



# BRIDGEWATER TOWN COUNCIL

Tuesday, February 4, 2020

7:30 p.m.

Academy Building

66 Central Square

Council Chamber, Room 203

Bridgewater MA

## MEETING AGENDA

### A. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

a) January 21, 2020

### B. ANNOUNCEMENTS FROM THE PRESIDENT

a) State of the Town Address – *March 24, 2020 at 6:30 p.m.*

b) Charter Review Committee - *Volunteers*

### C. PROCLAMATIONS

### D. CITIZEN OPEN FORUM

### E. APPOINTMENTS

a) Library Board of Trustees - *Beryl Domingo*

b) Appointment to Town Council Vacancy – District 6

*The Town Council must vote their intention to fill the vacancy. Input and commentary from the public will be allowed prior to interested citizens listed below being given the opportunity to answer questions by Councilors. A vote to appoint for the remainder of the vacant term may be taken at the conclusion of this process.*

#### Interested Citizens from District 6:

1. William Aikns

2. Mark Linde

3. Jason Santoro

### F. HEARINGS - None

### G. LICENSE TRANSACTIONS - None

### H. PRESENTATIONS

a) Conservation Commission – *Marilyn MacDonald*

### I. TOWN MANAGER'S REPORT

a) Mitchell School Update (*Standing Item*)

b) Skips Liquors

c) Paid Parking Program Update

d) Stop Signs in Central Square

e) Items for Next Meeting:

### J. DISCUSSIONS

a) Town Manager Goals (*Councilor Losche*)

### K. COMMITTEE REPORTS

### L. LEGISLATION FOR ACTION

a) Resolution R-FY20-005: FY2021 Budget Resolution

*At their meeting held 12/19/19, the Budget & Finance Committee voted to recommend amendments. The Finance Committee voted 1/21/20 to recommend approval as amended by the Finance Director. The Budget & Finance Committee meet 2/4/20 to consider and will provide their disposition to the full Council. This measure may be finally considered pending the disposition of the Budget & Finance Committee and adoption of any proposed amendments.*

### M. OLD BUSINESS – None

RECEIVED  
TOWN CLERKS OFFICE  
BRIDGEWATER, MA.  
2020 JAN 31 A 11:41

N. NEW BUSINESS

- a) Ordinance D-FY20-005: General Ordinance - Commercial Parking Licensing (*Councilor George*)
- b) Ordinance D-FY20-008: Rescind Ordinance D-2012-004 Administration & Fiduciary Oversight of Budget - Ambulance Receipts (*Councilor Fitzgibbons*)
- c) Order O-FY20-045: Establish Town Manager Goals (*Councilor Losche*)
- d) Order O-FY20-046: Road and Drainage Betterments - First Street (*Town Manager*)

O. CITIZEN COMMENTS

P. COUNCIL COMMENTS

Q. EXECUTIVE SESSION

*MGL, Chapter 30A, Section 21(a)(6) To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body).*

R. ADJOURNMENT



## Bridgewater Town Council

In Town Council, Tuesday February 4, 2020

Council Resolution: R-FY20-005

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

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Introduced By:	Councilors William Wood and Dennis Gallagher
Date Introduced:	November 5, 2019
First Reading:	November 5, 2019
Second Reading:	February 4, 2020
Amendments Adopted:	
Date Adopted:	
Effective Date:	

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### 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~~ Aa3

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~~5~~, 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. Projecting forward will allow us to foresee where a structural deficit may exist when building out our operating budget for the ensuing year.

The following will be applied in preparing the FY 2021 Budget.

- ~~● 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 ~~1.75~~**1.25%** 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 Stabilization 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
  - ~~b. , 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.**
  - c. Ambulance Receipts Reserved for Appropriation: A five-year forecast will be used to determine available funds to support, proportionately, the ensuing years Fire Department operating budget and capital requirements for the Ambulance Fleet.
  - ~~a.d. For FY 2021 we set the projected revenue surplus at 1.25% of the 2021 operating budget.~~

## 4. Expenditures:

a. Estimating Major Cost Drivers: this compilation will address the increases necessary to fund the major budgetary cost drivers - salaries and benefits - which support our current service levels.

