

# ***Town of Brewster***



## ***ANNUAL TOWN MEETING***

### ***WARRANT***

*for*

**May 5, 2025**

at

**6:00 PM**

**STONY BROOK ELEMENTARY SCHOOL  
384 UNDERPASS ROAD**

Please bring this copy of the warrant to Town Meeting



**TOWN OF BREWSTER  
ANNUAL TOWN MEETING WARRANT  
May 5, 2025**

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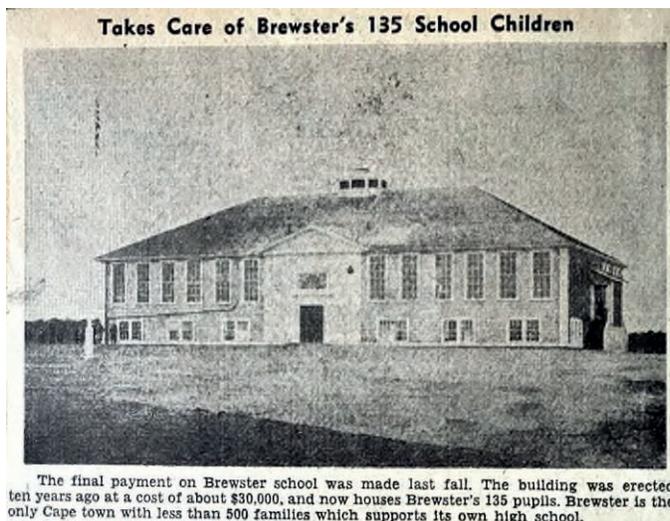
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## Anecdotes from the Archives

### A Noteworthy Centennial – 2198 Main Street, Brewster

By the early 1920's, there was a pressing need for a new school building in Brewster. The 19<sup>th</sup> Century-era school on the corner of Main Street and Swamp Road was outdated and unsanitary. The lack of classrooms meant that elementary age students were taught together on the first floor, and the high school age children were taught on the second floor. In his 1923 annual report, the School Superintendent noted, "There is no suitable drinking water at the school building for over 100 children... In spite of the modern and recent crusade of health and sanitary conditions in our schools, we are not yet far ahead of the one wooden water pail and tin dipper of the so called 'little red schoolhouse.'" So, at the 1924 Town Meeting, with a school population of 123, Brewster voters appropriated funding for a new modern school building. The building was finished in 1925 – a century ago - at a final cost of \$30,632.

Located in the center of town, the original structure was designed with four classrooms, a small principal's office and a tiny room for the School Nurse. A cafeteria was located in the basement. Bob Ellis (1918-1997) grew up in East Brewster. In his memoir, he recalls anticipating the start of Second Grade in 1925 with youthful excitement. He writes, "Best of all, we were told that the following September we would be entering a new school building which was a-building [sic]. This building was being erected on a rise of land well back from the main highway with a large playing field in front. It would have a full basement, central heating and modern plumbing. It would house the entire school population of Brewster with room to spare. ... The new building was ready on schedule and we entered our spotless and shiny new classroom with great anticipation."



The school debt was paid off by 1935, according to the Cape Cod Standard Times. By 1942, the elementary school enrollment was 60 students, with 41 older Brewster students attending Orleans High School. In oral history interviews, teachers Dot Daley and Jean Ellis (both hired in the mid-1940's) explain that the elementary age students were two grades to a classroom. One class worked on written lessons while the other class worked with the teacher.

"Delicious lunches", as long-time teacher Isabel Laporte described the cafeteria fare "were as good as home cooking."

By 1950, the elementary school needed more room for its growing roster of 119 students. At that year's Spring Town Meeting, by a vote of 100 to 45, Brewster citizens approved \$150,000 for an expansion to add new classrooms, new restrooms, an office for the principal, and a combined auditorium/gymnasium and a locker room. A special committee of seven citizens was appointed to oversee the project – including former Second Grader and now School Committee Chairman Bob Ellis. The newly updated building opened to students in 1952, with Grades 1 – 3 in the new wing and Grades 4 -8 in the original structure.

For those of us who attended school here in the 1950's and 60's, this is the building that we remember. If you see someone of a certain age hurrying past the landing at the top of the side entrance stairs, they might be recalling the location of the doorway to the Principal's office. (That door is gone and the office is now used by the Town Manager.) Not surprisingly, class membership tended to stay largely the same throughout the students' eight elementary school years and thus there are many shared memories. A number of teachers from that era had long BES careers that touched many lives – for example, Mrs. Livesey, Mrs. Callahan, Mrs. Hooper, Mrs. Daley, Mrs. LaPorte, Mrs. Dunn, Mrs. Crowell, and Mr. Bearse. Here are some anecdotes of school days from former students.

Every year, the 8<sup>th</sup> grade class took the stage in the auditorium for a graduation program of recitations, singing, awards, and diplomas. For many years, Town Meeting was held in the auditorium, as were ballroom dancing classes for the 7<sup>th</sup> and 8<sup>th</sup> graders. The auditorium also served as the gym. Rob Williams recalls that the low ceiling required that the basketball hoops be hung at 9 feet instead of 10, making away games challenging for our team. It also made Brewster games a favorite for visiting teams.

Mrs. Dunn, fair but very strict, taught English, Spelling, and Grammar to the older children. She frequently used repetition, mnemonics, and other memory aids to help her classes learn. Her students will never forget that "Not is an adverb," and that "everyone in the cemetery is the same,". Diane Dugan Bronsden recalls chanting "Uary, Uary, Uary" in order to correctly spell February.

Geraldine Crowell began teaching Home Economics to Brewster girls in 1955. Half the year focused on cooking, and half on sewing. Jan Crocker laughs heartily recounting how she flunked Mrs. Crowell's lesson on how to prepare a tossed salad. This writer vividly recalls the day the 8<sup>th</sup> grade girls made bread under Mrs. Crowell's watchful eye - including multiple trips up and down the stairs to the Home Ec room in order to tend to the dough. The school was filled with the delicious aroma of our baking loaves. Mrs. Crowell taught us the importance of food safety with the adage: "When in doubt, throw it out." For sewing projects, she meticulously examined seams to make sure that there were no telltale "spells homemade" errors – which we would then need to rip out.

The boys had comparable hands-on learning in Shop Class. Gilbert Ellis said, “I learned how to hammer a nail, how to saw a piece of wood, how to use a jigsaw. Nothing power, all by hand.” Gil explained that those skills have served him well his whole life – particularly in handling maintenance projects for his summer beach cottage rentals. A handcrafted cobbler’s bench was the final project for eighth grade boys – still a source of pride for many former students.

By 1971, the elementary school population had grown to the point that all 8 grades plus kindergarten could not fit into the building. The town leased the former Saint Joan of Arc School on Canal Road in Orleans as “the Annex” to handle grades 5 through 8. The Brewster Elementary School building housed 158 students in grades K through 4, with the Kindergarten in a temporary classroom adjacent to the parking lot. Stony Brook Elementary School was completed in 1976, marking the end of 2198 Main Street’s tenure as a school, and the beginning of its new life as the town’s Community Center. For the next ten years, the town debated whether to move town offices from 1673 Main Street (the current Council on Aging Building aka “Old Town Hall”) into the former school/Community Center. By 1988, the move was essentially completed. The former Brewster Elementary School is now The Brewster Town Office Building.

Happy 100<sup>th</sup> birthday to 2198 Main Street, Brewster!

*Faythe Ellis is a member of the Brewster Historical Commission and a 1967 graduate of Brewster Elementary School. Information for this article came from the Ellis family papers, Brewster Town Reports in the town archives, Oral History interviews at Brewster Ladies Library, and Oral History videos co-sponsored by the library and the Brewster Historical Society.*



## TOWN MODERATOR INFORMATION FOR BREWSTER VOTERS

Brewster Voters:

To prepare residents in advance, we are providing information here that will be helpful to everyone who plans to attend. In the interest of expediting introductory remarks, we appreciate your attention to the following procedures for the May 2025 Annual Town Meeting:

1. **Check-in:** Will start at 5:00 pm in the hallway above the library. If you have a mobility issue, please move to the beginning of the check-in line.
2. **Town Warrants:** Copies of the Town Warrant will be available; voters are invited to bring their own copy.
3. **Town Officials Participating in Town Meeting**
  - Select Board: Chair David Whitney, Cynthia Bingham, Amanda Bebrin, Mary Chaffee, and Ned Chatelain.
  - Town Manager: Peter Lombardi
  - Assistant Town Manager: Donna Kalinick
  - Town Clerk: Colette Williams
  - Finance Committee: Chair Frank Bridges, Pete Dahl, William Meehan, William Henchy, Peter Sturr, Robert Rogers, Robert Tobias, Andrew Evans, and Emily Wagner
  - Finance Director: Mimi Bernardo
  - Town Counsel: Carolyn Murray of KP Law
  - Constable: Roland Bassett, Jr.
4. **Meeting Rules of Order**
  - Brewster uses “Town Meeting Time: A Handbook of Parliamentary Law” as well as local practice and tradition.
  - Please be respectful and courteous to others. All questions or comments should be directed only to the Moderator.
5. **Time Clock**
  - Under our bylaw, presenters may speak for up to 5 minutes, and residents may speak for or against an article for up to 3 minutes.
6. **Voting**
  - All voting will be done by a show of hands using voter tickets. The Moderator will evaluate the show of hands and announce the result.
  - Voters may challenge the Moderator’s result; if more than 7 voters request a count, one will be done.

## 7. Microphones

- Stationary microphones will be set up at the front of each aisle in the voter seating area. Please state your name and address when you speak.

## 8. Motions

- Amendments:
  - If a minor amendment is proposed, the Moderator may accept it verbally.
  - If a longer amendment is offered, provide it in writing to the Town Clerk or her staff.
- If you are unclear at any time about an action, raise your voter ticket to be recognized and state, "Point of order."

## 9. Services

- If you need handicapped parking, special seating, or any other type of assistance, please contact the Town Manager's office (508-896-3701 ext. 1100) before Town Meeting. Handicapped parking will be available in front of the school in the drop-off bus area.
- Space will be available for voters using wheelchairs. Those with impaired mobility can access the check-in line via the main entrance at the front of the building.
- Nauset Youth Alliance provides free childcare services for children ages 5 – 14 in the Stony Brook Art Room Town Meeting. If you would like to take advantage of this service, please call, or email the NYA before 4pm on Wednesday, April 30<sup>th</sup>; 508-896-7900 or [emcbrearty@nausetyouthalliance.org](mailto:emcbrearty@nausetyouthalliance.org)
- Thanks to the generosity of Ocean Edge Resort, Nauset Youth Alliance also provides food and beverages for purchase during Town Meeting.
- The Council on Aging offers rides to and/or from Town Meeting. For information or to schedule a ride to and/or from Town Meeting please call the Council on Aging at 508-896-2737 by noon on Wednesday, April 30<sup>th</sup>.

**10. Handouts/Flyers:** A designated area will be available for distribution of materials to voters.

**11. Thank you.** I appreciate your commitment to conducting the Town's business and participating in our local democracy in a respectful manner.

Charles Sumner,  
Town Moderator

## REPORT OF THE FINANCE COMMITTEE

### Town Meeting 2025

Dear Town Meeting Members:

#### **The Finance Committee**

The Town of Brewster's Finance Committee consists of up to nine members appointed by the elected Town Moderator. Our primary role is to advise Town Meeting voters on all the articles contained in the Town Meeting Warrant and inform your debate and deliberations with our reviews and recommendations. This committee takes that role seriously. In the last fiscal year, the Finance Committee met 19 times. The Finance Committee has reviewed, analyzed, and voted on every article that appears before this Town Meeting.

#### **Town Operating Budget**

Our votes recommending your approval of the Town Operating Budget for FY2026 as well as those in support of Golf Department, Water Department, & Capital and Special Projects Expenditures are the result of our having the opportunity to meet jointly with the Select Board to hear budget presentations by, and ask questions of, Town Department Heads. You may watch the video recordings of these meetings and we think you will agree with our recommendations.

Our Town Administration and Finance Department (which has won the GFOA Budget Award for the second year in a row) presents the current town budget in the context of a 5-year plan. Long-term planning is critical to the Town's financial stability as it helps us understand if the current budget is sustainable; and indicates the direction the town is taking regarding critical services and projects.

The operating budget requested for FY 2026 is \$27,737,255 and represents a 3.8% increase over the prior period. In this inflationary period, the Finance Committee considered this budget reasonable and recommended Town Meeting support it by a vote of 7-0-0.

The Finance Committee voted to recommend approval of the Water Department Budget of \$3,086,434 and the Golf Department budget of \$4,827,049 each by a vote of 6-0-0. Both departments are enterprise funds and are self-sustaining.

#### **Capital Requests**

For FY2026, the Town is requesting \$1,278,236 for various capital expenditures (Article 10). The Finance Committee supports this investment in our infrastructure. It is important to continually upgrade the assets of our Town for both safety and efficiency. The use of Free Cash for much of this expenditure represents a prudent approach to Capital Spending. The Finance Committee voted unanimously in support of these projects.

#### **School Operating Budgets**

School budgets represent a significant share of the spending you will vote on at Town Meeting.

Brewster is one of twelve towns in the Cape Cod Regional Technical High School District. Brewster's assessment is based on enrollment and appears in Annual Town Meeting Warrant Article 3. The budget for Cape Tech budget is \$18,467,000. CCRT school administration faced significant increases in operating expenses which increased 6% over the prior year. Last year a favorable shift in enrollment reduced our proportionate share of the budget, this year Brewster's share of the student population increased by 10 and our total assessment increased by \$270,350 to \$1,794,076. The Finance Committee applauds the work of the administration and staff of Cape Cod Technical High School and voted 5-0-1 to support their budget.

The funding requests for Brewster Elementary Schools – the Stony Brook School (grades PreK-2) and the Eddy School (grades 3-5) – appear in warrant Article 4. Brewster Elementary Schools are administered as part of the Nauset Public School District under a shared superintendent agreement but Town Meeting votes on their budgets separately. The Brewster School Committee is requesting \$13,183,639 to operate the schools during FY2026. This represents an increase of 4.2% before fringe benefits and is truly commendable. The Finance Committee voted 6-0-0 to support their budget. The committee will continue to monitor enrollment trends and looks forward to the completion of the Elementary and Middle School Regionalization study.

Finally, Brewster is one of four towns in the Nauset Regional School District that includes a Regional Middle School and a Regional High School. Brewster's assessment, based on enrollment, appears in warrant Article 5. Note that you elect representatives to school committees overseeing each of these two school districts in the annual Town Election.

The Finance Committee voted 4-2-0 to support the Nauset Regional School District's Budget. Brewster's Operating Assessment increased by 1.86% or \$252,469 vs last year aided by a 1.3% favorable shift in enrollment. The Finance Committee recognized a significant improvement in the development and communication of the budget process in 2025 and we view that as a favorable trend. Our optimism is offset by the fact that for the second year in a row the Nauset School District's budget contains a large structural deficit. In last year's budget the NRSC elected to use approximately \$940,000 of funds generated by reallocating interest income generated from unspent construction bond funds. This year the NRSC is relying on \$1.75 million in funds from E&D accounts. While this avoids a possible override, there will soon come a time that this type of funding will not be available.

Several members of the Finance Committee continue to oppose the use of School Choice to increase the number of students at Nauset Regional High School and Middle School. MA Dept. of Education FY2023 data illustrates that it costs Nauset Regional Public Schools \$26,832 to educate District students while the state reimburses the District \$5,000 (plus approx. \$600 for SPED costs) for Choice students. The Finance Committee would like to see the Nauset Regional School Committee undertake a data-driven discussion identifying the quantitative and qualitative costs and benefits of accepting School Choice students in our middle and high schools. Such an undertaking would better inform decision making by the Nauset Regional

School Committee on the role School Choice will play in the long-term strategy at Nauset and better educate the taxpayers of our member towns about School Choice. This Finance Committee would be happy to participate in this undertaking.

The Finance Committee applauds the hard work that all the staff and teachers at the Brewster Schools, the Nauset Regional Schools, and the Cape Cod Technical High School provide to the students of Brewster. They continue to provide our children with a first-class education.

**Closing**

In closing, the Finance Committee applauds the work of so many Town and School employees for their efforts in service to the residents of Brewster. We especially acknowledge and appreciate our close working relationship with the Select Board, the Town Manager, Finance Director, Assistant Town Manager, and the many Department Heads and their staff who helped us understand the work they do, and the budgets and other warrant articles here presented. The effort put forward by this team has been extraordinarily effective in keeping the Town of Brewster moving in the direction both desired and expected by our citizens and taxpayers. Finally, we thank you, the voters who attend Town Meeting and undertake to do the business of the Town. We are proud to serve you and the Town of Brewster.

