

Nancy Heller, Chair
David Lescohier, Vice-Chair
Clara Batchelor
Samuel Burrington
Andrea Brue
Susan Cohen
Steve Heikin
Mini Kolluri
Jean Woy



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Or call: 646-828-7666
Meeting ID: 165 428 1985

**Community Preservation Act Committee Agenda
Virtual Public Meeting
Monday, September 14, 2026 at 5:30 PM**

Please Note: Feel free to send any questions or comments ahead of time to:
cpa@brooklinema.gov

- 1. Welcome Jean Woy & Introductions**
- 2. Approval of minutes**
 - 2a. August 10, 2026
- 3. Discuss Draft Open Space & Recreation Project Policy**
 - 3a. Draft CPAC Open Space Restrictions Policy LS v2 09.09.26
- 4. CPAC-HAB Joint Statement of Intent**
 - 4a. Brookline HAB and CPA Joint SOI draft clean 05.07.26 draft 6a
- 5. CPA Projects Monthly Monitoring Report**
 - 5a. Brookline CPA Project Monitoring Report - Portfolio Status Update 09.08.26
- 6. Upcoming Meetings, all at 5:30 pm via zoom: October 19, November 9, December 14**
- 7. Other Updates**
 - 7a. FY28 Project Eligibility Submissions
 - 7b. CPAC Fall Community Engagement
- 8. Other Business, if any**

More information about the [CPA Committee](#) and [CPA funding](#) available online.

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Community Preservation Act Committee

MINUTES OF THE AUGUST 10, 2026 MEETING - DRAFT

Held virtually via Zoom, 5:30 p.m.

Members Present:

Nancy Heller, Chair

David Lescohier, Vice-Chair

Clara Batchelor

Sam Burrington

Brooke Richard

Not Present: Andrea Brue, Susan Cohen, Steve Heikin, Mini Kolluri

Additional Attendees: Jennifer Espiritu-Rynowecer, Olmstead Park Condo Association

Staff: Laura Smead, Community Preservation Planner

Call to Order

Chair Nancy Heller called the meeting to order shortly after 5:30 p.m.

1. Approval of minutes

The Committee reviewed the minutes of the July 13, 2026 meeting. David Lescohier moved to approve the minutes of the July 13, 2026 meeting. Clara Batchelor seconded the motion. The motion passed unanimously by roll call vote.

2. Discuss Brookline Arts Center Chemical Firehouse Restoration Scope Request

Laura Smead presented a request from the Brookline Arts Center to expand the scope of its CPA-funded FY26 Chemical Firehouse project. The project's mini-split heating and cooling work has been completed, leaving approximately \$100,000 in unspent funds. The Arts Center requested approximately \$9,000 to remove window air-conditioning units from two windows, remove the plexiglass modifications made to accommodate those units, and preserve and replace the original windows.

The Committee discussed the proposed window work as a logical expansion of the project's original historic preservation intent. The Committee also discussed the status of potential second-floor accessibility improvements, including a possible chair lift and the need for Architectural Access Board approval. Laura Smead will follow up with the Arts Center regarding the accessibility work and its approval status.

The Committee agreed that the window preservation work was within the scope and intent of the project approved at Town Meeting. If the Arts Center determines that sufficient funds remain to pursue the accessibility improvements, it will return to the Committee for any additional scope modification that may be required.

Clara Batchelor moved to approve the scope expansion for the window preservation work. David Lescohier seconded the motion. The motion passed unanimously by roll call vote.

3. Discuss FY28 Project Eligibility Submissions

Laura Smead reported that 22 Project Eligibility Determination Forms had been received for the FY28 funding cycle, representing nearly \$9 million in requests across the community housing, historic preservation, and open space categories. The Committee discussed the limited funds available and noted that FY28 is expected to be a highly competitive funding cycle.

The Committee identified six submissions requiring additional information or eligibility advice and also discussed the 16 Williams Street project. Laura Smead will consult with Stuart Saginor of the Community Preservation Coalition regarding the eligibility questions and will follow up with applicants as needed.

Town-wide Historic Preservation Plan: The Committee discussed whether a town-wide preservation plan would result in identifiable CPA-eligible projects. Members expressed concern that a planning effort should have a clear connection to future eligible projects.

South Brookline Trail Connectivity Master Plan: The Committee discussed the distinction between CPA-eligible trails connecting open-space or recreational resources and potentially ineligible improvements such as sidewalks, signage, or wayfinding. Laura Smead will seek additional guidance and clarify the proposed scope with the applicant.

Walnut Hills Cemetery Master Plan: The Committee discussed the proposed update to the 2004 master plan and whether portions addressing operations or other non-eligible matters would need to be separated from CPA-eligible planning work.

Olmsted Park / Free Hospital for Women: Jennifer Espiritu-Rynowecer participated in the discussion regarding preservation of the historic Free Hospital for Women building, which is now privately owned condominium residences. The Committee discussed the building's historic significance, its current lack of public use, and the potential need for historic designation and/or a restriction to protect the investment. The Committee also discussed the broader policy and precedent implications of using CPA funds for privately owned residential historic properties.

Coolidge Corner Theater: The Committee discussed whether proposed theater renovations would constitute eligible historic preservation work. Laura Smead will seek additional guidance and clarify the proposed scope with the applicant.

Public Health Department Connector: The Committee discussed a proposed connector and planting area between the public health plaza and Pierce School. Discussion focused on whether the project would create or preserve public open space, the role of landscaping and tree planting, and potential land protection considerations.

16 Williams Street: The Committee also briefly discussed the 16 Williams Street rehabilitation project. Members considered whether the proposed work is most appropriately categorized as historic preservation, affordable housing, or a combination of

the two. Laura Smead will consult with Stuart Saginor regarding the project's eligibility and categorization.

Laura Smead indicated that the remaining submissions that appear to meet basic eligibility requirements could be notified that they may proceed to the full application stage. The Committee reached consensus that those communications should clearly state that the invitation to submit a full application is not a final determination of eligibility or a guarantee of funding, and that FY28 is expected to be a competitive year.

4. CPA Projects Monthly Monitoring Report

Laura Smead provided an update on the monthly monitoring report for ongoing CPA-funded projects. She reported that a number of projects have moved from the planning phase into active implementation, while additional projects have been completed.

Laura Smead reported that FY27 grant agreements and memoranda of agreement had been reviewed by awardees and that no substantive changes had been requested. The agreements were therefore ready for signature and subsequent execution through the Comptroller and Town Administrator so that project accounts can be established and funds made available. The Committee agreed.

