

TOWN OF BRIDGEWATER

Notice of Posted Meeting to all
Town Departments, Boards and Committees and the General Public:
(as required by Chapter 30 A, M.G.L.)

NAME: Bridgewater Finance Committee
DATE: January 13th, 2020
TIME: 7:00PM
PLACE: 66 Central Square (Municipal Office Building)

Call to Order at 7:00PM

Public Comment

Approval of Meeting Minutes from 11.25.2019 & 1.7.2020

New Business

Orders

- Order O-FY20-038: Contract Ratification - AFSCME
- Order O-FY20-039: Contract Ratification - Library
- Order O-FY20-040: Transfer Order - Funding of AFSCME Contractual Settlement
- Order O-FY20-041: Transfer Order - Funding of Library Contractual Settlement
- Order O-FY20-042: Transfer Order - Funding of Non-Union Employees
- Order O-FY20-044: Acceptance of Non-Recurring Revenue to Capital

Resolutions

- Resolution R-FY20-005: FY2021 Budget Resolution

New Business Discussion

- 2020 initiatives
- Capital Plan – FinCom’s Role
- Review of the Capital Stabilization Policy and current activity
- Review of the Year End reports; General Fund and all four enterprise funds
- Review of revenue and expense of the General Fund and enterprise funds as reported on the December Financial Reports from the Finance Department

Old Business

- Transfer T-2016-006: CPA Transfer Housing Trust

Adjournment of Meeting

RECEIVED
TOWN CLERKS OFFICE
BRIDGEWATER, MA.
2020 JAN -9 A 8:25

TOWN OF BRIDGEWATER

Finance Committee

Eric Langone, Chair
George Haley, Vice Chair
Robert Rees
Nathan Schofield
Michael Mainvielle
Kathleen Blais
Lea Wyatt
Julie Scleparis
William Wood



Joshua McGraw, Staff Assistant
E-Mail: jmcgraw@bridgewaterma.org

Academy Building - 66 Central Square
Bridgewater, MA 02324

Bridgewater Finance Committee (Fin Com) Agenda for the Fin Com Meeting Convening on 1.13.20 at 7:00PM

66 Central Square - Municipal Office Building Bridgewater, MA 02324

Call to Order at 7:00PM

Public Comment

Approval of Meeting Minutes from 11.25.2019 & 1.7.2020

New Business

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- Order O-FY20-038: Contract Ratification - AFSCME
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Old Business

- Transfer T-2016-006: CPA Transfer Housing Trust

Adjournment of Meeting



Bridgewater Town Council

In Town Council, Tuesday, December 3, 2019

Council Order: O-FY20-040

Introduced By: Town Manager
 Date Introduced: December 3, 2019
 First Reading: December 3, 2019
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY20-040

TRANSFER ORDER - FUNDING OF AFSCME CONTRACTUAL SETTLEMENT

ORDERED, pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate and transfer from below schedule Source of Funds to below scheduled of Use of Funds \$57,028.47.

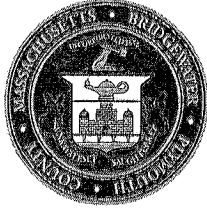
SOURCES OF FUNDING		Amount
0100-322000	OVERLAY SURPLUS	\$ 16,287.91
09145170-517013	FMLA MA TOWN SHARE	\$ 8,732.52
6100-359000	RETAINED EARNINGS	\$ 15,631.40
6200-359000	RETAINED EARNINGS	\$ 16,376.64
		\$ 57,028.47

USES OF FUNDING		FY19 Retro	FY20 Budget Adj	Amount
420 HIGHWAY	SALARIES & WAGES	\$ 11,177.80	\$ 11,978.47	\$ 23,156.27
6100 SEWER	SALARIES & WAGES	\$ 7,691.36	\$ 7,940.04	\$ 15,631.40
6200 WATER	SALARIES & WAGES	\$ 7,543.71	\$ 8,832.93	\$ 16,376.64
630 RECREATION	SALARIES & WAGES	\$ 928.51	\$ 935.65	\$ 1,864.16
				\$ 57,028.47