Respectfully submitted,

Frank Bridges, Chair

Harvey (Pete) Dahl, Vice Chair

William Meehan, Clerk

Andrew Evans

William Henchy

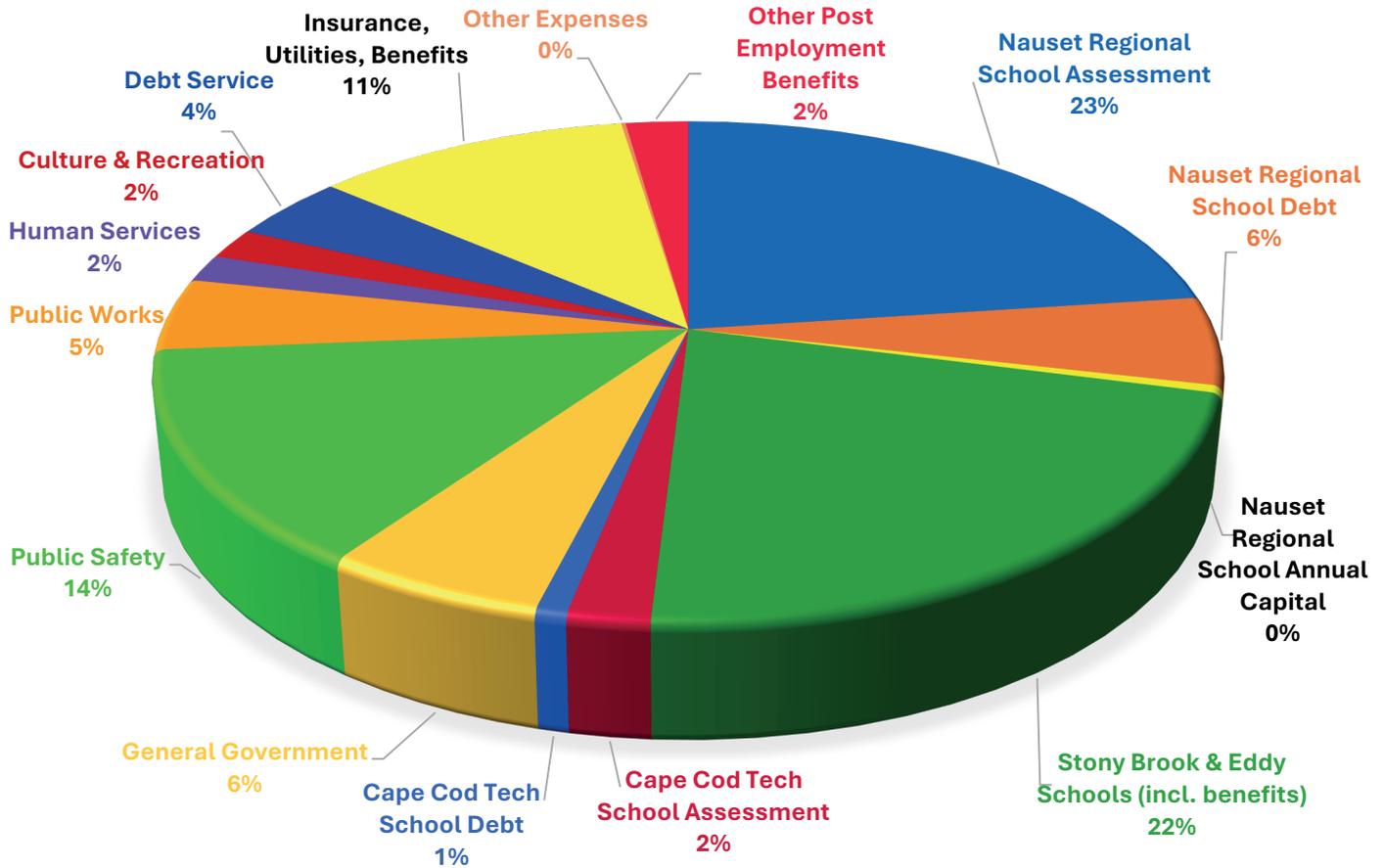
Robert Rogers

Peter Sturr

Robert Tobias

Emily Wagner

## PERCENTAGE OF ESTIMATED FY26 TAX BILL AMOUNTS BY CATEGORY



<b>Estimated FY26 Median Residential Tax Bill *</b>	<b>\$ 5,297</b>
<u>Tax Bill Amounts by Category</u>	
Nauset Regional School Assessment	\$ 1,212
Nauset Regional School Debt	\$ 303
Nauset Regional School Annual Capital	\$ 25
Stony Brook & Eddy Schools (incl. benefits)	\$ 1,160
Cape Cod Tech School Assessment	\$ 114
Cape Cod Tech School Debt	\$ 44
General Government	\$ 308
Public Safety	\$ 737
Public Works	\$ 247
Human Services	\$ 94
Culture & Recreation	\$ 105
Debt Service	\$ 224
Insurance, Utilities, Benefits	\$ 598
Other Expenses	\$ 8
Other Post Employment Benefits	\$ 118

\* based on FY25 Total Valuation of \$6,950,058,130

FY25 Median Home Value	\$753,400
Estimated FY26 Tax Rate	\$7.03/1000

TOWN OF BREWSTER PROJECTED CAPITAL PROJECTS IN EXCESS OF \$100,000					
DEPARTMENTAL INDEX	FY2025	FY2026	FY2027	FY2028	FY2029
<b>SELECT BOARD / TOWN ADMINISTRATION</b>					
Integrated Water Resource Planning/Implementation	100,000	100,000	100,000	100,000	100,000
Ponds Alternative Septic Pilot (IWRMP)			150,000		
Electronic Records Archival Database Project		100,000	100,000	100,000	
<b>INFORMATION TECHNOLOGY</b>					
Financial Software Conversion	393,600				
<b>COUNCIL ON AGING</b>					
COA Roof Replacement			170,000		
<b>NATURAL RESOURCES</b>					
Stony Brook Mill Retaining Wall & Fishway Improvements	939,000				
Low Lying Roads Improvements				100,000	
Freemans Pond Culvert Wing Walls		480,000			
<b>DEPARTMENT OF PUBLIC WORKS</b>					
Drainage/Road Maintenance	275,000	300,000	325,000	350,000	375,000
P-2 One Ton Dump Truck 2012					
H-11 15" Chipper		150,000			
H-9 Silverado 1 ton 2015	225,000				
H-6 Dodge Ram 2015		260,000			
G-12 Chevy 2016 Foreman Vehicle	100,000				
L-5 BRC Rolloff Truck Replacement				225,000	
Multi-Purpose Tractor					275,000
Replace Concrete Stanchions & Guardrail		100,000	100,000	100,000	100,000
Dump Truck (H8 replacement)				275,000	
Front End Loader (H2 replacement)					250,000
Street Sweeper					300,000
Landfill Monitoring					100,000
MS4 Stormwater Compliance					100,000
Recycling Center Facility Improvements		500,000		4,157,000	
Route 137 Design & Construction					2,750,000
Other State Aid (Ch 90) Road Projects	485,000	485,000	485,000	485,000	485,000
<b>FACILITIES</b>					
Crosby Mansion Chimney Repairs	185,000				
Crosby Cottage #3 Renovation				200,000	
<b>FIRE</b>					
Fire Station Roof Repair	125,000				
Personal Protective Equipment					300,000
Engine Replacement (234/239)				1,300,000	
Ambulance Stretcher / Loading Device				300,000	
<b>BREWSTER LADIES LIBRARY</b>					
Exterior Trim Repairs & Replacement / Painting			200,000		
Roof Replacement - Construction			750,000		
<b>POLICE</b>					
Tasers	100,000				
Vehicle Replacement	140,000	170,000	150,000	155,000	155,000
Dispatch Console	225,000				
<b>RECREATION</b>					
Freemans Fields ADA Project	250,000				
Tennis Court Construction			800,000		
Pickleball Court Resurfacing				400,000	
Town Hall Fields ADA & Upgrade Project				250,000	
<b>SEA CAMPS</b>					
Community Center Needs Assessment	300,000				
Sea Camps Property Facilities Maintenance & Planning	200,000				
Sea Camps Building Demolition	150,000				
Sea Camps Bay Property Playground			1,000,000		
Sea Camps Plans - Phased Implementation		TBD	TBD	TBD	TBD
<b>BREWSTER ELEMENTARY SCHOOLS</b>					
Stony Brook School Roof Design		450,000			
Stony Brook School Asphalt & Rubber Roof Replacement			3,000,000		
Eddy School Improvements - Design	100,000				
Eddy School Classroom Modifications		100,000			
Eddy School Resurface Parking Lot & Drive			250,000		
Eddy School Sidewall Shingle Replacement			400,000		
Stony Brook HVAC Replacement			8,042,362		
Stony Brook Replace Generator	475,000				
Stony Brook HVAC Design		804,236			
Stony Brook Playground Improvements	985,000				
Stony Brook Code Compliance Upgrades		TBD			
<b>NAUSET REGIONAL SCHOOLS</b>					
High School Renovation	3,441,896	3,520,577	3,521,480	3,521,254	3,519,788
High School and Middle School Annual Capital Allocation	278,236	285,192	292,322	299,630	307,120
<b>GOLF ENTERPRISE FUND</b>					
Maintenance Building Design	200,000				
Maintenance Building Replacement		300,000	300,000	300,000	300,000
Maintenance Building Construction Management		175,000			
Cart Path Improvements	120,000				
Equipment Replacement	400,000	400,000	400,000	350,000	300,000
Irrigation Replacement Construction (36 holes)			625,000	625,000	625,000
Irrigation Replacement Construction Management			100,000	100,000	
Clubhouse Roof Replacement	125,000				
Clubhouse Restroom Upgrades	200,000				
Driving Range Improvements		100,000			
Parking Lot Repaving					150,000
<b>WATER ENTERPRISE FUND</b>					
Vehicle Replacement (truck 1930)			150,000		
<b>TOTAL REQUESTS</b>	<b>10,517,732</b>	<b>8,780,005</b>	<b>21,411,164</b>	<b>13,692,884</b>	<b>10,491,908</b>

SOURCE OF FUNDS	FY25	FY26	FY27	FY28	FY29
Cell Tower Revenues		150,000			
Chapter 90 (State Aid for Roads)	485,000	485,000	485,000	485,000	485,000
Community Preservation Funds	985,000		1,400,000	650,000	
Excluded Debt	3,441,896	3,520,577	14,563,842	8,978,254	3,519,788
Federal Grants	939,000	480,000			
Free Cash	3,093,600	1,530,000	1,595,000	1,355,000	4,555,000
Golf Retained Earnings	1,045,000	975,000	1,425,000	1,375,000	1,375,000
Raise & Appropriate	278,236	285,192	292,322	299,630	307,120
Re-appropriate Existing Articles	50,000				
Short Term Debt		1,254,236	1,400,000		
State Grants	100,000			100,000	150,000
Water Quality Stabilization	100,000	100,000	100,000	100,000	100,000
Water Retained Earnings			150,000	150,000	
Crosby Revolving Fund				200,000	
<b>TOTAL REVENUES</b>	<b>10,517,732</b>	<b>8,780,005</b>	<b>21,411,164</b>	<b>13,692,884</b>	<b>10,491,908</b>

\* This chart reflects the major potential projects on the Town's 5 Year Capital Improvement Plan as of February 2025

## HEALTH AND HUMAN SERVICES REPORT

The Health and Human Services Committee received 19 applications requesting Town funding for FY'2026. The agencies provide a range of services that address food insecurity, individual and family well-being, housing, and health challenges including substance disorders. This year there was one new organization that applied, Cape Cod Foster Closet. The Foster Closet program serves children who are being raised by someone other than their biological parent. The recommended funding for the 19 organizations will provide needed services to over 3,500 Brewster residents.

AGENCY	FY26 Recommend	FY26 Request	FY25 Award
Aids Support Group of Cape Cod	<b>\$6,100</b>	\$7,500	\$5,750
Alzheimer's Family Support	<b>\$12,000</b>	\$12,000	\$11,550
Cape Abilities	<b>\$7,000</b>	\$7,000	\$7,000
Cape Cod Children's Place	<b>\$11,500</b>	\$11,500	\$11,000
Cape Cod Foster Closet	<b>\$2,310</b>	\$2,310	0
Consumer Assistance Council	<b>\$630</b>	\$1,175	\$630
Duffy Health Center	<b>\$500</b>	\$1,500	\$500
Elder Services	<b>\$10,842</b>	\$11,400	\$10,326
Family Pantry of Cape Cod	<b>\$5,000</b>	\$5,000	\$5,250
Food 4 Kids Church of the Holy Spirit	<b>\$6,500</b>	\$7,500	\$3,675
Homeless Prevention Council	<b>\$16,200</b>	\$18,000	\$15,750
Housing Assistance Corporation	<b>\$5,150</b>	\$6,500	\$5,000
Independence House	<b>\$12,360</b>	\$12,500	\$12,000
Lower Cape Outreach Council	<b>\$12,900</b>	\$15,000	\$12,600
Nauset Youth Alliance	<b>\$14,500</b>	\$16,000	\$16,000
Outer Cape Health Services	<b>\$16,200</b>	\$20,000	\$15,750
Pause A While	<b>\$5,300</b>	\$12,000	\$5,050

AGENCY	FY26 Recommend	FY26 Request	FY25 Award
Sight Loss Services	\$2,200	\$2,200	\$2,000
South Coastal Counties Legal Services	\$4,350	\$4,350	\$4,350
<b>Total</b>	<b>\$151,542</b>	<b>\$173,435</b>	<b>\$144,181</b>

The following is a brief highlight from each agency that applied for funding:

**Aids Support Group of Cape Cod’s** mission is to save lives through prevention, education and life sustaining services that address public health crises on the Cape. In FY’2024 there were 19 encounters with Brewster residences. Funding is being requested for community outreach and training, case management and food programming. **Recommended Funding: \$6,100**

**Alzheimer’s Family Support’s** mission is to provide cost free personalized services to families, individual and caregivers on Cape Cod currently living with Alzheimer’s and other dementia-related diseases. In FY’2024, 181 Brewster residents were served through support groups, ongoing phone support, counseling, care consultation, memory screenings, education, outreach and social and cultural events. **Recommended Funding: \$12,000**

**Cape Abilities’** mission is to provide support to individuals with disabilities on the Cape by educating, counseling, providing residential, therapeutic and employment supports. In FY2024, 16 Brewster residents received support. **Recommended Funding: \$7,000**

**Cape Cod Children’s Place’s** mission is to advocate for the Cape and Islands future by building resilience, strength and skills in children and families. With funds from Brewster, they will provide child care scholarships as well as additional family support services. In FY’2024, 121 unduplicated Brewster families were served. **Recommended Funding: \$11,500**

**Cape Cod Foster Closet’s** mission is to provide nurturing and compassionate support to foster and kinship families for the benefit of the children in their care. In CY’ 2023, 15 caregiver families were served with 60 encounters. **Recommended Funding: \$2,310**

**Consumer Assistance Council’s** mission is to provide consumer education and mediating consumer complaints. In FY’2024, 15 new Brewster cases were opened for 290 units of services. **Recommended Funding: \$630**

**Duffy Health Center’s** mission is to provide integrated health care for those with complex health and social issues. The In From The Streets Program in FY’2024 served 2 Brewster clients by providing emergency safe shelter. **Recommended Funding: \$500**

**Food 4 Kids – Church of the Holy Spirit’s** mission is to alleviate hunger and promote literacy by providing free meals and books in the summer. In the Summer of 2024, 163 meals were provided for Brewster children. **Recommended Funding: \$6,500**

**Elder Service’s** mission is to serve older citizens in the 22 towns of Barnstable, Dukes and Nantucket counties. In FY’2024, 106 Brewster residents received 11,546 home delivered meals at a unit cost of \$12.35. **Recommended Funding: \$10,842**

**Family Pantry of Cape Cod’s** mission is to provide food and clothing to all who need it. In FY’2024 food was provided to 595 Brewster households. **Recommended Funding: \$5,000**

**Homeless Prevention Council’s** mission is to provide personalized case management solutions to promote housing stability for all who live in the community. In FY’2024, 309 Brewster residents were served. **Recommended Funding: \$16,200**

**Housing Assistance Corporation’s** mission is to strengthen the Cape Cod and Islands region by empowering individuals, fostering community connections, and increasing affordable housing opportunities. The funds requested from the town are for direct services including homeless prevention, housing placement, rental assistance, housing counseling, energy audits, and financial literacy classes. In FY’2024, 410 Brewster residents were served.

**Recommended Funding: \$5,150**

**Independence House’s** mission is to help all domestic violence and sexual assault victims, survivors and their children by creating opportunities to find safety and become empowered through crisis intervention, advocacy, counseling, referral, outreach, education and inspiring change in our community. In FY’2024, 175 Brewster residents were served.

**Recommended Funding: \$12,360**

**Lower Cape Outreach Council’s** mission is to provide comprehensive assistance to those in need of immediate support and encourage long-term self-sufficiency. Primary services include financial assistance, emergency food pantries and free clothing. In FY’2024, 616 Brewster residents were served. **Recommended Funding: \$12,900**

**Nauset Youth Alliance’s** mission is to provide afterschool care for children at Stony Brook and Eddy Elementary Schools with currently 137 students registered.

**Recommended Funding: \$14,500**

**Outer Cape Health Services’** mission is to provide a full range of primary health care and supportive social services that promote the health and well-being of all who live in or visit the ten outermost towns on Cape Cod. Last year 1,353 Brewster residents received billable services. Funding is for non-billable services, in addition to free insurance assistance for Healthy Connections and Community Navigator programs. Over 300 uninsured or underinsured Brewster residents were seen at OCHS. **Recommended Funding: \$16,200**

**Pause A While's** mission is to provide a community center for recovery that supports both alcoholics and addicts as well as family members and loved ones of those suffering from substance abuse. Funds are requested to support a dedicated space for 12 Step meetings and sober activities. Between 200-300 people/day utilize the space.

**Recommended Funding: \$5,300**

**Sight Loss Services'** mission strives to reduce the fear and profound isolation cause by the onset of vision loss and to help simplify the mechanics of daily living with programs based on a philosophy of peer support and self-help. Funding from the Town would be used for direct services including support groups, home visits, referrals, adaptive aids, attendance at events, and workshops. In FY' 24, 86 Brewster residents were served. **Recommended Funding: \$2,200**

**South Coastal Counties Legal Services'** mission is to achieve equal justice for the poor and disadvantaged through community based legal advocacy to low-income and elderly residents of Barnstable, Bristol, Dukes, Nantucket and Plymouth Counties. Free legal help includes The Elder Law Project, Benefits Unit, Family Law including Domestic violence Assistance Project and Disability Benefits Project. In FY'24, 48 Brewster residents were served.

**Recommended Funding: \$4,350**

In conclusion, the HHS Committee would first and foremost like to applaud the incredible efforts of the vast array of organizations that provide needed services to our Brewster neighbors. The challenge for the Committee is to recommend the allocation of funds through a deliberate process considering the ability of organizations to meet their mission, their financial health and their sustainability. In addition, over the last two years we have had requests from three new agencies that have affected our calculations. As a result, most agencies who requested additional funds received a 3-5% increase over last year's award. Difficult decisions were made and ultimately the Committee based its final recommendation to award funds on where the most impact of Town dollars would occur this year, with a particular focus on food insecurity.

**TOWN OF BREWSTER ANNUAL TOWN MEETING MAY 5, 2025**

Barnstable, ss

To: Roland W. Bassett, Jr. Constable of the Town of Brewster

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and inform the Town of Brewster inhabitants qualified to vote in Town affairs to meet at the Stony Brook Elementary School, 384 Underpass Road, on **Monday, May 5, 2025**, next, at 6 p.m. o'clock in the evening, then and there to act upon the following articles:

**OUTSTANDING OBLIGATIONS**

**ARTICLE NO. 1:** To see what sums the Town will vote to appropriate from available funds for the payment of unpaid obligations from previous fiscal years, including any bills now on overdraft:

	<i>Department</i>	<i>Outstanding Obligations</i>	<i>Amount</i>
a.	Community Preservation Committee	Eric Dray Consulting – Historic Preservation Planning	\$360.00
	<b>Total</b>		<b>\$360.00</b>

or to take any other action relative thereto.