The Devotion House Window Preservation project has been placed on hold while requesting Phase 2 funding in FY28. A recent site visit identified additional preservation needs, and the Preservation Planner would like to address the work comprehensively.

The Committee also discussed several projects that are progressing or have been completed, including invasive species management projects, community garden project, the Health Plaza pocket park, the All Saints Parish roof project, the Amory Woods boardwalk, Egmont Street Housing Authority roof work, and other projects nearing completion. Laura Smead will follow up on any remaining balances or final reimbursements. The Committee noted that any returned funds should be credited back to the appropriate CPA funding category.

The Committee sought clarification on two FY28 emergency rental assistance proposals. BCDC is requesting \$465,000 to continue its program, having exhausted its FY25 CPA funding and secured other funding through December, with potential Housing Trust funding for January through June. The Society of St. Vincent de Paul is requesting \$50,000 to expand its existing program, which primarily serves Section 8 households and relies substantially on volunteers. The Committee expressed interest in comparing the costs and effectiveness of the two program models.

5. Upcoming Meetings, all at 5:30 pm via Zoom: September 14, October 19, November 9

The Committee anticipated discussing the schedule for subcommittee working groups at the October 19 meeting, following the October 18 deadline for submission of full FY28 applications. Clara Batchelor reported that she will be unable to attend the November 9 meeting.

6. Other Updates:

CPAC-HAB Joint Statement of Intent

Laura Smead reported that the Housing Advisory Board (HAB) had returned redlined comments on the draft Joint Statement of Intent. She noted that the parties are in agreement on approximately 95 percent of the document, with the principal remaining issue concerning whether HAB funding should be treated as non-competitive.

The HAB has proposed receiving a reliable annual allocation of \$1 million or one-third of anticipated CPA revenue, whichever is less, in years when it has less than \$10 million in unallocated funds. The CPAC position has been that HAB should submit an application and compete for funding alongside other eligible projects and departments.

Laura Smead is working to schedule a meeting of the CPAC-Housing Subgroup during the week of September 8 to discuss the issue. The matter may return to the full Committee at its September meeting. If the parties cannot reach agreement on this issue, the Joint Statement of Intent may not be finalized.

CPA Community Engagement

Laura Smead reported on recent community engagement efforts, including a soft launch of the CPA survey at the August 6 Farmers Market. Clara Batchelor and David Lescohier assisted at the event, and Laura Smead staffed the table throughout.

Laura Smead is coordinating with Christina Metcalf, Town Communications Officer, on final edits to the survey and outreach materials, with the goal of publicly launching the survey during the week of August 10.

The Committee also discussed upcoming tabling opportunities at Brookline Day on September 27 and the October 1 Farmers Market. Additional member volunteers are being sought.

FY27 Grant Agreements/MOAs

Laura Smead reiterated that the FY27 grant agreements and MOAs are ready for signature following review by the awardees. She anticipated obtaining the Chair's signature this week and then routing the agreements through the awardees, the Comptroller, and Town Administrator for full execution.

7. Other Business, if any

There was no other business.

Adjournment

Sam Burrington moved to adjourn the meeting. David Lescohier seconded the motion. The motion passed unanimously by roll call vote. The meeting adjourned at approximately 6:46 p.m.

Brookline Community Preservation Act Committee

Open Space & Outdoor Recreation Land Protection Policy

Purpose

The Brookline Community Preservation Act Committee (CPAC) is committed to ensuring that Community Preservation Act (CPA) funds are invested in projects that provide lasting public benefit. While the Community Preservation Act (M.G.L. c. 44B) only requires a perpetual conservation restriction when CPA funds are used to acquire land, the Committee believes that improvements funded with CPA dollars should receive an appropriate level of protection to safeguard the public's investment.

This policy supplements the Open Space and Outdoor Recreation goals and priorities contained in the Brookline Community Preservation Plan by establishing the Committee's expectations regarding land protection and long-term stewardship of CPA-funded improvements.

Policy

1. General Principle

~~Whenever practical, It is the local policy of the Community Preservation Act Committee that~~ CPA funds for Open Space and Outdoor Recreation projects ~~should~~ be invested in land that is ~~permanently~~ protected for open space or recreational use. ~~While p~~Permanent land protection provides the greatest assurance that CPA-funded improvements will continue to benefit the public for generations, ~~other forms of protection are also acceptable.~~

Examples of acceptable ~~permanent~~ protections include:

- Article 97 protection under the Massachusetts Constitution;
- A ~~permanent~~ recorded conservation restriction; or
- Another legally enforceable mechanism that ~~permanently~~ dedicates the property to open space or recreational use ~~for the useful life of the project.~~

As a general principle:

Restricted funding should, ~~whenever practical~~with few exceptions, be invested in protected land.

2. Projects on Town- or State-Owned Land

The Committee recognizes that some publicly owned land is intended for long-term open space or recreational use but does not currently have permanent legal protections.

Projects on Town- or State-owned land without permanent restrictions remain eligible for CPA funding. This includes Public School open space and recreational assets. However, projects located on land that is already protected through Article 97, a conservation restriction, or another permanent legal mechanism will receive a competitive advantage during the Committee's evaluation because they provide greater assurance that CPA-funded improvements will remain available for public benefit over the long term.

For projects on unrestricted Town- or State-owned property, the Committee ~~may~~ requires at a minimum, provisions in a Memorandum of Agreement, Grant Agreement, or other legally enforceable document ~~requiring~~ that:

- CPA-funded improvements be maintained in good condition throughout their required maintenance period;
- the improvements not be intentionally removed or destroyed during that period except with Committee approval or another authorized municipal process; and
- if the use of the property changes before the required maintenance period expires, reasonable efforts be made to preserve the public benefit of the CPA investment.

The Committee will determine the appropriate maintenance period based on the type of improvement and its expected useful life. Temporary improvements or land management activities may warrant shorter maintenance periods, while capital improvements such as playgrounds, trails, athletic fields, courts, or similar recreational facilities will generally be expected to remain in service for their anticipated useful life.

There are some exceptions to this policy:

- Newly created open space or parks on unrestricted town-owned land are eligible if the warrant article to appropriate CPA funds also provides at least Article 97 protection for the land. For example, through designating the land to transfer care, custody, and control to the Brookline Parks Department.
- Cemeteries are not considered "open space" as per the CPA statute definition, and are therefore ineligible for CPA funding related to open space. They are eligible for CPA funding under historic preservation.
- CPA funds may support planning work only when it directly advances a CPA-eligible capital project. For example, a study which focuses on connectivity, ADA accessibility, and public awareness -linking open spaces across land that is not restricted for open space and recreation would not be eligible.

