

TOWN OF BRIDGEWATER

OFFICE OF THE TOWN COUNCIL



Rules & Procedures Committee Meeting

Committee Members:

*Shawn George, Chair
District 3 Councilor*

*Peter Colombotos, Member
District 5 Councilor*

*Frank Sousa, Member
District 7 Councilor*

Location:

Virtual Via Zoom

To Attend Via Video, Click the Link Below:

[Click here to Join Rules & Procedures
Committee Meeting - 08/18/20](#)

Call In: 1-646-876-9923

Meeting ID: 938 5837 0528

Date & Time:

Tuesday, August 18, 2020

7:00 p.m.

Agenda

- A. Call to Order
- B. Approval of Minutes:
 - June 1, 2020
- C. Legislation Referred:
 - Ordinance D-FY20-009: General Ordinance - Amend Administrative Code Article II, Section I (B) and Article III, Section I (I)
 - Ordinance D-FY21-001: General Ordinance - New Regular Agenda Item "Finance Committee Report"
 - Ordinance D-FY21-002: General Ordinance - SFI Paperwork Reduction - Creation of a SFI Short Form
- D. Public Comment
- E. Adjourn

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Bridgewater Town Council

In Town Council, Tuesday, June 23, 2020

Council Ordinance: D-FY20-009

Introduced By: Councilor Dennis Gallagher

Date Introduced: June 23, 2020

First Reading: June 23, 2020

Second Reading:

Amendments Adopted:

Date Adopted:

Date Effective:

Ordinance D-FY20-009

GENERAL ORDINANCE - AMEND ADMINISTRATIVE CODE ARTICLE II, SECTION I (B) AND ARTICLE III, SECTION I (I)

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

ORDERED, that the Town Council assembled votes to amend the Bridgewater Administrative Code, Article II, Section I (B) and Article III, Section I (I) as follows:

Article II. Elective Bodies

Section 1. Offices and Standards

B. Eligibility for office. Any registered voter of the Town shall be eligible to run and hold any elective Town office, provided that no person shall simultaneously hold more than one elective office. Members of the Finance Committee shall not hold any elective or other appointed office. ~~an elective and appointed Town office.~~

Article III. Multiple Member Appointive Bodies

Section I. Offices and Standards

I. Eligibility for service. Any registered voter of the Town of Bridgewater, except those who are an elected official or whose written contract with the Town bars them from holding any other elected or appointed position with the town. An eligible voter of the Town may serve on more than one multiple member / Administrative bodies at the discretion of the Town Manager and ratification of the Town Council. An eligible member may appeal a decision by the Town Manager to the Town Council. ~~a permanent municipal employee of the Town or an elected official, is eligible to be appointed to a standing committee of the Town. Only where expressly authorized by the Bridgewater Town Charter, the Town Administrative Code, ordinance or general law shall a permanent municipal employee be appointed for service on a standing committee. This limitation shall not apply to ad hoc committees as further defined in Subsection B above.~~ Membership on a multiple member appointive body shall terminate forthwith upon the members ceasing to be a resident of the Town or otherwise ceasing to be a registered voter. Unless otherwise noted, members shall serve without compensation.

Explanation:

Adoption of this ordinance will allow town employees who are residents and registered voters to volunteer to serve on multiple member appointive bodies upon recommendation of the Town Manager.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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NOT FOR ACTION – FIRST READING ONLY



Bridgewater Town Council

In Town Council, Tuesday, August 4, 2020

Council Ordinance: D-FY21-001

Introduced By: Councilor William Wood
Date Introduced: August 4, 2020
First Reading: August 4, 2020
Second Reading:
Third Reading:
Amendments Adopted:
Date Adopted:
Date Effective:

Ordinance D-FY21-001

GENERAL ORDINANCE - NEW REGULAR AGENDA ITEM "FINANCE COMMITTEE REPORT"

Whereas the Charter calls for a Finance Committee to approve most budget and money related items before the Town Council can vote such item; and

Whereas the Finance Committee does not have an opportunity to routinely address the Town Council on Financial matters; and

Whereas the Finance Committee has responsibility to evaluate all of the accounting records of the Town, to recommend financial policy to the Town Council, and to explain the determination of any measure assigned to the Finance Committee by the Town Council;

Therefore, a new standing agenda item called "Finance Committee Report" shall be established between current agenda I, "Town Manager Report", and current agenda J, "Discussions". If adopted, the sequence of agenda items would be modified to allow the insert.