(Select Board)

(Four-Fifths Vote Required)

**COMMENT**

This article will authorize the payment of outstanding bills from a previous fiscal year. According to Massachusetts General Laws, a Town cannot pay a bill from a previous fiscal year with the current year's appropriation. Therefore, Town Meeting authorization is required.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**BUDGETARY TRANSFERS**

**ARTICLE NO. 2:** To see what sums the Town will vote to transfer into various line items of the Fiscal Year 2025 General Fund operating budget from other line items of said budget and from other available funds:

	<i>From</i>	<i>To</i>	<i>Amount</i>
a.	Ambulance Receipts	Fire Department Overtime	\$120,000
	<b>Total</b>		<b>\$120,000</b>

or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article would authorize the transfer of surplus funds from certain departments' budgets and/or accounts and Free Cash for Fiscal Year 2025 to other accounts which are experiencing unanticipated shortfalls and/or require additional funding for new programs and/or initiatives. The following is a brief review of these requests:

a. This sum is required to cover additional Fire Department personnel expenses stemming from employee turnover and to meet minimum staffing levels. The Ambulance Receipts account has a current balance of about \$1.8M.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**CAPE COD REGIONAL TECHNICAL HIGH SCHOOL OPERATING BUDGET**

**ARTICLE NO. 3:** To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray Cape Cod Regional Technical High School charges and expenses for the Fiscal Year ending June 30, 2026, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2024</u>	<u>APPROPRIATED FY2025</u>	<u>REQUESTED FY2026</u>
CAPE COD TECH ASSESSMENT	958,960	1,025,821	1,296,171
DEBT ASSESSMENT	471,498	441,653	497,905
TOTAL ASSESSMENT	1,430,458	1,467,474	1,794,076

or to take any other action relative thereto.

(Cape Cod Technical School Committee)

(Majority Vote Required)

COMMENT

This article will provide funding for the Fiscal Year 2026 budget for the Cape Cod Regional Technical High School District. This district consists of the Towns of Barnstable, Brewster, Chatham, Dennis, Eastham, Harwich, Mashpee, Orleans, Provincetown, Truro, Wellfleet and Yarmouth. The overall district-wide budget has increased by 5.7% over Fiscal Year 2025. District-wide enrollment has increased from 662 students to 681 students, while Brewster's enrollment has increased from 51 to 61 students for this same period. Accordingly, Brewster's operating assessment has increased by a sum of \$270,350, or 26.4%, over Fiscal Year 2025. Brewster's debt assessment has increased by \$56,252, or 12.7%, based on Brewster's increased percentage share of the student population.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 5, No 0, Abs 1**

**ELEMENTARY SCHOOLS BUDGET**

**ARTICLE NO. 4:** To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray the Elementary Schools’ charges and expenses, for the Fiscal Year ending June 30, 2026, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2024</u>	<u>APPROPRIATED FY2025</u>	<u>REQUESTED FY2026</u>
ELEMENTARY SCHOOL BUDGET	8,671,284	9,945,533	10,359,132
SCHOOL FRINGE BENEFITS	2,162,822	2,531,631	2,824,507
TOTAL ELEMENTARY SCHOOL BUDGET	10,834,106	12,477,164	13,183,639

or to take any other action relative thereto.

(Elementary School Committee)

(Majority Vote Required)

**COMMENT**

This article provides funding for the Fiscal Year 2026 operating budget for the Stony Brook and Eddy Elementary Schools. The Fiscal Year 2026 budget request for the Elementary Schools, as approved by the Brewster School Committee, is \$10,359,132, a \$413,599 or 4.2% increase over Fiscal Year 2025 operating expenses. The Town’s total elementary school assessment is increasing by 5.7% when the schools’ proportionate shares of fringe benefits expenses is applied.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

**NAUSET REGIONAL SCHOOLS OPERATING BUDGET**

**ARTICLE NO. 5:** To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray the Nauset Regional School District charges and expenses for the Fiscal Year ending June 30, 2026, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2024</u>	<u>APPROPRIATED FY2025</u>	<u>REQUESTED FY2026</u>
NAUSET OPERATING ASSESSMENT	13,359,244	13,526,296	13,778,765
NAUSET DEBT ASSESSMENT	2,194,957	3,492,908	3,441,896
TOTAL NAUSET ASSESSMENT	15,554,201	17,019,204	17,220,661

or to take any other action relative thereto.

(Nauset Regional School Committee)

(Majority Vote Required)

COMMENT

This article provides funding for the Fiscal Year 2026 budget for the Nauset Regional School District. The overall operating budget for the Nauset Regional Schools, as approved by the Nauset Regional School Committee, is \$30,439,480, a \$1,195,622 or 4.1% increase over Fiscal Year 2025 operating expenses. Brewster’s share of the Nauset Schools budget is \$13,778,765. Brewster’s proportionate share of total student enrollment has decreased from 46.4% in Fiscal Year 2025 to 45.1% in Fiscal Year 2026. Brewster’s FY26 Nauset debt assessment, almost all of which is allocated to the long-term excluded debt for the high school project is decreasing by \$51,012 to \$3,441,896.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 4, No 2, Abs 0**

TOWN OPERATING BUDGET

**ARTICLE NO. 6:** To see what sums the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, for the purposes of supporting the offices, departments, boards, and commissions of the Town of Brewster for Fiscal Year 2025, including authorization for lease purchases of up to five years, as follows:

	<u>EXPENDED</u>	<u>APPROPRIATED</u>	<u>REQUESTED</u>
<u>DEPARTMENT</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
<b><u>GENERAL GOVERNMENT</u></b>			
Finance Committee	5,006	105,500	105,500
Assessors	160,378	175,464	184,445
Accounting	260,417	276,889	293,801
Treasurer/Collector	357,979	388,608	401,931
Information Technology	438,603	459,000	548,871
Legal	191,655	135,300	135,300

	<b>EXPENDED</b>	<b>APPROPRIATED</b>	<b>REQUESTED</b>
<b><u>DEPARTMENT</u></b>	<b><u>FY 2024</u></b>	<b><u>FY 2025</u></b>	<b><u>FY 2026</u></b>
Moderator	300	300	300
Planning	222,405	237,312	262,594
Select Board	8,000	8,000	8,000
Town Administration	568,162	656,687	680,646
Human Resources	177,610	196,636	222,473
Town Clerk	238,979	275,930	270,490
Public Buildings	300,588	360,077	386,850
<b><u>SUBTOTAL GENERAL GOVERNMENT</u></b>	<b>2,930,082</b>	<b>3,275,703</b>	<b>3,501,201</b>
<b><u>PUBLIC SAFETY</u></b>			
Building Department	451,041	466,334	506,173
Fire Department	3,441,080	3,403,173	3,726,942
Emergency Management	2,425	2,500	2,500
Natural Resources	490,559	546,710	613,073
Police Department	3,159,110	3,425,671	3,524,960
Sealer of Weights & Measures	9,934	10,234	10,490
<b><u>SUBTOTAL PUBLIC SAFETY</u></b>	<b>7,554,149</b>	<b>7,854,622</b>	<b>8,384,138</b>
<b><u>PUBLIC WORKS</u></b>			
Public Works	2,129,904	2,521,255	2,624,948
Snow & Ice Removal	151,607	178,616	182,130
Streetlights	2,559	5,515	5,626
<b><u>SUBTOTAL PUBLIC WORKS</u></b>	<b>2,284,070</b>	<b>2,705,386</b>	<b>2,812,704</b>
<b><u>HUMAN SERVICES</u></b>			
Council on Aging	394,815	433,401	438,987
Board of Health	294,863	337,437	351,202
Veteran's Services	88,063	106,205	109,493
Public Assistance	146,070	159,481	167,225
<b><u>SUBTOTAL HUMAN SERVICES</u></b>	<b>923,811</b>	<b>1,036,524</b>	<b>1,066,907</b>

	<b>EXPENDED</b>	<b>APPROPRIATED</b>	<b>REQUESTED</b>
<b><u>DEPARTMENT</u></b>	<b><u>FY 2024</u></b>	<b><u>FY 2025</u></b>	<b><u>FY 2026</u></b>
<b><u>CULTURE &amp; RECREATION</u></b>			
Brewster Ladies Library	734,402	825,586	866,072
Recreation	256,742	300,041	321,065
Parades & Events	0	5,000	5,000
<b><u>SUBTOTAL CULTURE &amp; RECREATION</u></b>	<b>991,144</b>	<b>1,130,627</b>	<b>1,192,137</b>
<b><u>DEBT SERVICE</u></b>			
Principal & Interest	2,957,645	2,855,581	2,544,445
<b><u>SUBTOTAL DEBT SERVICE</u></b>	<b>2,957,645</b>	<b>2,855,581</b>	<b>2,544,445</b>
<b><u>INSURANCE, UTILITIES &amp; FRINGE BENEFITS</u></b>			
General Insurance	469,929	589,264	589,264
Utilities	568,608	629,113	661,311
Fringe Benefits	4,573,886	5,149,166	5,547,722
<b><u>SUBTOTAL INSURANCE &amp; FRINGE</u></b>	<b>5,612,423</b>	<b>6,367,543</b>	<b>6,798,297</b>
<b><u>OTHER OPERATING EXPENSES &amp; ASSESSMENTS</u></b>			
Assessments	31,467	33,891	35,076
Alewives	3,322	4,350	4,350
Local Service Funding	48,000	50,500	54,000
Transfer to Capital Stabilization	250,000	262,500	300,000
Transfer to Housing Trust	500,000	525,000	600,000
Transfer to OPEB Trust	267,000	264,000	264,000
Transfer to Water Quality Capital Stabilization	150,000	157,500	180,000
<b><u>SUBTOTAL OTHER OPERATING EXPENSE &amp; ASSESSMENTS</u></b>	<b>1,249,789</b>	<b>1,297,741</b>	<b>1,437,426</b>
<b><u>GRAND TOTAL OF GENERAL FUND OPERATING BUDGETS</u></b>	<b>24,503,113</b>	<b>26,523,727</b>	<b>27,737,255</b>

or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will provide funding for the Fiscal Year 2026 operational budget for the Town boards, committees, and departments. The Town’s operational budget, as presented in this article, has increased by 3.8%. Extensive information and data can be found on the [Town’s online budget & finance page](#).

Please note the following details on several of the budget line items listed above: Public Assistance includes funding for Health & Human Service organizations and fuel assistance. Assessments include funding for the Pleasant Bay Alliance, Greenhead Fly, and Historic District. Local Services includes funding for the Chamber of Commerce, Town Band, Cultural Council, Skipping Program, and Millsites.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**WATER DEPARTMENT ENTERPRISE FUND OPERATING BUDGET**

**ARTICLE NO. 7:** To see if the Town will vote, in accordance with General Law Chapter 44 Section 53F½, to appropriate from Water Department receipts, transfer from available funds or otherwise fund the sum of **THREE MILLION EIGHTY SIX THOUSAND FOUR HUNDRED THIRTY FOUR DOLLARS (\$3,086,434)** for Fiscal Year 2026 costs associated with the operation of the Water Department including, but not limited to acquiring professional services and equipment, personnel and maintaining facilities and operations, including authorization for lease purchases of up to five years; all expenditures to be made by the Water Department, subject to the approval of the Town Manager, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

In accordance with Massachusetts General Laws Chapter 44, Section 53F½, receipts from Water Department related activities are used to directly offset Water Department related expenditures including capital and infrastructure costs. Voting a spending amount within the Water Department Enterprise Fund allows receipts and related expenditures to be recorded in one fund. The Water Department’s operating budget, as presented in this article, has increased by 3.0%. Water Department expenses are fully covered by user fees.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

**GOLF DEPARTMENT ENTERPRISE FUND OPERATING BUDGET**

**ARTICLE NO. 8:** To see if the Town will vote to appropriate from the Golf Fund, in accordance with General Law Chapter 44 Section 53F½, the sum of **FOUR MILLION EIGHT HUNDRED TWENTY SEVEN THOUSAND AND FORTY NINE DOLLARS (\$4,827,049)** for Fiscal Year 2026 costs associated with Golf Department related expenses including, but not limited to acquiring professional services and equipment, personnel and maintaining facilities and operations,

including authorization for lease purchases of up to five years; all expenditures to be made by the Golf Department, subject to the approval of the Town Manager, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

In accordance with Massachusetts General Laws Chapter 44, Section 53F½, receipts from Golf Department related activities are used to directly offset Golf Department related expenditures, including some capital and infrastructure costs. Voting a spending amount within the Golf Department Enterprise Fund allows receipts and related expenditures to be recorded in one fund. The Golf Department’s operating budget, as presented in this article, has increased by 5.0%. Golf Department expenses are fully covered by user fees.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

**COMMUNITY PRESERVATION ACT FUNDING**

**ARTICLE NO. 9:** To see if the Town will vote to act on the report of the Community Preservation Committee on the Fiscal Year 2026 Community Preservation Budget and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds for the administrative and operating expenses of the Community Preservation Committee, the undertaking of Community Preservation Projects and all other necessary and proper expenses for the year, with each item considered a separate appropriation to be spent by the Community Preservation Committee, all as set forth below:

Estimated FY26 Revenues

a. Estimated FY26 tax surcharge	\$1,285,640
b. Estimated FY26 state contribution (15%)	<u>\$ 192,846</u>
c. FY26 Estimated Total:	\$1,478,486

FY26 Appropriations and Allocations

a. Historic Preservation Reserve appropriation	(10%)	\$ 147,849
b. Community Housing Reserve appropriation	(10%)	\$ 147,849
c. Open Space/Recreation Reserve appropriation	(10%)	\$ 147,849
d. Budgeted Reserve	(65%)	\$ 961,016
e. Administrative Expense (Budgeted Reserve)	( 5%)	\$ 73,924
f. Designated Reserves for Historic Preservation		\$ 37,151
g. Undesignated Fund Balance		<u>\$ 800,000</u>
h. TOTAL		\$2,315,638

	<i>Purpose</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
<b>1</b>	<b>Historic Preservation</b>			
	a. Crosby Mansion	Chimney restoration and carpentry projects	\$147,849 from Fiscal Year 2026 CPA estimated annual revenues and \$37,151 from Historic Preservation Reserve	\$185,000
<b>Sub-total</b>				<b>\$185,000</b>
<b>2</b>	<b>Community Housing</b>			
	a. Town of Brewster - Housing Coordinator	Payroll and operating costs for Housing Coordinator position to assist public with affordable housing program	Fiscal Year 2026 estimated annual revenues	\$79,000
	b. Designated reserves for Housing	Transfer to reserve from estimated annual revenues in accordance with MGL Ch. 44B Sec. 6	Fiscal Year 2026 CPA estimated annual revenues	\$68,849
<b>Sub-total</b>				<b>\$147,849</b>
<b>3</b>	<b>Open Space/Recreation</b>			
	a. Community Preservation Bonded Debt Service	Payment of debt principal and interest for the BBJ Property, and Bates Property bonds	\$130,513 from Fiscal Year 2026 CPA estimated annual revenues	\$130,513
	b. Designated reserves for Open Space/Recreation	Transfer to reserve from estimated annual revenues in accordance with MGL Ch. 44B, Sec. 6	Fiscal Year 2026 CPA estimated annual revenues	\$17,336
<b>Sub-total</b>				<b>\$147,849</b>
<b>4</b>	<b>Budgeted Reserve</b>			
	a. Administration Expense	Administration and operating expenses for Community Preservation Committee	Fiscal Year 2026 CPA estimated annual revenues	\$73,924
	b. Designated for Budgeted Reserve	Transfer to reserve from estimated annual revenues in accordance with MGL Ch. 44B, Sec. 6	Fiscal Year 2026 CPA estimated annual revenues	\$961,016
<b>Sub-total</b>				<b>\$1,034,940</b>

	<i>Purpose</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
5	<b>Undesignated Fund Balance</b>			
	a. Recreation Department	Freemans Fields Walking Paths	\$250,000 from Undesignated Balance CPA reserves	\$250,000
	b. Brewster School Committee and Nauset Youth Alliance	Stony Brook School Playground Replacement	\$550,000 from Undesignated Balance CPA Reserves	\$550,000
	<b>Sub-total</b>			<b>\$800,000</b>
	<b>Grand Total</b>			<b>\$2,315,638</b>

For Fiscal Year 2026 Community Preservation purposes, each item is considered a separate appropriation to be spent by the Community Preservation Committee; provided however, that the above expenditures may be conditional on the grant or acceptance of appropriate historic preservation restrictions for historic resources, open space restrictions for open space reserves, and housing restrictions for community housing, running in favor of an entity authorized by the Commonwealth to hold such restrictions for such expenditures, meeting the requirements of MGL Ch. 184 and MGL Ch. 44B, Sec. 12, and to authorize the Select Board to convey or accept such restrictions;

And further, any revenues received in excess of the estimated receipts are transferred to their respective reserve fund balance(s) for future appropriation using the allocation formula of 10% Open Space/Recreation, 10% Housing, 10% Historical and 70% for Budgeted Reserve for CPA.

Or to take any other action relative thereto.

(Community Preservation Committee)

(Majority Vote Required)

COMMENT

In May of 2005, Brewster voters approved a ballot question which allowed for the adoption of the modified Community Preservation Act (CPA). The act appropriates a 3% surcharge on the town's real estate tax revenues, which are reserved in a special fund in order to finance projects and programs for the purposes of preservation of open space, recreation, community housing, and historic preservation. Brewster is also eligible to receive up to 100% in matching funds from the State, although we anticipate a reduced reimbursement rate from the State for Fiscal Year 2026, which is projected at 15%. In Fall 2022, Brewster adopted, through a local bylaw, a distribution schedule for the annual CPA funds beginning in FY24 as follows: 10% of the funds for open space and recreation, 10% for community housing, 10% for historic preservation, and the 70% undesignated reserve balance is available for any CPA eligible project. The 2022 bylaw also established a non-binding 2023-2027 Target Allocation Policy as follows: 30% for Open Space, 30% for community housing, 10% for historic preservation, 10% for recreation, and 20% for any CPA eligible project.

