

COMMUNITY PRESERVATION COMMITTEE

Town of
BREWSTER
MASSACHUSETTS



Town Staff
Beth Devine, CPC Assistant

Sarah Robinson, Chair
Paul Ruchinskias, Vice Chair
Faythe Ellis, Treasurer
Elizabeth Taylor, Clerk
Roland Bassett, Jr.
Cynthia Bingham
Jan Crocker
Laurel Labdon
Michael Tobin

COMMUNITY PRESERVATION COMMITTEE MEETING AGENDA

May 13, 2026 at 4:00 PM
Town Hall, 2198 Main St., Brewster, MA 02631
cpcmeeting@brewster-ma.gov

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/83777284808?pwd=NjB3WldRTGRxb0l0WXhIS1J0Y1NOQT09>

Webinar ID: 837 7728 4808 **Passcode:** 326439

JOIN MEETING BY PHONE

Call: (312) 626-6799 or (301) 715-8592 **Webinar ID:** 837 7728 4808 **Passcode:** 326439

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.
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- 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. Public Announcements and Comment: Members of the public may address the CPC on matters not on the meeting's agenda for a maximum of 3-5 minutes at the Chair's discretion. The CPC cannot reply to statements made or answer questions raised during public comment but may add items presented to a future agenda.
5. Financial Update – Faythe
6. Annual Town Meeting recap
7. Member renewals
8. CPA Plan Update Project status
9. Project Updates
10. Approval of Minutes
11. Matters Not Reasonably Anticipated by the Chair
12. For Your Information
13. Next Meetings: May 27th at 4PM
14. Adjournment

Date Posted: 3/23/26 **Date Revised:**

Received by Town Clerk:

Brewster CPP 2026: Engagement Outreach Plan

Materials

- Virtual forum sign-up: <https://tinyurl.com/BrewsterForum>
- Project website: <https://tinyurl.com/BrewsterCPP>
- Outreach materials: <https://drive.google.com/drive/folders/1CBFx-ft9YabD-tUfF50m7Ex8dphPGZm4?usp=sharing>

Between now and June 10:

1. Keep the town website "Latest News" current
2. Post a reminder on the CPC page so anyone checking the site at any point in the 5 weeks sees the forum assign-up and project site links
3. Equip any CPC member attending a board or committee meeting with a brief talking point and QR code, especially those who serve on other committees/organizations
 - a. CPC members to attend televised meetings for:
 - Select Board
 - Historical Commission
 - Planning Board
 - Housing Authority
 - Recreation Commission
 - Affordable Housing Trust
 - Conservation Commission
 - Housing Partnership

*Can we post on all committee pages?

Week of May 11: Announcement

- Use established channels to announce forum and project website:
 - Town email
 - CPA internal distribution list
 - School Committees: regional and elementary
- Social media promotion:
 - Town Instagram and Facebook – ask Erica
- Request CPC members share materials with networks
- Print and post flyers at key locations
 - Town Hall
 - Schools
 - Dog Park

- Businesses

Week of May 18: Promotion

- Outreach for hard-to-reach groups through housing staff and CPC members, repeat last week's strategy

Week of May 25: Reminder

- Use established channels to remind about forum and project website
- Social media promotion

Week of June 1: Promotion

Targeted contact for hard-to-reach groups

- Use established channels to remind about forum and project website

Week of June 8: Final Reminder

- "Last chance" reminder to established channels and on social media

MACKIE DRIVE, BREWSTER

**AFFORDABLE HOUSING TRUST &
COMMUNITY PRESERVATION COMMITTEE**

QUARTERLY PROJECT STATUS REPORT

Habitat for Humanity of Cape Cod, Inc. **Quarter Ending Date:** March 31, 2026

Project Title: Mackie Drive Community Housing - 3571 Main Street

BAHT Liaison: Jill Scalise & Donna Kalinick

CPC Liaison: Paul Ruchinskas & Cynthia Bingham

Habitat Representative: Noreen Browne, Director of Land Acquisition

Address: 411 Main St., Suite 6, Yarmouth Port, MA. 02675

Telephone Number: 508-362-3559 x 124

Email: land@habitatcapecod.org

Amount: \$100,000 (AHT) \$100,000 (CPC) **# of Homes:** 2

Project Status

Permitting:	Habitat acquired the property on February 5, 2026. The following documents were recorded at the Barnstable Registry of Deeds: Subdivision Plan BK 715 PG 52 Comp Permit Decision BK 37453 PG 211 Deed to Habitat BK 37453 PG 229 Driveway, Utility & Stormwater Easement BK 37453 PG 233 Regulatory Agreement BK 37453 PG 240 BAHT Mortgage & Security Agreement BK 37453 PG 271 Addresses assigned by Assessor 3/17/26. 15 Mackie Drive (114-60-0) Formerly 3571 Main Street 25 Mackie Drive (114-67-0) Lot 3 29 Mackie Drive (114-68-0) Lot 4
Infrastructure:	0% Complete: Eversource did not approve Site work electrical plan because primary underground lines must be a certain distance from the septic leaching field. Field change made 4/2/26 between Electrical Engineer, Site Engineer, and Director of Construction. DOC discussed the change with the Building Commissioner. Primary Electrical Line will run from the street to the pole near the cul de sac above ground. Secondary line from the pole to the two homes will be underground. New plan uploaded to the Building Portal.

