



Town of Bridgewater
Community Preservation Committee

February 22, 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/85706079266>

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

Meeting ID: 857 060 792 66

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. Chair's Announcements**
- C. Public Comment**
- D. Approval of Meeting Minutes**
 - a) January 25th Meeting Minutes
- E. Review of Financial Reports**
 - a) Financial Reports as of January 31, 2023
- F. Old Business**
 - a) Applications Received
 - 1. Broad Street Properties Purchase - Vote
 - 2. Parthenon Frieze - Vote
 - 3. Central Square Congregational Church - Phases 2 and 3
 - b) Funded Projects Update:
 - 1. Library Archival and Digitization Project
 - 2. Stiles and Hart Parkland Improvements
 - 3. Central Square Congregational Church Historic Restoration
 - 4. Pickle Ball Courts
 - 5. Memorial Building

6. McElwain School
7. Taking of Summer Street (Mobil Station) Property
8. Hemlock Drive Windows and Door Replacement
9. Old State Farm Trails

c) Eligibility Forms Approved, Awaiting Applications

1. Hanson's Farm
2. Methodist Church

d) Administrative Account Updates:

1. Jennings Hill Cemetery Study - Restoration of Gravestones
2. Senior Center Design Study - Recreation Area, Trails, and Community Garden

e) Completion of Documents:

1. Policies and Procedures
2. Award Letter and Grant Agreements

f) Other Old Business

G. New Business

a) Other New Business

H. Committee Liaison Reports

I. Upcoming Events

J. Public Comment

K. Next Meeting Date

a) March 22, 2023 at 6:30 PM

L. Adjournment of Meeting

Town of Bridgewater, Massachusetts

Community Preservation Committee

Meeting Minutes

January 25, 2023

Special Note: A recording of this meeting can be viewed on the Town of Bridgewater's YouTube page using the following link: <https://www.youtube.com/watch?v=vBQfoOu18qw>

Call to Order - The meeting was called to order by the Chair at 6:32PM

Members Present: Gina Guasconi, Carlton Hunt, Bill Smith, Harry Bailey Jr., Stacy Driscoll, Geoff Merriman, and Maureen Minasian.

Members Absent: Patrick Driscoll.

Guests Present: Kimberly Williams (Assistant Town Manager), Eileen Hiney, Terry Reynolds, Barbara Morey, Gordon Brailsford, Nick Baggas

Chair's Announcements:

The Chair announced that Allyson Sekerke has resigned her position as Archivist at the Library and accepted a new position at Boston University. Allyson was instrumental in writing the application for and monitoring the Library Digitization and Storage Cases Project. She will be sorely missed.

Public Comments: none.

Approval of Minutes – December 28, 2022.

Harry Bailey motioned to approve the December 28, 2022, meeting minutes as presented. The motion was duly seconded by Carlton Hunt and approved with a vote of 5 yeas and 2 abstentions (Maureen Minasian and Bill Smith).

Review of Financial Report – as of 12/31/2022:

- The Chair reported the Town received an additional \$67,485 in surplus funds from the State for a total of \$317,103 State distribution, a match of 38.51% for Bridgewater.
- The Chair announced that the committee had received an invoice from the Community Preservation Coalition in the amount of \$2,895 for annual dues.
 - *Carlton Hunt moved to pay the invoice from the Administrative Expenses – Dues account which was seconded by Maureen Minasian. The motion was approved unanimously with a vote of 7 yeas.*
- Carlton Hunt reviewed and explained the 12/31/2022 CPC financial reports as presented.

Old Business:

Applications Received:

• **Taking of Broad Street Properties**

The committee reviewed the wetlands delineations as provided by the Town Manager in response to materials requested at the December 28, 2022, meeting. It was noted the CPC did not receive the bonding scenario requested at the December meeting.

- *Harry Bailey moved to postpone the decision on this application until the bonding scenario is received. The motion was seconded by Carlton Hunt and approved unanimously 7 yeas, 0 nays.*

Town of Bridgewater, Massachusetts

Community Preservation Committee

- **Central Square Congregational Church – Phases 2 and 3 - On hold.**

The Chair asked that a motion be made to take Parthenon Frieze eligibility form out of order.