At the beginning of FY25, Reserve balances were as follows:

Historic Preservation	\$ 938,510
Affordable Housing	\$ 326,797
Open Space and Recreation	\$1,746,479
Undesignated Reserve	\$2,121,825

**1. Historic Preservation:**

**a. Crosby Mansion Chimneys and Carpentry:** Historic Crosby Mansion on Crosby Lane, leased from the state of Massachusetts by the Town of Brewster, is seeking \$180,000 in funding to repair the building’s seven chimneys as well as to complete some exterior carpentry work. The chimney repairs will encompass aesthetic enhancements, structural reinforcement, and waterproofing, with a focus on the copper flashing at the base of some chimneys. There are several small exterior carpentry projects planned, including replacement of damaged trim including fascia boards, corner molding and a section of gutter. The repairs are necessary to mitigate interior damage caused by water runoff and prolonged weather exposure over the years. An additional \$5,000 set-aside will pay CPC expenses related to Historical Consultant services and oversight of the project to ensure it meets Community Preservation Act standards.

Total Project Cost: \$180,000      CPC Request: \$185,000      CPC Vote: 9-0-0

**Select Board:    Yes 5, No 0, Abs 0      Finance Committee:      Yes 7, No 0, Abs 0**

**2. Community Housing:**

**a. Town of Brewster - Housing Coordinator:** This item will fund the Housing Coordinator position. The Community Preservation Committee has supported the Housing Coordinator position since 2017. The hiring of a Housing Coordinator was identified as a key strategy in the Brewster Housing Production Plan. The Housing Coordinator holds hours for the public weekly, supports multiple Town committees, including the Housing Trust and Housing Partnership, works with regional housing agencies and organizations in town to promote housing choice. The Housing Coordinator is an integral part of the Town housing efforts, outlined in both the Town Vision Plan and the Select Board Strategic Plan. The Housing Coordinator helps to acquire, create, preserve and support community housing. In 2025, in large part due to the efforts of the Housing Coordinator, the state designated Brewster as a Housing Choice Community and the Brewster Housing Program received the annual Housing Hero award from Mass Housing Partnership. The FY26 request is to fund the position at 30 hours per week with the CPC providing funding for the salary and the Town providing funding for all benefits of the position. Our housing program continues to be a partnership of many town entities.

Total Project Cost: \$123,695      CPC Request: \$79,000      CPC Vote: 8-0-0

**Select Board:    Yes 5, No 0, Abs 0      Finance Committee:      Yes 7, No 0, Abs 0**

**b. Designated Reserves for Community Housing:** This item transfers money from FY26 estimated annual revenues to the Community Housing reserve for future appropriation to meet the minimum 10% statutory allocation.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**3. Open Space/Recreation:**

**a. Community Preservation Bonded Debt Service:** This item pays for the \$130,513 in FY26 principal and interest on 2 CPA open space acquisitions (BBJ 2 and Bates) that were financed via long term bonding.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**b. Designated for Budgeted Reserve:** This item transfers money from FY26 estimated annual revenues to the Open Space/Recreation budgeted reserve for future appropriation to meet the minimum 10% statutory allocation.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**4. Reserves for Community Preservation:**

**a. Administrative Expense:** This item will fund the costs associated with general administrative and operating expenses, including but not limited to legal and other professional consulting services, related to carrying out the operations of the Community Preservation Committee. The Community Preservation Act allows up to 5% of expected annual revenues for this purpose.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**b. Designated for Budgeted Reserve:** This item transfers money from FY26 estimated annual revenues to the Budgeted Reserve for future appropriation to meet the minimum statutory allocation.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**5. Undesignated Balance/CPA Reserves:**

**a. Recreation Department – Freemans Fields Walking Paths:** This item will fund the second phase of work to improve Americans with Disabilities Act (ADA) accessibility at Brewster’s Freemans Way ballfields. The project will fund 5-foot-wide pathways around all four fields and was identified as high importance in the Town’s most recent Open Space and Recreation Plan. In addition, the State of Massachusetts has recommended that the Town focus on ADA improvements across town, especially in our Open Space areas.

Total project cost: \$310,000      CPC Request: \$250,000      CPC vote: 9-0-0

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**b. Stony Brook Playground Replacement:** This project is jointly sponsored by Nauset Youth Alliance and the Brewster School Committee. The funding will be used to replace the existing playground structure at the Stony Brook Elementary School with new play equipment to improve safety, accessibility, and enhance the recreational opportunities available for local families, Cape Cod Rail Trail users, and visitors at Brewster Whitecaps games. The project will provide new options for those with physical challenges to play and interact with others, along with installing poured-in-place pathways that are easier for wheelchairs and those with reduced mobility. These poured-in-place areas will also be added to the preschool area that is nestled inside the larger playground area. The project will also replace the current netting that protects children from stray baseballs during Whitecaps games with new posts and a higher netting that will be compliant with current code. This proposed playground will replace a playground at the end of its lifespan that is non-compliant with state standards both in terms of setback from netting posts and the material used to repair deficient components. Nauset Youth Alliance is contributing \$350,000 towards construction costs and \$60,000 for the consultant to work on design, bidding and construction oversight.

Total project cost: \$985,000                      CPC Request: \$550,000                      CPC vote: 8-0-0

**Select Board:    Yes 5, No 0, Abs 0                      Finance Committee:                      Yes 6, No 0, Abs 0**

**CAPITAL AND SPECIAL PROJECTS EXPENDITURES**

**ARTICLE NO. 10:** To see what sums the Town will vote to raise and appropriate, transfer from available funds, or authorize the Town Treasurer to borrow under and pursuant to Massachusetts General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, for the capital outlay expenditures listed below, including, in each case, all incidental and related costs, to be expended by the Town Manager, except School expenditures to be made by the School Superintendent with the approval of the School Committee; authorize leases and lease purchase agreements for more than three but not more than five years for those items to be leased or lease purchased, and further that the Town Manager with the approval of the Select Board or School Superintendent with the approval of the School Committee for school items, be authorized to sell, convey, trade-in or otherwise dispose of equipment being replaced, all as set forth below:

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
1	Select Board			
	a. Integrated Water Resource Planning & Implementation	Professional services and costs for preparing studies, engineering, and coordinating water resource management planning and implementation	Water Quality Stabilization Fund	\$100,000

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
	b. Compensation and Classification Study	Professional services and costs for collecting and analyzing employee compensation data and job function	Free Cash	\$45,000
<b>Sub-Total</b>				<b>\$145,000</b>
<b>2 Elementary School Department</b>				
	a. Combined Technology	Ongoing information technology system and equipment improvements at Eddy & Stony Brook Elementary Schools	Free Cash	\$80,000
	b. Combined HVAC/Plumbing/Electrical Repairs	Professional services and costs for upgrades, repairs & replacement of HVAC, plumbing, and electrical systems at Eddy & Stony Brook Elementary Schools	Free Cash	\$20,000
	c. Combined Painting	Professional services and costs for interior/exterior painting at Eddy & Stony Brook Elementary Schools	Free Cash	\$15,000
	d. Eddy School Improvements Design	Professional services and costs to design improvements to the Eddy School and property	Free Cash	\$100,000
	e. Eddy School Classroom Modifications	Professional services and costs for modifying classrooms in the Eddy School	Free Cash	\$75,000
	f. Stony Brook School Outdoor Stair Replacement	Professional services and costs to replace stairs to playground and athletic fields	Free Cash	\$25,000
<b>Sub-Total</b>				<b>\$315,000</b>
<b>3 Nauset Regional School District</b>				
	a. Nauset Region Annual Capital Allocation	Professional services and costs, including procuring, engineering, permitting, repairing and maintaining buildings, grounds, and equipment within the Nauset Middle School and Nauset High School	Tax Levy	\$278,622
<b>Sub-Total</b>				<b>\$278,622</b>
<b>4 Sea Camps</b>				
	a. Sea Camps Building Demolition	Costs for goods, materials, and professional services to remediate, demolish, and/or remove buildings from Sea Camps properties	Free Cash	\$150,000
<b>Sub-Total</b>				<b>\$150,000</b>

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
<b>5 Media Services</b>				
	a. Cablecast Server Replacement	Costs for goods, materials, and professional services to replace the server	Cable Fund	\$30,000
<b>Sub-Total</b>				<b>\$30,000</b>
<b>6 Water Department</b>				
	a. Distribution Infrastructure	Costs for goods, materials, and professional services to maintain, repair, and upgrade the Town's water distribution system	Water Retained Earnings	\$50,000
	b. Buildings & Treatment Facilities	Costs for goods, materials, and professional services to maintain, repair, and/or upgrade the Water Department's buildings and treatment facilities	Water Retained Earnings	\$50,000
	c. Water Meter Replacement	Costs for goods, materials and professional services to maintain and replace water meters	Water Retained Earnings	\$80,000
	d. Utility Truck Replacement	Costs to purchase and outfit new utility truck	Water Retained Earnings	\$90,000
<b>Sub-Total</b>				<b>\$270,000</b>
<b>7 Department of Public Works</b>				
	a. MS4 Stormwater Compliance	Costs for goods, materials, and professional services associated with MS4 stormwater compliance	Free Cash	\$70,000
<b>Sub-Total</b>				<b>\$70,000</b>
<b>8 Council on Aging</b>				
	a. COA Flooring Replacement	Costs for goods and materials to replace the flooring on the 2 <sup>nd</sup> floor of the COA building	Free Cash	\$20,000
<b>Sub-Total</b>				<b>\$20,000</b>
<b>Grand Total</b>				<b>\$1,278,622</b>

or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

1. SELECT BOARD

1a. Integrated Water Resource Management Planning and Implementation - These funds will be used to finish a comprehensive update to the Town's Integrated Water Resource Management Plan, which was first developed over a decade ago, including an overview of relevant state regulations; town regulations related to water quality protection; contaminant sources, including septic systems, and their impacts on Brewster's water quality; coastal estuary watershed management; pond watershed planning, evaluation, restoration, and management; wastewater management; drinking water protection; and stormwater management. The updated plan will identify potential funding sources and a proposed implementation schedule. The scope of work to complete this update has been modified to address recent concerns and questions voiced by the Brewster Ponds Coalition and other residents who signed their citizens petition for May 2025.

Funding from this annual article will also be used to provide support and technical assistance to the Town's Water Resource Task Force and Pleasant Bay Alliance, and related water quality improvement planning and projects. The Town secured \$133,605 in state grant funding this spring for Year 2 planning and analysis work to develop a Targeted Watershed Management Plan for the Herring River Watershed.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

1b. Compensation and Classification Study – These funds will be used for professional services to conduct a comprehensive classification and compensation study for Town employees and to access an online platform with real-time market data for municipal employee compensation. The study will include an examination of the Town's current compensation plans and related components, and a review of all job functions. The study shall be made in accordance with generally accepted compensation methods and all applicable federal and state laws, including pay equity requirements. It has been six years since the Town has conducted a comprehensive study of this nature. The results will inform the Town's approach to collective bargaining and union negotiations.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

2. ELEMENTARY SCHOOL DEPARTMENT

2a. Combined Technology Upgrades and Improvements – These funds will be used to continue with the K-5 technology plan for both Eddy and Stony Brook Elementary Schools, including replacing iPads, computers, network printers and laptops, switches and access points for wi-fi.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

2b. Combined HVAC, Plumbing, Electric Maintenance & Repairs – These funds will be used to make repairs to the mechanical systems at both Elementary Schools as needed.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

2c. Combined Painting – These funds will be used for regularly scheduled interior and exterior painting at the Stony Brook and Eddy Schools.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

2d. Eddy School Improvements Design – These funds will be used to cover the costs of developing specifications for upcoming improvements to the Eddy School campus including classroom modifications, exterior shingle replacement, and parking lot & sidewalk repaving.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

2e. Eddy School Classroom Modifications – These funds will be used to make modifications to existing classrooms to better accommodate the current and anticipated needs of students. These improvements are intended to allow the Recreation Department to continue to retain their existing space at the Eddy School, at least in the near term.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

2f. Stony Brook School Outdoor Stair Replacement – These funds will be used to replace the wooden stairs leading from the Stony Brook School to the playground and Whitecaps field.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

### 3. NAUSET REGIONAL SCHOOL DISTRICT

3a. Annual Capital Plan Allocation – These funds, in the amount of \$278,622 for Fiscal Year 2026, are an assessment for the capital equipment and facilities budget for the Nauset High and Middle Schools and Central Office. This program is funded by a Proposition 2 ½ override.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

### 4. SEA CAMPS

4a. Sea Camps Building Demolition – These funds will be used to remediate and demolish 8+ structures on these properties that were identified in Fall 2024 reports as being in critical need of removal due to structural deficiencies and/or hazardous materials. These funds would supplement previously appropriated funds for this purpose from Fall 2024 Town Meeting. The estimated cost for this work is approximately \$240,000 in total, including a 20% contingency.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

5. MEDIA SERVICES

5a. Cablecast Server Replacement – These funds will be used to replace the Cablecast server which communicates with all the other equipment needed to broadcast programs. Programming will be available in high definition (HD).

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

6. WATER DEPARTMENT

6a. Distribution Infrastructure - These funds will be used to pay for goods, materials, and professional services to maintain, repair, and upgrade the Town’s water distribution system.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

6b. Buildings & Treatment Facilities - These funds will be used to pay for goods, materials, and professional services to maintain, repair, and upgrade the Water Department’s buildings and treatment facilities.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

6c. Water Meter Replacement - These funds will be used to pay for goods, materials, and professional services to maintain and replace water meters throughout town.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

7. DEPARTMENT OF PUBLIC WORKS

7a. MS4 Stormwater Compliance - These funds will be used to pay for services for MS4 stormwater compliance including monitoring, design, permitting and construction for stormwater related projects.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

8. COUNCIL ON AGING

8a. COA Flooring Replacement - These funds will be used to replace the old carpet in the 2nd floor activity room with new vinyl flooring that is more user friendly for activities such as yoga and exercise classes.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**OVERLAY APPROPRIATION: PRESCHOOL FAMILY SUPPORT PILOT PROGRAM**

**ARTICLE NO. 11:** To see if the Town will vote to transfer the sum of **TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000)** from available overlay funds, for the purpose of funding pre-school educational opportunities for 3- and 4-year-old children within the Town of Brewster, including all expenses incidental and related thereto, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

Last year, Brewster established a new preschool family support program, joining all other Outer and Lower Cape towns in doing so. Brewster’s program provides up to \$3,000 in funding for families with children ages 3 or 4 years old to help cover the costs of preschool services by a certified childcare provider. There are no income eligibility standards for this pilot program. The program is administered by a third-party provider. Funded at \$250,000 in FY25, approximately 70 Brewster families received financial support this past year. The Town is not proposing any substantive changes to the FY26 program. Funding for the first year of this program was from available overlay funds and we propose using the same funding source for FY26. Long term, the Town will evaluate the need for other funding solutions to support this program in a few years.

**Select Board: Yes 5, No 0, Abs 0**

**Finance Committee:**

**Yes 6, No 1, Abs 0**

**SPECIAL REVENUE FUND: CABLE FRANCHISE FEE ACCOUNT**

**ARTICLE NO. 12:** To see if the Town will vote to appropriate the sum of **FOUR HUNDRED THOUSAND DOLLARS (\$400,000)** from the Cable Franchise Fee Special Revenue Fund, for the purpose of offsetting costs associated with providing local cable television related purposes, including, but not limited to, the general public purpose of supporting and promoting public access to the Brewster cable television system; training in the use of local access equipment and facilities; access to community, municipal and educational meeting coverage; use and development of an institutional network and/or municipal information facilities; contracting with local cable programming services providers and/or any other appropriate cable related purposes, and including all incidental and related expenses, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

Each resident’s cable bill includes a line item to provide for the costs of local cable television services. These monies are retained in a special revenue account and are used to enhance local cable programming for the Town’s public, education, and government channels. These funds will be used to continue these informational and educational services, and may include equipment purchases, contracted services, construction services, and labor expenses.

**Select Board: Yes 5, No 0, Abs 0**

**Finance Committee:**

**Yes 6, No 0, Abs 0**

**LOCAL OPTION ADOPTION OF MGL CH. 59, SEC. 5, CLAUSE 22I:  
VETERANS EXEMPTION ANNUAL COST OF LIVING ADJUSTMENT**

**ARTICLE NO. 13:** To see if the Town will accept General Laws Chapter 59, Section 5, Clause 22I, which authorizes an annual increase in the amount of the exemption granted under General Laws Chapter 59, Section 5, Clause 22, Clause 22A, Clause 22B, Clause 22C, Clause 22E and Clause 22F by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, to be effective for applicable exemptions granted for any fiscal year beginning on or after July 1, 2025. Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

In Summer 2024, the state approved the HERO Act, comprehensive legislation in support of veterans services and benefits. This legislation includes two local options which require Town Meeting approval. The first option, provided for in this article, would automatically increase veterans tax exemptions each year based on the consumer price index (CPI). Approximately 90 Brewster residents are currently eligible for this benefit. The Board of Assessors expressed their unanimous support for this article.

**Select Board: Yes 4, No 0, Abs 0**

**Finance Committee: Yes 5, No 0, Abs 0**

**LOCAL OPTION ADOPTION OF MGL CH. 59, SEC. 5, CLAUSE 22J:  
50% INCREASE IN VETERANS EXEMPTION**

**ARTICLE NO. 14:** To see if the Town will accept General Laws Chapter 59, Section 5, Clause 22J, which authorizes an annual increase in the amount of the exemption granted under General Laws Chapter 59, Section 5, Clause 22, Clause 22A, Clause 22B, Clause 22C, Clause 22E and Clause 22F by 50% of the personal exemption amount, subject to the conditions in Clause 22J, to be effective July 1, 2025. Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

Veterans currently receive exemptions ranging from \$400 to \$1500/year. The second local option in the HERO Act, provided for in this article, increases the tax exemption amount for eligible veterans by up to 100%. For FY26, the Town is proposing to increase the exemption by 50%. The Town has budgeted \$25,000 more in overlay in FY26 to accommodate these increased exemptions. The Select Board's goal is to increase this exemption to the 100% max in FY27 if funding is available and Town Meeting approves next year. The Board of Assessors expressed their unanimous support for this article.

