

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

Agenda

January 25, 2023

6:30p.m.

Virtual Meeting

Disclosure: Pursuant to Section 20 of Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, this meeting of the Community Preservation Committee for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. There will be no in person attendance permitted. Citizens who wish to tune in to the meeting may do so via Zoom

<https://us06web.zoom.us/j/83879207349> or

Call In:

1-646-876-9923

Meeting ID: 838 7920 7349

Call to Order

Chair's Announcements

Public Comments

Approval of Minutes – December 28, 2022

Review of Financial Report – as of December 31, 2022

- a) Receipt of surplus funds – This represents an additional \$67,485 for a total of \$317,103 state distribution, a match of 38.51%, for Bridgewater.
- b) Payment of invoice for Coalition membership dues.

Old Business

1. Applications Received:

- a) Broad Street Properties purchase – vote.
- b) Central Square Congregational Church – Phases 2 and 3.

2. Funded Projects Update:

- a) Library Archival and Digitization Project – nearing completion – invoice pending delivery of parts.
- b) Stiles and Hart Parkland Improvements – in process.
- c) Central Square Congregational Church historic restoration – deed restriction and grant agreement - in process.
- d) Pickle Ball Courts – awaiting final report and verification of invoices paid.
- e) Memorial Building – nearing completion.
- f) McElwain School – nearing completion.
- g) Taking of Summer Street (Mobil station) property – approved by Town Council 1/10/23 – award letter in process.
- h) Hemlock Drive Windows and Door Replacement - approved by Town Council 1/10/23 – award letter in process.

3. Eligibility Forms Approved, Awaiting Applications:

- (a) Hanson's Farm – survey completed, final boundaries pending, conservation restriction in process.
- (b) Methodist Church – historic restoration - pending.

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4. Administrative Account Updates:
 - (a) Jennings Hill Cemetery study - restoration of gravestones.
 - (b) Senior Center design study - recreation areas, trails, and community gardens – Public sessions have been held to gather input; final plan in process.

5. Completion of Documents:
 - (a) Policies and Procedures
 - (b) Award Letter and Grant Agreements.

6. Other Old Business.

New Business:

1. Eligibility Form – Parthenon Friezes.

2. Other New Business.

Committee Representative Input.

Public Comments.

Next Meeting – February 25, 2023, at 6:30 PM – venue TBA.

Adjourn.

Town of Bridgewater, Massachusetts

Community Preservation Committee

Meeting Minutes December 28, 2022

Special Note: A recording of this meeting can be viewed on the Town of Bridgewater's YouTube page using the following link: <https://www.youtube.com/watch?v=vBQfoOu18qw>

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

Members Present: Gina Guasconi, Carlton Hunt, Harry Bailey Jr., Stacy Driscoll, Patrick Driscoll, and Geoff Merriman.

Members Absent: Maureen Minasian and William Smith

Guests Present: Town Manager Michael Dutton, Kitty Doherty, and Janet Hanson (7:08)

Chair's Announcements

Gina Guasconi noted that the Town has hired a new Community and Economic Development Director, Robert Rulli, to replace Jennifer Burke. Mr. Rulli will be starting the second week of January.

The Chair asked that a motion to take Broad Street Properties out of order.

Carlton Hunt made the motion which was duly seconded by Harry Bailey. The motion was approved with of a vote of 6 yea.

Broad Street Properties Purchase

The Chair noted that this has been changed from a purchase to an eminent domain taking due to the length of the process involved.

Patrick Driscoll noted that he went to the site and asked if engineering has been done, have wetlands been delineated, and are we sure that we can do what we want to do with the land.

Town Manager Dutton replied that the Town's engineer and environmental ___ had walked the site. They have the wetlands line and the lot is buildable. He also noted that they (the Town) wanted to secure it, possibly developing it into parking but has no specific notion yet.

Patrick Driscoll asked about bonding the purchase if necessary and that he would like to see that wetland report and bond calculation done for next meeting.

Carlton Hunt made a motion to postpone the decision on this application until the questions are answered at the January 25, 2023 meeting. The motion was duly seconded by Patrick Driscoll. The motion was approved with a vote of 6 yea.

Potential Prison Trails

The Chair requested that the Potential Prison Trails be taken out of order.

