



Town of Bridgewater **Community Preservation Committee**

June 28, 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/87247810394>

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

Meeting ID: 872 478 103 94

MEETING AGENDA

Disclosure: Pursuant to Section 20 of Chapter 20 of the Acts of 2020, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, and the March 31, 2025, extension granted by Chapter 22 of the Acts of 2022, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. No in-person attendance is 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) March 22, 2023
 - b) April 26, 2023
 - c) May 24, 2023
- E. Review of Financial Reports**
 - a) Financial Report as of May 3, 2023
- F. Old Business**
 - a) Applications Received
 - 1. Broad Street Properties
 - 2. Central Square Congregational Church - Phases 2 and 3
 - b) Funded Projects Update
 - 1. Active Projects
 - 1. Central Square Congregational Church Historic Restoration
 - 2. Stiles and Hart Parkland Improvements

3. Summer Street (Mobil Station) Property
4. Hemlock Drive Windows and Doors Replacement
5. Old State Farm Trails
6. Parthenon Frieze
7. McElwain School

2. Projects to be closed

1. Library Archival and Digitization Project - Vote
2. Pickle Ball Courts - Pending Final Report
3. Memorial Building (Original Project) - Pending Final Report
4. Summer Street (Mobil Station) Property - Pending Final Report

c) Eligibility Forms Approved, Awaiting Applications - Status Updates

1. Hanson's Farm
2. Methodist Church

d) Administrative Account Updates

1. Hanson Farm Appraisal
2. Recognition Plaques/Signage for CPA-Funded Projects - Discussion and Potential Vote

e) Anticipated Projects

1. Restoration of Fire Department Antique Pump Wagon
2. Additional Pickle Ball Courts

f) Policies and Procedures Document - Update

g) Annual Public Hearing

h) 5-Year CPC Planning - FY24

i) 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) July 26, 2023 at 6:30 p.m.

L. Adjournment of Meeting

MINUTES – MARCH 22, 2023

The meeting was called to order at 6:31 by the Chair.

Members present: Gina Guasconi, Carlton Hunt, Bill Smith, Geoff Merriman, Harry Bailey, Maureen Minasian, Patrick Driscoll, Stacy Driscoll.

Guests present: Barbara Morey.

Chair's Announcements:

- The CPC Chair and Vice Chair met with the Town Manager to review current and anticipated CPC projects. These meetings are beneficial and will become a monthly occurrence.
- There will be a public information sessions at the Senior Center on April 3rd to present the results of the CPC-funded study for the Senior Center Master plan including community gardens, trails, etc.
- There will be a Parks and Trails round table on March 28th in the Library.

Minutes: . Carlton Hunt motioned to approve the February 22, 2023 minutes as presented, Harry Bailey seconded. Motion passed unanimously.

Financial Updates:

- The February 28th financial report was reviewed .Needs to be attached to the minutes.
- The FY24 budget recommendation was discussed including whether the required reserve accounts should be funded with the minimum percentage required by law or should they be funded in anticipated projects in mind? A decision was made to postpone a final decision until the April meeting when a recommended budget would be voted..
- Carlton spoke of potential bonding.

Old Business.

- Applications Received:
 - Broad Street Properties – Discussed if any/all of the parcels are build-able. A motion was made and seconded (Pat Driscoll/Carlton Hunt) with a friendly amendment by Carlton and Stacy) to request of the Town Manager have the town engineers review the property site plan as well as other scenarios for parking as presented and report back to the CPC by the April meeting. Motion passed unanimously.
 - Central Square Congregational Church (Phases 2 and 3) –No discussion..
- Funded Projects Update:
 - Library Archival and Digitization – completed, waiting for final report.
 - Stiles and Hart Improvements – work has started (details of work?), wetland delineation has been completed.
 - Central Square Congregational Church historic preservation – waiting for deed restriction.
 - Pickle Ball Courts – completed, waiting for final report.
 - Memorial Building – completed, waiting for maintenance plan and final report.
 - McElwain School – the housing portion is complete; the playground is waiting for additional equipment.
 - Summer Street (Mobil Station) Property Taking – in process.

