

# TOWN OF BRIDGEWATER

OFFICE OF THE  
TOWN COUNCIL



RECEIVED  
TOWN CLERKS OFFICE  
BRIDGEWATER, MA.  
2019 MAY 10 A 9 18

## Budget & Finance Committee Meeting Agenda

**Committee Members:**

William Wood, Chair  
District 6 Councilor

Dennis Gallagher, Member  
At-Large Councilor

**Location:** Academy Building  
66 Central Square  
Room 201B  
Bridgewater, MA

**Date &  
Time:** May 14, 2019  
7:00 p.m.  
Agenda

- A. Call to Order
- B. Approval of Minutes:
  - April 22, 2019
  - April 23, 2019
  - April 29, 2019
- C. FY2020 Budget – Joint Discussion with Finance Committee
  - 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-FY20-007: CPA Reserve Accounts - FY20
- D. Other Legislation Referred:
  - Order O-FY19-054: Transfer Order – Sewer Reserve Special Purpose
  - Order O-FY19-057: Directing the Town Manager to Create a Special Reserve Fund
  - Order O-FY20-010: FY2020 Supplemental Appropriation
- E. Public Comment
- F. Adjourn

Bridgewater Town Council

In Town Council, Tuesday May 14, 2019

Council Order: O-FY20-001

Introduced By: Town Manager  
 Date Introduced: April 9, 2019  
 First Reading: April 9, 2019  
 Second Reading: May 14, 2019  
 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
<b>Other Financing Source Total</b>	<b>\$2,544,325</b>

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:

**Committee Referrals and Dispositions:**

Referral(s)	Dispositions:
<ul style="list-style-type: none"> <li>• Budget &amp; Finance Committee</li> <li>• Finance Committee:</li> </ul>	<ul style="list-style-type: none"> <li>• Vote unanimous to recommend approval</li> <li>• Meet 5/13/19 Disposition will be provided upon receipt</li> </ul>

**ROLL CALL VOTE - REQUIRES MAJORITY OF THOSE PRESENT AND VOTING.**

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

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

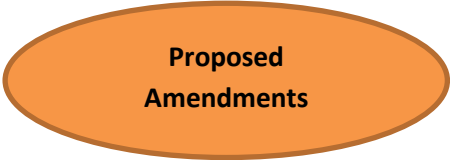
DEPT#	DEPART DESCRIPTION	Group	GROUP DESCRIPTION	FY2020 Town Mgr Budget
<b>710 Total</b>				<b>805,513</b>
751	INTERST ON LT DEBT	7.0	DEBT SERVICE	10,768
		7.1	DE: DEBT SERVICE	112,419
<b>751 Total</b>				<b>123,187</b>
820	STATE/COUNTY ASSESSENTS	2.0	EXPENSE	350,111
<b>820 Total</b>				<b>350,111</b>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



# Bridgewater Town Council

In Town Council, Tuesday, May 14, 2019

Council Order: O-FY20-002



Introduced By: Town Manager  
 Date Introduced: April 9, 2019  
 First Reading: April 9, 2019  
 Second Reading: May 14, 2019  
 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~~ **\$3,300,257.96** from the Water Enterprise receipts to defray Water direct costs, and that ~~\$136,464.10~~ **\$141,162.00** 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	<del>1,294,117.35</del>	<b>1,289,419.45</b>
OPERATING EXPENSES	\$	1,326,344.79
DEBT SERVICES	\$	679,493.72
TRANSFER TO TRUST FUNDS OPEB	\$	5,000.00
<b>APPROPRIATED for DIRECT COSTS</b>	<del>3,304,955.86</del>	<b>3,300,257.96</b>
	\$	
INDIRECT COSTS - GENERAL FUND	<del>136,464.10</del>	<b>141,162.10</b>
<b>TOTAL COST - WATER EF</b>	\$	<b>3,441,419.96</b>

### *Committee Referrals and Dispositions:*

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> <li>Budget &amp; Finance Committee</li> <li>Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>5/6/19:</li> <li>Meet 5/13/19. Dispositions to be provided to Town Council upon receipt.</li> </ul>

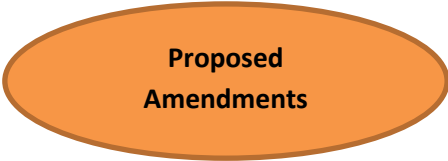
**ROLL CALL VOTE – REQUIRES MAJORITY OF THOSE PRESENT AND VOTING.**



# Bridgewater Town Council

In Town Council, Tuesday, May 14, 2019

Council Order: O-FY20-003



Introduced By: Town Manager  
 Date Introduced: April 9, 2019  
 First Reading: April 9, 2019  
 Second Reading: May 14, 2019  
 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~~ **2,030,156.15** from the Sewer Enterprise receipts to defray Sewer direct costs, and that ~~\$105,339.10~~ **110,037.00** 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	\$	<del>965,046.53</del> <b>960,348.63</b>
OPERATING EXPENSES	\$	627,739.96
DEBT SERVICES	\$	437,067.56
TRANSFER TO TRUST FUNDS OPEB	\$	5,000.00
<b>APPROPRIATED for DIRECT COSTS</b>	<b>\$</b>	<del><b>2,034,854.05</b></del> <b>2,030,156.15</b>
INDIRECT COSTS - GENERAL FUND	\$	<del>105,339.10</del> <b>110,037.00</b>
<b>TOTAL COST - SEWER EF</b>	<b>\$</b>	<b>2,140,193.15</b>

