



Town of Bridgewater

Budget & Finance Committee

January 9, 2023

6:30 PM

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/88044891600>

To attend via phone, dial: 1(646) 876-9923

Meeting ID: 880 4489 1600

MEETING AGENDA

Disclosure: Pursuant to Section 20 of Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. There will be no in person attendance permitted. Citizens who wish to tune in to the meeting may do so via Zoom.

- A. Call to Order**
- B. Approval of Meeting Minutes**
 - a) December 6, 2022 Meeting Minutes
- C. Public Comment**
- D. Legislation Referred**
 - a) Order O-FY23-038: Appropriation for Eminent Domain Order of Taking for Summer Street Property
 - b) Order O-FY23-039: Transfer Order - Bridgewater Housing Authority Window Replacement Project
- E. Public Comment**
- F. Adjournment of Meeting**



Town of Bridgewater **Budget & Finance Committee**

December 6, 2022

6:00 PM

MEETING MINUTES

Call to Order

Councilor Gallagher called the meeting to order at 6:00p.m. The meeting took place in Conference Room 201A at the Town offices.

Committee Members Present:

Councilor Wood, Councilor George and Councilor Gallagher.

Town Manager Dutton was also present.

Approval of Meeting Minutes

a) November 15, 2022 Meeting Minutes

Councilor George made a motion to approve the meeting minutes from November 15, 2022, which was duly seconded by Councilor Wood.

Roll-call vote was taken with the results recorded as follows: George – Yea; Gallagher – Abstained; Wood – Yea. The motion passed 2-0-1

b) November 22, 2022 Meeting Minutes

Councilor Wood made a motion to approve the meeting minutes from November 15, 2022, which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Abstained; Gallagher – Yea; Wood – Yea. The motion passed 2-0-1

Public Comment – None

Legislation Referred

c) Order O-FY23-033: Acceptance of Elderly Services Grant

Councilor George made a motion to recommend Order O-FY23-033, which was duly seconded by Councilor Wood.

Roll-call vote was taken with the results recorded as follows: George – Yea; Gallagher – Yea; Wood – Yea. The motion passed 3-0

d) Order O-FY23-034: Transfer Order - Employee PY Retro Longevity

Town Manager noted that the longevity was not plugged in, they assumed they lost it when they moved positions.

Councilor Gallagher noted that in the future the prior year should be one time stabilization but current year should be absorbed in the budget.

Councilor George made a motion to recommend Order O-FY23-034, which was duly seconded by Councilor Wood.

Roll-call vote was taken with the results recorded as follows: George – Yea; Gallagher – Yea; Wood – Yea. The motion passed 3-0

- e) Order O-FY23-035: Bridgewater Public Library Staff Assn (BPLSA) Bargaining Contract Ratification

Councilor George made a motion to recommend Order FY23-035, which was duly seconded by Councilor Wood.

Roll-call vote was taken with the results recorded as follows: George – Yea; Gallagher – Yea; Wood – Yea. The motion passed 3-0

- f) Order O-FY23-036: Transfer Order - Contractual Settlement BPLSA

Councilor George made a motion to recommend Order FY23-036, which was duly seconded by Councilor Wood.

Roll-call vote was taken with the results recorded as follows: George – Yea; Gallagher – Yea; Wood – Yea. The motion passed 3-0

- g) Order O-FY23-037: Transfer Order - Water Enterprise Fund

Councilor George made a motion to recommend Order FY23-036, which was duly seconded by Councilor Wood.

Roll-call vote was taken with the results recorded as follows: George – Yea; Gallagher – Yea; Wood – Yea. The motion passed 3-0

Public Comment - None

Adjournment of Meeting

Councilor George made a motion to adjourn, which was duly seconded by Councilor Wood.

Roll-call vote was taken with the results recorded as follows: George – Yea; Gallagher – Yea; Wood – Yea. The motion passed 3-0

Meeting adjourned at 6:12pm.



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 12/6/2022
First Reading: 12/6/2022
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-038: Appropriation for Eminent Domain Order of Taking for Summer Street Property

Ordered, that by the Town Council for the Town of Bridgewater as follows:

To fund the eminent domain taking of the Parcel known as 46 Summer Street (Map 34, Lot 218), the Bridgewater Town Council appropriates \$313,900 from Community Preservation Funds – Open Space Reserve Account 324100.

Explanation: This order adds to existing appropriation to fund the eminent domain taking of 46 Summer Street, Bridgewater (the old Mobil Station) for Municipal Purposes, namely, to create parkland and open space for the benefit of all Bridgewater residents.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•
•	•

Attachments: 1. Rec to TM - 46 Summer Street
 2. 2022-10-31 Mobil Station Application Amended II FINAL



Town of Bridgewater, MA

Community Preservation Committee

66 Central Square, Bridgewater, MA 02324

December 1, 2022

Mr. Michael Dutton, Town Manager
Town of Bridgewater
66 Central Square
Bridgewater, MA 02324

Re: 46 Summer Street Property (Mobil Station)

Dear Mr. Dutton:

In response to your amended application for the Taking of the 46 Summer Street Property (dated October 31, 2022) the following motion was made and seconded by Carlton Hunt and Maureen Minasian at the CPC's November 30th meeting. The motion passed with 6 yea, 0 nay.

Move to recommend the Bridgewater Town Council appropriate \$313,900 from CPC Open Space Reserve Account 324100 towards the acquisition of property at 46 Summer Street (Map 34, Lot 218). The remaining acquisition costs (est. @ \$245,000) will be funded from the Town of Bridgewater Capital Reserve account 292.16 as appropriated under Town Council Order 0-FY22-038.

Please see that this information is placed on the Town Council agenda and is forwarded to the Council members as backup to the order.

I would appreciate if you would let me know when the Council acts on the order so we can prepare the award letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Gina Guasconi".

Gina Guasconi, Chair
Community Preservation Committee

CC: Dawn Menard
Debra Ward
Josh McGraw
Fred Chase
Anthony Sulmonte
Laurie Guerrini



Amended October 31, 2022

Project Application

Community Preservation Committee

Cover Sheet

An electronic copy of this application and all supporting materials should be submitted to the CPC Chair at cpc@bridgewaterma.org and the CPC's administrative assistant (McGraw, Joshua <JMCRAW@bridgewaterma.org>). Applications should be submitted **no later than 4:00PM at least two weeks prior to the CPC's meeting (the CPC meets on the fourth Wednesday of each month).**

Complete applications received by this date will be reviewed at the next CPC meeting and considered for recommendation to the Town Council. Applications received after this will be reviewed at the following month's meeting, unless you receive an exception from the CPC chair for cases related to real estate purchase opportunities.¹ Projects may have timelines extending to a maximum of five years.

Projects will be favored by the CPC where:

- The project addresses at least one goal of the current CPC 5-yr. plan <https://www.bridgewaterma.org/DocumentCenter/View/2928/Community-Preservation-Committee-Plan?bidId=>
- the applicant has site control of the proposed project parcel or involvement of the site owner.
- there is demonstrated community support for the project from elected officials, abutters, user groups, civic associations, and community organizations.
- applicants can demonstrate their capacity to implement their project and have a plan for ongoing maintenance and stewardship. projects occur on public space or private space with public access.

• Applicant Signature:  Date Submitted: October 31, 2022

¹ For cases related to real estate purchase opportunities, the CPC may consider emergency requests for funding outside of their regular meeting schedule. If you think you might be eligible for emergency consideration, please contact the CPC Chair. The CPC Chair has the authority to accept exceptions or extensions. They will consider such requests on a case-by-case basis and is under no obligation to grant any requested extensions or exceptions.



