, maintenance and repair of the heretofore described property.

The LANDLORD hereby notifies the TENANT that Patricia Kennedy is the person authorized to receive notices of violations of law and to accept service of process on behalf of the OWNER.

The parties hereto, in consideration of these present, agree as follows:

1. That no alteration, addition, or improvement to the leased property shall be made by the TENANT without the written consent of the LANDLORD. Any alteration, addition, or improvement made by the TENANT after such consent shall have been given, and any fixtures installed as part thereof, shall at the LANDLORD's option become the property of the LANDLORD upon the expiration or other earlier termination of this lease; provided, however, that the LANDLORD shall have the right to require the TENANT to remove such fixtures at the TENANT cost upon such termination of this lease.
2. That the TENANT shall maintain the leased premises in a clean condition and; the TENANT will be responsible for all damage, breakage, waste, and/or loss to the premises, except normal wear and tear and unavoidable casualty which may result from occupancy; and upon termination of this lease the TENANT will leave the premises in the same general and good and habitable condition as found upon entry.
3. That the LANDLORD agrees to supply fixtures and household furnishings, equipment or other personal property only and specifically described within this agreement, and/or in accordance with the statement of conditions to be incorporated by reference herein.

4. That the words "LANDLORD" and "TENANT" as used herein shall include their respective heirs, executors, administrators, successors, representative, assigns and/or agents. If more than one party signs as TENANT here under, the agreements herein of the TENANT shall be the joint and several obligations of each such party.
5. That the LANDLORD and TENANT agree that should the premises be destroyed by fire or other personal casualty so as to become unfit for human habitation that these presents shall thereby be ended, with refund to the TENANT for any rent term unused with no further amounts due.
 - a. Subject to the conditions of paragraph six (6), the LANDLORD agrees that should the premises acquire a condition which amounts to a violation of law which may endanger or materially impair the health, safety, or well-being of the TENANT, or become unfit for human habitation; upon proper notice to or discovery by the LANDLORD thereof, the rent of a just portion thereof according to the nature and extent of the condition shall be suspended or abated until the condition is remedied, if such a remedy is reasonably possible during the lease term; provided, however, that said condition or violation of law was not caused by the TENANT or others lawfully upon said premises. If such a remedy is not reasonably possible, during the lease term the LANDLORD shall so notify the TENANT within thirty (30) days after proper notice to or discovery by the LANDLORD of said condition, and after such notice to the TENANT by the LANDLORD either party may terminate the lease by written notice to the other property.
 - b. That the LANDLORD and TENANT further agree that should the premises be taken for any purpose by the exercise of the power of eminent domain that these presents shall thereby be ended with refund to the TENANT for any rent term unused, and that the TENANT does hereby assign to the LANDLORD any and all claims and demands for damages on account of any such taking or for compensation for anything lawfully done by a proper public authority in pursuance of such a taking.
6. That the TENANT agrees that it shall be the TENANT obligation to Insure the TENTANT(S) personal property and the keeping of said personal property shall be at the sole risk of the TENANT.
7. That the TENANT agrees to indemnify and hold the LANDLORD harmless from any and all liability, loss or damage arising from any nuisance made or suffered on the leased premises by the TENANT, or the TENANT family, guests, licenses, and/or invitees, to and from any negligence, or illegal or improper conduct of any said persons. Neither the TENANT or any of the heretofore described persons shall make or suffer offensive use of the leased premises, nor commit or permit any nuisance to exist thereon, nor cause damage to the leased premises, nor create any substantial interference with the rights, comfort, safety or enjoyment of the LANDLORD or other occupants of the same or any other unit.
8. TENANT shall not conduct themselves or permit others to conduct themselves in any activity, which is illegal, nor shall the TENANT occupy the premises in a manner, which violates any state, local, or federal rules, regulations, statutes, or ordinances. An affidavit from any investigating law officer or other substantiated reports of such activity shall be sufficient to support an eviction for violation of rules, regulations, statutes, or ordinances. There shall be no requirement of a conviction or of involvement of law enforcement to terminate this lease under the terms of this section.

9. That the TENANT agrees that no articles of personal property shall be placed in common areas.
10. That any notice by either party to the other shall be in writing and shall be deemed to be duly given only if delivered personally or mailed by registered or certified mail, addressed to the TENANT at the building in which the leased property is located and to the LANDLORD at the address noted on this lease; unless either party has notified the other party in writing of a change of address for the purpose of notice.
11. That during the lease term the LANDLORD will keep and maintain the leased premises in such good repair, order and condition as the same are at the commencement hereof, reasonable wear and tear and damage by unavoidable casualty accepted. And the LANDLORD shall make all repairs, changes, alterations, and additions which may be required by any laws, ordinances, orders, or regulations of any public authorities having jurisdiction over the leased property except that the TENANT shall make all such repairs, changes, alterations required because of any use made of the leased property by the TENANT other than the proper and lawful use as a private residence, or because of any unlawful action or any negligence of the TENANT or any breach or default by the TENANT under this lease.
12. The TENANT agrees to allow the LANDLORD to enter and view the premises, both inside and outside;
 - a. To inspect the premises
 - b. To make repairs thereto
 - c. To show the same to a prospective TENANT or purchaser
 - d. Pursuant to a Court Order, and
 - e. To protect the premises if it appears that said premises have been abandoned by the TENANT
 - f. To inspect, within the last 30 days of tenancy or after either party has given notice to the other of intention to terminate the tenancy, the premises for the purpose of determining the amount of damage, if any, to the premises which would be cause for deduction from any security deposit held by the LANDLORD pursuant to law.

With exception of emergency repairs or any specific Court Order, the LANDLORD agrees to enter only between the hours of 8am and 5pm. If TENANT is home, the LANDLORD agrees to provide at least two-hours notice prior to any such inspection if not for emergency repairs or as a result of any specific Court Order.

13. That if the TENANT defaults, breaches and/or otherwise fails to comply as regards any of the terms, conditions, covenants, obligations, or agreements, expressed herein or implied hereunder, the LANDLORD, without necessity or requirement of making any entry may terminate this lease by:
 - a. A seven (7) days written notice to the TENANT to vacate said premises in case of any breach except only for payment of rent, or
 - b. A fourteen (14) day written notice to the TENANT to vacate leased premises upon the neglect or refusal of the TENANT to pay the rent as herein provided.ANY TERMINATION UNDER THIS SECTION SHALL BE:
 - c. Without prejudice to any remedies of the LANDLORD which might otherwise be used for arrears of rent use and occupancy or other breach of any of the said terms, conditions, covenants, obligations or agreements;
 - d. Without prejudice to any remedies of the TENANT which might otherwise be authorized and/or required by the applicable laws and Regulations of the Commonwealth of Massachusetts.

- e. But nothing herein shall be construed as the application of interest or a penalty for the TENANT failure to pay rent until thirty (30) days after such rent shall have been due.
14. That the parties agree that in case of any termination of this lease by reason of the default of the TENANT, then at the option of the LANDLORD:
- a. The TENANT will forthwith pay to the LANDLORD as damages hereunder a sum equal to the amount by which the rent and other payments called for hereunder for the remainder of the term.
 - b. The TENANT will furthermore indemnify the LANDLORD from and against any loss and damage sustained by reason of any termination caused by the default of, or the breach by the TENANT/LANDLORD's damages hereunder shall include, but shall not be limited to, any loss of rents, accrued but unpaid prior to termination; reasonable broker's commission for the re-letting of the leased premises; advertising costs; the reasonable costs incurred in cleaning and repainting the premises in order to re-let the same; moving and storage charges incurred by the LANDLORD in moving TENANT belongings pursuant to the eviction proceedings; legal costs and reasonable attorney's fees incurred by the LANDLORD in collecting any damages hereunder or in obtaining possession of the leased premises by summary process or otherwise, and to any and all other remedies provided by law.
 - c. The LANDLORD may remove the TENANT goods or effects pursuant to a Court Order and the LANDLORD shall not be liable or responsible for any loss of damage to TENANT goods or effects and the LANDLORD's act of so removing such goods or effects shall be deemed to the act of and for the account of TENANT, provided, however, that if the LANDLORD removes the TENANT goods or effects, he shall comply with all applicable laws, and shall exercise due care in the handling of such goods to the fullest practical extent under the circumstances.
15. That no animals, birds, or pets of any description shall be kept in or upon the leased premises without the LANDLORD's written consent; and consent so given may be revoked at any time.
- a. TENANT is allowed one cat as a pet. TENANT will be responsible for TENANT'S pet at all times. TENANT will take all reasonable action to not allow TENANT'S Pet from creating a nuisance, or disturbance to other tenants and neighbors.
16. That no surrender or acceptance of surrender of the leased premises shall be valid, unless so stipulated in writing by the LANDLORD.
17. That the TENANT shall not assign or sublet or permit the leased property or any part thereof to be used by others except the TENANT named herein, the TENANT spouse, children, or guests for temporary visits), without the prior written consent of the LANDLORD in each instance. If this lease is assigned, or if the leased property or any part thereof is sublet, or occupied by anyone other than the TENANT, the LANDLORD may, after default by the TENANT, collect rent from the assignee, subtenant, or occupant and apply the net amount collected to the rent herein reserved. No such assignment, subletting, occupancy, or collections shall be deemed a waiver of this covenant, or the performance by the TENANT of the covenants of this lease. The consent by the LANDLORD to an assignment or subletting shall not be construed to relieve the TENANT from obtaining the consent in writing of the LANDLORD to any further assignment or subletting.

18. That the waiver of one breach of any term, condition, covenant, obligation, or agreement of this lease shall not be waiver of that or any other term, condition, covenant, obligation, or agreement or of any subsequent breach thereof.
19. That if any provision of this lease or portion of such provision of the application thereof to any person or circumstance is held invalid, the remainder of the lease (or the remainder of such provision) and the application thereof to other persons or circumstances shall not be affected thereby.
20. That the LANDLORD acknowledges that provisions of applicable law forbid a LANDLORD from threatening to take or taking reprisals against any TENANT for seeking to assert his/her legal rights.
21. **LEAD PAINT:** Whenever a child or children under six years of age resides in any residential premises in which any paint, plaster or other accessible materials contain dangerous levels of lead as defined pursuant to section 194, the Owner shall remove or cover said paint, plaster or other material so as to make it inaccessible to children under six (6) years of age, with the provisions of Massachusetts General Laws, Chapter III, Section 197.
22. **UREA FORMALDEHYDE INSULATION-UFFI:** a LANDLORD of a residential dwelling containing UFFI shall disclose or cause to be disclosed to all prospective tenants and to all existing tenants the presence of UFFI in the dwelling. In the case of a prospective TENANT, a LANDLORD aware of the presence of UFFI in the dwelling shall make the disclosure before entering into a lease or rental agreement with the TENANT. The disclosure shall be made in writing and shall be in the form of the disclosure set forth in 105CMR651.011(3) or as amended and shall be signed by the LANDLORD or its agent as well as by the prospective or existing TENANT. The LANDLORD shall keep a copy or a second original of the signed disclosure as proof of its delivery to the prospective or existing TENANT. As part of the disclosure, the LANDLORD shall also deliver or cause to be delivered to the prospective TENANT or existing TENANT at the time of disclosure the current UFFI Information Sheet developed by and available at the Department.

23. INCLUSION OF TAXES WITHIN RENT:

The specified monthly rent encompasses all applicable taxes, ensuring transparency and simplicity in financial arrangements.

24. WATER EXPENSES

The LANDLORD shall bear the responsibility for all water-related expenses, including but not limited to consumption charges and service fees.

25. SNOW REMOVAL:

It is the LANDLORD's duty to manage and cover the costs associated with snow removal on the premises, ensuring a safe and accessible environment for TENANTS.

26. LANDSCAPING:

The upkeep and maintenance of landscaping on the property fall under the direct responsibility of the LANDLORD, ensuring a well-maintained and aesthetically pleasing environment.

27. SEWAGE:

The LANDLORD is accountable for all costs associated with sewage services, alleviating TENANTS from any financial obligations related to sewage expenses.

28. GREASE TRAP:

The TENANT is responsible for the regular maintenance of the grease trap located within the unit, ensuring proper functioning and adherence to health and safety standards.

29. UNIT ACCESS:

The LANDLORD is obligated to provide a 48-hour notice to the TENANT for any required entrance into the unit other than for emergency repairs or any other emergency. Respecting the TENANT's privacy and right to reasonable notice.

30. WATER HEATER MAINTENANCE:

The LANDLORD shall assume responsibility for the maintenance and proper functioning of the water heater within the leased premises.

31. ELECTRIC BILL:

The TENANT is responsible for the payment of the electric bill; however, adjustments may be made if there is an increase in hot water usage by neighboring TENANTS. For months when the TENANT is closed TENANT and LANDLORD will reach a mutual agreement on payment for the electric bill.

32. POSSESSIONS WITHIN UNIT:

All possessions not permanently affixed to the unit are considered the exclusive property of the TENANT, providing clarity on ownership rights within the leased space.

33. OUTDOOR TABLES:

Outdoor tables are strictly prohibited on the handicap accessible ramp or in front of neighboring units, ensuring unobstructed access and maintaining the overall aesthetics of the property.

34. PARKING:

Parking in the front of the building is strictly prohibited; instead, parking in the rear is available on a first-come, first-served basis, promoting an organized and fair parking system.

35. TENANT GLASS REPAIRS:

The TENANT is responsible for all repairs related to glass within their unit, including windows and doors, fostering a shared commitment to property maintenance and care. Any glass which is shared with other units will be LANDLORDS responsibility.

36. LEASE TRANSFER: The lease is transferable to the buyer of the lessee's business or, in the event of a transfer of the business to a family member, shall likewise be assignable.

37. SECURITY DEPOSIT: Upon the execution of this lease, LESSEE shall provide \$1,900.00, which shall be held as a security for LESSEE's performance as herein provided and refunded to LESSEE at the end of this lease subject to LESSEE's satisfactory compliance with the conditions hereof.

39. Additional Provisions;

- a. No smoking is permitted within the leased property, or within 50 feet from common areas.
- b. No hazardous materials will be disposed of in the trash receptacle. Trash disposal is provided as a courtesy, any additional charges incurred for misuse will be the responsibility of the TENANT. If the additional charges are not paid, they will be deducted from the security deposit.
- c. Receipt of two (2) notices of violation shall constitute grounds for termination of this lease.

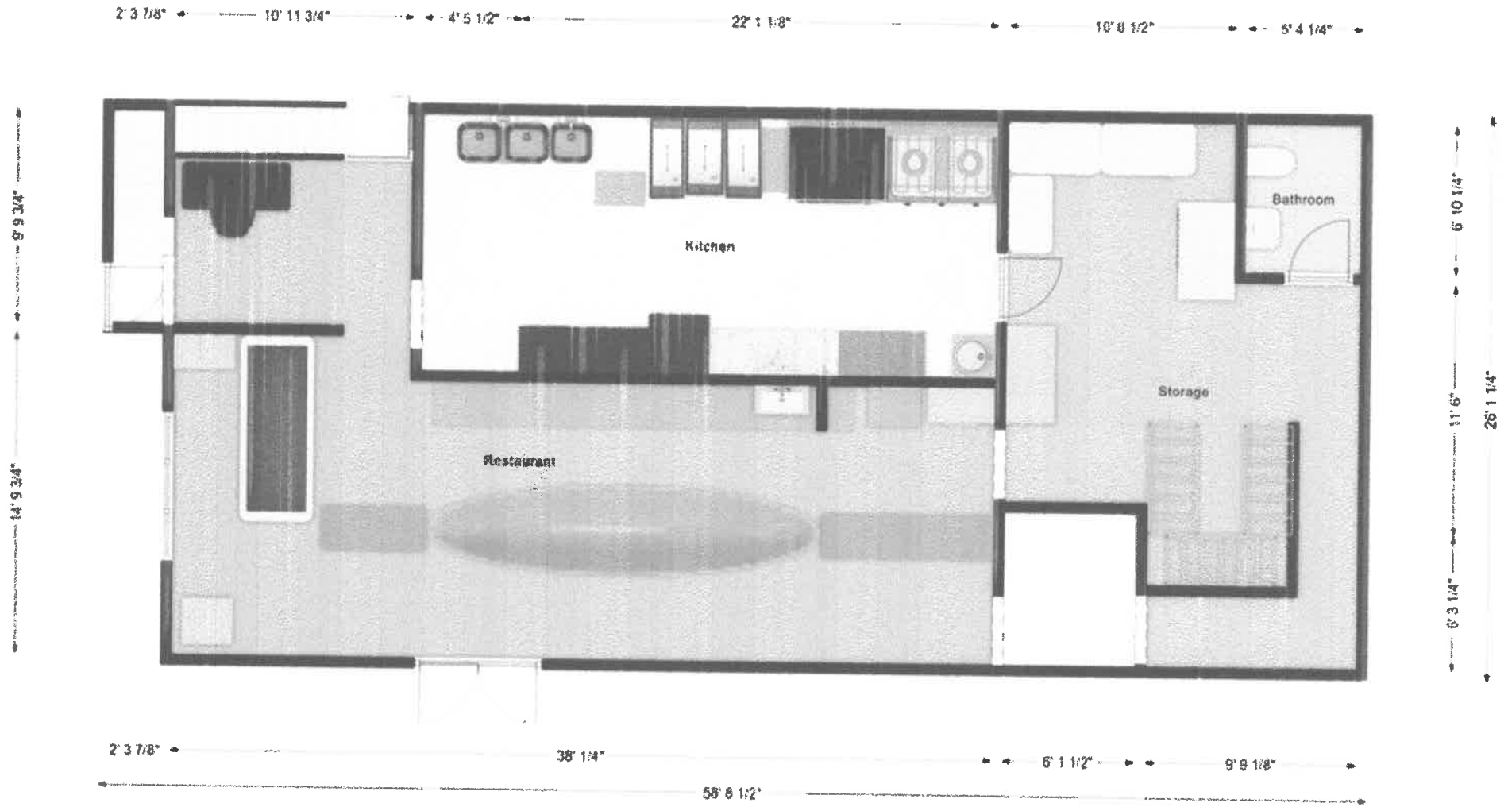
The individuals involved hereby sign and confirm this agreement on the date mentioned at the end of this document.

LANDLORD:

By:  _____
235 UNDERPASS ROAD LLC Date 10/25/2023

TENANT:

By:  _____
BREAKWATER BREWSTER LLC Date 10/25/2023



Ryder & Wilcox

SURVEYING ENGINEERING
HOME PLANNING & DESIGN

3 GIDDIAH HILL ROAD P.O. BOX 439
SO. ORLEANS, MASSACHUSETTS 02662
TEL. 508.255.8312 FAX. 508.240.2306

Certified Plot Plan

Location
Breakwater Fish & Lobster Market
235 Underpass Road

Brewster, MA

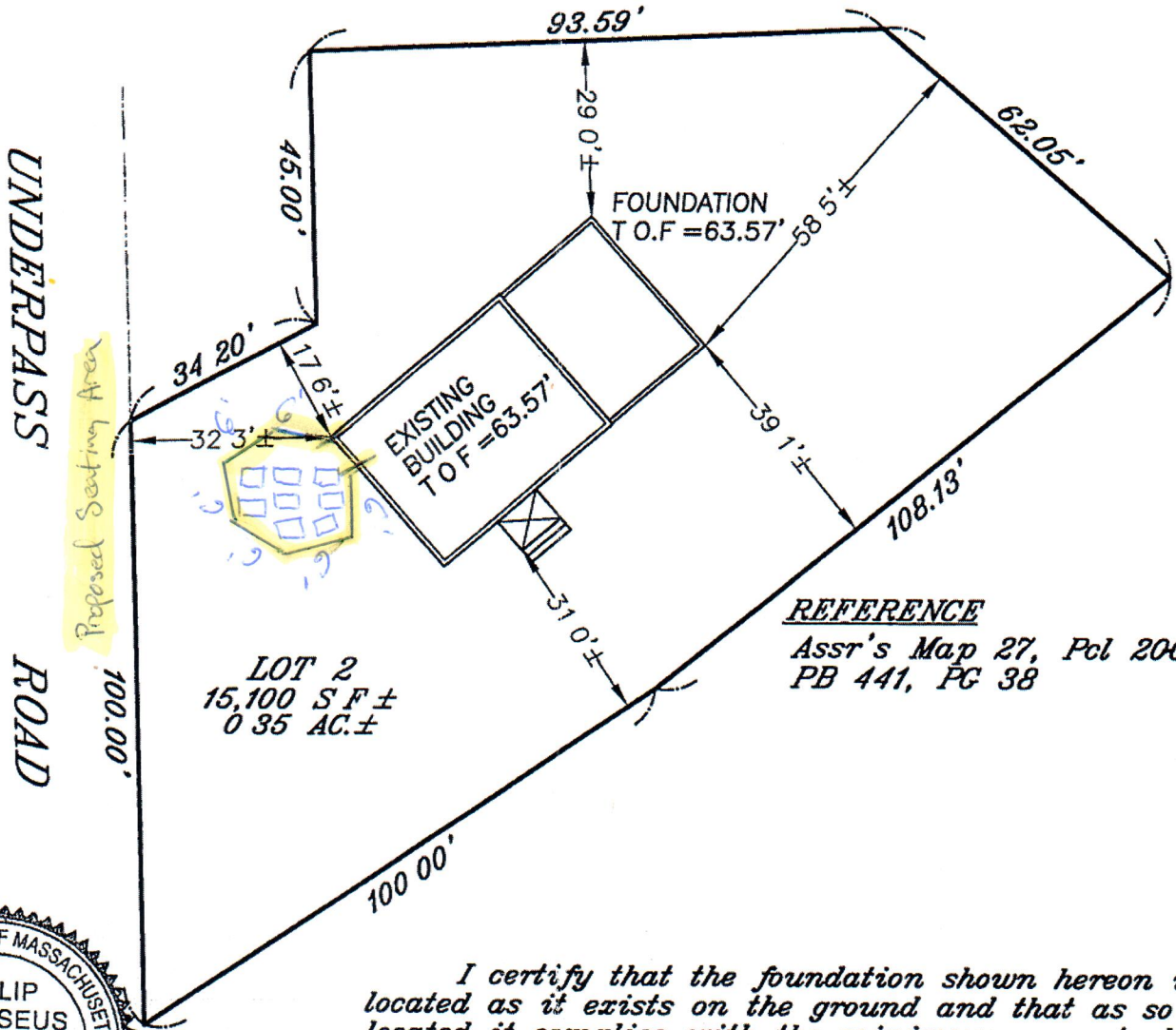
prepared for

Curt Collias

Scale. 1" = 30'

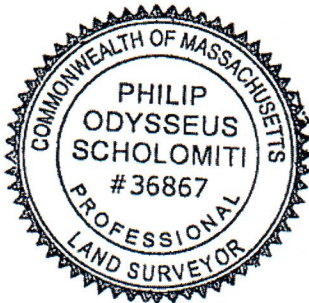
Date. January 9, 2013

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7
17 W



REFERENCE

Asst's Map 27, Pcl 2003-2
PB 441, PG 38



I certify that the foundation shown hereon is located as it exists on the ground and that as so located it complies with the minimum property line setback requirements of the Town of Brewster

I further certify that the foundation shown is not in a special flood hazard zone.

Reference:

F.E.M.A. Map No. 250003 0008D (dated 06/19/85)

Philip Q. Scholomiti
Professional Land Surveyor

Date: 1/9/13

Job No. 2690

To: Abutters of 235 Underpass Road
Re: Public Hearing for a New Seasonal Liquor License

Please note that Brewster Breakwater LLC, d/b/a Breakwater Kitchen and Seafood has filed an application with the Select Board for a New Seasonal On-Premises Restaurant All Alcoholic Beverages Liquor License. Below is the legal advertisement that will run in the April 26th and May 3rd, edition of the Wicked Local/The Cape Codder.

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 May 6, 2024, at 6:20pm to review and vote on an application from Brewster Breakwater LLC, d/b/a Breakwater Kitchen and Seafood located at 235 Underpass Road, Brewster. The application is for a new Seasonal On-Premises Restaurant All Alcoholic Beverages Liquor License.

This hearing will be conducted in person at 2198 Main Street, Room A and by remote participation. To participate in this meeting by phone, call 312-626-6799 or 301-715-8592. Webinar ID: 890 9291 0526 Passcode: 509224. To participate by Zoom, please use this link, <https://us02web.zoom.us/j/89092910526?pwd=WHM2V3hrVklhSTloWWhVU09kanUzQT09>,
Passcode: 509224

All interested parties are invited to attend.

