BRIDGEWATER TOWN COUNCIL

Tuesday, October 21, 2014
7:30 PM
BTV Studios
80 Spring Street, Bridgewater MA

MEETING AGENDA

A. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS
   a) October 7, 2014
B. ANNOUNCEMENTS FROM THE PRESIDENT
C. PROCLAMATIONS
D. CITIZEN OPEN FORUM
E. APPOINTMENTS
   a) Charles Tarr – *Cultural Council*
F. HEARINGS
G. LICENSE TRANSACTIONS
H. PRESENTATIONS
   a) Police Department *(Police Chief Delmonte)*
   b) Downtown Revitalization – *(Cecil Group & Nelson/Nygaard)*
I. TOWN MANAGER'S REPORT
J. DISCUSSIONS
   a) Administrative Code - *President Wood*
   b) Town Manager Performance Review Update – *Councilors Whitaker & Colombotos*
   c) Meeting of the General Public Agenda Items – *President Wood*
K. COMMITTEE REPORTS
L. LEGISLATION FOR ACTION
   a) Order #O-2014-024: State Election Warrant
   This measure was not referred to any committee. 14 days has elapsed per section XVIII of the Council Rules & Procedures, therefore may be finally considered.
   b) Resolution #R-2014-004: Endorsement of Downtown Revitalization Plan
   This measure was referred to the Council's Community & Economic Development Committee. The Committee met 10/15/14 and will be provided to full council on 10/21/14. This measure may be finally considered at this evening's meeting.
M. OLD BUSINESS
   a) Ordinance #D-2014-008: Retail Sales of Tobacco Products
   This measure was referred to the Council's Public Safety Committee. The Committee met 9/22/14 and voted 2-1 to not to recommend approval. On 9/23/14 the Council voted to postpone the measure to the meeting of 10/7/14. On 10/7/14, the Council voted to postpone the measure to the meeting of 10/21/14. This measure requires advertising pending any amendments offered and voted by the Council, therefore may not be finally considered at this evening's meeting.
N. NEW BUSINESS
   a) Resolution #R-2014-005: FY2016 Budget Resolution *(Councilors Wood & Rivers)*
   b) Resolution #R-2014-006: 2015 Council Meeting Dates *(Councilor Wood)*
O. CITIZEN COMMENTS
P. COUNCIL COMMENTS
Q. EXECUTIVE SESSION
R. ADJOURNMENT

Bridgewater Town Council

In Town Council, Tuesday, October 21, 2014

Council Order: O-2014-024

Introduced By:	President William Wood and Vice President Sheila Whitaker (At the request of the Town Clerk)
Date Introduced	October 7, 2014
First Reading:	October 7, 2014
Second Reading:	October 21, 2014
Amendments Adopted:	
Date Adopted:	
Date Effective:	

Proposed Order O-2014-024

2014 STATE ELECTION WARRANT

ORDERED: that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to accept the attached Warrant for the 2014 State Election.

Explanation:
It is required that the Town Council accepts and approves the attached Warrant for the State Election as a matter of record.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• This measure received a first reading 8/21/12. • No referral needed. • 14 day requirement (per Council Rules & Procedures XVIII - Readings) has elapsed.	

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

COMMONWEALTH OF MASSACHUSETTS

WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR STATE ELECTION

Plymouth County, SS.

To the Constables of the Town of Bridgewater

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the State Election to vote at

Precincts 1,2,3,4,5,6 & 7
(precinct numbers)

Bridgewater Middle School, 166 Mount Prospect Street
(polling location)

On **TUESDAY, THE FOURTH DAY OF NOVEMBER, 2014,** from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices and questions:

