



BRIDGEWATER TOWN COUNCIL

Tuesday, October 18, 2016

7:30 PM

Academy Building

66 Central Square

Council Chamber, Room 203

Bridgewater MA

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TOWN CLERKS OFFICE
BRIDGEWATER, MA.

2016 OCT 14 A 11:39

MEETING AGENDA

A. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

- a) September 20, 2016
- b) October 4, 2016

B. ANNOUNCEMENTS FROM THE PRESIDENT

C. PROCLAMATIONS

D. CITIZEN OPEN FORUM

E. APPOINTMENTS

- a) Elder Affairs Commission
 - Diane M. Roza
 - Gloria M. Lemieux
 - Victor Delmonte (reappointment)
- b) Board of Registrars – Joseph Gillis, Jr.

F. HEARINGS

G. LICENSE TRANSACTIONS

H. PRESENTATIONS

I. TOWN MANAGER'S REPORT

- a) Update on Town Manager Goals

J. DISCUSSIONS

- a) Councilor Access to Academy Building (*President Gallagher*)
- b) Building Maintenance Plan (*Councilor Colombotos*)
- c) Addressing Dangerous Crosswalks (*Councilor Colombotos*)

K. COMMITTEE REPORTS

L. LEGISLATION FOR ACTION

M. OLD BUSINESS

N. NEW BUSINESS

- a) Order O-2016-024: Adoption of a Temporary Street Closing Policy (*Town Manager*)
- b) Order O-2016-025: Declaring the Golf Clubhouse Available for Lease (*Town Manager*)
- c) Resolution R-2016-008: FY18 Budget Resolution (*Councilor Wood*)

O. CITIZEN COMMENTS

P. COUNCIL COMMENTS

Q. EXECUTIVE SESSION

R. ADJOURNMENT



Bridgewater Town Council

In Town Council, Tuesday, October 18, 2016

Council Order: O-2016-024

Introduced By:	Town Manager
Date Introduced	October 18, 2016
First Reading:	October 18, 2016
Second Reading:	
Amendments Adopted:	
Date Adopted:	
Date Effective:	

Order O-2016-024

ADOPTION OF A TEMPORARY STREET CLOSURE POLICY

ORDERED; that, the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to adopt the following policy:

General

It is the policy of the Town of Bridgewater to encourage activities by neighborhood and civic groups that promote the welfare, safety, and harmony of its citizens. The Town shall allow temporary street closures for such activities when those closures will not cause harm to or be a significant disruption to the general public.

Purpose

It is the purpose of this policy to define parameters under which local or civic groups may request temporary road closures for community events. Except as otherwise provided by law, it shall be unlawful to close any public street or block traffic therefrom unless a Street Closure Permit has been issued by the Town of Bridgewater in accordance with this policy.

Scope

This policy applies to all roads and streets in the Bridgewater road system.

- A. **Administrative Approval:** Community events that occur on an annual or routine basis, and have been approved previously by the Bridgewater Town Council, may be approved administratively by the Town Manager. Town sponsored events may be approved administratively by the Town Manager.
- B. **Town Council Approval:** Events of a non-routine nature or that have not previously been approved by the Town Council, or events lasting longer than 10-hours, must be approved by the Town Council.

Policy

- A. Only those streets with a speed limit of 30 miles per hour or less will be considered for temporary partial closure under this policy.
- B. No permit shall be issued for road closures on state-controlled, numbered highways without prior approval from the Massachusetts Department of Transportation. No permit shall be issued for road closures in the Downtown Business District unless sponsored by the Town or the local chamber of commerce or its equivalent.
- C. Disposition of Street Closure Requests is administrative in nature under the authority of the Town Manager and the Bridgewater Town Council.
- D. The applicant shall submit a letter of request for street closure to the Bridgewater Town Manager's office at least 30 days prior to the date of the proposed street closure. Applications submitted less than 30 days cannot be guaranteed a response for approval. The letter shall include all the relevant information requested by the Town Manager.

NOT FOR ACTION – FIRST READING ONLY.

- E. The Town Manager shall notify the Police Chief of the proposed closure, and the Police Chief, or his designee, shall determine whether a Police detail shall be required. Such detail shall be paid by the applicant.
- F. The applicant shall be responsible for notifying the owners and tenants on the affected street at least seven (7) days prior to the proposed closure.
- G. The temporary street closure shall be for a period less than ten (10) hours as stipulated by the Town Manager, unless approved by the Town Council.
- H. Regardless of street closure, one travel lane must be kept clear to accommodate emergency vehicles.
- I. Pedestrian access to all residences or businesses shall not be obstructed without their written consent. Fire hydrants on the specified street shall not be obstructed. A minimum 10-foot unobstructed path must be maintained for emergency vehicle access to the street.
- J. The applicant shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.
- K. Promptly following the conclusion of the event, the applicant shall ensure that the street is free of debris and rubbish.
- L. Approval of the request is subject to other conditions that may be specified by the Bridgewater Town Manager or the Town Council.
- M. The Town of Bridgewater will not be responsible for any costs for establishing, running or maintaining the closure.
- N. The Town of Bridgewater maintains the right to cancel approval of the road closure at any time.

Barricade Equipment

Barricade equipment is required and can be provided by the Town. The applicant shall be responsible for coordinating the placement and timing of barricades with the Police, Fire and Roadways Departments.