- Hemlock Drive Windows and Door Replacement – approved by Town Council, grant agreement pending
- Old State Farm Trails (phase 2 surveying) –the survey is complete. Who conveyed this?
- Project Recommended to the Town Council:
 - Restoration of Frieze – approved by the Council, work is in process.
- Eligibility Forms Received, Awaiting Applications:
 - Hanson’s Farm – the Farm survey is in process; once received, the Town will contract for the appraisal; pending owners’ decision on areas to be included as conservation land
 - Methodist Church historic restoration – quotes are being obtained for work.
- Administrative Account Updates:
 - Jennings Hill Cemetery Study of restoration of gravestones – no update.
 - Senior Center Design Study for recreation area/trails/community gardens – completed; final plan for phase 1 to be presented on April 3rd at the Senior Center.
- Completion of Documents:
 - Policies and Procedures – nearing completion; will be reviewed by the Town Manager then forwarded to the CPC for review and acceptance.
 - Award Letter and Grant Agreement Templates – nearing completion.

New Business – None.

Committee Representative Reports – None.

Public Comments – None.

Next Meeting – April 26th at 6:30, venue TBA.

Meeting adjourned at 8:24 PM.

Respectively submitted by Gina Guasconi.

Town of Bridgewater, Massachusetts

Community Preservation Committee

Meeting Minutes
April 26, 2023



Community Preservation Committee

Gina Guasconi, Chair
Recreation Commission

Carlton Hunt, Vice-Chair
Citizen at Large

Maureen Minasian
Open Space Committee

Stacy Driscoll
Housing Authority

Patrick Driscoll
Planning Board

Harry Bailey, Jr.
Conservation Commission

Geoff Merriman
Historical Commission

William Smith
Historic District Commission

-
Affordable Housing Trust

A. Call to Order

The meeting was called to order by the Chair at 6:32

Members Present: Gina Guasconi, Carlton Hunt, Harry Bailey, Geoff Merriman, Patrick Driscoll,

Members Absent: William Smith, Stacey Driscoll, Maureen Minasian

Guests Present: Barbara Morey

B. Chairs Announcements –

The chair and vice-chair continue to meet with the Town Manager prior to CPC meetings.

C. Public Comments – None.

D. Approval of Meeting Minutes – March 23, 2023

The March 23 minutes will be voted at the May 24th CPC meeting.

E. Review of Financial Reports

The committee reviewed the CPC balance sheet and FY24 recommended budget.

Carlton Hunt motioned to recommend the FY2024 CPC Budget which was duly seconded. The motion was approved unanimously.

F. Old Business

Applications Received

Broad Street Properties Purchase

The Town Manager will discuss this with the Chair and Vice-Chair at their May meeting. The Town Engineer is reviewing the location as well. Accessible parking is also being looked into.

Congregational Church Phases 2 and 3

The deed restriction is still being worked on between the town attorney and P.A.L.

Funded projects Update

Library Archival Project

The project has wrapped up and the chair is working with the Library Director to get excess monies, about \$1,000, returned to the CPC bucket.

Stiles and Hart Project

There are no new updates at this time.

Pickle Ball Courts

The committee is waiting for a final report.

Town of Bridgewater, Massachusetts

Community Preservation Committee

Memorial Building

The Town Manager is working on finalizing the cost and will be submitting a change order request for additional work.

McElwain School

There will be a public open house tour on Saturday, May 13th. The playground is open to the public and the community room will be available starting in June

Taking of Summer Street (Mobil Station) Property

A committee has been formed and their work will begin soon for design.

Housing Authority – Hemlock Drive Windows and Exterior Improvements

The grant agreement will be going to the Housing Authority within the next few days.

Old State Farm Trails

There is a hangup at the state level due to legal issues. The survey is in process.

Parthenon Frieze

The Town Clerk has engaged a firm to transport the frieze to the restoration company.

Anticipated Projects – Eligibility forms approved, application not received

Hanson's Farm

The additional surveying has been completed.

Methodist Church

The church requested an example of a grant agreement which was provided.

Senior Center Design Study

The Senior Center has completed their public hearings. An application is being considered for CPC funding.

Completion of Documents

The policies and procedures continue to be worked on and are intended to be given to the CPC members prior to the May meeting.

G. New Business

CPC Signage

Carlton suggested permanent signage to recognize CPC funded projects around town.

Annual Hearing

Carlton raised the point the CPC needs to plan for it 2023 Annual CPC Hearing and the required CPC 5-Year update. He suggested hiring a facilitator. No discussion was held but the concepts will be discussed during the next CPC meeting.

H. Committee Representative Reports

Town of Bridgewater, Massachusetts

Community Preservation Committee

Parks and Recreation

No updates.

Historical District Commission

No updates.

Historical Commission

No updates.

Conservation Committee

No updates.

Open Space

No updates.

Planning Board

No updates.

