



Town of Bridgewater
Community Preservation Committee

December 19, 2024

6:00 PM

Room 201A

OR

Join Zoom Meeting

<https://us06web.zoom.us/j/85304897858>

Meeting ID: 853 0489 7858

MEETING AGENDA

A. Call to Order

B. Public Hearing

- a)
 - 1. Open Public Hearing
 - 2. Presentation of 5-year CPC Plan
 - 3. Discussion and comments of plan
 - 4. Next Steps
 - 5. Close Public Hearing

C. Chair's Announcements

D. Public Comment

E. Approval of Meeting Minutes

- a) September 25, 2024
- b) October 23, 2024

F. Review of Financial Reports

- a) November 30, 2024

G. Old Business

- a) Applications Received:
 - 1. Hanson's Farm
- b) Project Updates - In Process:
 - 1. Stiles and Hart Improvements

2. Hemlock Drive Windows Replacement
3. Parthenon Frieze

c) Project Updates - Completed Projects

1. Town House
2. Old State Farm Trails
3. Broad Street Properties
4. Summer Street
5. Rebinding of 1894 Death Records Book

d) Samuel Edson Book

e) Potential Projects:

1. Jenny Leonard Park
2. Multi-Functional Fields behind the middle school
3. Basketball Courts - Legion and Scotland Fields
4. Study of Recreational Land Option - Legion and Scotland Fields

H. New Business

- a) Town House Assessment

I. Committee Liaison Reports

J. Upcoming Events

K. Public Comment

L. Next Meeting Date

- a) January 22, 2025

M. Adjournment of Meeting



Town of Bridgewater, Massachusetts

Community Preservation Committee

Community Preservation Committee

Meeting Minutes September 25, 2024

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=63aD-jZcl5w>

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: Janet Hanson, Austin Smith – JM Goldson

B. Chair's Announcements

The chair announced that the town has a new Acting Town Manager, Blythe Robinson, welcoming her to the position. The chair also commented positively on the focus groups for the CPC's 5-year plan that were held by JM Goldson, the release of the related survey, and the upcoming public hearing planned for November 4th, 2024. A \$500,000 PARC grant award for the Summer St. parcel (former Mobil station) was announced.

C. Public Comments

Janet Hanson asked for clarification on where to find the survey online. She also commented on the schematic of the park at the Summer Street property (former Mobil Station), specifically the awning, noting that it doesn't fit the park design.

D. Approval of Meeting Minutes

a) July 24, 2024

Maureen Minasian motioned to accept the July 24, 2024 meeting minutes which was duly seconded. The motion was approved unanimously.

b) August 28, 2024

Carlton Hunt motioned to accept the August 28, 2024 meeting minutes which was duly seconded. The motion was approved unanimously.

E. Financial Reports

a) August 31, 2024

The financials from August 31st were shared and reviewed with the committee.

F. Old Business

a) 5-Year Plan and Annual Public Hearing – presented by Austin Smith (JM Goldson)

1. Public Forum

The public forum will take place virtually at 6:00 PM on November 4th. Austin has provided flyers to share the link. Our task now is to hammer the outreach and provide updates and reminders to ensure good attendance.



Town of Bridgewater, Massachusetts

Community Preservation Committee

2. Update of Project Process

- Survey: The survey is available and will remain open for another few weeks. It can be extended if we see the benefit.
- Focus Groups: The focus groups have wrapped up. There was good attendance and ideas received. A full summary will be presented at the next meeting along with survey results.
- A draft version of plan will be presented at the next CPC meeting without updated goals and priorities as those will be discussed then based on engagement so far.
- Public Forum: The forum will act as an a double check of everything we've heard so far with possibly more public input. This is the end of the organized public engagement.
- After the Forum: The draft plan will be presented and discussed at the November/December meeting resulting in a first revision. The update final revision will be presented at the January meeting.

3. Outreach for Forum

Beef up outreach 2 weeks prior to forum. Flyers will be provided to share. An outreach checklist was discussed. An EventBrite page has been created with a link to zoom and an 'add to calendar' option. A challenge was made for each CPC member to personally invite to the forum. Short videos are also helpful.

b) Applications Received

1. Hanson's Farm

An MVP grant has been received with the Town needing to put up 10% of award. A revised application will be forthcoming. Negotiations for acquisition and the development rights are ongoing.

c) Project Updates – Active projects

1. Stiles and Hart Improvement

A resident interested in donating a park bench contacted the CPC Chair and was referred to the Town's Park Steward, John Hart. There is still an issue with a landlocked parcel which is delaying completion of one of the final paths. A punch list is being developed. Work is nearing completion with an expected completion date in the spring.