SENATOR IN CONGRESS . . . . . FOR THIS COMMONWEALTH
GOVERNOR AND LIEUTENANT GOVERNOR . . . . FOR THIS COMMONWEALTH
ATTORNEY GENERAL . . . . . .FOR THIS COMMONWEALTH
SECRETARY OF STATE . . . . FOR THIS COMMONWEALTH
TREASURER . . . .FOR THIS COMMONWEALTH
AUDITOR . . . . . FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS. . . . . EIGHTH CONGRESSIONAL DISTRICT
COUNCILLOR . . . . . FIRST COUNCILLOR DISTRICT
SENATOR IN GENERAL COURT . . . . . FIRST PLYMOUTH SENATORIAL DISTRICT
REPRESENTATIVE IN GENERAL COURT . . . . . EIGHTH PLYMOUTH REPRESENTATIVE DISTRICT
DISTRICT ATTORNEY. . . . . .PLYMOUTH COUNTY DISTRICT
REGISTER OF PROBATE. . . . . PLYMOUTH COUNTY
COUNTY TREASURER . . . . . PLYMOUTH COUNTY
COUNTYCOMMISSIONERS. . . . . PLYMOUTH COUNTY
REGIONAL SCHOOL COMMITTEE . . . . . BRISTOL-PLYMOUTH DISTRICT

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

SUMMARY

This proposed law would eliminate the requirement that the state's gasoline tax, which was 24 cents per gallon as of September 2013, (1) be adjusted every year by the percentage change in the Consumer Price Index over the preceding year, but (2) not be adjusted below 21.5 cents per gallon.

A YES VOTE would eliminate the requirement that the state's gas tax be adjusted annually based on the Consumer Price Index.

A NO VOTE would make no change in the laws regarding the gas tax.

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

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

SUMMARY

This proposed law would expand the state's beverage container deposit law, also known as the Bottle Bill, to require deposits on containers for all non-alcoholic non-carbonated drinks in liquid form intended for human consumption, except beverages primarily derived from dairy products, infant formula, and FDA approved medicines. The proposed law would not cover containers made of paper-based biodegradable material and aseptic multi-material packages such as juice boxes or pouches.

The proposed law would require the state Secretary of Energy and Environmental Affairs (EEA) to adjust the container deposit amount every five years to reflect (to the nearest whole cent) changes in the consumer price index, but the value could not be set below five cents.

The proposed law would increase the minimum handling fee that beverage distributors must pay dealers for each properly returned empty beverage container, which was 2¼ cents as of September 2013, to 3½ cents. It would also increase the minimum handling fee that bottlers must pay distributors and dealers for each properly returned empty reusable beverage container, which was 1 cent as of September 2013, to 3½ cents. The Secretary of EEA would review the fee amounts every five years and make appropriate adjustments to reflect changes in the consumer price index as well as changes in the costs incurred by redemption centers. The proposed law defines a redemption center as any business whose primary purpose is the redemption of beverage containers and that is not ancillary to any other business.

The proposed law would direct the Secretary of EEA to issue regulations allowing small dealers to seek exemptions from accepting empty deposit containers. The proposed law would define small dealer as any person or business, including the operator of a vending machine, who sells beverages in beverage containers to consumers, with a contiguous retail space of 3,000 square feet or less, excluding office and stock room space; and fewer than four locations under the same ownership in the Commonwealth. The proposed law would require that the regulations consider at least the health, safety, and convenience of the public, including the distribution of dealers and redemption centers by population or by distance or both.

The proposed law would set up a state Clean Environment Fund to receive certain unclaimed container deposits. The Fund would be used, subject to appropriation by the state Legislature, to support programs such as the proper management of solid waste, water resource protection, parkland, urban forestry, air quality and climate protection.

The proposed law would allow a dealer, distributor, redemption center or bottler to refuse to accept any beverage container that is not marked as being refundable in Massachusetts.

The proposed law would take effect on April 22, 2015.

A YES VOTE would expand the state's beverage container deposit law to require deposits on containers for all non-alcoholic, non-carbonated drinks with certain exceptions, increase the associated handling fees, and make other changes to the law.

A NO VOTE would make no change in the laws regarding beverage container deposits.

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

SUMMARY

This proposed law would (1) prohibit the Massachusetts Gaming Commission from issuing any license for a casino or other gaming establishment with table games and slot machines, or any license for a gaming establishment with slot machines; (2) prohibit any such casino or slots gaming under any such licenses that the Commission might have issued before the proposed law took effect; and (3) prohibit wagering on the simulcasting of live greyhound races.

The proposed law would change the definition of "illegal gaming" under Massachusetts law to include wagering on the simulcasting of live greyhound races, as well as table games and slot machines at Commission-licensed casinos, and slot machines at other Commission-licensed gaming establishments. This would make those types of gaming subject to existing state laws providing criminal penalties for, or otherwise regulating or prohibiting, activities involving illegal gaming.

