

**Town of Bridgewater**  
**Town Council**  
**FY18 Resolutions Voted**

*(Effective 7/1/2017 legislation will be numbered and tracked according to fiscal year initiated.)*

**Directory of Documents**

***Town Council Resolutions***

*(Click on Resolution Number/Name to View Document)*

<i>Resolution Number</i>	<i>Resolution Title</i>	<i>Date Adopted</i>
<i>R-FY18-001</i>	Directing the Town Manager to Explore Aquiring Specific Land - Summer Street	December 5, 2017
<i>R-FY18-002</i>	2018 Town Council Meeting Dates	October 17, 2017
<i>R-FY18-003</i>	Bridgewater's FY2019 Budget Policy Guidelines	December 19, 2017



# Bridgewater Town Council

In Town Council, Tuesday, December 5, 2017

Council Resolution: R-FY18-001

Introduced By: Councilor Dennis Gallagher  
 Date Introduced: September 19, 2017  
 First Reading: September 19, 2017  
 Second Reading: December 5, 2017  
 Amendments Adopted: None  
 Date Adopted: December 5, 2017  
 Effective Date: January 5, 2018

## Resolution R-FY18-001

### DIRECTING THE TOWN MANAGER TO EXPLORE ACQUIRING SPECIFIC LAND – SUMMER STREET

**BE IT RESOLVED:** The Town Council assembled approves the directing of the Town Manager to explore the possibility of acquiring the parcel of land on Summer Street, formerly occupied by the Mobile Station by eminent domain.

Explanation:

*The purpose would be for redevelopment for public or private use.*

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> <li>Community &amp; Economic Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>12/4/17: Vote recommend approval.</li> </ul>

**In accordance with the applicable provisions of the Town of Bridgewater Home Rule Charter and Town Council Rules and Procedures, the Town Council assembled voted, at their meeting on Tuesday, December 5, 2017, to approve the aforementioned Resolution by a Roll Call vote (9-0).**

**A TRUE COPY ATTEST:**

\_\_\_\_\_  
 Ann M. Holmberg  
 Town Council Clerk



# Bridgewater Town Council

In Town Council, Tuesday, October 17, 2017

Council Resolution: R-FY18-002

Introduced By: Councilor William Wood  
 Date Introduced: October 3, 2017  
 First Reading: October 3, 2017  
 Second Reading: October 17, 2017  
 Amendments Adopted: None  
 Date Adopted: October 17, 2017  
 Effective Date: October 17, 2017

## Resolution R-FY18-002

### TOWN COUNCIL MEETING DATES - 2018

WHEREAS: The Bridgewater Town Council Rules and Procedures, Section III Meetings states, "The Town Council will hold regular meetings on the first and third Tuesdays of each month beginning at 7:30 p.m. In the months of June, July and August, the Council will meet monthly on the first Tuesday, following the first Monday"; and

WHEREAS: Adoption of this Resolution, establishes regular meeting dates which are an exception to the aforementioned rule; and

**RESOLVED:** The following dates are established as regular meetings for the calendar year 2018 and regular meetings will be held in the Academy Building, Council Chambers, 66 Central Square, Bridgewater MA, beginning at 7:30 p.m., unless otherwise noted.

January 9, 2018*	June 26, 2018*
January 23, 2018*	July 10, 2018*
February 6, 2018	August 7, 2018
February 27, 2018*	September 4, 2018
March 13, 2018*	September 25, 2018*
March 27, 2018*	October 9, 2018*
April 10, 2018*	October 23, 2018*
April 24, 2018*	November 13, 2018*
May 8, 2018*	November 27, 2018*
May 22, 2018*	December 4, 2018
June 5, 2018	December 18, 2018

\*Exceptions to Section III of the Council Rules and Procedures are noted with an asterisk.

### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> <li>This measure was not referred to any committee. 14 days has elapsed per Section XVIII of the Council Rules and Procedures, therefore may be finally considered.</li> </ul>	

**In accordance with the applicable provisions of the Town of Bridgewater Home Rule Charter and Town Council Rules and Procedures, the Town Council assembled voted, at their meeting on Tuesday, October 17, 2017 to approve the aforementioned Resolution by a voice vote (9-0).**

**A TRUE COPY ATTEST:**

Ann M. Holmberg  
Town Council Clerk

**VOICE VOTE – REQUIRES MAJORITY OF THOSE PRESENT AND VOTING.**



## Bridgewater Town Council

In Town Council, Tuesday December 19, 2017

Council Resolution: R-FY18-003

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Introduced By:	Councilor William Wood
Date Introduced:	November 7, 2017
First Reading:	November 7, 2017
Second Reading:	December 19, 2017
Amendments Adopted:	December 19, 2017
Date Adopted:	December 19, 2017
Effective Date:	January 19, 2018

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### Resolution R-FY18-003

#### **BRIDGEWATER'S FY 2019 BUDGET POLICY GUIDELINES**

WHEREAS: A methodical and disciplined approach to the operating budget is warranted.

**RESOLVED:** Pursuant to establishing guidelines and priorities for the Town Manager to develop the Annual Budget, the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to adopt the following Policy Guidelines for the Town Manager to use in creating the FY19 Budget:

The Town Council is adopting these budget policy guidelines pursuant to Section 6-1 of the Bridgewater Home Rule Charter. Based on these guidelines, the Town Manager will develop budgetary goals and the Town Budget for Fiscal Year 2019.

#### **Introduction**

The following financial principles set forth the framework for our overall fiscal planning and management of the Town of Bridgewater's resources.

