BRIDGEWATER TOWN COUNCIL

Tuesday, January 22, 2013
7:30 PM
BTV Studios, 80 Spring Street

AGENDA (*Revised*)

SPECIAL JOINT MEETING

The Council President has called a joint meeting of the Town Council, Finance Committee, Regional School District Committee chair (or her designee) and the Town Manager pursuant to the Bridgewater Home Rule Charter Section 6-1 which prescribes that a meeting of the aforementioned shall be convened "…before the commencement of the budget process to review the financial condition of the town, revenue and expenditure forecasts and other relevant information in order to develop a coordinated budget."

A. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

B. ANNOUNCEMENTS FROM THE PRESIDENT

C. PROCLAMATIONS - None

D. CITIZEN OPEN FORUM

E. APPOINTMENTS - None

F. HEARINGS

G. LICENSE TRANSACTIONS

a) Petition #P-2013-002: Class I License Change of Situation – Wyman Residential, LLC

b) Petition #P-2013-003: New Common Victualler License: Stephen A. Yannone dba J's Flying Pizza, 815 South Street

H. PRESENTATIONS - None

I. TOWN MANAGER'S REPORT

a) FY14 Preliminary Budget Submission

J. DISCUSSIONS

a) Planning Workshop Proposed Dates *(Councilor Whitaker)*

K. SUBCOMMITTEE REPORTS

L. LEGISLATION FOR ACTION

M. OLD BUSINESS

a) Transfer #T-2013-001: Professional Accounting Services
This measure will appropriate and transfer the sum of $33,230.42 from account #001-135-01-0101-511100 (Accountant – Department Head) to account #001-135-01-0102-530000 (Professional Services), for the purpose of funding the executed contract with Sullivan, Rogers & Company of Burlington, MA for professional accounting services. At their meeting held 1/9/13, the Finance Committee voted 6-0 to approve the measure.

N. NEW BUSINESS

a) Order #O-2013-001: Acceptance of Gift from the Howard Charitable Foundation
- The Howard Charitable Foundation has generously endowed $5,000.00 to the Bridgewater Office Of Elder Affairs be used towards specific senior programs/events

b) Transfer #T-2013-002: CPC Funds Keith Homestead Ceiling

c) Transfer #T-2013-003: CPC Funds for the Memorial Building Repairs

d) Loan Order #O-2013-002: Painting and Repair of the Water Tower

e) Resolution #R- 2013-001: Bridgewater's FY 2014 Budget Policy Guidelines

O. CITIZEN COMMENTS

P. COUNCIL COMMENTS

Q. EXECUTIVE SESSION - M.G.L., Chapter 30A, Section 21(a), (3): *To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.*

R. ADJOURNMENT

Bridgewater Town Council

In Town Council, Tuesday, January 22, 2013

Council Petition: #P-2013-002

Date Introduced/Public Hearing: January 22, 2013

Amendments Adopted:

Date Adopted:

Date Effective:

Petition: #P-2013-002

Relative to:

THE GRANTING OF A CHANGE FOR A CLASS I AUTO DEALERS LICENSE

WHEREAS, Wyman Residential, LLC has submitted applicable documentation as required for a license change for the auto dealer establishment in Bridgewater, Massachusetts; and

WHEREAS, Arthur Wyman will continue to serve as the establishment's manager of record; and

WHEREAS, Wyman Residential, LLC wishes to amended his business operations address as listed on his license from 10 High Pond Drive to 105 Bridgestone Way

WHEREAS, Wyman Residential, LLC will continue to operate under its dealer agreement with Virginia Homes Manufacturing Corporation.

WHEREAS, Wyman Residential, LLC has complied with the requirements of the Town of Bridgewater and applicable state laws inclusive of the zoning requirements, Building and Fire Codes governing the operation of such licenses; and

WHEREAS, no review of this matter is required by the Planning Board; and

WHEREAS, the Bridgewater Town Council, acting as the Legislative body of the Town has such licensing authority and with the affirmative recommendation of the Bridgewater Building Inspector who have oversight authority, it appears that the public good so requires such request be granted;

The Town Council of the Town of Bridgewater, Massachusetts, pursuant to Chapter 140 - section 58 specifically; and also sections 57 and 59 generally, of the Massachusetts General Law (M.G.L.), in Town Council assembled approve the petition of Wyman Residential, LLC, be granted a change of situation of its license to operate as a Class I - New Car Dealer within the Town of Bridgewater.