3. Projects on Privately Owned or Nonprofit-Owned Land

Projects located on privately owned or nonprofit-owned land that is not permanently protected are generally ineligible for CPA funding under the Open Space or Outdoor Recreation categories.

Applicants proposing improvements on privately owned or nonprofit-owned land will generally be expected to have a recorded conservation restriction or another permanent legal protection on the property before CPA funds are awarded. This requirement ensures that the public investment will continue to provide lasting public benefit regardless of future ownership or organizational changes.

4. Future Conversion of Property

The Committee recognizes that future circumstances may require changes to the use of public land. However, if property containing CPA-funded improvements is converted to another use before the end of the required maintenance period, the Committee may recommend that the Town take appropriate measures to protect the public investment. Such measures may include replacement of the affected improvements, relocation of comparable recreational or open space assets, reimbursement of CPA funds where legally permissible, or other actions that provide an equivalent public benefit.

5. Committee Discretion

Every project presents unique circumstances, and nothing in this policy is intended to eliminate the Committee's discretion to evaluate projects on a case-by-case basis.

In making funding recommendations, the Committee may consider:

- the permanence of the land protection;
- ownership and stewardship responsibilities;
- the expected useful life of the proposed improvements;
- the public benefit provided by the project;
- the feasibility of imposing additional legal protections;
- consistency with the Brookline Community Preservation Plan; and
- any other factors relevant to protecting the public's investment.

Rationale

The Community Preservation Act is intended to create enduring community assets. Although state law only requires permanent restrictions in certain circumstances, the Committee believes CPA funds should generally be invested where there is a reasonable expectation that both the land and the improvements will continue to provide public benefit throughout the useful life of the investment.

This policy is intended to encourage permanent land protection whenever practical while providing flexibility for worthwhile projects on publicly owned land that serve the long-term interests of the Town and its residents.

DRAFT

**Community Preservation Act - Affordable Housing Trust Joint Statement of Intent
("Statement") Between
The Brookline Community Preservation Act Committee ("CPAC")
and
The Brookline Housing Advisory Board ("HAB"), Trustees of the Affordable
Housing Trust Fund ("Housing Trust")**

I. PURPOSE

This Joint Statement of Intent establishes the roles, responsibilities, procedures, and accountability requirements governing the allocation and administration of Community Preservation Act (CPA) funds to the Housing Advisory Board (HAB). Its purpose is to provide a clear, flexible, and collaborative framework for the use of CPA funds designated for community housing, in accordance with the Community Preservation Act (MGL c. 44B), the Municipal Affordable Housing Trust Fund Act (MGL c. 44 § 55C), and all applicable Town bylaws, policies, and requirements of the Community Preservation Act Committee (CPAC).

Both committees recognize the importance of efficient coordination to maximize the impact of limited public resources, ensure transparency in funding decisions, and simplify the process for developers and nonprofit sponsors seeking local financial support for affordable housing.

II. STATUTORY AUTHORITY AND BACKGROUND

The Brookline Housing Advisory Board (HAB), serving as the Trustees of the Brookline Affordable Housing Trust (AHT), has long been charged with reviewing, evaluating, and recommending local funding and related support to advance the creation and preservation of affordable housing. This work includes public and private partnerships consistent with the Town's Housing Production Plan and other adopted housing goals. Town Bylaw Section 3.13 requires HAB members to demonstrate specific skill sets and experience related to affordable housing projects, including finance, legal, development, planning, and design. At the Annual Town Meeting in May 2020 voted, in order for the Brookline AHT to be eligible for CPA funding Section 3.13.3 Housing Trust, to amend this section as follows: **The funds of the Town of Brookline Affordable Housing Trust Fund, established pursuant to M.G.L. c. 44, s. 55C, are to be managed and expended under the supervision of the Housing Advisory Board. The purpose of the Trust is to provide for the creation and preservation of affordable housing in the Town of Brookline for the benefit of low-and moderate-income households and for the funding of community housing, as defined in and in accordance with the provisions of M.G.L. c. 44B.** (Additions are in bold, and deletions are in strike though.).

Similarly, the CPAC under M.G.L. c. 44B recommends to Town Meeting appropriations of CPA funds for eligible Community Housing (affordable housing) purposes, including Creation, Preservation, and Support. Town Meeting amended Article 3.25 to expand CPAC membership to include a member of HAB, providing an additional seat for an affordable housing expert to assist in reviewing CPA community housing applications.

Appropriating CPA funds to a municipal affordable housing trust is a well-established and legally authorized practice in Massachusetts. Communities structure these allocations in different ways: A minority provides only project-specific CPA funds to their AHT, while the majority provides either unrestricted CPA funds (restricted only by the CPA statute) or a mix of unrestricted and purpose-specific allocations. Brookline's CPAC intends to follow the latter approach.

III.SHARED COMMUNITY HOUSING GOALS AND PRIORITIES

Both Brookline's CPA Plan and Housing Production Plan (HPP) identify significant housing needs driven by high market costs and strong demand. The CPA Plan's key priorities, which draw from the HPP, include:

1. Creating affordable rental housing, especially for very low-income households.
2. Increasing homeownership opportunities for low- and moderate-income households.
3. Producing more affordable housing in strategic locations and increasing housing density.
4. *Preserving existing affordable housing units.*
5. *Supporting housing for very low- to extremely low-income people with special needs, including those at risk of homelessness, older adults, and people with disabilities.*

HAB, in accordance with Chapter 44B, shall align with the CPAC priorities when proposing projects or otherwise seeking CPA funding.

IV.FUNDING ROLES AND COORDINATION

The CPAC intends to continue to consider prioritizing funding for the preservation of existing very low-income housing units and for housing support programs. The HAB shall continue serving as a municipal funding source for affordable housing developer-sponsors seeking local financial support for new affordable housing projects, as well as for emergency preservation needs.

Collaborative opportunities are encouraged and will be identified through staff-to-staff coordination and at monthly CPAC meetings during the funding application window. If the HAB receives a funding application for a project that is eligible for CPA funding, it may submit a purpose-specific CPA request to the CPAC to augment available AHT resources if timing aligns with the CPA funding cycle. For example, CPA funds may support exterior preservation while AHT funds support interior renovations. Joint historic preservation and affordable housing projects may also offer strong community value, and are a priority in the Community Preservation Plan. Purpose-specific HAB applications will be considered separately from non-project-specific HAB applications.