Explanation:
Funding of AFSCME Union Contract

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, January 7, 2020

Council Order: O-FY20-044

Introduced By: Town Manager

Date Introduced: January 7, 2020

First Reading: January 7, 2020

Second Reading:

Amendments Adopted:

Third Reading:

Date Adopted:

Date Effective:

Order O-FY20-044

ACCEPTANCE OF NON-RECURRING REVENUE TO CAPITAL

WHEREAS: Massachusetts General Laws, Chapter 40, §5B requires the Town Council to accept and authorize the expenditure of revenue sources that are deemed one-time revenue or take any other action relative thereto and

WHEREAS: The Town of Bridgewater has received a payment of \$270,553.79 from the Department of Corrections' FY 2020 budget earmarked for cities and towns hosting correctional facilities.

ORDERED: that the Town Council of Bridgewater, Massachusetts in Town Council assembled to vote to accept payment of \$270,553.79 into the Capital Stabilization Funds to appropriate for future Capital needs

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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TOWN OF BRIDGEWATER

Finance Committee

Eric Langone, Chair
George Haley, Vice Chair
Robert Rees
Nathan T. Schofield
Kathleen Blais
Julie Scleparis
Lea Wyatt
William Wood



Joshua McGraw, Staff Assistant
E-Mail: jmcgraw@bridgewaterma.org

Academy Building - 66 Central Square
Bridgewater, MA 02324

Bridgewater Finance Committee (FinCom) Minutes for the FinCom Meeting that Convened on January 7th, 2020

Meeting called to order as formal session by William Wood (Chairman of the Committee) in accordance with rules governing meetings and quorum filled. Meeting starts at 7:50PM.

Committee Members Present: Nathan Schofield, Kathleen Blais, Julie Scleparis, Lea Wyatt, William Wood

Committee Members Not Present: Eric Langone, George Haley, Robert Rees

Call to Order at 7:50PM

Public Comment

Annual Joint Meeting – 2021 Budget Discussion

General discussion began with the Town Manager addressing the FinCom, School Committee, and Town Council on the FY21 budget progress. The Town Manager detailed several goals that the budget hopes to accomplish such as revenue projections and internally filling service gaps.

Comments from the committees

Derek Swenson – School Board Committee

Budgeting meetings began in October of 2019 and ended in November for planning of the student success plan budget. Once accepted, the finalization of the budget will begin and include help from the school subcommittees along with discussion involving the town and its committees.

William Wood – Finance Committee

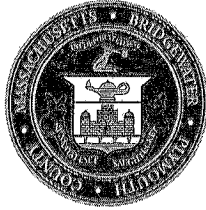
Review and discussion of the year end financials have been requested for the next FinCom meeting scheduled for 1/13/2020. Public safety is one of the objectives that need to be considered with the upcoming budget and the committee will look to further discuss with the Town Manager and Finance Director.

With all business having had formal consideration, the motion is made to adjourn: *The motion to adjourn the current meeting is offered. By unanimous approval of the Committee, the meeting is hereby adjourned. The next meeting will be on January 13, 2020.*

Meeting is hereby adjourned by unanimous consensus of the members in attendance in accordance with rules governing meetings. Meeting adjourns at 8:10PM.

A True Copy Attest,

Joshua McGraw, Staff Assistant of the Committee



Bridgewater Town Council

In Town Council, Tuesday, December 3, 2019

Council Order: O-FY20-038

Introduced By: Town Manager
Date Introduced: December 3, 2019
First Reading: December 3, 2019
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY20-038

CONTRACT RATIFICATION - AFSCME

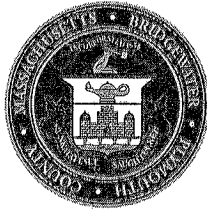
ORDERED, Pursuant to Section 4-2 (15) of the Bridgewater Home Rule Charter, that the Town Council assembled vote to approve the negotiated Memorandum of Agreement covering July 1, 2018 through June 30, 2020 with the AFSCME COUNCIL 93, LOCAL 1700 members.