Harry Bailey moved the request which was duly seconded by Bill Smith. The motion was approved unanimously with of a vote of 7 yea.

Parthenon Frieze

Marilee Hunt showed a Power Point about the friezes for which the Town has submitted an eligibility form to preserve. She explained the history of the friezes, that they were originally in the McElwain School and most recently were being stored in the Town Hall (Town House) after being removed from the school. She further explained what was needed to restore them and the estimated cost, noting that once restored the plan is to hang them in the Academy Building (Town Offices Building). Bill Smith commented on their educational value, while Carlton Hunt commented that they are historic artifacts which represent history.

Harry Bailey moved to approve the eligibility form which was duly seconded by Bill Smith. The motion was approved unanimously with a vote of 7 yea.

The meeting reverted to the order of the agenda.

Funded Project Updates: The Chair provided updates as below.

Library Archival and Digitization Project – final invoices are being paid.

Stiles and Hart Parkland Improvements - In process – pending completion of wetlands delineation and Conservation Committee certification.

Central Square Congregational Church historic restoration Phase 1 - Deed restriction and grant agreement in process; the Chair has been in contact with PAL to determine what else is needed for completion of the deed restriction.

Pickle Ball Courts - Awaiting final report and verification of invoices paid.

Memorial Building - CPC did a walk through on January 10th; awaiting occupancy permit.

McElwain School – nearing completion; CPC members attended a walk through

Taking of Summer Street property – in process.

Hemlock Drive Windows and Door Replacement – in process.

Project recommended, pending Town Council approval – The Chair provided updates as below.

Old State Farm Potential Prison Trails – approved by Town Council on 1/24/23; NRTB will apply for grant prior to February 1st.

Eligibility Forms Approved, Awaiting Applications – The Chair provided updates as below.

Hanson's Farm - Survey is completed, final boundaries pending, conservation restriction in process.

Methodist Church Historic restoration – Pending.

Town of Bridgewater, Massachusetts

Community Preservation Committee

Administrative Account Update – The Chair provided updates as below.

Jennings Hill Cemetery Study – Restoration of Gravestones – applicants are in process of setting up available dates to restore the stones with the professional.

Senior Center Design Study – Recreation Areas, Trails, and Community Gardens - Final plan in process.

Completion of Documents – The Chair provided updates as below.

Policies and Procedures – in process. A lot of work has been done with the completion of the documents. After a final review by the

Award Letter and Grant Agreements – documents are waiting for final review; process of sending the letter/agreement is being worked out with the Town Manager.

New Business

Eligibility Form – Parthenon – taken out of order earlier in the meeting.

Committee Representative Reports

Parks and Recreation - Gina Guasconi noted nothing other than pickle ball courts to be reported.

Conservation Commission - Harry Bailey reported the ConComm is busy with the Stiles and Hart Improvements and a possible issue on Aldrich Road.

Historic District Commission – Bill Smith reported that members of the HDC had met with the Town Manager regarding violation of the Historic District ordinance.

Housing Authority – Stacy Driscoll reported that the Housing Authority is thrilled about the CPC award received for replacement of doors and windows at Hemlock Drive and are anxious to start the project.

Public Comment - None

Next Meeting Date/Time – February 22, 2023, at 6:30 p.m.

Adjourn – The meeting was adjourned at 7:44 PM per the motion below.

Harry Bailey moved to adjourn, which was duly seconded by Maureen Minasian. The motion was approved unanimously with a vote of 7 yeas.