~~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 compile a budget that 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.~~

b.c. Building and Infrastructure Maintenance Budgets: The Town will compile a budget that will maintain our capital assets and infrastructure to protect the Town's investment

**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:*

<b>Referral(s)</b>	<b>Disposition(s)</b>
<ul style="list-style-type: none"><li>• Budget &amp; Finance Committee</li></ul>	<ul style="list-style-type: none"><li>• Meet 2/4/20. Will provide disposition to full Council.</li></ul>
<ul style="list-style-type: none"><li>• Finance Committee</li></ul>	<ul style="list-style-type: none"><li>• 1/13/20: Vote 6-0 recommend approval (as amended by Finance Director).</li></ul>



# Bridgewater Town Council

In Town Council, Tuesday, February 4, 2020

Council Ordinance: D-FY20-008

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Introduced By: Councilor Timothy Fitzgibbons  
Date Introduced: February 4, 2020  
First Reading: February 4, 2020  
Second Reading:  
Amendments Adopted:  
Date Adopted:  
Date Effective:

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## Proposed Ordinance D-FY20-008

### GENERAL ORDINANCE - RESCIND ORDINANCE D-2012-004 ADMINISTRATION & FIDUCIARY OVERSIGHT OF BUDGET - AMBULANCE RECEIPTS

**WHEREAS**, In accordance with the provisions of Section 2-6 of the Bridgewater Home Rule Charter relative to amendments to the Administrative Code, it is therefore;

**ORDERED**, that the Town Council assembled votes to rescind General Ordinance D-2012-004, Administration and Fiduciary Oversight of Budget – Ambulance Receipts.

*Explanation: When Ordinance D-2012-004 was adopted by the Council it attempted to create an “ambulance reserve” out of which money could be transferred to the General Fund to offset the expenses of running an ambulance service, and it generally limited that amount to \$1 million. Unfortunately, the Town’s Auditors have suggested that the fund was not created properly. Now, with proper budgeting practices and annual budget resolutions which better reflect and understand the nature of the ambulance business, the ordinance is not necessary. Consistently the Council has voted to override the Ordinance’s restrictions, and the Budget and Finance Committee has consistently recommended to the Finance Director and the Town Manager that the Ordinance should be rescinded.*

#### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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# Bridgewater Town Council

In Town Council, Tuesday, June 5, 2012

Council Ordinance: D-2012-004

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Introduced By:	Councilor Michael Demos
Date Introduced:	February 15, 2012
Second Reading:	March 29, 2012
Third Reading:	June 5, 2012
Amendments Adopted:	None
Date Adopted:	June 5, 2012
Date Effective:	July 6, 2012

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## Ordinance #D-2012-004

### **ADMINISTRATION AND FIDUCIARY OVERSIGHT OF THE BUDGET: AMBULANCE RECEIPTS/AMBULANCE RESERVE ACCOUNT**

#### **PREAMBLE:**

Ordinance #2011-010 was presented in Town Council for action on December 20, 2011. A roll call vote was taken and the measure failed by a vote of 4-3 with Councilors Colombotos, Pitta and Wood in the minority and Councilors Fitzgibbons and Callahan absent. At the conclusion of the roll call, the President incorrectly declared the measure passed.

Pursuant to Section XIX – “Resubmission” of the Town Council Rules and Procedures “When any measure has been finally rejected by the Council, no motion embodying substantially the same subject shall be presented to the Council within six months of its previous writing for resubmission, except as otherwise provided in the Bridgewater Home Rule Charter and unless approved by a majority (5) of the full Council. “

**ORDERED:** That the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled, vote to establish a procedure for the Administration and Fiduciary Oversight of the Budget.

**Whereas**, the Bridgewater Home Rule Charter, Section 6-5 states, “The Town Council shall provide by ordinance the procedures for administration and fiduciary oversight of the budget.”