The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would prohibit casinos, any gaming establishment with slot machines, and wagering on simulcast greyhound races.

A NO VOTE would make no change in the current laws regarding gaming.

QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

SUMMARY

This proposed law would entitle employees in Massachusetts to earn and use sick time according to certain conditions.

Employees who work for employers having eleven or more employees could earn and use up to 40 hours of paid sick time per calendar year, while employees working for smaller employers could earn and use up to 40 hours of unpaid sick time per calendar year.

An employee could use earned sick time if required to miss work in order (1) to care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse, parent, or parent of a spouse; (2) to attend routine medical appointments of the employee or the employee's child, spouse, parent, or parent of a spouse; or (3) to address the effects of domestic violence on the employee or the employee's dependent child. Employees would earn one hour of sick time for every 30 hours worked, and would begin accruing those hours on the date of hire or on July 1, 2015, whichever is later. Employees could begin to use earned sick time on the 90th day after hire.

The proposed law would cover both private and public employers, except that employees of a particular city or town would be covered only if, as required by the state constitution, the proposed law were made applicable by local or state legislative vote or by appropriation of sufficient funds to pay for the benefit. Earned paid sick time would be compensated at the same hourly rate paid to the employee when the sick time is used.

Employees could carry over up to 40 hours of unused sick time to the next calendar year, but could not use more than 40 hours in a calendar year. Employers would not have to pay employees for unused sick time at the end of their employment. If an employee missed work for a reason eligible for earned sick time, but agreed with the employer to work the same number of hours or shifts in the same or next pay period, the employee would not have to use earned sick time for the missed time, and the employer would not have to pay for that missed time. Employers would be prohibited from requiring such an employee to work additional hours to make up for missed time, or to find a replacement employee.

Employers could require certification of the need for sick time if an employee used sick time for more than 24 consecutively scheduled work hours. Employers could not delay the taking of or payment for earned sick time because they have not received the certification. Employees would have to make a good faith effort to notify the employer in advance if the need for earned sick time is foreseeable.

Employers would be prohibited from interfering with or retaliating based on an employee's exercise of earned sick time rights, and from retaliating based on an employee's support of another employee's exercise of such rights.

The proposed law would not override employers' obligations under any contract or benefit plan with more generous provisions than those in the proposed law. Employers that have their own policies providing as much paid time off, usable for the same purposes and under the same conditions, as the proposed law would not be required to provide additional paid sick time.

The Attorney General would enforce the proposed law, using the same enforcement procedures applicable to other state wage laws, and employees could file suits in court to enforce their earned sick time rights. The Attorney General would have to prepare a multilingual notice regarding the right to earned sick time, and employers would be required to post the notice in a conspicuous location and to provide a copy to employees. The state Executive Office of Health and Human Services, in consultation with the Attorney General, would develop a multilingual outreach program to inform the public of the availability of earned sick time.

The proposed law would take effect on July 1, 2015, and states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would entitle employees in Massachusetts to earn and use sick time according to certain conditions.

A NO VOTE would make no change in the laws regarding earned sick time.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2014.
(month)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Town Council of Bridgewater

POSTING SEVEN PRECINCTS IN TOWN OF BRIDGEWATER

_____ _____, 2014.
Constable (month and day)

Warrant must be posted by **October 28, 2014,** (at least *seven days prior* to the **November 4, 2014** State Election).

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

Bridgewater Town Council

In Town Council, Tuesday, September 23, 2014

Council Resolution: #R-2014-004

Introduced By:	Town Manager
Date Introduced:	September 23, 2014
First Reading:	September 23, 2014
Second Reading:	October 21, 2014
Amendments Adopted:	
Date Adopted:	
Date Effective:	

A RESOLUTION - ENDORSEMENT OF DOWNTOWN REVITALIZATION PLAN

WHEREAS, the Town Council recognizes that there is a significant need for the revitalization of the downtown area of Bridgewater, Massachusetts;

WHEREAS, In the Spring of 2014, the Town initiated a planning process to develop strategies for the economic development and revitalization of Bridgewater, with special focus on the South and Broad Street areas, typically referenced as the "Downtown";

WHEREAS, the effort, spearheaded by the Community Development Action Committee (CDAC), sought to vision, prioritize goals, develop targeted strategies and establish a clear action plan.

