



## **Town of Bridgewater**

### **Rules and Procedure Committee**

October 20, 2022

7:00 PM

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/85245798737>

To attend via phone, dial: 1(646) 876-9923

**Meeting ID:** 852 4579 8737

### **MEETING AGENDA**

**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 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.

- A. Call to Order**
- B. Approval of Meeting Minutes**
  - a) September 22, 2022 Meeting Minutes
- C. Public Comment**
- D. Legislation Referred**
  - a) Ordinance D-FY23-004: General Ordinance - Amend Administrative Code Article III - Section 26A Tree Commission
- E. Adjournment of Meeting**

# TOWN OF BRIDGEWATER



## OFFICE OF THE TOWN COUNCIL

### Rules & Procedures Committee Meeting Minutes

Meeting Date: September 22, 2022

#### A. CALL TO ORDER

Councilor Chase, Chair of the Rules & Procedures Committee, called the meeting to order at 7:00PM. The meeting was conducted via Zoom.

Committee Member	Present	Not Present
Councilor Chase, District 4 (Chair)	X	
Councilor Fred Sousa, District 7	X	
Councilor Peter Colombotos, District 5		X

#### B. Approval of Meeting Minutes

- July 28, 2022 Meeting Minutes

Councilor Sousa made a motion to approve the meeting minutes from the July 28, 2022 meeting which was duly seconded by Councilor Chase.

A roll-call vote was taken and the results were recorded as follows: Sousa – YES; Chase – YES; Colombotos - Absent. 2-0-0.

#### C. PUBLIC COMMENT

- Pat Neary, Lakeside Drive: opposes Order O-FY23-012
- Janet Hansen, Pleasant Street: also opposes Order O-FY23-012

#### C. LEGISLATION REFERRED

- **Order O-FY23-012: Let the Voters Decide**

Councilor Sousa noted that if an item is referred to two committees a joint meeting is conducted.

Councilor Chase noted that there was no motion made for a joint meeting.

Councilor Sousa made a motion to recommend Order O-FY23-012 to council which was duly seconded by Councilor Chase.

A roll-call vote was taken and the results were recorded as follows: Sousa – NO; Chase – YES; Colombotos – Absent. 1-1-0.

# TOWN OF BRIDGEWATER

## **F. ADJOURN**

Councilor Sousa made a motion to Adjourn which was duly seconded by Councilor Chase. A roll call vote was taken and the results were recorded as follows: Chase – YES, Sousa – YES, Colombotos – Absent. The motion passed 2-0.

Meeting adjourned at 7:15pm.

Meeting minutes are being submitted in draft form by: Debra Ward



## Bridgewater Town Council

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Introduced By: Councilors Chase and Rushton  
Date Introduced: 9/27/2022  
First Reading: 9/27/2022  
Second Reading:  
Amendments Adopted:  
Third Reading:  
Date Adopted:  
Date Effective:

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### **Ordinance D-FY23-004: General Ordinance - Amend Administrative Code Article III - Section 26A Tree Commission**

**ORDERED**, that the Town Council assembled votes to amend the following:

#### Section 26A. Tree Committee

A. Establishment and Term of Office. There shall be a Tree Committee consisting of seven members: five voting members and two non-voting members. The Town Manager shall, based upon recommendation from the respective committees, appoint the following voting members: one member of the Planning Board; one member of the Open Space Committee; and one member of the Bridgewater Improvement Association. The Town Manager shall appoint two voting members-at-large, at least one of which shall be a certified arborist, landscape architect, or an individual with comparable experience and training. The Bridgewater Tree Warden and the Bridgewater Roadways Superintendent, or his designee, shall serve as non-voting members.

B. Authorities and Responsibilities. The Committee shall advise town officials, multiple member appointive bodies, and the general public to promote activities that encourage the planting, care, and management of all existing and new public trees.

#### C. Interrelationships.

- (1) Town Manager: The Tree Committee interacts with the Town Manager to communicate recommendations on Town procedures and policies.
- (2) Town Council: The Committee reports its activities to the Council through the Town Manager.
- (3) Other Bodies: As necessary, the Committee interacts with other multiple member bodies within the Town on issues of mutual concern, including the Agricultural Commission, Community Preservation Committee, Energy Committee, Conservation Commission, Parks and Recreation Commission, Planning Board, Transportation Committee, and Zoning Board of Appeals.

NOT FOR ACTION - FIRST READING

**Committee Referrals and Dispositions:**

Referral(s)	Disposition(s)
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•	•
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Attachments:

1. Ordinance D-FY23-004 Attachment 2 Ad-Hoc Tree Committee - Tree Board Recommendation Final Draft
2. Ordinance D-FY23-004 Attachment 1 Admin Code amendment FINAL

## Proposal for a Bridgewater Tree Board

The Bridgewater Tree Board was formed to develop a comprehensive tree management program for the Town of Bridgewater's public trees.