Amended October 31, 2022

Project Application

Community Preservation Committee

Complete Application Check List

Please submit the application in this order:

- ☐ Project Application Cover Page (signed)
- ☐ Project Narrative and Timeline
- ☐ Budget Narrative and cost breakdown
- ☐ Required Project Attachments including:
 - ☐ Documentation of who has site control on the property (if other than the applicant)
 - ☐ Photographs of project site (at least three (3))
 - ☐ Map of project site showing nearest major roads or intersections
 - ☐ Letters of support from relevant Town departments, officials, and boards/commissions
 - ☐ Letters of commitment (from any organizations or individuals providing funding to the project)
- ☐ Other attachments as applicable and available to your project.

Note: Applicants may be required to submit additional supporting materials and documentation, as requested by the CPC, to aid the committee in their decision-making process.



Amended October 31, 2022

Project Application

Community Preservation Committee

REVISED AND AMENDED APPLICATION – 10/31/2022

GENERAL INFORMATION

Project Name: Eminent Domain Taking – Summer Street (Mobil Station)
Project Location (address and neighborhood): 46 Summer Street, Map 34, Lot 218
Legal Property Owner of Record: P. Dilip DeSilva
CPA Program Area (check all that apply):
☒ Open Space ☐ Historic Preservation ☐ Community Housing ☒ Recreation

PROJECT DESCRIPTION

Short Project Description: This project involves the eminent domain taking of 46 Summer Street. The abandoned Mobil Station at this location has been a blight since its use was discontinued over 10 years ago. Today it is overgrown and decaying. The Town Council has heard first reading of an eminent domain taking for the purpose of adding to publicly accessible downtown open space connected to Flora Little Park, and for possible recreational use such as outdoor chess/checkers stations and table tennis. Depending upon its condition, the Town is contemplating reusing the existing building for covered space dedicated to eating area, public bathrooms, and low-key recreational and performance space.

Estimated Start Date: 01 / 15 / 23 **Estimated Completion Date:** 05 / 31 / 23

Amount Requested: \$ 313,900 **Total Project Cost:** \$ 558,900

PROJECT CONTACT

Contact Person: Michael Dutton
Telephone: 508-697-0919 **Email:** TownManager@bridgewaterma.org

Project Sponsor/Organization (check one below):

☒ Town Committee or Department ☐ Public Charity/Non-Profit ☐ Private

Have you or this organization applied for or received CPA funding before? ☒ Yes ☐ No

If yes, what project and when? Multiple projects, including Town House, Memorial Building, Academy Building, Stiles and Hart property purchase, athletic field improvements/construction, etc.

ASSURANCE

I, Michael Dutton, hereby certify under the penalties of perjury the
(Print the name of the fiduciary agent)

following application information is true and correct to the best of my knowledge and I am legally able to enter into a contract on behalf of the Town of Bridgewater with the Town of Bridgewater for Community Preservation Funds.

Signature 
Title: Town Manager

Date October 29, 2022



Amended October 31, 2022

Project Application

Community Preservation Committee

Project Narrative

Use as much space as needed and refer to the CPC's Project Application Guidance for requirements

1. **PROJECT DESCRIPTION, TASKS, & ANTICIPATED OUTCOME:** This project involves the eminent domain taking of 46 Summer Street. The abandoned Mobil Station at this location has been a blight since its use was discontinued over 10 years ago. Today it is overgrown and decaying. The Town Council has heard first reading of an eminent domain taking for the purpose of adding to publicly accessible downtown open space connected to Flora Little Park, and for possible recreational use such as outdoor chess/checkers stations and table tennis. Depending upon its assessed condition, the Town is contemplating reusing the existing building for covered space dedicated to eating area, public bathrooms, and low-key recreational and performance space.

The request for CPA funds is based on the following assumptions, actions, and determinations:

- a. The Town Council appropriated funds from the Capital Stabilization Account on March 15, 2022 in the amount of \$245,000 for the purpose of paying expenses associated with this taking. Out of the appropriated money, \$58,900 has either been expended or will be expended for the preliminary work towards this purpose, including the environmental assessment, survey, and design. This will leave a balance of \$186,100 to allocate directly for the taking.
 - b. The appraised value of the property is \$488,100. This represents the professional appraiser's opinion that the Highest and Best Use of the property is as a **vacant lot**. The appraiser's valuation As-Is Land and Building would be \$295,000. The Town's obligation is to pay based on the highest and best use as determined by the independent appraiser. The appraisal shows that the building has a negative value of (\$193,000).
2. **CPC GOALS AND PRIORITIES:** From the Community Preservation Plan FY2020-FY2024, Open Space and Passive Recreation:
GOAL 4: Create, preserve, and acquire neighborhood-level open spaces for pocket parks, community gardens, and other outdoor gathering spaces... Although small in size, green spaces on private property make up large parts of the urban land base and provide important roles for habitat and ecosystem services. The CPC will



Amended October 31, 2022

Project Application

Community Preservation Committee

prioritize neighborhood-oriented projects which explore opportunities to improve vacant or underutilized spaces, such as lots or greenspaces shared by an apartment complexes and community gardens, through greening infrastructure. Open space should help tie areas of Bridgewater together, provide buffers against incompatible uses, enable growth of local food sources, and add value to surrounding properties.

From the 2017 Open Space and Recreation Plan Update:

GOAL 2: Create and preserve a town wide, regionally linked trails and parks system that connects neighborhoods with various open space and recreation amenities.

3. **COMMUNITY NEEDS:** The Bridgewater Town Council has identified the taking of this property as a priority goal in order to establish additional passive and recreational in-Town property. The abandoned property presents a blight in the downtown area and to the entrance to Bridgewater State University. Located among Residential D, 40R overlay, and Central Business District zoning areas, the taking and the associated improvements will provide additional parkland and recreational space to the Town's higher density housing and commercial areas. The taking and associated improvements will provide walking and biking destinations.

4. **COMMUNITY SUPPORT:** List of Letters of Support

Name (committee, department, official, organization, etc.)	Date Requested	Date Submitted
Michael Dutton, Town Manager		10/29/2022
Town Council		10/29/2022
Bridgewater Improvement Association		10/29/2022

5. **IMPLEMENTATION AND TIMELINE:** If and once the appropriation is complete and the Order of Taking is voted, it is anticipated that the eminent domain taking would be completed within two months, or as soon as legally feasible.



Amended October 31, 2022

Project Application

Community Preservation Committee

6. **ORGANIZATIONAL EXPERIENCE AND CAPACITY:** The Town is an institutional applicant for Community Preservation Funds with extensive familiarity with municipal process, funding, procurement, and grant funding.
7. **MAINTENANCE:** The eminent domain taking itself will not create additional maintenance costs. However, as the property transforms into a public park and recreation area, ongoing upkeep and maintenance will be required. This will include cleaning, maintenance of green space, trash pickup, and infrequent capital improvements. Pending sufficient budget funding, the Town will be responsible for these expenses but has been in discussions with other entities about sharing the ongoing burden of maintenance.
8. **MULTI-YEAR PROJECTS:** The eminent domain taking of the property is a separate project. Future funding requests to create active and passive recreational improvements to the property are anticipated.
9. See Attachments Checklist for additional required materials, if applicable and available.

APPLICANT SIGNATURE:

DATE SUBMITTED:

October 29, 2022



Amended October 31, 2022

Project Application

Community Preservation Committee

Project Application Attachments (see Application Guidance)

1. **SITE CONTROL:** The Town is requesting funds to complete an eminent domain taking. Once complete, the Town will have ownership and site control.
2. **COMMUNITY SUPPORT:** Due to the legal constraints placed on the Town due to the eminent domain process, the Town has not solicited community support. However, verbal commitments of support have come from two civic organizations or governmental entities.
3. **VISUAL MATERIALS:** Maps and photographs are attached to this application.
4. **MAPS:** Maps and photographs are attached to this application.
5. **FUNDING SUPPORT REQUIREMENTS**
 - a. Historic Preservation Proposals
 - b. Open Space Proposals
 - c. Recreation Proposals
 - d. Community Housing Proposals
 - e. Proposals Involving Real Property
 - f. Proposals Involving Design and Construction

Check out the CPC's webpage for more information:

<https://www.bridgewaterma.org/1353/Community-Preservation-Committee>

If you have questions, please contact the Community Preservation Committee Chair at cpc@bridgewaterma.org and Community and Economic Development Department (CED) Director DeBoisbriand, Jennifer at JBURKE@bridgewaterma.org or call at 508-697-0950.



