



BRIDGEWATER TOWN COUNCIL

Tuesday, February 26, 2013

7:30 PM

BTV Studios, 80 Spring Street

AGENDA – UPDATED 2/26/13

A. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

- a) January 22, 2013
- b) February 5, 2013

B. ANNOUNCEMENTS FROM THE PRESIDENT

C. PROCLAMATIONS - None

D. CITIZEN OPEN FORUM

E. APPOINTMENTS

- a) Board of Registrars – Merry Boegner

F. HEARINGS

- a) 7:35 p.m. - National Grid Pole Relocation (*continued from 2/5/2013*)

G. LICENSE TRANSACTIONS

- a) Petition #P-2013-005: One-Day Alcohol License – Sodexo @ BSU
- b) Petition #P-2013-006: One-Day Alcohol License – Portuguese Holy Ghost Society, Inc.
- c) Petition #P-2013-007: One-Day Entertainment License – Vested Interest in K9's, Inc.
- d) Petition #P-2013-008: One-Day Auctioneer's License – Bridgewater Recycling** *Late File** This item is added as a late file and requires 2/3 vote of the Council to accept and consider.*

H. PRESENTATIONS

I. TOWN MANAGER'S REPORT

J. DISCUSSIONS

- a) Town Meeting – March 19, 2013/Agenda (*President Fitzgibbons*)
- b) FY13 Capital Items Plan – (*Town Manager*)
- c) 5-Year Projection – (*Town Manager*)

K. SUBCOMMITTEE REPORTS

L. LEGISLATION FOR ACTION

- a) Order #O-2012-038: Free Cash Policy

At their meeting of 2/6/13, the Council Budget & Finance committee made recommendations for amendments. The proposed amended document was considered by the Finance Committee on 2/13/13. The Finance Committee returned additional recommendations for amendments to be considered by the Council.

- b) Order #O-2013-001: Acceptance of a Gift – Howard Charitable Foundation
This measure was not referred to a council subcommittee. At their meeting of 2/13/13, the Finance Committee voted 7-0 to approve this measure.
- c) Transfer #T-2013-002: CPC Funds Keith Homestead Ceiling
At their meeting of 1/31/13, the Council Budget & Finance committee voted 3-0 to approve this measure pending Finance Committee approval. At their meeting of 2/13/13, the Finance Committee voted to approve this measure 6-0
- d) Transfer #T-2013-003: CPC Funds for the Memorial Building Repairs
At their meeting of 1/31/13, the Council Budget & Finance committee voted 3-0 to approve this measure pending Finance Committee approval. At their meeting of 2/13/13, the Finance Committee voted to approve this measure 7-0
- e) Transfer #T-2013-006: Phase I – Formal Dam Inspection
This measure was referred to the Council Budget & Finance Committee. They are scheduled to meet on 2/25/13 and will provide a disposition to the full Council on 2/26/13. At their meeting of 2/13/13, the Finance Committee voted to approve this measure 7-0

M. OLD BUSINESS

- a) Loan Order #O-2013-002: Painting and Repair of the Water Tower
At their meeting of 1/31/13, the Council Budget & Finance committee voted 3-0 to approve this measure pending Finance Committee approval. At their meeting of 2/13/13, the Finance Committee voted to approve this measure 7-0. This measure may not be finally acted upon this evening as publication and a public hearing must be held.
- b) Transfer #T-2013-004: CPA Funds – Master Plan Consultant
This measure was referred to the Council Budget & Finance Committee. They are scheduled to meet on 2/25/13 and will provide a disposition to the full Council on 2/26/13. At their meeting of 2/13/13, the Finance Committee voted to approve this measure 7-0
- c) Transfer #T-2013-005: CPA Funds – Iron Works
This measure was referred to the Council Budget & Finance Committee. They are scheduled to meet on 2/25/13 and will provide a disposition to the full Council on 2/26/13. At their meeting of 2/13/13, the Finance Committee voted to approve this measure 7-0
- d) Resolution #R- 2013-001: Bridgewater’s FY 2014 Budget Policy Guidelines
At their meeting of 1/31/13, the Council Budget & Finance committee voted to approve this measure with proposed amendments. At their meeting of 2/13/13 the Finance Committee voted 7-0 to “table” the measure with the hope of considering at their meeting of 2/27/13.