Meeting minutes submitted by: Gina Guasconi

Town of Bridgewater CPC Reporting 1/31/2023 Revenue Budget to Actual				
Group 4				
Object	Description	FY2023 Budget Amount	FY2023 Actuals	FY2023 Available
412000	REAL ESTATE SURCHARGE	775,000.00	636,564.20	138,435.80
414200	TAX LIENS REDEEMED-TAX TITLE PAYMTS	0.00	1,366.17	(1,366.17)
417001	PENALTIES & INTEREST TAXES	0.00	877.61	(877.61)
468004	STATE REVENUE-CPA MATCH	250,000.00	317,103.00	(67,103.00)
482000	EARNINGS ON INVESTMENT	0.00	37,332.81	(37,332.81)
Grand Total		1,025,000.00	993,243.79	31,756.21

Town of Bridgewater CPC Reporting 1/31/2023 Balance Sheet			
Type	Object	Description	Sum of FY2023 Actuals
Fund Balance .Voted N/A	321500	**FUND BAL-CPA RES FOR CONT APPR	2,526,690.06
Fund Balance Available	324000	FUND BAL-CPA RES FOR EXP	25,900.00
Fund Balance Available	324100	FUND BAL-CPA RES OPEN SPACE	23,227.14
Fund Balance Available	324200	FUND BAL-CPA RES HISTORIC PRES	300,402.56
Fund Balance Available	324300	FUND BAL-CPA RES COMM HOUSNG	48,800.14
Fund Balance Available	359000	UNDESIGNATED FUND BALANCE	1,362,781.91
Grand Total			4,287,801.81

Town of Bridgewater CPC Reporting 1/31/2023 Expense Budget to Actual				
Group 5				
Object	Description	FY2023 Budget Amount	FY2023 Actuals	FY2023 Available
530000	ADMINISTRATIVE EXPENSES	37,000.00	6,794.22	30,205.78
573000	ADMINISTRATIVE EXPENSES - DUES	3,000.00	0.00	3,000.00
580050	**O-FY23-042 OLD STATE FARM TRL PROJ	40,000.00	0.00	40,000.00
581000	**O-FY23-038 EMINT DOMAIN SUMMER	313,900.00	0.00	313,900.00
582000	**O-FY21-017 CNTRL SQ CONGR CHUR	200,000.00	0.00	200,000.00
582004	**O-FY23-039 BHA WINDOW PROJECT	363,000.00	0.00	363,000.00
582006	**O-FY23-026 TOWN HOUSE ROOF PROJECT	82,500.00	0.00	82,500.00
584000	**O-FY21-037 PICKLE BALL PROJECT	2,980.06	1,000.22	1,979.84
584010	**O-FY22-074 STILES&HART IMPRVMT	1,300,000.00	8,062.50	1,291,937.50
585000	**O-FY22-073 BWPL CONSV/PRESRVAT	89,310.00	20,350.44	68,959.56
589000	**O-FY19-027 MCELWAIN REDEVLPMT	135,000.00	0.00	135,000.00
591082	KEITH HOMESTEAD (Matures 2026)	47,000.00	47,000.00	0.00
591086	ACADEMY BUILDING (Matures 2036)	240,000.00	0.00	240,000.00
591582	KEITH HOMESTEAD INTEREST	3,350.00	1,910.00	1,440.00
591586	ACADEMY BUILDING INTEREST	105,000.00	52,500.00	52,500.00
Grand Total		2,962,040.06	137,617.38	2,824,422.68



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: _____ Date Submitted: 02/15/2022

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.



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

REVISED APPLICATION

GENERAL INFORMATION

Project Name: Bonfiglioli Property Purchase
Project Location (address and neighborhood): 000 Broad Street (Map 11, Parcels 156, 161)
Legal Property Owner of Record: Currently Ashwood Homes, Inc.; Will be transferred to Bonfiglioli family or affiliate within next few months.

CPA Program Area (check all that apply):

☒ Open Space ☐ Historic Preservation ☐ Community Housing ☐ Recreation

PROJECT DESCRIPTION

Short Project Description: These two small lots will add additional acreage to the Stiles and Hart Park. The lots are just north of the Imperial Kitchen on Broad Street. One lot currently hosts a billboard. The property will be secured through a "friendly" eminent domain taking to assure quality of title once the Town owns the property.

Estimated Start Date: 02 / 15 / 22 **Estimated Completion Date:** 08 / 01 / 23.

