



BRIDGEWATER TOWN COUNCIL

Tuesday, October 15, 2013

6:30 p.m. Meeting of the General Public

7:30 p.m. Town Council Regular Meeting

Bridgewater-Raynham Regional High School Auditorium

415 Center Street

Agendas and meeting information can be found on the following pages:

- ✓ **Agenda: Meeting of the General Public 6:30 p.m. ([click here](#))**
- ✓ **Agenda: Regular Town Council Meeting 7:30 p.m. ([click here](#))**



BRIDGEWATER TOWN COUNCIL MEETING OF THE GENERAL PUBLIC

Tuesday, October 15, 2013

6:30 PM

Bridgewater-Raynham Regional High School Auditorium
415 Center Street, Bridgewater, MA

AGENDA

- A. CALL TO ORDER
- B. UPDATE ON FOLLOW-UP ITEMS FROM PREVIOUS MEETING OF THE GENERAL PUBLIC
- C. FINANCIAL POLICIES OF THE TOWN
- D. RELATIONSHIP OF TOWN AND REGIONAL SCHOOL DISTRICT
- E. RELATIONSHIP OF TOWN AND UNIVERSITY
- F. PUBLIC SAFETY
- G. PUBLIC UTILITIES (Roads, Water, Sewer)
- H. BUSINESS CLIMATE
 - a. DOWNTOWN
- I. DRAFT VISION STATEMENT
- J. OTHER ITEMS OF A GENERAL NATURE THE PUBLIC WANTS ADDRESSED AND COMMUNICATED TO THE COUNCIL BY October 8th
- K. ADJOURNMENT

**Town of Bridgewater
Draft Vision Statements
August 2013**

1. The town is a great community offering a variety of opportunities for recreational fun, a safe place to live, and a fulfilling place to work.
2. The town is financially strong, providing quality town services while maintaining a conservative impact on our town citizens.
3. The town is proactive in resolving operational and financial issues.
4. Town services are responsive to the needs of all citizens.
5. The town ensures a safe environment for the community.
6. The town supports high quality education for the children of the community.
7. The town is a welcoming place for responsible commercial development.



BRIDGEWATER TOWN COUNCIL

Tuesday, October 15, 2013

7:30 PM

Bridgewater-Raynham Regional High School Auditorium

415 Center Street

AGENDA – UPDATED 10/15/13

A. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

- a) October 1, 2013

B. ANNOUNCEMENTS FROM THE PRESIDENT

C. PROCLAMATIONS

D. CITIZEN OPEN FORUM

E. APPOINTMENTS

- a) Housing Authority – Nick Bagas

F. HEARINGS

G. LICENSE TRANSACTIONS

- a) Petition #P-2013-035: Transfer of Common Victualler License – The Better Bean Coffee Company, 23 Central Square
- b) Petition #P-2013-036: One-Day Alcohol License – VFW Post 2125
- c) ****Late File**** Petition #P-2013-037: One-Day Alcohol License - The Bartending Services of New England (Julie Jackman and Bill Fuller)
This measure is a late file requiring a 2/3 vote of the Council before the matter can be taken up

H. PRESENTATIONS

I. TOWN MANAGER'S REPORT

J. DISCUSSIONS

- a) Gaming Mitigation Subcommittee (*President Fitzgibbons*)

K. SUBCOMMITTEE REPORTS

L. LEGISLATION FOR ACTION

- a) Ordinance #D-2013-002: Amend SFI Ordinance #D-2012-007
This measure was referred to the Council SFI Committee who met on 8/6/13 and 10/1 and recommend proposed amendments. This measure has been duly advertised therefore may be finally considered at this evening's meeting.
- b) Order #O-2013-036: Revolving Fund – Animal Control
At their meeting held 10/9/13, the Finance Committee voted 6-0 to approve this measure. The Council's Budget & Finance Committee meets on 10/10/13 and will provide their disposition to the full council on 10/15/13. This measure may be finally considered this evening pending favorable dispositions from the Finance Committee and Budget & Finance Committee.
- c) Resolution #R-2013-004: FY15 Budget Resolution
The Council's Budget & Finance Committee meets on 10/10/13 and will provide their disposition to the full council on 10/15/13. This measure may be finally considered this evening pending a favorable disposition from the Budget & Finance Committee.
- d) Resolution #R-2013-005: 2014 Town Council Meeting Dates
This measure was not referred to a committee. 14 days has elapsed per section XVIII of the Council Rules and Procedures, therefore this measure may be finally considered this evening.
- e) Transfer #T-2013-023: Town Website Improvement

At their meeting held 10/9/13, the Finance Committee voted 6-0 to approve this measure. The Council's Budget & Finance Committee meets on 10/10/13 and will provide their disposition to the full council on 10/15/13., This measure may be may be finally considered this evening pending favorable dispositions from the Finance Committee and Budget & Finance Committee.

f) Transfer #T-2013-024: Appropriation for Enterprise Financial Management System

At their meeting held 10/9/13, the Finance Committee voted 6-0 to approve this measure. The Council's Budget & Finance Committee meets on 10/10/13 and will provide their disposition to the full council on 10/15/13., This measure may be may be finally considered this evening pending favorable dispositions from the Finance Committee and Budget & Finance Committee.

M. OLD BUSINESS

N. NEW BUSINESS

a) Ordinance #D-2013-015: Personal Property Assessment (*Councilor Norris*)

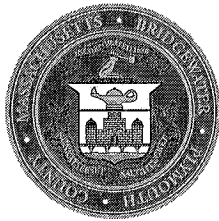
b) Order #O-2013-035: Healthcare Audit Creation (*Councilor Norris*)

O. CITIZEN COMMENTS

P. COUNCIL COMMENTS

Q. EXECUTIVE SESSION

R. ADJOURNMENT



Bridgewater Town Council

In Town Council, Tuesday, October 15, 2013

Council Petition: P-2013-035

Date Introduced/Public Hearing: October 15, 2013

Amendments Adopted:

Date Adopted:

Date Effective:

Relative to:

THE GRANTING OF A COMMON VICTUALLER LICENSE

WHEREAS, The Better Bean Coffee Company has submitted all applicable documentation as required for a transfer license to operate a food establishment at 23 Central Square in Bridgewater, Massachusetts:

WHEREAS, The Better Bean Coffee Company proposes to operate the businesses during the following hours:

Monday - Sunday	6:00 a.m. - 12:00 a.m.
→ Outdoor Tables	10:00 a.m. - 12:00 a.m.

