



Town of Bridgewater
Community Preservation Committee

May 22, 2024

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/86756302652>

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

Meeting ID: 867 563 026 52

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 27, 2024
 - b) April 24, 2024
- E. Review of Financial Reports**
 - a) April 30, 2024
- F. Old Business**
 - a) Applications Received
 - 1. Senior Center Community Garden
 - 2. Hanson's Farm
 - b) Project Updates - Active Projects
 - 1. Stiles and Hart Improvements
 - 2. Hemlock Drive Windows Replacement
 - 3. Parthenon Frieze
 - 4. Summer Street (Mobil Station)

- 5. Broad Street Properties
- 6. Rebinding of Records Book

c) Project updates - Completed Projects

- 1. Town House
- 2. Old State Farm Trails

d) Administrative Account - FY23 Carryover Encumbrances

- 1. Recognition Plaques and Signage for CPA Funded Projects

e) Annual Public Hearing and 5-Year Plan

f) Document Posting to CPC Webpage

G. New Business

- a) Request for a CPC member to attend monthly Chair's meeting with the Chair and Town Manager
- b) Samuel Edson Book - Possible Purchase
- c) As brought up by the committee

H. Committee Liaison Reports

I. Upcoming Events

J. Public Comment

K. Next Meeting Date

- a) June 26, 2024

L. Adjournment of Meeting

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 March 27th, 2024

Link to meeting recording:

<https://www.youtube.com/watch?v=fWpuSCZC3MA>

A. Call to Order

The meeting was called to order by the Chair at 6:30

Members Present: Gina Guasconi, Carlton Hunt, Geoff Merriman, Harry Bailey, Maureen Minasian

Members Absent: Stacey Driscoll, William Smith, Patrick Driscoll

Guests:

B. Chair's Announcements

C. Public Comments – None.

D. Approval of Meeting Minutes

a) February 28th, 2024

Carlton Hunt motioned to approve the February 28th, 2024, minutes which was duly seconded. The motion was approved unanimously.

b) March 18th, 2024

Carlton Hunt motioned to approve the March 18th, 2024, minutes which was duly seconded. The motion was approved unanimously.

E. Financial Reports

a) February 29, 2024

The financial report indicates that the committee is at 85% of its budget goal with a 6% state match above expectations.

F. Old Business

a) Policies and Procedures Document – Vote

The final document was distributed to the committee for review.

Geoffrey Merriman motioned to accept the Policies and Procedures document which was duly seconded. The motion was approved unanimously.

Town of Bridgewater, Massachusetts

Community Preservation Committee

b) Applications Received

1. Senior Center Community Garden

According to the CPA Coalition, it was advised that most of the work was ineligible for funding. After the special meeting on March 18th, it was referred to the Town Attorney for additional review. The Town Attorney will be speaking with the coalition and try to include Gina and Carlton in the discussion. No vote is necessary to “hold” the application.

2. Hanson’s Farm

Negotiations are ongoing.

c) Project Updates – Active projects

1. Stiles and Hart Improvement

The CPC has not received the itemization for what will be covered by the awarded funding. A bid was received for the trails and the estimated cost came in between \$800,000 and \$2,000,000. W

2. Hemlock Drive Windows Replacement

The grant agreement has been sent out and the project will begin once returned.

3. Old State Farm Trails

The redraw from the state is complete and NRTB have raised a number of funds for the program.

4. Parthenon Frieze

The town is looking into strengthening the proposed area for the installation.

5. Summer Street

The money is still showing that it has not been paid, due clarification in who to pay, and it has been asked that it be put into a special account. A survey for the future of the site will be made available to the public and committees in the coming weeks.

6. Broad Street Properties

The deed is being completed and a vote from the Town Council is required to include the parcels in the park.

d) Project Updates – Completed Projects

1. McElwain School

Town of Bridgewater, Massachusetts

Community Preservation Committee

The finalized report will be completed and presented to the committee.

e) Administrative Account – FY23 Carryover Encumbrances

1. Recognition Plaques and Signage for CPA Funded Projects

Carlton Hunt has submitted a request for cost and once received, he will move forward to have them ordered.

f) Annual Public Hearing and 5-Year Plan – Update

The contract has been awarded to J.M. Goldson and Jennifer Goldson will be at the June meeting. The Town Manager is waiting for the standard contract to be submitted.

G. New Business

a) FY25 Budget

The budget has been reviewed by the CPC Officers. A maximum of 5% can be put into Administrative Expenses and 10% for Historic Reserve. There is no surplus or deficit in this year's budget.

