



Town of Bridgewater
Community Preservation Committee

September 25, 2024

6:30 PM

Join Zoom Meeting

<https://us06web.zoom.us/j/83893966619>

Meeting ID: 838 9396 6619

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
 - b) August 28, 2024
- E. Review of Financial Reports**
 - a) July 31, 2024
- F. Old Business**
 - a) Annual Public Hearing and 5-Year Plan
 - 1. Public Hearing
 - 2. Focus Group Recap
 - 3. Public Forum
 - 4. Plans Moving Forward
 - b) Applications Received
 - 1. Hanson's Farm
 - c) Project Updates - In Progress

1. Stiles and Hart Improvements
2. Hemlock Drive Windows Replacement
3. Parthenon Frieze
4. Rebinding of Records Book

d) Project Updates - Completed Projects

1. Town House
2. Old State Farm Trails
3. Broad Street Properties
4. Summer Street (Mobil Station)

e) Samuel Edson Book

f) Potential New Projects:

1. Jenny Leonard Park
2. Multi-Functional Fields behind Middle School
3. Basketball Courts

g) Website Update

G. New Business

- a) As brought up by committee

H. Committee Liaison Reports

I. Upcoming Events

- a) 5-Year Plan - Public Hearing - November 4, 2024 at 6:30 PM

J. Public Comment

K. Next Meeting Date

- a) October 23, 2024 at 6:30 PM

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

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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 easement is being finalized and progress is being made on the sewer pipeline.

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. Recognition Plaques and Signage for CPA Funded Projects

Funds have been carried over for the funding of the plaques.

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 will be made available and is for the general public, will be 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.

e) Samuel Edson Book

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

Town of Bridgewater, Massachusetts

Community Preservation Committee

H. Committee Liaison Reports

Parks and Recreation

There is a conversation to possibly request CPC funds for a multifunctional field from a lacrosse group.

Historical District Commission

No updates.

Historical Commission

No updates.

Conservation Commission

No updates

L. Adjournment of Meeting

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

Adjourn – The meeting was adjourned at 8:47 p.m.

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

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

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Affordable Housing Trust

Meeting Minutes August 28, 2024

Link to meeting recording:

<https://www.youtube.com/watch?v=wwkoKEcNE80>

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, William Smith

Members Absent: Stacey Driscoll

Guests: Chris Mickiewicz

B. Chair's Announcements

The vice-chair shared that the state match will be lower than previous year and recommended the training that is made available by the coalition.

C. Public Comments – None.

D. Approval of Meeting Minutes

a) July 24, 2024

The July 24 minutes are deferred to the next meeting.

E. Financial Reports

a) FY24 Closeout

The FY24 closeouts were reviewed by the committee. Concerns on budget discrepancies will be discussed with the Finance Director.

F. Old Business

a) Applications Received

1. Hanson's Farm

Negotiations are ongoing.

b) Project Updates – Active projects

Town of Bridgewater, Massachusetts

Community Preservation Committee

1. Stiles and Hart Improvement

Work is nearing completion with an expected completion date in the fall.

There are concerns about collapsing surface on the trail near the pond.

2. Hemlock Drive Windows Replacement

Grant agreement signed by all parties including CPC, Town manager and director of Housing Authority. Scope of project to remain the same with additional grant money allowing more repairs without affecting CPC funds.

3. Parthenon Frieze

The project hasn't begun but is hopefully set to begin and complete before the end of the year.

4. Rebinding of Records Book

The award letter is forthcoming.

Project Updates – Completed Projects

5. Town House

The final report is being finalized.

6. Old State Farm Trails

The final report is being finalized.

7. Broad Street Properties

The final report is being finalized.

8. Summer Street

The results of the survey are being requested.

c) Annual Public Hearing

1. Public Survey

The survey will be released to the public in the coming weeks.

2. Focus Groups

The focus groups will be held virtually September 12 and 13th.

3. Public Forum

The public forum will be held in person on October 28th.

4. Plans Moving Forward

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d) Samuel Edson Book

Town of Bridgewater, Massachusetts

Community Preservation Committee

Discussion on the offer from the book owner to send the book for examination of the book's condition and potential for restoration.

Carlton Hunt motioned to fund the transfer of the Samuel Edson Book to the CPC paid through the Admin Fund to include insurance for the shipment which was duly seconded. The motion was approved unanimously.