Non-Purpose-Specific Allocations to the AHT

The HAB is a uniquely well-established and well-funded trust compared to those in many other Massachusetts communities. While CPA funding is a recognized revenue source for municipal housing trusts, it is expected to serve as a supplemental—not primary—funding source. The CPAC application process is **competitive**, and all eligible applications are evaluated based on available funds, their merits, and the priorities outlined in the Brookline Community Preservation Act Plan. At its discretion, the CPAC may provide periodic non-purpose-specific CPA allocations to the AHT, but allocation of such funding is non-binding and cannot be guaranteed in any given year or for any specific amount.

Therefore, the following guidelines shall apply regarding non-specific recommendations:

The CPAC shall consider its recommendation for Town Meeting appropriation to the AHT, based upon the Committee's evaluation of the merits of the full HAB application, the overall availability of funds weighed among all eligible applications, and the priorities outlined in the Brookline CPA Plan.

While, at its discretion, the CPAC may recommend periodic allocations to the AHT, these cannot be guaranteed in any given year or for any specific amount.

The CPAC shall employ a guideline formula to calculate an amount eligible for recommendation for periodic, non-purpose-specific AHT funding, to be based on the average of the prior ten years of free cash appropriated to the AHT, divided by three. This amount to be considered for recommendation only in years when the free cash appropriation to the AHT, for the most recent fiscal year, was greater than zero,

V. APPLICATIONS

HAB's applications for CPA grants must include the following components:

1.Submission Requirements

- Meet all CPAC deadlines for the intent to apply and the final application.
- Provide a letter of intent (in lieu of an eligibility application) confirming that a full application will be submitted and stating the expected amount of the request.

2.Full Application Components

The full application must include:

1. A list of completed HAB-supported projects, including for each project: Total units, total affordable units, project cost, Housing Trust contribution, and year of completion.
2. A current statement of AHT fund balances, including:
 - beginning balance for the current fiscal year,
 - year-to-date revenue summary by source,
 - year-to-date expense summary by category,
 - summary of current and prior year encumbrances and obligations by category, and
 - the current actual AHT fund balance.
3. The most recent independent audit of the AHT's books and records, prepared in accordance with accepted accounting practices.
4. A narrative justification that includes:
 - the amount requested and the rationale for the request;
 - the advantages of awarding CPA funds to the HAB;
 - an overview of current and potential opportunities to create, preserve, and support affordable housing in Brookline;
 - identification of unmet affordable housing needs, including strategies, barriers, risks, and priorities;
 - leveraging of additional funding sources, especially when suitable to address unmet needs;
 - opportunities for preservation, creation, and support of affordable housing that the HAB is actively pursuing; and
 - a summary of current projects underway, including total units created or preserved, affordable units, expected project cost, expected AHT contribution, and expected completion date.

V. AWARD ADMINISTRATION AND CONTRACTING

The following requirements apply to all CPA funds awarded to the Affordable Housing Trust (AHT), administered by the Housing Advisory Board (HAB):

1. CPAC may recommend, and Town Meeting may appropriate, CPA funds to the AHT for eligible Community Housing purposes under M.G.L. c. 44B.
2. An annual written agreement (Memorandum of Agreement) between the CPAC and the HAB is required for each fiscal year in which CPA funds are awarded, outlining the terms, conditions, and reporting requirements associated with the appropriation.

VI. ELIGIBLE USES OF CPA FUNDS

The following requirements govern the use of CPA funds awarded to the Affordable Housing Trust (AHT), administered by the Housing Advisory Board (HAB):

1. CPA funds awarded to the AHT shall be used solely for purposes authorized under the Community Preservation Act, including:
 - the creation, preservation, rehabilitation (only for properties originally created with CPA funds), and support of community housing; and
 - costs directly related to CPA-eligible purposes, excluding administrative or staff costs.
2. CPA funds shall not be used for any purpose ineligible under M.G.L. c. 44B, even if such purposes are otherwise permitted under M.G.L. c. 44 § 55C or Article 3.13 of the Town By-Laws.
3. All CPA funds awarded to the AHT must be deposited into a separate account established for each specific CPA appropriation, as determined by the Town Treasurer, and must be tracked separately from non-CPA AHT funds.
4. Receipt of CPA funds does not alter the statutory authority or oversight responsibilities of the CPAC, the Select Board, or Town Meeting with respect to CPA appropriations, reporting, or compliance.

VII. EXPENDITURE PROCESS

1. The HAB shall administer CPA-funded projects and programs in accordance with Article 3.13 of the Town By-Laws and subject to any required approvals by the Select Board, and in accordance with MGL Ch 44B and MGL Ch 44 s.55C.
2. No expenditure of CPA funds shall be made without:
 - An appropriation approved by Town Meeting;
 - Compliance with any conditions imposed by the CPAC in an executed memorandum of agreement;
 - Anticipated expenditures must first be approved by CPAC staff, via quotes

- or invoices.
 - Approval by the Select Board, where required by Town By-Laws.
3. The HAB shall maintain records sufficient to demonstrate that CPA funds have been expended in compliance with CPA statutory requirements, including the requirement that CPA funds supplement, not replace, other funds appropriated to the AHT.

VIII. MONITORING REQUIREMENTS

1. The HAB shall provide quarterly reports to the CPAC, detailing:
 - The use and status of CPA funds awarded to the AHT;
 - Progress toward completion of projects or programs which are partially or fully CPA funded;
 - Compliance with CPA eligibility requirements.
2. The HAB shall cooperate with the CPAC, Town staff, auditors, and Town Meeting in responding to requests for information related to CPA-funded activities.

IX. NO DELEGATION OF CPA AUTHORITY

Nothing in this Statement shall be construed as delegating or diminishing the statutory authority of the CPAC under M.G.L. c. 44B, including its authority to recommend CPA appropriations or to require reporting on the use of CPA funds.

X. TERM AND AMENDMENT

This Statement shall take effect upon execution by both parties and shall remain in effect unless amended or terminated by mutual written agreement of the CPAC and the HAB/AHT. Both committees further agree to review this Statement periodically (no less than once every three years) to ensure that it continues to serve the Town's affordable housing and CPA program objectives.