N. NEW BUSINESS

- a) Ordinance #D-2013-001: Establish Procedures for Council Vacancies
- b) Transfer #T-2013-007: Return of Funds to FEMA

O. CITIZEN COMMENTS

P. COUNCIL COMMENTS

Q. EXECUTIVE SESSION

R. ADJOURNMENT



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Council Petition: P-2013-001

Date Introduced/Public Hearing: February 5, 2013

Public Hearing Continuation Date: February 26, 2013

Amendments Adopted:

Date Adopted:

Date Effective:

Petition: P-2013-001

Relative to:

PETITION FOR POLE LOCATIONS

Whereas, Massachusetts Electric Company requests permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said company may deem necessary, in the following public way or ways; and

South Street

**NGRID is petitioning to install a 35C3 Solely owned pole and anchor
approx 30' ± from Pole 77**

Wherefore, it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain pole and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked:

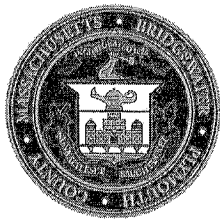
MASSACHUSETTS ELECTRIC COMPANY
Plan No. **12527896** Dated: **11/13/2012**

Whereas, the petitioner agrees to reserve space for one crossarm at a suitable point on each of said poles for the fire, police, telephone and telegraph signal wires belonging to the municipality and used exclusively for municipal purposes.

Whereas, the petitioner has complied with the requirements of the Town of Bridgewater and applicable state laws; 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 Highway Department which has oversight authority, it appears that the public good so requires such license be granted;

The Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled approve the petition be granted as requested.



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Council Petition: P-2013-05

Date Introduced/Public Hearing: February 26, 2013

Amendments Adopted:

Date Adopted:

Date Effective:

Proposed Petition: #P-2013-05

Relative to:

THE GRANTING OF A ONE-DAY ALCOHOL PERMIT

WHEREAS, Sodexo, Inc. has petitioned for one (1) One-Day Wine and Malt Beverages Permit for the following event to be held on the campus of Bridgewater State University (B.S.U.):

	EVENT	DATE	TIME	APPROXIMATE ATTENDANCE	LOCATION
1	New England Section of the American Physical Society	Friday, April 19, 2013	4:00 p.m. - 6:00 p.m.	100	Conant Science Building

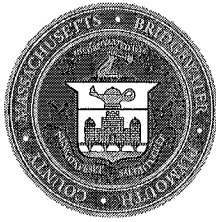
; and

WHEREAS, Gary Boothby – Director of Sodexo Food Service for B.S.U. will serve as the manager of record for the events; and

WHEREAS, Sodexo, Inc. has complied with the policies and requirements of the Town of Bridgewater; and

WHEREAS, the Bridgewater Town Council, acting as the Legislative body of the Town has such licensing authority and in accordance with the affirmative recommendations of the Police and Fire 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 138 - section 14 and Chapter 140 - section 183A of the Massachusetts General Law (MGL), in Town Council assembled approve the petition that Sodexo, Inc. be granted one (1) One-Day Wine and Malt Beverages Permit for the aforementioned event to be held on the campus of Bridgewater State University.