Amended October 31, 2022

Project Application

Community Preservation Committee

Project Budget Narrative

PROJECT COST:

Project Budget Overview

Total Project Cost	CPA Amount Requested	Other Funding Sources	CPA Funds: % of Total
\$558,900	\$313,900	Capital Appropriation	56.1%

LEVERAGING FUNDING:

Sources of Funding Overview

Source <i>(private, federal, state, or local government)</i>	Amount	Status <i>(received, pending, will apply)</i>
Local Capital Appropriation	\$ 245,000	Received
Less Expenses already committed	\$ 58,900	
Balance of Available Funds	\$ 186,100	
	\$	
	\$	

ANTICIPATED PROJECT EXPENSES: The updated professional appraisal is attached. It will be updated based upon the projected timing of the eminent domain taking.

PROJECT COST ASSUMPTIONS: The cost assumptions are based upon an appraisal conducted by a qualified appraisal firm.

ACQUISITION OF AN INTEREST IN REAL ESTATE: This project involves the acquisition of real property by the Town.

BONDING AGAINST CPA FUNDS: Bonding is possible but not likely based upon the projected cost of the project. If bonding is contemplated, we will forward possible bonding scenarios to the Community Preservation Committee, the Finance Committee, and the Town Council for review.



Amended October 31, 2022

Project Application

Community Preservation Committee

Project Budget Attachment

BUDGET OVERVIEW

Total Project Cost	CPA Amount Requested	Other Funding Sources	CPA Funds: % of Total
\$ 558,900	\$ 313,900	\$ 186,100	56.1 %

INCOME – OTHER SOURCES OF PROJECT FUNDING

Source (private, federal, state, or local government)	Amount	Status (received, pending, will apply)
Balance of Local Capital Appropriation	\$ 186,100	Received
	\$	
	\$	
	\$	
	\$	

SUMMARY OF PROJECT EXPENSES²

	CPA Funds	Other Funding	Total
Personnel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Design and Contracts	\$ 58,900	\$	\$
Construction	\$	\$	\$
Other	\$ 500,000	\$	\$
TOTAL	\$ 558,900	\$	\$

² Equipment is generally defined as an item with a useful life expectancy of more than one year. Supplies are defined as an item with a useful life of less than one year. Construction means all types of work done on a particular property or building including erecting, altering or remodeling.



Amended October 31, 2022

Project Application

Community Preservation Committee

DETAILED PROJECT EXPENSES

Personnel

	CPA Funds	Other Funding	Total
<i>Ex: Project Manager</i>			
Ex. Inspectional Services	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Equipment³

	CPA Funds	Other Funding	Total
<i>Ex: Furniture</i>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Supplies⁴

	CPA Funds	Other Funding	Total
<i>Ex:</i>	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Design and Contracts

	CPA Funds	Other Funding	Total
Legal/Taking Expense	\$	\$ 20,000	\$ 20,000
Env. Assessment/Testing	\$	\$ 7,250	\$ 7,250
Site Plan	\$	\$ 11,650	\$ 11,650
Preliminary Design	\$	\$ 20,000	\$ 20,000
TOTAL	\$	\$ 58,900	\$ 58,900

³ Equipment is generally defined as an item with a useful life expectancy of more than one year.

⁴ Supplies are defined as an item with a useful life of less than one year.



Amended October 31, 2022

Project Application

Community Preservation Committee

Building and Construction⁵

	CPA Funds	Other Funding	Total
<i>Ex: Picnic Pavilion</i>			
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Other

	CPA Funds	Other Funding	Total
<i>Ex: Land Acquisition</i>			
Land Acquisition and Closing Costs	\$ 313,900	\$ 186,100	\$ 500,000
	\$	\$	\$
	\$	\$	\$
TOTAL	\$ 313,900	\$ 186,100	\$ 500,000

Task based task (scope) costs identifying funding source

	CPA Funds	Other Funding	Total
<i>Ex: Accessible Entrance</i>			
<i>Ex: Accessible Elevator</i>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Attach Letters of support and other key documents.

⁵ Construction means all types of work done on a particular property or building including erecting, altering or remodeling.



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 12/20/2022
First Reading: 12/20/2022
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-039: Transfer Order - Bridgewater Housing Authority Window Replacement Project

ORDERED, that the Town Council assembled vote to

In accordance with section 6-4 of the Bridgewater Home Rule Charter, vote to appropriate \$363,000 from CPC Community Housing Reserve Account (Account#2100-324300) for the replacement of windows at Hemlock Drive, 667-2.

Explanation:

Attached see CPC recommendations of funding of \$363,000 from CPC Community Housing Reserve Account.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•
•	•
•	•

Attachments: 1. Final Submission_BHA CPA 2022 Application 11.23.22-398-234-095
2. Rec to TM - Hemlock Drive windows

NOT FOR ACTION - FIRST READING

BRIDGEWATER HOUSING AUTHORITY

COMMUNITY PRESERVATION FUNDING APPLICATION



HEMLOCK DRIVE, 667-2

November 2022



Project Application

Community Preservation Committee

Bridgewater, MA

Cover Sheet

An electronic copy of this application and all supporting materials should be submitted to the CPC Chair at cpc@bridgewaterma.org and the CPC's administrative assistant (McGraw, Joshua <JMCRAW@bridgewaterma.org>). Applications should be submitted **no later than 4:00PM at least two weeks prior to the CPC's meeting (the CPC meets on the fourth Wednesday of each month).**

Complete applications received by this date will be reviewed at the next CPC meeting and considered for recommendation to the Town Council. Applications received after this will be reviewed at the following month's meeting, unless you receive an exception from the CPC chair for cases related to real estate purchase opportunities.¹ Projects may have timelines extending to a maximum of five years.

Projects will be favored by the CPC where:

- The project addresses at least one goal of the current CPC 5-yr. plan <https://www.bridgewaterma.org/DocumentCenter/View/2928/Community-Preservation-Committee-Plan?bidId=>
- the applicant has site control of the proposed project parcel or involvement of the site owner.
- there is demonstrated community support for the project from elected officials, abutters, user groups, civic associations, and community organizations.
- applicants can demonstrate their capacity to implement their project and have a plan for ongoing maintenance and stewardship. projects occur on public space or private space with public access.

- Applicant Signature:  Colleen Doherty
I am the author of this document
2022.11.23 09:35:
26-05'00' Date Submitted:

¹ For cases related to real estate purchase opportunities, the CPC may consider emergency requests for funding outside of their regular meeting schedule. If you think you might be eligible for emergency consideration, please contact the CPC Chair. The CPC Chair has the authority to accept exceptions or extensions. They will consider such requests on a case-by-case basis and is under no obligation to grant any requested extensions or exceptions.



Project Application

Community Preservation Committee

Bridgewater, MA

Complete Application Check List

Please submit the application in this order:

- ☒ Project Application Cover Page (signed)
- ☒ Project Narrative and Timeline
- ☒ Budget Narrative and cost breakdown
- ☒ Required Project Attachments including:
 - ☒ Documentation of who has site control on the property (if other than the applicant)
 - ☒ Photographs of project site (at least three (3))
 - ☒ Map of project site showing nearest major roads or intersections
 - ☒ Letters of support from relevant Town departments, officials, and boards/commissions
 - ☒ Letters of commitment (from any organizations or individuals providing funding to the project)
- ☒ Other attachments as applicable and available to your project.

Note: Applicants may be required to submit additional supporting materials and documentation, as requested by the CPC, to aid the committee in their decision-making process.