---- Signatures on following page ----

XI. SIGNATURES

For the Brookline Community Preservation Act

Committee: Signature (Chair): _____

Date: _____

For the Brookline Housing Advisory Board:

Signature (Chair): _____

Date: _____

Draft 6a

Memorandum

To: Community Preservation Act Committee

From: Laura Smead, Community Preservation Planner

Date: September 8, 2026

Subject: FY25-FY27 CPA Project Monitoring Report: Status Update

Executive Summary

Overall, most FY25-FY27 projects progressing according to schedule or with acceptable delays. Nine projects have been completed. FY27 projects all now have executed grant agreements except for the Affordable Housing Trust/Housing Advisory Board.

Portfolio Overview

FY25-FY27 Projects by Funding Category

Category	Projects	Total Awarded FY25-FY27	Percent
Community Housing	9	\$8,918,482	54%
Historic Preservation	12	\$3,950,206	24%
Open Space & Recreation	16	\$3,673,024	22%
Grand Total	37	\$16,541,712	100%

FY25-FY27 Projects by Completion Status

Category	Projects	Percent
Discontinued	1	3%
Not started	10	27%
Planning stage	3	8%
In progress	14	38%
Completed	9	24%
Grand Total	37	100%

Projects Discontinued

Invasive Species Removal at Hall's Pond -Part 1 (FY25)

- Issue summary:** Friends of Hall's Pond withdrew from the project in February 2025

Projects Not Started

FY	Name	Category	Award Amount	Status	Next Step
25	Pierce School Friezes Restoration	Historic	\$66,000	On hold due to Pierce School renovations	Will start in 2026; installation in 2027
25	Devotion House	Historic	\$65,000	On hold due to	Requesting

	Window Repair			more funding needed	Phase II funding for FY28
27	Trustman Apt. Roof Preservation	Housing	\$1,178,630	Contract executed; MUNIS account created	First quarterly report Oct '26
27	HSV Apts. Window Preservation	Housing	\$398,317	Contract executed; MUNIS account created	First quarterly report Oct '26
27	HAB Funding	Housing	\$400,000	Contract reviewed	Contract signatures
27	United Parish Steeple Tower Restoration	Historic	\$800,000	Contract executed	MUNIS account created
27	Old Burying Ground Tombs Restroation	Historic	\$865,398	Contract executed; MUNIS account created	First quarterly report Oct '26
27	Tree Inventory & Planting	OS & R	\$35,000	Contract executed; MUNIS account created	First quarterly report Oct '26
27	D. Blakely Hoar Invasive Species Management	OS & R	\$20,000	Contract executed; MUNIS account created	First quarterly report Oct '26
27	Larz Anderson Park Green Infrastructure Study	OS & R	\$375,000	Contract executed; MUNIS account created	First quarterly report Oct '26

Projects in the Planning Stage

FY	Name	Category	Award Amount	Budget Used	Status	Next Step
25	Walnut & High Redevelopment	Housing	\$3.7 M	0%	Pre-development	Construction starting July 2027; CPA funds drawn Winter 2027
26	Foster Fence Restoration	Historic	\$88,000	0%	Discussions w/ vendor	A more defined project timeline
26	Tree Inventory & Planting	Open Space	\$65,324	0%	Planning	Completion expected in summer.

Projects in Progress

FY	Name	Category	Award Amount	Budget Used	Status	Next Step
25	1017 Beacon St. Preservation	Housing	\$766,721	17%	Construction continuing	Complete work this year
26	Temple Ohabei Shalom Dome	Historic	\$800,000	35%	Initial Evaluation complete	Complete work by end of fall
26	Phase I Archives Pilot	Historic	\$60,000	100%	Project started	Complete work this year (funds appropriated in PO)
26	Larz Anderson Outdoor Ice Rink Design	Recreation	\$1.68 M	8%	Design committee appointed; Public design meetings held	Complete work this year
25	Larz Anderson Landscape Report	Historic/ Open Space	\$100,200	100%	Preliminary report completed	Treatment plan & preliminary cost estimate; complete in fall
25	Tree Inventory	Open Space	\$328,030	95%	Tree planting underway	Continuing through summer
26	Riverway Park	Open Space	\$60,900	31%	Initial cutting	Follow up cutting in late

	Invasive Removal				completed in June	summer/early fall
26	Hall's Pond (Part 2)	Open Space	\$26,500	31%	Initial iris removed in June	Follow up visits in Fall 26 and Spring 27
26	D. Blakely Hoar Invasive Removal	Open Space	\$14,500	88%	Work to start in late summer	Work completed in late summer/fall
26	Puttersham Woods Trail Enhancement	Recreation	\$50,000	40%	Sign package quoted; Trash cans arrived; split rail fence installed	Final entrance sign; work expected complete Q1 of FY27
26	Eliot Rec Center Community Garden	Recreation	\$43,650	88%	Ordering supplies	Complete work this fall
26	Coolidge Tennis Courts Design	Recreation	\$89,900	6%	Survey complete	RFP is expected summer 2026
26	Ridley Tennis Courts Design	Recreation	\$123,200	5%	Survey complete	RFP is expected summer 2026
26	Minot Rose Garden Trellis Restoration	Historic	\$96,000	0%	Discussion w/ vendor	Lead paint testing to see if it can be restored in place

Projects Completed

FY	Name	Category	Award Amount	Budget Used	Status	Next Step
25	Pocket Park Health Plaza	Recreation	\$193,500	58%	Completion (other than statue)	Dragonfly statue, final report
25	Housing Rental Assistance	Housing	\$232,275	100%	Program continuing with other funding	None
25	154-156 Boylston St.	Housing	\$1,192,439	69%	Project continuing	None

					with other funding	
25	All Saints Parish Roof	Historic	\$800,000	100%	New roofing complete	None
26	Golf Club House Windows	Historic	\$19,000	100%	Complete	None
26	Brookline Arts Center (Firehouse)	Historic	\$190,608	39%	Initial work complete;	Window restoration
26	Amory Woods Boardwalk	Recreation	\$564,020	77%	Complete	Final report; Final replacement plantings as needed in fall
25	Egmont St. Roofs - Ph. I	Housing	\$500,000	100%	Complete	None
26	Egmont St. Roofs - Ph. II	Housing	\$500,000	100%	Complete	None