Gina Guasconi made a motion to take the Prison Trail Project out of order which was duly seconded by Patrick Driscoll. The motion was approved with a vote of 6 yea.

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Gina Guasconi noted that an email was sent to the member on 12/16/22 with the application. However, it was not part of the packet due to an oversight on her part.

A preliminary question was asked to Town Manager Dutton if he or the NRTB (Natural Resources Trust of Bridgewater) should be signing the application. Mr. Dutton noted that this is a project on Town property and it is appropriate for the Town Manager to sign although the project being driven by the NRTB, local non-profit organization. The Town will hold a trail easement given by the State Department of Correction in return for the Town hosting State's second fire academy on DOC property.

Carlton Hunt asked if it would require a conservation restriction and if yes who would hold the restriction. Kitty Doherty noted that the Town Conservation Commission would hold the restriction. Also, Harry Bailey noted that the Conservation Commission holds all restrictions and although this item has not been discussed yet by the Conservation Commission, it is on their next agenda.

Kitty Doherty provided a timeline history of the project, noting that the first phase was done 3 years ago to donate the land to the Town. The NRTB notified in late November that all was clear with the land. This is the second out of five phases. She also explained the amounts of this phase which is for the surveying of the land (\$65k total cost, \$40k requested from CPC, \$15k from NRTB fundraising (Taunton River Wild and Scenic Stewardship), and \$10k from a private family philanthropy grant. According to Ms. Doherty, time is of essence with this CPC request as the NRTB is planning to apply for a grant from Mass Trails which is due February 1, 2023, and they must show that the Town has ownership of the land prior to applying.

In answer to other questions, Ms. Doherty said the NRTB is a 501(3)(c) non-profit, noted officers/members (Peter Dangoia, Treasurer, Peter Fuller, Vice President, James Hayes Boyhanon, President, and herself as member), and that monies for projects come from grants and donations.

Carlton Hunt suggested postponing this item until January meeting. Patrick Driscoll noted that this was a great project in many ways with value to the Town and should be voted on.

Patrick Driscoll made a motion to recommend the \$40,000 for the survey, which was duly seconded by Harry Bailey. The motion as approved with a vote of 5 yea and 1 nay (Carlton Hunt).

Patrick Driscoll then made a motion to take the \$40,000 out of account number 359000, Undesignated Funds, which was duly seconded by Stacy Driscoll and Carlton Hunt. The motion was approved with a vote of 6 yea.

The meeting then returned to the order of items on the agenda.

Public Comment - None

Approval of Minutes - November 30, 2022

Carlton Hunt motioned to approve the November 30, 2022, meeting minutes which was duly seconded by Stacy Driscoll. The motion was approved with a vote of 5 yea and 1 abstention (Harry Bailey)

Review of Financial Reports – as of November 30, 2022

Carlton Hunt gave a brief review of the CPA financials as of November 30, 2022.

Budget Discussion

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Carlton Hunt gave a presentation updating on the state of the budget, noting that the Administrative line may have a shortfall this fiscal year. The Chair noted that FY22 invoices were not encumbered and would have to come from FY23 if completed prior to June 30. She also stated why prior surveys were voted from the Admin account while tonight's vote for the survey for the Prison Trails was voted from Undesignated Funds.

Old Business

Applications Received

Broad Street Properties purchase – covered out of order at the start of the meeting.

Central Square Congregational Church – Phase 2 and 3 still on hold.

Funded Project Updates: The Chair provided updates as below.

Library Archival and Digitization Project - JAlmost complete, one invoice being held – issue with delivery of part.

Stiles and Hart Parkland Improvements - In process – pending completion of wetlands delineation and Conservation Committee certification.

Central Square Congregational Church historic restoration - Deed restriction and grant agreement - in process.

Pickle Ball Courts - Awaiting final report and verification of invoices paid.

Memorial Building - Nearing completion, the Chair will check with the Town Manager for a walk through.

McElwain School – Nearing completion, looks great – tour date is January 4th, 12-1.

Project recommended, pending Town Council approval – The Chair provide updates as below.

Taking of Summer Street property - Town Council referred the actual taking to advertising at their 12/20/22 meeting. The taking and CPC recommendation will be voted on at their 1/10/23 meeting.

Hemlock Drive Windows and Door Replacement - Town Council referred to Budget & Finance and the Finance Committee at their 12/20/22 meeting. The CPC recommendation will be voted on at their 1/10/23 meeting.