Project Application

Community Preservation Committee

Bridgewater, MA

GENERAL INFORMATION

Project Name: Window Replace & Exterior Repair - Phase 1

Project Location (address and neighborhood): 42 - 55 Hemlock Drive

Legal Property Owner of Record: Bridgewater Housing Authority (BHA)

Refer to Attachment A: Reference Map

CPA Program Area (check all that apply):

☐ Open Space ☐ Historic Preservation ☒ Community Housing ☐ Recreation

PROJECT DESCRIPTION

Short Project Description: Removal of existing original wood windows and decorative wood panels in their entirety, and replacement with insulated windows and architectural panel infills.

Estimated Start Date: 10/25/2023

(Construction start)

Estimated Completion Date: 4/24/2024

Refer to Attachment B: Milestone Schedule

Amount Requested: \$ 362,803.00

Total Project Cost: \$ 362,803.00

PROJECT CONTACT

Contact Person: Colleen Doherty, BHA Executive Director

Telephone: 508-823-6308

Email: cdoherty@tauntonhousing.com

Project Sponsor/Organization (check one below):

☐ Town Committee or Department ☐ Public Charity/Non-Profit ☐ Private

☒ Other: Public Housing Authority

Have you or this organization applied for or received CPA funding before? ☒ Yes ☐ No

If yes, what project and when? BHA may have applied for Bridgewater CPA funding under previous management, but has not applied under current management with C. Doherty as Executive Director.

ASSURANCE

I Colleen Doherty hereby certify under the penalties of perjury the
(Print the name of the fiduciary agent)

following application information is true and correct to the best of my knowledge and I
am legally able to enter into a contract on behalf of _____ (with the
Town of Bridgewater for Community Preservation Funds.

Signature  Colleen Doherty
I am the author of this document
2022.11.23 09:36:03-05'00'

Date _____

Title Executive Director



Project Application

Community Preservation Committee

Bridgewater, MA

Project Narrative

Use as much space as needed and refer to the CPC's Project Application Guidance for requirements.

1. PROJECT DESCRIPTION, TASKS, & ANTICIPATED OUTCOME:

Bridgewater Housing Authority (BHA) is requesting Community Preservation Committee (CPC) funding for design and installation of windows at their Hemlock Drive (667-2) state-aided development. This property is owned, operated and maintained by BHA, and serves low-income elderly and disabled residents close to Bridgewater's historic common, downtown shopping centers and other town resources.

Hemlock Drive, 667-2 is located at the end of Hemlock Drive in downtown Bridgewater and consists of four (4) two-story brick façade apartment buildings constructed in 1972 which contain fifty-six (56) total dwelling units. The property is adjacent to BHA's Hemlock Drive, 667-1 development which was constructed in 1967 and across Main Street (MA-Rt 28) from BHA's most public-facing development, 10 Heritage Circle, 667-3 which was constructed in 1992. Please refer to Attachment A (enclosed) for reference to Hemlock Drive, 667-2's location on Main Street.

Each of Hemlock Drive, 667-2's dwelling units has four (4) total windows: two (2) rear-facing and two (2) front-facing. The two rear-facing windows are double-hung style, one front-facing window is also double-hung, and the other front-facing (living room) window is composed of two (2) double-hung units and a center fixed/picture unit. Existing decorative painted wood trim panels below all front-facing windows are considered part of the window system because they are integral to the original window installation.

All existing windows within the development are original 1972 construction and considered by several measures to be well-beyond useful life. Even in good condition, wood windows of this construction era are considered to be defunct and inefficient because of the many air gaps that form and widen over time between various components. Storm windows generally do not reduce air infiltration to an acceptable level. Air infiltration ("draftiness") results in energy losses whether associated with winter cold or summer heat. Additionally, many wood windows of this age become difficult for elderly and disabled residents to operate.

At Hemlock Drive, 667-2, the windows are in poor condition, so the energy and operability problems described above are compounded by active water infiltration that has caused damage to the building interiors and made this project a very high priority for BHA. Wood windowsills and panels are rotted and deteriorated in many locations, allowing water to infiltrate into the building interior. This has been evidenced by damage to dwelling unit finishes including ceilings and interior walls. BHA maintenance staff has had to replace interior drywall in several locations and additional future



Project Application

Community Preservation Committee

Bridgewater, MA

damage is expected as the windows, panels and joints between components are deteriorated beyond repair.

The recommendation for air and water leak prevention is to remove all existing windows and adjacent wood panels in their entirety, properly weatherproof the original masonry openings, and install new, properly flashed and sealed, energy efficient windows with aesthetically appropriate low-maintenance insulated panel infills. BHA has determined the most feasible approach is to replace only the front-facing windows (including wood panels) in this project as Phase 1. BHA will then pursue replacement of the rear windows as Phase 2 when additional funding becomes available. There are one-hundred twelve (112) windows included in Phase 1, fifty-six (56) of them being large 3-wide living room units.

BHA has invested considerable amounts of funding over the past several years towards other high priority projects including, but not limited to, new roofs throughout our portfolio, windows at the adjacent Hemlock Drive, 667-1 development, exterior door replacements and major accessibility improvements. These efforts have depleted our typical state-aided funding sources which is why we are approaching CPC for assistance.

Due to the age of the existing windows and the ongoing potential for water damage described, this is a high priority project for residents and management of Bridgewater Housing Authority. Completion of this project would significantly benefit the immediate quality of life for our elderly and disabled residents as well as long-term preservation of these buildings for the Bridgewater Housing Authority and surrounding community.

2. CPC GOALS AND PRIORITIES:

In 2020, Bridgewater CPC published the “Bridgewater Community Preservation Plan FY2020-2024,” which outlines goals, priorities and guiding principles for use and allocation of CPA funding to meet the unique needs of the Bridgewater community. Regarding the category of Community Housing, the CPC developed housing goals based on “*careful consideration of Bridgewater’s housing needs, public input, and overall community goals.*”¹ We believe BHA’s Window Replace & Exterior Repair, Phase 1 project directly supports CPC’s goal to “*create and preserve affordable housing options for older residents to allow them to stay in the community as they age – prioritizing locations that provide easy access to services and other resources.*”²

Supporting the modernization and structural integrity of BHA’s Hemlock Drive, 667-2 development directly supports the CPC’s stated goals because these buildings provide critical 1-bedroom rental units for elderly (and disabled) residents, some of whom are life-long Bridgewater elders, in an ideal location within walking distance to services and resources. These units will continue to increase in importance as Bridgewater’s percentage population age 65 and older is projected to double by

¹ Bridgewater CPC and JM Goldson LLC, *Community Preservation Plan FY2020-2024*, p 23.

² *Community Preservation Plan FY2020-2024*, p 23.



Project Application

Community Preservation Committee

Bridgewater, MA

2030.³ At the same time, Bridgewater State University continues to grow and add pressure to housing stock in the area.

3. COMMUNITY NEEDS:

The Town of Bridgewater has seen steady growth in young adult, middle-aged and elderly populations since 2010, and that growth is expected to continue over the next decade.⁴ Bridgewater State University has expanded its downtown campus and gained university status. It is now the third largest public university in the Commonwealth with annual enrollment of approximately 11,000 students. Hosting a world-class university presents incredible economic and cultural opportunities but also creates pressure for planners and managers to meet resulting housing demand.

Bridgewater's demographic trends and projections outlined in the Community Preservation Plan FY2020-2024 are indicative of housing conditions across the Commonwealth in that need for [affordable] housing far exceeds available units. In particular, Bridgewater saw a 32% increase in residents 65 years and older in just 7 years (between 2010 and 2017).⁵ Because young adults and elderly tend to seek smaller 1- or 2-bedroom apartments and Bridgewater's housing stock consists mainly of detached single-family homes, competition for its limited apartment stock is inevitable.