FY28 Eligible Applications Summary

Funding Categories	Applicants	Sum of CPA Request (\$)	Sum of Other Funding (\$)	Sum of Total Project Cost (\$)
Community Housing	5	\$3,615,000	\$4,445,891	\$8,060,891
Historic Preservation	6	\$3,229,532	\$4,280,000	\$7,509,532
Open Space & Recreation	6	\$840,248	\$85,000	\$980,248
Grand Total	17	\$7,684,780	\$8,810,891	\$16,495,671

Ineligible projects (not included above):

- Historic Preservation Plan
 - Reason: Historic Preservation support is not an eligible category
- Walnut Hills Cemetery Master Plan
 - Reason: Cemeteries do not meet the definition of open space; plus, scope included ineligible operations activities
- Olmstead Park Condominium Association Historic Preservation
 - Reason: Historic Preservation effort did not meet the local requirements of “public purpose”
- 16 Williams Street Historic Renovation
 - Reason: Historic Preservation effort did not meet the local requirements of “public purpose”
- South Brookline Trail Connectivity Master Plan
 - Reason: CPA funds cannot be used for ADA access and wayfinding on non-protected land via sidewalks and signage

Withdrawn project (not included above):

- Lost Pond Invasive Phragmites Removal Project
 - Reason: State has agreed to do the work

Estimated Unallocated Reserve Funds Available for FY28 Projects (after FY27 close):

- Open Space & Recreation Reserve: \$788,270
- Housing Reserve: \$0
- Historic Preservation Reserve: \$0
- Undesignated Reserve: \$5,247,384
- If keep desired \$2 million buffer in Undesignated reserve: \$3,247,384 available for FY28 projects

Applicant	Project Name	Description	CPA Request (\$)	Other Funding (\$)	Total Project Cost (\$)
Brookline Affordable Housing Trust	Allocation to the AHT	Project-specific and non-project specific affordable housing development projects	\$1,000,000	\$1,000,000	\$2,000,000
Brookline Community Development Corporation	Emergency Rental Assistance Program	Housing support via short-term financial assistance to Brookline residents experiencing temporary financial hardship.	\$465,000	\$0	\$465,000
Brookline Community Development Corporation	1017 Beacon St. Preservation Ph. II	Affordable housing preservation: money to replace previous federal funding that would increase project costs 40%	\$1,200,000	\$1,800,000	\$3,000,000
Society of St. Vincent de Paul	Emergency Rental Assistance Program	Housing support via rent assistance, majority of which for public housing residents or households with Section 8 vouchers.	\$50,000	\$50,000	\$100,000
Brookline Housing Authority	Window Replacement - Phase II	Affordable housing preservation: window replacement at Housing Authority property (Phase II of III anticipated)	\$900,000	\$1,595,891	\$2,495,891
Brookline DPW	Riverway Bridges Preservation and Access	Historic preservation and ADA planning, design, and construction of Muddy River Bridges in Brookline	\$1,500,000	\$0	\$1,500,000
Brookline Dept of Planning and Community Development	Edward Devotion House - Phase II	Historic preservation: window restoration, foundation sill work and stabilization	\$100,000	\$100,000	\$200,000

Applicant	Project Name	Description	CPA Request (\$)	Other Funding (\$)	Total Project Cost (\$)
Temple Ohabei Shalom	Sanctuary Project Masonry Work	Historic restoration of main sanctuary building including front entrance stairs on Beacon St, Kent St, and associated retaining walls.	\$800,000	\$4,000,000	\$4,800,000
Temple Sinai	Steps & Masonry Restoration Project	Historic masonry restoration and rehabilitation of primary and secondary entry steps, accessible entrance, and foundation, along with iron railings.	\$245,000	\$80,000	\$325,000
Brookline Conservation Land Trust	Cottage Street Meadow Invasive Species Management	Preserve a meadow through clearing invasive species, and loop existing path back through the meadow.	\$10,000	\$10,000	\$20,000
Brookline Parks & Open Space	Harry Downes Track & Field Throwing Event Safety & Surface Upgrades	Upgrade the outdoor track & field throwing area: protective safety cage replacement and surface of shot put landing area from grass to stone dust surface.	\$55,248	\$0	\$55,248
Brookline Parks & Open Space	Fisher Hill Reservoir Land Management Plan & Ecological Restoration	Five-year land management plan to guide the preservation of the park's naturalized areas from invasive species.	\$125,000	\$0	\$125,000

Applicant	Project Name	Description	CPA Request (\$)	Other Funding (\$)	Total Project Cost (\$)
Brookline Parks & Open Space	Successional Tree Planting	Implementation of the Urban Forestry Climate Resiliency Master Plan, through increasing the tree canopy cover in local parks	\$150,000	\$0	\$150,000
Coolidge Corner Theatre Foundation	Coolidge Corner Theatre Capital Restoration Project	The Coolidge is embarking on a multi-year restoration project of historic spaces, including the largest theatres (Moviehouse 1 and Moviehouse 2) and the original lobby.	\$100,000	100,000	200,000
Brookline Arts Center	Chemical Firehouse Restoration	Exterior preservation work, interior basement column and sprinklers, emergency lights;	\$484,532	0	484,532
Brookline Public Health Department	Public Health Connector and Mini Forest	Convert remaining portion of open lawn into small passive open space with accessible pathways, trees, plantings	\$400,000	75,000	475,000

2026 CPA Public and Stakeholder Engagement

The Community Preservation Act Committee and staff used several methods of outreach to gather input about community needs and priorities with respect to CPA funding. Opportunities to provide input were widely advertised via the Town website, Town of Brookline social media posts, e-blasts to Town Meeting Members and other town contacts, news announcements (Town Administrator, Planning Department, School Superintendent, Senior Center), Soofa signs, and printed flyers in public spaces (Town Hall, Brookline Village Library, CVS, Walgreen's bulletin boards). In addition, we facilitated the following:

- Annual Public Hearing, Late January 2026
- Information Sessions in June 2026
- Interviews, site visits, and meetings with existing grantees, Town staff, and potential applicants throughout spring and summer 2026
- Tabling different locations and events throughout summer and fall 2026
- Surveys available online and in print, available September 14 to November 6, 2026

Annual Public Hearing

The Community Preservation Committee holds its annual Public Hearing in accordance with Chapter 44B. The last public hearing was January 26, 2026 and February 2, 2026 by remote Zoom meeting. Town of Brookline staff, CPAC members, members of the public, and FY27 grant award applicants participated in a discussion about community needs, priorities, the projects before the Committee, and funding available.