Explanation:

The Town Manager negotiated an agreement with the AFSCME members. An affirmative vote of the Council will approve the contract as presented. A transfer request will fund the appropriation thereof

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, December 3, 2019

Council Order: O-FY20-041

Introduced By: Town Manager
 Date Introduced: December 3, 2019
 First Reading: December 3, 2019
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY20-041

TRANSFER ORDER - FUNDING OF LIBRARY CONTRACTUAL SETTLEMENT

ORDERED, pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate and transfer from below schedule Source of Funds to below schedule of Use of Funds \$27,753.51

SOURCES OF FUNDING		Amount
09145170-517013	FMLA MA TOWN SHARE	\$ 27,753.51
		\$ 27,753.51

USES OF FUNDING		FY19 Retro	FY20 Budget Adj	Amount
0610 LIBRARY	SALARIES & WAGES	\$ 7,765.59	\$ 17,187.92	\$ 24,953.51
0610 LIBRARY	SALARIES & WAGES - LONGEVITY	\$ 1,400.00	\$ 1,400.00	\$ 2,800.00
				\$ 27,753.51

Explanation:
Funding of Settlement of Library Union Contract

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•



Bridgewater Town Council

In Town Council, Tuesday November 5, 2019

Council Resolution: R-FY20-005

Proposed Amendments
(B&F Committee
12/17/19)

Introduced By: Councilors William Wood and Dennis Gallagher
Date Introduced: November 5, 2019
First Reading: November 5, 2019
Second Reading:
Amendments Adopted:
Date Adopted:
Effective Date:

Resolution R-FY20-005

BRIDGEWATER'S FY 2021 BUDGET POLICY GUIDELINES

WHEREAS: A methodical and disciplined approach to the operating budget is warranted.

RESOLVED: Pursuant to establishing guidelines and priorities for the Town Manager to develop the Annual Budget, the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to adopt the following Policy Guidelines for the Town Manager to use in creating the FY 2021 Budget:

The Town Council is adopting these budget policy guidelines pursuant to Section 6-1 of the Bridgewater Home Rule Charter. Based on these guidelines, the Town Manager will develop budgetary goals and the Town Budget for Fiscal Year 2021.

Introduction

The following financial principles set forth the framework for our overall fiscal planning and management of the Town of Bridgewater's resources and are designed to ensure the Town's sound financial condition, now and in the future.

Sound Financial Condition is defined as:

- Cash Solvency - the ability to pay bills in a timely fashion
- Budgetary Solvency - the ability to annually balance the budget
- Long Term Solvency - the ability to pay for future costs
- Service Level Solvency - the ability to provide needed and desired services
- Reserve Solvency – the ability to adapt and respond to economic conditions
- Bond Rating-AA

To this end we will adhere to the following financial policies.

Financial Policies and Guidelines:

The Town will adopt their Multi-Year forecast for fiscal years 2019-2023, prior to the submission of the FY Town Managers FY 2021 Budget. This will give the Town, a broader more forwarding looking perspective to better understand the budgetary cost drivers and our revenue capacity.

- Cost drivers outpacing our revenue capacity determines our ability to deliver town services into the future.
- Projecting forward allows us to foresee where a structural deficit may exist - structural deficit: where the towns cost drivers increase at a pace which exceeds our revenue growth.

These are a valuable component of sound long-term financial estimating practices.