WHEREAS, The Better Bean Coffee Company 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 The Better Bean Coffee Company be granted a license to operate a food establishment within the Town of Bridgewater.

COMMON VICTUALLER LICENSE - Transfer of License

BUSINESS NAME: THE BETTER BEAN COFFEE COMPANY, 23 CENTRAL SQUARE

HOURS:	Monday - Sunday	6:00 a.m. - 12:00 a.m.
	→ Outdoor Tables	10:00 a.m. - 12:00 a.m.

Required Documents

- 1 ✓ Application
- 2 ✓ Articles of Incorporation
- 3 ✓ Copy of one of the following: Lease Agreement, Purchase & Sales Agreement, or Deed *(If property owner)*
- 4 ✓ Floor Plan *(on file - no changes to existing plans)*
- 5 ✓ Delinquent Tax Certification
- 6 ✓ State Tax Affidavit
- 7 ✓ Workmans' Compensation Insurance Affidavit
- 8 ✓ Town Fees

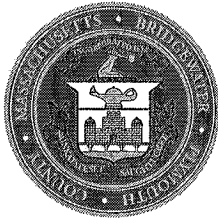
<u> ✓ </u>	\$ 100.00 - Application Fee
<u> ✓ </u>	\$ 100.00 - License Fee

Recommendations

- 9 ✓ Tax Collector's Office
- 10 ✓ Fire Department
- 11 ✓ Police Department
- 12 ✓ Building Department
- 13 ✓ Health Department

NOTES:

1) Favorable recommendations have been received by the Tax Office, Fire, Police, Health and Inspectional Services Departments.



Bridgewater Town Council

In Town Council, Tuesday, October 15, 2013

Council Petition: P-2013-036

Date Introduced/Public Hearing: October 15, 2013

Amendments Adopted:

Date Adopted:

Date Effective:

Proposed Petition: P-2013-036

Relative to:

THE GRANTING OF A ONE-DAY ALCOHOL LICENSE

WHEREAS, Bridgewater VFW Post 2125 has petitioned for one (1) One-Day Alcohol Permit for an event to be held at its establishment on November 16, 2013; and

WHEREAS, Bridgewater VFW Post 2125 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 Bridgewater VFW Post 2125 be granted a (1) One-Day Alcohol Permit for its event on Saturday, November 16, 2013 to be held between the hours of 4:00 p.m. and 10:00 p.m..

Meeting Date: October 15, 2013

ONE-DAY ALCOHOL LICENSE

APPLICANT: VFW Post 2125, 40 Orange Street

Date of Event:	Saturday, November 16, 2013
Location:	in function hall of club, 40 Orange Street
Hours:	4:00 p.m. - 10:00 p.m.
Approx. number to attend event	80

Town Documents

✓

One-Day Alcohol Application

All Alcohol X or Wine & Malt

✓

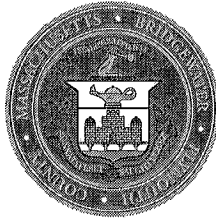
\$75.00 - Town License Fees

Recommendations

✓	Fire Department
✓	Police Department

NOTES:

1) *Favorable recommendations received from all departments.*



Bridgewater Town Council

In Town Council, Tuesday, October 15, 2013

Council Petition: P-2013-037

LATE FILE - 10/15/2013

Date Introduced/Public Hearing: October 15, 2013

Amendments Adopted:

Date Adopted:

Date Effective:

Proposed Petition: P-2013-037

Relative to:

THE GRANTING OF A ONE-DAY ALCOHOL LICENSE

WHEREAS, Julie Jackman and Bill Fuller of the Bartending Service of New England has petitioned for one (1) One-Day Wine & Beer Permit for an event to be held on the premises of 470 Pine Street on Saturday, November 2, 2013; and

WHEREAS Julie Jackman and Bill Fuller of the Bartending Service of New England have 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 Friends of the Bridgewater Library be granted a (1) One-Day Wine & Beer Permit for its event on Saturday, November 2, 2013 to be held between the hours of 3:30 p.m. - 10:00 p.m.

Meeting Date: October 15, 2013

ONE-DAY ALCOHOL LICENSE

APPLICANT: Julie Jackman; Bill Fuller - The Bartending Service of New England

Date of Event: Saturday, November 02, 2013

Location: 470 Pine Street

Hours: 3:30 p.m. - 10:00 p.m.

Approx. number to attend event 75

Town Documents

1	<u>✓</u>	One-Day Alcohol Application
		All Alcohol <u> </u> or Wine & Malt <u> x </u>
2	<u> </u>	\$75.00 - Town License Fee

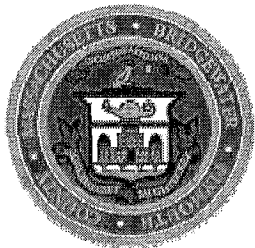
Recommendations

3	<u>✓</u>	Fire Department
4	<u>✓</u>	Police Department

NOTES:

1) Favorable recommendations received from both Police & Fire Departments.

2) As the petitioners filed the request this morning, they will pay the \$75.00 license fee prior to being issued the license.



TOWN OF BRIDGEWATER
OFFICE OF THE TOWN MANAGER
APPLICATION FOR ONE-DAY LIQUOR LICENSE

Fee: _____

Date: 10/10/2013

No. of License: _____

To Sell: (check one) Wines & Malts ☒ All Alcoholic ☐

To: ***The Licensing Authority for the Town of Bridgewater, the undersigned hereby makes application for a One-Day Liquor License to sell the above to be drunk on the premises:***

Applicant (Mgr.): Julie Jackman (Bill Fuller is the owner of the bartending service)

Name of Organization: The Bartending Service of New England

Address: 470 Pine St, Bridgewater, MA

On Premises: Yes

Description of Premises at "Lenny's Place", a building on the premises.

Date: Nov. 3, 2013 Hours: 3:30pm-10pm

Activity: Wedding reception

Approximate Number of Attendance: 75

Assignment of Police Officers: none

Signature of Manger: _____

Address: 27 Old Thomas st

Middleboro, MA 02346

Telephone: H:508-923-2087, Cell:508-717-2512

Approved by: _____
Licensing Authority for the Town of Bridgewater

Date of Approval: _____

(Chapter 138, Section 14. General Laws of the Commonwealth of Massachusetts)

Williams, Kimberly

From: Rogers, George
Sent: Tuesday, October 15, 2013 12:32 PM
To: Williams, Kimberly
Subject: Re: One-Day Alcohol license

Kim,

I would recommend the request.