WHEREAS, by incorporating input from varied constituent groups and stakeholders, the Town has a special opportunity to shape and prioritize the specific recommendations in the Downtown Revitalization Plan (Plan). The Plan will guide the Town's future downtown policy and investment decisions and will help provide a competitive advantage for additional grant awards.

WHEREAS, the Town engaged a planning and development consultant - The Cecil Group – to draft a comprehensive plan to accomplish this goal;

WHEREAS, the Plan will be used as a flexible framework to further downtown redevelopment efforts. Property owners, developers, and residents will be encouraged to follow the initiatives as property improvements are made. Town staff will utilize the principles of the plan in proposing future courses of action and Town Council will evaluate proposals from all sources by considering the relevance of proposals to the principles of the plan.

WHEREAS, the endorsement of this resolution is in principle and does not preclude variations or exceptions;

NOW, THEREFORE, BE IT RESOLVED:

RESOLVED, that the Town Council assembled endorse and support the Downtown Revitalization Plan and associated efforts to improve the economic base of the Town of Bridgewater.

ROLL CALL VOTE – REQUIRES MAJORITY OF THOSE PRESENT AND VOTING.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Referred to Community & Economic Development Committee	• Committee met 10/15/14. Will provide disposition to full council 10/21/14.

Bridgewater Town Council

In Town Council, Tuesday, October 21, 2014

Council Ordinance: D-2014-008

Introduced By:	Councilors Wood, Perry and Wright
Date Introduced:	August 5, 2014
First Reading:	August 5, 2014
Second Reading:	September 23, 2014
Third Reading:	October 7, 2014
Fourth Reading:	October 21, 2014
Amendments Adopted:	
Date Adopted:	
Date Effective:	

Proposed Ordinance D-2014-008

Retail Sales of Tobacco Products

WHEREAS, Tobacco use is a known health risk[1];

WHEREAS, the Surgeon General of the United States has identified health risks associated with smoking[2];

WHEREAS, surveys strongly suggest that raising the minimum age to purchase Tobacco Products would reduce youth smoking rates[3] [4];

WHEREAS, statistics show that communities that raising the legal age to buy Tobacco Products reduce the number of youth smoking[5];

WHEREAS, the Bridgewater-Raynham High School District has defined a Tobacco and Smokeless Tobacco Policy that prohibits their use on school grounds[6];

WHEREAS, Bridgewater State University prohibits smoking and tobacco use on all university property[7];

WHEREAS, the Town of Bridgewater prohibits smoking in public places and workplace[8];

Be it ordained by the Town Council of the Town of Bridgewater:

Regulation of the Retail Sale of Tobacco Products

Section 1 – Definitions

E-Cigarette: Any electronic nicotine delivery product composed of a mouthpiece, heating element, battery and/or electronic circuits that provides a vapor of liquid nicotine to the user, or relies on vaporization of solid nicotine or any

[1] http://www.cdc.gov/tobacco/basic_information/health_effects/index.htm
[2] http://www.surgeongeneral.gov/initiatives/tobacco/index.html
[3] http://tobaccocontrol.bmj.com/content/10/4/323.full
[4] http://www.nyc.gov/html/doh/downloads/pdf/smoke/tobacco21.pdf
[5] http://www.needhamma.gov/DocumentCenter/Home/View/1868
[6] http://www.bridge-rayn.org/Bridgewater-Raynham.cfm?subpage=1874966
[7] http://www.handbook.bridgew.edu/PoliciesProcedures/TobaccoFreePolicy.cfm
[8] Article 44 of the General By-Laws of Bridgewater

liquid. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, e-pipes or under any other product name.

Health Care Facility: any office or institution providing care or treatment of diseases, whether physical, mental or emotional, or other medical, physiological or psychological conditions including, but not limited to, rehabilitation hospitals or other clinics, weight control clinics, nursing homes, homes for the aging or chronically ill, laboratories, offices of any surgeon, chiropractor, physical therapist, physician, dentist, pharmacies, drug stores, any entity subject to licensing by the Massachusetts Department of Public Health under M.G.L. c. 112 and all specialists within these professions.