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Council Petition: P-2013-006

Date Introduced/Public Hearing: February 26, 2013

Amendments Adopted:

Date Adopted:

Date Effective:

Proposed Petition: #P-2013-006

Relative to:

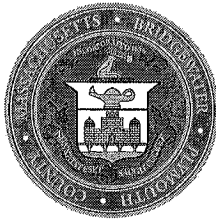
THE GRANTING OF A ONE-DAY ALCOHOL PERMIT

WHEREAS, the Portuguese Holy Ghost Society of Bridgewater, Inc. has petitioned for one (1) One-Day Alcohol Permit for a private fundraiser event to be held on the grounds of the club at 352 Broad Street; and

WHEREAS, the Portuguese Holy Ghost Society of Bridgewater, Inc. has complied with the policies and requirements of the Town of Bridgewater; and

WHEREAS, the Bridgewater Town Council, acting as the Legislative body of the Town has such licensing authority and with approval Police Department and Fire Department who has 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 138 - section 14 of the Massachusetts General Law (MGL), in Town Council assembled approve the petition that the Portuguese Holy Ghost Society of Bridgewater, Inc. be granted one (1) One-Day Alcohol Permit for its event to be held on Sunday, August 25, 2013 between the hours of 12:00 p.m. and 6:00 p.m.



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Council Petition: P-2013-007

Date Introduced/Public Hearing: February 26, 2013

Amendments Adopted:

Date Adopted:

Date Effective:

Proposed Petition: P-2013-007

Relative to:

THE GRANTING OF A ONE-DAY ENTERTAINMENT LICENSE

WHEREAS, Vested Interest in K9's, Inc. has petitioned for one (1) One-Day Entertainment Permit for an event to be held outdoors on the grounds of the Portuguese Holy Ghost Society of Bridgewater, Inc., 352 Broad Street on Sunday, August 25, 2013; and

WHEREAS, Vested Interest in K9's, Inc. has complied with the policies and requirements of the Town of Bridgewater; and

WHEREAS, the Bridgewater Town Council, acting as the Legislative body of the Town has such licensing authority and with approval Police Department and Fire Department who has 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 183A of the Massachusetts General Law (MGL), in Town Council assembled approve the petition that Vested Interest in K9's, Inc. be granted a (1) One-Day Entertainment Permit for an event to be held outdoors on the grounds of the Portuguese Holy Ghost Society of Bridgewater, Inc., 352 Broad Street on Sunday, August 25, 2013 to be held between the hours of 9:00 a.m. and 5:00 p.m..



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Council Order: O-2012-038

Formatted:
Numbering: Continuous

Deleted: September 18,
2012

Introduced By: Councilor Timothy Fitzgibbons

Date Introduced: September 18, 2012

First Reading: September 18, 2012

Second Reading: February 26, 2013

Amendments Adopted:

Date Adopted:

Date Effective:

Proposed Order #O-2012-038 (Budget & Finance Committee proposed amendments)

FREE CASH POLICY

WHEREAS: After a long period of instability, the Town of Bridgewater is returning to financial solidity; and

WHEREAS: The current free cash deficit is estimated to be eliminated in the current fiscal year; and

WHEREAS: It is imperative and appropriate that the Town Council set policy on the use of this important financial resource,

Now, therefore, in accordance with the authority so vested in it by the Bridgewater Home Rule Charter, the Town Council votes to take the following action:

ORDERED that the policy of the use of Free Cash in the Town of Bridgewater is as follows:

On an annual basis, certified free cash, will be distributed and allocated according to the following formula:

- Twenty percent (20%) for capital purchases
- Fifteen percent (15%) for capital improvements related to the Bridgewater-Raynham Regional School District
- Fifty percent (50%) to the stabilization fund
- Ten percent (10%) to the capital stabilization fund
- Five percent (5%) toward the town's unfunded OPEB liability

Deleted: Fifty
percent (50%)

Deleted: Twenty
percent (20%)

Deleted: Ten percent
(10%)

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percent (8%)

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percent (2%)

Deleted: pension

Explanation:

This policy will set clear guidelines for free cash distribution, which is estimated to generate significant sums in future fiscal years. The formula is intentionally calculated at ninety percent (90%) of free cash to allow for a cushion and foundation for future years.