Chief Rogers

Sent from my iPhone

On Oct 15, 2013, at 12:30 PM, "Williams, Kimberly" <KWilliams@bridgewaterma.org> wrote:

Gentlemen:

An application has been presented this afternoon for a one-day wine & beer license. The event is to be held on Saturday, November 2, 2013 at the Bridge Center from 3:30pm-10pm. The Bartending Service of New England is providing the alcohol service for the 75 attendees.

Please provide your recommendation on this matter as soon as possible so that it may be included on this evening's agenda.

Kimberly Williams

Town Manager's Office

Temporary Office: Public Library - *lower level*, 15 South Street, Bridgewater, MA 02324

508-697-0934



Bridgewater Town Council

In Town Council, Tuesday, October 15, 2013

Council Ordinance: D-2013-002

Introduced By:	Councilor Sandra Wright and Councilor Scott Pitta
Date Introduced:	May 21, 2013
First Reading:	May 21, 2013
Second Reading:	September 3, 2013
Third Reading:	September 17, 2013
Fourth Reading:	October 1, 2013
Fifth Reading:	October 15, 2013
Amendments Adopted:	September 17, 2013, October 1, 2013
Date Adopted:	
Date Effective:	

Proposed Ordinance D-2013-002

AMEND SFI ORDINANCE #D-2012-007

ORDERED that the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote that Ordinance #D-2012-007: Town of Bridgewater Code of Conduct and Ethics Statement of Financial Interest and Financial Disclosure Form (SFI) is hereby amended Pursuant to Section 2-7(a) of the Bridgewater Home Rule Charter and the newly revised form be implemented.

Explanation: *The purpose of this ordinance is to amend and replace the original Ordinance voted in 2012.*

Committee Referrals and Dispositions:

<i>Referral(s)</i>	<i>Disposition(s)</i>
• This measure received a first reading 5/21/13. • This measure was referred to the Council's SFI Committee • This measure has been duly advertised in the Enterprise on October 4, 2013, therefore may be finally considered this evening.	• Committee met on 7/9/13 and 8/6/13 and 10/1/13 to put forward proposed amendments and a new draft form.



Bridgewater Town Council

In Town Council, Tuesday, October 1, 2013

Council Ordinance: D-2013-002

Introduced By:	Councilor Sandra Wright and Councilor Scott Pitta
Date Introduced:	May 21, 2013
First Reading:	May 21, 2013
Second Reading:	September 3, 2013
Third Reading:	September 17, 2013
Fourth Reading:	October 1, 2013
Amendments Adopted:	September 17, 2013
Date Adopted:	
Date Effective:	

Proposed Ordinance D-2013-002

AMEND SFI ORDINANCE #D-2012-007

ORDERED that the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote that Ordinance #D-2012-007: Town of Bridgewater Code of Conduct and Ethics Statement of Financial Interest and Financial Disclosure Form (SFI) is hereby amended Pursuant to Section 2-7(a) of the Bridgewater Home Rule Charter and the newly revised form be implemented.

Explanation: The purpose of this ordinance is to amend and replace the original Ordinance voted in 2012.

Committee Referrals and Dispositions:

<i>Referral(s)</i>	<i>Disposition(s)</i>
• This measure received a first reading 5/21/13. • This measure was referred to the Council's SFI Committee • This measure requires advertising pending acceptance of any amendments offered/accepted, therefore may not be finally considered.	• Committee met on 7/9/13 and 8/6/13 to put forward proposed amendments and a new draft form.



TOWN OF BRIDGEWATER

Ordinance: Code of Conduct and Ethics;

Financial Disclosure



Town of Bridgewater
Statement of Financial Interest
For Calendar Year 2012

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Town of Bridgewater Statement of Financial Interest For Calendar Year 2012

Article 1: INTRODUCTORY PROVISIONS

1.1 PURPOSE

This chapter establishes a Standard of Conduct for Town employees and Town officials. This ordinance satisfies section 9-1 of the Bridgewater Home Rule Charter by requiring the filing of a Statement of Financial Interest by Reporting persons.

1.2 DEFINITIONS

Whenever used in this chapter, the following terms shall have the following meanings unless otherwise specified or the context requires otherwise:

- A. **“Appointed Official”**: A Town official who is not an elected official.
- B. **“Business”**: Any corporation, partnership, sole proprietorship, firm, franchise, association, organization, holding company, joint stock company, receivership, business or real estate trust, or any other legal entity organized for profit or charitable purposes.
- C. **“Close Relative”**: A person whose relationship to either you or your spouse is that of a parent, grandparent, great grandparent, child, great grandchild, aunt, uncle, sister, brother, niece or nephew, or the spouse of any such relative.
- D. **“Contract Management Authority”**: Personal involvement in or direct supervisory responsibility for the formulation or execution of a Town contract, including without limitation, the preparation of specifications, evaluation of bids or proposals, negotiation of contract terms or supervision of performance.
- E. **“Covered Town Official”**: All officials elected by popular vote; or the head, or deputy or assistant head, of any department, board, commission or division of the Town government.
- F. **“Elected Official”**: A Town official who holds an elected office.
- G. **“Equity”**: Any stock or similar ownership interest in a business.
- H. **“Fair Market Value”**: The Value that a willing buyer would pay and a willing seller would accept, for property in an arm’s length transaction.
- I. **“Gift”**: A delivery of goods, payment, entertainment, subscription, advance services or anything of Value, unless consideration of equal or greater Value is received; or the difference in an Amount paid for goods or services less their Fair market value; but it shall not mean a political contribution reported as required by law, a commercially reasonable loan made in the ordinary course of Business, anything of Value received by inheritance, or good or services received from a relative within the third degree of consanguinity of the recipient, the recipient’s spouse or the spouse of any such relative.