**Select Board: Yes 4, No 0, Abs 0**

**Finance Committee: Yes 5, No 0, Abs 0**

**ZONING BYLAW AMENDMENTS: WATER QUALITY PROTECTION DISTRICT AND RELATED  
ZONING BYLAW AMENDMENTS**

**ARTICLE NO. 15:** To see if the Town will vote to amend the following sections of the Zoning bylaw as specified below by inserting the **bold** language, and deleting the ~~strikethrough~~ language, as indicated below, or to take any other action relative thereto:

To insert the following definitions into Section 179-2B by alphabetical order with the existing definitions therein (Note: entirely new definitions are highlighted. The other definitions are relocated from Article XI):

**AUTOMOTIVE REPAIR/ AUTOMOBILE SERVICE STATION OR GARAGE**

**The commercial repair or maintenance, including engine, transmission or body work, of motor vehicles such as cars, trucks, motorcycles and the like. This use shall not include fuel filling stations but may include accessory retail of auto parts, equipment and supplies.**

**DEP**

**The Massachusetts Department of Environmental Protection, including any predecessor or successor agencies.**

**LANDFILL**

**A facility established in accordance with a valid site assignment for the purposes of disposing of solid waste into or on the land, pursuant to 310 CMR 19.006.**

**SEPTAGE**

~~The solid and liquid waste material removed from septic tanks, cesspools and sewage holding tanks.~~ **As defined in 314 CMR 12.02, but not including any material that is a hazardous waste pursuant to 310 CMR 30.104.**

**SLUDGE**

**As defined in 310 CMR 30.010.**

**SUBDIVISION**

**As defined in MGL c. 41 § 81L.**

**WASTEWATER TREATMENT WORKS/ FACILITY**

**As defined in 314 CMR 5.02 & 12.02.**

**VERY SMALL QUANTITY GENERATOR**

**As defined in 310 CMR 30.010.**

**WASTE OIL**

**As defined in 310 CMR 30.010.**

**WASTE OIL RETENTION FACILITY**

**A waste oil collection facility for automobile service stations, retail outlets, marinas and the like which is sheltered and has adequate protection to contain a discharge in accordance with MGL c. 21, § 52A.**

To delete existing Section 179-13, Subparagraph C in its entirety, and insert in place thereof the following which is relocated from Article XI:

- C. Prohibited Uses within the Town of Brewster. The following uses are prohibited throughout and within the Town of Brewster:**
- (1) Landfills receiving only wastewater and/or septage (wastewater residuals "monofils") as defined in 310 CMR 32.05, approved by the DEP pursuant to MGL c. 21, §§ 26 through 53; MGL c. 111, § 17; MGL c. 83, §§ 6 and 7, and regulations promulgated thereunder. Further, no lot in Brewster shall be used for septage transfer, whether septage transfer would be a principal use or an accessory use, nor shall any lot in Brewster be used for a septage transfer station, whether such use would be a principal use or an accessory use.**
  - (2) Facilities that generate, treat, store or dispose of hazardous waste subject to MGL c. 21C and 310 CMR 30.000, except for the following:**
    - (a) Very small quantity generators of Class A regulated recyclable material ("Very Small Quantity Generators") as defined under 310 CMR 30.000.**
    - (b) Household hazardous waste centers and collection events under 310 CMR 30.390.**
    - (c) Waste oil retention facilities required by MGL c. 21, § 52A.**
    - (d) Wastewater Treatment Works/Facilities approved by the Department of Environmental Protection (DEP) designed in accordance with 314 CMR 5.00 & 12.00 for the treatment of contaminated groundwater or surface waters and operated in compliance with MGL c. 21E and 310 CMR 40.0000.**
  - (3) Automobile graveyards and junkyards, as defined in MGL c. 140B, § 1.**
  - (4) Raising and keeping swine or fur animals for commercial use or sale on parcels of less than five acres.**

To insert at the end of Section 179-39.3 a new sub paragraph "C" as follows:

- C. Land area exposed at any one time shall be limited to no more than five contiguous acres in surface area and land disturbed by sand and gravel removal operations shall be returned to a natural vegetative state within one year of completion of operations.**

To insert the following definitions into Section 179-39.1 by alphabetical order with the existing definitions therein (Note: The definitions are relocated from Article XI):

**EARTH REMOVAL**

**The removal or relocation of geologic materials, such as topsoil, sand, gravel, metallic ores or bedrock. Mining activities are considered earth removal, whether the disturbed natural materials are removed from the site or reworked on the site.**

**HISTORICAL HIGH GROUNDWATER TABLE ELEVATION**

**A groundwater elevation determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey.**

**MINING**

**The removal or relocation of geologic materials, such as topsoil, sand, gravel, metallic ores or bedrock whether the disturbed natural materials are removed from the site or reworked on the site.**

To delete existing Article XI in its entirety and insert in place thereof the following:

**Article XI  
Water Quality Protection District**

**§ 179-53 Purpose.**

**The purposes of this Water Quality Protection Article are:**

- A. To ensure an adequate quality and quantity of drinking water for the current and future needs of the Town of Brewster by preserving and protecting existing and potential sources of drinking water supplies;**
- B. To identify uses that should be prohibited or allowed only by special permit and to establish performance standards for use and development;**
- C. To protect groundwater and surface water resources from viral, pathogenic, phosphorus and nitrogen contamination and pollution from stormwater runoff and wastewater;**
- D. To regulate Hazardous and Toxic Materials use in order to protect ground- and surface water resources;**
- E. To complement the Commonwealth's efforts and regulations governing protection of ground-, surface- and coastal waters;**
- F. To preserve the natural land surface providing high-quality recharge to the groundwater; and**
- G. To prevent the discharge or leakage of toxic or hazardous substances into surface and groundwater resources.**

**§ 179-54 Scope of Authority; Overlay District.**

- A. This Article establishes an overlay district and regulating provisions that apply within said district to serve and advance the purposes and interests described in this Article. Said overlay district shall be referred to as the Water Quality Protection District (or "WQPD")**

and encompasses the area shown on the map entitled "Town of Brewster Water Protection District, September 2024," prepared by the Horsley Witten Group, on file with the Town Clerk and incorporated and made a part hereof. The WQPD is comprised of "Zone I" and "Zone II" wellhead protection areas and the Pleasant Bay (Estuarine) Watershed, recognized and mapped by DEP.

- B. The provisions of this Article are superimposed over all land within said overlay district, including underlying zoning districts affecting such land. Where this Article establishes rules, regulations, requirements, standards or provisions for the overlay district that are stricter or different than the underlying zoning districts, including those uses and structures found in Table 1 of this Chapter, the provisions of this article shall control.

#### **§ 179-55 Definitions.**

The definitions in Chapter 179, including Section 179-2B, shall apply to this Article. In addition, as used in this Article, the following terms shall have the following meanings indicated:

#### **AQUIFER**

Subsurface geologic formation composed of rock, sand or gravel that contains groundwater.

#### **DISCHARGE**

The accidental or intentional disposal, deposit, injection, dumping, spilling, leaking, incineration, release or placing of toxic or hazardous material or waste upon or into any land or water so that such hazardous waste or any constituent thereof may enter the land or waters of Brewster. Discharge includes, without limitation, leakage of such materials from failed or discarded containers or storage systems and disposal of such materials into any on-site leaching structure or sewage disposal system.

#### **HAZARDOUS OR TOXIC MATERIALS**

Any substance or mixture of physical, chemical or any infectious characteristics posing a significant, actual or potential hazard to water supplies or other hazards to human health if such substance or mixture were discharged to land or water of the Town of Brewster, in greater than Household Quantities. Hazardous or toxic materials include, without limitation, organic chemicals; petroleum products; heavy metals; hazardous, radioactive or infectious wastes; acids and alkalis; solvents and thinners; and products such as pesticides and herbicides; and all substances defined as hazardous or toxic under MGL c. 21C and MGL c. 21E, using the Massachusetts Oil and Hazardous Substance List (310 CMR 40.0000), and 310 CMR 30.000.

#### **HAZARDOUS WASTE**

As defined in 310 CMR 30.00

## **HAZARDOUS OR TOXIC MATERIALS, HOUSEHOLD QUANTITIES OF**

Any or all of the following:

- A. Fuel Tank Storage of two hundred seventy-five gallons or less of oil on site at any time to be used for heating of a structure or to supply an emergency generator, undertaken consistent with state and local requirements for such storage; and
- B. Twenty-five gallons (or the dry weight equivalent) or less of other hazardous materials on site at any time, including oil not used for heating or to supply an emergency generator; and
- C. A quantity of hazardous waste at the very small quantity generator level as defined in the Massachusetts Hazardous Waste Regulations, 310 CMR 30.353.

## **NONSANITARY WASTEWATER**

Wastewater discharges from industrial and commercial facilities containing wastes from any activity other than collection of sanitary sewage, including, but not limited to, activities specified in the Standard Industrial Classification (SIC) Codes set forth in 310 CMR 15.004(6).

## **PETROLEUM PRODUCT**

Petroleum or petroleum byproduct, including, but not limited to: fuel oil; gasoline; diesel; kerosene; aviation jet fuel; aviation gasoline; lubricating oils; oily sludge; oil refuse; oil mixed with other wastes; crude oils; or other liquid hydrocarbons regardless of specific gravity. Petroleum product shall not include liquefied petroleum gas, including, but not limited to, liquefied natural gas, propane or butane.

## **PROCESS OR INDUSTRIAL WASTEWATER**

Waste in liquid form resulting from any process of industry, trade, or business, regardless of volume or pollutant content, not including waste in liquid form consisting of only sanitary wastewater/sewage.

## **RECHARGE AREAS**

Areas that collect precipitation or surface water and carry it or have it pumped to aquifers. As used herein, recharge areas include areas designated as Zone I and Zone II.

## **SANITARY WASTEWATER/ SEWAGE**

As defined in 314 CMR 12.02 & 18.04.

## **ZONE I**

The immediate land area around a public water supply well. It is defined as a four-hundred-foot protective radius for such wells greater than 100,000 gpd and a radius of 100 to 400 feet for such wells less than 100,000 gpd, depending upon the pumping rate. Pursuant to 310 CMR 22, the Zone I must be owned or controlled (such as through a conservation restriction) by the water supplier for the purpose of protecting such public water supply well from contamination.

## **ZONE II**

The DEP-approved area of an aquifer which contributes groundwater to a public water supply well under the most severe pumping and recharge conditions that can be realistically anticipated as defined in 310 CMR 22. The Zone II includes the Zone I.

### **§ 179-56 Use Regulations.**

- A. Except as set out to the contrary in this Article, any use permitted or specially permitted in the underlying district shall be so allowed in the WQPD, subject to the applicable standards or requirements in this Article.**
- B. Prohibited uses in the WQPD. Use, generation or storage of Hazardous or Toxic Materials, including petroleum products, shall not be allowed as a principal use or activity in the WQPD and shall only be allowed if accessory, subordinate, incidental and customarily related to an allowed use in the WQPD, subject to and in accordance with the applicable provisions of this Article and this Chapter.**
- C. Prohibited uses within Zone I areas of the WQPD. Only water supplier activities, or general municipal or Essential Services uses compatible with and not a significant detrimental impact to such water supply protection and activities, are allowed in the Zone I.**
- D. Prohibited uses within Zone II areas of the WQPD. The following uses and development, which may be allowed in other areas of the Town of Brewster or other areas in the Water Quality Protection District, are prohibited in the Zone I and II portions of the Water Quality Protection District.**
  - (1) Petroleum product, fuel oil, and heating oil bulk stations and terminals, including, but not limited to, those listed under US EPA Standard Industrial Classification (SIC) Codes 5983 and 5171.**
  - (2) Discharge of process or non-sanitary wastewater, or discharge/ effluent from process or non-sanitary wastewater treatment works/ facilities;**
  - (3) Stockpiling and disposal of snow or ice removed from highways and streets located outside of a Zone II that contains sodium chloride, chemically treated abrasives or other chemicals used for snow and ice removal.**
  - (4) Commercial motor vehicle or boat washing;**
  - (5) Dry-cleaning establishments;**
  - (6) Automotive repair/ automobile service station or garage;**
  - (7) Boat building, repair and maintenance; marine construction work; and fabrication of marine and fishing supplies.**
- E. Uses/Development requiring a Special Permit in WQPD.**

As might be allowed by right or by special permit in the underlying zoning district or in this Article, and unless otherwise exempted or prohibited in this Article or elsewhere in this Chapter, the following uses and development shall require a special permit from the Planning Board in the WQPD, (see also Section 51 of this Chapter):

  - (1) A project with 10 or more dwelling units;**
  - (2) A project, except for municipal use or single family residential use, with a total combined footprint, including buildings, site work, structure, coverage or land disturbance, of 40,000 square feet or greater;**

- (3) A project with a building or buildings having 5,000 square feet or greater of gross floor area, except for municipal use or single-family residential use;
  - (4) Use, generation or storage of Hazardous or Toxic Materials in excess of Household Quantities, except for municipal use;
  - (5) Transportation services.
- F. The Planning Board may condition a special permit to track and ensure ongoing compliance with the Performance Standards or criteria set out in Sections 179-51 and 179-57 of this Chapter, including without limitation the installation of a water quality monitoring well(s); performance of water quality monitoring; the submission of periodic water quality monitoring well reports; hazardous material site inspections; reporting to the Planning Board at prescribed intervals; time limitations on the special permit; or the requirement for special permit renewal. As might be required and specified by the Planning Board, groundwater monitoring well(s) shall be provided at the expense of the applicant in a manner, number, and location, with well samples taken, analyzed and reports prepared by a Massachusetts certified laboratory that describe the quantity of the pollutant, toxic or hazardous material present in each such monitoring well.
- G. Any Water Quality Certificate previously issued under this Article shall continue in force and effect and require review every three years to ensure continued compliance with the Performance Standards set out in Section 179-57 of this Chapter, unless the Planning Board determines that no further review is required.

**§ 179-57 Performance Standards.**

As specified below, new, altered or expanded use or development within the WQPD shall meet the following performance standards, as applicable. If the standards have previously been exceeded under existing conditions on a site, there shall be no further increase in noncompliance:

- A. Use and development is subject to the Brewster Board of Health's Nitrogen Loading Regulation which establishes a maximum nitrogen loading standard for properties in the WQPD. The Building Commissioner or Health Agent will review the proposed project and the applicant's nitrogen loading calculations to determine compliance with the required nitrogen loading standard.
- B. Within the Zone I and II areas of the WQPD, all toxic or hazardous materials, including any hazardous wastes, on a site shall be stored in product-tight containers above-ground in a building, enclosed structure or other containment, protected from spill or release. In addition, for sites with such materials greater than Household Quantities, there shall be provisions and protocols for handling; management; protection from corrosion, loss or vandalism; spill containment; cleanup procedures; and emergency response, appropriate to the types and volumes of materials used or stored and other relevant site circumstances; and such sites shall be required to maintain a product inventory of such materials and reconcile said inventory with purchase, use, sales and disposal records at sufficient intervals to detect any potential product spill or loss. Subsurface or other fuel and chemical storage facilities in compliance with applicable state and local health or fire prevention regulations shall be deemed to be in compliance with this standard. Any product loss or spills shall be reported to and may be addressed by the Board of Health

or other relevant authority.

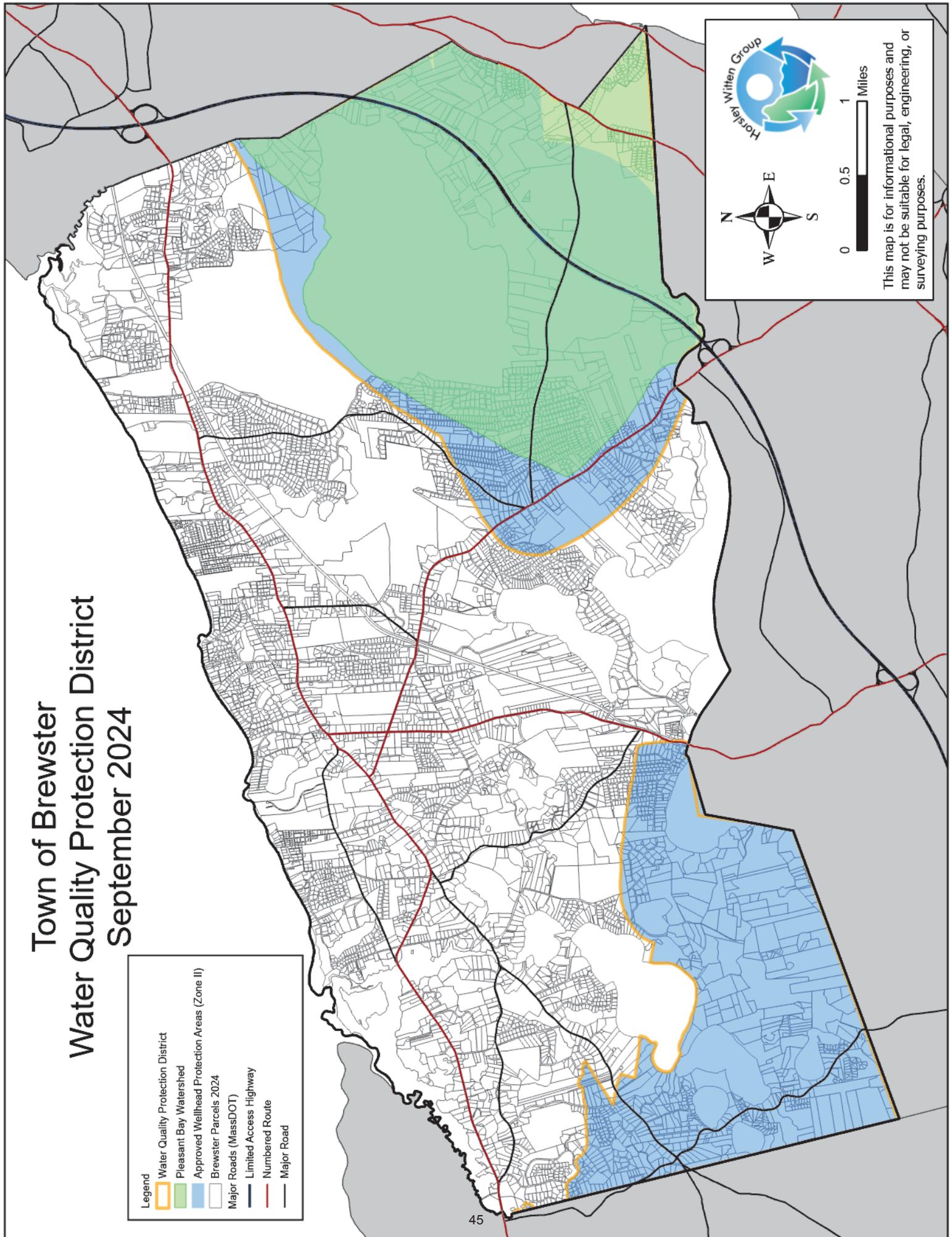
- C. Within the Zone I and II areas of the WQPD, no hazardous waste shall be disposed of on-site but shall be removed, transported and disposed of legally off-site. In addition, for sites with such materials greater than Household Quantities, the Board of Health or other relevant authority may determine how long and in what amounts such wastes may be stored on-site until their required removal, transport and legal disposal off-site, and may require confirmation that the foregoing shall be performed by a licensed scavenger service.
- D. Animal manure shall be contained on-site to prevent the discharge of any product or contaminated runoff or leachate. Facilities in compliance with applicable local health regulations shall be deemed to be in compliance with this standard.
- E. Use and development shall comply with the requirements of the Stormwater Management Bylaw (Chapter 272 of the Brewster Town Code) and its corresponding regulations.
- F. Fertilizer applications shall be made (and fertilizer stored) in a manner so as to minimize adverse impacts on groundwater due to nutrient transport, deposition and sedimentation, subject to Chapter 119 of the Brewster Town Code, Fertilizer Nutrient Control.
- G. As might be allowed, any storage of sludge and septage, as defined in 310 CMR 32.05, shall comply with 310 CMR 32.30 and 310 CMR 32.31.
- H. Within the Zone I and II areas of the WQPD, any commercial floor drainage system which discharges to the ground shall have a DEP permit or authorization, pursuant to 310 CMR 22.
- I. Within the Zone I and II areas of the WQPD, Fuel Storage Tanks shall not be installed underground and shall comply with all applicable state and local laws, regulations and permit requirements.

