

SELECT BOARD

Town of
BREWSTER
MASSACHUSETTS



Mary Chaffee, Chair
Amanda Bebrin, Vice Chair
Ned Chatelain, Clerk
Caroline McCarley
Harvey (Pete) Dahl

Town Staff
Peter Lombardi, Town Manager
Donna Kalinick, Asst. Town Manager
Courtney Butler, Executive Assistant
Erika Mawn, Constituent Services & Communications

SELECT BOARD MEETING AGENDA

April 6, 2026, 5:30pm
Town Hall, 2198 Main St., Brewster, MA 02631

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/89092910526?pwd=WHM2V3hrVklhSTloWWWhVU09kanUzQT09>
Webinar ID: 509224 **Passcode:** 509224

JOIN MEETING BY PHONE

Call: (312) 626-6799 or (301) 715-8592 **Webinar ID:** 890 9291 0526 **Passcode:** 509224
To request to speak: Press *9 and wait to be recognized.

WATCH OR LISTEN

Live TV: BGTV Channel 8 and HD Channel 1072 **Livestream:** livestream.brewster-ma.gov
Recorded Video: tv.brewster-ma.gov

- This meeting will be conducted in person at the time and location identified above.
- As a courtesy only, meeting access is provided to the public by remote options. The meeting or hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast unless it is a fully remote meeting.
- Members of the public, including applicants and representatives with a particular interest in an agenda item, should attend the meeting in-person.
- The board or committee may take official action including votes on any agenda item.
- Agenda items may be taken out of order at the Chair's discretion.

1. Call to Order
2. Declaration of a Quorum
3. Recording Statement: As required by the Open Meeting Law we are informing you the Town will be video and audio recording, as well as broadcasting this public meeting. If anyone else intends to video or audio record this meeting, they are required to inform the Chair.
4. Executive Session:
 - a. To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel: Police Personnel Bylaw & Personnel Bylaw
 - b. To conduct strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares: Police Officers, OPEIU, SEIU, and SEIU Library

6:00PM Anticipated Start Time for Open Session

5. Vote on FY27-29 Union Contracts: Police Officers, OPEIU & SEIU
6. Vote on FY27-29 Employment Agreements: Police Personnel Bylaw & Personnel Bylaw
7. Public Announcements and Comment: Members of the public may address the Select Board on matters not on the meeting's agenda for a maximum of 3-5 minutes at the Chair's discretion. The

Select Board cannot reply to statements made or answer questions raised during public comment but may add items presented to a future agenda.

8. Select Board Announcements and Liaison Reports
9. Town Manager's Report (pages 3-6)
10. Consent Agenda (pages 7-61)
 - a. One Day Liquor License Application: Brewster Sportsman's Club
 - b. Appointment to Golf Commission: Ernest Ketchum
 - c. Grant Application: Green Communities for Police Station HVAC Upgrades
 - d. Facility Use Request: Sea Camps Bay Property, Food4Kids
 - e. Event Notification Form: Tour de Barnstable May 31, 2026
 - f. Town Landing and Public Beach Access Requests: Ellis Landing and Mants Landing
 - g. One Day Entertainment License Application: By the Bay Designs, Mark Kielpinski
11. Review and Vote on FY27 Operating Budget Override(s) (pages 62-149) (pages 150-169)
12. Review and Vote on Placing Operating Override Question(s) on May 2026 Town Election Ballot
13. Discuss and Vote on Spring 2026 Annual Town Meeting Warrant Articles (pages 170-250)
14. Discuss and Vote on Citizens Petitions Regarding Changing Use of Sea Camps Pond Property to Conservation Only and Revising Sea Camps Pond Property Comprehensive Plan – Seamus Woods, Brewster Conservation Trust (pages 251-352)
15. Vote to Close Spring 2026 Town Meeting Warrant
16. For Your Information (pages 353-363)
17. Matters Not Reasonably Anticipated by the Chair
18. Questions from the Media
19. Next Meetings: April 27, May 4 (Town Meeting), May 11 and May 21, 2026
20. Adjournment

Date Posted:
4/02/2026

Date Revised:

Received by Town Clerk:

26 APR 2 10:51 AM
BREWSTER TOWN CLERK 



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE BOSTON, MA 02133
(617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

March 31, 2026

Chief Kevin Varley
Town of Brewster
1671 Main Street
Brewster, MA 02631

Dear Chief Varley,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the Town of Brewster Fire Department \$13,525.85 of funding for the Firefighter Safety Equipment Grant Program in State Fiscal Year 2026.

With each new challenge, the fire service in Massachusetts demonstrates its ability to adapt, overcome, and continue providing the excellent level of services that the citizens of the Commonwealth have come to expect. Please know how thankful I am for this, and how grateful I am to be able to provide your department with this important equipment.

The contract, terms and conditions, and other documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or Timothy.Moore@mass.gov for contract terms, conditions, and other award documents.
Sincerely,

A handwritten signature in blue ink that reads "M. T. Healey".

GOVERNOR MAURA T. HEALEY

A handwritten signature in blue ink that reads "Kim Driscoll".

LT. GOVERNOR KIMBERLEY DRISCOLL

CC: Deputy Chief Jeffrey Sivert

Archived: Friday, April 3, 2026 4:33:21 PM

From: [Romano, John R. \(DOT\)](#)

Sent: Fri, 3 Apr 2026 18:52:26

Cc: [Simone, Alexandra \(DOT\)](#)

Subject: Dennis, Harwich, Orleans, Brewster Media Advisory

Importance: Normal

Sensitivity: None

Hi All:

See the advisory below.

Regards,
John R. Romano
MassDOT Legislative Affairs Manager, Highway
(617) 438-4301



For immediate release:

April 3, 2026

Advisory: Dennis to Orleans

Median Delineator Replacement on Route 6

Monday, April 6, through Thursday, April 9, 9:00 p.m. to 5:00 a.m. the following morning

DENNIS TO ORLEANS - The Massachusetts Department of Transportation (MassDOT) is announcing that it will be performing median delineator replacement on Route 6 eastbound and westbound between exit 78A and the Orleans rotary. The work is scheduled to take place between the hours of 9:00 p.m. and 5:00 a.m., beginning Monday, April 6 through Thursday, April 9. Work is anticipated to be completed by Friday morning, April 10. The following detours will be in place:

Route 6 detours:

From Route 6 eastbound between exits 78-82 Dennis/Harwich

- * Head east on exit 78A toward East-West Dennis Road
- * Merge onto East-West Dennis Road
- * Turn left onto Upper County Road
- * Take the first left onto Great Western Road
- * Turn left onto Depot Street
- * Turn right onto Main Street
- * Make a slight left onto Queen Anne Road

- * Turn left onto Pleasant Lake Avenue

From Route 6 westbound between exits 78-82 Dennis/Harwich

- * Head southeast on Pleasant Lake Ave toward Queen Anne Road
- * Turn right onto Queen Anne Road
- * Continue onto Main Street
- * Turn left onto Depot Street
- * Turn right onto Great Western Road
- * Turn right onto Upper County Road
- * Take the first right onto East-West Dennis Road
- * Take the Route 6 westbound ramp

From Route 6 eastbound between exits 82-85 Harwich

- * Head northeast toward Pleasant Lake Avenue
- * Turn left onto Pleasant Lake Avenue
- * Turn right onto Long Pond Drive
- * Turn right onto Brewster-Chatham Road
- * Turn left onto the Route 6 eastbound ramp

From Route 6 westbound between exits 82-85 Harwich

- * Head southwest toward Brewster-Chatham Road
- * Turn right onto Brewster-Chatham Road
- * Take the first left onto Long Pond Drive
- * Turn left onto Pleasant Lake Avenue
- * Turn left onto the Route 6 westbound ramp to Boston

From Route 6 eastbound between exits 85-89 Brewster

- * Head west towards Brewster-Chatham Road
- * Turn right onto Brewster-Chatham Road
- * Continue straight onto Route 137 northbound/Long Pond Road
- * Turn right onto Underpass Road
- * Turn right onto Route 6A eastbound/Main Street
- * Continue to follow Route 6A eastbound
- * Make a slight right turn onto the Route 6 eastbound ramp

From Route 6 westbound between exits 85-89 Brewster

- * Head southeast on exit 89
- * Keep right at the fork and follow signs for Route 6A westbound
- * Merge onto Route 6A westbound
- * Turn left onto Underpass Road
- * Turn left onto Route 137 southbound/Long Pond Road
- * Turn left onto the Route 6 west ramp

From Route 6 eastbound exit 89 Rotary Brewster/Orleans

- * Head northwest toward Route 6A westbound
- * Turn right onto Route 6A eastbound/Cranberry Highway

From Route 6 westbound exit 89 Rotary Brewster/Orleans

- * Head southeast toward Route 6A westbound/Mid-Cape Highway
- * Exit the traffic circle onto Route 6A westbound/Mid-Cape Highway
- * Continue to follow Route 6A westbound

Drivers traveling through the affected areas should expect delays, reduce speed, and use caution.

Appropriate signage, law enforcement details, and advanced message boards will be in place to guide drivers through the work area.

All scheduled work is weather dependent and/or may be impacted due to an emergency.

For more information on traffic conditions, travelers are encouraged to:

- * Download the Mass511 mobile app or visit www.mass511.com to view live cameras, travel times, real-time traffic conditions, and project information before setting out on the road. Users can subscribe to receive text and email alerts for traffic conditions.
- * Dial 511 and select a route to hear real-time conditions.
- * Follow [@MassDOT](https://twitter.com/MassDOT) on X, (formerly known as Twitter), to receive regular updates on road and traffic conditions.

Consent Agenda Cover Page

April 6, 2026

a. One Day Liquor License Application: Brewster Sportsman's Club

The Brewster Sportsman's Club is requesting a One Day Liquor License for their Annual Game Dinner to be held at 280 Tubman Road on Saturday April 11, 2026. The dinner will be held from 5pm to 10pm and they expect up to 175 attendees. The One Day Liquor License will be valid for beer and wine only.

Administrative Recommendation:

We recommend the Select Board approve the One Day Liquor License application.

b. Appointment to Golf Commission: Ernest Ketchum

Ernest Ketchum submitted his application and followed the Select Board appointment policy for the vacant member position on the Golf Commission. The recommendation for appointment was included in the For Your Information section of the Select Board meeting held on March 30, 2026. Mr. Ketchum will be filling the vacant position, and his term will end on June 30, 2028.

Administrative Recommendation:

We recommend the Select Board appoint Ernest Ketchum to the Golf Commission.

c. Grant Application: Green Communities for Police Station HVAC Upgrades

Town Administration, in collaboration with the Police Department, Facilities, Cape Light Compact and the Energy & Climate Action Committee performed energy assessment reports on Town Hall, Council on Aging and the Police Department to determine the best project for a Green Communities grant. The Police Department, which operates as a 24-hour facility HVAC system upgrades, have been identified as the best candidate for the grant. The HVAC system will have improved efficiency and energy usage with these upgrades.

Administrative Recommendation:

We recommend the Select Board approve the grant application.

d. Facility Use Request: Sea Camps Bay Property, Food4Kids

Brewster Recreation Director is requesting permission on behalf of Food4Kids to allow them to provide free meals to children at the Bay Property this summer. This program partners with the Massachusetts Department of Elementary and Secondary Education (DESE) to address childhood hunger on the lower/outer Cape.

Administrative Recommendation:

We recommend the Select Board approve the request for use of the Bay Property.

e. Event Notification Form: Tour de Barnstable May 31, 2026

The RACE Cancer Foundation is requesting permission to use sections of Slough Road and Satucket Road for their 11th Annual Tour de Barnstable charity bike ride on Sunday May 31, 2026. It is expected that around 500 cyclists will join this year's bike ride and pass through Brewster between 9am and 11am. The organizer is also requesting permission for use of the landing at Walker's Pond to set up as a water stop along the route. They

will clearly mark that the setup is for the Tour de Barnstable event only, all items will be removed immediately after the event. The application has been reviewed by Department Heads and there are no concerns with the application. The organizer will be requested to contact the Police Department to determine if a police detail is needed.

Administrative Recommendation:

We recommend the Select Board approve the event notification form.

f. Town Landing and Public Beach Access Requests: Ellis Landing and Mants Landing

Chase and Merchant, on behalf of owners on Nancy May Path and Captain Dunar Road (addresses provided in the packet), have applied for use of the town landing and public beach access at Ellis Landing. The work is anticipated to take 1 week in which Chase and Merchant will coordinate with the Town on the best time to complete the project between April 20 and April 27, 2026. All work will be during the hours of 8am and 5pm.

Chase and Merchant, on behalf of owner at 112 Governor Prence Road, is seeking approval for the use of Mants Landing as an access point for nourishment. The work is anticipated to be between April 20th and April 30, 2026, between the hours of 8am and 5pm.

All projects are required to fulfill the requirements of their Conservation permits and abutters have been notified as required by the application process. The landing will be the access point for material deliveries and over-sand travel for the purpose of performing sand nourishment. Should the Select Board approve these requests, the contractor must abide by the conditions outlined in the letters of approval.

The applications have been reviewed by Conservation Administrator and DPW Foreman, there will be a pre-construction meeting as well as a post-construction meeting to make sure all requirements are met.

Administrative Recommendation:

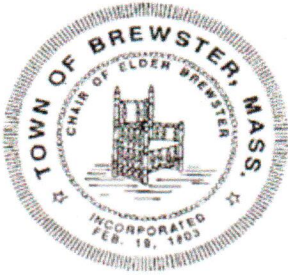
We recommend the Select Board approve the public beach access.

g. One Day Entertainment License Application: By the Bay Designs, Mark Kielpinski

Mark Kielpinski/By the Bay Designs is requesting permission for a One Day Entertainment License for an acoustic guitar and singer on May 3rd from 12:00 – 2:00 PM. The event is a fundraiser for Wildcare of Cape Cod. The request has been reviewed by Department Heads with no concerns.

Administrative Recommendation:

We recommend the Select Board approve the One Day Entertainment application.



Board of Selectmen
Town Administrator

2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701
FAX (508) 896-8089

APPLICATION FOR
ONE-DAY LIQUOR LICENSE

(must be submitted with application fee two (2) weeks prior to the date of the event)

Applicant's Name: Brewster Sportsmans Club Phone: [REDACTED]

Applicant's Address: 280 Tubman road POB 30
Brewster MA 02631

Type of Event: Annual Game Dinner

Location and Address where Liquor will be served if different from Applicant's Address:

Date and hours requested for Licensed Authorization to serve Liquor:

Day: April 11 2026 Times: 5-10

Types of Liquor to be served:

Wine & beer

Will food be provided? YES

Number of attendees anticipated? 175

Who will serve the liquor?

Name: STEVEN FRISSOR

Address: [REDACTED]

Brewster MA 02631

Contact phone number(s) for Server(s):

[REDACTED]

FEE= \$35/day/location

Signature of Applicant:

Date: 3/30/26

Signature indicating for Licensing Authority's Approval:

_____ Date _____

Appendix C

SELECT BOARD COMMITTEE APPLICATION SCREENING FORM

Applicant Name Requested Committee

1. TOWN CLERK REVIEW

- a. Applicant is a registered Brewster voter: Yes No
b. Date confirmed

2. SELECT BOARD LIAISON RECOMMENDATION TO SELECT BOARD

a. Select Board Liaison Applicant Interview:

- i. Interviewer name (Select Board Liaison):
ii. Interview date:

b. Select Board Liaison Consultation with Committee Chair:

- iii. Committee Chair name:
iv. Consultation date:
v. Did Committee Chair also interview applicant? Yes No

c. Was at least 1 Brewster reference contacted: Yes No N/A

d. Select Board Liaison Recommendation:

- i. Recommend appointment.
ii. Recommend appointment to other committee that is a better fit for applicant qualifications.
iii. Recommend holding application for future opening.
iv. Not recommended.

3. SELECT BOARD ACTION

- a. At a Select Board meeting held , the Applicant was appointed to for a term ending year term.

4. NOTIFICATION OF APPOINTEE AND TOWN CLERK

- a. Date notification of appointment sent to appointee and Town Clerk:

Appendix B

Town of Brewster SELECT BOARD COMMITTEE APPOINTMENT APPLICATION

APPLICANT DIRECTIONS:

- Thank you for your interest in serving Brewster. The Town aims to match applicants with committee service best aligned to your skills and interests as well as the committee's needs.
- The Town may consider the information in this application, any supplemental information, and any other publicly available information. An appointment to any committee, board or commission is at the discretion of the Select Board.
- Please complete this form online, or on paper, and submit a résumé if desired to Courtney Butler, Town Manager's Executive Assistant:
 - Email: Cbutler@brewster-ma.gov
 - Mail: Attn: Courtney Butler, 2198 Main St., Brewster MA 02631, or
 - In person: Town Manager's Office or the drop-box outside Town Hall.
- After your application materials are received, you'll be contacted regarding next steps. Vacancies will be filled by applicants deemed best qualified to serve in a particular capacity, which discretion lies solely with the appointing authority. Submitting this form does not guarantee appointment.

-
1. Applicant name:
 2. Address:
 3. Phone Numbers: Home: Cell:
 4. Email:
 5. This is an application for: Full member status Alternate status
 6. Are you a full-time Brewster resident? Yes No
 7. Years you've lived in Brewster:
 8. Are you registered to vote in Brewster? Yes No
 9. Committees you are interested in serving on in order of preference:
 - a. GOLF COMMISSION
 - b.
 - c.

NOTE: You may attach a résumé or CV instead of completing items 10-14.

10. EDUCATION. List schools attended, degrees/diplomas/certificates received, and date of completion.

Name of School	Degree/Diplomas Certificates	Date of Completion
ROCKLAND H.S.	DIPLOMA	1965
U MASS/BOSTON CCCC	NO CERTIFICATES	

11. OCCUPATION: SALES

Active Retired Not currently working

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

Name of Employer	Job Title	Dates of Employment
NEW ENGLAND TURF, INC	SALES	1996 - PRESENT

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

-
-
-
-

14. COMMUNITY ACTIVITIES. List all civic, non-profit, or other organizations that you belong to or have belonged to in the previous 5 years:

a. Organizations and dates:

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

BREWSTER HAS BEEN VERY GOOD TO ME AND MY FAMILY.
I WOULD LIKE TO RECIPROATE IF POSSIBLE

16. EXPERIENCE & SKILLS: Please list any experience, achievements, skills, or interests you have that would assist you to serve effectively on the committee you wish to serve on.

I WOULD LIKE TO ASSIST IN KEEPING THE CAPTAINS
THE GEM THAT IT IS

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

Yes No

18. CONFLICTS OF INTEREST. Do any of your activities or relationships present the possibility or probability of a conflict of interest if you are appointed? (Does not automatically disqualify but may need to be disclosed) Yes No

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

a. Name:
Address:
Phone:
Email:
Relationship to you:

b. Name:
Address:
Phone:
Email:
Relationship to you:

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

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

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

Signature: Date:

To: Laura Selmer; Peter Lombardi
From: Hossam Mahmoud
CC: Jean-Paul Vandeputte; Tatsiana Nickinello
Date: 03/18/2026
Re: Brewster Police Department HVAC Electrification- CLC- GC

RISE Engineering conducted a site visit to the Brewster Police Department, located at 631 Harwich Road, Brewster, MA 02631, to evaluate HVAC energy-efficiency and electrification opportunities. Based on the assessment, RISE identified two cost-effective HVAC electrification measures for implementation. A summary of the recommended measures is provided below. The building envelope appears to be adequately weatherized and generally consistent with the applicable 2001 energy code requirements; therefore, no additional weatherization measures were determined to be feasible at this time. Additional roof insulation is recommended when the roof is replaced to improve long-term thermal performance. The existing main electrical service is sufficient to support the proposed heat pump load, as the replacement system is expected to have a comparable electrical demand to the existing AC-only condenser.

Police Dept. ECMs

ECM-1 HVAC Electrification (AHU-1)

Existing conditions- The facility is currently served by one (1) standard-efficiency Trane 30-ton split air-conditioning system. The associated air handling unit (AHU) is equipped with a hydronic heating coil, with heating provided by a condensing gas-fired boiler. Cooling is delivered via one (1) 30-ton standard-efficiency air-cooled condenser.

Proposed conditions- RISE proposes to replace the existing system with one (1) 30-ton high-efficiency Mitsubishi Electric variable refrigerant flow (VRF) system utilizing indoor retrofit coils (LEV kits) and air-cooled outdoor condensers. The VRF system will provide both heating and cooling, thereby eliminating the need for primary hydronic heating and gas-fired operation under normal conditions.

The proposed configuration will include two (2) outdoor VRF condensing units and four (4) LEV kits to enable load modulation and staging, improving part-load performance and system responsiveness. Controls will be upgraded to integrate operation of the VRF system with the existing AHU, ensuring optimized comfort, sequencing, and energy efficiency.

The existing hydronic heating coil will be retained as a backup system to provide redundancy if outdoor conditions or system limitations prevent the VRF system from maintaining space temperature under extreme or emergency scenarios.

The proposed system is expected to achieve a cooling efficiency of 21 IEER and a heating performance of COP = 4.0 at 47°F outdoor air temperature.

Full Cost Economics:

Summary of Savings and Economic Results for HVAC Electrification (VRF)					
ECM	Electricity		Gas		Total Cost Savings
	kWh	\$	Therms	\$	
	(14,619)	-\$3,655	3,027	\$7,567	
Implementation Costs and Economic Results					
Cost	Incentive		Net Customer Cost	Simple Payback (Elec & Gas),	
	CLC	NGrid		Before Incentives	After Incentives
\$ 293,565.00	\$85,867		\$207,698	75.0	53.1

Incremental Cost Economics:

Summary of Savings and Economic Results for HVAC Electrification (VRF)					
ECM	Electricity		Gas		Total Cost Savings
	kWh	\$	Therms	\$	
	(14,619)	-\$3,655	3,027	\$7,567	
Implementation Costs and Economic Results					
Incremental Cost	Incentive		Net Customer Cost	Simple Payback (Elec & Gas),	
	CLC	NGrid		Before Incentives	After Incentives
\$ 158,565.00	\$85,867		\$72,698	40.5	18.6

ECM2- Supply Fan VFD controls

Existing conditions- The existing AHU-1 supply fan is driven by one (1) 10 HP motor operating at constant speed, with airflow modulation achieved via inlet guide vanes (IGVs). This control strategy is inherently inefficient, particularly at part-load conditions. Additionally, the AHU control system is obsolete, limiting operational flexibility, monitoring capability, and integration with modern control strategies.

Proposed conditions- Replace the existing motor with one (1) high-efficiency 10 HP motor and install a 10 HP variable frequency drive (VFD) with bypass. A new Honeywell controller and static pressure sensor will be installed to enable closed-loop control of the supply fan. The VFD will modulate fan speed in response to real-time duct static pressure, optimizing airflow delivery based on system demand.

Summary of Savings and Economic Results for Supply Fan VFD					
ECM	Electricity		Gas		Total Cost Savings
	kWh	\$	Therms	\$	
	11,510	\$2,878	0	\$0	
Implementation Costs and Economic Results					
Cost	Incentive	Net Customer Cost	Simple Payback (Elec & Gas),		
	CLC		Before Incentives	After Incentives	
\$ 34,500.00	\$11,510	\$22,990	12.0	8.0	

If you have any questions, please contact Hossam Mahmoud by emailing HMahmoud@TheRISEgroupinc.com or by calling (617) 852-5848.

Sincerely,

Hossam Mahmoud



Applicant Information (required)

Enter the name of the Green Community in the box

Town of Brewster

Please check all that apply:

- My community is a certified Climate Leader Community or has applied for Climate Leader Community certification (PON, pg. 4)
- Some or all the grant request(s) will support Environmental Justice (EJ) Communities or Other Vulnerable Populations. (PON, pg. 5).
- We have met, teleconferenced, or had an email exchange with our utility representatives regarding the availability of utility incentives for all the projects proposed in this application. (PON, pg. 6)

Grant Contacts

Role	Name	Title	Address	Phone	email
<input checked="" type="checkbox"/> Application Preparer <input checked="" type="checkbox"/> Follow-up Questions <input checked="" type="checkbox"/> Award notifications	Tatsiana Nickinello	Senior Energy Efficiency Analyst, Cape Light Compact	264 Whites Path, South Yarmouth, MA	774-487-2781	tatsiana.nickinello@capelightcompact.org
<input type="checkbox"/> Application Preparer <input checked="" type="checkbox"/> Follow-up Questions <input checked="" type="checkbox"/> Award notifications	Donna Kalinick	Assistant Town Manager	2198 Main St, Brewster, MA	508-896-3701 X 1100	dkalinick@brewster-ma.gov

Total Grant Request (\$)

Prescriptive	\$4,400.00
Traditional ECMs	\$207,698.00
Building Decarbonization	
Special Funding	
Administrative Funding ¹	\$10,000.00
Total Grant Request	\$222,098.00

¹ Administrative funding cannot exceed ten percent (10%) of the grant amount or ten thousand dollars (\$10,000), whichever is greater.

I. Prescriptive Projects (PON, pg. 8-13)

A. Variable Frequency Drives (VFDs) - Installation of VFDs for 3 phase 10hp or less motors (PON, pg. 8)

Funding details

- Two thousand four hundred dollars (\$2,400) for up to 1HP and then an additional \$200/HP above 1HP up to 10HP
- Maximum of four thousand four hundred dollars (\$4,400) for 10HP or not to exceed total project cost, including incentives

1. *Building Name(s)* Brewster Police Department
2. *Address(es)* 631 Harwich Rd, Brewster, MA

3. *Municipal Personnel Responsible for Project Oversight*

Name	Title	Phone	Email
Peter	Lombardi	508-896-3701	plombardi@brewster-ma.gov

4. *VFDs Summary Table*

Facility Name	Quantity	Horsepower	Application	Funding Request
Brewster Police Department	1	10	The VFD will modulate fan speed in response to real-time duct static pressure, optimizing airflow delivery based on system demand.	\$4,400

5. *Short Project Narrative* (describe current building conditions, timeline, procurement, future plans for building)

Existing conditions- The existing AHU-1 supply fan is driven by one (1) 10 HP motor operating at constant speed, with airflow modulation achieved via inlet guide vanes (IGVs). This control strategy is inherently inefficient, particularly at part-load conditions. Additionally, the AHU control system is obsolete, limiting operational flexibility, monitoring capability, and integration with modern control strategies.

Proposed conditions- Replace the existing motor with one (1) high-efficiency 10 HP motor and install a 10 HP variable frequency drive (VFD) with bypass. A new Honeywell controller and static pressure sensor will be installed to enable closed-loop control of the supply fan. The VFD will modulate fan speed in response to real-time duct static pressure, optimizing airflow delivery based on system demand.

All procurement will fall under Chapter 25A procurement guidelines. Work will begin upon award and notice to proceed.

6. *Cost/Budget*

Grant Request	\$4,400.00
Utility Incentive	\$11,510.00
Community Funds	\$18,590.00
Other (describe in narrative)	
Total Project Cost	\$34,500.00

7. Are there any permits required for this project? (Yes/No, please describe)

RISE Engineering will handle any permits required for this project.

8. Attachments:

- Energy audit or study recommending project.
CBA for the Police Department is attached.
- Specification sheets

II. Energy Conservation Measure in Existing Buildings (PON pp. 13-17)

B. Heating, Ventilation, and Air Conditioning (HVAC) Equipment - Heat pumps, energy recovery ventilation, repair and/or replacement of non-heating HVAC equipment and controls, hybrid RTUs and infrared heaters (see PON)

Funding details

- HVAC projects must meet required building energy improvements (see PON pg. 14)
- Projects that retain fossil-fuel heating systems as a backup source are allowed but must include integrated controls. New backup fossil-fuel heating systems are ineligible for funding, aside from infrared heaters for garages and hybrid RTUs. Projects that fully replace fossil-fuel heating systems are prioritized

1. Facility Name(s) (from MassEnergyInsight) and Address(es)

Facility Name(s)	Address(es)
Brewster Police Department	631 Harwich Rd., Brewster, MA

2. Municipal Personnel Responsible for Project Oversight

Name	Title	Phone	Email
Donna Kalinick	Assistant Town Manager	508-896-3701 X 1100	dkalinick@brewster-ma.gov

3. HVAC Summary (please list each measure separately, add more rows if necessary)

Facility Name	Existing Condition (e.g. Oil Boiler)	Proposed Condition (e.g. Ground Source Heat Pump)	Funding Request
Brewster Police Department	Gas-fired boiler	VRF system	\$207,698.00

4. Narrative - At a minimum the narrative should include: a) the current condition of the building; b) any improvements that have been or will be made to the building envelope (PON pg. 14); c) a detailed description of the existing HVAC system and the proposed replacement; d) the anticipated project implementation timeline; e) the rationale for selecting the proposed system, referencing any relevant studies or assessments; f) confirmation the existing or planned upgrade of the electrical service is sufficient to support the proposed system; g) the long-term plans for the building

Existing conditions- The facility is currently served by one (1) standard-efficiency Trane 30-ton split air-conditioning system. The associated air handling unit (AHU) is equipped with a hydronic heating coil, with heating provided by a condensing gas-fired boiler. Cooling is delivered via one (1) 30-ton standard-efficiency air-cooled condenser.

Proposed conditions- RISE proposes to replace the existing system with one (1) 30-ton high-efficiency Mitsubishi Electric variable refrigerant flow (VRF) system utilizing indoor retrofit coils (LEV kits) and air-cooled outdoor condensers. The VRF system will provide both heating and cooling, thereby eliminating the need for primary hydronic heating and gas-fired operation under normal conditions.

The proposed configuration will include two (2) outdoor VRF condensing units and four (4) LEV kits to enable load modulation and staging, improving part-load performance and system responsiveness. Controls will be upgraded to integrate operation of the VRF system with the existing AHU, ensuring optimized comfort, sequencing, and energy efficiency.

The existing hydronic heating coil will be retained as a backup system to provide redundancy if outdoor conditions or system limitations prevent the VRF system from maintaining space temperature under extreme or emergency scenarios.

The proposed system is expected to achieve a cooling efficiency of 21 IEER and a heating performance of COP = 4.0 at 47°F outdoor air temperature.

All procurement will fall under Chapter 25A procurement guidelines. Work will begin upon award and notice to proceed.

5. Cost/Budget

Grant Request	\$207,698.00
Utility Incentive	\$85,867.00
Community Funds	
Other (describe in narrative)	
Total Project Cost	\$293,565.00

6. Are there any permits required for this project? (Yes/No, please describe)

RISE Engineering will handle any permits required for these projects.

7. Attachments:

The audit recommending the proposed measure(s) including the estimated costs and savings. The audit of the proposed measure must also contain an evaluation from a qualified contractor or electrician assessing that the building’s electrical supply is adequate for the requested equipment.

RISE Engineering performed on site visit and observed adequate electrical supply for the added load of the electrification projects proposed.

Documentation that one of the four options for meeting the building envelope improvements is met. Documentation can be an audit, study, or past invoices confirming weatherization work.

RISE Engineering performed on site visit and observed the building being adequate weatherized and generally consistent with the applicable 2001 energy code requirements; therefore, no additional weatherization measures were determined to be feasible at this time.

For projects that retain fossil-fuel heating systems as a backup source, please include verification of integrated controls and information on the switchover temperature.

The existing hydronic heating coil will be retained as a backup system to provide redundancy if outdoor conditions or system limitations prevent the VRF system from maintaining space temperature under extreme or emergency scenarios.

Specification sheets

III. Administrative Funding

Funding Details

Justification for any funds to be used for administrative costs; this MUST be provided. In no case shall more than 10 percent of the grant award (or \$10,000, whichever is higher) be used to fund administrative costs.

1. Administrative Personnel Information

Name	Title	Phone	Organization	Email
Tom Thatcher	Building Maintenance Supervisor	508-896-3701	Town of Brewster	tthatcher@brewster-ma.gov

2. Funding Request \$\$

\$10,000.00

3. Justification Statement (identify the specific roles and responsibilities of each of administrative personnel and why administrative funding is needed for this project)

Town of Brewster has limited staff resources. We respectfully request \$10,000 for administrative time spent drafting grant requests, conferring with engineering teams, and support for grant reporting requirements. Tom Thatcher, Building Maintenance Supervisor for the Town, will serve as the Town's point of contact for all project implementation and will support Cape Light Compact in compiling documentation for grant reporting required. Tom Thatcher will also serve as primary contact for installation including coordination with RISE, building access, and any related training and instruction on maintenance after install.

Green Communities Grant Table - PON-ENE-2026-001

Applicant Information

Municipality Name:	Brewster
Contact Name:	
Contact Title:	
Contact E-mail:	
Contact Phone:	
Date of Application :	
Date of update (if an update to an existing application):	n/a

Energy Cost (\$) per Unit

Enter your community's energy costs, leave blank if the fuel is not part of the savings calculation. Please note, energy savings are for reference. DOER may evaluate energy savings through a statewide average for each fuel

Electricity (kWh)	0.28
Natural Gas (therms)	2.00
Oil Savings (gallons)	
Gasoline (gallons)	
Diesel (gallons)	
Propane (gallons)	

Application Summary (cells will calculate based on data on next tab)

Green Communities Funding Requested	\$ 222,098.00
Projected Annual Cost Savings (\$)	\$ 5,183.48
Simple GC\$ Payback Period	42.8
MMBtu saved (annually)	292
GC\$/MMBtu, 3-year project average = 249	760
GHG metric tons saved (annually)	15
GC\$/GHG ton, 3-year project average = 3,629	14,502

ATTACHMENT C – CERTIFICATION OF APPLICATION

The Certification of Application below must be completed, scanned, and uploaded as a PDF file.

CERTIFICATION OF APPLICATION

The **Chief Executive Officer** must complete this certification.

I, Peter Lombardi am authorized to execute said Application on behalf of

Town of Brewster, the applying municipality and verify that the information in the Green Communities Competitive Grant Application is true.

[Handwritten Signature]

[Signature of Chief Executive Officer]

Town Manager

[Title of Chief Executive Officer]

4/7/26

[Date]

NOTE: The Chief Executive Officer is defined as the manager in any city having a manager and, in any town, having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.



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

OFFICE OF
RECREATION COMMISSION

March 27, 2026

Dear Select Board members,

I am writing to you today to ask your permission for **Food4Kids** to use the former Sea Camps – Bay Property this summer to serve meals to the Summer Rec kids as well as anyone from the general public in need of a meal. Food4Kids works to alleviate childhood hunger and promote literacy on the Lower and Outer Cape by bringing together The Church of the Holy Spirit (Episcopal) and local communities to provide free meals and free books for children and teens in the summer when schools are out. Details are below and an information packet can be shared as well, if needed. Brewster Recreation has been working together with Food4Kids for 5 summers and would be a sponsor for this very important program.

Food4Kids proposal:

FREE Meals - Monday - Friday: June 29th – August 14th

Time: set up beginning at 11am, clean up concludes at 1pm

Snacks will be left for kids in the afternoon program

There will also be a handful of “book days” and a one time performance for the kids

I hope this information is sufficed. Please let me know if you need anything else from the Recreation Department.

Thank you for your consideration,

Mike Gradone

Recreation Director
Town of Brewster

Tour de Barnstable-Town of Brewster Event Notification Form Narrative

The RACE Cancer Foundation, a nonprofit which organizes running and cycling events to fight cancer is holding the 11th Annual [Tour de Barnstable](#) charity bike ride, scheduled for Sunday, May 31, 2026, with a start time of 8:00 AM.

Since inception, the Tour de Barnstable has been a 38-mile cycling event held within the Town of Barnstable. For 2026, we are proposing an expanded route through multiple Cape Cod communities including Harwich, Brewster, Dennis, Yarmouth, and Sandwich allowing us to broaden participation and raise more funds for cancer patients and programs. In 2025, we had ~400 cyclists, and we expect 500+ for 2026, with ~300 riding the proposed 59/68 mile routes, and ~200 riding shorter routes.

The route within Brewster involves a short section of Slough Road from the Harwich town line, to the intersection with Satucket Road, then west into Dennis. We estimate that this would take place between 9 am -11 am.

The temporary signage would be direction arrow signs to guide the riders. The Foundation would work with the Brewster Police Department regarding detail officers for the event.



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

WILLIAM W.
Select Board
Town Manager

EVENT NOTIFICATION FORM

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

APPLICANT INFORMATION

Applicant Name: Peter Benson-Director CC Races Phone #: 774-212-5711
Applicant Address: 45 Prospect Street, Cambridge, MA 02139
Business Name: RaceCancer Foundation Email: peter@racecancer.org

EVENT INFORMATION

Type of Event: Tour de Barnstable-Bicycle touring event
Location of Event: Brewster-Slough Road to Satucket Road, west into Dennis
Date and Hours requested of proposed event: Date(s) May 31, 2026 Times app 9 am-11 am
Maximum # of guests anticipated: 400 Estimated # of vehicles/bicycles at one time: 20-30
Is this event open to the public: Yes No

ADDITIONAL DETAILS


Will food be offered/provided at the event? Yes No
If yes, applicant must obtain a food service permit from the Health Dept.
Will any road closures be required for the event? Yes No
Will any temporary signage be requested for the event? Yes No
If yes, applicant must obtain a temporary sign permit from the Building Dept.

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

Please see attached.

Event Requirements:

- Submit with application a traffic management plan when the roadway is occupied and for all detours associated with event.
- Notify the local and/or State Police to set up a detour of the roadways with appropriate signs and barricades.
- Notify the Brewster Fire Department of the detour to ensure that measures will be taken to minimize disruption to the Fire Department's emergency services during the event.
- Notify local media (newspapers, radio, etc.) of the proposed event.
- The Select Board has full authority to condition the proposed event.
- Application and supporting documents will be distributed to municipal departments including (but not limited to) Health, Building, Fire, Police, Conservation, Natural Resources and Planning for feedback/comments.

Applicant Signature: 

Date: March, 25, 2026

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

Additional Signatures that may be required:

Brewster Police Department:

Signature: _____

Title: _____

Date: _____

Brewster Fire Department:

Signature: _____

Title: _____

Date: _____

Brewster Select Board:

Signature: _____

Title: _____

Date: _____

State Police Department:

Signature: _____

Title: _____

Date: _____

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

Office Use Only:

Notices Sent: _____

Meeting Date: _____

Date Approved: _____

Archived: Friday, April 3, 2026 11:52:42 AM

From: [Peter Benson](#)

Sent: Fri, 3 Apr 2026 09:56:07

To: [Erika Mawn](#)

Subject: Tour de Barnstable Permit

Importance: Normal

Sensitivity: None

Attachments:

[TdB-Brewster-Rest.png](#) 

Good Morning,

I was hoping to add one request to our permit application for the Tour de Barnstable, permission to use one section of the parking area above Walkers Pond (north end) off of Slough Road. We would look to have a 10 foot by 10 foot tent, folding tables and chairs, one bike rack (for riders to use while they were at the stop) and one portable toilet at that location and look to drop the items off on Saturday afternoon, the day before the event, and pickup after the event on Sunday. I have attached a basic site plan.

I apologize for the lateness of this request but we identified this parking area as a good spot for the first water stop due to its distance into the ride.

Thank you

--

Peter Benson

Director-Cape Cod Races

RaceCancer Foundation

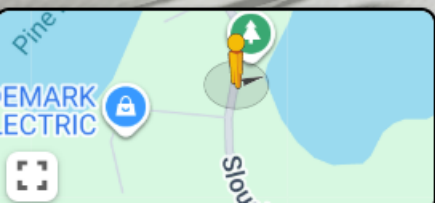


SPEED LIMIT
25



Brewster Rest Stop

Google Maps





TOWN OF BREWSTER
 1657 MAIN STREET
 BREWSTER, MA 02631
 PHONE: (508) 896-4546
 FAX: (508) 896-8089
 CONSERVATION@BREWSTER-MA.GOV

OFFICE OF
 CONSERVATION COMMISSION

Town Landing and Public Beach Access Request Form

Complete each section below and submit this form to the Conservation Commission and Town Administration a minimum of 30 days prior to the requested start-date. No construction activities are permitted between April 15 and Columbus Day. Access is granted on a first-come basis, and only one contractor is permitted the use of any one town landing at any given time. Check boxes are for office use.

Town Landing and Public Beach Access Information

- Town Landing and Beach where access is requested: Ellis Landing
- Proposed start and finish dates: April 20 - April 27, 2026
- Estimated duration of work: One week
- Attach a description of proposed work to include vehicles, equipment, and/or materials to be used. Vehicle registration numbers for all equipment must also be provided. Are you requesting permission to store equipment and/or materials on Town property overnight(s)?:
 Yes No
Doosan 300 Front End Loader / Doosan 235 Excavator

Contractor Information

- Name of contractor(s) performing work: Chase and Merchant
- Address of contractor(s): PO Box 5, 30 Naushon Rd, Dennisport MA 02639
- Phone number for contractor(s): (508) 398-2206
- Email for contractor(s): Excavation@chaseandmerchant.com

Property Information

- Address of property where work is to be performed: 10 Nancy May Path, 35, 41, 47 and 51
- Map and lot number: see attached paperwork Captain Dunbar
- Property owner(s): see attached paperwork
- Phone number of owner(s): on file with Chase & Merchant
- Email of owner(s): on file with Chase & Merchant
- Conservation Permit Number for work: SE 9- see attached paperwork
 - Submit Conservation performance bond if applicable under the Orders of Conditions
 - Submit cubic yards of sand
 - Submit sieve analysis and source information for nourishment sand



TOWN OF BREWSTER
1657 MAIN STREET
BREWSTER, MA 02631
PHONE: (508) 896-4546
FAX: (508) 896-8089
CONSERVATION@BREWSTER-MA.GOV

OFFICE OF
CONSERVATION COMMISSION

- Submit sieve analysis for existing sand on the property
 - Submit written work notice and “before” photos of the project site
-

Attachments

- Site map for the property where work is to be performed (to include the access route)
 - Copy of abutter’s list and notification letter sent to abutters
 - Town Landing Use Fee of \$150 (to be submitted to Town Administration Office)
 - Certificate of Insurance
 - Performance Bond/Bank Check for Use of Town Landing (minimum \$10,000; \$20,000 for Breakwater Beach and Ellis Landing)
 - o Funds will be returned upon successful completion of the work
 - Description of proposed work (see Town Landing and Public Beach Access Information)
-

CHASE AND MERCHANT
PO BOX 5, 30 NAUSHON RD
DENNISPORT, MA 02639
(508) 398-2206
Excavation@chaseandmerchant.com

ELLIS LANDING STAGING PERMIT REQUEST

Site: 10 on Nancy May Path, 35, 41, 47 and 51 Captain Dunbar.

**Proposed Work: Trucking in 370 cubic yards of screened beach sand per Town of Brewster.
Cleaning up the parking lot after work is completed.**

Equipment: Doosan 300 Front End Loader and Doosan 235 Excavator

We would like permission to store equipment / materials on Town Property overnight.

**Dates: If we are granted permission at the April 6, 2026 meeting, we will start the work
April 20th and have the work completed by April 27, 2026.**

**Thank you,
Jay Merchant**

ELLIS LANDING

BEACH NOURISHMENT 2026

35 Captain Dunbar (Wilson) – SE9-1942	Map 91- Parcel 38
51 Captain Dunbar (Fasman) – SE9-1495	Map 91- Parcel 41
41 Captain Dunbar (Roberts) – SE9-1497	Map 91- Parcel 39
47 Captain Dunbar (Wallis) – SE9-1966	Map 91- Parcel 40
Ellis Landing Park Condos (Hooper) – SE9 - 1872	Map 91- Parcel 14

Hooper

Owner affirmation of responsibility for work and 5-day request for site inspection/notice of work for Order of Conditions

To:
Brewster Conservation Commission
1657 Main Street
BREWSTER, MA, 02631

(Date of Request for Site Inspection)

Order of Conditions (SEE 9-1892) - Order of Conditions recorded at the Registry of Deeds or Land Court, Barnstable County on 7/6/21

Location of project - Street 10 Nancy May Path Assessor's Map 91 Parcel 164

I, Jim Merchant (Contractor), wish to schedule a site visit with an agent of the Conservation Commission to inspect the erosion barrier for this project. I would like the inspection to take place at the following date and time: _____

The Order was recorded at the Registry of Deeds or Land Court, Barnstable, and proof of recording was submitted to the Conservation Department for the project file. I understand that work shall commence only with approval of the Conservation Agent, and that any work activities which have commenced prior to an inspection and approval by the Conservation Commission may result in a "cease and desist" order and fine of up to \$300.00 per day.

The type of work is required annual sand nourishment
(dwelling construction, sewage disposal installation, landscape work, etc.)

Included with this request is a series of photos of the existing wetland edge and the installed erosion control barriers. A copy of the Order of Conditions and the approved site plan are available on the site. This form shall serve as proof that I have read and understand the terms of this Order of Conditions.

Telephone Number of Contractor 508 398 7206

Signature of Contractor Jim Merchant

Signature of Owner [Signature] This form shall serve as proof that I, the owner of the above referenced property, have read and understand the terms of this Order of Conditions, and am responsible for any violation which occurs on the property.

Signature/initial of Conservation Agent _____ The required erosion controls were installed according to the plans approved by the Conservation Commission.

Wilson

Owner affirmation of responsibility for work and
5-day request for site inspection/notice of work for
Order of Conditions

To:
Brewster Conservation Commission
1657 Main Street
BREWSTER, MA, 02631

(Date of Request for Site Inspection)

Order of Conditions (SE 9-1042) - Order of Conditions recorded at the Registry of Deeds or
Land Court, Barnstable County on 4/10/23

Location of project - Street 35 Captain Drubal Assessor's Map 91 Parcel 38

I, Jay Merchant (Contractor), wish to schedule a site visit with an agent of the
Conservation Commission to inspect the siltation barrier for this project. I would like the inspection to take
place at the following date and time: _____

The Order was recorded at the Registry of Deeds or Land Court, Barnstable, and proof of recording was
submitted to the Conservation Department for the project file. I understand that work shall commence only
with approval of the Conservation Agent, and that any work activities which have commenced prior to an
inspection and approval by the Conservation Commission may result in a "cease and desist" order and fine of
up to \$300.00 per day.

The type of work is required annual sand nourishment
(dwelling construction, sewage disposal installation, landscape work, etc.)

Included with this request is a series of photos of the existing wetland edge and the installed erosion control
barriers. A copy of the Order of Conditions and the approved site plan are available on the site. This form
shall serve as proof that I have read and understand the terms of this Order of Conditions.

Telephone Number of Contractor (508) 396-1206

Signature of Contractor Jay Merchant

Signature of Owner [Signature] This form shall serve as proof that I, the
owner of the above referenced property, have read and understand the terms of this Order of Conditions, and
am responsible for any violation which occurs on this property.

Signature/Initial of Conservation Agent _____ The required erosion controls were installed
according to the plans approved by the Conservation Commission.

Roberts

Owner affirmation of responsibility for work and
5-day request for site inspection/notice of work for
Order of Conditions

To:
Brewster Conservation Commission
1657 Main Street
BREWSTER, MA, 02631

WDS III

(Date of Request for Site Inspection)

Order of Conditions (SE 9-1497) - Order of Conditions recorded at the Registry of Deeds or
Land Court, Barnstable County on 9/7/10

Location of project - Street 41 Captain Dunbar Assessor's Map 41 Parcel 39

I, Jay Merchant (Contractor), wish to schedule a site visit with an agent of the
Conservation Commission to inspect the siltation barrier for this project. I would like the inspection to take
place at the following date and time: _____

The Order was recorded at the Registry of Deeds or Land Court, Barnstable, and proof of recording was
submitted to the Conservation Department for the project file. I understand that work shall commence only
with approval of the Conservation Agent, and that any work activities which have commenced prior to an
inspection and approval by the Conservation Commission may result in a "cease and desist" order and fine of
up to \$300.00 per day.

The type of work is Advanced annual sand nourishment
(dwelling construction, sewage disposal installation, landscape work, etc.)

Included with this request is a series of photos of the existing wetland edge and the installed erosion control
barriers. A copy of the Order of Conditions and the approved site plan are available on the site. This form
shall serve as proof that I have read and understand the terms of this Order of Conditions.

Telephone Number of Contractor (508) 398-2206

Signature of Contractor Jay Merchant

Signature of Owner [Signature] This form shall serve as proof that I, the
owner of the above referenced property, have read and understand the terms of this Order of Conditions, and
am responsible for any violation which occurs on this property.

Signature/Initial of Conservation Agent _____ The required erosion controls were installed
according to the plans approved by the Conservation Commission.

Wallis

**Owner affirmation of responsibility for work and
5-day request for site inspection/notice of work for
Order of Conditions**

To:
Brewster Conservation Commission
1657 Main Street
BREWSTER, MA, 02631

(Date of Request for Site Inspection)

Order of Conditions (SE 9-1966) - Order of Conditions recorded at the Registry of Deeds or
Land Court, Barnstable County on 5/21/24

Location of project - Street 47 Captain Dunbar Assessor's Map 91 Parcel 40

I, Jay Merchant (Contractor), wish to schedule a site visit with an agent of the
Conservation Commission to inspect the siltation barrier for this project. I would like the inspection to take
place at the following date and time: _____.

The Order was recorded at the Registry of Deeds or Land Court, Barnstable, and proof of recording was
submitted to the Conservation Department for the project file. I understand that work shall commence only
with approval of the Conservation Agent, and that any work activities which have commenced prior to an
inspection and approval by the Conservation Commission may result in a "cease and desist" order and fine of
up to \$300.00 per day.

The type of work is required annual sand nourishment
(dwelling construction, sewage disposal installation, landscape work, etc.)

Included with this request is a series of photos of the existing wetland edge and the installed erosion control
barriers. A copy of the Order of Conditions and the approved site plan are available on the site. This form
shall serve as proof that I have read and understand the terms of this Order of Conditions.

Telephone Number of Contractor 508-298-7206

Signature of Contractor Jay Merchant

Signature of Owner John Wallis This form shall serve as proof that I, the
owner of the above referenced property, have read and understand the terms of this Order of Conditions, and
am responsible for any violation which occurs on this property.

Signature/Initial of Conservation Agent _____ The required erosion controls were installed
according to the plans approved by the Conservation Commission.

Work notification and affirmation of responsibility/site visit forms 10/16/07

Fasman

Owner affirmation of responsibility for work and
5-day request for site inspection/notice of work for
Order of Conditions

To:
Brewster Conservation Commission
1657 Main Street
BREWSTER, MA, 02631

(Date of Request for Site Inspection)

Order of Conditions (SE 9-1495) - Order of Conditions recorded at the Registry of Deeds or
Land Court, Barnstable County on 10/20/05.

Location of project - Street: 51 Captain Dunbar Assessor's Map 91 Parcel 41

I, Jay Merchant (Contractor), wish to schedule a site visit with an agent of the
Conservation Commission to inspect the erosion barrier for this project. I would like the inspection to take
place at the following date and time: _____.

The Order was recorded at the Registry of Deeds or Land Court, Barnstable, and proof of recording was
submitted to the Conservation Department for the project file. I understand that work shall commence only
with approval of the Conservation Agent, and that any work activities which have commenced prior to an
inspection and approval by the Conservation Commission may result in a "cease and desist" order and fine of
up to \$300.00 per day.

This type of work is Required annual sand nourishment
(dwelling construction, sewage disposal installation, landscape work, etc.)

Included with this request is a series of photos of the existing wetland edge and the installed erosion control
barriers. A copy of the Order of Conditions and the approved site plan are available on the site. This form
shall serve as proof that I have read and understand the terms of this Order of Conditions.

Telephone Number of Contractor (508) 398-2206

Signature of Contractor Jay Merchant

Signature of Owner _____ This form shall serve as proof that I, the
owner of the above referenced property, have read and understand the terms of this Order of Conditions, and
am responsible for any violation which occurs on this property.

Signature/Initial of Conservation Agent _____ The required erosion controls were installed
according to the plans approved by the Conservation Commission.

Work notification and affirmation of responsibility/site visit form 10/15/07

DATE OF REPORT: 2/13/2026

JOB : GRAIN SIZE ANALYSIS-SIEVE TEST

SITE: 1515 FREEMANS WAY, BREWSTER

LOCATION: CAPE SAND & RECYCLING SCREENED SAMPLE

SIEVE ANALYSIS		Weight Sample(Grams):	346.8
SIZE	WEIGHT RETAINED (sum)	% RETAINED	% PASSED
1"	0.0	0.0%	100.0%
3/4"	0.0	0.0%	100.0%
1/2"	0.0	0.0%	100.0%
3/8"	0.0	0.0%	100.0%
#4	0.0	0.0%	100.0%
#10	12.5	3.6%	96.4%
#20	96.6	27.9%	72.1%
#40	254.6	73.4%	26.6%
#50	305.5	88.1%	11.9%
#100	338.9	97.7%	2.3%
#200	344.4	99.3%	0.7%
PAN:	345.9	100.0%	0.0%
SAMPLE:	346.8		

NOTE:TEST ON PASSING #4 ONLY, 1.4% RETAINED ON #4 <45% O.K.

RESULTS:

SOIL CLASSIFIED AS AASHTO A-1-b (GRAVEL AND SAND) (UNCOMPACTED)

PERCENTAGE OF MATERIAL PASSING #4 SIEVE :

#4 100% (TEST ONLY MATERIAL PASSING #4) OK

#50 10%-100% OK

#100 0%-20% OK

#200 0%-5% OK

SAMPLE MEETS TITLE 5 FILL SPECIFICATION

>99% SAND

RESULTS: PERMEABLE MATERIAL-CLASS I <2MIN./IN. MATERIAL (0.74GPD/SQ.FT)

NONCOMPACTED

SOIL DESCRIPTION: MEDIUM/COARSE SAND



Handwritten signature and date: *[Signature]* = 2/13/26

DATE OF REPORT: 3/31/2026
JOB : GRAIN SIZE ANALYSIS-SIEVE TEST
SITE: 2 ELLIS LANDING ROAD, BREWSTER
LOCATION: CAPE SAND & RECYLING SAMPLE

SIEVE ANALYSIS		Weight Sample(Grams):	245.1
SIZE	WEIGHT RETAINED (sum)	% RETAINED	% PASSED
1"	0.0	0.0%	100.0%
3/4"	0.0	0.0%	100.0%
1/2"	0.0	0.0%	100.0%
3/8"	0.0	0.0%	100.0%
#4	0.0	0.0%	100.0%
#10	0.1	0.0%	100.0%
#20	36.9	15.1%	84.9%
#40	200.9	82.0%	18.0%
#50	236.0	96.3%	3.7%
#100	243.4	99.3%	0.7%
#200	243.7	99.4%	0.6%
PAN:	243.8	100.0%	0.0%
SAMPLE:	245.1		

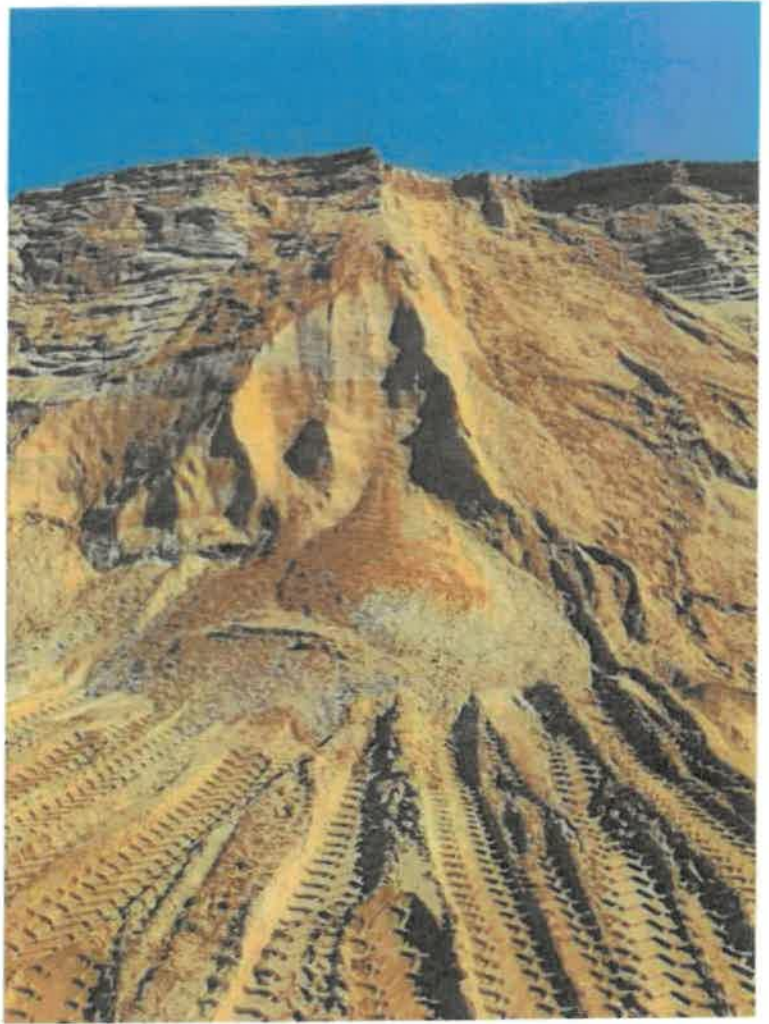
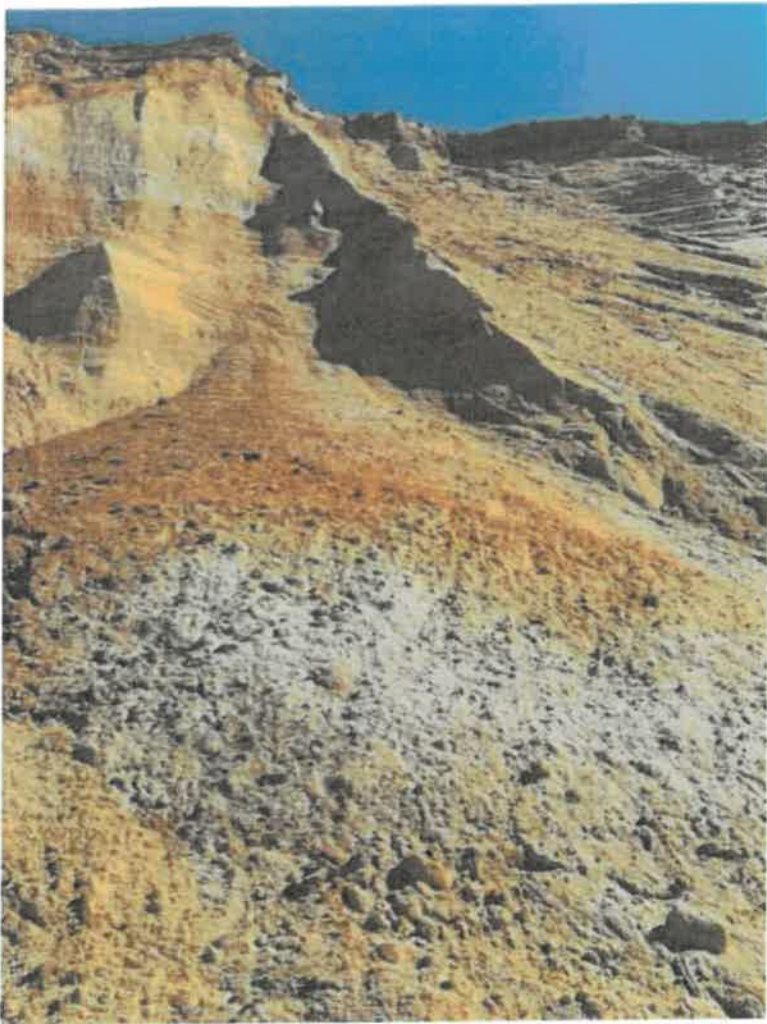
NOTE:TEST ON PASSING #4 ONLY, 0.0% RETAINED ON #4 <45% O.K.

RESULTS:
SOIL CLASSIFIED AS AASHTO A-1-b (GRAVEL AND SAND) (UNCOMPACTED)
PERCENTAGE OF MATERIAL PASSING #4 SIEVE :
#4 100% (TEST ONLY MATERIAL PASSING #4) OK
#50 10%-100% DOES NOT MEET
#100 0%-20% OK
#200 0%-5% OK
SAMPLE DOES NOT MEET TITLE 5 FILL SPECIFICATION
>99% SAND

RESULTS: PERMEABLE MATERIAL-CLASS I <2MIN./IN. MATERIAL (0.74GPD/SQ.FT)
NONCOMPACTED

SOIL DESCRIPTION: COARSE SAND





Photos of Sand Pit
2026









ELLIS LANDING



Buildings
Parcels



0 200 400 ft

Printed on 11/26/2025 at 09:15 AM

MapsOnline by PeopleGIS

March 25, 2026

Chase and Merchant (contractor) has applied to the Select Board to perform beach nourishment on the private beaches west Ellis landing. The land owners are Ellis Landing Park Condominium, Steven Fasman, Peter Wallis, Paul Roberts and Louise Wilson. The delivery of sand and the placement will commence April 20, 2026 and be completed not later than April 27, 2026

The Public hearing date is April 6, 2026. At the Town of Brewster Town Hall.

Chase and Merchant

30 Naushon Drive

Dennisport, MA 02639

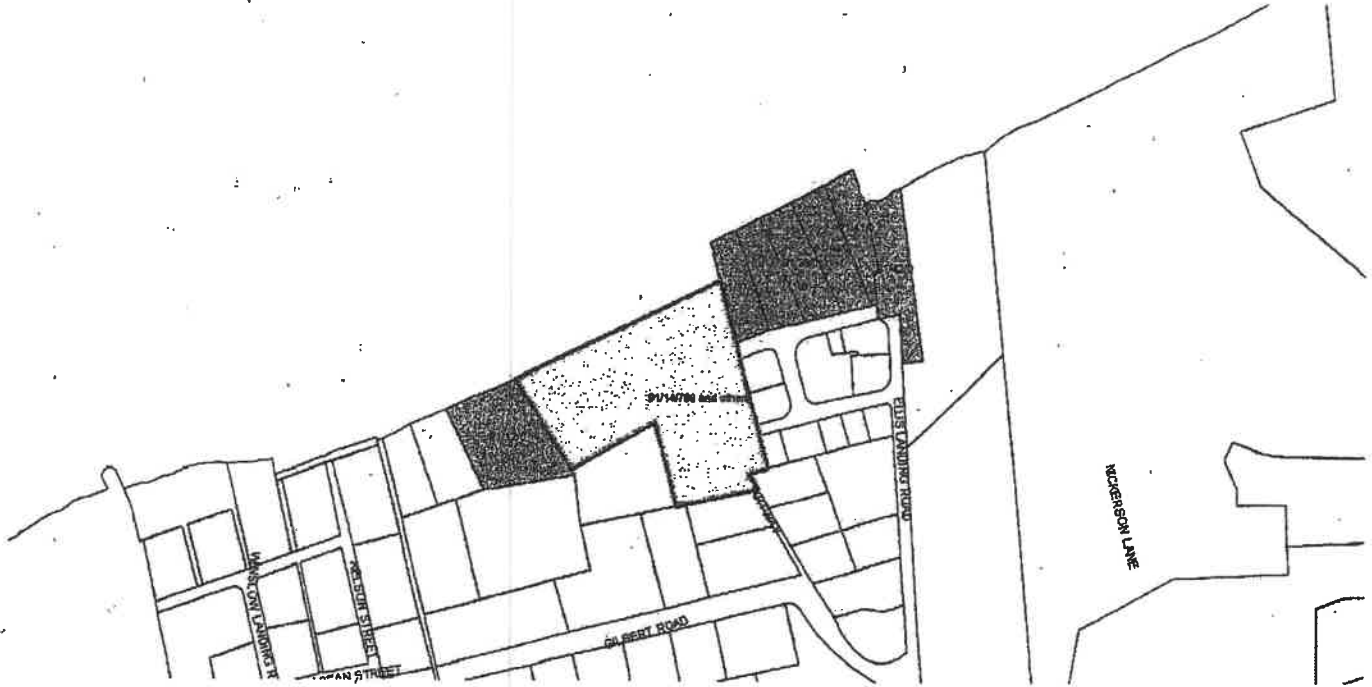


TOWN OF BREWSTER, MA
 BOARD OF ASSESSORS
 2198 Main Street Brewster, MA 02631

Certified by:

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

Town of BREWSTER Custom Abutters for Parcel 91/14/798



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
	798 91-14-798-R (7-11-1)	KADDIS MINA J & NANCY	10 NANCY MAY PATH (S DUNE)	161 TREMONT STREET 12E	BOSTON	MA	02111
	799 91-14-798-R (7-11-2)	SAND SWEEP COTTAGE LLC	16 NANCY MAY PATH (S SWEEP)	47 VERDUN AVENUE	NEW ROCHELL	NY	10804
	800 91-14-800-R (7-11-3)	COUGHLIN VERONICA A C TRUSTEE & COUGHLIN DOUGLAS C TRUSTEE	20 NANCY MAY PATH (S STONE)	25 WALDEN STREET	NEWTON	MA	02460
	801 91-14-801-R (7-11-4)	GILLESPIE DAVID A & SABETTI SUSAN T TR GILSAB JOINT TRUST	26 NANCY MAY PATH (SANDTIDE)	47 TUCKER RIDGE COURT	HILTON HEAD	SC	29928
	802 91-14-802-R (7-11-5)	MARATEA JOHN & ERIN	30 NANCY MAY PATH (SANDBAR)	19 LAURELWOOD DRIVE	NORWELL	MA	02061
✓	803 91-14-803-R (7-11-6)	ELLIS MANAGEMENT LLC	36 NANCY MAY PATH (SANDPIPER)	C/O ALEXA MISLITSKI ESQ 25 MID TECH DRIVE SUITE C	WEST YARMOUTH	MA	02673
	804 91-14-804-R (7-11-7)	GLASHOW JASON & JILL	69 KINGFISHER CARTWAY	17 BROOKFIELD ROAD	WELLESLEY	MA	02431
	805 91-14-805-R (7-11-8)	HOOPER JOHN L & JOANNE L TRUSTEES	71 KINGFISHER CARTWAY	PO BOX 1548	BREWSTER	MA	02831
	806 91-14-806-R (7-11-9)	SAND CASTLE COTTAGE LLC	62 KINGFISHER CARTWAY	47 VERDUN AVENUE	NEW ROCHELLE	NY	10804
	807 91-14-807-R (7-11-10)	DOMONKOS ANDREW P	60 KINGFISHER CARTWAY	PO BOX 1270	BREWSTER	MA	02831
✓	816 91-12-0-R (7-10)	DRISCOLL SHAWN F & MARY CARTEN	102 KINGFISHER CARTWAY	3 PARADISE ROAD	MILTON	MA	02186
✓	817 91-57-0-R (7-12)	28 CAPTAIN DUNBAR LLC	28 CAPTAIN DUNBAR ROAD	7 CENTRAL STREET	SOUTH EASTON	MA	02375
	818 91-38-0-R (7-13)	WILSON LOUISE	35 CAPTAIN DUNBAR ROAD	342 6TH AVENUE APT #4	BROOKLYN	NY	11215
	819 91-39-0-R (7-14)	ROBERTS PAUL G & ANNETTE R	41 CAPTAIN DUNBAR ROAD	287 LANGLEY ROAD #21	NEWTON	MA	02459
	820 91-40-0-R (7-15)	WALLIS PETER W	47 CAPTAIN DUNBAR ROAD	365 HEATH'S BRIDGE ROAD	CONCORD	MA	01742
	821 91-41-0-R (7-16)	FASMAN STEVEN L & CAROL G	51 CAPTAIN DUNBAR ROAD	27 CLUB POINTE DRIVE	WHITE PLAINS	NY	10805
✓	822 91-42-0-E (7-18-1)	BREWSTER TOWN OF	0 ELLIS LANDING ROAD	2198 MAIN STREET	BREWSTER	MA	02831

Additional Abutter Notifications:

Ellis Landing Park Condo Trust c/o Ellis Management LLC attn: Alexa Mislitski, Esq. 25 Mid Tech Drive Suite C West Yarmouth MA 02673

3/18/2026

Page

1

check mark are so noticed all other are participants



TOWN OF BREWSTER
 1657 MAIN STREET
 BREWSTER, MA 02631
 PHONE: (508) 896-4546
 FAX: (508) 896-8089
 CONSERVATION@BREWSTER-MA.GOV

OFFICE OF
 CONSERVATION COMMISSION

Town Landing and Public Beach Access Request Form

Complete each section below and submit this form to the Conservation Commission and Town Administration a minimum of 30 days prior to the requested start-date. No construction activities are permitted between April 15 and Columbus Day. Access is granted on a first-come basis, and only one contractor is permitted the use of any one town landing at any given time. Check boxes are for office use.

Town Landing and Public Beach Access Information

- Town Landing and Beach where access is requested: Mant's Landing
- Proposed start and finish dates: _____
- Estimated duration of work: 1 week
- Attach a description of proposed work to include vehicles, equipment, and/or materials to be used. Vehicle registration numbers for all equipment must also be provided. Are you requesting permission to store equipment and/or materials on Town property overnight(s)?
 Yes No

Doosan 300 Front End Loader / Doosan 325 Excavator

Contractor Information

- Name of contractor(s) performing work: Chase and Merchant
- Address of contractor(s): Po Box 5, 30 Naushon Rd, Dennisport, MA 02639
- Phone number for contractor(s): 508-398-2206
- Email for contractor(s): Excavation@chaseandmerchant.com

Property Information

- Address of property where work is to be performed: Mant's Landing, O. Paines Creek Rd
- Map and lot number: 38-28 WDBTH
- Property owner(s): Dan Belanger
- Phone number of owner(s): _____
- Email of owner(s): _____
- Conservation Permit Number for work: SE 9-1696 WDBTH
 - Submit Conservation performance bond if applicable under the Orders of Conditions
 - Submit cubic yards of sand
 - Submit sieve analysis and source information for nourishment sand

CHASE AND MERCHANT
PO BOX 5, 30 NAUSHON RD
DENNISPORT, MA 02639
(508) 398-2206
Excavation@chaseandmerchant.com

MANTS LANDING STAGING PERMIT REQUEST

Site: Mants Landing, O Paines Creek Road

**Proposed Work: Trucking in 30 cubic yards of screened beach sand per Town of Brewster.
Cleaning up the parking lot after work is completed.**

Equipment: Doosan 300 Front End Loader and Doosan 235 Excavator

We would like permission to store equipment / materials on Town Property overnight.

**Dates: If we are granted permission at the April 6, 2026 meeting, we will start the work
sometime during the week of April 20th and have the work completed by April 30th, 2026.**

**Thank you,
Jay Merchant**

**Owner affirmation of responsibility for work and
5-day request for site inspection/notice of work for
Order of Conditions**

To:
Brewster Conservation Commission
1657 Main Street
BREWSTER, MA, 02631

(Date of Request for Site Inspection)

Order of Conditions (SE 9-1196) - Order of Conditions recorded at the Registry of Deeds or
Land Court, Barnstable County on May 4, 2016 38 28

Location of project - Street Mantz Landing Lane Rd Assessor's Map 166 Parcel 21 W060
O Paines Creek Rd

I, Chase and Merchant (Contractor), wish to schedule a site visit with an agent of the
Conservation Commission to inspect the siltation barrier for this project. I would like the inspection to take
place at the following date and time: _____.

The Order was recorded at the Registry of Deeds or Land Court, Barnstable, and proof of recording was
submitted to the Conservation Department for the project file. I understand that work shall commence only
with approval of the Conservation Agent, and that any work activities which have commenced prior to an
inspection and approval by the Conservation Commission may result in a "cease and desist" order and fine of
up to \$300.00 per day.

The type of work is Sand Nourishment
(dwelling construction, sewage disposal installation, landscape work, etc.)

Included with this request is a series of photos of the existing wetland edge and the installed erosion control
barriers. A copy of the Order of Conditions and the approved site plan are available on the site. This form
shall serve as proof that I have read and understand the terms of this Order of Conditions.

Telephone Number of Contractor (508) 398-7206

Signature of Contractor [Signature]

Signature of Owner _____ This form shall serve as proof that I, the
owner of the above referenced property, have read and understand the terms of this Order of Conditions, and
am responsible for any violation which occurs on this property.

Signature/Initial of Conservation Agent _____ The required erosion controls were installed
according to the plans approved by the Conservation Commission.

DATE OF REPORT: 2/13/2026
JOB : GRAIN SIZE ANALYSIS-SIEVE TEST
SITE: 1515 FREEMANS WAY, BREWSTER
LOCATION: CAPE SAND & RECYCLING SCREENED SAMPLE

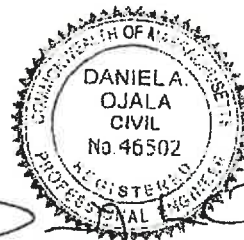
SIEVE ANALYSIS			
SIZE	WEIGHT RETAINED (sum)	% RETAINED	% PASSED
1"	0.0	0.0%	100.0%
3/4"	0.0	0.0%	100.0%
1/2"	0.0	0.0%	100.0%
3/8"	0.0	0.0%	100.0%
#4	0.0	0.0%	100.0%
#10	12.5	3.6%	96.4%
#20	96.6	27.9%	72.1%
#40	254.6	73.4%	26.6%
#50	305.5	88.1%	11.9%
#100	338.9	97.7%	2.3%
#200	344.4	99.3%	0.7%
PAN:	345.9	100.0%	0.0%
SAMPLE:	346.8		

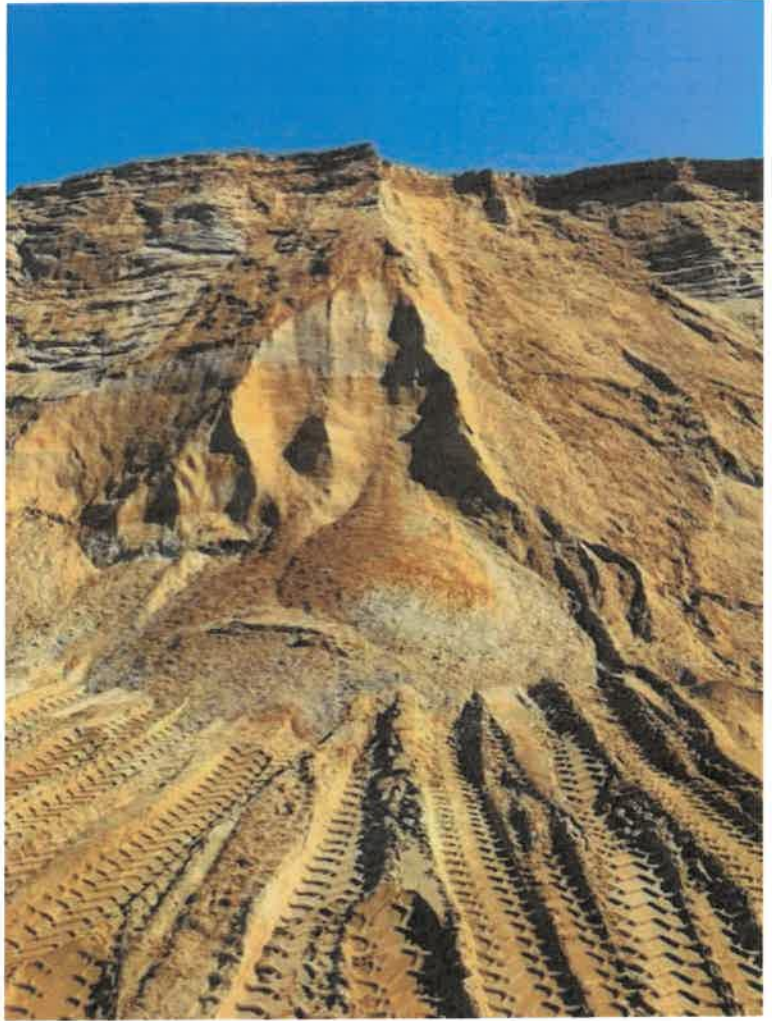
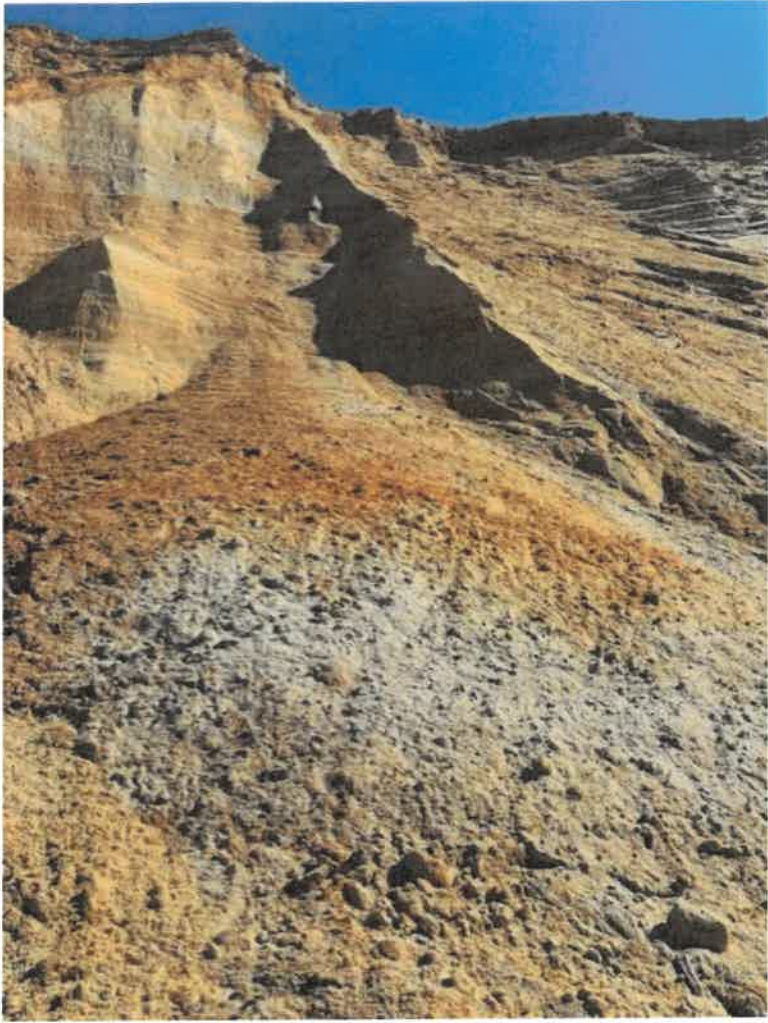
Weight Sample(Grams): 346.8

NOTE: TEST ON PASSING #4 ONLY, 1.4% RETAINED ON #4 <45% O.K.