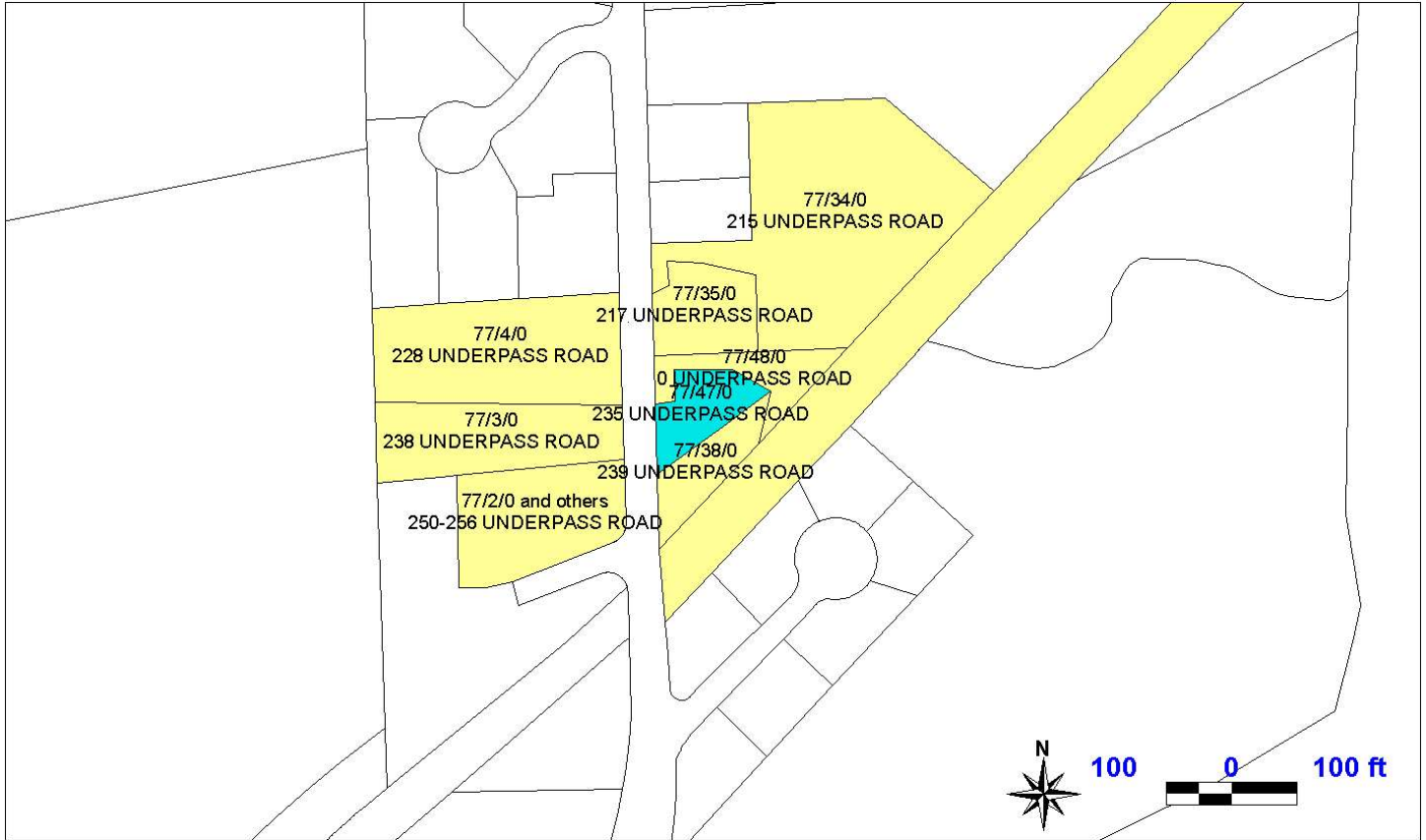


TOWN OF BREWSTER, MA
 BOARD OF ASSESSORS
 2198 Main Street Brewster, MA 02631

Certified by:

James M. Gallagher, MAA
 Deputy Assessor

Custom Abutters List of Parcel 77/47/0



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
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
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
2990	77-3-0-R (26-17)	SULLIVAN SEAN P	238 UNDERPASS ROAD	P O BOX 638	ORLEANS	MA	02653
2989	77-4-0-R (26-15)	HARRIS SHAWN D & KIMBERLY J	228 UNDERPASS ROAD	228 UNDERPASS ROAD	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)	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
3481	77-47-0-R (27-2003-2)	235 UNDERPASS ROAD LLC	235 UNDERPASS ROAD	PO BOX 128	SOUTH HARWICH	MA	02661
3480	77-48-0-R (27-2003-1)	235 UNDERPASS ROAD LLC	0 UNDERPASS ROAD	PO BOX 128	SOUTH HARWICH	MA	02661

<p>77-2-0-E</p> <p>JONES STEPHEN B TRUSTEE RPB CONDOMINIUM TRUST PO BOX 1069 BREWSTER, MA 02631</p>	<p>77-2-3192-E</p> <p>PAUSE A WHILE INC PO BOX 1973 BREWSTER, MA 02631</p>	<p>77-2-3193-R</p> <p>DRJ NOMINEE TRUST JONES STEPHEN B TRUSTEE P O BOX 1069 BREWSTER, MA 02631</p>
<p>77-2-3194-R</p> <p>PAUSE A WHILE INC PO BOX 1973 BREWSTER, MA 02631</p>	<p>77-2-17338-R</p> <p>PAUSE A WHILE INC PO BOX 1973 BREWSTER, MA 02631</p>	<p>77-3-0-R</p> <p>SULLIVAN SEAN P P O BOX 638 ORLEANS, MA 02653</p>
<p>77-4-0-R</p> <p>HARRIS SHAWN D & KIMBERLY J 228 UNDERPASS ROAD BREWSTER, MA 02631</p>	<p>77-34-0-R</p> <p>AMBROSE FREDERIC C & NANCY TRSTEEES P O BOX 1405 WELLFLEET, MA 02667</p>	<p>77-35-0-R</p> <p>AMBROSE FREDERIC C & NANCY TRSTEEES P O BOX 1405 WELLFLEET, MA 02667</p>
<p>77-38-0-R</p> <p>MIAMI STUFF LLC PO BOX 128 SOUTH HARWICH, MA 02661</p>	<p>77-39-0-E</p> <p>MASSACHUSETTS COMMONWEALTH OF DEPT OF ENVIRONMENTAL MGT 251 CAUSEWAY STREET SUITE 600 BOSTON, MA 02114</p>	<p>77-47-0-R</p> <p>235 UNDERPASS ROAD LLC PO BOX 128 SOUTH HARWICH, MA 02661</p>
<p>77-48-0-R</p> <p>235 UNDERPASS ROAD LLC PO BOX 128 SOUTH HARWICH, MA 02661</p>		

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 Street, Apt. No. or PO Box No. **226 UNDERPASS RD**
 City, State, ZIP+4 **BREWSTER MA 02631**

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 City, State, ZIP+4 **SOUTH HARWICH MA 02661**

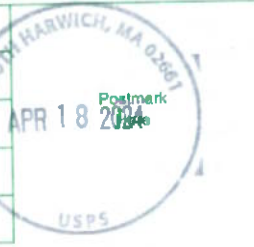
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 City, State, ZIP+4 **BREWSTER MA 02631**

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 City, State, ZIP+4 **ORLEANS, MA 02653**

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 City, State, ZIP+4 **Boston MA 02114**

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 Street, Apt. No., or PO Box No. **PO Box 1069**
 City, State, ZIP+4 **Brewster MA 02631**

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 City, State, ZIP+4 **BREWSTER MA 02631**

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 Street, Apt. No., or PO Box No. **PO Box 1405**
 City, State, ZIP+4 **WELLFLEET MA 02667**

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Restricted Delivery Fee (Endorsement Required)	
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 Street, Apt. No., or PO Box No. **PO Box 128**
 City, State, ZIP+4 **SOUTH HARWICH MA 02661**

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Street, Apt. No. or PO Box No.: **PO Box 1405**
City, State, ZIP+4: **WELLFLEET MA 02667**

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Account Number:	669892
Customer Name:	Brewster Board Of Selectmen/Legals
Customer Address:	Brewster Board Of Selectmen/Legals 2198 Main ST Town of Brewster Brewster MA 02631-1852
Contact Name:	Erika Mawn
Contact Phone:	
Contact Email:	
PO Number:	Erika Mawn

Date:	04/11/2024
Order Number:	10068454
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	38.0000
Height in Inches:	0.0000

Print

Product	#Insertions	Start - End	Category
NEO CAP Cape Codder	2	04/26/2024 - 05/03/2024	Public Notices
NEO wickedlocal.com	2	04/26/2024 - 05/03/2024	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$19.76
Tax Amount	\$0.00
Service Fee 3.99%	\$0.79
Cash/Check/ACH Discount	-\$0.79
Payment Amount by Cash/Check/ACH	\$19.76
Payment Amount by Credit Card	\$20.55

Order Confirmation Amount	\$19.76
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Ad Preview

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 May 6, 2024, at 6:20pm to review and vote on an application from Brewster Breakwater LLC, d/b/a Breakwater Kitchen and Seafood located at 235 Underpass Road, Brewster. The application is for a new Seasonal On-Premises Restaurant All Alcoholic Beverages Liquor License.

This hearing will be conducted in person at 2198 Main Street, Room A and by remote participation. To participate in this meeting by phone, call 312-626-6799 or 301-715-8592. Webinar ID: 890 9291 0526 Passcode: 509224. To participate by Zoom, please use this link, <https://us02web.zoom.us/j/89092910526?pwd=WHM2V3hrVklhSTloWWhVU09kanUzQT09>, Passcode: 509224

All interested parties are invited to attend.

AD#10068454

Cape Codder 04/26,05/03/24



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

Office of:
Select Board
Town Manager

MEMORANDUM

To: Select Board
From: Erika Mawn, Executive Assistant
RE: Annual Entertainment License Application- The Kitchen Café Brewster
Date: May 2, 2024

The Town Manager's office received an application for an Annual Entertainment license for the property located at 2671 Main Street, the Kitchen Café. The Select Board previously approved both the Annual Common Vicualler License on April 1, 2024, and the transfer of Liquor License that is currently pending before the Alcoholic Beverages Control Commission. The applicant has submitted all the required documents for review and approval by the Select Board.

The new owners, the Lliguichuzhca family, are proposing to have amplified music, radio, televisions and on occasion live music performers. The requested hours of entertainment are 7am to 10pm Monday through Saturday and 11am to 8pm on Sundays. Sunday entertainment licenses are approved through the State, the application is included in the packet of information. The Annual Entertainment License issued to the previous owners of the Kitchen Café is included in the packet for the Board's review.

A public hearing is required along with advertisement and notification of abutters. The advertisement was placed in the Cape Codder and wickedlocal.com on April 26 and May 3, 2024. The applicant provided proof that abutters were notified via Certified mail.

The Planning Board Special Permit from 2022 (case PB2022-10) permits the hours of the seasonal food trailer from 7am to 8pm in April and May; 7am to 9pm in June, July, and August; and 7am to 7pm in September to October.

As part of the administrative process, the application has been shared with various department heads for their feedback and comment. The police department does not have any issues with the past license and no concerns with this application if the operation remains the same. The fire department reminds the owner that compliance with all Fire Department parking and fire lane access requirements shall be maintained. Town Administration suggests clarification on the type of entertainment that is allowed and the proposed hours. It is recommended that entertainment in the form of tv/radio is allowed indoors starting at 7am, while outdoor entertainment, including music through Bluetooth speakers should not start until 11am.

Annual Entertainment licenses are valid July 1 through June 30, each year and the owners would need to apply for renewal in June 2025 through the Town Manager's office.



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

Office of:
 Select Board
 Town Manager

APPLICATION FOR ANNUAL ENTERTAINMENT LICENSE

Following submission of a completed application and payment, allow up to 4-6 weeks before a public hearing with the Select Board is scheduled. Submit complete application to Town Manager's office or email to licenses@brewster-ma.gov.

Section 1: Applicant Information

TYPE: New Renewal

Name of Business/Corporation:	<u>The Kitchen Cafe</u>
Name of Business Owner:	<u>Mario Lluquichozhca</u>
Business Address (location of entertainment):	<u>2671 Main st Brewster Ma 02631</u>
Mailing Address if different:	
Telephone # and Email Address:	[REDACTED]

Section 2: Type of Entertainment to be offered (check all that apply):

- Dancing by patrons on occasion Live music Theatrical exhibitions/Play
 Dancing by live performers Amplified music Disc Jockey
 Karaoke Radio/Television Coin operated Games
 Juke Box Recorded Music Pool/Billiards
 Other (please explain):

Section 3: Proposed Days and Hours of Entertainment

- Mondays: Start time: 7:40 AM End time: 10 PM
 Tuesdays: Start time: 7:00 AM End time: 10 PM
 Wednesdays: Start time: 7:00 AM End time: 10 PM
 Thursdays: Start time: 7:00 AM End time: 10 PM
 Fridays: Start time: 7:00 AM End time: 10 PM
 Saturdays: Start time: 7:00 AM End time: 10 PM

11 AM

Sundays:

Start time: ~~8:00 AM~~ End time: 8 PM

Section 4: Location of Entertainment: Indoors Outdoors

If outdoors, the applicant must provide proof of ownership/lease for use of the outdoor space. Please describe what efforts the applicant/business has taken to reduce the impact of noise from outdoor entertainment to neighboring residents and businesses. Please attach a property map with proposed locations of entertainment.

A fence on the westside of the property is being installed, the east side of the property already has a fence and the north side of the property has arborvitae and a vacant lot of brush.
Directional speakers can control the direction of the sound and limit its spread to neighboring areas.
Limit the volume within the maximum allowable decibel level for both indoor and outdoor.

Section 5: Detailed Description of Proposed Entertainment

Primarily for playing music inside the restaurant and on the outdoor patio via Bluetooth speaker and Spotify during business hours. In the Spring Summer we will also look to use the bluetooth speaker by the approved food trailer with the dba of 70-75, during business hours.
Occasionally offering live music inside and on the attached outdoor patio at a dba of 70-75. In the Spring Summer season we would like to have an occasional performance on the front lawn area for local musicians to showcase their talents.
July 8 would be our first outdoor artist and will play from 12pm-3pm with a dba of 75-85 any outdoor performances, excluding our outdoor patio, will be held in the day time only.
We would also like to be approved for a television for inside the dining area

Section 6: Previous or Current Violations

In the past year, has the applicant or business been notified of any violations? Yes No

If yes, please state the reason for the violation and the current status:

[Empty box for providing details of violations and current status]

Entertainment licenses are valid July 1- June 30th each year. The Town Administration office will contact current Annual Entertainment License holders in early May to renew their license. The Select Board will hold a public hearing in the month of June to review all Annual Entertainment Licenses. All taxes must be paid to the Town of Brewster before applications will be reviewed. It is the responsibility of the applicant to understand the rules and regulations associated with an entertainment license. By signing this form, the applicant certifies that he/she has read Chapter 140, Sections 181 and 183A of Massachusetts General Law.

Applicant Signature:  Date: 3/21/24

INSTRUCTIONS FOR AN ENTERTAINMENT LICENSE

1. Only completed applications accompanied with the required fees will be accepted. The applicant will then be scheduled for a public hearing before the Select Board.
2. A COMPLETE application consists of the following:
 - a. A properly and completely filled out application form.
 - b. A site plan or diagram sketch of the property that includes the properties buildings, parking, and proposed site for entertainment.
 - c. Check (made out to the Town of Brewster) or cash in the correct amount.
 - d. If requesting Entertainment on Sundays, an additional check made out to the Department of Public Safety and a signed Commonwealth of Massachusetts License for Public Entertainment on Sunday.
3. The Town Administration office will advertise the public hearing at least two weeks prior to its date.
4. The Town Administration office will provide the applicant with an abutters map, list of addresses and approved letter that the applicant must mail to abutters at least two weeks prior to the public hearing date.

ENTERTAINMENT LICENSE FEES

One-Day Entertainment License	\$35 per event
Weekday License (Monday- Saturday)	\$250 per year
Sunday License*	\$50 after 1:00pm \$100 prior to 1:00pm
Coin Operated Amusement	\$30 per device

**Sunday Licenses are issued through the State, if applying for a Sunday license, the Town Administration office will provide you with the required application.*

LOCAL LICENSING AUTHORITY- BREWSTER SELECT BOARD

Upon written application describing the proposed entertainment, the Select Board may grant, an entertainment license including reasonable terms and conditions. The Select Board may revoke, cancel, or suspend any license issued upon evidence that the terms and conditions of such license are being violated. No refund is possible after a license has been issued.

Any changes to the entertainment license that has been previously approved will require the owner/business to apply for a new Entertainment License through the Select Board.

State Fee, \$ 100
Municipal Fee, \$ 250

THE COMMONWEALTH OF MASSACHUSETTS

Town OF Brewster



LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Lliguichuzhca Family LLC, d/b/a The Kitchen Cafe in or on the property at No. _____
2671 Main Street, Brewster Ma 02631 (address)

The Licensee or Authorized representative, [Signature] in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
<u>Sundays</u>	<u>before 1pm</u>	<u>Indoor: outdoor music through Bluetooth speakers - indoor amplified, acoustic entertainment</u>

Hon. _____ Mayor/ Chairman of Board of Selectman, _____ (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES

I hereby certify that the structures shown hereon are located as they exist on the ground.

Donald T. Poole PLS #32682

Date



#2693 Main St.
Meredith Baler, Trustee
Deed Book 11018, page 338

#2693 Main St.
Meredith Baler, Trustee
Deed Book 11018, page 338

Plan Notes:

- 1) The Bearing basis is MA Coordinate System NAD83
- 2) The Vertical datum is NGVD88
- 3) The property shown hereon does NOT lie in a Flood Hazard Zone as shown on FEMA Map 25001C041J, Effective date 07/16/2014
- 4) Zoning District = VB (Village Business)
- 5) Lot Area = 33,819± Sq.Ft. (15,000 Sq.Ft. Minimum)
Building coverage = 2,280/33,819 = 6.74% (30% Maximum)
Green Space = 12,945/33,819 = 38.38%

Plan of Land
#2671 Main St, Brewster MA
prepared for
TKC Investments, LLC
Deed Book 34119, Page 146
Plan Book 394, Page 96
Scale 1" = 20' Sept. 27, 2022
ois #1094001



TO: The abutters of 2671 Main Street, Brewster MA 02631

To Whom It May Concern.

Please note that the Lliguichuzhca Family LLC, d/b/a the Kitchen Cafe, has filed an application for an Annual Entertainment License with the Select Board. Below is the legal advertisement that will run in the April 26 and May 3, 2024, edition of the Cape Codder and online.

TOWN OF BREWSTER
PUBLIC HEARING
ENTERTAINMENT LICENSE

The Brewster Select Board will hold a public hearing to review a request for an annual entertainment license from Lliguichuzhca Family LLC, d/b/a the Kitchen Café located at 2671 Main Street, Brewster MA 02631. The hearing will be held on Monday, May 6, 2024 at 6:30pm. All interested parties are invited to attend.

This hearing will be conducted in person at 2198 Main Street, Room A, 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.

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.

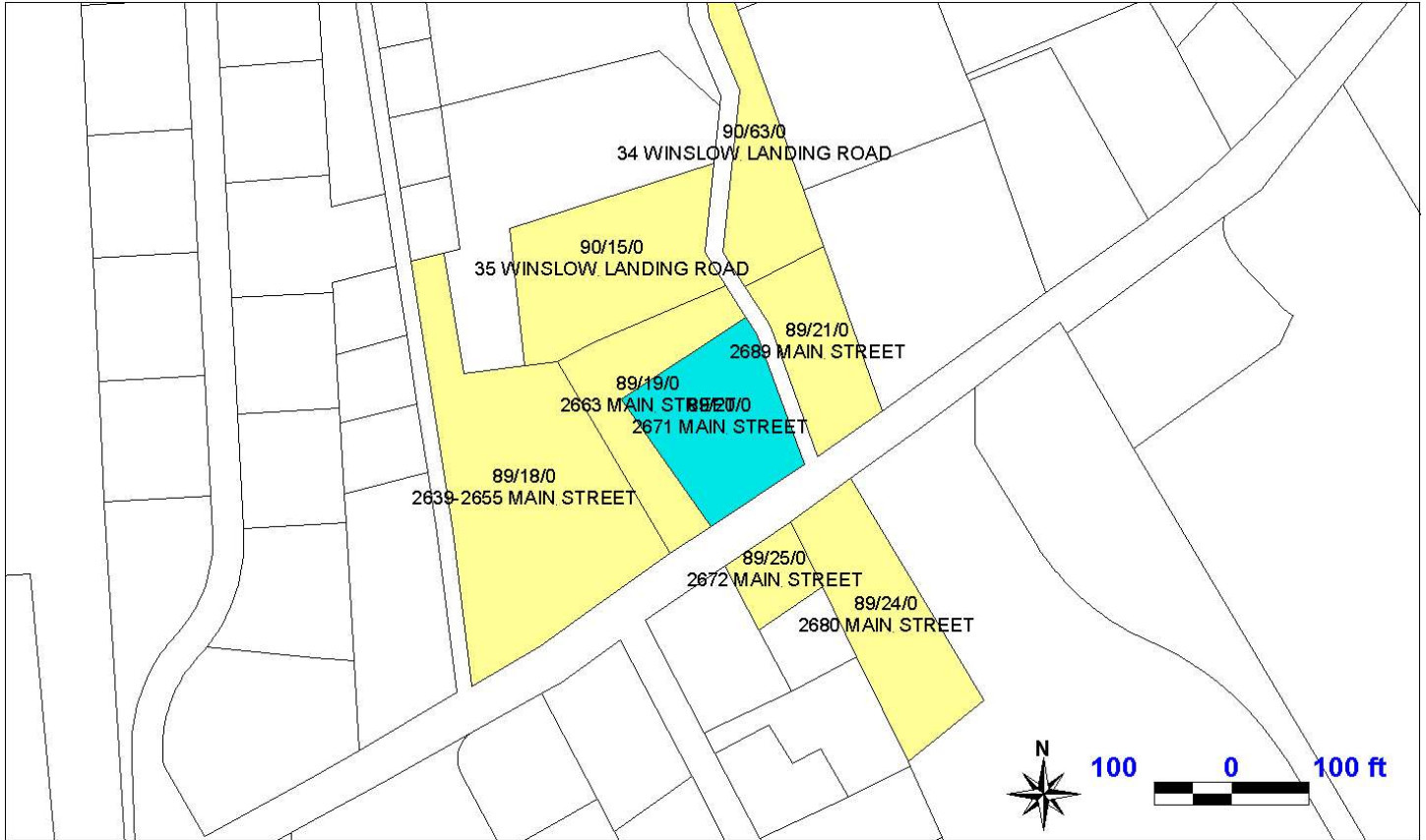


TOWN OF BREWSTER, MA
 BOARD OF ASSESSORS
 2198 Main Street Brewster, MA 02631

Certified by:

James M. Gallagher, MAA
 Deputy Assessor

Custom Abutters List of Parcel 89/20/0



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
1625	89-18-0-R (15-107)	BREWSTER MAIN STREET REALTY LLC	2639-2655 MAIN STREET	P O BOX 524	SOUTH YARMOUTH	MA	02664
1436	89-19-0-R (14-52)	BAIER MERIDITH TRUSTEE CLARMAR TRUST	2663 MAIN STREET	2663 MAIN STREET	BREWSTER	MA	02631
1435	89-20-0-R (14-51)	TKC INVESTMENTS LLC	2671 MAIN STREET	21 WORMWOOD STREET APT. 402	BOSTON	MA	02210
1434	89-21-0-R (14-50)	N & N REAL PROPERTIES LLC	2689 MAIN STREET	34 RUSSET ROAD	BREWSTER	MA	02631
1442	89-24-0-R (14-59)	MOSTYN JOHN A TRUSTEE OLD KING'S HIGHWAY NOM TRUST	2680 MAIN STREET	2907 MAIN STREET	BREWSTER	MA	02631
1438	89-25-0-R (14-55)	LEIGHTON KELLER LLC	2672 MAIN STREET	35 ROUTE 134 UNIT 1	SOUTH DENNIS	MA	02660
1413	90-15-0-R (14-36-1)	BAERGA LOUIS A & ANDREA C	35 WINSLOW LANDING ROAD	P O BOX 687	BREWSTER	MA	02631
1416	90-63-0-R (14-36-5)	ELDRIDGE MATTHEW R & KRISTINA M	34 WINSLOW LANDING ROAD	34 WINSLOW LANDING ROAD	BREWSTER	MA	02631

89-18-0-R

BREWSTER MAIN STREET REALTY LLC
P O BOX 524
SOUTH YARMOUTH, MA 02664

89-19-0-R

BAIER MERIDITH TRUSTEE
CLARMAR TRUST
2663 MAIN STREET
BREWSTER, MA 02631

TKC INVESTMENTS LLC
21 WORMWOOD STREET
APT. 402
BOSTON, MA 02210

89-20-0-R

89-21-0-R

N & N REAL PROPERTIES LLC
34 RUSSET ROAD
BREWSTER, MA 02631

89-24-0-R

MOSTYN JOHN A TRUSTEE
OLD KING'S HIGHWAY NOM TRUST
2907 MAIN STREET
BREWSTER, MA 02631

LEIGHTON KELLER LLC
35 ROUTE 134 UNIT 1
SOUTH DENNIS, MA 02660

89-25-0-R

90-15-0-R

BAERGA LOUIS A & ANDREA C
P O BOX 687
BREWSTER, MA 02631

90-63-0-R

ELDREDGE MATTHEW R & KRISTINA M
34 WINSLOW LANDING ROAD
BREWSTER, MA 02631

Order Confirmation

Not an Invoice

Account Number:	669892
Customer Name:	Brewster Board Of Selectmen/Legals
Customer Address:	Brewster Board Of Selectmen/Legals 2198 Main ST Town of Brewster Brewster MA 02631-1852
Contact Name:	Erika Mawn
Contact Phone:	
Contact Email:	
PO Number:	

Date:	04/12/2024
Order Number:	10072496
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	70.0000
Height in Inches:	0.0000

Print

Product	#Insertions	Start - End	Category
NEO CAP Cape Codder	2	04/26/2024 - 05/03/2024	Govt Public Notices
NEO wickedlocal.com	2	04/26/2024 - 05/03/2024	Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$36.40
Tax Amount	\$0.00
Service Fee 3.99%	\$1.45
Cash/Check/ACH Discount	-\$1.45
Payment Amount by Cash/Check/ACH	\$36.40
Payment Amount by Credit Card	\$37.85

Order Confirmation Amount	\$36.40
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Ad Preview

2671 MAIN STREET
LEGAL NOTICE
TOWN OF BREWSTER
PUBLIC HEARING
ENTERTAINMENT
LICENSE

The Brewster Select Board will hold a public hearing to review a request for an annual entertainment license from Liguichuzhca Family LLC, d/b/a the Kitchen Café located at 2671 Main Street, Brewster MA 02631. The hearing will be held on Monday, May 6, 2024 at 6:30pm. All interested parties are invited to attend.

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Passcode: 509224

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#10072496
Cape Codder 4/26, 5/3/24



Town of Brewster

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

Office Of:
Select Board
Town Manager

#ENT 10-2023

FEE \$250.00

COMMONWEALTH OF MASSACHUSETTS

Town of Brewster

Licensing Board

This is to certify that:

JDT INVESTMENTS LLC
d/b/a THE KITCHEN CAFE

IS HEREBY GRANTED A YEARLY (Weekday, Monday - Saturday) ENTERTAINMENT LICENSE through the Brewster Select Board and approved Sunday State License at the premises located at 2671 Main Street, Brewster MA 02631.

This permit is granted in conformity with the Statutes and Ordinances relating thereto, and expires June 30, 2024, unless sooner suspended or revoked.

Date Issued: June 5, 2023

Brewster Select Board
Local Licensing Authority

Conditions of License:

- Permitted Hours: 1pm -9pm, 7 days a week.
- Indoor and Outdoor entertainment to be provided through Bluetooth speakers.
- Outdoor music is permitted at the food trailer and the front covered patio.
- Sound cannot be clearly audible from 150ft from the speakers themselves.
- Indoor, unamplified, acoustic entertainment with doors and windows closed.

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS LOCATION



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

Office of:
Select Board
Town Manager

MEMORANDUM

To: Select Board
From: Erika Mawn, Executive Assistant
RE: Liquor License Change of Manager- Ocean Edge Resort Limited Partnership
Date: May 2, 2024

The Town Manager's office has received applications for a change of manager for the following Liquor Licenses:

- Annual On-Premises All Alcoholic Beverages Club License for Ocean Edge Resort Limited Partnership d/b/a Linx Tavern and Bar
- Annual On-Premises All Alcoholic Beverages Club License for Ocean Edge Resort Limited Partnership d/b/a Ocean Edge Inn & Conference Center

As part of the administrative process, the application has been shared with various department heads for their feedback and comment. The new proposed manager has completed the fingerprint process through the Police Department. There are no concerns with the request.

If approved, the applications will be sent to the Alcohol Beverages Control Commission (ABCC) for final approval. Once approved, the licenses will be updated by the Town Manager's office to reflect the new manager of record.