The principles outlined in this policy are designed to ensure the Town's sound financial condition, now and in the future.

Sound Financial Condition is defined as:

- Cash Solvency - the ability to pay bills in a timely fashion
- Budgetary Solvency - the ability to annually balance the budget
- Long Term Solvency - the ability to pay future costs
- Service Level Solvency - the ability to provide needed and desired service

It is equally important that the Town maintain flexibility in its finances to ensure that the Town can react and respond to changes in the economy and new service challenges without measurable financial stress. To this end we will adhere to the following financial policies.

**VOICE VOTE REQUIRED**

## **Financial Policies and Guidelines:**

The Town will adopt a Multi-Year forecasts, which will give the Town, lead-time to react to expected revenue shortfalls and to intelligently manage predicted revenue surges. These are a valuable component of sound long-term financial estimating practices.

The Town will maintain the historical data and a clear chronology of the budgeted to actual estimates and results.

1. The town will avoid budgetary practices that balance current expenditures at the expense of meeting future year's expenses, such as postponing expenditures, and accruing future years' revenues.
2. Recurring operating costs will be funded by recurring sources of revenue. This protects the Town from fluctuating service levels and avoids concern when one-time revenues are reduced or removed which create a structural deficit. In addition, to budget prudently and plan for contingencies the town sets the following:
  - a. Unreserved Fund Balance (free cash) will be targeted at 5% to 10% (State Average is 3.79%, GFOA 5%-15%, Bond Rating Agency Guideline 5%) of the operating budget and used only for one-time expenditures such as capital improvements, capital equipment, unexpected or extraordinary expenses such as unbudgeted snow and ice removal expenses and/or to meet the stabilization reserve policy.
  - b. The Town will maintain a Stabilization Fund as its main financial reserve in the event of an emergency, unforeseen circumstances or an extraordinary need. It shall be the goal of the town to achieve and maintain a balance in the Stabilization Fund equal to 5%-10% (State Average 2.90%, GFOA 5%, Bond Rating Agency 5%-10%) of its operating budget, understanding that this will take several years to accomplish. The established target will be reviewed upon meeting this goal.
3. Revenue Policies: Our Revenue Policies will address the need for diversification and stabilization, revenue estimating, user fee methodology and taxes.
  - a. Revenue Estimating: the revenues will be estimated conservatively, using an objective analytical approach. The goal of this policy is to predict revenues as accurately as possible while erring on the side of caution. Methodologies will be established that best fit the accuracy of forecasting, different methods for different revenue types.
4. Expenditure Policies:
  - a. The budget should consider impact of fixed costs including health insurance, retirement, sick leave buyback, transportation, COLA adjustments/Contractual Step Increases, and other costs and should be treated on a consistent basis with all departments for comparison purposes.
  - b. Maintenance of Capital Assets: Within the resources available each fiscal year the Town will maintain capital assets and infrastructure at a sufficient level to protect the Town's investment, minimize future replacement and maintenance costs, and to continue service levels.
  - c. Program Review/Prioritization: The Town encourages delivery of services by other public and private organizations whenever and wherever greater efficiencies and effectiveness can be expected. In addition, develop and use technology and productivity advancements that will help reduce or avoid personnel and related overhead costs. The intent is to control these costs as a proportion of the total budget, to more productively and creatively use available resources, and avoid duplication of effort and resources.

**VOICE VOTE REQUIRED**

- a. Each department’s budget will be broken down into three categories: salaries & wages, operating expenses, and capital expenses, if any. The salaries & wages portion will reflect the number of FTE for all departments.
- b. Estimated allocation of health benefit costs by department and pension assessments should be provided.

**FY19 BUDGET PRACTICES**

In preparing the budget for FY19, the Town Manager should continue to use the following budget practices:

- c. Continue the Town’s efforts within all departments to obtain grant funding from federal, state, and other sources, including the implementation of a college internship program.
- d. Continue the Town’s efforts to maximize the use of Chapter 90 monies to expand upon the road repair program started in FY12 and updated in FY16.
- e. Review the possibilities and cost implication of contracted services vs. staffing in various departments and to eliminate overtime whenever practical.
- f. Continue to enhance the Town’s website and use other technologies as cost effective means for delivering information and services, increasing public awareness, and encouraging public feedback.

**FY19 FINANCIAL POLICIES**

The budget should be constructed to anticipate positive Free Cash which will enable the Town greater budgetary flexibility in future years, and will continue to enhance the Town’s bond rating. At the same time, the budget should maintain Town services.

**Revenue:** will be based on the methodologies adopted in the five-year forecast.

**Expenses:** will be based on the methodologies adopted in the five-year forecast.

*Committee Referrals and Dispositions:*

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> <li>• Budget &amp; Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Committee meet 11/21/17. Disposition will be provided to full Council.</li> <li>• Measure postponed to next meeting in committee for further discussion (11/21 &amp; 11/5).</li> <li>• 12/19/17: Vote 3-0 recommend adoption as presented by Finance Director.</li> </ul>

**In accordance with the applicable provisions of the Town of Bridgewater Home Rule Charter and Town Council Rules and Procedures, the Town Council assembled voted, at their meeting on Tuesday, December 19, 2017, to approve the aforementioned Resolution by a voice vote (8-0) (1 Councilor Vacancy).**

**A TRUE COPY ATTEST:**

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Ann M. Holmberg  
Town Council Clerk

**VOICE VOTE REQUIRED**