



Town of Brewster Vision Planning Committee

2198 Main St., Brewster, MA 02631

brewplan@brewster-ma.gov

(508) 896-3701

VISION PLANNING COMMITTEE MEETING AGENDA

2198 Main Street Room A

Tuesday, October 2, 2023, at 3:30 pm

COMMITTEE NAME

Sharon Tennstedt
Chair

Amanda Bebrin
Vice Chair

Andi Genser

Patricia Hess

Suzanne Kenney

Fran Schofield

Alex Wentworth

Town Planner
Jon Idman

Administrative
Assistant
Ellen Murphy

Select Board
Liaison
Kari Hoffmann

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 (929) 436-2866 or (301) 715-8592. Webinar ID:819 3038 8203 Passcode: 317154

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

ZoomWebinar: <https://us02web.zoom.us/j/81930388203?pwd=VHEvUURMM1ZFdUJNREJlbnEN3SFdOZz09>

Passcode: 317154

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 8), **Livestream** (livestream.brewster-ma.gov), or **Video recording** (tv.brewster-ma.gov).

Please note that the Vision Planning Committee may take official action, including votes, on any item on this agenda.

1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Recording Statement: As required by the Open Meeting Law we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting they are required to inform the chair.
5. Approval of September 5, 2023, meeting minutes
6. Update on draft LCP approval process
7. Update on public outreach and education process, including draft of newsletter article
8. Update from Bay and Pond Property Planning Committees
9. Review Action Items from the September 5th meeting
10. Matters Not Reasonably Anticipated by the Chair
11. Next Meeting: TBD
12. Adjournment

Date Posted:
9/28/2023

Date Revised:

Received by Town Clerk:

TOWN OF BREWSTER
VISION PLANNING COMMITTEE
MEETING MINUTES
Tuesday, September 5, 2023, at 3:30PM

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

Also present: Donna Kalinick, Assistant Town Manager, Kari Hoffmann, Select Board Liaison, Jon Idman, Town Planner and Ellen Murphy, Administrative Assistant

The Chair read the Recording or Taping Notification: 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.

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

- **Review and approval of August 21st meeting minutes**

Sharon informed the Committee there is one correction under public outreach, Brown West should be changed to Brown Walsh. With that correction, Amanda made a motion to approve the August 21st meeting minutes, Suzanne seconded the motion, a roll call was taken, and the August 21st meeting minutes were unanimously approved.

- **Review revised Select Board Strategic Plan and Capital Facilities Plan**

Sharon moved on to the Select Board Strategic Plan and informed the Committee that it is included in the LCP and is being provided for informational purposes only. She noted that the plan is organized by Building Blocks and this year the goals are stated at a higher level, consistent with the same approach as the LCP. The Capital Facilities Plan is also included, which is part of the draft LCP. Jon indicated that the Capital Facilities Plan is made up of the existing inventory of the Town's physical and real estate assets and proposed capital projects that derive from the action plan and also cross reference the Town's Capital Improvement Plan. He informed the Committee that language references in the asset section of the previous year to Wing Island Boardwalk have been pulled back and now only refer to Wing Island, which is the Town's real estate asset. Also, language was added that the Town is pursuing a formal conservation open space protection for Wing Island. This language is already in the draft LCP. Jon stressed this section does not suggest any action. It is a neutral recap or summary of the assets in place. There has been Town Meeting action and Select Board action. The Select Board will be moving forward to formalize constitutional protection under Article 97. Jon clarified it is a restriction but not a statutory restriction. Donna Kalinick responsible for the Capital Facilities Plan was present at the meeting to answer any questions from the Committee. She reinforced the Capital Facilities Plan encompasses existing conditions and what might be occurring and items on the Capital Facilities Plan, which are updated on an annual basis. She stressed there is an iterative process in place that has multiple checks and balances and none of the plans/documents stand alone, and the public is involved in places along the way. Jon informed the Committee references to Wing Island Boardwalk and Drummer Boy Park projects have been removed from the LCP, Capital Improvement Plan and Capital Facilities Plan.