Amount Requested: \$ 340,000

Total Project Cost: \$ 340,000

PROJECT CONTACT

Contact Person: Michael Dutton

Telephone: 508-697-0919

Email: mdutton@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?

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



Project Application

Community Preservation Committee

Bridgewater, MA

Manager

Date February 14, 2022



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:** The project is the purchase through a friendly eminent domain taking of two lots (each being 25,000 square feet) from the Bonfiglioli family, or its designee. The family has verbally agreed to accept a purchase price of \$300,000 which is \$40,000 less than the appraised value. \$40,000 is requested to cover the cost of closing costs, title insurance, preservation restrictions, and due diligence review of the property.

2. **CPC GOALS AND PRIORITIES:** From the Community Preservation Plan FY2020-FY2024, Open Space and Passive Recreation:

GOAL 2: Preserve existing natural open space and passive recreation facilities—specifically enhancing safety and public access.

GOAL 3: Preserve and acquire strategic private open space properties along water resources and river corridors to improve water quality and to protect priority wildlife habitats and critical natural landscapes from development.

3. **COMMUNITY NEEDS:** The Town has embarked on a project to improve the Stiles and Hart Parkland to provide better public access and parking. This project will add to the Parkland and provide additional areas for possible parking in a more visible and easily accessible area. The project has the ancillary benefit of removal of a large billboard.

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

Name (committee, department, official, organization, etc.)	Date Requested	Date Submitted
NRTB	February 15, 2022	February 17, 2022
Conservation Commission	February 15, 2022	To Be Determined
Open Space Committee	February 15, 2022	To Be Determined

5. **IMPLEMENTATION AND TIMELINE:** The negotiations with the Bonfiglioli family has



Project Application

Community Preservation Committee

Bridgewater, MA

been ongoing, but is now resolved pending CPC recommendation to the Council for appropriation. Once appropriation is made, the Town intends to submit an application for grant funding through the Massachusetts LAND grant program. The applications generally are due in early summer with an announcement date of September or October. Property transfers cannot be completed until the Town executes a grant agreement with the state. This is usually in October or November. Based on that timeline, the Town anticipates a project closing date in early November, 2023.

6. **ORGANIZATIONAL EXPERIENCE AND CAPACITY:** The Town is an institutional applicant for Community Preservation Funds with extensive familiarity with municipal process and funding.
7. **MAINTENANCE:** This project itself does not require any ongoing maintenance. The Town intends to remove the billboard at the earliest possible opportunity once it secures ownership.
8. **MULTI-YEAR PROJECTS:** As mentioned, this project is a simple property purchase. A separate CPC request will outline the overall updates to Stiles and Hart Parkland.
9. [See Attachments Checklist for additional required materials, if applicable and available.](#)

APPLICANT SIGNATURE: _____

DATE SUBMITTED: _____



Project Application

Community Preservation Committee

Bridgewater, MA

Project Application Attachments (see Application Guidance)

1. **SITE CONTROL:** The proposed sellers control the property through a deed recorded on May 6, 2022 and recorded at the Plymouth Registry of Deeds at Book 56779, Page 234. A title exam, an eminent domain taking, and title insurance will insure the Town's interest once the transaction is complete.
2. **COMMUNITY SUPPORT:** Through several public meetings, the public has voiced support for the improvements to Stiles and Hart. This project, though separate, is a piece of the overall Stiles and Hart improvement.
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.



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
\$340,000	\$340,000	\$150,000 possible	100%

LEVERAGING FUNDING:

Sources of Funding Overview

Source <i>(private, federal, state, or local government)</i>	Amount	Status <i>(received, pending, will apply)</i>
Possible LAND Grant through EOEEA	\$150,000	Will apply 6/2023
	\$	
	\$	
	\$	
	\$	

ANTICIPATED PROJECT EXPENSES: The owners have agreed to sell the property to the Town for \$300,000 (\$40,000 below appraisal). The additional expenses are for closing costs, title insurance, preservation restrictions, and due diligence review of the property.

PROJECT COST ASSUMPTIONS: The cost assumptions are based upon a negotiation with the property owner and appraised values. Other project expenses are based upon established costs associated with property transfers.