§§ 179-58 through 179-62 (Reserved).

**Town of Brewster Water Quality Protection District September 2024.** Insert “Town of Brewster Water Quality Protection District Map 2024”.

# Town of Brewster Water Quality Protection District September 2024

- Legend**
-  Water Quality Protection District
  -  Pleasant Bay Watershed
  -  Approved Wellhead Protection Areas (Zone II)
  -  Brewster Parcels 2024
  -  Major Roads (MassDOT)
  -  Limited Access Highway
  -  Numbered Route
  -  Major Road




**Horsley Witten Group**



N  
E  
S  
W



0 0.5 1 Miles

This map is for informational purposes and may not be suitable for legal, engineering, or surveying purposes.

To revise the Use Regulations, Table 1, to read as follows:

Table 1:2 Use Regulations

		District							
		R-R	R-L	R-M	C-H	V-B	I	MRD	PWS-CF
<b>Community Uses</b>									
1.	Church or other religious use	P	P	P	P	P	P	P	-
2.	Crematory	-	-	-	-	-	S	-	-
3.	Deicing materials storage facility	-	-	-	-	-	-	P	-
4.	Educational use	P	P	P	P	P	P	P	-
5.	Essential services	P	P	P	P	P	P	-	-
6.	Historical association or society	P	P	P	P	P	-	-	-
7.	Cemetery	S	S	S	S	-	S	-	-
8.	Large-scale, ground-mounted solar photovoltaic installation (PV)	S	S	S	S	S	P	P	P
9.	Medical marijuana dispensary (MMD)	-	-	-	S	S	S	-	-
10.	Municipal equipment garage	P	-	-	P	-	P	P	-
11.	Municipal Solid Waste Facility	-	-	-	-	-	-	P	-
12.	Municipal water tank	-	-	-	P	-	-	-	-
13.	Museum	S	S	P	S	S	-	-	P
14.	Nonprofit recreational facility	P	P	P	P	-	P	-	-
15.	Power plant; <del>wastewater treatment facility-sanitary sewage (as defined in 314 CMR 12)</del>	-	-	-	P	-	P	-	-
16.	<del>(Reserved)Wastewater Treatment Facility-Sanitary Sewage</del>	<del>-P</del>							
17.	General Municipal Uses (i.e. town buildings, facilities and uses not otherwise specified in this Table)	P	P	P	P	P	P	P	P
<b>18.</b>	<b>Wastewater Treatment Facility-Process or Non-Sanitary Sewage (as defined in 314 CMR 12) (D)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>S</b>	<b>-</b>	<b>S</b>	<b>S</b>	<b>-</b>

Table 1:4 Use Regulations

		District							
		R-R	R-L	R-M	C-H	V-B	I	MRD	PWS-CF
<b>Commercial (except as provided in § 179-36)</b>									
1.	Amusement arcade	-	-	-	S	-	S	-	-
2.	Amusements, outdoor commercial	-	-	-	S	-	S	-	-
3.	Antique shop, art gallery	-	-	P	P	P	-	-	-
4.	Assisted living facility	S	S	S	P	-	-	-	-
5.	Automated and drive-through financial establishments/structures	-	-	-	S	S	S	-	-
6.	Automotive repair, automobile service station and garage, not including a junkyard or open storage of abandoned automobiles or other vehicles	-	-	-	P	-	P	-	-
7.	Boat building, <b>repair, or maintenance</b> ; or marine construction work and fabrication of marine and fishing supplies (A)	-	-	-	S	-	P	-	-
8.	Bed-and-breakfast	S	S	S	P	P	-	-	-
9.	Business offices and services	-	-	-	P	P	P	-	-
10.	Children's recreation camp	P	P	P	P	-	P	-	-
11.	Commercial parking lot or structure (B)	-	-	-	S	S	S	-	-
12.	Communication towers over 35 feet in height	-	-	-	-	-	-	-	S
13.	Communication towers under 35 feet in height	P	P	P	P	P	P	P	P
14.	Construction of drainage facilities other than essential services or damming up or relocating any watercourse, water body or wetlands	S	S	S	S	S	S	-	-
15.	Special Event Venue Use								
	5 or less per year	P	P	P	P	P	P	P	P
	More than 5 per year	S	S	S	S	S	S	S	S
16.	Country, hunting, fishing, gun, tennis or golf club	P	P	P	P	-	P	-	-
17.	Educational use, for profit	-	-	-	P	P	P	-	-
18.	Establishment selling new automobiles and/or used automobiles and trucks, new automobile tires and other accessories, boats, motorcycles and household trailers	-	-	-	P	-	P	-	-
19.	Membership organization	-	-	S	P	S	-	-	-
20.	Funeral home or mortuary establishment	-	-	-	P	P	P	-	-
21.	Gift shop	-	-	-	P	P	-	-	-
	Home occupation	P	P	P	P	P	-	-	-
22.	Hotel and motel	-	-	-	S	-	-	-	-
23.	Lodging house	S	S	S	P	P	-	-	-

Table 1:5 Use Regulations

		District								
		R-R	R-L	R-M	C-H	V-B	I	MRD	PWS-CF	
<b>Commercial (cont'd)</b>										
24.	Medical/dental clinic	S	S	S	P	P	-	-	-	
25.	Medical/dental office	S	S	S	P	P	-	-	-	
26.	Movie theater, drive-in	-	-	-	-	-	P	-	-	
27.	Nursing or convalescent home	S	S	S	P	-	-	-	-	
28.	Personal service establishment	-	-	-	P	P	-	-	-	
29.	Planned business development	-	-	-	P	P	P	-	-	
30.	Recreation facilities and services, private	S	S	S	P	-	-	-	-	
31.	Repair services	-	-	-	P	-	P	-	-	
32.	Repair services, excluding outside storage of items for repair	-	-	-	P	P	P	-	-	
33.	Restaurant, full-service and lounge	-	-	-	S	S	S	-	-	
34.	Restaurant, limited-service	-	-	-	S	S	S	-	-	
35.	Retail store	-	-	-	P	P	-	-	-	
36.	Row commercial	-	-	-	P	P	-	-	-	
37.	Sales by vending machines	-	-	-	P	-	P	-	-	
38.	Sales by vending machines as an accessory use associated with an established business and located only within or against the structure	-	-	-	P	P	P	-	-	
39.	Septic tank pumping service	-	-	-	P	-	P	-	-	
40.	Storage of materials for a business, including but not limited to pipes, mulch, small or heavy equipment	-	-	-	P	-	P	-	-	
41.	Storage of more than 2 commercial vehicles	-	-	-	P	P	P	-	-	
42.	Theater, indoor	-	-	-	P	-	-	-	-	
43.	Marijuana cultivator	-	-	-	S	-	S	-	-	
44.	Marijuana product manufacturer	-	-	-	S	-	S	-	-	
45.	Independent testing laboratory	-	-	-	S	-	S	-	-	
46.	Marijuana retailer	-	-	-	S	S	-	-	-	
47.	Any other licensed recreational marijuana establishment	-	-	-	S	-	S	-	-	
48.	Medical marijuana dispensary (MMD)	-	-	-	S	S	-	-	-	
49.	Commercial boat storage (C)	-	-	-	P	-	P	-	-	

Table 1:6 Use Regulations

		District								
		R-R	R-L	R-M	C-H	V-B	I	MRD	PWS-CF	
<b>Wholesale, manufacturing and industrial</b>										
1.	Building and construction trades shop or garage	-	-	-	S	-	P	-	-	
2.	Construction materials sales and service	-	-	-	-	-	P	-	-	
3.	Excavations and/or removal of sand, gravel, quarry or other new material	-	-	-	-	-	S	S	-	
4.	Freight transportation service	-	-	-	-	-	P	-	-	
5.	Manufacturing	-	-	-	-	-	P	-	-	
6.	Open storage of construction equipment and structures for storing such equipment	-	-	-	-	-	P	S	-	
7.	Other transportation services, except airports, heliports, all air support facilities and	-	-	-	P	-	P	-	-	
8.	Processing and treating of mixed and quarried raw materials, including operations appurtenant to the taking, grading, drying, sorting, crushing, grinding and milling operations	-	-	-	-	-	S	S	-	
9.	Wholesale trade	-	-	-	P	-	P	-	-	
<b>Wetlands Conservancy District</b>										
1.	Any use	S	S	S	S	S	S	S	S	

NOTES:

**Supplemental Regulations**

- A. Such activity shall not create unnecessary noise, smoke, flashing or odor, and all materials shall be stored in a completely enclosed building or within an outside area completely enclosed by a fence and gates at least eight feet in height and of suitable material to provide sufficient screening.
- B. The lot or group of lots or structure may be used to provide parking for an adjacent building or business establishment or athletic facility or any other type facility enumerated in § 179-22A, Table 4.
- C. Such boats shall not be abandoned on the premises.
- D. For limitations on process or non-sanitary Wastewater Treatment Works/Facilities, see Section 179-13(C)(2)(d).

**Prohibited Uses in all Districts**

- A. Raising and keeping swine or fur animals for commercial use or sale on parcels of less than five acres
- B. Septage transfer
- C. Septage transfer station

(Select Board)

(Two-Thirds Vote Required)

COMMENT

The primary purpose of the proposed amendments is a “deep housekeeping” of Brewster Zoning Bylaw Article XI, Water Quality Protection District (“WQPD”) and related provisions. The WQPD is an “overlay” district (lying over residential, commercial and industrially zone land) which was first adopted in 1982 to balance concerns of the Industrial District’s location within areas that contribute to the Town’s public drinking water wells. The Pleasant Bay Marine Watershed was added to the district in 2008.

Various amendments to this WQPD zoning over the years, including when last substantially changed through a District of Critical Protection and Concern (“DCPC”) process with the Cape Cod Commission in 2008, has resulted in some redundancy, lack of clarity, ambiguity, and internally conflicting language in the bylaw in its current form. The aim of these amendments is to preserve necessary protections for natural and water resources in the bylaw but to otherwise eliminate unnecessary and conflicting language and process, resulting in making the WQPD zoning easier for all interested parties to understand and apply, including Town staff and boards, property owners and applicants.

Specifically, these amendments clarify the uses that are allowed, allowed by special permit, and/ or prohibited in the WQPD. They would also eliminate the Water Quality Review Committee (WQRC) and Water Quality Certificates (WQCs) since those are duplicative of Planning Board and technical staff review processes, and they would shift the nitrogen loading standards to the Board of Health. Amending the WQPD zoning is a goal contained in the Select Board’s current Strategic Plan. The Planning Board, Water Quality Review Committee, and Board of Health have all voted to support this article.

**Select Board:    Yes 5, No 0, Abs 0                      Finance Committee:            Yes 6, No 0, Abs 0**

**COMMITTEE REPORT: SHORT-TERM RENTAL TASK FORCE**

**ARTICLE NO. 16:** To see if Town will vote to accept the report of the Short-Term Rental Task Force or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

In 2024, the Select Board approved the Short-Term Rental Task Force to “evaluate impacts of short-term rentals on the health, safety, and quality of life of our residents, on the local economy, and on year-round housing availability in our community”, and “consider potential policy changes”, in alignment within their Strategic Plan. The Task Force has structured each monthly meeting around a particular topic contained in the charge to best understand the existing conditions and context of short-term rentals within Brewster. The Brewster Housing Coordinator, the Task Force’s Real Estate Liaison, Brewster’s Town Counsel, the Town Manager and Assistant Town Manager have provided background information on the local housing supply, rental statistics from neighboring towns, current case law, and how rentals are currently incorporated into the Town’s annual budget, respectively. The Task Force also briefly heard

from the Health Director and Building Commissioner and expect to receive more information from these parties in upcoming meetings.

The work of the Task Force is timely in that a number of these areas of potential concern are changing in real time, including legal cases and new inspection requirements as part of the most recent iteration of the Massachusetts Building Code. The Task Force anticipates concluding its discovery and information-gathering phase shortly and will then transition to discussion of recommendations for the Select Board. The Task Force will report out again at Fall Town Meeting in November 2025.

**Select Board: Yes 4, No 0, Abs 0      Finance Committee: Yes 7, No 0, Abs 0**

**COMMITTEE REPORT: NAUSET REGIONAL AGREEMENT WORKING GROUP**

**ARTICLE NO. 17:** To see if Town will vote to accept the report of the Nauset Regional Agreement Working Group or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

**COMMENT**

In May 2023, the Brewster Select Board sent correspondence to the Nauset Regional School Committee (NRSC) and the Select Boards in each of the member towns requesting that the Nauset Regional School Agreement be reviewed and amended for the first time in over 20 years. Specifically, Brewster requested that the methodology for calculating the towns' annual assessments be based on three years of recent student enrollment instead of just the most recent year. By reducing the impacts of year-to-year shifts in student enrollment, the member towns would be better able to plan for and build our respective budgets. Brewster also asked that several other provisions of the agreement be revised including but not limited to transportation cost apportionment, School Committee composition, regular scheduled review and amendments to the regional agreement, and incorporation of debt associated with capital expenditures (e.g. high school improvements) in calculating the financial contributions of Provincetown and Truro to the district. Town leaders from Orleans, Eastham, and Wellfleet concurred with Brewster's requests.

In Fall 2023, NRSC formed a subcommittee of their members who were tasked with working with district counsel to revise the agreement. In 2022, the Massachusetts Department of Elementary and Secondary Education (DESE) developed guidelines for regional agreements and the subcommittee primarily focused their efforts on aligning the Nauset agreement with these best practices. In January 2024, the Brewster Select Board, after conferring with our Finance Committee, sent further correspondence expressing our interest in revisions to the regional agreement that would clarify and improve the transparency of the district's budget process by explicitly requiring capital budgeting and financial forecasting. Other requests included changes to the processes by which tuition agreements and the regional agreement itself would be revised and approved going forward. Brewster also urged Nauset school officials to engage in a

deliberative, inclusive, and participatory process in updating the agreement given its significant policy and financial implications on our residents.

In September 2024, NRSC asked for feedback on the updated regional agreement developed by their subcommittee. In recent months, the member towns have been meeting with their respective Select Boards and Finance Committees to provide a coordinated response in terms of our collective input. This spring, NRSC plans to convene a working group comprised of their subcommittee members and three representatives from each town who will work together to try to come to consensus on a revised agreement. Ultimately, NRSC, DESE, and each town's Town Meetings will have to approve the new agreement, which may take another year.

**Select Board: Yes 5, No 0, Abs 0**

**Finance Committee: Yes 7, No 0, Abs 0**

### **CITIZENS PETITION: COMPREHENSIVE WASTEWATER MANAGEMENT PLAN**

**ARTICLE NO. 18:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money for the purpose of conducting a town-wide Comprehensive Wastewater Management Plan as a critical component of and addition to the existing IWRMP (Integrated Water Resource Management Plan), or take any other action relative thereto. Estimated cost \$300,000.

This wastewater plan would include:

1. **A risk assessment:** Determination of where and to what degree our water resources are being exposed to pollution from wastewater (from septic systems and other sources), including nitrogen and phosphorus, and emerging pollutants of concern such as PFAS and pharmaceuticals. This would identify areas of concern sensitive to ground or surface water pollution and evaluate all of the watersheds in town with an overlay of septic systems, and an estimate of how far their discharges have traveled in or towards areas of concern.
2. **A needs assessment and prioritization:** Based on the risk assessment described above and state-mandated Title 5 remediation projects, identify impacts to areas of concern and set high, medium, and low priority areas for actions to address the risks posed by wastewater. As an example, sensitive watersheds, pond neighborhoods, densely populated areas with small lots, and areas primed for future buildout would likely be identified as high priority.
3. **Identification and evaluation of methods to address wastewater management appropriate for each area:** This might include some combination of a centralized sewerage system, neighborhood wastewater treatment plants in densely populated areas, alternative septic systems and partnering with adjacent towns to connect to their sewage treatment plants. This would go beyond a simple list of possible strategies; it would include the development of remediation alternatives and cost estimates for specific areas or water bodies.

4. **Development of a recommended plan:** A conclusion that narrows down and prioritizes the most effective and cost-efficient options for Brewster, in addition to outlining a staged approach for implementing solutions and possible funding sources.