RESULTS:
SOIL CLASSIFIED AS AASHTO A-1-b (GRAVEL AND SAND) (UNCOMPACTED)
PERCENTAGE OF MATERIAL PASSING #4 SIEVE :
#4 100% (TEST ONLY MATERIAL PASSING #4) OK
#50 10%-100% OK
#100 0%-20% OK
#200 0%-5% OK
SAMPLE MEETS TITLE 5 FILL SPECIFICATION
>99% SAND

RESULTS: PERMEABLE MATERIAL-CLASS I <2MIN./IN. MATERIAL (0.74GPD/SQ.FT)
NONCOMPACTED
SOIL DESCRIPTION: MEDIUM/COARSE SAND





Photos of Sand Pit
2026







MANTS LANDING



Buildings
Parcels



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

200 400 ft

Printed on 11/26/2025 at 08:58 AM

MapsOnline by PeopleGIS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/18/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
RogersGray, A Baldwin Risk Partner
410 University Ave
Westwood MA 02090

CONTACT NAME:
PHONE (A/C No, Ext): 800-553-1801 **FAX (A/C No):** 877-816-2156
E-MAIL ADDRESS: mall@rogersgray.com

INSURED
Chase & Merchant, Inc.
Cape Sand & Recycling LLC
P. O. Box 5
Dennis Port MA 02639

License#: PC-514062
CHAS&ME-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Union Insurance Company	25844
INSURER B : Acadia Insurance Company	31325
INSURER C : Crum & Forster Specialty Insur	44520
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 533275699

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CLA5099486-22	5/5/2025	5/5/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		MAA5099487-22	5/5/2025	5/5/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		CUA5256172-19	5/5/2025	5/5/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Pollution		CPL-119310	5/5/2025	5/5/2026	Occurrence/Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Workers Compensation Certificate to Follow Separately

CERTIFICATE HOLDER

CANCELLATION

Town of Brewster
2198 Main Street
Brewster MA 02631

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

6

Conservation Commission

Town of
BREWSTER
MASSACHUSETTS



March 26, 2026

Daniel Belanger
112 Governor Prence Road
Brewster, MA 02631

Conservation Approval: Sand Nourishment at Mant's Landing (0 Paines Creek Road) for Daniel Belanger under Order of Conditions SE9-1696 and the Commission adopted and ratified Winter-Storm/Blizzard Hernando protocols and procedures.

Mr. Belanger, good day.

I understand from your communications with me and the subsequent email threads that you would like to sand nourish with 30 cubic yards at Mant's Landing, 0 Paines Creek Road to cover 1 of the 2 years of sand nourishment requirements that you have been planning to perform under SE9-1696. Thank you.

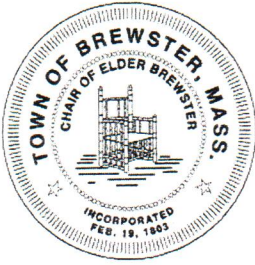
Regarding your plans to nourish at Mant's Landing which is not approved under your Order of Conditions/SE9-1696, I have spoken with Chair Michael Tobin and Commissioner Ron Slowek about your proposed plans. They both agree that you are approved a 1-time sand nourishment event following the current Winter Storm/Blizzard Hernando approved and ratified protocols and procedures and the requirements of your valid Order of Conditions/SE9-1696. This is a 1-time approval for the 30 cubic yards at Mant's Landing. Please keep in mind that Select Board Town Landing Access is also required.

As such, you just need to complete the Town Landing Access Form and provide the required minimum information for the Select Board.

If you have any questions, please feel free to call me at (508) 896-4546 ext. 4242.

Respectfully,

Bill Grafton
Brewster Conservation Administrator
1657 Main Street
Brewster, MA 02631



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

Office of:
 Select Board
 Town Manager

Application Fee: \$35.00

**APPLICATION FOR
 ONE-DAY ENTERTAINMENT LICENSE**

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

Section 1: Applicant Information

Applicant's Name:	Mark Kielpinski / By the Bay Designs
Applicant's Address:	1077 Main St., Brewster
Telephone # and Email Address:	[Redacted] bythebaybrewster@gmail.com

Section 2: Event Information

Type of Event:	Wildcare Charity Event
Location of Event:	Lemon Tree Village
Date of Event & Proposed Times:	Saturday, May 2nd 12 - 2:00
Description of entertainment proposed (include name of band or DJ, and if entertainment will be live, acoustic or amplified, etc.):	live acoustic music by Tinfoil Hat
Will entertainment be performed indoors or outdoors:	outdoors

Section 3: Additional Information:

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

Number of anticipated attendees over the course of the event: 50 Maximum # at any one time: 10

Applicant Signature: [Signature] Date: 3/26/26


Town of Brewster Fiscal Year 2027 Budget Overview

PETER LOMBARDI, TOWN MANAGER

MIMI BERNARDO, FINANCE DIRECTOR

DONNA KALINICK, ASSISTANT TOWN MANAGER

MARCH 2, 2026



Agenda

- Updated FY27 Revenue Assumptions
- FY27 Expense Drivers and Major Changes
- Proposed FY27 Town Budget Initiatives
- FY27 Budget Implications & Next Steps

FY27 Budget: Revenue Projections

New Growth

- \$300k based on Assessor's analysis

State Aid (cherry sheet)

- Based on Governor's Proposed FY27 Budget
- \$80k increase over FY26 (\$2.88M)

Local Receipts

- 6.39% total increase from FY26 assumptions based on FY23-25 actuals
- Last year's increase was 8.8%
- Future projections are closer to 3.25-3.5% and will need to be monitored closely

Short-Term Rental Revenues

- Level funded at \$1.2M
- Based on FY25 actuals and 1st & 2nd quarter FY26 actuals

FY27 Budget: Revenue Projections (cont'd)

Ambulance Receipts

- \$1.2M, based on available balance and actual annual revenues; covers 1/3 of total Fire Dept operating expenses + 2 FFs
- Ambulance Fees to be reviewed and increased for FY27

Water Indirects

- \$17k increase to \$211k

Golf Indirects

- \$25k increase to \$242k

Solar Revenues

- \$20k to General Fund for part-time Energy Manager
- \$71k to Golf Department

Marijuana Revenues

- \$200k based on FY25 and 1st half FY26 actuals – helps offset impacts of the addition of 2 new firefighters in FY26
- Estimates have been decreased in the out years and will need to be monitored closely

General Fund Revenues FY24-27

	FY24 Budget	FY24 Actuals	FY25 Budget	FY25 Actuals	FY26 Budget	FY27 Projected Revenues
Revenues :	\$54,370,616	57,824,504	\$58,445,754	61,281,986	\$60,971,980	\$63,819,315
Revenues :	\$54,370,616	57,824,504	\$58,445,754	61,281,986	\$60,971,980	\$63,819,315
Taxes	\$38,110,105	38,656,250	\$40,452,801	40,883,131	\$42,606,313	\$44,169,207
Cannabis Local Option Tax	\$0	115,776	\$0	214,108	\$150,000	\$200,000
Excluded Debt (Town & Schools)	\$5,080,789	5,450,789	\$6,327,000	6,458,386	\$6,280,539	\$6,961,030
Local Receipts	\$5,008,304	7,042,120	\$5,549,907	7,155,353	\$6,035,923	\$6,381,264
Override - Brewster Elementary Schools	\$316,878	0	\$758,091	0	\$0	\$0
Override - Nauset Regional Schools	\$647,720	0	\$0	0	\$0	\$0
State Aid	\$2,549,993	2,461,871	\$2,600,935	2,641,254	\$2,820,683	\$2,900,774
Short Term Rental Revenue	\$1,000,000	1,450,870	\$1,050,000	1,292,735	\$1,200,000	\$1,200,000
Transfers	\$186,785	1,088,404	\$218,714	821,213	\$271,955	\$349,163
Ambulance Receipts Transfers	\$1,062,300	1,362,300	\$1,077,652	1,395,152	\$1,194,674	\$1,204,530
Golf & Water Indirects	\$407,742	196,124	\$410,654	420,654	\$411,893	\$453,347

Noteworthy FY27 Budget Expense Drivers: Forecast to Actual

Nauset Regional

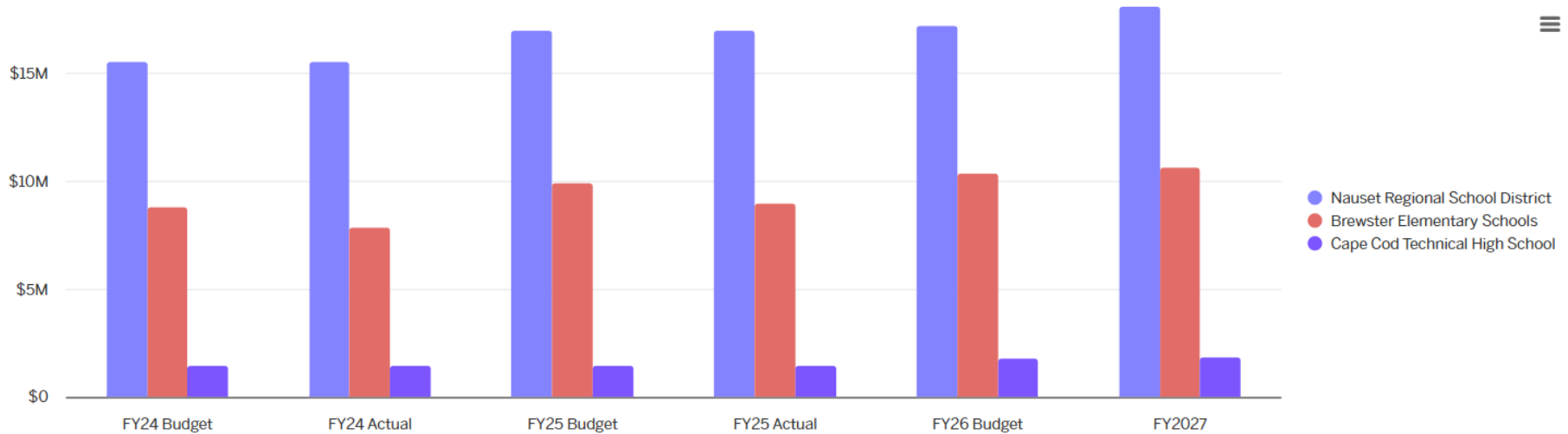
- Projected 3% overall operating budget increase
- Preliminary middle school budget increase of 4.7% & high school increase of 3%
- Central office, region only, revenues, and debt currently unknown
- Brewster's student population has not increased but relative to total enrollment in the district it increased by 1.4% from FY26 (+\$200k)
- Operating increases over 3% will require FY27 override – last Nauset override in FY24 (\$648k)

Brewster Elementary Schools

- Projected 3% operating increase within levy
- Stony Brook & Eddy School currently at 3.4% and 5.3% respectively (4.4% overall)
- Operating increases over 3% will require FY27 override - \$1.075M in elementary school overrides in FY24 & FY25
- BES health insurance increasing by 12% and pension by 11%

School Budgets Within Levy (3% assumed for Nauset & BES)

FY27 School Budgets



	FY24 Budget	FY24 Actual	FY25 Budget	FY25 Actual	FY26 Budget	FY2027	% Variance
Expenses	\$25,810,376	\$24,824,926	\$28,432,210	\$27,455,384	\$29,373,869	\$30,633,681	4%
Nauset Regional School District	\$15,554,201	\$15,554,201	\$17,019,204	\$17,019,204	\$17,220,661	\$18,118,301	5%
Brewster Elementary Schools	\$8,791,810	\$7,840,267	\$9,945,532	\$8,968,706	\$10,359,132	\$10,657,499	3%
Stony Brook Elementary	\$4,662,100	\$4,243,867	\$5,307,891	\$4,831,723	\$5,561,572	\$5,720,809	3%
Eddy Elementary School	\$4,129,710	\$3,596,401	\$4,637,641	\$4,136,983	\$4,797,560	\$4,936,690	3%
Cape Cod Technical High School	\$1,464,365	\$1,430,458	\$1,467,474	\$1,467,474	\$1,794,076	\$1,857,881	4%

Noteworthy FY27 Budget Expense Drivers: Forecast to Actual

Cape Cod Tech

- Projected 3% operating increase – 4.5% actual operating increase (**7.1% assessment**)
- Enrollment percentage is the same as FY26 (8.96%)
- Operating assessment increasing by \$79k

Health Insurance

- Projected 7% rate increases – **8% actual**
- 5.2% Town increase after adjustments made to reflect current staffing - BES 12%

Pension

- Projected 8% increase – **6.2% actual** (12.7% preliminary)
- 5.9% Town increase - BES 11.1%

Noteworthy FY27 Budget Expense Drivers: Forecast to Actual

Town Personnel

- Projected 2.5% COLA & 3% step increases for most employees plus one-time market adjustment
- 1.5% COLA & 3% step increases within levy limit
- Additional COLA plus market rate adjustments in operating override
- Step increases only in department budgets – COLA and market rate adjustments in contractual obligations (Employee Benefits)
- Level services budget with no staffing reductions

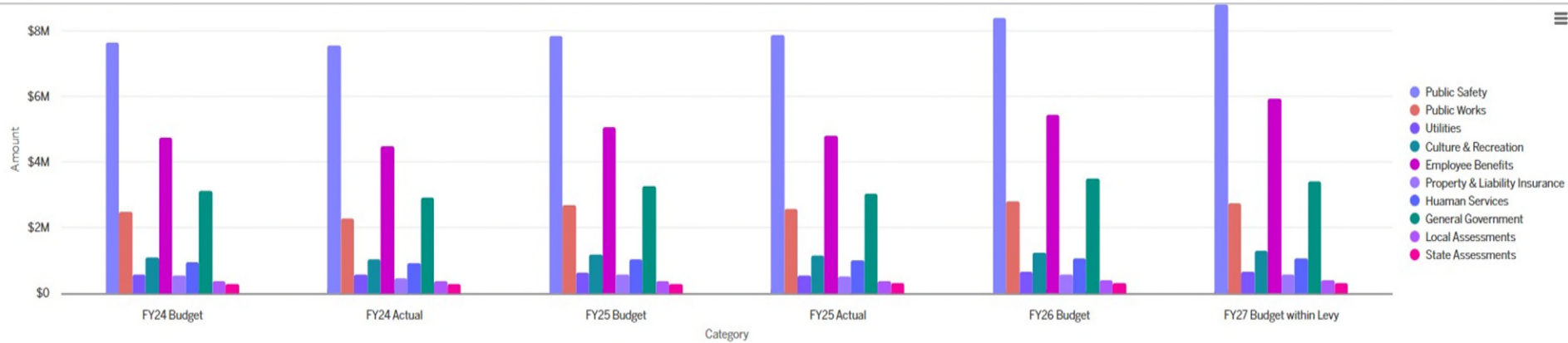
Town Expenses

- Projected 0% increase (not including health insurance & pension) - **actual .6%**

Total Town Operating Expenses

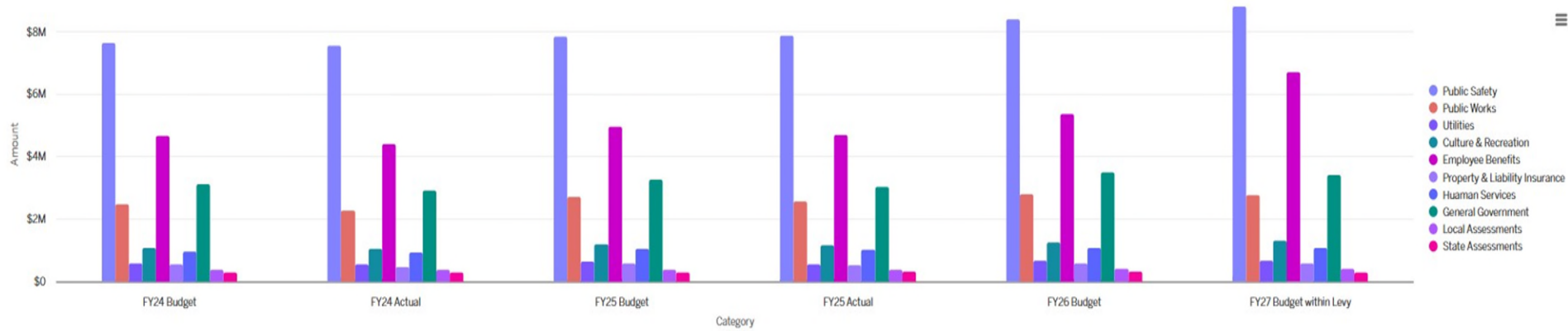
- **Actual 3.4% increase** within levy limit
- **Total 6.9% increase**, including personnel expenses in operating override

FY27 Budget Summary – Town Expenses Within Levy



	FY24 Budget	FY24 Actual	FY25 Budget	FY25 Actual	FY26 Budget	FY27 Budget Within Levy	% Variance
Expenses	\$21,870,827	\$20,952,632	\$23,031,689	\$22,259,557	\$24,452,237	\$25,271,242	3.4%
Public Safety	\$7,636,929	\$7,557,470	\$7,858,972	\$7,883,368	\$8,388,488	\$8,808,197	5.0%
Public Works	\$2,490,124	\$2,284,071	\$2,705,386	\$2,580,221	\$2,812,704	\$2,759,716	-1.9%
Utilities	\$571,109	\$568,608	\$629,113	\$543,594	\$661,311	\$661,311	0.0%
Culture & Recreation	\$1,092,879	\$1,050,095	\$1,192,296	\$1,165,257	\$1,257,530	\$1,301,826	3.5%
Employee Benefits	\$4,748,660	\$4,499,126	\$5,058,307	\$4,798,913	\$5,452,320	\$5,929,855	8.8%
Property & Liability Insurance	\$561,201	\$469,929	\$589,264	\$517,651	\$589,264	\$589,000	-0.0%
Human Services	\$966,356	\$923,811	\$1,036,524	\$1,026,186	\$1,066,907	\$1,083,504	1.6%
General Government	\$3,134,128	\$2,930,083	\$3,275,703	\$3,043,474	\$3,501,201	\$3,420,052	-2.3%
Local Assessments	\$374,556	\$374,556	\$385,612	\$385,720	\$399,839	\$411,695	3.0%
State Assessments	\$294,885	\$294,885	\$300,512	\$315,173	\$322,673	\$306,086	-5.1%

FY27 Budget Summary – Town Expenses Including Override



▼ Expand ▲ Collapse		Header Hidden ▼					▼	Calculation
		FY24 Budget	FY24 Actual	FY25 Budget	FY25 Actual	FY26 Budget	FY27 Budget Within Levy	% Variance
▼	Expenses	\$21,787,440	\$20,861,138	\$22,943,297	\$22,156,233	\$24,359,425	\$26,041,232	6.9%
>	Public Safety	\$7,636,929	\$7,557,470	\$7,858,972	\$7,883,368	\$8,388,488	\$8,808,197	5.0%
>	Public Works	\$2,490,124	\$2,284,071	\$2,705,386	\$2,580,221	\$2,812,704	\$2,759,716	-1.9%
>	Utilities	\$571,109	\$568,608	\$629,113	\$543,594	\$661,311	\$661,311	0.0%
>	Culture & Recreation	\$1,092,879	\$1,050,095	\$1,192,296	\$1,165,257	\$1,257,530	\$1,301,826	3.5%
>	Employee Benefits	\$4,665,273	\$4,407,632	\$4,969,915	\$4,695,589	\$5,359,508	\$6,699,845	25.0%
>	Property & Liability Insurance	\$561,201	\$469,929	\$589,264	\$517,651	\$589,264	\$589,000	-0.0%
>	Human Services	\$966,356	\$923,811	\$1,036,524	\$1,026,186	\$1,066,907	\$1,083,504	1.6%
>	General Government	\$3,134,128	\$2,930,083	\$3,275,703	\$3,043,474	\$3,501,201	\$3,420,052	-2.3%
>	Local Assessments	\$374,556	\$374,556	\$385,612	\$385,720	\$399,839	\$411,695	3.0%
>	State Assessments	\$294,885	\$294,885	\$300,512	\$315,173	\$322,673	\$306,086	-5.1%

Proposed FY27 Budget Initiatives

Select Board FY26-27 Strategic Plan Goal CC-3: Determine long-term financing strategy for preschool family support pilot program

- Pilot program was first endorsed by Select Board in January 2024 and \$250k appropriation from available overlay funds was approved by Town Meeting in each of last 2 FYs
- Program provides up to \$3k subsidy per family to help with childcare costs for children ages 3-4
- Approximately 70 families have been supported each of the first 2 years after accounting for the costs of program administration
- Funded through available overlay funding in FYs 25 & 26 as initial interim measure
- Select Board recently amended their Short-Term Rental Revenue Allocation Policy to set aside 20% of these funds for this program in FY27 (\$240k)
- Funds are included in FY27 operating budget and will be transferred to new revolving fund

Proposed FY27 Budget Initiatives

New Staffing

Select Board FY26-27 Strategic Plan Goal G-5:
Continue to make targeted increases in organizational capacity identified in relevant staffing studies and department strategic plans

Recreation Department: Increase hours for part-time Department Asst from 19 to 24 hours/week (\$2k net impact on General Fund)

Administration: Shifted funding for Asst DPW Director / Town Engineer position from DPW to Administration for new Town Engineer / Project Manager hired during FY26

FY27 Budget

Unfunded Personnel Requests

Select Board FY26-27 Strategic Plan Goal G-5:
Continue to make targeted increases in organizational capacity identified in relevant staffing studies and department strategic plans

Public Works: New full-time Laborer

Police Department: 2 new patrol officers
& 1 more Sergeant

Fire Department: 2 more firefighters &
new EMS Coordinator

Building: New full-time Building Inspector

FY27 Budget

Unfunded Personnel Requests

Select Board FY26-27 Strategic Plan Goal G-5:
Continue to make targeted increases in organizational capacity identified in relevant staffing studies and department strategic plans

Assessor: New part-time Department Asst

Accounting: New part-time Department Asst

Natural Resources: Transition new part-time Asst Conservation Agent to full-time

Community Planning: Increased hours (2.5/week) for Asst Town Planner

Proposed FY27 Budget Initiatives

Investing in Workforce

Select Board FY26-27 Strategic Plan Goal G-5:
Ensure equitable and competitive
compensation of Town employees to recruit
and retain highly competent workforce

- Town union contracts and employee agreements all expire in June 2026
- Negotiations are active and ongoing
- Compensation data from comparable Cape communities identify need for greater market adjustments for Brewster salaries than originally anticipated in financial forecast to be equitable and competitive
- 1.5% COLA included in levy limit budget and balance of wage adjustments are in operating override

FY27 Budget Summary

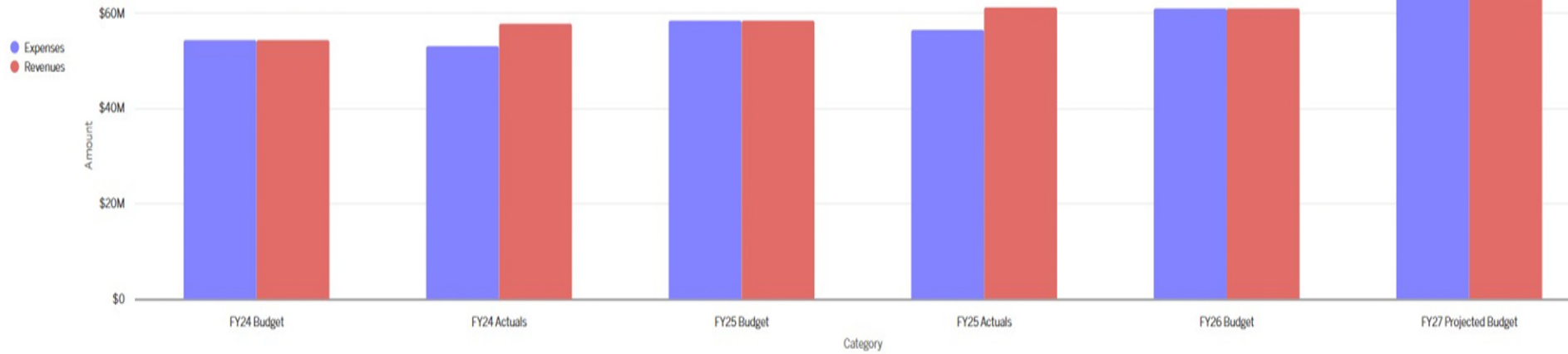
Estimated FY27 General Fund revenue totals:
\$63,819,315

Projected FY27 General Fund operating appropriations with
Nauset Regional & Brewster School budgets at 3% estimate:
\$64,637,901

Town Operating Override*:
\$850,000

* 1st Town general operating override since 2012

FY27 General Fund Overview



	FY24 Budget	FY24 Actuals	FY25 Budget	FY25 Actuals	FY26 Budget	FY27 Projected Budget
> Expenses	\$54,305,049	53,100,557	\$58,430,616	56,550,247	\$60,913,082	\$64,637,901
> Revenues	\$54,370,616	57,824,504	\$58,445,754	61,281,986	\$60,971,980	\$63,819,315
Calculation	\$65,567	4,723,947	\$15,138	4,731,739	\$58,898	-\$818,586

Select Board Policy Decisions

Increasing Chamber of Commerce appropriation by \$16k – not currently included

Adding new Good Landlord exemption – not currently included

Increasing veterans exemption under HERO Act by another 50% (\$25k) – currently included

Determining components of funding to be included in override – currently no staffing reductions

FY27 School Budget Policy Implications & Next Steps

- Brewster's FY27 budget directive to Nauset & Brewster Schools: financial forecast identified ability to support 3% increase & any greater increase would likely require operating override(s)
- Communicated potential override implications to Nauset school officials as they continue to refine and finalize their respective budgets
- Continue to closely monitor release of revised versions of all Nauset school budgets, including changes to elementary school budgets
- Waiting on Nauset Central Office & Region Only budgets, Nauset debt schedule, and revenue assumptions
- If final Nauset budgets are over 3%, Town needs to decide on approach to seeking override approval(s)
- Importance of continuing to pursue amendments to regional school agreement & exploring feasibility of regionalizing elementary schools

Telling our budget story

Finance Team launched online budget platform 4 years ago, starting with FY23 operating budget

Goal of continuing to make budget information and processes more accessible and transparent

Brewster received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for our FY24, FY25, and FY26 budgets - reflecting national best practices

Departmental stories include a mission statement, FY26 accomplishments, FY27 goals & initiatives, budget highlights, line-item expense details (including previous year budget & actuals), relevant data, and supplementary materials

History of Brewster Overrides

Year	Purpose	Amount	Outcome
1993	School Operations	\$123,731	Passed
1995	School Operations	\$132,468	Passed
1996	School Operations	\$271,000	Passed
2003	Personnel, Two Firefighters	\$144,000	Passed
2004	Town & School, Operations	\$800,000	Passed
2006	Personnel, Two Firefighters	\$130,000	Passed
2009	Personnel, Town Planner	\$100,000	Passed
2012	Town & School, Operations	\$799,522	Passed
2013	Personnel, Two Firefighters & One Police Officer	\$199,000	Passed
2019	Personnel, Two Firefighters, One COA Program Coordinator, One Natural Resources Officer	\$309,000	Passed
2023	Elementary Schools	\$316,878	Passed
2023	Nauset Schools	\$647,720	Passed
2024	Elementary Schools	\$758,091	Passed



**NAUSET PUBLIC SCHOOLS
2026-27 BUDGET PRESENTATION**

Towns of Brewster, Eastham, Orleans & Wellfleet

Glenn Brand, Ed.D.
Superintendent of Schools

March/April 2026



Brewster School Committee

Katie Jacobus, *Chair*

Marie Enochty, *Vice Chair*

Judi Lech

Steve Leibowitz

Sarah Sherman

Nauset Regional School Committee

Judith Schumacher (O), Chair

Moira Noonan-Kerry (E), Vice Chair

Katie Cole (O)

Rick Draper (B)

Chris Easley (W)

Tom Fitzgibbons (B)

Kari Hoffmann (B)

Cathryn Lonsdale (B)

NPS Administrative Team

Glenn Brand

Superintendent

Victoria Saldana, *Assistant Superintendent*

Robert Dutch, *Interim Director of Finance & Operations*

Matthew Kravitz, *Director of Student Services*

Taylor Wrye, *Director of Technology*

Deirdre L'Italien, *Director of Human Resources*

Mary Ellen Reed, *NPS Nurse Leader*

Susan Murray, *Director of Food Services*

Carolann Kasper, *Stony Brook Elementary School Principal*

Steve Guditus, *Eddy Elementary School Principal*

DISTRICT LEADERSHIP OVERVIEW FY 27



FINANCE & OPERATIONS

Robert Dutch - Interim Finance Director
Paul Donlan - Interim Finance & Operations

- Currently vacant and being filled by interim assistants (Paul Donlan & Bob Dutch)
- Title changed to Assistant Superintendent in early January in an effort to try and attract a wider candidate pool
- Interviews are currently being conducted with a few candidates



DISTRICT LEADERSHIP

Superintendent - Glenn Brand
Assistant Superintendent of Teaching & Learning - Victoria Saldana
Director of Human Resources - Deirdre L'Italien
Director of Student Services - Matt Kravitz
Director of Technology - Taylor Wrye
Director of Nutrition & Food Services - Sue Murray
Director of Wellness - Mary Ellen Reed

- FY26 budget includes nine (9) district leaders
- The FY27 plan includes the addition of two (2) additional positions:
 - Director of Communication & Community Engagement
 - Assistant Director of Nutrition & Food Services
- Only the Director of Communication & Community Engagement impacts the budget shared across the five School Committee budgets as the Assistant Director of Nutrition & Food Services will be funded by the revolving fund for food services



SCHOOL & BUILDING LEADERSHIP

Brewster Elementary Schools
Stony Brook Elementary School - Carolan Kasper (Principal)
Eddy Elementary School - Steven Guditus (Principal)

Eastham Elementary School - Bill Crosby (Principal)

Orleans Elementary School - Elaine Pender (Principal)

Wellfleet Elementary School - Adam O'Shea (Principal)

Nauset Regional Middle School
Peter Cohen (Principal)
Brett Costello (Assistant Principal)
Mike Cilberto (Assistant Principal)

Nauset Regional High School
Patrick Clark, Karen McGrath, HoYin Yuen

- The total number of school/building leaders remain consistent and unchanged for next school year
- Each of our schools has one (1) principal
- Only the middle and high school have assistant principals

Nauset Public Schools

District-Wide Priorities & Initiatives (2026–27)

Key Focus Areas (no particular order):

Enhanced Communication

- › Strengthen two-way communication with families and communities
- › Onboard Director of Communications & Community Engagement to lead systems, protocols, and outreach

Teaching & Learning

- › Develop district-wide approach to Artificial Intelligence (AI)
- › Align instructional practices across schools
- › Expand co-teaching models for Special Education

Full Opening of Nauset Regional High School

- › Transition to full program integration in new facility
- › Expand opportunities for community access and use

Pre-Kindergarten Programming

- › Ensure compliance with Free Appropriate Public Education (FAPE) requirements (ages 3–5)
- › Currently centralized at Brewster
- › Explore future model, including potential return to elementary schools

Vision For Improved Communication & Engagement

- 💡 **Communication as a Core Value:** Shifting from "distributing information" to "fostering a dialogue" across our towns.
- 🎯 **The Goal:** To ensure our families, students, staff, and residents feel heard, informed, and connected.
- 👤 **The Strategy:** A dedicated leader to unify our voice across four towns and create feedback loops.



STRENGTHENING THE "NAUSET NARRATIVE"



Current Challenge

Siloed communication creates "information islands" between individual schools and our four towns.



The Opportunity

Celebrate collective strengths—academic innovation, arts, and athletics—through a unified lens.



Consistent Experience

Ensuring family experience at the elementary level feels identical to the middle & high school journey.

SCOPE OF THE ROLE (THE "WHAT")

Community Engagement

Managing surveys, listening tours, and municipal partnerships.

Content Governance

Ensuring all school websites and social media are current and accessible.

Media Relations

Acting as the district's storyteller and primary press contact.

Messaging Strategy

Guiding the "tone and feel" of all public-facing materials.

THE "STABILITY" DIVIDEND

Trust as a Resource: High public trust leads to smoother budget cycles and community support.

Sustainable Growth: Strengthening our reputation stabilizes enrollment.

4

Students retained pays for the position

Fiscal Reality (Charter Tuition)

Expense per student	\$26,576
Total Nauset students leaving	121
Total District Cost	\$3,215,799

"When families understand Nauset's excellence, they choose to stay."



Nauset Public Schools

District-Wide Priorities & Initiatives (2026–27)

Key Focus Areas



Student & Family Attraction & Retention

- > Increase proactive communication about NPS offerings
- > Support informed family decision-making
- > Strengthen efforts to attract, enroll, and retain students



Development of New Strategic Plan

- > Previous plan concluded in 2024–25
- > Strategic Planning Committee (students, staff, community) underway
- > **Goal:** School Committee approval prior to start of 2026–27 school year

Strategic Planning Committee Members

School Committee Reps	School/Building Leaders	Parent/Guardians	District Leaders	NPS Staff
Marie Enochy	Sarah Stair	Allyson McGillveary	Mary Ellen Reed	Kathleen Tringale
Annabel Szeglin	Carolann Kasper	Shaun Logan	Matt Kravits	Deborah Meyer
Jonathan Bryan	Peter Cohen	Kristen Vincent	Glenn Brand	Karen Novacon
Lauren Hill	Elaine Pender	Stephen Glasheen	Vicky Saldana	Erin Sullivan
Grace Norton		Christine Szeglin	Community Members At-Large	Allison Kelley
Ian Mack		Christina Filep	Robert Tobias	Anna Smith
Gabriel "Gabe" Walsh			Yolanta Quinton	
Judith Schumacher				

School Enrollment Trends

STATEWIDE ENROLLMENT DECLINE

* 2025–2026 school year: Total K-12 public school enrollment in Massachusetts dropped by 15,442 students, a 1.6% decline from the prior year, reaching about 900,490 students – the *lowest level in roughly 30 years*.

Sources: [mass.gov](https://www.mass.gov); Boston University; GBH; WBUR

FACTORS CONTRIBUTING TO THE DECLINE

1. Demographic changes – Fewer school-age children due to declining birth rates and aging communities.
2. Housing costs and migration – High housing costs and out-migration reduce the number of young families living in the state.
3. Immigration patterns – Reduced international immigration has contributed to lower enrollment in districts with historically high populations of English learners.
4. Post-COVID schooling choices – Some families moved to private or homeschooling options and did not return to public schools.

PANDEMIC & RECENT TRENDS

Research by Boston University indicates that public school enrollment remains below pre-COVID levels:

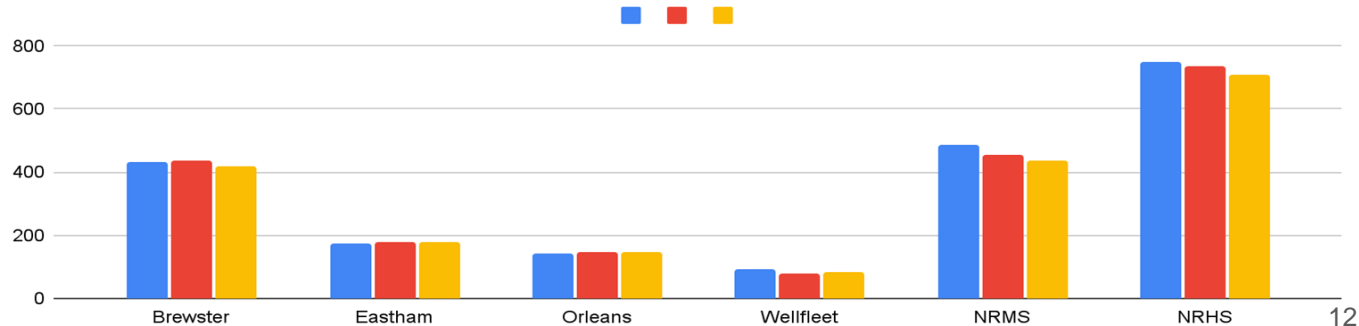
- roughly 2% lower than expected (about 16,000 fewer students) relative to pre-pandemic projections, and about 4% lower than actual 2019 enrollment.
- Private school enrollment has increased post-pandemic, while homeschooling rose sharply – trends that coincide with public-school declines.



Nauset Public Schools 3-Year Enrollment Comparison

	FY24	FY25	FY26
Brewster	434	439	417
Eastham	176	177	178
Orleans	142	149	148
Wellfleet	91	78	82
NRMS	485	455	439
NRHS	751	737	707
Nauset Elementary	843	843	825
Nauset Region (MS + HS)	1236	1192	1146
TOTAL NPS	2079	2035	1971

Source: DESE, October 1 Report



Cape Cod Districts 3-Year Enrollment Comparison

	FY24	FY25	FY26
Nauset	2079	2035	1971
Barnstable	4817	4680	4511
Dennis-Yarmouth	2941	3054	2905
Monomoy	1746	1728	1644
Truro	91	78	71
PTown	137	152	137
Mashpee	1430	1386	1349
Sandwich	2129	2118	2081
Bourne	1563	1519	1473
Cape Districts	16,933	16,750	16,142
STATE	914,959	915,932	900,490



School Choice On Cape Cod

The following districts participate in the *School Choice* Program:

Barnstable Bourne Dennis Yarmouth
 Mashpee Sandwich Truro
 Dennis-Yarmouth Monomoy Wellfleet
 Provincetown

School Choice 'In'

	NRMS	NRHS
FY26	40	125
FY25	44	120
FY24	36	122

School Choice 'Out'

	NRMS	NRHS
FY26	34	43
FY25	31	34
FY24	28	33





**Nauset Regional School District
Brewster Public Schools
Stony Brook & Eddy Elementary Schools**

**FY27 Budget Presentation
March 23, 2026**

Brewster Elementary Schools Enrollment

Brewster	FY24	FY25	FY26	FY27 Projected
K	59	66	54	TBD
Grade 1	63	66	65	54
Grade 2	71	69	64	65
Grade 3	62	71	67	64
Grade 4	71	59	74	67
Grade 5	74	68	58	74
Total	*400	**399	***382	

***October 1, 2025 (FY26)
Preschool = 38

**October 1, 2024 (FY25)
Preschool = 42

NPS Elementary School Comparison

*October 1, 2023 (FY24)
Preschool = 39

FY26	Eastham	Brewster	Orleans	Wellfleet
K	27	54	20	13
Grade 1	30	65	29	5
Grade 2	24	64	26	10
Grade 3	31	67	17	14
Grade 4	41	74	36	21
Grade 5	28	58	22	19
Total	181	421	150	82
FY25 Total	178	441	150	78
FY24 Total	177	438	142	91

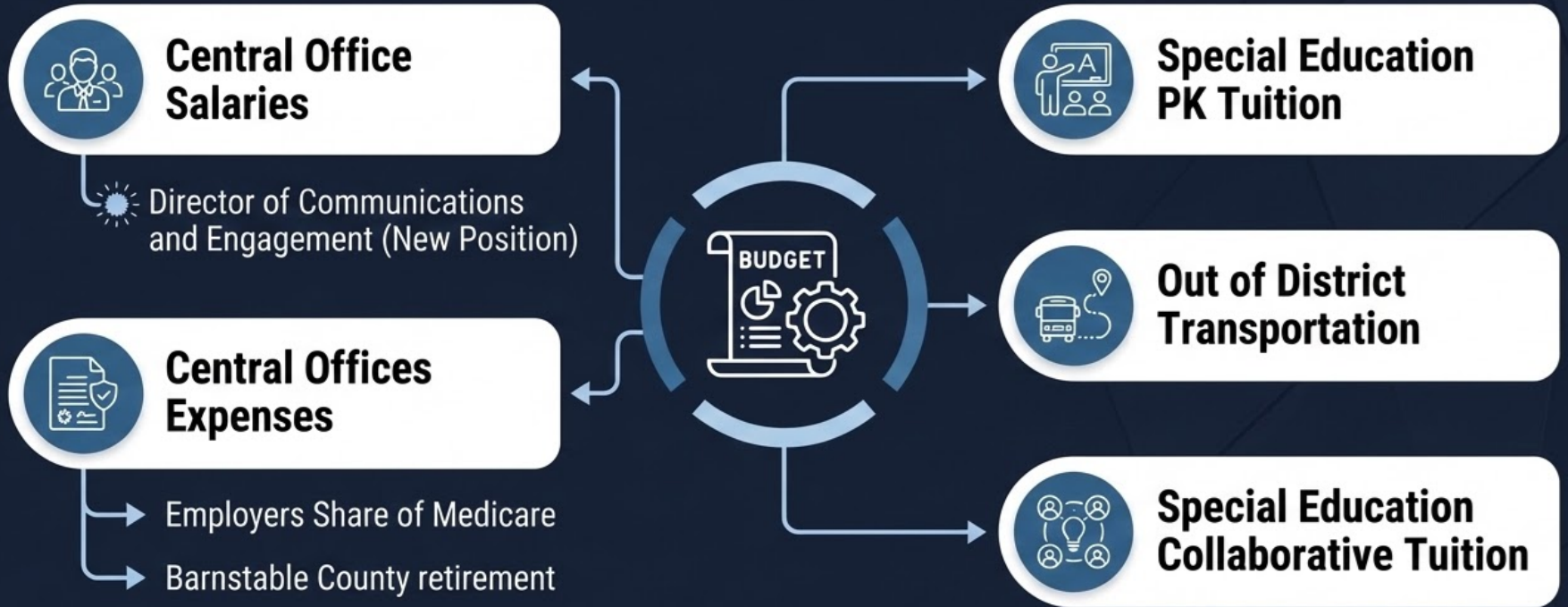
Brewster Elementary Schools Class Size

2025-26	# Teachers	#Students	Avg. Class Size
K	4	54	14
1	4	65	16
2	4	64	16
3	4	67	16.75
4	4	74	18.5
5	4	58	14.5
Total	24	382	

2026-27	# Teachers	#Students	Avg. Class Size
K	4	55	13.75
1	4	54	13.5
2	4	65	16
3	4	64	16
4	4	67	16.75
5	4	74	18.5
Total	24	379	

- Estimate for FY27 Kindergarten

BUDGET DRIVERS



WHERE DOES EVERY DOLLAR GO?

Eddy Elementary FY 27 Budget



Personnel

\$4,002,448



Special Education Tuition

\$188,567



Utilities

\$119,478



Repairs & Maintenance

\$64,760



Transportation: Regular \$151,671

Special Education \$114,862



Building Leadership & Central Office

\$691,958



Textbooks/Materials/Supplies

\$132,314

Offsets -\$278,599



Total

\$5,187,459

WHERE DOES EVERY DOLLAR GO?

Stony Brook Elementary FY 27 Budget



Personnel

\$4,026,090



Special Education Tuition

\$867,115



Utilities

\$169,714



Repairs & Maintenance

\$54,317



Transportation: Regular \$151,671

Special Education \$196,151



Building Leadership & Central Office

\$701,002



Textbooks/Materials/Supplies

\$133,979

Offsets -\$653,599



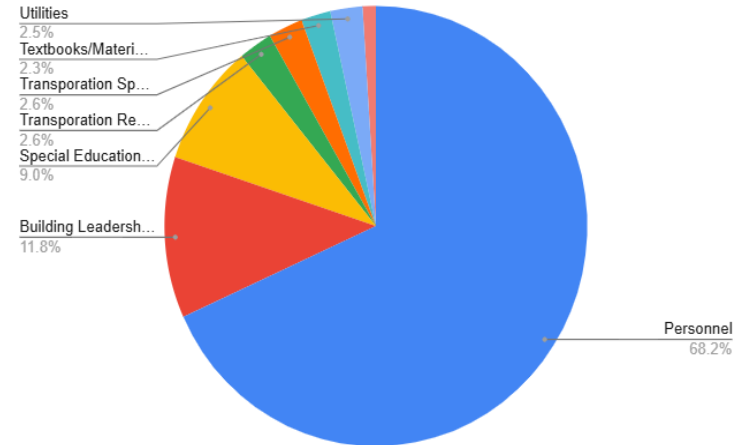
Total

\$5,646,439

Brewster FY 27 Combined Budget

Where Does Every Dollar Go?

Category	Amount	Percentage of Total
Personnel	\$8,028,537	78.58%
Building Leadership & Central Office	\$1,392,960	13.34%
Special Education Tuition & PreK	\$1,055,682	3.63%
Transporation Regular	\$303,342	2.92%
Transporation Special Education	\$311,013	2.21%
Textbooks/Material/Supplies	\$266,293	2.55%
Utilities	\$289,192	2.30%
Repairs & Maintenance	\$119,077	1.25%
Offsets (Circuit Breaker, Tuition revolving, Rural Aid, Title Grant & IDEA)	-\$932,198	
Budget Total	\$10,833,898	

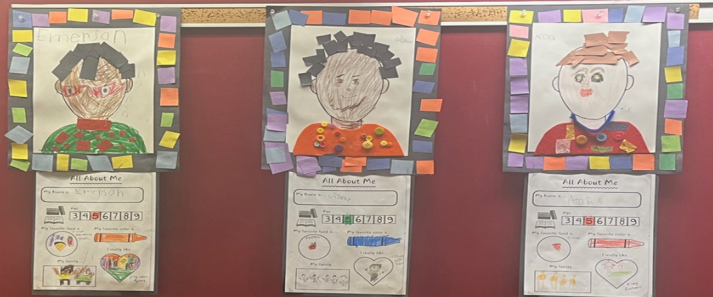


2026-2027 Brewster Operating Budget Overview

Offsets FY27

FY26 Offsets	Stony Brook	Eddy
Circuit Breaker	\$55,000	\$55,000
Tuition Revolving	\$525,000	\$150,000
Rural Aid	\$27,500	\$27,500
Title Grant	31,044	31,044
IDEA	15,055	15,055
Total	653,599	278,599

	FY26	FY27	Change	%
Stony Brook General Education	\$3,720,438	\$3,575,068	-\$145,370	-3.91%
Stony Brook Special Education	\$1,841,134	\$2,071,371	\$230,237	12.51%
Stony Brook Total	\$5,561,572	\$5,646,439	\$84,867	1.53%
Eddy General Education	\$3,077,487	\$3,268,198	\$190,711	6.20%
Eddy Special Education	\$1,720,073	\$1,919,261	\$199,188	11.58%
Eddy Total	\$4,797,560	\$5,187,459	\$389,899	8.13%
Combined Totals	\$10,359,132	\$10,833,898	\$474,766	4.58%
Fringe Benefits	\$2,824,507	\$3,148,441	\$323,934	11.47%
TOTAL COMBINED OPERATING & BENEFITS	\$13,183,639	\$13,982,339	\$798,700	6.06%



NAUSET MIDDLE & HIGH SCHOOLS

Accomplishments & Strategic Updates

NRHS Accomplishments

2026

Atlas Curriculum 2026: Approaching completion after two years of focused effort. On schedule to publish forward-facing curriculum for all courses in Fall 2026 to ensure public understanding of what is taught at NRHS.

Instructional Leadership: Administrative Team is leading a Book Study on *Powerful Task Design* to increase cognitive demand on students through engaging classroom tasks.

New Campus Opening: On January 5, 2026 the full new campus opened including buildings A-D for core subjects and Entrepreneurship, plus the Library-Media Center, Innovation Lab, and Green Threads Store.

School Improvement: Student attendance has improved by over 2 percentage points, with data-based outcomes rooted in quality relationships ensuring no student is anonymous.



PRIORITIES GOING FORWARD

- ✔ **Campus Fine-Tuning:** Complete fine-tuning the new campus to ensure all technologies and spaces are functioning at peak capacities.
- ✔ **Public Curriculum:** Publish a forward-facing, public and family-friendly curriculum by September 2026.
- ✔ **Educator Evaluation:** Continue fidelitous implementation of the MA DESE Educator Evaluation System and ensure teacher supervision promotes achievement gains.
- ✔ **Professional Development:** Plan future internal PD addressing Trauma-Informed and Culturally-Responsive instruction in all learning environments.



"Data-based outcomes start with quality relationships."

Southeastern District Junior Festival 🎵

Eight 7th and 8th grade students represented **Nauset Middle School** at the prestigious festival on March 6-7.

Students earned their places through a rigorous December audition process requiring mastery of solos and scales.

Participation included select ensembles:

- 🎺 • All-Star Band
- 🎺 • Select Orchestra
- 🎺 • Treble Chorus

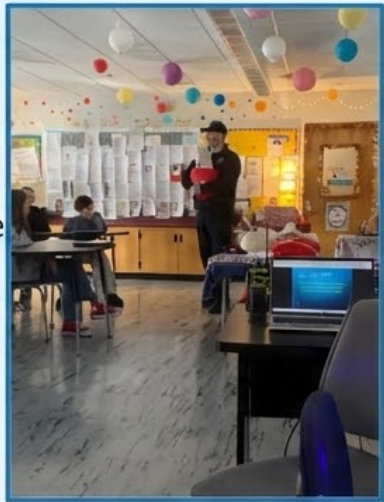
We are incredibly proud of their musicianship, dedication, and the outstanding way they represented our district.







Fire Dept Partnership

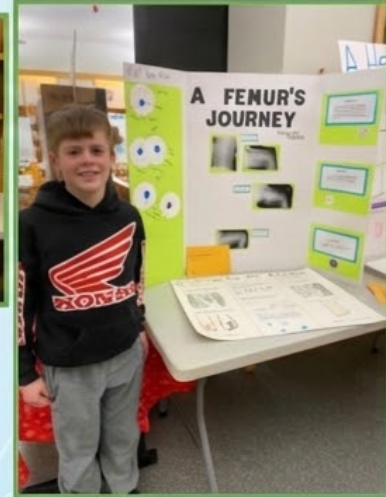
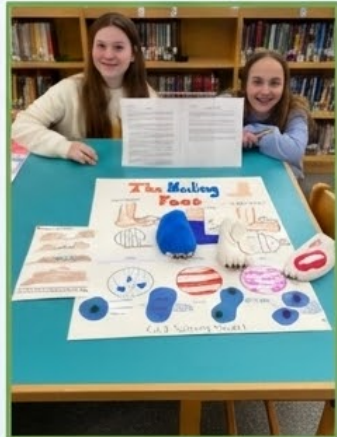
The Orleans Fire Department partnered with us to provide all 6-8 grade health students with essential, life-saving skills.

Students had the opportunity to practice vital emergency techniques under professional supervision.



7th Grade Synergy Science – Healing Projects Showcase

-  Students showcased Healing Projects as the culmination of their Cell Sleuths unit, exploring how cells repair injuries.
-  Projects reflected student choice and real-world application through models of various injuries.
-  The event included 6th grade visitors and community partners; local physician Dr. Jane Craig led Q&A sessions on anatomy, medicine, and medical careers.
-  The showcase highlighted student creativity and deep understanding; selected projects will be displayed at the Eastham Public Library.



NRMS Strategic Priorities Going Forward



Mid Math Program

Continue implementation to strengthen student achievement and develop critical mathematical thinking.



Nauset House System

Continue to enhance, focusing on fostering a strong sense of belonging; students earn points for demonstrating the Nauset Rocks core values.



Active Participation & Leadership

Encourage students to be active participants in both school and the broader community to build confidence, connection, and leadership.



Community-Connected Learning

Expand opportunities through exploratory courses unique to Nauset (e.g., Greenhouse, Earth Keepers, Change Makers), including the addition of a financial literacy course for all Grade 8 students in 2026-2027.

Nauset Regional School District FY27 Budget

Nauset Regional School Committee

Judith Schumacher (O), Chair
Moira Noonan-Kerry (E), Vice Chair
Katie Cole (O)
Rick Draper (B)
Chris Easley (W)
Tom Fitzgibbons (B)
Kari Hoffmann (B)
Cathryn Lonsdale (B)
Sarah Stair (E)
Elizabeth Paine (O)



NPS Administrative Team

Glenn Brand
Superintendent

Victoria Saldana, *Assistant Superintendent*
Robert Dutch, *Interim Director of Finance & Operations*
Matthew Kravitz, *Director of Student Services*
Taylor Wrye, *Director of Technology*
Deirdre L'Italien, *Director of Human Resources*
Mary Ellen Reed, *NPS Nurse Leader*
Susan Murray, *Director of Food Services*

Pat Clark, *Nauset Regional High School Principal*
Peter Cohen, *Nauset Regional Middle School Principal*

Staffing Trends

Teachers (FTE)	2021-22	2022-23	2023-24	2024-25	2025-26
<i>High School</i>	79.3	80.3	74.8	75.1	71.2
<i>Middle School</i>	53.1	54.6	51.3	52.7	51.6
<i>District</i>	132.3	134.8	126.1	127.6	122.8
<i>Source: DESE School & District Profiles</i>					



FY26 To FY27 Comparison

NAUSET REGIONAL MIDDLE SCHOOL				
	FY26	FY27	Difference	% Change
Salary	\$8,813,373	\$9,110,763	\$297,390	3.37%
Expense	\$1,059,571	\$1,073,212	\$13,641	1.29%
Total	\$9,872,944	\$10,183,975	\$311,031	3.15%
NAUSET REGIONAL HIGH SCHOOL				
	FY26	FY27	Difference	% Change
Salary	\$12,028,412	\$12,117,425	\$89,013	0.74%
Expenses	\$1,427,885	\$1,446,783	\$18,898	1.32%
Total	\$13,456,297	\$13,564,208	\$107,911	0.80%





NAUSET PUBLIC SCHOOLS - REGIONAL COMBINED FY 27 BUDGET

EXPENSE	FY24 ACTUAL	FY25 ACTUAL	Budget Center	FY26 APPROVED BUDGET	FY27 Proposed Budget Draft	\$\$ Amount of Increase/Decrease	% Change 2027 Proposed to 2026 Approved	FY2026 FTE	FY27 Proposed FTE	FTE Change
		\$2,596,494	Central Office - Region Shared	\$3,089,756	\$3,953,380	\$863,624	27.95%	24.8	26.2	1.4
	\$1,187,337	\$1,552,444	Region's Share of Central Office	\$1,825,427	\$2,360,168	\$534,741	29.29%			
	\$12,225,880	\$13,432,704	Region Only	\$15,012,691	\$14,686,977	-\$325,714	-2.17%		5.0	0.0
	\$8,833,286	\$9,030,140	Nauset Middle School	\$9,821,592	\$10,183,975	\$362,383	3.69%	96.7	94.8	-1.9
	\$12,297,093	\$12,984,619	Nauset High School	\$13,456,297	\$13,564,208	\$107,911	0.80%	127.8	126.8	-1.0
	\$34,543,596	\$36,999,907	Total Region Expense	\$40,116,007	\$40,795,328	\$679,321	1.69%	254.3	252.8	-1.5
REVENUE			REVENUE SOURCE							
	\$3,670,819	\$3,741,649	Chapter 70 State Aid	\$3,914,479	\$4,082,929	\$168,450	4.30%			
	\$500,020	\$963,343	Charter School Aid	\$442,072	\$274,502	-\$167,570	-37.91%			
	\$744,795	\$975,663	State Transportation Aid	\$1,316,719	\$979,145	-\$337,574	-25.64%			
	\$1,974,898	\$1,802,424	Truro & Provincetown Tuition	\$1,701,788	\$1,856,497	\$154,709	9.09%			
	\$321,099	\$420,618	Elem. Ass. Therapists/Tech/Curriculum Dir.	\$196,469	\$100,000	-\$96,469	-49.10%			
	\$281,000	\$1,200,000	Estimated Receipts	\$355,000	\$600,000	\$245,000	69.01%			
	\$1,000,000	\$692,626	Transfer from E&D	\$1,750,000	\$1,000,000	-\$750,000	-42.86%			
	\$8,492,631	\$9,796,323	Total Revenue	\$9,676,527	\$8,893,073	-\$783,454	-8.10%			
	\$26,050,965	\$27,203,584	Total Operating Budget	\$30,439,480	\$31,902,255	\$1,462,775	4.81%			
	\$4,562,669	\$8,029,963	Construction Debt Service	\$7,825,707	\$7,971,491	\$145,784	1.86%			
	\$587,622	\$602,313	Capital Plan Projects	\$617,371	\$632,805	\$15,434	2.50%			
	\$31,201,256	\$35,835,860	TOTAL ASSESSMENT	\$38,882,558	\$40,506,551	\$1,623,993	4.18%			

FY27 ASSESSMENTS

	Brewster
Operating Assessment	14,928,353
Capital Assessment	3,848,058
Total Assessment	18,776,412

Assessment Calculation - Operating

FY27

FY27 Statutory Assessment per DESE Chapter 70

	Region	Brewster
Foundation Enrollment FY26		514
% for assessment		46.94%
Minimum Local Contribution	14,492,023	6,755,879
Approved FY27 Budget	39,254,633	
Less Chapter 70	(4,082,929)	
Less Minimum Local Contribution	(14,492,023)	
Less Other Sources of Income	(3,830,999)	
Amount Above Chapter 70 and MLC	16,848,682	7,908,879
Transportation	1,540,695	
Less Reg Trans Reimb	(979,145)	
Transportation Cost	561,550	263,595
Debt Service & Capital Articles	8,604,296	4,038,912
Total Assessment	31,902,255	14,928,353

Assessment Calculation - Capital

FY27

FY27 Capital Assessment per Regional Agreement

	Region	Brewster
District Enrollment FY26		411
% for assessment		44.72%
Debt Service & Capital Articles	8,604,296	3,848,058

Nauset Regional School District FY 27 Capital Plan

Middle School

Projects:

General repairs	75,240
Gym AHU Replacement	250,000
Flooring	60,000
Painting & trim work	20,000
Roof repairs	20,000
Field, Irrigation & Track Repairs	17,000
15 Passenger Van	64,000

Middle School Sub Total: 506,240

High School

Projects:

General repairs	25,000
Concession Stand Repairs	10,000
Stadium Fence Repair & Safety Net	20,000
Grounds & Irrigation System Repairs	20,000
Track Surface Repair	20,000

High School Sub Total: 95,000

Central Office

Projects:

Gen'l Repairs	31,563
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Central Office Sub Total: 31,563

FY26 Nauset Regional Schools Total: 632,803

Capital Article Funds Available 632,803

**NAUSET REGIONAL
MIDDLE SCHOOL
FIVE-YEAR CAPITAL PLAN FY27**

		FY27	FY28	FY29	FY30	FY31	Total
Capital Article Projects:							
	General repairs ¹	75,240	85,000	85,000	100,000	60,000	405,240
	Gym AHU Replacement	250,000	250,000				
	Flooring ⁴	60,000	100,000				160,000
	Painting & trim work ³	20,000	50,000	20,000	20,000	20,000	130,000
	Roof repairs	20,000	40,000	30,000	30,000	50,000	170,000
	Field, Irrigation & Track Repairs ⁵	17,000	25,000	25,000	25,000	25,000	117,000
	15 Passenger Van ⁷	64,000	66,000	68,000			198,000
	Doors & Windows		50,000		30,000		80,000
	Parking Lot Pavement		100,000		25,000		125,000
	Septic Pump Replacement		40,000				40,000
	Auditorium Upgrades				200,000		200,000
	Gym Bleachers			200,000			200,000
	Emergency Generator ⁶					150,000	150,000
	Wheel Chair Lift ⁷					250,000	250,000
	Sewer Hook Up ⁸						-
	Front Lawn Irrigation Well		40,000				
	Heating System Repair & Replacement ⁹		30,000				30,000
	Classroom Furniture		60,000				
	Subtotal Capital Article Projects	506,240	936,000	428,000	430,000	555,000	2,255,240
Other District Funded Projects:							
							-
Total Capital Projects		506,240	936,000	428,000	430,000	555,000	2,255,240
Notes:							
	1. Window shades, ACT, Female locker room partitions, Roof drains, Lights for flagpole, Locker room ceiling & floors.						
	2. Carpet removal/rubber floor install Classrooms, Hallways, Auditorium.						
	3. Interior & exterior metal.						
	4. Track, ballfield, irrigation						
	5. For sports & Adventure Education.						
	6. Amount estimated, new generator will be outdoor type.						
	7. Replacement <u>tbd</u> .						
	8. Currently in Town Phase 16, amount <u>tbd</u> .						
	9. Scope and amount <u>tbd</u> following Heating System study.						

**NAUSET REGIONAL
HIGH SCHOOL
FIVE-YEAR CAPITAL PLAN FY27**

		FY27	FY28	FY29	FY30	FY31	Total
Capital Article Projects:							
	General repairs	25,000	25,000	40,000	40,000	45,000	175,000
	Concession Stand Repairs	10,000	10,000	10,000	10,000	5,000	45,000
	Stadium Fence Repair & Safety Net	20,000				20,000	40,000
	Grounds & Irrigation System Repairs	20,000	25,000	60,000	60,000	20,000	185,000
	Track Surface Repair'	20,000		150,000	150,000		320,000
	Maintenance Building ¹		50,000				50,000
	Wood Shop Dust Collection System Duct		20,000				20,000
	Field Electric Repairs			20,000		20,000	40,000
	Garden'		30,000				30,000
	Outdoor Classroom'		25,000				25,000
	Turf Field upgrades•						
	Subtotal Capital Article Projects	95,000	185,000	280,000	260,000	110,000	930,000
Other District Funded Projects:							
	Total Capital Projects	95,000	185,000	280,000	260,000	110,000	1,100,000
Notes:	1. Work to begin after <u>Modulars</u> removed. Amounts to be added to current \$140K allocated from FY25.						
	2. Scope and amount <u>tbd.</u>						
	3. Scope and amount <u>tbd.</u>						
	4. Replacement will be needed, amount <u>tbd.</u>						
	5. Replacement will be needed, amount <u>tbd.</u>						

Thank You & Questions



NRSD Budget

Operating Budget	FY26	FY27		
Brewster	13,778,765	14,928,353	1,149,588	8.34%
Eastham	6,235,519	6,401,653	166,134	2.66%
Orleans	6,710,636	6,899,780	189,144	2.82%
Wellfleet	<u>3,714,561</u>	<u>3,672,469</u>	<u>(42,092)</u>	-1.13%
Total	30,439,481	31,902,255	1,462,774	4.81%

BREWSTER
BUDGET
FORECAST

FISCAL
YEARS
2027-2031



Peter Lombardi, Town Manager
Mimi Bernardo, Finance Director
Donna Kalinick, Assistant Town Manager

Town of Brewster, Massachusetts
December 8, 2025

AGENDA

Where are we now: Recap of FY26 Budget

What can we afford: FY27 (and beyond) Budget Capacity

Where do we go from here: Budget Development Guidelines

What else is on the horizon: Financial Implications of Select Board Strategic Plan Goals



**GFOA
DISTINGUISHED
BUDGET
PRESENTATION
AWARD**

For the 3rd consecutive year, the Brewster Finance Team received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for our Fiscal Year 2026 budget

FY26 Budget documents are available online on the Budget and Capital Page for easier access and navigation, there is both an online version and a PDF Budget Book: <https://www.brewster-ma.gov/finance-committee/pages/budget-capital-information>

The award represents a significant achievement by the Town – it reflects the commitment of the governing body and staff to meeting nationally recognized guidelines for effective budget presentation

These guidelines are designed to assess how well an entity's budget serves as a policy document, financial plan, operations guide, and communications device

OVERVIEW OF FY26 BUDGET

Local receipt projections were increased by 8.8% based on actual revenues from FY22-24 including \$125,000 increase in Motor Vehicle Excise to \$1.75M based on FY22-24 actuals

New local receipt revenue source: \$150k in estimated marijuana tax revenues

Personnel expenses included 2.5% COLA & 3% step increases for most employees and actuals were adjusted to reflect current staffing

Continued level funding Town OPEB contribution at \$300k (\$264k in General Fund)

Appropriated \$300k to Capital Stabilization, \$600k to Affordable Housing Trust, and \$180k to Water Quality Stabilization from \$1.2M in estimated Short-Term Rental (STR) revenues (increased by \$150k from FY25 based on \$1.5M FY24 actuals)

OVERVIEW OF FY26 BUDGET

Health Insurance provided through Cape Cod Municipal Health Group - 6.5% rate increase

Pension provided through Barnstable County - rate increased 6.8% based on experience (4.5% Town, 21% School Department)

Town General Expenses increased 1.1%

Town Operational Budget increased 3.8% exclusives of transfers

OVERVIEW OF FY26 BUDGET: STAFFING

Targeted staffing enhancements from FY25 that impacted FY26 budget, including:

IT/BGTV - Increased P/T video technician from 19 hours to 35 hours to be a shared position with IT (\$46k impact on General Fund, rest covered by cable revolving)

Human Resources - Increased Human Resource Generalist Hours from 22.5 to 35 Hours (\$21k)

Planning/Community Land Use - Reorganized department to include Building & Housing, and upgraded positions to Assistant Town Planner and Planning Director (\$6k)

Natural Resources - Transitioned funding for 2 seasonal officers from ARPA to General Fund (\$12k)

OVERVIEW OF FY26 BUDGET: STAFFING

Targeted staffing enhancements, new to FY26 budget:

Fire Department - 2 new full-time firefighters (\$193k) -1 paramedic and 1 EMT (largely covered by new marijuana revenues)

Conservation Department- 1 new PT Asst Conservation Agent (\$33k) and increase of 2.5 hours of current Conservation Agent Coordinator from 35 hours to 37.5 hours (\$6k)
* after accounting for \$10k offset from Wetlands Revolving Fund

OVERVIEW OF FY26 BUDGET: EDUCATION

5.7% overall increase of Cape Cod Tech district-wide budget

- 26.4% net increase (\$326,602) in Cape Cod Tech assessment to Brewster including debt assessment, due to an increase in Brewster student enrollment (+10)

4.1% overall increase in Nauset Regional budget district wide

- Brewster's share of student enrollment decreased from 46.4% to 45.1%
- Ongoing concerns about use of one-time funding sources to balance NRSD budget (Interest and Excess & Deficiency)

4.2% increase (\$413,599) in Brewster Elementary School operating expenses (excluding health insurance and pension benefits)

- 5.7% increase when benefits are applied

OVERVIEW OF FY26 BUDGET: TAX RATE IMPACTS

Median Single Family Home Value increased by 4.5% to \$787,150

FY26 Tax Rate decreased by 1.6% to \$6.77/1000

Median Single Family Tax Bill increased by 2.8% (\$145.62) to \$5,329.01

Overlay Budget: \$325,000 (plus prior year balances) to cover additional \$25k for 50% increase in Veteran's Exemption from HERO Act and \$250k to fund second year of Town's Preschool Family Support Pilot Program

FY27 BUDGET FORECAST: REVENUE ASSUMPTIONS

New Growth

- \$325k in FY27-FY29 based on recent actuals then \$350k in FY30&31

State Aid (cherry sheet)

- FY26 actuals increased to \$2.8M
- 2% increases for FY27+

Local Receipts

- 6.39% increase for FY27 based on FY22-FY25 actuals
- ~average 3.25% annual increases for FY28+

Short-term Rental Revenues

- \$1.2M for FY27 based on FY23-25 actuals and FY26 Q1 actuals – 2.5% annual increases in FY28+
- 50% allocated to AHT, 25% to Capital Stabilization, 15% to Water Quality Stabilization, and 10% to General Fund

FY27 BUDGET FORECAST: REVENUE ASSUMPTIONS (CONT'D)

New Marijuana Revenues

- \$150k started in FY26
- Increasing \$50k/year for FY27 to \$200k, then \$225k in FY28, \$250k in FY29, and \$300k FY30 & FY31

Water and Golf Enterprise Fund Indirects

- 5% increases for FY27+

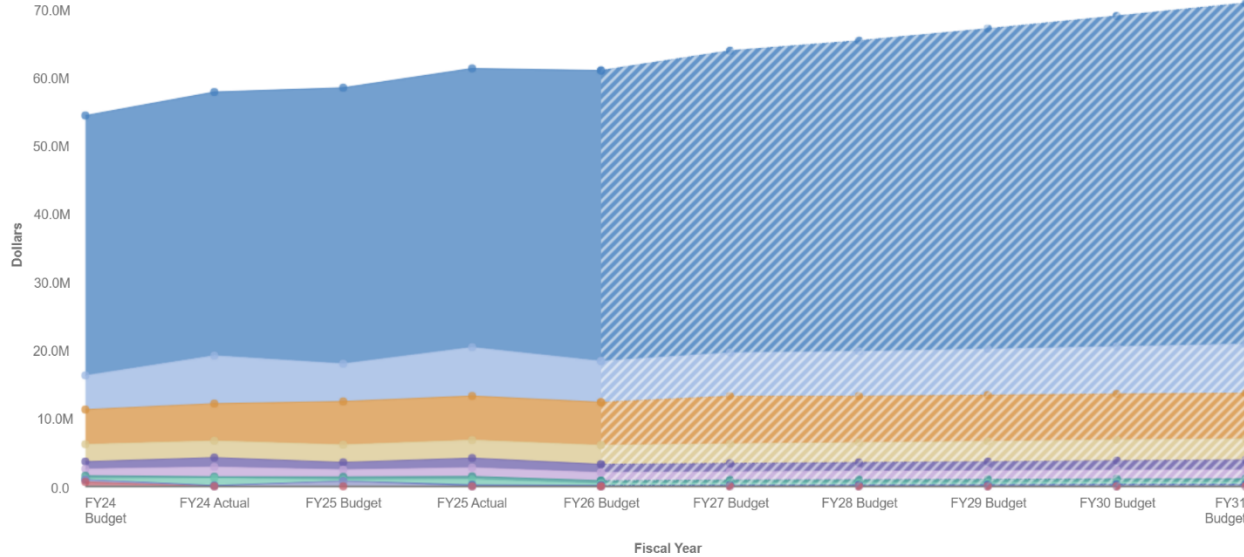
Overlay Reserves (including Abatements)

- \$100k in FY27 (\$225k decrease from FY26), \$250k in FY28, \$300k in FY29, \$350k in FY30 & FY31 as revenue offsets
 - Town's preschool family support pilot program (\$250k/year) has been funded through the overlay for the past two FYs but it has been removed from this forecast
 - Continuation of preschool family support program will require an operating override (~\$250k)
 - Does account for adoption of HERO Act additional 50% for veterans exemption (+\$25k)

General Fund Financial Forecast FY27-31 Revenue



Visualization



Sort Large to Small

- Taxes
- Local Receipts
- Excluded Debt (Town & Schools)
- State Aid
- Ambulance Receipts Transfers
- Short Term Rental Revenue
- Golf & Water Indirects
- Transfers
- Cannabis Local Option Tax
- Override - Brewster Elementary Schools
- Override - Nauset Regional Schools

Expand All	FY24 Budget	FY24 Actual	FY25 Budget	FY25 Actual	FY26 Budget	FY27 Budget	FY28 Budget	FY29 Budget	FY30 Budget	FY31 Budget
▶ Taxes	\$ 38,110,105	\$ 38,656,250	\$ 40,452,801	\$ 40,883,131	\$ 42,606,313	\$ 44,269,207	\$ 45,554,440	\$ 46,975,584	\$ 48,458,538	\$ 50,029,847
▶ Local Receipts	5,008,304	7,042,120	5,549,907	7,155,353	6,035,923	6,381,264	6,571,686	6,768,419	6,971,678	7,181,598
▶ Excluded Debt (Town & Schools)	5,080,789	5,450,789	6,327,000	6,458,386	6,280,539	6,976,414	6,802,839	6,759,414	6,714,739	6,681,684
▶ State Aid	2,549,993	2,461,871	2,600,935	2,641,254	2,820,683	2,872,282	2,929,732	2,988,331	3,048,102	3,109,069
▶ Ambulance Receipts Transfers	1,062,300	1,362,300	1,077,652	1,395,152	1,194,674	1,241,488	1,289,940	1,340,088	1,391,991	1,445,710
▶ Short Term Rental Revenue	1,000,000	1,450,870	1,050,000	1,292,735	1,200,000	1,200,000	1,230,000	1,260,750	1,292,289	1,324,575
▶ Golf & Water Indirects	407,742	196,124	410,654	420,654	411,893	432,488	454,112	476,818	500,658	525,691
▶ Transfers	186,785	1,088,404	218,714	821,213	271,955	299,456	293,887	295,092	292,592	285,749
▶ Cannabis Local Option Tax	0	115,776	0	214,108	150,000	200,000	225,000	250,000	300,000	300,000
▶ Override - Brewster Elementary Schools	316,878	0	758,091	0	0	0	0	0	0	0
▶ Override - Nauset Regional Schools	647,720	0	0	0	0	0	0	0	0	0
Total	\$ 54,370,616	\$ 57,824,504	\$ 58,445,754	\$ 61,281,986	\$ 60,971,980	\$ 63,872,599	\$ 65,351,636	\$ 67,114,496	\$ 68,970,567	\$ 70,883,923

Data filtered by Revenues, General Fund and exported on December 7, 2025. Created with OpenGov

FY27 BUDGET PROJECTION: EXPENSE ASSUMPTIONS

General Expenses

- **0% overall in FY27**, with select targeted increases & 2% in FY28+

Personnel

- 2.5% COLA in FY27 (2.5% assumption in FY28-31), plus annual step increases and a targeted one-time market adjustment in FY27
- For all 5 years, wage increases are carried in contractual obligations not dept budgets

Nauset Schools

- 3% + 1.4% enrollment increase in FY27 then 3% increase FY28-31
- Brewster had a -2.7% student enrollment shift on FY26 Nauset assessment

Cape Cod Tech

- 3% in FY27-31
- FY27 enrollment is expected to stay static after a large increase in Brewster student enrollment in FY26 as base

Pension

- 8% FY27- FY31

Health Insurance

- 7% in FY27, 6% in FY28
- 4% in FY29-31

FY27 BUDGET PROJECTION: PERSONNEL

Mid-year FY26 staffing adjustments:

Unfilled Asst DPW Director position became Town Engineer/Project Manager - position currently listed in Public Works Dept will move to Administration budget in FY27 (no net impact on General Fund)

Numerous staffing requests were not funded in FY26 budget and, based on this forecast, we don't expect to propose staffing increases in FY27 without an operating override – last Town staffing override was in 2019

FY27 BUDGET PROJECTION: TRANSFER EXPENSE ASSUMPTIONS

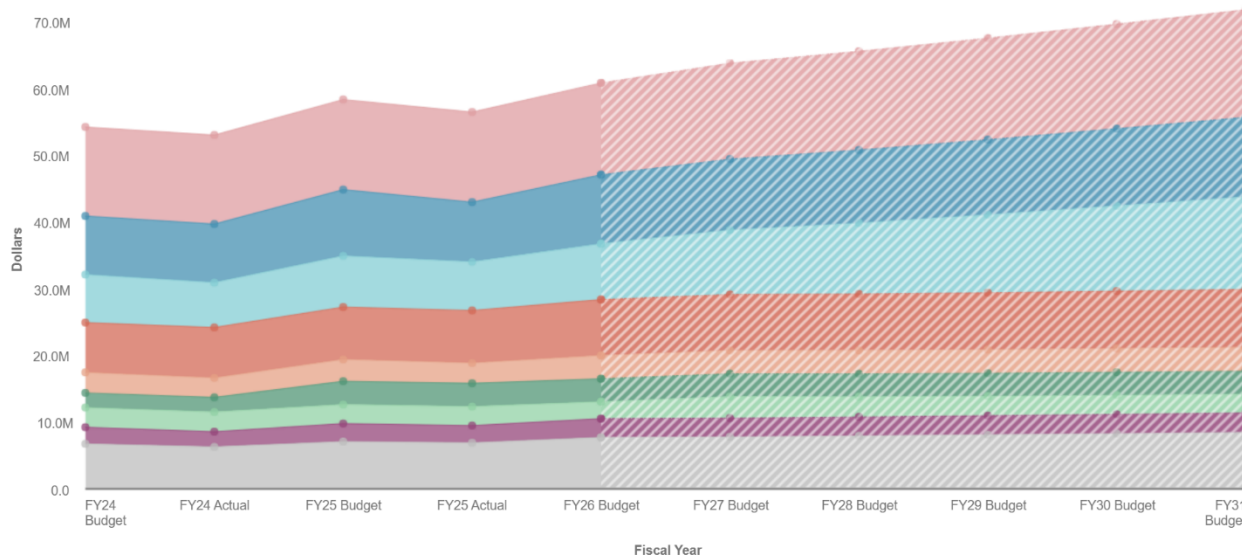
* All Level Funded

OPEB (\$264k from General Fund)	\$300k
Housing Trust (50% of STR revenues)	\$600k
Capital Stabilization (25% of STR revenues)	\$300k
Water Quality Stabilization (15% of STR revenues)	\$180k

General Fund Financial Forecast FY27-31 Expenses



Visualization



Sort **Large to Small**

- NRSD Operating Budget
- Brewster Elementary Schools
- Employee Benefits
- Public Safety
- General Government
- NRSD Excluded Debt (via assessment)
- Town Debt
- Public Works
- More (8 grouped)

	FY24 Budget	FY24 Actual	FY25 Budget	FY25 Actual	FY26 Budget	FY27 Budget	FY28 Budget	FY29 Budget	FY30 Budget	FY31 Budget
NRSD Operating Budget	\$ 13,359,244	\$ 13,359,244	\$ 13,526,296	\$ 13,526,296	\$ 13,778,765	\$ 14,390,817	\$ 14,808,780	\$ 15,239,282	\$ 15,682,699	\$ 16,139,419
Brewster Elementary Schools	8,791,810	8,791,810	9,945,532	8,968,706	10,359,132	10,657,499	10,964,817	11,281,355	11,607,389	11,943,204
Employee Benefits	7,206,750	6,736,708	7,680,797	7,289,817	8,372,229	9,659,599	10,637,966	11,695,860	12,778,645	13,891,748
Public Safety	7,475,141	7,557,770	7,858,972	7,883,368	8,388,488	8,393,657	8,465,402	8,538,336	8,614,300	8,693,044
General Government	3,083,919	2,931,833	3,277,707	3,043,474	3,501,201	3,504,405	3,522,583	3,544,051	3,566,094	3,588,286
NRSD Excluded Debt (via assessment)	2,194,957	2,194,957	3,492,908	3,492,908	3,441,896	3,441,896	3,441,896	3,441,896	3,441,896	3,441,896
Town Debt	2,957,646	2,957,645	2,855,581	2,855,581	2,544,445	3,225,004	3,037,154	2,926,054	2,871,567	2,824,097
Public Works	2,490,123	2,284,071	2,705,386	2,580,221	2,812,704	2,817,778	2,842,954	2,868,726	2,895,100	2,921,660
Transfers to Other Funds	1,167,000	1,167,000	1,209,000	1,209,000	1,344,000	1,344,000	1,371,000	1,398,676	1,427,041	1,456,117
Utilities & Property Insurance	1,132,310	1,038,537	1,218,377	1,061,245	1,250,575	1,250,575	1,282,964	1,332,690	1,384,405	1,438,190
Culture & Recreation	1,092,877	1,050,095	1,192,296	1,165,257	1,257,530	1,270,091	1,288,369	1,307,239	1,326,884	1,347,455
CCT Operating Budget	992,867	685,136	1,025,821	1,025,821	1,296,171	1,335,057	1,375,109	1,416,363	1,458,854	1,502,620
Human Services	966,355	923,811	1,036,524	1,026,361	1,066,907	1,068,185	1,080,035	1,092,268	1,104,897	1,118,022
Intergovernmental	639,804	667,694	684,120	700,893	722,512	736,758	750,985	765,500	780,304	795,404
CCT Excluded Debt (via assessment)	471,498	471,498	441,653	441,653	497,905	497,905	497,905	497,905	497,905	497,905
NRSD Annual Capital	282,748	282,748	279,646	279,646	278,622	285,588	291,300	297,126	303,069	309,131
Total	\$ 54,305,049	\$ 53,100,557	\$ 58,430,616	\$ 56,550,247	\$ 60,913,082	\$ 63,878,814	\$ 65,659,219	\$ 67,643,327	\$ 69,741,049	\$ 71,908,198