Bridgewater Housing Authority supports community need by contributing 146 one-bedroom dwelling units to the housing supply, including at Hemlock Drive, that are reserved for qualifying low-income elderly and disabled applicants. As of November 16, 2022, there are 2,240 total applicants on the waitlist for one of the 146 units to become available, and this trend is consistent throughout the Commonwealth as demand far exceeds supply. Therefore, BHA's existing units are critical infrastructure and BHA is obligated to ensure they are modernized and maintained in stable, safe and clean working order. Currently, the windows at Hemlock Drive, 667-2 do not meet these standards as they exhibit significant rot, water infiltration and inoperability.

Properly functioning windows are a basic need of all residents, and are critical to their well-being especially as mobility decreases and thermal perception changes with age. All BHA residents deserve weather and water-tight, operable windows to provide fresh air, connection with community and nature, and thermal comfort. If this project is supported by CPC funding, it would greatly improve the conditions for residents and the town.

³ Bridgewater CPC and JM Goldson LLC, *Community Preservation Plan FY2020-2024*, p 23.

⁴ *Community Preservation Plan FY2020-2024*, p 26.

⁵ *Community Preservation Plan FY2020-2024*, p 26.



Project Application

Community Preservation Committee

Bridgewater, MA

4. COMMUNITY SUPPORT: List of Letters of Support

Name (committee, department, official, organization, etc.)	Date Requested	Date Submitted
John Massey, Southeast RCAT Director	11/3/2022	11/9/2022
Sean Keating, DHCD Construction Advisor	11/3/2022	11/4/2022
Laura Notman, Matz Collaborative Architects	11/3/2022	11/9/2022
Bridgewater Board of Commissioners	11/10/2022	11/21/2022
Bridgewater Council on Aging	11/8/2022	11/21/2022

5. IMPLEMENTATION AND TIMELINE:

Upon receipt of CPC funding approval, Bridgewater Housing Authority will proceed immediately in accordance with the Department of Housing & Community Development (DHCD)'s policies and procedures for capital projects at state-aided developments. DHCD will secure a Registered Architect to prepare a scope of work and bidding documents for sealed public bidding in accordance with Massachusetts Chapter 149 public procurement requirements. Based on our experience with DHCD project timelines, construction is anticipated to be complete in 2024. Please refer to Attachment B (enclosed) for a preliminary milestone schedule.

6. ORGANIZATIONAL EXPERIENCE AND CAPACITY:

Bridgewater Housing Authority (BHA) is funded and assisted by DHCD. It is also part of the Southeast Regional Capital Assistance Team (RCAT) program. DHCD employs a large team to oversee capital improvement projects that includes finance managers, review architects and construction advisors. The RCAT program supports smaller local housing authorities (LHA's) by assisting in the development and execution of their annual capital improvement plans, maintenance plans and modernization projects. Together, BHA is buttressed by DHCD and RCAT to achieve quality construction results with fiduciary responsibility applied.

Aside from the support provided by DHCD and RCAT, Bridgewater Housing Authority also benefits from Taunton Housing Authority (THA)'s available resources because THA maintains management agreement with BHA. Taunton Housing Authority has managerial and maintenance staff capacity to respond quickly to needs that BHA may have, and THA has the benefit of being the host authority for the Southeast RCAT.

Colleen Doherty, the Executive Director of Bridgewater Housing Authority, also serves as Executive Director for Taunton Housing Authority (THA) and Stoughton Housing Authority (SHA). Colleen began her career in public housing management at THA in 1988 and has been the Executive Director of THA since 2000. She has been managing SHA since 2015 and BHA since 2021. All three authorities are considered high performers by DHCD as measured by annual reviews of policies, performance and maintenance. Colleen's extensive experience and knowledge from working directly on



Project Application

Community Preservation Committee

Bridgewater, MA

construction projects ranging in size from single door replacements to acres-large redevelopments has equipped her to oversee this proposed project. BHA's staff Portfolio Director and Facilities Planner will also be on BHA's internal project management team.

7. MAINTENANCE:

BHA employs two (2) full-time maintenance staff who also provide 24-hour on-call service, and BHA has access to Taunton Housing Authority maintenance and RCAT personnel should needs arise that exceed BHA's maintenance capacity. RCAT performs annual Needs Assessments to monitor the condition of BHA's properties, and DHCD performs annual maintenance reviews to ensure BHA performs preventative maintenance. Generally, maintenance on new windows is low and the window material selected during the design phase will be durable and low maintenance such as vinyl or fiberglass composite. Decorative wood panels will be replaced with low maintenance but architecturally and historically appropriate composite materials.

8. MULTI-YEAR PROJECTS:

In total, this will be a multi-year project including design and bidding phases, but the construction phase is expected to last several months. Actual mobilized on-site construction is expected to last several weeks once the new windows are in hand.

9. See Attachments Checklist for additional required materials, if applicable and available.

APPLICANT SIGNATURE:

Colleen Doherty
I am the author of this
document
2022.11.23 09:36:48-05'00'

DATE SUBMITTED: _____



Project Application

Community Preservation Committee

Bridgewater, MA

Project Application Attachments (see Application Guidance)

1. **SITE CONTROL**
2. **COMMUNITY SUPPORT**
3. **VISUAL MATERIALS:**
4. **MAPS:**
5. **FUNDING SUPPORT REQUIREMENTS**
 - a. Historic Preservation Proposals
 - b. OPEN SPACE PROPOSALS
 - c. RECREATION PROPOSALS
 - d. COMMUNITY HOUSING PROPOSALS
 - e. Proposals Involving Real Property
 - f. Proposals Involving Design and Construction

Check out the CPC's webpage for more information:

<https://www.bridgewaterma.org/1353/Community-Preservation-Committee>

If you have questions, please contact the Community Preservation Committee Chair at cpc@bridgewaterma.org and Community and Economic Development Department (CED) Director DeBoisbriand, Jennifer at JBURKE@bridgewaterma.org or call at 508-697-0950.



Project Application Community Preservation Committee

Bridgewater, MA

Project Budget Narrative

PROJECT COST:

Project Budget Overview

Total Project Cost	CPA Amount Requested	Other Funding Sources	CPA Funds: % of Total
\$362,803.00	\$362,803.00	\$0.00	100%

LEVERAGING FUNDING:

Sources of Funding Overview

Source <i>(private, federal, state, or local government)</i>	Amount	Status <i>(received, pending, will apply)</i>
	\$	
	\$	
	\$	
	\$	
	\$	

ANTICIPATED PROJECT EXPENSES:

The total budget for this project is \$362,803.00. The budget is comprised of \$290,243.00 in construction costs and \$72,561.00 in soft costs (design fees, administration, permits, etc.). The Bridgewater Housing Authority is requesting \$362,803.00 of CPA funds and does not have an additional source of funding to leverage at this time.

PROJECT COST ASSUMPTIONS:

Please review Attachment D (enclosed) showing a preliminary project cost estimate breakdown. Unit prices are based on general market costs for materials and prevailing wage labor.

ACQUISITION OF AN INTEREST IN REAL ESTATE: Not applicable.

BONDING AGAINST CPA FUNDS: Not applicable.



Project Application

Community Preservation Committee

Bridgewater, MA

ADDITIONAL BUDGET INFORMATION:

BHA's main funding source for capital improvement projects is Formula Funding allocated by DHCD, and supplemented by occasional special funding initiatives, emergency reserves and compliance reserves. As mentioned in preceding sections of this application, BHA does not have sufficient Formula Funding (state-aided funding source) to proceed with the Window Replace & Exterior Repair project at Hemlock Drive, 667-2 due to several recent high priority and emergency projects that have exhausted available formula funding and emergency reserves.