Town of Bridgewater Statement of Financial Interest For Calendar Year 2012

- J. **"Honoraria"**: Payment of money or anything of Value as consideration for an appearance, speech, the writing of an article or any other similar activity.
- K. **"Immediate family"**: The required Reporting person's spouse or domestic partner, dependent children residing in the household, or anyone the Reporting person or his or her spouse or domestic partner has legal guardianship over.
- L. **"Income"**: Income from whatever source derived, whether in the form of a fee, salary, allowance, forbearance, forgiveness, interest, dividend, royalty, rent, capital gain, or any other form of recompense or any combination thereof; provided, however, that interest from savings accounts or from government obligations other than those of the Commonwealth or any political subdivision thereof or any public agency or authority created by the general court, alimony and support payments, proceeds from a life insurance policy, retirement or disability benefits, and social security payments shall not be considered Income for the purposes of this chapter.
- M. **"Investment"**: Any tangible or intangible property, whether personal property or realty, held primarily for the purpose of attaining an economic advantage, whether directly (as in the case of Income or appreciation) or indirectly (as in the case of tax shelters). Investment **shall not include**: Cash and bank accounts; money market funds; certificates of deposit; tangible personal property held and used for non-commercial purposes, such as antiques or artwork; property held chiefly for personal or family use; or Investments held by you and or your Immediate family member as a trustee, nominee or agent for another person, unless held for you and or an Immediate family member.
- N. **"Legislation"**: Ordinances, resolutions and proposals of every kind, character or description considered by the Town Council or any committee thereof.
- O. **"Person"**: A Business, individual, corporation, union, association, firm, partnership, committee, or other organization or group of persons.
- P. **"Reimbursement"**: Payment for money expended or to be expended (e.g., travel, meals or lodging). A Reimbursement must be for actual expenses incurred or to be incurred.
- Q. **"Reporting person"**: Any person who is required to file a Statement of Financial Interest per this Ordinance in Article 3.2.
- R. **"Security"**: Any note, stock, bond, debenture, other evidence of a debt owed to you and/or an Immediate family member, including, but not limited to, certificates of interest or participation in any profit-sharing arrangement, certificates of interest in any mutual fund, stock commodity option, or similar evidence of ownership of interest, or receipts or certificates of deposit for any of the foregoing, or warrants or rights to subscribe to or purchase any of the foregoing.
- S. **"State Ethics Law"**: Chapter 268A of the Massachusetts General Laws.



Town of Bridgewater Statement of Financial Interest For Calendar Year 2012

- T. **"Statement of Financial Interest"**: The form approved by the Town Council of the Town of Bridgewater to satisfy the recording requirements of the Code of Conduct and Ethics; Financial Disclosure.
- U. **"Town"**: The body politic and corporate called the Town of Bridgewater.
- V. **"Town Agency"**: A board, commission, committee, department, or office of Town government, whether elected, appointed or otherwise constituted.
- W. **"Town Contractor" and "Town Employee"**: Any person (including agents or employees acting within the scope of their employment) who is paid from the Town treasury or under Town auspices, for goods or services, regardless of the nature of the relationship of such person to the Town for purposes other than this chapter.
- X. **"Town Official"**: Any person who holds any elected position in the Town.

Note: *persons who are not considered Town employees under this chapter may still be considered a "Municipal employee" under the **State Ethics Law** M.G.L. c. 268A.*



Town of Bridgewater Statement of Financial Interest For Calendar Year 2012

Article 2: CONFLICT OF INTEREST

2.1 STATEMENT OF POLICY

The provisions of this article supplement the State Conflict Law. All Town employees shall comply with the provisions of this article in addition to the requirements M.G.L 268A, including, but not limited to, Sections 2, 3, 17-20, and 23.

2.2 IMPROPER INFLUENCE

No Town official or Town employee shall make or participate in making any decision on any issue in which he or she has an economic interest, unless they comply with the State Ethics Commission's advice or rulings under the Conflict of Interest Law, G.L. c.268A. If a conflict is only perceived, then the Town official or Town employee may provide a written disclosure to the Town Clerk, prior to becoming involved in such discussions or decision making processes. If a conflict or perceived conflict arises after the fact, a written disclosure must be filed within 30 days of the discovery. No Town official or Town employee shall, in any way, attempt to use his or her position to influence any Town governmental decision or action in which he or she has an economic interest distinguishable from its effect on the public, generally or, with respect to the Town Council, any economic interest distinguishable from its effect on all Councilors generally. Town officials or Town employees may request advice from the State Ethics Commission in accordance with the State Conflicts of Interest law, M.G.L. c. 268A. If a particular matter can be split into sections, a member may participate in a discussion and vote on any particular matter in which he or she does not have a financial interest and recuse himself or herself from discussing or voting on the section in which he or she may have a financial interest. It is not uncommon for boards or committees to divide items into sections for discussion and voting to allow members to participate in a decision to the extent possible.

2.3 GIFTS AMONG TOWN EMPLOYEES

No Town employee shall knowingly and willfully offer or give to another Town employee or member of such employee's immediate family; and no Town employee or member of such employee's immediate family shall knowingly and willfully solicit or accept from another Town employee, gifts with an aggregate value of fifty dollars (\$50.00) or more in a calendar year.

2.4 ILLEGAL GIFTS SURRENDERED TO TOWN TREASURER-COLLECTOR

Any Gift given in violation of the provisions of chapter 268A of the Massachusetts General Laws shall be surrendered to the Treasurer-Collector, who shall add the Gift to the inventory of Town property.

2.5 TOWN OWNED PROPERTY

No Town official, Town employee or Town contractor shall engage in or permit the unauthorized use of Town-owned property for personal benefit.



Town of Bridgewater Statement of Financial Interest For Calendar Year 2012

2.6 USE OR DISCLOSURE OF CONFIDENTIAL INFORMATION

- A. No current or former Town employee shall knowingly, or with reason to know, engage in any Business or professional activity which will require him or her to disclose confidential information which he or she has gained by reason of his or her official position or authority.
- B. No current or former Town official or Town employee shall use or disclose, other than in the performance of his or her official duties and responsibilities, or as may be required by law, confidential information gained in the course of, or by reason of, his or her position or employment.
- C. For purposes of this section, confidential information means any information that is not made available to the general public on request or could not be obtained pursuant to the Massachusetts Public Records Act, chapter 66 of the Massachusetts General Laws, as amended.

2.7 INTEREST IN TOWN BUSINESS

- A. No Town official or Town employee or member of his or her Immediate Family shall have an economic interest, directly or indirectly, in work or Business of the Town, or in the sale to the Town of any property or service when consideration for the contract, work, business or sale is paid with funds belonging to or administered by the Town. Compensation for property taken pursuant to the Town's eminent domain power shall not constitute a financial interest within the meaning of this section. Unless sold pursuant to a process of competitive bidding following public notice, no Town official or Town employee shall have a financial interest in the purchase of any property that the Town or Town agency is selling.
- B. To the degree allowed under the State Conflict of Interest Law (*M.G.L. c. 268A*) it shall not be a violation of this section if:
 - 1) The sale of property or services is wholly unrelated to the duties and responsibilities of the Town official or Town employee and the Town employee discloses his or her employment to the individual responsible for the purchase of any such goods or services; or in the case of a Town official, files a disclosure with the Town Clerk;
 - 2) A Town employee acting in good faith discovers an actual or perceived violation of this section and, within 30 days, files a disclosure of such economic interest with the Town Clerk and either terminates his or her relationship with the Town or disposes of the economic interest; or
 - 3) The economic interest constitutes compensation for property taken pursuant to the Town's eminent domain power.



