



Town of Bridgewater **Community Preservation Committee**

August 23, 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/87231880174>

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

Meeting ID: 872 318 801 74

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) June 28, 2023
 - b) July 26, 2023
- E. Review of Financial Reports**
 - a) Review of July 31 Financial Reports
- F. Old Business**
 - a) Committee Reorganization - Vote Chair and Vice-Chair
 - b) Project Updates - Active Projects:
 - 1. Central Square Congregational Church
 - 2. Stiles and Hart Improvements
 - 3. Hemlock Drive Windows and Doors Replacement
 - 4. Old State Farm Trails
 - 5. Parthenon Frieze
 - 6. McElwain School
 - 7. Taking of Broad Street Properties

- c) Project Updates - Completed Projects
 - 1. Pickle Ball Courts
 - 2. Memorial Building - Original Project
 - 3. Summer Street (Mobil Station) Property
- d) Project Updates - Eligibility Form Approved, Awaiting Application
 - 1. Hanson's Farm
- e) Administrative Account Update:
 - 1. Hanson's Farm Appraisal
 - 2. Recognition Plaques and Signage for CPA Funded Projects
 - 3. PAL - Central Square Congregational Church Deed Restriction
- f) Applications Received:
 - 1. Central Square Congregational Church - Phases 2 and 3
- g) Anticipated Projects:
 - 1. Restoration of Fire Department Antique Pump Wagon
 - 2. Additional Pickle Ball Courts
- h) Policies and Procedures
- i) Annual Public Hearing - Being Combined with 5-year Plan
- j) Liaisons for All CPA Funded Projects
- k) Other Old Business

G. New Business

- a) Senior Center Community Gardens/Activity Area Eligibility Form
- b) Other New Business

H. Committee Liaison Reports

I. Upcoming Events

J. Public Comment

K. Next Meeting Date

- a) September 27, 2023 at 6:30

L. Adjournment of Meeting

Town of Bridgewater, Massachusetts

Community Preservation Committee

Meeting Minutes
June 28, 2023

Link to recording: <https://youtu.be/3EdKwhLWedM?t=23>

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, Harry Bailey

Members Absent:

Guests: Michael Dutton – Town Manager, Azu Entoniru – DPW Director, Barbara Morrey – CSCC, Gregory Tansey – Town Engineer, Yamaris Martinez PGB Engineering

B. Chairs Announcements

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

C. Public Comments – None.

Patrick Driscoll motioned to take the Broad Street Properties out of order which was duly seconded. The motion was approved unanimously.

D. Approval of Meeting Minutes – March 23, 2023

March 22, 2023

Carlton Hunt motioned to approve the March 22, 2023 meeting minutes, which was duly seconded. With a vote of 7 yea and one member abstaining, the motion was approved.

April 26, 2023

Harry Bailey motioned to approve the April 26, 2023 meeting minutes which was duly seconded. With a vote of 5 yea and 3 members abstaining, the motion was approved.

May 24, 2023

Carlton Hunt motioned to approve the May 24, 2023 meeting minutes which was duly seconded. With a vote of 7 yea and 1 member abstaining, the motion was approved.

E. Review of Financial Reports

The committee reviewed the report as of May 31st. The committee reviewed what was needed for end-of-year encumbrances.

F. Old Business

Funded projects Update

Active Projects

Central Square Congregational Church

On hold, no updates.

Stiles and Hart Improvements



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

Town of Bridgewater, Massachusetts

Community Preservation Committee

The final draft is being completed, Patrick Brennan will circulate to the ad-hoc, open space committee and parks and recreation once completed.

Broad Street Properties

The committee discussed the wetlands, uplands, best usage, accessibility, and other locations for possible parking.

Patrick Driscoll motioned to recommend the purchase of the two properties as described in the application in the amount of \$340,000, based on the recommendations of the Town staff and Engineering Department, from the Undesignated Funds Account 359000 which was duly seconded. With a vote of 7 yea and 1 member abstaining, the motion was approved.

Housing Authority – Hemlock Drive Windows and Exterior Improvements

The grant agreement needs to be signed before the improvements can begin.

Old State Farm Trails

The surveying has been completed.

Parthenon Frieze

Restoration is ongoing with no return date available at this time.

Projects Ready to be Closed

Library Archival Project

A final report was received and there is \$992.96 left from the project funding.

Carlton Hunt motioned to close the Library Archival Project out and return \$992.96 to the account that it was taken from which was duly seconded. The motion was approved unanimously.