Data filtered by Function, General Fund, Expenses and exported on December 7, 2025. Created with OpenGov

FY27 BUDGET FORECAST: EXCLUDED DEBT

Sea Camps Bay Property - \$20M debt issuance

- 30-year term (level debt) – started in FY23
- \$981,997 payment in FY27

Nauset High School - \$133M total debt issuance

- 25-year term (level debt)
- \$3,441,896 estimated payment in FY27- do not have actual FY27 payment from Nauset yet
- Approximate \$450-\$500 average annual cost for Brewster residents in FY25+
- \$117.5M issued to date – balance to be issued once project is complete and MSBA reimbursements have been finalized

Cape Cod Tech High School - \$81M debt issuance

- 20-year term (level principal) – started in FY20
- \$497,905 estimated payment in FY27 - do not have actual FY27 payment from CCT yet

FY27 BUDGET FORECAST IMPLICATIONS

Estimated FY27 General Fund revenue totals:

\$63,872,599

Projected FY27 General Fund operating expenses:

\$63,878,814

Estimated available FY27 levy capacity: **\$-6,215**

Key Takeaways

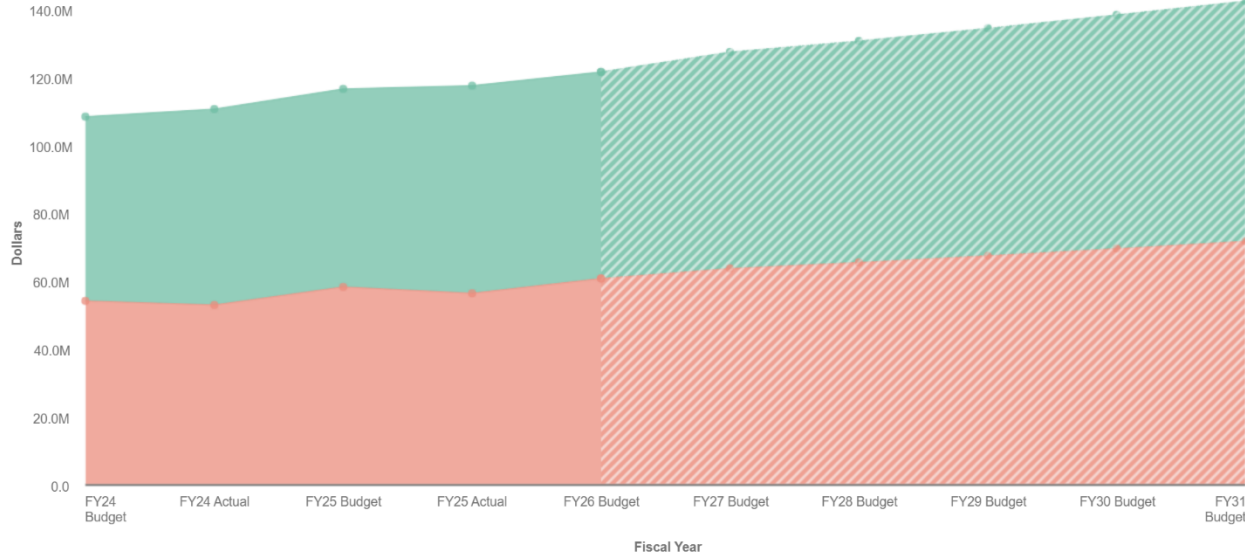
Delivering a balanced budget within our levy capacity in FY27 will require significant discipline

- 0% expense increases assumed & no major personnel changes
- \$250k override will be needed to continue preschool family support program in FY27+

FY28+ projections indicate an operating override will likely be needed in future years in order to continue to maintain level services as expenses outpace revenues by \$250-300k/year

General Fund Financial Forecast FY27-31 Overview

Visualization



Sort Large to Small

- Revenues
- Expenses

Expand All	FY24 Budget	FY24 Actual	FY25 Budget	FY25 Actual	FY26 Budget	FY27 Budget	FY28 Budget	FY29 Budget	FY30 Budget	FY31 Budget
► Revenues	\$ 54,370,616	\$ 57,824,504	\$ 58,445,754	\$ 61,281,986	\$ 60,971,980	\$ 63,872,599	\$ 65,351,636	\$ 67,114,496	\$ 68,970,567	\$ 70,883,923
► Expenses	54,305,049	53,100,557	58,430,616	56,550,247	60,913,082	63,878,814	65,659,219	67,643,327	69,741,049	71,908,198
Revenues Less Expenses	\$ 65,567	\$ 4,723,947	\$ 15,138	\$ 4,731,739	\$ 58,898	\$ -6,215	\$ -307,583	\$ -528,831	\$ -770,482	\$ -1,024,275

Data filtered by Types, General Fund and exported on December 7, 2025. Created with OpenGov

FY27 OPERATING BUDGET DEVELOPMENT

Recommended operating budget guidance:

- *Target School expense increases of 3%*
 - Any increases above this amount will need to be funded via an operating override
 - Town will not be able to exceed the 3% guidance as we have been in past FYs
- *Instruct Town Departments to deliver level services budget with 0% expense increase*

Timeline

- January 5: Department Head requests due - any increases require compelling rationale
- Internal review completed by end of January
- February 9: FY27 budget overview presentation (joint meeting)
- February 25: Department Head presentations (joint meeting)

FY26-30 CAPITAL BUDGET DEVELOPMENT

Capital budget guidance:

- *Develop updated FY26-30 Capital Improvement Plan with goal to maintain \$2-3M annual commitment to funding capital needs via Free Cash including Sea Camps Phasing & Financing Plan*
- Need Select Board policy direction on financing for several large capital projects including Recycling Center and Golf Course Facilities
- Findings of Elementary School Efficiency & Regionalization Study will determine next steps on Stony Brook School capital improvements

Timeline

- January 5: Spring FY27 Department Head requests due
- February 2: FY26-30 CIP presentation (joint meeting)
- Supplemental FY26 capital needs to be addressed at Spring 2026 Town Meeting (\$1.4M in unappropriated Free Cash available)

SELECT BOARD FY26-27 STRATEGIC PLAN GOALS - STAFFING IMPLICATIONS

Complete Compensation & Classification Study and seek to implement results during collective bargaining to ensure equitable and competitive compensation of Town employees to recruit and retain highly competitive workforce; Continue to make targeted increases in organizational capacity identified in relevant staffing studies and department strategic plans

Evaluate and prioritize recommendations of Short-Term Rental Task Force Report

Evaluate feasibility and impact of potentially implementing Residential Tax Exemption (FY27)

SELECT BOARD FY26-27 STRATEGIC PLAN GOALS - CAPITAL IMPLICATIONS

Develop a Five-Year Capital Plan that balances continued investment in Town-wide capital needs with implementation of Sea Camps Comprehensive Plans and includes strategies to mitigate tax impacts on residents, while also accounting for upcoming major capital investments in Stony Brook Elementary School, Brewster Ladies Library, Recycling Center Campus, and Golf Maintenance facilities

Communicate updated Sea Camps phasing/financing plan that reduces costs and limits tax impacts on residents, and begin implementing comprehensive plans as funding is approved

SELECT BOARD FY26-27 STRATEGIC PLAN GOALS - CAPITAL IMPLICATIONS

Proceed with community center needs assessment to inform next steps

Update Pavement Management Plan and develop 5-Year Road Capital Improvement Plan

Determine next steps to improve Department of Public Works and Recycling Center campus based on recommendations from 2025 site assessment report

SELECT BOARD FY26-27 STRATEGIC PLAN GOALS - TAX IMPLICATIONS

Determine long-term financing strategy for preschool family support program

Remain actively engaged with Nauset school officials to convey Town feedback on Nauset Regional School Agreement, complete the elementary school regionalization and efficiency feasibility study, and determine next steps following the findings of the Stony Brook School Code Compliance Study

Develop solid waste and recycling financial forecast and identify strategies to potentially mitigate future cost increases

FY27 Budget Overrides

Estimated Tax Impacts

Scenario #1: \$1.675M

- Tax levy increase = \$.19/1000 or \$150
- Millstone debt exclusion = \$.10 or \$75
- Town Override (\$945k) = \$.13 or \$100
- NRSD Override (\$550k) = \$.08 or \$60
- BES Override (\$180k) = \$.02 or \$20
- Total tax rate increase = \$.52 or \$405

Scenario #2: \$1.98M

- Tax levy increase = \$.19/1000 or \$150
- Millstone debt exclusion = \$.10 or \$75
- Town Override (\$1.25M) = \$.17 or \$135*
- NRSD Override (\$550k) = \$.08 or \$60
- BES Override (\$180k) = \$.02 or \$20
- Total tax rate increase = \$.56 or \$440**

* \$100 would be taxed in FY27 & \$35 in FY28

** FY27 tax impact of \$405

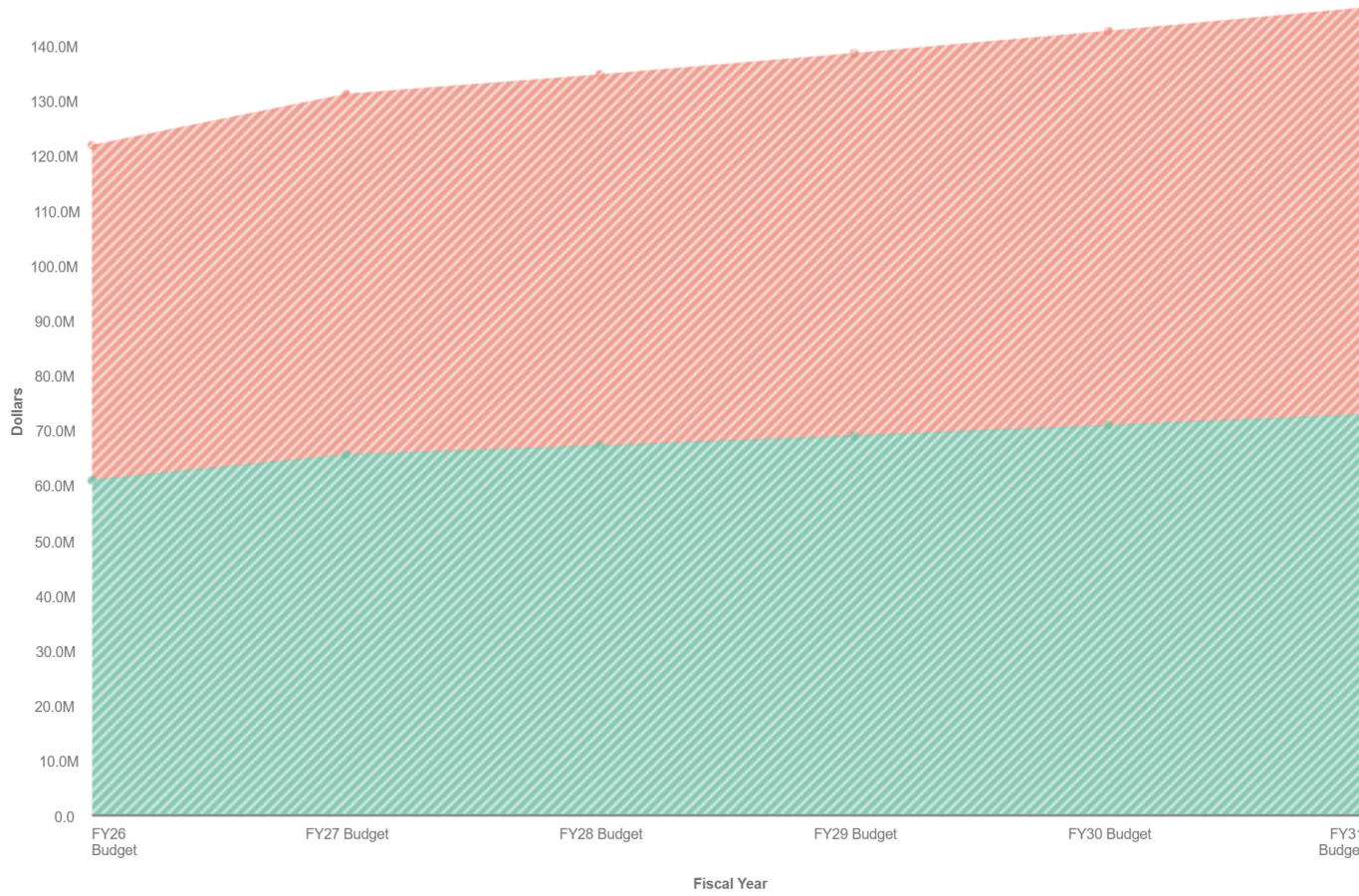
GF FF FY27-31 with Override Budget for FY27- Overview



Visualization

Sort **Large to Small** ▾

- Expenses
- Revenues



Expand All	FY26 Budget	FY27 Budget	FY28 Budget	FY29 Budget	FY30 Budget	FY31 Budget
▸ Revenues	\$ 60,971,980	\$ 65,612,471	\$ 67,236,491	\$ 69,043,182	\$ 70,944,203	\$ 72,903,748
▸ Expenses	60,913,342	65,567,467	67,497,722	69,571,497	71,728,535	73,982,660
Revenues Less Expenses	\$ 58,638	\$ 45,004	\$ -261,231	\$ -528,315	\$ -784,332	\$ -1,078,912



Town of Brewster

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

Office of:
Select Board
Town Manager

MEMORANDUM

TO: Select Board
FROM: Peter Lombardi, Town Manager
RE: Ballot Questions for May 2026 Local Election
DATE: April 3, 2026

Following up on the Select Board's discussion last week, we understand that the Board wants to bring forward three separate warrant articles and ballot questions for the three operating overrides to fully fund FY27 budgets. Accordingly, for the May 19, 2026 local election, the Select Board must vote to place the following questions on the ballot:

1. Town General Operating Override: "Shall the Town of Brewster be allowed to assess an additional \$1,250,000 in real estate and personal property taxes for the purposes of funding the Town's operating budget for the fiscal year beginning July 1st, 2026?"
2. Brewster Elementary School Operating Override: "Shall the Town of Brewster be allowed to assess an additional \$180,000 in real estate and personal property taxes for the purposes of funding the Town's Elementary School budget for the fiscal year beginning July 1st, 2026?"
3. Nauset Regional School Operating Override: "Shall the Town of Brewster be allowed to assess an additional \$550,000 in real estate and personal property taxes for the purposes of funding the Town's Nauset Regional School District assessment for the fiscal year beginning July 1, 2026?"

LEVY LIMITS: A PRIMER ON PROPOSITION 2 ½



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Introduction

The Division of Local Services has developed this primer to guide local officials through the mechanics of Proposition 2½. Proposition 2½ revolutionized property tax administration and is a fundamental feature of the Massachusetts municipal fiscal landscape. Yet there is still some confusion about its meaning for cities and towns, particularly because the law is complex and has undergone a number of changes since Proposition 2½ was enacted in 1980.

The purpose of this primer is to explain, as simply as possible, the basic provisions of Proposition 2½. We focus in particular on those aspects of the law that we have found to cause the most confusion, for example: the ways in which Proposition 2½ limits the property tax, how the levy limit is calculated, how an override differs from a debt exclusion or capital outlay expenditure exclusion, and how new growth works.

With the help of this primer, a local official should be able to understand the fundamentals of Proposition 2½. However, this primer is not intended as a substitute for legal guidance on a community's options and obligations under the law. If you have any questions, please refer to the Resources section included in this primer and contact the Division of Local Services for assistance and information.

We hope this primer will help you grasp the basic concepts of Proposition 2½ and act on behalf of your community with a better understanding of the law. We welcome questions and comments on this publication.

What is a Levy?

The property tax levy is the revenue a community can raise through real and personal property taxes. We will refer to the property tax levy simply as the **levy**. In Massachusetts, municipal revenues to support local spending for schools, public safety and other public services are raised through the property tax levy, state aid, local receipts and other sources. The property tax levy is the largest source of revenue for most cities and towns.

What is a Levy Ceiling? What is a Levy Limit?

Proposition 2½ places constraints on the amount of the levy raised by a city or town and on how much the levy can be increased from year to year.

A levy limit is a restriction on the amount of property taxes a community can levy. Proposition 2½ established two types of levy limits:

First, a community cannot levy more than 2.5 percent of the total full and fair cash value of all taxable real and personal property in the community. In this primer we will refer to the full and fair cash value limit as the **levy ceiling**.

Second, a community's levy is also constrained in that it can only increase by a certain amount from year to year. We will refer to the maximum amount a community can levy in a given year as the **levy limit**. The levy limit will always be below, or at most, equal to the levy ceiling. The levy limit may not exceed the levy ceiling.

Proposition 2½ does provide communities with some flexibility. It is possible for a community to levy above its levy limit or its levy ceiling on a temporary basis, as well as to increase its levy limit on a permanent basis. These options are discussed in more detail in other sections of this primer. The concepts of levy ceiling and levy limit are illustrated in *Figure 1*.

How is a Levy Ceiling Calculated?

The levy ceiling is determined by calculating 2.5 percent of the total full and fair cash value of taxable real and personal property in the community:

$$\text{Full and Fair Cash Value} \times 2.5\% = \text{LEVY CEILING}$$

$$\text{Full and Fair Cash Value} = \$100,000,000$$

$$\$100,000,000 \times 2.5\% = \$2,500,000$$

In this example, the levy ceiling is \$2,500,000.

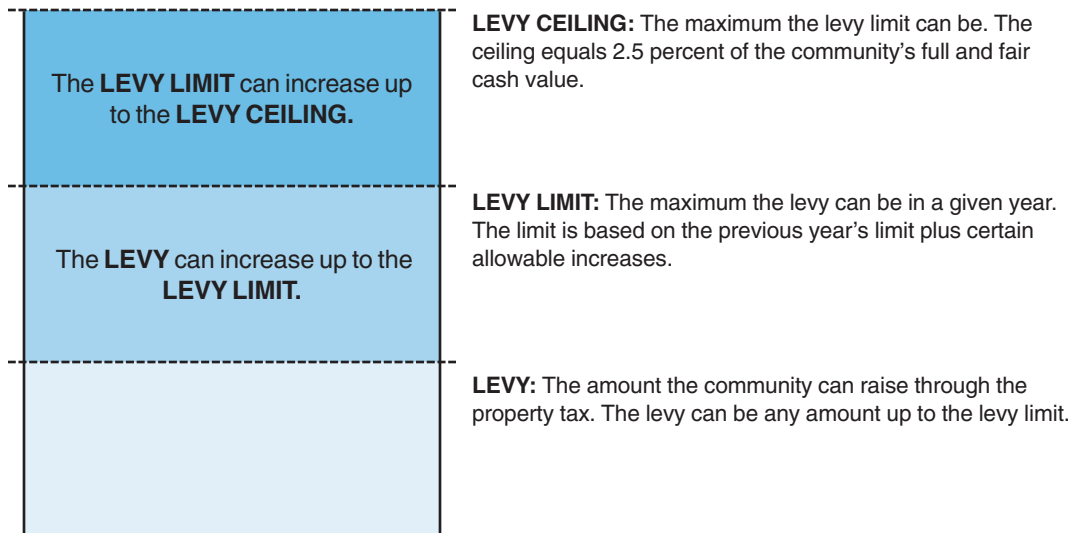


Figure 1

How is a Levy Ceiling Changed?

The total full and fair cash value of taxable real and personal property in a community usually changes each year as properties are added or removed from the tax roll and market values increase or decrease. This also changes the levy ceiling. See *Figure 2*.

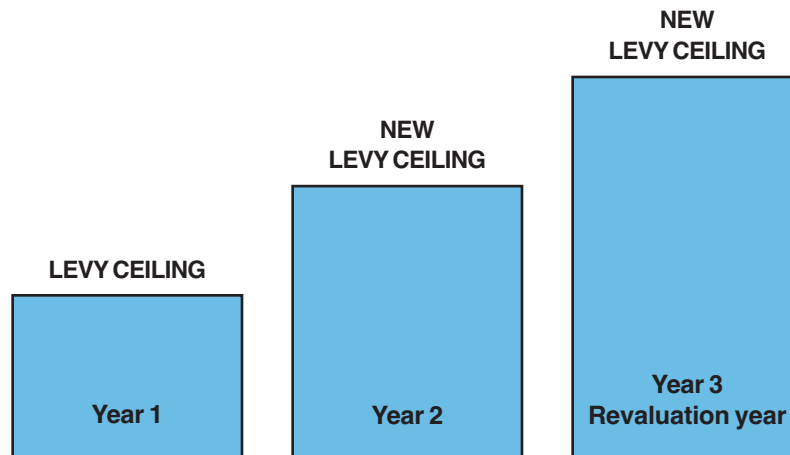


Figure 2

How is a Levy Limit Calculated?

A levy limit for each community is calculated annually by the Department of Revenue. It is important to note that a community's levy limit is based on the previous year's levy limit and not on the previous year's actual levy.

Each step in the example below is detailed in other sections of this primer. A levy limit is calculated by:

Taking the previous year's levy limit and increasing it by 2.5%:	
A. FY2007 Levy Limit	\$1,000,000
B. (A) x 2.5%	+ \$25,000
Adding to the levy limit amounts of certified new growth added to the community's property tax base:	
C. FY2008 New Growth	+ \$15,000
Adding to the levy limit amounts authorized by override votes:	
D. FY2008 Override	+ \$100,000
E. FY2008 Subtotal (A+B+C+D)	= \$1,140,000
Comparing the FY2008 levy limit to the FY2008 levy ceiling and applying the lesser number (compare E and F):	
F. FY2008 Levy Ceiling	\$2,500,000
	\$1,140,000
	Applicable FY2008 Levy Limit
	(Lesser of E and F)

This community's levy limit, the maximum amount in real and personal property taxes it can levy, is \$1,140,000 for FY2008. How much of this amount the community actually wants to use — that is, the amount of the levy — is up to the discretion of local officials. The community can levy up to or at any level below the entire levy limit amount, regardless of what its levy was in the previous year. Levy increases are discussed on page 13.

How is a Levy Limit Increased?

The levy limit is increased from year to year as long as it remains below the levy ceiling. Permanent increases in the levy limit result from the following:

Automatic 2.5 percent increase. Each year, a community's levy limit automatically increases by 2.5 percent over the previous year's levy limit. This does not require any action on the part of local officials; the Department of Revenue calculates this increase automatically.

New Growth. A community is able to increase its levy limit each year to reflect new growth in the tax base. Assessors are required to submit information on growth in the tax base for approval by the Department of Revenue as part of the tax rate setting process. New growth is discussed on page 8.

Overrides. A community can permanently increase its levy limit by successfully voting an override. The amount of the override becomes a permanent part of the levy limit base. Overrides are discussed on page 9.

Please note: Debt exclusions, capital outlay expenditure exclusions and overrides are all often referred to as "overrides" and enable a community either to permanently increase its levy limit or temporarily levy above its levy limit or levy ceiling. This primer makes a distinction between an override and a debt or capital outlay expenditure exclusion, because there is a significant difference in the impact of each on a community's levy limit. An override enables a community to permanently increase its levy limit, while an exclusion only allows for a temporary increase in taxes over a community's levy limit. Overrides, debt exclusions and capital outlay expenditure exclusions are discussed in greater detail in other sections of this primer.

In summary, the levy limit can increase from year to year in these ways: automatic 2.5 percent increase, new growth and overrides. Once the levy limit is increased in any of these ways, the increased levy limit amount becomes the base upon which levy limits are calculated for future years. See *Figure 3*.

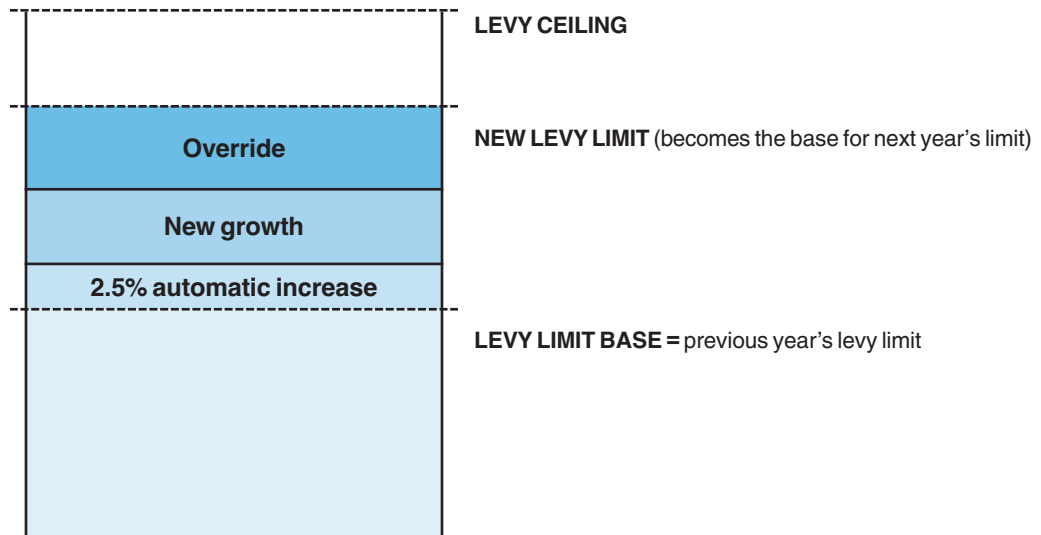


Figure 3

How Can a Community Levy Taxes in Excess of its Levy Limit or Levy Ceiling?

A community can assess taxes in excess of its levy limit or levy ceiling by successfully voting a debt exclusion or capital outlay expenditure exclusion. The amount of the exclusion does not become a permanent part of the levy limit base, but allows a community to assess taxes for a certain period of time in excess of its levy limit or levy ceiling for the payment of certain debt service costs or for the payment of certain capital outlay expenditures. See *Figures 4a and 4b*.

In *Figure 4a* the debt exclusion or capital outlay expenditure exclusion gives the community temporary additional taxing capacity over and above its levy limit, but below its levy ceiling.

In *Figure 4b* the debt exclusion or capital outlay expenditure exclusion gives the community temporary additional taxing capacity that is over and above not only its levy limit, but also its levy ceiling.

For more information on debt exclusions and capital outlay expenditure exclusions, see page 10.

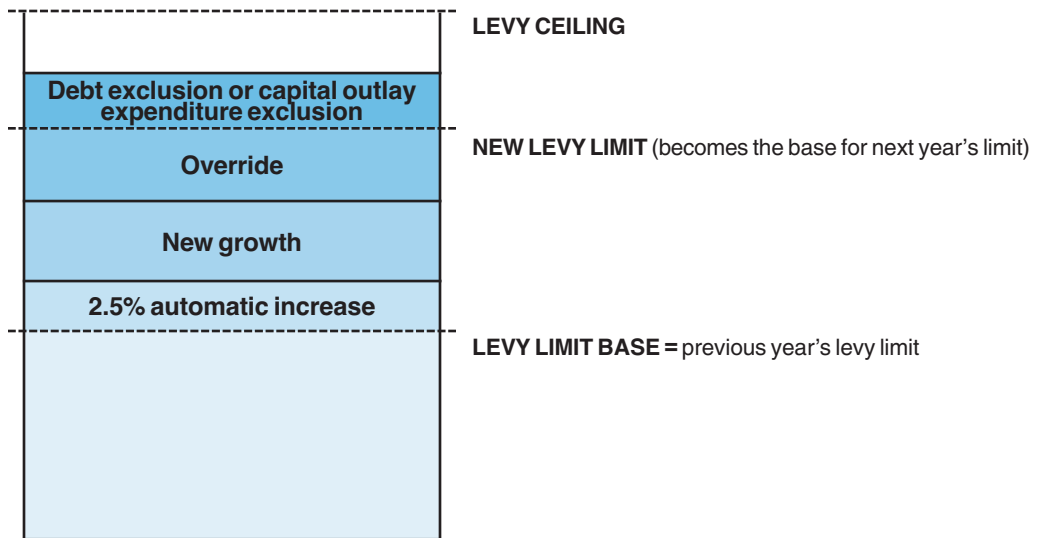


Figure 4a

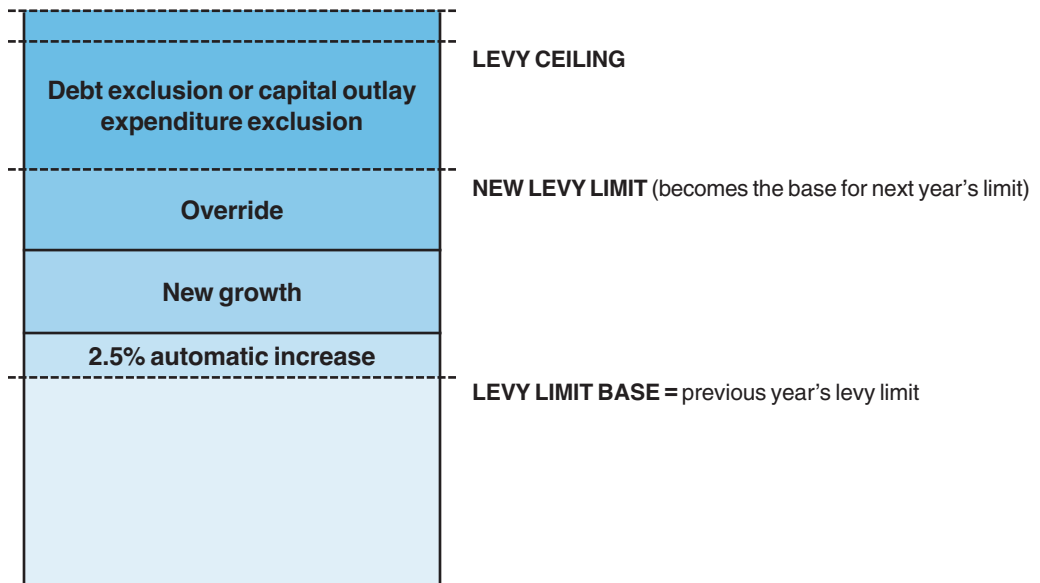


Figure 4b

What is New Growth?

Proposition 2½ allows a community to increase its levy limit annually by an amount based on the increased value of new development and other growth in the tax base that is **not** the result of revaluation. The purpose of this provision is to recognize that new development results in additional municipal costs; for instance, the construction of a new housing development may result in increased school enrollment, public safety costs, and so on. New growth under this provision includes:

- Properties that have increased in assessed valuation since the prior year because of development or other changes.
- Exempt real property returned to the tax roll and new personal property.
- New subdivision parcels and condominium conversions.

New growth is calculated by multiplying the increase in the assessed valuation of qualifying property by the prior year's tax rate for the appropriate class of property. **Any increase in property valuation due to revaluation is not included in the calculation.**

Below we highlight how new growth is calculated:

$$\begin{aligned} &\text{Increases in Assessed Valuation} \\ &\times \text{Prior Year's Tax Rate for Particular Class of Property} \\ &= \text{New Growth Addition to Levy Limit} \end{aligned}$$

For example, for a community that applies the same tax rate to all classes of property:

$$\begin{aligned} &\text{Increases in Assessed Valuation} = \$1,000,000 \\ &\text{Prior Year's Tax Rate} = \$15.00/1000 \\ &\$1,000,000 \times (\$15.00/1000) = \$15,000 \\ &\text{New Growth Addition to Levy Limit} = \$15,000 \end{aligned}$$

Below we highlight where the addition of new growth occurs in the calculation of the levy limit:

Taking the previous year's levy limit and increasing it by 2.5%:		
A. FY2007 Levy Limit		\$1,000,000
B. (A) x 2.5%	+	\$25,000
Adding to the levy limit amounts of certified new growth added to the community's property tax base:		
C. FY2008 New Growth	+	\$15,000
Adding to the levy limit amounts authorized by override votes:		
D. FY2008 Override	+	\$100,000
E. FY2008 Subtotal (A+B+C+D)	=	\$1,140,000
Comparing the FY2008 levy limit to the FY2008 levy ceiling and applying the lesser number (compare E and F):		
F. FY2008 Levy Ceiling		\$2,500,000
		\$1,140,000
		Applicable FY2008 Levy Limit
		(Lesser of E and F)

New growth becomes part of the levy limit base, and thus increases at the rate of 2.5 percent each year as the levy limit increases. Reporting of new growth provides a community with an opportunity to increase its levy limit, which can provide for added budget flexibility in the future. Boards of Assessors are required to report new growth each year as a part of setting the tax rate.

What is an Override?

Proposition 2½ allows a community to assess taxes in excess of the automatic annual 2.5 percent increase and any increase due to new growth by passing an **override**. A community may take this action as long as it is below its levy ceiling, or 2.5 percent of full and fair cash value. An override cannot increase a community's levy limit above the level of the community's levy ceiling.

When an override is passed, the levy limit for the year is calculated by including the amount of the override. The override results in a permanent increase in the levy limit of a community, which as part of the levy limit base, increases at the rate of 2.5 percent each year.

A majority vote of a community's selectmen, or town or city council (with the mayor's approval if required by law) allows an override question to be placed on the ballot. Override questions must be presented in dollar terms and must specify the purpose of the override. Overrides require a majority vote of approval by the electorate.

Below we highlight where the amount of an override is added in the calculation of the levy limit:

Taking the previous year's levy limit and increasing it by 2.5%:		
A. FY2007 Levy Limit		\$1,000,000
B. (A) x 2.5%	+	\$25,000
Adding to the levy limit amounts of certified new growth added to the community's property tax base:		
C. FY2008 New Growth	+	\$15,000
Adding to the levy limit amounts authorized by override votes:		
D. FY2008 Override	+	\$100,000
E. FY2008 Subtotal (A+B+C+D)	=	\$1,140,000
Comparing the FY2008 levy limit to the FY2008 levy ceiling and applying the lesser number (compare E and F):		
F. FY2008 Levy Ceiling		\$2,500,000
		\$1,140,000
Applicable FY2008 Levy Limit (Lesser of E and F)		

The community can levy up to its levy limit of \$1,140,000 in FY2008.

What is a Debt Exclusion? What is a Capital Outlay Expenditure Exclusion?

Proposition 2½ allows a community to raise funds for certain purposes above the amount of its levy limit or levy ceiling. A community can assess taxes in excess of its levy limit or levy ceiling for the payment of certain capital projects and for the payment of specified debt service costs. An exclusion for the purpose of raising funds for debt service costs is referred to as a **debt exclusion**, and an exclusion for the purpose of raising funds for capital project costs is referred to as a **capital outlay expenditure exclusion**. Both exclusions require voter approval with very limited exceptions. These exceptions are explained on page 12.

The additional amount for the payment of debt service is added to the levy limit or levy ceiling for the life of the debt only. The additional amount for the payment of the capital project cost is added to the levy limit or levy ceiling only for the year in which the project is being undertaken. Unlike overrides, exclusions do not become part of the base upon which the levy limit is calculated for future years.

Reimbursements such as state reimbursements for school building construction are subtracted from the amount of the exclusion.

A capital outlay expenditure exclusion or debt exclusion is effective even in the rare case when the exclusion would bring the community's levy above its levy ceiling.

Both of these exclusions require a two-thirds vote of the community's selectmen, or town or city council (with the mayor's approval if required by law) in order to be presented to the voters. A majority vote of approval by the electorate is required for both types of exclusion.

Questions presented to exclude a debt obligation must state the purpose or purposes for which the monies from the debt issue will be used. Questions presented to exclude a capital outlay expenditure exclusion must state the amounts and purposes of the expenditures.

Below we highlight how exclusions are added to the levy limit:

Taking the previous year's levy limit and increasing it by 2.5%:

A. FY2007 Levy Limit	\$ 1,000,000
B. (A) x 2.5%	+ \$25,000

Adding to the levy limit amounts of certified new growth added to the community's property tax base:

C. FY2008 New Growth	+ \$15,000
-----------------------------	-------------------

Adding to the levy limit amounts authorized by override votes:

D. FY2008 Override	+ \$100,000
E. FY2008 Subtotal (A+B+C+D)	= \$1,140,000

Comparing the FY2008 levy limit to the FY2008 levy ceiling and applying the lesser number (compare E and F):

F. FY2008 Levy Ceiling	\$2,500,000
-------------------------------	--------------------

\$1,140,000
Applicable FY2008 Levy Limit
(Lesser of E and F)

Calculating FY2008 levy limit with debt exclusion or capital outlay expenditure exclusion:

H. FY2008 Levy Limit	\$ 1,140,000
I. Add FY2008 Debt Exclusion or Capital Outlay Expenditure Exclusion	+ \$50,000

\$1,190,000
**Applicable FY2008 Levy Limit with Debt Exclusion
or Capital Outlay Expenditure Exclusion**

In FY2008, this community can levy up to \$1,190,000, its applicable levy limit with this debt exclusion or capital outlay expenditure exclusion.

What is a Special Exclusion?

For a few limited capital purposes, a community may assess taxes above the amount of its levy limit or levy ceiling without voter approval. Otherwise, special debt and capital outlay expenditure exclusions are like voter approved exclusions. The amount of the special exclusion is only added to the levy limit or ceiling for a temporary period of time, and does not become part of the base upon which the levy limit is calculated for future years.

One special debt exclusion allows a community to add water and sewer project debt service costs to its levy limit or levy ceiling for the life of the debt, as long as it reduces water and sewer rates by the same amount. The water and sewer debt exclusion is adopted by a majority vote of the community’s selectmen, or town or city council (with the mayor’s approval if required by law) and may include all or part of existing and subsequently authorized water and sewer debt or just the residential share of that debt.

Another special debt or capital outlay expenditure exclusion applies if a community has a program to assist homeowners to repair or replace faulty septic systems, remove underground fuel storage tanks or remove dangerous levels of lead paint in order to meet public health and safety code requirements. Under the program, the board of health and the homeowner agree that the board may contract with third parties to perform the work, and the homeowner will repay the community for all project costs. Homeowners may make the repayment by having a portion of the repair costs, with interest, added to their property tax bills for up to 20 years. The community may automatically add to its levy limit or levy ceiling the amount appropriated, or the amount of the debt service costs on any borrowing for the program.

What is an Underride?

Proposition 2½ allows a community to reduce its levy limit by passing an **underride**. When an underride is passed, the levy limit for the year is calculated by subtracting the amount of the underride. The underride results in a permanent decrease in the levy limit of a community because it reduces the base upon which levy limits are calculated for future years.

A majority vote of a community’s selectmen, or town or city council (with the mayor’s approval if required by law) allows an underride question to be placed on the ballot. An underride question may also be placed on the ballot by the people using a local initiative procedure, if one is provided by law. Underride questions must state a dollar amount and require a majority vote of approval by the electorate.

Below we highlight where the amount of an underride is subtracted in the calculation of the levy limit:

Taking the previous year’s levy limit and increasing it by 2.5%:	
A. FY2007 Levy Limit	\$1,000,000
B. (A) x 2.5%	+ \$25,000
Adding to the levy limit amounts of certified new growth added to the community’s property tax base:	
C. FY2008 New Growth	+ \$15,000
Subtracting from the levy limit amounts authorized by underride votes:	
D. FY2008 Underride	– \$ 40,000
E. FY2008 Subtotal (A+B+C–D)	= \$1,000,000
\$1,000,000	
Applicable FY2008 Levy Limit	

The community can levy up to its levy limit of \$1,000,000 in FY2008.

Levy Increases

Once a community's levy limit is established for a particular year, the community can determine what its levy will be. The community may set its levy at any amount up to the levy limit. (Or, if it has voted a debt exclusion or capital outlay expenditure exclusion, it may levy up to the levy limit plus the additional temporary capacity resulting from the exclusion.)

It is important to note that as long as a community levies no more than its levy limit, there is no restriction on the dollar increase or percentage increase in its levy from year to year. Proposition 2½ restricts increases in the levy limit, not the levy. A community is permitted to tax up to its levy limit, even if it must raise its levy by a large percentage over the previous year's levy.

For example, a community could decide to increase its levy between FY2007 and FY2008 because the people of the community feel that the town should respond to some unmet local needs. Below we highlight the community's FY2007 and FY2008 levy limits and levies:

FY2007 Levy Limit = \$1,000,000
FY2007 Levy = \$900,000

FY2008 Levy Limit = \$1,025,000
FY2008 Levy = \$1,025,000

Percentage Change In Levy Limit = 2.5%
Percentage Change In Levy = 13.8%

From FY2007 to FY2008, the community's levy limit only increases by the allowed 2.5 percent. (In this example assume the community has no new growth and has not voted an override.) The community's levy increases from the FY2007 amount of \$900,000 up to its FY2008 levy limit of \$1,025,000. This is a total dollar increase in the actual levy of \$125,000 — and a percentage increase in the actual levy of 13.8 percent. From FY2007 to FY2008, the actual levy increases by 13.8 percent while the levy limit only increases by the allowed 2.5 percent.

It is important to note that the 13.8 percent increase described here is allowable under the provisions of Proposition 2½. As long as the levy limit only increases each year by the amount allowed under Proposition 2½, the actual levy can increase or decrease within the levy limit established each year, as decided by the community. The community may increase its levy up to its new levy limit regardless of the percentage increase in the levy. This concept is illustrated in *Figure 5*.

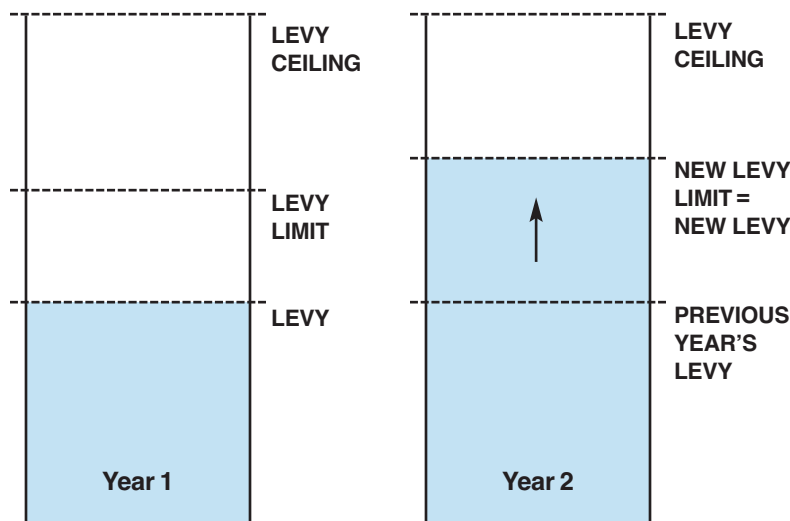


Figure 5

In Year 1, the community levies well below its levy limit.

In Year 2, the community's levy limit increases by the amount permitted under Proposition 2½. The community decides to levy all the way up to its new levy limit. The increase in the levy in Year 2 over Year 1 is indicated by the arrow. This increase is permissible under Proposition 2½.

Excess Levy Capacity

As discussed in the previous section, a community may choose to set its levy at any amount below or equal to its levy limit. When a community sets its levy below the limit, the difference between the levy and the levy limit is commonly referred to as **excess levy capacity**. This is an additional amount the community could, but chose not to, levy.

Levy Limit – Levy = Excess Levy Capacity

The concept of excess levy capacity is not a part of the Proposition 2½ law, as are the levy limit and levy ceiling. However, excess levy capacity is an important factor in municipal finance, and local officials should understand this concept.

There are two common misconceptions about excess levy capacity. The first misconception is that if a community has excess levy capacity in one year, then its ability to levy up to its levy limit in succeeding years is negatively affected. This misconception is based on the fact that Proposition 2½ limits the amount a community can increase its property taxes from year to year. Many think this means that a community cannot raise its levy all the way up to the levy limit to use all its excess capacity in just one year.

This is not true. As we have already seen, Proposition 2½ limits increases from year to year in the levy limit, not the levy. Before the tax rate is set, the full amount of the levy limit is always available to the community, **regardless** of how much of the limit the community has chosen to levy in previous years. It is within the law under Proposition 2½ for a community to have excess levy capacity in one year and, in the following year, to levy right up to the full amount of its new levy limit. This is true no matter what the percentage increase in the levy would be in order to achieve this result.

The second misconception about excess levy capacity is that a community is able to go back and “capture” excess levy capacity from a previous year. This is also not true. Once the community sets its tax rate for a given year, any revenues foregone because of excess levy capacity in that year are lost forever. This is only a one-time loss, however. In the following year, the community may levy up to its new levy limit, regardless of its levy in the previous year. See the example below:

FY2007 Levy Limit = \$1,000,000
FY2007 Levy = \$900,000
FY2007 Excess Levy Capacity = \$100,000

FY2008 Levy Limit = \$1,025,000
FY2008 Levy = \$1,025,000
FY2008 Excess Levy Capacity = \$0

Increase In Levy Limit = \$25,000
Increase In Levy = \$125,000

In FY2007, the town levies only \$900,000 of its levy limit of \$1,000,000, foregoing \$100,000 of tax revenue it could have collected. In FY2008, the town's levy limit increases by the automatic 2.5 percent allowed by Proposition 2½, or up by \$25,000 to \$1,025,000. The town decides to levy all the way up to its new levy limit, so it has no excess capacity in FY2008. Its FY2008 levy is \$125,000 higher than its FY2007 levy. The town cannot also levy an additional amount to capture the \$100,000 foregone in FY2007. In other words, it cannot levy up to \$1,125,000 for a total levy increase of \$225,000. The \$100,000 foregone in FY2007 is lost forever. This is a one-time loss, since the community can, in FY2008, levy all the way up to its new levy limit. This is highlighted in *Figure 6*.

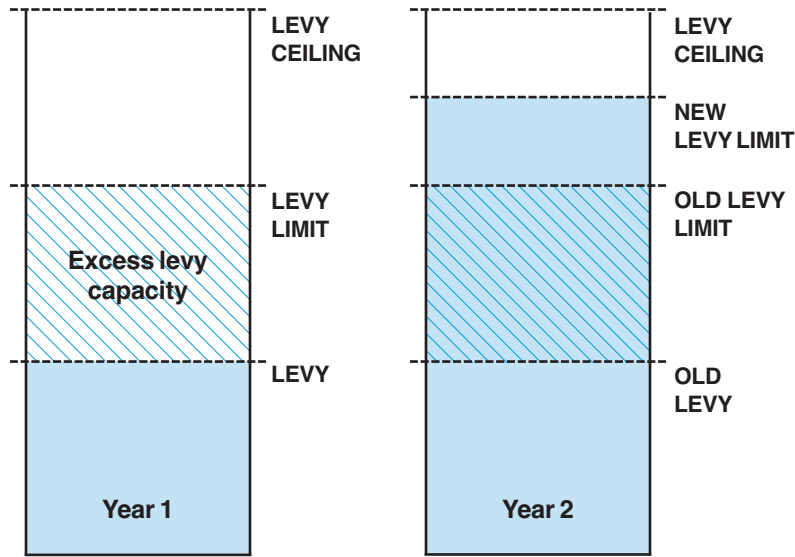


Figure 6

In Year 1, the community levies below its levy limit and as a result has excess levy capacity, represented by the area indicated.

In Year 2, the community may levy all the way up to its new levy limit. By levying up over its "old" levy limit (that is, its levy limit in Year 1), the community "uses" the excess capacity accrued in Year 1, shown by the area indicated. The community may increase its levy up to the new levy limit regardless of the percentage increase in the levy that is required to do so.

However, in Year 2 the community may not go back and recover the actual dollars of excess levy capacity foregone in Year 1 (the area indicated in the Year 1 diagram). That tax revenue is lost forever. It is only a one-time loss since the community can tax up to or above that level in Year 2.

Resources

For information on levy limits, levy ceilings, new growth and ballot questions (overrides, debt exclusions and capital outlay expenditure exclusions), contact DOR's Division of Local Services at:

- (617) 626-2300 by phone;
- (617) 626-2330 by fax; or
- the DLS website at www.mass.gov/dls.

603 CMR 41.00:

Regional School Districts

Section:

- [41.01:](#) Definitions
- [41.02:](#) Reorganization Procedures
- [41.03:](#) Department of Elementary and Secondary Education Approval
- [41.04:](#) Municipal Representatives in Regional School District Collective Bargaining
- [41.05:](#) Regional School District Budgets
- [41.06:](#) Excess and Deficiency Funds
- [41.07:](#) Fiscal Oversight of Regional School Districts by the Commissioner
- [41.08:](#) Waivers
- [41.09:](#) Severability
- [View All Sections](#)

Most Recently Amended by the Board of Elementary and Secondary Education: September 30, 2025

41.05: Regional School District Budgets

(1) Initial Adoption by the School Committee.

- (a) The regional school committee shall propose a budget containing all proposed operating expenditures, transportation expenditures, capital expenditures, and debt service payments to be paid from general revenues of the regional school district. The budget shall be classified into such line-items as the regional school committee shall determine, provided that such line-items shall be consistent with but need not be to the same level of detail as the chart of accounts required for the end of year reporting of expenditures pursuant to 603 CMR 10.03(3).
- (b) The budget shall identify each separate general revenue source, and the amount estimated for each general revenue source; shall specify whether members' assessments are to be calculated pursuant to the statutory assessment method or the alternative assessment method; and shall specify the total amounts to be assessed to the members for the support of the budget.
- (c) The regional school committee may include a line-item in the budget for a reserve for extraordinary and unanticipated expenditures.
- (d) The regional school committee may include a line-item in the budget for transfers into a stabilization fund established pursuant to M.G.L. c. 71, § 16G½. Proposed expenditures from this stabilization fund shall not be included in the budget but shall be governed by the requirements of M.G.L. c. 71, § 16G½.
- (e) Expenditures from grant funds, revolving funds, trust funds, and other funds that by law may be expended by the regional school committee without further appropriation shall not be included in the budget. A summary of projected receipts and expenditures in such funds shall be provided to the members for informational purposes only along with the budget.
- (f) The regional school committee shall hold a public hearing on the proposed budget and, following such hearing, shall adopt a budget by a two-thirds vote of the full regional school committee, incorporating such changes from the proposed budget as the regional school committee deems appropriate.
- (g) The treasurer of the regional school district shall certify the members' assessments and transmit the adopted budget and the members' assessments to each member within 30 days after the regional school committee's adoption of the budget and no later than April 30.

(2) Initial Action by the Local Appropriating Authorities.

- (a) The budget as adopted by the regional school committee and the member's assessment as certified by the treasurer of the regional school district shall be placed before each member's local appropriating authority for its consideration. Notwithstanding provisions in the regional agreement to the contrary, approval of the budget shall require an affirmative vote of the local appropriating authorities of two-thirds of the members. A vote by the local appropriating authority to appropriate the member's assessment shall constitute approval of the regional school district's budget.
- (b) The use of the alternative assessment method shall require the approval of the local appropriating authorities of all the members; such approval may be given by separate positive votes of the local appropriating authorities of all the members to approve the use of the alternative assessment method and positive votes of two-thirds of the local appropriating authorities of the members to approve the

budget. If a separate vote is not taken to approve the use of the alternative assessment method, the approval of the budget based on the alternative assessment method by a local appropriating authority shall be deemed approval of English

(c) If a local appropriating authority votes to appropriate a lower amount than the assessment as certified by the treasurer of the regional school district, such vote shall not constitute approval of the budget as submitted by the regional school committee. The regional school committee may consider such votes when it reconsiders the budget pursuant to 603 CMR 41.05(3).

(d) The method used to calculate member assessments shall be reported to the Commissioner on the regional school district's end of year financial report.

(3) Reconsideration of Rejected Budgets.

(a) If the budget is not approved in accordance with 603 CMR 41.05(2), the regional school committee shall have 30 days from the date of disapproval to reconsider, amend, and adopt a revised budget. With the approval of the Commissioner, this 30-day period may be extended an additional 15 days. Where the local appropriating authority is town meeting and the annual town meeting is dissolved prior to voting on the budget, the budget shall be deemed disapproved by that member as of the date of such dissolution.

(b) The revised budget adopted by the regional school committee and the assessments corresponding to such budget may be less than, equal to, or greater than the amounts in the previously adopted budget.

(c) Within seven days following the regional school committee's adoption of a revised budget, the treasurer of the regional school district shall calculate and certify the assessment of each member and shall transmit the assessments and a copy of the revised budget to the members. Each member's local appropriating authority shall have 45 days from the date of the regional school committee's vote to meet and consider the revised budget.

(d) The approval of a revised budget shall be as set forth in 603 CMR 41.05(2)(a) and (b). If a local appropriating authority of a member does not vote on the revised budget within the 45-day period and previously appropriated funds for its assessment in an amount greater than or equal to its assessment under the revised budget, that member shall be deemed to have approved the revised budget.

(e) In a regional school district comprised of three or more members, if the revised budget is not approved, the regional school committee shall again reconsider, amend, and adopt a revised budget. The revised budget shall be resubmitted to the members pursuant to the provisions of 603 CMR 41.05(3)(a)-(d).

(f) In a regional school district comprised of two members, if the revised budget is not approved by the local appropriating authorities of both members, the regional school committee shall again reconsider, amend, and adopt a revised budget and shall convene a district-wide meeting in accordance with M.G.L. c. 71, § 16B, at which the revised budget shall be placed before all voters eligible to vote at said meeting. If a majority of voters at this district-wide meeting votes to approve the revised budget, such vote shall constitute approval. If a majority of voters at this district-wide meeting votes to approve a greater or lesser amount for the budget, such amount shall be placed before the regional school committee. If the regional school committee by a two-thirds vote of the full committee ratifies such amount, it shall constitute approval. If the regional school committee rejects such amount, it shall again reconsider, amend, and adopt a revised budget and shall reconvene a district-wide meeting pursuant to the provisions of this section 603 CMR 41.05(3)(f).

(g) A district-wide meeting convened in accordance with 603 CMR 41.05(3)(f) shall only consider budgets based on the statutory assessment method.

(h) A regional school committee may reconsider, amend, and adopt a revised budget at any time prior to the approval of a previously adopted budget.

(i) If a local appropriating authority votes to approve an adopted budget subsequent to the required date for such action but prior to the regional school committee's revision of the budget, such vote shall be deemed valid.

(j) Whenever a member's assessment is reduced to a lesser amount than previously appropriated by the local appropriating authority, that appropriation shall automatically be reduced to the lesser amount.

(4) Establishment of Budgets by the Commissioner.

(a) If the annual budget for a regional school district has not been approved by July 1, the superintendent of schools shall notify the Commissioner, and the Commissioner shall establish an interim monthly budget for the regional school district. The interim monthly budget shall be one-twelfth of the regional school district's budget for the prior fiscal year or such higher amount as the Commissioner may determine. The interim monthly budget shall remain in effect until a budget is approved pursuant to 603 CMR 41.05(3) or December 1, whichever comes earlier.

(b) If a regional school district's budget has not been approved by December 1 of the fiscal year, the Commissioner shall assume fiscal operation of the regional school district pursuant to M.G.L. c. 71, § 16B and shall establish the final budget for the fiscal year. In this event, the Commissioner shall exercise fiscal oversight of the regional school district as provided in 603 CMR 41.07.

(c) Whenever the Commissioner establishes an interim or final budget for a regional school district under the provisions of English 13 CMR 41.05(4), the treasurer of the regional school district shall calculate and certify to the members their respective assessments on the statutory assessment method and using the final or most recently proposed state aid amounts, general fund revenues, and required local contributions for the budget year. Each member shall pay its respective assessment in accordance with the payment schedule in the regional agreement. The appropriation of funds to pay an assessment ordered by the Commissioner under this section 603 CMR 41.05(4) shall not be deemed approval by the member of the district's budget.

(5) Amendments to Approved Budgets.

(a) A regional school committee may propose, by a two-thirds vote of the full committee, an amendment to a previously approved budget. If such amendment results in an increase in the total amount of the budget or an increase in the assessment for any member, such amendment shall be submitted to the local appropriating authorities of the members for their approval. The treasurer of the regional school district shall certify the revised assessments and submit the proposed amendment and revised assessments to the members within seven days from the date of the regional school committee vote. The local appropriating authority of every member shall have 45 days from the date of the regional school committee's vote to meet and consider the amendment. The proposed amendment shall be effective if it is approved by two-thirds of the local appropriating authorities of the members and by the local appropriating authority of any member whose assessment is increased.

(b) If a local appropriating authority of a member does not vote on the proposed amendment within the 45-day period and that local appropriating authority has previously appropriated funds for its assessment in an amount greater than or equal to the member's assessment for the amended budget, that member shall be deemed to have approved the amended budget.

(c) If a proposed amendment to a previously approved budget does not increase the total amount of the budget and reduces or leaves unchanged the assessment for every member, the amendment shall not require approval by the local appropriating authorities and shall be effective upon a two-thirds vote of the regional school committee. Notwithstanding the foregoing, the amended budget and any revised assessments, as certified by the regional school district treasurer, shall be submitted to the members within seven days from the date of the regional school committee vote.

(d) If the Commissioner adjusts the required local contribution of any member or members subsequent to the approval of the budget, the regional school committee shall propose an amendment to the budget to reflect such adjustments.

(e) Whenever a member's assessment is reduced to a lesser amount than previously appropriated by the local appropriating authority, the appropriation shall automatically be deemed to be reduced to such lesser amount.

(f) Transfers from one budget line-item to another shall require and be effective upon approval of the regional school committee. Such approval shall be by a majority vote of the regional school committee unless otherwise specified in the regional agreement. Authority for such transfers shall not be delegated.

(6) Changes to Budget upon Admission or Withdrawal of Members.

(a) The treasurer of the regional school district shall include prospective member(s) in the calculation of assessments for the fiscal year in which the member(s) will be admitted. If such assessments are based upon enrollment in the prior fiscal year, the treasurer of the regional school district shall use the same estimated enrollment for prospective member(s) as used by the Department to calculate the required local contributions under M.G.L. c. 70. The local appropriating authorities of prospective member(s) shall vote on the regional school district budget for the fiscal year in which the member(s) will be admitted and on the same terms and conditions as if they were member(s).

(b) The treasurer of the regional school district shall exclude withdrawing member(s) from the calculation of assessments for the fiscal year in which such withdrawal will be effective. The local appropriating authorities of the withdrawing member(s) shall not vote on the regional school district budget for the fiscal year in which they will no longer be member(s).

(7) Department Opinions.

The regional school committee or the mayor, select board or town council of a member may request that the Commissioner issue an opinion as to whether:

(a) the assessments of members have been calculated correctly; or

(b) the budget of the regional school district has been approved in accordance with statutory and regulatory requirements.

In the case of such a request the Commissioner may take such actions as the Commissioner deems appropriate, including, but not limited to, requiring the regional school committee to provide financial information to the Department and to fund a consultant to inform the Commissioner's opinion.

(8) State Review.

The Commissioner, in consultation with the Commissioner of Revenue, may request any regional school committee to submit budget for review prior to its adoption by the regional school committee. Within seven days of such a request, the regional school committee shall provide the Department with a copy of its proposed budget and all other information as requested by the Commissioner. The regional school committee shall not vote on the adoption of the budget and the treasurer of the regional school district shall not certify assessments to the members unless and until the Commissioner and the Commissioner of Revenue jointly determine that the proposed budget is in balance.

Regulatory Authority:

603 CMR 41.00: M.G.L. c. 69, §1B; c. 71, §14B and §16D; c. 150E, §1.

Disclaimer:

For an official copy of these regulations, please contact the State House Bookstore, at 617-727-2834 or visit [Massachusetts State Bookstore](#)

Last Updated: October 2, 2025

Town of Brewster



ANNUAL TOWN MEETING

WARRANT

for

May 4, 2026

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 4, 2026**

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Anecdotes from the Archives

If These Walls Could Talk: Selections from the Early History of 1673 Main Street, Brewster



Postcard dated 1916

By the late 1800's, Brewster had outgrown the small one-story town house used for civil and social gatherings. Accordingly, in 1880, Brewster Town Meeting voters approved a motion "to build a new town house", appropriated funding and appointed a committee of five citizens with instructions to employ an architect and commence building as soon as possible. Plans were drawn up and a Brewster builder, Joshua Small, was selected and work began forthwith. The Queen Anne style two story building was designed with a first floor hall for town meetings with space for multiple tables, a rear cooking room, and rooms for the Selectmen. The upper hall featured a "gentlemen's retiring room" and a "spacious ladies room". A distinctive tower graced the front east corner of the structure. It would be a fitting addition to the town's streetscape, joining the stately parade of Captain's homes and churches gracing Main Street.

With great fanfare, the new Town Hall was dedicated on August 30, 1881. As reported in the *Yarmouth Register*, "It is a structure of unique, though elegant appearance, and thoroughly and substantially built... The work has been faithfully done, in the best manner." Walter Winslow, a native of Brewster, was the architect and the final cost of construction was \$11,500. Massachusetts Governor John Davis Long arrived on the noon train for the dedication ceremony. At 3 o'clock, the hall was filled with citizens of Brewster and neighboring towns. Rev. Thomas Dawes gave opening remarks about town history and then Gov. Long was introduced and received with great enthusiasm. While he did not deliver a formal address, he extended congratulations to everyone present, spoke of the influence of men who Brewster had sent out into the world in years past, as well as the progressive spirit of its citizens. In closing, he

referenced the critical condition of President James Garfield who had been shot on July 2 (Garfield subsequently died on September 19 from infections related to his wounds). The ceremony wrapped up with several more speakers and then the entertainment commenced. The ball was a “brilliant affair” with music provided by the Germania Band of Boston.

The triumph of the dedication event foreshadowed the central role of this building to the social, political, and educational life of Brewster citizens in the decades to come, including to the present day. In a span of 145 years, bridging 3 centuries, and 6 generations of Brewster’s people, this civic structure has hosted thousands of social events and gatherings. The list includes approximately 200 Town Meetings, scores of entertainers, multitudes of fundraisers and fairs, generations of Brewster school graduations, many speeches honoring Brewster’s veterans, and innumerable presentations ranging from animal husbandry to political hot topics. For the past several decades, 1673 Main Street has been home to Brewster’s Council on Aging. These days, the building is busier than ever – brimming with services, programs, and resources for Brewster’s older adults and families.

A few event examples from the building’s early days:

Festival
BREWSTER TOWN HALL
JULY 8th, 1922
Given by
BREWSTER WOMAN'S CLUB
2 to 12 P. M.
Something doing every hour.
AFTERNOON
Baby Table Toy Table
Candy Table
Grabs Grabs
Club House Table Dolls
Baby Show
3 P. M.
Doughnuts fried while you wait
EVENING
CAFETERIA SUPPER
6 P. M.
ENTERTAINMENT and PLAY
7 P. M.
DANCE—8 to 12

CAPE FARM BUREAU
TO MEET IN BREWSTER
The Cape Cod Farm Bureau will meet Jan. 2 in the Brewster Town hall to discuss the AAA and a constant egg production program. Bertram Tomlinson, county Extension Service agent, announced Monday.
A program has been arranged, beginning with supper at 7 p. m. and business and entertainment following. Speakers from Massachusetts State College will discuss the program for maintaining uniform egg production throughout the year, an accomplishment that is proving of much interest to Cape poultrymen. Dr. Alfred Ray Atwood of Harwich will have charge of the entertainment program.

Yarmouth Register December 1935

BREWSTER.

Anti-Suffrage Campaign.

The campaigners against equal suffrage will hold a rally in the Brewster town hall on Monday, October 11. The visiting speakers will include Col Irish of California, one of the foremost orators in the country; Hon Charles L. Underhill of Somerville; Ex-Representative John J. Douglass of Boston and James M. Keyes of Boston.

The local leaders of the anti-suffragist movement are busy making preparations for this rally, which is expected to be one of the greatest public meetings ever held in this town. They appeal especially to the men of Brewster to be present. The speakers are all men of established reputation as leaders of public opinion.

Yarmouth Register October 1915. Col. John P. Irish of Oakland California was a fiery and influential orator and opponent of Women's Suffrage.

PILGRIM MONUMENT.

At a meeting of the Pilgrim Club of Brewster, it was decided to begin in earnest to inaugurate a movement towards erecting a monument to the Pilgrims at Provincetown, and to do something like adequate justice to the one great event and locality, which marked the beginning of constitutional government in America. And to promote the object of this movement, it was voted to hold a public meeting at the Brewster Town hall, on Monday, July 16, current, at 11 o'clock a. m. And a special committee was appointed to invite all persons on Cape Cod who are known to be interested in this movement, to be then and there present. And this public notice is given to any one who is interested to promote the object of this movement, to write or otherwise communicate with the following named gentlemen for further particulars: Mr. Roland C. Nickerson, East Brewster, Mr. J. Henry Sears, Brewster. By the Secretary,

Yarmouth Register July 1901. Ptown's Pilgrim monument was constructed from 1907-1910.

FISH AND GAME CLUB

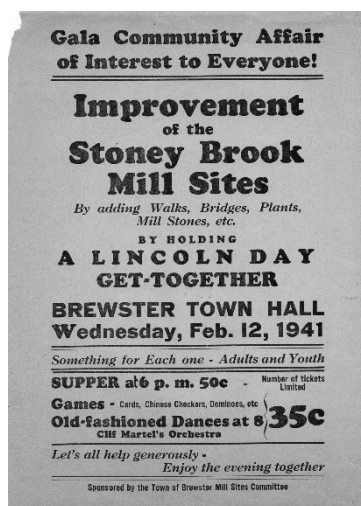
The Cape Cod Fish and Game association held its annual meeting and election of officers last Wednesday evening, when a turkey supper was served at Brewster Town hall. Preparations were made to feed 250 persons, as the organization has a membership of close to 600 and is now making an effort to increase the membership to 1,000.

During the past year the society has liberated on the Cape 75 white hares, 375 pheasants, and thousands of trout fry, in an effort to improve local hunting and fishing conditions.

John Freeman and Frederick A. Hooper had charge of the supper and entertainment, and presented talented entertainers from Boston, in addition to the fine turkey supper annually served by the association.

Yarmouth Register December 1930

During both the first and second World Wars, Town Hall hosted many events in support of war efforts. The Food Conservation Sub-Committee held classes to teach food canning, drying and storage, with a separate session about how to bake using flour substitutes. Patriotic dances featuring hall decorations of red, white, and blue bunting raised money to buy yarn for wartime knitting projects and bandages. Town Hall was the location for multiple civil defense and Red Cross nursing classes. In 1919, the Brewster Grange presented the town with a poignantly labelled plaque: “Memorial to those who served in the World War”, a roster of Brewster citizens who served in “the war to end all wars”. Over the years, this memorial on the lawn in front of Town Hall, has expanded to include 5 additional plaques honoring Brewster veterans of subsequent conflicts. The surnames that repeat across these 6 stones attest to local families’ deep commitment to patriotism and duty.



Besides providing offices for town officials, the Town Hall hosted Town Meetings until the latter part of the 20th Century. It was in this building that voters made civic decisions that literally shaped modern-day Brewster. Over many years of Town Meetings, voters approved road improvements, sidewalks, multiple jetties on Brewster beaches, funding for the new Union School, and implemented zoning regulations. In a notable 1940 decision, voters approved money to buy the Brewster Gristmill and surrounding Factory Village property. The new Stony Brook Mill Sites Committee immediately got to work fundraising for improvements at the site with an event - at Town Hall, of course!

Appreciation for our history is part of Brewster’s DNA, enshrined in the 2018 Vision Plan. The goal of that plan’s Community Character building block is to “sustain and foster Brewster’s historic setting, rural nature, small town feel, and socially inclusive spirit.” 1673 Main Street embodies that goal. It has many more stories to tell.

Faythe Ellis is a long-time resident and a member of Brewster’s Historical Commission. Thanks to Eric Dray for his research as part of Brewster’s Historic Property Inventory. Other information was sourced from Sturgis Library’s digitized historic newspapers, as well as Brewster Town Clerk’s digitized town reports on the Town of Brewster website.

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 Mary Chaffee, Amanda Bebrin, Ned Chatelain, Caroline McCarley, and Pete Dahl.
 - Town Manager: Peter Lombardi
 - Assistant Town Manager: Donna Kalinick
 - Town Clerk: Colette Williams
 - Finance Committee: Chair Andrew Evans, Robert Tobias, Robert Rogers, Stuart Bassin, William Henchy, James Lieb, John O'Reilly, Edward Sayer, and Peter Sturr
 - 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 29th; 508-896-7900 or 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 29th.

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

Annual Town Meeting 2026

Dear Town Meeting Members:

The Finance Committee

The Town of Brewster's Finance Committee consists of 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. Since our last Annual Town Meeting, the Finance Committee met twenty times. The Finance Committee has reviewed, analyzed, and voted on every article that appears before this Town Meeting. Our vote tallies appear under each article of the Warrant.

This year you are being asked to vote on three override articles. These override articles are offered because the level of expenditures proposed exceed the existing levy limit. The levy limit, the amount a community raises through the property tax, can grow by two and a half percent of the prior year's levy limit plus new growth plus any overrides. Overrides permanently increase the levy limit. This report will include summaries of the Committee's discussions on these overrides.

Town Operating Budget & Override

The Town's General Fund Operating Budget requested (Articles 7 & 8) for FY27 is \$26,521,242 consisting of a Levy Limit budget of \$25,271,242, a 3.4% increase over that of the FY26 budget and an override of the levy limit of \$1,250,000, an additional 5.1% increase over the FY26 budget.

We voted to recommend you approve the Town's Operating Budget for FY2027, both the 'Levy Limit' budget and the operating override. Our votes are informed by our meetings (jointly with the Select Board) with Town Department Heads to hear their budget presentations and ask them questions. The video recordings of these meetings are accessible through the Town of Brewster website.

Town Administration has proposed a level services operating budget with no staffing reductions and only one increase, a 5 hour per week increase for an existing Recreation Department part-time position almost entirely covered by Recreation Department program fees. At least eight personnel requests – targeted increases in organizational capacity in accordance with the Select Board's Strategic Plan – including those from Public Works, Police, & Fire, are unfunded meaning they are not included in the levy limit budget nor in the override. For all Town employees, the Town contributions to the costs of health insurance and pension benefits are each budgeted to increase by more than ten per cent.

Town Administration explains the need for an Operating Budget override as twofold.

First, Town Administration has determined that \$945,000 of the override is necessary to make Brewster's wages equitable and competitive with comparable Cape communities, based on compensation data from those communities. Town union contracts and employee agreements all expire in June 2026. You are being asked to approve new 3-year contracts at this town meeting. Town Administration has targeted the 65th percentile on the wage scale for the first year of these contracts.

Second, Town Administration reviewed and updated our 5-year budget forecast confirming that earlier projections for a level service budget in FY28 and beyond will see operating expenses outpacing revenue growth, absent additional overrides, in the range of \$300,000 per year. Property taxes are limited by statute and other revenue sources are plateauing. As a result, Town Administration has proposed an increase in the override to the \$1,250,000 level to address this structural deficit and avoid an additional general Town budget override for FY28.

While the entire \$1,250,000 override amount, if approved, would raise the levy limit, only the \$945,000 portion of the override is in the operating budget for FY27 and therefore only the \$945,000 portion will be included in the FY27 tax rate; the balance of the unused levy limit would be available for FY28 and beyond.

Those voting to recommend approval of the Operating Budget and override believe that the level and quality of services provided by Town Departments reflected in this budget are appropriate, and therefore the override is necessary to ensure compensation to recruit and retain highly competent Town employees remains equitable and competitive.

Those voting against recommending approval of the Operating Budget and Override expressed general concern about overrides and the implications for citizens real estate taxes.

Enterprise Fund Budgets

The Finance Committee unanimously voted to recommend approval of the Water Department Budget of \$3,168,892 (Article 9) and the Golf Department budget of \$5,649,948 (Article 10). Both departments are enterprise funds and handled outside of the general fund. Both departments are self-sustaining, that is, user charges fully fund these expenditures. Any surplus of user charges in excess of expenditures is retained in the funds to cover capital & special projects which require Town Meeting approval.

Capital & Special Projects

For FY2027, the Town is requesting \$970,207 for various capital expenditures (Article 13). The Finance Committee supports this investment in our infrastructure and voted unanimously in support of these projects. It is important to continually upgrade the assets of our Town for both safety and efficiency. The use of Free Cash of \$245,000 mixed with other funding sources for these expenditures represents a prudent approach to Capital Spending. Brewster's list of Projected Capital Projects including projects that would be undertaken if grant funding is obtained are listed in the Warrant on page XX.

School Operating Budgets & Overrides

School budgets represent approximately half of the spending you will vote on at Town Meeting. Brewster is a member town in three school districts

Cape Cod Regional Technical High School Budget

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 2. The FY27 operating budget for Cape Tech budget is \$19,300,000, a 4.5% increase over FY26. Debt service in FY27 on the school building bond is \$5,384,325, a 3% decline from FY26 on the 20-year fixed-principal bond. Brewster's share of the student population remains at 9% of total enrollment resulting in a total assessment to the Town of \$1,857,881 an increase of \$63,805 or 3.6% over FY26. The Finance Committee voted unanimously to support their budget.

Brewster Elementary School Budget & Override

The funding requests for the Brewster Elementary School District comprised of the Stony Brook School (grades PreK-2) and the Eddy School (grades 3-5) appear in Warrant Articles 3 & 4. Members of the Brewster Elementary School Committee are elected to oversee the Brewster Elementary School District. Brewster Elementary Schools are administered as part of the Nauset Public Schools under a shared superintendent agreement with separate elementary school districts in Eastham, Orleans, & Wellfleet, and with the Nauset Regional School District (comprised of the Nauset Middle and Nauset High Schools). Elementary School Districts share in the cost of services provided by the Nauset Regional School District Central Office.

The Brewster School Committee has approved a FY27 budget, exclusive of fringe benefits, of **\$10,833,898**, an increase of **\$474,766 or 4.6%** over the FY26 budget. The elementary schools' share of fringe benefits (primarily health insurance) for FY27 is **\$3,148,441**, an increase of **\$323,934 or 11.5%** over FY26, resulting in a combined total increase of **\$798,700 or 6.1%** over the FY26 budget.

Town Administration has decided that a 3% increase plus the increase in fringe benefits can be supported within the levy limit and thus an override of the remainder of the increase of \$180,000 is presented as an override article.

School Administration indicates that \$429,425 of the \$474,766 increase, or 90% of it, is required to meet the needs of students with individual education plans (IEP's). Special Education costs represent 37% of the total FY27 elementary school budget, exclusive of fringe benefits.

The Finance Committee looks forward to seeing the results and recommendations of the grant funded comprehensive study currently underway to explore opportunities for improving efficiency and sustainability across the Nauset region's elementary schools.

The Finance Committee voted 7-2-0 to recommend approval of the FY27 elementary school budget. Those voting for approval believe the elementary school budget, as approved by the Brewster Elementary School Committee, is necessary to meet the needs of Brewster's

elementary school students. Those voting against recommending approval have general concerns about exceeding normal budget increases.

Nauset Regional School Budget & Override

Finally, Brewster is one of four towns in the Nauset Regional School District (NRSD) that includes our Regional Middle School and our Regional High School. Brewster's assessment appears in Warrant Articles 5 & 6. The assessment is based on an enrollment-driven state of Massachusetts formula and the dictates of the Nauset Regional School District Agreement. Brewster elects four representatives to the ten member Nauset Regional School Committee to oversee the NRSD. The Nauset Regional School Committee has approved the FY27 total operating budget underlying Brewster's assessment that appears in the Warrant.

The total operating budget of the NRSD for FY27, net of offsetting revenues (and exclusive of Capital Plan Projects and High School Construction Debt Service, the latter being previously approved excluded debt), is \$31,902,255, an increase over FY26 of \$1,462,775 or 4.8%. Within this operating budget, operating expenses of the district before revenue offsets of \$40,795,328 are up \$679,321 or 1.7% over FY26. However, offsetting District revenues of \$8,893,073 are lower than those of FY26 by \$783,454 or 8.1%, the result of lower use of Excess & Deficiency (E&D) reserve funds as a revenue offset to operating expenses. The Finance Committee has in past years identified excessive reliance on E&D funds to offset ongoing operating expenses as a structural deficit and a practice that may not be sustainable. While E&D reserves may be legally applied to offset operating expenses, they are intended to be available up to a certain level for unexpected costs the district may encounter. The Finance Committee believes the judicious use of E&D reserves going forward is a wise practice.

Brewster's assessment of the NRSD FY27 operating budget is \$14,928,353, an increase of \$1,149,588 or 8.3% over that of FY26. Even as Brewster's enrollment in the district has declined slightly, enrollment in the district's other member towns has declined to a greater extent resulting in a significant increase in Brewster's proportionate share of district costs. Nearly half of Brewster's assessment increase is due to this enrollment shift.

Town Administration had decided that a 3% budget increase, plus an amount to cover an early estimate of a lesser enrollment shift, can be supported within the levy limit and thus an override of the remainder of the increase of \$550,000 is presented as an override article.

The Finance Committee voted 5-4-0 to support the Nauset Regional School District's Budget. Finance Committee members with multiple years of Committee service recognized significant improvement in the presentation of the NRSD budget under its new Superintendent. Finance Committee members voting in support of the budget believe NRSD Administration has presented a budget that reflects reasonable cost management while meeting the needs of district students. Finance Committee members voting against recommending approval do so because they believe the district cost management is not keeping pace with enrollment declines, and general concern about the impact on Brewster property taxes.

We wish to make Town Meeting voters aware that Eastham, Orleans, & Wellfleet voters at their respective Town Meetings will likewise vote on the NRSD FY27 budget. In accordance with

state statutes for regional schools, if three of the four member towns of the NRSD vote to approve the budget, then the budget is approved for all member towns. So, if Brewster Town Meeting were to vote down the budget and the three other member towns were to approve the budget, Brewster would be obligated to pay its assessment to the district.

Budgets aside, the Finance Committee applauds the dedication and 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. All Finance Committee members believe strongly in the importance of educating our soon-to-be-citizens.

Closing

In closing, the Finance Committee appreciates & 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.

Town Meeting voters can take pride and comfort in the fact that Brewster Town Administration has been awarded the Distinguished Budget Presentation Award by the Government Finance Officers Association (GFOA) 3 years in a row, a significant accomplishment reflecting wise application of nationally recognized best practices.