Town of Bridgewater Statement of Financial Interest For Calendar Year 2012

2.8 CONFERRING BENEFITS TO OTHERS: EMPLOYMENT OF IMMEDIATE FAMILY

- A. No Town official or Town employee may appoint or advocate for employment, in any Town agency in which said official or employee serves, or over which he or she exercises authority, supervision, or control, any person (i) who is a relative of said official or employee, or (ii) attempt to influence any Town official to do the same.
- B. No Town official or Town employee shall exercise Contract Management Authority over a contract involving any relative of the Town official or Town employee.
- C. No Town official or Town employee shall use or permit the use of his or her position to assist any relative in negotiating a contract or securing employment with any Town office or Town agency.

2.9 PROHIBITED ACTS BY MEMBERS OF THE TOWN COUNCIL, TOWN EMPLOYEES, AND TOWN MANAGER

The Town Manager, Town Employees, and members of the Town Council shall not make loans, Gifts of Value equal to or exceeding fifty dollars, offers of employment or future employment, or offers of Business or Investment opportunities, except within the discharge of their official capacities, to heads of Town agencies, to the Town Counsel or to members of any boards or commissions involved in the granting of variances, permits, licenses or other such discretionary, or adjudicatory functions.

2.10 DUTY TO DISCLOSE AND RECUSE

When any individual or entity appears before the Town Council, and/or any Town board that has the authority to grant or recommend any license, permit, certificate, variance, site plan approval, or any other request; and such individual or entity has, within the preceding five (5) years, paid compensation to a Town Councilor or such a board member, or has paid compensation to any entity or Person from which such Town Councilor or board member has derived income; the Town Councilor or board member who has received such compensation, directly or indirectly, shall publicly disclose orally and in writing that he or she has received such compensation, directly prior to each appearance of such individual or entity before the respective Town Council, or Town board. Such written disclosure shall be filed with the Town Clerk, and on a form provided by this Ordinance. No Town Councilor or board member may take any official action on matters which would foreseeably affect his or her own financial interests, or the financial interests of his or her Immediate family members, partners, employers (other than the municipality), prospective employers, or organizations for which he or she serves as an officer, director, partner or trustee. When such matters come before Town Councilors or board members, they shall recuse themselves by departing the room wherein any discussion relating to such matters is to take place. The recused Town Councilor or board member shall not return until all such discussions relating in any way to such matters have been completed. If a Councilor or board member chose to seek an opinion from the State Ethics Commission and has received a favorable written opinion from the State Ethics Commission regarding a perceived or potential conflict of interest and if a written disclosure has been filed at the Town Clerk's office the Councilor or board member may take part in discussions and voting relating to the matter discussed in the opinion. Town officials or Town employees may request



Town of Bridgewater Statement of Financial Interest For Calendar Year 2012

advice from the State Ethics Commission in accordance with the Conflicts of Interest Law, M.G.L. c. 268A that may allow for participation under certain conditions.

ARTICLE 3: STATEMENT OF FINANCIAL INTEREST

3.1 STATEMENT OF POLICY

The provisions of this Article are intended to ensure the public's trust and confidence that decisions of Town officials and Town employees are not contaminated by personal financial interests. This Ordinance requires Town officials, and certain Town employees, to make certain financial disclosures in the form of a Statement of Financial Interest. One who is required to do so is a Reporting person as defined in Section 1.2.

3.2 REQUIRED REPORTING PERSONS

The following is a list of required Reporting persons. The list will be reviewed no less than annually by the Town Manager and approved, or amended by Ordinance, by a majority vote of the full Town Council (five votes).

❖ Heads of the following departments:

- Assessors
- Fire Department
- Highway and Forestry
- Inspector of Buildings
- Inspectional Services
- Plumbing and Gas Inspector
- Police Department
- Sealer of Weights and Measures
- Treasurer/Collector
- Town Accountant/Director of Finance
- Wiring Inspector/Assistant Inspector

❖ The following Town officials and Town employees:

- Conservation Agent
- Health Agent and Assistant Health Agent
- Town Council
- Town Counsel and Associate Town Counsel
- Town Manager and Assistant Town Manager
- Veterans Agent

❖ All members of the following Boards, Committees, or Commissions:

- Board of Health
- Conservation Commission
- Planning Board



Town of Bridgewater Statement of Financial Interest For Calendar Year 2012

o Zoning Board of Appeals

3.3 FINANCIAL STATEMENTS – STATEMENT OF FINANCIAL INTEREST

- A. Every candidate for local public office shall receive a copy of the Statement of Financial Interest Form, from the Town Clerk's Office, upon pulling papers. The elected candidate shall submit his or her completed Statement of Financial Interest on or before the date on which nomination papers are due. Write-in candidates are required to file no later than 15 days prior to the date of the election.
- B. Every Reporting person shall file a Statement of Financial Interest for the preceding year with the Town Clerk's Office:
 - 1) On or before June 1, or the first business day thereafter, of each year that such Reporting person is employed or in office, or within 30 days of becoming a Reporting person.
- C. The Town Manager shall provide the Town Clerk's Office and the Town Council Clerk with a list of all Reporting persons by May 1st, or the first business day thereafter, which shall include:
 - 1) Name
 - 2) Contact Information
 - 3) Title of Position that causes the required filing
- D. The Town Clerk's Office shall, upon receipt of a Statement of Financial Interest pursuant to the provisions of this article, issue to the Person filing such statement a receipt verifying the fact that a Statement of Financial Interests has been filed and a receipted copy of such statement.
- E. The Town Clerk's office shall, upon receipt of a Statement of Financial Interest, reconcile the name of the Reporting person with the list of required Reporting persons, provided by the Town Manager.
- F. The Town Clerk's Office shall notify, in writing, those Reporting persons who have not submitted a completed Statement of Financial Interest form, within five business days of the missed deadline.
- G. The Town Clerk shall, by July 1, or the first regular business day thereafter, submit a copy of the reconciled list of Reporting persons, clearly indicating those reporters who are delinquent and verifying that he or she has been notified in writing.
- H. No appointed Town official shall be allowed to continue in his or her duties or to receive compensation from public funds unless he or she has filed a Statement of Financial Interest with the Town Clerk's Office as required by this article.
- I. The Statement of Financial Interest filed pursuant to the provisions of this article shall be on the official Bridgewater, MA Statement of Financial Interest form, available at the Town Clerk's Office or on the Town of Bridgewater website, and shall be signed under penalty of perjury by the Reporting person.