Pickle Ball Courts

The committee is waiting for a final report.

Memorial Building

The committee is waiting for a final report.

Summer Street

The committee is waiting for a final report.

McElwain Building

The committee is waiting for a final report.

Eligibility forms approved, application not received

Methodist Church historic preservation.

Hanson's Farm.

Anticipated Projects

Restoration of Antique Fire Pump.

Additional Pickle Ball Courts.

Town of Bridgewater, Massachusetts

Community Preservation Committee

Administrative Account Update

CPC Signage – Recognition Plaques/Signage for CPA Funded Projects

Carlton has received an estimate for the signage from Bridgewater Trophy. The estimate includes 4 12x12 cast aluminum plaques, 14 6x12 cast aluminum plaques, 3 plastic CPA plaques for the library with a total cost of 6,224. The committee will consider if future applications should include a cost for a plaque by the project applicant or paid for by the CPC.

Harry Bailey motioned to approve \$6,500 for the cost of signage purchased from Bridgewater Trophy from the FY23 Administrative Account 53000000. The motion was approved unanimously.

Hanson Farm Appraisal

The Town Manager has an appraiser selected, William LaChance, and the funds will be encumbered to ensure they will come from FY23.

Central Square Congregational Church Deed Restriction (PAL)

On hold until CSCC meeting.

Completion of Documents

The policies and procedures will be reviewed at the next meeting.

Annual Public Hearing

The Town Manager confirmed that the committee can hold the annual public hearing and 5-year plan until the Spring in 2024. Carlton has reached out to Jennifer Goldson requesting a quote for a 5-year plan. Depending on the cost, a bidding process may be required to compare pricing.

New Business

None.

Committee Representative Reports

Parks and Recreation

No updates.

Historical District Commission

No updates.

Historical Commission

No updates.

Conservation Committee

No updates.

Open Space

No updates.

Planning Board

Town of Bridgewater, Massachusetts

Community Preservation Committee

No updates.

Public Comment - None

The next meeting will be held on July 26th at 6:30 p.m.

Adjourn – The meeting was adjourned at 8:51 p.m.

Carlton Hunt motioned to adjourn the meeting at 8:51 p.m. which was duly seconded. The motion was approved unanimously.

Submitted by: Joshua McGraw

Town of Bridgewater, Massachusetts

Community Preservation Committee



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

Meeting Minutes July 26, 2023

Link to recording: <https://www.youtube.com/watch?v=X9OmsX9HPFU>

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, Maureen Minasian, Harry Bailey

Members Absent: William Smith, Stacey Driscoll

Guests Present: Barbara Morrey

B. Chairs Announcements

No announcements.

C. Public Comments – None.

D. Approval of Meeting Minutes – June 28, 2023

June 28, 2023 – the minutes are being revised and will be voted on at the August meeting.

E. Review of Financial Reports

June 30th Finances

The Finance Department has not sent out the June 30th Finances.

End of Year Closeouts/Encumbrances

The EOY closeouts and encumbrances were received by the Finance Department.

F. Old Business

Projects Update:

Central Square Congregational Church

The deed restriction is still being worked on.

Old State Farm Trail Project

The trail department has secured commitments from the state. Currently, the trail layout is being finalized, plans are under way to begin trail construction and the parking areas at each end of the trail have been engineered.

Summer Street (Mobil Street Property)

The property has been transferred to the town's ownership. A small working group made up of Marilee Hunt (representing the BIA), Deniz Leuenberger (BSU), Bob Rulli (CED), and Jim Small (Parks and Rec) will guide the public design process with Melissa Desjardin. Flora Little Park Survey due this week (held up due to weather) so the transition between the Mobil station property and the existing park can be designed. The designer will have several weeks of planning to do to present several alternative plans. These will be the basis for a community planning session in September/October. The town engaged a structural engineer to survey the

Town of Bridgewater, Massachusetts

Community Preservation Committee

existing structure. The analysis showed that the structure is in fine condition and could be reused for recreational purposes. A written report is forthcoming.

Stiles and Hart Parkland Improvements

The design work is substantially complete and will be forwarded to the Ad Hoc Committee and the Open Space Committee for comments and suggestions this week. Once they have completed their reviews, we will send them to Park and Rec Committee for final approval. Then the project will go out to bid.

Hemlock Drive Windows and Doors Replacements

Gina will follow up with the Town Manager on signing the grant agreement.