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,

Andrew Evans, Chair
Robert Tobias, Vice Chair
Robert Rogers, Clerk
Stuart Bassin
William Henchy
Jim Lieb
John O'Reilly
Ed Sayer
Peter Sturr

HEALTH AND HUMAN SERVICES REPORT

Last year, the Health and Human Services Committee received 16 applications requesting Town funding. Much of the concern expressed by the non-profits who service Brewster residents regarded the uncertainty of future federal funding or had already experienced cuts in funding. Those who provided meals and/or groceries to our seniors and families facing food insecurity became a focus in our discussions. Of the 16 applicants, four organizations address food insecurity, and the other agencies provide a range of services that address individual and family well-being, health challenges including substance disorders, domestic violence, and housing. Three organizations did not reapply this year.

The recommended funding for the 16 organizations will provide needed services to approximately 3,900 Brewster residents. The recommended amount is \$155,850, 2.8% more than last year's amount of \$151,542.

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 2025, there were 36 unduplicated Brewster residents served. Funding is being requested for medical case management and food nutrition services for people living with HIV, and those in need of prevention/screening and harm reduction services. **Recommended Funding: \$6,300**

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 related diseases. In FY 2025, 302 Brewster residents were served through support groups, ongoing phone support, counseling, care consultation, memory screenings, education, outreach and social and cultural events. **Recommended Funding: \$12,500**

Cape Abilities' mission is to provide support to individuals with disabilities on the Cape by educating, counseling, providing residential, therapeutic and employment supports. In FY 2025, 21 Brewster residents received support. **Recommended Funding: \$7,000**

Cape Cod Children's Place's mission is to advocate for families by providing early education, family supports and community engagement. In FY 2025, 78 unduplicated Brewster families were served. **Recommended Funding: \$11,500**

Elder Service's mission is to serve older citizens in the 22 towns of Barnstable, Dukes and Nantucket counties. In FY 2025, 10,462 home delivered meals and 110 Brewster residents were served. **Recommended Funding: \$12,500**

Family Pantry of Cape Cod's mission is to provide food and clothing to all who need it. In FY 2025, food was provided to 491 Brewster households. **Recommended Funding: \$5,200**

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 2025, 259 Brewster children were served and 13,734 meals were provided including meals to go. **Recommended Funding: \$8,500**

Homeless Prevention Council’s mission is to provide personalized case management solutions to promote stability for all who live in the community. In FY 2025, 371 Brewster residents were served. **Recommended Funding: \$17,000**

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. In FY 2025, 440 Brewster residents were served. **Recommended Funding: \$5,300**

Independence House’s mission is to help those impacted by domestic violence and sexual assault. In FY 2025, 50 Brewster residents were served. **Recommended Funding: \$12,500**

Lower Cape Outreach Council’s mission is to aid those in need of financial assistance, emergency food pantry and free clothing. In FY 2025, 307 Brewster residents were served. **Recommended Funding: \$14,000**

Nauset Youth Alliance’s mission is to provide afterschool programming at Stonybrook and Eddy Elementary Schools. In FY 2025, 147 students were enrolled. **Recommended Funding: \$14,900**

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 1,406 Brewster residents received billable services. Funding is for non-billable services. Over 1,000 uninsured or underinsured Brewster residents were seen at OCHS. **Recommended Funding: \$16,600**

Pause A While’s mission is to provide a dedicated space for 12 Step meetings and sober activities. Funding will support 200-300 people/day. **Recommended Funding: \$5,400**

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. Last year, 84 Brewster residents were served. **Recommended Funding: \$2,200**

South Coastal Counties Legal Services’ mission is to provide legal advocacy to low-income residents and elderly clients. Last year, 37 Brewster residents were served. **Recommended Funding: \$4,450**

The HHS Committee would like to thank our non-profit community for their commitment to our Brewster residents in need.

Here is a summary of last year's funding awards, this year's requests, and the committee's recommendations included in the FY27 Town Operating Budget, which were unanimously supported by the Select Board and Finance Committee.

AGENCY	FY 27 Recommend	FY 27 Request	FY 26 Award
Aids Support Group of Cape Cod	\$6,300	\$7,000	\$6,100
Alzheimer's Family Support	\$12,500	\$13,000	\$12,000
Cape Abilities	\$7,000	\$7,000	\$7,000
Cape Cod Children's Place	\$11,500	\$11,500	\$11,500
Cape Cod Foster Closet	\$0	\$0	\$2,310
Consumer Assistance Council	\$0	\$0	\$630
Duffy Health Center	\$0	\$0	\$500
Elder Services	\$12,500	\$13,000	\$10,842
Family Pantry of Cape Cod	\$5,200	\$6,000	\$5,000
Food 4 Kids Church of the Holy Spirit	\$8,500	\$8,500	\$6,500
Homeless Prevention Council	\$17,000	\$18,000	\$16,200
Housing Assistance Corporation	\$5,300	\$6,000	\$5,150
Independence House	\$12,500	\$12,500	\$12,360
Lower Cape Outreach Council	\$14,000	\$15,000	\$12,900
Nauset Youth Alliance	\$14,900	\$16,000	\$14,500
Outer Cape Health Services	\$16,600	\$20,000	\$16,200
Pause A While	\$5,400	\$14,500	\$5,300
Sight Loss Services	\$2,200	\$2,200	\$2,200
South Coastal Counties Legal Services	\$4,450	\$4,450	\$4,350
Total	\$155,850	\$174,650	\$151,542

TOWN OF BREWSTER ANNUAL TOWN MEETING MAY 4, 2026

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 4, 2026**, next, at 6 o'clock in the evening, then and there to act upon the following articles:

BUDGETARY TRANSFERS

ARTICLE NO. 1: To see what sums the Town will vote to transfer into various line items of the Fiscal Year 2026 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	\$100,000
		Total	\$100,000

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 2026 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 \$1.7M.

Select Board: Yes 0, No 0, Abs 0

Finance Committee: Yes 8, No 0, Abs 0

CAPE COD REGIONAL TECHNICAL HIGH SCHOOL OPERATING BUDGET

ARTICLE NO. 2: 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, 2027, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2025</u>	<u>APPROPRIATED FY2026</u>	<u>REQUESTED FY2027</u>
CAPE COD TECH ASSESSMENT	1,025,821	1,296,171	1,375,360
DEBT ASSESSMENT	441,653	497,905	482,521
TOTAL ASSESSMENT	1,467,474	1,794,076	1,857,881

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 2027 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 4.5% over Fiscal Year 2026.

Although district-wide enrollment has increased from 681 students to 703 students, Brewster’s enrollment has remained relatively consistent, increasing by just 2 students to 63 for next year (9% of the overall student population). Brewster’s operating assessment has increased by \$79,189, or 5.8%, over Fiscal Year 2026. Brewster’s debt assessment has decreased by \$15,384, or 3.1%, due to annual decreases in the debt schedule for the high school.

Select Board: Yes 4, No 0, Abs 0

Finance Committee:

Yes 8, No 0, Abs 0

ELEMENTARY SCHOOLS BUDGET

ARTICLE NO. 3: 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, 2027, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2025</u>	<u>APPROPRIATED FY2026</u>	<u>REQUESTED FY2027</u>
ELEMENTARY SCHOOL BUDGET	9,890,402	10,359,132	10,653,898
SCHOOL FRINGE BENEFITS	2,413,015	2,824,507	3,148,441
TOTAL ELEMENTARY SCHOOL BUDGET (ARTICLE 3)	12,303,417	13,183,639	13,802,339
ELEMENTARY SCHOOL BUDGET OVERRIDE	-	-	180,000
TOTAL ELEMENTARY SCHOOL BUDGET (ARTICLES 3 + 4)	12,303,417	13,183,639	13,982,339

or to take any other action relative thereto.

(Brewster School Committee)

(Majority Vote Required)

COMMENT

This article provides partial funding for the Fiscal Year 2027 operating budget for the Stony Brook and Eddy Elementary Schools. The Fiscal Year 2027 budget request for the Elementary Schools, as approved by the Brewster School Committee, is \$10,833,898, a \$474,766 or 4.6% increase over Fiscal Year 2026 operating expenses. The Town’s total elementary school assessment is increasing by \$798,700, or 6.1%, when the schools’ proportionate shares of fringe benefits expenses are applied.

This article will fund the portion of the Elementary Schools’ Fiscal Year 2027 budget that can be raised and appropriated within the Town’s current levy limit, a 3.0% increase in their operating budget. Approval of supplemental funding in Article 4 and at the local ballot on May 19, 2026 is required to fully fund the \$180,000 balance of the FY27 Elementary School budget to match the amounts voted by the Brewster School Committee.

Select Board: Yes 4, No 0, Abs 0 Finance Committee: Yes 7, No 2, Abs 0

ELEMENTARY SCHOOLS OPERATING OVERRIDE

ARTICLE NO. 4: To see if the Town will vote to raise and appropriate the sum of \$180,000 to defray the Elementary Schools’ charges and expenses, for the Fiscal Year ending June 30, 2027, provided however that such appropriation shall be expressly contingent upon approval by the Town at a Regular or Special Election to authorize such sums to be raised outside the limits of General Laws Chapter 59 Section 21C, paragraphs (g) and (m) (Proposition 2½ so called), or to take any other action relative thereto.

(Brewster School Committee)

(Majority Vote Required)

COMMENT

This article will provide the balance of funding needed for the Fiscal Year 2027 operational budget for the Stony Brook and Eddy Elementary Schools. This appropriation is subject to approval of a Proposition 2 ½ override question on the May 19, 2026 local election ballot. Based on current assessed property values, the Town estimates that this override will cost the average resident about \$20 more a year in annual taxes going forward.

Select Board: Yes 4, No 0, Abs 0 **Finance Committee: Yes 7, No 2, 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, 2027, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2025</u>	<u>APPROPRIATED FY2026</u>	<u>REQUESTED FY2027</u>
NAUSET OPERATING ASSESSMENT	13,526,296	13,778,765	14,378,353
NAUSET DEBT ASSESSMENT	3,492,908	3,441,896	3,565,052
TOTAL NAUSET ASSESSMENT (ARTICLE 5)	17,019,204	17,220,661	17,943,405
NAUSET OVERRIDE (ARTICLE 6)	-	-	550,000
TOTAL NAUSET ASSESSMENT (ARTICLES 5 + 6)	17,019,204	17,220,661	18,493,405

or to take any other action relative thereto.

(Nauset Regional School Committee)

(Majority Vote Required)

COMMENT

This article provides partial funding for the Fiscal Year 2027 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 \$31,902,255, a \$1,462,775 or 4.8% increase over Fiscal Year 2026 operating expenses. Nauset's FY27 operating expenses are increasing by only 1.8%, but their estimated revenues are decreasing by 8.1%. Brewster's share of the Nauset Schools FY27 budget is \$14,378,353.

Total enrollment in the middle and high schools decreased by 46 students from last year, down to 1146. While Brewster's enrollment decreased by 5 students down to 514 this year, Brewster's proportionate share of total student enrollment increased from 45.2% in Fiscal Year 2026 to 46.9% in Fiscal Year 2027, or 3.8%. This enrollment shift has a financial impact of approximately \$450,000 on Brewster's FY27 Nauset assessment increase. In addition, Brewster's FY27 Nauset debt assessment, almost all of which is allocated to the long-term excluded debt for the high school project, is increasing by \$123,156 to \$3,565,052, primarily due to the enrollment shift.

This article will fund the portion of the Nauset Region Fiscal Year 2027 operating assessment that can be raised and appropriated within the Town's current levy limit, a 3.0% increase in their operating budget plus approximately \$200,000 in enrollment shift costs. Approval of supplemental funding in Article 6 and at the local ballot on May 19, 2026 is required to fully fund the \$550,000 balance of the FY27 Nauset Region assessment to match the amounts voted by the Nauset Regional School Committee.

Select Board: **Yes 3, No 1, Abs 0** **Finance Committee:** **Yes 5, No 4, Abs 0**

NAUSET REGIONAL SCHOOLS OPERATING OVERRIDE

ARTICLE NO. 6: To see if the Town will vote to raise and appropriate the sum of \$550,000 to defray the Nauset Regional School District charges and expenses, for the Fiscal Year ending June 30, 2027, provided however that such appropriation shall be expressly contingent upon approval by the Town at a Regular or Special Election to authorize such sums to be raised outside the limits of General Laws Chapter 59 Section 21C, paragraphs (g) and (m) (Proposition 2½ so called), or to take any other action relative thereto.

(Nauset Regional School Committee)

(Majority Vote Required)

COMMENT

This article will provide the balance of funding needed to fully approve the Fiscal Year 2027 operating budget for the Nauset Regional School District. This appropriation is subject to approval of a Proposition 2 ½ override question on the May 19, 2026 local election ballot. Based on current assessed property values, the Town estimates that this override will cost the average resident about \$60 more a year in annual taxes going forward.

Select Board: **Yes 3, No 1, Abs 0** **Finance Committee:** **Yes 5, No 4, Abs 0**

TOWN OPERATING BUDGET

ARTICLE NO. 7: 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 2027, including authorization for lease purchases of up to five years, as follows:

	EXPENDED	APPROPRIATED	REQUESTED
<u>DEPARTMENT</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
<u>GENERAL GOVERNMENT</u>			
Finance Committee	3,507	105,500	105,500
Assessors	169,878	184,445	189,545
Accounting	271,765	293,801	295,635
Treasurer/Collector	363,144	401,931	371,994
Information Technology	458,969	548,871	568,952
Legal	99,662	135,300	125,300
Moderator	300	300	300
Planning	246,871	262,594	0
Select Board	8,000	8,000	8,000
Town Administration	597,487	680,646	850,853
Human Resources	192,427	222,473	219,190
Town Clerk	275,930	270,490	287,833
Public Buildings	355,533	386,850	396,950
<u>SUBTOTAL GENERAL GOVERNMENT</u>	3,043,473	3,501,201	3,420,052
<u>PUBLIC SAFETY</u>			
Building Department	446,844	506,173	0
Fire Department	3,468,844	3,726,942	3,791,827
Emergency Management	225	2,500	2,500
Natural Resources	542,947	613,073	635,901
Police Department	3,411,577	3,524,960	3,579,895
Sealer of Weights & Measures	10,182	10,490	10,753
Community Planning & Land Use Management	0	0	782,971
<u>SUBTOTAL PUBLIC SAFETY</u>	7,880,619	8,384,138	8,803,847

	EXPENDED	APPROPRIATED	REQUESTED
<u>DEPARTMENT</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
<u>PUBLIC WORKS</u>			
Public Works	2,368,709	2,624,948	2,569,547
Snow & Ice Removal	207,041	182,130	184,543
Streetlights	4,470	5,626	5,626
<u>SUBTOTAL PUBLIC WORKS</u>	2,580,220	2,812,704	2,759,716
<u>HUMAN SERVICES</u>			
Council on Aging	425,080	438,987	452,770
Board of Health	318,739	351,202	347,070
Veteran's Services	123,061	109,493	112,131
Public Assistance	159,481	167,225	171,533
<u>SUBTOTAL HUMAN SERVICES</u>	1,026,361	1,066,907	1,083,504
<u>CULTURE & RECREATION</u>			
Brewster Ladies Library	825,586	866,072	894,294
Recreation	275,725	321,065	337,139
Parades & Events	3,100	5,000	5,000
<u>SUBTOTAL CULTURE & RECREATION</u>	1,104,411	1,192,137	1,236,433
<u>DEBT SERVICE</u>			
Principal & Interest	2,855,581	2,544,445	3,273,370
<u>SUBTOTAL DEBT SERVICE</u>	2,855,581	2,544,445	3,273,370
<u>INSURANCE, UTILITIES & FRINGE BENEFITS</u>			
General Insurance	517,651	589,264	589,000
Utilities	543,594	661,311	661,311
Fringe Benefits	4,876,802	5,547,722	5,742,022
<u>SUBTOTAL INSURANCE & FRINGE</u>	5,938,047	6,798,297	6,992,333

	EXPENDED	APPROPRIATED	REQUESTED
DEPARTMENT	FY 2025	FY 2026	FY 2027
<u>OTHER OPERATING EXPENSES & ASSESSMENTS</u>			
Assessments	33,671	35,076	37,334
Alewives	2,750	4,350	4,350
Local Service Funding	49,896	54,000	54,000
Transfer to Capital Stabilization	262,500	300,000	120,000
Transfer to Housing Trust	525,000	600,000	600,000
Transfer to OPEB Trust	264,000	264,000	264,000
Transfer to Water Quality Capital Stabilization	157,500	180,000	120,000
Transfer to Preschool Family Support Program	-	-	240,000
<u>SUBTOTAL OTHER OPERATING EXPENSE & ASSESSMENTS</u>	1,295,317	1,437,426	1,439,684
<u>TOTAL OF GENERAL FUND OPERATING BUDGETS (ARTICLE 7)</u>	25,724,029	27,737,255	29,008,939
<u>TOWN OPERATING OVERRIDE (ARTICLE 8)</u>	-	-	1,250,000
<u>GRAND TOTAL OF GENERAL FUND OPERATING BUDGETS (ARTICLE 7 + 8)</u>	25,724,029	27,737,255	30,258,939

or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will fund the portion of the Town's Fiscal Year 2027 operating budget that can be raised and appropriated within the Town's current levy limit, a \$1,271,684 or 3.4% increase. In total, including the general operating override in Article 8, the Town's FY27 operating budget is set to increase by **\$2,521,684 or 9.1%**. Approval of supplemental funding in Article 8 and at the local ballot on May 19, 2026 is required to fully fund the \$945,000 balance of the Town's FY27 budget in excess of the tax levy. The additional \$305,000 in levy limit increase included in the Article 8 override will not impact FY27 taxes. That capacity is expected to be used to cover projected budget shortfalls in FY28 based on the Town's 5-year financial forecast modeling. Extensive information and data can be found on the [Town's online budget website](#).

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 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

TOWN OPERATING OVERRIDE

ARTICLE NO. 8: To see if the Town will vote to raise and appropriate the sum of **\$1,250,000** to defray the Town of Brewster's operating expenses for the Fiscal Year ending June 30, 2027, provided however that such appropriation shall be expressly contingent upon approval by the Town at a Regular or Special Election to authorize such sums to be raised outside the limits of General Laws Chapter 59 Section 21C, paragraphs (g) and (m) (Proposition 2½ so called), or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will provide the balance of funding needed to fully approve the Fiscal Year 2027 operating budget for the Town. This appropriation is subject to approval of a Proposition 2 ½ override question on the May 19, 2026 local election ballot. Based on current assessed property values, the Town estimates that this override will cost the average resident about \$135 more a year in annual taxes going forward.

Select Board: Yes 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

WATER DEPARTMENT ENTERPRISE FUND OPERATING BUDGET

ARTICLE NO. 9: 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 ONE HUNDRED SIXTY EIGHT THOUSAND AND EIGHT HUNDRED NINETY TWO DOLLARS (\$3,168,892)** for Fiscal Year 2027 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 2.7%. As an Enterprise Fund, Water Department expenses are fully covered by user fees.

Select Board: Yes 4, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

GOLF DEPARTMENT ENTERPRISE FUND OPERATING BUDGET

ARTICLE NO. 10: 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 **FIVE MILLION SIX HUNDRED FORTY NINE THOUSAND AND NINE HUNDRED FORTY EIGHT DOLLARS (\$5,649,948)** for Fiscal Year 2027 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 17% due to a \$690,000 increase in short-term debt associated with the planned maintenance facility project. Otherwise, general operating expenses for the Captains are increasing by 5%. As an Enterprise Fund, Golf Department expenses are fully covered by user fees.

The Town's Finance Team and Captains staff have developed a 10-year Capital Improvement Plan and 5-year Financial Forecast that anticipates annual rate increases of 6% to fully cover the added costs of the new maintenance buildings and major upgrades to the irrigation system in the next several years. These plans have been presented to and endorsed by the Golf Commission and Select Board in advance of moving forward with these projects, which will require future Town Meeting approvals.

Select Board: Yes 4, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

COMMUNITY PRESERVATION ACT FUNDING

ARTICLE NO. 11: To see if the Town will vote to act on the report of the Community Preservation Committee (CPC) on the Fiscal Year 2027 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:

FY27 Estimated revenues

a. Estimated FY27 tax surcharge	\$1,400,000
b. Estimated FY27 state contribution (15%)	\$ 209,446
c. Estimated FY27 Investment Income	<u>\$ 80,000</u>
d. FY27 Estimated Total:	\$1,689,446

FY27 Appropriations and Allocations

a. Historic Preservation Reserve appropriation	(10%)	\$168,945
b. Community Housing Reserve appropriation	(10%)	\$168,945
c. Open Space/Recreation Reserve appropriation	(10%)	\$168,945
d. Budgeted Reserve	(65%)	\$1,098,140
e. Administrative Expense (Budgeted Reserve)	(5%)	\$ 84,471
f. Community Housing Reserve		\$231,055
f. Undesignated Fund Balance		<u>\$275,000</u>
h. TOTAL		\$2,195,501

	<i>Purpose</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
1	Historic Preservation			
	a. Designated reserves for Historic Preservation	Transfer to reserve from estimated annual revenues in accordance with G.L. c.44B, §6	Fiscal Year 2027 CPA estimated annual revenues	\$168,945
	Sub-total			\$168,945
2	Community Housing			
	a. Brewster Affordable Housing Trust (BAHT) – BAHT Housing Opportunity Fund	Inclusive request for BAHT funding that can be used for CPA - eligible community housing initiatives	\$168,945 from Fiscal Year 2027 CPA estimated revenues, \$231,055 from Community Housing Reserve and \$150,000 from Undesignated Fund Balance CPA Reserves	\$550,000
	Sub-total			\$550,000

	<i>Purpose</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
3	Open Space and Recreation			
	a. Community Preservation Bonded Debt Service	Payment of debt principal and interest for the BBJ Property, and Bates Property bonds	\$120,425 from Fiscal Year 2027 CPA estimated annual revenues	\$120,425
	b. Designated reserves for Open Space/Recreation	Transfer to reserve from estimated annual revenues in accordance with G.L. c.44B, §6	Fiscal Year 2027 CPA estimated annual revenues	\$48,520
	Sub-total			\$168,945
4	Budgeted Reserve			
	a. Administration Expense	Administration and operating expenses for Community Preservation Committee	Fiscal Year 2027 CPA estimated annual revenues	\$84,471
	b. Designated for Budgeted Reserve	Transfer to reserve from estimated annual revenues in accordance with G.L. c.44B, §6	Fiscal Year 2027 CPA estimated annual revenues	\$1,098,140
	Sub-total			\$1,182,611
5	Undesignated Fund Balance			
	a. Community Development Partnership (CDP)	2 Years of funding for Lower Cape Housing Institute (LCHI)	\$20,000 from Undesignated Fund Balance CPA reserves	\$20,000
	b. Housing Assistance Corporation	Assistance Resource Center in Hyannis	\$105,000 from Undesignated Fund Balance CPA reserves	\$105,000
	Sub-total			\$125,000
	Grand Total			\$2,195,501

For Fiscal Year 2027 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 G.L. c.184 and G.L. c.44B, Section 12, and to authorize the Board of Selectmen 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 2027, which is projected at 15%. Investment income from CPA reserves is estimated at \$80,000 for FY27. 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% historic preservation, 10% recreation, and 20% for any CPA eligible project.

At the beginning of FY26, Reserve balances were as follows:

Historic Preservation	\$1,050,511
Community Housing	\$ 366,252
Open Space and Recreation	\$1,788,900
Undesignated Reserve	\$2,511,207

1. Historic Preservation

a. Designated for Budgeted Reserve: This item transfers money from FY27 estimated annual revenues to the Historic Preservation budgeted reserve for future appropriation to meet the minimum 10% statutory allocation.

2. Community Housing

a. Brewster Affordable Housing Trust (BAHT) – BAHT Housing Opportunity Fund (HOF): This request is an inclusive request for BAHT funding that could be used for CPA-eligible housing initiatives. In prior years, the BAHT has put in individual applications to support housing programs such as the Preservation of Subsidized Housing Inventory (SHI) homes, the Brewster Rental Assistance Program, the Affordable Buydown Program, and Housing Coordinator salary. Funds will also be used to support the Barnstable Regional Housing Services, the

upcoming update to the Housing Production Plan and the creation of a Housing Fund to prepare for the purchase of Brewster real estate on the open market for low-to moderate income housing (up to 100% of Area Median Income).

An annual allocation to Municipal Affordable Housing Trusts is a common practice across the Commonwealth and has been vetted through legal counsel. The Community Preservation Committee, the BAHT and the Select Board held joint meetings since 2023 to discuss and recommend the creation of and application for a Housing Opportunity Fund. The annual allocation streamlines the funding allocation process as well as provides the BAHT greater flexibility and ability to be responsive to emerging needs. Individual CPA applications for funding of new housing projects will still come to the CPC as individual applications, such as the recent Habitat for Humanity Housing at Mackie Drive.

CPC Request: \$550,000

CPC Vote: 8-0-0

Select Board: Yes 4, No 0, Abs 0

Finance Committee: Yes 8, No 0, Abs 0

3. Open Space and Recreation

a. Community Preservation Bonded Debt Service: This item pays for the \$120,425 in FY 2027 principal and interest on 2 CPA (BBJ 2 and Bates) open space acquisitions that were financed via long term bonding.

b. Designated for Budgeted Reserve: This item transfers money from FY27 estimated annual revenues to the Open Space/Recreation budgeted reserve for future appropriation to meet the minimum 10% statutory allocation.

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.

b. Designated for Budgeted Reserve: This item transfers money from FY27 estimated annual revenues to the Budgeted Reserve for future appropriation to meet the minimum statutory allocation.

5. Undesignated Balance/CPA Reserves

a. Community Development Partnership (CDP) - Lower Cape Housing Institute (LCHI): The LCHI is one of three components of the CDP's Lower Cape Community Housing Partnership (LCCHP). The LCCHP harnesses the urgency to address the deepening housing crisis by providing opportunities for business owners, low-moderate income households, historically marginalized communities and year-round residents to advocate for housing production and related policies at annual town meetings. Since 2017, the CDP has offered an annual Lower Cape Housing Institute to educate at least 40 local elected and appointed officials per year, from the eight towns on the Lower Cape, including the Town of Brewster.

Over the past six years, 482 Lower and Outer Cape officials have attended the LCHI, including 70 from Brewster. The LCHI helps overcome many of the barriers to developing more affordable housing in the region in order to meet the housing needs of working families. Through quality training, peer-to-peer learning and technical assistance, the LCHI builds municipal capacity to address the housing needs of Brewster residents. This request will fund LCHI in 2026 and 2027.

Total (2 year) project cost: \$307,548 Amount requested: \$20,000 CPC vote: 7-0-0

Select Board: Yes 3, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

b. Housing Assistance Corporation (HAC) – Assistance Resource Center: HAC will use this grant to support the new Assistance Resource Center (ARC) which will serve as the region’s emergency shelter for homeless individuals on Cape Cod and the Islands. The Brewster CPC funds will go directly towards the renovation of 480 West Main Street in Hyannis, a building which previously served as offices for HAC. The project will modernize the building to include 50 beds where homeless individuals will have a safe place to stay every night of the year; five of these beds will be reserved for medical respite. The facility will also include a kitchen to prepare meals for individuals; a common room to conduct day program activities; and offices where staff can meet shelter clients.

ARC, a partnership between HAC and Catholic Charities of the Diocese of Fall River, will offer a single point of entry for the region’s most vulnerable, connecting them to medical and behavioral health services, social services, case management, a structured day program and referral services needed to move them into safe stable housing. No CPA funds will be used for shelter programming, operations, staffing, or services provided by Catholic Charities or any other entity. HAC is seeking funding from every CPC on the Cape to undertake this renovation project. This \$105,000 request will fund a \$100,000 award, with \$5,000 set aside to be used for CPC legal expenses related to the award administration.

Total project cost: \$4,800,000 Funding requested: \$105,000 CPC vote: 6-0-0

Select Board: Yes 4, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

COMMUNITY PRESERVATION ACT LAND ACQUISITION: 0 W.H. BESSE CARTWAY

ARTICLE NO. 12: To see if the Town will vote to authorize the Select Board to acquire by purchase, gift, and/or eminent domain, a parcel of land located at 0 W.H. Besse Cartway, identified as Assessor’s Parcel as 83-1, containing 2.05 acres, more or less, and being a portion of the premises described in a deed recorded with the Barnstable Registry of Deeds in Book 19654, Page 245, with the Conservation Commission having care, custody and control of said parcel for conservation and passive recreation purposes under the provisions of GL c.40, Section 8C and Article 97 of the Massachusetts Constitution; to appropriate and transfer from available funds, including, without limitation, the Community Preservation Fund, the sum of Two Hundred Seventy Five Thousand and 00/100 Dollars (\$275,000.00) to fund said acquisition

and costs incidental or related thereto; to authorize the Select Board and/or the Conservation Commission to grant a conservation restriction on said parcel to a qualified conservation organization as required under GL c. 44B, Section 12(a); and, further, to authorize the Select Board and Conservation Commission to apply for, accept and expend any grants and/or gifts of funds, including reimbursement grants, to fund said acquisition and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effectuate the foregoing, or to take any other action relative thereto.

(Community Preservation Committee)

(Majority Vote Required)

COMMENT

The Town is seeking \$275,000 in Community Preservation Act funds to purchase 2.05 acres of wooded upland on WH Besse Cartway. There is a balance of approximately \$1.9M in available CPA funds for open space purchases. If approved, the property would remain open space under the care, custody, and control of the Conservation Commission. The Brewster Conservation Trust is also contributing \$25,000 toward the bargain sale acquisition price of \$300,000, and they would hold the conservation restriction. The property is strategically located between 41 acres of Town-owned conservation land at Long Pond Woodlands and another 60 acres of conservation land on the Sea Camps Pond Property.

This property has significant conservation value given its location upgradient of Long Pond and in the Herring River watershed. A small portion of the property also lies within the Zone II Wellhead Protection Area. The purchase of this property would expand hiking trails and enhance passive recreational enjoyment. It could also assist with stormwater treatment enhancements on Besse Cartway. The Brewster Conservation Commission, Natural Resources Advisory Commission, Land Evaluation Committee, and Select Board all unanimously endorsed this acquisition.

Select Board: Yes 4, No 0, Abs 0

Finance Committee:

Yes 7, No 0, Abs 0

CAPITAL AND SPECIAL PROJECTS EXPENDITURES

ARTICLE NO. 13: 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. Short Term Rental Registration & Inspections - Professional Services	Professional services and costs for developing and maintaining a registration & inspection program for Short-Term Rental properties	Free Cash	\$60,000
	b. Crosby Beach Overflow Parking	Costs for Town use of MA Dept of Conservation & Recreation parking lots for overflow beach parking	Free Cash	\$20,000
Sub-Total				\$80,000
2 Elementary School Department				
	a. Combined Security	Professional services and costs to make repairs, upgrades and enhancements to the security systems at Eddy & Stony Brook Elementary Schools	Free Cash	\$50,000
	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	\$10,000
	d. Stony Brook School Guardrail	Professional services and costs to install new guardrail in the parking lot and grounds of the Stony Brook Elementary School	Free Cash	\$20,000
	e. Eddy School Playground Resurfacing	Professional services and costs for the replacement of surfacing of the Eddy School playground	Free Cash	\$25,000
	f. Stony Brook School Roof Repairs	Professional services and costs to make repairs on the roofs at Stony Brook Elementary School as needed	Free Cash	\$10,000
	g. Combined Flooring			\$10,000
Sub-Total				\$145,000

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
3	Nauset Regional School District			
	a. Nauset Region Annual Capital Allocation	Professional services and costs, including procuring, engineering, permitting, repairing and maintaining buildings, grounds, and equipment within the Central Office, Nauset Middle School and Nauset High School	Tax Levy	\$283,007
			Sub-Total	\$283,007
4	Information Technology			
	a. Town Hall & DNR Phone System Upgrades	Costs for goods, materials, and professional services to upgrade the phone systems at Town Hall and Natural Resources facilities	Cable Fund	\$17,000
			Sub-Total	\$17,000
5	Water Department			
	a. Water Meter Replacement	Costs for goods, materials and professional services to maintain and replace water meters throughout town	Water Retained Earnings	\$80,000
	b. Water Main Replacement	Costs for goods, materials and professional services to replace critical sections of water main in town	Water Retained Earnings	\$100,000
			Sub-Total	\$180,000
6	Department of Natural Resources			
	a. Beach and Landing Repairs	Costs for goods, materials, and professional services to make general repairs, including sand nourishment, at Town beaches and landings	Free Cash	\$20,000
			Sub-Total	\$20,000
7	Fire Department			
	a. Mobile Computers	Costs for goods, materials and professional services to replace and purchase mobile computers	Ambulance Receipts	\$35,000
	b. Personal Protective Equipment	Costs for goods, materials and professional services to replace and purchase personal protective equipment	Ambulance Receipts	\$100,000

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
	c. 5-Year Strategic Plan	Costs for professional services to develop updated 5-year strategic plan for the Fire Department	Ambulance Receipts	\$35,000
Sub-Total				\$170,000
8 Golf Department				
	a. Clubhouse & Proshop Painting and trim/siding repairs	Costs for goods, materials, and professional services to paint the clubhouse and proshop and make any associated repairs to trim and siding	Golf Retained Earnings	\$75,000
Sub-Total				\$75,000
Grand Total				\$970,007

or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

1. SELECT BOARD

1a. Short-Term Rental Registration & Inspection Program Professional Services – Funds will be used to hire a vendor to perform 3rd party data collection and monitoring of short-term rentals. In subsequent years, fees collected from permit fees will be used to fund this contract.

Select Board: Yes 4, No 0, Abs 0 Finance Committee: Yes 9, No 0, Abs 0

1b. Crosby Overflow Beach Parking Payment - In 2016, the Town entered into a license agreement with the MA Department of Conservation & Recreation (DCR) to use portions of the Crosby mansion property for overflow parking for Crosby Landing. The license and terms were updated in 2025. Under the terms of the new license agreement, the Town will pay DCR \$20,000 in FY27 operating budget appropriations, with \$1,000 annual increases in FY28 and FY29, to continue to allow Town use of these overflow lots for beach parking (approximately 80 spots).

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

2. ELEMENTARY SCHOOL DEPARTMENT

2a. Combined Security Upgrades and Improvements – These funds will be used to replace outdated system parts, add or replace cameras where needed and make improvements and upgrades to the security systems at both Elementary Schools as needed.

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 9, 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 9, No 0, Abs 0

2d. Stony Brook School Guardrail – Public Works is assisting the Stony Brook Schools with the installation of drainage in the parking area above the playground. The current parking area does not have any traffic measures to keep vehicles from coming down the hill. Funds will be used to install guardrail along the top of the parking area and to install guardrail along the new basketball court in the playground.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 9, No 0, Abs 0

2e. Eddy School Playground Resurfacing – The Eddy School Playground is over 10 years old and requires repairs and improvements to the playground surfacing.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 9, No 0, Abs 0

2f. Combined Flooring – These funds will be used to repair and replace flooring in the Eddy and Stony Brook Elementary Schools as needed.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 9, No 0, Abs 0

3. NAUSET REGIONAL SCHOOL DISTRICT

3a. Annual Capital Plan Allocation – These funds, in the amount of \$283,007 for Fiscal Year 2027, 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. INFORMATION TECHNOLOGY

4a. Town Hall & DNR Phone System Upgrades – The current phone systems in Town Hall and Natural Resources are traditional older phone systems. These funds would be used to upgrade the systems to voice over internet phone systems.

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

5. WATER DEPARTMENT

5a. 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 9, No 0, Abs 0

5b. Water Main Replacement - 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 9, No 0, Abs 0

6. DEPARTMENT OF NATURAL RESOURCES

6a. Beach and Landing Repairs - These funds will be used to pay for professional services and repairs to various public beaches and Town landings, including beach sand renourishment.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 9, No 0, Abs 0

7. FIRE DEPARTMENT

7a. Mobile Computers – This request is to fund the replacement and upgrade of mobile computers, mounting hardware, and related equipment that are installed in all fire engines, ambulances, and certain administrative vehicles. This funding will also be used for expenses related to maintaining and updating Fire & EMS software and cloud-based systems. This equipment is essential for the fire department to provide efficient Fire and EMS services.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 9, No 0, Abs 0

7b. Personal Protective Equipment – Purchase new and/or replacement personal protective equipment and gear for fire, special operations, hazardous material, EMS, and rescue responses.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 9, No 0, Abs 0

7c. 5-Year Strategic Plan – The Brewster Fire Department utilizes its current 5-year strategic plan as a road map that guides decision making to ensure that the department remains responsive to community needs, operationally efficient, fiscally responsible, and prepared for future challenges. This plan was initiated in 2022 and addresses the department's needs through 2026. This funding would provide for the professional services that are required to update and revise the department's current 5-year strategic plan.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 9, No 0, Abs 0

SPECIAL REVENUE FUND: CABLE FRANCHISE FEE ACCOUNT

ARTICLE NO. 14: To see if the Town will vote to appropriate the sum of **THREE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$375,000)** 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 4, No 0, Abs 0 Finance Committee: Yes 9, No 0, Abs 0

OPEIU COLLECTIVE BARGAINING AGREEMENT

ARTICLE NO. 15: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used fund the cost items of the first fiscal year of the proposed Collective Bargaining Agreement between the Town of Brewster and Office and Professional Employees International Union, Local 6, for a term effective July 1, 2026 through June 30, 2029, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will fund the costs associated with the contract settlement expenses between the Office and Professional Employees International Union, Local 6 and the Town. The current contract expires on June 30, 2026, and the Town has agreed to an extension with the Union.

Select Board: Yes 0, No 0, Abs 0 Finance Committee: Yes 0, No 0, Abs 0

LADIES LIBRARY UNION COLLECTIVE BARGAINING AGREEMENT

ARTICLE NO. 16: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used to fund the cost items for the first fiscal year of the proposed Collective Bargaining Agreement between the Brewster Ladies Library Association and the Service Employees International Union, Local 888, Brewster Library Employees, for a term effective July 1, 2026 through June 30, 2029, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will fund the costs associated with the contract settlement expenses between the Ladies Library Association and the Library Union. The current contract expires on June 30, 2026, and the Town has agreed to an extension with the Union, subject to approval of Article 8 on this warrant and the Proposition 2 ½ override question on the May 19, 2026 local election ballot.

Select Board: Yes 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

SEIU COLLECTIVE BARGAINING AGREEMENT

ARTICLE NO. 17: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the cost items of the first fiscal year of the proposed Collective Bargaining Agreement between the Town of Brewster and Service Employees International Union, Local 888, for a term effective July 1, 2026 through June 30, 2029, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will fund the costs associated with the contract settlement expenses between the Service Employees International Union, Local 888 (DPW, Water, and Golf) and the Town. The current contract expires on June 30, 2026, and the Town has agreed to an extension with the Union, subject to approval of Article 8 on this warrant and the Proposition 2 ½ override question on the May 19, 2026 local election ballot.

Select Board: Yes 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

FIRE UNION COLLECTIVE BARGAINING AGREEMENT

ARTICLE NO. 18: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used to fund the cost items of the first fiscal year of the proposed Collective Bargaining Agreement between the Town of Brewster and International

Association of Firefighters Local 3763 for a term effective July 1, 2026 through June 30, 2029, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will fund the costs associated with the contract settlement expenses between the International Association of Firefighters Local 3763 and the Town. The current contract expires on June 30, 2026, and the Town has agreed to an extension with the Union, subject to approval of Article 8 on this warrant and the Proposition 2 ½ override question on the May 19, 2026 local election ballot.

Select Board: Yes 4, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

POLICE PATROL OFFICER COLLECTIVE BARGAINING AGREEMENT

ARTICLE NO. 19: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used to fund the cost items of the first fiscal year of the proposed Collective Bargaining Agreement between the Town of Brewster and Brewster Police Union, Massachusetts Coalition of Police, Local 332, AFL-CIO, for a term effective July 1, 2026 through June 30, 2029, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will fund the costs associated with the contract settlement expenses between the Police Officers Union and the Town. The current contract expires on June 30, 2026, and the Town has agreed to an extension with the Union, subject to approval of Article 8 on this warrant and the Proposition 2 ½ override question on the May 19, 2026 local election ballot.

Select Board: Yes 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

POLICE SUPERIOR OFFICERS UNION COLLECTIVE BARGAINING AGREEMENT

ARTICLE NO. 20: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used to fund the cost items of the first fiscal year of the proposed Collective Bargaining Agreement between the Town of Brewster and the Brewster Police Superior Officers Association, New England Police Benevolent Association, Local 78, for a term effective July 1, 2026 through June 30, 2029, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will fund the costs associated with the contract settlement expenses between the Police Superiors Union and the Town. The current contract expires on June 30, 2026, and the

Town has agreed to an extension with the Union, subject to approval of Article 8 on this warrant and the Proposition 2 ½ override question on the May 19, 2026 local election ballot.

Select Board: Yes 4, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

POLICE DISPATCHER UNION COLLECTIVE BARGAINING AGREEMENT

ARTICLE NO. 21: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used to fund the cost items of the first fiscal year of the proposed Collective Bargaining Agreement between the Town of Brewster and the Brewster Police Public Safety Dispatchers Union, Massachusetts Coalition of Police, Local 513, AFL-CIO, for a term effective July 1, 2026 through June 30, 2029, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will fund the costs associated with the contract settlement expenses between the Police Dispatchers Union and the Town. The current contract expires on June 30, 2026, and the Town has agreed to an extension with the Union, subject to approval of Article 8 on this warrant and the Proposition 2 ½ override question on the May 19, 2026 local election ballot.

Select Board: Yes 4, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

NON-UNION PERSONNEL WAGE FUNDING

ARTICLE NO. 22: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund wage and salary adjustments effective July 1, 2026 for eligible and non-union employees dictated by the Compensation Plan developed pursuant to the Personnel Bylaw, Section 36-4 of the Brewster Town Code, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will fund the costs associated with wage adjustments for employees covered under Personnel Bylaw Agreements and other non-union employees for Fiscal Years 2027 through 2029, subject to approval of Article 8 on this warrant and the Proposition 2 ½ override question on the May 19, 2026 local election ballot.

Select Board: Yes 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

CREATION OF NEW REVOLVING FUND: PRE-SCHOOL FAMILY SUPPORT PROGRAM

ARTICLE NO. 23: To see if the Town will vote to amend the General Bylaws, Section 21-8, to create a new revolving fund, consistent with MGL Ch. 44 Sec. 53E½, for the purposes of funding the pre-school family support program, in a manner as follows:

Revolving Fund	Authority to Spend	Use of Fund	Fiscal Year Spending Limit
Pre-school Family Support Program	Town Administration	Expenses shall be related to administering pre-school family support program administration and subsidies to licensed childcare providers, and not for any other purposes	\$300,000

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

In FY25, 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 for the first two years, approximately 70 Brewster families received financial support each year. Funding for the first two years of this program was from available overlay funds approved by Town Meeting. For FY27, the Select Board amended its Short-Term Rental Revenue Policy to allocate 20% of estimated STR revenues (\$240,000) to be transferred by Town Meeting through the Town’s operating budget to continue to fund this program next year. This bylaw seeks to establish a new revolving fund for this purpose, which would separately account for funding and expenditures associated with this program.

Select Board: Yes 4, No 0, Abs 0

Finance Committee:

Yes 8, No 0, Abs 0

GENERAL BYLAW: CONSERVATION COMMISSION

ARTICLE NO. 24: To see if the Town will vote to reduce the number of members of the Conservation Commission from seven to five by eliminating the two seats that would otherwise be filled as of May 5, 2026, and, further, to codify this change, to amend the General Bylaws, Chapter 6, Boards, Commissions and Authorities, by inserting a new Article VI – Conservation Commission, as follows, or take any other action relative thereto:

Article VI - Conservation Commission

§6-11 Membership; terms.

The Conservation Commission created in accordance with MGL Ch. 40 Sec. 8C shall be comprised of five members appointed by the Select Board for three-year rotating terms.

(Select Board)

(Majority Vote Required)

COMMENT

When Brewster voted to adopt MGL Ch. 40 Sec. 8C to create a Conservation Commission in March 1960, Town Meeting did not specify the composition of the commission. This state law gives towns discretion to appoint between 3 and 7 members. Historically, the Brewster Conservation Commission has been comprised of 7 members. However, over the past several years, it has been difficult to fill all 7 positions, leading to numerous instances when the Commission was unable to meet due to a lack of quorum. This regulatory committee regularly considers and acts on a high volume of applications in their enforcement of the MA Wetlands Protection Act and Brewster's wetland bylaws. This bylaw seeks to formally codify that the Commission will be comprised of 5 members going forward. Under the Town Charter, the Select Board may appoint up to 2 alternate members to various Town committees including the Conservation Commission.

Select Board: Yes 5, No 0, Abs 0

Finance Committee: Yes 6, No 0, Abs 1

GENERAL BYLAW: SHORT-TERM RENTAL REGISTRATION & INSPECTIONS

ARTICLE NO. 25: To see if the Town will vote to amend the General Bylaws, Chapter 160, Reserved, by inserting a new bylaw, Short-Term Rental Registration & Inspection, as follows, or take any other action relative thereto.

BREWSTER CODE CHAPTER 160

SHORT TERM RENTAL REGISTRATION & INSPECTION

§ 1. Purpose and Intent.

This bylaw is enacted pursuant to the Town's Home Rule Authority and the authority set forth in General Laws c. 64G, § 14, and is intended to:

- A. Promote the public health, safety, and welfare of occupants, neighbors and the Town at large.
- B. Provide for an orderly process for identifying, registering, inspecting and regulating short-term rentals within the Town so as to ensure that short-term rental operations do not create or cause hazard or nuisance conditions within the Town.

- C. Support economic opportunities through short-term rental income for persons to keep their homes, now and into the future, so they may afford to reside in Town and help maintain the community intact.
- D. Avoid adverse impacts on the local economy stemming from a loss of existing short-term rental revenue, including visitor spending.
- E. Preserve the fiscal benefits to the municipal budget and operations associated with rooms excise tax revenue of short-term rentals, including for affordable housing and water quality protection purposes.
- F. Preserve the time-honored tradition of seasonal and vacation home rentals in Brewster.
- G. Allow the Town a process to collect sufficient data about short term rentals, for example: to implement a registration system; to compile a registry; to continue to accurately assess the practice of short-term rentals, including any impact this practice may have on housing cost, affordability or availability in the community; and as a basis to potentially develop additional or amended regulation, if such data demonstrates additional regulation is necessary.

§ 2. Definitions.

As used in this chapter and in the regulations promulgated pursuant hereto, the following terms shall have the meanings indicated. Terms used but not defined herein shall be as defined in MGL Chapter 64G, § 1:

OPERATOR — A Person operating a short-term rental, including, but not limited to the owner or proprietor of such premises, the lessee, sublessee, mortgagee in possession, licensee or any other person otherwise operating such short-term rental. It is the intent of this bylaw that the term operator shall have the same meaning as set forth in General Laws c. 64G, § 1.

OWNER — Any Person who alone, or severally with others, has legal or equitable title or beneficial interest in any real property; a mortgagee in possession; or agent, trustee or person appointed by the courts. An owner can be any person, including without limitation a single person, a marital unit, a group of people, a Limited Liability Company (LLC), or a trust. The owner may also be the operator, or the host. Where the term ‘operator’ is used in this bylaw or attendant regulations, and there is not an operator separate from the owner, then the operator shall also refer to the owner.

PERSON — an individual, partnership, trust or association, with or without transferable shares, joint-stock company, corporation, society, club, organization, institution, estate, receiver, trustee, assignee or referee and any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise, or any combination of individuals acting as a unit. It is the intent of this bylaw that the term person shall have the same meaning as set forth in General Laws c. 64G, § 1.

SHORT-TERM RENTAL — A building or portion(s) thereof designed and normally used for sleeping and living purposes, including but not limited to a dwelling, dwelling unit, or room therein, where: (i) at least one room is rented to an occupant or sub-occupant; (ii) all accommodations are reserved in advance, and (iii) occupancy is for a period of not more than 31 consecutive calendar days. A hotel, motel, inn, lodging house or bed and breakfast, all as defined in Massachusetts General Laws Chapter 64G, Section 1, Massachusetts General Laws Chapter 140 or the Town of Brewster Code, Chapter 179 (Zoning Bylaw), shall not be considered a short-term rental. The rental of property for a total of 14 days or less in any calendar year shall not be considered a short-term rental for purposes of this Chapter. This definition includes a Short-Term Rental as defined under MGL Chapter 64G, § 1. Under MGL Chapter 64G, Section 6, a Short-Term Rental is required to be registered with the State in addition to town registration and other requirements set out herein.

§ 3. Registration, prohibitions, and fees.

- A. No person shall operate a short-term rental without having first obtained a certificate of registration from the Town of Brewster. An application for a certificate of registration shall be in a form and method provided by the Town.
- B. The fee for such certificate of registration and associated health and safety inspections shall be as established by, and as may be amended from time to time, by the Select Board either through the regulations referenced herein or through adoption of an associated fee schedule.
- C. A certificate of registration or renewal thereof shall not issue for a property that is subject to any outstanding building, electrical, plumbing, mechanical, fire, health, housing or zoning code enforcement, including any notices of violation, notices to cure, orders of abatement, cease and desist orders or correction notices; nor for any property for which there are outstanding municipal fees, charges or taxes.

§ 4. Regulations, registration application requirements, and inspections.

- A. The Select Board, or its designee, shall promulgate regulations to carry out and enforce the provisions of this chapter, including application requirements for registration, and standards for Short Term Rental premises, operations and inspections. Such regulations may also include but are not limited to requirements to ensure that the operation of the short-term rental does not create or cause hazard or nuisance to the surrounding neighborhood or public. Such regulations or any amendments thereto shall be subject to a public hearing prior to promulgation.
- B. Short Term Rental inspections performed under this Bylaw and its attendant regulations may also be used to satisfy Short Term Rental inspections required under other applicable laws, codes and regulations.

§ 5. Enforcement.

- A. Whoever violates any provision of this bylaw or a regulation promulgated pursuant hereto may be penalized by indictment or on complaint brought in the district court. The Town may seek to enjoin violations thereof through any lawful process, including independent enforcement under any public health or safety code violated, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.
- B. Whoever violates any provision of this bylaw or a regulation promulgated pursuant hereto may be penalized as provided in Massachusetts General Laws, Chapter 40, § 21D, the Town's noncriminal disposition bylaw (Chapter 8 of the Town Code), and MGL Chapter 64G, Section 14(v). If this process is elected, then any person who violates any provision of this bylaw or associated regulations shall be subject to a civil penalty in the amount of up to \$300 per offense. Each day or portion thereof shall constitute a separate offense. The Select Board, its agent or designee, or any police officer of the Town, shall be the enforcing authority.
- C. In exercising its enforcement discretion, the Select Board, its agent or designee may choose to issue a warning letter rather than pursue a fine, penalty or other action.
- D. If a notice of violation of this bylaw or any regulations promulgated pursuant hereto is issued to the operator or the owner of the property by the Select Board, its agent or designee, the Select Board, its agent, or designee, after a hearing, may suspend for a period of time determined by the Select Board, terminate or revoke said certificate of registration, and prohibit a certificate from being reinstated, renewed or re-issued until the violation has been cured or otherwise resolved as determined by the Select Board, its agent or designee.
- E. Operators or owners with a continued pattern of violations may have their certificate(s) of registration terminated, revoked and not renewed for a period of up to two years.
- F. Pursuant to MGL Chapter 40U, Section 1, Short Term Rentals are subject to the provisions of said Chapter 40U, which the Town has accepted through Town Meeting. Any appeals shall be through the MGL Chapter 40U or Chapter 148A municipal hearing officer process, as applicable.

§ 6. Severability.

If any provision in this chapter shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

§ 7. Effective date.

The provisions of this chapter shall take effect on January 1, 2027.

(Select Board)

(Majority Vote Required)

COMMENT

The FY26–27 Select Board Strategic Plan includes Goal CC-2: to evaluate and prioritize the recommendations of the Short-Term Rental Task Force Report. That report, accepted by Town Meeting in Fall 2025, recommended that the Town establish a registration, licensing, and inspection program for short-term rentals (STRs), and adopt a general bylaw and regulations setting out application and operational requirements and standards for the program.

This general bylaw seeks to create a general legislative framework to regulate STR operations in the town through a registration & inspection program, consistent with Massachusetts General Laws Chapter 64G, Section 14. More detailed requirements, such as occupancy limits, application procedures, fees, and enforcement provisions, would be established through corresponding regulations. Draft versions of these regulations including a proposed fee schedule have been developed, reviewed, and revised in parallel with the public deliberation associated with development of this bylaw. They are available on the [Select Board page \(insert hyperlink\)](#) on the Town website.

If Town Meeting approves the bylaw, the Select Board will hold additional public meetings on the draft regulations and fee schedule, and they will finalize them after review of the bylaw by the Massachusetts Attorney General. Per the bylaw and regulations, the registration and inspection program would take effect in 2027.

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

Finance Committee: **Yes 8, No 0, Abs 0**

ACCEPTANCE OF MASSACHUSETTS GENERAL LAW: SEASONAL COMMUNITIES DESIGNATION

ARTICLE NO. 26: To see if the Town will vote to accept on behalf of the Town of Brewster, the Seasonal Communities Designation as provided for in General Laws Chapter 23B, Section 32(b), or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

The Seasonal Communities designation was created with the passage of state legislation, the Affordable Homes Act, in Summer 2024. The designation is designed to recognize and support the needs of communities like ours that experience unique housing and employment pressures due to the seasonal nature of their local economy. The designation supports these municipalities with distinctive tools to benefit the year-round residents and town employees who make these communities attractive destinations for seasonal visitors.

After the legislation was signed into law, the state’s Executive Office of Housing and Livable Communities was tasked with drafting regulations. A statewide Advisory Council comprised of key stakeholders was assembled to help provide feedback to the state as they worked to interpret and implement the legislation. The regulations were finalized in February 2026.

Brewster was included in the initial round of 25 communities that were designated after the legislation was passed in 2024. At this time, every Cape & Islands town has been designated as a seasonal community, with 12 communities already voting to accept the designation.

Accepting the designation would allow the Town to access several novel housing tools. Seasonal communities can create attainable housing trusts, impose year-round occupancy restrictions, and offer housing preference for essential public employees. These tools have proven effective in seasonal communities in the Commonwealth and in other parts of the country. Brewster could evaluate and select what tools best fit our particular needs in terms of advancing housing in our community.

If the designation is approved, Brewster would be eligible to apply for state grant funding set aside for seasonal communities. If the town accepts the designation, Brewster must develop and adopt zoning amendments that allow for tiny homes and attainable housing development on undersized lots by right in the next 2 years, subject to approval at a future Town Meeting. Dwellings built under any such zoning changes could not be used for Short-Term Rental Use and they would have to be designed and used for year-round occupancy. All applicable state and local wastewater or septic system requirements as well as all applicable non-zoning land use laws and regulations would also continue to apply.

Select Board: Yes 4, No 0, Abs 0

Finance Committee: Yes 9, No 0, Abs 0

CITIZENS PETITION – GENERAL BYLAW AMENDMENT: DOG LEASH LAW

ARTICLE NO. 26: To see if the Town will vote to amend Chapter 86, Dogs, of the Town's General Bylaws, by amending subsection 86-3(D) to add a new requirement that all dogs be restrained on a suitable leash when outside the property of the owner or keeper, with certain exceptions, and other changes, as shown below, with additions shown in **bold** and deletions shown in ~~strikethrough~~:

Restraining of dogs. **(1)** All dogs owned or kept within the Town of Brewster shall at all times be kept securely restrained ~~by means of a suitable leash, rope, chain or other reasonable method~~ **which within or upon** the property owned, occupied or controlled by the dog's owner or keeper, **provided, however, that no dog shall be chained or tethered to an inanimate object except as permitted by Massachusetts General Laws, Chapter 140, Section 174E, as may be amended from time-to-time.** ~~provided, however, a dog in the presence of its owner or keeper or responsible person having charge thereof and under the control of said person, need not be restrained by means of a rope. Whoever as owner or keeper fails to restrain his/her dog shall be subject to a fine of \$25 and to act fully thereon.~~

(2) All dogs owned or kept within the Town of Brewster shall at all times be kept securely restrained by means of a suitable leash, rope or chain when on public property or upon the premises other than the premises of the owner or keeper unless the lawful occupant of such other premises grants permission for the dog to be unrestrained and the property provides a suitable means to confine the dog to such property. This section shall not apply in the following circumstances, provided that the dog owner or keeper is present and the dog is responsive to the owner or keeper's voice commands:

- a. When in a designated dog park, subject to the rules and regulations of the park.**
- b. On Town of Brewster public beaches during the off-season, which shall be defined by the Board of Health annually.**
- c. When the dog is being used for hunting by the owner or keeper, provided that it is on land on which hunting is allowed and it is during a lawful hunting season.**

(3) This bylaw shall be enforced by the Town's Animal Control Officer or any police officer of the Town. Whoever violates any provision of this bylaw may be penalized by a noncriminal disposition process as provided in G.L. c. 140, §173A, or through any other lawful means. If noncriminal disposition is elected, then the non-criminal fine for each such violation shall be: for the first offense, \$50; for a second offense \$100; for a third offense shall be \$300; and for a fourth or subsequent offense \$500.

Or to take any other action relative thereto.

(Citizens Petition)

(Majority Vote Required)

COMMENT

The goal of this petition is to create a safer environment in all public places in the Town not only for people but for other dogs and wildlife. By nature, dogs are predators. Even the most friendly and well-behaved dog has the potential to act unpredictably. Requiring dogs to be leashed ensures that everyone can enjoy public places without worrying about an unleashed dog invading their personal space.

There have been many studies and articles written about the detrimental impact domestic dogs have on wildlife and the environment. Dogs damage sensitive habitat areas by trampling, urinating and defecating on delicate plants and will often chase and even kill wildlife. Keeping a dog on a leash greatly minimizes these impacts.

Unleashed dogs have been an ongoing problem on Cape Cod. Of the 15 towns on the Cape - 7 currently have a mandatory leash requirement and several others have stricter regulations than Brewster. In 2022, at the cost of nearly a half million dollars. Brewster opened an amazing dog park which provides a place for dogs to be off leash in a safe and supervised environment.

Select Board: Yes 2, No 3, Abs 0

Finance Committee:

Yes 5, No 2, Abs 0

**CITIZENS PETITION – TRANSFER CUSTODY AND CHANGE USES
OF SEA CAMPS POND PROPERTY**

ARTICLE NO. 28: To see if the Town will vote to transfer the care, custody, and control of the parcel of land located at 500 W.H. Besse Cartway and acquired by the Town by deed recorded with the Barnstable County Registry of Deeds in Book 34698 Page 91 (the Sea Camps Pond Property, so-called) from the Select Board for habitat protection, watershed protection, open space, conservation and passive recreation, active recreation, community housing and/or general municipal purposes to the Select Board for conservation, open space, passive recreation, water supply protection, and conservation educational purposes under Article 97 of the Amendments to the Constitution of Massachusetts, to authorize the Select Board to file a petition with the General Court for a special act to authorize the foregoing transfer and change in use, with said transfer and change to become effective upon the passage of said legislation, and, further, to authorize the Select Board to grant a conservation restriction on said property for such purposes to one or more qualified conservation organizations on such terms and conditions as the Select Board deems appropriate, or take any other action relative thereto.

(Citizens Petition)

(2/3 Vote Required)

COMMENT

This petition article removes housing and community housing and other municipal purposes (such as wastewater treatment) from the list of potential uses for the Long Pond property. Purposes such as watershed protection, open space, and passive recreation are kept in the list.

The article also would permanently protect the property as conservation land under Article 97 of the Constitution of the Commonwealth of Massachusetts and authorize the Select Board to place a conservation restriction on this portion of the Pond Property. The remaining 60 acres are protected by a conservation restriction held jointly by the Brewster Conservation Trust and Mass Audubon.

Select Board: Yes 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, Abs 0

CITIZENS PETITION – REVISE SEA CAMPS POND PROPERTY COMPREHENSIVE PLAN

ARTICLE NO. 29: To see if the Town will vote to accept the revised comprehensive plan for the Town-owned property located at 500 W.H. Besse Cartway and acquired by the Town by deed recorded with the Barnstable County Registry of Deeds in Book 34698 Page 91 (the Sea Camps Pond Property, so-called), with said revised plan to supersede the plan voted upon under Article 19 of the May 11, 2024 Annual Town Meeting, or take any other action relative thereto.

(Citizens Petition)

(Majority Vote Required)

COMMENT

This article would seek to amend the Sea Camps Comprehensive Plan: Pond Property that was voted on in May of 2024. That May 2024, Article 19 described a 10-acre portion for community housing and wastewater treatment on RT 137. The Article comments also declared: “The Town would seek voter approval of funding for feasibility studies to more fully define what community housing and wastewater would look like on this property. No funding is associated with the adoption of this plan. If the plan is approved, funding requests would come before voters at several points in the future.” However, in January of 2026, the Select Board voted 4-1 to refer the 10-acre portion of the Sea Camp Pond Property to the Brewster Affordable Housing Trust to complete a feasibility study for the community housing and wastewater treatment.

The revised plan, summarized in the attached map, would designate those 10-acres for Conservation and Water Supply Protection. The remaining 60-acres would remain permanently protected by a conservation restriction and include walking trails connecting to the adjacent Town owned Long Pond Woodlands conservation land. Nature-based programs would be offered through Mass Audubon. A small public beach on Long Pond would be available, with improved and expanded access and parking as defined on the original plan.

Approximately 38 acres at the northern end of the Long Pond Property, including the area designated for housing and wastewater, lie within Brewster’s drinking water supply area (Zone II). A hydrogeological analysis indicates that during peak summer demand, water is drawn from this area and that, over time, the effluent from the wastewater treatment system will reach Brewster’s wells, specifically Wells #1 and #2, which supply most of the town’s drinking water and have won awards for their high quality.

During the planning and community input phase of the development of the Pond Property Comprehensive Plan, the extent of the conservation value of the land was discussed, however, a conservation option for the entire property was never put to the community. This article will allow that to take place.

Select Board: Yes 0, No 0, Abs 0

Finance Committee:

Yes 0, No 0, 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 Xth day of April 2026.

Mary W. Chaffee, Chair

Amanda Bebrin, Vice-Chair

Edward B. Chatelain, Clerk

Harvey (Pete) Dahl

Caroline McCarley

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 4, 2026 by posting attested copies thereof, in the following locations in the Town on the Xth day of April, 2026.

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

BREWSTER CODE CHAPTER
SHORT TERM RENTAL BYLAW

§ 1. Purpose and Intent.

This bylaw is enacted pursuant to the Town's Home Rule Authority and the authority set forth in General Laws c. 64G, § 14, and is intended to:

- A. Promote the public health, safety, and welfare of occupants, neighbors and the Town at large.
- B. Provide for an orderly process for identifying, registering, inspecting and regulating short-term rentals within the Town so as to ensure that short-term rental operations do not create or cause hazard or nuisance conditions within the Town.
- C. Support economic opportunities through short-term rental income for persons to keep their homes, now and into the future, so they may afford to reside in Town and help maintain the community intact.
- D. Avoid adverse impacts on the local economy stemming from a loss of existing short-term rental revenue, including visitor spending.
- E. Preserve the fiscal benefits to the municipal budget and operations associated with rooms excise tax revenue of short term rentals, including for affordable housing and water quality protection purposes.
- F. Preserve the time-honored tradition of seasonal and vacation home rentals in Brewster.
- G. Allow the Town a process to collect sufficient data about short term rentals, for example: to implement a registration system; to compile a registry; to continue to accurately assess the practice of short-term rentals, including any impact this practice may have on housing cost, affordability or availability in the community; and as a basis to potentially develop additional or amended regulation, if such data demonstrates additional regulation is necessary.

§ 2. Definitions.

As used in this chapter and in the regulations promulgated pursuant hereto, the following terms shall have the meanings indicated. Terms used but not defined herein shall be as defined in MGL Chapter 64G, § 1:

OPERATOR — A Person operating a short-term rental, including, but not limited to the owner or proprietor of such premises, the lessee, sublessee, mortgagee in possession, licensee or any other person otherwise operating such short-term rental. It is the intent of this bylaw that the term operator shall have the same meaning as set forth in General Laws c. 64G, § 1.

OWNER — Any Person who alone, or severally with others, has legal or equitable title or beneficial interest in any real property; a mortgagee in possession; or agent, trustee or person appointed by the courts. An owner can be any person, including without limitation a single person, a marital unit, a group of people, a Limited Liability Company (LLC), or a trust. The owner may also be the operator, or the host. Where the term 'operator' is used in this bylaw or attendant regulations, and there is not an operator separate from the owner, then the operator shall also refer to the owner.

PERSON — an individual, partnership, trust or association, with or without transferable shares, joint-stock company, corporation, society, club, organization, institution, estate, receiver, trustee, assignee or referee and any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise, or any combination of individuals acting as a unit. It is the intent of this bylaw

that the term person shall have the same meaning as set forth in General Laws c. 64G, § 1.

SHORT-TERM RENTAL — A building or portion(s) thereof designed and normally used for sleeping and living purposes, including but not limited to a dwelling, dwelling unit, or room therein, where: (i) at least one room is rented to an occupant or sub-occupant; (ii) all accommodations are reserved in advance, and (iii) occupancy is for a period of not more than 31 consecutive calendar days. A hotel, motel, inn, lodging house or bed and breakfast, all as defined in Massachusetts General Laws Chapter 64G, Section 1, Massachusetts General Laws Chapter 140 or the Town of Brewster Code, Chapter 179 (Zoning Bylaw), shall not be considered a short-term rental. The rental of property for a total of 14 days or less in any calendar year shall not be considered a short-term rental for purposes of this Chapter. This definition includes a Short-Term Rental as defined under MGL Chapter 64G, § 1. Under MGL Chapter 64G, Section 6, a Short-Term Rental is required to be registered with the State in addition to town registration and other requirements set out herein.

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§ 3. Registration, prohibitions, and fees.

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A. No person shall operate a short-term rental without having first obtained a certificate of registration from the Town of Brewster. An application for a certificate of registration shall be in a form and method provided by the Town.

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B. The fee for such certificate of registration and associated health and safety inspections shall be as established by, and as may be amended from time to time, by the Select Board either through the regulations referenced herein or through adoption of an associated fee schedule.

Deleted: annual

C. A certificate of registration or renewal thereof shall not issue for a property that is subject to any outstanding building, electrical, plumbing, mechanical, fire, health, housing or zoning code enforcement, including any notices of violation, notices to cure, orders of abatement, cease and desist orders or correction notices; nor for any property for which there are outstanding municipal fees, charges or taxes.

§ 4. Regulations, registration application requirements, and inspections.

A. The Select Board, or its designee, shall promulgate regulations to carry out and enforce the provisions of this chapter, including application requirements for registration, and standards for Short Term Rental premises, operations and inspections. Such regulations may also include but are not limited to requirements to ensure that the operation of the short-term rental does not create or cause hazard or nuisance to the surrounding neighborhood or public. Such regulations or any amendments thereto shall be subject to a public hearing prior to promulgation.

B. Short Term Rental inspections performed under this Bylaw and its attendant regulations may also be used to satisfy Short Term Rental inspections required under other applicable laws, codes and regulations.

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§ 5. Enforcement.

A. Whoever violates any provision of this bylaw or a regulation promulgated pursuant hereto may be penalized by indictment or on complaint brought in the district court. The Town may seek to enjoin violations thereof through any lawful process, including independent enforcement under any public health or safety code violated, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

B. Whoever violates any provision of this bylaw or a regulation promulgated pursuant hereto may

be penalized as provided in Massachusetts General Laws, Chapter 40, § 21D, the Town's noncriminal disposition bylaw (Chapter 8 of the Town Code), and MGL Chapter 64G, Section 14(v). If this process is elected, then any person who violates any provision of this bylaw or associated regulations shall be subject to a civil penalty in the amount of up to \$300 per offense. Each day or portion thereof shall constitute a separate offense. The Select Board, its agent or designee, or any police officer of the Town, shall be the enforcing authority.

- C. In exercising its enforcement discretion, the Select Board, its agent or designee may choose to issue a warning letter rather than pursue a fine, penalty or other action.
- D. If a notice of violation of this bylaw or any regulations promulgated pursuant hereto is issued to the operator or the owner of the property by the Select Board, its agent or designee, the Select Board, its agent, or designee, after a hearing, may suspend for a period of time determined by the Select Board, terminate or revoke said certificate of registration, and prohibit a certificate from being reinstated, renewed or re-issued until the violation has been cured or otherwise resolved as determined by the Select Board, its agent or designee.
- E. Operators or owners with a continued pattern of violations may have their certificate(s) of registration terminated, revoked and not renewed for a period of up to two years.
- F. Pursuant to MGL Chapter 40U, Section 1, Short Term Rentals are subject to the provisions of said Chapter 40U, which the Town has accepted through Town Meeting. Any appeals shall be through the MGL Chapter 40U or Chapter 148A municipal hearing officer process, as applicable.

§ 6. Severability.

If any provision in this chapter shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

§ 7. Effective date.

The provisions of this chapter shall take effect on January 1, 2027.

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Deleted: the day this bylaw becomes effective pursuant to General Laws Chapter 40, § 21.

BREWSTER SHORT TERM RENTAL REGULATIONS

§ 1. Authority.

The Select Board promulgates these regulations pursuant to the Town's Home Rule Authority, the Short Term Rental Bylaw (Chapter [REDACTED] of the Code of the Town of Brewster (referred to as the "Bylaw" hereunder), and MGL c. 64G, § 14.

§ 2. Purpose.

These regulations are intended to advance the purposes of and implement the Town's Short Term Rental Bylaw, in particular, to establish and administer a registration, inspection and compliance program for the operation of Short Term Rentals.

§ 3. Certification of registration required.

- A. No person shall operate a short-term rental (as defined in the Bylaw) without having first obtained a certificate of registration from the Town annually.
- B. The Town Manager is charged with the development and administration of the registration program, including but not limited to designating particular Town departments and officials, or contracting with third-party administrators or vendors, to perform duties like processing applications, issuing certificates, undertaking inspections, and ensuring compliance with the Bylaw and these regulations.

§ 4. Procedure for obtaining certificate of registration; prohibitions; application requirements; fees.

- A. Applicants for a certificate of registration shall submit an application in the form and method prescribed by the Town. The Town Manager shall establish the form and method of application.
- B. A fee per unit for such certificate of registration shall be assessed annually and payment submitted with the application. The Select Board shall adopt, and may amend from time to time, a fee schedule for registration, renewals and inspections hereunder.
- C. Certificates of registration shall be granted solely in the name of the Owner, or if the Operator is an entity separate from the Owner, jointly to the Owner and Operator. Said certificate does not run with the land and shall not be transferable or assigned to any other person, legal entity, or address. The certificate of registration shall be terminated upon sale or transfer of the property for which the registration has been issued, or in the case of an Operator separate from the Owner, transfer to a new Operator. Upon termination or lapse, a new application for a certificate of registration shall be filed before short-term rentals can continue or resume. If a property with a Short Term Rental is devised through a will, trust, or similar instrument, the new owner may continue to Short Term Rental operations, subject to administrative re-issuance of the registration in the name of the new owner, in accordance with these regulations.
- D. The Town shall not issue any certificate of registration unless the operator has submitted a complete application and paid all associated fees.
- E. The Town may reject any application that it deems incomplete, including an application that is not accompanied by the fee.
- F. Certificates of registration are valid for one year, until December 31 of each year, and may be renewed at the discretion of the Town, provided that the holder is in compliance with the provisions of the Bylaw and these regulations. The certificate of registration must be renewed annually by November 1. Failure to renew by November 1 may result in non-renewal of the certificate for the upcoming year.
- G. A certificate of registration or renewal shall not issue for properties: with any outstanding building, sanitary, zoning, or fire code violations, orders of abatement, or stop-work orders; that do not comply with the provisions herein; or that have any outstanding unpaid Town charges, fees or taxes.

- H. Nothing contained herein shall relieve the Owner or Operator from complying with all applicable local permits, licenses, approvals, bylaws, policies, rules and regulations, and the like for the property.
- I. Under the Brewster Zoning Bylaw, a property containing a Protected Use ADU shall not be used for Short Term Rental use.
- J. Short-term rentals are prohibited in dwelling units designated as affordable or otherwise income-restricted, which are subject to an affordability restriction or are otherwise subject to housing or rental assistance under local, state, or federal programs or law.
- K. In addition to other submittals that might be specified in the form of application, the following information and documentation shall be submitted with an application for a certificate of registration:
 - (1) Operator and Ownership information, including but not limited to the legal form of ownership, and whether the unit is a professionally managed unit as defined in MGL c. 64G. The form shall also include the mailing address and contact information for the Owner and Operator, and authorization from the Owner to short-term rent the property if the Owner is not the Operator,
 - (2) The address of the short-term rental and a description of the premises, including square footage, type of unit, and number of bedrooms, bathrooms and parking spaces.
 - (3) A copy of the certificate currently on file with and issued by the Massachusetts Department of Revenue.
 - (4) The name, address and telephone number for at least one individual, including an employee of a management company, who will be available to be physically on site 24 hours a day to address any issues at the short-term rental within two hours' notice ("local designated person"), including, but not limited to, any conditions which may endanger or impair the health or safety and well-being of a person or persons occupying the premises, as set forth in 105 CMR 410.630. This person must be able to respond to any emergencies that arise during occupancy within two (2) hours of contact by the Town public safety departments, including the Health, Building, Police or Fire Departments, to complaints regarding the condition or operation of the short term rental.
 - (5) A certificate of insurance evidencing liability insurance coverage for operation of the premises as a short-term rental with liability limits of at least \$1 million per claim, unless such short-term rental is offered through a hosting platform that maintains equal or greater coverage and that information is provided on the hosting platform.
 - (6) An attestation from the Owner and Operator that:
 - a. the property is in compliance with all applicable federal, state and local laws, including but not limited to MGL c. 64G and the Fair Housing Act, MGL c. 151B, and local equivalents and regulations related thereto, including with respect to residential use of the property;
 - b. the owner is current with all Town taxes, charges and other fees;
 - c. all persons and entities with an ownership interest in the unit have been notified that a certificate of registration has been applied for;
 - d. the unit is not subject to any deed restriction or covenant that restricts or prohibits the use of the unit as a short-term rental; and for renewal applications, that the short-term rental was operated in accordance with the Bylaw and these regulations during the previous year;
 - e. the property is not subject to any outstanding building, electrical, plumbing, mechanical, fire, health, housing or zoning code enforcement, including any notices of violation, notices to cure, orders of abatement, cease and desist orders or correction notices.

§ 5. Operation of short-term rentals; premises standards.

Any use of an STR that creates significant public safety issues or becomes a public nuisance shall be prohibited.

- A. **Occupancy.** Occupancy of a short-term rental shall be limited to the maximum number of occupants allowed under Massachusetts Title 5, State Environmental Code (310 CMR 15.00), the State Sanitary/ Housing Code (105 CMR 410.00), and any corresponding local public health regulations.
 - Total Allowable Occupancy = allowable number of occupants per bedroom/ sleeping room x number of bedrooms per approved septic system design
 - Occupancy: 1 person per bedroom/ sleeping room size 70-99sqft
 - Occupancy: 2 people per bedroom/ sleeping room size over 100sqft unless authorized by the Health Director and Building Commissioner for additional occupancy consistent with state and local health and building codes and regulations.
 - In no case shall occupancy exceed 6 people per bedroom/ sleeping room.
 - Children under 6 years of age are not counted in occupancy
- B. **Parking.** Adequate on-site parking shall be provided. Parking at a short-term rental shall not create significant public safety issues within a street right of way. Violations of these parking requirements shall be referred to the appropriate Town enforcing agent(s).
- C. **Rental Solicitations & Advertising.** All advertisements for short-term rentals, whether online, print or posted at a real estate agency, shall be consistent with the short-term rental information and description of premises provided in the application to the Town, and shall include the following information for the unit: the Operator's Town and MA Department of Revenue certificate numbers, the maximum number of occupants and vehicles allowed, , and whether or not the unit is under professional management.
- D. **Trash Removal.** The Operator shall be responsible for ensuring that household trash and recycling is removed from the premises and properly disposed of after occupancy is concluded or once per week, whichever is more frequent.
- E. **Every Short Term Rental unit shall either contain permanent, code-compliant sanitary facilities, or be served with such sanitary facilities available in the same building as said unit.**
- F. **Posting Information for Renters.** The Operator must provide renters the following information, posted conspicuously in the unit: (1) contact information for the operator, at least one local designated person, and Town public safety departments; (2) emergency exit diagrams, in all bedrooms and at all egresses; (3) instructions for waste disposal and recycling; (4) the location of fire extinguishers, gas shut off valves, fire exits and fire alarms in the unit/ building; and (5) the unit's Town Certificate of Registration and Department of Revenue identification numbers.
- G. **In addition to minimum applicable health and safety requirements set out under state and town building, housing, septic and fire laws, codes and regulations, Short Term Rentals shall be subject to and comply with the following and other requirements contained in these regulations:**
 - (1) Beyond existing requirements for smoke and carbon monoxide detectors, there shall be at least one smoke detector installed in every bedroom/ sleeping room, at a minimum battery-powered;
 - (2) At least one functioning fire extinguisher up to date and readily available shall be maintained in a visible and accessible location of the unit; as applicable, such additional fire extinguishers shall be provided near any interior wood-burning device, and in any parking garage related to the unit;
 - (3) Pursuant to the Brewster Board of Health's Private Well Regulations, as a rental property and if the unit is serviced by a private drinking well, the well must be tested annually. Such results shall be reported to the Health Department.

§ 6. Recordkeeping and reporting requirements for operators.

- A. Operators shall maintain for a period of at least three years records of the following information for each short-term rental stay: (1) type of rental (e.g. room or whole house); (2) dates and number of nights; (3) number of guests; and (4) number of vehicles. Operators shall also keep a record of the income derived for a short-term rental and evidence that the rooms occupancy tax due on the unit has been remitted to the Department of Revenue. As a condition of maintaining a certificate of registration, the operator shall provide copies of the records set forth in this section to the Town upon request.
- B. Every operator with any listings for short-term rentals shall provide the Town Manager's office on a yearly basis with an electronic report, in a format specified by the Town Manager. The report shall include a breakdown of where each listing is located by street address and tax assessors' map and parcel data; the rental unit type (room, whole-house, etc.); number of nights each unit was reported as occupied during the applicable reporting period; and the operator's name and full contact information.

§ 7. Compliance with statutes, bylaws and regulations.