Town of Bridgewater Statement of Financial Interest For Calendar Year 2012

- 1) The Town Clerk's Office shall make available, within ten days, any individual's Statement of Financial Interest, for public inspection and copying, during regular business hours after a written request has been submitted. The Town Clerk may charge a reasonable fee for the production and copying of Statements of Financial Interest.
- L. Reporting persons shall disclose the financial information required on the Statement of Financial Interest form prescribed by this Ordinance.
- M. Nothing in this section shall be construed to require the disclosure of information which is privileged by law.
- N. Failure of a Reporting person to file a Statement of Financial Interest within ten days (10) after receiving notice as provided in this article, or the filing of an incomplete Statement of Financial Interest after receipt of such a notice, is a violation of this article.
- O. The forms will be stored in a secure location in the Town Clerk's Office.
- P. The Town Council in cooperation with the Town Manager and the Town Clerk will be responsible for the general oversight of the processes described in this Ordinance relating to the filing of Statement of Financial Interest forms.

3.4 ADVISORY OPINIONS

- A. Any Town official or Town employee or Candidate for elected office shall be entitled to the opinion of the Town Counsel upon any question arising under this article relating to the duties and responsibilities of such Person. All requests for such opinions by Reporting persons shall be made to the Town Manager. The Town Counsel shall file such opinion in writing with the Town Clerk and such opinion shall be a matter of public record; however, no opinion will be rendered by the Town Counsel except upon the submission of a detailed request setting forth existing facts and a specific question relative to an actual or prospective violation of any provision of this chapter.
- B. Any Person who acts in reliance on an opinion of the Town Counsel shall be exempt from the penalties provided in this chapter if that Person has made a good faith disclosure of all material facts related to the opinion. Any Person may also request an advisory opinion from the State Ethics Commission.

3.5 PENALTIES

- A. Any Town official or Town employee who violates this Ordinance shall be subject to appropriate discipline by the appointing authority including suspension, termination or censure, consistent with any requirements of the state civil service law and the Town Charter, as well as to civil or criminal prosecution under any other applicable state laws.
- B. Alleged violations of the State Ethics Laws or this chapter by the Town Manager, a Town Councilor, or any Reporting person shall be reported to the District Attorney and the State Ethics Commission.



Town of Bridgewater Statement of Financial Interest For Calendar Year 2012

- C. All Town contracts shall include therein a clause for termination in the event of a violation of this Ordinance in connection with the bidding, awarding, administration or performance of the contract.
- D. Any permit, license, ruling, determination or other official action taken in violation of this Ordinance shall be void; provided however, that in the event that voiding would substantially damage the Town or innocent third parties, then the Town entity responsible for such official action may, subject to the prior approval of the appropriate body, preserve, in whole or in part, the permit, license, ruling, determination or other action.
- E. A knowing or willful violation of this Ordinance shall be punishable by no more than the maximum allowable fine per M.G. L ch.40 s.21.

3.6 RECOVERY AND DAMAGES AND OTHER REMEDIES

- A. M.G.L. ch 268A and ch 268B provide for the appropriate remedies for any violations of either of these statutes.

3.7 CONFLICT WITH OTHER LAWS

In the event of any conflict or inconsistency of this Ordinance with any state law, the provision of broadest or strictest coverage shall control for purposes of this Ordinance. No provision of this Ordinance shall be construed so as to be inconsistent with state law.

3.8 DISTRIBUTION; TRAINING; TOWN WEB SITE LINKS

- A. The Town Clerk shall cause a copy of this Ordinance to be distributed to every Reporting person within thirty (30) days of their entering their duties. The Town Manager shall cause a copy of this Ordinance and a summary of the Conflict of Interest Laws to be distributed to all employees of the Town every two years.
- B. In order to ensure that all Town officials and Town employees of Bridgewater are familiar with their responsibilities and obligations under this Ordinance and the State Ethics Laws, the Town Manager shall annually provide for training on their meaning and application, and every elected and appointed Town official and Town employee shall be required to attend at least one (1) such session after beginning the duties of his or her employment.
- C. On its website the Town shall provide a link to:
 - 1) This Ordinance;
 - 2) The Massachusetts State Ethics Commission (<http://www.mass.gov/ethics/>);
 - 3) The Massachusetts Office of Campaign and Political Finance, or OCPF - (<http://www.mass.gov/ocpf/>); and
 - 4) The Massachusetts Attorney General's Office (<http://www.mass.gov/?pageID=cagohomepage&L=1&L0=Home&sid=Cago>)



Town of Bridgewater
Statement of Financial Interest
For Calendar Year 2012

3.9 RETALIATORY ACTION

No Town official or Town employee shall intimidate, threaten, coerce, or otherwise take adverse action against any individual who in good faith makes a complaint to the Town Manager or Town Council or the State Ethics Commission regarding any alleged violation of this Ordinance or the State Ethics Law by any Town official or Town employee of Bridgewater.

ARTICLE 4: EFFECTIVE DATE

This Ordinance shall become effective on _____



TOWN OF BRIDGEWATER

For Official Use Only

STATEMENT OF FINANCIAL INTERESTS FOR THE CALENDAR YEAR

This form is prepared pursuant to Article IX, Section 9-1
of the Bridgewater Town Charter

When properly stamped by the Bridgewater Town
Clerk, this will constitute receipt of the filing.

Filing period
January 1, 20__ -December 31, 20__

Name: _____
Address: _____
Title: _____
Phone: _____ E-Mail: _____

Instructions:

- All questions must be completed. Attach additional pages if more space is needed.
- If a question does not apply, check the “not applicable” box on the bottom line of the question box. If any questions are left blank, the form will be sent back to you.
- Sign the last page.
- Return your form to:
Bridgewater Town Clerk
64 Central Square
Bridgewater, MA 02324
- If you have any questions, please call 508-659-1220 or email Clerk@BridgewaterMA.org

Due Dates:

Municipal Employees: Your form must be returned to the Town Clerk by **June 1** each calendar year.

