

TOWN OF BRIDGEWATER

OFFICE OF THE TOWN COUNCIL



Budget & Finance Committee Meeting Agenda

Committee Members:

William Wood, Chair
District 6 Councilor

Dennis Gallagher, Member
At-Large Councilor

Edward (Ted) Haley
At-Large Councilor

Location: Academy Building
66 Central Square
Council Chambers
Bridgewater, MA

**Date &
Time:** April 16, 2019
6:45 p.m.
Agenda

RECEIVED
TOWN CLERKS OFFICE
BRIDGEWATER, MA.
2019 APR 11 A 11:06

- A. Call to Order
- B. Approval of minutes
 - March 26, 2019
- C. FY2020 Budget – Joint Discussion with Finance Committee
 - Order O-FY19-055: Acceptance of a Gift - Howard Foundation
 - Order O-FY20-001: Budget Order - FY20 Annual Town Budget
 - Order O-FY20-002: Budget Order - FY20 Water Enterprise Fund Budget
 - Order O-FY20-003: Budget Order - FY20 Sewer Enterprise Fund Budget
 - Order O-FY20-004: Budget Order - FY20 Transfer Station Enterprise Fund Budget
 - Order O-FY20-005: Budget Order - FY20 OSLGC Enterprise Fund Budget
 - Order O-FY20-006: Authorization of Revolving Funds
 - Order O-FY20-007: CPA Reserve Accounts - FY20
 - Order O-FY20-008: Transfer Order - Capital Water Special Purpose Transfer
 - Order O-FY20-009: Transfer Order - Capital Sewer Special Purpose Transfer
- D. Schedule of upcoming Budget & Finance Committee Meetings
- E. Public Comment
- F. Adjourn



Bridgewater Town Council

In Town Council, Tuesday, April 9, 2019

Council Order: O-FY19-055

Introduced By: Town Manager
 Date Introduced: April 9, 2019
 First Reading: April 9, 2019
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY19-055

ACCEPTANCE OF A GIFT - HOWARD FOUNDATION

WHEREAS: Massachusetts General Laws, Chapter 44, §53A, states as follows:

“An officer ... of any city or town ... may accept grants or gifts of funds from ... from the commonwealth ... or an agency thereof, ... and may expend such funds for the purposes of such grant or gift ... with the approval of the city manager and city council...;” and

WHEREAS: The Town of Bridgewater has received a financial gift from Home for Aged Men in the City of Brockton, also known as the Howard Foundation to be expended by the Office of Elder Affairs.

Now, therefore, in accordance with Chapter 44, §53A of the Massachusetts General Laws, the Town Council votes to take the following action:

ORDERED that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to accept the gift of \$7,500.00 from the Home for Aged Men, also known as the Howard Foundation, to expend the gift in accordance with stated purpose thereof.

Explanation:

The Elder Affairs Director has requested and secured this additional funding assistance for senior programs. This foundation has continuously and generously supported various programs consistently over the last several years of which the Senior community is most grateful.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday April 9, 2019

Council Order: O-FY20-001

Introduced By: Town Manager
Date Introduced: April 9, 2019
First Reading: April 9, 2019
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY20-001

FY2020 ANNUAL TOWN BUDGET

Ordered that to provide for the payment of certain expenses of the Town for the fiscal year ending June 30, 2020;

The town will raise and appropriate and vote into tax, to be assessed per law and/or appropriate and transfer from the following available funds:

• Ambulance Receipts Reserved the amount of	\$1,750,000
• Title V the amount of	\$110,513
• Enterprise Funds the amount of	\$385,268
• Conservation Receipts Reserved the amount of	\$73,544
• Entergy Grant Funds the amount of	\$85,000
• Consultant Fees the amount of	\$40,000
• Energy Funds the amount of	\$100,000
Other Financing Source Total	\$2,544,325

For the operation of the Town and further that such appropriation in the sum of **\$57,774,328** be for personal services, general expenses, principal and interest, for such purposes, each department and group being considered a separate appropriation as shown below:

Town of Bridgewater
Town Manager's FY2020 General Fund Operating Budget

DEPT#	DEPART DESCRIPTION	Group	GROUP DESCRIPTION	FY2020 Town Mgr Budget
111	TOWN COUNCIL	1.0	SALARIES/WAGES/BENEFITS	45,905
		2.0	EXPENSE	10,000
111 Total				55,905
123	TOWN MANAGER	1.0	SALARIES/WAGES/BENEFITS	351,357
		2.0	EXPENSE	42,325
123 Total				393,682
131	FINANCE COMMITTEE	1.0	SALARIES/WAGES/BENEFITS	2,000
		2.0	EXPENSE	900
131 Total				2,900
132	RESERVE FUND	2.0	EXPENSE	60,000
132 Total				60,000
135	ACCOUNTANT	1.0	SALARIES/WAGES/BENEFITS	334,795
		2.0	EXPENSE	49,100
135 Total				383,895
141	ASSESSORS	1.0	SALARIES/WAGES/BENEFITS	156,331
		2.0	EXPENSE	74,810
141 Total				231,141
145	TREASURER	1.0	SALARIES/WAGES/BENEFITS	353,912
		2.0	EXPENSE	45,872
145 Total				399,784
151	LAW	1.0	SALARIES/WAGES/BENEFITS	65,599
		2.0	EXPENSE	14,550
151 Total				80,149
155	INFORMATION TECHNOLOGY	1.0	SALARIES/WAGES/BENEFITS	144,023
		2.0	EXPENSE	315,115
155 Total				459,138
161	TOWN CLERK	1.0	SALARIES/WAGES/BENEFITS	191,525
		2.0	EXPENSE	53,063
161 Total				244,588
166	PARKING CLERK	1.0	SALARIES/WAGES/BENEFITS	15,375
		2.0	EXPENSE	750
166 Total				16,125
182	COMMUNITY ECON DEVELP	1.0	SALARIES/WAGES/BENEFITS	342,408
		2.0	EXPENSE	7,187
182 Total				349,595
192	TOWN BUILDINGS	1.0	SALARIES/WAGES/BENEFITS	59,358
		2.0	EXPENSE	281,000
192 Total				340,358
210	POLICE	1.0	SALARIES/WAGES/BENEFITS	5,588,643
		2.0	EXPENSE	240,826
210 Total				5,829,469
220	FIRE	1.0	SALARIES/WAGES/BENEFITS	5,548,656
		2.0	EXPENSE	346,138
220 Total				5,894,794

Town of Bridgewater
Town Manager's FY2020 General Fund Operating Budget

DEPT#	DEPART DESCRIPTION	Group	GROUP DESCRIPTION	FY2020 Town Mgr Budget
240	INSPECTIONAL SERVICES	1.0	SALARIES/WAGES/BENEFITS	419,629
		2.0	EXPENSE	17,800
240 Total				437,429
292	ANIMAL CONTROL	1.0	SALARIES/WAGES/BENEFITS	45,786
		2.0	EXPENSE	2,000
292 Total				47,786
300	B/R RGNL DISTRICT	2.0	EXPENSE	28,550,469
	B/R SCHOOL DEBT	7.1	DE: DEBT SERVICE	1,789,615
300 Total				30,340,084
301	BRISTOL AGI TUITION	2.0	EXPENSE	99,558
301 Total				99,558
302	BRISTOL PLYMOUTH TUITION	2.0	EXPENSE	1,323,444
302 Total				1,323,444
303	NORFOLK CNTY AGI TRANS	2.0	EXPENSE	67,527
	NORFOLK CNTY AGI	2.0	EXPENSE	33,013
303 Total				100,540
410	TOWN ENGINEER	1.0	SALARIES/WAGES/BENEFITS	100,272
		2.0	EXPENSE	6,000
410 Total				106,272
420	HIGHWAY DEPARTMENT	1.0	SALARIES/WAGES/BENEFITS	871,289
		2.0	EXPENSE	364,375
420 Total				1,235,664
421	SNOW AND ICE	1.0	SALARIES/WAGES/BENEFITS	41,000
		2.0	EXPENSE	41,100
421 Total				82,100
424	STREET LIGHTING	2.0	EXPENSE	175,818
424 Total				175,818
510	HEALTH	1.0	SALARIES/WAGES/BENEFITS	138,384
		2.0	EXPENSE	18,434
510 Total				156,818
541	COUNCIL ON AGING	1.0	SALARIES/WAGES/BENEFITS	184,786
		2.0	EXPENSE	2,900
541 Total				187,686
543	VETERANS SERVICES	1.0	SALARIES/WAGES/BENEFITS	29,822
		2.0	EXPENSE	123,589
543 Total				153,411
610	LIBRARY	1.0	SALARIES/WAGES/BENEFITS	449,700
		2.0	EXPENSE	141,800
610 Total				591,500
630	RECREATION	1.0	SALARIES/WAGES/BENEFITS	79,093
630 Total				79,093
710	DEBT PRINCIPAL	7.0	DEBT SERVICE	175,000
		7.1	DE: DEBT SERVICE	520,000
		7.2	TTLV: DEBT SERVICE	110,513