Parthenon Frieze

There are no updates.

McElwain School

There are no updates.

Completed Projects – Pending Final Reports

Pickle Ball Courts

The committee is waiting for a final report, they have asked that Josh follow up with the Town Manager for the final report.

Memorial Building

The committee is waiting for a final report.

Summer Street Property

The committee is waiting for a final report.

Project Recommended to Town Council

The Town Council will vote on the recommendation for the Broad Street Properties Purchase/Taking at their meeting on 8/8/2023.

Eligibility forms approved, Awaiting Applications

Methodist Church

The church will not be pursuing CPC project money at this time.

Administrative Account Updates

Recognition Plaque and Signage for CPA Funded Projects

Approval of the purchase of plaques was voted at the June meeting. The first plaques will be for the library. Carlton Hunt will be reaching out to prior project participants to ensure they are willing to hang signs.

Hanson's Farm

The surveyed plan was forwarded to the appraiser for his review. The appraisal will not be officially requested until later in the fall so the timing complies with the

Town of Bridgewater, Massachusetts

Community Preservation Committee

state's LAND grant requirements. Once the appraisal is complete, and assuming the Town will move forward with the purchase of the agricultural restriction, the Town Manager's office will complete the CPC forms and secure a purchase agreement from the Hansons. A revised timeline will be circulated in August.

Central Square Congregational Church

The church has called a special meeting regarding the renovations of the church. The meeting will determine if the church would like to continue with renovations and the deed restriction will be postponed until confirmation has been received from the church that the project will move forward.

Carlton Hunt motioned to postpone the deed restriction preparation for the Central Square Congregational Church until a determination on continuing the project has been made which was duly seconded. The motion was approved unanimously.

Anticipated Projects

Restoration of Fire Department Antique Pump Wagon

Gina will follow up with the Fire Chief to see if the project is still in the works.

Additional Pickle Ball Courts

The committee has not received any applications; however, Parks and Recreation spoke about it at their last meeting.

Documents

Policies and Procedures Document - Completion of Documents

There is one piece of the policies and procedures document that is being finalized. The committee will consider the document at their August meeting.

Annual Public Hearing

This is being combined with the 5-year plan and the CPC is looking into hiring a consultant. JM Goldson has been contacted for a quote on the 5-year plan. The CPC officers will put together a scope of the 5-year plan to the Town Manager in an effort to begin the bidding process in August.

Other Old Business.

New Business

Reorganize

Carlton Hunt motioned to postpone the reorganization of the committee which was duly seconded. The motion was approved unanimously.

Town of Bridgewater, Massachusetts

Community Preservation Committee

Committee Representative Reports

Parks and Recreation

Parks and Recreation has reorganized with Mark Thomas as the chair of the committee. Gina Guasconi will continue to be the representative for Parks and Recreation to the CPC.

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 August 23, 2023

Adjourn – The meeting was adjourned at 7:24Pm

Carlton Hunt motioned to adjourn the meeting at 7:24 p.m. which was duly seconded. The motion was approved unanimously.

Submitted by: Joshua McGraw

Town of Bridgewater CPC Reporting 7/31/2023 Revenue Budget to Actual				
Group 4				
Object	Description	FY2024 Budget Amount	FY2024 Actuals	FY2024 Available
412000	REAL ESTATE SURCHARGE	825,000.00	211,149.21	613,850.79
414200	TAX LIENS REDEEMED-TAX TITLE PAYMTS	0.00	607.10	(607.10)
417001	PENALTIES & INTEREST TAXES	0.00	168.14	(168.14)
468004	STATE REVENUE-CPA MATCH	175,000.00	0.00	175,000.00
482000	EARNINGS ON INVESTMENT	0.00	12,219.37	(12,219.37)
Grand Total		1,000,000.00	224,143.82	775,856.18