Bridgewater Town Council

In Town Council, Tuesday, January 22, 2013

Council Petition: P-2013-003

Date Introduced/Public Hearing: January 22, 2013

Amendments Adopted:

Date Adopted:

Date Effective:

Petition: P-2013-003

Relative to:

THE GRANTING OF A COMMON VICTUALLER LICENSE

WHEREAS, Stephen A. Yannone dba J's Flying Pizza has submitted all applicable documentation as required for a license to operate a food establishment at 815 South Street, Bridgewater, Massachusetts; and

WHEREAS, Stephen A. Yannone proposes to operate the business during the following hours:

Monday - Sunday	1:00 p.m. - 9:00 p.m.

and;

WHEREAS, Stephen A. Yannone has complied with the requirements of the Town of Bridgewater and applicable state laws inclusive of the Building Code, Fire Codes and Health Department's Food Service Specifications governing the serving of food to the public; and

WHEREAS, the Bridgewater Town Council, acting as the Legislative body of the Town has such licensing authority and with the affirmative recommendation of the Bridgewater Building Inspector, Fire, Police, and Health Departments who have oversight authority, it appears that the public good so requires such license be granted;

The Town Council of the Town of Bridgewater, Massachusetts, pursuant to Chapter 140 - section 2 and section 6 respectively of the Massachusetts General Law (M.G.L.), in Town Council assembled approve the petition of MPG Bridgewater, LLC be granted a license to operate a food establishment within the Town of Bridgewater.

Bridgewater Town Council

In Town Council, Tuesday, January 22, 2013

Council Transfer: #T-2013-001

Introduced By:	Town Manager
Date Introduced:	January 8, 2013
First Reading:	January 8, 2013
Second Reading:	January 22, 2013
Amendments Adopted:	
Date Adopted:	
Date Effective:	

Proposed Transfer: #T-2013-001

PROFESSIONAL ACCOUNTING SERVICES

ORDERED, in accordance with section 4-2 (15) of the Bridgewater Home Rule Charter, that the Town Council vote to appropriate and transfer the sum of $33,230.42 from account #001-135-01-0101-511100 *(Accountant – Department Head)* to account #001-135-01-0102-530000 *(Professional Services)*, for the purpose of funding the executed contract with Sullivan, Rogers & Company of Burlington, MA for professional accounting services for the remainder of FY13.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Measure requires consideration by Finance Committee. • 14 day requirement (per Council Rules & Procedures XVIII - Readings) *has elapsed.* Thus, this measure may be considered for action.	• 1/9/13: Vote approve (6-0).

ROLL CALL VOTE: PASSAGE REQUIRES MAJORITY VOTE OF THOSE PRESENT AND VOTING.

Bridgewater Town Council

In Town Council, Tuesday, January 22, 2013

Council Order: O-2013-001

Introduced By:	Town Manager
Date Introduced:	January 22, 2013
First Reading:	January 22, 2013
Second Reading:	
Amendments Adopted:	
Date Adopted:	
Date Effective:	

Proposed Order O-2013-001

ACCEPTANCE OF GIFT

WHEREAS: Massachusetts General Laws, Chapter 44, §53A 1/2, states as follows:

"A city council, with the mayor's approval if the charter so provides, or a board of selectmen or town council may, in its sole discretion and authority, accept gifts of tangible personal property on behalf of the city or town from the federal government, a charitable foundation, private corporation, individual, or from the commonwealth or any political subdivision thereof, and may, in its sole discretion and authority, use said gifts, without specific appropriation thereof, for the purpose of such a gift or, if no restrictions are attached to the gift, for such other purposes as it deems advisable;" and

WHEREAS: The Town of Bridgewater has received the gift of a $5,000.00 from The Howard Foundation.

Now, therefore, in accordance with Chapter 44, §53A ½ of the Massachusetts General Laws, the Town Council votes to take the following action:

ORDERED that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to accept the gift of $5,000.00 from The Howard Foundation and to expend the gift of in accordance with stated purpose thereof.

Explanation:

The Elder Affairs Director has requested and secured additional funding assistance for senior programs.

Bridgewater Town Council

In Town Council, Tuesday, January 22, 2013

Transfer: T-2013-002

Introduced By:	Town Manager
Date Introduced:	January 22, 2013
First Reading:	January 22, 2013
Second Reading:	
Amendments Adopted:	
Date Adopted:	
Date Effective:	

Proposed Transfer - # T-2013-002

Keith Homestead Appropriation

ORDERED that, the Town Council appropriate and transfer from the account #201-000-00-0000-324200 Reserve for Historic Resources to the account #201-172-26-1024-530033 *Project Management* the sum of $ 5,500.00 and to account #201-172-26-1024-582003 *Bldg Improv - Restoration* the sum of $ 500.00 as unanimously recommended by the Community Preservation Committee. The purpose of which is to contract for professional services and pay associated fees relative to the Keith Homestead or take any other action relative thereto.