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

AMENDMENT-Change of Manager

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 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 checked="" 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 MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

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

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 #: 07d660747-b8f2-4c9a-e600-af23684b34c3

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Ocean Edge Resort Limited Partnership - Linx	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 4/3/2024 12:22:38 PM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of

License Number or Business Name:
Ocean Edge Resort Limited Partnership - Linx

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Joseph

Last Name:
Devlin

Address:
112 Water St., Ste 201

City:
Boston

State:
MA

Zip Code:
02109

Email Address:
atalbot@ucdlaw.com

APPLICATION AND FORMS



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

AMENDMENT-Change of Manager

Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name Ocean Edge Resort Ltd. Partnership	Municipality Brewster	ABCC License Number 00029-CL-0134
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2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name Joseph Devlin	Title Attorney	Email jdevlin@ucdlaw.com	Phone 617-514-2837
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3A. MANAGER INFORMATION

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

Proposed Manager Name: Kevin Sterling Date of Birth: [REDACTED] SSN: [REDACTED]

Residential Address: [REDACTED]

Email: [REDACTED] Phone: [REDACTED]

Please indicate how many hours per week you intend to be on the licensed premises: 50 Last-Approved License Manager: Sukhdyal Sandhu

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be 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
5/2004	Henderson, NV	DUI	

3C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
See	attached	Resume.		

3D. 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: 9-10-24

AFFIDAVIT

I, Kevin Sterling, of Longmeadow, Massachusetts, have personal knowledge of the facts herein stated and do hereby attest under the pains and penalties of perjury as follows:

1. I am the proposed manager of the Ocean Edge Inn & Conference Center and the Linn Tavern & Bar, in a liquor license manager change application in Brewster, Massachusetts.
2. The Personal Information Form in the application asks whether I have ever been convicted of a state, federal, or military crime, which I have.
3. In May of 2004, I was arrested for driving or being in actual physical control of a motor vehicle under the influence of intoxicating liquor, to which I pled guilty in the Municipal Court of Henderson (Nevada).
4. I was required to pay fines, attend DUI school, participate on a Victim Impact Panel, served house arrest and loss of my license for 90 days, which I successfully completed and my matter was formally terminated by the court.

SWORN TO UNDER OATH AND THE PAINS AND PENALTIES OF PERJURY
THIS 10 DAY OF APRIL 2024.



Kevin Sterling

KEVIN STERLING

Longmeadow, MA 01106
linkedin.com/in/kevinsterling



FOOD AND BEVERAGE DIRECTOR

- Dynamic, results-oriented hospitality professional with 25 years of experience directing food and beverage operations in upscale, million-dollar establishments
- Proven record of planning and successfully opening new casino and restaurant properties, national purchasing of furniture, fixtures, and equipment (FF&E), China, Glass, Silver (CGS) and food and beverage, menu development and culinary proficiency, and the successful catering of over 6K people
- Excel at team performance, creating, administering, and delivering business training programs, maximizing outlet productivity and staff performance, and effectively developing and obtaining individual, departmental, and organizational goals
- Possess a passion for exceptional guest service, accommodation, experience, and satisfaction

Areas of Expertise:

Hotel and hospitality management | Budgets | Menu development | Pre-opening | Restaurant operations | Training and development | Banquets | Catering | Leadership | Fine dining | Revenue analysis | Marketing | Sales | Strategic planning | Purchasing | Problem-solving | Vendor management | Relationship development | Brand management

Technical Skills:

Property management systems | Point of sale (POS) software programs | ServSafe Food Management Certified | TIPS certified

EXPERIENCE

OCEAN EDGE RESORT, BREWSTER MA

Executive Director of Food and Beverage Operations, April 9, 2024-Present

MGM SPRINGFIELD (MGM CORPORATION), Springfield, MA

(February 2022-April 2024)

Director of Food and Beverage Operations, 2022

Lead 27-manager and 249-member team and managed property food and beverage operations of 220-guest suite regional resort.

- Achieved \$30.5 million in F&B revenue in 2023
- Oversee 8 restaurants outlets, banquets and casino beverage operations.
- Led division to record breaking revenue and profit margins in 2022.
- Nominated for corporate award for increase guest satisfaction scores in Beverage Division.
- Create Region Food and Beverage Menu program to increase revenue in outlets.
- Implemented property wide mixology program in all outlets to utilize local suppliers.

THE VENETIAN RESORT (LAS VEGAS SANDS CORPORATION), Las Vegas, NV (2014 – 2021)

Executive Director of Culinary Operations, 2020 – 2021

Director of Culinary Operations, 2018 – 2020

Led 24-managers, 22-chefs, 345-member team and managed property food, beverage, banquet stewarding, and culinary operations of 8,000-guest suite resort and conference center.

- Department ranked in the Top 3 in resort team member satisfaction seven years running.
- Served as a key member of the leadership team, managed 2.1M square feet of banquet operations space, and generated \$165M in annual revenue with a profit margin of 67%.
- Oversaw 14 restaurants ranging from casual to upscale casual that generated \$96M in revenue.
- Assisted executive chefs in menu development and execution.
- Created annual culinary operations business plan to ensure achievement of restaurant and banquet operational objectives.
- Created Global Culinary and Stewarding Standard Operating Procedures (SOPs), implemented SOPs, and received certification with team and updated annually.
- Held direct accountability for budget and expense tracking of back-of-house (BOH) areas, including labor, CGS, operating supplies, and contract labor.
- Assisted in all food and beverage planning throughout the resort, including high-end gaming lounges, luxury hospitality suites, and international gaming salons.
- Led sustainability efforts for Venetian food and beverage and banquet team.

Director of Stewarding, 2014 – 2018

Served as an integral part of the food and beverage team and led the day-to-day operation of the hotel's stewarding department.

- Maintained smooth operation to maximize labor efficiency, maintained budgeted labor costs, guaranteed safe working conditions, and kept the highest standards of sanitation.
- Oversaw the maintenance of all food production service areas and scheduled, managed, and trained staff.
- Managed the procurement of goods and services through appropriate bidding processes to achieve optimum price value while maintaining superior quality.
- Organized and maintained storage facilities, ensured proper distribution, and assisted in the implementation of key goods and services procurement and accounting controls.

MARYLAND LIVE CASINO, Hanover, MD (2013 – 2014)

Assistant Director of Food and Beverage

Oversaw all aspects of food and beverage in fast-paced casino and managed various outlets.

- Recruited, hired, trained, and managed all food and beverage staff.
- Achieved restaurant operational objectives by contributing information and recommendations to strategic plans and reviews, preparing and completing action plans, implementing production, productivity, quality, and customer-service standards, determining system improvements, and implementing change.
- Held responsibility for budget and profitability of food and beverage departments and recommended and established pricing and portions for products and services within approved profit and plan guidelines.
- Managed operating expenses and labor costs, controlled food and beverage costs, and ensured the successful operation of various special events.
- Maximized food and beverage sales by originating innovative, new ideas for marketing.

GOLDEN INN RESORT AND CONFERENCE CENTER (VALLEY FORGE HOTEL MANAGEMENT CORPORATION), AVALON, NJ (2008 – 2013)

General Manager

Operated highly successful 157-room, year-round, full-service hotel and conference center on the Jersey Shore with four food and beverage outlets.

- Created procedure to review and adjust all daily room rates which resulted in a 4% average daily rate (ADR) increase, year over year.
- Set the annual business objectives and strategies for all hotel departments and adjusted quarterly.
- Reduced gross labor expense by 7% through the creation of new productivity tracking reports, cross-training programs, and reduction of turnover.
- Reinvented food and beverage outlets at the hotel and increased revenue by 40% in three years.
- Observed and monitored staff performance to ensure efficient operations and adherence to hotel policies and procedures.
- Increased guest service scores each year for five straight years by identifying service standards for each classification, training employees on expectations, and holding employees accountable to the standard.
- Developed and implemented marketing strategies, including advertising campaigns, social media programs, community involvement, and sales promotions.
- Ensured the hotel was a leader in all local community events and feeder market promotions.

CAESARS ENTERTAINMENT (1999 – 2008)

Vice President of Food and Beverage, Showboat Casino, Atlantic City, NJ; 2006 – 2008

Set business objectives and strategies for the Food and Beverage Department of casino that generated \$35M in revenue and encompassed 8 restaurants, 10 bars, and 90K square feet of meeting space.

- Negotiated Caesars National Corporate Beverage Program to reduce costs, increase revenue, and expand marketing support nationally with an estimated increase of \$10M – \$13M in profit.
- Created and implemented strong guest service standards and recovery processes in all areas of food and beverage and increased guest scores by 7%.
- Successfully coordinated the reopening of the House of Blues casino and dining areas.
- Established productivity standards and training to reduce wages per food cover by \$.14 and overtime in all areas by \$500K.

Food and Beverage Director, Paris Resort and Casino, Las Vegas, NV; 1999 – 2006

Led food and beverage operations of casino that generated \$75M in revenue and encompassed 12 restaurants and 13 bars.

- Served as a key member of team that successfully hired and trained staff and opened the Paris Resort and Casino, September 1999.
 - Oversaw food and beverage sampling, purchasing, and tracking of FF&E, CGS, uniforms, and supplies.
 - Created and trained all employees on beverage guest service standards.
 - Participated in the 4-star service criteria and associate training.

- Effectively created, planned, directed, and evaluated all food and beverage operations to exceed business goals.
- Promoted a positive image through the provision of superior service and the presence of effective and well-trained associates.
- Oversaw the opening and management of Caesars Entertainment's exclusive 5-star Cascata Golf Resort.

PROFESSIONAL DEVELOPMENT

Computer Science, NORTHEASTERN UNIVERSITY, Boston, MA

Accounting and Business Management, CENTRAL CONNECTICUT COMMUNITY COLLEGE, New Haven, CT

APPLICANT'S STATEMENT

I, Gary A. Jennison the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

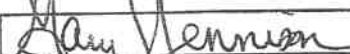
of Ocean Edge Resort Ltd. Partnership
Name of the Entity/Corporation

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:



Date:

3/22/24

Title:

Director



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

JEAN M. LORIZIO, ESQ.
CHAIRMAN

CORI REQUEST FORM

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: 00029-CL-0134 LICENSEE NAME: Ocean Edge Resort Ltd. Partnership CITY/TOWN: Brewster
(OF DISTING. LICENSEE)

APPLICANT INFORMATION

LAST NAME: Sterling FIRST NAME: Kevin MIDDLE NAME: Paul
MAIDEN NAME OR ALIAS (IF APPLICABLE): n/a PLACE OF BIRTH: [REDACTED]
DATE OF BIRTH: [REDACTED] SSN: [REDACTED] ID THEFT INDEX PIN (IF APPLICABLE): [REDACTED]
MOTHER'S MAIDEN NAME: [REDACTED] DRIVER'S LICENSE #: [REDACTED] STATE LIC. ISSUED: Massachusetts
GENDER: MALE HEIGHT: 5 9 WEIGHT: [REDACTED] EYE COLOR: Blue
CURRENT ADDRESS: [REDACTED]
CITY/TOWN: Longmeadow STATE: MA ZIP: 01106
FORMER ADDRESS: [REDACTED]
CITY/TOWN: [REDACTED] STATE: NV ZIP: 89074

PRINT AND SIGN

PRINTED NAME: Kevin Sterling APPLICANT/EMPLOYEE SIGNATURE: [Signature]

NOTARY INFORMATION

On this 10th day April '24 before me, the undersigned notary public, personally appeared Kevin Sterling
(name of document signer), proved to me through satisfactory evidence of identification, which were drivers 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.
[Signature]
NOTARY



DIVISION USE ONLY

REQUESTED BY: [REDACTED]
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE: [REDACTED]
The DCI Identity 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 email or by fax to (617) 680-6634.

CORPORATE RESOLUTION / VOTE

CORPORATE VOTE

The Board of Directors or LLC Managers of Ocean Edge Resort Ltd. Partnership
Entity Name
duly voted to apply to the Licensing Authority of Brewster and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on March 5, 2024
Date of Meeting

For the following transactions (Check all that apply):

- Change of Manager
- Other _____

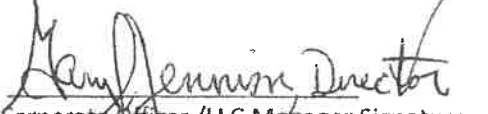
"VOTED: To authorize Gary A. Jennison
Name of Person

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 Kevin Sterling
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,


Corporate Officer / LLC Manager Signature
Gary A. Jennison, Director
(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

PROOF OF US CITIZENSHIP



COMMONWEALTH OF MASSACHUSETTS
CITY OF SPRINGFIELD
OFFICE OF THE CITY CLERK

William J. Metzger
City Clerk

CERTIFIED RECORD OF BIRTH

September 22 1997

NAME Kevin Paul Sterling

DATE OF BIRTH [REDACTED]

PLACE OF BIRTH [REDACTED]

DATE OF RECORD [REDACTED]

I HEREBY CERTIFY that the above is a true extract from the Record of Births in the City of Springfield

A TRUE COPY:

ATTEST:

Mary C. Powers
Asst CITY CLERK



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

AMENDMENT-Change of Manager

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 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 checked="" 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 MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

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

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 #: 07d660747-b8f2-4c9a-e600-af23684b34c3

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Ocean Edge Resort Limited Partnership - Linx	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 4/3/2024 12:22:38 PM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of

License Number or Business Name:
Ocean Edge Resort Limited Partnership - Linx

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Joseph

Last Name:
Devlin

Address:
112 Water St., Ste 201

City:
Boston

State:
MA

Zip Code:
02109

Email Address:
atalbot@ucdlaw.com

APPLICATION AND FORMS



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

AMENDMENT-Change of Manager

Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Ocean Edge Resort Ltd. Partnership	Brewster	00029-CL-0134

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Joseph Devlin	Attorney	jdevlin@ucdlaw.com	617-514-2837

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of 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 Last-Approved License Manager

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be 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
5/2004	Henderson, NV	DUI	

3C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
See	attached	Resume.		

3D. 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

AFFIDAVIT

I, Kevin Sterling, of Longmeadow, Massachusetts, have personal knowledge of the facts herein stated and do hereby attest under the pains and penalties of perjury as follows:

1. I am the proposed manager of the Ocean Edge Inn & Conference Center and the Linn Tavern & Bar, in a liquor license manager change application in Brewster, Massachusetts.
2. The Personal Information Form in the application asks whether I have ever been convicted of a state, federal, or military crime, which I have.
3. In May of 2004, I was arrested for driving or being in actual physical control of a motor vehicle under the influence of intoxicating liquor, to which I pled guilty in the Municipal Court of Henderson (Nevada).
4. I was required to pay fines, attend DUI school, participate on a Victim Impact Panel, served house arrest and loss of my license for 90 days, which I successfully completed and my matter was formally terminated by the court.

SWORN TO UNDER OATH AND THE PAINS AND PENALTIES OF PERJURY
THIS 10 DAY OF APRIL 2024.



Kevin Sterling

KEVIN STERLING

Longmeadow, MA 01106
linkedin.com/in/kevinsterling

FOOD AND BEVERAGE DIRECTOR

- Dynamic, results-oriented hospitality professional with 25 years of experience directing food and beverage operations in upscale, million-dollar establishments
- Proven record of planning and successfully opening new casino and restaurant properties, national purchasing of furniture, fixtures, and equipment (FF&E), China, Glass, Silver (CGS) and food and beverage, menu development and culinary proficiency, and the successful catering of over 6K people
- Excel at team performance, creating, administering, and delivering business training programs, maximizing outlet productivity and staff performance, and effectively developing and obtaining individual, departmental, and organizational goals
- Possess a passion for exceptional guest service, accommodation, experience, and satisfaction

Areas of Expertise:

Hotel and hospitality management | Budgets | Menu development | Pre-opening | Restaurant operations | Training and development | Banquets | Catering | Leadership | Fine dining | Revenue analysis | Marketing | Sales | Strategic planning | Purchasing | Problem-solving | Vendor management | Relationship development | Brand management

Technical Skills:

Property management systems | Point of sale (POS) software programs | ServSafe Food Management Certified | TIPS certified

EXPERIENCE

OCEAN EDGE RESORT, BREWSTER MA

Executive Director of Food and Beverage Operations, April 9, 2024-Present

MGM SPRINGFIELD (MGM CORPORATION), Springfield, MA

(February 2022-April 2024)

Director of Food and Beverage Operations, 2022

Lead 27-manager and 249-member team and managed property food and beverage operations of 220-guest suite regional resort.

- Achieved \$30.5 million in F&B revenue in 2023
- Oversee 8 restaurants outlets, banquets and casino beverage operations.
- Led division to record breaking revenue and profit margins in 2022.
- Nominated for corporate award for increase guest satisfaction scores in Beverage Division.
- Create Region Food and Beverage Menu program to increase revenue in outlets.
- Implemented property wide mixology program in all outlets to utilize local suppliers.

THE VENETIAN RESORT (LAS VEGAS SANDS CORPORATION), Las Vegas, NV (2014 – 2021)

Executive Director of Culinary Operations, 2020 – 2021

Director of Culinary Operations, 2018 – 2020

Led 24-managers, 22-chefs, 345-member team and managed property food, beverage, banquet stewarding, and culinary operations of 8,000-guest suite resort and conference center.

- Department ranked in the Top 3 in resort team member satisfaction seven years running.
- Served as a key member of the leadership team, managed 2.1M square feet of banquet operations space, and generated \$165M in annual revenue with a profit margin of 67%.
- Oversaw 14 restaurants ranging from casual to upscale casual that generated \$96M in revenue.
- Assisted executive chefs in menu development and execution.
- Created annual culinary operations business plan to ensure achievement of restaurant and banquet operational objectives.
- Created Global Culinary and Stewarding Standard Operating Procedures (SOPs), implemented SOPs, and received certification with team and updated annually.
- Held direct accountability for budget and expense tracking of back-of-house (BOH) areas, including labor, CGS, operating supplies, and contract labor.
- Assisted in all food and beverage planning throughout the resort, including high-end gaming lounges, luxury hospitality suites, and international gaming salons.
- Led sustainability efforts for Venetian food and beverage and banquet team.

Director of Stewarding, 2014 – 2018

Served as an integral part of the food and beverage team and led the day-to-day operation of the hotel's stewarding department.

- Maintained smooth operation to maximize labor efficiency, maintained budgeted labor costs, guaranteed safe working conditions, and kept the highest standards of sanitation.
- Oversaw the maintenance of all food production service areas and scheduled, managed, and trained staff.
- Managed the procurement of goods and services through appropriate bidding processes to achieve optimum price value while maintaining superior quality.
- Organized and maintained storage facilities, ensured proper distribution, and assisted in the implementation of key goods and services procurement and accounting controls.

MARYLAND LIVE CASINO, Hanover, MD (2013 – 2014)

Assistant Director of Food and Beverage

Oversaw all aspects of food and beverage in fast-paced casino and managed various outlets.

- Recruited, hired, trained, and managed all food and beverage staff.
- Achieved restaurant operational objectives by contributing information and recommendations to strategic plans and reviews, preparing and completing action plans, implementing production, productivity, quality, and customer-service standards, determining system improvements, and implementing change.
- Held responsibility for budget and profitability of food and beverage departments and recommended and established pricing and portions for products and services within approved profit and plan guidelines.
- Managed operating expenses and labor costs, controlled food and beverage costs, and ensured the successful operation of various special events.
- Maximized food and beverage sales by originating innovative, new ideas for marketing.

GOLDEN INN RESORT AND CONFERENCE CENTER (VALLEY FORGE HOTEL MANAGEMENT CORPORATION), AVALON, NJ (2008 – 2013)

General Manager

Operated highly successful 157-room, year-round, full-service hotel and conference center on the Jersey Shore with four food and beverage outlets.

- Created procedure to review and adjust all daily room rates which resulted in a 4% average daily rate (ADR) increase, year over year.
- Set the annual business objectives and strategies for all hotel departments and adjusted quarterly.
- Reduced gross labor expense by 7% through the creation of new productivity tracking reports, cross-training programs, and reduction of turnover.
- Reinvented food and beverage outlets at the hotel and increased revenue by 40% in three years.
- Observed and monitored staff performance to ensure efficient operations and adherence to hotel policies and procedures.
- Increased guest service scores each year for five straight years by identifying service standards for each classification, training employees on expectations, and holding employees accountable to the standard.
- Developed and implemented marketing strategies, including advertising campaigns, social media programs, community involvement, and sales promotions.
- Ensured the hotel was a leader in all local community events and feeder market promotions.

CAESARS ENTERTAINMENT (1999 – 2008)

Vice President of Food and Beverage, Showboat Casino, Atlantic City, NJ; 2006 – 2008

Set business objectives and strategies for the Food and Beverage Department of casino that generated \$35M in revenue and encompassed 8 restaurants, 10 bars, and 90K square feet of meeting space.

- Negotiated Caesars National Corporate Beverage Program to reduce costs, increase revenue, and expand marketing support nationally with an estimated increase of \$10M – \$13M in profit.
- Created and implemented strong guest service standards and recovery processes in all areas of food and beverage and increased guest scores by 7%.
- Successfully coordinated the reopening of the House of Blues casino and dining areas.
- Established productivity standards and training to reduce wages per food cover by \$.14 and overtime in all areas by \$500K.

Food and Beverage Director, Paris Resort and Casino, Las Vegas, NV; 1999 – 2006

Led food and beverage operations of casino that generated \$75M in revenue and encompassed 12 restaurants and 13 bars.

- Served as a key member of team that successfully hired and trained staff and opened the Paris Resort and Casino, September 1999.
 - Oversaw food and beverage sampling, purchasing, and tracking of FF&E, CGS, uniforms, and supplies.
 - Created and trained all employees on beverage guest service standards.
 - Participated in the 4-star service criteria and associate training.

- Effectively created, planned, directed, and evaluated all food and beverage operations to exceed business goals.
- Promoted a positive image through the provision of superior service and the presence of effective and well-trained associates.
- Oversaw the opening and management of Caesars Entertainment's exclusive 5-star Cascata Golf Resort.

PROFESSIONAL DEVELOPMENT

Computer Science, NORTHEASTERN UNIVERSITY, Boston, MA

Accounting and Business Management, CENTRAL CONNECTICUT COMMUNITY COLLEGE, New Haven, CT

APPLICANT'S STATEMENT

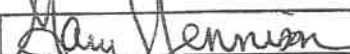
I, Gary A. Jennison the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory
of Ocean Edge Resort Ltd. Partnership
Name of the Entity/Corporation

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:



Date:

3/22/24

Title:

Director



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

JEAN M. LORIZIO, ESQ.
CHAIRMAN

CORI REQUEST FORM

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: 00029-CL-0134 LICENSEE NAME: Ocean Edge Resort Ltd. Partnership CITY/TOWN: Brewster

APPLICANT INFORMATION

LAST NAME: Sterling FIRST NAME: Kevin MIDDLE NAME: Paul
 MAIDEN NAME OR ALIAS (IF APPLICABLE): n/a PLACE OF BIRTH: [REDACTED]
 DATE OF BIRTH: [REDACTED] SSN: [REDACTED] ID THEFT INDEX PIN (IF APPLICABLE): [REDACTED]
 MOTHER'S MAIDEN NAME: [REDACTED] DRIVER'S LICENSE # [REDACTED] STATE LIC. ISSUED: Massachusetts
 GENDER: MALE HEIGHT: 5 9 WEIGHT: [REDACTED] EYE COLOR: Blue
 CURRENT ADDRESS: [REDACTED]
 CITY/TOWN: Longmeadow STATE: MA ZIP: [REDACTED]
 FORMER ADDRESS: [REDACTED]
 CITY/TOWN: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]

PRINT AND SIGN

PRINTED NAME: Kevin Sterling APPLICANT/EMPLOYEE SIGNATURE: [Signature]

NOTARY INFORMATION

On this 10th day April '24 before me, the undersigned notary public, personally appeared Kevin Sterling
 (name of document signer), proved to me through satisfactory evidence of identification, which were drivers 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.
 [Signature]
 NOTARY



DIVISION USE ONLY

REQUESTED BY: [REDACTED]
 SIGNATURE OF CORI-AUTHORIZED EMPLOYEE

The DCI Identity 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 email or by fax to (617) 680-6634.

CORPORATE RESOLUTION / VOTE

CORPORATE VOTE

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

For the following transactions (Check all that apply):

- Change of Manager
- Other

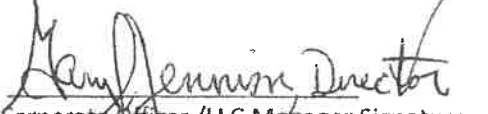
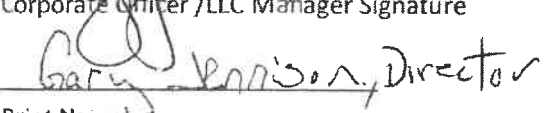
"VOTED: To authorize Name of Person

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 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,


Corporate Officer / LLC Manager Signature

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

PROOF OF US CITIZENSHIP



COMMONWEALTH OF MASSACHUSETTS
CITY OF SPRINGFIELD
OFFICE OF THE CITY CLERK

William J. Metzger
City Clerk

CERTIFIED RECORD OF BIRTH

September 22 1997

NAME Kevin Paul Sterling

DATE OF BIRTH [REDACTED]

PLACE OF BIRTH [REDACTED]

DATE OF RECORD [REDACTED]

I HEREBY CERTIFY that the above is a true extract from the Record of Births in the City of Springfield

A TRUE COPY:

ATTEST:

Mary C. Powers
Asst CITY CLERK



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

Office of:
Select Board
Town Manager

MEMORANDUM

To: Select Board
From: Erika Mawn, Executive Assistant
RE: Annual Common Victualler License- OSPI LLC
Date: May 2, 2024

The Town Manager's office received an application for a new Common Victualler License for the property located at 2553 Main Street, OSPI LLC, d/b/a Old Sea Pines Inn. A Common Victualler license is a food service license required by Massachusetts Law for any establishment that sells food to the public and has seating for customers. This property previously operated as the Old Sea Pines Inn and was sold earlier this year. The business model and operations will remain the same. The hours of operation are Monday through Saturday from 8am until 1am and Sundays from 10am until 1am. There is seating capacity for 130 people. It is my understanding that OSPI LLC intends to operate the property in the same way as the previous owners, who allowed the public to dine at the Inn.

As part of the administrative process, the application has been shared with various department heads for their feedback and comment. The health department is currently working with the owners on the Food Service permit.

If the Select Board approved the Common Victualler License at this time, it should be contingent upon passing annual fire inspection and complying with all current fire code regulations.

If approved the Common Victualler License will be valid until December 31, 2024. The owner will need to renew this license each year in the month of November through the Town Manager's office.