### *Committee Referrals and Dispositions:*

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> <li>Budget &amp; Finance Committee</li> <li>Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>5/6/19:</li> <li>Meet 5/13/19. Dispositions to be provided to Town Council upon receipt.</li> </ul>



# Bridgewater Town Council

In Town Council, Tuesday, May 14, 2019

Council Order: O-FY20-004

Introduced By: Town Manager  
 Date Introduced: April 9, 2019  
 First Reading: April 9, 2019  
 Second Reading: May 14, 2019  
 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
<b>APPROPRIATED for DIRECT COSTS</b>	<b>\$ 300,188.80</b>
INDIRECT COSTS - GENERAL FUND	\$ 40,252.00
<b>TOTAL COST - TRANSFER STATION EF</b>	<b>\$ 340,440.80</b>

### *Committee Referrals and Dispositions:*

<b>Referral(s)</b>	<b>Disposition(s)</b>
<ul style="list-style-type: none"> <li>Budget &amp; Finance Committee</li> <li>Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>5/6/19: Vote unanimous to recommend approval.</li> <li>Meet 5/13/19 – Disposition will be provided upon receipt.</li> </ul>

**ROLL CALL VOTE – REQUIRES 2/3 OF FULL COUNCIL (6).**





# Bridgewater Town Council

In Town Council, Tuesday, May 14, 2019

Council Order: O-FY20-005

Introduced By: Town Manager  
 Date Introduced: April 9, 2019  
 First Reading: April 9, 2019  
 Second Reading: May 14, 2019  
 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
<b>APPROPRIATED for DIRECT COSTS</b>	<b>\$</b>	<b>1,462,389.31</b>
INDIRECT COSTS - GENERAL FUND	\$	93,817.00
<b>TOTAL COST - OSLGC EF</b>	<b>\$</b>	<b>1,556,206.31</b>

### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> <li>Budget &amp; Finance Committee</li> <li>Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>5/6/19: Vote unanimous to recommend approval.</li> <li>Meet 5/13/19 – Disposition will be provided upon receipt.</li> </ul>

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



# Bridgewater Town Council

In Town Council, Tuesday, May 14, 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: May 14, 2019  
 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)
<ul style="list-style-type: none"> <li>Budget &amp; Finance Committee</li> <li>Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>5/6/19: Vote unanimous to recommend approval.</li> <li>Meet 5/13/19 – Disposition will be provided upon receipt.</li> </ul>

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



# Bridgewater Town Council

In Town Council, Tuesday, April 23, 2019

Council Order: O-FY19-054

Introduced By: Town Manager  
 Date Introduced: March 26, 2019  
 First Reading: March 26, 2019  
 Second Reading: April 23, 2019  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY19-054

### TRANSFER ORDER - SEWER RESERVE SPECIAL PURPOSE

**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	\$ 50,441.57
<b>Total:</b>			<b>\$ 50,441.57</b>
Use of Funds	Account No.	GL Account Description	Amount
SwrReline CW 14-17	61125-530050	Contracted Services	\$ 50,441.57
<b>Total</b>			<b>\$ 50,441.57</b>

**Explanation:** This transfer will close out Sewer Reline project by paying for the overages rather than financing it through the MWPAT.

### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> <li>Budget &amp; Finance</li> <li>Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>4/9/19: Vote 3-0 take no action. Meet 4/22/19. Will provide disposition to full Council.</li> <li>Meet 4/22/19 – disposition will be provided upon receipt.</li> </ul>

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



# Bridgewater Town Council

In Town Council, Tuesday, May 7, 2019

Council Order: O-FY19-057

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Introduced By: Councilor Fitzgibbons  
Date Introduced: May 7, 2019  
First Reading: May 7, 2019  
Second Reading:  
Amendments Adopted:  
Third Reading:  
Date Adopted:  
Date Effective:

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## Order O-FY19-057

### **DIRECTING THE TOWN MANAGER TO CREATE A SPECIAL RESERVE FUND**

**WHEREAS**, the Academy Building is a recently renovated building and a great asset to the Town.

**WHEREAS**, ongoing maintenance is essential to the preservation and long-term upkeep of the building.

**IT IS THEREFORE ORDERED**, that the Town Council assembled vote to direct the Town Manager to establish a separate reserve fund for said maintenance on the Academy Building.

Explanation:

*The town should always have an identified source of funds for expensive and ongoing large maintenance projects.*

### *Committee Referrals and Dispositions:*

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



# Bridgewater Town Council

In Town Council, Tuesday, May 7, 2019

Council Order: O-FY20-010

Introduced By: Town Manager  
 Date Introduced: May 7, 2019  
 First Reading: May 7, 2019  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY20-010

### FY2020 SUPPLEMENTAL APPROPRIATION

**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:

- Remaining Funds from O-FY18-043 BRRSD Capital FY19 of \$135,329.00

For the operations of the Town and further that such appropriation in the amount of **\$335,329**, be for such purposes, each Department and group being considered a separate appropriation as shown below:

- Dept 300 Bridgewater Raynham Regional School District Expenses: \$ 98,000.00
- Dept 300 Bridgewater Raynham Regional School District Capital: \$135,329.00
- Dept 420 DPW Salaries/Wages/Benefits \$ 53,000.00
- Dept 420 DPW Expenses \$ 49,000.00

*To supplement the Town Manager's FY2020 budget, this supplemental appropriation funds the BRRSD FY2020 assessment with "new growth" revenue and existing capital funding. It also adds one additional DPW highway employee, and increases expenses in DPW to begin to pay for compliance with new stormwater regulations, storm cleanup, tree trimming, etc.*

### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•