Explanation: The purpose of this project is to restore the plaster ceiling in the Town-owned Memorial Building. Specifically, the scope of work will include the following:

- $ 500.00 application fee to Historic New England to prepare the draft Preservation Restriction including all building documentation
- $ 5,000.00 for an appraisal by a specialist in historic property appraisal
- $ 500.00 to shore up the ceiling in a second floor bedroom to ensure safety of the Historic New England photographers, those conducting the energy audit for the Green Community grant and any others entering that room prior to the building's sale.

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Bridgewater Town Council

In Town Council, Tuesday, January 22, 2013

Transfer: T-2013-003

Introduced By:	Town Manager
Date Introduced:	January 22, 2013
First Reading:	January 22, 2013
Second Reading:	
Amendments Adopted:	
Date Adopted:	
Date Effective:	

Proposed Transfer - # T-2013-003

Memorial Building Ceiling Restoration Project

ORDERED that, the Town Council appropriate and transfer from the account #201-000-00-0000-324200 Reserve for Historic Resources to the account #201-172-25-1023-582003 (*Bldg Improv – Restoration)* the sum of $ 55,000.00 and to account # 201-172-25-1023-530032 *(Consulting – Historian)* the sum of $ 3,735.00 as unanimously recommended by the Community Preservation Committee. The purpose of which is to contract with an architectural historian and plasterer in a manner and within a budget consistent with the contract approved by the Town Manager or take any other action relative thereto.

Explanation: The purpose of this project is to restore the plaster ceiling in the Town-owned Memorial Building. Specifically, the scope of work will include project management by an architectural historian with specialty in traditional mortars and plasters and a plasterer trained in the preparation and installation of traditional lime mortars. The scope of work includes repair using original materials and will be in full compliance with the Secretary of the Interior's Standards for Rehabilitation.

Bridgewater Town Council

In Town Council, Tuesday, January 22, 2013

Council Order: #O-2013-002

Introduced By:	Town Manager (At the request of the Water/Sewer Superintendant)
Date Introduced	January 22, 2013
First Reading:	January 22, 2013
Second Reading:	
Amendments Adopted:	
Date Adopted:	
Date Effective:	

Proposed Order #O-2013-002

LOAN ORDER – WATER GREAT HILL TOWER REPAIR AND PAINT

ORDERED that the sum of $861,000.00 be appropriated to paint and repair structural damage to the Great Hill Water Tower, including costs incidental or related thereto; that to meet this appropriation, the Town Treasurer, with the approval of the Town Manager, is authorized to borrow $861,000.00 pursuant to Chapter 44, Section 8(7c) or any other enabling authority; and that the Town Manager is authorized to contract for and expend any grants, aid or gifts in available for the project; and that the Town Manager is authorized to take any other action necessary or convenient to carry out this project.

Explanation:
This loan order will fund repair and paint costs to the Great Hill Water Tower.

Bridgewater Town Council

In Town Council, Tuesday, Tuesday, January 22, 2013

Council Resolution: R-2012-001

Introduced By:	Councilor William Wood
Date Introduced:	January 22, 2013
First Reading:	January 22, 2013
Second Reading:	
Amendments Adopted:	
Date Adopted:	
Effective Date:	

Resolution #R- 2013-001

BRIDGEWATER'S FY 2014 BUDGET POLICY GUIDELINES

WHEREAS: The Town Council established orderly steps for the FY14 Budget creation process; and

WHEREAS: The Town Manager delivered a high-level overview of the FY14 Budget to the Town Council; and

WHEREAS: The economic outlook for FY14 continues to be uncertain, and a cautious approach to the budget is warranted; and

WHEREAS: Budget guidelines need to be clearly communicated from the Town Council to the Town Manager 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 FY14 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 2014.

ONGOING BUDGET PRACTICES

In preparing the budget for FY14, 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.
- Review the possibilities and cost implication of contracted services vs. staffing in various departments.
- 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 FY14 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 FY14 budget planning purposes, spending shall use 100% of the anticipated Tax levy amount after accounting for the appropriate overlay amount reduction.
- The value of the actual Tax Levy New Growth is affected by many factors including prevailing interest rates and unemployment rates. Given the uncertain economic forecast, New Growth projections shall be limited to $250,000.
- Local Receipts are highly influenced by economic conditions and forecasts. Therefore, for FY14 planning purposes, spending shall be limited to 85% of FY12 actual values per revenue classification plus 85% of FY13 prison mitigation revenue.
- Revenue from State Aid should be the numbers used in the Cherry Sheet estimates released March 1.
- General Fund revenues from Ambulance Receipts should be limited to $1 million.
- Gifts should not be used to calculate revenue estimates. Yearly formula grants from state and federal sources can be used to calculate revenue estimates.
- Grants may be used to calculate revenue if allowed by the terms of the grant.

Expenses:

- Expect that the Retirement Assessment from Plymouth County will increase by approximately $150,000.
- 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.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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