Construction:	0% Complete: Building permit application was submitted on 1/26/26.
Fundraising:	We have secured solar and landscaping sponsorships for both homes, along with four home sponsors. Two individuals, one church and a 'Faith Build', composed of several local congregations - approximately \$250,000. FHLBB Funding - \$180,000
Homeowners:	One home will be offered as local preference. Application period opened on January 30, 2026 and closed March 31, 2026. Applications postmarked by 03/31/26 will be accepted. 55 applications were received for the 7 homes marketed. Site specific update to follow.
Volunteers or Events/Press:	https://habitatcapecod.org/applications-are-available-for-affordable-homeownership-in-brewster-falmouth-pocasset/



Approved:

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

VOTE:

COMMUNITY PRESERVATION COMMITTEE

Wednesday, March 25, 2026, at 4:00 p.m.

MEETING MINUTES OF MARCH 25, 2026

Present: Community Preservation Committee (CPC) – Chair Sarah Robinson, Vice Chair Paul Ruchinskas, Treasurer Faythe Ellis, Clerk Elizabeth Taylor, Roland Bassett, Cynthia Bingham, Mike Tobin, Jan Crocker, Laurel Labdon

Remote attendance:

Absent: Caroline McCarley, Select Board Liaison

Also Present: Donna Kalinick, Assistant Town Manager

Remote: Lucy Corlett, JM Goldson; Jenn Goldson, JM Goldson

The Chair called the meeting to order at 4:00 pm, announced a quorum, and read the Recording Statement.

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1. Public Announcements and Comment- none

2. Financial Update – Faythe Ellis

Faythe said there were no changes from the last meeting. She did have a homework assignment – to find out what updated information she could on the CPC land purchases BBJ 1 & 2 – which are two parcels a combined 50 acres in West Brewster by Mother's Bog and Walker's Pond. BBJ 1 was \$875,000 in 2006; and BBJ 2 was \$1.6M in 2008. The Bates property, which is \$675,000 is 36 acres in the Punkhorn we acquired in 2010. We are paid off on BBJ 1 and it's the last year for BBJ 2.

3. CPA Update Project Presentation by JM Goldson

Jenn Goldson addressed the committee remotely. She and Lucy Corlett have been already working on updating the plan. They went through their presentation slides.

They started out with introductions and then asked the committee two introductory questions:

1. What is one word or phrase you would use to describe a key issue in Brewster over the past 5 years since the last plan?
2. What is one investment that you wish CPA could help fund in your community over the next 5 years.

The committee had several thoughts about what they would like to see going forward and many repeated the need to invest in continued affordable housing infrastructure, accessibility, enhance the Sea Camps Properties, Housing on the Pond Property Parcel, more focus on historic preservation on community owned properties, open space and conservation, water quality and resource protection, recreation for all ages, zoning bylaw updates, and library updates.

Jenn Goldsen continued the slide presentation and discussed the questionnaire and responses that was sent out in advance.

Looking Ahead –

- Pursue diverse array of projects
- More focus on long-range planning
- Improved communication with community about CPC goals and accomplishments
- Projects that align with the goals of Brewster’s 2023 Local Comprehensive Plan

Challenges –

- Possible skepticism about 3% due to anti-housing sentiment
- Lack of public awareness/understanding of CPC role
- Difficulty building consensus amount community members
- Being more collaborative with discussing CPC projects

Donna Kalinick said with the library, we were accepted back in 2015 and sat on a waiting list for a long time, by the time our slot came up, the cost of the project had more than doubled but the award does not increase. Ultimately, the Select Board decided not to move forward with the project. There is still recognition that work needs to be done on the building, so we recently did a Building Science Study which will determine what needs to be done on the building, better programming space, and then a 5-year plan will be developed for the library. Some things will be CPC eligible and others will not. We are actively working with legal counsel to figure that out, and we will see applications come in for the library starting next year.

