



# Town of Bridgewater, Massachusetts

## Community Preservation Committee

Agenda  
May 15, 2008

### Community Preservation Committee

Dan Buron  
Recreation Commission

Peter Colombotos,  
Vice Chair/Secretary  
Master Plan Implementation  
Committee

Robert Iafrate  
Planning Board

Marilee Kenney Hunt, Chair  
Citizen at large

Rick Kranes  
Open Space Committee

David Moore  
Housing Partnership

Jim Tebou  
Conservation Commission

Bob Vazza, Treasurer  
Housing Authority

Robert Wood  
Historical Commission

Welcome/ Introduction of guests and Committee

Approval of Minutes from 5-5-08

Treasurer's Report

Pay raise of .47 for administrative support services (Laurie)

Summary of Annual Town Meeting re: CPA (**Attachment 2**)

Retention of Sharon as the CPA Liaison paid out of admin

Announcements: BOS-CPC Liaison; Attendees at Babson Housing Institute 6-12 & 13; Wareham Program on Housing 5-29 (**Attachment 1**); Amicus Brief on Newton Recreation Issue (electronic Attachment); Affordable Housing Guidebook (electronic Attachment); Presentation of the NCA 4 Building Study, June 4<sup>th</sup>

Process Chart for FY'09 (**Attachment 3**)

FY'09 draft Application (electronic Attachment) for discussion at the next meeting

Date for final NCA presentation to the Town

Publicity

Cable 9

Other

Discussion with guests (interactive participation among Committee members and invited guests is encouraged)

Community Preservation Coalition.....Kathy Roth

CPA Accounts

Creating the warrant (DOR Bulletin 2003-04B)

Reserve Accounts

Budgeted Reserves

Proposal Criteria

Determining what is "fundable"

Allowable uses chart

Caution about threshold for ADA compliance (30% rule)

Funding non-governmental entities

Procurement regs opinion (**Attachment 4**)

Showing public benefit

Preservation/deed restrictions

Other

# Town of Bridgewater, Massachusetts

## Community Preservation Committee

Attachment 1

You are invited  
to a regional workshop

### CPA & Affordable Housing

Thursday

**May 29**

**6:30 p.m.**

Town Hall, Cafeteria, Basement Level

54 Marion Road, Wareham

*Refreshments Provided*

Presenters:

Connie Kruger, Massachusetts Housing Partnership (MHP)

and

Karen Sunnarborg, Housing Consultant

Ms. Kruger and Ms. Sunnarborg will be presenting information from the recently published *CPA & Affordable Housing: A Guidebook on How Cities and Towns can Use CPA Funds to Support Local Housing Efforts*. Attendees will each receive a copy of the Guidebook.



Hear about successful examples of local CPA funded housing initiatives and learn how to be more effective in using the Community Preservation Act (CPA) to create and preserve affordable housing in your community.

The workshop is hosted by the Wareham Community Preservation Committee.

For more information contact: Marilyn Whalley, Director of Wareham Community & Economic Development Authority, 508-291-3100 x 3173 , [mwahlley@wareham.ma.us](mailto:mwahlley@wareham.ma.us) or Connie Kruger, MHP Senior Program Manager, 617-330-9944 ext. 281, [ckruger@mhp.net](mailto:ckruger@mhp.net), or Nancy Miller, Wareham CPC Chair at 508 291-1635



# Town of Bridgewater, Massachusetts

## Community Preservation Committee

**Attachment 2**

### Community Preservation Committee

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Historical Commission

Warrant Article Language for Article #5  
Bridgewater Annual Town Meeting  
April 5, 2008

**ARTICLE 5.** To act on the report of the Community Preservation Committee on the fiscal year 2009 Community Preservation budget and to appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, or take any other action relative thereto.

### Proposed Fiscal Year 2009 Community Preservation Budget

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from fiscal year 2009 Community Preservation fund revenues, unless otherwise specified, for fiscal year 2009 Community Preservation purposes with each item considered a separate appropriation:

#### Appropriations

- 1.) \$35,750.00 Administrative Expenses
- 2.) \$13,000.00 To the Natural Resources Trust of Bridgewater to complete definitive, fine-tuned design plans for the bridge structure at the Town River Landing. – Account #11-172-1730-5890
- 3.) \$27,000.00 to the First Parish Unitarian Universalist Church of Bridgewater for the restoration of exterior doors and shutters. Account #11-172-1731-5247
- 4.) \$35,000.00 to the Town of Bridgewater to bind, preserve and restore vital town records from 1656 to 1956. Account #11-172-1733-5412
- 5.) \$20,000.00 to the Town of Bridgewater for a consultant to prepare all applications for the nomination of the Bridgewater Historic District and the McElwain School for the state historical register. Account #11-172-1734-5329
- 6.) \$15,000.00 to the Town of Bridgewater to assure compliance of the first floor restrooms with the American with Disabilities Act and the Massachusetts Rehabilitation Act and to make improvements to the handicapped accessible ramp at the Academy Building. Account #11-172-1740-5419

\$145,750

#### Reserve Appropriations for:

Open Space	\$ 71,500.
Historic Resources	71,500.
Community Housing	<u>71,500.</u>
	\$ 214,500.