Nicotine Delivery Product: Any manufactured article or product made wholly or in part of a tobacco substitute or containing nicotine that is expected or intended for human consumption, but not including a product approved by the United States Food and Drug Administration for sale as a tobacco use cessation or harm reduction product or for other medical purposes and which is being marketed and sold solely for that approved purpose. Nicotine delivery products include, but are not limited to, e-cigarettes.

Tobacco product: any product in any form containing tobacco, including, but not limited to, cigarettes, chewing tobacco, snuff, dip, cigars, pipe tobacco, blunt wraps and bidis.

SECTION 2: RETAIL SALE OF TOBACCO PRODUCTS

2.1 No person shall sell tobacco products or Nicotine Delivery Products or permit tobacco products or Nicotine Delivery Products to be sold to any person under the age of twenty-one (21) or not being the recipient's parent or legal guardian, give tobacco products or Nicotine Delivery Products to any person under the age of twenty-one (21).

2.2 In conformance with and in addition to Massachusetts General Law, Chapter 270, Section 7, a copy of Massachusetts General Laws, Chapter 270, Section 6, shall be posted conspicuously by the owner or other person in charge thereof in the shop or other place used to sell tobacco products at retail. The notice shall be provided by the Massachusetts Department of Public Health and made available from the Bridgewater Board of Health. The notice shall be at least 48 square inches and shall be posted conspicuously by the permit holder in the retail establishment or other place in such a manner so that it may be readily seen by a person standing at or approaching the cash register. The notice shall directly face the purchaser and shall not be obstructed from view or placed at a height of less than four (4) feet or greater than nine (9) feet from the floor.

2.3 In addition to the notice required under Section 2.2, notices provided by the Bridgewater Health Department shall also be posted by the owner or other person in charge thereof in the shop or other place used to sell tobacco products at retail: (a) Such notice shall state that the sale of tobacco products to persons under age 21 is illegal; (b) The owner or other person in charge of a shop or other place used to sell tobacco products at retail shall conspicuously post signage that discloses current referral information about smoking cessation; (c) The owner or other person in charge of a shop or other place used to sell nicotine delivery products at retail shall conspicuously post a sign stating “The sale of nicotine delivery products to minors under 21 years of age is prohibited.”; and (d) The owner or other person in charge of a shop or other place used to sell e-cigarettes at retail shall conspicuously post a sign stating, “The use of e-cigarettes at indoor establishments may be prohibited by local law.” The notices shall be no smaller than 8.5” by 11” and shall be posted conspicuously in the retail establishment or other place in such a manner so that they may be readily seen by a person standing at, or approaching the cash register. These notices shall directly face the purchaser and shall not be obstructed from view or placed at a height of less than 4 or greater than 9 feet from the floor.

2.4 Each person selling or distributing tobacco products or Nicotine Delivery Products shall verify the age of the purchaser by means of government-issued photographic identification containing the bearer’s date of birth that the purchaser is twenty-one (21) years or older. Verification is required for any person under the age of 27.

2.5 All retail sales of tobacco or Nicotine Delivery Products must be face-to-face between the seller and the buyer.

2.6 No person or entity selling tobacco products or Nicotine Delivery Products shall allow anyone under twenty one (21) years of age to sell cigarettes, other tobacco products or Nicotine Delivery Products.

2.7 No health care facility, as per regulations, located in the Town of Bridgewater shall sell or cause to be sold tobacco products and Nicotine Delivery Products. Additionally, no retail establishment that operates or has a health care facility within it, such as a pharmacy or drug store, shall sell or cause to be sold tobacco products and Nicotine Delivery Products.

SECTION 3: VIOLATIONS

3.1 It shall be the responsibility of the permit holder and/or his or her business agent to ensure compliance with all sections of this regulation pertaining to his or her distribution of tobacco or Nicotine Delivery Products. Any permit holder, proprietor(s) or other persons(s) in charge of a place covered by this regulation or his or her business agent or designee who fails to comply with this regulation shall be subject to the following:

a. In the case of a first violation, a fine of one hundred dollars ($100.00), and the Tobacco Sales and Nicotine Delivery Products Permit shall be suspended for seven (7) consecutive business days.

b. In the case of a second violation within 24 months of the date of the first violation, a fine of two hundred dollars ($200) and the Tobacco Sales and Nicotine Delivery Products Permit shall be suspended for 12 months.

c. In the case of three or more violations within a 24-month period, a fine of three hundred dollars ($300) and the Tobacco Sales and Nicotine Delivery Products Permit shall be suspended for 12 months.