Carlton mentioned there may be questions by the Council on both of these recommendations and reminded the CPC that the Council can accept, deny, or lessen the CPC recommendations.

Eligibility Forms Approved, Awaiting Applications – The Chair provided updates as below.

Hanson's Farm - Survey is completed, final boundaries pending, conservation restriction in process. David Hanson noted that they need to engineer the buildings out of the survey, a process they hope to start in January.

Methodist Church Historic restoration – Pending.

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Administrative Account Update

Gina Guasconi gave the following updates:

Jennings Hill Cemetery Study – Restoration of Gravestones

Trying to get in touch with someone regarding the proper cleaning of gravestones.

Senior Center Design Study – Recreation Areas, Trails, and Community Gardens

Final plan in process.

Completion of Documents

Gina Guasconi gave the following updates:

Policies and Procedures

A lot of work has been document with the completion of the documents. After a final review by the Chair and Vice Chair, they will be sent to Town Manager and Finance Director for Town's review. Vote of the CPC membership will be required for acceptance.

Award Letter and Grant Agreements

Draft templates were sent to Town Manager and Town Attorney.. Every award given must get an award letter (Town entities) or grant agreement (outside entities).

New Business

Potential Prison Trail project -taken out of order as the second item of the meeting.

Committee Representative Reports

Parks and Recreation

Gina Guasconi noted that the pickle ball accounts need to be straightened out and that the nets have been taken down for the winter.

Conservation Commission

Harry Bailey noted that the next Conservation Commission being is scheduled for January 12, 2023. On their agenda is updating old rules and the Prison Trail Project.

Planning Board

Pat Driscoll reported things are quiet. They do have a public hearing at their next meeting for someone to develop the Napa building on Broad Street.

Public Comment - None

Next Meeting Date/Time – January 25, 2023 at 6:30 p.m.

Harry Bailey made a motion to adjourn, which was duly seconded by Carlton Hunt. The motion was approved with a vote of 6 yea.

Adjourn – the meeting was adjourned at 7:53 PM.

Meeting minutes submitted by: Debbie Ward and Gina Guasconi

Town of Bridgewater CPC Reporting 12/31/2022 Revenue Budget to Actual				
Group 4				
Object	Description	FY2023 Budget Amount	FY2023 Actuals	FY2023 Available
412000	REAL ESTATE SURCHARGE	775,000.00	420,738.31	354,261.69
414200	TAX LIENS REDEEMED-TAX TITLE PAYMTS	0.00	1,320.75	(1,320.75)
417001	PENALTIES & INTEREST TAXES	0.00	721.37	(721.37)
468004	STATE REVENUE-CPA MATCH	250,000.00	249,618.00	382.00
482000	EARNINGS ON INVESTMENT	0.00	28,079.78	(28,079.78)
Grand Total		1,025,000.00	700,478.21	324,521.79

Town of Bridgewater CPC Reporting 12/31/2022 Balance Sheet			
Type	Object	Description	Sum of FY2023 Actuals
Fund Balance .Voted N/A	321500	**FUND BAL-CPA RES FOR CONT APPR	1,809,790.06
Fund Balance Available	324000	FUND BAL-CPA RES FOR EXP	25,900.00
Fund Balance Available	324100	FUND BAL-CPA RES OPEN SPACE	337,127.14
Fund Balance Available	324200	FUND BAL-CPA RES HISTORIC PRES	300,402.56
Fund Balance Available	324300	FUND BAL-CPA RES COMM HOUSNG	411,800.14
Fund Balance Available	359000	UNDESIGNATED FUND BALANCE	1,110,016.33
Grand Total			3,995,036.23