58 *Committee Referrals and Dispositions:*

Referral(s)	Disposition(s)
• This measure received a first reading 9/18/12. • Referred to Council Budget & Finance Committee • Requires consideration by Finance Committee. • This measure may be finally considered pending any amendments adopted by the Council.	• 2/6/13: vote recommend with amendments • 9/26/12: Vote “Tabled” 7-0 • 10/10/12: Vote “Tabled” 7-0 • 2/13/13: Returned additional recommendations attached.

59



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Council Order: O-2013-001

Introduced By: Town Manager
Date Introduced: January 22, 2013
First Reading: January 22, 2013
Second Reading: February 26, 2013
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.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• This measure received a first reading 1/22/13. • No Council committee referral needed. • Requires consideration by Finance Committee • 14 day requirement (per Council Rules & Procedures XVIII - Readings) has elapsed, therefore this measure may be finally considered..	2/13/13: Vote 7-0 approve.

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



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Transfer: T-2013-002

Introduced By: Town Manager
Date Introduced: January 22, 2013
First Reading: January 22, 2013
Second Reading: February 26, 2013
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 Keith Homestead house. 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.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• This measure received a first reading 1/22/13. • Referred to Council Budget & Finance Committee • Requires consideration by Finance Committee. • 14 day requirement (per Council Rules & Procedures XVIII - Readings) has elapsed, therefore this measure may be finally considered.	• 1/13/13: Vote 3-0 approve pending finance Committee approval • 2/13/13: Vote 6-0 approve



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Transfer: T-2013-003

Introduced By: Town Manager
Date Introduced: January 22, 2013
First Reading: January 22, 2013
Second Reading: February 26, 2013
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.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• This measure received a first reading 1/22/13. • Referred to Council Budget & Finance Committee • Requires consideration by Finance Committee. • 14 day requirement (per Council Rules & Procedures XVIII - Readings) has elapsed, therefore this measure may be finally considered.	• 1/13/13: Vote 3-0 approve pending finance Committee approval • 2/13/13: Vote 7-0 approve



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Transfer: T-2013-006

Introduced By: Town Manager
Date Introduced: February 5, 2013
First Reading: February 5, 2013
Second Reading: February 26, 2013
Amendments Adopted:
Date Adopted:
Date Effective:

Proposed Transfer - # T-2013-006

Phase I Formal Dam Inspections

ORDERED that, the Town Council appropriate and transfer from the account #001-420-01-0101-511400 *General Salaries* to the account #001-420-01-0102-520000 *Purchase of Services* the sum of \$7,369.00. The purpose of which is to pay for professional engineering services and associated fees relative to formal dam inspections or take any other action relative thereto.

Explanation: The purpose of this transfer is to pay for the requisite Phase I formal dam inspections at multiple sites and related reports.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• This measure received a first reading 2/5/13. • Referred to Council Budget & Finance Committee. • Requires consideration by Finance Committee • 14 day requirement (per Council Rules & Procedures XVIII - Readings) has elapsed, therefore this measure may be finally considered.	• Meeting 2/25/13. Will provide disposition to full Council 2/26/13 • 2/13/13: Vote 7-0 approve



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Council Order: #O-2013-002

Introduced By:	Town Manager (At the request of the Water/Sewer Superintendent)
Date Introduced	January 22, 2013
First Reading:	January 22, 2013
Second Reading:	February 26, 2013
Amendments Adopted:	January 22, 2013
Date Adopted:	
Date Effective:	

Proposed Order #O-2013-002 (as amended)

LOAN ORDER – WATER GREAT HILL TOWER REPAIR AND PAINT

ORDERED that the sum of \$873,554.00 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 \$873,554.00 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.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• This measure received a first reading 1/22/13. • Referred to Council Budget & Finance Committee. • Requires consideration by Finance Committee • This measure requires advertising and <i>may not</i> be finally voted this evening.	• 1/31/13: Vote 3-0 approve pending Finance Committee approval. • 2/13/13: Vote 7-0 approve



