

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
Room 201B
Bridgewater, MA

**Date &
Time:** November 27, 2018
6:45 p.m.
Agenda

RECEIVED
TOWN CLERKS OFFICE
BRIDGEWATER, MA.
1 2018 NOV 21 A 10:10 1

- A. Call to Order
- B. Approval of minutes
 - November 13, 2018
- C. Legislation Referred
 - Order O-FY19-028: FY2019 Transfer Station Enterprise Fund Revised Budget & Supplemental Transfer
 - Order O-FY19-029: FY2019 OSLGC Enterprise Fund Balance - FY2019 Revised Budget
 - Order O-FY19-030: FY2019 Classification Tax Allocation - Adoption of a Residential Factor
 - Order O-FY19-031: Transfer Order - Transportation Engineering Services
 - Order O-FY19-032: Transfer Order - Digital Document Storage Project
 - Order O-FY19-033: Transfer Order - Contractual Employee Sick Leave Buyback (SLBB)
 - Order O-FY19-034: Rescind Prior Years' Authorized & Unissued Loan Order Debt
- D. Discussion:
 - FY20 Budget
- E. Public Comment
- F. Adjourn



Bridgewater Town Council

In Town Council, Tuesday, December 4, 2018

Council Order: O-FY19-028

Introduced By: Town Manager *(at the request of the Finance Director)*
Date Introduced: November 13, 2018
First Reading: November 13, 2018
Second Reading/Public Hearing: December 4, 2018
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY19-028

FY2019 TRANSFER STATION ENTERPRISE FUND REVISED BUDGET & SUPPLEMENTAL TRANSFER

ORDERED, pursuant to Section 6-4 of the Bridgewater Home Rule Charter, that the Town Council assembled to vote to reduce Transfer Station Enterprise receipts by **\$37,704.99** and to transfer an amount of **\$37,704.99** from ***Other One Time Stabilization Fund*** to the Transfer Station Enterprise Fund.

Explanation: The revenues in FY2019 need to be reduced to at least the actual receipts received in FY2018, and a subsidy appropriation is necessary to balance the budget and set the tax rate for FY2019.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none">Budget & Finance CommitteeFinance Committee	<ul style="list-style-type: none">



Bridgewater Town Council

In Town Council, Tuesday, November 27, 2018

Council Order: O-FY19-029

Introduced By: Town Manager *(at the request of the Finance Director)*
Date Introduced: November 13, 2018
First Reading: November 13, 2018
Second Reading: November 27, 2018
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY19-029

FY2019 OSLGC ENTERPRISE FUND BALANCE - FY2019 REVISED BUDGET

ORDERED, pursuant to Section 6-4 of the Bridgewater Home Rule Charter, that the Town Council assembled to vote to reduce OSLGC Enterprise receipts by **\$93,734.34** and to reduce the original budget of **Other expenses** by **\$734.34** and reduce original budget of **Transfer to Trust Funds** by **\$93,000**.

Explanation: The revenues in FY2019 need to be reduced to at least the actuals received in FY2018, and therefore the expenses. This is necessary to balance the budget and set the tax rate for FY2019.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none">Budget & Finance Committee	<ul style="list-style-type: none">Meet 11/27/18. Disposition will be provided to full Council.
<ul style="list-style-type: none">Finance Committee	<ul style="list-style-type: none">Meet 11/26/18. Disposition will be provided upon receipt.



Bridgewater Town Council

In Town Council, Tuesday, December 4, 2018

Council Order: O-FY19-030

Introduced By: Town Manager *(at the request of the Finance Director)*
Date Introduced: November 13, 2018
First Reading: November 13, 2018
Second Reading: December 4, 2018
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY18-030

FY2019 Classification Tax Allocation-Adoption of Residential Factor

ORDERED that, pursuant to G.L. c. 40, § 56, the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote to adopt a residential factor of 1 for fiscal year 2019.

FURTHER ORDERED that; the Town Council authorizes the Chief Assessor to sign the LA-5 Recap relative hereto.

Explanation: The town council shall annually first determine the percentages of the local tax levy to be borne by each class of real property, as defined in section two A of chapter fifty-nine and personal property for the next fiscal year. In determining such percentages, the town council, shall first adopt a residential factor. Said factor shall be an amount not less than the minimum residential factor determined by the commissioner of revenue in accordance with the provisions of section one A of chapter fifty-eight and shall be used by the board of assessors to determine the percentages of the local tax levy to be borne by each class of real and personal property.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none">Budget & Finance CommitteeFinance Committee	<ul style="list-style-type: none">

ROLL CALL VOTE – REQUIRES MAJORITY OF THOSE PRESENT AND VOTING.