- A. The Owner and Operator at all times bear responsibility for ensuring compliance at the short-term rental, including compliance by short-term renters and occupants, with all applicable statutes, bylaws and regulations, including but not limited to these Short-Term Rental Regulations and the applicable building, health, sanitary, zoning and fire codes, that apply to the premises.
- B. Any violation of such applicable statutes, bylaws and regulations at the short-term rental shall also be deemed to be a violation of these regulations.

§ 8. Inspection of short-term rental premises.

- A. To verify compliance with applicable public health and safety statutes, policies, bylaws and regulations, including but not limited to the Massachusetts Building Code (MGL Chapter 143 & 780 CMR); Massachusetts Title 5, State Environmental Code (310 CMR 15.00); the State Sanitary/ Housing Code (105 CMR 410.00); the Massachusetts Comprehensive Fire Safety Code (MGL Chapter 148 & 527 CMR 1.00); and any corresponding local public health and safety regulations, Operators are subject to inspections of the short-term rental by building, health, fire or other local health and public safety officials upon reasonable notice to the Operator, or without such notice in the event of an imminent threat to public health or safety.
- B. After the initial year's health and safety inspections for the certificate of registration, the Town may determine the frequency and type of subsequent years' inspections for a property.
- C. Deficiencies identified during inspection shall be remedied by the operator before any issuance or renewal of certificate of registration.
- D. The Town Manager may establish a checklist of the required items of inspection to verify the premises' compliance with these regulations, applicable building, fire, health codes, and other local public health and safety matters.

§ 9. Enforcement.

- A. The Select Board, its agent or designee shall enforce these regulations in accordance with and pursuant to the Bylaw.
- B. Where the Select Board, its agent or designee holds an enforcement hearing as set out in the Bylaw, notice of the hearing shall be delivered to the certificate holder not less than 48 hours before the time of said hearing.
- C. Brewster Police Officers, Health Agents, Building Officials and Fire Officials are designated enforcement agents hereunder.

§10. Provisions severable.

If any provision of this regulation is declared invalid by a court of competent jurisdiction, such invalidity shall not affect any remaining provisions of this regulation. Any part of these regulations subsequently invalidated by a new state law or modification of an existing state law shall automatically be brought into conformity with the new or amended law and shall be deemed to be effective immediately.

§ 11. Effective Date.

The effective date of these regulations shall be the same as for the Bylaw.

ATTACHMENT- Fee Schedule

DRAFT



Town Of Brewster
2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701

SHORT TERM RENTAL REGULATIONS- ATTACHMENT- FEE SCHEDULE

Annual Registration/ Renewal (includes annual inspection fees ¹)	\$300
Re-issuance of <u>current</u> Certificate of Registration in new name (as applicable) (e.g. New Operator or Intrafamily/ Trust Transfer)	\$50
Re-Inspections, Missed/ Rescheduled and Other Stand-alone Inspections (as applicable)	\$75

Ed Notes (Not to be included for Adoption/ Publication): Fees are based on the current estimated number of STRs in Brewster per MA DOR, 1200+/-; the estimated need for two new FTEs to administer the program (wages and benefits for a permitting clerk and a building inspector), as well as costs associated with existing employees and departments who would be involved in administration, inspections and enforcement; the annual and upfront costs associated with a host compliance vendor; and the upfront costs of establishing an online registration platform.

¹ Unless the fee for a particular health or safety inspection is independently required and established under state law or code, which shall control and be collected in addition to fees assessed under this Bylaw/ regulations



Town Of Brewster

Planning Office

2198 Main Street

Brewster, Massachusetts 02631-1898

(508) 896-3701 ext. 1133

Final Report: Executive Summary- Key Recommendations

Brewster Short Term Rental Task Force

2025.09.02

- A. Establish a registration, licensing and inspection program for STRs.
- B. Adopt STR administrative & operational requirements by a general bylaw and, as applicable, regulations:
 - Premises & inspection standards, including as might be required/ desired under building, fire and health codes. The Task Force specifically recommends establishing and regulating maximum occupancy limitations in compliance with health and building codes;
 - Application requirements and information, including proof of state registration & identification of 24/7 contact person;
 - Enforcement provisions;
 - Fees.
- C. Refrain from amending zoning in Brewster relative to STRs until Massachusetts law is settled:
 - Once state law is settled, Brewster may have to amend its zoning bylaw, or may want to amend its zoning bylaw to promote certain policies, relative to STRs, consistent with established state law.
- D. Consider initial funding in the short term for: additional building inspector and other staff hours necessary to administer and conduct “110” safety inspections for STRs as they are requested; additional costs associated with health department STR inspections and administration, as desired; to seed the administrative costs of an STR registration program; and for contracting STR host compliance services.
- E. Work with the existing OpenGov, e-permitting software to investigate and prepare an STR registration and licensing platform along with data import “API.”
- F. Continue discussions with STR host compliance vendors.



Town Of Brewster

Planning Office

2198 Main Street

Brewster, Massachusetts 02631-1898

(508) 896-3701 ext. 1133

Final Report- Findings & Recommendations

Short-Term Rental Task Force

2025.09.02

INTRODUCTION

The seasonal, short term vacation rental of dwellings has long been a customary practice in Brewster and on Cape Cod. Traditionally, vacation rentals required an intermediary, like a realtor, to advertise, collect payments, provide keys and general oversight. The majority of homes were rented for at least a week and often longer, and it was not unusual for owners to rent to the same families year after year. The ascent and growing ubiquity of online hosting platforms like AirBnB beginning around 2010 changed some of these practices and increased the presence of short-term rentals on Cape Cod and beyond. Generally, online hosting platforms reduced owner's overhead, enabled shorter and more frequent stays, and reduced the need for face-to-face contact between the renters and the owner or an agent. In response, Massachusetts adopted significant amendments to the Room Excise Tax law (MGL Ch. 64G) in 2018 to account for the burgeoning STR market and online hosting platforms, specifically, to regulate, tax and require insurance for STRs.

In 2020, the world-wide COVID-19 pandemic hit, and drove the demand for STRs and second home purchases even higher on the Cape, as people looked to decamp to a quiet, rural area for social distancing and quality of life. In the aftermath of COVID, those who had purchased second homes on the Cape during COVID looked to short-term rent those homes to help carry the property costs when not using them for personal use, many in anticipation of retirement within the coming decade. Some second homeowners became full-time residents post-COVID. The supply of year-round housing in Brewster has continued to dwindle and prices continue to increase significantly year to year (or month to month).

With the growing presence of STRs in the Town, came some increased local concerns about them prompting Citizen's Petitions at Fall 2023 and Spring 2024 Town Meeting. The petitions sought to establish a local registration program and corresponding requirements for STRs, as well as to limit the number of STRs that one could operate in Brewster, with different limits for residents vs. non-residents. While there was robust discussion and some support on Town Meeting floor, ultimately the petitions were not approved.

Recognizing the growing local interest by the public in matters surrounding STRs, with the Citizen's Petitions serving as a sort of flash point, the Town's major policy plans all contain goals about evaluating the impacts on the community from STRs. The Housing Production Plan (HPP) and the Local

Comprehensive Plan (LCP) largely frame the goal in terms of housing impacts. The Select Board's Strategic Plan for FY24-25 casts a wider net and frames the goal in terms of "Community Character:" i.e. "... *the health, safety, and quality of life of our residents, [...] the local economy, and [...] year-round housing availability in our community.*"

Action on the Select Board's Strategic Plan goal led directly to the establishment of the Town's Short-Term Rental Task Force (STRTF), an ad hoc, 7-member committee made up of ex officio members from certain boards and committees in the Town (Select Board, Board of Health, Planning Board, Affordable Housing Trust) as well as 3, at-large community members, joined by 2 non-voting liaisons from the Finance Committee and the local real estate community.

In Fall 2024, the Select Board invited residents to apply to serve on the STRTF, and for boards and committees to nominate appointees from among their ranks to serve; the Select Board finalized the committee charge; and the Select Board empaneled the STRTF.

Membership

Rob Leavell, Chair (at-large)
John Goff, Vice Chair (at-large)
Sarah Stranahan, Clerk (at large)
Amanda Bebrin (Select Board)
David Bennett (Board of Health)
Carmel Gilberti, Esq. (Planning Board)
Maggie Spade-Aguilar (Affordable Housing Trust)
Blake Decker (Real Estate Liaison)
William Henchy, Esq. (Finance Committee Liaison)

The Task Force charge expressly sets out in relevant part:

Purpose:

- a. 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*
- b. Identify consensus policy goals and outcomes*
- c. Assess potential policy solutions to achieve goals/outcomes, accounting for operational, staffing, and cost impacts of each proposed approach*
- d. Develop policy recommendations to present to relevant Town boards and committees, including but not limited to the Select Board, Board of Health, Affordable Housing Trust, and/or Planning Board, for their consideration Office of: Select Board Town Manager*

Strategies:

- a. Engage key stakeholders across all related policy areas*
- b. Actively communicate with residents, providing information and soliciting public feedback to help inform recommendations*
- c. Deliver status updates to Town Meeting in Fall 2024 and Spring 2025 via committee reports.*

The Task Force began meeting in Fall 2024. Its initial work included business matters like selecting officers, discussing its charge and developing a general work plan. The Chair reported on the committee's status at Fall 2024 Town Meeting.

The Task Force has held monthly meetings throughout 2025, with each meeting devoted to “fact-finding” around a particular topic especially relevant to STRs in Brewster (and in some cases on Cape Cod and in Massachusetts): demographics, data and statistics; law; municipal finance and budgeting; housing; regulatory matters; registration and host compliance monitoring platforms; and the local economy. All of the Task Force meetings have been public, and also simulcast on/ recorded by Channel 18. Presenters included Town staff and community organizations: the planning, housing, building and health departments; the Town Manager's office and Finance team; Granicus, a host compliance vendor; and the Brewster Chamber of Commerce. The Chair reported on the committee's accomplishments, work and doings at Spring 2025 Town Meeting.

In Summer 2025, the Task Force turned its attention to analyzing the information gathered, and to begin developing draft findings and recommendations. The Task Force's meetings have all been open to the public. In July 2025, The Task Force released its draft report and recommendations and held a public listening session in August 2025 to gather feedback from the various interested stakeholders in the community on the draft, as well as about STRs generally.

The August public listening session was well-attended, with about 20 attendees in person and another 50 participating virtually. A number of written comments were provided as well. Comments represented the full spectrum of opinion: some commenters desired to prohibit STRs in the Town entirely, some favored no regulation or registration system at all. As at the committee level, there was consensus (including by STR owners and the real estate community) around establishing an STR registration, licensing and inspection program in the town. The consensus also expressed that registration was key to collecting, tracking and logging STR data, which could then be analyzed to help further assess the local impact of STRs within the community moving forward, as well as to assist with compliance and enforcement purposes.

A number of commenters mentioned what they believed were detrimental impacts to their neighborhoods from STRs: excess and inappropriate noise, erosion of community and familiarity with neighbors, overcrowding, parking. Some questioned the effect of STRs on year-round housing, while other commenters noted that STR tax revenues provide a significant amount of funds to the town's affordable housing trust. Other commenters mentioned the important role seasonal rentals have played in the history of the town, as well as with respect to the local economy (including in supporting other local businesses like restaurants). The Task Force reviewed and took stock of the comments received in revisions to the draft report at their regular August 2025 meeting.

In its advisory role, the Task Force will ultimately report its consensus findings and recommendations to the Select Board. These findings are intended to assist the Select Board in policymaking, budget development, and in prioritizing potential actions based on the recommendations.

While the Task Force has not aimed to offer definitive answers or solutions—intentionally so—it hopes that its work will nonetheless prove valuable. Its purpose has been directional: to outline the broad issues

surrounding STRs that most affect the community; to help frame relevant lines of inquiry; and to highlight key areas for the Select Board and others to address in order to make the most effective use of the Town’s resources and efforts.

Throughout its work, the Task Force has developed a deep understanding of the nuances and competing policy concerns associated with STRs—knowledge that few other groups currently possess. As much as the Task Force has learned, there is still more to educe from the information gathered, especially about more granular issues associated with STRs. Further complicating matters is the dynamic nature of STR-related issues, which continue to evolve in real time. While STRs offer clear benefits, there are equally compelling potential drawbacks and areas in need of further study—such as the complex and multi-factored relationship between STRs and the broader housing market.

LEGAL FRAMEWORK

Discussion

The Task Force met with Town Counsel, K-P Law Attorney Amy Kwessel on January 23, 2025, and had a detailed discussion of the legal landscape regarding the regulation and operation of Short-Term Rentals in Massachusetts.

A Town’s authority to regulate Short-term Rentals stems from two basic sources: (1) a Town’s power to regulate land uses under the Zoning power, all as set forth in G.L. c. 40A and as adopted by Town Meeting as zoning bylaws; and (2) a Town’s authority to regulate the operation of a Short-term Rental pursuant to G.L. c. 64G.

These are different authorities, which share a common method of adoption, which is by Town Meeting action to adopt a bylaw.¹ The quantum of vote required for each is different: adoption of a zoning bylaw requires a 2/3 majority vote, while adoption of a bylaw under G.L. c. 64G requires a simple majority vote.²

In addition, the 10th edition of the Massachusetts Building Code became effective in 2025 and establishes a use category for Short-term Rentals which requires that an owner engaged in certain Short-term Rental

¹ The Committee has not explored the question of whether a Town may adopt a bylaw or regulations regulating Short-term Rentals under the Town’s Home Rule Charter Powers, which generally speaking, permits the adoption of any bylaw not inconsistent with, or precluded by, the General Laws adopted by the Legislature. There may be a question of whether any such effort would be precluded by G.L. c. 64G. In any event, the Committee has not considered this question, and if the Select Board wishes to explore this avenue, the Committee recommends seeking the assistance of Town Counsel.

² Bylaws and ordinances are distinguished from “policies” and “regulations,” which can be adopted by a public authority without the requirement for Town Meeting approval. Generally, when policies or regulations are adopted to accompany a bylaw, the bylaw authorizes, establishes or reflects a certain subject matter authority, and the regulations or policies implement that authority and control activities within the scope of the authority. The use of regulations and policies can be beneficial and appropriate when regulatory agility is needed to adjust to changing circumstances that come within the jurisdiction of the subject authority rather than within that of Town Meeting as the legislative body. An example is the authorization of fees under a bylaw, with the actual fees set and amended from time to time under companion regulations or a fee schedule/ policy.

use request and submit to an annual safety inspection by the Building Department. The committee met with the Building Commissioner to discuss this process which at the time of our meeting with him, was still under development. The implementation of this inspection requirement will be a concern of the Building Commissioner and the Town, and the Committee has a recommendation with respect to this matter, detailed below.

Section 14 of Chapter 64G expressly reserves to municipalities the authority to regulate STR operators through the adoption of local bylaws or ordinances. It should be confirmed by counsel whether reference to “bylaws and ordinances” in the statute is exclusive or whether a municipality may adopt and promulgate regulations or policies in furtherance of such Section 14 bylaws or ordinances. It is also assumed that the Town maintains its jurisdiction to regulate public health issues related to STRs, like septic systems, habitability, occupancy, and water supply, under MGL Chapter 111 and local regulations adopted pursuant thereto.

Under such Chapter 64G authority, a municipality can establish, administer and enforce licensing, registration, and safety requirements for STR operations.

Chapter 64G authority expressly includes the ability to limit or restrict the total number of STR licenses within the town, classes of operators, total days annually that an STR can operate, or the number of licenses that any single operator can hold. A municipality may assess reasonable fees to cover the costs of STR administration and enforcement, including for inspections.

Under Chapter 64G, a Town has the authority to limit or prohibit STRs in the context of affordable deed restrictions or similar land use restrictions.

STRs have also been recognized by the Commonwealth’s highest court as a distinct type of zoning land use. In general terms, Towns may regulate land uses via the adoption of zoning bylaws, which Brewster has done³. There are, however, unsettled questions regarding STRs under Massachusetts zoning law that are currently pending adjudication. These cases involve distinctions between principal and accessory zoning uses, and about when an STR becomes a commercial use distinct from a single-family dwelling, requiring specific authorization under a local zoning bylaw.

State regulations at 760 CMR 71 specifically allow a community to limit or prohibit the short-term rental use of Accessory Dwelling Units under its zoning, which Brewster already does.

The complex legal question arises as to whether or not Short-term Rentals are allowed as residential uses, accessory uses to a residential use, some other kind of use all together, and whether that “other” use is allowed by the Town’s zoning bylaw. Short-Term Rentals are not at present expressly permitted under the Brewster zoning bylaw.

There is an answer to at least one of these questions. The Supreme Judicial Court has decided in a case arising from the City of Lynnfield, that Short-term Rentals are of a different character of use than

³ Brewster first adopted zoning in 1960, effective in December 1960.

residential single-family uses, being “transient” in nature. *Styller v. Board of Appeals of Lynnfield*, 487 Mass. 588 (2021).

The issue becomes, then, whether this “different” use is allowed by the Town’s Zoning Bylaw. This precise question has not been addressed directly by the Appellate Courts in Massachusetts. One subsidiary, but important issue, is whether a Town’s Zoning Bylaw is “permissive,” which seems at first to be a misnomer. “Permissive” zoning refers to a zoning bylaw which states that, unless specifically allowed, any particular use is prohibited. Brewster’s Zoning Bylaw is generally of such a “permissive”-type.

There are at present two Land Court cases under consideration that have decided that, at least in Nantucket where the zoning bylaw is also of the “permissive” type, Short-Term Rentals are not expressly allowed by the zoning bylaw as a Primary Residential use, *Ward v. Town of Nantucket*, 2024 WL 1110950 (2024)(“Ward I”).

Short-Term Rentals were also found not to be a lawful accessory use *Ward v. Town of Nantucket*, 2025 WL 1684110 (2025)(“Ward II”) because under that Town’s particular bylaw definition of an “accessory use,” though a Short-term accessory rental is a “customary” use on Nantucket, and was shown to be also “subordinate,” it was not also shown to be “incidental” to the primary residential use. Short-term room rentals in an owner-occupied dwelling were recognized in the case as an expressly allowed uses under Nantucket zoning. These are fine and nuanced distinctions that may or may not be presently applicable to Brewster’s Zoning.

The Nantucket Select Board has voted to appeal the Land Court decision in Ward II. Over the past several years, Nantucket Town Meeting has failed to adopt by the required super majority a variety of competing short-term rental zoning amendments that have come before it.

The Task Force also learned from Town Counsel that there is another zoning case working its way through the Land Court from Mashpee, where the issue of whether a landowner may rent out rooms in a residential home as a Short-term Rental.

The Task Force believes that, given the cases and circumstances cited above, the law is not yet settled with respect to the Town’s power to regulate Short-Term rentals through the zoning bylaw. Until these cases are decided by the Appeals Court or the Supreme Judicial Court, there is no clear basis upon which the Committee can recommend one way or the other whether any amendments to the zoning bylaw are appropriate for Short-Term Rentals.

It is anticipated that appellate level court decisions will eventually resolve these questions, including the establishment of judicial tests about what constitutes an STR as a “principal” zoning use and alternately, as an “accessory” use. It is likely that owner-occupancy status, whether the STR is an “investment only” use type, and whether an STR is considered a traditional, customary use in the community will factor in the decisions.

Recommendations

The Select Board should refrain from amending zoning to address STRs until appellate courts have resolved and decided Massachusetts zoning law around STRs. At that time, the Town can align Brewster zoning with established case law and the provisions of Chapter 64G, along with whatever other local land use policies are desired with respect to STRs consistent with state law, such as potentially revising the use table and locations/ districts for STRs. Resolution of the zoning issues first may also help inform decisions about adopting operational and licensing regulation under Chapter 64G.

Ultimately, at the time it considers amending zoning to address STRs, the Town should be mindful that existing properties may be “grandfathered” with respect to potential zoning amendments and also be aware of the potential staffing and resourcing implications of new STR zoning requirements and processes for an estimated 1000+ existing STR properties in the town.

The Task Force notes that if the Land Court cases cited above are affirmed, then Brewster’s zoning may need to be amended if the Town wishes to expressly allow Short-Term Rentals. Given that a 2/3rds vote of the Town Meeting would be necessary in that case, the Select Board and Planning Board may wish to consider some level of planning for that eventuality.

In addition to land use regulation of STRs through zoning, the Town should consider adoption of some commonsense licensing and operational requirements, and life safety and health regulation under Chapter 64G to accompany a registration and inspection program, provided it intends to adopt such a registration and licensing program.

Finally, as with all matters legal, the Committee recommends close coordination with Town Counsel in the creation and adoption of any of the options available to the Town, either under Zoning, pursuant to G.L. c. 64G, or otherwise.

LOCAL REGULATION⁴

Discussion

As referenced above, Massachusetts General Laws Chapter 64G is the source law in the Commonwealth governing the operation of Short-Term Rentals (STRs).

Chapter 64G, Section 1 defines an STR as "an owner-occupied, tenant-occupied or non-owner occupied property including, but not limited to, an apartment, house, cottage, condominium or a furnished accommodation that is not a hotel, motel, lodging house or bed and breakfast establishment, where: (i) at least 1 room or unit is rented to an occupant or sub-occupant; and (ii) all accommodations are reserved in advance; provided, however, that a private owner-occupied property shall be considered a single unit if leased or rented as such."

⁴ Chapter 64G Section 14 expressly references regulation via local bylaws or ordinance. This paper refers generally and more broadly to local “regulation,” where it’s assumed that a municipality may promulgate regulations or policies in furtherance of such bylaws or ordinances adopted pursuant to MGL Ch. 64G, and/ or adopt appropriate regulations under existing public health jurisdiction, policies consistent with the state building code, or other appropriate regulation under home rule authority. As used herein, “regulation” is intended to encompass all of the above.

Relative to STRs, said Section 1 defines “Occupancy” as “... the use or possession or the right to the use or possession of a room in a short-term rental normally used for sleeping and living purposes for a period of not more than 31 consecutive calendar days, regardless of whether such use and possession is as a lessee, tenant, guest or licensee...”

There are several property types excluded or exempted from this STR definition, such as motels, hotels, timeshares and lodging houses.

Section 6 requires STR registration with the MA Department of Revenue (DOR).

Section 3 requires the withholding and the remitting of rooms taxes for STRs to DOR.

Under Chapter 175 Section 4F, every STR must be covered by a minimum \$1M liability insurance policy. Local bylaws or ordinances adopted under MGL Ch. 64G Section 14 allow a municipality to:

- (i) regulate the existence or location of operators under this section within the city or town, including regulating the class of operators and number of local licenses or permits issued to operators under this section and the number of days a person may operate and rent out an accommodation in a calendar year;*
- (ii) require the licensing or registration of operators within the city or town; provided, however, that a city or town may: (A) accept a certificate of registration issued to an operator in accordance with section 67 of chapter 62C in lieu of requiring an operator to obtain a local license or registration under this section; or (B) issue a provisional license or registration to permit an operator to offer accommodations on temporary or seasonal basis;*
- (iii) require operators to demonstrate that any properties or premises controlled, occupied, operated, managed or used as accommodations subject to the excise under this chapter are not subject to any outstanding building, electrical, plumbing, mechanical, fire, health, housing or zoning code enforcement, including any notices of violation, notices to cure, orders of abatement, cease and desist orders or correction notices;*
- (iv) require properties or premises controlled, occupied, operated, managed or used by operators as an accommodation subject to the excise under this chapter to undergo health and safety inspections; provided, however, that the cost of any inspection conducted under this section shall be charged to and solely paid by the operator under this section; provided further, that after any initial health and safety inspection, the city or town may determine the frequency of any subsequent inspections;*
- (v) establish a civil penalty for violation of an ordinance or by-law enacted pursuant to this section; provided, however, that a city or town that suspends or terminates an operator's right to operate an accommodation for a violation of any ordinance or bylaw shall notify the commissioner of revenue of the suspension or termination; and*
- (vi) establish a reasonable fee to cover the costs associated with the local administration and enforcement of regulating operators and accommodations.*

It is unclear whether this list is intended to be comprehensive and exclusive in terms of a municipality’s authority over STR operators. This should be discussed with and confirmed by counsel.

Local regulation adopted under Chapter 64G can address operational requirements such as the identification of an agent physically available to deal with STR operational issues as they might arise, along with the agent's contact information; identification of true "natural person" owners if title to a property is held under an entity; proof of insurance; local registration and licensing; and proof of payment of rooms taxes to DOR. Such regulation can also limit the classes of operators who can hold a license and operate an STR; can limit STRs to certain locations in the town; and can limit the total number of licenses in a town or that can be held by a single operator. Enforcement can include that an STR license or permit may be revoked or withheld for violations of the bylaw or for nonpayment of local property taxes.

Chapter 64G regulation can also include provisions to address health, welfare and safety concerns. Examples of operational topics that can be and have been addressed by communities are lighting; noise; garbage/ recycling; parking; occupancy limitations (number of days per year an STR can be rented; minimum length of rental; number of allowable occupants in the STR; determination of legal bedrooms and habitable areas); necessary facilities and utilities to serve the STR, such as water service, sanitary facilities, septic systems, and electrical service; structural stability of building; fenestration requirements; requirement for working smoke and CO detectors; and minimum access/ egress requirements. Many of these requirements and concerns align with state law: fire, health and building codes.

Once such health, safety and welfare regulation has been introduced, so is the need for regulatory field inspections to assure compliance with such requirements (whereas compliance with operational requirements, such as providing agent contact information, can largely be self-certified). Chapter 64G allows a municipality to determine the frequency and topics covered by inspections.

Notwithstanding local regulation that might be adopted for STRs, Chapter 64G requires that the location of fire extinguishers, gas shut off valves, and fire exits be posted inside the STR.

In crafting and adopting this regulation, the Town first needs to consider its objectives and identify its primary concerns the regulation is intended to address. Regulation should be tailored to these goals and concerns. As regulation can be accomplished in phases, the Town might consider in a first phase of adoption focusing on basic health and safety requirements and that data is available to compile an accurate list of STRs in the Town. Considerations should also include fairness to property owners, feasibility of administration and enforcement, unintended consequences of regulation, and that the regulation shouldn't substantially interfere with any of the positive impacts of STRs identified, which benefits the Town seeks to retain. Regulation that is too onerous or overly complicated is difficult to administer and enforce on the municipal side and are more likely to be disregarded on the operator side.

Public health concerns can also be addressed through regulation and corresponding inspection requirements: water supply, sanitary facilities, septic system and other matters of habitability. Occupancy limitations for STRs are normally established based on the number of legal bedrooms and allowable occupancy within those bedrooms under state and local health codes.

There has also been discussion of prohibiting or limiting "corporate" ownership of STRs, as a class of operator. This topic requires careful analysis before potentially taking any action. Many properties,

including single family homes, are held by entities (trusts, LLCs, corporations, etc.) for estate planning, privacy or liability purposes, sometimes with the “off record” owner being another entity. Towns that have regulated corporate ownership seem to require that the off-record owner be a “natural person.” The Town, as stated above, should be clear and intentional about what it is looking to achieve if it regulates in this space, including defining “corporate” ownership.

For instance, if the concern with entity ownership is ensuring a “human” contact and agent in the event of a day-to-day management issue, this can be achieved without the need for limiting or restricting corporate ownership. If the issue is perceived as a commercial entity, unaccountable to the community, owning so many units that it weakens the local economy or impacts housing availability, then the town should consider analyzing these issues prior to adopting such regulation (for instance, conducting an ownership study).

It does not appear from testimony educed at the Task Force meetings that “true” corporate ownership is prevalent or an issue in Brewster’s STR stock, i.e. a commercial entity, especially a non-local one, controlled by stakeholders, owns a disproportionate number of the STR units in the town and is renting them as investment-only properties.

As discussed in greater detail below, adoption of STR regulation, registration, licensing, fees and inspections are interwoven matters and cannot be discussed individually without considering them all. For instance, regulation should be accompanied by clear and detailed inspection checklists, and a user-friendly registration platform.

Recommendations

The Task Force was in general agreement about the establishment of a registration, licensing and inspection program for STRs, to ensure public health and safety of renters and the general public, with inspection standards, application requirements, enforcement provisions and fees to cover the program costs set out through adoption of regulation under G. L. c. 64G, Section 14. This would promote, inter alia, (a) the creation of a database of short-term rentals in Brewster, so that Town Boards and Committees can have a clear understanding of the number and extent of Short-Term Rental use in Brewster; (b) implementation of a system of fees to support this of registration program as well as the necessary implementation of inspections by the Building Department and other relevant municipal department; and (c) assurance that all Short-Term Rentals carry appropriate levels of insurance for the protection of users of these rentals.

If a registration/licensing system with health and safety inspections is established, then the Town should consider adopting regulation under Chapter 64G (and/ or relevant public health laws) to set standards for the condition and inspections of the property in its use as an STR, as well as to establish information that must be provided or certified by or on behalf of the operator for the STR license.

The Town might consider including in these bylaws compliance with applicable provisions of state and local health codes, and the building code; providing a physically available local agent and as well as agent’s contact information; identification of “natural person” owners; proof of insurance; obtaining annual local registration/ licensing; proof of payment of rooms taxes to DOR; proof of payment of local

property taxes; and certification that there are no outstanding enforcement actions against the property under local bylaws and regulations and state laws or regulations under which the relevant town departments have jurisdiction. The local regulation would also include enforcement and penalty provisions for non-compliance.

After the initial adoption of regulation addressing the most immediate and pressing concerns the Town identifies, the Town can consider adopting amendments in the future to limit the classes of operators (including “corporate” ownership), numbers of licenses, frequency/ length of stays, etc. As discussed above, it would behoove the Town to wait for resolution of state zoning issues first, not only to allow alignment of the zoning bylaw with state case and statutory zoning law, but also because this zoning resolution (dealing with “investment only,” commercial use STRs) may indirectly address operational issues like locations in the Town where STRs may be allowed, allowable classes of operators, frequency/ length of stays and limits on the number of STRs/ licenses. Before adopting limits or restrictions on licenses or classes of operators, the Town should agree on the necessity and benefit of doing so. Commissioning additional study prior to such potential amendments might be warranted as well, for instance, about the economic effects of limiting licenses, or about STR ownership in the town.

If there is some desire to regulate STRs in the context of noise, it would be best to first revise the Town’s outdated “noise” bylaw as a broad baseline for potential STR noise regulation.

INSPECTIONS & COMPLIANCE

Discussion

Independent of the inspection requirements a Town might establish for STRs under Chapter 64G regulation, Section 110 of the recently amended, 10th edition of the state building code requires safety inspections/ certificates of inspection for STRs; in some cases these are annual inspections, and in all cases must first be requested by the owner/ operator/ agent. There are still questions about whether every STR requires a 110 inspection, or just “lodging house”- type STRs and non-owner-occupied STRs. The required frequency of inspections differs based on the categories of STRs established under the building code (1 year vs 5 year).

Another point that will require clarification is that the building code defines an STR differently than MGL Chapter 64G (and a lodging house differently than in MGL Chapter 140 or the Brewster Zoning Bylaw).

At this time, there is not a specific list of inspection items for STRs formalized by the Commonwealth for STRs, though it appears “lodging house” -type STRs have different inspection requirements, based on the commercial building code vs. STRs that essentially remain single family dwellings. Inspection requirements normally relate back to the building code version that was in place when the STR building/ unit was constructed or substantially altered; not necessarily the most current code. However, this depends on whether new construction or alterations might accompany the STR use, and whether the establishment of the STR changes the use and occupancy group of the building. Basic inspection items normally include among other things determining the presence of functional smoke and CO detectors; and safe access/ egress.

So-called “110” inspections must be conducted by a certified building official, cannot be privatized, and thus as a practical matter must be conducted by and through the Town’s building department. The most recent guidance from the Massachusetts Office of Public Safety & Inspections (7/1/25) leaves significant discretion to the local building officials as to these STR 110 inspection requirements.

It also appears that some STRs will be required under the state building code and/ or fire code to be outfitted with automatic sprinkler system (though the building and fire code sprinklering requirements or thresholds do not exactly align).

There is also a bill pending before the MA legislature, “Maggie’s Law,” that would require compliant smoke and CO detectors for STRs, including annual inspections by the town and the requirement for hosting platforms and agents to obtain a detector certificate or compliance; identifying the local inspection authority is one of the current discussion points in the legislative process. As currently pending, the Fire Department would be the responsible authority for inspections and certification.

Some more unique items Brewster might potentially consider including in health regulations and inspections for STRs are private wells, swimming pools and hot tubs, none of which are annually inspected when used solely for single family residential purposes. If private wells and septic systems are to be inspected under STR regulation, the Town would have to consider the frequency of such inspections (these inspections are normally privatized, and the results furnished to the health department). Pools and hot tubs are normally inspected if they are public/ commercial, and they have different construction and permitting requirements. If there is a desire to inspect pools and hot tubs associated with STRs, then the STR regulation and corresponding forms would have to identify the specific inspection requirements involved (i.e. fencing? water testing? pool operator certification?). However, applying all the construction and inspection requirements for public or quasi-public pools might be infeasible.

It has also been suggested that insurance carriers in the Commonwealth might have inspection “checklists” for STRs coverage, which could serve as a basis for municipal inspections, or at the least, municipal and insurance checklists should not conflict.

Local regulation will also have to assign responsibility for enforcement, which will presumably involve the relevant inspection authority(ies) designated by the regulation. Related to enforcement, re-inspection may be required to confirm compliance after an order and remedial action taken. There are companies that specialize in assisting towns with STR operator/ host compliance (see Registration and Licensing discussion, below).

Recommendations

If the town adopts STR regulation to accompany a registration program, the town will need to develop an inspection process to assess and determine compliance.

Massachusetts law already requires a town building department to conduct a safety inspection for a certain STRs if requested by the owner/ operator. Brewster will have to establish what inspection subjects and requirements over and above those in a “110” safety inspection it might adopt through regulation.

The inspection process should be coordinated across all responsible departments, including the building department inspections required under Section 110 of the state building code.

Balanced against health and safety concerns, the availability of staff resources and budget will likely influence the scope and type of inspections. Compliance review, inspections and enforcement will require additional staff time, including potentially new inspector and administrative positions, as well as associated costs and resources like office space, supplies and potentially vehicles. The Town should consider what departments other than the building department would be involved (the health department, perhaps the Town Manager's office, or fire department as well). The Town might also investigate whether inspectors can be shared by towns regionally or whether some inspections can be done by private contractors, given the number of STRs that would require inspections relative to the number of municipal inspection staff.

The inspection provisions of the bylaws and corresponding guidance documents should expressly state whether STRs are required to meet current codes, portions thereof, or codes that might have existed at the time of their construction. It may be unfair and impractical to require all construction to meet current codes. To augment the bylaws, the Town should develop a clear checklist of inspection requirements and tasks.

In deciding what elements to include in an STR inspection, the Town should consult with counsel to confirm that it is not creating legal liability in the Town for doing so, e.g. residential pools associated with STRs.

It would make sense to require annual inspections, to align with annual licensing and registration. If the Town ultimately requires septic system and/ or private well inspections as part of STR licensing, then it might be appropriate and fairer to require this type of inspection less frequently.

The Town should consider appropriating funds as soon as possible for additional building inspector and other staff hours to administer and conduct 110 safety inspections as they are requested. The building commissioner can provide guidance about how many additional hours might be necessary, given the estimated number of STRs in Brewster.

If the Town adopts regulation with some level of STR health inspections required, the Town should estimate the additional health department staffing needs and consider an appropriation in 2026 (when it's assumed the regulation and registration system will have been adopted).

REGISTRATION & LICENSING

Discussion

The principal purpose of a local STR registration program would be to establish a master list of all STRs in town. As the state building code already requires a safety inspection for at least some STRs (inasmuch as the owner/ operator needs to request the inspection), it is important that the Town have such a registry so that the building department is aware of the scope of its inspection responsibilities. MA DORs registry cannot be used for this purpose, among other reasons, because it may not be an accurate snapshot of current STRs in Brewster (the DOR Registry includes all STRs that have been registered over time, not

just those currently operating). A licensing component would serve to certify that an STR has not only been registered but complies with all administrative, inspection and other regulatory requirements the Town has established. Registration and licensing would be required annually.

The Town already uses an e-permitting platform, OpenGov, for building and health permits, which it could use for STR registration and licensing. Additionally, there are companies that can assist municipalities with STR administration, compliance and enforcement. Specifically, as part of host compliance support, these companies research online listings from the major STR hosting platforms like Air BnB, VRBO, etc., which can be cross-referenced against the Town's registry to reveal unregistered STRs. These companies can then assist the town with bringing the units into compliance through auto-generating letters, etc. The host compliance vendor's data can be integrated into the town's registration and licensing platform through an application programming interface (API). One of the leading host compliance vendors has estimated such service for Brewster at around \$50K/ yr.

MGL Chapter 64G allows a municipality to publish a public registry of all short-term rentals registered with DOR. Further, a municipality may determine what information may be listed in the registry, including where the accommodation is located.

Basic information to be collected in a registration system include things like proof of insurance and DOR registration, and identifying a physically available local agent as well as their contact information. The Town will also have to decide what other information and documentation to require and collect from applicants in its registration platform, which should be geared towards facilitating and assisting with STR administration, inspections and potential enforcement as necessary. Information collected may also serve general data gathering purposes on which to base future decisions and policy-making.

Granicus, a host compliance company that presented and provided testimony to the task force during its fact-finding process, suggested that in its experience it is not uncommon for a municipality to request identification, as applicable, of the "natural person" beneficial owners underlying a property holding or management entity like an LLC. As state laws and codes seem to be heading in this direction, it may also be helpful to require information to determine "owner-occupied" vs. "non-owner-occupied" STRs.

There was not consensus on the Task Force about the benefit, utility or practicality about collecting ownership data. There was consensus that, if ownership data is collected, these efforts should be pursuant to and for the purposes of an identified, valid public purpose.

Recommendations

Town staff should start working with OpenGov to create and test an STR registration and licensing portal. It appears that this may already be included in the Town's OpenGov contract (exclusive of any consulting services that might be required). We learned from the committee presentation by Granicus that host compliance vendors can also assist with establishing and operating a registration system. This possibility should be investigated, as it may be more cost-effective than using town staff for some of the operational registration system responsibilities.

The Town might consider an appropriation to contract for host compliance support and an API to integrate the selected vendor's data with OpenGov software.

In its regulation, the Town should consider what department will have primary responsibility over registration and licensing, and what information or documentation will be required to provide for registration within the online platform. The additional administrative responsibilities associated with registration and licensing (and follow-up) may require funding and hiring additional permitting staff.

The Town should also consider whether the registration and licensing would just be for STRs or would include long-term rentals as well. From a health and safety perspective, it's as if not more important to include long-term rentals in registration, compliance and inspection requirements. Because there are no state requirements to register or inspect long-term rentals, the Town would have more latitude in determining local requirements and standards for them. The Town would have to consider what associated costs and resources might be required to include long-term rentals in addition to STRs.

FEES

The building department currently collects a \$50 fee to undertake 110 safety inspections, which would not be sufficient to cover all costs attendant to STR administration. Chapter 64G authorizes a town to collect fees to cover costs associated with STR administration and enforcement. A survey of such fees around Cape Cod varies between \$50 and \$750 a year (both of which seem like outliers- the mean for an all-inclusive STR annual fee is around \$350). In some cases, inspection fees are included (especially with the higher fee towns), in others, they are assessed separately. Charging a single, all-inclusive fee for annual registration, licensing and inspections seems to be the simplest approach for both town staff and operators.

Towns that have registration and inspection programs that include all rental units (STRs and long-term rentals) generally have a lower annual fee for long term rentals, presumably so as not to discourage year-round housing opportunities. Fees should be reasonable, matched to the town's actual administrative and enforcement costs associated with the STR program, and ultimately the program should be self-sustaining.

A revolving fund or similar mechanism could be employed to hold the annual fees collected in order to fund the program over time. The program would need to be funded with a new appropriation after its inception.

HOUSING

Discussion

Housing in Brewster continues to become less affordable, and less available. The Brewster median home sales price increased 68% from 2019 (\$415,000) to 2023 (\$699,000). The link between housing and short-term rentals is unclear: more specifically, the relationship between housing stock, prices and STRs.

On one hand, what is relatively clear is that second/vacation homes reduce year-round housing stock, both as ownership units and likely as rental units given the recognized paucity of long-term rentals in Brewster learned from testimony and information received by the Task Force. What's less clear is the relationship

between second homes and STRs, i.e. how many such homes are used as STRs, to what degree and extent owners employ such homes as STRs, so as to assess STR influence on home prices and demand. It might be instructive for the town to study or collect data on how greatly the anticipation of future STR income influences the second home market.

It is a seductively simple, but unsupported, proposition that if STRs were limited in number or restricted in ownership, housing would be more available and more affordable. This does not necessarily follow, where there is such high demand for seasonally used and/or second homes in Brewster, and a large gap between wages and housing affordability.

Rather than focusing on STR limits, it may be more productive from a housing perspective to create incentives and facilitate ready opportunities for second homeowners to use their properties for year-round or longer term rentals, which might require or benefit from efforts, funding and legislative action beyond the Town's jurisdiction.

To this end, a housing initiative recently pursued by other Lower and Outer Cape communities that could be further explored by Brewster is a "Lease to Locals" Program. This program offers incentive payments to property owners who agree to convert their housing units into year-round rentals and then lease to qualified local tenants. Funded with local Town/ Housing Trust funds, both Provincetown and Nantucket have both partnered with Placemate to manage their "Lease to Locals" program. Housing Assistance Corporation has a similar financial incentive-based rental program, Rent 365.

The primary solution is to keep doing what the Brewster Housing Office, Housing Trust and others have been doing in Brewster: continuing to tackle year-round housing and affordability issues, including production and preservation of such housing, and advocating for housing choice to meet community needs.

The Town could conduct a study much like Provincetown did with UMass-Amherst (and that Yarmouth intends to do) analyzing the relationship of STRs on housing stock and affordability. In Provincetown's case, their study concluded that STR restrictions would not materially impact house prices, and would not necessarily lead to greater housing availability or affordability. The study did recognize a lack of certain potentially important data sets, such as whether second homeowners that rent necessarily need the STR income to carry the property.

The Town could also study the direct relationship between second homes and STRs which may provide valuable information on which to base future policy decision, i.e. determine how many second homes are being used for STR use.

Additionally, with the passage of the Affordable Homes Act in Summer 2024, certain communities across the state are now eligible to be designated as seasonal communities, including many Cape towns. Brewster has been identified as meeting these preliminary criteria, which may be refined through relevant regulation, since state data shows that 42% of our housing stock is seasonal in nature. If Brewster Town Meeting votes to accept this new state designation, we could access numerous novel housing policy solutions available only to such seasonal communities, including but not limited to

acquiring year-round occupancy restrictions, developing housing for municipal employees, and establishing attainable housing trust funds to help address our unique housing challenges.

LOCAL ECONOMY

Discussion

The Task Force received testimony from the Brewster Chamber of Commerce that STRs have not interfered with traditional accommodations and that they help drive the economy and support local businesses like restaurants by introducing customers. There is a history and tradition of seasonal rentals in the Town of Brewster as a cornerstone of what had long been primarily a tourist economy on the Cape. STRs continue to play a role as Brewster transitions to a “second home” and retiree economy, with real estate as a driver. Brewster’s draw is its natural beauty, amenities, local commerce and small-town residential character. Many renters return year or year, decade after decade and have become part of the local fabric, invested in the community as seasonal visitors. Though the core summer months remain peak season for STRs, there is now a longer shoulder season, and vacation rentals are not limited to the summer in Brewster.

Neighborhood complaints to Town departments about STRs have been rare in Brewster to date. It appears Brewster STRs tend to be compatible with their neighborhoods, quiet, upscale and well maintained and managed. Some public comments received by the Task Force, however, suggest some localized concerns with STRs, with commenters citing quality of life disruptions, overcrowding, concerns about strangers and noise, etc. in particular neighborhoods, and suggesting that the lack of complaints received by the town to date might relate to the town not currently having STR regulations or a licensing program, including a formal “repository” for STR complaints. Turnover, and frequency/ length of stays, were cited as what seems to be most “commercial” in an otherwise residential neighborhood. Neighborhood complaints are another example where establishing an STR registration system may prove beneficial for data collection and compliance purposes.

Testimony from the Task Force’s Real Estate Liaison, based on his professional observations and experience, indicates that many STR operators in Towns use professional management, and still occupy the property for part of the year: these STR’s are not “investment only” properties, and not corporately owned but owned by “real” people. It appears that a typical situation in Brewster is that people in their 50’s who are planning retirement purchase a second home in anticipation of retirement and full-time residency in the coming decade. STRs may be an interim use for them to help defray acquisition and carrying costs, not the exclusive use of the property. If these owners still use the property themselves seasonally, that may be another reason they don’t rent to someone long term. Owner revenues for STRs, especially in recently purchased homes, may often be lower than sometimes assumed, given high acquisition costs, taxes and operating expenses: rentals are more a way to help carry the property as second homeowners transition to year-round residency and retirement. The companies that do manage and own STR units tend to be local companies, not a Berkshire Hathaway, etc. STR rental rates appear to have stabilized since the COVID peak.

Another common Brewster fact pattern cited in the Task Force presentations and discussions is that of year-round residents vacating their houses seasonally to short term rent them, in order to afford year-

round housing and other living expenses. The Task Force is particularly sympathetic to these circumstances and have referred to them as the primary traditional and historic pattern of vacation rentals in the Town.

There is still much we do not know about the STR market. Among other open questions set out in this report: is the market growing and if so, at what rate? how many year-round residents rent their homes as STRs to supplement their income? How do closely do STRs align with “seasonal rentals?” More study and monitoring of this dynamic market could help Brewster guide local policy, regulation and decision-making moving forward.

Recommendation

It is recommended that if the Town intends to limit or restrict STR licenses or classes of operators through local regulation, that it first have listening sessions, including with the Brewster Chamber and local businesses to discuss the potential effects of such regulation on the local economy.

MUNICIPAL FINANCES AND BUDGET

The Task Force received testimony from the Town that it receives about \$1.5M/ yr from STR rooms taxes.

The Select Board has a policy that 50% of forecasted STR revenue is earmarked for the Town’s Affordable Housing Trust (“AHT”) (\$600k in FY26, based on a conservative estimate of \$1.2M). STR revenues are thus one of if not the primary funding sources for the AHT to use for various affordable housing initiatives in Brewster. The AHT has committed \$1.8M to date which will lead directly to the creation of affordable housing in Brewster: \$1M for 45 units of rental housing at Spring Rock Village (off Millstone Road): \$100K for two, Habitat for Humanity ownership units on Mackie Drive, East Brewster (former Washington Chase Bog property, Rte. 6A); and eight additional affordable units at the age 55+ Serenity Apartments, which would result in 39 total affordable units in the development. In addition to the AHT, the 50% remainder of the forecasted balance goes to the water quality stabilization fund (15%), capital stabilization fund (25%), and operating expenses related to Select Board Strategic Plan (10% - Sea Camps).

Actual receipts over and above the forecasted amount go to free cash and have been used for a variety of municipal purposes over the past few years such as helping to pay down the Sea Camps Pond Property acquisition costs and covering a portion of the Millstone Road improvement project expenses.

The Town’s AHT and Finance Team have developed a 5-Year Financing Plan for the Trust which is annually updated and relies heavily on the projected STR revenues that are transferred to the Trust through the Town's annual operating budget. Reduction of these revenues would be disruptive to the Town's robust housing program and would likely lead to reductions in financial support and continued investments in these critical services and projects.

On Cape Cod, a portion of STR rooms taxes also funds the Cape Cod and Islands Water Protection Fund (CCIWPF) at the county level, which subsidizes eligible wastewater and water quality projects around Cape Cod. Brewster contributes approximately \$1M/year to the CCIWPF through STR taxes.



Town of Brewster

2198 Main Street
BREWSTER, MASSACHUSETTS 02631

(508) 896-4506 - Fax (508) 896-8089

OFFICE OF:
TOWN CLERK

Receipt for a Petitions filed in the Town Clerk's Office

Received from: Amy Henderson Phone Number: 774 212 5930
Name

Office/Summary: Transfer custody / change use

	# of signatures submitted	# of signatures certified	# of signatures submitted	# of signatures certified	# of signatures submitted	# of signatures certified	# of signatures submitted	# of signatures certified
1	12	12	6		11		16	
2			7		12		17	
3			8		13		18	
4			9		14		19	
5			10		15		20	

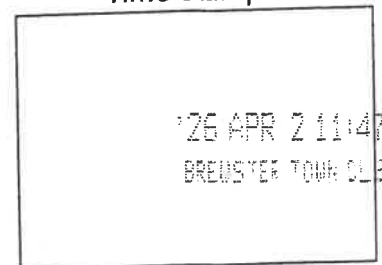
[Signature]
Town Clerk/Registrar

When signatures have been certified please:

_____ call me at: _____

_____ I will call you.

Time Stamp



Picked up on: _____

By whom: _____

PLEASE REMEMBER TO BRING YOUR RECEIPT WITH YOU TO PICK UP YOUR PAPERS

Petition for the Town of Brewster Annual Town Meeting Warrant

ARTICLE . To see if the Town will vote _____




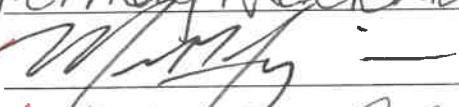
Transfer custody and change uses of Sea Camps Pond
Property - See attached for full language

_____, or to take any other action relative thereto.

(Citizen's Petition)

Signature

Address

- | | | |
|---|---|-----------------------|
| ✓ |  | 20 Blackberry Lane |
| ✓ |  | 157 Susan Lane |
| ✓ |  | 14 Herring Brook Lane |
| ✓ | Norman Wade Andrews | 83 Run Hill Rd |
| ✓ |  | 56 Carsons Way |
| ✓ | Debra Ann Johnson | 72 Foster Road |
| ✓ | Elizabeth Finch | 26 Red Top Road |
| ✓ | Ray v O'Con | 102 Pussman Creek L |
| ✓ | James Wood | 707 Tubman Rd |
| ✓ | John Blamb | 154 Crosby Lane |
| ✓ | Henry P. Minis Jr | 377 Tubman Rd |
| ✓ | Cynthia Klanten | 14 Herring Brook Lane |

(12)

Four vertical red lines drawn in the bottom section of the page.

ARTICLE NO XY. Transfer Custody and Change Uses of Sea Camps Pond Property: To see if the Town will vote to transfer the care, custody, and control of the parcel of land located at 500 W.H. Besse Cartway and acquired by the Town by deed recorded with the Barnstable County Registry of Deeds in Book 34698 Page 91 (the Sea Camps Pond Property, so-called) from the Select Board for habitat protection, watershed protection, open space, conservation and passive recreation, active recreation, community housing and/or general municipal purposes to the Select Board for conservation, open space, passive recreation, water supply protection, and conservation educational purposes under Article 97 of the Amendments to the Constitution of Massachusetts, to authorize the Select Board to file a petition with the General Court for a special act to authorize the foregoing transfer and change in use, with said transfer and change to become effective upon the passage of said legislation, and, further, to authorize the Select Board to grant a conservation restriction on said property for such purposes to one or more qualified conservation organizations on such terms and conditions as the Select Board deems appropriate, or take any other action relative thereto.

Comment

This article removes housing and community housing and other municipal purposes (such as wastewater treatment) from the list of potential uses for the Long Pond property. Purposes such as watershed protection, open space, and passive recreation are kept in the list. The article also would permanently protect the property as conservation land under Article 97 of the Constitution of the Commonwealth of Massachusetts and authorize the Select Board to place a conservation restriction on this portion of the Pond Property. The remaining 60 acres are protected by a conservation restriction held jointly by the Brewster Conservation Trust and Mass Audubon.



Town of Brewster

2198 Main Street
 BREWSTER, MASSACHUSETTS 02631

(508) 896-4506 – Fax (508) 896-8089

OFFICE OF:
 TOWN CLERK

Receipt for a Petitions filed in the Town Clerk's Office

Received from: Amy Henderson Name Phone Number: 774 212 5980

Office/Summary: Accept Revised Comprehensive plan

	# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified		# of signatures submitted	# of signatures certified
1	12	12	6			11			16		
2			7			12			17		
3			8			13			18		
4			9			14			19		
5			10			15			20		

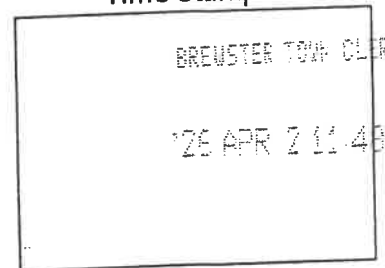
[Signature]
 Town Clerk/Registrar

When signatures have been certified please:

 call me at: _____

 I will call you.

Time Stamp



Picked up on: _____




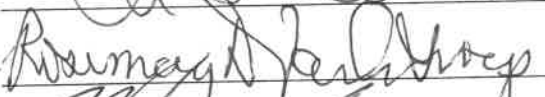
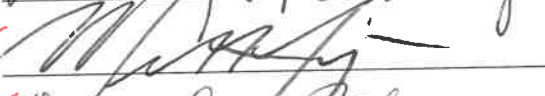







By whom: _____

PLEASE REMEMBER TO BRING YOUR RECEIPT WITH YOU TO PICK UP YOUR PAPERS

Petition for the Town of Brewster Annual Town Meeting Warrant

ARTICLE . To see if the Town will vote to accept the revised Comprehensive plan for the Town-owned property located at 5000 W.H. Besse Cartway and acquired by the Town by deed recorded with the Barnstable County Registry of Deeds in Book 34698 Page 91 (the Sea Camps Pond Property, so called), with said revised plan to supersede the plan voted under Article 19 of the May 11 2024 Annual Town Meeting, or to take any other action relative thereto.

(Citizen's Petition)

Signature	Address
✓ 	20 Blackberry Lane
✓ 	157 Susan Lane
✓ 	14 Herring Brook Lane
✓ 	83 Green Hill Rd
✓ 	56 Carsons Way
✓ 	72 Foster Road
✓ 	26 Red Top Road
✓ 	167 River Brook Road
✓ 	707 Tobman Rd
✓ 	377 Tubman Rd 20
✓ 	154 Crosby Lane
✓ 	14 Herring Brook Lane

ARTICLE NO XX. Revise Sea Camps Pond Property Comprehensive Plan: To see if the Town will vote to accept the revised comprehensive plan for the Town-owned property located at 500 W.H. Besse Cartway and acquired by the Town by deed recorded with the Barnstable County Registry of Deeds in Book 34698 Page 91 (the Sea Camps Pond Property, so-called), with said revised plan to supersede the plan voted upon under Article 19 of the May 11, 2024 Annual Town Meeting, or take any other action relative thereto.

Comment

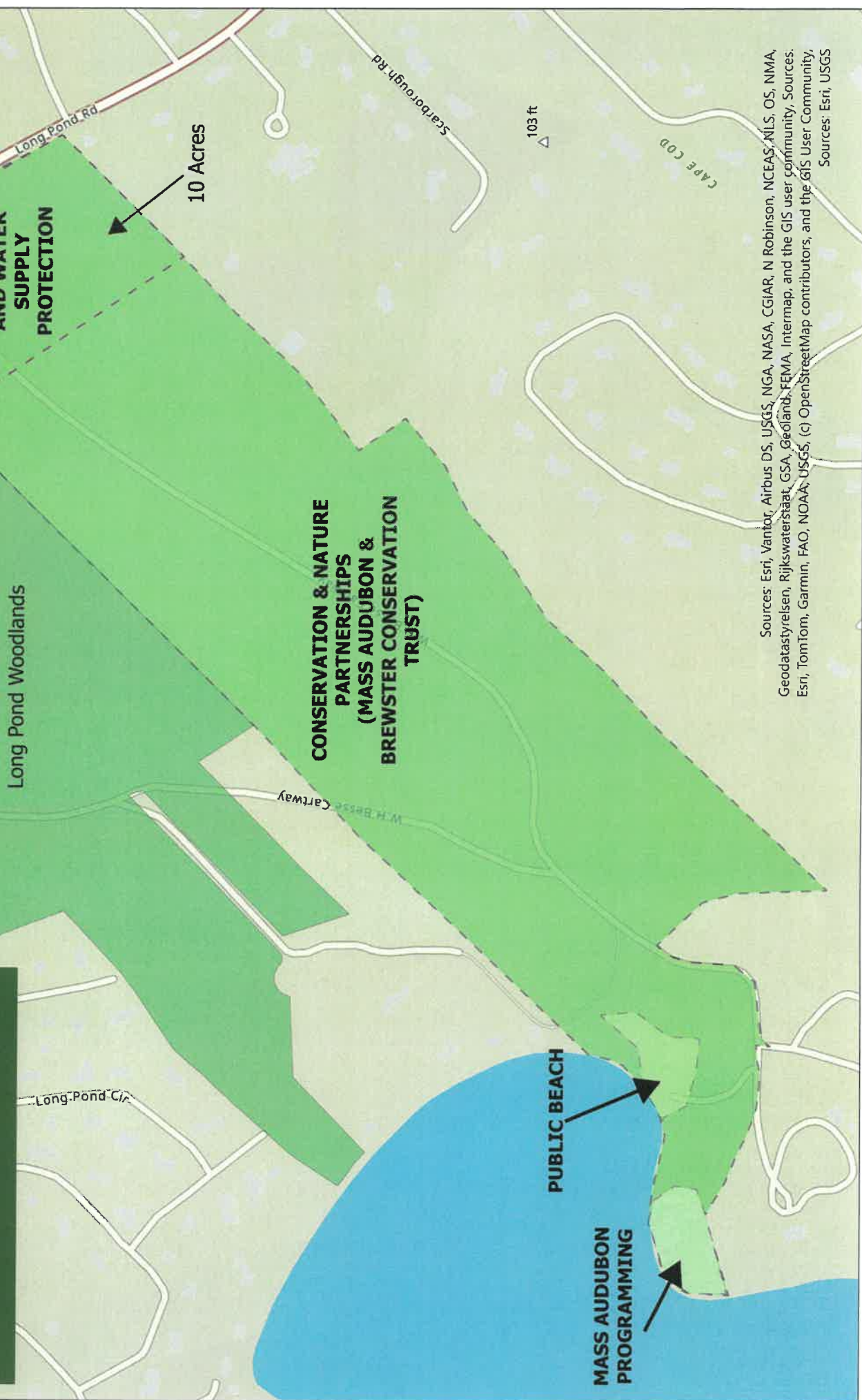
This article would seek to amend the Sea Camps Comprehensive Plan: Pond Property that was voted on in May of 2024. That May 2024, Article 19 described a 10-acre portion for community housing and wastewater treatment on RT 137. The Article Comments also declared: “The Town would seek voter approval of funding for feasibility studies to more fully define what community housing and wastewater would look like on this property. No funding is associated with the adoption of this plan. If the plan is approved, funding requests would come before voters at several points in the future.” However, in January of 2026, the Select Board voted 4-1 to refer the 10-acre portion of the Sea Camp Pond Property to the Brewster Affordable Housing Trust to complete a feasibility study for the community housing and wastewater treatment.

The revised plan, summarized in the attached map, would designate those 10-acres for Conservation and Water Supply Protection. The remaining 60-acres would remain permanently protected by a conservation restriction and include walking trails connecting to the adjacent Town owned Long Pond Woodlands conservation land. Nature-based programs would be offered through Mass Audubon. A small public beach on Long Pond would be available, with improved and expanded access and parking as defined on the original plan.

Approximately 38 acres at the northern end of the Long Pond Property, including the area designated for housing and wastewater, lie within Brewster’s drinking water supply area (Zone II). A hydrogeological analysis indicates that during peak summer demand, water is drawn from this area and that, over time, the effluent from the wastewater treatment system will reach Brewster’s wells, specifically Wells #1 and #2, which supply most of the town’s drinking water and have won awards for their high quality.

During the planning and community input phase of the development of the Pond Property Comprehensive Plan, the extent of the conservation value of the land was discussed, however, a conservation option for the entire property was never put to the community. This article will allow that to take place.

Revised Pond Property Comprehensive Plan 2026



Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasyreisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community, Sources, Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, USGS

Brewster Groundwater Modeling Project

March 24, 2026
Brewster Town Hall Meeting

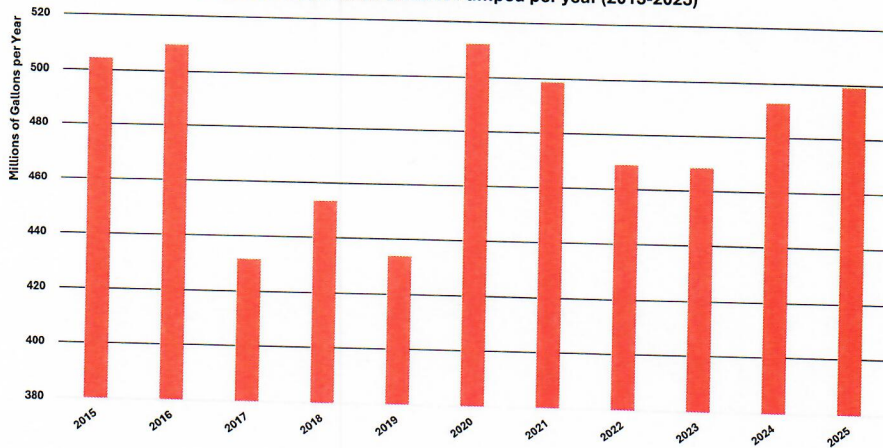
For the Brewster Conservation Trust
By
Thomas Cambareri
Hydrogeologist
Sole Source Consulting, LLC

3/24/2026

Sole Source Consulting LLC

1

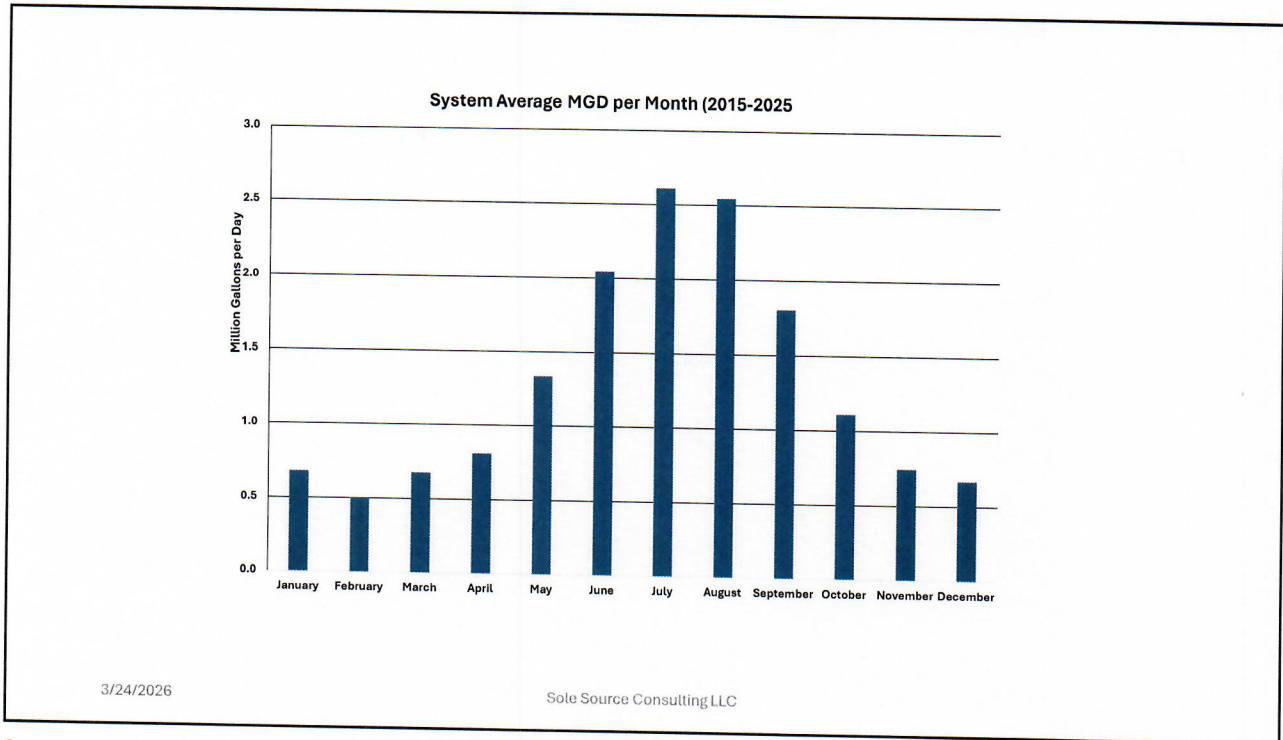
Brewster total Million Gallons Pumped per year (2015-2025)



3/24/2026

Sole Source Consulting LLC

2



3

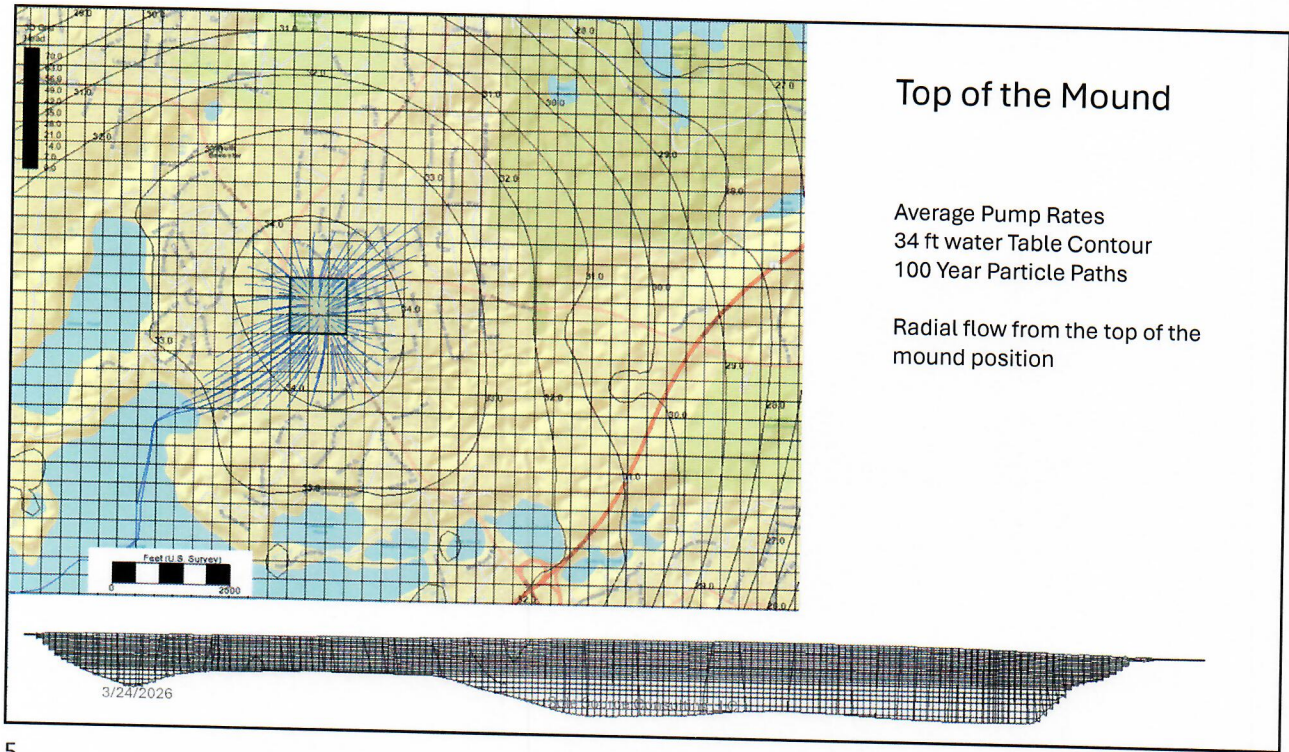
Rated Capacity for Zone II			
well	ft3/d	GPD	gpm
1	(182,875)	1,368,000	950
2	(211,750)	1,584,000	1,100
3	(134,750)	1,008,000	700

USGS Rates-Average			
well	ft3/d	GPD	gpm
1	(51,244)	383,332	266
2	(50,537)	378,043	263
3	(52,235)	390,745	271

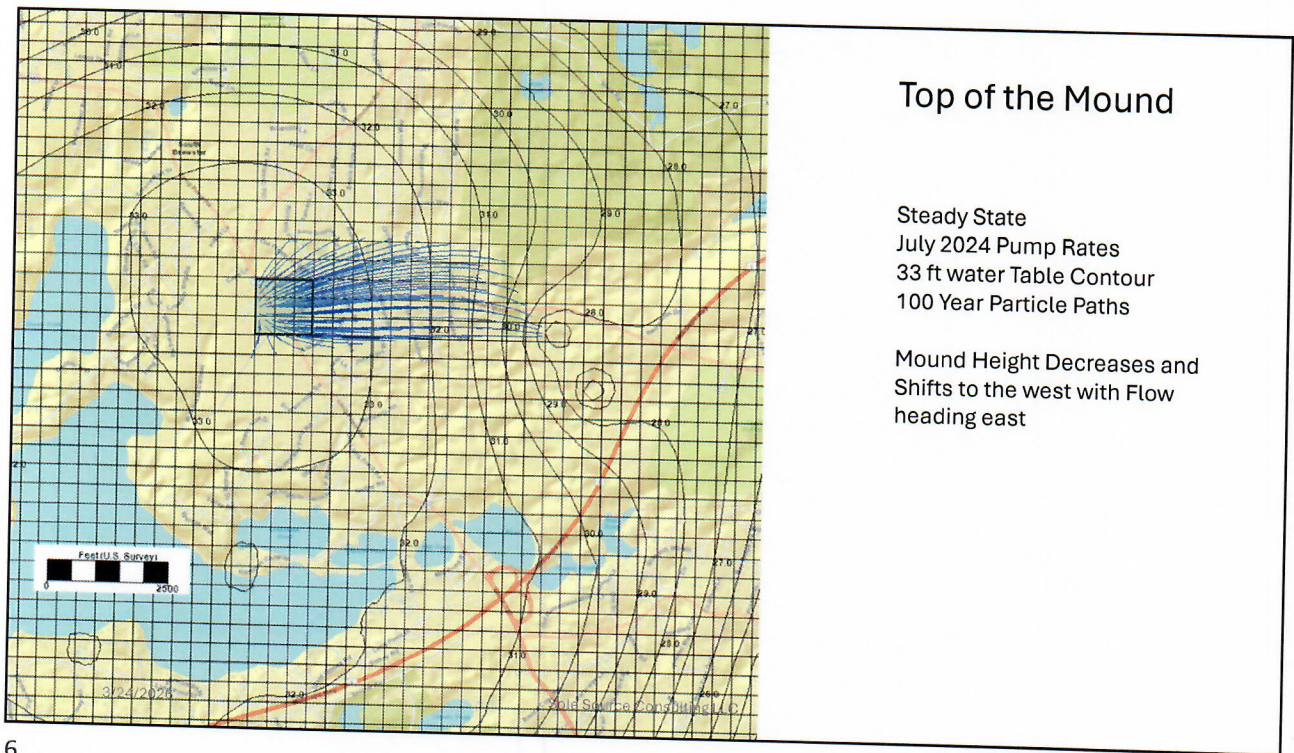
July 2024 Pumping Rates			
Well	ft3/d	GPD	gpm
1	(120,463)	901,129	626
2	(125,522)	938,968	652
3	(11,704)	87,548	61

3/24/2026 Sole Source Consulting LLC

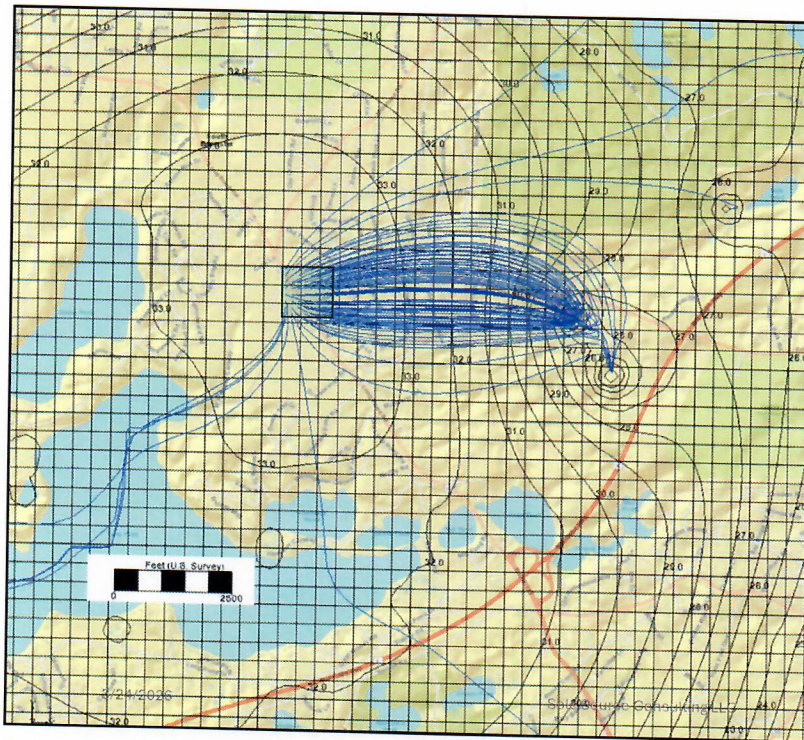
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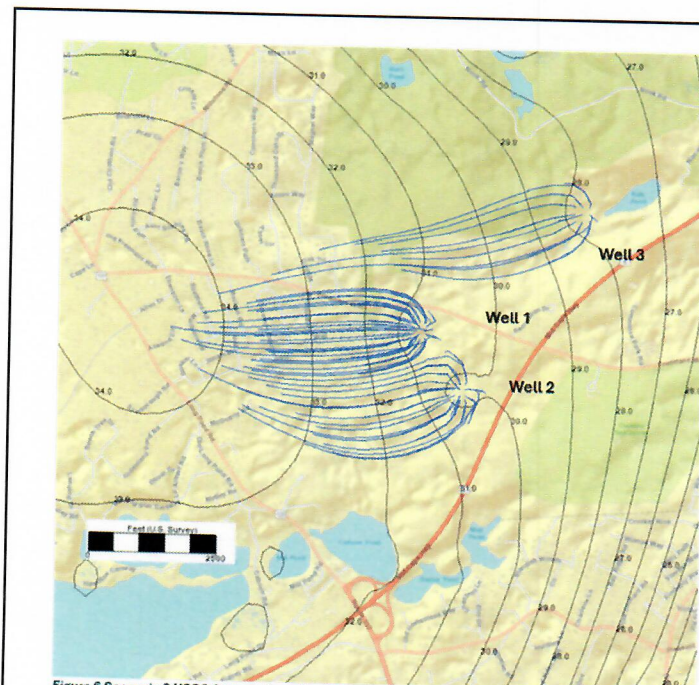
Top of the Mound

Zone II Pump Rates-180 days
USGS Average as Starting Heads
Average Recharge

Expanded 33 ft water Table Contour

Mound Height Decreases and
Shifts to the west with Flow heading
east almost entirely into Well #1