All Other Reporting Officials: If an elected official, your form must be returned **on or before the date your nomination papers are due**. Write-in candidates are required to file no later than 15 days prior to the date of the election. If you are an appointed official, your form is due **upon appointment**. For elected and appointed officials, the form must be returned by June 1 of each year thereafter.

1. State the name and address of each business (defined as any legal entity organized for profit, non-profit or charitable purposes) from which income in excess of one thousand dollars (\$1,000.00) is received and the nature of your or your family's association with each business.

This information need not be provided unless the business has matters pending before, does any business with, or is subject to regulation, supervision or oversight by the agency, department, board, election commission or other city office which employs you, or over which you have administrative or legislative control.

Payer	Address	Association
[] not applicable		

2. State the name and address for each business transacting business in Bridgewater for which more than one percent (1%) of the beneficial ownership is held directly or indirectly by a family member.

[] not applicable

3. State the name and address of each creditor located within or doing business with the Town of Bridgewater to which more than one thousand dollars (\$1,000.00) was owed on December 31 of the reporting year, the original amount owing, the amount outstanding, the general nature of the security pledged for each obligation, and the terms of repayment (the annual interest rate and either the year final repayment is due).

The following need not be reported: mortgages on the primary residence, obligations on retail installment transactions, educational loans, medical and dental expenses, debt incurred in the ordinary course of an active ongoing business, alimony or support obligations, and any obligation in which the creditor is related within the third degree of consanguinity or affinity.

Creditor	Address	Original amount	Amount owing	Terms Rate/time	Security
[] not applicable					

4. If you are a member of a municipal body (defined to include any agency, committee, council, board, department or other legal entity within Town government), state the name and address of any person who reimbursed you for any expense aggregating more than one hundred dollars (\$100.00) during the reporting period and the cash value of such reimbursement.

This information need not be reported unless the reimbursor has an interest that is distinguishable from the public generally in legislation, legislative action, administrative action, or a matter before that municipal body.

Reimbursor	Address	Amount
[] not applicable		

5. If you are a member of a municipal body, state the name and address of any donor of gifts aggregating more than one hundred dollars (\$100.00) during the reporting period and the fair market value of such gifts as best determinable.

This information need not be reported unless the donor is a person with direct interest in legislation, legislative action, or a matter before that municipal body.

Donor	Address	Value
[] not applicable		

6. Describe (using the description on the most recent tax bill), including address, all real property in which direct or indirect financial interest was held which has an assessed value greater than one thousand dollars (\$1,000.00). If the real property was transferred during the reporting period, state the name and address of the person furnishing consideration to, or receiving it from, you.

Realty	Transferor/transferee (if during reporting period)
[] not applicable	

7. If a legislative agent (a person who is compensated for acting to promote, oppose or influence local legislation) is the source of honoraria aggregating more than one hundred dollars (\$100.00), state the agent's name and address and fair market value of the honoraria.

If you are a member of a municipal body, such honoraria shall only be reported if the source is a person having a direct interest in legislation, legislative action, or a matter before that municipal body.

Agent paying honoraria	Address	Value
[] not applicable		

8. State the name and address of any creditor who voluntarily forgave a debt of over one thousand dollars (\$1,000.00) and the amount forgiven.

This information need not be provided if the creditor is your relative within the third degree of consanguinity or affinity, or your spouse.

Creditor	Address	Amount forgiven
[] not applicable		

9. State the name and address of any business from which you are taking a leave of absence.

[] not applicable

- 10.** Identify the equity (defined as any stock, interests in capital or profits and losses, or similar ownership interest) in any business with which you are associated that has been transferred to a member of your family. A family member who transfers equity to you need not report such an intra-family transfer.

Equity transferred	Recipient family member
☐ not applicable	

- 11.** State the nature, amount, and date of any commercial or business transaction worth two hundred and fifty dollars (\$250.00) or more between any municipal official and you.

Transaction	Amount	Name of official	Date
☐ not applicable			

I swear under the pains and penalties of perjury that the information in this Statement of Interests, and on any attached pages, is true to the best of my knowledge. I understand that filing a deficient or false Statement of Interests may result in disciplinary or legal action being taken against me.

Signature

Date



Bridgewater Town Council

In Town Council, Tuesday, October 15, 2013

Council Order: O-2013-036

Introduced By: Town Manager (at the request of the Town Accountant)
Date Introduced: October 1, 2013
First Reading: October 1, 2013
Second Reading: October 15, 2013
Amendments Adopted:
Date Adopted:
Date Effective:

Proposed Order #O-2013-036

REVOLVING FUND – Animal Control

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, 2013, 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 FY2014 as follows:

Spending Authority	Fund	Receipts	Expenditures	FY14 Spending Limit
Town Manager	Animal Control	Fines and fees	Costs associated with providing animal control, animal inspection services, education programs and other related expenses	\$5,000

Explanation: This vote is for the annual authorization of the revolving fund for animal control. It is accounted for separately from all other monies in town and is credited only of the departmental receipts received in connection with animal control operations.

Committee Referrals and Dispositions:

<i>Referral(s)</i>	<i>Disposition(s)</i>
- This measure was referred to the Finance Committee - This measure was referred to the Council's Budget & Finance Committee 14 Days has elapsed per Section XVIII of the Council Rules & Procedures, therefore this measure may be finally considered.	10/9/13: vote approve (6-0) - Meeting held 10/10/13: will provide disposition to full council on 10/15/13.

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



Bridgewater Town Council

In Town Council, Tuesday, October 15, 2013

Council Resolution: R-2013-004

Introduced By:	Councilor William Wood and Councilor William Rivers
Date Introduced:	October 1, 2013
First Reading:	October 1, 2013
Second Reading:	October 15, 2013
Amendments Adopted:	
Date Adopted:	
Effective Date:	

Resolution #R-2013-004

BRIDGEWATER'S FY 2015 BUDGET POLICY GUIDELINES

WHEREAS: The Town Council established orderly steps for the FY15 Budget creation process; and

WHEREAS: The Town Manager delivered a high-level overview of the FY15 Budget to the Town Council; and

WHEREAS: The economic outlook for FY15 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 FY15 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 2015.