- **Review and discuss LCP Implementation Diagram**

Sharon referred to the Implementation diagram. She shared with the Committee that when she attempted to speak to the diagram at the Brewster Part-time Residents meeting it was very challenging. After speaking with

Peter Lombardi, Town Manager, Sharon proposed to the committee that they revert back to the original diagram from last year's LCP. It is more simplistic. The proposed diagram was included in the meeting packet updated with a circle around the diagram illustrating Community engagement. The Committee discussed the proposed diagram. Amanda agreed with the proposed diagram, Fran asked if it was useful to include at all. After discussion the Committee agreed to include the document that was proposed with the words "Community Engagement" inside the circle. Kari also informed the Committee the proposed diagram is very helpful illustrating the relationships of all the plans and the decision-making process. The Committee reviewed the text that will also be included to illustrate the process. Sharon asked for a motion to approve the text and the proposed relationship diagram, noting the recommendations will be added to the draft LCP. Amanda made the motion; Suzanne seconded the motion a vote was taken and the Committee unanimously approved.

- **Vote to recommend the draft revised LCP to the Select Board and Planning Board for public hearing**
Sharon noted revisions discussed at the last meeting are included in the draft dated September 5th. All the census and housing data were updated to include the most recent data available. There is still a short paragraph referencing the 2017 COA Needs Assessment survey that will be updated. Amanda made a motion reading the prepared motion *"The Vision Planning Committee recommends adoption of the draft LCP version 4.0 dated July 17, 2023, with further revisions dated September 5, 2023, and submission to the Select Board and Planning Board for a public hearing subject to formatting and editorial corrections and factual updates as necessary and applicable"* Suzanne seconded the motion, a vote was taken and the Committee unanimously approved.
- **Discussion of public outreach and education process, including timeline and proposed "script"**
The Committee reviewed the updated timeline included in the meeting packet. Sharon informed the Committee the Brewster part-time residents were very receptive to her presentation. Sharon also spoke at her homeowner's association annual meeting. The Committee reviewed the timeline document, focusing on outstanding items. The Committee decided to station themselves at local places, such as the transfer station library, and the post office. Donna suggested the Committee participate in a video of upcoming events prior to the Town Meeting and a pre-Town Meeting forum. Sharon suggested a community forum just on the LCP. The Committee reviewed the document outlining talking points. Sharon informed the Committee the document is a guide when reaching out to the public. Jon suggested the Committee focus on the Action Plan because it is the meat of the LCP. It was decided to post the Action Plan on the Town website. Amanda suggested the Volunteer Fair be added to the public outreach document. Sharon asked for volunteers for outreach. Suzanne asked for more copies of the Building Block/FAQ document. Ellen will provide 20 copies for each member. Sharon will update the presentation slides for the public hearing. Jon reminded the Committee if members would like to attend the public hearing, they should be mindful of the open meeting law. If a quorum is present the meeting will have to be noticed. Sharon recommended the members watch the meeting rather than attending by Zoom. If Committee members want to attend, they must email Sharon and Jon.
- **Update from Bay and Pond Property Planning Committees**
Amanda provided an update on the Bay Property; the 2nd survey results are pending and the 1st Annual Volunteer Fair will be held at the Bay Property September 30th from 10-12, and appreciation lunch following. It will consist of a Board and Committee Fair with representatives from each Board and Committee to inform the public. Sharon, Fran, and Jon will be attending.
- **Matters Not Reasonably Anticipated by the Chair:**
The tentative meeting scheduled for September 11 has been canceled, the regularly scheduled meetings for October are October 2nd and 16th.
- **Next Meeting Monday, October 2nd**

Amanda made a motion to adjourn the meeting, Suzanne seconded the motion, a roll call vote was taken, and the meeting was unanimously adjourned at 4:35 pm.