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 Fees: \$50

**APPLICATION FOR
COMMON VICTUALLER 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: OSPI, LLC
Applicant's Address: 2553 Main Street, Brewster, MA 02631
Telephone # and Email Address: 508-896-6114

Section 2: Business Information

Name of Establishment: Old Sea Pines Inn	
Address of Business: 2553 Main Street, Brewster, MA 02631	
Name of Business Manager and Phone #: Philip Flath	
Hours of Operation Mon - Sat: 8a-1a Sun: 10a-1a	Seating Capacity: 130
Description of Business and Purpose: Hotel	

Please note that the premises must be inspected by the Building Department, Health Department and Fire Department before the Select Board will review the application. All municipal taxes must be paid prior to the license approval.

Please submit the following with your application:

- Copy of lease or deed
- Copy of floor plan
- Copy of Menu
- Copy of Business Structure Documents (Articles of Organization, LLC Agreement, Partnership Agreement, Business Certificate)

Applicant Signature: _____

Date: _____

NOT AN OFFICIAL COPY
QUITCLAIM DEED
NOT AN OFFICIAL COPY

MICHELE A. ROWAN, as Trustee of **OLD SEA PINES REALTY TRUST** under Declaration of Trust dated May 16, 1997 with respect to which an Abstract of Trust under G.L. c.184, §35 is recorded with the Barnstable County Registry of Deeds in Book 10783, Page 288, having a mailing address of P.O. Box 10260 Brewster, Massachusetts 02631

for consideration of **TWO MILLION FOUR HUNDRED SEVENTY-FIVE THOUSAND AND 00/100 (\$2,475,000.00) DOLLARS,**

grant to **OSPI LLC**, a Massachusetts limited liability company, having an address of 150 Mount Vernon Street, Suite 500, Boston, Massachusetts 02125,

with **QUITCLAIM COVENANTS:**

The land together with the buildings thereon, bounded and described as follows:

NORTHERLY, WESTERLY, NORTHERLY and EASTERLY by land of Sea Pines Condominium, one hundred four and 81/100 (104.81) feet, one hundred ninety-nine and 61/100 (199.61) feet, one hundred sixty-seven and 17/100 (167.17) feet and four hundred forty-eight feet (448) feet, respectively, as shown on plans hereinafter mentioned;

SOUTHERLY by the State Highway (Route 6A) two hundred seventy-seven and 47/100 (227.47) feet, as shown on said plans; and

WESTERLY by other land of the grantors by three course, a total distance of three hundred fifty-six and 92/100 (356.92) feet, as shown on said plans.

Being LOT 3 shown on "Plan of Land in Brewster, Mass., For Sea Pines School, Scale 1" = 50', October 1972, Barnstable Survey consultants, Inc., West Yarmouth, Mass.", recorded at Barnstable Registry of Deeds in Plan Book 262, Page 16 & 17, less the parcel shown on "Plan of Land in Brewster, Mass. for: Sea Pines School, Inc., being a subdivision of Parcel 3 as shown on Plan recorded at Barnstable Registry of Deeds in Plan Book 262, Page 16 & 17, Scale: 1" = 30' April 4, 1977, CMS Associates, Inc. RE & LS", recorded with Barnstable County Registry of Deeds in Plan Book 324, Page 61.

Subject to and with the benefit of all rights, easements, restrictions, reservations, and other matters of record insofar as the same may now be in force and applicable, including without limitation the Easement and Maintenance Agreement dated as of the date hereof and recorded herewith.

#2003459v1

Property Address: 2553 Main Street, Brewster, MA

N O T	N O T
Grantor hereby releases any and all rights of homestead in the premises hereby conveyed, and certifies under the pains and penalties of perjury that no other person has or is entitled to claim a homestead in the premises.	
C O P Y	C O P Y

For title see deed recorded on Book 10783, Page 295. N O T

A N	A N
O F F I C	[SIGNATURE ON FOLLOWING PAGE]
C O P Y	C O P Y

NOT
AN
OFFICIAL
COPY

NOT
AN
OFFICIAL
COPY

Executed as a sealed instrument on this 12th day of December, 2023.

AN
OFFICIAL
COPY

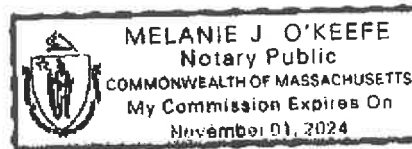
AN
OFFICIAL
OLD SEAPINES REALTY TRUST,

By: Michele A. Rowan
Michele A. Rowan, Trustee

COMMONWEALTH OF MASSACHUSETTS
County of Barnstable, ss.

On this 12th day of November, 2023, before me, the undersigned notary public, personally appeared **MICHELE A. ROWAN**, Trustee of aforesaid, proved to me through satisfactory evidence of identification, which was photographic identification with signature issued by a federal or state governmental agency personal knowledge of the undersigned, to be the person whose name is signed on the preceding Quitclaim Deed, and acknowledged to me that she signed it voluntarily for its stated purpose.

M. J. O'Keefe
Notary Public
My Commission Expires:



NOT AN OFFICIAL COPY NOT AN OFFICIAL COPY

NOT AN OFFICIAL COPY **TRUSTEE CERTIFICATE** NOT AN OFFICIAL COPY

I, MICHELE A. ROWAN, as I am Trustee of the **OLD SEA PINES REALTY TRUST**, established under written declaration of trust dated May 16, 1997 and recorded with the Barnstable County Registry of Deeds in Book 10783, Page 288, hereby certify that:

1. I am the current trustee of the Trust; said Trust is in full force and effect and has not been amended, modified or revoked;
2. All of the beneficiaries of said Trust who are natural persons, if any, are of full age;
3. All of the beneficiaries of said Trust who are natural persons, if any, are competent;
4. I have been directed by all the beneficiaries of said Trust to convey 2553 Main Street, Brewster, Massachusetts to OSPI LLC, a Massachusetts limited liability company, for consideration of Two Million Four Hundred Seventy-Five Thousand Dollars (\$2,475,000.00).
5. There are no additional facts that constitute a condition precedent to acts by the trustee or that are in any way or manner germane to the affairs of the Trust.

NOT AN OFFICIAL COPY NOT AN OFFICIAL COPY

Signed under the pains and penalties of perjury this 12 day of December, 2023.

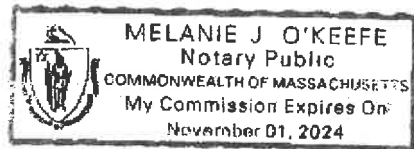
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OLDSEA PINES REALTY TRUST,

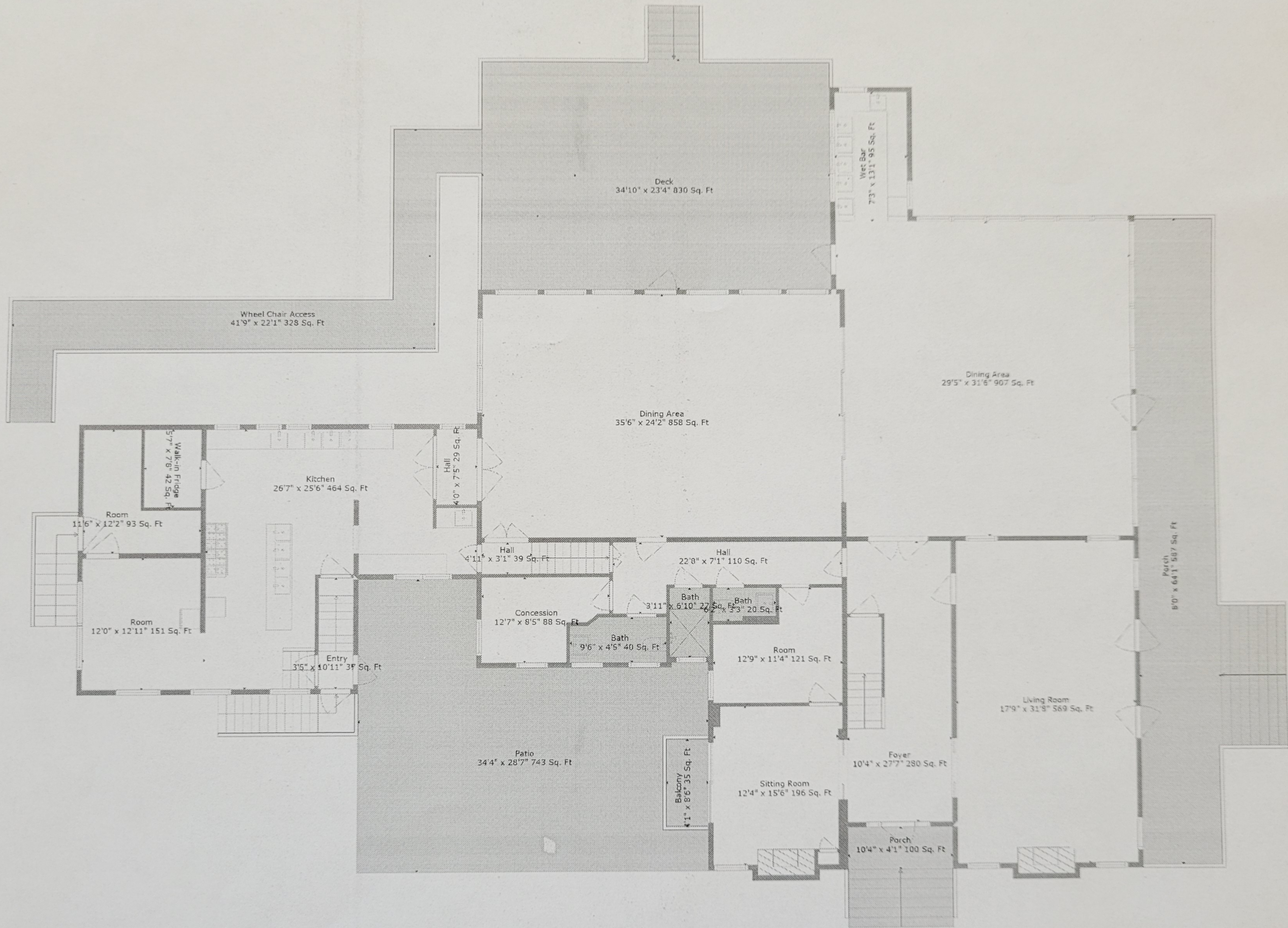
By: Michele A. Rowan
Michele A. Rowan, Trustee

COMMONWEALTH OF MASSACHUSETTS
County of Barnstable, ss.

On this 12 day of December, 2023, before me, the undersigned notary public, personally appeared Michele A. Rowan, Trustee as aforesaid, proved to me through satisfactory evidence of identification, which was photographic identification with signature issued by a federal or state governmental agency; oath or affirmation of a credible witness, personal knowledge of the undersigned, to be the person whose name is signed on the preceding Trustee Certificate, and who swore or affirmed to me that the document is true and correct to the best of her information and belief.

Melanie J. O'Keefe
Notary Public
My Commission Expires:

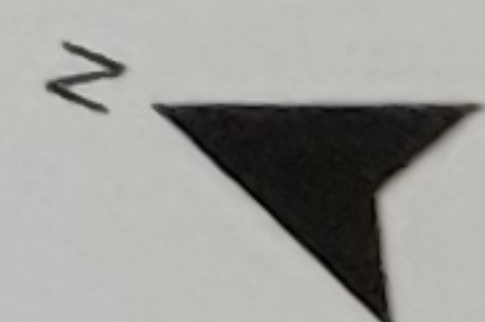
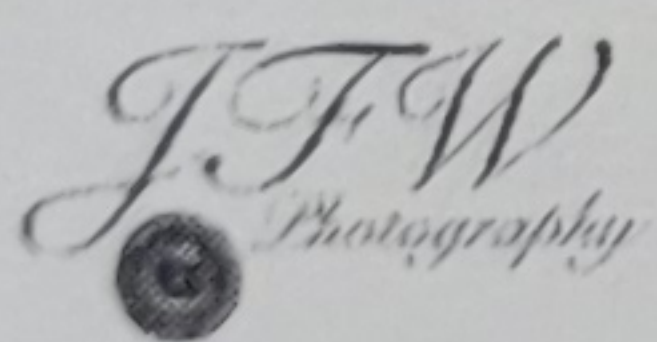


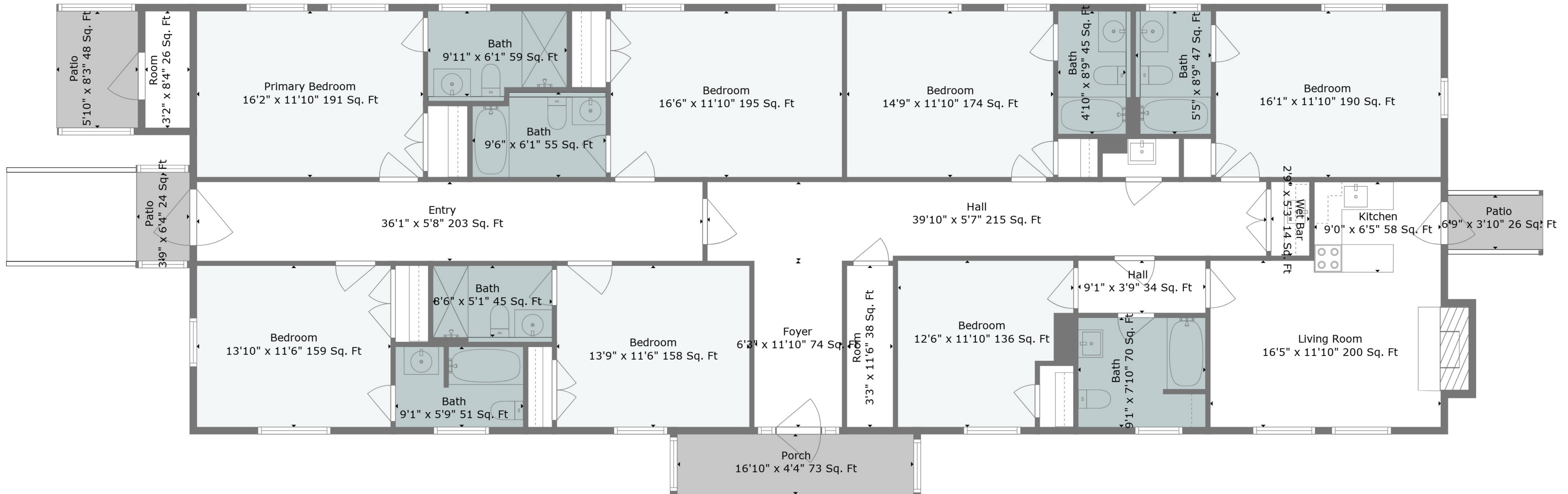


TOTAL: 8716 sq. ft

Below Ground: 174 sq. ft, FLOOR 2: 4291 sq. ft, FLOOR 3: 2925 sq. ft, FLOOR 4: 1326 sq. ft
 EXCLUDED AREAS: STORAGE: 638 sq. ft, ELECTRICAL ROOM: 39 sq. ft, BASEMENT: 261 sq. ft,
 PATIO: 873 sq. ft, BALCONY: 35 sq. ft, PORCH: 687 sq. ft,
 DECK: 2940 sq. ft, WHEEL CHAIR ACCESS: 328 sq. ft, FIREPLACE: 38 sq. ft

Size And Dimensions Are Approximate. Actuals May Vary.



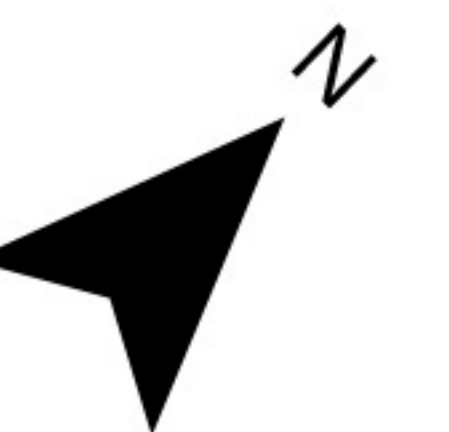


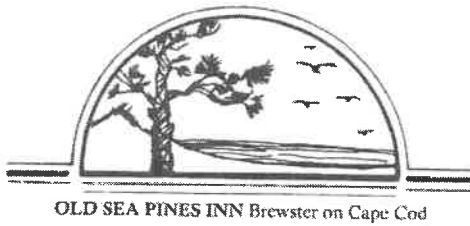
TOTAL: 2571 sq. ft

FLOOR 1: 2571 sq. ft

EXCLUDED AREAS: ROOM: 38 sq. ft, BATH: 53 sq. ft, PATIO: 98 sq. ft,
 PORCH: 73 sq. ft, FIREPLACE: 9 sq. ft

Size And Dimensions Are Approximate. Actuals May Vary.





BREAKFAST MENU

Seasonal Fruit Plate

Golden Pineapple, Berries, Local Fruit

Freshly Baked Pastry Basket

Whipped Maple Butter

Avocado Toast

Artisan Sourdough, Poached Eggs, Heirloom Tomato, Basil

Multigrain Oatmeal

Banana, Sun-Dried Cranberries, Almonds, Pecans, Vermont Maple Syrup

Old Sea Pines Breakfast

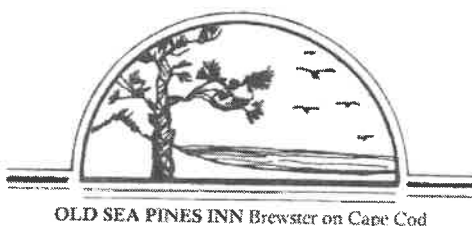
Two Eggs prepared to your liking, Thick Cut Bacon, Homestyle Potatoes, Toast

Lemon Ricotta Pancakes

Blueberry Compote, Maple Syrup

Farmer's Omelet

Smoked Ham, Vermont Cheddar Cheese, Bell Peppers, Spinach, Homestyle Potatoes, Toast



DINNER MENU

APPETIZERS

Local Cheese Plate

Highlight of Local Cheeses, Seasonal Fruit, Crusty Bread

Brewster Oysters

Rose and Horseradish Granita, Lemon

Native Mussels

Heirloom Tomato Broth, Linguica, Grilled Artisan Bread

Lobster Corn Dog

Tarragon Aioli

Steak Tartare

Quail Egg Yolk, Caperberry, Dijon, Crostini

Crudite

Local Seasonal Vegetables, Inn's Hummus, Olive Oil, Warm Feta, Toasted Pignoli

MAINS

Cape Cod Loin

Preserved Lemon, Baby Carrot, Fingerling Potato

Filet Mignon

Beer Battered Onion Ring, King Oyster Mushroom, Golden Potato, Asparagus

Bucatini 'Carbonara'

Sweet Corn Puree, Asparagus, Crispy Chickpeas, Peppercorn

Dayboat Scallops

Sweet Pea Puree, Radish, Charred Asparagus

Lamb Chop

Rosemary Dijon Rub, Baby Carrot, Fingerling Potato

Block Island Swordfish

Herb Butter Basted, Charred Corn and Chili Pepper Relish, Asparagus

CONSUMING RAW OR UNDERCOOKED MEAT, POULTRY, SEAFOOD, SHELLFISH, OR EGGS MAY INCREASE YOUR RISK OF A
FOOD BORNE ILLNESS
BEFORE PLACING YOUR ORDER, PLEASE INFORM YOUR SERVER IF YOU OR ANYONE IN YOUR PARTY HAS A FOOD ALLERGY

Secretary of the Commonwealth of Massachusetts

William Francis Galvin

Business Entity Summary

ID Number: 001713002

[Request certificate](#)

[New search](#)

Summary for: OSPI LLC

The exact name of the Domestic Limited Liability Company (LLC): OSPI LLC		
Entity type: Domestic Limited Liability Company (LLC)		
Identification Number: 001713002		
Date of Organization in Massachusetts: 10-19-2023		
Date of Revival:		
Last date certain:		
The location or address where the records are maintained (A PO box is not a valid location or address):		
Address: C/O CORCORAN JENNISON COMPANIES 150 MOUNT VERNON STREET, SUITE 500		
City or town, State, Zip code, BOSTON, MA 02125 USA		
Country:		
The name and address of the Resident Agent:		
Name: CORCORAN JENNISON COMPANY, INC.		
Address: 150 MOUNT VERNON STREET, SUITE 500		
City or town, State, Zip code, BOSTON, MA 02125 USA		
Country:		
The name and business address of each Manager:		
Title	Individual name	Address
MANAGER	CORCORAN JENNISON COMPANY, INC.	150 MOUNT VERNON STREET, SUITE 500 BOSTON, MA 02125 USA USA
In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:		
Title	Individual name	Address
SOC SIGNATORY	KAREN F. MEYER	150 MOUNT VERNON STREET, SUITE 500 BOSTON, MA 02125 USA USA
SOC SIGNATORY	JOHN A. MOSTYN	150 MOUNT VERNON STREET, SUITE 500 BOSTON, MA 02125 USA USA

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	Address
REAL PROPERTY	KAREN F. MEYER	150 MOUNT VERNON STREET, SUITE 500 BOSTON, MA 02125 USA USA
REAL PROPERTY	JOHN A. MOSTYN	150 MOUNT VERNON STREET, SUITE 500 BOSTON, MA 02125 USA USA

Consent
 Confidential Data
 Merger Allowed
 Manufacturing

View filings for this business entity:

- ALL FILINGS
- Annual Report
- Annual Report - Professional
- Articles of Entity Conversion
- Certificate of Amendment
- Certificate of Conversion

[View filings](#)

Comments or notes associated with this business entity:

[New search](#)



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

Office of:
Select Board
Town Manager

MEMORANDUM

To: Select Board
From: Erika Mawn, Executive Assistant
RE: Inn Holder Application - OSPI LLC
Date: May 2, 2024

The Town Manager's office received an application for a new Inn Holder License for the property located at 2553 Main Street. This property previously operated as Old Sea Pines Inn, who held an Inn Holder's License for the last 30+ years. The new owners, OSPI LLC d/b/a Old Sea Pines Inn, purchased the property early this year and intend on operating the same type of business as the previous owners. The Inn will include two buildings, the main building and the north cottage, for a total of 23 guest rooms.

As part of the administrative process, the application has been shared with various Department Heads for their feedback and comment. The fire department noted that approval should be contingent upon passing annual fire inspection and complying with all current fire code regulations.

If approved the Inn Holder's License will be valid from May 7, 2024, until December 31, 2024. The owner will need to renew this license each year in the month of November through the Town Manager's office.

N O T

N O T

Grantor hereby releases ~~any~~ and all rights of homestead ~~in~~ the premises hereby conveyed, and certifies under the pains and penalties of perjury that no other person has or is entitled to claim a homestead in the premises.

C O P Y

C O P Y

For title see deed records on Book 10783, Page 295.

A N

A N

O F F I C [SIGNATURE ON FOLLOWING PAGE]

C O P Y

C O P Y

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Executed as a sealed instrument on this 12th day of December, 2023.

AN
OFFICIAL
COPY

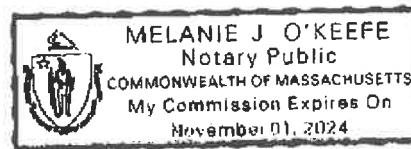
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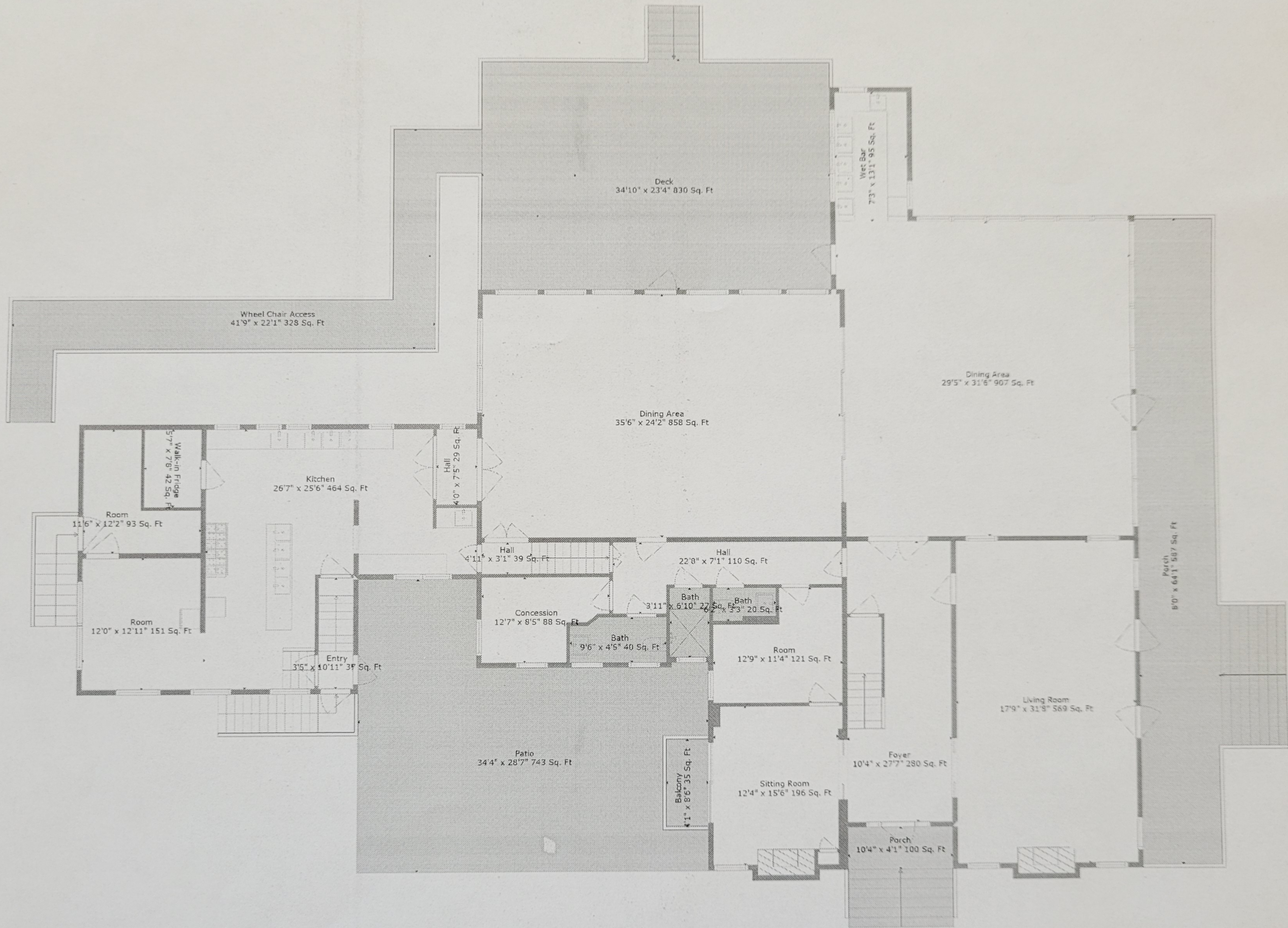
By: Michele A. Rowan
Michele A. Rowan, Trustee

COMMONWEALTH OF MASSACHUSETTS
County of Barnstable, ss.

