



Town of Brewster Vision Planning Committee

2198 Main St., Brewster, MA 02631
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(508) 896-3701

MEETING AGENDA 2198 Main Street, Room A Monday, April 10, 2023 at 3:30 PM

Vision Planning Committee

Sharon Tennstedt
Chair

Amanda Bebrin
Vice-Chair

Andi Genser

Patricia Hess

Suzanne Kenney

Alex Wentworth

Town Planner
Jon Idman

Administrative
Assistant
Ellen Murphy

Select Board
Liaison
Kari Hoffmann

Finance Committee
Liaison
Honey Pivrotto

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:

1. **Phone:** Call (929) 436-2866 or (301) 715-8592. **Zoom Meeting ID: 819 3038 8203 and Passcode 317154**
To request to speak: Press *9 and wait to be recognized.
2. **Zoom Webinar:** <https://us02web.zoom.us/j/81930388203?pwd=VHEvUURMM1ZFdUJNREJlbnN3SFdOZz09>
and enter **Passcode 317154**
To request to speak: Tap Zoom "Raise Hand" button, then wait to be recognized.

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).

1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Approval of February 6, 2023 meeting minutes
5. Review the revised draft Vision Planning Committee Charge
6. Discuss and develop a work plan and schedule for Committee activities
7. Discuss VPC meeting schedule
8. Update from Bay and Pond Property Planning Committees
9. Matters Not Reasonably Anticipated by the Chair
10. Adjournment

Date Posted:
3-28-2023

Date Revised:

Received by Town Clerk:

TOWN OF BREWSTER VISION PLANNING COMMITTEE
MEETING MINUTES
Monday, February 6, 2023, at 3:30PM
Hybrid Meeting

Sharon Tennstedt, Vice Chair, convened the Brewster Vision Planning Committee in person with members: Amanda Bebrin, Suzanne Kenney, Patricia Hess, Andi Gesner and Alex Wentworth were present. Fran Schofield was absent. A quorum was determined.

Also present: Peter Lombardi, Kari Hoffman, Jon Idman, and Ellen Murphy

The Chair read the Recording or Taping Notification: This meeting will be conducted in person and via remote means, in accordance with applicable law. This means that members of the public body may access this meeting in person, or via virtual means. In person attendance will be at the meeting location listed above, and it is possible that any or all members of the public body may attend remotely. No in-person attendance of members of the public will be permitted, and public participation in any public hearing conducted during this meeting shall be by remote means only.

To submit public comment or questions to the Vision Planning Committee, please email: brewplan@brewster-ma.gov.

- **Review and approval of October 31st meeting minutes**

Amanda made a motion to approve the October 31st meeting minutes, Suzanne seconded the motion, a roll call was taken, all approved, Sharon Tennstedt abstained, she was absent from the meeting. October 31st meeting minutes were approved.

- **Recognition of Hal Minis' service on the Committee including Chair**

Sharon Tennstedt stated that Hal Mini, who recently resigned as Chair and a member of the Committee contributed an enormous amount of time to the planning effort. Sharon gave the Committee an opportunity to share their thoughts and experiences working with Hal. They each discussed the positive impact Hal made as a member and the Chair of the Vision Planning Committee.

- **Vote – Committee Reorganization: Chair, Vice Chair, Liaison to Pond Property Planning Committee**

Sharon informed the Committee the Committee Chair is vacant and asked the Committee for nominations. Patricia made a motion to nominate Sharon Tennstedt as Chair of the Vision Planning Committee, Andi seconded the motion, a roll call vote was taken, and Sharon unanimously was appointed as Chair of the Vision Planning Committee. There now being a vacancy in the Vice Chair position, Patricia nominated Amanda as Vice Chair of the Vision Planning Committee and made a motion, Andi seconded the motion, a roll call vote was taken, and Amanda Bebrin was appointed Vice Chair of the Vision Planning Committee. The next vacancy was for Liaison to Pond Property Planning Committee, Andi made a motion to nominate Suzanne Kenney as the Liaison to the Pond Property Planning Committee, Amanda seconded the motion, a roll call vote was taken, and Suzanne Kenney was unanimously appointed as the Liaison to the Pond Property Planning Committee.