Since the last update, we did, as a town, adopt the CPA tax exemption for certain portions of the population who qualify based on income. It wasn’t a super robust program for its first year, but it was able to assist people paying their taxes that didn’t fall into the other exemptions. Jenn Goldson asked for 5-year potential projections given those exemptions. Donna Kalinick said the town was accepted as the seasonal community going to Town Meeting this May. People do not understand that you cannot fund housing over 100% of the Area Median Income (AMI). This is a function of the MA Laws, nothing to do with the Town of Brewster or our desires around funding low to moderate income housing or attainable housing. This is a challenge because people are more friendly toward attainable housing than toward affordable housing. When you go through this education process, it is important to delineate this process. Let’s not be zero sum.

Opportunities-

- Excellent housing department
- Sea Camps Property
- Increased transparency though direct engagement

- Improve project alignment with existing plans and CPA plan update
- Engagement with other committees/meetings

Capacity & Coordination-

- Strong planning and housing departments
- Land evaluation committee
- Town website
- Highlight prior open meetings
- Foster a tone of community discourse
- Find common ground

Lucy Corlett addressed the Committee. She ran through the Scope and Timeline of the project –

1. Research & Analysis
2. Committee Meetings
3. Community Engagement
 - Focus groups
 - Community survey
 - Public forum
4. Update Goals for Each Core Area
 - Community Housing
 - Open Space
 - Historic Preservation
 - Outdoor Recreation

Data Profiles

- Analysis of statutory elements
- Based on census data and local data provided by the Town of Brewster

Updated data on -

- Community Housing
- Open Space
- Historic Preservation
- Outdoor Recreation
- Additional Updates
 - Local plans
 - Revenue charts
 - Maps

Engagement Tools upcoming-

- Focus Groups April 2026 – 4/21 3:30 Open Space; 4/22 11AM Recreation; 4/27 2:30 Historic; 4/27 4PM Housing
- Community Survey May 2026
- Virtual Public Forum - June 10, 2026

Draft Plan July 2026

Finalize Plan August 2026

4. Project Updates

- Paul – Habitat Mackie Drive - Shirin has provided all the drafts of loan agreement - loan and mortgage – they have a couple of minor edits made to those docs – such as, for resale EOLC has to be sold at 80%, and one of our conditions which is to have funds secured and available before we release any loan funds, which is normally typical, with the exception of Habitat. They start their construction before all funding is in – so, in the past, Paul has required Habitat to send the recent proforma which shows how much is needed to be raised through fundraising, and current financials which shows they have cash on hand or unrestricted reserves of that amount; and give examples of the last two years of fundraising to give the go-ahead even though they haven't raised all the funds yet.
- Rollie – we received a bill from the playground – Donna Kalinick said the contractor for the playground has submitted their first pay requisition – all the work from September through January. Their original sum of \$653,718 - we have had change orders of \$49,094. So, currently the total is \$702,812 – the pay req is for \$566,392.38. Assuming no more changes, there would be a \$136,419.62 balance. Before the winter, all the site work was done – grading, equipment installed. However, weather was not on our side this fall for the pouring of the court. So, right now, they are back on site to do some of the work that needs to be done from settling over the winter, put up netting for baseball protection, basketball court poured and finished. The plan is weather dependent, do the pour in place over April vacation with project finished by first week of May. According to grant agreement, the initial NYA funds to be expended first, and then the CPC funds to come in after that.

Donna Kalinick will send the copy to Faythe.

5. Approval of Minutes - none

6. Matters Not Reasonably Anticipated by the Chair-none

7. For Your Information- none

8. Next meeting: Wednesday, April 8th at 4PM

**MOTION made by Cynthia Bingham to adjourn the meeting at 5:21pm. Roland Bassett second.
VOTE: 9-yes 0-no**

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.



Approved:

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

VOTE:

COMMUNITY PRESERVATION COMMITTEE

Wednesday, April 8, 2026, at 4:00 p.m.

MEETING MINUTES OF APRIL 8, 2026

Present: Community Preservation Committee (CPC) – Chair Sarah Robinson, Treasurer Faythe Ellis, Clerk Elizabeth Taylor, Roland Bassett, Cynthia Bingham, Mike Tobin, Jan Crocker
Remote attendance: Laurel Labdon

Absent: Caroline McCarley, Select Board; Vice Chair Paul Ruchinskas

Also Present: David Kaplan, Executive Director Forward at the Rock

The Chair called the meeting to order at 4:00 pm, announced a quorum, and read the Recording Statement.

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1. Public Announcements and Comment- none

2. Financial Update – Faythe Ellis

No change from the previous meeting.

3. Review of updated Warrant Article

Faythe said this is the version with the revised wording provided by Donna Kalinick and Jill Scalise. She said there is one other small edit that she has notified Peter Lombardi about which is the address of the HAC building to be modified is 460 Main Street, not 480. Please let Sarah know pronto if there are any further errors the committee might see.