Harry Bailey motioned to approve the FY25 budget as presented which was duly seconded. The motion was approved unanimously.

H. Committee Liaison Reports

Parks and Rec

The committee is waiting for the Town Manager and Town Council to move forward on accepting the gift of the Jenny Leonard Park Parking lot.

Open Space

There is nothing to report.

Conservation Commission

The ConCom will be meeting on 3/28, however, there is nothing of CPC interest on their agenda.

Historical Commission

Town of Bridgewater, Massachusetts

Community Preservation Committee

The commission has met with the developers interested in the Perkins Foundry property.

L. Adjournment of Meeting

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

Adjourn – The meeting was adjourned at 7:16 p.m.

Harry Bailey motioned to adjourn the meeting at 7:16 p.m., which was duly seconded. The motion was approved unanimously.

Submitted by: Joshua McGraw

Town of Bridgewater, Massachusetts

Community Preservation Committee

Meeting Minutes
April 24, 2024



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

Link to meeting recording:

<https://www.youtube.com/watch?v=EJUzquxc-QE>

A. Call to Order

The meeting was called to order by the Chair at 6:30

Members Present: Gina Guasconi, Carlton Hunt, Geoff Merriman, Harry Bailey, Maureen Minasian, William Smith

Members Absent: Stacey Driscoll, Patrick Driscoll

Guests: Marilee Kenney Hunt, Janet Hanson

B. Chair's Announcements

The chair:

- a) noted that the CPC is in good financial shape.
- b) encouraged members to read/review the volunteer committee, commission, and boards handbook they received when appointed.
- c) mentioned the online bootcamp put on by the CPA Coalition on 6/18/24, noting the value of the training and encouraging members to registe.
- d) urged members to sign up for the Coalition's newsletter if they haven't already as it's a source of important CPA happenings in the State.

C. Public Comments – None.

D. Approval of Meeting Minutes

- a) **March 27th, 2024**

These minutes will be presented at the 5/22/2024 meeting.

E. Financial Reports

- a) **March 31st, 2024**

The committee reviewed the financial report from March 31st, 2024.

F. Old Business

- a) **Applications Received**

1. **Senior Center Community Garden**

The Senior Center application is on hold while the application is reviewed with the town attorney.

2. **Hanson's Farm**

Negotiations are ongoing and a grant is being worked on by the Town Manager to provide funding for the purchase of the property.

Town of Bridgewater, Massachusetts

Community Preservation Committee

b) Project Updates – Active projects

1. Stiles and Hart Improvement

The bid was awarded for improvements and work has started.

2. Hemlock Drive Windows Replacement

The grant agreement has been signed and work should begin shortly.

3. Parthenon Frieze

The town is looking into strengthening the proposed area for the installation, however, a start date has not been decided upon. The restoration company, Clark's Fine Arts, will complete the installation once the area is ready.

4. Summer Street

A presentation is available on the town's YouTube page and public input is available through completion of a survey that runs until the first of June.

5. Broad Street Properties

The two parcels require a deed restriction which is being worked on.

c) Project Updates – Completed Projects

1. McElwain School

The final report was submitted and will be added to the CPC website.
William Smith motioned to accept the report and close out the account which was duly seconded by Carlton Hunt. The motion was approved unanimously.

2. Town House

The historic architect is in the process of submitting a final report to the state and an abridged version has been requested for the CPC.

3. Old State Farm Trails

The trails have attracted National Attention for the work being undertaken. Kitty Doherty will be meeting with BSU students for a collaboration for work on the trails and will also be talking to all three Bridgewater to ultimately connect the trails.

d) Administrative Account – FY23 Carryover Encumbrances

1. Recognition Plaques and Signage for CPA Funded Projects

Carlton Hunt continues to work with Bridgewater Trophy on finalizing the design of the plaques.

2. 5-Year Plan

The contract has been signed and work will start June 1st.

G. New Business

a) Hanson Farm Appraisal Engineering Cost

The awarded amount of \$12,000 for the appraisal has been spent and the Town Manager has requested an additional \$3,000 to pay the remaining balance of the appraisal.

William Smith motioned to approve the additional \$3,000 cost, taken from FY24 admin account 530000, which was duly seconded by Harry Bailey. The motion was approved unanimously.

b) CPC Document Posting to CPC Webpage

Josh will be updating the website after the CPC officers meet to discuss layout of the webpage.

c) As Brought up by the Committee

New Application – Rebinding of the Death Records Book

Town of Bridgewater, Massachusetts

Community Preservation Committee

An application has been submitted by Town Clerk Marilee Hunt for \$1,500 to rebind the Death Record Book. The price for the project has since increased to \$3,000 and the revised application will be forwarded to the committee. The restoration project includes a cleaning of the pages followed by insertion into airtight vinyl before a rebinding is completed.