- **November 2022 Town Meeting De-brief (joined by Town Manager, Peter Lombardi)**

Sharon recognized Peter Lombardi, Town Manager who will de-brief the Committee on the November 2022 Town Meeting and talk about how to move forward. Peter informed the Committee that the Select Board had a follow up meeting from the November Town Meeting in December where they discussed next steps on several related items that were voted on. Coming out of the process the consensus was the concerns brought to Town meeting around the LCP regarding the Wing Island Boardwalk and The Drummer Boy Park Master Plan update. The Select Board will focus on the concerns expressed for the Wing Island Boardwalk before they address the Vision Planning Committee and the LCP. The Select Board pledged to bring the ideas of changing or improving access to Wing Island and seek a conservation restriction on Wing Island to the May Town Meeting. He informed the Committee that the Town received a citizen's petition to hold a special Town Meeting on three articles that are related to Wing Island Boardwalk and the Drummer Boy Park Master Plan. He indicated the meeting will be held on March 6th and suggested the VPC be in a holding pattern until after that meeting. Peter Lombardi also informed the Committee that a public forum will be held on February 9th. The public forum will be informing the residents of the citizen's petition and the Special Town Meeting as well as providing an

opportunity to solicit feedback. The outcome of the meeting will determine if an article(s) will be brought to Town Meeting in May. Sharon informed the Committee that after the public hearing the LCP was handed over to the Select Board and therefore it is out of the hands of the VPC. The VPC will need direction from the Select Board for next steps. Peter reminded the Committee that the vote taken at the November Town Meeting was to send the LCP back to the VPC. The Committee expressed their disappointment in the meeting and feedback for the LCP. Amanda suggested the Committee take some time to discuss how the plan will be implemented when the time comes. The Committee agreed they need sufficient time and waiting until the Fall Town Meeting would provide time to work out a plan. Jon suggested a more even hand approach handling the actions, keeping the content in but having fewer actions articulating in a more general way. Patricia asked if the actions were written in a more general way would the LCP have to go to the Select Board again for approval. Jon confirmed that it would have to be approved by the Select Board and require a public hearing again because it would be a different plan. Kari suggested that if the Select Board is presenting articles for the Spring Town Meeting should the Committee wait until after the Spring Town Meeting to start the process. She indicated that resolutions from the Special Town Meeting on March 6th will be discussed at the Spring Town Meeting. She also highlighted education, not only how Town government works but how the LCP fits into the process. Kari questioned the appointment process for the Vision Planning Committee and if the members need to be reappointed. Sharon suggested the Select Board review the current Committee charge in order to bring it up to date in terms of the Committee's focus. Peter Lombardi indicated that the Select Board will debrief after the March 6th Special Town Meeting. He agreed either at the debrief or the next Select Board meeting, it makes sense to review the current Committee charge. Sharon made a motion for the Select Board to review the current Committee charge within an appropriate time, Amanda seconded the motion, a roll call vote was taken, and the Committee unanimously approved.

- **Discussion of Recommencing Activities on a Draft LCP**

After the March 6th Special Town Meeting the Select Board will debrief and discuss the warrant articles that will be brought to the May 1st Town Meeting. The Committee will wait to hear next steps from the Select Board. Sharon mentioned the summary papers may need to be updated given they were written over a year ago and may be outdated.

- **Discussion about Filling Committee Vacancy/ies**

Sharon informed the Committee that in addition to Hal Minis resigning, Fran Schofield also resigned from the Committee, therefore there are two vacancies. The vacancies will be posted on the Town Website. Peter Lombardi informed the Committee the Select Board has a formal policy on filling Committee vacancies, which includes an application process. He stepped through the process for the formal appointment. It was decided to wait until the charge is updated before the vacancies are posted. Jon stated typically an odd number of Committee members works better and should be included in the charge. He indicated in his experience with ad hoc committees such as this one, members continue to serve until the charge of the Committee has been completed and suggested that also be considered in the updated charge. Sharon suggested if and when the LCP is adopted will the Select Board be responsible for the implementation in their strategic plan.

- **Discussion of Committee's draft report for the Town's 2022 Annual Report**

Sharon provided background on the draft report and indicated that it will be included in the Annual Town Report available at the Spring Town Meeting. She informed the Committee that all edits are due on February 17th if anyone has changes, they would like to include, please submit to her no later than February 14th, otherwise we will assume it is complete.

- **Discuss potential next meeting date/s**

There will be no meeting until after the Special Town Meeting in March, possibly after the Spring Town Meeting. Jon informed the Committee all meetings will be in person starting in March.