The Town will maintain the historical data and a clear chronology of the budgeted to actual estimates and results. **The following guidelines will be applied in preparing the FY 2021 Budget.**

1. The town will avoid budgetary practices that balance current expenditures at the expense of meeting future year's expenses, **such as postponing maintenance and upkeep of our facilities and equipment.**
2. Recurring operating costs will be funded by recurring sources of revenue. In addition, to budget prudently and plan for contingencies the town sets the following **reserve objectives for FY 2021:**
 - a. **Unreserved Fund Balance** (free cash) for FY 2021 (07/01/2020) will be targeted at **1,751.25% of the 2021** operating budget and used only for one-time expenditures such as capital improvements, capital equipment, unexpected or extraordinary expenses such as unbudgeted snow and ice removal expenses and/or to meet the stabilization reserve policy objectives.
 - b. The Town will maintain a **Stabilization Fund** as its main financial reserve in the event of an emergency, unforeseen circumstances or an extraordinary need. It shall be the goal of the town to achieve and maintain a balance in the Stabillzation Fund equal to **10% of its operating budget.**
3. **Revenue:** Our Revenue objectives will address the need for diversification and stabilization, revenue estimating, user fee methodology and taxes.
 - a. Revenue Estimating: the revenues will be estimated conservatively, using an objective analytical approach. The goal is to predict revenues as accurately as possible while erring on the side of caution, for FY 2021 we set the projected revenue surplus to be **1,751.25%** of the 2021 operating budget. Methodologies established that best fit the accuracy of forecasting, different methods for different revenue types: **Property Tax, Local Aid, Local Receipts, and Other Available Funds.**
4. **Expenditures:**
 - a. The budget should consider impact of fixed costs including health insurance, retirement, sick leave buyback, transportation, COLA adjustments/Contractual Step Increases, and other costs and should be treated on a consistent basis with all departments for comparison purposes. **These cost drivers must not outpace our projected revenue growth.**
 - b. Maintenance of Capital Assets: The Town will maintain capital assets and infrastructure at a sufficient level to protect the Town's investment, minimize future replacement and maintenance costs, and to continue service levels.

FY 2021 Town Manger's Budget Objectives

1. Continue the Town's efforts within all departments to obtain grant funding from federal, state, and other sources, including the implementation of internship programs.
2. Review cost implication of contracted services vs. staffing in various departments.
3. Continue to enhance the Town's website and use other technologies as cost effective means for delivering information and services, increasing public awareness, and encouraging public feedback.
4. Submit a budget which maintains the Towns current service level & a budget which will meet the Town Managers service priorities.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•

TOWN OF BRIDGEWATER

Finance Committee

Eric Langone, Chair
George Haley, Vice Chair
Robert Rees
Nathan T. Schofield
Jerry Muller
Kathleen Blais
Julie Scleparis
Lea Wyatt



Joshua McGraw, Staff Assistant
E-Mail: jmcgraw@bridgewaterma.org

Academy Building - 66 Central Square
Bridgewater, MA 02324

Bridgewater Finance Committee (FinCom) Minutes for the FinCom Meeting that Convened on November 25th, 2019

Meeting called to order as formal session by Eric Langone (Chairman of the Committee) in accordance with rules governing meetings and quorum filled. Meeting starts at 7:03PM.

Committee Members Present: Eric Langone, Robert Rees, Kathleen Blais, Julie Scleparis, Lea Wyatt

Committee Members Not Present: George Haley, Nathan Schofield, Jerry Muller

Public Officials in Attendance: Anthony Sulmonte – Finance Director

Public Comment

Michael Dolan from the School Committee attended and stated he has started the teachers and custodial negotiations. He understands the position and constraints of the town and will consider those as we move forward.

New Business

Order O-FY20-033: Acceptance of a Gift - Bridgewater Savings Bank

Order O-FY20-033 was approved unanimously with a vote of 5 yea and 0 nay.

Resolution R-FY20-005: FY2021 Budget Resolution

R-FY20-005 will be discussed at the next meeting of the Finance Committee.

Order O-FY20-034: Transfer Order - Collective Bargaining Agreement Obligation - United Steelworkers

Order O-FY20-034 was approved unanimously with a vote of 5 yea and 0 nay.

Order O-FY20-035: Transfer Order - Collective Bargaining Agreement Obligation -Bridgewater Firefighters Association

Order O-FY20-035 was approved unanimously with a vote of 5 yea and 0 nay.

Order O-FY20-036: Transfer Order - Collective Bargaining Agreement Obligation - Bridgewater Administrators Association

Order O-FY20-036 was approved unanimously with a vote of 5 yea and 0 nay.