Public Notification

The applicant is required to notify all residents/tenants affected by the street closure and direct them to contact the Town Manager's office if they have any questions or concerns. The applicant shall attest that this requirement has been met. The applicant may obtain abutter addresses from the Assessor's office.

Additional Event Requirements

- A. No stakes or penetrations may be made through the asphalt.
- B. No disposal of anything in storm sewers.
- C. Any marking on the street can be done in chalk or washable material. No paint or permanent markings can be used.
- D. No loud speaker system shall be used which is audible beyond the designated event location. Event organizers and guests shall be in compliance with state laws and local ordinances.
- E. If alcoholic beverages are dispensed, event organizers may be subject to criminal penalties if under-aged persons are consuming or possessing such beverages. Alcoholic beverages are prohibited from Town streets or public right of way unless the applicant has obtained a permit from the Town.

Damages; Insurance

Any person or persons to whom a Street Closing Permit has been issued shall be liable for any loss or damage to any Town of Bridgewater property arising out of the issuance use of the permit.

As a condition to the issuance of any Street Closing Permit, the permittee may be required to provide insurance to indemnify the Town from any and all damages and costs of litigation arising out of the issuance and use of such permit.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, October 18, 2016

Council Order: O-2016-025

Introduced By: Town Manager
Date Introduced: October 18, 2016
First Reading: October 18, 2016
Second Reading:
Amendments Adopted:
Date Adopted:
Date Effective:

Order O-2016-025

DECLARING THE GOLF CLUBHOUSE AVAILABLE FOR LEASE

Whereas; Olde Scotland Links Golf Course has a clubhouse primarily used for the service of food and beverage service;

Whereas; the current food and beverage contract is expiring;

Whereas; the Town Manager wishes to issue a RFP for the lease of the OSLGC clubhouse for the provision of food and beverage for a three year period, with two one-year extensions;

Whereas; the Town Council must declare the clubhouse available for such disposition;

It is therefore Ordered that; the Bridgewater Town Council declares the Olde Scotland Links Golf Course clubhouse available for lease to a company in the business of providing food and beverage services, as determined by the Town Manager for a period of three year, with two one-year extensions at the discretion of the Town Manager.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, October 18, 2016

Council Resolution: R-2016-008

Introduced By:	Councilor Wood
Date Introduced:	October 18, 2016
First Reading:	October 18, 2016
Second Reading:	
Amendments Adopted:	
Date Adopted:	
Effective Date:	

Resolution #R-2016-008

BRIDGEWATER'S FY 2018 BUDGET POLICY GUIDELINES

WHEREAS: The Town Council established orderly steps for the FY18 Budget creation process; and

WHEREAS: The Town Manager delivered a high-level overview of the FY18 Budget to the Town Council; and

WHEREAS: The economic outlook for FY18 continues to be uncertain, and a cautious approach to the budget is warranted; and

WHEREAS: Budget guidelines and Council priorities are beneficial to constructing the FY18 budget for effective Budget management.

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 FY18 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 2018.

ONGOING BUDGET PRACTICES

In preparing the budget for FY18, the Town Manager should continue to use the following budget practices:

- 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.
- 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.
- Review the possibilities and cost implication of contracted services vs. staffing in various departments and to eliminate overtime whenever practical.
- 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.

FINANCIAL POLICIES

The first and foremost goal of the FY18 budget must be to continue to build undesignated fund balances and to build reserves for Stabilization. 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:

- The Tax Levy is governed by statute and has a high confidence for receipt. For FY18 budget planning purposes, spending shall use 100% of the anticipated Tax levy amount after accounting for the appropriate overlay amount reduction.
- Given the uncertain economic forecast, New Growth projections shall be limited to \$300,000.
- Local Receipts are highly influenced by economic conditions and forecasts. Therefore, for FY18 planning purposes, spending shall be limited to 85% of FY16 actual values per revenue classification plus 85% of the last three fiscal years of actual prison mitigation revenue.
- Downward adjustments to specific local receipt line items should be made to any line item where actual receipts increased by more than 25% between FY14 and FY15.
- Revenue from State Aid should be the numbers used in the Cherry Sheet estimates released March 1. If no FY2018 Cherry Sheets are available, use the final FY2017 Cherry Sheet values.
- General Fund revenues from Ambulance Receipts should be limited to \$1.0 million.
- Grants may be used to calculate revenue if allowed by the terms of the grant.

Expenses:

- Expect that the Plymouth County Retirement assessment paid by the General Fund will increase by approximately \$175,000.
- Identify all employees and their salary costs. Include written summaries of all initiatives greater than maintenance with the breakdown of expenditures and FTEs.
- The budget should consider impact of fixed costs including health insurance, retirement, sick leave buyback, transportation, and other costs and should be treated on a consistent basis with all departments including the schools.
- Submit FY18, and expenditure projections for FY19 with the primary purpose of proving sustainable services for the entire community over multiple years. The projection should also reflect FTE information for all departments.
- Provide and include maintenance budgets for FY18 for all departments including schools.
- Provide a summary of settled union contract impacts to payroll costs for FY18 and FY19.
- Each department's budget should be broken down into three categories: payroll costs, regular expenditures, capital expenditures. Estimated allocation of health benefit costs and pension assessments should be provided.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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