LCP OUTREACH ACTIVITIES TIMELINE

APPROACH	SCHEDULE	CONTACTS	ASSIGNED	COMPLETED
MATERIALS				
FAQs	June-July		Fran, Sharon, Amanda	√
Flyers and Posters				
COMMUNITY EVENTS				
Ponds Summit	6/16/2023		Sharon	√
Conservation Day	7/8/2023		Committee Members	√
Brewster Men's Club	7/13 and 10/12		Sharon	
DJ Dance Party	7/27/2023		Suzanne	√
Brewster Part-time Resident Association	8/26/2023		Sharon	√
Brewster Chamber of Commerce	9/22/2023		Sharon	
MEDIA				
Cape Cod Chronicle articles	September and October		Sharon and Amanda	
Letters to Editor	October-November		Committee Members	
Channel 18 Interview	September		Sharon and Amanda	
Town website announcements			Jon and Conor	Ongoing
Announce posting of LCP draft on Town Website	July		Jon and Conor	√
Announce/Post Public Hearing	early September		Jon	√
Town Facebook and Twitter posts	August to November			
Brewster TV Channel interview	October		Sharon and Amanda	
Radio PSAs	October-November			
GROUP OUTREACH -Presentations and/or emailed materials				
Community Forum(s)	October	N/A	Sharon and Amanda	
Select Board Update	9/11/2023		Sharon and Amanda	√
Chamber of Commerce	9/21/2023	Kyle Hinkle	Sharon	√
Town Committee/Board Chairs	October			
FinCom discussion of warrant article	10/11/2023	N/A	Sharon, Amanda, Jon	
Select Board discussion of warrant article	10/16/2023	N/A	Sharon, Amanda, Jon	
Rec Department (email list)		Mike Gradone	Sharon	
Housing Partnership and Housing Trust		Jill Scalise	Sharon	
Brewster Historical Society		Sally Gunning	Patricia	
Brewster Conservation Trust		Amy Henderson	Sharon	
Brewster Ponds Coalition		Susan Bridges	Sharon	
Brewster Association of Part-time Residents		Greg Jones	Sharon	
Brewster Chamber of Commerce		Kyle Hinkle	Sharon	
Museum of Natural History		Bob Dwyer, Barbara Knoss	Suzanne	
Elementary Schools - PTO, Parent Square, digital whiteboard		Christie Peterson	Amanda and Alex	
Democratic Town Committee	10/14/2023	Katie Jacobus	Sharon	
Republican Town Committee		??		
Homeowners Association (separate list)				
GROUP NEWSLETTER ARTICLES				
COA		Elton Culter	Sharon	
Friends of Brewster Seniors		Marilyn Dearborn, Meg Morris	Sharon	
Brewster Ladies Library		Brittany Taylor	Suzanne	
Brewster Conservation Trust		Amy Henderson	Sharon	
Brewster Ponds Coalition		Susan Bridges	Sharon	

LCP OUTREACH ACTIVITIES TIMELINE

APPROACH	SCHEDULE	CONTACTS	ASSIGNED	COMPLETED
Friends of Captains Golf Course			Suzanne	
Homeowners Association (separate list)				
Our Lady of the Cape		Tracey Konecnik		
Brewster Baptist Church				
Bible Alliance Church		Paula Peden	Sharon	
Trinity Lutheran Church				
First Parish Church				
Northside Methodist Church				

DRAFT NEWSLETTER ARTICLE

Attention Brewster voters! You have an opportunity to consider and vote on the Local Comprehensive Plan (LCP) at Town Meeting on November 13.

What's an LCP and why do we need one? The LCP is an important planning document for Brewster. It is a way for the community to prepare proactively for the future by balancing our priorities - all the things we care about as a community. The LCP defines those priority areas - such as community character, housing, economic growth, our water supply, and climate change – as Building Blocks.

The LCP was developed by a committee of resident volunteers, based on input from residents and the 2018 Vision Plan. The Plan is not binding, law or regulation. Rather it provides recommendations and guidance for decision making by elected officials and Town management. These recommendations are included in the LCP Action Plan.

The Action Plan is the heart of the LCP. Of the 90+ pages of the entire plan, the 10 that make up the Action Plan are the most important for you to read as a voter! The Action Plan shows the range of important issues we want to discuss and tackle as a community in the coming decade. Any actions that involve regulation or bylaw change or major expenditure will go back to Town Meeting for your vote.

The plan was presented to Town Meeting last November but was sent back to our committee because of concerns about a proposed boardwalk to Wing Island. Based on the outcomes of the 2022 Fall Town Meeting and 2023 Special Town Meeting last spring, all mentions of a proposed boardwalk have been removed from the plan. We have also made other revisions to update content and make it easier to read.

The LCP can be found on the Local Comprehensive Plan page of the Town website:
www.brewster-ma.gov/local-comprehensive-plan

If you have any questions, please send them to us at brewplan@brewster-ma.gov

Come to Town Meeting on November 13, and we hope you'll vote to approve the plan.

Brewster Vision Planning Committee