- **Matters Not Reasonably Anticipated by the Chair:**

Amanda provided an update on the Bay Property Committee. In December the consultant team joined and in January the first public outreach event took place on the pool. It was very well attended. Residents provided support for the opening of the pool. More information will be coming out in the spring.

Kari updated the Committee on the Pond Property Committee. Public outreach will start in the spring. Focus is on access due to limited parking. A kayak trip is sponsored by Massachusetts Audubon Society and the Brewster Recreation Commission and Department. There is also a video of the property that will be launched in the next couple of months.

Sharon informed the Committee that the Town Clerk sent out an email on the new state required Ethics on-line training course. All must take the training, even if you recently took a course.

Suzanne made a motion to adjourn the meeting, Patricia seconded the motion, a roll call vote was taken, and the meeting was unanimously adjourned at 4:39 pm.

Vision Planning Committee Charge

3.30.23

This charge is an update to the current Vision Planning Committee charge adopted by the Select Board on August 19, 2019, with a focus on finalizing a draft Local Comprehensive Plan for Town Meeting consideration.

PURPOSE: The Vision Planning Committee (VPC) will prepare a draft Local Comprehensive Plan (LCP) to recommend to Town Meeting for adoption. To this end, the VPC will conduct public outreach, education, and communication about the LCP and the process for its preparation and adoption. The VPC is an ad hoc committee, advisory to the Select Board.

APPROACH: The Goals established under the 2018 Brewster Vision Plan will serve as the basic framework for the LCP. The VPC will also develop the LCP in consideration of: input from the community and Town officials; work on the LCP to date; generally accepted comprehensive planning best practices, principles and policies; and relevant guidance under State and County laws and regulations relating to comprehensive land use plans.

Upon completion of the draft LCP, the VPC will recommend it to the Brewster Select Board and Brewster Planning Board who will hold a public hearing and consider endorsement, subject to any amendments by the Boards, prior to the LCP being submitted to Town Meeting for a vote on its adoption. After Town Meeting adoption, the Select Board may elect to submit the LCP to the Cape Cod Commission for a certification of its consistency with the Barnstable County Regional Policy Plan, or to file the LCP with the Massachusetts Department of Housing and Community Development (DHCD), or both.

MEMBERSHIP: The VPC will consist of seven (7) members to be appointed by the Select Board and will include: one (1) former Vision Advisory Group member; two (2) current Planning Board members; and four (4) members from the community at-large. Appointments, or reappointments, will be for one (1) year terms beginning July 1, provided that incumbents appointed to terms longer than one year shall continue to serve for the terms appointed. The Select Board will make appointments to fill vacancies as soon as is practicable. The Select Board will annually appoint a liaison to the VPC. The VPC will be supported by Planning Department staff. Other Town Staff may be made available to the VPC by the Town Manager as necessary or desirable. The VPC will continue to be empaneled until discharged either upon the vote of the Select Board or upon adoption of the LCP.

BREWSTER VISION PLANNING COMMITTEE
REVIEW AND UPDATE OF SUMMARY PAPERS AND RELATED ACTIONS
April 10, 2023

BUILDING BLOCKS	SUMMARY PAPER AND ACTIONS	REVIEW AND UPDATE OF SUMMARY PAPER AND ACTIONS
Community Character	Suzanne Kenney Patricia Hess	Suzanne Kenney Patricia Hess
Water Resources	Suzanne Kenney Andi Genser	Suzanne Kenney Andi Genser
Open Space	Hal Minis	Hal Minis
Coastal Management	Hal Minis Pat Hughes	Hal Minis Pat Hughes
Housing	Suzanne Kenney Andi Genser	Suzanne Kenney Andi Genser
Local Economy	Patricia Hess	Patricia Hess Alex Wentworth
Governance	Amanda Bebrin Sharon Tennstedt	Amanda Bebrin Sharon Tennstedt
Community Infrastructure	Hal Minis Amanda Bebrin	Amanda Bebrin Alex Wentworth
Solid Waste	Hal Minis	Hal Minis
Climate Mitigation and Adaptation	Sharon Rooney Sharon Tennstedt	Sharon Tennstedt

Responsibilities

1. **Review and Update** Summary Paper, focusing on “Recent Actions by the Town” and “Key Issues Moving Forward”
2. **Review and Update** related Actions for review by the VPC