7



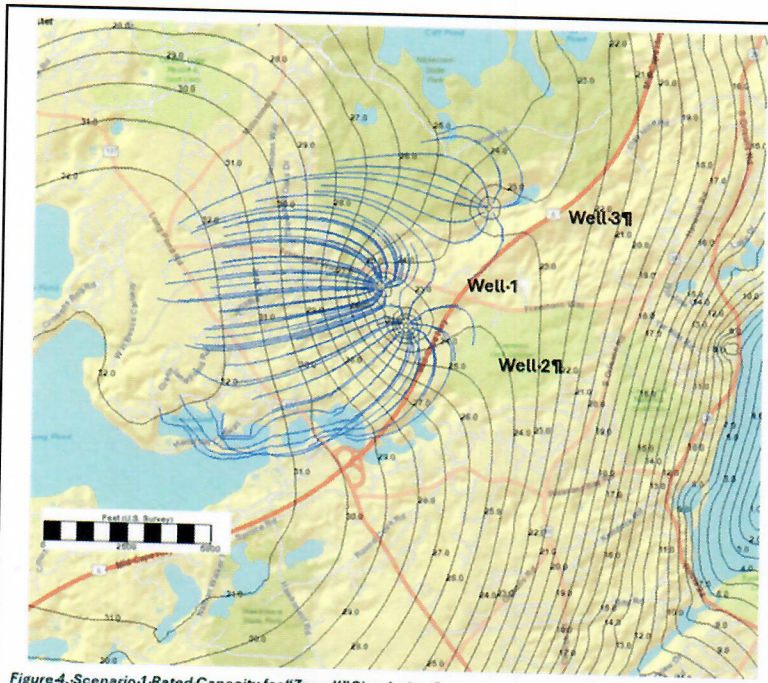
Capture Area to Wells

Steady State
USGS
Average Conditions
w/o WW

Figure 6 Scenario 2 USGS Average Pumping Rate

Sole Source Consulting LLC

8



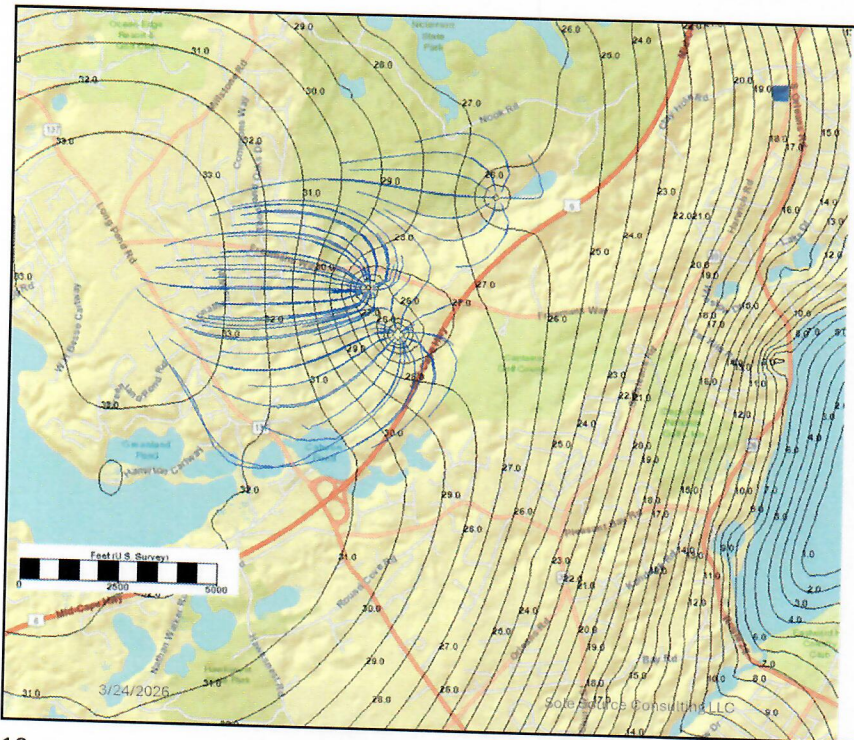
Capture Area to Wells

Steady State
Zone II Pumping Rates
w/o WW

Figure 4- Scenario-1 Rated Capacity for "Zone II" Simulation
3/24/2026

Sole Source Consulting LLC

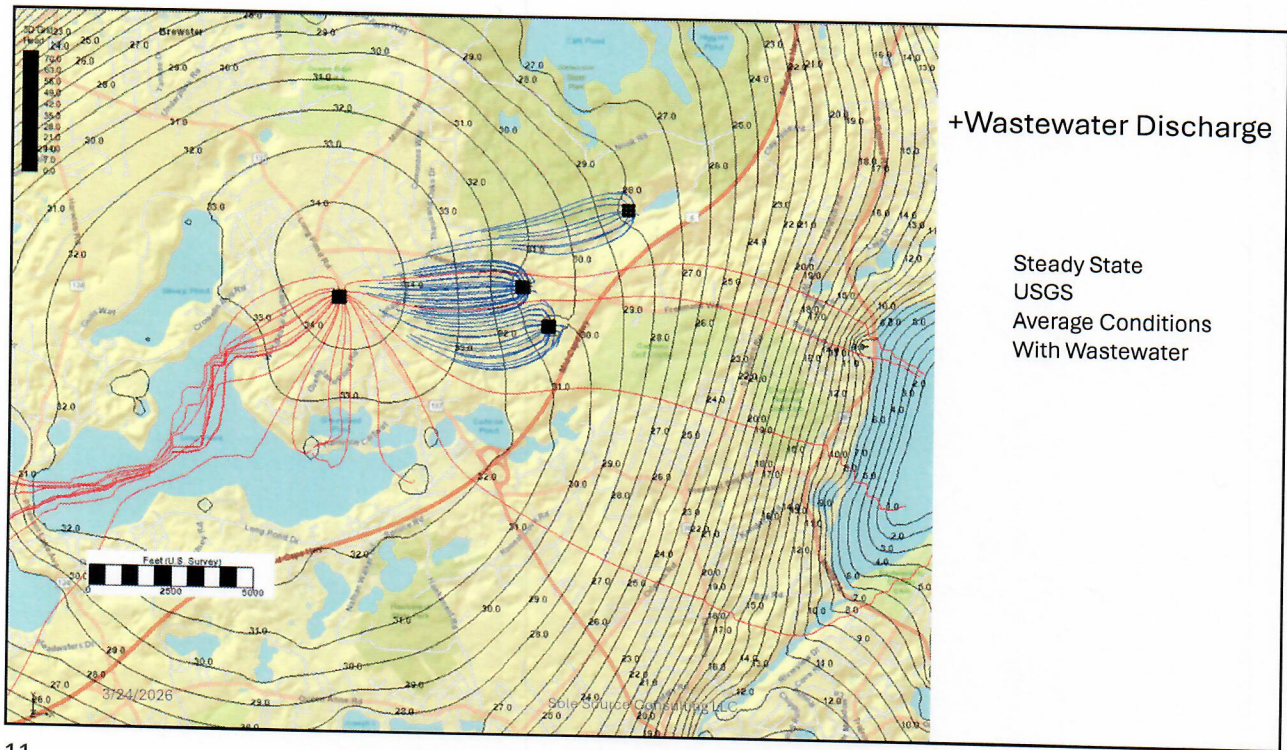
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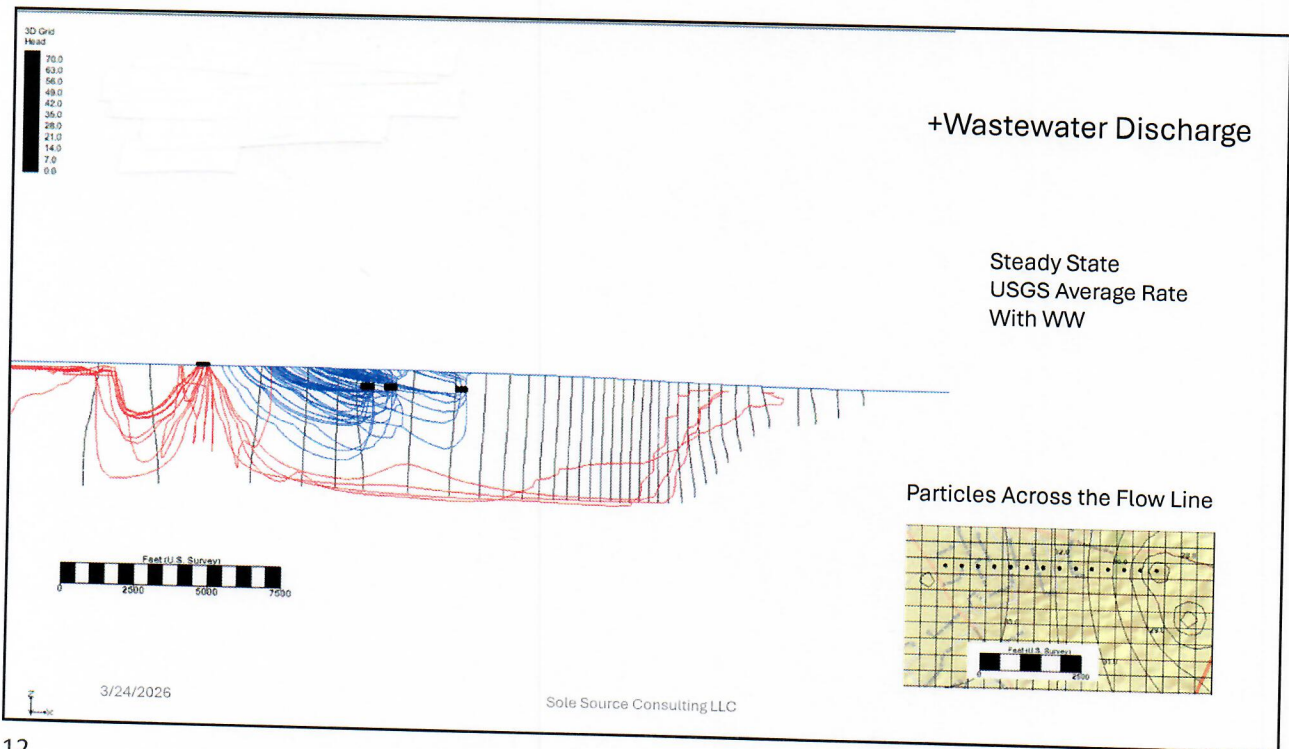
Capture Area to Wells

Zone II Pump Rates-180 days
USGS Average as Starting Heads
Average Recharge

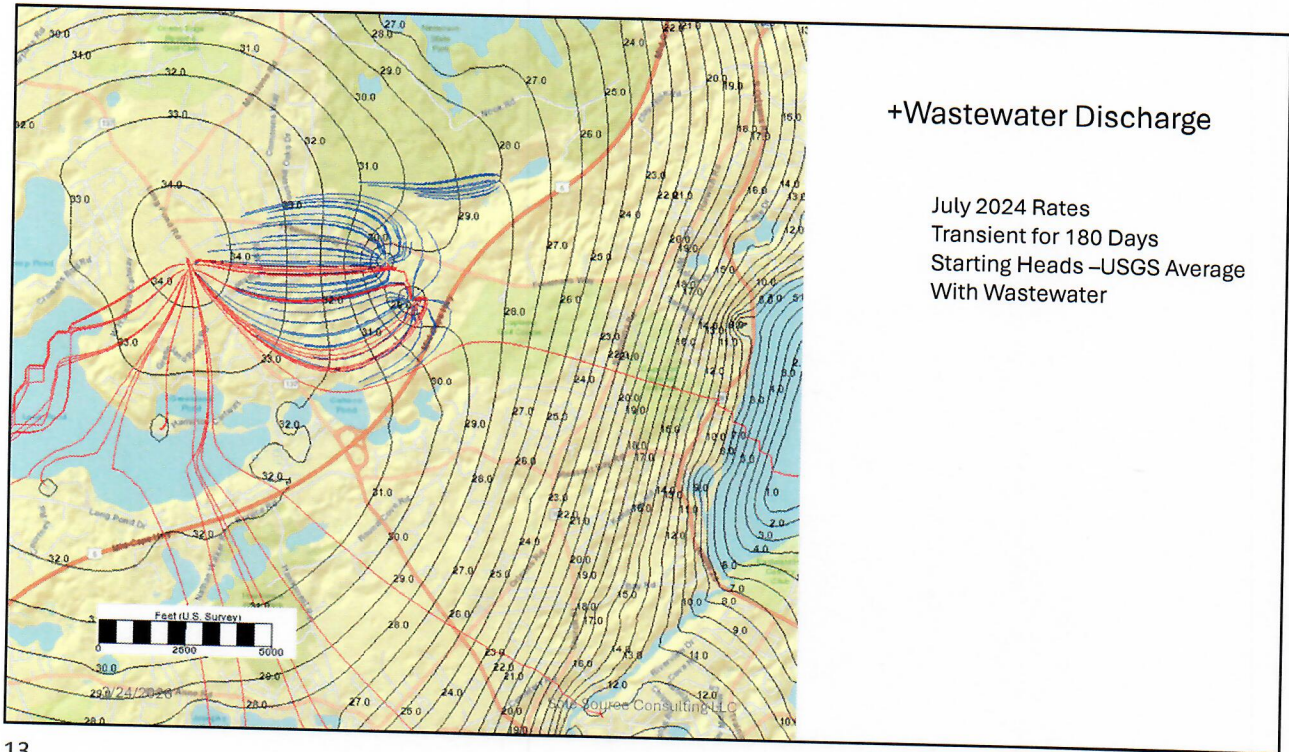
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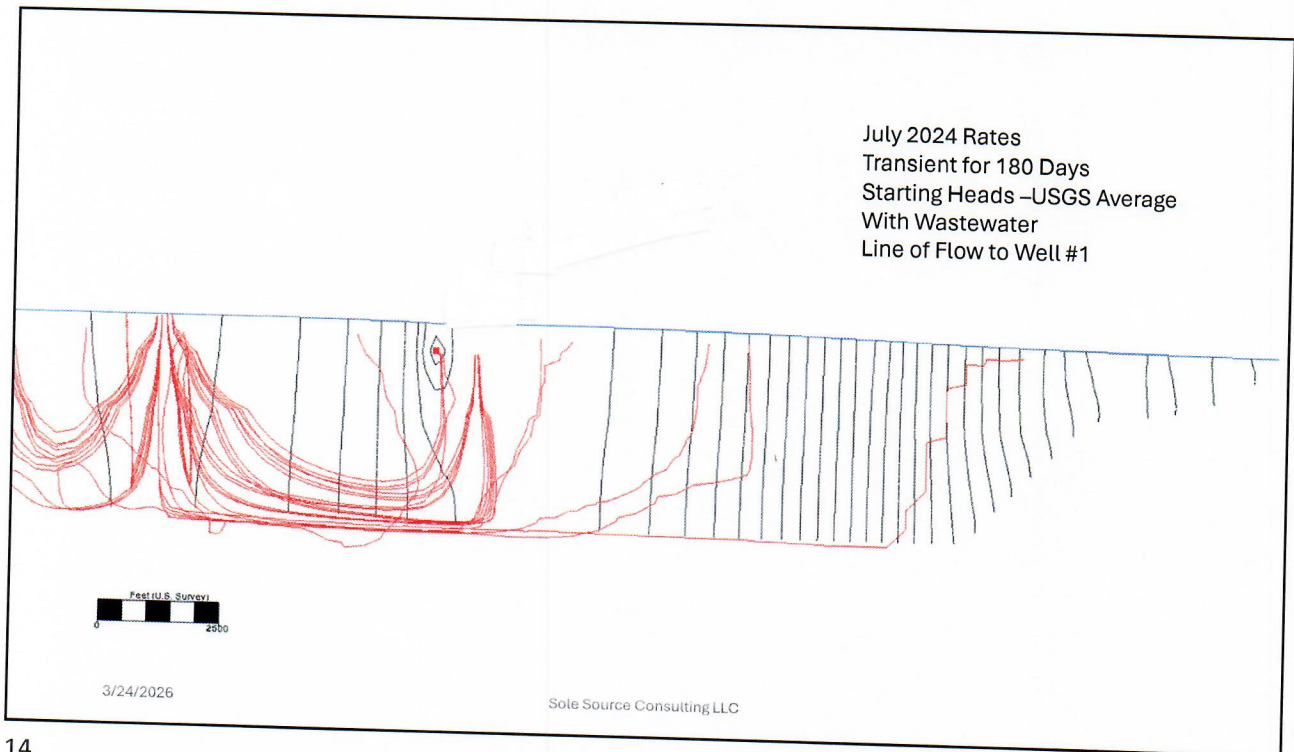
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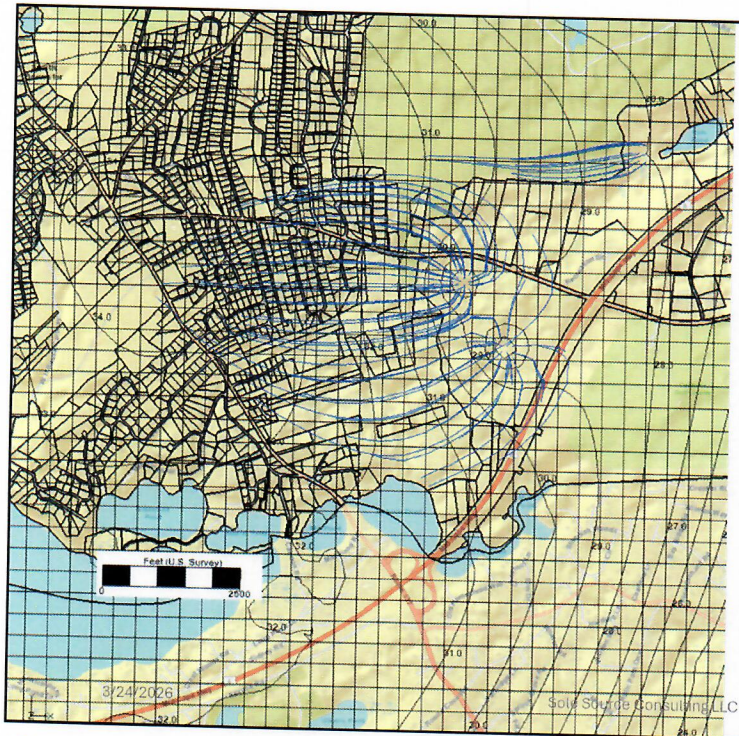
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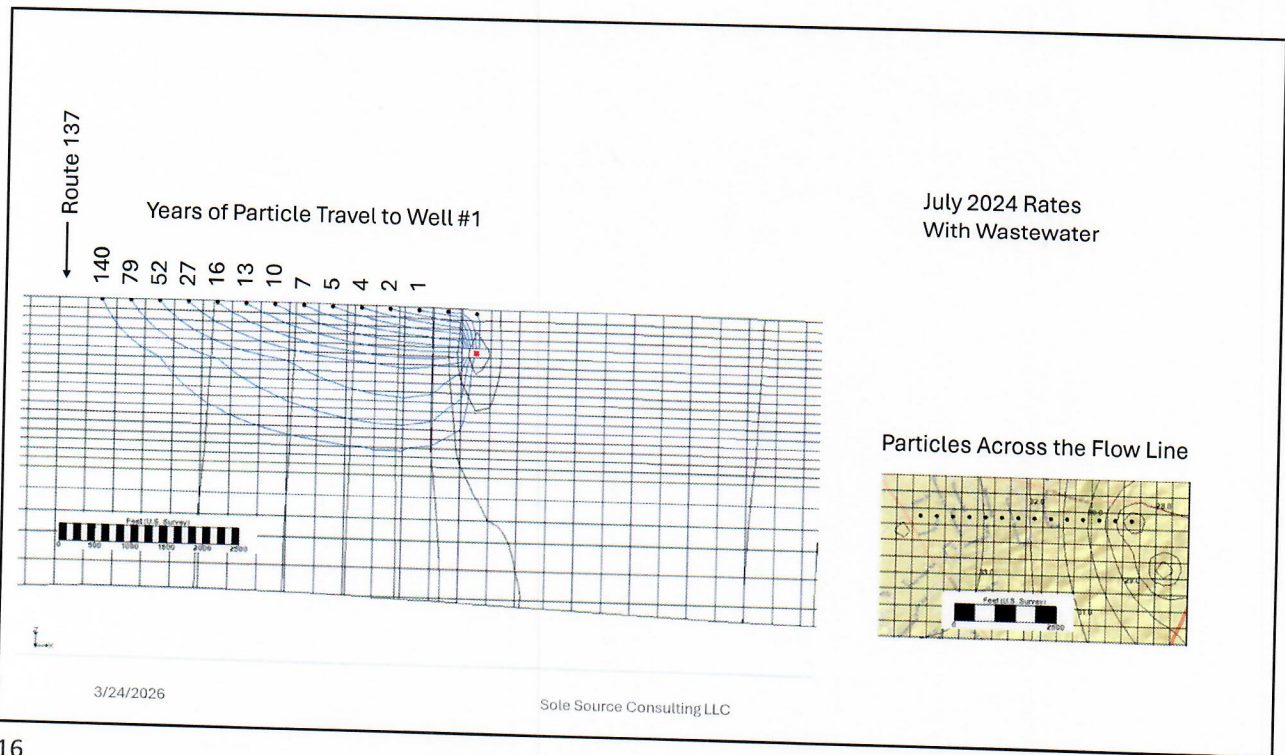
14



Capture Area to Wells

July 2024 Rates
Transient for 180 Days
Starting Heads –USGS Average
Tax Parcels

15



July 2024 Rates
With Wastewater

Particles Across the Flow Line

16

Tom Cambareri

Mr. Cambareri is a hydrogeologist with over 45 years of experience in groundwater issues on Cape Cod and former director of the Water Resources Office of the Cape Cod Commission. He has conducted numerous studies of groundwater across Cape Cod including the JBCC cleanup, water supply, initiating the Pond and Lakes Stewardship project, coordinating the Mass Estuary Project and wastewater planning from 1979 through the recent 208 Plan Update in 2015 for the Towns on Cape Cod. Tom coordinated five regional groundwater investigations with the USGS and has conducted numerous modeling projects for his clients.

Example Modeling Projects:

Cambareri, T. and G. Belfit (1990) 1990 Harwich Brewster Wellhead Protection Project, Cape Cod Commission Water Resources Office, Barnstable, MA.

Cambareri, T. (1992) Hydrogeological Assessments of the Brewster Landfill, (1988-1990), Cape Cod Commission, Barnstable, MA.

Cambareri, T., & Michaud, S. M. (2009). Final Prolonged Pumping Test Report for Well Site BFD No. 5. Cape Cod Commission.

Cambareri, T. (2016). Immediate Response Action Plan, Barnstable County Fire Training Academy, Cape Cod Commission, Barnstable, MA.

Cambareri, T. (2016) Canoe Place Inn Groundwater Model Report III, Permeable Reactive Barrier Model for a Site in Southampton, NY. Prepared for Lombardo Associates, January 31, 2016, Sole-Source Consulting 62 Joan Road Centerville, MA., 02632.

Brewster Groundwater

Modeling Sole Source Consulting LLC Page 17

Cambareri, T. (2016) Canoe Place Inn Groundwater Model Report III, Prepared for Lombardo Associates, January 31, 2016, Sole-Source Consulting 62 Joan Road Centerville, MA. 02632.

Cambareri, T. (2021) Hydrogeologic Technical Report Groundwater Modeling Project of Groundwater Surface Water Interaction of the Little River and the Cotuit Wellfield., Sole Source Consulting LLC 62 Joan Road Centerville, MA., April 19, 2021.

Cambareri, T. (2021) Hydrogeologic Technical Report Groundwater Modeling Project of Groundwater Surface Water Interaction of the Little River and the Cotuit Wellfield., Sole Source Consulting LLC 62 Joan Road Centerville, MA., April 19, 2021.



Town of Brewster

2198 Main Street
BREWSTER, MASSACHUSETTS 02631

(508) 896-4506 – Fax (508) 896-8089
cwilliams@brewster-ma.gov

OFFICE OF:
COLETTE WILLIAMS MMC/CMMC
TOWN CLERK
JUSTICE OF THE PEACE

To Whom It May Concern:

This letter is to certify that at the Special Town Meeting, held Saturday, September 25th, 2021 and reconvening Sunday, September 26th, 2021, with a quorum being present the following article was adopted by a Moderator declared greater than 2/3 vote:

1:32pm

Article 1 - 500 W.H. Besse Cartway

To see if the Town will authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, the parcel of land with the improvements thereon located at 500 W.H. Besse Cartway, Brewster, containing 66 acres, more or less, shown on Assessors Map 84 as Parcel 45, and described in a deed recorded with the Barnstable Registry of Deeds in Book 1388, Page 1185, for habitat protection, watershed protection, open space, conservation and passive recreation, active recreation, community housing, and/or general municipal purposes, and for the purpose of granting conservation easements and/or restrictions on such portions of the property that the Select Board may determine to provide for habitat protection, watershed protection, open space, conservation and passive recreation purposes, and to raise and appropriate, transfer from available funds, and/or borrow a sum to fund the foregoing acquisition and the payment of all costs incidental or related thereto; provided, however, that the appropriation authorized hereunder shall be contingent upon approval by the voters of a ballot question to exclude the amounts to pay for any bonds or notes authorized for this purpose from the provisions of Proposition 2½, so called, and to authorize the Select Board to convey the foregoing conservation easements and/or restrictions to charitable corporations or trusts whose purposes include conservation of land or water areas on such terms and conditions as the Select Board deems appropriate, and, further, to authorize the Select Board and/or its designee to apply for, accept and expend any state and/or federal grants and/or loans or other public or private funds that may be available for the foregoing purposes and to take any and all actions and execute any and all documents necessary or convenient to accomplish the foregoing purposes; or take any other action in relation thereto.

Motion made by Select Board Member Edward “Ned” Chatelain: That the Select Board is authorized to acquire, by purchase, gift, and/or eminent domain, the parcel of land with the improvements thereon located at 500 W.H. Besse Cartway, Brewster, containing 66 acres, more or less, shown on Assessors Map 84 as Parcel 45, and described in a deed recorded with the Barnstable Registry of Deeds in Book 1388, Page 1185, for habitat protection, watershed protection, open space, conservation and passive recreation, active recreation, community housing, and/or general municipal purposes, and for the purpose of granting conservation easements and/or restrictions on such portions of the property that the Select Board may determine to provide for habitat protection, watershed protection, open space, conservation and passive recreation purposes; that \$6,000,000 is appropriated to pay costs of the foregoing acquisition, including the payment of all costs incidental or related thereto, and that to meet this appropriation, \$250,000 shall be transferred from Water Enterprise Fund Retained Earnings, \$1,750,000 shall be transferred from Free Cash, and the Treasurer, with the approval of the Select Board, is authorized to borrow \$4,000,000 under and pursuant to G.L. c. 44, §7(1) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided, however, that the appropriation authorized hereunder shall be contingent upon approval by the voters of a ballot question to exclude the amounts to pay for any bonds or notes authorized for this purpose from the provisions of Proposition 2½, so called, and to authorize the Select Board to convey the foregoing conservation easements and/or restrictions to charitable corporations or trusts whose purposes include conservation of land or water areas on such terms and conditions as the Select Board deems appropriate, and, further, to authorize the Select Board and/or its designee to apply for, accept and expend any state and/or federal grants and/or loans or other public or private funds (including any additional amounts transferred from water system retained earnings) that may be available for the foregoing purposes, which amounts shall reduce the amount of the total borrowing authorized for this purpose, and to take any and all actions and execute any and all documents necessary or convenient to accomplish the foregoing purposes. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Amendment made by Brewster Voter Gary Kaser: I move to amend the main motion by adding the following language after the words “general municipal purposes”: “provided, however, that said parcel shall not be used for community housing, and/or general municipal purposes absent further approval by vote of Town Meeting.”

Brewster Voter Peter Norton: I move the previous question.

ACTION On Motion to move the previous question. Adopted. Voter Cards.

ACTION on Amendment by Gary Kaser: Defeated. Voter Cards.

Brewster Voter Diane Conrad: I move the previous question.

ACTION on motion to move the previous question. Adopted. Voter Cards.

ACTION on Main Motion presented by Edward "Ned" Chatelain: Adopted by a Moderator declared greater than 2/3 vote. Voter Cards.

A True Copy Attest:



Colette M. Williams, MMC/CMMC
Town Clerk
Brewster, MA



Town of Brewster

2198 Main Street
BREWSTER, MASSACHUSETTS 02631

(508) 896-4506 – Fax (508) 896-8089
cwilliams@brewster-ma.gov

OFFICE OF:
COLETTE WILLIAMS MMC/CMMC
TOWN CLERK

To Whom It May Concern:

This letter is to certify that at the Annual Town Meeting, held Saturday, May 11th, 2024, with a quorum being present, the following article was adopted by a majority vote:

3:22pm

SEA CAMPS COMPREHENSIVE PLAN: POND PROPERTY (500 W.H. BESSE CARTWAY)

ARTICLE NO. 19: To see if the Town will vote to accept the comprehensive plan for the Pond Property previously owned by the Cape Cod Sea Camps located at 500 W.B. Besse Cartway, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

MOTION presented by Select Board Member Cynthia Bingham: I move to approve Article 19 as printed in the warrant.

MOTION presented by Citizen Ed Wanamaker: I move to postpone indefinitely consideration Article No. 19.

ACTION on Ed Wanamaker's Motion: Defeated by a majority. Voter Cards.

MOTION made by Becky Fischer to "move the previous question" to indefinitely postpone made by Ed Wanamaker.

ACTION on Becky Fischer's Motion: Adopted by a unanimous vote. Voter cards.

Discussion resumed on the main motion presented by Cynthia Bingham.

MOTION made by Citizen Tim Hackert to "Move the previous question": Adopted by a Moderator declared 2/3 vote. Voter Cards.

ACTION on Main Motion: Adopted by a majority. Voter cards.

Sincerely,

Colette M. Williams
MMC/CMMC
Town Clerk
Brewster, MA



Town of Brewster

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

Office of:
Select Board
Town Manager

MEMORANDUM

TO: Select Board
FROM: Peter Lombardi, Town Manager & Donna Kalinick, Asst Town Manager
RE: Sea Camps Pond Property – Housing & Wastewater Summary Background Information & Key Points
DATE: January 2, 2026

The Select Board has discussed housing and wastewater on the Sea Camps Pond Property at length over the past several years. Your December 15 meeting packet included copious data and information to help inform your discussion on this topic. To further assist the Board in your decision-making processes on this complicated policy matter, we offer the following synopsis and key points for your consideration:

General Background

- In May 2024, after almost 2 years of community engagement, Comprehensive Plans were developed for both Sea Camps properties and presented to Town Meeting. The Pond Property Plan included 56 acres of conservation land, including walking trails and a public beach. The other 10 acres were designated for housing and wastewater. Town Meeting approved this plan.
- The Town of Brewster contributed \$3.5 million to the purchase of the Sea Camps Pond Property. The (now) 60 acres of open space has been put under a Conservation Restriction which will be held by the Brewster Conservation Trust and MA Audubon. These entities have agreed to collectively contribute \$2.5M toward the \$6M cost of acquiring this property. BCT has also pledged \$480k in supplemental funds to help cover the costs of ecological improvements to the Pond Property reflected in the Comprehensive Plan and recently revised Phasing and Financing Plan. Over the past year and a half, the Select Board has approved and executed gift agreements with these entities outlining the details of these partnerships, including as recently as December 2025.
- The Town secured state grant funding in FY25 to advance development of our Herring River Watershed permit, covering an area in South Brewster which includes the Pond Property. As part of this planning effort, the Town also commissioned a detailed analysis of wastewater solutions designed to specifically address the potential for additional housing units on this site. The draft watershed permit and related wastewater study were presented to and discussed

with the Select Board, Sea Camps Advisory Committee, and Water Resource Task Force in July 2025.

- At the request of the Select Board earlier this year, the Affordable Housing Trust (AHT) prepared Land Development Guidelines to provide a clear understanding of the steps that are taken by the AHT in developing housing on Town-owned land. These materials were presented to and discussed with the Select Board in August 2025.

Housing

- The 44 potential new housing units shown in Town presentation materials for the Pond Property as we worked through the Comprehensive Planning process were purely illustrative and meant to show the maximum number of units that would be considered on this site. The Town has not yet decided anything about whether and how housing would be developed at this location in terms of the number of units/bedrooms, composition (rental or home ownership), etc. That is what the feasibility study would accomplish. The feasibility process may find that housing is not, in fact, feasible at this location. The value of conducting a feasibility study is to provide an inclusive process and help make informed decisions.
- There are 15 steps included in Land Development Guidelines, each of which takes months or years to complete. The findings and feedback from the first 8 steps are due diligence that inform Select Board decisions on whether to issue a Request for Proposals to solicit proposals to developers to move forward with building housing at a particular location.
- In developing new housing, it is common practice to set aside conservation land as an offset to meet the goals of both housing and conservation. In this case, 60 acres, or more than 85% of the property, would be offsetting potential housing on site, which exceeds the Town's own rigorous Natural Resource Protection District's zoning bylaw standards for open space requirements for residential development in Zone 2 (requiring 65-80% of any such developments to be conserved).

Wastewater

- According to the Town's draft Watershed Permit for the Herring River, we are required to reduce our total nitrogen contributions to this watershed by 145 kg/year in the next 20 years. If the Town were to advance construction of up to 44 units of new housing on this site, it would generate up to 9 kg/year of new nitrogen to this watershed. This 145 kg/year calculation includes both new housing units on the Pond Property and the most conservative calculation for new development elsewhere in the watershed. In November 2025, Town Meeting approved \$300,000 in funding from the Town's Water Quality Stabilization Fund to purchase a conservation restriction on a former cranberry bog in Harwich. By doing so, the Town has already exceeded our nitrogen

reduction requirements for the entire watershed by an additional 40 kg/year, even after accounting for any new housing on the Pond Property, before our state permit is finalized.

- The Summer 2025 Fuss & O'Neill wastewater report outlines 6 different wastewater treatment solutions for 88 bedrooms of housing on the Pond Property, ranging from a shared/cluster Innovative/Alternative system to a more traditional wastewater treatment facility. It also examined onsite treatment versus treating it outside of the state's Zone 2 designation. Each system would treat new housing units on the Pond Property and connect to some existing adjacent residential properties that currently have traditional Title 5 septic systems, with a stated goal of overall improvement to groundwater quality.
- There are over 900 residential homes in the Zone 2 where this 10 acre portion of the Pond Property is located, including the following affordable housing developments: Belmont Park/Sean Circle, Sunny Pines, and White Rock Common.

Funding

- In general, new affordable housing typically takes about 5-10 years to fully complete based on its complexity. Seeking and securing funding for affordable housing development usually occurs about 3 to 5 years after the feasibility study. The Town provided \$1.5M in local funds to support the Spring Rock Village to support 45 units of new affordable housing community off Millstone Road. This amount was split between Community Preservation Act funds (\$500k) and Affordable Housing Trust funds (\$1M). All CPA funding requests require Town Meeting approval. AHT appropriations over \$250k require Select Board approval. For planning purposes, the Town's 5-Year Capital Improvement Program and AHT 5-Year Financial Plan contemplate that local funding for housing on this site would be similarly split between CPA (\$500k) and AHT (\$1M). Town Meeting could be asked to consider funding requests related to potential housing development on this site at an earlier stage in the planning process as well.
- The Fuss & O'Neill report evaluated the efficacy of various technologies and developed opinions of probable cost for each of the 6 wastewater options, which ranged from approximately \$4M to \$10M (based on the addition of 88 new bedrooms on this site). The developer would be responsible for covering their portion of the costs of any such system and our understanding is that the Town could secure State Revolving Fund financing and potentially a 25% subsidy from the Cape Cod and Islands Water Protection Fund toward the balance of the costs of constructing this wastewater treatment infrastructure. We also expect that Town Meeting would have an opportunity to vote on any necessary local appropriations (including for planning/design), and/or any legal or regulatory framework necessary to advance wastewater on the site (such as a septic/sewer betterment to connect nearby homes).

Process

- If the Select Board were to task the Affordable Housing Trust with taking next steps in considering housing for this site, the Select Board would retain care, custody, and control of the 10 acres. Here again, Spring Rock Village serves as a relevant recent example. There, the Select Board was the entity that approved and issued the Request for Proposals (RFP), entered a Land Development Agreement, signed the Local Initiative Program application, approved AHT funding, and entered a long-term lease. In that instance, the AHT was directed by the Select Board to work on a feasibility study, RFP process, community engagement, and funding scenarios. It is expected that a similar approach would be taken for the Pond Property, although the Board could be more actively engaged and/or require regular status updates from the AHT. The Select Board could also narrowly task the AHT with working through the feasibility study and reporting back to the Select Board before next steps are decided. In addition, the Select Board could seek input from other relevant Town boards and committees as part of the early due diligence work. In general, the Select Board can shape the process by which decisions about housing and wastewater on this property are made.
- The AHT has historically secured technical assistance for affordable housing feasibility studies from Mass Housing Partnership. This program was recently restructured as a forgivable loan of up to \$35k if the Town proceeds with a project within 5 years of completion of the study. An integral part of the Town's approach to housing feasibility has included engaging our residents in discussion about any potential housing and taking their feedback into account. The Select Board could explicitly require that the AHT take a similar approach with this property. Based on previous similar processes, we expect a feasibility study would take about a year to complete. Any relevant Integrated Water Resource Management Planning and/or Land Evaluation Committee activities could be completed in parallel during this time frame.
- The Water Resource Task Force could also be tasked with assisting in further assessment of wastewater treatment solutions in tandem with any consideration of housing on this site once more information about the potential number of units and overall composition of any housing on this site is available. Since the Fuss & O'Neill study focused its analysis on the highest potential number of new housing units on the Pond Property, additional evaluation of scaled down wastewater solutions may be needed if the Town is actively considering a smaller number of units on site.

This information is largely gleaned from the following supporting materials from your December 15 meeting:

- Comprehensive Plan (Map) Adopted by Town Meeting in May 2024
- Pond Property Survey (October 2025) – documenting that the property is actually 70 acres (not 66 as originally thought), and reflecting that 60 acres will be held under a conservation restriction (not the 56 that was originally agreed to)
- Pond Property Discovery Analysis (March 2023) prepared by Reed Hilderbrand and their consulting team – including property history, context, topography and hydrology, ecology, circulation, open space, landscape character, opportunities and constraints, utilities, and building inventory & analysis
- Pond Property Natural Resources Inventory (March 2023) prepared by LEC Environmental Consultants in coordination with Reed Hilderbrand – including existing conditions, soils & topography, habitat, wildlife, and wetlands regulatory implications
- Housing & Wastewater Treatment Analysis (January 2024) prepared by Reed Hilderbrand – including various illustrative examples of potential housing on the 10 acres adjacent to Rt 137
- Land Development Guidelines (August 2025) from Brewster Affordable Housing Trust – including detailed step-by-step approach used by BAHT to build housing on Town-owned land (Spring Rock Village on Millstone Road as recent example) and data on Town affordable housing projects & their funding sources/amounts
- Mass Housing Partnership Housing Opportunity on Public Land Program – technical assistance available to communities to help early stage planning for affordable housing that Brewster has utilized in recent projects
- Draft Herring River Watershed Plan (June 2025) prepared by Horsley Witten, Brewster’s long-time water planning consultant – including nitrogen management options for entire watershed and specific to Sea Camps Pond Property
- Presentation on Herring River Watershed Plan (July 2025) prepared by Horsley Witten
- Pond Property Wastewater Feasibility Analysis (July 2025) prepared by Fuss & O’Neill – including site review, subsurface sewage disposal system evaluation, decentralized treatment system evaluation, sewage collection system evaluation, and budgetary cost summary
- Presentation on Pond Property Wastewater Feasibility Analysis (July 2025) prepared by Fuss & O’Neill
- Hydrogeological Analysis of Pond Property (April 2022) prepared by Thomas Cambareri for Brewster Conservation Trust
- Ecosystem Services Assessment of Pond Property (December 2021) prepared by Mass Audubon
- Brewster Ponds Coalition Letter Opposing Funding for Housing on Pond Property (December 2025)
- Brewster Ponds Coalition Joint Resolution Regarding the Development of the Long Pond Property (September 2024)

Supplemental materials for your January 5 meeting include:

- Spring Rock Village (Millstone Road Affordable Housing) Feasibility Study (July 2019)
- Spring Rock Village Watershed Study (January 2021)
- Brewster Conservation Trust Correspondence to the Town regarding Pond Property, including Gift Agreements (June 2021-present)
- Correspondence from various Town residents and local organizations to Select Board members and/or the Town Manager's Office
- Public Drinking Water Supply Section from Draft Integrated Water Resource Management Plan Update (December 2025) – see agenda item #14

Town of Brewster Sea Camps Pond Parcel Discovery Analysis

March 29, 2023

REED HILDERBRAND

WXY



LEC

HISTORY

These places were part of the ancestral homelands of the Aquinnah Wampanoag and the Mashpee Wampanoag peoples for thousands of years prior to European occupation. The Wampanoag tribes sustainably managed and cared for the Cape's coastal and pond ecosystems which in turn sustained them.



HISTORY

Thomas Prence and William Bradford, on behalf of Plymouth and its partners, purchase most of present-day Brewster from Sachems Wano and his son Sachemas. Brewster was first settled as a northeastern parish of the town of Harwich.

Following European settlement it is unknown what the sites were used for. However, much of Cape Cod was cleared for lumber and the resulting clearings were used for sheep pasture.

Brewster was incorporated as a municipality.

The main house is built.

The Delahanty and Dodd families founded a boy's camp called Camp Monomoy located on a six-acre property in West Harwich.

Camp Monomoy moved to Brewster to an area that is now part of Nickerson State Park.

The Delahanty family opened Camp Wono, a girls' overnight camp, on the Bay Parcel. Most of the cabins are built in the 1940s.

A day camp was added.

Camp Monomoy and Camp Wono are merged into one co-ed camp.

The Boathouse and Arts Building are built.

The Cape Cod Sea Camps ceased operations and were listed for sale.

Brewster residents vote for the town to acquire the two parcels.

1653

1803

1912

1922

1925

1938

1965

1975

2006-2008

2020

2021

WAMPANOAG LANDS

10,000+ YEARS

Present-day Route 6A was an ancient Native foot path.

POND PARCEL

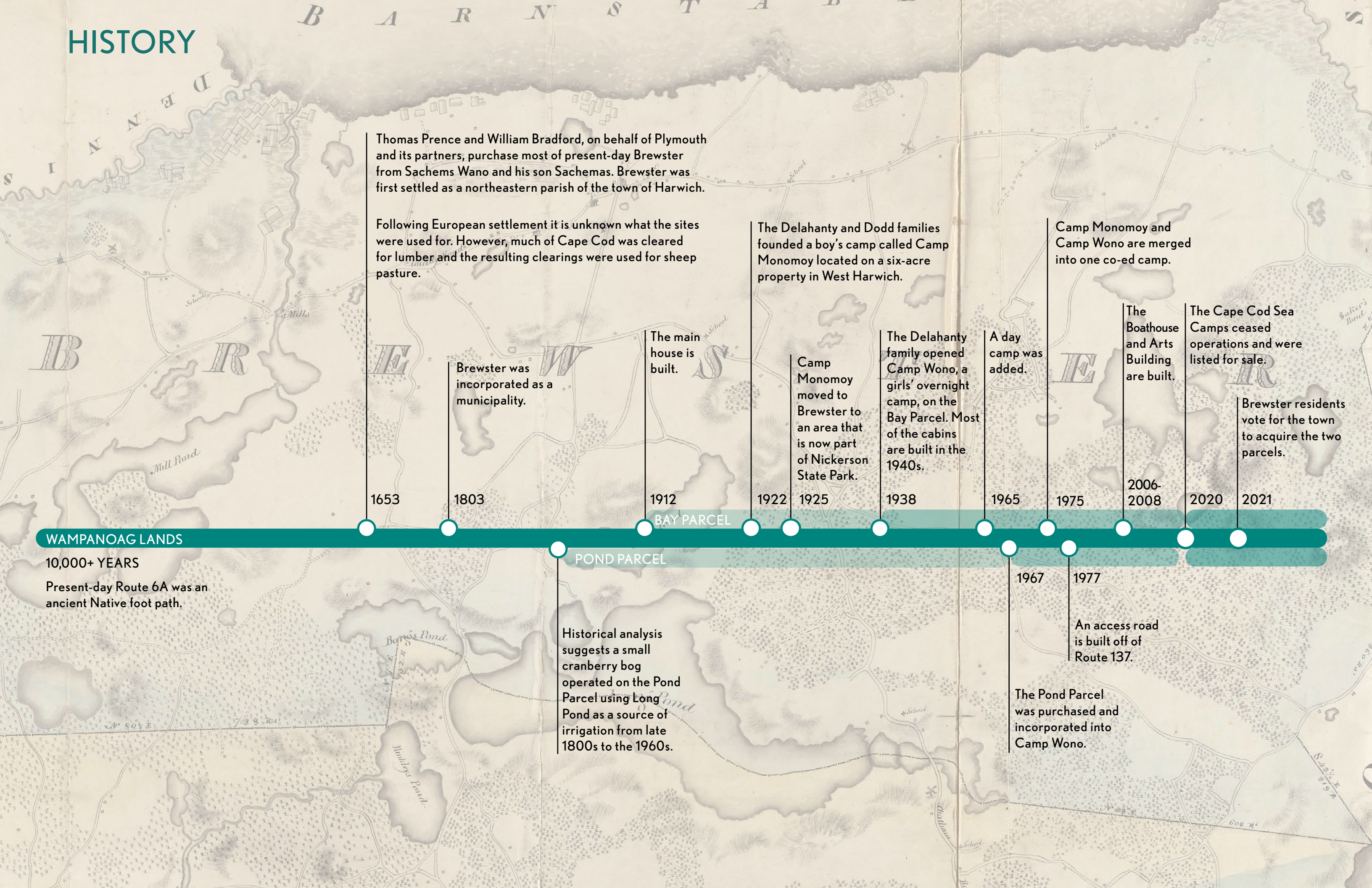
Historical analysis suggests a small cranberry bog operated on the Pond Parcel using Long Pond as a source of irrigation from late 1800s to the 1960s.

1967

1977

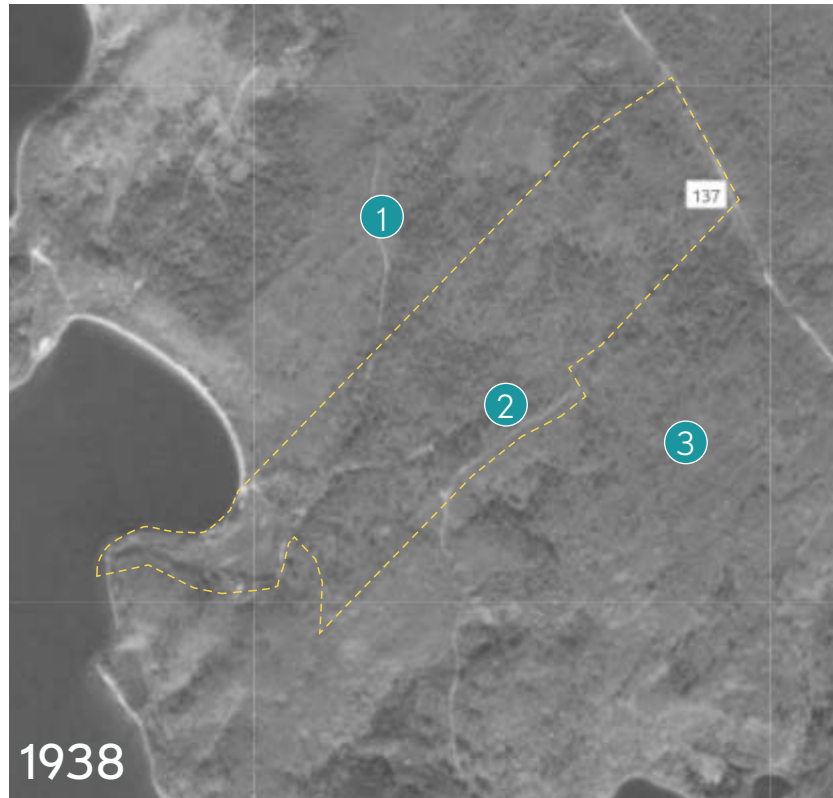
An access road is built off of Route 137.

The Pond Parcel was purchased and incorporated into Camp Wono.

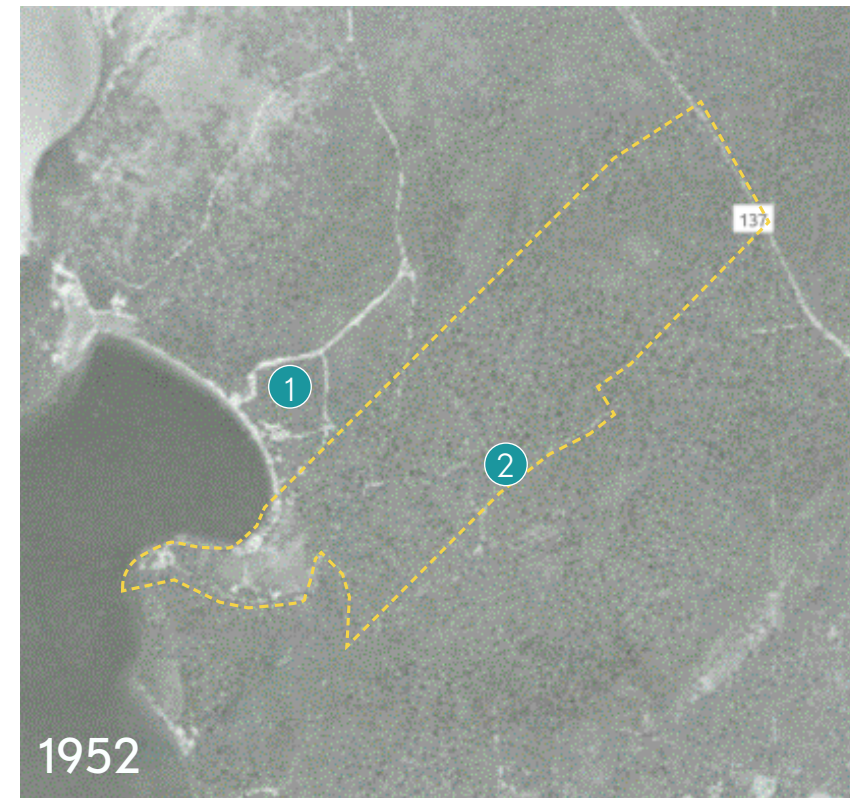


HISTORIC SITE EVOLUTION

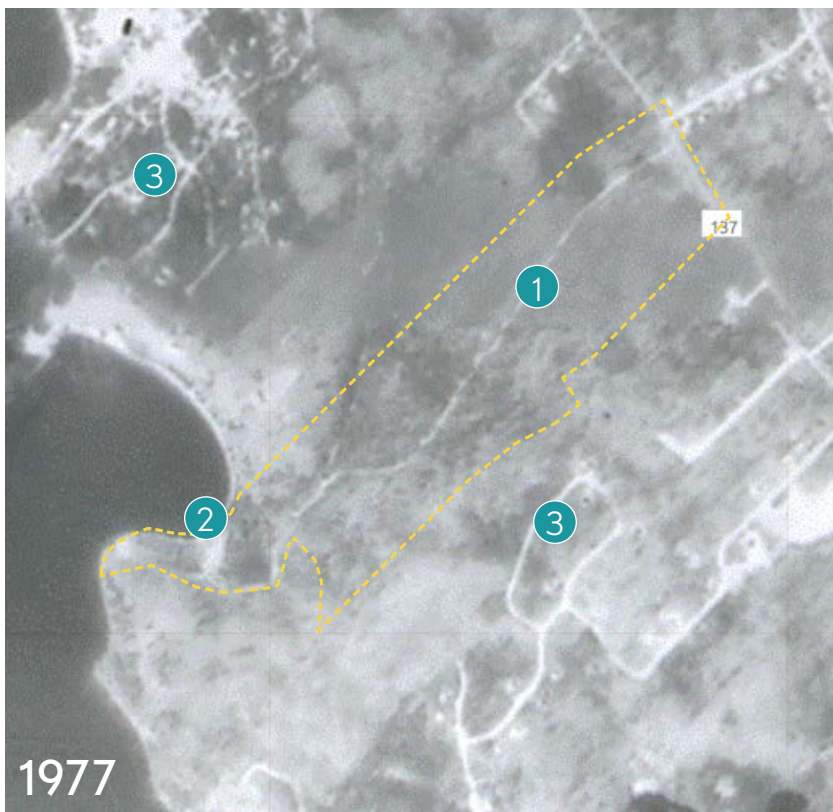
Long Pond Parcel



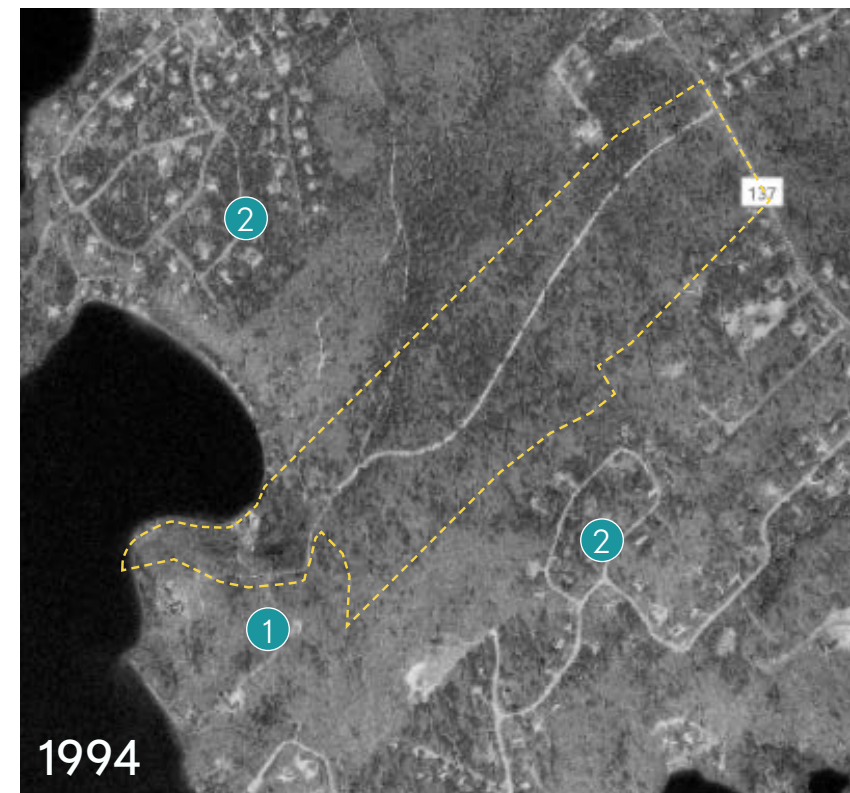
- 1 The only road access to the parcel is via Besse Cartway, not directly off of Route 137.
- 2 A road exists along the central-southern edge of the parcel.
- 3 The parcel is surrounded by contiguous woodland.



- 1 Roadways are added northwest of the parcel off of Besse Cartway.
- 2 The road along the central-southern edge of the parcel has been reforested.



- 1 The access road off of Route 137 is added for use by the Sea Camps.
- 2 Vegetation around the pond beach area is removed, creating a larger clearing. Small cabins and boat storage are built by the pond clearings.
- 3 Roadways to neighboring residential areas are developed.



- 1 At the southwest area of the site, residential houses are built south of the property line and accessed through Besse Cartway.
- 2 Neighboring residential areas become denser.

CONTEXT

Set Within an Open Space Network

The Bay and Pond Parcels have the potential to contribute to Brewster's vibrant network of open spaces and leverage connections to adjacent conserved areas including Spruce Hill and the Long Pond Woodlands.



CONTEXT

Access

The Bay Parcel is located on Route 6A. The upcoming Millstone Improvement Project will enhance bike and pedestrian connection to both parcels by providing sidewalks on the 3.1 mile long Millstone Rd. The rail trail is in close proximity to the entrance of the Bay Parcel.

The Pond Parcel is located on Route 137. There are some access limitations since there are no sidewalks on Route 137.



CONTEXT

Relationship to Town Amenities

Both parcels present opportunities to expand Brewster's town amenities by providing space for new activities and the potential relocation of existing amenities in need of upgrading.



KEY QUESTIONS GUIDING OUR SITE ANALYSIS

1. How will program, access and parking needs be balanced with conservation goals, environmental regulations, and topographic challenges?
2. What area or areas are best suited to meet the majority (at least 50%) conservation restriction?
3. Where may there be opportunities for building on site (housing, parking, municipal uses, active recreation, or other)? What is the process for evaluating building in the Zone 2 area?
4. If housing is a desired use, what density would be appropriate and how will that density be determined by the Town?

TOPOGRAPHY AND HYDROLOGY

Elevation

The pond parcel's dramatic topography, descending over 75 feet from a high point at Route 137 to a low point at the pond beach, is characterized by steep slopes on both sides of the road and a distinct upland wooded zone with sunken kettle landforms throughout.



SLOPED ACCESS OFF OF DRIVEWAY



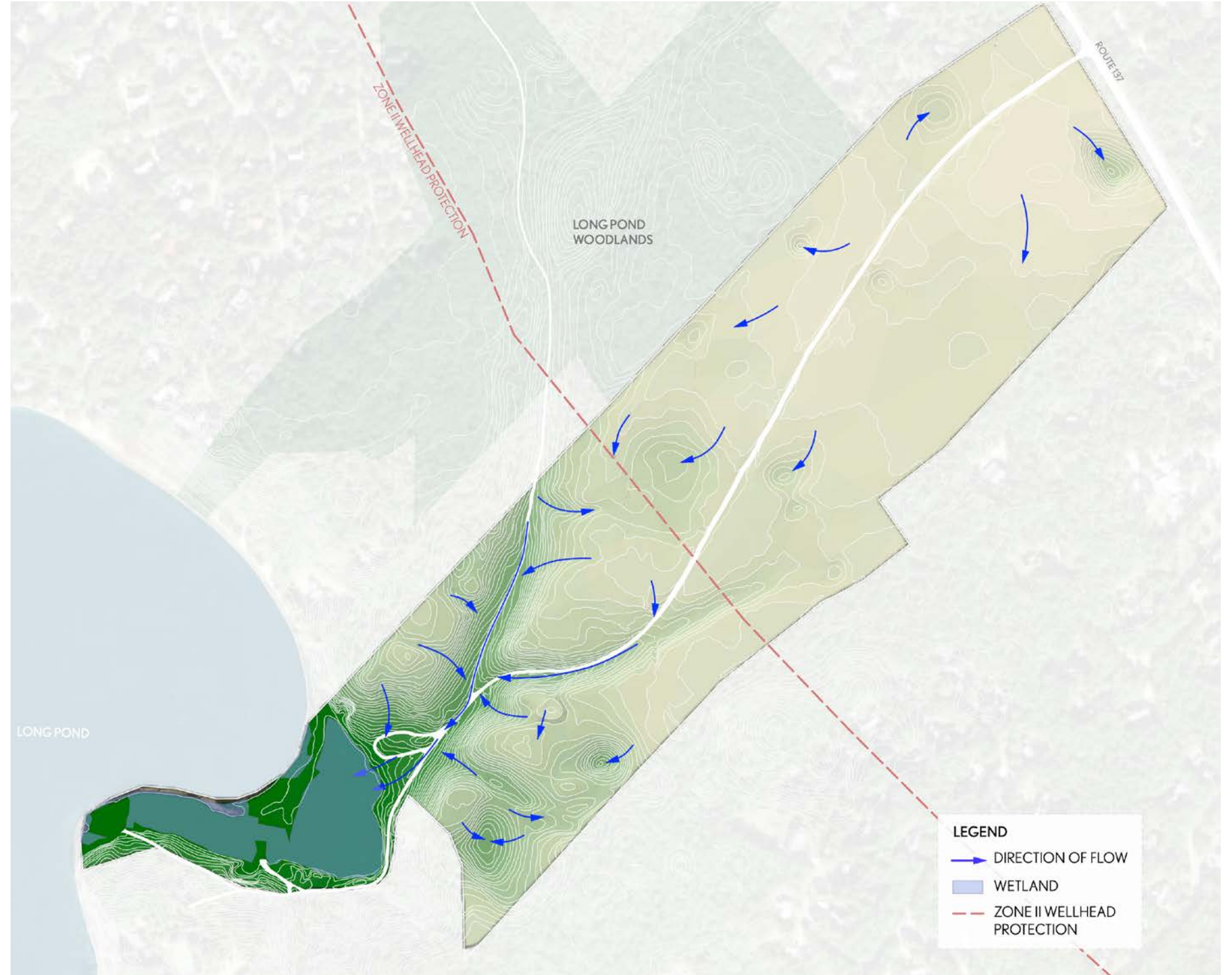
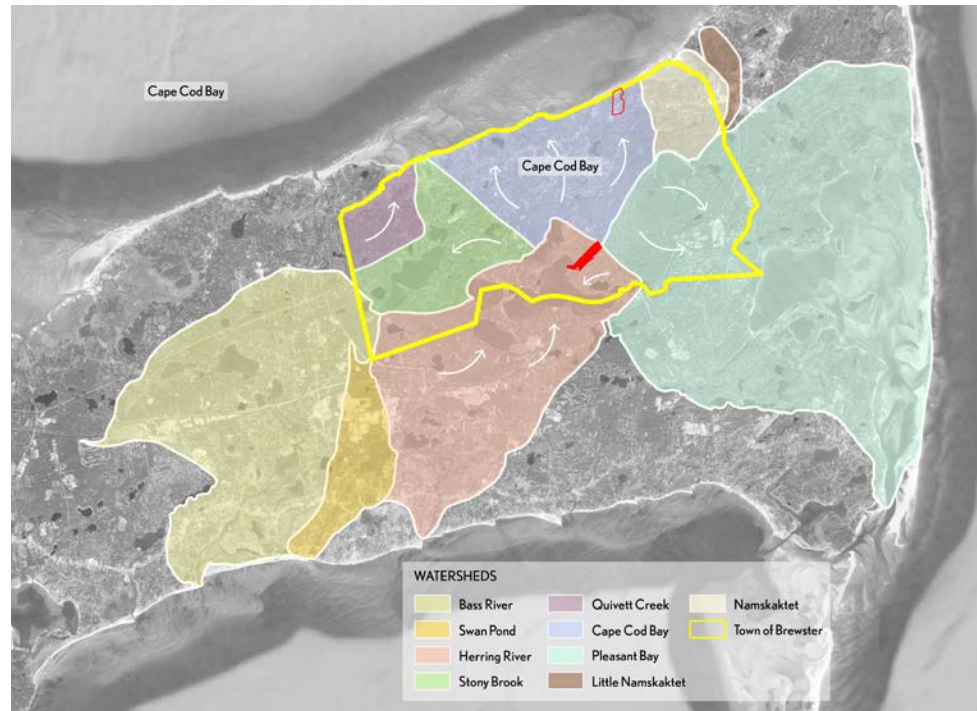
CHARACTER OF ROADS SURROUNDED BY UPLAND WOODS



TOPOGRAPHY AND HYDROLOGY

Hydrology

The Pond Parcel is situated in the Herring River watershed. Localized water primarily flows from Route 137 towards the Pond. Because the roads are sunken, water flows from the surrounding steep slopes of the upland areas into the existing roads. The pond edge is characterized by wetlands and existing cranberry bogs.



TOPOGRAPHY AND HYDROLOGY

Slope

The wetlands and open grassy areas by the pond are surrounded by steep slopes. Steep slopes also characterize the middle portion of the parcel while area under 2% slope is located closer to Route 137.



OPEN AREA BY POND SURROUNDED BY UPLAND FOREST



SLOPED TOPOGRAPHY



LEGEND	
	<2% SLOPE
	<8% SLOPE
	<12% SLOPE
	>12% SLOPE
	ZONE II WELLHEAD PROTECTION

ECOLOGY

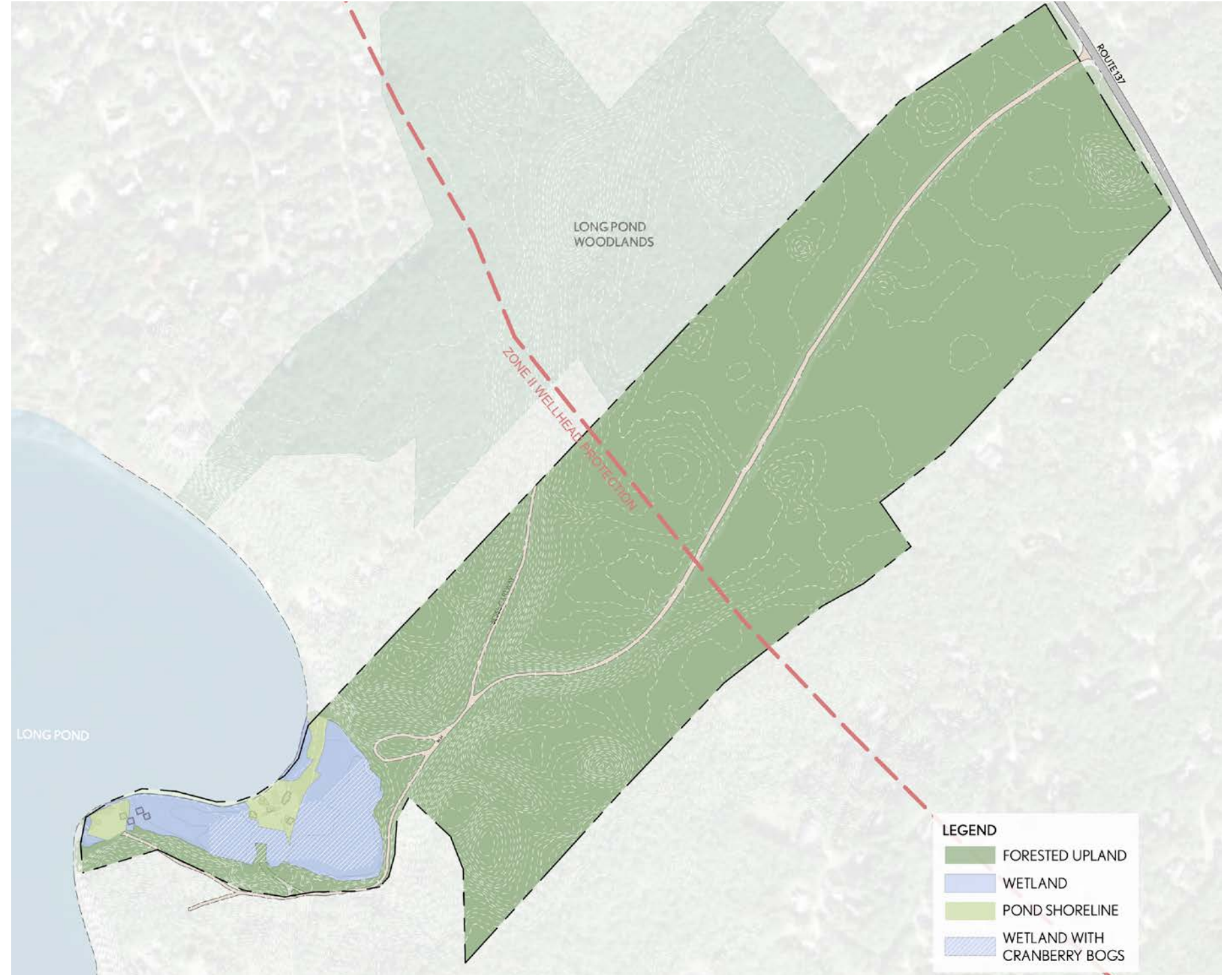
Plant communities

The parcel is composed of upland woodland, wetlands and pond shoreline.

UPLAND WOODLAND



WETLAND AND POND



ECOLOGY

Wildlife

Vernal pool habitat may be present within the interior of the wetland providing important habitat for many vertebrate and invertebrate species.

Long Pond provides habitat for a multitude of waterfowl, including migrant and wintering waterfowl.

The property is located within the Brewster Ponds and Woodlands Important Bird Area. MassAudubon surveys indicate significant breeding populations of five regional high conservation priority species, and the presence of the Northern Parula, a state threatened species.



White-tailed deer



Big Brown Bat



Gray squirrel



Eastern chipmunk



Northern Parula



Eastern towhee



Black-capped chickadee



Chipping sparrow



Song sparrow



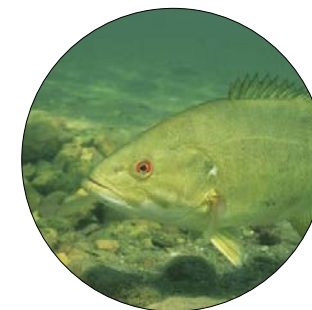
Red-bellied woodpecker



Eastern red-backed salamander



American toad



Smallmouth Bass



Largemouth Bass



Yellow Perch

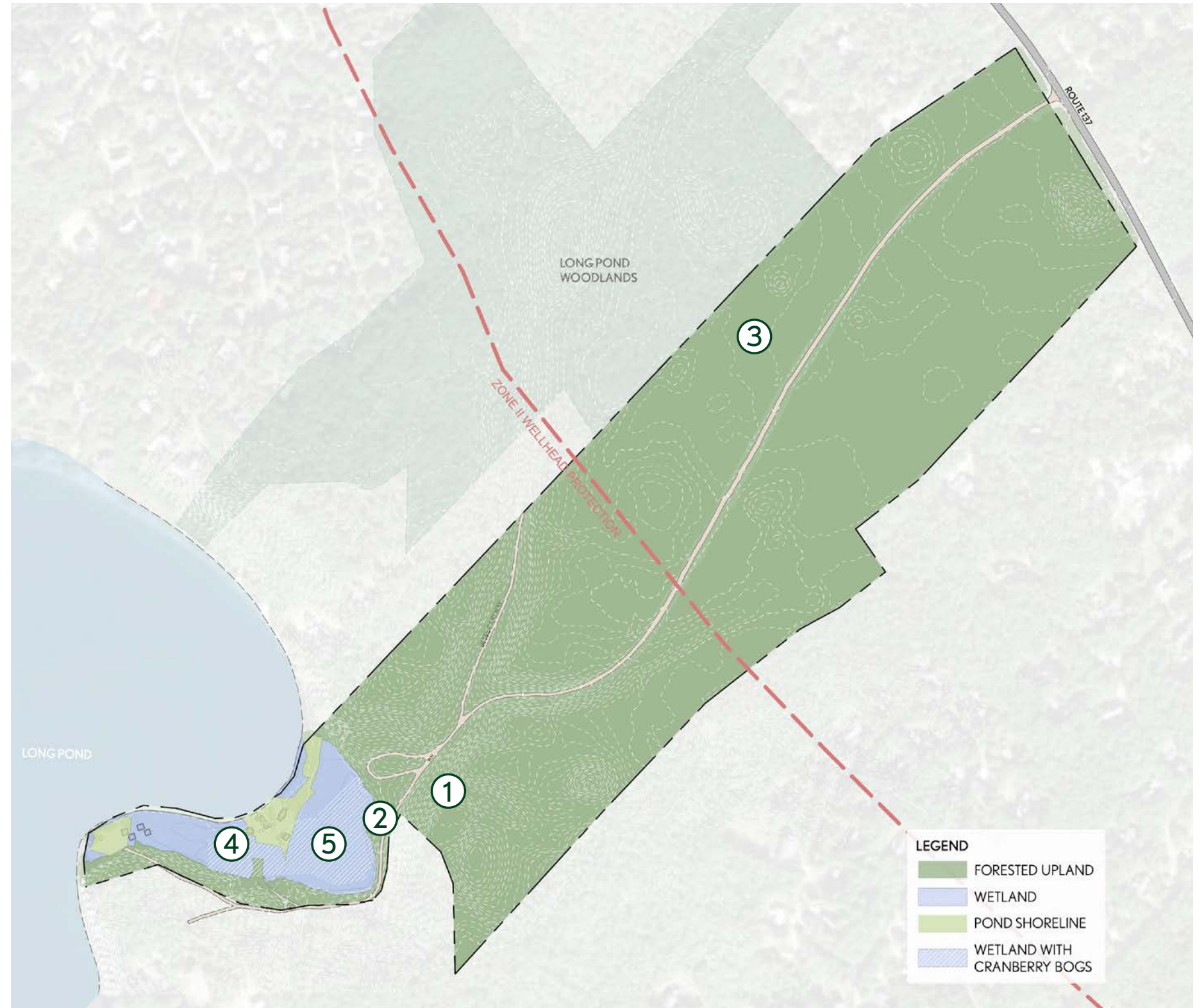


Pumpkinseed

ECOLOGY

Recommendations

- ① Address the erosion/sedimentation along sections of Besse Cartway into the adjacent border vegetated wetland. This may involve remediation measures to collect runoff and slope stabilization; additional analysis is warranted on what measures can be implemented.
- ② Perform a Vernal Pool Assessment(s) within the abandoned cranberry bog in spring (March-April) to provide baseline information.
- ③ Protect contiguous forest.
- ④ Protect wetland ecosystems and critical habitat areas.
- ⑤ Verify wetland resources and buffer zones through regulatory filing with the Brewster Conservation Commission.



CIRCULATION

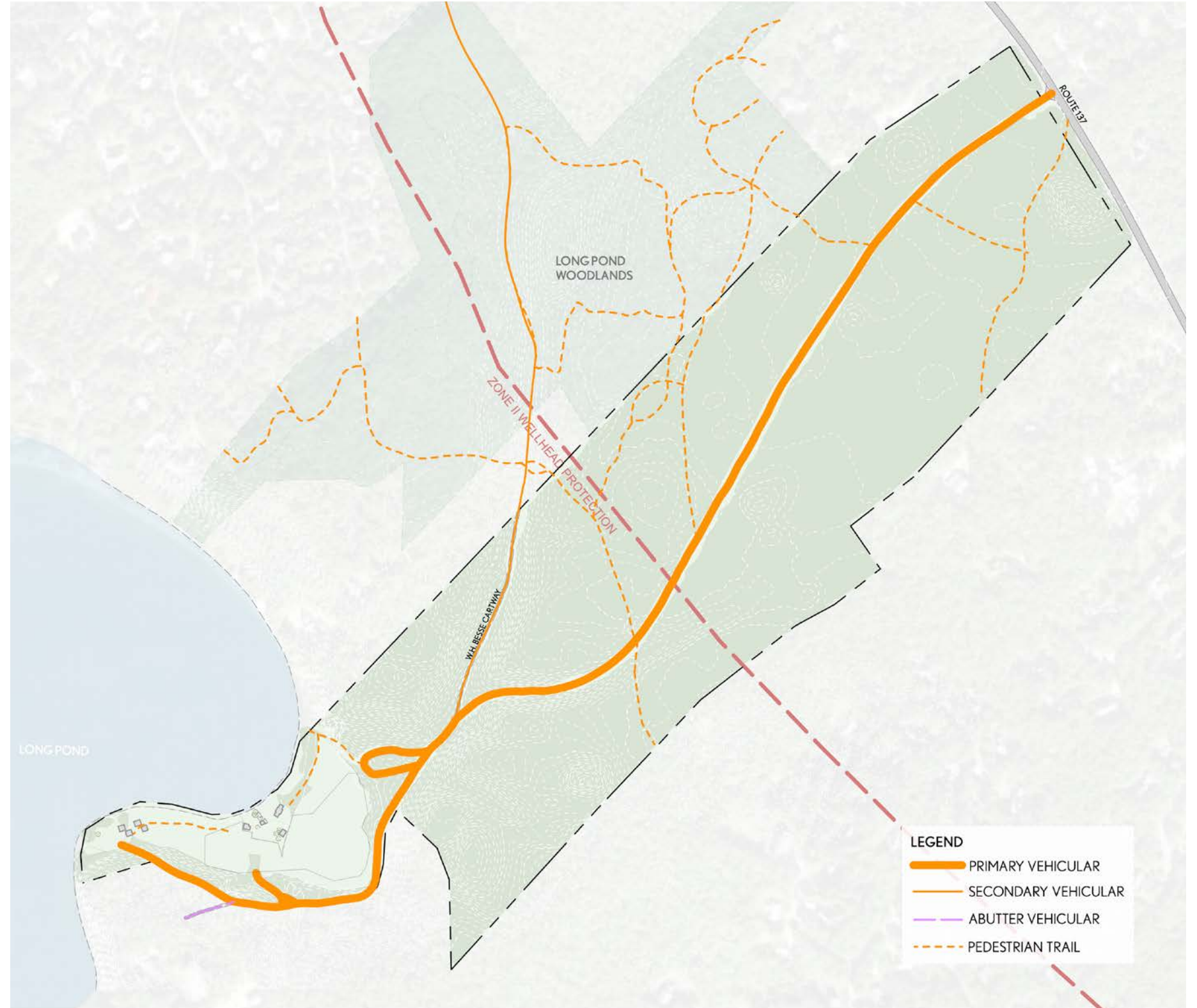
Vehicular and pedestrian circulation in the pond parcel is limited. Roads are narrow, steep and rugged. Historically, Besse Cartway was used to access the site before the driveway access was added. The site roads are used for abutter access to private properties by Long Pond and access via Besse Cartway circulates through a residential neighborhood. Walking trails tie into the Long Pond Woodlands.



TRAIL ALONG POND EDGE

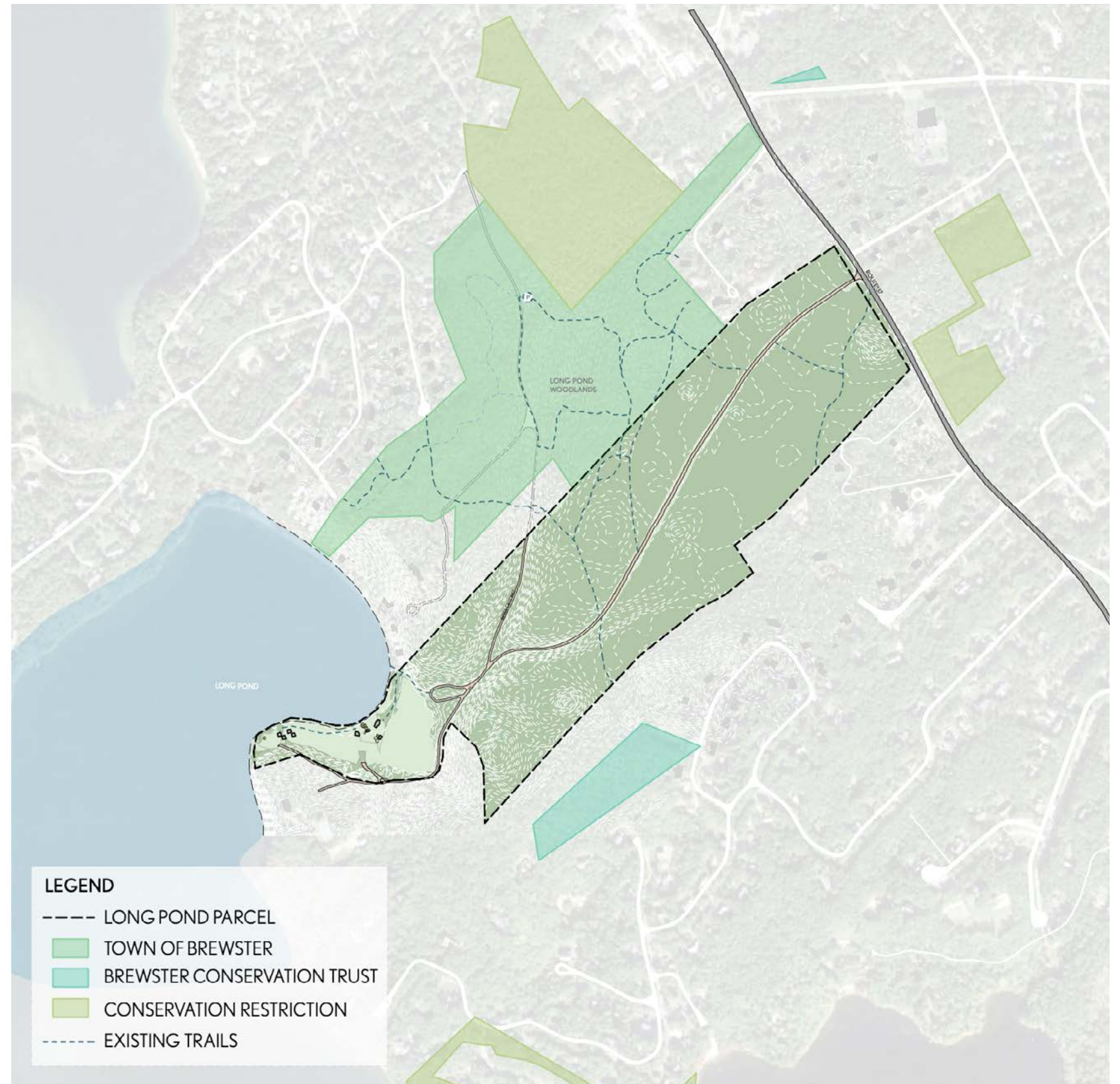


PRIMARY ROAD PROVIDES ABUTTER ACCESS



OPEN SPACE

There is potential to leverage the parcel's proximity to Long Pond Woodlands by enhancing trail connections and preserving contiguous woodland between the two parcels.