In February of this year, 2022, the boiler at our 296 Main Street property failed and required emergency replacement since the failure occurred during the heating season. In May, two septic system lift pumps serving both Hemlock Drive developments failed and required substantial repairs after four months of costly pumping and temporary pump rental. Then in August of this year, a broken underground waste pipe required emergency repairs at our 65 Grove Street property. Unfortunately, these costly emergencies depleted formula funding and reserves because they came on the heels of larger planned projects including roofing replacements, window replacement at Hemlock Drive, 667-2 and major interior renovations to convert two (2) standard units into Accessible units. The Window Replace and Exterior Repair, Phase 1 project at Hemlock Drive, 667-2 is included BHA's current 5-year Capital Improvement Plan, but will not be funded until at least 2025 which is longer than we feel appropriate given the condition of the existing windows.



Project Application

Community Preservation Committee

Bridgewater, MA

Project Budget Attachment

BUDGET OVERVIEW

Total Project Cost	CPA Amount Requested	Other Funding Sources	CPA Funds: % of Total
\$362,803.00	\$362,803.00	\$0.00	100%

INCOME – OTHER SOURCES OF PROJECT FUNDING

Source (private, federal, state, or local government)	Amount	Status (received, pending, will apply)
None	\$	
	\$	
	\$	
	\$	
	\$	

SUMMARY OF PROJECT EXPENSES²

	CPA Funds	Other Funding	Total
Personnel	\$0.00	\$	\$
Equipment	\$0.00	\$	\$
Supplies	\$0.00	\$	\$
Design and Contracts	\$40,634.00	\$	\$
Construction	\$290,242.00	\$	\$
Other	\$31,927.00	\$	\$
TOTAL	\$362,803.00	\$	\$

² Equipment is generally defined as an item with a useful life expectancy of more than one year. Supplies are defined as an item with a useful life of less than one year. Construction means all types of work done on a particular property or building including erecting, altering or remodeling.



Project Application

Community Preservation Committee

Bridgewater, MA

DETAILED PROJECT EXPENSES

Personnel

	CPA Funds	Other Funding	Total
N/A	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	N/A	\$	\$

Equipment³

	CPA Funds	Other Funding	Total
N/A	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	N/A	\$	\$

Supplies⁴

	CPA Funds	Other Funding	Total
N/A	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	N/A	\$	\$

Design and Contracts

	CPA Funds	Other Funding	Total
Design Consultant Fees	\$40,634.00	\$	\$40,634.00
	\$	\$	\$
TOTAL	\$40,634.00	\$	\$40,634.00

³ Equipment is generally defined as an item with a useful life expectancy of more than one year.

⁴ Supplies are defined as an item with a useful life of less than one year.



Project Application

Community Preservation Committee

Bridgewater, MA

Building and Construction⁵

	CPA Funds	Other Funding	Total
Construction contract	\$290,242.00	\$	\$290,242.00
	\$	\$	\$
TOTAL	\$290,242.00	\$	\$290,242.00

Other

	CPA Funds	Other Funding	Total
Design & construction contingencies	\$23,219.00	\$	\$23,219.00
Testing, permits, contract administration/accounting	\$8,708.00	\$	\$8,708.00
TOTAL	\$31,927.00	\$	\$31,927.00

Task based task (scope) costs identifying funding source

	CPA Funds	Other Funding	Total
N/A – project is single-scoped to replace windows. Panels are considered part of window opening.	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Attach Letters of support and other key documents.

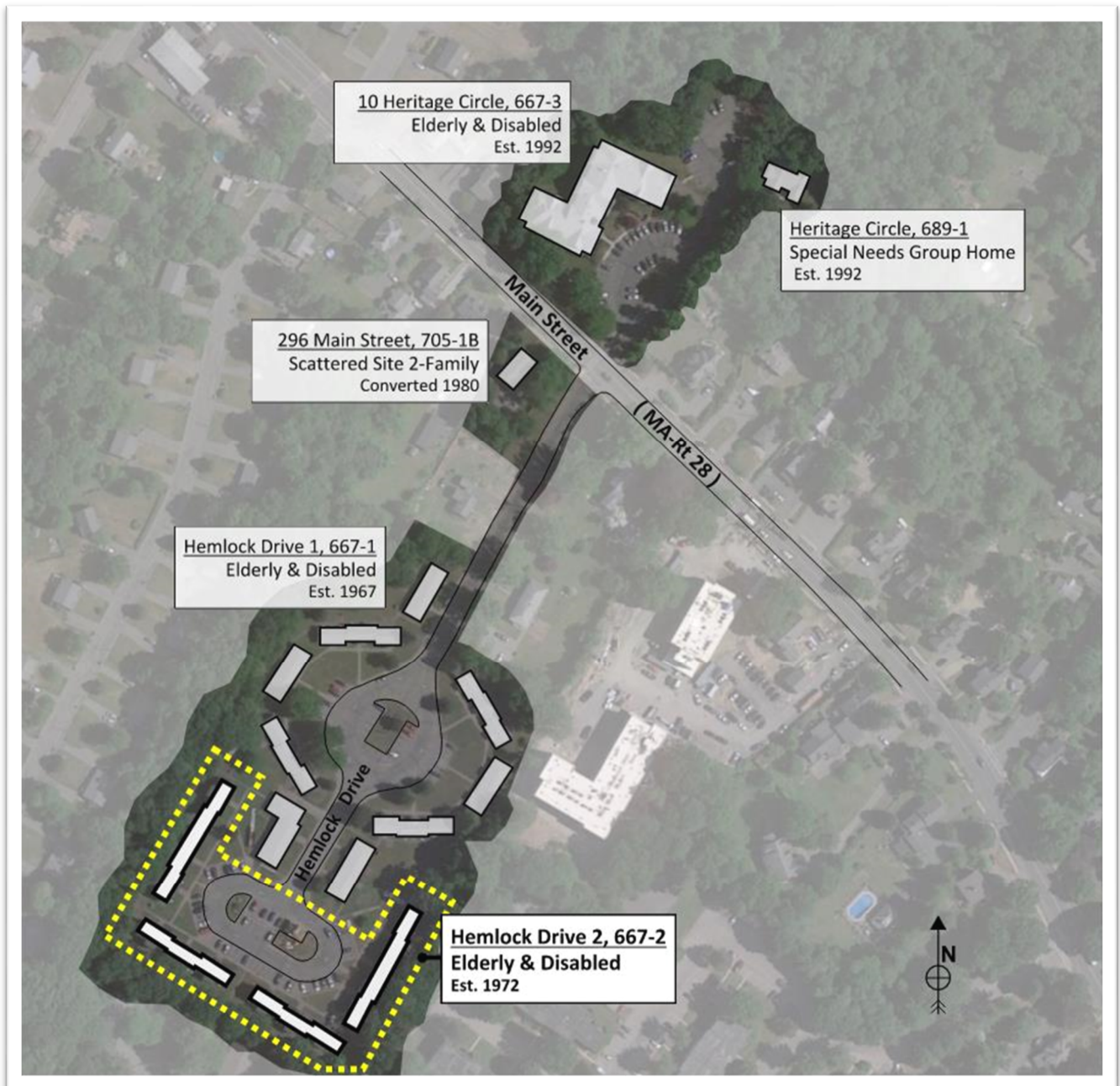
⁵ Construction means all types of work done on a particular property or building including erecting, altering or remodeling.

Bridgewater Housing Authority

10 Heritage Circle
Bridgewater, MA 02324

T: (508) 697-7405
F: (508) 697-9534

Attachment A: Reference Map



Bridgewater Housing Authority

10 Heritage Circle
Bridgewater, MA 02780

T: (508) 697-7405
F: (508) 697-9534

Attachment B: Preliminary Milestone Schedule

Project: Window Replace & Exterior Repairs
Dev./#: Hemlock Drive, 667-2
LHA: Bridgewater Housing Authority

This proposed preliminary milestone project schedule illustrates the anticipated general project timeline based upon established capital construction processes. Actual completion dates will vary depending upon individual agency turn-around times, product lead times, etc.

CPA Funding Award

Assumes January 1, 2023 allocation.

