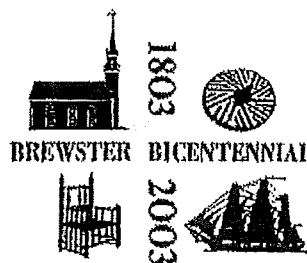




Town of Brewster
Community Preservation Committee
 2198 Main Street
 Brewster, Massachusetts 02631-1898
 (508) 896-3701 x 133
 Fax (508) 896-8089



APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted: FEBRUARY 21, 2017

Name of Project Applicant: TOWN OF BREWSTER

Name of Co-Applicant(s), if applicable: _____

Name of Contact Person: MICHAEL EMBURY

Contact Person's Mailing Address: 2198 MAIN ST. BREWSTER, MA 02631-1898

Contact Person's Daytime Phone Number: 508-896-3701 x1152

Contact Person's email Address: membury@brewster-ma.gov

Proposed Project Name: PART-TIME HOUSING ADMINISTRATOR

Project Address (or assessor's parcel ID): N/A

Project Synopsis:

SEE "DUTIES" ON ATTACHED JOB DESCRIPTION.

15 HOURS/WEEK

\$30 - \$40/HOUR (NO BENEFITS)

FY 2017 = 16 WEEKS

FY 2018 = 50 WEEKS

Category: Open Space Historic Preservation Recreation Community Housing

CPA funding requested \$ FY 2017 \$7200-9600 FY 2018 \$22,500-30,000 Total Cost of Proposed Project \$ FY 2017 \$7200-9600 FY 2018 \$22,500-30,000

PROJECT DESCRIPTION



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
Fax: (508) 896-8089

Office of:
Board of Selectmen
Town Administrator

1. **Project Description:** The project request is to hire a Part-Time Housing Administrator/Coordinator (15 hours per week). This position is necessary to provide the administrative support to assist the CPC and members of the public with the myriad of issues and organizations related to affordable housing and housing rehabilitation.
2. **Historic Preservation:** N/A
3. **CPA Goals/Criteria:** This position will assist the CPC and Town relating to the acquisition, creation, preservation and support of Community Housing. This will boost the vitality of the town; enhance the quality of life for Brewster residents; serve a currently underserved town population; possibly leverage additional public and/or private funds; and receive endorsement by other Town committees and Brewster residents.
4. **Community Benefits:** This position will allow those seeking housing assistance one individual to contact, meet and discuss the various programs available to the public for housing rehabilitation and accessing affordable housing units.

The position will also assist the Town in navigating through the various programs and organizations involved in housing programs and provide administrative oversight for existing loans and other programs presently in effect.
5. **Community Support:** Unknown
6. **Timeline:** Intent is to advertise and bring an experienced individual on board as soon as possible after approval.
7. **Credentials:** The individual hired for the position will have to meet the credentials and experience stipulated in the attached job description.
8. **Budget:** FY 2017 \$7,200 - \$9,600 (15hrs/wk; 16 wks.; \$30-\$40/hr.)
 FY 2018 \$22,500 - \$30,000 (15hrs/wk; 50 wks; \$30-\$40/hr.)
9. **Maintenance:** N/A
10. **Site Control:** N/A

Town of Brewster Community Preservation Committee

CATEGORY SPECIFIC CRITERIA

(Identify which of the following criteria apply to your project.)

Open Space Proposals

- Permanently protect important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, contain a habitat type that is in danger of vanishing from Brewster or preserve habitat for threatened or endangered species of plants or animals.
- Provide opportunities for passive recreation and environmental education.
- Enhance or protect wildlife corridors, promote connectivity of habitat and prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views or border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve priority parcels in the Town's Open Space Plan/maximize the amount of open land owned by the Town of Brewster.

Historical Preservation Proposals

- MANDATORY:** Must be on the State Register of Historic Places or have a letter from the Brewster Historic Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster.
- MANDATORY:** Project must meet Secretary of the Interior Standards for rehabilitation and/or restoration of Historic Preservation Properties.
- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened;
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance;
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- Demonstrate a public benefit and/or public access, or
- Otherwise provide permanent protection for maintaining the historic resource.
- Project site should not be privately owned unless there is demonstrable public access and benefit.

Community Housing Proposals

- Contribute to the goal of achieving 10 percent affordable housing;
- Promote a socioeconomic environment that encourages diversity;
- Provide housing that is harmonious in design and scale with the surrounding neighborhood;
- Ensure long-term affordability;
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to public subsidized units;
- Provide an appropriate mix of rental and ownership housing;
- Give priority to local residents, town employees, employees of local businesses as allowed by law.