LANDSCAPE CHARACTER



POND OUTLOOK



WETLAND



GRASSY CLEARING



PROTECTED BEACH COVE



POND EDGE VEGETATION



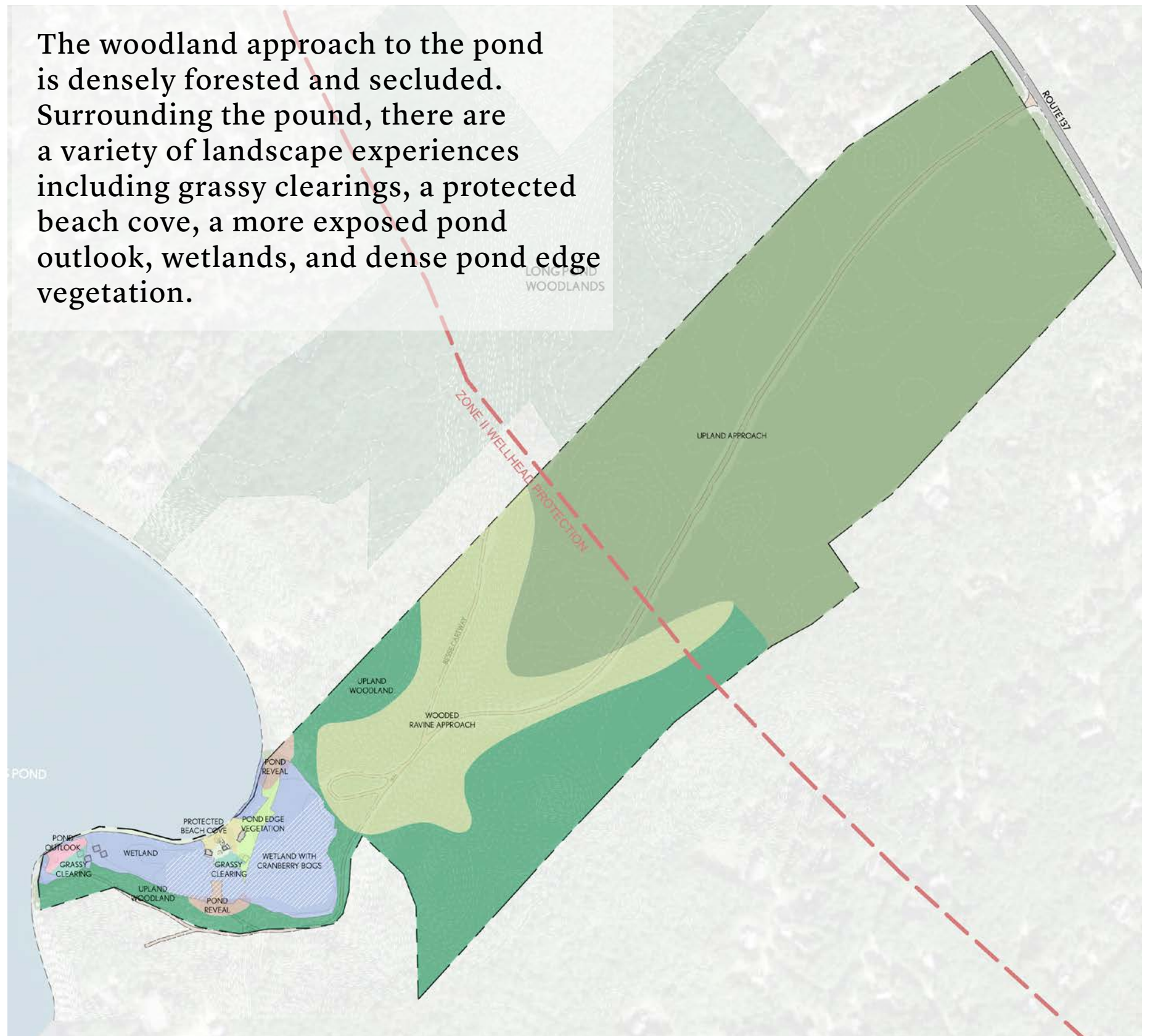
UPLAND WOODLAND



WOODED RAVINE APPROACH



WETLAND WITH CRANBERRY BOG

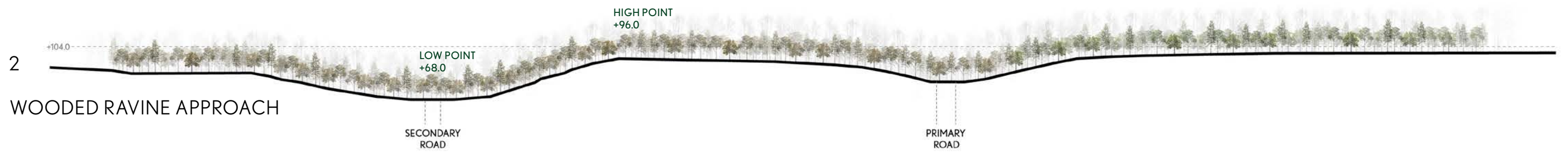


The woodland approach to the pond is densely forested and secluded. Surrounding the pond, there are a variety of landscape experiences including grassy clearings, a protected beach cove, a more exposed pond outlook, wetlands, and dense pond edge vegetation.

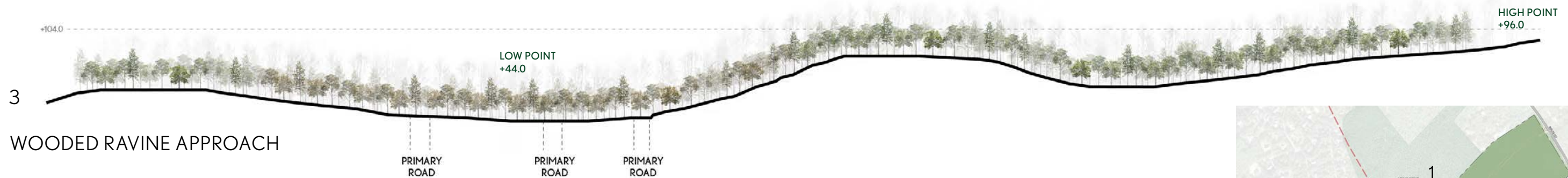
LANDSCAPE CHARACTER



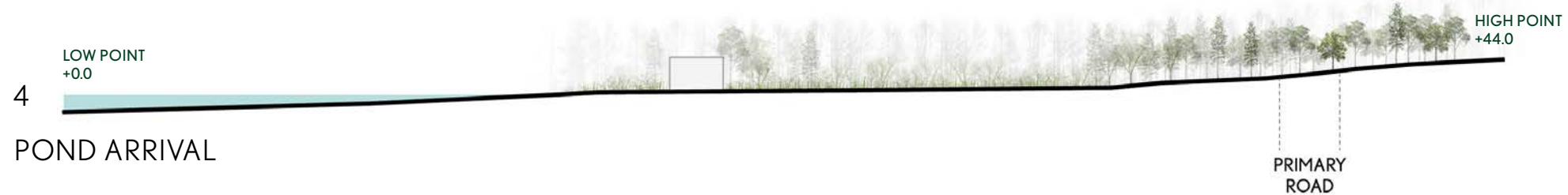
UPLAND APPROACH



WOODED RAVINE APPROACH



WOODED RAVINE APPROACH



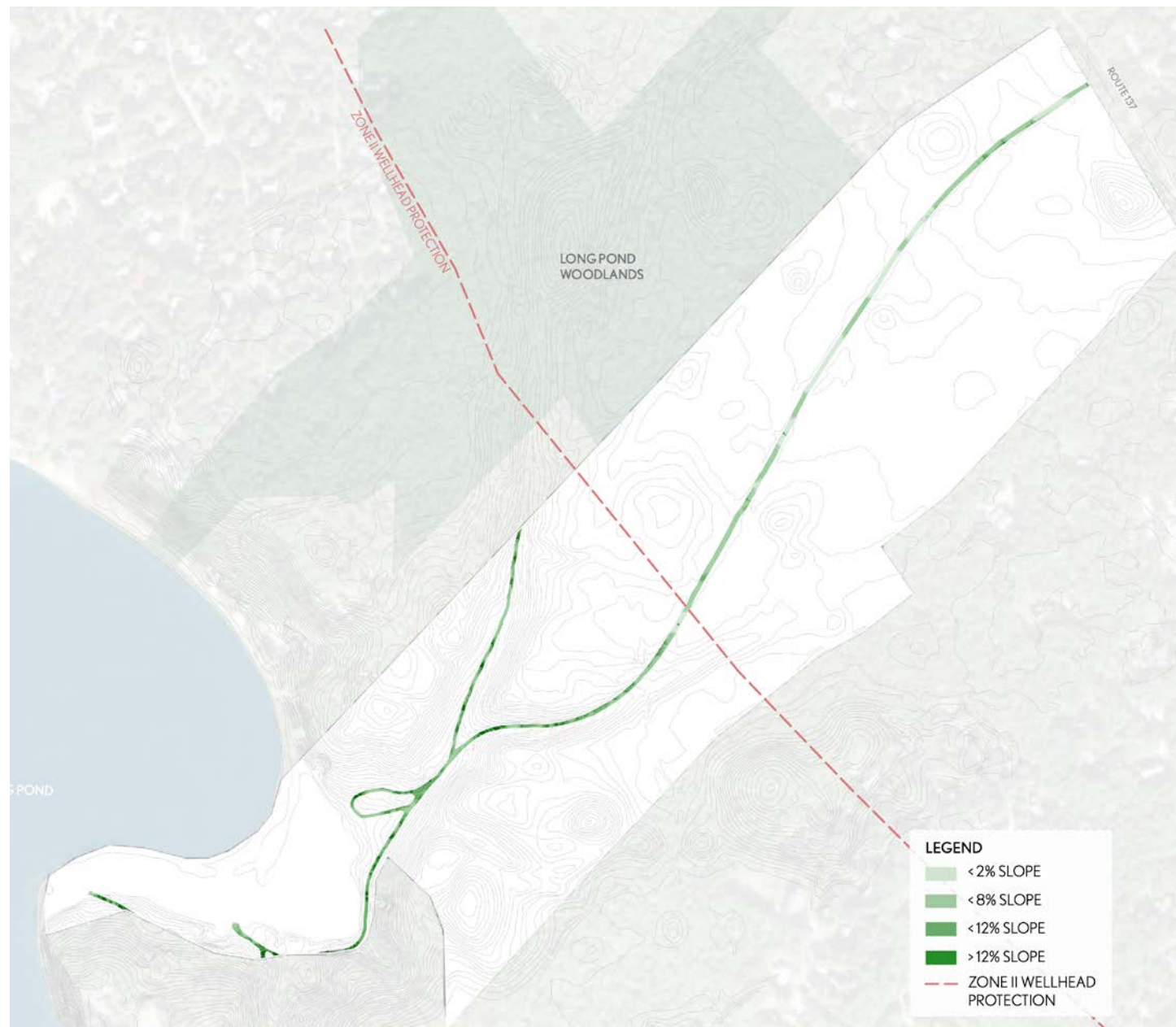
POND ARRIVAL



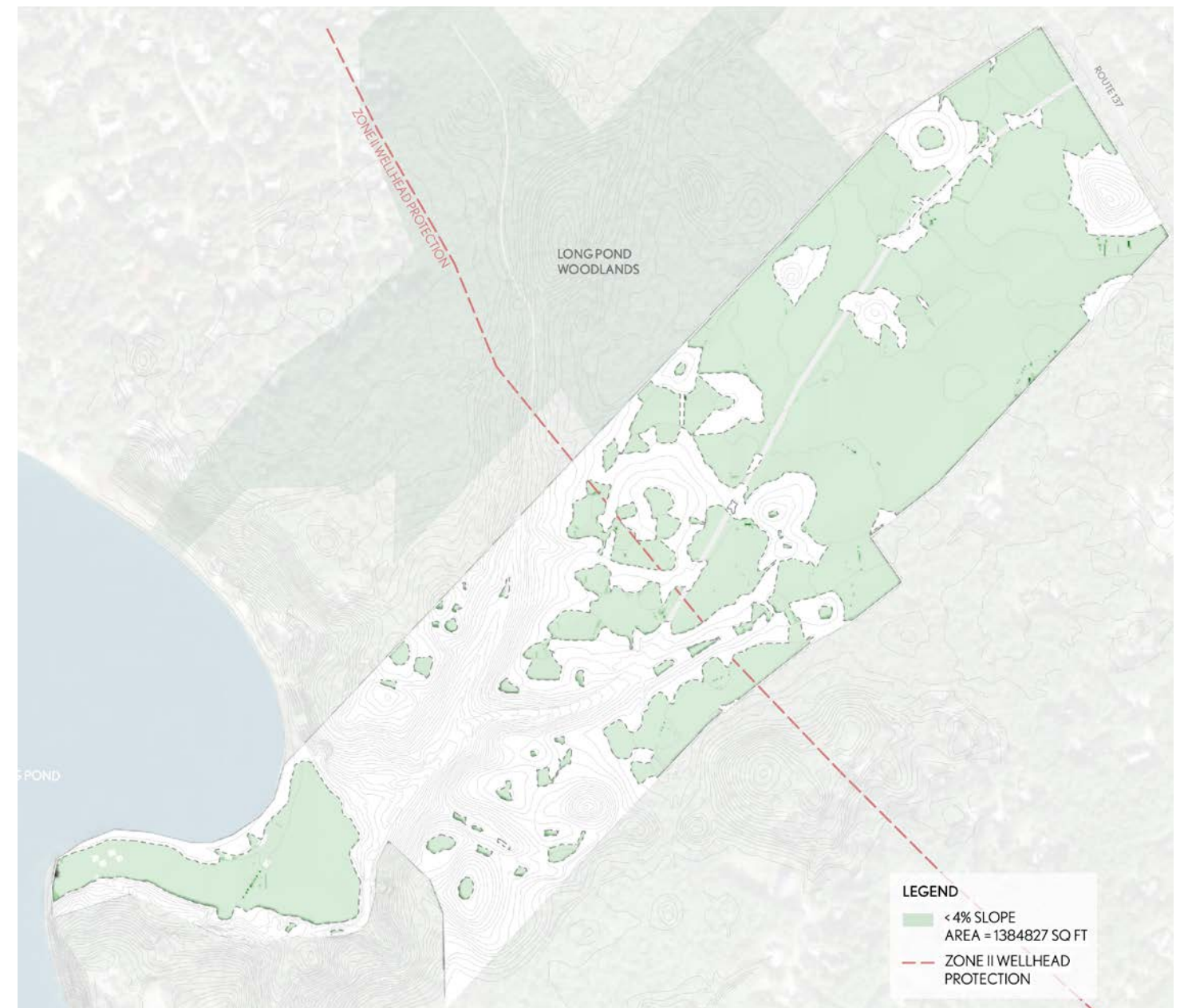
OPPORTUNITIES AND CONSTRAINTS

Topography

Vehicular circulation is characterized by steep slopes. The majority of the topography under 4% slope is located in the Zone II closer to Route 6A.



PATH SLOPE



AREAS UNDER 4% SLOPE

OPPORTUNITIES AND CONSTRAINTS

Current Zoning Regulations

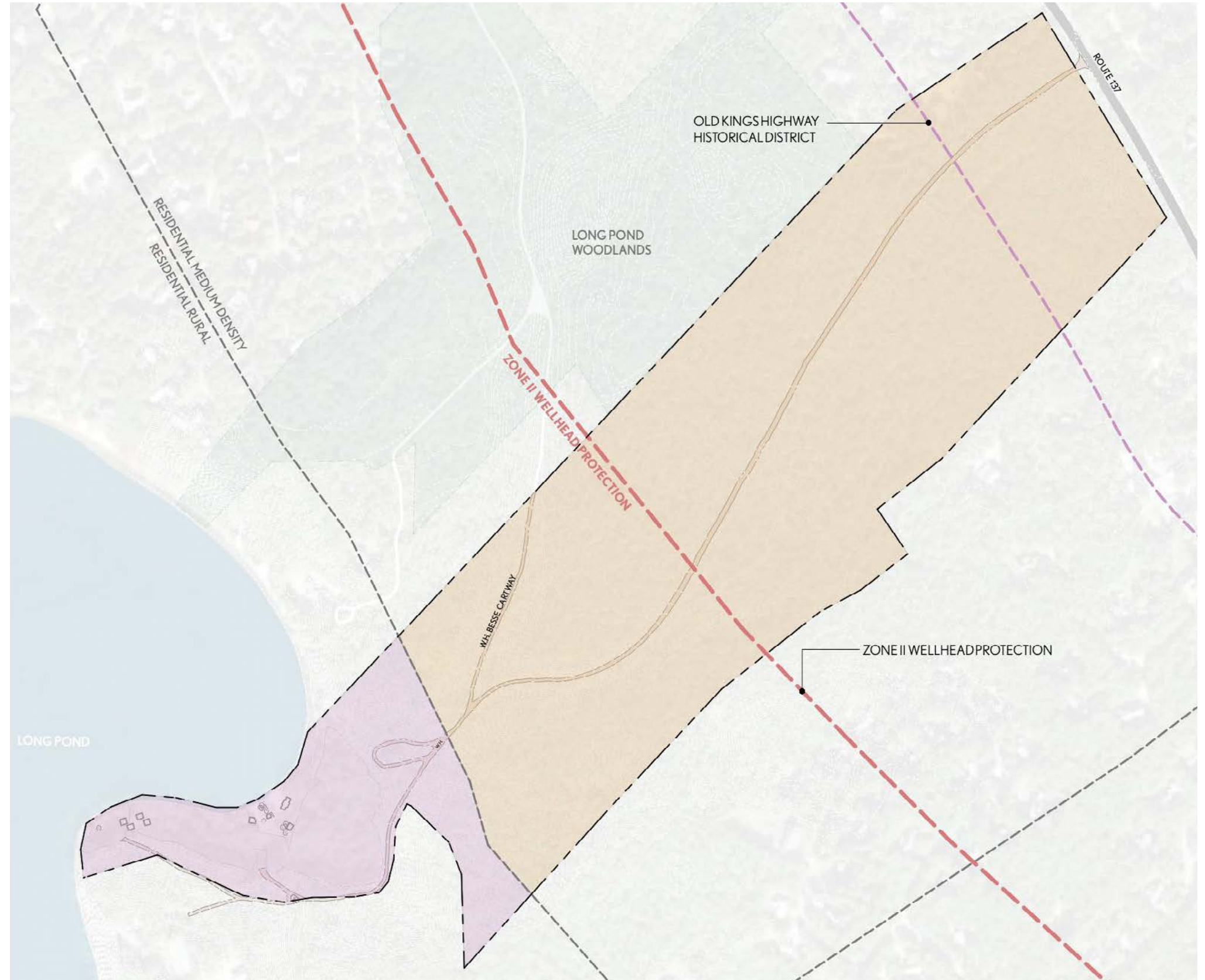
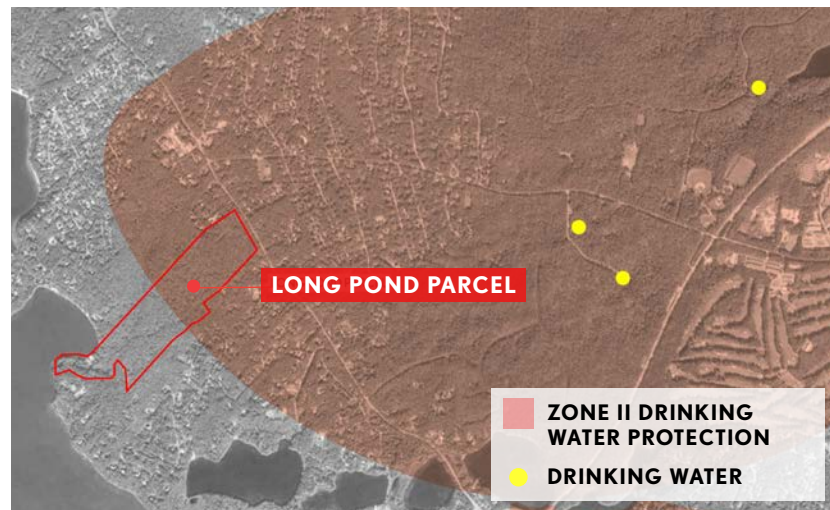
ZONE II WELLHEAD PROTECTION

Zone II is the land surface area that contributes water to a public well. Protecting undeveloped open space around the Town's wells minimizes the potential for contaminants to impact drinking water quality. DEP recommends communities restrict certain high risk land uses from the Zone II.

The Town's Water Quality Review Bylaw prohibits hazardous materials use, or storage at volumes above those typically used in a household, in the Zone II areas. Zone II areas must be protected to maintain Town water nitrogen levels under 10mg/L, and PFAS below 20 parts per trillion.

OLD KINGS HIGHWAY HISTORIC DISTRICT

New buildings and modifications to existing buildings are reviewed by the Historic District Committee to ensure any changes are appropriate to maintaining the aesthetic tradition of Brewster as a member of the Old King's Highway Regional Historic District.



OPPORTUNITIES AND CONSTRAINTS

Natural Buffer Zones

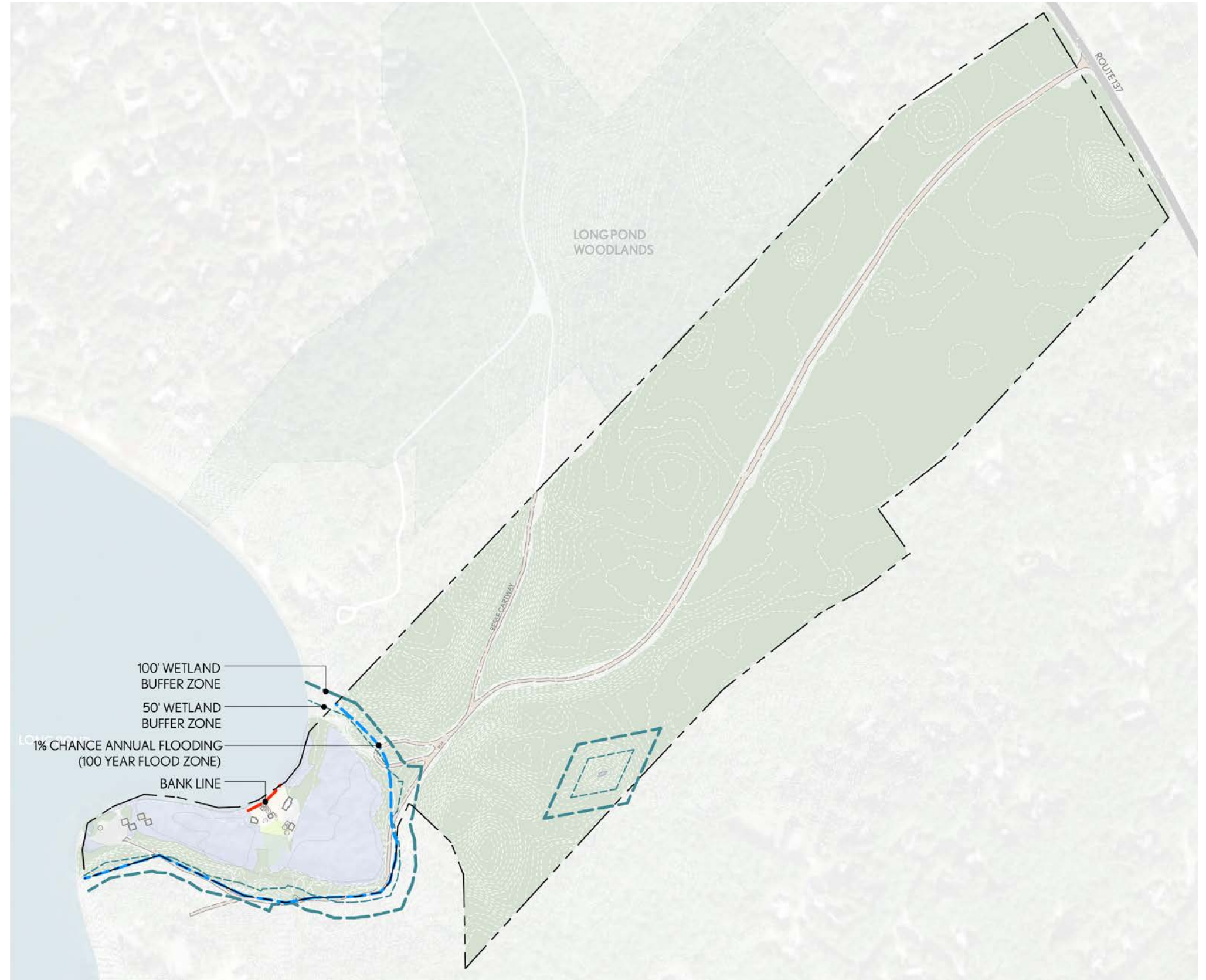
WETLANDS

50'/100' BUFFER ZONE

Activity within this zone must not impair the wetland's ability to perform. Building within or altering a vegetated wetland is prohibited unless a variance is granted, which can occur if there is an overriding public interest and the proposed activity does not impair the wetland functioning. Maintenance of an already existing structure is permitted.

1% CHANCE ANNUAL FLOODING (100 YEAR FLOOD ZONE)

BORDERING LAND SUBJECT TO FLOODING (BLSF)
This area is susceptible to annual flooding.



LEGEND

- WETLANDS
- BEACH
- 100' WETLAND BUFFER ZONE
- 50' WETLAND BUFFER ZONE
- 1% CHANCE ANNUAL FLOODING (100 YEAR FLOOD ZONE)
- BANK LINE

OPPORTUNITIES AND CONSTRAINTS

Biomap Critical Landscapes and Habitats

Sensitive areas will structure development opportunities on site.

CORE HABITAT AND CRITICAL NATURAL LANDSCAPE



CORE HABITAT

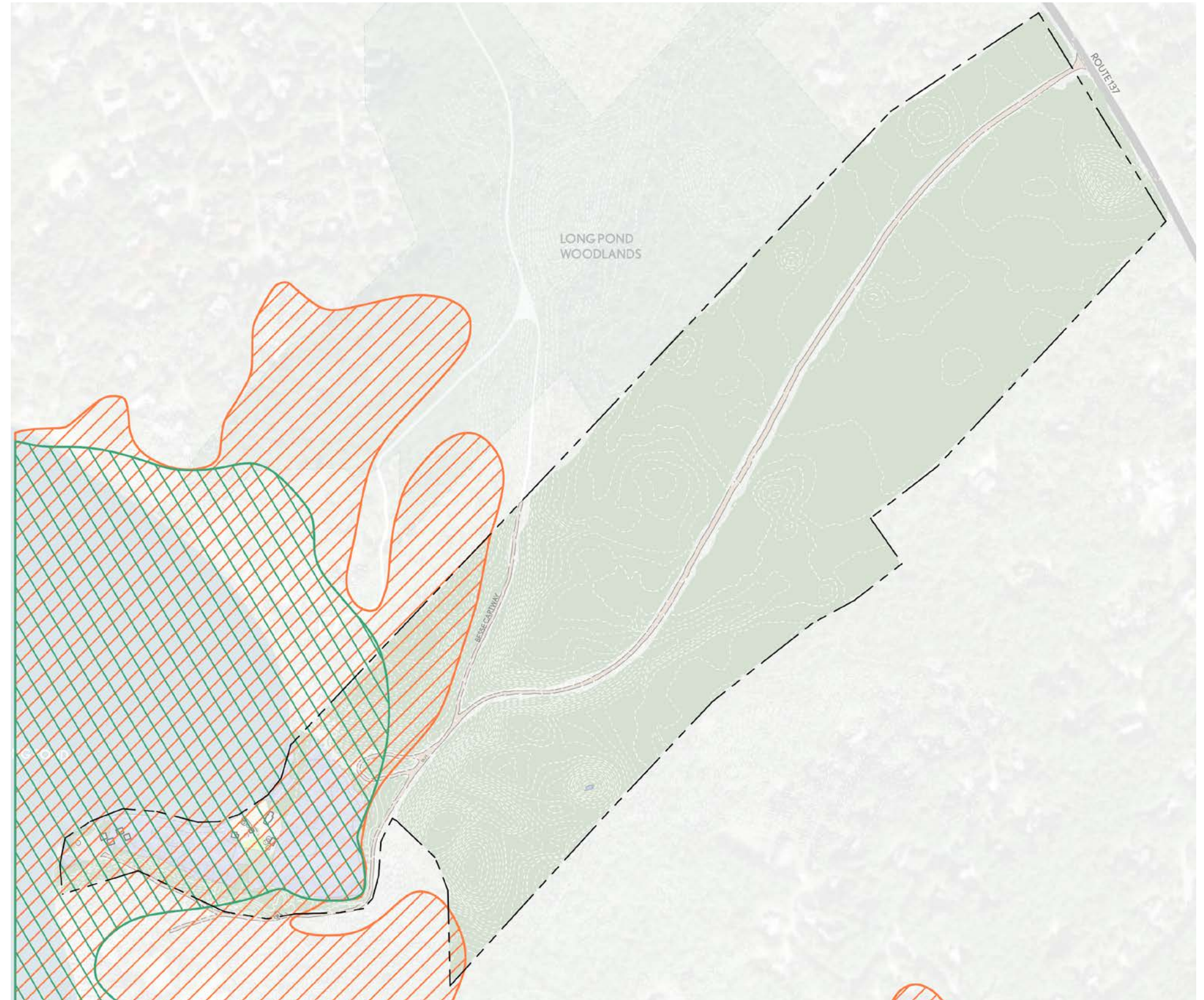
This area is critical for the long-term persistence of a rare species, exemplary communities, and resilient ecosystems.

CRITICAL NATURAL LANDSCAPE

This area is minimally impacted by development and enhances connectivity and resilience of core habitats.

LEGEND

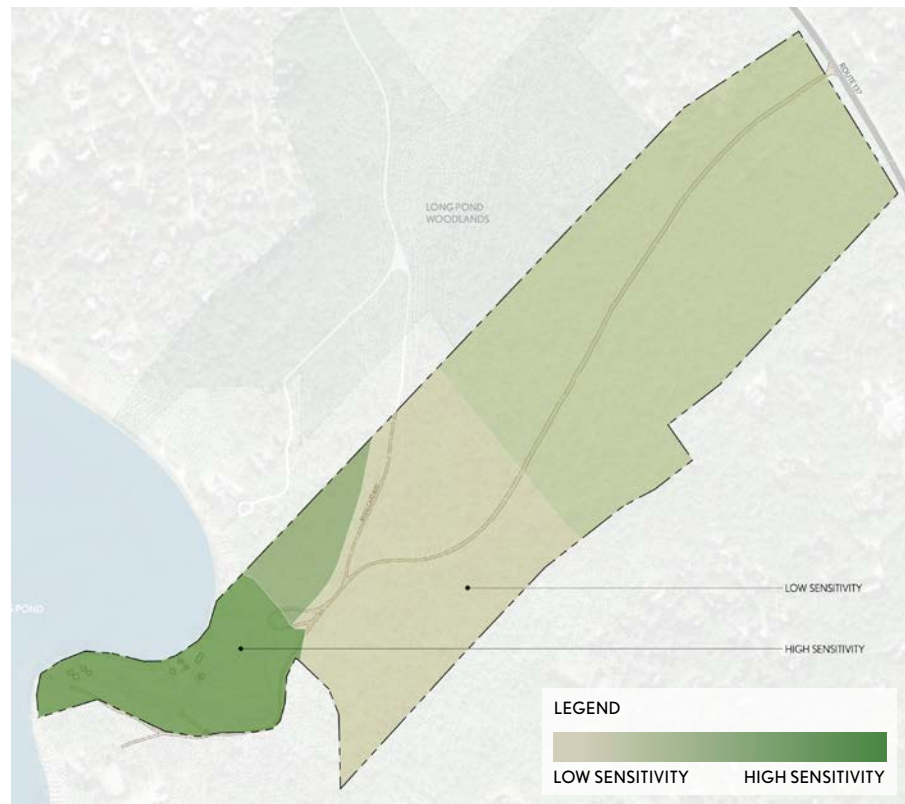
-  BIOMAP CRITICAL NATURAL LANDSCAPE
-  BIOMAP CORE HABITAT



OPPORTUNITIES AND CONSTRAINTS

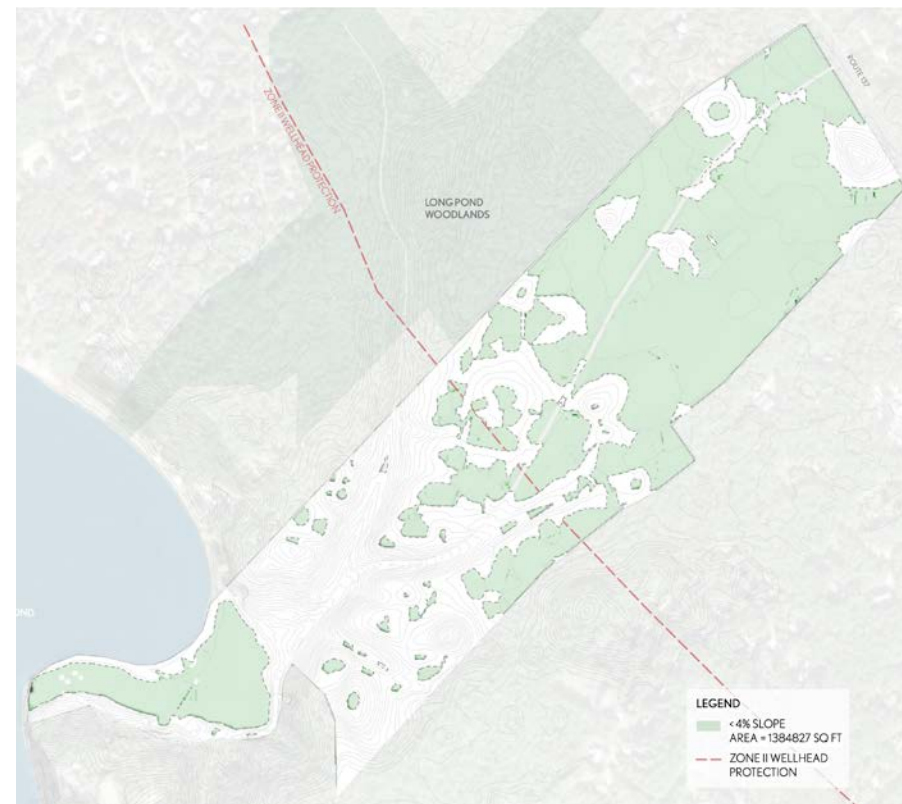
Development Feasibility

SENSITIVE AREAS



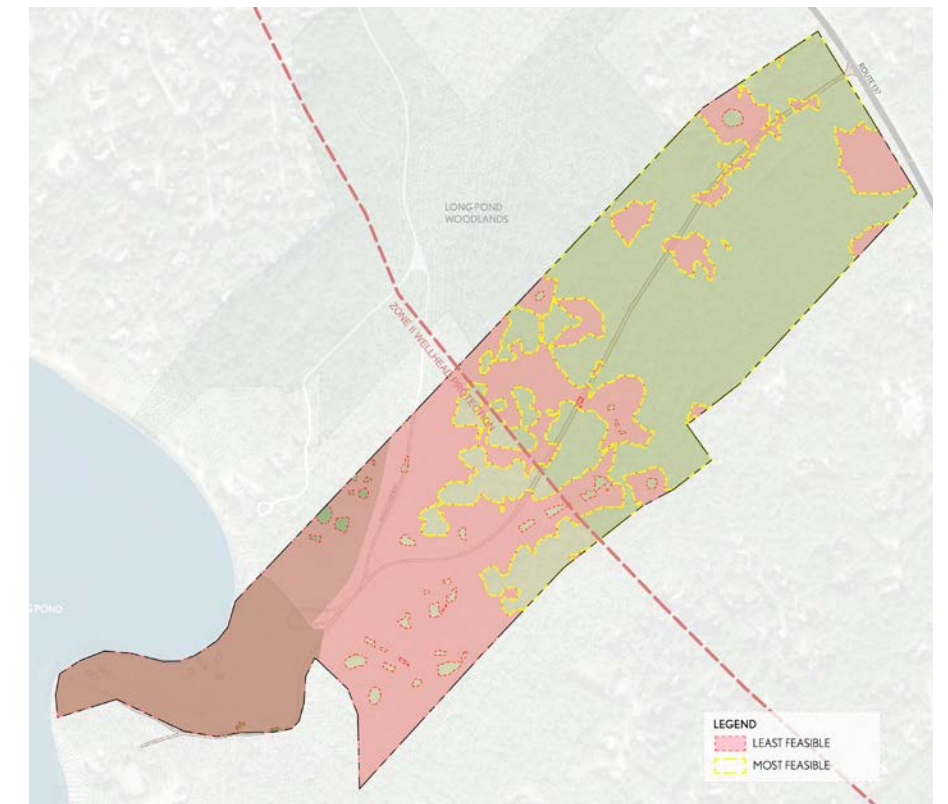
+

AREAS UNDER 4% SLOPE



=

DEVELOPMENT FEASIBILITY





Building Analysis

POND PARCEL - KEY QUESTIONS

1. What are the desired programs for the Pond Parcel and what are the access needs and requirements (parking, etc.) for those programs?
2. Where may there be opportunities for new housing or building on site? What is the process for evaluating building in the Zone 2 area?
3. If housing is a desired use for the site, what density would be appropriate and how will that density be determined by the Town?

POND PARCEL

Issues

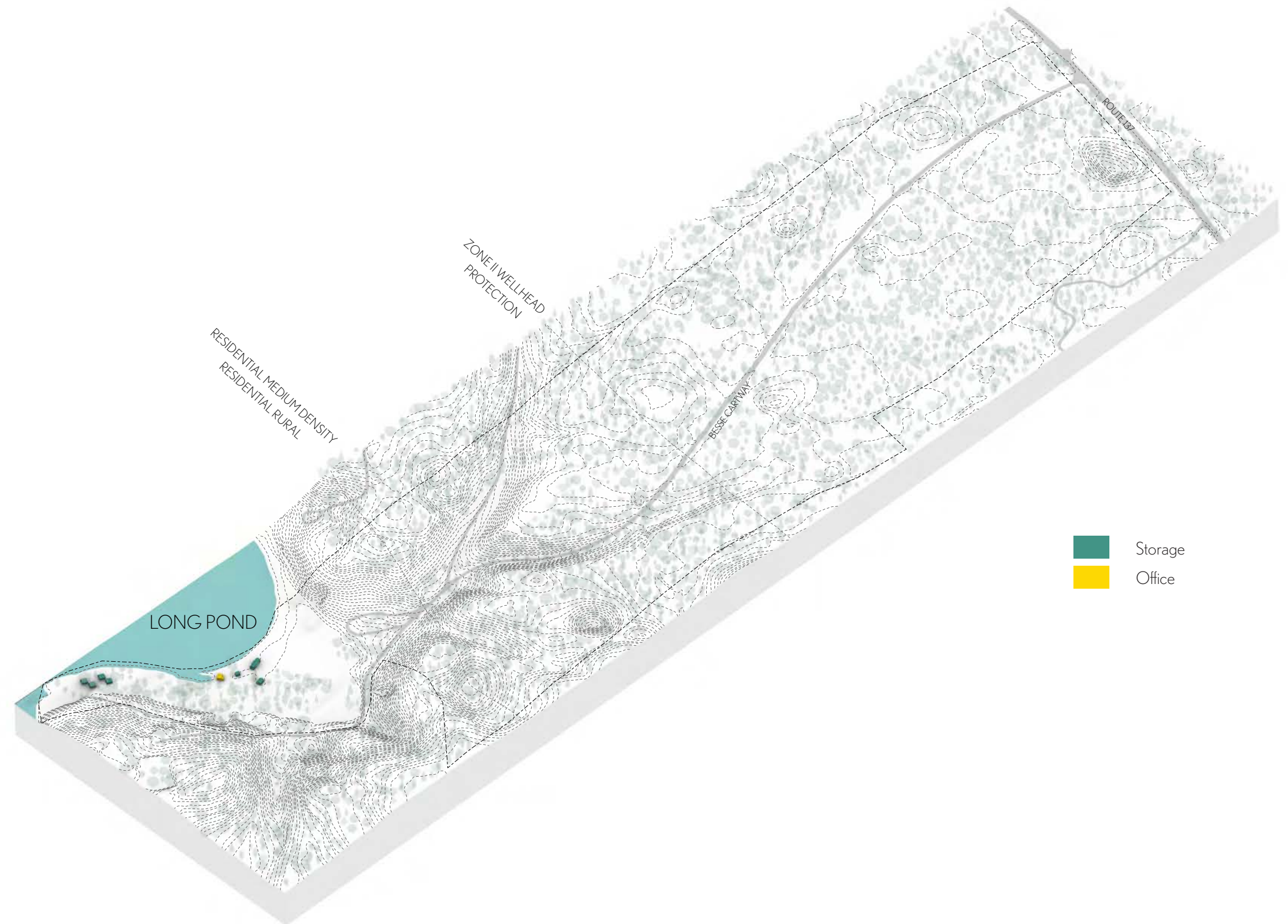
Structures at the Pond Parcel are primarily located near the Pond at a low elevation. Structures are primarily small structures with some storage and amenity buildings. One building is an open air structure.



POND PARCEL - BUILDING TYPE

Site Analysis

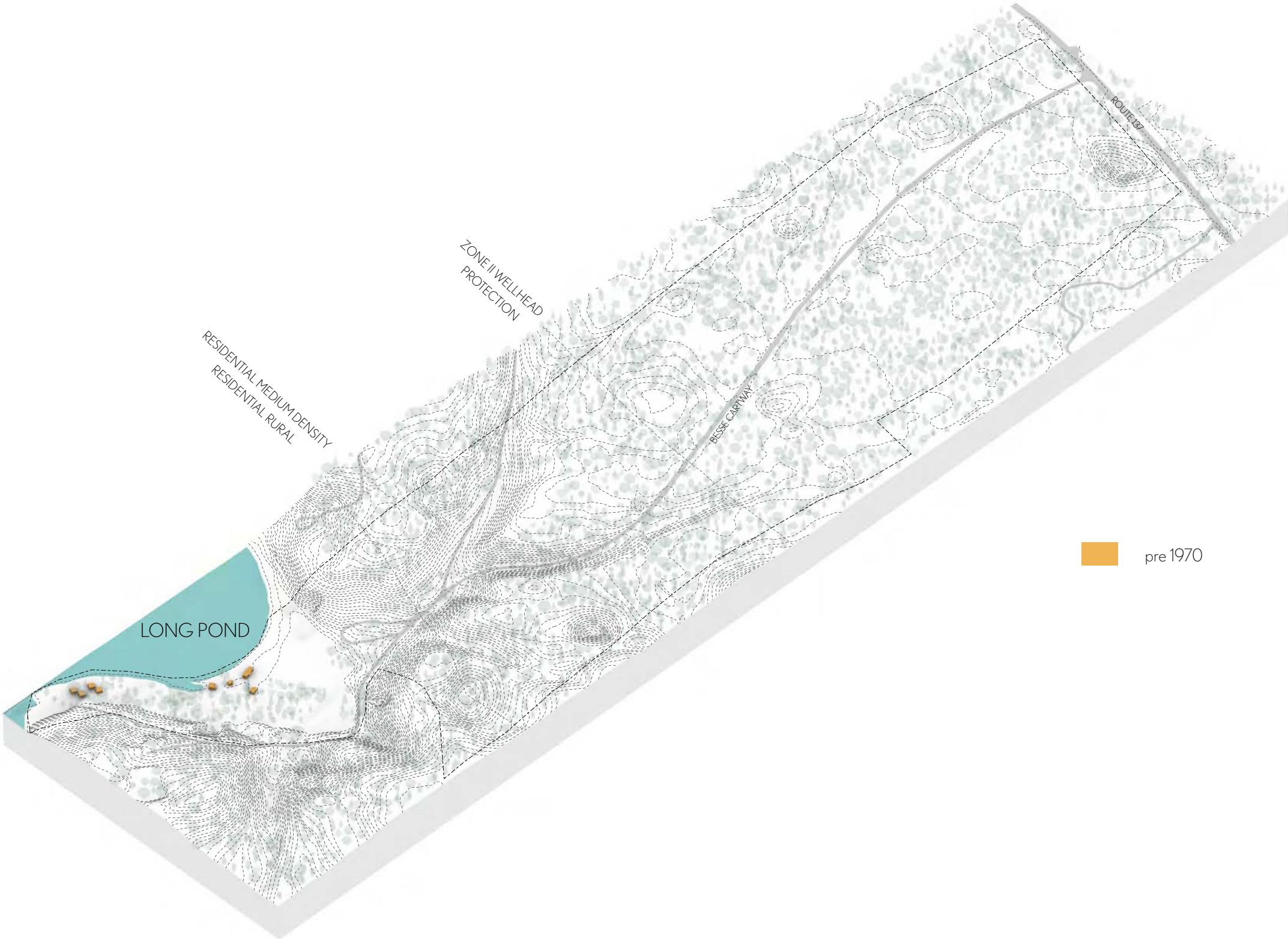
Most of the buildings on the pond parcel are for storage with one building used as an office.



POND PARCEL - BUILDING AGE

Site Analysis

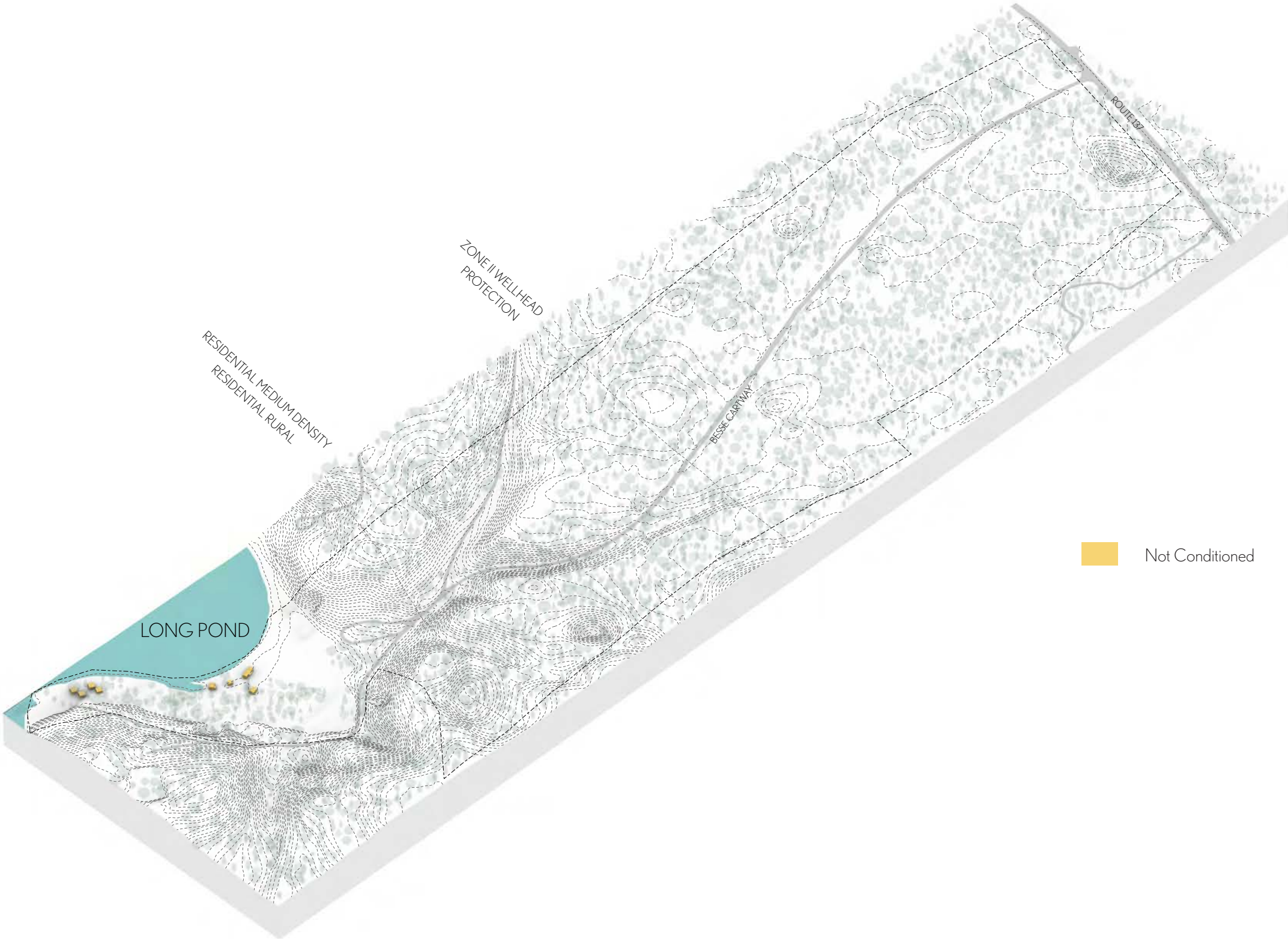
All of the buildings on the pond parcel were in their current location prior to 1970.



POND PARCEL - WINTERIZED

Site Analysis

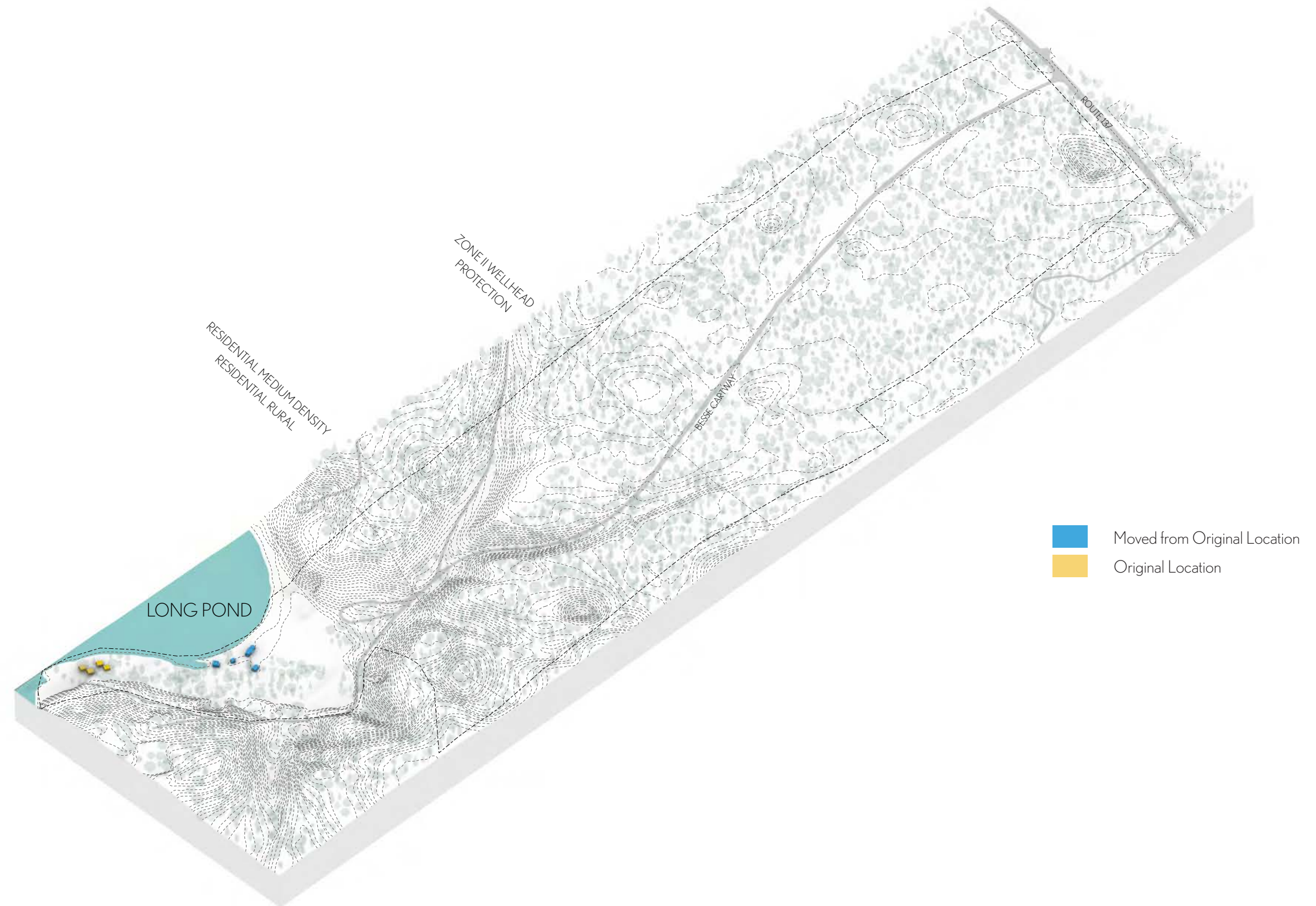
None of the buildings on the pond parcel are winterized or conditioned.



POND PARCEL - MOVED/ORIGINAL LOCATION

Site Analysis

All buildings on section 1.1 of the pond parcel have been moved to their current location.

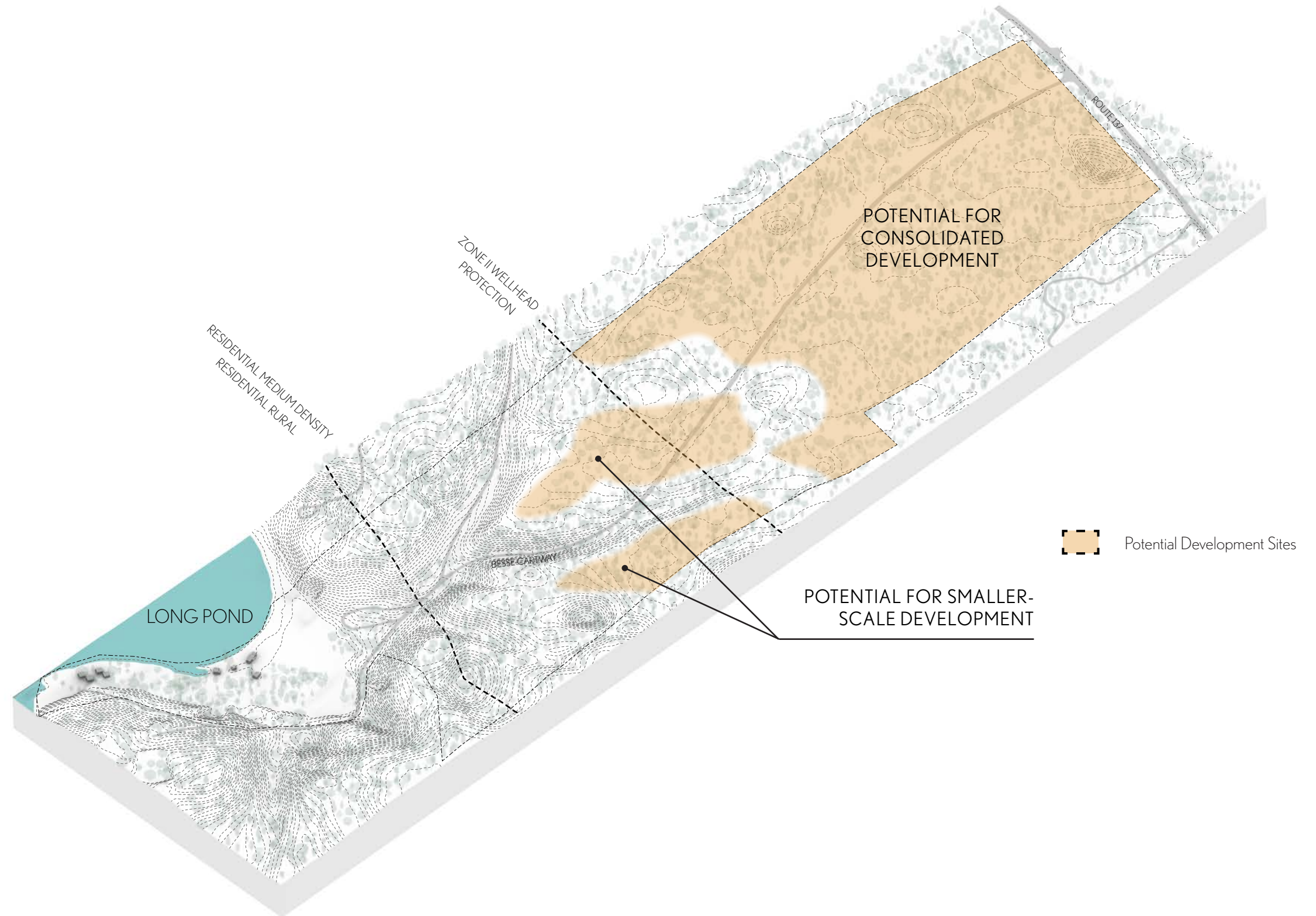


POND PARCEL - POTENTIAL DEVELOPMENT

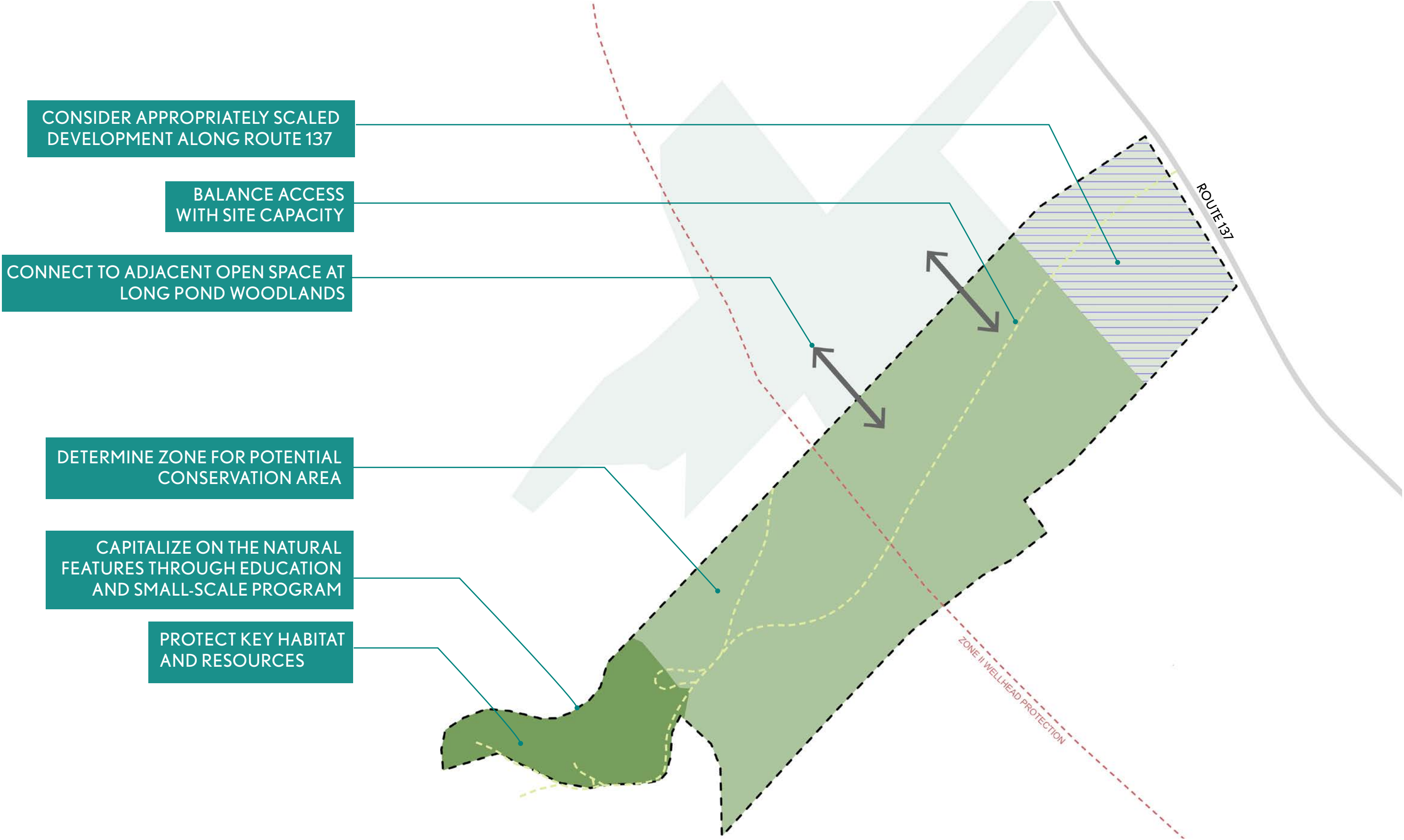
Site Analysis

The Pond Parcel has significant topographical variation and limited paved access ways.

The flattest portions of the site also fall into the Zone 2 area, making residential construction more challenging, but still feasible and surrounded by residential areas.



KEY OPPORTUNITIES





Thank You

WELCOME!

Town of Brewster Sea Camps Community Forum 4

February 15, 2024

REED HILDERBRAND

WXY

 vhb

LEC

TODAY'S AGENDA

Orientation (10 min)

- Introduction
- Where We Left Off

Pond Property (30 min)

- Final Comprehensive Plan
- Phasing and Cost Information

Bay Property (45 min)

- Final Comprehensive Plan
- Phasing and Cost Information

Q&A (30 min)

Conclusions & Next Steps (5 min)

Today's Speakers:



Peter Lombardi
Town Manager



Donna Kalinick
Assistant Town Manager



Amanda Bebrin
Chair, Bay Property
Planning Committee



Doug Wilcock
Chair, Pond Property
Planning Committee



Jill Scalise
Housing Coordinator



Mark Nelson
Horsley Witten



Ned Chatelain
Chair, Select Board



Katie Miller Jacobus
Vice Chair, Bay Property
Planning Committee
Chair, Brewster School
Committee



Griffin Ryder
Director of Public Works



Elizabeth Randall
Reed Hilderbrand



Madeleine Aronson
Reed Hilderbrand

INTRODUCTION

Amanda Bebrin- BPPC Chair

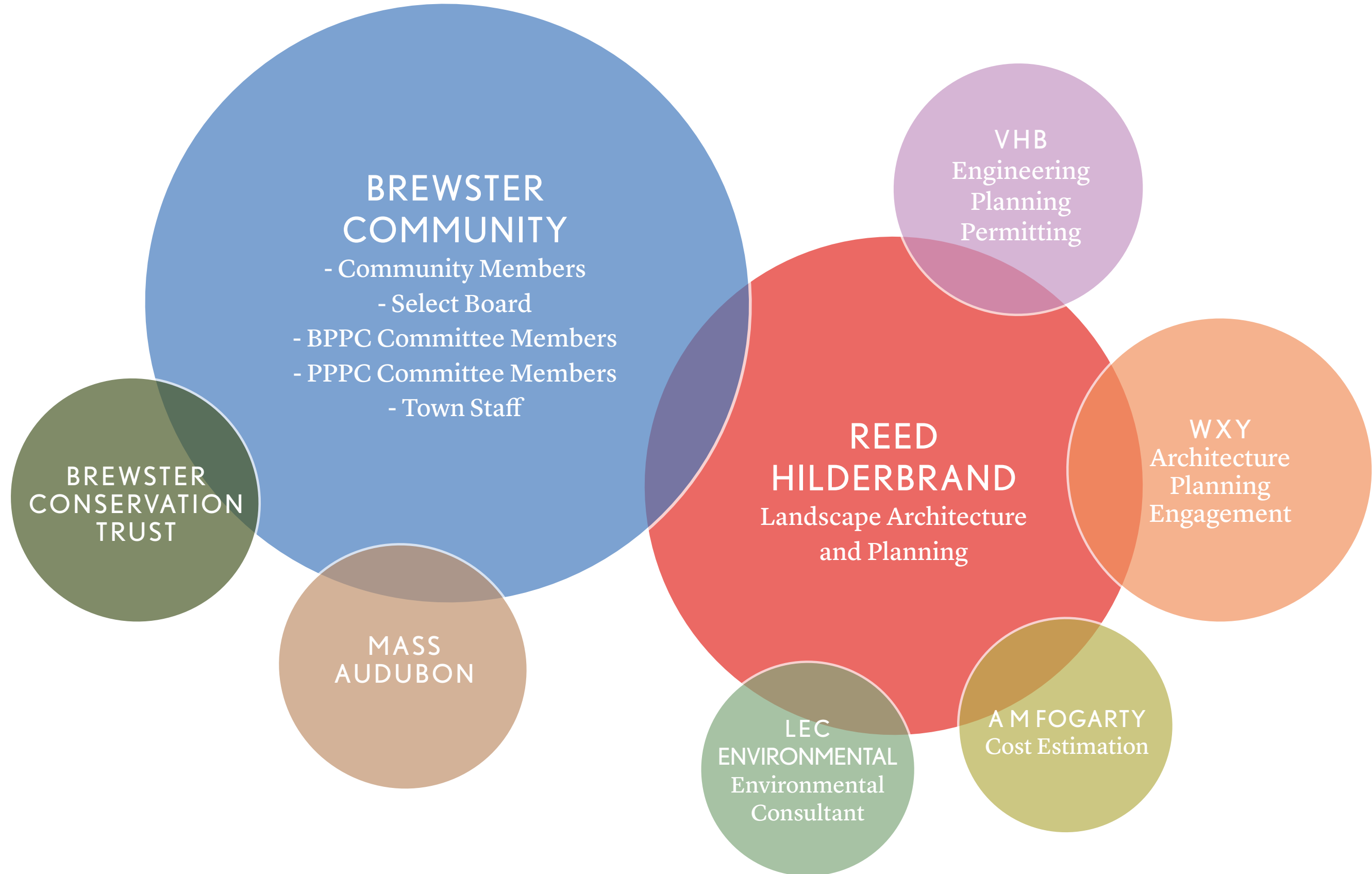


INTRODUCTION

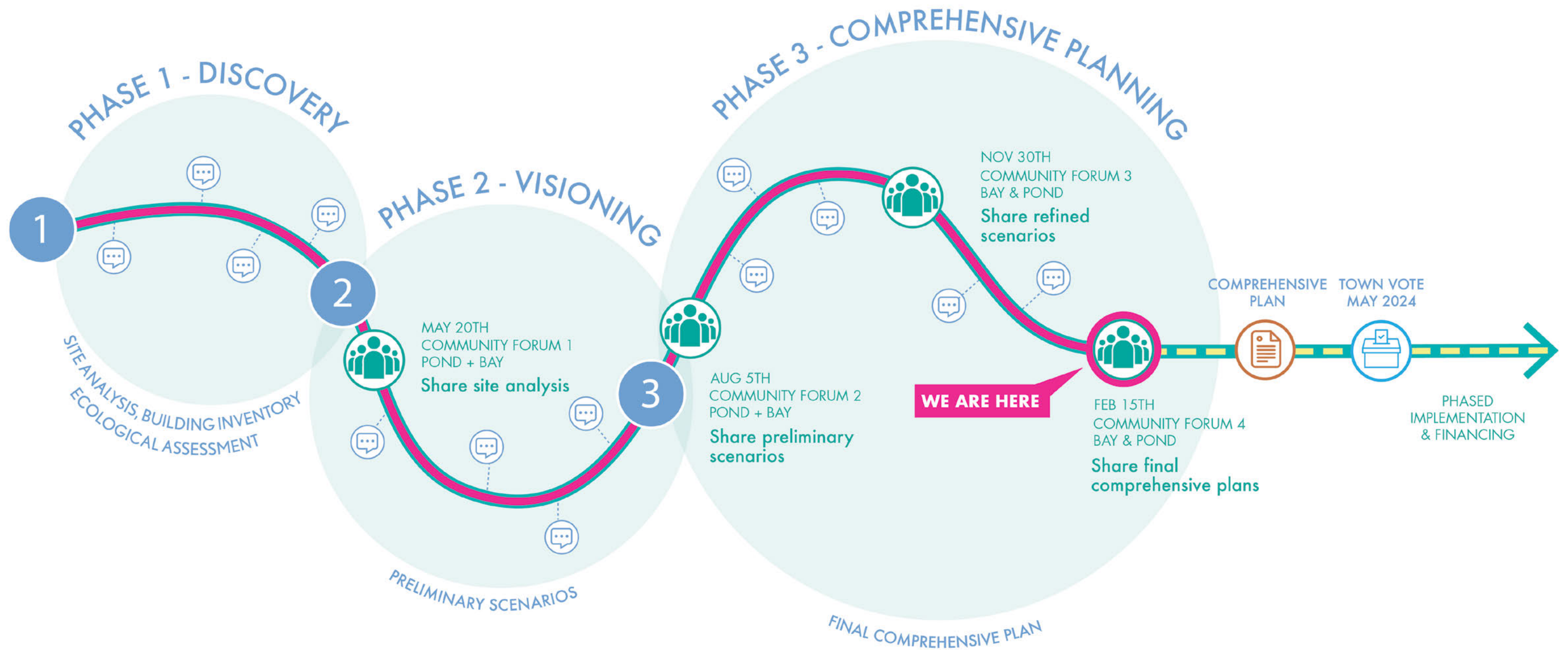
Doug Wilcock- PPC Chair



MEET OUR TEAM



WHERE WE ARE IN THE PROCESS



FEEDBACK FROM RESIDENTS



~ 400
COMMUNITY
FORUM ATTENDEES

1,367
SURVEYS
COMPLETED



~ 400
COMMUNITY
FORUM ATTENDEES

875
SURVEYS
COMPLETED



~ 250
VIRTUAL FORUM
ATTENDEES

120
EMAIL
RESPONSES

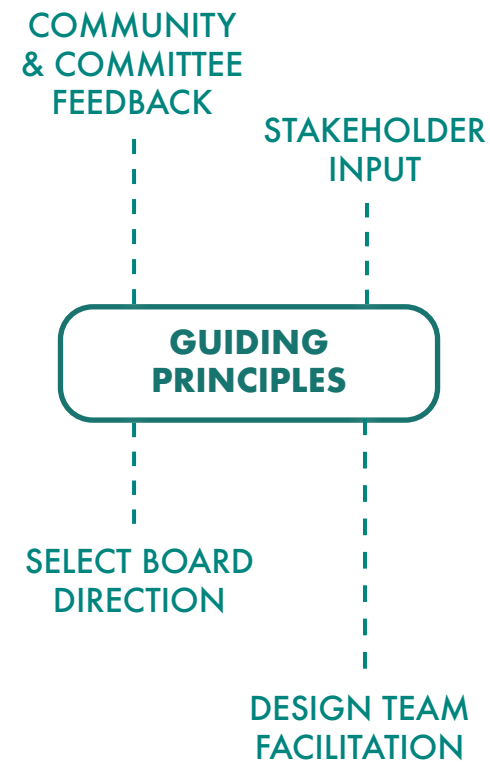
PATH TO DESIGN

Community-led Decisions

COMMUNITY OUTREACH



DISTILLED COMMUNITY FEEDBACK



PLANS THAT REFLECT TOWN GOALS & COMMUNITY VALUES



WHAT ARE OUR GOALS FOR TODAY?

- 1 Share final comprehensive plans and address key questions from the community
- 2 Explain preliminary phasing plans and cost estimate information
- 3 Answer your questions

WHAT WE HEARD

Key Takeaways about Both Properties

Overall, the plans are great!

How would a **wastewater treatment plant** work? Who would it serve, what would it look like?

Housing should be on at least one of these properties.

The **Mass Audubon** partnership is exciting but how would it work? Would there be a membership cost to residents? Would the properties always be accessible to the public? What is Mass Audubon paying to the Town?

I'm glad we are **balancing** reuse of existing buildings with demolishing buildings that would be too expensive to renovate.

These plans will **cost** a lot. How will we pay for this? Can **phasing** help manage costs? How will this impact my **taxes**?

I support the proposed **conservation areas** and the prioritization of **ecological restoration**.

I prefer the **denser housing** options. The town needs these units.

I'm excited about the various **recreational opportunities** on both plans!

POND PROPERTY

POND PROPERTY



WHAT WE HEARD

Pond Property

I support **walking trails, public beach access, and a Mass Audubon** partnership!

I support **housing** here as long as **wastewater treatment** can address water quality concerns.

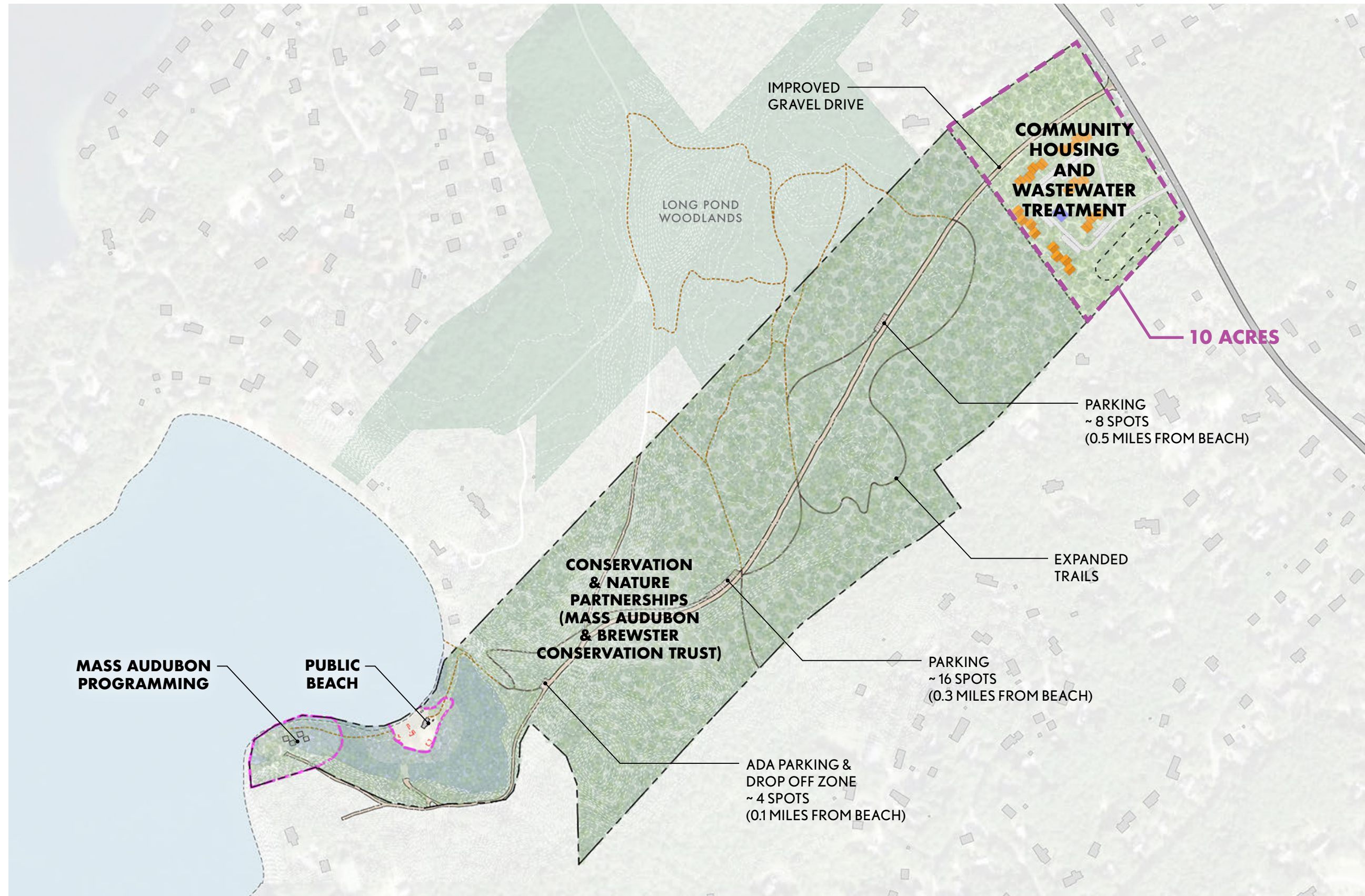
I'd like to avoid **housing** in the **Zone II**. I'm concerned it will impact the town's drinking water supply and the watershed to Long Pond.

I want to make sure the beach is **universally accessible** for all.

Will **housing** impact **water quality** if a water treatment plant is introduced? Would a **wastewater treatment plant** have an odor and what does it look like?

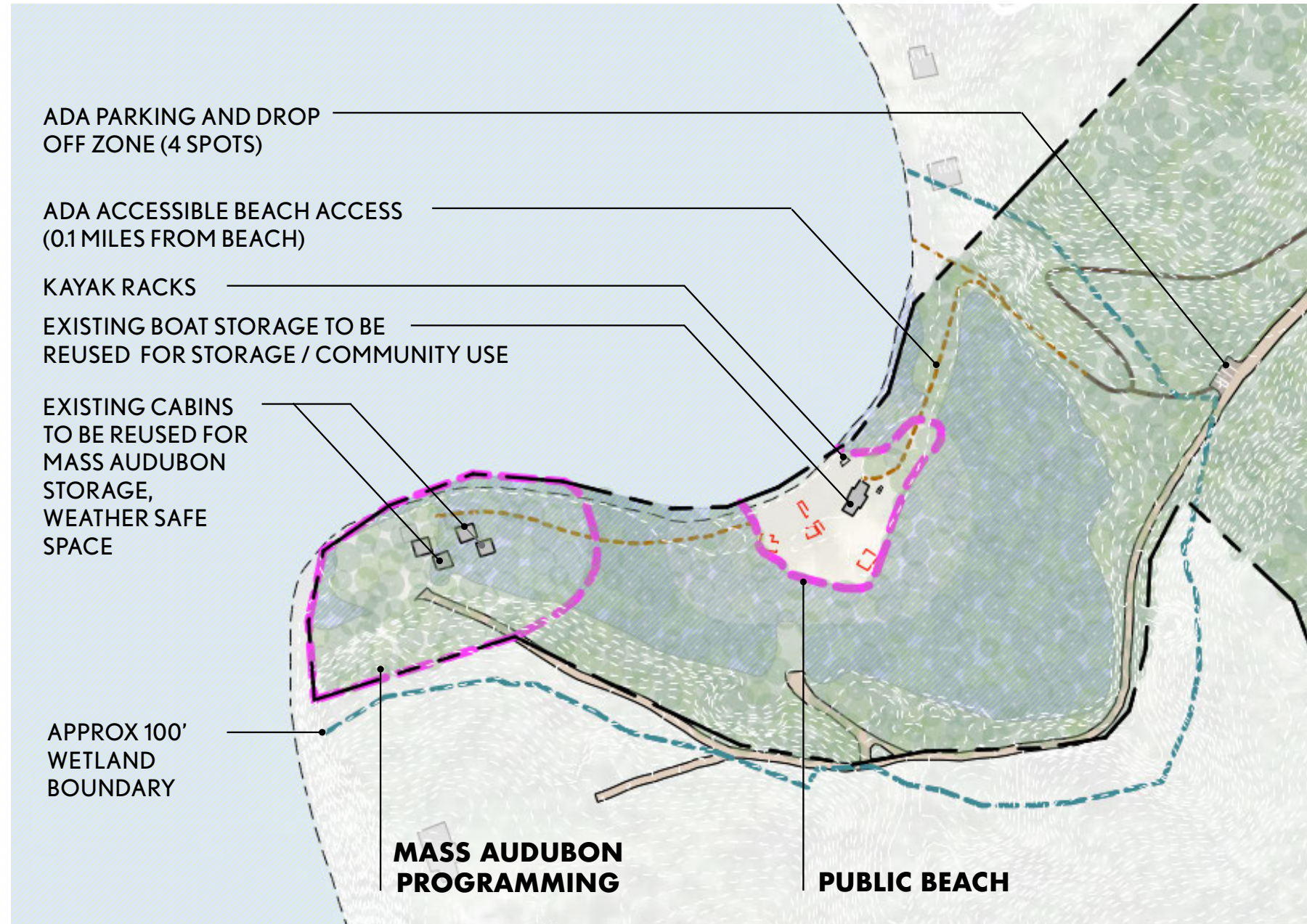
PROPOSED POND PROPERTY PLAN

Overall Plan



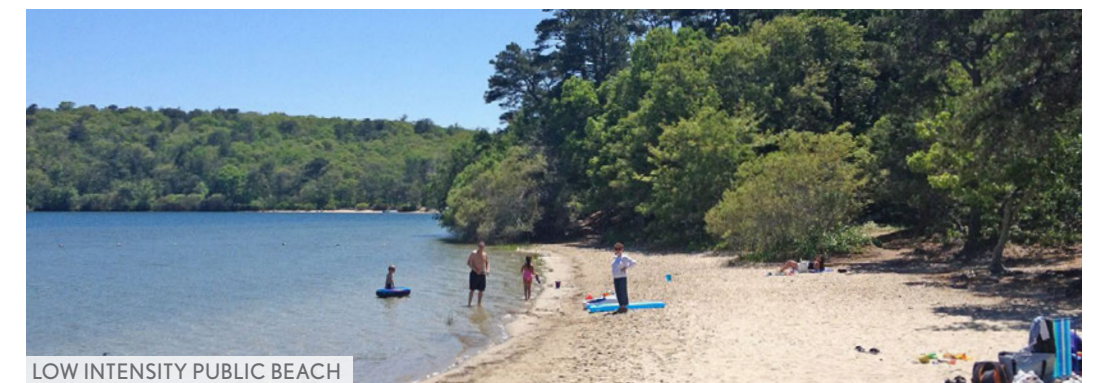
PROPOSED POND PROPERTY PLAN

Enlarged Beach Access Area



Mass Audubon desired programs:

- Small seasonal day camps
- Adult nature study workshops
- Field trips for Wellfleet Bay camp
- Afterschool programs
- Guided walks
- Kayak trips
- Partner with Recreation Department on children's and adult programming



HOUSING AND WASTEWATER TREATMENT

POND PROPERTY - LAND USE CONTEXT



Residential communities exist along both sides of Route 137 and surround the northern section of the Long Pond Property.