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Melanie J. O'Keefe
Notary Public
My Commission Expires:

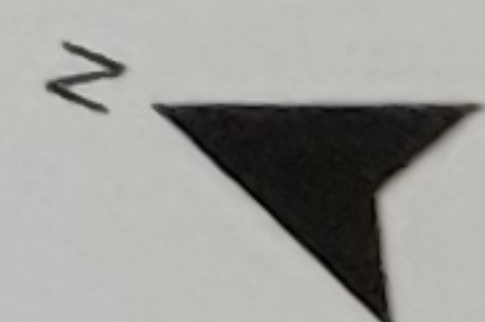




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Size And Dimensions Are Approximate. Actuals May Vary.



Secretary of the Commonwealth of Massachusetts
William Francis Galvin

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ID Number: 001713002

[Request certificate](#)

[New search](#)

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The location or address where the records are maintained (A PO box is not a valid location or address): Address: C/O CORCORAN JENNISON COMPANIES 150 MOUNT VERNON STREET, SUITE 500 City or town, State, Zip code, BOSTON, MA 02125 USA Country:		
The name and address of the Resident Agent: Name: CORCORAN JENNISON COMPANY, INC. Address: 150 MOUNT VERNON STREET, SUITE 500 City or town, State, Zip code, BOSTON, MA 02125 USA Country:		
The name and business address of each Manager:		
Title	Individual name	Address
MANAGER	CORCORAN JENNISON COMPANY, INC.	150 MOUNT VERNON STREET, SUITE 500 BOSTON, MA 02125 USA USA
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REAL PROPERTY	JOHN A. MOSTYN	150 MOUNT VERNON STREET, SUITE 500 BOSTON, MA 02125 USA USA

Consent
Confidential
Merger
Allowed
Manufacturing

View filings for this business entity:

- ALL FILINGS
- Annual Report
- Annual Report - Professional
- Articles of Entity Conversion
- Certificate of Amendment
- Certificate of Consolidation

View filings

Comments or notes associated with this business entity:

New search



Town Communications: Assessment & Plan

Town of Brewster, MA

May 6, 2024

Agenda

- Background & Scope
- External Communication Survey Results
- External Communication Recommendations
 - Branding
 - News Frequency
 - Communication Channels
 - News Topics
 - Website
 - Social Media
 - General
- Internal Communication Recommendations
 - Staff Communication
 - Incident Command Training
 - Social Media
- Communications Plan
- Implementation: Recent Accomplishments, Initial Actions, and Next Steps

Background

- Over the past several years, the Town has prioritized expanded and improved communication with residents through a variety of strategies
- Goal G-2 in the Select Board's FY24-25 Strategic Plan: "Develop and implement communications plan, with focus on municipal finance and taxes, to best inform residents and local businesses about Town affairs"
- Brewster Select Board also identified enhancements to the current communication model as an FY24 performance goal for the Town Manager
- The Town then engaged John Guilfoil Public Relations (JGPR) to assess the Town's communications strategies and to help develop a formal communications plan

Scope

- JGPR developed two surveys – one for those on staff who are responsible for communications, and one community survey
- JGPR also conducted an assessment of the Town of Brewster's social media pages
- The following is a deep analysis of these efforts, the results and findings of the surveys and assessment, and JGPR's recommendations
- After completing this assessment and consideration of the recommendations, Town staff and JGPR consultants proceeded with the creation of a Communications Plan

External Communication Survey Results



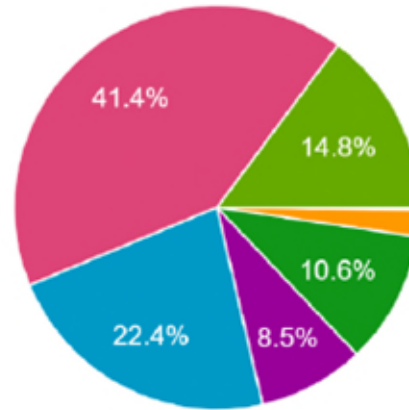
Key Survey Takeaways

- With 519 respondents, the Community Survey was a helpful barometer of the general sentiment of Brewster residents
- The results showed respondents believed that the Town was doing a good job of communicating
- The survey data demonstrated that the majority of residents felt they were receiving news and updates from the Town at the correct frequency, and that residents felt it was easy to find information
- The survey data also showed that residents believe the Town is committed to transparency
- Some areas identified for improvement include: the need to provide more information about certain topics, and to educate residents about all available Town communication channels

External Communication Survey Results

How old are you?

519 responses

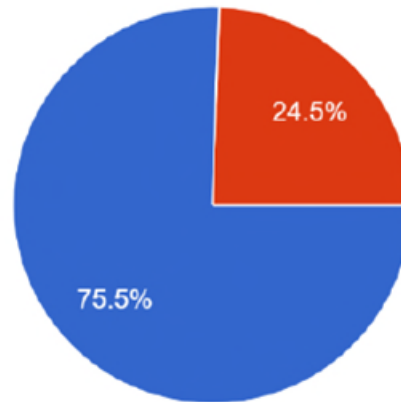


- Younger than 18
- 18-25
- 26-35
- 36-45
- 46-55
- 56-65
- 66-75
- 76 and older

External Communication Survey Results

Are you a full-time or part-time resident?

519 responses



- Full-Time Resident
- Part-Time Resident

External Communication Survey Results

RESPONDENT SATISFACTION

Three out of four respondents indicated that they were either satisfied or very satisfied with the Town's communications efforts.

Additionally, 19% of respondents were partially satisfied. Less than 6% were not at all satisfied with the Town's communications.

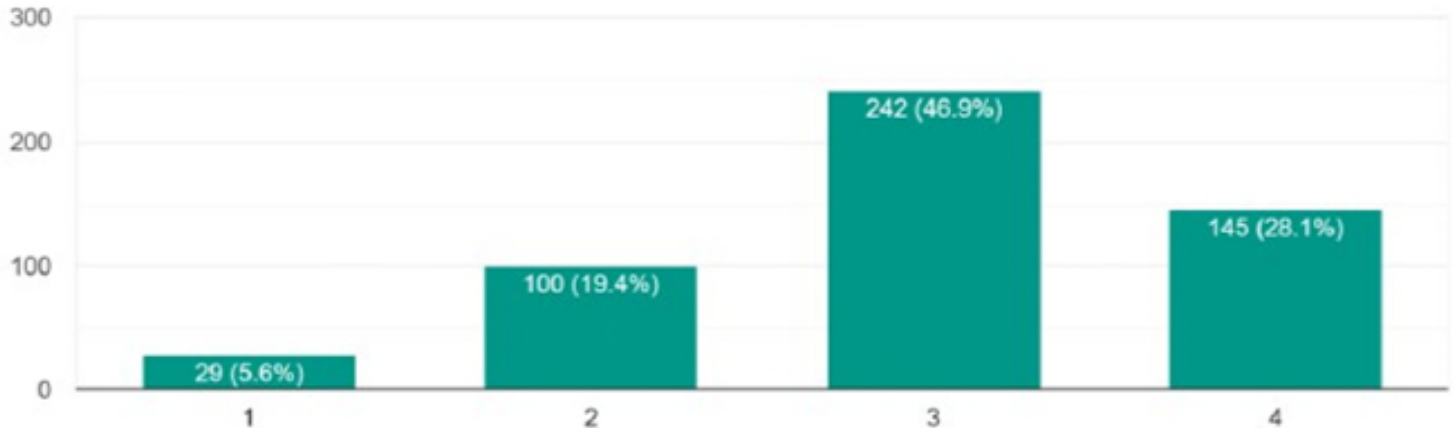
Similar results were seen with how well-informed residents felt they were.

This data showed that overall the Town was doing a good job communicating with residents and keeping them informed, but there was room for improvement.

External Communication Survey Results

Overall, how satisfied are you with how well Town officials communicate with community members?

516 responses

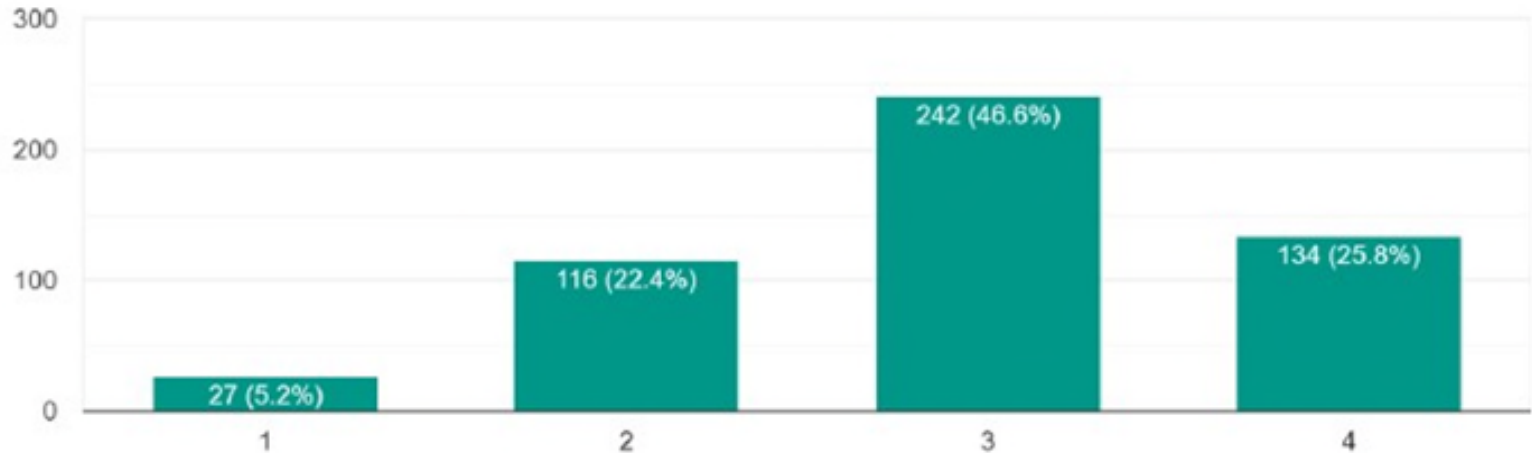


1 = Least Satisfied, 4 = Most Satisfied

External Communication Survey Results

Overall, how well-informed do you feel you are about the Town of Brewster?

519 responses

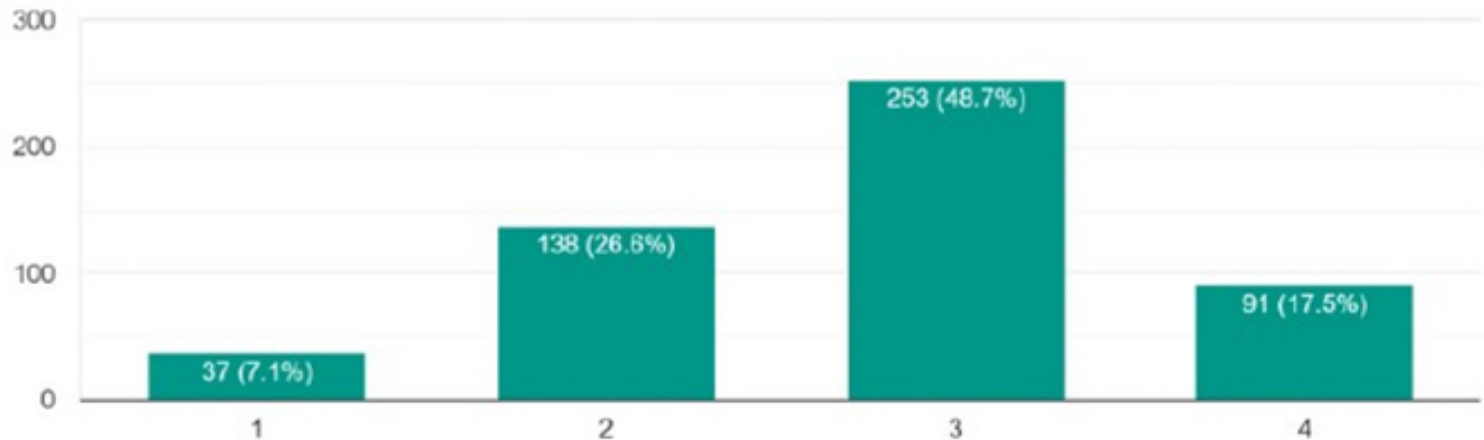


1 = Not Informed, 4 = Very Informed

External Communication Survey Results

How easy do you believe it is to find news on the Town's website?

519 responses

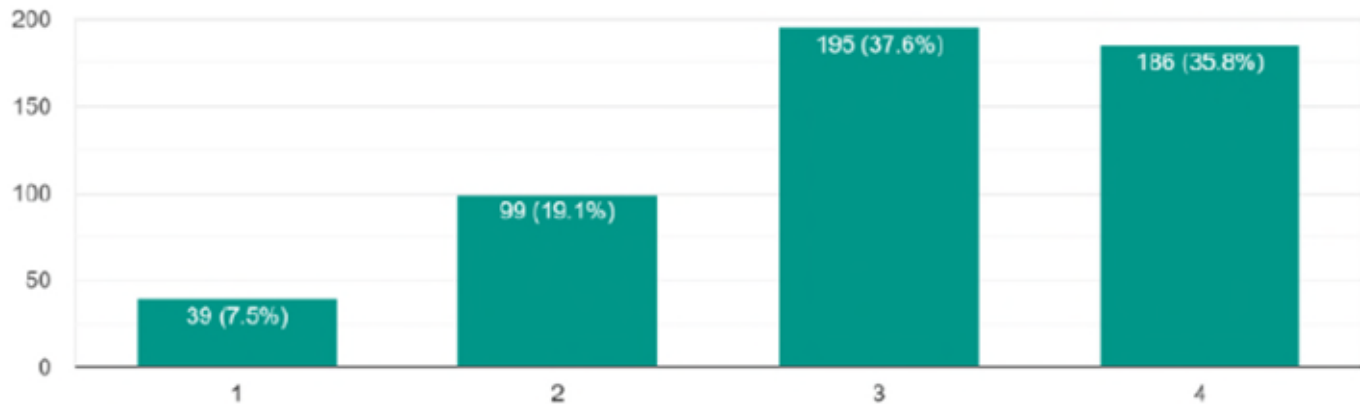


1 = Very Hard, 4 = Very Easy

External Communication Survey Results

Please select the extent to which you agree with the following: I believe the Town of Brewster is committed to transparency and keeping the community informed.

519 responses

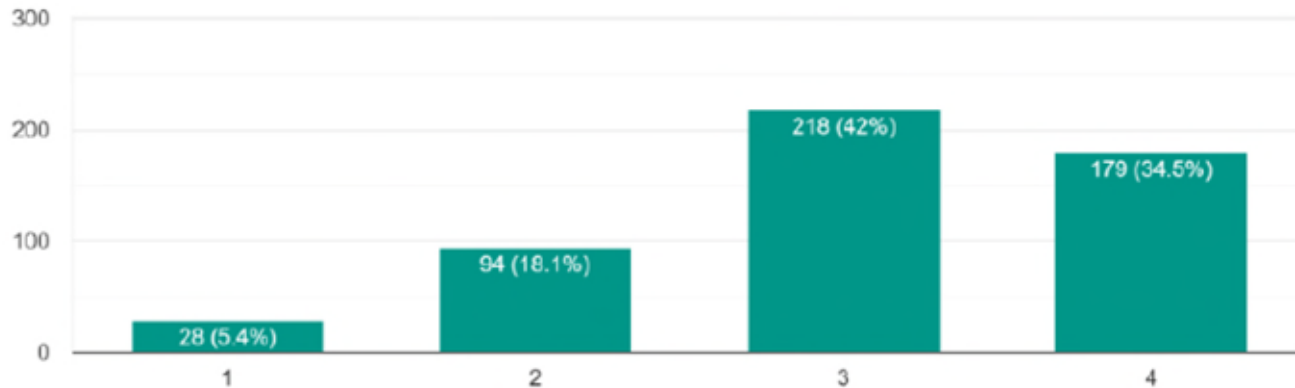


1 = Strongly Disagree, 4 = Strongly Agree

External Communication Survey Results

Please select the extent to which you agree with the following: The Town of Brewster is good at communicating during an emergency.

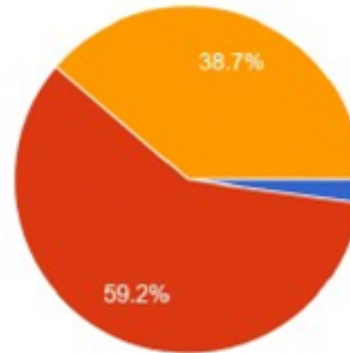
519 responses



1 = Strongly Disagree, 4 = Strongly Agree

External Communication Survey Results

I receive news and updates from the Town _____.
519 responses

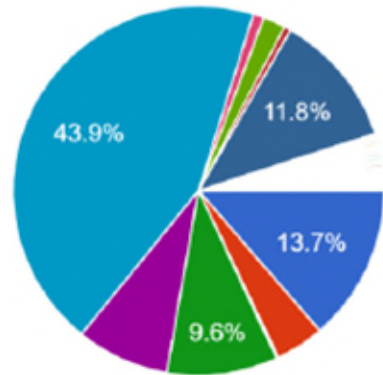


- Too often
- Just the right amount
- Not often enough

External Communication Survey Results

How do you MOST OFTEN keep up-to-date with news about the Town of Brewster?

519 responses

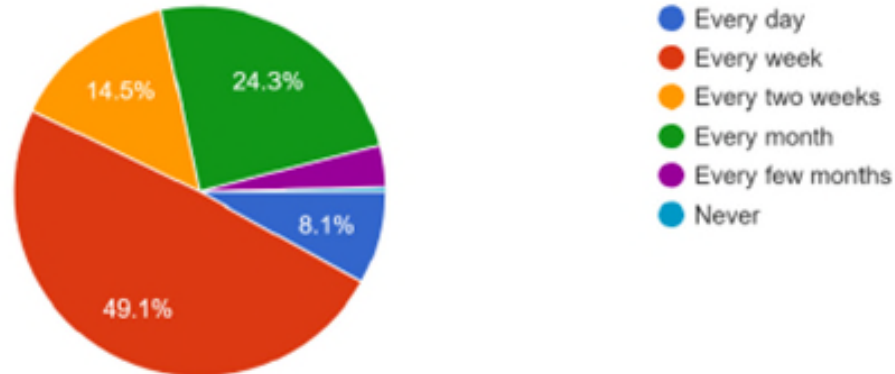


- By visiting the Town website
- Official Town Facebook page
- Official Town Twitter (X) page
- Newspaper/TV News/Radio
- Community-based Facebook page(s)...
- Official Town email alerts
- Public Access Television/Ch. 8
- On-Demand Board/Committee Meetin...

External Communication Survey Results

How often do you expect Town officials to put out news and updates?

519 responses



External Communication Survey Results

TOP 10 - TOPICS RESIDENTS FIND MOST VALUABLE

- Town/Community Events (392) - 75.5%
- Sea Camps (386) - 74.4%
- Town Projects (377) - 72.6%
- Emergency Alerts (372) - 71.7%
- Beach/Outdoor Recreation (349) - 67.2%
- Elections/Town Meeting/Voter Info (341) - 65.7%
- Community Development News (336) - 64.7%
- Public Health Information (327) - 63%
- Select Board/Town Manager News (310) - 59.7%
- General Town Programming/Services Updates (286) - 55.1%

External Communication Survey Results

WHAT WOULD YOU SAY THE TOWN OF BREWSTER DOES WELL IN TERMS OF COMMUNICATING WITH COMMUNITY MEMBERS?

Most Common Responses:

- Email Alerts (97)
- Overall Good Job (58)
- Emergency Alerts (34)
- Town Website (31)
- Town Meeting/Voter Info (29)
- Sea Camps Info (28)
- Soliciting Community Feedback (19)
- Communicating Through Multiple Channels (10)
- Upcoming Events (10)
- Ch. 8/Meeting Videos (10)
- Select Board Info (5)
- Timely Info (3)
- Community Updates (2)
- Project Updates (2)

External Communication Survey Results

TOP 10 - WHAT TOPICS SHOULD THE TOWN PROVIDE MORE NEWS ON?

- Town Projects (270) - 52%
- Town/Community Events (181) - 34.9%
- Community Development News (164) - 31.6%
- General Town Programming/Services Updates (159) - 30.6%
- Select Board/Town Manager News (151) - 29.1%
- Budget Updates (148) - 28.5%
- Beach/Outdoor Recreation (130) - 25%
- Sea Camps (129) - 24.9%
- Board/Committee Information (110) - 21.2%
- Elections/Town Meeting/Voter Info (106) - 20.4%

External Communication Survey Results

IN WHAT AREAS DO YOU THINK THE TOWN COULD IMPROVE UPON WHEN IT COMES TO COMMUNICATIONS EFFORTS?

Most Common Responses:

- None/Doing a Good Job (50)
- Project Updates (42)
- Monthly/Weekly Newsletter (27)
- Promotion of Email Alert System and Other Communications Channels (26)
- Transparency (26)
- Social Media (21)
- Stopping Misinformation on Community Pages (10)
- Better Summarization of Info in Emails (17)
- Budget (15)
- Sea Camps (15)
- Emergency Alerts (13)
- Website Issues (13)
- Email Alerts (12)
- Frequency of Info (11)
- Event Info (11)

External Communication Recommendations



External Communication Recommendations: *News Frequency*

- Prioritize which news topics should be posted on social media, on the website, or sent to local newspapers
- When possible, information should be published on a weekly or bi-weekly basis, rather than a daily basis to avoid “user tune out”

External Communication Recommendations: *Branding*

To the greatest extent practicable, all official external communications from Town staff should be consistent, utilizing the same fonts, text styles, and color schemes

External Communication Recommendations: *Communications Channels*

- Educate residents about the available communication channels and how they can sign-up and access each option
- Continue to prioritize email alert system and use of the Town website as primary channel for disseminating information
- Continue to use Facebook, de-emphasize the use of Twitter, and add other social media platforms

External Communication Recommendations: *News Topics*

- Focus news content, when possible, on resident preferred topics, such as Town projects and community events
- Publish more uplifting/relatable content to grow our audience

External Communication Recommendations: *Social Media*

- Create and distribute content through Town social media as a trusted source of accurate information for residents that use these platforms
- Do not exceed 2 Facebook posts per day
- De-emphasize Twitter as a vehicle for communications and explore use of LinkedIn, YouTube and Instagram
- Use social media management software to streamline the posting process
- Explore the creation of new video content such as: staff interviews, project overviews, and public service announcements

External Communication Recommendations: *Website*

- Limit "Latest News" posts to no more than two per day
- Make the email alert sign-up option more prominent on the website
- Continue the outreach campaign to encourage people to sign up for email alerts

External Communication Recommendations: *General*

- Maintain Town website as primary source of accurate information for residents
- Create a regularly scheduled newsletter/roundup of information
- Include hyperlinks to relevant external sources in all online forms of media
- Launch a campaign to educate residents about the Town's numerous sources of information and how to register for them

Internal Communication Recommendations



Internal Communication Recommendations: *Staff Communication*

- The Town should develop an internal communications program that engages all Town employees and Department Heads who can relay Town news to their staff
- This system should also highlight the work of Town employees

Internal Communication Recommendations: *Incident Command Training*

- All new staff that are involved in emergency management communications should undergo the proper training on Incident Command System (ICS) and emergency communications

Internal Communication Recommendations: *Social Media*

- An official social media policy should be created in coordination with the Human Resources Department
- Following the creation and adoption of this policy, all Town staff should undergo formal social media training

Communications Plan



New Communications Plan

The new Communications Plan is intended to be a living document that:

- Summarizes roles and responsibilities for staff for internal, external, day to day, and crisis communications
- Outlines current practices with regard to the website, social media, and other communication channels

New Communications Plan

- Explains best practices such as:
 - Frequency of posts to website and social media
 - How content is prioritized for each channel
 - Length of content for each communication channel by type
- Reviews crisis communications – provides a general overview of what constitutes a crisis, channels available, and role of Town Administration

Implementation of Communications Plan

JGPR helps prepare communications plan



Staff presentation to Select Board



Staff continue to update plan



Town staff review and finalize plan



Implementation of plan

Recent Accomplishments

- Creation of new full-time Media Coordinator position in Summer 2023 – transitioning and expanding services in-house
- Since Summer 2023, the Town has also been recognized with several state/national awards related to its communication tools:
 - Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for its Fiscal Year 2024 budget
 - 1st Place in the Massachusetts Municipal Association Website Contest
 - 3rd Place in the Massachusetts Municipal Association Annual Town Report Contest

Initial Steps Taken

- Transitioned summary posts of Select Board meetings from weekly to monthly
- Implemented social media management software to manage frequency of posts
- Limited "Latest News" posts on the website to no more than 2 per day
- Reorganized and standardized project pages on Town website
- Created additional, more prominent link for email alert sign-ups on homepage of the website

What to Expect in FY25

- Develop/update Social Media Policy & train Town staff
- Media Coordinator will work with Town staff to develop promotional materials for Town projects and events
- Launch YouTube, Instagram, LinkedIn
- Develop and disseminate monthly newsletter
- Continued monitoring of data and best practices, and refinement of communications plan

Thank You

Peter Lombardi, ***Town Manager***

Donna Kalinick, ***Assistant Town Manager***

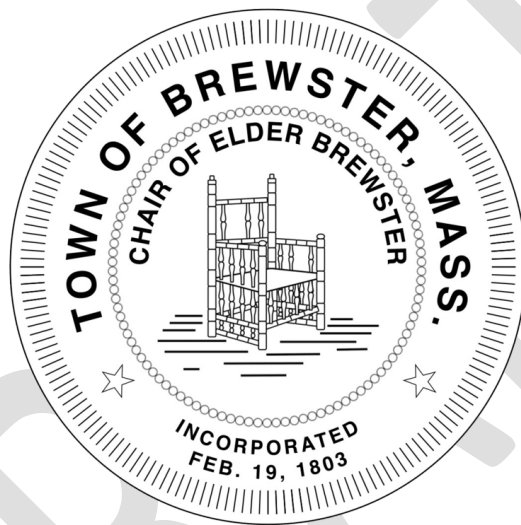
Suzanne Bryan, ***Media Coordinator***

Conor Kenny, ***Project Manager***



Town of Brewster

Communications Plan



Last modified on Tuesday, Mar 13., 2024

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Overview

This document was developed in order to provide a general outline and roadmap for how the Town of Brewster can and should communicate with its stakeholders, with a focus on external communications, internal communications, crisis communications, and social media.

By becoming familiar with the contents of the Communications Plan, Town staff responsible for communications efforts should develop a deeper understanding of the communications assets the Town operates and oversees, who manages those assets, and which individuals stand ready to support the Town in its outreach efforts. Additionally, this plan seeks to identify the types of outreach the Town regularly utilizes and the protocols for carrying out its communications program.