Town of Bridgewater CPC Reporting 7/31/2023 Expense Budget to Actual				
Group 5				
Object	Description	FY2024 Budget Amount	FY2024 Actuals	FY2024 Available
0.573000	ADMINISTRATIVE EXPENSES-DUES	3,000.00	0.00	3,000.00
530000	ADMINISTRATIVE EXPENSES	47,000.00	0.00	47,000.00
530000	**ADMINISTRATIVE EXPENSES- CARRYOVER	20,372.50	0.00	20,372.50
580050	**O-FY23-042 OLD STATE FARM TRL PROJ	4,400.00	0.00	4,400.00
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	38,824.31	5,418.05	33,406.26
584000	**O-FY21-037 PICKLE BALL PROJECT	2,090.34	0.00	2,090.34
584001	**O-FY23-051 PARTHENON FRIEZE RESTORAT	15,375.00	0.00	15,375.00
584010	**O-FY22-074 STILES&HART IMPRVMT	1,284,556.38	0.00	1,284,556.38
589000	**O-FY19-027 MCELWAIN REDEVLPMNT	135,000.00	135,000.00	0.00
591082	KEITH HOMESTEAD (Matures 2026)	48,000.00	0.00	48,000.00
591086	ACADEMY BUILDING (Matures 2036)	240,000.00	0.00	240,000.00
591582	KEITH HOMESTEAD INTEREST	2,340.00	0.00	2,340.00
591586	ACADEMY BUILDING INTEREST	95,400.00	0.00	95,400.00
Grand Total		2,813,258.53	140,418.05	2,672,840.48

Town of Bridgewater CPC Reporting 7/31/2023 Unofficial Balance Sheet of Available for CPC			
Type	Object	Description	FY2024 Actuals
Fund Balance .Voted N/A	321500	**FUND BAL-CPA RES FOR CONT APPR	2,377,518.53
Fund Balance Available	324000	FUND BAL-CPA RES FOR EXP	264,260.00
Fund Balance Available	324100	FUND BAL-CPA RES OPEN SPACE	123,227.14
Fund Balance Available	324200	FUND BAL-CPA RES HISTORIC PRES	382,402.56
Fund Balance Available	324300	FUND BAL-CPA RES COMM HOUSNG	148,800.14
Fund Balance Available	358000	FUND BAL-DESIG FOR SPCL PURP	0.00
Fund Balance Available	359000	UNDESIGNATED FUND BALANCE	741,034.85
Grand Total			4,037,243.22



Project Eligibility Form

Community Preservation Committee

Bridgewater, MA

Please email this form **to the CPC Chair and Administrative Assistant no later than the third Wednesday of the month for the CPC's review at their regularly scheduled meeting on the fourth Wednesday.** Forms received after this date will be discussed at the following month's meeting.

This form is **OPTIONAL BUT STRONGLY ENCOURAGED** to help determine whether projects are eligible for CPA funding. Please refer to Appendix A in the *Community Preservation Plan* (<https://www.bridgewaterma.org/DocumentCenter/View/2928/Community-Preservation-Committee-Plan>) when filling out this form. Email the form to CPC@BridgewaterMA.org for consideration.

Please use the information in the CPA Eligibility Matrix below to determine if the project may be eligible for CPA funds, paying close attention to the verbs (i.e., purpose) in the left column and the category(s) to which these pertain (top line).

CPA Eligibility Matrix

Category Purpose	Open Space	Historic Preservation	Recreation	Housing
Acquire	Y	Y	Y	Y
Create	Y		Y	Y
Preserve	Y	Y	Y	Y
Support				Y
Rehabilitate and/or Restore	If acquired or created using CPA funds	Y	(as of 2012)	If acquired or created using CPA funds

Chart adapted from "Recent Developments in Municipal Law," Massachusetts Department of Revenue, October 2012

Project Name: _____

Project Address: _____

Project Sponsor/Organization: _____

Check One: ☐ Town Committee/Department ☐ Public Charity/Non-Profit ☐ Private Group/Individual

Project Description: *(Note the project must demonstrate a public benefit.)*

Estimated Project Cost: _____ Estimated CPA Contribution : _____

Submission Date: _____ Project Contact Person/Title _____

Telephone: _____ Email: _____

Signature: _____ Submission Date: : _____

Supporting Organization(s)/Person(s):

Organization/Name/ Position: _____

Telephone: _____ Email: _____

Signature _____ Date _____

For CPC Use Only. Do not write below this line.

CPA Program Area *(check all that apply)*:

☐ Open Space ☐ Historic Preservation ☐ Community Housing ☐ Recreation

Project Purpose *(check all that apply) (Refer to CPA eligibility matrix for guidance)*:

☐ Acquire ☐ Create ☐ Preserve ☐ Support ☐ Rehabilitate/Restore

CPC Determination:

☐ Eligible ☐ Potentially Eligible ☐ Not Eligible ☐ More Information Needed

Signature CPC Chair

Date: _____