

# Town of Bridgewater, Massachusetts

## Community Preservation Committee

### Community Preservation Committee

Gina Guasconi, Chair  
Recreation Commission

Carlton Hunt, Vice-Chair  
Citizen at Large

Kevin Mandeville  
Open Space Committee

Housing Authority

Jean Guarino:  
Planning Board

Harry Bailey, Jr.,  
Conservation Commission

Stephen Rogan  
Historical Commission

William Smith  
Historic District Commission

Affordable Housing Trust

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### Agenda

January 26, 2022

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 or Facebook Live.

**Link to join meeting:** <https://us06web.zoom.us/j/83552721247>

**Call In:**

1-646-876-9923

**Meeting ID: 835 527 212 47**

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**Call to order – 6:30PM**

#### Chair's Announcements

- CPC Anticipated Income from State
- Other Chair Announcements

#### Citizen Open Forum

#### Approval of Minutes

- 12/8/2021

#### Review of Financial Reports

- November 2021 Financial Reports
- FY23 Budget

#### Old Business

- Funded Project Updates:
  - Central Square Congregational Church
  - Memorial Building
  - Pickle Ball Courts
  - McElwain School
- Anticipated Projects – eligibility forms approved, applications not received
  - Mobil Station
  - Library Archival Project
  - Hanson's Farm
  - Toole Property

- Documents Update:

# Town of Bridgewater, Massachusetts

## Community Preservation Committee

- Policies and Procedures
  - Addition of sections for “Communication and Support” and “Bonding.” See Attachments 1 and 2
- Application and Application Instructions – Complete and being posted on the Town’s CPC webpage
- Other Old Business

### **New Business**

- Member Appointments
- Coalition Dues
- Annual Public Hearing
- Other New Business

### **Committee Liaison Reports**

### **Upcoming Events**

### **Public Comment**

**Next Meeting Date/Time – February 23, 2022, at 6:30 p.m.**

### **Adjourn**

Attachment 1:

**A. Communication and Technical Support**

CPC communications are regulated by the Massachusetts Open Meeting Law (<https://www.mass.gov/files/documents/2017/09/25/New%20OML%20Regulations%20%28Clean%20version%29.pdf>; <http://www.mass.gov/service-details/open-meeting-law-training-videos>) and Board and Committee Handbook (<https://www.bridgewaterma.org/DocumentCenter/View/1122/2017-3-Board-and-Committee-Handbook-FINAL?bidId=>).

The Town of Bridgewater provides staff support to the CPC in three ways.

- An Administrative Assistant is assigned to the Committee whose duties include but are not limited to setting up (i.e. reserving in-person meeting locations or virtual connections), posting meetings to the Town Website, distributing documents such as the agenda as prepared by the CPC Chair and Vice Chair, draft minutes, and items for CPC discussion in the public setting, attending CPC meetings, preparing meeting minutes, and posting final minutes on the Town's website and recorded CPC meetings on Bridgewater's YouTube Channel (<https://www.youtube.com/channel/UC9np8ZefAacrUXTTKa7zibQ>) and maintenance of CPC page on the Town's website, and other activities as assigned by the CPC Chair.
- A professional staff liaison is assigned to the CPC. Responsibilities include advising the CPC with respect to the CPC's Community Preservation Act roles, and authorities under MGL, CPA project applications and content (Town and Community entities).
- The Town's Financial Director or designee serves as the CPC treasurer responsible for keeping the CPC apprised of the CPA fiscal status (e.g., monthly, and annual budget and account balances, income, and expenditures, etc.).

Support is also received from the Community Preservation Act Coalition (<https://www.communitypreservation.org/>). The Coalition provides support on all aspects of the CPA law, publishes a monthly newsletter, conducts trainings, and maintains a database of CPA projects statewide. The CPC pays annual dues from its administrative account to the Coalition for this support.

The CPC may be contacted at [cpc@bridgewaterma.org](mailto:cpc@bridgewaterma.org).

Attachment 2:

Bonding

The CPC may recommend bonding a project based on information provided by a CPA Bonding Capacity Analysis and consideration of available funds and future revenues. The CPA Coalition's CPA Bonding Capacity spreadsheet (insert Link to template on the CPC's page on town website) shall be used for all CPA Bonding Capacity analyses. CPA recommended bonds can only be against the Bridgewater's surcharge revenue. As a city, CPA bonding is approved by the Town's legislative body (e.g., ballot approval is not required).

CPA bonding recommendations and orders considered by the City Council will include the term "under the Authority of MGL CH.44b" and include the term of the bond, bonded amount, and miscellaneous costs. multiple funding sources (e.g., existing funds plus bond for balance) for a CPA bond. A two-thirds vote of the legislative body is required to pass a bond order.

The Town may issue bonds combining CPA projects and non-CPA projects in a single bond. Annual debt service payments from the approved CPA account and other accounts are proportionally made. Moreover, the legislative body may decide to fund a CPA annual payment from another source but may not use CPA funds to pay for a bond authorized under another funding source.

If a bond payment for a project is more than 10% of the annual CPA revenue, bond payment count as the 10% requirement for the funding source category.

Project monitoring, oversight, and fiscal control: CPC will receive CPA related financial updates from the Finance Department at regularly scheduled CPC meetings including concerns regarding anticipated revenues against annual budget and expenditures against approved projects.