Article submitted by the Board of Selectmen on behalf of the Community Preservation Committee

# Town of Bridgewater, Massachusetts

## Community Preservation Committee

Attachment 3

### DRAFT

#### **Bridgewater Community Preservation Committee Process Time Line July 1, 2008 through June 30, 2009**

To all potential grantees: The Bridgewater Community Preservation Committee (CPC), through its administrative funds, offers potential grantees the services of Sharon Travers Gay from STG Consulting to assist in determining eligibility and making application for CPA funding. Please contact her immediately upon considering a CPA application. Ms. Travers-Gay may be reached by phone at (508) 759-1294 or by e-mail at [stgconsrv@capecod.net](mailto:stgconsrv@capecod.net).

In FY 2009, the CPA will accept applications for funding twice: once in August, 2008 and again in February 2009. A mandatory pre-application will be submitted and the CPC will respond with a letter explaining the application's eligibility and individual application requirements.

The timing of CPA fund appropriations follows a specific, non-negotiable process: After a successful grant proposal process (described below), the CPC will recommend a project to the legislative body (the Town Meeting) for appropriation. **Grant funds are not available for use immediately after approval at Town Meeting.** Rather, grantees must await the Attorney General's (AG) certification of the Town Meeting and the Department of Revenue's (DOR) approval of the CPC recommendation. Thus, CPA allocations approved at the Fall Town Meeting in November, will become available for use around March of the following year. Those allocations approved at the Spring Town Meeting, will become available for use around September of that same year. The actual date for fund availability will depend upon the date of Town Meeting adjournment, the filing of the Town Meeting by the Town Clerk with the AG and the DOR and the return of those certifications to the town.

CPA tentative schedule for 2009 applications:

**Fall Town Meeting Appropriations**—The CPC recommends that any grantees who will be seeking Massachusetts Historical or other such funding that requires a match during the 2009 calendar year, apply for funding in this cycle:

**Thursday July 10, 2008 by 5 PM** —Pre-applications due to the CPC by e-mail ([marilee@thehunts.org](mailto:marilee@thehunts.org))

Thursday July 17, 2008—Review of pre-applications by the CPC

Friday July 25—Letter of eligibility returned to pre-applicants by CPC

# Town of Bridgewater, Massachusetts

## Community Preservation Committee

### Attachment 3, page 2

**Thursday September 11, 2008 by 5 PM**—Full proposals due to the CPC. One original, 9 hard copies and one electronic copy via e-mail ([marilee@thehunts.org](mailto:marilee@thehunts.org))

Thursday September 18, 2008—CPC first review of proposals

*Thursday October 2, 2008—Tentative meeting of CPC with grantees*

Thursday October 16, 2008—Final meeting of CPC to make appropriation recommendations

Friday October 17, 2008—CPC recommendations to the BOS

Monday November 3, 2008—Town Meeting vote on CPC recommendations

### **Spring Town Meeting Appropriations**

**Thursday December 11, 2008 by 5 PM**—Pre-applications due to the CPC by e-mail ([marilee@thehunts.org](mailto:marilee@thehunts.org))

Thursday December 18, 2008—Review of pre-applications by the CPC

Monday December 29, 2008—Letter of eligibility returned to pre-applicants by CPC

**Thursday January 29, 2009 by 5 PM**—Full proposals due to the CPC. One original, 9 hard copies and one electronic copy via e-mail ([marilee@thehunts.org](mailto:marilee@thehunts.org))

Thursday February 19, 2009—CPC meeting for initial proposal review

Thursday March 19, 2009—CPC meeting for grantee interviews

Thursday April 16, 2009—CPC final meeting to make appropriation recommendations

Friday April 17, 2009—CPC recommendations to the BOS

Monday May 4, 2009—Town Meeting vote on CPC recommendations  
(approved appropriations will be available for use around September 2009)

# Town of Bridgewater, Massachusetts

## Community Preservation Committee

### Attachment 4

From Stuart Saginor, Executive Director of the Community Preservation Commission after an inquiry to various procurement officers.....

One town administrator on the Cape wrote to us:

"....We do not have a written opinion on this from town counsel but I have discussed these issues with Brian O'Donnell from the Attorney General's Office. My understanding is as follows. Relative to procurement requirements associated with projects funded by the Community Preservation Act, where the recipient of CPA funds is a municipal agency or a political subdivision of the Commonwealth (e.g. Housing Authority) the relevant state procurement rules do apply. (I.e. MGL C. 149 and prevailing wage rates for building construction, MGL C. 30 sec. 39M for "horizontal" construction, or MGL C. 30b for goods and services.) **Where the recipient of CPA funds is a private entity (e.g. a non-profit group) AND the Town does not control the project**, state procurement rules DO NOT apply to the private entity expending the funds. I would note that it may be difficult to determine whether or not the Town controls the project in some cases such as buildings leased by private entities on Town-owned land. In such cases, contacting the AG Office in advance is advisable...."