Bridgewater Town Council

In Town Council, Tuesday, February 5, 2013

Council Transfer: #T-2013-004

Introduced By: Town Manager
Date Introduced: February 5, 2013
First Reading: February 5, 2013
Second Reading: February 26, 2013
Amendments Adopted:
Date Adopted:
Date Effective:

Proposed Transfer: #T-2013-004

CPA TRANSFER – MASTER PLAN

ORDERED, in accordance with Section 6-4 (d) of the Bridgewater Home Rule Charter, the Town Council vote to appropriate and transfer the sum of \$10,000.00 for the purpose of funding a consultant to assist with the Open Space and Housing sections of the Master Plan from the following account(s):

Accounting Information:			
From Account:	Number	Name	Amount
	201-000-00-0000-324200	Reserve for Historic Resources	\$ 10,000.00
To Account:	Number	Name:	Amount
	201-172-28-1026-530032	Master Plan - Consulting Services	\$ 10,000.00

Explanation:

The above referenced transfer will fund a consultant with the use of CPA funds which will assist with the sections of the Master Plan allowable under the Community Preservation Act. The CPC has voted to recommend the transfer of funds.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• This measure received a first reading 2/5/13. • Referred to Council Budget & Finance Committee. • Requires consideration by Finance Committee • 14 day requirement (per Council Rules & Procedures XVIII - Readings) has elapsed, therefore this measure may be finally considered.	• Meeting 2/25/13. Will provide disposition to full Council 2/26/13 • 2/13/13: Vote 7-0 approve



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Council Transfer: #T-2013-005

Introduced By: Town Manager
Date Introduced: February 5, 2013
First Reading: February 5, 2013
Second Reading: February 26, 2013
Amendments Adopted:
Date Adopted:
Date Effective:

Proposed Transfer: #T-2013-005

CPA TRANSFER – IRON WORKS

ORDERED, in accordance with Section 6-4 (d) of the Bridgewater Home Rule Charter, the Town Council vote to appropriate and transfer the sum of \$37,200.00 for the purpose of funding phase I of a multi-phase project to preserve and restore the Iron Works building from the following account(s):

Accounting Information:

From Account:	Number	Name	Amount
	201-000-00-0000-324200	Reserve for Historic Resources	\$ 37,200.00
To Account:	Number	Name:	Amount
	201-172-27-1025-530033	Project Management/Historian	\$ 4,900.00
	201-172-27-1025-530006	Design/Engineer	\$ 4,900.00
	201-172-27-1025-582003	Bldg/Improv - Restoration	\$ 27,400.00
			<u>\$ 37,200.00</u>

Explanation:

Preservation and restoration of the Iron Works building will be conducted in a three-tier approach. This transfer will fund Tier I. The CPC has voted to recommend this transfer.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• This measure received a first reading 2/5/13. • Referred to Council Budget & Finance Committee. • Requires consideration by Finance Committee • 14 day requirement (per Council Rules & Procedures XVIII - Readings) has elapsed, therefore this measure may be finally considered.	• Meeting 2/25/13. Will provide disposition to full Council 2/26/13 • 2/13/13: Vote 7-0 approve



Bridgewater Town Council

In Town Council, Tuesday, Tuesday, February 26, 2013

Council Resolution: R-2012-001

Introduced By:	Councilor William Wood
Date Introduced:	January 22, 2013
First Reading:	January 22, 2013
Second Reading:	February 26, 2013
Amendments Adopted:	
Date Adopted:	
Effective Date:	

Resolution #R- 2013-001 [\(proposed amendments\)](#)