Explanation:

As a member of the Finance Committee, I noticed several times that relevant information for a particular measure, and recommended amendments, was never addressed at the Council level. Usually, only the vote count would be read. This item would create an opportunity for FinCom to assign a liaison to the Town Council and provide a FinCom update - if necessary - to be given to the Council directly before any legislation was adopted. This also allows FinCom to present financial policy changes it thinks would be appropriate to adopt.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, August 4, 2020

Council Ordinance: D-FY21-002

Introduced By: Councilor William Wood
Date Introduced: August 4, 2020
First Reading: August 4, 2020
Second Reading:
Third Reading:
Amendments Adopted:
Date Adopted:
Date Effective:

Ordinance D-FY21-002

GENERAL ORDINANCE - SFI PAPERWORK REDUCTION - CREATION OF A SFI SHORT FORM

Whereas, the Charter calls for the use of the Statement of Financial Interest (SFI); and

Whereas, the Town Council established a long form for the SFI; and

Whereas, many members of boards, committees, and employees must fill out the form on a regular basis; and

Whereas the information on the Long Form may not change from one submission to another; and

Whereas it is a burden for the Town Clerk's office to manage forms that may not change;

Therefore, the Town Council establishes an SFI Short Form to be used if the personal information to be collected has not changed since the last submission.

The Short Form SFI will be a one-page summary questionnaire.

If any are answered as Yes, then the respondent must use the long form.

The questions for the Short-Form are:

1. Is this your first time you have submitted a Statement of Financial Interest form? (Yes/No)
2. Since your last report, have you received income in excess of one thousand dollars (\$1000) from a business that has matters pending before, does any business with, or is subject to regulation, supervision or oversight by the agency, department, board, election commission or other city office which employs you, or over which you have administrative or legislative control? (Yes/No)
3. Since your last report, have you had any business transactions with any business in Bridgewater for which more than one percent (1%) of the beneficial ownership is held directly or indirectly by a family member? (Yes/No)
4. Since your last report, do you owe more than one thousand dollars (\$1000) to a creditor located within or doing business with the Town of Bridgewater? (Yes/No)
5. Since your last report, have you been reimbursed for any expense, aggregating more than one hundred dollars (\$100), by someone with direct interest in legislation, legislative action, or a matter before your municipal body? (Yes/No)
6. Since your last report, have you received any gifts, aggregating more than one hundred dollars (\$100), from a donor with direct interest in legislation, legislative action, or a matter before your municipal body? (Yes/No)

NOT FOR ACTION – FIRST READING ONLY

7. Since your last report, have you transferred any real property with an assessed value greater than one thousand dollars (\$1,000) in which direct or indirect financial interest was held? (Yes/No)
8. Since your last report, has a legislative agent (a person who is compensated for acting to promote, oppose or influence local legislation) given you an honoraria aggregating more than one hundred dollars (\$100)? (Yes/No)
9. Since your last report, has any creditor voluntarily forgiven a debt of over one thousand dollars (\$1,000)? (Yes/No)
10. Since your last report, have you taken a leave of absence from any business, or returned from a leave previously reported? (Yes/No)
11. Since your last report, have you transferred any business equity to a member of your family? Equity is defined as any stock, interests in capital or profits and losses, or similar ownership interest in any business. (Yes/No)
12. Since your last report, have you had any commercial or business transaction worth two hundred and fifty dollars (\$250) or more between any municipal official and you? (Yes/No)

Explanation:

At least annually, every committee, board, and other listed individuals must submit a six page SFI form, often with no changes from the previous one. This legislation is intended to condense that submission to a one page form that can be used when nothing has changed since the last report. The estimated cost savings to the Town is hundreds of dollars annually.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•