4. Discussion and possible vote on Forward at the Rock extension request

Faythe said the project is in Dennis, housing for autistic individuals, second phase. Award is supposed to be completed by June of this year. They requested a 6-month extension. She recommends a 1-year extension to June 30, 2027.

No further questions.

David Kaplan addressed the committee. Everything is going well and going pretty much to plan. They are just about at finish work. Insulation is in, drywall is about to go up. There is much landscaping to do. We had 17 funders, 14 of which were CPCs. We think we will be done by June 30th, but we want to be cautious because you never know what might come up. Hoping for a ribbon cutting in July. All tenants are referrals from the Department of Developmental Disabilities Services who already have the 8 tenants ready to go. HAC is our voucher manager and our property manager.

Motion to approve the extension from 6/30/26 to 6/30/27 for Forward at the Rock.

MOVED by Cynthia Bingham. Roland Bassett second.

Roll Call Vote: Roland Bassett – yes, Cynthia Bingham – yes, Elizabeth Taylor – yes, Jan Crocker – yes, Laurel Labdon – yes, Mike Tobin – yes, Faythe Ellis – yes, Chair Robinson - yes.

VOTE: 8-yes 0-no

5. Discussion and possible vote on Award Letter draft for the HAC Assistance Resource Center

Faythe walked the committee through the letter. Page one, last paragraph outlines the key term – AHR or note and mortgage to make sure the property remains affordable. Town Counsel will have to review and edit for legal wording. She then went on to project eligibility which refers back to Town Counsel opinion and will need to be looked at and edited again for legal wording. Next was the timeline, depending on what is chosen going forward. 2-year term for the award, and on last page of it, Cindy as the liaison. If the committee is ok with this draft, next step would be to send it to Legal.

Motion to approve the draft of the award letter with the request for additional comments from Town Counsel to submit to Town Counsel.

MOVED by Faythe Ellis. Roland Bassett second.

Roll Call Vote: Roland Bassett – yes, Cynthia Bingham – yes, Elizabeth Taylor – yes, Jan Crocker – yes, Laurel Labdon – yes, Mike Tobin – yes, Faythe Ellis – yes, Chair Robinson - yes.

VOTE: 8-yes 0-no

6. Recap of Warrant Article presentations to the Select Board and Finance Committees

Sarah said we were very lucky to have a full team going in front of both boards – myself, Faythe, and Paul. The Select Board had questions about the Housing Trust award and Paul was able to answer their questions. The Finance Committee seemed pleased with our article. Sarah will again be doing a video presentation for the warrant coming up shortly.

7. CPA Plan Update Project status

Sarah thanked everyone for getting in the names for the focus groups. Goldson was pleased with focus group names. They are still looking for Recreation names that can be on a focus group. The timing of it was difficult. Rollie mentioned it at a meeting, but the timing was a bit too quick of a turnaround. Sarah will check back with Mike Gradone to see if he had some additional names. Sarah will also check in

with Lucy at Goldson to see how they contact people. Faythe, Paul, and Sarah will take a tour of Brewster with Lucy soon.

8. Project Updates

- Jan said Colette Williams sent a report on the digitization project – all digitized documents have been uploaded to the website. She reported that she ran out of funding and will be digitizing the remaining 20 herself as she has time. Collette Williams went on to thank the CPC for the opportunity. Faythe said she wrote an article for the beginning of the upcoming warrant and was able to use the links that have been put up and that was so great!
- Faythe said for the Grist Mill Project – with her Millsites Committee hat, the brook is open on both sides, there are ospreys circling overhead. 1400 fish came through last night. Get down there and see Spring in Brewster!
- Elizabeth has requested an update from Mr. Archer regarding status of the Chimney Project. She will ask him to come to our next meeting.

9. Approval of Minutes - 3/11/26

Motion to approve the Minutes of 3/11/26 as presented.

MOVED by Cynthia Bingham. Jan Crocker second.

Roll Call Vote: Roland Bassett – yes, Cynthia Bingham – yes, Elizabeth Taylor – yes, Jan Crocker – abstain, Laurel Labdon – yes, Mike Tobin – yes, Faythe Ellis – yes, Chair Robinson - yes.

VOTE: 7-yes 0-no 1-abstain

10. Matters Not Reasonably Anticipated by the Chair-none

11. For Your Information- none

12. Next meeting: Wednesday, April 22nd at 4PM

MOTION made by Cynthia Bingham to adjourn the meeting at 4:25pm. Jan Crocker second.

Roll Call Vote: Roland Bassett – yes, Cynthia Bingham – yes, Elizabeth Taylor – yes, Jan Crocker – abstain, Laurel Labdon – yes, Mike Tobin – yes, Faythe Ellis – yes, Chair Robinson - yes.

VOTE: 8-yes 0-no

Respectfully submitted, Beth Devine, Recording Secretary

Packet of additional documents available on website for public review.