The Communications Plan was developed by John Guilfoil Public Relations (JGPR), a Massachusetts-based public relations and communications agency that specializes in municipalities and public sector agencies and organizations. The materials and data used to create this Communications Plan included an Employee Questionnaire, a Community Survey, and a Social Media Audit conducted by JGPR, which resulted in the creation of a Communications Audit Report. It should be noted that through the course of this initiative, community members were overwhelmingly positive about the Town's overall communications efforts. However, some areas where efficiencies and improvements could be made were identified and included in this plan.

Some of the procedures, names, and roles of individuals identified in the initial version of this document will no doubt change over time as the Town further develops its new communication strategy. This includes integrating two newer employees into the developing strategy and finalizing certain processes and procedures. The fundamental approaches and protocols outlined herein should remain consistent and serve as a steady guideline for Town staff in 2024 and beyond.

This should be considered a living document, which may evolve over time to remain in line with best practices related to digital and social media, communications and stakeholder engagement, and the Town's overall communications strategies.

1. Communications Channels and Tools

The Town of Brewster utilizes a variety of channels and tools to communicate with the community. Each tool has an important role to play within the outlined communications strategy, and an understanding of how each one is used by all members of the Communications Team is vital to the success of this plan.

When it comes to the Town’s communications tools and channels, as indicated in the 2023 Communications Audit Report, the Town is to conduct a semi-annual information campaign to make community members aware of the different Town communications channels they can follow and how to sign up for them.

A. Town of Brewster Website

The Town Website serves as the centralized location for updates, archived resources and information, contact information, email alert sign-up, and links to social media. The Town Website is the primary communication channel that residents should be guided to at all times. All other communications channels should be used as vehicles to drive residents and community members to the website for Town news and information.

<https://www.brewster-ma.gov/>

Latest News Page

The Latest News page on the Town Website provides announcements and news items related to Town news, events, information, initiatives, programs, projects, and other important news the Town wishes to convey to residents and stakeholders. This page serves as the clearinghouse for all Town communications content and includes the most thorough and robust pieces of content created by Town staff to keep community members informed. All website administrators are members of a shared email address, website@brewster-ma.gov. All “Latest News” submissions from Department Heads are sent to this email address, before being edited by the Project Manager, edited and approved by either the Town Manager or Assistant Town Manager, and, finally, posted on the Latest News page by the Project Manager.

For the purposes of providing communication redundancy, the Executive Assistant in the Town Manager’s office also has the same website posting permissions as members of the communications team. The Executive Assistant is also a member of the website email address, as that position is the front line communication personnel for residents.

1. Town Projects Page

The Town Projects page on the Town Website provides an updated overview on the status of several ongoing projects that the Town is engaged in. The page includes information like latest updates, important documents, meeting schedules, informational resources, frequently asked questions, and other items for individual projects.

2. Town Department and Committee Pages

The Town Website has pages for each department and committee, which provide department and committee-specific information, contact information, and other content. News content about each department and committee is also included on each respective department and committee page.

3. Subscribe to Brewster Email Page

The Town Website has a link that is to be centrally located on the homepage to allow people to sign up to receive email alerts. Email alerts are the primary vehicle that residents prefer to receive Town news and information, according to the Community Survey conducted in 2023.

Town Website Administrators:

Title	Name	Email	Access Level
Project Manager	Conor Kenny	ckenny@brewster-ma.gov	Site Admin
IT Director	Kathleen Lambert	klambert@brewster-ma.gov	Site Admin
Media Coordinator	Suzanne Bryan	sbryan@brewster-ma.gov	Global Group Admin
Town Manager	Peter Lombardi	plombardi@brewster-ma.gov	Global Group Admin
Asst. Town Manager	Donna Kalinick	dkalinick@brewster-ma.gov	Global Group Admin
Executive Assistant	Erika Mawn	emawn@brewster-ma.gov	Global Group Admin

4. Website Analytics

Website analytics were recently enabled, allowing for the review of traffic data to the site. At the start of each month, the analytics and data available regarding website traffic are to be reviewed to determine which of the articles posted on the Latest News page got the highest and lowest levels of interest. This data should be used to help guide the strategy around future content posts.

B. Email Alerts

Town of Brewster Email Alerts are the primary communications vehicle that residents and community members prefer to utilize to receive news and information from Town officials, according to the Community Survey conducted in 2023.

A link to sign-up for email alerts is to be prominently displayed on the Town of Brewster website. The Town encourages all stakeholders to subscribe to receive Email Alerts. Twice a year, Town officials are to run a campaign to encourage people to sign up for Email Alerts.

Residents who sign up for Email Alerts can choose from a number of categories, with the two most popular topics generally being Town News & Announcements and Emergency Alerts. For the purpose of simplifying the sign-up process, the number of topics to choose from should be limited to as few as possible. Twice a year, Town officials should review which topics are more popular and eliminate topics that have little or no sign-ups.

While this is the primary way Town staff should be *reaching out* to residents, it is still important to use Email Alerts to *drive users back to the Town Website* for the full overview of information and details. More information about this content strategy can be found further below in this document.

C. Monthly Email Newsletter

In addition to the day-to-day dissemination of Email Alerts, Town officials will begin sending out a monthly newsletter in 2024, via the Email Alert system, that provides a round-up of news from the previous month and links to the full articles on the Town Website. This was something that residents strongly indicated they wanted, according to the 2023 Community Survey.

D. Other Town Websites

The following departments have and maintain their own websites separate from the Town's website:

- Brewster Fire Department
- Brewster Police Department
- Brewster Recreation
- Crosby Mansion
- Captain's Golf Course
- Brewster Ladies Library

Brewster Fire Department and Brewster Police Department websites are hosted by Civic Plus. Brewster Recreation uses MyRec, a recreation specific software company for their website. The Crosby Mansion uses Wix, while the Captain's Golf Course site is hosted by Community Web Development, a website development company based on Cape Cod. Brewster Ladies Library is hosted by Blue Host. Below is a list of the URLs for all external websites associated with the Town of Brewster:

- <https://www.brewster-ma.gov/police>
- <https://www.brewster-ma.gov/fire>
- <https://brewsterma.myrec.com/info/default.aspx>
- <https://www.captainsgolfcourse.com/>
- <https://www.crosbymansion.com/>
- <https://www.brewsterladieslibrary.org/>

E. Social Media

For information about the Town's policies on general Town staff use of social media, please refer to the most recent version of the *Town of Brewster Social Media Policy* further below in this document. The Town is in the process of updating this policy.

In general, the Town's social media channels are a primary outlet for disseminating news and information. The social media channels currently in use include *Facebook*, *Twitter*, and *LinkedIn*. A new *Instagram* account and *YouTube* channel will be added in 2024. There will also be a new focus on putting more content on the Town's *LinkedIn* page in 2024 – the Media Coordinator and the Human Resources Director will work closely together on this initiative.

The following departments have their own Facebook pages:

- Brewster Fire Department
- Brewster Police Department
- Brewster Recreation
- Crosby Mansion
- Captains Golf Course
- Natural Resources
- Council on Aging
- Brewster Ladies Library

The Media Coordinator has access to the following pages:

- Brewster Fire Department
- Brewster Police Department
- Natural Resources
- Crosby Mansion
- Captains Golf Course

The Media Coordinator will do occasional postings for the Crosby Mansion and Natural Resources Department, otherwise the above-mentioned Facebook pages are maintained by staff in their respective departments.

F. Social Media Management Platform

The Town is in the process of researching options for a Social Media Management Platform like HootSuite or Canva. This will allow Town staff to schedule and plan social media posts and post to multiple social media platforms simultaneously. This will save time and effort for Town staff responsible for posting on social media.

Information about the chosen platform and how it will be used will be added here when it becomes available.

G. Government Access Television

The Town's Government Access Television channel is largely used to air board and committee meetings as well as community forums and events.

As of the creation of this plan, Town officials were researching the possibility of creating video content that could be used to draw more viewers including video newsletters, an inside look at different departments (DPW, Parks and Rec., Police, Fire, etc.), Q&A interviews with Town employees, project overviews, PSAs, and other types of content.

H. Emergency Alerts

The Town of Brewster uses the Smart 911 system to send out phone calls to residents. All publicly listed landlines are currently in the database. Residents can add their cell phone numbers and email addresses to create a customized account to receive the information they want.

The signup page can be located here:

<https://www.smart911.com/smart911/ref/reg.action?pa=brewster> and on the Brewster Police website homepage.

Residents can also select Emergency Alerts when signing up for Email Alerts on the Town Website. However, this only signs them up to receive alerts sent through the Town Website Email Alerts system and not the Smart 911 system. Residents are encouraged to sign up for both.

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2. Communications Roles and Responsibilities

Each person on the Town's Communications Team has an important and unique role to play, particularly in regard to External Communications, Crisis Communications, Internal Communications, Social Media, and Website Posts.

Currently, the Town Staff who make up the Communications Team include:

- Town Manager
- Assistant Town Manager
- Project Manager
- Media Coordinator

The Communications Team is led by the Town Manager, with support from the Assistant Town Manager. Both the Project Manager and Media Coordinator are the primary content creators and disseminators of day-to-day Town news and information. The Town Manager and Assistant Town Manager oversee and conduct Crisis Communications, with assistance from all other Communications Team staff, when necessary. The Town Manager also oversees Internal Communications. It is important that all members of the Communications Team are in regular contact with one another to ensure that everyone is on the same page.

The Town Manager has the final say on all communications strategy and content that is being released publicly by Town staff.

Both the Town Manager and Assistant Town Manager have the authority to approve content to be released publicly and to assign content work to all other Communications Team members.

The Project Manager is primarily responsible for day-to-day creation and curation of content on the Town Website, including managing the Latest News Posts, Email Alerts, and the Monthly Email Newsletter. Administrative staff, at the direction of their Department Heads, also have the ability to post news and update content on their own department and committee pages.

The Project Manager is also responsible for creating and maintaining editorial calendars for both External Communications and Internal Communications. Additionally, the Project Manager is tasked with monthly monitoring of Town Website analytics.

The Media Coordinator is primarily responsible for day-to-day management of all Town social media accounts, creation of digital materials (Canva graphics, videos, etc.), and programming for the Town's Government Access TV. The Media Coordinator is also responsible for monthly monitoring of Town social media account analytics.

The Media Coordinator and Project Manager are to work closely together and coordinate with one another to ensure optimal timing and accuracy of content and to avoid duplication of effort, while also keeping the Town Manager and Assistant Town Manager informed.

Primary Responsibilities:

Title	Name	Email	Role
Town Manager	Peter Lombardi	plombardi@brewster-ma.gov	Crisis Management and Communications Internal Communications Communications Strategy
Asst. Town Manager	Donna Kalinick	dkalinick@brewster-ma.gov	Crisis Management and Communications Communications Strategy
Project Manager	Conor Kenny	ckenny@brewster-ma.gov	Day-to-Day External Communications Website Content Posts, Email Alerts, Monthly Newsletter
Media Coordinator	Suzanne Bryan	sbryan@brewster-ma.gov	Day-to-Day Social Media Management Digital Materials Creation Government Access TV Programming
Department Heads & Administrative Staff	Multiple	Multiple	Department Page Content Editing Department Page News

As a general practice, all Communications Team members should have the proper access and permissions, and be equipped, trained, and able to create content and disseminate information on the following communications channels and tools:

- Town Website
 - Latest News
 - Email Alerts
 - Monthly Newsletters
 - Emergency Alerts

The Media Coordinator, IT Director, and Project Manager should have the proper access and permissions, and be equipped, trained, and able to create content and disseminate information on the following communications channels and tools:

- Social Media
 - Facebook
 - Twitter
 - LinkedIn (the Human Resources Director will be the primary user of this platform)
 - Instagram
 - YouTube
 - Social Media Management Platform
 - Canva

Having these redundancies in place will ensure continuity in the event that a member of the Communications Team is unavailable, out of the office for a period of time, or is no longer an employee of the Town.

3. External Communications (Day-to-Day)

Each Communications Team member and the tools and channels listed above has a prominent role to play in communicating externally with residents, business owners, community members, community stakeholders, and the media.

In general, when conducting External Communications, Communications Team members should always consider what is “news.” News is information that can be new, important, exciting, unexpected, noteworthy, etc.

A routine, monthly Select Board meeting is not “news.” An important agenda item during a particular meeting is news. An unexpected change to the time and location of a Select Board meeting is news. “Newsworthiness” is something that should always be considered when creating External Communications content.

Additionally, when it comes to content strategy, the Communications Team should be keeping the pulse of which topics are resonating most with community members and focus communications efforts on those topics. This should be done by routinely checking website and social media analytics and having a general understanding of what the “hot button” issues are at a given time.

After considering the newsworthiness and community interest of a topic, the next step will be to determine how this information should be presented and communicated publicly, when and with what frequency it should be disseminated, and which channels should be utilized.

External Content Hierarchy

Stoplight System

The Town is to disseminate External Communications content using a “stoplight” system based on the content, the level of urgency, and the time sensitive nature of an announcement, update, or reminder. This applies to all External Communications content and platforms. This framework allows for the effective disbursement of information through appropriate channels.

- A. “Green Content” will consist of information that is not urgent or otherwise essential for the community to know on an immediate basis. This includes routine and pre-planned information such as meeting announcements, office hours, Town Hall hours, etc. Many of these announcements can be pre-planned and put on the Editorial Calendar. This can also include less timely positive day-to-day Town news like awards and grants. News regarding new hires and promotions at Department Head level should be posted on social media only.

This information should be posted on the Latest News page on the Town Website. Depending on the level of importance, some of this content can also be used in the Monthly Newsletter and on social media, however discretion should be used. Only the most important Green Content should be written as a press release and sent to the media.

- B. “Yellow Content” will consist of more time-sensitive information, and can relate to topics including – but not limited to – breaking news; changes or updates to meetings, Town services, programs, projects, etc.; anything that may impact the day-to-day lives of residents and operations of business owners, such as long-term road projects or beach closures; and any non-emergency based information that is important for residents to be aware of, like Town Meeting, community surveys, or more timely positive news.

Yellow Content should be posted on the Latest News page on the Town Website, sent in Email Alerts (including the Monthly Newsletter), and posted on Town social media channels (Facebook and Twitter at a minimum). In most cases, a press release with the same information should also be sent out to local media.

- C. “Red Content” will consist of time-sensitive emergency or crisis information. This may include situations that can cause a critical disruption to Town operations, services, and public safety – including major weather incidents, public health alerts, boil water orders, threats to public safety, etc. This type of situation should necessitate “all hands-on deck” for the Communications Team with everyone available standing ready to respond and assist.

All communications channels will be utilized in these instances, including Smart 911, Email Alerts, all appropriate social media channels, Latest News website posts, and Press Releases.

It is also important to remember in these situations to coordinate communications with any other department heads that are involved (i.e. Police, Fire, EMA, Schools) in order to ensure that everyone is on the same page and the information being put out is up-to-date and accurate.

Additionally, certain internal crises would also be considered Red Content that would need to be addressed immediately. Depending on the circumstances, these situations should be handled on a case-by-case basis as far as what information can be released publicly (legally or otherwise) and which channels are utilized to disseminate the information.

Any long-term Yellow or Red situations that will require several updates and alerts should be numbered and timestamped. This will help Town staff and residents follow along with the latest updates (Example: Brewster Boil Water Order Update #4 - Dec. 6, 2023 - 10:30 a.m.).

Distribution Strategy and Frequency

Town staff involved in External Communications content creation and dissemination should always keep in mind the frequency at which content is being sent and which platforms are being used. According to the 2023 Community Survey results, residents would prefer to receive news and content from the Town either weekly, bi-weekly, or monthly. Respondents also indicated that they visit the Town website and social media channels with the same frequency.

However, there is still some day-to-day content that the Town needs to release as a matter of record and ensure that news content is being broadcast in a timely manner. Additionally, in the case of an emergency or crisis situation, the timeliness and frequency of content is dependent upon the situation and the need to get information out to the community.

Therefore, using the above Stoplight System, these general best practices should be applied when distributing External Communications content:

Latest News Website Page

- All Green, Yellow, and Red Content should be posted here.
- 1-2 posts per day.
- Less timely/important content can wait a day or two to be posted in favor of more important content. Some items can be posted on weekends.

Email Alerts

- All Content should be sent via Email Alerts.

Press Releases

- Selective Yellow and all Red Content should be sent to the local media.
- All Red Content should also be sent to the regional media outlets.
- Only the most important or interesting Green Content should be sent to the local media.
- Send out press releases as frequently as you have important information and news to share.

Monthly Email Newsletter

- All Yellow Content should be included in the Monthly Email Newsletter.
- Only the most important and interesting Green Content should be included.
- Red Content would generally not be included, since it is time sensitive. But an overall roundup of a Red incident or situation would be encouraged.
- 1 per month.

Social Media

- All Yellow and Red Content should be posted on Social Media
- Only the most important or interesting Green Content should be posted on Social Media.
- More human interest and “fun” posts should be posted on social media only.
- 2-4 posts per week.

Government Access Television

- All Yellow and Red Content should be put in a slide or banner alert on the channel.
- Green Content would include any video newsletters, PSAs, Town employee interviews, etc.
- Add this content as frequently as it becomes available or is necessary.

Emergency Alerts

- All Red Content should be sent via the Town’s Emergency Alert systems, including Smart 911 and Email Alerts.
- Send content as frequently as necessary.

External Content Formatting

Latest News Posts

“Latest News Posts” is where visitors to the Town Website should be driven at all times to get the “full story” on all of the important news and information being released by the Town. All other communications channels – including Email Alerts and Social Media posts – should link back to article posts on this page and it should be the main resource for community members to get Town news.

Posts on this page are robust and include as much information as possible on a given topic, while still keeping posts concise and to the point. Posts should include full write-ups or reports and include links to any accompanying documents, PDFs, slideshows, supplemental materials, etc. whenever possible.

Posts should always include some kind of visual such as a photo, photo gallery, stock image, graphic, map, etc.

A word length of 750 words is recommended for most posts, and a maximum of 1,000 words when necessary.

Email Alerts

The website's e-subscribe feature allows committees to send out email notifications whenever minutes, agendas, news, etc. are posted on the website. News posts should be created for the home page, and, when applicable, an additional "clone" for the relevant department or committee page that the news pertains to should also be created. E-subscribe notifications should be sent out in both instances, as it is not possible for a singular news post to be sent through multiple subscriber channels.

Monthly Email Newsletter

The "Top 10" news items from each month should be featured in the monthly newsletter.

Each item should include a description that is 1-2 sentences long and include a link that says something to the effect of "For more information about this topic click here: [LINK TO ARTICLE ON LATEST NEWS PAGE.](#)"

It is strongly encouraged that photos/graphics/visuals and embedded links to external websites be incorporated into the newsletter format to grab peoples' attention.

It is also strongly recommended that newsletter content be kept as short and concise as possible.

Social Media Posts

All social media posts should follow the latest best practices to the extent possible. In general, they should be short, concise, and used as a vehicle to drive traffic back to the Town website. However, this is also the place for more fun, interesting, and lighthearted content that may not necessarily be classified as “news” but helps to humanize Town staff and display things that make Brewster unique.

All social media posts should include some kind of photo/graphic/video/visual. The content in the visual should never be included word for word in the text of the social media post.

While it may not always be possible, here are some of the suggested formatting best practices for the different social media platforms the Town utilizes:

Facebook

- Keep posts succinct
- Tag people and groups whenever possible
- Use “action” photos of people whenever possible
- If photos are not available, use stock photos or custom graphics/infographics

Twitter

- Ideal Character Length - 240-259
- @ people and groups whenever possible
- Use “action” photos of people whenever possible
- 1-2 hashtags

LinkedIn

- Ideal Character Length - 200-250
- Tag people and groups whenever possible
- Include some kind of photo/graphic/video/visual whenever possible
- 1-2 hashtags

Instagram

- Ideal Character Length - Under 125
- Always have some kind of photo/graphic/video/visual
- Instagram does not allow you to hyperlink in post captions. Therefore, in all captions include the line: For more info visit: brewster-ma.gov
- Instagram does allow links in your account bio. The bio should include a link to the Town website.
- 1-2 hashtags

YouTube

- Ideal Character Length - Under 125
- Must always have a video to post

Press Releases

When writing press releases, staff should consider the “5 W’s.” *Who? What? When? Where? Why? (and How)?*

Press releases should be written in AP Style and use the Inverted Pyramid style of writing. The inverted pyramid puts the most important, new, and crucial information at the top and the least important information at the bottom of the text.

All press releases should include contact information for the person who wrote the release in case reporters have any questions.

4. Crisis Communications

Communication during a crisis, whether internal or external, is a crucial part of crisis response and making sure that the public and media are aware, informed, and have the most up-to-date information. In any crisis, communicating clearly, effectively, and proactively is essential.

When using the Stoplight System, all crises will fall under either Yellow or Red content and need to be addressed promptly.

Analyzing a Crisis

The first step in Crisis Communications is to analyze the situation and what kind of crisis the Town is in. Is this a Small, Medium, or Big crisis? The “size” of the crisis will dictate the level of communication necessary from the Town. This will largely fall on the Town Manager and Assistant Town Manager to decide.

Examples of a Crisis

- Expected Crisis - Brewster is the first town in the state this year to have mosquitoes test positive for EEE. This is something that the Brewster Health Department deals with every year and the same messaging and safety tips go out each year. However, being the first town in the state this year with positive test results adds a bit more urgency in getting the word out and creates more newsworthiness that will interest the local and regional media. (Yellow Content)
- General Crisis - A Town department head needs to be placed on administrative leave after being arrested in another community. The media is aware of the arrest and is asking for a comment from the Town. Rumors are spreading on social media. (Yellow Content)
- Major Crisis - A strong blizzard knocks out power townwide, fallen branches have taken down several power lines, and fallen trees are blocking roads. A State of Emergency has been declared. An Emergency Operations Center (EOC) was activated before the storm. It is unclear when power will be restored and another snowstorm is coming in three days. (Red Content)

Roles During Most Crises

The Brewster Fire Chief serves as the Town's Emergency Management Director (EMD), with the Police Chief serving as the Deputy Emergency Management Director. The EMD and Deputy EMD are responsible, together with the Town Manager, for managing the response of town resources to emergencies and disasters.

The Town Manager and Assistant Town Manager play a significant role in the Town's overall Crisis Communications strategy. They will coordinate with the Fire and Police Chief to determine the Town's strategy during a crisis, creating/reviewing communications content, and deciding what communication channels should be used.

The Town Manager has the final say on all Crisis Communications. However, all Communications Team members should be properly trained, equipped, and available to assist in Crisis Communications efforts.

The Town has a Comprehensive Emergency Management Plan that designates a Public Information Officer (the Brewster Police Chief) as responsible for the provision of public information regarding an incident's cause, size, and current situation, in addition to the type and volume of resources committed in order to stabilize and mitigate an ongoing emergency. The PIO is also responsible for reporting on other matters of general interest to government agencies, the media, and the public and private sectors in the event of an emergency or disaster, utilizing both traditional and social media platforms.

Roles During a "Major" Crisis

According to the Brewster Comprehensive Emergency Management Plan, the Town Manager serves as the Chief Municipal Officer for the Town of Brewster and is responsible for providing for the protection of lives and property of the citizens of the community. The Town Manager or a designee may declare a local state of emergency.

Currently, the Town Manager and Assistant Town Manager have significant roles in the Comprehensive Emergency Management Plan. Both the Project Manager and Media Coordinator should be properly trained in Crisis Communications and, when ready, should be included in the plan with supporting roles and responsibilities.

Timeliness During a Crisis

Upon learning of a potential crisis situation, Communications Team members should expect to distribute an initial communication as soon as possible. In the event of a critical incident, this initial communication should be sent out within the first 30 minutes of an incident and shared through Smart 911, on the Town Website, on Social Media, through Email Alerts, and as a Press Release.

Further updates should be sent out when new information becomes available that the public should be made aware of.

Staying in Your Lane

When crises are ongoing, it is vitally important to ensure that Internal Communications channels remain open and that those responsible for communications efforts are all on the same page.

Any communications content involving the Police, Fire, EMA, or Schools should be reviewed by the respective Chiefs, Incident Commander(s), and/or Superintendent of Schools before being sent out publicly. It is imperative that the protocols of incident command are followed in emergency communications. Following a chain of command is particularly important in responding to incidents where safety and accountability are a top priority.

Communications Channels During a Crisis

During a crisis, all appropriate communications channels should be used and all members of the Communications Team should stand ready to assist in creating content and disseminating out content.

The channels utilized will depend on the severity of the crisis, the size of the audience that needs to be reached, and how quickly information needs to be sent out.

These channels include, but are not limited to:

- Smart 911
- Town Website
- Email Alerts
- Social Media
 - Facebook
 - Twitter
 - Social Media Management Tool
- Press Release

Crisis Training

All members of the Communications Team that are part of the Comprehensive Emergency Management Plan should undergo the proper training on Incident Command System (ICS) and emergency communications.

5. Internal Communications

The Town Manager is primarily responsible for Internal Communications efforts with Town Staff, with assistance from the Human Resources Director.

As of the writing of this plan, the Town is in the process of creating an Editorial Calendar with internal communications to go out to staff. This will help to ensure consistency for internal news items that recur year-to-year.

As a way to highlight and recognize hard working staff, the Town participates in Public Service Recognition week in May each year, where employees have to opportunity to nominate an employee of the year.

The Town has a HR Director who is putting together new/updated programming and initiatives for Town Staff, including initiatives that pertain to Internal Communications.

Any further details about Internal Communications should be added to this section, when available.

6. **Social Media**

The Media Coordinator is primarily responsible for day-to-day Social Media content creation and dissemination. The Media Coordinator should work closely with the Project Manager and other members of the Communications Team to determine which content should be posted to Social Media.

When considering Social Media content, the above Stop Light System and Distribution, Frequency, and Formatting processes should all be applied.

Social Media Account Credentials

Each town staff member involved in social media communications are to have the credentials and full admin access to social media platforms where applicable. They will all also be trained on how to use these platforms and best practices for posting content. This way, if the primary staff member responsible for social media is not available, other staff members can step in and take their place without delay.

The login credentials for all social media pages and/or administrator accounts should be kept by the Media Coordinator and shared with all Town staff involved in communications efforts. The individuals named below have access to the accounts for which they have either primary or secondary responsibility.