SECTION 4: ENFORCEMENT

4.1 Enforcement of this regulation shall be by the Bridgewater Board of Health, Health Agent, or the Bridgewater Police.

4.2 Any person who desires to register a complaint pursuant to the regulation may do so by contacting the Board of Health of Bridgewater or its designated agent(s) and the Board shall investigate.

SECTION 5: SEVERABILITY

If any provision of these regulations is declared invalid or unenforceable, the other provisions shall not be affected thereby but shall continue in full force and effect.

SECTION 6: EFFECTIVE DATE

The effective date of this regulation will be January 1st, 2015.

Explanation: *The Zoning Bylaws currently include no definition for this kind of facilities.*

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Referred to Public Safety Committee • 9/23/14: Council vote to postpone to 10/7/14. • 10/7/14: Council vote to postpone to 10/21/14.	• 9/22/14: vote 2-1 not to recommend approval.

NOT FOR ACTION: REQUIRES ADVERTISING PENDING ANY AMENDMENTS

Bridgewater Town Council

In Town Council, Tuesday, October 21, 2014

Council Resolution: R-2014-005

Introduced By:	Councilors Wood and Rivers
Date Introduced:	October 21, 2014
First Reading:	October 21, 2014
Second Reading:	
Amendments Adopted:	
Date Adopted:	
Effective Date:	

Resolution #R-2014-005

BRIDGEWATER'S FY 2016 BUDGET POLICY GUIDELINES

WHEREAS: The Town Council established orderly steps for the FY16 Budget creation process; and

WHEREAS: The Town Manager delivered a high-level overview of the FY16 Budget to the Town Council; and

WHEREAS: The economic outlook for FY16 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 FY16 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 2016.

ONGOING BUDGET PRACTICES

In preparing the budget for FY16, 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 and to eliminate overtime whenever practical.
- Continue to enhance the Town's website and use other technologies as cost effective means for delivering information and services, increasing public awareness, and encouraging public feedback.

FINANCIAL POLICIES

The first and foremost goal of the FY16 budget must be to continue to build undesignated fund balances and to build reserves for Stabilization. The budget should be constructed to anticipate positive Free Cash which will

enable the Town greater budgetary flexibility in future years, and will continue to enhance the Town's bond rating. At the same time, the budget should maintain Town services.

Revenue:

- The Tax Levy is governed by statute and has a high confidence for receipt. For FY16 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 FY16 planning purposes, spending shall be limited to 85% of FY15 actual values per revenue classification plus 85% of FY15 prison mitigation revenue.
- Revenue from State Aid should be the numbers used in the Cherry Sheet estimates released March 1. If no FY2016 Cherry Sheets are available, use the final FY2015 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 $350,000.
- 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 15, 16 and 17 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 17 budget may only include major changes that should be anticipated if known)
- Provide and include maintenance budgets for FY 16 and FY 17 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)
•	•

Bridgewater Town Council

In Town Council, Tuesday, October 21, 2014

Council Resolution: R-2014-006

Introduced By:	Councilor William Wood
Date Introduced:	October 21, 2014
First Reading:	October 21, 2014
Second Reading:	
Amendments Adopted:	
Date Adopted:	
Effective Date:	

Resolution #R-2014-006

TOWN COUNCIL MEETING DATES - 2015

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 2015 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 6, 2015	June 23, 2015*
January 20, 2015	July 7, 2015
February 3, 2015	August 4, 2015
February 24, 2015*	September 15, 2015*
March 3, 2015	October 6, 2015
March 17, 2015	October 20, 2015
April 7, 2015	November 3, 2015
April 28, 2015*	November 17, 2015
May 5, 2015	December 8, 2015
May 19, 2015	December 22, 2015
June 2, 2015	

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

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	

NOT FOR ACTION: FIRST READING ONLY