ACQUISITION OF AN INTEREST IN REAL ESTATE:

BONDING AGAINST CPA FUNDS: Bonding is not anticipated at this time.



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
\$ 340,000	\$ 340,000	\$ 150,000 possible	100 %

INCOME – OTHER SOURCES OF PROJECT FUNDING

Source (private, federal, state, or local government)	Amount	Status (received, pending, will apply)
Possible LAND Grant through EOEEA	\$ 150,000	Will apply
	\$	
	\$	
	\$	
	\$	

SUMMARY OF PROJECT EXPENSES²

	CPA Funds	Other Funding	Total
Personnel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Design and Contracts	\$	\$	\$
Construction	\$	\$	\$
Other	\$ 340,000	\$	\$ 340,000
TOTAL	\$	\$	\$

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
<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
Ex: Deed Restriction			
Ex: Appraisal			
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

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
<i>Ex: Picnic Pavilion</i>			
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Other

	CPA Funds	Other Funding	Total
<i>Ex: Land Acquisition</i>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$ 340,000	\$150,000 possible	\$ 340,000

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.



Project Application

Community Preservation Committee

Bridgewater, MA

Cover Sheet

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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: _____

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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: _____

Project Location (address and neighborhood): _____

Legal Property Owner of Record: _____

CPA Program Area (check all that apply):

☐ Open Space ☐ Historic Preservation ☐ Community Housing ☐ Recreation

PROJECT DESCRIPTION

Short Project Description: _____

Estimated Start Date: ____ **Estimated Completion Date:** ____

Amount Requested: \$ _____ **Total Project Cost:** \$ _____

PROJECT CONTACT

Contact Person: _____

Telephone: _____ **Email:** _____
marilee@thehunts.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? _____

ASSURANCE

I _____ 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 _____ **Date** _____

Title _____



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:**

2. **CPC GOALS AND PRIORITIES:**

3. **COMMUNITY NEEDS:**

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

Name <i>(committee, department, official, organization, etc.)</i>	Date Requested	Date Submitted

5. **IMPLEMENTATION AND TIMELINE:**

6. **ORGANIZATIONAL EXPERIENCE AND CAPACITY:**

7. **MAINTENANCE:**

8. **MULTI-YEAR PROJECTS:**

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

APPLICANT SIGNATURE:

.

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, Robert Rulli RRulli@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
\$	\$	\$	%

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:

PROJECT COST ASSUMPTIONS:

ACQUISITION OF AN INTEREST IN REAL ESTATE:

BONDING AGAINST CPA FUNDS:



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
\$	\$	\$	%

INCOME – OTHER SOURCES OF PROJECT FUNDING

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

SUMMARY OF PROJECT EXPENSES²

	CPA Funds	Other Funding	Total
Personnel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Design and Contracts	\$	\$	\$
Construction	\$	\$	\$
Other	\$	\$	\$
TOTAL	\$	\$	\$

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
<i>Ex: Project Manager</i>	\$5,000	\$50,000	\$55,000
Ex. Inspectional Services	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Equipment³

	CPA Funds	Other Funding	Total
<i>Ex: Furniture</i>	\$	\$5,000	\$50,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Supplies⁴

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

Design and Contracts

	CPA Funds	Other Funding	Total
Ex: Deed Restriction	\$10,000	\$5,000	\$5,000
Ex: Appraisal	\$12,000	\$0	\$12,000
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

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
<i>Ex: Picnic Pavilion</i>	\$	\$50,000	\$50,000
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Other

	CPA Funds	Other Funding	Total
<i>Ex: Land Acquisition</i>	\$1,000,000	\$500,000	\$1,500,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Task based task (scope) costs identifying funding source

	CPA Funds	Other Funding	Total
<i>Ex: Accessible Entrance</i>	\$100,000	\$15,000	\$115,000
<i>Ex: Accessible Elevator</i>	\$75,000	\$0	\$ 75,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$190,000

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.

Bonfiglio Lots = 

Approximate Wetland Edge = 