- *Facebook: Town of Brewster, Cape Cod*

Administrators:

Title	Name	Email	Access Level
Media Coordinator	Suzanne Bryan	sbryan@brewster-ma.gov	Administrator
Project Manager	Conor Kenny	ckenny@brewster-ma.gov	Administrator
IT Director	Kathy Lambert	klambert@brewster-ma.gov	Administrator

Assistant Town Manager	Donna Kalinick	dkalinick@brewster-ma.gov	Administrator
Video Services Technician	TBD	TBD	Administrator

- *Twitter/X: @brewstercapcod*

Administrators:

Title	Name	Email	Access Level
Media Coordinator	Suzanne Bryan	sbryan@brewster-ma.gov	Administrator
Project Manager	Conor Kenny	ckenny@brewster-ma.gov	Administrator
IT Director	Kathy Lambert	klambert@brewster-ma.gov	Administrator

- *LinkedIn: Town of Brewster*

Administrators:

Title	Name	Email	Access Level
Media Coordinator	Suzanne Bryan	sbryan@brewster-ma.gov	Administrator
Human Resources Director	Susan Broderick	sbroderick@brewster-ma.gov	Administrator
Project Manager	Conor Kenny	ckenny@brewster-ma.gov	Administrator

- *Instagram:*

Administrators:

Title	Name	Email	Access Level
Media Coordinator	Suzanne Bryan	sbryan@brewster-ma.gov	Administrator
Project Manager	Conor Kenny	ckenny@brewster-ma.gov	Administrator

- *YouTube:*

Administrators:

Title	Name	Email	Access Level
Media Coordinator	Suzanne Bryan	sbryan@brewster-ma.gov	Administrator
Project Manager	Conor Kenny	ckenny@brewster-ma.gov	Administrator

- *Social Media Management Platform:*

Administrators:

Title	Name	Email	Access Level
Media Coordinator	Suzanne Bryan	sbryan@brewster-ma.gov	Administrator
Project Manager	Conor Kenny	ckenny@brewster-ma.gov	Administrator

Social Media Policy:

Policy Number: 55

Town of Brewster Social Media Employee & Volunteer Participation & Use Policy

This document formalizes the policy for employees that are managers, non-union employees and contractors (“users”) within the Town of Brewster on the use of social media sites. “Social media sites” refers to websites that facilitate user participation, networking, and collaboration through the submission of user generated content. Social media in general includes tools such as: blogs, wikis, microblogging sites, such as Twitter™; social networking sites, such as Facebook and LinkedIn™; video sharing sites, such as YouTube™; and bookmarking sites such as Del.icio.us™.

It is the responsibility of any person subject to this policy that uses a social media to read, understand, and follow this policy. In addition, users are expected to exercise reasonable judgment in interpreting this policy and in making decisions about the use of social media identities. Any person with questions regarding the application or meaning of this policy should seek clarification from appropriate management. Failure to observe this policy may subject individuals to disciplinary action, including termination of employment.

The Town of Brewster may use new social media outlets to communicate with citizens. A social media identity is a specific user identity that has been registered on a third party social media site and is associated with the Town, a town Department or, an official at the Town, or a designated employee. Government social media sites or identities typically provide forums for commentary or news on topics related to the government agency that hosts the social media site or has secured the social media identity. A typical social media site (whether hosted by the Town or a third party) combines text, images, and links to other websites including blogs, wikis, and other media related to the topic and enables readers to leave comments in an interactive format.

This document outlines the policy for Brewster employees’ conduct while contributing to or moderating this Agency’s social media sites or providing comments or updates to the Agency’s social media identities.

In addition to the topics addressed here, social media content must be in compliance with the Brewster’s relevant policies, including its harassment and discrimination policies, confidentiality policies, ethics rules, code of conduct, and other policies.

Social media Guidelines

Creating a new social media site. Contact the Town of Brewster Information Technology department before creating any social media website to confirm that the site and hosting service adheres to applicable local, state, and federal policies and laws. No social media site shall be launched until an official and customized user policy for the social media site is written and approved by the selectmen. This policy must be posted on the social media site at launch.

Create a separate account at the social media outlet for official business using your official town email address. To avoid confusion between personal and official

communications and protect personal privacy, town employees contributing to social media sites should not use their personal account if any at that site.

Considerations When Speaking on Behalf of the Town. Identify yourself—name and, when relevant, role at the town—when you discuss agency or agency-related matters on your agency social media website or in connection with the town’s social media identity. Write in the first person. It is important to make clear when you are speaking for yourself, and when you are speaking on behalf of the town. Only speak on behalf of the town when your commentary is based on the law governing your town, or on the town’s explicit written standards, policies, and practices, or you have received prior permission from your supervisor to address a particular topic in a particular way. When faced with an ambiguous question on a social media site, make clear, as you would if speaking in person or over the phone, that you are offering your opinion on a matter, not the town official position.

Understand Users’ First Amendment Rights. Although the Town of Brewster can moderate the social media sites that accept comments from the public (such as blogs and wikis) to restrict speech that is obscene, threatening, discriminatory, harassing, or off topic, we cannot use the moderation function to restrict speech with which the Town merely disagrees (i.e. subject matter restrictions). Users have some First Amendment rights in posting content to public social media. Moderators must respect those rights by posting all comments other than those excluded for specific legitimate reasons, such as those identified in the Website Use and Social Media Use policies

Do Not Comment on Social Media Sites about Town Business Outside the Town’s Social Media Sites or Identities. Do not publish content to any website outside of the town’s website or social media sites that has to do with town-related matters.

Respect Copyright Law. Brewster social media participants must abide by laws governing copyright and fair use of copyrighted material owned by others. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote more than a short excerpt of someone else’s work and, if possible, provide a link to the original.

Protect Confidential Information. Don't provide your agency’s confidential information. Never post legally protected personal information that you have obtained from your agency (e.g., information that is not public record under the Public Records Law, Mass. Gen. L. ch. 66, sec. 10 or whose dissemination is restricted under the Commonwealth’s Privacy Act, Mass. Gen. L. ch. 66A, Executive Order 504, or under other Federal or State privacy laws or regulations). Ask permission to publish or report on conversations that occur within your agency. Never post information about policies or plans that have not been finalized by your agency, unless you have received explicit permission from your supervisor to post draft policies or plans on the agency social media for public comment.

Open Meeting Law Implications. Members of town committees are cautioned that participation in any social media site may be subject to the Massachusetts Open Meeting

Law. The Open Meetings Law applies to meetings of governmental bodies in which a quorum of the body convenes to deliberate on any public business or policy within its jurisdiction. The terms meeting, governmental body, deliberation, and quorum are specifically defined in the Open Meetings Law. M.G.L. c. 39, §23A. As a guiding principle, deliberations will have ensued when a “quorum knows what a quorum thinks”, regardless of the forum of communications. Thus, a series of individual postings on a social media site which cumulatively convey the position of a quorum of the governmental body regarding a subject within its jurisdiction could constitute deliberations and in turn violate the requirements of the Open Meetings Law. This applies to official and unofficial use of social media sites including blogs, message boards, email, and email listservs.

Personal Use of Social Media outside of Work. Employee’s personal use must not be attributable to the agency or employee’s job function at agency. While an employee’s use and comments made at social media sites are subject to First Amendment protections, as well as permissible restrictions, any personal use made of social media sites outside of work must not be attributable to the agency or the employee’s job function at the agency. For example, personal use of such sites should be done with a separate personal account and must not refer to or enable other users at the site to clearly identify the posting employee’s job title or role at the agency, and must not disclose or refer to the work of the agency, or its issues, plans, activities, or meetings.

Best Practices

In order to grow the audience and gain traction on Social Media platforms, the following best practices should be adhered to:

- Be creative! The more interesting the content, the more likely you'll be to get likes, shares, and comments.
- Try new things and stop recurring posts that aren't gaining traction or getting attention.
- Keep posts concise and to the point. Try to stick to appropriate character limits, whenever possible.
- Whenever applicable, always link back to the Latest News article on the Town Website to provide more information and context. Do not post all the content into the social post.
- Always have a photo, graphic, or video to go with a social post.
- Always tag people and organizations whenever possible and use hashtags.
- Try to use photos of people in action shots and tag those people. A photo of a sign or building will get less attention.
- Use "calls to action" to encourage people to click through to the Town Website for further information.
- Do not post more than four times per week on social media, unless there is an ongoing crisis situation. Give people a chance to consume your content and do not bury posts.

Social Media Management Platform

In order to streamline the process of posting content to the different Social Media channels the Town utilizes, a Social Media Management Platform will be chosen by the Media Coordinator and implemented. All members of the Communications Team should be trained on how to use this platform.

The platform will allow for the simultaneous posting of content onto multiple social media channels and for scheduling posts.

This section should be updated once the platform has been chosen and a plan has been created for utilizing it.

Social Media Analytics

Analytics for each of the Town social media platforms that have such data available should be reviewed at the beginning of every month.

A list of the most popular and least popular posts should be gathered and reported to the rest of the Communications Team to help guide content strategy.

Adding New Social Media Channels

Before creating a new social media channel for the Town, it is important to understand how the platform works and have a strategy in place for how it will be utilized.

Communications Team members should all be trained how to use the platform and the login information should be shared with all team members.

Any new Social Media platforms added should be announced to the community on other communications channels encouraging them to follow and share content.

7. Media Relations

The Town currently benefits from a positive relationship with the local press. To the extent Communications Team members have relationships with local reporters who cover Town news regularly, those relationships should be fostered and maintained. This means that reporters' outreach should be answered and information provided in a timely manner. Doing so builds goodwill and reflects positively on the Town.

All Yellow and Red (and important Green) Content should be routinely and proactively sent to the local media. Additionally, if there are bigger events that are upcoming, media outlets should be made aware in advance in order to allow them to plan coverage.

All Communications Team members should have contact information for the media outlets that cover the Town, including a list of names, email addresses, and cell phone numbers of reporters and editors. This should be printed and kept on each Communications Team member's desk. In turn, those reporters and editors should have contact information for Communications Team members who are authorized to speak to the media.

The list of media contacts should also include newsroom emails and phone numbers for Cape Cod media including (The Cape Cod Times, Cape Cod Chronicle, WCAI and CapeCod.com).

Spokespeople

The Town Manager is designated as the primary spokesperson for the Town. The Assistant Town Manager is designated as the spokesperson in the event that the Town Manager is unavailable. The Police Chief, Fire Chief, and Superintendent of Schools are also authorized to speak to the media regarding their respective departments.

Additional staff may be designated as spokespeople for non-emergency circumstances, including proactive or positive news stories about which a person other than the Town Manager or Assistant Town Manager is most informed or most appropriate (i.e., the Health Director or Recreation Director). In these situations, Department Heads planning on contacting media outlets should first obtain permission from the Town Manager. Similarly, Department Heads should immediately notify the Town Manager when they, or other staff in their department, are approached by media outlets for comment on a story, and await further instruction before providing a response.

During an emergency, the Brewster Police Chief serves as the Town's Public Information Officer (PIO). The PIO is responsible for the provision of public information regarding an incident's cause, size, and current situation, in addition to the type and volume of resources committed in order to stabilize and mitigate an ongoing emergency. The PIO is

also responsible for reporting on other matters of general interest to government agencies, the media, and the public and private sectors in the event of an emergency or disaster, utilizing both traditional and social media platforms.

Press Conferences

The Town Manager has the authority to call for a press conference regarding Town news.

All Communications Team members should stand ready to assist with content creation and media relations efforts ahead of the press conference.

As the primary spokesperson for the Town, the Town Manager would be responsible for talking to the media during a press conference. With the Town Manager's permission, other Town staff can also be included to speak during a press conference if they have knowledge or information that would be helpful.

When conducting a press conference, the following process should be followed:

- Choose an appropriate time that gives media members enough opportunity to get to the location. Usually, 2-3 hours of lead time will suffice.
- Pick an appropriate location, keeping in mind how many reporters may be in attendance, weather conditions, backdrop, parking, etc.
- Call all local media (and, if applicable, regional Boston media) to let them know where and when the press conference will be held and who will be speaking. When calling media outlets, confirm who will be attending and keep a list.
- Write talking points for each person who will be speaking. Talking points should include bullets of the most important information and include basics like who, what, when, where, why, and how.
- Make sure that all media outlets who confirmed they are attending are there before beginning.
- Make sure that all media members are ready to begin before starting.
- Be mindful of hot mics and assume that the press conference is being carried live on TV and/or social media.
- Allow reporters to ask questions.
- End the press conference by thanking the reporters and let them know that if they have any further questions they can reach out.

8. Branding/Style Guide/Templates

As of the writing of this plan, the Town was discussing the potential creation of a new style guide to ensure consistency in communications and marketing efforts.

Any new information regarding a style guide should be added to this section.

Community Letter - Template



**Town of Brewster
Office of the Town Manager
2198 Main Street
Brewster, MA 02631**

Peter Lombardi,
Town Manager
plombardi@brewster-ma.gov
508-896-3701

DATE HERE

HEADLINE HERE

IMAGE HERE (IF AVAILABLE)

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Sincerely,

Peter Lombardi,
Town Manager
Town of Brewster

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To sign up for Town Email Alerts visit www.brewster-ma.gov/subscribe
Telephone 508-896-3701 Fax 508-896-8089
www.brewster-ma.gov

Press Release - Template



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

FOR IMMEDIATE RELEASE

DATE HERE

Media Contact: NAME
Phone: PHONE NUMBER
Email: EMAIL ADDRESS

HEADLINE HERE

IMAGE HERE (IF AVAILABLE)

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Telephone 508-896-3701 Fax 508-896-8089
www.brewster-ma.gov



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: Expanded Public Access to Sea Camps Properties
DATE: May 3, 2024

Since the Town purchased the Sea Camps properties in Fall 2021, we have tried to incrementally expand public access to both properties. Doing so has consistently been a goal in the Select Board Strategic Plan over the past several years and we have made excellent progress. In Summer 2022, we opened First Light Beach as the first resident-only beach in Brewster, converting old tennis courts into a new parking lot. In Summer 2023, we opened the Brewster Community Pool, the first outdoor public pool on Cape, to Brewster residents. Both new amenities took tremendous resources and coordination across many departments to plan for and launch. Both were enormously successful. Last year, the bay property was open on weekends starting Memorial Day then 7 days/week from June 15 through Labor Day from 7AM to 8PM (gates closed at 6PM). It was also open on weekends after Labor Day through Columbus Day. Residents were required to have a beach sticker to access the property to use the beach or pool.

At the same time, the Town has offered a number of other one-time events and programs on the bay property, many of which have been managed by our Recreation Department. These uses were aligned with the Town's goals of finding a range of low-cost ways to provide site access to the public, and attendance and feedback were consistently positive. These have included Movie Nights, family dance parties, and Touch-a-Truck. Other Recreation programs on the bay include "Saturday Kite Fever", "A Wheel Good Time", Senior Striders (in collaboration with the COA), Run Club, and Outdoor Club. The Cultural Council also availed themselves of the Bay facilities, including hosting Earth Day craft events and a Dance Arts event at the Boathouse. In addition, the Bay Property Planning Committee sponsored its own events: "Da Hedge" during the Pan Mass Challenge and the First Annual Brewster Volunteer Fair. Public access was not limited to Brewster residents only for any of these interim activities.

One critical challenge in expanding access has been the Town's inability to secure property insurance for 80+ of the 92 buildings on the bay property. We have included

a very modest \$50k buffer in the insurance line of our operating budget for the past couple years as a form of self-insurance. This lack of coverage has caused concern regarding the risks associated with opening the property up on a daily basis, let alone year-round. There have been a number of acts of vandalism on both properties since the Town purchased them even with the limitations we have placed on access.

Since purchasing the Sea Camps properties, the Town has only added one new full-time position to manage all 120+ acres and 100+ buildings. While the Facilities Department, DPW, and DNR have all helped out, their assistance has been on an as-needed basis. The Town's FY25 budget includes the addition of a new facilities maintenance position to assist with Sea Camps maintenance. We have recently combined this new position with a part-time custodian position at the Police Department that we had been unsuccessful in filling over the past several months. As a result, we will now have staffing coverage 7 days/week year-round on the Sea Camps properties starting later this month. Accordingly, we anticipate opening the bay property 7 days/week starting next month. We look forward to the new hire joining our team and we appreciate our Property Manager's willingness to adjust his schedule to make this happen.

This summer, the bay property will be open to residents similar to last summer's schedule and protocols. Specifically, the property will open to residents on weekends starting Memorial Day from 6AM to 6PM. Resident beach stickers will be checked at the gatehouse. It will then be open 7 days/week from 6AM to 8PM (gates closed at 6PM) from June 15 through Labor Day. After Labor Day, the property will remain open to the public 7 days/week (exact hours TBD).

Access to the pond property over the past few years has also been limited due to a lack of available parking. BCT and Mass Audubon have hosted a few small tours on the property in coordination with the Pond Property Planning Committee and residents can park in the small lot on the adjacent Long Pond Woodlands property but otherwise it has been difficult to provide access to the pond property. This spring, the DPW constructed a new temporary parking area for 5 cars about a half mile down the access road off Route 137 to help address this issue. This parking area opened to the public after the pond property tours at the beginning of April. The Town will be installing a new sign on Route 137 next week, so residents know where this property is located. A resident beach sticker will be required to park in the interim pond lot from June 15 through Labor Day.

For Your Information

May 6, 2024

1. March 2024 Housing Office Update
2. Community Development Block Grant (CDBG) May 2024 Report
3. FY21 Brewster Regional CDBG Grant- Final Quarterly Report
4. FY22/23 Brewster Regional CDBG Grant – Quarterly Report
5. Tax Year 2023 Summary
6. Mass Pension Reserves Investment Management Board March Report
7. Health and Human Services Reports
 - a. Independence House Inc.
 - b. Sign Loss Services Inc.
8. Town of Barnstable Inspectional Services Department Weights & Measures Program Quarterly Report

Housing Office Update March 2024

Jill Scalise, Housing Coordinator & Marissa Consolantis, Housing Program Assistant

Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14 & 15)
 - Responded to email, phone & in person requests for information and assistance, 74 total requests for housing information (49) or assistance (25). Open office hours Thursdays from 10-noon.
 - Library's Books & Big Ideas: Housing Initiative introduced. Flyer created for Housing 101 session.
 - Website tutorial from Conor Kenny. Updated Brewster Housing webpages. Submitted annual report.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - Participated in joint meeting with Brewster Housing Partnership. Topics discussed included Housing Plan strategies and implementation, and Housing 101 Information Session. Planned joint meetings: May with Community Preservation Committee (CPC) & Select Board in June. Working on items throughout report.
3. Housing Program Assistant (HPP Strategy #19)
 - Continued orientation, updated SHI database, attended training, assisted residents, created Housing 101 flyer and drafted March BAHT & joint Housing Partnership meeting minutes.
4. Comprehensive Permit Projects (HPP Strategy #16):
 - Spring Rock Village- 45 affordable rental units off Millstone Rd (SB H-4, HPP #12 & 16). In Executive Office of Housing & Livable Communities (HLC) Winter funding round.
 - Habitat for Humanity, Phoebe Way: Construction on 2 homes. \$90,000 additional funding from community.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
 - Community Development Block Grant (CDBG)- FY21 program ending. FY22/23:8 approved housing rehab projects & 20 childcare subsidies. Town provided letters of support FY24, regional application submitted.
 - Brewster Rental Assistance Program (BRAP). 17 households enrolled in BRAP. 15 households received BRAP funds last quarter. Additional 8 Brewster households received \$33,366 from other housing funding.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
 - Continued updating records and following up with residents regarding annual SHI monitoring letters.
 - 212 Yankee Drive- Worked with Town Counsel, Town Staff, realtor, appraiser, & closing attorney on home sale. Purchase & Sale Agreement (PSA) executed with BAHT & eligible homebuyer.
 - Serenity Apartments at Brewster (27 affordable units)- With Donna Kalinick, had an in person meeting with Serenity management. In part, discussed affordable units, fair market rent, and Section 8 vouchers.
 - 11 Sean Circle- Eligible buyer completed PSA. Talked with realtors about inspection & sale process.
7. Zoning (HPP Strategies #2 & 3)
 - Tech Services for Mixed-use & Multi-family Zoning- received 2 responses to RFQ. Barrett Planning LLC chosen & contract executed. Work will begin in May. Lead: Jon Idman with Donna Kalinick
8. Collaboration and Education (HPP Strategies #7 & 15)
 - With Donna Kalinick, presented on Local Preference at the Lower Cape Housing Institute Peer Group.
 - Followed up with leaders for COA Wellness Fair May 17th & Brewster Conservation Day July 13th.
 - Participated in HOME Consortium, Shared Housing Resource Services discussion, & Making the Case Call. Attended sessions on Financing Innovative Eldercare Projects, Form Based Code, & Advocacy.

Upcoming Events & Announcements:

- Books & Big Ideas: Housing 101 Information Session April 11th at 6PM Brewster Ladies Library
- Closing on sale of affordable Town owned home at 212 Yankee Drive scheduled for late April.

Personnel

- Participated in Housing Trust and Housing Partnership meetings. Also worked with: Assessors, Building, Council on Aging, CPC, Finance, Fire, Health, Housing Partnership, Human Resources, Library, Planning, Public Works & Town Administration.



TO: Donna Kalinick, Jill Scalise, Town of Brewster
FROM: Cassie Boyd Marsh, Bailey Boyd Associates, Inc.
DATE: May 1, 2024
RE: Brewster CDBG Program Monthly Update

Administration:

The administration of the grant continues to go well, with funds moving steadily & reports filed on time. The FY21 grant is complete with the final funds having been sent from EOHLC and the last quarterly report submitted. We are also grateful to the Town for their willingness to pay a mid-month construction invoice, to make sure contractors are paid promptly.

Housing Rehabilitation:

The FY22/23 housing rehab program continues to move forward well, with 8 projects underway. 2 projects will wrap up this month. The 6 other approved projects are in various stages- from waiting on their septic design or feedback from the local historic district, or on hold until the ordered construction materials arrive. 4 new projects are set to move forward once their lead report is complete. Depending on the results, the scope of the work we're able to complete within the allowable budget will change. Lead remediation takes priority over other less critical items.

Of the 8 approved projects so far, the units by town are: Brewster- 3, Wellfleet- 1, Dennis-4

Childcare Subsidy Program:

The Childcare Subsidy Program continues to make strong progress into the spring. We've received 25 family applications, of which 18 have been approved- a total of 23 children are currently participating. We're also working with the staff operating Dennis' town-run program. In its initial year, it has been unclear to applying families that the program was designed for middle-income Dennis families. As a result, those who qualify for the CDBG program were not eligible. We have been working with the Town to get clarity on this issue and to ensure that the families are still eligible for CDBG funds. We have also received word that the Select Board is considering a policy change in this area. The breakdown so far of children by town is: Brewster: 17, Dennis: 6

**FY 21 Brewster Regional CDBG Grant
Quarterly Report for the period ending 3/31/24**

FINAL QUARTERLY REPORT

Grant Administration & Management

The Brewster CDBG grant is ready to close with no issues or concerns. The childcare subsidy program was completed in 2023 and the housing rehab program has now wrapped up. The town of Brewster has been a remarkable lead community, due to their commitment to the low- and moderate-income residents of the region. Particular thanks go to Donna Kalinick, Assistant Town Manager, Jill Scalise, Housing Coordinator, and Peter Lombardi, Town Manager.

Housing Rehab Program

FY21 Grant has come to a close! We completed 20 projects and expended all but \$198.54, including one project for the Town of Dennis using program income.

The breakouts are **Brewster 6** projects, **Dennis 9** projects and **Wellfleet 5** projects. **Twelve** households are elderly (8 single females and 4 couples) and **3** are families, two with children under 6. Lead and septic are the big money items this grant cycle; \$122,353 and \$85,781 respectively. We had 3 single case waivers – 2 due to change orders involving varying degrees of rot mid-construction and one whopper due to extensive lead paint hazards. At the end of the last project, 100% of the grant allocation will have been spent.

Operations

We have 5 GC's participating, 2 smaller operations that join in as their schedule allows, one has yet to submit a bid – still feeling out the program and 2 mainstays. We have one interested and pending application approval. It seems construction is slowing a bit on Cape and GCs are eager to bid.

Marketing in the Community

Marketing efforts had been redirected in the last quarter toward the new grant, FY22/23. We currently have 14 full applications submitted for evaluation. Word of mouth which is by far the most effective and widespread. The COAs are featuring a blurb about the Housing Rehab Program in each newsletter.

PERFORMANCE MEASURES - HOUSING REHABILITATION:

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

LEAD PAINT REPORTING

<u>*Applicable Lead Paint Requirement:</u>		<u>*Lead Hazard Remediation Action</u>	
Housing constructed before 1978	13	Lead safe Work Practices ~ (Hard costs <\$5k)	9
Exempt: housing constructed 1978 or later	7	Interim Control or Std Practices ~ (Hard costs \$5K -\$25K)	2
Otherwise exempt		Abatement ~ (Hard costs > \$25,000)	2
Exempt: Hard costs <= \$5,000			
Total	20		Total 13

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

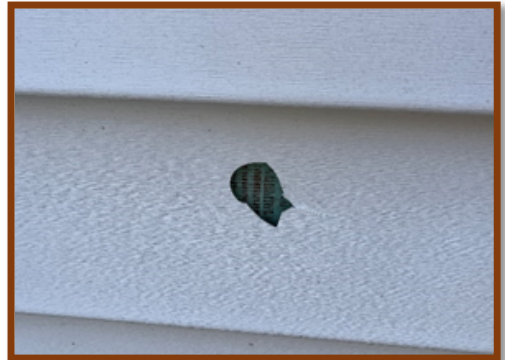
Real Life in Dennis: BRH Program assists US Vet and his family while battling cancer:

Derek is a retired US military vet, married with two young children. He was recently diagnosed with cancer, is on leave from Comcast while receiving treatments. His small VA benefits and leave pay could not nearly cover the household expenses (the family need to set up a GO-Fund me page to make ends meet) so making critical repairs to the program was out of the question. He was especially concerned about the electrical wires damage and hanging from the roof rafters, as well as the holes in the vinyl siding that were beginning to show signs that water was infiltrating the home. It was discovered that there were a few layers of rotted siding hiding under the vinyl. While not a big project, it was great project – to help alleviate the stress of these repairs so they can focus on this recovery.

- Replace electrical thimble
- Replace damaged siding (all layers, vinyl and rotted cedar shingles).
- Replace repair and replace damaged, rotted trim.
- Replace rotted out bulkhead.

Before ~ From a distance any thing can look good.





After ~ Tight to the weather!





FY21 Brewster Childcare Subsidy Program

The FY21 Brewster Regional Childcare Subsidy Program is complete and we're pleased with the goals achieved throughout the grant period. Low-moderate income families in Brewster, Dennis & Wellfleet had the burden of high childcare costs reduced and were able to seek or maintain employment knowing their child was safely cared for. Throughout this program, we received 37 family applications and approved 25. This program served a total of 37 children and utilized 96% of the available funds. These three communities are also thrilled with the news that more funding is available through the FY22/23 program, which is now underway and accepting applications.