The Board is made up of seven members all appointed by the town manager. The members will be: 1) the town tree warden, 2) a member of the Highway Dept., 3) a member of the Planning Board, 4) A certified arborist, a landscape architect, or an individual with comparable experience and training 5) a member from the Bridgewater Improvement Association, 6) a member from the Open Space Committee and, 7) a member from the general public.

Specifically, the Board will work with town officials, town boards, and the general public to promote activities that manage all existing and new public trees. Such activities include, but are not limited to the following:

- 1) Develop and maintain a tree inventory for the Town's street trees.
- 2) Encourage the long-term health of Bridgewater public trees by establishing the policies for tree maintenance and planting.
- 3) Work with town officials and boards to manage mitigation funds for the purchase, planting, and care of trees. Expenditure of funds can include the purchase of equipment for the maintenance of trees.
- 4) Work with town officials and boards in matters that relate to the care, management, and removal of hazardous public trees in town.
- 5) Work with town officials and boards to pursue grant and other funding opportunities for the purchase, planting, and care of trees. Expenditure of funds can include the purchase of equipment for the maintenance of trees.
- 6) Design educational programs for the public to include appropriate procurement, purchase, protection, and maintenance of trees on private property and their inherent values.
- 7) Work to promote Arbor Day and to establish Bridgewater as a Tree City.
- 8) Evaluate the development of a tree nursery.

- 9) Coordinate existing tree regulations among other town boards to ensure consistency.
- 10) Adopt a process for the valuation of trees both forested and on public ways.

Members of the Board strongly encourages the Town to create a Forestry Department under the control of the Highway Department. We would also encourage that funds be set aside for the proper equipment to maintain trees. Finally, we strongly encourage that the position of a paid tree warden be established.

## DRAFT Town Manager's Committee Mission Statement and Work Plan

Background: The Town of Bridgewater has a new vision which includes community engagement and outdoor recreational activities as key priorities.

*"By the year 2035, Bridgewater will have established itself as the region's most accessible and desirable hub of culture, commerce, education, and open space recreation with a thriving downtown area, a breadth of housing choices, sustainable infrastructure, green initiatives and a connected network of scenic outdoor recreation options, all of which preserve our quaint small-town aesthetic and highlight our historic heritage and charm. This will be supported by a best-in-class town government that prioritizes sound fiscal management, fast and reliable municipal services, community engagement and inclusivity, and economic prosperity to create better everyday lives for all generations and cultures."*<sup>1</sup>

Today it is widely acknowledged that communities which demonstrate care and control of its tree population are more likely to find economic and community development success.

Mission: The mission of the Tree Committee is to ensure that the Town can apply a consistent tree care and planting policy across the Town in a manner which reflects best practices state-wide. The Committee shall recommend draft policies to the Town Manager for adoption by the Department of Public Works.

Goals: The Tree Committee has eight strategic goals:

- 1) Develop and maintain a tree inventory for the Town's shade trees.
- 2) Encourage the long-term health of Bridgewater public trees by establishing the policies for tree maintenance and planting.
- 3) Work with town officials and multi-member bodies to manage mitigation funds for the purchase, planting, and care of trees. Expenditure of funds can include the purchase of equipment for the maintenance of trees.
- 4) Work with town officials and multi-member bodies in matters that relate to the care, management, and removal of hazardous public trees in town.
- 5) Work with town officials and multi-member bodies to pursue grant and other funding opportunities for the purchase, planting, and care of trees. Expenditure of funds can include the purchase of equipment for the maintenance of trees.
- 6) Design educational programs for the public to include appropriate procurement, purchase, protection, and maintenance of trees on private property and their inherent values.
- 7) Work to promote Arbor Day and to re-establish Bridgewater as a Tree City.
- 8) Evaluate the development of a tree nursery.

Specific interactions:

- **Town Council:** The Committee may make recommendations concerning specific legislation that appears on the Town Council agenda. At the request of the Town Manager, the Committee may also appear in front of the Council to provide updates concerning its work.
- **Town Manager's Office:** Work cooperatively with the Town Manager's office to advise on the draft policies and practices of the Department of Public Works, or comment upon other proposed policies and

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<sup>1</sup> Bridgewater Town Council Resolution R-FY22-006, February 1, 2022



procedures which affect public shade trees. Advise upon the use and recommend appropriation of mitigation funds collected through Planning Board approval processes.

- Other Boards, Committees, & Municipal Departments: As requested, the Committee may be asked to provide recommendations to other Town multi-member bodies concerning shade trees other tree-related issues.

Other Ideas:

- Be **data driven** - Use multiple sources of data in order to make sound recommendations.
- Receive annual Town goals through the Town Manager's office to guide the efforts of the Committee.