Design Phase Milestones

Designer Contract Executed

Completion Date

March 1, 2023

Duration

8 wks from CPA

Schematic Design Submission

March 29, 2023

4 weeks

DHCD Schematic Design Review Complete

May 10, 2023

6 weeks

100% CDs Submission Due

June 21, 2023

6 weeks

DHCD Approval to Bid (ATB)

August 2, 2023

6 weeks

Total Design Phase duration:

30 weeks

Bidding Phase Milestones

Bidding Documents Advertised for Public Bidding

August 16, 2023

2 wks from ATB

Sealed Bids Due

September 6, 2023

3 weeks

BHA Board Vote for Construction Contract Award

September 21, 2023

2 weeks

Execute Construction Contract (ECC)

October 11, 2023

3 weeks

Total Bidding Phase duration:

10 weeks

Construction Bidding Milestones

Construction Start/Notice to Proceed

October 25, 2023

2 wks from ECC

Submittal/Shop Drawing Approvals

November 22, 2023

6 weeks

Product lead time (conservative estimate)

January 17, 2024

8 weeks

Substantial Completion

February 28, 2024

8 weeks

Final Completion of Construction Contract

April 24, 2024

8 weeks

Total Construction Phase duration:

32 weeks

Total Project duration:

72 weeks

Bridgewater Housing Authority

10 Heritage Circle
Bridgewater, MA 02780

T: (508) 697-7405
F: (508) 697-9534

Attachment C: Letters of Support

Regional Capital Assistance Team

Southeast Division

30 Olney Street
Taunton, MA 02780

T: (508) 823-6308
F: (508) 812-7050



November 9, 2022

Gina Guasconi, Chair, CPC
Bridgewater Town Hall
66 Central Square
Bridgewater, MA 02324

Dear Ms. Guasconi,

I am writing in support of the Bridgewater Housing Authority (BHA) submission of a CPC application to assist with funding a project that will address the windows and wood panels at their Hemlock Drive 667-2 development. This development, which consists of four (4) 2-story apartment buildings, was constructed in 1976 and consists of 56 one-bedroom dwelling units for elderly and disabled residents.

The wood windows appear to be original 1972 construction, but the aluminum storm windows may have been replaced since. Overall, the condition of the original and storm windows is quite poor. Throughout all four buildings, they are in disrepair and well past their useful life expectancy. Most of the exterior wood trim and panels around the windows have significant rot from water penetration and Ultraviolet Rays (UVRs).

During a recent site visit of the property, I was approached by two residents who reported having issues with their windows being drafty and leaking water into their units. They allowed me to enter their units for inspection and I found water staining on the ceilings and windowsills in each unit. It is my professional opinion that the water stain on the ceilings is from the windows above in the second-floor units, as there is no water piping above. There was also evidence of water staining on the interior windowsills.

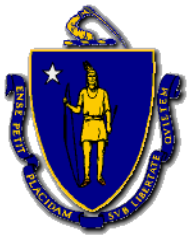
My recommendation is that the LHA should continue to include the replacement of these windows in its capital improvement plan and replace them as funding allows. I acknowledge that this LHA (Local Housing Authority) has limited funds available and has been addressing many high priority issues throughout its total housing stock, and I encourage it to continue its work to pursue additional funding sources as they become available.

If approved, this project will have an immediate and long-term benefit on the preservation of Bridgewater Housing Authority and the town of Bridgewater.

Sincerely,

John Massey
Southeast RCAT Director
HHA: Taunton Housing Authority
jmassey@tauntonhousing.com

This page has been intentionally left blank.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ◆ Karyn E. Polito, Lieutenant Governor ◆ Jennifer D. Maddox, Undersecretary

Gina Guasconi, Chair, CPC
Bridgewater Town Hall
66 Central Square
Bridgewater, MA 02324

November 4, 2022

Dear Ms. Guasconi,

I am a construction advisor with the Department of Housing & Community Development. I am writing to you to express my support for Colleen Doherty's request for CPC funding to be used for the replacement of windows and associated trim at the 667-2 elderly development on Hemlock Drive. The roofs and exterior doors were recently replaced, and the original brick veneer siding is holding up well. The next step needed to eliminate water infiltration and insure that the exterior envelope is efficient is the replacement of the existing wood windows. In addition to maintaining a safe and comfortable living space for the tenants, these improvements will also enhance the exterior appearance of the buildings.

Thank you for your consideration regarding this request for CPC funding.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Keating", with a stylized flourish at the end.

Sean Keating

This page has been intentionally left blank.



50 Speen Street, Ste 300
Framingham, MA 01701

617-467-3119
info@matzcollaborative.com

November 7, 2022

Gina Guasconi, Chair
Bridgewater Community Preservation Committee
CPC@BridgewaterMA.org

RE: Letter in support of CPC funding for Bridgewater Hemlock Drive 667-2 Elderly Development

Dear Ms. Guasconi,

I am writing to express my support for the CPA Funding application for window replacement and repair at the Elderly Development at Hemlock Drive. Our firm recently completed the renovation of two units at the development to meet accessibility standards and directly observed the poor condition of the existing windows in the development. I wholly agree with the conclusions of the field report, conducted by John Massey on 9/16/2022, that the existing wood windows and storm windows are beyond their useful life and present problems for the durability, comfort, and efficiency of the buildings.

Replacing the windows with properly flashed current energy code compliant windows will help prevent maintenance issues and potential health issues from moisture infiltration into the building structure and finishes. It will also improve the comfort for residents and reduce the energy use and costs of the buildings.

Completing this work will preserve this housing as safe and efficient living spaces for the residents while prolonging the useful life of the assets for the Town of Bridgewater.

Sincerely,

A handwritten signature in black ink that reads "Laura Notman". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Laura Notman
Architect | Project Manager
Matz Collaborative Architects

This page has been intentionally left blank.

BRIDGEWATER HOUSING AUTHORITY

10 Heritage Circle
Bridgewater, Massachusetts 02324

Telephone: (508) 697-7405

Fax: (508) 697-9534

November 10, 2022

Gina Guasconi, Chair, CPC
Bridgewater Town Hall
66 Central Square
Bridgewater, MA 02324

Dear Ms. Guasconi,

Please be advised that the Bridgewater Board of Commissioners at its November 17, 2022, meeting voted unanimously to support the application to the CPC by Colleen Doherty on behalf of Bridgewater Housing Authority for \$362,803.00 for the design and installation of new windows at Hemlock Drive (667-2).

This project would immediately improve the building envelope conditions for this development. As evident in the photos attached to this application, the windows and wood panels are beyond useful life. BHA has in the past couple of years had projects which have improved the building envelope and structure, but we have not been able to address the windows with available funding. The window replacement and roof replacement projects managed by the Department of Housing and Community Development (DHCD) in the past year have improved our overall portfolio, but need remains at Hemlock Drive, 667-2. The current Capital Improvement Plan includes necessary projects that are required for health & safety, and the Generator Installation project is a huge priority for 667-1 community building and 667-3 property. 667-3 has an elevator that requires new emergency power in case of any outage so that elderly and disabled residents can access to the elevator during any emergency.

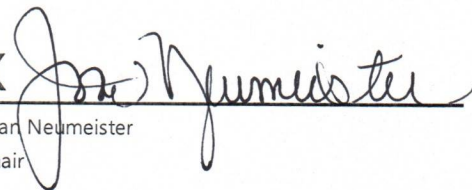
BHA has also had several emergencies requiring immediate attention. An emergency septic repair on the pumps at 667-1 & 667-2 was required because water was not being properly pumped back to the street connection and the water was causing the reserve tanks to overflow and leak into the parking lot. The 65 Grove Street property also had an emergency waste pipe repair. The 296 Main Street property boiler failed and required emergency replacement to provide heat. All these emergencies were unforeseen costs that needed immediate attention and impacted the BHA budget. This project is part of the current capital plan but due to other priorities, the funding wouldn't be available for close to five years.