G. New Business

a) Committee Reorganization

Patrick Driscoll nominated Gina Guasconi and Carlton Hunt for Chair and Vice-Chair respectively which was duly seconded. The motion was approved unanimously.

b) Coalition Dues

Patrick Driscoll motioned to approve \$3,500 for Coalition Dues from the administrative account which was duly seconded. The motion was approved unanimously.

c) Potential New Projects

a. Jenny Leonard Park

There is land being considered for taking to include in the park.

b. Multi-functional Fields Behind Middle School

The fields are being considered for improvements as they are currently in disrepair.

d) Website Update

The website has active projects and plans displaying Josh's work.

Efforts are underway to document project progress from eligibility to final reports on the website.

H. Committee Liaison Reports

Parks and Recreation

No additional updates.

Open Space

A ribbon cutting is being planned for Wyman's Meadow.

Town of Bridgewater, Massachusetts

Community Preservation Committee

Historical District Commission

Two certificates of appropriateness were approved at the last HDC meeting.

Planning Board

The Planning Board has discussed the expansion of Jenny Leonard Park.

Historical Commission

The demolition delay for 96 Main Street has been ended.

Conservation Commission

No updates.

L. Adjournment of Meeting

The next meeting will be held on September 25 at 6:30 p.m.

Adjourn – The meeting was adjourned at 8:21 p.m.

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

Submitted by: Joshua McGraw

Town of Bridgewater CPC Reporting 7/31/2024 Revenue Budget to Actual				
Group 4				
Object	Description	FY2025 Budget Amount	FY2025 Actuals	FY2025 Available
412000	REAL ESTATE SURCHARGE	875,000.00	228,090.38	646,909.62
414200	TAX LIENS REDEEMED-TAX TITLE PAYMTS	0.00	558.71	(558.71)
417001	PENALTIES & INTEREST TAXES	0.00	196.09	(196.09)
468004	STATE REVENUE-CPA MATCH	100,000.00	0.00	100,000.00
482000	EARNINGS ON INVESTMENT	0.00	12,784.43	(12,784.43)
Grand Total		975,000.00	241,629.61	733,370.39

Town of Bridgewater CPC Reporting 7/31/2024 Unofficial Balance Sheet of Available for CPC			
Type	Object	Description	FY2025 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	357,178.75
Fund Balance Available	324100	FUND BAL-CPA RES OPEN SPACE	222,817.48
Fund Balance Available	324200	FUND BAL-CPA RES HISTORIC PRES	580,395.52
Fund Balance Available	324300	FUND BAL-CPA RES COMM HOUSNG	246,300.14
Fund Balance Available	359000	UNDESIGNATED FUND BALANCE	998,396.87
Grand Total			3,922,592.26

Town of Bridgewater CPC Reporting 7/31/2024 Expense Budget to Actual				
Group 5				
Object	Description	FY2025 Budget Amount	FY2025 Actuals	FY2025 Available
0.573000	ADMINISTRATIVE EXPENSES-DUES	3,500.00	0.00	3,500.00
530000	**ADMIN EXPENSES -FY24 SPENT	35,225.00	2,583.00	32,642.00
530000	**ADMIN EXPENSES -FY25 SPENT	45,250.00	0.00	45,250.00
558016	**O-FY24-046 REBINDING RECORDS	3,000.00	0.00	3,000.00
581002	**O-FY24-008 BROAD ST 2-LOTS	36,400.00	0.00	36,400.00
582004	**O-FY23-039 BHA WINDOW PROJECT	363,000.00	0.00	363,000.00
582006	**O-FY23-026 TOWN HOUSE ROOF PROJECT	9,775.43	0.00	9,775.43
584001	**O-FY23-051 PARTHENON FRIEZE RESTORAT	14,235.00	0.00	14,235.00
584010	**O-FY22-074 STILES&HART IMPRVMT	1,091,093.00	157,126.73	933,966.27
591082	KEITH HOMESTEAD (Matures 2026)	47,000.00	0.00	47,000.00
591086	ACADEMY BUILDING (Matures 2036)	240,000.00	0.00	240,000.00
591582	KEITH HOMESTEAD INTEREST	1,271.25	0.00	1,271.25
591586	ACADEMY BUILDING INTEREST	85,800.00	0.00	85,800.00
Grand Total		1,975,549.68	159,709.73	1,815,839.95