



Town of Bridgewater **Community Preservation Committee**

August 28, 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/89887267688>

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

Meeting ID: 898 872 676 88

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) July 24, 2024
- E. Review of Financial Reports**
 - a) June 30th, 2024
 - b) July 31st, 2024
- F. Old Business**
 - a) Applications Received
 - 1. Hanson's Farm - Pending updated application with dollar amount and details
 - b) Project Updates - In Progress
 - 1. Stiles and Hart Improvements
 - 2. Hemlock Drive Windows Replacement
 - 3. Parthenon Frieze
 - 4. Rebinding of Records Book

c) Project Updates - Completed Projects Awaiting Final Report

1. Town House
2. Old State Farm Trails
3. Broad Street Properties
4. Summer Street

d) Annual Public Hearing and 5-year Plan

1. Public Survey
2. Focus Groups - September 12 & 23
3. Public Forum
4. Plans moving forward

e) Samuel Edson Book - Vote

G. New Business

- a) Committee Reorganization - Chair and Vice Chair
- b) Coalition Dues - Vote
- c) Potential New Projects

1. Jenny Leonard Park
2. Multi-functional Fields behind Middle School

d) Website Updates

e) As Brought Up By Committee

H. Committee Liaison Reports

I. Upcoming Events

- a) Focus Group - 5 Year Plan September 12 & 23, Time TBA
- b) Public Forum - 5 Year Plan - Date and Time TBA

J. Public Comment

K. Next Meeting Date

- a) September 25, 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 July 24, 2024

Link to meeting recording:

<https://www.youtube.com/watch?v=16V7VKFPtXU>

A. Call to Order

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

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

Members Absent: Stacey Driscoll, William Smith

Guests: Donna Jewel

B. Chair's Announcements

The chair commented on the town manager's departure and its impacts for ongoing projects as well as the committee's member composition.

C. Public Comments – None.

D. Approval of Meeting Minutes

a) May 22nd, 2024

Carlton Hunt motioned to approve the May 22nd which was duly seconded. The motion was approved unanimously.

b) June 26th, 2024

Carlton Hunt motioned to approve the June 26th which was duly seconded. The motion was approved unanimously.

E. Financial Reports

a) FY24 Closeout

The finance department will provide the FY24 closeout for the August meeting

F. Old Business

Town of Bridgewater, Massachusetts

Community Preservation Committee

a) Applications Received

1. Senior Center Community Garden

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

Carlton Hunt motioned to submit a letter requesting the withdrawal of the current application and resubmitting of a new application which was duly seconded. The motion was approved unanimously.

2. Hanson's Farm

Negotiations are ongoing.

b) Project Updates – Active projects

1. Stiles and Hart Improvement

Work is nearing completion with an expected completion date in the fall. The Chair has heard positive comments on the improvements. There is a potential issue of a land-locked small parcel near the sewer easement which is being dealt with by the Town Manager.

2. Hemlock Drive Windows Replacement

Bids are being evaluated for the project.

3. Parthenon Frieze

The preliminary work by the engineer has been completed and the DPW Director has stated that the work will begin in a few weeks.

4. Rebinding of Records Book

The project was approved by Town Council and an award letter will be forthcoming.

Project Updates – Completed Projects

5. Town House

The completion report is being finalized by MHC and the architect.

6. Old State Farm Trails

The final report is being finalized.

7. Broad Street Properties

The final report is being finalized.

8. Summer Street

Town of Bridgewater, Massachusetts

Community Preservation Committee

There were 534 completed surveys regarding the proposed park use and the committee will meet to discuss the findings.

c) Administrative Account –Carryover Encumbrances

1. FY23 Recognition Plaques and Signage for CPA Funded Projects

Funds had been carried over for the funding of the plaques. The Chair thanked Carlton Hunt for his work on this project. Several plaques have been made and will be installed at CPA-funded project locations. The encumbrance closed at the end of FY23.

2. FY24 Consulting 5-Year Plan

Funds have been carried over for the 5-year plan.

d) Annual Public Hearing and 5-Year Plan

The focus groups have been pushed to September. These focus groups will primarily focus on the needs of the community with the help of the committees. These groups cover historic preservation, housing, open space and recreation. Sessions last around 1-1.5 hours, aiming to gather stakeholder input for upcoming projects. A public forum will be conducted to gather feedback from community members on project priorities and funding allocation. An engagement survey for the general public will be made available online, with an option to print and distribute at community locations. The community engagement and outreach plan was presented with discussion about the process and the living nature of the plan, allowing for updates at any time. The overview process of the project and outreach timelines, including specific dates for community events was presented. The Chair requested that CPC members and Josh McGraw, CPC Admin, send Austin names/committees to be included in focus groups and encouraged them to thoroughly review the documents presented and send comments. The chair also encouraged members to think about places and organizations to included for public outreach.

e) Samuel Edson Book

Town of Bridgewater, Massachusetts

Community Preservation Committee

The committee discussed the allocation of funds for the book purchase and preservation and the importance of the book's history, original markings, and authenticity.