#### **Be It Ordained by the Town Council of the City known as the Town of Bridgewater that:**

An aggregate appropriation in any given fiscal year to be applied for operating expenses (e.g. salaries and general expenses) from ambulance receipts and/or ambulance reserve account shall not exceed \$1 million dollars. However, the Town Council with a 2/3 vote of the entire Town Council may exceed \$1 million dollar limit in any given fiscal year. (Note: an appropriation in any given fiscal year from ambulance receipts and/or ambulance reserve account for fire apparatus (e.g. procurement of ambulances, fire truck) is exempt from this \$1 million dollar ceiling.)

*Explanation: The remaining balance of the prison mitigation fund continues to dwindle. This measure going forward will better assist the town to adequately plan for expected upgrades for fire apparatus.*

**ROLL CALL VOTE: PASSAGE REQUIRES AFFIRMATIVE VOTE OF MAJORITY OF FULL COUNCIL (5)**

*Committee Referrals and Dispositions:*

<b>Referral(s)</b>	<b>Disposition(s)</b>
<ul style="list-style-type: none"><li>• Measure referred to Finance Committee 2/16/12</li><li>• This measure was on the 3/6/12 &amp; 3/20/12 agendas for amendment consideration, but not taken up.</li><li>• This measure requires publication pending any Council amendments voted at 3/29/12 meeting.</li><li>• 5/1/12: Measure postponed to 5/8/12</li><li>• 5/8/12: Measure postponed.</li><li>• 5/17/12: Measure postponed to 6/5/12</li><li>• This measure has been duly advertised.</li></ul>	<ul style="list-style-type: none"><li>• Vote 5-1 Tabled</li></ul>

**In accordance with the applicable provisions of the Town of Bridgewater Home Rule Charter and Town Council Rules and Procedures, the Town Council assembled voted, at their meeting on Tuesday, June 5, 2012, to approve the aforementioned Ordinance by a roll call vote (7-2) (Councilors Fitzgibbons and Wood in the minority).**

**A TRUE COPY ATTEST:**

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**Ann M. Holmberg**  
**Town Council Clerk**



# Bridgewater Town Council

In Town Council, Tuesday, February 4, 2020

Council Order: O-FY20-045

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Introduced By: Councilor Aisha Losche  
Date Introduced: February 4, 2020  
First Reading: February 4, 2020  
Second Reading:  
Amendments Adopted:  
Third Reading:  
Date Adopted:  
Date Effective:

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## Order O-FY20-045

### ESTABLISH TOWN MANAGER GOALS

**WHEREAS**, the Town Manager needs Council direction in the form of Goals for FY19;

**IT IS THEREFORE ORDERED**; the Goals of the Town Manager are:

[This space intentionally left blank.]

#### Explanation:

*This measure should be sent to the Strategic Planning Committee of the Council for content recommendations and returned to the Council within a reasonable amount of time.*

#### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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# Bridgewater Town Council

In Town Council, Tuesday, February 4, 2020

Council Order: O-FY20-046

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Introduced By: Town Manager  
Date Introduced: February 4, 2020  
First Reading: February 4, 2020  
Second Reading:  
Amendments Adopted:  
Third Reading:  
Date Adopted:  
Date Effective:

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## Order O-FY20-046

### ROAD AND DRAINAGE BETTERMENTS - FIRST STREET

**ORDERED**, in accordance with Chapter 260, Article XVI of the Bridgewater Town Code, that the Town Council assembled vote to adopt the attached Order of Estimate For Betterment of First Street, attached Plan and Exhibit A.

**Explanation:**

*Pursuant to Massachusetts General Laws and Chapter 260, Article XVI, the Town Council in Order for the Town to assess a betterment relative to the First Street Project, the Town Council must vote to adopt an Order that specifically includes: (1) a description of the area involved that is sufficiently accurate for identification; (2) refers to a plan (on record or to be recorded) of the area affected; and (3) estimates the betterments that will be assessed on each parcel of land within the area. If approved by the Town Council, said Order, Plan and Exhibit A must be recorded with the applicable Registry of Deeds within ninety (90) days.*

*Committee Referrals and Dispositions:*

<b>Referral(s)</b>	<b>Disposition(s)</b>
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