Bridgewater Town Council

In Town Council, Tuesday, November 27, 2018

Council Order: O-FY19-031

Introduced By: Town Manager
 Date Introduced: November 13, 2018
 First Reading: November 13, 2018
 Second Reading: November 27, 2018
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY19-031

TRANSFER ORDER - CAPITAL TRANSFER – TRANSPORTATION ENGINEERING SERVICES

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
Capital Stabilization Trust Fund	80105-596010	Transfer to GF Capital Project Fund	\$ 150,000.00
Total:			\$ 150,000.00
Use of Funds	Account No.	GL Account Description	Amount
FY 2019 Capital Items 2019	tbd	tba	\$ 150,000.00
Total			\$ 150,000.00

Explanation: Transfer of Funding for transportation planning and engineering services to assist the Town in addressing critical transportation challenges within the community. The traffic safety points of interest include:

- Central Square and Town Common Circulation Improvements
- Bedford St at Grove St Intersection Safety Improvements
- Route 18/Broad St Corridor Traffic Signal upgrades
- School Access issues for BMS/ Mitchel Elementary and Williams Intermediate School

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> • Budget & Finance Committee • Finance Committee 	<ul style="list-style-type: none"> • Meet 11/27/18. Disposition will be provided to full Council. • Meet 11/26/18. Disposition will be provided upon receipt.

ROLL CALL VOTE – REQUIRES 9/10 OF THOSE PRESENT AND VOTING



Bridgewater Town Council

In Town Council, Tuesday, November 27, 2018

Council Order: O-FY19-032

Introduced By: Town Manager
 Date Introduced: November 13, 2018
 First Reading: November 27, 2018
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY19-032

TRANSFER ORDER - CAPITAL TRANSFER – DIGITAL DOCUMENT STORAGE PROJECT

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
Capital Stabilization Trust Fund	80105-596010	Transfer to GF Capital Project Fund	\$ 75,000.00
Total:			\$ 75,000.00
Use of Funds	Account No.	GL Account Description	Amount
FY 2019 Capital Items 2019	tbd	tba	\$ 75,000.00
Total			\$ 75,000.00

Explanation: The Town is limited in its physical storage and is required legally to maintain records per state and federal records retention requirements as well as public request records. This will put in place sophisticated efficient storage needs of a long overdue project

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> Budget & Finance Committee Finance Committee 	<ul style="list-style-type: none"> Meet 11/27/18. Disposition will be provided to full Council. Meet 11/26/18. Disposition will be provided upon receipt.

ROLL CALL VOTE – REQUIRES 9/10 OF THOSE PRESENT AND VOTING.



Bridgewater Town Council

In Town Council, Tuesday, November 27, 2018

Council Order: O-FY19-033

Introduced By: Town Manager *(at the request of the Finance Director)*
 Date Introduced: November 13, 2018
 First Reading: November 13, 2018
 Second Reading: November 27, 2018
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY19-033

TRANSFER ORDER - CONTRACTUAL EMPLOYEE SICK LEAVE BUY-BACK (SLBB) TRANSFERS

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
Employee SLBB Liability	80045-596100	Transfer to General Fund	\$ 236,768.00
Total:			\$ 236,768.00
Use of Funds	Account No.	GL Account Description	Amount
Sick Leave Buy Back - Fire Employee	02205001-519005	Fire Sick/Vac Payout	\$ 17,184.00
Sick Leave Buy Back - Fire Employees	02205001-519005	Fire Sick/Vac Payout	\$ 124,943.00
Sick Leave Buy Back - Afscome Employee	04205001-519005	Hwy Sick/Vac Payout	\$ 22,051.00
Sick Leave Buy Back - Police Employee	02105001-519005	Police Sick/Vac Payout	\$ 72,590.00
Total			\$ 236,768.00

Explanation: Funding of Contractual payments sick/vacation payments in FY2019 & FY2020 (Estimates for beginning of FY2020 as payments paid over 2 fiscal years)

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> Budget & Finance Committee Finance Committee 	<ul style="list-style-type: none"> Meet 11/27/18. Disposition will be provided to full Council. Meet 11/26/18. Disposition will be provided upon receipt.

ROLL CALL VOTE – REQUIRES MAJORITY OF THOSE PRESENT AND VOTING.



Bridgewater Town Council

In Town Council, Tuesday, November 27, 2018

Council Order: O-FY19-034

Introduced By: Town Manager *(at the request of the Finance Director)*
Date Introduced: November 13, 2018
First Reading: November 13, 2018
Second Reading: November 27, 2018
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY19-034

RESCIND PRIOR YEARS' AUTHORIZED & UNISSUED LOAN ORDER DEBT

ORDERED, in accordance with MGL c.44, section 7 and Section 6 of the Bridgewater Home Rule Charter, that the Town Council assembled vote the following Prior Year Authorized Unissued Debt:

- To rescind Septic Repair Article A17 voted 11/13/00 unissued balance of \$8,182
- To rescind Golf Course Clubhouse Article 3 voted 4/16/02 unissued balance of \$1,401,000
- To rescind Water Main Replacement Article 14 voted 5/5/08 unissued balance of \$8,006
- To rescind Water Resource Mgt Plan Article 16 voted 5/3/10 unissued amount \$250,000
(this loan was recently voted for paydown to MCWT in O-FY19-016 voted 10/23/2018)

Explanation: Housekeeping order to clear prior years of authorized loans remaining balances not needed for borrowing. These balances currently continue to show on the Town's Statement of Indebtedness Annual Reports This will be helpful to the Town of Bridgewater's future bond rating and future borrowing.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none">• Budget & Finance Committee• Finance Committee	<ul style="list-style-type: none">• Meet 11/27/18. Disposition will be provided to full Council.• Meet 11/26/18. Disposition will be provided upon receipt.

ROLL CALL VOTE – REQUIRES MAJORITY OF THOSE PRESENT AND VOTING.