(Citizens Petition)

(Majority Vote Required)

COMMENT

The Town of Brewster has done much to protect its water resources – drinking water, ponds and coastal waters. It has purchased land around town wells; updated septic system, stormwater and fertilizer regulations; conducted several pond studies and remediation projects; and taken actions to obtain state-mandated watershed permits to address nitrogen discharges to the Pleasant Bay and Herring River estuaries. The town is now in the process of updating its Integrated Water Resource Management Plan (IWRMP) and developing a Pond Management Plan – all good actions. However, the town has stopped short of comprehensive planning that specifically addresses wastewater management. To fully protect our water resources, a Comprehensive Wastewater Management Plan (CWMP) needs to be developed. Every other town on Cape Cod has such a plan, notably Brewster’s neighbors Dennis, Harwich and Orleans. Brewster needs one too.

The wastewater from everyone in Brewster either goes to a household septic system or, if they live in a multi-unit housing complex, to a small “package” wastewater treatment system. All of these systems discharge to groundwater. While these systems effectively remove solids and prevent bacterial contamination of groundwater, they do not remove much nitrogen or phosphorus, key nutrients that cause algae and cyanobacteria blooms. They also do not remove pollutants of emerging concern such as PFAS and many pharmaceuticals. Wastewater from septic systems is recognized as the number one human-related cause of impairment to water resources on Cape Cod. There is widespread recognition that nutrient pollution from septic systems installed over the past 50 years is saturating our sandy soil and impacting the estuaries, the ponds, Cape Cod Bay, and the aquifer from which we get our drinking water. At present, septic system maintenance is not monitored by the town but is the responsibility of individual homeowners. Brewster only requires inspection of Title 5 septic systems when houses change title.

While Brewster’s IWRMP considers water resources in the entire town, its focus is on nitrogen reduction efforts needed to protect the Pleasant Bay and the Herring River in Harwich, to which the groundwater from a large part of the town flows. This focus is mandated by the State DEP. The Pond Management Plan the town is developing will evaluate threats to our ponds, focusing on larger, high-use ponds. Both also consider storm water discharges and natural sources. However, there are several areas that these plans do not cover that are needed to complete planning to protect our waters. These areas would be evaluated in a Comprehensive Wastewater Management Plan. Because of the extensive work done already or being done, the incremental work needed to complete a plan to address all water resource threats is not great. This warrant article would provide the funding and structure to complete the water resource protection planning work.

Specific areas that would be covered in a CWMP beyond what is being studied in the IWRMP and Pond Management Plan include:

1. Identify Areas of Concern that may be impacted by septic system discharges (notably discharges of nitrogen, phosphorus and emerging pollutants) beyond Pleasant Bay, the Herring River and major ponds that are already being evaluated. These areas include public water supply wells (i.e., Zone II wellhead protection areas), private wells, all ponds, wetlands, areas with small lots or shallow groundwater (where septic systems are less effective), flood zones, beaches, Bay-side estuaries (Quivett and Namskaket Creeks), and Cape Cod Bay.
2. Develop a town-wide inventory of septic systems – when installed and type (Title V, pre-Title V, or cesspool). From this a CWMP would develop data on water use and wastewater in each Area of Concern, both now and in the future considering potential future development.
3. Evaluate the travel of pollutants in or towards areas of concern and risks of current or future impacts (if any) on them.
4. If and where impacts are seen or predicted, identify and develop alternatives to prevent or reduce the impacts. Such alternatives might include a centralized sewerage system and wastewater treatment plant, neighborhood wastewater treatment systems in densely populated areas that impact areas of concern, alternative septic systems, or partnering with adjacent towns to connect to their sewage treatment plants. Alternatives would be evaluated based on cost, effectiveness, time requirements for implementation, management requirements and funding alternatives. Alternatives would also be looked at holistically, including potential solutions that cross watershed boundaries where this makes sense, as opposed to addressing impacts on a pond-by-pond or neighborhood by neighborhood basis.
5. Develop recommendations for further desired actions, including evaluation of funding sources and consideration of implementation schedules.
6. Use the resulting information to help inform decisions about further development in Brewster, such as where best to address the critical need for attainable housing, as well as decisions for open space protection.

Brewster has done much to protect its water resources, but our community now urgently needs a comprehensive wastewater plan that looks at the entire town to complete our water resource protection planning.

**Select Board: Yes 0, No 5, Abs 0**

**Finance Committee: Yes 2, No 3, Abs 0**

**CITIZENS PETITION: MEDICARE FOR ALL IN MASSACHUSETTS**

**ARTICLE NO. 19:** To see if the Town will vote to adopt the following non-binding resolution supporting legislation pending with the General Court – Medicare for All in Massachusetts, or take any other action related thereto.

Whereas, the U.S. remains one of the few developed countries in the world that does not provide universal publicly funded health care; and

Whereas, Massachusetts has been a leader in providing coverage for quality health care for its people; and

Whereas, there is a proposed alternative means of providing health care for all that also provides expanded coverage, without co-pays and deductibles, and includes medical, dental, vision, hearing, mental, preventative, and long-term care. This comprehensive system is referred to as Medicare for All - a single-payer system; and

Whereas, if Massachusetts House bill H.1239 and Senate bill S.744 had passed during the General Court’s last legislative session, in fiscal year 2024, the Town of Brewster would have saved approximately \$2,244,191 on employee and retiree health insurance, which represents \_\_\_% of the Town’s total annual budget. In addition, insured employees would have saved an average, per person, of \$2,000 each year; and

Whereas, the costs of health care insurance and out-of-pocket co-pays and deductibles are a growing burden to most residents, and rising pharmaceutical costs force many to ration medications or forgo prescriptions altogether; and

Whereas, a single-payer system in this state would be a strong incentive for primary care physicians and other providers to choose Massachusetts to work because of the great reduction in insurance-related bureaucracy.

NOW, THEREFORE, be it resolved that this Town Meeting:

- a. expresses its support for SD.2341 and HD.1228, An Act Establishing Medicare for All in Massachusetts, currently pending in the Massachusetts House and Senate;
- b. requests that our Select Board, Finance Committee and citizens officially communicate its endorsement of this legislation to our State Representative, State Senator, and the Joint Committee on Health Care Financing and ask our elected representative to work together to pass this year’s bills; and
- c. asks the Select Board and Finance Committee to form a committee to discuss how any funds the Town will save by the passage of the aforementioned bills into law would be spent for designated projects to benefit the Town.

(Citizens Petition)

(Majority Vote Required)

COMMENT

For more than twenty years, bills to implement Medicare for All throughout the Commonwealth have been proposed in the State Legislature. They have not passed, but two new developments have compelled us to draft a proposal for Town Meeting to consider and vote on the need to pass this legislation.

First, a medical reason that is perhaps beyond the purview of this body, but that is an important new factor in providing lifelong care to our citizens: cancer and other serious diseases are being diagnosed in younger and younger people. Now, mammograms are suggested for women starting at age 40, and colonoscopies for everyone beginning at age 45. The earlier a disease is diagnosed, the more likely a cure becomes as costs remain minimal.

The question of costs is what we want to highlight in our proposal. Using the municipal cost calculator developed by Mass-Care, many towns on the Cape have discovered that the savings will be considerable when Medicare for All becomes law. Lisa Vitale, our Treasurer/Collector, did the first calculations two years ago. Had Medicare for All been implemented at the time, the Town of Brewster would have saved approximately \$2,224,191 and individual employees would have saved approximately \$2,000. She updated the numbers recently, and currently the Town would have saved \$2,371,594, for an additional savings of \$127,403. Town employees would have saved \$3,000, for an additional \$1,000. Since the benefits in this bill include vision, dental, hearing, and long-term care, with no co-pays, the savings would be even more significant. The Town and its employees can undoubtedly find many uses for those savings.

Consequently, we hope that you will vote to endorse this proposal and that you and our Town officials will then urge our State Senator and State Representative to put these important savings into law.

**Select Board: Yes 4, No 1, Abs 0**

**Finance Committee: Yes 1, No 4, Abs 2**

**SPECIAL EDUCATION STABILIZATION FUND: NAUSET REGIONAL SCHOOLS**

**ARTICLE NO. 20:** To see if the Town will vote to approve the establishment of a Special Education Stabilization Fund according to the Acts of 2016, Ch. 218, Sec. 24 and MGL Ch. 40, Sec. 13E for the Nauset Regional School District, or to take any other action relative thereto.

(Nauset Regional School Committee)

(Majority Vote Required)

COMMENT

State law now allows school districts to create a Stabilization Fund to pay for unexpected special education expenses including in-district staffing and support services, out of district tuition, and related transportation costs. Special education expenses can vary significantly year to year and can be a challenge to adequately address through the annual budget development process. While schools have access to state circuit breaker funding to help remedy unanticipated special education expenses that occur mid-year, this stabilization fund is another available financial tool.

Brewster Town Meeting voted to create a fund for this purpose for our elementary schools in May 2022. The regional school district is now looking to do the same for the middle and high schools. A majority vote by a majority of the member towns is required to establish this fund. No funding is currently proposed to be appropriated to this new fund at this time. However, once funds are available, they may be appropriated for these purposes by a vote of the Nauset Regional School Committee.

**Select Board: Yes 5, No 0, Abs 0      Finance Committee: Yes 6, No 0, Abs 0**

**CITIZENS PETITION: ELECTRONIC VOTING AT TOWN MEETING**

**ARTICLE NO. 21:** To see if the Town will vote to appropriate or transfer from Free Cash or other available funds the sum of \$35,000 for the purpose of purchasing electronic voting machines for use at Town Meeting, and further, to see if the Town will vote to amend its General Bylaws, Chapter 48 – Town Meeting, by adding a new Section 48-13 – Method of Voting, as follows, or take any other action relative thereto.

§48-13 Method of Voting.

Unless otherwise required by law, the Moderator shall determine the method of voting at all Town Meetings, which may include a voice vote, the display of voting cards, or the use of an electronic voting system furnished by the Town for use at Town Meeting. When the outcome of a vote cannot be discerned on a voice vote, when a 2/3 or 4/5 vote is required, or when seven (7) or more voters so request, the Moderator may call for the vote to be taken by electronic means. In the event the electronic voting system is not available or operating properly or there are more voters present than electronic voting handsets, the Moderator shall call for a voice vote or a show of voting cards, at the Moderator’s sole discretion.

(Citizens Petition)

(Majority Vote Required)

**COMMENT**

The goal of this petition is for the Town to purchase and utilize an electronic voting system for Town Meeting similar to the systems used by Orleans, Chatham, and other towns throughout Massachusetts. This system enables voters to make their votes privately, without having to declare publicly how they vote on sensitive or controversial articles presented to Town Meeting. Knowing how someone votes on sensitive issues can affect a person’s feelings toward their neighbors and could have a negative effect on their private businesses. This article is intended to allow full and fair participation by all registered voters at Town Meeting. It includes language in the form of a new Town bylaw that allows the Moderator to decide the appropriate times to use the system and for the public to ask for it if they feel it is necessary.

**Select Board: Yes 2, No 3, Abs 0      Finance Committee: Yes 6, No 1, Abs 0**

You are hereby directed to serve this Warrant with your doings thereon to the Town Clerk at the time and place of said meeting as aforesaid.

Given under our hand and Seal of the Town of Brewster affixed this 7<sup>th</sup> day of April 2025.

\_\_\_\_\_  
David C. Whitney, Chair

\_\_\_\_\_  
Cynthia A. Bingham, Vice-Chair

\_\_\_\_\_  
Amanda Bebrin, Clerk

\_\_\_\_\_  
Mary W. Chaffee

\_\_\_\_\_  
Edward B. Chatelain

I, Roland W. Bassett Jr, duly qualified Constable for the Town of Brewster, hereby certify that I served the Warrant for the Town Meeting of May 5, 2025 by posting attested copies thereof, in the following locations in the Town on the 8th day of April, 2025.

Brewster Town Offices  
Brewster Ladies Library  
The Brewster General Store  
U. S. Post Office

Café Alfresco  
Brewster Pizza House  
Millstone Liquors

\_\_\_\_\_  
Roland W. Bassett, Jr. Constable

## **MODERATOR'S RULES REGARDING TOWN MEETING**

Priority shall be given to registered voters of the Town for admission to all Town Meetings, whether annual or special meetings. Therefore, the following rules shall apply:

1. Prior to admission, persons desiring admission shall check in with the Town Meeting Tellers, who will be present at the main entrance with voter registration lists.
2. Non-voters, who desire to be present, will be seated in the area designated as the non-voter section. Voters take priority seating.
3. Non-voters will not address the Town Meeting without the unanimous consent of all voters present and will not participate in voting. Non-Resident Town staff will be permitted to address Town Meeting as appropriate and consistent with past precedent.

### **TOWN MEETING PROCEDURE**

**THE MODERATOR** has absolute control of the town meeting.

**GENERAL LAWS CHAPTER 39 SECTION 15:** The Moderator shall preside and regulate the proceedings, decide all questions of order, and make public declaration of all votes. The Moderator recognizes speakers from the floor, and while they are speaking allows no interruptions except when a point of order is raised.

**WHEN A VOTER WISHES TO SPEAK,** the voter may rise, say, "Mr. Moderator," and wait for recognition. Then, with the microphone, please give your name. The voter may continue with due regard to reasonable brevity, as long as the voter speaks directly to the question under discussion.

**THERE WILL BE NO SMOKING OR STANDING** in the meeting location.

**ANYTIME THE MOTION TO BE VOTED ON IS UNCLEAR,** ask the Moderator before voting.

**VOTERS WILL PLEASE HOLD THEIR BREWSTER VOTER TAG** in their right hand, so that the tellers when counting hand votes will count them.

**NO PERSON IS TO INDULGE IN PERSONALITIES OR DEROGATORIES.** Let us maintain decorum and reason together.

### **MOTIONS**

**MAIN MOTIONS** are always on articles in the Town warrant. They are made, seconded, and then opened for consideration.

**SECONDARY MOTIONS** are motions which refer to main motions. Secondary motions usually amend, postpone, or limit consideration.

**AMENDMENTS** may be offered by any voter to the motion under discussion, provided the scope of the original motion is not enlarged or altered. Amendments are seconded and discussed; they require a majority vote to carry (pass). An amendment need not be voted upon if the proposed change is agreeable to the proponents of original motion. Voters must submit amendments in legible writing.

### **POSTPONE**

**TO REFER TO COMMITTEE "COMMIT"** if changes in a main motion are numerous, take too much time, or require additional information, it is wise to commit the article to a committee. This secondary motion should specify which board or committee. If proposing a new committee, specify how many members, how appointments are to be made and when the committee should report.

**POSTPONE TO A DEFINITE TIME:** defers action on a main motion to a stated hour, usually during the meeting. At the hour specified, it is returned to the floor when a motion is made that the deferred article be considered.

**"LAY ON TABLE"** intends to temporarily lay aside an article. Not debatable; two-thirds vote carries. An article not taken from table before the meeting adjourns is not actionable. To be considered at a subsequent meeting, it must reappear in the warrant for that meeting.

**"TAKE NO ACTION" "PASS OVER" "POSTPONE INDEFINITELY"** are debatable motions and require majority vote. The intent is to defeat the motion.

### **LIMIT CONSIDERATION**

**LIMIT DEBATE.** This secondary motion requests a vote to be taken at a specific time. Requires a 2/3 majority vote.

**"MOVE THE PREVIOUS QUESTION"** demands an immediate vote on any motion under consideration without further debate on the motion. May not be debated or amended. Requires 2/3 vote to carry. If it carries, we vote on the main motion that we voted to end the debate on.

### **POINT OF ORDER**

**IF A VOTER QUESTIONS THE LEGALITY** or propriety of the proceedings, the voter may rise, interrupt the speaker and say, "I rise to a point of order" or "question of privilege."

### **VOTES ON MAIN MOTIONS**

Usually carries (passes) with the majority of those attending. Quantum of vote for each article is noted in the warrant book.

### **EXCEPTIONS**

**2/3 MAJORITY VOTE REQUIRED** for borrowing of money appropriations for land purchases; land purchase for public domain; sale or abandonment of unneeded land; abandonment of projects for which money has been borrowed; appropriation for celebration of settlement or incorporation; zoning bylaws.

**4/5 USUALLY REQUIRED** payment of a bill for which insufficient appropriations made in a previous year, at the Annual Town Meeting. A 9/10 vote is required at a Special Town Meeting.

**POSTPONE INDEFINITELY** requires a majority vote, may be debated, and may not interrupt the speaker.

## GLOSSARY OF FINANCIAL TERMS

<b>Appropriation</b>	An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended. Only town meeting can authorize money appropriated for one purpose to be used for another. Any amount that is appropriated may be encumbered (see encumbrance). Any part of an annual operating appropriation not spent or encumbered by June 30 automatically reverts to the undesignated fund balance that may result in free cash. If departments know of remaining unpaid bills at the close of the fiscal year and properly notifies the Town Accountant (MGL Ch. 41 ss. 58), the departmental appropriation is encumbered. This action extends the annual spending authorization until such time that the bill is paid or it is decided not to spend the funds. If these encumbrances are not acted on within ninety days, the Town Accountant generally notifies the department and closes them out. A special purpose appropriation, on the other hand, may carry forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.
<b>Audit</b>	An examination of systems, procedures, and financial data by a certified public accountant, reporting on the fairness of financial statements and compliance with statutes and regulations. The audit is a valuable management tool for evaluating the fiscal performance of a community.
<b>Available Funds</b>	Funds established through previous appropriations or resulting from financial operations. They may be appropriated to meet unforeseen expenses, or large non-recurring or capital expenditures. Examples include free cash, stabilization fund, overlay surplus, water surplus, and enterprise retained earnings.
<b>Betterments (Special Assessments)</b>	Whenever a limited area of a community receives benefit from a public improvement ( <i>e.g.</i> , water, road, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for a proportionate share of the cost of such improvements. The proportionate share may be paid in full, or the property owner may request the assessors to apportion the betterment over a period of up to 20 years. Over the lifetime of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.
<b>Bond</b>	A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time.
<b>Bond Anticipation Note (BAN)</b>	A short-term note to provide cash for initial project costs issued in anticipation of bond proceeds. BANs may be issued for a period not to exceed five years, provided principal repayment begins after two years. Communities with approved projects on the School Building Assistance (SBA) priority list may defer principal payments up to five years (approved annually in outside sections of the budget). The final maturity date of the project borrowing, beginning from the date the short-term note was issued, may not exceed the term specified by statute. BANs are full faith and credit obligations.
<b>Bond Authorized And Unissued</b>	Bond authorized but not yet sold. Issuance is contingent only on action by the Town Treasurer and a majority of the Board of Selectmen.
<b>Bond Counsel</b>	An attorney or law firm engaged to review and submit an opinion on the legal aspects of a municipal bond or note issue.
<b>Bond Issue</b>	Generally represents the sale of a certain number of bonds at one time by a governmental unit.
<b>Bond Rating (Municipal)</b>	A credit rating to help investors determine the risk of losing money in a given fixed-income investment. Agencies specializing in municipal bonds assign a rating, designated by letters or a combination of letters and numerals, based on their opinion of the future ability, legal obligation, and willingness of a bond issuer to make timely debt service payments.