Some highlights of the conversation included:

- Funding needs exceeded available CPA revenue, requiring careful prioritization.
- Muddy River Bridges study not funded due to major coordination challenges, unclear ownership, and lack of partner commitments.
- Temple Sinai Steps not funded due to limited matching funds and insufficient project detail.
- Housing needs remain urgent, especially roof and window replacements at public housing sites; Committee balanced urgency with long-term category equity.
- Affordable Housing Trust request to be used flexibly for community housing creation, preservation, or support, rather than only preservation.
- Final FY27 funding plan approved, meeting statutory category minimums and improving balance across housing, open space, and historic preservation.
- All reserve balances allocated, leaving only the Open Space & Recreation Reserve with remaining funds.

Information Sessions

To be eligible, all applicants must attend a mandatory information session for their project category. These sessions explain how CPA funding works, the application process, and the requirements your project must meet. A representative an organization or department must attend in order to apply. The recordings are posted on the website for public information and education.

Information Sessions were held remotely on:

- Historic Preservation - *June 15th @ 2:00 PM*
- Open Space & Recreation - *June 16th @ 2:00 PM*
- Community Housing - *June 17th @ 2:00 PM*

Highlights of the conversation:

- Most attendees represented existing awardees interested in another funding phase of their ongoing projects
- Staff clarified that previously, the CPAC has only awarded funding to third-parties that have a historic preservation or open space deed restriction
- Joint category funding initiatives are encouraged

Meetings, Interviews, and Site Visits

The Community Preservation Planner gathered input from Town of Brookline staff from numerous departments and current awardees by attending departmental meetings and interviews, especially during site visits. The Community Preservation Planner shared information about the CPA program, eligibility of project ideas, and requested ideas for projects, funding priorities, and program improvements. Highlights of the conversation:

- Troubleshooting and clarifying eligibility requirements
- A suggestion to time monitoring reports to align with common state grant reporting cycles
- A suggestion to allow for an up-front “startup” fund disbursement of 25% of project award, with the remaining funds distributed on a reimbursement basis for third-parties. This would help smaller organizations who may not have matching funds, or enough funds to get started with a project and therefore would not apply

Tabling Events

The CPAC set up tables at Brookline Farmer’s Market and Brookline Day events in August, September, and October of 2026. Committee members and the Community Preservation Planner engaged passersby with information about the CPA and the projects that have been funded in the past, and invited them to share their priorities and ideas by taking the online or paper survey.

Dates:

- Brookline Farmer's Market, August 6th, 1-6pm
- Brookline Day, September 27th, 11-3p
- Brookline Farmer's Market, October 1st, 1-6pm

Highlights of conversations include:

[results here]

Community Survey

The CPAC conducted a survey online and via print copies, which were available throughout the Town during September 14 to November 6, 2026, and were distributed at summer/fall tabling events. This short public survey intends to establish a baseline understanding of community awareness of CPA, identify preferred methods for receiving information, gather input on CPA funding priorities, and assess perceptions of the value of the CPA program.

[results and photos here]



Community Preservation Act Funding

What is the Community Preservation Act?

The Community Preservation Act (CPA) is a Massachusetts law that helps communities fund local projects. Brookline voters adopted CPA in 2021.

CPA funds can support eligible projects in the following areas:



Historic Preservation



**Open Space
& Outdoor Recreation**



Affordable Housing

Application Process

Step 1: June
Information Sessions

Step 3: Aug – Oct
Full Application

Step 5: May
Town Meeting Approval

Step 2: July
Eligibility Determination

Step 4: Nov–Feb
Committee Review

Step 6: Two Fiscal Years
Contracting &
Project Oversight

Learn More About CPA in Brookline

Follow CPA Projects

Scan the QR code



Explore the interactive project map online.
The map takes a moment to load.

Tell us what matters most!

Scan the QR code



Take our community survey.
Your feedback helps guide future CPA priorities.

Contact Information



617-730-2125



BrooklineMA.gov/CPAFunding

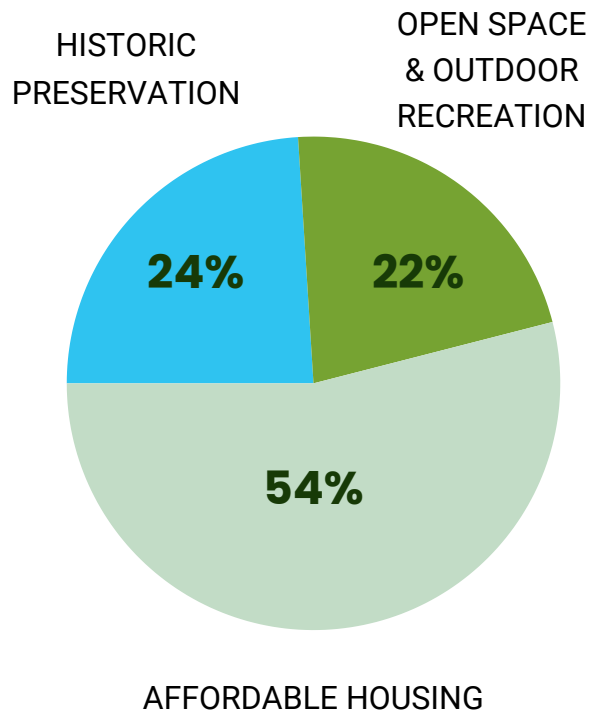


CPA@BrooklineMA.gov



333 Washington St., 3rd floor

Where Has Funding Gone?



Tell us what matters most!

Scan the QR code



Take our community survey!
Your feedback helps guide future CPA priorities

About Us

The Community Preservation Act Committee (CPAC) is a volunteer committee appointed to review funding proposals and recommend projects that advance Brookline's Community Preservation Plan. Funding recommendations are ultimately approved by Town Meeting.