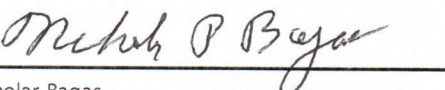
Awarding BHA the CPC funding for this project would be a huge improvement on the building envelope and the preservation of this property. We appreciate your consideration of our request.

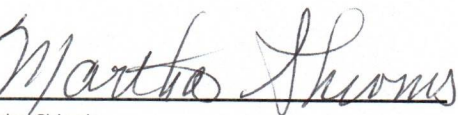
Sincerely,

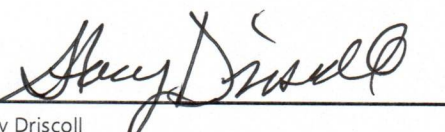
Bridgewater Board of Commissioners

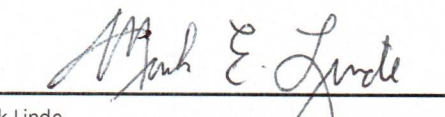
Signature Page:

X 
Joan Neumeister
Chair

X 
Nicholar Bagas
Vice-chair

X 
Martha Shionis
Treasurer/Resident

X 
Stacy Driscoll
Member

X 
Mark Linde



Emily Williams
Director

Bridgewater Council on Aging
Cole-Yeaton Senior Center
10 Wally Krueger Way
Bridgewater, MA 02324
508-697-0929
www.bridgewaterma.org

November 21, 2022

Gina Guasconi, Chair, CPC

Bridgewater Town Hall

66 Central Square

Bridgewater, MA 02324

Ms. Guasconi,

On behalf of the Bridgewater Department of Elder Affairs, this letter is in support of a Window Replacement Project for the Hemlock Drive 667-2 development. I understand that some of our Bridgewater senior residents of the Bridgewater Housing Authority have expressed concerns with the current quality of their existing windows and as a result, I wish to extend support for the decision to fund window replacements using Community Preservation Act funding.

Thank you.

Sincerely,

Emily Williams

This page has been intentionally left blank.

Bridgewater Housing Authority

10 Heritage Circle
Bridgewater, MA 02324

T: (508) 697-7405

F: (508) 697-9534

Attachment D: Preliminary Project Cost Estimate

Project Name:	Window Replace & Exterior Repair, Phase 1	
	Bridgewater CPA Funding Application	November 2022
LHA:	Bridgewater Housing Authority	
Dev. Name & No.:	Hemlock Drive, 667-2	

SCOPE of WORK SUMMARY

Remove existing front elevation windows and adjacent decorative wood panels in their entirety, and replace with new insulated double hung windows and insulated (*material to be determined*) panels at all four (4) buildings within the development.

ITEMIZED ESTIMATE

	UNITS	QUANTITY	UNIT COST	SUB-TOTALS
SOFT COSTS				
Design consultant fees (<i>approx. 14% of construction cost</i>)	Lump	1	\$ 40,634	\$ 40,634
Design/construction contingency (<i>approx. 8% of construction cost</i>)	Lump	1	\$ 23,219	\$ 23,219
Testing, permits, admin & accounting (<i>3% of construction cost</i>)	Lump	1	\$ 8,707	\$ 8,708
			Total Soft Costs	\$ 72,561
HARD COSTS				
Demolition and disposal	Lump	\$ 1	\$ 3,500	\$ 3,500
Hazardous materials abatement contingency	Lump	\$ 1	\$ 6,054	\$ 6,054
General conditions, overhead & profit (approx. 10%)	Lump	\$ 1	\$ 29,024	\$ 29,024
1-Wide double hung window, installed with trim	Each	\$ 56	\$ 1,105	\$ 61,880
3-Wide double hung window, installed with trim	Each	\$ 56	\$ 2,539	\$ 142,184
Insulated panel, installed	Each	\$ 112	\$ 425	\$ 47,600
			Total Hard Costs	\$ 290,242
Total Estimated Project Cost				\$ 362,803

Bridgewater Housing Authority

10 Heritage Circle
Bridgewater, MA 02324

T: (508) 697-7405
F: (508) 697-9534

Project: **Window Replace & Exterior Repair**
LHA: Bridgewater Housing Authority
Development: Hemlock Drive, 667-2
Re.: Bridgewater CPC Application 2022

Attachment E: Photo Index

No.	Photograph	Description
1.		Overall partial view of Hemlock Drive, 667-2 showing (3) of (4) apartment buildings. Exterior wall construction, including windows and doors, is typical throughout all of the buildings. This photo shows relatively new lifetime architectural asphalt shingle roofs which were replaced in 2017.
2.		View of typical Hemlock Drive 667-2 front-facing windows with decorative wood panels. Damage along the picture windowsills is clearly evident. Circular stairwell windows are not planned to be replaced as part of this project. This photo shows relatively new main entrance doors with intercoms which were installed between 2017 and 2021.

3.		Angled view of typical front-facing windows and wood panels. Deterioration of sills and panels is evident. Replacement of existing shutters will not be included in this project, but BHA plans to replace missing shutters separately.
4.		Representative view of severe deterioration at typical living room window units, common frame and wood panel. Below the chipped paint, the wood is deeply checked and joints are open. Note inconsistent presence of decorative muntins.
5.		View of typical single first floor window and panel. Damage and deterioration are consistent. Here, the storm window is left open because of difficulty operating the wood sash.

6.	 A photograph of a second-floor window on a brick building. The window is a double-hung style with a white frame and dark shutters on either side. Below the window is a decorative panel with a white frame. The brickwork is red and the overall appearance is well-maintained.	View of typical second floor window and panel. Deterioration is consistent.
7.	 A photograph of a second-floor window on a brick building, similar to the one in the previous photo. However, the decorative panel below the window is severely damaged, with the white paint and frame missing, revealing the underlying brick and wood. The shutters are dark and appear to be made of wood.	View of severe damage at one panel that has caused water infiltration into the building interior. Note inconsistent presence of decorative muntins.

8.		View of a temporary repair made where rotted wood was covered with PVC composite trim. Photo shows open joints between original wood sill and vertical mull.
9.		Photo showing temporary attempt to prevent water infiltration through failed sills using tape adhered along the storm window sash.
10.		View of the rear McElwain School Apartment building from the Hemlock Drive property. The McElwain school conversion was supported by the CPC and shares a similar mission as BHA to provide affordable housing units within the downtown area.

11.		Photo of the windowsill from the interior of a dwelling unit, showing a streak of standing water caused by leaking through the existing window.
12.		View of water staining on the ceiling in one dwelling unit which was found during John Massey's site visit. The location of this stain indicates water infiltration through the 2 nd floor apartment window opening above.

End of Photo Index



Town of Bridgewater, MA

Community Preservation Committee

66 Central Square, Bridgewater, MA 02324

December 1, 2022

Mr. Michael Dutton, Town Manager
Town of Bridgewater
66 Central Square
Bridgewater, MA 02324

Re: Replacement of Windows at Hemlock Drive, 667-2

Dear Mr. Dutton:

In response to an application received from the Housing Authority for the replacement of windows at Hemlock Drive, 667-2, dated November 23, 2022, the following motion was made and seconded by Carlton Hunt and Patrick Driscoll at the CPC's November 30th meeting. The motion passed with 6 yeas, 0 nays.

Move to recommend the Bridgewater Town Council appropriate \$363,000 from the CPC Community Housing Reserve Account 324300 for the replacement of windows at Hemlock Drive, 667-2.

Please see that this information as well as the application are placed on the Town Council agenda and forwarded to the Council members as backup to the order.

I would appreciate if you would let me know when the Council acts on the order so we can prepare the award letter.

Sincerely,

A handwritten signature in blue ink that reads "Gina Guasconi".

Gina Guasconi, Chair
Community Preservation Committee

CC: Dawn Menard
Debra Ward
Josh McGraw
Fred Chase
Anthony Sulmonte
Laurie Guerrini