Old Business

Transfer T-2016-006: CPA Transfer Housing Trust

Additional Items for Discussion

Discussion of Budget Resolution Sub-committee role

Discussion of FY19-058 – Update for data analytic services

RFP was completed, the firm Berksin was hired. When the time is right the committee would like to ask Mr. Dutton to invite Jen Burke to present progress. The progress report may not be available until January or February 2019.

Discussion and review of FY19 Final Budget General Report and Enterprise Report

A number of reports were requested by Kathleen Blais. The biggest discussion point centered on updating the enterprise funds. A number of the enhancements are things the Anthony Sulmonte and team have considered and will just need to look to implementation and timing involved.

With all business having had formal consideration, the motion is made to adjourn: *The motion to adjourn the current meeting is offered. By unanimous approval of the Committee, the meeting is hereby adjourned. The next meeting will be on December 9, 2019.*

Meeting is hereby adjourned by unanimous consensus of the members in attendance in accordance with rules governing meetings. Meeting adjourns at 8:12PM.

I hereby affix my hand to this document that the minutes of this meeting are true and accurate to the best of my ability, note-taking, and penmanship as so ordered by the Chair of the Committee this 25th Day of November, Two Thousand and Nineteen.

A True Copy Attest,

Joshua McGraw, Staff Assistant of the Committee



Bridgewater Town Council

In Town Council, Tuesday, December 3, 2019

Council Order: O-FY20-039

Introduced By: Town Manager
Date Introduced: December 3, 2019
First Reading: December 3, 2019
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY20-039

CONTRACT RATIFICATION - LIBRARY

ORDERED, pursuant to Section 4-2 (15) of the Bridgewater Home Rule Charter, that the Town Council assembled vote to approve the negotiated Memorandum of Agreement covering July 1, 2018 through June 30, 2021 with the Bridgewater Public Library Staff Association, MLSA, AFT-MA.

Explanation:

The Town Manager negotiated an agreement with the Bridgewater Public Library Staff Association. An affirmative vote of the Council will approve the contract as presented. A transfer request will fund the appropriation thereof.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•



Bridgewater Town Council

In Town Council, Tuesday, December 3, 2019

Council Order: O-FY20-042

Introduced By: Town Manager
 Date Introduced: December 3, 2019
 First Reading: December 3, 2019
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY20-042

TRANSFER ORDER - FUNDING OF NON-UNION EMPLOYEES

ORDERED, pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate and transfer from below schedule Source of Funds to below schedule of Use of Funds \$9575.19

SOURCE OF FUNDING		Amount
0100-322000	OVERLAY SURPLUS	\$ 9,319.10
6200-359000	RETAINED EARNINGS	\$ 256.09
		\$ 9,575.19

USE OF FUNDING		FY19 Retro	FY20 Budget/Adj	Amount
111 TOWN COUNCIL	SALARIES & WAGES	\$ 304.76	\$ -	\$ 304.76
135 ACCOUNTING	SALARIES & WAGES	\$ 701.42	\$ 1,963.20	\$ 2,664.62
123 TOWN MANAGER	SALARIES & WAGES	\$ 105.75	\$ -	\$ 105.75
145 TREASURER	SALARIES & WAGES	\$ 296.51	\$ 502.66	\$ 799.17
182 CED	SALARIES & WAGES	\$ 910.62	\$ 1,694.41	\$ 2,605.03
292 ACO	SALARIES & WAGES	\$ 435.67	\$ 787.15	\$ 1,222.82
450 WTR	SALARIES & WAGES	\$ 256.09	\$ -	\$ 256.09
541 COUNCIL ON AGING	SALARIES & WAGES	\$ 242.80	\$ -	\$ 242.80
543 VETERANS' AGENT	SALARIES & WAGES	\$ 566.09	\$ 808.06	\$ 1,374.15
				\$ 9,575.19

Explanation:
Funding of Non-Union Employees

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•