ONGOING BUDGET PRACTICES

In preparing the budget for FY15, 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 FY15 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 FY15 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 FY15 planning purposes, spending shall be limited to 85% of FY14 actual values per revenue classification plus 85% of FY14 prison mitigation revenue.
- Revenue from State Aid should be the numbers used in the Cherry Sheet estimates released March 1. If no FY2015 Cherry Sheets are available, use the final FY2014 Cherry Sheet values.
- 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 14, 15 and 16 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 16 budget may only include major changes that should be anticipated if known)
- Provide and include maintenance budgets for FY 15 and FY 16 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)

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• This measure was referred to the Council's Budget & Finance Committee • 14 days has elapsed per Section XVIII of the Council Rules & Procedures, therefore this matter may be finally considered this evening.	• Meeting 10/10/13: will provide disposition to full council on 10/15/13



Bridgewater Town Council

In Town Council, Tuesday, October 15, 2013

Council Resolution: R-2013-005

Introduced By: Councilor William Wood
Date Introduced: October 1, 2013
First Reading: October 1, 2013
Second Reading: October 15, 2013
Amendments Adopted:
Date Adopted:
Effective Date:

Resolution #R-2013-005

TOWN COUNCIL MEETING DATES - 2014

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 2014 and regular meetings will be held either in the Memorial Building, 25 South Street, Bridgewater, MA or at BTV Studios, 80 Spring Street, Bridgewater MA, beginning at 7:30 p.m., unless otherwise noted.

January 7, 2014	July 8, 2014
January 21, 2014	August 5, 2014
February 4, 2014	September 9, 2014*
February 25, 2014*	September 23, 2014*
March 4, 2014	October 7, 2014
March 18, 2014	October 21, 2014
April 1, 2014	November 4, 2014
April 15, 2014	November 18, 2014
May 6, 2014	December 2, 2014
May 20, 2014	December 16, 2014
June 3, 2014	

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

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• This measure was not referred to a committee. • 14 days has elapsed per Section XVIII of the Council Rules and Procedures, therefore this matter may be finally considered this evening.	



Bridgewater Town Council

In Town Council, Tuesday, October 15, 2013

Council Transfer: #T-2013-023

Introduced By: Town Manager
Date Introduced: October 1, 2013
First Reading: October 1, 2013
Second Reading: October 15, 2013
Amendments Adopted:
Date Adopted:
Date Effective:

Proposed Transfer: #T-2013-023

TOWN WEBSITE IMPROVEMENTS

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 \$5,000.00 the following account(s):

FROM Account:	Number	Name	Amount
MIS/Computer Network	001-155-01-0101-511600	P/T Clerical Salaries	\$ 5,000.00
TO Account:	Number	Name	Amount
MIS/Computer Network	001-155-01-0102-524026	Network Expense/ Software Maintenance	\$ 5,000.00

This transfer is for the purpose of funding a project relative to the aesthetic and functional improvement of the town's website and that the Town Manager is authorized to take any other action necessary or convenient to carry out this project.

***Explanation:** The IT Director has been working to improve the town's web presence. The transfer requested will allow the Town to procure services necessary to implement the solution.*

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
- Referred to Finance Committee - Referred to Council's Budget & Finance Committee 14 Days has elapsed per Section XVIII of the Council Rules & Procedures, therefore this measure may be finally considered.	10/9/13: Vote approve 6-0. - Meeting 10/10/13: Will provide disposition to full council on 10/15/13.



Bridgewater Town Council

In Town Council, Tuesday, October 15, 2013

Council Transfer: T-2013-024

Introduced By: Town Manager
Date Introduced: October 1, 2013
First Reading: October 1, 2013
Second Reading: October 15, 2013
Amendments Adopted:
Date Adopted:
Date Effective:

Proposed Transfer - #T-2013-024

APPROPRIATION FOR ENTERPRISE FINANCIAL MANAGEMENT SYSTEM

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 \$ 100,000.00 from Prison Mitigation (*account #204-123-2051-596001*) to General Fund Capital (*account #100-135-00-1029-585015*) for the purposes of funding and purchases; and that the Town Manager is authorized to take any other action necessary or convenient to carry out this project.

Explanation: The Town's enterprise financial management software is antiquated and ineffective to handle the immediate and long-term needs of the organization. There is also some real concern about the viability of the company currently supporting the product. Continued use of the current product hampers the efforts and effectiveness of departments. Internally, timely reporting and the exporting of data is cumbersome; and decentralization efforts have been stalled. It is now imperative that the Town employ a solution to ensure there would be no further interruptions in its abilities to perform daily business tasks. The transfer requested will allow the Town to procure services necessary to implement a solution.

Committee Referrals and Dispositions:

<i>Referral(s)</i>	<i>Disposition(s)</i>
• Referred to Finance Committee. • Referred to Council's Budget & Finance Committee • 14 Days has elapsed per Section XVIII of the Council Rules & Procedures, therefore this measure may be finally considered.	• 10/9/13: Vote approve (6-0). • Meeting 10/10/13: Will provide disposition to full council on 10/15/13.



Bridgewater Town Council

In Town Council, Tuesday, October 15 2013

Council Ordinance: D-2013-015

Introduced By: Councilor John Norris

Date Introduced: October 15, 2013

First Reading: October 15, 2013

Second Reading:

Amendments Adopted:

Date Adopted:

Date Effective:

Proposed Ordinance D-2013-015

PERSONAL PROPERTY ASSESSMENT

WHEREAS the Town of Bridgewater had an auditor assess the financial status of The Town and made specific recommendations on assessing and collecting taxes on personal property of less than \$5000 in value. Also seeing that a large percent of our personal property tax income generates very little revenue but a large volume of work.

IT IS ORDERED that The Town no longer assess nor levy a personal property tax on personal property valued at \$5000 or less.



Bridgewater Town Council

In Town Council, Tuesday, October 15, 2013

Council Order: #O-2013-035

Introduced By: Councilor John Norris

Date Introduced: October 15, 2013

First Reading: October 15, 2013

Second Reading:

Amendments Adopted:

Date Adopted:

Date Effective:

Proposed Order #O-2013-035

HEALTHCARE AUDIT CREATION

WHERE AS the Town of Bridgewater had an auditor assess the financial status of The Town and made specific recommendations on our lack of a system to determine ongoing eligibility of those who are enrolled in the Town's healthcare insurance.

Ordered that The Town creates and implements an auditing system of those who are enrolled in the Town's healthcare insurance to be finished and enforced by the end of FY15. The audit will be repeated every five years. The audit will consist of no less than determining eligibility and assessing proper coverage of each person and their dependants.