Public Comment - None

The next meeting will be held on May 24th at 6:30 p.m.

Carlton Hunt motioned to adjourn the meeting at 7:32 p.m. which was duly seconded. The motion was approved unanimously.

Adjourn – The meeting was adjourned at 7:32 p.m.

Submitted by: Joshua McGraw

Town of Bridgewater, Massachusetts

Community Preservation Committee

Meeting Minutes
May 24, 2023



Community Preservation Committee

Gina Guasconi, Chair
Recreation Commission

Carlton Hunt, Vice-Chair
Citizen at Large

Maureen Minasian
Open Space Committee

Stacy Driscoll
Housing Authority

Patrick Driscoll
Planning Board

Harry Bailey, Jr.
Conservation Commission

Geoff Merriman
Historical Commission

William Smith
Historic District Commission

-
Affordable Housing Trust

A. Call to Order

The meeting was called to order by the Chair at 6:34

Members Present: Gina Guasconi, Carlton Hunt, Geoff Merriman, Patrick Driscoll, William Smith, Stacey Driscoll, Maureen Minasian

Members Absent: Harry Bailey

Guests Present: Barbara Morey

B. Chairs Announcements

The chair and vice-chair continue to meet with the Town Manager prior to CPC meetings.

C. Public Comments – None.

D. Approval of Meeting Minutes – March 23, 2023

March 23, 2023

The minutes will be voted at the next CPC meeting.

April 26, 2023

The minutes will be voted at the next CPC meeting.

E. Review of Financial Reports

There were no notable changes.

F. Old Business

Applications Received

Broad Street Properties Purchase

The Town Manager will have information to vote on for the June meeting.

Congregational Church Phases 2 and 3

The deed restriction is still being worked on between the town attorney and P.A.L.

Funded projects Update

Active Projects

Memorial Building

Carlton Hunt motioned to take the Memorial Building discussion out of order which was duly seconded. The motion was approved unanimously.

The Town Manager presented the details of the change order of \$95,000 for the back stairway to the building.

Town of Bridgewater, Massachusetts

Community Preservation Committee

Carlton Hunt motioned to approve the unanticipated cost of \$95,000 for the stairway, from the historic reserve of the CPA account with the stipulation of the maintenance plan is received by the end of the year which was duly seconded. The motion was approved unanimously.

Taking of Summer Street (Mobil Station) Property

An ad-hoc committee has been appointed to discuss the use of the property which includes a member from BSU and CED Director Robert Rulli

Housing Authority – Hemlock Drive Windows and Exterior Improvements

There are no new updates.

Old State Farm Trails

The surveying has been completed.

Parthenon Frieze

Marilee Hunt has submitted the first bill for shipping. The company that is handling the transportation also specializes in installation.

Projects Ready to be Closed

Library Archival Project

The committee is waiting for a final report.

Pickle Ball Courts

The committee is waiting for a final report.

Memorial Building

This project can be closed out.

McElwain Building

The committee is waiting for a final report.

Anticipated Projects – Eligibility forms approved, application not received

Hanson's Farm

The additional surveying has been completed. A map of the plot will be shared with the committee at the next meeting.

Carlton hunt Motioned to approve \$12,000 for the survey of the Hanson Farm Conservation areas from the admin account FY23 account which was duly seconded. The motion was approved unanimously.

Methodist Church

Quotes are being obtained for the proposed work.

Jennings Hill

William Smith motioned to rescind the \$6,500 award designated for the restoration of the tomb stones at the Jennings Hill Cemetery. The motion was approved unanimously.

Town of Bridgewater, Massachusetts

Community Preservation Committee

Completion of Documents

The policies and procedures document has been sent to the committee for review. This will be voted on at the next meeting.

New Business

CPC Signage

There are about 25 project locations that have received CPC funding. Carlton Hunt will reach out to the CPA Coalition for recommendations on handling recognition of “CPC Funded” signage.

Annual Hearing

The committee will look into hiring a consultant to assist with the annual hearing and the CPC 5-year plan.

Committee Representative Reports

Parks and Recreation

Extra pickle ball courts are being looked into.

Historical District Commission

No updates.

Historical Commission

No updates.

Conservation Committee

No updates.

Open Space

No updates.

Planning Board

No updates.

Public Comment - None

The next meeting will be held on June 28th at 6:30 p.m.

Adjourn – The meeting was adjourned at 8:12

Carlton Hunt motioned to adjourn the meeting at 8:12 p.m. which was duly seconded. The motion was approved unanimously.

Submitted by: Joshua McGraw