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

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

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.
- Submit FY 12, 13, 14 and 15 budgets simultaneously with the primary purpose of sustaining services for the entire community including the town and schools and that will be supported by the Council. This budget should also reflect FTE information for all departments for all years. (FY 15 budget may only include major changes that should be anticipated if known)
- Provide and include maintenance budgets for FY 14 and FY 15 for all departments including schools
- Continue same budget format that was used last year which included both the 101 for each department and the 102-103 for each department as separate line items. (use same spreadsheet)

Comment [C1]: Council Budget & Finance Committee proposed amendments (1/31/13)

Deleted: <#>¶

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• First introduced 1/22/13 • Referred to Council Budget & finance Committee • Requires consideration by Finance committee	• 1/31/13: Vote 3-0 approve with proposed amendments. • 2/13/13: Vote 7-0 “table” with the hope of considering 2/27/13.



Bridgewater Town Council

In Town Council, Tuesday, February, 26, 2013

Council Ordinance: D-2013-001

Introduced By: Councilor Timothy Fitzgibbons

Date Introduced: February 26, 2013

First Reading: February 26, 2013

Second Reading:

Amendments Adopted:

Date Adopted:

Date Effective:

Proposed Ordinance D-2013-001

ESTABLISH PROCEDURES RELATIVE TO IMPLEMENTING SECTION 2-5 OF THE TOWN CHARTER

ORDERED: Whenever a vacancy on the Council occurs requiring it be filled pursuant to section 2-5(c) of the Charter, the Council shall use the following procedure in order to fill such vacancy:

- 1) The Council shall make known the position is open and ask for volunteers to fill it through as many outlets as seem feasible to them at the time, including, but not limited to:
 - a) Announcement at council meetings
 - b) Posting on Town bulletin boards
 - c) Communication through the town website
 - d) Information broadcast over public access cable
- 2) The Council shall set the date to fill at least 21 days after the initial vacancy is announced, applications to fill the vacancy shall close at least one week before the Council meets to fill the vacancy
- 3) When the Council meets to fill the vacancy, the agenda shall allow for a reasonable period of commentary from the public about the candidate(s) prior to a vote being taken to appoint someone to the vacancy
- 4) If no one shall have applied to fill the vacancy in the requisite time, the Council will follow the same process in steps 1-3 above until getting a qualified candidate to fill the vacancy

Explanation: The purpose of this rule is to clarify the process the Council will use to fill future vacancies under section 2-5(c) of the Charter. The intent of section 1 is to ensure the vacancy is widely advertised so as many people as possible who could fill the seat know about it. The intent of section 2 is to allow adequate time for people to consider whether or not to apply and then for the public to have adequate notice of the people who have applied. The purpose of section 3 is to allow the public, especially those from a district affected to have a chance to voice their opinion of one candidate over another. The purpose of section 4 is to ensure that if no one comes forward in the first round, there is another open and transparent time frame to solicit candidates again.



Bridgewater Town Council

In Town Council, Tuesday, February 26, 2013

Council Transfer: #T-2013-007

Introduced By: Town Manager
Date Introduced: February 26, 2013
First Reading: February 26, 2013
Second Reading:
Amendments Adopted:
Date Adopted:
Date Effective:

Proposed Transfer: #T-2013-007

RETURN FUNDS - FEMA

ORDERED, pursuant to M.G.L. Chapter 44 § 64 and Section 6-4 (d) of the Home Rule Charter, the Town Council of Bridgewater, Massachusetts vote to appropriate and transfer the sum of \$1,546.87 for the purpose of returning funds to MEMA from the account(s) listed below, or to take any other action relative thereto.

Accounting Information:			
From Account:	Number	Name	Amount
To Account:	Number	Name:	Amount
	001-291-05-1022-570000	Unpaid bill – FEMA return funds	\$ 1,546.87
			\$ 1,546.87

Explanation:

The Town was reimbursed for work as a result of two projects (Titicut Street and Sumer Street) by FEMA in December 2010. Although these are town accepted streets, FEMA has determined that the work was on a federally supported road. These roads are not eligible for project funds therefore the money needs to be refunded.