Recreation Proposals

- Support multiple active and passive recreation uses;
- Serve a significant number of residents and visitors;
- Expand the range of recreational opportunities available to all ages of Brewster residents and visitors;
- Benefit other Brewster committees providing recreational resources to residents;
- Promote the use of alternative corridors that provide safe and healthy non-motorized transportation

Brewster, Massachusetts
Housing Coordinator Job Description

Statement of Duties: Employee is to perform responsible professional, technical, and administrative work in providing support services for housing-related programs, projects and activities; all other related work as required. The Housing Coordinator is responsible for housing related services assigned through the Town Planner for the Town of Brewster Housing Partnership, the Community Preservation Committee and other boards and committees that have affordable housing initiatives.

Supervision Required: Under general supervision of the Town Planner, and in accordance with state and local laws and regulations. In coordination with the Town Planner the employee will develop an annual work plan and complete the work in accordance with established departmental policies and standards. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction, as needed. The employee may supervise the work of various technical contractors.

Confidentiality: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Employee may have access to some confidential information that is obtained during performance of essential functions. Discretion regarding sensitive information is critical.

Judgment: State and Regional housing guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying State and local regulations to ensure that department operations are in compliance.

Work Environment: Employee performs work in a typical office setting with frequent interruptions and no occupational risk to the employee.

Nature and Purpose of Relationships: Contacts are primarily with co-workers, the public, and State and Regional agencies involving frequent explanation, discussion or interpretation of affordable housing practices, procedures, regulations and guidelines. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints.. Employee will coordinate with Town Planner before furnishing news media with information such as meeting agendas, project details or departmental procedures.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in excessive cost, delay of service delivery or legal repercussions to the Town.

Brewster, Massachusetts
Housing Coordinator Job Description

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Provides housing related support services for the Housing Partnership, Community Preservation Committee (CPC), and the Planning Board, as appropriate.
2. Coordinates and assists in setting annual priorities for the implementation of the Affordable Housing Production plan.
3. Administers housing assistance programs such as the CPC Homeowner Buy-Down Program and other town supported housing assistance projects.
4. Maintains an inventory of the Town's Subsidized Housing Inventory and monitors compliance with affordability requirements.
5. Identifies affordable housing opportunities such as maintaining a list of town owned vacant parcels; identifying possible public private partnerships for housing; and seeking available housing grant opportunities.
6. With respect to any Town-initiated affordable housing projects, assists Planning Department, CPC, and Housing Partnership in developing scope, schedule and terms of requests for proposals (RFPs) and other project documents, coordinates review by other town boards and departments, and public comment. Coordinates plan review with technical experts and consulting engineers, as needed.
7. Attends regular meetings of the Housing Partnership. Attend other Boards or Committee meetings as needed. Prepares support materials as needed.
8. Assists the Town Planner in preparing and/or reviewing proposed zoning bylaw amendments and amendments to specific Board's rules and regulations.
9. Assists in development and execution of housing-related public educational programs/events.
10. Responds to questions and requests for information from the public and other town departments. Provides guidance and technical assistance as necessary.
11. Keeps current with state and federal housing policy issues.
12. Attends regional and professional development meetings as necessary.
13. Performs similar or related work as required, directed or as situation dictates.

Brewster, Massachusetts
Housing Coordinator Job Description

Recommended Minimum Qualifications:

Education and Experience: Position requires an Associate's degree in government, municipal planning, business or related field, 1 - 3 years' experience municipal management, housing, planning, procurement or related field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Knowledge, Abilities and Skill

Knowledge: Comprehensive knowledge of the functions of municipal government, local bylaws, rules and regulations. Good understanding of affordable housing issues. General understanding of the interaction between local, state and federal government. General knowledge of Massachusetts General Laws, especially as they apply to housing and zoning. Good working knowledge of office practices and procedures, forms and equipment.

Ability: Ability to interact effectively and appropriately with the public and other town personnel; ability to complete multiple tasks in a timely, detailed and accurate manner. Has the ability to work independently and to maintain sensitive, confidential information.

Skill: Proficient computer skills including word processing and spread sheet applications, organizational skills, recordkeeping and clerical skills, oral and written communication and presentation skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper. Position requires basic motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects or sorting of papers. Employee is required to routinely read documents and reports for understanding and analytical purposes.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the position change.

Compensation: \$30- \$40/hour (without benefits)

Hours: 15 hours/week