The property is also partially adjacent to Long Pond Woodlands, a town-owned 41-acre conservation restriction area held by Brewster Conservation Trust.

HOUSING

Town Context

- The Town Warrant article to purchase the properties approved at Town Meeting included “community housing” as a Potential Town Use for both properties and specifically mentioned “Appropriately scaled community housing near Route 137” as a potential use for the Pond Property in the Voter Information.
- The Town, through our community engagement process, determine housing should be included on at least one of these properties.
- Providing affordable and attainable housing is supported by the Town Vision Plan, the Local Comprehensive Plan, the Housing Production Plan, and the Select Board Strategic Plan, evidencing widespread conceptual support among the community.
- Massachusetts has established a 10% Statutory Minimum for affordable housing in every municipality through Massachusetts General Laws Chapter 40B, Sections 20-23.

HOUSING GOALS

Massachusetts Affordable Housing Statutory Standards

How many total units does the Town need to fulfill the 10% State Statutory Minimum?

517 Subsidized Housing Inventory (SHI) units

What other affordable housing developments in Town are in progress, and how many units are they contributing?

45 units have been permitted for Spring Rock Village off Millstone Road. Two Habitat for Humanity homes are under construction on Phoebe Way. These affordable units are already included in Brewster's current 372 SHI units (7.2% SHI).

How many more housing units does the Town need to meet the state's 10% threshold?

145 affordable units. The proposed unit number is illustrative based on the site area. The actual number of units will be determined through the feasibility and RFP phases.

How many total SHI units does the Town currently have?

The Town currently has 372 units (7.2%) on its Subsidized Housing Inventory (SHI).

HOUSING GOALS

Massachusetts Affordable Housing Statutory Standards

Is there a specific timeframe to meet the 10% standard?

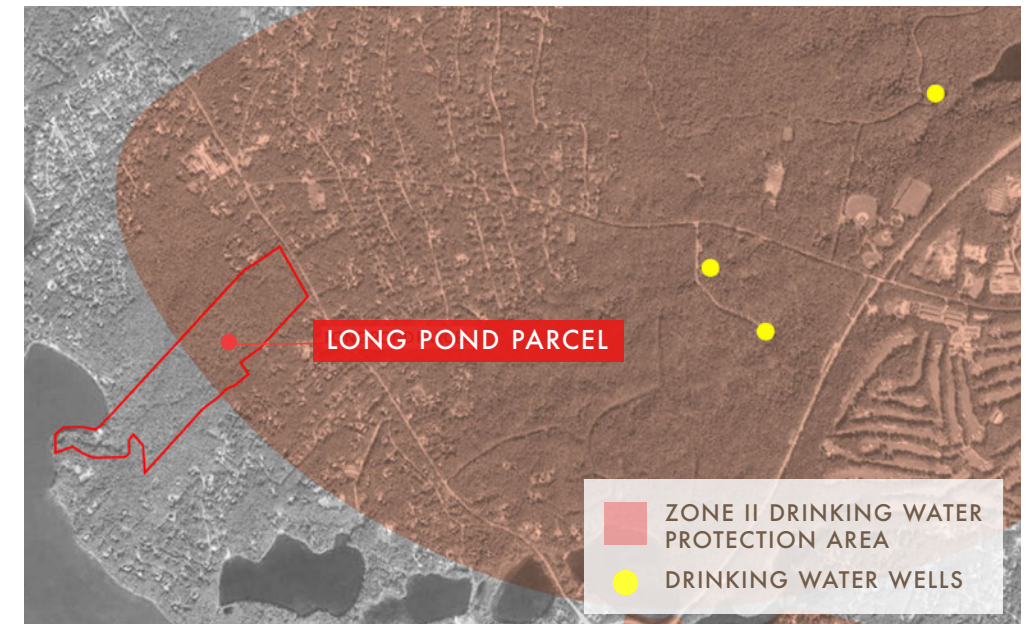
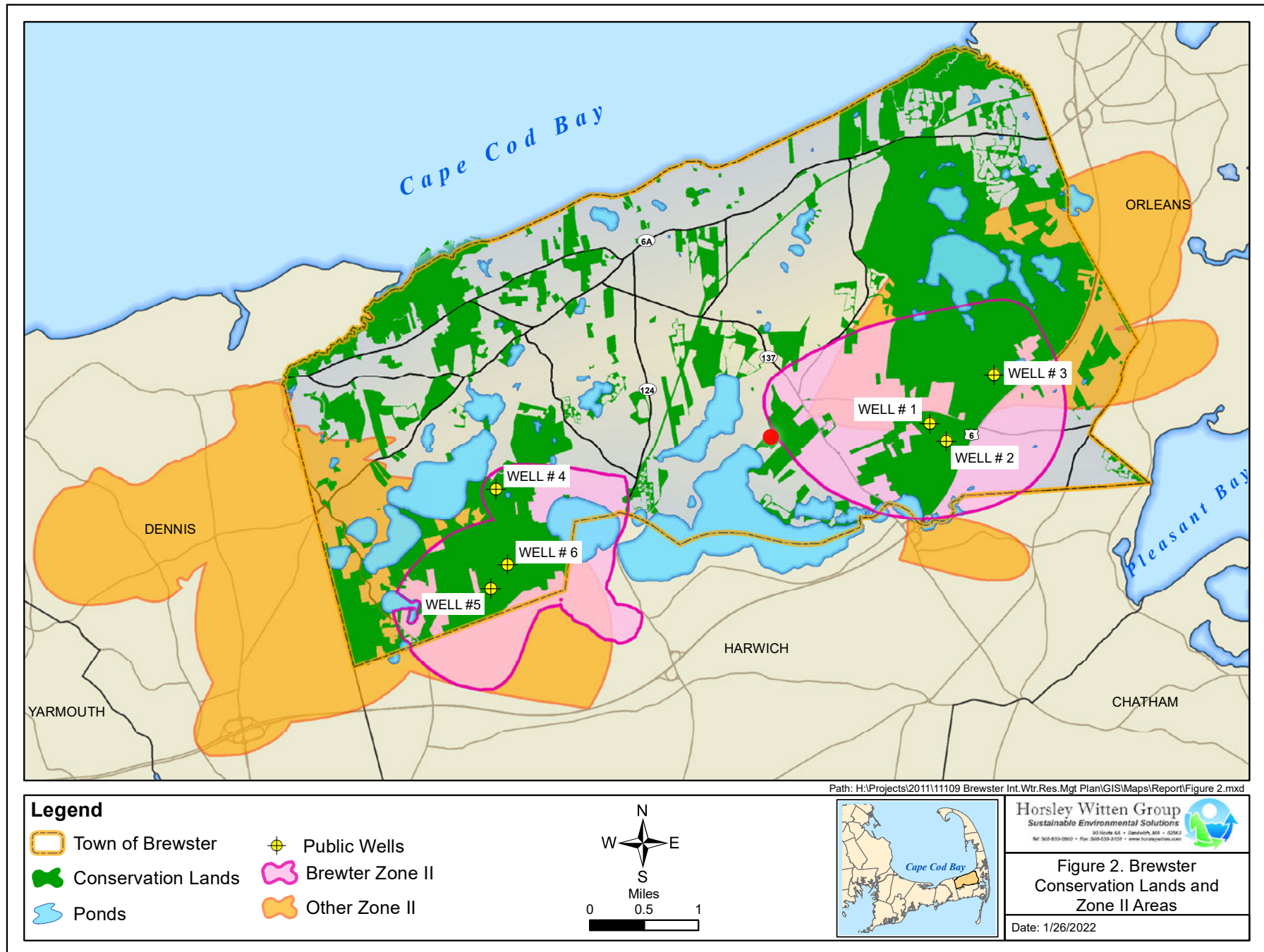
No, however, Brewster has a state approved and certified Housing Production Plan with strategies to work towards the 10% statutory minimum. Brewster's Local Comprehensive Plan aspires to attain the 10% goal by 2029. Housing affordability challenges in Brewster have significantly increased in the past 3-5 years.

Are there consequences for not meeting the threshold?

Yes, when towns are below the 10% minimum threshold, they lose some local control over permitting and design of affordable housing projects.

POND PROPERTY - WATER QUALITY AND WASTEWATER TREATMENT

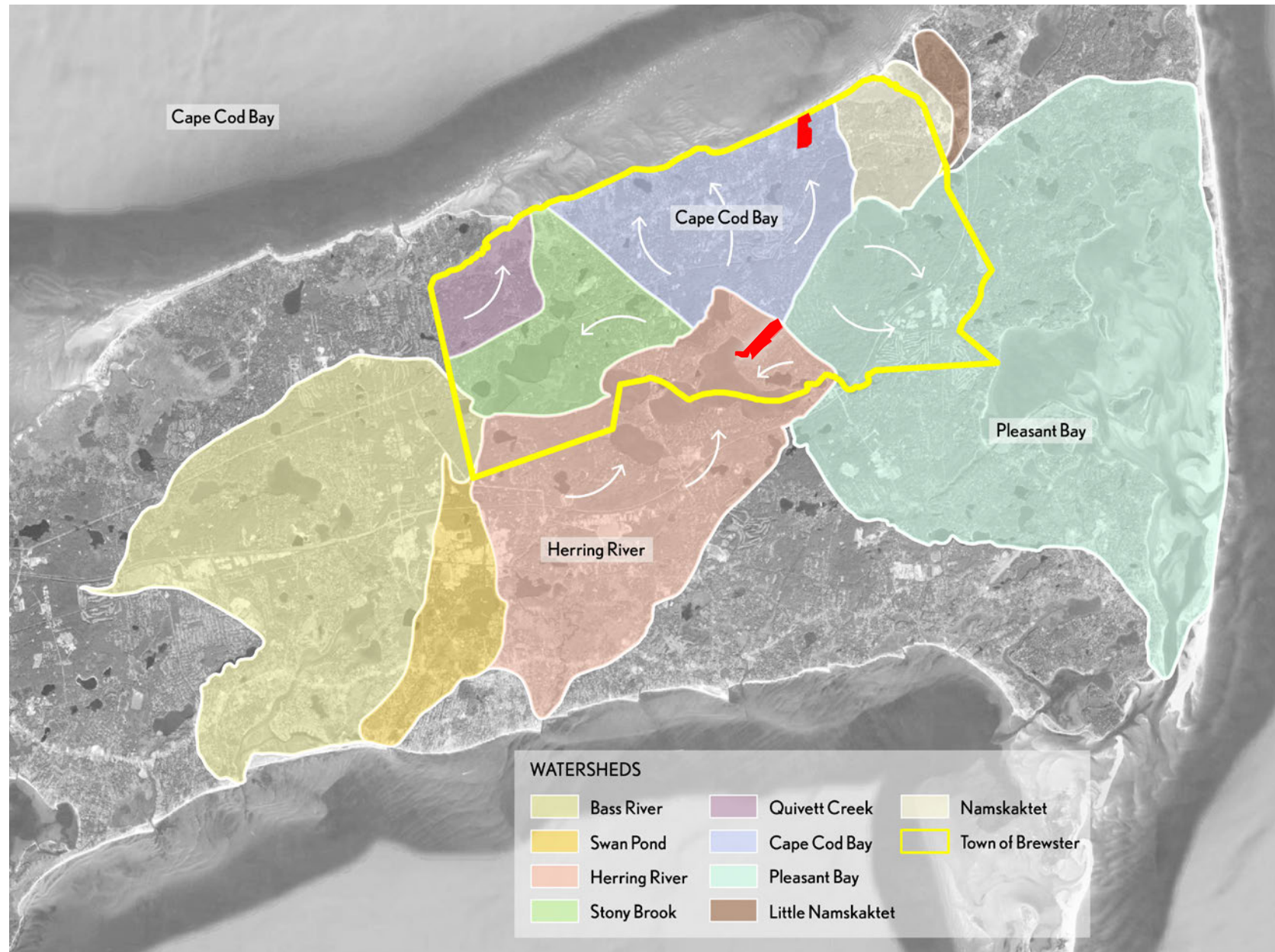
Zone II



- Areas that contribute groundwater to the Town's public drinking water wells are known in Massachusetts as Zone II's, or wellhead protection areas
- A portion of the Long Pond property is on the edge of a Zone II, approximately 1 mile from the nearest Town well off Freemans Way
- There are currently about 900 developed residential properties in this Zone II
- Introduction of a new wastewater treatment plant on the Pond Property would improve overall Zone II water quality

POND PROPERTY - WATER QUALITY AND WASTEWATER TREATMENT

Regional Watershed



- Introduction of a new wastewater treatment plant on the Pond Property would also improve overall Long Pond & Herring River water quality
- Brewster has an Integrated Water Resource Management Plan which addresses our long-term wastewater needs and plans across the entire community
- The primary focus in past decade has been on Pleasant Bay Watershed – Brewster shares a permit with Orleans, Harwich, and Chatham that includes certain nitrogen mitigation requirements over the next 20 years
- MA Dept of Environmental Protection issued changes to Title V regulations and implemented new Nitrogen Sensitive Watershed regulations in July 2023 that impact wastewater planning across the Cape
- The Pond Property falls within the Herring River Watershed – stormwater runoff from the property flows to Long Pond and eventually to the Herring River in Harwich
- Brewster plans to develop a Herring River Watershed Permit by 2030 and expects any new development in this area will require 100% nitrogen offset
- The Pond Property is uniquely situated to potentially locate a small wastewater treatment plant that could accommodate new housing buildout and replace traditional septic systems in some adjacent neighborhoods

Text credit: Town of Brewster Integrated Water Resource Management Plan, Horsley Witten Group

POND PROPERTY - WATER QUALITY AND WASTEWATER TREATMENT

Key Questions

Who would the wastewater treatment plant serve?

It would serve the housing development on the Pond Property and eventually connect to other residences in the surrounding neighborhoods to replace traditional septic systems.

Does a wastewater treatment plant conflict with Zone II Regulations?

No, Zone II does not restrict building housing or a wastewater treatment plant but it does limit the amount of nitrogen that can be discharged from a septic system. A proposed treatment plant would help with this.

What types of chemicals would it treat?

It would provide treatment for nitrogen and phosphorus that can impact the Herring River and Long Pond and can also remove bacteria and viruses. Advanced technologies are available to treat other chemicals. The cost of these treatment options would be evaluated during the conceptual design phase.

Would it have a negative environmental impact?

No. Introduction of new wastewater treatment would improve overall Long Pond and Herring River water quality.

POND PROPERTY - WATER QUALITY AND WASTEWATER TREATMENT

Key Questions

Would the wastewater treatment plant have an odor or a sound? What would it look like?

The wastewater treatment plant would be underground, and may be located either under a lawn or partial parking area. It would not have an odor or a sound.



Comparable wastewater treatment plant at Maplewood Senior Living facility on Route 124

POND PROPERTY - HOUSING ILLUSTRATIVE SCENARIO

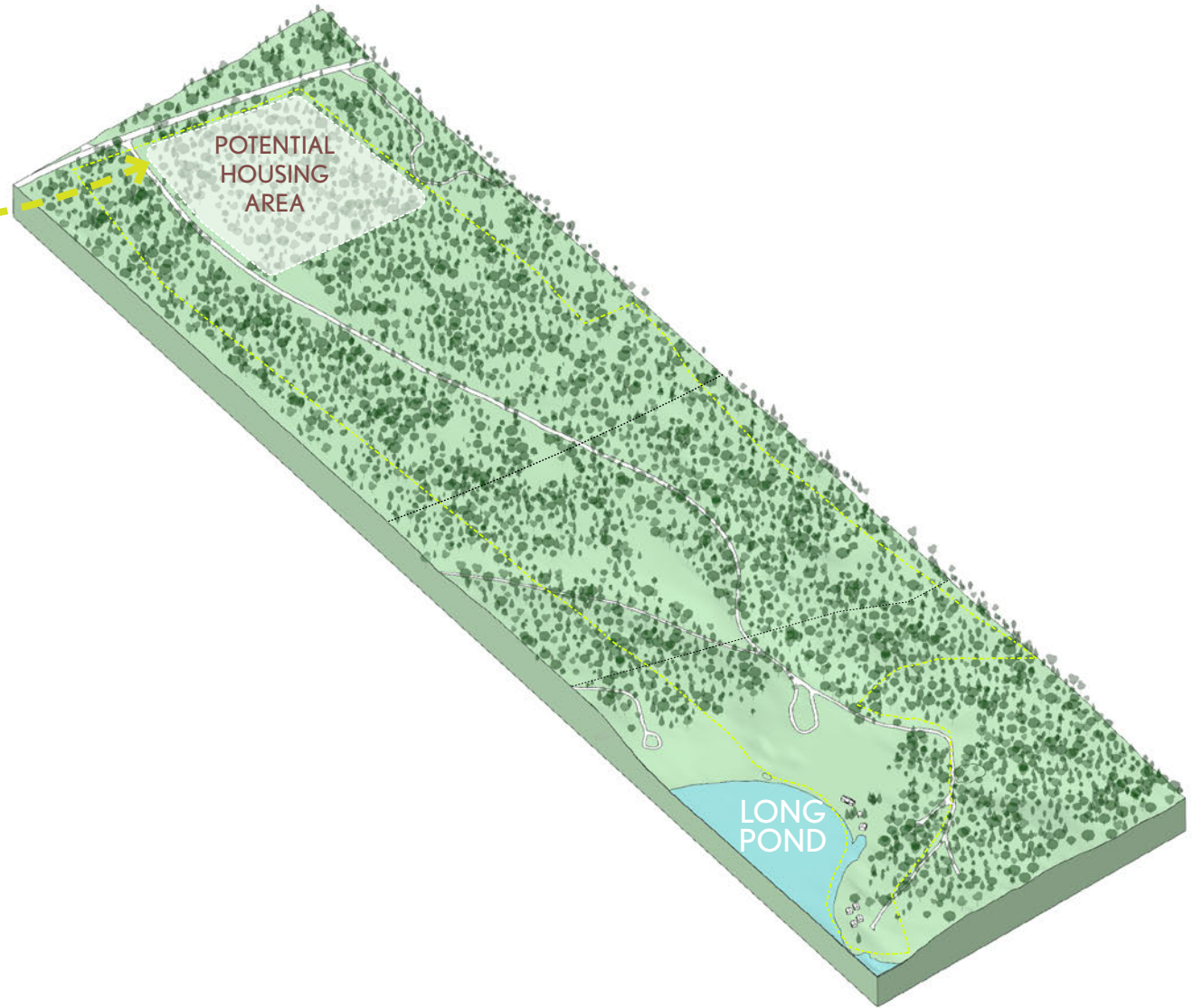
Context



POND PROPERTY

LONG POND PROPERTY: **66 ACRES**
HOUSING DESIGNATED AREA: **10 ACRES**

THE AREA DESIGNATED FOR HOUSING IS 15% OF THE LONG POND PROPERTY



POND PROPERTY - HOUSING ILLUSTRATIVE SCENARIO

Site Analysis and Principles

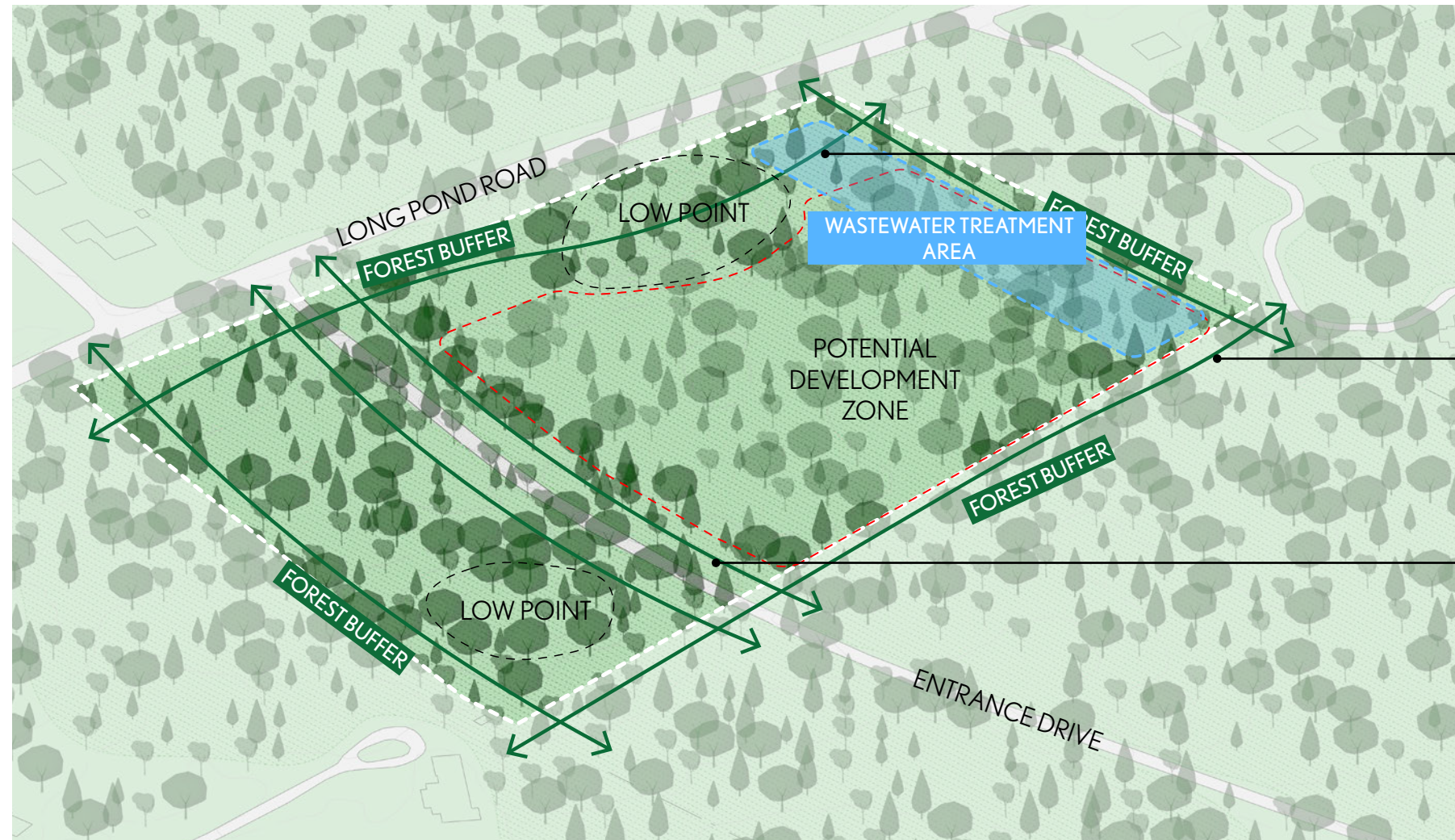
Area designated for housing accounts for wooded buffers and setbacks.

Example shows 44 units (88 bedrooms) within 10 acres adjacent to Long Pond Road.

Contemplates year-round, newly constructed, deed-restricted housing.

Parking areas are fully accounted for.

Wastewater treatment is envisioned within a maximum footprint of 1 acre.



LOT EDGES - 150 FT SETBACK

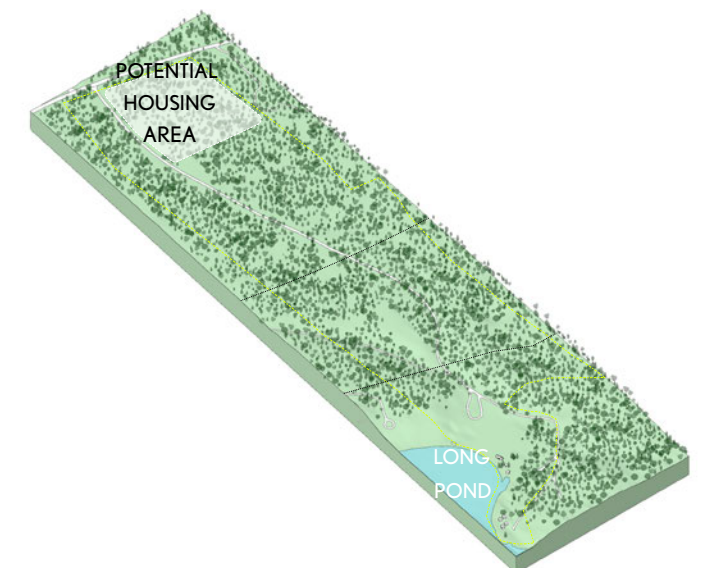
LOT EDGES - 40 FT SETBACK

ENTRANCE BUFFER - 50FT SETBACK

*considered setbacks are not an explicit zoning requirement

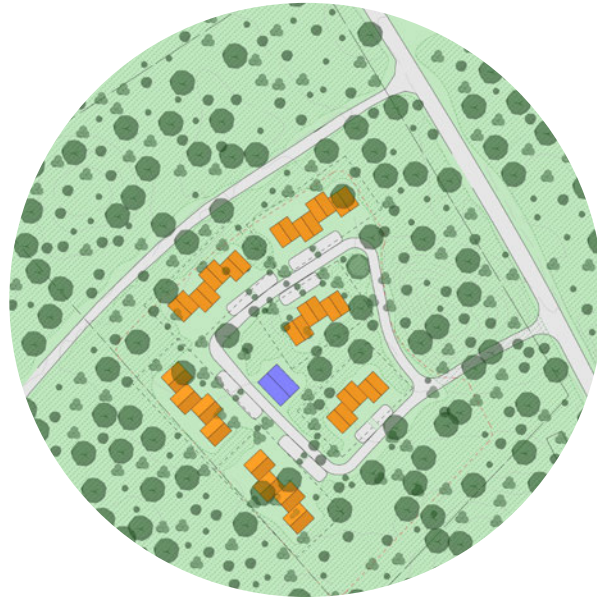


Malpet Farms, South Dennis, MA



POND PROPERTY - HOUSING ILLUSTRATIVE SCENARIO

Town Homes



A low density configuration of town homes with group parking.



NEW BUILD YEAR-ROUND
MULTI-UNIT
COMMUNAL AMENITIES

UNIT COUNT 44 UNITS

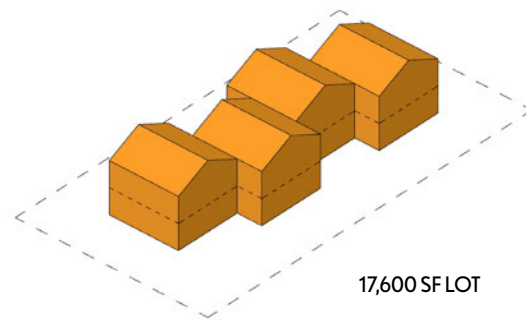
BEDS 88 TOTAL BEDS

UNIT SIZE 1000 sf town homes

SHI 44 UNITS

PARKING 66 GROUP

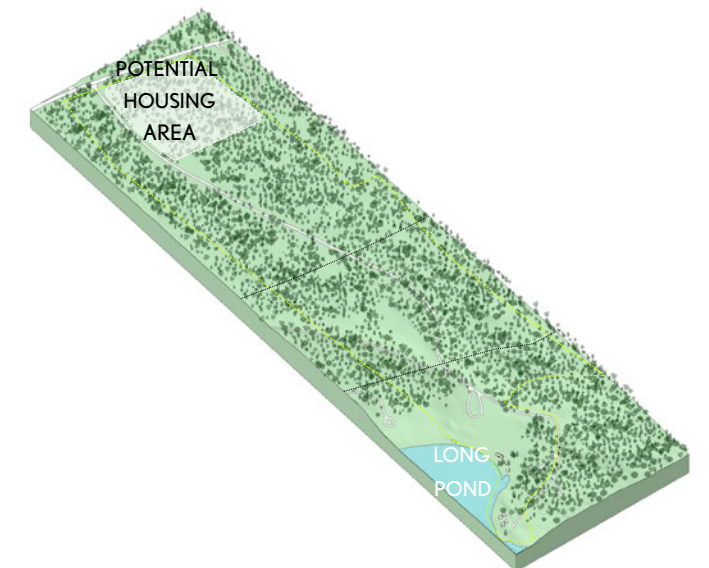
PERCENT BUFFER ZONE 59%
*of Housing Designated Area



17,600 SF LOT



Malpet Farms, South Dennis, MA



POND PROPERTY - HOUSING ILLUSTRATIVE SCENARIO

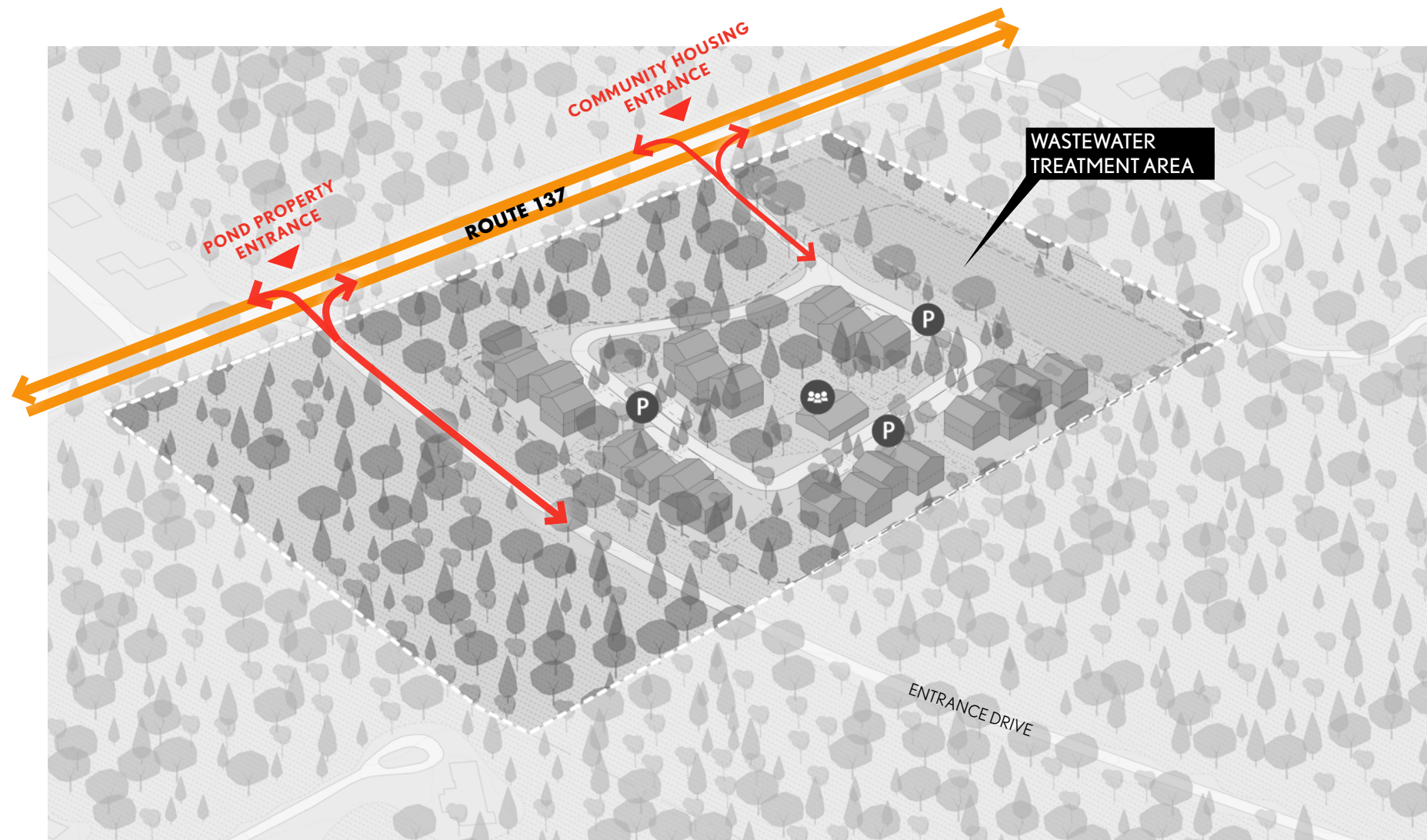
Town Homes

- The housing scenario is illustrative and for diagrammatic purposes only.
- There will be opportunities for community input through the design process.
- Before design, a feasibility study will be undertaken to confirm housing and wastewater treatment are feasible here, to outline related site opportunities and constraints, and to identify overall project goals.



POND PROPERTY - PRELIMINARY TRAFFIC STUDY

- Beach and trail access, Mass Audubon programming, and housing are not anticipated to contribute to any traffic complications on Route 137.
- There would be two separate entrances off of Route 137 – one for community access including use of the trails and beach, and another for the new housing development.



WHY IS THE POND PROPERTY A GOOD LOCATION FOR COMMUNITY HOUSING?

Key Considerations

LOCATION

The 10-acre zone for proposed community housing is adjacent to existing residential areas.

WASTEWATER TREATMENT

Wastewater treatment is needed in this area and any such systems could be relatively easily integrated into adjacent neighborhoods in the Herring River and/or Pleasant Bay watersheds to help meet the Town's nitrogen mitigation requirements.

ACCESS TO PUBLIC TRANSIT

Route 137 has an existing CCRTA bus route. New stop could easily be added, similar to Brewster Woods and Serenity apartments on Route 124.

TRAFFIC

Housing would not present traffic complications.

TIMELINE

Housing feasibility study, design and construction can be done on a relatively quick timeline (4-6 years).

HOW WOULD COMMUNITY HOUSING BE PURSUED ON THE POND PROPERTY?

Public/ Private Partnership with a Developer

How does the process start?

The first step would be a housing feasibility study. At the same time, the Town would work through conceptual design for the wastewater treatment facility.

How does a public/private housing partnership work on Town Property?

Typically, Brewster would issue a Request For Proposals (RFP) providing general parameters for potential development. The Town would then enter into a land disposition agreement and long-term lease with the selected developer. The developer would be responsible for permitting, funding, building, and managing the housing.

Would the community have input on the design of the housing and site?

Yes, the community would have input during the formation of the RFP and would also be able to comment during the permit hearings. The RFP would provide guidance, identify preferences, and create design criteria for the developer.

HOW WOULD COMMUNITY HOUSING BE PURSUED ON THE POND PROPERTY?

Public/ Private Partnership with a Developer

How would the proposed community housing be funded?

Constructing new community housing is usually done through a public/private partnership where the developer is responsible for securing funding. In similar affordable housing circumstances like Brewster Woods or Spring Rock Village, Brewster has provided land, obtained grants, and contributed both Community Preservation Act (CPA) and Affordable Housing Trust funds.

How long would it take to permit, design, and build housing and wastewater treatment?

Approximately 4-6 years. Wastewater treatment construction would occur prior to housing construction.

Would all the units be affordable and included on the Subsidized Housing Inventory (SHI)?

Yes

HOUSING GOALS

Meeting the Goals of the Brewster Housing Production Plan 2022 - 2027

- Increase and diversify year-round housing options in Brewster for a range of income levels and housing types
- Prevent displacement of current residents and facilitate housing mobility for households looking to move within or into Brewster.
- Align development with the principles of the Town's Local Comprehensive Plan/Vision Plan. This includes balancing housing goals with protection of the natural environment.
- Continue to build capacity to produce housing through staffing, funding, regional partnerships, advocacy and education, and relationships with nonprofit and for-profit developers.

POND PROPERTY PARTNERSHIPS

BREWSTER CONSERVATION TRUST

A Partner at the Pond Property

Brewster Conservation Trust

Amount pledged for Pond Property: At least \$1 million

Partnership includes:

- Conservation restriction on 56 acres (85% of site) to preserve and protect this portion of the property, recognizing that the remaining 10 acres are designated for community housing and wastewater treatment
- Trail connectivity to Long Pond Woodlands



MASS AUDUBON

A Partner at the Pond Property

Mass Audubon

Amount pledged for Pond Property: \$1.5 million

Partnership includes:

- Conservation restriction on 56 acres (85% of site), recognizing that the remaining 10 acres are designated for community housing and wastewater treatment
- Affirmative rights to provide nature-based educational programming

Possible programs:

- Small seasonal day camps
- Adult nature study workshops
- Field trips for Wellfleet Bay camp
- Afterschool programs
- Guided walks
- Kayak trips
- Partner with Recreation Department on kids programming



MASS AUDUBON

How would the partnership work at the Pond Property?

Would there be membership costs to residents?

No membership costs to access any portion of the properties.

What parts of the property would not be accessible to the public?

Public Access would only be restricted on the westernmost point of the property adjacent to Long Pond (approximately 1.5 acres) when Mass Audubon has programming for children (primarily during the summer months).

What would the Town be paying for and would the Town be receiving any of the fees collected for Audubon programs?

The Town would be paying for all property improvements and would maintain the property. Mass Audubon would contribute \$1.5M to help cover a portion of the \$6M acquisition cost of this property. The Town would not receive any additional compensation. Mass Audubon would provide input on establishing nature trails and technical expertise on ecological management/design of the property.

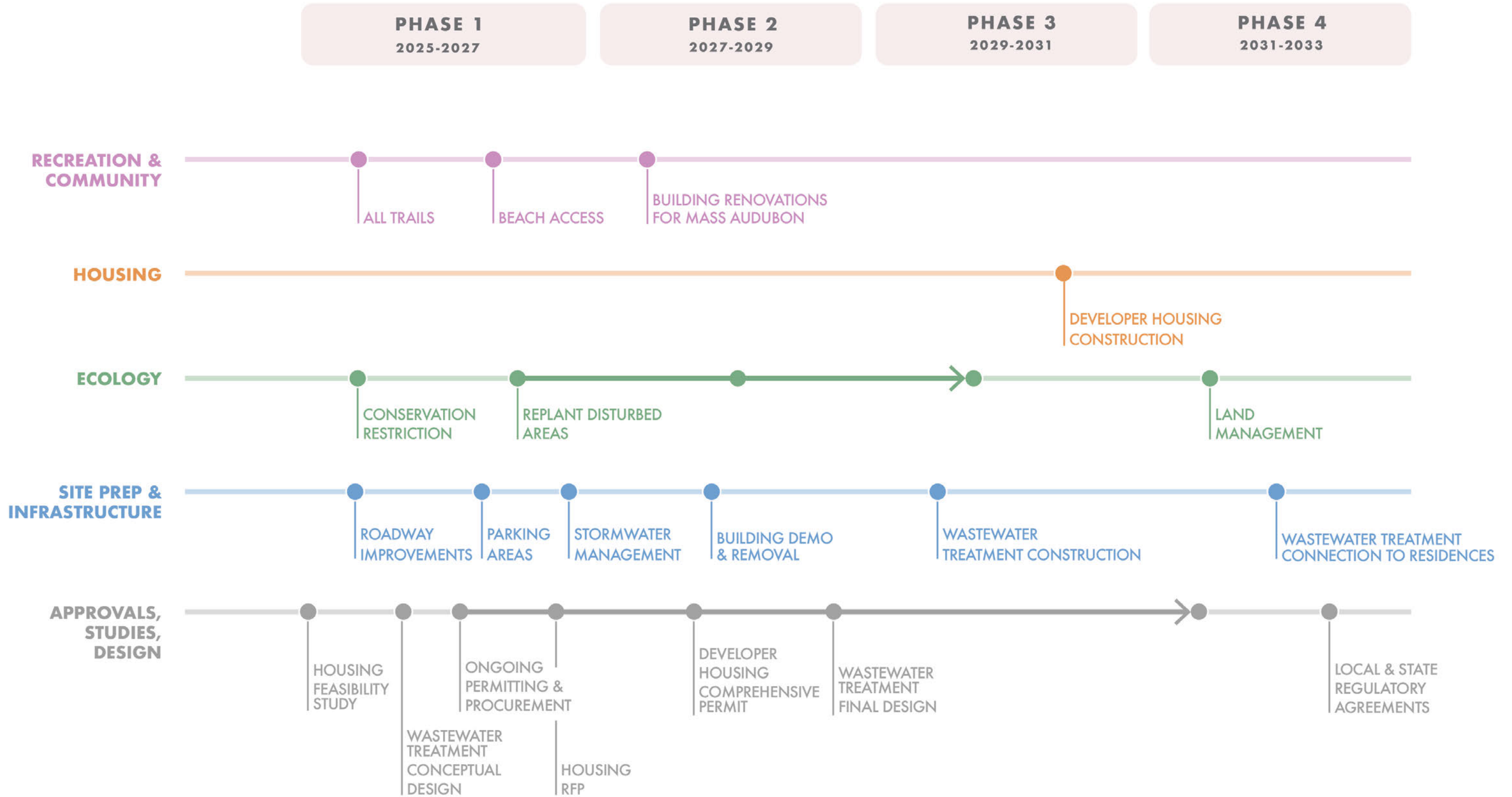
Where would Mass Audubon's pledge money be applied?

It would be applied to reduce the Town's remaining obligations to pay for purchasing this property. After accounting for BCT and Mass Audubon's \$2.5+M combined contributions and previous Town appropriations, only about \$750,000 of the acquisition cost remains to be financed.

POND PROPERTY PHASING

POND PROPERTY DRAFT PHASING

Target 2025 - 2033



POND PROPERTY DRAFT PHASING

Phase 1 (Target 2025-2027)

APPROVALS, STUDIES, DESIGN

Wastewater Infrastructure Conceptual Design

Community Housing Feasibility Study

Ongoing permitting and procurement

Housing RFP

SITE PREP & INFRASTRUCTURE

Improved gravel drive

Parking areas, ADA Parking and Drop off Zone

Required Infrastructure including stormwater management, as needed

HOUSING

RECREATION & COMMUNITY USE

Trail improvements, new trails, ADA accessible path

Beach and related amenities

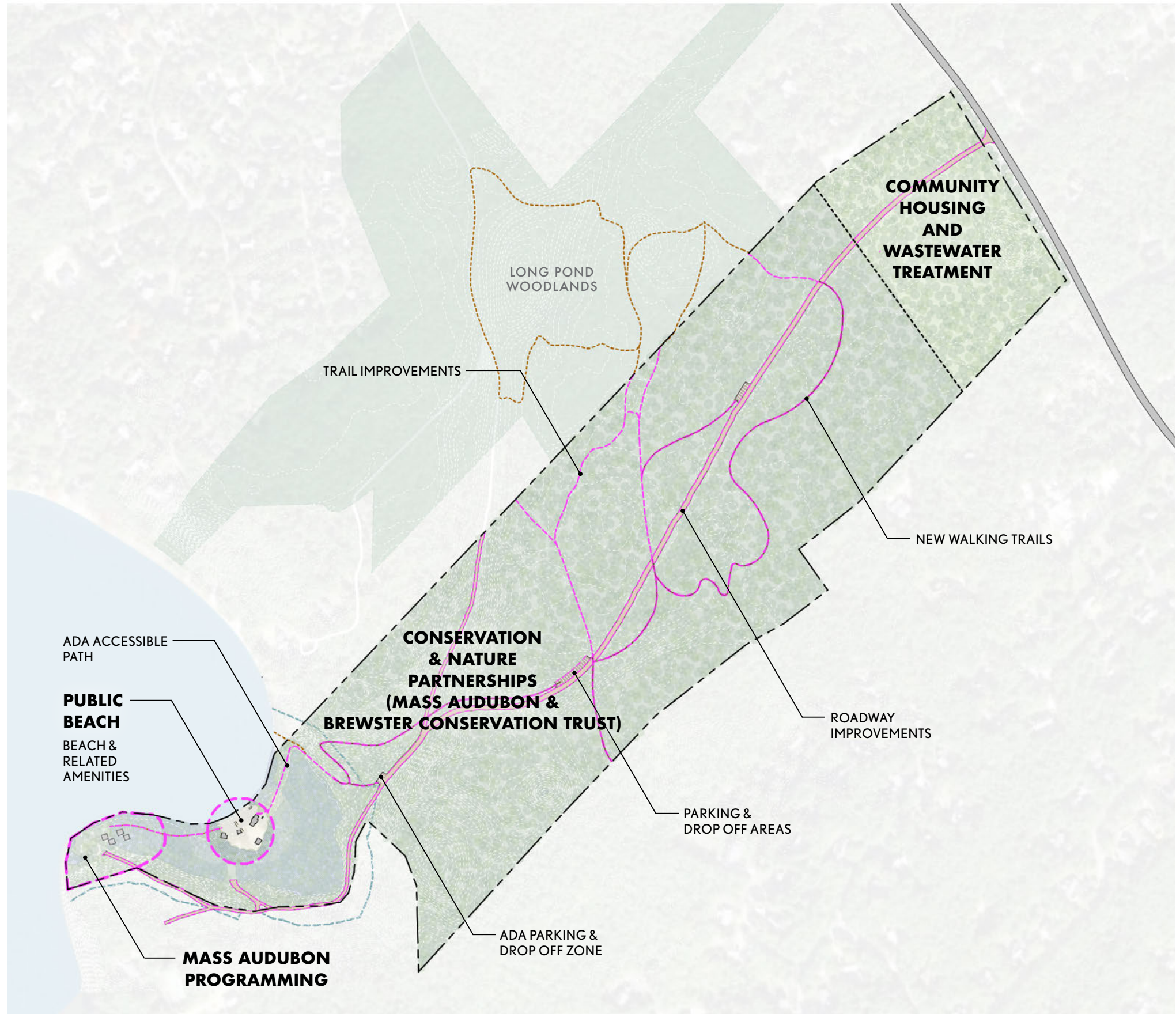
ECOLOGY

Conservation Restriction

Replant disturbed areas

PHASE 1 TOTAL COST:

\$2,300,000



POND PROPERTY DRAFT PHASING

Phase 2 (Target 2027-2029)

APPROVALS, STUDIES, DESIGN

Developer Housing Design & Comprehensive Permit

Wastewater Treatment final design

Ongoing permitting and procurement

SITE PREP & INFRASTRUCTURE

Building Demo & Removal

HOUSING

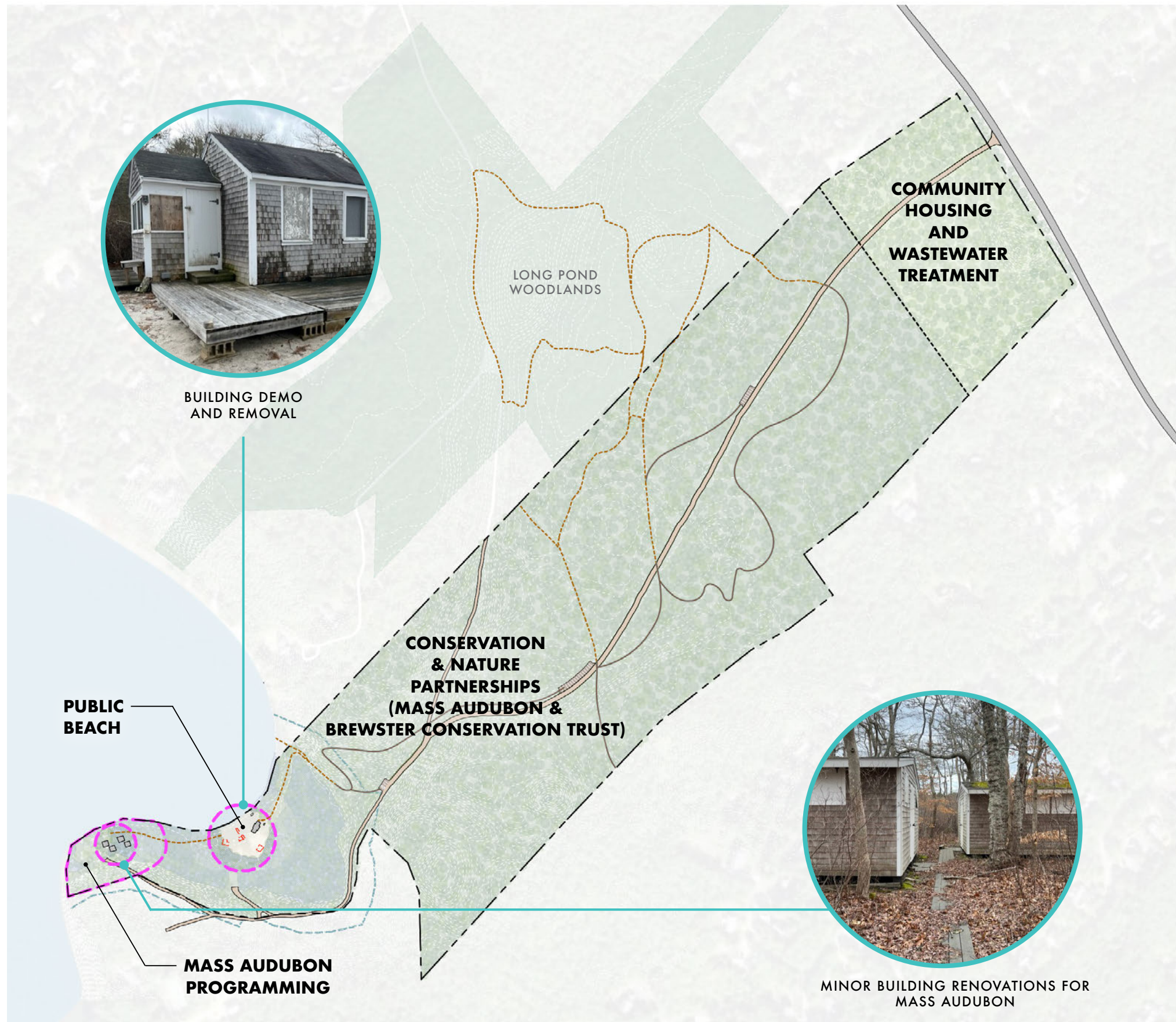
RECREATION & COMMUNITY USE

Minor building renovations for Mass Audubon

ECOLOGY

Replant disturbed areas

**PHASE 2 TOTAL COST:
\$500,000**



POND PROPERTY DRAFT PHASING

Phase 3 (Target 2029-2031)

APPROVALS, STUDIES, DESIGN

Ongoing permitting and procurement

SITE PREP & INFRASTRUCTURE

Wastewater Treatment Construction

HOUSING

Developer Housing Construction

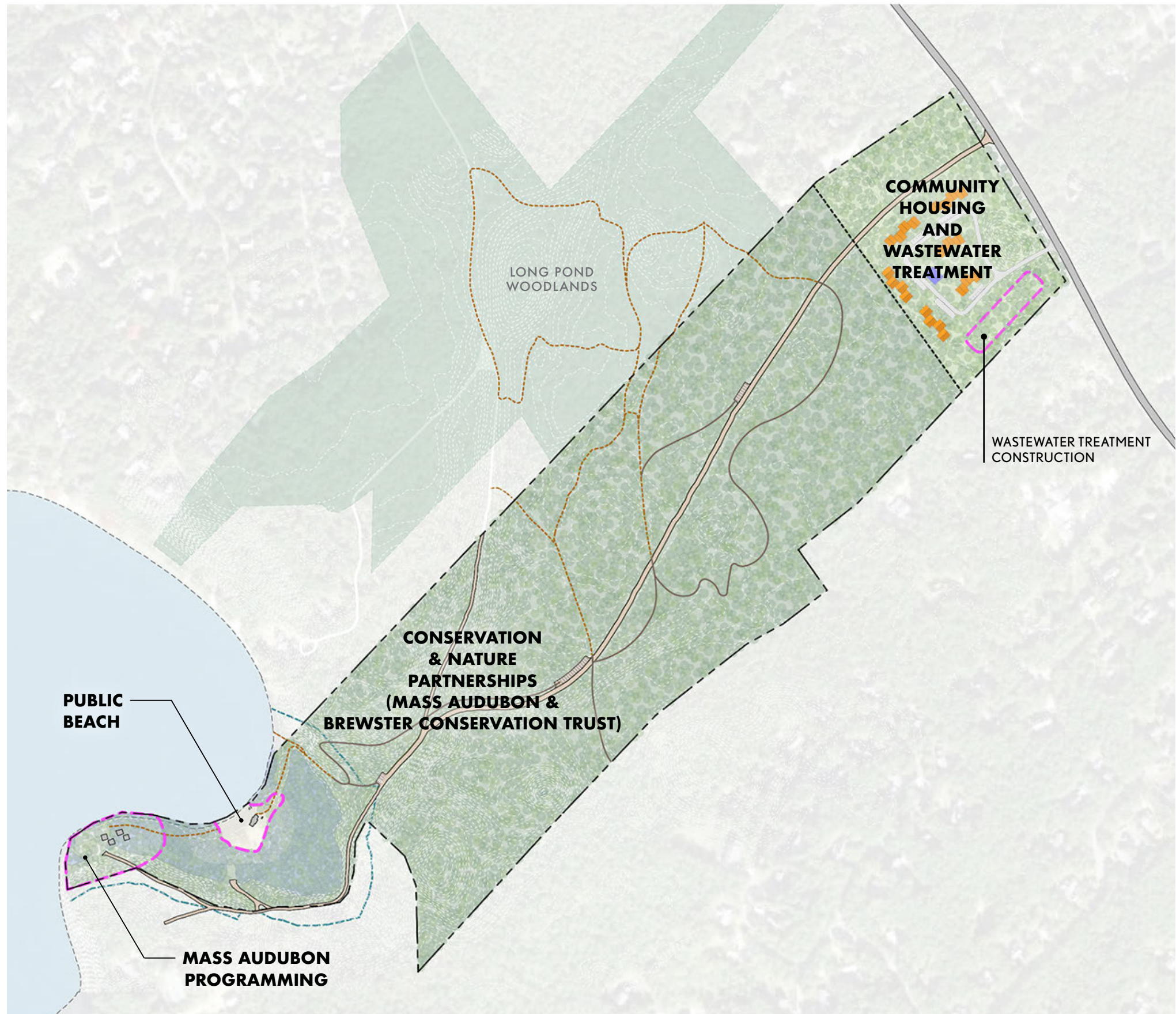
RECREATION & COMMUNITY USE

ECOLOGY

Replant disturbed areas

PHASE 3 TOTAL COST:

\$4,500,000



POND PROPERTY DRAFT PHASING

Phase 4 (Target 2031-2033)

APPROVALS, STUDIES, DESIGN

Ongoing permitting and procurement

Local and state regulatory agreements

SITE PREP & INFRASTRUCTURE

Wastewater Treatment Connection to Surrounding Residences (TBD)

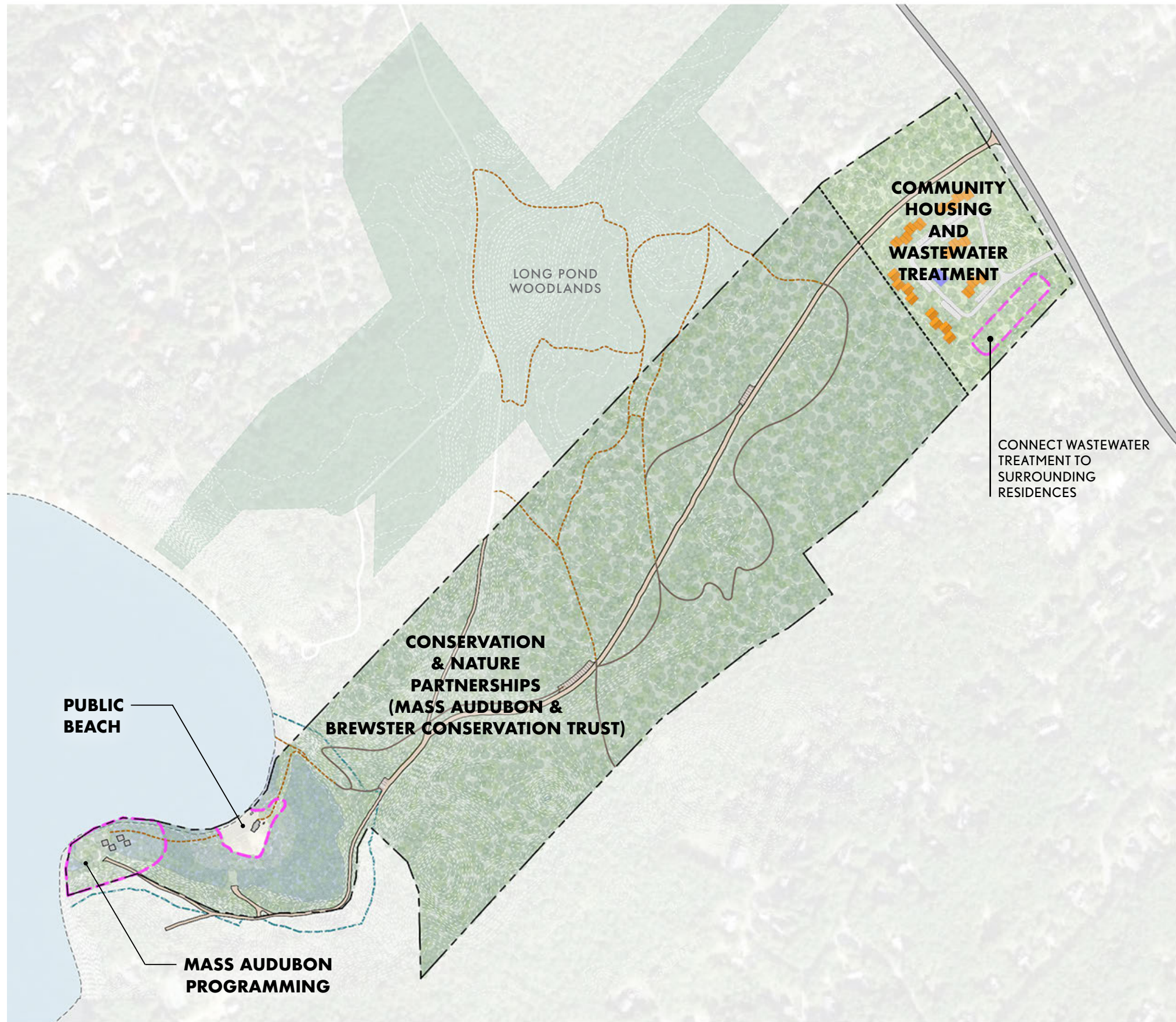
HOUSING

RECREATION & COMMUNITY USE

ECOLOGY

Land management

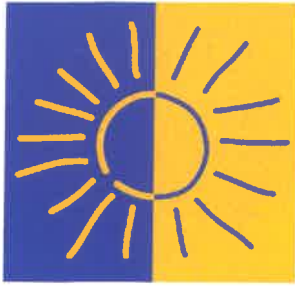
PHASE 4 TOTAL COST:
\$TBD



For Your Information

April 6, 2026

1. Committee items:
 - a. Health & Human Services grant recipient Independence House Jan & Feb Statistic Reports
2. Department Updates:
 - a. January Housing Office Update
 - b. DNR Spring Littleneck schedule
 - c. DNR Beautify Brewster 2026
3. Other materials:
 - a. Brewster Family Support Program Monthly Report
 - b. Cape Cod Canal Bridges Project Update
 - c. MassDOT Municipality Work Notification, Route 6A



INDEPENDENCE
H O U S E

Independence House, Inc.

160 Bassett Lane

Hyannis, MA 02601

Tel. 508 771-6507

Fax: 508 778-0143

24-HOUR HOTLINE

1 800 439-6507

March 27, 2026

Town of Brewster
2198 Main Street
Brewster, MA 02631

Dear Grantor,

Enclosed please find the ~~invoice~~ for the Third Quarter of FY 2026 and statistics for January and February. I will send the March statistics prior to April 15, 2026.

Thank you for your continued support! If you have any questions regarding the report or other items, please do not hesitate to contact me at 508-771-6507 x235 or bobr@indhouse.net.

Sincerely,

Bob Ravenelle

Director of Domestic & Sexual Violence and
Grants & Contract Management

**Independence House
January 2026 FY 2026**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	41.50	14.25	1.00	0.00	4.25	3.25	20.50	2.50	12.50	3.50	3.50	9.75	3.00	0.75	20.25	5.50	64	81	145	146.00
258E-Harrasment Order	5.75	0.50	0.00	0.00	1.25	2.25	0.00	2.75	0.00	2.25	0.00	3.75	0.00	0.00	0.25	9.00	17	17	34	27.75
Children Exposed to DV	11.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	2.00	0.00	0.00	0.50	0.00	2.50	1.25	2.50	7	8	15	20.75
Teen Services	5.75	0.50	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50	0	6	6	9.25
Domestic Violence Services	78.75	10.00	6.25	3.00	5.75	0.00	20.50	4.00	21.00	9.75	3.75	10.25	8.25	1.25	29.25	7.50	21	81	102	219.25
Sexual Assault Services	26.25	5.50	1.25	0.00	4.00	0.00	12.50	1.00	5.75	0.00	0.00	4.50	0.00	5.25	4.25	1.25	10	30	40	71.50
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group*	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0	8	8	21.00
Sexual Assault Group*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Housing Stabilization	0.00	0.00	2.25	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	6	6	3.75
SafeHomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Survivors of Homicide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0	3	3	12.00
Childcare	2.50	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0	4	4	7.00
Food Pantry	11.00	0.00	0.00	0.00	2.00	0.00	1.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	2.00	0	0	0	20.00
Medical Advocacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	1	0	1	0.25
Domestic Violence Hotline	4.00	0.00	1.00	1.00	0.00	0.00	3.00	0.00	0.00	1.00	0.00	2.00	0.00	0.00	1.00	24.00	0	0	0	37.00
Sexual Assault Hotline	2.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	3.00
Other Calls	6.00	0.00	0.00	0.00	0.00	0.00	1.00	3.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	30.00	0	0	0	43.00
Outreach/ Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Prevention Activities	15.50	8.00	0.00	0.00	6.00	0.00	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0	717	717	43.50
Total New Clients	37	7	2	0	4	3	15	3	7	4	3	8	1	2	16	8				120
Total Unduplicated Clients	678	52	9	1	11	3	37	8	22	7	1	15	4	5	87	21				961
Total Clients	715	59	11	1	15	6	52	11	29	11	4	23	5	7	103	29				1081
TOTAL (Units)	210.00	38.75	11.75	4.00	23.25	5.50	82.00	20.75	53.25	17.50	7.25	32.25	11.25	10.75	65.25	91.50	120	961	1081	685.00

* Some groups as dual DV/SA counted only under DV

**Independence House
February 2026 FY 2026**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	31.50	15.00	4.00	3.75	8.75	0.25	18.75	0.00	7.50	0.00	1.00	17.25	0.00	1.50	5.75	16.75	61	79	140	131.75
258E-Harrasment Order	8.00	0.00	2.25	0.00	2.25	2.25	0.00	0.00	0.50	2.50	0.00	5.50	3.25	0.00	3.75	17.50	23	36	59	47.75
Children Exposed to DV	8.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.25	0.00	0.00	0.00	0.00	2.00	0.00	1.50	0	12	12	14.00
Teen Services	2.25	0.25	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.25	0.25	2	6	8	6.50
Domestic Violence Services	46.75	6.25	11.50	2.25	3.25	0.00	12.00	2.75	19.75	11.25	1.25	12.75	3.00	0.00	19.25	8.00	38	74	112	160.00
Sexual Assault Services	16.25	4.00	0.00	0.00	5.25	0.00	8.25	0.00	4.50	0.00	0.00	4.00	0.00	5.25	4.50	4.75	4	27	31	56.75
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group*	1.00	0.00	0.00	0.00	0.00	0.00	27.00	0.00	4.50	0.00	0.00	0.00	0.00	0.00	0.00	6.75	10	7	17	39.25
Sexual Assault Group*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Housing Stabilization	0.00	0.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	6	6	0.75
SafeHomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Survivors of Homicide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0	2	2	5.00
Childcare	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	3	3	2.00
Food Pantry	6.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	1.00	0	0	0	15.00
Medical Advocacy	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	4	0	4	12.75
Domestic Violence Hotline	8.00	1.00	1.00	0.00	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	35.00	0	0	0	49.00
Sexual Assault Hotline	4.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0	0	0	7.00
Other Calls	4.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	54.00	0	0	0	61.00
Outreach/ Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Prevention Activities	5.50	3.00	0.00	0.00	6.00	3.00	6.75	0.00	3.00	0.00	0.00	0.00	0.00	0.00	12.00	0.00	0	468	468	39.25
Total New Clients	27	11	7	1	9	0	22	0	11	4	2	12	1	1	8	26				142
Total Unduplicated Clients	245	14	8	7	12	73	81	3	19	6	0	20	5	4	185	38				720
Total Clients	272	25	15	8	21	73	103	3	30	10	2	32	6	5	193	64				862
TOTAL (Units)	149.25	30.50	19.50	7.00	26.50	5.50	75.25	5.75	45.00	15.75	2.25	39.50	6.25	8.75	54.50	156.50	142	720	862	647.75

* Some groups as dual DV/SA counted only under DV

Housing Office Update January 2026

Jill Scalise, Housing Coordinator & Jenny Shaw Housing Program Assistant

Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14 & 15)
 - Responded to email, phone & in person requests for information and assistance, 66 total requests for housing information (51) or assistance (15). Open office hours Thursdays from 10AM-noon.
 - Library outreach held 3rd Friday at 11AM.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
 - Spring Rock Village is moving towards closing. Attended weekly closing calls. Staff completed and submitted 40B Compliance Certificate.
 - Habitat for Humanity Mackie Drive: Marketing began for 2 affordable homes (one at 60% & one at 80% AMI). Applications due by 3/31. Finalized note and mortgage for BAHT funding award.
 - Serenity at Brewster- With Donna Kalinick, met with Elevation Financial about Local Action Unit (LAU) application, draft BAHT award letter & grant agreement, and EOHLIC grant. Closing anticipated February.
 - Housing Partnership & CPC supported \$550,000 BAHT Housing Opportunity Fund (HOF) application.
 - BAHT worked on providing housing criteria for the Municipal Land Evaluation Committee.
 - Select Board tasked BAHT with the completion of a housing feasibility study for 10-acre portion of Pond Parcel. BAHT will provide opportunities for public input & report to the Select Board on a quarterly basis. Initial discussion took place & inquiry into Mass Housing Partnership's Housing on Public Land program.
3. Housing Program Assistant (HPP Strategy #19)
 - Orientation continued with site visits to Brewster affordable housing. Attended Housing Trust and Partnership meetings. Drafted minutes. Staffed housing outreach with Lynn St Cyr, Asst. Town Planner.
4. Housing Production Plan (SB H-1 & HPP #7, #11, #12, & #17)
 - Regional CPC projects: Continue assisting CPC with Brewster CPC funded regional housing projects.
5. Comprehensive Permit Projects (HPP Strategy #12 & 16, SB H-4)
 - Spring Rock Village (45 rental units) & Habitat for Humanity Mackie Drive (2 ownership). See #2 above.
6. Preservation of Housing and Related Support of Brewster Residents (SB H-2, HPP Strategies #20, 21 & 22)
 - Community Development Block Grant (CDBG)- Select Board public hearing held for FY26 grant application. Bailey Boyd Associates was selected for FY25 grant administration.
7. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
 - Continue to address issues of concern with SHI homes, including potential resales.
 - 88 Belmont Park Road. Working with Executive Office of Housing and Livable Communities (EOHLC), Housing Assistance (HAC) & the owner's representatives on the resale process.
8. Housing Partnership (HPP assorted strategies, SB H-1)
 - Composed a new charge and mission statement, plan to share with BAHT at upcoming joint meeting.
 - Evaluated and recommended 3 Community Preservation (CPC) housing applications for approval: CDP Lower Cape Housing Institute, HAC Assistance Resource Center & BAHT Housing Opportunity Fund.
9. Zoning & Planning (SB H-2 & HPP Strategies #2 & 3): Planning Office lead.
 - Community Planning and Land Use Management (CPLUM) staff met and worked on draft Accessory Dwelling Unit (ADU) FAQ information sheet.
10. Explore MA housing policies, including Affordable Homes Act (AHA) (SB H-3 & HPP #9,10 & 1)
 - Waiting on regulations for seasonal communities designation, inquiries about potential opportunities.
 - Worked with Jim Gallagher, Deputy Assessor, to draft memo on Good Landlord Housing Tax Exemption. Information provided by SRHS, Orleans Planning Office, and Harwich Assessor & Housing Offices.
11. Collaboration and Education (HPP Strategies #7 & 15)
 - Attended Shared Regional Housing Services (SRHS) office hours, HOME Consortium, Making the Case Call, MHP LAU program and EOHLIC Housing Choice: rural & small-town information session.

Personnel

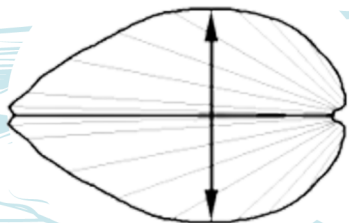
- Participated in Housing Trust, Housing Partnership, CPC & Select Board meetings. Worked with Assessors, Building, COA, CPC, Finance, Health, Planning & Administration. Annual Conflict of Interest training.



WELCOME TO ELLIS LANDING!

APRIL 2026 HARVEST SCHEDULE

<u>Day</u>	<u>Date</u>	<u>Low Tide</u>	<u>Tide Height</u>
Sun	Apr 19, 2026	7:14 AM	-1.5
Mon	Apr 20, 2026	8:04 AM	-1.4
Tues	Apr 21, 2026	8:57 AM	-1
Weds	Apr 22, 2026	9:54 AM	-0.5
Thurs	Apr 23, 2026	10:56 AM	0
Fri	Apr 24, 2026	12:00 PM	0
Sat	Apr 25, 2026	12:20 PM	1.4



HARVEST LIMIT: 5 QUARTS LITTLENECKS/ WEEK

SIZE LIMIT: >1 INCH THICK AT HINGE

ALL SEED MUST BE RETURNED TO ROCK BED

HAVE YOUR 2026 SHELLFISH PERMIT ON YOU

In celebration of Earth Day 2026, join us for

BEAUTIFY BREWSTER

A day of service and cleanup for the Town of Brewster!

Saturday April 25th, 2026

Rain date: Sunday April 26th

Start times vary, depending on location.



Trash bags & safety vests provided!

**For more details and
to sign up, contact:**

**rburch@brewster-ma.gov
megmorris141@gmail.com**

Hope to see you there!

**With your help, we can create a
litter free Brewster!**

Organized by

**Brewster Department of Natural Resources
and The Cape Cod Anti-Litter Coalition**

Many thanks to our Sponsors!

**Stop & Shop ~ Shaw's ~ Trader Joe's
Ferretti's Market ~ Café Alfresco ~ The Kitchen Café
The Island Blue Crab ~ Laurino's Tavern
Brewster Pizza House ~ Chatham Bars Farm ~ Freeman's Grill
Uncle Pete's Chowder House ~ Pizza Shark ~ Papa Gino's
Ocean Edge Resort ~ Pepsi Co ~ JT's Seafood ~ Pico's Taco Shack
Home Depot ~ Hinckley Home Center ~ Ocean State Job Lot
Ace Hardware Brewster ~ Stone L'Oven ~ Serenity Apartments
Whole Foods Market**



**TO: Peter Lombardi, Town Manager
Donna Kalinick, Assistant Town Manager**
FROM: Cassie Boyd Marsh, Bailey Boyd Associates, Inc.
DATE: April 1, 2026
RE: Brewster Family Support Program Monthly Report

The Family Support Program is in a nice rhythm, with the families with funds remaining billing steadily each month. At this point we can continue to see much of the same for the remaining months of the program, though with invoices beginning to dwindle as families reach their full \$3,000 allocation.

The FY25 Brewster CDBG program has also begun accepting applications, and we're hoping to assist as many eligible LMI families as possible. Family Support Program participants were notified that the CDBG program was starting and given application information. While we know from demographic information that many will not qualify, we want to ensure that the word is spread to as many eligible families as possible.

Below are the tables demonstrating the program status.

APPLICATIONS

Applied	Approved	Participating
72	72	71

FUNDING

Total \$ Allocated	\$ Billed to Date	\$ Remaining	# Providers	Unallocated \$
\$213,000	\$173,415	\$39,585	15	\$34,251.55

Archived: Thursday, April 2, 2026 1:33:07 PM

From: [Michael Dutton](#)

Sent: Mon, 30 Mar 2026 21:37:16

To: [Michael Dutton](#) [Peter Lombardi](#) [Donna Kalinick](#) [Jill Goldsmith](#) [Elizabeth Sullivan \(esullivan@town.dennis.ma.us\)](#) [Greg Roundseville](#) [Rich Bienvenue](#) [Jacqueline Beebe](#) [Michael Renshaw](#) [Peter Johnson-Staub](#) [jay.mcgrail@harwich-ma.gov](#) [wtaylor@mashpeema.gov](#) [rccollins@mashpeema.gov](#) [Mark Reil](#) [Andrew Clyburn](#) [mark.ells@town.barnstable.ma.us](#) [Marlene McCollem](#) [Kimberly Newman](#) [Dan Riviello](#) [Alex Morse](#) [Harper, Heather](#) [George Dunham](#) [Kelly Clark](#) [John Bugbee](#) [Tom Guerino](#) [Robert Whritenour \(rwhritenour@yarmouth.ma.us\)](#) [rsears@nantucket-ma.gov](#) [jlacivita@tisbury.ma.gov](#) [Libby Gibson](#) [gtivnan@nantucket-ma.gov](#) [townadmin@westtisbury-ma.gov](#) [townadministrator@chilmarkma.gov](#) [townadministrator@aquinnah-ma.gov](#) [selectmen@edgartown-ma.us](#) [dpotter@oakbluffsma.gov](#) [wbrough@oakbluffsma.gov](#) [turner@mvcommission.org](#) [mauro@mvcommission.org](#) [Robertc Lawtonjr](#)

Cc: [Robin Young](#) [Vaira Harik](#) [Kristy Senatori](#) [Steven Tupper](#)

Subject: CAPE COD CANAL BRIDGES - PROJECT UPDATE - APRIL 6

Importance: Normal

Sensitivity: None

TO: CAPE & ISLANDS MANAGERS AND ADMINISTRATORS

FROM: BARNSTABLE COUNTY COMMISSIONERS; CAPE COD COMMISSION; CAPE AND ISLANDS MUNICIPAL LEADERS ASSOCIATION

RE: CAPE COD CANAL BRIDGES - PROJECT UPDATE

Cape Cod officials are hosting a Cape Cod Canal Bridge Update with Massachusetts Department of Transportation (MassDOT) on April 6, 2026 starting at 1pm. The hybrid meeting will be held in the Mary Pat Flynn Conference Room at the Barnstable County Complex, 3195 Barnstable MA, 02630.

Luisa Paiewonsky, Executive Director of Mass DOT's Megaprojects Delivery, will provide an update on the latest developments on the replacement of the Cape Canal Bridges.

The state and federal environmental permitting processes are moving swiftly and MassDOT is now taking a number of steps to initiate the construction phase of work.

This forum is being sponsored by the Barnstable County Commissioners, the Cape Cod Commission, and the Cape and Islands Municipal Leaders Association (CIMLA).

Municipal leaders, representatives from regional civic groups and transportation organizations are welcome to attend either in person or remotely, including the Cape Cod Regional Transportation Authority, the County Joint Transportation Committee, the Cape and Islands Town Managers Association, the Cape Cod and Islands Selectmen and Councilor's Association, and the Cape and Islands Canal Bridge Coalition.

MEETING LINK: [Replacement of the Cape Cod Canal Bridges, Project Update](#)

Meeting ID: 878 1174 8395

Phone: (929) 205-6099

Passcode: join



Michael Dutton, JD, ICMA-CM

County Administrator | County Commissioners

Barnstable County, Regional Government of Cape Cod

📍 he/him/his | ✉️ Email michael.dutton@capecod.gov | 📞 Office (508) 375-6929

📍 [3195 Main Street | P.O. Box 427 | Barnstable, MA 02630](#)

[f](#) [@](#) [in](#) [t](#) [v](#) | 🌐 www.capecod.gov



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Phillip Eng, Interim MassDOT Secretary
Jonathan L. Gulliver, Undersecretary and Highway Administrator



District 5

Municipality Work Notification Form

MassDOT will be conducting work in your community in the near future. The following project information is being forwarded for distribution to appropriate Municipal Departments.

- For questions, please contact the District 5 Construction Office at 508-884-4281. Resident Engineer cell phone numbers are for the use of Municipal Officials only and should not be distributed to the general public. Please direct all public questions and complaints to the District 5 Construction Office.

Project Location (City/Town): Brewster

Estimated Start Date of Work: 4/6/2026

Project Type: Safety Improvements **Resident Engineer:** Misael Sanchez, 508-745-9770

Description of Work: Removal of passing zones on Rte. 6A from approx. 440 Main St. to 3655 Main St.

Contractor: Lawrence Lynch Corp.

Hours of Operation (Day/Night): Day Work 7:00 AM – 3:00 PM

Description of Traffic Management: Moving operation

Estimated Duration of Work: TBD

Additional Information: All work being performed is weather dependent. Work involved includes removal of dashed centerline, installation of solid centerline(s), replacement of slotted reflectors, and removal of passing zone signage.

PLEASE NOTE *Drivers who are traveling through the affected areas should expect delays, reduce speed, and use caution. All scheduled work is weather dependent and/or may be impacted due to an emergency situation.**