Performance Measures:

New Access: 29

Improved Access: 8

No Longer Substandard: 0

FY 22/23 Brewster Regional CDBG Grant Quarterly Report for the period ending 3/31/24

Grant Administration & Management

The grant administration of this program is progressing well. During this quarter the Grant Administrator worked closely with the town and the HR sub-grantee. One single case waiver has been processed and approved, primarily due to the cost of lead paint abatement, and we anticipate more based upon the conditions of the homes that we are encountering. A Lower Cod CDAG meeting was held, and the Grant Administrator met with various Town staff and Select Boards. This program is progressing very well. There are no issues or concerns currently.

Housing Rehab Program

The Brewster Regional Housing Rehab grant was awarded to TRI and contracts signed at the end of December. This has been an interesting start of a grant cycle. We had 8 projects approved and moved to the intake/WWU phase, but only 6 have moved on to the bid award stage; 3 have closed on the loan and in construction or waiting on historic approval; one is pending the septic design; one is pending a SCW approval, and one is pending post contractor walk through revision before heading out to bid. One project had to be removed from the grant for being beyond moderate rehab. We are seeing a good mix of households ranging from single female head of household to grandmother raising her 15yr old granddaughter to elderly widow living alone. The projects are well spread throughout the communities.

Operations

We have 5 GC's participating; 2 smaller operations that join in as their schedule allows. Spring is here and the GCs are busy but eager for work! We are utilizing 2 rehab specialists in this year's grants to increase project productivity. This has been a thought that we have entertained for some time now and since we have two qualified, experienced rehab specialists we are tapping their skills for all the grants. We have instituted a pre-intake practice to help assess projects/properties for eligibility to avoid going through the entire process to find out it is not a good fit for the program and perhaps redirect the homeowners to other resources for help. Those residents that did not/could not sell their homes during the COVID frenzy are now in dire need of repairs. We continue to be creative in our collaborative efforts to assist the homeowners in most of their needs.

Marketing in the Community

Marketing efforts had been redirected in the last quarter toward the new grant, FY22/23. We are working on setting up info sessions and circulating our materials in the communities. 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. We are finding the COA's, and Home Healthcare personnel have been reaching out to us for assistance in helping some of their most challenging/in need residents with specific issues.

FY22/23 Program ~ Labor Shortages & Inflation.

High costs remain on Cape Cod and a shortage of labor due to the lack of affordable housing for workers.

PERFORMANCE MEASURES - HOUSING REHABILITATION:

- # of homeowner units occupied by elderly: 4
- # of homeowner units moved from substandard to standard: 4
- # of homeowner units made accessible: 1
- # of homeowner units brought into compliance with lead safety rules: 2

LEAD PAINT REPORTING

*Applicable Lead Paint Requirement:

Housing constructed before 1978	5
Exempt: housing constructed 1978 or later	1
Otherwise exempt	
Exempt: Hard costs <= \$5,000	
Total	6

*Lead Hazard Remediation Action

Lead safe Work Practices ~ (Hard costs <\$5k)	2
Interim Control or Std Practices ~ (Hard costs \$5K -\$25K)	2
Abatement ~ (Hard costs > \$25,000)	
• 1 property pending lead after septic design	1
Total	5

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

Real Life in Wellfleet: Iconic Cape Cod family makes a living on the water.

This Wellfleet scallop fishing family was driven and creative enough to survive the restaurant shutdowns of COVID, but their home has not fared so well. While they have the sea in their veins they were having serious issues with the rain on their heads – indoors. No matter how successful your local fishing business is, fishermen are always one step from disaster. We were excited to alleviate the stress and further damage to their home by replacing their failed roofs, skylights and make their second egress safer – especially after C's recent hip surgery.

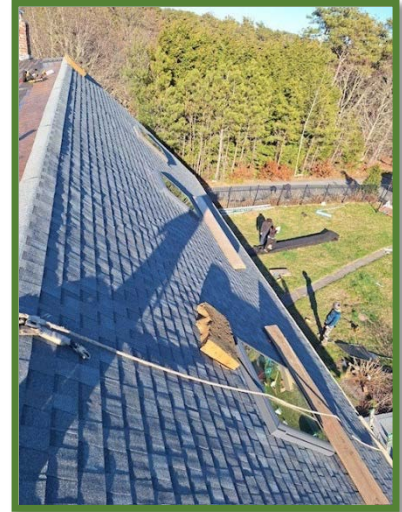
Before:





During ~ Finally a stretch of sunny days! Asphalt roof replacement.





FY22/23 Brewster Childcare Subsidy Program

The FY22/23 Brewster Childcare Subsidy Program was busy over the last quarter. With the FY21 program ending on 12/31, families were excited to apply for new funding. Between returning families and new applicants, we've seen an increased number of applicants to start the program year. To date, we've received 22 family applications, of which 16 have been approved- a total of 21 children. Over 45% of funds are allocated for this program so far. We're anticipating that the next quarter will bring families in need of summer care for their school-aged children. Many LMI families rely on the busy tourist season to earn the majority of their annual income, so having reliable care for their children is critical to maintaining their employment.

Performance Measures:

New Access: 15
Improved Access: 6
No Longer Substandard: 0

Archived: Thursday, May 2, 2024 10:40:59 AM

From: [sharon marotti](#)

Mail received time: Sun, 28 Apr 2024 21:15:03

Sent: Sun, 28 Apr 2024 17:14:44

To: [Elton Cutler](#) [Lauren Williams](#) [Lauren Zeller](#)

Cc: [townmanager Donna Kalinick](#)

Subject: Tax Season Summary - Brewster

Importance: Normal

Sensitivity: None

Our tax season for tax year 2023 wrapped up on Wednesday, April 17th. We had a very busy year, and I wanted to take this opportunity to thank all of those town employees who gave us such wonderful assistance along the way - particularly Lauren Williams, Lauren Zeller and Tom Thatcher.

For TY 23 we prepared and e-filed 133 Federal and 135 State returns. The results of these returns were as follows:

\$100,590 in refunds from the IRS

\$ 46,279 due to the IRS

\$ 39,623 in refunds from Massachusetts

\$ 8,308 due to Massachusetts

Of the \$39,000 in refunds from Massachusetts, approximately \$23,000 was due to Sr. Circuit Breaker credits.

Thanks again to everyone in town for helping us in so many ways. We look forward to another productive tax season next year.

Sharon Marotti
Local Coordinator

--

Sharon



Pension Reserves Investment Management Board

53 State Street, Suite 600
Boston, Massachusetts 02109

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

Town of Brewster
State Retirees Benefits Trust Fund
March 01, 2024 to March 31, 2024

	<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:	4,341,281.19	3,790,975.25	4,140,115.18
Your change in investment value for the period was:	71,799.56	322,105.50	152,965.57
Your exchanges from (to) the Cash Fund for the period were:	0.00	300,000.00	120,000.00
Your ending net asset value for the period was:	<u>4,413,080.75</u>	<u>4,413,080.75</u>	<u>4,413,080.75</u>
Net Change in Investment Value represents the net change through investment activities as follows:			
Gross Investment Income:	14,562.75	76,600.72	27,299.08
Less Management Fees:	(3,469.38)	(15,969.98)	(5,705.90)
Net Investment Income:	<u>11,093.37</u>	<u>60,630.74</u>	<u>21,593.18</u>
Net Fund Unrealized Gains/Losses:	38,811.22	188,959.23	86,884.11
Net Fund Realized Gains/Losses:	<u>21,894.97</u>	<u>72,515.53</u>	<u>44,488.28</u>
Net Change in Investment Value as Above:	<u>71,799.56</u>	<u>322,105.50</u>	<u>152,965.57</u>

As of March 31, 2024 the net asset value of your investment in the SRBT Fund was: \$4,413,080.75

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

53 State Street, Suite 600
Boston, Massachusetts 02109

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

Town of Brewster

Cash Investment

March 01, 2024 to March 31, 2024

	<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:	0.00	300,000.00	120,000.00
Your total redemptions for the period were:	0.00	0.00	0.00
Your total exchanges for the period were:	0.00	(300,000.00)	(120,000.00)
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 March 31, 2024 the net asset value of your investment in the Cash Fund was: \$0.00

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



Pension Reserves Investment Management Board

53 State Street, Suite 600
Boston, Massachusetts 02109

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

PHTF90200002
Commonwealth Of Massachusetts

Town of Brewster

Investment Detail

3/31/2024

	Investments	Units Of Participation	Cost	Price	Market Value	Unrealized Gain/Loss
15,618.227	HCST OPEB MASTER TRUST		4,059,007.70	282.5597	4,413,080.75	354,073.05
	Total Investment:		4,059,007.70		4,413,080.75	354,073.05



Pension Reserves Investment Management Board

53 State Street, Suite 600
Boston, Massachusetts 02109

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

PHTF90200002
Commonwealth Of Massachusetts

Town of Brewster Statement of Change In Net Assets 03/31/2024

	Current Period		Fiscal Year		Year To Date	
	<u>3/1/2024</u>	<u>3/31/2024</u>	<u>7/1/2023</u>	<u>3/31/2024</u>	<u>1/1/2024</u>	<u>3/31/2024</u>
NET ASSETS - BEGINNING OF PERIOD		4,341,281.19		3,790,975.25		4,140,115.18
DISBURSEMENTS:						
CASH FUND EXCHANGES		0.00		300,000.00		120,000.00
RECEIPTS:						
CONTRIBUTIONS:						
PARTICIPANTS		0.00		300,000.00		120,000.00
INVESTMENT INCOME:						
UNREALIZED GAIN/LOSS-INVESTMENT		38,811.22		188,959.23		86,884.11
MASTER TRUST ALLOCATED EXPENSES		-651.16		-2,844.54		-850.30
MASTER TRUST CHANGE IN REALIZED G/L		21,894.97		72,515.53		44,488.28
MASTER TRUST INVESTMENT INCOME		14,562.75		76,600.72		27,299.08
MT ALL INVESTMENT MANAGER FEES		-2,818.22		-13,125.44		-4,855.60
UNIT EXCHANGES		0.00		300,000.00		120,000.00
Total Receipts		71,799.56		922,105.50		392,965.57
Total Disbursements:		0.00		300,000.00		120,000.00
Net Assets - End of Period:		4,413,080.75		4,413,080.75		4,413,080.75

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.

If you have any questions regarding your statement, please contact the Client Services team at clientservice@mapension.com.



INDEPENDENCE
H O U S E

Independence House, Inc.
160 Bassett Lane
Hyannis, MA 02601

Tel. 508 771-6507

Fax: 508 778-0143

24-HOUR HOTLINE

1 800 439-6507

April 10, 2024

Town of Brewster
2198 Main Street
Brewster, MA 02631

Dear Grantor,

I hope 2024 has started well.

Enclosed please find the statistics for January, February, March and the 23rd Quarter of Fiscal Year 2024.

A few quick updates:

- In February our staff was out across the Cape promoting Teen Dating Violence Awareness Month.
- In March we held White Ribbon events at Cape Cod Community College, Orleans, and Falmouth with our co-Sponsors – Yarmouth Police Department, Cape & Islands District Attorney Office, and the Barnstable County Sheriff's office.
- On April 3rd we had our inaugural Sexual Assault Awareness Month Event at the Cultural Center of Cape Cod.
- Our staff continues to reach out to Cape residents through office hours at the Council on Aging/Senior Centers, schools, and various events across Cape Cod.

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 bohr@indhouse.net.

Sincerely,

Bob Ravenelle

Director of Domestic & Sexual Violence and
Grants & Contract Management

**Independence House
January 2024 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	48.25	17.75	6.75	3.00	8.75	0.50	16.75	10.50	19.50	3.00	1.75	10.50	0.25	2.00	15.75	8.50	83	91	174	173.50
258E-Harrasment Order	30.25	2.25	0.25	0.00	0.25	0.00	4.00	0.00	0.25	1.00	0.00	3.75	0.00	0.00	0.00	0.00	23	21	44	42.00
Children Exposed to DV	16.25	0.00	4.00	0.00	0.00	1.25	3.25	4.00	0.00	1.00	2.75	2.50	0.00	0.00	10.50	0.00	4	19	23	45.50
Teen Services	10.50	1.50	0.00	0.00	0.00	0.00	3.50	1.50	1.00	0.00	0.00	2.25	0.00	0.00	0.00	0.00	1	11	12	20.25
Domestic Violence Services	96.75	31.00	5.25	2.25	13.25	2.25	60.75	17.00	27.50	6.00	0.75	17.00	4.50	0.50	25.75	20.00	49	144	193	330.50
Sexual Assault Services	43.00	2.25	8.25	0.00	3.50	3.00	2.50	3.00	5.50	0.00	1.00	4.00	0.00	5.00	10.00	4.75	13	39	52	95.75
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group*	30.00	9.00	3.00	2.00	0.00	0.00	17.50	1.00	5.50	0.00	0.00	0.00	0.00	6.00	10.00	13.50	8	43	51	97.50
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
Housing Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
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
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	0.00	5.00	0	2	2	8.00
Childcare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	1.00	0.00	0.00	1.00	2.50	1	4	5	5.00
Food Pantry	29.00	0.00	0.00	0.00	1.00	0.00	1.00	3.00	2.00	2.00	0.00	0.00	0.00	0.00	6.00	0.00	0	0	0	44.00
Medical Advocacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.75	0.00	0.00	0.00	0.00	0.00	0.00	3.25	2	0	2	6.00
Domestic Violence Hotline	18.00	1.00	0.00	2.00	3.00	0.00	3.00	0.00	2.00	1.00	0.00	1.00	0.00	0.00	3.00	11.00	0	0	0	45.00
Sexual Assault Hotline	4.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0	0	0	14.00
Other Calls	28.00	1.00	2.00	1.00	1.00	0.00	7.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	7.00	78.00	0	0	0	128.00
Outreach/ Education	7.50	0.00	3.00	2.00	0.00	0.00	1.50	1.00	0.00	6.00	1.50	0.00	0.00	0.00	1.50	0.00	0	97	97	24.00
Prevention Activities	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
Total New Clients	63	15	8	1	10	2	23	7	9	4	3	10	1	3	14	11				184
Total Unduplicated Clients	168	23	23	10	12	5	57	21	31	10	23	17	2	1	47	27				477
Total Clients	231	38	31	11	22	7	80	28	40	14	26	27	3	4	61	38				661
TOTAL (Units)	362.50	65.75	32.50	12.25	30.75	7.00	124.75	41.50	71.00	23.00	7.75	42.00	4.75	13.50	90.50	150.50	184	477	661	1080.00

* Some groups as dual DV/SA counted only under DV

**Independence House
February 2024 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	61.00	33.50	0.00	10.50	19.00	0.00	7.50	6.00	10.25	0.00	0.25	10.00	0.50	0.00	14.00	2.50	60	121	181	175.00
258E-Harrasment Order	6.75	1.25	0.25	1.00	1.50	0.00	1.50	0.00	0.00	0.25	0.00	3.00	0.00	0.00	3.00	7.50	16	18	34	26.00
Children Exposed to DV	8.25	4.00	0.00	0.00	1.50	3.50	3.00	2.50	0.00	0.50	2.50	2.00	0.00	0.00	9.75	0.00	6	21	27	37.50
Teen Services	10.00	0.25	0.00	0.00	0.00	0.00	2.25	0.25	1.25	1.25	0.00	2.25	0.00	0.00	0.00	0.00	2	10	12	17.50
Domestic Violence Services	98.25	32.75	8.50	4.25	18.00	4.25	44.00	21.25	22.75	5.00	1.00	21.25	6.25	0.00	34.50	20.00	49	132	181	342.00
Sexual Assault Services	31.25	6.25	11.75	0.00	0.00	3.25	5.25	5.50	4.25	0.00	3.00	7.25	0.00	3.25	8.50	3.25	8	39	47	92.75
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group*	43.50	5.00	1.00	0.00	2.00	0.00	15.75	4.00	0.00	0.00	0.00	0.00	0.00	3.00	8.00	11.00	7	33	40	93.25
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
Housing Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
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
Survivors of Homicide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0	2	2	5.00
Childcare	3.00	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	1.50	3.00	1	5	6	8.50
Food Pantry	22.00	0.00	1.00	1.00	2.00	0.00	0.00	1.00	2.00	0.00	0.00	1.00	0.00	0.00	3.00	0.00	0	0	0	33.00
Medical Advocacy	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 Hotline	4.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0	0	0	8.00
Sexual Assault Hotline	2.00	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	0.00	1.00	0	0	0	5.00
Other Calls	15.00	1.00	0.00	0.00	1.00	0.00	2.00	3.00	1.00	1.00	0.00	0.00	0.00	0.00	2.00	51.00	0	0	0	77.00
Outreach/ Education	9.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	2.50	0.00	0	139	139	15.00
Prevention Activities	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	17	17	2.00
Total New Clients	39	18	8	6	11	3	15	7	9	1	0	14	1	0	10	7				149
Total Unduplicated Clients	241	35	28	6	31	3	31	21	18	5	4	17	2	2	71	22				537
Total Clients	280	53	36	12	42	6	46	28	27	6	4	31	3	2	81	29				686
TOTAL (Units)	315.00	84.00	26.50	17.75	46.00	11.00	83.25	43.50	45.00	8.00	6.75	46.75	6.75	6.25	88.75	102.25	149	537	686	937.50

* Some groups as dual DV/SA counted only under DV

**Independence House
March 2024 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	39.50	14.75	7.25	6.50	9.25	2.00	29.75	14.75	1.25	0.00	0.00	6.50	3.75	0.00	20.75	6.00	50	108	158	162.00
258E-Harrasment Order	11.00	2.50	1.75	2.25	5.50	0.00	3.25	0.00	3.25	1.50	0.00	0.00	0.00	0.00	1.25	11.00	21	28	49	43.25
Children Exposed to DV	6.75	3.75	0.00	0.00	1.00	1.00	3.75	5.00	0.00	0.00	0.50	3.00	0.00	0.00	4.75	0.00	1	21	22	29.50
Teen Services	8.75	0.00	0.00	0.00	1.25	0.00	3.00	2.00	1.00	0.25	0.00	2.00	0.00	0.00	0.00	0.00	2	9	11	18.25
Domestic Violence Services	86.25	28.00	8.00	5.25	15.50	4.00	51.75	10.50	21.25	5.25	4.25	18.25	1.75	0.00	31.00	17.00	71	130	201	308.00
Sexual Assault Services	20.50	3.00	6.25	0.25	6.00	5.00	10.00	3.25	1.50	0.00	0.00	6.50	0.00	0.00	7.25	1.00	11	35	46	70.50
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	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group*	24.00	10.00	7.00	0.00	2.00	4.00	13.75	0.00	2.00	0.00	1.00	2.00	0.00	0.00	6.00	14.00	11	40	51	85.75
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
Housing Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0	1	1	1.00
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
Survivors of Homicide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0	2	2	4.00
Childcare	1.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00	0.00	2	3	5	5.75
Food Pantry	23.00	0.00	1.00	4.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0	0	0	33.00
Medical Advocacy	6.00	0.00	4.50	0.00	3.50	0.00	6.00	0.00	0.00	3.25	0.00	0.00	0.00	0.00	0.00	0.00	5	0	5	23.25
Domestic Violence Hotline	9.00	0.00	0.00	1.00	0.00	0.00	5.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	2.00	6.00	0	0	0	24.00
Sexual Assault Hotline	2.00	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	2.00	2.00	0	0	0	10.00
Other Calls	10.00	0.00	0.00	0.00	0.00	0.00	1.00	2.00	0.00	2.00	0.00	1.00	0.00	1.00	2.00	69.00	0	0	0	88.00
Outreach/ Education	4.50	0.00	0.00	0.00	0.50	0.00	0.00	0.00	1.00	2.00	0.50	0.00	0.00	1.00	4.00	4.00	0	89	89	17.50
Prevention Activities	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	7	7	1.00
Total New Clients	38	8	8	5	16	3	32	7	5	4	3	6	1	0	16	22				174
Total Unduplicated Clients	146	36	11	6	20	12	41	15	19	15	7	21	5	15	61	43				473
Total Clients	184	44	19	11	36	15	73	22	24	19	10	27	6	15	77	65				647
TOTAL (Units)	253.25	62.75	35.75	19.25	46.50	16.00	133.25	37.50	33.25	15.25	6.25	41.25	5.50	2.00	84.00	133.00	174	473	647	924.75

* Some groups as dual DV/SA counted only under DV

**Independence House
Quarter 3 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlins	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	148.75	66.00	14.00	20.00	37.00	2.50	54.00	31.25	31.00	3.00	2.00	27.00	4.50	2.00	50.50	17.00	255	301	556	510.50
258E-Harrassment Order	48.00	6.00	2.25	3.25	7.25	0.00	8.75	0.00	3.50	2.75	0.00	6.75	0.00	0.00	4.25	18.50	58	57	115	111.25
Children Exposed to DV	31.25	7.75	4.00	0.00	2.50	5.75	10.00	11.50	0.00	1.50	5.75	7.50	0.00	0.00	25.00	0.00	21	61	82	112.50
Teen Services	29.25	1.75	0.00	0.00	1.25	0.00	8.75	3.75	3.25	1.50	0.00	6.50	0.00	0.00	0.00	0.00	12	48	60	56.00
Domestic Violence Services	281.25	91.75	21.75	11.75	46.75	10.50	156.50	48.75	71.50	16.25	6.00	56.50	12.50	0.50	91.25	57.00	177	430	607	980.50
Sexual Assault Services	94.75	11.50	26.25	0.25	9.50	11.25	17.75	11.75	11.25	0.00	4.00	17.75	0.00	8.25	25.75	9.00	33	119	152	259.00
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group	97.50	24.00	11.00	2.00	4.00	4.00	47.00	5.00	7.50	0.00	1.00	2.00	0.00	9.00	24.00	38.50	43	97	140	276.50
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	1	1	0.00
Housing Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0	13	13	1.00
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
Survivors of Homicide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0	7	7	17.00
Childcare	4.00	0.75	0.00	0.00	0.00	0.00	0.00	0.50	1.00	0.00	0.00	3.00	0.00	0.00	4.50	5.50	1	11	12	19.25
Food Pantry	74.00	0.00	2.00	5.00	5.00	0.00	3.00	4.00	4.00	2.00	0.00	1.00	0.00	0.00	10.00	0.00	0	0	0	110.00
Medical Advocacy	6.00	0.00	4.50	0.00	3.50	0.00	6.00	0.00	2.75	3.25	0.00	0.00	0.00	0.00	0.00	3.25	15	0	15	29.25
Domestic Violence Hotline	31.00	1.00	1.00	4.00	3.00	0.00	8.00	0.00	2.00	2.00	0.00	1.00	0.00	0.00	7.00	17.00	0	0	0	77.00
Sexual Assault Hotline	8.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	7.00	0	0	0	29.00
Other Calls	53.00	2.00	2.00	1.00	2.00	0.00	10.00	5.00	1.00	6.00	0.00	1.00	0.00	1.00	11.00	198.00	0	0	0	293.00
Outreach/ Education	21.00	0.00	6.00	2.00	0.50	0.00	1.50	1.00	1.50	8.00	2.00	0.00	0.00	1.00	8.00	4.00	0	694	694	56.50
Prevention Activities	3.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	66	66	4.00
Total New Clients	216.00	39.00	26.00	12.00	27.00	18.00	70.00	17.00	36.00	12.00	3.00	28.00	3.00	5.00	55.00	48.00				615
Total Unduplicated Clients	606	189	54	48	125	66	178	28	72	18	63	62	45	19	184	148				1905
Total Clients	822	228	80	60	152	84	248	45	108	30	66	90	48	24	239	196				2520
TOTAL (Units)	1065.25	209.50	119.75	29.00	127.50	60.75	449.75	95.25	171.75	42.75	37.75	131.50	23.00	19.00	365.00	550.25	615	1905	2520	3500.75

**Town of Brewster
Bill For Services
Semi-Annual January 1, 2024 - June 30, 2024
(Stats thru March 31, 2024)**

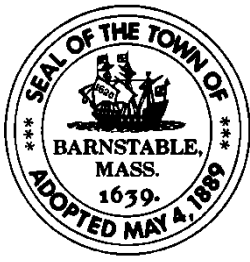
Program:	#Units	Rate	Total Cost:
Adaptive Aids	23	\$32.76	\$0.00
Office Visits	2	\$48.12	\$96.24
Home Independence Visits	0	\$122.46	\$0.00
Education and Awareness	81	\$22.97	\$1,860.57
Information & Referral	21	\$26.31	\$552.51
Outreach	30	\$30.12	\$903.60
Activities	0	\$70.19	\$0.00
Self Help Support Groups	33	\$44.34	<u>\$1,463.22</u>

Cost for Services: \$4,876.14

BILLED AMOUNT: \$1,000.00

Contact:
Fed. I.D. #:04-2998072

**Sight Loss Services, Inc.
900 Route 134, Unit 3-25
South Dennis, MA 02660**



Town of Barnstable
Inspectional Services Department
Weights & Measures Program

230 South Street, Hyannis, MA 02601
www.town.barnstable.ma.us
Telephone: 508-862-4671 Fax: 508-778-2412

Brian Florence, Director
Jeff Carter, Deputy Director

Kevin Friel
Sealer of Weights & Measures
Program Manager

April 30, 2024

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

Dear Ms. Kalinick,

Enclosed is the quarterly report detailing all weights & measures activities conducted within the Town of Brewster from January 1 to March 31, 2024.

- 2 scales were tested and sealed that were timely for inspection, no scales tested required adjustment.
- 2 retail locations were inspected for item price compliance. Both locations inspected had infractions that were corrected.
- Remaining inspections will continue when the devices are due for inspection and the inspectors are in the area.

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

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

Kind Regards,

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

230 South Street
 Hyannis, MA 02601
 www.town.barnstable.ma.us

Town of Barnstable Weights and Measures Program
 From 1/1/2024 to 3/31/2024

Office: 508-862-4671
 Fax: 508-778-2412
 4/24/2024 9:57:16 AM

Brewster

		Adj	Seal	Not Sealed	Cond	Sealing Fees	Reinp Fees	Device Fines	PV Fines	IP Fines	PK.CH. Fines	VFH Safety	C.C. Fines
Scales	A	Cap Over 10,000 lbs											
	B	5,000 - 10,000 lbs											
	C	100 - 5,000 lbs											
	D	Under 100 lbs		2		120							
	E	Under 10 lbs											
		Balances											
Weights		Avordupois											
		Metric											
		Troy											
		Apothecary											
Automatic Liquid Measuring		Meters, Inlet 1" or less											
		Gasoline											
		Oil, Grease											
		Vehicle Tank Meters											
		Bulk Storage											
		Liquid Measure Meters											
Other Automatic Measuring		Taximeters											
		Leather Measuring											
		Wire/Cordage											
		Cloth Measuring											
		Reverse Vending											
Linear Measures		Yardsticks											
		Tapes											
Scan		Scan - Above 98%								500			
		Scan - Below 98%											
Complaints													
Pkg. Check													
UPC													
IP not Fined													
Totals			2			120				500			

Fees: \$120.00
Fines: \$500.00
Total: **\$620.00**

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