2. Hemlock Drive Windows Replacement

Carlton reported that the Grant Agreement has been signed by the CPC, Town Manager and Director of the Housing Authority and that he had met with the Director to review the project and CPC requirements. The scope of the project will remain the same as another grant was awarded to the Housing Authority which enables more repairs without affecting CPC scope and funds. A bid will be put out for the project and the work will commence in the spring. A schedule will be developed for Carlton to monitor the project.

3. Parthenon Frieze

Carlton conveyed an invoice from Caproni Collection was received in May 2024 but had not been paid. The invoice will be resubmitted for payment from the CPC's Parthenon Frieze Account. After payment, \$5,475 will be available for frieze casts transportation to Bridgewater and installation. Scheduling the installation has been delayed due to early voting.

4. Rebinding of Records Book

The award letter is complete and is pending the Acting Town Manager's signature.

d) Project Updates – Completed Projects waiting for final reports.

Town House, Old State Farm Trails, Broad Street Properties, and Summer Street taking. Remaining balances will closed once the final reports are accepted



Town of Bridgewater, Massachusetts

Community Preservation Committee

Carlton relayed that Town Councilor McGrath had asked that he meet with her and the CED Director to discuss the Town House which he thinks may result in ideas for restoration and possibly a request for CPC funding.

e) Samuel Edson Book

The chair reported that she had requested Richard Thurber send us the book per the motion at the August meeting and was waiting for a response.

f) Potential New Projects:

1. Jenny Leonard Park

A playground is being considered for the park.

2. Multi-functional fields behind middle school

The fields are being reviewed by town officials in collaboration with the school committee. Carlton expressed concerns including a long term use agreement and maintenance. Pat reported on discussions that have taken place.

3. Basketball Courts

Scotland field and Legion field courts are in disrepair and are being considered for funding from CPC.

4. Usage study for recreational facilities.

5. A town-wide recreational and open space study.

g) Website Update

1. The website has been updated by Josh with active projects. Additional changes are planned.
2. Efforts are underway to document project progress from eligibility to final reports on the website.

G. New Business

None

H. Committee Liaison Reports

Parks and Recreation

No additional updates beyond potential new projects discussed.

Open Space

A ribbon cutting is being planned for Wyman's Meadow on October 5th. Park will be renamed.

Historical District Commission

No updates.

Planning Board

No updates.

Historical Commission

No updates.

Conservation Commission

They are having a meeting tomorrow. They are awaiting the arrival of a new Conservation Agent. In the meantime, only smaller projects are being handled and larger ones are being continued. The Agent will be shared with another town.

I. Upcoming Events



Town of Bridgewater, Massachusetts

Community Preservation Committee

Public Forum on November 4th at 6:00.

J. Public Comments – none.

K. Next Meeting

The next meeting will be held on October 23 at 6:30 p.m. Discussion took place on virtual vs. hybrid vs in-person. Response was mixed.

L. Adjournment of Meeting

Carlton Hunt motioned to adjourn the meeting at 8:07 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

Meeting Minutes
October 23, 2024

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://youtu.be/w2ei1nY_vvU

A. Call to Order

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

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

Members Absent: Stacey Driscoll, Maureen Minasian

Guests: Jennifer Goldson – JM Goldson, Austin Smith – JM Goldson

B. Chair's Announcements

The chair:

- Thanked the roughly 180 people who returned surveys for the CPA 5-year plan outreach.
- Reported that there are two grants noted in the Coalition newsletter: 1) a grant to assist with open space and recreation plans and acquisition – deadline is April 11, 2025. The Open Space Committee and Park and Recreation Commission will be encouraged to look into this.; 2) a grant for historic preservation to restore exteriors, assist with fire detection, electrical needs – deadline November 1, 2024.
- Encouraged all members to subscribe to and to read the Coalition newsletters which are a wealth of information.

C. Public Comments – None.

D. Approval of Meeting Minutes

a) September 25, 2024

The minutes will be reviewed and voted on at the December meeting.

E. Financial Reports

a) September 30, 2024

The financials from September 30th were shared and reviewed with the committee. The CPC is ahead of the budgeted amount as of now with the first quarter of real estate taxes being 29% of that line item..

F. Old Business

a) 5-Year CPC Plan

1. Austin Smith reviewed survey results, guiding principles, goals and recommendations from 2020 plan and how they would transition to the new plan with potential changes and priorities, the draft plan



Town of Bridgewater, Massachusetts

Community Preservation Committee

template, and the next steps to the final plan. The first draft will be presented to the CPC in December and the final plan will be presented and voted on in January. The CPC will look into printing copies of the final plan.