Geoff Merriman motioned to send a letter to the seller letting him know the CPC's interest in purchasing the document for the price quoted which was duly seconded.

The motion was approved unanimously.

G. New Business

a) **None**

H. Committee Liaison Reports

Parks and Recreation (Gina Guasconi)

There is a conversation to possibly request CPC funds for a playground at the Jenny Leonard Park on Cherry Street. Also, a multi-functional field behind the Middle School is being talked about by a lacrosse group and being discussed between the Town Manager and School Department..

Historical District Commission

No updates.

Historical Commission (Geoff Merriman)

No updates.

Conservation Commission (Harry Bailey)

The Commission is meeting with the developers of the Perkins Foundry property on Broad Street to discuss possible trails behind the property.

Open Space (Maureen Minasian)

The trails by Wyman Meadows are almost completed. An open house will be held tentatively in September.

I. Upcoming Events

Town of Bridgewater, Massachusetts

Community Preservation Committee

The dates for the 5-year plan focus groups and public forum were discussed. The CPC members selected September 12 and September 23 for the focus groups with two (2) sessions on each day and October 30 for the public forum.

J. Public Comments

None.

K. Next Meeting Date

August 28 at 6:30 PM.

L. Adjournment of Meeting

Harry Bailey motioned to adjourn the meeting at 8:47 p.m., which was duly seconded. The motion was approved unanimously.

Submitted by: Joshua McGraw and Gina Guasconi

Town of Bridgewater CPC Reporting 6/30/2024 -EOY Revenue Budget to Actual				
Group 4		EOY SURPLUS		
Object	Description	FY2024 Budget Amount	FY2024 Actuals	FY2024 Available
412000	REAL ESTATE SURCHARGE	825,000.00	935,552.40	(110,552.40)
414200	TAX LIENS REDEEMED-TAX TITLE PAYMTS	0.00	3,196.41	(3,196.41)
417001	PENALTIES & INTEREST TAXES	0.00	2,440.47	(2,440.47)
468004	STATE REVENUE-CPA MATCH	175,000.00	186,066.00	(11,066.00)
482000	EARNINGS ON INVESTMENT	0.00	146,367.75	(146,367.75)
Grand Total		1,000,000.00	1,273,623.03	(273,623.03)

Town of Bridgewater CPC Reporting 6/30/2024 -EOY Expense Budget to Actual				
Group 5		EOY BUDGET ADJ CLOSEOUTS		EOY RESERVED
Object	Description	FY24 EOY Budget	FY24 EOY	FY24 EOY
0.573000	ADMINISTRATIVE EXPENSES-DUES	3,500.00	3,500.00	0.00
530000	**ADMIN EXPENSES- FY23 ENCUM	18,481.80	18,481.80	0.00
530000	**ADMIN EXPENSES -FY24 SPENT	0.00	0.00	0.00
530000	**ADMIN EXPENSES -FY24 ENCUM	35,225.00	0.00	35,225.00
558016	**O-FY24-046 REBINDING RECORDS	3,000.00	0.00	3,000.00
580050	**O-FY23-042 OLD STATE FARM TRL PROJ	4,400.00	4,400.00	0.00
581000	**O-FY23-038 EMINT DOMAIN SUMMER	0.00	0.00	0.00
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	29,048.88	9,775.43
584000	**O-FY21-037 PICKLE BALL PROJECT	0.00	0.00	0.00
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	193,463.31	1,091,093.07
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		2,627,102.49	1,074,373.99	1,552,728.50

Town of Bridgewater CPC Reporting 6/30/2024 -EOY 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	1,517,503.50
Fund Balance Available	324000	FUND BAL-CPA RES FOR EXP	35,225.00
Fund Balance Available	324100	FUND BAL-CPA RES OPEN SPACE	125,317.48
Fund Balance Available	324200	FUND BAL-CPA RES HISTORIC PRES	580,395.52
Fund Balance Available	324300	FUND BAL-CPA RES COMM HOUSNG	148,800.14
Fund Balance Available	359000	UNDESIGNATED FUND BALANCE	1,515,350.62
Grand Total			3,922,592.26

Notes for June:

Closeout Pickle-ball Project to Open Space

Moved Eminent Domain/Summer St to Cap Project fund

Added Town Clerk Binding Project to June

Adjusted Admin Fund Budget to close out for Encumbrance

Revenue surplus close out to Undesignated Fund Balance

Reserves for Continued Appropriations Updated for EOY