Town of Bridgewater
Town Manager's FY2020 General Fund Operating Budget

DEPT#	DEPART DESCRIPTION	Group	GROUP DESCRIPTION	FY2020 Town Mgr Budget
710 Total				805,513
751	INTERST ON LT DEBT	7.0	DEBT SERVICE	10,768
		7.1	DE: DEBT SERVICE	112,419
751 Total				123,187
820	STATE/COUNTY ASSESSENTS	2.0	EXPENSE	350,111
820 Total				350,111
830	COUNTY ASSESSMENTS	2.0	EXPENSE	59,534
830 Total				59,534
911	RETIREMENT	1.0	SALARIES/WAGES/BENEFITS	3,136,635
911 Total				3,136,635
912	WORKERS COMP	1.0	SALARIES/WAGES/BENEFITS	136,984
912 Total				136,984
913	UNEMPLOYMENT	1.0	SALARIES/WAGES/BENEFITS	5,000
913 Total				5,000
914	MED/LIFE/FICA	1.0	SALARIES/WAGES/BENEFITS	3,350,616
914 Total				3,350,616
919	OTHER BENEFITS	1.0	SALARIES/WAGES/BENEFITS	5,760
		2.0	EXPENSE	28,000
919 Total				33,760
945	LIABILITY INSURANCE	2.0	EXPENSE	186,407
945 Total				186,407
950	GAS & OIL	2.0	EXPENSE	137,500
950 Total				137,500
Grand Total				58,183,973
			Adjust for State/County Charges	(409,645)
			Total Appropriation	57,774,328



Bridgewater Town Council

In Town Council, Tuesday, April 9, 2019

Council Order: O-FY20-002

Introduced By: Town Manager
 Date Introduced: April 9, 2019
 First Reading: April 9, 2019
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY20-002

FY2020 WATER ENTERPRISE FUND BUDGET

ORDERED, to see if the Town will vote to appropriate **\$3,304,955.86** from the Water Enterprise receipts to defray Water direct costs, and that **\$136,464.10** as appropriated under Order O-FY20-001 be used for Water indirect costs, all to fund the total costs of operations of the Water Enterprise as follows:

SALARIES/WAGES/BENEFITS	\$	1,294,117.35
OPERATING EXPENSES	\$	1,326,344.79
DEBT SERVICES	\$	679,493.72
TRANSFER TO TRUST FUNDS OPEB	\$	5,000.00
APPROPRIATED for DIRECT COSTS	\$	3,304,955.86
INDIRECT COSTS - GENERAL FUND	\$	136,464.10
TOTAL COST - WATER EF	\$	3,441,419.96

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, April 9, 2019

Council Order: O-FY20-003

Introduced By: Town Manager
 Date Introduced: April 9, 2019
 First Reading: April 9, 2019
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY20-003

FY2020 SEWER ENTERPRISE FUND BUDGET

ORDERED, to see if the Town will vote to appropriate **\$2,034,854.05** from the Sewer Enterprise receipts to defray Sewer direct costs, and that **\$105,339.10** as appropriated under Order O-FY20-001 be used for Sewer indirect costs, all to fund the total costs of operations of the Sewer Enterprise as follows:

SALARIES/WAGES/BENEFITS	\$	965,046.53
OPERATING EXPENSES	\$	627,739.96
DEBT SERVICES	\$	437,067.56
TRANSFER TO TRUST FUNDS OPEB	\$	5,000.00
APPROPRIATED for DIRECT COSTS	\$	2,034,854.05
INDIRECT COSTS - GENERAL FUND	\$	105,339.10
TOTAL COST - SEWER EF	\$	2,140,193.15

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, April 9, 2019

Council Order: O-FY20-004

Introduced By: Town Manager
 Date Introduced: April 9, 2019
 First Reading: April 9, 2019
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY20-004

FY2020 TRANSFER STATION ENTERPRISE FUND BUDGET

ORDERED, to see if the Town will vote to transfer **\$70,500** from Other One Time Stabilization, to appropriate **\$229,688.80** from Transfer Station Enterprise receipts to defray Transfer Station direct costs, and that **\$40,252.00** as appropriated under Order O-FY20-001 be used for Transfer Station indirect costs, all to fund the total costs of operations of the Transfer Station Enterprise as follows:

SALARIES/WAGES/BENEFITS	\$ 71,515.74
OPERATING EXPENSES	\$ 228,673.06
APPROPRIATED for DIRECT COSTS	\$ 300,188.80
INDIRECT COSTS - GENERAL FUND	\$ 40,252.00
TOTAL COST - TRANSFER STATION EF	\$ 340,440.80

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, April 9, 2019

Council Order: O-FY20-005

Introduced By: Town Manager
 Date Introduced: April 9, 2019
 First Reading: April 9, 2019
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY20-005

FY2020 OSLGC ENTERPRISE FUND BUDGET

ORDERED, to see if the Town will vote to appropriate **\$1,462,389.31** from OSLGC Enterprise receipts to defray OSLGC direct costs, and that **\$93,817.00** as appropriated under Order #O-FY20-001 be used for OSLGC indirect costs, all to fund the total costs of operations of the OSLGC Enterprise as follows:

SALARIES/WAGES/BENEFITS	\$	798,211.27
OTHER EXPENSES/CAPITAL OUTLAY	\$	486,110.54
DEBT SERVICES	\$	78,067.50
TRANSFER TO TRUST FUND STABILIZATION	\$	100,000.00
APPROPRIATED for DIRECT COSTS	\$	1,462,389.31
INDIRECT COSTS - GENERAL FUND	\$	93,817.00
TOTAL COST - OSLGC EF	\$	1,556,206.31

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, April 9, 2019

Council Order: O-FY20-006

Introduced By: Town Manager *(at the request of the Finance Director)*

Date Introduced: April 9, 2019

First Reading: April 9, 2019

Second Reading:

Third Reading:

Amendments Adopted:

Date Adopted:

Date Effective:

Order O-FY20-006

AUTHORIZATION OF REVOLVING FUNDS

ORDERED: that the Town Council vote to establish revolving funds for certain Town Departments under the provisions of G.L. c.44, §53E ½ for the fiscal year beginning July 1, 2019, with specific receipts credited to each fund, the purposes for which each fund may be spent, and the maximum amount that may be spent from each fund for FY2020 as follows:

Spending Authority	Fund	Receipts	Expenditures	FY20 Spending Limit
Town Clerk	Street Listing	Sale of street lists; sale of bylaws/zoning bylaws; sale of subdivision rules; sale of zoning maps	Printing and other costs with publications/books sold to public	\$ 5,000
Recreation Director	Recreation	Fees associated with recreation programs	Salaries/ benefits of full-time staff, part-time and seasonal staff, recreation programs, facility expenses and other expenses related to programs	\$ 150,000
Animal Control	Animal Control	Fines & Fees	Unreimbursed cost of boarding and veterinary expenses.	\$ 5,000

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, April 9, 2019

Council Order O-FY20-007

Introduced By: Town Manager (at the Request of the Finance Director)
Date Introduced: April 9, 2019
First Reading: April 9, 2019
Second Reading:
Date Adopted:
Date Effective:

Order O-FY20-007

CPA RESERVE ACCOUNTS FY2020

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 from the *Community Preservation Fund* FY2020 estimated annual revenues the sum of **\$31,700** to meet the administrative expenses, and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2020;

And further,

To reserve for future appropriation from the *Community Preservation Fund* FY2020 estimated annual revenues the sum of **\$80,000** for the acquisition, creation and preservation of open space; **\$80,000** for acquisition, preservation, restoration and rehabilitation of historic resources; and **\$80,000** for the acquisition, creation, preservation and support of community housing;

And further,

To appropriate **\$378,600** for the payment of debt related to the Academy Building renovation from FY2020 estimated revenues and/or available fund;

And further,

To appropriate **\$43,580** for the payment of debt related to the Keith Homestead purchase from FY2020 estimated revenues;

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, April 9, 2019

Council Order: O-FY20-008

Introduced By: Town Manager *(at the request of the Finance Director)*
 Date Introduced: April 9, 2019
 First Reading: April 9, 2019
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY20-008

TRANSFER ORDER – CAPITAL WATER SPECIAL PURPOSE TRANSFER

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:

Source of Funds	Account No.	GL Account Description	Amount
WTR Reserved for Special Purpose	6200-358000	WTR Reserved for Special Purpose	\$ 225,000.00
Total:			\$ 225,000.00
Use of Funds	Account No.	GL Account Description	Amount
Water Capital	62005434-580000	Purchase of Equipment	\$ 150,000.00
Water Capital	62005434-580000	Maint/Repair to Plant Equipment	\$ 75,000.00
Total:			\$ 225,000.00

Explanation: This transfer will fund the capital expenses associated with the purchase of a backhoe to be used at worksites and the outsourced sandblasting and painting of the filters at the water treatment plant.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, April 9, 2019

Council Order: O-FY20-009

Introduced By: Town Manager *(at the request of the Finance Director)*
Date Introduced: April 9, 2019
First Reading: April 9, 2019
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY20-009

TRANSFER ORDER – CAPITAL SEWER SPECIAL PURPOSE TRANSFER

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:

Source of Funds	Account No.	GL Account Description	Amount
SWR Reserved for Special Purpose	6100-358000	SWR Reserved Special Purpose	\$ 110,000.00
Total:			\$ 110,000.00
Use of Funds	Account No.	GL Account Description	Amount
Sewer Capital	61105-586001	Purchase of Vehicle	\$ 50,000.00
Sewer Capital	61105-586002	Purchase of Vehicle	\$ 60,000.00
Total:			\$ 110,000.00

Explanation: This transfer will fund the capital expense associated with replacing a 2009 F150 pickup truck and a 2006 F350 pickup truck which are beyond their useful life expectancy.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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