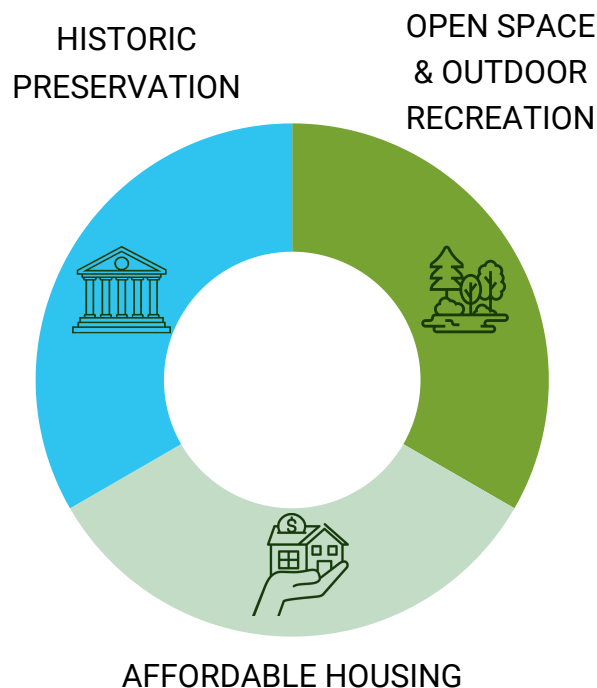
Our Mission



CPAC seeks projects that provide:

- lasting public benefits
- reflect community priorities
- responsibly steward public resources.

CPA Funding Categories



Investing in Brookline's Future

COMMUNITY PRESERVATION ACT (CPA)

Together, we're investing in Brookline's future –
one project at a time.

BrooklineMA.gov/CPAFunding



Did You Know?

- ✓ Brookline has funded **37 projects** between FY25 and FY27.
- ✓ More than **\$16.5 million CPA dollars** have been invested in local projects.
- ✓ CPA funding has leveraged nearly **\$16 million** in additional outside funding.

Contact Information



617-730-2125



BrooklineMA.gov/CPAFunding



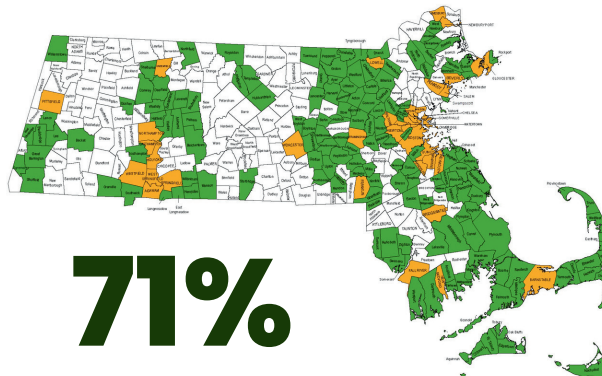
CPA@BrooklineMA.gov



333 Washington St., 3rd floor

What is CPA?

- ▶ The Community Preservation Act (CPA) is a Massachusetts law that allows communities to invest in projects that improve local quality of life.
- ▶ Brookline voters adopted CPA in 2021. Today, CPA combines a local funding source with annual state matching funds to support projects that benefit the entire community.
- ▶ Annual CPA revenue averaged \$3.7 million from FY22-FY26, with the state match contributing about 14% of that amount each year.



71%

of MA residents live in a town that has adopted the CPA

Complete CPA Projects



Housing Authority Egmont Street Apartments Roof replacement for 120 units.



Brookline Arts Center New heatpump systems inside historic building.



Amory Woods Boardwalk Design and construction of accessible boardwalk.



Public Health Plaza Pocket Park Plaza with seating and pollinator garden.

Follow All Our Projects

Scan the QR code



Explore the interactive project map online



BROOKLINE

PLANNING & COMMUNITY DEVELOPMENT

COMMUNITY PRESERVATION ACT

Tell us what matters most!

Your feedback helps guide future CPA priorities.
This 5-minute survey will be open until November 6th

Scan the QR code to take the CPA Survey



or visit

tinyurl.com/BrooklineCPASurvey

**Together, we're investing in Brookline's future,
one project at a time.**

BrooklineMA.gov/CPAFunding

2026 Brookline Community Preservation Act Survey

Community Preservation Act (CPA) funds support affordable housing, open space and recreation, and historic preservation. In the past three years, the Town has funded 37 projects, totaling over \$16.5 million in CPA funds reinvested back into the community. The Brookline Community Preservation Act Committee is seeking community input as we review applications for next year's funding. Whether you're familiar with the CPA or hearing about it for the first time, we'd like your feedback. Your responses will help guide funding decisions and improve public awareness. This survey takes about five minutes, is anonymous, and will be open between September 14 and November 6, 2026.

1. Before today, how familiar were you with Brookline's CPA program? Select one.

- | | |
|--|---|
| ☐ Very familiar | ☐ Heard of it but don't know much |
| ☐ Somewhat familiar | ☐ This is my first-time hearing about it |

2. Rank CPA funding area(s) in order of priority for the next year, with 1 being the highest priority, and 3 being the lowest priority.

	PRIORITY (1, 2, or 3)
AFFORDABLE HOUSING	
HISTORIC PRESERVATION	
OPEN SPACE & RECREATION	

3. Overall, how would you rate the impact of the Community Preservation Act program to Brookline? Select one.

- | | |
|---|--|
| ☐ Highly impactful | ☐ Somewhat low impact |
| ☐ Somewhat impactful | ☐ Very low impact |
| ☐ Neutral | ☐ Not familiar with enough to say |

4. What projects or community needs in affordable housing, historic preservation, and/or open space and recreation would you most like to see CPA funding support in Brookline?

5. Are you a Brookline resident? Select one.

- ☐ No
- ☐ Yes

6. What is your age? Select one.

- ☐ Less than 20 years old
- ☐ 20- to 39 years old
- ☐ 40 to 59 years old
- ☐ 60 to 79 years old
- ☐ More than 80 years old
- ☐ Prefer not to say

7. Does your household include any of the following? Select any that apply:

- ☐ Children under 18
- ☐ Adult(s) age 65 and older
- ☐ Someone with a disability or mobility limitation
- ☐ Prefer not to say

8. Do you rent or own your home? Select one.

- ☐ I rent my home
- ☐ I own my home
- ☐ Other (specify): _____
- ☐ Prefer not to say

9. Where would you be most likely to learn about CPA projects and updates?

Select up to three.

- ☐ Town website
- ☐ CPA Committee meeting
- ☐ Public display kiosk
- ☐ Table at an event (Farmer's Market, Brookline Day)

E-Newsletter:

- ☐ Town Administrator's
- ☐ Planning & Community Development
- ☐ Superintendent of Schools
- ☐ School-Specific

Town of Brookline Social Media Account:

- ☐ Facebook
- ☐ Instagram
- ☐ X (Twitter)

Flyer displayed in public building:

- ☐ Town Hall
- ☐ Public Library of Brookline – Brookline Village Branch
- ☐ Public Library of Brookline – Coolidge Corner Branch
- ☐ Public Library of Brookline – Putterham Library

☐ Other: _____