2. Public Forum

The public forum will be held in person on November 4th.

b) Applications Received

1. Hanson's Farm

A purchase and sale agreement is in place. The town is working on a revised application with updated dollar amounts for the purchase of the land. The terms of the MVP grant is that the town will match 1% of the grant amount.

c) Project Updates – Active projects

1. Stiles and Hart Improvement

Work is nearing completion with an expected completion date in the winter. There is a deadline of December 31st for the grant reimbursement.

2. Hemlock Drive Windows Replacement

The Grant Agreement has been signed by the CPC, Town Manager and Director of Housing Authority.

The scope of the project will remain the same as another grant was awarded to the Housing Authority which enables more repairs without affecting CPC scope and funds. A bid is in process with a start date of the project in the spring is expected.

3. Parthenon Frieze

The installation specifications are being reviewed. Due to the construction costs to strengthen the walls to accommodate the frieze, the Town may be coming back to the CPC for additional funding.

4. Rebinding of Records Book

The rebinding has been completed and a final report is being prepared.

d) Project Updates – Completed Projects

1. Town House

The report is being finalized.

2. Old State Farm Trails

The report is being finalized.

3. Broad Street Properties

The report is being finalized.

4. Summer Street

The results of the survey are being requested.

e) Samuel Edson Book

The book will be delivered and upon receipt, will then be voted on by the committee to deliver payment.

f) Potential New Projects:

1. Jenny Leonard Park

A playground is being considered for the park.

2. Multi-functional fields behind middle school

The fields are being reviewed by town officials in collaboration with the school committee.

3. Basketball Courts

Scotland field and Legion field courts are in disrepair and are being considered for funding from CPC.

g) Website Update

1. The website has been updated by Josh with active projects. Additional changes are planned.

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

G. New Business



Town of Bridgewater, Massachusetts

Community Preservation Committee

None

H. Committee Liaison Reports

Parks and Recreation

No additional updates.

Open Space

No additional updates.

Historical District Commission

No updates.

Planning Board

No updates.

Historical Commission

No updates.

Conservation Commission

No updates.

L. Adjournment of Meeting

The next meeting will be held on December 19 at 6:00 p.m.

Adjourn – The meeting was adjourned at 8:43 p.m.

Carlton Hunt motioned to adjourn the meeting at 8:43 p.m., which was duly seconded. The motion was approved unanimously.

Submitted by: Joshua McGraw

Town of Bridgewater CPC Reporting 11/30/2024 Revenue Budget to Actual				
Group 4				
Object	Description	FY2025 Budget Amount	FY2025 Actuals	FY2025 Available
412000	REAL ESTATE SURCHARGE	875,000.00	489,013.20	385,986.80
414200	TAX LIENS REDEEMED-TAX TITLE PAYMTS	0.00	1,181.49	(1,181.49)
417001	PENALTIES & INTEREST TAXES	0.00	649.57	(649.57)
468004	STATE REVENUE-CPA MATCH	100,000.00	170,429.00	(70,429.00)
482000	EARNINGS ON INVESTMENT	0.00	63,155.55	(63,155.55)
Grand Total		975,000.00	724,428.81	250,571.19

Town of Bridgewater CPC Reporting 11/30/2024 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 11/30/2024 Expense Budget to Actual					
Group 5					
Object	Description	ORIGINAL PROJ BUDGET	FY2025 Budget Amount	FY2025 Actuals	FY2025 Available
0.573000	ADMINISTRATIVE EXPENSES-DUES		3,500.00	3,500.00	0.00
530000	**ADMIN EXPENSES -FY24 SPENT		35,225.00	23,832.00	11,393.00
530000	**ADMIN EXPENSES -FY25 SPENT		45,250.00	0.00	45,250.00
558016	**O-FY24-046 REBINDING RECORDS	3,000.00	3,000.00	3,000.00	0.00
581002	**O-FY24-008 BROAD ST 2-LOTS	340,000.00	36,400.00	0.00	36,400.00
582004	**O-FY23-039 BHA WINDOW PROJECT	363,000.00	363,000.00	0.00	363,000.00
582006	**O-FY23-026 TOWN HOUSE ROOF PROJECT	82,500.00	9,775.43	0.00	9,775.43
584001	**O-FY23-051 PARTHENON FRIEZE RESTORAT	18,000.00	14,235.00	8,760.00	5,475.00
584010	**O-FY22-074 STILES&HART IMPRVMT	1,300,000.00	1,091,093.07	356,963.80	734,129.27
591082	KEITH HOMESTEAD (Matures 2026)		47,000.00	47,000.00	0.00
591086	ACADEMY BUILDING (Matures 2036)		240,000.00	0.00	240,000.00
591582	KEITH HOMESTEAD INTEREST		1,271.25	900.00	371.25
591586	ACADEMY BUILDING INTEREST		85,800.00	42,900.00	42,900.00
Grand Total			1,975,549.75	486,855.80	1,488,693.95