Harry Bailey motioned to approve the Death Records Book application with a revised amount of \$3,000, paid from the Historical Reserve account 530000, which was duly seconded by Geoff Merriman. The motion was approved unanimously.

H. Committee Liaison Reports

Parks and Recreation

No updates.

Historical District Commission

Bill Smith reported the commission will be meeting to discuss certificates of appropriateness for signage and installation of solar panels to a building in the district.

Historical Commission

Geoff Merriman reported the commission will be meeting to discuss a demolition delay for 96 Main Street.

Conservation Commission

Harry Bailey reported the commission will be meeting to discuss the pleasant street fire station location, the proposed construction at Claremont, and the project at the Perkin's Foundry.

Open Space

Maureen Minasian noted work was continuing on Wyman's Meadow and that installation of broad boards for the boardwalk and pea stone for the parking area were in the works.

I. Upcoming Events

Town Election – 4/27/24

Coalition bootcamp training - 6/18/24

J. Public Comment

Janet Hanson confirmed 96 Main Street was the yellow house opposite Pearl St. She also spoke of digitizing the Death Record book.

K. Next Meeting Date

The next meeting will be held on May 22nd at 6:30 PM.

L. Adjournment of Meeting

Town of Bridgewater, Massachusetts

Community Preservation Committee

Bill Smith motioned to adjourn the meeting, which was duly seconded by Carlton Hunt. The motion was approved unanimously and the meeting was adjourned at 7:47 p.m.

Submitted by: Joshua McGraw

Town of Bridgewater CPC Reporting 4/30/2024 Revenue Budget to Actual				
Group 4				
Object	Description	FY2024 Budget Amount	FY2024 Actuals	FY2024 Available
412000	REAL ESTATE SURCHARGE	825,000.00	910,222.48	(85,222.48)
414200	TAX LIENS REDEEMED-TAX TITLE PAYMTS	0.00	3,049.79	(3,049.79)
417001	PENALTIES & INTEREST TAXES	0.00	2,136.08	(2,136.08)
468004	STATE REVENUE-CPA MATCH	175,000.00	186,066.00	(11,066.00)
482000	EARNINGS ON INVESTMENT	0.00	121,247.92	(121,247.92)
Grand Total		1,000,000.00	1,222,722.27	(222,722.27)

Town of Bridgewater CPC Reporting 4/30/2024 Expense Budget to Actual				
Group 5				
Object	Description	FY2024 Budget Amount	FY2024 Actuals	FY2024 Available
0.573000	ADMINISTRATIVE EXPENSES-DUES	3,500.00	3,500.00	0.00
530000	ADMINISTRATIVE EXPENSES	46,500.00	0.00	46,500.00
530000	**ADMINISTRATIVE EXPENSES- CARRYOVER	20,372.50	15,366.00	5,006.50
580050	**O-FY23-042 OLD STATE FARM TRL PROJ	4,400.00	4,400.00	0.00
581000	**O-FY23-038 EMINT DOMAIN SUMMER	313,900.00	0.00	313,900.00
581002	**O-FY24-008 BROAD ST 2-LOTS	340,000.00	303,600.00	36,400.00
582000	**O-FY21-017 CNTRL SQ CONGR CHUR	0.00	0.00	0.00
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	28,933.88	9,890.43
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	1,140.00	14,235.00
584010	**O-FY22-074 STILES&HART IMPRVMT	1,284,556.38	9,456.42	1,275,099.96
589000	**O-FY19-027 MCELWAIN REDEVLPMT	135,000.00	135,000.00	0.00
591082	KEITH HOMESTEAD (Matures 2026)	48,000.00	48,000.00	0.00
591086	ACADEMY BUILDING (Matures 2036)	240,000.00	240,000.00	0.00
591582	KEITH HOMESTEAD INTEREST	2,340.00	2,340.00	0.00
591586	ACADEMY BUILDING INTEREST	95,400.00	95,400.00	0.00
Grand Total		2,953,258.53	887,136.30	2,066,122.23

Town of Bridgewater CPC Reporting 4/30/2024 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	2,497,146.03
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	583,395.52
Fund Balance Available	324300	FUND BAL-CPA RES COMM HOUSNG	148,800.14
Fund Balance Available	359000	UNDESIGNATED FUND BALANCE	420,414.39
Grand Total			4,037,243.22