<b>Budget</b>	A plan of financial operation embodying an estimate of proposed revenues and expenditures for a given period and the proposed means of financing them. A budget may be “preliminary” (the financial plan presented to the town meeting), or “final” (the plan approved by that body). The budget should be separated into basic units, either by department, program, or service. Formatting the budget in this way helps local officials and citizens make policy decisions when allocating scarce resources. It is also important to include as much information as possible concerning the output or accomplishments expected of a given program or department during the year.
<b>Capital Improvements Program</b>	A comprehensive plan for planning a community’s capital expenditures. It coordinates community planning, fiscal capacity and physical development. While all of the community’s needs should be identified in the program, there is a set of criteria that prioritizes the expenditures. The capital program is a plan for capital expenditures that usually extends at least five years beyond the capital budget.
<b>Capital Outlay Expenditure Exclusion</b>	A vote by a community at an election to exclude payments for a capital project from the levy limit. The exclusion may temporarily increase the levy above the levy ceiling.
<b>Cash</b>	Currency, coin, checks and bankers’ drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.
<b>Cash Management</b>	The process of managing a local government’s money in order to ensure maximum cash availability and maximum yield on short-term investment of idle cash.
<b>Cemetery Perpetual Care</b>	Funds donated by individuals for the care of gravesites. According to MGL, funds from this account must be invested and spent as directed by perpetual care agreements. If no agreements exist, the interest (but not principal) may be used as directed by the Cemetery Commissioners for the purpose of maintaining cemeteries.
<b>Chapter 90 Highway Funds</b>	The state legislature authorizes and issues transportation capital bonds every few years. In each Transportation Bond, funds are apportioned to communities based upon a formula under the provisions of MGL Ch. 90 ss. 34, hence the terms Chapter 90 funds. The Chapter 90 highway formula is comprised of three variables: local road mileage as certified by the Massachusetts Highway Department (MHD), employment figures from the Department of Employment and Training (DET), and population estimates from the U. S. Census Bureau. Under this formula, those communities with a larger number of road miles receive proportionately more aid than those with fewer road miles. These funds are reimbursed to communities based upon certified expenditure reports submitted to MHD.
<b>Cherry Sheets</b>	Named for the cherry colored paper on which they were originally printed, the Cherry Sheets are the official notification of the next fiscal year’s state aid and assessments to communities and regional school districts from the Commissioner of Revenue. State aid to municipalities and regional school districts consist of two major types – distributions and reimbursement. Distributions provide funds based on formulas while reimbursements provide funds for costs incurred during a period for certain programs or services. In addition, communities may receive “offset items” that must be spent on specific programs. Cherry Sheet assessments are advance estimates of state assessments and charges. Local assessors are required to use these figures in setting the local tax rate. Because these figures are estimates, it should be noted that based upon filing requirements and/or actual information, the final aid or assessment may differ.
<b>Cherry Sheet Offset Items</b>	Local aid accounts that may be spent without appropriation in the budget, but which must be spent for specific municipal and regional school district programs. Current offset items include racial equality grants, school lunch grants, and public libraries grants.
<b>Collective Bargaining</b>	The negotiations between an employer and union representative regarding wages, hours, and working conditions.
<b>Conservation Fund</b>	This fund may be expended for lawful conservation purposes as described in MGL Ch. 40 ss. 8C. It may also be expended for damages related to the taking of land by eminent domain provided that such taking has first been approved by two-thirds vote of town meeting.
<b>Contingent Appropriation</b>	An appropriation that authorizes spending for a particular purpose upon the occurrence of a later event. The grant of spending authority made by an appropriation must be certain at the time of

	the vote and, therefore, contingent appropriations are not generally permissible. Under MGL Ch. 59 ss. 21C(m), however, towns may make appropriations from the tax levy, available funds or borrowing, contingent upon the subsequent passage of a Proposition 2-½ override or exclusion question for the same purpose.
<b>Debt Authorization</b>	Formal approval by a two-thirds vote of town meeting to incur debt, in accordance with procedures stated in MGL Ch. 44.
<b>Debt Exclusion</b>	A vote by a municipality at an election to exclude debt service payments for a particular capital project from the levy limit. The amount necessary to cover the annual debt service payment is added to the levy limit for the life of the debt only. A debt exclusion may temporarily increase the levy above the levy ceiling.
<b>Debt Limit</b>	The maximum amount of debt that a municipality may have authorized for qualified purposes under state law.
<b>Debt Service</b>	The cost usually stated in annual terms, of the principal repayment and interest of any particular issue.
<b>Deficit</b>	The excess of expenditures over revenues during an accounting period. Also refers to the excess of the liabilities of a fund over its assets.
<b>Education Reform Act Of 1993</b>	An act that seek to remedy educational funding inequities between local communities by providing adequate state funding over a seven year period for all local and regional school districts and by mandating equity based upon a particular community's ability to pay. One of the Act's major goals is to improve student achievement.
<b>Eminent Domain</b>	The power of a government to take property for public purposes by condemnation provided that fair compensation is paid to the owner. This method is frequently used to obtain real property that cannot be purchased from owners by means of a voluntary transaction.
<b>Encumbrance</b>	Obligations in the form of purchase orders, contracts, or salary commitments that are chargeable to an appropriation and for which a part of the appropriations is reserved.
<b>Enterprise Fund</b>	Those funds which are established for specific uses under M.G.L. c.44, §53F1/2 that require an annual appropriation to operate (i.e. The Brewster Water Department). Enterprise fund revenue streams are segregated from the general fund into a separate fund and available as a separate financing source for services that generate, or for purposes supported by, those revenues. These include the revenues of enterprise funds established for services typically financed and delivered in a manner similar to private enterprises for the purpose of accounting for all costs, direct or indirect, of providing the services.
<b>Estimated Receipts</b>	An estimate of state and local miscellaneous receipts based upon the previous year's receipts that assessors deduct from the gross amount to be raised in order to arrive at the tax levy.
<b>Excess And Deficiency</b>	Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is made based upon the balance sheet that is submitted by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.
<b>Excess Levy Capacity</b>	The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the Board of Selectmen must be informed of excess levy capacity and their acknowledgment must be submitted to the Department of Revenue when setting the tax rate.
<b>Fiscal Year</b>	Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. For example, the 2023 fiscal year is July 1, 2022 to June 30, 2023 and is usually written as FY2023. Since 1976, the federal government has had a fiscal year that begins October 1 and ends September 30.
<b>Fixed Costs</b>	Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service or interest costs.

<b>Foundation Budget</b>	The target imposed by the Education Reform Act of 1993 for each school district, defining the spending level necessary to provide an adequate education for all students.
<b>Free Cash</b>	Unrestricted funds from operations of the previous fiscal year that are certified by the Director of Accounts as available for appropriation. Remaining funds include unexpended free cash from the previous year, receipts in excess of estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based upon the balance sheet as of June 30, which is submitted by the Town Accountant. A community should maintain a free cash balance to provide a hedge against unforeseen expenditures and to ensure there will be an adequate reserve to prevent sharp fluctuations in the tax rate. Maintenance of an adequate free cash level is not a luxury but a necessary component of sound local fiscal management. Credit rating agencies and other members of the financial community expect municipalities to maintain free cash reserves and make judgments regarding a community's fiscal stability, in part, on the basis of free cash.
<b>Fund</b>	An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.
<b>Fund Accounting</b>	Organizing the financial records of a municipality into multiple funds. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues and expenditures) are accounted for independently in accordance with specific regulations, restrictions and limitations. Examples of funds include the general fund and enterprise funds.
<b>General Fund</b>	The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.
<b>General Obligation (GO) Bonds</b>	Bonds issued by a municipality that are backed by the full faith and credit of its taxing authority.
<b>Hotel/Motel Excise</b>	A local option that allows a community to assess a tax on room occupancy. The community may levy up to 6% of the taxable rents of hotels, motels and lodging houses in that community.
<b>Indirect Cost</b>	Costs of a service not reflected in the service's operating budget. An example of an indirect cost of providing water service would be health insurance costs for water department employees. A determination of these costs is necessary to analyze the total cost of service delivery and a Mutual Agreement for reporting and paying indirect costs is required between the Select Board and respective Department / Committee.
<b>Interest</b>	Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made.
<b>Interest Rate</b>	The interest payable, expressed as a percentage of the principal available, for use during a specified period of time. It is always expressed in annual terms.
<b>Law Enforcement Trust Fund</b>	A revolving fund established to account for a portion of the proceeds from the sale of property seized from illegal drug-related activities. Funds may be expended to defray certain qualified law enforcement costs as outlined in MGL Ch. 94C ss. 47. Funds from this account may be expended by the Police Chief without further appropriation.
<b>Levy</b>	The amount a community raises through the property tax. The levy can be any amount up to the levy limit.
<b>Levy Ceiling</b>	The maximum levy assessed on real and personal property may not exceed 2 ½ percent of the total full and fair cash value of all taxable property (MGL Ch. 59 ss. 21C). Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion.
<b>Levy Limit</b>	The maximum amount a community can levy in a given year. The limit can grow each year by 2 ½ percent of the prior year's levy limit plus new growth and any overrides. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

<b>Line-Item Budget</b>	A budget that focuses on inputs of categories of spending, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.
<b>Local Aid</b>	Revenue allocated by the commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the “Cherry Sheets”. Most Cherry Sheet aid programs are considered revenues of the municipality’s or regional school districts’ general fund and may be spent for any purpose, subject to appropriation.
<b>Local Receipts</b>	Locally generated revenues, other than real and personal property taxes and enterprise fund revenues. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.
<b>Motor Vehicle Excise (MVE)</b>	Every motor vehicle and trailer registered in the Commonwealth is subject to the MVE unless expressly exempted. MVE is imposed for the privilege of registering a motor vehicle. Registering a motor vehicle automatically triggers the assessment of the excise.
<b>Municipal(s)</b>	Municipal refers to any state or subordinate governmental unit. “Municipals” (i.e., municipal bonds) include not only the bonds of all local subdivisions, such as cities, towns, school districts, special districts, but also bonds of the state and agencies of the state.
<b>Municipal Revenue Growth Factor (MRGF)</b>	An estimate of the percentage change in a municipality’s revenue growth for a fiscal year. It represents the combined percentage increase in the following revenue components; automatic 2 ½ percent increase in the levy limit, estimated new growth, the change in selected unrestricted state aid categories, and the change in selected unrestricted local receipts (Education Reform Act of 1993).
<b>Net School Spending (NSS)</b>	School budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community’s NSS funding must equal or exceed the NSS Requirement established annually by the Department of Education (DOE) (Education Reform Act of 1993).
<b>New Growth</b>	The taxing capacity added by new construction and other increases in the property tax base. New growth is calculated by multiplying all increases in value which are not the result of revaluation by the tax rate of the previous fiscal year, for example, FY2023 new growth is determined by multiplying the value on January 1, 2022 by the FY2022 tax rate. Assessors must submit documentation of new growth to the BLA annually before setting the tax rate. Documentation should be retained for five years in the event of a BLA audit.
<b>Operating Budget</b>	A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.
<b>Overlay (Overlay Reserve or Allowance for Abatements and Exemptions)</b>	An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve is not established by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.
<b>Overlay Surplus</b>	Any balance in the overlay account in excess of the amount remaining to be collected or abated can be transferred into this account. Within ten days of a written request by the chief executive officer of a city or town, the Board of Assessors must provide a certification of the excess amount of overlay available to transfer. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is “closed” to surplus revenue.
<b>Override</b>	A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount).
<b>Override Capacity</b>	The difference between a community’s levy ceiling and its levy limit. It is the maximum amount by which a community may override its levy limit.
<b>Payments In Lieu Of Taxes (PILOT)</b>	An agreement between a municipality and an entity not subject to taxation, such as charitable or educational organizations, in which the payer agrees to make a voluntary payment to the municipality. By law, a city or town must make such payment to any other community in which it owns land used for public purposes.

<b>Proposition 2 ½ (Prop 2 ½)</b>	M.G.L. c.59, §21C was enacted in 1980 and limits the amount of revenue a city or town may raise from local property taxes each year. This amount is the community's annual levy limit. The law allows the levy limit to increase each year by 2.5% plus any new growth revenue derived from taxes from new construction and alterations. This amount may not exceed the community's levy ceiling. Proposition 2 ½ also established two types of voter approved increases in local taxing authority – overrides and exclusions.
<b>Receipts Reserved</b>	Proceeds that are earmarked by law and placed in separate accounts for appropriation for particular purposes. For example, parking meter proceeds may be appropriated to offset certain expenses for parking meters and the regulation of parking and other traffic activities.
<b>Reserve Fund</b>	An amount set aside annually within the budget of a city (not to exceed 3% of the tax levy for the preceding year) or town (not to exceed 5% of the tax levy for the preceding year) to provide a funding source for extraordinary or unforeseen expenditures. In a town, the Finance Committee can authorize transfers from this fund for "extraordinary or unforeseen" expenditures. Other uses of the fund require budgetary transfers by town meeting.
<b>Revenue Anticipation Borrowing</b>	Cities, towns and districts may issue temporary notes in anticipation of taxes (TAN's) or other revenue (RAN's). The amount of this type of borrowing is limited to the total of the prior year's tax levy, the net amount collected in motor vehicle and trailer excise in the prior year and payments made by the Commonwealth in lieu of taxes in the prior year. According to MGL Ch. 44 ss. 4, cities, towns and districts may borrow for up to one year in anticipation of such revenue.
<b>Revenue Anticipation Note (RAN)</b>	A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.
<b>Revenue Bond</b>	A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.
<b>Revolving Fund</b>	Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch 44 ss. 52E ½ requires each revolving fund must be established by ordinance or charter and stipulates that each fund must be re-authorized each year at annual town meeting action, and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the town in the most recent fiscal year, and not more than one percent of the amount raised by taxation may be administered by a single fund. Wages and salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits. Revolving funds for other programs as provided by statute are still allowed, and a departmental revolving fund may be implemented in addition to or in conjunction with other existing statutory revolving funds, provided that the departmental revolving fund does not conflict with provisions of other revolving funds.
<b>Sale Of Cemetery Lots Fund</b>	A fund established to account for proceeds of the sale of cemetery lots. The proceeds may only be appropriated to pay for the cost of the land, its care and improvement or the enlargement of the cemetery under provisions of MGL Ch. 144 ss. 15.
<b>Stabilization Fund</b>	A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. Communities may appropriate into this fund in any year an amount and any interest shall be added to and become a part of the fund. A two-thirds vote of town meeting is required to appropriate money from the Stabilization Fund.
<b>State Aid Anticipation Note (SAAN)</b>	A short-term loan issued in anticipation of a state grant or aid (MGL Ch. 44 ss. 6A).
<b>State House Notes</b>	Debt instruments for cities, towns, counties and districts certified by the Director of Accounts. State House Notes, payable annually, are usually limited to maturities of five years. The notes are generally less costly and easier to issue than conventional issues for borrowing. They are commonly used for temporary loans and smaller long-term issues.
<b>Tax Rate</b>	The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

<b>Tax Rate Recapitulation Sheet (Recap Sheet)</b>	A document submitted by a city or town to the Department of Revenue in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate. The recap sheet should be submitted to the Department of Revenue by September 1 (in order to issue the first-half semiannual property tax bills before October) or by December 1 (in order to issue the third quarterly property tax bills before January 1).
<b>Five Year Valuation Certification</b>	The Commissioner of Revenue is required to review local assessments every five years and to certify that they represent FFCV. The Bureau of Local Assessments is responsible for this process.
<b>Trust Fund</b>	In general, a fund held for the specific purpose stipulated by a trust agreement. The Town Treasurer acts as a custodian of trust funds and invests and expends such funds as stipulated by trust agreements or as directed by the Commissioners of Trust Funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For non-expendable trust funds, interest but not principal may be expended as directed.
<b>Underride</b>	A vote by a community to permanently decrease the tax levy limit. As such, it is the exact opposite of an override.
<b>Unfunded Pension Liability</b>	Unfunded pension liability is the difference between the value assigned to the retirement benefits already earned by a municipality's employees and the assets the local retirement system will have on hand to meet these obligations. The dollar value of the unfunded pension liability is driven by assumptions about interest rates at which a retirement system's assets will grow and the rate of future costs of living increases to pensioners.
<b>Uniform Municipal Accounting System (UMAS)</b>	The Department of Revenue regards UMAS as the professional standard for municipal account system that conforms to Generally Accepted Accounting Principles modern municipal accounting in Massachusetts. Among the benefits of conversion to UMAS is increased consistency in reporting and record keeping and enhanced comparability of data among cities and towns.
<b>Unreserved Fund Balance (Surplus Revenue Account)</b>	The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected.
<b>Warrant</b>	An authorization for an action. For example, a town meeting warrant establishes the matters that may be acted upon by that town meeting. A treasury warrant authorizes the treasurer to pay specific bills. The assessors' warrant authorizes the tax collector to collect taxes in the amount and from the persons listed, respectively.
<b>Water Surplus</b>	For water departments operating under MGL Ch. 41 ss. 69B, any revenues in excess of estimated water receipts or unspent water appropriations closeout to a water surplus account. Water surplus may be appropriated to fund water-related general and capital expenses or to reduce water rates.
<b>Waterways Improvement Fund</b>	An account into which fifty percent of the proceeds of the boat excise is deposited. Use of these proceeds is limited to certain waterway expenses as outlined in MGL Ch. 40 ss. 5G.