Town of Bridgewater CPC Reporting 12/31/2022 Expense Budget to Actual				
Group 5				
Object	Description	FY2023 Budget Amount	FY2023 Actuals	FY2023 Available
530000	ADMINISTRATIVE EXPENSES	37,000.00	6,794.22	30,205.78
573000	ADMINISTRATIVE EXPENSES - DUES	3,000.00	0.00	3,000.00
582000	**O-FY21-017 CNTRL SQ CONGR CHUR	200,000.00	0.00	200,000.00
582006	**O-FY23-026 TOWN HOUSE ROOF PROJECT	82,500.00	0.00	82,500.00
584000	**O-FY21-037 PICKLE BALL PROJECT	2,980.06	1,000.22	1,979.84
584010	**O-FY22-074 STILES&HART IMPRVMT	1,300,000.00	8,062.50	1,291,937.50
585000	**O-FY22-073 BWPL CONSV/PRESRVAT	89,310.00	20,350.44	68,959.56
589000	**O-FY19-027 MCELWAIN REDEVLPMNT	135,000.00	0.00	135,000.00
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	3,350.00	1,910.00	1,440.00
591586	ACADEMY BUILDING INTEREST	105,000.00	52,500.00	52,500.00
Grand Total		2,245,140.06	137,617.38	2,107,522.68



Project Eligibility Form Community Preservation Committee Bridgewater, MA

Please email this form **to the CPC Chair and Administrative Assistant no later than the third Wednesday of the month for the CPC's review at their regularly scheduled meeting on the fourth Wednesday.** Forms received after this date will be discussed at the following month's meeting.

This form is **OPTIONAL BUT STRONGLY ENCOURAGED** to help determine whether projects are eligible for CPA funding. Please refer to Appendix A in the *Community Preservation Plan* (<https://www.bridgewaterma.org/DocumentCenter/View/2928/Community-Preservation-Committee-Plan>) when filling out this form. Email the form to CPC@BridgewaterMA.org for consideration.

Please use the information in the CPA Eligibility Matrix below to determine if the project may be eligible for CPA funds, paying close attention to the verbs (i.e., purpose) in the left column and the category(s) to which these pertain (top line).

CPA Eligibility Matrix

Category \ Purpose	Open Space	Historic Preservation	Recreation	Housing
Acquire	Y	Y	Y	Y
Create	Y		Y	Y
Preserve	Y	Y	Y	Y
Support				Y
Rehabilitate and/or Restore	If acquired or created using CPA funds	Y	(as of 2012)	If acquired or created using CPA funds

Chart adapted from "Recent Developments in Municipal Law," Massachusetts Department of Revenue, October 2012

Project Name: Parthanon Frieze Restoration and Placement

Project Address: Academy Building, 66 Central Square, Bridgewater

Project Sponsor/Organization: ad hoc Town House Restoration Committee

Check One: Town Committee/Department Public Charity/Non-Profit Private Group/Individual

Project Description: *(Note the project must demonstrate a public benefit.)*

On or about 1912 the McElwains donated 5, plaster cast, Parthenon friezes to the new McElwain School. When removed from the school after decades and "given to the Town" they were stored in the Academy Building upstairs. When the Academy was evacuated, they were put in a storage unit ~2016 when they were removed to the old Town Hall. The friezes are not covered, padded or otherwise protected in their storage in the Town Hall. The lead paint is peeling and one panel has sustained significant damage (broken pieces) as they are moved around. The ad hoc Town House Restoration Committee chair has contacted Caproni Collection in Woburn the likely manufacturer of the original friezes. Caproni has identified the friezes by name. To restore the 5 panels, transport, repaint, then mount them in the Academy Building will cost between \$12 and \$17,000. These are valuable, historical gifts from perhaps the most famous Bridgewater residents. Please help us save them.

Estimated Project Cost: \$17,000 Estimated CPA Contribution: \$17,000

Submission Date: January 17, 2023 Project Contact Person/Title: Marilee Kenney Hunt

Telephone: 508-697-0921 Or 508-562-2896 Email: mkhunt@bridgewaterma.org

Signature:  Submission Date: January 17, 2023

Supporting Organization(s)/Person(s):

Organization/Name/ Position: Historic Commission (David Moore), Historical District Commission (William Smith) Jed Phillips (Library Director), Jay Block (Director Wallace Anderson Gallery BSU)

Telephone: _____ Email: will secure with the application

Signature _____ Date _____

For CPC Use Only. Do not write below this line.

CPA Program Area (check all that apply):

Open Space Historic Preservation Community Housing Recreation

Project Purpose (check all that apply) (Refer to CPA eligibility matrix for guidance):

Acquire Create Preserve Support Rehabilitate/Restore

CPC Determination:

Eligible Potentially Eligible Not Eligible More Information Needed

Signature CPC Chair Date: _____